



## TUALATIN CITY COUNCIL MEETING

MONDAY, SEPTEMBER 27, 2021

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

Mayor Frank Bubenik  
Council President Nancy Grimes  
Councilor Valerie Pratt                      Councilor Bridget Brooks  
Councilor Maria Reyes                      Councilor Cyndy Hillier  
Councilor Christen Sacco

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To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, September 27. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by calling in using the number below or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

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### Work Session

- 1. 5:00 p.m. (45 min) - Introduction to the Major Streets Transportation Improvement Program (MSTIP).** Representatives from Washington County will give a presentation to the Council on the program.
  - 2. 5:45 p.m. (45 min) – Allocation of Funds to Outside Agencies.** Attached are the funding requests from outside agencies for the current fiscal year; \$40,000 is included in the current budget for allocation. Staff is requesting direction from the Council on the allocation of budgeted funds.
  - 3. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the September 27 City Council meeting and brief the Council on issues of mutual interest.
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## **7:00 P.M. CITY COUNCIL MEETING**

### **Call to Order**

### **Pledge of Allegiance**

### **Moment of silence for those who have lost their lives to COVID-19**

### **Announcements**

- [1.](#) Domestic Violence Awareness Month Proclamation

### **Public Comment**

*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.*

### **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.*

- [1.](#) Consideration of Approval of the Work Session and Regular Meeting Minutes of September 13, 2021
- [2.](#) Consideration of **Resolution No. 5568-21** Authorizing the City Manager to Enter into Contract for the Replacement of the Juanita Pohl Center roof through an Interstate Cooperative Purchase

### **Public Hearings - Legislative or Other**

- [1.](#) Consideration of **Resolution No. 5569-21** Adopting Findings In Support Of An Exemption From Competitive Bidding And Authorizing The City Manager To Conduct A Design-Build Contract For The Operations Center Solar Project

### **Public Hearings - Quasi-Judicial**

- [1.](#) Consideration of **Ordinance No. 1460-21** Annexing Approximately 4.07 Acres of Property Located 21100 SW 120th Avenue (Tax ID 2S127C000401); Annexing the Territory into the Boundary of Clean Water Services, and Withdrawing the Territory from the Washington County Enhanced Sheriff Patrol District and Urban Roads Maintenance District (File No. ANN 21-0001)

### **General Business**

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

1. Consideration of **Ordinance No. 1461-21** Relating to Landlord Tenant; Extending the 60-Day Protection Period in SB 278 (2021) to 90 Days; Creating New Provisions in Tualatin Municipal Code Chapter 9-12; and Declaring an Emergency
2. Consideration of Recommendations from the Council Committee on Advisory Appointments

### **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.*

### **Council Communications**

### **Adjournment**

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Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at [www.tualatinoregon.gov/council](http://www.tualatinoregon.gov/council).

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit [www.tvctv.org/tualatin](http://www.tvctv.org/tualatin).

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



# MSTIP 23-28 Funding Allocation Work Plan

TUALATIN CITY COUNCIL BRIEFING

| Sept. 27, 2021

Land Use & Transportation

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



# Agenda for today

Share Major Streets Transportation Improvement Program (MSTIP) background

Share MSTIP 23-28 Funding Allocation Work Plan

Seek input on outcomes, eligibility and engagement

# → MSTIP allocates dedicated funding

The MSTIP allocation process is an important step in building our transportation system.





# MSTIP overview

## Major Streets Transportation Improvement Program

- Countywide property taxes improving major roads
- Pay-as-you-go approach
- More than 150 projects funded since 1986
- More than \$900 million
- Five-year funding cycles
- Project list recommended by Washington County Coordinating Committee (WCCC); approved by Board of Commissioners

## → MSTIP history

Voter-approved serial levies: 1986, 1989 and 1995 (MSTIP 1-3)

In 1997, the levy rate was reduced; became part of County's property tax rate

Since 1997, County Commissioners have approved four MSTIP project and program funding cycles (MSTIP 3b through 3e)

The upcoming MSTIP cycle will identify funding allocations for projects and programs for approximately 2023-2028





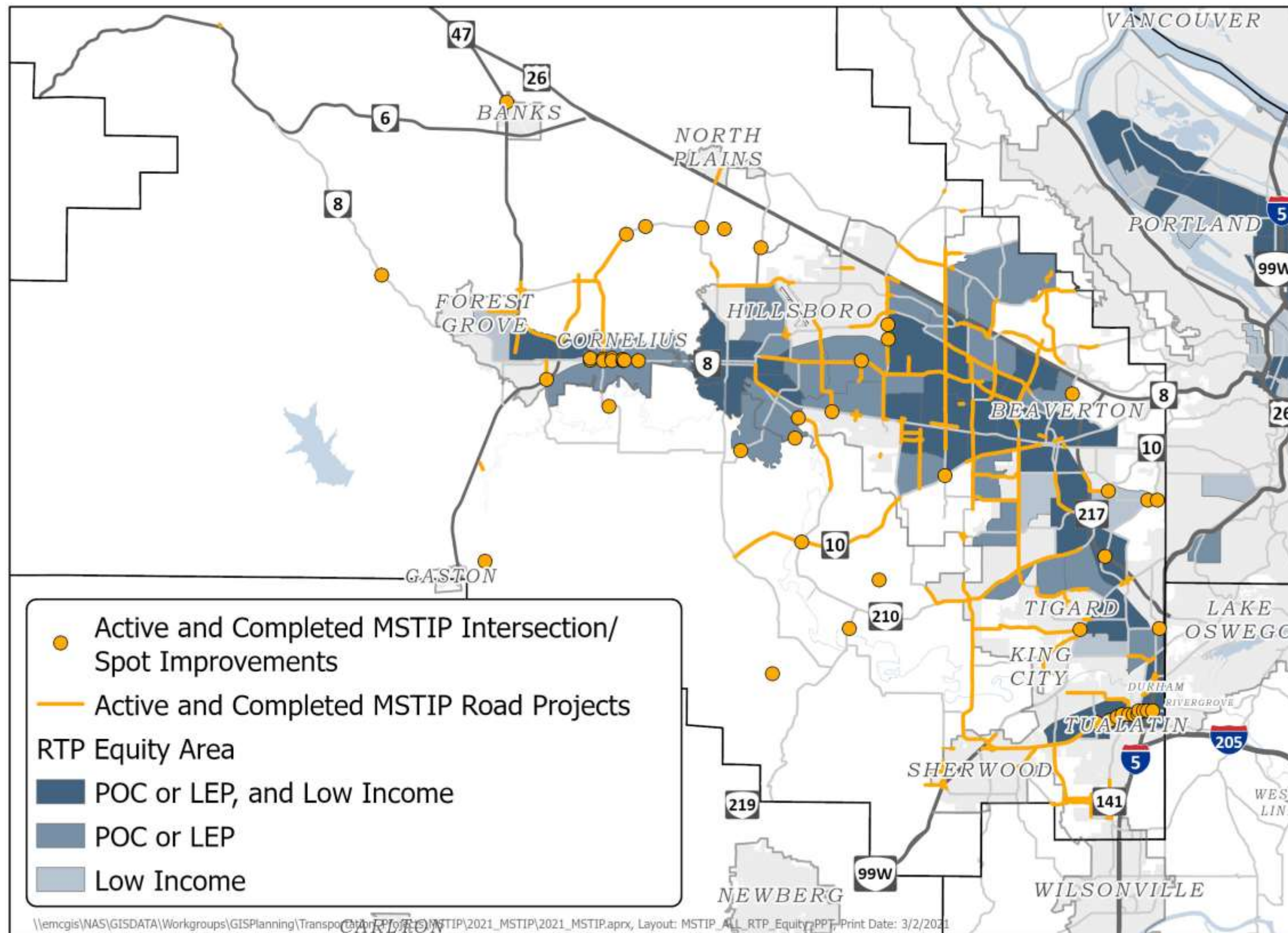
# MSTIP 3e allocation, 2018 - 2023

Total Funding Allocation: \$175 million (\$35m/year):

- \$160 million for 23 multi-modal road projects
- \$7.5 million Opportunity Fund set-aside
- \$7 million rural bridge replacement set-aside
- \$500,000 Intelligent Transportation Systems (ITS) improvement set-aside

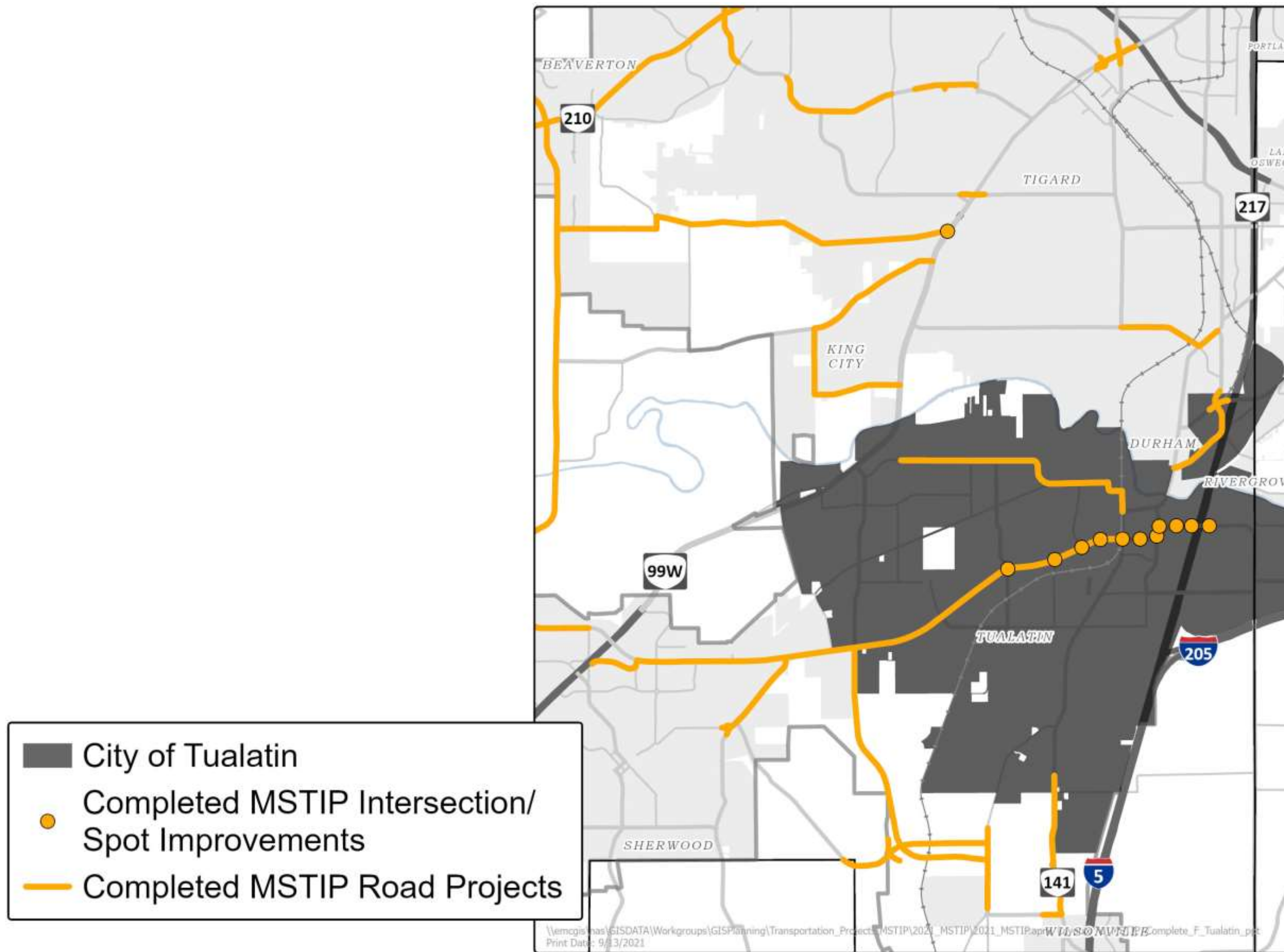


# Active and completed MSTIP projects





# Tualatin-area MSTIP projects





# MSTIP 23-28 Funding Allocation Work Plan

We are here



## Milestone 1 Summer/Fall 2021

- Confirm Work Plan
- Develop equity framework and public engagement plan

## Milestone 2 Winter 2021

- Community input on values
- Identify eligibility criteria and evaluation metrics
- Initiate project solicitation

## Milestone 3 Spring/Summer 2022

- Evaluate projects
- Identify programmatic elements
- Release prioritized list and programmatic elements for public comment

## Milestone 4 Fall 2022

- Board adoption
  - Project list
  - Programmatic elements
  - Administrative procedures

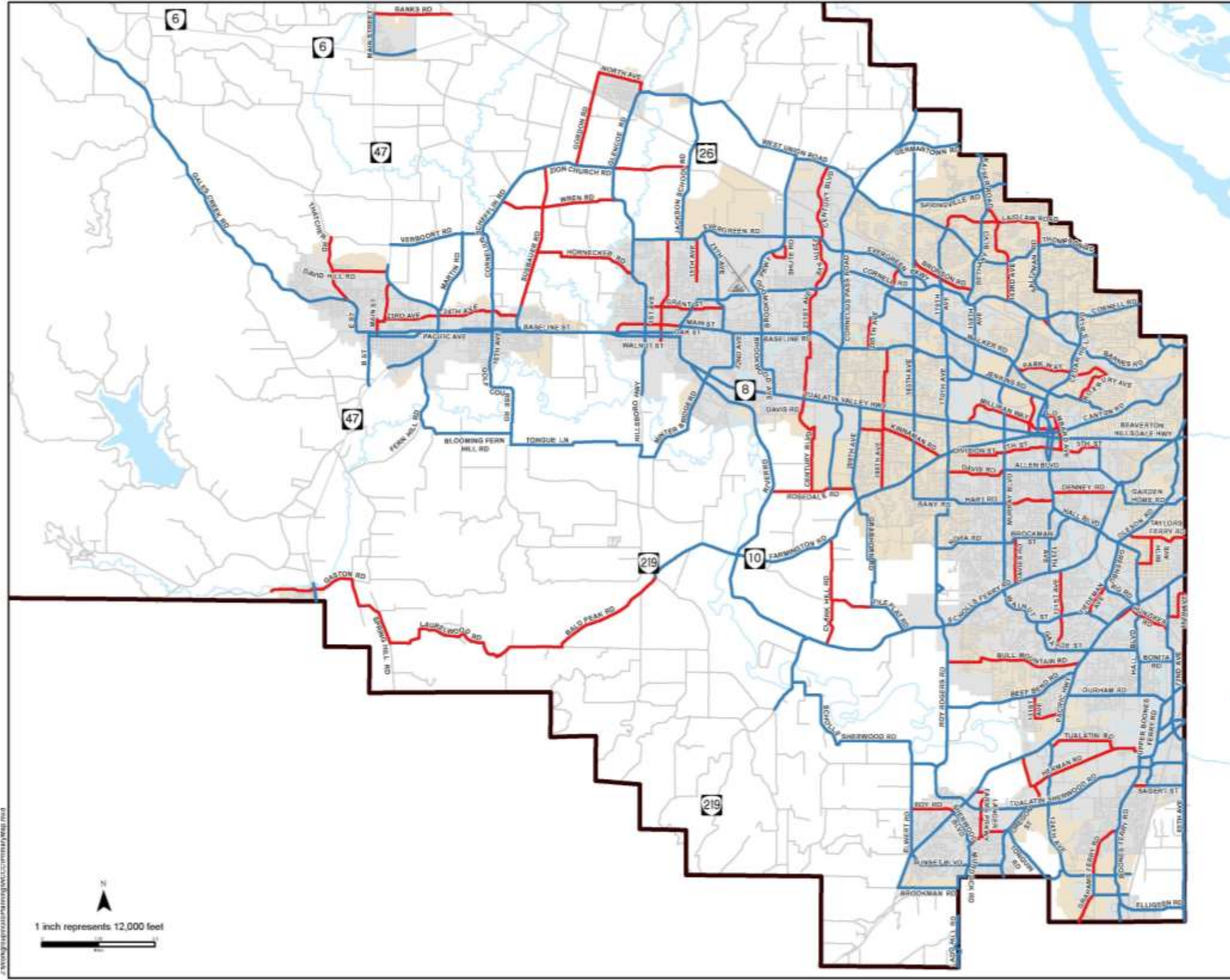
# → Past eligibility criteria

## Past MSTIP cycle project eligibility criteria:

- Meets multi-modal needs
- On roadways of countywide significance
- Ranks as high local priority
- Geographically and financially balanced



# System of Countywide Interest



Washington County System of Countywide Interest

**Primary Map**

- Eligible Arterials / Principal Arterials
- Eligible Collectors
- Other Roads
- City
- Urban Unincorporated Area
- County

January 2016

**This map illustrates the roadways that are eligible for the MSTIP program. Project selection is based on project evaluation criteria separate from this map.**

This product is for informational purposes and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. Care was taken in the mapping but there are no warranties for this product. However, notification of any errors will be appreciated.

Department of Land Use & Transportation  
Planning and Development Services Division



# Proposed MSTIP outcomes

- **Equity:** Provide a robust community engagement process that focuses on equity and inclusion, responds to needs of historically excluded communities and informs the final project selection.
- **Safety:** Provide a safe transportation system for all users.
- **Economic Vitality:** Provide a reliable transportation system that enhances the economic health of Washington County.
- **Livability:** Preserve and enhance Washington County's quality of life for all residents, workers and visitors.
- **Natural Environment:** Create and maintain a transportation system that first avoids, then minimizes, then mitigates impacts to the natural environment.



# Community engagement approach

- Engagement consultant as a staff extension
- Two community outreach phases:
  - Tell us what is important to you in the transportation system (fall 21)
  - Tell us which projects you like best (spring 22)
- Targeted engagement with historically excluded communities
- Working with established committees and organizations; city council updates as requested
- Working with our city partners and their dedicated equity staff and committees



# → Questions or comments?

- What are your priorities for future MSTIP funding allocations?
- What are your thoughts on our proposed approach and outcomes?
- Do you have feedback on our community engagement?
- Do you have questions about the process?
- Is there anyone else you recommend we check in with?



# Staff contact information

Stephen Roberts, Director of Land Use & Transportation

[stephen\\_roberts@co.washington.or.us](mailto:stephen_roberts@co.washington.or.us)

Chris Deffebach, Sr. Policy Analyst

[christina\\_deffebach@co.washington.or.us](mailto:christina_deffebach@co.washington.or.us)

Erin Wardell, Principal Transportation Planner

[erin\\_wardell@co.washington.or.us](mailto:erin_wardell@co.washington.or.us)



Land Use & Transportation  
[www.co.washington.or.us](http://www.co.washington.or.us)



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** September 27, 2021

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**SUBJECT:**  
Allocation of Funds to Outside Agencies for FY 2021-22

**RECOMMENDATION:**  
It is recommended Council provide direction on the allocation of funds.

**EXECUTIVE SUMMARY:**  
The City of Tualatin opened the grant process on July 11, 2021. A letter of invitation was emailed to all organizations that received funding in FY20/21 or that expressed an interest in participating this year; in addition, information on submitting applications was available on the City's website. The deadline for receiving applications was Friday, August 20, 2021. The FY 21/22 budget set aside \$40,000 for outside agency grants.

Staff will return with a formal resolution at the October 11, 2021 Council meeting implementing the Council's direction on the allocation of funds.

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### **ATTACHMENTS:**

- Past Years Request/Disbursements
- Applications

**OUTSIDE AGENCIES REQUESTS & DISBURSEMENTS 2017/18 TO 2020/21**

|   | 2018/19         |          | 2019/20         |          | 2020/21         |          | 2021/22         |          |
|---|-----------------|----------|-----------------|----------|-----------------|----------|-----------------|----------|
| <b>City Donation Amount</b>                 | <b>\$30,000</b> |          | <b>\$40,000</b> |          | <b>\$40,000</b> |          | <b>\$40,000</b> |          |
| <b>Total Requested (from agencies)</b>      | <b>\$48,000</b> |          | <b>\$74,450</b> |          | <b>\$84,173</b> |          | <b>\$75,365</b> |          |
|   | REQUEST         | RECEIVED | REQUEST         | RECEIVED | REQUEST         | RECEIVED | REQUEST         | RECEIVED |
| Borland Free Clinic                         |                 |          |                 |          | \$2,000         | \$1,000  | \$2,579         |          |
| Columbia Land Trust                         |                 |          | \$13,950        | \$ 1,000 | \$6,423         | \$1,500  | \$7,286         |          |
| Community Action Organization               | \$6,500         | \$5,000  | \$7,500         | \$ 5,000 | \$9,000         | \$2,500  | \$10,000        |          |
| Domestic Violence Resource Center           |                 |          | \$5,000         | \$ 2,000 | \$5,000         | \$2,000  | \$5,000         |          |
| Family Justice Center of Washington County  | \$ 7,500        | \$ 3,500 | \$ 8,500        | \$ 4,500 | \$ 6,000        | \$4,500  | \$ 5,500        |          |
| Family Promise of Tualatin Valley           | \$ 5,000        | \$ 2,000 | \$ 5,000        | \$ 3,000 | \$ 5,000        | \$3,500  | \$ 7,500        |          |
| Good Neighbor Center                        | \$ 5,000        | \$ 4,500 | \$ 7,500        | \$ 4,500 | \$ 5,000        | \$4,500  | \$ 7,500        |          |
| Love INC- Tigard, Tualatin, and Sherwood    |                 |          |                 |          | \$ 5,000        | \$0      | \$ 5,000        |          |
| Meals on Wheels People                      | \$ 1,000        | \$ -     | \$ 1,000        | \$ 1,000 | \$ 1,000        | \$1,000  | \$ 1,000        |          |
| Neighbors Nourishing Communities            | \$ 2,500        | \$ 2,500 | \$ 2,500        | \$ 2,500 | \$ 2,500        | \$2,500  | \$ 5,000        |          |
| Oregon Community Warehouse                  | \$5,000         | \$2,500  | \$5,000         | \$ 3,000 | \$ 5,000        | \$3,000  | \$ 5,000        |          |
| Rebuilding Together Washington County, Inc. | \$ 1,500        | \$ -     | \$ 2,000        | \$ 2,000 | \$ 1,750        | \$0      |                 |          |
| Sexual Assault Resource Center              | \$ 5,000        | \$ 1,000 | \$ 3,500        | \$ 2,000 | \$ 3,500        | \$2,000  | \$ 6,500        |          |
| The Foundation for Tigard Tualatin Schools  |                 |          |                 |          | \$10,000        | \$2,000  |                 |          |
| Tualatin Compassion Clinic                  |                 |          | \$ 4,000        | \$ 2,500 |                 |          |                 |          |
| Tualatin High School MEChA                  | \$ 2,000        | \$ 2,000 |                 |          | \$ 5,000        | \$2,000  |                 |          |
| Tigard-Tualatin Family Resource Center      | \$ 4,000        | \$ 4,000 | \$ 4,000        | \$ 4,000 | \$ 4,000        | \$4,000  | \$ 4,500        |          |
| Tualatin School House Food Pantry           | \$ 3,000        | \$ 3,000 | \$ 5,000        | \$ 3,000 | \$ 3,000        | \$3,000  | \$ 3,000        |          |
| With Love                                   |                 |          |                 |          | \$ 5,000        | \$1,000  |                 |          |

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #87

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/18/2021 - 8:48am  
24.21.245.131

#### Agency Contact Information

**Agency Name**

Borland Free Clinic

**Address**

3550 SW Borland Road

**City**

Tualatin

**State**

Oregon

**Zip Code**

97062

**Contact Name**

Sandy Kosik

**Contact Telephone Number**

503-319-5810

**Contact Email Address**

sandykosik@borlandclinic.org

## Agency Request Information

### Request

\$2,578.74

### What is the Request for?

Borland Free Clinic employs four, part-time Administrative employees, but relies on volunteers for all other positions--our Physicians, Nurses, Medical Assistants, Scribes, Translators, Front Desk Receptionists, Inventory, and even Janitorial. They are providing these vital services in their free-time hours, in addition to their regular employment. In 2020, our volunteers gave over 4,000 hours (valued at approximately \$100,000), and through July of this year, they are already nearing that 4,000 hours (valued around \$80,000)--and well on their way to a much higher total by year's end. We believe that we need to provide a welcoming and positive environment to encourage their continued service.

Last year, The City of Tualatin was very generous in granting us \$1,000, earmarked specifically for our volunteer appreciation budget. We used those monies to create a volunteer break area as well as for items such as snacks, gifts, cards, etc. We consider appreciation items to be both tangible items as well as enrichment opportunities for each volunteer.

Our hope is to "elevate" the volunteer appreciation gifts this year. We are requesting a \$2,578.74 grant award from The City of Tualatin, as we beef up our volunteer base and the corresponding appreciation budget for those volunteers. Funds received will be used specifically for Volunteer Appreciation costs (see the budget attachment for specific details) such as the following:

- 1.) We are in contact with local author Patricia Kulberg, who wrote "On the Ragged Edge of Medicine," about her experiences providing medical care for Portland's homeless and uninsured, and would love to have her come and speak to all of the volunteers after they have read her book. We hope to purchase enough copies for everyone as part of this grant.
- 2.) Helping support our local businesses: Purchasing gift cards for Vitality Bowls restaurant, coupons/special deals for stores in the Bridgeport Village Shopping Center, and higher-end chocolates or coffee from small businesses. Hopefully, our neighbors/businesses will be able to provide us with a discounted price as part of their own in-kind donation programs.
- 3.) Making improvements to our Volunteer Storage area: Currently, we provide a small area of the clinic specifically for our Volunteers, equipped with individual storage cubbies so they can place their personal belongings somewhere, retrieve their badge and get their monthly thank-you gift. There is also a small refrigerator where we keep cold drinks and they can store their own snacks/dinner. They sign in on an iPad and can view relevant announcements, birthdays, etc. on the bulletin board.

### Describe the Agency's Mission

The official mission of Borland Free Clinic is "To bring hope and healing to vulnerable people in our community as an expression of Christ's love." Respecting and honoring individuals' rights and dignity is also an important component of our mission.

**What Group of Citizens in Tualatin Does Your Organization Target?**

The clinic fills some of the gaping holes in our healthcare system that weigh heavily on the uninsured, underinsured, and those in-between insurance coverage in the Tualatin community.

**What Types of Services will be Provided in the Funding Request Year?**

We provide general medical care via appointments as well as on a walk-in basis. In addition to treating acute conditions, the clinic provides preventative and ongoing care, such as a robust Diabetes education and management program. We are currently working on bolstering our Women's Health program. In addition, we offer specialty care with the help of mobile visits from providers in vision and dental care. Other specialists (podiatry, cardiology, physical therapy, etc.) volunteer on an "as-needed" basis. Immunizations (flu, COVID, etc.) are also offered.

**How Many Tualatin Residents will be Served?**

Approximately 21% of our 1,300+ patients are from Tualatin. We expect this number to continue to increase by as much as 25-30% by the end of 2021. A shuttle line down Borland Road was recently approved to begin in the Fall and will provide much-needed public transit to the clinic.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

100%

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

N/A

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[2021\\_updated\\_city\\_of\\_tualatin\\_budget\\_-\\_sheet1.pdf](#) [2]

**Please Submit Your Board Information**

[bfc\\_board\\_of\\_directors.docx](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[bfc\\_exemption\\_letter\\_may\\_2016\\_3.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65661>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>



[2] [https://www.tualatinoregon.gov/system/files/webform/2021\\_updated\\_city\\_of\\_tualatin\\_budget\\_-\\_sheet1.pdf](https://www.tualatinoregon.gov/system/files/webform/2021_updated_city_of_tualatin_budget_-_sheet1.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/bfc\\_board\\_of\\_directors.docx](https://www.tualatinoregon.gov/system/files/webform/bfc_board_of_directors.docx)

[4] [https://www.tualatinoregon.gov/system/files/webform/bfc\\_exemption\\_letter\\_may\\_2016\\_3.pdf](https://www.tualatinoregon.gov/system/files/webform/bfc_exemption_letter_may_2016_3.pdf)

| 2022 Planned Volunteer Costs   |  |   |            |                 |          |                  |
|--|--|---|------------|-----------------|----------|------------------|
| Item   | Purpose  | Link  | Price/Unit | Number of Units | Total    | KKJ comments     |
| Copies of "On the Ragged Edge of Medicine" book by Patricia Kullberg (Hoping to get them at cost from author)                            | Enrichment gift for all volunteers/Board Members   | <a href="https://www.amazon.com/dp/B000000000">https://www.amazon.com/dp/B000000000</a> | \$10.00    | 75              | \$750.00 | City of Tualatin |
| Snacks at each clinic (2x/week). Would like to provide fresh fruit, etc. since the Diabetes Educator also uses that table with patients. | So that volunteers can grab a healthy snack before, during or after their shift at the clinic. They are often arriving straight from work. | approximating for   | \$5.00     | 100             | \$500.00 | City of Tualatin |
| Bottled Waters, flavored sparkling water   | Drinks for volunteers during shifts  | approximating for   | \$5.00     | 100 days        | \$500.00 | BFC              |
| Cards  | Birthdays, Thank you's, other acknowledgements   | approximating for   | \$50.00    | 1               | \$50.00  | City of Tualatin |
| Monthly Appreciation Gifts   | Small gifts left in the volunteer's bin to thank them for service  | approximating for   | \$5.00     | 75              | \$375.00 | BFC              |
| Postage  | For mailing thank you cards and other physical mail to volunteers  | approximating for   | \$50.00    | 1               | \$50.00  | City of Tualatin |
| Cubbies/Storage bins   | For volunteers to store their personal items (purses, keys, backpacks, etc. during shifts)   | <a href="https://www.walmart.com">https://www.walmart.com</a>                           | \$26.20    | 2               | \$52.40  | City of Tualatin |
| Occasional floral gifts, etc. to express   | This is an example of some flowers that we sent a board member whose partner passed away   | <a href="https://www.blooms.com">https://www.blooms.com</a>                             | \$72.20    | 2               | \$144.40 | BFC              |
| Seasonal and other decorations for   | A centralized location to make volunteer announcements / post volunteer recognition like volunteer of the month etc.                       | approximating for   | \$40.00    | 1               | \$40.00  | BFC              |
| Construction Paper   | For making Volunteer bin name labels, badges, front board photos, etc.   | <a href="https://www.walmart.com">https://www.walmart.com</a>                           | \$3.47     | 2               | \$6.94   | BFC              |

|   |  |   |         |   |                     |                   |
|---|--|---|---------|---|---------------------|-------------------|
| Volunteer of the Year Award Statue/Plaque | This began last year and we would like to continue giving this statue, which represents the values of BFC and the work we do, to the Volunteer of the Year, with their name and date engraved on a plaque underneath | <a href="https://zmdownload-accl.zoho.com/view?attachId=138469584156790200&amp;entityType=1&amp;entityId=1627923063646100001&amp;acclId=14943600000008002&amp;height=1024&amp;width=1024">https://zmdownload-accl.zoho.com/view?attachId=138469584156790200&amp;entityType=1&amp;entityId=1627923063646100001&amp;acclId=14943600000008002&amp;height=1024&amp;width=1024</a> | \$90.00 | 1 | \$90.00             | City of Tualatin  |
| Plaque engraving                          | Name of Volunteer of the Year  | <a href="https://www.laser">https://www.laser</a>   | \$20.00 | 1 | \$20.00             | City of Tualatin  |
|   |  |   |         |   | <b>Budget TOTAL</b> | <b>\$2,578.74</b> |



# **BORLAND FREE CLINIC**

HOPE + HEALTH + COMMUNITY

## **Borland Free Clinic Board of Directors**

Don Carter, JD  
Board Chair  
Partner, McEwen Gisvold

Manny Trujillo  
Board Vice-Chair  
Design Project Manager  
Western Region  
PGE

Faith Carter  
Retired Community & Global Outreach Pastor,  
Rolling Hills Community Church

John Geffel  
Board Secretary  
Lead Administrative Pastor,  
Rolling Hills Community Church

Sue Neal, RN  
Executive Director,  
Battle Ground Healthcare

Jerry Robinson  
Board Treasurer  
Vice President & Relationship Manager,  
Key Bank

Mike Garrison, JD  
Providence Health Systems  
Human Resources  
David Bartz, Jr  
Chair Emeritus  
Schwabe Williamson Wyatt, PC

Matt Presjak  
Financial Advisor/Partner  
Encompass Wealth Advisor

Cathi Presjak  
Community Volunteer

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

**MAR 21 2016**

Date:

BORLAND FREE CLINIC  
C/O JOHN GEFTEL  
3550 SW BORLAND ROAD  
TUALATIN, OR 97062-6772

Employer Identification Number:  
46-1070038  
DLN:  
17053007329016  
Contact Person:  
MS. LEE ID# 31208  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 15, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar

Letter 947

BORLAND FREE CLINIC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Cooper", is written above the typed name.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #88

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/18/2021 - 11:51am  
75.164.133.33

#### Agency Contact Information

**Agency Name**

Columbia Land Trust

**Address**

511 SE Morrison St

**City**

Portland

**State**

OR

**Zip Code**

97214

**Contact Name**

Susie Peterson

**Contact Telephone Number**

5032382094

**Contact Email Address**

[speterson@columbialandtrust.org](mailto:speterson@columbialandtrust.org)



## Agency Request Information

### **Request**

Columbia Land Trust (fiscal agent) and Portland Audubon, as co-managers of the Backyard Habitat Certification Program (BHCP), are requesting funds in the amount of \$7,286 to cover the costs of implementing the program within the City of Tualatin. In working with BHCP, Tualatin residents contribute to a healthier City by managing stormwater, eliminating the use of herbicides and other toxins, removing noxious weeds, and creating wildlife habitat for pollinators and other beneficial insects and wildlife. These efforts contribute to cleaner air, water, and soil, as well as increased access to nature, cooler temperatures, increased biodiversity, and increased food pollination. Tualatin participants, along with 7600 other BHCP participants, contribute to larger greening and sustainability efforts throughout the region.

BHCP provides approximately \$121,000 of economic value to the City of Tualatin through the restoration being performed and through the myriad of resources it provides to Tualatin residents, including: volunteer time from our volunteers for certification visits; program participants donating their time to restore their properties by removing priority weeds and purchasing and planting native plants; in-kind incentives and discounts from local nurseries and businesses; and local landscaping professionals being hired for design, installation, and maintenance work.

### **What is the Request for?**

The request will cover the costs involved with implementing BHCP in the City of Tualatin. Through this grant the program will enroll and provide site visits to 15 new participants, as well as ongoing support to 30 existing participants. It will cover on-the-ground costs such as time spent with participants (site visits, follow up conversations, and outreach) and materials (resource packets, native plant coupons, "in progress" and "certification" signs, outreach materials), as well as administrative costs such as managing technicians and volunteers, processing new enrollments, database expenses, equity and inclusion initiatives, collaborating with nurseries and businesses to offer discounts to participants, and hosting annual trainings for volunteers and landscape professionals.

### **Describe the Agency's Mission**

The mission of Columbia Land Trust is to conserve and care for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. The Land Trust stewards over 44,000 acres along the Columbia River, from Astoria to the Dalles. Backyard Habitat is valued by the Land Trust as a core component of the organization's work within the Willamette Valley basin. The actions that people take in urban areas directly impacts water and air quality, water temperature, and wildlife habitat. Together participants steward urban lands to provide wildlife corridors and care for our natural resources.

The mission of Portland Audubon is to inspire people from all walks of life to enjoy, understand, and protect native birds and wildlife and the natural environment upon which we all depend. BHCP is seen by Portland Audubon as crucial to reaching people about conservation values and initiatives, and incentivizes them to take action and responsibility.

Together these two local non-profits manage the Backyard Habitat Certification Program. The mission of the Backyard Habitat Certification Program is to create a healthier region for people and wildlife. We do this by engaging thousands of individuals to take actions that, cumulatively, make a significant impact on the health of our waters, air, and soils. Together they increase tree canopy, turn lawns into bio-diverse green spaces, and keep pollutants out of our water. All those living in the region benefit from less

polluted air to breath, less polluted water to drink and recreate in, and increased green spaces that provide easy access to nature and the mental and physical health benefits that nearby access to nature provides.

As development and the population in the metropolitan area grows at an unprecedented rate — from 2.1 million people today to 3.2 million people in 2030 — it is a priority to enlist the help of city residents in efforts to combat environmental burdens. The BHCP directly responds to this call to action by engaging urban and sub-urban residents as partners in conservation. The objectives of the program are to increase the public's awareness of the benefit of conservation in the metropolitan area and to incentivize continual, measureable on-the-ground habitat enhancements in five key areas; 1) remove noxious weeds, which destroy thousands of acres each year, 2) enhance native vegetation in their yards, which provide crucial food and habitat to birds and pollinators, 3) reduce pesticides, which pollute our waters and kill fish and amphibians, 4) steward wildlife to compensate for the loss of habitat from urbanization, and 5) improve stormwater management to keep rivers clean and reduce water usage. Through these activities, participants gain an understanding that their backyards play a role in supporting broader conservation efforts and are part of a landscape-wide eco-system of solutions.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Backyard Habitat works with anyone who is interested in learning good land management techniques. Many of our program participants are homeowners who are looking for help to address noxious weeds or manage stormwater on their properties, and/or want to provide habitat for birds and pollinators. We also have many renters in the program who work with their landlord to participate in the program. In addition, we have over 300 community sites such as schools, apartment complexes, places of worship, community gardens, and businesses in the program.

For single family residences we serve anyone with a site under 1 acre. When BHCP was created in 2011 it was done so by working with local SWCDs, who saw urban areas as needing a program to serve small lots since SWCDs are better set up to serve larger lots. The exception to our 1 acre rule is that we do allow community sites (schools, churches, apartment complexes, community gardens, businesses, etc), to enroll since they are recognized as demonstration sites that a larger number of people can access and benefit from.

The BHCP is particularly relevant and impactful for marginalized communities, which are often pushed to undervalued neighborhoods with little or no green space. Because of this, the BHCP is continually increasing its focus on diversity, equity and inclusion. Since 2014, we have focused outreach in partnership with culturally-specific groups. Our program flyer is translated to include the 6 most-commonly spoken languages in the region and deliver our 45 min program presentation in Spanish. We've worked to increase the cultural competency of our team by hiring staff and contractors that are bi-cultural and speak multiple languages. We contract with local non-profits to provide translation services as needed. We work with several culturally-specific partners throughout the region on special initiatives that aim to reduce barriers and serve these communities by implementing projects they view as priorities. We seek feedback from participants on what barriers they're coming up, and are constantly exploring and increasing the support we can provide to participants who struggle with the time, money, or physical ability needed to successfully carry out their habitat projects so that everyone can contribute and feel good about their role in their ecosystem.

### **What Types of Services will be Provided in the Funding Request Year?**

In FY21-22 we will enroll and provide services to 15 new and 30 existing Tualatin residents, as outlined below.

**SERVICES PROVIDED TO EACH PROGRAM PARTICIPANT:****1) In-person site visit by trained Habitat Technician (1-1.5 hrs):**

- Identification of noxious weeds and best practices for removing them
- Recommendations for best native plants for the site
- Recommendations for best stormwater management practices for the site
- Recommendations for best wildlife habitat features for the site
- Collect baseline info on noxious weeds, native plants, stormwater management, wildlife stewardship and pesticides use
- Resource packet (contents outlined below)
- Praise for any actions taken, encouragement to do more!
- “In Progress” or “Certified” sign

**2) Resource packet:**

- Coupons to 12 local native plant nurseries (\$150 value)
- Metro Native Plant Guide to help with native plant ID
- Poster for identifying native plants
- Poster for identifying noxious weeds
- Information on local classes and workshops on raingardens, pollinators, and more
- Coupons for recommended books
- Landscape Directory listing local landscapers trained by BHCP staff
- Flyers for local soil and water conservation district
- Flyers for pesticide reduction website and Metro’s No Pesticide Pledge
- Flyers for providing safe environment for birds
- Flyer for tracking quantities and names of native plants planted

**3) Personalized site report – emailed to participant after site visit:**

- Thorough details of existing site conditions and restoration actions taken
- List of recommended Willamette Valley native plants
- Handout for each noxious weed present and eradication advice
- Suggestions for managing stormwater on site
- Suggestions on reducing the use of pesticides and using natural alternatives
- Suggestions for enhancing habitat for birds and pollinators
- Link to online Resource Library, with dozens of handouts and articles for restoring properties and creating habitat

**4) Certification visits - provided to participants who have followed BHCP recommendations**

- Provided by trained volunteers (to reduce costs)
- Engaging metal certification sign provided, along with sticker indicating certification level achieved
- Site data collected to compare with initial site visit to determine levels of conservation happening on-the-ground through the program

**5) Certification Benefit Packets from Columbia Land Trust and Portland Audubon**

- Free memberships from both non-profits to further engage participants in local conservation efforts
- Coupons for topic-related books and native plants
- Certificate announcing certification and certification level

**6) Native Plant Discounts flyer with discounts to local nurseries that sell native plants (\$150 value)****7) Ongoing support to share additional resources and encourage further engagement**

- Quarterly newsletter full of information and additional resources for gardening sustainably
- Follow up phone call from technician six months after initial site visit
- Option for a virtual or in-person consultation to provide additional one-on-one support after initial site visit
- Invitation to BHCP Open Garden Tour to be inspired by successful participants, share information, and create community
- Social media and blog posts sharing up-to-date information about plant sales, workshops, and other helpful topics

#### SERVICES PROVIDED TO CITY OF TUALATIN:

- 1) Provide technical support to Tualatin residents to plant native plants, remove noxious weeds, reduce pesticides used, manage stormwater and steward wildlife
- 2) Leverage the City's existing natural resource goals and efforts
- 3) Provide discounts and incentives to Tualatin residents; native plant nursery coupons, free memberships to Columbia Land Trust and Portland Audubon, etc.
- 4) Make data available for City use; MS4 permits, stormwater data, pesticides data
- 5) Publicize the City's support on our website, social media, annual reports, etc.
- 6) Support the green economy of Tualatin by publicizing nurseries and landscapers
- 7) Provide text, images, logos for social media, newsletters, and other program outreach

#### ADDITIONAL SERVICES PROVIDED TO ENTIRE SERVICE AREA (CLACKAMAS, WASHINGTON, MULTNOMAH AND CLARK COUNTIES):

- 1) Volunteer training (24+ hrs of training) to approx 35 new volunteers
- 2) Landscape professionals training for arborists, restoration contractors, and landscape designer, installation and maintenance businesses interested in working with BHCP participants. Businesses who attend are listed in our Landscape Professionals Directory, which is provided to each participant.
- 3) Open Garden Project

#### **How Many Tualatin Residents will be Served?**

Currently there are 7,600 enrolled in the program regionally, 30 of which are in Tualatin. In FY21-22 BHCP will be reaching 1,050 new participants, of which we anticipate 15 being in Tualatin. Combined, BHCP will serve a total of 45 participants.

The program expanded into the Clackamas County portion of Tualatin in FY18-19, and into the Washington County portion in FY19-20. This year we will be building off of the success of the three prior years. Each year more residents learn about the program from their neighbors and friends, so the program grows exponentially each year.

#### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

Backyard Habitat works throughout Clackamas, Multnomah, Washington and Clark counties. BHCP has been working in Tualatin for three years. Based on historical and current rates of enrollment, as well as what we've seen in surrounding cities, we anticipate dedicating 1.4% of our time and resources in Tualatin in FY21-22.

BHCP serves each city adjacent to the City of Tualatin, which amplifies work being done within the City limits and created corridors of wildlife connectivity. The attached grant budget reflects 1.4% of our overall budget to match the amount of work in Tualatin.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

BHCP receives funding from the following governments in Oregon: Clackamas Soil and Water Conservation District (CSWCD), Tualatin Soil & Water Conservation District (TSWCD), East Multnomah Soil and Water Conservation District (EMSWCD), West Multnomah Soil and Water Conservation District (WMSWCD), Clark County Public Health, Clark County Public Works, Metro, PGE, Land Trust Alliance, Clackamas County Water Environment Services, Oak Lodge Water Services, and the cities of Lake Oswego, Milwaukie, Wilsonville, West Linn, Tigard, Beaverton, Hillsboro, Washougal, Camas, Ridgefield, Portland, and Gresham.

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[backyard\\_habitat\\_program\\_budget\\_-\\_tualatin\\_21-22.pdf](#) [2]

**Please Submit Your Board Information**

[board\\_profiles\\_july\\_2019.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[clt\\_501c3\\_letter.pdf](#) [4]

**Other Attachments**

[bhcp\\_2020\\_program\\_accomplishments\\_updated.pdf](#) [5]

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65671>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/backyard\\_habitat\\_program\\_budget\\_-\\_tualatin\\_21-22.pdf](https://www.tualatinoregon.gov/system/files/webform/backyard_habitat_program_budget_-_tualatin_21-22.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/board\\_profiles\\_july\\_2019.pdf](https://www.tualatinoregon.gov/system/files/webform/board_profiles_july_2019.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/clt\\_501c3\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/clt_501c3_letter.pdf)

[5] [https://www.tualatinoregon.gov/system/files/webform/bhcp\\_2020\\_program\\_accomplishments\\_updated.pdf](https://www.tualatinoregon.gov/system/files/webform/bhcp_2020_program_accomplishments_updated.pdf)

| <b>FY21-22 BUDGET FOR TUALATIN</b>                  |                   |
|---|-------------------|
|   |                   |
| <b>Personnel Costs</b>                              |                   |
| Program Management - IMPLEMENTATION                 | \$2,202           |
| Program Support - IMPLEMENTATION                    | \$1,858           |
| <b>Personnel Total</b>                              | <b>\$4,060.00</b> |
|   |                   |
| <b>Professional Services and Technology</b>         |                   |
| Outreach & Technician Training                      | \$263             |
| Website & Database Updates and Maintenance          | \$154             |
| Diversity Equity and Inclusion Initiatives          | \$105             |
| Hardware, Software and Hosting                      | \$28              |
| <b>Professional Services and Technology Total</b>   | <b>\$550.00</b>   |
|   |                   |
| <b>Materials/Travel</b>                             |                   |
| Mileage reimbursement                               | \$28              |
| Other Materials: office supplies, volunteer appreci | \$20              |
| Native Plant Discounts flyer                        | \$105             |
| Printing  | \$28              |
| <b>Total Materials/Tavel</b>                        | <b>\$181.00</b>   |
|   |                   |
| <b>Site Assessment Cost</b>                         |                   |
| Assessment Cost                                     | \$1,155           |
| Site Materials                                      | \$390             |
| <b>Total Assessment Cost</b>                        | <b>\$1,545.00</b> |
|   |                   |
| <b>SUB-TOTAL</b>                                    | <b>\$6,336.00</b> |
| 15% Admin Fee / Overhead                            | \$950.00          |
| <b>TOTAL</b>  | <b>\$7,286.00</b> |

**COLUMBIA LAND TRUST**  
Board of Directors Profiles

July 2019

**Lisa Amato**

412 NE Royal Ct.  
Portland, OR 97232  
(503) 789-3262  
[lisa@AmatoCraig.com](mailto:lisa@AmatoCraig.com)

*Profession:* Principal, Amato Mediation

*Residence:* Portland, Oregon

**Kerry Barnett**

SAIF Corporation  
400 High Street SE  
Salem, OR 97312  
(503) 373-8005  
[Kerbar@saif.com](mailto:Kerbar@saif.com)

*Profession:* President and CEO, SAIF Corporation

*Residence:* Portland, Oregon

**Charlie Bishop**

5034 SW Hilltop Lane  
Portland, OR 97221  
(503) 709-4686  
[cbbishop58@gmail.com](mailto:cbbishop58@gmail.com)

*Profession:* Pendleton Woolen Mills

*Residence:* Portland, Oregon

**Debbie Craig -Vice-President**

1008 Spruce Street  
Lake Oswego, OR 97034  
(503) 704-5732  
[debbiefcraig@gmail.com](mailto:debbiefcraig@gmail.com)

*Profession:* Attorney; Retired Trustee, Meyer Memorial Trust

*Residence:* Lake Oswego, Oregon

**Janna Davydova**

1211 SW 5<sup>th</sup> Avenue, Suite 1800  
Portland, Oregon 97204  
(503) 442-2917  
[jdavydova@schwabe.com](mailto:jdavydova@schwabe.com)

*Profession:* Attorney, Schwabe, Williamson, & Wyatt

*Residence:* Portland, Oregon

**Aja DeCoteau**

700 NE Multnomah St. Suite 1200  
Portland, OR 97232  
(503) 731-1252  
[deca@critfc.org](mailto:deca@critfc.org)

*Profession:* Watershed Department Manager  
Columbia River Inter-Tribal Fish  
Commission

*Residence:* Portland, Oregon

**Wendy Gerlach- President**

3612 SW Dosch Ct.  
Portland, OR 97221  
(503) 297-6363  
[wendy@wgerlachlaw.com](mailto:wendy@wgerlachlaw.com)

*Profession:* Lawyer, specializing in conservation  
finance, nonprofits, taxation, and estate  
and trust issues.

