



City of Tualatin

TUALATIN CITY COUNCIL

Monday, APRIL 10, 2017

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

EXECUTIVE SESSION begins at 5:00 p.m.

WORK SESSION begins at 5:30 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Joelle Davis

Councilor Robert Kellogg

Councilor Paul Morrison

Councilor Jeff DeHaan

Councilor Frank Bubenik

Councilor Nancy Grimes

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL 10, 2017

A. CALL TO ORDER

Pledge of Allegiance

B. ANNOUNCEMENTS

1. Tualatin Youth Advisory Council's Activities for April
2. New Employee Introduction- Sam Cochran, Operations Utility Technician I

C. CITIZEN COMMENTS

This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of March 27, 2017
2. Consideration of **Resolution No. 5312-17** Authorizing the Transfer of Appropriated funds within the Building Fund for Fiscal Year 2016-2017.
3. Consideration of Approval of a New Liquor License Application for Sushi Hana
4. Consideration of Approval of a New Liquor License Application for Izumi Japanese Steakhouse

E. SPECIAL REPORTS

1. Tualatin Planning Commission 2016 Annual Report
2. Tualatin Heritage Center Annual Report
3. Tualatin Library Advisory Committee Annual Report

F. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

G. COMMUNICATIONS FROM COUNCILORS

H. ADJOURNMENT

City Council Meeting

Meeting Date: 04/10/2017

ANNOUNCEMENTS: Tualatin Youth Advisory Council
Update

ANNOUNCEMENTS

Tualatin Youth Advisory Council's Activities for April

A. YAC Update

April 10, 2017

Tualatin Youth Advisory Council

Youth Participating in Governance

National League of Cities

Congressional City Conference

- March 11-15
- Civic engagement, leadership development, networking
- Thank you to Republic Services, PGE, and Comcast



National League of Cities

Congressional City Conference

🕒 Highlights

- Networked with other youth councils
- Workshop session on the youth voice in lobbying and advocacy
- Learned about issues and projects other cities and youth councils are addressing
- Toured US Capitol Building
- Explored Washington, DC



National League of Cities

Congressional City Conference

◎ Recommendations/Ideas

- Develop a YAC mission statement
- Conduct youth survey
- Increase focus on local/state/national policy issues and advocacy
- Expand YAC's social media presence



National League of Cities

Congressional City Conference





STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 04/10/2017

SUBJECT: Consideration of Approval of the Minutes for the Work Session and Regular Meeting of March 27, 2017

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of March 27, 2017.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: [City Council Work Session Minutes of March 27, 2017](#)



Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis;
Councilor Paul Morrison; Councilor Robert Kellogg

Absent: Councilor Nancy Grimes; Councilor Jeff DeHaan

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele;
Present: Finance Director Don Hudson; Deputy City Recorder Nicole Morris; Assistant City
Manager Alice Cannon; City Engineer Jeff Fuchs; Management Analyst II Carrie
Severson; Information Services Director Bates Russell; Public Works Director Jerry
Postema

CALL TO ORDER

Mayor Ogden called the meeting to order at 6:16 p.m.

1. ***Light Emitting Diodes (LED) Street Light Conversion Project.***

Public Works Director Jerry Postema presented results from the Tualatin LED Conversion analysis. He stated initial information was presented to Council back in November. The City is currently planning to convert street lights to LED. This is the direction the industry is moving as High Pressure Sodium (HPS) lights are being phased out. Currently the City has 2,800 street lights. 2,500 of those lights are owned by the City and maintained by PGE. The remaining 300 are owned and maintained by PGE. 200 of PGE's lights have been converted to LED. The City has converted some fixtures in City owned parking lots and the sport courts at Tualatin Community Park. PGE approached the City in 2013/14 to convert the lights to LED, they offered to complete the conversion but the City would need to transfer ownership of the lights. Director Postema recapped the benefits of conversion. He presented Tualatin's three alternatives for moving forward which included: staying the course, transferring street lights to PGE, and the City taking over maintenance.

Ana Roeszler, DKS Consulting, presented the results of the analysis. She compared financial considerations for each alternative including the initial financing and conversion, conversion incentives, ongoing costs, and staff time/resources. A 20 year comparison for average annual costs was also reviewed. Other considerations for energy savings, risk, city control, and lighting options were presented.

Director Postema stated staff recommends the stay the course option with a revisit in two years. He stated currently there is a lack of significant cost savings, a long return on investment, decreased uncertainty, and there is no initial capital investment required at this time. He noted in the future PGE is like to offer more technologies and prices for LED are expected to decrease.

Councilor Bubenik asked if there is a way to plan for this in new developments. Director Postema stated each development should be looked at individually.

Councilor Morrison asked what factors were used in the chart of costs. Ms. Roeszler stated the chart is cumulative and not monthly that is why the numbers look higher.

Councilor Bubenik asked if contractor time was factored in the costs. Ms. Roeszler stated it was a consideration.

Mayor Ogden stated he is baffled that LED is so expensive and it's unfortunate that the capital expenditure doesn't justify itself. He asked why there is an up charge from PGE on the capital costs. Director Postema stated the costs include the fixture, poles, circuitry, wiring, and maintenance.

Council President Davis asked what the plan is for moving forward with the stay the course option. Director Postema stated staff will continue collection information from PGE on circuitry and maintenance issues. Ms. Roeszler stated the City could go pole to pole and conduct a survey.

Councilor Kellogg arrived at 6:44 p.m.

Councilor Morrison asked who maintains the lights in new developments. Director Postema stated it depends, but the current practice is poles are City owned and maintained by PGE.

2. Council Meeting Agenda Review, Communications & Roundtable.

None.

ADJOURNMENT

The work session adjourned at 6:48 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Finance Director

DATE: 04/10/2017

SUBJECT: Consideration of **Resolution No. 5312-17** Authorizing the Transfer of Appropriated funds within the Building Fund for Fiscal Year 2016-2017.

ISSUE BEFORE THE COUNCIL:

Whether or not to approve changes to the adopted 2016-2017 budget.

RECOMMENDATION:

Staff recommends adopting the attached Resolution.

EXECUTIVE SUMMARY:

Occasionally, it becomes necessary after the budget is adopted to make changes for occurrences unforeseen when the budget was adopted. Oregon Revised Statutes (ORS) dictates the process for a supplemental budget when an occurrence or condition which had not been ascertained at the time of the preparation of the current budget requires a change in financial planning.

During FY 2016-2017, the Building Division of Community Development experienced a combination of increased building inspection activity and staff turnover. This situation required Building to continue with a contract building inspector that was previously approved by the City Council. The salary savings in the Building Fund was used to pay for this contract service. Since the contract is paid out of a materials and services line item and the vacant position is budgeted in the personal services category, in order to comply with Local Budget Law, an appropriation transfer within the Building Fund is required. ORS 294.463(1) allows for the transfer of appropriations within the same fund, after passage of a resolution authorizing the transfer.

FINANCIAL IMPLICATIONS:

The net effect to the Building Fund is zero, as the personal services category appropriation will be reduced by \$58,000 and the materials and services category appropriation will be increased by the same amount.

Attachments: [Resolution 5312-17 - Building Fund Transfer Resolution](#)

RESOLUTION NO. 5312-17

A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATED FUNDS WITHIN THE BUILDING FUND FOR FISCAL YEAR 2016-2017.

WHEREAS, after the budget process for the 2016-2017 fiscal year was completed, an occurrence or condition arose which had not been ascertained at the time of the budget preparation; and

WHEREAS, ORS 294.463 allows the Council to authorize transfers of appropriations within a given fund; and

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, the transfer of appropriation authority between categories within the same fund is necessary; and

WHEREAS, the transfer of appropriated funds is needed for contract building inspector services.

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

Section 1. The City Council transfers \$58,000 of appropriation authority from the Personal Services category in the Building Fund to the Materials and Services category in the same fund.

Section 2. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 10th day of April, 2017.

CITY OF TUALATIN OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

BY _____
City Attorney

ATTEST

BY _____
City Recorder



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos

FROM: Nicole Morris, Deputy City Recorder

DATE: 04/10/2017

SUBJECT: Consideration of Approval of a New Liquor License Application for Sushi Hana

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Sushi Hana.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Sushi Hana.

EXECUTIVE SUMMARY:

Sushi Hana has submitted a new liquor license application under the category of limited on-premises sales. Under the category of limited on-premise sales, this would permit them to sell factory-sealed containers of malt beverages, wine, and cider for on-site consumption. The business is located at 16937 65th Ave. The application is in accordance with provisions of Ordinance No.680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A - Vicinity Map](#)
[Attachment B- License Types](#)
[Attachment C- Application](#)



OREGON LIQUOR CONTROL COMMISSION

LICENSE TYPES

FULL ON-PREMISES SALES

- **Commercial Establishment**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location (*this is the license that most “full-service” restaurants obtain*). Sell malt beverages for off-site consumption in securely covered containers provided by the customer. Food service required. Must purchase distilled liquor **only** from an Oregon liquor store, or from another Full On- Premises Sales licensee who has purchased the distilled liquor from an Oregon liquor store.
- **Caterer**
Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. Food service required.
- **Passenger Carrier**
An airline, railroad, or tour boat may sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. Food service required.
- **Other Public Location**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, where the predominant activity is not eating or drinking (for example an auditorium; music, dance, or performing arts facility; banquet or special event facility; lodging fairground; sports stadium; art gallery; or a convention, exhibition, or community center). Food service required.
- **Private Club**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, but only for members and guests. Food service required.

LIMITED ON-PREMISES SALES

Sell and serve malt beverages, wine, and cider for onsite consumption. Allows the sale of malt beverages in containers (kegs) for off-site consumption. Sell malt beverages for off-site consumption in securely covered containers provided by the customer.

OFF-PREMISES SALES

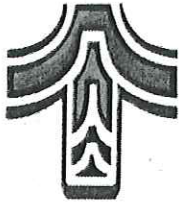
Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. Eligible to provide sample tastings of malt beverages, wine, and cider for consumption on the premises. Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident.

BREWERY PUBLIC HOUSE

Make and sell malt beverages. Import malt beverages into and export from Oregon. Distribute malt beverages directly to retail and wholesale licensees in Oregon. Sell malt beverages made at the business to individuals for consumption on or off-site.

WINERY

Must principally produce wine or cider in Oregon. Manufacture, store, and export wine and cider. Import wine or cider *If bottled, the brand of wine or cider must be owned by the licensee*. Sell wine and cider to wholesale and retail licensees in Oregon. Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off-site.



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

Return Completed form to:
City of Tualatin
Attn: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

Date 03 / 17 / 2017 *pa'*

IMPORTANT: *This is a three-page form. You are required to complete all sections of the form.*
If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation.
Thank you for your assistance and cooperation.

SECTION 1: TYPE OF APPLICATION

- Original (New) Application - \$100.00 Application Fee.
- Change in Previous Application - \$75.00 Application Fee.
- Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License # _____
- Temporary License - \$35.00 Application Fee.

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Sushi Hana

Business address 16937 65th Ave City Lake Oswego State OR Zip Code 97035

Mailing address 16937 65th Ave City Lake Oswego State OR Zip Code 97035

Telephone # 503-639-7625 Fax # N/A

Name(s) of business manager(s) First ~~N/A~~ Young Middle K Last An

Date of birth [redacted] Social Security # [redacted] ODL# [redacted] M ___ F

Home address ~~N/A~~ City [redacted] State [redacted] Zip Code [redacted]
(attach additional pages if necessary)

Type of business LLC, Sushi Restaurant

Type of food served Japanese Sushi, roll and tempura

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

Days and hours of operation Mon ~ Sat from 11am to 9pm / Sun 12pm to 8pm

Food service hours: Breakfast N/A Lunch 11am ~ 4pm Dinner 4pm ~ 9pm

Restaurant seating capacity 34 Outside or patio seating capacity N/A

How late will you have outside seating? N/A How late will you sell alcohol? 9pm

How many full-time employees do you have? 4 Part-time employees? 6

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Lake Hana LLC

Type of liquor license (refer to OLCC form) Limited On-Premises Sales

Form of entity holding license (check one and answer all related applicable questions):



INDIVIDUAL: If this box is checked, provide full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

PARTNERSHIP: If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.
Full name _____ Date of birth _____
Residence address _____
Full name _____ Date of birth _____
Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).
(a) Name and business address of registered agent.
Full name _____
Business address _____

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes No. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.
Full name of president: _____ Date of birth: _____
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: _____ Date of birth: _____
Residence address: _____

LIMITED LIABILITY COMPANY: If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.
Full name: Young Kyoung An Date of birth: 
Residence address: 

Full name: Won Ho Lee

Date of birth: [REDACTED]

Residence address: [REDACTED]

OTHER: If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an unfavorable recommendation.

[REDACTED]
Signature of Applicant

03/17/2017
Date

For City Use Only

Sources Checked:

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

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

Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

[REDACTED]
Signature

3-23-17
Date

~~Kent W. Barker~~ Bill Steele
Chief of Police
Tualatin Police Department



STAFF REPORT

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 04/10/2017

SUBJECT: Consideration of Approval of a New Liquor License Application for Izumi Japanese Steakhouse

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve a new liquor license application for Izumi Japanese Steakhouse.

RECOMMENDATION:

Staff respectfully recommends that the Council approve endorsement of the liquor license application for Izumi Japanese Steakhouse.

EXECUTIVE SUMMARY:

Izumi Japanese Steakhouse has submitted a new liquor license application under the category of full off-premises sales. This in addition to their existing full on-premises license. Under the category of off-premise sales, they may sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. In addition this category allows for providing sample tastings of malt beverages, wine, and cider for consumption on the premises. The business is located at 8125 SW Nyberg. The application is in accordance with provisions of Ordinance No.680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

Attachments: [Attachment A - Vicinity Map](#)
[Attachment B- License Types](#)
[Attachment C- Application](#)



OREGON LIQUOR CONTROL COMMISSION

LICENSE TYPES

FULL ON-PREMISES SALES

- **Commercial Establishment**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location (*this is the license that most “full-service” restaurants obtain*). Sell malt beverages for off-site consumption in securely covered containers provided by the customer. Food service required. Must purchase distilled liquor **only** from an Oregon liquor store, or from another Full On- Premises Sales licensee who has purchased the distilled liquor from an Oregon liquor store.
- **Caterer**
Allows the sale of distilled spirits, malt beverages, wine, and cider by the drink to individuals at off-site catered events. Food service required.
- **Passenger Carrier**
An airline, railroad, or tour boat may sell and serve distilled spirits, malt beverages, wine, and cider for consumption on the licensed premises. Food service required.
- **Other Public Location**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, where the predominant activity is not eating or drinking (for example an auditorium; music, dance, or performing arts facility; banquet or special event facility; lodging fairground; sports stadium; art gallery; or a convention, exhibition, or community center). Food service required.
- **Private Club**
Sell and serve distilled spirits, malt beverages, wine, and cider for consumption at that location, but only for members and guests. Food service required.

LIMITED ON-PREMISES SALES

Sell and serve malt beverages, wine, and cider for onsite consumption. Allows the sale of malt beverages in containers (kegs) for off-site consumption. Sell malt beverages for off-site consumption in securely covered containers provided by the customer.

OFF-PREMISES SALES

Sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. Eligible to provide sample tastings of malt beverages, wine, and cider for consumption on the premises. Eligible to ship manufacturer-sealed containers of malt beverages, wine, or cider directly to an Oregon resident.

BREWERY PUBLIC HOUSE

Make and sell malt beverages. Import malt beverages into and export from Oregon. Distribute malt beverages directly to retail and wholesale licensees in Oregon. Sell malt beverages made at the business to individuals for consumption on or off-site.

WINERY

Must principally produce wine or cider in Oregon. Manufacture, store, and export wine and cider. Import wine or cider *If bottled, the brand of wine or cider must be owned by the licensee*. Sell wine and cider to wholesale and retail licensees in Oregon. Sell malt beverages, wine, and cider to individuals in Oregon for consumption on or off-site.



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

Return Completed form to:
City of Tualatin
Attn: Deputy City Recorder
18880 SW Martinazzi Ave
Tualatin, OR 97062

pt

Date 3/21/17

IMPORTANT: *This is a three-page form. You are required to complete all sections of the form. If a question does not apply, please indicate N/A. Please include full names (last, first middle) and full dates of birth (month/day/year). Incomplete forms shall receive an unfavorable recommendation.*

Thank you for your assistance and cooperation.

REC'D
CITY OF TUALATIN

MAR 21 2017

SECTION 1: TYPE OF APPLICATION

- Original (New) Application - \$100.00 Application Fee.
- Change in Previous Application - \$75.00 Application Fee.
- Renewal of Previous License - \$35.00 Application Fee. Applicant must possess current business license. License # _____
- Temporary License - \$35.00 Application Fee.

MAYOR ___ COUNCIL ___ POLICE ___ ADM ___
FINANCE ___ COMM DEV ___ LEGAL ___ OPER ___
COMM SVCS ___ ENC & BLDG ___ LIBRARY ___

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Izumi Japanese Steakhouse

Business address 8125 SW Nyberg City Tualatin State OR Zip Code 97062

Mailing address same City _____ State _____ Zip Code _____

Telephone # 971-770-1688 Fax # _____

Name(s) of business manager(s) First Allen Middle _____ Last Song

Date of birth _____ Social Security # _____ DL# _____ M ♂ F _____

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

Type of business Restaurant

Type of food served Hibachi

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

Days and hours of operation 7 days 11:00 am - 10:00 pm

Food service hours: Breakfast NA Lunch 11:00 am Dinner 6:00 pm

Restaurant seating capacity 112 Outside or patio seating capacity N/A

How late will you have outside seating? N/A How late will you sell alcohol? 11:00 pm

How many full-time employees do you have? 10 Part-time employees? 3

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

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

Type of liquor license (refer to OLCC form) Commercial Full on premises

Form of entity holding license (check one and answer all related applicable questions):



INDIVIDUAL: If this box is checked, provide full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

PARTNERSHIP: If this box is checked, provide full name, date of birth and residence address for each partner. If more than two partners exist, use additional pages. If partners are not individuals, also provide for each partner a description of the partner's legal form and the information required by the section corresponding to the partner's form.
Full name _____ Date of birth _____
Residence address _____
Full name _____ Date of birth _____
Residence address _____

CORPORATION: If this box is checked, complete (a) through (c).
(a) Name and business address of registered agent.
Full name _____
Business address _____

(b) Does any shareholder own more than 50% of the outstanding shares of the corporation? If yes, provide the shareholder's full name, date of birth, and residence address.
Full name _____ Date of birth _____
Residence address _____

(c) Are there more than 35 shareholders of this corporation? Yes _____ No _____. If 35 or fewer shareholders, identify the corporation's president, treasurer, and secretary by full name, date of birth, and residence address.
Full name of president: _____ Date of birth: _____
Residence address: _____
Full name of treasurer: _____ Date of birth: _____
Residence address: _____
Full name of secretary: _____ Date of birth: _____
Residence address: _____

LIMITED LIABILITY COMPANY: If this box is checked, provide full name, date of birth, and residence address of each member. If there are more than two members, use additional pages to complete this question. If members are not individuals, also provide for each member a description of the member's legal form and the information required by the section corresponding to the member's form.
Full name: Allen Song Date of birth: 
Residence address: 

Full name: _____ Date of birth: _____
Residence address: _____

OTHER: If this box is checked, use a separate page to describe the entity, and identify with reasonable particularity every entity with an interest in the liquor license.

SECTION 4: APPLICANT SIGNATURE

A false answer or omission of any requested information on any page of this form shall result in an



3/20/17
Date

For City Use Only

Sources Checked:

- DMV by BSH
- LEDS by BSH
- TuPD Records by BSH
- Public Records by BSH

- Number of alcohol-related incidents during past year for location.
- Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

- Granted
- Denied

Cause of unfavorable recommendation: _____



3-23-17
Date

Signature

Kent W. Barker
Chief of Police
Tualatin Police Department

City Council Meeting**Meeting Date:** 04/10/2017**ANNOUNCEMENTS:** Tualatin Planning Commission
2016 Annual Report

ANNOUNCEMENTS

Tualatin Planning Commission 2016 Annual Report

SUMMARY

The Planning Commission reviewed and approved the 2016 Annual Report at their regularly scheduled meeting on March 17, 2016. They recommended that the City Council accept the report.

The Municipal Code Chapter 11-1 directs the Planning Commission to file a report of its activities with the City Council every year no later than April 1st. The annual report includes a survey and report of activities of the Planning Commission of the previous year.

Attachment 101 - 2016 Annual Report of the Tualatin Planning Commission



City of Tualatin

2016 ANNUAL REPORT

TUALATIN PLANNING COMMISSION

April 10, 2017

Planning Commissioners:

Alan Aplin, Chair
Bill Beers, Vice Chair
Angela Demeo
Mona St. Clair
Janelle Thompson
Kenneth Ball
Travis Stout

2016 ANNUAL REPORT OF THE TUALATIN PLANNING COMMISSION

BACKGROUND

The Tualatin Planning Commission, formerly the Tualatin Planning Advisory Committee, was established on July 26, 1976 (Ord. 1339-12 and Ord. 342-76). The Planning Commission's membership, organization and duties are prescribed in Tualatin Municipal Code Chapter 11-1. The Planning Commission is the official Committee for Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement. This annual report covers activities conducted by the Planning Commission in 2016.

This report will address a section of the Tualatin Municipal Code Chapter 11-1.

11-1-080: Not later than April 1 of each year, the Commission shall file its annual report of the activities of the Commission with the City Council. The annual report shall include a survey and report of the activities of the committee during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council.

2016 Planning Commission



*Janelle Thompson, Alan Aplin, Mona St. Clair,
Bill Beers, Angela Demeo*



Travis Stout and Kenneth Ball

CITIZEN INVOLVEMENT AND INPUT

The Planning Commission is the official Committee to fulfill Goal 1: Citizen Involvement of Oregon's statewide land use planning program. The purpose of Goal 1 is to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the land use planning process.

Goal 1 is specific to land use and involving citizens in land use making decisions. The Planning Commission serves two functions in Tualatin's land use planning program. Their first and original function is to serve as an advisory committee to the City Council by reviewing and making recommendations on comprehensive plan amendments. Plan amendments implement policy direction and are essentially legislative decisions. The second function of the Planning Commission is decision making authority over a specified set of quasi-judicial land use decisions. In other words, the Planning Commission has the authority to approve or deny projects tied to specific properties.

Goal 1 allows for varying degrees of citizen involvement that is appropriate to the scale of the planning effort. For example in 2016 the Planning Commission recommended approval of Plan Text Amendment (PTA) 15-0001 that amended the allowed sign types and certain standards in the Medical Commercial Planning District. In this instance the amendment was initiated by an applicant, Legacy Meridian Hospital, who was required to conduct a neighborhood developer meeting prior to submitting their application. Additionally, staff sent notice of a public hearing and published a notice in the Tigard Times in accordance with Tualatin Development Code requirements. This outreach served as the public involvement for this Plan Amendment. A second Plan Text Amendment was presented to the Planning Commission, PTA 16-0001, which amend the Flood Plain Chapter to meet minimum National Flood Insurance Program requirements. Notice was given in accordance with the Tualatin Development Code and citizens were afforded the opportunity to comment at the Planning Commission meeting and the City Council public hearing.

In both cases, citizens had a chance make comments either in writing or verbally at the public meeting prior to the Planning Commission making a recommendation to the City Council.

All Planning Commission meetings regardless of the agenda items are published on the City website and notices of the meetings are posted in two different locations in City buildings.

Additionally, the Community Development staff meets with the Citizen Involvement Organization Land Use Officers as topics arise. The purpose of the meetings is to provide updates on land use items such as projects under construction, upcoming decisions and long range planning. These meetings are held directly before the Planning Commission meetings, and they provide a forum for CIO officers to ask questions and get more information about community development processes.

PLANNING COMMISSION ACTION ITEMS

In January 2012, the City Council changed the Tualatin Planning Advisory Committee to the Tualatin Planning Commission. The Planning Commission met for the first time in February 2012 and has purview over certain quasi-judicial land use applications including:

- Industrial Master Plans
- Reinstatement of Use
- Sign Variance
- Variance
- Transitional Use Permit

The Planning Commission retains the duties of the Advisory Committee, which is to make recommendations to City Council on comprehensive plan amendments such as Plan Text and Plan Map changes. The Planning Commission reviewed and made recommendations on two Plan Text Amendments in 2016. They met a total of five times during the calendar year. Five meetings were cancelled due to a lack of agenda items and one meeting was cancelled due to inclement weather.

PTA15-0001 Amending Chapter 38.230 – Amendment to revise allowed sign types and certain sign standards in the Medical Center (MC) planning district. Recommended approval 7-0.

PTA16-0001 Amending TDC Chapter 70 – Flood Plain District to meet minimum National Flood Insurance Program requirements. Recommended approval 6-0.

STAFF UPDATES TO THE PLANNING COMMISSION

Staff presented several long range planning topics for discussion including:

- Basalt Creek –
 - Update from the joint Tualatin and Wilsonville Council Meeting
 - Open house update
 - Project updates and land use concept map
- Capital Improvement Plan update- The CIP identifies the anticipated projects for the upcoming year as well as the projects that the City is planning for over the next four years providing a five year plan for the future.

- Industrial Site Readiness Project – A study of large (25 acres or larger) industrial sites needed for high-paying manufacturing and other traded-sector employers conducted by Washington County funded by a grant from Metro.
- Civic Center Outreach - An overview of the project status and information about two options for a City Hall Building.
- Southwest Corridor – Update on the Shared Investment Strategy projects which include bike, pedestrian and road projects.
- Mobile Food Units (Food Trucks/ Carts) –
 - Research results and regional examples
 - Update on public outreach and code component

COMMISSIONER TRAININGS

- Ms. Demeo attended a Planning Commissioner Training hosted by the Oregon City Planning Director's Association in September.

City Council Meeting

Meeting Date: 04/10/2017

SPECIAL REPORTS: Tualatin Heritage Center Annual Report

Submitted For: Sherilyn Lombos, City Manager

SPECIAL REPORTS

Tualatin Heritage Center Annual Report

2016 Tualatin Heritage Center Annual Report

Tualatin Heritage Center Presentation

2016 Annual Report: Tualatin Historical Society

Together we have accomplished much this year to preserve, promote and interpret the rich and colorful history of Tualatin. I hope you will pat yourself on the back as you read this summary and also get ready for a productive 2017.

–Yvonne Addington, 2016 President.

November-December, 2015 At the 2015 annual meeting we elected “Timber Jim” Serrill to our Board of Directors and have benefitted from his creative ideas and connections to media resources in the greater Portland area. Jim has lived in Tualatin for over 25 years and made his mark as mascot for the Portland Timbers major league soccer team and a commitment to helping others. THS co-founder Loyce Martinazzi presented the Martinazzi-Lafky Award to board member Ross Baker, and Ken and Barbara Stinger for outstanding service to the Society by digitizing our oral histories and photographs. The Stingers welcome family photographs which will be scanned and returned to the owner. Ross is liaison with a new project at Pacific University to catalogue our oral histories. We own very user-friendly audio recorders that simply require hitting a big button! You would enjoy recording an oral history on yourself or a Tualatin personality.

January. Board discussions this year focused often on our collections and how to assure they are protected and shared with anyone interested in local history. While we do not have a warehouse full of furniture, vintage clothing, old-time cooking utensils, fragile books, or handed-down jewelry, our Archives Committee has completed an inventory as a starting point for users. We know there are other items still to be added and as the year ends, we are examining how to make it easy for a researcher to go online or come to the heritage center and learn more about these artifacts and photographs. We still rely on two storage units donated by Tote N Stow on Tualatin Road: one for general equipment and the other for artifacts not easily damaged by dampness. Upstairs at the heritage center we have limited space that is at least dry. Our photographs and oral histories are stored electronically though originals are kept off site.

February saw progress with a project that has been dormant for three years: the completion of an interpretive sign developed in collaboration with the Confederated Tribes of Grand Ronde and the City of Tualatin. When installed next to a sidewalk near the heritage center, the sign features a map showing the original homelands of the Grand Ronde confederation which extended from the Columbia River to the California border and bordered by the Cascades and Coastal Range. Our local Atfaliti Indians were part of the Kalapuya nation. Installation is slated for the end of this calendar year with an official dedication ceremony with Tribal members in early 2017.

March saw the beginning of spring and a unique patio garden project organized by a young man working to earn his Boy Scout Eagle award. Mark Fellin replanted our patio boxes with over 30 native flora early settlers found in Oregon country and that the Atfaliti people already knew very well. In the front sections of the two long boxes his team planted colorful flowers pioneers were

known to bring west. Mark also labeled these plants and installed two weather-protected guidebooks with a color photo and explanation of each plant. The historic Tualatin Manette (Lafky) iris is also featured, re-installed by THS board member Sandra (Lafky) Carlson and brother Al. Neighbors invariably come to our patio in good weather to enjoy the beauty of this spot.

In April, the latest icon for our city was officially opened, a wide and winding pathway featuring a timeline of Tualatin history embedded in the pavement as well as interpretive signs and replica bones of giant fauna that roamed our area in the Ice Age. The Tualatin River Greenway Trail was built with public and private funds alike and our Tualatin Historical Society was a partner in planning at every step in the process. One overlook along the trail was named for THS president Yvonne Addington who was an advocate for parks as Tualatin's first city manager. One segment of the ¾ mile trail still remains to be completed when the former RV Park of Portland river frontage is accessible. The City has received several national awards for this project.

In June, over a three-day period we again welcomed about 300 4th graders and their adult helpers to re-live what pioneer life was like in Tualatin. Also in June, we awarded a \$2500 scholarship to Tualatin High School senior Oliver Price. Oliver is presently attending Oregon State University and we look forward to hearing his progress.

In July, our annual picnic returned to the shelter at Tualatin's original community park. Special musical entertainment was provided by Tualatin's own ukulele band which practices at Winona Grange. Our own Rochelle Wandzura joined the fun playing her dulcimer as she also does for the annual Pioneer Days for 4th graders. Folks enjoyed a sing-along as well as the usual summer potluck fare.

In August, THS received two original paintings of the Willamette Meteorite donated by Ice Age Floods Institute leader Mark Buser. They now hang at Tualatin Library. The City of Tualatin built a stand-alone storage shed nestled in the bushes on the west side of the heritage center. We now can hide gardening equipment, hoses, outdoor broom, ladders, signs, tables, canopy and other items that were stuffed into limited storage space inside. The City's maintenance staff regularly works inside and outside this public building to assure we are a welcoming and efficient facility.

In September, our 2016 silent auction and wine tasting on a pleasant summer evening netted over \$9,000 for Society operation. The auction, raffle and popular Oregon and Washington wines and food selections have become a tradition as long-time families see each other again and newcomers feel welcome. This year nearly 100 persons attended, volunteered and enjoyed music by THS member Scott and Friends. Our own Bob and Kathy Newcomb were the lucky winners of the Columbia Gorge Getaway at Skamania Lodge with a wine tour also led by Scott Denis of NW Wine Tours.

In **October**, the Board of Directors authorized \$3,200 to refurbish the Galbreath (then Lafky/Lee) farm wagon that has been stored for many years in Larry Lee's barn. A real wainright from McMinnville has offered to replace missing elements and rebuild other parts of the wagon to resemble its original condition. Work will proceed over the winter and spring at his own pace. There is no decision yet on where the wagon will be stored and/or available for public viewing after the work is finished. This will become our largest artifact reflecting Tualatin's "modern day" era.

Public Programs Monthly

Hundreds of persons attended first Wednesday and third Thursday programs each month as we try to accommodate employed persons and retired persons alike. Our evening programs are planned in partnership with the Lower Columbia Chapter/Ice Age Floods Institute. Program ideas are always welcome. Remember these over the past 12 months?

December: *Tualatin Families Celebrate Christmas* (Hispanic, Scandanavian and other holiday traditions)

January: Washington County Museum, *Tualatin's First People: The Atfaliti Indians*; Dr. Scott Burns, *Is the New Yorker Magazine Right About the Big One?*

February: R. Gregory Nokes, *Breaking Chains: Slavery on the Oregon Trail*; Alice Norris, *The Willamette Falls Heritage Area and Its Future*

March: Norm Parker, *Growing Up as a Homesteader in Canada*; Bill Burgel, *Continental Drift and the Sea Floor Spreading Hypothesis*

April: Tim Wood, *History of Oregon State Parks*; David Ellingson, *Where Giant Animals Roamed*

May: Jerianne Thompson, *No Longer Just Books: History and Future of the Tualatin Library*; Julian Gray, *The Rice Museum: A Real Gem*

June: Paul Hennon, *History of Tualatin's Parks*; Dick Pugh, *Meteorites: Rocks from the Sky*

July: No regular program but picnic and fellowship at Community Park with dulcimer and ukulele entertainment; Sheila Alfsen, *Another Look at the Cascadia Subduction Zone*

August: Tim Kent, *Staking Claims Then and Now* (history of surveying); no evening program in August

September: Richard Engeman, *Chop Suey: Chinese Cooks in Oregon*; Mark Buser, *Pearl of the Ice Age (the Willamette Meteorite)*

October: Dick Karman, *The Golden Age of Radio*; Rick Thompson, *Overview of the Ice Age Floods from the Air*

Membership Overview

Membership coordinators Norm Parker, Karin Olson and Ross Baker report we have a total of 228 members as this report is prepared. We welcomed 29 new members the last 12 months, a very nice increase! We were saddened by the death of Helen Peterson, Laurine Lafky and Ned Miller. Twenty four of our members are 90-years old or more and automatically qualify for lifetime membership. They join 17 other Lifetime Members. We have now implemented a one-year complimentary Honorary membership category for program presenters and 15 speakers received that certificate this year. Be sure to let Karin know if your address or other contact information changes (503-646-4108).

Financial Picture of THS

We are lucky to have Barbara Stinger as our treasurer. She works diligently to track our income and spending and keeps reminding us in Board meetings about where we are either ahead or behind on budget. She makes sure we have a planned budget ready for the start of each new fiscal year starting July 1. We are presently half way through the 2017 fiscal year working with an anticipated budget of over \$50,000. What follows is a general summary of what we typically take in and spend. Final figures for the year now underway will be compiled after books close June 30, 2017 and are available on request.

Income

Rental of THC in FY 2016 was up about \$3,000 from the previous year to \$14,601; individual donations slipped from nearly \$4,000 to \$1,900; annual auction slipped about \$2,000 to \$9,265; City of Tualatin subsidies for Center operations maintained at \$8,100; Memberships increased about \$300 to \$4,254; Donations to the scholarship fund slipped about \$700 to \$2,690; Product sales (books, jam) declined about half from last year to \$937. All income sources totaled \$41,747. To accomplish big projects in the future, our donations will need to increase significantly.

Expenses

We keep our Tualatin Heritage Center doors open to the public at least five days a week and many times in evenings and on weekends. Meantime, institutions bigger than ours are often unable to operate regular hours. We are grateful to have Lindy Hughes in her ninth year as our on-site manager. Payroll expenses totaled \$26,547. An Experience Works trainee Dana Entler was with us for part of the year. Her salary for 18 hours/week was paid through a federal employment program. Operational expenses like postage, printing, supplies, telephone and internet services held steady at \$3534; Contract services for bookkeeping, speakers increased by \$200 to \$3784; Insurance, security system and equipment/landscape maintenance costs dipped

by \$900 to \$3949; Fundraising expenses increased by \$500 to \$1,634; We awarded the same-size scholarship of \$2500; Other operational costs, such as business fees, credit card fees, membership in other organizations, awards, archival materials and monitors for certain rentals increased about \$200 to \$1406. Total spending was \$43,892. So overall, we spent about \$2,000 more than we brought in.

Savings

In addition to temporary funds held in a money market account averaging some \$43,000 , Barbara monitors a CD still sitting at over \$27,000 held in part for future exhibits and building modifications as the Board of Directors determines.

We Thank Our Supporters

Rentals of the heritage center provide a financial base for our operations. We are delighted to host two churches on Sundays, one in the morning and one in the afternoon. Former Tualatin artist Linda Aman still travels back to Oregon for regular art classes and two different business networking groups meet early mornings before the Center opens to the public. Our staff works hard to maintain this flow of support. THS is a popular venue for business networking functions, workshops, anniversary celebrations, and memorial gatherings. Avocation groups like watercolor artists and knitters like the ambiance of our space. These hundreds of visitors every month often pause to look at displays and exhibits.

Our major fundraiser for THS is the always-fun September auction which is headed by Barbara Stinger and Lindy Hughes. The latest auction (proceeds to be reported in our next report) was another good turnout with lots of new friends being made and old-timers sharing memories. One of our own members Scott Denis led musician friends for entertainment. Two other THS members funded the highly-sought raffle prize, a two-night Skamania Lodge stay and wine tour in the Columbia Gorge. Donors who gave gifts of wine, baskets, artworks, business services and gift cards are always greatly appreciated as well as the eager buyers who walked away with smiles on their faces.

Is Tualatin Historical Society a Beneficiary in Your Will?

Would you consider a 1-5% earmark or a flat amount from your estate as a reasonable future gift to support THS? **Please consider this option as a way to assure that the work of THS continues** for future generations. Related to donations for survival of the Society, remember that when you give to THS and also contribute an equal or larger amount to the Oregon Cultural Trust, there are tax advantages for each—but particularly for the donation to the Trust. In the latter case, you will get a valuable tax credit on your Oregon tax return. In effect, it costs you nothing. Details are available at the Oregon Cultural Trust website. THS has received grants from those funds in the past and continues to write proposals for certain needs.

Visitors to THC Enjoy Exhibits and Displays

In the 12 months since our last annual meeting, our Heritage Center staff logged 10,217 persons walking through our doors, many more than once. That's some 600 more than the last report. Diane Swientek coordinates our permanent and revolving displays which these persons see. One unique artifact added to our collection was Tualatin Elementary School's schoolhouse clock donated by Jane Brown. Our other permanent displays include the Robbins coverlet, family washboard and home picture; items from the original Methodist Church including the program used at the original dedication service in 1926; the original mastodon tusk and molars dug up near today's Fred Meyer parking lot; and outside the building are the huge glacial erratics and historic plants (Robbins roses, Lafky irises, Martinazzi daffodils, J.R.C. Thompson hydrangeas, and Nyberg snowdrops). Rotating exhibits this past few months included trophies, pictures, yearbooks and class books, wooden bowl, cooking utensils, cookbooks, linen, kerosene lamps, railroad lamps china, picture albums, cooking spices, cast iron waffle irons, cast iron flat iron etc. Clothing included WW2 Red Cross uniform as well as dresses and shoes from the 1920s. Another small exhibit case is at the Juanita Pohl Center.

Because of its public hours, our most accessible artifacts are shown at Tualatin Library featuring large and small Ice Age artifacts, castings and several replicas of mammals provided by our partners in the North American Research Group and Willamette Valley Pleistocene Project.

Tualatin History on View Other Places, Too!

Residents and visitors can view items and photographs reflecting Tualatin history at the Tualatin High School, Marquis Health Care Center, and Cabelas. Vintage photos hang in elementary schools, Cabelas, New Seasons Market, Firehouse Subs, Sharky's, CenterCal offices and of course all city buildings thanks to the THS partnership with the City of Tualatin.

First Annual Survey Suggests Actions for 2017

All THS members were surveyed this year to identify things of importance for the Society. Donations and Grants topped the list of things you felt we should focus on for additional revenues. Those were followed closely by Membership Dues and Fund Raising. Increasing the rental rates for the Heritage Center was suggested but is already being considered by the City. The vast majority of you indicated that reminder phone calls for our Wednesday afternoon program as well as the Thursday evening program were not required. So we will try to find a way to accommodate the handful who feel they need calls on a by-request basis.

The number of members who expressed an interest in helping with THS tasks was modest, but a first step toward increased participation. We will reach out to those who indicated their willingness to become more active. To those who are interested, but gave no contact info, please take a minute to let us know who you are. And many thanks to existing committee and board members who re-committed themselves for next year.

Many of you contributed some great ideas that we will discuss, prioritize and follow-up as money and time allow in 2017. Here we share a handful of those ideas:

- An Antique Appraisal event (both educational and fundraising)
- Special event(s) for old timers
- Keep programs more up-to-date on web page
- More contact with other local historical societies
- Seek sponsorships for projects
- More evening programs

Looking Ahead

- Watch for progress on our ideas for “double signing” 65th Avenue and naming the two state highway bridges (not I-5) to reflect local history
- We continue to need volunteers to preserve documents on digital formats, conduct oral history interviews, help maintain our patio garden, make school presentations, and to monitor rentals which helps keep costs down.
- Stay tuned for progress reports on a new policy guiding our collection of artifacts and a new software program to make preservation and storage more systematized. A recent University of Washington graduate in Museum Studies is leading this work.
- Look forward to progress on the National Park Service designation of Tualatin as a key tourist spot on the future National Ice Age Floods Geologic Trail.
- Help us expand our membership base by inviting relatives, neighbors and friends to join you for a THS event next year.
- Remember the Society bookstore when you need that special gift!

We are pleased to have served on your Board of Directors this year and look forward to your participation in THS activities during the months ahead. We also look forward to new officers and directors who will be joining the Board after the November 6 election. Board meetings are typically the Monday before the first Wednesday program each month and are open to all members. Our third Thursday evening programs are open to all as well.

2016 Officers

Yvonne Addington, President
Kurt Krause, Vice President
Barbara Stinger, Treasurer
Loyce Martinazzi, Secretary
Sandra Carlson, Historian

2016 Directors

Norm Parker
Ross Baker
Larry McClure
Jim Serrill
Art Sasaki, Past President

November 6, 2016

TUALATIN HERITAGE CENTER 2016 ANNUAL REPORT



HIGHLIGHTS OF 2016

- Completion of new interpretive sign commemorating native history
- Return of community theatre
- Increased social media presence
- Strong attendance at monthly public programs
- Expanded involvement in Pioneer Days
- New garden shed installed by city
- Improved system for protecting artifacts, photos, documents



BASICS OF OUR OPERATING AGREEMENT

After working in partnership with the City to move and renovate the historic Methodist church in 2005, Tualatin Historical Society agreed in 2006 to operate Tualatin Heritage Center as a public resource for:

- Interpreting local history
- Cultural and environmental education
- Civic engagement events
- Arts and entertainment
- Community use



THS PROMISED TO

- Keep the building open on a consistent basis
- Maintain a welcoming and safe environment
- Arrange for programs and events



AS PROPERTY OWNER, THE CITY PROVIDES

- Modest annual support (\$7,100 annually since 2006)
- Building maintenance and repair
- Most landscape care
- Support for artistic endeavors (\$1,000 annually)



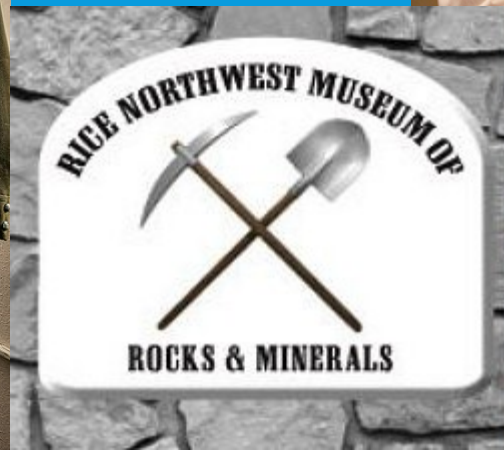
WHAT HAPPENED IN 2016?

History Programming

- Monthly speakers draw enthusiastic participants



© Al Stewart Photography



WHAT HAPPENED IN 2016?

Cultural and Environmental Education

- Boy Scouts install native and historic plants
- Day and evening presentations on the Cascade Subduction zone



WHAT HAPPENED IN 2016?

Arts and Enrichment Programs

- Watercolor classes
- Knitting and crocheting aficionados
- Mask & Mirror performance



WHAT HAPPENED IN 2016?

Social Gatherings

- Celebrations
- Weddings
- Reunions



WHAT HAPPENED IN 2016?

Business and Community Support

- Churches
- Workshops/seminars
- Chamber networking
- HOA meetings



WHAT HAPPENED IN 2016?

Other

- Recipient of THS \$2,500 Tualatin High School Scholarship
Oliver Price now attends OSU
- Pioneer Days



TUALATIN HERITAGE CENTER BY THE NUMBERS

- Doors are open 10-2 daily except for holidays and school closures
- Over 10,325 persons passed through our doors, many more than once
- Over 40 volunteers spend time helping at the Center
- September wine tasting/auction netted over \$9000
- Center Manager Lindy Hughes completed her 8th year
- 24 of the 247 members of the Tualatin Historical Society are over 90 years old
- 300 fourth graders and adult helpers experienced pioneer life
- \$3,000 increase in rental revenue for 2016 but donations were down about \$2,000
- Income from all sources was \$41,747
- Expenses were \$43,892

WHAT'S AHEAD IN 2017

- Welcome Frank Bubenik as a new board member
- Decision on how to display a restored historic Tualatin farm wagon
- Proposals for re-signing and naming local landmarks
- Fundraising will be stepped up for special projects



CITY OF TUALATIN

THANK YOU FOR YOUR SUPPORT!



City Council Meeting

Meeting Date: 04/10/2017

SPECIAL Annual Report of the Tualatin

REPORTS: Library Advisory Committee

Submitted For: Sherilyn Lombos, City Manager

SPECIAL REPORTS

Tualatin Library Advisory Committee Annual Report

TLAC 2016 Annual Report

TLAC 2016 Presentation



2016 ANNUAL REPORT

Tualatin Library Advisory Committee

1. BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires the TLAC to file an annual report with the Council including a summary of the committee's activities during the preceding year and other matters and recommendations the committee deems appropriate.

Members of the TLAC during 2016-17 include Sonya Ambuehl, Alan Feinstein (Vice Chair), Don Swygard, Thea Wood (Chair), and Marcus Young. Former members included teen representative Arlette Diaz-Boyas and Ryan Wroblewski, who resigned in August 2016. Mohammed Dezay (teen representative) and Nicholas Schiller joined the committee in January 2017.

2. ROLES OF THE COMMITTEE

- A. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
- B. Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library.
- C. Hear and consider complaints about City Library policies or materials.

3. ACTIONS AND ACCOMPLISHMENTS IN SUPPORT OF ROLES IN 2016

- A. CONSULT WITH AND ADVISE THE LIBRARY MANAGER ON ALL MATTERS AFFECTING OPERATIONAL POLICIES OF THE CITY LIBRARY
 1. TLAC considered & provided recommendations on: Library Rules of Conduct, and Meeting Room Use policy. It also assisted in developing and recommended adoption of an updated Mission Statement for the Library: **Empowering and enriching our community through learning, discovery, and interaction.**
 2. TLAC provided comments and advice to Library management regarding Library fines & refunds, Library programs, Library serving as a cooling center, cell phone use in the Library, disabled parking spaces, public technology, statistics reporting Library usage, and performance trends.

B. MAKE RECOMMENDATIONS TO THE CITY COUNCIL WITH RESPECT TO SERVICES, FACILITIES, AND ALL OTHER MATTERS PERTAINING TO THE MAINTENANCE AND IMPROVEMENT OF THE CITY LIBRARY.

1. TLAC members had extensive engagement in public involvement meetings to update the Library strategic plan. TLAC members served as the core of the Library Strategic Team, which held three meetings in 2016. Eighteen community representatives participated in these meetings, with eight additional community members participating in a focus group or individual interviews.

Additional discussions were held during eight TLAC meetings, culminating in a recommendation to adopt the strategic plan. The plan includes these strategic goals:

- a. Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.
- b. Community members gather, connect, engage, and are empowered through the library.
- c. Young children are prepared for success in school.
- d. Latino residents discover the library as a gateway to community connection.
- e. Youth have hands-on access to technology and science learning tools.

It also includes these organizational initiatives:

- a. Library staff are prepared to provide excellent customer service.
- b. Usage of the library reflects the demographics of the community.

2. TLAC provided comments and advice to City staff and Council regarding the potential Civic Center and Library expansion project, Tualatin's Capital Improvement Plan, and America's Best Communities Mobile Makerspace.

3. TLAC received presentations from a number of library partners and recommended activities to strengthen these partnerships. Presentations included:

- a. Teen Library Committee
- b. City Manager's Office
- c. Community Development Department
- d. Tualatin Library Foundation
- e. Friends of Tualatin Library
- f. Tualatin's America's Best Communities project team

C. HEAR AND CONSIDER COMPLAINTS ABOUT CITY LIBRARY POLICIES OR MATERIALS.

1. TLAC holds open meetings and members of the public are invited to attend.
2. TLAC members review comment cards received by the City regarding the Library each month, and provide input on the topics raised.

4. ACTION PLAN FOR 2017

A. LONG-RANGE PLANNING

TLAC will be actively involved and provide citizen feedback for the City's Parks and Recreation Master Plan update and review Library services in light of priorities identified in the Library strategic plan.

B. REVIEW OPERATIONAL POLICIES

TLAC will continue to be actively involved and educated in the operations and roles of the Library. TLAC will provide citizen feedback as Library management reviews and updates operational policies, including the Library Rules of Conduct.

C. ADVANCE COUNCIL VISION

TLAC will support social equity and inclusion within Library programs and services, providing opportunity for all community members.

cc: Tualatin Library Advisory Committee (TLAC)

Tualatin Public Library



Strategic Plan 2016 - 2019



Tualatin Public Library Strategic Plan 2016-2019

Mission Statement

Empowering and enriching our community through learning, discovery, and interaction.

Organizational Values

We are guided by these shared values:

Community-focused

Collaborative

Adaptable

Inclusive

Background

Tualatin Public Library serves approximately 29,000 people, including residents of the City of Tualatin and adjacent incorporated areas. Tualatin has been a member of Washington County Cooperative Library Services (WCCLS) since 1977.

The Library's strategic plan is guided by the Tualatin Tomorrow Vision and Action Plan. Originally adopted in 2007, this community-driven Vision was updated in 2014. It identifies targeted actions supporting physical & social connectivity and community health & wealth.

Through 2019, the Library will focus resources on the following priorities:

Library Strategic Goals

- A. Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.
- B. Community members gather, connect, engage, and are empowered through the library.
- C. Young children are prepared for success in school.
- D. Latino residents discover the library as a gateway to community connection.
- E. Youth have hands-on access to technology and science learning tools.

Organizational Initiatives

- Library staff are prepared to provide excellent customer service.
- Usage of the library reflects the demographics of the community.

Strategic Goal A:

Community members experience the library as a welcoming place that inspires, delights, and satisfies curiosity.

Strategies for 2016-17

- Deliver excellent customer service for all library users.
- Offer a safe and supportive place for teen interaction and mentorship.
- Practice continuous improvement of the library's collections to support our users' curiosity.

Measures of Success

- 95% of surveyed users rate library service as very good to excellent
- Number of library visitors
- 95% of library's collection checks out each year

Strategic Goal B:

Community members gather, connect, engage, and are empowered through the library.

Strategies for 2016-17

- Actively promote the Library as a social gathering place.
- Formalize and strengthen existing partnerships.
- Create volunteer opportunities for all ages and abilities.

Measures of Success

- 75% or more of surveyed users say the library has helped them connect, engage, or be empowered
- Increase number of community partners annually and enhance current partnerships
- Increase diversity of volunteers, including youth and Spanish-speaking adults

Strategic Goal C:

Young children are prepared for success in school.

Strategies for 2016-17

- Emphasize the library's early literacy program.
- Develop and implement an initiative supporting parent involvement in early literacy.
- Partner with Tualatin schools to increase student participation in Summer Reading.

Measures of Success

- Number of early literacy programs & attendance
- 80% of surveyed parents feel more confident or better prepared at helping their child learn
- Number of outreach visits & children reached
- Increase number of Tualatin student participants in Summer Reading

Strategic Goal D:

Latino residents discover the library as a gateway to community connection.

Strategies for 2016-17

- Improve partnership with Tualatin elementary schools in areas of outreach, programs, and promotion.
- Develop in-the-community, family-oriented programming.
- Maintain a robust Spanish-language collection for all ages.

Measures of Success

- Increase distribution of program and services information in Spanish
- Number of Spanish-language or bilingual English-Spanish programs & attendance
- Increase utilization of Spanish-language materials

Strategic Goal E:

Youth have hands-on access to technology and science learning tools.

Strategies for 2016-17

- Serve as lead partner for implementation of Tualatin ABC Mobile Makerspace.
- Identify current and near-future appropriate tech needs of different age groups (children, teens, and adults).
- Provide programs for children and teens that focus on STEAM (science, technology, engineering, arts, math).

Measures of Success

- Successful implementation of the Tualatin Mobile Makerspace
- Develop technology plan to inform planned computer replacements and future technology acquisition
- 75% of children & teens attending STEAM programs express increased interest in those subjects

Organizational Initiative A:

Library staff are prepared to provide excellent customer service.

Strategies for 2016-17

- Identify internal communication challenges and shortcomings.
- Management will establish a continuing education framework for represented staff that support customer service and/or Strategic Plan.
- Management will seek more bilingual/bicultural staff and recruit volunteers who are able to speak Spanish.
- Conduct an annual customer service satisfaction survey

Measures

- Action plan for improving internal communication
- 90% of staff participate in at least 1 training opportunity annually
- 95% of staff report increased confidence in providing excellent customer service

Organizational Initiative B:

Usage of the library reflects the demographics of the community.

Strategies for 2016-17

- Learn how to best market the library to the Latino community.
- Learn how to best market the library to families with young children.
- Learn how to increase the library's market share of five high-market potential market segments.

Measures of Success

- Action plan for marketing the library to the Latino community
- Action plan for marketing the library to families with young children
- Action plan to increase the library's market share of five high-market potential segments

Planning Process

A Library Strategy Team met three times between April and June to consider community needs and assist in developing a strategic framework to guide Tualatin Library's plan. Interviews with selected community partners offered additional information and feedback.

Acknowledgements

Tualatin Library thanks the following individuals for their time and assistance in creating this plan:

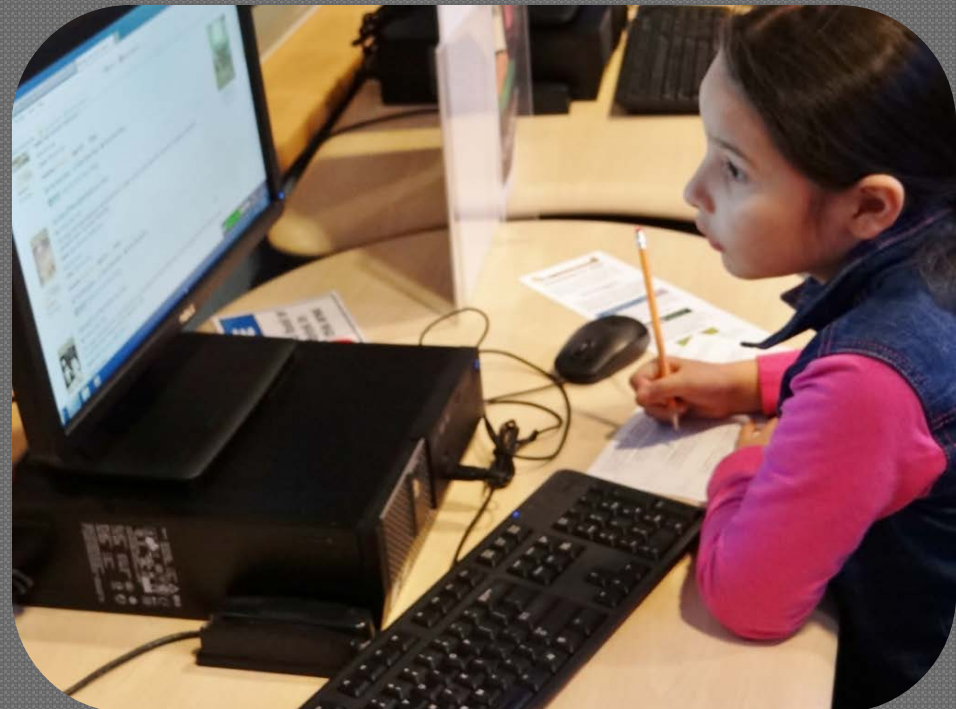
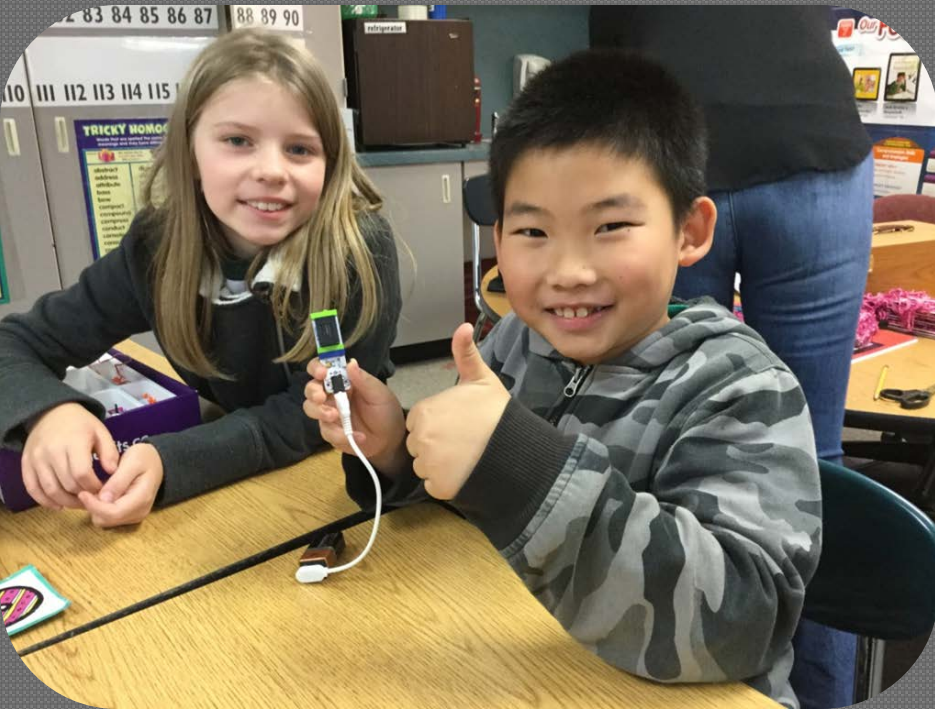
Alan Feinstein
Ana Aguilar
Angel Ramirez
Arlette Diaz
Brenda Braden
David Jaimes
Donald Swygard
Donna Gilbo
Eleanore Mickus

Erin Crowley
Isaac Santos
Itsel O'See
Jamie Kingery
Karen Uboldi
Kay Kendall
Laura Baker
Laura Stewart
Magda Marks

Magdalena Torres
Marissa Houlberg
Pam May
Pilar Alcantar
Rosalinda Alegre
Sonya Ambuehl
Thea Wood
Wayne Welch

Ruth Metz, Consultant

Tualatin Library Advisory Committee (TLAC) – 2016 Annual Report



Committee Members

Members

- Thea Wooden, Chair
- Alan Feinstein, Vice-Chair
- Sonya Ambuehl
- Mohammed Dezay
- Nicholas Schiller
- Don Swygard
- Marcus Young

Former Members

- Arlette Diaz-Boyas
- Ryan Wrobleski

Staff

- Jerianne Thompson



Committee Role

The role of the TLAC is to:

- ⦿ Consult with Library Manager on all matters affecting Library operational policy.
- ⦿ Make recommendations to City Council regarding Library services, facilities, and improvements.
- ⦿ Hear and consider complaints about Library policies or materials.

Consult with Library Manager on all matters affecting Library operational policy

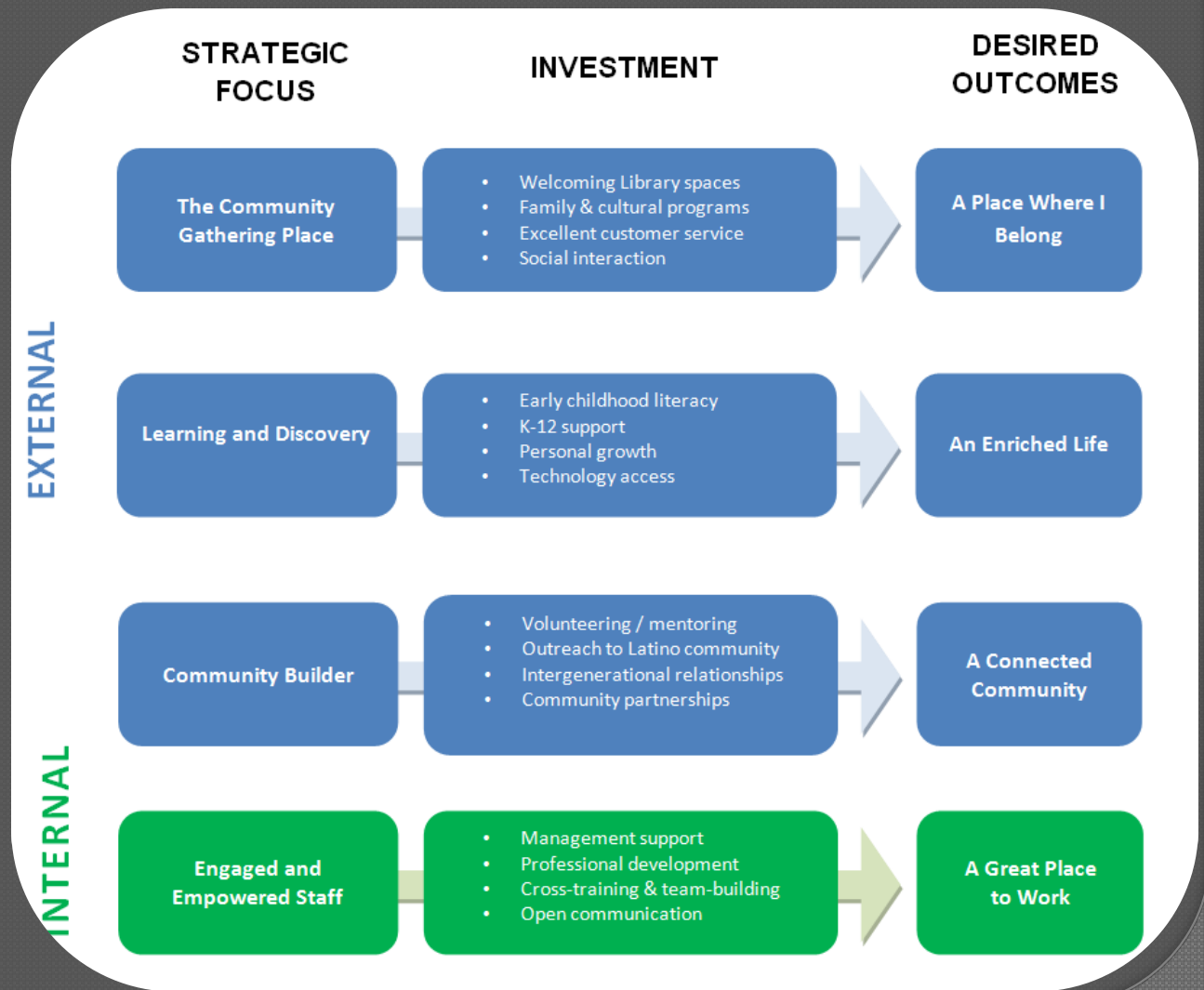
- Recommendations on Library Rules of Conduct & Meeting Room Use policy.
- New Library mission statement:

Empowering and enriching our community through learning, discovery, and interaction.



Recommendations regarding Library services, facilities, and improvements

Extensive engagement in Library Strategic Plan

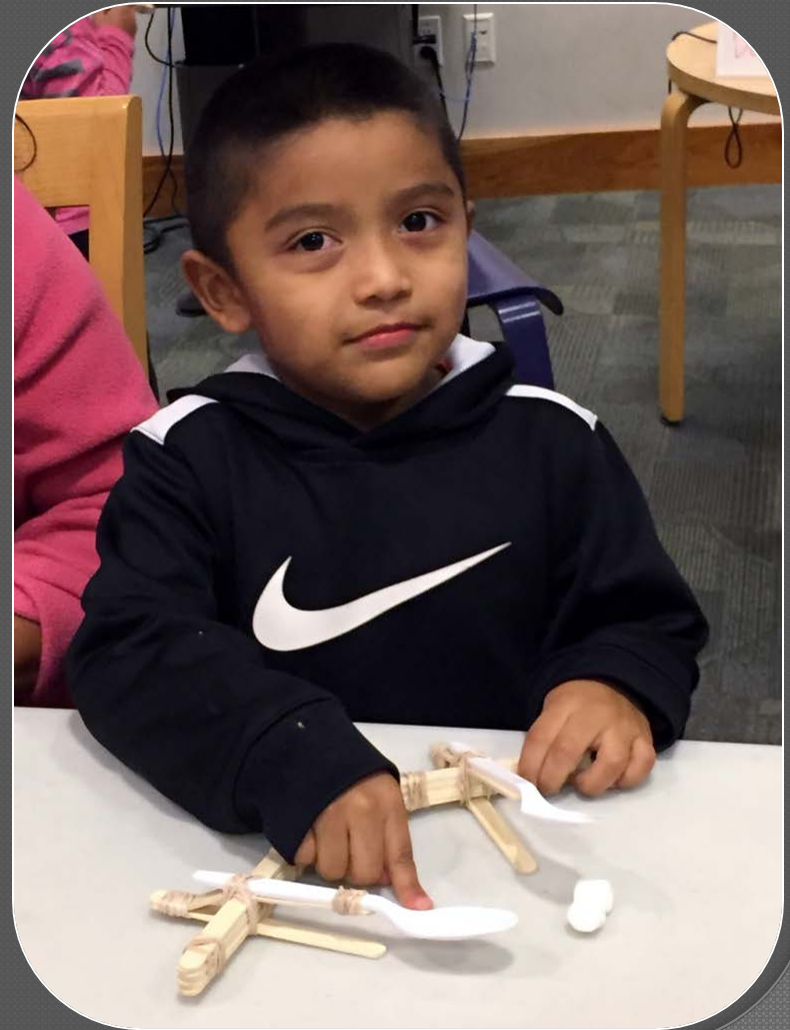


Recommendations regarding Library services, facilities, and improvements

- Community members experience library as welcoming place that inspires, delights, & satisfies curiosity.
- Community members gather, connect, engage, and are empowered through library.
- Young children are prepared for success in school.
- Latino residents discover library as gateway to community connection.
- Youth have hands-on access to technology and science learning tools.

Recommendations regarding Library services, facilities, and improvements

- ◉ Civic Center & Library expansion
- ◉ Capital Improvement Plan
- ◉ Tualatin Mobile Makerspace (America's Best Communities competition)



Hear and consider complaints about Library policies or materials

- Review comment cards, provide feedback.



Action Plan for 2017

- Provide input for the Parks and Recreation Master Plan update.
- Continue review of Library operational policies, including Library Rules of Conduct.
- Support social equity & inclusion within Library programs and services.



Tualatin Library Advisory Committee (TLAC)



Questions?