



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: October 10, 2011

SUBJECT: Work Session for October 10, 2011

- 1) **5:00 p.m. (30 min) – Citizen Involvement Organization Implementation Update.**
Representatives of the Citizen Involvement Organization Program will be present to discuss the efforts underway at organizing the various neighborhood and business CIOs.
- 2) **5:30 p.m. (15 min) – Outside Agency Funding Disbursement**
The fiscal year 2011/2012 budget includes \$15,000 to be allocated to outside agencies. Staff solicited proposals; attached are the responses and requests. Also attached is a spreadsheet with information from past years.
- 3) **6:15 p.m. (30 min) – Planning Commission Research Update with TPAC**
Attached is a memo with information regarding Planning Commissions in neighboring jurisdictions. TPAC members will be present to participate in this discussion with the City Council.
- 4) **5:45 p.m. (30 min) – Tonquin Trail / Blake Street Right-of-Way Update.**
Staff will present information regarding an alignment for the Tonquin Trail. In addition, staff will discuss the efforts underway with the neighborhood regarding the Blake Street right-of-way. Attached is a PowerPoint with information from staff.
- 5) **6:45 p.m. (10 min) – Council Meeting Agenda Review, Communications & Roundtable .**
This is the opportunity for the Council to review the agenda for the October 10th City Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Maureen Smith, Executive Assistant

DATE: 10/10/2011

SUBJECT: Outside Agencies Allocation of Funds for FY 2011/12

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to review the funding requests from Outside Agencies for the current fiscal year and provide direction on award amounts.

EXECUTIVE SUMMARY:

Tualatin opened its grant process in late August, 2011. A letter of invitation, along with the application, was e-mailed to all organizations that received funding in FY 2010-11. Information was also available on our website to all interested organizations. The deadline for receiving applications was Friday, September 30, 2011. The FY 2011-12 budget has set aside \$15,000 for outside agencies grants.

Applications received by the City of Tualatin for the current fiscal year are copied and enclosed for Council's review.

RECOMMENDATION:

Council provides direction on the allocation of funds, then staff will disburse funds accordingly. If Council does not provide direction, the funds will remain in the budget.

Attachments: A - Requests for Funding Spreadsheet
B - Spreadsheet of Past Years Requests/Disbursement
C - Applications Received

Outside Agencies Funding Requests FY 2011-2012

Organization	Amount Requested	% of Tualatin Residents Served in		Specific Use
		2010/11	Target Population	
The Caring Closet (a program of The Foundation for Tigard-Tualatin Schools)	\$5,000	27%	Children in Tualatin schools that qualify for free/reduced lunch program or face domestic crisis.	Cover cost of providing clothing, personal hygiene items and bedding for children in need that attend Tualatin/Tigard schools
Community Action Organization	\$5,000	5%	Low-income families	Emergency Rent Assistance program - will provide approximately 30 families in Tualatin assistance in 2011/12
Domestic Violence Resource Center	\$3,000	2-4%	Survivors of domestic violence of all genders, ages, ethnicities, & religion	Supplement to General Fund budget - increased hours of operation and program expansion
In-Kind Services (<i>Domestic Violence Resource Center</i>)	[\$2,400]		Tualatin residents (provide similar program that's done in Hillsboro)	Donation of office space (100-200 sf) in Tualatin to be able to perform in-take paperwork, run support groups and offer individual counseling, and direct clients to other services needed
Good Neighbor Center	\$3,000	8% (but varies as many are homeless with no address)	Homeless families	Supplement to General Fund budget
Project Homeless Connect (<i>Washington County</i>)	\$1,500	10%	Annual One-Stop Shop Event to increase access to services for the homeless, and provide critical services and connections	Supplement to General Fund budget
Tigard-Tualatin Family Resource Center	\$4,000	36%	Tigard-Tualatin School District families as well as parents with children 0-5 that will eventually enter into the school district	To supplement grant from Washington County Commission on Children & Families to fund additional staff hours and supplement donation funds
Tualatin School House Pantry	\$4,000	90%	Low-income families primarily Tualatin residents	Supplement to General Fund budget
TOTAL REQUESTED	\$25,500			

OUTSIDE AGENCIES REQUESTS & DISBURSEMENT FROM 2008/09 TO 2011/12

	2008/09	2009/10	2010/11	2011/12
Total Donation Amount	\$15,000	\$15,000	\$15,000	\$15,000
Total Requested	\$22,500	\$22,500	Total Requested \$22,500	Total Requested \$25,500
	Amount Requested	Amount Requested	Amount Requested	Amount Requested
Caring Closet (<i>new</i>)				\$5,000
Community Action Organization	\$3,000	\$2,000	\$2,000	\$5,000
Domestic Violence Resource Center	\$3,000	\$2,000	\$2,000	\$3,000
Good Neighbor Center	\$3,000	\$2,000	\$2,000	\$3,000
Project Homeless Connect (<i>new</i>)				\$1,500
Sexual Assault Resource Center	\$3,000	\$1,000	\$1,000	Total Requested \$2,000 <i>(no request rec'd)</i>
Tigard-Tualatin Family Resource Center	\$5,500	\$5,500	\$4,000	\$4,000
Tualatin School House Food Pantry	\$5,000	\$2,500	\$4,000	\$4,000



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name	The Caring Closet; a Program of The Foundation for Tigard Tualatin Schools		
Address	6960 SW Sandburg Street		
City	Tigard	State	OR
		Zip Code	97223
E-Mail	mhassmann@ttsd.k12.or.us	Phone Number	+1 (503) 603-1576

1. Request (express in whole dollar amounts only)

Cash	\$	5,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	
Total Request	\$	5,000

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

The Foundation for Tigard Tualatin Schools is submitting this request to provide funding for its Caring Closet. The Caring Closet provides clothing, personal hygiene items and bedding for children in need who attend Tigard-Tualatin schools. The proposed grant would serve students from kindergarten through 12th grade, and would cover students in every school in the district. The amount we are requesting is \$5,000 which will cover part of the cost of providing these items for the children.

The Foundation for Tigard Tualatin Schools does not provide financial support for the Caring Closet.

Hundreds of concerned citizens donate gently used clothing and conduct clothing drives to support The Caring Closet. All other funding to provide for the nearly 1600 children the Caring Closet will serve this year, comes from private donors, local churches and businesses and charitable foundation grants.

3. Describe the Agency's mission:

The Caring Closet's mission is to keep kids in school by providing clean, appropriate and adequately fitting clothing and shoes for the lowest income students. We believe that for a child in school, it is hard to succeed, or even attend school, when your shoes and clothes don't fit or you don't have any at all.

The Caring Closet has been able to support Tualatin's most needy school children for the past 10 years by providing shoes, clothes, underwear, coats, blankets, hygiene items, and emergency supplies. With current economic conditions being so difficult, the Caring Closet has seen a dramatic increase in the number of students desperate for our services, some of whom are homeless or near-homeless Tualatin residents. Reasons students need our services include low income, homelessness, domestic violence, joblessness and fire/water damage to home and belongings.

4. What group of citizens in Tualatin does your organization target?

The target population for the Caring Closet is the number of children in Tualatin schools who qualify for Free and Reduced Price Lunch Program or who face domestic crisis and are referred by a school staff member. Almost all of the children who use the Caring Closet have fallen through the cracks of the social service system.

4a. What types of services will be provided in the funding request year?

If we receive a \$5000 grant, the Caring Closet can provide free clothes and supplies to over 400 local needy children. Families receive a private appointment to "shop" with dignity at the Caring Closet boutique.

4b. How many Tualatin residents will be served?

Of the 1600 children that the Caring Closet will serve this year, it is estimated that 600 live within Tualatin.

4c. What percentage of your operation is dedicated to service in Tualatin?

The Caring Closet is 100% dedicated to children enrolled in Tigard Tualatin schools. In addition to serving the needy, we also encourage all students to volunteer or support the Closet through special projects.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
	\$ <input type="text"/>	\$ 5,000 <input type="text"/>
	\$ <input type="text"/>	\$ 5,000 <input type="text"/>
	\$ <input type="text"/>	\$ <input type="text"/>

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

Caring Closet Budget Sept. 2011 -Aug. 2012

	2010-2011 actual	2011-2012 budget
Income		
Unsolicited Donations***	\$ 8,905	8,000
Solicited Donations****	\$ 9,535	12,000
<u>Total Income</u>	\$ 18,440	<u>20,000</u>
Expenses **		
Shoes	\$ 14,927	16,000
Clothing	\$ 1,001	1,600
Personal Hygiene	\$ 360	400
Office Supplies	\$ 612	650
Sundries	\$ 324	400
Volunteer Support	\$ 200	200
Misc.Expenses	\$ 3,563	3500
<u>Total Expenses</u>	\$ 20,987	<u>22,750</u>
Net Income	\$ -2,547	-2,750

Per child	1600 children served
Shoes	\$10.00
Clothes	\$1.00
Hygiene	\$0.25
	\$11.25 per child
	\$ 18,000.00 total

** Caring Closet has one authorized paid employee: Program Director 20 hrs/week. This expense is paid by the Tigard Tualatin School District.
 ** Building and facility expenses for the Caring Closet are paid by the Tigard Tualatin School District.

- ***Major unsolicited donors:
- St. Anthony Church/St. Vincent de Paul
 - Fidelity/Michael Shoemaker
 - Consolidated Supply Company
 - Knights of Columbus Tigard Chapter
 - Pacific Natural Foods
 - Tualatin High School ASB and various clubs
 - Tigard High School German Club and various clubs
 - Tigard Rotary Breakfast Club
 - Meridian Park Hospital Auxiliary
 - Tigard Christian Church
 - Catalyst Partnerships
- ****Major solicited donors:
- City of Tigard
 - Tualatin High School Communicare Program



The Foundation for Tigard Tuolatin School
 smart kids. smart community.

Updated 10/01/10		Position/ Committee	Company Affiliation	Mailing Address	Email	Home Phone	Work Phone	Cell Phone	Joined board	Term Exp
Board of Directors										
Laura	Baker	Secretary*		17300 SW 107th Ave. Tuolatin, OR 97062	laura.e.baker@verizon.net	503-865-2442		503-260-4868	06/09	09/12
Ken	Beischart	Ex Officio Member	Genentech	16080 SW Colony Dr. Tigard, OR 97224	beischart.kenneth@gene.com	503-590-7032	503-693-3817	971-998-6783	09/06	09/11
Tom	Brian		WA County Bd. Of Commissioners	155 N. First Street, Suite 300 MS22 Hillsboro, OR 97124	tom_brian@co.washington.or.us	503.639.1182	503-620-9744		05/08	05/11
Pam	Brown	Business Partnerships	West Coast Bank		BrownP@wcb.com				05/10	05/13
Ann	Cole	Volunteer Coordinator		13424 SW Mountain Ridge Tigard, OR 97224	colesseven@comcast.net	503-336-5215		971-344-4970		
Arlene	Douglass	Chair-Scholarships		12050 SW 118th Ave. Tigard, OR 97223	gdouglass@pol.net	503-590-6044				09/10
Ann	Dupuis	Chair-Innovative Grants		17460 SW 110th Ave. Tuolatin, OR 97062	afdupuis@comcast.net	503-692-3098		503-703-9105	08/10	08/13
Margie	Greene	President*		13663 SW White Cedar Pl Tigard, OR 97223	mlymmom6@mac.com	503-590-8020		503-705-7780	05/08	05/11
Cyndy	Hillier			10345 SW Gardner Court Tuolatin, OR 97062	goducks00@yahoo.com	503-692-8510		503-515-7651	08/10	08/13
Seamus	James	Webmaster		8852 SW Talawa Tuolatin, OR 97062	seamus@seamusgraphics.com	503-427-2256	971-832-2292	971-832-2292	06/09	09/12
Les	Joel	Business Partnerships	Transformer Technologies	14390 SW Hazel Hill Tigard, OR 97224	joel@transformertechnologies.com	503-747-0011	503-364-5476	503-880-0608	05/08	05/11
Annette	Johnson	Business Partnerships		12685 SW Summerview Tigard, OR 97224	cjelli@comcast.net	503-639-3337		503-799-0322	11/09	
Jan	Kittelton	Vice President*		9075 SW Pinebrook St. Tigard, OR 97224	iankittelton@gmail.com	503-639-8568		503-936-9417	06/02	09/11
Nancy	Phillips	Special Events	Pac West Communications	15025 SW 137th Place Tigard, OR 97224	pnksp@comcast.net	503-590-7796		503-803-4938	05/06	09/11
Muriel	Schelsky	Scholarships		21550 SW 75th Ave. Tuolatin, OR 97062	schelsky@comcast.net	503-638-9081	503-620-5437	503-702-6928	09/94	09/10
Michael	Shaw	Treasurer/F & A*	eXaNetworks, Inc.	922 NW 11th #508 Portland, OR 97209	mshaw@keran.com	971-506-1235	503-223-5919	971-506-1235	09/08	09/11
Susan	Stark-Haydon	Ex Officio Member	TTSD	6960 SW Sandburg St. Tigard, OR 97223	sstarkhaydon@ttsd.k12.or.us		503-431-4001			
Rob	Saxton	Ex Officio Member	TTSD	6960 SW Sandburg St. Tigard, OR 97223	rsaxton@ttsd.k12.or.us	503-928-6572	503-431-4007	503-781-0454		
Dana	Terhune			5070 SW Greenwood Tuolatin, OR 97062	dmlterhune@frontier.com	503-612-1664		503-803-0767	09/04	09/10

* Executive Committee



The Foundation for Tigidard Tuatlatln School
 smart kids. smart community.

Updated 10/01/10	First Name	Last Name	Position/Committee	Company Affiliation	Mailing Address	Email	Home Phone	Work Phone	Cell Phone	Joined board	Term Exp
Staff											
	Connie	Walters	Administrative Assistant		6860 SW Sandburg St. Tigard, OR 97223	cwalters@tisd.k12.or.us		503-431-4036			
Events											
	Art in the Burbs (Oct 22-24)				Annette Johnson	gjall@comcast.net	503-639-3337		503-799-0322		
	Bridgeport Village Concerts (July-Aug)				Margie Greene	mikymom6@mac.com	503-590-8020		503-705-7780		
	Cheese, Chocolates & Cheers (early Feb)				Ann Dupuis	afdupuis@comcast.net	503-692-3098		503-703-9105		
	Fund Run (June 4)				Karin Holzgang	k.holzgang@verizon.net					
	Golf Tournament (June 28)				Cyndy Hillier	goducks00@yahoo.com	503-692-8510		503-515-7651		
	Garden Tour (June 25)				Barbara Chiapuzio	bchiapuzio@aol.com	503-684-5088		503-708-8764		
	Phone Outreach (Feb 22-24)				Cindy Schaffer	Schaffer.cindy@frontier.com	503-624-8578				
	Principal's Dinner (April)				Paul Taylor	paultaylorcnp@aol.com	503-639-1912				
Initiatives											
	Caring Closet				Kim Nasser	knasser@comcast.net					
	Foundation Educators				Deanna Nihill	nihill@comcast.net	503-639-6614		503-680-0095		
	Innovative Grants				Marilyn Hassman	mhassmann@tisd.k12.or.us		503-603-1576	971-404-1977		
	Scholarships				Molly Smith	molly.smith@frontier.com		503-603-1576	503-816-9204		
Communications											
	Newsletter				Ann Dupuis	afdupuis@comcast.net	503-692-3098		503-703-9105		
	Website				Jan Kittelson	jan.kittelson@gmail.com	503-639-8668		503-936-9417		
					Seamus James	seamus@seamusgraphics.com	503-692-4105	971-832-2292	971-832-2292		



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248454921
June 22, 2010 LTR 4168C E0
94-3148515 000000 00

00016437

BODC: TE

TIGARD-TUALATIN SCHOOLS FOUNDATION
6960 SW SANDBURG RD
TIGARD OR 97223-8039



033318

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

Dear TAXPAYER:

This is in response to your June 11, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in DECEMBER 1991.

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

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

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

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

0248454921
June 22, 2010 LTR 4168C E0
94-3148515 000000 00
00016438

TIGARD-TUALATIN SCHOOLS FOUNDATION
6960 SW SANDBURG RD
TIGARD OR 97223-8039

Sincerely yours,

Michele M. Sullivan

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



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name	Community Action		
Address	1001 SW Baseline St		
City	Hillsboro	State	OR
		Zip Code	97123
E-Mail	kgalian@caowash.org	Phone Number	503-693-3294

1. Request (express in whole dollar amounts only)

Cash	\$	5,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	
Total Request	\$	5,000

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

Community Action respectfully requests \$5,000 to be used as emergency rental assistance funds for residents of Tualatin that are facing eviction from their housing as a result of a temporary inability to afford their rent. In program year 10-11, Community Action provided \$15,500 in emergency rental assistance to 31 Tualatin households keeping 107 men, women and children in their homes. Families experiencing a temporary financial crisis receive up to \$500 to prevent eviction and are connected to other services to help further stabilize their family. One-time, emergency assistance to prevent eviction can save families from facing court fees, credit damage and emotional turmoil that make it more difficult to recover from a financial set-back. The Emergency Rental Assistance program serves low-income families who have received a 72 hour eviction notice for non-payment of rent and are at risk of losing their housing. Currently, 46% of all Washington County renters pay 30% or more of their income for their housing costs (US Census, American Community Survey). Paying a disproportionate amount of income for housing costs makes families more vulnerable to becoming homeless. One unexpected expense or illness can set into motion a series of events that endangers the self-sufficiency that many families work hard to maintain. The Emergency Rental Assistance program is a cost effective approach to addressing homelessness, stabilizing communities and helping families maintain their self-sufficiency.

3. Describe the Agency's mission:

Community Action's mission is to work in partnership with the community to assist low-income people to achieve self-determination. To this end, Community Action provides an array of services for families in Tualatin and throughout Washington County.

4. What group of citizens in Tualatin does your organization target?

The Emergency rent assistance program serves low-income Tualatin residents that have received a 72 hour eviction notice.

4a. What types of services will be provided in the funding request year?

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

4b. How many Tualatin residents will be served?

The Emergency Rent Assistance Program will serve approximately 30 households in FY 12-13

4c. What percentage of your operation is dedicated to service in Tualatin?

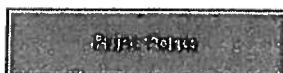
Approximately 5% of all services provided in FY10-11 were provided to Tualatin residents.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
State of Oregon	\$ 55,652	\$ 55,652
Washington County	\$ 30,000	\$ 70,499
Other Cities	\$ 60,000	\$ 62,830

6. Please submit the following information with this request:

- Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- Names, addresses, occupations, and telephone numbers for your Board of Directors.
- A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.



Community Action

Emergency Rental Assistance 11-12 Adopted Budget

	Total Cost	City of Tualatin	State of Oregon	Washington County	City of Hillsboro	City of Beaverton	City of Tigard	City of Forest Grove	United Way	Private donations
Staffing, 1FTE Recognition	\$55,652		\$55,652							
Client Expenses Administration	\$232,857	\$4,500		\$63,450	\$9,000	\$36,000	\$6,300	\$5,607	\$72,000	\$36,000
	\$29,199	\$500	\$5,059	\$7,049	\$1,000	\$3,600	\$700	\$623	\$7,200	\$3,468
Total Cost	\$318,208	\$5,000	\$60,711	\$70,499	\$10,000	\$39,600	\$7,000	\$6,230	\$79,200	\$39,968

Emergency Rental Assistance 10-11 Actual Expenditures

	Total Cost	City of Tualatin	State of Oregon	Washington County	City of Hillsboro	City of Sherwood	City of Beaverton	City of Forest Grove	Private donations
Staffing, 1FTE	\$49,119		\$49,119						
Supplies/Office Telephone	\$554		\$554						
	\$2,000		\$2,000						
Recognition	\$211								\$211
Client Expenses - Rent Administration	\$310,520	\$1,800		\$30,000	\$9,000	\$1,800	\$40,000	\$3,375	\$97,333
	\$30,752	\$200	\$5,167	\$2,580	\$1,000	\$200	\$4,000	\$375	\$17,429
Total Cost	\$344,037	\$2,000	\$56,840	\$30,000	\$10,000	\$2,000	\$44,000	\$3,750	\$114,973



2011-2012 BOARD OF DIRECTORS

EXECUTIVE COMMITTEE

- Chair: Tom Hughes, Metro Council President,
for Mayor Jerry Willey, City of Hillsboro
- Vice-Chair: Cathy Stanton, City Councilor, *for Mayor Denny Doyle, City of Beaverton*
- Treasurer: Scott Gardner, Project Manager, Financial Systems Project, PG&E
- Secretary: Christy Barker, Community Representative
- At-Large: Ronald Sarazin, President, Olympic Performance
- At Large: Dana Galaxy, Community Representative

BOARD MEMBERS

- David Wu, Representative, US Congress
- Denny Doyle, Mayor, City of Beaverton
- Dick Schouten, County Commissioner
- Erica Leonard, Head Start Policy Council
- Jerry Willey, Mayor, City of Hillsboro
- Joelle Davis, City Councilor, *for Mayor Lou Ogden, City of Tualatin*
- Kevin Aguirre, District Manager, Oregon Dept of Human Services
- Leda Garside, Clinical Services Manager for ¡Salud!
- Leslea S. Smith, Regional Director, Oregon Law Center
- Lou Ogden, Mayor, City of Tualatin
- Lynn Baker, Manager, Virginia Garcia Memorial Health Center, *for Centro Cultural*
- Margaret Doherty, State Representative
- Richard M. Odell, Dir of Communications & Assistant to the Pres, Kaiser Permanente
- Chief Ron Louie, retired Hillsboro Police Department, *for Congressman Wu*



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

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

00018010

BODC: TE

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



016039

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

Dear Taxpayer:

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

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

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

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

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

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



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name	Domestic Violence Resource Center		
Address	PO Box 494		
City	Hillsboro	State	OR Zip Code 97123
E-Mail	dvrc@dvrc-or.org	Phone Number	+1 (503) 640-5352

1. Request (express in whole dollar amounts only)

Cash	\$	3,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	2,400
Total Request	\$	5,400

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

We intend to use the funds requested as part of our general fund budget. Maintaining a strong operational base of support will allow Domestic Violence Resource Center to continue offering services that reach more than 10,000 survivors and community members annually.

Thanks to past operational support, we've been able to extend the hours we are open for services from four days a week to five and a half, in order to make our services more accessible to survivors. We have also added teen-specific support groups to address dating violence, intimate partner violence and stalking.

These funds will allow us to further expand programs like those we've recently started, which include the Police Callback Program, transitional housing program, post-shelter client case management, and our Small Business Enterprise.

3. Describe the Agency's mission:

The Domestic Violence Resource Center is one of the oldest domestic violence service providers on the west coast, founded in 1975. Our organization offers the only free, bilingual services in Washington County specifically for all survivors of domestic violence. Domestic Violence Resource Center empowers all individuals and families to have healthy and safe relationships.

4. What group of citizens in Tualatin does your organization target?

We offer free and bilingual services to all Tualatin community members who are victims of domestic violence, whether they are female, male, children, youth, or adults. Anyone who has ever been a victim, whether currently in an abusive relationship, or left one many years ago, is welcome to seek support and resources from our agency.

4a. What types of services will be provided in the funding request year?

Safe, confidential emergency shelter; legal advocacy for victims filing for Protective Orders; clinical individual, family and group counseling; outreach and education to the community.

4b. How many Tualatin residents will be served?

We commonly find about 2-4% of our clients reside in Tualatin, 200-400 of the 10,000 people we serve annually. We expect this number to go up over the next few years with more outreach to the city.

4c. What percentage of your operation is dedicated to service in Tualatin?

All of our services are free and available to people throughout Tualatin. We soon hope to secure donated office space in Tualatin where we can provide support groups/ counseling for survivors in their own city.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
	\$ 14,000	\$ 20,000
	\$ 10,000	\$ 15,000
	\$ 4,000	\$ 5,000

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

Budget for Program Yr 2010-11
 Budget - July 1, 2010

revised 8-17-10

	10-11 Funds	Agency O/H	Administrative	Dev/Outreach	Shelter	Counseling	Legal Advocacy	Agency Total
Individual Donations	\$47,920.00	\$7,986.67	\$7,986.67	\$7,986.67	\$7,986.67	\$7,986.67	\$7,986.65	\$47,920.00
Organizations	\$29,850.00	\$2,463.33	\$5,477.34	\$5,477.34	\$5,477.34	\$5,477.34	\$5,477.31	\$29,850.00
Businesses	\$18,871.81		\$3,774.37	\$3,774.36	\$3,774.36	\$3,774.36	\$3,774.36	\$18,871.81
Fundraising Events	\$35,000.00		\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$35,000.00
Foundation Grants	\$75,000.00		\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$75,000.00
fundraising activities	\$206,641.81							\$206,641.81
EHA Shelter	\$28,620.00				\$28,620.00			\$28,620.00
SHAP	\$37,863.00				\$37,863.00			\$37,863.00
ESG - CAO	\$16,568.50				\$13,568.50		\$3,000.00	\$16,568.50
FEMA	\$20,031.00				\$20,031.00			\$20,031.00
Commission on Family & Children	\$46,850.00					\$46,850.00		\$46,850.00
VOCA Domestic Violence	\$42,224.00				\$42,224.00			\$42,224.00
VOWA Recovery Grant	\$27,156.69						\$27,156.69	\$27,156.69
VAWA	\$16,473.00					\$16,473.00		\$16,473.00
ODSVS	\$16,385.00					\$16,385.00		\$16,385.00
DHS - Marriage License Surcharge	\$15,864.00					\$864.00	\$15,000.00	\$15,864.00
DHS - Criminal Fine Assessment	\$39,494.00				\$19,747.00		\$19,747.00	\$39,494.00
DHS - Family Violence Prev & Serv	\$28,500.00		\$28,000.00	\$500.00				\$28,500.00
Washington County - Safety Levy	\$238,466.00		\$41,020.62	\$57,464.63	\$28,727.13	\$97,923.63	\$13,329.99	\$238,466.00
Washington County - Shelter Repair	\$15,000.00				\$15,000.00			\$15,000.00
City of Beaverton - CDBG	\$14,000.00					\$14,000.00		\$14,000.00
City of Tigard	\$4,000.00				\$2,000.00		\$2,000.00	\$4,000.00
City of Tualatin	\$2,000.00				\$1,000.00		\$1,000.00	\$2,000.00
City of Hillsboro	\$10,000.00					\$5,000.00	\$5,000.00	\$10,000.00
Interest & Dividends								\$0.00
Earned Income								\$0.00
grants & foundations	\$619,495.19							\$619,495.19
Total Revenue & Support	\$826,137.00	\$10,450.00	\$108,259.00	\$97,203.00	\$248,019.00	\$236,734.00	\$125,472.00	\$826,137.00

Expenses	Agency O/H	Administration	Dev/Outreach	Shelter	Counseling	Legal Advocacy	Agency Total
Personnel Costs - Salary & Benefits		\$74,084.00	\$54,228.00	\$222,469.00	\$203,184.00	\$110,672.00	\$664,637.00
Contract Services	\$500.00	\$1,000.00					\$1,500.00
Audit	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
Advertising			\$350.00				\$350.00
Bank Fees	\$200.00		\$100.00	\$100.00	\$100.00	\$150.00	\$650.00
Legal & Accounting Fees	\$1,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$11,000.00
Payroll Service		\$775.00	\$775.00	\$550.00	\$550.00	\$550.00	\$3,200.00
Supplies	\$1,000.00	\$2,000.00	\$2,500.00	\$2,250.00	\$2,250.00	\$2,000.00	\$12,000.00
Computers & Internet	\$600.00					\$400.00	\$1,000.00
Client Assistance				\$800.00	\$350.00	\$350.00	\$1,500.00
Gifts & Awards	\$450.00		\$100.00		\$100.00	\$100.00	\$750.00
Telecommunications	\$2,700.00	\$2,000.00	\$2,000.00	\$2,800.00	\$1,000.00	\$2,500.00	\$13,000.00
Postage & Delivery			\$500.00			\$250.00	\$750.00
Utilities				\$8,000.00			\$8,000.00
Security				\$350.00			\$350.00
Insurance	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$12,000.00
Repairs & Maintenance	\$500.00			\$3,000.00			\$3,500.00
Conference & Training		\$250.00	\$350.00	\$200.00	\$700.00	\$500.00	\$2,000.00
Dues & Subscriptions		\$250.00	\$500.00				\$750.00
Equipment Rental	\$500.00	\$500.00	\$1,000.00	\$1,500.00	\$500.00	\$2,500.00	\$6,500.00
Small Equipment & Furniture			\$250.00	\$250.00	\$250.00	\$250.00	\$1,000.00
Printing & Copying		\$2,000.00	\$2,500.00	\$250.00	\$250.00		\$5,000.00
Travel/Mileage		\$200.00	\$550.00	\$500.00	\$500.00	\$250.00	\$2,000.00
Occupancy		\$12,000.00	\$12,000.00		\$12,000.00		\$36,000.00
Fundraising Expense			\$5,000.00				\$5,000.00
Depreciation Expense		\$6,200.00	\$10,000.00		\$10,000.00		\$26,200.00
Rebuild Reserves	\$0.00						\$0.00
Repay Line of Credit	\$0.00						\$0.00
Expense Total	\$826,137.00	\$108,259.00	\$97,203.00	\$248,019.00	\$236,734.00	\$125,472.00	\$826,137.00

Internal Revenue Service

Department of the Treasury

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

Date: December 27, 2001

Person to Contact:
Ms. Smith #31-07262
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 8:30 p.m. EST
877-829-5500

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

Fax Number:
513-283-3756
Federal Identification Number:
93-0665804

Dear Sir or Madam:

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

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

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

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

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

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

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

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

Domestic Violence Resource Center, Inc
93-0665804

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

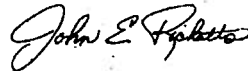
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public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

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

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

This letter affirms your organization's exempt status.

Sincerely,



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

City of Tualatin

In Kind Service:

Estimated Value:

100-200 sq. ft. office space, 10 hr/wk

\$200-400 per month, totaling \$2,400-\$4,800

Domestic Violence Resource Center's staff/interns can offer services more specifically to Tualatin residents if we were able to meet with new clients in their city of residence, and thus we would like the City of Tualatin to consider donating office space to make the process easier for new clients to become involved in our services. We foresee this service would require private office space of between 100-200 square feet. We could have staff/interns available to do in-take screenings up to ten hours per week, primarily during non-peak business hours. Staff/interns from the Family Violence and Children's Intervention Programs can meet one-on-one with new clients, perform needed in-take paperwork, and direct them to the services we offer that would be the most appropriate. We currently partner with the City of Hillsboro in a similar way, utilizing city office space to perform in-take paperwork, run support groups, and offer individual counseling for Hillsboro residents. Based on rates we currently pay for leased space our calculations would reflect an anticipated Tualatin office space with an in-kind value of to \$200-400 per month.

Budget for Program Yr 2011-12

Budget - July 1, 2011, revised Sept 13, 2011

	11-12 Funds		Agency O/H	Administrative	Dev/Outreach	Shelter	Counseling	Legal Advocacy	Current Year		Last Year	
									Budget	Agency Total	Budget	Agency Total
									2011-12	2010-11	2010-11	2010-11
Individual Donations	\$50,000.00	\$35,000.00		\$10,000.00	\$35,000.00		\$2,500.00	\$2,500.00	\$50,000.00	\$47,920.00	\$36,070.72	
Organizations	\$25,000.00	\$10,000.00		\$5,000.00	\$10,000.00		\$5,000.00	\$5,000.00	\$25,000.00	\$29,850.00	\$16,726.65	
Businesses	\$25,000.00	\$15,000.00		\$5,000.00	\$15,000.00		\$2,500.00	\$2,500.00	\$25,000.00	\$18,871.81	\$12,913.27	
Fundraising Events	\$50,000.00	\$25,499.86		\$15,492.45	\$25,499.86		\$2,681.84	\$6,325.85	\$50,000.00	\$35,000.00	\$44,404.42	
Foundation Grants	\$97,172.39					\$15,927.68	\$42,753.34	\$38,491.37	\$97,172.39	\$75,000.00	\$197,505.37	
fundraising activities	\$247,172.39								\$247,172.39	\$206,641.81	\$307,620.43	
Meyer Memorial Trust yr 1 of 2	\$75,000.00						\$60,000.00	\$15,000.00	\$75,000.00	\$0.00	\$0.00	
EHA Shelter	\$23,922.00				\$23,922.00				\$23,922.00	\$28,620.00	\$28,620.00	
SHAP	\$45,885.00				\$45,885.00				\$45,885.00	\$37,863.00	\$37,863.00	
ESG - CAO	\$13,228.00				\$13,228.00				\$13,228.00	\$16,568.50	\$16,568.50	
EFSP 40% reduction over last year FEMA	\$0.00				\$0.00				\$0.00	\$20,031.00	\$12,127.00	
Commission on Family & Children	\$46,850.00				\$46,850.00				\$46,850.00	\$46,850.00	\$46,850.00	
Y/AP - Youth Federal Grant yr 2 of 3	\$95,375.58				\$80,000.00			\$15,375.58	\$95,375.58	\$0.00	\$0.00	
ROSALA - Oregon Law Center	\$6,856.00				\$6,856.00				\$6,856.00	\$0.00	\$0.00	
VOCA Domestic Violence	\$42,224.00				\$42,224.00				\$42,224.00	\$42,224.00	\$42,224.00	
YAWA	\$16,473.00				\$16,473.00				\$16,473.00	\$16,473.00	\$16,473.00	
ODSVS	\$16,385.00				\$16,385.00				\$16,385.00	\$16,385.00	\$0.49	
DHS - Marriage License Surcharge	\$15,864.00				\$15,864.00				\$15,864.00	\$15,864.00	\$15,864.00	
DHS - Criminal Fire Assessment	\$39,494.00				\$19,747.00				\$39,494.00	\$39,494.00	\$39,503.00	
DHS - Family Violence Prev & Serv	\$28,500.00			\$28,500.00					\$28,500.00	\$28,500.00	\$28,500.00	
Washington County - Safety Levy	\$185,621.00		\$13,100.00	\$35,000.00	\$42,344.00	\$27,163.00	\$34,007.00	\$34,007.00	\$185,621.00	\$238,466.00	\$298,467.00	
Washington County - Shelter Repair	\$15,000.00				\$15,000.00				\$15,000.00	\$15,000.00	\$15,000.00	
City of Beaverton - CDBG	\$10,000.00				\$10,000.00				\$10,000.00	\$14,000.00	\$14,000.00	
City of Tigard	\$5,000.00			\$5,000.00					\$5,000.00	\$4,000.00	\$4,000.00	
City of Tualatin	\$2,000.00			\$2,000.00					\$2,000.00	\$2,000.00	\$2,000.00	
City of Hillsboro	\$10,000.00				\$2,500.00				\$10,000.00	\$10,000.00	\$10,000.00	
Interest & Dividends									\$0.00	\$0.00	\$0.00	
VOWA Recovery Grant									\$0.00	\$27,156.69	\$27,156.59	
Earned Income									\$0.00	\$0.00	\$702.57	
grants & foundations	\$693,675.58								\$693,675.58	\$619,495.19	\$655,915.15	
Total Revenue & Support	\$940,847.97	\$127,843.86	\$13,100.00	\$105,932.45	\$127,843.86	\$173,372.68	\$356,374.18	\$164,164.80	\$940,847.97	\$826,137.00	\$963,335.58	
Expenses												
Personnel Costs - Salary & Benefits	\$751,014.91			\$79,692.45	\$88,285.30	\$140,998.18	\$320,774.18	\$121,264.80	\$751,014.91	\$664,637.00	\$673,858.35	
Contract Services	\$7,500.00			\$1,500.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$7,500.00	\$1,500.00	\$8,323.75	
Audit	\$7,800.00			\$1,500.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$7,800.00	\$7,500.00	\$7,700.00	
Advertising									\$0.00	\$350.00	\$25.00	

Bank Fees	\$1,200.00	\$500.00	\$100.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,200.00	\$650.00	\$1,143.24
Legal & Accounting Fees	\$8,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$8,000.00	\$11,000.00	\$8,296.25
Payroll Service	\$2,200.00	\$500.00	\$200.00	\$500.00	\$500.00	\$500.00	\$500.00	\$2,200.00	\$3,200.00	\$2,991.33
Supplies	\$12,958.56	\$1,000.00	\$4,958.56	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$12,958.56	\$12,000.00	\$13,553.22
Computers & Internet	\$3,500.00			\$2,500.00	\$500.00	\$500.00	\$500.00	\$3,500.00	\$1,000.00	\$2,141.50
Client Assistance	\$1,250.00			\$750.00	\$250.00	\$250.00	\$250.00	\$1,250.00	\$1,500.00	\$1,406.21
Gifts & Awards	\$600.00	\$350.00	\$250.00					\$600.00	\$750.00	\$272.25
Telecommunications	\$13,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$13,500.00	\$13,000.00	\$15,555.84
Postage & Delivery	\$2,000.00	\$500.00	\$1,500.00					\$2,000.00	\$750.00	\$1,652.14
Utilities	\$8,000.00	\$500.00		\$8,000.00				\$8,000.00	\$8,000.00	\$8,453.02
Security	\$500.00			\$500.00				\$500.00	\$350.00	\$446.36
Insurance	\$12,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$12,000.00	\$12,000.00	\$10,950.02
Repairs & Maintenance	\$3,324.50	\$500.00		\$2,824.50				\$3,324.50	\$3,500.00	\$3,477.16
Conference & Training								\$0.00	\$2,000.00	\$2,389.77
Dues & Subscriptions								\$1,000.00	\$750.00	\$1,758.52
Equipment Rental	\$1,000.00		\$100.00	\$200.00	\$700.00	\$700.00	\$700.00	\$1,000.00	\$6,500.00	\$7,264.23
Small Equipment & Furniture	\$7,500.00	\$1,000.00	\$500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$7,500.00	\$6,500.00	\$7,264.23
Printing & Copying	\$6,750.00		\$250.00	\$1,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$6,750.00	\$1,000.00	\$32.97
Travel/Mileage	\$7,500.00	\$750.00	\$6,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$7,500.00	\$5,000.00	\$7,197.25
Occupancy	\$55,000.00		\$500.00	\$250.00	\$500.00	\$500.00	\$500.00	\$1,750.00	\$2,000.00	\$5,956.67
Fundraising Expense	\$0.00		\$12,000.00		\$15,500.00	\$15,500.00	\$15,500.00	\$55,000.00	\$36,000.00	\$29,825.00
Depreciation Expense	\$26,000.00		\$4,800.00	\$6,200.00	\$5,000.00	\$5,000.00	\$5,000.00	\$26,000.00	\$5,000.00	\$9,054.06
Rebuild Reserves	\$0.00							\$26,000.00	\$26,200.00	\$28,587.96
Interest Expense	\$0.00							\$0.00	\$0.00	\$0.00
Repay Line of Credit	\$0.00							\$0.00	\$0.00	\$1,616.14
Expense Total	\$840,847.97	\$13,100.00	\$105,992.45	\$127,843.86	\$356,374.18	\$164,164.80	\$940,847.97	\$826,137.00	\$853,328.21	

City Governments Funding:

There isn't space in the PDF application to list which cities we've requested funds from, see below:

Government	Received last year	Requested this year
Beaverton (CDBG)	\$14,000	\$20,000
Hillsboro	\$10,000	\$15,000
Tigard	\$4,000	\$5,000



DOMESTIC VIOLENCE

RESOURCE
CENTER

Board of Directors & Executive Director

<p><i>Katie Schaefer(11/2008)</i> <i>Foster Care Caseworker</i> <i>DHS Child Welfare</i> 8214 SE 7th Avenue Portland, Or 97202 971-732-0990 kj_schaefer@yahoo.com</p>	<p><i>Gina Skinner(7/2008)</i> <i>Deputy District Attorney</i> <i>Justice Services Bldg.</i> 150 N. First Ave., Suite 300 Hillsboro, Oregon 97124 503-846-8671 Gina_personal@hotmail.com</p>
<p><i>Kim Marshall(6/2005)</i> 15953 SW Roth Drive Beaverton, OR 97007 503-201-2631 Kmarshall8108@yahoo.com</p>	<p><i>Noel Eck (1/2010)</i> <i>Component Design Engineer</i> <i>Intel Corporation</i> Hillsboro, OR 97124 Home Phone; 503-999-9499 noel@sdsmt.net</p>
<p><i>Lorraine Clarno (1/2010)</i> <i>President</i> <i>Beaverton Area Chamber of Commerce</i> 12655 SW Center Street, Suite 140 Beaverton, OR 97005 503-350-2006 Lorraine@beaverton.org</p>	<p><i>Derek Conrad (6/2010)</i> <i>Secondary Market Analyst</i> <i>Hyperion Capital Group</i> 5885 SW Meadows Road, Suite 850 Lake Oswego, OR 97035 206-778-8969 Derek_w_conrad@hotmail.com</p>
<p><i>Heyke Nickerson (9/2010)</i> <i>NW Employer Solutions</i> 12725 SW Millikan Way, Suite 300 Beaverton, OR 97005 503-906-7818; Fax 971-228-0380 heyke@nwemployersolutions.com</p>	<p><i>La Donna Burgess</i> <i>Executive Director</i> <i>Domestic Violence Resource Center</i> P.O. Box 494 Hillsboro, OR 97123 503-640-5352 ext. 303 ladonnab@dvrc-or.org</p>



DOMESTIC VIOLENCE

RESOURCE
CENTER

September 30, 2011

City of Tualatin Administration
Maureen Smith
18880 SW Martinazzi Avenue
Tualatin, OR 97062

Dear Ms. Smith:

We are excited to submit our agency's application for the City of Tualatin's 2011-2012 municipal grant funding. The request for \$3,000 will be used as operational funds as part of our agency's general funds budget.

Since 1975 the Domestic Violence Resource Center has been the only agency in Washington County providing services specifically for all survivors of domestic violence. Our mission is to eliminate domestic violence and empower the community to become safer by delivering effective services, raising public awareness and providing expertise. Every year we serve more than 10,000 survivors in all of our programs. Our free and bilingual services aim to empower clients to make their own choices in life, which helps enhance their self-sufficiency and decrease their reliance on public resources.

We are thankful for the vital support the City of Tualatin provides to our agency. We look forward to continuing to serve all residents of Tualatin and beyond who are victims and survivors of domestic violence. Thank you for your consideration of this request.

Sincerely,

La Donna Burgess

Executive Director
Phone: 503-640-5352 x 303
Email: ladonnab@dvrc-or.org

www.dvrc-or.org

P. O. Box 494, Hillsboro, OR 97123

email dvrc@dvrc-or.org

toll free crisis line 1.866.469.8600

crisis line 503.469.8620

office 503.640.5352

fax 503.648.6905



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

REC'D
CITY OF TUALATIN
SEP 07 2011

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

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name	Good Neighbor Center		
Address	11130 SW Greenburg Road		
City	Tigard	State	OR
		Zip Code	97223
E-Mail	sydneysher@aol.com		Phone Number
			503-443-6084 Xt 228

1. Request (express in whole dollar amounts only)

Cash	\$	3,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	
Total Request	\$	3,000

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

This is a request for our General Fund Budget. Due to the severe cuts we received this year from the Federal Government (\$50,000 from a program at FEMA) and the cuts from State and private donations, we are seeking more grants from cities in Washington County.

3. Describe the Agency's mission:

Our mission is to house homeless families for up to six weeks at a time. We provide meals, classes in Rent Well, classes in Life Skills and Case Management. Our mission is to empower families to overcome barriers that have made them homeless so that they can move from being homeless into stable housing.

4. What group of citizens *in Tualatin* does your organization target?

Homeless Families

4a. What types of services will be provided in the funding request year?

Case Management, Life Skills Classes, Rent Well Classes, Homework Club (for children at the shelter), Summer School Program for children, Housing Stabilization Program for those who can qualify

4b. How many Tualatin *residents* will be served?

Last year we served 25 clients (7 families) from Tualatin. Overall we served 300 clients and 93 families.

4c. What percentage of your operation is dedicated to service *in Tualatin*?

8% last year. However, we will take as many residents from Tualatin as we can who are homeless.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
	\$ 236,745	\$ 243,847
	\$ 53,000	\$ 46,928
	\$ 15,000	\$ 15,000

6. Please submit the following information with this request:

- Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- Names, addresses, occupations, and telephone numbers for your Board of Directors.
- A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

East Washington County Shelter Partnership Council, DBA

Good Neighbor Center

Operating Budget 2011-12

Updated 8/16/2011

	<u>Final Expected</u>	<u>Final</u>	<u>Budget</u>
	<u>FY2010</u>	<u>FY2011</u>	<u>FY 2012</u>
<u>REVENUE</u>			
Washington County Levy	\$227,284	\$236,745	\$243,847
FEMA (Federal/CAO)	\$45,239	\$31,612	\$0
SHAP (CAO/State)	\$47,781	\$53,000	\$46,928
ESG (State/CAO)	\$13,266	\$23,252	\$22,050
HUD Grant	\$14,314	\$31,300	\$31,300
EHA (CAO State)		\$4,400	\$0
Beaverton	\$12,000	\$11,000	\$9,000
Tigard	\$15,000	\$15,000	\$15,000
Tualatin	\$2,000	\$2,000	\$2,000
WA Co Maintenance Funds	\$15,000	\$15,000	\$15,000
Vision Action Network	\$4,500	\$4,500	\$0
Fundraiser	\$12,124	\$16,000	\$17,000
Children's Program Grant	\$10,000	\$10,000	\$10,000
Foundation Grants	\$22,500	\$12,000	\$25,000
Private Donations/Misc./Int.	\$77,180	\$65,000	\$81,000
Designated Use-Donations	\$7,300	\$5,145	\$5,000
Interest Income	\$1,884	\$3,000	\$2,500
Online Donations	\$255	\$2,500	\$3,000
Other		\$1,347	
TOTAL REVENUE	\$527,626	\$542,801	\$528,625
<u>EXPENSE</u>			
Wages	\$304,108	\$324,284	\$308,000
Payroll Taxes	\$30,993	\$32,500	\$32,000
Medical/Dental/Life Insurance	\$43,413	\$55,000	\$52,500
IRA Retirement Plan	\$4,992	\$6,000	\$7,000
Sub-Total Personnel	\$383,506	\$417,784	\$399,500
Business Liability Ins.	\$7,757	\$5,824	\$6,000
Worker's Compensation Ins.	\$4,367	\$3,500	\$4,500
Director & Officer Ins.	\$0	\$1,500	\$1,500
Sub-Total Insurance	\$12,124	\$10,824	\$12,000
Shelter Food Needs	\$1,616	\$750	\$1,400
Children's Program	\$3,054	\$5,000	\$5,000
Adult Education Support	\$73	\$150	\$200
Storage Unit & Bluebird Storage	\$1,969	\$2,000	\$2,100
Client Assistance Expense	\$1,217	\$1,500	\$1,600
Transition Housing Assistance	\$4,296	\$9,000	\$5,000
Drug Testing	\$1,552	\$1,600	\$1,000
Sub-Total Program	\$13,777	\$20,000	\$16,300

*13 employees
7 full time
6 part time*

East Washington County Shelter Partnership Council, DBA

Good Neighbor Center

Operating Budget 2011-12

Updated 8/16/2011

	Final Expected	Final	Budget
	<u>FY2010</u>	<u>FY2011</u>	<u>FY 2012</u>
<u>EXPENSE CONT</u>			
Heat	\$5,552	\$7,700	\$8,000
Electricity	\$8,417	\$7,500	\$9,500
Water/Sewer	\$4,843	\$5,500	\$6,000
Refuse	\$7,115	\$6,500	\$5,000
Telephone / Internet	\$5,445	\$5,300	\$6,000
Floor Care	\$2,383	\$2,750	\$3,000
Facility Maintenance	\$8,849	\$7,200	\$7,500
County Maintenance Funds	\$4,989	\$15,500	\$15,000
Sub-Total Facility	\$47,592	\$57,950	\$60,000
Financial Audit	\$7,900	\$8,200	\$8,200
Office Supplies	\$1,375	\$2,500	\$3,000
Office Equipment	\$3,293	\$4,500	\$4,000
Bookkeeping Service	\$3,681	\$4,500	\$4,500
Record Storage	\$0	\$0	See GIK Storage above
Bank Charges	\$272	\$475	\$350
Automotive Expenses	\$753	\$1,800	\$1,500
Licenses & Taxes	\$167	\$300	\$300
Dues & Subscriptions	\$286	\$150	\$650
Training	\$554	\$2,000	\$1,500
Travel & Reimbursement	\$3,297	\$3,000	\$4,000
Sub-Total Administration	\$21,578	\$27,425	\$28,000
Volunteer Recognition	\$183	\$150	\$300
Staff Recognition	\$1,922	\$1,500	\$1,500
Sub-Total Volunteer	\$2,105	\$1,650	\$1,800
Printing	\$3,405	\$2,500	\$2,500
Postage	\$1,755	\$2,200	\$2,000
Website Development/Maint.	\$4,500	\$0	
Advertising	\$563	\$500	\$250
Sub-Total Mktg & Development	\$10,223	\$5,200	\$4,750
Designated Use-Expense	\$7,124	\$4,900	\$5,000
Other Expense	\$0	\$0	\$500
		\$4,900	\$5,500
TOTAL EXPENSE	\$498,028	\$545,733	\$527,850
NET INCOME	\$29,598	(\$2,932)	\$775

**East Washington County Shelter Partnership Council, Inc., dba Good Neighbor Center
Board of Directors 2011-12**

Officers

Affiliation

Jim Strickler, Chair
14677 SW 106th Ave.
Tigard, Oregon 97224
(503)598-8061

Blue Bird Transfer-Vice President

Steve Schmitt, Vice Chair
Sherwood, Oregon
(503)281-0055

The Berry Group
Insurance - CLU

Lete Davis, Secretary
21843 SW Sherwood Blvd. #203
Sherwood, OR 97140
(503)935-6470

Retired
St. Francis Church - Sherwood

Annette Saarinen, Treasurer
9755 SW Pembroke
Tigard, OR 97224
(503)913-5652

Owner
Accountant/Tax Services

Directors

Jackie Bauer
15545 Oaktree Lane
Tigard, Oregon 97223
(503)737-8530

School Counselor

Bruce Kaiser
8860 SW McDonald Ave
Tigard, OR 97224
(503)639-0318

Lake Oswego School District
Retired Administrator

Steve Metzger
16147 SW Palermo Lane
Tigard, OR 97223
503-336-0227

CEO - BIAMP

Art Schmidt
15437 SW 114th Ct. #89
Tigard, Oregon 97224
(503)684-6464

St. Anthony's Parish - Tigard

Sharon Schwinghammer
14580 SW 120th Place
Tigard, Oregon 97224

Banner Bank
Vice President-Manager

Dean Williams
8880 SW Nimbus Ave. Suite D
Beaverton, OR 97008
(503)616-7883

Vice President -Washington Trust Bank

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

DEPARTMENT OF THE TREASURY

Date: OCT 19 2004

Employer Identification Number:
93-1269989

DLN:
17053269739054

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

Contact Person:
ERIC J BERTELSEN ID# 31323

Contact Telephone Number:
(877) 829-5500

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

Dear Applicant:

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

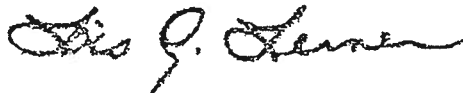
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of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

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

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

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CC)



City of Tualatin
 18880 SW Martinazzi Avenue
 Tualatin, Oregon 97062-7092

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are *due by 5:00 p.m. on Friday, September 30, 2011.*

Name	Kim Marshall <i>Project Homeless Connect</i>		
Address	6701 NE Campus Way		
City	Hillsboro	State Or	Zip Code 97124
E-Mail	kim@phcwashco.org	Phone Number	+1 (503) 640-2449

1. Request (express in whole dollar amounts only)

Cash	\$	1,500
In-Kind Services <i>(use of City property, City staff support, etc. Please explain the services requested on a separate sheet)</i>	\$.
Total Request	\$	1,500

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

The moneys given will supplement the General Funds for this event. Our budgets shows staff time, food, supplies, etc.