*Residence:* Portland, Oregon

**COLUMBIA LAND TRUST**  
Board of Directors Profiles

July 2019

**Janet Gifford**

2785-A NW Upshur St  
Portland, OR 97210  
(503) 866-3411  
[jgiffo@gmail.com](mailto:jgiffo@gmail.com)

*Profession:* Retired, Director of Marketing for Online and Continuing Education at Linfield College

*Residence:* Portland, Oregon

**Elaine Harvey**

114 West Main Street  
Goldendale, WA 98620  
(509) 773-3147  
[elaine@ykp.org](mailto:elaine@ykp.org)

*Profession:* Fisheries Biologist

*Residence:* Goldendale, Washington

**Barbara Johnson**

600 NW Heermann Dr.  
Vancouver, WA 98685  
(360) 606-7547  
[bdjhnsn@gmail.com](mailto:bdjhnsn@gmail.com)

*Profession:* Retired, Superior Judge, Clark County, WA

*Residence:* Vancouver, Washington

**Laura Planck**

10460 SW 66<sup>th</sup> Ave  
Tigard, OR 97223  
(971) 409-2134  
[Planck1981@yahoo.com](mailto:Planck1981@yahoo.com)

*Profession:* Technical Specialist, Quantum Spatial Inc.

*Residence:* Tigard, Oregon

**Rudy Salakory**

1315 SE Oak Street  
Portland, OR 97214  
(360) 901-5705  
[rudysalakory@gmail.com](mailto:rudysalakory@gmail.com)

*Profession:* Habitat Restoration and Conservation Program Manager, Cowlitz Indian Tribe

*Residence:* Portland, Oregon

**Stephen Shields - Treasurer**

6430 NW Burgundy Drive  
Corvallis, OR 97330  
(541) 760-1155  
[steve.constructive@comcast.net](mailto:steve.constructive@comcast.net)

*Profession:* Strategy and Organizational Consultant

*Residence:* Corvallis, Oregon

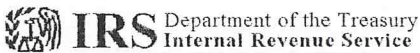
**Tim Spofford**

15700 NW 23rd Court  
Vancouver, WA 98685  
(360) 909-3382  
[timk.spofford@gmail.com](mailto:timk.spofford@gmail.com)

*Profession:* Business Owner and Consultant: InCollaboration

*Residence:* Vancouver, Washington





Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248219411  
July 12, 2012 LTR 4168C E0  
94-3140861 000000 00

00025832  
BODC: TE

COLUMBIA LAND TRUST  
% CHERY KEARNEY  
1351 OFFICERS ROW  
VANCOUVER WA 98661-3856

Employer Identification Number: 94-3140861  
Person to Contact: Laura Botkin  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 02, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1998.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

044659

in reply refer to: 0248219411  
July 12, 2012 LTR 4168C E0  
94-3140861 000000 00  
00025833

0248219411  
July 12, 2012 LTR 4168C E0  
94-3140861 000000 00  
00025833

COLUMBIA LAND TRUST  
% CHERY KEARNEY  
1351 OFFICERS ROW  
VANCOUVER WA 98661-3856

COLUMBIA LAND TRUST  
% CHERY KEARNEY  
1351 OFFICERS ROW  
VANCOUVER WA 98661-3856

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



S. A. Martin, Operations Manager  
Accounts Management Operations

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1998.

Our records also indicate that you are not a private foundation within the meaning of section 509(1) of the Code because you are described in sections 509(2)(b) and 509(2)(c).

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, brochures, business, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2104, and 2522 of the Code.

Please refer to our website www.irs.gov for information regarding filing requirements. Specifically, section 6033 of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status of the filing party or the organization whose tax-exempt status was revoked under section 6033(d) of the Code on our website beginning in early 2011.

# Backyard Habitat Certification Program

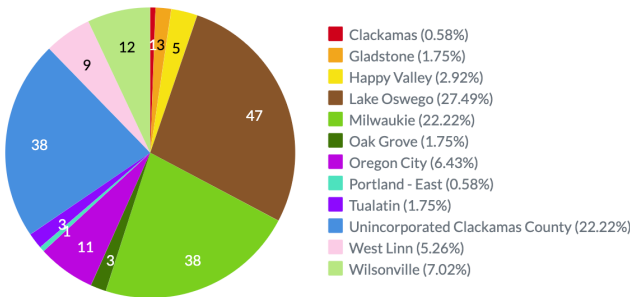


## Backyard Habitat Program Accomplishments 2020

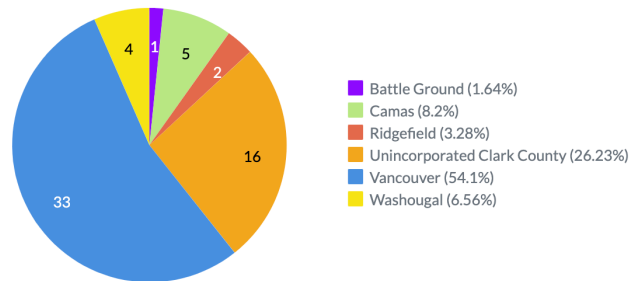
### New Sites Visited:

The program visited **1,068 new sites** in 2020

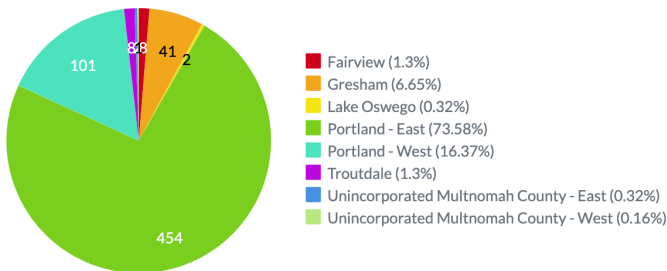
#### Clackamas Cty. Initial Site Visits



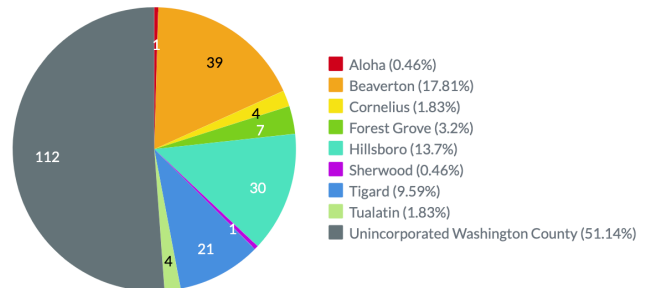
#### Clark Cty. Initial Site Visits



#### Multnomah Cty. Initial Site Visits



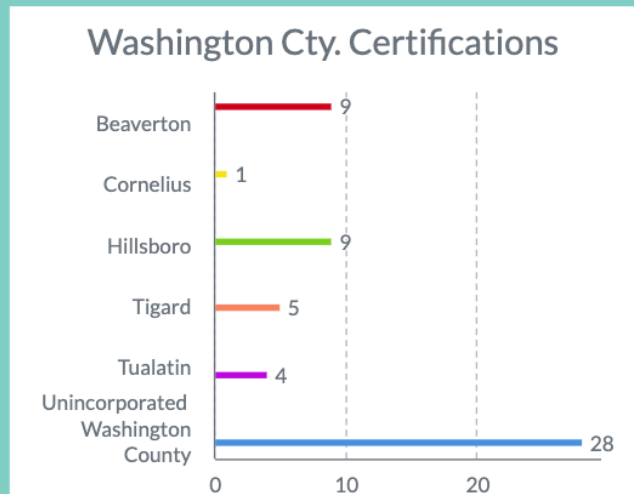
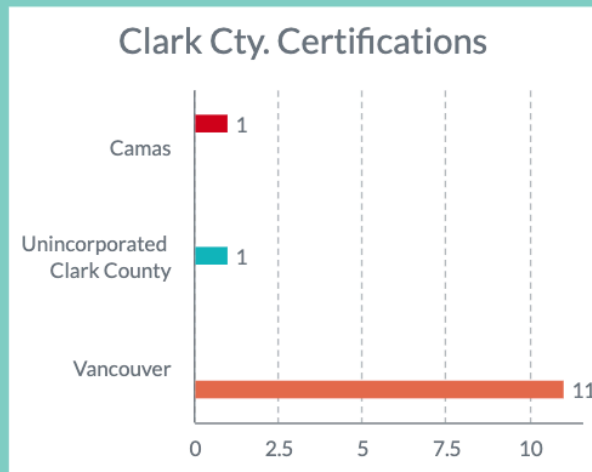
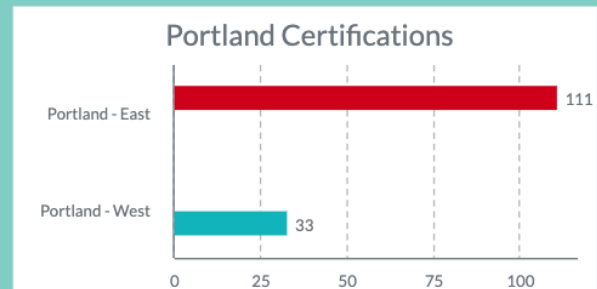
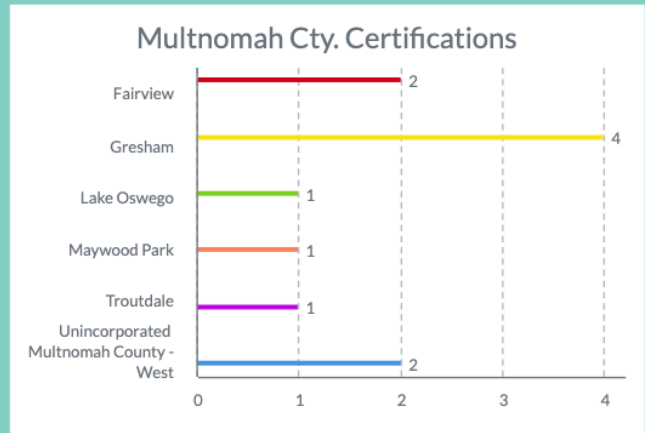
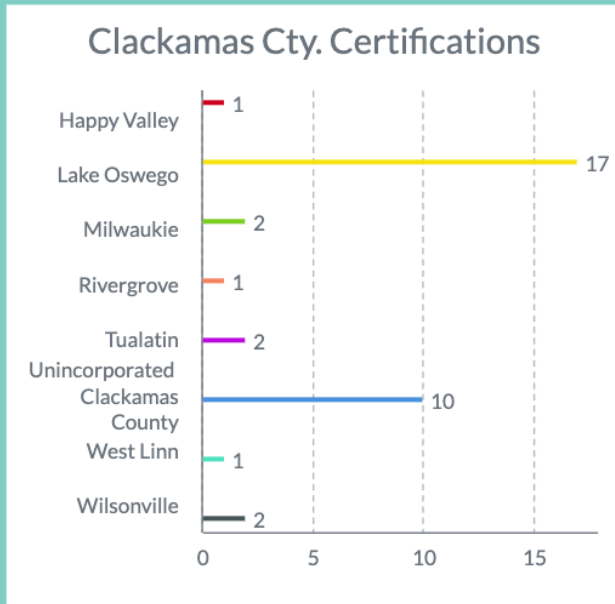
#### Washington Cty. Initial Site Visits



This totals **228 new acres**

## New sites certified:

**260 new sites** achieved certification in 2020, adding up to a total of **56 more acres** and **20,171 native plants**



## Other Program Accomplishments:



Renewed Certifications:  
164



Volunteer Hours:  
946



Contribution to Local  
Green Economy:  
\$774,229+



Program Reach:  
Clackamas, Clark,  
Multnomah, &  
Washington

## Program to Date – At a Glance:



Sites Enrolled: 7,373



Sites Certified: 2,461



Area:  
1,755 acres enrolled  
538 acres certified



Native Plants  
Planted:  
114,376



Facebook Followers:  
5,265



Volunteer Hours:  
12,788+

## 2020 Numbers in More Detail:

| # of initial visits within this time period |                      | Total Area in Acres | Certs and Upgrades | Certified Area in Acres | Renewed Area in Acres | Silver     | Gold       | Platinum  | Renewals   | Plantable Area of Certified Yards in Acres | Plantable Area of Renewed Yards in Acres | # of Plants   |       |
|---|----------------------|---------------------|--------------------|-------------------------|-----------------------|------------|------------|-----------|------------|--|--|---------------|-------|
| Clackamas                                   | Beavercreek          | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Clackamas            | 1                   | 0.2                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Damascus             | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Gladstone            | 3                   | 0.6                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Happy Valley         | 5                   | 1.0                | 1                       | 0.5                   | 0.0        | 1          | 0         | 0          | 0.3  | 0.0                                      | 121           |       |
|   | Jennings Lodge       | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Lake Oswego          | 47                  | 13.7               | 17                      | 4.5                   | 4.1        | 7          | 7         | 3          | 15   | 2.6                                      | 3.0           | 558   |
|   | Milwaukie            | 38                  | 8.3                | 2                       | 0.6                   | 1.2        | 0          | 1         | 1          | 2  | 0.4                                      | 0.8           | 533   |
|   | Oak Grove            | 3                   | 0.9                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0  | 0.0                                      | 0.0           | 0     |
|   | Oregon City          | 11                  | 2.5                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0  | 0.0                                      | 0.0           | 0     |
|   | Portland - East      | 1                   | 0.6                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0  | 0.0                                      | 0.0           | 0     |
|   | Portland - West      | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0  | 0.0                                      | 0.0           | 0     |
|   | Rivergrove           | 0                   | 0.0                | 1                       | 0.3                   | 0.0        | 1          | 0         | 0          | 0  | 0.1                                      | 0.0           | 5     |
|   | Tualatin             | 3                   | 0.6                | 2                       | 0.5                   | 0.0        | 0          | 2         | 0          | 0  | 0.3                                      | 0.0           | 91    |
|   | Unincorp Clackamas   | 38                  | 12.8               | 10                      | 5.1                   | 0.3        | 4          | 6         | 0          | 2  | 1.7                                      | 0.2           | 1,871 |
| West Linn                                   | 9                    | 2.1                 | 1                  | 0.1                     | 0.8                   | 0          | 1          | 0         | 3          | 0.0  | 0.5                                      | 110           |       |
| Wilsonville                                 | 12                   | 2.4                 | 2                  | 0.3                     | 0.0                   | 1          | 1          | 0         | 0          | 0.1  | 0.0                                      | 98            |       |
| <b>TOTALS</b>                               | <b>171</b>           | <b>45.4</b>         | <b>36</b>          | <b>11.8</b>             | <b>6.3</b>            | <b>14</b>  | <b>18</b>  | <b>4</b>  | <b>22</b>  | <b>5.6</b>                                 | <b>4.5</b>                               | <b>3,387</b>  |       |
| Clark                                       | Battle Ground        | 1                   | 0.3                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Brush Prairie        | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Camas                | 5                   | 1.6                | 1                       | 0.3                   | 0.0        | 1          | 0         | 0          | 0.0  | 0.0                                      | 4             |       |
|   | Ridgefield           | 2                   | 0.5                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Unincorp Clark       | 16                  | 7.8                | 1                       | 1.0                   | 0.0        | 0          | 1         | 0          | 0.9  | 0.0                                      | 60            |       |
|   | Vancouver            | 33                  | 6.7                | 11                      | 1.8                   | 0.0        | 8          | 3         | 0          | 0  | 0.3                                      | 0.0           | 120   |
|   | Washougal            | 4                   | 1.9                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
| <b>TOTALS</b>                               | <b>61</b>            | <b>18.9</b>         | <b>13</b>          | <b>3.1</b>              | <b>0.0</b>            | <b>9</b>   | <b>4</b>   | <b>0</b>  | <b>0</b>   | <b>1.2</b>                                 | <b>0.0</b>                               | <b>184</b>    |       |
| Multnomah                                   | Fairview             | 8                   | 1.4                | 2                       | 0.5                   | 0.0        | 2          | 0         | 0          | 0.3  | 0.0                                      | 142           |       |
|   | Gresham              | 41                  | 8.4                | 4                       | 0.9                   | 0.0        | 3          | 1         | 0          | 0.3  | 0.0                                      | 95            |       |
|   | Lake Oswego          | 2                   | 0.4                | 1                       | 0.2                   | 0.0        | 0          | 1         | 0          | 0.1  | 0.0                                      | 8             |       |
|   | Maywood Park         | 0                   | 0.0                | 1                       | 0.2                   | 0.0        | 1          | 0         | 0          | 0.2  | 0.0                                      | 92            |       |
|   | Portland - East      | 454                 | 69.2               | 111                     | 13.7                  | 12.3       | 65         | 38        | 8          | 104  | 7.0                                      | 8.3           | 5,058 |
|   | Portland - West      | 101                 | 23.7               | 33                      | 7.1                   | 9.4        | 13         | 14        | 6          | 35   | 3.7                                      | 7.2           | 3,810 |
|   | Troutdale            | 8                   | 1.7                | 1                       | 0.0                   | 0.0        | 0          | 1         | 0          | 0  | 0.0                                      | 0.0           | 37    |
|   | Unincorp Mult - East | 2                   | 0.6                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0  | 0.0                                      | 0.0           | 0     |
|   | Unincorp Mult - West | 1                   | 0.5                | 2                       | 1.7                   | 1.6        | 0          | 1         | 1          | 2  | 1.4                                      | 1.4           | 605   |
| <b>TOTALS</b>                               | <b>617</b>           | <b>106.0</b>        | <b>155</b>         | <b>24.3</b>             | <b>23.3</b>           | <b>84</b>  | <b>56</b>  | <b>15</b> | <b>141</b> | <b>13.0</b>                                | <b>17.0</b>                              | <b>9,847</b>  |       |
| Washington                                  | Aloha                | 1                   | 0.2                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Beaverton            | 39                  | 8.6                | 9                       | 1.9                   | 0.0        | 4          | 4         | 1          | 0  | 1.0                                      | 0.0           | 441   |
|   | Cornelius            | 4                   | 1.6                | 1                       | 0.1                   | 0.0        | 1          | 0         | 0          | 0  | 0.1                                      | 0.0           | 25    |
|   | Durham               | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Forest Grove         | 7                   | 1.4                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Hillsboro            | 30                  | 11.2               | 9                       | 5.3                   | 0.0        | 2          | 6         | 1          | 0  | 4.0                                      | 0.0           | 478   |
|   | King City            | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Portland - West      | 0                   | 0.0                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Sherwood             | 1                   | 0.1                | 0                       | 0.0                   | 0.0        | 0          | 0         | 0          | 0.0  | 0.0                                      | 0             |       |
|   | Tigard               | 21                  | 5.4                | 5                       | 1.5                   | 0.0        | 2          | 2         | 1          | 0  | 1.1                                      | 0.0           | 327   |
|   | Tualatin             | 4                   | 0.8                | 4                       | 0.7                   | 0.0        | 2          | 2         | 0          | 0  | 0.3                                      | 0.0           | 265   |
| Unincorp Washington                         | 112                  | 28.8                | 28                 | 7.3                     | 0.0                   | 9          | 14         | 5         | 1          | 4.6  | 0.0                                      | 5,217         |       |
| <b>TOTALS</b>                               | <b>219</b>           | <b>58.1</b>         | <b>56</b>          | <b>16.8</b>             | <b>0.0</b>            | <b>20</b>  | <b>28</b>  | <b>8</b>  | <b>1</b>   | <b>11.0</b>                                | <b>0.0</b>                               | <b>6,753</b>  |       |
| <b>TOTALS</b>                               | <b>1,068</b>         | <b>228</b>          | <b>260</b>         | <b>56</b>               | <b>30</b>             | <b>127</b> | <b>106</b> | <b>27</b> | <b>164</b> | <b>31</b>                                  | <b>21</b>                                | <b>20,171</b> |       |

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #86

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/11/2021 - 10:06am  
73.25.116.201

#### Agency Contact Information

**Agency Name**

Community Action Organization

**Address**

1001 SW Baseline Street

**City**

Hillsboro

**State**

Oregon

**Zip Code**

97123

**Contact Name**

Susan Salisbury

**Contact Telephone Number**

503-693-3231

**Contact Email Address**

ssalisbury@caowash.org

## Agency Request Information

### **Request**

Community Action respectfully requests \$10,000 from the City of Tualatin to provide emergency rent assistance to low-income residents of Tualatin who are at risk of homelessness.

### **What is the Request for?**

Community Action provides multiple services to residents of Tualatin, including emergency rent assistance to prevent eviction. Community Action is requesting these funds to continue to provide eviction prevention assistance to Tualatin families in FY 21-22. During the 20-21 program year, Community Action provided \$755,018 of emergency rent assistance from all funding sources to keep 129 Tualatin households in their homes. The average rent provided to households in Tualatin was \$5,853. The funds used to provide this assistance were in most cases funds specifically intended to assist households impacted by COVID, so these payments often included arrears, utilities and future rent, depending upon the requirements and allowable costs associated with the fund used. With the eviction moratorium coming to a close, and COVID-specific rent assistance funding ending, the need for emergency rent funds is particularly pressing.

City funds will be used to provide emergency assistance to low income Tualatin households who are in crisis. For low-income families, one unexpected financial emergency such as a job loss, reduction in work hours or an unanticipated medical bill can result in the inability to pay rent and receipt of a 72-hour eviction notice. Clients are assessed for a one-time emergency assistance payment of a full month's rent. Community Action negotiates with landlords on the client's behalf for reduction/forgiveness of fees or back rent which may have accrued and requires a signed statement verifying that the household will not be evicted. Clients may also be referred to other services which can help them maintain their housing – including longer term rental assistance, energy assistance and tenant education classes.

Of the nearly 5,000 Tualatin households renting their homes, 52% of those households pay more than 30% of their income for their housing costs and 27% spend half of their monthly income for rent. While median earnings for Tualatin residents have increased by 26% since 2010, median gross rent has increased by 51%. Paying a disproportionate amount of income for housing places already cost-burdened families at risk of homelessness. Eviction prevention assistance acts as a safety net to ensure that families in crisis can remain stable.

### **Describe the Agency's Mission**

Community Action leads the way to eliminate conditions of poverty and creates opportunities for individuals and communities to thrive. To this end, Community Action provides an array of services for families in Tualatin and throughout Washington County.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

The Emergency Rent Assistance Program serves low-income Tualatin residents that have received a 72-hour eviction notice due to inability to pay rent.

### **What Types of Services will be Provided in the Funding Request Year?**

Community Action will continue to provide a comprehensive set of programs and services aimed at assisting low-income Tualatin residents to increase or maintain self-sufficiency.



**How Many Tualatin Residents will be Served?**

7 households, approximately 25 individuals, will be served with requested Tualatin municipal grant funding.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

Tualatin residents represent approximately 2.8% of households served by the program.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Community Action receives funds from state, county and local government sources, including State of Oregon, Washington County and cities of Tigard, Beaverton and Hillsboro.

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[budget.xlsx](#) [2]

**Please Submit Your Board Information**

[2021-2022\\_bd\\_member\\_list.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[irs\\_letter\\_of\\_determination\\_2010.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65451>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] <https://www.tualatinoregon.gov/system/files/webform/budget.xlsx>

[3] [https://www.tualatinoregon.gov/system/files/webform/2021-2022\\_bd\\_member\\_list.pdf](https://www.tualatinoregon.gov/system/files/webform/2021-2022_bd_member_list.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/irs\\_letter\\_of\\_determination\\_2010.pdf](https://www.tualatinoregon.gov/system/files/webform/irs_letter_of_determination_2010.pdf)

**Community Action**

**City of Tualatin Emergency Rent Budget 2021-22**

|  | Total Project Cost | City of Tualatin | State of Oregon |  |  |  |
|--|--------------------|------------------|-----------------|--|--|--|
| Staffing, .25 FTE (including Taxes & Benefits) | \$11,390           |                  | \$11,390        |  |  |  |
| Client Expenses                                | \$9,000            | \$9,000          |                 |  |  |  |
| Administration                                 | \$1,000            | \$1,000          |                 |  |  |  |
| <b>Total Project Cost</b>                      | <b>\$21,390</b>    | <b>\$10,000</b>  | <b>\$11,390</b> |  |  |  |

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## **2021-2022 BOARD OF DIRECTORS**

### **EXECUTIVE COMMITTEE**

Chair: Bill Miner, Attorney, Partner-in Charge, Davis Wright Tremaine, LLP  
Vice-Chair: Steve Callaway, Mayor, City of Hillsboro  
Treasurer: Scott Gardner, Manager, Sr. Principal Accountant, Portland General Electric  
Secretary: Tania Uluan, Community Representative  
At Large: Jason Yamamoto, Swagelok  
Nancy M. Ford, Director, E.I./Early Childhood Special Education, NW Regional ESD

### **BOARD MEMBERS**

Alaa Momani, Head Start Policy Council Representative  
Brian Holman, The Standard  
Courtney Thomas, Community Representative  
Dana Nason, MD, Medical Director, Hillsboro Pediatric Clinic  
Heather Kemper, Managing Attorney, Oregon Law Center  
Kat Sigurdson, Community Representative  
Lacey Beaty, Mayor, City of Beaverton  
Pam Treece, Commissioner, Washington County  
Peter Truax, Mayor, City of Forest Grove  
Rolanda Garcia, District 16 Manager, Department of Human Services  
Sheri Schouten, State Representative, District 21-Beaverton



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248667582  
Jan. 25, 2010 LTR 4168C E0  
93-0554941 000000 00

00018010  
BODC: TE

COMMUNITY ACTION ORGANIZATION  
1001 SW BASELINE ST  
HILLSBORO OR 97123-3822



016039

Employer Identification Number: 93-0554941  
Person to Contact: Mr. Miller  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 13, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in April 1974.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #91

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Thu, 08/19/2021 - 3:29pm  
96.89.97.9

#### Agency Contact Information

**Agency Name**

Domestic Violence Resource Center (DVRC)

**Address**

PO Box 494

**City**

Hillsboro

**State**

Oregon

**Zip Code**

97123

**Contact Name**

Megan Bradley

**Contact Telephone Number**

5036405352

**Contact Email Address**

meganb@dvrc-or.org

## Agency Request Information

### **Request**

The Domestic Violence Resource Center is requesting \$5,000.

### **What is the Request for?**

The Domestic Violence Resource Center (DVRC) is requesting \$5,000 to support our robust Shelter Services program. DVRC's Shelter Services program is made up with three different housing components: Monika's House, Mary Mac House, and Sojourner's House. The funds will be used to support the current needs of these programs including upholding safety standards during the COVID-19 pandemic, replacing mattresses in client bedrooms, and other expenses that support the safety and healing of survivors in our shelters who are fleeing domestic violence. These funds will be an essential piece of showing survivors that their well-being matters. They will allow us to continue to make our shelters not only a safe space, but a place that also feels like home.

### **Describe the Agency's Mission**

The mission of the Domestic Violence Resource Center is to educate, support, and empower survivors, and their children, who are affected by intimate partner violence by offering counseling, advocacy, shelter services and community outreach. All services provided by DVRC are confidential and free of charge.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

DVRC is the largest and most comprehensive domestic violence organization in Washington County. We provide services to adults and children who have experienced domestic violence regardless of gender identification and/or sexual orientation. To ensure that all people have access to the services and resources we provide, we offer them free of charge. To meet the needs of our community, all services are offered in English, Spanish, Hindi, Punjabi, Bengali, and Mandarin.

### **What Types of Services will be Provided in the Funding Request Year?**

As we have done for more than 45 years, DVRC will continue to provide wrap-around services to those experiencing domestic violence through a variety of programs.

DVRC's Community Advocacy Program provides free advocacy services to those seeking them. Advocacy services include filing protective orders, court accompaniment for protective order related hearings, safety planning, crisis intervention and case management, resource referrals, application assistance with the Address Confidentiality Program, and more. Advocacy services are provided in DVRC's Beaverton office, as well as the Washington County Courthouse in Hillsboro, and DHS offices in Beaverton, Hillsboro, and Tigard. Since the COVID-19 pandemic, DVRC has also offered the option to receive services virtually via Zoom.

DVRC's Counseling Services Program provides free counseling to adults and children (ages 5+). Adult services include individual counseling, 24-week domestic violence support groups, crisis intervention, safety planning, and resource referrals. Child/youth services include individual counseling, art/play/sand therapy, parent/child counseling, 12-week "Coping with Conflict" groups for adolescents, 12-week "Teen Healthy Relationships" groups, safety planning, and resources referrals. Counseling services are provided by licensed staff and master's level interns. Counseling services are provided in-person and virutally via Zoom.

DVRC's Housing Services Program provides free shelter to those in need. Monika's House provides safe and confidential emergency shelter to survivors fleeing imminent physical danger. Monika's House is also home to Monika's Pets, one of only five shelters in Oregon to provide a space for pets to follow their owners into safety. Mary Mac House provides transitional housing for survivors of domestic violence for up to one year. Sojourner's House provides permanent independent housing for survivors of domestic violence. All three sub-programs have access to the services provided by DVRC's Housing Services Program. Those services include individual and group domestic violence support, parenting groups and support, children's groups and support, safety planning, resource referrals, advocacy and case management, housing and employment support, financial planning, and more.

DVRC also operates a 24-hour, 7 days a week, 365 days a year crisis line. DVRC's crisis line is run out of Monika's House shelter and connects those in need with resources and services.

In addition to these services, DVRC provides community education and training to other agencies, schools, and businesses.

### **How Many Tualatin Residents will be Served?**

So far in 2021, 3.8% of survivors receiving our services self-identified living in Tualatin. This percentage is based on survivors who chose to disclose their address to DVRC. We do not require that survivors disclose where they live to receive services.

### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

DVRC is dedicated to serving all survivors of domestic violence in Washington County and surrounding areas, which includes Tualatin. At DVRC, we have continued our effort to provide services to the outer reaches of the county and make sure that safety and support is available to all who need it. We continue to house an Advocate at the Tigard DHS office, as well as making our resources available through the Tualatin Police Department. We hope that these efforts continue to expand our reach in Tualatin, and give hope and support to those in need.

### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

#### Agency Organizational / Financial Information

#### **Please Submit Your Budget Information**

[21-22\\_budget\\_summary.pdf](#) [2]

#### **Please Submit Your Board Information**

[boardlistdvrc21.docx](#) [3]

#### **Please Submit a Copy of Your 501(c)3 cert.**

[501c3\\_designation.pdf](#) [4]

#### **Other Attachments**



**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65721>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/21-22\\_budget\\_summary.pdf](https://www.tualatinoregon.gov/system/files/webform/21-22_budget_summary.pdf)

[3] <https://www.tualatinoregon.gov/system/files/webform/boardlistdvrc21.docx>

[4] [https://www.tualatinoregon.gov/system/files/webform/501c3\\_designation.pdf](https://www.tualatinoregon.gov/system/files/webform/501c3_designation.pdf)

| <b>Domestic Violence Resource Center</b> |   |  |
|--|---|--|
| <b>2021-2022 Budget Summary</b>          |   |  |
|  |   | <b>Agency Budget<br/>Summary 21-22</b> |
| Ordinary Income/Expense                  |   |  |
| <b>Income</b>                            |   |  |
|  | Total 41000 · Fundraising Income        | 37,000                                 |
|  | Total 43400 - Public Contribution       | 75,000                                 |
|  | Total 45000 · Foundation Grants         | 25,000                                 |
|  | Total 46000 · Federal Grants            | 906,513                                |
|  | Total 46200 · State Grants              | 681,817                                |
|  | Total 46400 · County Grants             | 642,287                                |
|  | Total 46600 · City Grants               | 7,000                                  |
|  | <b>Total Income</b>                     | <b>2,374,617</b>                       |
| Expense                                  |   |  |
|  | <b>Total 61000 · Personnel Costs</b>    | <b>1,741,311</b>                       |
|  | 62115 · Advertising                     | -                                      |
|  | 62110 · Audit                           | 10,050                                 |
|  | 62117 · Automobile Expenses             | 3,000                                  |
|  | 62345 · Bad Debt Expense                | -                                      |
|  | 62120 · Merchant Transaction Fees       | 2,500                                  |
|  | 62169 · Client Assistance               | 389,186                                |
|  | 62160 · Computers & Software            | 16,200                                 |
|  | 62250 · Conference,Meetings,Training    | 18,650                                 |
|  | 62100 · Contract Services               | 40,500                                 |
|  | 62340 · Depreciation Expense            | -                                      |
|  | 62260 · Dues and Subscriptions          | 14,500                                 |
|  | 62280 · Equipment Rental                | 12,354                                 |
|  | 62330 · Fundraising Expense             | 5,000                                  |
|  | 62180 · Gifts and Awards                | 9,500                                  |
|  | 62230 · Insurance                       | 32,700                                 |
|  | 62400 · Interest Expense                | -                                      |
|  | 62130 · Legal & Accounting Fees         | -                                      |
|  | 62270 · Licensure                       | 350                                    |
|  | 62325 · Moving Expense                  |  |
|  | 62320 · Occupancy                       | 52,400                                 |
|  | 62140 · Payroll Service                 | 4,500                                  |
|  | 62200 · Postage & Delivery              | 1,500                                  |
|  | 62300 · Printing & Promotional Material | 6,200                                  |
|  | 62240 · Repair and Maint                | 29,052                                 |
|  | 62290 · Small Equipment & Furniture     | -                                      |
|  | 62150 · Supplies                        | 11,700                                 |
|  | 62190 · Telecommunications              | 18,500                                 |
|  | 62310 · Travel/Mileage                  | 5,474                                  |
|  | 62210 · Utilities                       | 16,000                                 |
|  | 70200 · Shared Expense Allocation       | -                                      |
|  | 69800 · Uncategorized Expenses          | -                                      |
|  | <b>Total Expense</b>                    | <b>2,441,127</b>                       |
|  | <b>Net Ordinary Income</b>              | <b>(66,510)</b>                        |
|  | Total Other Income                      | 24,200                                 |
|  | Total Other Expense                     | 21,600                                 |
|  | <b>Net Other Income</b>                 | <b>2,600</b>                           |
|  | <b>Net Income</b>                       | <b>(63,910)</b>                        |



**Internal Revenue Service**

**Department of the Treasury**

**P. O. Box 2508  
Cincinnati, OH 45201**

**Date:** December 27, 2001

Domestic Violence Resource Center, Inc  
P.O. Box 494  
Hillsboro, OR 97123-0494

**Person to Contact:**

Ms. Smith #31-07262  
Customer Service Representative

**Toll Free Telephone Number:**

8:00 a.m. to 9:30 p.m. EST  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

93-0665804

Dear Sir or Madam:

This is in response to the Amendment to your organization's Articles of Incorporation, filed with the state on March 01, 2001. We have updated our records to reflect the name change as indicated above.

Our records indicate that a determination letter issued in October 1977 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Domestic Violence Resource Center, Inc  
93-0665804

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

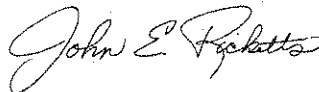
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #94

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Fri, 08/20/2021 - 4:34pm  
73.25.30.19

#### Agency Contact Information

**Agency Name**

FAMILY JUSTICE CENTER OF WASH COUNTY

**Address**

735 SW 158th Avenue

**City**

Beaverton

**State**

OR

**Zip Code**

97006

**Contact Name**

Judy Willey

**Contact Telephone Number**

5034758435

**Contact Email Address**

willeyjl68@gmail.com

## Agency Request Information

### **Request**

\$5,500

### **What is the Request for?**

We have seen a significant increase in cases of domestic violence. Due to covid, loss of jobs and delays in the courtrooms, we have experienced longer wait times for service of restraining orders. This means victims are not able to return to their homes quickly. We have been providing longer stays in safe locations (hotels and extended stay locations). We have also depleted all of our family support grant money and gift cards for food, personal items and fuel for victims and family.

### **Describe the Agency's Mission**

The Family Justice Center of Washington(FJC) County Mission: To provide all of the services a victim of abuse and their family need "under one roof." Our purpose is to help them move forward and out of a world of abuse (sexual, domestic/family violence and elder). The FJC offers victims all the support needed to change their lives and move away from the fear and abuse towards safety, healing and hope. A safety plan and a safe place are key to this healing process. Counseling, legal services, child care, food and permanent housing are important and help victims focus on changing their future.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

FJC serves any person or family who is experiencing domestic or family abuse without regard to race, creed or color. Our doors are OPEN to all people in Tualatin who need freedom from abuse! Your citizens will find the services they need in and through the FJC if they enter our doors. We have 11 partners inside the Center and 13 outside of the Center who work closely with us to ensure victims and families get just what they need to heal. We recognize it is a BIG step to leave an abusive situation when you have been living in a world of fear every day. A SAFE PLACE is the first step to getting out - FJC offers this to every victim!

### **What Types of Services will be Provided in the Funding Request Year?**

Tualatin funding will help us continue to provide overnight short term housing (7-10 days usually) until the restraining order is processed and served or other long term housing is secured. In addition, your funding will allow us to provide meals for victim/family, necessary personal items/clothing and transportation to key appointments during this time. Depending on length of stay, many times we need to support child care costs while victims are meeting with DHS representatives to secure long term services they need to survive. Your funding will be spent on the needs of victims who enter our door.

### **How Many Tualatin Residents will be Served?**

Although we do not have solid numbers served during the 2020-21 year due to Covid and the high unemployment numbers - we do know how many residents of Tualatin have called into the Center asking for assistance through our help line. Our count as of July 31 was 56 calls from Tualatin residents. They were seeking restraining orders, legal services, counseling, long term housing, employment assistance and child care so they could find work. We were able to assist in the Center and directly connect them to needed services outside of the Center. When possible - we made appointments for them. As stated before - we do our best to help and serve every person who enters the FJC.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

100% of our program is open and in a sense - dedicated - to Tualatin along with every other city in Washington County. We are open 8-5 five days a week and have an after hours HOTLINE. Inside the FJC we offer mental health services (individual counseling, family counseling, health care evaluations, safety plans, restraining orders, legal aid, employment and housing assistance and child care); outside of the Center we offer expanded DHS services, Medical exams and expanded mental health support. If we do not have what a victim needs, we reach out and do our best to fill that special need. Our desire is to help the victim get out of the abusive situation and never look back - only forward!

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

2021 - Government Funding includes: Washington County support; Washington County City support from Hillsboro, Beaverton, Cornelius, North Plains, Banks, Tigard, King City and Durham. The amount from each area varies and depends on the size of City and police reports around domestic violence and family abuse. We know it is true that every community experiences domestic/family violence and the FJC is here to serve every community. Our cash and in kind budget is still over \$1M and our need to raise is still at approximately \$500,000.

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[proposed\\_2021-22\\_budget\\_7-8-2021.pdf](#) [2]

**Please Submit Your Board Information**

[fjc\\_board\\_roster\\_1.20.21-3.doc](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[board\\_roster\\_2-10-20.doc](#) [4]

**Other Attachments**

[fjc\\_partners\\_summary.pdf](#) [5]

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65781>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/proposed\\_2021-22\\_budget\\_7-8-2021.pdf](https://www.tualatinoregon.gov/system/files/webform/proposed_2021-22_budget_7-8-2021.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/fjc\\_board\\_roster\\_1.20.21-3.doc](https://www.tualatinoregon.gov/system/files/webform/fjc_board_roster_1.20.21-3.doc)

[4] [https://www.tualatinoregon.gov/system/files/webform/board\\_roster\\_2-10-20\\_0.doc](https://www.tualatinoregon.gov/system/files/webform/board_roster_2-10-20_0.doc)

[5] [https://www.tualatinoregon.gov/system/files/webform/fjc\\_partners\\_summary.pdf](https://www.tualatinoregon.gov/system/files/webform/fjc_partners_summary.pdf)



**2021-22 Proposed Budget**

| Description                             | 2020-21        |                |                 |            | 2021-22         |                 |            | Comments   |
|---|----------------|----------------|-----------------|------------|-----------------|-----------------|------------|--|
|   | Budget         | Actual         |                 |            | Proposed Budget | \$ change       | % change   |  |
| <b>REVENUES</b>                         |                |                |                 |            |                 |                 |            |  |
| <b>Direct Support</b>                   |                |                |                 |            |                 |                 |            |  |
| Washington County                       | \$ 330,000     | 349,639        | 19,639          | 6%         | 347,045         | 17,045          | 5%         | Confirmed w/Washington County that the 2021-22 amount is \$347,045. See 5-year public safety levy worksheet for annual amounts.                  |
| Washington County Community Corrections |                |                |                 |            | 55,000          |                 |            | Per Washington County Community Corrections, this is the amount to be received in 2021-22; see offsetting expense in Contract Labor - Internship |
| Washington County Cities                | 75,000         | 70,170         | (4,830)         | 6%         | 80,000          | 5,000           | 7%         | Planning for same funding level from the cities. Revenue from WA County cities has decreased each year since 2017-18.                            |
| <b>subtotal Direct Support</b>          | <b>405,000</b> | <b>419,809</b> | <b>14,809</b>   | <b>4%</b>  | <b>482,045</b>  | <b>22,045</b>   | <b>5%</b>  |  |
| <b>Foundation Grants</b>                |                |                |                 |            |                 |                 |            |  |
| Unrestricted                            | 15,000         | 58,383         | 43,383          | 289%       | 50,000          | 35,000          | 233%       |  |
| Restricted                              | 115,500        | 27,000         | (88,500)        | 77%        | 65,000          | (50,500)        | 44%        | Plan to reapply for the Collins grant which pays for salaries  |
| <b>subtotal Foundation Grants</b>       | <b>130,500</b> | <b>85,383</b>  | <b>(45,117)</b> | <b>35%</b> | <b>115,000</b>  | <b>(15,500)</b> | <b>12%</b> |  |
| Corporate support                       | 15,000         | 1,500          | (13,500)        | 90%        | 15,000          |                 |            | No change from 2020-21 budget  |
| Individual Donations                    | 20,000         | 16,279         | (3,721)         | 19%        | 20,000          |                 |            | No change from 2020-21 budget  |
| <b>Fundraising Revenue</b>              |                |                |                 |            |                 |                 |            |  |
| Denim and Diamonds                      | 100,000        | 126,700        | 26,700          | 27%        | 110,000         | 10,000          | 10%        | Slight increase  |
| Additional fundraising event(s)         | 15,000         |                | (15,000)        | 100%       |                 |                 |            | Placeholder for a possible second fund raiser  |
| Misc fundraising                        | 5,000          | 250            | (4,750)         | 95%        |                 | (5,000)         | 100%       | This account/line item will be deleted   |
| <b>Total fundraising revenue</b>        | <b>120,000</b> | <b>126,950</b> | <b>6,950</b>    | <b>6%</b>  | <b>110,000</b>  | <b>5,000</b>    | <b>4%</b>  |  |
| Miscellaneous revenue                   | 550            | 6,016          | 5,466           | 994%       | 550             |                 |            | No change from 2020-21 budget  |
| Marketing revenue                       |                | 2,000          | 2,000           |            |                 |                 |            |  |
| Community in-kind                       |                | 715            | 715             |            |                 |                 |            |  |
| DVRC rent                               | 23,400         | 23,364         | (36)            | 0%         | 24,500          | 1,100           | 5%         | Increase because of lease costs  |
| DVRC Custodial                          | 7,200          | 4,800          | (2,400)         | 33%        | 9,600           | 2,400           | 33%        | DVRC will be paying for another day @ \$400/mo   |
| Tax abatement                           | 29,400         | 29,412         | 12              | 0%         | 29,400          |                 |            | No change. Will remain the same through 6/30/2026.   |
| <b>Total Revenue</b>                    | <b>751,050</b> | <b>716,228</b> | <b>(34,822)</b> | <b>5%</b>  | <b>806,095</b>  | <b>15,045</b>   | <b>2%</b>  |  |

**2021-22 Proposed Budget**

| Description                   | 2020-21        |                | 2020-21       |            | 2021-22         |               |            | Comments   |
|-------------------------------|----------------|----------------|---------------|------------|-----------------|---------------|------------|--|
|                               | Budget         | Actual         | \$ change     | % change   | Proposed Budget | \$ change     | % change   |  |
| <b>EXPENDITURES</b>           |                |                |               |            |                 |               |            |  |
| <b>Personnel Costs</b>        |                |                |               |            |                 |               |            |  |
| Employees                     | 175,935        | 125,038        | 50,897        | 29%        | 181,000         | 5,065         | 3%         | Will ask Board to approve 1.8% cost of living adjustment (ties to COLA proposal Washington County. The receptionist left and is now working for DVRC; the new family support worker is working 25 hours/week. Have new ED looks at compensation levels to ensure they are competitive. Also discuss having staff work 40hours/week Monday-Friday; 8am-5pm. |
| Payroll taxes                 | 17,600         | 7,444          | 10,156        | 58%        | 18,100          | 500           | 3%         | Estimated using 10% of employee costs  |
| Paid Internship               |                |                |               |            |                 |               |            | County 2021-22 budget includes payment of \$55,000 to the FJC for a paid internship  |
| Health Insurance              | 9,396          | 19,028         | (9,632)       | 103%       | 13,200          | 3,804         | 40%        | Increase due to budgeting to have two staff on insurance. \$100/month co-pay. Monthly premium is \$650/month. \$(650-100)=\$550*12=\$6,600*2=\$13,200.   |
| Workers' Comp                 | 3,483          | (4,184)        | 7,667         | 220%       | 3,483           | 0             | 0%         | No change from 2020-21 budget  |
| Cafeteria/125                 | 500            |                | 500           | 100%       |                 | (500)         | 100%       | No plans to budget for this  |
| <b>Total Employee</b>         | <b>206,914</b> | <b>147,326</b> | <b>59,588</b> | <b>29%</b> | <b>215,783</b>  | <b>8,869</b>  | <b>4%</b>  |  |
| <b>Contract Labor</b>         |                |                |               |            |                 |               |            |  |
| Grant Writer                  | 5,040          | 3,380          | 1,660         | 33%        | 6,000           | 960           | 19%        |  |
| Contract Labor                |                |                |               |            |                 |               |            |  |
| IT Support                    | 10,095         | 8,296          | 1,799         | 18%        | 10,000          | (95)          | 1%         | IT down from budgeted amount, last year budgeted \$10,000, project cost will be closer to \$7,000 this year; increasing slightly to \$7,800. Hourly rate increases from \$33.50 to \$35.   |
| Bookkeeper                    | 9,900          | 8,351          | 1,549         | 16%        | 10,000          | 100           | 1%         | Slight increase from prior year budget   |
| Intern                        | 41,600         | 390            | 41,210        | 99%        | 55,000          | 13,400        | 32%        | Will receive \$55,000 from Washington County Community Corrections   |
| <b>Total contract labor</b>   | <b>66,635</b>  | <b>20,417</b>  | <b>46,218</b> | <b>69%</b> | <b>81,000</b>   | <b>14,365</b> | <b>22%</b> |  |
| Background Check              | 100            | 10             | 90            | 90%        | 1,500           | 1,400         | 1400%      | National background check  |
| <b>Direct Operating Costs</b> |                |                |               |            |                 |               |            |  |
| Bank Charge                   | 3,000          | 45             | 2,955         | 99%        | 3,000           |               |            | Bank Charges – keeping it at \$3,000 – mostly due to Greater Giving  |
| Audit and Tax Return          | 6,700          | 6,950          | (250)         | 4%         | 7,000           | 300           | 4%         | No change from 2020-21 budget: \$6,700 audit and \$750 for tax return  |
| Payroll Services              | 750            | 755            | (5)           | 1%         | 750             |               |            | Quickbooks expense \$750; \$31.25 per pay period (24 pay periods)  |
| Dues and Memberships          | 1,520          | 2,256          | (736)         | 48%        | 1,700           | 180           | 12%        | For Rotary (\$75), Beaverton Chamber (\$720) and Amazon Prime (\$99) memberships   |
| Food costs                    | 600            |                | 600           | 100%       | 1,000           | 400           | 67%        | Increase based on 2020-21 projected actual   |
| Other                         | 500            |                | 500           | 100%       | 500             |               |            |  |
| Denim and Diamonds            | 12,500         | 13,789         | (1,289)       | 10%        | 15,000          | 2,500         | 20%        |  |
| Road Rally                    | 1,000          | 835            | 165           | 17%        |                 | (1,000)       | 100%       |  |

