



TUALATIN CITY COUNCIL MEETING

MONDAY, SEPTEMBER 11, 2023

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 11. 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. This portion of the Work Session has been postponed to the September 25, 2023, Council Meeting.**

5:00 p.m. (60 min) – Prioritization of Planning Division Work | Development of a Long-Range Planning Work Plan. Historically Tualatin has not had a formal Long Range Planning Work Plan that identifies and prioritizes community planning efforts. However as mandatory state requirements, City adopted policies and implementing strategies, and community identified requests continue to grow, the Council may be interested in directing staff to institute a formal work plan program. Knowing that there are a number of identified projects and that staffing remains limited, we are seeking Council direction on how to prioritize this workload.

- 2. 6:00 p.m. (15 min) – Low-Income Utility Bill Assistance Program Update.** During the Fiscal Year 2023-2024 budget process, staff discussed setting aside funding to set up a low income utility bill assistance program; the adopted budget includes this funding. At the budget work session on April 12th, Council and staff discussed what a program might look

like and that it would be for low-income qualified customers. Staff has had discussions with Community Action of Washington County about administering the program. At tonight's meeting, staff will provide the City Council with an update on these discussions and the proposed program.

- 3. 6:15 p.m. (15 min) – Basalt Creek Parkland & Trails Update.** The City Council adopted the Parks and Recreation Master Plan in 2019, and accepted the Basalt Creek Parks and Recreation Plan in 2022. These plans identified needs for parks, trails, and natural areas in the Basalt Creek area. Staff will provide an update showing the progress of Basalt Creek parks, trails and natural areas.
- 4. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications, and Roundtable.** Council will review the agenda for the September 11 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 led by the Tualatin Color Guard

Announcements

- 1.** Proclamation Declaring September 11 Remembrance Day in the City of Tualatin
- 2.** Proclamation Declaring September 15-October 15, 2023 Hispanic Heritage Month in the City of Tualatin
- 3.** Proclamation Declaring the Month of September 2023 National Preparedness Month in the City of Tualatin
- 4.** New Employee Introduction- Parks and Recreation Project Manager Kiana Ballo

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 28, 2023
- 2.** Consideration of Approval of a New Liquor License Application for Shake Shack #1477

- [3.](#) Consideration of **Resolution No. 5721-23** Authorizing the City Manager to Execute an Amendment to the Urban Areas Security Initiative 2022 Grant Agreement to Support the Tualatin Community Emergency Response Team
- [4.](#) Consideration of **Resolution No. 5725-23** Authorizing the City Manager to Execute a Deed Acquiring Property for Basalt Creek Parkland

Special Reports

- [1.](#) Tualatin Community Emergency Response Team (CERT) 2022-2023 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: Steve Koper, AICP, Assistant Community Development Director
Erin Engman, AICP, Senior Planner

DATE: September 11, 2023

SUBJECT

Prioritization of Planning Division Work; Development of a Long Range Planning Work Plan

EXECUTIVE SUMMARY:

Historically Tualatin has not had a formal Long Range Planning Work Plan that identifies and prioritizes community planning efforts. However as mandatory state requirements, City adopted policies and implementing strategies, and community identified requests continue to grow, the Council may be interested in directing staff to institute a formal work plan program.

The Tualatin Planning Division consists of an Assistant Community Development Director, three planners, and one office coordinator. This team oversees the City's current and long range planning efforts and implements statewide goals for housing and citizen involvement. While there is no formal work plan process in place, staff has developed a list of long range projects that includes ongoing projects, legally required and state mandated projects, projects identified by council, and projects requested by the community, businesses, or development stakeholders. There are currently 22 projects that have been identified on this list. These quasi-judicial and legislative projects may take anywhere from four months to over a year to complete based on project complexity, as well as community and council input. There are two planners dedicated to long range projects, though others may support these efforts as their workload allows.

Knowing that there are several identified projects and that staffing remains limited, we are seeking Council direction on how to prioritize this workload.

Some jurisdictions prepare a Long-Range Planning Work Plan as a tool to identify and prioritize projects. These work plans may be considered and accepted by elected officials or may be informally maintained by staff. Work plans sometimes include a community outreach component that may result in the inclusion of community recommended projects. The duration of a work plan varies by jurisdiction and typically identifies projects that should be studied and possibly implemented in the next year or two, though some cities may plan for five years.

A Long Range Planning Work Plan may be influenced by a number of factors that determine the number and type of projects that should be included on the work program.

- **Staffing levels.** Funding limits the staff time available for long-range planning projects. On the land use side, in particular, most staff resources are directed to current planning tasks due to mandatory land use application processing timelines and customer demand for zoning information and permit review.

- **Carryover projects.** These are current projects that will continue into the next work program cycle.
- **Mandates.** Code amendments are sometimes required because of changes in state and regional requirements.
- **Grant funding.** Grant funding allows a consultant to be hired to support project staffing needs.

It may be helpful to note that the size of Tualatin’s planning team is comparable to neighboring cities that are a similar population and size, with the exception of Wilsonville.

Jurisdiction	Population	Square Miles	Planning Staff	Work Program
Tualatin	27,537	8.23	4	No
Tigard	55,767	11.81	13	Yes
Lake Oswego	40,411	11.35	13	Yes
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

COUNCIL CONSIDERATIONS:

- Does the project list align with Council expectations?
- Are there projects that Council would like to add or remove?
- How should staff manage state mandated projects efficiently?
 - Some strategies may include:
 - The use of model codes, hiring consultants to reduce scope of work (e.g. Middle Housing Code), and/ or delay implementation to better spread out workload (e.g. CFEC Parking Code)
- How should staff prioritize projects?
 - An example strategy may include:
 - Develop a project scoring rubric based on factors, such as: alignment with Council goals, legal requirement, approximate staff time, consultant cost/ grant funding, and/ or project duration.
- How many years should the work plan project? How often should it be updated?
- What is the process to add additional projects to the work plan?
 - An example strategy may include:
 - Collecting community or developer requests to present to Council at an annual or semi-annual work session for direction.

FINANCIAL IMPLICATIONS:

Some projects may require funding to hire consultants to supplement staffing and project needs. This funding may be available through grants, the Planning Division budget, or other established funding sources like Urban Renewal.

ATTACHMENTS:

- Attachment A: Presentation
- Exhibit 1: Identified projects
- Exhibit 2: Sample work programs from other jurisdictions
- Exhibit 3: Example work program for Tualatin

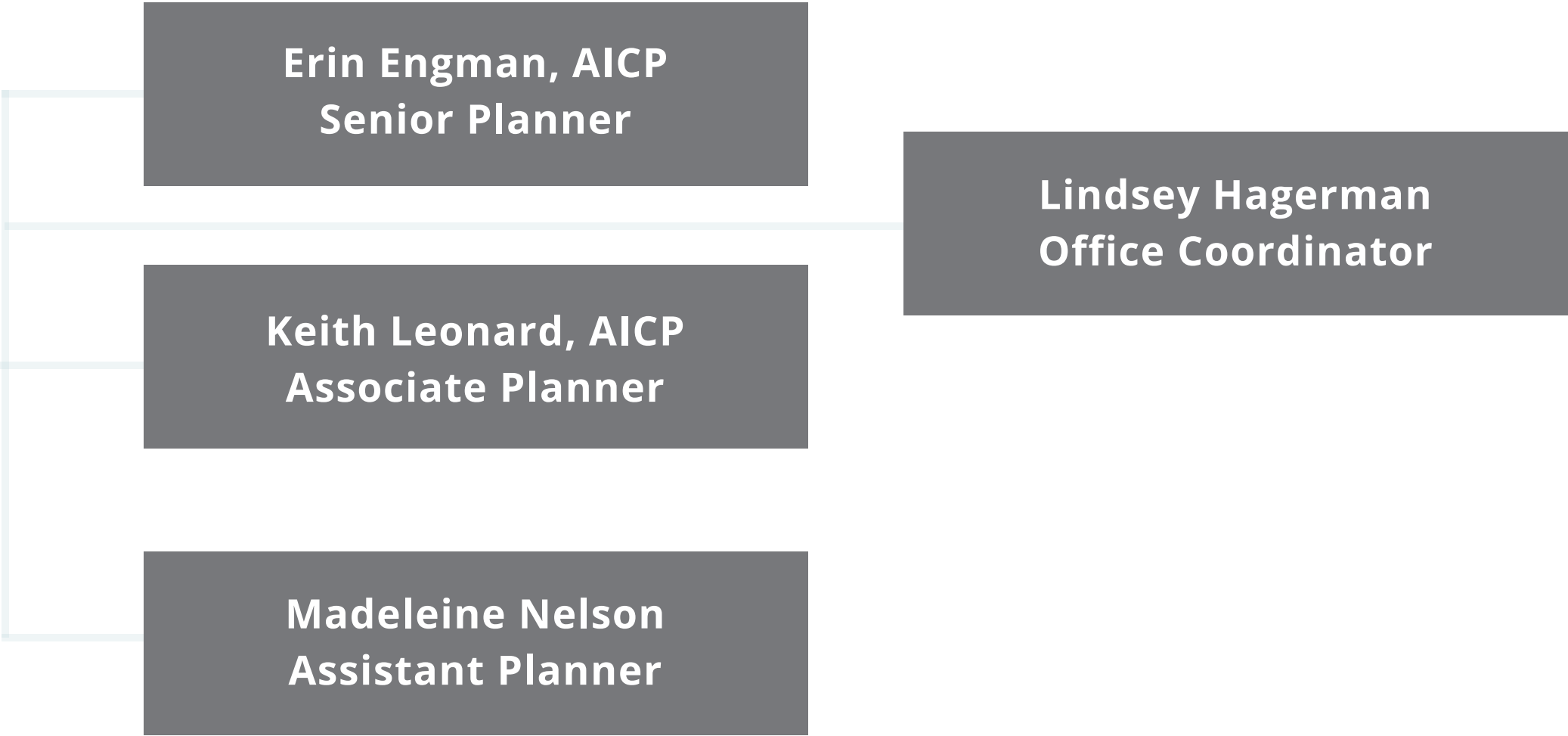


PLANNING DIVISION WORK PLAN

SEPTEMBER 11, 2023 | CITY COUNCIL MEETING

WHO WE ARE

Steve Koper, AICP
**Assistant Community
Development Director**



WHAT DO WE DO?

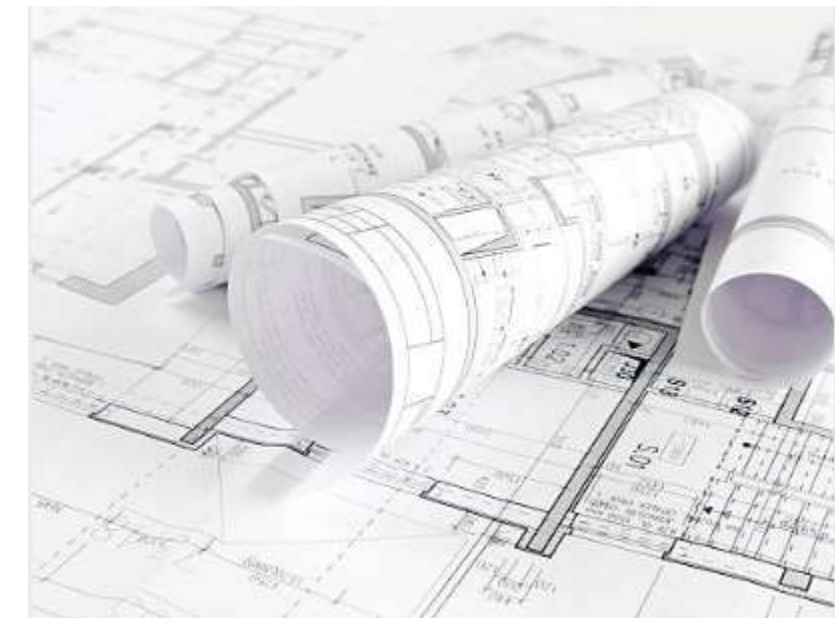
- **Current Planning** – review development applications for compliance against local code and state regulations; respond to questions about potential land development
- **Long range planning** – maintain policy documents through periodic update to the Comprehensive Plan, Development Code, Transportation System Plan and other Master Plans
- **Housing policy** – support Council’s goals around housing diversification and affordability; implementation of State Housing rules
- **Support state goals for citizen involvement** through the Planning Commission, Architectural Review Board and Community Involvement Organization Land Use Officers



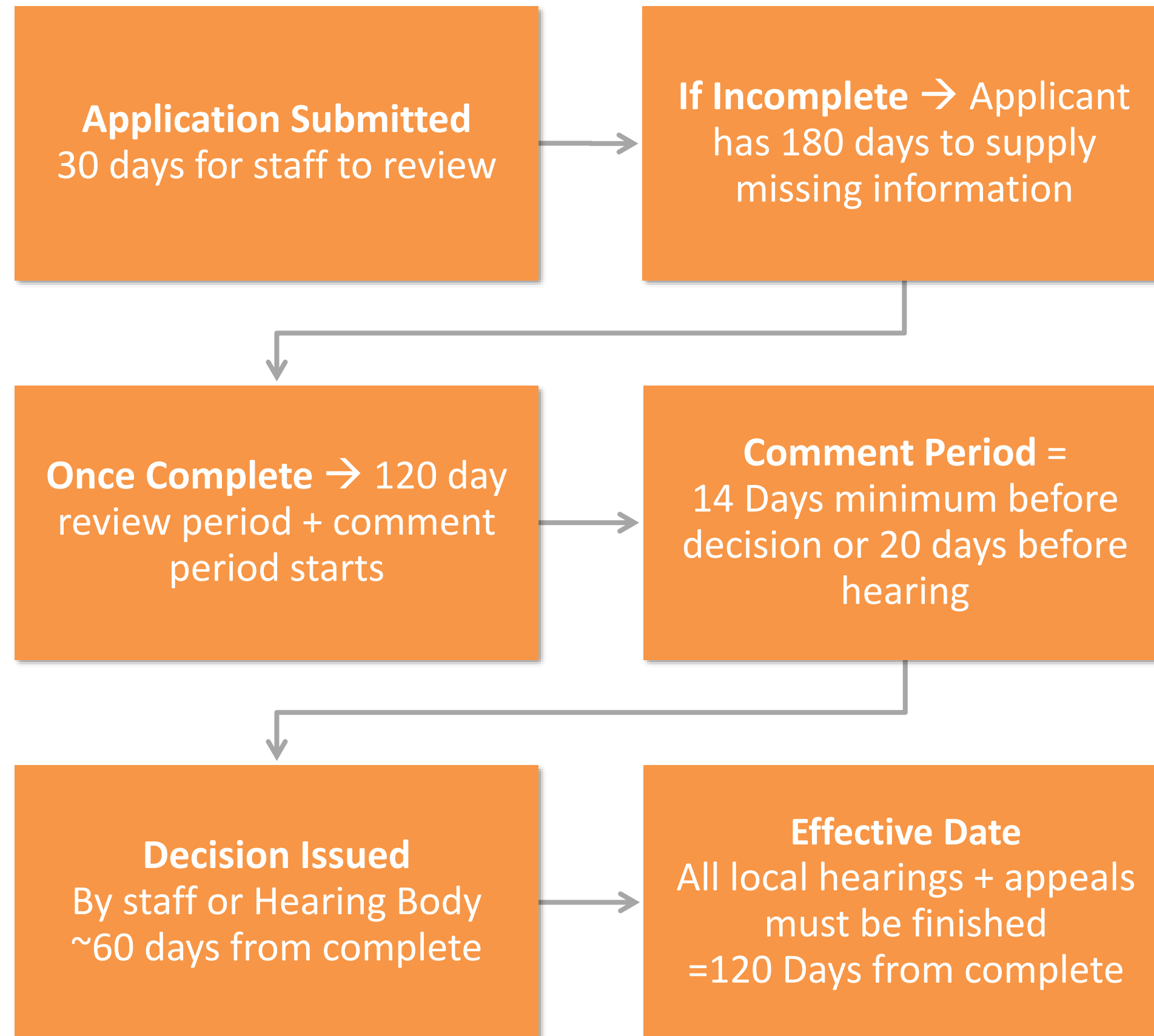
LAND USE APPLICATIONS FY 22/23

- **219 Total Applications**

- 1 Annexations
- 3 Plan Text Amendments
- 3 Plan Map Amendments
- 11 Architectural Reviews
- 35 Minor Architectural Reviews
- 83 Sign Permits
- 26 Pre-Application Meetings
- 6 Chicken Licenses
- 2 Temporary Use Permits
- 1 Industrial Master Plan
- 2 Property Line Adjustments
- 45 Single Family Home Architectural Reviews
- 1 Subdivision



