



TUALATIN CITY COUNCIL MEETING

Monday, September 09, 2024

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

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

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 9. 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 speaking in person 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>

Work Session

- 1. 5:30 p.m. (45 min) – Overview & Discussion of Tualatin Street Trees and Sidewalks.** During this work session, Parks and Public Works will team up to give an informational overview of both street trees and sidewalks within the City of Tualatin. The goal of the presentation is to give Council a complete overview of both street trees and sidewalks, discerning where they overlap and where they are separate. The information shared in the presentation will be a helpful foundation to guide future policy discussions relating to each topic.
- 2. 6:15 p.m. (20 min) – Allocation of Funds to Outside Agencies.** The grant process was opened on July 15, 2024. A letter of invitation was emailed to all organizations that received funding in FY23/24 or that expressed an interest in participating this year; in addition, information on submitting applications was available on the City's website and social media platforms. The FY 24/25 budget set aside \$50,000 for outside agency grants. Staff will return with a formal

resolution at a future Council meeting implementing the Council's direction on the allocation of funds.

3. **6:35 p.m. (25 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the September 9 City Council meeting and brief the Council on issues of mutual interest.

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. Proclamation Declaring September 2024 as Dystonia Month in the City of Tualatin
2. Proclamation Declaring September 15 - October 15, 2024 as Hispanic Heritage Month in the City of Tualatin
3. Proclamation Declaring September 11, 2024 as September 11 Remembrance Day in the City of Tualatin
4. Proclamation Declaring the Month of September 2024 as National Preparedness Month in the City of Tualatin
5. Barriers & Solutions to Housing Forum
6. Charging & Fueling Infrastructure Grant Award Announcement

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 August 26, 2024
2. Consideration of Approval of a New Liquor License Application for Yin Dee Thai Cuisine
3. Consideration of Approval of a New Liquor License Application for SakeOne Corporation

4. Consideration of **Resolution No. 5806-24** Authorizing the City Manager to Execute an Intergovernmental Agreement with Washington County Outlining the County and City Obligations as they Pertain to the County's Planned Phase II Ride Connection Shuttle Stop Improvements
5. Consideration of **Resolution No. 5807-24** Authorizing the City Manager to execute a Collective Bargaining Agreement with American Federation of State, County and Municipal Employees, Local 422

Special Reports

1. Tualatin Community Emergency Response Team (CERT) 2023-2024 Annual Report

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

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/citycouncil.

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.

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.



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Ross Hoover, Parks and Recreation Director
Rachel Sykes, Public Works Director

DATE: September 9th, 2024

SUBJECT:
Overview of Tualatin Street Trees and Sidewalks

EXECUTIVE SUMMARY:

During this work session, Parks and Public Works will team up to give an informational overview of both street trees and sidewalks within the City of Tualatin. The presentation will cover the following topics:

- **Code Overview:** City code dictates responsibility for both street trees and sidewalks, outlines liability, removal process, maintenance requirements and enforcement process for non-compliance. Staff will discuss the relevant codes.
- **Replacement Process:** current processes for removal and replacement of both street trees and sidewalks will be shared, including the permitting process and typical cost for work.
- **City Programs:** the City sponsors both street tree and sidewalk programs for residents and businesses to utilize. An overview of the programs will be presented.
- **Challenges:** both sidewalks and street trees present challenges faced by both the City and adjacent property owners. Staff will discuss the challenges to give Council a holistic understanding of the issues faced.
- **Future Work / Next Steps:** future work is planned for both street trees and sidewalks. Staff will share information about what's currently in progress, next steps, and which topics will return to Council.

Street trees and sidewalks are often times paired together because of their proximity and interwoven work. The goal of the presentation is to give Council a complete overview of both street trees and sidewalks, discerning where they overlap and where they are separate. The information shared in the presentation will be a helpful foundation to guide future policy discussions relating to each topic.

ATTACHMENTS:

- Powerpoint Presentation



Tualatin's Street Trees and Sidewalks

*City Council Work Session
September 9th, 2024*

Overview of Topics



- **Street Trees**

- Code Overview: responsibility and liability
- Replacement Process: fees, permits, approved tree species
- City Programs
- Challenges
- Future Work

- **Sidewalks**

- Code Overview: responsibility and liability
- Replacement Process: fees and permits
- City Programs
- Challenges
- Street Tree Sidewalk Program Assessment

- **Next Steps**



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Street Trees – Code and Responsibility



**What is a
Street Tree?
These are
Street
Trees!**



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Street Trees – Code and Responsibility



- TDC 74.485 Development Requirements
- 74.740 Removal of Street Trees
- 74.705 Removal Permit
- 74.706 Fees
- 74.707 Voluntary Planting
- 74.708 Emergencies
- 74.725 Maintenance
- 74.730 Fines
- 74.735 Trimming by City
- 74.760 Fines for Lack of Maintenance
- 74.765 Species and Locations
- 74.1 Table of approved tree species



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Street Trees – Replacement Process



- File a permit online via eTrackit
- Application Review
- Site Visit
- Permit approval
- Removal/Planting
 - 1) Owner can hire a contractor
 - 2) Owner does work themselves
 - 3) City removal and planting
- Post-planting Inspection
- Close permit



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Street Trees – City Programs



- Street Tree planting
- Street Tree removal
- Street Tree trimming
- Reverse frontage trees



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Street Trees – Challenges



- Enforcement
- Staff are bound by City Code
- Street Tree trimming work
 - Visibility, safety, traffic
- Sidewalk program coordination
- Workload, 75-100 per year



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Sidewalks – Code and Responsibility



Municipal Code Chapter 2-02:

2-2-020: Duty to Repair and Clear Sidewalks

2-2-030: Liability for Sidewalk Injuries

2-2-050: Required Sidewalk Repairs



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Sidewalks – Replacement Process



- Replacing Panels? Permit Required
- Apply through City Engineering Division
- Permit Cost: \$173.00 (additional cost for driveway approach work)
- Contractor completes work, City inspects for compliance
- Can be paired with street tree replacement, or not!
- How much does sidewalk replacement cost?



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Sidewalk Maintenance Program



- Established 2001
- **Goal:** address tripping hazards throughout the City that are caused by street trees
- **Funding:** \$150,000 annual from Road Utility Fund
- **Process:** moves in geographic zones throughout City residential areas.
- How much work is completed each year?



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Sidewalks – Challenges and Program Assessment



- Fall further behind each year – once 3 zones is now 16 zones
- Method: geographic process is fair, but does it address most significant issues?
- Tualatin resident unhappiness
- Summer / Fall 2024: city-wide sidewalk assessment
- Research on sidewalk programs
- Development of alternative approaches (pros and cons)



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Next Steps - Sidewalks



- Complete City-wide sidewalk assessment (October 2024)
- Develop alternative approaches to sidewalk program (Winter 2024):
 - Potential prioritization criteria
 - Pros and Cons
 - Costs



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Next Steps – Street Trees



- Complete City-wide Street Trees assessment
- Develop updated list of approved street trees
- Develop alternative approaches
- Develop recommendations



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Questions and Discussion



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Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: September 9, 2024

SUBJECT:
Allocation of Funds to Outside Agencies for FY 2024/25

EXECUTIVE SUMMARY:

The Outside Agency Grant Program provides financial support to charitable non-profit agencies that align with the City Council’s 2030 Vision.

The grant application process was initiated on July 15, 2024. Invitations were sent via email to all organizations that received funding in FY 2023/24, as well as to those that expressed interest in participating this year. Additionally, information regarding the application process was made available on the City’s website and social media platforms. The deadline for application submissions was Friday, August 30, 2024.

This year, the City received 18 applications, with the total requested funding amounting to \$89,500. Applications were received from:

| | Request | Valid 501C3 | Past Funding Questionnaire |
|--|----------|-------------|----------------------------|
| Borland Free Clinic | \$ 5,000 | Y | Y |
| Community Partners for Affordable Housing | \$ 2,000 | Y | N/A |
| Community Warehouse | \$ 4,000 | Y | Y |
| Domestic Violence Resource Center | \$ 5,000 | Y | Y |
| Family Justice Center of Washington County | \$ 5,000 | Y | Y |
| Family Promise of Tualatin Valley | \$ 7,500 | Y | Y |
| Good Neighbor Center | \$ 7,500 | Y | N/A |
| Love INC- Tigard, Tualatin, and Sherwood | \$ 5,000 | Y | Y |
| Meals on Wheels People | \$ 5,000 | Y | Y |
| MITCH Charter School | \$ 3,000 | Y | N/A |
| Pili Group | \$ 7,000 | Y | N/A |
| Sexual Assault Resource Center | \$ 5,000 | Y | Y |
| SMART Reading | \$ 5,000 | Y | N/A |
| The Foundation for Tigard Tualatin Schools | \$ 5,000 | Y | Y |
| Tigard-Tualatin Family Resource Center | \$ 5,000 | Y | Y |
| Tualatin Food Pantry | \$ 5,000 | Y | Y |

| | | | |
|--|----------|---|-----|
| Tualatin High School Athletic Booster Club | \$ 5,000 | Y | N/A |
| Tualatin Riverkeepers | \$ 5,000 | Y | N/A |

Several changes were implemented last year to improve the grant process, including the addition of a final spending questionnaire for grant recipients and the opportunity for agencies to highlight their programs during the Council meetings.

OUTCOMES OF DECISION:

Following the resolution grant awardees will be notified of their awards. The next steps will include executing the grant agreements and issuing grant funds. Additionally, this year, grant partners will again be offered the opportunity to share their work and outcomes at a future Council meeting.

FINANCIAL IMPLICATIONS

For FY 2024/25, \$50,000 has been allocated for grants in the General Fund.

ATTACHMENTS:

- Past Years Request/Disbursements
- Applications

OUTSIDE AGENCIES REQUESTS & DISBURSEMENTS 2021/22 TO 2024/25

| | 2021/22 | | 2022/23 | | 2023/24 | | 2024/25 | |
|---|-----------------|----------|------------------|----------|-----------------|----------|-----------------|----------|
| City Donation Amount | \$40,000 | | \$40,000 | | \$40,000 | | \$50,000 | |
| Total Requested (from agencies) | \$75,365 | | \$124,170 | | \$95,070 | | \$89,500 | |
| | REQUEST | RECEIVED | REQUEST | RECEIVED | REQUEST | RECEIVED | REQUEST | RECEIVED |
| Borland Free Clinic | \$ 2,579 | \$ 2,250 | \$ 2,250 | \$ 2,250 | \$ 5,000 | \$3,000 | \$ 5,000 | |
| Columbia Land Turst | \$ 7,286 | \$ 3,000 | \$ 5,920 | \$ 2,500 | \$ 6,970 | \$2,500 | | |
| Community Action Organization | \$ 10,000 | \$ 2,000 | \$ 40,000 | \$ 1,500 | \$ 5,000 | \$1,500 | | |
| Community Partners for Affordable Housing | | | | | | | \$ 2,000 | |
| Community Warehouse | \$ 5,000 | \$ 3,000 | \$ 5,000 | \$ 3,000 | \$ 5,000 | \$3,500 | \$ 4,000 | |
| Domestic Violence Resource Center | \$ 5,000 | \$ 2,000 | \$ 5,000 | \$ 2,000 | \$ 5,000 | \$2,250 | \$ 5,000 | |
| Family Justice Center of Washington County | \$ 5,500 | \$ 4,500 | \$ 10,000 | \$ 4,500 | \$ 5,000 | \$4,500 | \$ 5,000 | |
| Family Promise of Tualatin Valley | \$ 7,500 | \$ 5,250 | \$ 7,500 | \$ 5,250 | \$ 7,500 | \$5,250 | \$ 7,500 | |
| Good Neighbor Center | \$ 7,500 | \$ 4,500 | \$ 7,500 | \$ 4,500 | \$ 7,500 | \$0 | \$ 7,500 | |
| Love INC- Tigard, Tualatin, and Sherwood | \$ 5,000 | \$ 1,000 | \$ 5,000 | \$ 1,000 | \$ 5,000 | \$1,000 | \$ 5,000 | |
| Meals on Wheels People | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 5,000 | \$1,500 | \$ 5,000 | |
| MITCH Charter School | | | | | \$ 6,600 | \$0 | \$ 3,000 | |
| Neighbors Nourishing Communities | \$ 5,000 | \$ 2,500 | \$ 15,000 | \$ 2,500 | \$ 2,500 | \$2,500 | | |
| Pili Group | | | | | | | \$ 7,000 | |
| Rebuilding Together Washington County, Inc. | | | \$ 2,000 | \$ - | \$ 5,000 | \$0 | | |
| Sexual Assault Resource Center | \$ 6,500 | \$ 2,000 | \$ 4,500 | \$ 2,000 | \$ 4,500 | \$2,500 | \$ 5,000 | |
| SMART Reading | | | | | | | \$ 5,000 | |
| The Foundation for Tigard Tualatin Schools | | | | | \$ 5,000 | \$2,500 | \$ 5,000 | |
| Tualatin High School HOSA Chapter | | | \$ 3,500 | \$ 1,000 | | | | |
| Tigard-Tualatin Family Resource Center | \$ 4,500 | \$ 4,000 | \$ 5,000 | \$ 4,000 | \$ 7,000 | \$4,000 | \$ 5,000 | |
| Tualatin Food Pantry | \$ 3,000 | \$ 3,000 | \$ 5,000 | \$ 3,000 | \$ 5,000 | \$3,500 | \$ 5,000 | |
| Tualatin High School Athletic Booster Club | | | | | | | \$ 5,000 | |
| Tualatin Riverkeepers | | | | | | | \$ 3,500 | |
| With Love | | | | | \$ 2,500 | \$0 | | |

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #146

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Tue, 08/27/2024 - 1:52pm
50.53.89.132

Agency Contact Information

Agency Name

Borland Free Clinic

Address

3550 SW Borland Road

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Jordan Skornik, Executive Director

Contact Telephone Number

503-550-7378

Contact Email Address

jordanskornik@borlandclinic.org

Agency Request Information

Describe your agency's mission

Mission: Established in 2012, the mission of Borland Free Clinic (BFC) is "To bring hope and healing to vulnerable people in our community as an expression of Christ's love."

Guided by our faith and calling, we are steadfast in our effort to ensure that everyone in our community has access to compassionate, respectful, and excellent medical care. Our vision: That every person in the south Portland metro area has the blessing of access to quality health care that is respectful and compassionate.

Our values: Borland Free Clinic CARES about our neighbors by providing Compassionate, Attentive, Respectful, and Excellent Service.

Amount of funding request

Earlier this year, Borland Free Clinic signed an agreement with Medical Teams International/Medical Teams so that our clinic patients can access free, urgent dental care services on site at our location in Tualatin. In this BFC took on the hosting and operational duties from the neighboring Tualatin Food Pantry.

This \$5,000 grant request to The City of Tualatin will help fund the costs associated with the Mobile Dental Van services for clients at Borland Free Clinic.

The cost to BFC to host the Medical Teams dental van is \$750 per visit. At two visits per month (currently), our expenses amount to \$18,000/year. Other support comes from Borland Free Clinic and the Rotary Club of Tualatin.

What is the request for?

Goal: Free Urgent Dental Care for Uninsured/Under-Insured Clients

Objective 1: Serve patients

Outcome 1: 192 patients annually

Comments 1: Seeing 8 patients per mobile van visit, twice per month (8X24)

Objective 2: Sustain new clinic day

Outcome 2: Open a 3rd day per week

Comments 2. Adding Wednesdays

How This Will Work:

- * Each dental clinic visit serves roughly eight people with urgent oral health service needs, ranging from treatment for infections to extractions and restorative care.
- * Medical Teams drives its Mobile Dental Van to the clinic site twice monthly on Wednesday mornings, resulting in the opening of a new clinic day at BFC.
- * Concurrently, BFC opens its clinic doors, enabling it to provide additional care to patients who will be coming to receive dental services.
- * While the dental volunteers are primarily recruited by and work through Medical Teams, we hope this new service for our patients will assist us in recruiting BFC volunteers with a specific interest in dental health.

Borland Free Clinic's Operations Manager, Ms. Annika Myers, works directly with the Medical Teams International Dental Van coordinator. The Clinic's roles and responsibilities include:

- Determining a mutually agreeable date/time for each mobile clinic.
- Scheduling patients.
- Providing additional physical care for dental patients.
- Providing interpretive services for non English speaking patients.
- Advertising the clinic through local connections.
- Arranging parking space and power.

How does your request align with the City Council's 2030 Vision?

Our work, and this request, align well with the first three priorities of the City Council's 2030 Vision:

- An **INCLUSIVE COMMUNITY** that promotes equity, diversity, and access in creating a meaningful quality of life for everyone...Borland Free Clinic provides equitable access to a meaningful quality of life through health care, and we are doing so in a way that brings dignity to all people in need in our community.
- A **CONNECTED, INFORMED, and civically ENGAGED** community that embraces our City's diversity...Borland Free Clinic provides health care to the underserved, often minority populations, enabling them to engage the city civically, economically, and culturally.
- A thriving and diversified **ECONOMY** that includes living wage jobs, increased tourism, and

sustained financial stability for the whole city...By enabling its citizens to live healthier lives, Borland Free Clinic contributes to a thriving economy where individuals and businesses can flourish.

How many Tualatin residents will be served?

We anticipate seeing 100-150 Tualatin residents during the 2025 calendar year. Medical Teams staffs each Mobile Dental van with dental professionals twice monthly, available to see patients for five hours each visit.

- Patients exhibiting urgent dental needs such as dental pain, swelling or possible decay will be given priority.
- Individuals accepted for treatment have incomes less than 200 percent of federal poverty level, have no private insurance of any kind, and have no realistic ability to pay for the urgent care they need.

Medical Teams will drive its Mobile Dental Van to the clinic site twice monthly, on Wednesday mornings. Each mobile clinic vehicle will be operated by a Medical Teams staff clinic manager, who will act as a liaison with BFC during the clinic day. Costs will be covered through a combination of BFC contributions and donations.

Who is your target demographic in Tualatin?

- * 10% of our neighbors live in poverty.
- * 8% do not have health insurance--many more do not have adequate insurance.
- * 40% of the families at our local elementary school are economically-disadvantaged.
- * 63% of our patients are Hispanic or Latino and the majority are Spanish speaking.

The Compelling Need:

Across the US, approximately 60 million people live in regions experiencing inadequate access to health care, particularly dental care. On average, more than \$45 billion in productivity is lost each year as a result of dental emergencies requiring unplanned care. Here in Oregon, many living in rural areas report waiting 8-12 months for dental care resorting to hospital emergency rooms when timely dental care is not available. Approximately 29 percent of Oregon's population live in rural areas or small towns with populations under 50,000, where access to dental care is severely limited.

Supporting Documentation

Submit your organizations budget information

[bfc_2024_org_budget.pdf](#) [2]

Submit your board information

[bfc - board of directors 2024.pdf](#) [3]

Submit a copy of your 501(c)(3)

[bfc_exemption_letter_may_2016.pdf](#) [4]

Other informational attachments

[mobile_dental_van_budget_2025.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Using the timeframe of September 2023 thru August 2024, we accomplished the following:

- # of unique patients from Zip Code 97062 (Tualatin): 108 out of 446 patients (= 24%)
- total # of patient visits from Zip Code 97062 (Tualatin): 344 out of 1185 (= 29%)
- # of visits receiving lab work from Zip Code 97062 (Tualatin): 118 out of 452 (= 26%).

Lab work is one of the services we provide our patients; it is fundamental to medical care. Last year, over 100 Tualatin residents were served by Borland Free Clinic and had the option to receive lab work if needed. These numbers and percentages are consistent with our service to Tualatin residents over the history of our clinic since 2018.

Please describe how previous grant funds were used.

Last year's grant from the City of Tualatin (\$3,000) was used to offset our out-of-pocket lab costs for labs outsourced to Legacy Labs (now Labcorp). In total, we accrued about \$12,000 in lab expenses, and about \$6,000 was forgiven as an in-kind donation from Legacy Labs. The City of Tualatin grant helped us cover the remaining \$6,000.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Lab work is fundamental to our organization's purpose to medically serve the vulnerable members of our community. This service is critical to patient care - so much so that the clinic has made efforts to increase its internal lab capabilities following its recent renovation. Nevertheless, during this grant period and into the future, we need to rely on external labs to process more complicated tests. With these results, doctors are better able to diagnose and care for patients.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86584>

Links

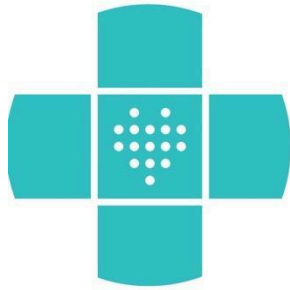
[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/bfc_2024_org_budget.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/bfc_-_board_of_directors_2024.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/bfc_exemption_letter_may_2016.pdf [5]

https://www.tualatinoregon.gov/system/files/webform/mobile_dental_van_budget_2025.pdf



BORLAND FREE CLINIC

HOPE + HEALTH + COMMUNITY

Borland Free Clinic Board Directory August 2024

| Board Member | Contact Information | Location |
|--|---------------------------------|-----------------|
| Mike W. Garrison, Jr. <i>President</i> Senior Vice President, Chief Labor/Employment Counsel, Providence St. Joseph Health | mike.garrison@borlandclinic.org | West Linn, OR |
| Don G. Carter <i>Vice President</i> Partner Emeritus, McEwen Gisvold LLP | doncarter@borlandclinic.org | West Linn, OR |
| Shauna Overman <i>Treasurer</i> Controller, The Oregon Clinic | shaunaoverman@borlandclinic.org | West Linn, OR |
| Matthew Presjak <i>Secretary</i> Lead Financial Advisor/Managing Principal, Encompass Wealth Advisors | matt@encompasswa.com | Tigard, OR |
| David Bartz, Jr. Chair Emeritus, Schwabe, Williamson & Wyatt | davidfbartzjr@gmail.com | Portland, OR |
| Ted Carlson, Community Volunteer | tedssnw@gmail.com | Lake Oswego, OR |
| Faith Carter Community Volunteer | faithcarter355@gmail.com | West Linn, OR |
| Araceli Cruz Assistant Vice President of Global Diversity and Inclusion, Portland State University | araceli.cruz.m.a@outlook.com | Beaverton, OR |
| John Geffel Community Volunteer | johngeffel@borlandclinic.org | Oregon City, OR |
| Sue Neal Executive Director, Battle Ground Health Care | sue_neal@live.com | Ridgefield, WA |
| Cathi Presjak Community Volunteer | cpresjak@comcast.net | Tigard, OR |
| Maria Reyes City Council Member, City of Tualatin Development Director, Oregon Zoo Foundation | reyesmaria213@gmail.com | Tualatin, OR |

Borland Free Clinic

Budget 2024

| | 2023 Approved Budget | 2023 Projected Actual | 2024 Proposed Budget | Variance |
|------------------------------------|----------------------|-----------------------|----------------------|--------------------|
| OPERATING INCOME | | | | |
| Donations - Total | \$ 45,000 | \$ 61,113 | \$ 50,000 | \$ (11,113) |
| Total Grants | \$ 159,803 | \$ 154,405 | \$ 195,000 | \$ 40,595 |
| Total for Events | \$ 140,000 | \$ 170,136 | \$ 160,000 | \$ (10,136) |
| Total Operating Income | \$ 344,803 | \$ 385,655 | \$ 405,000 | \$ 19,345 |
| OPERATING EXPENSES | | | | |
| Total Administrative Expenses | \$ 123,386 | \$ 114,325 | \$ 156,015 | \$ 41,690 |
| Total Fundraising Expenses | \$ 86,859 | \$ 74,586 | \$ 106,551 | \$ 31,965 |
| Total Medical Expenses | \$ 107,309 | \$ 90,487 | \$ 108,160 | \$ 17,673 |
| Total Volunteer Expenses | \$ 34,508 | \$ 28,784 | \$ 34,228 | \$ 5,444 |
| Total Operating Expense | \$ 352,062 | \$ 308,182 | \$ 404,954 | \$ 96,772 |
| Net Operating Profit/(Loss) | \$ (7,259) | \$ 77,473 | \$ 46 | \$ (77,427) |

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. 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", written in a cursive style.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Mobile Dental Van Budget for 2025:

| | Medical Teams International | Tualatin Rotary Club | City of Tualatin | Borland Free Clinic | Total | Notes |
|---|-----------------------------|----------------------|------------------|---------------------|----------|--------------------------|
| Mobile Dental Van @ \$750 per visit (1) | In Kind (2) | \$7,000 | \$5,000 | \$6,000 | \$18,000 | 24 trips to BFC annually |
| Dental professional staff from MTI | In Kind | | | | | |
| BFC volunteers to coordinate services | | | | In Kind | | |
| TOTAL | In Kind | \$7,000 | \$5,000 | \$6,000 | \$18,000 | |

Budget Narrative Notes:

- (1) Medical Teams bills BFC \$750 each time the Dental Van visits the clinic. The Dental Van visits twice each month. $\$750 \times 24$ visits per year = \$18,000.
- (2) The true cost of each Mobile Dental Van visit is \$1,900. ($\$1,900 \times 24$ visits = \$45,600). The In-Kind contribution from Medical Teams is therefore equal to \$27,600 annually.

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #143

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Thu, 08/22/2024 - 1:26pm
96.76.119.74

Agency Contact Information

Agency Name

Community Partners for Affordable Housing

Address

6380 SW Capitol Hwy.

City

Portland

State

Oregon

Zip Code

97239

Contact Name

Lindsey Leason

Contact Telephone Number

5033816636

Contact Email Address

lleason@cpahoregon.org

Agency Request Information

Describe your agency's mission

Community Partners for Affordable Housing advances equitable communities and housing justice by developing sustainable and long-lasting housing, providing our residents with stabilization and growth services, and connecting unhoused people with a place to call home.

Amount of funding request

\$2000

What is the request for?

These funds will support 40 very low-income households (each household could potentially have between 2 to 9 individuals) with "Welcome Baskets" that contain household essentials like a broom, Dustpan for a broom, Dish soap, Dish towels (2), a Scrubbing brush, a Fred Meyer/Dollar Tree gift card \$10, Sponges (2), two mugs and plastic drinking cups) as they move into Plambeck Gardens - Tualatin's newest affordable housing property with 116 units of housing for

families at 0-60% annual median income. "Welcome Baskets" are essential tools to support these new residents' families adjusting to their new affordable housing. CPAH is a registered Community Housing Development Organization that develops affordable housing in Multnomah and Washington Counties and provides housing stability services as well as supportive housing services.

How does your request align with the City Council's 2030 Vision?

This request aligns most deeply with the City Council's 2030 Vision, especially the vision of Safe, desirable, welcoming, and sustainable neighborhoods with available housing for all." CPAH's mission is to advance equitable communities by developing sustainable and affordable housing developments for individuals making 0-60% of the area median income (considered low-income). We also seek to support all of our residents with services that help stabilize their housing and support individuals with housing instability in Washington County with supportive housing services.

How many Tualatin residents will be served?

116-250 new Tualatin residents

Who is your target demographic in Tualatin?

Very low-income families and individuals are moving into CPAH's Plambeck Gardens property in January 2025. They will be entering the community of Tualatin and deserve to be welcomed with open arms.

Supporting Documentation

Submit your organizations budget information

[2024_cpah_budget.pdf](#) [2]

Submit your board information

[board_staff_and_committee_roster_2024.docx](#) [3]

Submit a copy of your 501(c)(3)

[cpah_irs_501c3.pdf](#) [4]

Other informational attachments

[19031_basaltcreek_site_plan.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Please describe how previous grant funds were used.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86552>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/2024_cpah_budget.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/board_staff_and_committee_roster_2024.docx [4]

https://www.tualatinoregon.gov/system/files/webform/cpah_irs_501c3.pdf [5]

https://www.tualatinoregon.gov/system/files/webform/19031_basaltcreek_site_plan.pdf

CPAH

Cash Forecast and Budget for 2024 Compared to 2023

| Cash Forecast for 2023 (Prepared Nov 2022) | |
|--|-----------|
| Estimated cash on hand at 12/31/23 | 1,682,655 |
| Reserve | (450,000) |
| Beaverton - RS Advance | (170,000) |
| Succession planning/implementation | (15,000) |

Estimated operating cash at 12/31/23 **1,047,655**

2023 Budget

OPERATING SUPPORT & REVENUE

Grant Support

| | |
|---|----------------|
| 41010 CHDO grant | 45,000 |
| 41020 CDBG Washington County | 20,000 |
| 41030 CDBG Beaverton | 23,000 |
| 41040 Other Govt Grants | 4,000 |
| 41055 Cedar Grove Resident Services - Beaverton | 10,000 |
| 41060 SHS Washington County (3 grants) | 593,500 |
| 41065 Meyer Memorial Trust | 49,200 |
| 41210 Other Grants | 30,000 |
| 41000 Grant Support | 774,700 |

Contributed Support

| | |
|----------------------------------|---------------|
| 42100 Individual Contributions | 35,000 |
| 42200 Business Contributions | 6,000 |
| 42300 In-Kind Contributions | |
| 42000 Contributed Support | 41,000 |

| | |
|-----------------------------|----------------|
| 43000 Special Events | 140,000 |
|-----------------------------|----------------|

Earned Revenues (Accrual Basis, not cash)

| | |
|---|----------------|
| 44100 Earned fees from HUDs | 22,040 |
| 44200 Earned fees from LPs (Resident Services Fees) | 188,130 |
| 44200 Earned fees from LPs (Asset Management Fees) | 31,308 |
| 44200 Earned fees from LPs (Developer Fees) | 50,000 |
| 44200 Earned fees from LPs (Sponsor Loan Payments) | - |
| 44000 Earned Revenues | 291,478 |

| | |
|---------------------------------------|--------------|
| 46000 Interest and Misc Income | 2,000 |
|---------------------------------------|--------------|

Operating Support & Revenue **1,249,178**

OPERATING EXPENSES

| | |
|---|--------------------|
| 51100 Salaries | 1,519,170 |
| 51200 Payroll taxes (8%) | 121,500 |
| 51310-51400 Employee Benefits | 282,000 |
| 52100 Bank Charges (incl credit card fees) | 2,000 |
| 52300 Equipment - non-capital | 20,000 |
| 52400 Equipment Rental and Maintenance | 1,500 |
| 52500 Event Exp:Homeword Bound, fall event, ground breaking | 54,000 |
| 52560 Insurance | 23,000 |
| 52580 Interest Expense | 60,290 |
| 52590 Membership Dues | 9,800 |
| 52600 Occupancy | 52,000 |
| 52700 Office supplies | 12,500 |
| 52800 Postage | 2,000 |
| 52900 Printing | 4,500 |
| 53000 Professional Services | 57,400 |
| 53030 Professional Fees | 4,600 |
| 53100 Program Supplies - Homeless services | 298,040 |
| 53100 Program Supplies - resident services | 61,610 |
| 53200 Subscriptions & Fees | 1,500 |
| 53250 Taxes - property | - |
| 53300 Telecommunications/IT | 25,543 |
| 53400 Training, Travel & Meetings | 35,000 |
| Operating Expenses | 2,647,952 |
| Operating Deficit before Developer Fees and Cash Adjustments | (1,398,775) |

OPERATING CASH ADJUSTMENTS

| | |
|---|------------------|
| Cash from LP formation - Plambeck Gardens | 400,000 |
| Purchase of equipment capitalized | |
| Mortgage principal (est 40% of mortgage payment) | (28,000) |
| Payment of 2022 grants awarded in 2022 and 2023 | |
| Interest accrued on Plambeck loans, not paid out | 50,000 |
| "Waterfall" and other payments from LPs & HUD (Spencer) | 273,499 |
| Operating Cash Adjustment | 695,499 |
| Estimated operating cash flow | (703,276) |

DEVELOPMENT-RELATED CASH IN

| | |
|--|----------------|
| Developer fees (payment of fees earned in prior years) | 690,000 |
| Cash in from Property Development | 690,000 |

DEVELOPMENT-RELATED CASH OUT

| | |
|--|-----------------|
| Project development - new projects | (10,000) |
| Woodland Hearth loan payment to W Aman | (26,500) |
| Cash Out for Property Development | (36,500) |
| Cash Flow from Property Development | 653,500 |

FY 2023 Estimated Cash Increase/Decrease **(49,776)**

Estimated operating cash at 12/31/22 **997,879**

| Cash Forecast for 2024 (Prepared Nov/Dec 2023) | |
|--|-----------|
| Estimated cash on hand at 12/31/23 | 2,400,000 |
| Reserve | (825,000) |
| Beaverton - RS Advance | (160,000) |
| Succession planning/implementation | (15,000) |
| Res Services Investment Fund | (60,000) |
| Hold for New Development/Pre Dev | (350,000) |

Estimated operating cash at 12/31/23 **990,000**

2024 Budget

OPERATING SUPPORT & REVENUE

Grant Support

| | |
|---|------------------|
| 41010 CHDO grant - Wash Co and Portland Housing | 139,471 |
| 41020 CDBG Washington County | 20,751 |
| 41030 CDBG Beaverton | 25,000 |
| 41040 Other Govt Grants | 18,500 |
| 41055 Cedar Grove Resident Services - Beaverton | 10,000 |
| 41060 SHS Washington County (all grants) | 935,195 |
| Washington County Cap Bldg Grant | 100,000 |
| 41210 Other Grants | 250,000 |
| 41000 Grant Support | 1,498,917 |

Contributed Support

| | |
|----------------------------------|---------------|
| 42100 Individual Contributions | 24,000 |
| 42200 Business Contributions | 25,000 |
| 42300 In-Kind Contributions | |
| 42000 Contributed Support | 49,000 |

| | |
|-----------------------------|----------------|
| 43000 Special Events | 140,000 |
|-----------------------------|----------------|

Earned Revenues

| | |
|--|----------------|
| 44100 Earned fees from HUDs | 22,040 |
| 44200 Earned fees from LPs (Resident Services Fees) | 294,207 |
| 44200 Earned fees from LPs (Asset Management Fees) | 37,794 |
| 44200 Earned fees from LPs (Developer Fees) | 165,000 |
| 44200 Earned fees from LPs (Sponsor Loan Payments) (and Cash Dist) | 97,503 |
| 44000 Earned Revenues | 616,544 |

| | |
|---------------------------------------|---------|
| 46000 Interest and Misc Income | |
|---------------------------------------|---------|

DEVELOPMENT-RELATED CASH IN

| | |
|--|------------------|
| Developer fees (payment of fees earned in prior years) | 1,100,000 |
| Cash in from Property Development | 1,100,000 |

Operating Support & Revenue **3,404,461**

OPERATING EXPENSES

| | |
|---|--|
| 51100 Salaries | \$1,826,000 |
| 51200 Payroll taxes (8%) | 146,080 |
| 51310-51400 Employee Benefits | 324,278 |
| 52100 Bank Charges (incl credit card fees) | 2,000 |
| 52300 Equipment - non-capital | 1,000 |
| 52400 Equipment Rental and Maintenance | 1,500 |
| 52500 Event Exp:Homeword Bound, fall event, ground breaking | 60,500 |
| 52560 Insurance | 28,000 |
| 52580 Interest Expense | |
| 52590 Membership Dues | 10,399 |
| 52600 Occupancy | 58,300 |
| 52700 Office supplies | 8,500 |
| 52800 Postage | 2,500 |
| 52900 Printing | 4,500 |
| 53000 Professional Services | 148,600 (includes 40K of 100k washington co funded services if grant received) |
| 53030 Professional Fees | 5,600 |
| 53100 Program Supplies - Homeless services | 227,996 |
| 53100 Program Supplies - resident services | 147,650 |
| 53200 Subscriptions & Fees | 1,500 |
| 53250 Taxes - property | - |
| 53300 Telecommunications/IT | 89,748 (includes 60K of 100k washington co funded services if grant received) |
| 53400 Training, Travel & Meetings | 83,500 |
| Operating Expenses | \$3,178,151 |
| Cash Available | 226,311 |

OPERATING CASH ADJUSTMENTS

| | |
|--|----------|
| Mortgage principal (est 40% of mortgage payment) | (28,000) |
|--|----------|

Operating Cash Adjustment **(28,000)**
 Estimated operating cash flow **198,311**

FY 2024 Estimated Cash Increase/Decrease **198,311**

Estimated operating cash at 12/31/24 **1,188,311**

BOARD ROSTER 2024

OFFICERS

Judy Werner, President
Portland

Area Manager, Lutheran Community Services NW
Term Expires: 10/2024 Years on Board: 18

Ruth Adkins, Vice President
Portland

Local Government Relations Manager, Kaiser Permanente
Term Expires: 10/2024 Years on Board: 2

Doug Christiansen, CPA, Treasurer
Tualatin

Retired IT Applications Manager
Term Expires: 10/2024 Years on Board: 4

Justin Watson, Secretary
Tigard

Fair Housing Community Advocate
Term Expires: 10/2024 Years on Board: 4

BOARD MEMBERS

Ezra Hammer
Portland

Attorney, Jordan Ramis PC
Term Expires: 10/2025 Years on Board: 3

Irene Perezchica
Portland

CPAH Resident, Village at Washington Square
Term Expires: 10/2025 Years on Board: 3

Jeffrey Worthington
Portland

CPAH Resident, Spencer House
Term Expires: 10/2025 Years on Board: 3

Akshita Thaduri
Portland

Portfolio Manager in Global Technology, Nike
Term Expires: 10/2024 Years on Board: 1

John Trinh
Portland

Neighborhood Housing Preservation Program Manager,
Portland Housing Bureau
Term Expires: 10/2025 Years on Board: 0

BOARD OF DIRECTORS OF METZGER PARK APTS.

Rachael Duke, CPAH Executive Director
Portland

Judy Werner, CPAH Board President
Portland

BOARD OF DIRECTORS OF SPENCER HOUSE APTS.

Rachael Duke, CPAH Executive Director
Portland

Judy Werner, CPAH Board President
Portland

STAFF

Rachael Duke, Executive Director
Portland

Amy Lammers, Controller
Portland

Jilian Saurage Felton, Housing Director
Lake Oswego

Katherine Moore, Director of Programs
Vancouver, WA

Renee Kim, Resident Services Manager
Beaverton

Lizzy Duarte, Resident Services Coordinator
Beaverton

Charlie Voss, Data Quality Assurance Program Specialist
Portland

Seng Saechao-Leese, Youth Services Coordinator
Wilsonville

Lindsey Leason, Fundraising Manager
Portland

Natalie Thornton, Asset Management Lead
Lake Oswego

Mac Cunningham, Associate Housing Developer
Portland

Christopher Ibeling, Associate Housing Developer
Portland

Rachel Loftin, Housing Development Program Manager
Portland

Gerardo Morales, Communications Specialist
Beaverton

Diane Schantin, Bookkeeper
Hillsboro

Melissa Stark, Resident Services Coordinator
Hillsboro

Renee Sheets Johnson, Resident Services Coordinator
Beaverton

Danica Thomas, Resident Services Coordinator
Portland

Theo Blackman, Resident Services Coordinator
Portland

Madeleine Horst, Resident Services Coordinator
Portland

Regina Ramirez, Housing Navigator & Case Manager
Fairview

Rowan Maher, Housing Navigator & Case Manager
Portland

Maimouna Berthe, Rapid Rehousing Specialist
Vancouver, WA

Natika Holm, Administrative Specialist
Portland

BOARD COMMITTEES

Executive Committee Members – 2023

President, Vice President, Immediate Past President, Treasurer, Secretary, Executive Director

Finance and Audit Committee Members – 2023

Doug Christiansen (Chair) Nancy Church, Haley Richardson, Jonathan Levine, Akshita Thaduri

Housing Development and Asset Management Committee Members – 2023

Vince Chiotti, Calista Fitzgerald, Nancy Murray, Jeff Petrillo, David Stephanson, Justin Watson, Doug Christiansen

Resident Services Committee Members – 2023

Larry Hauth (Chair), Jeff Burnham, Lindsey Leason, Claire Morgan, Lila Pearman

Event Committee Members – 2023

Mary Owen, Carol Plambeck, Kristen Connor, Judy Werner, Justin Watson, Beth Kellan

RAIN Fundraising Committee Members – 2020

TBD

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

DEPARTMENT OF THE TREASURY

Date:

MAR 11 1998

COMMUNITY PARTNERS FOR AFFORDABLE
HOUSING
PO BOX 23206
TIGARD, OR 97281-3206

Employer Identification Number:
93-1155559

DLN:

17053030720009

Contact Person:

THOMAS E O'BRIEN

ID# 31187

Contact Telephone Number:

(877) 829-5500

Our Letter Dated:

February 1995

Addendum Applies:

No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

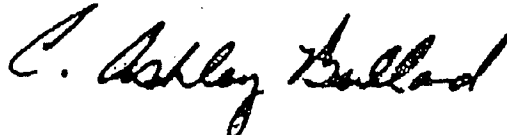
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

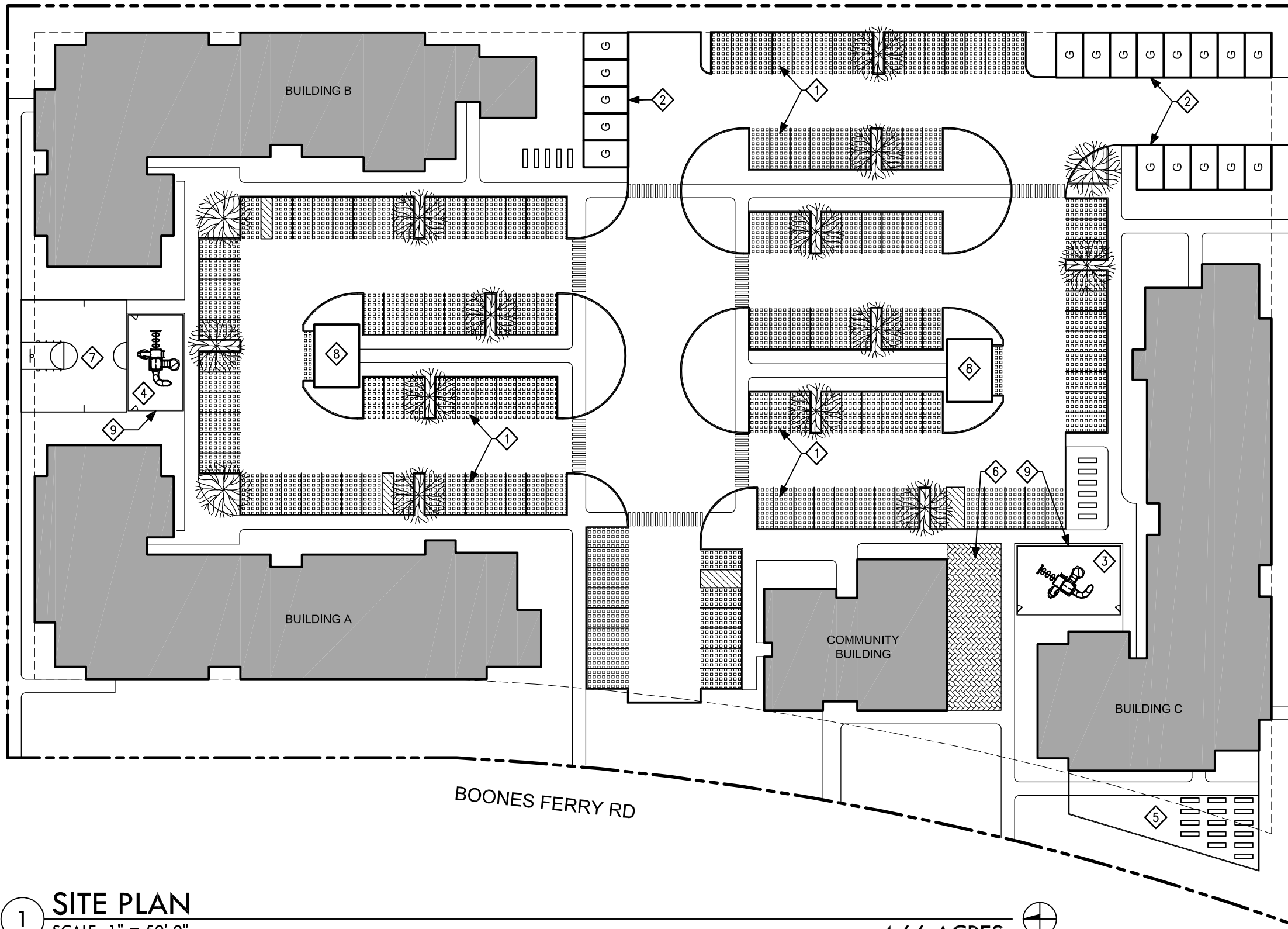
If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)



- KEYNOTES**
- 1 PERMEABLE PAVERS
 - 2 GARAGE
 - 3 PLAY EQUIPMENT, 5-12 YEARS
 - 4 PLAY EQUIPMENT, 2-4 YEARS
 - 5 COMMUNITY GARDEN
 - 6 SCORED CONCRETE PLAZA
 - 7 BASKETBALL COURT WITH PERMEABLE PAVING
 - 8 TRASH ENCLOSURE
 - 9 FENCE

1 **SITE PLAN**
SCALE: 1" = 50'-0"

4.66 ACRES

05.15.2020

COMMUNITY PARTNERS
FOR AFFORDABLE HOUSING

BASALT CREEK | TUALATIN, OREGON
METRO BOND CONCEPTUAL PRICING SET



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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #137

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Tue, 08/06/2024 - 10:23am
64.187.173.133

Agency Contact Information

Agency Name

Community Warehouse

Address

8380 SW Nyberg St, Tualatin, OR 97062

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Sara Rodriguez

Contact Telephone Number

213-308-5313

Contact Email Address

sara@communitywarehouse.org

Agency Request Information

Describe your agency's mission

For more than 23 years, Community Warehouse (CW) has served as the Portland metro area's only furniture bank. Our mission is to provide donated furniture and household items to neighbors seeking the dignity of a furnished home while overcoming adversity.

Community Warehouse responds to the gap between housing programs that help people find a place to live and the subsequent need for furnishings that support emotional, social, and physical wellness by allowing people to do more than camp out in empty rooms.

Community Warehouse provides furniture and critical household items to approximately 65-70 households each week. By providing items like beds to sleep on and pots to cook with, we help families access the tools they need for self-sustainability and ease burdens that prohibit their future success. We help those recovering from crisis situations. Our clients include those

receiving housing after being homeless, women and children fleeing domestic violence, refugees, foster children aging out, and others.

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.

Clients are referred from 200+ community partners—including shelters, transitional housing programs, community-based organizations, public agencies, schools, faith communities, hospitals and clinics. As the only furniture bank in the region, we are the sole resource for these agencies when their clients need furniture.

“Community Warehouse is a phenomenal resource for people in need and is the key for many families to make their apartments into furnished homes where they can thrive rather than struggle to pay for the basics. There is no other program like Community Warehouse where those in need can get furniture – without it, many families would simply go without.” - Resource Center Director

To serve 65-70 households per week, we must receive enough donated furniture and household goods from our community to give away. We operate two donation pickup truck routes, accept donations at our two furniture bank locations (Tualatin, NE Portland) and our donation center in Gresham, and have built partnerships with local businesses and community organizations to procure the items we need. By redistributing items that are already in our community, we keep 500+ tons of bulky waste out of local landfills annually.

Amount of funding request

We are requesting \$4,000.

What is the request for?

Funding will support Tualatin/Tigard furniture bank operations (staffing, utility costs, etc.) as staff pick-up/receive and process donations and clients come to our Warehouse by appointment to select furniture.

How does your request align with the City Council’s 2030 Vision?

An INCLUSIVE COMMUNITY that promotes equity, diversity, and access in creating a meaningful quality of life for everyone

Community Warehouse serves Tualatin residents most affected by systemic inequity.

- Through volunteering and furniture donation, Community Warehouse offers a way for every member of our community to engage in the work of providing neighbors with the comfort and dignity of a furnished home.

A thriving and diversified ECONOMY that includes living wage jobs, increased tourism, and sustained financial stability for the whole city

- Our Tualatin/Tigard Furniture Bank employs 7 full time employees in living wage jobs and contributes to the financial stability of over 225 Tualatin residents by providing furniture that stabilizes housing and allows them to work towards other financial goals.

An ENVIRONMENTALLY active, sustainable, responsible, and forward-thinking community that values and protects our natural resources, inhabitants, and habitat.

- Each year, our Tualatin Warehouse processes and redistributes 250+ tons of bulky furniture (40,000+ items). By redistributing items already present in our community, we support upstream

waste reduction and sustainability, connecting neighbors through meaningful reuse and redirecting tons of bulky waste from local landfills.

How many Tualatin residents will be served?

250 residents will be served by this funding. 100% of the grant funds will be directed to Tualatin residents served by the Tualatin Warehouse.

Who is your target demographic in Tualatin?

Last year, our Tualatin furniture bank provided furniture and household items to 3,700+ individuals who disproportionately faced obstacles and barriers due to systemic inequity. All (100%) are low income. Approximately 30% are overcoming homelessness, and 19% have experienced domestic abuse. Approximately 35% identify as White, 23% as Black, 11% as Latino/a/x, 11% as Native American, American Indian or Alaska Native, 11% as Multi-Racial, 2% as Asian, 2% as Native Hawaiian or other Pacific Islander, and 2% as Middle Eastern or North African. In addition, 28% identify as living with a disability and 50% are single parent households.

Community Warehouse serves people who typically are starting over from scratch. A Tualatin staff member explains who we help: "My clients are low-income population as well as immigrants, non-English speaking, but more specifically women: single moms, women suffering from DV (domestic violence), and some others referred from the school district because their kids qualified for a school program."

CW predominantly works with people referred by one of our 200+ 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.

Supporting Documentation

Submit your organizations budget information

[2024_cw_budget_final.pdf](#) [2]

Submit your board information

[cw_board_of_directors_roster_april_2024.pdf](#) [3]

Submit a copy of your 501(c)(3)

[501c3_communitywarehouse_1_1.pdf](#) [4]

Other informational attachments

[partner_agency_support_quotes.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

237 Tualatin residents (including 108 children) received furniture from Community Warehouse in the last year.

Please describe how previous grant funds were used.

The average market-value cost to furnish a one-bedroom apartment is \$6,000. Community Warehouse is cost-effective, averaging \$1,000 to furnish a home for a family. Social service agencies who bring their clients to us pay \$150 for each appointment, which defers some of the

cost of Warehouse operations (staff, mortgage, utilities, supplies, etc.). Ultimately, Community Warehouse must fundraise the balance (\$850 per family). Each appointment provides a houseful of furniture and essential home goods like dishes, pots and pans and linens.

Last year, Community Warehouse invested \$69,700 towards providing furniture to Tualatin residents. Grant funds from last year were used to subsidize CW's costs – 5% of each family's services.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Our Tualatin Estate store was plagued with multiple flooding incidents in 2023. Despite efforts to fix, improve drainage and rebuild, (at a cost of over \$100,000+) we ultimately could not solve the problem and continued to experience flooding. The location is in a flood plain and with climate change, we realized the improvements needed go far beyond our capacity to address as a non-profit organization. We made the difficult decision to close the Estate Store permanently. Despite the loss in income, we were able to keep the Tualatin Furniture Bank open and maintain furniture bank services to Tualatin residents. Funds from the City of Tualatin helped make that happen.

Because of the flooding issues (and the mold and damp that results from flooding), we realized we could no longer operate out of this location. For the safety of our staff and clients, we decided to sell the building and relocate the furniture bank, which we will do in September 2024. The new location is nearby, in Tigard at 9806 SW Tigard St. We are sorry to leave Tualatin, but could no longer expend funds for a building, when that money that could be better used providing furniture bank services to our neighbors who need them. We do not anticipate a drop in service levels to Tualatin residents due to the move.

Thanks so much for your continued support over the years! We are grateful for our Tualatin community.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86395>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]
https://www.tualatinoregon.gov/system/files/webform/2024_cw_budget_final.pdf [3]
https://www.tualatinoregon.gov/system/files/webform/cw_board_of_directors_roster_april_2024.pdf [4]
https://www.tualatinoregon.gov/system/files/webform/501c3_communitywarehouse_1_1.pdf [5]
https://www.tualatinoregon.gov/system/files/webform/partner_agency_support_quotes.pdf

Community Warehouse 2024 Budget

| Revenue: | 2024 Budget |
|--------------------------------|------------------------|
| Individual Contributions | 480,000 |
| Corporate Contributions | 35,000 |
| Foundation Grants | 300,000 |
| Government Grants | 1,845,000 |
| Event Income | 252,500 |
| In-Kind Contributions | 1,950,000 |
| Furniture Bank Fees | 1,069,500 |
| Delivery Fees & Cancellations | 693,125 |
| Pickup Fees | 105,600 |
| Estate Store Sales | 653,400 |
| Rental Revenue | 0 |
| Investment & Interest Income | 6,000 |
| Gain (Loss) on Asset Disposal | 200,000 |
| Other Revenue | 10,000 |
| Release of Restrictions | 0 |
| Total Revenue | 7,600,125 |
| | |
| Expenses: | 2024 Budget |
| Wages | 1,928,549 |
| Payroll Taxes | 217,784 |
| Employee Benefits | 237,412 |
| Retirement Benefits | 56,714 |
| Workers' Comp | 16,000 |
| Professional Devel & Training | 35,000 |
| Contract Services & Consulting | 727,375 |
| Bookkeeping Services | 30,500 |
| Payroll Services | 12,500 |
| Legal Services | 1,500 |
| Vehicle Operations | 68,500 |
| Vehicle Purchase & Leasing | |
| Storage (Facility) Rental | 155,755 |
| Office Supplies | 41,800 |
| Program Supplies | 202,000 |
| Facilities Maintenance | 55,000 |
| Garbage & Utilities | 50,000 |
| Insurance | 65,000 |
| Depreciation & Amortization | 65,000 |
| Interest Expense | 60,000 |

| | |
|------------------------------|------------------|
| Information Technology | 140,000 |
| Telecommunications | 30,000 |
| Advertising | 285,000 |
| Printing & Postage | 37,500 |
| Event Expense | 95,000 |
| Meetings & Engagement | 23,700 |
| Dues & Subscriptions | 42,500 |
| Bank Charges & Merchant Fees | 40,000 |
| In-Kind Assistance | 1,950,000 |
| Client Fee Assistance | 3,000 |
| Miscellaneous Expenses | 5,000 |
| Fund Transfers | |
| Total Expenses | 6,678,089 |
| | |
| Change in Net Assets | 922,036 |



BOARD OF DIRECTORS

Updated April 2023

ROZ BABENER

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

ANN KIRBY, MS, MPA, BSN

Board President
Board Development Committee
Chair
Retired, Providence Health &
Services
5205 SE 32nd Ave
Portland, OR 97202
503.893.6011(o)
503.718.1524 (c)
kirbyannette@yahoo.com

TARA MCELHANNON

Board Secretary
Strategic Planning Committee
Chair
Sr. Technical Program Manager,
Amazon Web Services
16578 S Edenwild Ln
Oregon City, OR 97045
503.956.0289 (c)
tara.e.mcelhannon@gmail.com
taramcel@amazon.com

JORGE MONCAYO

Board Treasurer
Finance Committee Chair
Director of Business and Financial
Planning, NW Natural Gas
Company
250 SW Taylor St
Portland OR, 97204
503.610.7513
jorge.moncayo@nwnatural.com

PAIGE CAMPBELL

President/Partner, Grady
Britton
7732 SW Redhawk Court
Durham, OR 97224
503.228.4118 (o)
503.799.1175 (c)
pager.campbell@gmail.com
paigec@gradybritton.com

BUCK CARRELL

Finance Committee member
Branch Manager, OnPoint
Community Credit Union
22 11th Avenue, Apartment 209
Portland, OR 97214
503.525.4777 (o)
360.990.3091 (c)
buckcarrell@gmail.com
buck.carrell@onpointcu.com

JOHN HOLROYD

Retired, Mercy Corps Engineer,
Tech Advisor
2939 NE 19th Ave
Portland, OR 97212
(503) 805-6187 (o)
holroydjohn11@gmail.com

TAM HIXSON

Broker, Windermere Realty
Trust
220 A Ave., Ste. 200,
Lake Oswego, OR 97034
971.361.6557
tam@windermere.com

JESSICA MATHIS

503.312.5035 (c)
jessiecmathis@gmail.com

KENDAL MCDONALD

Office Manager, Aloha
Community Library
Association
503.679.7270 (c)
klmcdztoo@gmail.com

JULIE ROCHA BELL

Sports & Inclusion Director,
Tualatin Hills Park &
Recreation District
503.616.6596 (c)
rocha.julieann@gmail.com

LAUREN RUSSELL

Attorney, Dunn Carney LLP
851 SW 6th Ave, Suite 1500
Portland, OR 97204
503.346.5346
lrussell@dunnearney.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.

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

Quotes from Case Managers at Partner Agencies 2024

People will not stay housed if they do not have the items inside their dwelling that truly make a home, a home. If we want people to be housed safely and with dignity, we must invest in ensuring everyone has access to furniture and household essentials.

– Molly Hogan, Welcome Home Coalition



Furniture banks are critical partners in our work serving survivors of domestic violence. Families transitioning out of our shelter and into safe new homes are often starting over with nothing. It's thanks to our partnership with Community Warehouse here in Portland that survivors can pick out the necessities – like beds, seating, lighting, and dressers – that make an empty space into a warm home. Our agency doesn't have the infrastructure or capacity to manage donations, storage, and transport of these large items. We rely on partners like Community Warehouse to connect families with these essential furnishings, and are grateful for the phenomenal service their agency provides. We strongly support funding for nonprofit furniture banks across our state, which are a critical aspect of housing stability services.

– Emmy Ritter, Raphael House of Portland



Without furniture banks, many of my clients wouldn't be able to have what they need to make any housing they secure useable. I've worked with many folks who moved into housing and then slept on the floor for weeks before they could secure a furniture bank appointment. I can't understate how essential these services are in keeping people in housing.

– Morgan Lyons, Outside In

These services have helped victims of domestic violence furnish a new home safely, when they've had to leave everything behind for their family's safety.

Peter Preciado

Bienestar de la Familia, Multnomah County YFS

Quotes from Case Managers at Partner Agencies 2024

Community Warehouse has proven to be an invaluable resource for families who are new to the school district or transitioning into independent living after experiencing periods of housing instability. This support is particularly vital for our low-income families, given the prohibitive costs of furniture in today's market. Many families find themselves unable to afford these essential items, making Community Warehouse a crucial asset. The impact of this resource extends beyond providing furniture; it plays a significant role in creating a stable and supportive environment for families who have faced housing challenges. By alleviating the financial burden associated with furnishing a home, Community Warehouse contributes to the overall well-being and dignity of these families. We are truly grateful for the assistance provided by Community Warehouse, as it aligns with our commitment to ensuring that every family, regardless of their financial circumstances, has the opportunity to establish a comfortable and welcoming home. The partnership with Community Warehouse is a testament to our shared dedication to the welfare of our students and their families. Thank you for your ongoing support and for making a positive impact on the lives of those in our community.

– Victor Romo, Tigard/Tualatin School District



Community Warehouse has helped provided furniture and furnishings for several of my clients who were homeless and getting their own homes, often for the first time. An apartment is an apartment. A house is a house. But what makes a home is the people, memories, and furnishings. You cannot fully live well, if you don't have a bed to sleep on, or sheets, comforters and pillows. You cannot properly prepare meals, if you don't have the right kitchen utensils, pots, and pans, and even microwaves. We often don't think about the after - the after they move into a new place after being homeless. Shelter is important, but also are the necessities that come along with having a home. Furniture is essential for a home for many reasons such as storage, comfort, completing daily activities, and functionality.

– Rachel Mohr, Community Pathways



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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #138

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]

Submitted by Visitor (not verified)

Thu, 08/08/2024 - 1:19pm

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 Arbo

Contact Telephone Number

5036405352

Contact Email Address

meganb@dvrc-or.org

Agency Request Information

Describe your agency's mission

The mission of the Domestic Violence Resource Center is to support and empower survivors and their children who are affected by domestic violence.

All of DVRC's programs and services are offered confidentially and free of charge.

Amount of funding request

\$5,000

What is the request for?

We are requesting funds to support our organization-wide client financial assistance program. DVRC offers support for all types of abuse, but for the purposes of this grant we are specifically requesting funds to support survivors who are victims of financial abuse. According to the National Network to End Domestic Violence (NNEDV), financial abuse occurs in 99% of

domestic violence cases and is often one of the main reasons victims feel trapped in the cycle of abuse. At DVRC, we are looking to mitigate this issue by providing survivors with financial support that could make the difference between the choice to stay or leave an abusive relationship. In 2023, we were able to provide 269 survivors with financial assistance. This assistance included support with legal bills, rental/mortgage payment assistance, bill assistance, and support for other basic needs. Your support of our request in 2023 allowed us to expand access to this program. Continuing to support our request would allow even more survivors to be supported and remove a barrier that often keeps victims in abusive situations.

How does your request align with the City Council's 2030 Vision?

Our request aligns with the City Council's 2030 vision in multiple ways. This request helps create a caring and inclusive community where everyone is able to have a meaningful quality of life. This request also helps support a thriving economy and helps put survivors on the path to obtaining financial stability in the wake of trauma. Lastly, this request helps support a safe community by giving survivors options to leave abusive situations and be free to work towards gaining healthy and fulfilling relationships. Providing funding for this request will help move the Tualatin community towards a safe, positive, and thriving community for all.

How many Tualatin residents will be served?

Due to the nature of our work, DVRC does not require those who use our services to disclose their home address or the city where they live, though some survivors do choose to disclose this information. In 2023, DVRC provided 242 crisis services to survivors of domestic violence who disclosed that they lived in Tualatin. With our main office being located in Beaverton it can be difficult for some survivors to travel here from the outer reaches of the county, and because of this we work to break down the barriers that arise by offering our services in multiple locations. We continue to house a DVRC Advocate at the Tigard Department of Human Services office, connect with and make our resources available through the Tualatin Police Department, provide telehealth options for counseling and advocacy services, and table outreach events in the Tualatin area. We provide domestic violence support to the entirety of Washington County and surrounding areas, so we make sure to break down as many barriers for access as possible.

Who is your target demographic in Tualatin?

DVRC is the largest and most comprehensive domestic violence organization in Washington County, Oregon. We have been providing services to adults, teens, and children who are currently experiencing or have experienced domestic violence since 1975. To ensure that every survivor who needs the programs and resources we provide receives them, we offer all services free of charge. DVRC is also equipped to offer services in multiple languages to break down barriers that often arise for survivors who are non-English speaking.

Supporting Documentation

Submit your organizations budget information

[2024-2025_budget_summary_for_grants.pdf](#) ^[2]

Submit your board information

[boardlistdvrc24.pdf](#) ^[3]

Submit a copy of your 501(c)(3)

[501c3_designation.pdf](#) ^[4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

We are grateful to have been a recipient of grant funding last year. Funds provided were used to support some of the 269 financial support requests that we were able to fulfill in 2023. As we have mentioned in a previous question, we do not require disclosure of location in order to access services, so we are unable to determine the exact number of survivors supported who were Tualatin residents.

Please describe how previous grant funds were used.

Grant funds were used to provide financial assistance to survivors of domestic violence. Financial assistance requests are most often provided to support a survivor with a one-time rent/mortgage payment or provide assistance with paying for electric, water, or gas bills. These supports helped to provide survivors with stability while they get back on their feet after dealing with a domestic violence situation. These funds helped make a real difference in the lives of survivors.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

These funds supported our mission of supporting and empowering survivors of domestic violence. DVRC is committed to providing support for all types of abuse, so these funds helped us continue that pursuit. The provided funds allowed us to give survivors an additional way to receive support and also allowed us to empower them on their path to full self-sufficiency. With these funds we were able to expand our financial assistance program and provide more survivors with support related to financial abuse.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86428>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]
https://www.tualatinoregon.gov/system/files/webform/2024-2025_budget_summary_for_grants.pdf [3]
<https://www.tualatinoregon.gov/system/files/webform/boardlistdvrc24.pdf> [4]
https://www.tualatinoregon.gov/system/files/webform/501c3_designation.pdf

Domestic Violence Resource Center
 Fiscal Year 2024-2025
 Proposed Budget - SUMMARY

| 2024-2025 Proposed Budget | | |
|-------------------------------------|-----------|-----|
| Income | | |
| Fundraising | 45,000 | 1% |
| Public Contribution | 105,000 | |
| Foundation Grants | 70,000 | |
| Total Public Contribution | 175,000 | 6% |
| Federal Grants | 935,124 | |
| State Grants | 1,179,413 | |
| County Grants | 840,431 | |
| City Grants | 3,500 | |
| Total Grants & Contracts | 2,958,468 | 93% |
| Total Income | 3,178,468 | |
| Expense | | |
| Personnel Costs | 2,156,610 | 71% |
| Client Assitance | 469,288 | 15% |
| Operations | 409,408 | 13% |
| Total Expense | 3,035,306 | |
| Net Ordinary Income | 143,162 | |

Domestic Violence Resource Center Board of Directors, 2024

Updated 08/08/2024

| Last Name | First Name | Address | Job Title, Employer Name & Address | Phone 1 | Phone 2 | Fax/E-mail | Position on Board Length of time on Board |
|------------------|---------------------|---|--|----------------|----------------|--|--|
| Rinell | Kristan | 6865 SW 168 th Pl Beaverton, OR 97007 | Detective, City of Tigard 13125 SW Hall Blvd Tigard, OR 97223 | 503-718-2806 | 503-519-9190 | kristanandron@gmail.com | Co-Chair 2 years |
| Musial | Melanie | 2315 SE Risley Ave Milwaukie, OR 97267 | Administrative Hearings Director, Oregon Liquor and Cannabis Commission | 414-628-3379 | | melaniemusial@gmail.com | Co-Chair 6 years |
| Hough | Nikki | 17641 SW 80 th Pl Portland, OR 97224 | Lawyer, Hough Law PO Box 2014 Beaverton, OR 97075 | 503-334-7016 | 503-208-6610 | nicole@houghlawfirm.com | Treasurer Finance Comm., Chair 6 years |
| Marsh | Bethany | 2630 NE Charlois Dr Hillsboro, OR 97124 | Realtor, Summa Real Estate 11830 NW Cedar Falls Dr, Ste 120 Portland, OR 97229 | 503-707-7796 | | bethanymarshre@gmail.com mrsbethanymarsh@gmail.com | Secretary 1 year |
| Crabtree | Tobi | 436 Fluttermill Loop Liberty Hill, TX 78642 | Head of People & Culture, Groq, Inc. | 310-989-8267 | | t.crab08@gmail.com | Member 4 years |
| Habib | Rita | 8560 SW Cecilia Terrace Portland, OR 97223 | Sales, Sanofi Pharmaceuticals | 503-871-9735 | | habibrita@hotmail.com | Member 1 year |
| Ugarte | Juan | 3560 E. Main St. Hillsboro, OR 97123 | Virginia Garcia Memorial Health Center PO Box 6149 Aloha, OR 97007 | 503-956-7579 | | Juanj.ugarte@yahoo.com (primary) jugarte@vgmhc.org | Member 4 years |
| Howell | Amberlynn (Ambi) | 166 NE 78 th Ave Beaverton, OR 97006 | Deputy District Attorney, Washington County DA's Office 150 N. 1 st Ave #300 Hillsboro, OR 97124 | 360-280-6525 | | Ambihowell9@gmail.com | Member 1 year |
| Choudhary | Jyoti | 2305 NW Crestview Way Portland, OR 97229 | Retired | 503-708-0643 | | pdxjyoti@gmail.com | Member 5 years |
| Peña | Adam | 14750 NW Ridgetop Ct Beaverton, OR 97006 | Realtor, Summa Real Estate 11830 NW Cedar Falls Dr, Ste 120 Portland, OR 97229 | 509-840-2644 | | adam@penatherelator.com adamgpena@gmail.com | Member 1 year |

Internal Revenue Service

Department of the Treasury

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

Date: December 27, 2001

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

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

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.

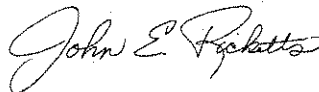
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public 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 #140

Submission information

Form: [Outside Agency Funding Request Form](#) [1]

Submitted by Visitor (not verified)

Tue, 08/13/2024 - 4:36pm

67.170.183.80

Agency Contact Information

Agency Name

Family Justice Center of Washington County (FJCWC)

Address

735 SW 158th Avenue

City

Beaverton

State

Oregon

Zip Code

97006

Contact Name

Rachel Schutz

Contact Telephone Number

(503) 430-8300

Contact Email Address

rachel@fjwc.org

Agency Request Information

Describe your agency's mission

The Family Justice Center of Washington County (FJCWC) is a comprehensive service hub dedicated to supporting survivors of domestic violence, sexual assault, child abuse, elder abuse, and human trafficking. Our mission is to work collaboratively with our community to provide a single location for prevention, intervention, healing, and hope for survivors in Washington County. Since FJCWC opened its doors in 2018, we have served over 20,000 survivors, providing them with the resources and support needed to recover from abuse and rebuild their lives.

Amount of funding request

\$5,000

What is the request for?

The important work of FJCWC is possible because of community and funding partners. We hope the City of Tualatin will join us as a funding partner in FY2024-2025 with an operating grant of \$5,000. Funds will be used to support comprehensive and holistic services for approximately 75 survivors of family violence and their children from Tualatin, including:

- Crisis Intervention + Safety Planning = immediate assistance for survivors in crisis, including assessing risk, developing a safety plan, and making emergency shelter arrangements.
- Advocacy + Case Management = personalized assistance to help survivors navigate the various services and systems they need, including housing assistance, public benefits, healthcare, and other social services.
- Counseling + Emotional Support = individual counseling and support groups to help survivors process trauma, develop coping strategies, and build resilience.
- Assistance with applying for crime victim compensation.
- Legal Assistance = assistance for issues such as restraining orders, custody and visitation, divorce, immigration, and other civil matters.
- Virtual Court for restraining order hearings.
- Family Assistance Fund = emergency financial assistance for motels, gas, and other expenses to help the family get to safety.
- Food Pantry = Assistance with basic needs such as food, clothing, baby supplies, etc.
- Onsite childcare for children visiting FJCWC with their safe parent.

How does your request align with the City Council's 2030 Vision?

The provision of comprehensive and coordinated services for Tualatin survivors and their children aligns with the following City Council vision statements and priorities:

(1) A caring and inclusive community that promotes equity, diversity, belonging, and access in creating a meaningful quality of life for everyone. FJCWC was designed by and for the community through a multi-year inclusive planning process. FJCWC serves survivors of all racial and ethnic backgrounds and gender identities. FJCWC staff and board members reflect the communities served. Services are offered bilingually (English and Spanish) and language bank services are used for other languages spoken. Services are designed to help survivors heal and thrive, which in turn promotes belonging and quality of life.

(2) Safe, vibrant, and accessible gathering spaces. Safety is our number one priority. Our facility is secure and all staff are trained in providing confidential services. Safety planning is a mainstay of our programming. By this we mean, working with survivors to develop individualized safety plans that outline steps they can take to protect themselves (and their children) from future harm or abuse. To implement their safety plans, we offer emergency financial assistance for motel stays and items such as safe (untraceable) phones, PO boxes, gas cards, and bus tickets.

How many Tualatin residents will be served?

75

Who is your target demographic in Tualatin?

The target demographic for our programs are people who have experienced domestic violence, which includes psychological aggression and control, physical violence, and sexual violence by an intimate partner. The prevalence of sexual and physical violence by an intimate partner was 42% for women and 39% for men in Oregon, according to the 2016-2017 National Intimate Partner & Sexual Violence survey.

While both men and women report violence from intimate partners, violence against women is more common, more severe, more lethal, and more likely to involve the criminal justice system. Since 2009, domestic violence-related homicides have risen sharply in Oregon. According to the Fatal Domestic Violence Report prepared by the Oregon Coalition Against Domestic and Sexual

Violence, between 2009 and 2019, 393 fatal domestic violence incidents resulted in 532 deaths. Washington County had the second-highest number of fatal incidents and deaths statewide. Most of the victims were women.

Each year, FJCWC provides comprehensive and coordinated services to 5,000+ survivors and their children. Generally, a survivor and her children must interface with multiple systems and providers to piece her life back together after the disruption of abuse, including healthcare, law enforcement, criminal justice, legal aid, emergency shelters, entitlement programs, housing assistance, and more. Often, she must go from site to site (sometimes miles without a personal vehicle) retelling and reliving the abuse over and over.

Supporting Documentation

Submit your organizations budget information

[fy24-25_operbgt2_fjcwc.pdf](#) [2]

Submit your board information

[fy24-25_boardroster_fjcwc.docx](#) [3]

Submit a copy of your 501(c)(3)

[501c3ltr_fjcwc.pdf](#) [4]

Other informational attachments

[2023_fjc_collaborative_annual_report_compressed.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Grant funding in 2023-2024 supported 105 distinct services for 60 survivors from Tualatin (see below).

Please describe how previous grant funds were used.

Tualatin residents received these services in 2023-2024:

- Crisis intervention
- Safety planning
- Filing for crime victim compensation
- Filing for an order of protection
- Case management and linkage to services such as housing assistance
- Emergency financial assistance for motel stays and other immediate safety needs
- Help with basic needs (food boxes, baby supplies, hygiene items, warm clothing, etc.)

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Funds from the City of Tualatin helped ensure access to holistic and coordinated services for survivors, which is the mission focus of FJCWC. Our finance model depends on broad community engagement and support of our work, including support from the different municipalities that make up Washington County. We are grateful for the partnership and financial support of the City of Tualatin.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86479>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/fy24-25_operbgt2_fjwcw.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/fy24-25_boardroster_fjwcw.docx [4]

https://www.tualatinoregon.gov/system/files/webform/501c3ltr_fjwcw.pdf [5]

https://www.tualatinoregon.gov/system/files/webform/2023_fjc_collaborative_annual_report_compressed.pdf



Fiscal Year 2024-2025 Operating Budget

| REVENUE | |
|---|---------------------|
| Government Awards + Contracts | |
| Washington County | 373,729 |
| Washington County District Attorney | 28,000 |
| Washington County Department of Corrections | 43,000 |
| Washington County Cities | 82,000 |
| Foundation Grants | 390,000 |
| Corporate Contributions | 100,000 |
| Individual Donations | 20,000 |
| Special Event Revenue - Denim & Diamonds | 160,000 |
| Holiday Campaign | 60,000 |
| Earned Income (rent, custodial fees, tax abatement) | 63,199 |
| Rental income from future Family Peace Center* | 135,960 |
| Interest Income | 3,600 |
| TOTAL REVENUE | \$ 1,459,488 |
| EXPENSES | |
| Salaries/Wages, Taxes, Benefits | 465,183 |
| Professional + Contract Services | 59,000 |
| Travel + Training | 10,000 |
| Staff Incentives + Self-Care | 2,500 |
| Background Checks | 500 |
| Occupancy | 395,437 |
| Facility Maintenance for future Family Peace Center* | 427,020 |
| Custodial Service | 24,400 |
| Supplies | 5,000 |
| Telephone + Technology + Internet + Equipment | 10,000 |
| Family Assistance Fund | 25,000 |
| VOICES Survivor Advisory Board | 5,000 |
| Operating Expenses (bank fees, payroll, audit + tax prep, memberships, printing + copying, postage) | 21,000 |
| Insurance | 15,550 |
| Marketing + Promotion | 11,000 |
| Fundraising Expenses | 25,000 |
| Misc. Expense | 5,000 |
| TOTAL EXPENSES | \$ 1,506,590 |
| NET REVENUE | \$ (47,102) |



FY2024-2025 Board of Directors List

Judy Willey, Board President
President/Retired
Oregon International Air Show

Commissioner Nafisa Fai
Washington County Board of
Commissioners

Carolyn Ortman, Vice President
Regional Manager
Kaiser Permanente

Tristan Irvin
Educator
Willamette Connections Academy

Kevin Barton
District Attorney
Washington County

JoAnn Lumaco
Hillsboro Community Representative

John Bennett
Commander
Washington County Sheriff's Office

Senator Janeen Sollman
Senator, District 15
Oregon Legislature

Dr. Sylvana Bennett
Physician
Oregon Health & Science University

Ex Officio
Rachel Schutz, Executive Director
Family Justice Center of Washington County

Erin Calvert
Deputy County Administrator
Washington County

Campbell Clarey
Assistant Development Coordinator
Tandem Property Management

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.

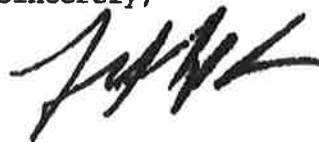
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. 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 947

FAMILY JUSTICE CENTER OF WASHINGTON

Sincerely,

A handwritten signature in black ink, appearing to read "J. Cooper", written in a cursive style.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

20
23

Annual Report

FAMILY JUSTICE CENTER OF
WASHINGTON COUNTY



YEAR IN REVIEW

DATA REPORT

HIGHLIGHTS

2023 in Review

SERVICES, SUPPORT, COLLABORATION, AND CHANGE

In 2023 we are thrilled to report a year of remarkable growth, impactful outreach, and continued dedication to our mission of ending the cycles of violence and abuse in our community. Similar to the previous year, 2023 witnessed an increase in the number of survivors served, and our scope of services expanded to unprecedented levels. We are proud to share that services were at an all-time high, breaking the 10,000 mark. What's more, individual survivor accessed more services per visit, underscoring the effectiveness and importance of our multifaceted approach.

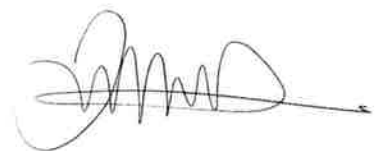
This expansion can be attributed not only to our focused outreach to our BIPOC and rural communities but also our collaborative's heightened response to persistently high rates of violence and abuse. Building upon the successes of the previous year, we increased our rural population served to 28.3% and our BIPOC community to 57%. Washington County is 22% BIPOC, illustrating the disproportionate impact of violence and abuse on marginalized communities.

Along with the growth in the number of survivors served, our organization expanded the array of services provided. In 2023, we further developed community training initiatives; brought on new partners to meet the service demands, such as Sequoia Mental Health and Oregon Food Bank; and organized events to bring families together with partners, such as Shop With A Cop. These efforts have resulted in a substantial increase in the number and variety of services offered to each survivor, aligning with the Family Justice Center model's effectiveness and showcasing the strength of collaboration among our partners and along.

This year we continued our community-wide collaboration on events aimed at raising awareness, amplifying survivors' voices, and support families. In October we debuted our first ever Run for Hope during Domestic Violence Awareness Month with over 150 participants, built on our Voices of Hope Survivor Art Gallery for Sexual Assault Awareness Month and Child Abuse Awareness Month, and increased the scope of our Fall Family Food Boxes, Holiday Shop, and Back to School Supplies. These events not only united our community but also demonstrated our commitment to creating a safe and supportive environment for survivors and their families.

In response to the 2021 and 2022 where we saw a marked increase in severe violence and homicide, the FJC worked hard with its law enforcement, court, and District Attorney partners to create a high-risk referral program. We also worked among the partners in the center to better identify lethality indicators and reached out into our community to raise awareness. Additionally, our collaborative and VOICES Survivor Committee engaged in legislative advocacy to pass new laws and strengthen current ones to ensure survivor safety and offender accountability. However, the need for such efforts this emphasizes the continued urgency of our mission and the importance of collective efforts to address the root causes of violence and abuse in our community.

In conclusion, 2023 was a year of monumental progress for our organization. As we strive to create a future free from family trauma, we remain steadfast in our commitment to collaboration, advocacy, and systemic change. The journey toward a safer future requires the collective efforts of individuals both inside and outside the Family Justice Center, and together, we take meaningful steps toward the safety, healing, and hope that survivors and our entire community deserve.



Rachel Schutz
Executive Director

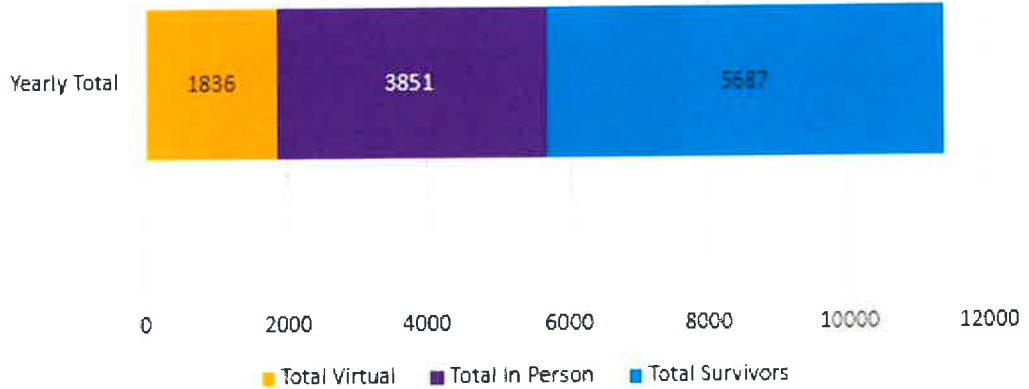
Services

SURVIVORS SERVED AND SERVICES PROVIDED

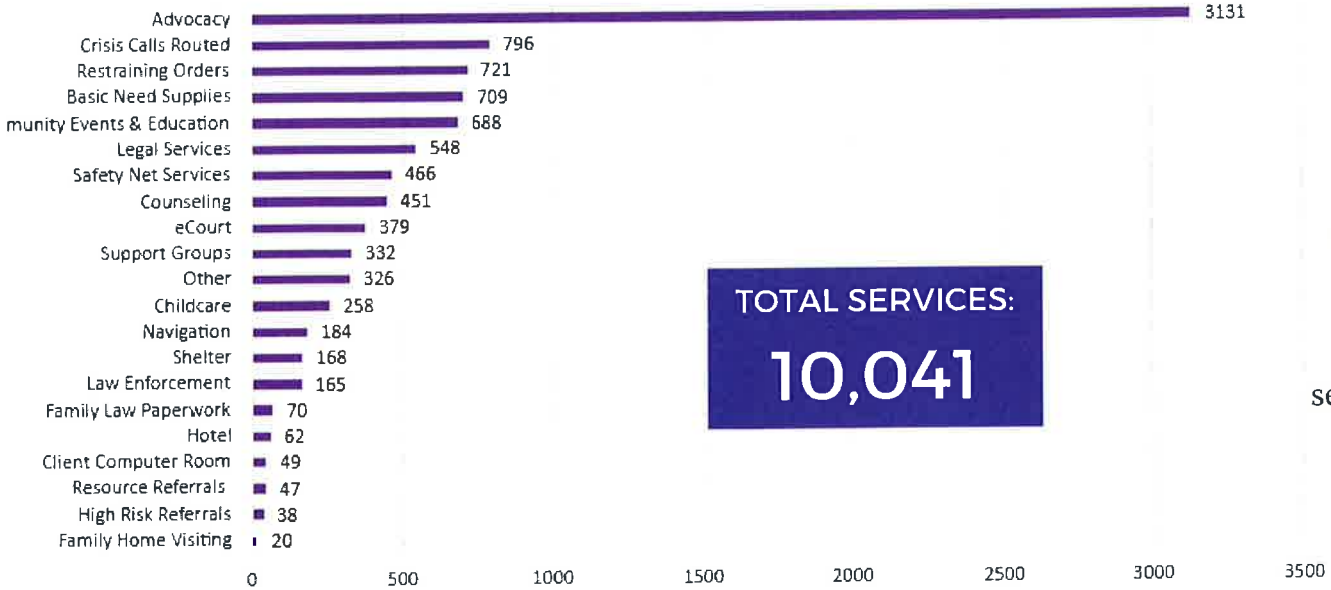
Survivors Served in 2023

SURVIVORS SERVED

As awareness of abuse rises in our community, so do survivors seeking services. The FJC served 25% more survivors in 2023 over 2022.



Services Provided in 2023



SERVICE PROVIDED

Services in 2023 increased once again over 2022 by 20%. This included the addition of new services to expand support and responsiveness.

85%

Of survivors felt they and their children were cared for by staff and partners

100%

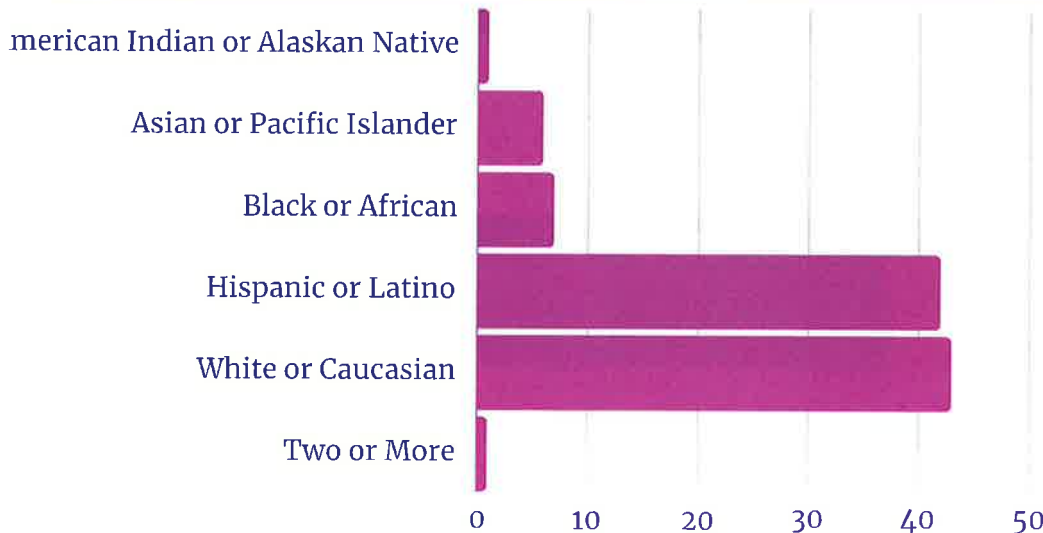
Of survivors reported they experienced trauma informed care while receiving services.

85%

Of survivors reported that they received the help they needed to keep their family safe.

Demographics

SURVIVOR AND STAFF

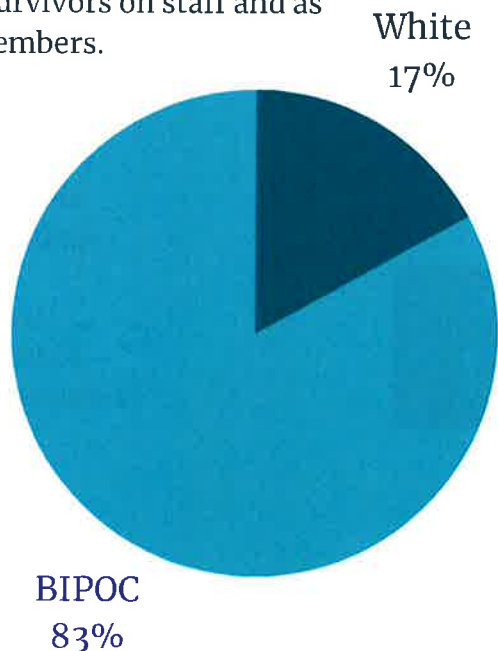


SURVIVOR DEMOGRAPHICS

Washington County population is 78% white and 22% people of color. The FJC serves 57% people of color, illustrating the disproportionate impact of violence and abuse on marginalized communities.

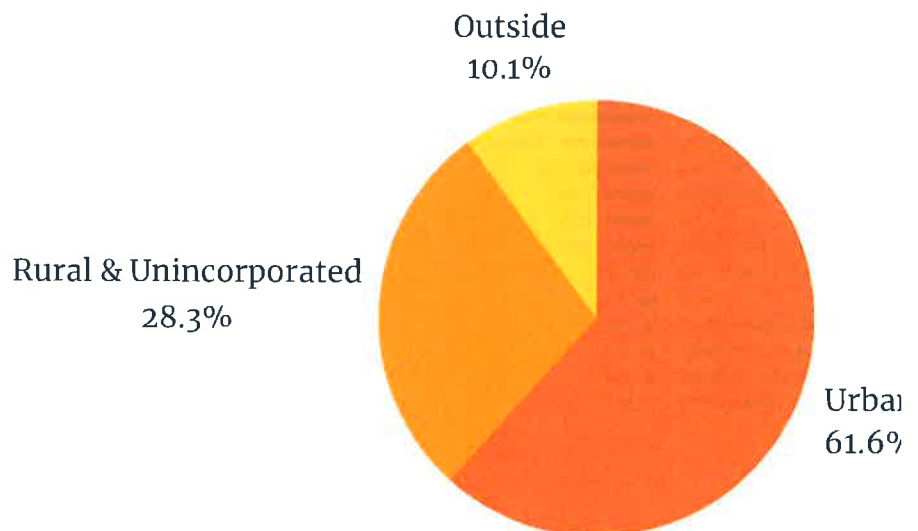
STAFF DEMOGRAPHICS

The FJC seeks to represent the populations it serves, including having survivors on staff and as board members.



WASHINGTON COUNTY GEOGRAPHY

In 2023 the FJC has seen a strong increase in survivors from rural and unincorporated areas of the county seeking services. We have also seen an increase in folks outside of the county traveling to receive help, the most common population being Portland and surrounding counties.



57%

BIPOC Survivors served in 2023

25%

Increase in survivors served in 2023

20%

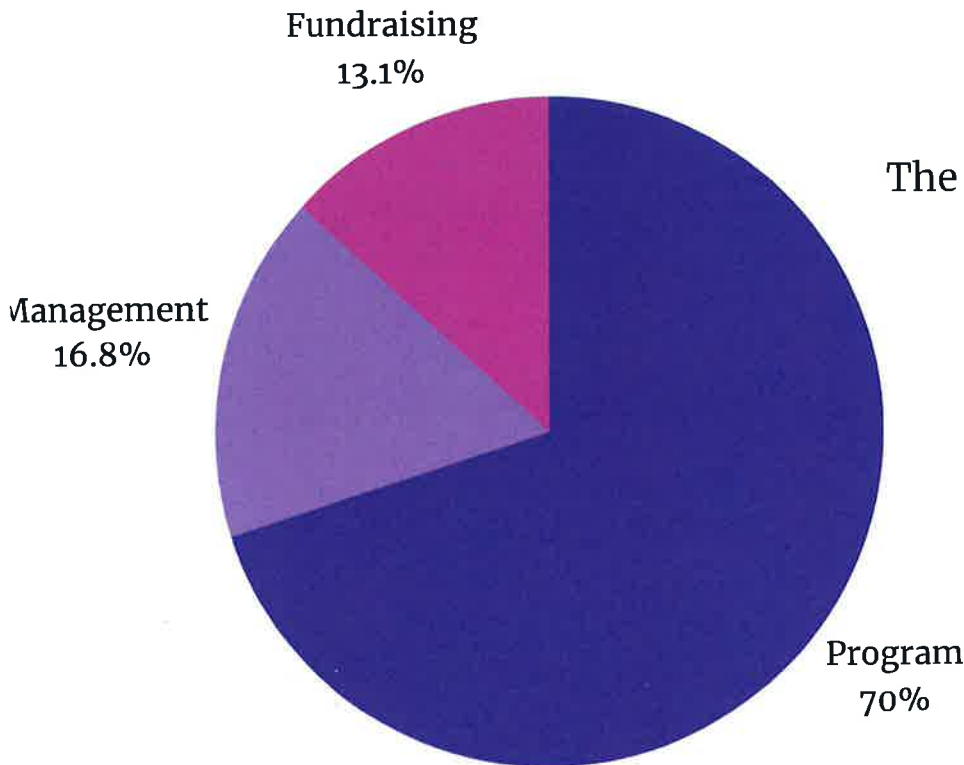
Increase in services delivered to survivors in 2023

Finances

EXPENSES AND REVENUE

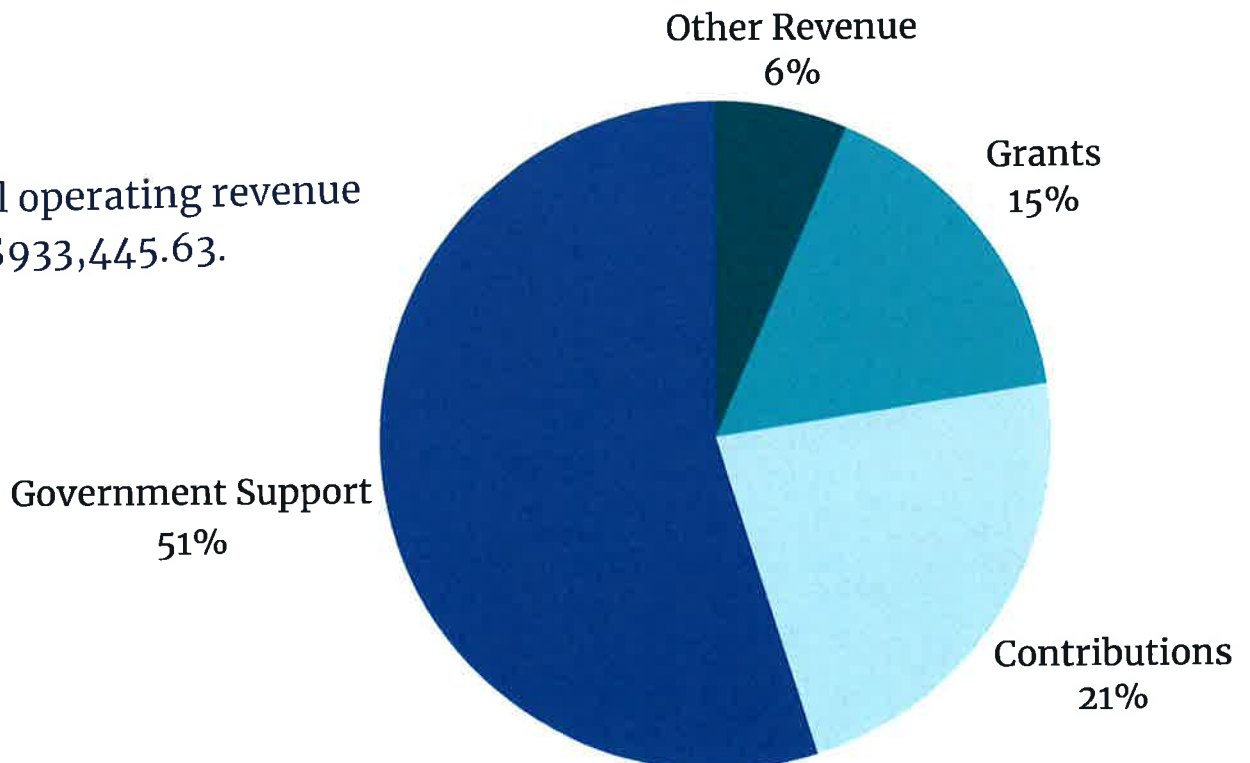
EXPENSES

The FJC's total operating expenses for 2023 were \$783,346.



REVENUE

The FJC's total operating revenue for 2023 was \$933,445.63.



Highlights

RAISING AWARENESS, ELEVATING VOICES, SUPPORTING FAMILIES



VOICES of Hope Survivor Art Gallery



VOICES Committee Testifying in Salem



Shop With A Cop



Domestic Violence Awareness Month's Run For Hope



Fall Family Feast Food Boxes



Holiday Shop with Santa

Partners

TOGETHER, WE ARE ENDING THE CYCLES OF VIOLENCE AND ABUSE IN WASHINGTON COUNTY.

TOGETHER,



Disability Rights Oregon



DOMESTIC VIOLENCE
RESOURCE
CENTER



cares
northwest



SHERIFF
WASHINGTON COUNTY



ADELANT
MUJERES



SEQUOIA



SAFETY
COMPASS



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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #141

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Thu, 08/15/2024 - 12:24pm
50.229.132.117

Agency Contact Information

Agency Name

Family Promise of Tualatin Valley

Address

11460 SW Pacific Hwy

City

Tigard

State

OR

Zip Code

97223

Contact Name

Elise Schaff Laubach

Contact Telephone Number

9712799569

Contact Email Address

elise@familypromiseoftv.org

Agency Request Information

Describe your 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 established in October 2016 as a grassroots effort to address family homelessness. We began serving families in March 2019, offering emergency shelter and comprehensive wraparound services, including extensive case management, family mentoring, and life skills training such as budgeting. In our commitment to expand and better serve our community, we recently acquired a hotel building, increasing our capacity to offer up to 70 rooms of shelter at a time. We provide onsite enrichment programming tailored to enhance the well-being and development of our residents. This includes structured homework assistance for school-aged children, ensuring academic support and success. Additionally, we offer engaging community-building activities such as movie nights and bingo nights, fostering social

interaction and a sense of belonging among participants. We also have onsite resources such as a clothing closet and food pantry that are operated through community donations and volunteers. With this expanded facility, we are poised to make an even greater impact, supporting more families on their journey to stability and self-sufficiency.

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.

Amount of funding request

\$7,500

What is the request for?

Family Promise of Tualatin Valley (FPTV) is seeking \$7,500 in funding to support our critical operations and sustain the comprehensive services we provide to families in need. This grant will enable us to cover essential costs that are vital for the successful continuation and expansion of our programs. Specifically, the funding will be allocated towards covering salaries for key staff positions that are not fully funded by other grants, ensuring we can retain experienced and dedicated personnel. Additionally, the funding will assist families as they move from shelter to stable housing, covering expenses such as apartment application fees, move-in costs, and initial rental assistance to help them establish a secure home environment. Furthermore, it will maintain our office operations with necessary supplies and services, including office supplies, printing, insurance, maintenance, and the purchase of training materials to ensure our staff are well-equipped and up-to-date with best practices. This funding is crucial for maintaining the high level of support we provide to our families, helping them achieve stability and independence.

How does your request align with the City Council's 2030 Vision?

Family Promise of Tualatin Valley's mission to equip vulnerable families and individuals to end the cycle of homelessness through a community-based response aligns seamlessly with the City Council's 2030 Vision. By prioritizing equity, diversity, and access, we foster an inclusive community where every individual can achieve a meaningful quality of life. Our personalized approach ensures that each family's unique needs are met, breaking down barriers to stable housing and promoting equity and access.

Our community-based response also supports a connected, informed, and civically engaged community. By providing the necessary resources for families to achieve stability, we enable them to become active participants in the community, embracing the city's diversity. Stable housing is a foundation for economic participation, allowing individuals to pursue living wage jobs and contribute to the city's financial stability. Additionally, our efforts to maintain housing stability prevent homelessness, contributing to safe, desirable, and sustainable neighborhoods.

In summary, our funding request is aligned with the City Council's 2030 Vision by promoting equity and access, fostering community engagement, supporting economic stability, and enhancing neighborhood safety. Through our holistic approach, we address immediate needs and long-term stability, ensuring that vulnerable families can overcome homelessness and thrive in a supportive community.

How many Tualatin residents will be served?

Our Bridge to Home shelter has the capacity to accommodate up to 70 families at any given time. Our objective is to transition families into stable housing as efficiently as possible. In 2024, we project serving over 500 individuals through case management, shelter, and rehousing

services. We will also provide prevention and diversion services to approximately 40 Tualatin households and hundreds of resource referrals.

Who is your target demographic in Tualatin?

Our target is households experiencing housing insecurity or homelessness. We focus mainly on families with children, but also support a limited number of adult only households, with an emphasis on those who are medically fragile.

Supporting Documentation**Submit your organizations budget information**

[fptv_2024_budget_condensed_giving_board_approved.pdf](#) [2]

Submit your board information

[fptv_board_members_3-2024.pdf](#) [3]

Submit a copy of your 501(c)(3)

[fptv_501c3_determination_letter.pdf](#) [4]

Other informational attachments

[program_flyer_2024_with_qr_code_bottom.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)**What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?**

We have a case manager who works in the Tigard Tualatin School district office, assisting families with housing and resource needs. Of the students on the McKinney-Vento lists of school districts we serve, more than 60% are from the Tigard-Tualatin school district, and roughly half of those households are from Tualatin. Since the beginning of 2023, we have expanded our capacity by 40% and have increased the services we provide. Collectively, we provided shelter to 452 individuals, resulting in 39,320 safe shelter bed nights. Notably, 77% of households exited to stable housing. Our comprehensive support also extended to 56 pets and 242 children during this period. With support from this grant, we were able to offer these critical services to residents of Tualatin, ensuring they received safe shelter and essential resources.

Please describe how previous grant funds were used.

Grant funds were instrumental in bridging crucial gaps in our funding, enabling us to uphold our core value of meeting each household where they are and providing tailored support. These funds allowed us to deliver customized assistance to families, ensuring that we could address their unique needs and circumstances. By offering personalized support beyond the scope of general resources, we helped families achieve stability and long-term success. This individualized approach not only reinforced our commitment to our mission but also significantly enhanced the overall effectiveness of our programs.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Last year, we used a portion of the grant funds to fill essential gaps in funding for our ESG (Emergency Solutions Grant) case manager position. This role is crucial in providing targeted assistance to families on the brink of homelessness.

One of the families supported through this program includes Stefania, her husband Raul, and their three children. Despite Raul's full-time employment, the family faced an unexpected

financial crisis when Stefania had to leave her job due to a sudden and severe illness, which will keep her out of work for at least six months. With their income drastically reduced, they were unable to pay their June rent on time and soon received an eviction notice.

Thanks to the swift intervention of our ESG case manager, we were able to prevent their eviction by negotiating with the landlord and securing several months of rent assistance. This support has allowed the family to stabilize their situation and avoid the trauma of homelessness. While their future still holds challenges, they are now in a much stronger position, and their optimism and resilience are a testament to the impact of our prevention program.

This kind of targeted support is at the core of our mission, reflecting our deep commitment to keeping families safe and housed during times of crisis. Though our programs have grown, our dedication to personalized, compassionate service remains unchanged.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86492>

Links

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https://www.tualatinoregon.gov/system/files/webform/program_flyer_2024_with_qr_code_bottom.pdf

Family Promise of Tualatin Valley
Board Approved Budget
 January - December 2024

| | | Budget |
|---|-----------|----------------------|
| Revenue | | |
| 4010 Contributions | | |
| 4011 Individuals | \$ | 113,180.00 |
| 4012 Congregations | \$ | 26,612.00 |
| 4013 Foundations | \$ | 27,800.00 |
| 4014 Corporations | \$ | 38,492.00 |
| 4015 Government/Civic | \$ | 10,602,810.00 |
| 4015.1 Indirect Cost Allocation | \$ | 182,838.00 |
| Total 4015 Government/Civic | \$ | 10,785,648.00 |
| Total 4010 Contributions | \$ | 10,991,732.00 |
| Total 4030 Fundraising Event- Revenue | \$ | 65,000.00 |
| 4040 Parking & Other Income | \$ | 2,850.00 |
| 4060 Interest & Dividends | \$ | 22,425.00 |
| Total Revenue | \$ | 11,082,007.00 |
| Gross Profit | \$ | 11,082,007.00 |
| Expenditures | | |
| Total 5010 Direct Family Assistance | \$ | 1,255,326.00 |
| Total 5020 Salary & Related Employment Costs | \$ | 2,498,873.00 |
| Total 5030 Facility Costs | \$ | 593,935.00 |
| Total 5040 Transportation Costs | \$ | 6,708.00 |
| Total 5050 Travel & Meeting | \$ | 33,165.00 |
| Total 6020 Marketing Costs | \$ | 5,992.00 |
| Total 7010 Insurance | \$ | 47,808.00 |
| Total 7020 Professional Fees | \$ | 96,702.00 |
| Total 7030 Office Costs | \$ | 73,387.00 |
| 7040 License & Registrations | \$ | 11,496.00 |
| 7050 Bank & Investment Fees | \$ | 508.00 |
| 7060 Online Giving Fees | \$ | 1,798.00 |
| 7070 Interest Expense | \$ | - |
| Uncategorized Expenditure | \$ | - |
| Total Expenditures | \$ | 4,625,698.00 |
| Net Operating Revenue | \$ | 6,456,309.00 |
| Other Expenditures | | |
| 8010 Depreciation | \$ | 652,424.00 |
| 8030 Gain/Loss on Asset Disposal | \$ | - |
| Total Other Expenditures | \$ | 652,424.00 |
| Net Other Revenue | \$ | (652,424.00) |
| Net Revenue | \$ | 5,803,885.00 |

| FAMILY PROMISE OF TUALATIN VALLEY | | | | | | | | |
|---|------------|------------|---|----------------------------|-------------|-----------------|--------------|--|
| OFFICER/BOARD/COMMITTEE MEM | | | | | | | | |
| 1/6/23 | | | | | | | | |
| | Last Name | First Name | <u>Occupation</u> | Address | City | <u>Zip Code</u> | Phone | E-mail |
| Officers | | | | | | | | |
| President | Scott | Nancy | Graphic designer | 1500 SW Borland Road | West Linn | 97068 | 503-997-2230 | nanscottdesign@gmail.com |
| VP | Case | Renee | Lifeworks NW/Mental Health Coordinator | 16819 Greenbrier Rd | Lake Oswego | 97034 | 503-313-4294 | reneecase@comcast.net |
| Secretary (Vacant) | | | | | | | | |
| Treasurer | Bailey | John | CPA/Real Estate | 11027 SW 110th PL | Tigard | 97223 | 503-702-1145 | jmbaileyconsulting@gmail.com |
| Voting Members are Officers Plus Board Members | | | | | | | | |
| Board Members | | | | | | | | |
| At Large | Goodhouse | John | Insurance | 9345 SW Mountain View Lane | Tigard | 97224 | 971-212-7533 | jgoodhouse@choicesins.com |
| At Large | Williams | Cameron | Columbia Sportswear/Risk Management | 16075 NW Joscelyn St. | Beaverton | 97006 | 503-720-1192 | cawilliams@columbia.com |
| At Large | Greenough | Carol | Retired clinical psychologist | 9965 SW Jurgens Lane | Tualatin | 97062 | 503-975-7808 | carol.greenough@gmail.com |
| At Large | Juttelstad | Claire | Under Armour/Mangement, Process, Strategy, Engine | 1919 SE 25th Avenue | Portland | 97214 | 503-799-3287 | clairejuttelstad@gmail.com |
| At Large | Quinn | Rebecca | Attorney | 10782 SW Cottonwood St. | Tualatin | 97062 | 503-810-1598 | romanfolk@comcast.net |
| At Large | Williams | Veronica | Retired business executive | 10540 SW Kiowa St | Tualatin | 97062 | 503-320-2897 | vlw14@comcast.net |
| At Large | Susan | Stohl | Real estate | 4121 Childs Road | Lake Oswego | 97034 | 503-490-1124 | sstohl@windermere.com |

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.

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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. 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



Family Promise of Tualatin Valley (FPTV) equips vulnerable families and individuals to end the cycle of homelessness through a community-based response. We offer shelter and extensive case management, family mentoring, and life skills training; prevention and diversion programs; support services for our graduates; and so much more. **Join us at familypromiseoftv.org.**



Shelter

FPTV provides shelter, case management, food, and housing navigation for folks experiencing homelessness. We work one-on-one with guests to build on their existing strengths and make an individualized plan to achieve sustainable housing. **In 2023, we provided 39,320 bed nights of shelter. 77%** of our sheltered households transitioned into stable housing.



Prevention & Diversion

The cost of a single intervention to keep a family in their home is significantly less than the cost of rehousing them. In addition to the financial cost, housing destabilization can be traumatic for children and adults, negatively impacting both physical and mental health. **In 2023, we kept 508 individuals housed.**



Graduate Services

Once housed, clients continue to receive case management, housing retention support, and connections to resources, including short-term rental assistance and flexible funds to promote housing stability. They can also reach out to FPTV for **personalized support** at any time post-program.

Ready to get involved?

- Subscribe** to our newsletter and follow us on Facebook.
- Volunteer** by contacting gina@familypromiseoftv.org.
- Fund our future** by giving at familypromiseoftv.org/donate.
- Join Club 365** Contact elise@familypromiseoftv.org.



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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #153

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]

Submitted by Visitor (not verified)

Tue, 09/03/2024 - 2:55pm

70.97.42.6

Agency Contact Information

Agency Name

Good Neighbor Center

Address

11130 SW Greenburg Road

City

Tigard

State

Oregon

Zip Code

97223

Contact Name

Jodi Collins

Contact Telephone Number

5036799680

Contact Email Address

JCollins@gncnw.org

Agency Request Information

Describe your agency's mission

Good Neighbor Center empowers families experiencing housing insecurity by providing shelter, resources, and support for lasting stability. We envision a community where every family has a safe place to call home and the resources they need to thrive.

Amount of funding request

\$7,500

What is the request for?

The \$7,500 would assist Good Neighbor Center with operating costs for the shelter and our children's program, enabling us to provide wraparound services that contribute to families' longer-term ability to maintain stable housing. These wraparound services include a full-time children's program coordinator who provides childcare and supports children and families in the

shelter. Funding would also support the gap in county funding to provide supplies like, food, clothing and other unmet basic needs.

How does your request align with the City Council's 2030 Vision?

GNC's request for funding aligns with the city of Tualatin's 2030 vision to create an inclusive community and meaningful quality of life for everyone by providing inclusive wraparound services and support to families in need and addressing individualized barriers to housing.

How many Tualatin residents will be served?

We serve approximately 200 individuals annually in shelter, over half of whom are children. An average of 10% of those we serve reside in Tualatin.

Who is your target demographic in Tualatin?

Families with children experiencing homelessness

Supporting Documentation**Submit your organizations budget information**

[good_neighbor_center_24-25_budget_.xlsx](#) [2]

Submit your board information

[board_of_directors.docx](#) [3]

Submit a copy of your 501(c)(3)

[tax-exempt_status_paper_2.pdf](#) [4]

Other informational attachments**Final Spending Questionnaire (must be complete if received funding in prior grant cycle)**

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Please describe how previous grant funds were used.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86629>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/good_neighbor_center_24-25_budget_.xlsx [3]

https://www.tualatinoregon.gov/system/files/webform/board_of_directors.docx [4]

https://www.tualatinoregon.gov/system/files/webform/tax-exempt_status_paper_2.pdf

For Fiscal Year Ending 2025

| | Shelter Division | SHS Programs | Capacity Building | TOTAL | Projected 2024 Actuals |
|---|------------------|------------------|-------------------|------------------|------------------------|
| Revenue | | | | | |
| Community Action - SHAP | 128,000 | - | - | 128,000 | 128,000 |
| Unrestricted Donations | 200,000 | - | - | 200,000 | 225,000 |
| Grants - Washington County Supportive Housing and Capacity Building | - | 1,232,628 | 152,714 | 1,385,342 | 854,668 |
| Grants - Washington County Serial Tax Levy | 378,320 | - | - | 378,320 | 369,093 |
| HSP | 11,000 | - | - | 11,000 | 50,000 |
| Foundation Grants (Silvey+Westin) | 75,000 | | | 75,000 | |
| Restricted Donations | 10,000 | | | 10,000 | 13,500 |
| EFSP | 32,000 | | | 32,000 | 32,000 |
| City Of Tigard | 20,000 | | | 20,000 | - |
| Other Grants | | | | - | |
| OHCS | | | | - | - |
| Total Revenue | 854,320 | 1,232,628 | 152,714 | 2,239,662 | 1,672,261 |
| Expenses | | | | | |
| Employee Expenses (includes Taxes, workers comp, benefits) | 681,827 | 684,450 | 125,714 | 1,491,991 | 1,142,582 |
| Participant Assistance & Pass Through Grants | | 392,400 | | 392,400 | 228,000 |
| Other Office and Program Expenses | 25,000 | 58,778 | | 83,778 | 130,000 |
| Facility Expenses | 65,000 | - | | 65,000 | 65,000 |
| Professional Services | 10,000 | 30,000 | 27,000 | 67,000 | 116,305 |
| Trainings | | | | - | |
| Fundraising | 27,000 | - | - | 27,000 | |
| Rent & Storage | - | 50,000 | - | 50,000 | 50,123 |
| Silvey Project | 41,000 | | | 41,000 | |
| Insurance | 4,000 | 14,000 | | 18,000 | |
| Bank/Merchant Fees | 3,000 | 3,000 | | 6,000 | |
| Total Operating Expenses | 856,827 | 1,232,628 | 152,714 | 2,242,169 | 1,732,010 |
| | | | | | (59,749) |
| Net Income/(Loss) | (2,507) | - | - | (2,507) | |



Board of Directors

Chair: Tom Heger, Vice President, JE Dunn Construction

Vice Chair: Nicole F. Wolfer, Development Specialist, Providence Newberg Medical Center

Treasurer: Shannon Moxley, Owner, Shannon M. Moxley CPA

Secretary: Kristin Bauer, Vice President Senior Treasury Solutions Officer, Pacific West Bank

Directors

Jamie Stasny, Regional Transportation & Land Use Policy Coordinator, Clackamas County

Dave Bachman, President & CEO, Cascade Management, Inc.

Heather Jackson, Human Resources Manager, Cascade Management, Inc.

Chastidy Moser, Senior Manager, Quinstreet

Karen Hill, Interim Non-Profit CEO

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

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

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 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.

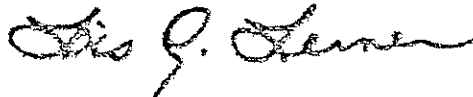
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of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

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 #147

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Wed, 08/28/2024 - 9:11am
50.54.147.63

Agency Contact Information

Agency Name

Love INC. of Tigard, Tualatin and Sherwood

Address

10900 SW 121st Ave

City

Tigard

State

Oregon

Zip Code

97223

Contact Name

Ken Caron

Contact Telephone Number

503-443-6888

Contact Email Address

executivedirector@loveinc-tts.or

Agency Request Information

Describe your agency's mission

We do this by first listening to each person's story, understanding their situation, culture, and needs, and then tailoring our response to equitably meet their need whenever possible.

We assist individuals and families during crises, enabling them to prioritize rent and essential bills.

Partner with local churches to offer assistance in the name of Christ, leveraging church resources to help prevent houselessness by providing resources, education, and referrals.

Collaborate with other local agencies to provide support when our resources are not sufficient.

Amount of funding request

\$5,000

What is the request for?

Funding will enable us to expand and enhance volunteer management in support of increases in number of clients and greater client needs.

The number of new Tualatin client households has increased from 8 new clients in all of 2023 to 7 in the first 6 months for 2024. We anticipate doubling new client households this year based on what we have experiences to date. Meeting this increase requires expanding both management and our volunteer staff. (We are seeing this doubling across all three communities we serve).

To manage the increased volunteer capacity and ensure efficient operations, the funding will support the hiring of a part-time staff member dedicated to volunteer management.

This will give us the capacity to efficiently and equitably match more clients with the resources they need, addressing critical needs such as housing stability, heating assistance, and basic necessities.

How does your request align with the City Council's 2030 Vision?

1. **Economics:** We support building a caring and inclusive community by treating all with dignity as we equitably provide resources to those who most need them; assisting people whose living situation is marginal.
2. **Inclusivity:** Our clients include a wide range of ethnicities; Hispanic, Asian, People of Color, Pacific Islander, Native American, Russian, Ukrainian, and Middle-Eastern. We are committed to inclusivity and service to clients identifying as LGBTQ+ and have served this community for over 6 years.

How many Tualatin residents will be served?

We serve 153 Tualatin residents or 48 households. We have added 7 new client households in 2024 so far. We are on pace to double the number of new clients this year over last year. (We are seeing this doubling across all three communities we serve).

Who is your target demographic in Tualatin?

1. **Individuals and families in poverty:** We aim to support those who are economically disadvantaged and struggling to maintain their homes.
2. **Senior clients:** We specifically serve elderly individuals who are facing economic challenges, providing them with items that enhance their dignity during their senior years.
3. **Diverse ethnicities and cultural backgrounds:** We serve clients from immigrant communities, encompassing a wide range of ethnicities such as Hispanic, Asian, Peoples of Color, Pacific Islander, Native American, Russian, Ukrainian, and Middle-Eastern.
4. **LGBTQ+ individuals:** We have a commitment to inclusivity and support for clients identifying as LGBTQ+, having served this community for over 6+ years.

Supporting Documentation

Submit your organizations budget information

[love_inc_tts_budget_overview_2024.pdf](#) ^[2]

Submit your board information

[love_inc_tts_board_of_directors_2024.pdf](#) ^[3]

Submit a copy of your 501(c)(3)

[love_inc_tts_990_filing_2023_electric_signing_form.pdf](#) ^[4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

In 2023-24 grant year, the grant award provided significant value to the community of Tualatin through Love INC's efforts by meeting an estimated value for residents of \$92,496 and meeting 512 needs.

- **Heating Assistance:** The grant enabled Love INC to assist Tualatin residents at risk of having their power shut off by providing heating assistance during the winter months.
- **Diapers for Families:** Many families in Tualatin received support with diapers, which is crucial for their basic needs and wellbeing.
- **Essentials Provision:** Love INC distributed essential items such as toilet paper, personal hygiene products, and cleaning supplies to families in need in Tualatin.

These examples demonstrate the tangible impact of the grant award in directly benefiting the Tualatin community through essential services and collaborative efforts.

Please describe how previous grant funds were used.

The previous grant funds helped Love INC to maintain our increased open hours of operation, and in volunteer management. With grant funds and other donations, we were able to improve volunteer management and coordination, thereby enhancing our capacity to serve and support more Tualatin residents in need. This also enabled more efficient service delivery and maximized the impact of volunteer efforts throughout the community, directly benefiting Tualatin residents across various demographics in 2023.

Here are some details:

1. **Staffing Support:** The grant's financial assistance enabled Love INC to maintain essential staffing. This staffing support is crucial for effectively managing and coordinating the efforts of Love INC's 31 volunteers.
2. **Volunteer Engagement:** With the grant's assistance, Love INC was able to better leverage the dedication and efforts of its volunteers. In 2023, these volunteers collectively donated 2,483 hours of their time, valued at \$77,496. This represents a significant contribution to the community, as volunteers are integral to providing direct assistance to vulnerable groups such as the elderly, immigrant families, LGBTQ+ communities, and economically struggling individuals in Tualatin.
3. **Enhanced Service Delivery:** Ultimately, the grant funds enhanced the Love INC's ability to deliver services to the community. They ensured that Love INC could sustain its operations, engage volunteers meaningfully, and expand its reach to serve more clients in the diverse demographic of Tualatin.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

The grant funds enabled Love INC to expand its services and respond effectively to the needs of increasing numbers of individuals and families in Tualatin.

The funds directly contributed to enhancing the quality of life and stability for vulnerable community members.

The grant helped Love INC to support, empower, and uplift individuals and families with dignity and compassion.

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86588>

Links

- [1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]
- https://www.tualatinoregon.gov/system/files/webform/love_inc_tts_budget_overview_2024.pdf [3]
- https://www.tualatinoregon.gov/system/files/webform/love_inc_tts_board_of_directors_2024.pdf [4]
- https://www.tualatinoregon.gov/system/files/webform/love_inc_tts_990_filing_2023_electric_signing_form.pdf

Love INC TTS

Budget Overview: Budget_FY24_P&L - FY24 P&L

January - December 2024

| | TOTAL |
|---|--------------------|
| Income | |
| 4000 Income--General Operating | |
| 4001 Contributions - Churches | 18,279.96 |
| 4003 Contributions - Board and Staff | 3,375.00 |
| 4004 Contributions - Individuals | 8,022.00 |
| 4005 Contributions - Businesses | 288.00 |
| Total 4000 Income--General Operating | 29,964.96 |
| 4200 Grants and Awards | |
| 4210 City of Tigard Grant | 2,000.00 |
| 4212 Grants--City of Tualatin | 1,000.00 |
| Total 4200 Grants and Awards | 3,000.00 |
| Total Income | \$32,964.96 |
| GROSS PROFIT | \$32,964.96 |
| Expenses | |
| 6005 Advertizing and Promotion | 5.00 |
| 6012 Computer Software | 1,332.00 |
| 6016 Dues & Filing Fees | 80.00 |
| 6018 Fees - PayPal,SqUp, etc. | 150.00 |
| 6020 Insurance | 1,707.60 |
| 6038 Office Supplies | 100.00 |
| 6050 Payroll | |
| 6051 Executive Director | 17,238.00 |
| 6059 Payroll Tax Expense - Employer | 1,900.00 |
| 6065 Payroll Processing (Legal & Acc | 75.00 |
| 6600 Payroll Expenses | 225.00 |
| Total 6050 Payroll | 19,438.00 |
| 6060 Postage | 50.00 |
| 6062 Printing | 100.00 |
| 6064 Professional Fees | 600.00 |
| 6066 Rent | 6,000.00 |
| 6068 Telephone | 1,800.00 |
| Total Expenses | \$31,362.60 |
| NET OPERATING INCOME | \$1,602.36 |
| NET INCOME | \$1,602.36 |



Board of Directors - 2024

Executive Director

Ken Caron – Management
20863 SW 84th Ave
Tualatin, OR 97062
503-312-8035
Executivedirector@LoveINC-tts.org

Secretary

Valerie Rice-Retired
12895 SW Buckfield Lane
Tigard, OR 97224
971-506-7423
valeririce@yahoo.com

Board Chair

Ed Demaree - Retired
10900 A Garden Park Place
Tigard, OR 97223
503-708-8753
tedemaree@yahoo.com

Ray Lauzon-Retired Teacher

16840 SW Monterey Lane
King City, OR 97224
781-626-1777
ray46lauzon@gmail.com

Treasurer

Dave Scalley-Retired
16100 SW Century Dr. #159
Sherwood OR 97140
503-925-9824
dscalley3.0@gmail.com

Jane Runion - Sales Coordinator

5548 SW Natchez St,
Tualatin, OR 97062
(503) 692-8781
jmrunion456@gmail.com

Ruth Erickson - Retired

12095 SW Sweeney Pl.
Tigard, OR 97223
(971) 221-5741
grandma.lola.moose@gmail.com

10900 SW 121st Ave., Tigard, OR 97223

admin@loveinc-tts.org

loveinc-tts.org

Form **8453-TE**

Tax Exempt Entity Declaration and Signature for E-file

OMB No. 1545-0047

For calendar year 2023, or tax year beginning 01/01/2023 and ending 12/31/2023

2023

Department of the Treasury
Internal Revenue Service

For use with Forms 990, 990-EZ, 990-PF, 990-T, 1120-POL, 4720, 8868, 5227, 5330, and 8038-CP
Go to www.irs.gov/Form8453TE for the latest information.

Name of filer

LOVE INC OF TIGARD TUALATIN SHERWOOD

EIN or SSN

27-2581050

Part I Type of Return and Return Information

Check the box for the type of return being filed with Form 8453-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line of the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). If you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

| | | | | | | |
|-----|--------------------------|-------------------------------------|---|--|-----|--------|
| 1a | Form 990 check here | <input type="checkbox"/> | b | Total revenue, if any (Form 990, Part VIII, column (A), line 12) | 1b | |
| 2a | Form 990-EZ check here | <input checked="" type="checkbox"/> | b | Total revenue, if any (Form 990-EZ, line 9) | 2b | 37,170 |
| 3a | Form 1120-POL check here | <input type="checkbox"/> | b | Total tax (Form 1120-POL, line 22) | 3b | |
| 4a | Form 990-PF check here | <input type="checkbox"/> | b | Tax based on investment income (Form 990-PF, Part V, line 5) | 4b | |
| 5a | Form 8868 check here | <input type="checkbox"/> | b | Balance due (Form 8868, line 3c) | 5b | |
| 6a | Form 990-T check here | <input type="checkbox"/> | b | Total tax (Form 990-T, Part III, line 4) | 6b | |
| 7a | Form 4720 check here | <input type="checkbox"/> | b | Total tax (Form 4720, Part III, line 1) | 7b | |
| 8a | Form 5227 check here | <input type="checkbox"/> | b | FMV of assets at end of tax year (Form 5227, Item D) | 8b | |
| 9a | Form 5330 check here | <input type="checkbox"/> | b | Tax due (Form 5330, Part II, line 19) | 9b | |
| 10a | Form 8038-CP check here | <input type="checkbox"/> | b | Amount of credit payment requested (Form 8038-CP, Part III, line 22) | 10b | |

Part II Declaration of Officer or Person Subject to Tax

- 11a I authorize the U.S. Treasury and its designated Financial Agent to initiate an Automated Clearing House (ACH) electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment.
- b If a copy of this return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I certify that I executed the electronic disclosure consent contained within this return allowing disclosure by the IRS of this Form 990/990-EZ/990-PF (as specifically identified in Part I above) to the selected state agency(ies).

Under penalties of perjury, I declare that I am an officer of the above named entity or I am the person subject to tax with respect to (name of entity) _____, (EIN) _____,

and that I have examined a copy of the 2023 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund.

Sign Kenneth Caron | May 12, 2024 | Kenneth Caron, Executive Director
Here Signature of officer or person subject to tax Date Title, if applicable

Part III Declaration of Electronic Return Originator (ERO) and Paid Preparer (see instructions)

I declare that I have reviewed the above return and that the entries on Form 8453-TE are complete and correct to the best of my knowledge. If I am only a collector, I am not responsible for reviewing the return and only declare that this form accurately reflects the data on the return. The entity officer or person subject to tax will have signed this form before I submit the return. I will give a copy of all forms and information to be filed with the IRS to the officer or person subject to tax, and have followed all other requirements in Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns. If I am also the Paid Preparer, under penalties of perjury I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. This Paid Preparer declaration is based on all information of which I have any knowledge.

| | | | | | |
|-----------------------|--|------|--|---|-------------------|
| ERO's Use Only | ERO's signature | Date | Check if also paid preparer <input type="checkbox"/> | Check if self-employed <input type="checkbox"/> | ERO's SSN or PTIN |
| | Firm's name (or yours if self-employed), address, and ZIP code | | | | EIN Phone no. |

Under penalties of perjury, I declare that I have examined the above return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer is based on all information of which the preparer has any knowledge.

| | | | | | |
|-------------------------------|----------------------------|----------------------|------|---|------------|
| Paid Preparer Use Only | Print/Type preparer's name | Preparer's signature | Date | Check if self-employed <input type="checkbox"/> | PTIN |
| | Firm's name | | | | Firm's EIN |
| | Firm's address | | | | Phone no. |

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #144

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Mon, 08/26/2024 - 4:16pm
172.56.153.90

Agency Contact Information

Agency Name

Meals on Wheels People

Address

7710 SW 31st Ave

City

Portland

State

Oregon

Zip Code

97219

Contact Name

Bee Davis

Contact Telephone Number

503-953-8124

Contact Email Address

grants@mowp.org

Agency Request Information

Describe your agency's mission

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

Amount of funding request

5,000

What is the request for?

We are requesting \$5,000 for our Senior Nutrition Services in Tualatin. Our program significantly impacts the lives of homebound or isolated older adults. These funds will be used to offset the rising cost of food needed to prepare nutritious meals, ensuring that vulnerable older adults in the Tualatin-Tigard area continue to receive the support they need to combat food insecurity.

For older adults, food insecurity is linked to poor health outcomes, increased hospitalization rates, depression, dementia, and the exacerbation of chronic health conditions. A balanced, nutritious diet can mitigate these risk factors. With inflation, many older adults on a fixed income are experiencing increased rates of homelessness, as they must decide between paying for their medication, housing, or food each month. No older adult should have to make that difficult choice.

In the fiscal year 2024, Meals on Wheels People provided meals and social support for 11,402 unduplicated individuals in the Portland Metro area including 253 participants in the Tualatin area. Funding from the City of Tualatin will support home meal delivery and our congregate dining sites, providing nourishment and social connection. The demand for our services is on the rise, and we anticipate this trend will continue.

How does your request align with the City Council's 2030 Vision?

Meals on Wheels People is aligned with the City of Tualatin Council's 2030 Vision by offering inclusive and crucial community assistance to one of the most vulnerable populations. Our goal is to connect and involve all Tualatin residents by providing access to nutritious meals in their homes or a safe and inclusive environment that promotes diversity, well-being, and inclusivity, as outlined in the City's vision.

How many Tualatin residents will be served?

A grant of \$5,000 will serve 68 older adult participants in the Tualatin area.

Who is your target demographic in Tualatin?

Our Senior Nutrition program is available to anyone over age 60, regardless of immigration status, income, gender identity, sexual orientation, race, or religion. We serve older adults with other barriers to obtaining adequate nutrition, such as disabilities, mental health and substance abuse challenges, and housing insecurity.

Supporting Documentation

Submit your organizations budget information

[board_approved_budget_fy25.pdf](#) ^[2]

Submit your board information

[roster_board_2023-2024_5.8.24.docx](#) ^[3]

Submit a copy of your 501(c)(3)

[501_c_3_irs_determination_letter.pdf](#) ^[4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

In our more than 50 years of operation, Meals on Wheels People has never had to institute a waiting list for our services. We are committed to ensuring that the increased cost of quality, fresh food does not jeopardize our ability to respond to the needs of older adults in communities like Tualatin. The support of our community partners is critical to ensuring the continued success of our mission.

Please describe how previous grant funds were used.

We received \$1,500 from the City of Tualatin Outside Agency grant in November 2023. This funding provided 143 healthy meals and social support to homebound and isolated older adults in the greater Tualatin area. In addition to weekly deliveries of fresh, tasty meals and nutrient-dense pantry staples, we serve lunchtime meals at Juanita Pohl Senior Center two days a week, and our staff and volunteers made Friendly Chats calls to participants to help address loneliness. Our vision is that no senior will go hungry or experience social isolation. We continue to work to identify ways to keep older adults at risk of loneliness and isolation engaged and connected to the outside world.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

The funds we received helped us continue to meet the demand for our services. From FY23 to FY24, we saw an increase in unduplicated participants and meals requested. As the economic and social pressures rise, the demand and our production costs continue to grow. We are committed to sourcing high-quality food, paying our employees a living wage, and ensuring that our services are available to all older adults who need them, even in the face of economic realities.

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86577>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/board_approved_budget_fy25.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/roster_board_2023-2024_5.8.24.docx [4]

https://www.tualatinoregon.gov/system/files/webform/501_c_3_irs_determination_letter.pdf

Meals on Wheels People

Statement of Operations

Budget: 7/1/24 - 6/30/25

Consolidated

Board Approved 6/5/2024

Revenue:

Government:

| | |
|--|-----------|
| Older Americans Act | 2,656,100 |
| Medicaid | 2,402,007 |
| NSIP (formerly USDA) | 297,949 |
| ARP/Covid | - |
| Local Governments | 158,456 |
| Participant Contributions Congregate | 98,576 |
| Participant Contributions Home Delivered | 385,742 |

Fund raising:

| | |
|--------------------|-----------|
| Partnerships | 716,550 |
| Grants | 673,130 |
| Donations | 3,521,940 |
| Direct mail | 1,528,485 |
| Special Events | 495,005 |
| Center Fundraising | - |
| Release restricted | - |

Meal sales :

| | |
|---------------------|-----------|
| The Diner Vancouver | 560,439 |
| Contract meal sales | 2,882,789 |

Other :

| | |
|---|-------------------|
| Merchandise Sales | - |
| Employee retention tax credit | - |
| Interest earned and other investment earnings | - |
| Rental revenue | 24,996 |
| Board Designated Funds for Operations | 1,833,124 |
| Transfer from (to) Endowment & Investments | 677,398 |
| Total revenue | 18,912,687 |

Expenses:

Personnel:

| | |
|----------------------------|-----------|
| Salaries and wages | 7,724,942 |
| Payroll taxes and benefits | 2,050,490 |
| Contract employees | 50,000 |

Food:

| | |
|----------------------------------|-------------------|
| Program meals | 3,790,288 |
| Supplemental Food | 500,000 |
| Food for events | 5,020 |
| Food and supplies for revenue | - |
| Food - 3rd party vendor | 40,320 |
| MOW Supplies | 463,732 |
| Food Service Supplies | 103,647 |
| Professional services | 844,662 |
| Printing | 301,735 |
| Rent | 418,866 |
| Utilities | 226,360 |
| Telephone and internet | 92,388 |
| Postage | 138,127 |
| Truck costs | 98,300 |
| Insurance | 175,764 |
| Office Supplies | 42,647 |
| Small Equipment | 57,620 |
| Repairs and maintenance | 174,820 |
| Training | 36,044 |
| Subscriptions and memberships | 31,812 |
| Janitorial services and supplies | 48,340 |
| Mileage | 45,764 |
| Out of town travel | 26,250 |
| Volunteer costs | 15,760 |
| Center programming | 3,020 |
| Fundraising costs | 12,290 |
| Recruitment ads | 20,920 |
| Advertising | 454,350 |
| Bank charges | 75,085 |
| Employee Recognition | 23,544 |
| Wellness | 10,000 |
| Miscellaneous | 50,452 |
| Trademark Amortization | 348 |
| Depreciation | 758,980 |
| Total Expenses | 18,912,687 |

Revenue over (under) expenses (0)

**Meals on Wheels People
Board of Directors 2023-2024**

KATE ARMSTRONG

Vista
12 Monticello Dr
Lake Oswego, OR 97035
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NENGI DIRIYAI, 2ND VICE PRESIDENT *

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Member*

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Committee Member; Fund Development
Committee Member*

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Strategic Planning Committee Member*

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Cell: 503.888.8468
Email: mark.yee@usbank.com
Finance Committee Member

***Executive Committee**



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 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 #150

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Fri, 08/30/2024 - 2:51pm
76.167.114.18

Agency Contact Information

Agency Name

MITCH Charter School

Address

19550 SW 90th Ct

City

Tualatin

State

OR

Zip Code

97062

Contact Name

Krista Brown

Contact Telephone Number

3528712433

Contact Email Address

kristabrown@mitchcharterschool.org

Agency Request Information

Describe your agency's mission

MITCH Charter School is a K-5 public school sponsored by the Tigard-Tualatin School District. Applications are accepted from students that reside within as well as outside of the Tigard-Tualatin school district. MITCH Charter School is a community where every child experiences a sense of belonging. Here, each student is supported to excel socially,

emotionally and academically through whole-child, student-centered learning.

Dedicated teachers deliver engaging, content rich curriculum and hands on agricultural education that honors

diverse student identities, developing students' global perspectives and critical thinking skills. School staff and administration provide an adaptable framework in which each child develops a passion for learning and connection and is empowered to be an agent of positive change in the world. MITCH Charter School is a K-5 public school sponsored by the Tigard-Tualatin School District.

Applications are accepted from students that reside within as well as outside of the Tigard-Tualatin school district.

MITCH Charter School is a community where every child experiences a sense of belonging. Here, each student is supported to excel socially, emotionally and academically through whole-child, student-centered learning.

Dedicated teachers deliver engaging, content rich curriculum and hands on agricultural education that honors diverse student identities, developing students' global perspectives and critical thinking skills. School staff and administration provide an adaptable framework in which each child develops a passion for learning and connection and is empowered to be an agent of positive change in the world.

The Board of Directors leads MITCH with a multifaceted

vision of equity:

Access | Ensure that racially, culturally and socioeconomically diverse students have equitable access to excellent educators, those teachers and leaders who are impactful and empowering.

Inclusion | Involvement and empowerment; Where the fundamental value and dignity of all people are accepted. MITCH develops and maintains a sense of belonging and practices respect for the talents, abilities, backgrounds, and lifestyles of its families.

Opportunity | With access and inclusion combined, we will make MITCH a beacon in our community.

Amount of funding request

MITCH Charter School is requesting \$3000 for infrastructure for setting up a school lunch program. This funding would be used for items such as: an industrial refrigerator, warming ovens, insulated bags for transportation, coolers, hot plates, and utensils.

What is the request for?

This funding would be used for items such as: an industrial refrigerator, warming ovens, insulated bags for transportation, coolers, hot plates, and utensils.

How does your request align with the City Council's 2030 Vision?

The Board of Directors leads MITCH with a multifaceted vision of equity:

Access | Ensure that racially, culturally and socioeconomically diverse students have equitable access to excellent educators, those teachers and leaders who are impactful and empowering.

Inclusion | Involvement and empowerment; Where the fundamental value and dignity of all people are accepted. MITCH develops and maintains a sense of belonging and practices respect for the talents, abilities, backgrounds, and lifestyles of its families.

Opportunity | With access and inclusion combined, we will make MITCH a beacon in our community.

MITCH offers:

- free school bus pick up and drop off to three different elementary schools in Tigard
- a school uniform requirement that allows for flexibility and also includes a uniform exchange program for families to obtain uniform clothing items at no cost
- an annual activity fee for which there are scholarships available for families as needed
- a school wide behavioral system focused on restorative justice

How many Tualatin residents will be served?

For the 2023-24 school year, MITCH had 240 students (180 families) in the Tigard-Tualatin School District community. For the last school year, MITCH had approximately 100 students (40%) who are Tualatin residents.

Who is your target demographic in Tualatin?

The target demographic for MITCH is families in Tualatin with elementary school aged children.

Supporting Documentation**Submit your organizations budget information**

[budget_in_financial_statement_format_2024-25.xlsx](#) -
[_budget_in_financial_statement_format_2024-25.pdf](#) [2]

Submit your board information

[board_contact_information.xlsx](#) [3]

Submit a copy of your 501(c)(3)

[nonprofit_501_c3_letter_1.pdf](#) [4]

Other informational attachments**Final Spending Questionnaire (must be complete if received funding in prior grant cycle)****What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?**

N/A

Please describe how previous grant funds were used.

N/A

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

N/A

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86608>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]
https://www.tualatinoregon.gov/system/files/webform/budget_in_financial_statement_format_2024-25.xlsx -
[_budget_in_financial_statement_format_2024-25.pdf](#) [3]
https://www.tualatinoregon.gov/system/files/webform/board_contact_information.xlsx [4]
https://www.tualatinoregon.gov/system/files/webform/nonprofit_501_c3_letter_1.pdf

MITCH Charter School
Statement of Revenue and Expenditures
02 Months Ending August 31, 2023
Prepared by Susan Matlack Jones & Associates
From MITCH Records / For MITCH Use Only
Unaudited

| | | Annual Budget | | |
|---|--|------------------|----------------------------------|-----------|
| Resources | | | | |
| 4350 | TTSD-SSF | 2,065,180 | | |
| 4300 | Government Grants | | | |
| 4000-4050 | Misc. Sources - Contributions | 51,000 | | |
| | Local Sources - Activity Fees | 66,975 | | |
| 4100-4200-4450-4500-4600-4700-4875-4900 | Enterprise and Community Services | 6,500 | | |
| 4390 | Board Fund Raising | - | | |
| 4800 | Interest and Dividend Income | - | | |
| 4999 | Release of Restrictions (for prior year exp) | - | | |
| | Total Resources | 2,189,655 | | |
| Expenditures: | | | | |
| 5000 | Salaries | 267,680 | Salaries | 1,552,826 |
| 5010 | Teacher Salaries - Licensed | 819,660 | | |
| 5020 | Teacher Salaries - Subs | 40,000 | Subs | 40,000 |
| 5100 | Payroll Taxes | 23,288 | | |
| 5110 | Teacher Payroll Taxes | 70,587 | K-5 Extracurricular | 74,400 |
| 5200 | Employee Benefits | 11,400 | | |
| 5210 | Teacher Employee Benefits | 96,900 | K-5 Supplies & Materials | 17,000 |
| 5300 | PERS Employer Contribution | 67,000 | | |
| 5310 | Teacher PERS Employer Contribution | 196,310 | Staff Development | 12,000 |
| 5400 | Worker's Comp | 3,700 | | |
| 5500 | Covid Relief | - | Support Services | 123,472 |
| 6000 | Contract Services | 3,732 | | |
| 6100 | Bookkeeping Services | 23,660 | Business Op/Property Maintenance | 364,957 |
| 6200 | Payroll Services | 11,580 | | |
| 6300 | Audit Services | 23,500 | Technology Services | 5,000 |
| 6400 | Legal Services | 3,000 | | |
| 6500 | Technology Services | 5,000 | Total Expenses | 2,189,655 |
| 6600 | Translation Services | 5,000 | | |
| 6700 | Board Professional Development | 2,000 | Net Income | 0 |
| 7000 | Parking & Mileage | - | | |
| 7010 | Transportation Services | 5,400 | | |
| 7100 | Instr. Staff Assessment | - | | |
| 7150 | Instr. Staff Assessment Consumables | - | | |
| 7180 | Instr. Staff Development | 10,000 | | |
| 7200 | Rent | 250,757 | | |
| 7250 | Utilities | 33,200 | | |
| 7300 | Cleaning Service | 34,800 | | |
| 7350 | Security Service | 5,700 | | |
| 7400 | Building Consumables | 2,000 | | |
| 7450 | Building Non-Consumables | 7,000 | | |
| 7500 | Equipment Lease | 8,500 | | |
| 7550 | Repairs & Maintenance | 30,000 | | |
| 7600 | Telecommunications | - | | |
| 7650 | In-Kind Expense | - | | |
| 7700 | Supplies & Materials | 5,000 | | |
| 7725 | Capital Outlays | - | | |
| 7750 | Consumable Supplies & Materials | 60,000 | | |
| 7780 | Lunch/Food Services | 6,000 | | |
| 7800 | Textbooks | 5,000 | | |
| 7850 | Computer Software | - | | |
| 7900 | Printing & Copying | 4,000 | | |
| 7950 | Postage & Delivery | 500 | | |
| 8000 | Marketing | 500 | | |
| 8100 | Event Expense | 9,000 | | |
| 8200 | Depreciation Expense | - | | |
| 8210 | Amortization Expense | - | | |
| 8300 | Licenses & Fees | 1,200 | | |
| 8400 | Bank Charges & Merchant fees | 500 | | |
| 8500 | Insurance | 28,500 | | |
| 8600 | Dues & Subscriptions | 8,100 | | |
| 8700 | Interest Expense - Leases | - | | |
| 8900 | Miscellaneous Expenses | - | | |
| 8950 | Bad Debt Expense | - | | |
| 9900 | Shared Costs Allocation | - | | |
| | Total Expenditures | 2,189,655 | | |
| | Excess of Revenue Over Expenditures | (0) | | |

| Name | Address | Occupation | Phone Number |
|------------------|-----------------|---------------|--------------|
| Sarah Parker | Court Tualatin, | Assisting | 971-344-7772 |
| Jason Johnston | Hillshire Drive | International | 360-910-9556 |
| Neil Tosuntikool | Tualatin, OR | Community | 503-629-5312 |
| Corey Cabrera | Tranquil Court | Development | 360-521-6905 |
| Krista Brown | Ave | Operational | 503-806-9503 |
| Susan Noack | Drive Tualatin, | Chamber Board | 503-927-2390 |

Registry # 786010-86

DEPARTMENT OF THE TREASURY

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

Date: SEP 18 2002

MULTI-SENSORY INSTRUCTION TEACHING
CHILDREN HANDS-ON
C/O DEBI LORENCE
12950 SW WALNUT ST
TIGARD, OR 97223

Employer Identification Number:

93-1307461

DLN:

602053056

Contact Person:

WILLIAM ANGNER

ID# 31305

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

JUNE 30

Form 990 Required:

YES

Addendum Applies:

YES.

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware

Letter 947 (DO/CG)

MULTI-SENSORY INSTRUCTION TEACHING

of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

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 Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

MULTI-SENSORY INSTRUCTION TEACHING

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

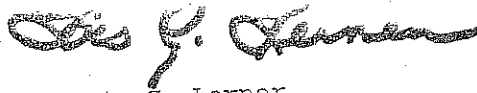
You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations

MULTI-SENSORY INSTRUCTION TEACHING

You are not subject to the specific publishing requirements of Revenue Procedure 75-50, 1975-2 C.B., page 587, as long as you are operating under a contract with the local government. If your method of operation changes to the extent that your charter is not approved, terminated, cancelled, or not renewed, you should notify us. You will also be required to comply with Revenue Procedure 75-50.

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #145

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Tue, 08/27/2024 - 9:26am
208.71.205.225

Agency Contact Information

Agency Name

Pili Group

Address

13676 SE 162th Ave, Unit 51

City

Happy Valley

State

Oregon

Zip Code

97015

Contact Name

Marilu Serrano

Contact Telephone Number

5036809377

Contact Email Address

mariluserano1819@gmail.com

Agency Request Information

Describe your agency's mission

See Attached

Amount of funding request

See Attached

What is the request for?

See Attached

How does your request align with the City Council's 2030 Vision?

See Attached

How many Tualatin residents will be served?

See Attached

Who is your target demographic in Tualatin?

See Attached

Supporting Documentation

Submit your organizations budget information[pili_budget.pdf](#) [2]**Submit your board information**[pili_board_of_directors.pdf](#) [3]**Submit a copy of your 501(c)(3)**[pili_501c3.pdf](#) [4]**Other informational attachments**[pili_group_response_to_questions.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

N/A

Please describe how previous grant funds were used.

N/A

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

N/A

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86580>**Links**[\[1\] https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form](https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form) [2]https://www.tualatinoregon.gov/system/files/webform/pili_budget.pdf [3]https://www.tualatinoregon.gov/system/files/webform/pili_board_of_directors.pdf [4]https://www.tualatinoregon.gov/system/files/webform/pili_501c3.pdf [5]https://www.tualatinoregon.gov/system/files/webform/pili_group_response_to_questions.pdf

Q. 1

The Pili Group is a nonprofit organization founded in 2016 in Tualatin in response to the growing need for a women's support group within the Latino community. Our mission is to empower women by providing a safe, Spanish-speaking environment where they can heal from anxiety and trauma and improve their physical health. We offer therapeutic services focused on mental health, including targeted therapy for anxiety and trauma recovery, along with creative and physical activities such as macrame, Zumba, guitar, and art classes. While we primarily serve the Latino community, The Pili Group is open to the public and welcomes everyone in Tualatin, fostering a diverse and inclusive space for all women to thrive. Our goal is to foster a community where women can thrive, build resilience, and find joy in self-expression and movement.

q. 2

We are requesting \$7,000

Q. 3

The Pili Group is requesting funding to cover essential operating costs associated with providing comprehensive support services to women in the Tualatin community, particularly those from the Latino community. Our services focus on mental and physical health, offering therapy, nutrition education, and creative activities like guitar lessons to foster healing and well-being.

Specifically, the requested funding will be used to:

1. **Therapists and Instructors:** Cover the costs of professionals, such as a nutritionist who will provide classes on proper nutrition, and guitar instructors who will offer free lessons to the public and group members. These services are vital to empowering our participants to lead healthier and more fulfilling lives.
2. **Transportation Support:** Provide bus vouchers for community members who wish to attend our meetings but lack access to reliable transportation. This assistance ensures that our programs remain accessible to all, regardless of their transportation situation.

This funding from the City of Tualatin will be crucial in maintaining and expanding our services, ensuring that we can continue to offer high-quality, accessible support to women in our community.

q. 4

The Pili Group's request aligns closely with the City Council's 2030 Vision in several key areas, addressing a crucial need within the community:

1. **A Caring and Inclusive Community:** The Pili Group is dedicated to fostering an inclusive environment that promotes equity, diversity, and belonging. By offering mental and physical health support services, such as therapy, nutrition education, and creative activities, we enhance the quality of life for women in Tualatin, particularly within the Latino community. Our Spanish-speaking safe space ensures that our services are accessible to everyone, supporting the City's commitment to inclusivity. The need for a women's support group in our community is vital, as we believe that by providing these services, we can literally help save lives, including suicide prevention.

2. **A Connected and Civically Engaged Community:** Our programs encourage civic engagement by connecting women from diverse backgrounds and empowering them to participate actively in their community. The more support we receive, the better we can communicate with and serve our underserved Latino community, strengthening their connection to the broader Tualatin area and enhancing their civic participation.
3. **Safe, Vibrant, and Accessible Gathering Places:** The Pili Group provides safe and welcoming spaces where women can come together to heal, learn, and grow. By offering free guitar lessons, nutrition classes, and other activities, we contribute to the vibrancy of the community and create gathering places that celebrate and support the well-being of all participants.
4. **An Efficient, Accessible, and Connected Transportation System:** Our request for transportation support, such as bus vouchers, directly aligns with the City's vision of ensuring that all community members can access services and participate in community life. By addressing transportation barriers, we make it easier for women to engage with our programs, enhancing their connection to the broader community.
5. **Safe, Desirable, and Welcoming Neighborhoods:** The Pili Group contributes to the creation of safe and welcoming neighborhoods by providing services that support mental and physical health, which are essential for a thriving community. By addressing the needs of vulnerable populations, such as those facing anxiety, trauma, or lack of access to resources, we help make Tualatin a more inclusive and supportive place for everyone.

Through these efforts, The Pili Group directly supports the City Council's 2030 Vision, meeting a critical need within the community and contributing to a more caring, connected, and vibrant Tualatin.

Q.5

The Pili Group currently serves 40 members, ranging in age from 18 to 85 years old, including both youth and elderly members of the community. While we do not require clients to report their specific place of residence, we focus on individuals with a self-disclosed connection to Tualatin. Our goal is to grow the group and build capacity, allowing us to reach even more residents and provide essential support services to a broader segment of the Tualatin community. As we expand, we anticipate serving an increasing number of Tualatin residents, enhancing our impact on the community.

Q. 6

Our target demographic in Tualatin primarily includes Latina women who have experienced domestic violence, trauma, anxiety, depression, and sexual assault. We also welcome individuals from historically marginalized communities, including women and girls, BIPOC, and LGBTQ2IA+ individuals. While The Pili Group is inclusive of all, we currently focus on the Spanish-speaking community, as there are no other resources solely dedicated to serving them in their language. By offering services in Spanish, we help eliminate barriers to participation and ensure that this underserved population has access to vital support. Additionally, The Pili Group partners with the City of Tualatin to stay connected and engaged with city services and resources, further supporting our community members.



Pili Group Board Of Directors

Executive Director

Marilu Serrano

8904 SE Janssen Rd

Clackamas, OR 97015

Secretary

Yessica Serrano

19705 SW Boones Ferry Rd Apt 88

Tualatin, OR 97062

Chair

Fernando Sanjines

421 SW Oak St 520

Portland, OR 97204

Treasurer

Ana Culbet

19080 SW Mobile Place

Tualatin, OR 97062

The organization currently does not have a budget and as the work produced by the organization is supplemented by volunteers and their donations.

Group activity supplies \$2,000

Advertising & Printing \$1,500

Professional fees \$3,500

Transportation support \$500

**Pili Group
 Budget
 January 1 2023
 to Dec 31, 2023**

Exec. Director & Pili Group Co-ordinator

| Line Item | Project Budget | City of Tualatin Itemized Request |
|------------------------------------|---------------------|--|
| Group Activity Supplies | \$ 2,500.00 | \$ 2,000.00 |
| Advertising & Printing | \$ 2,100.00 | \$ 1,500.00 |
| Professional Fees | \$ 5,300.00 | \$ 3,500.00 |
| Transporation Support | \$ - | \$ 500.00 |
| Holiday Celebrations events | \$ 1,900.00 | |
| Total | \$ 11,800.00 | \$ 7,500.00 |



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

PILY GROUP
13676 SE 162TH AVE
HAPPY VALLEY, OR 97015

Date:
09/26/2023
Employer ID number:
93-2074038
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
April 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
June 22, 2023
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053658003493

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. 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.

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 #151

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Fri, 08/30/2024 - 3:57pm
98.97.37.154

Agency Contact Information

Agency Name

Sexual Assault Resource Center

Address

4900 SW Griffith Drive, Ste. 135

City

Beaverton

State

Oregon

Zip Code

97005

Contact Name

Brandy Selover

Contact Telephone Number

503-626-9100, ext. 250

Contact Email Address

brandys@sarcoregon.org

Agency Request Information

Describe your agency's mission

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

Our philosophy: SARC recognizes that sexual assault can and does happen to anyone. Members of historically marginalized communities are more likely to be affected by sexual violence and more likely to experience barriers to accessing services and seeking justice. SARC strives to be always act with a trauma-informed lens and be culturally responsive and intentional in our efforts to support communities disproportionately impacted by sexual violence. We also understand that identities are intersectional, and oppressions are interlinked. To more fully serve those who have experienced sexual violence, we recognize we must also work to address, challenge, resist and dismantle other forms of violence and oppression.

Amount of funding request

\$5,000.00

What is the request for?

SARC is requesting \$5,000 for general operating costs associated with providing confidential advocacy and support services to survivors of sexual assault (e.g., salaries, benefits and other costs that support staff advocates who provide services and coordination of services).

The Sexual Assault Resource Center is a nonprofit organization that was established in 1977 as a volunteer-led, grassroots organization. Now, SARC is a 501(c)3 nonprofit, and the only organization providing confidential, privileged advocacy for survivors of sexual violence in Washington County, hence, the primary service program for folks in Tualatin.

Additionally, SARC is one (1) of only two (2) sexual assault-specific service programs in Oregon. All advocacy and therapy services at SARC are no cost and have no time limit because we understand that healing from the experience(s) of sexual violence is a process.

How does your request align with the City Council's 2030 Vision?

The Tualatin City Council's 2030 Vision is in overall alignment with the values, vision, and mission of SARC—in particular, two areas: 1) Inclusive Community through the promotion of an inclusive community that promotes belonging and access to and a meaningful quality of life, and 2) Safe, desirable, welcoming and sustainable Neighborhoods with housing available for all.

This request is in alignment with 2030 Vision as it will go to support a crucial service delivery of confidential and privileged advocacy, advocacy for safe and sustainable housing for survivors, and other support services for the community's most vulnerable and diverse populations. The strategies that SARC utilizes to implement its programs and services reflect trauma-informed, safe environments where those who have been harmed can receive the support they need in a nonjudgmental environment, supporting all people in the ways they need.

How many Tualatin residents will be served?

SARC provided more than 3,000 case management advocacy, housing support, counseling and groups services to nearly 400 individual survivors and support persons in 2023. All persons related to Washington County (either work, live, attend school, or otherwise significantly connected), based on eligibility for SARC services. And, provided an additional 1,337 calls, texts, or chats to 707 unique callers to our 24-Hour Support & Resource Line.

Confidentiality and Advocate-Victim Privilege of all people who seek services at a Qualified Victim Service Provider (QVSP), SARC does not require survivors to specify where they live other than their connection with Washington County to qualify for services. However, Tualatin residents currently are, and will continue to be, beneficiaries of all SARC's services.

Based on statewide data, Oregon women and girls are raped and sexually assaulted at rates that far exceed the national average—over 1 million women and girls—more than half of the state's female population, according to the Count Her in Report by the Women's Foundation of Oregon (pg. 24).

In the U.S., 43.6% of women experience some form of contact sexual violence (contact sexual violence includes rape, being made to penetrate someone else, sexual coercion, and/or unwanted sexual contact) within their lifetime. One-quarter of men experience some form of contact sexual violence in their lifetime (National Intimate Partner and Sexual Violence Survey, or NISVS).

1 in 3 female rape victims experienced it for the first time between 11-17 years old and 1 in 8 reported that it occurred before age 10. Nearly 1 in 4 male rape victims experienced it for the first

time between 11-17 years old and about 1 in 4 reported that it occurred before age 10 (Preventing Sexual Violence).

Estimating the number of Tualatin residents who are eligible to receive direct advocacy and mental health services through SARC, using the gender binary data of male/female ratios (adult & youth included) in a population of 27,216 (World Population Review, 2024), we estimate:

- Of the 13,892 females in the Tualatin population, 6,057 have experienced sexual violence, thus are eligible for receiving services through SARC;
- Of the 13,912 male population in Tualatin, we estimate that 3,450 have experienced sexual violence in their lifetime, thus qualify for receiving services through SARC.
- Additionally, all parents, caregivers, or other support persons of the survivor also qualify for support and advocacy services through SARC. While we do not have the data to determine just how many Tualatin residents are in the friends/family category, we anticipate this would include nearly the entire population of Tualatin.

Based on an average annual reporting rate to law enforcement of 25% (NSVRC, 2018), we estimate approximately one-quarter of the eligible population in Tualatin may receive some level of services at SARC, either through the 24-Hour Support & Resource Line, advocacy services, counseling, and/or through community education or the high school prevention education curriculum. Therefore, we anticipate serving or educating approximately 2,377 Tualatin citizens during the next year, if the full request of \$5,000 is awarded.

Who is your target demographic in Tualatin?

The target demographic in Tualatin, and/or Washington County tie, are 14 years and older who have experienced sexual violence and would like confidential direct advocacy, support and/or resources as they navigate their experience throughout the healing-to-thriving process. We also provide support for the survivors' family and friends. Eligibility for continued care services (Counseling, Groups, and Case Management Advocacy) at SARC requires that the person either lives, works, or attends school in Washington County, or is otherwise significantly connected to the county.

Additionally, SARC provides education, outreach, and a comprehensive prevention curriculum in the high schools (Beyond!Consent: Healthy Teen Relationships) in Washington County—reaching approximately 5,000 students each school year.

Supporting Documentation

Submit your organizations budget information

[sarc_budget_2024-25_tualatin_outside_agencies_grant_program_2024-08-29.pdf](#) ^[2]

Submit your board information

[sarc_board_members_2024-august.pdf](#) ^[3]

Submit a copy of your 501(c)(3)

[2009_irs_nonprofit_determination_letter.pdf](#) ^[4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

In 2023, SARC was awarded \$2,500. These funds were utilized to support salaries and overhead costs of a direct service advocate providing in-person hospital response and support line services. Because of anonymity and confidentiality for people seeking services at SARC, we are not able to provide data specific to Tualatin. We estimate that these funds helped to directly support 96 Tualatin residents/employees/students at no cost.

Please describe how previous grant funds were used.

SARC has received grant funds through this program on an annual basis since approximately 2020, typically between \$2000-2500 each funding year.

In all years, except 2021-22, the funds were distributed across the most urgent operational and/or programmatic need for the organization. In 2021-22, the funds were utilized to help pay for the costs of a hotline management system platform for the 24-Hour Support & Resource Line to ensure a more trauma-informed approach to crisis support and safety planning for people impacted by sexual violence.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

The past grant funds have helped to support the organizational mission by supporting direct services to survivors, and to maintain daily operational costs so SARC can continue to operate and provide an integral service within the community.

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86610>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

[https://www.tualatinoregon.gov/system/files/webform/sarc_budget_2024-](https://www.tualatinoregon.gov/system/files/webform/sarc_budget_2024-25_tualatin_outside_agencies_grant_program_2024-08-29.pdf)

[25_tualatin_outside_agencies_grant_program_2024-08-29.pdf](https://www.tualatinoregon.gov/system/files/webform/sarc_budget_2024-25_tualatin_outside_agencies_grant_program_2024-08-29.pdf) [3]

https://www.tualatinoregon.gov/system/files/webform/sarc_board_members_2024-august.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/2009_irs_nonprofit_determination_letter.pdf

**Detailed Project Budget - 2024-25 Outside Agencies Grant
Program, City of Tualatin**



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

| Line item | Project Budget | City of Tualatin Itemized Request |
|---|------------------------|--|
| Salaries & Wages | \$ 655,358.54 | \$ 3,000 |
| Fringe Benefits & Taxes | \$ 145,893.24 | \$ 390 |
| Office Supplies | \$ 3,652.00 | \$ 100 |
| Advertising | \$ 150.00 | \$ - |
| Rent | \$ 67,717.30 | \$ 900 |
| Utilities | \$ 96,737.14 | \$ - |
| Other-- Education & Outreach Materials; printing | \$ 1,630.00 | \$ 110 |
| Other-- Crisis/Support Advocate on-call stipends & 24-Hour Support Line tech platform | \$ 22,675.00 | \$ 500 |
| Other-- Misc. Operational & Overhead | \$ 146,714.67 | \$ - |
| Other-- Survivor Client Assistance | \$ 33,388.47 | \$ - |
| | \$ - | \$ - |
| TOTAL | \$ 1,173,916.36 | \$ 5,000 |



September 2023

Board of Directors

Katie Brokaw (she/her)

Katie.brokaw@modahealth.com; 971-312-8762

Moda Health

Member since 2019; also serves on Governance Committee; **Board Secretary**

Veronica Miller (she/her)

vmiller@gmco.com; 971-227-5672

Geffen Mesher, Manager, Accounting & Advisory Services

Member since 2022; also serves as Chair of Finance Committee; **Board Treasurer**

Carla Faye Crouch-Marcoff, MBA (she/her)

Carla.m@lovettservices.com; 503-278-9765

Lovett, Inc; Director of Human Resources

Member since 2022 (returning from 2019); also serves as Chair of Governance Committee;

Board Chair

Chirag H. Patel (he/him)

cpatel@clarkhill.com; 360-901-9086

Senior Attorney, Clark Hill LLP

Member since 2023; also serves as Chair of Fundraising & Development Committee

Robin Perkins, CPA, CFE (he/him)

rperkins@gmco.com;

Geffen Mesher, Assurance Senior

Member since 2023; serves as member of Finance Committee

Perry A. Kantor, JD (he/him)

perry@graves-swanson.com; 503-406-2140

Graves & Swanson, LLC, Attorney

Member since 2023; serves as member of Governance Committee

Board & Committee Members Who Are *Not* Voting Board Members

Brandy Selover, MPH; **Executive Director, SARC**; Finance, Fundraising & Development, and Governance Committee

brandys@sarcoregon.org; 208-863-9108



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

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 #136

Submission information

Form: [Outside Agency Funding Request Form](#) [1]
Submitted by Visitor (not verified)
Wed, 07/17/2024 - 3:39pm
74.95.46.185

Agency Contact Information

Agency Name

SMART Reading

Address

101 SW Market

City

Portland

State

Oregon

Zip Code

97201

Contact Name

Sharon Benson

Contact Telephone Number

971-634-1620

Contact Email Address

sbenson@smartreading.org

Agency Request Information

Describe your agency's mission

To spark joy and opportunity through the magic of a shared book.

Amount of funding request

\$5,000

What is the request for?

Our request for \$5,000 will provide reading support and 800 books to 70 students participating in SMART Reading at Tualatin Elementary during the 2024-25 school year. Funds will pay for new books for students to pick out and keep and for coordination and support of volunteers who read weekly with students. At least 15% of books will be inclusive titles to ensure all kids see themselves in a book.

The SMART program in Tualatin is part of a statewide organization that serves over 20,000 kids annually and gives them over 180,000 books to keep. Our statewide budget is just over \$4

million. Our programs are free to kids and cost us about \$10,000 per school or site. SMART Reading works: 93% of educators indicate SMART Reading contributes to reading motivation and engagement for their students and 97% of families feel that SMART Reading benefited their child.

How does your request align with the City Council's 2030 Vision?

SMART Reading's vision is an Oregon where all kids can realize their full potential through reading. Among our values are community (We believe that mobilizing and connecting community is a powerful force for good.) and Inclusivity (We honor inclusivity by providing a safe, welcoming and positive environment for kids and our broader community. We elevate books in which children see themselves and their community meaningfully represented.) SMART activates our vision and values by engaging local citizens to volunteer to read with children weekly in public schools; training our volunteers in science-based reading, trauma informed care, and diverse representation in books; and providing book titles where all kids can see themselves in a story.

SMART Reading's vision and values align with the City Council's priorities of 1) a Caring and Inclusive Community that promotes equity, diversity, belonging and access in creating a meaningful quality of life and 2) a connected, informed, and civically engaged community that embraces the city's diversity.

How many Tualatin residents will be served?

70 students from families with low-incomes.

Who is your target demographic in Tualatin?

70 kindergarten students at Tualatin Elementary where the student population is 48% kids of color, 39% qualify for free or reduced lunch, and 21% are English language learners.

Supporting Documentation

Submit your organizations budget information

[smart_reading_fy25_organizational_budget.pdf](#) [2]

Submit your board information

[no_contact_info_of_2024-25_smart_reading_board_of_directors.docx.pdf](#) [3]

Submit a copy of your 501(c)(3)

[501c3_irs_tax_exemption_letter_2019.pdf](#) [4]

Other informational attachments

[attachment_for_city_of_tualatin.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Please describe how previous grant funds were used.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86220>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/smart_reading_fy25_organizational_budget.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/no_contact_info_of_2024-25_smart_reading_board_of_directors.docx.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/501c3_irs_tax_exemption_letter_2019.pdf [5]

https://www.tualatinoregon.gov/system/files/webform/attachment_for_city_of_tualatin.pdf



SMART Reading

FY25 Budget

Fiscal Year July 1, 2024 – June 30, 2025

REVENUE

| | |
|--------------------------|--------------------|
| Individual | \$1,234,780 |
| Corporate | \$555,300 |
| Foundations | \$530,000 |
| Organizations | \$200,796 |
| Events | \$310,750 |
| Government | \$190,400 |
| Release from Restriction | \$984,728 |
| Earned Revenue | \$150,000 |
| Total Revenue | \$4,156,754 |

EXPENSES

| | |
|-------------------------|--------------------|
| Salaries & Benefits | \$2,804,727 |
| Background Checks | \$34,780 |
| Professional Fees | \$115,031 |
| Membership & Dues | \$6,465 |
| Advertising & Promotion | \$26,775 |
| Student Books | \$346,500 |
| Office Expenses | \$237,292 |
| Information Technology | \$175,695 |
| Occupancy Expenses | \$193,632 |
| Travel | \$61,576 |
| Staff Development | \$22,240 |
| Volunteer Management | \$21,815 |
| Fundraising Expense | \$46,500 |
| Insurance | \$30,726 |
| Depreciation | \$33,000 |
| Total Expense | \$4,156,754 |
| Net Income | \$0 |



2024-2025 Board of Directors & Emeritus Directors

Officers

Chair: Beth Daniels, Strategic Initiatives, Legacy Health Systems

Vice Chair: Marito Domingo, Chief Credit Officer & Chief Financial Officer, First Tech Federal Credit Union

Treasurer: Phil Long, Superintendent, Butte Falls School District 91

Secretary: Krista Tappan, Advertising Director, Portland Business Journal

Immediate Past Chair: Doug Post, Partner/Lead Advisor, Vista Capital

Member-At-Large: Jason Halstead, Retired Creative Director, Gist Brands

Directors

Katherine Backus, *Associate Board Liaison, Talent Development Specialist, Vista Capital Partners

Dennis Baker, Vice President, Enterprise Applications and Architecture, KinderCare Education

Stephanie Carson, Senior Director, Category Growth, Tillamook

Ron Eiseman, Retired Financial Officer, Wells Fargo and Umpqua Bank

Winston Hall, 2nd Vice President, Actuarial Transformation, The Standard

Molly Ishkanian, President and Owner, Weinstein PR

Megan Jumago-Simpson, Broker, Keller Williams Realty

Eric Lukingbeal, Vice President & Relationship Manager, Commercial Banking, PNC

Jelani Memory, Founder and CEO, A Kids Co.

Debbi Nadell, SMART Site Coordinator

Kirby Neumann-Rae, Editor, News-Register

Sonja Thomas, Children's Book Author and Accountant



2024-2025 Board of Directors & Emeritus Directors

Emeritus

- **Mary Boyle**, Portland
- **Terri Browning**, Banks
- **Tom Costabile**, Old Tappan, NJ
- **Ruth Ann Dodson**, Portland
- **Joe Gonyea II**, Springfield
- **Katie Hertig**, Warrenton
- **Sue Hollern**, Bend
- **Karin Holsinger**, Portland
- **Behzad Hosseini**, Fox Island, WA
- **Jane Teater**, Bend
- **Harriet Langmas**, Bend
- **Liz Large**, Portland
- **Irving J. Levin**, Portland
- **Kent Lewis**, Portland
- **Anna Madill**, Portland
- **Margaret (Peggy) Maguire**, Portland
- **John Morgan**, Portland
- **Charles H. Rouse**, Richland
- **Hank Sigmon**, Portland
- **Patricia C. Smullin**, Medford
- **Steve Stadum**, Portland
- **Von Summers**, Portland
- **Bill Thorndike, Jr.**, Medford
- **Andy Vobora**, Eugene
- **Mary Wilcox**, Portland
- **Charles Wilhoite**, Portland
- **DJ Wilson**, Whitefish, MT
- **Steve Wynne**, Portland



Department of the Treasury
Internal Revenue Service

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

In reply refer to: 4077967774
Aug. 09, 2019 LTR 4168C 0
93-1051724 000000 00

00032378

BODC: TE

SMART READING
101 SW MARKET ST
PORTLAND OR 97201-5701

Employer ID number: 93-1051724
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated June 27, 2019, about your tax-exempt status.

We issued you a determination letter in April 1996, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

023236

4077967774
Aug. 09, 2019 LTR 4168C 0
93-1051724 000000 00
00032379

SMART READING
101 SW MARKET ST
PORTLAND OR 97201-5701

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Stephen A. Martin

Stephen A. Martin
Director, EO Rulings & Agreements





About SMART Reading

At SMART Reading, we believe that reading is the gateway to learning and a brighter future for Oregon’s kids.

Across Oregon, kids aren’t meeting reading benchmarks, despite the efforts of our hard-working families and educators. We want to change that, but we can’t do it alone.

Every day, we mobilize our statewide community to make a direct impact by connecting kids, books, and volunteers who understand that access to books and reading creates a brighter future for all.

By helping thousands of young children build confidence, literacy skills, and a love of reading—right in our own neighborhoods—we can reduce the negative ripple effects of illiteracy and help children realize their full potential.

We invite your volunteer, financial, legislative, and social support. Join us!

Our Work

SMART Reading is a children’s literacy nonprofit that serves kids in Oregon’s highest-need schools and marginalized communities with two ingredients critical for literacy and learning success: shared reading time and books to keep.



Our Impact

Reading motivation and enjoyment are clearly linked to literacy development. **By the end of the year, 89% of kids improved in reading motivation and 88% improved in reading enjoyment.**

We’re a “village” of Oregonians that stretches across our great state. Join us and start making a reader today. Because the simple magic and joy of a shared book can change a child’s life trajectory.

Statewide Impact: Since 1992



280+ sites



147,007 volunteers



396,929 students



4,579,239 volunteer hours



\$145,619,800 donated value of volunteer hours



4,549,040 books given

Note: The numbers of students served and books given represent the combined impact of SMART Reading and The Children’s Book Bank (including pre-merger).



Mirrors & Windows: The Importance of Diverse Books

“Books are sometimes the only place where readers may meet people who are not like themselves, who offer alternative worldviews.”¹”

At SMART Reading, we believe that reading is the gateway to learning and opportunity for Oregon’s kids, and that the simple magic of a shared book can change a child’s life trajectory.

We also know that racial, cultural, social, and economic inequities in our country and state make it harder for some children to succeed as compared to others. As a children’s literacy nonprofit working toward our vision of an Oregon where all children can realize their full potential through reading, we are committed to prioritizing diversity, equity and inclusion in every facet of our organization. The books we provide to kids are one tangible example of that commitment.

Research shows that all children benefit from books that “mirror” their own cultures, identities, and experiences, and that also provide “windows” into the lives of others.

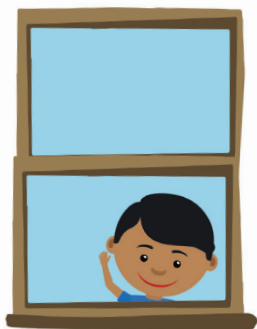
Seeing familiar elements in books helps boost reading comprehension and improves a young reader’s ability to make predictions and inferences about the story.² Research also shows that there is a direct link between reading success for children of color and access to books that reflect their own sociocultural experiences.³

The reality is that there’s very little diversity in children’s books. In 2018, 50% of the children’s books published in the United States included white characters while only 10% featured African or African American characters, 7% included Asian Pacific Islander or Asian Pacific American characters, 5% included Latinx characters, and only 1% included American Indian or First Nations characters.⁴

Our Commitment:

All kids deserve the joy of seeing themselves reflected in the books they read and the opportunity to learn from, and about, others. To that end, we have significantly expanded our book collections to offer an inclusive range of high-quality titles vetted by an internal book committee as well as external experts. We seek out books that reflect the diversity of our community with the goal that:

- 15% of our softcover giveaway books are window and mirror titles.
- 25% of our permanent collection (hardcover) books are window and mirror titles.





Mirror & Window Book Examples

Dim Sum for Everyone - **Grace Lin**

Dreamers - **Yuyi Morales**

Drum Dream Girl: How One Girl's Courage Changed Music - **Margarita Engle**

Families, Families, Families! - **Suzanne Lang**

Hair Love - **Matthew A. Cherry**

I'm New Here - **Anne Sibley O'Brien**

Jacob's New Dress - **Sarah & Ian Hoffman**

Julian is a Mermaid - **Jessica Love**

Lucia the Luchadora - **Cynthia Leonor Garza**

Meet Yasmin! - **Saadia Faruqi**

Marisol McDonald Doesn't Match/Marisol McDonald no combina - **Monica Brown**

Mixed Me! - **Taye Diggs**

My Brother Charlie - **Holly Robinson Peete and Ryan Elizabeth Peete**

Neither - **Airlie Anderson**

One Family - **George Shannon**

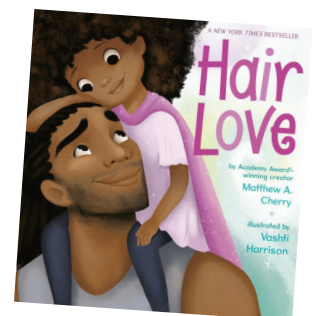
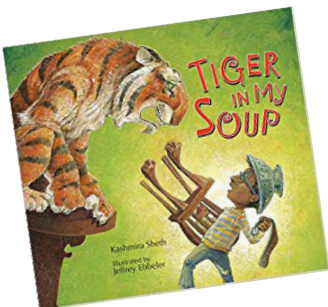
Rescue and Jessica - **Jessica Kensky & Patrick Downes**

Salt In His Shoes: Michael Jordan in Pursuit of a Dream - **Deloris Jordan**

The Colors of Us - **Karen Katz**

The Proudest Blue - **Ibtihaj Muhammad & S.K. Ali**

Tiger in My Soup - **Kashmira Sheth**



¹ Tschida, C. M., Ryan, C. L., & Ticknor, A. S. (2014). Building on Windows and Mirrors: Encouraging the Disruption of "Single Stories" through Children's Literature. *Journal of Children's Literature*, 40(1), 28-39.

² Freeman, Y. & Freeman, D. (2004). Connecting Students to Culturally Relevant Texts. *Talking Points*, 15(2)

³ Tompson, R., Mixon, G., and Serpell, R. (1996). Engaging Minority Students in Reading: Focus on the Urban Learner. In L. Baker, P. Afflerbach, & D. Reinking (Eds.), *Developing engaged readers in school and home communities* (43-63). Mahwah, NJ: Lawrence Erlbaum Associates.

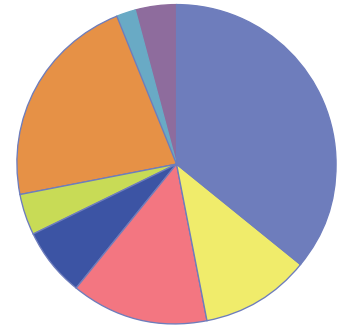
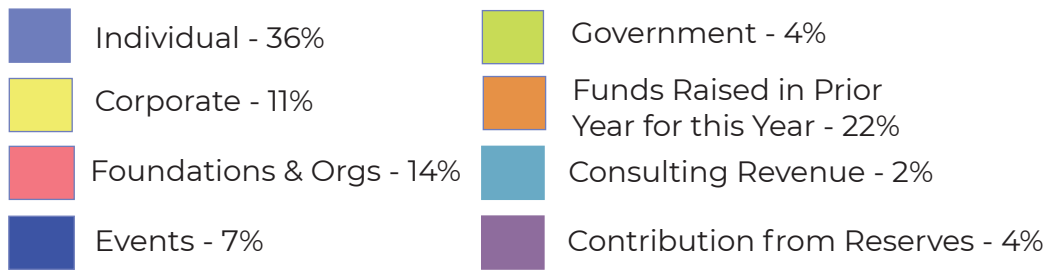
⁴ Huyck, David and Sarah Park Dahlen. (2019 June 19). Diversity in Children's Books 2018. sarahpark.com blog. Created in consultation with Edith Campbell, Molly Beth Griffin, K. T. Horning, Debbie Reese, Ebony Elizabeth Thomas, and Madeline Tyner, with statistics compiled by the Cooperative Children's Book Center, School of Education, University of Wisconsin-Madison: <http://ccbc.education.wisc.edu/books/pcstats.asp>. Retrieved from <https://readingspark.wordpress.com/2019/06/19/picture-this-diversity-in-childrens-books-2018-infographic/>.



Costs & Funding

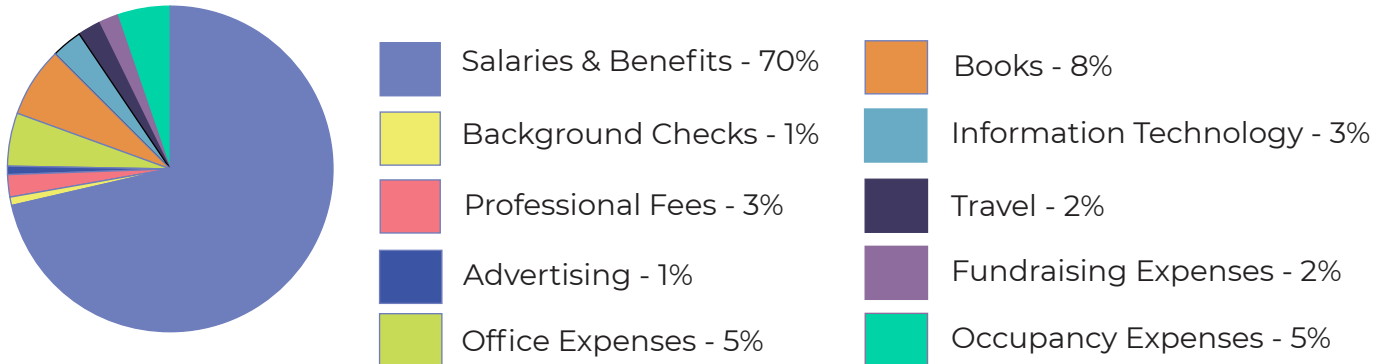
How We're Funded

Fundraising is critical to fulfilling SMART's vision of an Oregon where all children can realize their full potential through reading. We leverage private dollars and public infrastructure to provide reading support and books to Oregon children. Our work is funded overwhelmingly by private sources – businesses, foundations and individuals. We depend on gifts of all sizes in order to reach thousands of kids with books and reading support. Here is a snapshot of our budgeted revenue for 2023-24, totaling \$4.9 million.



Costs

Money invested in early literacy yields extraordinary public return. SMART is a cost-effective model, focused on kids and powered by volunteers and books sourced from our local communities. Here is a snapshot of the expenses necessary to operate our programs statewide:



How You Can Help

Whether it's through making a financial donation, advocating for SMART in the community or donating books to the Book Bank warehouse in Portland, every person who's involved with our organization has the ability to help increase our fundraising efforts. See below or visit our website to help us reach our fundraising goals.

Fundraising Opportunities:

- Consider making a financial gift to SMART – all gifts stay local
- Sponsor a SMART school, event, or book giveaway day
- Become a Sustaining SMARTie with a monthly gift
- Host a virtual book drive (raise funds to purchase books via an online campaign)
- Organize a physical book drive (collect gently-used children's books to donate to the Book Bank warehouse in Portland)
- Invite a business to support SMART Reading
- Join the Legacy Society by making SMART a beneficiary of a will or estate plans

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #139

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Tue, 08/13/2024 - 12:12pm
137.53.241.119

Agency Contact Information

Agency Name

The Foundation for Tigard Tualatin Schools

Address

6960 SW Sandburg St

City

Tigard

State

OR

Zip Code

97223

Contact Name

Kate Manelis

Contact Telephone Number

5037899057

Contact Email Address

president@the-ftts.org

Agency Request Information

Describe your agency's mission

The Foundation for Tigard Tualatin Schools (FTTS) supports and advocates for all schools in our district through fundraising, creating learning opportunities, and building partnerships within the community. Public school districts in Oregon are chronically underfunded, leaving significant gaps in district and individual schools' budgets. Supplemental programs in elementary, middle, and high schools including differentiated literacy and math education, small-group instruction, after-school electives, and mental health-related initiatives have been cut due to a lack of funding. This is where (FTTS) steps in. Founded in 1991, FTTS bridges the gaps between funding that the state of Oregon provides and what schools need in order to provide a robust and well-rounded education for students in every district school.

Amount of funding request

We are requesting a \$5,000 grant.

What is the request for?

Funds will be used for our school grants program, which distributes approximately \$100,000 annually among all 17 of our schools to fund school-based programs that would not be possible without our financial assistance. Principals from each school apply for grants at the beginning of the year to ensure that the funds we provide will be used judiciously, responsibly, and effectively. Post-grant reports are also required at the conclusion of the school year. These programs cannot exist without FTTS funding. In the past academic year, school grants have been used to hire additional part-time staff for programs including:

Reading assistance in elementary classrooms

Small-group math instruction in elementary classrooms

Social-emotional (mental health) support in elementary classrooms

Kindergarten success supports in elementary classrooms

English Language Learner (ELL) supports in elementary and high schools

After school elective and enrichments programs in elementary and middle schools

Culinary Arts internship and community lunch program in a high school

Individualized mentorship between teachers and at-risk students in a high school

How does your request align with the City Council's 2030 Vision?

Our request aligns with several components of the City Council's 2030 Vision, specifically inclusive community and connected, informed, and engaged community. We require our school grants to be used for programs that align with TTSD's strategic plan in which equity is centered within the triple aims of supporting student achievement, talent, and safety, culture, and climate. Requests for school grants that fund programs that do not center equity are not approved.

Additionally, we know that when our students are successful, the school community - and community at large - benefits. Students who feel connected to, and an important part of, their schools will grow up to become adults who care about the educational landscape where they live. Strong public schools are a fundamental piece of the foundation for strong and connected communities.

How many Tualatin residents will be served?

There are approximately 4,000 Tualatin students in TTSD schools (Bridgeport Elementary, Byrom Elementary, Deer Creek Elementary, Tualatin Elementary, Hazelbrook Middle, Creekside Community High, and Tualatin High). Of those, just over 700 students among these schools were direct recipients of FTTS-funded programs in 2023-2024.

Who is your target demographic in Tualatin?

Our target demographic in Tualatin is students enrolled in TTSD schools who are in need of supplemental educational and/or social-emotional programming to help them reach their highest potential.

Supporting Documentation**Submit your organizations budget information**

[23-24_kate_copy_budget.xlsx - draft_unrestricted_budget_23-24.pdf](#) [2]

Submit your board information

[ftts_board_members_.docx.pdf](#) [3]

Submit a copy of your 501(c)(3)

[ftts_irs_determination_letter_2015.pdf](#) [4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Approximately 700 Tualatin students benefitted directly from programs in their schools that were funded entirely or in part by FTTS.

Please describe how previous grant funds were used.

The grant funds were added to our school grant pool, from which we dispersed \$9,300 to each school. These funds were used at each school as follows:

Bridgeport Elementary - After school clubs

Byrom Elementary - Differentiated reading support

Deer Creek Elementary - Small group math support

Tualatin Elementary - School-wide social-emotional programming

Hazelbrook Middle - Stipend for Affinity group advisor

Creekside Community High - Culinary Arts Internship Program and Community Lunch Support

Tualatin High - Mentor Program for Tier II/Tier III students

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

The funds we received from this grant last year helped us to be able to fund integral programs in Tualatin schools. Principals at these schools have informed us that these programs could not exist without FTTS funding. Thank you for the grant last year!

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86474>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/23-24_kate_copy_budget.xlsx_-_draft_unrestricted_budget_23-24.pdf

[3] https://www.tualatinoregon.gov/system/files/webform/ftts_board_members_docx.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/ftts_irs_determination_letter_2015.pdf

| Program | Line Item | Budget for 23-24 |
|--------------------------|--|-------------------------|
| <i>Fundraising</i> | | |
| | Bottledrop | 500.00 |
| | Coin Drive | 15,000.00 |
| | Coin Drive Expense | (1,650.00) |
| | Corporate Donations | 7,000.00 |
| | Corporate Employee Match | 4,000.00 |
| | EOY Campaign Income | 20,000.00 |
| | EOY Campaign Expense | (600.00) |
| | Fred Meyer | 800.00 |
| | Fund Drive | 45,000.00 |
| | Fund Drive Exp | (10,000.00) |
| | Grants | 15,000.00 |
| | Individual Donations (outside of campaign) | 25,000.00 |
| | New Seasons Recycling | 4,500.00 |
| Fundraising Total | | 124,550.00 |
| <i>Golf</i> | | |
| | Auction | 4,000.00 |
| | Golf Tournament Expense Exp | (50,000.00) |
| | Income | 40,000.00 |
| | Raffle Tickets | 6,300.00 |
| | Sponsorship | 35,000.00 |
| Golf Total | | 35,300.00 |
| <i>Misc</i> | | |
| | Bank Charges and Fees | (1,800.00) |
| | Bookkeeping | (3,000.00) |
| | Exec Director Discretionary | (3,500.00) |
| | Insurance | (600.00) |
| | Marketing | (40,000.00) |
| | Meeting Expenses | (1,500.00) |
| | OnPoint Interest | 300.00 |
| | Payroll Expenses | (20,000.00) |
| | Postage | (250.00) |
| | Software | (900.00) |
| | Supplies | (500.00) |
| | Taxes and Licenses | (500.00) |
| Misc Total | | (72,250.00) |
| TOTAL | | 87,600.00 |
| | | |
| | | |

6960 SW Sandburg St.
Tigard, OR 97223
PHONE: 503.431.4024



EMAIL: info@the-FTTS.org
WEBSITE: the-FTTS.org
TAX ID: 94-3148515

THE FOUNDATION
FOR TIGARD TUALATIN SCHOOLS

Board Members
2024-2025

Kate Manelis
President

Andrea Johnson
Vice-President

Cheryl Payne
Treasurer

Rachael Garrison
Secretary

Tonia Banks
Board Member

Matt Hughart
Board Member

Stacey Ghoddusi
Board Member

Tamiko Murman
Board Member

Charmine Rone
Board Member

CINCINNATI OH 45999-0038

In reply refer to: 0248206070
Oct. 08, 2015 LTR 4168C 0
94-3148515 000000 00
00017515
BODC: TE

FOUNDATION FOR TIGARD TUALATIN
SCHOOLS
6960 SW SANDBURG ST
TIGARD OR 97223



016255

Employer Identification Number: 94-3148515
Person to Contact: Mrs. Turner
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 29, 2015, 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 December 1991.

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 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.

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Oct. 08, 2015 LTR 4168C 0
94-3148515 000000 00
00017516

FOUNDATION FOR TIGARD TUALATIN
SCHOOLS
6960 SW SANDBURG ST
TIGARD OR 97223

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

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #148

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Thu, 08/29/2024 - 12:48pm
66.154.209.124

Agency Contact Information

Agency Name

Tigard-Tualatin School District Family Resource Center

Address

6960 SW Sandburg St.

City

Tigard

State

OR

Zip Code

97223

Contact Name

Colleen Nakanishi

Contact Telephone Number

5036031588

Contact Email Address

cnakanishi@ttsd.k12.or.us

Agency Request Information

Describe your agency's mission

The Tigard-Tualatin Family Resource Center (FRC) is a district 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. TTFRC supports all children ages 0–18 in the Tigard-Tualatin School District by helping families to meet their basic needs and by working to eliminate non-education-related barriers to student success.

Amount of funding request

\$5,000

What is the request for?

The FRC is able to reach students across the Tualatin area through a network of Family Partnership Advocates (FPAs) at each school. The FPAs and the FRC staff members, along with our district Homeless Liaison, and other community partners work together to identify families

and students in need and connect them with the appropriate resources across the Tualatin area and in Washington County. We coordinate with resource providers to ensure that families' needs are met. Based on family circumstances, the FRC provides direct basic needs assistance. Funds from the City of Tualatin Outside Agencies Grant will be used to directly support families struggling with housing, food, and other basic needs. This will, in turn, allow our historically marginalized students to better access their education. Below is a list of our priorities going into the 2024–2025 school year based on the trends and patterns we are seeing since Covid funding went away.

Housing: The FRC aims to help families to stay housed, or, if the family does not have permanent housing, to obtain housing and needed household items as soon as possible. The Family Resource Center is able to provide direct rent or utility assistance to enable the family to stay in their home or to transition from a shelter into housing sooner.

Furniture Assistance: For families transitioning into housing, the FRC is able to pay or partially pay the access fee to Community Warehouse where they are able to get furniture, bedding, kitchenware and other household goods. This program is especially valued by the following types families we serve:

- Left domestic violence situations and had to start over
- New to the country
- Recently moved out of shelters
- Been evicted and lost their storage spaces due to lack of payment
- Those who cannot afford furniture and may have been sleeping on the floor for months

Emergency Assistance: Emergency assistance can be for a variety of reasons, but we are intentionally preparing to help families in winter weather situations and to have a winter help plan in place for the 2024–2025 school year. This year, a number of Tigard families were displaced or inconvenienced as a result of the ice storm; this resulted from trees falling on apartments, burst pipes, or needing to double up with other friends or family that has been displaced. We saw this happening most often with those families living in low-income housing. With funding, the FRC can provide emergency assistance through grocery gift cards, blankets, or foam mattresses.

Legal Assistance: The FRC will be able to help families with the \$50 consultation fee for the Oregon Law Center or other assistance.

Other Types of Assistance/Items: Other donation-supported services and provisions provided by the FRC include but are not limited to the following:

- Transportation to medical appointments
- Copays
- Gas gift cards
- Laundromat gift cards
- Foam mattresses
- Items for babies and young children (diapers, baby seats, formula)
- Blankets and sleeping bags
- Hygiene products
- Scholarships to support after school activities
- Other assistance based on individualized family needs

How does your request align with the City Council's 2030 Vision?

The FRC supports Tualatin's vision of...

An **INCLUSIVE COMMUNITY** that promotes equity, diversity, and access in creating a meaningful quality of life for everyone.

A **CONNECTED, INFORMED, and civically ENGAGED** community that embraces our City's diversity

Safe, desirable, welcoming, and sustainable NEIGHBORHOODS with housing that is available for all.

The FRC supports this vision by helping to meet the basic needs to Tualatin children and families in order to support housing, food, health, safety, and community belonging.

How many Tualatin residents will be served?

Housing and shelter related, including utilities—197

Furnishings/needed household items—150

Food assistance—242

Transportation (school-related or other)—218

Domestic violence support—7

Medical/mental health support—75

Childcare—5

Who is your target demographic in Tualatin?

Families served by the FRC may be low-income, at risk of losing housing or basic utilities, in need of transitional or permanent housing, experiencing a crisis such as domestic violence, newly arrived immigrants or refugees, or experiencing a need due to any number of unexpected life circumstances. Many of the families are in our historically marginalized communities.

Supporting Documentation

Submit your organizations budget information

[2024-2025_ttsd_budget.pdf](#) [2]

Submit your board information

[board_members.pdf](#) [3]

Submit a copy of your 501(c)(3)

[tax_exemption_letter_2020.pdf](#) [4]

Other informational attachments

[ttsd_slides_for_cotu_board_meeting.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Last year we focused on families in our "Tier 3" category in our multi-tiered system of support. This included 30 family units who were directly impacted with funds. Tier 3 students/families are our families who have the highest need and need intensive, individualized support.

Please describe how previous grant funds were used.

PGE \$3,686.71

Rent assistance \$1,007

Community Warehouse and thrift store furniture \$600

Gas cards \$250

Laundry cards \$125

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

The usage of funds were directly aligned with our mission: to help families to meet their basic needs and by working to eliminate non-education-related barriers to student success. We know that historically marginalized families are still facing the impacts of Covid, so they are still struggling with housing, food, other basic needs. We also know that poverty disproportionately affects historically underserved populations in Tigard and Tualatin. Last, we know that students are more likely to miss school when their basic needs are not met, and when students miss school, they are more likely to fall behind and risk not graduating in the future. By helping families provide stability and empowering families to be able to meet their kids' basic needs at home, this allows students to focus on attending school and focusing on their academic work. By slowly filling in those gaps, we hope to improve college and career readiness outcomes for all students.

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86597>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]
https://www.tualatinoregon.gov/system/files/webform/2024-2025_ttsd_budget.pdf [3]
https://www.tualatinoregon.gov/system/files/webform/board_members.pdf [4]
https://www.tualatinoregon.gov/system/files/webform/tax_exemption_letter_2020.pdf [5]
https://www.tualatinoregon.gov/system/files/webform/ttsd_slides_for_cotu_board_meeting.pdf

This document was too large to be included in the files on the application:

<https://drive.google.com/file/d/1o460NKlv3LnzyMhpg0SYTzRWAI7HYxXx/view?usp=sharing>

TTSD Board Members

Tristan Irvin

Board Chair

boardmember.irvin@ttsd.k12.or.us

David Jaimes

Board Vice Chair

boardmember.jaimes@ttsd.k12.or.us

Kristen Miles

Board Member

boardmember.miles@ttsd.k12.or.us

Jill Zurschmeide

Board Member

boardmember.zurschmeide@ttsd.k12.or.us

Crystal Weston

Board Member

boardmember.weston@ttsd.k12.or.us

The occupations, addresses, and phone numbers of our board members are not public information. If more information is needed please contact Patty Roberts, Executive Assistant to the School Board.

Patty Roberts

proberts@ttsd.k12.or.us

503.431.4002



Tigard - Tualatin School District 23J
Larry Hibbard Administration Center
6960 SW Sandburg Street
Tigard, Oregon 97223
503-431-4000; FAX: 503-431-4047
www.ttsdschools.org

November 23, 2020

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,

David C. Moore
Chief Financial Officer
Tigard-Tualatin School District 23J

CITY OF TUALATIN GRANT 2023-24

Impact on TTSD Families

Social Services Manager

Colleen Nakanishi

she/her

503-603-1588

cnakanishi@ttsd.k12.or.us

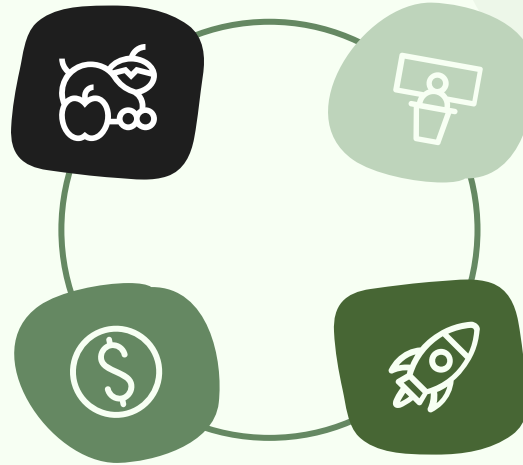
Long-Term Impact of Covid-19

FOOD INSECURITY

Access to school meals
and loss of income

HOUSING INSECURITY

Job loss and increased rent



HEALTHCARE

Lack of access to healthcare

ACCESS TO EDUCATION

Switch to online learning &
school to home communication
barriers

The effects of the Covid-19 pandemic on families

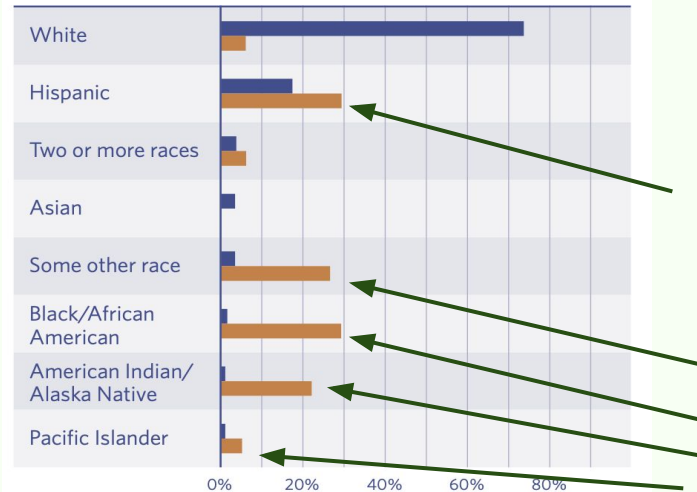
Washington County Issues of Poverty 2020

A report from Community Action₂

TUALATIN

| | |
|-----------------------------------|-----|
| Poverty Rate | 10% |
| Children under 5 in Poverty | 11% |
| All Children in Poverty | 15% |
| Seniors in Poverty | 5% |

Total Population by Race Percentage below Poverty Line



Poverty disproportionately affects our historically underserved communities

Attendance

TTSD Mission: Educate Every Child



Top Reasons Why Children Miss School,¹

- Chronic health issues
- Mobility
- Child care
- Shelter
- Food
- Clothing
- Mental health
- Environmental factors (*e.g. lice, no clean clothes, transportation*)
- Parenting support issues
- Cultural issues

HOW GRANT FUNDS SUPPORT FAMILIES

2023–2024 School Year
(August to April)

| | FUNDED | STABILITY | TOTAL NEEDED |
|-----------|---------|-----------|--------------|
| UTILITIES | \$1,229 | ✓ | \$2,822 |
| RENTAL | \$757 | ✓ | \$3,822 |
| FURNITURE | \$600 | ✓ | \$600 |
| OTHER | \$900 | ✓ | \$900 |

| Service | Families Served |
|-----------------------------|-----------------|
| Clothing Resources | 344 |
| Community Resource Referral | 42 |
| Food-Related | 211 |
| Housing | 132 |
| Internet/Technology | 73 |
| Laundry | 6 |
| Legal | 16 |
| Medical/Health Related | 50 |
| Transportation | 51 |

**Other includes gas gift cards, laundry gift cards, scholarships, and various other basic needs items*

Connecting the Dots

LONG TERM IMPACT OF COVID

*Families struggling with housing,
food, other basic needs*



POVERTY

*Poverty disproportionately affects
historically underserved
populations in Tigard and Tualatin*

ATTENDANCE

*Students are more likely to
miss school when their
basic needs are not met*



TTSD'S ROLE

*FPAs work to remove barriers
to students accessing their
education*

TTSD Mission: Educate Every Child

Future Hopes & Sustainability

- Partnership with **SOAR Legal** to host legal services and citizenship/English classes for parents
- Initial meetings with Washington County **ODHS Self Sufficiency** offices to host in-house services
- Initial meetings with **OHP community outreach** to host OHP assisters on our campuses
- Focus on **prevention** rather than band-aid solutions

Thank You!

Social Services Manager



Colleen Nakanishi

she/her

503-603-1588

cnakanishi@ttsd.k12.or.us

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #142

Submission information

Form: [Outside Agency Funding Request Form](#) ^[1]
Submitted by Visitor (not verified)
Fri, 08/16/2024 - 3:02pm
97.115.119.237

Agency Contact Information

Agency Name

Tualatin Food Pantry

Address

3550 SW Borland Rd (PO Box 248)

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Danielle Schneider

Contact Telephone Number

503-783-0721

Contact Email Address

danielle@tualatinfoodpantry.org

Agency Request Information

Describe your agency's mission

Our Mission: Alleviate food insecurity in our community in a welcoming way that brings dignity and choice to our neighbors.

We serve the cities of Tualatin, Durham, Lake Oswego, West Linn, and Wilsonville.

Amount of funding request

\$5,000 in total support

What is the request for?

Funds will be spent in the following way:

\$3,000 for our on-going Emergency Food Distribution program

\$2,000 for our Holiday Food Box program

Emergency Food Distribution Program:

As a partner agency of the Oregon Food Bank (OFB), we receive food for free or at a discounted purchase rate. OFB limits the quantity and type of items available each week. We are often not able to receive enough meat, margarine, milk, or eggs through OFB to meet client demand. Perishable staples are also not items that can be safely donated through community food drives. As a result, each week we purchase perishable staples at a discounted rate through OFB or a full price from grocery stores and/or food distributors. A grant of \$3,000 from the City of Tualatin would be used to support the purchase of perishable items for our emergency food distribution program.

Holiday Food Box Program (350 kits):

During the month of November, TFP provides turkeys and hams to households to celebrate the holiday season. We also try to have other holiday specific foods like stuffing, potatoes, canned pumpkin, and rolls for clients. We find that people feel like they are going to be okay if they can participate in holiday celebrations with foods commonly associated with the holiday season. Last year we purchased 3,150 pounds of potatoes, 250 turkeys, 100 hams, and other items to make available during the holiday season. We anticipate the total cost of our 2024 Holiday Meal program to be \$17,000. We have secured \$9,500 in funding and are working to fill the remaining gap of \$7,500.

How does your request align with the City Council's 2030 Vision?

TFP's request aligns with the Council's vision to create an inclusive community that provides a meaningful quality of life for all and sustained financial stability for the whole city. We know that food insecurity disproportionately impacts lower wage earners, single parent households, and people of color. With the City's investment, TFP can continue to provide food support to help low-income residents stabilize their household and build stronger families and stronger City.

How many Tualatin residents will be served?

In 2024, we anticipate serving 21,253 residents of Tualatin (5,225 households). Based on year-after-year trends, we anticipate our service numbers in 2025 will remain the same or higher for residents of Tualatin.

Who is your target demographic in Tualatin?

Food-insecure people (birth to adult) in the Tualatin community.

A snapshot of food insecure individuals in Washington County (based on 2022 reporting):

8% of people are food insecure

10.8% of children are food insecure

15% of single mother households are food insecure (compared to 0% of households with two parents)

9.5% of Hispanic and 11.8% of Black people are food insecure (compared to 3.8% of White people)

8.2% of renters are food insecure (compared with 1.4% of homeowners)

Supporting Documentation**Submit your organizations budget information**

[tfp_2024_budget.pdf](#) ^[2]

Submit your board information

[2024_tfp_board_of_directors.pdf](#) ^[3]

Submit a copy of your 501(c)(3)

[tfp_irs_tax_exemption.pdf](#) ^[4]

Other informational attachments[tfp_annual_report_fy_2023.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Food boxes were provided, free of charge, to 19,577 residents of Tualatin (4,752 households) in 2023. Food insecure neighbors were provided with staples like milk, meat, fresh produce, canned fruits and vegetables, and other nourishing food items.

Please describe how previous grant funds were used.

Funds from the City of Tualatin were used to purchase milk, eggs, and margarine, from local food distributors. Funds were also used to purchase milk and meat from the Oregon Food Bank.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Year-after-year we continued to see a rise in demand for our services. In 2023, we saw a 26% increase in the number of households and individuals seeking food support. Funds from the City of Tualatin were critical in helping us meet the rising rates of food insecurity in our community.

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86500>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/tfp_2024_budget.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/2024_tfp_board_of_directors.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/tfp_irs_tax_exemption.pdf [5]

https://www.tualatinoregon.gov/system/files/webform/tfp_annual_report_fy_2023.pdf



| 2024 TFP Budget | |
|------------------------------------|-----------------------|
| | BUDGET |
| Revenue | |
| 40 Contributed support | \$185,000.00 |
| 42 Grant Income | \$100,000.00 |
| 9510 Interest Income | \$8,000.00 |
| 9515 Rewards Income | \$300.00 |
| InKind - Goods | \$17,000.00 |
| InKind - Food | \$794,000.00 |
| Total Revenue | \$1,104,300.00 |
| | |
| Expenditures | |
| 7200 Salaries & related expenses | \$149,590.83 |
| 8000 Food and Services for clients | \$105,000.00 |
| 8100 Operating expense | \$16,000.00 |
| 8150 Admin Expense | \$56,000.00 |
| 8200 Occupancy expenses | \$11,000.00 |
| 8800 Other Expense | \$1,500.00 |
| InKind - Goods | \$17,000.00 |
| InKind - Food | \$794,000.00 |
| Total Expenditures | \$1,150,090.83 |
| Net Operating Revenue* | -\$45,790.83 |

*A Board decision was made to invest in strategic initiatives in 2024 that will result in a net loss. This loss will be covered by our reserve fund.



2024 TFP Board of Directors

Donna Capodacqua, Board President
Chrysalis Partners, LCC

Faith Carter
Retired, Community Leader

Mary Goldsher, Board Secretary
Retired, Community Leader

Lisa Newbore
Multnomah University

Chris Lu
Portland General Electric

Ana Uriostegui
Tigard-Tualatin School District

Jeff Wahl, Board Treasurer
CUI Devices

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)

TFP 2023 YEAR IN REVIEW

Alleviate food insecurity in our community
in a welcoming way that brings dignity and
choice to our neighbors.



9,514

Volunteer hours



678

Client service hours



10,294

Households served



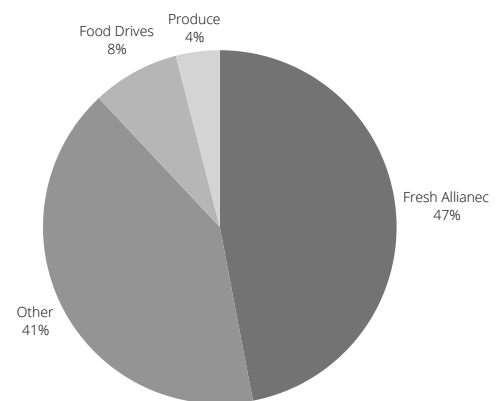
34,820

Individuals served



398,326

Pounds of food
donated



Donation sources

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #152

Submission information

Form: [Outside Agency Funding Request Form](#) [1]

Submitted by Visitor (not verified)

Mon, 09/02/2024 - 11:01pm

71.238.33.4

Agency Contact Information

Agency Name

The Tualatin High School Athletic Booster Club

Address

PO Box 1671

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Cindy Murphy

Contact Telephone Number

503.803.0239

Contact Email Address

cindy@murcoproductions.com

Agency Request Information

Describe your agency's mission

The Tualatin High School Athletic Booster Club (AKA The Packbackers) are a non-profit 501(c)(3) organization comprised of passionate volunteer parents, dedicated to supporting all athletics, dance, cheer, and band programs along with coaches, staff and facilities. We do this through year-round fundraising.

Amount of funding request

\$5,000 Total

\$2,500 - each sign

What is the request for?

The Tualatin High School Athletic Boosters (The Packbackers) are seeking funding to build/create new informational/directional signage at EACH parking lot Entrance. The high school has two separate parking lots that do not connect, with each lot accessible to specific areas of the school, as listed below.

- North Parking Lot ~ Staff Parking | Gymnasium | Tech Wing | Health Center
- South Parking Lot ~ Main Entrance | Student Parking | Baseball Fields | Tennis Courts | Auditorium | Aquatic Center

The Packbackers would like to create a two-sided sign at EACH parking lot entrance with above info listed/displayed.

How does your request align with the City Council's 2030 Vision?

Tualatin High School is the heart of Tualatin and a gathering spot for many in our community. As Boones Ferry becomes more congested in front of the high school, clear communication (via signage) is critical to the transportation safety of our Community members.

Tualatin HS is a safe, vibrant, and accessible gathering place - the Packbackers would like to keep our community connected, informed, and engaged while encouraging support of our students/athletes.

How many Tualatin residents will be served?

Tualatin high School is the home to many activities ~ thousands of people enter the THS campus throughout the year, for various reasons. Hundreds of thousands of people drive by the school each year. Help us connect with our community while innovating new ways to keep the traffic moving safely and efficiently along Boones Ferry.

Who is your target demographic in Tualatin?

Community members, students, parents, visiting guests, and more.

Supporting Documentation

Submit your organizations budget information

[pb_2023_24_budget_to_actual.pdf](#) [2]

Submit your board information

[packbackers_board_of_directors.pdf](#) [3]

Submit a copy of your 501(c)(3)

[the_tualatin_high_school_athletic_booster_club_oregon_secretary_of_state.pdf](#) [4]

Other informational attachments

[financials_update.pdf](#) [5]

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Please describe how previous grant funds were used.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Source URL:<https://www.tualatinoregon.gov/node/13520/submission/86624>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/pb_2023_24_budget_to_actual.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/packbackers_board_of_directors.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/the_tualatin_high_school_athletic_booster_club_oregon_secretary_of_state.pdf

[5] https://www.tualatinoregon.gov/system/files/webform/financials_update.pdf

Packbackers
 Approved 2023/2024 Budget

| Revenues | | <u>Actual as of 5/13</u> | |
|-------------------------|------------------|--------------------------|------------------|
| Concessions | 40,000 | 42,805 | |
| Brewfest | 45,000 | 35,678 | |
| Apparel sales | 5,000 | 4,394 | |
| Sports passes | 12,000 | 9,836 | |
| Drive to Give | 5,000 | - | |
| Other income | | 1,303 | |
| | 107,000 | | 94,016 |
| Cost of Sales | | | |
| Concessions | 30,000 | 30,336 | |
| Brewfest | 22,000 | 11,116 | |
| Apparel | 3,000 | 3,089 | |
| | 55,000 | | 44,541 |
| Net Revenue | 52,000 | | 49,475 |
| Expenses | | | |
| AD Discretionary Fund | 10,000 | 6,227 | |
| Board Approved requests | 14,000 | 8,689 | |
| Technology stipend | 3,000 | 3,000 | |
| Insurance | 750 | - | |
| Concessions upgrades | | | |
| Trailer/generator | 1,675 | 1,612 | |
| Square terminals | 1,415 | 1,417 | |
| Ice Cooler | 3,000 | - | |
| Tent | 500 | - | |
| Operating expenses | 4,660 | 1,770 | |
| Total expenses | 39,000 | | 22,715 |
| Budgeted surplus | <u>\$ 13,000</u> | | <u>\$ 26,760</u> |

The Tualatin High School Athletic Booster Club

“The Packbackers”

2024/25 Board of Directors

President – **Bob Patzke**

Vice President – **Scott Brenton**

Co-Treasurer – **Krag Petterson**

Co-Treasure – **Tracy Petterson**

Secretary / Drive 4UR School – **Keri Daniel**

Member at Large/ Brewfest / Drive 4UR School – **Cindy Murphy**

Member at Large / Brewfest – **Sarah Mattecheck**

Member at Large/Concessions – **Jenni Lyons**

Member at Large/Sports Passes – **Amy Zuckerman**

Member at Large/Merchandise – **Brandy Shoppe**

www.packbackers.org





REGISTRY NUMBER

30405781

REGISTRATION DATE

07/14/1992

BUSINESS NAME

THE TUALATIN HIGH SCHOOL ATHLETIC BOOSTER CLUB

BUSINESS ACTIVITY

NON PROFIT BOOSTER CLUB FOR THE ATHLETIC ORGANIZATIONS FOR TUALATIN HIGH SCHOOL

MAILING ADDRESS

PO BOX 1671
TUALATIN OR 97062 USA

TYPE

DOMESTIC NONPROFIT CORPORATION

PRIMARY PLACE OF BUSINESS

1300 SW 5TH AVE STE 2300
PORTLAND OR 97201 USA

JURISDICTION

OREGON

REGISTERED AGENT

22988083 - DWT OREGON CORP.

1300 SW FIFTH AVE STE 2300
PORTLAND OR 97201 USA

PRESIDENT

DENISE VISSE

10045 SW ALSEA CT
TUALATIN OR 97062 USA

SECRETARY

SHAWN COLEMAN

15672 SW 149TH PL
TIGARD OR 97224 USA

Hello,

I wanted to provide a quick update to the financials submitted. Unfortunately, I was not able to acquire an updated financial statement past May, as our mighty volunteers have taken some time off (Summer). However, The Packbackers Board of Directors recently approved some expenses in addition to what is listed on the attached financials.

- \$600 – Fridge for outside concessions area. Replace the existing one for Fall football concessions.
- \$10,000 – Replace ‘game day’ chairs for indoor gymnasium competitions. Previous ones were old and becoming unsafe.

After accounting for these purchases, it brings the budgeted surplus to \$10K. However, our first Board of Directors meeting for the year is September 11th, and the Fall sports requests will be submitted this day, which will ultimately decrease the funds more.

Thank you for your time in advance, GO WOLVES!

Cindy Murphy
Packbacker Board Member
503.803.0239

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

[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #149

Submission information

Form: [Outside Agency Funding Request Form](#) [1]

Submitted by Visitor (not verified)

Fri, 08/30/2024 - 1:06pm

71.36.111.248

Agency Contact Information

Agency Name

Tualatin Riverkeepers

Address

11675 SW Hazelbrook Road

City

Tualatin

State

Oregon

Zip Code

97062

Contact Name

Glenn Fee

Contact Telephone Number

3032493271

Contact Email Address

glenn@tualatinriverkeepers.org

Agency Request Information

Describe your agency's mission

Tualatin Riverkeepers is a community-based organization that protects and restores the Tualatin River watershed. We build watershed stewardship through advocacy, restoration work, river access, and education.

Amount of funding request

\$3,500

What is the request for?

We propose to utilize this funding to activate the area around the new Tualatin River Greenway Trail, which starts next to the Tualatin Riverkeepers office. Funding will support two events during Earth Month 2025, and an ongoing winter and spring effort to remove invasive species between the trailhead and the 99W launch. The first event will be an Earth Day celebration at the trailhead, where TRK will welcome a number of our partner organizations to share ways to

improve environmental sustainability in their own lives. We'll lead nature walks along the trail, and highlight many of the native species that the city has planted along the stretch. The celebration will focus on youth, and include a number of interactive booths.

The second event will be a habitat restoration event between the trailhead and the launch at 99W. Volunteers will work with trained TRK crew leaders to remove invasive species throughout the stretch, encouraging the proliferation of the native species planted this past summer as the trail was completed. The volunteer project will host up to 25 Tualatin residents, and it will be part of smaller monthly projects that we will hold throughout 2025 to help ensure that the native plantings proliferate.

How does your request align with the City Council's 2030 Vision?

This most closely aligns with the Environmentally active, sustainable, responsible, and forward thinking community aspect of the vision. It also incorporates additional components of a civically engaged community and building safe, vibrant, and accessible gathering places. Tualatin Riverkeepers is excited to have our office at the nexus of an incredible new trail, which we envision building as a an environmentally-active gathering place for the Tualatin community.

How many Tualatin residents will be served?

Through the event itself, we anticipate 150 residents being served. We believe that the continued improvement of this section of trail will benefit thousands of additional residents as they learn about the importance of native species.

Who is your target demographic in Tualatin?

We're specifically focused on bringing out residents who live near the trailhead, with a focus on youth and families.

Supporting Documentation

Submit your organizations budget information

[2024_trk_budget_-_approved.pdf](#) ^[2]

Submit your board information

[board_member_list_march_2024.pdf](#) ^[3]

Submit a copy of your 501(c)(3)

[trk_irs_501c3_determination_letter.pdf](#) ^[4]

Other informational attachments

Final Spending Questionnaire (must be complete if received funding in prior grant cycle)

What value did the grant award provide to the community of Tualatin? (i.e. 10 Tualatin residents received X services for free)?

Please describe how previous grant funds were used.

How did the funds help the purpose of your organization (i.e. brought a new event, activity, or service)?

Source URL: <https://www.tualatinoregon.gov/node/13520/submission/86606>

Links

[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form> [2]

https://www.tualatinoregon.gov/system/files/webform/2024_trk_budget_-_approved.pdf [3]

https://www.tualatinoregon.gov/system/files/webform/board_member_list_march_2024.pdf [4]

https://www.tualatinoregon.gov/system/files/webform/trk_irs_501c3_determination_letter.pdf

| | <u>Budget</u> |
|---|-------------------|
| Income | |
| 43200 · Business Contributions | |
| 43220 · Business Sponsorships and Gifts | 58,000.00 |
| 43230 · Workplace Employer Matching | 2,000.00 |
| Total 43200 · Business Contributions | <u>60,000.00</u> |
| 43300 · Grants and Contracts | |
| 43320 · Foundation Grants | 200,000.00 |
| 43330 · Government Grants & Contracts | 120,000.00 |
| Total 43300 · Grants and Contracts | <u>320,000.00</u> |
| 43400 · Individual Contributions | |
| 43410 · Member Contributions | 75,000.00 |
| 43420 · RiverBank Members | 7,800.00 |
| 43430 · Workplace Employee Donations | 2,400.00 |
| 43440 · Non-member Individual Gifts | 3,000.00 |
| 43470 · Event Proceeds | 35,000.00 |
| Total 43400 · Individual Contributions | <u>123,200.00</u> |
| 43600 · Program Income | |
| 43620 · Boat Rentals | 80,000.00 |
| 43630 · Outings | 5,000.00 |
| 43640 · Workshops and Camps | 2,000.00 |
| Total 43600 · Program Income | <u>87,000.00</u> |
| 44000 · Merchandise Sales | 5,100.00 |
| 45000 · Interest and Investment Income | 1,200.00 |
| Total Income | <u>596,500.00</u> |
| Expense | |
| 61000 · Payroll Expenses | |
| 61200 · Salaries and Wages | 295,000.00 |
| 61300 · Benefits (Health & Dental) | 25,250.00 |
| 61400 · Retirement Benefit | 7,775.00 |
| 61600 · Payroll Taxes | 30,750.00 |
| Total 61000 · Payroll Expenses | <u>358,775.00</u> |
| 62000 · Contract Professional Services | |
| 62200 · Financial and Admin Services | 18,000.00 |
| 62300 · Marketing Services | 23,500.00 |
| 62400 · Program Services | 17,750.00 |
| Total 62000 · Contract Professional Services | <u>59,250.00</u> |
| 63000 · Business Expenses | |
| 63100 · Business Registration Fees | 500.00 |
| 63200 · Bank and Credit Card Fees | 3,000.00 |
| 63300 · Coalition Dues | 3,000.00 |
| 63400 · Printing and Advertising Fees | 33,000.00 |
| 63500 · Travel, Food, Awards, Gifts | 5,000.00 |

| | |
|---|--------------------------|
| 63600 - Events | 24,000.00 |
| 63600 · Staff and Volunteer Training | <u>6,000.00</u> |
| Total 63000 · Business Expenses | 74,500.00 |
| 65000 · Operations | |
| 65100 · Utilities and Facilities | 4,800.00 |
| 65200 · Office Supplies and Equipment | 3,000.00 |
| 65300 · Software License Fees | 4,200.00 |
| 65400 · Insurance | <u>18,000.00</u> |
| Total 65000 · Operations | 30,000.00 |
| 66000 - Restoration Contracts | 50,000.00 |
| 66000 · Program Supplies and Equipment | <u>12,500.00</u> |
| Total Expense | <u>590,025.00</u> |
| | <u>6,475.00</u> |



11675 SW Hazelbrook Road | Tualatin, OR | 97062 | (503) 218 2580 | tualatinriverkeepers.org | info@tualatinriverkeepers.org

BOARD OF DIRECTORS

March 2024

Jill Chomycia, Board President
Beaverton, OR

Permitting Coordinator, Stantec Consulting Services
jcschlan@gmail.com

Casey Lay, Vice President
Portland, OR

Development Manager, Opal Environmental Justice
caseylay@gmail.com

Dave Waffle, Board Treasurer
Cornelius, OR

Retired City Manager
dwaffle.cm@gmail.com

Trisha Swanson, Board Secretary
Tigard, OR

Founder, Reason to Run
trishakswanson@gmail.com

Ken Barker
Tigard, OR

Retired – Founder, NW Discoveries
kwb8@frontier.com

Brian Daellenbach
Beaverton, OR

Retired, IT Executive
bdaellenbach1@gmail.com

Rob Gray
Gaston, OR

Production Manager, Allied Power Products
gsestates@comcast.net

Mickie Harshman
Tigard, OR

Purchasing Analyst, Consumer Cellular
mschickadeedee@gmail.com

Brett Laney
Tualatin, OR

Operations Analyst, Clean Water Services
brettntucker@me.com

Ting Lu
Beaverton, OR

Deputy Director, Portland Bureau of Environmental Services
tinglu988@gmail.com

Tualatin Riverkeepers is a community-based organization that protects and restores the Tualatin River watershed. We build watershed stewardship through engagement, advocacy, restoration, education, and equitable access.

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

DEPARTMENT OF THE TREASURY

Date: APR 6 1998

TUALATIN RIVERKEEPERS
16340 SW BEEF BEND RD
SHERWOOD, OR 97140-7411

Employer Identification Number:
94-3184499
DLN:
17053059783028
Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199
Our Letter Dated:
September, 1993
Addendum Applies:
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,


District Director

Letter 1050 (DO/CG)



Proclamation

DECLARING SEPTEMBER 2024 AS DYSTONIA AWARENESS MONTH IN THE CITY OF TUALATIN

WHEREAS, dystonia is a neurological movement disorder characterized by involuntary muscle contractions, causing repetitive movements and abnormal postures; and

WHEREAS, dystonia affects individuals of all ages and significantly impacts their quality of life and ability to perform everyday activities; and

WHEREAS, there is currently no cure for dystonia, and more research is needed to find better treatments and ultimately a cure; and

WHEREAS, raising awareness about dystonia is crucial for early diagnosis, proper treatment, and improving the lives of those affected by this disorder; and

WHEREAS, Dystonia Awareness Month provides an opportunity to educate the public, support individuals and families living with dystonia, and promote research efforts to find better treatments and a cure; and

WHEREAS, organizations, healthcare professionals, and community members can work together to advocate for increased research funding and to support those living with dystonia;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon, that Tualatin recognizes September 2024 as Dystonia Awareness Month. We encourage residents to join in raising awareness about dystonia, supporting those affected by the disorder, and promoting activities supporting research.

INTRODUCED AND ADOPTED this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

WHEREAS, each year, the United States observes National Hispanic Heritage Month by celebrating the culture, heritage and countless contributions of those whose ancestors were indigenous to North America as well as those who came from Spain, Mexico, the Caribbean, Central America and South America; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson was expanded by President Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15; and

WHEREAS, this year's theme, "Unidos: Inclusivity for a Stronger Nation," encourages us to ensure that all voices are represented and welcomed to help build stronger communities and a stronger nation; and

WHEREAS, we recognize and honor the many ways that Hispanics have enriched the fabric of our society while also rededicating ourselves to address the lack of equal access to opportunity that many still face; and

WHEREAS, Hispanics continue their rich tradition of significant and diverse contributions to the cultural, educational, economic and political vitality of the City of Tualatin.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that September 15 – October 15, 2024 is:

Hispanic Heritage Month

in the City of Tualatin and encourage all residents to celebrate our unique and vibrant history and recommit ourselves to a shared future of healthy, peaceful, safe and sustainable communities for all.

INTRODUCED AND ADOPTED this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

POR LO CUAL, cada año, los Estados Unidos observa el mes Nacional de la Herencia Hispana celebrando la cultura, el patrimonio y las innumerables contribuciones de aquellos cuyos antepasados eran indígenas de Norteamérica al igual que los que vinieron de España, México, El Caribe, Centro y Sud América; y

POR LO CUAL, lo que comenzó en 1968 como la semana de la Herencia Hispana bajo el Presidente Johnson fue expandido por el Presidente Reagan en 1988 para cubrir un periodo de 30 días comenzando el 15 de septiembre y culminando el 15 de octubre; y

POR LO CUAL, el tema de este año, “Unidos: Inclusión para una nación más fuerte,” nos empuja a asegurar que todas las voces sean representadas y bienvenidas para construir comunidades fuertes, y una nación más fuerte; y

POR LO CUAL, reconocemos y honramos las diferentes maneras que los hispanos han enriquecido la tela de nuestra sociedad, más, sin embargo, volver a dedicarnos a abordar la falta de igualdad de acceso a las oportunidades que muchos aun enfrentan

POR LO CUAL, los Hispanos continúan su rica tradición de importantes y diversas contribuciones a la vitalidad cultural, educacional, económica, y política de la Ciudad de Tualatin.

AHORA, POR LO TANTO, QUE SEA PROCLAMADO POR EL CONSEJO DE LA CIUDAD DE TUALATIN, Oregon que el 15 de septiembre a 15 de octubre, 2024 es el mes de la Herencia Hispana en la Ciudad de Tualatin y animamos a todos los residentes a celebrar nuestra historia única y vibrante, y nos comprometemos a un futuro juntos de salud, paz, y comunidades seguras y sostenibles para todos

PRESENTADO Y ADOPTADO ESTE 9 de septiembre 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

WHEREAS, nearly 3,000 citizens of the United States of America were killed on September 11, 2001 in New York City, Pennsylvania, and Washington D.C. as a result of unprovoked and cowardly terrorist attacks; and,

WHEREAS, we pay tribute to the men and women who perished and reflect on the bravery and courage of our civilian and military first responders and emergency personnel for their quick and selfless actions; and,

WHEREAS, it is also important to remember the countless families who were forever changed by the loss of a loved one because of these horrendous attacks; and,

WHEREAS, this September marks the 23rd anniversary of that fateful day, which renewed patriotism throughout the nation and spurred American citizens to civic action; and

WHEREAS, throughout the State of Oregon, individuals, organizations, and communities will gather on this 23rd anniversary and honor our nation and the memory of those who lost their lives on September 11, 2001.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that Tualatin recognizes September 11, 2024 as:

September 11 Remembrance Day

in the City of Tualatin. All residents are invited to remember with eternal respect those whose lives were suddenly and without cause taken from them.

INTRODUCED AND ADOPTED this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

WHEREAS, National Preparedness Month is a nationwide coordinated effort sponsored by the U.S. Department of Homeland Security each September to encourage Americans to prepare for emergencies in their homes, businesses, and schools; and,

WHEREAS, disasters often strike quickly, with little or no warning, and residents might be forced to evacuate neighborhoods, schools, and worksites, or be confined to homes; and

WHEREAS, the challenges posed by climate change, such as more intense storms, heat waves, drought, wildfires, and extreme flooding could significantly alter the types and magnitudes of hazards faced by communities; and

WHEREAS, preparedness is the responsibility of every resident of the City of Tualatin, Oregon, and all residents are urged to make preparedness a priority and work together, as a team, to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type; and

WHEREAS, National Preparedness Month creates a significant opportunity for every resident of the City of Tualatin to reflect and act on shared responsibility to be prepared; and

WHEREAS, the City supports and encourages citizen participation in the Tualatin Community Emergency Response Team (CERT) so our community can be prepared, trained, and respond to emergencies; and

WHEREAS, we commit, as a community, to non-discrimination and equitable citizen participation in planning for and responding to disasters; and

WHEREAS, individuals, neighborhoods, businesses and communities can all take steps to increase their resilience and look out for one another when major emergencies or disasters strike.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that September 2024 is:

National Preparedness Month

and encourages all residents and businesses to develop their own emergency preparedness plan and work together toward creating a more prepared community.

INTRODUCED AND ADOPTED this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor





C O M M U N I T Y D I S C U S S I O N

Barriers & Solutions to Housing

September 30th, 2024

Doors 5:30 - Program 6:00

10699 SW Herman Road, 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 9, 2024

SUBJECT:
Consideration of Approval of the Work Session and Regular Meeting Minutes of August 26, 2024

RECOMMENDATION:
Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of August 26, 2024
- City Council Regular Meeting Minutes of August 26, 2024



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES FOR AUGUST 26, 2024

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

ABSENT: Councilor Cyndy Hillier

Mayor Bubenik called the meeting to order at 5:30

1. Update on the Community Involvement Organization (CIO) Program.

Community Involvement Organization (CIO) Members Cathy Holland, Janine Wilson, Tim Neary, and Patricia Parsons gave an update on the CIO program. Ms. Holland presented a brief history and spoke to the purpose of the program. She stated the CIOs are requesting to increase the CIO grant amount to \$2,500, improve communications regarding development, and hold an annual joint Council and CIO leadership meeting.

Mr. Neary stated the grant amount has remained unchanged since the program inception in 2013. He spoke to the financial hardships of the CIOs due to rising costs and inflation. He gave examples and stated that the CIOs are requesting additional funding to help cover the cost.

Ms. Holland shared that volunteer insurance is no longer available through the city's volunteer program for the CIOs, and they must now obtain their own. She stated as such the CIOs are requesting additional funding in their grant programs to cover the increased costs. Mrs. Parsons shared the estimated costs to purchase this additional insurance for their community events.

Ms. Holland shared the recent effects of the boundary changes involving various CIOs. She asked the Council to review the boundaries and potentially consider adding a new CIO to even out the membership numbers.

Ms. Wilson spoke on the LAM expansion affecting the Riverpark CIO neighborhood. She mentioned various concerns and requested city staff to attend future informational meetings to be able to speak into the issues in real time. She inquired if using CIO mailings to notify residents of upcoming informational meetings would be allowed. Ms. Holland spoke to the history of neighborhood and zoning issues due to outdated planning. She expressed that currently there is no confidence that the developer is accurately communicating to the city what the neighbors are saying. Mr. Neary stated there is a collaboration problem between the developer, the city, and the neighborhood. He requested there be improved communication.

Ms. Holland stated that the CIOs are considering incorporating as 501c3's as advised by former City Councilor and Ibach CIO member, Robert Kellogg. Mr. Kellogg met with them and shared the advantages of incorporating. Mrs. Parsons said incorporating individually would allow each CIO to be insured. As of now the CIO's are still discussing this topic and how to move forward.

Council President Pratt asked if they have any concerns about filling board positions within the CIO after they incorporate. Mrs. Parsons stated incorporating might be helpful in recruiting more board members.

Council President Pratt supported the idea of an annual meeting with the Council.

Councilor Sacco asked what the time and cost investment would be to review the CIO boundaries. In addition, she supported an annual meeting and better communication regarding development.

Councilor Reyes thanked them for the presentation and mentioned that she rarely hears from her neighborhood's CIO president. Sharon Noelle, Midwest CIO Treasurer, spoke to various hinderances the CIO has experienced which led to cancelled events. Ms. Noelle would like a better way to find out which residents have interest in CIO events.

Councilor Reyes asked if the requested amount of \$2,500 is per CIO or divided amongst all CIOs. Ms. Holland clarified it is \$2,500 per CIO.

Councilor Bridget Brooks thanked them for the presentation and is happy to have listening sessions with the CIO leaders annually. She sought clarification on the idea of incorporating and asked if it would be seven separate entities or one collective entity. Mrs. Parsons stated the CIOs need to be independent so they can function and make decisions independently. Councilor Brooks offered there might be more options with organizational design and autonomy if they are independently incorporated.

Councilor Brooks agreed that better rapport builds trust in regard to the LAM expansion, and she supported the idea of staff attending the informational meetings. She offered the idea of the new website featuring the Architectural Review process, so information is continuous, and meetings are updated.

Councilor Gonzalez thanked them for the presentation and agreed that the funding request is logical. He shared that prior to joining the City Council, he didn't know what "CIO" meant. He stated he would like to see it spelled out on signage to spread understanding and awareness. Mrs. Parsons agrees with changing the name to be spelled out and would like communication revisited (postcard design and branding) to make it more appealing to all. Ms. Holland noted the name should be corrected from "Citizen" to "Community."

Councilor Reyes asked if the postcard is the only method of communication. Mr. Neary stated each CIO communicates differently due to geography of the CIOs. He also stated that utilizing social media has helped.

Councilor Reyes expressed concerns with the CIOs individual incorporating and would like them to really consider all options before moving forward. Ms. Holland stated a collective incorporation could present to be a pseudo council and cautioned against it.

Mayor Bubenik thanked them for sharing their requests with the Council. He reassured them that the council, city staff, and LAM are listening to their concerns. Mayor Bubenik encouraged them to keep sending emails with their concerns as they arise.

2. Review of Council Rules.

City Attorney Kevin McConnell presented a second review of proposed revisions to the Council rules. He gave an overview of the history of the council rules review. Attorney McConnell stated

there were three main revisions: clarifying the purpose and goals in having Council working together, discussing council trainings, and clarifying what type of communications are proper.

Council President Pratt sought clarification regarding council member's communications on behalf of the city. Attorney McConnell stated the city interest should be in some form on the communications. He noted the council rules allow Council to decide if a rule has been violated.

Councilor Brooks brought up the topic of community engagement and city communications highlighting specific residents' accomplishments or visiting dignitaries. She would like to see language changed to be more inclusive than just stating community events. Attorney McConnell responded that if the city interest is involved in any way, then the rules would allow such communications.

Councilor Gonzalez summarized the policy revisions on council communications and applicable procedures in question. Attorney McConnell agreed with his summary.

Councilor Sacco asked for clarity on attendance at committee meetings. Attorney McConnell referenced Rule 2H2 and gave various examples and the processes to rectify absences without prior notifications. Councilor Sacco listed various potential situations regarding absences of council members and asked what the consequences should be. Attorney McConnell responded with his experience in previous city governments and gave examples of how certain situations were handled. City Manager Lombos offered the idea of crafting what to do about assigned committees and the disciplinary options. Attorney McConnell gave his support of that idea and stated what he has witnessed in other municipalities.

Councilor Brooks inquired about virtual attendance requirements and parameters. Attorney McConnell shared the rules related to virtual attendance. Councilor Brooks requested more specific procedures so there is clarity.

City Manager Lombos stated the revisions to the rules will come back to Council under general business for approval at a future meeting.

3. Council Meeting Agenda Review, Communications & Roundtable.

Moved to the regular meeting due to lack of time.

Mayor Bubenik adjourned the meeting at 6:54pm.

Sherilyn Lombos, City Manager

_____/Erika Pagel, Recording Secretary

_____/Frank Bubenik, Mayor



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES

FOR AUGUST 26, 2024

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Christen Sacco, Councilor Octavio Gonzalez

ABSENT: Councilor Cyndy Hillier

Call to Order

Mayor Bubenik called the meeting to order at 7:03pm

Pledge of Allegiance

Announcements

1. Vine2Wine Announcement

Royce Hermens, President of the Tualatin Library Foundation, announced Vine2Wine will take place on Saturday, October 12, 2024. He invited all to attend.

2. Proclamation Declaring September 17-23, 2024 as Constitution Week in the City of Tualatin

Council President Pratt read the Proclamation Declaring September 17-23, 2024 as Constitution Week in the City of Tualatin. Jordan Hunt accepted the proclamation.

Public Comment

Doug Rice spoke regarding the LAM proposal for adjustments to Tualatin Road. He presented his concerns regarding the proposed road updates and requested council reject any planned improvements to Tualatin Road at 112th and 115th.

Consent Agenda

Motion to adopt the consent agenda made by Council President Valerie Pratt, Seconded by Councilor Sacco. Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Special Work Session Meeting Minutes of July 29, 2024, and Work Session and Regular Meeting Minutes of August 12, 2024

2. Consideration of **Resolution No. 5803-24** Awarding the Contract for Conceptual and Preliminary Design of the 65th / Borland / Sagert Improvements Project

Public Hearings - Legislative

1. Consideration of **Resolution No. 5804-24** Authorizing the Increase of the Not-to-Exceed Price of the SCADA Upgrade Project with Control Systems NW, LLC and Adopting Findings, Approving an Exemption From Competitive Bidding for the Public Improvement Portion of This Project.

Deputy Public Works Director Nic Westendorf presented the SCADA System upgrade project. He explained that SCADA is the hardware and software that controls the city's water distribution system. Director Westendorf listed some challenges with the current system that have created the need for a new system. He shared that consultants helped create a master plan that identified software and hardware upgrades. Director Westendorf stated the project will improve water system operations and security, replace equipment at 21 sites, improve communications between sites, move most sites above ground, install dedicated electric meters at eight sites, and implement new SCADA software. He stated the first three phases are complete, and the project is ready for the construction phase to begin in the fall.

Public Comment

None.

Council Questions

Councilor Brooks sought clarification on the difference between above ground and below ground systems. Director Westendorf provided information on each system type.

Councilor Brooks asked how the new system will interface with the new pressure valves. Director Westendorf stated the turbine will be able to be monitored and viewed remotely and is more in line with best practices. He provided examples of security checks and measures the new system will have.

Council President Pratt asked why the project was not included in the FY24-25 budget. Director Westendorf explained the initial budget was from two years ago and was the best estimate they had at the time. He stated that as designs were finalized, the numbers changed. Director Westendorf said two other unanticipated factors were the unmetered PGE sites needing to be metered and the resiliency aspect both of which added additional costs.

Councilor Christen Sacco asked about the lifespan of the new system. Director Westendorf stated the new system has a lifespan of 20 years.

Motion to adopt Resolution No. 5804-24 authorizing the increase of the not-to-exceed price of the SCADA upgrade project with Control Systems NW, LLC and adopting findings, approving an exemption from competitive bidding for the public improvement portion of this project made by Council President Valerie Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

General Business

1. Consideration of **Resolution No. 5805-24** Adopting the City of Tualatin's 2025 Legislative Agenda

Deputy City Manager Megan George gave a brief background on the project and an update on actions completed thus far. Consultant Dan Boss, Thorn Run Partners, reiterated the project's timeline and listed the policy themes: transportation, housing, social services, resiliency and emergency preparedness, environment, downtown revitalization, local control/unfunded mandates, and capital projects. He stated transportation and housing are the top priorities.

Councilor Brooks shared concerns of the time sensitivity surrounding the environmental issues and downtown area development. She inquired for ways to build capacity as a city so that resources are available to complete work on the priorities.

Councilor Sacco stated it is hard to choose the issues most important but agrees with transportation and housing. She mentioned that downtown revitalization is connected to the others.

Councilor Reyes voiced her agreement with housing and transportation being a top priority.

Council President Pratt spoke to the interconnectedness of each priority. She also mentioned the high cost of home ownership and lack of inventory for first time homebuyers.

Councilor Gonzalez stated he would like to pursue policies around resiliency and emergency preparedness. He likes priorities that offer local control such as the city's climate action plan.

Mayor Bubenik brought up Representative Susan McLain's "50-30-20" project, TriMet's future, and if there are any potential changes to Urban Renewal zones. He stated he has concerns with potential cuts to programs and the priority of housing production from the governor.

Manager George suggested to focus the legislative agenda on capital asks specific to Tualatin, while monitoring these other themes. Manager George shared a list of capital projects with funding requests. Management Analyst Cody Fields shared details on each project on the list. He explained all proposed projects came from the capital improvement plan.

Councilor Brooks asked for further information on the micro-hybrid turbine locations.

Councilor Reyes asked about the Nyberg Creek stormwater location. Manager George stated there is an agreed on conceptual plan for the Nyberg Creek stormwater project.

Councilor Brooks shared concerns about the riverfront park sediment. She would like baseline testing of the sediment in the river.

Management Analyst Fields spoke to the capital projects that are transportation oriented and reviewed each project on the list.

Manager George highlighted the resolution's exhibit and recommends the Council adopt state funding priorities and hold off on federal funding priorities for now. Mr. Boss said the focus on the capital projects is good as they are community specific. He shared the state level priorities: seismic valving at six water reservoirs (\$1.75 million), veteran's plaza shade structure installation (\$250,000), and installation of 119 electric vehicle charging ports (\$4.7 million). He voiced his support for these three priorities.

Councilor Brooks brought up the current parks building inventory. She stated the Tualatin Riverkeepers' building is in desperate need of replacement as well as she would like to see flexible space at the Juanita Pohl Center for concerts.

Mr. Boss reassured the Council that this feels like the right set of priorities. He stated that to do the work on these capital projects, with the foresight the council has had, it will set them up in a good way.

Motion to adopt **Resolution No. 5805-24** adopting the City of Tualatin's 2025 Legislative Agenda made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

2. Consideration of 2025 Legislative Priorities for the League of Oregon Cities

Council discussed priorities and each council member listed their top choices. Council consensus was reached to move forward with: infrastructure funding, investment in community resiliency and climate planning resources, the 2025 transportation package, restoration of recreational immunity, and community safety and neighborhood livability.

City Manager Lombos stated she will give this information to the League of Oregon Cities.

3. Consideration of Recommendations from the Council Committee on Advisory Appointments

Council read the names of the recommended appointees.

Motion to adopt the recommendations made by Councilor Sacco, Seconded by Council President Pratt.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Council Communications

Mayor Bubenik stated that he had meetings with the NOAA administrator, TriMet, the new TTSD Superintendent, and attended the Metro Mayors' Consortium. Mayor Bubenik stated he is working alongside TriMet leadership regarding route 76 impacts to the stop at the food pantry. He will update as more changes occur.

Councilor Brooks stated she attended the Tualatin Arts Advisory Committee meeting and the Community Development Block Grant 50th Anniversary meeting. She ended her update with a friendly reminder that today is Women's Equality Day.

Council President Pratt gave a friendly reminder about the upcoming Tualatin Community Preparedness Fair being held at the Library on Saturday the 7th from 12-4pm.

Adjournment

Mayor Bubenik adjourned the meeting at 9:19.

Sherilyn Lombos, City Manager

_____ / Erika Pagel, Recording Secretary

_____ / Frank Bubenik, Mayor



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: 9/9/2024

SUBJECT:
Consideration of Approval of a New Liquor License Application for Yin Dee Thai Cuisine

RECOMMENDATION:
Staff respectfully recommends the Council approve endorsement of the liquor license application for Yin Dee Thai Cuisine.

EXECUTIVE SUMMARY:
Yin Dee Thai Cuisine has submitted a new application under the liquor license category of full on-premises. This would permit them to sell and serve distilled spirits, malt beverages, wine, and cider for consumption at their location. The business is located at 18041 SW Lower Boones Ferry Road. The application is in accordance with provisions of Ordinance No. 680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:
A fee has been paid by the applicant.

ATTACHMENTS:

- Application
- Vicinity Map



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

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

Date 08/13/24

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

SECTION 1: TYPE OF APPLICATION

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

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): YIN DEE THAI CUISINE

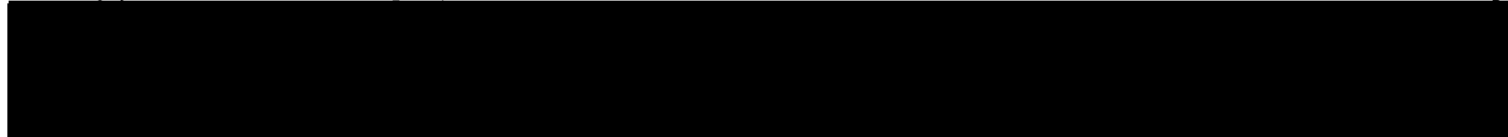
Business address 18041 SW Lower Boonville Ferry Rd. Portland State OR Zip Code 97224

Mailing address (set 1A) 10377 SW 67th Ave Tigard State OR Zip Code 97223

Telephone # (503) 407-4182 Fax # -

Email Surinnai@hotmail.com

Name(s) of business manager(s) First Surin Middle - Last Ruttanapaibooncharoe



(attach additional pages if necessary)

Type of business Full service Restaurant

Type of food served Thai

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

Days and hours of operation Monday - Sunday from 11 am - 10 pm.

Food service hours: Breakfast - Lunch 11 am - 3 pm Dinner 4:30 pm - 10 pm.

Restaurant seating capacity 65 Outside or patio seating capacity 20

How late will you have outside seating? 8 pm How late will you sell alcohol? 10 pm

How many full-time employees do you have? 10 Part-time employees? 5

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants YINDEE THAI LLC

Type of liquor license (refer to OLCC form) Full On-Premises

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

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

Full name _____ Date of birth _____

Residence address _____

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

Full name _____ Date of birth _____

Residence address _____

Full name _____ Date of birth _____

Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).

(a) Name and business address of registered agent.

Full name _____

Business address _____

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

Full name _____ Date of birth _____

Residence address _____

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

Full name of president: _____ Date of birth: _____

Residence address: _____

Full name of treasurer: _____ Date of birth: _____

Residence address: _____

Full name of secretary: _____ Date of birth: _____

Residence address: _____

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

Full name: Surin Ruttanapaibooncharoen _____

Full name: Chantisa Rattanapaibooncharoen

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

SECTION 4: APPLICANT SIGNATURE

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

[Redacted Signature] 08/19/24
Signature of Applicant Date

For City Use Only

Sources Checked:

- DMV by B
- LEDS by B
- TuPD Records by B
- Public Records by B

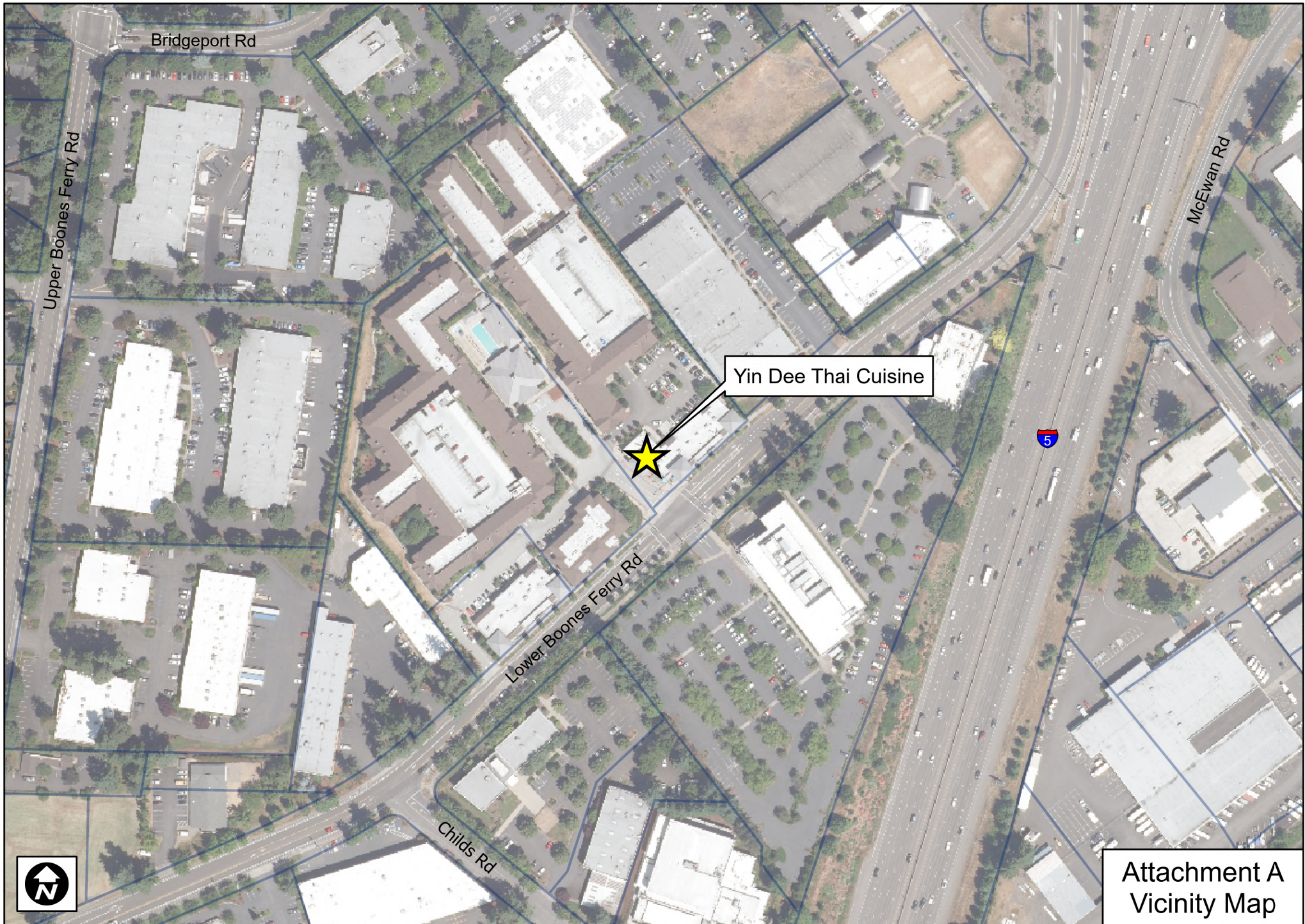
- Number of alcohol-related incidents during past year for location.
- Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

- Granted
 - Denied
- Cause of unfavorable recommendation: _____

[Redacted Signature] 8/23/24
Signature Date

Greg Pickering
Chief of Police
Tualatin Police Department





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 9, 2024

SUBJECT:
Consideration of Approval of a New Liquor License Application for SakeOne Corporation

RECOMMENDATION:
Staff respectfully recommends the Council approve endorsement of the liquor license application for SakeOne Corporation.

EXECUTIVE SUMMARY:
SakeOne Corporation has submitted a new application under the liquor license category of distillery. This would permit them to make distilled spirits in Oregon and import and export distilled spirits into and out of Oregon. The business is located at 12085 SW Myslony Street. The application is in accordance with provisions of Ordinance No. 680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:
A fee has been paid by the applicant.

ATTACHMENTS:

- Vicinity Map
- Application



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

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

Date August 16th, 2024

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

Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

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

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): SakeOne Corporation

Business address 12085 SW Myslony St City Tualatin State OR Zip Code 97062

Mailing address 820 Elm Street City Forest Grove State OR Zip Code 97116

Telephone # 503-357-7056 Fax # 503-357-1014

Email accounting@sakeone.com

Name(s) of business manager(s) First Stephen Middle Richard Last Vuyisteke

Type of business Liquor Importer and vendor

Type of food served N/A

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

Days and hours of operation Monday - Friday; 8:30AM to 4:30PM

Food service hours: Breakfast N/A Lunch N/A Dinner N/A

Restaurant seating capacity N/A Outside or patio seating capacity N/A

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

*No employees of SakeOne are located in Tualatin.

How many full-time employees do you have? N/A Part-time employees? N/A

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

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

Type of liquor license (refer to OLCC form) Distillery License

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

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

Full name _____ Date of birth _____

Residence address _____

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

Full name _____ Date of birth _____

Residence address _____

Full name _____ Date of birth _____

Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).

(a) Name and business address of registered agent.

Full name Pacific Registered Agents, Inc.

Business address 942 Windemere Drive NW Salem, OR 97304

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

Full name Hakutsuru Sake of America, Inc. Date of birth N/A

Residence address 18436 Hawthorne Blvd, Suite 100, Torrance, CA 90504

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

Full name of president: Stephen Richard Vuylsteke

Full name of treasurer: N/A Date of birth: _____

Residence address: _____

Full name of secretary: Jeff Michael LaGood

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

Full name: _____ Date of birth: _____

Residence address: _____

Full name: _____ Date of birth: _____
Residence address: _____

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

SECTION 4: APPLICANT SIGNATURE

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

Signature of Applicant

08/16/2024
Date

For City Use Only

Sources Checked:

DMV by AP LEADS by AP TuPD Records by AP
 Public Records by AP

Number of alcohol-related incidents during past year for location.

Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

Signature

8/23/24
Date

Greg Pickering
Chief of Police
Tualatin Police Department



August 8th, 2024

City of Tualatin
18880 SW Martinazzi Ave
Tualatin, OR 97062

City of Tualatin,
Per the state rule 471.230, SakéOne Corporation is required to obtain a distillery license because we import liquor and are looking to store that product at a distribution warehouse in Tualatin. SakéOne will sell the liquor directly to the Oregon Liquor and Cannabis Commission and to distributors outside the state where acceptable.

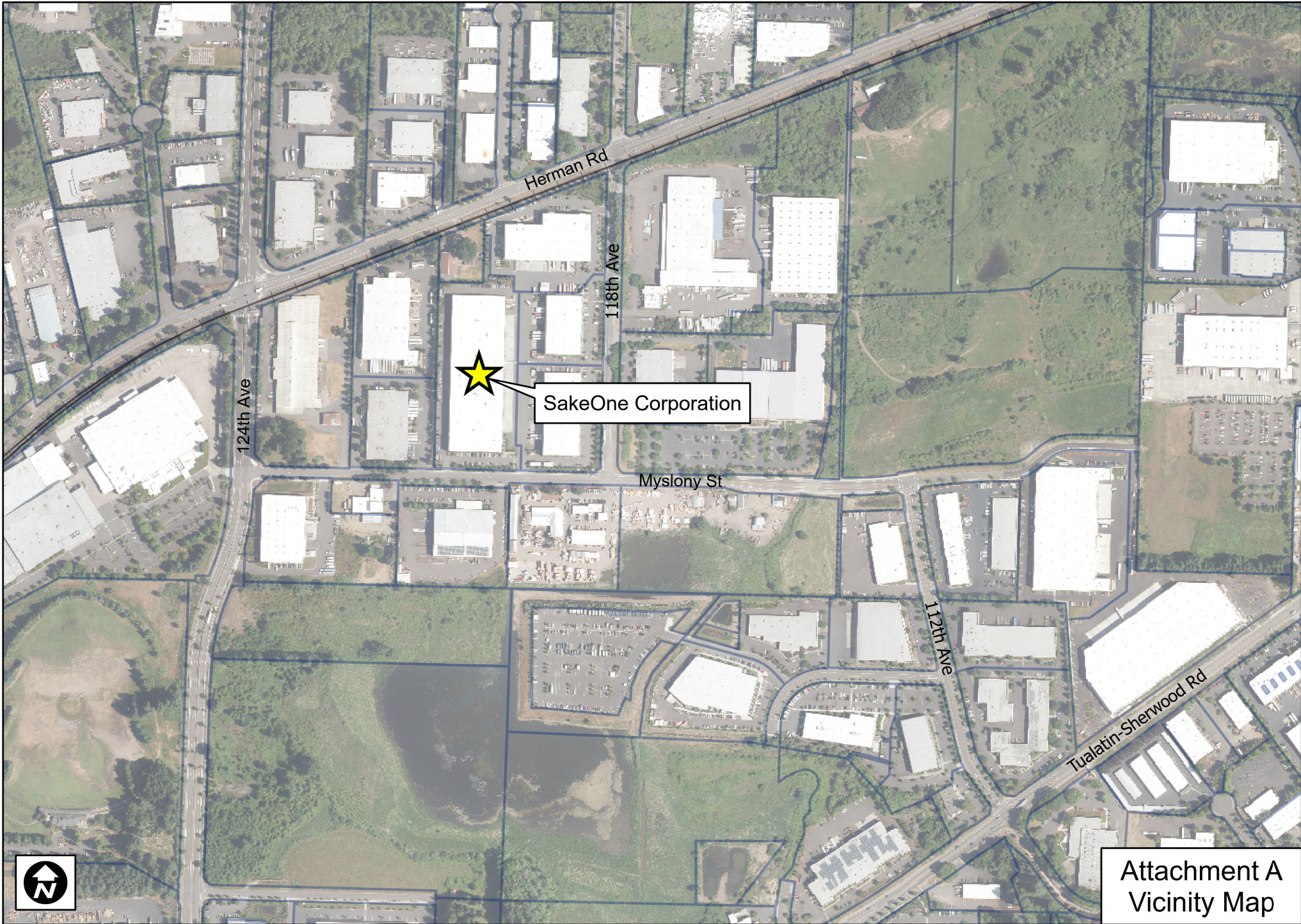
These are the only activities occurring at 12085 SW Myslony St, Tualatin, OR 97062 that are applicable to the OLCC Distillery Permit. The OLCC requests that we inform the City of Tualatin and receive approval to move forward with our operations.

Please see page two of the enclosed Local Government Recommendation Form sections two and three. If you have questions, please contact me at stevev@sakeone.com.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read "Steve Vuylsteke", written in a cursive style.

Stephen Vuylsteke
President



SakeOne Corporation

Attachment A
Vicinity Map



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Mike McCarthy, City Engineer
Abby McFetridge, Engineering Associate

DATE: September 9, 2024

SUBJECT:

Consideration of Resolution 5806-24 authorizing the City Manager to execute an Intergovernmental Agreement with Washington County outlining the County's and City's obligations as they pertain to the County's planned Phase II Ride Connection shuttle stop improvements.

RECOMMENDATION:

Staff recommends Council authorizes the City Manager to sign the IGA (attached as Exhibit 1 to Resolution 5806-24.

EXECUTIVE SUMMARY:

The attached resolution authorizes the City Manager to execute an IGA with Washington County, which outlines the City's obligations and the County's obligations as they pertain to the County's planned Phase II improvements to Ride Connection community connector shuttle stops in the City. This Phase II IGA fully replaces the Phase I IGA which was approved by the Council per Resolution #5715-23 and signed in August 2023.

The County was awarded a Statewide Transportation Improvement Fund (STIF) grant in 2020, in partnership with Ride Connection, to make improvements to the community connector shuttle stops in Washington County. The County was awarded a second STIF grant in 2023. This Phase II IGA was created for the additional improvements constructed with the 2023 STIF grant.

Upon completion of the project, the County will transfer ownership of all capital assets associated with the project to the City, including assets constructed with the 2020 STIF grant. The City will ensure that the capital assets are used for the provision of public transportation services for the useful life of the capital assets (10 years). The City will also ensure that those assets are maintained in a state of good repair and report their condition to the County.

FINANCIAL IMPLICATIONS:

Construction of additional stops will add no immediate financial implications to the City. In the future, when bus stop assets owned by the City, such as concrete landing pads, are in need of repair or replacement, costs may be incurred.

ATTACHMENTS:

- Resolution 5806-24
- Washington County City Stops-STIF Funds IGA

RESOLUTION NO. 5806-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH WASHINGTON COUNTY FOR COUNTY TO INSTALL ADDITIONAL COMMUNITY CONNECTOR SHUTTLE STOP IMPROVEMENTS IN THE CITY OF TUALATIN AND ALLOCATE RESPONSIBILITIES FOR THEIR FUNDING, CONSTRUCTION, OPERATION AND MAINTENANCE.

WHEREAS, ORS 190.010 authorizes the City and County to enter into intergovernmental agreements; and

WHEREAS, The County was awarded a Statewide Transportation Improvement Fund (STIF) grant in 2020, in partnership with Ride Connection, to make improvements to the community connector shuttle stops in Washington County; and

WHEREAS, On August 18, 2023, the Parties entered into an intergovernmental agreement (Phase I IGA) to cooperate for the funding, construction, operation and maintenance of the City shuttle stop improvements described in the Phase I IGA; and

WHEREAS, The County was awarded a second STIF grant in 2023 to make additional improvements to community connector shuttle stops within the County; and

WHEREAS, This Agreement (Phase II IGA) will allocate the Parties' responsibilities for funding, construction, operation and maintenance of the City shuttle stop improvements described therein (Phase II stop improvements); and

WHEREAS, This Phase II IGA replaces the Phase I IGA, which shall be of no further force and effect.

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

Section 1. The City Manager is authorized to execute a Phase II IGA with Washington County, attached hereto as Exhibit 1, outlining the County's and City's obligations as they pertain to the County's planned Ride Connection shuttle stop improvements within the City of Tualatin.

Section 2. The City Manager is authorized to make administrative modifications to the Intergovernmental Agreement to fully implement its intent.

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

ATTEST:

BY _____
Mayor

BY _____
City Recorder

EXHIBIT 1

**INTERGOVERNMENTAL AGREEMENT (IGA)
Between
WASHINGTON COUNTY and CITY OF TUALATIN**

This Agreement (IGA) is hereby made and entered into by and between Washington County, a political subdivision of the State of Oregon, hereinafter referred to as the COUNTY, acting by and through its elected officials, and the City of Tualatin, a municipal corporation, acting by and through its City Council, hereinafter referred to as "CITY."

RECITALS

1. Oregon Revised Statutes (ORS) Chapter 190.010 confers authority upon local governments to enter into agreements for the performance of any and all functions and activities that a party to the agreement, its officers or agencies have authority to perform.
2. ORS 184.751 establishes the Statewide Transportation Improvement Fund ("STIF Discretionary Fund"), which appropriates funds to the Oregon Department of Transportation to finance investments and improvements in public transportation services.
3. The STIF Discretionary Fund is intended to improve public transportation services for current and potential future Oregon transit users by distributing moneys to transit providers. STIF Discretionary Funds are not intended to supplant local funding sources currently directed to public transportation service providers.
4. COUNTY is authorized to receive STIF Discretionary Funds and provide public transportation services in and around Washington County, Oregon.
5. Ride Connection, a private non-profit organization whose mission is to provide accessible, responsive, transportation alternatives, contracts with Washington County to provide community connector service within the TriMet service boundary, as well as service in the rural area outside the TriMet service boundary.
6. GroveLink, a community connector service in Forest Grove, is operated by Ride Connection.
7. Cornelius Link, a community connector service in Forest Grove and Cornelius, is operated by Ride Connection.
8. Tualatin Shuttle, a community connector service in Tualatin, Tigard and King City, is operated by Ride Connection.

9. North Hillsboro Link, a community connector service in Hillsboro, is operated by Ride Connection.
10. westLink, a community connector service in rural Washington County, connecting Forest Grove, Banks, North Plains and Hillsboro is operated by Ride Connection.
11. The COUNTY, in 2020, was awarded a STIF Discretionary Grant in partnership with Ride Connection to make improvements to community connector shuttle stops in Washington County.
12. The COUNTY and CITY entered in an Intergovernmental Agreement dated August 18, 2023 (Phase I IGA) which provided for the COUNTY and CITY to cooperate for the funding, construction, operation and maintenance of certain community shuttle connector stop improvements in the CITY (Phase I stop improvements) and described in Attachment A to the Phase I IGA and Replacement Attachment A attached hereto.
13. The COUNTY, in 2023, was awarded a second STIF Discretionary Grant in partnership with Ride Connection to make additional improvements to community connector shuttle stops in Washington County.
14. The COUNTY seeks to install additional community connector shuttle stop improvements in the CITY (Phase II stop improvements) and as described in Replacement Attachment A.
15. COUNTY and CITY desire to cooperate and enter into this Agreement (Phase II IGA) to allocate responsibilities for funding, construction, operation and maintenance of the shuttle stop improvements described in Replacement Attachment A.

AGREEMENT

NOW, THEREFORE, the premises being in general as stated in the foregoing recitals and in consideration of the terms, conditions and covenants set forth below, the parties hereto agree as follows:

1. MUTUAL AGREEMENT

- 1.1 The COUNTY and CITY agree that for mutual administrative convenience, the shuttle stop improvements described in Replacement Attachment A should be treated as one project and should be administered subject to the same agreement.

- 1.2 The COUNTY and CITY agree that the Phase I IGA is replaced in full by this Phase II IGA and Replacement Attachment A. The Phase I IGA and Attachment A are of no further force and effect.
- 1.3 The COUNTY and CITY agree that the shuttle stop improvements described in Replacement Attachment A are hereinafter collectively referred to as the Project.

2. COUNTY OBLIGATIONS

- 2.1. COUNTY shall perform, or cause to be performed, all actions necessary to design and construct the Project described in Replacement Attachment A. COUNTY shall be responsible for performance/workmanship defects to the Project that appear in the Project within a period of one year from the date of Project completion and that are not due to CITY's maintenance of the Project.
- 2.2. COUNTY shall design and construct the Project entirely within CITY right-of-way and agrees to follow all CITY rules and regulations related to performing work in the CITY right-of-way.
- 2.3. COUNTY shall be responsible for all costs associated with the design, construction, and construction inspection of the Project.
- 2.4. COUNTY shall, upon completion of the Project, as approved by the CITY upon inspection, transfer ownership of the capital assets associated with the Project to the CITY in accordance with OAR 732-044-0050. Capital assets shall include, among other things, that portion of the concrete landing pad constructed as part of the Project between the existing curb and continuous sidewalk as described and depicted in Replacement Attachment A.
- 2.5. The signs installed as part of the Project shall not be considered capital assets nor transferred to the CITY but shall remain the property of the County. The County shall be responsible for maintenance, repair, and replacement of the signs, including all related sign infrastructure, as required or as determined necessary by the County.
- 2.6. COUNTY shall comply with all statutory requirements and the requirements of the STIF Discretionary grant agreement as outlined in the IGA entered into by and between COUNTY and Oregon Department of Transportation (#35089) (the "Phase I ODOT IGA") for the Phase I stop

improvements, attached hereto and by this referenced is fully incorporated herein as Attachment B.

3. CITY OBLIGATIONS

- 3.1. CITY shall allow COUNTY and COUNTY's agents and contractors to enter and occupy the CITY right-of-way for the purpose of taking all actions necessary to complete the design and construction of the Project.
- 3.2. CITY shall upon completion of the Project, and after inspection and approval by the City, except for as provided in Section 2.5, assume ownership of the capital assets associated with the Project.
- 3.3. CITY shall adhere to the stipulated conditions included in the STIF Discretionary grant agreement as outlined in the Phase I ODOT IGA, in Attachment B.
- 3.4. CITY shall ensure the capital assets transferred to the CITY and associated with the Project are used for the provision of public transportation services for the Term of Agreement, but in no circumstance, for less than the useful life of the capital assets, which shall be 10-years.
- 3.5. Except as provided in Section 2.1, CITY shall ensure the capital assets transferred to the CITY and associated with the Project are maintained in a state of good repair, free of defects, and graffiti, such that the Project is in usable and safe operating condition.
- 3.6. CITY shall provide a written report annually to COUNTY by June 30 documenting the condition of the Project's capital assets transferred to the CITY during the term of this agreement, as provided in Attachment D.
- 3.7. CITY shall perform, or cause to be performed, all actions necessary to repair or replace the Project's capital assets transferred to the CITY and associated with the Project as needed in accordance with Section 3.5 above.

4. TERM OF AGREEMENT

The term of this agreement shall begin upon the date of execution by all parties and shall be for a period of 10-years after City acceptance of the completed Project or June 30, 2036, which ever is earlier, unless earlier terminated or extended as provided herein.

- 4.1 No later than one hundred eighty (180) days prior to the natural expiration of this agreement, either Party may give notice to the other Party of the notifying Party's desire to extend or terminate the agreement.
- 4.2 Within thirty (30) days of receipt of notice to extend or terminate, the Party receiving notice shall provide the other party of its intent to agree or object to an extension or termination.
- 4.3 If the Parties agree to extend the term, the new term shall commence on the day following the date of expiration of the proceeding term and the new term shall be subject to all the terms and conditions of this Agreement unless otherwise agreed to in writing as provided by Section 5.4. The Parties shall execute an amendment setting forth the new term and any other terms, if any.
- 4.4 If the Parties agree to not extend the term or terminate this agreement, this agreement shall terminate at the expiration of the 10-year period unless earlier agreed to by the Parties in writing as provided by Section 5.4. In the event of termination, the Parties agree in good faith to undertake all actions necessary to wind up this agreement.

5. GENERAL TERMS AND CONDITIONS

5.1. LAWS OF OREGON

The parties shall comply with all applicable laws and regulations regarding the handling and expenditure of public funds. This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon. All relevant provisions required by ORS Chapter 279A and 279C to be included in public contracts are incorporated and made a part of this Agreement as if fully set forth herein.

5.2. DEFAULT

Time is of the essence in the performance of the Agreement. Either party shall be deemed to be in default if it fails to comply with any material provision of this Agreement. The non-defaulting party shall provide the other party with written notice of default and allow thirty (30) days within which to cure the defect.

5.3. INDEMNIFICATION

This Agreement is for the benefit of the parties only. Each party agrees to indemnify and hold harmless the other party, and its officers, employees, and agents, from and against all claims, demands and causes of actions and suits of any kind or nature for personal injury, death or damage to property on account of or arising out of services performed, the omissions of services or in any way resulting from the negligent or wrongful acts or omissions under this Agreement of the indemnifying party and its officers, employees and agents. To the extent applicable, the above indemnification is subject to and shall not exceed the limits of liability of the Oregon Tort Claims Act (ORS 30.260 through 30.300). In addition, each party shall be solely responsible for any contract claims, delay damages or similar items arising from or caused by the action or inaction of the party under this agreement.

5.4. MODIFICATION OF AGREEMENT

No waiver, consent, modification, or change of terms of this Agreement shall be binding unless in writing and signed by both parties.

5.5. DISPUTE RESOLUTION

The parties shall attempt to informally resolve any dispute concerning any party's performance or decisions under this Agreement, or regarding the terms, conditions or meaning of this Agreement. A neutral third party may be used if the parties agree to facilitate these negotiations. In the event of an impasse in the resolution of any dispute, the issue shall be submitted to the governing bodies of both parties for a recommendation or resolution.

5.6. REMEDIES

Subject to the provisions in Section 5.5, any party may institute legal action to cure, correct or remedy any default, to enforce any covenant or agreement herein, or to enjoin any threatened or attempted violation of this Agreement. All legal actions shall be initiated in Washington County Circuit Court. The parties, by signature of their authorized representatives below, consent to the personal jurisdiction of that court.

5.7. EXCUSED PERFORMANCE

In addition to the specific provisions of this Agreement, performance by any party shall not be in default where delay or default is due to war, insurrection, strikes, walkouts, riots, floods, drought, earthquakes, fires, casualties, acts of GOD, governmental restrictions imposed on or mandated by governmental entities other than the parties, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulation, litigation or similar bases for excused performance that are not within the reasonable control to the party to be excused. The Party seeking non-performance under this section shall provide notice to the other party as soon as practicable.

5.8. SEVERABILITY

If any one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions of the Agreement will not be affected or impaired in any way.

5.9. INTEGRATION

This Agreement is the entire agreement of the parties on its subject and supersedes any prior discussions or agreements regarding the same subject.

5.10. ADDITIONAL TERMS AND CONDITIONS

COUNTY's use of STIF Discretionary Funds for the Phase I stop improvements is subject to the Phase I ODOT IGA, a copy of which has been made available to the Parties prior to execution of this Agreement and are attached as Attachment B for the Phase I stop improvements. In the event that the Phase I ODOT IGA is amended in a manner that materially changes a Party's obligations under this Agreement, the Parties agree to negotiate, in good faith, to amend this Agreement to address such changes. If the Parties are unable to agree to amendment to this Agreement, then any Party may terminate pursuant to the provisions set forth in Section 5.4 of this Agreement.

5.11. COMMUNICATIONS

All communications between the parties regarding this Agreement shall be directed to the parties' respective Project Managers as indicated below. Communications required under this Agreement or otherwise

substantively impacting the Project or this Agreement shall be made in writing.

Washington County:

Dyami Valentine

Washington County

155 N. First Avenue MS13

Hillsboro, OR 97124

503-846-3821

Dyami_valentine@washingtoncountyor.gov

City of Tualatin:

Mike McCarthy, P.E.

City of Tualatin

10699 SW Herman Road

Tualatin, OR 97062

503-691-3674

mmcarthy@tualatin.gov

[SIGNATURES ON FOLLOWING PAGE]

DATED this _____ day of _____, 2024.

CITY OF TUALATIN, OREGON

WASHINGTON COUNTY, OREGON

Sherilyn Lombos, City Manager

Dani Ledezma, Assistant County
Administrator

ATTEST:










RECORDING SECRETARY

ATTACHMENT A (REPLACED)

**MAP OF PHASE I AND PROPOSED PHASE II STOP ENHANCEMENT PROJECTS
WITHIN CITY OF TUALATIN AS OF AUGUST 2024**

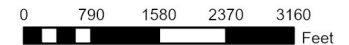
Washington County Transit Development Plan

Tualatin Community Connector Stop Enhancements (2024 Update)

-  Signage and Landing Pad Improvements
-  Signage Improvements
-  Signage Improvements (New Stop)
-  Signage Improvements (Existing TriMet and Ride Connection Stop)
-  Signage Improvements (Existing Shared SMART and Ride Connection Stop)
-  Existing Community Connector Shuttles
-  Proposed Shuttle Expansion
-  City Boundary
-  County Boundary



1:27,000



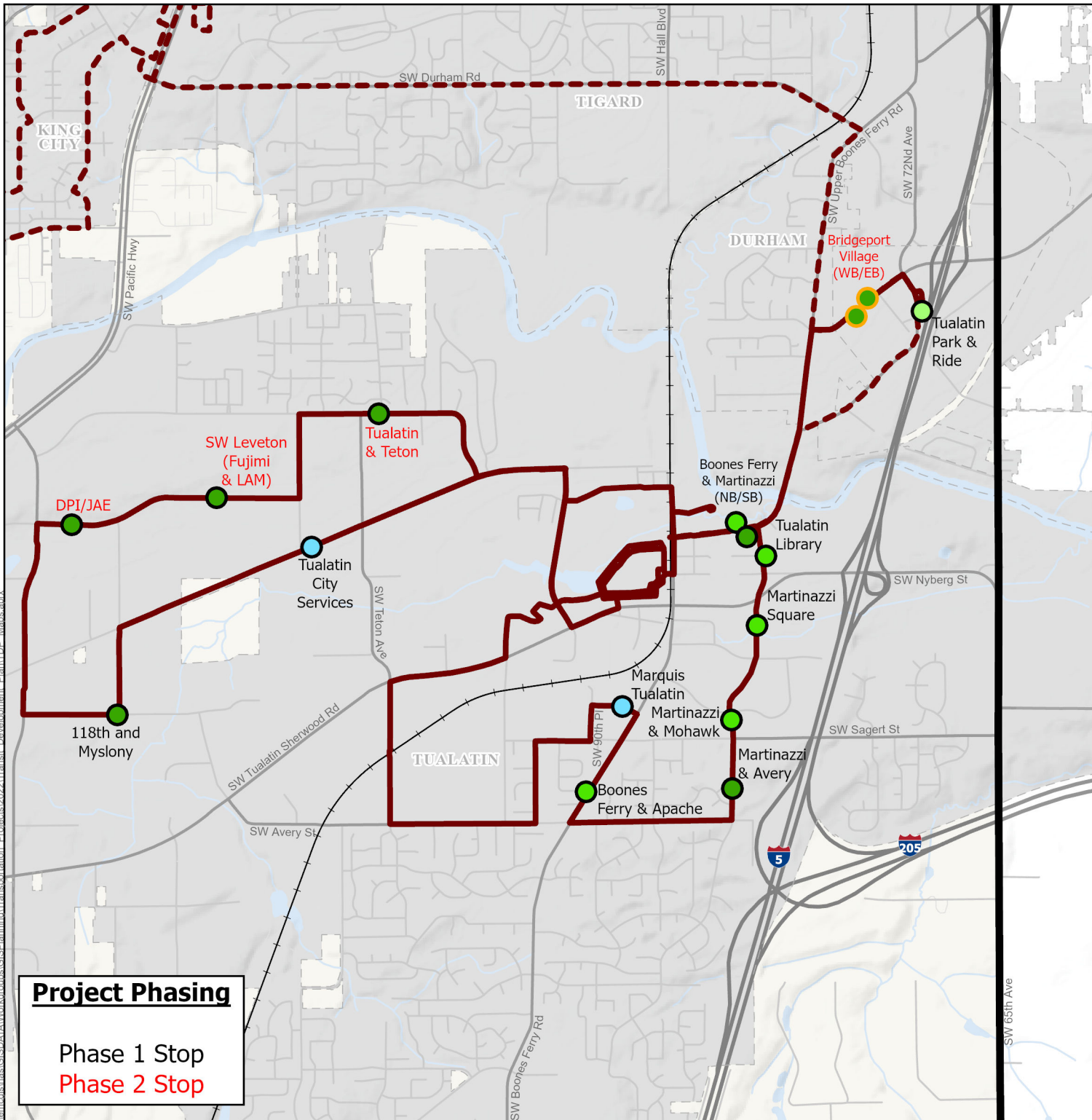
Data Sources: Washington County, Metro, ODOT, TriMet

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

Printed: 8/16/2024



Project Phasing

- Phase 1 Stop
- Phase 2 Stop

\\memphis\has\GIS\DATA\Work\krouse\GIS\Planning\Transit\Development - Plan\TDP - Mapas.aprx

ATTACHMENT B

**EXECUTED AGREEMENT #35089 BETWEEN WASHINGTON COUNTY AND OREGON
DEPARTMENT OF TRANSPORTATION**

AMENDMENT NUMBER 1
ODOT GRANT AGREEMENT NO. 35089
Washington County

The **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as **State**, and **Washington County**, hereinafter referred to as **Recipient**, entered into an Agreement on **July 29, 2021**. Said Agreement is to secure financial assistance to complete the activities described in Exhibit A.

It has now been determined by **State** and **Recipient** that the Agreement referenced above, although remaining in full force and effect, shall be amended to revise Exhibit A and extend the Agreement period for the Facility and Signs and Shelters Projects (P-21-3504-01 and P-21-3504-02) only.

Exhibit A shall be deleted in its entirety and replaced with the attached Revised Exhibit A. All references to "Exhibit A" shall hereinafter be referred to as "Revised Exhibit A."

Page 1, Agreement, Paragraph 1, which reads:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2021** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2023** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Shall be deleted in its entirety and replaced with the following:

1. **Effective Date.** This Agreement shall become effective on the later of **July 1, 2021** or the date when this Agreement is fully executed and approved as required by applicable law. Unless otherwise terminated or extended, Grant Funds under this Agreement shall be available for Project Costs incurred on or before **June 30, 2024** (Expiration Date). No Grant Funds are available for any expenditures after the Expiration Date. State's obligation to disburse Grant Funds under this Agreement shall end as provided in Section 10 of this Agreement.

Agreement No. 35089

This Amendment may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Amendment so executed shall constitute an original.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

SIGNATURE PAGE TO FOLLOW

Agreement No. 35089

Washington County, by and through its

By DocuSigned by:
Rachael Fuller
(Legally designated representative)
Assistant County Administrator

Name Rachael Fuller
(printed)

Date 5/4/2023 | 13:44 PDT

By _____

Name _____
(printed)

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

(If required in local process)

By _____
Recipient's Legal Counsel

Date _____

Recipient Contact:

Dyami Valentine
155 N. First Avenue
Hillsboro, OR 97124
1 (503) 8463821
dyami_valentine@co.washington.or.us

State Contact:

Valerie Egon
555 13th Street NE
Salem, OR 97301-4179
1 (971) 301-0909
Valerie.Egon@odot.state.or.us

Signed Agreement Return Address: ODOTPTDReporting@odot.state.or.us

State of Oregon, by and through its
Department of Transportation

By KC
Karyn CRISWELL (May 17, 2023 14:53 PDT)
Karyn Criswell
Public Transportation Division Administrator

Date 05/17/2023

APPROVAL RECOMMENDED

By Valerie Egon

Date 04/06/2023

APPROVED AS TO LEGAL SUFFICIENCY

(For funding over \$150,000)

By _____
Assistant Attorney General

Name Sam Zeigler by email
(printed)

Date 07/06/2021

Revised Exhibit A
Project Description and Budget

Project Description/Statement of Work

| | | | | |
|---|---------------------|---------------------|--------------------|---------------|
| Project Title: STIF Disc Washington County 35089 <i>Shuttle stop enhancement project.</i> | | | | |
| P-21-3504-01 Item #1: Passenger Shelters | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| | \$214,000.00 | \$171,200.00 | \$42,800.00 | Local |
| P-21-3504-02 Item #1: Route Signing | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| | \$89,100.00 | \$71,280.00 | \$17,820.00 | Local |
| P-21-3504-03 Item #1: Project Admin. | | | | |
| | Total | Grant Amount | Local Match | Match Type(s) |
| | \$12,000.00 | \$9,600.00 | \$2,400.00 | Local |
| Sub Total | \$315,100.00 | \$252,080.00 | \$63,020.00 | |
| Grand Total | \$315,100.00 | \$252,080.00 | \$63,020.00 | |

1. BACKGROUND

In the 2017 legislative session, the Oregon Legislature passed House Bill 2017, the Statewide Transportation Improvement Fund (STIF). The bill designated nine percent of the total funds appropriated to be awarded to eligible Public Transportation Service Providers (PTSPs) based on a competitive grant process. This nine percent is divided into a five-percent share for STIF Discretionary projects and a four-percent share for STIF Intercommunity Discretionary projects.

The STIF Discretionary fund is a flexible fund source that aims to expand or improve public transportation services by supporting projects that create new service routes, adopt enhanced forms of technology and data collection, maintain transit fleets in a state of good repair, and advance the equity and sustainability of transportation in the state.

The STIF Intercommunity Discretionary fund is housed with FTA Section 5311(f) funds under the "Statewide Transit Network Program." The purpose of the Statewide Transit Network Program is to support projects that enhance Oregon's statewide fixed route transit network by investing in key transit hubs, closing gaps between two or more communities, improving access to and from transit for pedestrians and bicyclists, improving collaboration and coordination between agencies that results in functional benefits, or other activities that improve the function of the overall transit network and serve the interests of more than one transit agency.

This Agreement describes the duties and responsibilities of State and Recipient in the management and proper use of STIF funds or 5311(f) funds and the associated reporting requirements.

2. PROJECT DESCRIPTION

This Agreement funds a partnership between Washington County, Oregon and Ride Connection, Inc. to implement stop improvements at up to 22 priority rural and urban locations in Washington County served by the WestLink, GroveLink, North Hillsboro, and Tualatin community connector shuttles.

Signs, Shelters, and Amenities

This task provides funding to upgrade, purchase, install, design, and/or construct up to five shelters with benches and signage and 17 bus stop signs and poles. This task includes the purchase of up to 500 square feet of additional right-of-way, 500 square feet of concrete landing pad and base work, ADA treatments, Architecture and Engineering, Surveying and Permitting, mobilization, traffic control, erosion control and construction contingency. The resulting projects

Washington County, State of Oregon
Agreement No. 35089

and infrastructure shall comply with ADA accessibility requirements to support the public transportation needs of the general public and seniors and individuals with disabilities.

The purpose of the project is to provide and improve shelter from weather, procure and install passenger amenities such as benches for the comfort and convenience of riders, and procure and install signage for transit route information.

Eligible expenses are: associated services, permits, permissions, and equipment, infrastructure needed to put the passenger shelter(s), route sign(s), benches, trash receptacles, reader boards, electronic routing equipment, and infrastructure into service; costs incurred from the procurement process; delivery charges; and post-delivery inspections. Architecture, design, engineering, planning, and preparation services and permits, clearly needed to proceed with the project.

A National Environmental Policy Act environmental assessment may be required for this project, depending on fund source and complexity.

If this project is matched with federal resources, a Documented Categorical Exclusion worksheet or Categorical Exclusion worksheet must be submitted to State, and must be approved by the Federal Transit Administration for all federally-funded projects, prior to any ground disturbance. This award is contingent on approval of the worksheet. Any project expenses incurred will not be reimbursed if the project's required worksheet is not approved.

If this project is matched by nonfederal sources, a Documented Categorical Exclusion worksheet or Categorical Exclusion worksheet may be submitted to State to establish a historical benchmark. State-funded shelters, signs, or amenities projects must comply with state and local procurement and construction rules.

STIF discretionary reimbursements under this task shall not exceed \$242,480.

Administration

This Agreement provides funding for Recipient's administrative expenses not directly related to providing transit services, but which support the effective, efficient, and safe delivery of those services.

STIF discretionary reimbursements under this task shall not exceed \$9,600.

3. PROJECT DELIVERABLES, TASKS and SCHEDULE

Recipient, in the performance of this Project, shall document steps taken to improve accessibility of public transportation for vulnerable populations and/or historically marginalized communities. Vulnerable populations include low-income individuals or households, veterans, Tribal communities or groups, individuals of age 65 and older, individuals with disabilities, and individuals with limited English proficiency. Information on this topic shall be provided to State through reporting.

STIF Discretionary-supported service providers are encouraged to serve key transit hubs and stops operated or used by for-profit/national transit providers where practical.

Signs, Shelters, and Amenities

Recipient will submit a description and list for sign and/or shelter locations. Recipient will submit certification attesting to fulfillment of any applicable permitting, inspections, or other requirements prior to final payment. An on-site inspection or photo documentation of installations is required prior to final payment.

By accepting federal or state funds, Recipient certifies that the project will meet all Americans with Disabilities Act requirements as set forth in 49 CFR parts 27, 37, and 38.

All purchases, installations, and construction must be completed prior to the expiration date of this Agreement. If an extension for time is required, a request must be received by State at least 45 days prior to the expiration date.

*Expected project start date: September 1, 2021.
Expected project completion date: June 30, 2024.*

Administration

Recipient shall perform administrative activities to support service sustainability as follows: ongoing financial resource budgeting and allocation, service coordination, capital asset replacement planning, contract management, reporting, marketing and outreach, and planning.

4. PROJECT ACCOUNTING and MATCHING FUNDING

Recipient retains authority over costs and allocations of STIF funds within the guidelines established by Oregon Revised Statutes (ORS) 184.751 through 184.758 and Oregon Administrative Rules (OAR) Chapter 732.

Signs, Shelters, and Amenities

The service provider may use capital items funded under USDOT- or State-source agreements when performing services rendered through a contract or sub-agreement funded by this Agreement. Depreciation of capital items funded under USDOT- or State-source grants is not an eligible expense.

Eligible matching fund sources for this Agreement include Statewide Transportation Improvement Formula Fund, Special Transportation Formula Fund, local funds, service contract revenue, advertisement income, other earned income, cash donations, and other verifiable in-kind contributions that are integral to the project budget.

Recipient may not use passenger fares as match. Administration and facility contributions are documented by percentage of contribution directly attributed to the project.

Recipient will subtract income from fares, tickets, and passes whether pre-paid or post-paid, from the gross operating expenses of the service. The required local match share will be subtracted from the project expenses to determine the Agreement share of the project expense. Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted for as gross operating expenses.

Receipt of federal funds for construction projects requires that labor must be paid at the prevailing wage as prescribed by the Davis-Bacon Act.

Administration

Generally accepted accounting principles and Recipient's accounting system determine those costs that are to be accounted as administrative expenses. Eligible project administrative expense may include, but are not limited to: administrative staff salaries; overhead expenses; marketing expenses; insurance premiums and payments to a self-insurance reserve; office supplies; office equipment; telecommunications; facilities and equipment rental.

5. REPORTING AND INVOICING REQUIREMENTS

Recipient shall confirm the eligibility of any Sub-Recipient prior to distributing STIF moneys and entering into an agreement with the Sub-Recipient. Recipient shall ensure that Sub-Recipients maintain eligibility throughout the project period. Recipient shall provide State with copies of agreement(s) made with Sub-Recipients within 30 days of execution of those agreements.

Per OAR 732-044-0040(1)(a), Recipient shall report on Project progress, outcomes achieved, and expenditures of discretionary STIF funds by itself and its Sub-Recipients. Failure to use STIF funds towards achievement of identified project deliverables may result in the cessation of funding to Recipient for the remainder of the Agreement period.

Project Progress Reporting

Recipient shall report Project progress quarterly through the Oregon Public Transit Information

Washington State
Agreement No. 35089

System (OPTIS) Agency Periodic Report (APR) and shall include a brief status update for each deliverable. Project reporting should align with project deliverables identified in this Agreement. State will use reporting information to assess Recipient's progress by comparing task-based expenditures to progress on deliverables.

Outcomes Achieved Reporting

Recipient shall report outcomes achieved through project performance. Continued funding under this Agreement is contingent upon reporting of outcomes achieved.

On a quarterly basis, in addition to continuing required elements in the APR, Recipient shall complete a short narrative describing outcomes achieved in performance of the Project. For the final quarter of the biennium, Recipient shall report on quarterly outcomes achieved as well as summarize outcomes achieved over the duration of the Agreement. Recipient shall provide additional information on outcomes achieved when and where directed to do so by State in reporting guidance.

Outcomes achieved are defined in State's program guidance and that guidance provides State's expectations surrounding all reporting requirements. For detailed instructions on quarterly, annual, and biennial reporting, refer to State's STIF Discretionary/STN Reporting Guidance document.

Expenditures of STIF Discretionary funds will be tracked in OPTIS. Recipient must submit reimbursement requests in OPTIS to receive reimbursement for Project expenditures.

Signs, Shelters, and Amenities

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must provide a cover letter or summary of the work performed pursuant to this Agreement in each Agency Periodic Report. Before and after photographs of the project are encouraged to memorialize the achievement of deliverables and may be submitted with the final report.

Recipient will report as prescribed by State on assets purchased or constructed under this Agreement as long as they remain in use for public transportation service.

Expenses incurred will not be reimbursed if the project's scope is changed or altered without the necessary pre-approval and amendment by State.

Administration

Recipient will request reimbursement for covered expenses incurred during each period as prescribed by State. Copies of invoices must be submitted for all vendor charges. In-house charges must be documented showing time specifically associated with the project. In addition, Recipient must provide a summary of the work performed pursuant to this agreement in its agency periodic report.

Capital Assets

Recipient shall ensure Satisfactory Continuing Control of capital assets, including real property, purchased in whole or part under this Agreement while the capital assets are being used for public transportation purposes. Satisfactory Continuing Control means the legal assurance that a capital asset will remain available to be used for its originally-authorized purpose throughout its useful life or until disposition.

An inventory of capital assets purchased in whole or in part with STIF funds will be created by State in the OPTIS asset register. The inventory will include a description of the capital asset, the date of purchase, the date put into public transportation service, the purchase price, the amount of STIF funds contributed to the purchase, the source of other funds, the authorized use per this agreement, the Recipient or Sub-Recipient using the capital asset (Owner/Operator), and the condition of the asset. Recipient shall report quarterly on all capital assets through the OPTIS APR, providing information relevant to purchased capital assets, including but not limited

to, asset condition, and vehicle mileage.

Recipient shall request authorization from State for the sale, transfer, or other disposition of any Capital Asset purchased under this Agreement and shall report the amount of proceeds, if any, from the sale to State. Capital asset useful life standards shall be the same as those outlined by the Federal Transit Administration.

Recipient will provide reporting information as prescribed by State on the capital asset purchases under this Agreement as long as the capital asset remain in public transportation service.

Reimbursement requests for capital assets must include the following: a cover letter and copies of all invoices associated with expenses identified for reimbursement. Where a vehicle asset will be partially funded with federal funds, Recipient shall submit pre-award and post-delivery certification forms documenting compliance to Altoona bus testing, Federal Motor Vehicle Safety Standards, Buy America, and Disadvantaged Business enterprise requirements.

Reporting on Mitigation of Tax Impacts to Low-income Populations

Per OAR 732-040-0025(1), Qualified Entities receiving STIF funds shall submit a report on any actions taken by any PTSP located within the area of the Qualified Entity to mitigate the impact of the STIF tax on passengers who reside in low-income communities. This report must be submitted no later than 60 days after the end of each fiscal year in which the Qualified Entity receives STIF funds.

Recipient shall complete and submit a form detailing any mitigation actions taken by Recipient to the appropriate Qualified Entity no later than 30 days after the end of each Fiscal Year in which the PTSP receives STIF discretionary funds. This form will be provided to Recipient prior to the deadline for submission of the form and will include instructions for the proper completion and submittal of the form.

For Administrative Use Only – Z99999

Supplier Name: ODOT

Actual Contract Number (CustomText4): 23-0577

Department (Location): LUT - Admin.

Contract Type: 6 Amendment

Contract Sub Type (Custom2Code):

Minute Order Date: 10/20/2020

Minute Order Number: 20-289

Master Contract Number (CustomText1): 21-1237

Bid/RFP # (BidRFP):

BPO Number (Custom1Code): Revenue Contract

SHIP TO (LocShipTo): LUT - Admin.

BILL TO (LocBillTo): LUT - Admin.

Project Number (CustomText2): 100687

Chargeable Program Number (ChargeProgram): 209-607010

Contract Admin (Administrator): Ray Nielsen

Certificate Of Completion

| | |
|---|-----------------------------------|
| Envelope Id: B56E71D8B205423C989E763B40AB195B | Status: Delivered |
| Subject: Complete with DocuSign: 23-0577: ODOT | |
| Source Envelope: | |
| Document Pages: 9 | Signatures: 1 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelope Stamping: Enabled | Connie Wilson |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | 155 N. First Ave, Suite 270 |
| | MS28 |
| | Hillsboro, OR 97124-3087 |
| | Connie_Wilson@co.washington.or.us |
| | IP Address: 204.147.152.14 |

Record Tracking

| | | |
|--------------------------------------|-----------------------------------|--------------------|
| Status: Original | Holder: Connie Wilson | Location: DocuSign |
| 5/4/2023 1:23:48 PM | Connie_Wilson@co.washington.or.us | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Washington County | Location: DocuSign |

Signer Events

Rachael Fuller
Rachael_Fuller@washingtoncounty.or.gov
Assistant County Administrator
Security Level: Email, Account Authentication
(None), Access Code

Signature

DocuSigned by:

2900A429AAF1462...
Signature Adoption: Pre-selected Style
Using IP Address: 71.95.101.248

Timestamp

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Viewed: 5/4/2023 1:44:13 PM
Signed: 5/4/2023 1:44:42 PM

Electronic Record and Signature Disclosure:

Accepted: 5/4/2023 1:44:13 PM
ID: 79f7c0ec-9b3b-463d-847f-3ea67465df07

Karyn Criswell
Karyn.C.Criswell@odot.state.or.us
Security Level: Email, Account Authentication
(None), Access Code

Sent: 5/4/2023 1:44:43 PM
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Electronic Record and Signature Disclosure:

Accepted: 5/17/2023 9:27:55 AM
ID: 53f0f7ed-63bd-4b5d-a8cd-47367785971c

| In Person Signer Events | Signature | Timestamp |
|------------------------------|------------------|----------------------|
| Editor Delivery Events | Status | Timestamp |
| Agent Delivery Events | Status | Timestamp |
| Intermediary Delivery Events | Status | Timestamp |
| Certified Delivery Events | Status | Timestamp |
| Carbon Copy Events | Status | Timestamp |
| Witness Events | Signature | Timestamp |
| Notary Events | Signature | Timestamp |
| Envelope Summary Events | Status | Timestamps |
| Envelope Sent | Hashed/Encrypted | 5/4/2023 1:28:28 PM |
| Certified Delivered | Security Checked | 5/17/2023 9:27:55 AM |

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO SHI OBO Washington County:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: tina_hartmeier@co.washington.or.us

To advise Carahsoft OBO SHI OBO Washington County of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at tina_hartmeier@co.washington.or.us and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO SHI OBO Washington County

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO SHI OBO Washington County

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to tina_hartmeier@co.washington.or.us and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.

ATTACHMENT C

BUS STOP CAPITAL ASSET CONDITION ASSESSMENT FORM



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Stacy Ruthrauff, Human Resources Director

DATE: September 9, 2024

SUBJECT:

Consideration of Resolution No. 5807-24 Authorizing the City Manager to execute a Collective Bargaining Agreement with American Federation of State, County and Municipal Employees (AFSCME), Local 422.

RECOMMENDATION:

Staff recommends the City Council adopt the attached Resolution

EXECUTIVE SUMMARY:

Updates to the contract include a rework of the boot allowance section and language cleanup throughout the contract. Also included is a 4% cost of living adjustment retroactive to July 1, 2024. In years two and three of the contract, the cost of living adjustment will reflect a 2% and 1.5% adjustment on July 1 and January 1, respectively, of each contract year. Additionally, the Moda dental plan was updated to reflect the current plans from City/County Insurance Services (CIS). All other provisions of the contract remain in effect through the duration of the CBA extension.

FINANCIAL IMPLICATIONS:

Provisions for adjustments to the economic terms of the Collective Bargaining Agreement between the City of Tualatin and AFSCME for the first year of the bargaining agreement are incorporated in the FY 2024-25 budget. The costs associated with the second and third year of the agreement will be allocated to corresponding fiscal year's budgets.

ATTACHMENTS:

- RESOLUTION NO. 5807-24

RESOLUTION NO. 5807-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A COLLECTIVE BARGAINING AGREEMENT WITH THE AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES (AFSCME) LOCAL 422

WHEREAS, the City Council has the authority in authorizing the execution of the Collective Bargaining Agreement (CBA) between the City of Tualatin and AFSCME Local 422;

WHEREAS, the City and AFSCME previously negotiated and executed a CBA that was in effect until June 30, 2024;

WHEREAS, the City and AFSCME negotiated a new successor CBA, which agreement term begins July 1, 2024 and ends June 30, 2027; and

WHEREAS, the City Council believes that it is in the best interest of the City to approve the new CBA with AFSCME Local 422.

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

Section 1. The Council approves the CBA between the City and AFSCME Local 422 for the term July 1, 2024 through June 30, 2027.

Section 2. The Council authorizes the City Manager to execute the CBA.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 9th day of September, 2024.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Lindsay Marshall, Management Analyst II, Public Works

DATE: September 9, 2024

SUBJECT:
Tualatin Community Emergency Response Team (CERT) 2023-2024 Annual Report

EXECUTIVE SUMMARY:

Tualatin's Community Emergency Response Team (CERT) will give their annual report for 2023-2024.

The CERT program educates Tualatin-based volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Supported by the Federal Emergency Management Association (FEMA), CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks.

The City of Tualatin supports Tualatin CERT both administratively and financially and signs an agreement with CERT each fiscal year.

ATTACHMENTS:

- PowerPoint Presentation Tualatin CERT 2023-2024 Annual Report



Annual Report to City Council

Cathy Holland
President, Tualatin CERT and Ham Team

September 9, 2024

CERT Team Status Report

- ↵ Hosted Tualatin's 2nd Emergency Preparedness Fair
- ↵ In-person basic training September 10
- ↵ 178 CERT team members
- ↵ 106 CERT active team members
- ↵ 80 ham radio license holders
- ↵ 49 GMRS radio license holders
- ↵ Mobilization requests
 - ↪ Blender Dash, ¡Viva Tualatin, Pumpkin Regatta

September is



2nd Annual Emergency Preparedness Fair at the Tualatin Public Library - September 7



Special 2024/25 Grant Mobile Radio/Team Kit



FEMA Training Prepares Us - Emergencies When First Responders Are Overwhelmed

- ↵ Ice storms
- ↵ Smoke/fire threats
- ↵ Extreme heat
- ↵ Pandemic
- ↵ Floods
- ↵ Earthquakes

Consequences

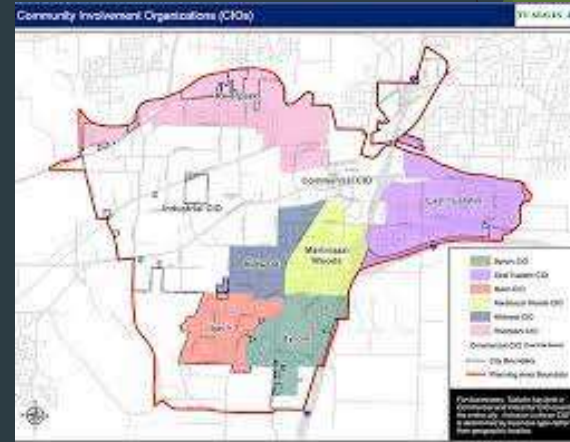
- ↵ Power outage
- ↵ Internet outage
- ↵ Cell phone outage
- ↵ Blocked roads
- ↵ Evacuation
- ↵ Breathing hazard
- ↵ Limit contact with people
- ↵ Supply shortages

Increased Risk Due to Climate Change

- ↵ Power outage due to wind storms, ice storms, fire/smoke
- ↵ Internet outage due to wind storms, ice storms
- ↵ Cell phone outage due to ice storms
- ↵ Blocked roads due to ice storms, flood
- ↵ Evacuation due to floods, fire/smoke
- ↵ Breathing hazard due to fire/smoke, pandemic

Tualatin Is Preparing

- ↵ City-wide
- ↵ Neighborhoods
- ↵ City government (and external agencies)
- ↵ Businesses
- ↵ CERT volunteers support
- ↵ Coordination with CIOs



Tualatin CERT - *Community Emergency Response Team*

- ↵ All volunteers
- ↵ Help our entire community prepare for disaster
- ↵ 501(c)3 non-profit organization
- ↵ Supported by City of Tualatin
- ↵ Programs for residents and businesses
 - ↵ Tualatin Neighborhood Ready
 - ↵ Tualatin CERT training
 - ↵ Radio communications
 - ↵ Businesses



Tualatin Neighborhood Ready

- ↵ For families and their nearby neighbors (or local businesses)
- ↵ Free presentation + great family prep guideline
- ↵ Introduction to preparing:
 - ↵ Family plan
 - ↵ Emergency supplies & storage
 - ↵ Find utility shut-offs
 - ↵ Home hazards
 - ↵ Evacuation go bags
 - ↵ Communication tips
 - ↵ Working with your neighbors
- ↵ Visit tualatincert.org, click Tualatin Neighborhood Ready
- ↵ Contact TualatinReadyMYN@gmail.com



Tualatin CERT Training

↳ Free training course (25 hours):

- ↳ Earthquake awareness & disaster preparation
- ↳ Fire suppression techniques
- ↳ Disaster first aid/triage
- ↳ Search and rescue
- ↳ Team organization
- ↳ Open to all Tualatin residents and employees

↳ Volunteer to help in our community

↳ Visit tualatincert.org, click Tualatin CERT

↳ Contact info@tualatincert.org

Fall Class
Starts
September
10!



2024/25 Tualatin CERT Projects

- ↵ Restart in-person neighborhood meetings outreach with Tualatin Neighborhood Ready program
- ↵ Continue Pohl Center education outreach
- ↵ Hold Basic CERT Training Fall 2024
- ↵ Hold Basic CERT Training Spring 2025
- ↵ Expand GMRS Radio Network
- ↵ Evaluate need for Annual or Biannual Fair

Tonight's Tip - Keep Preparing

↵ Distribute a family contact list

- ↪ Include somebody out of the area
- ↪ Keep a printed copy
- ↪ Update when you change your clocks!

↵ Store emergency water

- ↪ 1 gallon / person / day
- ↪ Work your way up to a 2-week supply
- ↪ Don't forget about pets

↵ Keep your car gas tank ½ full or more

↵ Utilities

- ↪ Know when, where, and how to turn off gas

Thank you!

Visit tualatincert.org

Contact info@tualatincert.org

Questions?