



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JULY 10, 2023

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

Absent: Councilor Maria Reyes

Mayor Bubenik called the meeting to order at 5:30 p.m.

1. Consideration of Updates to the Outside Agency Grant Program.

Deputy City Recorder Nicole Morris presented a review of the Outside Agency Grant Program. She provided an overview of the program, encompassing its purpose statement, funding mechanism, application timeline, and review process. Recorder Morris also shared findings from research on similar grant programs in neighboring communities, which provided insights into potential improvements for Tualatin's program. She highlighted possible avenues for enhancing the current program including refining the purpose statement to align with the City Council's priorities, consideration of a funding cap, introducing a requirement for a final report, and opportunities to highlight program partners to the broader community.

Council President Pratt expressed her desire to tie the purpose statement of the grant program to the Council's priorities. While she suggested not imposing a strict funding cap, she recommended indicating past funding allocations as a guideline for future applicants. Council President Pratt stated she would like to introduce a final report to track how the granted funds are utilized.

Councilor Hillier asked if fiscal agents are allowed to take a portion of the funding for administrative costs. Recorder Morris stated there are no guidelines around that.

Councilor Hillier would like to make sure there is flexibility in the allocation of how funds are distributed. She suggested a new applicant training be held for partners, mid-grant cycle check-ins, invites to partners to participate in city events, and more extensive reporting guidelines.

Councilor Brooks agreed she would like to see the purpose of the program be tied to the council vision and the desire for flexibility in how funds are allocated. She stated she sees the funding from this program as symbolic support from the Council and wants to ensure the partners can continue to use the funding how it is helpful to them.

Councilor Gonzalez echoed the sentiments of flexibility and simplicity, proposing a straightforward final report and new partner training.

Councilor Sacco emphasized maintaining flexible fund distribution and incorporating the Council's goals into the updated purpose statement.

Mayor Bubenik underscored the requirement for grant recipients to be 501(c)(3) agencies, a sentiment supported by Councilor Hillier.

Recorder Morris acknowledged the feedback based on the discussion. She states she plans to open the grant cycle on August 1st.

2. Building Division Fee Schedule Update.

Building Official Suzanne Tyler presented an update on the building division fee schedule. She provided a comprehensive overview of the division's background, including its activities and volume of permits and inspections. Official Tyler stated the division operates independently with its own dedicated fund, sustained by revenues generated from various fees. Official Tyler explained recent state guidance necessitates the maintenance of a reserve fund capable of funding the department for 18 months. To this end, she pointed out that building fees have remained unchanged since 2005, contributing to the need of adjusting them to meet current costs. Official Tyler presented a graph illustrating revenues, expenditures, and reserves, while indicating that the bulk of revenue comes from fees such as existing building, mechanical, permit, and non-prescriptive solar fees. She stated the proposed fee adjustments were made based on careful evaluation of administrative hours, travel costs, and inspection hours. She noted even after the adjustments, Tualatin's fees would remain the lowest compared to surrounding jurisdictions, ensuring the city continues to offer low rates while building reserves to support the division. Official Tyler stated they have provided notice to the state regarding proposed changes to the fee schedule and posted the proposed changes on the city's website for feedback. She stated next steps include a public hearing on the proposed fees.

Councilor Hillier asked how long it will take to build the reserves to eighteen months. Official Tyler stated it will take 5-10 years to build eighteen months of reserves.

Councilor Gonzalez asked what the backlog is for permits in the department. Official Tyler stated residential permits are taking 2-3 weeks and commercial permits are taking 4-5 weeks.

Councilor Brooks stated it is important to have prudent reserves and is happy to see the fees come in line with actual costs.

Mayor Bubenik asked if the increase would allow for hiring additional staff to lower turnaround times. Official Tyler stated the increase would not support the addition of any new full-time staff. Mayor Bubenik would like to see new staff factored into the costs.

Councilor Hillier asked if permitting is seasonal. Official Tyler stated the summer time is the busiest season.

Councilor Pratt asked if more permitting is expected with the upcoming developments. Official Tyler stated it is projected that permitting will increase as new development continues.

City Manager Lombos recapped the Council's objective of maintaining efficient turnaround times while acknowledging the connection between staffing levels and achieving this goal. The Council collectively supported this sentiment, with a consensus to proceed with the proposed fee adjustments to meet the division's financial needs.

Councilor Gonzalez recommended reviewing these fees more frequently to ensure they remain aligned with costs. Official Tyler stated that the proposed increase includes a phased adjustment over the next five years, tied to the construction cost index to account for inflation and other business-related costs.

