



TUALATIN CITY COUNCIL

Monday, MARCH 26, 2018

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

EXECUTIVE SESSION- 6:30 p.m.

WORK SESSION- Cancelled

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Joelle Davis

Councilor Robert Kellogg

Councilor Paul Morrison

Councilor Jeff DeHaan

Councilor Frank Bubenik

Councilor Nancy Grimes

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 MARCH 26, 2018

A. CALL TO ORDER

Pledge of Allegiance

B. ANNOUNCEMENTS

1. Arbor Week Presentation, Awards and Proclamation Declaring April 1-7, 2018 as Arbor Week
2. Proclamation Declaring Mike Perez as Tualatin's Employee of the Year
3. Proclamation Declaring April 2-6, 2018 as National Community Development Week in the City of Tualatin
4. Tualatin Library Foundation Vine2Wine 2018

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 Work Session and Regular Meeting of February 26, 2018
2. Consideration of Approval of 2018 Liquor License Renewals-Late Submittals
3. Consideration of Approval of a New Liquor License Application for Union Wine Company
4. Consideration of **Resolution No. 5359-18** Authorizing the City of Tualatin to Apply for and Accept a Local Government Grant from the Oregon Parks and Recreation Department for the Ibach Park Playground Renovation

5. Consideration of **Resolution No. 5361-18** to Authorize the City Manager to Execute an Intergovernmental Agreement (IGA) with Washington County to Administer the City of Tualatin Transient Lodging Tax
6. Consideration of **Resolution No. 5360-18** Establishing a Youth Liaison to the Budget Committee
7. Annual Report for the Tualatin Planning Commission

E. SPECIAL REPORTS

1. Annual Report of the Tualatin Park Advisory Committee

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 Recommendations from the Council Committee on Advisory Appointments

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: 03/26/2018

ANNOUNCEMENTS: Arbor Week Presentation, Awards and Proclamation Declaring April 1-7, 2018 as Arbor Week

ANNOUNCEMENTS

Arbor Week Presentation, Awards and Proclamation Declaring April 1-7, 2018 as Arbor Week

Arbor Week 2018 Presentation

Arbor Week 2018 Proclamation

Arbor Week 2018

April 1-7



The Purpose of Arbor Week

Tualatin recognizes the first full week in April as **Arbor Week** to celebrate the many contributions that trees make to our lives and community.

A few of the many benefits of trees:

The net cooling effect of a young, healthy tree is equivalent to ten room-size air conditioners operating 20 hours a day. *U.S. Department of Agriculture*

Landscaping, especially with trees, can increase property values as much as 20 percent. *Management Information Services/ICMA*

Trees can be a stimulus to economic development, attracting new business and tourism. Commercial retail areas are more attractive to shoppers, apartments rent more quickly, tenants stay longer, and space in a wooded setting is more valuable to sell or rent. *The Arbor Day Foundation*

The planting of trees means improved water quality, resulting in less runoff and erosion. This allows more recharging of the ground water supply. Wooded areas help prevent the transport of sediment and chemicals into streams. *USDA Forest Service*

Arbor Week Events & Activities

- 5th Grade Poster Contest
- Tualatin Trees Photo Contest
- Arbor Week Proclamation
- Presentation on the History of the Tualatin River at the Pohl Center
- Tree Themed Story Time at Tualatin Public Library
- Putting Down Roots Volunteer Tree Plantings
- Flying of Tree City USA Flags at City offices and schools



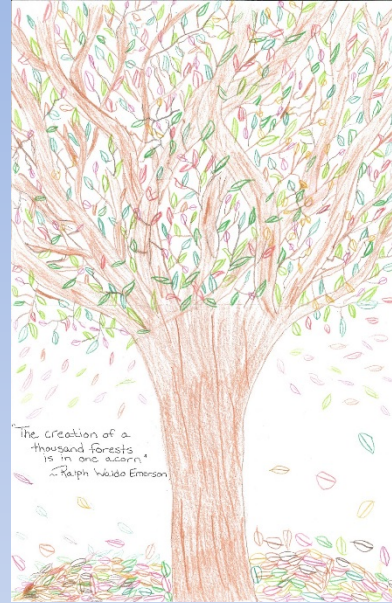
Arbor Week – April 1-7, 2018



5th Grade Poster Contest: "Trees are _____"



Overall 1st Place Winner
Annika, Tualatin Elementary
Trees are Nature's Children



Overall 2nd Place Winner
Tyler, Tualatin Elementary
*Trees are The Creation of a
Thousand Forests in One Acorn*



Overall 3rd Place Winner
Victoria, Tualatin Elementary
Trees are Letting Us Breathe

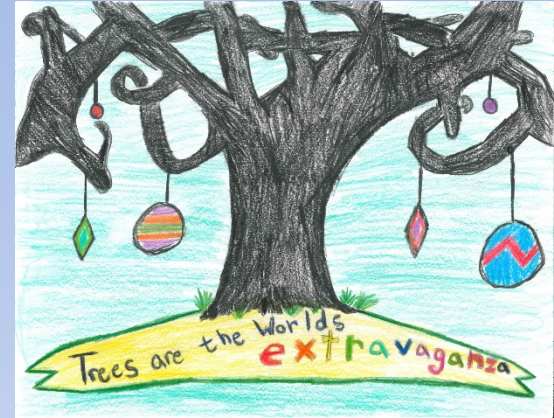
5th Grade Poster Contest: "Trees are _____"



1st Place Alex
Trees are Forever



2nd Place Lucy
Trees are Full of Life



3rd Place Sophia
Trees are the World's Extravaganza

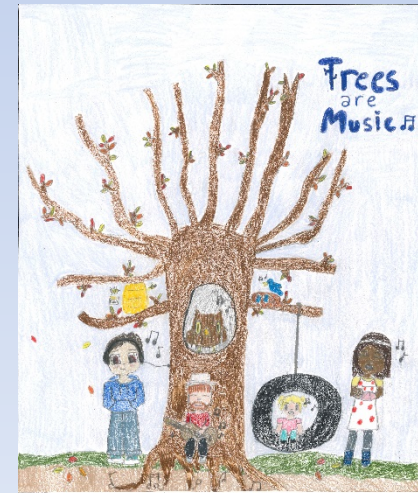


1st Place Angel
Trees are Essential to Mankind

Tualatin Elementary School



2nd Place Blaise
Trees are Cool



3rd Place Julia
Trees are Music

Tualatin Trees Photo Contest



First Place - Bruce Lee
Autumn on the River

Seen from the bridge crossing the Tualatin River on Boones Ferry Road

Tualatin Trees Photo Contest



Second Place – Corey Lofthus
Snowy Sunrise
Tualatin River at Browns Ferry Park



Third Place – Ilyanna Eggers
Keeper of the Trees
Tualatin Auto Body Parking Lot

Tree City USA

The Tree City USA certification is awarded by the National Arbor Day Foundation to recognize communities that have proven their commitment to an effective, ongoing community forestry program.

Tree City USA Standards Include: Tree Board, Tree Care Ordinance, Community Forestry Program with Budget, and Arbor Week Observance and Proclamation.

The City of Tualatin is Recognized as a **Tree City USA** for the 31st Consecutive Year!



