



City of Tualatin

# TUALATIN CITY COUNCIL

Monday, APRIL 25, 2016

**JUANITA POHL CENTER**

**8513 SW Tualatin Road**

**Tualatin, OR 97062**

**WORK SESSION- Canceled**  
**BUSINESS MEETING** begins at 7:00 p.m.

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**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](http://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](http://www.tvctv.org). Council meetings can also be viewed by live *streaming video* on the day of the meeting at [www.tualatinoregon.gov/meetings](http://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 APRIL 25, 2016

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### A. CALL TO ORDER

Pledge of Allegiance

### B. ANNOUNCEMENTS

1. Honor Eagle Scout Luke Topol
2. Honor Eagle Scout Elijah Dick
3. Proclamation Declaring May 1-7, 2016 as Public Service Recognition Week
4. New Employee Introduction- Charles Benson, Associate Planner
5. New Employee Introduction- Bates Russell, Information Services Director

### 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 Regular Meeting of April 11, 2016
2. Consideration of Approval of a New Liquor License Application for Veri Bowl Chinese Innovation Kitchen
3. Consideration of 2015 Annual Report of the Tualatin Library Advisory Committee

### E. 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 Solid Waste and Recycling Rate Adjustment Proposal
2. Consideration of **Ordinance No. 1390-16** Relating to Signs in the Medical Center (MC) Planning District; and Amending Tualatin Development Code 38.230. (PTA 15-0001)
3. Consideration of **Ordinance No. 1391-16** Relating to Conducting Police Background Checks for Liquor License Applicants; and Amending Tualatin Municipal Code Chapter 9-2.
4. Proposed Public Involvement Plan for Civic Center Outreach

**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**

**H. ADJOURNMENT**



**City Council Meeting**

**Meeting Date:** 04/25/2016

**ANNOUNCEMENTS:** Honor Eagle Scout Luke Topol

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**ANNOUNCEMENTS**

Honor Eagle Scout Luke Topol

**SUMMARY**

Luke Topol was awarded the honor of Eagle Scout for completing a tent anchor and bird house project which will benefit Tualatin Parks.

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**City Council Meeting**

**Meeting Date:** 04/25/2016

**ANNOUNCEMENTS:** Honor Eagle Scout Elijah Dick

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**ANNOUNCEMENTS**

Honor Eagle Scout Elijah Dick

**SUMMARY**

Elijah Dick was awarded the honor of Eagle Scout for completing a project at Brown's Ferry Community Center. Elijah's project included dismantling the 248' long wood fence along Nyberg Lane and planting Oregon native plants in the area just behind the fence.

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**City Council Meeting**

**Meeting Date:** 04/25/2016

**ANNOUNCEMENTS:** Proclamation Declaring May 1-7,  
2016 as Public Service  
Recognition Week in the City of  
Tualatin

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**ANNOUNCEMENTS**

Proclamation Declaring May 1-7, 2016 as Public Service Recognition Week

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Public Service Recognition Week Proclamation

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# Proclamation

Proclamation Declaring the Week of May 1 – 7, 2016 as  
“Public Service Recognition Week”

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In Honor of the Public Employees of the City of Tualatin

WHEREAS, public service is a honorable calling that involves a wide variety of challenging and rewarding professions, including providing recreational services, maintaining public safety, improving transportation, protecting our environment, and performing administrative and management activities which are essential to efficient and effective operation of government; and

WHEREAS, Tualatin’s city employees contribute significantly to the quality of life for the Tualatin community, with their commitment to excellence, high ethical standards, and diversity of skills; and

WHEREAS, excellence in the delivery of public service helps keep Tualatin strong, prosperous, and a wonderful place in which to live, work, play and volunteer; and

WHEREAS, this commemoration provides an opportunity to express our appreciation for the many contributions public employees make to our daily lives.

NOW, THEREFORE, IT IS PROCLAIMED by the Tualatin City Council that the week of May 1-7, 2016, be Public Service Recognition Week in the City of Tualatin, and the Council encourages all citizens to recognize the accomplishments and contributions of public employees.

INTRODUCED AND ADOPTED this 25th day of April, 2016.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

ATTEST:

BY \_\_\_\_\_  
City Recorder



# 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:** 04/25/2016

**SUBJECT:** Consideration of Approval of the Minutes for the Regular Meeting of April 11, 2016

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**ISSUE BEFORE THE COUNCIL:**

The issue before the Council is to approve the minutes for the Regular Meeting of April 11, 2016

**RECOMMENDATION:**

Staff respectfully recommends that the Council adopt the attached minutes.

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**Attachments:** [City Council Meeting Minutes of April 11, 2016](#)



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL 11, 2016

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

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Teen Program Specialist Julie Ludemann; Parks Maintenance Manager Tom Steiger; Maintenance Services Division Manager Clayton Reynolds; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Parks and Recreation Manager Rich Mueller; Management Analyst II Zoe Monahan; City Engineer Jeff Fuchs; Human Resources Director Janet Newport; Program Coordinator Lisa Thorpe

### **A. CALL TO ORDER**

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:00 p.m.

### **B. ANNOUNCEMENTS**

1. Proclamation Declaring April 10 - April 16, 2016 as Volunteer Appreciation Week in the City of Tualatin and the Announcement of the 2015 Volunteers of the Year

Mayor Ogden presented information regarding Tualatin Volunteers noting nearly 21,000 volunteer hours were served in the past year. Mayor Ogden read the proclamation declaring April 10-16, 2016 as Volunteer Appreciation Week in the City of Tualatin.

Mayor Ogden presented the Outstanding Volunteer Awards. The nomination process includes City employees nominating volunteers based on a list of criteria.

Nominees for each category were announced:

Outstanding Youth Volunteer- Emily Carl, Gisselle Franco Correa, Azucena Javier, and Angel Ramirez

Outstanding Adult Volunteer- Alan Feinstein, Joan Hornburg, Randy Ito, and Kate Lanman

Outstanding Lifetime Volunteer Achievement- Thea Wood

Outstanding Group Volunteer- Tualatin High school Key Club

Winners were announced for each category:

Outstanding Youth Volunteer- Angel Ramirez and Emily Carl  
Outstanding Adult Volunteer- Alan Feinstein and Randy Ito  
Outstanding Lifetime Volunteer Achievement- Thea Wood  
Outstanding Group Volunteer- Tualatin High school Key Club

2. Update on the Youth Advisory Council's Activities for April 2016

Members of the Youth Advisory Council (YAC) presented a PowerPoint on their latest activities and upcoming events. Five YAC seniors attended the National League of Cities Congressional City Conference in March. Highlights from the trip included developing a national youth platform, networked with other youth and elected officials, participated in roundtable discussions, toured Capitol Hill, and explored Washington DC. Recommendations and ideas from the conference include inviting City Council members to YAC meetings, coordinate with other area youth councils, utilize school counselors to increase YAC recruitment to diverse groups, and focus on leadership development for YAC members.

3. Proclamation Declaring Construction Industry Safety Week, May 1-7, 2016

Councilor Truax read the proclamation declaring May 1-7 as Construction Industry Safety Week. Safe Build Alliance accepted the proclamation and thanked the Council.

4. Tualatin River Greenway Trail Award and Update on Grand Opening Ceremony

Community Services Director Paul Hennon announced the City of Tualatin received an award for excellence in sustainability for green infrastructure for the new Tualatin River Greenway Shared Use Path project from the American Planning Association.

Director Hennon stated the grand opening for the trail was held on April 9, the event was a success. Several more events will be held throughout the month of April to highlight the new trail.

5. New Employee- Erin Engman, Assistant Planner

Assistant City Manager Alice Cannon introduced Assistant Planner Erin Engman. The Council welcomed her.

6. New Employee- Darius Ontiveros, Engineering Technician II

Assistant City Manager Alice Canon introduced Engineering Technician Darius Ontiveros. The Council welcomed him.

**C. CITIZEN COMMENTS**

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Yvonne Addington thanked the Council for dedicating a overlook in her honor along the new Tualatin River Greenway Trail.

**D. CONSENT AGENDA**

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MOTION by Councilor Joelle Davis, SECONDED by Councilor Ed Truax to adopt the consent agenda.

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

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of March 28, 2016
2. Consideration of Approval of a New Liquor License Application for Izumi Japanese Steakhouse
3. Consideration of **Resolution No. 5272-16** Authorizing the City Manager to Sign a Professional Services Agreement with Brown and Caldwell for the Development of Tualatin's Storm Water Master Plan
4. Consideration of Approval of 2016 Liquor License Renewals Late Submittals

**E. SPECIAL REPORTS**

1. 2015 Annual Report of the Tualatin Planning Commission

Planning Manager Aquilla Hurd-Ravich and Tualatin Planning Commission (TPC) Chair Alan Aplin presented the 2015 Annual Report of the Tualatin Planning Commission. Manager Hurd-Ravich stated the TPC reviewed and approved the report at their March 17 meeting. She stated TPC reviewed two Plan Text Amendments and forwarded recommendations, approved two sign variances, and heard multiple reports from staff.

Mayor Ogden thanked the committee for another great year.

**F. PUBLIC HEARINGS – Legislative or Other**



1. Consideration of **Resolution No. 5270-16** Approving the Recommendation of the Core Area Parking Board to Execute a Contract for Development of ADA Solutions for Core Area Parking Lots; and Approving a Supplemental Budget for the Core Area Parking District Fund

Finance Director Don Hudson and Maintenance Service Division Manager Clay Reynolds presented a resolution. Director Hudson explained the resolution will approve two items: accept the recommendation of the board to authorize a contract for concept solutions for ADA parking and authorize a supplemental budget to transfer \$9,040 from reserves to materials and services in the Core Area Parking District Fund.

Mayor Ogden asked if this is a requirement to meet new standards and what triggered the need for compliance. Manager Reynolds stated several of the lots have variable slopes and a consultant is needed to identify what potential triggers would require the lots to meet the new standards. He also noted the consultant will help to establish a plan so the district can budget accordingly.

Councilor Bubenik asked if all the lots are affected by this decision. Manager Reynolds stated all the lots will be examined during this process.

MOTION by Councilor Ed Truax, SECONDED by Council President Monique Beikman to adopt Resolution No. 5270-16 approving the recommendation of the Core Area Parking Board to execute a contract for development of ADA Solutions for Core Area Parking lots; and and approving a Supplemental Budget for the Core Area Parking District Fund.

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

MOTION CARRIED

## **G. PUBLIC HEARINGS – *Quasi-Judicial***

1. Consideration to Amend the Tualatin Development Code Chapter 38.230, Signs Permitted in the Medical Center (MC) Planning District to Revise Allowed Sign Types and Certain Sign Standards.

Planning Manager Aquilla Hurd-Ravich entered the staff report, attachments, and presentation into the record. She stated the hearing is for PTA-15-0001 to amend the Tualatin Development Code Chapter 38.230, signs permitted in the Medical Center (MC) Planning District to revise allowed sign types and certain sign standards. The proposed text amendment was brought forward by the applicant. The amendment only affects the sign code in the MC planning district. The applicant seeks to amend campus signs to match other facility signage throughout the Metro area. The original proposal was brought before the Tualatin Planning Commission in January with a final recommendation sent forward in March. The applicant addressed TPC and Council concerns regarding light pollution and pole signs with revisions to the language. The revisions are included in tonight's materials. Current code and code amendments were reviewed per the application.

Manager Hurd-Ravich noted the campus sign master plan option has been removed.

TPC Chair Alan Aplin presented TPC feedback and recommendations on the application. Concerns included the ability for review and comment of a campus sign master plan option by the TPC and the public's ability to comment. TPC recommended approval of the code amendments as proposed with the exception of the campus master plan option.

Mayor Ogden read the rules of the hearing in accordance with ORS 197.763(5) and (6) and ORS 197.796(3)(b)

Mike Hawks, on behalf of the applicant, spoke to the PTA. He stated new signage helps to clearly and safely guide visitors to their destination on the medical campus. The old signs are at the end of their useful lifecycle. The new signs have an emphasis on clarity and legibility. Mr. Hawks address light pollution concerns stating the code clearly dictates illumination standards.

#### PUBLIC COMMENT

None

#### COUNCIL QUESTIONS

Councilor Bubenik asked if the sizes of the new signs were changing. Mr. Hawks stated sign size is not changing just branding is being updated.

Councilor Grimes asked about the addition of more wall signs. Mr. Hawks stated the intention is to identify more entrances to the facility.

Councilor Grimes expressed concern over the amount of potential tenant wall signs allowed based on code language. Council President Beikman expressed the same concern.

Mayor Ogden proposed changing the code language to state: One tenant sign per wall not to exceed three walls on a building. The Council and the Applicant agreed to the amended language.

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Joelle Davis to adopt the Plan Text Amendment (PTA 15-0001) to amend the Tualatin Development Code Chapter 38 Section 230 to allow additional sign types and revise certain sign standards as amended tonight.

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

MOTION CARRIED

#### **H. 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.*

**I. COMMUNICATIONS FROM COUNCILORS**

Councilor Bubenik invited everyone to attend the Vine2Wine event, Saturday April 16, at the Library. Tickets can be purchased from the Tualatin Library Foundation website.

**J. ADJOURNMENT**

Mayor Ogden adjourned the meeting at 8:46 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:** 04/25/2016

**SUBJECT:** Consideration of Approval of a New Liquor License Application for Veri Bowl Chinese Innovation Kitchen

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### **ISSUE BEFORE THE COUNCIL:**

The issue before the Council is to approve a new liquor license application for Veri Bowl Chinese Innovation Kitchen.

### **RECOMMENDATION:**

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Veri Bowl Chinese Innovation Kitchen.

### **EXECUTIVE SUMMARY:**

Veri Bowl Chinese Innovation Kitchen 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 7995 SW Nyberg 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.

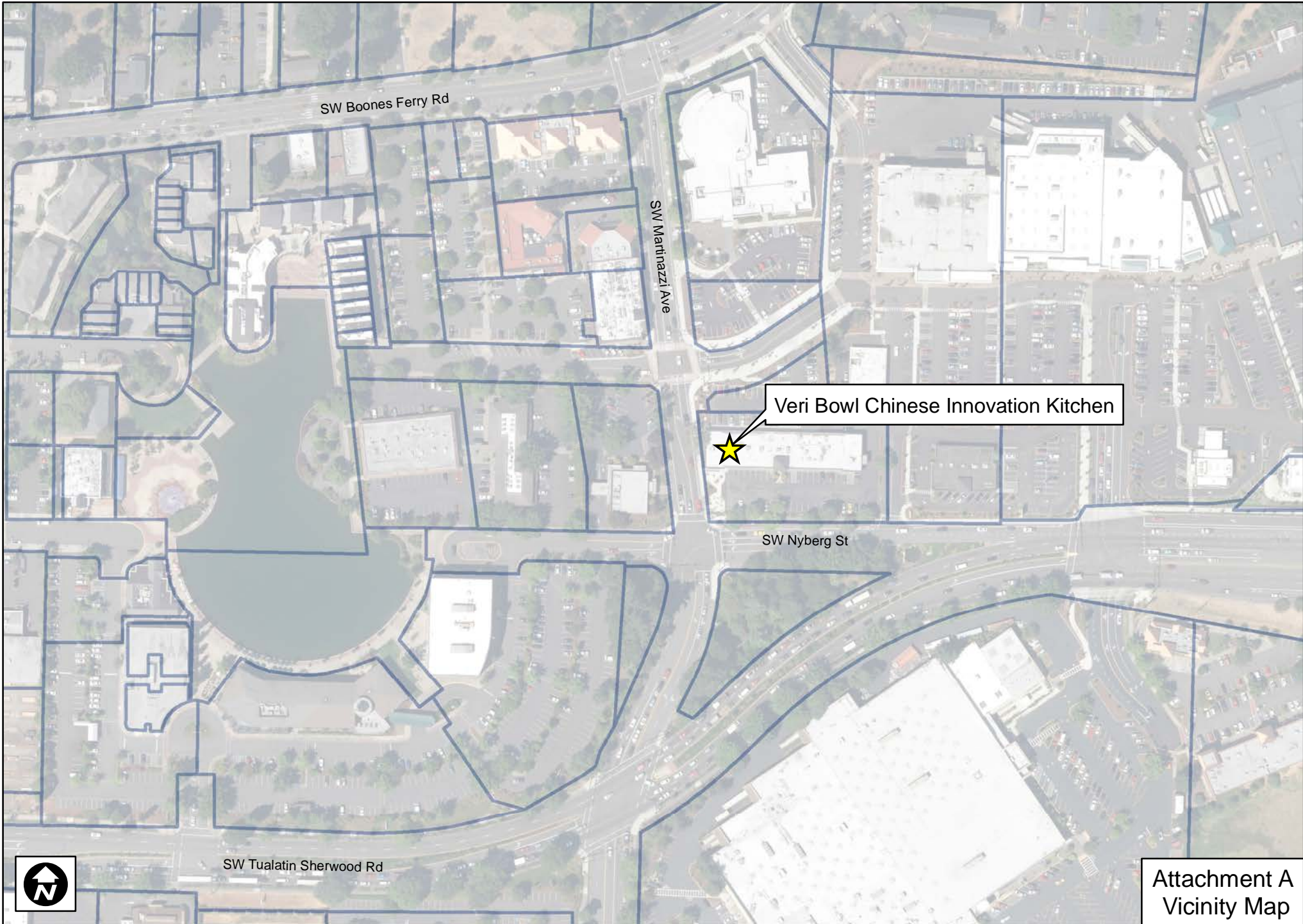
### **FINANCIAL IMPLICATIONS:**

A fee has been paid by the applicant.

