



City of Tualatin

TUALATIN CITY COUNCIL

Monday, October 12, 2015

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

WORK SESSION begins at 5:00 p.m.
BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Councilor Wade Brooksby Councilor Frank Bubenik
Councilor Joelle Davis Councilor Nancy Grimes
Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR October 12, 2015

A. CALL TO ORDER

Pledge of Allegiance

B. ANNOUNCEMENTS

1. Tualatin Youth Advisory Council Update for October 2015
2. Proclamation Declaring October 18-24, 2015 as National Friends of the Library Week
3. Honor Eagle Scout Sid Sylace
4. West Coast Giant Pumpkin Regatta Announcement

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of September 14, 2015
2. Consideration of Approval of a New Liquor License Application for Oregon Wine Services and Storage
3. Consideration of Approval of a New Liquor License Application for Sharkey's Woodfired Mexican Grill
4. Consideration of **Resolution No. 5253-15** Authorizing Personnel Services Updates for Non-Represented Employees for Fiscal Year 2015-16

5. Consideration of Resolution No. 5254-15 Establishing a Money Purchase Plan (401a) and Serving as a Declaration of Trust of the Vantage Trust Company Trust for the City of Tualatin Management Staff

E. SPECIAL REPORTS

1. Economic Development Video
2. Update on the WCCLS Levy November Election
3. America's Best Communities Update

F. GENERAL BUSINESS

If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

1. Consideration of **Ordinance No. 1385-15** Establishing a Residential Parking Zone in David's Fox Run Subdivision

G. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

H. COMMUNICATIONS FROM COUNCILORS

I. ADJOURNMENT

City Council Meeting

Meeting Date: 10/12/2015

ANNOUNCEMENTS: Tualatin Youth Advisory Council Update

ANNOUNCEMENTS

Tualatin Youth Advisory Council Update for October 2015

A. YAC Update



October 12, 2015

**TUALATIN YOUTH ADVISORY
COUNCIL**



West Coast Giant Pumpkin Regatta



- October 17, 2015
- 10:00am – 4:00pm
- Concessions – food provided by Whole Foods Market
- Pumpkin crafts
- Face painting
- Pumpkin bowling



Haunted House



Haunted House

- October 21, 22, 23, 24
- 7:00 to 10:00 pm
- Van Raden Community Center
- \$4 youth/\$5 adults



Haunted
Hotel

City Council Meeting

Meeting Date: 10/12/2015

ANNOUNCEMENTS: Proclamation Declaring October 18-24, 2015 as National Friends of the Library Week

ANNOUNCEMENTS

Proclamation Declaring October 18-24, 2015 as National Friends of the Library Week

[FriendsProclamation](#)

Proclamation

Proclamation Declaring October 18-24, 2015, as National Friends of the Library Week in the City of Tualatin

WHEREAS the Friends of the Tualatin Public Library raise money to provide resources for additional programming, summer reading, needed equipment, and special events throughout the year; and

WHEREAS in the last 10 years, the Friends of Tualatin Public Library have provided more than \$125,000 to the Tualatin Public Library to supplement the Library's budget, as well as serving thousands of volunteer hours in the Library; and

WHEREAS the work of the Friends highlights on an on-going basis the fact that our Library is the community's living room, providing opportunities for all to engage in the joy of lifelong learning, while also fostering discovery and interaction; and

WHEREAS the Friends understand the critical importance of well-funded libraries and advocate to ensure that our Library gets the resources it needs to provide a wide variety of services to all ages, including access to print and electronic materials, along with expert assistance in research, reading recommendations, and programs for children and teens; and

WHEREAS the Friends' gift of their time and commitment to the Library sets an example for all in how volunteerism leads to positive civic engagement and the betterment of our community.

BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that:

Section 1. October 18-24, 2015, be proclaimed "National Friends of the Library Week" in the City of Tualatin.

Section 2. The citizens of Tualatin are encouraged to thank and support the Friends of the Tualatin Public Library for all they do for our Library and community.

INTRODUCED AND ADOPTED this 12th day of October, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 10/12/2015

ANNOUNCEMENTS: Honor Eagle Scout Sid Sylace

ANNOUNCEMENTS

Honor Eagle Scout Sid Sylace

SUMMARY

Sid Sylace was awarded the honor of Eagle Scout for completing a project at Jurgens Park. Sid's project included replacing seven (7) fence posts in the split rail fencing which had been compromised by dry rot and shrinkage.

City Council Meeting

Meeting Date: 10/12/2015

ANNOUNCEMENTS: West Coast Giant Pumpkin Regatta

ANNOUNCEMENTS

West Coast Giant Pumpkin Regatta Announcement

A. Pumpkin Regatta Announcement

12TH ANNUAL WEST COAST GIANT PUMPKIN REGATTA

Saturday, October 17, 2015
Lake of the Commons
10:00am-4:00pm

Giant Pumpkin Races * 5k
Regatta Run* Terminator
Weigh Off * Family
Entertainment * Pie Eating
Contests * Costume Contests
* Crafts * Food * and more!

Rain or Shine!



SATURDAY, OCTOBER 17, 2015, 10AM-4PM
THE LAKE OF THE COMMONS • 8325 SW NYBERG STREET, TUALATIN, OREGON

City of Tualatin

PEMCO Insurance

WILSONVILLE TOYOTA

WHOLE FOODS MARKET

NEW SEASONS MARKET

Pacific GIANT Vegetable Growers

COMCAST

T TUALATIN

PUMPKIN GARDING • 5K REGATTA RUN • STROLLING ENTERTAINMENT • KIDS CRAFTS
COSTUME CONTEST • MUSIC • T-SHIRTS • HOT FOOD • DRINKS • AND MORE!

FREE ADMISSION • WWW.TUALATINOREGON.GOV • RAIN OR SHINE
16TH ANNUAL TERMINATOR WEIGH OFF!





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 10/12/2015

SUBJECT: Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of September 14, 2015

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the City Council Work Session and Regular Meeting of September 14, 2015.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes of September 14, 2015](#)
[City Council Meeting Minutes of September 14, 2015](#)



Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Councilor Joelle Davis

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Deputy City Manager Sara Singer; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Police Captain Mark Gardner; Assistant City Manager Alice Cannon; Management Analyst II Zoe Monahan

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:04 p.m.

1. *SW Corridor Plan Update.*

Assistant City Manager Alice Cannon and Management Analyst Zoe Monahan presented an update on the SW Corridor Plan. Manager Cannon reviewed the steering committee schedule. She stated the landscape of the plan continues to change as further research is conducted. Upon review it has been determined there is not enough funding to bring high capacity transit to downtown Tualatin. The Bridgeport location is still being reviewed. Bus transit improvements are still being worked on and additional bus service will be added in Tualatin.

Mayor Ogden stated the plan is still in the cost analysis and ridership analysis phase. The steering committee is still determining where high capacity transit would be the most beneficial.

Manager Cannon stated she will be back in a month to present the key issues report to the Council.

Mayor Ogden added the best chance for improved high frequency service to the area is to be connected to the SW Corridor High Capacity System.

2. *City Facilities Study.*

Deputy City Manager Sara Singer presented an update on the City Facilities Study. She stated initial results were presented to the Council in June where the Council directed staff to proceed with the due diligence process on the Oregon Nurses Association (ONA) Building and to continue reaching out to the property owners of the lot on the Commons. Manager Singer stated staff is working with the architects to develop the scope of work and cost estimates for the due diligence process on the ONA building. Council was updated that ONA is now the sole owner of the building and is currently considering a long term lease for the first floor. Manager

Singer received the quote back from DKS for a complete traffic study in the amount of \$16,000. Once all of the estimates have been compiled Manager Singer will bring the information to Council for further direction.

Councilor Bubenik asked what the cost to buy out the lease in the ONA building would be. City Manager Lombos stated it would be over a million dollars.

Manager Singer stated the owners at the Commons location expressed interest in selling the site. The site is estimated to cost \$2.7 million. One of the current tenants at the location has a ten year lease. New construction on the site is estimated at \$13.8 million.

Manager Singer is working with SRG on a scope of services that would examine how the existing City Offices could be reconfigured to meet the Library's needs. The estimated cost to renovate is \$900,000.

Councilor Bubenik asked what the cost of construction at the Police Department site would be. City Manager Lombos stated the cost of new construction on the site would be about \$14 million.

Mayor Ogden asked if Block C could be added to the list of potential sites. He is not interested in doing another study but is curious to see if the footprint of the space needed for City Hall would work in the location.

Mayor Ogden expressed concerns with traffic at the Commons location. Manager Singer stated staff's recommendation is to complete a traffic analysis to determine if additional traffic could be accommodated.

Councilor Truax stated he is not in favor of moving forward with studying the ONA building as there are better options for the same amount of money. He would like to move forward with a traffic study for the Commons site, Block C, and the Police Department.

Council President Beikman would like to proceed with a traffic study first to see what is viable in that respect. After the traffic study is complete she would then be able to make a decision on which locations to proceed with a due diligence process. City Manager Lombos asked for clarification on which locations she would like studied. Council President Beikman stated the Police Department, ONA building, the Commons, and Block C.

Councilor Grimes would like the property owners of Block C contacted first to see if they are even interested in selling. If they are interested she would then like the property included in the traffic study.

City Manager Lombos summarized stating staff will follow-up with the owners of Block C to see if they are willing sellers, move forward with the traffic study, and put the due diligence process on hold for the ONA building until the results of the traffic study are available.

3. *Outside Agency Grants.*

City Manager Sherilyn Lombos presented the Outside Agency Grant applications. She noted proposals were solicited through the City's grant process that opened July 15 and \$30,000 has been allocated in the budget this year for grant awards. After review and discussion, Council determined the award amounts.

4. *Regulation of Marijuana Facilities.*

City Attorney Sean Brady presented an update of regulations of marijuana facilities and House Bill (HB) 3400. Attorney Brady reviewed the current city regulations for retail and medical marijuana facilities and a map of where facilities are allowed. In light of HB 3400 the Council now has three options: refer a ban to voters, buffer modifications, and impose a local option tax. HB 3400 provides a state approved process for Council to refer an ordinance to voters to ban marijuana facilities. Referring a ban would create a moratorium and the state would not issue licenses until after the election. If this option is selected the city would be prohibited from imposing a tax and would not receive a share of state tax revenue. The next option provided was to modify the City's current buffer of 2,000 feet between facilities. HB 3400 provides the buffer between facilities cannot be greater than 1,000 feet. The last option is to refer a local option tax to voters. The city's current tax is 10% for retail and 5% for medical. HB 3400 states only retail can be taxed, the rate cannot exceed 3%, and must be referred to voters at a general election.

Councilor Bubenik stated he does not want to refer a ban to the voters as a statistically valid survey was conducted by the City stating that is not what the citizens want.

Councilor Truax stated he is not interested in a referral at this time.

Mayor Ogden stated he has not seen a outpouring of citizens actively concerned with this issue. He would need to see a grass roots effort around the topic come together before he would be interested in a referral.

Councilor Grimes agreed she would need to see a community swelling of support for a ban before she would be interested in a referral.

Council consensus was reached to not move forward with a referral.

5. *Council Meeting Agenda Review, Communications & Roundtable.*

Councilor Truax stated he would like to see a process put in place for the granting of proclamations. City Manager Lombos stated staff would research and return to Council with a process in the near future.

ADJOURNMENT

The work session adjourned at 6:16 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 14, 2015

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Councilor Joelle Davis

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services Director Paul Hennon; Deputy City Manager Sara Singer; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Teen Program Specialist Julie Ludemann; Police Captain Mark Gardner; Pohl Center Supervisor Matt Saviello; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Human Resources Director Janet Newport; Library Public Services Manager Sarah Jesudason

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:01 p.m.