Proclamation

*Declaring the Week of April 1-April 7, 2018 as
Arbor Week in the City of Tualatin*

WHEREAS, Arbor Day is a celebration observed throughout the nation and the world in which individuals and groups are encouraged to plant, care for, and celebrate the many values of trees, and Arbor Day is observed in the State of Oregon during the first full week of April, which this year will be April 1-7, 2018; and

WHEREAS, healthy trees reduce the erosion of topsoil by wind and water, moderate the temperature, calm traffic, clean the air, produce oxygen, provide habitat for wildlife, and are a renewable resource giving us paper and countless other wood products; and

WHEREAS, trees beautify our community, increase property values, and enhance the economic vitality of business areas in Tualatin, and thousands of trees and shrubs are planted by volunteers in Tualatin's parklands every year; and

WHEREAS, 2018 marks the 31st consecutive year the City of Tualatin has been certified as a Tree City USA by the National Arbor Day Foundation for following best practices in community forestry management.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that: the City of Tualatin designates the week of April 1-April 7, 2018 as Arbor Week in the City of Tualatin.

All citizens are urged to support efforts to protect and plant trees to gladden the hearts and promote the well being of present and future generations.

The citizens of the City of Tualatin support the Oregon Department of Forestry and the National Arbor Day Foundation in their recognition of the value of trees and forests by proclaiming April 1 - 7, 2018, as Arbor Week in Tualatin.

INTRODUCED AND ADOPTED this 26th day of March, 2018.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 03/26/2018

ANNOUNCEMENTS: Proclamation Declaring Mike Perez as Tualatin's Employee of the Year

ANNOUNCEMENTS

Proclamation Declaring Mike Perez as Tualatin's Employee of the Year

Proclamation

Proclamation

Declaring Mike Perez as Tualatin's "2017 Employee of the Year"

WHEREAS, the Employee of the Year program is designed to recognize the work and actions which bring credit to the City and improve our ability to deliver excellent service to Tualatin's customers; and

WHEREAS, Mike Perez joined the City of Tualatin Operations Staff as a temporary Utility Helper in June of 2004 and was subsequently hired as a full time Facilities/Fleet Technician I in September of 2004; and

WHEREAS, Mike is a team player and shows respect to everyone he works with; he is efficient and friendly and will drop whatever he is doing to help out a co-worker with an issue, never making anyone feel bad for whatever they are dealing with; and

WHEREAS, Mike excels at providing exceptional customer service; always delivering high-quality service, not just to the City of Tualatin personnel, but also to the vehicles and equipment that are used throughout the City; and

WHEREAS, Mike is never too busy to help someone out while always keeping an extremely positive attitude and a smile on his face; and

WHEREAS, Mike consistently demonstrates Tualatin's core values of TEAMWORK, RESPECT, having a ONE CITY mindset, EMPOWERMENT, PROBLEM SOLVING, CUSTOMER SERVICE and being NON-BUREAUCRATIC in a multitude of ways every day.

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

Mike Perez is named the "2017 City of Tualatin Employee of the Year."

INTRODUCED AND ADOPTED this 26th day of March, 2018.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 03/26/2018

ANNOUNCEMENTS: Proclamation Declaring April 2-6, 2018 as National Community Development Week in the City of Tualatin

ANNOUNCEMENTS

Proclamation Declaring April 2-6, 2018 as National Community Development Week in the City of Tualatin

Proclamation

Proclamation

*Declaring the Week of April 2-6, 2018 as
“National Community Development Week”
in the City of Tualatin*

WHEREAS, the week of April 2-6, 2018 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low- and moderate-income people; and

WHEREAS, the HOME Investment Partnerships Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS over the program's history, the City of Tualatin has received a total of \$1,599,617 in CDBG funds.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that: the City of Tualatin designates the week of April 2-6, 2018 as National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community.

BE IT FURTHER PROCLAIMED that this community urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in fiscal year 2019.

INTRODUCED AND ADOPTED this 26th day of March, 2018.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting

Meeting Date: 03/26/2018

ANNOUNCEMENTS: Tualatin Library Foundation Vine2Wine 2018

ANNOUNCEMENTS

Tualatin Library Foundation Vine2Wine 2018

SUMMARY

Tualatin Library Foundation will host Vine2Wine on April 21, 2018.

LibFoundation



Vine 2 Wine

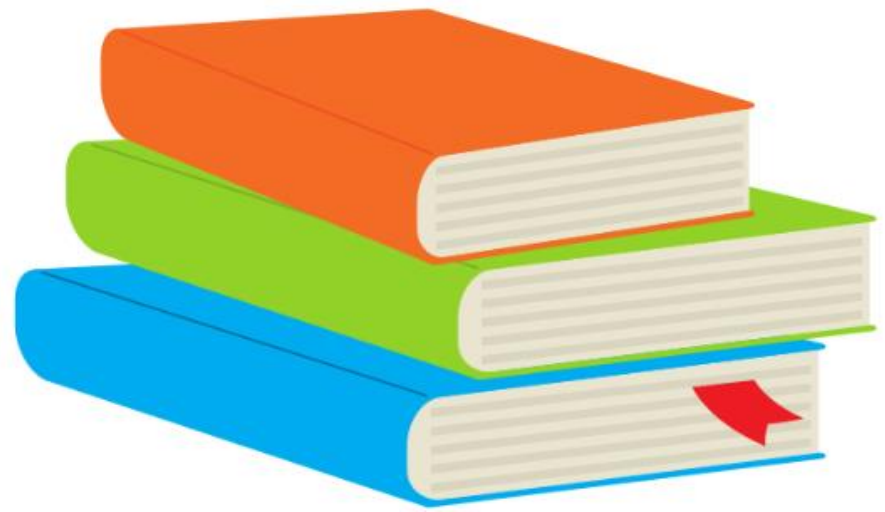
April 21, 2018



Tualatin Library
FOUNDATION



- Sponsored Library After Dark & 1000 Books Before Kindergarten
- Distributed 400 free books through Library
- Donated 500 books to Tualatin's elementary and middle schools





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: 03/26/2018

SUBJECT: Consideration of Approval of the Minutes for the Work Session and Regular Meeting of February 26, 2018

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of February 26, 2018.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes of February 26, 2018](#)
[City Council Regular Meeting Minutes of February 26, 2018](#)



Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Robert Kellogg

Absent: Councilor Jeff DeHaan

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant City Manager Alice Cannon; Parks and Recreation Manager Rich Mueller; IS Director Bates Russell

CALL TO ORDER

Mayor Ogden called the meeting to order at 6:11 p.m.

1. ***Report on Diversity & Inclusion Efforts.***

City Manager Sherilyn Lombos and Community Engagement Coordinator Betsy Ruef provided an update on diversity and inclusion in Tualatin. City Manager Lombos stated one of Council's goals was to have a diverse and inclusive community. She explained staff has broken this into two parts: what is happening in the organization and what is happening in the community. Action items inside the organization have included: attendance at the NW Diversity Conference, Bias Awareness Training, creation of a Cultural Competency work plan, hiring a bilingual Community Engagement Coordinator, and continued partnerships with agencies region wide. Coordinator Ruef spoke to the action items in the community. Items include the creation of the Tualatin Diversity Task Force, connections with local schools, and an application for a Metro Community Placemaking grant.

City Manager Sherilyn Lombos stated Volunteer Services has been mindful about creating points of access for diverse communities. Diverse programs and services have been incorporated in volunteer services, the library, parks and recreation, city facilities, and the Tualatin Police Department. Coordinator Ruef has been creating equal access opportunities by holding city office tours for Spanish speaking students.

Councilor Bubenik asked if permitting brochures have been translated into Spanish. City Manager Lombos stated some have been and the rest are in a work plan.

Councilor Bubenik asked if the City has reached out to the Diversity team in Beaverton. Coordinator Ruef stated she has reached out to them and several other surrounding cities.

Councilor Grimes asked if the Stoneridge Park improvements have been included in the updated Parks and Recreation Master Plan. City Manager Lombos stated the improvements for the placemaking grant are community improvements outside the scope of the master plan.

2. *Stafford Area Planning: 3-City Agreement.*

City Manager Lombos stated tonight's discussion is to determine areas of interest and guiding principles for the development of a three city agreement for the planning of the Stafford Area. She stated the goal is to have an agreement in place by the end of the year.