**2021-22 Proposed Budget**

| Description  | 2020-21          |                | 2020-21         |             | 2021-22         |                |            | Comments  |
|--|------------------|----------------|-----------------|-------------|-----------------|----------------|------------|---|
|  | Budget           | Actual         | \$ change       | % change    | Proposed Budget | \$ change      | % change   |   |
| Liability and D&O (Directors & Officers) insurance | 4,225            | 4,105          | 120             | 3%          | 3,000           | (1,225)        | 29%        | Increase based on 2020-21 projected actual  |
| Custodial Services                                 | 18,000           | 12,342         | 5,658           | 31%         | 20,880          | 2,880          | 16%        | \$1,740/month per a 5/26/2021 amendment to the maintenance agreement  |
| Marketing & Promotion                              | 4,000            | 2,928          | 1,072           | 27%         | 4,000           |                |            | No change from 2020-21 budget   |
| Postage  | 500              | 517            | (17)            | 3%          | 400             | (100)          | 20%        |   |
| Professional Development                           | 1,500            | 127            | 1,373           | 92%         | 3,000           | 1,500          | 100%       | Actual for 2020-21 lower due to COVID. In prior years this has been closer to \$5,000/\$6,000. Increase with the expectation that board member(s) may take advantage of the Alliance for Hope Annual Conference – \$600/person. |
| Rent and Occupancy                                 | 349,639          | 379,280        | (29,641)        | 8%          | 360,127         | 10,488         | 3%         | Per lease agreement   |
| Office Supplies                                    | 5,500            | 7,660          | (2,160)         | 39%         | 6,000           | 500            | 9%         | 2020-21 offices supplies higher due to purchase of COVID supplies   |
| Telephone and Technology                           | 6,000            | 5,316          | 684             | 11%         | 6,000           |                |            |   |
| Travel   | 500              | 340            | 160             | 32%         | 500             |                |            |   |
| Survivor Advisory Board                            | 1,200            | 1,128          | 72              | 6%          | 2,000           | 800            | 67%        | Increase in number of participants. FJC provides a \$25 gift card to participants at each meeting as well as a meal.  |
| Social Media Expense                               |                  | 1,000          | (1,000)         |             |                 |                |            |   |
| Miscellaneous rounding                             |                  | 350            | (350)           |             | 12,500          | 12,500         |            | Placeholder for possible hiring costs for travel/relocation/misc  |
| <b>subtotal Direct Operating</b>                   | <b>417,634</b>   | <b>439,723</b> | <b>(22,089)</b> | <b>5%</b>   | <b>447,357</b>  | <b>29,723</b>  | <b>7%</b>  |   |
| <b>Furniture/Equipment/Tenant Improvements</b>     |                  |                |                 |             |                 |                |            |   |
| Furnishings/Equipment                              | 3,000            |                | 3,000           | 100%        | 3,500           | 500            | 17%        | Placeholder   |
| Technology Equipment                               | 1,000            |                | 1,000           | 100%        | 5,000           | 4,000          | 400%       |   |
| Tenant Improvements                                | 1,000            | 225            | 775             | 78%         | 1,000           |                |            |   |
| <b>subtotal Furniture/Equipment</b>                | <b>5,000</b>     | <b>225</b>     | <b>4,775</b>    | <b>96%</b>  | <b>9,500</b>    | <b>4,500</b>   | <b>90%</b> |   |
| Family Assistance                                  | 6,000            | 5,731          | 269             | 4%          | 6,500           | 500            | 8%         |   |
| <b>Total Expenditures</b>                          | <b>702,283</b>   | <b>613,432</b> | <b>88,851</b>   | <b>13%</b>  | <b>761,640</b>  | <b>57,957</b>  | <b>8%</b>  |   |
| <b>Revenues over expenditures</b>                  | <b>\$ 48,767</b> | <b>102,796</b> | <b>54,029</b>   | <b>111%</b> | <b>44,455</b>   | <b>(4,312)</b> | <b>9%</b>  |   |

**Family Justice Center of Washington Co.  
Board of Directors Contact List  
January 17, 2021**

Judy Willey, Board President  
President/Retired  
Oregon International Air Show  
3416 NE Dunbar Ct. Hillsboro, OR 97124  
503-475-8435  
[willeyjl68@gmail.com](mailto:willeyjl68@gmail.com)

Bob Hermann, Vice Chair  
Retired District Attorney  
15107 NW Oakmont Loop  
Beaverton, OR 97006  
(c) 503-645-8382  
[rwhermann@frontier.com](mailto:rwhermann@frontier.com)

Kevin Barton  
Washington Co. District Attorney  
150 N First Street, Suite 300  
Hillsboro, OR 97124  
503-846-8671  
[Kevin\\_Barton@co.washington.or.us](mailto:Kevin_Barton@co.washington.or.us)

John Bennett  
Commander, Wash Co Sheriff  
215 SW Adams Ave, Hillsboro, OR. 97124  
Cell: 503-793-0716  
[John\\_Bennett@co.washington.or.us](mailto:John_Bennett@co.washington.or.us)

Sylvana Bennett  
Physician  
17552 SW Keystone Ct.  
Beaverton, Or 97007  
503-539-9769 cell  
[sebennett98@gmail.com](mailto:sebennett98@gmail.com)

Erin Calvert  
Deputy County Administrator  
Washington County Administrative Office  
155 N. First Ave. Hillsboro, OR 97124  
503-846-8899 work  
503-332-9135 cell  
[Erin\\_calvert@co.washington.or.us](mailto:Erin_calvert@co.washington.or.us)

CFO/Retired  
14246 SW 133<sup>rd</sup> Ave, Tigard, OR 97224  
503-531-1486  
[Marygruss@outlook.com](mailto:Marygruss@outlook.com)

Rebecca Guptill, Secretary  
Circuit Court Judge for Washington Co.  
150 N First Ave  
Hillsboro, OR 97124  
(c) 503-507-4307  
[rebecca.d.guptill@Ojd.state.or.us](mailto:rebecca.d.guptill@Ojd.state.or.us)

Campbell Clarey  
Assistant Development Coordinator  
Tandem Property Management  
1200 SW 66<sup>th</sup> Ave. Ste. 300  
Portland, OR 97225  
971-230-8466  
[Campbell.clarey@gmail.com](mailto:Campbell.clarey@gmail.com)

Danielle Fage  
Commodity Manager, Intel  
31806 Belgium Ct.  
North Plains, OR 97133  
(cell) 510-579-4304  
[Danielle.fage@gamil.com](mailto:Danielle.fage@gamil.com)

Shawn Fischer  
Executive Director  
735 SW 158<sup>th</sup> Avenue  
Beaverton, OR 97006  
503 430 8300  
[shawn@fjwc.org](mailto:shawn@fjwc.org)

Leocadia Montero Hainley  
Psychotherapist and ESPERE Consultant  
P.O. Box 512  
Sherwood, OR 97140  
503-537-8562  
[leocdiamz@gmail.com](mailto:leocdiamz@gmail.com)

Kevin Howard  
Faith Based Representative  
906 NW Freeman Court  
Hillsboro, OR 97124  
503-866-4020  
[kevhowardrenew@gmail.com](mailto:kevhowardrenew@gmail.com)

Tristan Irvin  
Tigard Community Volunteer  
7998 SW Bond St  
Tigard, OR 97224  
541-915-5266  
[Tristan.irvin78@gmail.com](mailto:Tristan.irvin78@gmail.com)

JoAnn Lumaco  
Community Representative  
2878 NE Jackson School Rd.  
Hillsboro, OR 97124  
503-720-4127  
[jlumaco@comcast.net](mailto:jlumaco@comcast.net)

Carolyn Ortman  
Kaiser Permanente Regional Manager  
5890 NW Landing Drive  
Portland OR 97229  
503.341.9553  
[Carolyn.ortman@yahoo.com](mailto:Carolyn.ortman@yahoo.com)

Rep. Janeen Sollman  
State Representative  
306 NE 64<sup>th</sup> Ct.  
Hillsboro, OR 97124  
503-349-8792 cell  
503-986-1430 work  
[rep.janeensollman@oregonlegislature.gov](mailto:rep.janeensollman@oregonlegislature.gov)

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 14 2016

FAMILY JUSTICE CENTER OF WASHINGTON  
COUNTY  
250 SE 10TH AVE  
HILLSBORO, OR 97123-4238

Employer Identification Number:  
47-4687471  
DLN:  
17053294340045  
Contact Person:  
ANGELA M BENDER ID# 31162  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
August 20, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

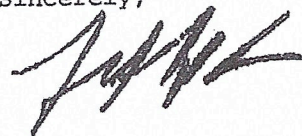
If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FAMILY JUSTICE CENTER OF WASHINGTON

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations

**THE FAMILY JUSTICE CENTER PARTNER SUMMARY**  
**As of December 2019**

**We have 10 onsite partners:**

Hillsboro and Beaverton Police Departments – provide crime reporting, investigations and client important information  
Washington County Sheriff – provide crime reporting, investigations and client important information  
Domestic Violence Resource Center – provides advocacy and counseling  
Community Action – provides financial assistance & assists with housing whenever possible  
DHS – provides family coaching and financial assistance  
Oregon Law Center – provide legal services in civil matters  
Victim Rights Law Center – provides legal services related to sexual assault  
Sexual Assault Resource Center – provides advocacy and counseling  
Voices Set Free – provides prevention/education on impact DV has on children  
Circuit Court – clients appear remotely in front of Judge for restraining orders and do not have to face abuser in court or around courthouse. They are in a safe place at the FJC>

**We have many off-site partners**

Abuse Recovery Ministry Services – offering a weekly group to victims  
Adelante Mujeres – provide group education  
Hillsboro School District – work with students & guidance counselors  
Beaverton School District – work with students & guidance counselors  
Boys and Girls Club  
Virginia Garcia  
Tuality Community Hospital  
Sonrise Church  
Church of Jesus Christ of Latter Day Saints  
El Programa Hispano Catolico  
Oregon Food Bank  
Oregon Crime Victims Law Center

**Non Profit Organizations**

Elks Lodge Foundation, Hillsboro  
Hillsboro Rotary Club Foundation  
Immigrant and Refugee Community Organization

**Law Enforcement partners**

Banks Police Department  
Beaverton Police Department  
Cornelius Police Department  
Forest Grove Police Department

King City Police Department  
North Plains Police Department  
Sherwood Police Department  
Tigard Police Department  
Tualatin Police Department  
Washington County District Attorney's Office  
Washington County Sheriff  
Washington County Corrections

**Summary of Services since we opened 6,251 (March 2018-December 2019)**

Counseling 2,325  
Food, Housing and Financial assistance 794  
Legal 413  
Restraining Orders 1,557  
Safety planning 824  
Child care for employment 213  
Crime reporting 125



Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #93

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Fri, 08/20/2021 - 12:37pm  
50.53.119.10

#### Agency Contact Information

**Agency Name**

Family Promise of Tualatin Valley

**Address**

20425 Sw Stafford Rd

**City**

Tualatin

**State**

OR

**Zip Code**

97062

**Contact Name**

Elise Schaff Laubach

**Contact Telephone Number**

971-279-9569

**Contact Email Address**

[elise@familypromiseoftv.org](mailto:elise@familypromiseoftv.org)

## Agency Request Information

### **Request**

\$7,5000 Family Promise of Tualatin Valley (FPTV) is seeking \$7,5000 for operations. These costs include salaries not covered by grant funding, support for our families leaving shelter, such as apartment application fees, move-in costs and rental assistance which keeps families stably housed. Other needs may include operations costs for our office, everyday supplies needed to maintain our program such as office supplies, printing, insurance, maintenance, and purchase of training material. (See attached Budget for details).

### **What is the Request for?**

Due to the ongoing COVID-19 health crisis, we have discontinued our congregate shelter model and are housing families in a hotel. This has allowed us to triple the number of households that we serve. We have been able to use COVID related funding to pay the majority of these hotel shelter costs, however, these funds are narrowly restricted.

The long term success of our program is due to the wrap-around support we are able to provide to our guests. Transition from shelter to housing is not possible without flexible funding to allow custom solutions for each household. Additionally, once clients are housed, we provide continued case management to ensure that they can connect with jobs, healthcare, food resources and any other essential community supports. We are asking for funds that allow us to creatively meet needs defined by our households so they can succeed. We want to ensure that, for our most vulnerable populations, there is not an ongoing cycle of homelessness.

### **Describe the Agency's Mission**

Our mission is to equip vulnerable families and individuals to end the cycle of homelessness through a community based response.

Family Promise of Tualatin Valley was formed as a grassroots effort in October, 2016 and opened its doors to serving families experiencing homelessness in March, 2019. We accomplish this by providing emergency shelter and wraparound services that include extensive case management, family mentoring, and life skills training such as budgeting. We receive referrals from our support networks in Washington and Clackamas counties. We currently serve 15 households at a time in our shelter program. In the two years since our inception we have an 85% success rate transitioning households into permanent housing.

FPTV offers a continuum of care for people who are experiencing housing insecurity. While shelter is our biggest program, we also offer housing loss prevention, shelter diversion, stabilization and graduate services. We direct clients to the program that provides the longest lasting impact and minimizes trauma.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Family Promise of Tualatin Valley primarily serves homeless children and their families from the Tigard-Tualatin school district. 90% of the families served year-to-date in the FPTV program are from the Tigard-Tualatin school district. Total homeless student population for the service area was over 150 at the end of the 2021 school year. These numbers do not include non-student family members (toddlers, teens not enrolled in school and parents or extended family members). This means there would be nearly 500 unsheltered children and parents with roughly half of these folks from Tualatin. When the eviction moratorium lifts, we expect a large number of people to be housed in our area.

FPTV's Outreach Plan includes strong partnerships with school districts, with other local homeless support service providers, with local churches, in underserved communities and with WA County's Continuum of Care providers. In the school district, we work with the federally mandated McKinney-Vento liaison who connects with homeless students and their families. Families at risk of becoming homeless or families experiencing homelessness are referred to FPTV by the liaisons and other school staff. For the Tigard-Tualatin school district we reach out to ALL of the McKinney-Vento students and their families and we work closely with counseling staff. Some families enter the FPTV full shelter and rehousing program and others are assisted with Prevention and Diversion services or additional housing and community resources.

FPTV works with households before or as soon as possible after they come into homelessness, before their need becomes so great that a stable, rooted life in their own community seems unattainable. Our approach is in line with the mission of Tualatin as a community that values a high quality of life and promotes local pride and a sense of ownership, involvement and belonging.

We have expanded our footprint of service due to Covid-19, and are currently serving adult only households in addition to families. These households tend to represent the most vulnerable populations, with histories of chronic homelessness or a disabling condition.

#### **What Types of Services will be Provided in the Funding Request Year?**

FPTV offers a shelter program that provides a safe place to sleep, meals, advocacy, access to local agencies, wraparound services that include case management, mentoring, financial literacy classes and job readiness support and housing navigation.

As part of our continuum of care we offer eviction prevention and shelter diversion services including rental arrears, utility support and landlord/tenant advocacy.

We also provide graduate support for clients who are in housing to connect them with jobs and resources to ensure their continued success.

#### **How Many Tualatin Residents will be Served?**

The Family Promise program is a highly hands-on and supportive program. Our current capacity is 15 households in shelter with an average of 36 individuals at any given time, an additional 6 households at a time receiving prevention support and 43 graduate households. We estimate providing shelter, case management and rehousing services to 20 Tualatin residents by the end of 2021. We will also provide hundreds of resource referrals to Tualatin households.

#### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

90% of the families we have served year-to-date are from the Tigard-Tualatin school district and roughly half of those households are from Tualatin. As of mid-August, we have provided direct service to 77 individuals with over 5500 bed nights of shelter, food and case management support. We estimate providing resource referrals to an additional 300 individuals in Tualatin. Four of our support partners' sites are in the city of Tualatin, in addition to our offices.

#### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Supportive Housing Services Grant through Washington County  
Social Services Grant through the City of Tigard

#### Agency Organizational / Financial Information

**Please Submit Your Budget Information**

[2021\\_budget\\_book.revised\\_2021.08.pdf](#) [2]

**Please Submit Your Board Information**

[fptv\\_board\\_8\\_21.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[501c3\\_determination\\_letter.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65771>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/2021\\_budget\\_book.revised\\_2021.08.pdf](https://www.tualatinoregon.gov/system/files/webform/2021_budget_book.revised_2021.08.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/fptv\\_board\\_8\\_21.pdf](https://www.tualatinoregon.gov/system/files/webform/fptv_board_8_21.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/501c3\\_determination\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/501c3_determination_letter.pdf)

2021 Revised Budget  
 Presented to Finance Committee August 11, 2021

|                                    | Budget Revisions             |   |                   |                  |                                   |  |                               | Revised Budget    |                        |
|------------------------------------|------------------------------|---|-------------------|------------------|-----------------------------------|--|-------------------------------|-------------------|------------------------|
|                                    | Budget as revised 2021.03.17 | # | Budget Adjustment | CDBG Adjustments | Reverse Reserve Funded Motels etc | SHS - only portion added for payroll (to be corrected) | ESG spend budget for 6 months |                   | Total Budget Revisions |
| <b>Use of Carryover Funds</b>      | \$ 287,130                   | 2 | \$ 69,351         | \$ -             |                                   |  |                               | \$ 69,351         | \$ 356,481             |
| <b>Income</b>                      |                              |   |                   |                  |                                   |  |                               |                   |                        |
| 4012 — Congregations               | 13,990                       |   |                   |                  |                                   |  |                               | -                 | 13,990                 |
| 4022 — Congregations-grants        | 10,000                       |   | -                 | -                | -                                 | -  | -                             | -                 | 10,000                 |
| Congregations                      | <u>23,990</u>                |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>          | <u>23,990</u>          |
| 4013 — Foundations                 | 92,000                       |   |                   |                  |                                   |  |                               | -                 | 92,000                 |
| 4014 — Corporations                | 20,500                       |   |                   |                  |                                   |  |                               | -                 | 20,500                 |
| 4023 — Foundations- Grants         | 30,000                       |   |                   |                  |                                   |  |                               | -                 | 30,000                 |
| 4024 — Corporate- Grants           | -                            |   | -                 | -                | -                                 | -  | -                             | -                 | -                      |
| Foundations and Corporations Total | <u>142,500</u>               |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>          | <u>142,500</u>         |
| 4030 — Fundraising Event- Revenue  | 80,000                       |   | -                 | -                | -                                 | -  | -                             | -                 | 80,000                 |
| Fundraising Events Total           | <u>80,000</u>                |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>          | <u>80,000</u>          |
| 4015 — Government/Civic            | 34,000                       |   |                   |                  |                                   |  |                               | -                 | 34,000                 |
| 4025— Government/Civic restricted  | 269,089                      |   | -                 | 30,911           | -                                 | 62,415   | 287,116                       | 380,442           | 649,531                |
| Governments Total                  | <u>303,089</u>               |   | <u>-</u>          | <u>30,911</u>    | <u>-</u>                          | <u>62,415</u>  | <u>287,116</u>                | <u>380,442</u>    | <u>683,531</u>         |
| 4011 — Individuals                 | 28,000                       |   | -                 | -                | -                                 | -  | -                             | -                 | 28,000                 |
| Individuals Total                  | <u>28,000</u>                |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>          | <u>28,000</u>          |
| 4040 — Sales & Other income        |                              |   |                   |                  |                                   |  |                               | -                 |                        |
| 4060 — Interest & Dividends        | 290                          |   | -                 | -                | -                                 | -  | -                             | -                 | 290                    |
| <b>Total Income</b>                | 577,869                      | # | -                 | 30,911           | -                                 | 62,415   | 287,116                       | 380,442           | 958,311                |
| <b>Total Income and Reserves</b>   | <u>\$ 864,999</u>            |   | <u>\$ 69,351</u>  | <u>\$ 30,911</u> | <u>\$ -</u>                       | <u>\$ 62,415</u>                                       | <u>\$ 287,116</u>             | <u>\$ 449,793</u> | <u>\$ 1,314,792</u>    |

|   | Budget as revised<br>2021.03.17 | # | Budget<br>Adjustment | CDBG<br>Adjustments | Reverse<br>Reserve<br>Funded<br>Motels etc | SHS - only<br>portion<br>added for<br>payroll (to be<br>corrected) | ESG spend<br>budget for 6<br>months | Total Budget<br>Revisions | Revised<br>Budget |
|---|---------------------------------|---|----------------------|---------------------|--|--|-------------------------------------|---------------------------|-------------------|
| <b>Expenses</b>                             |                                 |   |                      |                     |  |  |                                     |                           |                   |
| <b>Direct Family Assistance</b>             |                                 |   |                      |                     |  |  |                                     |                           |                   |
| 5010 — Other- DFA                           | -                               |   |                      |                     |  |  |                                     | -                         | -                 |
| 5011 — Transportation- DFA                  | 7,200                           |   |                      |                     | (3,600)                                    |  | 1,800                               | (1,800)                   | 5,400             |
| 5012 — Direct FA                            | 12,000                          |   |                      | 30,911              | (6,000)                                    |  |                                     | 24,911                    | 36,911            |
| 5013 — Pantry                               | 9,000                           | # | -                    | -                   | (1,500)                                    |  | 15,706                              | 14,206                    | 23,206            |
| 5014 — Housing Stabilization                | 24,000                          |   |                      |                     | (12,000)                                   |  |                                     | (12,000)                  | 12,000            |
| 5015 — Housing Stabilization - COVID Motels | 328,890                         |   |                      |                     | (163,840)                                  |  | 145,408                             | (18,432)                  | 310,458           |
| 5015 — Diversion costs                      | 24,000                          |   | -                    | -                   | -  | -  | -                                   | -                         | 24,000            |
| <b>Direct Family Assistance Total</b>       | <b>405,090</b>                  |   | <b>-</b>             | <b>30,911</b>       | <b>(186,940)</b>                           | <b>-</b>   | <b>162,914</b>                      | <b>6,885</b>              | <b>411,975</b>    |
| <b>Salaries and Related Costs</b>           |                                 |   |                      |                     |  |  |                                     |                           |                   |
| 5020 — Salary and Related Employment C      |                                 |   |                      |                     |  |  |                                     | -                         | -                 |
| 5021 — Gross Wages                          | 338,839                         | 1 | 11,650               | -                   | (95,718)                                   | 53,364   | 95,718                              | 65,014                    | 403,853           |
| 5022 — Payroll Tax- Employer Paid           | 35,764                          | 1 | 350                  | -                   |  | 5,641  |                                     | 5,991                     | 41,755            |
| 5023 — Employee Insurance                   | -                               |   |                      |                     |  | 3,410  |                                     | 3,410                     | 3,410             |
| 5024 — Hiring Costs                         | -                               |   | -                    | -                   | -  | -  | -                                   | -                         | -                 |
| <b>Total Salaries and related costs</b>     | <b>374,603</b>                  |   | <b>12,000</b>        | <b>-</b>            | <b>(95,718)</b>                            | <b>62,415</b>  | <b>95,718</b>                       | <b>74,415</b>             | <b>449,018</b>    |
| <b>Day Center</b>                           |                                 |   |                      |                     |  |  |                                     |                           |                   |
| 5031 — Rent                                 | -                               |   |                      |                     |  |  |                                     | -                         | -                 |
| 5032 — Repairs & Maintenance- Facility      | 2,100                           |   |                      |                     |  |  |                                     | -                         | 2,100             |
| 5033 — Utilities                            | 10,924                          | 3 | (4,800)              |                     |  |  | 4,800                               | -                         | 10,924            |
| 5034 — Day Center Outfittings               | 1,500                           |   | -                    | -                   | -  | -  | -                                   | -                         | 1,500             |
| <b>Total Day Center</b>                     | <b>14,524</b>                   |   | <b>(4,800)</b>       | <b>-</b>            | <b>-</b>                                   | <b>-</b>   | <b>4,800</b>                        | <b>-</b>                  | <b>14,524</b>     |
| <b>General administration</b>               |                                 |   |                      |                     |  |  |                                     |                           |                   |
| 5041 — Repairs & Maintenance- Van           | 200                             |   |                      |                     |  |  |                                     | -                         | 200               |
| 5042 — Gas                                  | 600                             |   |                      |                     |  |  |                                     | -                         | 600               |
| 5043 — Insurance- Van                       | 2,208                           |   |                      |                     |  |  |                                     | -                         | 2,208             |
| 5051 — Conferences & Training               | 5,750                           |   |                      |                     |  |  |                                     | -                         | 5,750             |
| 5052 — Employee Mileage Reimb               | 4,320                           |   |                      |                     |  |  | 1,800                               | 1,800                     | 6,120             |
| 5053 — Meals                                | 1,200                           |   |                      |                     |  |  |                                     | -                         | 1,200             |
| 5054 — Gifts                                | -                               |   |                      |                     |  |  |                                     | -                         | -                 |
| 6020 — Facility Rental                      |                                 |   |                      |                     |  |  |                                     | -                         | -                 |
| 6021 — Webhosting                           | 864                             |   |                      |                     |  |  |                                     | -                         | 864               |
| 6022 — Website                              | 600                             |   |                      |                     |  |  |                                     | -                         | 600               |
| 6023 — Postage                              | 240                             |   |                      |                     |  |  |                                     | -                         | 240               |
| 6024 — Marketing materials                  | -                               |   |                      |                     |  |  |                                     | -                         | -                 |

|  | Budget as revised<br>2021.03.17 | # | Budget Adjustment | CDBG Adjustments | Reverse Reserve Funded Motels etc | SHS - only portion added for payroll (to be corrected) | ESG spend budget for 6 months | Total Budget Revisions | Revised Budget    |
|--|---------------------------------|---|-------------------|------------------|-----------------------------------|--|-------------------------------|------------------------|-------------------|
| 7022 — Accounting/Payroll Processing                       | 41,456                          | 1 | (12,000)          |                  |                                   |  |                               | (12,000)               | 29,456            |
| 7023 — IT Costs  | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7024 — National FP Association Fee                         | 2,000                           |   |                   |                  |                                   |  |                               | -                      | 2,000             |
| 7025 — Background Checks& Drug Test                        | 3,600                           |   |                   |                  | (1,800)                           |  | 1,800                         | -                      | 3,600             |
| 7026 — Professional Services                               |                                 |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7030 — Office Costs  | 780                             |   |                   |                  |                                   |  |                               | -                      | 780               |
| 7031 — Office Supplies                                     | 2,400                           |   |                   |                  |                                   |  | 20,084                        | 20,084                 | 22,484            |
| 7032 — Equipment Repair-Office                             | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7033 — Outside Copying & Printing                          | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7034 — Software and Technology                             | 99                              |   |                   |                  |                                   |  |                               | -                      | 99                |
| 7040 — License & Registrations                             | 35                              |   |                   |                  |                                   |  |                               | -                      | 35                |
| 7050 — Bank and Investment Fees                            |                                 |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7060 — Credit Card Fees                                    | 1,020                           |   |                   |                  |                                   |  |                               | -                      | 1,020             |
| 7070 — Interest Expense                                    |                                 |   |                   |                  |                                   |  |                               | -                      | -                 |
| 7080 — Bad Debt  | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 9000 — Ask My CPA  | -                               |   | -                 | -                | -                                 | -  | -                             | -                      | -                 |
| <b>Total General administration</b>                        | <u>67,372</u>                   |   | <u>(12,000)</u>   | <u>-</u>         | <u>(1,800)</u>                    | <u>-</u>   | <u>23,684</u>                 | <u>9,884</u>           | <u>77,256</u>     |
| <b>Fundraising Events(budgeted net)</b>                    |                                 |   |                   |                  |                                   |  |                               |                        |                   |
| 6011 — Facility Rental                                     | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 6012 — Event Meals/Food/Catering                           | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| 6013 — Other Event Expense                                 | -                               |   |                   |                  |                                   |  |                               | -                      | -                 |
| <b>Total Fundraising Events - budgeted net</b>             | <u>-</u>                        |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>               | <u>-</u>          |
| <b>Insurance</b>   |                                 |   |                   |                  |                                   |  |                               |                        |                   |
| 7011 — General Liability                                   | 930                             |   |                   |                  |                                   |  |                               | -                      | 930               |
| 7012 — Property  | 470                             |   |                   |                  |                                   |  |                               | -                      | 470               |
| 7013 — Umbrella  | 510                             |   |                   |                  |                                   |  |                               | -                      | 510               |
| 7014 — D & O   | 1,500                           |   |                   |                  |                                   |  |                               | -                      | 1,500             |
| <b>Total Insurance</b>                                     | <u>3,410</u>                    |   | <u>-</u>          | <u>-</u>         | <u>-</u>                          | <u>-</u>   | <u>-</u>                      | <u>-</u>               | <u>3,410</u>      |
| <b>Total Expenses</b>                                      | <u>\$ 864,999</u>               |   | <u>\$ (4,800)</u> | <u>\$ 30,911</u> | <u>\$ (284,458)</u>               | <u>\$ 62,415</u>                                       | <u>\$ 287,116</u>             | <u>\$ 91,184</u>       | <u>\$ 956,183</u> |
| <b>Budget Revenue exceeds Budgeted Expenses</b>            |                                 |   |                   |                  |                                   |  |                               |                        | <u>\$ 358,609</u> |
| Planned to fund with reserves                              |                                 |   |                   |                  |                                   |  |                               |                        | 284,458           |
| Increase in beginning balance                              |                                 |   |                   |                  |                                   |  |                               |                        | 69,351            |
| Utilities in ESG   |                                 |   |                   |                  |                                   |  |                               |                        | 4,800             |
| (1) Move bookkeeping service to payroll for .50 bookkeeper |                                 |   |                   |                  |                                   |  |                               |                        |                   |
| (2) Actual balance less assets and less \$100,000 reserve  |                                 |   |                   |                  |                                   |  |                               |                        |                   |
| (3) Utilities moved to ESG not increased                   |                                 |   |                   |                  |                                   |  |                               |                        |                   |
| (4) Increase in CDBG grant from \$269,869 to \$300,000     |                                 |   |                   |                  |                                   |  |                               |                        |                   |

| <b>FAMILY PROMISE OF TUALATIN VALLEY</b> |                  |                   |   |             |                     |  |
|--|------------------|-------------------|---|-------------|---------------------|--|
| <b>OFFICERS/BOARD</b>                    |                  |                   |   |             |                     |  |
|  | <u>Last Name</u> | <u>First Name</u> | <u>Occupation</u>                         | <u>City</u> | <u>Phone</u>        | <u>E-mail</u>  |
| <b><u>Officers</u></b>                   |                  |                   |   |             |                     |  |
| President                                | Scott            | Nancy             | Graphic Designer                          | West Linn   | 503-997-2230        | <a href="mailto:nanscottdesign@gmail.com">nanscottdesign@gmail.com</a>               |
| VP/Co-Chair                              | Gadd Guillott    | Lisa              | Non-Profit                                | Lake Oswego | 504-377-8037        | <a href="mailto:lgadd.guillot@gmail.com">lgadd.guillot@gmail.com</a>                 |
| Secretary                                | Ayers            | Jennifer          | Executive Director (Engineering)          | Tualatin    | 503-866-0792        | <a href="mailto:jennifer@nwhpec.com">jennifer@nwhpec.com</a>                         |
| Treasurer                                | Bailey           | John              | CPA/Real Estate                           | Tigard      | 503-702-1145        | <a href="mailto:Treasurer@familypromiseoftv.org">Treasurer@familypromiseoftv.org</a> |
| <b><u>Board Members</u></b>              |                  |                   |   |             |                     |  |
| At Large                                 | Goodhouse        | John              | City Council/Insurance                    | Tigard      | 971-212-7533        | <a href="mailto:jgoodhouse@choicesins.com">jgoodhouse@choicesins.com</a>             |
| At Large                                 | Case             | Renee             | Clinical Social Worker                    | Lake Oswego | 503-313-4294        | <a href="mailto:reneecase@comcast.net">reneecase@comcast.net</a>                     |
| At Large                                 | Greenough        | Carol             | Retired Clinical Psychologist             | Tualatin    | 503-975-7808        | <a href="mailto:carol.greenough@gmail.com">carol.greenough@gmail.com</a>             |
| At Large                                 | Williams         | Cameron           | Director of Risk Management and Insurance | Beaverton   | 503-720-1192        | <a href="mailto:cawilliams@columbia.com">cawilliams@columbia.com</a>                 |
| To Be Confirmed 8/25/21                  | Juttelstad       | Claire            | Management, Engineering                   | Portland    | <u>503-799-3287</u> |  |
| To Be Confirmed 8/25/21                  | Quinn            | Rebecca           | Attorney                                  | Tualatin    | 503-810-1598        | <a href="mailto:romanfolk@comcast.net">romanfolk@comcast.net</a>                     |
| Volunteer Coordinator                    | Olson            | Gina              | Community Outreach                        | West Linn   | 503-701-5560        | <a href="mailto:mgolson5@comcast.net">mgolson5@comcast.net</a>                       |
|  |                  |                   |   |             |                     |  |
|  |                  |                   |   |             |                     |  |





Department of the Treasury Internal  
Revenue Service  
P. O. Box 2508  
Cincinnati, OH 45201

Date:

July 30, 2018

Person to contact/ID number:

Mr. Molloy – ID# 0203248

Contact telephone number:

877-829-5500

MICHAEL MCINNIS  
16430 SW 93<sup>RD</sup> AVE  
TIGARD OR 97224

Dear Sir or Madam:

We're responding to your letter dated November 14, 2017, requesting copies of the determination letter for Family Promise of Tualatin Valley.

Your copies are enclosed.

If you have questions, you can contact the person listed above.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure:  
Your Copies

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 13 2017

FAMILY PROMISE OF TUALATIN VALLEY  
9000 SW DURHAM ROAD  
TIGARD, OR 97224

Employer Identification Number:  
81-5297091  
DLN:  
17053156326007  
Contact Person:  
CARLY D YOUNG ID# 31494  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
April 24, 2017  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

FAMILY PROMISE OF TUALATIN VALLEY

Sincerely,

*Stephen A. Martin*

Director, Exempt Organizations  
Rulings and Agreements

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #84

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Mon, 07/12/2021 - 3:21pm  
73.25.86.211

#### Agency Contact Information

**Agency Name**

Good Neighbor Center

**Address**

11130 SW Greenburg Road

**City**

Tigard

**State**

Oregon

**Zip Code**

97223

**Contact Name**

Renee Brouse

**Contact Telephone Number**

5034436084

**Contact Email Address**

rbrouse@goodneighborcenter.org

## Agency Request Information

### **Request**

We are requesting \$7,500

### **What is the Request for?**

The \$7500 will assist us in the operating funds for the Children's Program. We are the only shelter in East Washington County that offers a full robust children's Program that includes child care and preschool development along with afterschool and summer school programming. We employ a Full Time Resident Youth Specialist who assists the families as they navigate the school system and offers programs for the school aged children as well as a Childcare/preschool coordinator who assists the infant through Kindergardners with childcare support. We supply all our children with back to school supplies including backpacks and new shoes and during the cold weather season we supply all the cold weather gear.

### **Describe the Agency's Mission**

The Good Neighbor Center serves families experiencing housing insecurity with empathy and equity. The GNC team provides a safe environment and needed resources while assisting in finding permanent housing and stability.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Families with children who are housing insecure

### **What Types of Services will be Provided in the Funding Request Year?**

School supplies for all the children in our program including backpacks and shoes; cold weather gear during the winter (coats, hats, and gloves; afterschool and summer school programming and child care/preschool programming.

### **How Many Tualatin Residents will be Served?**

We serve roughly 100 families a year. An average of 10% of those we serve call Tualatin home.

### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

According to our data about 10 percent of the families we serve are from Tualatin

### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

City of Beaverton

Washington County Levy

Emergency shelter Grant

Emergency Food and Shelter Grant

Housing and Urban Development Grant

City of Tigard

City of Hillsboro

## Agency Organizational / Financial Information

**Please Submit Your Budget Information**

[final\\_draft\\_21-22\\_to\\_tualatin.xlsx](#) [2]

**Please Submit Your Board Information**

[board\\_members\\_committees\\_2021.docx](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[501c3.docx](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/64291>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/final\\_draft\\_21-22\\_to\\_tualatin.xlsx](https://www.tualatinoregon.gov/system/files/webform/final_draft_21-22_to_tualatin.xlsx)

[3] [https://www.tualatinoregon.gov/system/files/webform/board\\_members\\_committees\\_2021.docx](https://www.tualatinoregon.gov/system/files/webform/board_members_committees_2021.docx)

[4] <https://www.tualatinoregon.gov/system/files/webform/501c3.docx>

**Good Neighbor Center  
2021-2022 Draft Budget Plan Overview**

|                                | Budget            | Actual              | Projected        | Forecast            | Rollup Budget<br>Proposed | Current Year<br>vs. 2021/22<br>Budget Plan | % Change       |  |
|--------------------------------|-------------------|---------------------|------------------|---------------------|---------------------------|--|----------------|--|
| REVENUES                       | FY 2020-21        | 5/31/2021           | May-Jun21        | FY 2020-2021        | FY 2021-2022              | Budget Plan                                | % Change       |  |
| Washington Cty Serial Levy     | 304,481.00        | 307,030.00          |                  | 307,030.00          | 351,308.00                | 44,278.00                                  | 14.42%         |  |
| Wash County Maint Funds        | 15,000.00         | 15,000.00           |                  | 15,000.00           | 15,000.00                 | -  | 0.00%          |  |
| EFSP (CAO)                     | 20,000.00         | 25,596.00           |                  | 25,596.00           | 22,870.00                 | (2,726.00)                                 | -10.65%        |  |
| SHAP (CAO)                     | 171,000.00        | 129,619.00          | 56,807.00        | 186,426.00          | 536,426.00                | 350,000.00                                 | 187.74%        |  |
| HUD Grant                      | 30,584.00         | 25,384.00           | 5,098.00         | 30,482.00           | 30,584.00                 | 102.00                                     | 0.33%          |  |
| CDBG County Grant              | 30,000.00         | 45,268.00           |                  | 45,268.00           | 30,000.00                 | (15,268.00)                                | -33.73%        |  |
| City of Beav (CDBG)(SS)        | 17,050.00         |                     |                  | -                   | 20,000.00                 | 20,000.00                                  | #DIV/0!        |  |
| City of Tigard                 |                   | 2,500.00            |                  | 2,500.00            | 7,000.00                  | 4,500.00                                   | 180.00%        |  |
| City of Tualatin               | 4,500.00          |                     |                  | -                   | 4,500.00                  | 4,500.00                                   | N/A            |  |
| Private Donations              | 90,000.00         | 153,873.00          |                  | 153,873.00          | 100,000.00                | (53,873.00)                                | -35.01%        |  |
| General Foundation Grants      | 98,400.00         | 115,418.00          |                  | 115,418.00          | 100,000.00                | (15,418.00)                                | -13.36%        |  |
| Fundraising Events             | 30,000.00         |                     | 30,000.00        | 30,000.00           | 50,000.00                 | 20,000.00                                  | 66.67%         |  |
| Children's Program Donations   | 2,500.00          | 2,500.00            |                  | 2,500.00            | 2,500.00                  | -  | 0.00%          |  |
| Interest Income                | 4,000.00          | 1,759.00            |                  | 1,759.00            | 2,316.00                  | 557.00                                     | 31.67%         |  |
| Pathway Home Fund              | 15,000.00         | 2,500.00            |                  | 2,500.00            | 5,000.00                  | 2,500.00                                   | 100.00%        |  |
| Designated Use-Donations       | 1,000.00          |                     |                  | -                   | 1,000.00                  | 1,000.00                                   | N/A            |  |
| Other Income                   |                   | 80,109.00           |                  | 80,109.00           |                           | (80,109.00)                                | -100.00%       |  |
| General Online Donations       | 25,000.00         | 6,584.00            | 5,000.00         | 11,584.00           | 25,000.00                 | 13,416.00                                  | 115.81%        |  |
| PPP Loan                       |                   | 101065              |                  | 101,065.00          | -                         | (101,065.00)                               | -100.00%       |  |
| CARES OHA                      |                   | 136475              |                  | 136,475.00          | 60,000.00                 | (76,475.00)                                | -56.04%        |  |
| CARES SWS funds                |                   | 32102               |                  | 32,102.00           | -                         | (32,102.00)                                | -100.00%       |  |
| Employee Retention Credit      |                   |                     |                  | -                   |                           | -  | N/A            |  |
| Viewfinder                     |                   |                     |                  | -                   | 24,300.00                 | 24,300.00                                  | N/A            |  |
| <b>Total Revenues</b>          | <b>858,515.00</b> | <b>1,182,782.00</b> | <b>96,905.00</b> | <b>1,279,687.00</b> | <b>1,387,804.00</b>       | <b>108,117.00</b>                          | <b>8.45%</b>   |  |
| <b>EXPENSES</b>                |                   |                     |                  |                     |                           |  |                |  |
| Wages                          | 446,779.00        | 530,740.00          | 50,000.00        | 580,740.00          | 841,387.00                | 260,647.00                                 | 44.88%         |  |
| PTO Expense                    | 16,000.00         | (7,274.00)          |                  | (7,274.00)          | 37,170.00                 | 44,444.00                                  | -611.00%       |  |
| Payroll tax expense            | 58,935.00         | 50,138.00           | 6,500.00         | 56,638.00           | 108,925.00                | 52,287.00                                  | 92.32%         |  |
| Medical/Dental/Life            | 61,882.00         | 93,284.00           | -                | 93,284.00           | 124,739.00                | 31,455.00                                  | 33.72%         |  |
| IRA Retirement Plan            | 7,036.00          | 5,330.00            | 2,722.00         | 8,052.00            | 13,155.00                 | 5,103.00                                   | 63.38%         |  |
| Payroll fees                   |                   | 71.75               |                  | 71.75               |                           | (71.75)                                    | -100.00%       |  |
| Direct Deposit fees            |                   | 124.25              |                  | 124.25              |                           | (124.25)                                   | -100.00%       |  |
| National Paid Leave Credit     |                   | 54.82               |                  | 54.82               |                           | (54.82)                                    | -100.00%       |  |
| FMLA Pay                       |                   | 5,401.00            |                  | 5,401.00            |                           | (5,401.00)                                 | -100.00%       |  |
| Business Expenses              |                   | 5,840.00            |                  | 5,840.00            |                           | (5,840.00)                                 | -100.00%       |  |
| <b>Total Personnel Expense</b> | <b>590,632.00</b> | <b>683,709.82</b>   | <b>59,222.00</b> | <b>742,931.82</b>   | <b>1,125,376.00</b>       | <b>382,444.18</b>                          | <b>51.48%</b>  |  |
| Business Liab/Umbrella Ins     | 9,000.00          | 8,598.00            |                  | 8,598.00            | 2,783.00                  | (5,815.00)                                 | -67.63%        |  |
| Workman's Compensation Ins     | 8,748.00          | 1,212.00            | 700.00           | 1,912.00            | 2,459.00                  | 547.00                                     | 28.61%         |  |
| Director & Officer Insurance   | 2,625.00          | 4,615.00            |                  | 4,615.00            | 4,615.00                  | -  | 0.00%          |  |
| Volunteer Insurance            | 340.00            | 340.00              |                  | 340.00              | 340.00                    | -  | 0.00%          |  |
| Auto Insurance                 | -                 | 2,933.00            |                  | 2,933.00            | 2,837.00                  | (96.00)                                    | -3.27%         |  |
| <b>Total Insurance Expense</b> | <b>20,713.00</b>  | <b>17,698.00</b>    | <b>700.00</b>    | <b>18,398.00</b>    | <b>13,034.00</b>          | <b>(5,364.00)</b>                          | <b>-29.16%</b> |  |
| Shelter Food Program           |                   |                     |                  |                     | 47,740.00                 | 47,740.00                                  | N/A            |  |
| Childrens Program              | 1,500.00          | 1,130.00            |                  | 1,130.00            | 1,500.00                  | 370.00                                     | 32.74%         |  |
| Equipment Lease                | 4,700.00          | 4,014.00            | 1,161.00         | 5,175.00            | 4,982.00                  | (193.00)                                   | -3.73%         |  |
| Offsite Storge                 | 500.00            | 354.00              | 183.00           | 537.00              | 500.00                    | (37.00)                                    | -6.89%         |  |
| Client Assistance Expenses     | 2,000.00          | 6,955.00            | 1,000.00         | 7,955.00            | 69,108.00                 | 61,153.00                                  | 768.74%        |  |
| Pathway Home Fund Expense      | 15,000.00         | 1,688.00            |                  | 1,688.00            | 5,000.00                  | 3,312.00                                   | 196.21%        |  |
| Transition Housing Assistance  | 2,500.00          | 724.00              | 1,776.00         | 2,500.00            | 2,500.00                  | -  | 0.00%          |  |
| <b>Total Program Expenes</b>   | <b>26,200.00</b>  | <b>14,865.00</b>    | <b>4,120.00</b>  | <b>18,985.00</b>    | <b>131,330.00</b>         | <b>112,345.00</b>                          | <b>591.76%</b> |  |
| Heat                           | 4,500.00          | 2,836.00            | 1,125.00         | 3,961.00            | 4,500.00                  | 539.00                                     | 13.61%         |  |
| Electric                       | 10,000.00         | 8,694.00            | 2,499.00         | 11,193.00           | 10,000.00                 | (1,193.00)                                 | -10.66%        |  |
| Water/Sewer                    | 9,000.00          | 8,959.00            | 2,250.00         | 11,209.00           | 10,000.00                 | (1,209.00)                                 | -10.79%        |  |
| Telephone/Internet             | 3,500.00          | 4,462.00            | 900.00           | 5,362.00            | 5,780.00                  | 418.00                                     | 7.80%          |  |
| Cell Phone Reimburse           | 2,200.00          | 1,946.00            | 400.00           | 2,346.00            | 3,120.00                  | 774.00                                     | 32.99%         |  |
| Floor & Carpet Care            | 100.00            | 185.00              |                  | 185.00              |                           | (185.00)                                   | N/A            |  |





**East Washington County Shelter Partnership Council, Inc.  
dba Good Neighbor Center  
Board of Directors 2020-21**

Name/Address

Steve Schmitt, **Vice Chair**  
(503) 281-0055 (work)  
srs@bisnett.com

David Aldridge  
(503) 639-2340 (work)  
AldridgeDavid@gmail.com

Tom Heger, **Secretary**  
(816) 309-8264 (cell)  
tom.heger@jedunn.com

Shannon Moxley  
(503) 590-5176 (office)  
(503) 539-2310 (cell)  
smoxley@frontier.com

Jason Werts, **Chair**  
(971) 204-4916 (work)  
(503) 347-0280 (cell)  
jwerts@advantiscu.org

Randy Mifflin  
(971) 226-4695  
rmifflin@msn.com

Greg Spear, **Treasurer**  
(831) 585-8191  
gspear@unitusccu.com

Nicole Wolfer, **Director**  
(503) 684-1880  
nicolefwolfer@gmail.com

Bethany Pflug, **Director**  
(503) 551-7588  
beth@resonatecc.com

Jamie Stasny  
(503) 752-5807  
jamie.stasny@gmail.com

Sean Heaton  
(503) 908-1557  
heatonres@gmail.com  
sheaton@cresa.com

Liliana Villalba  
(971) 901-5352  
sandovalilz1026@gmail.com

Heather Jackson  
(503) 575-0253  
hlmjax@gmail.com

Nichelle Crift  
(725) 212-5689  
[ncrift@yahoo.com](mailto:ncrift@yahoo.com)

Dave Bachman  
dave@cascade-management.com

### **COMMITTEES**

Executive Committee: Jason, Steve, Greg, Tom

Development Committee: Nicole, Bethany, Jamie, Heather

Finance Committee: Greg, Sean, Shannon

Facilities Committee: Tom, David, Steve, Sean

Personnel Committee: Steve, Heather, Randy

Program Committee: looking to fill

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 19 2004

Employer Identification Number:

93-1269989

DLN:

17053269739054

Contact Person:

ERIC J BERTELSEN

ID# 31323

Contact Telephone Number:

(877) 829-5500

Public Charity Status:

170(b)(1)(A)(vi)

EAST WASHINGTON COUNTY SHELTER  
PARTNERSHIP COUNCIL INC  
11130 SW GREENBURG RD  
TIGARD, OR 97223-5433

Dear Applicant:

Our letter dated JANUARY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

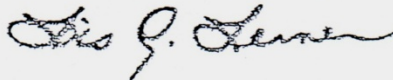
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #90

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/18/2021 - 5:56pm  
98.232.138.171

#### Agency Contact Information

**Agency Name**

Love Inc. Tigard, Tualatin and Sherwood

**Address**

10900 SW 121st Ave

**City**

Tigard

**State**

Oregon

**Zip Code**

97223

**Contact Name**

Cherree Weeks

**Contact Telephone Number**

503 443 6888

**Contact Email Address**

cherreeweeks@gmail.com

## Agency Request Information

### **Request**

Love Inc. of Tigard, Tualatin and Sherwood is requesting \$5,000 to meet the needs of our clients more adequately.

### **What is the Request for?**

The request would provide the following to support our clients:

- Bus tickets to medical appointments, grocery stores and job interviews.
- Purchasing an additional computer so we can add more volunteers in our Clearinghouse office.
- Expanding our training materials for budget, parenting, resume building.
- Hire a part time marketing person to expand our newsletter and web presence.
- To maintain and grow our general service budget since Covid has slowed down giving this past year.
- Increasing hours at our Love Inc office which entails more utilities and supplies.

### **Describe the Agency's Mission**

Love Inc Tigard, Tualatin and Sherwood mobilizes churches to transform the lives and local communities by meeting the needs of individuals and families in our neighborhoods.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Love INC- Tigard, Tualatin and Sherwood targets the low-income, those hit with poverty due to job loss, illnesses and Covid. We also serve as a local reference center for the needs of the homeless. Anyone who can't meet basic needs qualifies for help through our non-profit after our vetting process.

### **What Types of Services will be Provided in the Funding Request Year?**

Types of Service

- Essential Ministry – Paper, hygiene, and cleaning products – Grace Point Church / Tualatin foursquare Church
- Linen Closet Ministry – Bed pillows, towels, blankets, comforters, and sheets. – Calvin Presbyterian Church
- OTC Medical Ministry – First aid supplies, pain relief, vitamins, and cold and allergy medications – Faith Journey Church
- Transportation Ministry – Bus Tickets – Countryside Community Church, Grace Point Community Church, Ride Connection
- Emergency food box Ministry – Food boxes filled with a 3–5-day supply of food – Our Redeemer Lutheran Church
- Children and Maternity Clothing Ministry – Children's clothing and supplies maternity clothing. Men's and women's clothing and shoes – Northwest Children's Outreach/ Individual donors
- Mentoring Ministry – Budgeting coaches – Volunteers

Through our vetting process, we recognize needs of our potential clients that might need additional services that Love INC can't provide and direct them to these resources.