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**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

Rcpt. # 894634

REC'D CITY OF TUALATIN

MAR 31 2016

Date

3/31/16

MAYOR, COUNCIL, POLICE, ADM, FINANCE, COMM DEV, LEGAL, OPER, COM SVCS, ENG & BLDG, LIBRARY

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): Veri bowl Chinese Innovation Kitchen

Business address 7995 SW. Nyberg St. Tualatin OR. Zip Code 97003

Mailing address 7995 SW. Nyberg St. Tualatin OR. Zip Code 97002

Telephone # 503-855-3218 Fax #

Name(s) of business manager(s) First Tammy Middle Sue Last Redrick

Date of birth Social Security # ODL# M F X

Home address (attach additional pages if necessary)

Type of business Fast Food

Type of food served Chinese

Type of entertainment (dancing, live music, exotic dancers, etc.) N/A

Days and hours of operation 11am-9pm (daily)

Food service hours: Breakfast n/a Lunch 11am Dinner 5pm

Restaurant seating capacity 23 Outside or patio seating capacity 20

How late will you have outside seating? 8 in summer 9 in fall/spring How late will you sell alcohol? 9pm



How many full-time employees do you have? 3 Part-time employees? 3

**SECTION 3: DESCRIPTION OF LIQUOR LICENSE**

Name of Individual, Partnership, Corporation, LLC, or Other applicants Tao Ma,

Meng Jing, Tammy Redick  
Type of liquor license (refer to OLCC form) L

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: Tao Ma Date of birth:   
Residence address 

Full name:

Mena Jina

Date of birth:

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 Signature]

3/31/16  
Date

**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

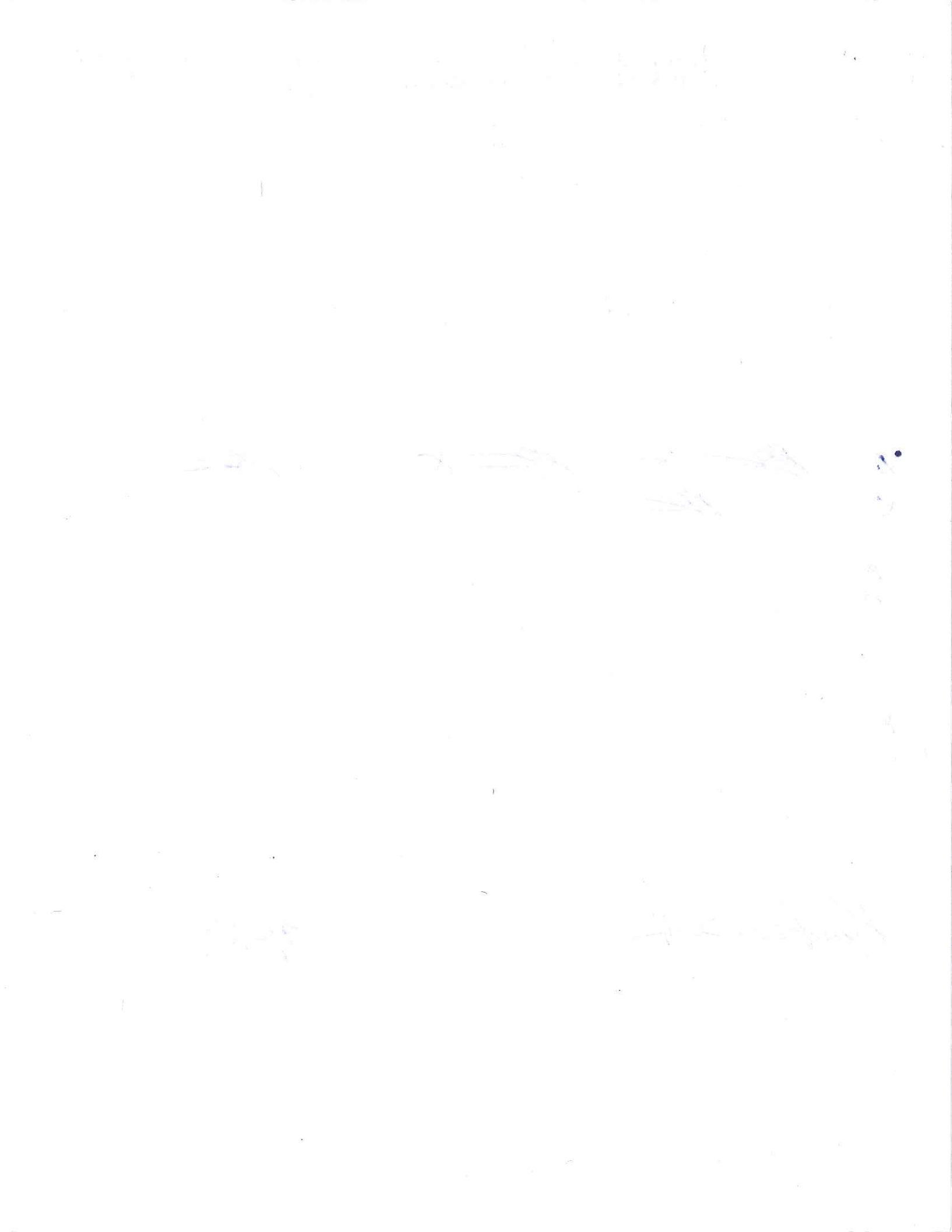
Denied

Cause of unfavorable recommendation: \_\_\_\_\_

[Redacted Signature]

7/6/16  
Date

Kent W. Barker  
Chief of Police  
Tualatin Police Department



**City Council Meeting**

**Meeting Date:** 04/25/2016

**CONSENT** Tualatin Library Advisory

**AGENDA:** Committee Annual Report

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**CONSENT AGENDA**

Consideration of 2015 Annual Report of the Tualatin Library Advisory Committee

**SUMMARY**

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

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Report

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## 2015 ANNUAL REPORT

### Tualatin Library Advisory Committee

#### 1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.



TLAC members Thea Wood (left), Alan Feinstein (center right), and Angel Ramirez (right)

Members of the TLAC during 2015-16 include Sonya Ambuehl (Chair), Arlette Diaz-Boyas (teen representative), Alan Feinstein (Vice Chair), Thea Wood, Ryan Wroblewski, and Marcus Young. Former members included teen representative Angel Ramirez and Victoria King, whose terms ended in October 2015, and Jan Westfall, who resigned in December 2015. Donald Swygard joined the committee in March 2016.

#### 2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

#### 3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2015

- A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY



TLAC considered & provided recommendations on: Library Rules of Conduct, Outdoor Smoke & Tobacco Free City Spaces, Civil Exclusion Code, and these Library policies: Child Safety, Children's Room and Teen Room Use, Code of Ethics of the American Library Association, Library Bill of Rights (ALA), Freedom to Read statement (ALA), Freedom to View statement (ALA), Access to Library Resources and Services for Minors (ALA).

**B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.**

1. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:

- a. Teen Library Committee
- b. Parks & Recreation
- c. Tualatin Library Foundation
- d. Friends of Tualatin Library
- e. Washington County Cooperative Library Services
- f. Tualatin's America's Best Communities project team

2. TLAC provided comments and advice to the Library management and City staff regarding WCCLS levy outreach efforts, the Civic Facilities Study, the Tualatin River Greenway Trail Gap Completion project, Farmer Market relocation, Library acting as a cooling center, public technology, library performance trends, and parking.



CITY FACILITIES STUDY

en VISION the FUTURE

3. TLAC members participated in public involvement meetings on the Civic Facilities Study, with TLAC Chair Sonya Ambuehl serving on the Civic Facilities Task Force.



**C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.**

1. TLAC holds open meetings and members of the public are invited to attend.

2. TLAC members review comment cards received by the City regarding the Library each month, and provide input on the topics raised.

#### **4. ACTION PLAN FOR 2016**

##### **A. LONG-RANGE PLANNING**

TLAC will be actively involved and provide citizen feedback in the development of a strategic plan for the Library, including technology planning, and the update of the City's Parks and Recreation Master Plan.

##### **B. REVIEW OPERATIONAL POLICIES**

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies, including the Library Rules of Conduct.

cc: Tualatin Library Advisory Committee (TLAC)



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Kathy Kaatz, Program Coordinator  
Jerald Postema, Public Works Director

**DATE:** 04/25/2016

**SUBJECT:** Consideration of Solid Waste and Recycling Rate Adjustment Proposal

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### **ISSUE BEFORE THE COUNCIL:**

Council to review and provide direction to staff on proposed Rate Adjustment for Solid Waste and Recycling by Republic Services.

### **RECOMMENDATION:**

Consider adopting a new rate structure for Solid Waste and Recycling rates as presented by Republic Services.

### **EXECUTIVE SUMMARY:**

Earlier this month, Republic Services delivered a letter (attachment A) for consideration by Council for a rate adjustment to the Solid Waste and Recycling rates for the City of Tualatin with an effective date of April 1, 2016. Republic Services is requesting a 6.6% aggregate rate adjustment. According to the letter, Republic proposed a revenue increase is necessary to continue providing the quality services within their franchise agreement with the City. The effect of this rate adjustment to our residential customers is 5.5%. The City last approved a rate adjustment in July of 2013.

According to the request presented, Republic Services stated that during the past few years, a number of factors have impacted their rate of return for which the company has had little control, such as:

- Inflation increased 8.7%
- Disposal costs increased 13.3%. This cost alone represents 46% of the total operating expense.
- Retired nine collection vehicles, replacing these vehicles at a total cost of \$2,565,000. The cost of a collection vehicle powered by Compressed Natural Gas (CNG) is about \$285,000.
- Retired and replaced 2,350 collection carts, 133 commercial containers and 26 industrial drop boxes at a total cost of \$287,960.



- Decline in commodity revenues.

Republic stated they have also taken the following actions since 2013 to offset a significant portion of the increase in operating costs and will continue to invest in their operations to better control costs in the future. Republic believes these changes did not reduce their high standard of service the customers of Tualatin have come to expect and deserve.

- Vehicle operating costs are expected to decline 39% in 2016 as a result of two changes: lower prices for diesel fuel; and, the first time use of new collection powered by CNG. Republic expects to start using these vehicles by early April of 2016.
- Depreciation cost increased by 66.6% due to the addition of a new maintenance facility on the property owned and operated by Willamette Resources, Inc., the purchase of new collection vehicles, the installation of fueling stations for these vehicles, plus new carts and containers. The amount of reduction in vehicles operating costs should offset approximately 60-percent of the increase in the cost of depreciation.

Republic representatives will be present to discuss their proposal. Staff will return to the May 9, 2016 Council meeting with a resolution implementing Council's direction regarding the rate adjustment.

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**Attachments:**    [A - Rate Adjustment Request](#)  
                          [B - Rate Adjustment Presentation](#)  
                          [C - Franchsie Agreement - Schedule A](#)



April 8, 2016

Sherilyn Lombos  
City Manager  
City of Tualatin  
18880 SW Martinazzi Avenue  
Tualatin, OR 97062-7092

Dear Ms. Lombos:

RE: Rate Increase

Republic Services, Inc. is requesting an aggregate rate adjustment resulting in a 6.6-percent increase in revenue, effective April 1, 2016, to continue providing the quality services specified under our franchise agreement with the City of Tualatin. The city's last rate increase of 3.1 percent was effective nearly three-years ago, July 1, 2013.

The effect of this rate increase for our residential customers is 5.5-percent.

Since our last rate adjustment nearly three years ago in 2013, a number of factors have reduced our rate of return. Our company has very little ability to control the following types of operating cost increases.

- Inflation increased 8.7-percent.
- Disposal costs increased 13.3%. This cost alone represents 46% of our total operating expense.
- Retired nine collection vehicles, replacing these vehicles at a total cost of \$2,565,000. The cost of a collection vehicle powered by Compressed Natural Gas (CNG) is \$285,000.
- Retired and replaced 2,350 collection carts, 133 commercial containers and 26 industrial drop boxes at a total cost of \$287,960.
- Decline in commodity revenues.

Our company has taken the following actions since 2013 to offset a significant portion of the increases in operating costs and will continue to invest in our operations to better control costs in the future. We believe these changes did not reduce our high standard of service that our customers have come to expect and deserve.

- Vehicle operating costs are expected to decline 39-percent in 2016 as the result of two changes: lower prices for diesel fuel; and, the first-time use of new collection vehicles powered by Compressed Natural Gas (CNG). We expect to start using vehicles powered by CNG early April 2016.

- Depreciation cost increased 66.6-percent due to the addition of a new maintenance facility on the property operated by Willamette Resources, Inc., the purchase of new collection vehicles, the installation of fueling stations for these vehicles, plus new carts and containers. The amount of reduction in vehicle operating costs should offset approximately 60-percent of the increase in the cost of depreciation.

Our company has 21 full-time employees dedicated to serve our residential, commercial and industrial customers. These employees consist of managers, collection vehicle drivers, mechanics, customer service representatives, and a recycling outreach and education coordinator. This employee count does not include our general and administrative employees, such as accounting, customer billing, purchasing, etc., who provide support services for this operation.

Furthermore, we have 14-collection vehicles assigned to serve our residential, commercial and industrial customers. This April, we will be transitioning 7 of the 14 collection vehicles to become powered by CNG. The replacement value of these vehicles is estimated to be \$ 4.0 million. As stated above, the purchase price of a typical collection vehicle is \$285,000.

It is a pleasure to be of service to the citizens of the City of Tualatin. Thank you for this opportunity.

Respectfully,



Jason Jordan  
General Manager

cc: Eric Anderson, Controller  
Frank Lonergan, Operations Manager  
Brian May, Municipal Services Manager

# City of Tualatin

## 2016 Rate Increase Packet



Republic Services of Clackamas and  
Washington Counties

# Financial



We'll handle it from here.™

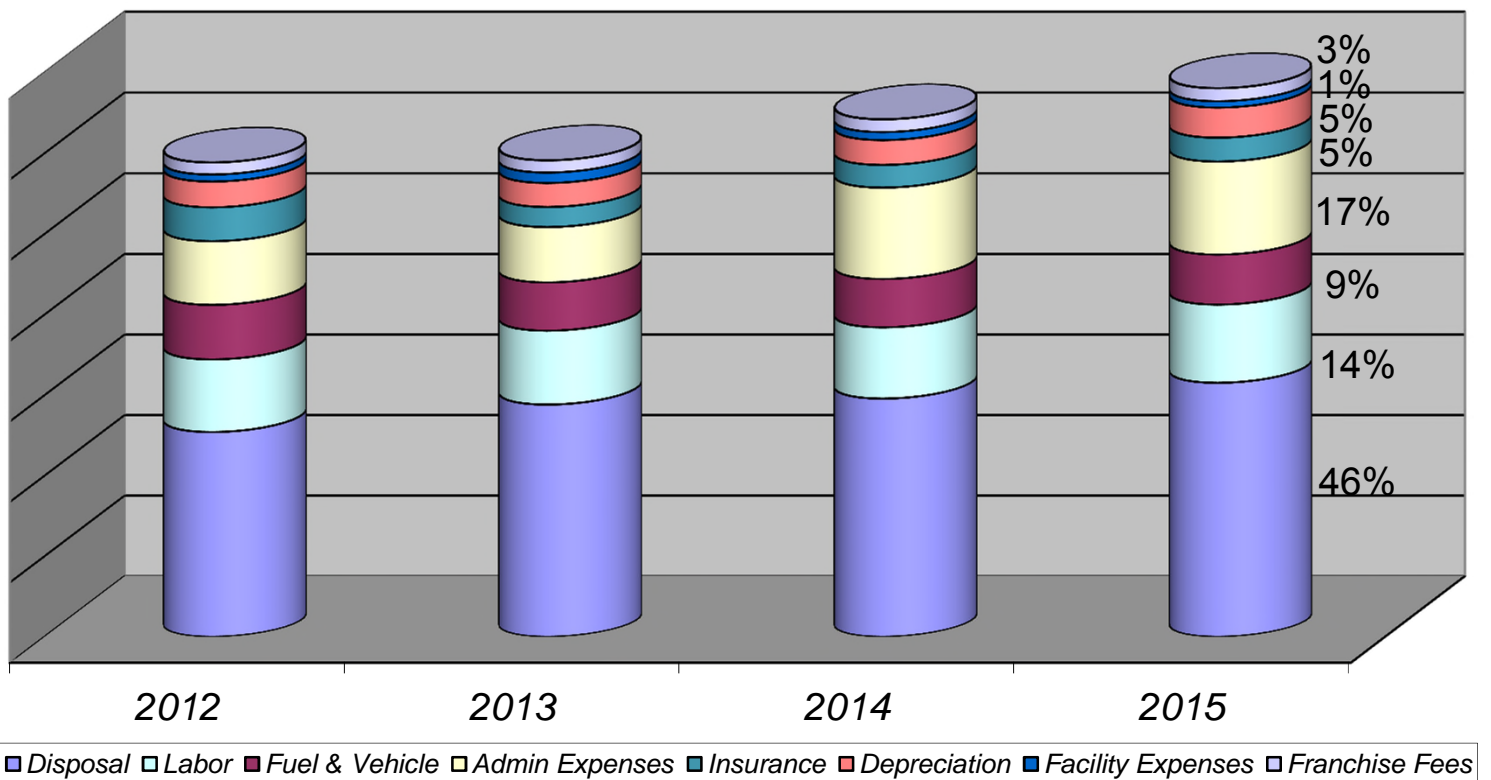
*Republic Services of Clackamas & Washington Counties  
City of Tualatin  
Statement of Income  
2012 through 2015 actuals and 2016*

	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016 No Rate Change</b>	<b>2016 With Rate Change</b>	<b>% Change</b>
<i>Revenue</i>	6,304,757	6,724,331	7,049,065	7,231,861	7,231,861	7,708,196	6.6%
<i>Cost of Operations</i>	5,096,754	5,227,466	5,289,593	5,654,030	5,881,323	5,892,113	4.2%
<i>Gross Profit</i>	1,208,003	1,496,865	1,759,472	1,577,831	1,350,538	1,816,083	
<i>Salaries, General and Administrative</i>	789,983	686,703	1,133,135	1,153,843	1,188,458	1,188,458	3.0%
<i>Operating Income</i>	<u>418,020</u>	<u>810,162</u>	<u>626,337</u>	<u>423,988</u>	<u>162,080</u>	<u>627,625</u>	
	6.6%	12.0%	8.9%	5.9%	2.2%	8.1%	

Republic Services of Clackamas & Washington Counties  
 City of Tualatin  
 Schedule of Direct Expenses  
 2012 through 2015 actuals and 2016

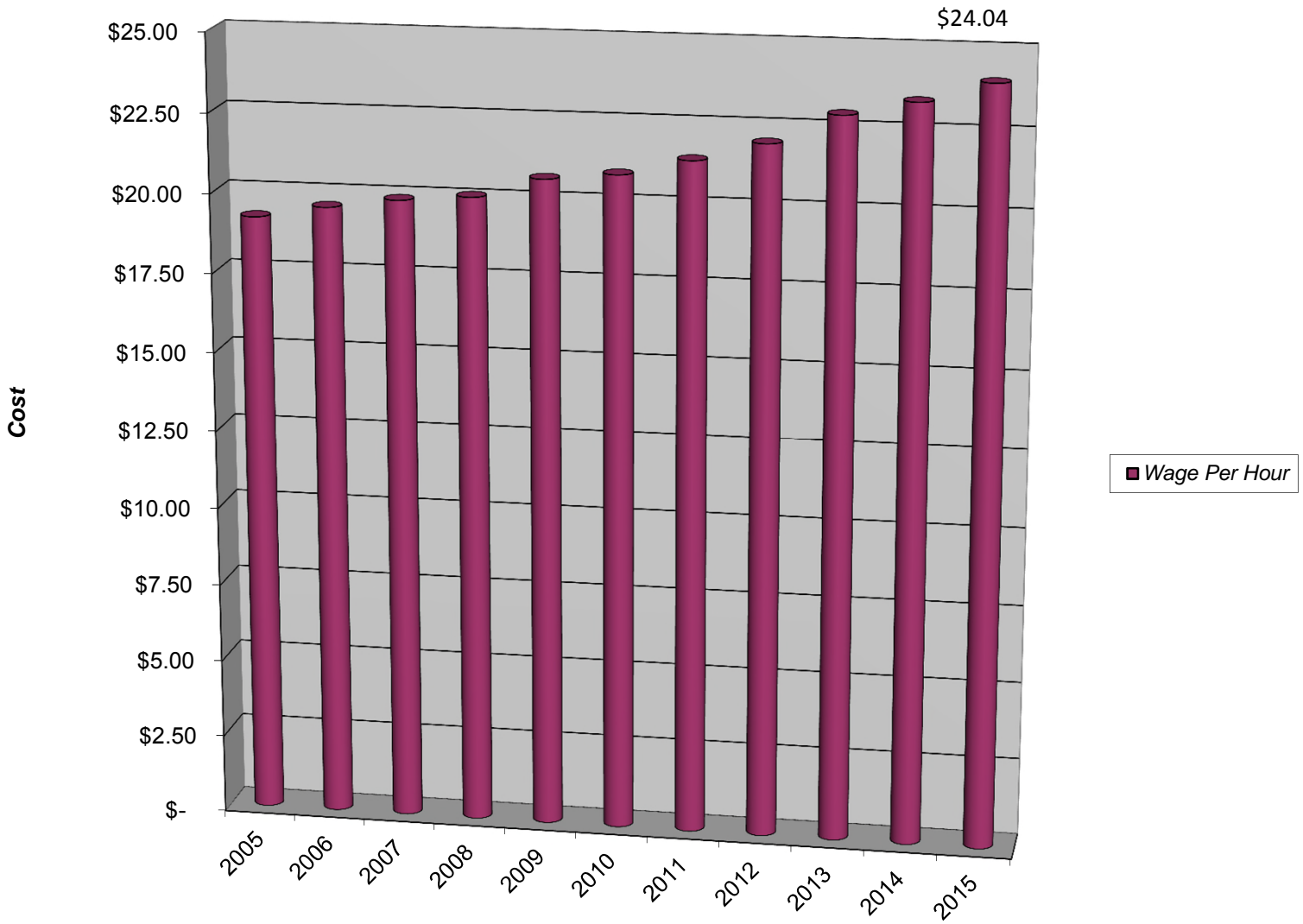
	2012	2013	2014	2015	2016 No Rate Change	2016 With Rate Change	% Change Since 2013
<b>COST OF OPERATIONS</b>							
Labor	902,031	917,608	884,829	970,815	1,009,648	1,009,648	10.0%
Repairs and Maintenance	307,914	296,354	327,843	376,779	365,476	365,476	23.3%
Vehicle Operating Costs	310,371	283,354	247,077	218,156	172,343	172,343	-39.2%
Facility	87,350	129,280	99,396	78,776	81,139	81,139	-37.2%
Insurance	419,794	248,786	280,836	296,028	301,949	301,949	21.4%
Disposal	2,543,324	2,884,390	2,958,714	3,154,732	3,268,302	3,268,302	13.3%
Franchise Fees	148,353	151,401	158,301	161,043	161,043	171,833	13.5%
Other Operating Costs	58,018	18,494	24,344	24,652	25,268	25,268	36.6%
Depreciation	319,599	297,799	308,253	373,049	496,155	496,155	66.6%
<b>TOTAL COST OF OPERATIONS</b>	<b>5,096,754</b>	<b>5,227,466</b>	<b>5,289,593</b>	<b>5,654,030</b>	<b>5,881,323</b>	<b>5,892,113</b>	<b>12.7%</b>
<b>TOTAL SALARIES, GENERAL &amp; ADMINISTRATIVE</b>	<b>789,983</b>	<b>686,703</b>	<b>1,133,135</b>	<b>1,153,843</b>	<b>1,188,458</b>	<b>1,188,458</b>	

**Republic Services - Tualatin 2012-2015 Cost Structure**

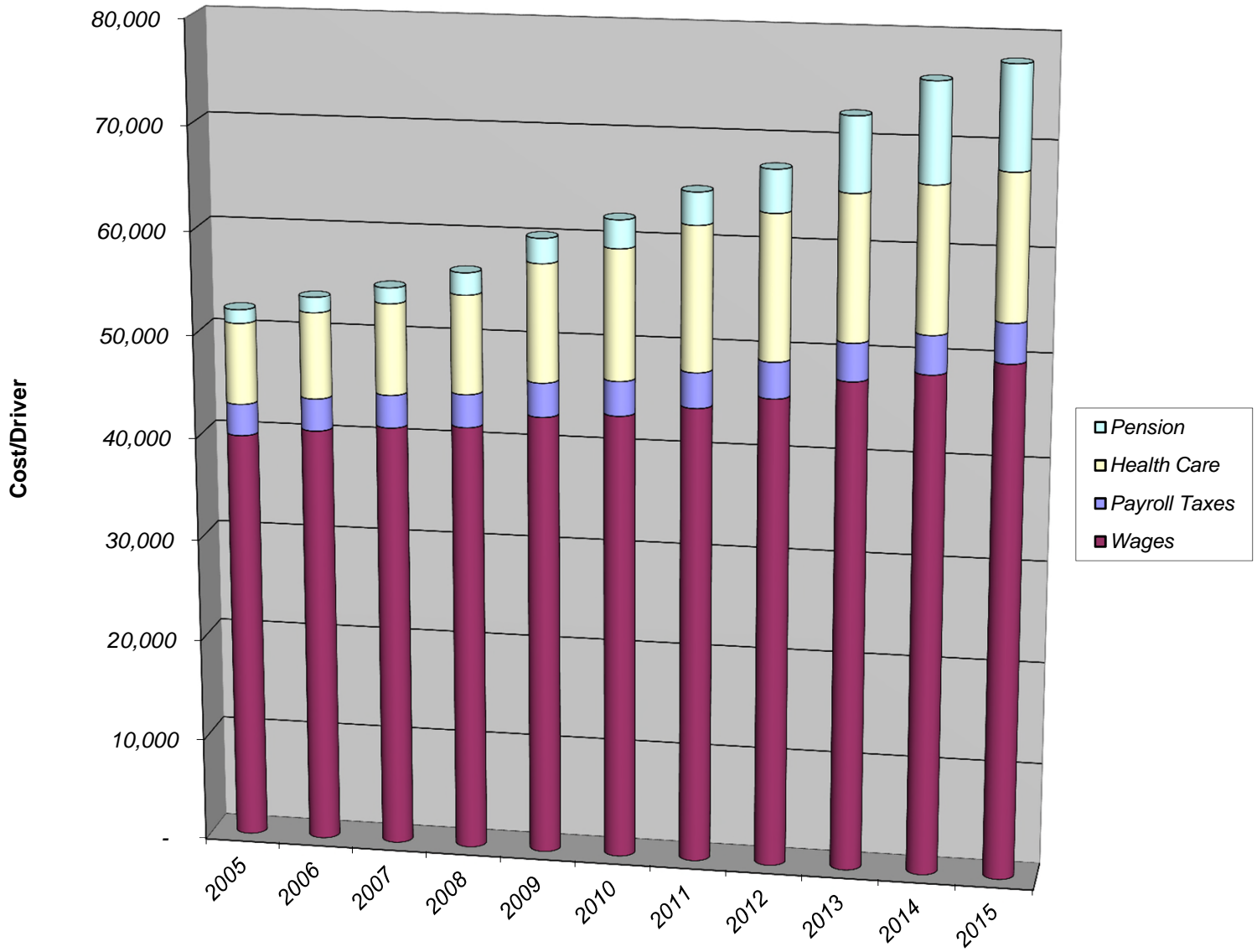




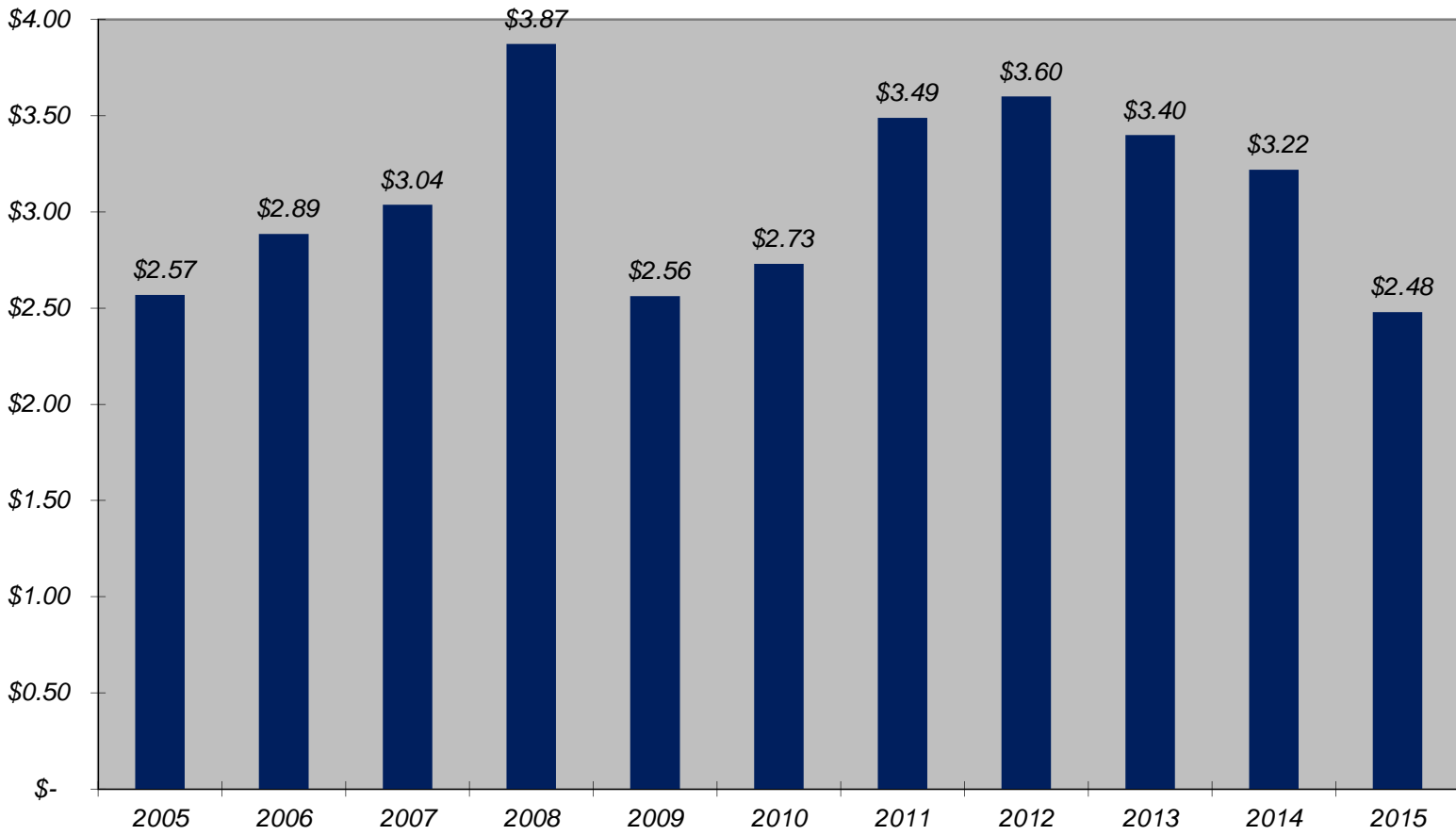
**Driver Wage Per Hour**



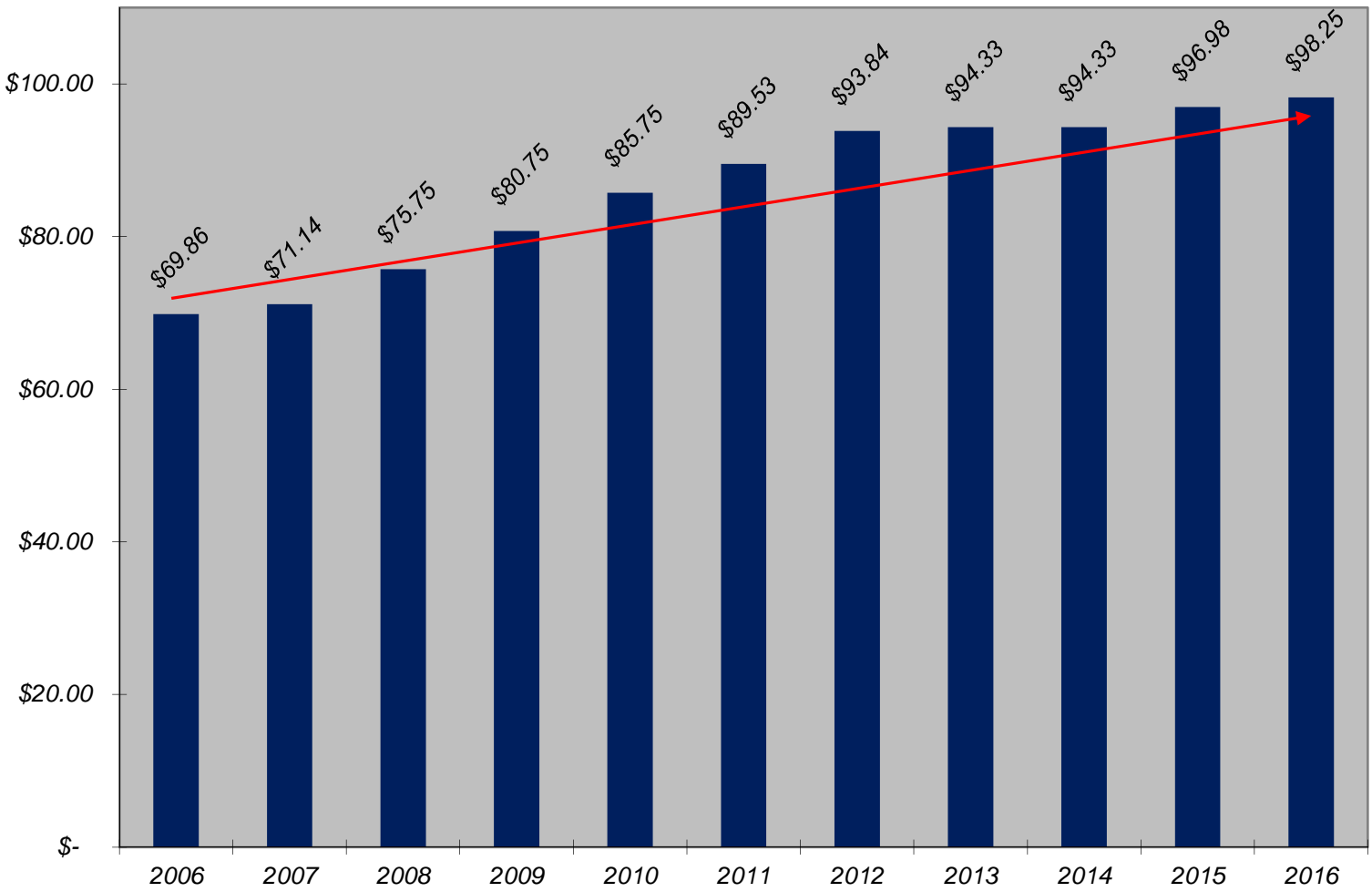
**Labor Costs Per Driver**



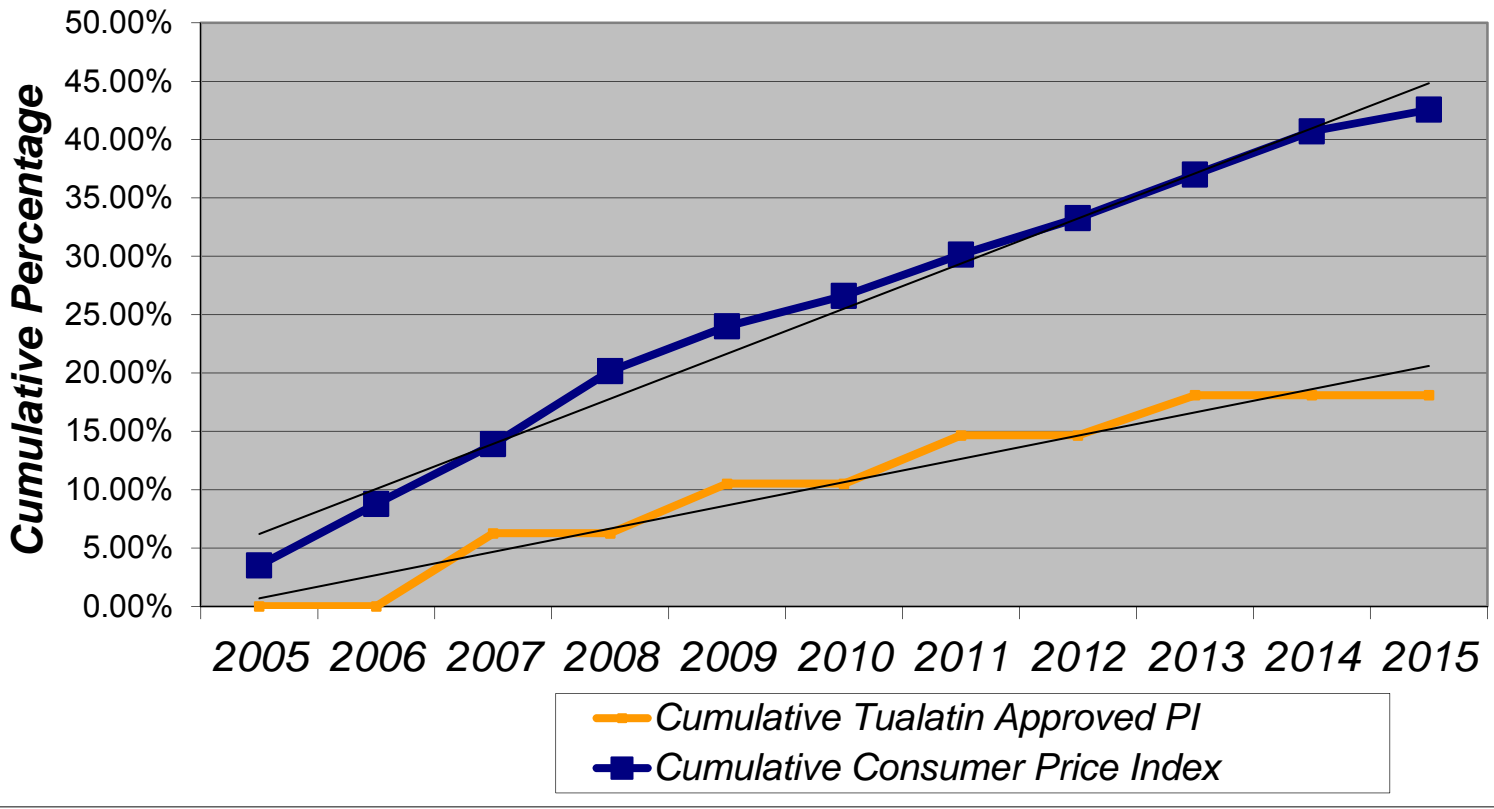
**Average Diesel Fuel Price Per Gallon**



**Disposal Cost Per Ton**



### Cumulative Price Increases v. Inflation



# Rates



We'll handle it from here.™

**Republic Services - City of Tualatin**

2016 Rates

**Rates effective 4/1/16**

	<b>Quantity</b>	<b>Current</b>	<b>New</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Residential Cart Rates</b>					
20 gallon	524	\$ 20.65	\$ 21.79	5.5%	\$ 1.14
35 gallon	3,367	\$ 24.21	\$ 25.54	5.5%	\$ 1.33
65 gallon	1,812	\$ 31.93	\$ 33.69	5.5%	\$ 1.76
<b>Commercial Rates</b>					
35 gallon	314	\$ 18.18	\$ 23.00	26.5%	\$ 4.82
65 gallon	131	\$ 24.72	\$ 31.00	25.4%	\$ 6.28
90 gallon	117	\$ 31.00	\$ 38.00	22.6%	\$ 7.00
1 yard	64	\$ 80.19	\$ 98.60	23.0%	\$ 18.41
1.5 yard	42	\$ 112.12	\$ 125.00	11.5%	\$ 12.88
2 yard	100	\$ 148.63	\$ 165.03	11.0%	\$ 16.40
3 yard	107	\$ 206.41	\$ 230.32	11.6%	\$ 23.91
4 yard	77	\$ 262.19	\$ 292.12	11.4%	\$ 29.93
6 yard	57	\$ 370.18	\$ 411.94	11.3%	\$ 41.76
8 yard	60	\$ 465.30	\$ 517.03	11.1%	\$ 51.73
<b>Industrial Rates</b>					
10 yard	177	\$ 92.17	\$ 114.00	23.7%	\$ 21.83
20 yard	1,711	\$ 108.68	\$ 114.00	4.9%	\$ 5.32
30 yard	1,722	\$ 125.13	\$ 136.00	8.7%	\$ 10.87
40 yard	828	\$ 139.41	\$ 155.00	11.2%	\$ 15.59
10 yard-compact	84	\$ 136.46	\$ 155.00	13.6%	\$ 18.54
20 yard-compact	691	\$ 141.90	\$ 155.00	9.2%	\$ 13.10
30 yard-compact	170	\$ 182.68	\$ 205.00	12.2%	\$ 22.32
40 yard-compact	390	\$ 212.23	\$ 235.00	10.7%	\$ 22.77



**Republic Services - City of Tualatin**  
 2016 Rates  
 Rates effective 4/1/16

	Current	New	Lake Oswego	Wilsonville	Clackamas	Oregon City	Tigard	Portland
<b>Residential Cart Rates</b>								
20 gallon	\$ 20.65	\$ 21.79	\$ 19.91	\$ 20.00	\$ 24.90	\$ 20.63	\$ 21.51	\$ 24.75
35 gallon	\$ 24.21	\$ 25.54	\$ 26.34	\$ 26.37	\$ 28.65	\$ 25.83	\$ 24.50	\$ 29.35
65 gallon	\$ 31.93	\$ 33.69	\$ 42.03	\$ 34.60	\$ 37.80	\$ 35.55	\$ 36.43	\$ 35.65
<b>Commercial Rates</b>								
35 gallon	\$ 18.18	\$ 23.00	\$ 25.90	\$ 20.00	\$ 26.00	\$ 25.83	\$ 24.50	
65 gallon	\$ 24.72	\$ 31.00	\$ 38.59	\$ 31.16	\$ 37.20	\$ 35.55	\$ 36.43	
90 gallon	\$ 31.00	\$ 38.00	\$ 41.04	\$ 39.25	\$ 39.80	\$ 38.55	\$ 43.50	
1 yard	\$ 80.19	\$ 98.60	\$ 129.24	\$ 102.21	\$ 95.29	\$ 139.62	\$ 106.94	
1.5 yard	\$ 112.12	\$ 125.00	\$ 159.14	\$ 134.19	\$ 124.30	\$ 153.03	\$ 137.33	
2 yard	\$ 148.63	\$ 165.03	\$ 198.87	\$ 175.22	\$ 157.97	\$ 203.55	\$ 164.37	
3 yard	\$ 206.41	\$ 230.32	\$ 262.77	\$ 242.70	\$ 213.94	\$ 279.12	\$ 218.29	
4 yard	\$ 262.19	\$ 292.12	\$ 330.06	\$ 316.16	\$ 272.08	\$ 365.04	\$ 272.22	
6 yard	\$ 370.18	\$ 411.94	\$ 446.47	\$ 441.38	\$ 376.62	\$ 536.80	\$ 379.85	
8 yard	\$ 465.30	\$ 517.03	\$ 533.84	\$ 585.26	\$ 462.32	\$ 686.21	\$ 488.69	
<b>Industrial Rates</b>								
10 yard	\$ 92.17	\$ 114.00	\$ 117.50	\$ 116.00	\$ 119.00	\$ 133.10	\$ 143.38	
20 yard	\$ 108.68	\$ 114.00	\$ 117.50	\$ 116.00	\$ 119.00	\$ 151.20	\$ 143.38	
30 yard	\$ 125.13	\$ 136.00	\$ 138.00	\$ 146.00	\$ 136.00	\$ 188.80	\$ 143.38	
40 yard	\$ 139.41	\$ 155.00	\$ 159.00	\$ 166.00	\$ 153.00	\$ 228.80	\$ 143.38	
10 yard-compact	\$ 136.46	\$ 155.00	\$ 157.90	\$ 116.00	\$ 135.00	\$ 164.05	\$ 149.80	
20 yard-compact	\$ 141.90	\$ 155.00	\$ 157.90	\$ 146.00	\$ 135.00	\$ 178.00	\$ 149.80	
30 yard-compact	\$ 182.68	\$ 205.00	\$ 205.00	\$ 206.00	\$ 169.00	\$ 235.50	\$ 149.80	
40 yard-compact	\$ 212.23	\$ 235.00	\$ 239.85	\$ 276.00	\$ 196.00	\$ 280.00	\$ 149.80	



**Tualatin RATE INCREASE 4/1/2016**  
**Residential**  
**All Rate Changes Are Noted In Red**

Residential Monthly Rate (once per week service)

	Current	New	
20 gallon	\$ 20.65	\$ 21.79	5.5%
35 gallon	\$ 24.21	\$ 25.54	5.5%
65 gallon	\$ 31.93	\$ 33.69	5.5%

**Please Note:** There is a \$25 Service interrupt fee for invoices 60-days outstanding  
 A late fee of 1.5% will be applied to all past due amounts

Limited Services Montly Rate

	Current	New	
On Call	\$ 9.75	\$ 10.29	5.5%
Recycling Only	\$ 6.50	\$ 6.86	5.5%
Yard Debris Only or Additional Cart	\$ 6.50	\$ 6.86	5.5%
Both Recycling and Yard Debris	\$ 12.35	\$ 13.03	5.5%

Temp 3 Yards (City Rates )

	Current	New	
<i>Maximum of 4 days</i>			
Delivery & Removal	\$ 98.00	\$ 103.39	5.5%
Extra Dump	\$ 76.50	\$ 80.71	5.5%
Extra Week	\$ 33.00	\$ 34.82	5.5%

\*period greater than 72 hours, but less than 2 weeks

Additional / Extra Services

	Current	New	
Lost or Damaged Garbage Carts	\$ 62.00	\$ 65.41	5.5%
Lost or Damaged Yard Debris Cart	\$ 65.00	\$ 68.58	5.5%
Lost or Damaged Recycling Cart	\$ 65.00	\$ 68.58	5.5%
Lost or Damaged Recycling Bins	\$ 10.50	\$ 11.08	5.5%
Return Trip Fee Outside of Normally Scheduled Routes	\$ 20.75	\$ 21.89	5.5%
All occasional Extras (box/bag/can)	\$ 5.15	\$ 5.43	5.5%
Over-full Can Charge	\$ 5.15	\$ 5.43	5.5%
Yard Debris/Recycle Cart contaminated with Garbage	\$ 6.15	\$ 10.87	76.7%
Gate Opening / Roll out Container (monthly)	\$ 15.50	\$ 16.35	5.5%
Special Container (Medical Waste)	\$ 15.50	\$ 16.35	5.5%
Reinstatement fee for account closed due to non-payment		\$ 25.00	

Tualatin RATE INCREASE 4/1/2016

Commercial

All Rate Changes Are Noted In Red

Commercial Services

Size	1 (current)		New		Stops Per Week		2 (current)		New		3 (current)		New		4 (current)		New	
	1 Yard	\$80.19	\$98.60	23.0%	\$153.21	\$188.39	23.0%	\$224.28	\$275.79	23.0%	N/A	N/A						
1.5 Yard	\$112.12	\$125.00	11.5%	\$219.96	\$245.23	11.5%	\$321.62	\$358.58	11.5%	\$418.75	\$466.87	11.5%						
2 Yard	\$148.63	\$165.03	11.0%	\$288.66	\$320.51	11.0%	\$421.27	\$467.76	11.0%	\$547.03	\$607.40	11.0%						
3 Yard	\$206.41	\$230.32	11.6%	\$399.54	\$445.81	11.6%	\$581.54	\$648.90	11.6%	\$749.89	\$836.75	11.6%						
4 Yard	\$262.19	\$292.12	11.4%	\$507.43	\$565.36	11.4%	\$750.97	\$836.71	11.4%	\$980.82	\$1,092.80	11.4%						
5 Yard	\$320.54	\$355.96	11.1%	\$629.79	\$699.40	11.1%	\$920.00	\$1,021.67	11.1%	\$1,211.33	\$1,345.20	11.1%						
6 Yard	\$370.18	\$411.94	11.3%	\$727.03	\$809.04	11.3%	\$1,078.15	\$1,199.77	11.3%	\$1,399.62	\$1,557.50	11.3%						
8 Yard	\$465.30	\$517.03	11.1%	\$912.84	\$1,014.32	11.1%	\$1,349.87	\$1,499.93	11.1%	\$1,795.08	\$1,994.64	11.1%						

Size	5 (current)		New		6 (current)		New		7 (current)		New	
	1 Yard	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1.5 Yard	\$513.10	\$572.07	11.5%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2 Yard	\$671.35	\$745.44	11.0%	\$805.61	\$894.51	11.0%	\$939.82	\$1,043.53	11.0%			
3 Yard	\$927.82	\$1,035.29	11.6%	\$1,127.23	\$1,257.80	11.6%	\$1,298.93	\$1,449.38	11.6%			
4 Yard	\$1,203.19	\$1,340.56	11.4%	\$1,443.81	\$1,608.65	11.4%	\$1,684.46	\$1,876.77	11.4%			
5 Yard	\$1,486.39	\$1,650.66	11.1%	\$1,783.65	\$1,980.77	11.1%	\$2,080.96	\$2,310.94	11.1%			
6 Yard	\$1,756.15	\$1,954.25	11.3%	\$2,077.61	\$2,311.98	11.3%	\$2,424.41	\$2,697.89	11.3%			
8 Yard	\$2,076.74	\$2,307.61	11.1%	\$2,395.68	\$2,662.00	11.1%	\$2,907.43	\$3,230.65	11.1%			

Container compactor rate is 3 times the regular Rate  
 Commercial extra container dumps(return trips) are charged at 33% of the monthly rate

Extra material beyond the capacity of the container is charged per yard \$ 19.14 \$25.00

Commercial Rates / Multi-Family Rates

	Current	New	
32 gallon	\$18.18	\$23.00	26.5%
60 gallon	\$24.72	\$31.00	25.4%
90 gallon	\$31.00	\$38.00	22.6%

Additional carts shall be at 100% of the first cart rate multiplied by the stops per week.

An occasional extra 35-gallon can for a regular customer shall be \$5.15 each occurrence

Recycling Rates for Multi-Family Sites With Compactors or Train Systems

Number of Units	Current Monthly Charge	New Monthly Charge	
10-99	\$123.60 (minimum per month)	\$139.01	(minimum per month) 12.5%
100-199	\$2.11 per unit	\$2.37	per unit 12.5%
200-299	\$1.65 per unit	\$1.86	per unit 12.5%
300-399	\$1.49 per unit	\$1.68	per unit 12.5%
400+	\$1.44 per unit	\$1.62	per unit 12.5%

Additional Recycling Services - Drop Box and Commercial Customers

Size	Current Monthly Charge	Proposed Monthly Charge	
60-Gallon	\$14.45 per cart (includes pick-up)	\$ 16.25	12.5%
90-Gallon	\$17.50 per cart (includes pick-up)	\$ 19.68	12.5%
Metal tote	\$22.65 monthly rent, plus hourly rate	\$ 25.47	12.5%
Cardboard Container	\$22.65 per month for customers that have less than 4 cubic yards of flattened cardboard per month.	\$ 25.47	12.5%

Miscellaneous Service Rates and Conditions

Hourly Hauling Rates		New	
1 Truck + 1 Driver	\$ 95.00 /HR	\$106.84	12.5%
1 Truck + 1 Driver + 1 Helper	\$ 120.00 /HR	\$134.96	12.5%

Note: Customer will provide and maintain enclosure/shelter. Republic Services provides containers. Enclosure/shelter is defined as a City/Hauler approved system to collect material. Material to be collected must be approved by Republic Services.

**Tualatin RATE INCREASE 4/1/2016**

**Industrial**

**All Rate Changes Are Noted In Red**

**Industrial / Compactor Rates**

	Current Delivery	New		Current Haul	New	
10-19 yard	\$35.00	\$39.00	11.4%	\$92.17	\$114.00	23.7%
20-29 yard	\$35.00	\$39.00	11.4%	\$108.68	\$114.00	4.9%
30 yard	\$35.00	\$39.00	11.4%	\$125.13	\$136.00	8.7%
40 yard	\$35.00	\$39.00	11.4%	\$139.41	\$155.00	11.2%
10-20 yard compactor	N/A			\$136.46	\$155.00	13.6%
21-29 yard compactor	N/A			\$141.90	\$155.00	9.2%
30-39 yard compactor	N/A			\$182.68	\$205.00	12.2%
40+ yard compactor	N/A			\$212.23	\$235.00	10.7%

**Additional Drop Box Services**

	Current	New	
Fee for less than 1 haul per month	\$16.00	\$17.44	9.0%
Round-tripped or lidded box (per haul)	\$26.00	\$28.33	9.0%

Note: Drop box rates shall be the standard rates above plus disposal fees. The disposal fee includes landfill or transfer center fee, disposal franchise fee and Metro user or service fees.

**Rental Fee after 48 Hours**

Box Size	Current	New		Current	New	
	Loose (per day)	Loose (per day)		Per Month	Per Month	
10-yard	\$6.75	\$7.36	9.0%	\$75.00	\$81.73	9.0%
20-yard	\$6.75	\$7.36	9.0%	\$75.00	\$81.73	9.0%
30-yard	\$7.25	\$7.90	9.0%	\$80.00	\$87.18	9.0%
40-yard	\$7.75	\$8.45	9.0%	\$85.00	\$92.63	9.0%
Custom or lidded boxes monthly rental	\$6.00	\$6.54	9.0%			

Rent charged will be the lesser of the daily or monthly rent total  
\$15.00 fee for customers with fewer than 1-haul per month.

## TUALATIN SUPPLEMENTAL SERVICES - Effective 4/1/2016

TYPE OF SERVICE	RATE
<b>Special services not listed:</b>	
Hauler will charge the reasonable cost of collection and disposal.	
Charge to be related to a similar schedule fee where possible.	
<b>Appliances:</b>	
Large appliances that contain Freon (accessible @ curb)	\$50.86
Large appliances <i>without</i> Freon (accessible @ curb, freon removal certificate required)	\$30.86
<b>Bathtub/Sink/Toilet:</b>	
Fiberglass tub/shower	\$45.19
Toilet	\$22.73
Sinks	\$16.98
<b>Carpets:</b>	
Rug	\$16.98
<b>Tires</b>	
Tires with rims                      Passenger/Light Truck	\$22.73
Tires without rims                      Passenger/Light Truck	\$16.98
Tires - Heavy Equipment, Semi, etc charged per ton at current disposal facility gate rate	
<b>Large furniture:</b>	\$28.21
(per item: Full size couch, dining table, dresser, mirror, etc)	
<b>Small furniture:</b>	\$16.98
(per item: recliner chair, office chair, crib, coffee table, patio table, cabinets, etc)	
<b>Hide-a-bed:</b>	\$46.01
(per item)	
<b>Mattresses:</b>	
Twin mattress/box spring (set)	\$16.98
Double/queen mattress/box spring (set)	\$33.96
King mattress/box spring (set)	\$39.44
<b>Other</b>	
Bicycle	\$11.50
Waterbed bag	\$16.98
Windows	\$16.98
Treadmill, door, furnace, BBQ, satellite dish, lawnmower	\$28.21
Basketball Hoop	\$45.19
Hot Water Heater (empty)	\$45.00
Hot Tub Cover	\$55.00
Entertainment Center	\$55.00
Christmas Tree less than 6'	\$10.00

**E-waste Removal**

TV under 25", PC, Monitor, laptop

**\$16.98**

TV over 25"

**\$33.96**

TV console, TV Projection, copiers

**\$45.19**

Customers shall not place hazardous chemicals, paints, corrosive materials, hot ashes or dirt/rocks into the carts or bins.

Damaged carts/bins due to noncompliance with the above restrictions, or unretrieved carts/bins may be replaced by the hauler at the costs listed on the service rate pages:

**Return trip fee:****\$27.39****Minimum Charge****\$16.98****Bankruptcy and account closures for failure to pay:**

Payment of service provided and two months advance payment required for residential and commercial service. Payment is due at delivery of service for industrial service.

**Service interrupt fee/late fees:**

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date for all lines of business.

Flat fee of \$25.00 will charged after 60 days of non-payment for all lines of business



We'll handle it from here.™

Republic Services of Clackamas and  
Washington Counties  
10295 SW Ridder Rd  
Wilsonville, OR 97070  
503.682.3900 • [republicservices.com](http://republicservices.com)

# RECYCLING & SOLID WASTE RATE INCREASE PROPOSAL

April 25, 2016



*City of Tualatin*



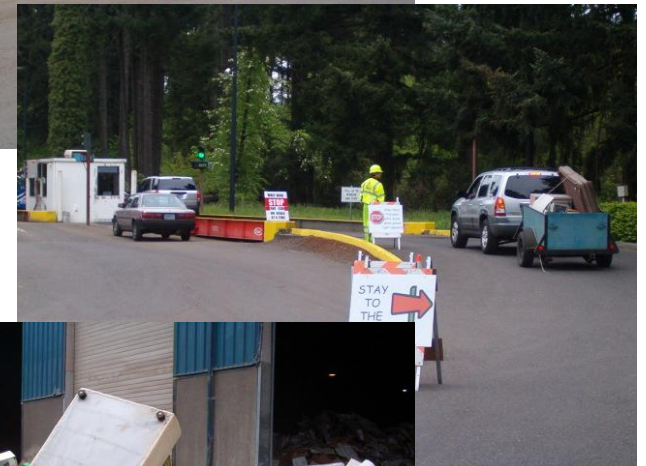
# City of Tualatin and Republic Services Franchise Agreement

- *City staff have over site of the Solid Waste Franchise agreement*
- *Staff respond to; citizen inquiries for service, types of service, complaints and general trash and recycling questions*
- *Staff oversee services for City facilities, coordinate plan reviews for new business, respond to general concerns for Republic and residents, plan and coordinate bulk waste events*



# City of Tualatin and Republic Services

- *Republic provides residents two bulky waste events annually at no cost to the City.*
- *During these events, over 3,300 residents have disposed of bulky waste.*
- *Services for City facilities; Juanita Pohl Center, Lafky House, Community Park, Community Services, Public Works and Library.*



# Republic Services Rate Proposal

- Last rate adjustment was in 2013
- Adjustment needed due to:
  - Inflation has increased 8.7%
  - Disposal costs have increased 13.3%
  - Vehicle and equipment replacement needed
  - Decline in recycling commodities



*As of April 1st, seven of the fourteen vehicles serving Tualatin are fueled by Compressed Natural Gas (CNG).*

# Republic Services Rate Proposal

	<b>Quantity</b>	<b>Current</b>	<b>New</b>	<b>% Change</b>	<b>\$ Change</b>
<b>Residential Cart Rates</b>					
20 gallon	524	\$ 20.65	\$ 21.79	5.5%	\$ 1.14
35 gallon	3,367	\$ 24.21	\$ 25.54	5.5%	\$ 1.33
65 gallon	1,812	\$ 31.93	\$ 33.69	5.5%	\$ 1.76
<b>Commercial Rates</b>					
35 gallon	314	\$ 18.18	\$ 23.00	26.5%	\$ 4.82
65 gallon	131	\$ 24.72	\$ 31.00	25.4%	\$ 6.28
90 gallon	117	\$ 31.00	\$ 38.00	22.6%	\$ 7.00
2 yard	100	\$ 148.63	\$ 165.03	11.0%	\$ 16.40
4 yard	77	\$ 262.19	\$ 292.12	11.4%	\$ 29.93
6 yard	57	\$ 370.18	\$ 411.94	11.3%	\$ 41.76
<b>Industrial Rates</b>					
10 yard	177	\$ 92.17	\$ 114.00	23.7%	\$ 21.83
20 yard	1,711	\$ 108.68	\$ 114.00	4.9%	\$ 5.32
30 yard	1,722	\$ 125.13	\$ 136.00	8.7%	\$ 10.87
40 yard	828	\$ 139.41	\$ 155.00	11.2%	\$ 15.59

# Republic Rate Comparison

	<i>Current</i>	<i>New</i>	<i>Lake Oswego</i>	<i>Wilsonville</i>	<i>Clackamas</i>	<i>Oregon City</i>	<i>Tigard</i>
<i>Residential Cart Size</i>							
<i>20 gallon</i>	\$ 20.65	\$ 21.79	\$ 19.91	\$ 20.00	\$ 24.90	\$ 20.63	\$ 21.51
<i>35 gallon</i>	\$ 24.21	\$ 25.54	\$ 26.34	\$ 26.37	\$ 28.65	\$ 25.83	\$ 24.60
<i>65 gallon</i>	\$ 31.93	\$ 33.69	\$ 42.03	\$ 34.60	\$ 37.80	\$ 35.55	\$ 36.43



*As a leader in sustainability efforts, we use 100% Clean Wind Renewable Energy at our Wilsonville and Woodburn campuses*

# Where does your dollar go?

\$1 paid toward your monthly service

<i>Disposal</i>	<i>.44¢</i>
<i>Labor</i>	<i>.13¢</i>
<i>Repairs &amp; Maintenance</i>	<i>.05¢</i>
<i>Fuel</i>	<i>.03¢</i>
<i>Insurance</i>	<i>.04¢</i>
<i>Franchise Fees</i>	<i>.02¢</i>
<i>Customer Service Costs</i>	<i>.16¢</i>
<i>Truck &amp; Container Replacement</i>	<i>.05¢</i>
<i>Facility Expenses</i>	<i>.01¢</i>
<i>Miscellaneous</i>	<i>.01¢</i>
<i>Income Taxes</i>	<i>.02¢</i>
<b><i>Net Profit</i></b>	<b><i>.04¢</i></b>

Thank You



**SCHEDULE A****ALLIED WASTE SERVICES OF CLACKAMAS AND WASHINGTON COUNTY****CITY OF TUALATIN**Effective Date: ~~July 1, 2013~~ **April 1, 2016**

- I. **RECYCLING SERVICES:** The rates below were established to include the cost for specific recycling services, as well as the collection and disposal of solid waste. They include:
- A. **SINGLE-FAMILY RESIDENTIAL:**
1. Weekly curbside pick-up of co-mingled recycling on the same day as garbage service providing one 65-gallon roll-cart container and two 14-gallon totes.
  2. Weekly curbside pick-up of yard debris providing a 90-gallon roll cart. Only yard debris at the curb in the 90-gallon roll cart will be collected.
- B. **MULTI-FAMILY RESIDENTIAL:** Weekly or weekly on-call pick-up of recyclables (newspaper, glass, tin, aluminum, and cardboard).
- C. **CITY OFFICES:** Office paper recycling of all items included in the Allied Waste Services Mixed Paper Program and corrugated cardboard.
- II. **MONTHLY RATE FOR RESIDENTIAL SERVICE OF ONE CART:**

<b>Cart Size</b>	<b>One Stop per Week</b>
20-Gallon	<del>\$20.65</del> <b>\$21.79</b>
35-Gallon	<del>\$24.21</del> <b>\$25.54</b>
60-Gallon	<del>\$31.93</del> <b>\$33.69</b>
Occasional extra (35-gallon can or 1 bag)	<del>\$5.15</del> <b>\$5.43</b>
An additional cart will be charged at double the single cart rate.	

NOTES ON RESIDENTIAL SERVICE: (1) In mobile home parks and apartment complexes where residents have individual cart service and individual billing, single-family cart rates will apply. Where park residents have individual service, but the owner of the park is responsible for payment of services, single-family cart rates will be reduced by \$1.00 per month. (2) All carts will be provided by the franchisee to regular, weekly customers with a cart service level only. No carts will be provided on an on-call basis. (3) Only 35-gallon carts can be used for the occasional extra cart for both regular and occasional customers. (4) An occasional extra 35-gallon cart for a regular customer is ~~\$5.15~~ **\$5.43**. (5) The minimum charge for any stop for an occasional customer is ~~\$9.75~~ **\$10.29**. Occasional customers (on-call) should have their carts serviced a minimum of once (1) every other month.

(6) Recycling service will be provided to an occasional customer only on days that garbage is collected from that customer. A fee of ~~\$10.50~~ **\$11.08** may be charged for replacement of damaged or lost recycling bins or to customers who request more than two. Customers will be charged ~~\$62.00~~ **\$65.41** for a lost or damaged garbage cart, ~~\$65.00~~ **\$68.58** for a yard debris cart, and ~~\$65.00~~ **\$68.58** for a recycling cart. (7) State Accident Insurance Fund safety recommendations shall be followed. Cans provided by customers shall not exceed 35-gallons and 60-pounds when full. (8) Yard debris carts are intended for the collection of yard debris only. If the yard debris **or recycle** cart contains material other than yard debris/**recycling**, collection shall be charged at garbage rates (~~\$6.15~~ **\$10.87** per contaminated cart). (9) Carts and recycling bins shall be at curbside no more than 24 hours prior to collection and shall be removed within 24 hours after collection of solid waste and recyclables by the franchisee. (10) An extra charge may be made for service that incurs additional disposal costs such as tires, major appliances, etc., or for handling oversized, odorous, dangerous, or liquid articles. (11) Customers may request recycling only (~~\$6.50~~ **\$6.86** per month); yard debris collection only (~~\$6.50~~ **\$6.86** per month); or both (~~\$12.35~~ **\$13.03** per month). (12) An extra charge of ~~\$20.75~~ **\$21.89** for a driver to go back and pick up customer who was reinstated or failed to put cart out on time after driver has left area.

III. MULTI-FAMILY AND COMMERCIAL SERVICE:

Monthly Rates For Multi-Family and Commercial Single Cart Service - Loose	
Cart Size	One Stop Per Week
35-Gallon	<del>\$18.18</del> <b>\$23.00</b>
60-Gallon	<del>\$24.72</del> <b>\$31.00</b>
90-Gallon	<del>\$31.00</del> <b>\$38.00</b>
An occasional extra 35-gallon can or bag will be charged at <del>\$5.15</del> <b>\$5.43</b> each.	
An additional cart will be charged at double the single cart rate.	

Monthly Rates For Multi-Family and Commercial Container Service - Loose							
Container Size	Stops Per Week						
	1	2	3	4	5	6	7
1 Cubic Yard	<del>\$ 80.19</del> <b>\$ 98.60</b>	<del>\$ 153.21</del> <b>\$ 188.39</b>	<del>\$ 224.28</del> <b>\$ 275.79</b>	N/A	N/A	N/A	N/A
1.5 Cubic Yards	<del>\$ 112.12</del> <b>\$ 125.00</b>	<del>\$ 219.96</del> <b>\$ 245.23</b>	<del>\$ 321.62</del> <b>\$ 358.58</b>	<del>\$ 418.75</del> <b>\$ 466.87</b>	<del>\$ 513.10</del> <b>\$ 572.07</b>	N/A	N/A
2 Cubic Yards	<del>\$ 148.63</del> <b>\$ 165.03</b>	<del>\$ 288.66</del> <b>\$ 320.51</b>	<del>\$ 421.27</del> <b>\$ 467.76</b>	<del>\$ 547.03</del> <b>\$ 607.40</b>	<del>\$ 671.35</del> <b>\$ 745.44</b>	<del>\$ 805.61</del> <b>\$ 894.51</b>	<del>\$ 939.82</del> <b>\$ 1,043.53</b>
3 Cubic Yards	<del>\$ 206.41</del> <b>\$ 230.32</b>	<del>\$ 399.54</del> <b>\$ 445.81</b>	<del>\$ 581.54</del> <b>\$ 648.90</b>	<del>\$ 749.89</del> <b>\$ 836.75</b>	<del>\$ 927.82</del> <b>\$ 1,035.29</b>	<del>\$ 1,127.23</del> <b>\$ 1,257.80</b>	<del>\$ 1,298.93</del> <b>\$ 1,449.38</b>
4 Cubic Yards	<del>\$ 262.19</del> <b>\$ 292.12</b>	<del>\$ 507.43</del> <b>\$ 565.36</b>	<del>\$ 750.97</del> <b>\$ 836.71</b>	<del>\$ 980.82</del> <b>\$ 1,092.80</b>	<del>\$ 1,203.19</del> <b>\$ 1,340.56</b>	<del>\$ 1,443.81</del> <b>\$ 1,608.65</b>	<del>\$ 1,684.46</del> <b>\$ 1,876.77</b>
5 Cubic Yards	<del>\$ 320.54</del> <b>\$ 355.96</b>	<del>\$ 629.79</del> <b>\$ 699.40</b>	<del>\$ 920.00</del> <b>\$ 1,021.67</b>	<del>\$ 1,211.33</del> <b>\$ 1,345.20</b>	<del>\$ 1,486.39</del> <b>\$ 1,650.66</b>	<del>\$ 1,783.65</del> <b>\$ 1,980.77</b>	<del>\$ 2,080.96</del> <b>\$ 2,310.94</b>
6 Cubic Yards	<del>\$ 370.18</del> <b>\$ 411.94</b>	<del>\$ 727.03</del> <b>\$ 809.04</b>	<del>\$ 1,078.15</del> <b>\$ 1,199.77</b>	<del>\$ 1,399.62</del> <b>\$ 1,557.50</b>	<del>\$ 1,756.15</del> <b>\$ 1,954.25</b>	<del>\$ 2,077.61</del> <b>\$ 2,311.98</b>	<del>\$ 2,424.41</del> <b>\$ 2,697.89</b>
8 Cubic Yards	<del>\$ 465.30</del> <b>\$ 517.03</b>	<del>\$ 912.84</del> <b>\$ 1,014.32</b>	<del>\$ 1,349.87</del> <b>\$ 1,499.93</b>	<del>\$ 1,795.08</del> <b>\$ 1,994.64</b>	<del>\$ 2,076.74</del> <b>\$ 2,307.61</b>	<del>\$ 2,395.68</del> <b>\$ 2,662.00</b>	<del>\$ 2,907.43</del> <b>\$ 3,230.65</b>



A. COMPACTED CONTAINER SERVICE:

Compacted is defined as manually or mechanically compacted. When materials can be collected from a compacted container by the normal container truck, the charge will be three (3) times the loose container rate. The weight of material put into a container or drop box, whether compacted or un-compacted, shall not exceed the lifting capacity of the collector's equipment nor shall the weight put the collector over the weight limit for the loaded vehicle. Compactor containers shall be furnished by the customer and shall be compatible with the collector's equipment. Customer shall be required to maintain the container in a safe and operable condition in accordance with workers' compensation board regulations.

B. RECYCLING ONLY RATES:

Where a multi-family complex uses a compactor or train system for garbage collection, the following schedule will be used to charge for recycling services provided:

Recycling Rates for Multi-Family Sites With Compactors or Train Systems	
Number of Units	Monthly Charge
10-99	<del>\$123.60</del> <b>\$139.01</b> (minimum per month)
100-199	<del>\$2.11</del> <b>\$2.37</b> per unit
200-299	<del>\$1.65</del> <b>\$1.86</b> per unit
300-399	<del>\$1.49</del> <b>\$1.68</b> per unit
400+	<del>\$1.44</del> <b>\$1.62</b> per unit
Note: Customer will provide and maintain enclosure/shelter and Hauler will provide containers. Enclosure/shelter is defined as any City/Hauler-approved system to collect material. Material to be collected must be approved by the Hauler.	

NOTES ON MULTI-FAMILY AND COMMERCIAL SERVICE: (1) Additional carts shall be at 100% of the first cart rate multiplied by the stops per week. (2) An occasional extra 35-gallon can for a regular customer shall be ~~\$5.15~~ **\$5.43** each occurrence. (3) An extra charge may be made for garbage which is not readily available on collection day or which needs additional janitorial service. (4) The charge for multiple units of any type shall be to the owner of the units. (5) Collection of tires, major appliances, etc., or for handling oversized, odorous, dangerous or liquid articles will be charged according to the charges referred to in Schedule A – Section 6. (6) When a stop uses the equivalent of seven or more 35-gallon carts, collector may require that the service be shifted to a container-type service. (7) Franchisee reserves the right to refuse carts to any customer where the use is not compatible with the cart. (8) All carts will be provided by franchisee. *only to regular, weekly customers who request service* (remove this part) (9) The weight of the 35-gallon cart and contents shall not exceed 60 pounds. The weight of the 60- or 90-gallon cart and contents shall not exceed 180 pounds. (10) Carts will be picked up at curbside only and must be there prior to 6:00 a.m. (11) Carts shall be at curbside no more than 24 hours prior to collection and shall be removed

within 24 hours after collection of solid waste by the franchisee. (12) Where customers within an apartment complex have individual pick-up of garbage, but no yard debris collection from each unit, the multi-family rate shall be charged. (13) A multi-family classification is defined as a single structure containing more than four living units. Where a multi-family structure is receiving cart service and the owner of the structure is responsible for the payment of services, the cart rates shall be \$1.00 per month less than the normal multi-family cart rates. (14) An extra charge may apply for garbage that is not readily available on collection day, or in need of additional janitorial service.

IV. DROP BOX SERVICE:

Drop box rates shall be the following rates plus 103% of disposal fees. The disposal fee includes landfill or transfer center fee, disposal franchise fee, and Metro user or service fees. The rates are as follows:

Box Size	Loose (Per Haul)	Compacted Material
10-20-yard	<del>\$92.17</del> <b>\$114.00</b>	<del>\$136.46</del> <b>\$155.00</b> (minimum charge for 15 yards or less)
21-29-yard	<del>\$108.68</del> <b>\$114.00</b>	<del>\$141.90</del> <b>\$155.00</b>
30-39-yard	<del>\$125.13</del> <b>\$136.00</b>	<del>\$182.68</del> <b>\$205.00</b>
40+-yard	<del>\$139.41</del> <b>\$155.00</b>	<del>\$212.23</del> <b>\$235.00</b> (for 40 cubic yard box or larger)
Additional charge for delivery: <del>\$35.00</del> <b>\$39.00</b> each		

A. MISCELLANEOUS ADDITIONAL DROP BOX CHARGES:

1. Delivery fee of ~~\$35.00~~ **\$39.00** shall be charged for drop box delivery for the occasional customer or repeat customer requiring service at different locations.
  - 1a. An additional haul fee of ~~\$26.00~~ **\$28.33** will be charged to customers with covered (lids) boxes that require the box to be round-tripped.
2. Special disposal/diversion needs: All customers will be charged the hourly charge rate in addition to the normal haul rate whenever collected materials require disposal at a site other than the franchisee’s traditional disposal site.
3. After 48 hours, temporary users of 10-cubic yard and larger drop boxes collecting loose materials shall be charged a rental fee (noted below):

Box Size	Loose (Per Day)	Per Month
10-yard	<del>\$6.75</del> <b>\$7.36</b>	<del>\$75.00</del> <b>\$81.73</b>
20-yard	<del>\$6.75</del> <b>\$7.36</b>	<del>\$75.00</del> <b>\$81.73</b>
30-yard	<del>\$7.25</del> <b>\$7.90</b>	<del>\$80.00</del> <b>\$87.18</b>
40-yard	<del>\$7.75</del> <b>\$8.45</b>	<del>\$85.00</del> <b>\$92.63</b>

- 4. Additional rental fees of ~~\$6.00~~ **\$6.54** per month may be charged to customers who require custom made drop boxes or boxes with lids. Additional rental fees of \$16.00 per month will be charged for customers who have their box's hauled less than one time per month.

V. RECYCLING CHARGES FOR DROP BOX ONLY AND COMMERCIAL CUSTOMERS:

If a customer requests recycling services that are beyond the Washington County Recycling standards, the following charges will be made:

Recycling Charges for Drop Box Only and Commercial Customers Requesting recycling services only.	
Size	Monthly Charge
60-Gallon	<del>\$14.45</del> per cart <b>\$16.25</b> (includes pick-up)
90-Gallon	<del>\$17.50</del> per cart ) <b>\$19.68</b> (includes pick-up)
Metal tote	<del>\$22.65</del> <b>\$25.47</b> monthly rent, plus hourly rate
OCC Container	<del>\$22.65</del> <b>\$25.47</b> per month for customers that have less than 4 cubic yards of flattened cardboard per month

VI. MISCELLANEOUS SERVICE RATES AND PROVISIONS:

- A. Hourly hauling rates (plus cost of disposal):
  - 1 truck and 1 driver                      \$ ~~95.00~~/hour **\$106.84/hour**
  - 1 truck, 1 driver, and 1 helper        \$ ~~120.00~~/hour **\$134.96/hour**
- B. Each location of carts, containers, or drop boxes will be billed as a separate account.
- C. When customers abuse or cause excessive wear or damage to a cart, container, or drop box, the cost of repair or replacement may be charged to the customer. Customers shall take appropriate actions to ensure that hazardous materials, chemicals, paint, corrosive materials, infectious waste, or hot ashes are not put into a cart, container, or drop box.
- D. The weight of material put into a container or drop box, whether compacted or un-compacted, shall not exceed the lifting capacity of the collector's equipment nor shall the weight put the collector over the weight limit for the loaded vehicle. The collector shall furnish the customer with information concerning limitations on his equipment, upon request. If the total weight of a container exceeds 500 pounds per cubic yard for 40-yard container, 600 pounds per cubic foot for a 30-yard, or 900 pounds for a 20-yard container, an additional reasonable disposal fee may be charged. Customers shall not overfill a cart or container so that the lid cannot be

securely closed. If a cart or container is overfilled, an additional reasonable fee may be charged. If the contents of a container, cart, or drop box are compacted (either mechanically or manually), the compactor rate shall be charged.

- E. Customers shall provide a space for all carts, containers, or drop boxes, whether used for garbage or recycling, that has adequate and safe access for collection personnel and equipment. The space provided must also comply with the City of Tualatin Development Code.
- F. If overtime or weekend collection is required to meet the request of a customer, the hauling portion of the rate shall be increased by 50%.
- G. The collection of tires shall be charged under the hourly charge rates, plus disposal.
- H. Garbage or yard debris carts which exceed two pounds per gallon, or where lids will not properly close, will be assessed an "occasional extra" charge of ~~\$5.15~~ **\$5.43**.
- I. Yard debris carts contaminated with garbage will be charged ~~\$6.15~~ **\$10.87** extra per occurrence.
- J. Franchisee may require generators of putrescible solid waste to remove waste at least every seven days, or more frequently, if necessary, to prevent a health hazard, nuisance, or pollution.
- K. When a single customer uses multiple carts, which are the equivalent of one cubic yard or more of waste per week, the franchisee may require the customer to change to a container type service.
- L. If material collected requires disposal at a site other than the franchisee's normal disposal site, the customer will be charged under the hourly charge rate, in addition to the normal haul rate.
- M. Placement of hazardous waste material, including tires, liquid waste (paint), and appliances, in a unit collected by franchisee is prohibited.
- N. All customers shall provide a space, regardless of type of unit that is adequate for the franchisee to safely collect the material. The space provided must comply with the City of Tualatin's Development Code.
- O. Customers requesting the temporary use of a three-cubic-yard container will be charged ~~\$98.00~~ **\$103.39** for delivery, removal, and disposal. Containers on-site for a period in excess of 72 hours shall be charged rent at a rate of ~~\$33.00~~ **\$34.82** per week or ~~\$76.50~~ **\$80.71** for an extra haul fee. Container can only be on site for a maximum of two (2) weeks.
- P. Enclosures where driver has to open gates and roll out containers will be charged

~~\$15.50~~ **\$16.35** per enclosure per month.

Q. Medical waste restrictions. Placement of any medical waste, including syringes, IV tubing with needles attached, glass tubes, and slides, in a unit collected by franchisee is strictly prohibited. Republic Services will provide at-cost sharps containers for medical waste disposal, (current cost is ~~\$15.50~~ **\$16.35** per container). Disposal of these containers must be brought directly to their facility for exchange/disposal.

R. Franchisee will perform special pick-ups of irregular materials charging current disposal rates plus labor. These pick-ups will be performed at Republic Service's discretion and schedule.

**Bulky Waste fees for pick-up and disposal**

Minimum Charge	\$ 20.00	Return Trip Fee	\$ 25.00
Full-size Couch/Futon	\$ 45.00	Freezer	\$ 46.50
Love Seat Couch/Futon	\$ 40.00	Refrigerator	\$ 41.25
Hide-a-bed Couch	\$ 42.00	Washer	\$ 25.75
Office/Kitchen Chair	\$ 15.50	Dryer	\$ 25.75
Reclining Chair	\$ 20.75	Microwave	\$ 15.50
Rocking Chair	\$ 15.50	Stove	\$ 25.75
Mattress/Box Spring Twin	\$ 15.50	Hot Water Heater (empty)	<del>\$28</del> \$43
Mattress/Box Spring Queen	\$ 31.00	Door	\$ 25.75
Mattress/Box Spring King	\$ 36.00	Furnace	\$ 25.75
Waterbed Bag	\$ 15.50	Pallets	\$ 10.25
Dining Table	\$ 31.00	Entertainment Center	<del>\$33</del> \$53
Coffee Table	\$ 15.50	BBQ charcoal	\$ 25.75
Picnic Table	\$ 25.75	BBQ Propane	\$ 25.75
Umbrella & Base	\$ 20.75	Lawn Mower	\$ 20.75
Dresser	\$ 31.00	Tire without Rim	\$ 15.50
Crib	\$ 15.50	Tire with Rim	\$ 20.75
Mirror	<del>\$17</del> \$32	Satellite Dish	\$ 25.75
Sink	\$ 15.50	Window	\$ 15.50

Cabinets	\$ 20.75	Toilet	\$ 20.75
Bathtub	\$ 41.25	E-waste Removal	-Charge
Bicycle	\$ 10.50	PC, Monitor or Laptop	\$ 15.50
Treadmill	\$ 25.75	TV Under 25"	\$ 15.50
Hot Tub Cover	\$ 33.53	TV Over 25"	\$ 31.00
Dishwasher	\$ 20.75	TV Console	\$ 41.25
Rug	\$ 15.50	TV Projection	\$ 41.25
Basketball Hoop	\$ 41.25	Copiers (e-waste)	\$ 41.25

## TUALATIN SUPPLEMENTAL SERVICES

TYPE OF SERVICE	RATE
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**Special services not listed:**

Hauler will charge the reasonable cost of collection and disposal.

Charge to be related to a similar schedule fee where possible.

**Appliances:**

Large appliances that contain Freon (accessible @ curb)	\$50.86
Large appliances <i>without</i> Freon (accessible @ curb, Freon removal certificate required)	\$30.86

**Bathtub/Sink/Toilet:**

Fiberglass tub/shower	\$45.19
Toilet	\$22.73
Sinks	\$16.98

**Carpets:**

Rug	\$16.98
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**Tires:**

Tires with rims	Passenger/Light Truck	\$22.73
Tires without rims	Passenger/Light Truck	\$16.98
Tires - Heavy Equipment, Semi, etc. charged per ton at current disposal facility gate rate		

**Large furniture:**

(per item: Full size couch, dining table, dresser, mirror, etc)	\$28.21
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**Small furniture:**

(per item: recliner chair, office chair, crib, coffee table, patio table, cabinets, etc.)	\$16.98
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**Hide-a-bed:**

(per item)	\$46.01
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**Mattresses:**

Twin mattress/box spring (set)	\$16.98
Double/queen mattress/box spring (set)	\$33.96
King mattress/box spring (set)	\$39.44

**Other:**

Bicycle	\$11.50
Waterbed bag	\$16.98
Windows	\$16.98
Treadmill, door, furnace, BBQ, satellite dish, lawnmower	\$28.21
Basketball Hoop	\$45.19
Hot Water Heater (empty)	\$45.00
Hot Tub Cover	\$55.00
Entertainment Center	\$55.00
Christmas Tree less than 6'	\$10.00

**E-waste Removal:**

TV under 25", PC, Monitor, laptop	\$16.98
TV over 25"	\$33.96
TV console, TV Projection, copiers	\$45.19

Customers shall not place hazardous chemicals, paints, corrosive materials, hot ashes or dirt/rocks into the carts or bins.

Damaged carts/bins due to noncompliance with the above restrictions, or unretrieved carts/bins may be replaced by the hauler at the costs listed on the service rate pages.

**Return trip fee:** \$27.39

**Minimum Charge** \$16.98

**Bankruptcy and account closures for failure to pay:**

Payment of service provided and two months advance payment required for residential and commercial service. Payment is due at delivery of service for industrial service.

**Service interrupt fee/late fees:**

A late fee of 18% per annum with a \$5.00 monthly minimum will be charged for non-payment after 45 days from invoice date for all lines of business.

Flat fee of \$25.00 will charged after 60 days of non-payment for all lines of business.

**VII. ANNUAL REPORT FILING SCHEDULE FOR FRANCHISEES:**

On or before March 15, franchisees shall file an annual report with the City for the year ending the previous December 31.



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Sean Brady, City Attorney

**DATE:** 04/25/2016

**SUBJECT:** Consideration of **Ordinance No. 1390-16** Relating to Signs in the Medical Center (MC) Planning District; and Amending Tualatin Development Code 38.230. (PTA 15-0001)

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### ISSUE BEFORE THE COUNCIL:

Consideration of Ordinance No. 1390-16 Relating to Signs in the Medical Center (MC) Planning District; and Amending Tualatin Development Code 38.230. (PTA 15-0001).

### RECOMMENDATION:

Staff recommends Council consider adopting Ordinance No. 1390-16 to implement Plant Text Amendment 15-0001.

### EXECUTIVE SUMMARY:

Legacy Meridian Park Medical Campus (Legacy) submitted an application for Plan Text Amendment (PTA) 15-0001 to modify the sign code requirements for the Medical Center (MC) Planning District. The City provided notice of PTA 15-0001 to the Oregon Department of Land Conservation and Development, as provided by ORS 197.610. The City provided notice of public hearing as required by Tualatin Development Code (TDC) 1.031.

A public hearing was held before the Council on April 11, 2016, to consider PTA 15-0001. The Council considered the testimony and evidence presented by City staff and the comments of those appearing at the public hearing. The Council approved PTA 15-0001, as amended by Council, and directed staff to bring back an ordinance to implement PTA 15-0001.

Ordinance No. 1390-16 implements PTA 15-0001 by amending TDC 38.230 to modify the sign code provisions for the Medical Center (MC) Planning District. The Ordinance would allow two types of signs in the Medical Center (MC) Planning District: (1) Monument Signs; and (2) Wall Signs. The Ordinance would also change allowable height, location, and size of signs.



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**Attachments:** Ordinance No. 1390-16

ORDINANCE NO. 1390-16

AN ORDINANCE RELATING TO SIGNS IN THE MEDICAL CENTER (MC) PLANNING DISTRICT; AND AMENDING TUALATIN DEVELOPMENT CODE 38.230

WHEREAS, Legacy Meridian Park Hospital Plan Text Amendment PTA 15-0001; and

WHEREAS, the City provided notice of PTA 15-0001 to the Oregon Department of Land Conservation and Development, as provided by ORS 197.610; and

WHEREAS, notice of public hearing of PTA 15-0001 was given as required by Tualatin Development Code (TDC) 1.031, and on April 11, 2016, a public hearing was held where Council heard and considered the testimony and evidence presented by City staff and those appearing at the public hearing; and

WHEREAS, on April 11, 2016, Council voted to approved PTA 15-0001;

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

**Section 1.** The language in TDC 38.230 is deleted in its entirety and replaced and amended to read as follows:

**Section 38.230 Signs Permitted in the Medical Center (MC) Planning District.**

(1) The provisions of this Section apply to all permitted and conditional uses in the Medical Center Planning District. To the extent that this Section conflicts with another Section of the TDC, this Section controls. Only those signs permitted in this Section are permitted. All other signs are prohibited. The following signs are permitted in the MC Planning District:

(a) Monument Signs; and

(b) Wall Signs.

(2) Monument Sign standards in the MC Planning District. Monument signs must comply with the following:

(a) Height: No greater than fourteen feet high from the grade to the highest point of the sign, including the sign face, structure and any projection, decoration or trim of the sign face or structure.

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(b) Sign Face Area:

(i) Property Boundary: Property Boundary signs must comply with each of the following:

(A) No greater than four faces per sign and no greater than 95 square feet of total sign face.

(B) Use at least three of the following Sign Exterior Elements:

(1) Frame trim, cap, wing, grill, exposed bracketing or other decorative sign frame element(s);

(2) Variation in sign profile including use of asymmetrical and curvilinear shapes and planes, and irregular height of sign elements;

(3) Use of three or more exterior sign materials that are elements of the site's building architecture, including masonry, concrete, ceramic, glass (figured, block or tile), stucco, metal fabric, metal tubing and wood timber materials;

(4) Use three dimensional lettering and graphic;

(5) Use "halo," baffled, and shrouded indirect illumination sources, or internally-lighted "push thru" lettering and graphic; or

(6) Have no more than 20 percent of sign face feature illuminated with direct lighting (exposed incandescent bulb, neon tube, LED or LCD electronic bulbs) or internally-lighted panels (fluorescent tube or other light source behind a translucent panel).

(C) Use at least three of the following Sign Structure and Site Elements:

(1) Two or more individual pole, pylon or column supports separated by a minimum of 24 inches;

(2) Monument-style base occupying 75 percent or greater of the width of the sign face;

(3) Sign setback minimum of five feet from property lines, measured to the nearest feature of the sign structure;

(4) Minimum 36 inch pylon or column width or diameter;

(5) Landscape plantings, including shrubs and groundcover, or hardscape features, including decorative rock or masonry, located at the base of the sign.

(ii) Vehicle Entrance Sign: No greater than four faces per sign and no greater than 40 square feet of total sign face

(iii) Internal Sign: No greater than four faces per sign and no greater than 40 square feet of total sign face.

(c) Illumination: Indirect or internal.

(d) Location:

(i) Property Boundary Sign: One sign is allowed at each property boundary corner. Signs must be located within 30 feet of any public right-of-way.

(ii) Vehicle Entrance Sign: One sign at each vehicle entrance. Signs must be located within 30 feet of any public right-of-way.

(iii) Internal Sign: Signs located more than 30 feet from public right-of-way may be located anywhere on campus and be of an unlimited number.

(e) Vision Clearance: All signs must comply with the vision clearance provisions in TDC 38.100.

(3) Wall Sign Standards in MC Planning District. Wall signs must comply with the following:

(a) Height:

(i) Main Sign: No greater than 8 feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. All letters or numbers must be four feet high or less. Height above grade shall be no higher than the height of the sign band.

(ii) Tenant Sign: Sign face shall be no greater than two feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. Height above grade shall be no higher than the height of the sign band.

(iii) Canopy Sign: Sign face shall be no greater than two feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. Height above grade shall be no higher than the height of the sign band.

(b) Sign Face: One sign face per sign and:

(i) Main Sign: No greater than 100 square feet.

(ii) Tenant Sign: No greater than 32 square feet.

(iii) Canopy Sign: No greater than 32 square feet.

(c) Illumination: Indirect or internal.

(d) Location: Wall signs are prohibited on any wall of any building that faces public right-of-way and that is within 150 feet of that public right-of-way.

(i) Main Sign: One wall sign may be located on each building.

(ii) Tenant Sign: One tenant sign per wall, but not to exceed three walls on a building.

(iii) Canopy Sign. In addition to the Main Sign and Tenant Signs, one wall sign per entry may be mounted to the canopy of a building in one of three ways:

(A) Attached to the canopy fascia;

(B) Mounted to the top edge of the canopy; or

(C) Mounted to the underside of the canopy.

**Section 2.** The Council adopts as its Findings and Analysis the findings set forth in Exhibit 1, which is attached and incorporated by reference.

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**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.

INTRODUCED AND ADOPTED this \_\_\_\_ day of April, 2016.

CITY OF TUALATIN OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO LEGAL FORM

BY \_\_\_\_\_  
City Attorney

ATTEST:

BY \_\_\_\_\_  
City Recorder



# STAFF REPORT

## CITY OF TUALATIN

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Sean Brady, City Attorney

**DATE:** 04/25/2016

**SUBJECT:** Consideration of **Ordinance No. 1391-16** Relating to Conducting Police Background Checks for Liquor License Applicants; and Amending Tualatin Municipal Code Chapter 9-2.

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### **ISSUE BEFORE THE COUNCIL:**

Consideration of Ordinance No. 1391-16 Relating to Conducting Police Background Checks for Liquor License Applicants; and Amending Tualatin Municipal Code Chapter 9-2.

### **RECOMMENDATION:**

Staff recommends Council adopt Ordinance No. 1391-16.

### **EXECUTIVE SUMMARY:**

Approving Ordinance No. 1391-16 provides Tualatin Municipal Code (TMC) authority for the Police Department to conduct criminal background checks of liquor license applicants and ensures compliance with state law and Criminal Justice Information System (CJIS) requirements,

When a person applies for a liquor license with the City, TMC Chapter 9-2 requires the City Manager to make a recommendation to Council or the Oregon Liquor Control Commission on whether to grant or deny the license application. Prior to this recommendation, TMC 9-2 requires the City Manager to investigate the background of each liquor license applicant. This background check is currently conducted by the Police Department, as provided by Police Department policy. However, in order to ensure compliance with state law and CJIS requirements, TMC authorization is needed for the Police Department to conduct criminal background checks. This Ordinance provides explicit authorization in the TMC for the Police Department to conduct background checks of liquor license applicants. The Ordinance also complies with ORS 181A.010 et seq. and OAR 257-010-0025, which authorizes the Police Department to access criminal offender information to enforce a city ordinance.

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**Attachments:** [Ordinance No. 1391-16 - OLCC Background Checks](#)

ORDINANCE NO. 1391-16

AN ORDINANCE RELATING TO CONDUCTING POLICE BACKGROUND CHECKS FOR LIQUOR LICENSE APPLICANTS; AND AMENDING TUALATIN MUNICIPAL CODE CHAPTER 9-2.

WHEREAS, the Tualatin Police Department is a Criminal Justice Agency, under ORS 181A.010 et seq.; and

WHEREAS, ORS 181A.230 provides access to criminal offender information by Criminal Justice Agencies and by other state and local agencies; and

WHEREAS, OAR 257-010-0025 permits a Criminal Justice Agency access to Oregon State Police criminal offender information required to implement a local ordinance; and

WHEREAS, Council finds it is in the public interest to access Oregon State Police criminal offender information for liquor license applicants;

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

**Section 1.** Tualatin Municipal Code (TMC) 9-2-045 is added to TMC Chapter 9-2 as follows:

**TMC 9-2-045 Police to Conduct Background Checks of Liquor License Applicants.** The Police Department will conduct a criminal history check of all applicants for a liquor license in order to assist the City Manager in making a recommendation to the Council or the Commission, as provided in TMC 9-2-040.

**Section 2. Emergency.** An emergency exists necessitating the immediate effectiveness of this ordinance upon passage in order to comply with applicable laws. This ordinance being necessary for the immediate protection of the public peace, health, safety, and welfare and takes effect immediately upon adoption.

**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.

INTRODUCED AND ADOPTED this \_\_\_\_ day of April, 2016.

CITY OF TUALATIN OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO LEGAL 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:** Tanya Williams, Assistant to the City Manager

**DATE:** 04/25/2016

**SUBJECT:** Proposed Public Involvement Plan for Civic Center Outreach

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### **ISSUE BEFORE THE COUNCIL:**

Consideration of the proposed Public Involvement Plan for the Tualatin Civic Center Outreach.

### **RECOMMENDATION:**

Staff respectfully recommends that the Council approves the proposed Public Involvement Plan.

### **EXECUTIVE SUMMARY:**

Over the last two years, the City has been engaged in a project to explore community support and the need for expanding the Library and consolidating City services into a new Civic Center. This project was launched in 2013 with the demolition of the previous Council Building and public outreach that resulted in a proposal to study our current facilities. The City Facilities Study provided an in depth analysis of our current conditions and future space needs that identified the need for more space to meet the demands of our community. Last year, the City conducted further public outreach to identify future potential sites for the future City Hall. After completing due diligence on the original sites, including completion of refined cost estimates and traffic studies, the City, along with the consultant team, presented three narrowed proposals for expanding the Library and building a new City Hall.

At the Council work session on April 12, 2016, the Council directed staff to put together a public involvement plan that would gather input from the community and gauge interest and support for a November ballot measure for a new Civic Center, at two proposed sites, and expanded Library. The attached public involvement plan proposes to utilize Tualatin's Principles of Citizen Involvement to reach out to the community through a number of platforms, including a scientifically valid survey, focus groups, an informational video produced by TVCTV, online surveys, online engagement through our website and social media outlets, and public meetings either virtually or through live streaming. The ultimate goal of this outreach effort is to involve our community in a process that tells the story of our current conditions, future needs, and clearly explains the various alternatives, costs, benefits and opportunities.

This plan highlights specific strategies to engage our community, particularly those who may not

have participated in this type of outreach in the past by:

- Targeting those who aren't usually involved through increased online opportunities to participate through social media, videos, and a virtual open house
- Connect with our diverse residents by providing key materials as well as events in Spanish and hold events in locations that are familiar and comfortable to these groups of people
- Empower our youth through actively engaging our Youth Advisory Committee and Teen Library Council
- Build community connections by reaching out to new organizations in our community to build relationships and continue fostering sustained interaction between government and residents
- Providing family friendly events
- Targeting renters as well as owners

The outreach efforts will be assessed both quantitatively and qualitatively. We will track the number of people reached, general attendance at events, number of page view, number of interactions and engagements online, number of organizations reached and number of translated materials. We will also monitor the success of our engagement through periodic review and opportunities for members of the community to provide feedback on improved approaches to gather information.

The summary of the findings from this engagement effort will be presented in a final report to the Council.

#### **FINANCIAL IMPLICATIONS:**

Funds for this public involvement plan are available out of general fund reserves.

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**Attachments:**    [Draft Public Involvement Plan](#)

# **DRAFT Public Involvement Plan**

## **Tualatin Civic Center**

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### **1. Introduction and Project Background**

Proactive and effective citizen involvement is crucial to the successful planning of any major community initiative. Tualatin residents have consistently expressed an expectation that the City prioritize public engagement to maintain transparency and encourage participation. The City of Tualatin provides many avenues for meaningful citizen involvement, access to information, and opportunities for collaboration, with transparent and inclusive public engagement practices.

The City has been studying various alternatives for a future Civic Center and expanded Library over the past two years. In the fall of 2013, the City conducted public outreach regarding transportation improvements related to the Nyberg Rivers development which required the demolition of the former Council Building located on Martinazzi Ave. During the public outreach the community expressed an interest in completing a City Facilities Study to learn more about Tualatin's facilities and future needs for City offices and community meeting spaces. Concurrently, during the update of the City's Tualatin Tomorrow Vision Plan in summer of 2013, citizens expressed high interest in consolidating city services into one central facility, expanding library offerings and providing more community meeting spaces.

In 2014, the City conducted a Facilities Study to assess Tualatin's existing facilities, analyze future space needs and identify alternatives for a future city hall and library expansion. A comprehensive public outreach process was launched and the community identified eight sites to consider for a future city hall and two options for library expansion. In 2015, the City Council reviewed the study and directed City staff to complete a due diligence process on a narrowed set of alternatives. This process refined cost estimates and analyzed traffic impacts for the alternatives. In April 2016, staff and consultants presented three alternatives for a future Civic Center and expanded Library/Community space, refined cost estimates for each alternative and information regarding a potential bond measure. The Tualatin Council directed staff to proceed with the development of a public involvement plan to gauge community interest and support for a November ballot measure for a Civic Center and expanded Library.

The purpose of this Public Involvement Plan (PIP) is to outline the intent and expectations of public involvement efforts in the Civic Center Outreach project. The PIP sets forth principles that guide how we will involve the community in the project, how we will structure the public involvement program in a way that fits the needs of the public and the goals of the Tualatin City Council.

## 2. Community Overview

As a citywide project, the public involvement plan must consider the demographic profile of the entire community. Tualatin’s unique demographic characteristics should be reflected in the project’s public involvement program.

### Tualatin Community Demographic Summary

Tualatin is currently home to 26,604 residents and 10,000 households of various sizes and compositions. Summarized demographic information for the City is shown below<sup>1</sup>:

Age		Education <sup>2</sup>		Ethnicity	
Under 15	20%	Less than High School	8.5%	Asian	2.2%
Age 15-24	13%	High School Diploma	17.6%	Black	1.4%
Age 25-44	30%	Some College	32.1%	Hispanic	18.5%
Age 45-64	28%	Bachelor's Degree	29.4%	Other	4.6%
Age 65+	9%	Graduate Degree	12.4%	White	73.3%

Household Size <sup>3</sup>		Housing Tenure		Language at Home	
One person	25%	Own	56.2%	English Only	81.7%
Two people	33%	Rent	43.8%	Other than English	18.3%
Three people	17%				
Four or more people	25%				

**Median Income**  
\$65,903 (Household)

**Individuals Below the Poverty Level**  
11.9%

### Challenges

The demographic differentiators highlight a number of key challenges that need to be addressed in the public involvement plan:

**Multilingual content:** Linguistic barriers will present a significant challenge for some community members to participate in the project. How can we deliver content that addresses language barriers?

<sup>1</sup> 2010-2014 American Community Survey 5-Year Estimates. [www.census.gov](http://www.census.gov)

<sup>2</sup> Population 25 years and over

<sup>3</sup> 2010 Census Data



**Diverse customs and practices:** Community events should reflect the diverse customs and practices of various groups in the community. How can we design events and activities to address and integrate different cultural practices and preferences?

**Family-friendly events:** Events and activities should be structured such that families with children can easily participate. How can we lower barriers in terms of scheduling, venue, and availability of child care, among other items?

**Youth outreach:** Community events and activities should be designed to engage the entire family, not just adults. How can we design events and activities to involve youth and solicit their input?

**Renters and Owners:** Public outreach should be structured so that renters are welcomed and involved in engagement efforts. How can we design events, activities, and notification to encourage participation by renters and owners alike?

**Neighborhoods:** Tualatin has six residential Citizen Involvement Organizations (CIOs) and one commercial CIO. These groups meet at varying times throughout the year, and have hosted joint meetings on important citywide topics in the past. How can the outreach opportunities be designed to reach as many of Tualatin's neighborhoods as possible?

### 3. Public Involvement Program Overview

The project's PIP is informed by objectives which guide our approach as well as the Council-adopted public involvement principles discussed below.

#### Tualatin Principles of Citizen Involvement

The City of Tualatin adopted its Principles of Citizen Involvement in June 2011 to guide the citizen involvement process in projects and programs in Tualatin. These principles include:

- **Capacity Building:** The City's role in promoting capacity building is to provide information, resources and facilitate collaboration among various community members and organizations.
- **Process Integrity:** Process integrity is the ability to conduct reliable government activity in a transparent environment. Tualatin should have a clear and understandable democratic process for decision-making, which is inclusive and easy for the entire community to become engaged.
- **Fiscally Responsible:** The means used to achieve citizen involvement and the process for which to engage the community should consider the City's fiscal condition and exercise fiscal prudence.
- **Accessible:** All public decision making processes will be accessible, open, honest and transparent. It should provide a multifaceted approach for two-way engagement between the City and the community.
- **Effective Feedback:** Feedback should be timely and constructive to improve the decision making process.
- **Effective Communication:** Effective communication is essential for building public support for community projects and activities, and for developing a sense of community.

This plan has been developed with these principles in mind and is designed to meet the objectives listed below.

#### Program Objectives

Creating an outreach strategy designed to involve citizens in an engaging process that tells the story of current needs and conditions, and explains various alternatives, costs, benefits and opportunities is integral to the success of the project. The public involvement strategy is designed to achieve the following objectives:

- **Engage those who aren't usually involved.** Involving citizens who do not have time to attend City events is a considerable challenge. Nearly 30% of Tualatin's population is 25-44 years old. Parents with very young and school-aged children are often too busy to attend "yet another" event. This is also true of young adults and citizens who are heavily involved in "other" community activities, such as parent-teacher, business or sports organizations.



Therefore, instead of expecting citizens to come to us at City meetings, we will go to them. We will also engage citizens electronically through online platforms.

- **Connect with diverse communities across Tualatin.** Approximately 19% of Tualatin's residents identify as Hispanic/Latino. Therefore, it is important to make a special effort to hear from this population. The city should build relationships with key leaders and organizations in order to build relationships, to learn how to best engage this community, and convey interest in involving immigrant residents in planning for the future. When feasible, materials should be translated.
- **Empower youth.** The purpose of the City's Youth Advisory Committee is to serve and improve the Tualatin community through positive activities, strengthening relationships, appreciating diversity, and forming more supportive relationships between youth and adults. If we want to keep the youth in the community when they become adults, they should have a voice in developing what the City provides in the future. The YAC, TLC and other teen groups should be used as a resource to float ideas for reaching out to youth.
- **Build community connections by utilizing existing networks and information channels.** To maximize limited resources, it is critical to reach out to citizens through City-appointed boards and commissions and community organizations that have a history of partnering with the City. Informing these groups about the process and engaging them to help disseminate information and get their constituents involved will help to share the story and gather broad-based community input. This is also a great opportunity to reach out to organizations with whom the City has not yet engaged to build new partnerships, including the Latino community, older adults (55+), faith groups and others. It can also provide a foundation for ongoing coalitions to sustain progress toward achieving community goals.
- **Foster sustained interaction between Tualatin residents and their government.** Engaging Tualatin's citizens on major community decisions continues to build upon the commitment to be accountable to the public and their desires for the future of the community. After the completion of the project, a summary of the results will be disseminated. Sharing that status with citizens and asking for feedback will foster sustained interaction between citizens and their government.
- **Engage those who normally wouldn't attend an event specific to the Civic Center outreach by participating in existing, popular Tualatin sponsored events.** Not everyone will be enticed to participate when an event is only about the Civic Center, therefore it will be important to attend popular Tualatin events to engage a variety of people with a variety of interests. For example, intercept surveys could be conducted at events at the Library or the Commons.
- **Use visual tools to help people understand and compare alternative scenarios.** Renderings and other graphics will help stimulate understanding and discussion around



each of the alternatives under consideration, as well as the potential benefits of an expanded library structure. The goal is to help citizens interact with the key questions at hand, and suggest strategies for accomplishing project goals.



## 4. Implementation

Public engagement will involve scheduled events, such as open houses, meetings and ongoing activities such as online resources, surveys, etc. as described below.

	Date	Quantity
<b>Committee Engagement</b>		
City Advisory Committees	May	4
Other City Committees/Groups	May-June	6
City Council Meetings	TBD	2
<b>Public Involvement Materials</b>		
Key Messaging/Branding	April-May	1
Fact Sheet	May	1
Newsletter Insert/E-News Articles	May-June	3
FAQ	May	1
Website Content	May-June	Ongoing
Social Media Strategy	Ongoing	Ongoing
Media/Press Releases	May-June	2
Translate Outreach Materials	Ongoing	Ongoing
Video	April-May	1
Statistically Valid Survey	April-June	1
PI Summary Report	June	1
Online Survey	April-June	1
<b>Public Meetings</b>		
Open Houses/Community Summits	May-June	1
Neighborhood/CIO Meetings	May-June	3
<b>Events/Activities</b>		
Stakeholder Interviews/Focus Groups	May-June	12
Event Booths	May - June	2
Online Engagement/Virtual Town Hall	May-June	2

This section describes how these events will be designed to address the challenges identified in engaging the Tualatin community.

Challenge	Strategies
Multilingual Content	<p><i>Web Site:</i> The Web site will prominently include an option to enable automated translation into various languages. Where possible, use of this feature will be measured to determine how often materials are translated, what pages are most popular, and what languages are being used.</p> <p><i>Physical Materials:</i> Key flyers, posters, and other handouts will be</p>

	<p>made available in English and Spanish. Wherever possible, all handouts or materials will also be posted to the Web site in HTML format, enabling the use of automated translation.</p> <p><i>Effective Content:</i> In all Web and printed materials, use active-voice language that minimizes jargon and colloquialisms to enable effective translation. Use graphics that reinforce the text to help draw attention and convey the intended message.</p> <p><i>Public Events:</i> Wherever possible, Spanish speakers will be available at public events. There will also be an event hosted to target the Hispanic/Latino population where discussions will be primarily facilitated in Spanish.</p>
Diverse customs and practices	<p><i>Public Events:</i> During planning of public events, staff will work with representatives of community organizations and other bodies as appropriate to ensure that the design of the event is appropriate.</p> <p><i>Venues:</i> Where possible and appropriate, venues where people traditionally gather such as parks, library, Juanita Pohl Center and other social venues will be utilized. Each event will include a question on the public evaluation asking how the event could have been made easier to attend or participate in.</p>
Family-friendly events	<p><i>Public Events:</i> Wherever possible, public events will be scheduled to avoid conflicts with existing events and major school functions. Some public events may be held multiple times to allow for schedule conflicts. Public events will include project-related activities for school-aged children. Where possible, events will be held in venues that are convenient to families.</p> <p><i>Access to event materials:</i> All materials, handouts, and presentations will be posted to the Web site for review by those who could not attend. Wherever possible, follow-on questions posted to the Web site will attempt to continue the discussion at the meeting, while allowing those who could not attend to participate.</p>
Youth outreach	<p><i>Social Media and Technology:</i> Emphasize frequent use of social media and other technology-facilitated communication in a manner that facilitates youth awareness and participation.</p> <p><i>Public Events:</i> All events will include project-related activities for school-aged children. Older children will be encouraged to participate in discussions and activities.</p>

	<p><i>Youth Advisory Council/TLC:</i> Staff will involve representatives from the Youth Advisory Council and Teen Library Committee to design youth-specific activities and events.</p>
Renters and owners	<p><i>Notification:</i> When sending formal public notices, staff will investigate ways to broaden traditional owner-directed mailing lists to also include resident-directed mailings.</p> <p><i>Web Site and Social Media:</i> All public notices will be accompanied by notices posted to the project and City Web sites, social media, and other City outlets.</p> <p><i>Data Collection:</i> When requesting demographic information or targeted input from owners, also gather the length of their residency in the City to allow for further analysis of different opinions based on the time spent here, and to enable further follow-up to understand what drives their choice to live here.</p> <p><i>Multi-family Targeted Outreach:</i> Work directly with the City’s apartment complexes to distribute information, flyers and surveys. If possible, host a focus group at one of the complexes’ community meeting spaces.</p>
Neighborhoods	<p><i>Notification:</i> Work with CIO leaders to distribute information and engage their neighborhoods. Utilize their social media outlets (Facebook, Nextdoor, etc.) and email distribution lists to notify neighborhoods about upcoming meetings and events.</p> <p><i>Meeting Venues:</i> Work with CIO leadership to schedule meetings at venues closest to their neighborhoods to make it convenient for families to attend.</p>

### Summary of Findings

All data collected during the public involvement process will be compiled and summarized in a report. This report will be accessible through the City’s website, and presentation of the findings will be made at a public City Council meeting.

## 5. Assessment

Ongoing assessment of the engagement strategies will help staff and consultant team to continually improve engagement efforts to yield maximum participation. Each activity in the PIP will be designed with evaluation in mind, and conducting a periodic review will allow for adjustment of tools and strategies.

The following indicators will be tracked over the course of the public engagement:

General Participation	<ul style="list-style-type: none"> <li>• Number of people participating</li> <li>• Frequency of people participating (# of touches)</li> <li>• Share of repeat participants</li> </ul>
Communications Channels	<ul style="list-style-type: none"> <li>• Numbers and types of venues for presentations</li> <li>• Attendance at public events</li> <li>• Number of page views</li> <li>• Number of social media likes/comments/retweets/mentions</li> </ul>
Input Characteristics	<ul style="list-style-type: none"> <li>• Types of activities either online or at public events</li> <li>• Number and means of comments (written, online, email, meetings, etc.)</li> </ul>
Broad Engagement	<ul style="list-style-type: none"> <li>• Number of organizations engaged</li> <li>• Number of non-English speakers participating in public events</li> <li>• Frequency of translation or use of translated materials</li> <li>• Demographic information about participants (where possible)</li> </ul>
Improvement Opportunities	<ul style="list-style-type: none"> <li>• Suggestions for improvement gathered from participant evaluations</li> <li>• Number and frequency of requests for assistance in locating project resources</li> </ul>

For each event and activity will involve some sort of participant assessment designed to provide feedback on the overall quality and effectiveness of the event or activity. If contact information is provided, City staff will follow up directly with participants who provide specific suggestions.