Mayor Ogden spoke to the transportation barriers and density levels for the residential UGB expansions. He stated he would like to see the jurisdictional areas of interest defined early in these discussions. After the jurisdictional areas are defined he would like to have discussion on the timing of the development.

Councilor Bubenik asked if the Stafford-Hamlet group would be involved in the development discussions. Mayor Ogden stated all citizens will be able to provide input but the City's involved will ultimately have jurisdictional responsibility. He stated the Stafford-Hamlets groups opinions will be considered like any other stakeholder.

Councilor Grimes asked if specifics regarding transportation infrastructure could be included in the agreement. City Manager Lombos stated the Council could include something.

Councilor Kellogg asked if Clackamas County has any long term plans for the area. Assistant City Manager Cannon stated the County has received a grant for transportation planning in the area once an agreement has been reached between the cities.

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

None.

ADJOURNMENT

The work session adjourned at 7:00 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR FEBRUARY 26, 2017

Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis;
Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Robert Kellogg

Absent: Councilor Jeff DeHaan

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele;
Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy
City Recorder Nicole Morris; Assistant City Manager Alice Cannon; Library Manager
Jerianne Thompson; Parks and Recreation Manager Rich Mueller

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:07 p.m.

B. 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.

Chamber of Commerce Director Linda Moholt stated the Chamber Board of Directors passed a motion to unanimously endorse Mayor Ogden in his run as Commissioner of BOLI (Bureau of Labor & Industries).

C. 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 Joelle Davis, SECONDED by Councilor Nancy Grimes to adopt the consent agenda.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Paul Morrison, Councilor Robert Kellogg

Other: Councilor Jeff DeHaan (Absent)

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of February 12, 2018
2. Consideration of Approval of Liquor License Renewals for 2018
3. Consideration of **Resolution No. 5356-18** Authorizing Changes to the Adopted 2017-2018 Budget

D. 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. 1408-18** Implementing a Two and One-Half Percent (2.5%) Transient Lodging Tax; Creating Tualatin Municipal Code Chapter 9-9; And Adding New Provisions

Finance Director Don Hudson stated staff came to Council on September 25 seeking feedback on exploring a Transient Lodging Tax (TLT). Direction was given at that time to begin outreach to interested parties. On January 8 Director Hudson reported back on the outreach and received direction from Council to draft an ordinance with a 2.5% tax rate.

PUBLIC COMMENT

Chamber of Commerce Director Linda Moholt stated they are in support of a TLT. The Chamber believes this will be a great benefit to the community.

COUNCIL QUESTIONS

Councilor Bubenik asked if Washington County will be in charge of collecting the City tax. Director Hudson stated they will continue to collect all of the tax and remit appropriately to the City.

MOTION by Council President Joelle Davis, **SECONDED** by Councilor Robert Kellogg for first reading by title only.

DISCUSSION ON THE MOTION

Mayor Ogden believes an established, developed, and implementable plan should be in place before moving forward. He will support the vote so it can move forward.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Paul Morrison, Councilor Robert Kellogg

Other: Councilor Jeff DeHaan (Absent)

MOTION CARRIED

MOTION by Council President Joelle Davis, **SECONDED** by Councilor Robert Kellogg for second reading by title only.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Paul Morrison, Councilor Robert Kellogg

Other: Councilor Jeff DeHaan (Absent)

MOTION CARRIED

MOTION by Council President Joelle Davis, SECONDED by Councilor Robert Kellogg to adopt Ordinance No. 1408-18 implementing a two and one-half percent (2.5%) Transient Lodging Tax; creating Tualatin Municipal Code Chapter 9-9; and adding new provisions.

Aye: Mayor Lou Ogden, Councilor Frank Bubenik, Council President Joelle Davis, Councilor Nancy Grimes, Councilor Paul Morrison, Councilor Robert Kellogg

Other: Councilor Jeff DeHaan (Absent)

MOTION CARRIED

E. COMMUNICATIONS FROM COUNCILORS

Councilor Morrison stated Cyndy Hillier reached out to him about the City potentially using some of the Alcohol and Tobacco Tax funds be used for education. He requested this be added to a future work session for further discussion.

Council President Davis stated she is part of the planning committee for the March for Our Lives event to be held on March 24 to support students in their fight against gun violence. The march is a student lead march that is being mentored by adults.

Mayor Ogden would like to see Council come forward and formally support the student's efforts. Council President Davis stated she would draft a resolution to bring back to Council.

F. ADJOURNMENT

Mayor Ogden adjourned the meeting at 7:28 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, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 03/26/2018

SUBJECT: Consideration of Approval of 2018 Liquor License Renewals-Late Submittals

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve liquor license renewal applications for 2018. The business listed below submitted their 2018 renewal application too late to be included in the renewals approved at the April 26, 2018 Council meeting. Copies have not been included with this staff report but are available at the City Offices for review.

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the following liquor license application renewals for 2018:

7-Eleven
Ancestry Brewing DBA: Brew Abyss
Celia's Mexican Restaurant
Club Sport
Gonzales Wine Co.
Izumi Japanese Steak House
La Isla Bonita Mexican Restaurant
Nacho Mama's
Union Wine
Veri Bowl Chinese Innovation Kitchen

EXECUTIVE SUMMARY:

Annually the Oregon Liquor Control Commission (OLCC) requires all liquor licenses be renewed. According to the provisions of City Ordinance No. 680-85, establishing procedures for liquor license applicants, 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 liquor license renewal applications are in accordance with all ordinances and the Police Department has conducted reviews of the applications.

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 renewal 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 renewal fee of \$35 has been paid by the applicant.

Attachments:



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: 03/26/2018

SUBJECT: Consideration of Approval of a New Liquor License Application for Union Wine Company

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Union Wine Company.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Union Wine Company.

EXECUTIVE SUMMARY:

Union Wine Company has submitted a new liquor license application under the category of Winery. They must principally produce wine or cider in Oregon. They can manufacture, store, and export wine and cider. This allows for the sale and service of malt beverages, wine, and cider for off-site consumption. The business is located at 20700 SW 115th Avenue. The application is in accordance with provisions of Ordinance No. 680-85 which established a procedure for review of liquor licenses by the Council. Ordinance No. 680-85 establishes procedures for liquor license applicants. 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.