B. ANNOUNCEMENTS

1. Tualatin Youth Advisory Council Update for September 2015

Members of the Tualatin Youth Advisory Council (YAC) presented a PowerPoint on their latest activities and upcoming events. The YAC is now accepting applications for new members through September 25. YAC participated in 9 Movies on the Commons events throughout the summer. The proceeds for the sale of concessions at the events will help send YAC members to the National League of Cities Conference. YAC is currently preparing for the West Coast Giant Pumpkin Regatta and Haunted House in October. Planning for the Van Raden Teen Center is underway.

2. League of Oregon Cities "If I Were Mayor" Statewide Student Contest Winner Announcement

Recreation Supervisor Julie Ludemann announced Emma Patton as the 2nd place state wide winner of the "If I Were Mayor" contest. Mayor Ogden congratulated Ms. Patton and presented her with an award on behalf of the League of Oregon Cities.

3. Proclamation Declaring the City of Tualatin a Purple Heart City

Councilor Grimes read the proclamation declaring the City of Tualatin a Purple Heart City. The Military Order Chapter 72 accepted the proclamation.

4. Proclamation Declaring September 19, 2015 as Distraction Free Driving Awareness Day

Councilor Brooksby read the proclamation declaring September 19, 2015 as Distraction Free Driving Awareness Day. Richard Roach, Director of AT&T, thanked the Council for their leadership on such a important issue. Mr. Roach asked all citizens of Tualatin to take the distraction free driving pledge at www.itcanwait.com.

5. A Proclamation Declaring October 2, 2015 as National Manufacturing Day in the City of Tualatin

Councilor Bubenik read the proclamation declaring October 2, 2015 as National Manufacturing Day in the City of Tualatin.

6. Proclamation Declaring October 11-17, 2015 as Community Action Week

Jerralynn Ness, Executive Director of Community Action, presented an update on the organization. She stated Community Action is celebrating its 50th anniversary. The organization has had a long standing relationship with Tualatin and its residents. Ms. Ness thanked the Council for contributions to the organization over the years. Those contributions have been used to leverage additional grant dollars and the organization is thankful for the assistance. Ms. Ness announced her retirement from the organization and stated Renee Bruce has been selected as her replacement and will begin in January.

Ms. Ness presented Mayor Ogden with Emeritus Board status for his service to the organization over the last 17 years. Mayor Ogden accepted the award and thanked the organization. He stated there is a tremendous need in the community and Community Action has filled that need by helping lift people from poverty.

Mayor Ogden read the proclamation declaring October 11-17, 2015 as Community Action Week in the City of Tualatin.

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

Tanner and Ammon Hall, owners of the Hawaiian Shaved Ice food truck, requested Council update the ordinance relating to mobile food truck units. They would like them allowed within the city limit. Mayor Ogden explained the process for an ordinance change and referred them to work with City Manager Lombos on starting the process.

Councilor Brooksby and Truax supported the request and requested it be added to a future work session for further discussion.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to adopt the consent agenda.

Aye: Mayor Lou Ogden, Council President Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Nancy Grimes, Councilor Ed Truax

Other: Councilor Joelle Davis (Absent)

MOTION CARRIED

1. Consideration of Approval of the Minutes for the City Council Work Session and Regular Meeting of August 24, 2015
2. Consideration of Approval of a New Liquor License Application for Industry
3. Consideration of Approval of a New Liquor License Application for Sushi Train
4. Consideration of **Resolution No. 5249-15** Authorizing Application and Acceptance of a Community Development Block Grant to Design and Renovate the Kitchen at the Juanita Pohl Center
5. Consideration of **Resolution No. 5250-15** Authorizing an Intergovernmental Agreement among the Tri-County Metropolitan Transportation District of Oregon, the City of Portland and the City of Tualatin for Transit Police Services
6. Consideration of **Resolution No. 5252-15** Ratifying a Collective Bargaining Agreement Between the City of Tualatin and the Tualatin Employees Association and Authorizing the City Manager to Execute the Agreement
7. Consideration of **Resolution No. 5251-15** Authorizing Personnel Services Updates for Non-Represented Employees for Fiscal Year 2015-16

E. SPECIAL REPORTS

1. Community Action Update

Update provided under item B.6.
2. Summer Programs Review and Fall Programs Preview

Recreation Supervisor Julie Ludemann and Public Services Manager Sarah Jesudason presented the 2015 summer recap and fall preview. The summer reading program at the library proved to be successful once again with over 3 million minutes read by participants. Summer reading at the Commons hosted events June through August with over 2,000 attendees. The summer camp program hosted 400 kids ages four through high school. Concerts and Movies on the Commons ran July through August and were equally as successful as prior years. ArtSplash was held in July and allowed 37 artists to showcase their work. Teen volunteers participated in TEAM Tualatin, assisted in the library, and served on the Youth Advisory Council. The Police Department held National Night Out in August and hosted 216 middle school students in the Gang Resistance Education and Training (GREAT) Camp. Recreation partners over the summer included the Tualatin Crawfish Festival, Tigard-Tualatin School District free lunch program, Tualatin Heritage Center, Browns Ferry Park Kayak and Canoe Rentals, Willowbrook Arts Camps, and the Farmers Market.

Upcoming fall activities at the Library include Make It for Teens, STEM after-school program, bilingual Saturday story time, Hispanic Heritage Month, and new music programs. The Juanita Pohl Center will be hosting the 3rd annual Oktoberfest and 3rd Annual Veterans' Recognition Breakfast. Community Services will be hosting the West Coast Giant Pumpkin Regatta and the YAC Haunted House. Look for more information about all of these events on the city's website.

3. Active Aging Week Presentation

Juanita Pohl Center Supervisor Matt Saviello and Candice Kelly presented information on Active Aging Week to be held September 27-October 3, 2015. The goal of Active Aging Week is to provide older adults the means to experience activities and exercise in a safe, friendly and fun atmosphere. Ms. Kelly recapped the schedule of activities of the week with the highlight being Oktoberfest on Friday October 2. Supervisor Saviello noted the center will now refer to itself as the Active Aging Center.

F. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

G. COMMUNICATIONS FROM COUNCILORS

None.

H. ADJOURNMENT

Mayor Ogden adjourned the meeting at 8:20 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 10/12/2015

SUBJECT: Consideration of Approval of a New Liquor License Application for Oregon Wine Services and Storage

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Oregon Wine Services and Storage.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Oregon Wine Services and Storage.

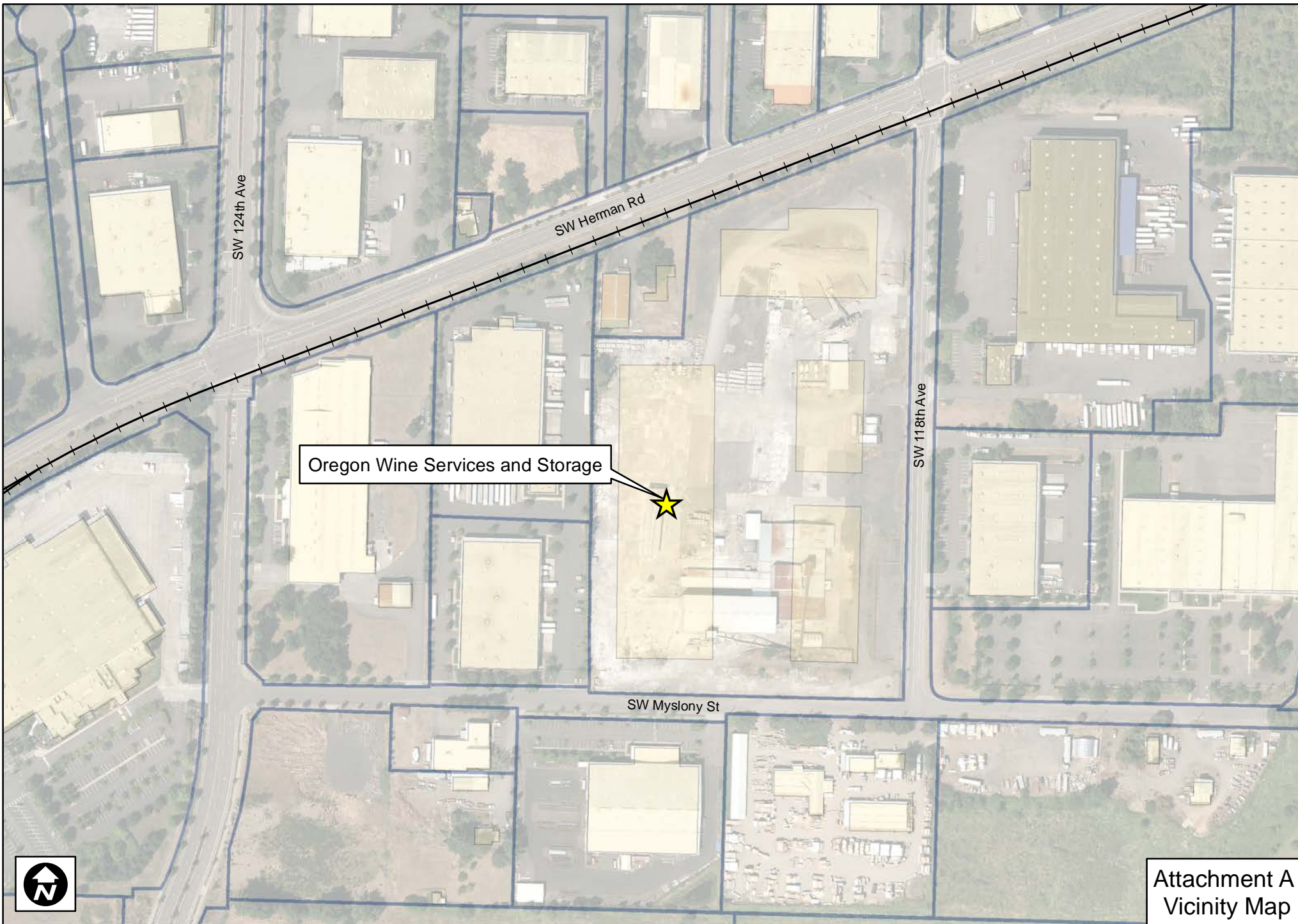
EXECUTIVE SUMMARY:

Oregon Wine Services and Storage has submitted a new liquor license application under the category of Warehouse. This would permit them to store, import, export, and produce malt beverages, wine, and cider. The business is located at 12085 SW Myslony Street. The application is in accordance with provisions of Ordinance No.680-85 which established a procedure for review of liquor licenses by the Council. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A- Vicinity Map](#)
[Attachment B- License Types](#)
[Attachment C- Application](#)



ANNUAL AND MULTI-YEAR LICENSE TYPES

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
<u>Brewery</u>	BRW & BRWNC	\$500 (annually) And \$2.60 (annually) Alcohol Server Education fee if a BRW	<ul style="list-style-type: none"> • For the applicant who will make malt beverages and then primarily sell it at wholesale, but may also sell it at retail • Sell and distribute malt beverages to wholesale and retail licensees of the OLCC • Import malt beverages into Oregon • Export malt beverages out of Oregon (Oregon has no requirements if you wish to ship or deliver malt beverages to a business or individual outside of Oregon; however, the state or country in which the business or individual is located may have requirements) • Sell malt beverages made on the premises to individuals (non-licensees of the OLCC) for consumption on the licensed premises and/or in quantities of not less than four gallons for consumption off the licensed premises • Not eligible to ship or deliver malt beverages directly to individuals (non-licensees of the OLCC) in Oregon (the individuals must take delivery of the malt beverage at the Brewery licensed premises) • May not sell wine or cider • Must obtain a privilege tax bond • Not eligible to obtain any special event license • BRW designates a license that allows tastings or other on-premises consumption of alcohol by patrons • BRWNC designates a licensee that does not allow tastings or other on-premises consumption of alcohol by patrons
<u>Brewery-Public House</u>	BP	\$250 (annually) And \$2.60 (annually) Alcohol Server Education fee	<ul style="list-style-type: none"> • For the applicant who will make malt beverages and then primarily sell it at retail, but may also sell it at wholesale • Distribute malt beverages to wholesalers in Oregon • Can't import malt beverages into Oregon • Export malt beverages out of Oregon (Oregon has no requirements if you wish to ship or deliver malt beverages to a business or individual outside of Oregon; however, the state or country in which the business or individual is located may have requirements) • If make 5,000 barrels or less of malt beverages in a year can sell and distribute those malt beverages directly to retail licensees in Oregon • Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off the licensed business • Eligible to ship or deliver malt beverages directly to an Oregon resident • Eligible to apply for a "special event" license: SEBPH • Must obtain a privilege tax bond

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
<u>Certificate of Approval (for beer, wine, and cider)</u>	CERA	\$175 (for 5 years)	<ul style="list-style-type: none"> Allows a person in a US state other than Oregon to send malt beverages, wine, or cider to an Oregon wholesaler (the Oregon wholesaler can receive the alcohol only if the person sending the alcohol has a CERA) Allows a wholesaler in Oregon to receive malt beverages, wine, and cider directly from a person outside of the US (the Oregon wholesaler must get the CERA)
<u>Certificate of Approval (for distilled spirits)</u>	CER-D	No fees	<ul style="list-style-type: none"> Required for manufacturers, importers, and others who import distilled spirits into Oregon for sale in the state. No need to apply for this certificate; it is automatically issued by the OLCC
<u>Direct Shipper Permit</u>	DS	\$50 (annually)	<ul style="list-style-type: none"> Allows certain businesses in a US state other than Oregon to send wine and cider directly from that state to a resident of Oregon Must obtain privilege tax bond
<u>Distillery</u>	DIST	\$100 (annually)	<ul style="list-style-type: none"> Make and import distilled spirits into Oregon Export distilled spirits out of Oregon Sell distilled spirits to the OLCC (for sale in a liquor store) Provide tastings of distilled spirits on the premises Eligible to apply for a “special event” license: SED Does not obtain privilege tax bond
<u>Full On-Premises Sales, Commercial</u>	F-COM	\$400 (annually) And \$2.60 (annually) Alcohol Server Education fee	<ul style="list-style-type: none"> Sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises (this is the license most “full-service” restaurant obtain) Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity) Eligible to apply for a “special event” license: TUAL
<u>Full On-Premises Sales, Caterer</u>	F-CAT	\$400 (annually) And \$2.60 (annually) Alcohol Server Education	<ul style="list-style-type: none"> Sell and serve distilled spirits, malt beverages, wine, and cider via pre-approved catering <u>for events off of the annually licensed premises</u> (these are events that are small, usually closed to the general public, and where food service is the primary activity) Eligible to apply for a “special event” license: TUAL

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
<u>Full On-Premises Sales, For-Profit Private Club</u>	F-FPC	\$400 (annually) And \$2.60 (annually) Alcohol Server Education	<ul style="list-style-type: none"> • Sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises, but only for members and guests • Must have a minimum of 100 members • Eligible to apply to get pre-approved to cater some events off of the licensed premises (events at which only members and guests may attend and where food service is the primary activity) • Eligible to apply for a “special event” license for a temporarily licensed event at which only members and guests may attend: TUAL
<u>Full On-Premises Sales, Nonprofit Private Club</u>	F-CLU	\$200 (annually) And \$2.60 (annually) Alcohol Server Education	<ul style="list-style-type: none"> • Sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises, but only for members and guests • Must have a minimum of 100 members • Must be a nonprofit corporation registered as such with Oregon’s Office of the Secretary of State for a minimum of one year immediately prior to the date of the application • Eligible to apply to get pre-approved to cater some events off of the licensed premises (events at which only members and guests may attend and where food service is the primary activity) • Eligible to apply for a “special event” license for a temporarily licensed event at which only members and guests may attend: TUAL
<u>Full On-Premises Sales, Other Public Location</u>	F-PL	\$400 (annually) And \$2.60 (annually) Alcohol Server Education fee	<ul style="list-style-type: none"> • Sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises • Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity) • Eligible to apply for a “special event” license: TUAL
<u>Full On-Premises Sales, Public Passenger Carrier</u>	F-PC	\$400 (annually) And \$2.60 (annually) Alcohol Server Education	<ul style="list-style-type: none"> • Allows an airline, railroad, or tour boat to sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises • Eligible to apply for a “special event” license: TUAL

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
<u>Grower Sales Privilege</u>	GSP & GSPNC	\$250 (annually) And \$2.60 (annually) Alcohol Server Education fee if a GSP	<ul style="list-style-type: none"> • Import, store, and export wine and cider made from fruit or grapes grown in Oregon under the control of the licensee (note this license doesn't allow the manufacture of wine or cider) • Sell such wine or cider to wholesalers in Oregon • Export such wine or cider out of Oregon • Sell and distribute such wine or cider directly to retail licensees in Oregon • Sell such wine or cider to individuals in Oregon for consumption on or off the licensed business • Eligible to ship such wine and cider directly to an Oregon resident • Eligible to apply for a "special event" license: SEG • Must obtain privilege tax bond • GSP designates a license that allows tastings or other on-premises consumption of alcohol by patrons • GSPNC designates a licensee that does not allow tastings or other on-premises consumption of alcohol by patrons
<u>Limited On-Premises Sales</u>	L	\$200 (annually) And \$2.60 (annually) Alcohol Server Education	<ul style="list-style-type: none"> • Sell and serve malt beverages, wine, and cider for consumption on the licensed premises • Sell malt beverages in a container holding seven or more gallons for consumption off the licensed premises • Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity) • Eligible to apply for a "special event" license: TUAL
<u>Off-Premises Sales</u>	O	\$100 (annually)	<ul style="list-style-type: none"> • Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises • Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises • Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident
<u>Warehouse</u>	WH	\$100 (annually)	<ul style="list-style-type: none"> • Store, import, export, and produce malt beverages, wine, and cider • In Oregon, primarily sell or ship to other Oregon wholesalers; however, some exceptions may apply • Must obtain privilege tax bond
<u>Wholesale Malt Beverage and Wine</u>	WMBW	\$275 (annually)	<ul style="list-style-type: none"> • Store, import, export, and sell malt beverages, wine, and cider at wholesale to Oregon retail licensees • Make limited retail sales of malt beverages, wine, and cider to the public • Not eligible to ship or deliver malt beverages, wine, or cider directly to individuals (non-licensees of the OLCC) in Oregon (the individuals must take delivery of the malt beverage, wine, or cider at the WMBW licensed premises) • Must obtain privilege tax bond

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
Wine Self-Distribution Permit	WSD	\$100 (annually)	<ul style="list-style-type: none"> Allows a manufacturer of wine and cider in a US state other than Oregon to sell and ship such wine and cider directly to an Oregon retail licensee <u>but only if the Oregon retailer holds a valid endorsement issued by the OLCC authorizing the receipt of wine or cider from the holder of a Wine Self-Distribution Permit</u> Must obtain privilege tax bond
Winery	WY and WYNC	\$250 (annually) And \$2.60 (annually) Alcohol Server Education fee if a WY	<ul style="list-style-type: none"> Manufacture, store, and export wine and cider Sell wine and cider to wholesale and retail licensees in Oregon Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off the licensed business Eligible to ship wine and cider directly to an Oregon resident Eligible to apply for a “special event” license: SEW Must obtain privilege tax bond WY designates a license that allows tastings or other on-premises consumption of alcohol by patrons WYNC designates a licensee that does not allow tastings or other on-premises consumption of alcohol by patrons

SPECIAL EVENT LICENSE TYPES

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
Temporary Sales License	TSL	\$50 (per license day)	<ul style="list-style-type: none"> Sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the special event licensed premises Sell factory-sealed containers of beer, wine, or cider at retail to individuals in Oregon for consumption off of the special event licensed premises Can't allow patrons to take <u>any</u> distilled spirits off of the special event licensed premises (whether in an open or sealed container) A person or organization making alcoholic beverages within Oregon or importing or causing to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon is NOT eligible for this license. This includes the following OLCC licensees: Brewery; CERA; CERD; Distillery; Grower Sales Privilege; Warehouse; Wholesale Malt Beverage and Wine; and Winery. This also includes wineries, breweries, distilleries, and wholesalers in other states.

License Type	License Code	License Fee	A Summary of Primary License Privileges and Requirements
Temporary Use of an Annual License	TUAL	No license fee	<ul style="list-style-type: none"> Any type of Full-On Premises Sales licensee and any Limited On-Premises Sales licensee may apply for this license Allows a Full On-Premises Sales licensee to sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the special event licensed premises Allows a Limited On-Premises Sales licensee to sell and serve malt beverages, wine, and cider for consumption on the special event licensed premises
Special Event Winery	SEW	\$10 (per license day)	<ul style="list-style-type: none"> Allows an Oregon Winery licensee to sell malt beverages, wine, and cider for consumption on the special event licensed premises or in manufacturer-sealed containers for consumption off of the special event licensed premises
Special Event Grower	SEG	\$10 (per license day)	<ul style="list-style-type: none"> Allows an Oregon Grower Sales Privilege licensee to sell wine and cider allowed to be sold under the annual Grower Sales Privilege license for consumption on the special event licensed premises or in manufacturer-sealed containers for consumption off of the special event licensed premise
Special Event Brewery Public House	SEBPH	\$10 (per license day)	<ul style="list-style-type: none"> Allows an Oregon Brewery-Public House licensee to sell malt beverages, wine, and cider for consumption on the special event licensed premises or in manufacturer-sealed containers for consumption off of the special event licensed premises
Special Event Distillery	SED	\$10 (per license day)	<ul style="list-style-type: none"> Allows an Oregon Distillery licensee to provide tastings and sell drinks of distilled liquor manufactured by the Oregon Distillery licensee on the special event licensed premises when the distilled liquor is approved for sale in Oregon If the licensee is a distillery retail outlet agent, may sell factory-sealed containers of distilled liquor manufactured by the licensee for consumption off the licensed premises of the event



CITY OF TUALATIN
LIQUOR LICENSE APPLICATION

Date 9/3/15

IMPORTANT: This is a three-page form. You are required to complete all sections of the form. If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation. Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

- Original (New) Application - \$100.00 Application Fee.
Change in Previous Application - \$75.00 Application Fee.
Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License #
Temporary License - \$35.00 Application Fee.

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Oregon Wine Services and Storage
Business address 12085 SW Myslop St Tualatin State OR Zip Code 97062
Mailing address 2803 NE Orchard Ave McMinnville State OR Zip Code 97128
Telephone # 503-474-9800 Fax # 503-474-4443
Name(s) of business manager(s) First Timothy Middle J Last Moore
Date of birth Social Security # DL# M X F
Home address City Portland State OR Zip Code
Type of business Warehouse
Type of food served NONE
Type of entertainment (dancing, live music, exotic dancers, etc.) NONE
Days and hours of operation 8-5pm Mon-Friday
Food service hours: Breakfast N/A Lunch N/A Dinner N/A
Restaurant seating capacity N/A Outside or patio seating capacity N/A
How late will you have outside seating? N/A How late will you sell alcohol? N/A

How many full-time employees do you have? TBD Part-time employees? TBD

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Oregon Wine Services and Storage, LLC
Type of liquor license (refer to OLCC form) WAREHOUSE

Form of entity holding license (check one and answer all related applicable questions):

INDIVIDUAL: If this box is checked, provide full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

PARTNERSHIP: If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.
Full name _____ Date of birth _____
Residence address _____
Full name _____ Date of birth _____
Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).
(a) Name and business address of registered agent.
Full name _____
Business address _____

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes No. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.
Full name of president: _____ Date of birth: _____
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: _____ Date of birth: _____
Residence address: _____

LIMITED LIABILITY COMPANY: If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.
Full name: Wineshipping Corp, LLC Date of birth: FEIN [REDACTED]
Residence address: [REDACTED]

Full name: Please see attached OLCG Application. Date of birth: _____
Residence address: _____

OTHER: If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an unfavorable recommendation.