3. Describe the Agency's mission:

The mission of Project Homeless Connect is to bring communities together to create and promote tangible solutions that remedy the homelessness of their neighbors.. Through this one-day, one-stop model which includes a key leaders briefing, we aim to achieve the following goals: To engage the community to be a part of the effort to end homelessness, To connect Washington County homeless to needed services in a "one-stop" model, To connect volunteers to Washington County's homeless for this day of services as well as future opportunities to help people in need, To connect service providers with each other in order to serve the homeless in a new and different way, To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.

4. What group of citizens in Tualatin does your organization target?

homeless, low income, under served men, women and children.

4a. What types of services will be provided in the funding request year?

Health and dental care, haircuts, food and clothing, and connections to needed social services. Sixty five community partners and 290 volunteers worked last years event to provide these services.

4b. How many Tualatin residents will be served?

We served over 500 homeless friends at our event last year. About 50 of those were identified as being from Tualatin.

4c. What percentage of your operation is dedicated to service in Tualatin?

Roughly 10% of the people we served were from Tualatin. We serve any persons needing to come and receive services.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
city of Beaverton	\$ 2,500	\$ 2,500
City of Tigard	\$	\$ 2,500
City of Tualatin	\$	\$ 1,500

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

Submit by E-mail

2012 Project Homeless Connect Projected Budget		
<u>Expenses</u>		
Coordinator		\$19,200
Event supplies & logistical support		\$400
Publicity and outreach (posters, etc)		\$250
Resource Guides		\$1,500
T-shirts		\$250
Key Leaders Briefing	Coordinated through VAN	\$1,000
Event Food		\$800
Tri-Met tickets (for clients)		\$1,500
Medical Teams International		\$600
DMV fee fund		\$800
Website		\$200
Total Expenses		\$26,500
<u>Revenues</u>		
Providence Health & Services	committed	\$5,000
United Way	requested	\$1,500
Washington County	committed	\$1,000
City of Beaverton	committed	\$2,500
City of Hillsboro	requested	\$2,500
City of Tigard	requested	\$1,500
Sonrise Church	committed	\$10,000
Faith Community Contributions	requested	\$2,500
Total Revenues		\$26,500

2011

FINAL REVENUE & EXPENDITURES

Expenses	Original Budget	Actual
Event coordination (contract, ~ 8 hours/week)	\$4,500	\$4,500
Event supplies	\$750	\$433
Resource Guides	\$500	\$1,000
T-shirts & Lanyards	\$1,000	\$808
Key Leaders Briefing	\$800	\$524
Event Food	\$650	\$394
Tri-Met tickets (for clients)	\$2,000	\$2,000
Medical Teams International	\$500	\$500
Website	\$700	\$700
VAN administration (10%)	\$1,140	\$1,086
Pet Area supplies	\$3,000	\$3,000
Total Expenses	\$15,540	\$14,946
Revenue		
Carryover from 2010 PHC	\$1,070	\$1,070
Banfield Grant	\$3,000	\$3,000
Providence Health & Services	\$6,500	\$6,500
United Way	\$1,500	\$1,500
Washington County	\$1,000	\$1,000
City of Beaverton	\$2,500	\$2,500
Total Revenue	\$15,570	\$15,570
In-Kind Donations		
Facility (Sonrise Church)	\$3,000	\$3,000
Event Food for participants	\$2,500	\$5,050
Insurance (Sonrise Church)	\$1,000	\$1,000
Volunteers		\$21,682
Total In-Kind	\$6,500	\$30,732

Board of Directors (elders) 2011-2012

Officers

Pastor James Gleason,

Lead Pastor and chairman, Sonrise Church

jamesg@isonrise.com

Pastor Greg Scandrett

Executive Pastor, Sonrise Church

gregs@isonrise.com

Board Members

Pastor Eric Schmitt

Family Pastor, Sonrise Church

erics@isonrise.com

Pastor Dave Crandall

Worship and weekend ministry team director, Sonrise Church

davec@isonrise.com

Pastor Michael Smith

Discipleship Pastor, Sonrise Church

Michaels@isonrise.com

Pastor Nelson Castro

Hispanic Ministry Pastor

nelsonc@isonrise.com

Washington County Project Homeless Connect
2011-2012 Application

Jon Gietzen

Lay Elder, Sonrise Church

jongietzen@gamil.com

Doug Holmes

Lay Elder, Sonrise Church

Doug_maryholmes@comcast.net

Jeff Mourich

Lay Elder, Sonrise Church

jmourich@msn.com

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

DEPARTMENT OF THE TREASURY

Date: **MAY 13 2010**

SONRISE BAPTIST CHURCH OF HILLSBORO
C/O SONRISE CHURCH
6701 NE CAMPUS WAY
HILLSBORO, OR 97124

Employer Identification Number:
93-0785442
DLN:
17053011323010
Contact Person:
HENRY F SHAMBURGER ID# 31472
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(i)
Form 990 Required:
No
Effective Date of Exemption:
July 15, 1981
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)

SONRISE BAPTIST CHURCH OF HILLSBORO

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Choi". The signature is stylized with a large, looping initial "R" and a cursive "C".

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Enclosure: Publication 4221-PC



2012 Washington County Project Homeless Connect SPONSORSHIP OPPORTUNITIES

What is Project Homeless Connect?

Project Homeless Connect has become a nationwide movement to increase access to services for the homeless and engage the community in finding a solution for homelessness. ***The mission of Project Homeless Connect is to bring communities together to create and promote tangible solutions that remedy the homelessness of their neighbors.***

The event has its roots in San Francisco, where it began in October 2004 under Mayor Gavin Newsom. Since then communities across the nation have eagerly adopted Project Homeless Connect as their own. Project Homeless Connect has been identified by the United States Interagency Council on Homelessness as an innovation that can move people more quickly toward housing and stability and furthers the goals of community 10 Year Plans to end homelessness. This model has now been adopted by more than 200 communities, large and small, in the U.S., Canada, and Australia. Most participating communities organize one-stops run by volunteers offering assistance with housing, health care, legal issues, benefits enrollment, treatment and other basic needs.

Project Homeless Connect in Washington County

Washington County Project Homeless Connect is in its sixth year. Each year builds on the success of the previous year and each year brings an increase in the number of people in need served. Washington County's 2011 Project Homeless Connect provided critical services and connections to approximately 500 individuals at a one-day, one-stop event held at Sunrise Church in Hillsboro. Sixty five community partners and 290 volunteers worked that day to provide services such as health and dental care, haircuts, food and clothing, and connections to needed social services. A 2011 event summary is attached.

The 6th Annual Washington County Project Homeless Connect is scheduled for Friday, January 27, 2012. Through this one-day, one-stop model which includes a key leaders briefing, we aim to achieve the following goals:

- ◆ To engage the community to be a part of the effort to end homelessness
- ◆ To connect Washington County homeless to needed services in a "one-stop" model
- ◆ To connect volunteers to Washington County's homeless for this day of services as well as future opportunities to help people in need
- ◆ To connect service providers with each other in order to serve the homeless in a new and different way

- ◆ To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.

Washington County Project Homeless Connect is organized by Sonrise Church in partnership with Vision Action Network, Hands On Greater Portland, Pacific University and numerous additional community partners.

Sponsorship Opportunities

Washington County Project Homeless Connect, through the Sonrise Church, offers the following sponsorship opportunities:

Presenting Sponsor (\$5,000 or more)

- ✓ Logo prominent on all promotional and event materials, including t-shirts
- ✓ Logo on Project Homeless Connect and Sonrise Church websites recognizing sponsorship
- ✓ Banner displayed at event

Supporting Sponsor (\$1,000 – 4,999)

- ✓ Logo on all promotional and event materials, including t-shirts
- ✓ Logo on Project Homeless Connect and Sonrise Church websites recognizing sponsorship

Friend (\$500 - \$999)

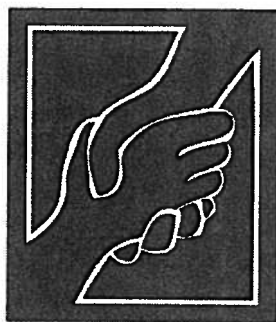
- ✓ Name on all promotional and event materials, excluding t-shirts
- ✓ Name on Project Homeless Connect and Sonrise websites recognizing sponsorship

For more information, please contact Kim Marshall at 503- 640-2449 or kim@phcwashco.org

Sonrise Church is the fiscal sponsor for Project Homeless Connect and is a non-profit corporation registered in Oregon.

Organizing Partners





Washington County
Project Homeless
Connect

EVENT REPORT 2011

January 28, 2011
Sonrise Church
Hillsboro, Oregon

HISTORY & PURPOSE

Project Homeless Connect Washington County is in its fifth year and is part of a national movement to:

- Increase access to services for people who are homeless or at risk of being homeless, and
- Engage the community in finding solutions to end homelessness.

The event has its roots in San Francisco, where it began in October 2004 under Mayor Gavin Newsom. Since then communities across the nation have eagerly adopted Project Homeless Connect as their own.

Project Homeless Connect has been identified by the United States Interagency Council on Homelessness as an innovation that can move people more quickly toward housing and stability and furthers the goals of community 10 Year Plans to end homelessness.

Project Homeless Connect has now been adopted by more than 200 communities, large and small, in the U.S., Canada, and Australia. Most participating communities organize one-stops run by volunteers offering assistance with housing, health care, legal issues, benefits enrollment, treatment and other basic needs.

In 2006, a homeless community leader brought Project Homeless Connect to Washington County. It is now a strategy in the County's 10-year plan to end homelessness. Over the past five years Washington County Project Homeless Connect has grown to include more partners and more volunteers, and thus serve more individuals in need. It is successful as a result of the tremendous collaborative effort between numerous non-profit agencies, public organizations, faith communities and business partners.

The goals of Washington County Project Homeless Connect are:

- To engage the community to be a part of the effort to end homelessness
- To connect Washington County homeless to needed services in a "one-stop" model
- To demonstrate broad community support to those experiencing homelessness in Washington County and to provide human connections to people who feel and are typically alienated.



Thank You to Everyone Who Made This Event Possible!

Presenting Sponsor:



Additional Sponsors & Funders:



City of
BEAVERTON



United Way of the
Columbia-Willamette



In Kind Donors:

Coffee Creek Correctional Facility
Community Partners for Affordable
Housing
Costco
Dave's Killer Bread
Fred Meyer
Good Neighbor Center
Hillsboro Youth Advisory Council
Interfaith Action Network

Kettle Foods
Longbottom Coffee & Tea
NW Natural
Organically Grown Company
Oregon Food Bank Pacific University
Portland Roasting Company
Providence Health & Services
Sonrise Church

Primary Organizing Partners:



Hands On
GREATER PORTLAND
Be the Change. Volunteer.



Participating Agencies:

211 info
Acceleration Chiropractic
Beaverton Family Resource Center
Boys and Girls Aid Society
Care to Share
Cascade Aids Project
Central City Concern
CODA
Community Action
Community Partners for Affordable Housing
Connect
Dave's Killer Bread
DMV
Domestic Violence Resource Center
Essential Health Clinic
Family Bridge
Good Neighbor Center
Goodwill Industries
Hands on Greater Portland
Hillsboro Family Resource Center
Hillsboro Police Department
Homeplate
Job Corps
Jubilee Transition Homes
Just Us Home, Inc.
Love INC, Hillsboro & Beaverton
Luis Palau Association
Luke-Dorf Inc
Medical Teams International
NW Natural
Open Door Counseling
Oregon Department of Human Services
Oregon Department of Veterans Affairs
Oregon Employment Department
Oregon Food Bank
Oregon Law Center
Oregon Recovery Homes
Our Place Christian Church
Pacific University
Partners for a Hunger Free Oregon
Portland Rescue Mission
Providence Health & Services
Ride Connection
Salvation Army
Sanctity of Hope
Social Security Administration
Street Roots
Tigard Family Resource Center
Transition Projects
Tualatin Valley Gleaners
Unity of Beaverton
VA Medical Center
Virginia Garcia Memorial Health Center
Vision Action Network
Washington County Bicycle Transportation Coalition
Washington Co. Community Corrections
Washington Co. Community Development
Washington County DA's Office
Washington Co. Disability, Aging & Veterans Services
Washington Co. Library Services
Washington Co. Public Health
Washington Co. Housing Services
Washington Co. Mental Health



PROJECT HOMELESS CONNECT 2011 - EVENT SUMMARY

Washington County Project Homeless Connect 2011 took place at Sonrise Church in Hillsboro on Friday, January 28. The Key Leaders Briefing was held the evening before, on Thursday, January 27 at Village Baptist Church in Beaverton.

Over 500 individuals in need attended this year's event with the help of 21 donors & sponsors, 293 volunteers, and 63 organizations representing all sectors (nonprofit, public, private and faith). In addition, 60 key leaders attended the briefing the evening before the event.

960 TriMet passes were given to individuals to get to and from the event. Below is a chart highlighting some of the services provided.

Organization	Services Provided	# Served
Washington County Disability, Aging & Veteran Services	Medicaid and food stamp screening for persons who are elderly and/or disabled	50
Washington County Bicycle Transportation Coalition	Bike repair, helmets/lights	20
Acceleration Chiropractic	Chiropractic Care	41
Pacific University	Dental screenings, cleanings, services & referrals	125
Oregon Department of Human Services	Information and referral about food stamp intake, TANF, OHP intake, and TADVS screening.	118
Domestic Violence Resource Center	Crisis intervention, referrals to services, information and assistance to file restraining order.	90
Washington County District Attorney's Office	Victims Assistance	90
DMV	Information and forms	64
Washington County Department of Health and Human Services	Housing information, information regarding treatment related to mental health, detox, substance use and methadone.	45
Sonrise/NW Natural/Dave's Killer Bread	Breakfast, Lunch, Dinner	over 1200 meals served
Volunteer Hair Stylists	Haircuts	125
Cascade Aids Project	Information and Referral	43
Washington County Department of Housing Services	Information and Referral Services	131 guest visited 104 Section 8 apps given 42 Section 8 apps received
Oregon Law Center	Free Legal assistance to low-income clients with non-criminal problems	25

Organization	Services Provided	# Served
Pacific University, Providence Health & Services, and Washington County Public Health	HIV testing, health education, immunizations, advice, triage, referral, blood pressure checks, diabetes screenings, foot care, psychology, physical therapy and glucose testing.	88 screened 24 HIV testing 32 Foot care
Luke-Dorf	Provide mental health services and information on services in the community	88
Banfield Veterinary Hospital	Veterinarian services, food, supplies, spay/neuter info.	62 pets seen 25 referrals
Community Action	Information and resources	250 Toiletries 95 scarves, hats & gloves 8 SAFAH apps 50 resource guides 20 Head Start apps
Goodwill Job Connection	Information and resources	36 signed up for services 157 picked up info/literature
Washington County Library Services	Information, books	152 people served 116 books distributed
Oregon Food Bank	Information and resources	Food Resource brochure: 111 English, 10 Spanish
Tualatin Valley Gleaners	Information	120 brochures, 100 oranges, 16 hoodies
Hillsboro Police Department	safety education & giveaways (reflective lights, stickers, eco - bags, whistle/light key chains)	302
Social Security Administration	Social Security retirement assessment, Survivors and Disability benefits assessment, Supplemental Security Income assessments, general questions and referrals	11 Replacement Cards 6 Disability apps 32 general info
Homeplate	Resource Info	108
Washington County Disability, Aging & Veteran Services	Veteran's Information, employment, housing information, eligibility checks, DD-214, mental health services, service compensation & pension claims.	12 benefit info 3 benefit apps 17 comfort kits
WorkSource	Information and resources	15 employment advice 7 resume help 20 job search 18 other
Pacific University	Vision testing for adults, eyeglass vouchers for adults following a complete eye exam and reading glasses for anyone in need.	34 tested 34 glasses 3 referrals for medical services

In addition to the services highlighted above, numerous organizations provided information about and linkages to their programs and services.

Volunteer Feedback

"I was kept very busy sorting and organizing the donated clothing and jackets. All went smoothly I thought. I felt needed and appreciated."

"Project was well organized and we were kept hopping the entire time. A very worthwhile cause."

"I very much enjoyed my experience last night and was truly overwhelmed with the love and care that I saw through the people helping to set up. would be very interested in helping more with the Hands On Portland organization."

"It was a rewarding experience for me and wonderful to work with agency staff and other volunteers. I look forward to helping out next year if possible!"

"So much went well at the event it's difficult to know where to begin. Great food, huge variety of services available, clients were absolutely raving about the haircuts, dental care, clothes, and housing information."

"THE BEST THING I HAVE EVER DONE.THE STAFF KNEW WHAT THEY WERE DOING. I met wonderful people, both staff and guests. and shared lots of smiles. Giving, caring and sharing, what a wonderful thing! We did need more hot water in the foot care center."



FINAL REVENUE & EXPENDITURES

Expenses	Original Budget	Actual
Event coordination (contract, ~ 8 hours/week)	\$4,500	\$4,500
Event supplies	\$750	\$433
Resource Guides	\$500	\$1,000
T-shirts & Lanyards	\$1,000	\$808
Key Leaders Briefing	\$800	\$524
Event Food	\$650	\$394
Tri-Met tickets (for clients)	\$2,000	\$2,000
Medical Teams International	\$500	\$500
Website	\$700	\$700
VAN administration (10%)	\$1,140	\$1,086
Pet Area supplies	\$3,000	\$3,000
Total Expenses	\$15,540	\$14,946
Revenue		
Carryover from 2010 PHC	\$1,070	\$1,070
Banfield Grant	\$3,000	\$3,000
Providence Health & Services	\$6,500	\$6,500
United Way	\$1,500	\$1,500
Washington County	\$1,000	\$1,000
City of Beaverton	\$2,500	\$2,500
Total Revenue	\$15,570	\$15,570
In-Kind Donations		
Facility (Sonrise Church)	\$3,000	\$3,000
Event Food for participants	\$2,500	\$5,050
Insurance (Sonrise Church)	\$1,000	\$1,000
Volunteers		\$21,682
Total In-Kind	\$6,500	\$30,732



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name	Tigard-Tualatin Family Resource Center		
Address	C/O Durham Center, 8040 SW Durham Road, (Physical address on campus of Tigard High School)		
City	Tigard	State	Oregon
		Zip Code	97224
E-Mail	cwest@ttsd.k12.or.us		Phone Number
			503-603-1588

1. Request (express in whole dollar amounts only)

Cash	\$	4,000
In-Kind Services (use of City property, City staff support, etc. Please explain the services requested on a separate sheet)	\$	0
Total Request	\$	4,000

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

The request is to supplement the grant received by the Washington County Commission on Children & Families in order to fund staff hours and supplement donation funds paying for such items as hygiene products, transportation and prescription assistance, volunteer-led class materials, mobile dental clinics, and office supplies not covered by the grant from the Commission on Children & Families.

3. Describe the Agency's mission:

TTFRC's mission is to build the community's capacity to support its children and families through pooling resources and coordinating services for children and families at the community level. The center's goal is to help families become more self-sufficient and to increase successful family relationships to the school district and community. The Family Resource Center is viewed as a model for assuring families feel comfortable seeking the kinds of information, resources and support services that all citizens need at various times. It provides service by acting as a connection point for families seeking information, referrals, and on-site social services. It supports families that struggle everyday to provide for basic needs such as food, clothing, dental, medical and mental health needs.

4. What group of citizens in Tualatin does your organization target?

TTFRC targets Tigard-Tualatin School District families as well as parents with children 0-5 years old that will eventually enter into the school district. The target population within this group is low-income families and others with community resource needs.

4a. What types of services will be provided in the funding request year?

Connecting families with community resources, coordination of dental vans, parenting & English classes, health insurance application assistance, scholarships for after school activities, basic needs items & more.

4b. How many Tualatin residents will be served?

An estimated 627 Tualatin families will be served (this number does not include school & community personnel using the resource guide & center to connect families with services directly).

4c. What percentage of your operation is dedicated to service in Tualatin?

Approximately 31% of TTFRC's operation is dedicated to service in Tualatin.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
	\$ 4,000	\$ 4,000
	\$ 6,500	\$ 6,500
	\$ 80,786	\$ 75,386

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

Tigard-Tualatin Family Resource Center

BUDGET 2011-12

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Ending Balance
Washington County Commission on Children & Families	\$75,386	Salaries (\$43,615) two employees, 1 FTE Fringe benefits (\$29,000) two employees Consumable Supplies (\$696) Grant In-direct Charges (\$2,075) (An additional .25 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$49,788	Space, Custodial, Administrative, Technical Support	\$0
City of Tigard	\$6,500	Direct-service Staff Hours, Basic Needs Assistance for Low-income Tigard Families, Mobile Dental Clinics, Extracurricular Activity Scholarships for Students	\$0
Community Donations (in-kind)	Estimated \$20,000	Basic Needs Items such as hygiene products, food, clothing, books, household goods and toys	\$0
Community Donations (cash)	Estimated \$10,000	Hygiene Products, Food Vouchers, Transportation Assistance, Mobile Dental Clinics, Holiday Sponsorship, Direct-service Staff Hours	\$0
Total Cash Revenue			\$91,886
Total In-kind Donations			\$69,788
Total Cash Revenue & In-kind Donations			\$161,674

Tigard-Tualatin Family Resource Center

BUDGET 2010-2011

Major Revenue Sources	Beginning Balance	Major Expenditure Categories	Ending Balance
Washington County Commission on Children & Families	\$80,786	Salaries (\$41,369) two employees, 1 FTE Fringe benefits (\$28,124) two employees Mobile Dental Clinics (\$5,400 clinics) Consumable Supplies (3,726) School District Supervision (\$2,167) (An additional .25 FTE paid through donations)	\$0
Tigard-Tualatin School District In-kind Contributions	Estimated Value \$49,788	Space, Custodial, Administrative, Technical Support	\$0
City of Tigard	\$6,500	Direct-service Staff Hours, Basic Needs Assistance for Low-income Tigard Families, Mobile Dental Clinics, Extracurricular Activity Scholarships for Students	\$0
City of Tualatin	\$4,000	Direct-service Staff Hours, Basic Needs Assistance for Low-income Tualatin Families, Mobile Dental Clinics, Extracurricular Activity Scholarships for Students	\$0
Community Donations (in-kind)	Estimated value \$22,843	Basic Needs Items such as hygiene products, food, clothing, books, household goods and toys	\$0
Community Donations (cash)	\$16,396	Hygiene Products, Food Vouchers, Transportation Assistance, Mobile Dental Clinics, Holiday Sponsorship, Direct-service Staff Hours, and Rainy Day Fund (\$414)	\$0

Total Cash Revenue	107,682
Total Estimated In-kind Donations	72,631
Total Cash Revenue & In-kind Donations	180,313

**Tigard-Tualatin Family Resource Center
Steering Committee**

Name	Occupation	Program	Phone	Address/ Emails
Ana Abrego & Becky Padron	Outreach & Enrollment Workers	Healthy Kids	503-603-1582	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 aabrego@ttsd.k12.or.us rpadron@ttsd.k12.or.us
Betty Merrit	Program Coordinator	Commission on Children & Families	503-846-4547	111 SE Washington Street, MS 6 Hillsboro, OR 97123-4029 Betty_Merrit@co.washington.or.us
Catherine West	Director	Tigard-Tualatin Family Resource Center	503-603-1588	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 cwest@ttsd.k12.or.us
Chuck Bomar	Pastor	Colossae Church	503-477-4475	12176 SW Garden Place Tigard, OR 97223 chuck@colossaechurch.org
Esmeralda Arizmeudi	Volunteer	Tigard Covenant Church	503-486-5550 503-490-2187	11321 SW Naeve Street Tigard, OR 97224 frias4990@comcast.net
Karen Twain	Director of Alternative Programs	Tigard-Tualatin School District	503-431-4588	8040 SW Durham Road Tigard, OR 97224 ktwain@ttsd.k12.or.us
Mia Burger	Receptionist	Tigard-Tualatin Family Resource Center	503-603-1585	c/o Durham Center 8040 SW Durham Road Tigard, OR 97224 mburger@ttsd.k12.or.us

Internal Revenue Service

Department of the Treasury

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

Date: April 4, 2003

**Tigard School District 23J
6960 SW Sandburg St.
Tigard, OR 97223-8039**

**Person to Contact:
Ms. Regina Parker 31-07403
Customer Service Specialist
Toll Free Telephone Number:
8:00 A.M. to 6:30 P.M. EST
877-829-5500
Fax Number:
513-283-3756
Federal Identification Number:
93-0572833**

Dear Sir or Madam:

This responds to your request dated March 3, 2003, for information concerning your organization's federal tax status.

Our records indicate that your organization may be a governmental instrumentality or a political subdivision of a state.

No provision of the Internal Revenue Code imposes a tax on the income of governmental units (such as states and their political subdivisions). Therefore, it has been the position of the Service that income of governmental units is not generally subject to federal income taxation. If, however, an entity is not itself a governmental unit (or an "integral part" thereof), its income will be subject to tax unless an exclusion or exemption applies.

One exclusion is provided by section 115(1) of the Code, which excludes from gross income:

- (A) Income derived from the exercise of any essential governmental function,
and
- (B) Income accruing to a state or political subdivision.

Your organization's income may not be subject to tax, either because the organization is a governmental unit (or an "integral part" thereof), or because the income is excluded under section 115. In addition, your organization may also be eligible to receive charitable contributions, which are deductible for federal income, estate, and gift tax purposes. Also, your organization is probably exempt from many federal excise taxes.

Your organization may obtain a letter ruling on its status under section 115, following the procedures specified in Rev. Proc. 2001-1 or its successor.

Your organization may also qualify for exemption from federal income tax as an organization described in section 501(c)(3) of the Code. If the organization is an entity separate from the state, county, or municipal government, and if it does not have powers or purposes inconsistent with exemption (such as the power to tax or to exercise enforcement of regulatory powers), your organization would qualify under section 501(c)(3). To apply for exemption, complete Form 1023 and pay the required user fee.

Tigard School District 23J
93-0572833

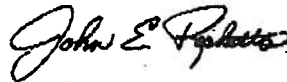
Sometimes governmental units are asked to provide proof of their status as part of a grant application. If your organization is applying for a grant from a private foundation, the foundation may be requesting certain information from your organization because of the restrictions imposed by the Code on such foundations. One such restriction imposes a tax on private foundations that make any "taxable expenditures." Under section 4945(d) and (h) of the Code, "taxable expenditures" include (1) any grant to an organization (unless excepted), unless the foundation exercises "expenditure responsibility" with respect to the grant; and (2) any expenditure for non-charitable purposes. Under section 4942 of the Code, private foundations must also distribute certain amounts for charitable purposes each year—"qualifying distributions"—or incur a tax on the undistributed amount. "Qualifying distributions" include certain amounts paid to accomplish charitable purposes.

Private foundation grants to governmental units for public or charitable purposes are not taxable expenditures under these provisions, regardless of whether the foundation exercises "expenditure responsibility." Under section 53.4945-5(a)(4)(ii) of the Foundation and Similar Excise Tax Regulations, expenditure responsibility is not required for grants for charitable purposes to governmental units (as defined in section 170(c)(1) of the code). Similarly, grants to governmental units for public purposes are "qualifying distributions", under section 53.4942(a)-3(a) of the regulations; and, if they are for charitable purposes, will not be taxable expenditures, under section 53.4945-6(a) of the regulations. Most grants to governmental units will qualify as being for charitable (as well as public) purposes.

Because of these restrictions, some private foundations require grant applicants to submit a letter from the Service determining them to be exempt under section 501(c)(3) and classified as a non-private foundation. Such a letter, or an underlying requirement that a grantee be a public charity, is not legally required to be relieved from the restrictions described above, when the prospective grantee is a governmental unit and the grant is for qualifying (public or charitable) purposes.

We believe this general information will be of assistance to your organization. This letter, however, is not a ruling and may not be relied on as such. If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



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



City of Tualatin
 18880 SW Martinazzi Avenue
 Tualatin, Oregon 97062-7092

REC'D
CITY OF TUALATIN
SEP 02 2011

MAYOR _____ COUNCIL _____ POLICE _____ ADM _____
 FINANCE _____ COMM/DEV _____ LEGAL _____ OPER _____
 COMM/SVCS _____ ENG & BLDG _____ LIBRARY _____

FY 2011-2012 FUNDING REQUEST

Please complete all sections of this application. You must use one application per program/request. If there is confidential information that you do not wish to be part of a public record, please supply that information on a separate sheet and city staff will review the information and keep it confidential. If you have any questions call Maureen Smith, City of Tualatin, at 503.691.3011 or by e-mail at msmith@ci.tualatin.or.us. Applications are **due by 5:00 p.m. on Friday, September 30, 2011.**

Name

Address

City State Zip Code

E-Mail Phone Number

1. Request (express in whole dollar amounts only)

Cash	\$	<input type="text" value="4,000"/>
In-Kind Services (use of City property, City staff support, etc.)	\$	<input type="text"/>
<i>Please explain the services requested on a separate sheet)</i>		
Total Request	\$	<input type="text" value="4,000"/>

2. What is this specific request for? If it's a supplement to the General Fund budget, please state:

General Fund Income

3. Describe the Agency's mission:

The mission of Tualatin School House Pantry is to provide emergency food to qualified households in a welcoming environment. As a part of the Oregon Food Bank, we also share in their mission to eliminate hunger and its root causes because we believe that no one should go hungry. We operate with a volunteer staff that is dedicated to serving others. With this staff, we are now serving on average 560 families each month.

4. What group of citizens in Tualatin does your organization target?

Low income families

4a. What types of services will be provided in the funding request year?

Emergency food as well as emergency dental care

4b. How many Tualatin residents will be served?

As of July 1st, 2011, we are currently serving on average 561 families each month. These families average a family size of four. Approximately 90% of these families are from Tualatin.

4c. What percentage of your operation is dedicated to service in Tualatin?

90% of the families we serve have a Tualatin address.

5. If you are requesting funds from Tualatin and other governments in Oregon, please list them and show the amounts received/requested.

Government	Received Last Year	Requested This Year
CITY OF TUALATIN	\$ 4,000	\$ 4,000
	\$	\$
	\$	\$

6. Please submit the following information with this request:

- a. Detailed budget, including FY 2010-11 actual expenditures and FY 2011-12 Adopted Budget. The Budget should identify beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
- b. Names, addresses, occupations, and telephone numbers for your Board of Directors.
- c. A copy of your 501(c)(3) certification. If not available, or you are not a certified non-profit, please explain.

Print Form

1 TSHP Operating Budget 2011						
2		2011 BUDGET AMT	2010 ACTUAL	2011 ACTUAL thru June	2010 ACTUAL thru June	
3	INCOME					
4	CONTRIBUTIONS					
5	Individual Contributions (4010)	\$36,000	\$36,443	\$17,275	\$11,692	
6	Business Contributions (4012)	\$25,000	\$25,996	\$15,802	\$12,505	
7	Svc Org Contributions (4014)	\$2,000	\$2,393	\$518	\$0	
8	Religious Org Contributions (4018)	\$10,000	\$9,746	\$896	\$4,174	
9	Local Govt Contributions (4020)	\$1,000	\$856	\$0	\$0	
10	School Org Contributions (4016)	\$5,000	\$4,697	\$8,202	\$4,676	
11	Thanksgiving meat contributions	\$3,000	\$2,740	\$0	\$0	
12	GRANTS					
13	City of Tualatin (4540)	\$4,000	\$4,000	\$0	\$0	
14	via Oregon Food Bank (OFB credits)	\$3,000	\$4,526	\$1,933	\$4,913	
15	Rotary (dental van)	\$3,600	\$0	\$3,600	\$0	
16	Other grants	\$10,000	\$7,900	\$0	\$4,500	
17	OTHER INCOME					
18	From reserves	\$8,500	\$0	\$0	\$0	
19	Interest (5310)	\$300	\$258	\$92	\$176	
20	One time income	\$0	\$2,970	\$0	\$2,970	
21	TOTAL INCOME	\$111,400	\$102,525	\$48,318	\$45,606	
22	EXPENSE					
23	Food and Services for Clients					
24	Fresh milk (8114)	\$18,000	\$7,382	\$9,111	\$3,686	
25	OFB Food Share Costs (8112)	\$16,000	\$15,869	\$6,886	\$7,874	
26	Eggs & Other Food Purchases (8116 +8115)	\$0	\$3,411	\$0	\$1,293	
27	Eggs (8115)	\$1,800	\$0	\$496	\$0	
28	Sugar (8121)	\$2,000	\$0	\$631	\$0	
28a	Chicken (8133)	\$0	\$0	\$655	\$0	
29	Other food (8116)	\$3,000	\$0	\$864	\$0	
30	Holiday turkey give-a-way (8117)	\$3,000	\$2,496	\$0	\$0	
31	Diapers (8113)	\$2,000	\$1,960	\$1,124	\$624	
32	Laundry detergent	\$1,200	\$0	\$0	\$0	
33	Other non food items for clients	\$1,200	\$0	\$200	\$0	
34	Birthday in a Bag (3150 + 8127)	\$2,400	\$1,000	\$359	\$200	
35	Dental van fee frm reserve (3140 db) *	\$3,600	\$3,600	\$2,100	\$900	
36	Dental van fee (8126)	\$1,800	\$300	\$900	\$0	
37	Operating Expenses					
38	Pantry supplies (8110)	\$3,000	\$2,889	\$1,093	\$1,485	
39	Pantry fixtures / equipment (8155)	\$4,000	\$610	\$2,572	\$610	
40	Office supplies (8111)	\$1,200	\$806	\$404	\$582	

41	IT Equipment & licenses (8165 + 8166)	\$1,500	\$2,648	\$470	\$2,026
42	Bottle Water Service (8118)	\$400	\$391	\$176	\$176
43	Telephone and internet fees (8130)	\$500	\$468	\$293	\$303
44	Occupancy Expenses				
45	Building Lease / Improvements (8210)	\$6,000	\$6,000	\$4,500	\$4,500
46	Personnel / Volunteer Expense				
47	Volunteer expense (8122 + 8123)	\$2,000	\$2,095	\$1,108	\$982
48	Staff salary (7220 + 7251)	\$18,000	\$12,852	\$7,366	\$4,247
49	Payroll expenses (7244 + 7250)	\$4,300	\$2,813	\$1,566	\$1,247
50	Volunteer recognition (8545)	\$2,500	\$1,643	\$0	\$749
51	Administrative Expenses				
52	Insurance (8520)	\$3,000	\$2,466	\$2,551	\$1,426
53	Marketing & promotion (8570 + 8320)	\$1,500	\$345	\$0	\$319
54	Postage and mailing costs (8140)	\$1,000	\$735	\$193	\$309
55	Printing and copying (8170)	\$1,000	\$771	\$0	\$271
56	Board expense (8191 + 8670)	\$2,000	\$414	\$210	\$218
57	Fund Raising Expense (7510)	\$1,000	\$0	\$476	\$0
58	Subscriptions/Mbrshps (7540 + 8530)	\$500	\$307	\$225	\$307
59	Other Expenses				
60	Other expense (8167 + 8192 + 8124)	\$2,000	\$1,499	\$26	\$38
61	TOTAL EXPENSE	\$111,400	\$75,770	\$44,455	\$34,372
62	NET INCOME	\$0	\$26,755	\$3,863	\$11,234

* does not impact income/expense

Board of Directors - Tualatin School House Pantry

Director	email / street address	home	cell	business
Abigail Elder (Library Manager)	18878 SW Martinazzi Ave Tualatin, OR 97062 abigail@schoolhousepantry.org			503-691-3066
Arlene Hornschuch (Retired)	a.hornshu@gte.net 9610 SW Killarney Ln, Tualatin, OR 97062		503-502-7068	503-691-9929
Cheryl Dorman (Bank Manager)	DormanC@wcb.com 28668 SW Glenwood Cir, Wilsonville, OR 97070		503-799-4145	
Duane McCreery (Insurance)	dmccreery17@yahoo.com 1307 Hemlock St, Lake Oswego, OR 97034		503-267-4495	503-638-5300
Faith Carter (Church Leader)	faith.carter@rollinghills.org 3550 SW Borland Rd, Tualatin, OR 97062	503-656-9921		
Terri Holland (Consultant)	tmholland38@aol.com 15739 SW Bristlecone Way, Tigard, OR 97223	503-590-7815		503 692-0780
Linda Moholt (CEO Chamber)	Lindamoholt@msn.com 19181 SW 55th CT, Tualatin, OR 97062	503-692-9621	503-869-0901	
Matt Bratschi (Marketing)	breathe@cprpublicity.com 11239 SW Stevens Rd, Happy Valley, OR 97086		503-757-2079	
Mike Shiffer (Retired)	mike.shiffer@frontier.com 9563 SW Siuslaw Ln, Tualatin, OR 97062	503-692-3405	503-349-2358	503-639-8796
Shirley Johnson (Homemaker)	shirley.si.johnson@gmail.com 17930 SW YAQUINA CT, Tualatin, OR 97062	503-692-1950	503-522-4995	

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

DEPARTMENT OF THE TREASURY

Date: SEP 16 2008

TUALATIN SCHOOL HOUSE PANTRY
PO BOX 248
TUALATIN, OR 97062

Employer Identification Number:
20-2253741
DLN:
17053210335008
Contact Person:
RENEE RAILY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
October 31, 2007
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

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

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

Letter 947 (DO/CG)



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Colin Cortes, Assistant Planner
Alice Rouyer, Community Development Director

DATE: 10/10/2011

SUBJECT: Planning Commission Research: Follow-up from July 27, 2011 Joint Special Meeting with the Tualatin Planning Advisory Committee (TPAC)

ISSUE BEFORE THE COUNCIL:

Presentation of research about planning commissions in cities neighboring Tualatin.

EXECUTIVE SUMMARY:

There are broad similarities in how cities neighboring Tualatin structure their planning commissions. Most have seven positions with term limits of two consecutive terms maximum at four years each, limits on the number of non-residents and development-related professionals, and allowance for reappointment or removal. Responsibilities among the Planning Commissions vary:

- Lake Oswego decides upon long-range planning items while another body, the Development Review Commission, decides upon current planning items.
- Sherwood decides upon current planning items related to large projects such as site plans over 40,000 square feet of floor area and subdivisions greater than 50 lots, while a hearings officer handles other kinds of land use decisions of lesser magnitude.
- Tigard decides upon and makes recommendations on a mix of current and long-range items including the Capital Improvements Program (CIP), while a hearings officer handles additional current planning items.
- West Linn decides upon and makes recommendations on a mix of current and long-range items.
- Wilsonville's Commission is more like Tualatin's, making recommendations on legislative and long-range items, while another body decides upon current planning items.

DISCUSSION:

Background

On July 27, 2011, the Tualatin Planning Advisory Committee (TPAC) and the City Council held a joint special meeting during which Council directed staff to research how other cities structure their planning commissions. Staff presented research to TPAC on September 6, 2011.

The table below summarizes the structure of the planning commissions in cities neighboring Tualatin

<i>City</i>	<i>Number of Members</i>	<i>Term Limits</i>		<i>Qualifications</i>	<i>Balance</i>	<i>Reappointment and Removal</i>	<i>Reference</i>
		<i>Years</i>	<i>Number</i>				
Lake Oswego	7	4	No limit	Majority must be residents; all non-residents must reside within urban service area	2 development-related professionals max.	City Council reappoints or appoints, or majority Council vote can remove for misconduct or non-performance	CC 12.51.060
Sherwood	7	4	No limit	n/a	2 non-residents max. if living within UGB; 2 developers max.; 2 of same occupation max.	City Council reappoints or appoints, or majority Council vote can remove for misconduct or non-performance	MC 16.06
Tigard	9	4	2 consecutive max.	n/a	2 non-residents max.; 2 development-related professionals max.; 2 of same occupation max.	City Council reappoints or appoints	MC 2.08

West Linn	7	4	2 consecutive max.	"Preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade, or prior or present governmental service."	2 development-related professionals max.; 2 of same occupation max.; geographic diversity a factor; a member may not have 2 or more simultaneous appointments on committees	Mayor reappoints or appoints and City Council confirms	MC 2.085
Wilsonville	7	4	2 consecutive max.	Must be residents	2 non-residents max. if they're business or property owners or development-related professional; 2 development-related professionals max.	Mayor reappoints or appoints and City Council confirms	CC 2.320-321

Many Oregon cities distinguish classes of land use decisions based on degree and level of review, from administrative permit approval to a quasi-judicial decision by an elected body. The range is from Type I to Type III, IV, or V depending on how finely the categories are divided. The Tualatin Development Code does not use this concept.

Appeal of land use decisions to a local elected body are set by Oregon Revised Statutes (ORS) 197 and 227. One can establish standing to appeal to a city council by commenting in writing or testifying at a planning commission hearing, allowing for submittal of an appeal within 14 days (two weeks) of a planning commission decision.

The Planning Commissions of the Five Neighboring Cities

Below is a summary of what each of the five planning commissions reviews.

Lake Oswego

Lake Oswego has both a Planning Commission and a Development Review Commission. The Planning Commission is designated for long-range planning. It decides upon annexations, master plans, and rezoning and makes recommendations about comprehensive plan amendments and development code revisions. Planning Commission responsibilities have no Type correspondence. The Development Review Commission handles most current planning land use decisions, including conditional uses and variances.

There have been few appeals to the City Council and no pattern to appeals. The appeal fee is half of the original application fee, not to exceed \$4,606.

Sherwood

The Planning Commission decides upon:

- site plans of new or existing structures in the Old Town Overlay District
- quasi-judicial actions not otherwise assigned to a Hearing Authority under the code
- site plans greater than 40,000 square feet (sq ft) of floor area, parking or seating capacity, and subdivisions over 50 lots in size.

Sherwood has five Types. The Planning Commission makes Type IV decisions, which are quasi-judicial. Type V are legislative decisions by the City Council; the Planning Commission makes recommendations to the Council on Type V decisions.

Sherwood has also a hearings officer, who decides upon conditional uses, variances, site plan reviews for projects measuring between 15,001 and 40,000 sq ft of floor area, parking or seating capacity, and subdivisions of fewer than 50 lots.

There have been no appeals in recent years. The appeal fee is half of the original application fee.

Tigard

The Tigard Planning Commission decides upon:

- historic district changes
- planned unit developments (PUDs)
- subdivisions associated with PUDs
- quasi-judicial (i.e. property specific) rezonings

It makes recommendations on:

- plan text amendments
- legislative (i.e. area-wide / comp plan related) rezonings

The Planning Commission also helps set the Capital Improvements Program (CIP).

The Planning Commission makes Type III decisions, which are quasi-judicial. Type IV are legislative decisions by the City Council; the Planning Commission makes recommendations on Type IV decisions.

In recent years, Tigard designated a hearings officer to alleviate a burdensome Planning Commission workload. Other subdivisions and applications such as conditional uses go to a hearings officer.

The appeal fee is \$2,700. In recent years there was an appeal to City Council regarding a subdivision associated with a PUD.

Tigard hires a hearings officer through a request for proposals (RFP) process with approval by the City Council. The presently hired individual is also the hearings officer for Sherwood. Staff is obtaining information about qualifications to be a hearings officer in Tigard. Tigard Municipal Code 18.310, Table 18.310.1 lists the applications the hearings officer reviews. Tigard designates these quasi-judicial ones as Type III:

- Conditional uses
 - initial approval
 - major modification

- Sensitive lands

West Linn

The West Linn Planning Commission decides upon:

- conditional use permits
- design reviews (reserved for land use and activities that require comprehensive review)
- expansions of a non-conforming structure (other than single-family residential)
- variances (either small change to zoning with minor effects or significant changes with potential effects)
- Planned Unit Developments (PUDs)
- subdivisions
- quasi-judicial (i.e. property specific) rezonings

It makes recommendations on:

- development code revisions
- plan amendments
- legislative (i.e. area-wide / comp plan related) rezonings

Appeals are few. Most are related to partitions, subdivisions, and PUDs. A West Linn planner indicated that a planning commission works best with legislative matters, particularly if it has a balance of development-related professionals and laypersons and it designates a subcommittee for projects such as comp plan updates or development code revisions.

The appeal fee is \$400.

Wilsonville

Of the five cities, Wilsonville has a Planning Commission most similar to Tualatin's structure. The Planning Commission does not make decisions; rather makes recommendations after reviewing matters that are legislative, including plan amendments and rezonings related to plan map amendments. There is a Development Review Board that decides upon almost all quasi-judicial applications (Type III).

Appeals are not applicable because the Planning Commission is not a deciding body.

The Development Review Board consists of two 5-member panels, each of which is empowered to review and take quasi-judicial action on land-use applications. When the city receives a land-use application, it is assigned to one of the two panels, which then conducts hearings and renders decisions on all aspects of that application. However, members of one panel may substitute for members of the other panel, if necessary, to ensure a quorum at all meetings. Panel A meets early each month and Panel B meets late each month.

Members of the Development Review Board serve a two-year term. Board members must be Wilsonville residents. No more than two members of a panel can be involved in the same occupation, and no more than one member of either panel can be involved in real estate sales or development.

Wilsonville City Code 4.030 and 31 lists the quasi-judicial they can decided upon:

- Appeals of staff decisions or interpretations involving quasi-judicial applications or procedures, as authorized in Sections 4.022 and 4.172

- Review of tentative subdivision and condominium plats, as authorized in Section 4.210, other than those processed as expedited land divisions
- Conditional Use Permits, as authorized in Section 4.184
- Variances, as authorized in Section 4.196, other than those that are reviewed and acted upon by the Planning Director through Administrative Review processes
- Initial review of quasi-judicial applications for zone changes, as authorized in Section 4.197
- Initial review of quasi-judicial applications for amendments to one or maps in the Comprehensive Plan, as authorized in Section 4.198
- Planned developments
- Site design review, as authorized in Section 4.400
- Review of Stage I and Stage II Planned Development applications
- Acceptance, rejection, or modification of traffic studies prepared for projects or developments. A traffic study prepared by the City's consultant shall not be rejected or modified by the Board unless substantial evidence exists in the record to justify such action. If the Board rejects a traffic study prepared by the City's consultant, the fee paid by the applicant for that study shall be refunded
- Initial review of requests for quasi-judicial annexations to the City of Wilsonville
- Street naming
- Street vacations, where a specific development application has been filed for the subject property. If no specific development application has been filed for the subject property, the vacation request shall be considered by the Planning Commission. Action of the Planning Commission or Board on a street vacation request shall be a recommendation to the City Council

DRB decisions are usually binding and may be appealed to City Council.

TPAC Discussion

During the September 6, 2011 meeting, staff presented this research, and TPAC requested supplemental information. Members had several follow-up questions about the Wilsonville DRB and bodies in other cities. The supplemental information is incorporated within this memo.

TPAC discussed the role of hearings officers, which some of the examined cities use along with planning commissions. Staff commented on the process of the Gresham hearings officer. TPAC discussed what a planning commission would or would not take on and what items the Council would continue to decide. Mr. Beers thought if they were given items, that would demonstrate to the Council how a commission operates and that it might lighten the Council's load. TPAC affirmed the joint meeting with the Council on October 10, 2011 starting no earlier than 6 p.m. so that one or two TPAC spokesmen could attend and report.

The Number of Applications Other Cities Decided Compared with Tualatin

At the request of TPAC, the attached tables (Attachment C) compare applications decided by the planning commissions and TPAC. The first table is of present conditions, and the second table is a hypothetical situation in which TPAC decides upon six quasi-judicial applications:

- Conditional use permit (CUP)
- Industrial master plan (IMP)
- Reinstatement of use
- Sign variance (SVAR)
- Transitional use permit (TRP)
- Variance (VAR)

Other Sources:

The American Planning Association (APA) provides guidance to planning commissions:

<www.planning.org/education/commissions>

The Oregon Department of Land Conservation and Development (DLCD) has no information about a model planning commission.

The *Planning Commissioners Journal* is a publication addressing the concerns of planning commissioners:

<<http://pcj.typepad.com/>>

RECOMMENDATION:

Staff recommends that Council provide direction to staff.

Attachments: A - City Council Special Work Session Minutes July 27, 2011
 B - TPAC Minutes September 6, 2011
 C - Comparative Tables



**OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF
THE JOINT TUALATIN CITY COUNCIL AND TUALATIN
PLANNING ADVISORY COMMITTEE FOR JULY 27, 2011**

Present: Mayor Lou Ogden; Councilor Joelle Davis; Councilor Frank Bubenik; Councilor Nancy Grimes

Absent: Council President Monique Beikman; Councilor Wade Brooksby; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Brenda Braden; Community Development Director Alice Rouyer; Planning Manager Aquilla Hurd-Ravich; Associate Planner Cindy Hahn; Executive Assistant Maureen Smith

Attendees: Chair Paul Sivley, Planning Advisory Committee; Vice-Chair Mike Riley; Alan Aplin; Bill Beers; Jeff De Haan; Steve Klingerman

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B. AGENDA

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3. [City Council and Tualatin Planning Advisory Committee Joint Discussion](#)

Mayor Ogden began by welcoming the members of the Tualatin Planning Advisory Committee (TPAC) and opened the discussion and went on to explain the purpose of the session is to provide an opportunity for the Council and TPAC to discuss potential changes to the committee. Chair Sivley proposed changes at the March 28, 2011 Council meeting after the annual report presentation, that include reducing the membership size from nine to seven, changing the quorum rules and removing term limits. There have been several high-profile meetings held over the past year where a quorum was not met. Also, the Committee was

interested in holding a dialogue with Council about the potential of transitioning to a Planning "Commission."

Committee Chair Paul Sivley said he was happy for the opportunity to meet with Council at this joint session. Since becoming chair his goal was to keep the committee filled and motivated and looking to take the step of creating a "Planning Commission", and more of a motivational effort to the members in recognizing their value and contribution. Also providing services to the public could be more efficient as there is a duplication of effort by an applicant having to garner approval at a committee meeting and also with the Council. Chair Sivley noted he previously served on a Planning Commission and City Council in another state and it had worked well. Vice-Chair Mike Riley spoke that most other cities that have a "Planning Commission." Tualatin has been transitioning from a small town to a city over the last number of years and the advantage of a Planning Commission is it helps to take some of the issues off the plate of Council, and can be a more efficient way to do things. Committee Member Alan Aplin spoke on Chair Sivley's comment of duplication of effort when dealing with issues and believes it is important to streamline the process without an applicant having to go before the Committee first and then Council. There are some decisions that could be made by having a Planning Commission. Committee Member Steve Klingerman agreed and said it is giving responsibility to committee members without any authority and is an unmotivating factor. He believes there needs to be more dialogue between Council and the Committee and should be team effort working toward the same goal. Chair Sivley said the narrowing of definition of authority can and should be decided by Council. It was asked and explained by Chair Sivley what types of issues were heard from the former Planning Commission he was a member of. Committee Member Jeff DeHaan commented that TPAC is more citizen-involvement driven, versus a Planning Commission being more involved with land use and not at the citizen level.

Councilor Frank Bubenik commented that he knows Tualatin is one of the only cities that does not have a Planning Commission and he is in favor of looking into the matter. Councilor Joelle Davis commented that it can't be "all or nothing" but rather somewhere in the middle. She also wants to be sure that the level of public involvement is intact and would like to see some legal analysis and research done on this issue.

Mayor Ogden said he recognized the point made that Planning Commissions are common and that they have value, etc. His question is more of what outcomes are we trying to get to. Committee Member Aplin commented that if they are given the responsibility to make a recommendation, they want to have the authority to back it up, and it is ultimately a Council decision. Mayor Ogden said from his perspective TPAC is an advising body that makes relevant, thorough and important recommendations to Council, but Council may not be utilizing TPAC to its full extent. And the scenario of having the development community go through "two hoops" is a problem. He also mentioned that Council

has recommended TPAC be the lead on the update to the Transportation System Plan project, which is a huge issue for the City. On the issue of who decides what can be heard by a Planning Commission does not concern him much as there are issues that would still be required to be heard by Council, such as land use, etc.

Discussion continued on TPAC's role in how issues are dealt with currently, and the relevance of having a Planning Commission. Discussion turned to the types of advising and issues that could be heard. It was asked about the appeal process and how it would work if there was a Planning Commission in place.

Possible ideas of what could be appropriate issues to be handled by a Planning Commission was discussed and it was suggested some of those issues could be a sign variance, transitional use permit, or a conditional use permit, but would defer to staff to determine which ones would be appropriate. Staff noted they will research what other cities are doing with regards to issues their Planning Commissions address.

Councilor Nancy Grimes expressed her concern about how the process could work and agreed with Councilor Davis that it can't be "all or nothing." She also recognized the good work that is done by TPAC.

It was asked if staff can provide information about how an appeal process would work, and City Attorney Brenda Braden said much of that is dictated by Oregon State law.

The discussion was summarized by Mayor Ogden by noting that staff will research what other communities are doing with their Planning Commissions, what models are used, what Commissions do, and standards for appeal and how many appeals have occurred. Also research on the length of terms, term limits, and standards of termination.

Staff will look at workload and determine when information can be brought back to the Council and TPAC by holding another joint work session, likely in September to review the results.

Mayor Ogden adjourned the joint work session with the Tualatin Planning Advisory Committee at 8:09 p.m. and opened the Council Special Work Session at 8:09 p.m.

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Maureen Smith / Recording Secretary



City of Tualatin

www.ci.tualatin.or.us

UNOFFICIAL

TUALATIN PLANNING ADVISORY COMMITTEE - MINUTES OF September 6, 2011

TPAC MEMBERS PRESENT:

Paul Sivley, Chair
Alan Aplin
Jeff DeHaan (arrived at 8:04pm)
Steve Klingerman
Mike Riley
Bill Beers

STAFF PRESENT:

Alice Rouyer
Aquilla Hurd-Ravich
Will Harper
Ginny Kirby

TPAC MEMBER ABSENT: Nic Herriges

GUESTS: Kathy Newcomb

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5. COMMUNICATION FROM CITY STAFF:

A. Planning Commission Research: Follow-up from July 27, 2011 Joint Special Meeting with City Council

Planning Manager Aquilla Hurd-Ravich noted that Assistant Planner Colin Cortes was unable to attend TPAC this evening. She reiterated that this is a follow-up from the July 27 joint meeting at which Council directed staff to research how the five neighboring cities (Lake Oswego, Sherwood, Tigard, West Linn, and Wilsonville) structure their planning commissions. A variety of responsibilities became obvious during the research. Planning Manager Hurd-Ravich reviewed what some other cities cover with their planning commissions (PC). Wilsonville is structured similar to Tualatin's TPAC. The table on page 2 of the Memorandum lays out the basics of the various PCs. Most all have 7 members, all have the same term limits, 3 of the 5 researched have term caps. All appeals of land use decisions to a local elected body are set by ORS 197 and ORS 227. As long as standing is made, it goes to City Council. If a decision is made at the PC level, it can be appealed to City Council. A fee applies to both parties, no matter which "side" appeals.

The Lake Oswego PC decides on rezoning, annexations, master plans, and makes recommendations about comprehensive plan amendments and development code revisions.

Sherwood also has a hearings officer and makes decisions on: site plans of new or existing structures in the Old Town Overlay District, quasi-judicial actions not otherwise assigned to a Hearing Authority under the code, and site plans greater than 40,000 square feet of floor area, parking, or seating capacity, and subdivisions over 50 lots in size. It was noted that Tigard and Sherwood share the same hearings officer. Brief discussion followed.

Chair Sivley stated that the next step would be a joint meeting with Council. Planning Manager Hurd-Ravich noted a date had been set aside: Council Work Session, October 10. A verbal mention of tonight's discussion and note that it is on the agenda for the October 10 Work Session will be made at the September 12 Council Work Session (it was hoped that the item could be slated on the agenda no earlier than 6 pm so that TPAC members could attend).

It was reiterated that staff was tasked to do further research on PC's and Council wished to know what other jurisdictions did. When asked how Wilsonville appoints their Development Review Board (DRB), Planning Manager Hurd-Ravich replied that staff had not been able to find the answer to that as yet, she will email TPAC when they get an answer. Chair Sivley asked that Tualatin (hypothetical) be relabeled as City (hypothetical) on the 2nd chart. Footnote Wilsonville that they have a DRB or make another bar chart that addresses hearings officers and DRBs; they are an important tool used by most cities. Chair Sivley would like it reflected that it is more than a PC.

Some background was given on how the system worked in Gresham: PC vs. a hearings officer; a brief discussion ensued. Mr. Klingerman was curious to find an example of outlay for using a hearings officer. Concern was expressed regarding using a hearings officer – someone that may not be from the area and possibly not as vested in the decision as someone who is from the area.

Mr. Riley wanted to clarification regarding what a PC would take on and what would go to Council (he referred to a large chart from a previous packet). If TPAC/PC would NOT hear the items going to Council; would they still have authority to make recommendations to Council. This has the potential to take a number of items off of Council's plate, but nothing substantive. Mr. Beers thought if they were given items such as variances, that would let Council see how they operate and could see how that might lighten their load. Planning Manager Hurd-Ravich noted the City hasn't seen many variances in the past few years, but that Conditional Use Permits (CUPs) are in greater number. They tend to have some type of community input, whether negative or positive, and typically have some community interest. Discussion followed regarding CUPs and it was stated that over the past year they weren't overly controversial; which is not always the case. Mr. Sivley spoke to some past experience with PC's. Senior Planner Will Harper spoke to some details on a couple of recent projects.

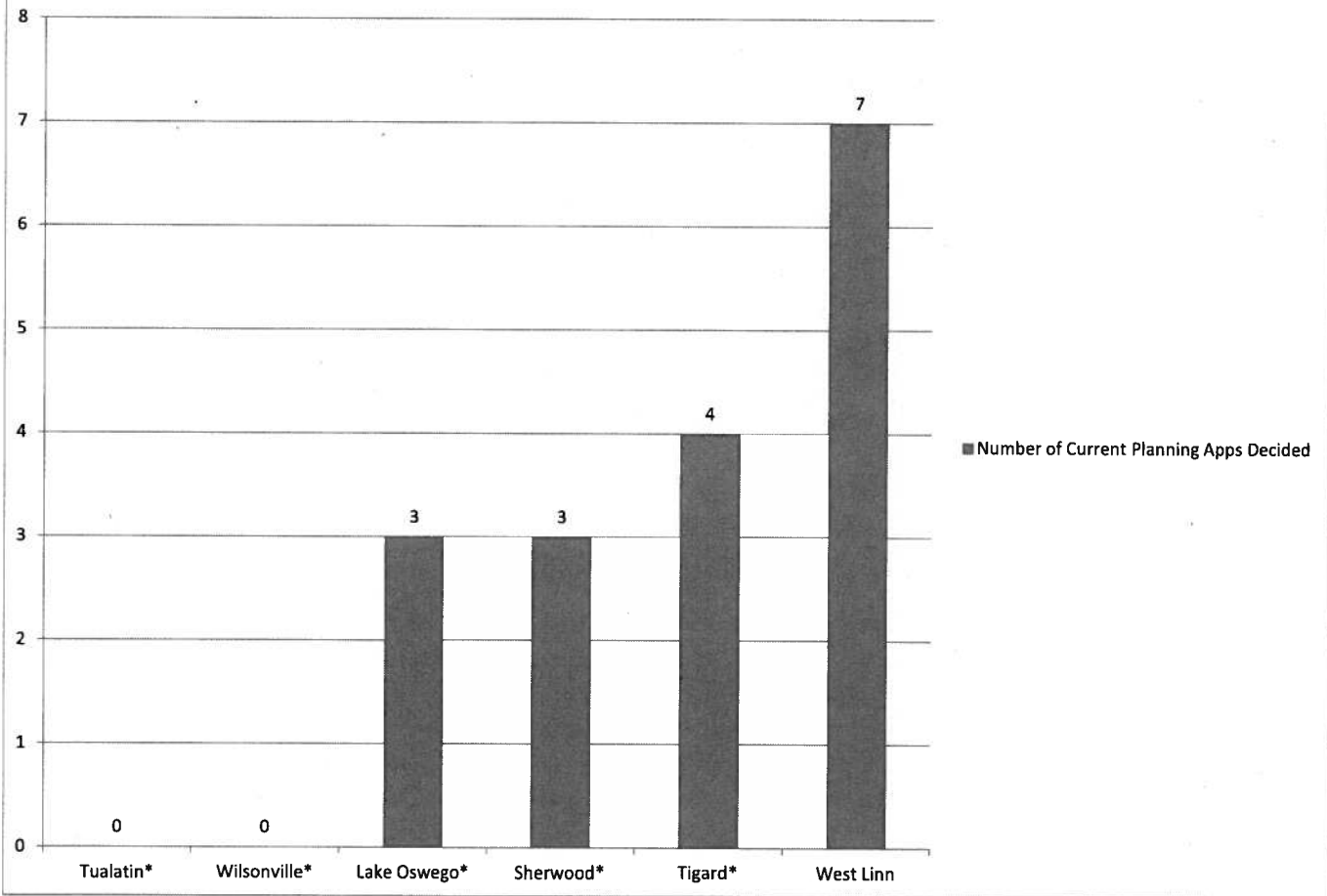
Chair Sivley asked where TPAC wants to go when speaking with Council – phasing or automatic. Mr. Riley didn't think automatic would work. Chair Sivley felt that having a PC would make for more efficient government and entrusting the people you trusted to

appoint. Having a PC could truly reduce Council's work load. Discussion followed.

Chair Sivley thanked staff, particularly Assistant Planner Cortes, for the additional last minute work on this item. It was decided they are ready to provide a report and have one or two spokespeople available at the October 10th Council Work Session.

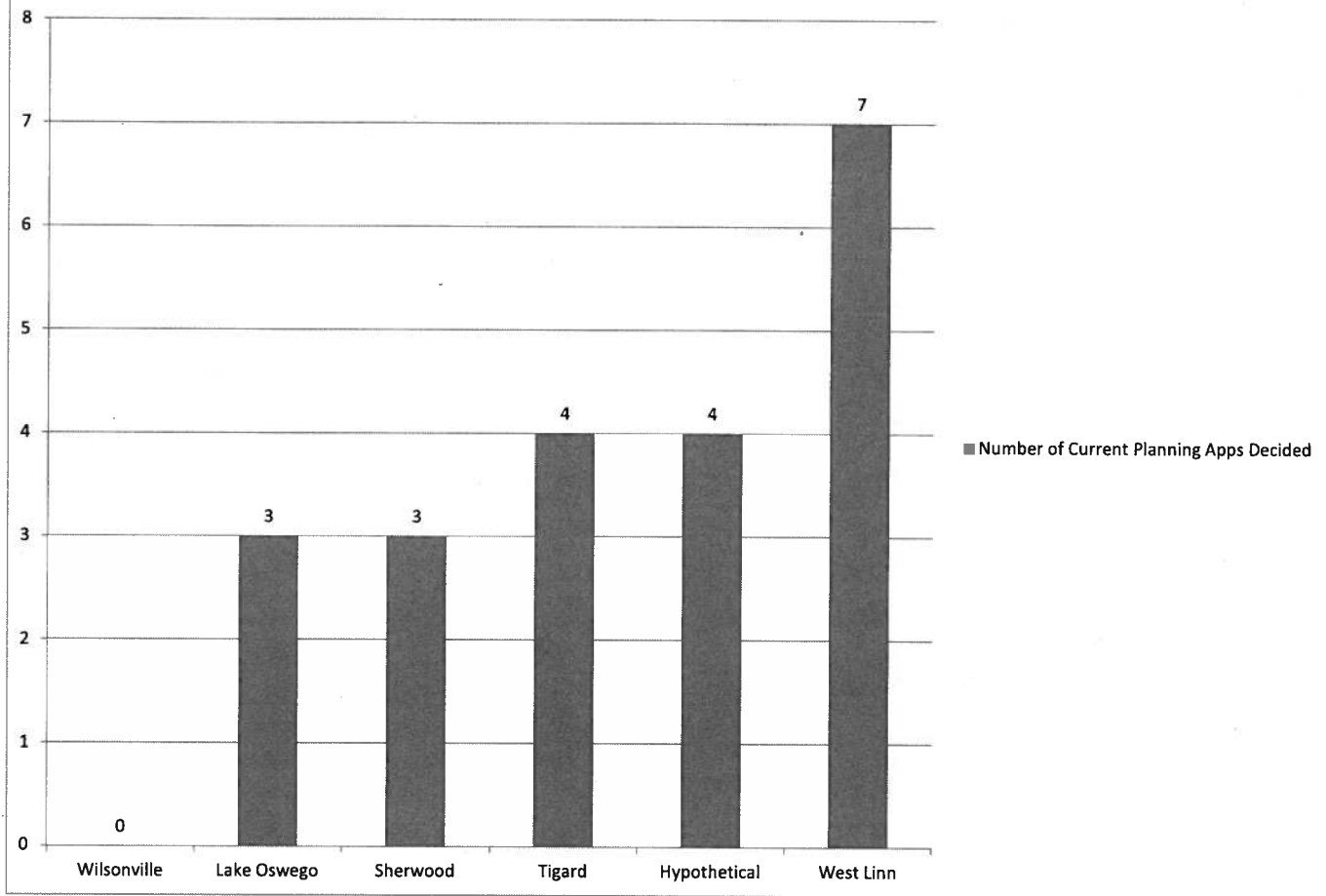
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Number of Current Planning App Types Decided



*Indicates presence of additional decision-making body, such as the Tualatin ARB, Sherwood hearings officer, and Wilsonville DRB.

Number of Current Planning App Types Decided (Hypothetical)



Hypothetical app types include Conditional use permit, industrial master plan, reinstatement of use, sign variance, transitional use permit, and variance. Amount of work can vary.

City Council Work Session

Meeting
Date: 10/10/2011

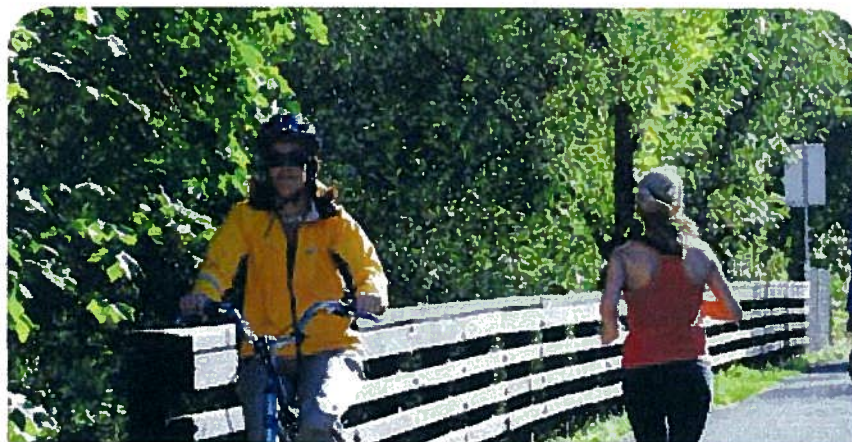
Information

Attachments

PowerPoint - Tonquin Trail and Blake Street Bikeway Project Updates

Tonquin Trail

MASTER PLAN



Project Update – October 10, 2011

Background

- The Tonquin Trail Master Plan builds on the Tonquin Trail Feasibility Study completed in 2004.
- The Tonquin Trail will be a regional trail connecting the Willamette River and Tualatin River with safe pedestrian and bicycle friendly connections between Wilsonville, Sherwood and Tualatin.
- The Tonquin Trail Master Plan is being developed with involvement of the cities of Tualatin, Wilsonville, and Sherwood, Washington and Clackamas counties, the Oregon Department of Transportation, and other stakeholders.
- Throughout the process, Metro and project partners have and will continue to gather community and stakeholders' input.

Tonquin Trail
MASTER PLAN

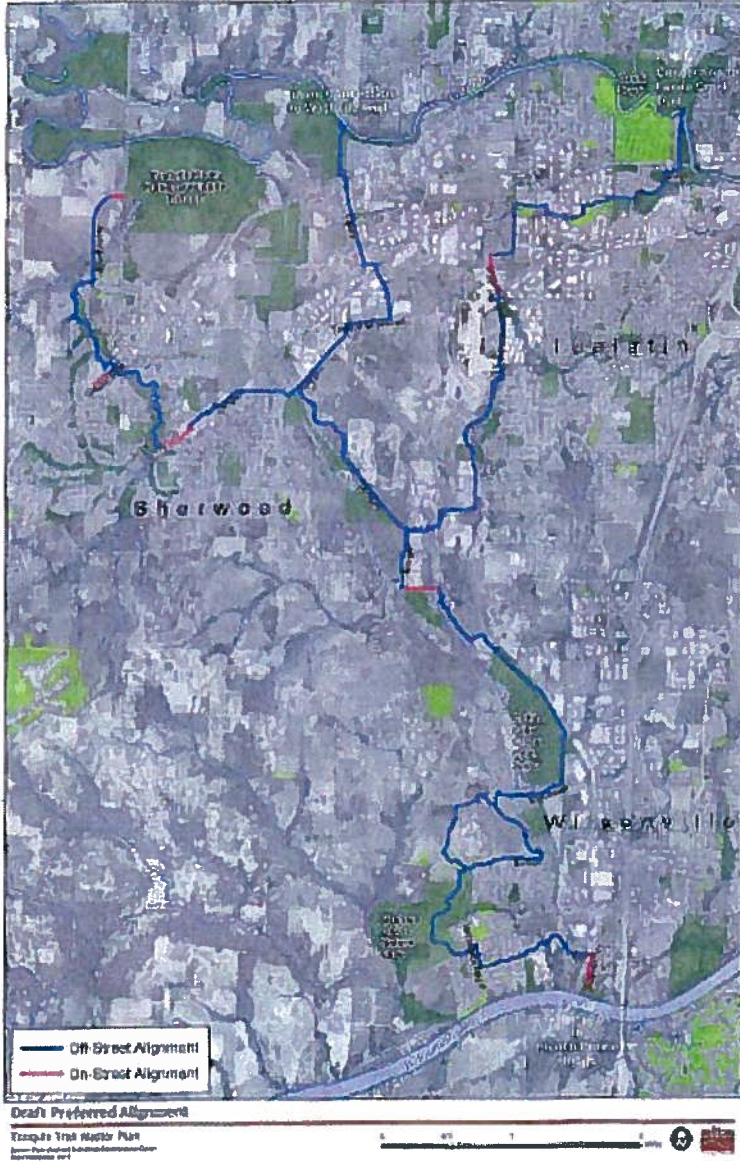


Where are we now?

- The project update at the February 28, 2011 Council Work Session showed an alignment that did not meet Council's goals of
 - Not putting the routes through neighborhoods
 - Be off-street as much as possible
- Project team revisited an alignment that best met these criteria as well as the criteria established by the Tonquin Trail Master Plan Steering Committee.
- The Project Steering Committee by consensus has agreed that this alignment is feasible and meets local agency needs.

Tonquin Trail
MASTER PLAN





Tonquin Trail Project Steering Committee Recommended Alignment

- From Willamette River to Tualatin River
- Connects Tualatin, Wilsonville, and Sherwood to each other and to other regional trails
- Beautiful views
- Primarily off-street
- Not through Tualatin neighborhoods

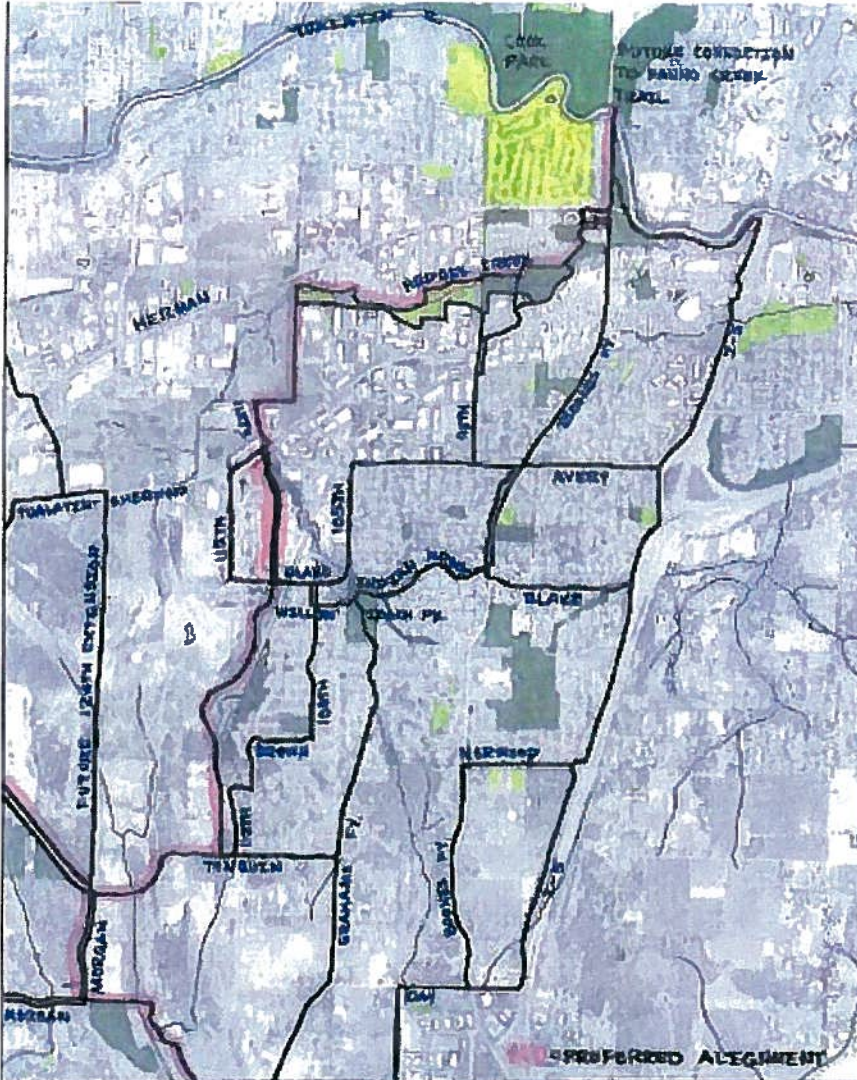
Tonquin Trail
MASTER PLAN



Tonquin Trail Project Steering Committee Recommended Alignment

Tualatin Segment

- From Tualatin Community Park, through the Hedges Creek drainage system, south through the SW Concept Plan area
- Beautiful views
- Primarily off-street
- Not through Tualatin neighborhoods



Tonquin Trail Master Plan - Trail Segment Options (Tualatin Area)

Tonquin Trail Master Plan
 Source: Urban-Growth-Form Map
 Date: September 2011



Tonquin Trail
 MASTER PLAN



What's next?

Tonquin Trail Master Plan Study	2011												2012					
	15-Aug-11	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan.	Feb.	Mar.	Apr.	May
Tasks Description																		
Task 1: Project Management																		
1.1 Project Management and Coordination																		
1.2 Kick-Off Meeting																		
1.3 Site Visit																		
1.4 Agency Meetings and Coordination		◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆
Task 2: Update Existing Conditions/Fatal Flaw Analysis																		
2.1 Collect and Review Existing Plans																		
2.2 Fatal Flaw Environmental and Land Use Analysis																		
Task 3: Public Involvement and Outreach																		
3.1 Prepare Public Involvement Plan (PIP)																		
3.2 Tonquin Trail Project Steering Committee (PSC) Meetings				◆						◆	◆	◆				◆		
3.3 Public Information Content												□	■					
3.4 Community Events															●	●		
3.5 Agency Contacts and Meetings																		
3.6 Stakeholder Contacts (Comm. Groups/Property Owners)																		
3.7 Final Presentations																		■
Task 5: Alternative Alignments Analysis																		
5.1 Develop Alignment Alternatives																		
5.2 Evaluate and Select Trail Alignments																		
5.3 Analysis Review																		
5.4 Recommend Preferred Alignments											■							
Task 6: Trail Design - Preliminary Recommendations																		
6.1 Analysis of Key Design Elements and Uses											□	■						
6.2 Phasing Plan (by others)											□	■						
6.3 Cost Estimates																		
6.4 Preliminary Review of Land Use Approvals and Reg. Requirements (by others)											□	■						
6.5 Reconnaissance-Level Environmental Baseline Report											□	■						
6.6 Funding Strategies (by others)												□	■					
6.7 Maintenance, Management and Operations (by others)												□	■					
Task 7: Tonquin Trail Master Plan Document																		
7.1 In-House Staff Review Draft Master Plan															□			
7.2 Draft Master Plan for Public Review																□		
7.3 Final Master Plan																	■	

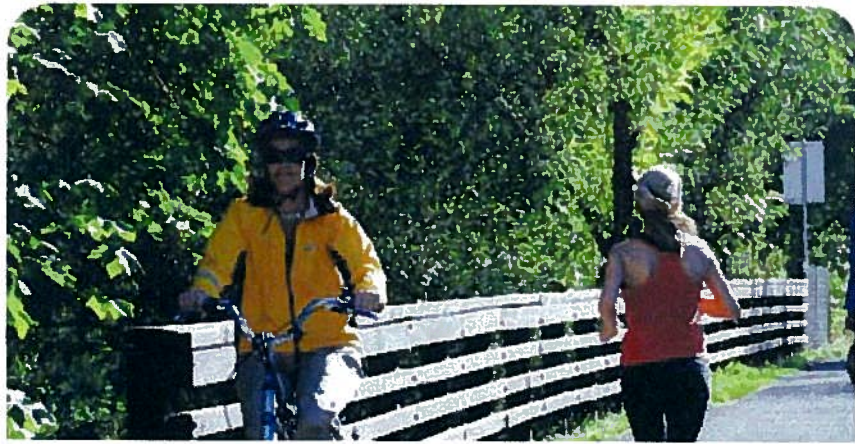
- Major Deliverable (draft)
- Major Deliverable (final)
- ◆ Project Team Meeting
- ◆ PSC meeting
- Community Outreach Event

Tonquin Trail
MASTER PLAN



Tonquin Trail

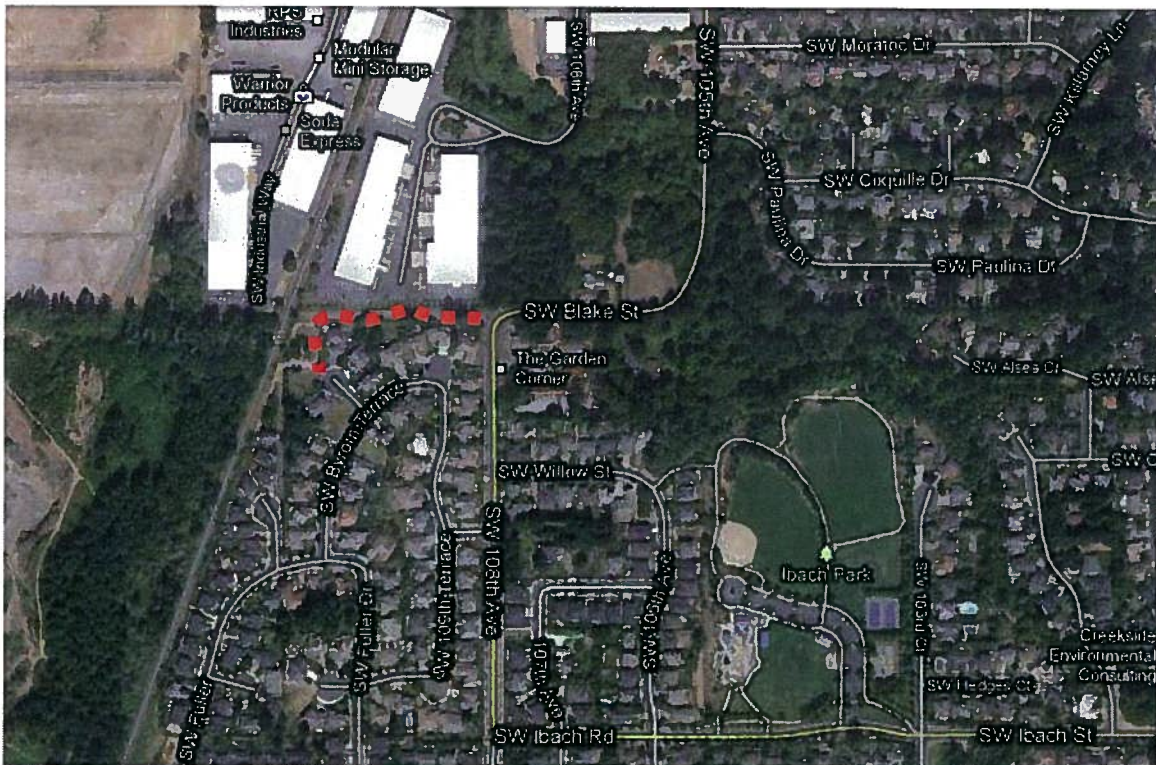
MASTER PLAN



Questions?

BLAKE STREET BIKEWAY

@ Hedges Park Subdivision



Project Update – October 10, 2011

Background

November, 2010

Blake Street Extension removed from SW Concept Plan at request of neighbors

Council adopted an ordinance:

Prohibiting motor vehicle traffic on the undeveloped Blake Street right of way, except utility, maintenance, and emergency vehicles

Designated that the right of way may be developed as a multi-use pathway for pedestrians and bicycles

Winter/Spring, 2011

Tonquin Trail Master Plan Study Project Team considers an alternative route using the Blake Street right of way for the regional trail

Staff discusses the alternative with Council with outcome being to ensure the proposal has neighborhood support before proceeding

Neighbors request removal of the alternative from consideration



Background cont.

April, 2011

Neighbors seek further assurance from Council that the right of way will not be developed for roadway purposes and Council directs staff to work with neighbors and TPARK to address concerns

Neighbors, staff, and TPARK identified a strategy to increase the neighbors comfort that the right of way would not be developed as a roadway by building the already designated multi-use pathway using available Park System Development Charge funds for preparation of a site master plan and gas tax reserves dedicated to pedestrian and bikeway facilities located within rights of way

September, 2011

Alta Planning + Design is selected to assist with preparation of a site master plan including public involvement, design, and construction cost estimating



MASTER PLAN DEVELOPMENT

Public Involvement Schedule

1. **October 15, 2011 DESIGN WORKSHOP**

Saturday, 11:00 a.m. to 2:00 p.m.

SW 110th Place in Hedges Park Subdivision

- Walking tour of site
- Learn about planning and design process
- Share ideas and considerations
- Propose name for facility
- Interact with staff and design team

2. **November 9, 2011 COMMUNITY WORKSHOP**

Wednesday, 6:30 p.m. to 8:00 p.m.

Tualatin Police Services Building

- Meet and discuss ideas with staff and design team
- Review and comment on project goals, design alternatives, and facility name
- Provide direction for preferred Master Plan

3. **December 13, 2011 TUALATIN PARK ADVISORY COMMITTEE MEETING**

Tuesday, 6:30 p.m. to 8:00 p.m.

Council Chambers

- Review and comment on final preferred Master Plan and cost estimates
- TPAK recommendation to Council on Master Plan acceptance

MASTER PLAN DEVELOPMENT

Public Involvement Schedule *cont.*

4. **January 9, 2012** **CITY COUNCIL MEETING**
Monday, 7:00 p.m.
Council Chambers
 - Consider acceptance of Master Plan and approves facility name
 - Direct staff to prepare supplemental budget for funding final design and construction

5. **Winter/Spring, 2012** **Final Design, Bidding, if approved by Council**

6. **Summer, 2012** **Construction, if approved by Council**

7. **Fall, 2012** **Facility opens for public use**