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

Mayor Bubenik stated he attended an event for the District Export Council of Oregon at the NW Naturals Facility in Sherwood and the CEPA meeting to discuss where youth in the new Planbeck Gardens development will attend school.

Adjournment

Mayor Bubenik adjourned the meeting at 6:31 p.m.

Sherilyn Lombos, City Manager



_____/ Nicole Morris, Recording Secretary



[Valerie A Pratt \(Aug 21, 2023 13:56 PDT\)](#)

_____/ Valerie Pratt, Mayor Pro Tem








CC WS Minutes 7-10-23

Final Audit Report

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

Absent: Councilor Maria Reyes

Call to Order

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

Pledge of Allegiance

Announcements

1. Tualatin Science & Technology Scholarship

Councilor Hiller announced Kelly Tejeda Castellanos as this year's recipient of the Tualatin Science and Technology Scholarship. She presented her with a certificate.

2. Tualatin Community Emergency Response Team (CERT) Emergency Preparedness Fair

Community Emergency Response Team (CERT) Membership Director Heather Schlachter presented information on the upcoming Tualatin Emergency Preparedness Fair to be held on Saturday, August 5th, 11am -3pm, at Tualatin Community Park and the Juanita Pohl Center. She stated admission is free.

Public Comment

Kent Drangsholt, of The Garages, requested the Council consider zoning changes so pickle ball courts can be built at their establishment. He presented a petition from 45 members supporting the request.

Eric TwoRivers supported the request for the allowance of pickle ball courts at The Garages.

Tom Widden, NW Pickle Ball Veterans, supported the request to have the courts put in at The Garages. He would like to see the Council support this request as it is a great activity for senior citizens in the community.

Consent Agenda

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

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of June 26, 2023

2. Consideration of **Resolution No. 5714-23** Awarding a Contract for Stoneridge Park Construction Documents and Professional Services to Pacific Community Design
3. Consideration of **Resolution No. 5716-23** Awarding the Contract for Construction of Boones Ferry Corridor Phase 2 Improvements, Part of the Tualatin Moving Forward Program

Special Reports

1. Annual Report of the Tualatin Historical Society

Tualatin Historical Society President Ross Baker presented the organization's annual report. He mentioned the center has successfully recovered from the impacts of the pandemic, with activities and rentals returning, and an average of around 500 visitors per month. Mr. Baker highlighted various activities from the past year, including plays and musicals held at the center. He mentioned the transformation of Pioneer Days into History Day, which now includes information on the Ice Age, native people, and native plants. Mr. Baker stated membership has seen a slight decrease this year, but overall revenues and expenses are on track. He emphasized the continuation of programming to fulfill the center's mission for the upcoming year. The focus will be on restoring the Galbreath farm wagon, displaying an outdoor propeller from a 1952 military crash, and relocating the Ice Age water fountain from the Commons.

2. Tualatin Planning Commission Annual Report

Assistant Community Development Director Steve Koper and Tualatin Planning Commission Vice-Chair Janelle Thompson presented the Tualatin Planning Commission Annual Report. Director Koper stated the Planning Commission's primary role is to fulfill Goal 1 of Oregon's statewide land use planning program, which focuses on citizen involvement in the planning process. He highlighted the commission's accomplishments during the year, including one recommendation related to the adoption of the Core Opportunity Investment Area plan. Additionally, they completed one action item associated with the LAM master plan. Director Koper stated the Commission was actively engaged in various tasks, such as working on updates to the zoning code for the Basalt Creek Employment (BCE) area, implementing the City's Housing Production Strategy, and making necessary development code updates to meet legal requirements. They also discussed future updates to the water master plan and received informational presentations on the parks bond and the Climate Friendly and Equitable Communities rule.

The Council thanked members for their commitment to the city.

Public Hearings - Legislative or Other

1. Consideration of 2023 Water Master Plan update which includes updated System Development Charge (SDC) methodology and rates, along with corresponding Plan text and map amendments to the Tualatin Comprehensive Plan and Development Code.

Deputy Public Works Director Nic Westendorf, Senior Planner Erin Engman, and Zack Hazel of FCS Consulting presented the proposed updates to the Water Master Plan. Director Westendorf explained the Water Master Plan's purpose is to chart the city's water system's course for the next 20 years, identifying essential capital projects, and determine the required funding for construction and maintenance. He noted that the current plan was last updated in 2013.