 _____ Date 9/4/2015

For City Use Only

Sources Checked:

DMV by [Signature] LEDS by [Signature] TuPD Records by [Signature]
 Public Records by [Signature]


Number of alcohol-related incidents during past year for location.
 Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

 _____ Date 9-10-15

Kent W. Barker
Chief of Police
Tualatin Police Department



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 10/12/2015

SUBJECT: Consideration of Approval of a New Liquor License Application for Sharkey's Woodfired Mexican Grill

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Sharkey's Woodfired Mexican Grill.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Sharkey's Woodfired Mexican Grill.

EXECUTIVE SUMMARY:

Sharkey's Woodfired Mexican Grill has submitted a new liquor license application under the category of limited on-premises sales. This would permit them to sell factory-sealed containers of malt beverages, wine, and cider for on-site consumption. The business is located at 7715 SW Nyberg St. The application is in accordance with provisions of Ordinance No.680-85 which established a procedure for review of liquor licenses by the Council. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A- Application](#)
[Attachment B- License Types](#)
[Attachment C - Vicinity Map](#)



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

Date 9-21-15

IMPORTANT: This is a three-page form. **You are required to complete all sections of the form.** If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation.
Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

- Original (New) Application - \$100.00 Application Fee.
- Change in Previous Application - \$75.00 Application Fee.
- Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License # _____
- Temporary License - \$35.00 Application Fee.

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Sharky's Woodfired Mexican Grill

Business address 7715 SW Nyberg st City Tualatin State OR Zip Code 97062

Mailing address 11850 SW Eider ave City Beaverton State OR Zip Code 97007

Telephone # 530-276-1728 Fax # _____

Name(s) of business manager(s) First Charise Middle Ann Last Sargent

Date of birth [redacted] Social Security # [redacted] ODL# [redacted] M _____ F X

Home address [redacted] City [redacted] State OR Zip Code [redacted]

(attach additional pages if necessary)

Type of business Quick Service Restaurant

Type of food served Mexican, burritos, nachos, salad, pizza

Type of entertainment (dancing, live music, exotic dancers, etc.) None

Days and hours of operation everyday 10 am - 9 pm

Food service hours: Breakfast _____ Lunch 10 am Dinner until 9 pm

Restaurant seating capacity 83 Outside or patio seating capacity 0

How late will you have outside seating? N/A How late will you sell alcohol? 9 pm

How many full-time employees do you have? 15-20 Part-time employees? 10

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of *Individual, Partnership, Corporation, LLC, or Other* applicants Jared, LLC

Type of liquor license (refer to OLCC form) Limited on premises

Form of entity holding license (check one and answer all related applicable questions):

INDIVIDUAL: *If this box is checked, provide full name, date of birth, and residence address.*
Full name _____ Date of birth _____
Residence address _____

PARTNERSHIP: *If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.*
Full name _____ Date of birth _____
Residence address _____
Full name _____ Date of birth _____
Residence address _____

CORPORATION: *If this box is checked, complete (a) through (c).*
(a) Name and business address of registered agent.
Full name _____
Business address _____

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes No. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.
Full name of president: _____ Date of birth: _____
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: _____ Date of birth: _____
Residence address: _____

LIMITED LIABILITY COMPANY: *If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.*
Full name: Charise Sargent Date of birth: _____
Residence address: _____

Full name: Matthew Donald VanSteenwyk Date of birth: [REDACTED]
Residence address: [REDACTED]

OTHER: If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an unfavorable recommendation.

[REDACTED] _____ 9-21-15
Signature of Applicant Date

For City Use Only

Sources Checked:

- DMV by BSK
- LEDS by BSK
- TuPD Records by BSK
- Public Records by BSK

- Number of alcohol-related incidents during past year for location.
- Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

- Granted**
- Denied**
Cause of unfavorable recommendation: _____

[REDACTED] _____ 9/25/15
Signature Date

Kent W. Barker
Chief of Police
Tualatin Police Department

OREGON LIQUOR CONTROL COMMISSION

LICENSE TYPES

FULL ON-PREMISES SALES

- **Commercial Establishment**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location (*this is the license that most “full-service” restaurants obtain*). Sell malt beverages for off-site consumption in securely covered containers provided by the customer. Food service required. Must purchase distilled liquor **only** from an Oregon liquor store, or from another Full On- Premises Sales licensee who has purchased the distilled liquor from an Oregon liquor store.
- **Caterer**
Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. Food service required.
- **Passenger Carrier**
An airline, railroad, or tour boat may sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. Food service required.
- **Other Public Location**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, where the predominant activity is not eating or drinking (for example an auditorium; music, dance, or performing arts facility; banquet or special event facility; lodging fairground; sports stadium; art gallery; or a convention, exhibition, or community center). Food service required.
- **Private Club**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, but only for members and guests. Food service required.

LIMITED ON-PREMISES SALES

Sell and serve malt beverages, wine, and cider for onsite consumption. Allows the sale of malt beverages in containers (kegs) for off-site consumption. Sell malt beverages for off-site consumption in securely covered containers provided by the customer.

OFF-PREMISES SALES

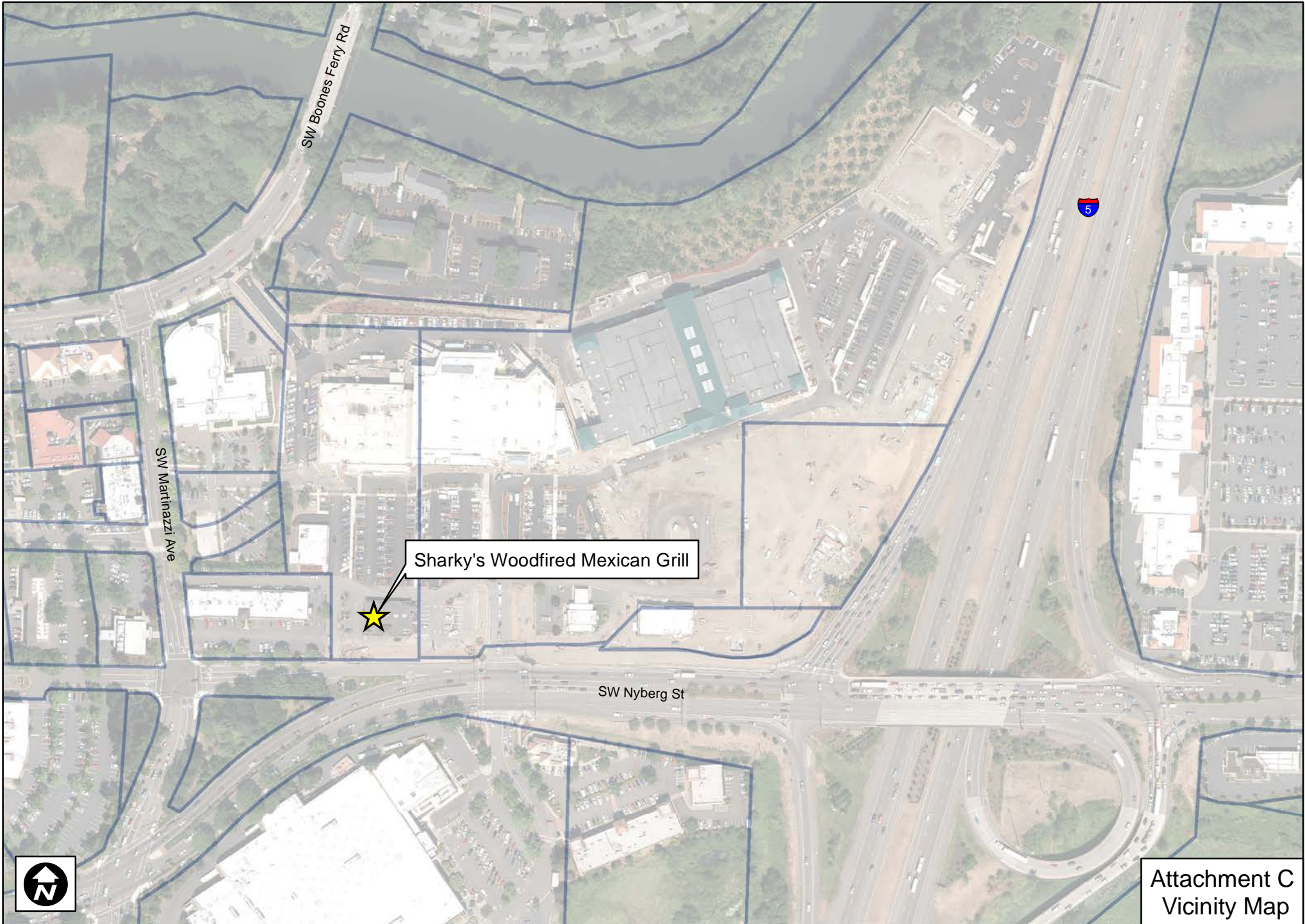
Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. Eligible to provide sample tastings of malt beverages, wine, and cider for consumption on the premises. Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident.

BREWERY PUBLIC HOUSE

Make and sell malt beverages. Import malt beverages into and export from Oregon. Distribute malt beverages directly to retail and wholesale licensees in Oregon. Sell malt beverages made at the business to individuals for consumption on or off-site.

WINERY

Must principally produce wine or cider in Oregon. Manufacture, store, and export wine and cider. Import wine or cider *If bottled, the brand of wine or cider must be owned by the licensee*. Sell wine and cider to wholesale and retail licensees in Oregon. Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off-site.





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Janet Newport, Human Resources Manager

DATE: 10/12/2015

SUBJECT: Consideration of **Resolution No. 5253-15** Authorizing Personnel Services Updates for Non-Represented Employees for Fiscal Year 2015-16

ISSUE BEFORE THE COUNCIL:

The City Council is to consider adjustments for the non-represented employees for fiscal year 2015-16.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing non-represented employee personnel services updates for fiscal year 2015-16.

OUTCOMES OF DECISION:

Section 1 of the Resolution proposes a 5% reduction of the eligible Non-Represented Employees classification pay ranges will be made at the same time the City begins to pay the 6% mandatory employee contribution to the Public Employees Retirement System (PERS). Sections 2 - 5 of the Resolution propose updates to some of the additional benefits offered to eligible Non-Represented Employees.

FINANCIAL IMPLICATIONS:

Provisions of the eligible non-represented employee salary schedules and benefit adjustments are incorporated in the FY 2015-16 budget.

Attachments: [Resolution](#)

RESOLUTION NO. 5253-15

RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2015-16.

WHEREAS, the Council of the City of Tualatin is the authority in setting the compensation and benefits for City employees; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. A 5% reduction of the eligible Non-Represented Employees classification pay ranges will be made at the same time the City begins to pay the 6% mandatory employee contribution to the Public Employees Retirement System (PERS).

Section 2. The City agrees to pay on behalf of Department Head-level Non-Represented employees, a contribution equivalent to 2% of their respective annual salary, in a proportionate amount each pay period, to a pre-tax saving mechanism designed for Management Employees, subject to all applicable Internal Revenue Service (IRS) codes and State of Oregon tax regulations.

Section 3. The City agrees to pay on behalf of Manager-level, Supervisory-level and eligible Non-Exempt Non-Represented employees, a contribution equivalent to 1% of their respective annual salary, in a proportionate amount each pay period, to a pre-tax saving mechanism designed for Management Employees, subject to all applicable Internal Revenue Service (IRS) codes and State of Oregon tax regulations.

Section 4. The City agrees to increase administrative leave hours for Exempt Management Non-Represented employees to 40 hours.

Section 5. The City agrees to amend the Cell Phone Stipend for eligible Manager-level, Supervisory-level, and Non-Exempt Non-Represented employees, and change the Cell Phone Stipend for Department Head-level Non-Represented employees to a Resource Stipend.

Adopted by the City Council this 12th Day of October, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Janet Newport, Human Resources Manager

DATE: 10/12/2015

SUBJECT: Consideration of Resolution No. 5254-15 Establishing a Money Purchase Plan (401a) and Serving as a Declaration of Trust of the Vantage Trust Company Trust for the City of Tualatin Management Staff

ISSUE BEFORE THE COUNCIL:

Establish an investment mechanism for management staff into which pre-tax, employer dollars may be directed.

RECOMMENDATION:

Staff recommends the City Council adopt the attached resolution authorizing the establishment of a 401(a) money purchase plan through ICMA-RC as a pre-tax savings mechanism designed for City-directed contributions on behalf of management employees.

FINANCIAL IMPLICATIONS:

There are no direct costs associated with the establishment of a money purchase plan (401a); any potential contributions into the plan are incorporated into the FY 2015-2016 budget.

Attachments: [Reso 5254-15 \(401\(a\) Plan\)](#)
[401a Adoption Agreement](#)

RESOLUTION NO. 5254-15

A RESOLUTION ESTABLISHING A MONEY PURCHASE RETIREMENT PLAN (401A) AND SERVING AS A DECLARATION OF THE VANTAGE TRUST COMPANY TRUST FOR THE CITY OF TUALATIN MANAGEMENT STAFF

WHEREAS, the City of Tualatin has employees rendering valuable services; and the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and,

WHEREAS, the City of Tualatin desires that this plan be administered by ICMA-RC and that the funds held in such plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans:

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City of Tualatin hereby establishes a money purchase retirement plan (the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, maintained for the exclusive benefit of eligible management and non-represented employees and their beneficiaries pursuant to the specific provisions of the Adoption Agreement (executed copy attached.)

Section 2. The City of Tualatin hereby adopts the Declaration of Trust of VantageTrust, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in VantageTrust.

Section 3. The City of Tualatin hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in VantageTrust.

Section 4. The Human Resources Director, shall be the coordinator for the Plan; shall receive report, notices, etc., from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

Section 5. This resolution is effective upon adoption.

Adopted by the City Council this 12th Day of October, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

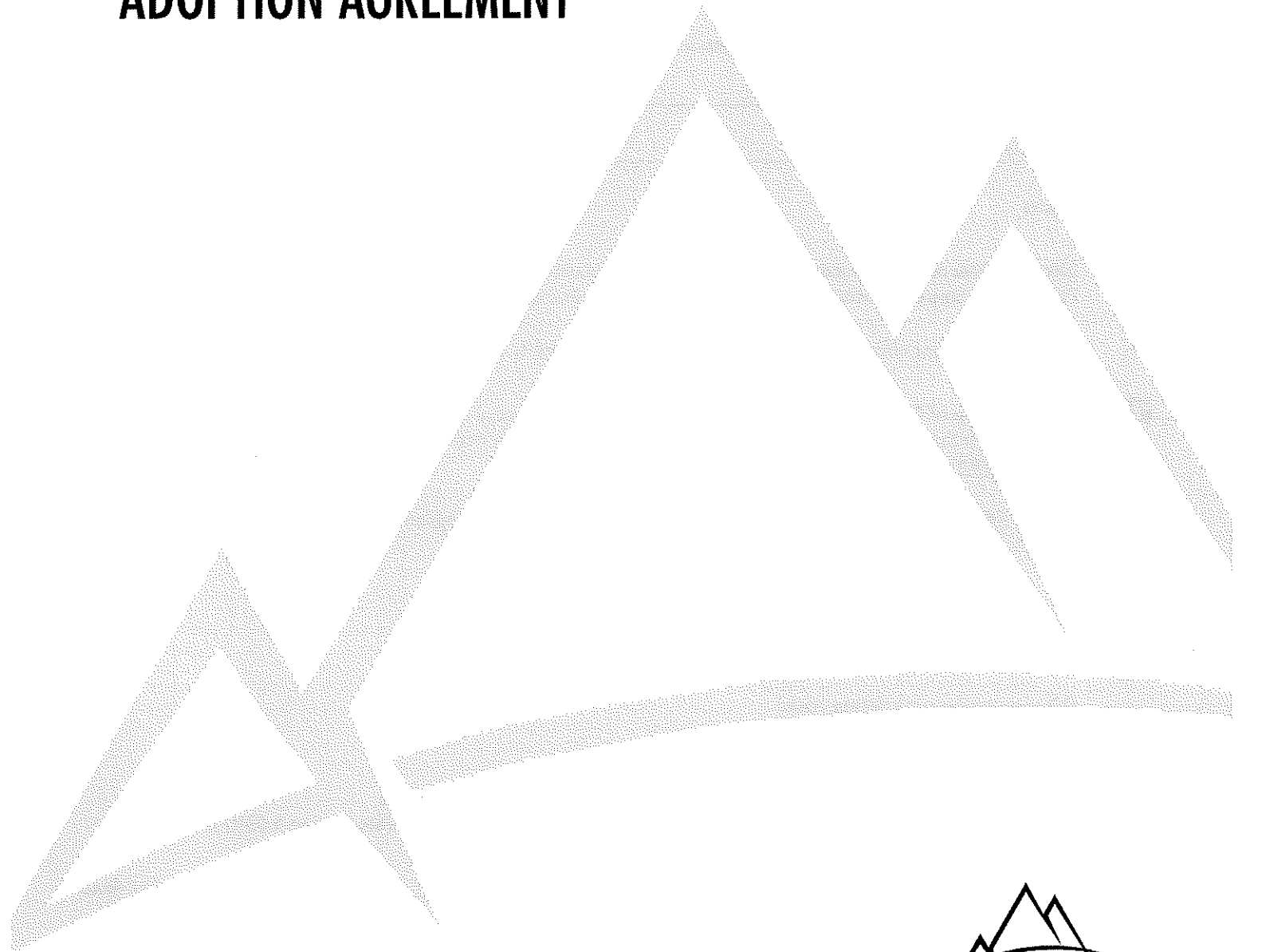
ATTEST:

BY _____
City Attorney

BY _____
City Recorder

ICMA RETIREMENT CORPORATION

**GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**



**ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**

Plan Number 10- 8517 _____

The Employer hereby establishes a Money Purchase Plan and Trust to be known as City of Tualatin 401(a) - mgt
_____ (the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase
Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

Yes No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

I. Employer: City of Tualatin _____

II. Effective Dates

1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than January 1, 2007.)

2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:
November 1, 2015 _____

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. Plan Year will mean:

The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)

The twelve (12) consecutive month period commencing on _____ and each anniversary thereof.

IV. Normal Retirement Age shall be age 55 (not to exceed age 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) Non-Represented full-time and part-time benefit eligible

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment) N/A.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is N/A (not to exceed age 21. Write N/A if no minimum age is declared.)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

A. **Employer Contributions.** The Employer shall contribute on behalf of each Participant see attachment % of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).

Mandatory Participant Contributions

are required are not required

to be eligible for this Employer Contribution.

B. **Mandatory Participant Contributions for Plan Participation.**

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes No

Contribution Schedule.

- (i) _____ % of Earnings,
(ii) \$ _____, or
(iii) a whole percentage of Earnings between the range of 1% to 20% (insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

Yes No ("Yes" is the default provision under the Plan if no selection is made.)

- C. Election Window (Complete if Option B is selected):
Newly eligible Employees shall be provided an election window of 30 days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

- A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant _____ % of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____ % of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.
- B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):
_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding _____ % of Earnings or \$ _____);

¹ Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS _____% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____% of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____% of Earnings, whichever is _____ more or _____ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

Yes No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

Bi-Weekly

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

Yes No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

- 1. Overtime
 Yes No
- 2. Bonuses
 Yes No
- 3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

- 1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:
 Yes No (*"Yes" is the default provision under the Plan if no selection is made.*)
- 2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.
 Effective Date is _____.
(Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

- 1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
 Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
- 2. The Limitation Year is the following 12 consecutive month period: _____
- 3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. _____

(The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.)

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

Period of Service Completed	Percent Vested
Zero	100 %
One	%
Two	%
Three	%
Four	%
Five	%
Six	%
Seven	%
Eight	%
Nine	%
Ten	%

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):

- Normal Retirement Age
- Age 70½ (“70½” is the default provision under the Plan if no selection is made.)
- Alternate age (after Normal Retirement Age): _____
- Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.

- Yes
- No (“Yes” is the default provision under the plan if no selection is made.)

3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.

- Yes
- No (“No” is the default provision under the Plan if no selection is made.)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.

- Yes
- No (“No” is the default provision under the Plan if no selection is made.)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:

- Yes
- No (“No” is the default provision under the Plan if no selection is made.)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- All Eligible Employees
- Other: _____

Final Pay shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):

- 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant _____ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute ____ % (insert fixed percentage of final pay to be contributed) or up to _____% (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- All Eligible Employees
- Other: _____

Accrued Leave shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):

1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).

For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant _____% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of accrued unpaid leave to be contributed) or up to _____% (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

XVIII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this 12 day of October, 2015.

EMPLOYER

ICMA RETIREMENT CORPORATION
777 North Capitol St., NE Suite 600
Washington, DC 20002
800-326-7272

By: _____

By: _____

Print Name: Janet Newport

Print Name: _____

Title: Human Resources Director

Title: _____

Attest: _____

Attest: _____



ICMA RETIREMENT CORPORATION
777 NORTH CAPITOL STREET, NE | WASHINGTON, DC 20002-4240
800-669-7400
WWW.ICMARC.ORG
BRC000-214-21268-201405-W1303



City of Tualatin

ADDENDUM TO CITY OF TUALATIN ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN AND TRUST ADOPTION AGREEMENT

Contributions are to be defined as follows:

Department Head-level Non-Represented Management Employees – 2%

Manager-level, Supervisory-level and Non-Represented full-time and part-time benefit eligible employees – 1%



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Zoe Monahan, Management Analyst
Alice Cannon, Assistant City Manager

DATE: 10/12/2015

SUBJECT: Economic Development Video

ISSUE BEFORE THE COUNCIL:

Review the City's new Economic Development video.

RECOMMENDATION:

Review the video and provide feedback on the outreach plan.

EXECUTIVE SUMMARY:

The City recently finished a new economic development video. The purpose is to use this for business recruitment and awareness about Tualatin's economic development program.

Attachments:

City Council Meeting

Meeting Date: 10/12/2015

SPECIAL Update on the WCCLS Levy November Election
REPORTS:

SPECIAL REPORTS

Update on the WCCLS Levy November Election

Resolution 5255-15

PowerPoint

RESOLUTION NO. 5255-15

A RESOLUTION SUPPORTING THE WASHINGTON COUNTY COOPERATIVE LIBRARY SERVICES LOCAL OPTION LEVY MEASURE 34-235 ON THE NOVEMBER 3, 2015 BALLOT.

WHEREAS, Washington County Cooperative Library Services (WCCLS) was created in 1976 to serve all residents of Washington County; and

WHEREAS, WCCLS and its member libraries make service decisions based on whether it is more economical or more efficient to do so centrally or at the local level; and

WHEREAS, central coordination and funding for shared services, including the shared library catalog, subscriptions to e-books and research databases, daily courier deliveries, early literacy resources and youth programming, allow member libraries, like Tualatin Public Library, to focus on providing high quality patron service; and

WHEREAS, the levy is one funding source that has stabilized and maintained countywide library services, and allowed the WCCLS system to grow and evolve to meet the literacy, educational, informational and entertainment needs of Washington County; and

WHEREAS, WCCLS currently provides 74% of the annual operating funding for Tualatin Public Library, with levy funds comprising one fourth of Tualatin Library's funding; and

WHEREAS, the proposed replacement levy of 22 cents per \$1000 of assessed value is the first increase in countywide funding requested since 2006; and

WHEREAS, all citizens benefit from the cooperative services provided by WCCLS in all the library locations throughout the county, and these benefits will continue with the replacement of this levy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Tualatin City Council supports the passage of the Washington County Cooperative Library Services Replacement Levy, Measure 34-235 on the November 3, 2015 ballot.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this 12th Day of October, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



Levy for Countywide Library Services

Measure 34-235 • November 3, 2015 Election

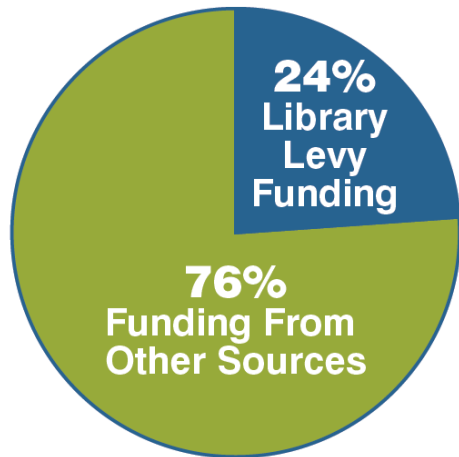
- Replacement for 5-year levy expiring June 2016
- Rate would be 22¢ per \$1,000 of assessed value, an increase of 5¢ over current rate
- Maintains & enhances Tualatin library service levels
- Supports all 15 WCCLS member libraries





Levy for Countywide Library Services

Measure 34-235 • November 3, 2015 Election



- Current library levy provides 1/4 of Tualatin Public Library funding
- What if the levy is not approved?
 - Service reductions based on community priorities
- More info at wccls.org/levy





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Merab Smith, Office Coordinator

DATE: 10/12/2015

SUBJECT: Consideration of Ordinance No. 1385-15 Establishing a Residential Parking Zone in David's Fox Run Subdivision

ISSUE BEFORE THE COUNCIL:

Consideration of an ordinance relating to parking and residential parking zones, amending Tualatin Municipal Code Chapter 8-1; and adding new provisions.

RECOMMENDATION:

Staff recommends that Council approve the attached ordinance.

EXECUTIVE SUMMARY:

For the past several years, residents living on the west side of David's Fox Run Subdivision have complained about non-resident parking in their neighborhood. The location most impacted is just east of SW 115th Avenue between Tualatin Road and Hazelbrook Avenue. The streets impacted are SW Kalispell Street, SW Roberts Court, SW Elmer Court, and SW Hazelbrook east of SW 115th, to the west end of Hazelbrook Middle School. The issues caused by the non-resident parking include: blocked fire hydrants, mailboxes, resident driveways, along with increased litter, noise, and safety concerns for children.

On July 27, 2015, a resident from SW Roberts Court provided testimony to the City Council regarding these problems. The Council directed him to meet with the Chief of Police to look at the option of creating a Parking Permit Zone in his neighborhood.

On August 17, 2015, Chief Barker met with four residents who live in the impacted neighborhood and they identified what they believed to be the most heavily impacted area in the neighborhood to be considered for a Parking Permit Zone. A letter with a survey form was sent to 35 individual addresses that are within this established impacted area.

Out of the 35 surveys that were mailed, 32 were returned and 31 of the 32 surveys indicated that they were in favor of establishing a Parking Permit Zone due to the non-resident parking problems. Additional outreach was made to adjoining properties such as the Farmington Square Assisted and Memory Care Facility, the Tualatin Woods Townhomes, the Apostolic Lutheran Church, and the Rivercrest Meadows Apartment Complex. Additional emails were sent to the Chairperson of the Riverpark Citizen Involvement Organization (CIO), and the President of the David's Fox Run Neighborhood Association. An email with informational documents was posted on the Nextdoor.com website and sent specifically to the Riverpark

neighborhood group. All have been notified by email that this matter will be discussed at the October 12, 2015 City Council Meeting and they were encouraged to attend and testify for or against the proposal.

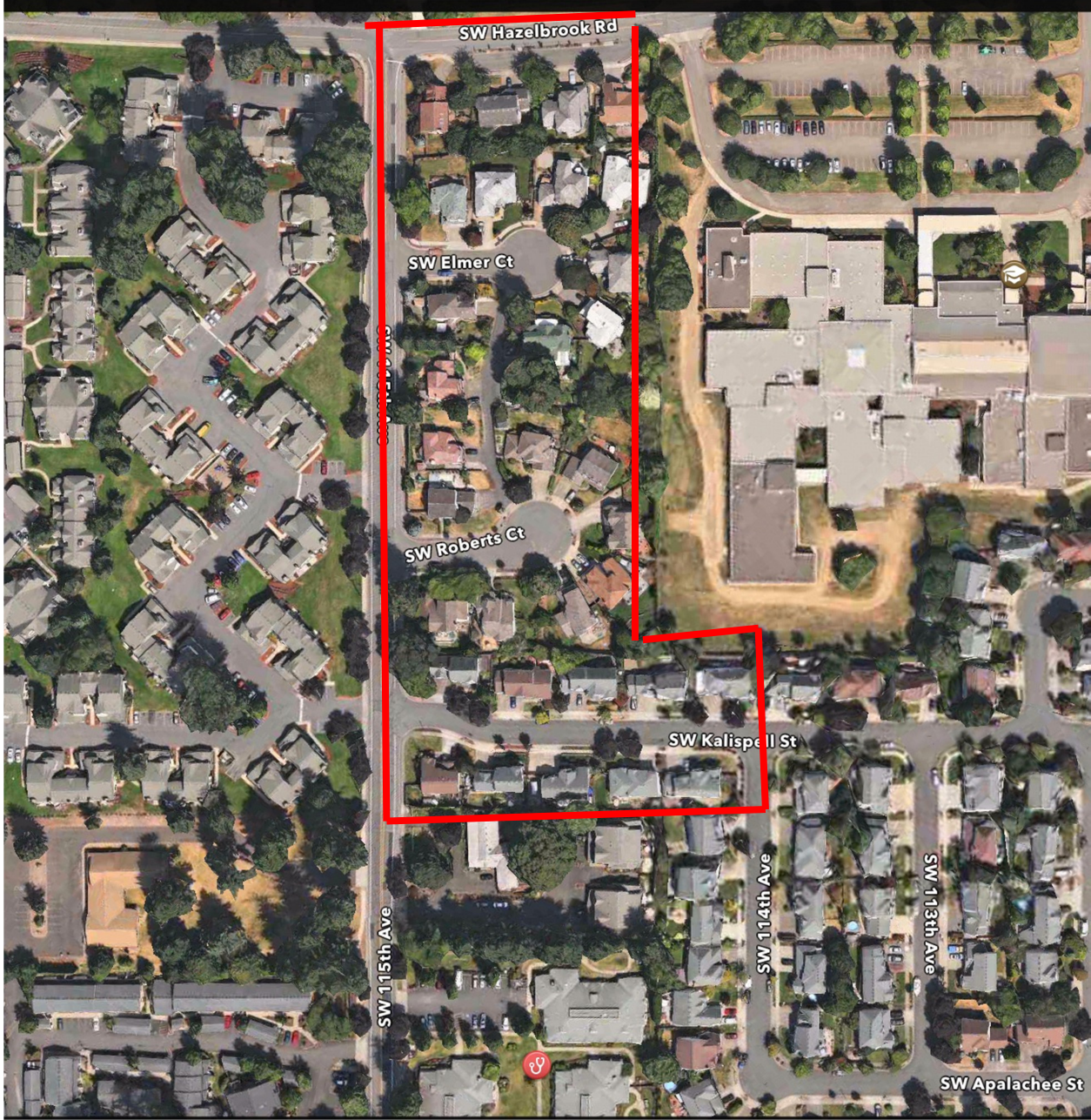
OUTCOMES OF DECISION:

The police department at the direction of the City Manager will issue parking permits to the residents impacted by this ordinance. The city operations personnel will need to install the signs once ordered.

FINANCIAL IMPLICATIONS:

If this ordinance is approved, the cost would be approximately \$2,500 to purchase and install the street signs, and purchase and print parking permit decals and hangers.

Attachments: [Map of Proposed Permit Zone](#)
 [Survey Letter Mailed 082015](#)
 [Survey Results Letter Mailed 091815](#)
 [Survey Results](#)
 [Parking Permit PowerPoint](#)
 [Ordinance No. 1385-15 - Residential Parking Zone](#)



Proposed Parking Permit Zone (For Illustration Purposes Only)



City of Tualatin

Police Department

August 20, 2015

To the resident of:
XXXX Street Address
Tualatin, OR 97302

Re: Feedback request regarding Possible Parking Permit Zone in your neighborhood

Dear Neighborhood Residents,

Last month a neighbor testified in front of the Tualatin City Council regarding parking issues in his neighborhood. Earlier this week, I met with four residents who live on SW Roberts Court and we identified a section of your neighborhood that may be experiencing non-resident parking on the streets in your neighborhood. A request has been made to implement a Parking Permit Zone in the area outlined on the attached map.

The proposed concept of a Parking Permit Zone would require vehicles parked on your street (not in your driveway) to display a parking permit. Vehicles that are parked on your street without a permit would be subject to a parking fine.

Before any actions or decisions are made, the City Council would like to get some feedback from residents who would be impacted if this proposal or something similar was approved. Your feedback is the most important part of this process.

I am respectfully requesting that you complete the attached survey form and send it to our office by September 4, 2015. If it is more convenient for you, you may send me an email with your responses to the questions on the form. Once I receive your responses, I will send a follow-up letter with the results of the survey.

Again, if you have questions regarding the survey, please contact me in person, by phone, or via email.

Sincerely,

A handwritten signature in blue ink that reads "Kent W. Barker".

Kent W. Barker
Chief of Police
Email: kbarker@ci.tualatin.or.us



City of Tualatin

Police Department

September 18, 2015

To the resident of:
XXXX Street Address
Tualatin, OR 97302

Re: Possible Parking Permit Zone in your neighborhood

Dear Neighborhood Residents,

Last month I sent a letter and survey form to 35 different addresses requesting your feedback on the possibility of establishing a Parking Permit Zone in your neighborhood. Out of the 35 surveys mailed, I received 32 responses. Out of the 32 responses, 31 were in favor of a Parking Permit Zone that would require residents to display a parking permit on their vehicle if it is parked on the street during effective hours. 29 out of the 32 responses thought the effective hours should be 24 hours a day, 7 days a week.

I have sent an email with the survey results to those who provided me with their email address. If you are receiving this letter and did not receive an email from me, please email me at the email address listed below and I will send you a copy of the survey results.

Based on the results of the survey, I will be giving a presentation to the City Council on Monday, October 12, 2015 at 7:00 pm at the Juanita Pohl Center, located at the east end of the Tualatin Community Park at 8513 SW Tualatin Road, Tualatin, OR 97062. I will be making a recommendation to establish a Parking Permit Zone in your neighborhood. I would respectfully request that you attend this Council Meeting to speak and/or listen to the discussion and let your voice be heard as to you being in favor or against this recommendation. Any public member who wants to provide testimony at a City Council Meetings is afforded the opportunity to speak for three (3) minutes.

As stated in my previous letter, your feedback and testimony is the most important part of this process. If the City Council passes an ordinance to establish a Parking Permit Zone in your neighborhood, I will schedule an informational meeting that will give you an opportunity to ask questions and be informed on how the Permit Parking Zone will be established and enforced.

Again, I appreciate your feedback and would encourage you to call or email me if you have any questions or concerns prior to the City Council Meeting on October 12th.

Sincerely,

A handwritten signature in blue ink that reads "Kent W. Barker".

Kent W. Barker
Chief of Police
Email: kbarker@ci.tualatin.or.us

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.

1. Have you experienced or observed a non-resident parking problem in your neighborhood?

Yes: 31

No: 1

Other Comments:

2. Do you believe the parking problem is significant enough to call for a change in the City Street Parking? Rules to allow a Parking Permit Zone in your neighborhood?

Yes: 30

No: 1

Other Comments:

- Yes, if dialogue with apartment management and response from renters is ineffective.
- Yes, to support my neighbors
- “?”

3. A Parking Permit Zone would require you (or anyone visiting you) to display a parking permit on your vehicle if it is parked on the street during effective hours. Are you for or against that idea for your neighborhood?

For: 31

Against: 1

Other Comments:

4. If a Parking Permit Zone was implemented, what restrictions would you agree with?

Please check as many of the following that you agree with:

29 - The Parking Restrictions should be in affect 24 hours a day, 7 days a week

7 - The Parking Restrictions should be in affect limited hours such as 7am-9pm

*It should be noted that some respondents checked more than one box for this section

Other Comments:

- Critical for 24 hours a day, 7 days a week – the problem is constant
- Permit required for parking longer than two(2) hours

5. If the program is implemented, the following would be an appropriate cost to each residence for replacement or extra decals/mirror hangers (the first two would be issued for free to each residence):

16 - \$5 11 - \$10 3 - \$15 6 - \$20 10 - \$0 (no extra cost)

*It should be noted that some respondents checked more than one box for this section

Other Comments:

- No extra cost is the best option
- \$10, or whatever is appropriate
- Depends on how guest permits work/how frequently would need changing

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.

6. Do you have any other suggestions or feedback that I can communicate to our City Council?

The initial distribution of permit decals should be based on the number of cars in the household and each house should receive 2 guest permit mirror hangers.

I would prefer discussion with apartment management, but I assume their ability to influence is hampered by the fact that street parking is allowed as long as it is for only up to 72 consecutive hours.

What about visitors to residents – Temporary permits? We have excessive parking problems after school and on weekends when Asian Community has school on Saturdays at Hazelbrook School.

This is becoming a huge problem. I am the leader of a Portland Company that manages over 9,000 apartment units metro-wide and we do not let our residents infringe on other's property. Also, my house was burglarized on 4/2015. You have an unsolved police file on it.

I'm concerned with the amount of tenants allowed to live in a single unit and encouragement on social media to park in residential areas to avoid paying for additional parking that this issue will only get worse.

Once a day, officers patrol route should include a drive thru this area.

Having a permit on each car it could be difficult especially for guests. What about having signs indicate street parking for resident only just like the one we see in apartment complexes?

Whatever program is implemented, I believe I should have the same right/ability as other area residents to have guests/family park in front of my house without extra restrictions. Is there a way to access a private website and download a parking pass or permit?

If you have events planned, should notify neighbors to get permission to park without a parking pass for the guests.

Short visits should not require a permit. Two hours seems like a reasonable period of time for parking without a permit. Thank you for doing this for us!

What is the proposed cost of the fine? How many infractions before it moves to towing? How quickly can this be implemented? Thank you to our neighbor who took the initiative to get this started. This is becoming a nightmare!

As the density in the Apt. Complex has overrun its ability to park its residents (Prob. due to allowing more people than it was built for, reside there). Owner of such a density housing project should pay some % of the oversight. If they managed their own density properly, there shouldn't be overflow.

When approving apartments, make sure they allow parking for tenants.

The sooner the better! Tired of dealing with this.

Really glad to see this coming!

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.

Speeds on 115th street especially during mornings and evenings drive times are excessive and dangerous. We need better speed limits on 115th.

On Sunday evenings there have been cars parked in front of our home and we were unable to put our garbage containers curbside for Monday morning pick up. At times there has been so many cars in the cul-de-sac that there was no room for guests. A car or two now and then was no problem but in the last 2 years it has been excessive.

Last year was so bad that for the first time in 22 years we seriously thought of putting our home on the market. The apartments across the street had rented to a group of U of O frat bids and there were cars coming and going all times of the day and night. I'm sure the young people living there told them to park here since it is directly across from that apartment. This is a wonderful cul-de-sac of friendly, caring, generous, and understanding people but enough is enough.

Much of the traffic/parking on our street (Kalispell) are people employed at the Farmington Care Facility on 115th. Because the facility has employees working 24 hours a day, people are often coming and going at all hours of the day and night. I personally haven't had much problems, and I respect the folks who are willing to work hard, at all hours, at what is typically low paying wages! However, if I have guests or need to work on my yard, etc., there are usually cars parked in front of the houses all down our street. I think Farmington should provide employee parking – perhaps work something out with the usually empty parking lot at the church across the street.

115th Ave gets many speeders, especially during school months. We also get people (workers or guests) parking on 115th in the bike lanes and areas marked as "No Parking." They also park on our private drive, despite the "No Parking-Will Be Towed" sign we installed.

We have lived in our house for eight years and overflow parking from the apartment complex has been an issue every year. The neighborhoods you have identified in the proposed "Parking Permit Zone" are weekly plagued by:

- Excess overflow parking from the apartments
- A complete disregard for those of us who own homes in the area by:
 - Blocking driveways – either partially or completely
 - Leaving trash in the yards adjacent to where they park their vehicles
 - Blocking Postal Service access to the mailbox by parking in front of the box
 - Parking their vehicles so that they extend into the intersection of SW 115th – past the stop sign and into the bike lane for SW 115th.
 - Parking their vehicles for extended periods of time – sometimes much as two weeks

Last summer, the apartment complex rented the end unit (a three-month short term lease) of the complex located directly to the west of SW Elmer Ct. to a fraternity from Oregon State University. Daily, we had sometimes more than twelve vehicles parking on our small cul-de-sac on SW Elmer Ct. in the manner which I described above.

I have spoken with the management at the complex several times and there is no solution to come from their office.

We feel strongly that the Parking Permit Zone is the only effective way to manage an issue that is having a significant negative impact on the neighborhood.

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.



Picture of a nonresident parked in such a way as to block mail delivery. Postal code says if the mailbox is blocked it is the homeowners' responsibility to do something about it. They are not required to deliver if the mailbox is blocked.



Standing at the intersection and looking down the street, it is packed with mostly nonresident vehicles. This is not an uncommon sight on our road.

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.



Car parked at the corner (practically wrapping around the corner) making it difficult to turn onto the road.



This is my 2nd favorite story. This nonresident parked on our street for two or three evenings. He would park, pull a bike out of the bed of his pickup and then head off in the direction of the apartment complexes. He was gone in the mornings except when the weekend came. Friday night he chose to park in front of our mailboxes and we had to call parking enforcement by mid-day Saturday to contact him and have him move the rig one block up where it was completely open with no mailboxes.

City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.

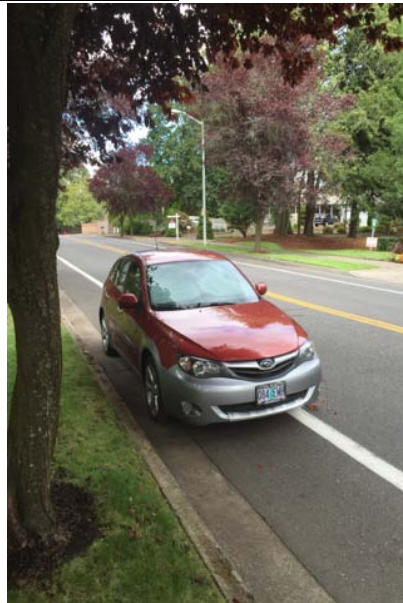


My favorite – we had set up our tent trailer to pack it Thursday night and we woke up Friday morning to find this perfectly legal parking job (yes, I had an officer out to take a look). She is less than 2 inches from the support bars, which she wouldn't have been able to see. Fortunately she left around 12:30pm and we weren't leaving until early evening so we were able to fold up without a hassle. She had no way of knowing our schedule. In addition, this car is registered in Washington so the police were unable to run the plates to find a way of contacting her.

In addition, on the day we were to bring our trailer home (it was new this year), we had set out cones the night before on the street to save the spot so we could pull it up in front of our house and pack it for an upcoming trip. We woke that morning to find the cones neatly stacked by the end of our driveway and the street parking full of cars in front of our house with no place to put the trailer.

Finally, I happened to look out the window as a lady was getting into her car in front of our house. She finished her cigarette and threw it on the street. When I asked her about it, she apologized but then informed me that it was “a public street” (which makes it okay to litter there?).

Other Photos that were submitted via email:



City of Tualatin – Survey Results for Hazelbrook Rd., Elmer Ct., Roberts Ct., and Kalispell St.



City of Tualatin
Council Meeting Oct. 12, 2015

Parking issues

SW 115th Avenue
SW Kalispell Street
SW Roberts Court
SW Elmer Court

Presented By: Chief Kent Barker

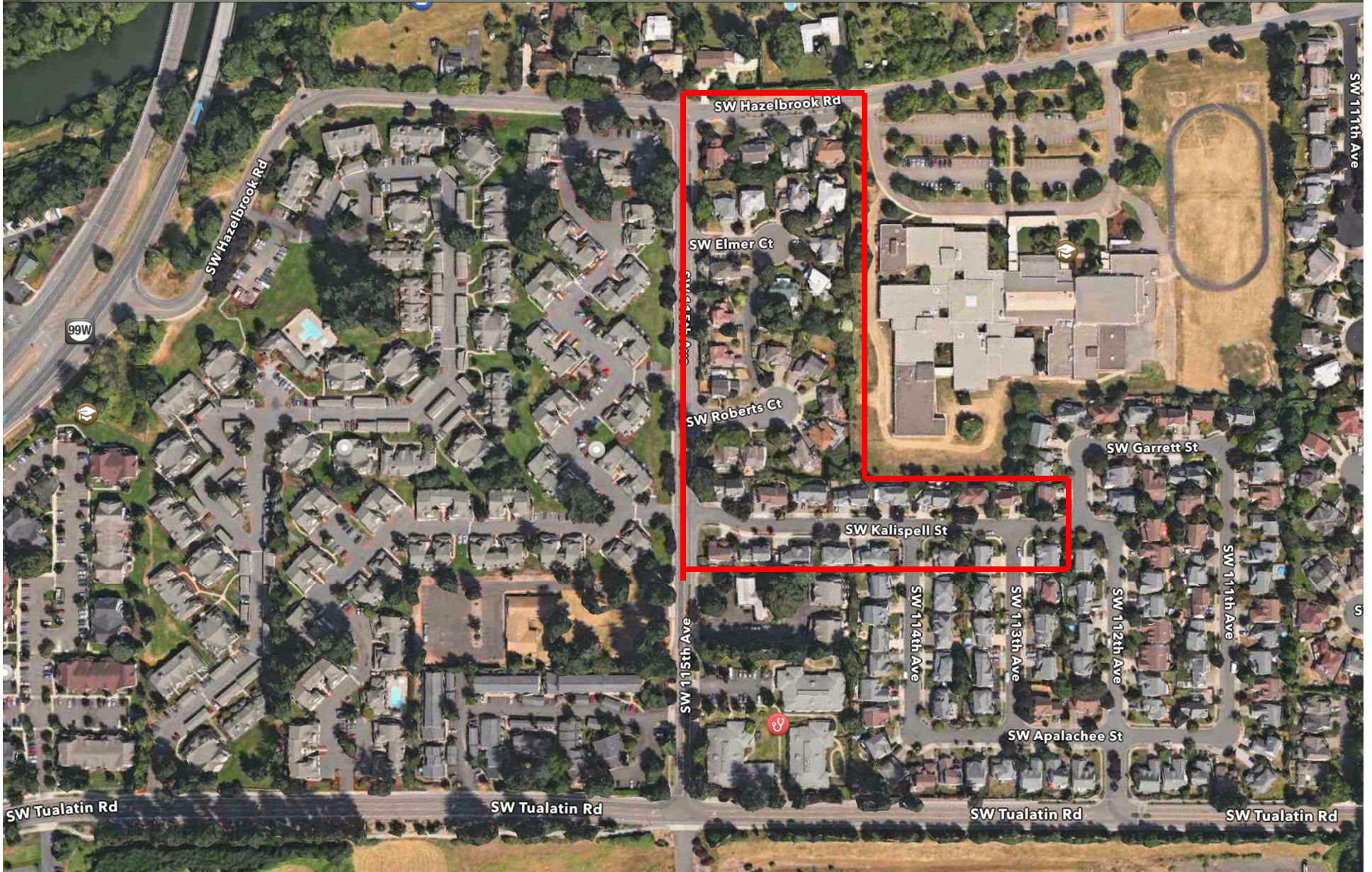
Background Information

- Jul. 27, 2015 Resident of SW Roberts Ct. presented parking problems to the City Council
- Aug. 17, 2015 Concerned Residents met with Tualatin Police to discuss issues and learned more about the Parking Permit Zone process used by Tualatin High School and the attempt made by Fox Hills Neighborhood in 2014.

What are the Issues?

- Non-Residents Parking on Public Street in front of homes
- Some Parked illegally (in front of hydrants, mailboxes, intersections)
- Some blocking driveways and preventing home owner parking
- Litter, trash, cigarette butts, off-road vehicles, long-term parking
- Noise, visibility issues, safety concerns for children

Neighborhood Impact



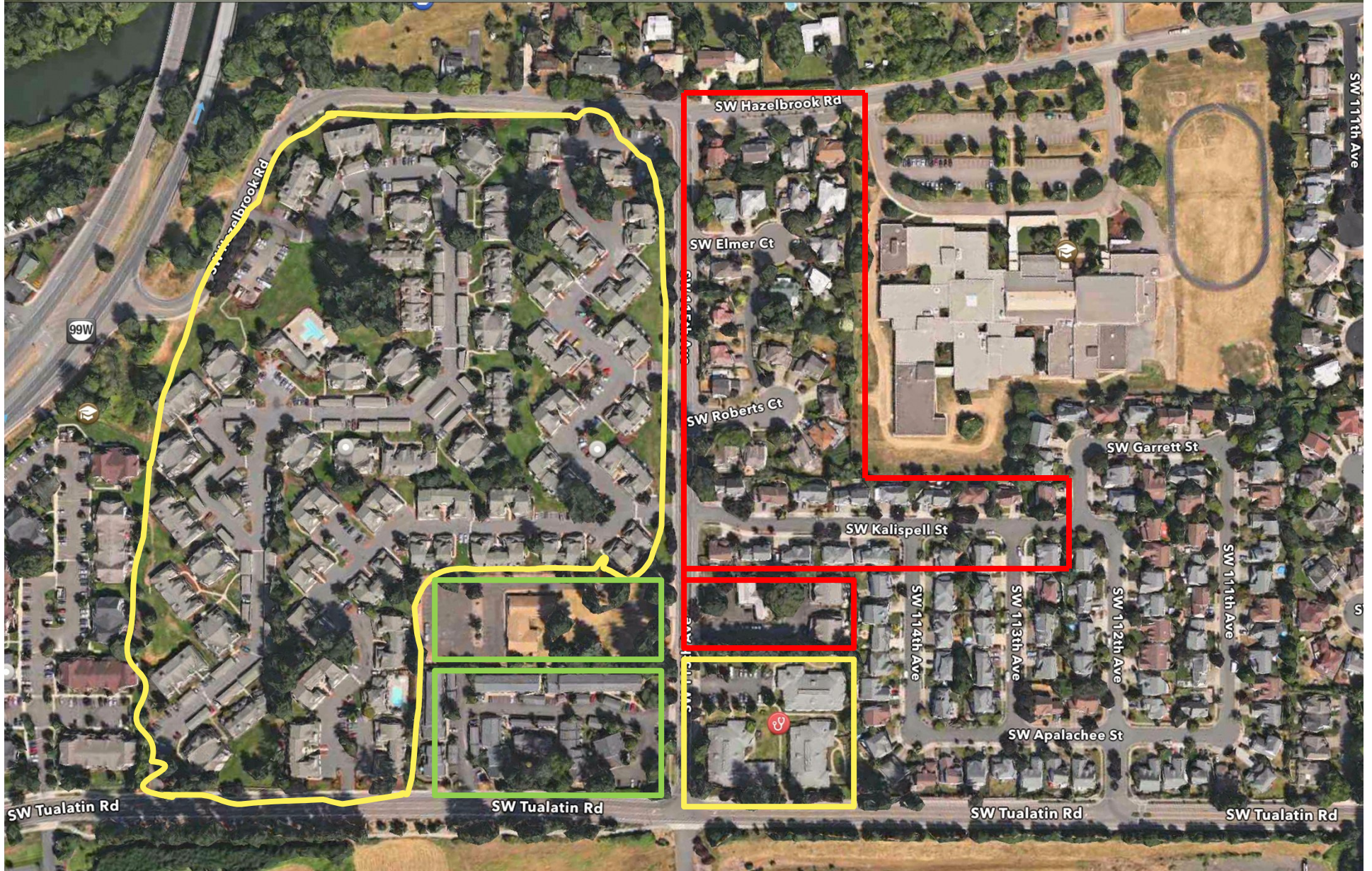








Neighborhood Impact



Public Outreach

- Letter and Survey Mailed to 35 Residents
- Contacted Manager of Tualatin Woods Townhomes
- Contacted Executive Director of Farmington Square Assisted & Memory Care Center
- Contacted Chairman of Church Board of Apostolic Lutheran Church
- Contacted Manager of Rivercrest Meadows Apartment Complex
- Contacted Chairperson of Riverpark C.I.O.
- Contacted President of David's Fox Run Neighborhood Association
- Posted Email and Information on Nextdoor.com for Riverpark Neighbors

Survey Results - 32 out of 35 Responded

Question 1: Have you experienced or observed a non-resident parking problem in your neighborhood?

31 said, YES

Question 2: Do you believe the parking problem is significant enough to call for a change in the City Street Parking Rules?

30 said, YES

Question 3: A Parking Permit Zone would require you (or anyone visiting you) to display a parking permit on your vehicle if it is parked on the street. Are you for or against that idea for your neighborhood?

31 said they are FOR this proposal.

Survey Results

Question 4: The proposed idea is one way of setting up a Parking Permit Zone. There are other ways to implement Parking Permit zones. Please check as many of the following that you agree with.

29 Respondents said The Parking Restrictions should be in affect 24 hours a day, 7 days a week.

Question 5: If a program is implemented, the following would be an appropriate cost to each residence for replacement or extra decals/mirror hangers (the first two would be issued for free to each residence).

16 Respondents said they would be willing to pay \$5.00

Question 6: Do you have any other suggestions or feedback that I can communicate to our City Council?

Responses included in your packets...

Questions & Discussion

Additional Photos (if needed)



SW 115th Avenue – Looking Northbound

Farmington Square Assisted & Memory Care Center
– Looking East





Farmington Square Assisted & Memory Care Center
– Looking South



Private Property directly North of Farmington Square



Tualatin Woods Townhomes – East from Farmington Square



Apostolic Lutheran Church – East Side of SW 115th



Apostolic Lutheran Church Parking Lot – West side of Church and East side of Rivercrest Meadows Apts.



Entrance to Rivercrest Meadows Apartment Complex
From East side of SW 115th

Proposed Signs

Estimated Cost for Signs and Installation is, \$1500



← These are the actual signs that are used south of the High School →



Application Forms & Permits

Estimated Cost for Static Cling permits and mirror hangers is, \$1,000



City of Tualatin

www.tualatinoregon.gov

Residential Permit Parking Application Fox Hills

New Resident Renewal/Update Replacement

Return the completed application to the
Tualatin Police Department at 8650 SW Tualatin Rd., Tualatin OR 97062.
Or by email to TualatinRecords@ci.tualatin.or.us. For questions call 503.691.4800.
The complete code and more information can be found online at www.TualatinOregon.gov.

ADDRESS OF RESIDENCE	DATE
NAME OF APPLICANT(S)	OWNER OR RENTER?

EMAIL ADDRESS	PHONE NUMBER
MAILING ADDRESS (IF DIFFERENT FROM RESIDENCE)	ALTERNATE PHONE NUMBER

UNLESS OTHERWISE REQUESTED TWO WINDOW CLINGS AND ONE GUEST REARVIEW MIRROR HANGER WILL BE ISSUED AND SENT BY MAIL.

Do you need additional permits? Yes/No _____ How many? Cling: _____ Hanger: _____

In order to receive my permit(s) I agree that the permit(s) remain the property of the City of Tualatin and are only valid in the Fox Hills permit parking area. The window clings will be conspicuously placed either in the front windshield or rear window on the driver side of the vehicle and remain visible through any window tinting. The hanger shall be placed on the rearview mirror facing outward. Permits are only required to be displayed if the vehicle is parked within the roadway. I understand that permit parking permits can be revoked if misused. I will immediately surrender all permits upon moving.

Name/Signature Date

BUSINESS USE ONLY:		
ISSUED BY:	DATE:	
<input type="checkbox"/> Mailed to Residence <input type="checkbox"/> Sent to Mailing Address <input type="checkbox"/> Picked up in Person on _____	<input type="checkbox"/> 2 Clings /1 Hanger <input type="checkbox"/> 1 Cling /1 Hanger <input type="checkbox"/> 1 Hanger	Permit #(s) _____

8650 SW Tualatin Road | Tualatin, Oregon 97062 | Main 503.691.4800



ORDINANCE NO. 1385-15

AN ORDINANCE RELATING TO PARKING AND RESIDENTIAL PARKING ZONES; AMENDING TUALATIN MUNICIPAL CODE CHAPTER 8-1; AND ADDING NEW PROVISIONS.

WHEREAS, the City Council has authority to adopt parking regulations for City rights-of-way; and

WHEREAS, Residential Parking Zones reduce or prevent congestion and hazardous traffic conditions in certain residential areas and protect residents from unreasonable burdens in gaining access to property; and

WHEREAS, there is a need to establish Residential Parking Zones in certain designated areas of the City.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

Section 1. Tualatin Municipal Code 8-1-252 Residential Parking Zones is amended as follows:

(1) The City Council ~~may establish~~ establishes the following residential parking zones for the purpose of prohibiting parking on public streets by nonresidents except by residential permit:

(a) School Day Zones. During school days between 8 a.m. and 2 p.m. in the following ~~subdivisions~~ locations:

(i) Waterford Subdivision, which includes the following streets within the zone: ~~which includes~~ SW 94th Terrace, SW 93rd Terrace, SW Palouse Lane, and SW Skokomish Lane; and

(ii) Moccasin Run Subdivision, which includes the following streets within the zone; ~~which includes~~ SW Ibach Court. ~~Residents within the parking zones may obtain a permit from the City Manager pursuant to subsection (2) of this section.~~

(b) General Residential Zones. During all hours of every day, the area bounded on the north by SW Hazelbrook Road, on the south by Tualatin Road, on the east by SW 112th Avenue, and on the west by SW 115th Avenue, which includes the following streets within the zone:

(i) SW 115th Avenue, between Tualatin Road and Hazelbrook Road;

(ii) the south side of SW Hazelbrook Road, east of SW 115th Avenue and west of Hazelbrook Middle School Property;

(iii) SW Elmers Court, east of SW 115th Avenue;

(iv) SW Roberts Court, east of SW 115th Avenue; and

(v) SW Kalispell Street, east of SW 115th Avenue and west of SW 112th Avenue.

(2) Only those vehicles displaying a valid parking permit may park within the particular zone established in subsection (1) of this section. Persons who reside within the parking zone may obtain a permit for that zone from the City Manager under subsection (3) of this section.

(3) (2) The City Manager shall establish procedures and standards for the issuance of permanent and temporary permits that will allow residents and their guests to park their vehicles within residential parking zones during the restricted hours. At a minimum, the City Manager shall establish rules that establish the criteria for issuance, surrender and revocation of permits, evidence of proof of residence and vehicle ownership, terms of the permit, standards for display of the permit, and allow for the issuance of temporary permits to residents for the parking of nonresident vehicles for temporary periods upon a showing of reasonable need for such permits.

(4) (3) The City Manager shall cause official signs for residential parking zones to be installed and maintained. The signs shall clearly identify the parking restrictions for nonresidents and the exception to those restrictions for permit holders within the residential parking zones.

(5) It is unlawful and a violation for any person to sell, transfer, purchase, or otherwise acquire for value any permit issued by the City of Tualatin. Notwithstanding TMC 8-1-360 and in addition to any criminal penalties that may apply, a violation of this subsection is punishable by a fine of not less than \$500.

Section 2. Tualatin Municipal Code 8-1-300 is deleted in its entirety.

Section 3. Severability. Each section of this ordinance, and any part thereof, is severable. If any part of this ordinance is held invalid by a court of competent

jurisdiction, the remainder of this ordinance remains in full force and effect.

Adopted by the City Council this ____ Day of _____, 2015.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder