



## TUALATIN CITY COUNCIL MEETING

MONDAY, JUNE 24, 2019

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

Mayor Frank Bubenik  
Council President Nancy Grimes  
Councilor Paul Morrison      Councilor Robert Kellogg  
Councilor Bridget Brooks      Councilor Maria Reyes

---

### **5:00 PM WORK SESSION**

#### **5:00 P.M. WORK SESSION**

- 1. 5:00 p.m. (50 min) – Tualatin Urban Renewal Education Series Part 2.** The Tualatin Urban Renewal Education Series will provide the Tualatin Development Commission a three part series that focuses on 1.) Urban Renewal 101 - The Basics (held April 22, 2019), 2.) The Tualatin Development Commission (tonight), and 3.) Needs of and Goals for Tualatin (later this summer). Led by our consultant, Elaine Howard, Session 2 will focus on the fundamentals of Urban Renewal, the history and projects of the Tualatin Development Commission and Tualatin's Districts, and future goals and plan.
- 2. 5:50 p.m. (50 min) – Street Light Ownership and Maintenance.** Council will discuss which ownership and maintenance option the City should use for street lights.
- 3. 6:40 p.m. (20 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the June 24<sup>th</sup> City Council meeting and brief the Council on issues of mutual interest.

### **7:00 P.M. CITY COUNCIL MEETING**

#### **Call to Order**

#### **Pledge of Allegiance**

#### **Announcements**

1. Introduction of New Tualatin Valley Fire & Rescue Fire Chief Deric Weiss
2. New Employee Introduction- Luis Milera, Water Utility Technician II

#### **Public Comment**

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

## Consent Agenda

*The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.*

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of May 28, 2019
2. Consideration of **Resolution No. 5452-19** Awarding the Contract for the Boones Ferry Road at Siletz Drive Project to *R&R General Contractors, Inc.* and Authorizing the City Manager to Execute a Contract
3. Consideration of **Resolution No. 5453-19** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2019-2020
4. Consideration of **Resolution No. 5444-19** Authorizing Changes to the FY 2018-2019 Adopted Budget
5. Consideration of **Resolution No. 5445-19** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5412-18
6. Consideration of **Resolution No. 5456-19** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin

## Special Reports

1. Tualatin 2040 Project Update
2. Update on Community Engagement Efforts

## Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5446-19** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2019, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

## General Business

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. 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.*

1. Discussion on Council Vacancy Process

## 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.*

## Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at [www.tualatinoregon.gov/council](http://www.tualatinoregon.gov/council).

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

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



*City of Tualatin*

## **CITY OF TUALATIN Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Jonathan Taylor, Economic Development Manager  
**DATE:** June 24<sup>th</sup>, 2019

---

**SUBJECT:**

Tualatin Urban Renewal Education Series Part II. Discussion on the fundamentals of Urban Renewal, the history and projects of the Tualatin Development Commission and Tualatin's URA Districts, and future goals and plans.

**EXECUTIVE SUMMARY:**

The Tualatin Urban Renewal Education Series will provide the Tualatin Development Commission (the City Council) a three-part series that focuses on 1.) Urban Renewal 101 - The Basics, 2.) The Tualatin Development Commission and Districts, and 3.) Needs of and Goals for Tualatin. Led by our consultant, Elaine Howard, Part 2 will focus on the Tualatin Development Commission, Tualatin's two-districts, and current holdings and assets.

---

**ATTACHMENTS:**

Attachment A - URA 101 Session 2 PowerPoint

# TUALATIN URBAN RENEWAL BASICS – City Council Meeting 2



ELAINE HOWARD  
CONSULTING, LLC





# ROADMAP

1. Role of Tualatin Development Commission
2. Tualatin Central Urban Renewal District
3. Leveton Tax Increment District
4. Next Steps

# ROLE OF TUALATIN DEVELOPMENT COMMISSION (TDC)

1. Separate entity
2. Budgets, financial statements, annual reports
3. Carry out projects in urban renewal area
4. Amend existing plans by minor amendments
5. Plan for future - role in new urban renewal areas advisory only



# STATE LIMITATIONS ON URBAN RENEWAL

- ❖ Population under 50,000
  - 25% of Assessed Value of Property in City
  - 25% of Acreage of City
- ❖ Existing Plan limitations:
  - Can not be increased in size by more than 20% of original Plan acreage
  - Maximum Indebtedness (MI) can not increase by more than 20% of original MI, indexing
    - May increase MI above 20% as adjusted only with concurrence from 75% of other taxing districts



# URBAN RENEWAL IN TUALATIN AND ORS 457 RESTRICTIONS

Area	Acreage	AV
City	5,264	\$4,017,083,745
Central	326	
Leveton	382	
% in UR	13.44%	
25 % of City	1,316	\$1,004,270,936



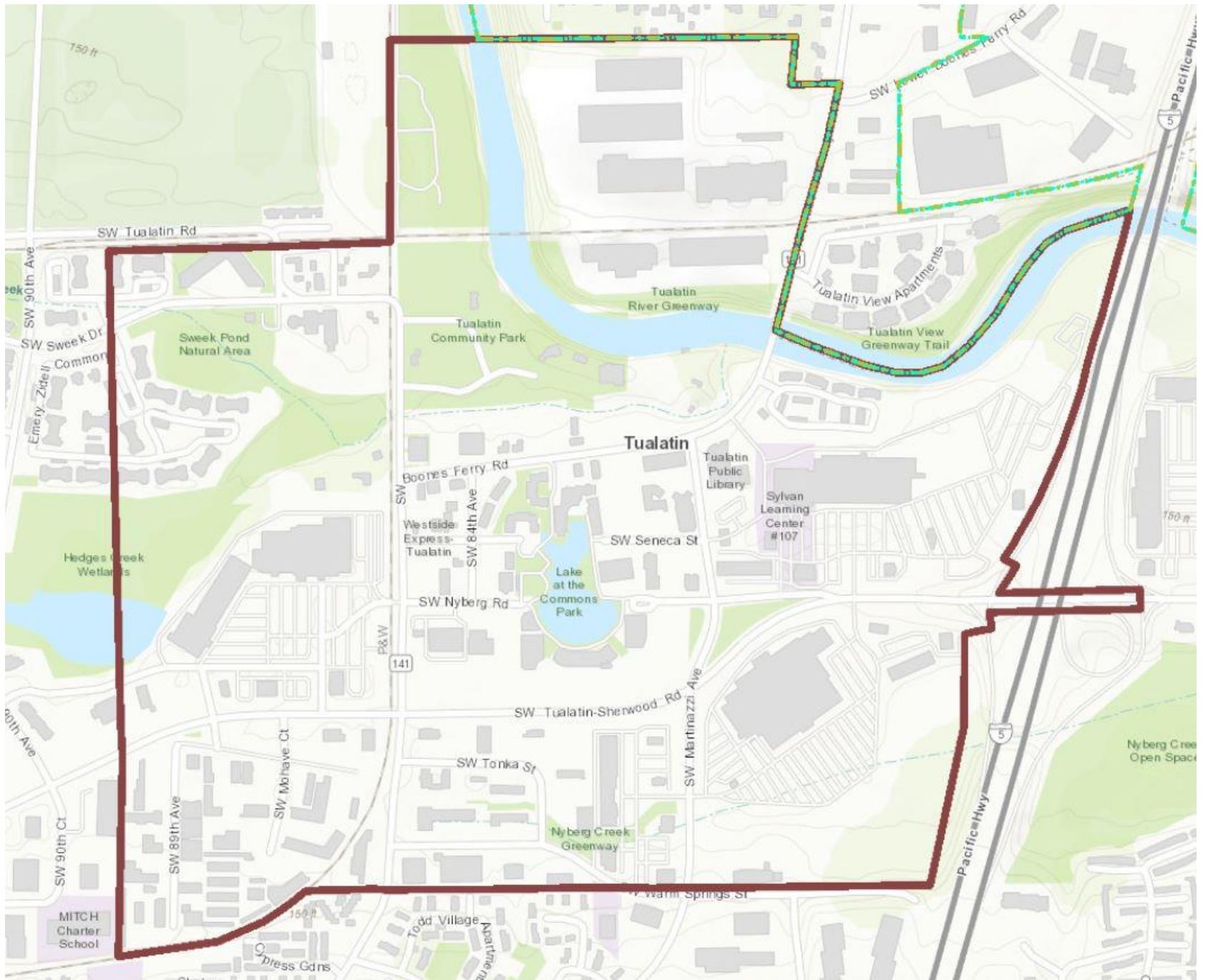
# TUALATIN URBAN RENEWAL HISTORY



# Central Urban Renewal

- Established 1975
- Established to alleviate blight in Downtown and to provide a vibrant urban setting.
- Increased in value by \$180 million dollars from 1975-2010
- MI \$27,705,384
- Projects
  - Tualatin Commons
  - Tualatin Sherwood Road bypass
  - Nyberg Street and I-5 Interchange
  - Core Area Parking
  - Local street improvements





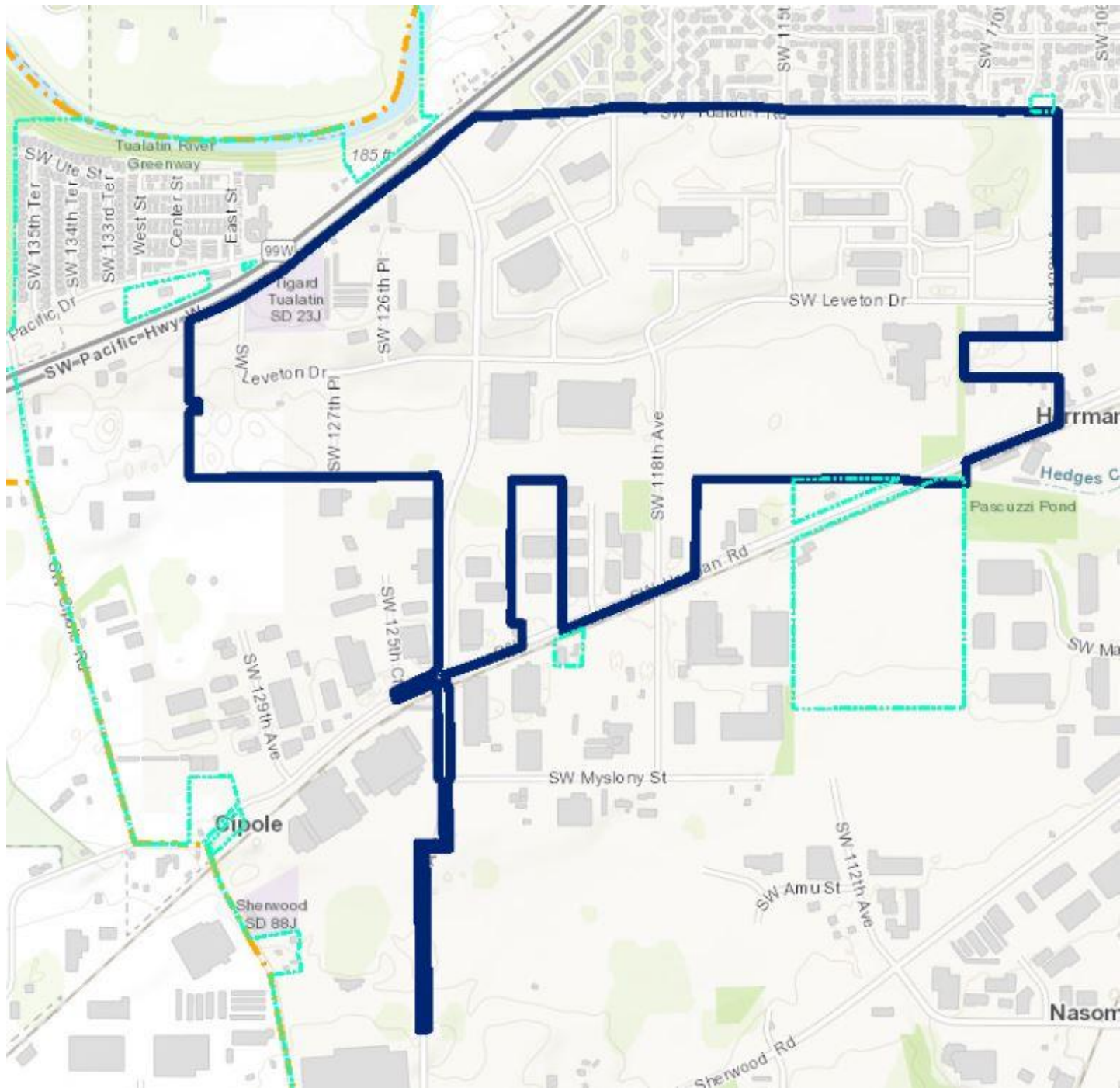
# ASSETS/FINANCIAL STATUS

Current cash and investments:      \$123,695

# Leveton Tax Increment District

- Established in 1985
- Open new lands for employment and industry
- Increased in value by \$255.5M between 1985-2010
- Projects included improvements to
  - Transportation
  - Water
  - Sanitary Sewer
  - Storm Drainage

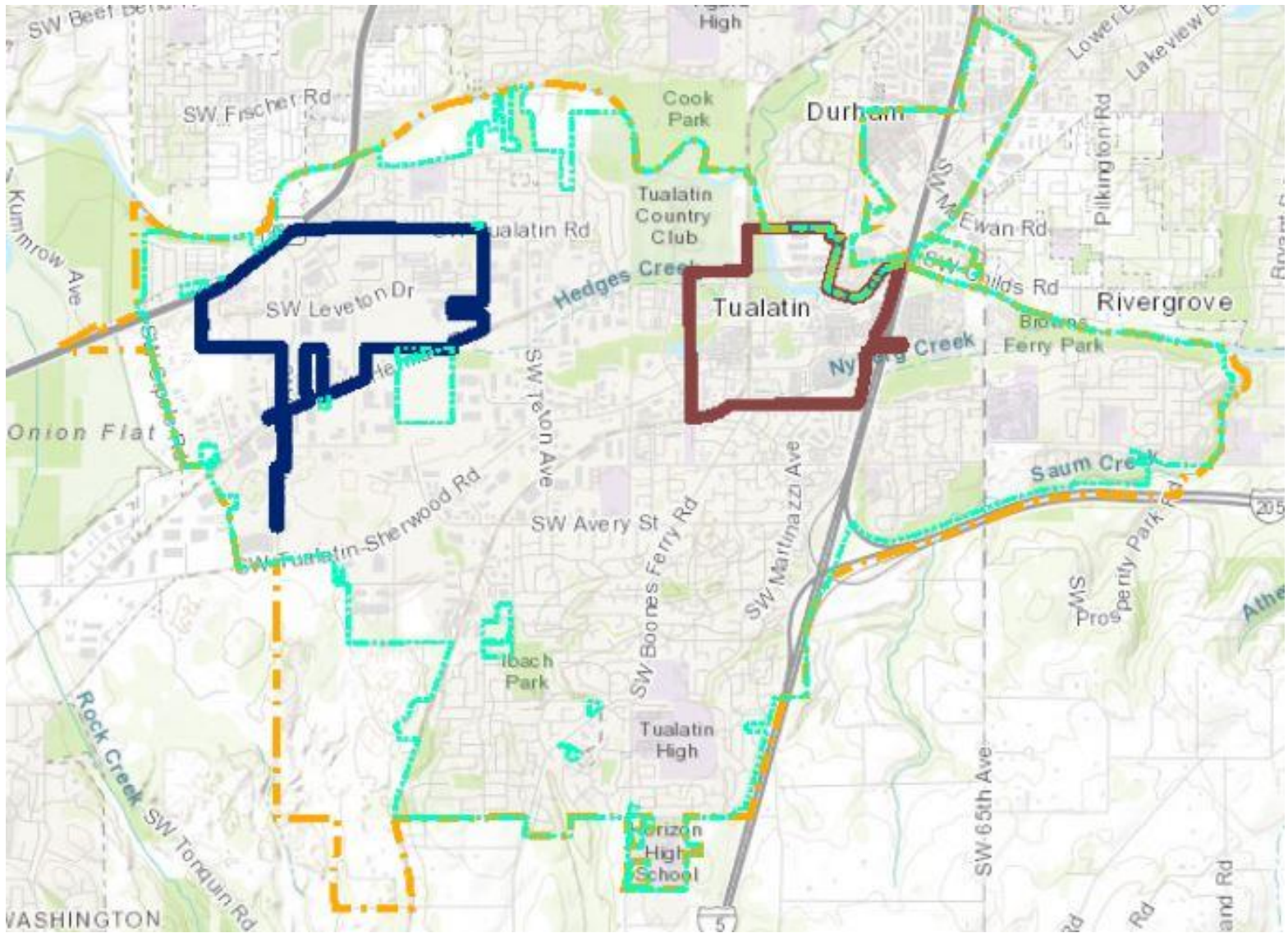




# ASSETS/FINANCIAL STATUS

Current cash and investments:      \$3,704,655

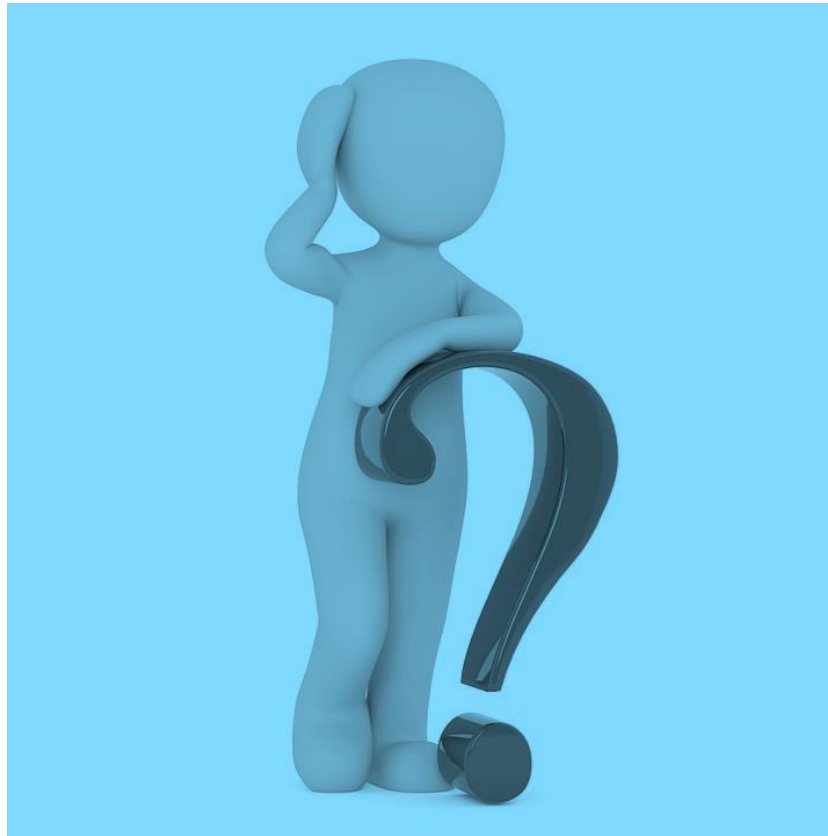




# Next Steps for Districts

- **Termination of tax increment collections - done**
- Identify *new* projects for remaining funds, amend plan, and spend
- OR -
- Distribution of assets – ORS 457.450
- AND-
- Resolution by - TDC to terminate urban renewal area

# Questions?



# NEXT STEPS - Meeting 3

- What should the City do with our existing Urban Renewal Areas and resources?
  - Amend
  - Spend
  - Close Down



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nic Westendorf, Management Analyst II  
**DATE:** 6/24/2019

---

**SUBJECT:**

Discuss which ownership and maintenance option the City should use for street lights.

**RECOMMENDATION:**

Staff recommends converting street lights and poles to Option A, which means PGE would own and maintain all lights and poles in the City.

Option A would reduce the amount of upfront capital cost the City would need to convert existing City-owned, non-supported, high-pressure sodium (HPS) lights to LED. Option A would also relieve the City from the need to replace street lights and poles that are currently nearing the end of their useful life.

**EXECUTIVE SUMMARY:**

**Background**

The City currently uses high-pressure sodium (HPS) street lights. Many of the HPS lights in the City are nearing the end of their useful life and most manufactures no longer support this technology, making it hard for the City to replace lights when they burn out. As the industry standard shifts to LED, the City has been unable to continue purchasing HPS lighting. Due to the lack of availability and high cost of HPS lights, all future light replacements will be LED lights.

There are a few examples of this already around the City (shown in Attachment A). The City is currently replacing HPS lights with LED on an as needed basis. As a fixture breaks it is replaced with a comparable LED fixture. The City is not proactively converting lights to LED.

Ideally, the City should have a plan to strategically convert our streetlights to LED because HPS is no longer readily available.

**The Difference between HPS and LED**

High-Pressure Sodium (HPS)

HPS lights have been around since the 1970s and were once considered very efficient. They were the standard for the City and for PGE. The majority of the lights in the City are HPS. Despite their widespread use, they have some deficiencies, particularly when compared to new technologies.

Advantages

- Emit a warm, comfortable light
- People are used to the look and feel
- Frequently utilized and fit within our current street light fixtures

## Disadvantages

- Less efficient than LED
- Difficult to obtain parts
- Being phased out by PGE
- Higher cost to operate
- Bulbs burn out more frequently
- Less visibility

## Light Emitting Diode (LED)

LED lights are the modern-day version of the HPS light. LED lights are efficient, widely available, cost-effective, and the technology has greatly improved over the years.

## Advantages

- More efficient than HPS
- Lower cost to operate
- PGE's chosen lights are Dark Sky approved (less light scatter)
- Easier to get fixtures and parts
- Bulbs last longer
- PGE has lowered the temperature (color) of the LED lights to 3,500 kelvin to more closely match HPS
- PGE now offers decorative style lights consistent with current street lights throughout the City, such as town and country lights
- Improved light distribution and visibility

## Disadvantages

- Requires conversion of almost all City street lights
- The stigma of LED lights as white, unnatural light. This has been addressed with PGE's new LED options

## **Current Situation**

Currently, most street lights in Tualatin (87%) are owned by the City and maintained by PGE. This is called Option B.

Under Option B, the cost for routine repair and maintenance by PGE is passed through to the City in the monthly bill for electric usage. While PGE does all routine maintenance, the City is responsible for replacing a pole or fixture when it reaches the end of its useful life and for replacing poles and lights damaged more than two times in one year.

## Advantages of HPS Option B

- Currently budgeted
- City is familiar with this technology
- City can collect lease fee on attachments

## Disadvantages of HPS Option B

- Lights and Poles are failing and require costly conversion to LED and fiberglass poles
- Anticipated replacement cost for older poles is \$1.27 million
- Difficult to obtain replacement lights and fixtures
- More expensive than Option B LED
- Less energy efficient

## **Current Situation - Option B Cost HPS Lights and Poles**

Total Annual Budget for FY 20/21: \$471,000

\$24,647 per month for electricity and maintenance

\$90,000 per year to replace end of life lights and poles

## The Issue

The City is facing a large capital outlay to convert the end of life HPS lights to LED. This cost is not covered under the Option B agreement as the fixtures are considered end of life. The estimated cost provided by PGE to convert all existing Option B lights to LED is \$1.45 million.

In addition to the HPS lighting, the City currently has 635 end of life wood poles that will need replacing in the near future. Many of these poles were installed in the 1980s. The cost estimate to replace a wood pole with a fiberglass pole is approximately \$2,000. The estimated cost provided by PGE is \$1.27 million to replace the all wood poles with modern fiberglass poles.

Total Capital Outlay: \$2.72 million.

At current funding levels (\$90,000 per year for replacements), it would take just over 30 years to complete the conversion. Due to the rate of failure of the wood poles and HPS lighting the City will need a plan to accelerate the replacement of these assets.

## Options available for Ownership

PGE offers three ownership options for street lights in the public right of way:

- Option A – PGE owns and maintains
- Option B - the City owns but PGE maintains
- Option C – the City owns and maintains

Because of the very high costs associated with owning and maintaining all street lights, light poles, and associated underground conduits, we did not consider Option C in this evaluation.

It should also be noted that it is possible to blend Options A and B into a hybrid option that is discussed below.

## COST COMPARISON CHART

	Option B HPS (Current)	Option A LED and Poles	Option B LED and Poles	Hybrid – Option A LED Lights and mixed Option A & B Poles
Monthly Cost	\$25,734	\$44,726	\$10,261	\$29,898
Capital Outlay	(\$2,720,000) Cost to replace poles and light	\$1,600,000** Revenue from sale of poles and lights to PGE	(\$2,720,000) Cost to replace poles and lights	\$0
Change in Total Annual Budget (Electricity & Pole Replacement)	-	13.95%	-73.86%	-23.83%
Years for City to replace wood poles/ HPS lights with remaining budget	30*	PGE will upgrade as assets hit end of life / budget allows	8*	PGE will upgrade as assets hit end of life / budget allows
	City pays estimated \$2.72M to upgrade end of life assets	PGE pays \$1.6M to City for poles and lights. No upgrade cost / no upfront Cost to the City	City pays estimated \$2.72M to upgrade end of life assets	PGE pays upgrade cost / no upfront Cost to the City

\*Estimated years to replace all end of life poles and lights with the remaining total budget (current budget for electricity and poles replacement) remaining after the associated Option is entered into.

---

*\*\* This is an estimated purchase price provided by PGE. Additional review by PGE legal and finance would be required before the purchase amount is finalized.*

### **Managing Attachments on Street Lights**

In December, the Council passed design standards and an annual attachment fee for small-cellular attachments in the right of way, including on street lights.

The adopted standards and fees apply to all attachments regardless of who owns the pole. The City will still collect the \$625 annual attachment fee and the design standards will still apply even if PGE owns the pole the small cellular equipment is attached to.

PGE has the ability to collect an additional lease payment in addition to the City's attachment fee for attachments on their poles. This arrangement is no different than any poles currently owned by PGE within the City. If the City maintained ownership of the street lights, the City could collect the additional lease fee, but would also have an additional administrative cost.

City staff looked at the revenue potential for leasing poles for small cell and found that even this additional revenue would not offset the overall costs of managing the street lights under Option B.

### **OPTIONS FOR MOVING FORWARD**

There are two ownership options that we could utilize to accomplish the conversion from HPS to LED. We could also use a combination of the two options if it makes sense.

#### **Option A LED and Poles**

The City could choose to convert all streetlights and poles to Option A and sell them to PGE to own and maintain them into the future. The revenue from the sale of the poles could be used to offset the increase in monthly cost incurred under Option A, described in the Cost Comparison Chart. The City currently has 228 Option A LED lights throughout the City, some of which are shown in Attachment A.

#### Advantages of Option A LED

- City would receive an estimated \$1.6 million for the sale of all street lights and poles to PGE
- PGE would own, operate, and maintain all the street lights
- PGE would convert all lights to LED and replace the existing end of life wood poles at no upfront cost to the City
- City would not have to manage replacement/installation of lights and poles
- City would not have to manage lease agreements for pole attachments

#### Disadvantages of Option A LED

- Monthly cost would rise due to the increase in the level of service received by PGE (see Cost Comparison Chart)
- PGE would collect lease fees from attachments on street lights, in addition to the attachment fee the City would continue to collect.

#### City Responsibility:

- Energy cost
- City pays for Repair, maintenance, replacement, and installation
- Staff time to survey lights and report outages

#### PGE Responsibility:

- Purchase of all City-owned poles at approximately \$1.6 million
- Conversion from HPS to LED
- Replacement of 635 wood poles
- PGE performs repair, maintenance, replacement, and installation
- Provide energy
- Replacement and installation of equipment regardless of the situation
- All staff time associated with coordinating maintenance and operation of street lights



### Cost

\$44,726 per month\*

### Breakdown

\$25,183 for light operation and maintenance

\$19,543 for pole operation and maintenance

### **Option B LED and Poles**

The City could keep ownership of the street lights and continue to have PGE perform routine maintenance. The monthly cost for Option B LED lights is significantly lower, as shown in the Cost Comparison Chart, due to the decreased energy use of LED lights. The City would be responsible for the conversion of all end of life equipment.

### Advantages of Option B LED

- Lower monthly energy cost (see Cost Comparison Chart)
- City could use monthly energy cost savings to upgrade end of life assets
- City can collect lease fees on City-owned poles

### Disadvantages of Option B LED

- City pays to replace and install end of life lights and poles
- City is responsible for coordinating replacement/installation of lights and poles
- City has to manage lease agreements for attachments on City-owned poles

### City Responsibility:

- Energy cost
- City pays for repair and maintenance
- Replacement and installation of end of life equipment
- Conversion from HPS to LED
- Replacement of 635 wood poles
- Repair/replacement of poles damaged more than 2 times in 12 months
- Staff time to survey the lights for functionality
- Staff time to coordinate repair/replacement of lights with PGE

### PGE Responsibility:

- PGE performs routine repair and maintenance
- Provide Energy

### Cost

\$10,261 per month for electricity and routine maintenance of poles and lights\*

The City would need to plan for the \$2.72 million cost to replace the end of life wood poles and upgrade existing HPS lights to LED as both these asset types are considered end of life and not covered under the repair and maintenance under Option B. This would not need to happen all at once but would need to happen in the near future.

Using the monthly savings by converting to Option B LED paired with the current budget to replace end of life poles the City could convert all lights to LED and upgrade all wood poles in 8 years.

The City may be forced to complete the LED conversion and wood pole replacement faster than the 8 years current funding levels would achieve due to the volume of assets needing replacement.

### **Hybrid – Option A LED Lights and mixed Option A & B Poles**

The City could convert all light fixtures and all 635 wood poles to Option A to accomplish the LED conversion and replacement of end of life poles at no upfront cost. The City could retain ownership of the rest of the Option B poles. Ownership of the remaining Option B poles could stay with the City or be transferred to PGE over time as they reach end of life.

### Advantage of Hybrid Option

- PGE pays to upgrade all end of life assets when transitioned to Option A
- Keeps monthly cost increase lower than full conversion to Option A

### Disadvantages of Hybrid Option

- City is still responsible for replacement and installation of any end of life assets still City owned
- Increased mix of ownership types is confusing
- City is still responsible for coordinating replacement/installation of lights and poles
- City still has to manage lease agreements for attachments on City-owned poles

### City Responsibility:

- Energy cost
- City pays for repair and maintenance cost on remaining City-owned poles and lights
- Repair/replacement of end of life equipment on remaining City-owned poles and lights
- Repair/replacement of poles damaged more than 2 times in 12 months on remaining City-owned poles and lights
- Staff time to survey the lights for functionality
- Staff time to coordinate repair/replacement of lights on remaining City-owned poles and lights

### PGE Responsibility:

- Repair/replacement of all PGE owned poles (635 wood poles)
- Conversion from HPS to LED on PGE owned poles and lights
- PGE performs repair/ replacement of end of life equipment on PGE owned poles and lights
- Provide energy
- All staff time associated with managing maintenance and operation of PGE owned poles and lights
- Management of small cell attachments on assets on PGE owned poles and lights

### Cost

\$29,898 per month\*

This would raise the monthly cost by about \$4,000, which could be absorbed in the current budgeted amount using funds currently allocated for light and pole replacement.

This would also place the upfront cost to convert the end of life assets on PGE by relinquishing ownership.

The City would still own and need to budget to replace the remaining poles or continue to transfer to PGE overtime.

*\*All rate estimates are provided by PGE and are subject to change. Rates are estimated to increase, on average, 3% per year.*

### **ATTACHMENTS:**

- Attachment A - Map of Some Current LED lights in Tualatin
- PowerPoint Presentation



*City of Tualatin*

# LED Street Light Options Ownership and Maintenance

City Council – Work Session

June 24, 2019



CITY OF

**TUALATIN** OREGON

# Overview

Definitions: LED v. HPS

Current Status

Ownership Options

Staff Recommendation

Discussion



What is the difference between high pressure sodium vapor lights (HPS) and light emitting diode lights (LED)?

# High-Pressure Sodium (HPS)

Industry standard in the 1970s

Uses more energy than newer lights

Less visibility than LED

People are used to them

Manufacturers no longer make HPS parts



HPS

LED

# Light Emitting Diode (LED)

Current industry standard

PGE changed their standard to a warmer light, similar to HPS

Very energy efficient with little wasted energy

Extremely long lifespan

High light quality

Dark Sky friendly - directional



What ownership options are available from Portland General Electric (PGE)?



# Ownership Options



## Option A

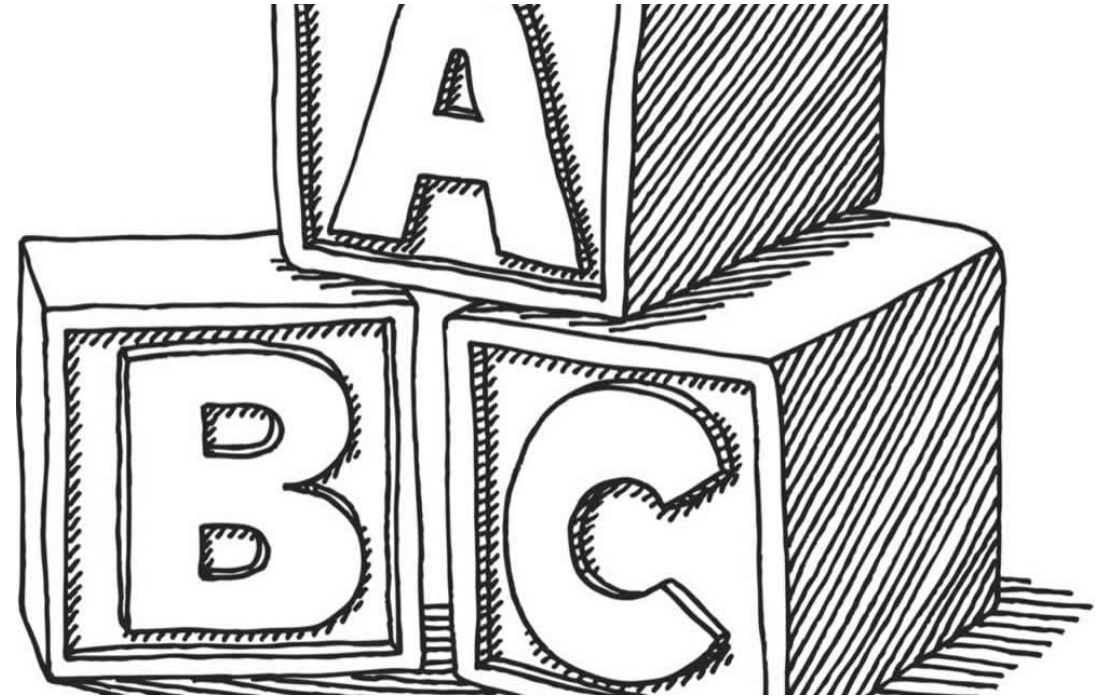
PGE owns and maintains

## Option B

The City owns and PGE maintains

## Option C

City owns and maintains



Where are we today?

# Current Status

We have a few LED lights sprinkled around town – most are HPS

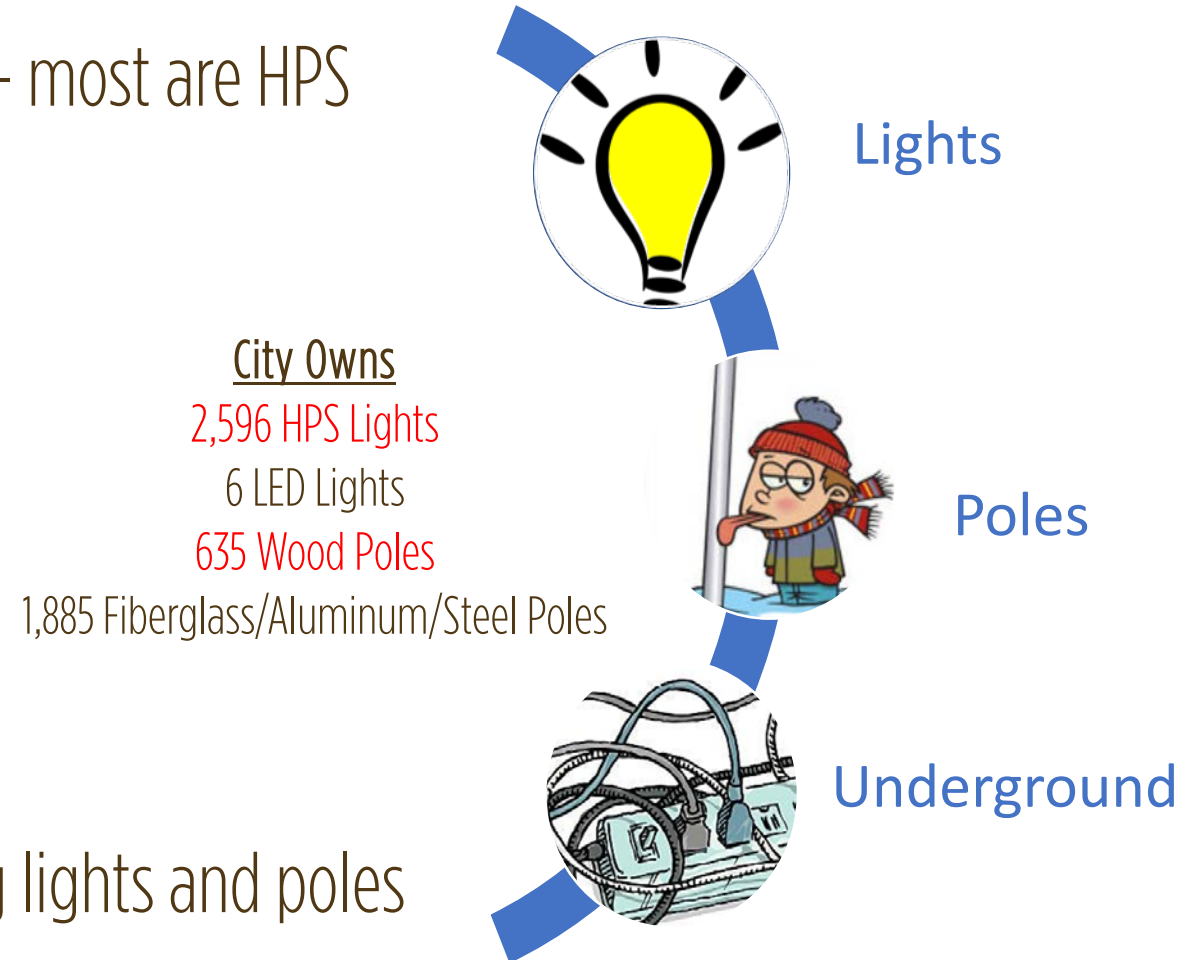
Most of our street lights and poles are **Option B**

*So,*

We own the lights/poles

PGE maintains them

We are responsible (\$\$\$) for replacing lights and poles



Why change and why NOW?

# Why change?

HPS is going away

The City has a large number of poles and lights that are failing at the same time

635 wood poles installed 40 years ago

Cost to upgrade wood poles - \$1.27 million

2,596 HPS lights, which we can no longer get parts for

Cost to upgrade HPS lights to LED - \$1.45 million



# Why NOW?

---

Our poles and lights are starting to fail more frequently

PGE worked with cities to provide better options

LED lights are now available in Town and Country and other decorative styles

PGE now has a warmer light (3000 kelvin) available similar to incandescent



What does staff recommend?

# Staff Recommendation

## Change all lights and poles to Option A

PGE will purchase all poles and lights from the City – \$1.6 million

PGE will pay to upgrade deficient poles and lights - \$2.72 million

PGE will own and maintain all lights, poles, and underground equipment





# Outcome of Recommendation

PGE buys and becomes responsible for all poles and lights in City rights of way

We don't have to find upfront capital to replace poles and lights

City uses proceeds from selling lights and poles to PGE to offset increased cost for about 21 years\*

Street light budget 14% increases (\$65,712) per year to pay for replacing, maintaining, and operating lights and poles

More environmental friendly lighting



OUTCOME

\* Assuming a 3% increase in rates and no percentage growth on the \$1.6M.

# Effect on Small Cell

Everything stays the same except PGE can charge wireless carriers an additional lease fee for using their poles

City still collects annual attachment fee for allowing each small cell attachment in the right of way (it doesn't matter who owns the pole)

City still controls minimum standards and aesthetics

City still manages permit process



What do you think?

# Discussion

---

Staff recommendation:

Change to **Option A** (PGE owns and maintains)

We will continue to pay monthly charge to PGE for O&M with slight increase to cover replacing older lights and poles

We will not have to find upfront capital for new poles (\$1.27 million) or for new lights (\$1.45 million)

Questions, comments, concerns?

# Attachment A

## Tualatin Streetlights Converted to LED





*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** June 24, 2019

---

**SUBJECT:**  
Consideration of Approval of the Minutes for the Work Session and Regular Meeting of May 28, 2019

**RECOMMENDATION:**  
Staff respectfully recommends the Council adopt the attached minutes.

---

**ATTACHMENTS:**

- City Council Work Session Minutes of May 28, 2019
- City Council Regular Meeting Minutes of May 28, 2019



Present: Mayor Frank Bubenik; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Robert Kellogg; Councilor Maria Reyes; Councilor Bridget Brooks

Absent: Council President Joelle Davis

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Maintenance Services Division Manager Clayton Reynolds; Economic Development Manager Jonathan Taylor; Parks and Recreation Manager Rich Mueller; City Engineer Jeff Fuchs; IS Director Bates Russell; Parks and Recreation Director Ross Hoover; Planning Manager Steve Koper

## CALL TO ORDER

Mayor Bubenik called the meeting to order at 5:05 p.m.

### 1. ***Metro Affordable Housing Bond | Local Implementation Strategy in Washington County.***

Washington County Housing Authority Executive Director Komi Kalevor and Housing Program Coordinator Melisa Dailey presented on Washington County's Affordable Housing Bond Local Implementation Strategy. Director Kalevor stated Metro's Regional Housing Bond was passed and \$188 million in bond proceeds will be used for housing projects in Washington County. The goal is to use the funding to build or acquire 1,316 units of regulated affordable housing by 2026. The bond framework for Washington County is to lead with racial equity and community engagement and provide 334 units serving households at or below the 30% median family income, 407 units for families, and 81 units to serve workforce households earning 61-80% the median family income. Key features of the Local Implementation Strategy (LIS) include each jurisdiction developing their own strategy and outlining how the jurisdictions envision achieving its unit production target. The four guiding principles include a housing development plan, strategy for advancing racial equity, engagement report, and plan for ongoing engagement. Each implementing jurisdiction has a unique strategy based off of land availability, local development partners, major transportation and economic corridors, high opportunity areas, and HUD. Director Kalevor stated they will be leveraging resources by maximizing the use of non-competitive, private, and local resources. LIS development next steps include the Washington County Board of Commissioners reviewing the draft LIS and forwarding it to Metro for approval.

Councilor Grimes asked how local developers can get assistance from this program. Director Kalevor stated when they are ready they can submit an application to the housing authority and they will work with them to identify potential projects.

Councilor Reyes asked how the program works with existing properties. Director Kalevor stated rehabilitation of properties is very difficult as you have to work to relocate people as that process happens.

Councilor Kellogg asked who will be approving applications for the program. Director Kalevor stated applications are prescreened by the Metro Community Oversight Committee then forwarded to Washington County. The Washington County Board of Commissioners would review and approve the financing and final considerations would be made by Metro.

Councilor Kellogg asked if Washington County would be purchasing buildings and operating them. Director Kalevor stated it is an option.

Councilor Kellogg asked what would happen if the project is not completed in the seven year time frame. Director Kalevor stated he is confident they will get all the money deployed in the community.

Councilor Morrison asked how the waiting list for renters is generated. Coordinator Dailey stated it is based off the fair housing laws and who is qualified based off of income.

Councilor Brooks asked if any units are specifically designated for those on disability. Director Kalevor stated 5% of the units must be made accessible.

Councilor Brooks asked how the program will encourage partnerships with local building organizations. Director Kalevor stated they work with Work Systems to provide local contractors and tradesman with opportunities.

Mayor Bubenik asked if they will be able to stick to the proposed LIS adoption schedule. Director Kalevor stated they are on schedule and it should be approved by September.

## **2. *Oregon Opportunity Zones.***

Economic Development Manager Jonathan Taylor introduced Pilot Management Resources Principal Stephen Brooks to present background, processes, and value information on the Oregon Opportunities Initiative. Mr. Brooks stated he is working on a plan to redirect funds to communities through the Opportunity Zone (OZ) initiative. He provided terminology and structure information on OZ. Mr. Brooks stated there are two tax incentives available. The first if an investor sells a capital gain asset and the second option invests the resulting gain in a qualified Opportunity Fund within 180 days. Incentives defer federal capital gain tax on the sale until 2026, the tax due in 2026 can be reduced by up to 15%, and future capital gain on the investment is exempt from tax if the investor holds its Opportunity Fund investment for 10 years. He shared fund investment examples for businesses, real estate, public-private partnerships, innovation centers, and stacking programs with Opportunity Fund.

Mr. Brooks presented on the Oregon Opportunity Zone Initiative. He stated the objective is to provide development agencies, local businesses, project sponsors, and other community stakeholders with a simple tool to link local investment proposals to Opportunity Funds. The OZ creates a platform that allows communities



to build and fund portfolios of projects, both locally and across jurisdictions. He stated the State of Oregon is distributed into 11 economic districts. Mr. Brooks explained the process flow stating Greater Portland Inc. is the Facilitator for our local area and they distribute information about OZs as widely as possible and direct Sponsors to the online platform. He explained Project Sponsors submit investment proposal information to the online platform and interface with the Initiative Manger. The Initiative Manager then reviews the proposals, identifies investment ready proposals, links investable projects with OZ funders, and manages the online platform and process. Mr. Brooks stated the ultimate objective is to establish a human network of Facilitators and the online platform and build and fund community-driven portfolios of projects, both locally and across jurisdictions. He noted portfolios are not limited to OZs.

Councilor Kellogg asked about workforce housing and how it can be an investable project. Mr. Brooks stated an investable project is anything that would break ground in three months to a year. Councilor Kellogg asked if acquiring an already built building is more attractive to investors. Mr. Brooks stated they are as they are not starting from scratch.

Councilor Morrison asked what kind of specialty funds outside of workforce housing and hospitality are there. Mr. Brooks stated they are looking at residential housing with a commercial component.

Mayor Bubenik stated municipalities have to come up with a project plan, get a developer on board, and then approach the OZ program.

### **3. *Parks System Development Charges.***

Parks and Recreation Director Ross Hoover and Parks Development Manager Rich Mueller presented a rate discussion on Parks System Development Charges (SDC). Director Hoover stated at the last Council meeting Council asked staff to come back with rates for review at two levels: 50% and 43% of the maximum allowable rate. He shared rate comparisons for 2018 and 2019 for residential and nonresidential at both requested levels. Director Hoover stated projected revenue at the 50% maximum allowable rate would be \$11,959,499. A list of eligible parks projects for SDC funding was shared. He noted there are a total of 55 eligible projects in the master plan for SDC funding. Director Hoover stated next steps would be for staff to prepare a resolution for adoption of the rates. City Manager Lombos noted the revenue from SDC would not build everything on the list but instead allow the City to leverage funding from other sources.

Councilor Morrison asked which portion of projects are located in the industrial area. Director Hoovers stated projects have not been sited so it can't be identified at this time.

Councilor Morrison stated he is amenable to the 43% rate for residential. He would like to not set a nonresidential rate until there is a plan in place for that area as he does not want to raise money without a purpose. Councilor Morrison suggested the Council consider forming a Parks and Recreation District to fully fund all the projects on the list.

Councilor Reyes asked if this is a onetime fee or an ongoing tax. Director Hoover

stated the SDC is a onetime fee that is paid at the time of development. He state the fee can only be used to add new capacity to the system.

Councilor Brooks stated the city has the lowest development rates in the surrounding area. She stated even with the addition of the SDC rate at 50% the maximum allowable the city is still the lowest.

Councilor Kellogg asked if developers get credit for existing use or changes to use. City Attorney Brady stated you get credit for existing uses or changes. He noted if there is an increase in use they would be charged the difference.

Councilor Kellogg asked if the maximum allowable rate was charged if it would pay for the completion of the project list. Director Hoover stated the methodology at its maximum would in essence cover all of the costs for expansion of the system and have room for additional projects as they became eligible.

Councilor Kellogg stated he initially proposed the rate be set at 43% of the maximum allowable as that would be a 20% increase to the residential rate. He stated after the 2019 rates were calculated it would actually be a 30% increase and proposed the rate be set at 50% of the maximum allowable rate. Councilor Kellogg stated he attended the Chamber of Commerce Business Advocacy Committee meeting where he received resistance on rate. He recommended the Council set the nonresidential rate at 30% and phase in increases.

Mayor Bubenik agreed with the 50% rate for residential. He stated he wants manufacturing/industrial developments to continue to come to town but does not want to undervalue the SDC fee.

Councilor Grimes stated the feedback she has received from the business community is in regards to the uncertainty this is causing in fees.

Councilor Brooks would like to see the maximum allowable rate for nonresidential set at 50%. She wants to the city to remain competitive for overall fees in the area

Councilor Grimes wants to be as competitive as possible for new businesses and set the rate at 25-30% of the maximum. She stated this would allow the city to continue to meet its goals and still be competitive.

Councilor Reyes stated she believes 50% of the maximum allowable rate for nonresidential is competitive and fair.

Councilor Kellogg would like to see the nonresidential rate start at 30% as a new fee and increase it overtime.

Council consensus was reached to bring back a resolution with a residential SDC rate of 50% of the maximum allowable and a nonresidential rate of 30% of the maximum allowable.

#### **4. Council Committee Assignments.**

Item carried forward to regular meeting.

**5. Council Meeting Agenda Review, Communications & Roundtable.**

None.

**ADJOURNMENT**

The work session adjourned at 7:10 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR MAY 28, 2019

---

Present: Mayor Frank Bubenik; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Robert Kellogg; Councilor Maria Reyes; Councilor Bridget Brooks

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Finance Director Don Hudson; Deputy City Recorder Nicole Morris; Maintenance Services Division Manager Clayton Reynolds; Assistant to the City Manager Tanya Williams; Library Manager Jerianne Thompson; Management Analyst II Kelsey Lewis; City Engineer Jeff Fuchs; IS Director Bates Russell; Parks and Recreation Director Ross Hoover

### A. CALL TO ORDER

Pledge of Allegiance

Mayor Bubenik called the meeting to order at 7:15 p.m.

### B. ANNOUNCEMENTS

#### 1. Council President Appointment

MOTION by Councilor Robert Kellogg, SECONDED by Councilor Bridget Brooks to appoint Councilor Nancy Grimes as Council President.

Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

#### 2. Proclamation Declaring the First Friday in June to be National Gun Violence Awareness Day

Councilor Reyes read the proclamation declaring the first Friday in June to be National Gun Violence Awareness Day.

#### 3. New Employee Introduction- Mark Schlagel, Engineering Associate

Public Works Director Jeff Fuchs introduced Engineering Associate Mark Schlagel. The Council welcomed him.

**C. PUBLIC COMMENT**

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

Arthur Breur announced the Tualatin Valley Symphony will be hosting the Oregon Composers Concert on June 9<sup>th</sup>, 7pm, at Living Savior Church. The orchestra will perform the Tualatin Overture. He invited everyone to attend.

Angela Tyler and Cyndy Hillier of Tualatin Together encouraged the Council to not consider changes to the zoning regarding marijuana facilities. They urged Council to keep it out of the downtown corridor.

Tualatin Chamber of Commerce Director Linda Moholt stated they are not opposed to a Parks SDC fee but they want to make certain there is time and the opportunity for businesses to prepare for them. She encouraged the Council to look at a phasing structure for the fees so the business community can plan accordingly and the Council can develop a plan for those areas.

Valerie Pratt and Candice Kelly spoke in favor of Parks SDCs. They stated it is an important step to continue to help the community stay connected.

**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.*

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Robert Kellogg to adopt the consent agenda.

Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Regular Meeting of April 22, 2019
2. Consideration of **Resolution No. 5438-19** Awarding the Bid for the Construction of the 2019 Pavement Maintenance Program

**E. SPECIAL REPORTS**

1. Update from Katie Riley Regarding the Washington County Kids Initiative

Katie Riley, President of Washington County Kids, presented an update on the Washington County Kids Initiative. She presented the Council with the Imperative to Act manual that address items such as barriers to access for after school care, insufficient diversity of programs, and inadequate programming for specific populations. She stated in order for the barriers to be addressed the Washington County Board of Commissioners would need to identify and implement sustained funding for OST Programs, collect data on program availability and cost, and serve as a clearinghouse of program information.

Councilor Reyes asked how their groups serves the programs. Ms. Riley stated they provide education and training for the community and providers.

Councilor Brooks asked about both arms of Washington County Kids. Ms. Riley stated the 501c3 portion provides research and education for community needs to help other non-profits and the 501c4 helps with political action to leverage policy and money to make programs available.

Mayor Bubenik stated the League of Oregon Cities is not in favor of the HB that has been brought forward by the group. He noted they have questions on compression if it is passed and the impact a potential levy would have. Ms. Riley stated the compression already exists.

Mayor Bubenik asked if this program will overlap with what the schools are already doing. Ms. Riley stated it's not duplicative but an expansion on access to the programs.

Mayor Bubenik asked if a levy were passed who would be responsible for the funding and programs. Ms. Riley stated a special district would be formed to oversee the process.

## 2. Tualatin Moving Forward Quarterly Report & Neighborhood Safety Program

Public Works Director Jeff Fuchs presented the quarterly report and spoke to the Neighborhood Safety Program for the Tualatin Moving Forward project. Director Fuchs presented an updated scorecard for the project and an overview of public involvement since the last update in October. A program delivery update was shared and it was noted the team is now ready to begin to deliver the Universe of Projects. Director Fuchs stated eight projects are currently underway and four additional have been built. The project schedule for the underway projects including the Martinazzi and Sagert Signal, Tualatin-Sherwood Road-Martinazzi to I-5, Hwy 99W Pony Ridge to 124th, Boones Ferry at the High School, Grahams Ferry at Dogwood, Garden Corner Curves, Siletz Boones Ferry Intersection, and the Sagert Street Sidewalks was shared.

Director Fuchs spoke to the Neighborhood Traffic Safety Program that will work towards speed reduction, safe access to parks, pedestrian safety improvements, and bike lane upgrades. He stated the program has a total budget of \$2,226,000. The types of projects anticipated to be funded with the program include speed feedback signs, protected midblock crosswalks, curb extensions, buffered bike lanes, and other safety improvements. The goal of the program is to build projects to address concerns in neighborhoods. He shared a list of projects that has been

submitted for the program from the public to date. He stated project suggestions can be made through CIOs, committees, taskforces, staff contact with the public, and the suggest a project form on the project website. Director Fuchs stated there is an annual call for projects occurring now and suggestions should be submitted by June 30th. He stated suggested projects should address safety issues and cost less than \$100,000. The selection process will be determined based of the project selection criteria which include geographic diversity, solution-oriented, and budget-approved.

Councilor Morrison asked where staff is on the design process for the crosswalks at the high school. Director Fuchs stated they are in the design phase and are making decisions on how many sidewalks will be included.

Council President Grimes asked how much a flashing signs costs for this program. Director Fuchs stated they are \$15,000 for the equipment and engineering and an additional \$15,000 for placement

## F. GENERAL BUSINESS

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. 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.*

### 1. Consideration of **Ordinance No. 1420-19** Relating to the Adoption of Metro Council's Business Food Waste Disposal Requirement in the Greater Portland Area

Management Analyst Lindsay Marshall and Washington County Solid Waste and Recycling Senior Program Coordinator Thomas Egleston presented information on Metro's requirements for business food waste. Coordinator Egleston spoke to Washington County's Cooperative Recycling Program. He stated the program pools funds to create economies of scale and efficiencies in the system. They provide education and outreach services to the community. Coordinator Egleston stated business food waste is the largest portion of what is left in the waste stream. He noted businesses in Washington County throw away over 20,000 tons of food each year. The business community represents an opportunity to collect large amounts of food waste at fewer collection points. Coordinator Egleston stated there are currently voluntary programs in place for food waste recycling. The region as a whole lacks stable processing capacity and wants to attract a processor but needs to be able to guarantee more food waste to make it worth a substantial investment. Coordinator Egleston stated Metro Council has adopted an ordinance establishing business food waste collection requirements. The ordinance requires local governments to require businesses to source separate and recover business food waste, notify covered businesses and waste haulers of the requirement, provide education and technical assistance to covered businesses, enforce the requirement, and ensure property managers provide opportunity for tenants to comply. The requirement in Tualatin means mandatory food scraps collection for 84 food generating businesses. The plan will be phased in over five years and will be followed by a potential disposal prohibition for food in the landfill. The phasing plan for Tualatin was shared. Coordinator Egleston stated Tualatin will need to pass an ordinance, set a rate, and notify and monitor compliance. Compliance can be conducted by the County on behalf of the

Cooperative Recycling program. The cooperative will assist in providing notification, technical assistance, resources, and compliance.

Councilor Kellogg asked how many of the top producers are voluntarily participating now. Coordinator Egleston stated 22 of the 84 identified businesses are currently participating. He noted eight of those are part of the first phase rollout.

Councilor Reyes asked what businesses would be included in which phases. Coordinator Egleston shared examples of different restaurant types in each phase.

Councilor Reyes asked how long food waste would sit outside of businesses before being picked up. Republic Services General Manager Jason Jordan stated pickup will vary depending on the amount of waste that is generated.

Council President Grimes asked what the cost of this type of recycling is for businesses and where the food scraps go when they are transferred. Coordinator Egleston stated the cost will be determined by the Council. He stated there are two main rate models: cost of service and an inclusive model. Republic Services Manager Jordan stated food scraps currently go to a composting facility outside of Corvallis.

Councilor Morrison asked what happens if the Council chooses to not adopt this ordinance. Coordinator Egleston stated Metro has been designated by the State of Oregon via the Recycling Opportunity Act to run the Solid Waste Management program for our area. He stated if the ordinance is not passed they can withhold grant funding.

Councilor Morrison asked how the Tigard-Tualatin School District has afforded the cost of this program. Coordinator Egleston stated he worked with them to evaluate their portfolio for efficiencies and in the long term they have experienced cost savings.

Mayor Bubenik asked how an increase in food waste collection would impact the system. Republic Services Manager Jordan stated the current composting facility can handle the increased volume for the program. Metro Public Affairs Staff Ken Ray spoke to future capacity needs and the process Metro is going through to plan for the future.

Mayor Bubenik stated the City of Hillsboro and the City of Sherwood voted down this ordinance, he asked how this will impact their funding. Coordinator Egleston stated Metro told them they would be holding back future funding.

#### PUBLIC COMMENT

Chamber of Commerce Director Linda Moholt stated feedback from participating businesses has been positive. She noted the communication about the program has been great and there has been good follow-up.

MOTION by Councilor Bridget Brooks, SECONDED by Councilor Nancy Grimes for first reading by title only.



Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks,  
Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Bridget Brooks for  
second reading by title only.

Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks,  
Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Bridget Brooks to  
adopt Ordinance No. 1420-19 relating to the adoption of Metro Council's Business  
Food Waste Disposal Requirement in the Greater Portland Area.

Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks,  
Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

**2. Consideration of Resolution No. 5440-19 Declaring City Council Position 6 Vacant**

Mayor Bubenik spoke to the process that has been used for previous vacancies.  
He stated the last time Council put out an application, a special meeting was held  
to interview candidates, and a decision was made at the following Council meeting  
via a vote.

Councilor Grimes stated that was the process she went through when she was  
appointed. She was satisfied with how smoothly it went.

City Manager Lombos stated applications could be accepted from June 3-19 and  
the Council could then discuss a process on June 24 based on the number of  
applications received.

Councilor Morrison stated he has been disappointed with the process in the past.  
He would like to see election process take place and leave the decision to the  
voters at a special election.

Councilor Kellogg stated he would like to move forward with the process as  
outlined in the staff report.

Council consensus was reached to move forward as outlined in the staff report.

MOTION by Councilor Robert Kellogg, SECONDED by Councilor Paul Morrison to  
adopt Resolution No. 5440-19 declaring City Council Position 6 vacant.

Aye: Mayor Frank Bubenik, Councilor Nancy Grimes, Councilor Bridget Brooks,  
Councilor Maria Reyes, Councilor Paul Morrison, Councilor Robert Kellogg

MOTION CARRIED

**G. Committee Assignments**

The Council discussed committee assignments and assigned members.

**H. COMMUNICATIONS FROM COUNCILORS**

Councilor Brooks stated she attended the Memorial Day event held by the VFW.

Councilor Kellogg stated he also attended the Memorial Day event. He stated Family Promise will be holding there Drive In-Sleep Out fundraising event and encouraged citizens to get involved. Councilor Kellogg announced there will be a Red Cross Blood Drive on June 6 at the Tualatin Police Department.

Councilor Reyes stated she participated in the selection of the recipients for the Tualatin Science and Technology Scholarship. Recipients will be announced at the June 10 Council meeting. In addition, she attended the Diversity Task Force meeting where they continued planning for the Viva Tualatin event.

Council President Grimes asked if there would be a mechanism for people to acquire the plants from the planter strip that will be removed along Tualatin-Sherwood Road. City Manager Lombos stated she can pass along the request to the Parks Division for consideration of a process.

Mayor Bubenik stated he attended the following meetings and events: Mayors Meeting to discuss projects along Hwy 99W, Metro Mayors Consortium meeting, Westside Economic Alliance meeting, met with the Home Builders Association, and attended the Memorial Day event hosted by the VFW.

Mayor Bubenik stated a local business who runs bingo was recently shut down in Tualatin because the City does not have a social gaming ordinance. He asked staff to bring back information regarding social gaming at an upcoming work session for consideration.

**I. ADJOURNMENT**

Mayor Bubenik adjourned the meeting at 10:07 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Mike McCarthy, Principal Transportation Engineer  
Jeff Fuchs, Public Works Director

**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of **Resolution No. 5452-19** Awarding the Contract for the Boones Ferry Road at Siletz Drive Project to *R&R General Contractors, Inc.* and Authorizing the City Manager to Execute a Contract

**RECOMMENDATION:**

Staff recommends that Council approve the resolution to allow the City Manager to execute a contract with *R&R General Contractors, Inc.* to construct the Boones Ferry Road at Siletz Drive Project in the amount of \$199,999.00.

**EXECUTIVE SUMMARY:**

The project will construct new curb ramps, improved concrete sidewalks, Rectangular Rapid Flashing Beacons (RRFBs), pavement markings, signing, and other related work. This project is part of the Tualatin Moving Forward Bond Program.

The City hired Alta Planning & Design to design this project. The construction contract was advertised in the Daily Journal of Commerce on May 10, 2019. Two (2) responsive bids were received before the bid period closed on June 6, 2019. *R&R General Contractors, Inc.* submitted the lowest responsible bid for the project in the amount of \$199,999.00.

**OUTCOMES OF DECISION:**

Adopting the resolution and authorizing contract execution would allow construction of this project to proceed.

**ALTERNATIVES TO RECOMMENDATION:**

Council could decide to not award this contract.

**FINANCIAL IMPLICATIONS:**

Funds for this project are available in the Transportation Project Fund.

---

**ATTACHMENTS:**

Resolution No. 5452-19 Boones\_Siletz Award

RESOLUTION NO. 5452-19

A RESOLUTION AWARDING THE CONTRACT FOR CONSTRUCTION OF THE  
BOONES FERRY RD AT SILETZ DR PROJECT

WHEREAS, the project was advertised in the *Daily Journal of Commerce* on May 10<sup>th</sup>, 2019; and

WHEREAS, two (2) bids were received prior to the close of the bid period on June 6<sup>th</sup>, 2019; and

WHEREAS, R&R General Contractors, Inc. submitted the lowest responsible bid for the project in the amount of \$199,999.00; and

WHEREAS, there are funds budgeted for this project in the Transportation Project Fund.

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

**Section 1.** The contract is awarded to R&R General Contractors, Inc.

**Section 2.** The City Manager is authorized to execute a contract with R&R General Contractors, Inc. in the amount of \$199,999.00.

**Section 3.** The City Manager, or the City Manager's designee, is authorized to execute Change Orders totaling up to 10% of the original contract amount.

**Section 4.** This resolution is effective upon adoption.

Adopted by the City Council this 24<sup>th</sup> day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Stacy Ruthrauff, Human Resources Director  
**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of **Resolution No. 5453-19** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2019-2020.

**RECOMMENDATION:**

Staff Recommends the City Council adopt the attached resolution authorizing non-represented employee personnel services updates for FY 2019-2020.

**EXECUTIVE SUMMARY:**

Section 1 of the Resolution proposes that the Salary Schedules for Exempt Management, Non Exempt Management, and Exempt and Non Exempt Police Management employees shall be updated and increased by a 3% cost of living allowance effective July 1, 2019, as shown in attached Exhibits A, B, and C. Selected Police Management positions will be eligible to also participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement. Section 2 of the Resolution proposes an update to the Salary Schedules for Temporary employees as provided in attached Exhibits D and E.

**FINANCIAL IMPLICATIONS:**

Provisions of the non-represented employee salary schedules adjustment are incorporated in the FY 2019-2020 budget.

---

**ATTACHMENTS:**

-

-

RESOLUTION NO. 5453-19

A RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2019-20.

WHEREAS, the Council of the City of Tualatin is the authority in setting the compensation and benefits for City employees; and

WHEREAS, the Oregon Legislature, Senate Bill 1532 established a series of annual minimum wage rate increases; and

WHEREAS, the City of Tualatin is located within the urban growth boundary and needs to comply with the standard set forth for the Portland Metro Area; and

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

**Section 1.** Effective July 1, 2019, the Salary Schedules for Exempt Management, Non-exempt Management, and Exempt and Non-exempt Police Management employees shall be updated and increased by a 3% cost of living allowance, as provided in attached Exhibits A, B, and C, with the pay rates for these employees adjusted accordingly. Selected Police Management positions will be eligible to participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement.

**Section 2.** Effective July 1, 2019, the Salary Schedules for Temporary employees shall be updated as provided in attached Exhibits D and E.

Adopted by the City Council this 24th day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder

**FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/01/2019**

**Exhibit A**

**EXEMPT MANAGEMENT**

<b>Grade</b>	<b>Title</b>	<b>RATE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>
<b>M8</b>	Court Administrator	Hourly	31.46	32.40	33.34	34.35	35.40	36.46	37.56	38.70	39.85
		Annual	65,428.90	67,399.90	69,349.49	71,449.04	73,634.29	75,840.96	78,133.33	80,489.97	82,889.46
<b>M12</b>	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly	37.15	38.27	39.42	40.61	41.85	43.09	44.37	45.71	47.08
		Annual	77,270.15	79,610.99	81,996.84	84,472.73	87,038.65	89,627.08	92,283.03	95,074.03	97,932.54
<b>M13</b>	Vacant	Hourly	39.03	40.19	41.40	42.65	43.94	45.24	46.60	48.00	49.44
		Annual	81,186.56	83,594.91	86,115.81	88,704.24	91,405.21	94,106.17	96,919.67	99,845.73	102,839.31
<b>M14</b>	Parks Planning & Development Manager Planning Manager <i>Parks &amp; Recreation Manager</i>	Hourly	40.98	42.22	43.48	44.78	46.12	47.50	48.92	50.38	51.90
		Annual	85,238.00	87,826.43	90,437.36	93,138.33	95,929.33	98,810.36	101,758.91	104,797.49	107,948.62
<b>M15</b>	City Engineer Building Official Assistant Finance Director	Hourly	44.05	45.37	46.73	48.13	49.59	51.08	52.58	54.16	55.77
		Annual	91,630.28	94,376.27	97,189.78	100,115.82	103,154.41	106,238.02	109,366.64	112,652.81	116,006.52
<b>DM1</b>	Parks & Recreation Director Library Director Human Resources Director Information Systems Director	Hourly	47.52	48.97	50.43	51.92	53.49	55.10	56.75	58.43	60.21
		Annual	98,832.87	101,848.94	104,887.54	107,993.65	111,257.31	114,611.01	118,032.24	121,543.49	125,234.82
<b>DM2</b>	Finance Director Public Works Director/City Engineer Community Development Director	Hourly	50.31	51.83	53.39	55.01	56.65	58.35	60.09	61.89	63.77
		Annual	104,639.95	107,813.58	111,054.74	114,430.95	117,829.66	121,363.43	124,987.22	128,723.57	132,639.96
<b>DM3</b>	Vacant	Hourly	53.55	55.17	56.82	58.52	60.30	62.10	63.95	65.86	67.85
		Annual	111,392.37	114,746.06	118,189.79	121,723.56	125,414.88	129,173.73	133,022.60	136,984.02	141,125.50
<b>DM4</b>	Assistant City Manager City Attorney	Hourly	55.04	56.67	58.37	60.11	61.93	63.80	65.70	67.66	69.69
		Annual	114,475.96	117,874.68	121,408.45	125,032.25	128,813.59	132,707.49	136,646.39	140,742.87	144,951.87
<b>DM5</b>	Police Chief	Hourly	60.77	62.58	64.46	66.39	68.38	70.45	72.55	74.73	76.96
		Annual	126,405.23	130,164.08	134,080.49	138,086.91	142,228.40	146,527.43	150,894.00	155,440.62	160,077.29

\* italicized positions are not filled.



FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/01/2019

NON EXEMPT MANAGEMENT EMPLOYEES

Exhibit B

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
N2	Legal Assistant	Hourly	23.58	24.27	25.01	25.75	26.54	27.33	28.15	28.98	29.86
		Annual	49,046.40	50,481.60	52,020.80	53,560.00	55,203.20	56,846.40	58,552.00	60,278.40	62,108.80
N3	Vacant	Hourly	24.82	25.57	26.34	27.14	27.94	28.79	29.64	30.53	31.46
		Annual	51,625.60	53,185.60	54,787.20	56,451.20	58,115.20	59,883.20	61,651.20	63,502.40	65,436.80
N4	Vacant	Hourly	26.13	26.91	27.74	28.54	29.42	30.30	31.19	32.13	33.11
		Annual	54,350.40	55,972.80	57,699.20	59,363.20	61,193.60	63,024.00	64,875.20	66,830.40	68,868.80
N5	<i>Recreation Coordinator</i>	Hourly	27.17	27.97	28.83	29.66	30.57	31.50	32.43	33.41	34.39
		Annual	56,513.60	58,177.60	59,966.40	61,692.80	63,585.60	65,520.00	67,454.40	69,492.80	71,531.20
N6	<i>Human Resources Analyst Paralegal</i>	Hourly	28.53	29.41	30.29	31.18	32.12	33.09	34.09	35.10	36.16
		Annual	59,342.40	61,172.80	63,003.20	64,854.40	66,809.60	68,827.20	70,907.20	73,008.00	75,212.80
N7	Vacant	Hourly	29.93	30.85	31.77	32.71	33.69	34.71	35.74	36.81	37.91
		Annual	62,254.40	64,168.00	66,081.60	68,036.80	70,075.20	72,196.80	74,339.20	76,564.80	78,852.80
N8	Police Services Supervisor	Hourly	31.46	32.40	33.34	34.35	35.40	36.46	37.56	38.70	39.85
		Annual	65,436.80	67,392.00	69,347.20	71,448.00	73,632.00	75,836.80	78,124.80	80,496.00	82,888.00
N9	Access Services Supervisor	Hourly	33.04	34.02	35.05	36.08	37.17	38.29	39.43	40.62	41.85
	Public Service Supervisor	Annual	68,723.20	70,761.60	72,904.00	75,046.40	77,313.60	79,643.20	82,014.40	84,489.60	87,048.00
	Recreation Supervisor										
	Pohl Center Supervisor										
N10	Maintenance Service Div Mgr	Hourly	34.66	35.68	36.76	37.86	38.99	40.16	41.39	42.62	43.91
	Park Maintenance Div Mgr	Annual	72,092.80	74,214.40	76,460.80	78,748.80	81,099.20	83,532.80	86,091.20	88,649.60	91,332.80
	Street and Sewer Div Mgr										
N11	<i>Accounting Supervisor</i>	Hourly	36.39	37.47	38.61	39.76	40.98	42.22	43.49	44.77	46.12
	Water Division Mgr	Annual	75,691.20	77,937.60	80,308.80	82,700.80	85,238.40	87,817.60	90,459.20	93,121.60	95,929.60

\* italicized positions are not filled.

FY 2019/20 SALARY SCHEDULE  
EFFECTIVE 7/1/2019

POLICE

Exhibit C

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
P1	Police Officer	Hourly	29.01	30.17	31.38	32.63	33.94	35.30	36.71	n/a	n/a
		Annual	60,340.80	62,753.60	65,270.40	67,870.40	70,595.20	73,424.00	76,356.80	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	36.37	37.84	39.35	40.92	42.58	44.27	46.05	47.88	49.79
		Annual	75,649.60	78,707.20	81,848.00	85,113.60	88,566.40	92,081.60	95,784.00	99,590.40	103,563.20
Exempt Police Management 3% Steps											
P3	<i>Police Lieutenant</i>	Hourly	48.15	49.59	51.09	52.63	54.20	55.82	57.50	59.22	61.01
		Annual	100,160.85	103,154.41	106,260.52	109,479.18	112,742.85	116,096.54	119,607.80	123,186.58	126,900.41
P4	Police Captain	Hourly	52.96	54.56	56.21	57.90	59.62	61.41	63.25	65.14	67.12
		Annual	110,154.42	113,485.62	116,906.84	120,440.60	124,019.37	127,733.20	131,559.58	135,498.49	139,617.46
DM5	Police Chief	Hourly	60.77	62.58	64.46	66.39	68.38	70.45	72.55	74.73	76.96
		Annual	126,405.23	130,164.08	134,080.49	138,086.91	142,228.40	146,527.43	150,894.00	155,440.62	160,077.29

\* *italicized* positions are not filled.

**TEMPORARY EMPLOYEES - SCHEDULE A**  
**FY 2019/2020 Salary Schedule**  
**Effective 7/01/2019**

**Exhibit D**

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>MINIMUM REGULAR WAGE</b>	<b>MAXIMUM REGULAR WAGE</b>
<b>T4</b>	TEMP PARKING ENFORCE OFF	Hourly	15.78	19.99
<b>T6</b>	TEMP LIBRARY ASST TEMP OFFICE ASST I	Hourly	17.86	22.64
<b>T8</b>	TEMP OFFICE ASSIST II	Hourly	19.68	24.95
<b>T9</b>	TEMP POLICE SERVICES TECH TEMP PUBLIC SERVICE ASST TEMP SPECIAL EVENTS COORD	Hourly	20.69	26.22
<b>T11</b>	TEMP FINANCE/ACCTG TECH TEMP OFFICE COORD TEMP PROP EVIDENCE TECH TEMP REC PROG SPEC	Hourly	23.33	29.58
<b>T12</b>	TEMP FLEET TECH I TEMP VOLUNTEER COORD	Hourly	24.49	31.03
<b>T13</b>	TEMP LIBRARIAN I	Hourly	25.72	32.58
<b>T14</b>	TEMP LIBRARIAN II	Hourly	27.30	34.55
<b>T16</b>	TEMP BLDG CONST INSPT II	Hourly	30.41	38.54

**TEMPORARY EMPLOYEES - SCHEDULE B  
 FY 2019/20 SALARY SCHEDULE  
 EFFECTIVE 7/01/2019**

**Exhibit E**

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>REGULAR WAGE</b>
<b>U1</b>	TEMP LIBRARY PAGE	Hourly	12.50
<b>U5</b>	TEMP RECREATION LEADER I TEMP RECREATION AIDE	Hourly	12.65
<b>U9</b>	TEMP HOMEWORK LEADER TEMP LIBRARY SENIOR PAGE TEMP FILE CLERK TEMP OPS MAINT WORKER	Hourly	14.40
<b>U10</b>	TEMP INTERN TEMP PARK RANGER TEMP RECREATION LEADER II	Hourly	15.15
<b>U12</b>	TEMP YOUTH LEADER	Hourly	16.85
<b>U14</b>	TEMP SR YOUTH LEADER	Hourly	18.12
<b>U16</b>	TEMP TECHNOLOGY SPEC	Hourly	20.77
<b>U30</b>	TEMP REC. COUNSELOR I	Hourly	36.06
<b>J1</b>	JUDGE	Hourly	104.04

Grade	Step	Descriptor	Old Low	Ar Old High	Ar New Low	A New High	Amt
U10	1		14.14	14.14	14.56	14.56	
U12	1		15.73	15.73	16.2	16.2	
U14	1		16.9	16.9	17.41	17.41	
U16	1		19.38	19.38	19.96	19.96	
U30	1		33.65	33.65	34.66	34.66	
U9	1		13.44	13.44	13.84	13.84	



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of **Resolution No. 5444-19** Authorizing Changes to the FY 2018-2019 Adopted 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. During FY 2018-2019, there were instances that were not anticipated when the budget was adopted in June 2018. The following circumstances that occurred during the fiscal year that require budget adjustments, are allowed under Local Budget Law.

The first two are in the City Council budget. With the current make-up of the City Council, there are more councilors participating in the City's medical and dental insurance than were budgeted. The budget was prepared using the councilors and their elections at the time of budget preparation. Additionally, due to follow-ups to the City Council Advance with the facilitator, consultant costs were higher than projected. In the Police Department Budget, health and dental benefits are also budgeted with known employee coverages as of the time the budget was prepared. Staff turnover and changes to individual's level of coverage, i.e. single party, employee +1 or family coverage, cause fluctuations in the actual amounts compared to budget. During FY 2018-2019, there were changes, particularly from a position budgeted as single party coverage being filled with an employee selecting family coverage.

In the Building Fund, we have experienced a higher volume of customers paying with credit cards during the fiscal year, which causes our merchant discount fees to increase. A contingency transfer is needed to cover these additional expenditures.

The next instance is in the Storm Drain Development Fund, related to the Stormwater Master Plan. The master plan project was projected to be completed at a higher percentage in FY 2017-2018, when the FY 2018-2019 budget was prepared. Due to staffing in the Engineering Division, less work was completed by June 30, 2018, meaning a larger amount occurred during FY 2018-2019 than was projected.

In the Water Development Fund, the C1 Reservoir Project, the Water Master Plan and the Myslony Water Project were budgeted for a transfer to the Water Operating Fund for the amounts that are SDC eligible. The project budgets were updated in Water Operating for the additional amounts needed in FY 2018-2019, but the transfer amounts in Water Development were not updated. This contingency transfer adjusts for these additional costs.

The last changes proposed in the attached resolution are transfers out of the Road Operating Fund for pass through revenues received in that fund. In 2011, a Zone of Benefit Recovery was created for improvements that were included (sidewalks and gutters) as part of the 124<sup>th</sup> Avenue Extension, but are the responsibility of adjacent property owners when development of the property occurs. When the payment is received, it is recorded in the Road Operating Fund and transferred into the Leveton Project Fund. We received a payment in FY 2018-2019 and need to appropriate the transfer out of the Road Operating Fund. Also, we began receiving revenue from the recently passed Washington County Vehicle License Fee. As the City's allocation is for road maintenance, it is appropriate to include it with our Pavement Maintenance program. Since the revenue is not derived from road utility fees, the revenue is recorded in the Road Operating Fund and then transferred into the Road Utility Fund. This was not foreseen when the 2018-2019 budget was prepared.

All proposed changes to the adopted budget are included in Exhibit A, attached to the Resolution that follows.

**FINANCIAL IMPLICATIONS:**

The net effect in the General, Building, Storm Drain Development and the Water Development Funds are zero, as the resolution transfers existing appropriations from one account to another. The impacts to the other funds are simply a reallocation of revenues received in the Road Operating Fund.

---

**ATTACHMENTS:**

- Resolution No. 5444-19

RESOLUTION NO. 5444-19

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2018-2019 BUDGET

WHEREAS, an occurrence or condition arose which had not been ascertained at the time of the fiscal year 2018-2019 budget preparation;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted 2018-2019 budget are necessary;

WHEREAS, Oregon Revised Statutes (ORS) 294.471 allows for preparation of a supplemental budget.

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

**Section 1.** The City Council wishes to comply with Local Budget Law, and authorize the spending of additional resources.

**Section 2.** Increased resources and requirements should be made as detailed in Exhibit A to this Resolution, which is attached and incorporated herein by reference.

**Section 3.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 24th day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



**Exhibit A-Resolution June 2019**

**City of Tualatin  
Fiscal Year 2018-2019  
Budget Changes, June 2019**

**Existing Appropriation Transfer:**

<u>To</u>		<u>Amount</u>	<u>From</u>		<u>Amount</u>	<u>Notes</u>
General Fund						
City Council - Benefits-Insurance	100-10-10-51106	\$ 5,315	Contingency	100-10-00-61000	\$ 60,315	Change in Insurance Benefits - New Council City Council Advance Follow-up Changes in Health Insurance
City Council - Consultants	100-10-10-54902	\$ 5,000				
Police - Insurance	100-30-00-51106	\$ 50,000				
Building Fund						
Merchant Discount	203-20-22-55240	\$ 10,000	Contingency	203-20-22-61000	\$ 10,000	Higher Payments by Credit Card
Storm Drain Development Fund						
Storm Drain Development - Fund Projects	535-50-56-57009	\$ 45,000	Contingency	535-50-56-61000	\$ 45,000	Stormwater Master Plan
Water Development Fund						
Transfers Out - Water Operating	532-50-53-59512	\$ 100,000	Contingency	532-50-53-61000	\$ 100,000	C1 Reservoir Project, Water Master Plan and Myslonny Water Project

**Appropriation of Pass-Through Revenues:**

<u>Increase - Revenue</u>		<u>Amount</u>	<u>Increase - Expenditure</u>		<u>Amount</u>	<u>Notes</u>
Transfer In - Road Operating Fund	743-00-00-49217	\$ 23,300	Transfer Out - Leveton Projects Fund	217-50-55-59743	\$ 23,300	Zone of Benefit Recovery Payment
Transfer In - Road Operating Fund	216-00-00-49217	\$ 420,000	Transfer Out - Road Utility Fee Fund	217-50-55-59216	\$ 420,000	Washington County Vehicle License Fee



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Lisa Thorpe, Management Analyst II  
**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of Resolution **No. 5445-19** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5412-18

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5412-18

**EXECUTIVE SUMMARY:**

The City of Tualatin Fee Schedule is updated every year, and staff considers cost recovery when reviewing fees, considering changes in technology, changes in practice and the costs to provide the service.

This year, addressing fees have been added to the Fee Schedule. Staff reviewed the costs involved in these processes, as well as researched other cities' fees, to determine the appropriate fees to cover staff time to provide this service. These fees include changes of existing address and creation of new addresses.

Changes were also made to Library Community Room rentals. Parks Maintenance increased street tree removal and grinding fees, and the Tree for a Fee Program in order to cover increased costs of trees and materials.

Lastly, we've rearranged the fee schedule and grouped fees by function for ease in locating them. This change included creating a General Administration Fees section which incorporated fees that may affect several functions and were duplicated in other sections of the schedule, and creating a Development Fees section which incorporated Building, Planning and Engineering fees.

---

**ATTACHMENTS:**

- Resolution No. 5445-19

RESOLUTION NO. 5445-19  
A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE  
AND RESCINDING RESOLUTION NO. 5412-18

WHEREAS, the Council has the authority to set fees for materials and services provided by the City; and

WHEREAS, the Council previously adopted the fee schedule by Resolution No. 5412-18; and

WHEREAS, the City Council wishes to amend the fees included on the attached fee schedule.

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

**Section 1.** The City of Tualatin fee schedule is established and adopted as set forth in "Exhibit A," which is attached and incorporated by reference.

**Section 2.** This resolution is effective July 1, 2019.

**Section 3.** Resolution No. 5412-18 is rescinded effective July 1, 2019.

INTRODUCED AND ADOPTED this 24<sup>th</sup> Day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO LEGAL FORM

BY \_\_\_\_\_

City Attorney

ATTEST:

BY \_\_\_\_\_

City Recorder

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

General Administrative Fees	
Agenda Packet	same as photocopy rate
Ordinances or Portions Thereof	same as photocopy rate
Photocopies:	
Per page/side (up to 8.5"x14")	0.25
Per page/side (11"x17")	0.50
Color - per page/side (up to 8.5"x14")	1.00
Color - per page/side (11"x17")	1.50
Certified Copies - per document	\$5.00 plus postage
Copies of Audio CDs	20.00 including CD
Copies of Video CDs	20.00 including CD
Copies of Photographs on CD	20.00 including CD
Thumb Drive (2 GB)	10.00
Storage Retrieval Fee	30.00
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	216.00
Assign single family	54.00 + 7.00 per lot
Multi-Family - less than 50 units	66.00 + 7.00 per unit
Multi-family - 50+ units	66.00 + 4.00 per unit
Non-residential (suite assignment)	66.00 for address + 44.00 per suite
Amendment to Comprehensive Plan Map	2,320.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,320.00
Annexation	1,580.00
Appeal Proceeding to Council	150.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	336.00
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	130.00
\$5,000 - \$24,999.99	610.00
\$25,000 - \$99,999.99	1,100.00
\$100,000 - 499,999.99	1,825.00
\$500,000 and greater	2,675.00
Architectural Review, Minor	105.00
Architectural Review, Single-family Level I (Clear & Objective)	105.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Development Fees (continued)	
Architectural Review, Single-family Level II (Discretionary)	810.00
Architectural Review, Accessory Dwelling Unit (ADU)	105.00
Conditional Use Permit	1,580.00
Conditional Use Permit Renewal	1,580.00
Extension Request Reviewed by Staff	225.00
Extension Request Reviewed by Architectural Review Board	1,275.00
Interpretation of Development Code	105.00
Industrial Master Plans	2,020.00
Landmark Alteration/New Construction Review	124.00
Central Urban Renewal Master Plan	2,020.00
Driveway Approach Permit	300.00
Engineering Copies:	
18" x 24"	3.00
24" x 36"	4.00
36" x 48"	5.00
Erosion Control Fees:	
a. Non-Site Development	
1. New construction	325.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	105.00
b. Development Sites without infrastructure or vegetated corridor improvements	325.00 plus 325.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	\$325.00 or 1/2 of the EC Only Fee, whichever is greater
Plan check fee	
Single family home in subdivision	72.50
commercial, industrial, multi-family or large homesites not in an existing subdivision	987.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	300.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,000.00
Landmark Demolition Review	135.00
Landmark Relocation Review	62.00
License to Keep Chickens	50.00
Mobile Food Unit Permit	100.00
Partition,* Nonexpedited & Expedited Processes	440.00
Partition,* Nonexpedited & Expedited Extension/Modification	145.00
Partition,* Nonexpedited, Appeal Proceeding to Council	145.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	325.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Development Fees (continued)	
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 150.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 227.50
Pre-Application Meeting	227.50
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	77.50
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 150.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	335.00
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 150.00
Property Line Adjustment,* Appeal Proceeding to Council	150.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	55.00 + postage
Reinstatement of Nonconforming Use	1,580.00
Request for Council Rehearing	186.00
Sidewalk Permit	150.00
Sign Ordinance	8.50
Sign Code Variance	750.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	210.00
Temporary Sign or Each Face Change to Existing Sign	105.00
Street Name Change	150.00
Street Vacation Application Deposit	378.00
Subdivision,* Nonexpedited and Expedited Processes	3,000.00
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 300.00
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 378.00
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 150.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 227.50
Subdivision,* Nonexpedited, Extension/Modification By Council	687.00
Subdivision,* Expedited, Extension/Modification By City Engineer	175.00
Subdivision,* Nonexpedited, Appeal Proceeding to Council	150.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	335.00
Temporary Certificate of Occupancy	100.00
Temporary Uses:	
1 - 3 days	55.00
4 - 180 days	55.00 + 1.50/day
Over 3 days	not to exceed 200.00 total
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

<b>Development Fees (continued)</b>	
Tree Removal Permit, 1 tree	310.00
each additional tree, \$10.00 not to exceed a total of	340.00
Variance:	
When primary use is a single family dwelling in RL or RML	320.00
When primary use is not a single family dwelling in RL or RML	1,580.00
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	320.00
When primary use is not a single family dwelling in RL or RML	1,085.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	750.00
All Other Development Actions	Cost Recovery
<b>Core Area Parking District</b>	
Core Area Parking District Tax Appeal	135.00
<b>Finance Department</b>	
L.I.D. Assessment Apportionment Fee	115.00
Lien Search Fee (per tax lot)	35.00
Passport Photo	17.00
Recovery Charge Installment Payment Plan Application Fee	235.00
Returned Checks (per check for processing NSF check)	37.50
Zone of Benefit Recovery Charge Administration Fee	125.00
<b>Geographic Information System</b>	
Citywide aerial photo, 36" x 42"	35.00
Subdivision street map, 34" x 36"	20.00
Street map, 22" x 22"	10.00
Planning Districts, 34" x 44"	20.00
Planning Districts, 18" x 24"	10.00
Custom Mapping	\$60.00/hr, plus materials
Mailing Lists	32.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

<b>Legal Services Department</b>	
Development Code (hard copy)	70.00 each + postage
Updates (hard copy)	
8.5" x 11"	0.25 per page/side + postage
11" x 17"	0.50 per page/side + postage
Color - 8.5" x 11"	1.00 per page/side + postage
Color - 11" x 17"	1.50 per page/side + postage
Tualatin Municipal Code (hard copy)	55.00 each + postage
Thumb Drive (2GB) containing electronic copies of Tualatin Municipal Code and/or Development Code	10.00 + postage

<b>Municipal Court</b>	
Traffic School and Compliance Program Fees:	
Class A	275.00
Class B	160.00
Class C	125.00
Class D	100.00
Seat Belt Class	70.00
Vehicle Compliance Program	35.00
Collection Fee	25% of ordered amount
License Restatement Fee	70.00
Overdue Payment Letter Fee	10.00
Failure to Appear – Arraignments	40.00
Failure to Appear – Trials	100.00



## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Parks and Recreation					
Browns Ferry Park Community Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Meeting Rooms	1 hour	None	\$15.00	25.00	60.00
Garage	1 hour	None	\$15.00	25.00	60.00
Studio Structure	1 hour	None	\$15.00	25.00	60.00
Sun Room	1 hour	None	\$15.00	25.00	60.00
River Shelter	4 hour	None	\$15.00	25.00	60.00
Alcohol Permit:	Group		None	25.00	50.00
	Special Events		None	50.00	100.00

Reservations must be made for a minimum of two (2) hours.

\$10.00 handling fee for cancellations

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

Cleaning & Security Deposit - Brown's Ferry Community Center	
Groups for meeting only	50.00
Groups for kitchen storage and building use	100.00
Groups using full kitchen facilities	285.00

The Parks and Recreation Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Picnic Shelters and Sports Fields					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	None	\$15.00	25.00	60.00
Patio	4 hours	None	\$15.00	25.00	60.00
Main-South	4 hours	None	\$15.00	25.00	60.00
Main-North	4 hours	None	\$15.00	25.00	60.00
Main-Full	4 hours	None	\$15.00	50.00	120.00
Trestle	4 hours	None	\$15.00	25.00	60.00
River Shelter	4 hours	None	\$15.00	25.00	60.00
Horseshoe Pits	4 hours	None	None	15.00	30.00
Sports Fields	2 hours	None	None	20.00	45.00
Sports Fields Lights	2 hours	None	None	20.00	45.00
Turf Fields-TuHS	1 hour	None	None	20.00	40.00
Lights-TuHS	1 hour	None	None	40.00	40.00
Alcohol Permit:	Group		None	25.00	50.00
	Special Events		None	50.00	100.00

\$10.00 handling fee for cancellations

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth of Tualatin.

Class 4: All other groups, organizations and individuals are categorized by resident or non-resident for the purpose of determining fees.

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

<b>Juanita Pohl Center</b>					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
East or West Dining Room	1hour	None	15.00	30.00	75.00
Full Dining Room	1 hour	None	20.00	40.00	95.00
Kitchen - Warming only	1 hour	None	15.00	10.00	35.00
Kitchen - Full Service	1 hour	None	15.00	20.00	40.00
Multipurpose Room	1 hour	None	15.00	25.00	65.00
East or West Dining Room & West Activity	1 hour	None	15.00	40.00	95.00
Small Classrooms	1 hour	None	5.00	10.00	20.00
Alcohol Permit:	Group		None	25.00	50.00
	Special Events		None	50.00	100.00

Reservations must be made for a minimum of two (2) hours. \$10.00 handling fee for cancellations.

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be classified as shown below:

Class 1: Activities sponsored by the City of Tualatin, City of Durham official meetings, and Meals on Wheels People, for official center functions.

Class 2: Activities co-sponsored by the City of Tualatin.

Class 3: Non-profit organizations and public agencies serving the youth and general public of Tualatin. Rosters of organization members and 501c3 information required.

Class 4: All other groups, including religious and political organizations and individuals are categorized by resident/non-resident for the purpose of determining fees.

<b>Cleaning &amp; Security Deposit - Juanita Pohl Community Center</b>	
Groups for meeting only	50.00
Groups for kitchen storage and building use	100.00
Groups using full kitchen facilities	285.00

The Parks and Recreation Director will determine the amount of the cleaning/security deposit to be refunded based on the building monitor's report.

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Tualatin Library Community Room				
Area	Time	Class 3	Class 4	
			Resident	Non-Resident
Community Room	1 hour	15.00	25.00	50.00

Class 1 & 2 - No Charge

\$10.00 handling fee for cancellations

### Classification of Users

For the purpose of scheduling reservations and determining fees, groups will be given classified as shown below.

Class 1: Activities sponsored by the Tualatin Public Library and/or City of Tualatin

Class 2: Activities co-sponsored by the Tualatin Public Library and/or City of Tualatin

Class 3: Non-profit organizations

Class 4: All other orgs, including religious and political groups, are categorized by resident/nonresident for purpose of determining fees.

Parks Maintenance	
Street Tree and Installation (Single Family Only)	225.00
Street Tree Removal (excluding Stump Grinding)	325.00
Street Tree Stump Grinding	150.00
Tree-for-a-Fee Program	175.00
New Tree Grates – Full set of 2 halves	400.00
New Tree Grates – Half set	200.00
Tree Grates – Leveling Stone and fastening hardware	25.00
Tree Grates Improvements	175.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Police	
Copies of Police Reports (no charge to victims): 1 - 10 pages plus each page over 10	10.00 0.25
Alarm Permits:	
Initial Application	25.00
Annual Renewal	25.00
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	90.00
4th False Alarm	120.00
5th False Alarm	175.00
6 <sup>th</sup> and More False Alarms	235.00 per alarm
10 or more False Alarms	500.00 Civil Infraction
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards	(first two) 25.00
Each additional card	each 2.00
Good Conduct Letter	10.00

## City of Tualatin Fee Schedule

Fees Effective July 1, 2019

Utilities in the Right-of-Way	
Annual Rights-of-Way Fee: Electric Natural Gas Communication Any Utility Operator that does not earn Gross Revenues within the City of Tualatin (Based on total Linear Feet of Utility Facilities in the Rights-of-Way): Up to 5,000 5,001 to 10,000 10,001 to 20,000 More than 20,000  * "Gross Revenue" means any and all revenue, of any kind, nature or form, without deduction for expenses, less net uncollectibles, derived from the operation of utility facilities in the City of Tualatin, subject to all applicable limitations in federal or state law.	3.5% of Gross Revenue * 5.0% of Gross Revenue * 5.0% of Gross Revenue *  5,000.00 7,500.00 10,000.00 15,000.00
Rights-of-Way License Application Fee (per TMC 3-6-205)	250.00
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	150.00
Rights-of-Way Attachment Fees/Small Cell, DAS, etc. (TMC 3-6-120) Attachment Application Fees: Attachment Application Fee (one-time) Expedited Application Fee (voluntary one-time fee for expedited review; City may take of up to 30 days) Consultant Fee for Processing Application * Fee would be applied in the event the City does not have the capacity to process applications within the legally required timeframe Annual Attachment Fee The Rights-of-Way Attachment Fees do not apply to Utility Operators subject to and paying the Annual Rights-of-Way Fees in TMC 3-6-100	660.00 per attachment 1,160.00 per attachment Actual Cost, plus 25% for administration*  625.00 per attachment, per year
Water, Sewer, Surface Water Management and Road Utility Fee Rates	Resolution No. 5442-19



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Stacy Ruthrauff, Human Resources Director  
**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of **Resolution No. 5456-19** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin

**RECOMMENDATION:**

Staff recommends adopting the attached Resolution.

**EXECUTIVE SUMMARY:**

Pursuant to ORS 656.031, the City will provide workers' compensation coverage to volunteers, which necessitates a resolution of the governing body declaring its intent to cover volunteer personnel including a description of the work to be performed by such personnel. This resolution allows the City to effectively utilize volunteers and have their work covered in the event of injury.

**FINANCIAL IMPLICATIONS:**

Funds to cover workers compensation premiums for volunteers are included in the FY2019-2020 budget.

---

**ATTACHMENTS:**

- Resolution for Volunteer Workers Compensation Coverage
- Saif Volunteer Resolution Addendum A

RESOLUTION NO. 5456-19

RESOLUTION APPROVING AND AUTHORIZING THE PROVISION  
OF WORKERS' COMPENSATION INSURANCE COVERAGE TO  
VOLUNTEERS OF THE CITY OF TUALATIN

WHEREAS an assumed monthly wage of \$800 per month will be used for public safety volunteers; and

WHEREAS an aggregate assumed annual wage of \$2,500 will be used per volunteer board, commission and/or council for the performance of administrative duties; and

WHEREAS an assumed monthly wage of \$800 per month will be used for public officials for the performance of volunteer non-administrative, manual labor duties other than those covered under the administrative duties above; and

WHEREAS non-public safety volunteers will track their hours and the Oregon minimum wage will serve as the assumed wage for both premium and worker's compensation benefit calculations. Saif Oregon Workers Compensation will assign the appropriate classification code according to the type of volunteer work being performed; and

WHEREAS volunteers at public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation; and

WHEREAS the City of Tualatin agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available at the time of a claim or audit to verify coverage.

WHEREAS, the City is requesting the coverage, as provided by ORS 656.031, and as approved by SAIF.

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

Section 1. Pursuant to ORS 656.031, the City of Tualatin will provide workers' compensation coverage for the Policy Year 2019-20 to the classes of volunteer workers listed in this resolution and in Addendum A, which is attached and incorporated herein, listing volunteer assignments, noted on SAIF payroll schedule and verified at audit.

Section 2. This resolution is effective upon adoption.



INTRODUCED AND ADOPTED this 24<sup>th</sup> day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



## City of Tualatin Volunteer Resolution

Resolution No.: 5456-19

Effective Date: 07/01/2019

A resolution extending workers' compensation coverage to volunteers of the City of Tualatin in which the City of Tualatin elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on SAIF payroll schedule, and verified at audit:

### 1. Public Safety Volunteers

Applicable  Non-applicable

An assumed monthly wage of **\$800 per month** will be used for public safety volunteers in the following volunteer positions (check all that apply):

- Police reserve
- Search and rescue
- Firefighter
- Emergency medical personnel
- Ambulance drivers
- Other *[List specifically by title]*

### 2. Volunteer boards, commissions, and councils for the performance of administrative duties.

Applicable  Non-applicable

a. An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Tualatin City Council
- b. Tualatin Planning Commission
- c. Tualatin Budget Advisory Committee
- d. Tualatin Urban Renewal Advisory Committee
- e. Tualatin Architectural Review Board
- f. Tualatin Library Advisory Committee

- g. Tualatin Parks Advisory Committee
- h. Tualatin Arts Advisory Committee
- i. Juanita Pohl Center Advisory Committee

**3. Manual labor by elected officials.**

**Applicable   X   Non-applicable \_\_\_\_\_**

An assumed monthly wage of \$800 per month will be used for public officials for the performance of non-administrative duties other than those covered in paragraph 2 above

**4. Non-public safety volunteers**

**Applicable   X   Non-applicable \_\_\_\_\_**

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- X Parks and recreation
- X Senior center
- X Public works
- X Library
- X Juanita Pohl Center
- X Operations
- X Police
- X Community Development
- X Finance
- X Administration
- X Legal
- X Information Services

**5. Public Events**

**Applicable   X   Non-applicable \_\_\_\_\_**

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a. MLK Make it a Day On
- b. Arbor Week
- c. Blender Dash
- d. Viva Tualatin
- e. West Coast Giant Pumpkin Regatta

- f. Tualatin Youth Advisory Council Haunted House
- g. Starry Nights and Holiday Lights

**6. Community Service Volunteers/Inmates**

**Applicable** \_\_\_\_\_ **Non-applicable** **X**

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by [ENTITY NAME].

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

**7. Other Volunteers**

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Tualatin:

- a. Provides at least two weeks' advance written notice to SAIF underwriting requesting the coverage
- b. SAIF approves the coverage and date of coverage
- c. SAIF provides written confirmation of coverage

**The City of Tualatin agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

Now, therefore, be it resolved by the City Council of the City of Tualatin, Oregon to provide workers' compensation coverage as indicated above.

Adopted by the **City of Tualatin and the City Council** this 24 day of June, 2019.

***Please see the original Resolution for signatures/authority.***

Signature of Authorized Representative	Printed Name	Title

Attest by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Printed Name

Signature	Title



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Karen Perl Fox, Senior Long-Range Planner  
Steve Koper, Planning Manager  
Aquilla Hurd-Ravich, Community Development Director

**DATE:** June 24, 2019

---

**SUBJECT:**

Tualatin 2040 Project Update

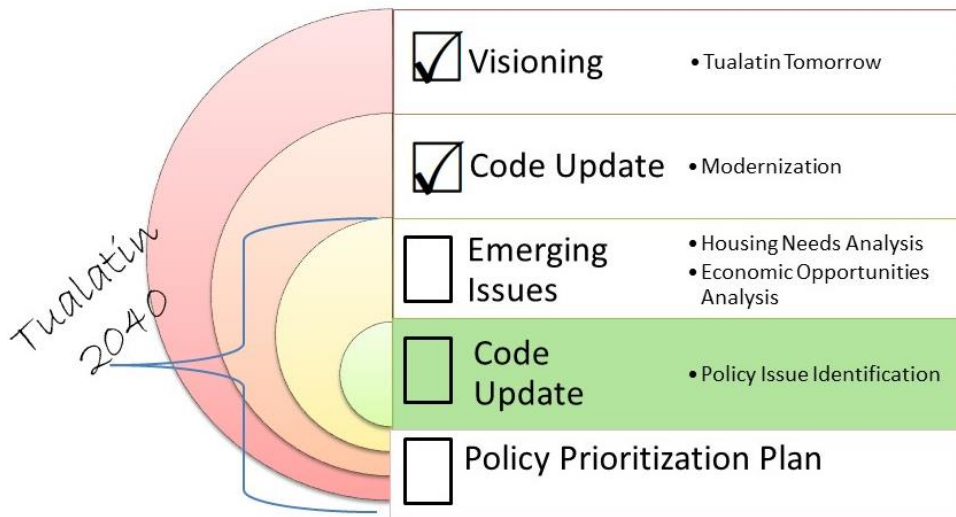
**EXECUTIVE SUMMARY:**

**Background:** In late 2018, the City of Tualatin completed a development code modernization project, known as Phase 1 of the Tualatin Development Code Improvement Project. In January 2019, Tualatin 2040 was launched, which is essentially Phase 2 of the larger project. Tualatin 2040 is made of several component parts including:

- A Housing Needs Analysis
- An Economic Opportunities Analysis
- Policy Identification
- Policy Prioritization

The policy prioritization at the end of this phase is intended to take the policies identified, including those specific to housing needs and economic opportunities, and establish a future work program for updates to the Comprehensive Plan and the Development Code regulations.

**Overview:** Tualatin 2040 provides the City with an opportunity to take a “big picture” look at the Development Code – both the Comprehensive Plan (Chapters 1-30) and the Development Code regulations (Chapters 31-80).



Tonight's presentation will provide an update on the significant positive momentum via a variety of public engagement opportunities and the content developed to date including:

**Public Engagement:**

- Individual stakeholder interviews were conducted with a total of 15 persons representing a diverse group of stakeholders including residents (owners and renters), business owners, developers, parents with young children, seniors, and persons with disabilities. These typically were one-hour interviews. Also, one large group stakeholder interview was held with the Aging Task Force on May 13, 2019.
  - Consultant, Angelo Planning Group, facilitated twelve individual stakeholder interviews from April 1 to April 3, 2019.
  - City staff conducted two additional interviews on April 9, 2019 (2 persons) and April 29, 2019 (1 person).
- City staff made presentations to all six Citizen Involvement Organizations in April/May 2019 as well as to the Library Advisory Committee (May 7, 2019) and the Diversity Task Force (May 15, 2019).
- On March 12, 2019, City staff and Angelo Planning Group gave a presentation on Tualatin 2040 to gain early input at a joint meeting with members of the Planning Commission, Architectural Review Board, Tualatin Park Advisory Committee, Tualatin Arts Advisory Committee, and the Youth Advisory Council.

**Policy Issues Identified to Date:** Participating stakeholders shared their thoughts on a wide range of topics that were organized in the following key topic areas.

- |   |  |
|---|--|
| • Housing and Livability                | • Parks, Open Space, and the Environment |
| • Transportation and Parking            | • Community Engagement                   |
| • Civic Identity and Downtown           | • Equity, Diversity, and Inclusion       |
| • Employment and Industrial Development |  |

## Housing Needs Analysis:

- A Housing Needs Analysis examines a city's available residential land supply and forecasts future housing needs based on demographic trends to determine whether a city can accommodate future growth, or whether additional land supply is needed and/or growth can be accommodated through policy and regulatory changes.
- Community input for the analysis is provided by a Community Advisory Committee, which is comprised of 16 community members which has held four meetings to date including a kick-off meeting on March 21, 2019 and several content focused meetings that provided input on draft findings for the Housing Needs Analysis and Buildable Lands Inventory, revised findings of the analysis and draft housing policies with proposed goals and actions. There are a total of seven planned Advisory Committee meetings.
- Technical expertise for the analysis is provided by a Technical Advisory Committee, comprised of a core of ten City staff. Agency advisors and experts in housing, economics are invited to its meeting, as needed. This committee has held two meetings thus far including a kick-off on April 5, 2019 addressing preliminary findings of the Housing Needs Analysis and Buildable Lands Inventory. A second meeting was held on May 1, 2019 to provide input on the draft findings. There are a total of four planned Technical Advisory Committee meetings.
- Currently, staff and its consultant, ECONorthwest are preparing for the third and fourth upcoming Technical Advisory meetings, which are scheduled to meet on June 26, 2019 and June 27, 2019, respectively. The goal of these meetings is to review findings for the Economic Opportunities Analysis and the commercial and employment Buildable Lands Inventory.
- Meeting evaluations were provided at all Community and Technical Advisory Committee meetings. Overall, staff has received very positive and encouraging feedback.
- At the first Community Advisory Committee meeting, members selected co-liaisons Bryce Payne and Daniel Bachhuber to represent the committee before the Planning Commission and City Council. At this meeting an exercise was introduced that allowed Committee members initially to identify project wins for both Housing Needs Analysis and Economic Opportunities Analysis. *See details in Attachment B.*
- At the second Community Advisory Committee meeting, Beth Goodman, a consultant with ECONorthwest, provided the key findings and preliminary results of the Housing Needs Analysis and Buildable Lands Inventory. The two topic areas were: (1) preliminary findings of the Housing Needs Analysis, and (2) preliminary findings of the Buildable Lands Inventory. Ms. Goodman continued the presentation with a discussion of the methodology of the buildable lands inventory. Ms. Goodman described how residential lands are classified into four categories (vacant, partially vacant, constrained, or developed). Ms. Goodman presented several maps to display preliminary results of the residential buildable lands inventory.
- At the third Community Advisory Committee meeting, the committee members reviewed the revised findings of the housing data, and inventory of buildable residential land. The 20-year forecast is 1,014 new households Tualatin, based on Metro's methodology. ECONorthwest also presented committee members with the following three future housing mix scenarios, the first of which represents the Tualatin's current mix and the latter two represent a potential increase in the amount of single family attached and multifamily housing:
  - Scenario 1: 50% (Single Family-Detached), 9% (Single Family-Attached), 41% (Multifamily);
  - Scenario 2: 45% (Single Family-Detached), 10% (Single Family-Attached), 45% (Multifamily);

- Scenario 3: 35% (Single Family-Detached), 15% (Single Family-Attached), 50% (Multifamily).
- At this meeting, members broke out into three groups to begin the process of drafting the strategies including policies, goals and actions under the below listed six housing issue categories. *See additional detail in Attachment C.*
  - Land Availability and Infrastructure
  - Housing Affordability
  - Wider Variety of Housing Types
  - Connections to Housing
  - Redevelopment Opportunities
  - Funding Options

### **Economic Opportunities Analysis:**

- An Economic Opportunities Analysis examines a city's available employment land supply and forecasts future job and employment growth based on demographic trends to determine whether a city can accommodate future growth, or whether additional land supply is needed and/or growth can be accommodated through policy and regulatory change.
- Community input for the analysis is provided by the same Community and Technical Advisory Committees as the Housing Needs Analysis.

### **Next Steps for Tualatin 2040 – Summer 2019:**

- June 26, 2019: The third meeting of the Technical Advisory Committee, which will focus on the draft findings for the Economic Opportunities Analysis and commercial and employment Buildable Lands Inventory.
- June 27, 2019: The fourth meeting of the Community Advisory Committee, which will also focus on the draft findings for the Economic Opportunities Analysis and commercial and employment Buildable Lands Inventory
- July 2019: Open House 1: Tualatin 2040 and other City projects.
- July 2019: Online Open House 1.
- August 8, 2019: The fifth meeting of the Community Advisory Committee, which will focus on creation of draft housing policies and strategies.
- August 22, 2019: The sixth meeting of the Community Advisory Committee, which will focus on an in-depth discussion of economic development policies, recommendations, and strategies.
- September 2019: Open House 2: Tualatin 2040 with a House Bill 4006 compliant severely housing cost burdened component.
- September 2019: Online Open House 2.
- September 25, 2019: The fourth meeting of the Technical Advisory Committee, which will include a review of draft products and revisions to potential housing and economic policies.



- September 26, 2019: The seventh and final Community Advisory Committee meeting, which will finalize the Housing and Economic Development Policies and Housing Needs Analysis and Economic Opportunities Analysis Reports.

**Next Steps for Tualatin 2040 – Fall/Winter 2019:**

- October/November 2019: Draft Prioritization Plan available for public review.
  - November 12, 2019: City Council Meeting: Update and opportunity to give feedback on the Draft Prioritization Plan.
  - November 21, 2019: Planning Commission Meeting: Recommendation on the Draft Prioritization Plan.
  - December 9, 2019: City Council Meeting: Opportunity to consider adoption of a Final Prioritization Plan.
- 

**ATTACHMENTS:**

- Attachment A: Presentation
- Attachment B: What is Win for the HNA and EOA? (Community Advisory Committee, March 21, 2019)
- Attachment C: Summary of Small Group Work on Initial Policy Goals and Actions (Community Advisory Committee, May 23, 2019)

The background image shows a park-like setting. At the top center, a large eagle sculpture with its wings spread is perched on a tree. The scene is filled with lush green trees and foliage. In the foreground, there are large, light-colored rocks and a small stream or pond. A semi-transparent yellow box is overlaid in the center, containing the title text.

# Tualatin 2040 Update

**City Council  
Special Report  
June 24, 2019**

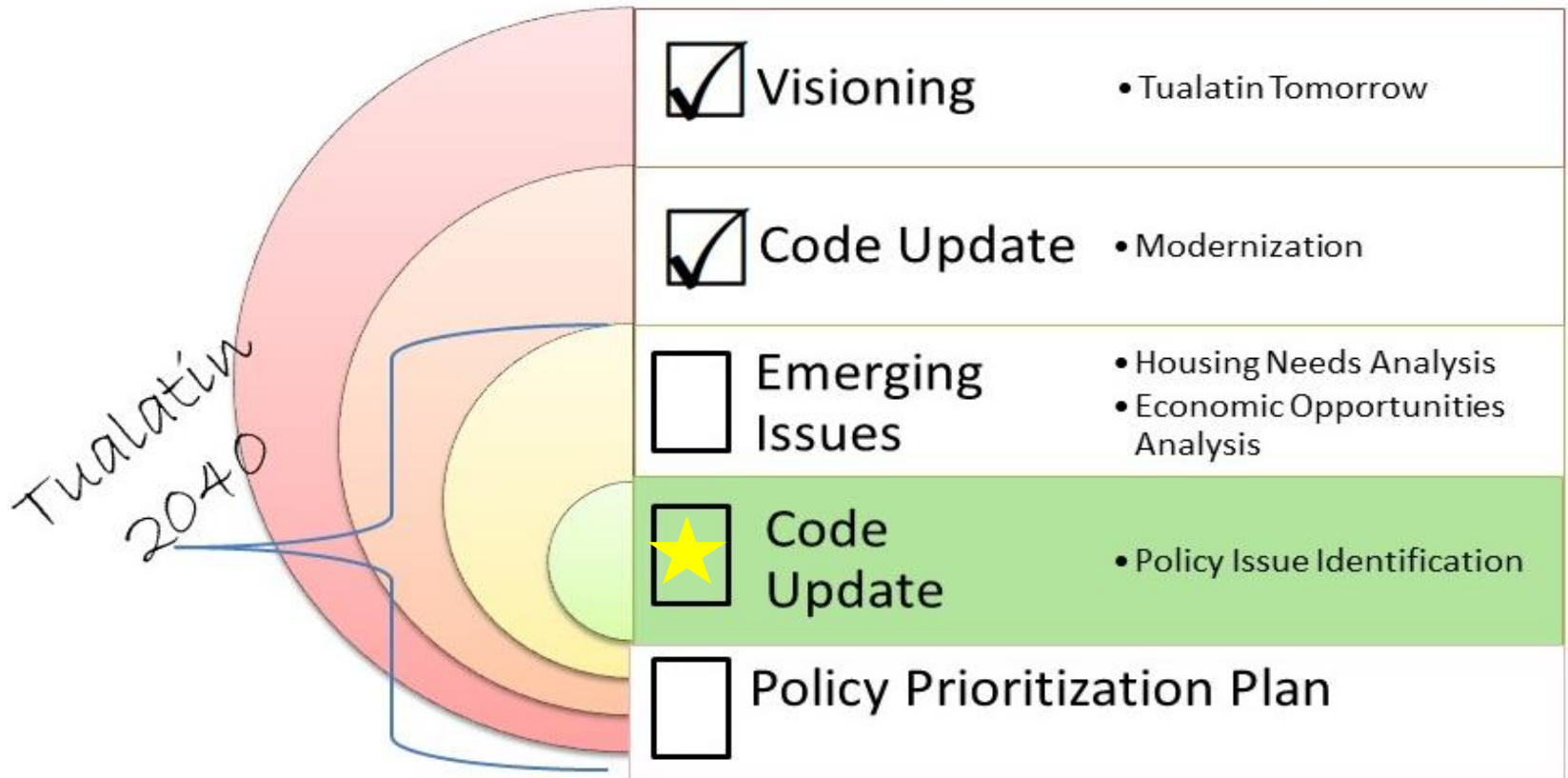


# Tonight's Update

- Policy Issue Identification
- Housing Needs Analysis
- Next steps



# Policy Issue Identification





## What we asked

- What land use topics and issues do you think should be City priorities?
- Do you think the City's current policies still speak to Tualatin's priorities or should something change?
- Are the regulations in the Development Code implementing the policies and the community's priorities? Are the built results turning out the way you want?
- If choices must be made about what chapters of the TDC to update first, what do think should be done first?



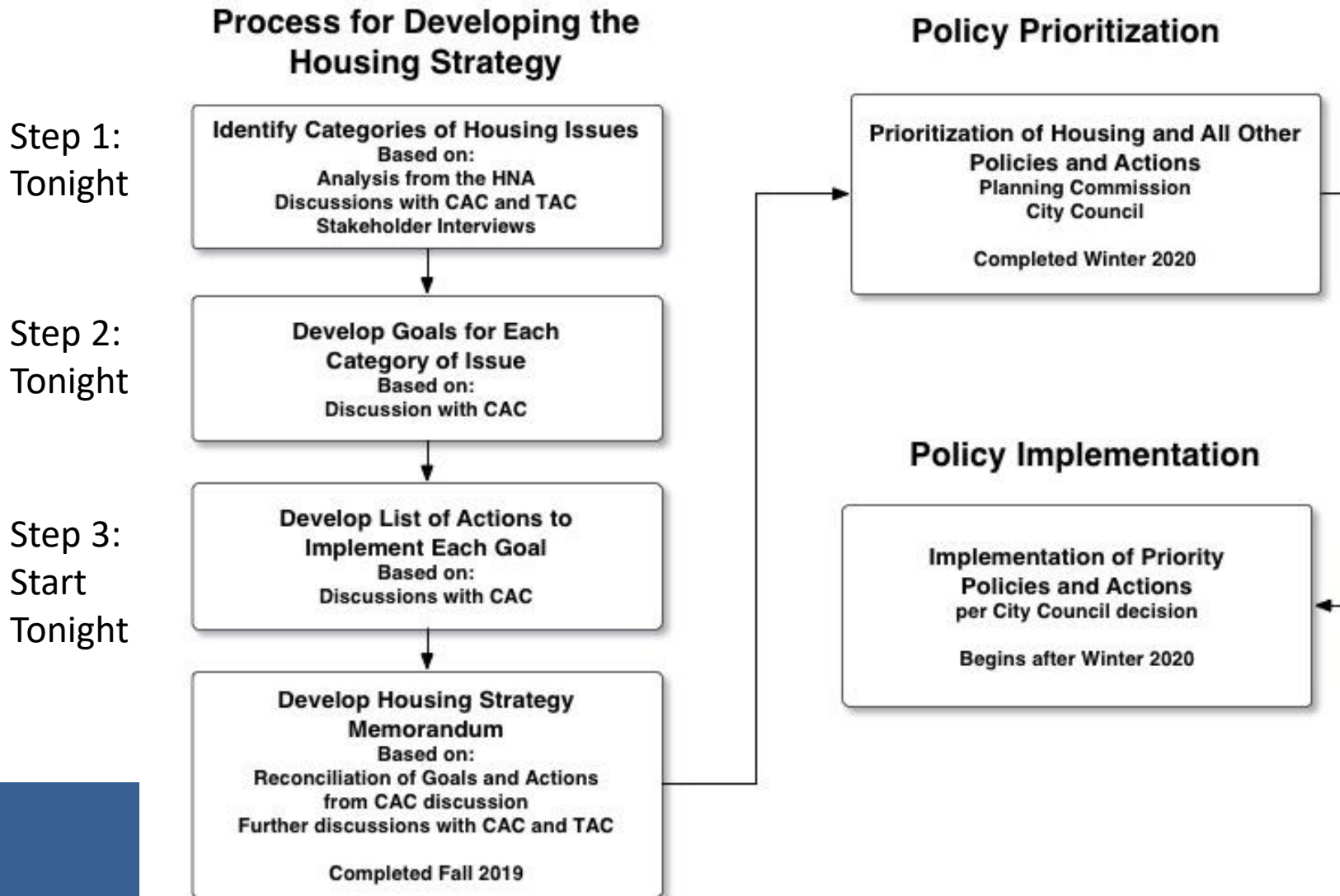
# What we heard

- Housing and Livability
- Transportation and Parking
- Civic Identity and Downtown
- Employment and Industrial Development
- Parks, Open Space and the Environment
- Community Engagement
- Equity, Diversity and Inclusion





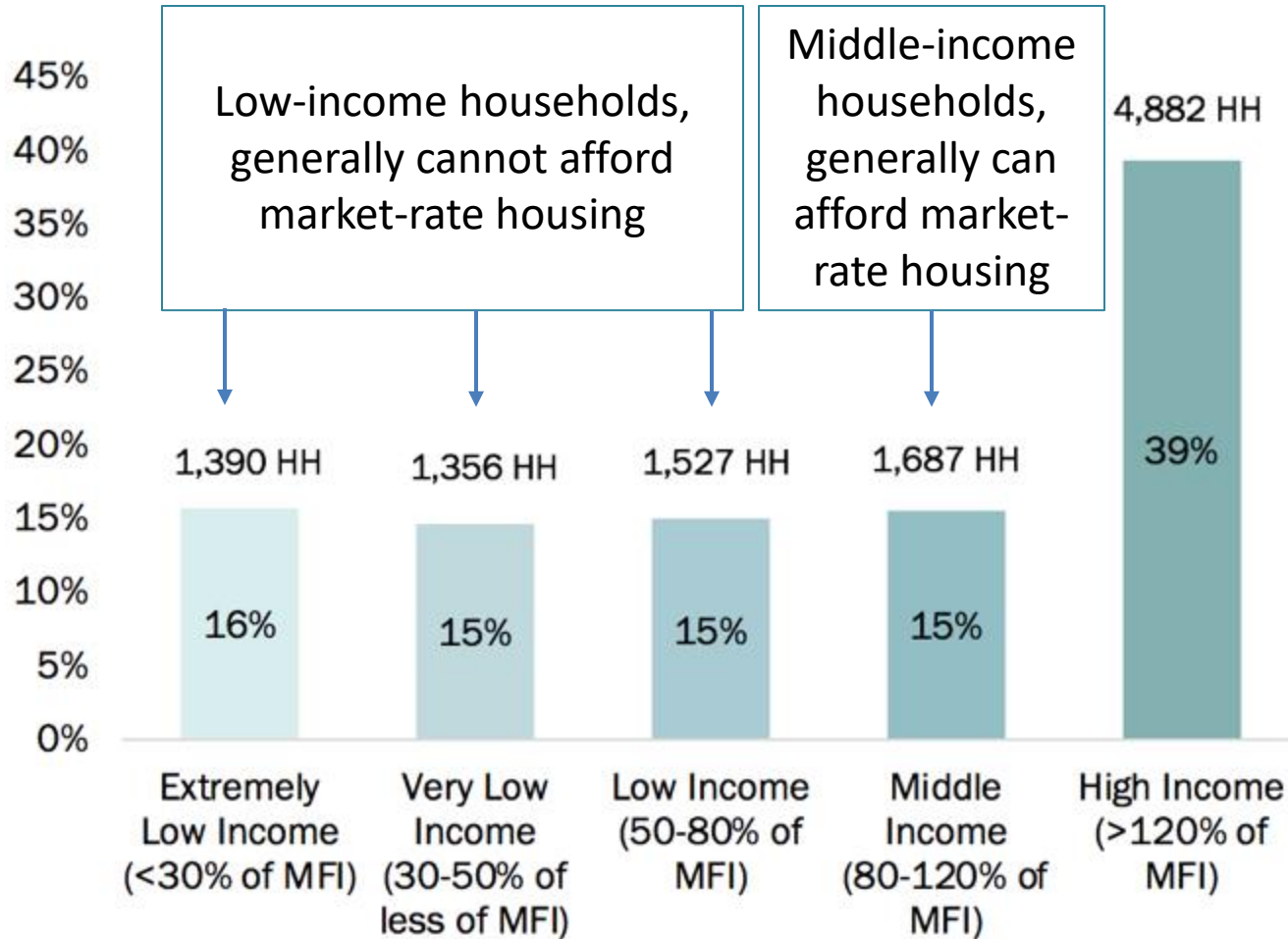
# Developing the Housing Strategy







# Households by Income Level, Tualatin

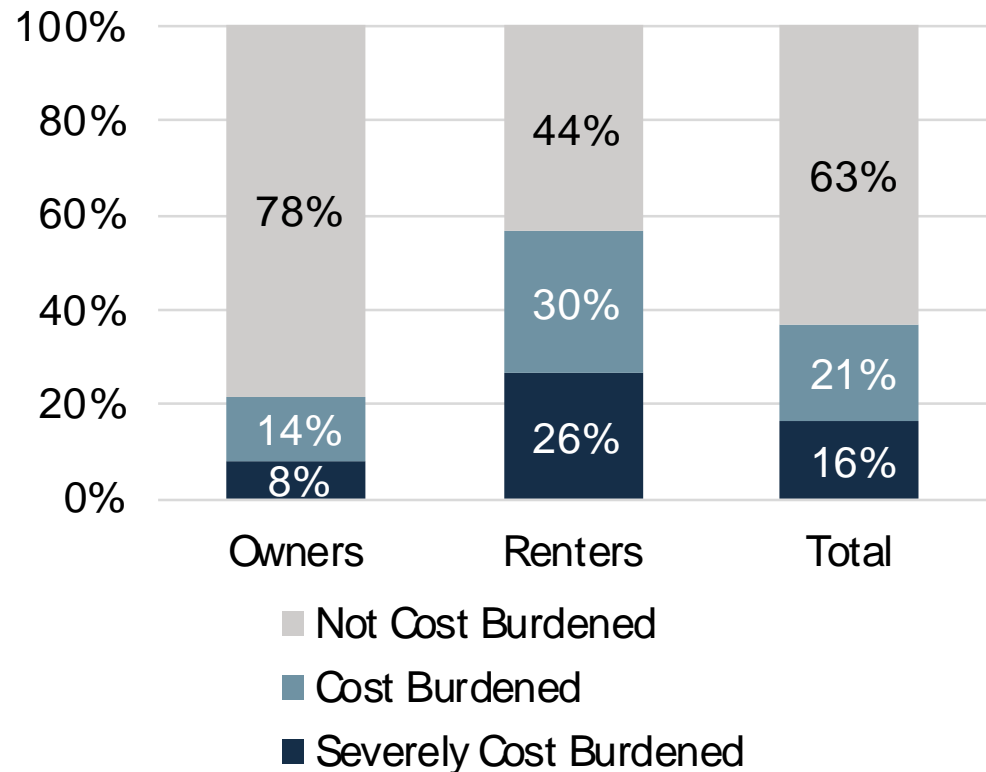




# Cost Burden by Tenure, 2017

Households paying 30% or more for housing costs are said to be cost burdened.

**Cost Burdened:**  
**56% of Renter households;**  
**22% of Owner households.**



Source: U.S. Census, Decennial 2000 and American Community Survey 2013-2017

Tualatin 2040:

Findings of HNA prepared and compiled by ECONorthwest

June 2019



## Revised BLI

Low Density: 86 acres

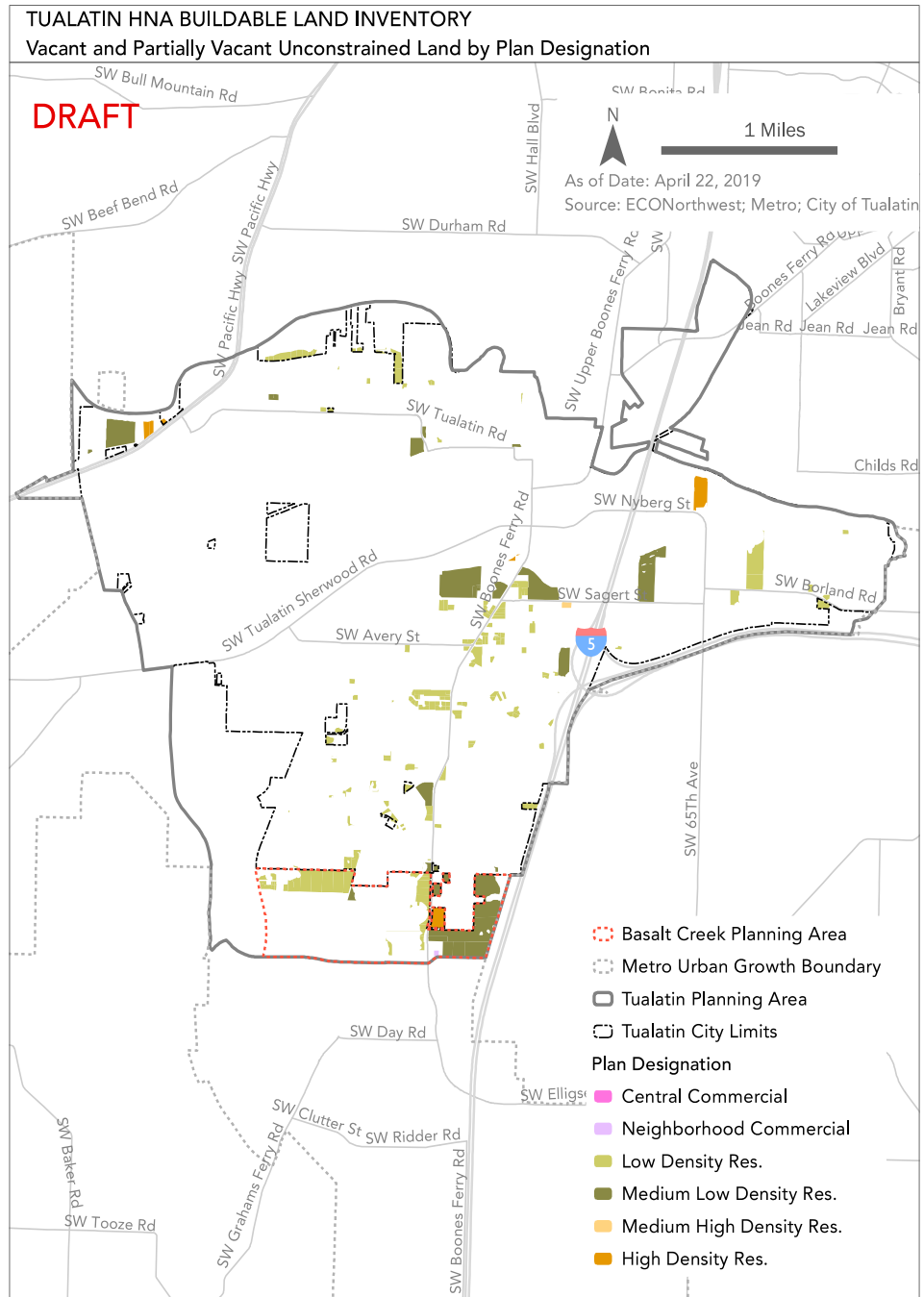
Medium Low: 73 acres

Medium High: 1 acres

High Density: 12 acres

High High Rise: 0 acres

Tualatin 2040:  
BLI Results from ECONorthwest





# Preliminary Capacity Results

Residential Plan Designations	Buildable Acres	Capacity (Dwelling Units)		
		Scenario 1	Scenario 2	Scenario 3
Low Density Residential	86	777	857	929
Medium Low Density Residential	73	1,355	1,491	1,620
Medium High Density Residential	1	13	16	19
High Density Residential	12	291	320	348
High High-Rise	0	-	-	-
<b>Total</b>	<b>172</b>	<b>2,436</b>	<b>2,684</b>	<b>2,916</b>

Note1: capacity results include Basalt Creek.

Note2: Scenario 2 increases density by 10% and Scenario 3 increases density by 20%.

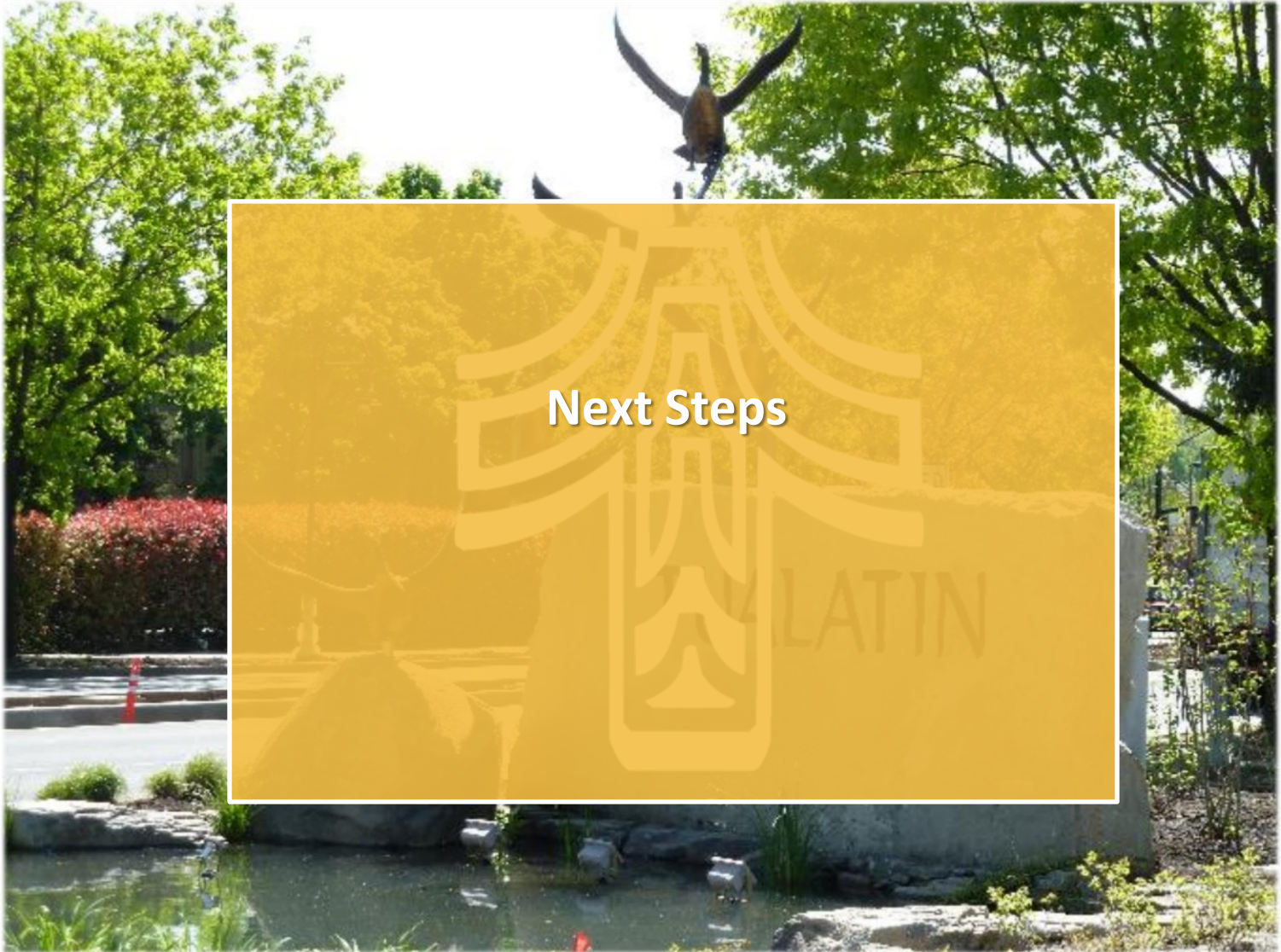




# Identify Strategic Housing Issues

- Wider Variety of Housing Types
- Housing Affordability
- Land Availability and Infrastructure
- Redevelopment Opportunities
- Connections with Housing
  - Transportation and other connections
- Funding Options

Are we missing broad categories of issues?





# Next Steps

## Summer 2019

- **Fourth Community Advisory Committee Meeting** (June 27, 2019)
- **Open House 1** (July 2019): Tualatin 2040 and other City projects.
- **Online Open House 1** (July 2019)
- **Fifth Community Advisory Committee Meeting** (August 8, 2019)
- **Sixth Community Advisory Committee Meeting** (August 22, 2019)
- **Open House 2** (September 2019): Tualatin 2040 with severely housing cost burdened component.
- **Online Open House 2** (September 2019)

## Fall 2019

- **Seventh Community Advisory Committee Meeting** (September 26, 2019)
- **Draft Prioritization Plan available for public review** (October/November 2019)
- **City Council Meeting** (November 12, 2019): Update/opportunity to give feedback on Draft Prioritization Plan.
- **Planning Commission Meeting** (November 21, 2019): Recommendation on the Draft Prioritization Plan.
- **City Council Meeting** (December 9, 2019): Consider adoption of Final Prioritization Plan.



## ATTACHMENT B



### Community Advisory Committee #1: Initial Brainstorm “What would be a Win?”

#### For Housing Needs Analysis and Economic Opportunities Analysis

##### **Housing Needs Analysis Wins:**

- Housing/Jobs Balance
- Housing Plan > Inclusive of all households
- Variety of Housing options
- Multifamily opportunities
- Complete neighborhoods - Mixed use
- Flexible plan designations - Universal design standards
- Livability/walkability
- Enable small-scale developers
- Access to MAX/transit
- Renter/homeowner affordability
- More rental opportunities
- Housing location and quality
- Multi-generational housing
- Flexible zoning standards
- Think outside of box
- Address affordability
- Aging in place
- Productive product

##### **Economic Opportunities Analysis Wins:**

- Invite Family wage jobs - Livable wage
- Address vacant commercial spaces
- Prioritize Small businesses - Business retention
- Childcare and education - STEM and STEAM
- Bring wealth back to community
- Commercial Hubs
- Address changes (e.g. automation)
- Proximity to residences
- Employment intensive land uses
- Celebrate schools - Surrounding hubs
- Diversity, equity, inclusion
- Stafford Triangle
- Encourage industrial areas
- Address commutes
- Engage local business
- Connect economic development, housing, and transportation meaningfully
- Restaurants
- Business incubator/little market
- Build community

**ATTACHMENT C:  
CAC #3 Small Group Work on Initial Drafting of Goals and Actions**



<p><b>Group 1</b> <b>Land Availability:</b> Goal: Ensure land (remove first sentence), infrastructure support</p> <ul style="list-style-type: none"> <li>- Zoning for different housing types and densities</li> <li>- Allow 9-10 Story buildings</li> <li>- Engage with Metro on regional planning</li> <li>- Consideration of Stafford</li> <li>- Density increase</li> <li>- Encourage multi-family in commercial zones</li> <li>- Rezone industrial land</li> <li>- Provide density bonuses</li> <li>- More mixed use housing</li> <li>- Create a “20 minute” neighborhood</li> </ul>	<p><b>Group 2</b> <b>Connections to Housing:</b> Goal: Make Tualatin a livable place (Daniel wants a better more reflective word than livable)</p> <ul style="list-style-type: none"> <li>- Get jobs closer to housing</li> <li>- Rezone commercial zones</li> <li>- Get housing closer to schools</li> <li>- More walkable neighborhoods</li> <li>- ¼ mile to parks</li> <li>- Increase multi-ped</li> <li>- Increase transit services, options, and areas of service</li> <li>- Shorter travel time for jobs</li> </ul>	<p><b>Group 3</b> <b>Funding Options:</b> Goal: More funding for affordable housing</p> <ul style="list-style-type: none"> <li>- Explore incentives</li> <li>- Business sector involvement</li> <li>- Business donation of industrial land with tax incentives</li> <li>- Lowering SDC/TDT fees</li> <li>- Urban Renewal (Redevelopment)</li> <li>- Land Assembly</li> <li>- Designating point person for housing</li> </ul>
<p><b>Wider Variety of Housing:</b> Goal: Provide opportunities... *current and future* + support and encourage development.</p> <ul style="list-style-type: none"> <li>- Adopt PUD ordinance to allow any type of housing – discretionary process.</li> <li>- Mixed uses</li> <li>- Allow “podium” in HDR</li> <li>-</li> </ul>	<p><b>Affordability</b> Goal: Strive that every person can choose and afford to live in Tualatin</p> <ul style="list-style-type: none"> <li>- Live / wage pay</li> <li>- Business attraction for higher wage jobs and less congestion</li> <li>- Comp planning to allow more use and types</li> <li>-</li> </ul>	<p><b>Connections to Housing:</b></p> <ul style="list-style-type: none"> <li>- Zoning precludes retail</li> <li>- Retrofitting existing built environment</li> <li>- Ensure newly built residential are connected to transit</li> <li>- Provide opportunities mixed use, transit oriented development, walkable neighborhoods</li> <li>- Zoning for walkable neighborhoods</li> <li>- Housing in big box retail stores</li> </ul>
<p><b>Connections to Housing</b> Goal: Walkable “complete” community</p> <ul style="list-style-type: none"> <li>- Equity lens</li> <li>- SW Corridor</li> <li>- Recreation</li> <li>- Social</li> <li>- Shopping</li> <li>- Safety</li> </ul>	<p><b>Funding Options:</b> Goal: Create/implement a wide, creative variety of funding options to enhance affordability</p> <ul style="list-style-type: none"> <li>- Tap into Metro</li> <li>- Incentivize to further leverage the housing bond</li> <li>- Sliding scale for SDCs and TDTs for affordable housing</li> <li>-</li> </ul>	<p><b>Land Availability</b> Goal: Plan for a 45,000 community</p> <ul style="list-style-type: none"> <li>- Revisiting zoning options</li> <li>- Provide infrastructure to support development</li> <li>- Annexation and expansion</li> </ul>

# Community Engagement

Tualatin City Council

Community Engagement Update

June 24, 2019



*City of Tualatin*

# Why Community Engagemen



- Building community relationships & trust
- Create opportunities to discuss goals and concerns
- Improves communication
- Better decision making

# What have we been up to?



- Taking Selfies
- Supporting the Diversity Task Force
- Supporting CIO's
- CIO Annual Meetings
- City Wide Engagement
- Summer Engagement

# Diversity Task Force

## Key Priorities

- Housing
- Community led age
- Viva Tualatin
- Resource Sharing



# Citizen Involvement Organization Focus





# CIO Annual Meetings Summary

- 6 Annual Meetings in May/June
- Record attendance this year. Estimated total attendance of 150 people total
- Topics included Tualatin 2040, Tualatin Moving Forward, CERT, and other neighborhood issues
- Outreach included mailers, yard signs, and Nextdoor





tualatin | 2040

COMMUNITY ADVISORY MEETINGS



# Parks & Recreation

## Communications Survey

# Community

# Development

## Community Advisory Committee

### Meetings

# Public Works

## Garden Corner Curves



# Highlight – Volunteer Services

1. Outreach to all AVID (Advancement Via Individual Determination), Ce2 and Transition Program students at Hazelbrook and Tualatin High School.
2. Engaged 420 Biology students on a climate change study project, of native plants and water.
3. The Library engaged 500+ volunteers between January and June of this year, who contributed 2,500 hours of service.



Total they Engaged 2600 volunteers

# SUMMER OUTREACH

Opportunities for residents to weigh in on important topics

- Water Supply
- Transportation
- Housing

**July 23** Reading On the Commons & **July 26<sup>th</sup>** Concert on the Commons



# National Night Out- Aug 6, 2019



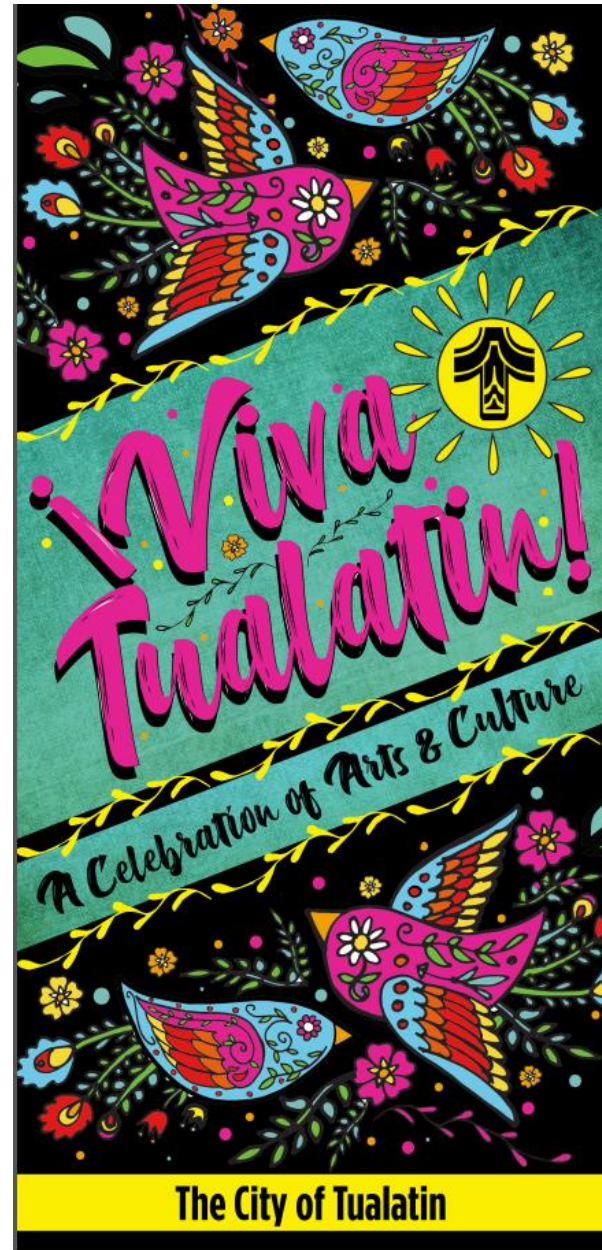
# ¡Viva Tualatin!

 The City of Tualatin presents



**SEPTEMBER  
14<sup>TH</sup>**

Tualatin Community Park  
1PM-9PM  
Free admission  
Contact: Betsy Ruef, [bruef@tualatin.gov](mailto:bruef@tualatin.gov), 503-691-3671  
[www.tualatinoregon.gov/recreation/special-events](http://www.tualatinoregon.gov/recreation/special-events)



Muchas Gracias,  
See you at Viva!





*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 24, 2019

---

**SUBJECT:**

Consideration of **Resolution No. 5446-19** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2019, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2019-2020 Budget.

**EXECUTIVE SUMMARY:**

Council will consider adoption of the Fiscal Year 2019–2020 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2019–2020 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 20, 2019. The total of the Fiscal Year 2019-2020 Budget is \$130,884,125 as approved by the Budget Advisory Committee and amended by the City Council.

The tax rate for general government would be approved at \$2.2665 per \$1,000 taxable assessed value, with \$2,874,790 to be levied for bonded debt. The bond levy is excluded from limitation for local government operations.

Oregon State law requires the City Council adopt a budget prior to July 1, 2019.

The City of Tualatin budget is made up of 19 funds, divided among five different categories: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Enterprise Funds. Urban Renewal Funds are presented in the Tualatin Development Commission budget, which will be heard in a separate public hearing later this evening.

The General Fund is the primary operating fund of the City and supports general government services. Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes, including the Building Fund, street funds, Core Area Parking Fund and the Tualatin Science and Technology Scholarship Fund. Debt Service Funds record revenues and expenditures for our general obligation bond debt. Capital Project Funds record capital projects that are funded from restricted funds. The Enterprise Funds include all funds related to the following systems: Water, Sewer and Storm Drain. These funds account for the infrastructure systems covering water, sewer and storm drain and their revenues are derived from sources that are specifically earmarked, or restricted for these specific purposes.

City staff prides itself in providing quality services to the entire community, in a fiscally prudent manner. The fiscal year 2019-2020 budget continues to meet these expectations. Utilizing the City's Fiscal Health model



of matching on-going expenditures with on-going revenues, the City is maintaining a positive fiscal health position for this fiscal year. One factor in maintaining a positive fiscal health position is the continued stability of our revenue sources. Development throughout the City adds assessed value to the tax rolls, increasing our property tax revenue. Growth in our popular recreation programs is self funded through increased revenues for those programs. Other revenue sources continue to be stable. This stability allows for prudent financial management of the City's budgetary dollars, while maintaining service levels.

City staff continues to be financially responsible when preparing their budgets, maintaining appropriate levels in our on-going expenditures. Departments look for efficiencies and savings in their budget requests, keeping growth in expenditures reasonable. The City is adding two new funds this year. One is a Vehicle Replacement Fund to set-aside funds annually for replacement of vehicles utilized in the City's utility activities when they reach the end of their useful life, and the Tualatin Service Center Fund, to record expenditures related to the construction of a new building to house utility and development services functions on the City Operations Center Site. The FY 2019-2020 budget also includes appropriations for transportation projects planned in the Tualatin Moving Forward program. These expenditures are funded from the 2018 Transportation Bond that was passed by voters in May 2018 and sold in August 2018. Once again, the City's expenditure budget is a financially stable budget.

In addition to the budget approved by the budget committee, the City Council has the ability to change the approved budget in each fund by no more than 10% of the total budget. Staff is proposing changes in the Sewer Operating Fund, Road Operating Fund, General Fund, and the Park Development Fund.

The Sewer Operating Fund budget for Fiscal Year 2018-2019 included a joint purchase of a Sewer Easement Machine with the City of Lake Oswego. The Intergovernmental Agreement is still being finalized and will not be approved by both City Councils until after July 1<sup>st</sup>, so the \$35,000 will be carried over into the Fiscal Year 2019-2020 budget. The Road Operating Fund adjustment of \$100,000 will increase Community Development Block Grant revenue by \$100,000, with a corresponding increase in Fund Projects of \$61,000 and Future Year's Projects by \$39,000. This adjustment is to correct changes related to the Sagert Sidewalk Project included in the Approved Budget.

In the General Fund, the Arts Advisory Committee is asking for a carryover of \$6,375 for projects that will not be completed prior to June 30, 2019.

Lastly, there was an error in the budget committee amendment for the Park Development Fund. The \$54,000 amendment was inadvertently added to the fund's reserve account, instead of being added to Capital Outlay. The attached resolution shifts the budget to the appropriate category.

For more detailed information, the City's Proposed 2019-2020 Budget can be found at <http://www.tualatinoregon.gov/finance/2019-2020-proposed-budget>. The final adopted budget document will be posted to the website in early July.

**OUTCOMES OF DECISION:**

By adopting the budget before July 1st, the City will be able to operate, expend money and incur liabilities for fiscal year 2019-2020.

---

**ATTACHMENTS:**

- Resolution No. 5446-19

RESOLUTION NO. 5446-19

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2019, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

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

**Section 1.** The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$130,884,125 (including \$19,243,365 of unappropriated fund balance and reserves) and is now on file at the City Offices.

**Section 2.** The amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

City Council	\$	157,350	
Administration	\$	1,327,240	
Finance	\$	1,148,720	
Legal	\$	366,560	
Municipal Court	\$	424,970	
Community Development	\$	1,230,050	
Engineering	\$	792,560	
Information Systems	\$	1,362,305	
Police	\$	8,175,180	
Public Works Administration	\$	521,655	
Fleet Maintenance	\$	548,765	
Building Maintenance	\$	1,025,065	
Parks Maintenance	\$	1,862,200	
Parks and Recreation	\$	1,419,225	
Library	\$	2,424,685	
Non-Departmental	\$	2,843,940	
Contingency	\$	<u>3,559,450</u>	
Total GENERAL FUND Appropriations			\$ 29,189,920
Reserves	\$	1,400,100	
Unappropriated	\$	<u>5,553,630</u>	
Total GENERAL FUND			<u>\$ 36,143,650</u>

**BUILDING FUND**

Personal Services	\$	940,500	
Material & Services	\$	119,000	
Capital Outlay	\$	35,000	
Transfers	\$	872,380	
Contingency	\$	<u>235,030</u>	
Total BUILDING FUND Appropriations			\$ 2,201,910
Reserves	\$	<u>470,405</u>	
Total BUILDING FUND			<u>\$ 2,672,315</u>

**WATER OPERATING FUND**

Personal Services	\$	751,750	
Material & Services	\$	3,672,240	
Capital Outlay	\$	1,411,000	
Transfers	\$	2,854,270	
Contingency	\$	<u>1,319,520</u>	
Total WATER OPERATING FUND Appropriations			\$ 10,008,780
Reserves	\$	<u>3,651,650</u>	
Total WATER OPERATING FUND			<u>\$ 13,660,430</u>

**SEWER OPERATING FUND**

Personal Services	\$	398,915	
Material & Services	\$	7,054,625	
Capital Outlay	\$	552,000	
Transfers	\$	1,715,465	
Contingency	\$	<u>1,393,300</u>	
Total SEWER OPERATING FUND Appropriations			\$ 11,114,305
Reserves	\$	<u>815,075</u>	
Total SEWER OPERATING FUND			<u>\$ 11,929,380</u>

**STORMWATER OPERATING FUND**

Material & Services	\$	1,530,935	
Capital Outlay	\$	617,000	
Transfers	\$	1,539,720	
Contingency	\$	<u>468,230</u>	
Total STORMWATER FUND Appropriations			\$ 4,155,885
Reserves	\$	<u>3,274,375</u>	
Total STORMWATER OPERATING FUND			<u>\$ 7,430,260</u>

**ROAD UTILITY FEE FUND**

Material & Services	\$	1,513,780	
Transfers	\$	366,410	
Contingency	\$	<u>119,210</u>	
Total ROAD UTILITY FEE FUND Appropriations			\$ 1,999,400
Reserves	\$	<u>385,000</u>	
Total ROAD UTILITY FEE FUND			<u>\$ 2,384,400</u>

**ROAD OPERATING FUND**

Personal Services	\$	535,040	
Material & Services	\$	1,029,100	
Capital Outlay	\$	1,366,600	
Transfers	\$	1,200,070	
Contingency	\$	<u>550,800</u>	
Total ROAD OPERATING FUND Appropriations			\$ 4,681,610
Reserves	\$	<u>1,569,000</u>	
Total ROAD OPERATING FUND			<u>\$ 6,250,610</u>

**CORE AREA PARKING DISTRICT FUND**

Material & Services	\$	25,760	
Capital Outlay	\$	-	
Transfers	\$	33,700	
Contingency	\$	<u>8,960</u>	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 68,420
Reserves	\$	<u>170,080</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 238,500</u>

**TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND**

Material & Services	\$	<u>3,000</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 3,000
Reserves	\$	<u>50,885</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 53,885</u>

**GENERAL OBLIGATION BOND FUND**

Debt Service	\$	<u>2,789,550</u>	
Total GO BOND DEBT FUND Appropriations			\$ 2,789,550
Reserves	\$	<u>68,500</u>	
Total GO BOND DEBT FUND			<u>\$ 2,858,050</u>

**ENTERPRISE BOND FUND**

Material & Services	\$	495	
Debt Service	\$	<u>637,670</u>	
Total ENTERPRISE BOND FUND Appropriations			\$ 638,165
Reserves	\$	<u>520,330</u>	
Total ENTERPRISE BOND FUND			<u>\$ 1,158,495</u>

**WATER DEVELOPMENT FUND**

Capital Outlay	\$	-	
Transfers	\$	268,750	
Contingency	\$	<u>1,154,430</u>	
Total WATER DEVELOPMENT FUND			<u>\$ 1,423,180</u>

**SEWER DEVELOPMENT FUND**

Material & Services	\$	576,000	
Capital Outlay	\$	60,000	
Transfers	\$	38,720	
Contingency	\$	<u>3,266,540</u>	
Total SEWER DEVELOPMENT FUND			<u>\$ 3,941,260</u>

**STORMWATER DEVELOPMENT FUND**

Capital Outlay	\$	160,000	
Transfers	\$	12,530	
Contingency	\$	409,300	
Total STORMWATER DEVELOPMENT FUND			<u>\$ 581,830</u>

**PARK DEVELOPMENT FUND**

Material & Services	\$	76,000	
Capital Outlay	\$	1,042,000	
Transfers	\$	77,790	
Debt Service	\$	356,365	
Total PARK DEVELOPMENT FUND Appropriations			\$ 1,552,155
Reserves	\$	976,355	
Total PARK DEVELOPMENT FUND			<u>\$ 2,528,510</u>

**TRANSPORTATION PROJECT FUND**

Material & Services	\$	4,500	
Capital Outlay	\$	7,209,000	
Transfers	\$	115,050	
Contingency	\$	14,939,900	
Total TRANSPORTATION PROJECT FUND			<u>\$ 22,268,450</u>

**TUALATIN SERVICE CENTER FUND**

Capital Outlay	\$	4,050,000	
Total TUALATIN SERVICE CENTER FUND			\$ 4,050,000

**VEHICLE REPLACEMENT FUND**

Capital Outlay	\$	-	
Total VEHICLE REPLACEMENT FUND Appropriations			\$ -
Reserves	\$	337,980	
Total VEHICLE REPLACEMENT FUND			<u>\$ 337,980</u>

**TRANSPORTATION DEVELOPMENT TAX FUND**

Capital Outlay	\$	1,864,000	
Transfers	\$	48,480	
Contingency	\$	9,060,460	
Total TRANSPORTATION DEVELOP TAX FUND			<u>\$ 10,972,940</u>

TOTAL APPROPRIATED - ALL FUNDS			\$ 111,640,760
TOTAL RESERVES			\$ 13,689,735
TOTAL UNAPPROPRIATED - ALL FUNDS			<u>\$ 5,553,630</u>
<b>TOTAL BUDGET</b>			<u><b>\$ 130,884,125</b></u>

**Section 3.** The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$2,874,790 for bonds; and that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable property within the district.

General Government Limitation  
General Fund...\$2.2665/\$1,000

Excluded from Limitation  
Debt Service Fund...\$2,874,790

**Section 4.** The Finance Director shall certify to the County Assessors of Washington County and Clackamas County, Oregon, the tax levy made by this resolution; and file with the County Clerks a true copy of the Budget as finally adopted.

INTRODUCED AND ADOPTED this 24th day of June, 2019.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM:

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder