



TUALATIN CITY COUNCIL MEETING

Monday, February 24, 2025

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

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

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, February 24. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by speaking in person or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

Work Session

- 1. 5:00 p.m. (20 min) – Wedding Officiating Services.** Staff will present information about and ask for direction from Council regarding adding officiating weddings to our service options.
- 2. 5:20 p.m. (60 min) – Climate Action Plan – Implementation Funding.** In October 2024 the City Council adopted a 2-year work plan with a number of associated actions, one of which was to conduct an analysis of options for sustainable funding for the climate action program with the outcome of funding for a staff resource/position to oversee and manage the program, and funding for the general program. Staff contracted with ECOnorthwest to perform that analysis which they will present to Council for consideration and direction on next steps.
- 3. 6:20 p.m. (10 min) – Proclamation Request.** A request has been received from NAMI Clackamas for the Council to recognize May as Mental Health Awareness Month. This

request falls under the Tier 4 category and therefore requires Council approval prior to being placed on an agenda.

4. **6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the February 24th 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. New Employee Introduction- Parks and Recreation Director Dustin Schull
2. New Employee Introduction- Patrol K-9 Boone

Public Comment

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

Consent Agenda

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

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of February 10, 2025
2. Consideration of Approval of Liquor License Renewals for 2025
3. Consideration of Approval of a New Liquor License Application for Century Hotel
4. Consideration of **Resolution No. 5869-25** to Exempt Specific Affordable Housing Developments From Property Taxes

Special Reports

1. Eagle Scout Presentation- Jonathan Ayers
2. Outside Agency Grant Awardee- Meals on Wheels People

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 Recommendations from the Council Committee on Advisory Appointments
- [2.](#) Consideration of **Resolution No. 5870-25** Authorizing the City Manager to Execute a Contract Amendment to the Construction Project Contract with InPipe Energy, Inc. and Tapani Inc. for the InPipe Micro Hydro Turbine Project
- [3.](#) Review of the 2024 City Council Priorities

Items Removed from Consent Agenda

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

Council Communications

Adjournment

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at www.tualatinoregon.gov/citycouncil.

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

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



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Cortney Kammerer, Court Administrator
Don Hudson, Assistant City Manager/Finance Director

DATE: February 24, 2025

SUBJECT:
Consideration of Municipal Court performing marriage ceremonies.

EXECUTIVE SUMMARY:
Tualatin Municipal Court periodically receives marriage inquiries from residents and non-residents. Staff will ask Council for consideration in offering marriage ceremonies as a City service.



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: February 24, 2025

SUBJECT:
Climate Action Plan – Implementation Funding

RECOMMENDATION:
Staff is requesting feedback and direction on options to pursue in order to fund the Climate Action Plan program implementation.

EXECUTIVE SUMMARY:
In October 2024 the City Council adopted a 2-year work plan with a number of associated actions, one of which was to conduct an analysis of options for sustainable funding for the climate action program with the outcome of funding for a staff resource/position to oversee and manage the program, and funding for the general program.

Staff contracted with EConorthwest to perform that analysis. The consultant team analyzed a number of options and working with staff narrowed them down to ones that are the most viable. The attached report from EConorthwest includes all of their analysis and will be presented to the City Council.

ATTACHMENTS:

- Climate Funding Analysis for the City of Tualatin
- Presentation

DATE: February 13, 2025
TO: Sherilyn Lombos (City Manager) and Don Hudson (Assistant City Manager/Finance Director), City of Tualatin
FROM: Becky Steckler, AICP, Jen Cannon, AICP, and James Kim, ECONorthwest
SUBJECT: Climate Funding Analysis for the City of Tualatin

Executive Summary

Climate change is a global issue, and everyone contributes to it. Greenhouse gas (GHG) emissions are coming from our buildings, cars, and industries. The City of Tualatin’s assessment showed its main sources of emissions are building energy (42 percent); imported emissions from goods, food, and fuel production (41 percent); and transportation energy (12 percent).¹ Although local emissions in Tualatin are expected to decrease over time thanks to strong state climate regulations impacting utilities,² this reduction alone will not be enough to reach the City’s goal of net zero emissions by 2050.

The City of Tualatin is already stepping up to the challenge. It approved a Climate Action Plan (CAP) in early 2024 after two years of work. In October 2024, the City Council adopted a two-year work plan with actions that ensure the community moves closer to achieving its climate action goals. Two of those actions are (1) dedicating employee resources to manage and communicate implementation of the CAP and (2) evaluating potential funding sources to support CAP actions.

To that end, ECONorthwest researched potential fiscal tools for funding the City of Tualatin’s implementation of the CAP. The first step was to conduct a scan of funding tools that the City might want to consider. These tools were explored in the context of the City’s budget and financial condition. With feedback from the City of Tualatin, ECONorthwest prioritized six tools for further evaluation.

As a result of that analysis, ECONorthwest identified two promising revenue sources to fund climate-related work in the short-term. These resources can help fund staffing costs needed to kickstart the management and communication of the CAP actions. The City of Tualatin City Council can consider adopting one or more of the funding tools.

- ◆ 0.5% increase in right-of-way fees for electricity, telecommunication, and waste management services to raise about \$327,000 per year.

¹ The City of Tualatin. *Tualatin’s Community Climate Action Plan*. 2024. https://www.tualatinoregon.gov/sites/default/files/fileattachments/public_works/page/54031/cap_executive_summary_0513.pdf

² Oregon Department of Energy. “Oregon Energy Strategy.” <https://www.oregon.gov/energy/Data-and-Reports/Pages/Energy-Strategy.aspx>



- ◆ 5% increase in building permit fees to raise about \$60,000 per year, though this value will fluctuate year to year with economic cycles.

To fund its CAP in the long-term, the City of Tualatin will need additional resources. There is a long list of options the City can consider. Working with City staff, ECONorthwest identified three best options. They will not fully fund the CAP, but they are the least likely to face barriers. To be sure, adopting any one of these options will require concerted effort from the City, including campaigns to organize support and address concerns. Moreover, the use of the new revenues may be limited to specific purposes (e.g., transportation infrastructure). The three analyzed options are:

- ◆ 1.5% increase in right-of-way fees for electricity, natural gas, telecommunication, and waste management services to raise about \$1,208,000 per year. This action will require establishing new franchise agreements.
- ◆ 3-cent gas tax to raise about \$246,000 per year, though this value will fluctuate year to year and decrease over time with increasing vehicle fuel efficiency.
- ◆ 5% increase in Transportation Development Tax to raise about \$70,000 per year, though this value will fluctuate year to year with economic cycles and a nexus study may be required.

Additionally, the City may want to consider applying for grant opportunities that can provide one-time funding. This memorandum includes some examples the City could monitor and explore.



Organization of This Memorandum

- ◆ **Fiscal Context** (page 4): A quick reminder of limitations on revenue options for Oregon cities.
- ◆ **Short-Term Funding Options** (page 5): Two revenue options to get started on CAP actions.
- ◆ **Long-Term Funding Options** (page 9): Three revenue options to continue working on CAP actions.
- ◆ **Grant Opportunities** (page 14): A list of current or upcoming grant opportunities to monitor or apply for.
- ◆ **Additional Funding Ideas** (page 17): A list of other funding options that were considered, but ultimately not recommended.

Research Process

ECONorthwest worked with the City Manager and the Assistant City Manager/Finance Director between November 2024 and January 2025 to identify research objectives, vet potential funding options, and confirm analysis details. Estimating the revenue potential required detailed financial data from the City as well as information from City reports, including the Annual Comprehensive Financial Report.

When evaluating the funding tools for their advantages and disadvantages, ECONorthwest used a systematic framework to make sure all tools were consistently evaluated. The evaluation informed the “Arguments For” and the “Arguments Against” sections of each revenue tool, using the following criteria:

- ◆ **Adequacy:** How much revenue can it generate?
- ◆ **Administrative ease:** Is it easy to implement with existing resources?
- ◆ **Flexibility:** What can the revenue be used for?
- ◆ **Stability:** Will the revenue fluctuate over time?
- ◆ **Fairness:** Who benefits and who pays? Does the tool treat similar taxpayers consistently? Do those with more resources pay more than those with less?
- ◆ **Nexus:** Is there a clear connection between the tax and the taxed economic activity?
- ◆ **Neutrality:** Is it likely to cause unintended changes in where people spend money and how much they spend?
- ◆ **Political viability:** Who will support and who will oppose it?
- ◆ **Transparency:** Is it easy to see or understand the new tax?



Fiscal Context

Like many other communities in Oregon, the City of Tualatin faces a difficult challenge: to provide more services with limited funds. People generally expect their governments to do more but do not necessarily want to pay higher taxes.

This is particularly true with climate-related investments and actions. Residents, employers, and workers in Tualatin may recognize the dire need to combat climate change and its effects, and they may support the City's strategies and goals in the CAP. But only few will decide to pay new taxes now to fund investments and actions that are unlikely to generate results until years later.

The City's existing funding sources cannot grow fast enough to even partially fund its CAP actions because of limitations on property taxes, the main source of revenue for Oregon cities. Measures 5 and 50 created a framework that capped property taxes and made annual increases more predictable.

- ◆ Measure 5, passed in 1990, capped property taxes at \$10 per \$1,000 of real market value for general government services and \$5 per \$1,000 for education services.
- ◆ Measure 50, passed in 1997, created a permanent tax rate limit for each taxing district that cannot be changed by the district or its voters. Voters can approve temporary levies (i.e., local option levies) to exceed the permanent tax rate.
- ◆ Measure 50 also separated the assessed value from the real market value. The assessed value is used to calculate property taxes for each property and cannot grow more than 3 percent each year, though exceptions apply for new constructions and major renovations. Measure 5 limits still apply to the real market value.

Since the adoption of Measures 5 and 50, the real market values (e.g., housing prices) and the cost of providing government services grew faster than the assessed values of existing properties. Although a steady flow of new development has allowed property tax revenues to grow at 4 to 5 percent per year, future growth remains uncertain. Moreover, property taxes from industrial equipment can increase or decrease each year depending on depreciation of existing equipment and investment in new equipment.

As a result of the property tax limitations, Oregon cities are generally left with the following options to fund new programs and projects.

- ◆ Asking voters to approve local option levies every 5 or 10 years.
- ◆ Attracting and permitting new construction and major improvements that can increase the taxable assessed value, though they represent a small fraction of the total tax roll.
- ◆ Increasing other taxes and fees or adopting new ones that charge for government services, including access to the public right-of-way.

To fund climate actions, the City of Tualatin may have to make difficult decisions.



Short-Term Funding Options

The City of Tualatin’s short-term goals to advance the CAP include finding dedicated resources for managing and communicating its implementation. Assuming the City’s planned budgets and existing funding sources cannot fund new CAP actions, the City will need to raise new revenue. An analysis of potential funding tools found two tools that can be implemented relatively easily while raising meaningful revenue. Although there certainly are some important tradeoffs to consider, they may be the best options for raising new revenue in the short-term.

A1. Right-of-Way Fees / Franchise Fees (0.5 percent)

Cities can charge utility-type companies for their privilege to use public rights-of-way (like streets, sidewalks, and roads) to install and maintain infrastructure such as pipes, wires, and poles. These are also called franchise fees, privilege taxes, and utility license fees, with slightly different nuances. They are a tax on the company’s gross revenue. These fees continue year to year without a sunset period.

Right-of-way fees can cover administrative costs of regulating the utility or be used as a general revenue source. These revenues can be used to fund energy efficiency programs, renewable energy investments, and water conservation efforts. The City of Tualatin’s franchise fee revenues were \$3.0 million in FY 2024, representing about 7 percent of governmental activities revenues.³

The City of Tualatin currently assesses the following right-of-way/franchise fees:

- ◆ Electric: 3.5 percent of gross revenue⁴
- ◆ Natural gas: 5.0 percent of gross revenue⁵
- ◆ Telecommunications: 5.0 percent of gross revenue⁶
- ◆ Waste management: 3.0 percent of gross revenue⁷

These charges are in addition to application fees, system development charges, and installation charges.

The fees on telecommunication carriers cannot exceed 7 percent of gross revenue (see ORS⁸ 221.515).

Disclaimer: EConorthwest’s analysis is based on its interpretation and knowledge of Oregon laws. The City of Tualatin should consult its Legal Services Department before acting on information in this memorandum.

³ City of Tualatin. *Annual Comprehensive Financial Report*. For Fiscal Year ended June 30, 2024.

⁴ City of Tualatin. *Fee Schedule*. Fees effective July 9, 2024.

⁵ Ibid.

⁶ Ibid.

⁷ City of Tualatin. “Current Franchise Agreements.” www.tualatinoregon.gov/legal/current-franchise-agreements

⁸ Oregon Revised Statutes



The fees on other public utilities may not exceed 5 percent of gross revenue, unless a franchise agreement is in place (see ORS 221.450). The fees can be greater with a franchise agreement. The City of Tualatin has a franchise agreement with PGE but not with other electric or natural gas companies. The City of Tualatin also has a franchise agreement for waste management services. Increasing the fees beyond 5 percent of gross revenue on companies without a franchise agreement may require establishing franchise agreements.

Nearby cities have increased their utility license fees to support their general funds, which include climate-related uses.

- ◆ The City of Milwaukie: In 2024, the City Council increased fees on electric and natural gas providers from 5 percent to 8 percent. The fee on communications providers was already 7 percent.⁹
- ◆ The City of Gresham: In 2020, the City Council increased fees on electric and natural gas providers from 7 percent to 10 percent.¹⁰ A portion of the increased fee is dedicated to City's Streetlight program. The fee on communications providers is 7 percent.¹¹

While these fees are paid by utility companies, the costs are likely to be passed onto utility customers. Utility companies can include line items for the fee in their monthly bills to customers or incorporate them into other charges. In either case, Tualatin residents and business owners may not notice this change because they tend to focus on the total bill amount. Still, excessive increases in the fees are likely to financially impact Tualatin residents and business owners.

Even if the fees are fully passed onto utility customers, the impact on monthly bills is expected to be a couple of dollars. For example, if monthly utility expenses add up to \$400, a 0.5 percent increase would equal a \$2 increase.

Utility use is clearly related to GHG emissions. Generating and supplying electricity produces GHG emissions, though the state requires electricity suppliers to eliminate their greenhouse gas emissions by 2040.¹² Burning natural gas to heat homes and water produces GHG emissions. The energy required to power telecommunication networks and devices—including broadband and data centers¹³—relies on electricity. Finally, waste disposal makes up a tiny fraction of local GHG emissions, but that share will grow as a percent of total emissions as emissions associated with electricity decreases over time.

Analyzed Action: Increase existing right-of-way/franchise fees on electric utility, telecommunication, and waste management companies by 0.5 percentage points. This would increase the fees to 4.0 percent of gross revenue for electric companies, 5.5 percent

⁹ City of Milwaukie. "Utility license fee increase for electricity and natural gas."

www.milwaukieoregon.gov/finance/utility-license-fee-increase

¹⁰ City of Gresham. "Utility License Fees." www.greshamoregon.gov/services/utilities/utility-license-fee-increase/

¹¹ City of Gresham. *Master Fee Schedule*. July 3, 2024.

¹² Oregon Department of Environmental Quality. "Oregon Clean Energy Targets."

www.oregon.gov/deq/ghgp/pages/clean-energy-targets.aspx

¹³ U.S. Department of Energy. "DOE Releases New Report Evaluating Increase in Electricity Demand from Data Centers." December 20, 2024.



of gross revenue for telecommunication companies, and 3.5 percent of gross revenue for waste management companies. Do not change the right-of-way fee for natural gas companies since it may require new franchise fee agreements.

Figure 1. Current and Analyzed Right-of-Way Fees (Option A1)

UTILITY TYPE	CURRENT RATE	ANALYZED RATE
Electric	3.5%	4.0%
Natural Gas	5.0%	5.0% (no change)
Telecommunication	5.0%	5.5%
Waste Management	3.0%	3.5%

Source: ECONorthwest

Arguments For

- ◆ Fee increases are expected to generate about \$327,000 per year.¹⁴
- ◆ Fee increases are relatively small (0.5 percent), keeping the total tax rates competitive compared to some other jurisdictions in the region.
- ◆ Right-of-way/franchise fees can generate consistent revenue that comes from a broad tax base.
- ◆ Revenue can be added to the general fund and used flexibly.
- ◆ Increasing existing fees is easier to implement than establishing new ones.
- ◆ Utility uses are directly related to greenhouse gas emissions, so charging based on resource consumption is aligned with the goals of the CAP.
- ◆ Fee increases could incentivize property owners to make energy efficiency improvements in their buildings.

Arguments Against

- ◆ Though they are charged directly to utility providers, they are likely to be passed on to utility customers.
- ◆ They disproportionately affect lower-income households that spend a larger portion of their income on utilities.
- ◆ Natural gas use is also directly related to greenhouse gas emissions. Increasing the fee on electricity use without increasing the fee on natural gas use could appear illogical.

¹⁴ Based on ECONorthwest’s calculations using financial data provided by the City of Tualatin.



A2. Building Permit Fee Surcharge

The City charges many types of building permit fees on new development and major improvements. Revenue from these fees in the last 4 years averaged about \$1.2 million per year. In the City of Tualatin, building permit fees are deposited into the Building Fund, which funds activities of the building division. Building energy is the largest source of emissions for Tualatin.¹⁵

Analyzed Action: Increase building permit fees by 5 percent and identify activities of the building division that align with CAP goals.

Arguments For

- ◆ A 5 percent increase is expected to generate about \$60,000 per year.
- ◆ The fees ensure those driving new development also fund its environmental mitigation.
- ◆ In general, voters are more likely to support fees on new development and growth rather than fees on themselves.

Arguments Against

- ◆ Revenue can depend on the pace of development, which can fluctuate with economic conditions and development decisions. In the past four years, annual building permit fees revenue ranged from about \$700,000 to \$1.6 million.
- ◆ The fees can increase development costs, impacting affordability.
- ◆ Support for fees on new development can be at odds with support for removing barriers to housing production. Opposition is likely to be concentrated among developers and people engaged in development activities.
- ◆ Use of building permit fees revenue is limited to activities of the building division, but many kinds of projects can be funded within this category (e.g., *Strategy 4.1 Energy efficiency and conservation*).

¹⁵ The City of Tualatin. *Tualatin's Community Climate Action Plan*. 2024.



Long-Term Funding Options

Implementing the goals in the CAP will require a large amount of ongoing funding. The options above are unlikely to be sufficient. EConorthwest analyzed three other potential options for long-term funding. Revenue from some of these options can only be used for transportation-related programs. Transportation energy makes up 12 percent of local emissions for Tualatin.¹⁶

B1. Right-of-Way Fees / Franchise Fees (1.5 percent)

The City of Tualatin can raise much more revenue with right-of-way/franchise fees if the rates are increased higher than by 0.5 percentage points. Fees on telecommunication carriers cannot exceed 7 percent of gross revenue. Fees on other companies without a franchise agreement is limited to 5 percent of gross revenue, so higher fees can require establishing new franchise agreements.

Analyzed Action: Increase existing right-of-way/franchise fees by 1.5 percentage points for electric, natural gas, and telecommunication companies. This would increase the fees to 5.0 percent of gross revenue for electric companies, 6.5 percent of gross revenue for natural gas and telecommunication companies, and 4.5 percent for waste management companies.

Figure 2. Current and Analyzed Right-of-Way Fees (Option B1)

UTILITY TYPE	CURRENT RATE	ANALYZED RATE
Electric	3.5%	5.0%
Natural Gas	5.0%	6.5%
Telecommunication	5.0%	6.5%
Waste Management	3.0%	4.5%

Source: EConorthwest

Arguments For

- ◆ Fee increases are expected to generate about \$1,208,000 per year.¹⁷
- ◆ Right-of-way/franchise fees can generate consistent revenue that comes from a broad tax base.
- ◆ Revenue can be added to the general fund and used flexibly.
- ◆ Increasing existing fees is easier to implement than establishing new ones.
- ◆ Utility uses are directly related to greenhouse gas emissions, so charging based on resource consumption is aligned with the goals of the CAP.

¹⁶ The City of Tualatin. *Tualatin's Community Climate Action Plan*. 2024.

¹⁷ Based on EConorthwest's calculations using financial data provided by the City of Tualatin.



Arguments Against

- ◆ Though the fees are charged directly to utility providers, they are likely to be passed on to utility customers. It would be prudent to conduct some public opinion research and engage members of the public before moving forward.
- ◆ If the fees are fully passed onto utility customers and monthly utility expenses add up to \$400, a 1.5 percent increase would equal a \$6 increase per month.
- ◆ They disproportionately affect lower-income households that spend a larger portion of their income on utilities. Expanding the City’s Utility Bill Assistance program could offset some equity concerns.
- ◆ The fee increases could make the tax rates less competitive compared to other jurisdictions in the region.

B2. Gas Tax

All levels of government can charge a tax on gasoline sold at gas stations in Oregon. Drivers purchasing gasoline in Tualatin pay federal (\$0.184 per gallon), state (\$0.40 per gallon), and Washington County (\$0.01 per gallon) taxes. The City of Tigard is the only jurisdiction in Washington County to charge a local gas tax (\$0.03 per gallon). Other nearby jurisdictions with local gas taxes are:

- ◆ Multnomah County: \$0.03 per gallon
- ◆ City of Portland: \$0.10 per gallon
- ◆ City of Troutdale: \$0.03 per gallon
- ◆ City of Milwaukie: \$0.02 per gallon
- ◆ City of Happy Valley: \$0.02 per gallon

The City of Tualatin’s Road Operating Fund—which accounts for gas taxes received from the State of Oregon and Washington County for the operation and maintenance of the street system, traffic signals, bike paths and landscaping of roadside area—received about \$3.1 million in revenues in FY 2024, including interest.¹⁸

A key concern with a local gas tax is that drivers may avoid purchasing gas in Tualatin. There are neighboring jurisdictions without gasoline taxes (though Tigard charges it), so drivers who are aware of the tax may plan ahead and fill up elsewhere. This could not only limit the revenue potential but also negatively impact gas station employment.

However, studies show gas taxes tend to have a minimal impact on gas purchases. A 3-cent increase is expected to decrease gas demand by less than 1 percent.¹⁹ The small effect on gas

¹⁸ City of Tualatin. *Annual Comprehensive Financial Report*. For Fiscal Year ended June 30, 2024.

¹⁹ A review of literature shows a range of reductions. (1) David Coyle, Jason DeBacker, and Richard Prisinzano. “Estimating the supply and demand of gasoline using tax data.” *Energy Economics* 34, no. 1 (2012): 195-200. doi.org/10.1016/j.eneco.2011.07.011. This study indicates a short-run elasticity of negative 0.07, which is equivalent to a 0.06% reduction based on an assumed gas price of \$3.50 per gallon and a 3-cent gas tax. A higher assumed gas price would mean a smaller reduction. (2) Lutz Kilian and Xiaoqing Zhou. “Gasoline demand



demand is in part due to the small size of the gas tax. Hypothetically, a 30-cent gas tax could reduce gas demand by several percentage points.²⁰

Analyzed Action: Ask voters to adopt a 3-cent gas tax.

Arguments For

- ◆ A 3-cent gas tax is expected to generate about \$246,000 per year.²¹
- ◆ Administration would be easy, as it is collected and distributed by the Oregon Department of Transportation’s Fuel Tax Group.
- ◆ Gas taxes can address greenhouse gas emissions from the transportation sector. They are applied broadly to all gas users.

Arguments Against

- ◆ Gas tax is becoming a less reliable revenue source as vehicles become increasingly more fuel-efficient and as people transition to electric vehicles (EVs)—Oregon is one of top EV states.²² An alternative transportation funding source is a road usage charge (RUC), or vehicle miles traveled (VMT) tax. The State of Oregon has one of the longest running Road Usage Charge pilot programs in the country. While lawmakers are anticipated to introduce legislation for a transportation package in 2025,²³ it remains to be seen if they will expand the RUC, which could potentially replace the gas tax. It is unclear if a new RUC program would allow for local rates or fees (similar to the local gas tax).
- ◆ A gas tax can disproportionately affect lower-income households that spend a larger portion of their income on gasoline. Moreover, higher-income households are more likely to own EVs, avoiding the gas tax altogether.
- ◆ Use of the revenue is limited to transportation-related projects, though there still are many transportation activities related to the Climate Action Plan (i.e., *Strategy 6.1 Fuel Switching* and *Strategy 6.2 Active Transportation*)

more responsive to price changes than economists once thought.” Federal Reserve Bank of Dallas. June 16, 2020. Accessed December 27, 2024. <https://www.dallasfed.org/research/economics/2020/0616>. This article suggests a short-run elasticity of negative 0.37, which is equivalent to a 0.32% reduction based on an assumed gas price of \$3.50 per gallon and a 3-cent gas tax. (3) Shanjun Li, Joshua Linn, and Erich Muehlegger. “Gasoline Taxes and Consumer Behavior.” Harvard Kennedy School. M-RCBG Faculty Working Paper No. 2012-02. www.hks.harvard.edu/sites/default/files/centers/mrcbg/files/MRCBG_FWP_2012_02-Muehlegger_Gasoline.pdf. This study indicates a 5-cent increase would reduce gas consumption by 1.3% in the short-run.

²⁰ But one should be careful to use estimates that are extrapolated from a study on small changes. The effect of the first 10-cent increase could be different than the effect of the next 10-cent increase or the following 10-cent increase.

²¹ Based on ECONorthwest’s calculations using Oregon Department of Transportation’s taxable distribution reports. This imputed value also incorporates a 1% reduction to account for a small chance that some drivers may sometimes purchase their gas in nearby jurisdictions as a result of the new gas tax.

²² Gosia Wonzniacka. “Oregon surpasses 100,000 registered electric vehicles, remains one of top EV states.” *Oregonlive*. November 19, 2024. www.oregonlive.com/environment/2024/11/oregon-surpasses-100000-registered-electric-vehicles-remains-one-of-top-ev-states.html

²³ Elizabeth Castillo. “Oregon lawmakers address transportation policy and hit the road.” Oregon Public Broadcasting. June 10, 2024. www.opb.org/article/2024/06/09/think-out-loud-oregon-lawmakers-address-transportation-policy-on-road-trip/



- ◆ Gas tax revenue can fluctuate over time as people adjust their driving behaviors based on economic conditions.
- ◆ Public support for a gas tax is not yet explored. The City of Tualatin may want to develop a clear communication plan and ask potential voters (through surveys, conversations, public meetings) before moving forward with a ballot measure. ORS 319.950 requires a vote to implement a gas tax.

B3. Transportation Development Tax Surcharge

The City of Tualatin’s Transportation Development Tax (TDT) can fund infrastructure improvements necessary for growth. This fee can align development with sustainability goals, such as transit-oriented growth, multimodal transit, and renewable energy integration. With proper studies that demonstrate the nexus (or link) between the fee and the impact of new development, the City of Tualatin can raise new TDT revenues to fund EV charging stations, bike paths, and transit hubs, for example. TDT revenues in the last 4 years averaged about \$1.4 million per year.²⁴ TDT rates vary by use; for example, \$11,478 per unit for single family detached and \$7,510 per unit for apartments.²⁵

Analyzed Action: Conduct one or more nexus studies to assess the possibility of raising the TDT for funding capital investments in climate-related infrastructure.

Arguments For

- ◆ A 5 percent increase is expected to generate about \$70,000 per year.
- ◆ The tax ensures those driving new development also fund its environmental mitigation.
- ◆ In general, voters are more likely to support a tax on new development and growth rather than a tax on themselves.

Arguments Against

- ◆ Revenue can depend on the pace of development, which can fluctuate with economic conditions and development decisions. In the past four years, annual TDT revenue ranged from about \$700,000 to \$1.9 million.
- ◆ The tax can increase development costs, particularly for smaller housing types that have smaller building area to spread out the costs. The City could offer deferrals and financing options to minimize impact on new development, though administering those options will take up staff time.
- ◆ Adjusting the TDT rates may require one or more nexus studies, which can be time-consuming and difficult to finish all adjustments in a year.

²⁴ Based on ECONorthwest’s calculations using financial data provided by the City of Tualatin for fiscal years 2021 through 2024.

²⁵ City of Tualatin. *Transportation Development Tax Rate Schedule*. For Fiscal Year 2024-25.



- ◆ Use of TDT revenue is limited to infrastructure projects related to new capacity, but many kinds of transportation projects can be funded within this category.
- ◆ Support for a tax on new development can be at odds with support for removing barriers to housing production. Opposition is likely to be concentrated among developers and people engaged in development activities.



Grant Opportunities

In addition to the funding options described above, the City could apply for grants in 2025 and beyond. An obvious advantage of grants is that they do not tax residents or local businesses. They are not costless because City staff resources will be needed to research the grants, build partnerships, and write grant applications. Some grants may require the City to provide matching funds or regular progress reports. Still, grants can provide one-time funding without imposing new costs on residents and local businesses.

The City currently has limited capacity with existing staff to apply and manage grants. The City would need to first secure short-term funding or reallocate resources to fund a staff person that could then apply for grants.

Cities have used grants to kickstart their climate-related programs. For example, the City of Tualatin and a coalition of cities received \$15 million through the Charging and Fueling Infrastructure (CFI) Grant Program in 2024, although this funding is currently on hold.²⁶ Grants are temporary funding opportunities, but they can provide short-term funding needed to advance the CAP. Although application periods are variable and the future of federal funding is uncertain, the City of Tualatin can watch for the next opportunity. While there are potentially hundreds of grants that Tualatin could apply for, a few of the possible state and private foundation climate grant fund opportunities include:

- ◆ **Community Renewable Energy Grant Program | Oregon Department of Energy:** Oregon communities can receive up to \$100,000 for planning projects and up to \$1 million for constructing community renewable energy or energy resilience projects. Eligible projects include renewable energy generation systems like solar or wind, and energy storage systems, electric vehicle charging stations, or microgrid technologies paired with new or existing renewable energy systems. Eligible applicants are encouraged to partner with community groups, non-profits, private businesses, and others on potential projects.
 - CAP Priorities:
 - *Focus Area 4: Buildings and energy*
 - *Strategy 6.1: Fuel switching – EVs, renewable diesel, biodiesel, ethanol, and other low-emissions fuels*
 - Deadline: final funding round to be announced in 2025
 - Link: <https://www.oregon.gov/energy/Incentives/Pages/CREP.aspx>
- ◆ **Clean Water State Revolving Fund | Oregon Department of Environmental Quality:** This program works like an environmental infrastructure bank that provides below-market rate loans to eligible recipients for water infrastructure projects. As money is paid back into the state's revolving loan fund, Oregon Department of Environmental Quality (DEQ) makes new loans to other recipients for high priority,

²⁶ City of Tualatin. "City of Tualatin Awarded \$15 Million for EV Charging Infrastructure." August 27, 2024. <https://www.tualatinoregon.gov/publicworks/city-tualatin-awarded-15-million-ev-charging-infrastructure>



water quality activities. Repayments of loan principal and interest earnings are recycled back into the program to finance new projects that allow the funds to revolve at the state level over time. Eligible projects include wastewater treatment, nonpoint source pollution management program, stormwater management, water conservation and reuse, energy efficiency, and more.

- CAP Priorities
 - *Strategy 1.3: Improve the resilience of Tualatin’s natural systems, resources, and infrastructure to handle an increase in heavy precipitation events, flooding, and winter storms*
- Deadlines: April 11, 2025; August 8, 2025; December 12, 2025
- Link: <https://www.oregon.gov/deq/wq/cwsrf/Pages/CWSRF-Application.aspx>
- ◆ **Climate Pollution Reduction Grant (CPRG) | Oregon Department of Environmental Quality:** The State of Oregon was awarded \$197 million from the EPA to fund pollution reduction, energy efficiency, and climate resiliency projects in the state. The grant will focus on three main areas for reducing greenhouse gas emissions: waste and materials, buildings, and transportation. The grant is currently in its 1st year of the planning phase, and funding may be available for local jurisdictions, public utilities, local organizations, and Tribes. The State has not yet announced its process for distributing the funds, including whether they will have a competitive grant process for all or a portion of the funds.
 - CAP Priorities:
 - *Focus Area 4: Buildings and energy*
 - *Focus Area 6: Transportation – modes and fuel switching*
 - *Focus Area 7: Consumption – food and goods*
- ◆ **Urban and Community Forestry | Oregon Department of Forestry:** Oregon Department of Forestry received \$26.6 million through the federal Inflation Reduction Act (IRA) to promote urban and community forest investment and tree equity for overburdened and underserved communities. The funding must entirely benefit either federally recognized tribes or disadvantaged communities as defined by the Climate and Environmental Justice Screening Tool, the Environmental Protection Agency (EPA) IRA Disadvantaged Communities Mapping Tool, or other government-sponsored vulnerability tools
 - CAP Priorities:
 - *Strategy 5.2: Urban and community forestry and carbon sequestration*
 - Deadline: based on past funding availability, next round of funding is likely to be announced in the summer of 2025
 - <https://www.oregon.gov/odf/forestbenefits/Documents/ucf-ira-funding-faq.pdf>
- ◆ **Partners for Places | The Funders Network:** The Partners for Places grants “aims to enhance local capacity to build equitable and sustainable communities in the United



States and Canada. These matching awards support the planning and implementing of urban sustainability and green stormwater infrastructure projects.”²⁷ This opportunity requires partnerships between (1) a local government sustainability and / or water department, (2) a frontline community partner, and (3) a place-based funder. The grant requires a local foundation match of 50% of project budget. Each community partnership must signal its collective priorities and collaborative approaches in the application.

- CAP Priorities:
 - *Strategy 1.3: Improve the resilience of Tualatin’s natural systems, resources, and infrastructure to handle and increase in heavy precipitation events, flooding, and winter storms*
 - *Strategy 2.3: Increase preparedness and provide resources to help people who live, work, learn, and play in Tualatin better handle the impacts of heavy precipitation events and winter storms*
 - *Strategy 3.3: Improve resilience of Tualatin’s businesses and workers to handle and increase in heavy precipitation events, flooding, and winter storms*
- Deadline: February 28, 2025
- <https://www.fundersnetwork.org/partners-for-places/>

²⁷ The Funders Network. “Partners for Places.” www.fundersnetwork.org/partners-for-places/



Additional Funding Ideas

During the evaluation of the funding tools above, ECONorthwest also identified many other tools that the City of Tualatin might be interested in. ECONorthwest worked with the city staff and determined that these were less promising than the tools listed above.

- ◆ **Green lodging tax:** The City can increase the transient lodging tax (TLT)—currently 2.5 percent—and dedicate the new revenue to uses related to the Climate Action Plan. Seventy (70) percent of TLT revenue’s uses are already limited to “tourism promotion” or “tourism-related facilities.”²⁸ Green lodging taxes are charged on hotel stays and other short-term accommodations, providing revenue for climate resilience projects in tourism-heavy areas. For example, in Hawaii, revenue from lodging taxes funds coastal adaptation projects to address sea-level rise, ensuring the sustainability of the state’s tourism economy.
- ◆ **Local option levies (property tax):** In Oregon, jurisdictions can adopt local option levies to raise new property tax revenues. Voters need to approve and renew local option levies (every 5 years for operating levies and every 10 years for capital levies). The time limitation reassures voters that they have a choice in the tax’s future. The City of Tualatin currently does not have a local option levy.
- ◆ **Stormwater utility fee:** Based on examples from Cincinnati, Ohio,²⁹ and Philadelphia, Pennsylvania,³⁰ the City can create a new fee that is based on impervious surface area and targets properties contributing to runoff and flooding.
- ◆ **Utility fees for business-type services:** These are charges for water, sewer, and stormwater services. The City can increase the utility fees or create a new fee category that is charged to utility customers.
- ◆ **Utility fee round-up:** Share the Pennies is a voluntary program in Memphis, Tennessee that rounds up utility customers’ bills by default to the nearest dollar. Customers are automatically enrolled in the program with the ability to opt-out at any time. The success of the opt-out design is based on behavioral science principles.³¹ The revenue funds weatherization and energy-efficient retrofits for low-income households. While the city staff were interested in this innovation, it was found that the round-up and the opt-out mechanism are technically difficult and did not recommend it at this time.

²⁸ ORS 320.300 outlines definitions for tourism promotion and tourism-related facilities as “a conference center, convention center or visitor information center; and other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.”

²⁹ City of Cincinnati. “Rates and Service Charges.” www.cincinnati-oh.gov/stormwater/rates-and-service-charges/.

³⁰ Philadelphia Water Department. “Residential Stormwater Charge.” water.phila.gov/stormwater/billing/residential/

³¹ Key behavioral science principles are choice architecture, default effect/status quo bias, and framing effect/social norms. Choice architecture: The way options are presented to people influence their decisions. Subtle nudges can guide behavior without limiting freedom of choice. Default effect/status quo bias: People tend to stick with default options rather than making an active choice to manage it. Framing effect/social norms: A choice to “opt-out” suggests people are deciding to not participate in something that is normal or expected.



ECONorthwest also recommended to the city staff to avoid the following options. Some tools have raised much revenue for Portland and other cities in the county. However, for reasons explained below, these tools are not suitable for the City of Tualatin.

- ◆ **Dynamic congestion pricing:** This is a daily fee on vehicles for entering a specific area. The fee can vary during peak times, incentivizing public transit use and reducing emissions. Funds generated are reinvested in transportation improvements, including public transit and active transportation infrastructure. New York City spent a great deal of financial and political capital to adopt the county’s first congestion pricing, which started on January 1, 2025. Internationally, London, Singapore, and Stockholm also charge congestion prices.

However, congestion pricing is extremely difficult to implement. First, the tracking, managing, and enforcement mechanism is costly. Second, New York’s experience shows strong resistance to congestion pricing in the United States, at least before they are implemented. Oregonians also have a history of opposing tolls.³² Efforts to create a tolling system for the Portland region’s freeways were put on hold by Governor Kotek in March 2024, delaying toll collection to until at least 2026.³³ Congestion pricing would make more sense as a regional policy, not a local one.

- ◆ **Gross receipts tax:** Portland’s Clean Energy Surcharge is a 1 percent gross receipts tax on large retailers, generating significant revenue for equity-focused climate projects. Funds are allocated to initiatives that prioritize underserved communities, including energy efficiency programs, renewable energy projects, and workforce development in green industries. Gross receipts tax is applied to the gross sales revenue businesses generate. Unlike a sales tax that is applied to final sales to consumers, a gross receipts tax is applied to business transactions.

However, Oregon law (ORS 317A.158) prohibits other local jurisdictions from adopting gross receipts taxes unless it was in place before the law took effect. Portland is the only jurisdiction in Oregon to have a gross receipts tax.

- ◆ **Parking tax:** Parking taxes are charged in addition to typical parking fees to fund sustainable transportation infrastructure. These taxes encourage more efficient land use and reduce car dependency by supporting public transit, bike lanes, and pedestrian infrastructure.

However, the tax base in Tualatin is not large enough to warrant a parking tax. Paid parking in Tualatin is limited to the Core Area Parking District. So, a parking tax is unlikely to generate much additional revenue. The FY 2024 revenue for the Core Area Parking District Fund was \$95,181, including interest.³⁴

- ◆ **Sustainability sales tax:** In Colorado, Boulder County and the City of Denver charges a sales tax to help fund their climate goals. Both were approved by voters, 2019 for

³² Michaela Bourgeois. “Survey finds majority of Oregon voters oppose proposed tolling projects.” *KOIN*. February 26, 2024. www.koin.com/news/oregon/survey-finds-majority-of-oregon-voters-oppose-proposed-tolling-projects/

³³ Oregon Department of Transportation. “I-205 Toll Project.” www.oregon.gov/odot/tolling/pages/i-205-tolling.aspx

³⁴ City of Tualatin. *Annual Comprehensive Financial Report*. For Fiscal Year ended June 30, 2024.



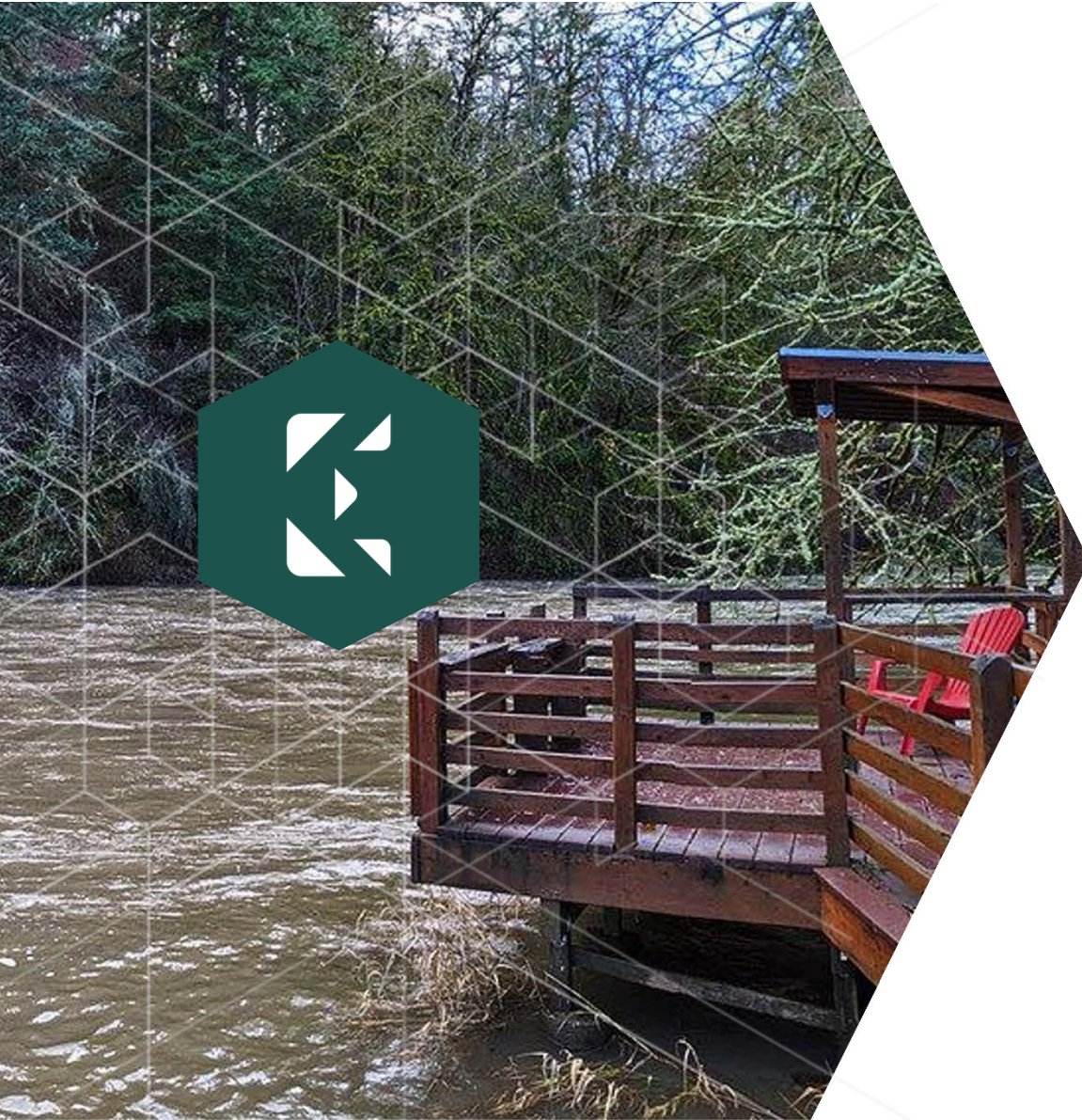
Boulder County and 2020 for Denver.^{35,36} These sales taxes generate substantial, stable revenue for a wide range of climate actions.

However, a sales tax in Tualatin would not be viable. Voter approval can be extremely challenging, especially in Oregon where no municipality has successfully passed a general sales tax. A sales tax could drive away business activity to neighboring jurisdictions. Also, sales taxes disproportionately burden lower-income households.

³⁵ Boulder County. *Sustainability Tax: 2023 Report*. www.bouldercounty.gov/climate/s-tax-2023-report/

³⁶ Conrad Swanson. "Denver Ballot Measure 2A, 2B Results: Voters Approve Taxes for Homeless, Environment." *The Denver Post* (blog). November 4, 2020. www.denverpost.com/2020/11/03/denver-election-results-2a-2b-taxes-homeless-environment/





Tualatin Climate Action Funding Analysis

ECOnorthwest

February 24, 2025



Becky Steckler, AICP

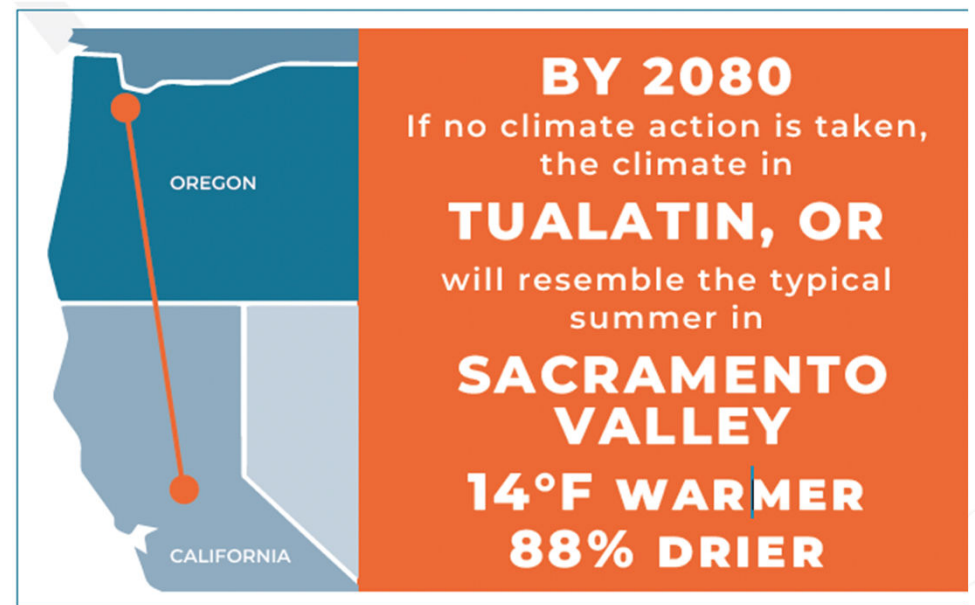
Project Director at
ECOnorthwest

Lead in climate adaption and
resilience projects



Presentation Outline

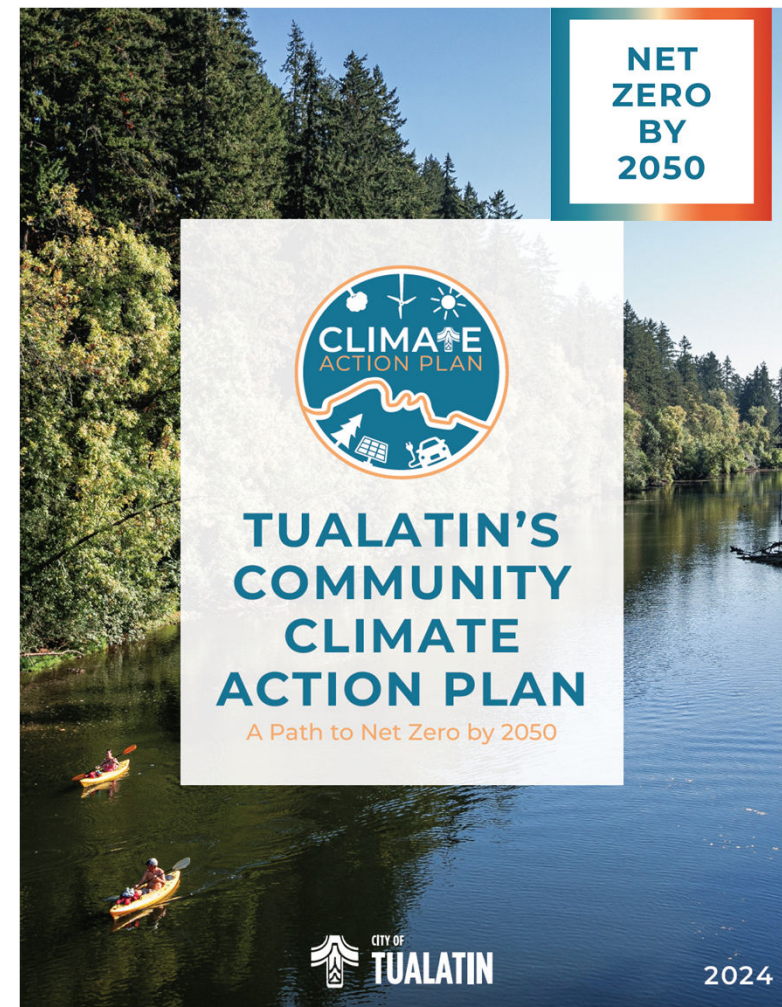
- Background for this work
- Analysis approach and evaluation framework
- Results of evaluation
- Funding tools discussion



Purpose of this meeting is to discuss and get feedback on draft findings, ask questions, and confirm next steps.

Background

- Tualatin CAP (adopted in 2024), identified 146 actions to implement in the long-term (before 2050)
- 2 strategic actions: (1) dedicate employee resources to manage and communicate implementation of the CAP and (2) evaluate potential funding sources to support CAP actions
- EConorthwest was contracted to analyze fiscal tools to fund a dedicated staff member and early implementations of the CAP



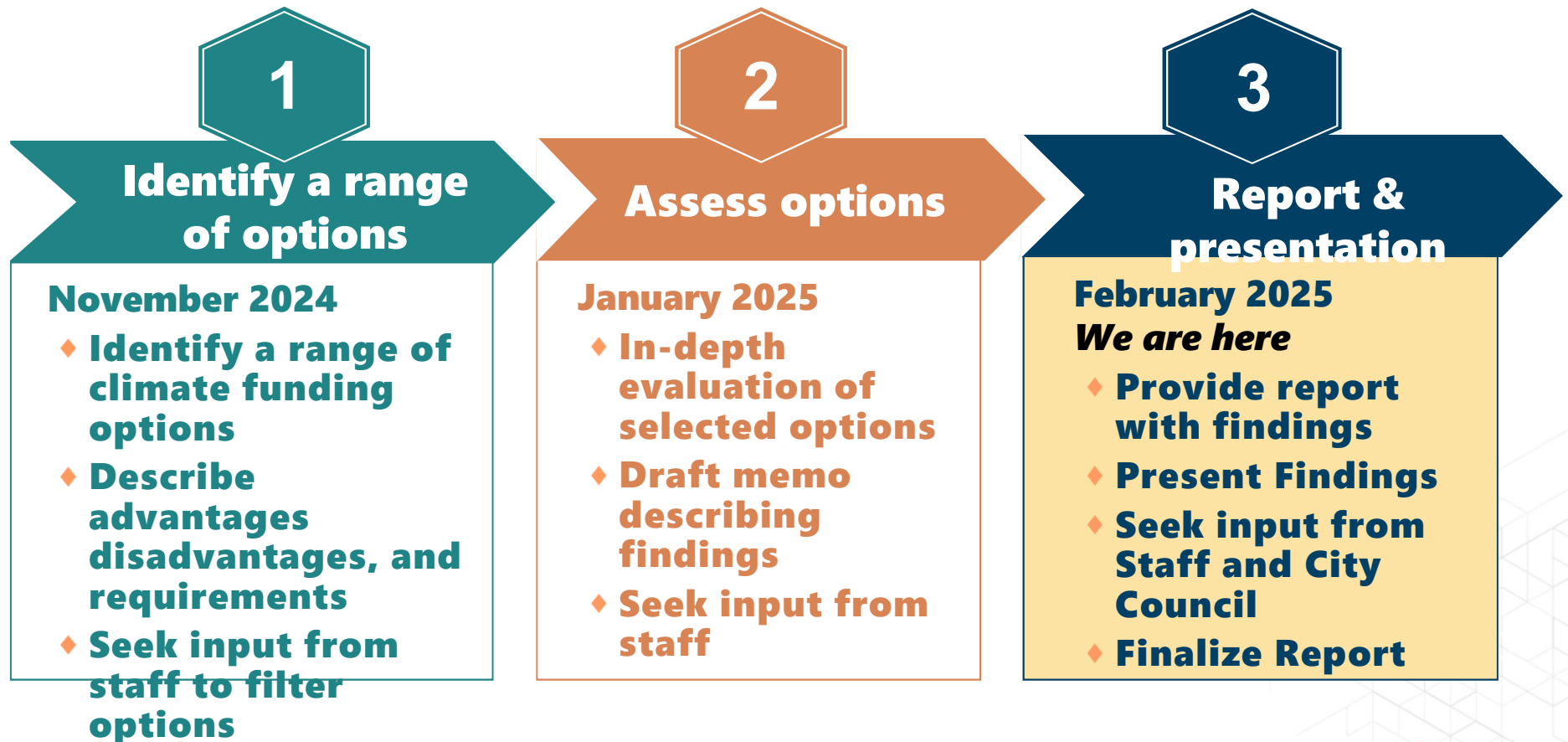
ECOnorthwest's scope focused on analyzing fiscal tools to begin funding climate action implementation.

- Scanned funding tools available to the City
- Analyzed six tools in context of the City's budget and financial condition
- **To Do:** Get feedback from City Council

Main Project Goals

- Inform how to fund a staff member dedicated to climate actions
- Identify tools to begin funding needed climate projects
- Council support on funding stream to implement climate projects

Project Timeline



Summary of Climate Funding Tools

COMMON TOOLS

- Local Option Levies
- Right-of-Way Fees / Franchise Fees
- Utility Fees
- Gas Tax
- Building Permit Fees
- Grants

INNOVATIVE AND EMERGING TOOLS

- Share the Pennies (utility bill round-up)
- Stormwater Utility Fee
- Climate Tax
- Development Impact Fee
- Green Lodging Tax
- Green Bonds

Evaluation of Select Options

Applied a systematic framework to ensure consistent evaluation of each funding option



1. Adequacy & Administrative

How much revenue can it generate? Is it easy to implement?



2. Flexibility & Stability

What can the funding be used for? Will the funding fluctuate over time?



3. Fairness

Who benefits and who pays? Are similar taxpayers treated the same?



4. Nexus & Neutrality

Is there a clear connection between tax and taxed activity? Are unintended changes likely?



5. Political Viability &

Who will support and oppose it? Is it easy to see or understand the new tax?

Key Findings: Short-Term Options

1) 0.5% increase in right-of-way fees / franchise fees

- A charge to electricity, telecommunication, and waste management companies
- Revenue estimate: \$327,000 per year

2) 5% building permit fee surcharge

- Evaluation of a hypothetical 5% increase across building permit fees
- Revenue estimate: \$60,000 per year

Right-of-way Fees / Franchise Fees

Arguments for

- Generates enough revenue to fund a new FTE position
- Relatively small change in the tax rate
- Sourced from a broad tax base and can be used flexibly

Arguments against

- Charges to utility companies can be passed on to customers/residents
- Disproportionately affect lower-income households
- Natural gas use is linked to GHG emissions, but it is not part of this tax option

Building Permit Fee Surcharge

Arguments for

- Ensures those driving new development also pay for mitigating environmental impacts of new development
- Residents are likely to support fees on new development and growth
- The fee increase is unlikely to be easily noticed by residents

Arguments against

- Revenue can fluctuate with economic conditions and development decisions
- Fees could impact the affordability of new buildings
- Development community may be sensitive to this change
- Use of revenue is limited to activities of the building division

Evaluation Results: Short-Term Options

Options	Adequacy & Admin Ease	Flexibility & Stability	Fairness	Nexus & Neutrality	Political Viability	Overall Assessment
Right-of-Way Fees / Franchise Fees (0.5%) <i>Estimate: \$327,000</i>	★★★★	★★★★	★★	★★★★	★★★★	High 14/15
Building Permit Fee Surcharge <i>Estimate: \$60,000</i>	★★	★	★★★★	★★★★	★★★★	Medium 12/15

Evaluation Scores: ★★★★★ = High ★★ = Medium ★ = Low

- What are your reactions to the short-term options?
- What option(s) do you prefer today?
- What considerations or concerns do you have?

Key Findings: Long-Term Options

- 1) 1.5% increase in right-of-way fees / franchise fees
 - A charge to electricity, natural gas, telecommunication, and waste management companies
 - Revenue estimate: \$1,208,000 per year
- 2) 3-cent gas tax
 - A new local gas tax
 - Revenue estimate: \$246,000 per year
- 3) 5% Transportation Development Tax (TDT) surcharge
 - Evaluation of a hypothetical 5% increase across TDTs
 - Revenue estimate: \$70,000 per year

Evaluation Results: Long-Term Options

Options	Adequacy & Admin Ease	Flexibility & Stability	Fairness	Nexus & Neutrality	Political Viability	Overall Assessment
Right-of-Way Fees / Franchise Fees (1.5%) <i>\$1.2 million</i>	★★★★	★★★★	★★	★★★★	★	Medium 12/15
Gas Tax <i>\$246,000</i>	★★★★	★	★★	★★★★	★	Medium 10/15
Transportation Development Tax Surcharge <i>\$70,000</i>	★★	★	★★★★	★★★★	★★	Medium 11/15

Evaluation Scores: ★★★★★ = High ★★ = Medium ★ = Low

- What are your reactions to the long-term options?
- What guidance do you have for staff?



CITY OF TUALATIN
APPLICATION TO REQUEST A PROCLAMATION
18880 SW MARTINAZZI AVE • TUALATIN, OR 97062
PHONE 503.691.3011

Requests for City Proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2nd and 4th Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at www.tualatinoregon.gov.

Topic & Purpose of Proclamation:

Recognize May as Mental Health Awareness Month

Individual, Agency, or Organization Sponsoring the Proclamation:

Nami clackamas

Local Resident Attending Council Meeting to Receive Proclamation:

Dave Hunt

503-344-5050

Name

Phone

Note: There is a limit of three proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize community needs, we retain the right to decide if the proclamation will be issued or not.

Preferred City Council Meeting Date Requested: 5/12/25

Alternate City Council Meeting Date: 5/26/25

Requested By: Felicite Toney 503-344-5050

Name

Phone

10202 SE 32nd Ave
STE 501 MILWAUKIE
OR 97222

Outreach@namicc.org

Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. Wording will be the same as the previous year.

Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to nmorris@tualatin.gov.

For Official Use Only:

Date Request Received	_____
Approved	_____ Not Approved _____ Applicant Notified _____
Date Proclaimed	_____

CITY OF TUALATIN

PROCLAMATION

WHEREAS, mental health is part of everyone's overall health and wellbeing, and mental illnesses are prevalent in our county, state, and nation, with one in five adults experiencing a mental health issue every year; and

WHEREAS, stigma and the resulting discrimination is a primary obstacle to early identification and effective treatment of individuals with mental illness and their ability to recover to lead full, productive lives; and

WHEREAS, approximately half of chronic mental illness begins by the age of 14 and suicide is the second leading cause of death of individuals ages 10 to 14 and 25-34; and

WHEREAS, long delays averaging 11 years occur between the time symptoms first appear and when individuals get help, and it is therefore essential to cure the stigma and discrimination that is the primary cause for those delays; and

WHEREAS, every citizen and community can make a difference in helping cure the stigma and discrimination that for too long has surrounded mental illness and discouraged people from getting help; and

WHEREAS, public education and civic engagement improves the lives of individuals and families affected by mental illness.

NOW, THEREFORE, I, _____, a municipal corporation in the County of Clackamas, in the State of Oregon, do hereby proclaim May 2025 as **Mental Health Awareness Month** in _____ to increase public understanding of the importance of mental health, to promote identification and timely treatment of mental illnesses, and to cure the resulting stigma and discrimination.

IN WITNESS, WHEREOF, and with the consent of the City Council of the City of Milwaukie, I have hereunto at my hand on this _____ day of _____ 2025.

Mayor

ATTEST:

City Recorder



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: February 24, 2025

SUBJECT:
Consideration of Approval of the Work Session and Regular Meeting Minutes of February 10, 2025

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

ATTACHMENTS:

- City Council Work Session Meeting Minutes of February 10, 2025
- City Council Regular Meeting Minutes of February 10, 2025



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR FEBRUARY 10, 2025

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

ABSENT: Councilor Bridget Brooks

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

1. *Climate Friendly Equitable Communities (CFEC) Rules Regarding Walkable Communities.*

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman, along with MIG Consultants Kate Rogers, Jon Pheanis, and Keegan Gulick, presented an update on the Climate-Friendly and Equitable Communities (CFEC) Walkable Design Standards. Consultant Rogers explained that CFEC is a state-mandated initiative aimed at reducing greenhouse gas emissions from transportation by implementing walkable design standards. She stated the requirements apply to the eight metropolitan regions in Oregon and include designated climate-friendly areas, parking reform, and updates to the Transportation System Plan (TSP). Consultant Rogers noted that the city has already adopted parking updates and is currently working on the TSP updates.

Consultant Rogers outlined the benefits of walkable design standards, explaining that pedestrian-oriented development prioritizes pedestrian movement, reducing reliance on driving and lowering transportation-related pollution. She stated that connectivity and access are improved by integrating multiple transportation modes into an efficient network, which reduces travel times and encourages walking, bicycling, and transit use. Additionally, compact development concentrates density, shortening distances between homes, workplaces, shops, and services, making them more accessible. She noted that the city must adopt walkable design standards before making major updates to the TSP and stated that an extension for this project will be requested through the Department of Land Conservation and Development (DLCD), with anticipated adoption after June 2025.

Consultant Rogers explained that these standards will apply to both new and redevelopment projects across all commercial and residential zoning districts. She described several key code concepts under consideration, including block length and perimeter requirements that promote better walkability and connectivity. Consultant Rogers shared that maximum setback and building entrance standards are being considered to ensure buildings are located closer to the street, creating a welcoming and pedestrian-friendly environment. She stated parking lot locations are another important factor, as properly designed parking can enhance safety and support a cohesive, enjoyable pedestrian experience. Additionally, for auto-oriented uses, walk-up service areas will need to be separated from drive-through lanes to support pedestrian safety.

Consultant Rogers also shared feedback from stakeholder focus groups held in December, which included members of the TSP Community Advisory Committee and real estate and development professionals who work in Tualatin. She stated key takeaways from those discussions included

strong support for shorter block lengths and improved connectivity, interest in midblock pedestrian access, and support for reducing front setbacks. Stakeholders also expressed a preference for residential entry orientation on lower-traffic streets and supported parking location standards for new development.

Consultant Rogers outlined the next steps in the process, stating that draft code refinements will be made, with updated proposals expected to come forward for further review in April.

Councilor Sacco expressed support for the proposed code concepts and emphasized the importance of incorporating safety measures, including ensuring that areas are well-lit and that there are barriers between different modes of transportation to enhance pedestrian safety.

Council President Pratt sought clarification on the regulations related to drive-thrus, specifically regarding stackable lanes and their placement in relation to intersections. Consultant Rogers explained that a stacking lane refers to the designated line of cars waiting to reach the service window, designed to prevent vehicles from blocking sidewalks or parking lots.

Council President Pratt also inquired about residential lot coverage requirements. Consultant Rogers explained that this refers to the portion of a lot that can be developed as buildable space. Council President Pratt stressed the importance of ensuring that enough space remains for residents to comfortably enjoy their living environments.

Councilor Hillier stated that she is generally in support of the proposed code changes but asked whether they could be applied retroactively. Consultant Rogers explained that it would be up to the council to determine where the rules apply and whether existing developments would need to conform to the new standards.

Councilor Hillier also emphasized the importance of ensuring sufficient parking for visitors who do not live in the designated walkable areas but still want to access them.

Mayor Bubenik inquired whether there would be separate standards for residential and mixed-use developments. Director Koper confirmed that distinct standards would be established for each.

Mayor Bubenik also expressed concerns about backloaded parking lots, noting that those already in the city have posed challenges for business owners. He stressed the importance of maintaining flexibility in standards while ensuring they are applied consistently to all developments.

2. 65th/Borland/Sagert Project Update.

City Engineer Mike McCarthy and Engineering Associate Abby McFetridge presented an update on the 65th/Borland/Sagert conceptual design. Associate McFetridge provided the project background, noting that city staff received complaints regarding congestion in the area, which were visually confirmed during peak hours. She stated that staff have been conducting a traffic analysis, which included measuring traffic volumes and delays, modeling traffic operations, evaluating walking and cycling conditions, and performing a safety evaluation. Associate McFetridge noted that staff have worked closely with Washington and Clackamas County representatives, reaching a consensus recommendation among all three agencies.

Associate McFetridge presented the proposed design concept and explained the new traffic movements through the intersection at 65th Avenue and Borland Road. Engineer McCarthy

highlighted that the addition of a northbound right-turn lane would provide the greatest benefit for alleviating congestion in the area. Associate McFetridge added that the planned improvements at the Borland intersection are expected to significantly reduce queue times on Sagert Street. She stated that the next steps in the project include engaging with adjacent property owners and conducting public outreach.

Councilor Hillier asked how dependent the improvements are on the signals being synchronized. Associate McFetridge stated that the signal timing and coordination will be reviewed and synchronized as part of the project.

Councilor Hillier inquired about the impact on bike and pedestrian movements. Associate McFetridge stated that buffered bike lanes will be added to enhance safety and accessibility.

Councilor Sacco asked about potential changes in traffic patterns near nearby businesses and how much traffic would be diverted to access them. Associate McFetridge shared data from the traffic analysis, noting that the number of vehicles entering business during peak times was very low.

Councilor Reyes asked if similar traffic designs exist elsewhere in the city. Engineer McCarthy provided examples of other locations where similar traffic controls have been implemented.

Councilor Reyes also asked about commuter time savings. Associate McFetridge stated that their evaluation is based on the number of cars queued rather than direct time savings.

Council President Pratt asked about traffic flow for the affected properties. Associate McFetridge explained that traffic will continue to flow from all directions to and from the businesses.

Councilor Hillier raised concerns about ingress to eastbound businesses on Borland Road and associated safety issues. Associate McFetridge stated that changes to those business accesses would require negotiations, which were not well received during previous outreach efforts.

Mayor Bubenik asked how far down 65th Avenue the design changes extend. Associate McFetridge presented a map detailing the project's start and end points.

Mayor Bubenik also asked if the project is considered "shovel-ready" for federal funding purposes. Engineer McCarthy responded that the project is still in the early design phase, but the design concepts could be incorporated into future funding applications.

Council President Pratt inquired if funds from a potential road ownership transfer could be used for this project. Engineer McCarthy stated that it is a possibility.

Councilor Sacco asked if the new trail in the area will connect to the sidewalks included in this project. Engineer McCarthy clarified that the trail is located north of the project area.

3. Residential Parking Permit Zones.

Police Chief Greg Pickering and DKS Consultant Jenna Barnett presented an update on the residential parking permit zones. Chief Pickering provided a brief history of the city's residential parking zones, noting that there are currently ten designated locations. He explained that the existing process involves community members submitting a request to the City Council, conducting a resident survey, and council consideration of the requested zone. Based on feedback from staff, the City Council, and the community, an evaluation of the process was deemed

necessary. To assist with this evaluation, the Police Department engaged DKS Associates to review the current Residential Parking Permit Program and neighborhood parking issues around Tualatin High School.

Consultant Barnett discussed the Tualatin Parking Study survey, focusing on the area surrounding the high school. Her findings for off-campus parking revealed that no students parked in the nearby church lots, most students parked along Boones Ferry Road and Iowa Street, and some streets were designated as permit-only zones. She stated an on-campus parking analysis showed that 65–75% of stalls in the north and south lots were occupied during the day. Field observations conducted before and after school indicated significant queuing, with wait times exceeding four minutes for entering and exiting the lots.

Consultant Barnett identified key issues, including traffic congestion on Boones Ferry Road and challenges in finding gaps to exit the parking lots. She noted that many numbered parking stalls on campus remained unoccupied during the school day. To address these issues, she proposed short-term solutions such as revisiting the high school parking permit process, introducing carpool incentives, staging student release times, and adjusting school hours. Mid- to long-term solutions included installing a traffic signal at the south parking lot entrance and connecting the north and south lots to improve circulation.

Consultant Barnett reviewed processes used in other cities, including systems with permits and fees, permits without fees, and no permits. She recommended implementing a detailed residential parking zone request process requiring a resident vote, paid permits, and vehicle registration. This more robust system would shift responsibility to residents while generating a small income to offset administrative costs.

Chief Pickering outlined the next steps, which include gathering feedback from the City Council, collaborating with the Tualatin-Tigard School District (TTSD) administration, and initiating internal staff discussions to restructure the current residential parking permit process.

Councilor Sacco expressed concerns about neighborhoods proposing residential parking zones, noting that implementing a zone in one area could push parking issues into surrounding neighborhoods without truly resolving the problem.

Councilor Hillier inquired about the data collection methods, specifically asking if students were consulted. Consultant Barnett responded that some students were spoken to casually during the survey process.

Councilor Hillier also asked about the school zone times for the elementary and high schools and how they affect area traffic. Consultant Barnett stated that school zones create distinct peak traffic periods.

Councilor Hillier commented that altering school times would be beyond the City Council's authority and stated she would not support such a change. She added that the study did not present a comprehensive picture of the broader community impact and expressed concern that the code changes could affect more than just the school area.

Council President Pratt questioned whether students would be more inclined to park in the school lots if traffic flow improved. She also echoed Councilor Hillier's concerns regarding the potential

impacts of residential parking zone changes on neighborhoods beyond the immediate school vicinity.

Councilor Sacco stated that parking concerns will increase as areas become more densely developed and emphasized the importance of ensuring that any adopted rules are applied equitably to all residents.

Councilor Reyes expressed interest in creating incentives for students to utilize the available parking spaces at the school.

Mayor Bubenik noted that even if the school parking lots were full, it would not resolve the broader traffic issues in the area that discourage people from using the lots. He added that if the lots reach capacity, he supports incentivizing students to park in the designated church lots.

Council President Pratt expressed support for implementing an annual fee for parking permits.

4. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the Council Committee on Advisory Appointments meeting and the Regional Water Consortium.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting.

Council President Pratt stated she attended the Council Committee on Advisory Appointments meeting, the Clackamas County Business Association meeting, the Clackamas County Coordinating Committee (C4) meeting, and the League of Oregon Cities meeting.

Mayor Bubenik stated he attended the R1ACT meeting, the League of Oregon Cities update on legislative bills, and the Washington County Coordinating Committee.

Adjournment

Mayor Bubenik adjourned the meeting at 6:46 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR FEBRUARY 10, 2025

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

ABSENT: Councilor Bridget Brooks

Call to Order

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

Pledge of Allegiance

Announcements

1. Employee of the Year Presentation and Proclamation

City Manager Sherilyn Lombos announced Contracts and Procurement Analyst Richard Contreras as the Employee of the Year.

The Council congratulated him and presented a proclamation in his honor.

2. New Employee Introduction- Parks Maintenance/Public Works Helper Richard Ormsby

Parks Maintenance Manager Tom Steiger introduced Parks Maintenance/Public Works Helper Richard Ormsby.

The Council welcomed him.

3. Welcome Home Community Conversation Event Announcement

Assistant Community Development Director Steve Koper announced the Welcome Home Community Conversation event scheduled for February 13th from 5:00 to 7:00 PM at the Tualatin Public Library. He stated that the Welcome Home Coalition is hosting the event to discuss the root causes of homelessness and potential solutions to the region's housing shortage. He encouraged members of the public to attend.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Councilor Hillier.
Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez
MOTION PASSED

1. Consideration of Approval of the Regular Meeting Minutes of January 27, 2025
2. Consideration of **Resolution No. 5876-25** Authorizing the City Manager to Execute a Funding Agreement with Portland General Electric (PGE) Accepting up to a \$250,000 Renewable Development Fund (RDF) Award

Special Reports

1. Outside Agency Grant Awardee- SMART Reading

SMART Reading Program Senior Development Officer Sharon Benson and Volunteer Site Coordinator Becky Bard presented information on their program. Ms. Benson stated that SMART Reading is Oregon's largest volunteer children's literacy nonprofit, with a vision that all Oregon kids can realize their full potential through reading. She shared statistics from the Tualatin Elementary School SMART Program, noting that they are assisting 61 kindergarteners in their weekly reading program.

Ms. Bard highlighted that students have the opportunity to take new books home and build their own personal library, averaging 14 new books per student.

Councilor Reyes asked if the program affiliates with libraries. Ms. Benson stated that they work primarily with public schools.

Council members expressed their thanks and appreciation for the program.

2. Washington County Sheriff's Department Annual Update

Washington County Sheriff Caprice Massey and Undersheriff John Cook presented the department's annual report. Sheriff Massey stated that the department manages the county's only jail and provides countywide services to over 616,000 community members. She highlighted that Washington County remains the safest major urban county in Oregon. She shared the department's mission, strategic goals, and statutory duties.

Sheriff Massey spoke about the county jail, stating that it has 572 beds, but only 388 are currently available due to staffing shortages. In 2023, the facility processed 14,093 bookings. She noted that infrastructure improvements are underway, and once completed, they anticipate making all beds available.

Undersheriff Cook provided an overview of the department's interagency teams that contribute to countywide safety. He described the roles of the Mental Health Response Team (MHRT), Westside Interagency Narcotics (WIN), Tactical Negotiations Team (TNT), Crisis Negotiation Unit (CNU), Remote Operated Vehicle Team (ROVT), and the Incident Management Team (IMT).

Sheriff Massey outlined upcoming projects, including a jail capacity study, facility updates, and a public safety levy.

Councilor Hillier asked why the courthouse is being moved internally and inquired about the well-being of displaced employees. Sheriff Massey stated that establishing another courthouse at that location is part of the department's strategic long-term plan and that their facilities team is working on accommodations for displaced staff.

Councilor Hillier also asked about the future of Drug Take Back events and expressed interest in participating in discussions. Undersheriff Cook stated that the events were discontinued due to costs but noted that they are open to exploring future options.

Councilor Sacco inquired about the impact of bed shortages on the community. Sheriff Massey explained that they are working on a more robust pretrial release program, which would allow the purchase of electronic monitoring equipment to mitigate risks associated with limited jail space.

Councilor Sacco asked if expanding the MHRT could help reduce risk factors for those in jail. Undersheriff Cook stated that increasing the team's size would provide greater coverage and allow them to serve more individuals in need.

Council President Pratt asked what the jail is doing to reduce recidivism. Sheriff Massey stated that they offer a comprehensive set of programs to assist inmates in successfully reintegrating into the community upon release.

Mayor Bubenik asked if the facility study would explore expanding or relocating the jail. Sheriff Massey confirmed that all options are being considered.

Mayor Bubenik also asked whether the MHRT is federally funded and if the funding is at risk. Undersheriff Cook stated that the funding is locally sourced.

General Business

1. Consideration of Resolution No. 5865-25 Adopting the Grant Application, Acceptance, and Management Policy

Finance Director Don Hudson and Assistant Finance Director Matt Warner presented the grant application, acceptance, and management policy. Assistant Warner explained that having a grants policy provides a resource for employees, streamlines the application and management process, ensures compliance with grant requirements, and is viewed favorably by granting agencies. He emphasized that establishing a policy is an industry best practice.

Assistant Warner stated the purpose of the policy is to create uniform guidelines and procedures for City staff in developing, submitting, and managing grants, as well as receiving restricted funds. He stated that a grants policy ensures each grant program aligns with the City's mission and priorities, has been properly evaluated for any fiscal, legal, or operational impacts, and is managed effectively to maintain compliance with grant terms and eligibility for future funding. Assistant Warner reviewed key sections of the policy, including definitions, responsibilities, and guidelines, and shared a flowchart outlining the proposed process.

Council President Pratt asked who determines if a grant aligns with the City's mission. Assistant Warner stated that all evaluations are conducted at the department level.

Councilor Reyes inquired whether the amount of a grant impacts the process. Director Hudson clarified that the acceptance process remains the same regardless of the grant's size.

Motion to adopt Resolution No. 5865-25 adopting the grant application, acceptance, and management policy made by Council President Pratt, Seconded by Councilor Sacco.

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

Sacco, Councilor Gonzalez
MOTION PASSED

2. Consideration of **Resolution No. 5866-25** Declaring Support for the Preservation of the Federal Tax Exemption of Municipal Bonds

Assistant City Manager/Finance Director Don Hudson presented information on the tax-exempt municipal bond process. He explained that the city currently has two outstanding general obligation bonds: the 2018 Transportation Bond and the 2023 Parks Bond. By utilizing the tax-exempt bond market, the city has been able to secure lower borrowing costs, which translates to a lower tax levy rate and annual savings for taxpayers. Director Hudson stated favorable rates have allowed the City to complete more projects while keeping tax burdens manageable for the community.

Director Hudson noted that as part of the proposed federal tax plan, the House Ways and Means Committee has identified the elimination of the federal tax exemption for municipal bonds as a potential revenue source. He emphasized that removing this exemption would have a significant financial impact on local governments and taxpayers. Director Hudson stated the City Council adopted its Federal Legislative Agenda in January, which includes a priority to "Protect Local Government's Ability to Offer Tax-Exempt Municipal Bonds." He stated the National League of Cities has urged municipalities to pass resolutions supporting the preservation of this exemption and to send copies to Oregon's congressional delegation.

Council President Pratt asked about the multiplier effect of tax-exempt bonds. Director Hudson explained the mechanics behind this effect and elaborated on the tax savings associated with maintaining the exemption.

Motion to adopt Resolution No. 5866-25 declaring support for the preservation of the federal tax exemption of municipal bonds made by Council President Pratt, Seconded by Councilor Sacco.
Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez
MOTION PASSED

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 8:31 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



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: February 24, 2025

SUBJECT:
Consideration of Approval of Liquor License Renewals for 2025

RECOMMENDATION:
Staff respectfully recommends the Council approve endorsement of the liquor license renewals for 2025 as listed in Attachment A.

EXECUTIVE SUMMARY:
Annually, the Oregon Liquor Control Commission (OLCC) requires that all liquor licenses are renewed. According to the provisions of City Ordinance No. 680-85, establishing procedures for liquor license applicants, applicants are required to fill out a City application form, from which a review by the Police Department is conducted according to standards and criteria established in the Ordinance. The liquor license renewal applications are in accordance with all ordinances and the Police Department has conducted reviews of the applications.

According to the provisions of Section 5 of Ordinance No. 680-85 a member of Council or the Public may request a public hearing on any of the liquor license renewal requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:
A renewal fee of \$35 has been paid by each applicant.

ATTACHMENTS:

-Attachment A- Liquor License Renewals 2025

2025 Liquor License Renewals- 2.24.2025

Brix Tavern / Brix Tavern South LLC
Bushwhackers / JNE Management LLC
Choza PDX / Choza PDX LLC
El Juan Colorado / Cardiel's Corp.
Granny's Deli / All-In Deli LLC
Izumi Japanese Steak House / Acosta Castro Farfan Restaurant LLC
Jacksons Food Stores #533 / Jacksons Food Stores #553
Marquis Community Center / Tualatin LTC Properties II LLC
Pastini Pastaria / Pastini Bridgeport LLC
PF Changs China Bistro / PF Changs China Bistro Inc.
Red Robin Gourmet Burgers and Brews / Red Robin International Inc.
Royal Panda / China King Inc.
Shake Shack #1477 / Shake Shack Oregon LLC
The Grand Hotel at Bridgeport / The Tualatin Group Hotel Co. LLC
Tualatin Chevron / Sapphire Petroleum Inc.
Tualatin Gas and Food / BR & SM Inc.
Walgreens #09625 / Walgreen Co.



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: February 24, 2025

SUBJECT:
Consideration of Approval of a New Liquor License Application for Century Hotel

RECOMMENDATION:
Staff respectfully recommends the Council approve endorsement of the liquor license application for Century Hotel.

EXECUTIVE SUMMARY:
Century Hotel has submitted a new application under the liquor license category of off-premises sales. Under the category of off-premise sales, they may sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises. In addition this category allows for providing sample tastings of malt beverages, wine, and cider for consumption on the premises. The business is located at 8185 SW Tualatin-Sherwood Road. The application is in accordance with provisions of Ordinance No.680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:
A fee has been paid by the applicant.

ATTACHMENTS:

- Application
- Vicinity Map



CITY OF TUALATIN
LIQUOR LICENSE APPLICATION

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

Date January 3, 2025

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

SECTION 1: TYPE OF APPLICATION

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

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Century Hotel
Business address 8185 SW Tualatin-Sherwood City Tualatin State OR Zip Code 97062
Mailing address 4601 NE 78th St. #130 City Vancouver State WA Zip Code 98665
Telephone # 503-692-3600 Fax # 503-691-9142
Email traccy@thecenturyhotel.com
Name(s) of business manager(s) First Traccy Middle Dawn Last Sitton

Type of business Hotel
Type of food served NA
Type of entertainment (dancing, live music, exotic dancers, etc.) NA
Days and hours of operation 365 days/year
Food service hours: Breakfast NA Lunch NA Dinner NA
Restaurant seating capacity NA Outside or patio seating capacity NA
How late will you have outside seating? NA How late will you sell alcohol? 2 pm

How many full-time employees do you have? 5 Part-time employees? 7

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Century Hotel LLC

Type of liquor license (refer to OLCC form) OFF Premise Sales

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

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

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

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

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

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

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

Century Hotel, LLC

Managing Members

41.25%

Sitton Family Trust

Charlie E. Sitton [REDACTED]

Tracey Dawn Sitton [REDACTED]

41.25%

Roberts Family Limited Partnership

Don Darrell Roberts [REDACTED]

Darla Mae Roberts [REDACTED]

Minority Members

10%

Fred and Laura Flora

5%

Zachary and Vasiliki Stoumbos

2.5%

Paul Hanson

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

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

SECTION 4: APPLICANT SIGNATURE

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

 _____ Feb. 6, 2025
Date

For City Use Only

Sources Checked:

- DMV by SP
- LEDS by SP
- TuPD Records by SP
- Public Records by SP

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

It is recommended that this application be:

- Granted**
- Denied**
Cause of unfavorable recommendation: _____

 _____ 2/12/25
Signature Date

Greg Pickering
Chief of Police
Tualatin Police Department





Attachment A
Vicinity Map



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: February 24, 2025

SUBJECT:

Consideration of Resolution No. 5869-25 to Exempt Specific Affordable Housing Developments From Property Taxes

RECOMMENDATION:

Staff recommends the City Council approve the attached resolution.

EXECUTIVE SUMMARY:

In April 2022, the City Council adopted an ordinance creating Tualatin Municipal Code (TMC) 14-01, Nonprofit Corporation Low-Income Housing Tax Exemptions. TMC 14-01-020 lays out the criteria that a nonprofit corporation providing low-income housing needs to meet to be eligible for a property tax exemption. Criteria includes that the property be owned by a corporation described in Section 501(c)(3) or (4) of the Internal Revenue Code that is exempt from income taxation under Section 501(a) of the Internal Revenue Code; the property is occupied by low-income persons, or held for the purpose of future development as low-income housing; and the exemption is approved by the City Council.

Community Partners for Affordable Housing (CPAH) has submitted an application for exemption of property taxes for the Plambeck Gardens development at 23655 SW Plambeck Terrace in Tualatin (Property Account ID R1136023, Tax Lot 2S135D000303). The site is owned by CPAH and will be developed for use as affordable housing units. The application, which is attached to this staff report, has been reviewed by staff and it has been deemed to be in compliance with TMC 14-01.

Outcomes of Decision:

If approved by the City Council, the City of Tualatin property taxes will be abated on this property.

FINANCIAL IMPLICATIONS:

The impact on Tax Year 2025-2026 is estimated to be about \$7,000 and will increase to approximately \$10,000, upon completion of the project. The 2025-2026 tax roll is set based on value of the property on January 1, 2025, so the final value won't be on the tax rolls until Tax Year 2026-2027.

Attachments:

- Application for Property Tax Exemption for Low-Income Housing Held by Charitable, Nonprofit Organizations- Resolution No. 5869-25

RESOLUTION NO. 5869-25

A RESOLUTION TO EXEMPT SPECIFIC AFFORDABLE HOUSING DEVELOPMENTS FROM PROPERTY TAXES

WHEREAS, Tualatin Municipal Code (TMC) section 14-01 provides for application and consideration of non-profit corporation low-income housing project exemptions from property taxes; and

WHEREAS, the TMC requires applications for exemption be filed with the City by March 1; and

WHEREAS, on February 13, 2025, Community Partners for Affordable Housing, a qualified non-profit corporation, filed an application for property tax exemption for a new low-income housing project, and under TMC 14-01 meets all the applicable criteria for exemption; and

WHEREAS, upon review of the application, it was found that granting the exemption would be consistent with the applicable Tualatin Municipal Code and other adopted City policies;

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

Section 1. The applicant, Community Partners for Affordable Housing, qualified for the exemption set forth in Tualatin Municipal Code section 14-01

Section 2. The Assistant City Manager/Finance Director, or designee, is directed to certify to the Assessor of Washington County that the City of Tualatin agrees to the abatement of property taxes for the Plambeck Gardens development, 23655 SW Plambeck Terrace, Tualatin, OR 97062 (Property Account ID R1136023, Tax Lot 2S135D000303)

Section 2. This resolution is effective upon adoption.

ADOPTED by the City Council this 24th day of February, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

APPROVED AS TO FORM

BY _____
City Attorney

Section B - Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each property for which you are requesting a tax exemption)

Owner of record: CPAH Plambeck Limited Partnership

Property Address: 23655 SW Plambeck Ter. Tualatin, OR 97062
(Physical address of the property for which you are seeking an exemption)

Property Tax Account Number(s): R1136023

Tax Lot Account Number(s): 2S135D000303

(Be sure to identify *all* account numbers for both land and improvements on the property for which you are requesting tax exemption. In some cases, land and improvements may have separate account numbers. The Property Tax Account Number(s) and the Tax lot Account Number(s) should be on your property tax statements.)

Total Number of Residential Units in Building(s): 0

Number of Residential Units Occupied by Low-income People: N/A

Total Square Feet in Building(s): N/A

Total Square Feet of Residential and Residential Common Area:⁴ N/A

Date When Exemption was First Granted for this Property: 04/2023
(For renewal applications only)

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section C - Eligible Property

Do you own the property in question? Yes No

If you do not own the property, do you have leasehold interest in the property?

Yes No

If you have an ownership interest in the property, but your organization is not the record owner, describe your interest in the property. NOTE: Your nonprofit organization *must* be responsible for day-to-day operations in order to be eligible for exemption under this program. *Include that information in your description.*

CPAH is the general partner of the limited partnership that is the owner of record. CPAH is responsible for day to day management of the property.

If you have a leasehold interest, describe your interest and include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants rather than the owner or corporation from whom you lease.

N/A

If the property is being held for future low-income housing development, describe the future development (number of units, units broken out by number of bedrooms, amenities available, etc.) and the income level(s) that will be served by the future development.

The property is currently under construction. It will provide 116 units of low-income housing to residents at or below 30% to 60% AMI. There will be (54) 1 bedroom units, (40) 2 bedroom units, (16) 3 bedrooms units and (6) 4 bedroom units. There will be a community room with spaces for meetings, social gatherings and play, a full-time resident services coordinator with an office on-site, and an outdoor play area.

Section D - Description of Charitable Purpose/Project Benefit
(Use for multiple projects if same conditions apply)

Briefly describe your organization's charitable purpose:

To provide low-income housing and social services to residents of low-income housing.

Is the property being held for the purpose of developing low-income housing?

Yes No

The holding period may not exceed three years. When did the period begin? 07/2023

Is all or a portion of the property is being used for the charitable purpose?

All Portion

If a portion, approximately what percentage of the property? _____

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

a. Reduce the rents that your low-income residential tenants pay on the property in question?

Yes No

If so, by approximately how much? \$50/month

b. Provide greater services to your low-income residential tenants?

Yes No

If yes, in what way(s)?

Cost savings will allow for CPAH to pay salary and overhead for service providers.

c. Provide any other benefit to your low-income residential tenants?

Yes No

If yes, please explain.

Cost savings will allow for CPAH to invest into the ongoing upkeep of the property.

If you lease the property identified in this application, please explain to what extent your lease agreement coincides with the timeframe of the qualifying tax year:

Section E – Declarations

(Please read carefully and sign below before a notary)

1. I have attached to this application the IRS declaration of the status of applicant as a tax-exempt corporation under 26 U.S.C. Section 501 (c)(3) or (4).
2. I am aware that the income-qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. (See Attachment A, Income Eligibility Schedule.) Tenant incomes do not exceed these limitations as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 - 307.548 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and modified by Tualatin Municipal Code (TMC) Chapter 14-01.
4. To the best of my knowledge, the above-described property or properties, qualify, or if vacant or under construction, will qualify for property tax exemption once occupancy is established.
5. I have read and understood the criteria provided in TMC 14-1-020, and I certify that the corporation meets that criterion.
6. All the information in this application is true to the best of my belief and knowledge and is for the purpose of determining eligibility for the tax exemption program authorized by ORS 307.540 - 307.548 and administered through Tualatin Municipal Code Chapter 14-01.

By: *Rachael Duke*
Agency Chief Executive Officer (Signature)

Rachael Duke
Agency Chief Executive Officer (Print or Type)

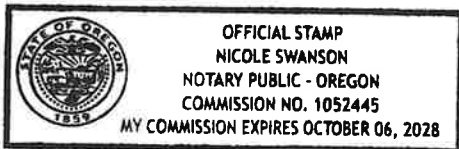
For: Community Partners for Affordable Housing
Corporate Name (Print or Type)

SUBSCRIBED AND SWORN to before me this 6 day of February, 2025.

Nicole Swanson
Notary Public for Oregon (Signature)

Nicole Swanson
Notary Public for Oregon (Print or Type Name)

My Commission Expires 10/6/2028







Changing Lives, One Meal at a Time.

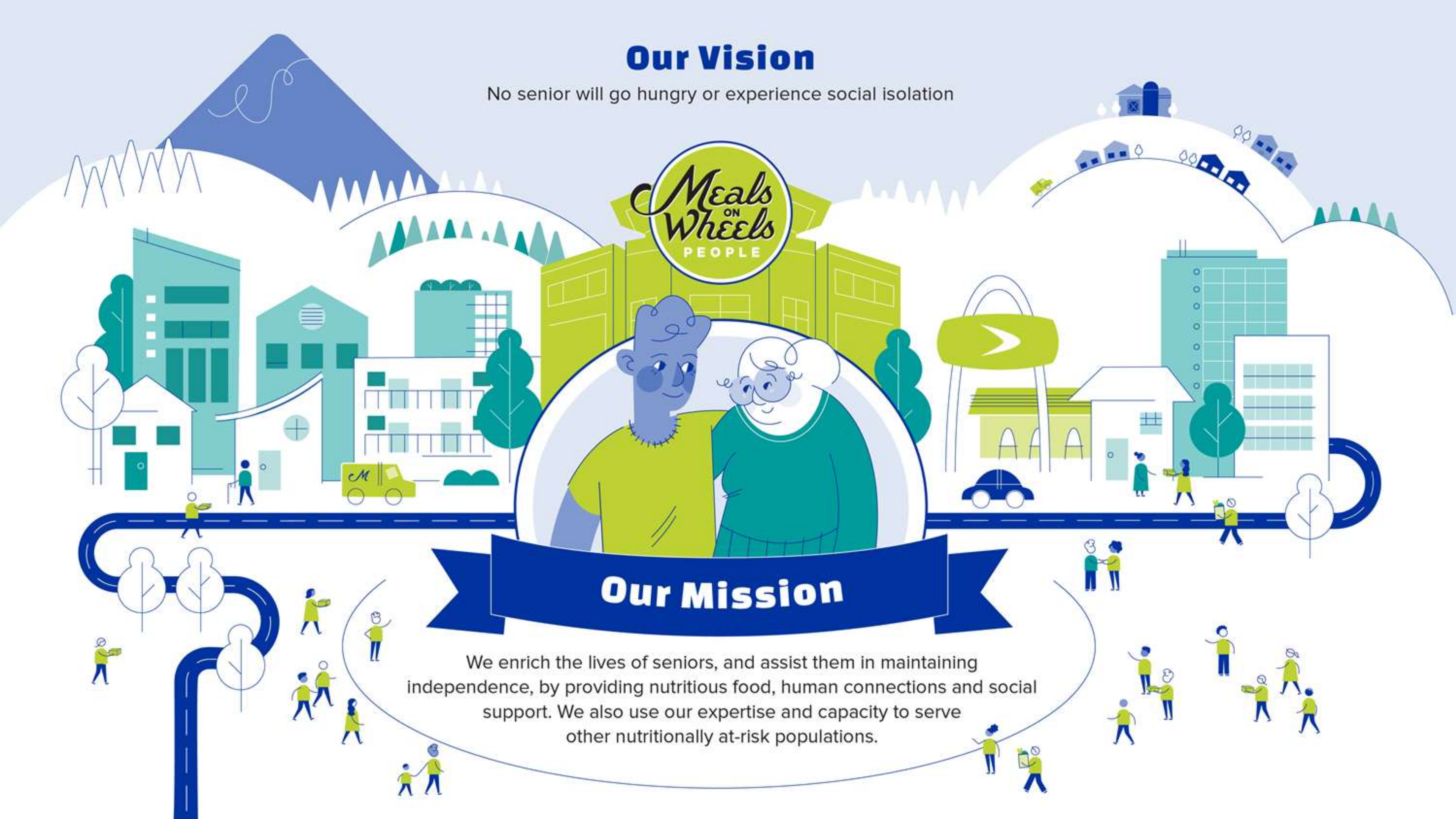
Our Vision

No senior will go hungry or experience social isolation



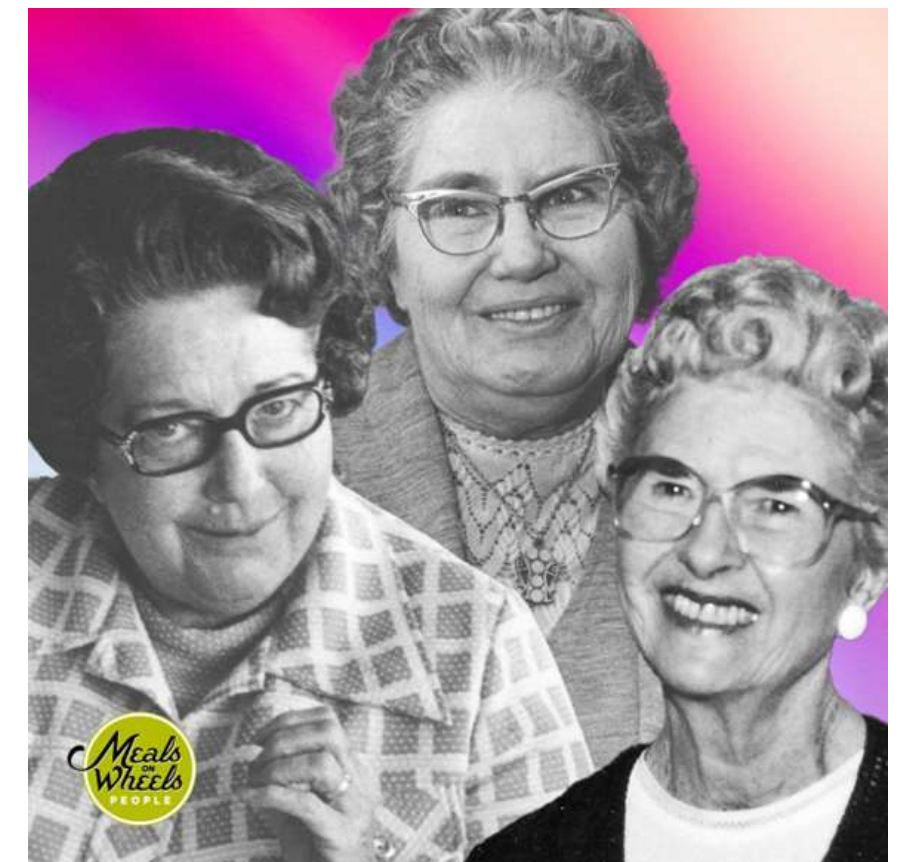
Our Mission

We enrich the lives of seniors, and assist them in maintaining independence, by providing nutritious food, human connections and social support. We also use our expertise and capacity to serve other nutritionally at-risk populations.



OUR STORY

Meals on Wheels People was founded in 1970 by three compassionate women: Jean Wade, Martha Shull, and Cay Kreiger. They recognized a need in the community that was not being addressed. Gathering in the basement of the Lincoln Street Methodist Church, they began serving hot lunches to about a dozen seniors. Initially, they delivered meals on paper plates wrapped in newspaper.





MOWP SERVICES

Meal Delivery: Providing consistent, medically tailored meals to participants.

Social Connection: Building relationships with participants to offer meaningful interactions that alleviate loneliness.

Technology Training: Providing participants with the skills needed to digitally connect with their community.



WHO WE SERVE

Meals on Wheels People Senior Nutrition Program is available to anyone age 60 and older.







Our participants:

- 58% earn less than \$20,000 annually
- 58% live alone
- 56% are women
- 29% are over 80
- 24% identify as BIPOC
- 16% are veterans





MOWP FAST FACTS

-  Home Meal Delivery and Congregate Dining available in Multnomah, Washington, and Clark Counties
-  FY24: 1,472,408 meals served
-  FY24: 11,402 individuals served
-  6,400 meals prepared daily in Central Kitchen
-  2,819 total volunteers last fiscal year
-  Friendly Chats, Pets, Meals 4 Kids, Medically Tailored Meals, The Diner Vancouver
-  \$10.50 per meal with social support services

JUANITA POHL CENTER

8513 SW Tualatin Rd.

Home Delivery Meals

Congregate Lunch –
Served Two Days a Week

1,102 Total Volunteer Hours





WAYS TO GIVE

- Individual Giving
- Employer Match
- Corporate Partners
 - Sponsorships
- Non-monetary Donations

<https://www.mowp.org/ways-to-give/>

VOLUNTEER OPPORTUNITIES

Congregate Dining Support | **Tuesday and Thursday**

Meal Delivery

Friendly Chat Calls

Monday-Thursday

<https://www.mowp.org/volunteer/>





QUESTIONS



Bee Davis - grants@mowp.org

Tualatin Center - juanitapohl.manager@mowp.org

<https://www.mowp.org/>



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: February 24, 2025

SUBJECT:
Consideration of Recommendations from the Council Committee on Advisory Appointments

RECOMMENDATION:
Staff recommends the City Council approve the recommendations from the Council Committee on Advisory Appointments (CCAA)

EXECUTIVE SUMMARY:
In accordance with Council Rule 7E(1), the CCAA met and interviewed community members interested in participating on City advisory committees. The Committee recommends appointment of the following individuals:

Individuals	Board	Term
Emma Gray	Parks Advisory Committee	Term Expiring 2/28/28
Dongmei Lin	Architectural Review Board	Term Expiring 06/30/26
Teddy Tsaknaridis	Budget Advisory Committee- Student	Term Expiring 12/31/25



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Rachel Sykes, Public Works Director
Nic Westendorf, Deputy Public Works Director

DATE: February 24, 2025

SUBJECT:

Resolution No. 5870-25 authorizing the City manager to execute a contract amendment to the Construction Project Contract with InPipe Energy, Inc. and Tapani Inc. for the InPipe micro hydro turbine project.

RECOMMENDATION:

Staff recommend approval of Resolution No. 5870-25.

EXECUTIVE SUMMARY:

In June 2024, Council authorized a contract with InPipe Energy, Inc. and Tapani Inc. to install a micro-hydro turbine near the Tualatin City Services (TCS) site. The turbine would be installed next to an existing pressure reducing valve, rerouting water through the turbine to capture the spent energy from the valve. Based on pressure levels and water flow volumes, it is estimated that the turbine at this site would generate approximately 278,000 kWh of electricity annually. Electricity generated will be 'net-metered' back into the power grid to offset energy use on site.

During the design process staff began an analysis to determine how the City could best maximize the benefits of this turbine. PAE, a Portland based sustainable engineering firm, was contracted to conduct a site analysis and provide installation options for the project that would allow the City to maximize the benefit of the micro hydro turbine. After a thorough review by City staff, PAE, InPipe, Tapani, and Portland General Electric (PGE) it was determined that a slight alignment modification could allow the City increased future flexibility from the micro hydro turbine and increase site security and resiliency.

The proposed change amendment would move the location of the new electrical equipment and meter from the right-of-way at the corner of 108th and Herman to a central location at the interior of the TCS site. The proposed configuration allows for much more flexibility in the future if the City wanted to begin consolidating electrical meters, add additional renewable energy generation or battery storage, or develop a microgrid to use the turbine to directly power the TCS facilities. The new location also improves security by moving most of the equipment into a secure area of our site, reducing the chance of tampering or being hit by a car.

OUTCOMES OF DECISION:

If approved, the micro hydro turbine project would move forward with the proposed alignment. Finalization of the electrical design would begin immediately with construction completed in summer of 2025.

ALTERNATIVES TO RECOMMENDATION:

Council could reject the proposed amendment, and the project could continue with the original scope. Finalization of the electrical design would begin immediately with construction completed in summer of 2025.

FINANCIAL IMPLICATIONS:

The total expected cost to the City after anticipated grant reimbursements is \$64,420, resulting in a payback period of 4.4 years. While the proposed amendment would increase the total contract cost \$230,410, much of that increase is able to be covered by external funding.

When Council authorized the original construction contract staff anticipated payback period of 7 years or less and a maximum cost to the City of \$214,000. The proposed amendment still meets original payback period and falls below the maximum cost to the City.

ATTACHMENTS:

- PowerPoint Presentation
- Resolution 5870-25



InPipe Contract Amendment

February 24, 2025



CITY *of*
TUALATIN

What is InPipe?



- Electricity generating turbine placed adjacent to high pressure water line
- Water flows are diverted through turbine, generating electricity
- Electricity is used to offset power consumed at Tualatin City Services



Project Status



Council authorized contract in June 2024 (\$690,295)

Began project design in Summer/ Fall 2024

- Currently at 60% design

Secure external funds

- Secured \$576,375 to date
- Expect \$852,463 total

Explore ways to maximize benefits

- Microgrid feasibility Analysis



CITY of
TUALATIN

Original Design

Simple alignment with minimal underground work

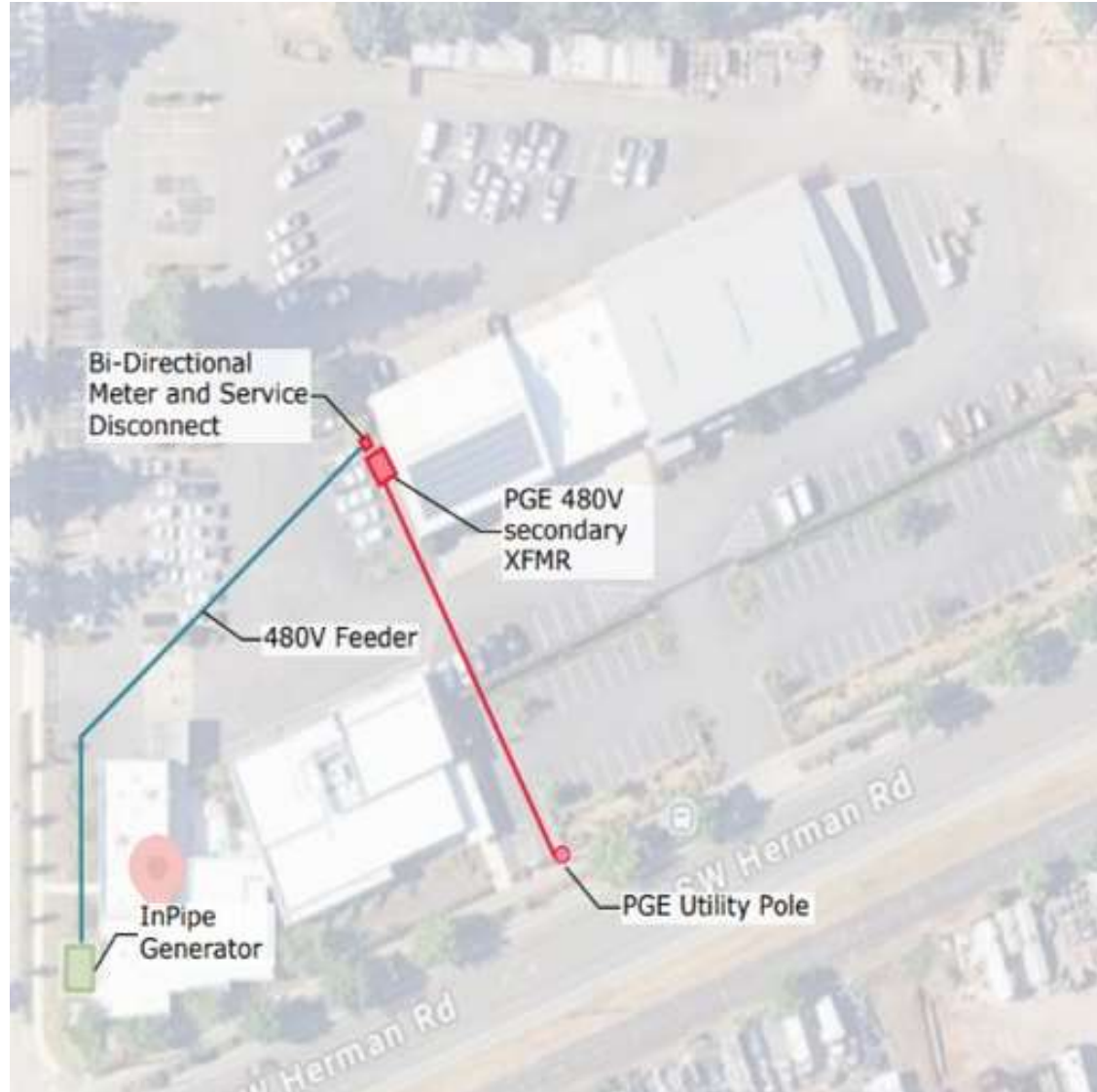


CITY of
TUALATIN

Proposed Change Order

Key Difference

- Centralize equipment to interior of TSC site
- A bit more underground work
- Lots more flexibility



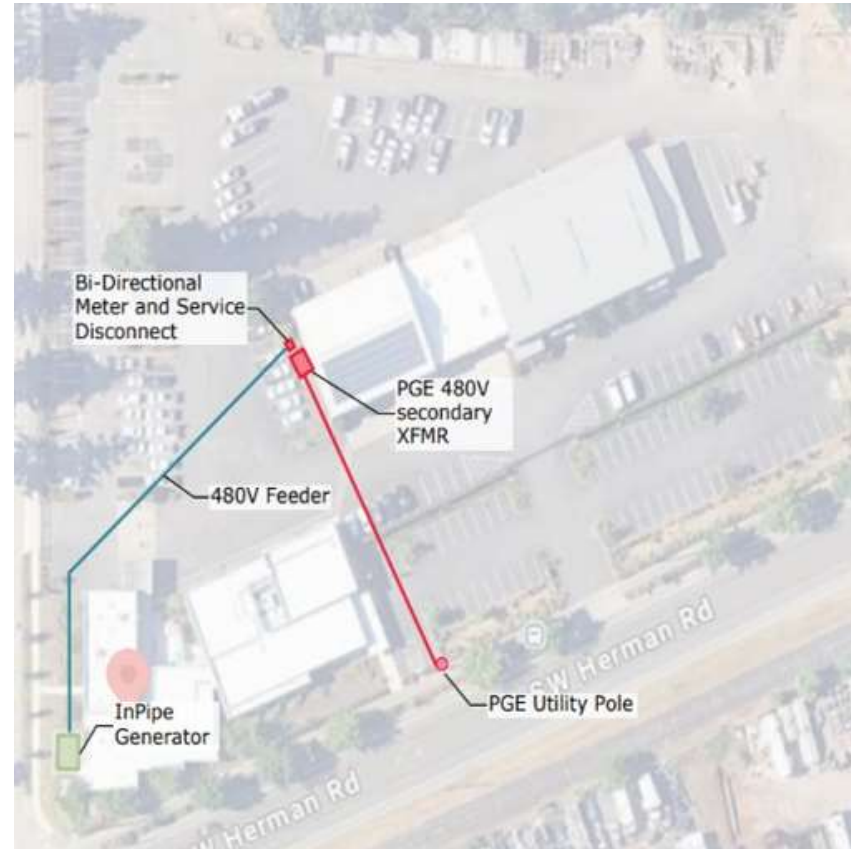
CITY of
TUALATIN

Proposed Change Order



Benefits

- Increased service size for future flexibility in electricity use
- Most flexibility with InPipe energy
- Improved security
- Allows future resiliency improvements
- Allows future expansion of renewable energy generation and storage



CITY of
TUALATIN

Change Order Cost



Current Contract	\$690,295
Proposed Change Order	\$230,410
New contract	\$920,705

Original commitment was a maximum City cost of \$214,000 and a payback period of at least 7 years

With external funding secured and expected and change order, City cost expected to be \$64,420 with a payback period of 4.4 years.



CITY of
TUALATIN

Action



Resolution 5870-25 Authorizing the City Manager to execute a contract amendment to the Construction Project Contract with InPipe Energy, Inc. and Tapani Inc. for the InPipe micro hydro turbine project



CITY of
TUALATIN

RESOLUTION NO. 5870-25

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH INPIPE ENERGY, INC. AND TAPANI, INC. FOR THE INSTALLATION OF A MICRO HYDRO TURBINE.

WHEREAS, the City has an existing construction project contract with InPipe Energy, Inc. and Tapani, Inc. for the micro hydro turbine project;

WHEREAS, expanding this existing contract to change the installation configuration creates additional future flexibility and resiliency, increasing the overall value of the project;

WHEREAS, the Parties wish to amend the existing contract to include additional work and adjust the contract price to account for the cost of this additional work; and

WHEREAS, there are funds available for this additional work in the Water Fund;

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

Section 1. The City Manager, or the City Manager’s designee, is authorized to execute a contract amendment to the existing construction project contract with InPipe Energy, Inc. and Tapani, Inc. in the amount of \$230,410.00.

Section 2. This resolution is effective upon adoption.

Adopted by the City Council this 24th day of February, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: February 24, 2025

SUBJECT:
Review of the 2024 City Council Priorities

RECOMMENDATION:
Staff recommends the City Council review progress on the 2024 Priorities that were discussed and developed at the January 2024 City Council Advance.

EXECUTIVE SUMMARY:

The City of Tualatin Council and leadership team gathered on January 26-27, 2024, for the annual Council Advance. The Advance serves as an important opportunity for City leaders to engage in comprehensive discussion aimed at identifying realistic priorities aligned with community needs and opportunities, the Council's 2030 Vision, and the resources and capacities of City staff.

The team engaged in collaborative exercises to develop an assessment of the current environment and understanding of the existing community landscape. Using this as a foundation, the team discussed how to leverage the City's strengths to achieve future success in serving the Tualatin community for years to come. The resulting 2024 Council Priorities reflect a shared commitment of Council and staff to serve all community members in Tualatin to the best of their ability. The seven 2024 Council Priorities are:

- 1) Neighborhood Engagement
- 2) Housing
- 3) Economic Development
- 4) Transportation
- 5) Environment
- 6) Parks
- 7) Culture + Identity

For each of the priorities Council identified outcomes and specific actions, as identified starting on page 9 of the attached Summary Report (and included on the laminated placemat at the Council dais).

In preparation for the 2025 City Council Advance, staff will share progress on each of the priorities and actions. There will be opportunity at the 2025 Advance to discuss Council's priorities for this coming year.

ATTACHMENTS:

- 2024 City Council Advance Summary Report



CITY OF



UALATIN

2024 City Council Advance

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02 | Tualatin Team

03 | Tualatin's 2030 Vision

05 | Environmental Scan

07 | Council Priorities

09 | 2024 Council Priorities

16 | Team Agreement

17 | Implementation + Progress Reporting

INTRODUCTION

The City of Tualatin Council and leadership team gathered on January 26-27, 2024, for their annual Council Advance. The Advance serves as an important opportunity for City leaders to engage in comprehensive discussion aimed at identifying realistic priorities aligned with community needs and opportunities, the Council's 2030 Vision, and the resources and capacities of City staff.

The Advance offers a unique setting to look forward in an environment conducive to fostering collaboration and open dialogue amongst Council members and staff. It allows the team to step away from the day-to-day responsibilities and engage in substantive conversations focused on the City's long-term vision and the strategic actions required to bring that shared vision to life. Furthermore, the Advance offers the opportunity for Council and staff to engage directly with one another sharing input and insights to develop a deeper understanding of the challenges and opportunities facing the community and organization. In this way, the Council can harness the collective expertise and perspectives to identify realistic priorities that are both aspirational and obtainable.

The City hired SSW Consulting, professional strategic planning and facilitation consultants, to guide the process for the Advance. In preparation for the workshop, SSW conducted outreach with Council and staff to gather input on challenges and opportunities facing the organization and community. Informed by the results of the outreach, SSW partnered with staff to develop an agenda designed to achieve the following shared outcomes:

- Highlight accomplishments and confirm the team is on the right track
- Develop a shared understanding of the community + organization context to inform discussions around priorities + capacity
- Facilitate a process where diverse perspectives are welcomed and heard and find areas of alignment to focus the team's efforts and resources in the coming year
- Conduct intentional team building that will help Council and staff in advancing their vision and priorities

The team engaged in collaborative exercises to develop an assessment of the current environment and understanding of the existing community landscape. Using this as a foundation, the team discussed how to leverage the City's strengths to achieve future success in serving the Tualatin community for years to come.

The resulting 2024 Council Priorities reflect a shared commitment of Council and staff to serve all community members in Tualatin to the best of their ability. As staff works to implement the priorities over the coming year, they will provide regular progress updates to Council to support transparency and accountability to the Tualatin community.

TUALATIN TEAM

City Council

Mayor Frank Bubenik
Council President Valerie Pratt
Councilor Maria Reyes, Position 1
Councilor Christen Sacco, Position 2
Councilor Bridget Brooks, Position 3
Councilor Cyndy Hillier, Position 4
Councilor Octavio Gonzalez, Position 5

City Team

Sherilyn Lombos, City Manager
Megan George, Deputy City Manager
Don Hudson, Assistant City Manager/ Finance Director
Kevin McConnell, City Attorney
Greg Pickering, Chief of Police
Kim McMillian, Community Development Director
Bates Russell, Information Services
Jerianne Thompson, Library Director
Ross Hoover, Parks Director
Rachel Sykes, Public Works Director



TUALATIN 2030 VISION

At the 2023 City Council Advance the Council refined their shared vision. The 2030 Vision describes the Council's desired future state for the Tualatin community. The Council priorities are set in alignment with this vision.



AN ENVIRONMENTALLY
ACTIVE, SUSTAINABLE, RESPONSIBLE &
FORWARD-THINKING COMMUNITY THAT VALUES
& PROTECTS OUR NATURAL RESOURCES,
INHABITANTS, & HABITATS.



SAFE, DESIRABLE, WELCOMING & SUSTAINABLE
NEIGHBORHOODS
WITH HOUSING THAT IS AVAILABLE FOR ALL.



A CARING &
INCLUSIVE COMMUNITY
THAT PROMOTES EQUITY, DIVERSITY,
BELONGING & ACCESS IN CREATING A
MEANINGFUL QUALITY OF LIFE FOR
EVERYONE.



A
**CONNECTED,
INFORMED,
ENGAGED**
& CIVICALLY
COMMUNITY THAT EMBRACES
OUR CITY'S DIVERSITY.



A THRIVING & DIVERSIFIED
ECONOMY
THAT INCLUDES LIVING WAGE JOBS,
INCREASED TOURISM, & SUSTAINED
FINANCIAL STABILITY FOR THE
WHOLE CITY.



SAFE, VIBRANT, & ACCESSIBLE
**GATHERING
PLACES**
THROUGHOUT THE CITY THAT BUILD
& CELEBRATE OUR WHOLE
COMMUNITY.



AN EFFICIENT, ACCESSIBLE, INNOVATIVE,
SUSTAINABLE, CONNECTED
TRANSPORTATION
SYSTEM THAT EFFECTIVELY & SAFELY
MEETS THE NEEDS OF OUR ENTIRE
COMMUNITY.

TUALATIN
2030
VISION

TUALATIN 2030 VISION

A CARING AND INCLUSIVE COMMUNITY that promotes equity, diversity, belonging, and access in creating a meaningful quality of life for everyone.

A CONNECTED, INFORMED, AND CIVICALLY ENGAGED community that embraces our City's diversity.

A thriving and diversified ECONOMY that includes living wage jobs, increased tourism, and sustained financial stability for the whole City.

Safe, vibrant, and accessible GATHERING PLACES throughout the City that build and celebrate our whole community.

An efficient, accessible, innovative, sustainable, and connected TRANSPORTATION system that effectively and safely meets the needs of our entire community.

Safe, desirable, welcoming, and sustainable NEIGHBORHOODS with housing that is available for all.

An ENVIRONMENTALLY active, sustainable, responsible, and forward-thinking community that values and protects our natural resources, inhabitants, and habitat.

ENVIRONMENTAL SCAN

Examining the current environment of the organization and community provides valuable information for strategic decision making in the goal refinement process. A thorough understanding of previous accomplishments or goal progress, where the organization is today, and identifying current challenges or opportunities ensures the resulting priorities are responsive to needs in the community and organization to support sustainable growth and the provision of quality city services.

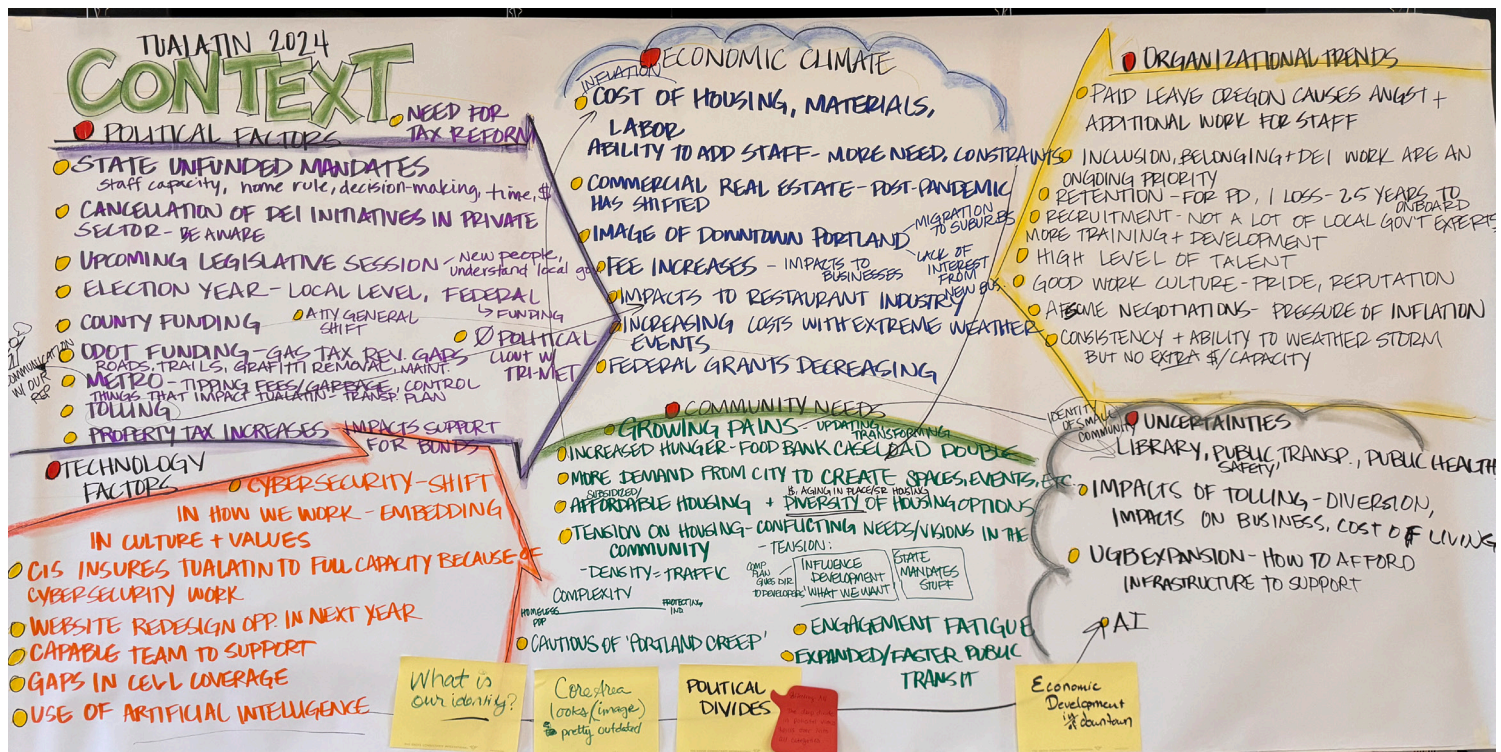
Recognizing and celebrating successes is an important part of the environmental scan process as it acknowledges work accomplished and sets a positive tone for the team moving forward. The exercise not only recognizes the good work that has taken place, but also opens dialogue about the contributing factors that made success possible. The lists below are a few of the accomplishments highlighted by staff and Council:

- Community Partners for Affordable Housing broke ground
- Community and Library events
- Bond sale
- Strong community engagement
- City attorney recruitment
- Norwood community engagement on housing
- Creation of IDEA Advisory Committee
- Securing more park property
- Parks bond and resulting opportunities
- Wrap-up of “Tualatin Moving Forward”
- Climate Action Plan work
- Water Master Plan Adoption
- Police Department Community Outreach and fostering trust
- IT security improvements
- Leadership involvement and presence on regional issues
- Library marketing plan
- Veterans Plaza
- Policy Advisory Board
- Transportation System Plan kickoff
- Council meeting broadcast improvements
- Library facility improvements
- Basalt Creek development
- Sidewalk improvement project
- Utility bill assistance program
- Work on CFEC (Climate Friendly + Equitable Communities)

ENVIRONMENTAL SCAN

The staff and Council also participated in a context mapping exercise examining political factors, economic climate, technology factors, community needs, organizational trends, and uncertainties. Building a shared understanding of the current community and organizational context enables the team to collaboratively problem solve and prioritize needs and resources to serve the community effectively.

The results of the discussion are summarized in the following graphic.



CITY COUNCIL PRIORITIES

City Council and staff meet on an annual basis for a discussion of the Council's vision and priorities. Every two years the process is more robust to fully assess all needs and determine the Council's shared vision and priorities. In the off years, the Council reviews the existing work underway and completes a priority refinement to ensure the vision and priorities are relevant, responsive to the community, and providing clarity and guidance to the organization.

In 2024, the Council conducted a check-in and refinement of their vision and priorities. The Council priorities provide valuable guidance for the development of the City's budget and department work plans to align resources and staff capacity accordingly. The team worked collaboratively to review the 2023 priorities to determine which actions were complete, ongoing, or needing refinement. The team also focused on providing direction regarding the desired outcomes for the priorities, highlighting "what success looks like" from the Council's perspective. This outcomes-based discussion will help staff evaluate implementation options to most effectively deliver on these outcomes.

Building on the information and insights shared during the environmental scan, the team worked in small groups to discuss how the actions needing refinement should be updated. Additionally, the small groups discussed ideas for any new proposals for Council to consider adding to the 2024 priorities. Following the small group exercise, the team reconvened to map the resulting proposals for refined and new actions. The following image shows the priority refinement process and the charts on the following pages share the refined priorities.

CITY COUNCIL PRIORITIES



- CELEBRATE INVESTMENTS
- CONTINUE TO BUILD RELATIONSHIPS
- EDUCATE & ENGAGE



- COMMUNICATE PROCESS & PROGRESS ON URBAN RENEWAL AREAS
- INNOVATIVE & IMAGINATIVE PLANNING TO CONNECT PEOPLE THROUGH DEVELOPMENT



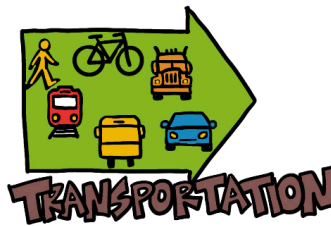
- ADOPT CLIMATE ACTION PLAN
- PRIORITIZED 5-YEAR IMPLEMENTATION PLAN



- SHARE PROGRESS ON THE IDEA COMMITTEE WORK PLAN
- TRAINING & EDUCATION TO SUPPORT A TRAUMA-INFORMED ORGANIZATION



- INCREASE DIVERSE HOUSING OPTIONS
- UNDERSTAND TUALATIN'S HOUSING OPTIONS
- BUILD SHARED UNDERSTANDING OF REGIONAL & LOCAL HOUSING LANDSCAPE



- TRANSPORTATION SYSTEM PLAN UPDATE
- CLEAR TRANSPORTATION PRIORITIES THAT SUPPORT STRATEGIC ADVOCACY



- COMMUNITY IS INFORMED ON BOND PROJECT PROGRESS
- RESIDENTS ARE PRIORITIZED IN SUMMER RECREATION PROGRAMMING



JANUARY 2024

PRIORITY 1: NEIGHBORHOOD ENGAGEMENT

OUTCOMES:

- CELEBRATE INVESTMENTS
- CONTINUE TO BUILD RELATIONSHIPS
- EDUCATE AND ENGAGE

ACTIONS

LEAD

1.1 Street Trees: Provide education to the community on street trees and the Sidewalk/Street Tree Program. Conduct a work session that provides the Council with policy options.

Public Works and Parks + Recreation

1.2 Community Involvement Organizations (CIO): Host a joint work session with the CIOs and provide information to the Council on the background of the program structure, map, number of people engaged, and value to the community.

Administration

1.3 Neighborhood Investment: Continue efforts in neighborhood investment around the City including building relationships, understanding neighborhood needs, and celebrating investments in Tualatin's neighborhoods.

Administration

PRIORITY 2: HOUSING

OUTCOMES:

- INCREASE DIVERSE HOUSING OPTIONS
- UNDERSTAND TUALATIN'S HOUSING OPTIONS NEEDS
- BUILD SHARED UNDERSTANDING OF REGIONAL AND LOCAL HOUSING LANDSCAPE

ACTIONS

LEAD

2.1 Housing Production Strategy: Revisit the City's Housing Production Strategy to examine the City's options for creating and incentivizing diverse housing.	Community Development
2.2 Housing Code: Review options for zoning changes to incentivize diverse housing options.	Community Development
2.3 Green Space: Revisit the code for options to address preservation/addition of green space in new development.	Community Development
2.4 County Updates: Coordinate an update from the Counties to understand the regional housing landscape and services available for the Tualatin community.	Community Development

PRIORITY 3: ECONOMIC DEVELOPMENT

OUTCOMES:

- COMMUNICATE PROCESS AND PROGRESS ON URBAN RENEWAL AREAS
- INNOVATIVE AND IMAGINATIVE PLANNING TO CONNECT PEOPLE THROUGH DEVELOPMENT

ACTIONS

LEAD

3.1 Food Carts: Revisit policy and specifications.	Community Development
3.2 Leviton: Revisit zoning options in Leviton using a similar framework to the Basalt Creek area.	Community Development
3.3 Communications: Conduct regular communications to provide information and updates on Basalt Creek and Downtown urban renewal areas.	Administration
3.4 Placemaking: Consider look and feel of Tualatin identity in upcoming planning efforts and tackle low hanging fruit where able.	Community Development

PRIORITY 4: TRANSPORTATION

OUTCOMES:

- TRANSPORTATION SYSTEM PLAN UPDATE
- CLEAR TRANSPORTATION PRIORITIES THAT SUPPORT STRATEGIC ADVOCACY

ACTIONS

LEAD

4.1 TSP: Complete the Transportation System Plan update.

Community Development

4.2 Advocacy: Identify clear transportation priorities for Tualatin that support Council and staff strategic regional advocacy for those priorities.

Community Development + Administration

PRIORITY 5: ENVIRONMENT

OUTCOMES:

- ADOPT CLIMATE ACTION PLAN
- PRIORITIZED 5-YEAR IMPLEMENTATION PLAN

ACTIONS

LEAD

5.1 Climate Action Plan: Adopt the Climate Action Plan.	Public Works
5.2 Climate Priorities: Develop a 5-year implementation plan with prioritized actions.	Public Works

PRIORITY 6: PARKS

OUTCOMES:

- COMMUNITY IS INFORMED ON BOND PROJECT PROGRESS
- RESIDENTS ARE PRIORITIZED IN SUMMER RECREATION PROGRAMMING

ACTIONS

LEAD

6.1 Parks Bond: Provide regular communication regarding the progress on projects related to the Parks Bond.	Parks + Recreation
6.2 Summer Recreation Programs: Review policies and practices that would prioritize access to Tualatin residents for summer recreation programs.	Parks + Recreation

PRIORITY 7: CULTURE + IDENTITY

OUTCOMES:

- SHARE PROGRESS ON THE IDEA COMMITTEE WORK PLAN
- TRAINING AND EDUCATION TO SUPPORT A TRAUMA-INFORMED ORGANIZATION

ACTIONS

LEAD

7.1 IDEA Committee: Share progress on the IDEA committee work plan.

Library

7.2 Trauma Informed: Continue the internal training and work supporting a trauma informed culture and conduct similar training with the City Council

Police

TEAM AGREEMENT

The team agreement is a shared commitment among Council and with staff in how members will work together effectively to advance the priorities and overall work of the City. The Tualatin team participated in a facilitated discussion to identify what's working well for the team, what's missing, and what is needed to support the workload. The team agreement statements below summarize the discussion and are intended to guide the team as they work together to advance their priorities.

We are ONE TEAM

The Council is ONE TEAM and works in partnership with staff. We set a shared vision and priorities to advance work that serves our entire community while considering the local and regional impacts. As a team, we understand the distinction between Council and staff roles, and we stay in our respective lanes. If there are questions about our role, we work directly with the City Manager to gain clarity. We are proactive in communicating with our fellow Councilors and staff to obtain the information needed to make decisions. Through respectful interactions and communication, we foster and maintain a high level of trust with Council, staff, and the community.

We are PREPARED

The Council comes to meetings prepared and focused. We maintain an open mind and weigh all information when making a policy decision. In our preparation, we reach out to the City Manager and staff in a timely manner, consider the results of any community engagement efforts, seek out educational opportunities, and review pertinent background information and historical perspectives.

We are STRATEGIC

With limited resources to implement the vision and priorities, the City Council is strategic in providing direction and prioritizing the work that is most important to the community. We work to foster and pursue partnership opportunities both locally and regionally to advance the community priorities. We provide clear direction to staff on the priorities, acknowledging when some work must pause, or shift based on available resources and capacity.

We are INNOVATIVE

The Council looks for ways to innovate and move Tualatin forward. We are grounded in the community's needs, and look for bold opportunities to address them and whatever opportunities or challenges that may lie ahead. We strategically plan our work and allocate resources to allow space for innovation and new opportunities.

IMPLEMENTATION + PROGRESS REPORTING

Following the Council Advance, City leadership and SSW Consulting created an implementation and progress reporting plan to ensure fluid communication between Council, city staff, and the community. This process includes determining project leads and tracking progress over the next 1-2 years.

The City Manager will provide the Council with a regular Council Priority Status Update. This information will include progress updates, possible challenges or opportunities, as well as requests for Council direction as necessary.

The Council and Leadership team will continue their practice of checking in annually on the Council priorities, with a more robust review and update following an election cycle.



CITY OF TUALATIN

 503-692-2000

 TualatinOregon.gov



18880 SW Martinazzi Ave
Tualatin OR 97062

Prepared by SSW Consulting
Sara Singer Wilson, Principal/Owner
Ashley Sonoff, Associate
Sasha Konell, Engagement Strategist



SSW CONSULTING