### **How Many Tualatin Residents will be Served?**

We estimate 75 adults and 125 children in Tualatin will be served in the coming year of the grant.

### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

Approximately 40% of our program will be served in Tualatin.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

n/a

Agency Organizational / Financial Information

**Please Submit Your Budget Information**

[love\\_inc\\_budget\\_2021.pdf](#) [2]

**Please Submit Your Board Information**

[board\\_contact\\_info\\_august\\_2021.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[love\\_inc\\_501c3.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65701>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/love\\_inc\\_budget\\_2021.pdf](https://www.tualatinoregon.gov/system/files/webform/love_inc_budget_2021.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/board\\_contact\\_info\\_august\\_2021.pdf](https://www.tualatinoregon.gov/system/files/webform/board_contact_info_august_2021.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/love\\_inc\\_501c3.pdf](https://www.tualatinoregon.gov/system/files/webform/love_inc_501c3.pdf)

Love INC TTS  
Budget 2021

|   | <b>Total</b>       |
|---|--------------------|
| <b>Income</b>                               |                    |
| <b>4000 Income--General Operating</b>       |                    |
| 4001 Contributions - Churches               | \$25,000.00        |
| 4003 Contributions - Board and Staff        | \$3,500.00         |
| 4004 Contributions - Individuals            | \$20,000.00        |
| 4005 Contributions - Businesses             | \$3,500.00         |
| <b>Total 4000 Income--General Operating</b> | <b>\$52,000.00</b> |
| 4025 Interest Income                        | \$0.00             |
| <b>4100 Fundraising</b>                     |                    |
| 4101 Events and Activities                  |                    |
| 4101F Special Appeal                        |                    |
| <b>Total 4101 Events and Activities</b>     |                    |
| <b>Total 4100 Fundraising</b>               |                    |
| <b>4200 Grants and Awards</b>               |                    |
| 4210 City of Tigard Grant                   | \$2,500.00         |
| <b>Total 4200 Grants and Awards</b>         | <b>\$2,500.00</b>  |
| <b>Sales</b>                                |                    |
| <b>Total Income</b>                         | <b>\$54,500.00</b> |
| <b>Cost of Goods Sold</b>                   |                    |
| Cost of Goods Sold                          |                    |
| <b>Total Cost of Goods Sold</b>             |                    |
| <b>Gross Profit</b>                         | <b>\$54,500.00</b> |
| <b>Expenses</b>                             |                    |
| 6012 Computer Software                      | \$300.00           |
| 6018 Fees - PayPal,SqUp, etc.               | \$100.00           |
| 6020 Insurance                              | \$1,000.00         |
| 6038 Office Supplies                        | \$800.00           |
| <b>6050 Payroll</b>                         |                    |
| 6051 Executive Director                     | \$15,000.00        |
| 6052 Ex. Dir. Employee PR Taxes             | \$400.00           |
| 6055 GAP Coordinator Wages                  |                    |
| 6056 GAP Coord - Employee PR Taxes          |                    |
| 6057 Help Center Coordinator                | \$7,000.00         |
| 6058A Director of Local Outreach            |                    |
| 6059 Payroll Tax Expense - Employer         | \$3,500.00         |
| 6059A Payroll Tax Expense - Employee        | \$3,500.00         |
| 6065 Payroll Processing (Legal & Acc        | \$450.00           |
| 6600 Payroll Expenses                       | \$200.00           |
| <b>Total 6050 Payroll</b>                   | <b>\$30,050.00</b> |
| 6060 Postage                                | \$10.00            |
| 6066 Rent                                   | \$6,000.00         |
| 6068 Telephone                              | \$2,500.00         |
| 6074 Utilities                              | \$400.00           |
| <b>Total Expenses</b>                       | <b>\$38,960.00</b> |
| <b>Net Operating Income</b>                 | <b>\$15,540.00</b> |
| <b>Net Income</b>                           | <b>\$15,540.00</b> |

# Love INC Board Contact Info

Love INC Tigard, Tualatin & Sherwood  
10900 SW 121st Ave  
Tigard, OR 97223  
503-443-6888

Interim Executive Director/Board President  
Cherree Weeks- Retired  
12540 SW Prince Albert Ave  
King City, OR 97224  
503-704-4106  
[cherreeweeks@gmail.com](mailto:cherreeweeks@gmail.com)

Gerry Pruyn- Sales  
Vice President  
2140 Kennedy Dr  
Newberg, 97132  
503-260-6165  
[Gpruyn1@gmail.com](mailto:Gpruyn1@gmail.com)

Dave Scalley-Retired  
Bookkeeper  
16100 SW Century Dr. #159  
Sherwood OR 97140  
503-925-9824  
[dscalley3.0@gmail.com](mailto:dscalley3.0@gmail.com)

Valerie Rice-Retired  
12895 SW Buckfield Lane  
Tigard, OR 97224  
Secretary  
971-506-7423  
[valeririce@yahoo.com](mailto:valeririce@yahoo.com)

Lorna Kautzky-Retired Teacher  
503 639 2982  
[miller\\_lorna@yahoo.com](mailto:miller_lorna@yahoo.com)

Ray Lauzon-Retired Teacher  
16840 SW Monterey Lane  
King City, OR 97224  
781-626-1777  
[ray46lauzon@gmail.com](mailto:ray46lauzon@gmail.com)

Ed Demaree- Retired  
10900 A Garden Park Place  
Tigard, OR 97223  
503-708-8753  
[tedemaree@yahoo.com](mailto:tedemaree@yahoo.com)



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**JAN 31 2012**

LOVE INC OF TIGARD TUALATIN AND  
SHERWOOD  
C/O GERRY PRUYN  
18626 SW 92ND TERR  
TUALATIN, OR 97062

Employer Identification Number:

27-2581050

DLN:

17053285405021

Contact Person:

DIANE M ECKARD

ID# 31394

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

May 13, 2010

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #97

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Tue, 08/24/2021 - 4:52pm  
24.20.21.153

#### Agency Contact Information

**Agency Name**

Meals on Wheels People

**Address**

7710 SW 31st Avenue

**City**

Portland

**State**

Oregon

**Zip Code**

97219

**Contact Name**

Sarah Holloway

**Contact Telephone Number**

503-953-8174

**Contact Email Address**

sarah.holloway@mowp.org

## Agency Request Information

### **Request**

We are requesting \$1,000 for the senior nutrition program in Tualatin. Deliveries of fresh, healthy meals to vulnerable older adults in the Tualatin-Tigard area have increased 25% between FY2020 and FY2021 due to higher community need during the ongoing pandemic.

### **What is the Request for?**

Funds will be used to offset the rising cost of food needed to prepare healthy meals for homebound and/or isolated seniors who live in Tualatin. Due to the continuing pandemic and the rise of the concerning COVID-19 Delta variant, more seniors than ever before are sheltering in place and have little to no access to fresh food. Thanks to our wonderful and dedicated volunteers, Meals on Wheels People delivers nutritious meals and supplemental food (such as eggs, bread, peanut butter and cottage cheese) to anyone over the age of 60 who requires assistance with accessing and preparing healthy meals. In our 50+ years of operation Meals on Wheels People has never had to institute a waiting list for our services, and we are committed to ensuring that challenges such as the pandemic and the consequent increased cost of quality, fresh food don't jeopardize our ability to respond to the needs of seniors in communities such as Tualatin.

### **Describe the Agency's Mission**

We enrich the lives of seniors and assist them in maintaining independence by providing nutritious food, human connection and social support. We also use our expertise and capacity to serve other nutritionally at-risk populations.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

We will provide meals to anyone age 60 or older who lives in our service area.

### **What Types of Services will be Provided in the Funding Request Year?**

We provide healthy meals to homebound and/or isolated older adults in the greater Tualatin area. In addition to weekly deliveries of meals and pantry staples, our staff are making wellness check calls to all our clients to ensure that no vulnerable seniors fall through the cracks health-wise. In addition, our clients have the option to sign up for social programs such as Friendly Chats, where a volunteer calls them at least once a week to chat about shared topics of interest, and Peer-to-Peer Connections, opportunities for clients and volunteers with similar hobbies and interests to get together virtually or over the phone to discuss topics such as books, gardening, history and crafting. Our vision is that no senior will go hungry or experience social isolation. Because we are not able to deliver daily as we used to, we are working extra hard to identify ways to keep seniors who are at risk of loneliness and isolation engaged and connected to the outside world.

### **How Many Tualatin Residents will be Served?**

Approximately 160

### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

100% of this grant award will serve the city of Tualatin.

### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

We are not requesting funds from any other governments in Oregon for this particular Tualatin-based program. For other Meals on Wheels People programs and projects we partner with government entities such as the Portland Children's Levy, the City of Gresham, the City of Hillsboro, and Washington and Multnomah Counties.

#### Agency Organizational / Financial Information

**Please Submit Your Budget Information**

[meals\\_on\\_wheels\\_people\\_2021\\_budget.pdf](#) [2]

**Please Submit Your Board Information**

[board\\_of\\_directors\\_2020-21\\_with\\_officers.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[501\\_c\\_3\\_irs\\_determination\\_letter.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65941>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/meals\\_on\\_wheels\\_people\\_2021\\_budget.pdf](https://www.tualatinoregon.gov/system/files/webform/meals_on_wheels_people_2021_budget.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/board\\_of\\_directors\\_2020-21\\_with\\_officers.pdf](https://www.tualatinoregon.gov/system/files/webform/board_of_directors_2020-21_with_officers.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/501\\_c\\_3\\_irs\\_determination\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/501_c_3_irs_determination_letter.pdf)

# Meals on Wheels People

Statement of Operations

**Tualatin-Tigard**

Annual Budget (Unaudited)

|   |                 |
|---|-----------------|
| <b>Revenue:</b>                               |                 |
| <b>Government:</b>                            |                 |
| Older Americans Act                           | 197,899         |
| Medicaid                                      | 45,758          |
| NSIP (formerly USDA)                          | 43,523          |
| Covid-19 Revenue                              | -               |
| Local Governments                             | 40,485          |
| Participant Contributions Congregate          | 21,231          |
| Participant Contributions Home Delivered      | 31,280          |
| <b>Fundraising:</b>                           |                 |
| Partnerships                                  | -               |
| Donations                                     | -               |
| Direct Solicitation                           | -               |
| <b>Meal sales:</b>                            |                 |
| <b>Other:</b>                                 |                 |
| Interest earned and other investment earnings | 48,898          |
| In-kind contributions (net)                   | -               |
| <b>Total revenue</b>                          | <b>429,074</b>  |
| <b>Expenses:</b>                              |                 |
| <b>Personnel:</b>                             |                 |
| Salaries and wages                            | 65,137          |
| Payroll taxes and benefits                    | 20,453          |
| <b>Food:</b>                                  |                 |
| Program meals                                 | 7,980           |
| Supplemental Food                             | -               |
| MOWP Supplies                                 | 400             |
| Food Service Supplies                         | 4,560           |
| Professional services                         | 1,452           |
| Printing                                      | 840             |
| Telephone and internet                        | 1,848           |
| Insurance                                     | 1,932           |
| Office Supplies                               | 60              |
| Small Equipment                               | 500             |
| Repairs and maintenance                       | 1,200           |
| Subscriptions and memberships                 | 465             |
| Janitorial services and supplies              | 2,172           |
| Mileage                                       | 660             |
| Volunteer costs                               | 400             |
| Center programming                            | 200             |
| Miscellaneous                                 | 1,800           |
| Depreciation                                  | 432             |
| Intra-Unit Meals                              | 264,994         |
| Program Operations                            | 99,846          |
| Indirect expenses                             | 6,492           |
| <b>Total Expenses</b>                         | <b>483,823</b>  |
| <b>Revenue over (under) expenses</b>          | <b>(54,749)</b> |



**Meals on Wheels People  
Board of Directors 2021**

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**KATE ARMSTRONG**

12 Monticello Drive  
Lake Oswego OR 97035  
Cell: 503.333.6731  
Email: [katarm@gmail.com](mailto:katarm@gmail.com)

**JANET BEAN**

Portland Kettle Works  
2401 NW 22<sup>nd</sup> Avenue  
Portland OR 97110  
Tel: 503.590.2326 (h)  
Cell: 503.320.0050  
Email: [bean.janet@gmail.com](mailto:bean.janet@gmail.com)

**BETH BIGGS**

Consonus Pharmacy  
4560 SE International Way #101  
Portland OR 97222  
Work: 971.206.5100  
Email: [bbiggs@consonushealth.com](mailto:bbiggs@consonushealth.com)

**TERI BOWLES-ATHERTON**

Providence St. Joseph Health  
4400 NE Halsey St., Bldg. 2, 4<sup>th</sup> Floor  
Portland OR 97213  
Work: 503.893.6617  
Cell: 503.975.4539  
Email: [teri.bowles@providence.org](mailto:teri.bowles@providence.org)

**CARRIE BUTH**

Health Net  
13221 SW 68<sup>th</sup> Pkwy, #200  
Tigard OR 97223  
Cell: 503-201-3564  
Work: 971-297-0037  
Email: [carrie.buth@trilliumchp.com](mailto:carrie.buth@trilliumchp.com)

**NINA BYRD**

EXP Consulting  
3750 SW River Parkway #221  
Portland R 97239  
Cell: 541.854.0145  
Email: [nina@livetheexp.com](mailto:nina@livetheexp.com)

**SCOTT CHRISTIANSON, 1<sup>ST</sup> VICE  
PRESIDENT\***

Ferguson Wellman Capital Mgt  
888 SW Fifth Ave Ste 1200  
Portland OR 97204  
Tel: 503.226.1444 (w)  
Cell: 503.898.0155  
Fax: 503.226.3647  
Email: [christianson@fergwell.com](mailto:christianson@fergwell.com)

**NENGI DIRIYAI**

Wells Fargo  
3822 SE McKenzie Ave  
Hillsboro OR 97123  
Cell: 512.293.2361  
Email: [nengimote.d@gmail.com](mailto:nengimote.d@gmail.com)

**KATHLEEN DRAGO**

Oregon Health & Sciences University  
3181 SW Sam Jackson Parkway  
Portland OR 97239  
Work: 503-494-7967  
Cell: 916.300.3339  
Email: [drago@ohsu.edu](mailto:drago@ohsu.edu)

**DAVID DRINKWARD**

Hoffman Construction  
805 SW Broadway, Suite 2100  
Portland OR 97205  
Tel: 503.221.8915(w) (503.643.1324(h))  
Cell: 503.351.6076  
Email: [david-drinkward@hoffmancorp.com](mailto:david-drinkward@hoffmancorp.com)

**KRISTEN ERBES**

Cambia Health Solutions  
100 SW Market St, M/S E 12 P  
Portland OR 97201  
Work: 503.525.6533  
Cell: 503.516.2921  
Email: [kristen.erbes@cambiahealth.com](mailto:kristen.erbes@cambiahealth.com)

**STEVE FOLTZ**

Vitaligent  
7800 SW Durham Road, Ste. 900  
Tigard OR 97224  
Cell: 503.639.2747  
Email: [steve.foltz@vitaligent.com](mailto:steve.foltz@vitaligent.com)

**JULIE E. FRANTZ**

Senior Judge  
2379 NW Quimby St.  
Portland OR 97210  
Cell: 503.701.0582  
Email: [murfrantz@gmail.com](mailto:murfrantz@gmail.com)

**ARNIE GARDNER**

3265 NW Bauer Woods Drive  
Portland OR 97229  
Tel: 503.806.3751(h)  
Email: [arniehgardner@gmail.com](mailto:arniehgardner@gmail.com)

**CONNIE GILFILLAN**

Snyder Roofing  
12650 SW Hall Blvd.  
Tigard OR 97223  
Work: 503.793.8260  
Cell: 503.547.9017  
Email: [cgilfillan@snyder-builds.com](mailto:cgilfillan@snyder-builds.com)

**SARAH JOANNIDES, PRESIDENT \***

Alternative Ownership Advisors  
11015 NW Copeland St  
Portland OR 97229  
Cell: 503.314.6882  
Email: [sarahj3@comcast.net](mailto:sarahj3@comcast.net)

**TIM KALBERG, TREASURER\***

Perkins & Co  
1211 SW 5<sup>th</sup> Ave, Suite 1000  
Portland OR 97204  
503.221.7511(w) 503.245.6802(h)  
Cell: 503.997.7511  
Email: [tkalberg@perkinsaccounting.com](mailto:tkalberg@perkinsaccounting.com)

**CLAUDIA KNOTEK**

New Seasons Market  
1300 SE Stark St, Suite 401  
Portland R 97214  
Tel: 503.473.8714 (w)  
Cell: 503.901.9869  
Email:  
[claudiak@newseasonsmarket.com](mailto:claudiak@newseasonsmarket.com)

**MARCUS LAMPROS**

2357 NW Irving St  
Portland R 97210  
Tel: 971.21.3697 (h)  
Email: [mlampros@alliance-steel.com](mailto:mlampros@alliance-steel.com)

**AMY MALAGAMBA**

The Standard  
1100 SW Sixth Avenue  
Portland OR 97204  
Tel: 971.321.2087 (w)  
Cell: 503.347.4666  
Email: [amy.malagamba@standard.com](mailto:amy.malagamba@standard.com)

**ASHLEY OSTEN, 2<sup>ND</sup> VICE PRESIDENT\***

Moss Adams  
Fox Tower  
805 SW Broadway, Suite 1200  
Portland OR 97205  
Phone: 503.478.2251(w)  
208.301.1687(h)  
Email: [ashley.osten@mossadams.com](mailto:ashley.osten@mossadams.com)

**DARA SMITH**

Regence BlueCross BlueShield  
100 SW Market St.  
Portland OR 97201  
Tel: 503.276.1831 (w)  
Cell: 5412.956.7457  
Email: [dara.smith@regence.com](mailto:dara.smith@regence.com)

**LINDA THOMAS**

Adventist Health - Portland  
1408 S. 21<sup>st</sup> Place  
Ridgefield WA 98642  
Cell: 971-322-9154  
Email: thomaslinda08@yahoo.com

**ARLENE VILLANUEVA UNVERZAGT**

The Maribal Group  
3644 SW 48<sup>th</sup> Place  
Portland OR 97221  
Cell: 415.531.4155  
Email: [Arlene.unverzagt@gmail.com](mailto:Arlene.unverzagt@gmail.com)

**DAVID VANSPEYBROECK, SECRETARY \***

24 Grouse Terrace  
Lake Oswego OR 97035  
Tel: 503.675.8090 (h)  
Cell: 971.409.3291  
Email: [vanspeybroeckd@gmail.com](mailto:vanspeybroeckd@gmail.com)

**STEVE WATTS**

Summit Bank  
1155 SW Morrison, Suite 306  
Portland OR 97205  
Tel: 503.618.8122 (h)  
Cell: 503.310.3604  
Email: [swatts@sbko.bank](mailto:swatts@sbko.bank)

**MARK YEE**

U.S. Bank Private Wealth Management  
111 SW Fifth Avenue, Suite 600  
Portland, OR 97204  
Tel: 503.464.4871 (w)  
Cell: 503.888.8468  
Email: [mark.yee@usbank.com](mailto:mark.yee@usbank.com)

**\*Executive Committee****LEAVE OF ABSENCE:****TAWNIE NELSON, PAST PRESIDENT\***

First Interstate Bank  
888 SW 5<sup>th</sup> Ave, #1000  
Portland OR 97204  
*Assistant: Catherine Coleman*  
*503.540.6921*  
Cell: 503.702.1009  
Email: [Tawnie.Nelson@fib.com](mailto:Tawnie.Nelson@fib.com)

**ON HAITUS:****ERNIE STALEY**

3804 NE Davis St  
Portland, OR 97232  
Tel: 503.234.3597 (h)  
Cell: 503.333.3519  
Email: [e3staley@gmail.com](mailto:e3staley@gmail.com)





**Meals on Wheels People  
List of Officers 2021**

---

**SUZANNE WASHINGTON**

Chief Executive Officer

Tel: 503.953.8140

Email: [suzanne.washington@mowp.org](mailto:suzanne.washington@mowp.org)

**TONY STASER**

Chief Development Officer

Tel: 503.953.8133

Email: [tony.staser@mowp.org](mailto:tony.staser@mowp.org)

**JESSICA MORRIS**

Chief People & Strategy Officer

Tel: 503.953.8139

Email: [jessica.morris@mowp.org](mailto:jessica.morris@mowp.org)

**LINDA REYNOLDS**

Chief Financial Officer

Tel: 503.953.8135

Email: [linda.reynolds@mowp.org](mailto:linda.reynolds@mowp.org)

**RENATA WILSON**

Chief Operations Officer

Tel: 503.953.8135

Email: [renata.wilson@mowp.org](mailto:renata.wilson@mowp.org)

**TOM MAIER**

Director of Food Service

Tel: 503.953.8160

Email: [tom.maier@mowp.org](mailto:tom.maier@mowp.org)



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077550279  
Feb. 08, 2013 LTR 4168C 0  
93-0584318 000000 00

00027058

BODC: TE

MEALS ON WHEELS PEOPLE INC  
PO BOX 19477  
PORTLAND OR 97280-0477



008407

Employer Identification Number: 93-0584318  
Person to Contact: Sophia Brown  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Nov. 19, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1971.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

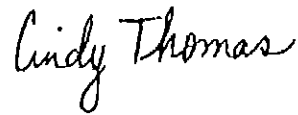
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077550279  
Feb. 08, 2013 LTR 4168C 0  
93-0584318 000000 00  
00027059

MEALS ON WHEELS PEOPLE INC  
PO BOX 19477  
PORTLAND OR 97280-0477

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas  
Manager, EO Determinations

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #92

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Thu, 08/19/2021 - 11:25pm  
50.53.157.15

#### Agency Contact Information

**Agency Name**

Neighbors Nourishing Communities

**Address**

17660 SW Shawnee Trail

**City**

Tualatin

**State**

Oregon

**Zip Code**

97062

**Contact Name**

Chad Darby

**Contact Telephone Number**

5035237142

**Contact Email Address**

neighborsnc@gmail.com

**Agency Request Information****Request**

\$5,000

**What is the Request for?**

Educational supplies, seeds, growing medium, plant stakes, plants, raised bed garden maintenance, and construction of a greenhouse for Bridgeport Elementary School students.

**Describe the Agency's Mission**

To strengthen communities and reduce hunger through gardening.

**What Group of Citizens in Tualatin Does Your Organization Target?**

All citizens. We provide education, seeds, plants, and supplies to anyone for free if they are willing to join us in growing produce. We allow gardeners to keep 80% of what they grow and we ask only that they donate 20% for families in need. We teach classes at the Tualatin library and in area schools as requested. We also have gardening programs for students at MITCH Charter School and seniors at Brookdale River Valley Tualatin.

**What Types of Services will be Provided in the Funding Request Year?**

Plants, seeds, growing medium, plant stakes, and education. We are also planning to finally break ground on a commercial greenhouse for Bridgeport Elementary School. This grant will help with construction and outfitting the greenhouse with the materials needed for gardening instruction at the school. Bridgeport donates hundreds of pounds of product to Packed with Pride as one of the organization members. We also provide growing medium and germination stations for MITCH Charter School students who grow plants for our organization to hand out.

**How Many Tualatin Residents will be Served?**

We have about 45 volunteer gardeners this year and we impact dozens of students in area Tualatin schools. We also support gardening programs at Brookdale for anyone that wants to participate. The produce our members raise primarily goes to Tualatin Schoolhouse Pantry and Packed with Pride. Indirectly we probably serve over 1,000 residents. However, our organization will support (with free materials) any gardeners from Tualatin that wish to participate. This is fairly unique for a city or our size.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

Greater than 95%. We have a few gardeners in Sherwood, but the vast majority are in Tualatin and donate to Tualatin food distribution organizations. Also we work with Tualatin schools and a senior center. We are not working with schools outside of Tualatin currently and do not plan to do so in 2022.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

None

**Agency Organizational / Financial Information**

**Please Submit Your Budget Information**

[2022\\_budget.docx](#) [2]

**Please Submit Your Board Information**

[board\\_members\\_2021-2022.docx](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[irs\\_501c3\\_approval.pdf](#) [4]

**Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65751>

**Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/2022\\_budget.docx](https://www.tualatinoregon.gov/system/files/webform/2022_budget.docx)

[3] [https://www.tualatinoregon.gov/system/files/webform/board\\_members\\_2021-2022.docx](https://www.tualatinoregon.gov/system/files/webform/board_members_2021-2022.docx)

[4] [https://www.tualatinoregon.gov/system/files/webform/irs\\_501c3\\_approval.pdf](https://www.tualatinoregon.gov/system/files/webform/irs_501c3_approval.pdf)

| <b>Operating Budget 2022</b>                          |                 |
|---|-----------------|
| <u>Revenue</u>  |                 |
| <b>Cash (starting balance)*</b>                       | \$31,924        |
| Resident Donations (cash)*                            | \$50            |
| Business Donations (cash)**                           | \$10,000        |
| City of Tualatin Grant                                | \$5,000         |
| <b>Total Cash Starting and Received</b>               | <b>\$46,974</b> |
| <b>Donated Material</b>                               |                 |
| Victory Seeds (donated seeds)-estimated               | \$125           |
| New Seasons (donated seeds)- estimated                | \$100           |
| <b>Total Value of Cash and Donations</b>              | <b>\$47,199</b> |
| <u>Expense*</u>                                       |                 |
| Oregon Business Filings                               | \$ 100          |
| Seeds/Plants  | \$1,000         |
| Community Garden Space Rental for low income families | \$0             |
| Supplies for classes, tools, growing medium           | \$800           |
| Administrative costs/supplies                         | \$500           |
| Greenhouse construction                               | \$44,000        |
| <b>Total Expenses</b>                                 | <b>\$46,400</b> |
| <b>Year-end balance</b>                               | <b>\$799</b>    |

\*Projection for CY2022 based on current finances and past donation history

\*\*Represents a donation promised by the Tualatin Rotary Club towards the Bridgeport Greenhouse

| <b>Board Member Name</b> | <b>Board Position</b> | <b>Occupation</b>               | <b>Address</b>                             | <b>Phone Number</b> |
|--------------------------|-----------------------|---------------------------------|--|---------------------|
| Chad Darby               | Director/Chairman     | Air Quality Consultant/Engineer | 17660 SW Shawnee Trail, Tualatin, OR 97062 | 503.523.7142        |
| Robert Kellogg           | Director              | Attorney                        | 9412 SW Arikara Drive, Tualatin, OR 97062  | 971.235.6908        |
| Frank Bubenik            | Director              | IT Consultant                   | 17445 SW 107th Ave., Tualatin, OR 97062    | 503.692.1544        |
| Caitlin Blood            | Director              | Skyline Farm Manager            | 7306 N. Vancouver Ave., Portland, OR 97217 | 503.475.4271        |
| Evan Weisner             | Director              | Real Estate Management          | 23315 Sw Sherk place, Sherwood, OR 97140   | 503-752-4202        |
| Peggy Fisher             | Director              | Director of Marketing           | 22445 SW Chilkat Ter, Tualatin, OR 97062   | 503.554.4096        |



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **SEP 05 2014**

NEIGHBORS NOURISHING COMMUNITIES  
17660 SW SHAWNEE TRAIL  
TUALATIN, OR 97062-0000

Employer Identification Number:  
46-4536188  
DLN:  
26053633002204  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
January 16, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #89

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/18/2021 - 3:05pm  
98.232.244.210

#### Agency Contact Information

**Agency Name**

Oregon Community Warehouse, Inc

**Address**

8380 SW Nyberg St

**City**

Tualatin

**State**

OREGON

**Zip Code**

97062

**Contact Name**

Anna Kurnizki

**Contact Telephone Number**

9718655289

**Contact Email Address**

development@communitywarehouse.org

## Agency Request Information

### **Request**

Community Warehouse is requesting \$5,000 from the City of Tualatin.

### **What is the Request for?**

Community Warehouse is requesting funding to provide furniture bank services for 555 Tualatin residents. At least 185 residents will receive furniture and household items that support their independence and improved quality of life. In addition, 250 residents will be able to donate their used household furnishings and 120 residents will be able to shop at our Estate Store for one-of-a-kind and antique finds to support our mission.

Community Warehouse's furniture bank concept is simple: we accept donations of household items from the community and deliver them to people who need furniture. Since 2001, Community Warehouse has provided beds to sleep in, tables to eat and gather at, cookware and dishware to prepare meals, lamps and desks for schoolwork, and other essential household items to turn empty houses into furnished homes. During COVID-19, CW pivoted numerous times to meet the needs of our community members. After nearly a year of delivery-only services, we have resumed in-person appointments at our furniture banks for clients in need of furnishings. Grant funds from the City of Tualatin would support increased services: from 15 households per week to 25 households per week.

For individuals and families who are newly in housing, furnishing a home is expensive and often means people live without beds, tables, or kitchenware that make cooking possible. Furniture means more than just the items themselves. It empowers people who are newly housed by providing a place to eat, play, work, and connect. Services emphasize participant choice; clients are able to choose their own furniture. This is a vital component of the process. By having the opportunity to make personal choices about their home, clients can regain dignity and agency.

As one participant said, "Getting to pick out your own furniture for yourself, the stuff you want, makes you feel like you gain a little control or autonomy that you've lost."

### **Describe the Agency's Mission**

Community Warehouse's mission is to provide essential household furnishings to neighbors in need through unique community partnerships, creating stronger home foundations and brighter futures for all. We are the only nonprofit furniture bank serving the Portland metropolitan area, with Warehouses in Tualatin and NE Portland. In 2019, Community Warehouse provided over 90,000 items to 7,662 people from 129 zip codes. Last year, CW operated with modified services during the pandemic, providing furniture to 2,882 people.

Community Warehouse offers a low-barrier approach to participation. Clients must simply be low-income and in a housing situation that lacks furniture. By providing furniture, we jumpstart people's ability to feel settled and to have the items they need to make their house a home.

Our services have a direct impact on housing retention for individuals who have experienced homelessness. In a study completed with the Portland housing agency JOIN, we found that housing retention increased by 40% when people transitioning from

homelessness received furnishings from Community Warehouse.

CW clients experience positive benefits that help with maintaining work, a positive family life, and better long-term outcomes. We expect the following outcomes based on our 2019 Impact Evaluation:

- 94% of participants agreed that they are living less in crisis mode.
- 98% of respondents agreed that getting furniture helped them afford other things they need.
- 94% of respondents now think more positively about their lives and 95% feel more hopeful.
- 91% of respondents feel more inspired to give back to their community.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

Based on our past service statistics, of the people Community Warehouse serves, approximately 33% identify as White, 31% as Black, 18% as Latino/a/x, 10% as Asian, 5% as multi-racial, and 3% as Indigenous. In addition, 15% identify as immigrants and refugees and 29% self-identify as having a disability. Fully 70% of our clients identify as women or girls.

Everyone served by CW has either recently been homeless, is transitioning into housing, or is at risk of homelessness and living in housing without adequate furniture. We serve people who have a higher risk of homelessness, including seniors, persons with disabilities, youth exiting foster care, people with criminal records, victims of domestic violence, and people living with certain chronic health conditions.

CW predominantly works with people referred by one of our 250+ partner agencies: nonprofit and government agencies such as housing programs, community centers, churches, school programs, and hospitals, such as Community Action, Family Promise, and the Tigard-Tualatin Resource Center. We also serve clients who self-refer to our program and who do not have the resources to furnish their new home nor a case manager or agency to represent them.

### **What Types of Services will be Provided in the Funding Request Year?**

Furniture Bank Services:

Clients meet staff and volunteers for the first time at their 1-hour appointment at the Tualatin Community Warehouse location to talk about their needs and select furniture with their case manager. Clients are able to select furniture and household items that support their independence and improved quality of life. Recipients will have the kitchenware they need to cook meals, tables and chairs to give their children a place to do homework, along with beds that support a good night's rest and enable focus and energy as they attend to life's daily activities.

Having furniture and household goods increases economic opportunity in that people are able to use their money for other needs and/or save for the future. People who receive furniture from the Warehouse are keenly aware of the money they save by not having to purchase furniture. They appreciate the economic value of quality furniture. Multiple interviewees in our 2019 Impact Evaluation connected the economic opportunity to increased self-sufficiency and noted that they felt an increased ability to focus on other goals, including reducing the need for public assistance and opening a savings account. This helped stress levels significantly as clients moved from concentrating on furniture to accomplishing their short-term and long-term objectives.

Furniture also improves health. A client with chairs and a bed can have therapists visit his home, instead of relying on rides and missing appointments. A mom can now have babysitters, supporting employment. For so many clients, a mattress allows better

sleep, preparing them to face the stressors that come their way. Many participants explained how furnishings meant they had choices related to food. Having proper cookware and dishes enabled clients to provide home-cooked meals and improve their nutrition. Dishes, pots and pans, and silverware mean people can cook and eat what they want when they want it: "There is no longer a need to be a hunter-gatherer, spending all my time eating whatever I could find because I didn't know when I'd find my next meal. Now I can eat regular. That's a BIG deal!"

#### Donations:

Individuals are able to donate used furniture to the Tualatin-located Community Warehouse for redistribution to their neighbors in need. Funding will assist in re-launching our pick up service. This means that Tualatin residents will be able to donate items without needing to rent a truck or otherwise transport large items to our Tualatin Warehouse. Families find great value in their items having a new life with another family. As one donor said, "We had been struggling for awhile to convince our mother to let go of her long-accumulated furniture and belongings. The idea of giving mom's furniture to Community Warehouse, where it could do such good for local families, was really helpful for her in the letting go process."

#### Estate Store:

The Community Warehouse Estate Store, located in Tualatin, generates income for program operations. In the store, community residents are able to shop for furnishings that have a higher resale value. Proceeds from these sales are 100% redirected back to Community Warehouse operations, thereby leveraging funds toward serving additional families.

#### **How Many Tualatin Residents will be Served?**

555

#### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

100% of the grant funds will be directed to our Tualatin Warehouse services. (Organization-wide, 40% of services are delivered in Tualatin.)

#### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

City of Beaverton  
City of Hillsboro  
City of Lake Oswego  
City of Tigard  
Clackamas County

#### Agency Organizational / Financial Information

#### **Please Submit Your Budget Information**

[cw-budget-2021\\_revised\\_8.5.21.pdf](#) [2]

#### **Please Submit Your Board Information**

[cw\\_board\\_of\\_directors\\_roster\\_2021.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[501c3\\_communitywarehouse.pdf](#) [4]

**Other Attachments**

[covidresponse-pandemic-services-report.pdf](#) [5]

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65681>

#### Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/cw-budget-2021\\_revised\\_8.5.21.pdf](https://www.tualatinoregon.gov/system/files/webform/cw-budget-2021_revised_8.5.21.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/cw\\_board\\_of\\_directors\\_roster\\_2021.pdf](https://www.tualatinoregon.gov/system/files/webform/cw_board_of_directors_roster_2021.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/501c3\\_communitywarehouse.pdf](https://www.tualatinoregon.gov/system/files/webform/501c3_communitywarehouse.pdf)

[5] <https://www.tualatinoregon.gov/system/files/webform/covidresponse-pandemic-services-report.pdf>

## Community Warehouse 2021 Restated Budget

Board Approved on August 5, 2021

|                                     | Original Budget  | Updated Budget   | Difference       |
|-------------------------------------|------------------|------------------|------------------|
| <b>Revenue:</b>                     |                  |                  |                  |
| Individual Contributions            | 273,100          | 250,000          | (23,100)         |
| Corporate Contributions             | -                | 50,000           | 50,000           |
| Foundation Grants                   | 350,000          | 405,000          | 55,000           |
| Government Grants                   | 100,000          | 75,000           | (25,000)         |
| Paycheck Protection Program         | -                | 216,800          | 216,800          |
| In-Kind Contributions               | 941,900          | 344,396          | (597,504)        |
| Client Fees                         | 712,865          | 252,696          | (460,169)        |
| Pickup & Store Delivery Fees        | 36,000           | 38,540           | 2,540            |
| Event Income                        | 200,000          | 215,000          | 15,000           |
| Estate Store Sales                  | 506,000          | 428,500          | (77,500)         |
| Rental Revenue                      | 6,500            | 6,600            | 100              |
| Investment & Interest Income        | -                | 5,000            | 5,000            |
| Gain (Loss) on Asset Disposal       | -                | 4,000            | 4,000            |
| Other Revenue                       | -                | 3,000            | 3,000            |
| Release of Restrictions             | -                | 0                | 0                |
| <b>Total Revenue</b>                | <b>3,126,365</b> | <b>2,294,532</b> | <b>(831,833)</b> |
| <b>Expenses:</b>                    |                  |                  |                  |
| Wages                               | 1,148,513        | 949,800          | (198,713)        |
| Payroll Taxes                       | 131,502          | 108,307          | (23,195)         |
| Employee Benefits                   | 120,450          | 101,728          | (18,722)         |
| Retirement Benefits                 | 14,316           | 10,955           | (3,361)          |
| Workers' Comp                       | -                | 15,000           | 15,000           |
| Contract Services & Consulting      | 19,500           | 17,500           | (2,000)          |
| Bookkeeping Services                | 33,986           | 33,986           | 0                |
| Payroll Services                    | -                | 3,309            | 3,309            |
| Legal Services                      | -                | 1,000            | 1,000            |
| Information Technology              | 36,560           | 36,560           | 0                |
| Vehicle Operations                  | 32,861           | 22,000           | (10,861)         |
| Vehicle Purchase & Leasing          | -                | 0                | 0                |
| Professional Development & Training | 19,000           | 15,000           | (4,000)          |
| Storage Rental                      | -                | 2,000            | 2,000            |
| Office Supplies                     | 23,000           | 23,000           | 0                |
| Program Supplies                    | -                | 40,000           | 40,000           |
| Facilities Maintenance              | 40,000           | 40,000           | (0)              |
| Garbage & Utilities                 | 47,401           | 47,401           | (0)              |
| Meetings Expense                    | 10,100           | 8,000            | (2,100)          |
| Telecommunications                  | 13,500           | 15,000           | 1,500            |
| Printing & Copying                  | 10,500           | 10,500           | 0                |
| Postage & Delivery                  | 7,742            | 7,742            | 0                |
| Advertising                         | 16,073           | 12,000           | (4,073)          |
| Event Expense                       | -                | 40,000           | 40,000           |
| Licenses & Fees                     | -                | 1,500            | 1,500            |
| Bank Charges & Merchant Fees        | 26,000           | 26,000           | 0                |
| Insurance                           | 42,225           | 38,000           | (4,225)          |
| Dues & Subscriptions                | 23,500           | 23,500           | (0)              |
| Depreciation & Amortization Expense | 57,360           | 57,360           | 0                |
| Interest Expense                    | 56,382           | 56,382           | 0                |
| Miscellaneous Expenses              | 2,719            | 10,000           | 7,281            |
| In-Kind Assistance                  | 943,913          | 344,396          | (599,517)        |
| Client Fee Assistance               | 40,000           | 70,000           | 30,000           |
| <b>Total Expenses</b>               | <b>2,917,103</b> | <b>2,187,925</b> | <b>(530,464)</b> |
| <b>Change in Net Assets</b>         | <b>209,262</b>   | <b>106,607</b>   | <b>(102,655)</b> |

## BOARD OF DIRECTORS

updated February 2021



### **ROZ BABENER**

Board Chair Emeritus & Founder  
4155 SW Patrick Place  
Portland, Oregon 97239  
503.329.5588 (c)  
roz755@aol.com

### **NICHOLAS SHEPHERD**

Board President  
Partner, Irvine and Company CPA's  
345 NE 102nd Ave  
Portland, OR 97220  
503.407.3688 (c)  
503.252.8449 (w)  
nick@irvinecpas.com

### **JOHN WITHERSPOON**

Board Vice-President  
Attorney at Law  
Partner, McEwen Gisvold LLP.  
1600 Standard Plaza, 1100 S.W. 6th Avenue,  
Portland, Oregon 97204  
503-412-3520 (d)  
503.593.7772 (c)  
johnw@mcewengisvold.com

### **RAY ANDERSON**

Board Secretary  
Retired, Intel Corporation  
12329 NW Sargent Lane  
Portland OR 97231  
503.467.9362 (c)  
503.296.0439 (h)  
rayjanderson@comcast.net

### **GABE WELLS**

Board Treasurer  
VP, Business Client Advisor  
Summit Bank  
222 SW Columbia St, Suite 200  
Portland, OR 97201  
971.940.1915(o)  
503-828-8010 (c)  
gwells@sbko.bank

### **JACK HEIMS**

Board Exec Committee, Member at Large  
Retired, Healthcare Executive  
614 NW 11th Ave  
Portland, OR 97209  
503-315-2004 (h)  
heimsjack@gmail.com

### **DARRELL NELSON**

Manager, Community Relations & Events  
NW Natural  
220 NW Second Ave  
Portland, OR 97209  
503.220.2347  
drn@nwnatural.com

### **ANN KIRBY, MS, MPA, BSN**

Executive Director Care Management -  
Oregon  
Providence Health and Services  
4400 NE Halsey St., Bldg 2, Ste 599  
503.893.6011 (o)  
503.718.1524 (c)  
annette.kirby@providence.org

### **TOD BRESLAU**

Broker, Premiere Property Group  
Managing Partner, Jupiter Hotel  
1201 NE Lloyd Blvd. Ste 115  
Portland, OR 97232-1823  
503-740-4888  
tbreslau@aol.com

### **JERRY WALKER**

Owner, HCMA-Portland  
3203 NE 15th Avenue  
Portland, OR 97212  
503.493.0813 (o)  
503.705.4624 (c)  
jerry@hcmaltd.com

### **KATIE MCRAE**

Retired, Providence Health & Services  
321 SE 47th Ave  
Portland, OR 97215  
503.358.8401  
rogerandkatie@comcast.net

### **APRIL DOLL**

Professional Organizer  
255 SW Harrison St 7H  
Portland, OR 97201  
503-490-8382  
aprilmdoll@gmail.com

### **COLLEEN HARRIS**

President, Harris WorkSystems, Inc.  
11530 SW Tiedeman Ave  
Tigard, OR 97223  
503-643-3018  
colleenh@harrisworksystems.com

### **SHARETTA BUTCHER**

Community Care Director  
North by Northeast Community Health  
Center  
1734 N Webster St., Portland, OR  
97217  
503-946-5680  
sbutcher@nxneclinic.org

### **JOHN MIDDLETON**

Vice President of Operations  
Direct Transport  
27600 SW 95th Ave Wilsonville OR  
97070  
503-783-2600  
johnm@direct-transport.com



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

**MAY 08 2006**

OREGON COMMUNITY WAREHOUSE INC  
2267 N INTERSTATE  
PORTLAND, OR 97227-0000

Employer Identification Number:  
93-1310582

DLN:  
17053091724026

Contact Person:  
ERIC J BERTELSEN ID# 31323

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated June 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements



## COVID-19 Response

Community Warehouse quickly responded to the COVID-19 pandemic by temporarily suspending regular operations on March 16, 2020. The nature of our service requires close contact with used goods and people (over 2,000 unique contacts per week!), so we made the decision to protect public health until we could create a plan for modified service.

Unfortunately, closing to the public meant losing our earned revenue: Estate Store sales and fees for service. Due to these losses and the postponing of our biggest fundraising event, the Board made the difficult decision to furlough 75% of our staff.

When state officials issued the “Stay Home, Save Lives” Executive Order on March 24, our remaining staff worried: “How do you stay at home if you have nothing at home?” We had to ensure people had the basic essential items, especially a place to sleep that was comfortable. In less than a week, six staff members formulated a plan for modified client services: Home2Go kits. These kits were composed of a dresser filled with brand-new, essential items for every household – including pots and pans, silverware, a set of dishes, towels, bedsheets, and an air mattress, designed to give clients an opportunity to cook their own meals and have a safe place to sleep. Beginning March 30, we offered no-contact pickup and delivery of Home2Go kits for partner agencies and clients.

*“There was a time when I was a housesitting (read: homeless) single mom who would have broken into tears to have been offered this dresser kit. They make my heart happy- as does your continued efforts.”*  
– Donor

Once the Home2Go program was operational, our next goal was to bring staff back to work. Week by week in April, we brought staff back to support the Home2Go program. By mid-May, all our staff were back. We utilized the time we were closed to the public by painting a mural in our Family Welcome Room, installing pallet racks for mattress storage, creating sanitation stations, and more. We provided support and advice to other furniture banks across the country on how to respond to the pandemic and safely provide services.



## **Full-Service Delivery Model**

In June, Community Warehouse began accepting a limited list of donations from the public. After distributing over 450 Home2Go kits, we phased out the program in July. In August, CW shifted our services to a full-service delivery model. CW staff members would contact each client over the phone to discuss furniture needs and schedule a delivery. Staff picked out the furniture, loaded it into the truck, and delivered it to the first room of the home. (Clients were not visiting the Warehouse for appointments, and case managers were not having to coordinate transportation and delivery of the furniture to clients' homes.) We furnished homes for 20 families per week with the delivery-only model.

## **Oregon Health Authority "Health Equity" Grant**

CW applied for and received a \$112,900 grant through OHA in September 2020. The grant was created to help reduce the spread of COVID-19 and especially serve Black and Indigenous populations in the State of Oregon. Our application focused on the needs of the Native populations we serve and of our own staff to continue working successfully and safely. We received 100% of the funding we requested for:

- Guaranteed services (waived program fees) for Native American clients
- Professional cleaning and sanitization of both Warehouses and our vehicle fleet
- Gift cards for clients to obtain necessary cleaning supplies to combat COVID-19
- New pillows for clients (used pillows are susceptible to spreading disease)
- PPE & safety protocol training for staff
- Stipend for CW staff child care support to ensure consistent staffing & service

## **Executive Director Transition**

After 6 years at CW, Dunetchka Otero-Serrano stepped down at the end of December 2020 to step up as the new Executive Director at the YWCA of Clark County. Former Development Director Anna Kurnizki became CW's Interim Executive Director for 5 months; she was promoted to the permanent position by the Board of Directors in May 2021. Read more about our leadership transition [here](#).

## **Current Services**

On July 13, 2021, Community Warehouse began welcoming clients and case managers back to the furniture banks for in-person appointments. This has increased the number of appointments from 20 to 35 per week. Our subsequent goals in the coming months are to 1) resume donation pickup services and 2) increase services to pre-pandemic levels – 55 households per week.

**Community Warehouse continues to safely and efficiently furnish the houses of families living, working, and schooling from home during the pandemic.** We are excited to welcome clients back to our furniture banks and to bring community members together once the pandemic subsides. Our dedicated staff have continued delivering furniture as frontline workers. We have not had a single COVID case among our program team.

## Your Investment

People face additional barriers to receiving furniture during the COVID-19 pandemic, and our top priority is to ensure safe and equitable access to furniture bank services. Visit our website to stay updated: [communitywarehouse.org](https://communitywarehouse.org)

**Your past investments in Community Warehouse have helped us quickly pivot and respond to the needs of our community.** Thank you for helping local families create stable homes and brighter futures.

*"I went from being in prison last year to having my own place. Literally we'd be moving in right now with just blankets and pillows. So right now this is huge. It helps with my kids confidence that I can do things for them, that I can take care of them. It helps with everything. Just knowing that this part is taken care of, I can go to work now. And make sure we live life."*

- Anthony (his kids are 16, 12, and 8)



Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #98

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Wed, 08/25/2021 - 4:42pm  
50.43.1.114

#### Agency Contact Information

**Agency Name**

Sexual Assault Resource Center (SARC)

**Address**

4900 SW Griffith Suite 129

**City**

Beaverton

**State**

Oregon

**Zip Code**

97005

**Contact Name**

Brandy Selover

**Contact Telephone Number**

503-626-9100

**Contact Email Address**

brandys@sarcoregon.org

#### Agency Request Information

**Request**

The Sexual Assault Resource Center (SARC) is requesting \$6,500 from the City of Tualatin to support operational costs of the 24 hour/7 day per week crisis and support line for individuals who have experienced sexual violence, often from historically marginalized communities who experience sexual violence at some of the highest rates in Oregon.

**What is the Request for?**

Due to a significant rise in experiences of isolation because of the COVID-19 pandemic, the Sexual Assault Resource Center's 24/7 crisis and support line has experienced an increase in call volume which subsequently requires additional staff and resources to manage the extensive logistics of the crisis line while also being proactive to manage and prevent burnout among crisis intervention and advocate staff fielding these calls. SARC is requesting \$6,500 to support the acquisition of a holistic hotline management system and subsequent operating costs that would

allow for more efficient management of all logistics of the crisis line, ensure immediate and uninterrupted direct, confidential, and trauma-informed survivor access to our support advocates without a middle man answering service or dropped calls that may retraumatize clients, and an effective tool to reduce mental health burnout for our advocates, which is extremely high in sexual violence advocacy and support work.

**Describe the Agency's Mission**

SARC's mission is to promote social justice by eliminating sexual violence in our community through education, support, and advocacy.

**What Group of Citizens in Tualatin Does Your Organization Target?**

SARC services are geared to respond to and support individuals that have experienced sexual assault in their lives through our holistic approach by way of crisis and support services, case management, and counseling and group support in Washington and Multnomah counties, including Tualatin. SARC also targets adult influencers of youth and secondary school youth through a comprehensive approach to social change and direct education for the prevention of sexual violence in the Tigard-Tualatin School District.

**What Types of Services will be Provided in the Funding Request Year?**

Direct support line and advocacy services to include crisis and support line phone calls with sexual assault survivors for the promotion of and furtherance of their mental and emotional health journey will be provided through funding from the City of Tualatin this year.

**How Many Tualatin Residents will be Served?**

Tualatin citizens have been and will continue to be recipients of SARC's services, inclusive of the 24/7 crisis and support line because we understand that, assuming Tualatin residents experience sexual assault at rates comparable to the national average of 19% of women and 2% of men, SARC may serve approximately 5,550 Tualatin residents annually through the crisis and support line alone. In addition, the 24/7 crisis and support advocates and support phone line assists Tualatin law enforcement, health care providers, and other important responders and support staff involved in much of the process and journey of a sexual assault survivor.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

Approximately 5% of our direct sexual assault services are dedicated to service in Tualatin. Also, historically we have provided capacity building for Tualatin Police Department which constitutes approximately 14% of the law enforcement agencies we service.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Currently, we do not have any pending applications for funding from Tualatin or other government organizations in Oregon.

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[final\\_city\\_of\\_tualatin\\_budget\\_2021-08-25.xls](#) [2]

**Please Submit Your Board Information**

[2021-08\\_list\\_of\\_board\\_members.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[2009\\_irs\\_nonprofit\\_determination\\_letter.pdf](#) [4]

## Other Attachments

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/66031>

### Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>
- [2] [https://www.tualatinoregon.gov/system/files/webform/final\\_city\\_of\\_tualatin\\_budget\\_2021-08-25.xls](https://www.tualatinoregon.gov/system/files/webform/final_city_of_tualatin_budget_2021-08-25.xls)
- [3] [https://www.tualatinoregon.gov/system/files/webform/2021-08\\_list\\_of\\_board\\_members.pdf](https://www.tualatinoregon.gov/system/files/webform/2021-08_list_of_board_members.pdf)
- [4] [https://www.tualatinoregon.gov/system/files/webform/2009\\_irs\\_nonprofit\\_determination\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/2009_irs_nonprofit_determination_letter.pdf)

## Detailed Project Budget



Overall Project Budget and Itemized Request for City of Tualatin in the provided columns below.

|                                   | <b>Project</b> | <b>SMCF</b>             |
|-----------------------------------|----------------|-------------------------|
| <b>Line item</b>                  | <b>Budget</b>  | <b>Itemized Request</b> |
| Salaries & Wages                  | \$ 197,621.00  | \$ -                    |
| Fringe Benefits & Taxes           | \$ 35,571.78   | \$ -                    |
| Office Supplies                   | \$ 1,110.00    | \$ -                    |
| Advertising                       | \$ -           | \$ -                    |
| Rent                              | \$ 12,915.60   | \$ -                    |
| Utilities                         | \$ 750.00      | \$ -                    |
| Other-- Hotline management system | \$ 24,300.00   | \$ 5,000                |
| Other-- Advocate phone stipends   | \$ 4,374.00    | \$ 1,500                |
| Other--                           | \$ -           | \$ -                    |
| Other--                           | \$ -           | \$ -                    |
| Other--                           | \$ -           | \$ -                    |
| <b>TOTAL</b>                      | <b>\$ -</b>    | <b>\$ 6,500</b>         |





## **List of Board of Directors as of August 2021**

Sherrill A. Corbett, JD  
Partner, Tonkon Torp LLP  
Board Chair since January 2021; Member since 2019; serves on Governance and Finance Committee

Hiram Moy  
Entrepreneur  
Treasurer; Member since 2018; serves as Chair of Governance, and Audit and Finance Committees

Katie Brokaw  
Lead Government Programs Benefit Coordinator, Moda Health  
Member since 2019; serves on Development and Governance Committees

Kelly Lusk, JD  
Partner, Dunn Carney Higgins & Tongue  
Secretary; Member since 2016; serves on Governance and Finance Committees

Janis Lai  
Intel Corporation, Engineer  
Member since 2020

## **Committee Members Who Are Not Board Members**

Megan Whalen, CPA  
Serves on Audit and Finance Committee  
Member since 2018



IRS Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248221235  
Mar. 24, 2009 LTR 4168C E0  
93-0800739 000000 00 000  
00010709  
BODC: TE

SEXUAL ASSAULT RESOURCE CENTER  
4900 SW GRIFFITH DR STE 100  
BEAVERTON OR 97005-4649

Employer Identification Number: 93-0800739  
Person to Contact: April Howard  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 13, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1991, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

08505

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #85

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Mon, 08/09/2021 - 1:06pm  
76.105.162.160

#### Agency Contact Information

**Agency Name**

Tigard-Tualatin Family Resource Center

**Address**

9000 SW Durham Road, Portable #716

**City**

Tigard

**State**

OR

**Zip Code**

97224

**Contact Name**

Catherine West

**Contact Telephone Number**

5036031588

**Contact Email Address**

cwest@tsd.k12.or.us

## Agency Request Information

### **Request**

\$4,500

### **What is the Request for?**

Funding would be used to provide supports to Tualatin families in need specifically to fill gaps in services when no other resources are available such as scholarships for extracurricular activities, counseling copays, food gift cards for special diets, hygiene supplies, furniture access fees, and rent/utility assistance.

### **Describe the Agency's Mission**

The Tigard-Tualatin Family Resource Center (TTFRC) is a school-based center that works in partnership with Tigard-Tualatin School District (TTSD) staff to provide social services and resource connections to students, families, and the local community. TTSD's mission is to educate every child. TTFRC supports this mission by working to eliminate non-education-related barriers to student success.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

The Tigard-Tualatin Family Resource Center serves Tigard-Tualatin School District families as well as parents with children 0-5 years old that will eventually enter into the school district. The target populations within this group are students and families that have been traditionally underserved and underrepresented as well as families with low incomes and those experiencing homelessness and in general, families that have community resource needs.

### **What Types of Services will be Provided in the Funding Request Year?**

During this Covid-19 crisis, Center services have been needed more than ever. Working from home, TTFRC staff were able to provide regular supports and services to TTSD families and even expanded capacity while working in partnership with new staff at each school in the district. When the center shut down for in-person services in March 2019 with the school district, staff jumped into action partnering with Packed with Pride in order to ensure that students and families did not go hungry during the crisis. Center staff also partnered with the school district, local churches, and the county to coordinate services for families in need as well as published a weekly bulletin with updated information about resources specific to and available during the pandemic. It is our hope to return to onsite operation in August 2021.

This coming school year, families will continue to be connected with needed community resources including counseling and employment services, domestic violence and government assistance programs, emergency food, legal help, medical and dental care, shelters and housing, youth programs, and other services. Center staff members work closely with school counselors, the school homeless liaison, and other staff to identify families and students in need and work directly with many other agencies to provide connection to shelter, clothing, food, furniture, basic needs items, health insurance, scholarships for extracurricular activities, Spanish/English interpretation and more. We have updated the Center's Tigard-Tualatin Community Resource Guide in order to facilitate direct resource connection by families and service providers. The guide was translated as usual into Spanish and for the first time ever, the guide has been translated into four new languages that are the most common among TTSD families including Arabic, Vietnamese, Chuukese, and Marshallese. In addition, the Center continues to coordinate a regular networking

meeting among Tigard-Tualatin service providers (now online) where staff come together to share information and openings; helping to maximize the use of local resources and to eliminate duplication.

The Washington County Department of Health and Human Services continues to fund a Family Resource Coordinator as part of the Center. The Family Resource Coordinator works with families with children 0-6 years old to encourage early learning, school readiness, and resource connection, as well as participates in a Tigard-Tualatin Early Childhood Team, focused on creating communities of support in the district's highest-need school catchment areas including Bridgeport, Metzger, and Templeton Elementary Schools as well as increased collaboration between providers to improve outcomes for underserved young children.

After a comprehensive community engagement process, TTSD has invested Student Investment Act (SIA) dollars in staff and programs that are focused on equity for all students. This includes making sure families have access to a variety of resources and supports so that their children can be successful in school. With the unanticipated COVID-19 pandemic, these investments could not have come at a better time in order for TTSD to have the staff and supports in place to hit the ground running in providing many needed supports for successful Comprehensive Distance Learning.

With SIA dollars, TTSD has hired one Family Partnership Advocate at each of our schools. These advocates have been working tirelessly to connect all families with needed technology, food, and other supports during the pandemic. TTSD has also hired Culturally Responsive Coordinators who are actively reaching out to traditionally underserved families, building community, listening, and working with the goal of ensuring that we are serving all families equitably. TTFRC has had the privilege of being a part of a major transformation this past school year being moved to now operate from within the Department of Equity and Inclusion. Within this new department, TTFRC has played a pivotal role in sharing essential community resource information and connecting staff and families to necessary resources. The Resource Center is able to serve students and families throughout the school district much more effectively through partnerships with these new staff members and the creation of a coordinated system of support.

We look forward to continuing these efforts next school year when we will be moving from the campus of Tigard High School to the Templeton Core where we will be a part of a multiservice center including community partners onsite with us. We will be next door to Templeton's early learning programs which will also increase our capacity to better serve local families with young children.

#### **How Many Tualatin Residents will be Served?**

An estimated 860 Tualatin families will be served.

#### **What Percentage of Your Program is Dedicated to Service in Tualatin?**

Approximately 43% of the Tigard-Tualatin Family Resource Center's operation is dedicated to service in Tualatin.

#### **If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Received in Requested in

FY 2020-21 F FY 2021-22

City of Tigard \$ 5,000 \$ 6,500

City of Tualatin \$ 4,000 \$ 4,500

Washington County \$77,872 \$80,000

## Agency Organizational / Financial Information

### **Please Submit Your Budget Information**

[ttfrc\\_budget\\_2020-21.pdf](#) [2]

### **Please Submit Your Board Information**

[ttsd\\_board\\_members.doc](#) [3]

### **Please Submit a Copy of Your 501(c)3 cert.**

[ttsd\\_tax\\_exempt\\_letter.pdf](#) [4]

### **Other Attachments**

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65341>

#### **Links**

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/ttfrc\\_budget\\_2020-21.pdf](https://www.tualatinoregon.gov/system/files/webform/ttfrc_budget_2020-21.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/ttsd\\_board\\_members.doc](https://www.tualatinoregon.gov/system/files/webform/ttsd_board_members.doc)

[4] [https://www.tualatinoregon.gov/system/files/webform/ttsd\\_tax\\_exempt\\_letter.pdf](https://www.tualatinoregon.gov/system/files/webform/ttsd_tax_exempt_letter.pdf)

**Tigard-Tualatin Family Resource Center Budget 2020-2021**

| <b>Major Revenue Sources</b>                            | <b>Beginning Balance</b> | <b>Major Expenditure Categories</b>   | <b>Ending Balance</b> |
|---|--------------------------|---|-----------------------|
| Tigard-Tualatin School District                         | \$165,874                | Center Director 0.75 FTE  | \$85,786              |
|   |                          | Resource Coordinator 0.75FTE  |                       |
|   |                          | Benefits/ Fringe Roll-up  | \$80,088              |
| Washington County Department of Health & Human Services | \$77,872                 | Family Resource Coordinator 0.75 FTE Position<br>Fringe Roll-up & Associated Costs  | \$0                   |
| Grants & Donations                                      | \$96,628                 | Rental & Utility Assistance, Scholarship for Extracurricular Activities, Furniture Access Fees, Holiday Help, Hygiene & Basic Needs Items, Glasses, Diapers, Formula, Food, Bus Tickets, Masks, Counseling Copays | \$8,935*              |
| TTSD In-Kind Estimated                                  | \$49,788                 | Space, Custodial, Administrative, Technical Support   | \$0                   |
| Community In-Kind Estimated                             | \$10,000                 | Clothing, Toys, Baby Items & Miscellaneous Donations  | \$0                   |
| <b>Total Financial Revenue</b>                          | <b>\$340,374</b>         |   |                       |
| <b>Total In-kind Revenue</b>                            | <b>\$59,788</b>          |   |                       |
| <b>Total Financial &amp; In-kind</b>                    | <b>\$400,162</b>         |   | <b>\$8,935*</b>       |

\*Earmarked for supports from September-December 2021 during increased need due to pandemic.

**Tigard-Tualatin School District  
Board Members 2021-22**

| <b>Name</b>      | <b>Occupation</b> | <b>Phone</b> | <b>Address/ Emails</b>   |
|------------------|-------------------|--------------|--|
| Ben Bowman       | Board Chair       | 503-819-0121 | 6960 SW Sandburg St.<br>Tigard, Oregon 97223<br>Boardmember.Bowman@ttsd.k12.or.us      |
| Dr. Marvin Lynn  | Vice Chair        | 503-431-4000 | 6960 SW Sandburg St.<br>Tigard, Oregon 97223<br>Boardmember.Lynn@ttsd.k12.or.us        |
| David Jaimes     | Board Member      | 503-431-4000 | 6960 SW Sandburg St.<br>Tigard, Oregon 97223<br>Boardmember.Jaimes@ttsd.k12.or.us      |
| Tristan Irvin    | Board Member      | 503-431-4000 | 6960 SW Sandburg St.<br>Tigard, Oregon 97223<br>Boardmember.Irvin@ttsd.k12.or.us       |
| Jill Zurschmeide | Board Member      | 503-616-0742 | 6960 SW Sandburg St.<br>Tigard, Oregon 97223<br>Boardmember.Zurschmeide@ttsd.k12.or.us |





**Tigard - Tualatin School District 23J**  
**Larry Hibbard Administration Center**  
6960 SW Sandburg Street  
Tigard, Oregon 97223  
503-431-4000 • fax 503-431-4047  
www.ttsd.k12.or.us

**March 30, 2012**

**RE: Tax exemption status for Tigard-Tualatin School District 23J and each of its schools**

**Tigard-Tualatin School District 23J and its schools is a political subdivision of the State of Oregon. As such, it is a “governmental unit” as defined in Sections 170(b)(1)(A)(v) and 170(c)(1) of the Internal Revenue Code of 1986, as amended (“IRC”), and is not a private foundation by virtue of IRC Section 509(a)(1).**

**Governmental units are not required to have a tax exemption determination letter under IRC Section 501(c)(3), but are automatically tax exempt under IRC Section 115. Therefore, this letter is furnished to you in lieu of a federal tax exemption determination letter.**

**The Taxpayer Identification Number for Tigard-Tualatin School District 23J is 93-0572833.**

**Sincerely,**

**Elizabeth Michels**

**Controller**

**Tigard-Tualatin School District 23J**

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #96

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Tue, 08/24/2021 - 3:03pm  
75.145.75.69

#### Agency Contact Information

**Agency Name**

Tualatin Food Pantry

**Address**

3550 SW Borland Rd

**City**

Tualatin

**State**

Oregon

**Zip Code**

97062

**Contact Name**

Tracy Smith

**Contact Telephone Number**

503.783.0721

**Contact Email Address**

[tracy@schoolhousepantry.org](mailto:tracy@schoolhousepantry.org)

**Agency Request Information****Request**

\$3000

**What is the Request for?**

\$3000 for purchasing food staples not easily donated in food drives such as milk, meat and eggs.

**Describe the Agency's Mission**

Our mission is to eliminate hunger in our local community.

**What Group of Citizens in Tualatin Does Your Organization Target?**

All people who are food insecure.

**What Types of Services will be Provided in the Funding Request Year?**

We provide a 10 day supply of emergency food and hygiene items 1-2 times each month to families in need.

**How Many Tualatin Residents will be Served?**

1,771 households from Tualatin will receive at least once. Those in transition without a permanent address would be in addition to this number who may also be living/camping in the Tualatin area.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

around 41% of our clients are from Tualatin. Those in transition (or homeless) would not be included in this percent as they are listed as in transition as their city. The other 59 are from Wilsonville, West Linn, Lake Oswego and in transition.

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

Washington County gives us usually \$1000 each year. Other government grants are USDA that pass thru the Oregon Food Bank in the form of food not cash to us.

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[2020tshp\\_operating\\_budget.xlsx](#) [2]

**Please Submit Your Board Information**

[tfb\\_board\\_aug\\_2021.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[tshp\\_irs.pdf](#) [4]

## Other Attachments

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/65931>

### Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/2020tshp\\_operating\\_budget.xlsx](https://www.tualatinoregon.gov/system/files/webform/2020tshp_operating_budget.xlsx)

[3] [https://www.tualatinoregon.gov/system/files/webform/tfb\\_board\\_aug\\_2021.pdf](https://www.tualatinoregon.gov/system/files/webform/tfb_board_aug_2021.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/tshp\\_irs.pdf](https://www.tualatinoregon.gov/system/files/webform/tshp_irs.pdf)

TSHP Operating Budget 2020

|                                      | 2020<br>Budget   |
|--------------------------------------|------------------|
| <b>INCOME</b>                        |                  |
| <b>CONTRIBUTIONS</b>                 |                  |
| Contributions                        | \$135,000        |
| <b>GRANTS</b>                        |                  |
| Grants                               | \$29,000         |
| <b>OTHER INCOME</b>                  |                  |
| From reserves                        | \$0              |
| <b>TOTAL INCOME</b>                  |                  |
|                                      | <b>\$164,000</b> |
| <b>EXPENSE</b>                       |                  |
| <b>Food and Services for Clients</b> |                  |
| Food and Services for Clients        | \$78,000         |
| <b>Operating Expenses</b>            |                  |
| Operating Expenses                   | \$13,000         |
| <b>Equipment</b>                     |                  |
| Produce refrigeration equipment      | \$10,000         |
| <b>Occupancy Expenses</b>            |                  |
| Occupancy Expenses                   | \$12,000         |
| <b>Personnel / Volunteer Expense</b> |                  |
| Personnel / Volunteer Expense        | \$46,000         |
| <b>Administrative Expenses</b>       |                  |
| Administrative Expenses              | \$5,000          |
| <b>Other Expenses</b>                |                  |
| Other Expenses                       | \$2,000          |
| <b>TOTAL EXPENSE</b>                 |                  |
|                                      | <b>\$164,000</b> |
| <b>NET INCOME (LOSS)</b>             | <b>\$0</b>       |



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 16 2008

TUALATIN SCHOOL HOUSE PANTRY  
PO BOX 248  
TUALATIN, OR 97062

Employer Identification Number:  
20-2253741  
DLN:  
17053210335008  
Contact Person:  
RENEE RAILEY NORTON ID# 31172  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
October 31, 2007  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

# Proclamation

## *Declaring October 2021 as National Long-Term Care Residents' Rights Month in the City of Tualatin*

WHEREAS, there are 1.3 million individuals living in 15,600 nursing homes; and over 800,000 individuals living in 28,900 assisted living/residential care facilities in the U.S.; and

WHEREAS, there are approximately 55 individuals living in 1 nursing home; and approximately 400 individuals living in 5 assisted living/residential care facilities in Tualatin; and

WHEREAS, the federal Nursing Home Reform Act of 1987 guarantees residents their individual rights in order to promote and maintain their dignity and autonomy; and

WHEREAS, all residents should be aware of their rights so they may be empowered to live with dignity and self-determination; and

WHEREAS, we wish to honor and celebrate these citizens, to recognize their rich individuality, and to reaffirm their right to vote and participate politically, including the right to have a say in their care; and

WHEREAS, individuals and groups across the country will be celebrating Residents' Rights Month with the theme –“Reclaiming My Rights, My Home, My Life”– to highlight the need for residents' rights to be recognized, recovered, and reasserted. The theme emphasizes the recognition of the long-term care facility as the residents' home, and the importance of residents reclaiming their own lives.

Now, therefore, the City of Tualatin, does hereby proclaim October 2021 as National Long-Term Care Residents' Rights Month, in the City of Tualatin, and encourage all citizens to join me in these important observances.

NOW THEREFORE, BE IT RESOLVED that the Tualatin City Council does hereby proclaim October 2021 as

National Long-Term Care Residents' Rights Month

in the City of Tualatin, and encourage all citizens to join in these important observances.

INTRODUCED AND ADOPTED this 27<sup>th</sup> day of September, 2021.

CITY OF TUALATIN, OREGON

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

ATTEST:

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





*City of Tualatin*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Bill Steele, Chief of Police  
**DATE:** September 27, 2021

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**SUBJECT:**  
Domestic Violence Awareness Month Proclamation

**RECOMMENDATION:**  
Review and accept proclamation designating October 2021 as Domestic Violence Awareness Month in the city of Tualatin.

**EXECUTIVE SUMMARY:**  
Domestic Violence Awareness Month provides an excellent platform to show support for the domestic violence advocates, crisis hotline staff, victim service organizations, the prosecutors who hold offenders accountable and law enforcement officers in our community. It also provides our community the opportunity to learn more about preventing domestic violence and show support for the numerous organizations and individuals who provide critical advocacy, resources, hope and assistance to victims.

---

**ATTACHMENTS:**  
-PROCLAMATION  
-

# Proclamation

## *Proclamation Declaring the Month of October, 2021 as Domestic Violence Awareness Month in the City of Tualatin*

**WHEREAS**, domestic violence is a serious crime that affects people of all races, ages, gender identities, socio-economic levels, religions, backgrounds, beliefs and abilities but often has a disproportionate effect on communities and groups impacted by inequity; and

**WHEREAS**, domestic violence includes physical, emotional, social, sexual, spiritual, financial, and digital abuse; and can occur between family members, intimate partners and within dating relationships; and

**WHEREAS**, more than one in three women and one in four men in the United States report having experienced domestic violence, stalking, sexual assault or physical assault by an intimate partner during their lifetimes; and

**WHEREAS**, domestic violence impacts vulnerable victims including children, as approximately 50% of Washington County children who are child abuse victims also live in homes with domestic violence; and

**WHEREAS**, in 2020, the Family Justice Center served a total of 1,466 survivors and the Domestic Violence Resource Center provided 12,236 crisis services to survivors despite challenges due to the pandemic; and

**WHEREAS**, domestic violence incidents are some of the most complex and dangerous incidents that law enforcement respond to in our community, putting their lives at risk every day in the belief that a coordinated community response is necessary to support survivors, hold offenders accountable and work toward ending the cycle of violence; and

**NOW, THEREFORE BE IT PROCLAIMED** that the City of Tualatin designates the month of October 2021 as “*Domestic Violence Awareness Month*”. Domestic Violence Awareness Month provides an excellent platform to show support for the domestic violence advocates, crisis hotline staff, victim service organizations, the prosecutors who hold offenders accountable and law enforcement officers in our community. It also provides our community the opportunity to learn more about preventing domestic violence and show support for the numerous organizations and individuals who provide critical advocacy, resources, hope and assistance to victims.

INTRODUCED AND ADOPTED this 27th day of September 2021.

CITY OF TUALATIN, OREGON

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

ATTEST:

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



*City of Tualatin*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** September 27, 2021

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**SUBJECT:**

Consideration of Approval of the Work Session and Regular Meeting Minutes of September 13, 2021

**RECOMMENDATION:**

Staff respectfully recommends the Council adopt the attached minutes.

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**ATTACHMENTS:**

- City Council Work Session Meeting Minutes of September 13, 2021
- City Council Regular Meeting Minutes of September 13, 2021



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR SEPTEMBER 13, 2021

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier

Absent: Councilor Christen Sacco

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Mayor Bubenik adjourned the meeting at 5:00 p.m.

### **1. Tualatin Moving Forward Quarterly Update | Virtual Bus Tour**

Principal Transportation Engineer Mike McCarthy presented the Tualatin Moving Forward quarterly update. He provided an update on the Garden Corner Curves project including replacing of the culvert and additional enhancements to the creek.

Councilor Brooks asked how erosion concerns will be addressed in the area. Engineer McCarthy spoke to the corrosion outfall area where they placed interlocking logs to hold in the creek area.

Alta Planning and Design Representative Katie Mangle spoke to the project at 95<sup>th</sup> Ave and Avery Street to help pedestrian crossings around Tualatin Elementary School. She stated stop signs, crosswalks, and bike lanes will be added during a two phase project. Engineer McCarthy spoke to the project at Martinazzi Avenue and Sagert Street where they will be building a traffic signal. He stated they are currently working on storm drainage issues in the area and will be done in October. Engineer McCarthy spoke to the project between Tualatin-Sherwood Road and Martinazzi Avenue to I-5 where they will be working to reduce travel times by adding driver directional signs and widening the road. He stated staff is working with ODOT on the changes before construction can begin. Representative Mangle spoke to the addition of sidewalks and bike lanes along the Boones Ferry Corridor.

Councilor Brooks asked if there is a connection to Community Park from the corridor. Representative Mangle stated as the project is currently funded and planned it is not likely to go all the way through Tualatin-Sherwood Road as right-of-way would need to be purchased.

Engineer McCarthy spoke to the Hwy 99: Pony Ridge Neighborhoods to 124<sup>th</sup> Pathway Project. He shared the Neighborhood Traffic Safety Program projects for the year located at Boones Ferry Road and Arapaho Road, Hazelbrook Road at Jurgens Park, Boones Ferry Road at the Commons, Sagert St and 72<sup>nd</sup>, Nyberg Lane at 57<sup>th</sup> Avenue, and 50<sup>th</sup> Avenue and Wilke.

Councilor Hillier asked if there would be amendments made to the flashing beacons at Tualatin High School. Consultant Mangle stated that project can be added to the list.

Councilor Pratt asked if improvements can be made to the crossing at Tualatin Community Park for bikes. Engineer McCarthy stated a project will be starting there in the coming weeks to enhance the crosswalks in the area and widen the sidewalks.

Mayor Bubenik stated the City needs to continue to advocate for funding for improvements to 99W at the state level.

Councilor Brooks thanked staff for their work on the projects and their mindfulness of the environment during these projects.

## **2. *Community Involvement Organization (CIO) Program Discussion***

Deputy City Manager Megan George presented an update on the Community Involvement Organizations (CIO). She stated the purpose of the CIO is to provide members to cooperate with each other and the City of Tualatin and to promote communications and a sense of community. Manager George explained the structure of the CIOs. She stated the CIO program was established in August 2011 via Tualatin Municipal Code Chapter 11. Manager George stated city staff support the committees by providing administrative support, staff presentations, and financial support. She stated the CIOs provide input to the Council on matters affecting livability and land use. Manager George stated the current status on the CIOs include a significant number of board resignations, less annual meetings, and a limited connection between the CIOs and residents. She stated this year is the ten year anniversary of the program so staff conducted a survey and held a program meeting to see opportunities for the program and how staff can help reenergize it. Manager George shared survey results and suggestions from residents on how to reenergize the program. She stated a key outcome from the work included the establishment of a Leadership Ad Hoc Committee that are meeting to develop marketing materials, filling vacant board positions, scheduling annual meetings, updating bylaws, and will work toward the eventual formation of the Citizen Involvement Coordinating Committee.

Councilor Pratt asked what the general tone of the group was during the meetings. Manager George stated frustration has been expressed with the limitations on the group but there is a desire to have the groups reinvigorated.

Councilor Reyes asked if the decline in participation was from COVID. Manager George stated some of the resignations and challenges the groups faced existed pre-pandemic.

Councilor Reyes asked how to engage the group more moving forward. She requested potentially changing the name to something more engaging. Manager George noted they received the same feedback during the meeting and the Ad Hoc committee is working on marketing to help with awareness that surrounds the groups.

Councilor Hillier wants to make sure the communications are culturally responsible from the groups.

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

Councilor Brooks stated she attended the Regional Water Consortium Board Executive Committee meeting and the Council Committee on Advisory Appointments. She noted she will be attending the upcoming Policy Advisory Board and the Arts Advisory Committee meetings.

Councilor Pratt stated she attended the Native Peoples and Land Acknowledgment Committee Meeting, the Climate Action Task Force meeting, and the Council Committee on Advisory Appointments meeting.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments.

Councilor Hillier stated she attended the Student Resource Officer Task Force meeting. She recognized Suicide Prevention Month.

Council President Grimes stated she looks forward to meeting back in person when the time is right.

Mayor Bubenik stated he attended Greater Portland Inc. meetings and the Washington County Coordinating Committee. He reminded residents the Tualatin Historical Society Annual Auction with by held on September 17, more information is on their website.

### **Adjournment**

Mayor Bubenik adjourned the meeting at 6:35 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR SEPTEMBER 13, 2021

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier

Absent: Councilor Christen Sacco

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### **Call to Order**

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

### **Pledge of Allegiance**

### **Moment of silence for those who have lost their lives to COVID-19**

### **Announcements**

1. Declaring the Month of September 2021 as Emergency Preparedness Month in the City of Tualatin

Management Analyst Lindsay Marshall presented the proclamation for Emergency Preparedness Month.

Councilor Pratt read the proclamation declaring September 2021 as Emergency Preparedness Month in the City of Tualatin.

### **Public Comment**

Adam Klein requested a pedestrian bridge be installed over the river by Juergen's Park.

### **Consent Agenda**

Motion to adopt consent agenda made by Councilor Brooks, Seconded by Council President Grimes.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 23, 2021 and the Special Meeting of August 30, 2021
2. Consideration of Approval of a Liquor License Application for Pizza Monk LLC DBA Bella Pizza
3. Consideration of Approval of a Change in Liquor License Application for Terra Coffee and Wine Bar/Doja Tea Lounge

## Special Reports

### 1. Tualatin Community Emergency Response Team (CERT) 2020-2021 Annual Report

Tualatin Community Emergency Response Team (CERT) Member Cathy Holland presented their annual report. She shared the programs statistics including 109 active team members, 87 Ham Operators, and 5 neighborhood communication hubs. Member Holland stated online basic training has held in the Spring and Fall 2020 and Spring 2021. She stated training is important to maintain during the pandemic as weather and other emergencies can still happen. Member Holland stated they now have over 750 people trained in the city. Member Holland stated the CERT team was mobilized in February 2021 to help with storm clean up and again in March and April to help with COVID vaccination clinics. She stated the support from the city and residents has been outstanding. Member Holland stated new Spanish speaking CERT members are currently going through FEMA training to become Trainers for Tualatin CERT.

Councilor Pratt thanked the CERT team for their help with the storm response. She asked if different types of disasters are practiced as part of training. Member Holland stated Tualatin Ready focuses on fire and ice storms and is a great resource for preparedness.

Councilor Brooks thanked the CERT volunteers for their work throughout the year.

Council President Grimes thanked Member Holland for her leadership with the program.

Mayor Bubenik thanked CERT members for all they do for the City. He congratulated the team on having a large HAM Operator program.

Council President Grimes asked if CIO Grant funding could be used to invest in generators for emergency situations. Member Holland explained how the team is exploring solar panels that charge batteries as generators require a fuel source that may not be available.

## Council Communications

Councilor Pratt stated the Tualatin Sustainability Network will be talking about Backyard Habitat Certification. You can find more information on their webpage.

Mayor Bubenik stated he attended the Aging Task Force meeting. He stated ODOT announced Connect Oregon applications will open on September 15.

Councilor Reyes stated Hispanic Heritage Month will be celebrated September 15 - October 15.

## Adjournment

Mayor Bubenik adjourned the meeting at 7:44 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor





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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Clayton Reynolds, Maintenance Service Manager

**DATE:** 9/27/2021

**SUBJECT:** A Resolution Authorizing The City Manager To Enter Into A Contract For The Replacement Of The Juanita Pohl Center Roof Through An Interstate Cooperative Purchase.

---

**ISSUE BEFORE THE COUNCIL:**

Consideration of **Resolution No. 5568-21** Authorizing the City Manager to enter into contract for the replacement of the Juanita Pohl Center roof through an interstate cooperative purchase.

**RECOMMENDATION:**

Staff recommends that the Council approve the resolution.

**EXECUTIVE SUMMARY:**

Resolution No. 5568-21 authorizes the City to purchase a Roof Replacement Services and Equipment, through The Inter-local Purchasing System (TIPS), an interstate cooperative purchase, for the Juanita Pohl Center Roof Replacement Project.

Utilizing TIPS Interstate Cooperative Procurement is expected to provide savings on the Project. The project is scheduled to begin October 14, 2021 and completed by November 30, 2021.

Under the TIPS contract, 210205-6914 Snyder Roofing of Oregon LLC is an approved vendor. City staff spent extensive time and effort reviewing multiple design options with Snyder Roofing before selecting the SBS Modified Bituminous Membrane Roofing-Sheet metal system.

**OUTCOMES OF DECISION:**

Approval of the resolution will allow the City to purchase Roof Replacement Services and Equipment through an interstate cooperative purchase. Not approving the resolution will require the City to conduct a competitive bid process for the Project, which would likely push the project to 2022.

**FINANCIAL IMPLICATIONS:**

The funding for the roof was planned for the 22/23 fiscal year budget. Due to the damage during the February 2021 ice storm, funding was approved this fiscal year instead. This agreement is not to exceed \$300,000.

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**ATTACHMENTS:** Resolution No. 5568-21

RESOLUTION NO. 5568-21

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE REPLACEMENT OF THE JUANITA POHL CENTER ROOF THROUGH AN INTERSTATE COOPERATIVE PURCHASE.

WHEREAS, the City has identified the need to replace the Juanita Pohl Center Roof (Project) and the Project is budgeted in the 2021/22 fiscal year;

WHEREAS, the City is a member of The Inter-local Purchasing System (TIPS), which is a national cooperative purchasing program;

WHEREAS, the City can utilize the TIPS cooperative purchasing program to select the contractor for the Project;

WHEREAS, as required by ORS 279A.220, the City provided notice in the *Daily Journal of Commerce* on August 30, 2021, indicating its intent to award a contract through an interstate cooperative purchasing program;

WHEREAS, the City provided at least seven days for vendors who would otherwise be prospective bidders or proposers on the contract to have an opportunity to comment on the City's intent to establish a contract through an interstate cooperative purchasing program;

WHEREAS, the City did not receive any comments;

WHEREAS, the procurement complies with the City's and State public contracting requirements; and

WHEREAS, the City wishes to award the contract through an interstate cooperative purchasing program.

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

**Section 1.** The City awards a contract to Snyder Roofing of Oregon LLC, for the replacement of the Juanita Pohl Center Roof Project, in the amount not to exceed \$300,000, under the terms and conditions of the TIPS cooperative purchasing program.

**Section 2.** The City Manager is authorized to execute a contract and any and all documents necessary to effectuate the procurement.

**Section 3.** The City Manager, or the City Manager's designee, is authorized to execute Change Orders totaling up to 10% of the original contract amount.

**Section 4.** This resolution is effective upon adoption.

Adopted by the City Council this \_\_\_\_\_ day of September 2021.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO 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:** Clayton Reynolds, Maintenance Services Division Manager

**DATE:** 09/27/2021

**SUBJECT:** A Resolution Adopting Findings In Support Of An Exemption From Competitive Bidding And Authorizing The City Manager To Conduct A Design-Build Contract For The Operations Center Solar Project.

---

### ISSUE BEFORE THE COUNCIL:

Council will consider authorizing **Resolution No. 5569-21** for Adopting Findings In Support Of An Exemption From Competitive Bidding And Authorizing The City Manager To Conduct A Design-Build Contract For The Operations Center Solar Project.

### RECOMMENDATION:

Staff recommends that the Council approve the resolution attached and authorize the City Manager to conduct a Request for Proposals process to select a Design-Build Contractor. The City Manager is also delegated the authority to award and execute the contract.

### EXECUTIVE SUMMARY:

The Tualatin City Services project was completed in early 2021. One of the remaining key tasks on the project is the design and installation the Operations Center Solar array to meet state mandated Green Energy Technology requirements. The proposed project to combines a new solar array to existing solar array on the City's Operations Building B Roof.

Use of a traditional design and subsequent "low bid" construction contracting method would subject the City to increased risk of late delivery, substantial complexities, and higher costs. The traditional method would require the City to conduct two separate contracts; the first for a design profession to design the electrical and support components and second for actual construction.

The Design-Build contracting method provides opportunities for cost saving by having the same contractor both design and build the Project. The coordination of the design and construction activities by one contractor allows the City to have a well-designed and constructed product that will have fewer potential problems in the long-term operations of the solar array.

The competitive vendor selection process will be open to all interested and experienced providers. The contractor will be selected through a competitive "Request for Proposals" (RFP) process. The Purchase Order and any agreement for acceptance of vendor proposal must be reviewed and approved by the City Manager and City Attorney before execution.

**FINANCIAL IMPLICATIONS:**

The funding allocated and estimated budget for this project is \$93,000 and is part of the Tualatin City Services Construction Fund Green Energy budget, designed to meet state energy requirements.

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Attachments: Resolution 5569-21

RESOLUTION NO. 5569-21

A RESOLUTION ADOPTING FINDINGS IN SUPPORT OF AN EXEMPTION FROM COMPETITIVE BIDDING AND AUTHORIZING THE CITY MANAGER TO CONDUCT A DESIGN-BUILD CONTRACT FOR THE OPERATIONS CENTER SOLAR PROJECT.

WHEREAS, the Council is designated as the Local Contract Review Board, (the Board) under ORS 279A.060 and City Public Contracting Rules in TMC 1-21;

WHEREAS, ORS 279C.335 and TMC 1-21-090 authorizes the exemption of public contracts relating to goods and services from the requirements of competitive bidding upon the making of certain findings;

WHEREAS, the City has needs to procure services to design and build an addition to the City's existing solar array on its Operations Center roof;

WHEREAS, the most cost-effective and efficient way to procure such services is through a Design-Build Contract, which requires exemption from the normal competitive bidding process;

WHEREAS, the City intends to conduct a competitive Design-Build Contract selection process;

WHEREAS, the Council finds that the alternative contracting method known as Design-Build Contracting is the most advantageous, expeditious, and cost effective method for construction of the Operations Roof Solar Project; and

WHEREAS, the City published notice of the public hearing in the *Daily Journal of Commerce* a minimum of fourteen days prior to the hearing date.

BE IT RESOLVED BY THE CITY COUNCIL, SITTING AS THE LOCAL CONTRACT REVIEW BOARD, OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** The Council exempts from competitive bidding the contract for the Design-Build Contract for the Operations Solar Project and authorizes the City Manager to conduct a Request for Proposal process to select the Design-Build Contractor.

**Section 2.** The contract exemption is based on the following findings:

**A. The Nature of the Contract.** The nature of the contract is a Design-Build Contract for the Operations Center Solar Roof Project. The Operations Center Solar Roof Project is a proposed project to combine a new solar array to an existing solar array on the City's Operations Center Roof.

**B. Estimated Cost of the Contract.** The estimated cost of the Design-Build Contract is approximately \$93,000.00

**C. Exemption will result in substantial cost savings to the City.** Use of a traditional design and subsequent "low bid" construction contracting method would subject



the City to increased risk of late delivery, substantial complexities, and higher costs. The traditional method would require the City to conduct two separate contracts; the first for a design profession to design the electrical and support components and second for actual construction. Having two separate contracts will result in higher costs and increased risks from the need to competitively bid separate construction contracts, coordinate the contractors, and ensure cooperative communications between the contractors on the job site. This creates a greater likelihood for significant construction issues to arise, including the risk of late identification of design or construction flaws for the project.

The Design-Build contracting method provides opportunities for cost saving in a variety of ways. Having the same contractor both design and build the Project allows for increased efficiency and the final product will be sure to function as appropriately designed. The coordination of the design and construction activities allows the City to have a well-designed and constructed product that will have fewer potential problems in the long-term of the operations of the solar array.

**a. Time Savings.** The Design-Build delivery approach enhances the opportunities to minimize the project time, while enhancing coordination. Under Design-Build Contract, design and construction can be coordinated. By coordinating design and construction, the duration of the Project construction is reduced. Also, the design collaboration between the designer, the City, and the construction portion of the Project will provide efficiency coordination of work.

**b. Cost Savings.** The Design-Build process provides coordination of the design and construction activities to provide opportunities for cost savings. System options and real-time cost estimates provided by the Design-Build throughout the constructability reviews will aid the Project and allows the City to make informed cost-benefit decisions.

**c. Technical Complexity and Market Conditions.** Technical input is needed from in order to effectively design and construct the project. This Project requires the new solar array to work efficiently and effectively with the existing system. A coordinated design and construction plan also needs to be developed to minimize errors in design and construction and enhance predictability of the system into the future. The Design-Build Contract approach is the best method to address the complexities of the project and coordinate the technical input and construction through a "team approach."

**e. Funding.** The funding allocated for this project is \$93,000 and is part of the Tualatin City Services Green Energy budget designed to meet state energy requirements. The Design-Build process will provide the necessary predictability for the whole project and ensures the project budget is not spent on the individual design or construction components. The Design-Build Contract method provides greater cost controls for limited budgets and therefore benefits the City. The team approach, the schedule, the value analysis, and design and constructability reviews provide the ultimate in effective cost analysis. It is critical, and also consistent with the spirit of collaboration encouraged throughout the process that everyone on the Project Team works towards a budget of which they can take ownership.

**D. The Exemption Is Not Likely To Encourage Favoritism Or Substantially Diminish Competition.** "Favoritism" is defined as "selection based on friendship or factors other than merit." "Encourage" is defined as "promoting the growth and development." Granting a contract specific exemption for the contract will be unlikely to encourage favoritism

because this is a single contract that will be procured through a competitive selection process.

The Design-Build contract will be open to all interested and experienced providers. Although the contractor for the Project will not be selected based upon a traditional design and subsequent "low bid" construction method, the provider will be selected through a competitive "Request for Proposals" (RFP) process. Nothing in the RFP process limits the potential number of bidders. In addition, a selection committee will evaluate the responses, and conduct interviews.

The selection criterion for the Design-Build contractor includes factors related to similar project experience, project approach, financial stability, safety, and price. Selection will be based on scoring of responses, with the proposer with the highest overall score receiving the award.

The terms and conditions of the construction contract will be the result of "arms-length" contract negotiations, will require that subcontractors be obtained under a competitive process, and must be reviewed and approved by the City Manager and City Attorney prior to execution.

As a result, the exemption from the requirement of competitive bidding is unlikely to encourage favoritism in the awarding of the improvement contracts or substantially diminish competition for public improvement contracts.

**E. The Proposed Contracting Method.** The proposed contracting method is a Request for Proposal process to select a Design-Build Contractor.

**F. The Estimated Contract Let Date.** The estimated contract let date is October 25, 2021

**Section 3.** The City Manager is authorized to conduct a Request for Proposals process to select a Design-Build Contractor. The City Manager is also delegated the authority to award and execute the contract.

**Section 4.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this \_\_\_\_\_ day of September, 2021.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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



City of Tualatin

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Erin Engman, Associate Planner  
Steve Koper, AICP, Assistant Community Development Director

**DATE:** September 27, 2021

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### **SUBJECT:**

Consideration of Ordinance No. 1460-21, requesting the annexation of approximately 4.07 acres of property located 21100 SW 120<sup>th</sup> Avenue (Tax ID 2S127C000401); annexing the territory into the boundary of Clean Water Services, and withdrawing the territory from the Washington County Enhanced Sheriff Patrol District and Urban Roads Maintenance District (File No. ANN 21-0001).

### **RECOMMENDATION:**

Staff recommends that Council adopt Ordinance No. 1460-21.

### **EXECUTIVE SUMMARY:**

This matter is a quasi-judicial public hearing.

The property owner, Ashwood Construction Inc., represented by Dowl requests approval to annex approximately 4.07 acres of property located at 21100 SW 120<sup>th</sup> Avenue (Tax ID 2S127C000401). The property is currently developed with two commercial buildings and various accessory structures. No public right-of-way is part of the subject territory to be annexed. No development or other modifications to the property are proposed as part of this request.

The land is contiguous to the existing Tualatin city limits on the northern and eastern property lines. The property is currently located within unincorporated Washington County and the City of Tualatin Urban Planning Area.

Upon annexation, the Manufacturing Business Park (MBP) zoning would be applied, consistent with the Comprehensive Plan Map, 10-1 and the Southwest Area Concept Plan.

Before granting the proposed annexation, the City Council must find that the annexations conform to the applicable criteria of TDC Section 33.010, Metro Code Section 3.09, and ORS 222. The Analysis and Findings (Exhibit 3) examines the application in respect to the requirements for granting an annexation. Staff finds that the annexation meets the applicable criteria.

### **OUTCOMES OF RECOMMENDATION:**

Approval of the annexation request and adoption of Ordinance No. 1460-21 will result in the following:

- Annexation of the property to the City of Tualatin.
- Designation of the property with the Manufacturing Business Park (MBP);
- Concurrent annexation into the Clean Water Services District.

**ALTERNATIVES TO RECOMMENDATION:**

The alternatives to the staff recommendation include:

- Continuation of the hearing to a date certain in the future; or
- Denial of the annexation request.

**FINANCIAL IMPLICATIONS:**

The City will receive an increased share in property tax revenue.

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**ATTACHMENTS:**

Attachment 1.

Ord 1460-21 Property Annexation

Exhibit 1. Legal Description

Exhibit 2. Map

Exhibit 3. Analysis, Findings, and Exhibits

A. Application

B. ...

Attachment 2. Council Presentation

# ANN 21-0001

21100 SW 120<sup>th</sup> Avenue  
Annexation

SEPTEMBER 27, 2021



CITY OF

**TUALATIN** OREGON

# PURPOSE

Public hearing to review a request for annexation to the City for property at 2100 SW 120<sup>th</sup> Avenue  
(Tax ID 2S127C000401)



# SUBJECT PROPERTY



# REQUEST

- Annexation of 4.07 acres of private property
- Within Southwest Concept Plan Area
- Designated Manufacturing Business Park (MBP)
- Annexation into Clean Water Services District
- No development is proposed with this application



CITY OF

**TUALATIN** OREGON



# FUTURE ZONING



# APPLICABLE CRITERIA

- TDC 33.010 Annexations
  - Within Urban Growth Boundary
  - Owner has petitioned to be annexed
  - Meets Metro Code 3.09
  - Meets ORS Chapter 222
- No development proposed



# CONCLUSION & RECOMMENDATION

*The proposed annexation complies with applicable Oregon Revised Statutes, Metro Code, and TDC.*

*Staff recommends City Council approve File No. ANN 21-0001 and adoption of Ordinance 1460-21.*



CITY OF

**TUALATIN** OREGON

# COUNCIL OPTIONS

- Approve ANN 21-0001 and adopt Ordinance 1460-21 as drafted;
- Deny ANN 21-0001;
- Continue discussion of ANN 21-0001.



# QUESTIONS & DISCUSSION



ORDINANCE NO. 1460-21

AN ORDINANCE ANNEXING TERRITORY AT 21100 SW 120<sup>TH</sup> AVENUE TAX MAP 2S127C LOT 401, INTO THE CITY OF TUALATIN; WITHDRAWING THE TERRITORY FROM THE WASHINGTON COUNTY ENHANCED SHERIFF PATROL DISTRICT AND URBAN ROADS MAINTENANCE DISTRICT; AND ANNEXING TERRITORY INTO THE BOUNDARY OF CLEAN WATER SERVICES (ANN 21-0001)

WHEREAS, Ashwood Construction Inc. (owner) and Commerce Construction Co LP (applicant) as represented by Dowl submitted a petition for annexation of approximately 4.07 acres of property located at 21100 SW 120<sup>th</sup> Avenue, Tax Map 2S127C Lot 401, hereafter called the "Property," into the City of Tualatin;

WHEREAS, the City of Tualatin is authorized to annex territory under ORS Chapter 222 and Metro Code Chapter 3.09;

WHEREAS, the annexation of the Property has been requested by 100 percent of the property owners, 100 percent of the electors, and qualifies for annexation under ORS 222.125;

WHEREAS, Washington County has not opposed the annexation in accordance with the Urban Growth Management Agreement between the County and the City;

WHEREAS, Metro does not oppose the annexation;

WHEREAS, under ORS 199.510(2)(c), when a city receives services from a district and is part of that district, any territory annexed to the city is to be included in the boundaries of the district and subject to all liabilities of the district in the same manner and to the same extent as other territory included in the district;

WHEREAS, the City receives sewer, storm, and surface water management services from Clean Water Services and is part of the Clean Water Services district, as referenced ORS 199.510(2)(c);

WHEREAS, the Property is in the Washington County Enhanced Sheriff Patrol District;

WHEREAS, the Property is in the Urban Roads Maintenance District;

WHEREAS, ORS 222.520(1) authorizes cities to withdraw territory from districts concurrent with the annexation decision;

WHEREAS, notice of public hearing on the annexation petition was given as required by Tualatin Development Code 32.260;

WHEREAS, the Council conducted a public hearing relating to the annexation where Council heard and considered the testimony and evidence presented by the City staff, the applicant, and those appearing at the public hearing;

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

**Section 1.** The Property identified in the legal description attached as Exhibit 1 and as more fully depicted in the map in Exhibit 2, which are both incorporated by reference, is hereby annexed to and made a part of the City of Tualatin.

**Section 2.** The findings attached as Exhibit 3, which are incorporated herein by reference, are hereby adopted.

**Section 3.** The City Recorder is directed to forward copies of this Ordinance to the Oregon Department of Revenue.

**Section 4.** Within five days of receipt of the required information from the Oregon State Department of Revenue, the City Recorder is directed to send copies of this Ordinance and the approval from the Oregon Department of Revenue to Metro for filing with the Oregon Secretary of State.

**Section 5.** The annexation of the Property is effective from the date the annexation is filed with the Oregon Secretary of State, as provided in ORS 222.180.

**Section 6.** On the effective date of the annexation, the Property is withdrawn from the Washington County Enhanced Sheriff Patrol District and the Urban Roads Maintenance District.

**Section 7.** On the effective date of the annexation, under ORS 199.510(2)(c), the property is also being annexed into the boundaries of Clean Water Services for the provision of sanitary sewer, storm, and surface water management.

**Section 8.** The City Recorder is directed to forward copies of this Ordinance and all other required materials to all public utilities and telecommunications utilities operating within the City in accordance with ORS 222.005.

Adopted by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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

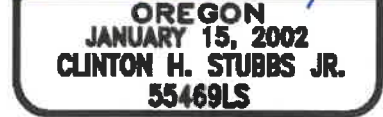
## Exhibit 1. Legal Description



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127



*Clinton H. Stubbs Jr.*



RENEWS: 06/30/22

### Annexation Description

July 15, 2021

NWS Project Number 2029

A tract of land located in the southwest one-quarter of Section 27, Township 2 South, Range 1 West, Willamette Meridian, Washington County, Oregon, and being more particularly described as follows:

Commencing at a 2 inch brass disk marking the west one-quarter corner of said Section 27; Thence along the northerly line of the southwest one-quarter of said Section 27, South  $88^{\circ}27'34''$  East 1298.76 feet to its intersection with the westerly right-of-way line of SW 120<sup>th</sup> Avenue (20.00 feet westerly from the centerline thereof, when measured at right angles); Thence along the said westerly right-of-way line, South  $01^{\circ}45'23''$  West 20.00 feet to the southerly right-of-way of SW Itel Street; Thence along the southerly right-of-way line of said SW Itel Street, South  $88^{\circ}27'34''$  East 10.00 feet to the northwest corner of that property conveyed to Ashwood Construction, Inc. by a deed recorded on April 21, 1988 as Document Number 88-016661, Washington County Deed Records, and the Point of Beginning;

Thence continuing along the southerly right-of-way line of SW Itel Street, South  $88^{\circ}27'34''$  East 10.10 feet to an angle point thereon; Thence continuing along the southerly right-of-way line of SW Itel Street, South  $88^{\circ}34'58''$  East 290.08 feet to the westerly right-of-way line of SW 120<sup>th</sup> Avenue; Thence along the westerly right-of-way line of said SW 120<sup>th</sup> Avenue, South  $01^{\circ}14'05''$  West 547.98 feet to the southeast corner of said Ashwood Construction, Inc. property; Thence along the south line of said Ashwood Construction, Inc. property, North  $88^{\circ}34'58''$  West 335.79 feet to the southwest corner thereof; Thence along westerly boundary of said Ashwood Construction, Inc. property, North  $01^{\circ}36'45''$  East 368.00 feet to an angle point thereon; Thence continuing along said westerly boundary, South  $88^{\circ}34'58''$  East 32.00 feet to an angle point thereon; Thence continuing along said westerly boundary, North  $01^{\circ}36'45''$  East 180.00 feet to the Point of Beginning.

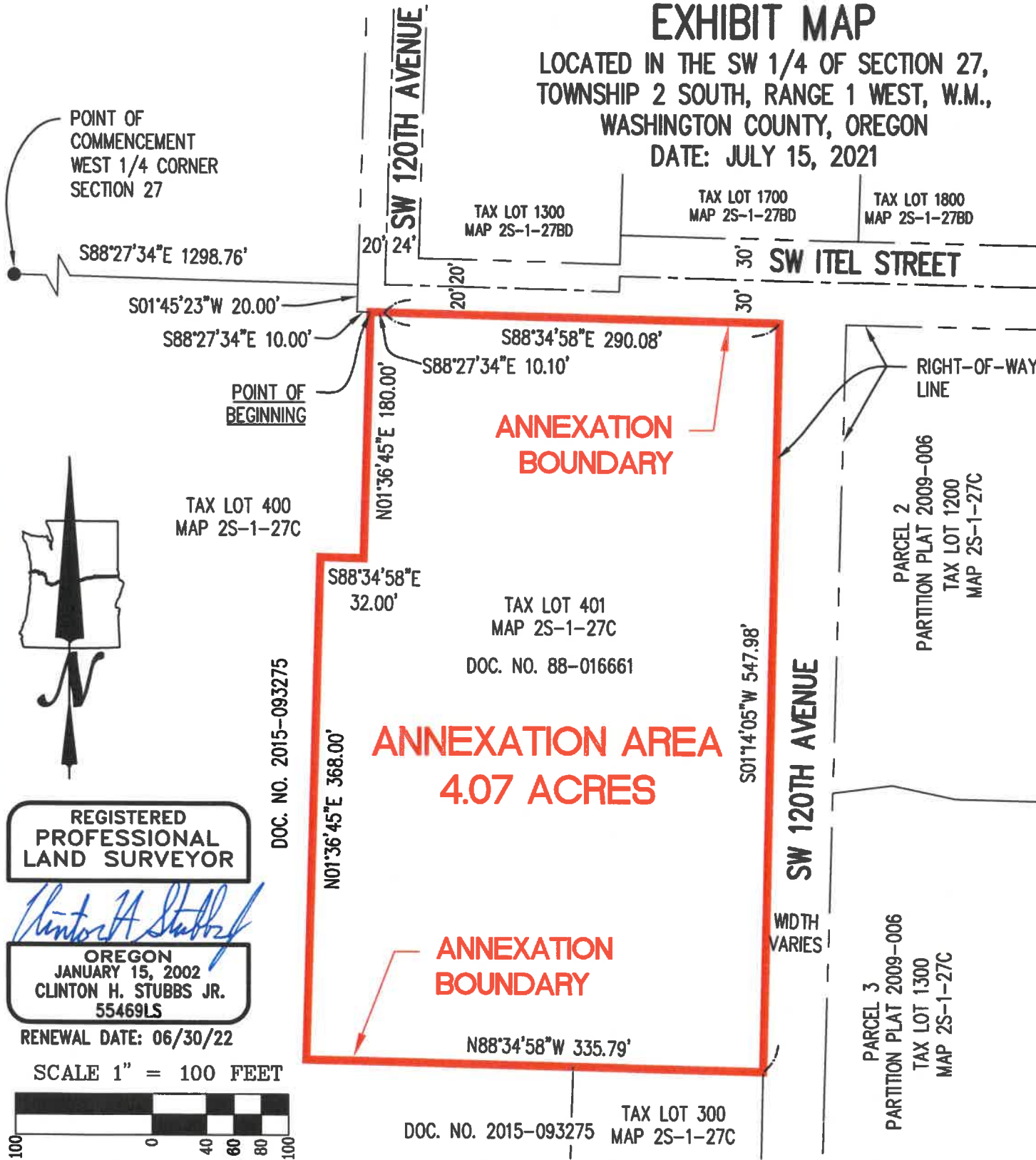
The above described tract of land contains 4.07 acres, more or less.

The basis of bearings for this description is the Oregon State Plane Coordinate System, North Zone, NAD (83).



# EXHIBIT MAP

LOCATED IN THE SW 1/4 OF SECTION 27,  
TOWNSHIP 2 SOUTH, RANGE 1 WEST, W.M.,  
WASHINGTON COUNTY, OREGON  
DATE: JULY 15, 2021



PREPARED FOR:  
  
MAJESTIC REALTY CO.  
13191 CROSSROADS PRKY N.  
SIXTH FLOOR  
CITY OF INDUSTRY, CA 91746

JOB NAME: MAJESTIC ASHWOOD  
JOB NUMBER: 2029  
DRAWING NUMBER: 2029 EXHIBIT  
DRAWN BY: BJA  
CHECKED BY: CHS

**NORTHWEST**  
**SURVEYING, Inc.**  
1815 NW 169th PLACE,  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127  
FAX: 503-848-2179  
nwsurveying@nwsrvy.com



## ANALYSIS AND FINDINGS

Case #: ANN 21-0001

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|                 |  |
|-----------------|--|
| Location:       | 21100 SW 120 <sup>th</sup> Avenue; Tax ID 2S127C000401 |
| Owner:          | Ashwood Construction Inc.                              |
| Applicant:      | Commerce Construction Co LP, Ryan Merlette             |
| Representative: | Dowl, Read Stapleton                                   |

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### Introduction

#### A. Applicable Criteria

Annexations are reviewed under Tualatin Development Code (TDC) Chapter 33.010, *Annexations*. This code refers to Metro Code 3.09, *Local Government Boundary Changes*, and the applicable provisions of ORS Chapter 222, which also govern annexations.

#### B. Project Description

The subject property is a 4.07 acre parcel located at 21100 SW 120<sup>th</sup> Avenue, at the intersection of SW 119<sup>th</sup> Avenue and SW Itel Street. The property is within unincorporated Washington County, and abuts the existing City of Tualatin boundary along the northern and eastern property line. Adjacent public right-of-way designated as SW Itel Street, is already situated within the City of Tualatin, as established under previous land use review ANN 02-01, Ordinance No. 1099-02, effective March 13, 2002.

The property owner has petitioned for annexation into the City of Tualatin. Simultaneous annexation into the Clean Water Services Service District is also under review as a necessary component to effective future development review. The scope of this review is limited to the suitability of annexing the parcel into the City of Tualatin and Clean Water Services Service District. No development is being reviewed as part of this application. If annexed, future development would be subject to all applicable standards applied by the City of Tualatin.

The subject property is not located within the Washington County Enhanced Sheriff Patrol District (ESPD) and Washington County Urban Road Maintenance District boundaries.

#### C. Site Description

The subject territory comprises 4.07 acres rectilinear parcel and is located in the Southwest Concept Plan Area. It is developed with two commercial buildings and various accessory structures. The majority of the parcel is open field with mature trees throughout. There are mapped Title 13 resource areas recognized by Metro on-site. The topographical high point of

### **Exhibit 3. Analysis and Findings**

the site is toward the southeast corner at 218 feet in elevation; the property generally slopes down toward the northwest to an elevation of about 192 feet.

The territory is surrounded by industrial development to the east and north. To the south lies the Tigard sand and gravel quarry. The Portland General Electric Integrated Operations Center is located west of the site. The north property line fronts on SW Itel Street, a local street under jurisdiction of the City of Tualatin.

#### **Exhibit**

- A. Application Form, Petition, and Supporting Materials
- B. *(Intentionally Left Blank - No Exhibit B)*
- C. Comprehensive Plan Map 9-1 (Functional Classification and Traffic Signal Plan)
- D. Comprehensive Plan Map 9-1 (Water System Master Plan)
- E. Comprehensive Plan Map 9-2 (Sewer System Master Plan)
- F. Comprehensive Plan Map 10-1 (Zoning)
- G. SW Concept Plan Map
- H. Connector Street Standards

## Exhibit 3. Analysis and Findings

### TDC Chapter 33, Applications and Approval Criteria

#### Section 33.010 Annexations

To grant an annexation application, the Council must find:

**(a) The territory to be annexed is within the Metro Urban Growth Boundary;**

#### **Finding:**

*As shown in Exhibit F, the subject property is within the Metro Urban Growth Boundary and within Tualatin's Urban Planning Area. This standard is met.*

**(b) The owners of the territory to be annexed have petitioned to be annexed;**

#### **Finding:**

*As shown in Exhibit A, the property owner, Ashwood Construction Inc., has petitioned to have the territory annexed. This standard is met.*

**(c) The application conforms to the applicable criteria in Metro Code 3.09; and**

#### **Chapter 3.09 Local Government Boundary Changes**

#### **Chapter 3.09.050 Hearing and Decision Requirements for Decisions Other Than Expedited Decisions**

[...]

**B. Not later than 15 days prior to the date set for a hearing the reviewing entity shall make available to the public a report that addresses the criteria identified in subsection (D) and includes the following information:**

**1. The extent to which urban services are available to serve the affected territory, including any extra territorial extensions of service;**

#### **Finding:**

*The Southwest Concept Plan (Exhibit G) previously analyzed the availability of urban services in relationship to plans for future annexation. This plan incorporated analyses of the water, sewer, and transportation systems. Tualatin Valley Fire and Rescue was also consulted as part of the process. While services will need to be extended as part of any development on this property, urban services are available to this area.*

#### **Sanitary Sewer:**

*The City of Tualatin Sewer Master Plan (Exhibit E) plans for new sewer connections in the vicinity of the subject territory. A 12" sewer main is located in SW Itel Street, abutting an eastern portion of the northern property line. The Sewer Master Plan also shows a conceptual gravity line traveling south along the SW 119<sup>th</sup> Avenue right-of-way, along the eastern property line. The extension of these facilities consistent with the City's Sewer Master Plan would need to be constructed prior to construction of new development.*

### **Exhibit 3. Analysis and Findings**

*Upon annexation, the territory would also be incorporated into the Clean Water Services district, the sewer district serving the City of Tualatin. The subject territory would be able to connect to sanitary sewer service consistent with the City's Sewer Master Plan.*

#### **Stormwater:**

*As noted by the Southwest Concept Plan, on-site stormwater detention and treatment at local facilities is a requirement of the development review process and is expected to be funded by private development. Additional new stormwater infrastructure in the Southwest Concept Plan Area is expected to be primarily integrated with the local road network. Tualatin and Clean Water Services additionally implement stormwater management standards as required by the National Pollution Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) permits. Stormwater facilities, including on-site detention facilities consistent with City and CWS standards, will be required with any future development. Public stormwater systems for road networks will be developed concurrent with road development.*

*To this extent, the annexation is consistent with the Southwest Concept Plan as it applies to the 1972 Tualatin Drainage Plan and Tualatin Comprehensive Plan Chapter 9.*

#### **Potable Water:**

*The City of Tualatin Water System Master Plan (Exhibit D) shows an existing transmission line in the vicinity of the subject site. A 12" water main is located in SW Itel Street, abutting the full extent of the northern property line. Upon development, the applicant would be required to connect to this service line. As a result, the property is able to connect to water service consistent with the City's Water Master Plan.*

#### **Transportation and Streets:**

*The subject site is served by SW 120<sup>th</sup> Street, which is classified as an Industrial Connector (Exhibit C) and is under the City of Tualatin's jurisdiction. This roadway has paved travel lanes, but is not fully improved to include striping, parking strips, landscape strips, and sidewalks. Additionally SW Itel Street and SW 119<sup>th</sup> Avenue are in the vicinity of the site and are both classified as Industrial Connectors and are under the City of Tualatin's jurisdiction. SW Itel Street abuts the site's northern property line; however the roadway terminates with barricades at roughly the midway point of the eastern portion of the property. SW Itel Street includes full improvements on the northern side of the road. SW 119<sup>th</sup> Avenue abuts the site's eastern property line. This roadway was recently improved, with full improvements limited to the eastern side of the road. The site's future development is ultimately positioned to connect to the existing transportation network consistent with the City's Transportation System Plan.*

*The territory is currently with the TriMet transit district and would be continue to be so upon annexation. The property is located south of the current route for TriMet bus line 97, which includes an established stop at 115<sup>th</sup> Avenue and Tualatin-Sherwood Road.*

## Exhibit 3. Analysis and Findings

### **Additional Services:**

*The territory is currently by the City of Tualatin Police Department, and would continue to be so upon annexation into the City.*

*The territory is currently within the Tualatin Valley Fire and Rescue district, and would continue to be so upon annexation into the City.*

*The territory is currently with the Sherwood School District and would be continue to be so upon annexation.*

*The territory is currently under the jurisdiction of Washington County for planning, zoning, building, and related services; jurisdiction would transfer to the City of Tualatin upon annexation. The subject property is not currently within an independent parks district, and would be served by the City of Tualatin for parks services and facilities.*

*This standard is met.*

### **2. Whether the proposed boundary change will result in the withdrawal of the affected territory from the legal boundary of any necessary party; and**

#### **Finding:**

*The proposed boundary change will withdraw the property from Washington County's jurisdiction for planning, zoning, building, and related services and transfer those serves to the City of Tualatin. This standard is met.*

### **3. The proposed effective date of the boundary change.**

[...]

#### **Finding:**

*The annexation of the subject territory is effective from the date the annexation is filed with the Oregon Secretary of State, as provided in ORS 222.180. This standard is met.*

### **D. To approve a boundary change, the reviewing entity shall apply the criteria and consider the factors set forth in subsections (D) and (E) of section 3.09.045.**

#### **Finding:**

*These standards are addressed below.*

### **3.09.045 Expedited Decisions**

#### **D. To approve a boundary change through an expedited process, the city shall:**

##### **1. Find that the change is consistent with expressly applicable provisions in:**

##### **a. Any applicable urban service agreement adopted pursuant to ORS 195.065;**

#### **Finding:**

*ORS 195.065 considers urban services agreements pertaining to sanitary sewer, water, fire protection, parks, open space, recreation, and streets, roads, and mass transit.*

### **Exhibit 3. Analysis and Findings**

*The City of Tualatin has an established Urban Planning Area Agreement (UPAA) with Washington County, which currently has jurisdiction over the subject property. The UPAA acknowledges that the City of Tualatin is responsible for comprehensive planning, including public facility planning, within the Urban Planning Area. It also establishes a process for determining the likely provider for urban services through concept planning; this is generally the City except where the City holds Intergovernmental Agreements (IGAs) with other service providers.*

*The subject territory is within, and would remain within, the Tualatin Valley Fire and Rescue district. Additionally the subject territory is within, and would remain within, the Sherwood School district. The territory is not within an independent parks, open space or recreation district other than Metro, of which it will remain a part.*

*The City of Tualatin has an established IGA with CWS delineating responsibilities for public sanitary sewer and stormwater management. Simultaneous annexation into the Clean Water Services District is proposed with assent from CWS staff.*

*No additional urban services agreements apply. This standard is met.*

#### **b. Any applicable annexation plan adopted pursuant to ORS 195.205;**

**Finding:**

*No applicable annexation plan exists for this area. This standard is not applicable.*

#### **c. Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;**

**Finding:**

*No applicable cooperative planning agreement exists for this area. This standard is not applicable.*

#### **d. Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services;**

**Finding:**

*The Southwest Tualatin Concept Plan identifies the public facilities and urban services that would be needed for future development in the vicinity of the proposed annexation property. Analysis of transportation and utility systems provided within this concept plan support future annexation efforts.*

*The City's Transportation System Plan (2014) and public facilities plans contained within Tualatin's Comprehensive Plan, have been updated to reflect the Southwest Concept Plan, which planned for future annexation of this and adjacent properties. This standard is met.*

**Transportation System Plan:** *The City of Tualatin Transportation System Plan (Exhibit C) identifies SW 120<sup>th</sup> Avenue, SW Itel Street, and SW 119<sup>th</sup> Avenue as Industrial Connectors. The*

### **Exhibit 3. Analysis and Findings**

*subject site is served by SW 120th Street and directly abuts SW Itel Street to the north and SW 119<sup>th</sup> Avenue to the east. The property is able to connect to the transportation network consistent with the City's TSP.*

**Sewer Master Plan:** *The City of Tualatin Sewer Master Plan (Exhibit E) plans for new sewer connections in the vicinity of the subject territory. A 12" sewer main is located in SW Itel Street, abutting an eastern portion of the northern property line. The Sewer Master Plan also shows a conceptual gravity line traveling south along the SW 119<sup>th</sup> Avenue right-of-way, along the eastern property line. The extension of these facilities consistent with the City's Sewer Master Plan would need to be constructed prior to construction of new development.*

*Upon annexation, the territory would also be incorporated into the Clean Water Services district, the sewer district serving the City of Tualatin. The subject territory would be able to connect to sanitary sewer service consistent with the City's Sewer Master Plan.*

**Water Master Plan:**

*An extension of water services would be required prior to development in the subject territory. The City of Tualatin Water System Master Plan (Exhibit D) shows an existing transmission line in the vicinity of the subject site. A 12" water main is located in SW Itel Street, abutting the full extent of the northern property line. Upon development, the applicant would be required to connect to this service line. As a result, the property is able to connect to water service consistent with the City's Water Master Plan.*

*The proposed annexation is consistent with these plans. This standard is met.*

**e. Any applicable comprehensive plan;**

**Finding:**

*The City of Tualatin's Comprehensive Plan contains the Comprehensive Plan Map 10-1, (Exhibit F) showing this territory as part of the Urban Planning Area and indicating planned zoning of Manufacturing Business Park (MBP) for this parcel.*

*Comprehensive Plan Chapters 8, Transportation, and 9, Public Facilities Services provide details about service provision in this vicinity. Map 9-1 (Exhibit D) outlines the future provision of water service over the subject territory. Map 9-2 (Exhibit E) shows connections and future provision for sewer service to the subject territory. Chapter 9 establishes a method for cooperation with DEQ and Clean Water Services with the Storm Water Management Ordinance applied at the time of future development.*

*This standard is met.*

**f. Any applicable concept plan; and**



### Exhibit 3. Analysis and Findings

**Finding:**

*The subject site was considered for future annexation and zoning under the Southwest Concept Plan, adopted by Ordinance 1321-11. The land use designation of Manufacturing Business Park (MBP), identified in the plan, would be applied upon annexation. This standard is met.*

**2. Consider whether the boundary change would:**

- a. Promote the timely, orderly and economic provision of public facilities and services;**
- b. Affect the quality and quantity of urban services; and**
- c. Eliminate or avoid unnecessary duplication of facilities or services.**

**Finding:**

*Since the property is adjacent to existing urban services, including utilities and transportation access on SW 120<sup>th</sup> Avenue, this annexation would not interfere with the timely, orderly, and economic provision of public facilities and services, nor would it necessitate the duplication of services. The progression toward additional transportation and utility improvements associated with any future development would be timely. Annexation is a necessary first step to future development and related public improvements. Standards A through C are met.*

**E. A city may not annex territory that lies outside the UGB, except it may annex a lot or parcel that lies partially within and partially outside the UGB.**

**Finding:**

*The subject territory is wholly within the Urban Growth Boundary. This standard is met.*

**(d) The application is consistent with applicable provisions of ORS Chapter 222.**

**ORS 222.111(1) When a proposal containing the terms of annexation is approved in the manner provided by the charter of the annexing city or by ORS 222.111 to 222.180 or 222.840 to 222.915, the boundaries of any city may be extended by the annexation of territory that is not within a city and that is contiguous to the city or separated from it only by a public right of way or a stream, bay, lake or other body of water. Such territory may lie either wholly or partially within or without the same county in which the city lies.”**

**Finding:**

*As shown on the Comprehensive Plan Map 10-1 (Exhibit F), the subject property is not within a city and is contiguous to the City of Tualatin. This standard is met.*

**ORS 222.520(1) Whenever a part less than the entire area of a district named in ORS 222.510 becomes incorporated as or annexed to a city in accordance with law, the city may cause that part to be withdrawn from the district in the manner set forth in ORS 222.120 or at any time after such incorporation or annexation in the manner set forth in ORS 222.524. Until so withdrawn, the part of such a district incorporated or annexed into a city shall continue to be a part of the district.**

### **Exhibit 3. Analysis and Findings**

**Finding:**

*The subject property is within the Sherwood School, Tualatin Valley Fire & Rescue, and Trimet districts and will remain so. Police services will be provided by the City of Tualatin. Because the proposed boundary change is consistent with state and local law, this standard is met.*

**Conclusion and Recommendation:**

*Based on the application and the above analysis and findings, the proposed annexation complies with applicable Oregon Revised Statutes, Metro Code, and TDC. Accordingly, staff recommends City Council approval of File No. ANN 21-0001 and adoption of corresponding Ord. No. 1460-21.*



**CITY OF TUALATIN**  
**Community Development Department-Planning Division**  
**Land Use Application—Type IV**

**PROPOSAL NAME** SW Itel Road Annexation

**PROPOSAL SUMMARY** *(Brief description)*

The applicant is seeking to annex the tax lot noted below into the City of Tualatin.

**PROPERTY INFORMATION**

Location *(address if available)*: 21100 SW 120th Avenue, Tualatin, Oregon 97062

Tax Map & Lot #(s): 2S127C 401 Planning District: WA County

Total site size: 4.04 acres  Developed  Undeveloped


**APPLICANT/CONTACT INFORMATION**

Applicant or Primary Contact Name: Ryan Merlette

Mailing Address: 4660 NE Bleknep Court #101-I

City/State: Hillsboro, OR Zip: 97214

Phone: 971-400-7214 Email: RMerlette@commercelp.com

Applicant's Signature:  Date: 04/27/2021

*I hereby acknowledge that I have read this application and understand the requirements for approving and denying the application, that the information provided is correct, that I am the owner or authorized agent of the owner, and that plans submitted are in compliance with the City of Tualatin Development (TDC) and Municipal (TMC) Codes.*

**PROPERTY OWNER/DEED HOLDER INFORMATION**

Name: Ashwood Construction Inc.

Mailing Address: 29772 SW Heater Road

City/State: Sherwood, OR Zip: 97140-5005

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Signature:  Date: 4-27-21

*Power of attorney or letter of authorization required if application not signed by the property owner/deed holder.*

**LAND USE APPLICATION TYPE**

- Annexation (ANN)  Plan Map Amendment (PMA)
- Conditional Use Permit (CUP)  Plan Text Amendment (PTA)
- Central Urban Renewal Master  Other \_\_\_\_\_
- Historic Landmark Designation or Removal of Designation (HIST)

| FOR STAFF USE ONLY |       |
|--------------------|-------|
| Case No.:          | _____ |
| Date Received:     | _____ |
| By:                | _____ |
| Fee Amount \$:     | _____ |
| Received by:       | _____ |

# MAJESTIC TUALATIN 119 PARKING EXPANSION AND ANNEXATION TUALATIN, OREGON

**An Application For:**  
Annexation into the City of Tualatin and CWS Service Area

June 2021

Applicant:  
**Commerce Construction Co LP**  
4660 NE Bleknap Court #101-I  
Hillsboro, OR 97214  
Contact: Ryan Merlette  
Phone: (971) 400-7214

Applicant's Representative:  
**DOWL**  
720 SW Washington Street, Suite 750  
Portland, Oregon 97205  
Contact: Read Stapleton, AICP  
Phone: (971) 280-8648



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Contents

I. INTRODUCTION ..... 5  
    General Information ..... 5

II. PROJECT DESCRIPTION..... 6

II. APPLICABLE REVIEW CRITERIA..... 7

State Standards ..... 7  
    ORS 222.127 – Annexation without election notwithstanding contrary city law upon petition of all owners of land ..... 7

Regional Standards ..... 7

Metro Code 3.09 – Local Government Boundary Changes ..... 7  
    3.09.045 - Expedited Decisions ..... 7  
    3.09.050 - Hearing and Decision Requirements for Decisions Other Than Expedited Decisions ..... 10

Local Policies ..... 10

City of Tualatin Development Code ..... 10

TDC 4 Community Growth ..... 10  
    TDC 4.065 – Requirements. .... 10

III. CONCLUSION..... 11

## I. INTRODUCTION

### General Information

**Applicant/Contact Person:**

**Commerce Construction Co LP**

4660 NE Bleknap Court #101-I  
Hillsboro, Oregon 97214  
Contact: Ryan Merlette  
Phone: (971) 400-7214  
RMerlette@commercelp.com

**Prepared By:**

**DOWL**

720 SW Washington Street, Suite 750  
Portland, Oregon 97205  
Contact: Read Stapleton, AICP  
Phone: (971) 280-8648  
Rstapleton@dowl.com

**Property Owner:**

**Ashwood Construction Inc**

29772 SW Heater Rd  
Sherwood, Oregon 97140  
Contact: Russell Davis, President/Owner

Authorized Representative:

**Majestic Realty Co**

13191 Crossroads Parkway N. Sixth Floor  
Industry, California 91746  
Contact: Phillip Brown  
Phone: 562-948-4350  
PBrown@majesticrealty.com

**Project Location:**

21100 SW 120<sup>th</sup> Avenue, Tualatin, Oregon 97062

**Parcel Information:**

Tax Lot 2S127C000401, 4.04 acres

**Land Use Designation:**

Manufacturing Business Park (MBP) upon Annexation

## **II. PROJECT DESCRIPTION**

Commerce Construction Co LP (the "Applicant") is requesting annexation approval for approximately 4.04 acres of land. The subject property is composed of tax lot 2S127C000401, located at the intersection of SW 119<sup>th</sup> Avenue and SW IteI Street (the "proposed annexation property"). The site is currently within unincorporated Washington County, and the City of Tualatin Urban Planning Area. The City comprehensive plan designation for the site is Manufacturing Business Park (MBP) and the City zoning designation is MBP.

This request is for annexation of the site (proposed annexation property) into the City of Tualatin and the Clean Water Services (CWS) service boundary to enable future development that would be served by the City and CWS. No development or modifications to the property are proposed within this narrative.

The proposed annexation area is described and shown in the legal description and exhibit included in Exhibit E.

### *Natural Resources*

The applicant submitted a Prescreen to CWS that determined sensitive areas potentially exist on site or within 200 feet of the site. The applicant is in the process of performing a site assessment to obtain a Service Provider Letter (SPL). The CWS Pre-Screen form is included as Exhibit N.



## II. APPLICABLE REVIEW CRITERIA

This section is provided to demonstrate the proposal's consistency with the City of Tualatin Development Code (TDC), and applicable state, regional, and local policies and review criteria.

### State Standards

#### **ORS 222.127 – Annexation without election notwithstanding contrary city law upon petition of all owners of land**

- (1) **This section applies to a city whose laws require a petition proposing annexation of territory to be submitted to the electors of the city.**

**Response:** A petition for annexation is attached as Exhibit C. This standard is met.

- (2) **Notwithstanding a contrary provision of the city charter or a city ordinance, upon receipt of a petition proposing annexation of territory submitted by all owners of land in the territory, the legislative body of the city shall annex the territory without submitting the proposal to the electors of the city if:**

- (a) **The territory is included within an urban growth boundary adopted by the city or Metro, as defined in ORS 197.015 (Definitions for ORS chapters 195, 196, 197 and ORS 197A.300 to 197A.325);**

**Response:** The proposed annexation property is located within the UGB adopted by Metro. The property has one owner, Ashwood Construction Inc. The property owner has consented to the submittal of this annexation request, as required by ORS 222.127(2). This standard is met.

### Regional Standards

#### **Metro Code 3.09 – Local Government Boundary Changes**

##### **3.09.045 - Expedited Decisions**

**D. To approve a boundary change through an expedited process, the city shall:**

1. **Find that the change is consistent with expressly applicable provisions in:**

a. **Any applicable urban service agreement adopted pursuant to ORS 195.065;**

**Response:** The City of Tualatin and Washington County have an Urban Planning Area Agreement (UPAA) (BCC09-1150) that acknowledges the subject property as part of the City's Urban Planning Area. Per the UPAA, the City provides urban services upon annexation to properties within the UGB, except where the City holds intergovernmental agreements (IGAs) with other service providers. Therefore, the annexation proposal is consistent with the UPAA. Clean Water Services (CWS) is the provider for public storm, surface water management and regional sanitary services in the City and annexation into the CWS service boundary is also requested meeting this standard.

b. **Any applicable annexation plan adopted pursuant to ORS 195.205;**

**Response:** The applicant is initiating this annexation request, as opposed to the City. Therefore, this ORS provision does not apply.

c. **Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;**

**Response:** There are no known cooperative planning agreements that are applicable to or affected by the proposed annexation request. Pursuant to ORS 199.510(c), the applicant is requesting annexation into the boundaries of CWS for the provision of sanitary sewer,

storm, and surface water management. The territory to be annexed is also currently within the district of Tualatin Valley Fire and Rescue (TVFR), who will remain the fire and emergency services provider for the site.

**d. Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services;**

**Response:** The Southwest Tualatin Concept Plan identifies the public facilities and urban services that would be needed for future development in the vicinity of the proposed annexation property. Analysis of transportation and utility systems provided within this concept plan supported future annexation efforts. The City's Transportation System Plan (2014) have been updated to reflect the Southwest Concept Plan, which planned for future annexation of this property and adjacent properties.

The proposed annexation property is consistent with the City's Capital Improvement Plan for 2021-2025, the City Sewer Master (2019), Water System Master Plan (2013) and Stormwater Master Plan (2019). The annexation will enable improvements consistent with these plans.

**e. Any applicable comprehensive plan;**

**Response:** The City of Tualatin's Comprehensive Plan contains the Community Plan Map 9-1, showing the subject property as part of the Urban Planning Area. The provisions of the Comprehensive Plan (TDC) that directly pertain to annexations found in TDC Chapter 4, Community Growth, are included. This standard is met.

**f. Any applicable concept plan; and**

**Response:** The proposed annexation territory is within the Southwest Tualatin Concept planning area. The Southwest Tualatin Concept Plan (2010), provides guidance for future industrial development in southwest Tualatin. In 2011, the SWCP was adopted into the Tualatin Development Code. The SWCP planning area includes 614 acres, which were added to the UGB in 2004 by Metro for the purposes of future industrial growth in Tualatin. Before industrial uses can develop within the planning area, annexation must occur.

**2. Consider whether the boundary change would:**

**a. Promote the timely, orderly and economic provision of public facilities and services;**

**Response:** As stated in the Engineering Pre-Application Comments by the City Engineer, dated January 25, 2021, included in Exhibit A, the proposed annexation property can be adequately served by existing public infrastructure, or by the feasible extension of nearby existing public infrastructure. A public works permit will be obtained for any work within the right-of-way or public easements.

**b. Affect the quality and quantity of urban services; and**

**Response:** The proposed land use is consistent with the MBP zoning designation, therefore the City has already considered and planned for the future impacts of the site. The anticipated impact of the proposed project on the quality and quantity of urban services are

provided.

***Transportation***

The proposed annexation property is accessible from SW 119<sup>th</sup> Street which is classified as a future connector by the City of Tualatin Transportation System Plan (2014) Figure 1 Functional Classification Plan. Future use of the property will be consistent with the permitted uses within the MBP zoning designation and, therefore, the future trip generation of the site will be consistent with the levels anticipated in City and regional transportation planning efforts.

***Sanitary Sewer, Water, and Stormwater***

The Tualatin Sewer Master Plan, 2019, Figure ES-1 shows the site within the Tualatin Reservoir and Southwest Tualatin Concept Area. Figure ES-2 identifies a proposed developer funded gravity sewer line identified as SS-5. Table ES-3 lists the recommended improvements including a new 8-inch, 5,175-foot long pipe.

The Tualatin Stormwater Master Plan (2019) and Tualatin Water Master Plan (2013) are both consistent with the Southwest Tualatin Concept Plan. The Stormwater Master Plan does not identify any proposed improvements at or near the site. The Water Master Plan does not identify any proposed improvements at or near the site however services will need to be extended upon annexation into the CWS boundary.

***Fire Protection***

The proposed annexation property is currently within and will remain within the TVFR service district. The TVFR Station 34, is located at 19365 SW 90<sup>th</sup> Court, approximately 2.2 miles northwest of the site.

***Parks, Open Space, and Recreation***

The City of Tualatin manages over 300 acres of open space. The City of Tualatin adopted the Parks and Recreation Master Plan in November 2018. The area to be annexed is not identified as a future acquisition site in the City of Tualatin Parks Master Plan or as part of the Southwest Plan Area and is not anticipated to have a significant impact on demand for parks and recreational facilities.

**Response:**        **c.        Eliminate or avoid unnecessary duplication of facilities of services.**  
The proposed annexation territory is within the SWCP concept planning area. The SWCP planning area includes 614 acres, which were added to the UGB in 2004 by Metro for the purposes of future industrial growth in Tualatin. The proposed annexation implements the SWCP concept plan, and MBP zoning will be applied to the site pursuant to the SWCP concept plan to facilitate future employment commercial uses. Metro and the City of Tualatin have completed extensive, coordinated planning for the siting of new commercial uses within MBP zoning. The SWCP concept plan encourages future commercial uses. Before commercial uses can develop within the planning area, annexation must occur. Unnecessary duplication of facilities will not occur because of this annexation.

**E. A city may not annex territory that lies outside the UGB, except it may annex a lot or parcel that lies partially within and partially outside the UGB.**

**Response:** The area proposed for annexation lies entirely within the UGB.

**3.09.050 - Hearing and Decision Requirements for Decisions Other Than Expedited Decisions**

**A. Not later than 15 days prior to the date set for a hearing the reviewing entity shall make available to the public a report that addresses the criteria identified in subsection (D) and includes the following information:**

**1. The extent to which urban services are available to serve the affected territory, including any extra territorial extensions of service;**

**Response:** The Southwest Tualatin Concept Plan analyzed the availability of urban services in relation to plans for future annexation. This plan evaluated and incorporated needed improvements to the water, sewer and transportation systems and also considered emergency services provided by Tualatin Valley Fire and Rescue. Services will need to be extended to the property with any development and urban services are available to this area. This standard is met.

**2. Whether the proposed boundary change will result in the withdrawal of the affected territory from the legal boundary of any necessary party; and**

**Response:** The proposed boundary change will result in the withdrawal of the property from the Washington County Enhanced Sheriff Patrol District therefore meeting this standard.

**3. The proposed effective date of the boundary change.**

**Response:** The annexation of the subject property is effective from the date the annexation is filed with the Oregon Secretary of State, as provided in ORS 222.180. This standard is met.

**B. The person or entity proposing the boundary change has the burden to demonstrate that the proposed boundary change meets the applicable criteria.**

**Response:** The proposed boundary change meets the applicable criteria from Metro Code 3.09 and ORS 222. This standard is met.

**C. To approve a boundary change, the reviewing entity shall apply the criteria and consider the factors set forth in subsections (D) and (E) of section 3.09.045.**

**Response:** These standards are addressed in the above responses under section 3.09.045 Expedited Decisions.

**Local Policies**

**City of Tualatin Development Code**

**TDC 4 Community Growth**

**TDC 4.065 – Requirements.**

**(1) Metro Code Urban Growth Management Functional Plan (MUGMFP) TDC 3.07.1120 requires the City to adopt comprehensive plan provisions and land use regulations for areas added to the Urban Growth Boundary (UGB) that are identified as the responsibility of the City. The adopted plan provisions and regulations are to address the requirements of Section 3.07.1120(c).**

**Response:** The City adopted comprehensive plan provisions and land use regulations for the SW Tualatin planning area that contains the proposed annexation property. This standard is met.

- (2) **In December, 2002 (Metro Ordinances No. 02-969B & 02-990A (and June, 2004 (Metro No. 04-1040B) Metro expanded the UGB to include 382 acres of land in the southwestern corner of Tualatin. Of this area, 302 acres were designated as Regionally Significant Industrial Area (RSIA) and the remaining acreage was designated as Industrial. Specific conditions were placed by Metro relating to compliance with MUGMFP Titles 3, 4, & 11, lot sizes, and commercial restrictions. The Southwest Tualatin Concept Plan (SWCP) area was accepted by the City in October, 2010, encompassed the 382 acres added to the UGB in 2002 and 2004, a 50 acre property within the Tualatin Planning Area, 117 acres identified in Metro's 2010 Urban Re-serve process as the "Knife River Area" and 66 acres south of Tonquin Road east of the railroad brought into the UGB in 2004.**

**Response:** The site is included into the UGB after metro's expansion. The site is designated as Regionally Significant Industrial Area (RSIA) within the SWCP area.

- (3) **In March 2011, Plan Amendments implementing the SWCP for the 431-acre Southwest and Regionally Significant Industrial Area portion of the SWCP Area were approved by the City Council. The amendments were not applied to the 117.5 acre "Urban Reserve" designated by Metro and the 65.5 acre "Basalt Creek" area to be considered in the Basalt Creek Concept Plan.**

**Response:** The site is included in the SWCP and Regionally Significant Industrial Area (RSIA) portion of the SWCP area.

### **III. CONCLUSION**

As demonstrated throughout this narrative and in associated documents, the applicant's request for annexation into the City of Tualatin and CWS's service area is consistent with the applicable local, regional, and state policies and regulations governing the allowance of the requested actions. Therefore, the applicant respectfully requests City of Tualatin's approval of this application.



1815 NW 169<sup>th</sup> Place, Suite 2090  
Beaverton, OR 97006  
Telephone: 503-848-2127



*Clinton H. Stubbs Jr.*



RENEWS: 06/30/22

## Annexation Description

July 15, 2021

NWS Project Number 2029

A tract of land located in the southwest one-quarter of Section 27, Township 2 South, Range 1 West, Willamette Meridian, Washington County, Oregon, and being more particularly described as follows:

Commencing at a 2 inch brass disk marking the west one-quarter corner of said Section 27; Thence along the northerly line of the southwest one-quarter of said Section 27, South  $88^{\circ}27'34''$  East 1298.76 feet to its intersection with the westerly right-of-way line of SW 120<sup>th</sup> Avenue (20.00 feet westerly from the centerline thereof, when measured at right angles); Thence along the said westerly right-of-way line, South  $01^{\circ}45'23''$  West 20.00 feet to the southerly right-of-way of SW Itel Street; Thence along the southerly right-of-way line of said SW Itel Street, South  $88^{\circ}27'34''$  East 10.00 feet to the northwest corner of that property conveyed to Ashwood Construction, Inc. by a deed recorded on April 21, 1988 as Document Number 88-016661, Washington County Deed Records, and the Point of Beginning;

Thence continuing along the southerly right-of-way line of SW Itel Street, South  $88^{\circ}27'34''$  East 10.10 feet to an angle point thereon; Thence continuing along the southerly right-of-way line of SW Itel Street, South  $88^{\circ}34'58''$  East 290.08 feet to the westerly right-of-way line of SW 120<sup>th</sup> Avenue; Thence along the westerly right-of-way line of said SW 120<sup>th</sup> Avenue, South  $01^{\circ}14'05''$  West 547.98 feet to the southeast corner of said Ashwood Construction, Inc. property; Thence along the south line of said Ashwood Construction, Inc. property, North  $88^{\circ}34'58''$  West 335.79 feet to the southwest corner thereof; Thence along westerly boundary of said Ashwood Construction, Inc. property, North  $01^{\circ}36'45''$  East 368.00 feet to an angle point thereon; Thence continuing along said westerly boundary, South  $88^{\circ}34'58''$  East 32.00 feet to an angle point thereon; Thence continuing along said westerly boundary, North  $01^{\circ}36'45''$  East 180.00 feet to the Point of Beginning.

The above described tract of land contains 4.07 acres, more or less.

The basis of bearings for this description is the Oregon State Plane Coordinate System, North Zone, NAD (83).

**ANNEXATION CERTIFIED**

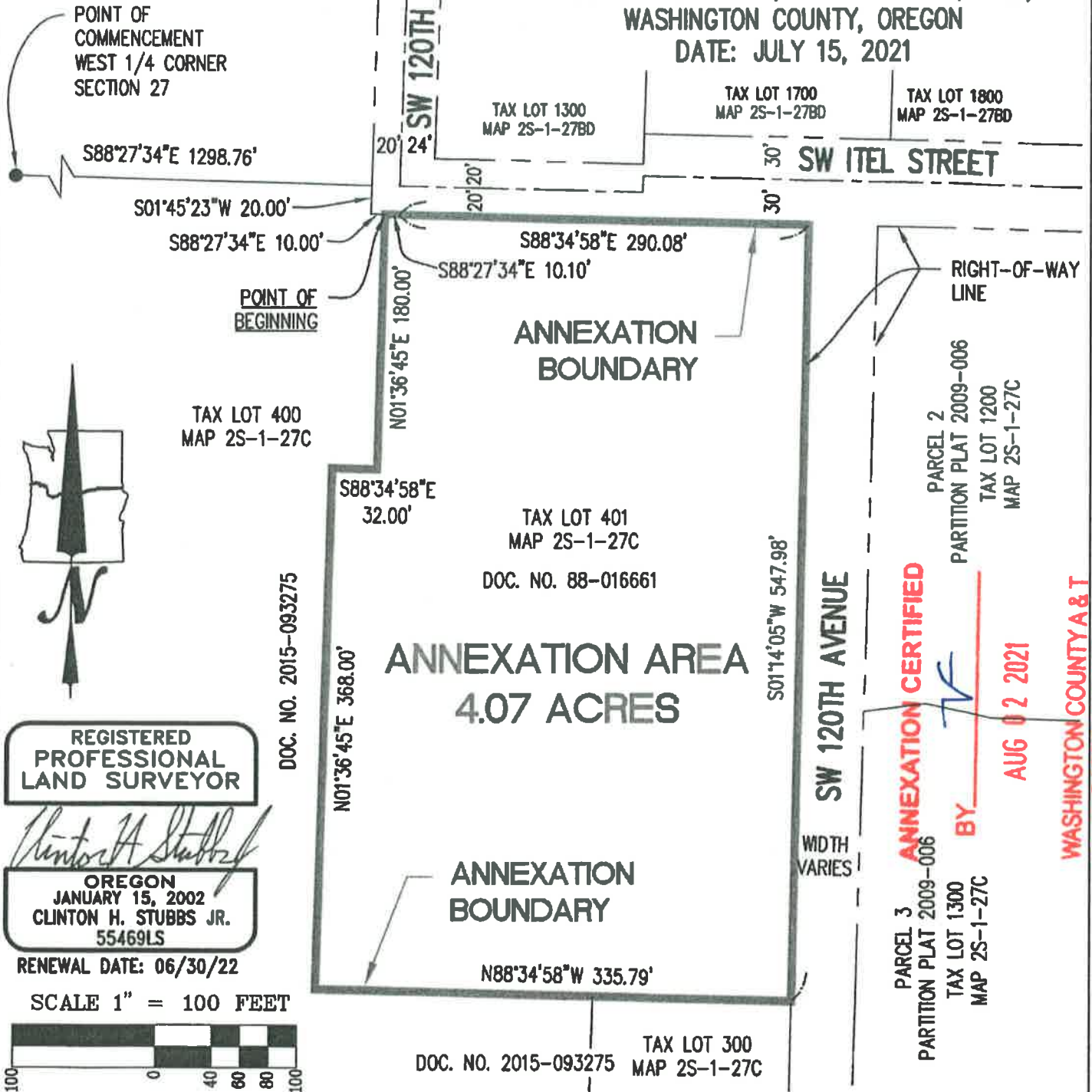
BY VF

**AUG 02 2021**

**WASHINGTON COUNTY A & T  
CARTOGRAPHY**

# EXHIBIT MAP

LOCATED IN THE SW 1/4 OF SECTION 27,  
TOWNSHIP 2 SOUTH, RANGE 1 WEST, W.M.,  
WASHINGTON COUNTY, OREGON  
DATE: JULY 15, 2021



REGISTERED PROFESSIONAL LAND SURVEYOR

*Clinton H. Stubbs Jr.*

OREGON  
JANUARY 15, 2002  
CLINTON H. STUBBS JR.  
55469LS

RENEWAL DATE: 06/30/22

SCALE 1" = 100 FEET



PREPARED FOR:  
  
MAJESTIC REALTY CO.  
13191 CROSSROADS PRKY N.  
SIXTH FLOOR  
CITY OF INDUSTRY, CA 91746

JOB NAME: MAJESTIC ASHWOOD  
JOB NUMBER: 2029  
DRAWING NUMBER: 2029 EXHIBIT  
DRAWN BY: BJA  
CHECKED BY: CHS

**NORTHWEST**  
**SURVEYING, Inc.**

1815 NW 169th PLACE,  
SUITE 2090  
BEAVERTON, OR 97006  
PHONE: 503-848-2127  
FAX: 503-848-2179  
nwsurveying@nwsrvy.com

### PROPERTY OWNER INFORMATION

*(This form is NOT the petition)*

Metro Code 3.09.040 requires the names and address of all property owners and/or registered voters of the property, regardless of support shown on petition to annex. This is not for notification purposes. A signature on this form does not indicate support or opposition to the request.

**NAME OF OWNER/VOTER (V)**

**PROPERTY DESIGNATION**

(Indicate Section, Township, Range and Lot No.)

**MAILING ADDRESS**

**PROPERTY ADDRESS (If different)**

(1) Russell Davis QTR 27, TWN 2S, R 1W and Lot 401 29772 SW Heater Road Sherwood, OR 97140

\_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_\_\_

(4) \_\_\_\_\_

\_\_\_\_\_

(5) \_\_\_\_\_

\_\_\_\_\_

(6) \_\_\_\_\_

\_\_\_\_\_

(7) \_\_\_\_\_

\_\_\_\_\_

(8) \_\_\_\_\_

\_\_\_\_\_

(9) \_\_\_\_\_

\_\_\_\_\_

(10) \_\_\_\_\_

\_\_\_\_\_



## ANNEXATION PROPERTY INFORMATION SHEET

### **EXISTING CONDITIONS IN AREA TO BE ANNEXED:**

Land area, in acres: 4.04

General description of territory *(Include topographic features such as slopes, vegetation, drainage basins, and floodplain areas which are pertinent to this proposal)*: Taxlot 2S127C000401 is outside of a floodplain area and not in a wetland.

Describe land uses on surrounding parcels *(Use tax lots as reference points)*

North: Taxlots 2S127BD01300 & 2S127BD01700 are located to the north. Taxlot 2S127BD01300 is zoned General Manufacturing (MG) and land use is Commercial (COM). Taxlot 2S127BD01700 is zoned General Manufacturing (MG) and land use is Commercial (COM).

South: Taxlots 2S127C000400 & 2S127C000300 are located to the south. Taxlot 2S127C000400 is zoned Manufactured Business Park (MBP) and land use is Commercial. Taxlot 2S127C000300 is zoned Manufactured Business Park (MBP) and land use is Commercial (COM).

East: Taxlot 2S127C001200 and 2S127C001300 are located to the east. Taxlot 2S127C001200 is zoned General Manufacturing (MG) and land use is Commercial (COM). Taxlot 2S127C001300 is zoned General Manufacturing (MG) and land use is Commercial (COM).

West: Taxlot 2S127C000400 is located to the west. The taxlot is zoned Manufactured Business Park (MBP) and the land use is Commercial (COM).

### **EXISTING LAND USE:**

Number of existing units/structures:

Single-family: \_\_\_\_\_ Multi-family: \_\_\_\_\_ Commercial: 2 Industrial: \_\_\_\_\_

Describe existing units/structures: Two buildings exist on the SW corner of the tax lot and are used commercially.

What is the current use(s) of the land proposed to be annexed: The current land use designation of the land proposed to be annexed is Commercial.

Public facilities or other uses: N/A

---

Total current year assessed valuation – Land \$: \$234,600 Structures \$: \$1,000

Total existing population: \_\_\_\_\_

Is the territory contiguous to the City limits: Yes

Is the subject territory inside or outside of the Metro Regional Urban Growth Boundary: Inside

**URBAN SERVICE PROVIDERS:**

If the territory described in the proposal is presently included within the boundaries of any of the following types of governmental units, please indicate so by stating the name or names of the governmental units involved.

County: Washington

Highway Lighting District: N/A

Fire District: TVFR

Sanitary District: Clean Water Services (CWS)

Water District: CWS

Grade School District: Sherwood

High School District: Sherwood

Library District: N/A

Drainage District: N/A

Parks & Recreation District: City of Tualatin

Other: \_\_\_\_\_

Is the territory served by any of the providers listed above (*describe existing connections to public services*): \_\_\_\_\_

The request is for annexation into the City of Tualatin and the Clean Water Services boundary to be served by the City and CWS. This is further described in the narrative.

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### CERTIFICATION OF PROPERTY OWNERSHIP

I certify that the attached petition for annexation of the described territory to the City of Tualatin contains the names of the owners\* of a majority of the land area of the territory to be annexed, as shown on the last available complete assessment roll.

**ANNEXATION CERTIFIED**

TED FOSTER                      GIS TECH  
Printed Name                      Title

BY TF

[Signature]                      5/12/21  
Signature                      Date

**MAY 12 2021**

CARTOGRAPHY                      WASHINGTON  
Department                      County of

**WASHINGTON COUNTY A & T  
CARTOGRAPHY**

*\*Owner means the owner of the title to real property or the contract purchaser of the real property.*

### CERTIFICATION OF REGISTERED VOTERS

I certify that the attached petition for annexation of described territory to the City of Tualatin contains the names of at least a majority of the electors registered in the territory to be annexed.

\_\_\_\_\_  
Printed Name                      Title

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Department                      County of



**CERTIFICATION OF REGISTERED VOTERS  
FOR ANNEXATION PURPOSES\***

I hereby certify that the attached petition for the annexation of the territory listed herein to the City of Tualatin contains, as of the date listed, the following information:

- 1 Number of signatures of individuals on petition.
- 0 Number of active **registered voters** within the territory to be annexed.
- 0 Number of **VALID signatures of active registered voters** within the territory to be annexed, on the petition.

Tax lot number(s): 2S127C000401 21100 SW 120<sup>th</sup> Ave  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DIVISION: ELECTIONS  
COUNTY: WASHINGTON  
DATE: May 18, 2021  
NAME: Angie Muller  
TITLE: Senior Administrative Specialist



Angie Muller  
(Signature of Election Official)

\*This 'Certification of Registered Voters for Annexation Purposes' DOES NOT, in any way, make the determination if this petition meets the annexation requirements of the city/district listed.

Annexation certification sht rev4-043009



**First American Title Insurance Company**  
**National Commercial Services**  
**200 SW Market Street, Suite 250**  
**Portland, Oregon 97201**

Escrow Officer: **Rene Moody**  
Phone: **(503)795-7600**  
Fax: **(866)678-0591**  
E-mail **rmoody@firstam.com**

File No: **NCS-986797-OR1**

**PRELIMINARY TITLE REPORT**

|                                  |           |    |     |         |    |     |
|----------------------------------|-----------|----|-----|---------|----|-----|
| ALTA Owners Standard Coverage    | Liability | \$ | TBD | Premium | \$ | TBD |
| ALTA Owners Extended Coverage    | Liability | \$ |     | Premium | \$ |     |
| ALTA Lenders Standard Coverage   | Liability | \$ |     | Premium | \$ |     |
| ALTA Lenders Extended Coverage   | Liability | \$ | TBD | Premium | \$ | TBD |
| ALTA Leasehold Standard Coverage | Liability | \$ |     | Premium | \$ |     |
| ALTA Leasehold Extended Coverage | Liability | \$ |     | Premium | \$ |     |
| Endorsements                     | Liability | \$ |     | Premium | \$ |     |
| Govt Service Charge              |           |    |     | Cost    | \$ |     |
| Other                            |           |    |     |         | \$ |     |

We are prepared to issue Title Insurance Policy or Policies in the form and amount shown above, insuring title to the following described land:

The land referred to in this report is described in Exhibit "A" attached hereto.

and as of 10/25/2019 at 8:00 a.m., [title to the fee simple estate is vested in:](#)

**Ashwood Construction, Inc., an Oregon corporation**

Subject to the exceptions, exclusions, and stipulations which are ordinarily part of such Policy form and the following:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the public records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the public records.
2. Facts, rights, interests or claims which are not shown by the public records but which could be ascertained by an inspection of the land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the public records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.

4. Any encroachment (of existing improvements located on the subject land onto adjoining land or of existing improvements located on adjoining land onto the subject land), encumbrance, violation, variation, or adverse circumstance affecting the title that would be disclosed by an accurate and complete land survey of the subject land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the public records.

**The exceptions to coverage 1-5 inclusive as set forth above will remain on any subsequently issued Standard Coverage Title Insurance Policy.**

**In order to remove these exceptions to coverage in the issuance of an Extended Coverage Policy the following items are required to be furnished to the Company; additional exceptions to coverage may be added upon review of such information:**

- A. Survey or alternative acceptable to the company
  - B. Affidavit regarding possession
  - C. Proof that there is no new construction or remodeling of any improvement located on the premises. In the event of new construction or remodeling the following is required:
    - i. Satisfactory evidence that no construction liens will be filed; or
    - ii. Adequate security to protect against actual or potential construction liens;
    - iii. Payment of additional premiums as required by the Industry Rate Filing approved by the Insurance Division of the State of Oregon
- 
6. Taxes for the year 2019-2020
    - Tax Amount: \$2,225.67
    - Unpaid Balance: \$2,225.67, plus interest, if any
    - Code No.: 088.13
    - Map & Tax Lot No.: 2S127C-00401
    - Property ID/Key No.: R546813
  7. Easement, including terms and provisions contained therein, reserved in Deed:
    - Recording Information: January 18, 1972 in [Book 851, page 182](#)
    - In Favor of: Adjacent property owners
    - For: Roadway
  8. Title to vest in an incoming owner whose name is not disclosed. Such name must be furnished to us so that a name search may be made.
  9. Unrecorded leases or periodic tenancies, if any.

-END OF EXCEPTIONS-

|                            |
|----------------------------|
| <b>INFORMATIONAL NOTES</b> |
|----------------------------|

Property Address: 21100 Southwest 120th, **Tualatin, OR**

NOTE: This report does not include a search for Financing Statements filed in the office of the Secretary of State, or in a county other than the county wherein the premises are situated, and no liability is assumed if a Financing Statement is filed in the office of the County Clerk (Recorder) covering fixtures on the premises wherein the lands are described other than by metes and bounds or under the rectangular survey system or by recorded lot and book.

NOTE: Washington County Ordinance No. 267, filed August 5, 1982 in Washington County, Oregon, imposes a tax of \$1.00 per thousand or fraction thereof on the transfer of real property located within Washington County.

**THANK YOU FOR CHOOSING FIRST AMERICAN TITLE  
WE KNOW YOU HAVE A CHOICE!**





## **First American Title Insurance Company of Oregon**

### **SCHEDULE OF EXCLUSIONS FROM COVERAGE**

#### **1. AMERICAN LAND TITLE ASSOCIATION LOAN POLICY - 2006 EXCLUSIONS FROM COVERAGE**

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
  - (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business laws of the state where the Land is situated.
5. Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
  - (a) a fraudulent conveyance or fraudulent transfer, or
  - (b) a preferential transfer for any reason not stated in Covered Risk 13(b) of this policy.
7. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

#### **2. American Land Title Association OWNER POLICY - 2006 EXCLUSIONS FROM COVERAGE**

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

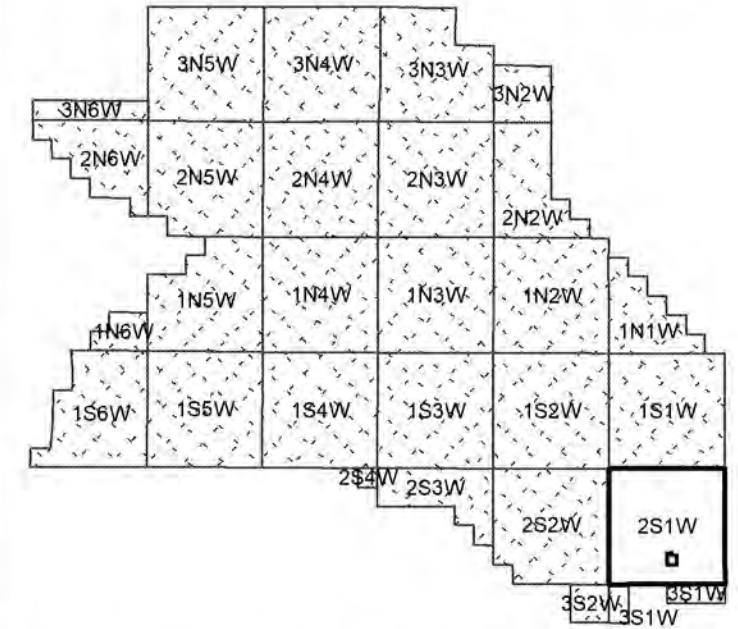
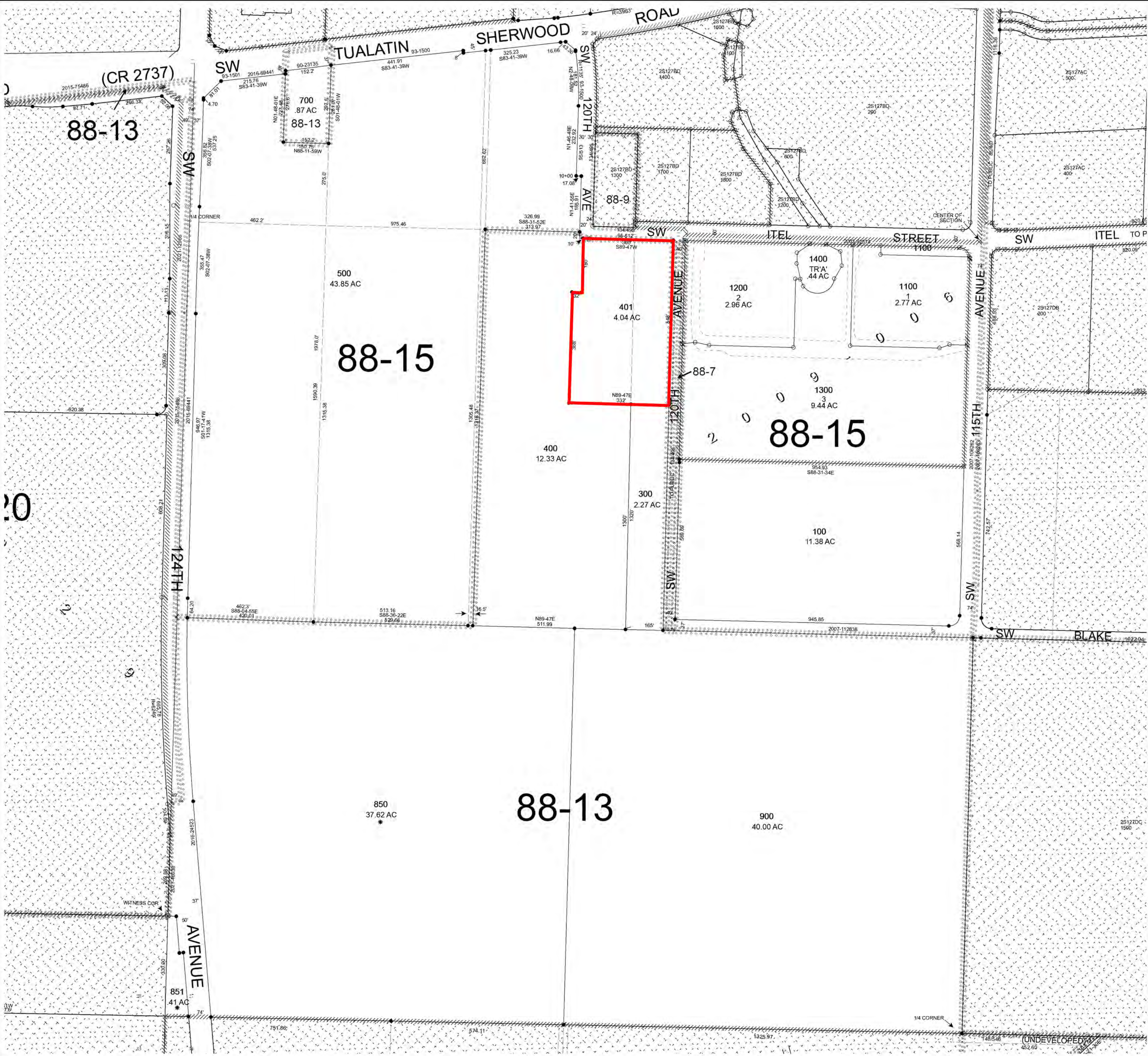
1. (a) Any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) restricting, regulating, prohibiting, or relating to
  - (i) the occupancy, use, or enjoyment of the Land;
  - (ii) the character, dimensions, or location of any improvement erected on the Land;
  - (iii) the subdivision of land; or
  - (iv) environmental protection;
 or the effect of any violation of these laws, ordinances, or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
  - (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
2. Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
3. Defects, liens, encumbrances, adverse claims, or other matters
  - (a) created, suffered, assumed, or agreed to by the Insured Claimant;
  - (b) not Known to the Company, not recorded in the Public Records at Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - (c) resulting in no loss or damage to the Insured Claimant;
  - (d) attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risks 9 and 10); or
  - (e) resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights laws, that the transaction vesting the Title as shown in Schedule A, is
  - (a) a fraudulent conveyance or fraudulent transfer; or
  - (b) a preferential transfer for any reason not stated in Covered Risk 9 of this policy.
5. Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

**Exhibit "A"**

Real property in the County of Washington , State of Oregon, described as follows:

A tract of land situated in the Southwest quarter of Section 27, Township 2 South, Range 1 West of the Willamette Meridian, in the County of Washington and State of Oregon, being more particularly described as follows:

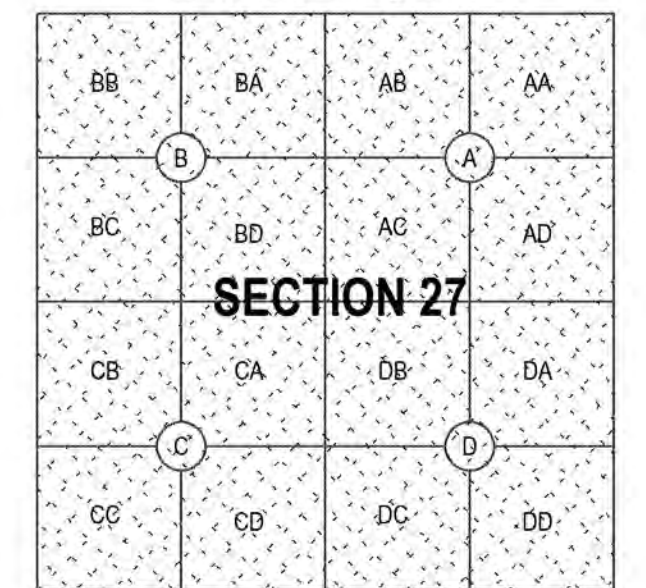
Beginning at a point 975.46 feet East of the quarter section corner between Section 27 and 28, Township 2 South, Range 1 West of the Willamette Meridian, in Washington County, Oregon; thence North 89°47' East 326.99 feet to an iron pipe on the West line of a 40 foot deeded road; thence South along said West line 20 feet to the Southwest corner of said 40 foot deeded road; thence North 89°47' East along the South line of said road 10 feet to the true point of beginning of the parcel herein described; thence South 180 feet to a point; thence South 89°47' West 32 feet to a point; thence South 368 feet to a point; thence North 89°47' East 332 feet, more or less, to a point in the West line of a 40 foot deeded road; thence North along said West line of said deeded road 548 feet to the South line of a 40 foot deeded road; thence South 89°47' West along said South line of said deeded road 300 feet, more or less, to the point of beginning.



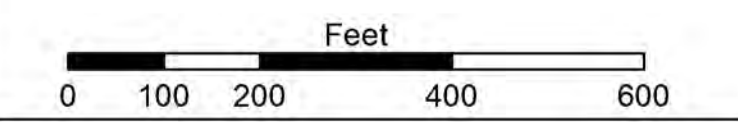
**WASHINGTON COUNTY OREGON**  
**SW 1/4 SECTION 27 T2S R1W W.M.**  
**SCALE 1" = 200'**

|    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|
| 36 | 31 | 32 | 33 | 34 | 35 | 36 | 31 |
| 1  | 6  | 5  | 4  | 3  | 2  | 1  | 6  |
| 12 | 7  | 8  | 9  | 10 | 11 | 12 | 7  |
| 13 | 18 | 17 | 16 | 15 | 14 | 13 | 18 |
| 24 | 19 | 20 | 21 | 22 | 23 | 24 | 19 |
| 25 | 30 | 29 | 28 | 27 | 26 | 25 | 30 |
| 36 | 31 | 32 | 33 | 34 | 35 | 36 | 31 |
| 1  | 6  | 5  | 4  | 3  | 2  | 1  | 6  |

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
[www.co.washington.or.us](http://www.co.washington.or.us)



Cancelled Taxlots For: 2S127C  
 600,200,900A1,800,701.



**WASHINGTON COUNTY**  
**ASSESSMENT**  
**CARTOGRAPHY**  
**TAXATION**

**PLOT DATE: 5/20/2021**  
 Rotation: 0  
**FOR ASSESSMENT PURPOSES**  
**ONLY - DO NOT RELY ON**  
**FOR OTHER USE**

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

# SENSITIVE AREA PRE-SCREENING SITE ASSESSMENT

Clean Water Services File Number 21-000039

**1. Jurisdiction:** Tualatin

**2. Property Information** (example: 1S234AB01400)  
 Tax lot ID(s): \_\_\_\_\_  
2S127C000401

**OR Site Address:** 21100 SW 120th Ave  
 City, State, Zip: Tualatin, Oregon, 97062  
 Nearest cross street: \_\_\_\_\_

**3. Owner Information**  
 Name: \_\_\_\_\_  
 Company: Ashwood Construction Inc  
 Address: 720 SW WASHINGTON ST, SUITE 750  
 City, State, Zip: PORTLAND, Oregon, 97205  
 Phone/fax: 9712808655  
 Email: sgieseke@dowl.com

**4. Development Activity** (check **all** that apply)  
 Addition to single family residence (rooms, deck, garage)  
 Lot line adjustment       Minor land partition  
 Residential condominium     Commercial condominium  
 Residential subdivision       Commercial subdivision  
 Single lot commercial       Multi lot commercial  
 Other annex site and a minor architectural review

**4. Applicant Information**  
 Name: Sarah Gieseke  
 Company: DOWL LLC  
 Address: 720 SW WASHINGTON ST, SUITE 750  
 City, State, Zip: PORTLAND, Oregon, 97205  
 Phone/fax: 7192808655  
 Email: sgieseke@dowl.com

**6. Will the project involve any off-site work?**     Yes     No     Unknown  
 Location and description of off-site work: \_\_\_\_\_

**7. Additional comments or information that may be needed to understand your project:** \_\_\_\_\_  
The intent is to annex the site into Tualatin and obtain development review approval for a minor architectural review.

**This application does NOT replace Grading and Erosion Control Permits, Connection Permits, Building Permits, Site Development Permits, DEQ 1200-C Permit or other permits as issued by the Department of Environmental Quality, Department of State Lands and/or Department of the Army COE. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.**

By signing this form, the Owner or Owner's authorized agent or representative, acknowledges and agrees that employees of Clean Water Services have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related to the project site. I certify that I am familiar with the information contained in this document, and to the best of my knowledge and belief, this information is true, complete, and accurate.

Print/type name Sarah Gieseke      Print/type title Project Administrative Assistant  
 Signature ONLINE SUBMITTAL      Date 12/23/2020

## FOR DISTRICT USE ONLY

Sensitive areas potentially exist on site or within 200' of the site. **THE APPLICANT MUST PERFORM A SITE ASSESSMENT PRIOR TO ISSUANCE OF A SERVICE PROVIDER LETTER.** If Sensitive Areas exist on the site or within 200 feet on adjacent properties, a Natural Resources Assessment Report may also be required.

Based on review of the submitted materials and best available information sensitive areas do not appear to exist on site or within 200' of the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, State and federal law.

Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect additional water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, state and federal law.

**THIS SERVICE PROVIDER LETTER IS NOT VALID UNLESS \_\_\_\_\_ CWS APPROVED SITE PLAN(S) ARE ATTACHED.**

The proposed activity does not meet the definition of development or the lot was platted after 9/9/95 ORS 92.040(2). **NO SITE ASSESSMENT OR SERVICE PROVIDER LETTER IS REQUIRED.**

Reviewed by Lindsey Obermiller      Date 01/07/2021  
 Once complete, email to: **SPLReview@cleanwaterservices.org** • Fax: **(503) 681-4439**  
**OR** mail to: SPL Review, Clean Water Services, 2550 SW Hillsboro Highway, Hillsboro, Oregon 97123

|   |  |
|---|--|
| <b>NAME OF DOCUMENT FOR RECORDING:</b><br><b>Waiver Of Rights And Remedies</b><br>Grantor: (Petitioner(s))<br>Grantee: City of Tualatin<br>Consideration: None.<br>Tax Statement to be mailed to: No change.<br><u>After Recording, Return To:</u> City of Tualatin,<br>Attn: City Recorder, 18880 SW Martinazzi,<br>Tualatin, OR 97062 | <i>(For County Recording Use Only)</i> |
|---|--|

**MEASURE 37 & 49 WAIVER OF RIGHTS AND REMEDIES**

Whereas, Russell Davis ("Petitioner", including collectively all petitioners) has petitioned to the City of Tualatin ("City") to commence certain proceedings, i.e., annexation, planning district change, and/or plan text amendment for the following described real property,

See attached legal description

Whereas, under Ballot Measure 37 (effective December 2, 2004), as amended by Ballot Measure 49 (effective December 6, 2007), a property owner may seek just compensation or waiver of certain land use regulations if a public entity enacts or enforces the land use regulations after the property owner acquired the property; and

Whereas, Oregon electors or the Oregon Legislature may, in the future, enact further statutory or constitutional amendments relating to compensation for the impact of local regulations upon real property, under certain circumstances; and

Whereas, City does not wish to approve the Petitioner's requested proceedings if such approval could result in the owner or the owner's successors or assigns filing a claim for compensation for the land use regulations in effect upon the effective date of the proceedings or a claim seeking to require the City to waive its land use regulations, which are being newly imposed upon the property as a result of the Petitioner's requested proceedings; and

Whereas, Petitioner wishes to obtain the City's approval of Petitioner's requested proceedings and therefore agrees to eliminate the potential of claim for compensation or the right to seek waiver from the City's land use regulations existing as of the effective date of the proceedings.


Now, therefore, Petitioner warrants that the Petitioner executing this Waiver Agreement holds the full and complete present ownership or any interest therein in the property, and agrees as follows:

1. As inducement to the City to proceed with the following proceeding(s) affecting the subject real property: Annexation, planning district change, and/or plan text amendment which may include designation of the property as subject to additional applicable land use regulations and overlay zones and districts, which may include, but are not limited to the Mixed Use Commercial Overlay District, Industrial Business Park Overlay District, Flood Plain District, Wetlands Protection District, Greenway Protection Overlay District and Natural Areas, and/or design districts ("proceedings"), the undersigned Petitioner, on behalf of Petitioner, Petitioner's heirs, devisees, executors, administrators, successors and assigns, agrees and covenants to the City of Tualatin, its officers, agents, employees and assigns that the Petitioner hereby waives, releases and

forever discharges, and agrees that Petitioner shall be estopped from asserting any rights and remedies, actions, causes of action, suits, claims, liabilities, demands, and rights to waivers arising under or granted by any statutory or constitutional regulatory compensation or waiver provisions, including but not limited to Ballot Measure 37 (2004) and Ballot Measure 49 (2007) or otherwise enacted after the date of this proceeding which would create a right of claim for compensation or waiver from city land use regulations that exist upon the effective date of the proceeding and which, by the approval of the proceeding, are then applicable to the property.

2. This covenant, waiver, release, and discharge binds the undersigned's heirs, devisees, executors and administrators, successors in interests, and assigns. This covenant, waiver, release, and discharge will run with the land, and this instrument or a memorandum of it may be recorded in the official records of the County in which the subject real property is located. This instrument may be terminated upon the filing of a Notice of Termination of Waiver filed by the City of Tualatin.
3. If this instrument is given contemporaneous with a consent to future proceedings to be initiated by the City, Petitioner acknowledges that the proceedings may be initiated by the City of Tualatin at any time in the discretion of the City and that this waiver and release is applicable to any ordinances adopted prior to the effective date of the proceeding.
4. This document is executed of my own free will and without duress. I/we respectively acknowledge that I/we have been advised to obtain legal advice prior to the execution of this document, and that either I, or each of us respectively, have either obtained legal advice or have independently elected not to seek legal advice prior to the execution of this document, recognizing that this document may affect our legal rights and remedies.

DATED this 27 day of April, 2021

|  |                  |
|--|------------------|
| <br>(signature) | <br>(signature)  |
| Petitioner Name:<br><u>RUSSELL DAVIS</u>   | Petitioner Name: |
| Date Signed:<br><u>4-27-21</u>   | Date Signed:     |

Petitioner (corporation, etc.) Name: Redwood Court, Inc.  
By: Russell Davis  
Name of Signor: RUSSELL DAVIS  
Office/Title of Signor: Pres.

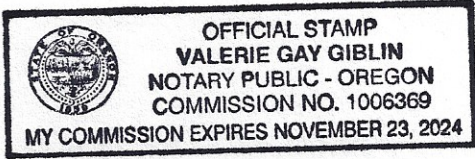
State of Oregon \_\_\_\_\_ )  
County of Washington

On this 27<sup>th</sup> day of April, 2021, before me the undersigned Notary Public, personally appeared

Russell Davis

(Name of Petitioners signing; not Notary name)

- Personally known to me
- Proved to me on the basis of satisfactory evidence
- To be the person who executed the within instrument
- As \_\_\_\_\_ or on behalf of the entity therein named, pursuant to authority, and acknowledged to me the execution hereof.

|   |  |
|---|--|
| WITNESS my hand and official seal<br>(Do not write outside of the box)                                | Place Notary Seal Below  |
| Notary Signature:<br><u>Valerie Gay Giblin</u><br>Notary name (legible):<br><u>Valerie Gay Giblin</u> |  |

This document is accepted pursuant to authority and approved for recording.

City of Tualatin, Oregon

\_\_\_\_\_  
City Manager

CERTIFICATION OF SIGN POSTING



The applicant must provide and post a sign pursuant to Tualatin Development Code (TDC 32.150). The block around the word "NOTICE" must remain purple composed of the RGB color values Red 112, Green 48, and Blue 160. A template is available at:

<https://www.tualatinoregon.gov/planning/land-use-application-sign-templates>

**NOTE:** For larger projects, the Community Development Department may require the posting of additional signs in conspicuous locations.

---

As the applicant for the Tualatin Parking Lot Annexation project,  
I hereby certify that on this day, July 2, 2021 sign(s) was/were posted on the subject property in  
accordance with the requirements of the Tualatin Development Code and the Community Development Division.

Applicant's Name: MIKE TOWLE  
*(Please Print)*

Applicant's Signature: 

Date: JULY 7, 2021





February 25, 2021

**Re: Neighborhood Meeting Summary**

The Neighborhood/Developer Meeting for the Tualatin Tax Lot 401 Annexation was held virtually via Zoom on February 25th, 2021 from 6:00 PM-7:00 PM. Those in attendance were as follows:

- Read Stapleton, AICP with DOWL
- Mike Towle, Project Manager with DOWL
- Sarah Gieseke, Project Administrative Assistant with DOWL
- Phillip Brown, Executive Vice President with Majestic Realty
- Mark Owens, Majestic Realty
- Ryan Merlette, Vice President - District Manager with Commerce Construction Co LP

The meeting began at 6:00 PM and DOWL team members stayed on the meeting until 7:00 PM. There were not any neighbors or invited members of the Commercial CIO Board in attendance for the meeting. One question was brought up and resolved the day before the meeting by Tigard Sand and Gravel regarding the preliminary Concept Site Plan. Tigard Sand and Gravel expressed concern for their private access via SW 120th Avenue because the west lot line was shown too far to the west, encroaching into Tigard Sand and Gravel's property. The Concept Site Plan was corrected to reflect accurate project boundaries and DOWL PM, Mike Towle, assured Tigard Sand and Gravel that their access would not be impacted. No further questions or concerns were raised by Tigard Sand and Gravel or any other neighbor and/or property owner.



February 12, 2021

**Re: Summary of CIO Contact**

The Commercial CIO Contact list was obtained on February 8, 2021 from the City of Tualatin Community Development Department. The Neighborhood/Developer Meeting Notices for the Tualatin Tax Lot 401 Annexation were sent on February 11, 2021 including notices sent to the Commercial CIO Board Members:

President, Cathy Holland  
10740 SW Lucas Dr.  
Tualatin, OR 97062  
(503) 691-1813  
tualatincommercialcio@gmail.com

Vice President/Land Use Office, Scott Miller  
12976 SW Hillside Terrace  
Tualatin, OR 97223  
(971) 275-0341  
scottm@capacitycommercial.com

The meeting was held virtually via Zoom on February 25, 2021 from 6:00 PM-7:00 PM and neither CIO board member were in attendance. There has not been any further outreach to the CIO Board Members at this time.



February 25, 2021

**Re: Neighborhood Meeting Sign-In Sheet**

Participation List from Virtual Zoom Meeting (in Lieu of Sign-In Sheet)

Read Stapleton, DOWL  
720 SW Washington Street, Suite 750  
Portland, OR 97205  
(971) 280-8648  
Rstapleton@dowl.com

Mike Towle, DOWL  
720 SW Washington Street, Suite 750  
Portland, OR 97205  
(971) 280-8645  
Mtowle@dowl.com

Sarah Gieseke, DOWL  
720 SW Washington Street, Suite 750  
Portland, OR 97205  
(971) 280-8655  
Sgieseke@dowl.com

Phillip Brown, Majestic Realty  
13191 Crossroads Parkway North, 6th Floor  
Industry, CA 91746  
(562) 948-4350  
PBrown@majesticrealty.com

Mark Owens, Majestic Realty  
13191 Crossroads Parkway North, 6th Floor  
Industry, CA 91746  
(562) 331-0322

Ryan Merlette, Commerce Construction Co LP  
4660 NE Belknap Court #101-I  
Hillsboro, OR 97124  
(971) 400-7214  
RMerlette@commercelp.com

CERTIFICATION OF SIGN POSTING



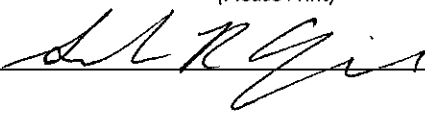
In addition to the requirements of TDC 32.150, the 18" x 24" sign must display the meeting date, time, and address as well as a contact phone number. The block around the word "NOTICE" must remain **orange** composed of the **RGB color values Red 254, Green 127, and Blue 0**. A PowerPoint template of this sign is available at: <https://www.tualatinoregon.gov/planning/land-use-application-sign-templates>.

---

As the applicant for the SW Itel Road Annexation project, I hereby certify that on this day, February 11, 2021, two sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Division.

Applicant's Name: Sarah R. Gieseke

*(Please Print)*

Applicant's Signature: 

Date: 2/11/2021

**AFFIDAVIT OF MAILING NOTICE**

STATE OF OREGON            )  
  ) SS  
COUNTY OF WASHINGTON )

I, Read Stapleton being first duly sworn, depose and say:

That on the 11th day of February, 2021, I served upon the persons shown on Exhibit "A" (Mailing Area List), attached hereto and by this reference incorporated herein, a copy of the Notice of Neighborhood/Developer Meeting marked Exhibit "B," attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Washington County and/or Clackamas County Departments of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.



Signature

SUBSCRIBED AND SWORN to before me this 11<sup>TH</sup> day of FEBRUARY, 2021.



Notary Public for Oregon  
My commission expires:

RE: Itel Annexation

2S127BC00100  
TUALATIN 124 LLC  
9760 SW FREEMAN DR  
WILSONVILLE, OR 97070-9221

2S127BC00200  
POER MARVIN  
18818 TELLER AVE #277  
IRVINE, CA 92612-1612

2S127BD00200  
MILGARD MANUFACTURING INC  
PO BOX 4900  
SCOTTSDALE, AZ 85261-4900

2S127BD00500  
TUALATIN CITY OF  
18880 SW MARTINAZZI AVE  
TUALATIN, OR 97062-7092

2S127BD00600  
TUALATIN CITY OF  
18880 SW MARTINAZZI AVE  
TUALATIN, OR 97062-7092

2S127BD00700  
2002-066 PPLat OWNER OF LOT 2  
PO BOX 4900  
SCOTTSDALE, AZ 85261-4900

2S127BD00800  
2002-066 PPLat OWNER OF LOT 2  
PO BOX 4900  
SCOTTSDALE, AZ 85261-4900

2S127BD00900  
2002-066 PPLat OWNER OF LOT 2  
PO BOX 4900  
SCOTTSDALE, AZ 85261-4900

2S127BD01000  
G & S FAMILY LP  
20752 SW 120TH AVE  
TUALATIN, OR 97062-6961

2S127BD01100  
G & S FAMILY LP  
20752 SW 120TH AVE  
TUALATIN, OR 97062-6961

2S127BD01200  
NICOL GORHAM DOUGLAS  
3891 CALAROGA DR  
WEST LINN, OR 97068-1071

2S127BD01300  
MICHAEL ITEL  
20900 SW 120TH AVE  
TUALATIN, OR 97062-6817

2S127BD01400  
G & S FAMILY LP  
20752 SW 120TH AVE  
TUALATIN, OR 97062-6961

2S127BD01600  
2003-042 PPLat OWNER OF LOT 1  
20752 SW 120TH AVE  
TUALATIN, OR 97062-6961

2S127BD01700  
INDOOR ARENA INVESTORS LLC  
11883 SW ITEL ST  
TUALATIN, OR 97062-6855

2S127BD01800  
THRIVE INVESTMENTS LLC  
16192 NW JOSCELYN ST  
BEAVERTON, OR 97006-7259

2S127BD01900  
LU PACIFIC BUILDING 2 LLC  
PO BOX 483  
TUALATIN, OR 97062

2S127C000100  
MAJESTIC TUALATIN LLC  
13191 CROSSROADS PKWY N #6  
CITY OF INDUSTRY, CA 91746-3421

2S127C000300  
TIGARD SAND & GRAVEL LLC  
PO BOX 4810  
TUALATIN, OR 97062-4810

2S127C000400  
TIGARD SAND & GRAVEL CO INC  
PO BOX 4810  
TUALATIN, OR 97062-4810

2S127C000401  
ASHWOOD CONSTRUCTION INC  
29772 SW HEATER RD SHERWOOD,  
OR 97140-5005

2S127C000500  
PORTLAND GENERAL ELECTRIC CO  
121 SW SALMON ST  
PORTLAND, OR 97204-2908

2S127C000700  
Dayne Barrett Ingram / DTI Prop LLC  
15836 SW MADRONA LN SHERWOOD,  
OR 97140-9578

2S127C000850  
OREGON ASPHALTIC PAVING LLC  
PO BOX 4810  
TUALATIN, OR 97062-4810

2S127C000900  
TIGARD SAND & GRAVEL CO INC  
PO BOX 4810  
TUALATIN, OR 97062-4810

2S127C001000  
TUALATIN CITY OF  
18880 SW MARTINAZZI AVE  
TUALATIN, OR 97062-7092

2S127C001100  
OREGON REAL ESTATE 8 LLC  
4930 CASH RD  
DALLAS, TX 75247-6308

2S127C001200  
WESTERN PRECISION PRODUCTS INC  
21101 SW 115TH AVE  
TUALATIN, OR 97062-6959

2S127C001300  
CPUS 115TH COMMERCE PARK LP  
PO BOX 638  
ADDISON, TX 75001

2S127C001400  
2009-006 PPlat OWNERS OF LOTS 1-3  
4930 CASH RD  
DALLAS, TX 75247-6308

2S127C001400  
2009-006 PPlat OWNERS OF LOTS 1-3  
21101 SW 115TH AVE  
TUALATIN, OR 97062-6959

2S127C001400  
2009-006 PPlat OWNERS OF LOTS 1-3  
PO BOX 638  
ADDISON, TX 75001

President Cathy Holland  
10740 SW Lucas Dr  
Tualatin, OR 97062

Vice President, Land Use Officer  
Scott Miller  
12976 SW Hillside Terrace Tualatin,  
OR 97223



February 10, 2021

**RE: SW Itel Road Parking Lot**

Dear Property Owner,

You are cordially invited to attend a virtual meeting on **February 25, 2021 at 6:00-7:00 PM** via **Zoom**. The purpose of the meeting is to discuss a proposed project located at **22110 SW 120<sup>th</sup> Avenue, at SW Itel Street and SW 119<sup>th</sup> Avenue**. The proposal involves annexing the site into the City of Tualatin and constructing a commercial parking lot for fleet vehicles that will support a nearby warehouse and distribution center. The City's review process will require multiple steps starting with annexation requests into the Tualatin city limits and the Clean Water Services (CWS) district boundary, followed by an Architectural Review Application to review and authorize the parking lot development plan. Meeting details are as follows:

**Thursday February 25, 2021**

**Join by Internet:** <https://zoom.us/j/93880850647?pwd=Mzg5UVlOK1BSK0JnSmxpZjdQek5rZz09>

**Join by Telephone:** +1 253 215 8782 US (Tacoma), +1 669 900 6833 US (San Jose)

**Zoom Meeting ID: 938 8085 0647**

**Passcode: 751565**

**6:00-7:00pm**

Those joining by internet may ask questions or comment during the meeting through a chat box in the digital platform. Those phoning into the meeting will be provided an opportunity to ask questions at the end of the meeting. In addition, questions or comments may be submitted via email to [Rstapleton@dowl.com](mailto:Rstapleton@dowl.com) up until 5:00 PM on the day of the meeting and these questions/comments will be read aloud during the meeting. Materials to be presented during the virtual meeting will be made available on a publicly accessible digital platform and by email request up to 10 days after the meeting.

This is an informational meeting to share the development proposal with interested neighbors. You will have the opportunity to review preliminary plans and identify topics of interest or consideration. Feel free to contact me with any questions or commentary regarding the meeting.

Regards,

**Read Stapleton, AICP**  
**DOWL**  
**(971) 280-8648**  
**[Rstapleton@dowl.com](mailto:Rstapleton@dowl.com)**

cc: [lsanford@tualatin.gov](mailto:lsanford@tualatin.gov); Tualatin Community Development Department



# Majestic/Amazon Vehicle Lot—12110 SW 120<sup>TH</sup> AVE

## Pre-Application Meeting 1/20/21 Summary

Thank you for discussing the proposed vehicle lot development at 12110 SW 120<sup>th</sup> Ave. Below, please find a summary of some of the points we were able to discuss. If there is anything else you would like to document from our meeting, please respond with your notes as well. Thank you.

### Required Land Use Reviews

All land use reviews may be submitted electronically via eTrakit:  
<https://permits.ci.tualatin.or.us/eTrakit/>

A **Neighborhood/Developer meeting** must be held prior to submitting a land use application, including Variances and Architectural Reviews.

- One Neighborhood/Developer meeting may cover multiple applications but should generally be held no more than six months prior to application. More detailed information about this meeting, including options for virtual meetings during the present pandemic response, is online here: <https://www.tualatinoregon.gov/planning/neighborhood-developer-meetings>
- Applicants are responsible for mailing and posting notice of your Neighborhood Developer meeting. The City can provide an address list for your notice letters for a \$32 fee. Please email us at [planning@tualatin.gov](mailto:planning@tualatin.gov) to request this address list.

### Annexation:

- Application packet:  
[https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5060/ann\\_revised\\_8.2018.pdf](https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5060/ann_revised_8.2018.pdf)
- Work with Washington County Assessment and Taxation's Cartography staff to obtain a certified tax map and have your other application forms certified:  
<https://www.co.washington.or.us/AssessmentTaxation/GISCartography/index.cfm>
- A strong example of a recent annexation application is ANN 18-0002:  
<https://www.tualatinoregon.gov/planning/ann-18-0002-itel-annexation>. Their narrative went into more detail on some subjects than we necessarily need.
- Annexation must be approved locally by City Council prior to official submittal of further land use applications for development, though staff are happy to informally give feedback on draft plans prior to submittal as time allows.

### Architectural Review:

- General information and application packet:  
[https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5081/architectural\\_instructions\\_2019\\_withforms.pdf](https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5081/architectural_instructions_2019_withforms.pdf)
- Type II staff-level review

Criteria to address in your narrative include:

#### Tualatin Municipal Code:

- [Chapter 03-02: Sewer Regulations; Rates;](#)
- [Chapter 03-03: Water Service;](#)

- [Chapter 03-05: Soil Erosion, Surface Water Management, Water Quality Facilities, and Building and Sewers;](#)

**Tualatin Development Code:**

- [TDC 64: Manufacturing Business Park \(MBP\)](#)
- [TDC 73A: Site Design,](#)
- [73B: Landscaping Design,](#)
- [73C: Parking Standards, and](#)
- [73D: Waste and Recyclables Management Standards;](#)
- [TDC 74: Public Improvements;](#)
- [TDC 75: Access.](#)

## Highlighted Site Design Standards

**Use:**

- Commercial Parking as described in TDC 39.315 is a permitted use in the MBP zone. ([https://library.municode.com/or/tualatin/codes/development\\_code?nodeId=THDECOTUOR\\_C H39USCA COUSCA TDC 39.315COPA](https://library.municode.com/or/tualatin/codes/development_code?nodeId=THDECOTUOR_C H39USCA COUSCA TDC 39.315COPA))
- Vehicle Storage as described in TDC 39.430 is not a permitted use in the MBP zone. ([https://library.municode.com/or/tualatin/codes/development\\_code?nodeId=THDECOTUOR\\_C H39USCA INUSCA TDC 39.430VEST](https://library.municode.com/or/tualatin/codes/development_code?nodeId=THDECOTUOR_C H39USCA INUSCA TDC 39.430VEST))
- Your application ultimately must demonstrate that the proposed use is permitted at the subject location.

**Development Standards:**

This site is in the Manufacturing Business Park (MBP) zone and must address those development standards:

[https://library.municode.com/or/tualatin/codes/development\\_code?nodeId=THDECOTUOR\\_CH64MABUPAZOMB](https://library.municode.com/or/tualatin/codes/development_code?nodeId=THDECOTUOR_CH64MABUPAZOMB)

Setbacks in the MBP zone include:

- 50-foot minimum setback from public rights-of-way specific to fences;
- Parking and Circulation Areas Adjacent to Public Right-of-Way: 20-25 feet;
- Parking and Circulation Areas Adjacent to any other property line: 10 feet;
- If requesting a Variance to any development standard, your application will need to clearly demonstrate that all criteria are met including demonstrating a unique hardship specific to the site. Any Variances must have final approval through the Tualatin Planning Commission before Architectural Review can be approved--the land use review applications may overlap, but fully concurrent decisions are not permitted by code.

There are additional fence standards in the Tualatin Municipal Code limiting barbed wire and electric fences “along a sidewalk or public way:”

[https://library.municode.com/or/tualatin/codes/city\\_charter\\_and\\_municipal\\_code?nodeId=TUALATIN\\_MUNICIPAL\\_CODE\\_TIT6GEOFNU\\_CH6-04NU\\_NUAFUPUSA\\_TMC\\_6-4-120FE](https://library.municode.com/or/tualatin/codes/city_charter_and_municipal_code?nodeId=TUALATIN_MUNICIPAL_CODE_TIT6GEOFNU_CH6-04NU_NUAFUPUSA_TMC_6-4-120FE)

**TDC 73C** outlines parking standards. Regardless of the use, the development type must meet the parking lot development standards of this section, including parking lot island landscaping, surface standards, and pedestrian access standards.

**Landscaping:**

Demonstrate the minimum landscaping requirements in [TDC 73B](#) are met. The minimum landscaping area is defined by the effective development area, which should be defined in your application. You may want to review the Architectural Review for the PGE IOC: <https://www.tualatinoregon.gov/planning/ar-19-0005%E2%80%9494pge-integrated-operations-center>. Note that there are outstanding conditions related to the landscaping associated with that AR approval.

**Tree Removal** standards and submittal requirements are found in TDC 33.110.

[https://library.municode.com/or/tualatin/codes/development\\_code?nodeId=THDECOTUOR\\_CH33APAP\\_CR\\_TDC\\_33.110TRREPERE](https://library.municode.com/or/tualatin/codes/development_code?nodeId=THDECOTUOR_CH33APAP_CR_TDC_33.110TRREPERE) Tree removal is reviewed as part of the Architectural Review.

**Natural resources:**

Clean Water Services will comment on additional natural resource concerns including any possible required dedications, through their Environmental Review process: The Service Provider Letter from CWS is a requirement of a complete Architectural Review submittal. For more information, see <http://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>

## Public Utilities and Other Site Development

- Geotech/soil/infiltration report:
  - An infiltration test report will need to be submitted to Engineering for a complete land use application if the private water quality facility includes infiltration in the design.
  
- An Erosion Control permit is required from Tualatin for projects disturbing over 500 square feet.
  - Additionally if between one and five acres are disturbed, a 1200CN is needed from CWS.
  - If over five acres are disturbed, a 1200C is needed from DEQ.
  
- A Water Quality Permit is needed for construction and modification of public and private impervious areas. The permit will include wetland mitigation/revegetation required by CWS SPL in addition to treatment/25-year Hedges Creek Subbasin detention per [TMC 3-5-3-220\(4\)](#)/hydromodification per CWS D&CS Ch 4.
  - Downstream evaluation with a maximum of 82% capacity within public lines per [TMC 3-5-210 - Review of Downstream System](#)
  - [TDC 14.020. - Drainage Plan](#) discusses the Hedges Creek detention requirements. *Map 14-1: Recommended Capital Improvements Hedges Creek Subbasin* is located here: [https://library.municode.com/or/tualatin/codes/development\\_code?nodeId=THDECOTUOR\\_APXAMA](https://library.municode.com/or/tualatin/codes/development_code?nodeId=THDECOTUOR_APXAMA)
  
- A Public Works Permit is needed for any work within right-of-way or public easements.
  - Dedicate and construct SW 119th Avenue to include a 60-foot wide/30 centerline Connector cross-section
    - Street classifications <https://mcclibrary.blob.core.usgovcloudapi.net/codecontent/15715/356235/Figure11-1.png>



January 22, 2021

Tabitha Boschetti  
Assistant Planner  
City of Tualatin  
18880 SW Martinazzi Avenue  
Tualatin, Oregon 97062

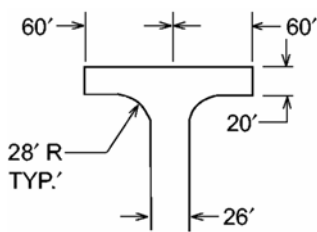
**Re: Majestic Parking Lot  
Tax Lot I.D: 2S127C000401**

Dear Tabitha,

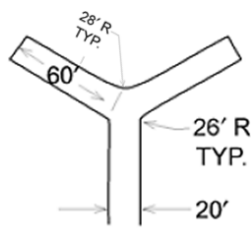
Thank you for the opportunity to review the proposed site plan surrounding the above-named development project. These notes are provided regarding the pre-application meeting held on January 20, 2021 and are based on the current New Construction Guide. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

**FIRE APPARATUS ACCESS:**

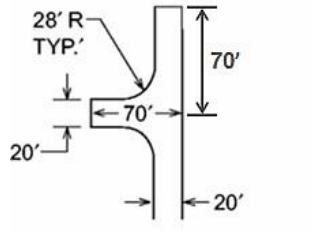
- FIRE ACCESS ROADS FOR NON-BUILDING FACILITIES:** Fire apparatus access is required for uses at fixed locations that are deemed as being a “facility” by the Fire Marshal. A “facility” includes exterior storage, processing or filling areas for flammable and combustible substances and hazardous materials; piers and wharves; recreational vehicle, mobile home and manufactured housing parks, sales and storage lots; permanent outdoor assembly venues for gatherings exceeding 1,000 persons; and similar uses. Access to facilities may be modified by the Fire Marshal in accordance with OFC 104.8 based on the specific use, frequency, location and other site conditions. (OFC 503.1.1)
- DEAD ENDS AND ROADS IN EXCESS OF 150 FEET (TURNAROUNDS):** Dead end fire apparatus access roads or roads in excess of 150 feet in length shall be provided with an approved turnaround. Diagrams of approved turnarounds are shown below: (OFC 503.2.5 & Figure D103.1)



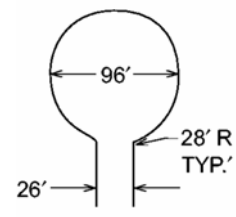
120' HAMMERHEAD



60-FOOT "Y"



ACCEPTABLE ALTERNATIVE  
TO 120' HAMMERHEAD



96' DIAMETER  
CUL-DE-SAC

3. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)
4. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

**No parking signs will need to be installed along the edges at the North and South ends of the lot.**

5. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
  1. 20-26 feet road width – no parking on either side of roadway
  2. 26-32 feet road width – parking is allowed on one side
  3. Greater than 32 feet road width – parking is not restricted**Note:** For specific widths and parking allowances, contact the local municipality.
6. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
7. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)

**Please note turning radius on plans using AutoTurn.**

8. **ACCESS ROAD GRADE:** Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).
9. **ANGLE OF APPROACH/GRADE FOR TURNAROUNDS:** Turnarounds shall be as flat as possible and have a maximum of 5% grade with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
10. **ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
11. **GATES:** Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):
  1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
  2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
  3. Electric gates shall be equipped with a means for operation by fire department personnel
  4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.

**Access gates or control arms will need to be provided with a means for fire department access. Some options are Option 1: Knox Brand #3200 series box w/ Multi-purpose electrical switch (#3291) as an additional option)  
Option 2: Knox Brand Padlock #3770 (Exterior – All Weather Condition) with a NEMA rated "Fire Access" Box (example\* – S-1514 includes switch).**

12. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3310.1)

13. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1). Traffic calming measures linked here: <http://www.tvfr.com/DocumentCenter/View/1578>

## BUILDING ACCESS AND FIRE SERVICE FEATURES

14. **PREMISES IDENTIFICATION:** New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, please feel free to contact me at **503-849-6020**.

Sincerely,

*Tom Mooney*

Tom Mooney  
Deputy Fire Marshal II

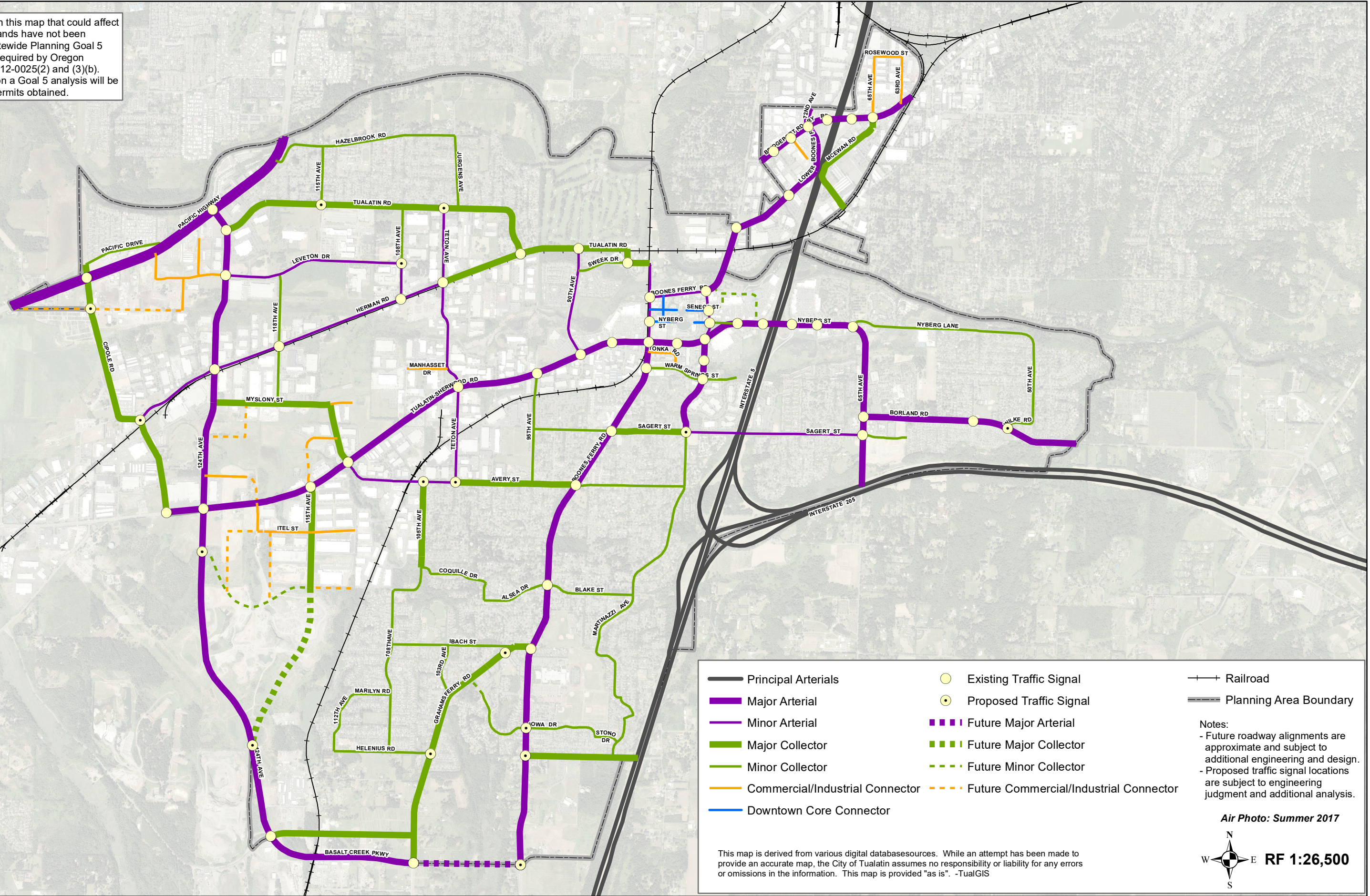
Thomas.mooney@tvfr.com

Cc: File  
City of Tualatin

A full copy of the New Construction Fire Code Applications Guide for Commercial and Multi-Family Development is available at <https://www.tvfr.com/DocumentCenter/View/1296>

# Map 8-1: Functional Classification and Traffic Signal Plan

The projects embodied in this map that could affect rivers, streams and wetlands have not been analyzed in terms of Statewide Planning Goal 5 (Natural Resources) as required by Oregon Administrative Rule 660-12-0025(2) and (3)(b). Thus, prior to construction a Goal 5 analysis will be completed and proper permits obtained.



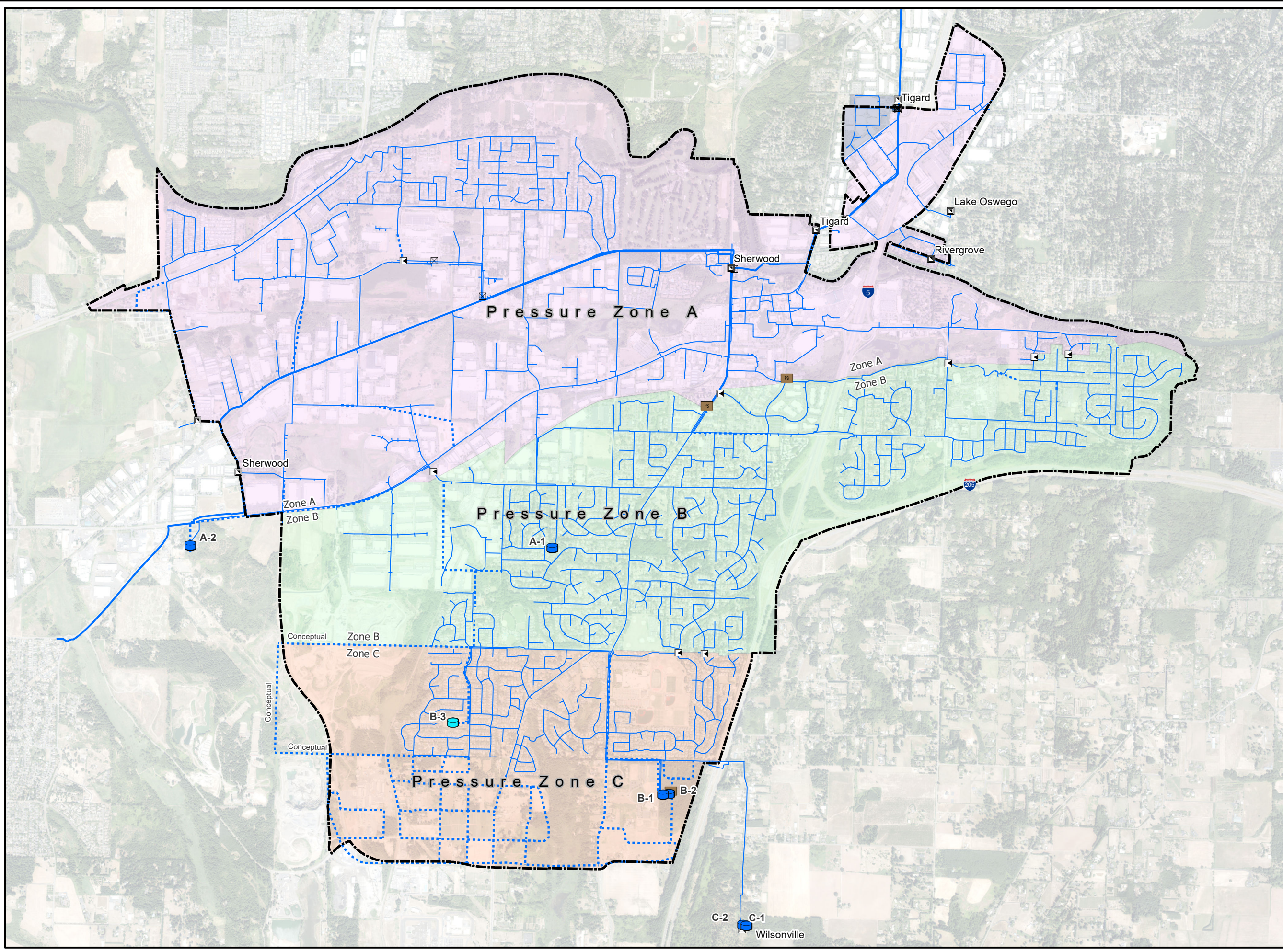
|                                 |  |   |
|---------------------------------|--|---|
| Principal Arterials             | Existing Traffic Signal                | Railroad  |
| Major Arterial                  | Proposed Traffic Signal                | Planning Area Boundary  |
| Minor Arterial                  | Future Major Arterial                  | Notes:<br>- Future roadway alignments are approximate and subject to additional engineering and design.<br>- Proposed traffic signal locations are subject to engineering judgment and additional analysis. |
| Major Collector                 | Future Major Collector                 |   |
| Minor Collector                 | Future Commercial/Industrial Connector |   |
| Commercial/Industrial Connector |  |   |
| Downtown Core Connector         |  |   |















This map is derived from various digital databasesources. While an attempt has been made to provide an accurate map, the City of Tualatin assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -TualGIS

**Air Photo: Summer 2017**

**RF 1:26,500**









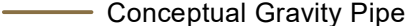
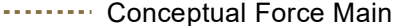

-  Pump Stations
-  Pressure Reducing Valve
-  Pressure Reducing-Sustaining Valve
-  Existing Reservoirs
-  Future Reservoirs
-  Water System Interties
-  Transmission Lines
-  Distribution System
-  Future System Improvements
-  A-Level
-  B-Level
-  C-Level
-  Bridgeport
-  Planning Area Boundary



RF 1:26,500

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -TualGIS

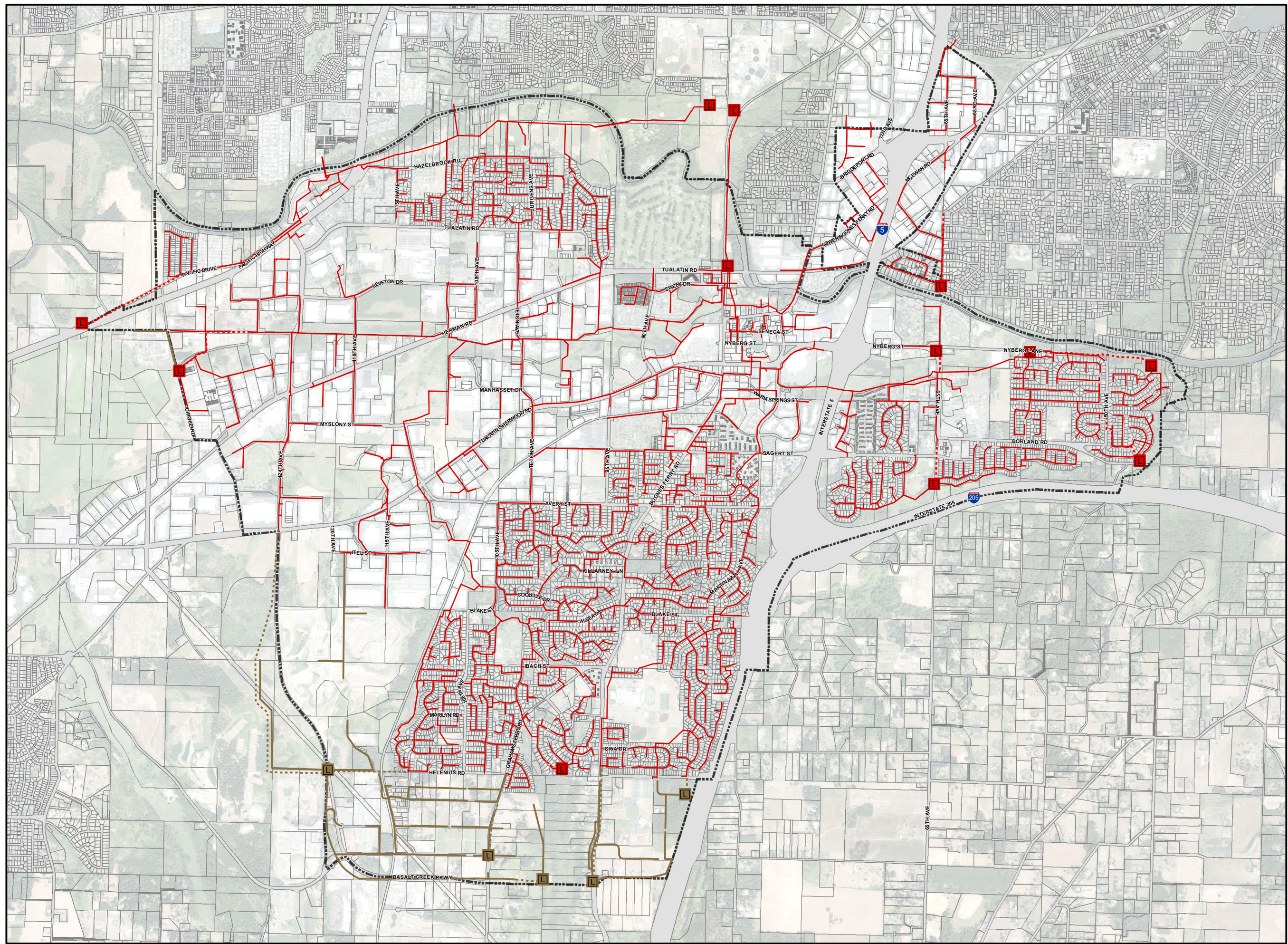
City of Tualatin  
Sewer System Master Plan  
Map 9-2

-  Conceptual Lift Station
-  Lift Station
-  Gravity Pipe
-  Force Main
-  Conceptual Gravity Pipe
-  Conceptual Force Main
-  Planning Area Boundary

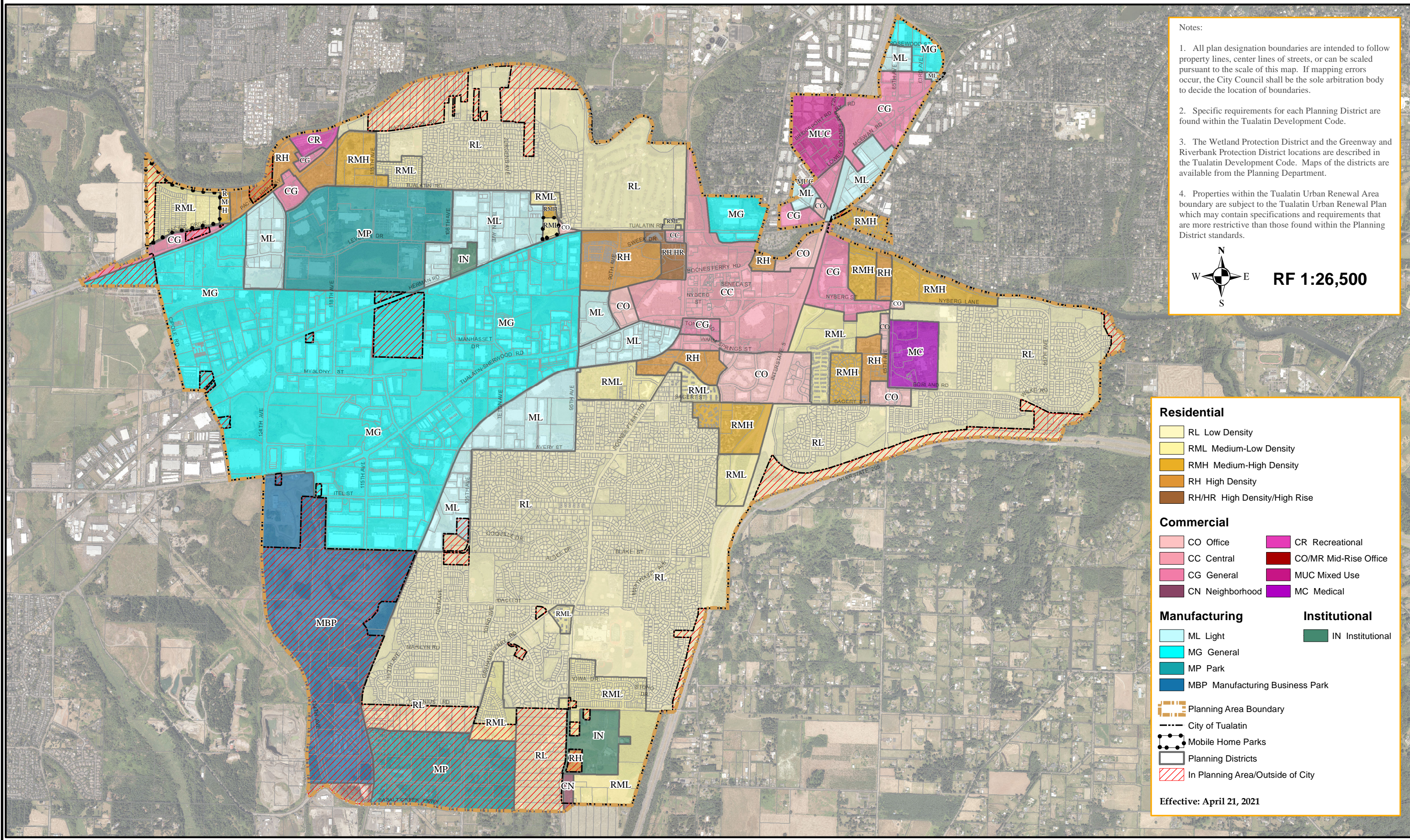


RF 1:26,500

This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -TualGIS



# Map 10-1 Comprehensive Plan Map



- Notes:
1. All plan designation boundaries are intended to follow property lines, center lines of streets, or can be scaled pursuant to the scale of this map. If mapping errors occur, the City Council shall be the sole arbitration body to decide the location of boundaries.
  2. Specific requirements for each Planning District are found within the Tualatin Development Code.
  3. The Wetland Protection District and the Greenway and Riverbank Protection District locations are described in the Tualatin Development Code. Maps of the districts are available from the Planning Department.
  4. Properties within the Tualatin Urban Renewal Area boundary are subject to the Tualatin Urban Renewal Plan which may contain specifications and requirements that are more restrictive than those found within the Planning District standards.


**RF 1:26,500**

**Residential**

- RL Low Density
- RML Medium-Low Density
- RMH Medium-High Density
- RH High Density
- RH/HR High Density/High Rise

**Commercial**






- CO Office
- CC Central
- CG General
- CN Neighborhood
- CR Recreational
- CO/MR Mid-Rise Office
- MUC Mixed Use
- MC Medical

**Manufacturing**

- ML Light
- MG General
- MP Park
- MBP Manufacturing Business Park

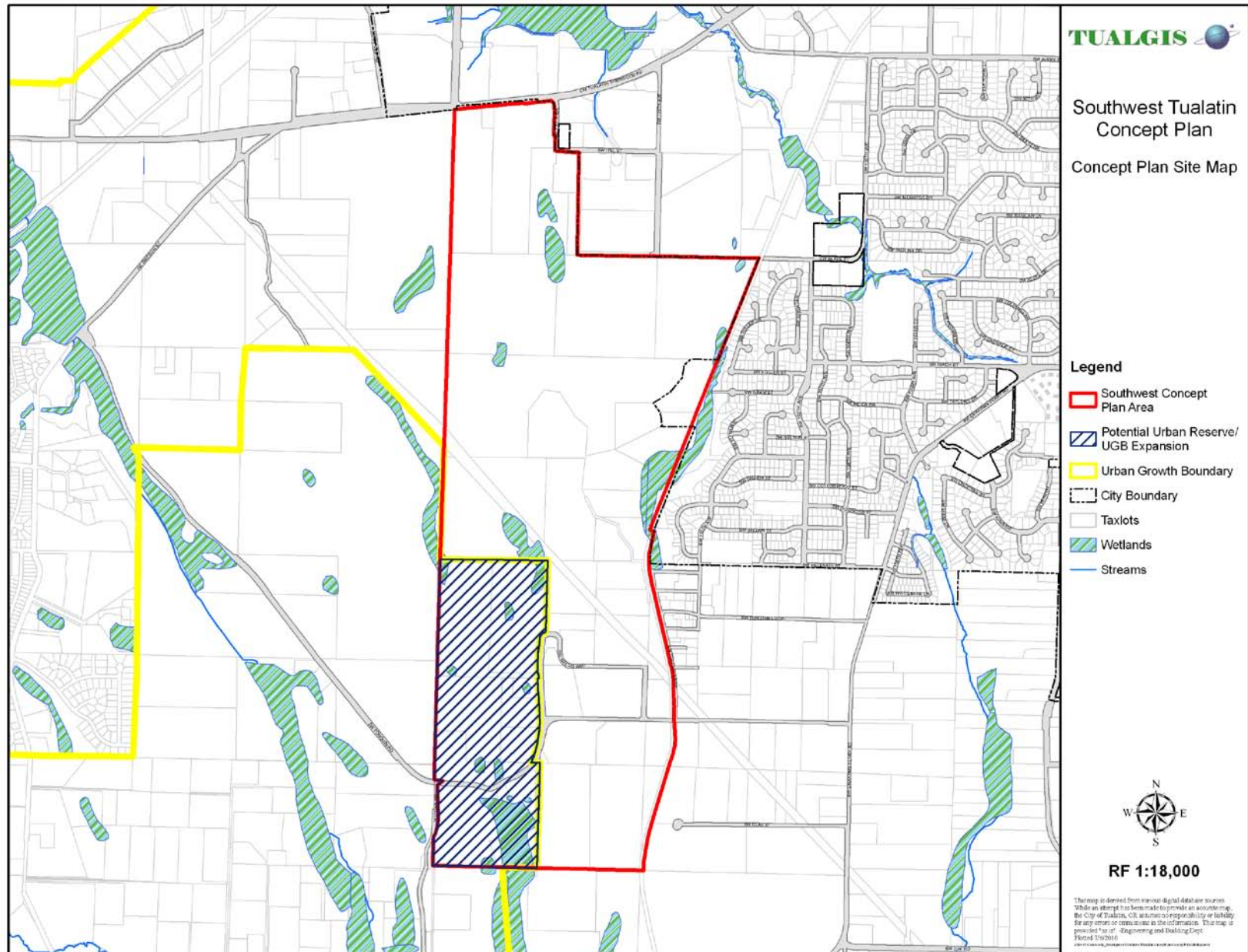
**Institutional**

- IN Institutional

 Planning Area Boundary  
 City of Tualatin  
 Mobile Home Parks  
 Planning Districts  
 In Planning Area/Outside of City

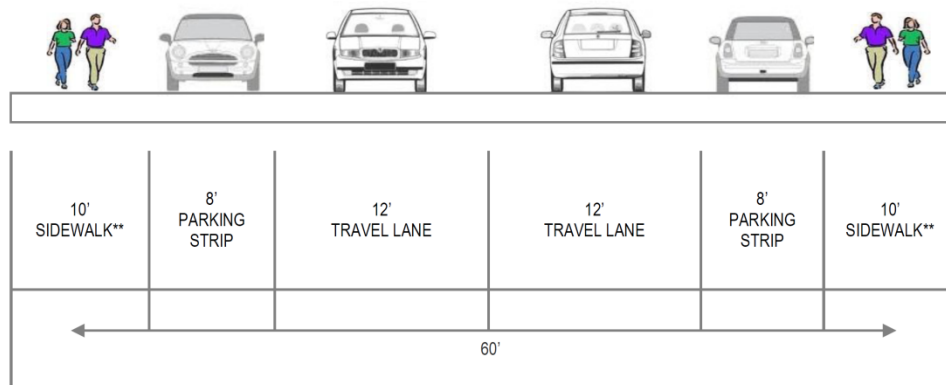
Effective: April 21, 2021

Figure 1 Site Map

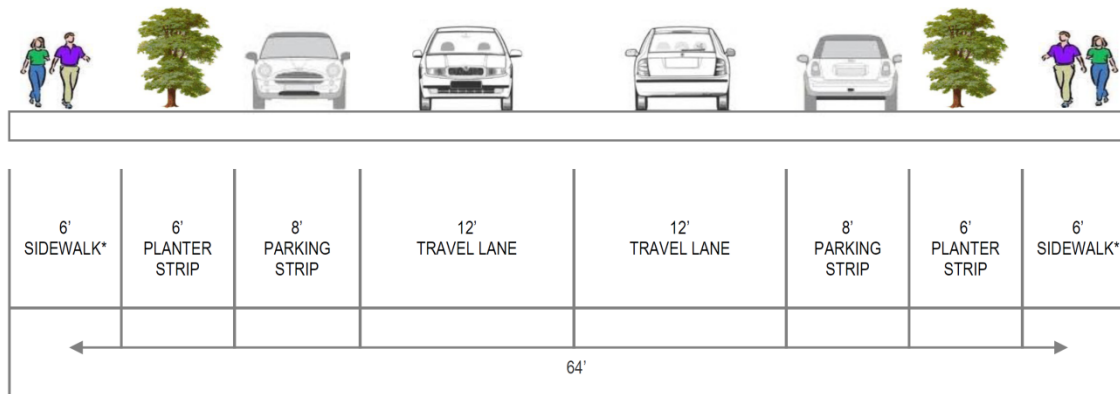


**Figure 2. Street Design Standards, cont.**  
Connector

Downtown Core



Commercial/Industrial



\*The City of Tualatin may allow a 12' multi-use path to be substituted for the sidewalk and bicycle lane on either or both sides. If allowed, the planter strip must be installed between the travel lane and the multi-use path.

\*\*Sidewalks on the downtown connector roads have 4' x 4' tree grates instead of planter strips.



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Sean Brady, City Attorney  
**DATE:** September 28, 2021

---

### **SUBJECT:**

Consideration of Ordinance No. 1461-21, an Ordinance Relating to Landlord Tenant; Extending the 60-Day Protection Period in SB 278 (2021) to 90 Days; Creating New Provisions in Tualatin Municipal Code Chapter 9-12; and Declaring an Emergency.

### **RECOMMENDATION:**

Staff recommends Council consider Ordinance No. 1461-21.

### **EXECUTIVE SUMMARY:**

Ordinance No. 1461-21 extends eviction protections to those seeking rental assistance under Senate Bill 278 (2021) from 60 days to 90 days. A copy of SB 278 (2021) is attached as Attachment A.

In relevant part, SB 278 (2021) requires landlords and courts to provide a 60-day delay in evictions for nonpayment of rent if a tenant provides documentation that the tenant applied for rental assistance.<sup>1</sup> Ordinance No. 1461-21 would extend the 60-day protection provisions in SB 278 (2021) to 90 days in the City of Tualatin.

The Ordinance contains virtually verbatim language to that contained in the relevant portions of SB 278 (2021).<sup>2</sup> Additionally, the Ordinance contains the definitions of the terms “Landlord” and “Tenant” from ORS Chapter 90 – State Landlord Tenant Law – to ensure the Ordinance appropriately complements State law. The relevant provisions of SB 278 (2021) sunset on March 1, 2022. As a result, the Ordinance contains a similar sunset provision and is automatically repealed on March 1, 2022. The Ordinance also contains an emergency clause, making the Ordinance effective October 1, 2021, if adopted.

The Ordinance will impact Tualatin renters who are behind in rent, but have applied for rental assistance through State or County grants. Due to the volume and nature of the rental assistance programs, 60 days is not sufficient time to provide rental relief to renters. As a result, Ordinance No. 1461-21 would extend eviction protections to 90 days to allow additional time to process requests for rental assistance and provide relief to renters. The goal of extending the eviction

---

<sup>1</sup> SB 278 (2021) has other provisions regarding the issuance of summons, translation services, and State grants to compensate qualified landlords for 100 percent of past-due rent that accrued during COVID-19 emergency period.

<sup>2</sup> Sections 4, 5, 6, 7, 9, 10, 11, and 12 of SB 278 (2021) are not included in the Ordinance.

protections to 90 days is to provide renters with aid, which will allow landlords to be fully compensated for past-due rent and avoid evictions.

In sum, Ordinance No. 1461-21 mirrors SB 278 (2021), but extends eviction protections to those seeking rental assistance from 60 days to 90 days.

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**ATTACHMENTS:**

- Attachment A – SB 278 (2021)

ORDINANCE NO. 1461-21

AN ORDINANCE RELATING LANDLORD TENANT; EXTENDING THE 60-DAY PROTECTION PERIOD IN SB 278 (2021) TO 90 DAYS; CREATING NEW PROVISIONS IN TUALATIN MUNICIPAL CODE CHAPTER 9-12; AND DECLARING AN EMERGENCY.

WHEREAS, the State of Oregon provided statewide renter protections in HB 4213 (2020 First Special Session) with effective dates of April 1, 2020 to September 30, 2020. HB 4213 continued and refined the statewide residential eviction moratorium created by the Governor in Executive Order 20-13 and established a statewide six-month repayment grace period;

WHEREAS, the State of Oregon extended statewide renter protections in HB 4401 (2020 Third Special Session). HB 4401 extended the emergency period and the end of the repayment grace period until June 30, 2021 the State of Oregon has updated the State Building Codes; and

WHEREAS, the State of Oregon further extended statewide renter protections in SB 278 (2021 Regular Session). SB 278 provides that if a tenant provides the landlord with documentation that the tenant has applied for rental assistance, for a period of sixty days, a landlord may not deliver a termination notice for nonpayment; or initiate or continue an action for possession based on a termination notice for nonpayment;

WHEREAS, Section 502 of Title V, Division N of the Consolidated Appropriations Act, 2021 extended provided \$25 billion for emergency rental assistance for the payment of rent and rental arrears. Congress later provided an additional \$21.55 billion in emergency rental assistance when it passed the American Rescue Plan Act;

WHEREAS, households who have applied for rental assistance could face eviction if they do not receive assistance before the 60-day period set in Senate Bill 278 expires;

WHEREAS, historically, recovery from an economic downturn takes longer for communities of color. Low-income communities of color have always faced disproportionate barriers to economic opportunities that allow them to pay rising rents and other housing costs. But the COVID-19 pandemic created additional obstacles for those communities, which will continue to exist beyond the lifting of public health restrictions and the statewide eviction moratorium. Statewide landlord data on renters' ability to pay rent has shown consistent volatility in properties that are generally more affordable to low-income households;

WHEREAS, extending the protection from eviction established by SB 278 (2021) will ensure that providers have sufficient time to reach these households and process rental assistance applications, mitigating further disproportionate impacts of the COVID-19 pandemic on local communities of color;



WHEREAS, the purpose of this Ordinance is to provide sufficient time for both tenants and landlords to secure emergency financial assistance as provided by funding designed to respond to the economic impacts of the COVID-19 pandemic;

WHEREAS, the purpose of this Ordinance is not to relieve tenants of the obligation to pay rent and the Ordinance does not authorize non-payment; and

WHEREAS, the City of Tualatin wishes to adopt the Ordinance to assist with the COVID-19 emergency and its impacts on tenants and landlords.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

**Section 1.** Tualatin Municipal Code Chapter 9-12 (Landlord Tenant) is created to read as follows:

**TMC 9-12-010 (Protection for Seeking Rental Assistance)**

(1) As used in this Chapter the following terms mean:

(a) "Documentation" includes electronic mail, a screenshot or other written or electronic documentation from a rent assistance provider verifying the submission of an application for rental assistance.

(b) "Landlord" means the owner, lessor or sublessor of the dwelling unit or the building or premises of which it is a part. "Landlord" includes a person who is authorized by the owner, lessor or sublessor to manage the premises or to enter into a rental agreement, and any person who has oral or written authority, either express or implied, to act for or on behalf of a landlord.

(c) "Nonpayment" means the nonpayment of a payment that is due to a landlord, including a payment of rent, late charges, utility or service charges or any other charge or fee as described in the rental agreement or ORS 90.140, 90.302, 90.315, 90.392, 90.394, 90.560 to 90.584 or 90.630.

(d) "Tenant":

(A) Except as provided in paragraph (B) of this subsection:

(i) Means a person, including a roomer, entitled under a rental agreement to occupy a dwelling unit to the exclusion of others, including a dwelling unit owned, operated or controlled by a public housing authority.

(ii) Means a minor, as defined and provided for in ORS 109.697.

(B) For purposes of manufactured dwelling and floating home spaces, means only a person who owns and occupies as a residence a manufactured dwelling or a floating home in a facility and persons residing with that tenant under the terms of the rental agreement.

(C) Does not mean a guest or temporary occupant.

(2) The provisions of this section applies only to a notice of termination for nonpayment given on or after July 1, 2021:

(a) If a tenant provides the landlord with documentation that the tenant has applied for rental assistance, a landlord may not:

(A) Deliver a termination notice for nonpayment; or

(B) Initiate or continue an action for possession based on a termination notice for nonpayment.

(b) A tenant may provide documentation by any method reasonably calculated to achieve receipt by the landlord, including by sending a copy or photograph of the documentation by electronic mail or text message.

(c) If 90 days have passed since the tenant provided documentation under this subsection:

(A) A landlord may deliver to the tenant a new termination notice for nonpayment, to which this section does not apply, without providing the notice under subsection (4) of this section; or

(B) If a claim for possession was postponed under subsection (5)(b) of this section, the court shall promptly set the matter for trial.

(3) Except as provided in subsection (2)(c)(A) of this section, a landlord shall deliver the notice described in subsection (4) of this section along with:

(a) Any notice of termination for nonpayment; and

(b) Any summons for a complaint seeking possession based on nonpayment given by the landlord or service processor, including a summons delivered under ORS 105.135 (3)(b).

(4) The notice required under subsection (3) of this section must be in substantially the form provided in Oregon Senate Bill 278 (2021), Section 2(4).

(5) Court Dismissal of Complaint for Possession in Certain Circumstances.

(a) A court shall enter a judgment dismissing a complaint for possession that is based on a termination notice for nonpayment if the court determines that:

(A) The landlord failed to attach the notice as required under subsection (3) of this section.

(B) The tenant's nonpayment was substantially caused by the landlord's failure to reasonably participate with a rental assistance program. This subparagraph does not require that a landlord apply for compensation under section 2, chapter 3, Oregon Laws 2020 (third special session).

(C) The landlord receives rental assistance covering the rent owed under the notice.

(D) The tenant provided the landlord with documentation of application for rental assistance as described in subsection (2) of this section before the claim was filed.

(b) If the tenant provides the landlord or court with documentation of application for rental assistance as described in subsection (2) of this section at any time after the landlord commenced the action for possession and at or before the first appearance, at the first appearance the court shall, on its own motion, postpone the first appearance to a date not earlier than 90 days after the documentation was delivered.

(6) If a landlord violates this section:

(a) A tenant may obtain injunctive relief to recover possession or address any other violation; and

(b) The tenant has a defense to an action for possession by the landlord.

(7) If a claim for possession is dismissed under this section, the tenant is not entitled to prevailing party fees, costs or attorney fees, unless authorized by State law.

**Section 2. Automatic Repeal Date.** Unless otherwise provided by subsequent Ordinance of the Council, this Ordinance is repealed effective March 1, 2022.

**Section 3. Non-Payment of Rent Not Authorized.** Nothing in this Ordinance authorizes the non-payment of rent owed by a tenant to a landlord.

**Section 4. 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 shall remain in full force and effect.

**Section 5. Emergency.** The Council finds that this action is necessary to avoid mass evictions for non-payment of rent directly attributed to the impacts of the COVID-19 pandemic, promote housing stability, and protect the health and safety of community members the City of Tualatin. This Ordinance is necessary for the immediate protection of the public peace, health, safety, and welfare and take effect on October 1, 2021.

ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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

**Attachment A**  
**to**  
**Staff Report for Ordinance No. 1461-21**

81st OREGON LEGISLATIVE ASSEMBLY--2021 Regular Session

**Enrolled**  
**Senate Bill 278**

Printed pursuant to Senate Interim Rule 213.28 by order of the President of the Senate in conformance with pre-session filing rules, indicating neither advocacy nor opposition on the part of the President (at the request of Senate Interim Committee on Human Services)

CHAPTER .....

AN ACT

Relating to residential tenancies; creating new provisions; amending section 2, chapter 3, Oregon Laws 2020 (third special session); and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. Section 2 of this 2021 Act is added to and made a part of ORS chapter 90.**

**SECTION 2. (1) As used in this section:**

**(a) "Documentation" includes electronic mail, a screenshot or other written or electronic documentation from a rent assistance provider verifying the submission of an application for rental assistance.**

**(b) "Nonpayment" means the nonpayment of a payment that is due to a landlord, including a payment of rent, late charges, utility or service charges or any other charge or fee as described in the rental agreement or ORS 90.140, 90.302, 90.315, 90.392, 90.394, 90.560 to 90.584 or 90.630.**

**(2)(a) If a tenant provides the landlord with documentation that the tenant has applied for rental assistance, a landlord may not:**

**(A) Deliver a termination notice for nonpayment; or**

**(B) Initiate or continue an action for possession based on a termination notice for nonpayment.**

**(b) A tenant may provide documentation by any method reasonably calculated to achieve receipt by the landlord, including by sending a copy or photograph of the documentation by electronic mail or text message.**

**(c) If 60 days have passed since the tenant provided documentation under this subsection:**

**(A) A landlord may deliver to the tenant a new termination notice for nonpayment, to which this section does not apply, without providing the notice under subsection (4) of this section; or**

**(B) If a claim for possession was postponed under subsection (5)(b) of this section, the court shall promptly set the matter for trial.**

**(3) Except as provided in subsection (2)(c)(A) of this section, a landlord shall deliver the notice described in subsection (4) of this section along with:**

**(a) Any notice of termination for nonpayment; and**

**(b) Any summons for a complaint seeking possession based on nonpayment given by the landlord or service processor, including a summons delivered under ORS 105.135 (3)(b).**

(4) The notice required under subsection (3) of this section must be in substantially the following form:

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**THIS IS AN IMPORTANT NOTICE ABOUT YOUR RIGHTS TO PROTECTION AGAINST EVICTION FOR NONPAYMENT.**

For information in Spanish, Korean, Russian, Vietnamese or Chinese, go to the Judicial Department website at [www.courts.oregon.gov](http://www.courts.oregon.gov).

Until February 28, 2022, if you give your landlord documentation that you have applied for rental assistance at or before your first appearance in court, you may be temporarily protected from eviction for nonpayment. Documentation may be made by any reasonable method, including by sending a copy or photograph of the documentation by electronic mail or text message. "Documentation" includes electronic mail, a screenshot or other written or electronic documentation verifying the submission of an application for rental assistance.

To apply for rental assistance, go to [www.oregonrentalassistance.org](http://www.oregonrentalassistance.org), dial 211 or go to [www.211info.org](http://www.211info.org). To find free legal assistance for low-income Oregonians, go to [www.oregonlawhelp.org](http://www.oregonlawhelp.org).

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(5)(a) A court shall enter a judgment dismissing a complaint for possession that is based on a termination notice for nonpayment if the court determines that:

(A) The landlord failed to attach the notice as required under subsection (3) of this section.

(B) The tenant's nonpayment was substantially caused by the landlord's failure to reasonably participate with a rental assistance program. This subparagraph does not require that a landlord apply for compensation under section 2, chapter 3, Oregon Laws 2020 (third special session).

(C) The landlord receives rental assistance covering the rent owed under the notice.

(D) The tenant provided the landlord with documentation of application for rental assistance as described in subsection (2) of this section before the claim was filed.

(b) If the tenant provides the landlord or court with documentation of application for rental assistance as described in subsection (2) of this section at any time after the landlord commenced the action for possession and at or before the first appearance, at the first appearance the court shall, on its own motion, postpone the first appearance to a date not earlier than 60 days after the documentation was delivered.

(6) If a landlord violates this section:

(a) A tenant may obtain injunctive relief to recover possession or address any other violation;

(b) The tenant has a defense to an action for possession by the landlord.

(7) Notwithstanding ORS 105.137 (4), if a claim for possession is dismissed under this section, the tenant is not entitled to prevailing party fees, costs or attorney fees if the landlord:

(a) Delivered to the tenant all notices required under subsection (3) of this section as required;

(b) Did not know, and did not have reasonable cause to know, at the time of commencing the action that the tenant had provided documentation of application for rental assistance under subsection (2) of this section; and

(c) Promptly dismissed the action upon becoming aware of the documentation of application for rental assistance.

**SECTION 3.** Section 2 of this 2021 Act applies only to a notice of termination for non-payment given on or after July 1, 2021.

**SECTION 4.** Section 5 of this 2021 Act is added to and made a part of ORS 105.105 to 105.168.

**SECTION 5.** The clerk shall include the notice described in section 2 (4) of this 2021 Act with the summons and complaint mailed to a defendant under ORS 105.135 (3)(a).

**SECTION 6.** (1)(a) The Judicial Department shall translate the notice form under section 2 (4) of this 2021 Act into the Spanish, Korean, Russian, Vietnamese and Chinese languages and shall display links to the English and translated forms prominently on the main webpage at [www.courts.oregon.gov](http://www.courts.oregon.gov).

(b) Each form on the Judicial Department website must include a statement in English, Spanish, Korean, Russian, Vietnamese and Chinese indicating that the form and translations can be found on the Judicial Department website and the web address where the forms may be found.

(2) The department shall prepare a summary of sections 2 and 3 of this 2021 Act, deliver a copy of the summary to each circuit court in this state for posting at the clerk's counter and publish the summary on the department's website.

**SECTION 7.** In distributing rental assistance to residential tenants funded by federal, state or local moneys, the Housing and Community Services Department, other public bodies and local governments, along with their subgrantees, shall promptly provide a dated application receipt to each tenant who applies for assistance. The receipt may be in an electronic format.

**SECTION 8.** Sections 2, 5, 6 and 7 of this 2021 Act are repealed on March 1, 2022.

**SECTION 9.** The Housing and Community Services Department shall provide a grant to a third party to make distributions to compensate landlords who, under section 2 of this 2021 Act, have delayed termination notices or eviction proceedings. A landlord may apply for compensation for nonpayment that accrued during the delay if the landlord demonstrates that:

(1) The tenant's application for rental assistance was denied; or

(2) Sixty days have passed since the tenant provided documentation of application for rental assistance without the landlord receiving rental assistance.

**SECTION 10.** Section 9 of this 2021 Act is repealed on March 1, 2023.

**SECTION 11.** Sections 2, 5, 6, 7 and 9 of this 2021 Act become operative on July 1, 2021.

**SECTION 12.** Section 2, chapter 3, Oregon Laws 2020 (third special session), is amended to read:

**Sec. 2.** (1) The Housing and Community Services Department shall make distributions to compensate residential landlords for [80] **100** percent of the past-due rent of qualified tenants that the landlord has not collected after April 1, 2020, **and on or before the earlier of June 30, 2021, or the date of the application**, if the landlord or the landlord's designee:

(a) Submits an application to the department for all of the landlord's tenants who have not paid rent and have delivered to the landlord a signed declaration under section 7 (1)(b) [*of this 2020 third special session Act*], **chapter 3, Oregon Laws 2020 (third special session), as in effect on June 30, 2021;**

(b) Includes in the application a copy of the tenants' declarations;

(c) Provides the department with a description of the unpaid rent for all current tenants;

[(d) *Agrees to forgive the remaining 20 percent of the unpaid rent due from qualified tenants that has accrued between April 1, 2020, and the date of the application, upon receiving a distribution under this subsection;*]

[(e) **(d)** *Agrees to repay to the department any amount [that was forgiven by the landlord or] that was paid to the landlord under this section and the landlord later receives from the qualified tenant or on the tenant's behalf, within the period requested by the department;*

[(f) **(e)** *Is not a member of the tenant's immediate family, as defined in ORS 90.427;*

[(g)] (f) During the pendency of the distribution application, agrees to not give a termination notice without cause or for nonpayment, as those terms are defined in section 3, chapter 13, Oregon Laws 2020 (first special session); and

[(h)] (g) Provides any other information or materials required by the department.

(2)(a) The department shall develop an online application for landlords to apply for distributions under this section.

(b) The application must be made available in languages other than English.

(c) The application period must be open more than once to allow for greater outreach and participation.

(3) The department may establish any qualifications, priorities, restrictions or limits on the distributions made under this section, to prioritize landlords with fewer units and landlords with a higher percentage of unpaid rents. Restrictions or limits may include:

(a) Limits per tenant, per landlord or per time period;

(b) The number of units a landlord must own; or

(c) The percentage or amount of total rent unpaid.

(4) The department may coordinate with local housing authorities to administer this section, including through making distributions to landlords.

(5) The department or local housing authority shall mail to tenants copies of a notice of distribution to their landlords [*and the amount of rent forgiveness agreed to by their landlords*].

(6) The department may conduct outreach to landlords and tenants, including outreach to non-English speakers.

(7) Notwithstanding ORS 276A.300, 279A.025, 279A.050 (6)(g), 279A.205 and 456.571, the department shall expedite the implementation of the landlord compensation fund.

(8) As used in this section, "landlord" includes a manufactured dwelling park nonprofit cooperative as defined in ORS 62.803.

**SECTION 13. (1) The amendments to section 2, chapter 3, Oregon Laws 2020 (third special session), by section 12 of this 2021 Act apply to all applications submitted or approved before, on or after the effective date of this 2021 Act.**

**(2) The Housing and Community Services Department shall make distributions to adjust the compensation under section 2 (1), chapter 3, Oregon Laws 2020 (third special session), for landlords whose applications were approved before the effective date of this 2021 Act without requiring that the landlord submit an additional application.**

**SECTION 14. This 2021 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2021 Act takes effect on its passage.**



**Passed by Senate March 24, 2021**

**Repassed by Senate June 22, 2021**

.....  
Lori L. Brocker, Secretary of Senate

.....  
Peter Courtney, President of Senate

**Passed by House June 17, 2021**

.....  
Tina Kotek, Speaker of House

**Received by Governor:**

.....M.,....., 2021

**Approved:**

.....M.,....., 2021

.....  
Kate Brown, Governor

**Filed in Office of Secretary of State:**

.....M.,....., 2021

.....  
Shemia Fagan, Secretary of State



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** 9/27/21

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**SUBJECT:**

Consideration of Recommendations from the Council Committee on Advisory Appointments

**RECOMMENDATION:**

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

**EXECUTIVE SUMMARY:**

The CCAA met and interviewed community members interested in participating on City advisory committees. The Committee recommends appointment of the following individuals:

| <b>Individuals</b> | <b>Board</b>                      | <b>Term</b>                            |
|--------------------|-----------------------------------|--|
| Janelle Thompson   | Tualatin Planning Commission      | Reappointment Term Expiring<br>8/31/24 |
| Randall Hledik     | Tualatin Planning Commission      | Appointment Term Expiring<br>8/31/24   |
| Zach Wimer         | Tualatin Planning Commission      | Appointment Term Expiring<br>8/31/24   |
| Denise Cline       | Tualatin Parks Advisory Committee | Appointment Term Expiring<br>2/28/23   |