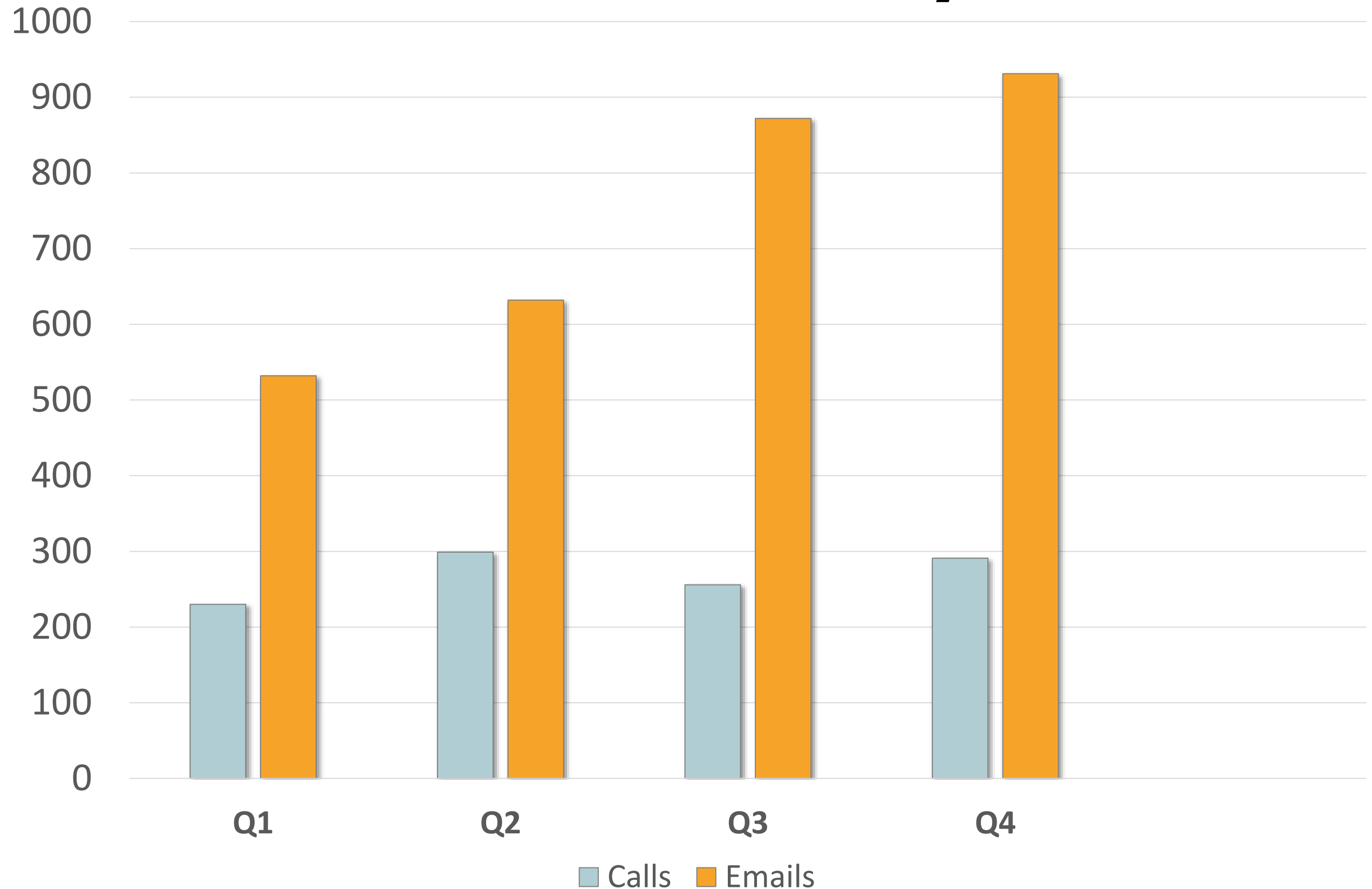
TYPICAL LAND USE PROCESS



RECEIVED CALLS & EMAILS FY 22/23




Fiscal 2022/2023	Calls	Email
Q1 July 1- Sept 30	230	532
Q2 Oct 1- Dec 31	299	615
Q3 Jan1-March 31	256	869
Q4 April 1-June 30	291	931
Total	1076	2947



COUNCIL PRIORITIES



LONG RANGE PROJECT LIST



Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
BCE Code Update		●	●	●		Ongoing
Transportation System Plan	●		●			Ongoing
Housing Production Strategy	●	●	●			Ongoing
Climate Action Plan			●	●		Ongoing
CFEC Parking Code	●				●	Not started
CFEC Land Use Code	●				●	Not started
Clear and Objective Code	●				●	Not started
ADA Updates	●				●	Not started
Grading/Floodplain Regulations	●				●	Not started
Stormwater Master Plan	●		●	●		Not started
Parks Master Plan (Basalt)	●		●			Not started
Updated Housing & Buildable Lands	●	●	●		●	Not started

LONG RANGE PROJECT LIST

Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
Food Carts		●	●			Not started
Tree Code		●	●	●		Not started
Downtown Core Code Update	●	●	●	●		Not started
Comprehensive Plan Update		●	●	●		Not started
Update industrial uses (MP Leveton)				●		Not started
Outdoor storage code				●		Not started
Commercial Office (CO) Zone Update				●		Not started
CIO Oversight Code				●		Not started
Pickleball Use				●		Not started
Cannabis Hours of Operation				●		Not started

LONG RANGE PROJECTS

Ongoing Projects:

- Transportation System Plan Update
- Housing Production Strategy Implementation
- Climate Action Plan Support and Implementation



LONG RANGE PROJECTS

Legally-required/Previously-Identified Projects:

- Climate Friendly & Equitable Communities (CFEC)
Parking Code Update
- CFEC Non-parking Development Code Update
- Clear and Objective Development Code Update
- Americans with Disabilities Development Code Update
- Grading/Floodplain Development Code Update
- Stormwater Master Plan Adoption
- Basalt Creek Area Parks Master Plan Adoption
- Updated Housing Needed Analysis & Buildable Lands

LONG RANGE PROJECTS

Council-identified Potential Projects:

- Food Cart Development Code Update
- Trees/Urban Forestry Development Code Update
- Downtown Core Area Development Code Update
- Comprehensive Plan Update



LONG RANGE PROJECTS

Other Projects (Developer + Community):

- Update Industrial Uses in Manufacturing Park (MP) Zone
- Industrial Outdoor Storage Development Code Update
- Commercial Office (CO) Zoning Code Update
- Community Involvement Organization (CIO)
Requested Development Code Changes
- Permitting Pickleball (Fitness Facilities) as an Allowed Use in
General Commercial (CG) Zone
- Cannabis Hours of Operation Development Code Change

SAMPLE TIMELINES & STAFFING

Mixed Use Commercial Zone Code + Map (2018) – 10 months

- September – Project Scope Development
- October – Initial Property Owner and Stakeholder Outreach
- November to March – Code, Transportation Planning, & Outreach Work
- April – Planning Commission meeting
- June – City Council Adoption
- **Staff Involved** – Community Development Director, Assistant Community Development Director, Associate Planner, City GIS (Mapping) Staff, Office Coordinator, and Traffic Consultant

SAMPLE TIMELINES & STAFFING

Basalt Creek Employment (2022/23) – 15 months

- May 2022 – Council direction to staff
- July 2022 – Public open house (virtual)
- September 2022 – Planning Commission meeting
- January – Planning Commission meeting
- March – Planning Commission meeting
- June – Planning Commission meeting
- July – Architectural Review Board meeting
- August – City Council Adoption
- **Staff Involved** – Community Development Director, Assistant Community Development Director, Principal Transportation Engineer, Senior Planner, City GIS (Mapping) Staff, Office Coordinator, Planning Consultant, Economic Subconsultant, and Traffic Subconsultant



PROJECT PRIORITIZATION

- **Ongoing planning projects** – are we headed in the right direction?
- **Legally-required and previously identified projects** - how to do efficiently?
 - Example strategies: use model codes and/or consultants to reduce scope of work (e.g. Middle Housing Code); delay implementation to better spread out workload (e.g. CFEC Parking Code)
- **Council-identified potential projects** – how should staff prioritize?
 - Example strategy: create project scoring rubric based on factors such as alignment with Council goals, approximate staff time and consultant cost, and project duration. This could be used to create a multi-year work plan.
- **Other projects** – what is the process to add some of this work to a work plan?
 - Example strategy: collect community or developer requests and present to Council at an annual or semi-annual work session for direction.

DRAFT WORK PLAN: CONSIDERATIONS

How do other cities prioritize their planning projects?

- It varies from a formal adopted work plan to an informal list of current projects. Larger cities with more staff tend to have a formal plan.

Jurisdiction	Population	Square Miles	Planning Staff	Work Program
Tualatin	27,537	8.23	4	No
Tigard	55,767	11.81	13	Yes
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West Linn	27,103	8.11	4	Yes
Wilsonville	26,519	7.76	8	Yes
Newberg	25,477	5.81	4	Yes
Sherwood	20,254	4.89	3	Yes

TUALATIN'S DRAFT WORK PLAN

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ONGOING											
Housing Production Strategy					L						>
Transportation System Plan					A						
Climate Action Plan											>
LEGALLY REQUIRED (UPCOMING)											
Grading/Floodplain Regulations								A			
ADA Code Update								A			
CEFEC Parking Code			L/A								
CEFEC Land Use Code					L/A						
Housing Needs Analysis									L/A		
ON HOLD (PREVIOUSLY IDENTIFIED)											
Stormwater Master Plan			A								
Basalt Creek Area: Parks Master Plan			A								
NEW PROJECTS (EXAMPLES)											
Tree Code								A			
Downtown Core Urban Renewal Code											>

STAFF DEMAND:

- Greater demand
- Moderate demand
- Less demand

LEGEND:

- L = Legal Deadline
- A = Adoption
- > = Project continues

DRAFT WORK PLAN: CONSIDERATIONS

Considerations for creating a draft work plan:

- How many years should it look forward?
 - 1 year, 2 years, 5 years?
- How do we prioritize?
 - Legal requirements, grant-eligible, alignment with Council goals, community priority, equity, cost, ability to implement, project duration?
- How often should the work plan be updated?
 - Semi-annually, annually, every 2 years?
- How do we account for needs that are not in the work plan?
 - Wait until the next prioritization or create an over-ride process?

COMMUNITY REQUEST EXAMPLE

Pickleball Use Code Amendment Pathways:

1. Legislative Amendment to permit use outright in General Commercial (CG)

- Requires consultant-led traffic analysis AND public / property owner outreach

2. Legislative Amendment to permit use as Conditional Use Permit in CG

- Requires consultant-led traffic analysis AND public / property owner outreach
- Minimizes staff time needed to survey entire CG zone for use impacts
- Ensures specific site locations are appropriate for pickle ball use

3. Quasi-judicial Amendment to permit use on specific property

- Burden on applicant/ property owner to hire traffic consultant AND conduct public outreach
- Requires less staff compared to legislative
- Does not address the desire for use on other CG zoned properties

QUESTIONS FOR COUNCIL

- **Is 2-3 years the right length for a work plan or should it be longer?**
 - A longer plan would be able to account for long lifecycle projects like the Climate Action Plan
 - A longer plan would allow staff to map out more identified Council priority projects
 - A longer plan may give more ability to forecast staff and budgetary needs
- **How should Council priority projects that cannot be completed in a 2-3 year work plan be labeled?** Example: a “future projects” area of the plan
- **Where do community-requested projects fit?**
 - Should community-wide projects that are endorsed by the Council be considered Council identified projects?
 - Should property-specific projects, even if endorsed by the Council, be the proponent’s responsibility?



Project Name	Legal Requirement	Identified in Tualatin Adopted Plan	Council Priority	Community or Developer Request	Grant Funding Potential	Status
BCE Code Update		●	●	●		Ongoing
Transportation System Plan	●		●			Ongoing
Housing Production Strategy	●	●	●			Ongoing
Climate Action Plan			●	●		Ongoing
CFEC Parking Code	●				●	Not started
CFEC Land Use Code	●				●	Not started
Clear and Objective Code	●				●	Not started
ADA Updates	●				●	Not started
Grading/Floodplain Regulations	●				●	Not started
Stormwater Master Plan	●		●	●		Not started
Parks Master Plan (Basalt)	●		●			Not started
Updated Housing & Buildable Lands	●	●	●		●	Not started
Food Carts			●	●		Not started
Tree Code			●	●	●	Not started
Downtown Core Code Update		●	●	●	●	Not started
Comprehensive Plan Update			●	●	●	Not started
Update industrial uses (MP Leveton)				●		Not started
Outdoor storage code				●		Not started
Commercial Office (CO) Zone Update				●		Not started
CIO Oversight Code				●		Not started
Pickleball Use				●		Not started
Cannabis Hours of Operation				●		Not started



Long-Range Planning Work Program, 2021-23

Revised: October 2022

KEY	
Comp Plan	The Clackamas County Comprehensive Plan is made up of policies, implementing strategies and standards that guide general land use and transportation in the county. See it online at www.clackamas.us/planning/comprehensive .
	Issue papers are prepared to provide details on implementation issues such as costs, direct and indirect effects, community response, and consistency with state and regional standards. Projects are grouped with the related Comprehensive Plan chapter and evaluated as a part of the issue paper. This will provide the Planning Commission and Board of Commissioners more information about the project before deciding whether to move forward.
ZDO	Clackamas County Zoning & Development Ordinance – the requirements and standards that are applied to determining land use in the county. See the ZDO online at www.clackamas.us/planning/zdo .

HOUSING: H-1. LAND USE HOUSING STRATEGIES. Update Comprehensive Plan Chapter 6: Housing, including the following topics:

Phase 1

- Consider permanent regulations to allow for transitional shelter communities.
- Consider providing a tiered density bonus for inclusion of affordable housing.
- Consider increasing or removing maximum density requirements for multifamily developments in commercial zoning districts.
- Consider creating a hierarchy of minimum parking standards based on proximity to transit and/or dwelling unit affordability.

Phase 2

- Modify the ZDO to have clear and objective criteria for housing (required by state law).
- Make duplexes, triplexes, cottage clusters, townhouses, and quadplexes a use allowed outright in urban single family zones (required by state law).
- Clarify Comprehensive Plan policies for rezoning in low-density residential districts.

Phase 3

- Review potential to add housing to schools, places of worship and church-owned property.
- Consider creating a transferrable development rights (TDR) bonus system.
- Consider rezoning land to preserve manufactured dwelling parks.
- Explore opportunities for permitting additional housing types, such as micro-units, co-housing, live/work units, and mixed-use development.

TRANSPORTATION

T-1: Damascus Area Transportation Needs – Review current plans for transportation projects on county roads in the unincorporated area formerly in the city of Damascus and outside Happy Valley’s planning jurisdiction, and identify needed projects to include in the county’s Transportation System Plan (TSP).

T-2: Arndt Road Goal Exception & Highway 99E/Barlow Road Analysis – Explore alignment options and undertake, as necessary, development of a Statewide Planning Goal exception to support the crossing of the Molalla River to provide access from I-5 to the city of Canby. This project is partnered with the Community Road Fund project to study the Highway 99E / Barlow Road intersection.

~~**T-3: Willamette River Pedestrian/Bicycle Crossing Corridor Identification** – Following the recommendation from the Oak Grove to Lake Oswego Ped/Bike Feasibility Study, this project will expand the area to consider for a ped/bike bridge connection over the Willamette River.~~

T-4: Bike Walk Clackamas – Update the Pedestrian and Bikeway Plans. Consolidate into one document. Funded through state TGM program.

T-5: Transportation System Plan Update – Update the Transportation System Plan to review and adopt capital roadway improvement priorities and projects.

T-6: Sunrise Community Visioning Project -- State funding has been awarded for this project.

T-7: Climate Friendly and Equitable Communities (CFEC) Administrative Rule Implementation -- Amend the ZDO or implement alternative parking management programs to address mandatory Metro-area parking requirements adopted by the Oregon Land Conservation and Development Commission.

ECONOMICS:

~~**E-1: Update Comprehensive Plan Chapter 8, Economics**~~

~~**E-2: Economic Opportunity Activation.** Complete an issue paper to provide the foundation for updating the Economics chapter of the Comprehensive Plan. Work with the county’s Business and Community Services Department to identify funding for an Economic Opportunity Analysis to allow the county to take a big look at future economic development needs and related land use implications. Depending on the funding source (possibly grants), the project may also focus on a specific area in the county.~~

NATURAL RESOURCES:

NR-1: Update Comprehensive Plan Chapter 3, Natural Resources. Complete an issue paper to address the various items listed in Attachment B under the NR-1 row.

NR-2. Amend Flood Hazard Development overlay zone regulations per Biological Opinion.

OPEN SPACE, PARKS AND HISTORIC SITES

OS/P/HS-1: Luscher Farm Park – Work with Lake Oswego to adopt a local parks master plan for Luscher Farm to support existing and planned uses at the farm and on associated public open space properties.

OTHER:

O-1: Minor and Time Sensitive ZDO Amendments will be presented for action to the Planning Commission and the Board of County Commissioners once a year, as needed. In addition to other amendment recommendations that arise during the work program period, the following will be considered:

- Public notice appeal period review
- Artisan Manufacturing – adopt a definition and allow uses in C-2 and C-3 zones
- Historic overlay districts – protection of structures during land divisions
- Review ZDO Section 707, as needed, to conform to state law for delisting of historic landmarks, as suggested by the Planning Commission

O-2: Audit Zoning and Development Ordinance – Continue and complete multi-year Zoning and Development Ordinance audit

Projects: Rem=Remote (Virtual/Online Meeting)	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec
	9	23	13	27 Rem	13 Canc.	27	10	24	8 Canc.	22	12	26 Rem	10	24	14	28	11 Rem	25	9	23	13	27	11
Housing Needs Analysis (Erik / PP 22-0005; LU 23-0023)				CCSS 2/21			W-3	CCSS 4/18	U				Notice 7/24		H	F		CCPH 10/3	CC-FCO 10/17				
Housing Production Strategies (HB 2003) (Erik / PP 22-0005)		W-2																				CCSS 11/21 w-4	
Nonconforming Res Develop. (Scot / LU 22-0008)	F		CCPH 2/7	CC-FCO 2/21																			
2022 Annual CDC Amendments (Johanna / LU 22-0038)		CCPH 1/17	CC-FCO 2/7																				
Palisades Mid-Century Overlay (Erik / PP 21-0005)																							
Climate-Friendly & Equitable Communities (Parking) (Erik / PP 22-0001)	U												W-1			CCSS 9/5	W-2						CCSS 12/5 W-3
Historic Preservation for Accessory Bldgs (Paul / TBD)																							
Mitigation for Ministerial Development (Erik / LU 22-0031)						CCSS 3/21		F		CCPH 5/16	CC-FCO 6/6												
John's Woods - Uplands NA Boundary Change Request (Erik / PP 23-0003)						CCI				CC 5/2													
Psilocybin Time, Place, and Manner Regulations (Jessica / LU 23-0001)		W-1		W-2 (P)				W-3	Notice 5/8		H	F		CCPH 7/18							cc-fco 11/7		
1710 South Shore Road Rezoning (Paul / LU 22-0058)			H	F			CCPH 4/4	CC-FCO 4/18															
Middle Housing Cleanup + Annual Code Amendments (Ellen/TBD)																					w-1		w-2
Vertical Housing Tax Credit Program (Erik/PP 23-0006)															U		CCSS 9/19		Tax Dist. Notice 10/20				ccph 12/19
Other CCI/PC Items	GS S 1/12									L			RTP, EV		tr tbd						GS		
TOTAL (Includes Findings)	3	2	1	2	0	1	1	2	0	2	1	1	2	1	1	1	1	1	0	1	1	1	2

Key: W = Work Session; H = Public Hearing; F = Findings; P = Panel; CC = City Council (CC-PC = Joint meeting with City Council); R = Retreat; S=Boards and Commissions Summit; CCI = Commission for Citizen Involvement Agenda Item; T= Tour; U = Project Update; Ⓚ = Cancelled; EV = Electric vehicle charging policy presentation; RTP = Metro Regional Transportation Plan update / presentation; tr = Training on Oregon Land Use Policy and Quasi-Judicial Decision-Making Processes; L = Update on 2023 State Legislative Session. Lower-case 'w' and 'h' are tentative. **Green** indicates PC work in progress. **Blue** indicates City Council milestones. **Yellow** indicates pending City Council direction and/or State legislation. GS=Goal Setting Work Session-Work Plan Review per City Council Goals.

Projects: Rem=Remote (Virtual/Online Meeting)	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
	8	22	12	26	11	25	8	22	13	29* Weds	10	24	8	22	12	26	9	23	14	28	13* Weds	25	9	
Housing Production Strategies (HB 2003) (Erik/PP 22-0005)			ccss 2/6	w-5					ccss 5/7 w-6		Notice 6/17		h	f		ccph 9/3	cc-fco 9/17							
Climate-Friendly & Equitable Communities (Parking) (Erik/PP 22-0001)					ccss 3/5 w-3						ccss 6/4 w-4			Notice 8/19		h	f				ccph 11/5	cc-fco 11/19		
Mitigation for Single-Family Dwellings (TBD)																								
Middle Housing Cleanup + Annual Code Amendments (Ellen/TBD)	Notice 1/8		h	f		ccph 3/19	cc-fco 4/2																	
Stormwater Code Amendments (Sonja/TBD)				u						w-1 ccss 6/4	Notice 7/8		h	f		ccph-1 9/17	ccph-2/ccfco-1 10/1	ccfco-2 10/15						
Other CCI/PC Items	GS																							
TOTAL (Includes Findings)	1	0	1	3	1	0	0	0	1	0	2	0	0	1	2	1	0	1	1	0	0	0	0	0

PLANNING COMMISSION PROJECTS TO BE SCHEDULED

- Comprehensive Community Development Code Audit (pending Council direction)
- Community Development Code Audit for Economic Development (pending Council direction)
- Citizen Involvement Guidelines Update (Resume work on PP 19-0006)
- Commissioner Trainings
- Neighborhood Tours
- Potential revisions to Foothills Framework Plan, pending outcome of Tryon Creek WTP public-private partnership

CITY COUNCIL PROJECTS TO BE SCHEDULED

- Tryon Creek WTP Overlay (LU 17-0064) – Subject to outcome of P3 replacement of WTP

2023 DRAFT PC WORK PROGRAM SCHEDULE

Updated 12/14/2022

AGENDA ITEMS			
Date	Informational	Work Sessions	Public Hearings
JANUARY 11	•	• Frog Pond E+S Implementation	
FEBRUARY 8	•	• Frog Pond E+S Implementation • Frog Pond E+S TSP	
MARCH 8	•	• Frog Pond E+S Implementation	• Wastewater Treatment Plant Master Plan • Frog Pond E+S TSP
APRIL 12	• Annual Housing Report	• Transit Master Plan • Frog Pond E+S Implementation	
MAY 10		•	• Transit Master Plan • Frog Pond E+S Implementation
JUNE 14	•	• Housing Needs Analysis	
JULY 12	• Frog Pond E+S Infrastructure Financing Plan and Policy	•	
AUGUST 9		• Housing Needs Analysis	
SEPTEMBER 13		•	•
OCTOBER 11	•	• Housing Needs Analysis	
NOVEMBER 8			• Housing Needs Analysis
DECEMBER 13			
JAN. 10, 2024			
2023 Projects		Future (2024)/Potential Fill In Projects	
<ul style="list-style-type: none"> • Annual Housing Report • Housing Needs Analysis • Housing Production Strategy • Transit Center TOD • Transit Master Plan Update 		<ul style="list-style-type: none"> • Frog Pond E&S TSP Ammend. • Frog Pond E&S Devt. Code • TC Programming Plan • TC Ec Dev/Business Retention • Mobile Food Vendor Standards • Basalt Creek Zoning • Basalt Creek Infrastructure • CFEC Parking Code Updates & TC Parking Study • CFEC Transportation Model Update • CFEC TSP Update (2025) 	

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Long-Range Planning Projects Timeline 2023-2027

WINTER/SPRING 2023

Adoption of Sherwood West Concept Plan – complete

Begin Annexation policy work – complete

1-year extension letter to DLCD for CFEC – complete

SUMMER 2023

Scope CFEC and obtain Council input-- complete

Scope additional Sherwood West infrastructure work and amend Metro Planning Grant – complete/pending award

Scope Sherwood West Transportation Feasibility Work (Elwert/Edy Road realignment) -- complete

Draft SZCDC code update: Annexation criteria and Annexation Agreements – complete

Prepare draft Title 11 Findings for Metro to review – complete

Meet with Finance about CFEC and commercial parking tax program -- complete

FALL 2023

Obtain Council input on LOI to Metro for UGB expansion

- Additional community engagement?
- What additional information to make an informed decision?
- Maybe an educational annexation work session?

LOI to Metro by December 1, 2023

CFEC Development Code Audit

WINTER 2024

Draft final UGB Proposal to Metro

Adopt Sherwood West Addendum and Metro Title 11 findings

Begin to scope Sherwood West Comprehensive Planning work and budget

- General Plan Map
- Development Code Updates (Middle Housing Zone, Cottage Cluster Zone, Hospitality Zone, rural edge buffering, etc.)
- ESEE Analysis
- Comprehensive Plan update – new policy updates for economic development, strategic/collab governance, housing, infrastructure, parks, etc.
- Beginning to Scope TSP work and budget

Complete CFEC Development Code Audit

Complete draft of CFEC commercial parking tax program

SPRING 2024

Submit Formal UGB Proposal to Metro – April 5, 2024

Sherwood West Comp Plan work – low hanging fruit (mapping)

Adopt CFEC code updates and municipal code updates (unbundled parking and commercial parking lots tax program) by June 30, 2024

SUMMER 2024

Sherwood West Comp Plan Work

Secure funding for HNA and Housing Production Strategy (must be adopted by 12/31/2026)

FALL 2024

Work with Metro on the scope of Sherwood West Comp. Plan work budget

Winter 2025

If Metro expands the UGB – start Comp Plan work (ESEE & Development Code)

Begin TSP update

Begin HNA update and HB 2003 Housing Production Strategy

SPRING 2025

Sherwood West Comp. Planning work

TSP Update

Scope updates to facility plans (Water, Storm, Sewer)

HNA update and HB 2003 Housing Production Strategy

SUMMER 2025

Sherwood West Comp Planning Work – Adopt ESEE, new goal 5 maps, and natural resource policy/criteria

HNA update and HB 2003 Housing Production Strategy

TSP Update

FALL 2025

Sherwood West Comp Plan Work-- Adopt ESEE, new goal 5 maps, and natural resource policy/criteria

HNA update and HB 2003 Housing Production Strategy

Update facility plans update (Water, Storm, Sewer)

Start to scope for SDC Methodology Updates

TSP Update

WINTER 2026

Adopt HNA update and HB 2003 Housing Production Strategy

SPRING 2026

Adopt facility plans update (Water, Storm, Sewer)

SUMMER 2026

Adopt TSP

SDC Methodology work for transportation, storm, sewer, water

Adopt development code updates for Sherwood West




WINTER 2027

Adopt SDC methodology and supplemental fees for SW for transportation, storm, water, sewer

DRAFT WORK PROGRAM 2023-2026

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
ONGOING											
Housing Production Strategy	Less demand	Less demand	Moderate demand	Greater demand	L	Moderate demand	Moderate demand	Less demand	Less demand	Less demand	>
Transportation System Plan	Moderate demand	Moderate demand	Moderate demand	Greater demand	A						
Climate Action Plan	Less demand	Less demand	Less demand	Less demand	Less demand	Less demand	Less demand				
LEGALLY REQUIRED (UPCOMING)											
Grading/Floodplain Regulations					Greater demand	Greater demand	Greater demand	A			
ADA Code Update					Greater demand	Greater demand	Greater demand	A			
CEFEC Parking Code		Greater demand	L/A								
CEFEC Land Use Code			Greater demand	Greater demand	L/A						
Housing Needs Analysis						Greater demand	Greater demand	Greater demand	L/A		
ON HOLD (PREVIOUSLY IDENTIFIED)											
Basalt Creek Area: Parks Master Plan			Greater demand	A							
Stormwater Master Plan	Moderate demand	Moderate demand	Greater demand	A							
NEW PROJECTS (EXAMPLES)											
Tree Code					Greater demand	Greater demand	Greater demand	A			
Downtown Core Urban Renewal Code								Greater demand	Greater demand	Greater demand	>

STAFF DEMAND:

-  Greater demand
-  Moderate demand
-  Less demand




LEGEND:

- L** = Legal Deadline
- A** = Adoption
- >** = Project continues

DRAFT WORK PROGRAM 2023-2026

PROJECT	FY 2023-2024			FY 2024-2025				FY 2025-2026				Factors		
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Legally Required	Council Priority	Grant or Funding Available
ONGOING														
Housing Production Strategy					L						>	Yes	Housing	Yes
Transportation System Plan												Yes	Transpo	Yes
Climate Action Plan												Yes	Enviro	No
LEGALLY REQUIRED (UPCOMING)														
Grading/Floodplain Regulations												Yes	N/A	Likely
ADA Code Update												Yes	N/A	Likely
CEFEC Parking Code				L								Yes	N/A	Yes
CEFEC Land Use Code					L							Yes	N/A	Yes
Housing Needs Analysis									L			Yes	Housing	Likely
ON HOLD (PREVIOUSLY IDENTIFIED)														
Basalt Creek Area: Parks Master Plan												Yes	Parks	No
Stormwater Master Plan												Yes	Enviro	No
NEW PROJECTS (EXAMPLES)														
Tree Code												Yes	Enviro	Likely
Downtown Core Urban Renewal Code											>	Yes	Eco Devo	Yes

STAFF DEMAND:

-  Greater demand
-  Moderate demand
-  Less demand

LEGEND:

- L = Legal Deadline
- > = Project continues



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Don Hudson, Assistant City Manager/Finance Director
DATE: September 11, 2023

SUBJECT:
Low-Income Utility Bill Assistance Program Update

EXECUTIVE SUMMARY:

During the Fiscal Year 2023-2024 budget process, staff discussed setting aside funding to set up a low-income utility bill assistance program and the adopted budget includes this funding. At the budget work session on April 12th, Council and staff discussed what a program might look like and that it would be for low-income qualified customers. Staff has had discussions with Community Action of Washington County about administering the program.

At tonight's meeting, staff will provide the City Council with an update on these discussions and the proposed program.



City of Tualatin

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
Kyla Cesca, Office Coordinator

DATE: September 11, 2023

SUBJECT:
Basalt Creek Parks and Recreation Update

EXECUTIVE SUMMARY:

City Council adopted the Parks and Recreation Master Plan in 2019, and accepted the Basalt Creek Parks and Recreation Plan in 2022. These plans identified needs for parks, trails, and natural areas in the Basalt Creek area. Parkland planning involved extensive public outreach and community engagement. The Basalt Creek Parks and Recreation Plan demonstrates the need to preserve natural areas and provide active recreation to serve community members.

Staff will provide an update showing the progress of Basalt Creek parks, trails and natural areas.

ATTACHMENTS:

Presentation



City of

TUALATIN
Basalt Creek
PARKS & RECREATION
PLAN

**PARKS, TRAILS & NATURAL
AREAS UPDATE**

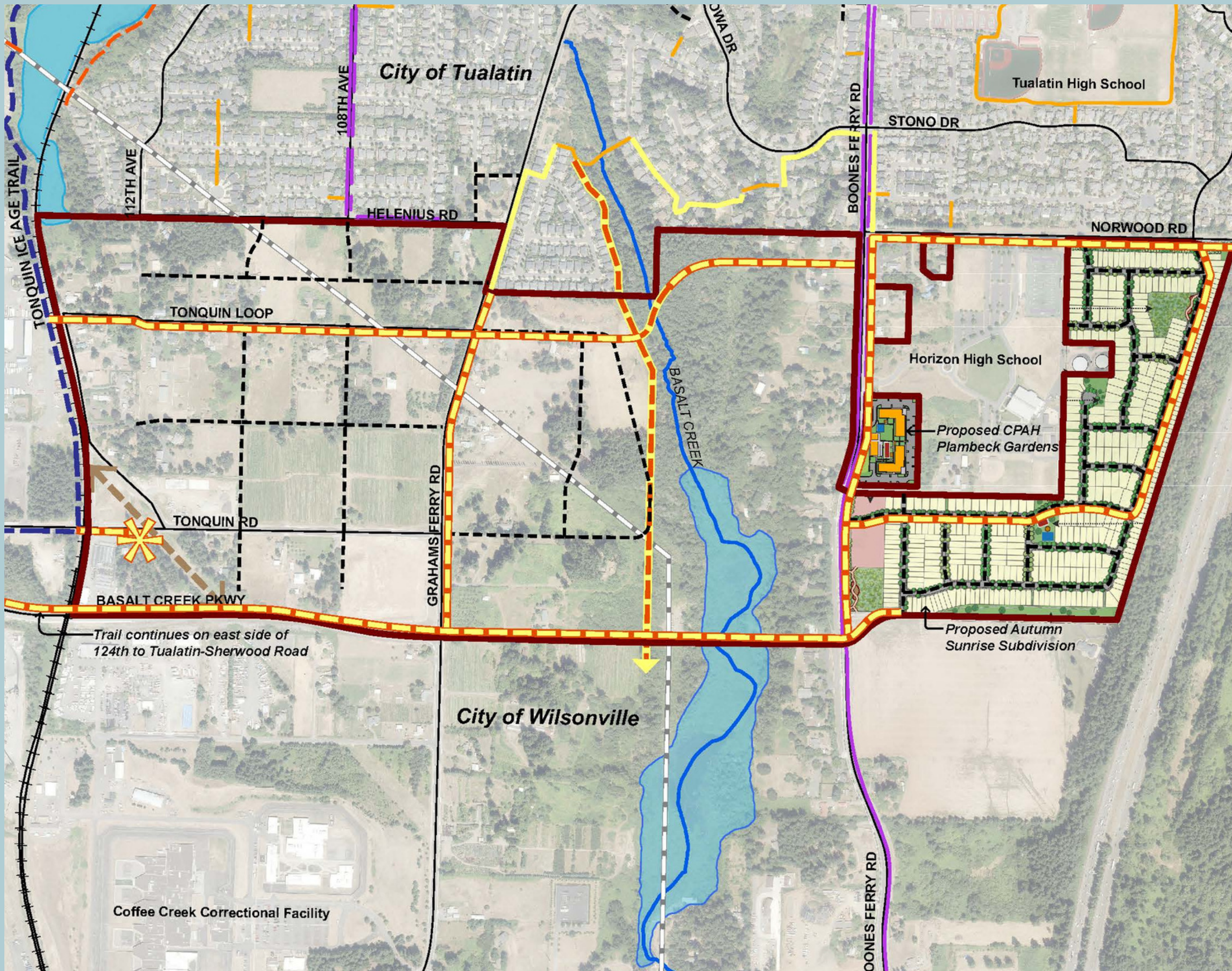
September 11, 2023



BASALT CREEK PARKS & RECREATION PLAN

- Outcome of Parks & Recreation Master Plan
- Accepted January 2022
- Informs need for parkland
 - Residential & Employment
 - Parks
 - Trails
 - Natural Areas



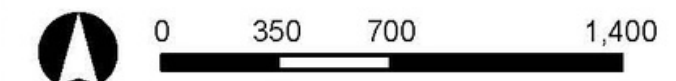


Basalt Creek Trails Concept

Legend

- Basalt Creek Planning Area
- Existing Roads
- Proposed Roads
- Existing Sidewalk
- Existing Bike Lanes
- Existing Trails
- Planned and Proposed Trails
- Tualatin (general)
- On-street trail/widened sidewalk
- Off-street trail/greenway
- Tonquin Ice Age Trail
- Sherwood to Sandy
- Power Line Trail
- ✱ Proposed Trailhead
- PGE Overhead Power Lines
- Railroad
- Streams
- Waterbodies

Note: As a result of public review of the draft plan, TPARK and Community Development planning staff have identified proposed on-street trails that may result from future development of the street system.





PARKLAND

ACQUIRED

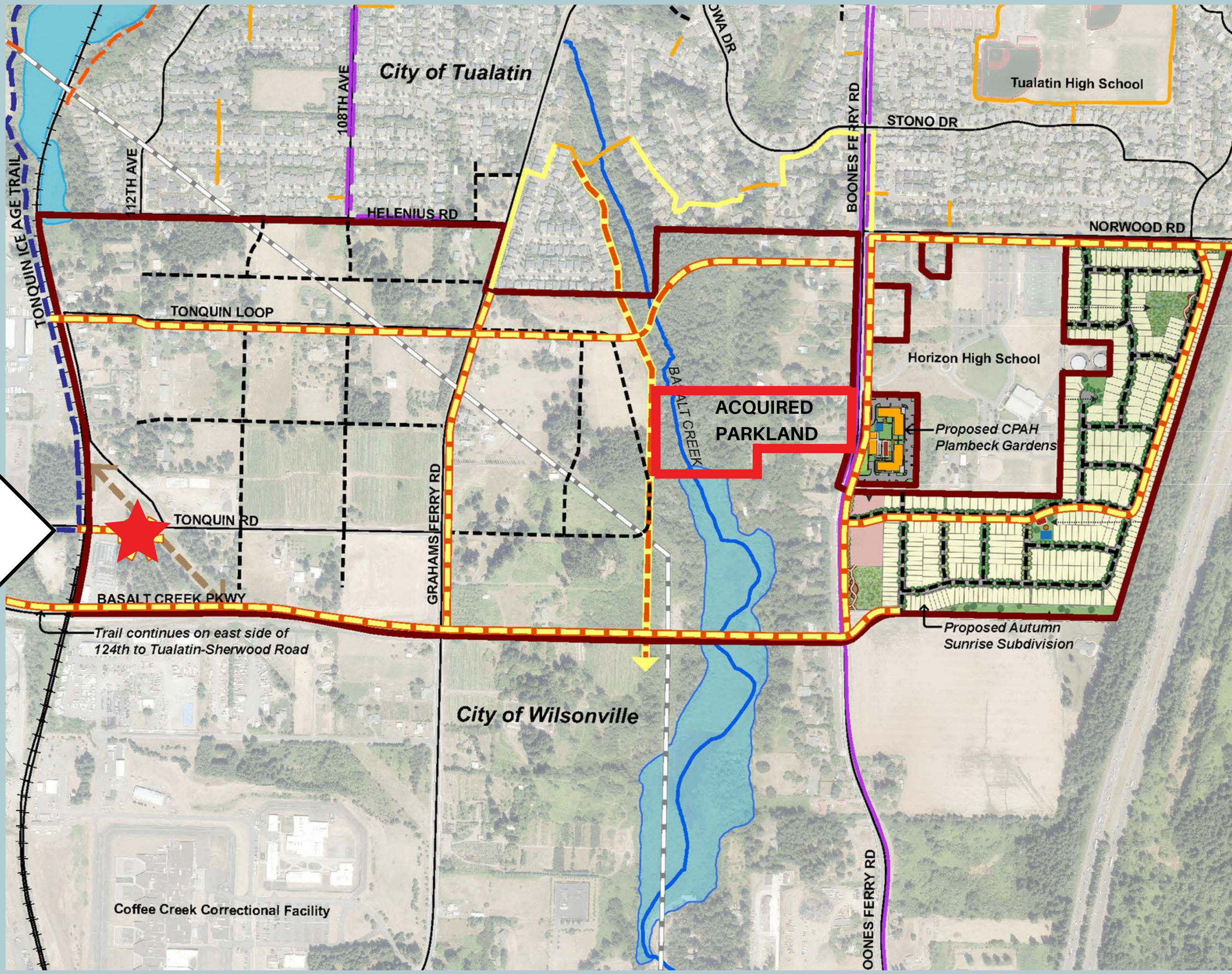
23515 SW Boones Ferry Road
7.69 Acres

23465 SW Boones Ferry Road
6.35 Acres

PENDING

11200 SW Tonquin Road
3.63 Acres

PROPERTY
LOCATION





Ice Age Tonquin Trail
(future)

WES
Commuter
Rail Line

To
Wilsonville

SW Tonquin Rd

Site 851
Subject
Surplus
Property

Sherwood to Sandy
Powerline Trail
(future)

SW Basalt Creek Rd

QUESTIONS



September 11, 2023



Proclamation

Declaring September 11 Remembrance Day in the City of Tualatin

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 22nd 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 22nd 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:

September 11, 2023 is 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 11th day of September, 2023

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

Proclamation

Recognizing Hispanic Heritage Month

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, 2023 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 11th day of September, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

Proclamación en Honor al mes de la Herencia Hispana

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, 2023 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 11 de septiembre 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

Proclamation

Declaring the Month of September 2023 as National 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 prepared 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 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 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 2023 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 11th day of September 2023.

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 11, 2023

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of August 28, 2023

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of August 28, 2023
- City Council Regular Meeting Minutes of August 28, 2023



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 28, 2023

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

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

1. Tualatin's Transportation System Plan Update.

City Engineer Mike McCarthy, Assistant Community Development Director Steve Koper, along with Cody Field, Brianna Calhoun, and Kara Hall from Fehr and Peers Consultant, as well as Katie Mangle and Katie Selin from Alta Planning and Design, presented an update on the Transportation System Plan (TSP). Consultant Calhoun outlined the overarching goal of the TSP, emphasizing its aim to be a practical plan that leads to concrete action. She explained the plan's objectives encompass the development of a comprehensive transportation network that is accessible to all users, forecasting how the system will function in the future while suggesting potential enhancements, establishing new goals and policies, creating a prioritized list of transportation projects, and proposing strategies for funding these improvements.

Consultant Calhoun also provided context for the TSP within the broader regional framework, highlighting its alignment with the Transportation Planning Rule (TPR), which governs land use regulations and the creation of a network of facilities and services to address overall transportation needs. She emphasized the TSP update would be in harmony with other existing plans, such as the Comprehensive Plan, and would be integrated with initiatives like the Climate Action Plan, Capital Improvement Plan, and various master plans. Consultant Calhoun emphasized the importance of ensuring the TSP's goals and objectives accurately represent community feedback, reflect both current conditions and future requirements, and provide clear guidance for staff and the council. She stated key components of the plan include a thorough review of existing and projected conditions, the evaluation of transportation goals and performance measures, an assessment of available funding sources, and the eventual adoption of the plan.

Council President Pratt inquired about the timeline for the project. Consultant Calhoun responded that they aim to have a draft plan ready by the next summer.

Councilor Reyes sought clarification on the current stage of the process. Consultant Calhoun explained they are currently in the process of reviewing existing conditions and evaluating goals and performance measures.

Mayor Bubenik asked about the process of transferring projects into the new TSP. Consultant Calhoun stated the project list is compiled from existing lists, projects identified through the analysis process, and city master plans.

Consultant Mangle outlined the public engagement approach which will be done in four phases: recruit and build reach, listen and learn to engage broadly, reflect and connect the dots, and

refine and share the draft plan. She stated they are currently in phase one where they are building their network and email lists. Consultant Mangle stated phase two is the listen and learn phase where they will be able to tell the story of the TSP and how it connects to the Tualatin Moving Forward Bond program. They will get input to inform the vision, goals, and projects needed in this phase. Consultant Mangle stated they will gather information from a community survey, in person workshops, mobile outreach events, focus groups, the advisory committee, and the Transportation Advisory Group coordination.

Councilor Brooks inquired about the possibility of a new transportation-related committee emerging from this process. City Manager Lombos mentioned that this idea had been discussed at the Council advance, and the current plan is to begin with the community advisory committee and explore the potential for it to transition into a more permanent committee.

Councilor Brooks asked if the needs of children would be considered in this process. Consultant Mangle confirmed they would incorporate considerations for youth mobility into their coordination efforts.

Councilor Brooks expressed interest in formally linking the Transportation System Plan (TSP) and the development plan, suggesting that integrating these conversations could be beneficial for the community.

Council President Pratt asked for the definition of "active transportation." Consultant Calhoun explained they define it as micro-transportation modes like scooters and bikes.

Council President Pratt inquired about the process for selecting members of the advisory committee. Consultant Calhoun explained they will review applications and aim to strike a balance between ensuring the group doesn't become too large while still allowing everyone to have meaningful involvement.

Mayor Bubenik offered feedback on which groups to include in the email outreach efforts. Council President Pratt suggested reaching out to the school district to incorporate the voices of youth in the process.

Consultant Calhoun provided an overview of the Transportation System Plan (TSP) priorities, stating these priorities will shape the plan's goals and objectives. She mentioned they started with the seven goals from the 2013 TSP plan as a starting point. Consultant Calhoun asked the council to consider whether these priorities address existing transportation challenges in Tualatin and align with the envisioned future of travel in the city. She shared draft priorities that include positioning the City to develop a transportation system in line with their land use vision, enhancing residents' quality of life, promoting multi-modal transportation opportunities, advancing climate goals, fostering regional collaboration, and maximizing investments.

Councilor Brooks expressed her approval of the draft priorities and inquired about aligning them with the Comprehensive Plan. Consultant Hall explained the intention is to ensure the TSP incorporates any changes in land use since the last update.

Councilor Brooks emphasized the importance of not only considering the quality of life but also ease of use in transportation.

Councilor Hillier stressed the need to prioritize safety, particularly with respect to different transportation modes.

Council President Pratt emphasized the importance of continuous safe routes for bicycles, road resiliency, public transportation, and the inclusion of electric vehicle charging stations in the priorities.

Councilor Brooks raised concerns about addressing diversion and railroad safety.

Councilor Sacco advocated for including a priority related to connecting businesses to ensure all businesses have opportunities to thrive.

Councilor Gonzalez highlighted the importance of considering connections to other cities.

Mayor Bubenik emphasized the need for collaboration among regional jurisdictions and inquired about the impact of CFEC on the plan. Consultant Hall stated it would be considered during the development of performance metrics.

Consultant Hall summarized stating safety is a priority and mentioned they will work on crafting updated goals based on the feedback received, which would be presented to the Council for consideration before moving on to policy development and collaboration with regional partners. Consultant Calhoun outlined the next steps, which include continued work on community engagement.

City Manager Lombos indicated the advisory committee will require one or two council members to serve on it. Mayor Bubenik asked for volunteers, and Councilor Reyes, Councilor Gonzalez, and Council President Pratt expressed their interest in serving on the committee.

2. *Electric Scooter Pilot Program Review & Next Steps.*

Deputy Public Works Director Nic Westendorf presented a one-year recap of the electric scooter pilot program. He stated the Council had previously approved an agreement with Lime to introduce electric scooters in Tualatin. He is returning now to seek the Council's consideration to extend the program. Director Westendorf highlighted community engagement efforts, emphasizing the promotion of good behavior and safety practices through social media channels and the app. He reported that formal concerns about the program were relatively limited, with most focusing on unsafe ridership behavior and scooter placement on sidewalks, causing limited accessibility. Director Westendorf praised Lime for being responsive to address issues related to scooters parked in inappropriate areas. He also mentioned that Lime had reduced the fleet size seasonally and suggested a potential 5-10 cent per ride cost increase in the future to cover operating expenses in Tualatin. Director Westendorf stated the current agreement with Lime is set to expire soon, and the next steps involve the Council deciding whether to extend the agreement or terminate the program entirely.

Councilor Brooks raised questions about scooter visibility for nighttime usage. Director Westendorf assured her that the scooters were equipped with headlights and taillights.

Councilor Brooks inquired about addressing unsafe ridership behavior and whether the police could issue warnings or citations. Director Westendorf explained the City treats scooters similarly to bicycles, with helmet laws applying.

Council President Pratt asked if there had been any accidents. Director Westendorf stated the City is not aware of any accidents.

Council President Pratt expressed concerns about scooters being parked at the Marquis area and asked if this area could be protected. Director Westendorf confirmed Lime could establish no parking zones or move scooters when necessary if they were parked inappropriately.

Councilor Gonzalez asked about healthcare coverage for city employees injured while riding a scooter. Director Westendorf stated the coverage process is similar to that for employees using city vehicles. He noted the City provides helmets for all staff.

Councilor Gonzalez requested information about the average cost of a scooter ride. Director Westendorf stated the average cost is \$4-\$6, including the unlock fee and the ride cost.

Councilor Gonzalez inquired about who stages the scooters. Director Westendorf stated that Lime's Tualatin-based private contractor handles all staging.

Councilor Hillier suggested creating specific parking zones for scooters and asked if such zones existed. Director Westendorf clarified that staging areas were identified by Lime, and Lime moves scooters to high-visibility parking areas.

Councilor Hillier questioned whether scooters were haphazardly parked due to running out of battery charge. Director Westendorf explained Lime automatically makes a scooter unavailable to users if it lacks the battery life for a typical ride.

Councilor Sacco asked about Tualatin's scooter usage compared to other cities and whether the program was as successful as in other Lime-involved cities. Director Westendorf did not have specific data for Tualatin's usage but noted that Lime had confirmed the program's utilization met expectations for a city of Tualatin's size.

Councilor Reyes raised concerns about limited parking for cars in the Stoneridge/Las Casitas neighborhood and suggested encouraging people to use scooters instead of cars.

Mayor Bubenik asked about the suggested extension period for the program. City Attorney Kevin McConnell confirmed that City Manager Sherilyn Lombos had the authority to extend the program for one year, based on city contracting rules. Mayor Bubenik requested that staff return with a recommendation for the best extension timeframe.

Council reached a consensus to approve an extension of the program.

3. Council Meeting Agenda Review, Communications, and Roundtable.

Public Works Director Rachel Sykes reported on a wildfire in the Bullrun watershed area. She stated the fire has grown to 1600 acres, with 200 firefighters actively engaged in fighting it. She mentioned the fire is 0% contained currently and noted the wind is moving in a favorable direction to the south. Director Sykes assured the Council the water in the area is still safe to drink, and the City of Portland has a contingency plan in place if the situation changes.

Councilor Brooks inquired about concerns related to microorganisms potentially being in the water. Director Sykes reiterated the water is safe to drink at the moment and that they would continue to monitor it for turbidity events.

Councilor Brooks stated she attended the Climate Action Plan meeting.

Council President Pratt stated she attended the Climate Action Plan meeting.

Mayor Bubenik stated he attended the Metro Mayors Consortium and the Greater Portland Inc meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:20 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR AUGUST 28, 2023

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

Call to Order

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

Pledge of Allegiance

Announcements

1. New Employee Introduction – Jamie Zamrin, Management Intern

Deputy City Manager Megan George introduced Management Intern Jamie Zamrin. The Council welcomed her.

2. Tualatin Library Foundation Vine2Wine

Library Foundation Member Michelle Shebelle announced the Tualatin Library Foundation Fundraiser event, Vine2Wine, to be held on October 14th at the Tualatin Public Library. She shared foundation sponsored events this past year including the Oregon Battle of the Books and Makers in Residence programs.

Public Comment

Sandy and Steve Hamm presented a petition from residents along SW Vermillion Drive north of Norwood to add speed bumps to the area to help slow traffic.

Consent Agenda

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

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of August 14, 2023

2. Consideration of **Resolution No. 5720-23** Authorizing the City Manager to Sign an Intergovernmental Agreement between the Tigard-Tualatin School District and the City of Tualatin Setting Forth Requirements for Participation in the School Resource Officer Program

3. Consideration of **Resolution No. 5722-23** Awarding a Contract for Construction of the 2022 Neighborhood Traffic Safety Projects, Phase 2
4. Consideration of **Resolution No. 5724-23** Authorizing Increasing Tualatin Community Park Sports Field Lighting Purchase and Replacement Change Order Authorization Amount

Special Reports

1. Update from State Representative Jules Walters

State Representative Jules Walters provided an overview of the legislative session, highlighting key accomplishments in areas such as housing, behavioral health, and education. She mentioned her successful sponsorship of bills, including those related to the tolling moratorium (HB 3614), recovery high schools (HB 2767), the Willamette Falls Locks 150th Commemoration (HCR 20), and legislation addressing sexual assault by fraudulent representation (SB 974). She also announced upcoming town halls in both Washington and Clackamas County.

Councilor Hillier inquired about plans and discussions regarding gun noise in Tualatin. Representative Walters mentioned ongoing dialogues with the gun club to find solutions and the need for a sound mitigation study to identify potential remedies. The availability of funds for this study was discussed, with Representative Walters emphasizing their commitment to securing necessary resources.

Councilor Brooks expressed gratitude to Representative Walters for her efforts regarding tolling and behavioral health issues.

Councilor Gonzalez raised concerns about Tualatin's school enrollment and funding challenges, particularly due to un-enrollment, and requested support for schools, along with advocacy for the H2B worker program.

Council President Pratt requested state assistance in subsidizing a program aimed at helping first-time homebuyers.

Mayor Bubenik asked Representative Walters about the possibility of a short legislative session and urged her to review the Climate Friendly Equitable Communities plan for potential updates, to which Representative Walters committed to looking into.

Public Hearings - Legislative or Other

1. Consideration of **Ordinance No. 1480-23** Amending the Tualatin Comprehensive Plan; Amending the Tualatin Municipal Code; and Amending and Creating New Provisions in the Tualatin Development Code to Create the Basalt Creek Employment Zoning District

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman presented the Basalt Creek Employment (BCE) zone code project. Planner Engman provided background information, explaining that the BCE zone is a newly proposed industrial zoning code for the Basalt Creek Area designed to align with current market trends. She emphasized this zone aims to act as a catalyst for development, contributing to tax base growth in Basalt Creek to meet urban renewal objectives. The BCE zone project involved extensive research into economic and market trends and incorporated input from the Council, the public, and stakeholders.

Director Koper addressed the inadequacies of the existing Manufacturing Park (MP) zone, which was created in the late 1980s to support the Leveton urban renewal area but has seen limited development in recent years due to changing market dynamics. He explained market demand no longer aligns with the permitted uses within the MP zone, necessitating a modernization effort. Director Koper stated council had directed staff to update the zone to reduce warehouse uses, encourage flexible space, introduce commercial uses, and maintain a landscaped character.

Planner Engman presented findings from an economic opportunities analysis, indicating that Tualatin is expected to experience growth of approximately 5,800 new industrial employees from 2020 to 2040, with 1,897 new jobs projected for the Basalt Creek area alone.

Director Koper outlined the urban renewal goals for the project, including fostering development, generating employment opportunities, expanding the tax base, and funding necessary infrastructure improvements for transportation and public utilities. He noted the proposed BCE zone is expected to generate significantly more revenue for urban renewal compared to the current zone, thanks to its potential to spur more immediate development.

Planner Engman reviewed the economic analysis, which showed that limited land supply has led to increased activity on challenging parcels and in secondary markets. Demand for industrial-commercial "flex" space that can accommodate multiple tenants was identified as a market trend. She detailed the extensive public outreach efforts undertaken during the past year, including open houses, stakeholder discussions, planning commission meetings, and architectural review board interactions. Feedback from residents, industrial developers, and brokers helped shape the BCE zone's guiding principles.

Planner Engman summarized the proposed amendments, which included Plan Text Amendment PTA 22-0001 and Plan Map Amendment PMA 22-0001. She discussed the BCE purpose statement, highlighted various proposed uses and limitations, commercial uses, considerations related to psilocybin uses, landscape buffers, and building design standards. Planner Engman confirmed that the proposed amendments align with state rules and regulations.

Planning Commission Chair Bill Beers stated the current draft code received unanimous recommendation in support from the commission.

PUBLIC COMMENT

Mimi Doukas presented feedback from the stakeholder group, emphasizing the need for flexible industrial space and highlighting the current draft of the BCE zone strikes a good balance. She mentioned several key points in favor of the BCE zone, including its flexibility, support for manufacturing, alignment with market trends, capacity to accommodate the growth of existing employers, increased funding potential for the Urban Renewal Area, and traffic reduction. Mrs. Doukas noted overall stakeholders recommended the approval of the zone.

Peter Watts expressed his support for the proposal, urging its adoption as a means to kick start the urban renewal area.

Steve Parr recommended the adoption of the proposal, citing its potential to reintroduce character to the area.

Anneleah Jaxen, CEO of the Tualatin Chamber, spoke in favor of adoption, stating local businesses in the area support the proposed zone.

Stew Peterson voiced his support for the amendment, emphasizing the need for this type of zoning in the current real estate market.

Grace Lucini raised several concerns, including issues related to receiving proper written notice for the hearing, the integration of the district into the community, criteria for evaluating the proposal not considering multi-modal transportation, the removal of roadway connections, inadequate land use planning regarding the Willamette River watershed, and the absence of a stormwater management plan. She submitted written communications elaborating on her concerns.

City Attorney Kevin McConnell addressed Mrs. Lucini's concerns regarding the noticing of the hearing, explaining that staff have followed the proper noticing requirements outlined in the TDC rules.

COUNCIL QUESTIONS

Councilor Gonzalez inquired about the possibility of changing the zoning for the Leveton Campus. Director Koper confirmed the zoning for the Leveton Campus could be changed.

Council President Pratt asked about revenue assumptions between the current and proposed zones. Director Koper explained the assumptions are based on the fact that there is limited development currently in the area.

Council President Pratt expressed concerns about a majority of the properties being developed as primary warehouses and suggested making warehouse development a conditional use permit. Director Koper explained a conditional use permit wouldn't achieve the desired change in the actual use of the zone.

Council President Pratt mentioned concerns about landscaping, suggesting the use of living grass may not align with the city's environmental goals, and she would like more flexibility in ground cover options. Planner Engman explained that adopting something like xero-scaping would have citywide implications.

Councilor Brooks asked about building height limits. Planner Engman stated the maximum structure height is 45 feet or around 4 stories.

Councilor Brooks asked about concerns related to watersheds raised by Ms. Lucini. Director Koper noted that while her concerns are important, they are not directly related to the criteria for the zoning change.

Councilor Brooks expressed a desire for more environmental awareness in development and asked if there are any incentives for green building practices that could be offered. Planner Engman stated there are currently no policies or programs in place, but noted that the Climate Action Plan is identifying such practices for future consideration.

Council President Pratt inquired about building design and whether more character could be added to buildings through murals. Planner Engman explained that there is some discretion for murals in the architectural review process.

Mayor Bubenik asked about building height restrictions near residential areas and the mitigation measures for neighboring homes. Director Koper stated there are limits for building heights in the BCE zone related to adjacent residential zones.

Mayor Bubenik expressed concerns about the lack of site design for the area and wanted to know when road infrastructure improvements would be addressed. Director Koper explained the Transportation System Plan includes a roadway network for the Basalt Creek area, and minor changes are being made to provide better buffers between residential areas in the zoning change.

Mayor Bubenik asked stakeholders about the traffic impacts at Commerce Circle and the direction of traffic flow. Kristine Connolly, Kittleson and Associates, stated they evaluated the peak hours both am/pm and what the overall trip generation would be, she noted the new zone has less trip generation.

Mayor Bubenik asked what transportation improvements would be needed in the area and how would they be financed. Ms. Dukas stated any new development would need to do a transportation study and mitigate any issues that would degrade the roadway system. She stated there will be tax increment financing available in the area that the city can use to make any capital improvements.

Councilor Hillier asked for clarification on the baseline traffic and whether it was considered. Ms. Connolly stated the analysis focused on what could be developed in the area, and each development would conduct its own traffic analysis and mitigation as needed.

Director Koper provided further clarification about the traffic analysis and explained that each developer must mitigate the impacts of their development as per legal restrictions and conditions.

COUNCIL DELIBERATIONS

Councilor Brooks expressed her concerns regarding the relationship between renting and owning and the impact of wages on trip generation. She acknowledged the need for flexibility in space and use.

Council President Pratt mentioned her reservations related to traffic but recognized the current MP zone no longer suits the area's needs. She stated the proposed zone is the best option at this time.

Councilor Hillier stated she couldn't vote for a zone that allows for marijuana facilities, citing her stance during her election campaign.

Councilor Gonzalez expressed his support for flexible use and stated this is a good plan with a good balance.

Motion for first reading by title only made by Councilor Brooks, Seconded by Councilor Sacco. Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion for second reading by title only made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

Motion to adopt Ordinance No. 1480-23 amending the Tualatin Comprehensive Plan; amending the Tualatin Municipal Code; and amending and creating new provisions in the Tualatin Development Code to create the Basalt Creek Employment Zoning District made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

General Business

1. Consideration of **Ordinance No. 1479-23** Amending Tualatin Municipal Code to Extend the Hours of Prohibited Parking and Adding SW Blackfoot Drive and Osage Street

Motion for third reading by title only made by Councilor Brooks, Seconded by Council President Pratt.

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

MOTION PASSED

Motion to adopt Ordinance No. 1479-23 amending Tualatin Municipal Code to extend the hours of prohibited parking and adding SW Blackfoot Drive and Osage Street made by Councilor Brooks, Seconded by Council President Pratt.

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

Voting Nay: Councilor Sacco

MOTION PASSED

2. Recommendation of Applicants for the Tualatin Inclusion, Diversity, Equity, and Access (I.D.E.A.) Advisory Committee

Councilor Reyes and Sacco shared information and sentiments from the committee interviews. Councilor Pratt read the list of recommended applicants.

Motion made by Councilor Sacco, Seconded by Council President Pratt.

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

MOTION PASSED

Council Communications

Councilor Sacco requested t the Council consider a proclamation for Banned Book Week, which has been brought forward by the Tualatin Library Advisory Committee.

Councilor Gonzalez spoke in opposition to the proclamation, expressing concerns about the books on the list and the perceived overreach from schools.

Councilor Brooks clarified this is about the library and not the schools. She emphasized the importance of access to diverse opinions and views.

Council President Pratt stated the proclamation is about the library, and noted she has read books on the list. She highlighted the fundamental value of freedom, including the freedom to choose what to read.

Councilor Reyes emphasized that everyone has the choice to read the banned books or not.

Council consensus was reached to add a proclamation for Banned Book Week to the Council agenda.

Council President Pratt reminded everyone that school starts next week and urged caution on the road.

Mayor Bubenik reminded everyone about the upcoming annual event hosted by the Historical Society, with tickets available on the Heritage Center's website.

Councilor Brooks reminded everyone about Labor Day and encouraged them to read up on the holiday's history.

Adjournment

Mayor Bubenik adjourned the meeting at 9:52 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: 9/11/2023

SUBJECT:

Consideration of Approval of a New Liquor License Application for Shake Shack #1477

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the liquor license application for Shake Shack #1477.

EXECUTIVE SUMMARY:

Shake Shack #1477 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 7439 SW Bridgeport 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 8-17-23

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): Shake Shack #1477

Business address 7439 SW Bridgeport Rd City Tigard State OR Zip Code 97224

Mailing address 225 Varick St, Ste. 301 City New York State NY Zip Code 10014

Telephone # tbd Fax # _____

Email alcohollicensing@shakeshack.com

Name(s) of business manager(s) First ***SEE ATTACHED*** Middle _____ Last _____

Date of birth _____ Social Security # _____ ODL# _____ M _____ F _____

Home address _____ City _____ State _____ Zip Code _____
(attach additional pages if necessary)

Type of business Quick Service Family-Friendly Limited Service Restaurant

Type of food served American -- Burgers

Type of entertainment (dancing, live music, exotic dancers, etc.) NONE

Days and hours of operation 10:30am-11:30pm - MON-SUN

Food service hours: Breakfast 10:30am-- Lunch _____ Dinner --11:30pm

Restaurant seating capacity 56 Outside or patio seating capacity 48

How late will you have outside seating? --11:30pm How late will you sell alcohol? --11:30pm

How many full-time employees do you have? -45 Part-time employees? _____

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

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

SHAKE SHACK OREGON, LLC

Type of liquor license (refer to OLCC form) FCOM

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: _____ ***SEE ATTACHED*** Date of birth: _____

Residence address: _____

SHAKE SHACK OREGON, LLC

Is owned 100% by its Managing Member, SHAKE SHACK ENTERPRISES, LLC

SHAKE SHACK ENTERPRISES, LLC

Is owned 100% by its Managing Member, SSE HOLDINGS

Shake Shack Management: STORE GM TBD

Randall Garutti

Title: CEO



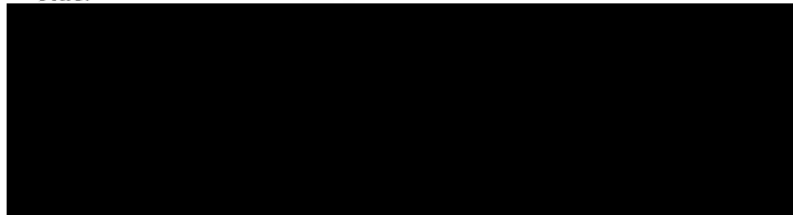
Zachary Koff

Title: COO



Katherine Fogertey

Title: CFO



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  Date 8/17/2023

For City Use Only

Sources Checked:


- DMV by BP LEADS by BP TuPD Records by BP
 Public Records by BP

- 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  Date 8/28/23

Greg Pickering
Chief of Police
Tualatin Police Department



This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR, assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -TualGIS



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
DATE: September 11, 2023

SUBJECT:

Consideration of **Resolution No. 5721-23** Accepting 2022 Urban Areas Securities Initiative grant funds to support the Tualatin Community Emergency Response Team

RECOMMENDATION:

Staff recommends approval of Resolution 5721-23

EXECUTIVE SUMMARY:

The Urban Areas Security Initiative (UASI) is a Department of Homeland Security grant program. It is intended to provide financial assistance for unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist these areas in building and sustaining capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism using the Whole Community approach.

The City of Portland, through the Portland Bureau of Emergency Management (PBEM), is the sub recipient of the 2022 UASI grant. The City of Tualatin will receive the funding through the Regional Disaster Preparedness Organization (RDPO), coordinated via Washington County.

The Tualatin Community Emergency Response Team (CERT) is a local, citizen-run organization of volunteer emergency workers who have received specific and standardized training in basic disaster response skills, and who agree to supplement existing emergency responders in the event of a major disaster. The City requested \$10,000 from the UASI grant to assist Tualatin CERT in purchasing a mobile response trailer, supplies, and equipment.

OUTCOMES OF DECISION:

The City will receive grant funds to assist Tualatin CERT in purchasing a mobile response trailer.

FINANCIAL IMPLICATIONS:

The City will receive \$10,000 from the 2022 Urban Areas Security Initiative (UASI) grant to purchase a mobile response trailer, equipment, and supplies for the Tualatin Community Response Team (CERT).

ATTACHMENTS:

-Resolution No. 5721-23 Accepting funds for the 2022 Urban Areas Security Initiative (UASI) grant to purchase training supplies for the Tualatin Community Response Team (CERT).

-FY22 UASI Grant Agreement between Washington County and Tualatin

RESOLUTION NO. 5271-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE URBAN AREAS SECURITY INITIATIVE (UASI) 2022 GRANT AGREEMENT; AND APPROPRIATING SPECIFIC PURPOSE REVENUES IN THE CITY'S GENERAL FUND DURING THE FY 2023-2024 BUDGET.

WHEREAS, ORS 190 authorizes the City and Washington County to enter into an intergovernmental agreement;

WHEREAS, under ORS 294.338(2), during the year the Council may authorize the acceptance of specific purpose revenues and the associated appropriations through a specific purpose revenue budget adjustment resolution; and

WHEREAS, the City received \$10,000 in specific purpose revenues from Washington County, as the sub recipient of the Urban Areas Securities Initiative grant, to assist the Tualatin Citizen Emergency Response Team in purchasing a mobile response trailer, equipment, and supplies.

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 an Intergovernmental Agreement with Washington County, which is attached as Exhibit 1, and incorporated by reference. The City Manager is authorized to make administrative modifications to the Intergovernmental Agreement to fully implement its intent.

Section 2. The City Manager is authorized and instructed to adjust the General Fund's budget to reflect receipt of the specific purpose revenue and the associated appropriation:

General Fund Revenues: \$10,000

General Fund Expenditures, Maintenance Services: \$10,000

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this 11th day of September, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

APPROVED AS TO FORM

BY _____
City Attorney

SUBRECIPIENT AGREEMENT
for
City of Tualatin
2022 Urban Area Security Initiative

Agreement Number:

This Agreement is between **Washington County** ("County"), a municipal corporation organized under the laws of the State of Oregon, and City of Tualatin ("Grantee").

A. Background

1. City of Portland ("City"), through its Portland Bureau of Emergency Management (PBEM), is the subrecipient of United States Department of Homeland Security (DHS) Urban Area Security Initiative (UASI) grant funds passed through the Oregon Department of Emergency Management (OEM)
2. The following exhibits are attached and incorporated into this Agreement by reference.

[Exhibit A: Scope of Work](#)

[Exhibit B: Federal Requirements and Certifications \(including Attachments A, B, and C\)](#)

[Exhibit C: Information required by 2 CFR 200.332](#)

[Exhibit D: Subrecipient Insurance](#)

[Exhibit E: Request for Reimbursement \(RFR\)](#)

[Exhibit F: OEM and City UASI 2022 grant award \(including Exhibits A, B, C, and D\)](#)

[Exhibit G: Equipment Inventory Report](#)

3. City selected County, through a process created by the Regional Disaster Preparedness Organization (RDPO) that serves in the capacity of Urban Area Work Group (UAWG) to coordinate program development and decision-making processes for allocating UASI subgrants, to receive funding.
4. The County has entered into an agreement with the City whereby it has agreed to coordinate grant-related procurement, reimbursement, and reporting activities with directly benefiting jurisdictions, agencies, and organizations within Washington County, including the Grantee, consistent with the processes developed by the City to manage those activities. The County wishes to enter into this Agreement with Grantee as a subrecipient of the federal funds.

B. Effective Date and Duration

This Agreement is effective from the date both parties have signed until, and including, April 1, 2025, unless terminated or extended as provided in this Agreement. Grantee may not spend grant funds after the Agreement terminates or expires.

C. Scope of Work

Grantee, and its subrecipients and subcontractors, if any, shall provide all services and materials specified in [Exhibit A](#) ("Scope of Work") which is incorporated into this Agreement by this reference as if set forth in full as described in grant documents approved by OEM. Grantee shall provide all services and materials in a competent and professional manner in accordance with the Scope of Work.

D. Compensation

The total Agreement amount is \$10,000. Funds may only be used for the specific budget line items they were awarded. See [Exhibit A](#) for detail.

E. Reimbursement,

1. County will reimburse Grantee its qualified costs incurred in carrying out the Scope of Work, as identified in this Agreement, not to exceed \$10,000. All invoice payments are conditional upon presentation of properly documented reimbursement requests. Reimbursements will be made upon approval by County of a Request for Reimbursement (RFR) as specified in [Exhibit E](#). RFRs shall be submitted bimonthly on or before 30 days following the end of the bimonthly billing period. Final RFR shall be submitted no later than 30 days following the end of the grant. Reimbursements for expenses will be withheld if the Performance Reports described in [Exhibit A](#) are not submitted by the dates.
2. Qualified costs are defined as direct project costs, incurred by Grantee, subawardees and subcontractor(s) during the term of this Agreement. County will reimburse Grantee for qualified costs for work described in [Exhibit A](#) and conform to the following requirements:
 - a. [2 CFR 200 - Uniform Guidance](#)
 - b. Department of Homeland Security, Notice of Funding Opportunity viewable at: <https://www.fema.gov/grants/preparedness/homeland-security/fy-22-nofo>
 - c. Exhibit F, the OEM and City UASI 2022 grant award
3. Reimbursement requests shall display one hundred percent (100%) of the total project costs incurred during the period of the reimbursement, and identify any required matching amounts, if applicable. See [Exhibit E](#) for a detailed checklist for types and sources of acceptable documentation required before payment can be made. In addition, County may require a more detailed budget breakdown, and Grantee shall provide the supplementary budget information in a timely manner in the form and content prescribed by County. Any amendments to the budget must be approved in writing by both City and OEM.

F. Recovery of Grant Funds

Grantee shall return to County, within 15 days after the County's written request, any funds disbursed to Grantee under this Agreement that, in County's sole judgment, are spent in violation of the provisions of this Agreement upon termination or expiration of this Agreement.

G. Representations and Warranties

Grantee represents and warrants to County and City as follows:

1. Organization and Authority. Grantee has full power, authority, and legal right to enter into this Agreement and to incur and perform its obligations hereunder, and the making and performance by Grantee of this Agreement (1) have been duly authorized by all necessary action of Grantee and (2) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency, (3) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Grantee is a party or by which Grantee or any of its properties may be bound or affected. No authorization, consent, license, approval of, filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Grantee of this Agreement.
2. NIMS Compliance. By accepting UASI 2022 funds, Grantee certifies that it has met National Incident Management System (NIMS) compliance activities outlined in the Oregon NIMS Requirements located through OEM at https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/NIMS.aspx
3. Cybersecurity. Grantee certifies that it has completed the [2022 Nationwide Cybersecurity Review](#) as required by the federal funder and can document compliance with this requirement.

The warranties set forth in this section are in addition to, and not in lieu of: any other warranties set forth in this Agreement or implied by law.

H. Universal Identifier and Contract Status

Grantee shall apply for a Unique Entity Identifier as required for receipt of funding. In addition, Grantee shall maintain an active registration in the Central Contractor Registration database, located at www.sam.gov.

I. Program Income

Grantee shall report monthly on all program income (as defined by 2 CFR 200.307) generated by activities carried out with the grant funds made available under this Agreement. The use of program income by Grantee shall comply with the requirements set forth by 2 CFR 200.307

J. Procurement

Grantee shall comply with all applicable procurement procedures and regulations, including applicable federal and state laws. In addition, Grantee shall comply with the applicable provisions of 2 CFR Part 200. This agreement also authorizes City to procure on Grantee's behalf for costs related to Scope of Work.

1. Subcontracts.

- a. Grantee may enter into subcontracts for the performance of this grant. Grantee must comply with all terms outlined in **Exhibit F** and contained in this Agreement.
- b. County or City consent to any subcontract shall not relieve Grantee of any of its duties or obligations under this Agreement. Payment under the terms of this Agreement will be made to Grantee, and subcontractors have no right to payment directly from County.
- c. Grantee is solely responsible for paying Grantee's subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor and County or City.
- d. All subcontracts, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner that encourages fair and open competition and use small, minority, or women-owned or disadvantaged business to the extent practicable.
- e. Grantee agrees to include all relevant provisions of this Agreement in all subcontracts entered into as part of the activities undertaken in furtherance of this Agreement and will take appropriate action pursuant to any subcontract upon a finding that the subcontractor is in violation of regulations issued by any federal agency or the State of Oregon.

2. **Suspension and Debarment.** Grantee agrees not to subcontract with an entity where it has notice or knowledge that the latter has been found in violation of regulations under 2 CFR 200.213 "Suspension and Debarment". Grantee is responsible for further requiring this inclusion of a similar term or condition in any subsequent lower tier covered transactions. Grantee may access the Excluded Parties List System at www.sam.gov.

3. **Conflict of Interest.** Grantee must establish a Conflict of Interest policy applicable to any procurement contract or subawards made under this Agreement in accordance with 2 CFR 200.112. Conflicts of Interest must be disclosed in writing to County within five calendar days of discovery including any information regarding measures to eliminate, neutralize, mitigate or otherwise resolve the conflict of interest.

K. Records Maintenance – Access

1. Grantee shall maintain all fiscal records relating to this Agreement in accordance with generally accepted accounting principles ("GAAP"). In addition, Grantee shall maintain any other records pertinent to this Agreement in such a manner as to clearly document Grantee's performance.
2. Grantee acknowledges and agrees that City, County, the Federal Awarding Agency, the Comptroller General of the United States or their duly authorized representatives shall have access to such fiscal records and other books, documents, timesheets, papers, plans and writings of Grantee that are pertinent to this Agreement to perform examinations and audits and make excerpts and transcripts.

3. Grantee shall retain and keep accessible all such fiscal records, books, documents, timesheets, papers, plans, and writings for a minimum of six years, or such longer period as may be required by applicable law, following final expenditure report and termination of this Agreement or final disposition of asset, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Consistent with 2 CFR 200.334 through 200.337, grantee is required to retain the records relating to this Agreement.

L. Audits

If Grantee spends \$750,000 or more in Federal funds (from all sources) in its fiscal year, Grantee shall have a single organization-wide audit conducted in accordance with provisions of 2 CFR 200 Subpart F.

A copy of the audit shall be submitted to County and City within 30 days of completion.

M. Lobbying

Grantee certifies that none of the funds provided under this Agreement will be used to pay any person to influence or attempt to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress in connection with any Federal action concerning the award or renewal.

N. Mandatory Disclosures

Grantee must immediately notify County and City in writing of all violations of local, state and federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the funds under this Agreement as provided in [2 CFR 200.113](#).

O. Ownership

Grantee shall be the owner of all equipment and supplies purchased under this Agreement, unless otherwise outlined in a Grantee subcontract.

P. Equipment – Cooperative Use

All equipment purchased with funds under this Agreement will be made available to all eligible regional partners. All reasonable requests must be met when sufficient notice is given, and no reasonable conflict exists. Owners may not charge “rental” fees for equipment but may seek reimbursement for normal expenses (not already covered by grant funds) such as fuel, vehicle damage, maintenance for wear and tear, when appropriate.

Q. Equipment Tracking and Reporting Requirements

Grantee agrees to comply with all property and equipment tracking and monitoring processes required by the grant, this Agreement, County and the State, to treat all single items of equipment valued over \$5,000 as capital assets, to provide County with a list of such equipment on a biennial basis falling on even years, and to complete and return the report to the County on or before May 1st of the reporting year. The list shall include, but is not limited to, status and condition, asset number, funding source (including the federal award identification number), who holds the title, date of purchase and cost, equipment description, serial number, location where the equipment is housed or stored, and disposition information (date of disposal and sale price of the property). All requirements for the tracking, monitoring, disposition, and transfer of fixed assets are set forth in 2 CFR 200.313, which can be found here:

http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=8d75f90044e30262070fe0bc233c337f&mc=true&n=pt2.1.200&r=PART&ty=HTML#_top

Grantee or Grantee’s subrecipient shall maintain and store all equipment and supplies, provided or purchased, in a manner that will keep it safe and secure, prolong its useful life and be maintained in good working condition throughout its useful life.

R. Amendment.

This Agreement may be modified or amended only by the written agreement of both parties but must remain consistent with the requirements of the UASI program, the Agreement between the State and City and the City, and the Agreement between the City and County.

S. Termination

1. **Termination by Failure to Receive Funding.** County may terminate this Agreement if County or City fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow County or City, in the exercise of its reasonable administrative discretion, to continue to make payments for the performance of this Agreement; or federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that the Scope of Work is no longer allowable or no longer eligible for funding under this Agreement.
2. **Cause for Termination; Cure Period.** It shall be a material breach and cause for termination of this Agreement if Grantee uses grant funds outside of the scope of this Agreement, or if Grantee fails to comply with any other term or condition or to perform any obligations under this Agreement within 30 days after written notice from County. If the breach is of such nature that it cannot be completely remedied within the 30-day cure period, Grantee shall commence cure within the 30 days, notify County of Grantee's steps for cure and estimated timetable for full correction and compliance, proceed with due diligence and good faith to correct any failure or noncompliance, and obtain written consent from County for a reasonable extension of the cure period.
2. **No Payment or Further Services Authorized During Cure Period.** During the cure period, County is under no obligation to continue providing additional grant funds notwithstanding any payment schedule indicated in this Agreement, and Grantee shall not perform services or take actions that would require County to pay additional grant funds to Grantee. Grantee shall not spend unused grant funds, and such unused funds shall be deemed held in trust for County. Grantee shall be solely responsible for any expenses associated with cure of its noncompliance or failure to perform.
3. **Termination for Cause.** Termination for cause based on Grantee's misuse of grant funds shall be effective upon notice of termination. Termination for cause based on failure to comply or perform other obligations shall be effective at the end of the 30-day period unless a written extension of cure period is granted by County. Grantee shall return all grant funds to County that had not been spent as of the date of the termination notice. All finished or unfinished documents, data, studies, and reports prepared by Grantee under this Agreement shall, at the option of County, become the property of County; and Grantee may be entitled to receive just and equitable compensation for any satisfactory work completed on such documents up until the time of notice of termination, in County's sole discretion, in a sum not to exceed the grant funds already expended.
4. **Penalty for Termination for Cause.** If this Agreement is terminated for cause, Grantee shall repay all grant funds tendered under this Agreement to County, and County, in its sole discretion, may decline to approve or award future grant funding requests to Grantee.
5. **Termination by Agreement or for Convenience of County.** County and Grantee may terminate this Agreement at any time by mutual written agreement. Alternatively, County may, upon 30 days written notice, terminate this agreement for any reason deemed appropriate in its sole discretion. If the Agreement is terminated as provided in this paragraph, Grantee shall return any unspent grant funds within thirty days after the effective date of termination. Unless the parties agree otherwise, Grantee shall finish any work and services covered by any grant funds already paid and shall not commence any new work or services which would require payment from any unused grant funds. County shall not be liable for indirect or consequential damages. Termination by County shall not waive any claim or remedies it may have against Grantee.

T. Hold Harmless

1. Grantee shall hold harmless, defend, and indemnify City, County, and Oregon Emergency Management and its officers, agents and employees against all claims, demands, actions and suits (including all attorney fees and costs) brought against any of them arising from actions or omissions of Grantee and its contractors in the performance of this Agreement.
2. The obligations of Oregon public bodies, as defined by ORS 30.260(4), under this section are limited subject to the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260 to 30.300).

U. Independent Contractor Status

1. Grantee shall be an independent contractor for all purposes and shall be entitled only to the compensation provided in this Agreement. Under no circumstances shall Grantee be considered an employee of County.
2. Grantee shall provide all tools or equipment necessary to carry out this Agreement and shall exercise complete control in achieving the results specified in the Scope of Work.
3. Grantee is solely responsible for its performance under this Agreement and the quality of its work; for obtaining and maintaining all licenses and certifications necessary to carry out this Agreement; for payment of any fees, taxes, royalties, or other expenses necessary to complete the work except as otherwise specified in the Scope of Work; and for meeting all other requirements of law in carrying out this Agreement.

V. Choice of Law

The situs of this Agreement is Hillsboro, Oregon. Any litigation over this Agreement shall be governed by the laws of the State of Oregon and shall be conducted in the Circuit Court of the State of Oregon for Washington County, or, if jurisdiction is proper, in the U.S. District Court for the District of Oregon.

W. No Waiver of Claims

The failure to enforce any provision of this Agreement shall not constitute a waiver by County of that or any other provision.

X. Modification

Notwithstanding and succeeding any and all prior agreements or practices, this Agreement constitutes the entire Agreement between the parties, and may only be expressly modified in writing, signed by both parties.

Y. Severability

If any clause, sentence or any other portion of the terms and conditions of this Agreement becomes illegal, null or void for any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law.

Z. Third Party Beneficiaries

There are no third-party beneficiaries to this Agreement and it may only be enforced by the Parties.

GRANTEE, BY EXECUTION OF THIS AGREEMENT, ACKNOWLEDGES THAT GRANTEE HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Grantee

Authorized Signature

Date

Printed Name:

Title:

Approved as to Legal Sufficiency *(if required for Grantee)*

Legal Counsel

Date

Printed Name:

Title:

**Grantee Program Contact
Contact**

Washington County Program & Fiscal

Name _____

Name: Adrienne Frank

Title: _____

Title: Financial Analyst

Address: _____

Address: 215 SW Adams Ave, Hillsboro,
OR 97123

Phone: _____

Phone: (503) 846-2365

Email: _____

Email: adrienne_frank@washingtonty.gov

Grantee Fiscal Contact

Name _____

Title: _____

Phone: _____

Agreement Number: 1

Contract Title: 2022 Urban Area Security Initiative for City of Tualatin

WASHINGTON COUNTY SIGNATURES

By: _____ Date: _____
County Administrator or designee

Approved as to Form:

By: _____ Date: _____
County Counsel

Exhibit A – Scope of Work

This scope of work is comprised of the projects described below:

1. Washington County Citizen Corp Equipment

Goals and Performance Measures

Project	Milestones	Estimated Completion Date (following execution of this agreement)
Washington County Citizen Corp Equipment	1. Complete equipment purchases	April 1, 2025

Performance Reports

Grantee agrees to submit on a quarterly basis Performance Reports to Project Manager by April 10th, July 10th, October 10th, and January 10th, during the term of the grant agreement. Performance Reports shall be provided in the format requested by City. Late Performance Reports could result in the suspension and/or termination of the grant.

Grant Total Budget – All Projects

Budget Line-Item	Budget by Project	Federal Funds by Project Area
UA22-023	Washington County Citizen Corp Equipment	\$10,000
	Total	\$10,000

Federal Awarding Agency grant funds to be reimbursed to Grantee not to exceed \$10,000.

Exhibit B – Federal Requirements and Certifications

Grantee, and all subrecipients, or subcontractors shall comply with the OEM and City Agreement attached as **Exhibit F** and all applicable federal requirements, including, but not limited to, the following:

Non-Discrimination and Civil Rights Compliance, Equal Employment Opportunity Program, and Services to Limited English Proficient (LEP) Persons. Grantee and any of its contractors or subcontractors assures compliance with all applicable nondiscrimination laws, including but not limited to:

- a. **Title VI of the Civil Rights Act of 1964** (42 USC § 2000d et seq);
- b. **Age Discrimination Act of 1975** (42 USC § 6101 et seq);
- c. **Americans with Disabilities Act of 1990** (42 USC §§ 12101-12213; Title I, II, and III);
- d. **Civil Rights Act of 1968** (18 USC § 245(b)(2));
- e. **Title IX, Education Amendments of 1972** (20 USC § 1681 et seq); and
- f. **Section 504 of the Rehabilitation Act of 1973** (29 USC § 794).

Services to Limited English Proficient (LEP) Persons. Grantee and any of its subrecipients or subcontractors agree to comply with the requirements Title VI of the Civil Rights Act of 1964 and Executive Order 13166, improving Access to Services for Persons with Limited English Proficiency (LEP). To ensure compliance with Title VI, Grantee shall take reasonable steps to develop and implement a system to provide those services so LEP persons can have meaningful access to them. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. For additional information regarding LEP obligations, please see www.lep.gov

Drug-Free Workplace Requirement. Grantee agrees to comply with the requirements of the Drug Free Workplace Act of 1988, 41 USC § 701 et seq., which requires that all organizations receiving grants (or subgrants) from any Federal agency agree to maintain a drug-free workplace. Grantee shall notify County within ten (10) days if an employee of Grantee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment.

Whistleblower Protection. Grantee agrees to comply with the requirements under the Whistleblower Protection Act, 41 USC § 4712, as applicable.

Personally Identifiable Information (PII). Grantee, if it collects PII, is required to have a publicly available privacy policy that describes what PII they collect, how they use it, whether they share it with third parties and how individuals may have their PII corrected where appropriate.

False Claims Act & Program Fraud Civil Remedies 31 USC § 3729, prohibiting recipients of federal payments from submitting a false claim for payment. See 38 USC §§ 3801-3812 detailing administrative remedies for false claims and statements made.

Debarment, Suspension, Ineligibility and Voluntary Exclusion. Grantee certifies by accepting funds under this Agreement that neither it nor its principals are debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from participation in this transaction by any Federal department or agency.

Standard Assurances and Certifications Regarding Lobbying. Grantee is required to comply with 2 CFR 200.450 and the authorities cited therein, including 31 USC § 1352.

Procurement of Recovered Materials. Grantee and any of its subrecipients or subcontractors agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act and in accordance with Environmental Protection Agency guidelines at: [40 CFR Part 247](#).

Build America, Buy America Act Grantee and any of its subrecipients or subcontractors agrees to comply with Section 70914 of the Build America, Buy America Act (BABAA), Pub. L. No. 117-58, §§ 70901- 52, which requires all federal agencies to ensure that no federal financial assistance for “infrastructure” projects is provided “unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States.” “Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

Exhibit B – Federal Requirements and Certification

Attachment A – Debarment Certification

1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTION

By signing and submitting this Agreement, Grantee certifies as follows:

The certification in this clause is a material representation of fact relied upon by **City of Portland and Washington County**. If it is later determined that Grantee knowingly rendered an erroneous certification, in addition to remedies available to **City of Portland and Washington County**, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Grantee agrees to comply with the requirements of Executive Order [12549](#) and [2 CFR part 180](#) throughout the period of this Agreement. Grantee further agrees to include a provision requiring such compliance in its lower tier covered transactions.

This certification is required by the regulations implementing Executive Order 12549 and 12689, 2 CFR part 180.

Signature _____

Name _____

Title _____

Organization _____

Date _____

Exhibit B – Federal Requirements and Certification

Attachment B – Lobbying Certification

AA. CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned **Grantee** official certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, codified at 2 U.S.C. 1601, *et seq.*)]

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such expenditure or failure.

Grantee certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Grantee understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Signature of Grantee's Authorized Official

Name (Printed)

Title

Date

Exhibit C – Information Required by 2 CFR 200.332

1. Federal Award Identification:

- (i) Subrecipient name (which must match the name associated with its unique entity identifier): City of Tualatin
- (ii) Subrecipient's unique entity identifier: GKBJUN8BP6K1
- (iii) Federal Award Identification Number (FAIN): EMW-2022-SS-00045
- (iv) Federal Award Date: September 1, 2022
- (v) Subaward Period of Performance: Date of Agreement Execution through April 1, 2025
- (vi) Subaward Budget Period Start and End Date: Date of Agreement Execution through April 31, 2025
- (vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient: \$3,800,000
- (viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including this Agreement: \$10,000
- (ix) Total Amount of Federal Award committed to the subrecipient by the pass-through entity: \$10,000
- (x) Federal award project description: The Urban Area Security Initiative Grant plays an important role in the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation.
- (xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
 - a) Federal awarding agency: Department of Homeland Security, Federal Emergency Management Agency
 - b) Pass-through entity: Oregon Department of Emergency Management to the City of Portland, Portland Bureau of Emergency Management, on behalf of the Regional Disaster Preparedness Organization, to Washington County
 - c) Awarding official: Shad Ahmed, Director, Portland Bureau of Emergency Management, 9911 SE Bush, Portland Oregon 97266
- (xii) Assistance Listings number and Title: 97.067, Homeland Security Grant Program Amount: \$8,647,500
- (xiii) Is Award Research & Development? No
- (xiv) Indirect cost rate for the Federal award: 0%

2. Subrecipient's indirect cost rate: de minimus

Exhibit D – Subrecipient Insurance

Grantee shall obtain and maintain in full force at its expense, throughout the duration of the Agreement and any extension periods, the required insurance identified below. City and County reserve the right to require additional insurance coverage as required by statutory or legal changes to the maximum liability that may be imposed on Oregon cities and counties during the term of this Agreement.

Workers' Compensation Insurance. Grantee, its contractors and all employers working under this Agreement shall comply with ORS Chapter 656 and as it may be amended from time to time. Unless exempt under ORS Chapter 656, Grantee, its contractors and any employers working under this Agreement shall maintain coverage for all subject workers.

Commercial General Liability Insurance: Grantee shall have commercial general liability insurance covering bodily injury, personal injury, property damage, including coverage for independent contractor's protection (required if any work will be subcontracted), premises/operations, contractual liability, products and completed operations, in a per occurrence limit of not less than \$1,000,000, and aggregate limit of not less than \$2,000,000.

Automobile Liability Insurance: Grantee shall have automobile liability insurance with coverage of not less than \$1,000,000 each accident. The insurance shall include coverage for any auto or all owned, scheduled, hired and non-owned autos. This coverage may be combined with the commercial general liability insurance policy.

Additional Insured: The liability insurance coverages, except Professional Liability, Errors and Omissions, or Workers' Compensation where applicable, shall be without prejudice to coverage otherwise existing, and shall name the County and the City and its bureaus, officers, agents and employees as Additional Insureds, with respect to Grantee's or its contractor's activities to be performed or services to be provided. Grantee shall provide proof of additional insured coverage in the form of an additional insured endorsement form or a policy coverage document acceptable to City and County. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Notwithstanding the naming of additional insureds, the insurance shall protect each additional insured in the same manner as though a separate policy had been issued to each, but nothing herein shall operate to increase the insurer's liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only one person or interest had been named as insured.

Continuous Coverage; Notice of Cancellation: Grantee shall maintain continuous, uninterrupted coverage for the duration of the Agreement. There shall be no termination, cancellation, material change, potential exhaustion of aggregate limits or non-renewal of coverage without thirty (30) days written notice from Grantee to City and County. If the insurance is canceled or terminated prior to termination of the Agreement, Grantee shall immediately notify City and County and provide a new policy with the same terms. Any failure to comply with this clause shall constitute a material breach of the Agreement and shall be grounds for immediate termination of this Agreement.

Proof of Insurance: Grantee shall provide proof of insurance through acceptable certificate(s) of insurance, along with applicable additional insured endorsements, to City and County at execution of the Agreement and prior to any commencement of work or delivery of goods or services under the Agreement or initial payment of grant funds. The certificate(s) will specify all of the parties who are endorsed on the policy as Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies acceptable to City and County. Grantee shall pay for all deductibles and premium from its non-grant funds. City and County reserve the right to require, at any time, complete and certified copies of the required insurance policies evidencing the coverage required. In lieu of filing the certificate of insurance required herein, if Grantee is a public body, Grantee may furnish a declaration that Grantee is self-insured for public liability and property. damage for a minimum of the amounts set forth in ORS 30.272 and 30.273.

Exhibit E – Request for Reimbursement (RFR)

INVOICE VOUCHER NO.			DATE:		
SUBMIT INVOICE TO			INSTRUCTIONS TO VENDOR: Submit this form to claim payments/reimbursement for equipment, materials or services. Show complete detail for each item and include all backup documentation (checklist definitions on page 2).		
WASHINGTON COUNTY SHERIFF'S OFFICE ATTN: ADRIENNE FRANK 215 SW ADAMS AVE HILLSBORO, OR 97123					
SUBRECIPIENT OR CLAIMANT NAME & ADDRESS (Check is to be payable to)					
SUBRECIPIENT IGA NO.			GRANT NUMBER:		
DATE	DESCRIPTION	BUDGET LINE-ITEM	BUDGET AMOUNT	AMOUNT OF REIMBURSEMENT	
PREPARED BY (PRINT NAME) & SIGNATURE			PREPARER'S EMAIL		PREPARER'S TELEPHONE NUMBER

I certify that all payments requested are for appropriate purposes in accordance with the grant agreement and set forth in the application award documents and that all backup documentation submitted, as checked on page two (2) accurately represents items or services purchased.

Approver Name & Signature

Date Approved

Exhibit E – Request for Reimbursement (RFR)

PLEASE CHECK BOXES FOR THE FOLLOWING BACKUP DOCUMENTS ATTACHED:

1. **Regional Staffing Reimbursement** - Includes personnel cost, mileage and parking, telecom, space rental, office supplies.
 - Mileage reimbursement backup document includes google maps showing the total miles travel and the meeting agenda.
 - Receipts or invoices.
 - Payroll Reports/Approved timesheets.
2. **Travel Reimbursements** - Lodging and meals must meet the Federal per diem rate. Please visit www.gsa.gov/portal/content/104877 for allowable GSA rates
 - Registration form.
 - Travel authorization form.
 - Conference or training agenda.
 - Receipts and proof of payment for all expenses except meals.
 - SAM exclusion (www.sam.gov) (A printout must be submitted).
 - Training report, if applicable.

Please Note: Food and beverages provided during the event must be deducted from per diem allowance. Receipts should be itemized and cannot include tips for food or services and alcohol. The UASI Training Report form found at <https://www.portlandoregon.gov/pbem/53958> must be submitted within 30 days after the training occurred.

3. **Supplies and Equipment Purchase Reimbursements**
 - Quotes.
 - Solicitations (Request for proposals, invitation to bid and responses, proposals, bids).
 - Copy of procurement contract.
 - Purchase order.
 - Price quote summary, if applicable.
 - SAM exclusion (www.sam.gov) (A printout must be submitted).
 - Insurance & Worker compensation, if applicable.
 - Vendor invoices signed “ok to pay” by the individual authorized to do so.
 - Proof of payment to vendor.
- ONLY City of Portland**
 - EEO Certification <https://procure.portlandoregon.gov/> if applicable.
 - Business registration <http://www.portlandoregon.gov/revenue/lookup/index.cfm?accountID=758095>.
4. **Overtime or Backfill Reimbursement for Exercise or Training** - Only OT or backfill wages plus FICA, worker’s compensation, unemployment and retirement benefits are eligible for reimbursement.
 - Overtime & Backfill Rate Sheet found at <https://www.portlandoregon.gov/pbem/62178>
 - Payroll reports and approved time sheets.

5. **Use of Internal Labor for Installation** -To reimburse for expenses for use of agencies’ internal labor for REGULAR installations. Wages and Benefits ONLY.
 - Payroll report.
 - Internal labor charge form found at <http://www.portlandoregon.gov/pbem/62178> summary showing employee’s name, hours worked, hourly rate, benefits, total compensation received and description of work performed. Please Note: A Project Manager who oversees the installation needs to certify the worksheet.

6. **Training and Conference**
 - Sign-in roster.
 - Registration information.
 - Copies of invoice for expenses incurred for meeting space.
 - Facilitation costs.
 - Receipts or invoices for materials and supplies.
 - Copies of the contract, if applicable.
 - SAM exclusion www.sam.gov (A printout must be submitted), if applicable.

Exhibit G – Equipment Inventory Report

	Asset Tag # (assigned by subrecipient)	Asset Description	Serial #	Source of funding (including FAIN) and percentage	Condition Code (see list on instructions pages)	Location of Asset (address)	Asset Cost	Date Acquired	Transfer Status	Transferred to (agency and location)	Disposition Status including date and sale price, if applicable
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											



City of Tualatin

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
Rich Mueller, Parks Planning and Development Manager

DATE: September 11, 2023

SUBJECT:

Consideration of **Resolution No. 5725-23** Authorizing the City Manager to Execute a Deed Acquiring Property for Basalt Creek Parkland.

RECOMMENDATION:

Staff recommends that the Council approve of Resolution 5725-23 for the purchase of Washington County Surplus properties located at 11200 SW Tonquin Road (Tax Lots 2S134DC00650 and 2S134DC00651).

EXECUTIVE SUMMARY:

City Council adopted the Parks and Recreation Master Plan in 2019, and accepted the Basalt Creek Parks and Recreation Plan in January 2022. These plans identify the need for parks, trails, and natural areas in Basalt Creek. Both planning processes involved extensive public outreach and community engagement. The Basalt Creek Parks and Recreation Plan demonstrates the need to preserve natural areas and provide active recreation to serve community members.

In 2021 Metro and the City of Wilsonville supported Tualatin's request to acquire Washington County surplus property on Tonquin Road at the intersection of two regional trails. The properties recommended for acquisition are located immediately across from the regional Ice Age Tonquin Trail, and adjacent to the planned future Sherwood to Sandy Powerline Trail. They have the ability to serve as a trail support facility with the potential for a trailhead with parking, restrooms, picnic tables, and other trail amenities. The properties total 3.63 acres and include a 1,200 square foot garage. In October 2022 the City performed a Phase 1 Environmental Site Assessment, which did not discover concerns or issues.

FINANCIAL IMPLICATIONS:

The Washington County Board of Commissioners has approved the sale to the City. The property acquisition funding is identified and available in the Parks Bond Project fund. The City offered Washington County \$30,000, which the county accepted due to the public benefit the City demonstrated. The assessed property value is listed by the county as \$256,260.

ATTACHMENTS:

Resolution No. 5725-23

RESOLUTION NO. 5725-23

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE DEED
ACQUIRING PROPERTY FOR BASALT CREEK PARKLAND

WHEREAS, the Basalt Creek expansion area has a plan for a regional system of pedestrian and bike trails for recreation and active transportation;

WHEREAS, the need for trail facilities have been identified in the City's 2019 Parks and Recreation Master Plan and 2022 Basalt Creek Parks and Recreation Plan;

WHEREAS, the City has identified the need to acquire Basalt Creek Park property in order to facilitate growing residential and employment active transportation needs;

WHEREAS, the City identified Washington County surplus property that can be used as a trail support facility and trailhead for the Ice Age Tonquin and Powerline Trails and advance the vision, goals and objectives of the Plans;

WHEREAS, the City has shown a public benefit and requested to acquire this Washington County surplus property, specifically two parcels located at 11200 SW Tonquin Road, Tax Lot ID's 2S134DC00650 and 2S134DC00651;

WHEREAS, Washington County Commissioners have approved the sale of these properties to the City; and

WHEREAS, funds have been identified to purchase these properties.

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

Section 1. Pursuant to the Washington County surplus property sale, the City Council hereby authorizes the purchase of the properties located at 11200 SW Tonquin Road, Tax Lot ID's 2S134DC00650 and 2S134DC00651 and further authorizes the City Manager to acquire and execute a deed for an amount of \$30,000 (thirty thousand dollars) plus closing costs for the properties, if needed.

Section 2. The City Manager or designee is hereby authorized to execute any and all documents and take any further actions necessary to acquire the properties and property interests identified in Section 1, including executing all closing documents.

Section 3. This resolution is effective upon adoption.

INTRODUCED and ADOPTED by the City Council this 11th day of September, 2023.

CITY OF TUALATIN, OREGON

APPROVED AS TO FORM

BY _____
Mayor

BY _____
City Attorney

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: Lindsay Marshall, Management Analyst II
DATE: September 11, 2023

SUBJECT:
Tualatin Community Emergency Response Team (CERT) 2022-2023 Annual Report

EXECUTIVE SUMMARY:
Tualatin's Community Emergency Response Team (CERT) will give their annual report for 2022-2023.

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.

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 2022-2023 Annual Report



Annual Report to City Council

Cathy Holland
President, Tualatin CERT and Ham Team

September 11, 2023

CERT Team Status Report

- ↵ Hosted Tualatin's 1st Emergency Preparedness Fair
- ↵ Returning to in-person training September 12, 2023
- ↵ 165 CERT team members
- ↵ 110 CERT active team members
- ↵ 77 ham radio license holders
- ↵ 38 GMRS radio license holders
- ↵ Mobilization requests
 - ↪ Blender Dash, ¡Viva Tualatin!, Pumpkin Regatta

September is



FEMA Training Prepares Us - Emergencies When First Responders Are Overwhelmed

- ↵ Ice storms
- ↵ Smoke/fire threats
- ↵ Extreme heat
- ↵ Pandemic
- ↵ Floods
- ↵ Earthquakes

Consequences

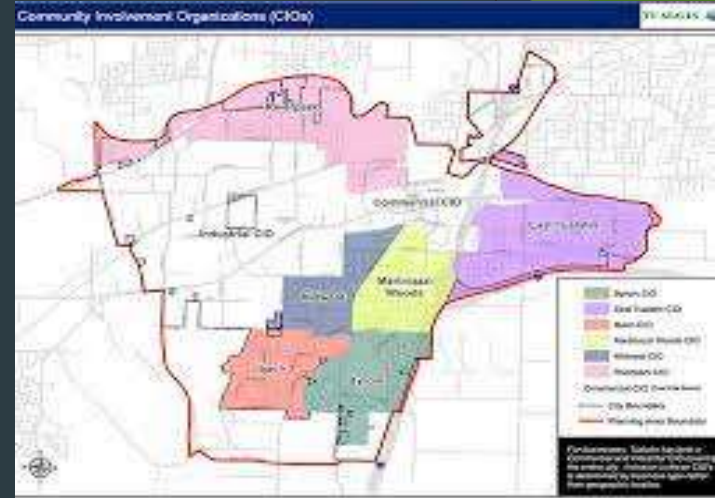
- ↵ Power outage
- ↵ Internet outage
- ↵ Cell phone outage
- ↵ Blocked roads
- ↵ Evacuation
- ↵ Breathing hazard
- ↵ Limit contact with people
- ↵ Supply shortages

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, loss of electricity
- ↵ 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



2023 Spring Hybrid Basic Training - Check-In



GMRS & Ham Radio Training Exercise



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 Neighborhood Ready Info Booth - ¡Viva Tualatin



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
12th!



2023/24 Tualatin CERT Projects

- ↴ Restart in-person neighborhood meetings outreach with Tualatin Neighborhood Ready program
- ↴ Continue Pohl Center education outreach
- ↴ Hold Basic CERT Training Fall 2023
- ↴ Hold Basic CERT Training Spring 2024
- ↴ Expand GMRS Radio Network
- ↴ Evaluate need for Annual or Biannual Fair

2023 Emergency Preparedness Fair- August 5, 2023



- ▶ 35 Exhibitors
 - ▶ Agencies
 - ▶ Large companies
 - ▶ Local businesses
 - ▶ Non profits
- ▶ 500+ families attended
- ▶ 45 volunteers

Thank you City of Tualatin For....

- ↵ Your continued support of CERT's programs and.....
- ↵ Your Emergency Preparedness Fair participation
 - ↵ Lindsay Marshall, Public Works
 - ↵ Geo De Paz, Public Works Water Division
 - ↵ Miguel Gonzalez-Alfaro, Parks & Recreation Team
 - ↵ Greg Pickering, Chief of Police
 - ↵ Jennifer Massey, Tualatin Police Department

A few images from the August 5th Fair at Tualatin Community Park



City
operators
demonstrate
Emergency
Equipment











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?