



TUALATIN CITY COUNCIL MEETING

MONDAY, SEPTEMBER 13, 2021

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

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

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 13. These statements will be included in the official meeting record, but not read during the meeting.

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

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

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

Work Session

- 1. 5:00 p.m. (45 min) – Tualatin Moving Forward Quarterly Update | Virtual Bus Tour.** In light of health recommendations, this year's bus tour has gone "virtual". The presentation will include seven tour stops highlighting recently completed projects and others that have reached significant milestones.
- 2. 5:45 p.m. (45 min) – Community Involvement Organization (CIO) Program Discussion.** The Community Involvement Organization (CIO) Program (formerly known as the Citizen Involvement Program) was established ten years ago in August of 2011. In June 2021, a survey was distributed to current and recent board members to hear their perspectives on the efficacy and relevance of the program today. In follow up, a meeting was held on August 12, 2021 with current board members to discuss the current status of the program and opportunities to rejuvenate the program. Staff's presentation will go into more detail on the history and structure of the program as well as specific survey results and highlights from the August 12, 2021 meeting.

- 3. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the September 13 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

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

Announcements

- 1.** Declaring the Month of September 2021 as Emergency Preparedness Month in the City of Tualatin

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 23, 2021 and the Special Meeting of August 30, 2021
- 2.** Consideration of Approval of a Liquor License Application for Pizza Monk LLC DBA Bella Pizza
- 3.** Consideration of Approval of a Change in Liquor License Application for Terra Coffee and Wine Bar/Doja Tea Lounge

Special Reports

- 1.** Tualatin Community Emergency Response Team (CERT) 2020-2021 Annual Report

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/council.

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

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

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Mike McCarthy, Senior Transportation Engineer
DATE: September 13, 2021

SUBJECT:
Tualatin Moving Forward Quarterly Update/Virtual Bus Tour

EXECUTIVE SUMMARY:

In light of health recommendations, this year's bus tour has gone "virtual". The presentation will include seven tour stops highlighting recently completed projects and others that have reached significant milestones.

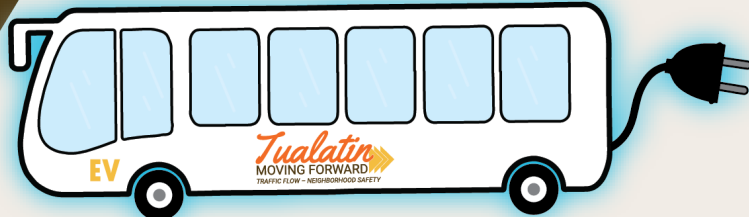
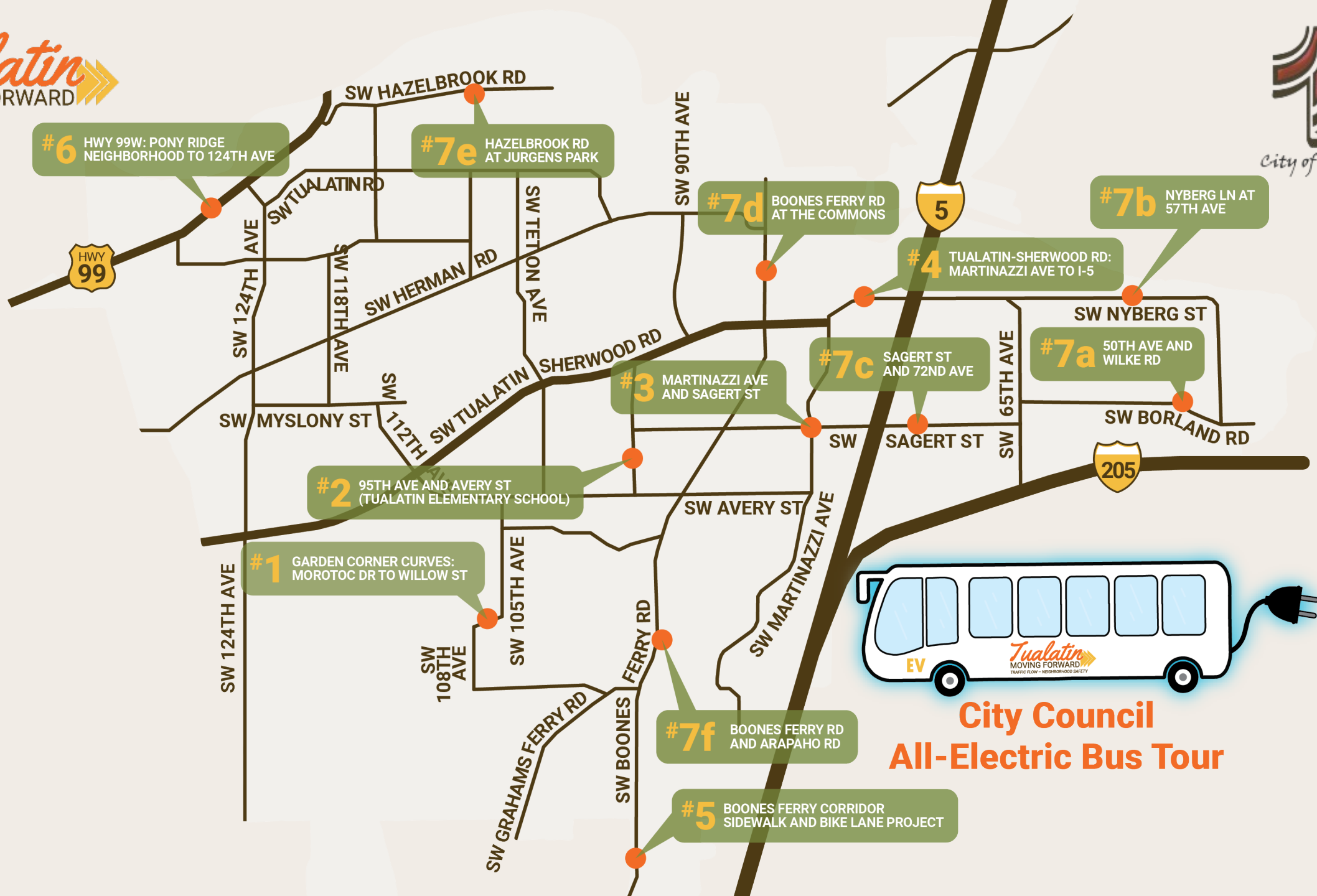
In May 2018, Tualatin voters approved a \$20 million bond measure to pay for projects that improve traffic flow, neighborhood safety, and provide safe access to schools and parks citywide. The Tualatin Moving Forward Program Team is committed to providing the City Council with quarterly updates in alignment with the agreed-upon communication goals to:

- Be fully transparent and commit to communicating at every stage;
- Continue to engage the community in projects;
- Use multiple channels to communicate with diverse audiences; and
- Demonstrate progress and build confidence with the community-score cards, quarterly reports, project signage and more.

ATTACHMENTS:

- Virtual Bus Tour Presentation





City Council All-Electric Bus Tour



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Megan George, Deputy City Manager
DATE: September 13, 2021

SUBJECT:
Community Involvement Organization (CIO) Program Discussion

EXECUTIVE SUMMARY:

The Community Involvement Organization (CIO) Program (formerly known as the Citizen Involvement Program) was established ten years ago in August of 2011. The purpose of the program, as described in Tualatin Municipal Code Chapter 11-9 is to:

Provide an opportunity for members to meaningfully cooperate with each other and with the City of Tualatin on matters affecting neighborhoods and the City consistent with Tualatin's Principles of Citizen Involvement. A major purpose of the Citizen Involvement Organization (CIO) is to promote communication and a sense of community.

In June 2021, a survey was distributed to current and recent board members to hear their perspectives on the efficacy and relevance of the program today. Twenty responses were received. In follow up, a meeting was held on August 12, 2021 with current board members to discuss the current status of the program and opportunities to rejuvenate the program.

Staff's presentation will go into more detail on the history and structure of the program as well as specific survey results and highlights from the August 12, 2021 meeting.

ATTACHMENTS:

- Resolution 5046-11 Adopting Principles for Enhancing Citizen Involvement
- CIOs Look Back at the First 10 Years: Top Activities by CIO, Prepared by the CIO Ad Hoc Leadership Committee
- CIO Program August 12, 2021 Meeting Summary
- Presentation

RESOLUTION NO. 5046-11

A RESOLUTION ADOPTING PRINCIPLES FOR ENHANCING CITIZEN INVOLVEMENT IN THE CITY OF TUALATIN

WHEREAS the City Council wishes to encourage more citizens to become involved in issues affecting the City; and

WHEREAS the City Council has spent many hours meeting with citizens who are also interested in increasing citizen involvement in Tualatin; and

WHEREAS as a result of these meetings, the Council and citizens agreed that the Council should establish principles for guiding citizen involvement in Tualatin in all areas of City government.

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

Section 1. The following principles are adopted to guide the establishment of an enhanced citizen involvement process in Tualatin City government:

- a. **Capacity Building.** Capacity building is strengthening the skills, competencies and abilities of people and groups in the community so they can overcome challenges and achieve an enhanced sense of community. The City's role in promoting capacity building is to provide information, resources and facilitate collaboration among various community members and organizations.
- b. **Process Integrity.** Process integrity is the ability to conduct reliable government activity in a transparent environment. Tualatin should have a clear and understandable democratic process for decision-making, which is inclusive and easy for the entire community to become engaged. City leaders will encourage participation of the broad community, and they will strive to balance competing demands of individuals and/or individual groups in the community vs. the greater good of the community at-large. City leaders and staff will respect the community's interest in their community, and value showing compassion and establishing trust with the community. Public involvement processes invest in and develop long-term, collaborative partnerships with community stakeholders.
- c. **Fiscally Responsible.** The means used to achieve citizen involvement and the process for which to engage the community should consider the City's fiscal condition and exercise fiscal prudence. The City works to achieve goals

and priorities set by the City Council, while being good stewards of public tax dollars and creating a culture of transparency.