Deputy Westendorf stated the city purchases water from Portland, and water demands in Tualatin arise from a mix of residential and commercial-industrial usage. He stated future water needs entail addressing increased summer demand, enhancing system resiliency, implementing proactive repairs and replacements, and supporting new development initiatives. Director Westendorf stated to develop the water master plan, various sources were consulted, including the emergency water plan, water supply strategy, conservation plan, seismic hazards evaluation, resiliency investigation, and the capital improvement plan.

Councilor Brooks asked about the conservation plan and how it will be developed with the City of Portland. Director Westendorf stated they will be working with them to make sure both entities plans align moving forward.

Director Westendorf stated there are 54 total projects in the plan. He highlighted several projects including water main replacements, storage and pumping, seismic improvements, repairs and upgrades, and the addition of generators at pump stations.

Mayor Bubenik asked about the seismic improvements to the Washington County pipeline. Director Westendorf stated it is a shared line that will be addressed as part of the water contract.

Consultant Hazel presented the proposed water rate and system development charge (SDC) increases. He provided an overview of utility rate making, stating that rates are set to cover the cost of services, including both operating and capital expenses. Consultant Hazel highlighted the capital improvement plan costs that include various projects amounting to \$50.3 million, covering items such as transmission upsizing and pump stations. He shared the revenue requirements summary, which outlined the costs related to water purchase, debt services, and rate fund capital. Consultant Hazel compared Tualatin's water bills with those of other jurisdictions, noting that Tualatin currently has the lowest rates. He explained how the SDC rates are calculated and shared both the current and proposed rates. He provided a comparison of Tualatin's rates with those of other jurisdictions for reference.

Councilor Brooks asked how the usage remains the same but the costs continues to increase. Consultant Hazel stated that demand was estimated at average growth.

Council President Pratt asked why the City of Portland's SDC rates are the lowest in the region. Director Westendorf stated he would have to further research why.

Planner Engman explained that as part of the water master plan update, there is a need to update Chapter 9 of the Comprehensive Plan and Development Code 74.610 to align with the changes. She stated the expanded goals and amendments have been incorporated into the comprehensive plan to ensure consistency. Planner Engman shared the proposed plan map amendment, which outlines the changes in the water master plan. Additionally, she presented the applicable criteria for the proposed amendment, ensuring that it meets the necessary requirements for implementation.

Tualatin Planning Commission Vice-Chair Janelle Thompson stated the commission heard the presentation at their May 18th meeting where they unanimously approved recommendation of the Master Plan and corresponding updates to the Comprehensive Plan.

Council President Pratt asked about the goal that speaks to the planning for future water sources. Director Westendorf stated through the process they heard the need for having a

backup water sources since our main source is so far away. He stated that goal captures that need.

Director Westendorf provided information about the public engagement process conducted for the water master plan. He highlighted that the main component of the engagement was an online open house, where citizens had the opportunity to provide feedback and share their thoughts on the plan. Director Westendorf stated several key takeaways were identified. He stated citizens were well-informed about the water system, and there was a strong emphasis on the importance of resiliency and redundancy in the water infrastructure. He noted the proposed rates were generally viewed as reasonable and received support from the community. Director Westendorf stated there was significant concern expressed about the lack of a backup water source, which is an important consideration for ensuring a reliable and secure water supply in the future.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

Councilor Sacco asked how many people participated in the public outreach portion of the project. Director Westendorf stated there were about 300 unique visitors to the site.

Councilor Gonzalez asked if there was any water conservation outreach done to residential homes. He would like to include funding for a rebate program for residential homes who practice water conservations for irrigation. Director Westendorf stated a program like this would fit into a Water Conservation Plan, which will be looked at in the future.

Motion for first reading by title only of Ordinance 1476-23, amending the Comprehensive Plan, made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion for second reading by title only of Ordinance 1476-23, amending the Comprehensive Plan, made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion to adopt Ordinance 1476-23, amending the Comprehensive Plan, made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion for first reading by title only for Ordinance 1477-23, adopting the SDC methodology and rates, made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

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

MOTION PASSED

Council Communications

Council consensus was reached to bring the request for a zoning change for pickleball courts back at a future work session for discussion.

Council President Pratt highlighted events happening around the City, she stated they can be found on the city's website.

Adjournment

Mayor Bubenik adjourned the meeting at 8:38 p.m.

Sherilyn Lombos, City Manager

 / Nicole Morris, Recording Secretary

 / Frank Bubenik, Mayor

Valerie A Pratt (Aug 21, 2023 14:01 PDT)








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