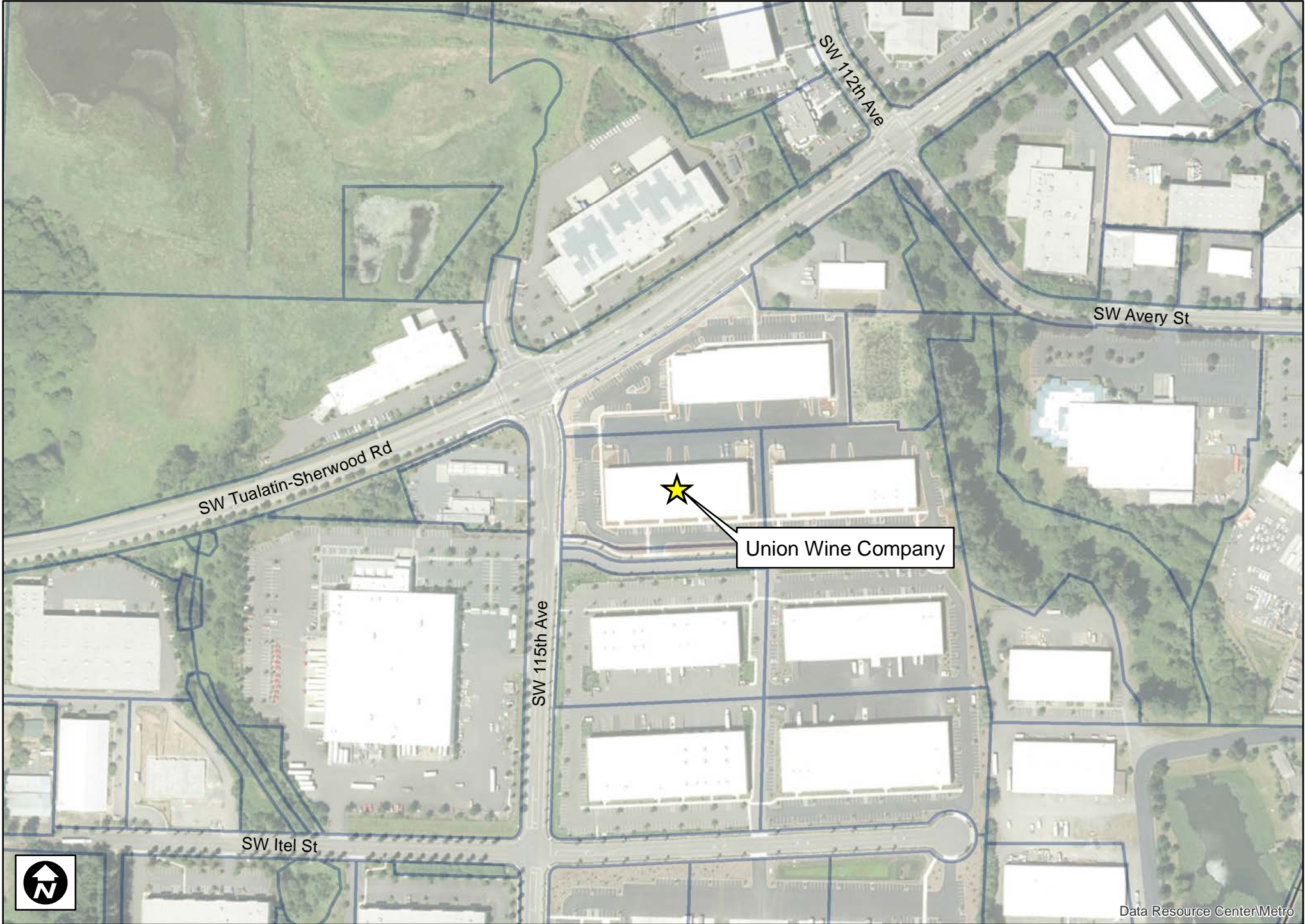
FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A- Vicinity Map](#)

Attachment B- License Types

Attachment C- Application



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.



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

Return Completed form to:
City of Tualatin
Attn: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 3/7/18

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.

RECORDED
CITY OF TUALATIN
MAR 08 2018

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.

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
FINANCE _____ COMM DEV _____ LEGAL _____ OPER _____
COMM SVCS _____ ENC & BLDG _____ LIBRARY _____

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Union Wine Company

Business address 20700 SW 115th Ave. City Tualatin State OR Zip Code 97062

Mailing address Po Box 310 City Sherwood State OR Zip Code 97140

Telephone # 971-322-4791 Fax # _____

Name(s) of business manager(s) First Ryan Middle Michael Last Harms

Date of birth _____ Social Security # _____ ODL# _____

Home address _____
(attach additional pages if necessary)

Type of business Winery - packaging facility

Type of food served none

Type of entertainment (dancing, live music, exotic dancers, etc.) n/a

Days and hours of operation M-F, 6am - 5pm

Food service hours: Breakfast n/a Lunch _____ Dinner _____

Restaurant seating capacity n/a Outside or patio seating capacity _____

How late will you have outside seating? no How late will you sell alcohol? n/a

How many full-time employees do you have? Currently 2, Part-time employees? _____
we expect to have 8 when fully operational

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants _____

Union Wine Company

Type of liquor license (refer to OLCC form) Winery

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 Union Wine Company
Business address 19600 SW Cipole Rd. Tualatin, OR 97062

(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 Ryan M. Harms 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: Ryan M. Harms Date of birth: _____
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: Ronald H. Harms 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: _____ Date of birth: _____
Residence address: _____

Full name: _____ 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.

 _____ 3/8/18
Signature of Applicant Date

For City Use Only

Sources Checked:

DMV by MA LEDS by MA TuPD Records by pe
 Public Records by MA

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: _____

 _____ 3-19-18
Signature Date

~~Kent W. Barker~~ Bill Steele
Chief of Police
Tualatin Police Department



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Richard Mueller, Parks and Recreation Manager
Sou Souvanny, Management Analyst II

DATE: 03/26/2018

SUBJECT: Consideration of **Resolution No. 5359-18** Authorizing the City of Tualatin to Apply for and Accept a Local Government Grant from the Oregon Parks and Recreation Department for the Ibach Park Playground Renovation

ISSUE BEFORE THE COUNCIL:

City Council is requested to consider approving a resolution to submit an application and, if awarded, accept a State of Oregon Parks and Recreation Department Local Government grant of \$136,495 to be used as a match for the funding to renovate the Ibach Park playground. The remainder of the funds have been budgeted in the City Capital Improvement Plan.

RECOMMENDATION:

Staff recommends adoption of the attached resolution authorizing application and acceptance of a State of Oregon Parks and Recreation Department Local Government grant.

EXECUTIVE SUMMARY:

The State of Oregon Parks and Recreation Department is accepting proposals for the Local Government Grant Program 2018 funding cycle. A Council resolution authorizing staff to apply for and accept the grant, if awarded, is required to submit an application.

Since its completion in 1996, the three-acre playground at Ibach Park has provided residents with an interactive recreation area where children are immersed in the region's rich history. Park goers begin their journey in Tualatin's prehistoric zone before traveling to the Atfalati Native American Area and conclude their journey in the area dedicated to the early settlement of Tualatin. These unique features have attracted countless children—and their parents—who often run, dig, crawl, and climb throughout Ibach Park's playground features. However, the high volume of active visitors and time contributed to the natural degradation of the surface material and equipment.

Shortly after its opening, the playground was featured in the February 1997 issue of "Landscape Architecture", the magazine of the American Society of Landscape Architects, highlighting the innovative approach taken to incorporate the City's history into the play area that was

interactive, accessible and physically stimulating.

This proposal's primary objective is to return the playground to safe standards and original educational and engagement levels for children and families. Currently, the existing synthetic safety surfacing has compacted and passed the expected life span. This increases the risk of the material no longer providing shock absorbency. Additionally, several play features have been removed due to replacement parts no longer being available. This grant proposal includes the replacement of approximately 6,000 square feet (SF) of play surface area and the replacement of five pieces of play equipment that have been removed. Replacement of the equipment will take place prior to the pour-in-place play surface area installation.

In the Capital Improvement Plan for the 2018/2019 fiscal year, the playground renovation has been identified by the City as a valued and necessary project to meet the needs of the community. With this grant, the City will be able to leverage funding for the playground renovation as a match to the OPRD Local Government Grant. Without these additional funds, it will be difficult to complete the resurfacing and the replacement of the equipment as scheduled.

The City will hire a general contractor(s) for the demolition and installation. Rich Mueller, the Parks and Recreation Manager, will manage the project's scope, budget and schedule. The proposed project will not change the existing use, layout or themes of the original playground.

The tentative schedule established by the Oregon Parks and Recreation Department for the Local Government Grant application process is as follows:

Grant applications due	April 1, 2018
Sponsor presentations	June 2018
Grant Award	October 2018
Projects Funded and Design Process Begins	October 2018
Projects Completed	June 2019

FINANCIAL IMPLICATIONS:

Staff has worked with a consultant to develop the costs and budget for the work which includes 6,000 square foot of synthetic safety surfacing including demolition, preparation and installation, and the replacement of five pieces of play equipment with shipping and installation costs included. The City will be able to leverage the designated funds in the Capital Improvement Plan as a project match for the grant funds. Additionally, the City is expected to provide on-going operations and maintenance of the playground, if awarded.

Attachments: Resolution No 5359-18

RESOLUTION NO. 5359-18

A RESOLUTION AUTHORIZING THE CITY OF TUALATIN TO APPLY FOR AND ACCEPT A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE IBACH PARK PLAYGROUND RENOVATION

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Tualatin desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, City Council have identified improvements at Ibach Park's playground as a high priority need in City of Tualatin; and

WHEREAS, this project will replace 6,000 square feet of synthetic safety surfacing and playground equipment to restore the playground to original design standards; and

WHEREAS, the City of Tualatin has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Tualatin will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

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

Section 1. The City Council demonstrates its support for the submittal of a grant application to the Oregon Park and Recreation Department for playground renovation at Ibach Park.

Section 2. The City Manager is authorized to execute any and all documents related to the grant application and to effectuate the award.

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this 26th day of March, 2018.

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

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 03/26/2018

SUBJECT: Consideration of **Resolution No. 5361-18** to Authorize the City Manager to Execute an Intergovernmental Agreement (IGA) with Washington County to Administer the City of Tualatin Transient Lodging Tax

ISSUE BEFORE THE COUNCIL:

Whether or not to approve the Intergovernmental Agreement with Washington County

RECOMMENDATION:

Staff recommends approval of the attached IGA

EXECUTIVE SUMMARY:

On February 26th, the City Council adopted as ordinance authorizing a 2.5% local Transient Lodging Tax (TLT), effective May 1, 2018. This is in addition to the county-wide TLT that is currently imposed and collected by Washington County. The County then remits the portion of the county tax that is allocated to the Cities to the City of Tualatin for registered lodging entities located in Tualatin, per an existing IGA between Washington County and the City of Tualatin. The attached IGA approves the County to collect the City of Tualatin TLT, in addition to the County tax. Washington County will retain 0.33% to cover their collection costs, or approximately \$1,000 per year, far less than what it would cost the City to create their own collection mechanism.

OUTCOMES OF DECISION:

Approval of the attached IGA allows for Washington County to collect Tualatin's TLT and remit the proceeds to the City.

FINANCIAL IMPLICATIONS:

The estimated cost to the City for collections by the County is approximately \$1,000 annually.

Attachments: [Reso 5361-18 - WashCo TLT IGA](#)
[TLT IGA](#)

RESOLUTION NO. 5361-18

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY TO ADMINISTER THE CITY'S TRANSIENT LODGING TAX.

WHEREAS, Council adopted Ordinance 1408-18, adding Chapter 9-9 to the Tualatin Municipal Code, to impose a two and one-half percent (2.5%) local transient lodging tax;

WHEREAS, Washington County has a transient lodging tax as provided in Washington County Code Chapter 3.08, and administers the collection and management of the transient lodging tax;

WHEREAS, the Council desires to have Washington County administer the City transient lodging tax on the City's behalf; and

WHEREAS, the City desires to enter into an Intergovernmental Agreement to allow Washington County to administer Tualatin Municipal Code Chapter 9-9.

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

Section 1. The City Manager is authorized to execute the IGA with Washington County to administer the City's transient lodging tax.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this ____day of April, 2018.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

INTERGOVERNMENTAL AGREEMENT

Transient Lodging Tax

This Agreement is entered into by and between Washington County, a political subdivision of the State of Oregon (“County”) and the City of Tualatin, a municipal corporation (“City”).

WHEREAS:

1. Washington County Code Chapter 3.08 is a County-wide tax on transient lodging (“County transient lodging tax”);
2. Section 3.08.170 of the Washington County Code provides that County transient lodging tax proceeds collected within a city may be shared with the city, provided the city requests to participate and enters into an agreement with the County regarding transient lodging tax sharing; and
3. Per Ordinance 1408-18, adding Chapter 9-9 to the Tualatin Municipal Code, the City adopted a two and one-half percent (2.5%) local transient lodging tax (“City transient lodging tax”) in addition to the County transient lodging tax; and
4. The City desires Washington County to administer the City transient lodging tax on the City’s behalf; and
5. The parties desire to enter into this Agreement to implement the terms of Washington County Code Chapter 3.08 and administer Tualatin Municipal Code Chapter 9-9 (collectively referred to as the “transient lodging taxes”); and
6. The City transient lodging tax is substantively modeled off of the County transient lodging tax to allow for administrative ease.

NOW THEREFORE, the parties agree to the following:

TERMS AND CONDITIONS:

1. City, in consideration of a shared allocation of County transient lodging tax collected within the City, hereby consents to the following:
 - a. The administration and enforcement of the transient lodging taxes shall remain with Washington County, acting by and through its County Chief Financial Officer;
 - b. The total amount of County transient lodging tax shall not exceed nine percent (9%) of the rent as provided in Section 3.08.080 of the County Code; and

c. The amount of the County transient lodging tax distributed to City shall be calculated as provided for in Section 3.08.170B of the County Code.

d. The County shall collect the City transient lodging tax to the extent it is consistent with the County transient lodging tax and remit the proceeds, minus the cost provided for in Section 4 of this Agreement, to City.

2. The Parties intend that this Agreement operate in addition to, and not in lieu of, the intergovernmental tax sharing agreement the Parties entered into in October 2006. As between the Parties of this Agreement, paragraphs 1 and 2 of their 2006 tax sharing agreement is struck in its entirety and amended to read as follows:

“1. The parties agree that:

a. The administration and enforcement of the transient room tax shall remain with Washington County, acting by and through its Director of Support Services;

b. The transient room tax rate imposed by the County within the City shall not exceed the amount provided in Section 3.08.080 of the County Code; and

c. The amount distributed to the City shall be calculated as provided in Section 3.08.170 B. of the County Code.”

2. County shall calculate the amount, if any, due to City in accordance with Section 3.08.170 B. of the County Code and shall distribute any amount due to City within 30 days of receipt of taxes.”

3. County shall calculate the amount, if any, due to City in accordance with Section 3.08.170B and shall distribute any amount due to City within 30 days of receipt of the taxes.

4. The County may collect the City transient lodging tax pursuant to this Agreement and distribute the proceeds, less county reasonable costs (a minimum of .33% of the taxes allocated), to City.

5. Disputed Collections:

a. The County shall implement, on the City's behalf, the provisions of the City Code establishing the City transient lodging tax, and shall pursue collection of all delinquent City transient lodging taxes through processes available under City Code, and may apply any funds initially collected to recover County's own demonstrable actual costs of collection, applying any remainder to delinquent City accounts. However, City shall be

responsible to defend any claim or litigation involving legal challenges to the City's transient lodging tax or any part thereof, or the use of the taxes by the City.

b. The County shall process petitions for redetermination or appeals directed at City collections. Should the City receive a petition for redetermination, the request shall be forwarded to the County for processing under the redetermination and appeals procedures of the County Code. Any appeal to the City Council shall be forwarded to the County for processing under the administrative appeal procedures of the County Code. The City will transmit any petition or notice of appeal together with the file of the appealed matter to the County Chief Financial Officer within ten business days of receipt of the petition or notice of appeal.

6. County and City, by and through their respective Finance Officers, shall cooperate in ensuring that the transient lodging taxes are effectively and efficiently enforced within City. Each party shall give the other immediate written notice of any action or suit filed or any claim made against party that may result in litigation in any way related to this Agreement.

7. This Agreement may be terminated by either Party upon 30 days' written notice. Any amounts due to City from County and/or City transient lodging taxes collected prior to the effective date of termination shall be paid within 30 days of termination.