- d. **Accessible.** All public decision making processes will be accessible, open, honest and transparent. It should provide a multifaceted approach for two-way communication between the City and the community. Everyone in the community should have access to the process and should be able to engage at whatever level they deem appropriate. The public participation process should be simple and structured in a way that it is effective and relevant to everyone in the community.
- e. **Effective Feedback.** Feedback should be timely and constructive to improve the decision making process. Feedback should be specific to the policy issues or projects it is meant to address and it should be provided early in the process. Feedback should be based on personal observations and not hearsay in the community. Post decision feedback should be available to help the public understand why certain decisions were made. The goal of effective feedback is to improve and enhance the efforts of citizen engagement.
- f. **Effective Communication.** Effective communication is essential for building public support for community projects and activities, and for developing a sense of community. Open, positive and respectful communication helps build commitment and trust in a community, leading to increased interest, support and involvement in community life. Effective communication should be two-way communication to involve the exchange of information through talking and listening. At the community level, this includes providing information through a variety of outlets and asking for feedback. The City will be responsive to the public and communicate in a timely and professional manner. The City leaders and staff are accountable for ensuring meaningful public involvement in the work of City government.

INTRODUCED AND ADOPTED this 13th day of June, 2011.

CITY OF TUALATIN, OREGON

BY _____

Mayor

ATTEST:

BY _____

City Recorder

CIOs Look Back at the First 10 Years Top Activities by CIOs

CIO leaders and volunteers worked to advance community issues to City staff, City Council, Metro and State agencies; in some cases, created change. Other projects facilitated communication of City information to the neighborhoods. This list of Top Activities also includes projects by the CIO using CIO grant money or other funding from the City of Tualatin.

During the past 10 years, we've served as community safety advocates, watchdogs of regulation changes, and enforcement, Tualatin livability and equity advocates, and agents of strong neighborhood bonds.

Community Safety Advocates

- Ibach and Midwest CIO – Championed for many years the much-needed Garden Corners Curves construction/sidewalk project.
- All CIOs - Confirmed pedestrian safety as a priority in TSP, assisted in locating marked crosswalks, speed control signs in school zones, \$20 million bond to fund some of these projects.
- All CIOs - Requested creation of emergency preparedness support resulting in creation of CERT, Ham Radio Emergency Net, and Tualatin Neighborhood Ready (TNR) education outreach both in person and via Zoom. CERT currently has 109 active CERTs and 87 licensed Ham operators.
- Commercial CIO, Riverpark CIO, East CIO, Martinazzi Woods CIO, Midwest CIO, Byrom CIO - Used grant funds to purchase CIO neighborhood CERT team emergency kits.
- East CIO, Martinazzi Woods CIO - Used grant funds to purchase base station communication Ham radio equipment including solar panels.

Watchdogs of Regulation Changes and Enforcement

- Riverpark CIO – Addressing neighborhood livability, created Clean Air Safe Environment Committee (CASE), partnering with Metro and DEQ to monitor Grimm's composting. Reports of violations to TVFR led to code enforcement. CASE later supported Grimm's application for Metro grant and the company now operates a state of art facility and has a Good Neighbor Agreement with Riverpark neighborhood. Process significantly reduced odors and improved relationship between neighbors and company.

- Ibach CIO – Participated in planning meetings and requested that the elevated bridge on SW Blake Street at Garden Corner’s curve be removed from the Transportation System Plan (TSP).
- Commercial CIO - Helped protect private parking for restaurants in the downtown core from transit competitors by holding stakeholder meetings with City Council members and City staff.
- Riverpark CIO - Held meetings providing community feedback challenging a proposed mini-mart/gas station within the boundary of residential homes. Communication with developer highlighted loss of residential property value due to FHA restriction on financing homes near gas stations. Developer agreed. City changed zoning to prohibit gas stations in that location.
- Commercial CIO - Helped revise zoning ordinance to mixed-use commercial from industrial only for two city blocks adjacent to downtown, thereby assisting commercial property owners and tenants.
- Riverpark CIO - Raised issues such as costs, flood zone limitations, and traffic impact of extending light rail downtown resulting in a citizen led effort to prohibit light rail in Tualatin without a vote of the people.

Tualatin Livability and Equity Advocates

- Riverpark CIO, Martinazzi Woods CIO, Byrom CIO, Midwest CIO - Used grant funds to purchase street sign toppers to show CIO boundaries.
- East CIO - supported Ride Connection expansion to outside Tualatin's east boundary.
- Riverpark CIO - Used CIO grant funds to install 2 park benches in the Pony Ridge Greenway.
- East CIO - Used grant funds to support new track at Bridgeport Elementary School.
- Midwest CIO, Riverpark CIO, Ibach CIO – Promoted allowing backyard chickens into municipal code.

Agents of Strong Neighborhood Bonds

- All CIOs - Prior to Jan 2020 and the pandemic, held annual meetings with members inviting Tualatin Police, TVFR, and City representatives to make

presentations on current topics. Since the pandemic, two CIOs held member meetings via Zoom.

- Riverpark CIOs – Over a period of year, Invited neighbors to promote, gain City approval, and assisted with the design of a new off-leash dog area in Jurgen's Park.
- Martinazzi Woods CIO - Used CIO grant to promote National Night Out by funding party supplies for multiple neighborhoods.
- Riverpark CIO, East CIO, Martinazzi Woods CIO, Midwest CIO, Ibach CIO, Byrom CIO – All residential CIOs mapped out their areas and joined **Nextdoor** to help bring neighbors and organizations together by CIO area.
- All CIOs – Invited Tualatin Neighborhood Ready (TNR) to their neighborhoods, homes, and businesses to create local emergency plan. More than 750 residents and businesses have participated in TNR education programs.
- Midwest CIO – Used CIO grant money to host annual ice cream social attended by 75-100 Midwest neighbors.
- All CIOs – The CIOs have functioned as a leadership development process by identifying, training, and providing community members the opportunity to serve on CIO boards. This experience has developed into interest in serving on city advisory boards, and as city councilors or mayor.

Prepared by CIO Ad Hoc Workgroup
September 2, 2021

CIO Program Meeting Summary

August 12, 2021 | 6pm – 7:30pm

Attendees

Present

RIVERPARK

Janine Wilson, *President*
Chris Tunstall, *Vice President*
Dan Hardy, *Land Use Officer*
Jeanne Raikoglo, *Treasurer*

EAST TUALATIN

Heather George, *President*
Doug Ulmer, *Secretary*

MIDWEST

Jeanine Juliana, *President*
Tammy Palumbo, *Secretary*

MARTINAZZI WOODS

Sallie Olson, *President*

IBACH

Ed Casey, *President*
Julie Makarowsky, *Secretary*

BYROM

Alex Thurber, *President*
Mary Lyn Westenhover, *Secretary*
Deb Fant, *Treasurer*

COMMERCIAL

Cathy Holland, *President*
Scott Miller, *Vice President & Land Use Officer*
Brian Fant, *At-Large*
Jonathan Crane, *At-Large*

OTHER

Valerie Pratt, *City Councilor*
Sherilyn Lombos, *City Manager*
Megan George, *Deputy City Manager*
Betsy Rodriguez Ruef, *Community Engagement Coordinator*

Absent

Del Moore, *Martinazzi Woods, Vice President*
Jeremiah Baldwin, *Martinazzi Woods, Land Use Officer*
Ardyth Graham, *Martinazzi Woods, Secretary*
Janet Gilkey, *Martinazzi Woods, Treasurer*

Meeting Notes

I. Welcome

City Manager Sherilyn Lombos introduced herself and welcomed everyone to the meeting. She shared that the CIO Program was launched in 2011, which makes this the ten-year anniversary. The City's ongoing support of the program has been driven by the goal to successfully connect

the City organization to neighborhoods and to build relationships between community members, staff, and the City Council.

She shared that she and the City Council are committed to the program's success and future and while an email recently circulated by a former CIO member may have indicated otherwise, that is not the case. Sherilyn then introduced Councilor Valerie Pratt.

Councilor Valerie Pratt introduced herself and stated that she is one of seven members of the Tualatin City Council. She shared that community engagement is core to the City's mission and is identified in the City Council's vision to be "a connected, informed, civically engaged community that embraces our City's diversity."

Sherilyn then asked attendees to introduce themselves by answering four questions:

1. Name
2. Which CIO you're here representing
3. Length of time with the CIO Program
4. Why is Tualatin home

Responses to questions are included as Attachment A.

II. What's the current status of the program?

Deputy City Manager Megan George introduced herself and reviewed the agenda. She explained that rather than jumping into brainstorming ways to reenergize the program, she felt it was important to make sure everyone had a common understanding of the current state of affairs. Through observation, survey results, and feedback received directly from CIO members, the following statuses were identified:

1. Significant number of board resignations in the last 18-months;
2. Few annual meetings held in the last 18-months;
3. Limited connection between CIOs and residents; and
4. Passion for the program and a desire to see it reenergized.

She then asked the group for their feedback, particularly if there was disagreement with any of the statements. The group discussed the impact of the COVID-19 pandemic. Some reported that the pandemic had a tremendous impact on engagement, while others saw an increase in participation because of the availability of virtual tools. In addition, there was consensus that some challenges may have pre-dated the pandemic.

The group cited awareness of the program as a major challenge and indicated increased and enhanced marketing as major priorities. In addition, some felt that passion for the program and the desire to see it reenergized may be limited.

Notes taken on chart paper during the discussion are included as Attachment B.

Megan then introduced Community Engagement Coordinator Betsy Rodriguez Ruef to talk about the survey results. Betsy shared that approximately 20-people had completed the survey and that she planned to share results from three of the questions that would be most helpful at generating discussion on the next agenda item.

Survey results are included as Attachment C.

III. How do we reenergize the program?

Megan shared that the survey had also generated a lot of other comments. Some of the comments were related to why the program had struggled or is struggling. Other comments included suggestions for reenergizing the program at this juncture. Comments clustered along particular themes:

- Annual Meetings
- Marketing/Promotion
- Board Development
- Disseminating Information
- Unified Program Purpose

She then asked everyone to brainstorm ways to reenergize the program, noting each idea on a separate sticky note. After the group had brainstormed for 5 – 10 minutes, she called everyone back together to share out. Again, ideas clustered along particular themes. Notes taken on chart paper during this discussion are included as Attachment D, but are also summarized below.

Structural Changes

- Update Bylaws

City & CIO Coordination

- CIO presentations on issues to City Council
- City outreach at right time
- Monthly meeting with CIO president and City Council
- What does the City do with our input
- Communication path to City Council

Enhanced & Increased Events

- Community events by CIO
- Quarterly “social” community meetings in each CIO
- Regular individual CIO meetings
- Cross-CIO collaboration on meetings
- Have fun neighborhood events to encourage participation

- National Night Out

Knowledge of Community

- City to supply CIO population and demographic information

Marketing/Promotion

- City mailing meeting notice
- Highlight causes – more polls
- Education community on CIOs existence
- Education of what is a CIO
- Convert to Zoom meetings
- Communication needs between community and CIOs and CIOs and City Council
- Started out as grassroots
- Fred Meyer carts
- Signs in town – CIOs want you!
- Campaign to be an advocate

CIO Website

- CIO City Link
- City link to CIOs for citizens to bring issues
- New website is a way to collect emails and communicate
- Form to submit issues
- Can the City advertise on Facebook and Tualatin Life? Maybe a campaign to promote making a difference?

How-To Guides

- How to CIO
- How to get a full board

Program Purpose

- Not political platform
- Traffic is our issue – need an issue

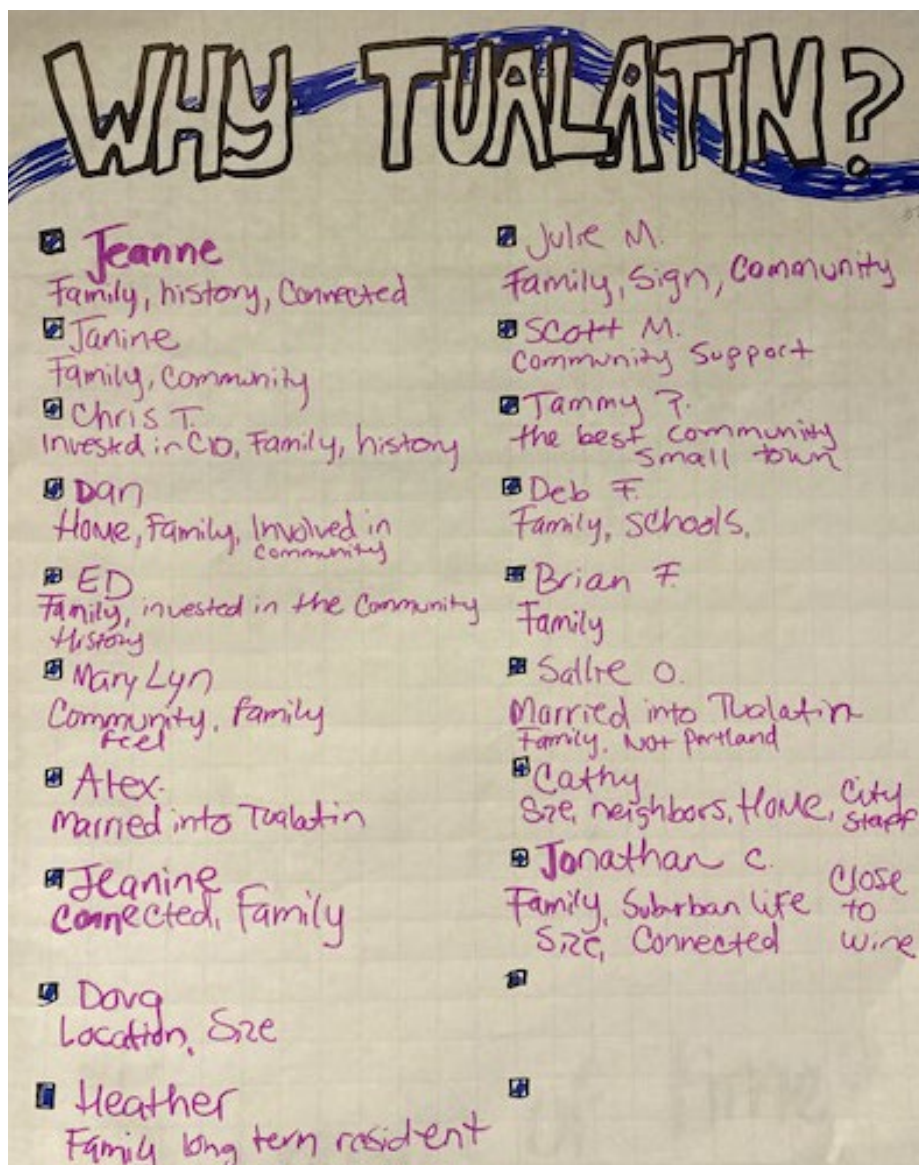
President Cathy Holland of the Commercial CIO shared that she and several others had been discussing the need for an ad hoc committee to follow up and take action on the list of ideas. The group signaled support for this idea and Cathy committed to reaching out via email to solicit volunteers. She added that it was evident there was care for the community and the program, and that it was okay if people were not able to commit to this committee.

IV. Closing

Sherilyn thanked everyone for the discussion and shared that staff would be preparing an update for the City Council on this evening's discussion for the September 13 work session. She would send out information on this as soon as it is available for those interested in attending.

Councilor Pratt also thanked everyone for attending and reminded everyone of the City Council's support of the program. She also shared that they can reach out to the full City Council directly by emailing council@tualatin.gov.

Attachment A – Why is Tualatin Home?



Attachment B – Current Status of Program

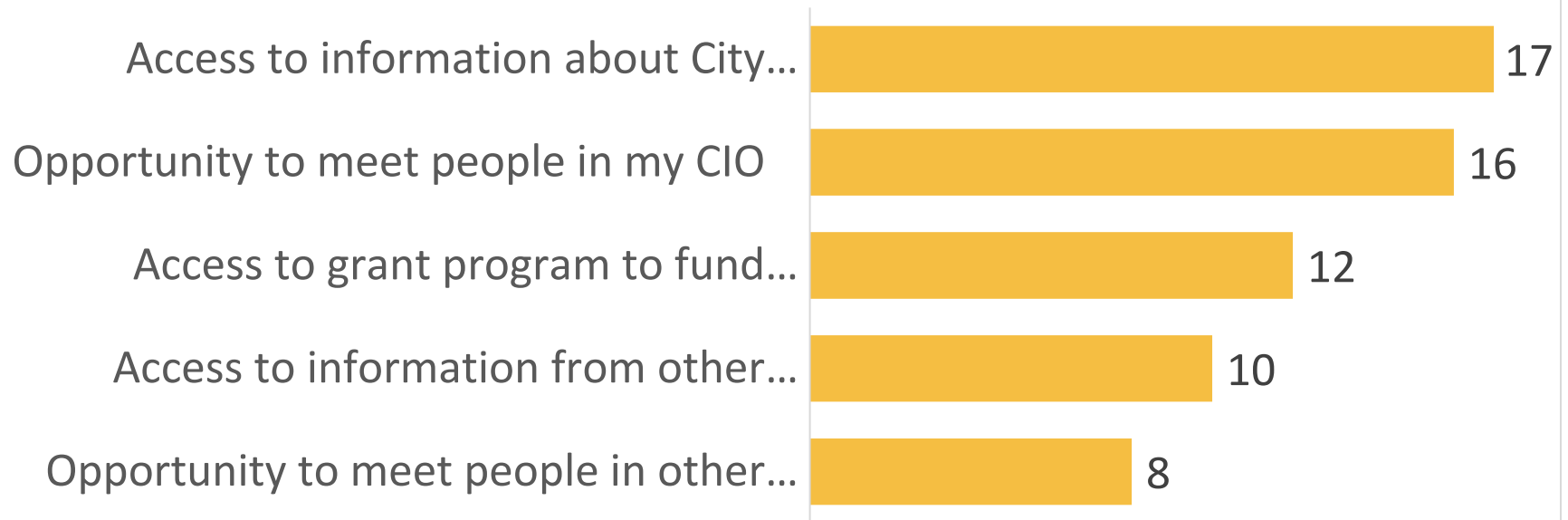
CURRENT STATUS OF PROGRAM

- Significant number of board resignations in last 18-months
- Few annual meetings in last 18-months
- Limited contact between CIOs and residents
- Passion for the program and a desire to see it reenergized

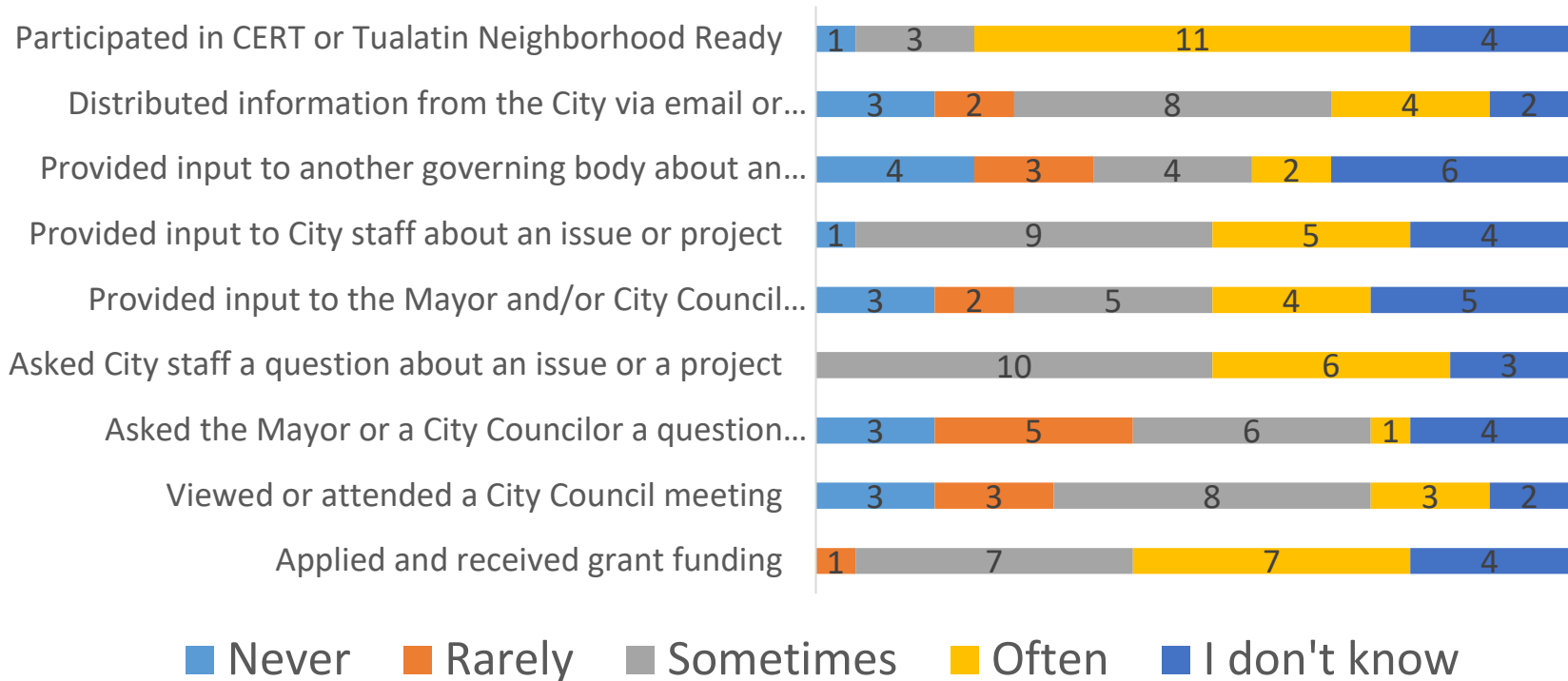
CURRENT STATUS OF PROGRAM PT. 2

- ✓ LACK of driving issue
 - Resignations + no communication; bandwidth
 - COVID
 - Attendance @ virtual mtng. was better
- ✓ - Passion w/in current members but not community
- ✓ - Lack of consistent message

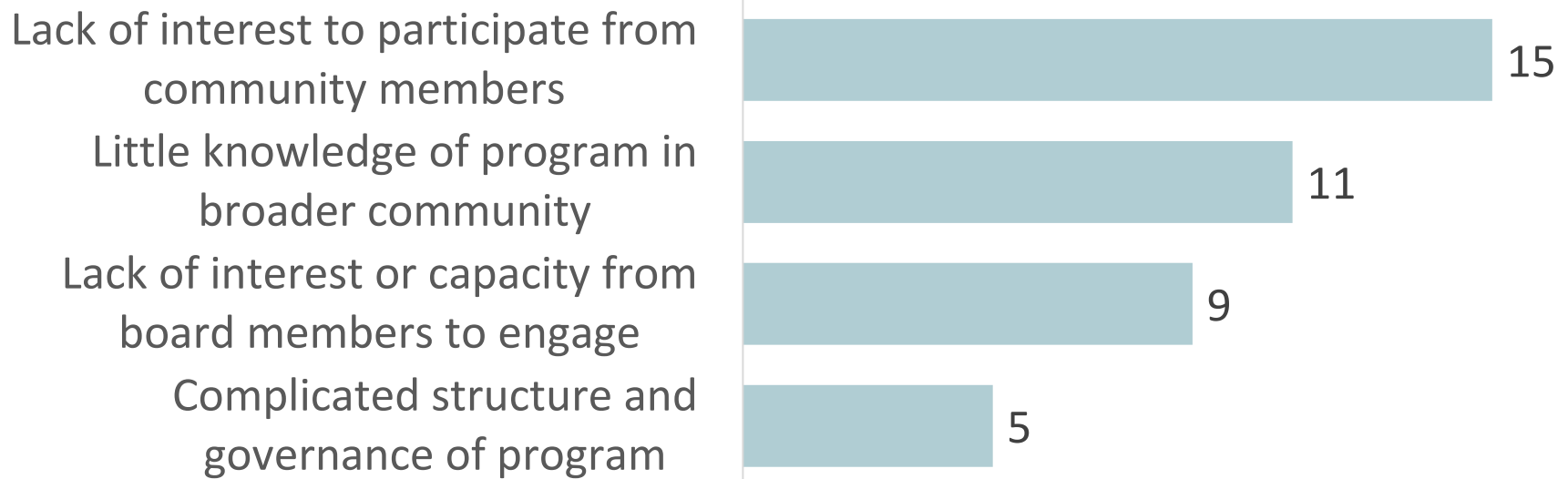
What are the most valuable aspects of the current CIO Program to you?



To your best knowledge, how often have you or your CIO participated in the following activities?



In your opinion, what are the most pressing challenges to operating the CIO Program?



Attachment D – How do we reenergize the program?

How do we REENERGIZE the CIOs

How to CIO
 How to get Full board

CIO supply
 CIO population
 + demographics

Blessings of Central
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 - more info
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Update
 B. LAWS

Quarterly
 "So on All"
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 Regular
 individual
 CIO meetings
 Cross-CIO
 Call/Write
 or Meetings

National
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CIO participation
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 boards
 What does
 the city do
 when input
 City
 Outreach
 on
 right
 time
 Monthly meeting
 with CIO president
 and Council

CIO
 CIO
 LEAD
 CIO Link
 for CIOs for
 solutions to
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 How essential
 ways to collect
 emails to
 communicate
 Come to
 relevant
 ISSUES
 Forum

Complaints to CIO's
 Police Issues assist

Another is
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 Need an
 Issue.



COMMUNITY INVOLVEMENT ORGANIZATIONS

City Council Work Session | September 13, 2021

AGENDA

Purpose
Structure
Timeline
Tualatin Municipal Code
Current Status
Survey & Meeting
Accomplishments
Current Leadership



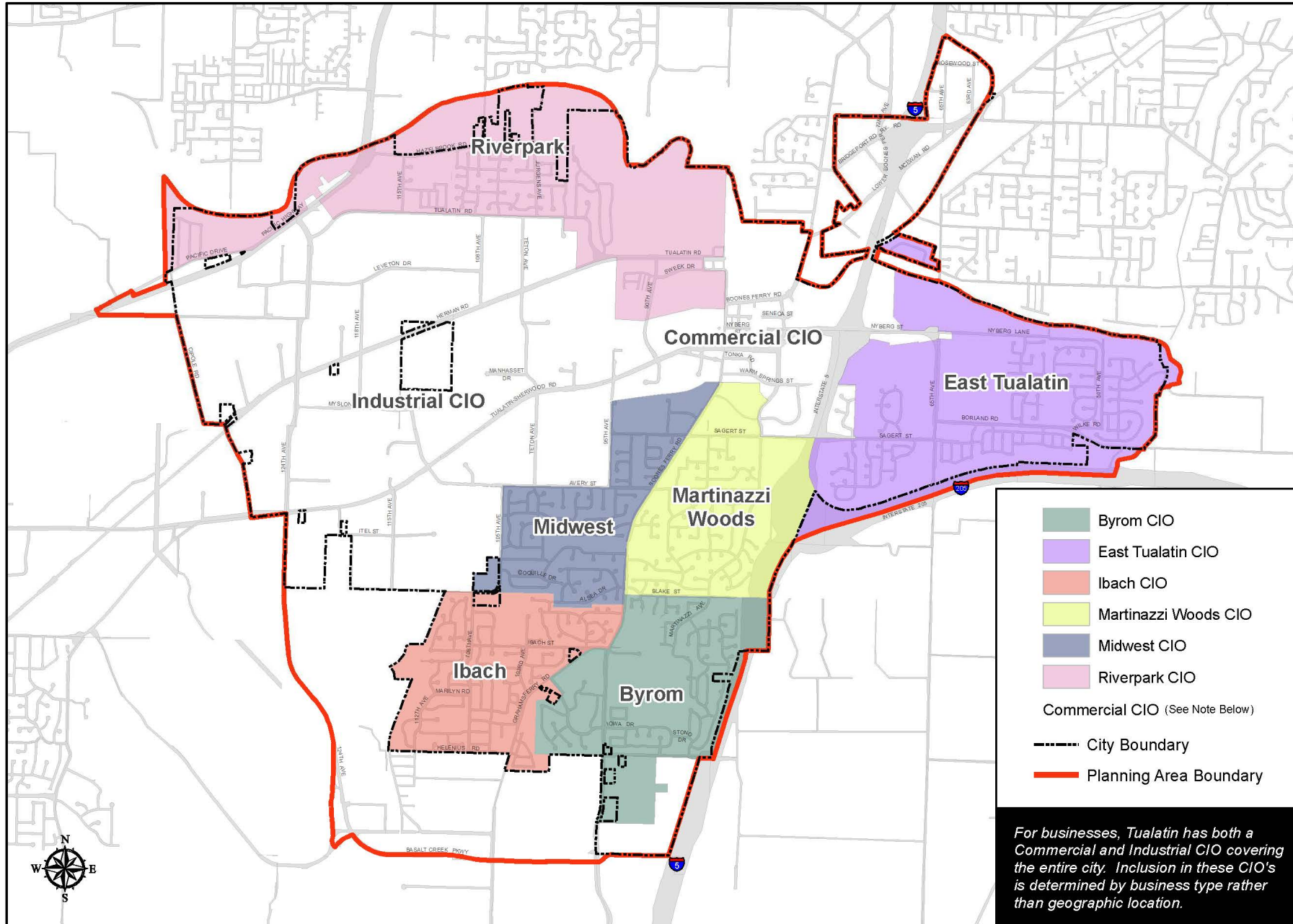
Purpose *(excerpt)*

The general purpose of the CIOP is to provide an opportunity for members to meaningfully **cooperate with each other and with the City of Tualatin** on matters affecting neighborhoods and the City consistent with Tualatin's Principles of Citizen Involvement. A major purpose of the Citizen Involvement Organization (CIO) is to **promote communication** and a **sense of community**.

Excerpt from TMC 11-9-020 – Purpose

Structure

- (1) Citizen Involvement Organization Program (CIOP): the CIOP is composed of Citizen Involvement Organizations and the Citizen Involvement Coordinating Committee (CICC) should one be formed.
- (2) Citizen Involvement Organizations (CIOs): CIOs are formalized and distinct groups of community members within specified boundaries.
- (3) CIO Map: The CIO map and the CIO map boundaries are established in order to optimize and promote citizen involvement.



EARLY TIMELINE

June 2010: Ad Hoc Committee formed

March – May 2011: Council discussions

June 2011: Principles of Citizen Engagement Adopted

August 2011: CIO Program Established and Codified

April 2013: Grant Program Policy Adopted

Chapter 11 – 9 – Citizen Involvement Program (CIOP)

TMC 11-9-010 – Citizen Involvement Organization Program (CIOP) Created

TMC 11-9-020 – Purpose

TMC 11-9-030 – Citizen Involvement Organizations (CIOs)

TMC 11-9-040 – Membership and Standards

TMC 11-9-050 – Termination of Recognition

TMC 11-9-060 – Boundaries

TMC 11-9-070 – City Support

TMC 11-9-080 – Input to Council

TMC 11-9-090 – Authority

TMC 11-9-100 – Citizen Involvement Coordinating Committee (CICC)

Membership and Standards *(excerpt)*

- (2) To be recognized by the City Council, a CIO must satisfy the standards below. The City Manager, or designee, confirms that these standards have been met and presents the application to the City Council for approval and recognition:
- a) Annual election of officers;
 - b) All meetings shall be publicized at least seven days in advance of the meeting date, except in case of emergency, in which case 24 hours advance notice shall be given.
 - c) A current list of names and addresses of the officers has been provided;
 - d) After at least one initial organizational meeting in the first year of recognition, a minimum of two general meetings each year with the time, place, and purpose well publicized throughout the CIO prior to each meeting;
 - e) CIOs must provide an executed copy of their current bylaws.

Chapter 11 – 9 – Citizen Involvement Program (CIOP)

TMC 11-9-010 – Citizen Involvement Organization Program (CIOP) Created

TMC 11-9-020 – Purpose

TMC 11-9-030 – Citizen Involvement Organizations (CIOs)

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TMC 11-9-070 – City Support

TMC 11-9-080 – Input to Council

TMC 11-9-090 – Authority

TMC 11-9-100 – Citizen Involvement Coordinating Committee (CICC)

City Support

The City may, subject to City Council's judgment concerning availability of resources and budgetary limitations, provide support and assistance which may include human, financial and information resources and access to public meeting spaces.

TMC 11-9-070 – City Support

Chapter 11 – 9 – Citizen Involvement Program (CIOP)

TMC 11-9-010 – Citizen Involvement Organization Program (CIOP) Created

TMC 11-9-020 – Purpose

TMC 11-9-030 – Citizen Involvement Organizations (CIOs)

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TMC 11-9-070 – City Support

TMC 11-9-080 – Input to Council

TMC 11-9-090 – Authority

TMC 11-9-100 – Citizen Involvement Coordinating Committee (CICC)

Input to Council

The CIOs, or the CICC should one be formed on behalf of the CIOs, may make input to the City Council and the Tualatin Development Commission, City advisory Committees, and the City Staff on matters affecting livability and land use.

TMC 11-9-080 – Input to Council

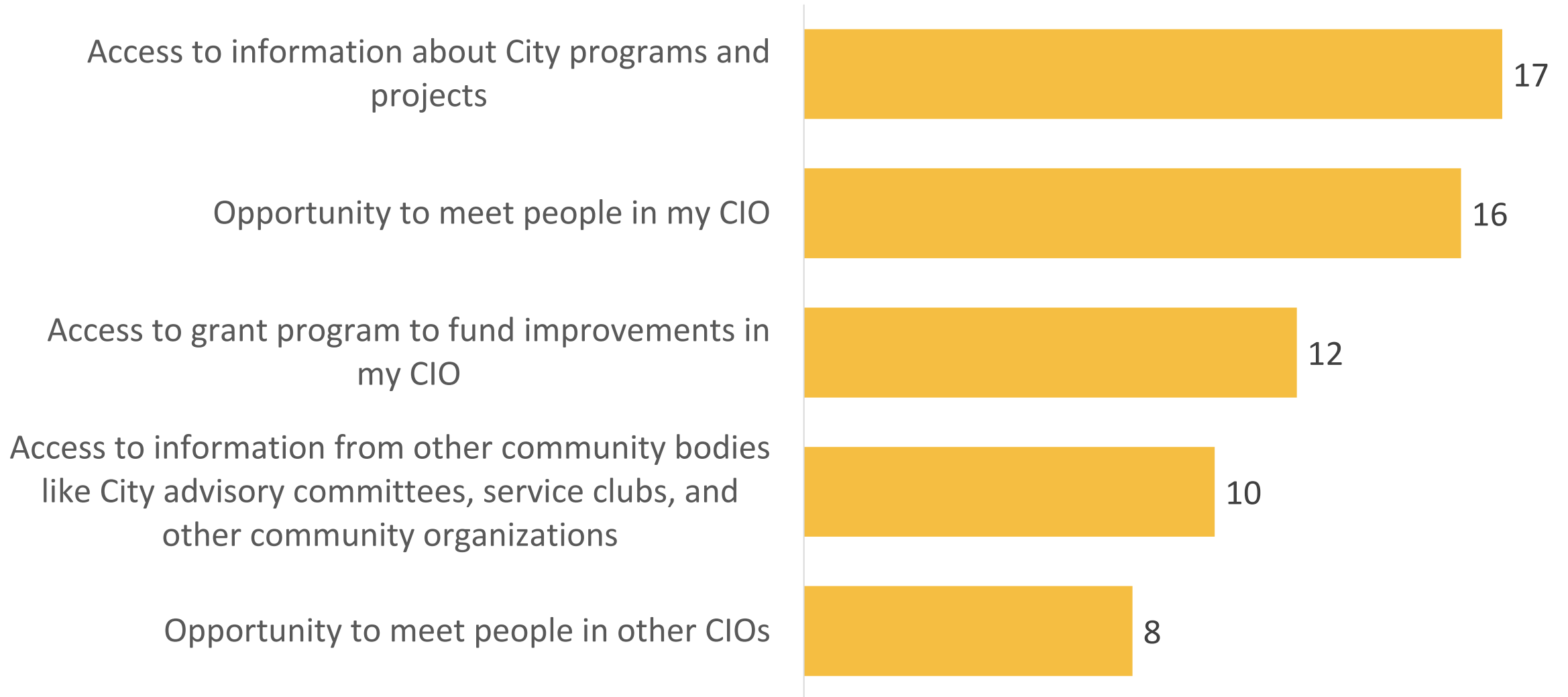
CURRENT STATUS

- Significant number of board resignations in the last 18-months
- Few annual meetings held in the last 18-months
- Limited connection between CIOs and residents

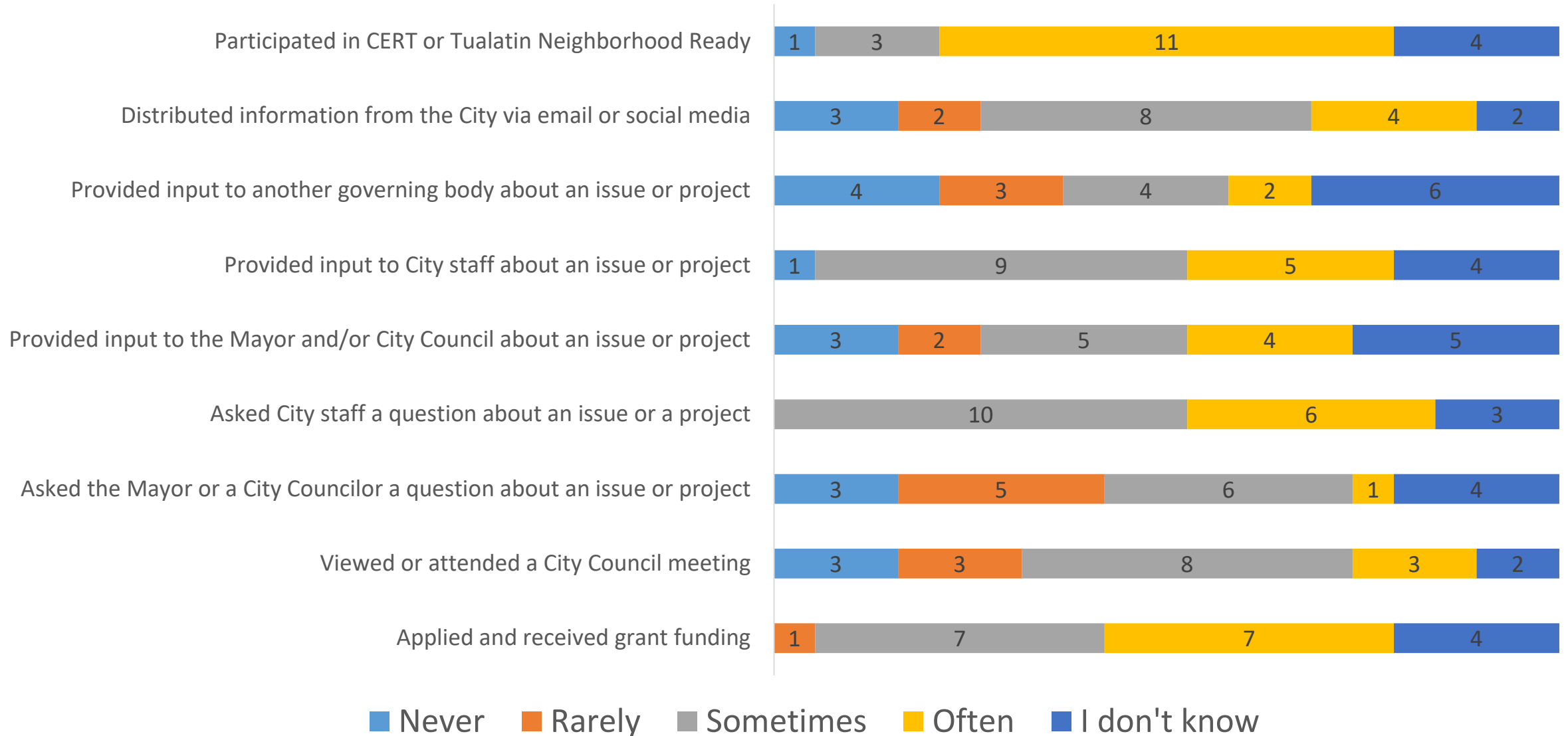
SURVEY

**PROGRAM
MEETING**

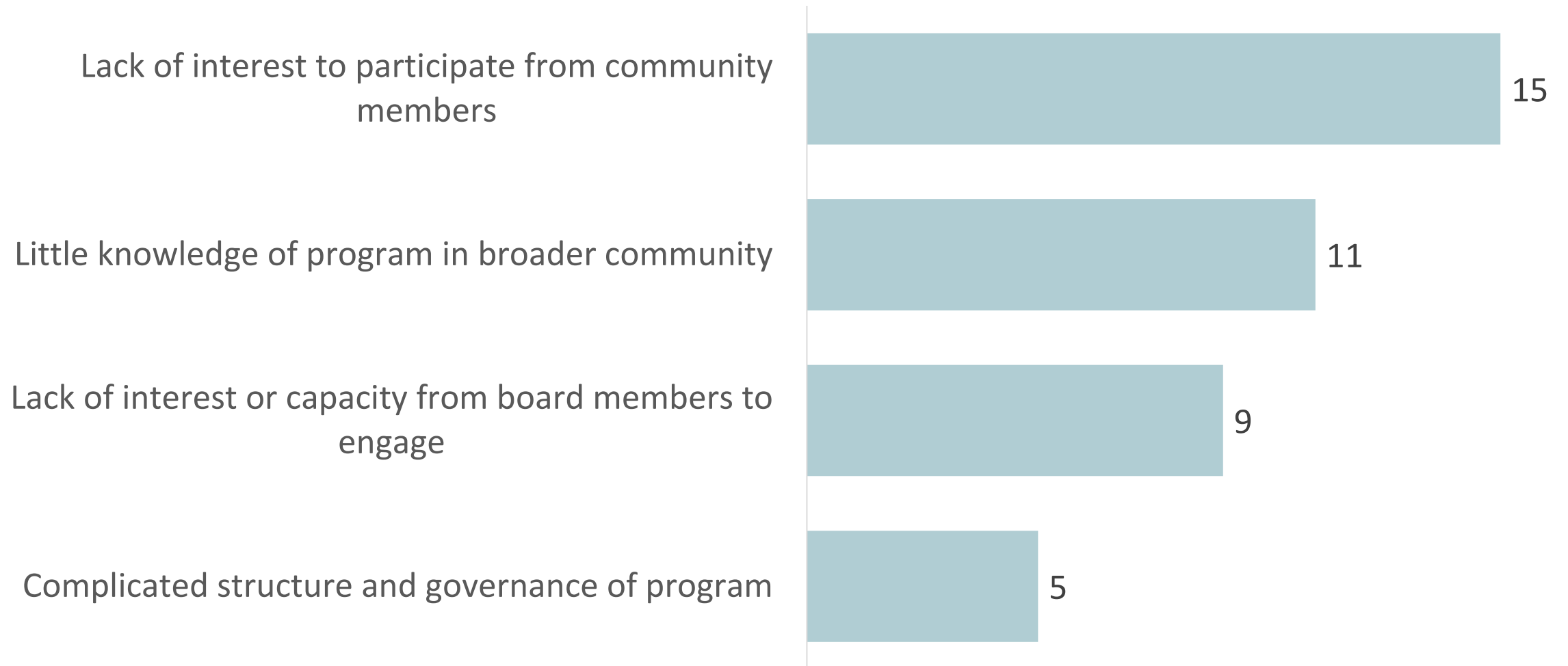
What are the most valuable aspects of the current CIO Program to you?



To your best knowledge, how often have you or your CIO participated in the following activities?



In your opinion, what are the most pressing challenges to operating the CIO Program?



How do we REENERGIZE the CIOs

Marketing/Promotion

How-To Guides

- How to CIO
- How to get to Full Board

- Businesses to start out as
- City marketing mfg website
- Food Mfg Abs/cases - Register Taps
- Communication needs
- Convert to Zoom Meeting
- Highlight CAUVs - more polls
- Sign in Town you CIO want you!
- Communication Path to City Council
- Educate Council on CIO's Existence
- Campaign to be an Advocate!
- Education of what is CIO
- Not Political platform

Enhanced & Increased Events

- Quarterly "social" community mts in each CIO
- Community Events by CIO
- Have fun, regular, meet events to encourage participation
- National Night Out
- Regular individual CIO meetings
- Cross-CIO Collaboration or meetings

CIO Website

- CIO CITY LINK
- City link to CIOs for citizens to bring issues
- NEW website! Way to collect emails to communicate
- Form to submit issues
- Can they answer in Facebook and "ask the city" - provide answers to people who don't respond?



City & CIO Coordination

- CIO presentations on issues before Council
- What does the city do when in put
- City Outreach at right time

Complaints to CIO's Police issues assist

What is our issue? Need an Issue.

Knowledge of Community

City supply CIO population + demographics

Structural Changes

Update BZ LAWS

Monthly meeting with CIO President and Council

Program Purpose

HAPPENING NOW

Ad Hoc Leadership Committee

Primary Objectives:

- Developing marketing materials (website, brochure, etc.)
- Filling vacant board positions
- Scheduling annual meetings
- Updating bylaws
- Eventual formation of the Citizen Involvement Coordinating Committee

TOP ACTIVITIES

- Garden Corner Curves
- Sign Toppers
- Emergency Preparedness



CURRENT LEADERSHIP

RIVERPARK

Janine Wilson, President
Chris Tunstall, Vice President
Dan Hardy, Land Use Officer
Jeanne Raikoglo, Treasurer

EAST TUALATIN

Doug Ulmer, President
Heather George, Land Use Officer

IBACH

Ed Casey, President
Julie Makarowsky, Secretary

MIDWEST

Jeanine Juliana, President & Land Use Officer
Tammy Palumbo, Secretary

BYROM

Alex Thurber, President
Mary Lyn Westenhaver, Land Use Officer
Susan Humphrey, Secretary
Deb Fant, Treasurer

MARTINAZZI WOODS

Sallie Olson, President
Del Moore, Vice President
Jeremiah Baldwin, Land Use Officer
Ardyth Graham, Secretary
Janet Gilkey, Treasurer

COMMERCIAL

Cathy Holland, President
Scott Miller, Vice President & Land Use Officer
Jonathan Crane, At-Large
Brian Fant, At-Large

QUESTIONS?

Proclamation

Declaring the Month of September 2021 as Emergency Preparedness Month in the City of Tualatin

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 world has grappled with the COVID-19 pandemic, which has impacted the nation and City for an extended period of time, requiring residents to prepare differently for other disasters that may affect their community; 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 emergency 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 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 the City of Tualatin participates in the Great Shakeout drill each October to promote earthquake awareness for employees; 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, IT IS PROCLAIMED by the Tualatin City Council that September 2021 is Emergency 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 13th day of September 2021.

CITY OF TUALATIN, OREGON

BY _____

Mayor

ATTEST:

BY _____

City Recorder



City of Tualatin

CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: September 13, 2021

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of August 23, 2021 and the Special Meeting of August 30, 2021

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of August 23, 2021
- City Council Regular Meeting Minutes of August 23, 2021
- City Council Special Meeting Minutes of August 30, 2021



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 23, 2021

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

Call to Order

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

Pledge of Allegiance

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

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Council President Grimes, Seconded by Councilor Pratt.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 9, 2021

General Business

1. Consideration of **Ordinance No. 1458-21** Making Certain Determinations and Findings Relating to and Approving the Southwest and Basalt Creek Development Area Plan

Manager Taylor stated tonight is the first reading of the proposed ordinance. He stated tonight's staff report includes the addition of public outreach efforts and the updated outcomes from the Washington County Board of Commissioners. Manager Taylor stated the county approved the plan document.

Motion for first reading by title only made by Council President Grimes, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion for second reading by title only made by Council President Grimes, Seconded by Councilor Hillier.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion to adopt Ordinance No 1458-21 making certain determinations and findings relating to and approving the Southwest and Basalt Creek Development Area Plan made by Council President Grimes, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Reyes, Councilor Hillier, Councilor Sacco

Voting Nay: Councilor Brooks, Councilor Pratt

MOTION FAILED

Mayor Bubenik stated a special meeting will be held on August 30, 2021 at 5:00 p.m. for a third reading of the Ordinance.

2. Consideration of **Ordinance No. 1459-21** of the Tualatin City Council Making Certain Determinations and Findings Relating to and Approving a Substantial Amendment to the Leveton Tax Increment Plan

Economic Development Manager Jonathan Taylor stated tonight is the first reading of the proposed ordinance. He stated there were no changes to the staff report from the last meeting. Manager Taylor stated the project will begin in 2022.

Motion for first reading by title only made by Councilor Pratt, Seconded by Council President Grimes.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion for second reading by title only made by Council President Grimes, Seconded by Councilor Pratt.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion for adoption of Ordinance No. 1459-21 of the Tualatin City Council making certain determinations and findings relating to and approving a substantial amendment to the Leveton Tax Increment Plan made by Council President Grimes, Seconded by Councilor Pratt.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Council Communications

Councilor Brooks acknowledged the serious nature of congestions and concerns from citizens regarding adding the Basalt Creek Bridge to the Urban Renewal project list. She stated that is why she cannot vote in favor of the urban renewal area if the project remains on the list.

Councilor Hillier thanked the Police Department and the community for participating in National Night Out.

Adjournment

Mayor Bubneik adjourned the meeting at 7:16 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR AUGUST 23, 2021

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

Mayor Bubenik called the meeting to order at 6:00 p.m.

1. Police Department Updates.

Police Chief Bill Steel presented updates from the Tualatin Police Department. He spoke to the Mental Health Response Team. Chief Steele stated this position is in partnership with Tualatin, Tigard, Sherwood, and King City. He stated the tentative start date is early September and the position will be housed out of the Tualatin Police Department. Chief Steele spoke to the new body worn cameras and presented the guiding principles for the program. He stated the department was awarded a \$15,000 grant towards the implementation of the program and an additional federal grant is pending. Chief Steele presented traffic stop data and crime statistics for the first part of 2021. He spoke to the digital radio conversion for the department. Chief Steele stated in 2016 a bond was passed for this replacement. He noted the new 911 center will be open in November and completion of the radio conversion will be in September. Chief Steele stated the department is recruiting for a new officer. He noted discussions are ongoing regarding the Student Resource Officer position with the School District Task Force. Chief Steele stated the department is continuing to implement state law changes as they are passed.

Councilor Pratt asked if the Mental Health Officer will be with another Officer. Chief Steele stated she will always be paired with an Officer. Councilor Pratt asked if she will be able to respond to other cities in need depending on what Officer she is with. Chief Steele stated they will respond to whichever city has the need not the city who's Officer she is with at the time.

Councilor Pratt asked if every Officer will have a body camera. Chief Steele stated every uniformed Officer will have a camera.

Councilor Brooks asked if the clinician will be working on just mental health or behavioral health as well. Chief Steele stated the clinician will help to guide Officer's in each situation based on the needs of the individual.

Mayor Bubenik asked where feedback on the body camera policy can be registered. Chief Steele stated feedback can come straight to him.

2. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the Council Representative Roundtable meeting with Susanne Bonamici and the Viva Tualatin event.

Councilor Pratt stated she attended the Clackamas County Climate Action Task Force meeting and the Tualatin Native Land Acknowledgment Task Force.

Councilor Brooks stated she attended the Policy Advisory Board meeting and the Tualatin Arts Advisory Committee meeting. She thanked Julie Ludemann and staff for all of their work during these every changing times.

Council President Grimes stated she has heard nothing but great feedback on the Viva Tualatin events. She stated she has also received great feedback on the Library being reopened.

Mayor Bubenik stated he met with Metro Councilor Gareth Rosenthal to discuss traffic, met with Congresswoman Bonamici's staff regarding transportation funding, attended the Washington County Board meeting regarding the Urban Renewal Area for Basalt Creek, attended the Greater Portland Inc. Board meeting, and attended the Viva Tualatin event.

Mayor Bubenik adjourned the meeting at 6:49 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 30, 2021

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

Call to Order

Mayor Bubenik called the meeting to order at 5:00 p.m.

Pledge of Allegiance

Public Comment

None.

Announcements

1. Proclamation Declaring September 1, 2021 as Back to School Appreciation Day

Mayor Bubenik read the proclamation declaring September 1, 2021 as Back to School Appreciation Day.

General Business

1. Consideration of **Ordinance No. 1458-21** Making Certain Determinations and Findings Relating to and Approving the Southwest and Basalt Creek Development Area Plan

Councilor Reyes joined the meeting at 5:04 p.m.

Council Discussion

Councilor Pratt stated since the original agreement was made new information has come forward and she feels this is not the best way to be going about this moving forward. She stated this is not what the citizens wants nor does it meet the Council goals.

Councilor Brooks stated she feels the proposed bridge will add congestion to an area that can't handle it.

Motion for third reading by title only made by Council President Grimes, Seconded by Councilor Sacco.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion to adopt Ordinance No. 1458-21 making certain determinations and findings relating to and approving the Southwest and Basalt Creek Development Area Plan made by Council President Grimes, Seconded by Councilor Hillier.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Reyes, Councilor Hillier,
Councilor Sacco

Voting Nay: Councilor Brooks, Councilor Pratt

MOTION PASSED

Council Communications

Councilor Pratt reminded citizens to wear masks.

Councilor Hillier reminded citizens about speed limits in school zones.

Adjournment

Mayor Bubenik adjourned the meeting at 5:13 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: September 13, 2021

SUBJECT:

Consideration of Approval of a Liquor License Application for Pizza Monk LLC DBA Bella Pizza

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the liquor license application for Bella Pizza.

EXECUTIVE SUMMARY:

Bella Pizza has submitted a 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 8294 SW Nyberg St. 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: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 14 July '21

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): Bella Pizza
Business address 8294sw Nyberg city Tualatin State OR Zip Code 97065
Mailing address Same City State Zip Code
Telephone # (503) 333-3444 Fax #
Email (Christinaa paris@yahoo.com)* Christina@Bella.pizza.pdx.com
Name(s) of business manager(s) First Christina Middle Last Moukewicz

Type of business Restaurant
Type of food served Pizza, Gelato, Cheese, fruit Boards
Type of entertainment (dancing, live music, exotic dancers, etc.) Trivia Night
Days and hours of operation Mon - 8am - 9pm / Sun - 9 - 7pm
Food service hours: Breakfast Lunch Dinner
Restaurant seating capacity (50) 25 Outside or patio seating capacity 25
How late will you have outside seating? How late will you sell alcohol? 9pm

How many full-time employees do you have? 1 Part-time employees? 9

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Pizza Monk LLC
DBA Bella Pizza

Type of liquor license (refer to OLCC form) New / temp.

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: Christina MonKewicz [Redacted]
[Redacted]

Full name: Peter Monkewicz

Date of birth

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.



14 July '21
Date

07/14/21

For City Use Only

Sources Checked:

- DMV by [Signature]
- LEADS by [Signature]
- TuPD Records by [Signature]
- Public Records by [Signature]

Number of alcohol-related incidents during past year for location.

Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

[Signature]
Signature

7-20-21
Date

Bill Steele
Chief of Police
Tualatin Police Department



Attachment A
Vicinity Map



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Nicole Morris, Deputy City Recorder
DATE: 9/13/2021

SUBJECT:

Consideration of Approval of a Change in Liquor License Application for Terra Coffee and Wine Bar/Doja Tea Lounge.

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the liquor license application for Terra Coffee and Wine Bar/Doja Tea Lounge.

EXECUTIVE SUMMARY:

Terra Coffee and Wine Bar/Doja Tea Lounge has submitted a change in 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 18672/18674 SW 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: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 8/20/21

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): TERRA COFFEE AND WINE BAR / DOSA TEA LOUNGE

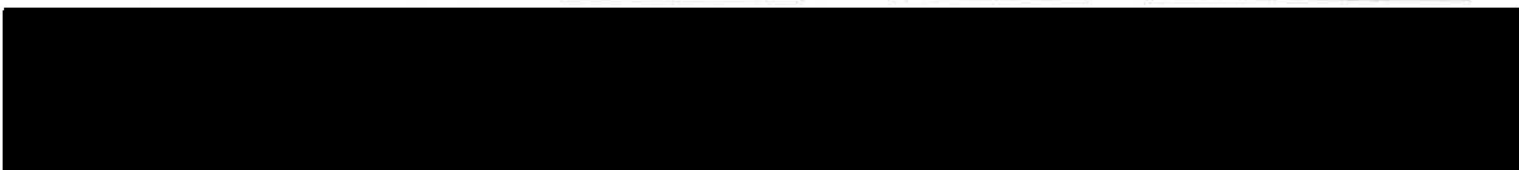
Business address 18672, 18674 SW BOONES FERRY City TUALATIN State OR Zip Code 97062

Mailing address 3300 NW 185th AVE #256 City PORTLAND State OR Zip Code 97229

Telephone # 503 789 6214 Fax # _____

Email TERRA COFFEE WINE BAR@GMAIL.COM / DOSATEALOUNGE@GMAIL.COM

Name(s) of business manager(s) First STEPHEN Middle C Last CHAD



Type of business RESTAURANT

Type of food served COFFEE, WINE, BRUNCH, DESSERTS, TEAS

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

Days and hours of operation TERRA: M-F 7:30-2PM, SA-SU 7:30-5PM; DOSA: M, Th, F, SA, Su: 11:30-7PM

Food service hours: Breakfast 7:30 - 2PM Lunch 7:30AM - 2PM Dinner _____

Restaurant seating capacity 22 (TERRA) 28 (DOSA) Outside or patio seating capacity 40

How late will you have outside seating? UNTIL 7PM How late will you sell alcohol? 7PM

How many full-time employees do you have? 3 Part-time employees? 2

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants JAYDO ENTERPRISES LLC DBA TERRA COFFEE AND WINE BAR, 5 FLAVORS LLC DBA DOTA TEA LOUNGE
Type of liquor license (refer to OLCC form) _____

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: _____ 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.

 _____ Date 8/20/21

For City Use Only

Sources Checked:

- DMV by B
- LEADS 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: _____

B. Steele _____ Date 8-27-21

Bill Steele
Chief of Police
Tualatin Police Department

SECTION 3: OTHER.

TWO LLC'S LISTED ON APPLICATIONS.

JAYDO ENTERPRISES LLC DBA TERRA COFFEE AND WINE BAR

- STEPHEN CHAO

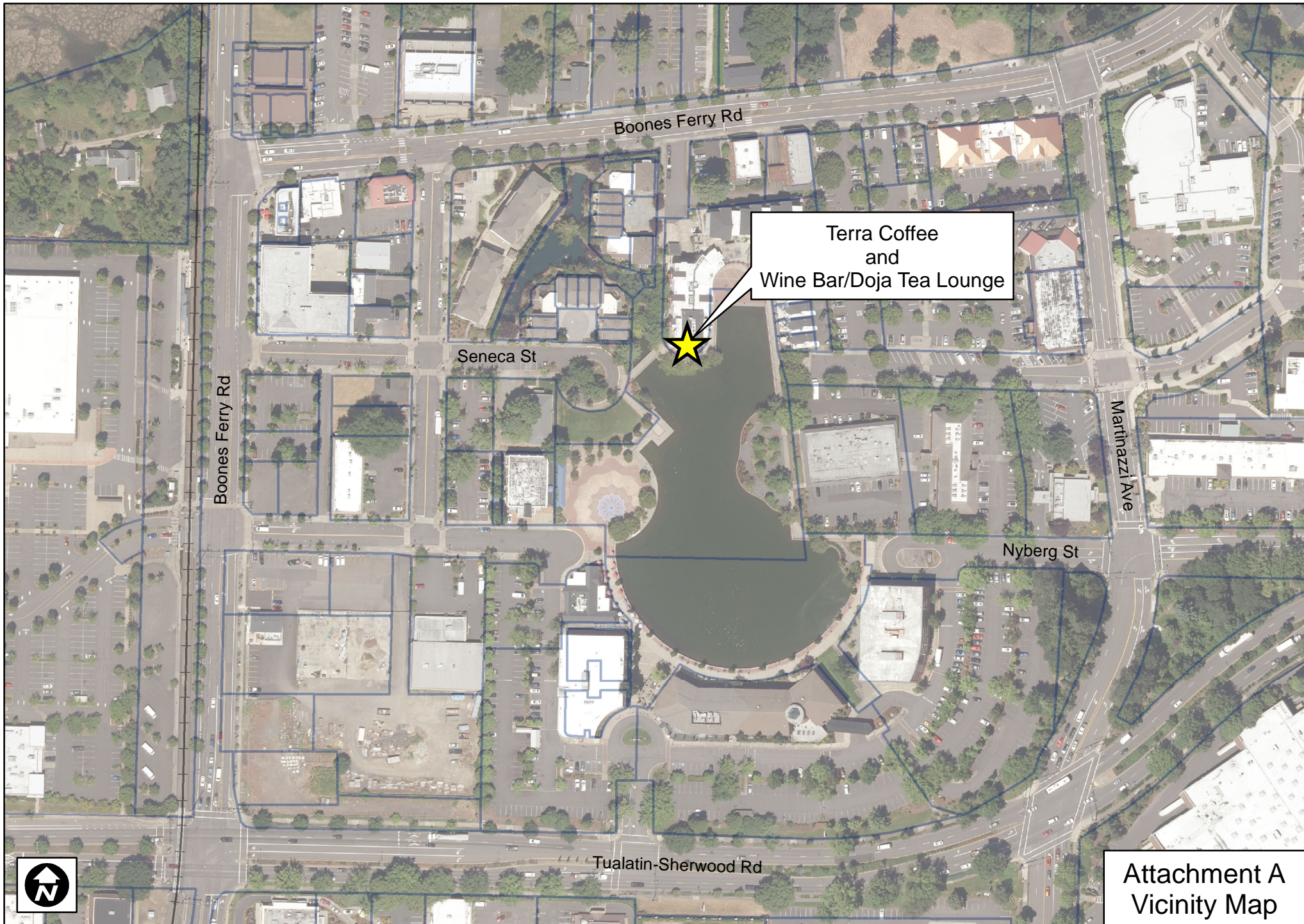
- NEIL LONG

DOB:

5 FLAVORS LLC DBA DEJA TEA LOUNGE

- TUYET VY CHAO

DOB:





City of Tualatin

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
DATE: September 13, 2021

SUBJECT:

Tualatin Community Emergency Response Team (CERT) 2020-2021 Annual Report

EXECUTIVE SUMMARY:

Tualatin's Community Emergency Response Team (CERT) will give their annual report for 2020-2021.

The CERT program educates 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.

Highlights:

- The Tualatin CERT and Ham Radio Team remained active during the pandemic shutdown, since the team membership was willing to go digital and to practice safe COVID protocols.
- Individual and neighborhood residents training (aka Tualatin Neighborhood Ready) was offered on Zoom or outside with social distancing.
- Tualatin CERT provided essential support during the February 2021 ice storm. Over 60 volunteers staffed debris drop-off sites over five days.

ATTACHMENTS:

-PowerPoint presentation Tualatin CERT 2020-2021 Annual Report

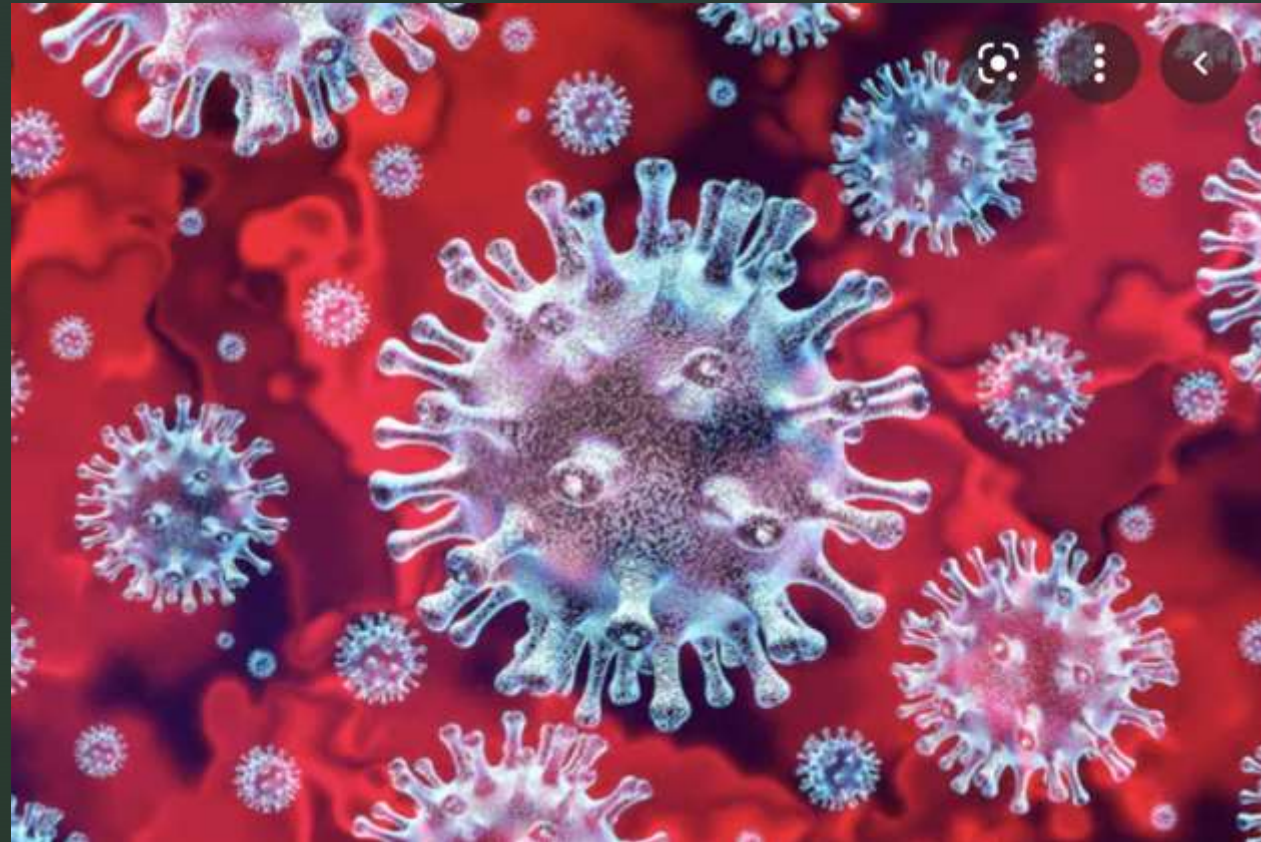


▶ Tualatin CERT & Ham Team

Annual Report to Tualatin City Council

September 13, 2021

▲
All CERT Procedures Adjusted
For.....Covid



Tualatin CERT Program Recap 2020/2021 - Stats

- Active team members – members with 4 or more activities in last 12 month - **109**
- Total team membership – **165**
- Total licensed Ham operators – **87**
- Established emergency neighborhood communication hubs - **5**
- Basic Training Classes – **Spring 2020, Fall 2020, Spring 2021**
 - Used Zoom & Online FEMA Course via University of Utah
 - Hands-on training 8/21, 8/28, 9/11/21

- ▶ How We Kept Training & Remained An Active Team

ZOOM

Masks

Vaccinations

Why We Kept Active.... Training & Educating

- Weather & other emergencies can still happen
- Earthquake risk remains – we may be on our own for weeks
 - Without gas, water, power, natural gas, & or transportation systems
 - Risk of major flooding from Hagg Lake dam break



2020/2021 Tualatin Neighborhood Ready Training

- Looking for more neighborhood hosts for either in-person or Zoom presentations
- Expanded TNR outreach to Zoom training – 10 classes
- Held Neighborhood Ready classes outdoors – 12 neighborhoods
- Held individual readiness classes via Zoom – 5 classes
- Currently trained residents & employees since 2019 – 750+



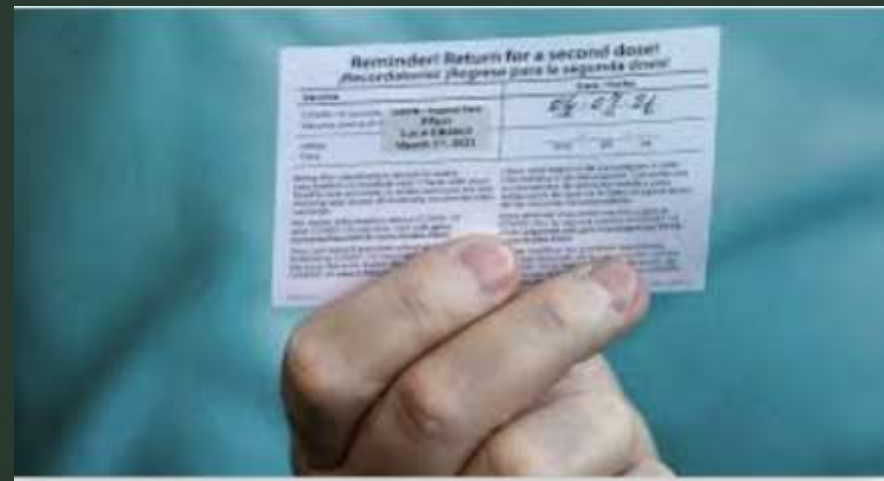
2021 Mobilization by City of Tualatin

- February 2021 – Storm Clean Up – **60+ volunteers**
 - Responded within **24 hours for 5 days with 4 shifts**



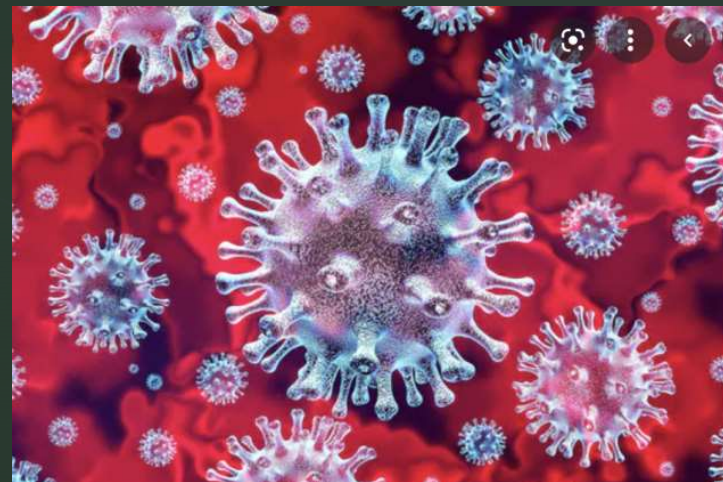
2021 Mobilization by Washington County

- March & April Covid Vaccination Clinics – **20+ volunteers**



2021/22 Challenges

Covid Pandemic



2021/2022 CERT Outlook is Bright Thank You!

- Outstanding support from the City of Tualatin
 - Clay Reynolds & Lindsay Marshall
- Outstanding support from residents & businesses in Tualatin