8. Each Party shall comply with all applicable Federal, State and Local laws rules and regulations, including but not limited to, state transient lodging tax laws and administrative rules, and non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition or disability.

9. This writing is intended both as the final expression of the agreement between the Parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

All the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

CITY OF TUALATIN

Address: 18880 SW Martinazzi Avenue
Tualatin, OR 97062

Signature

Date

Print Name

Title

WASHINGTON COUNTY

Address: 254 N. First Avenue
Hillsboro, OR 97124

Signature

Date

Print Name

Title



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 03/26/2018

SUBJECT: Consideration of Resolution No. 5360-18 Establishing a Youth Liaison to the Budget Committee

ISSUE BEFORE THE COUNCIL:

Whether or not to create a youth liaison position on the City's Budget Committee

RECOMMENDATION:

Staff recommends approval of the attached resolution

EXECUTIVE SUMMARY:

As youth are the future leaders of Tualatin and the City's budget impacts youth and youth activities, it was suggested that we consider having a youth representative on the City's Budget Committee. Staff researched the possibility of appointing a student under the age of 18 to the committee, but under ORS 294.414, a budget committee member must be an elector over the age of 18 to serve on the committee. We can, however, have a youth liaison to the Budget Committee who can provide input and comments from a youth perspective.

If approved, the Youth Liaison position would be appointed by the City Council to serve a one-year term. The position would be a non-voting position and would not count toward the quorum requirement of the committee.

Attachments: Resolution No. 5360-18

RESOLUTION NO. 5360-18

A RESOLUTION ESTABLISHING A YOUTH LIAISON TO THE BUDGET COMMITTEE.

WHEREAS, the City has a budget committee as required by ORS 294.414, which allows only electors over the age of 18 years of age to serve;

WHEREAS, the City's Budget Committee reviews and advises on the proposed budget, provides opportunity for public input, and approves the budget and tax rates each fiscal year;

WHEREAS, the budget impacts youth, youth activities, and the future of Tualatin as a community;

WHEREAS, as youth are the future leaders of Tualatin, the Council wishes to hear the voices of the youth community as part of the budgetary process; and

WHEREAS, the Council wishes to establish a Youth Liaison to the Budget Committee that will provide input and comment from a youth perspective.

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

Section 1. The City of Tualatin establishes a Youth Liaison to the Budget Committee. The Youth Liaison will be appointed by a majority of the Council and serve a one-year term. The Youth Liaison must be under 18 years of age at the time of appointment. The duties of the Youth Liaison include providing comment and input on budgetary priorities and policies from the perspective of the youth community in Tualatin. The Youth Liaison has no power to vote on any item before the Budget Committee and does not count toward the quorum requirements of the Budget Committee.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this ____ day of _____, 2018.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

City Council Meeting

Meeting Date: 03/26/2018

CONSENT Tualatin Planning Commission Annual Report for 2017

AGENDA:

CONSENT AGENDA

Annual Report for the Tualatin Planning Commission

SUMMARY

The Tualatin Planning Commission (TPC) files an Annual Report every year no later than April 1st with the City Council. The Annual Report contains a summary of activities conducted by the Planning Commission in the previous calendar year.

In 2017 the Tualatin Planning Commission reviewed one Plan Map Amendment, one Plan Text Amendment, and a Variance. They also received multiple updates on the Tualatin Development Code Improvement Project and Basalt Creek.

On February 15, 2018 the TPC accepted the 2017 Annual Report and made a recommendation for City Council to also accept the report.

Attachment A - TPC Annual Report



City of Tualatin

2017 ANNUAL REPORT

TUALATIN PLANNING COMMISSION

March 26, 2018

Planning Commissioners:

Bill Beers, Chair
Kenneth Ball, Vice Chair
Alan Aplin
Angela Demeo
Mona St. Clair
Janelle Thompson
Travis Stout

2017 ANNUAL REPORT OF THE TUALATIN PLANNING COMMISSION

BACKGROUND

The Tualatin Planning Commission, formerly the Tualatin Planning Advisory Committee, was established on July 26, 1976 (Ord. 1339-12 and Ord. 342-76). The Planning Commission's membership, organization and duties are prescribed in Tualatin Municipal Code Chapter 11-1. The Planning Commission is the official Committee for Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement. This annual report covers activities conducted by the Planning Commission in 2016.

This report will address a section of the Tualatin Municipal Code Chapter 11-1.

11-1-080: Not later than April 1 of each year, the Commission shall file its annual report of the activities of the Commission with the City Council. The annual report shall include a survey and report of the activities of the committee during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council.

2017 Planning Commission



*Janelle Thompson, Alan Aplin, Kenneth Ball, Travis Stout,
Mona St. Clair, Bill Beers, Angela Demeo*

CITIZEN INVOLVEMENT AND INPUT

The Planning Commission is the official Committee to fulfill Goal 1: Citizen Involvement of Oregon's statewide land use planning program. The purpose of Goal 1 is to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the land use planning process.

Goal 1 is specific to land use and involving citizens in land use making decisions. The Planning Commission serves two functions in Tualatin's land use planning program. Their first and original function is to serve as an advisory committee to the City Council by reviewing and making recommendations on comprehensive plan amendments. Plan amendments implement policy direction and are essentially legislative decisions. The second function of the Planning Commission is decision making authority over a specified set of quasi-judicial land use decisions. In other words, the Planning Commission has the authority to approve or deny projects tied to specific properties.

Goal 1 allows for varying degrees of citizen involvement that is appropriate to the scale of the planning effort. For example in 2017 the Planning Commission recommended approval of Plan Map Amendment (PTA) 16-0001 that changed a Planning District from General Commercial to High Density Residential. In this instance the amendment was initiated by an applicant, Thomas Cleary, who was required to conduct a neighborhood developer meeting prior to submitting his application. Additionally, staff sent notice of a public hearing and published a notice in the Tigard Times in accordance with Tualatin Development Code requirements. This outreach served as the public involvement for this Plan Amendment. The Planning Commission also reviewed a Plan Text Amendment to change the conditional use permit authority from the City Council to the Planning Commission. Notice was given in accordance with the Tualatin Development Code and citizens were afforded the opportunity to comment at the Planning Commission meeting and the City Council public hearing.

In both cases, citizens had a chance make comments either in writing or verbally at the public meeting prior to the Planning Commission making a recommendation to the City Council.

All Planning Commission meetings regardless of the agenda items are published on the City website and notices of the meetings are posted in two different locations in City buildings.

Additionally, the Community Development staff meets with the Citizen Involvement Organization Land Use Officers as topics arise. The purpose of the meetings is to provide updates on land use items such as projects under construction, upcoming decisions and long range planning. These meetings are held directly before the

Planning Commission meetings, and they provide a forum for CIO officers to ask questions and get more information about community development processes.

PLANNING COMMISSION ACTION ITEMS

In January 2012, the City Council changed the Tualatin Planning Advisory Committee to the Tualatin Planning Commission and gave the Commission purview over certain quasi judicial land use applications. In December of 2017 Conditional Use Permits were assigned to the Planning Commission.

- Industrial Master Plans
- Reinstatement of Use
- Sign Variance
- Variance
- Transitional Use Permit
- Conditional Use Permit

The Planning Commission retains the duties of the Advisory Committee, which is to make recommendations to City Council on comprehensive plan amendments such as Plan Text and Plan Map changes. In 2017, the Planning Commission reviewed and made recommendations on one Plan Map Amendment and one Plan Text Amendment. They approved one Variance in 2017. They met ten times during the calendar year. Two meetings were cancelled due to a lack of agenda items. .

PMA16-0001 Change the designation of 0.64 acres from General Commercial to High Density Residential. Recommended approval 7-0.

PTA17-0001 Change Approval Authority of Conditional Use Permits amending TDC Chapters 31.067, 32.030, 32.040, 32.070, 32.080, and 32.090; deletion of TDC Sections 2.060 and 2.070; and the creation of TDC Section 31.068. To change the approval authority of Conditional Use Permits from the City Council to the Planning Commission. Recommended approval 6-0.

VAR17-0001 Consideration of a Variance to the Wireless Communication Facility (WCF) Separation Requirement for the POR Durham project. Approved 5-0.

STAFF UPDATES TO THE PLANNING COMMISSION

Staff presented several long range planning topics for discussion including:

- Basalt Creek
 - Update on the overview of the work staff carried out on the central subarea and Council's confirmation on the Concept Map.
 - Update on the Concept Plan Map.
- Tualatin Development Code (TDC)

- Framing for Priority
 - Progress update
- Capital Improvement Plan update: The CIP identifies the anticipated projects for the upcoming year as well as the projects that the City is planning for over the next four years providing a five-year plan for the future.
- Land Use Hearings Brief update: Sean Brady, City Attorney, presented an information briefing about land use hearings (legislative and quasi-judicial). This was a joint meeting with TPC and ARB.
- Parks and Recreation Master Plan Update: An overview of the master plan and update on the public involvement piece.
- Mobile Food Units (Food Trucks/ Carts)
 - Update
 - Revisions to Draft Ordinance

COMMISSIONER TRAININGS

- Ms. Demeo attended a Land Use Planning conference hosted by League of Oregon Cities in May.
- Ms. Thompson attended the Planning Commissioner Training in September.

City Council Meeting

Meeting Date: 03/26/2018

SPECIAL REPORTS: Annual Report of the Tualatin Park Advisory Committee

Submitted For: Sherilyn Lombos, City Manager

SPECIAL REPORTS

Annual Report of the Tualatin Park Advisory Committee

TPARK 2017 Annual Report

TPARK 2017 Presentation



2017 ANNUAL REPORT of the Tualatin Park Advisory Committee (TPARK)

1. BACKGROUND

Tualatin Park Advisory Committee (TPARK) was established by Ordinance 418-77, adopted by Council on November 28, 1977, and incorporated into the Tualatin Municipal Code as Chapter 11-2. TPARK also serves as the Tree Board for the purpose of the Tree City USA program pursuant to Resolution 2013-87, adopted by Council on July 27, 1987.

Section 11-2-090 of the Tualatin Municipal Code calls for an annual report summarizing TPARK's activities during the preceding calendar year, outlining future activities of the committee, and identifying any other matters deemed appropriate by the committee for recommendation and advice to the Council.

The members of TPARK in 2017 were Kay Dix, Krista Nanton, Dana Paulino, Valerie Pratt (Vice Chair), Christen Sacco, Anthony Warren and Dennis Wells (Chair).

2. ROLES OF THE COMMITTEE

The Tualatin Park Advisory Committee has the duty to:

- A. Recommend and make suggestions to the City Council regarding all matters relating to public parks, recreation activities and programs. This shall include, but not be limited to:
 - a. the budget process,
 - b. immediate and long-range planning,
 - c. citizen participation; and
- B. Formulate comprehensive and community-wide park and recreation systems and programs to serve the horticultural, environmental, historical, recreational, cultural and leisure needs of all City residents; and
- C. Consider the provisions of any comprehensive plan, project plan or agency plan of the City of Tualatin, and other government agencies having plans or projects affecting the City of Tualatin; and
- D. As the City's Tree Board TPARK makes recommendations to staff and Council on community forestry related issues.

3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2017

A. RECOMMEND AND MAKE SUGGESTIONS TO THE CITY COUNCIL REGARDING ALL MATTERS RELATING TO PUBLIC PARKS, PLAYGROUND RELATED ACTIVITIES AND PROGRAMS

TPARK made a number of recommendations to staff and Council during 2017. Most of the recommendations were informed with public involvement. Citizens and other interested parties shared their thoughts on a wide range of planning, policy and capital projects including the Parks & Recreation Master Plan Update, proclaiming July as Parks and Recreation Month, Tualatin Heritage Center annual report, Arbor Week proclamation, Tree City USA application and trail projects.

1. Forward to Council the 2016 Annual Report of the Park Advisory Committee

TPARK spent many meetings reviewing and discussing the Parks and Recreation Master Plan Update, and many other issues regarding the parks and recreation system. TPARK forwarded the Annual Report of the Committee to Council for a presentation by Chair Dennis Wells for review by City Council at the March 27, 2017 meeting.

2. Received the 2016 Tualatin Heritage Center Annual Report and forwarded to the Council

Per the 2005 Agreement for Operation of the Tualatin Heritage Center, the Tualatin Historical Society provides annual report summarizing the operation, activities, attendance, financial status, staffing, marketing efforts, building and maintenance concerns, and other relevant issues to TPARK and the Council. TPARK received the report on March 14, 2017, and recommended that Council accept the Tualatin Heritage Center Report, which occurred at the April 10, 2017 meeting.

3. Determined Arbor Week Poster and Photo Contest Award Recipients

On March 14, 2017, TPARK selected the Arbor Week fifth grade poster and all ages photo award recipients. These individuals were recognized at the March 26, 2017 Council meeting during the Arbor Week presentation and proclamation.

4. Recommend Declaring the Month of July 2017 as National Park and Recreation Month in the City of Tualatin

At the May 9, 2017 committee meeting, TPARK unanimously recommended the City Council adopt a proclamation to declare the month of July 2017 as National Park and Recreation Month in the City of Tualatin. The benefits of parks and recreation include building healthy and active communities, improved mental and emotional health, and economic and environmental well-being. These outcomes enhance the quality of life in our community. The Council adopted this proclamation at the June 26, 2017 meeting.

B. FORMULATE COMPREHENSIVE AND COMMUNITY-WIDE PARK AND RECREATION SYSTEMS AND PROGRAMS TO SERVE THE HORTICULTURAL, ENVIRONMENTAL, HISTORICAL, RECREATIONAL, CULTURAL AND LEISURE NEEDS OF ALL CITY RESIDENTS

During 2017, TPARK regularly provided input on park facilities, recreation programs, activities and events, and participated in them. TPARK members volunteered at community events, Tualatin River Greenway Trail counts, Arbor Week Celebration, and other recreation programs. Committee members brought a prospective from citizens, organizations and businesses regarding programs and facilities, and provided input representing our diverse community.

1. Trail User Counting Project

In September, TPARK members participated in the 2017 trail user counts to determine the use of the Tualatin River Greenway Trail, led by Metro. This data is used to establish a national database of bicycle and pedestrian count information generated by consistent methods and practices. The trail counts allow analysis on the impact bicycle and pedestrian activities have on local communities. The information will also help determine the increased use as the Tualatin River Greenway Trail system is developed.

2. Supported Recreation Activity and Enrichment Programs and Community Events

Committee members discussed and made suggestions to support programs and events that align with Council's 2030 Vision. During 2017, TPARK saw youth summer day camp participation increase, community events attract high participant numbers, and Pohl Center programs for older adults grow. These recreation programs contribute to a high quality of life, improved health, social equity, conservation of the environment and enhance tourism.

3. Actively Supported the Tualatin River Greenway Trail and Creek Trail Projects

TPARK worked toward furthering the progress of trail projects along the Tualatin River Greenway, Ice Age Tonquin Trail, and Saum Creek Greenway. TPARK received information, provided citizen prospective, and input on these projects. The committee members provided an opportunity for public involvement on trail projects. Progress was made on all these trails in the form of land rights acquisition, planning, design and construction.

4. Focus on City Council 2030 Vision

The committee awareness and focus included ways to support the following City Council 2030 Vision initiatives. These included a connected, informed, and engaged community; a vibrant and thriving gathering place in the center of town; an affordable, livable, family-orientated, healthy, active; and safe community for all incomes, ages, and abilities; and accessible and vibrant parks, recreation facilities, programs, and protected natural spaces.

C. CONSIDER THE PROVISIONS OF ANY COMPREHENSIVE PLAN, PROJECT PLAN OR AGENCY PLAN OF THE CITY OF TUALATIN, AND OTHER GOVERNMENTAL AGENCIES HAVING PLANS OR PROJECTS AFFECTING THE CITY OF TUALATIN

1. Parks and Recreation Master Plan Update

Members of TPARK appointed by Council to represent the community on the Project Advisory Committee to update the Parks and Recreation Master Plan. For much of 2017, this has been a major project for advisory committee members. TPARK Vice-Chair Valarie Pratt provides leadership as the Chair of the Master Plan Project Advisory Committee. TPARK members engaged in public outreach and involvement activities by participating and leading pop up activities and focus groups. Three project phases were completed during 2017 that included Inventory, and Analysis and Needs Assessment. Significant outcomes of these project phases resulted in plan documents on the Existing Park and Recreation System, Public Outreach, and Needs Analysis Findings.

2. Basalt Creek Concept Plan Project

Throughout 2017, TPARK received Basalt Creek Concept Plan Project updates and committee members attended concept plan meetings. TPARK continues to advocate for public facilities to be included in the plan, which includes but is not limited to parks, natural areas, trails, recreation and library facilities, and bike lanes. Committee members recommended that the Ice Age Tonquin Trail as well be included in the concept plan.

Other projects and plans TPARK reviewed and discussed during 2017 included the Ice Age Tonquin Trail, ArtWalk, and Metro Park and Natural Areas.

D. AS THE CITY'S TREE BOARD, TPARK MAKES RECOMMENDATIONS TO STAFF AND COUNCIL ON URBAN FORESTRY RELATED ISSUES

1. Recommended to Proclaim April 2 through April 8, 2017 as Arbor Week in the City of Tualatin

On March 14, 2017, TPARK recommended the adoption of the Arbor Week Proclamation, which Council approved on March 26, 2017. The committee was also involved in the selection process to determine the winners of the youth Arbor Week poster and photo contests.

2. Supported the Tree City USA Application

At the November 14, 2017 meeting of TPARK, the committee support the Tree City USA application to be submitted to the National Arbor Day Foundation. This was the 32nd year that the City applied for Tree City USA status. Standards include having an active Tree Board, a tree care ordinance, annual community forestry program and an Arbor Day observation and proclamation.

4. ACTION PLAN FOR 2018

- A. Continue to fulfill prescribed duties.
- B. Provide input, recommendations, engagement and public involvement opportunities for the public for the Parks and Recreation Master Plan Update.
- C. Support the continuing development of parks, recreation facilities and programs.
- D. Continue development of greenway trails along the Tualatin River and local creeks.
- E. Engage in Transient Lodging Tax discussion and recommendations as they pertain to the parks and recreation system facilities and programs.

5. RECOMMENDATIONS

The Tualatin Park Advisory Committee respectfully recommends that the City:

- A. Continue to completion the update to the Park and Recreation Master Plan as scheduled.
- B. Continue to move forward with acquiring property for regional trails within the Tualatin River Greenway and Ice Age Tonquin Trail, and take appropriate actions to the development of the Tualatin River Greenway trail. The importance of the Tualatin River Greenway is to preserve the scenic value of the Tualatin River, enhance water quality, preserve fish and wildlife habitat, provide opportunities for activity to improve health, and provide public pedestrian and bicycle access.
- C. Ensure that public facilities such as parks, natural areas, trails (Ice Age Tonquin and others), recreation and library facilities and bike lanes are included in the Basalt Creek Concept Plan.
- D. Conserve and protect natural areas, connecting children to nature, and engaging citizens in conservation practices.
- E. Support recreation, youth and older adult activity and enrichment programs and events that improve health and wellness, and ensure social equity for all people to have access to the benefits of parks and recreation.

Tualatin Park Advisory Committee (TPARK)



2017
Annual Report



Committee Members

- Dennis Wells, Chair
- Valerie Pratt, Vice-Chair
- Kay Dix
- Krista Nanton
- Dana Paulino
- Christen Sacco
- Anthony Warren
- Staff – Rich Mueller



Committee Role

The role of TPARK is to:

- Recommend, advise and make suggestions to the City Council regarding parks, facilities and programs
- Formulate comprehensive park system and recreation programs
- Consider comprehensive plans and projects affecting the City
- City's Tree Board to make recommendations on community forestry related issues

Recommend & Make Suggestions

Parks and Recreation Master Plan Update

Proclaiming July as Parks and Recreation Month

Tualatin Heritage Center Annual Report

Arbor Week Proclamation and Activities

Tree City USA Application

Projects, Programs and Facilities

Formulate Comprehensive Park Systems and Recreation Programs

- Master Plan Update
- Arbor Week Poster and Photo Contest
- Ice Age Tonquin Trail Easement Acquisition
- Projects (trails, creek erosion control)
- Programs and Events



Improving the Health of Tualatin through Parks and Recreation

Consider Provisions of Plans and Projects Affecting the City

- Master Plan Update
- Basalt Creek Concept Plan
- Ice Age Tonquin Trail
- Capital Improvement Plan



City Tree Board Recommendations On Community Forestry Issues

Arbor Week in the City of Tualatin

Tree City USA Application

Volunteer Tree Plantings



2018 Action Plan



- Fulfill Prescribed Duties
- Master Plan Update Project
- Support Continued Development of Parks, Recreation Programs and Facilities
- Continue Development of Trail System
- Transient Lodging Tax Input

Recommendations

- Update Parks and Recreation Master Plan as Scheduled
- Continue Development of the Tualatin Trail System
- Ensure Public Facilities are included in the Basalt Creek Plan
- Support Recreation, Youth and Older Adult Activity and Enrichment Programs, and Events
- Improve Health and Wellness through Parks and Recreation
- Conserve and Protect Natural Areas, Connecting Children to Nature, and Engaging Tualatin in Conservation Practices
- Ensure Social Equity for All People to Have Access to the Benefits of Parks and Recreation

Questions & Comments?





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: 03/26/2018

SUBJECT: Consideration of Recommendations from the Council Committee on Advisory Appointments

ISSUE BEFORE THE COUNCIL:

Consideration of appointments to the Budget Advisory Committee and the Tualatin Arts Advisory Committee.

RECOMMENDATION:

Staff recommends the City Council approve the recommendations from the Council Committee on Advisory Appointments (CCAA).

EXECUTIVE SUMMARY:

The CCAA met and interviewed citizens interested in participating on City advisory committees. The Committee recommends appointing the following individuals:

Individuals	Board	Term
Cyndy Hillier	Tualatin Budget Advisory Committee	New Appointment Term Expiring 12/31/20
John Hannon	Tualatin Budget Advisory Committee	New Appointment Term Expiring 12/31/20
Monique Beikman	Tualatin Budget Advisory Committee	New Appointment Term Expiring 12/31/19
Mason Hall	Tualatin Arts Advisory Committee	Re-appointment Term Expiring 3/31/21
Arthur Barry	Tualatin Arts Advisory Committee	Re-appointment Term Expiring 3/31/21
Brett Hamilton	Tualatin Arts Advisory Committee	Re-appointment Term Expiring 3/31/21
Kristi DeGroat	Tualatin Arts Advisory Committee	New Appointment Term Expiring 3/31/21

Attachments: