



## TUALATIN CITY COUNCIL MEETING

MONDAY, JUNE 24, 2024

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

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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, June 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>

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### Work Session

- 1. 6:00 p.m. (30 min) – Review of Council Rules Subcommittee proposed revisions to Council Rules.** On February 26, 2024, Council appointed a Council Rules Subcommittee to review the Rules and report back with proposed changes. The Council Rules Subcommittee met 3 times to review the Rules and discuss proposed revisions. Tonight the proposed revisions and amendments will be reviewed and discussed.
  - 2. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the June 24 City Council meeting and brief the Council on issues of mutual interest.
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## **7:00 P.M. CITY COUNCIL MEETING**

### **Call to Order**

### **Pledge of Allegiance**

### **Announcements**

1. Police Department Re-Accreditation Award

### **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 June 10, 2024
2. Consideration of **Resolution No. 5777-24** Awarding the Contract for Engineering, Public Engagement, and Construction Management for the B-Level Water Reservoir & Pump Station
3. Consideration of **Resolution No. 5780-24** Authorizing the City of Tualatin to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services
4. Consideration of **Resolution No. 5781-24** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2024-2025
5. Consideration of **Resolution No. 5782-24** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin
6. Consideration of **Resolution No. 5783-24** Awarding a Contract for CCTV Inspections to Pacific Int-R-Tek
7. Consideration of **Resolution No. 5785-24** Amending Water, Sewer, Stormwater, Road, and Parks Utility Fee Rates
8. Consideration of **Resolution No. 5788-24** Adopting the City of Tualatin 2025-2029 Capital Improvement Plan
9. Consideration of **Resolution No. 5789-24** Increasing the Change Order Authorization Amount for the Tualatin River Greenway Trail Extension Construction Project with Brown Contracting

10. Consideration of **Resolution No. 5790-24** Increasing the Change Order Authorization Amount for the Tualatin River Greenway Trail Construction Documents and Professional Services Contract with Alta Planning + Design

### **Public Hearings - Legislative or Other**

1. Consideration of **Resolution No. 5787-24** Authorizing Changes to the FY 2023-2024 Adopted Budget
2. Consideration of **Resolution No. 5786-24** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2024, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

### **General Business**

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

1. Consideration of **Ordinance No. 1487-24** Establishing a Core Area Parking District Tax Rate for Fiscal Year 2024/25

### **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**

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

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

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



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Kevin R. McConnell, City Attorney  
**DATE:** June 24, 2024

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**SUBJECT:**

Review of Council Rules Subcommittee proposed revisions to Council Rules.

**EXECUTIVE SUMMARY:**

On February 26, 2024, Council appointed a Council Rules Subcommittee to review the Rules and report back with proposed changes, if any. Rule 11A permits the Council to amend its Rules, while Rule 11B permits Council to repeal and replace Rules. An amended Rule must be approved by a majority of a quorum of the Council, and becomes effective at the next Council meeting. A Rule that is repealed and replaced with another Rule must be approved by a majority of a quorum of Council, and becomes effective 30 days after it is approved.

The Council Rules Subcommittee met 3 times to review the Rules and discuss proposed revisions (April 5, May 3, and May 17, 2024). On May 17, 2024, the Council Rules Subcommittee moved to refer its proposed revisions to a City Council work session. The revisions focus on: 1) Council decorum (interactions among Members of Council and Public Comment), 2) Council Travel Policy (airfare); 3) Mandatory Oregon Government Ethics and Council Rules training and 4) Virtual Council Meeting attendance. The proposed revisions (edited and clean versions) are attached below.

All of the proposed revisions are properly classified as “amendments” to the Council Rules; as such, they would become effective at the Council meeting after approval pursuant to Council Rule 11A. If there is general consensus to consider the approval of the Council Rules Subcommittee amendments, staff will prepare a resolution amending the City of Tualatin Council Rules for Council review at an upcoming Council Business Meeting. The City Council may also choose to not move forward with the proposed revisions or direct staff to draft additional revisions to the Rules.

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**ATTACHMENTS:**

- PowerPoint slide deck
- Current Council Rules
- Proposed revisions to Council Rules (edited/clean)
- Council Rules Subcommittee minutes
- April 1, 2024 City Attorney memorandum

A scenic view of a lake with a building in the background and trees in the foreground. The water is calm and reflects the surrounding greenery and the clear blue sky. A concrete dock is visible on the right side of the lake. The overall atmosphere is peaceful and natural.

# Council Rules Subcommittee

Proposed Council Rule Revisions

City of Tualatin/Legal Services Department

# Background

- On February 26, 2024, the City Council appointed a Council Rules Subcommittee to review the Council Rules and report back with proposed changes, if any.
- Council Rule 11A permits the Council to amend its Rules, while Rule 11B permits Council to repeal and replace Rules.
- The Council Rules Subcommittee met 3 times and proposed several revisions to the Rules, focusing on the following subject areas:

# Major Council Rules Revisions

- Decorum (strengthen Rules to ensure courteous interactions between Members of Council; guarantee Rules regulating public comment meet constitutional requirements);
- Travel policy (upgraded City-paid economy class airfare for longer trips or when personal circumstances require);
- Mandatory Oregon Government Ethics and Council Rules Training;
- Allow Members of Council to attend any Council Meeting virtually if personal circumstances require.

## Decorum- Interactions among Members of Council

- Rule 8B(1): Objective of Decorum Rules.
- Rule 8B(2): Detail how Members of Council can appeal Presiding Officer decision- decorum/points of order.
- Rule 8B(3): No personal attacks/intimidation of fellow Members of Council or any speaker.
- Rule 8B(4): Detail how Members of Council can raise a point of personal privilege if offended by the actions/remarks of another member.



# Decorum- Public Comment

## Rules 8B(5)/8B(6)and 5D

Revisions ensure:

- Council Rules regarding public comment prohibit actual disruptions;
- Community members can engage in constitutionally permissible expressive conduct.
- Presiding Officer authorized to request disrupter be arrested for Disorderly Conduct if disruption threatens safety/security of the public.

# Council Meeting Attendance

## Rules 2H(3)/2H(4)

Preference for members to attend Council Meetings in-person, but allows a member to attend virtually if personal circumstances require.

Members of Council attending virtually should:

1. Provide reasonable notice to Presiding Officer/Manager/Deputy City Recorder.
2. Remain for the entire meeting.
3. If attending virtually with video capabilities- keep video turned on.

## Travel Policy - Airfare

### Rule 12E(3)(a)

Members of Council may choose to book a City-paid premium economy class seat for flights over 2 hours long or if personal circumstances require.

- Members are still required to look for least expensive applicable airfare.
- If a member books a business or first-class seat, they are still required to pay the difference between that rate and the City-paid airfare.

## Ethics/Council Rules Training

Rule 8A(4): Members of Council are required to attend/view ethics training prepared by OGEC or the City Attorney at least once during member's term of office.

Rule 8A(5): Members of Council are required to attend/view training on the Council Rules prepared by the Manager or City Attorney within one year of assuming office.

# Motions

Rule 5A: Clarify that the Presiding Officer should ensure the motions are clear and understood by Members of Council.

## Options/Next Steps

- If there is general consensus to approve revisions as presented, resolution to amend Council Rules on agenda at future Council Meeting (Rule 11A).
- Council may reject all/some of the proposed revisions.
- Direct staff to draft additional revisions to the Council Rules.



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Council Rules Subcommittee

**FROM:** Kevin McConnell, City Attorney KRM  
Signer ID: 2Z1GX00M12...

**DATE:** April 01, 2024

**SUBJECT:** COUNCIL RULES SUBCOMMITTEE  
APRIL 5, 2024 MEETING

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This memorandum is designed to assist the Council Rules Subcommittee (the Subcommittee) in its review of the Council Rules (the Rules). On February 26, 2024, Council appointed a Council Rules Subcommittee to review the Rules and report back with proposed changes, if any. Rule 11A permits the Council to amend its Rules, while Rule 11B permits Council to repeal and replace Rules. An amended Rule must be approved by a majority of a quorum of the Council, and becomes effective at the next Council meeting. Likewise, a Rule that is repealed and replaced with another Rule must be approved by a majority of a quorum of Council; however, a replacement Rule becomes effective 30 days after it is approved.

The Subcommittee is free to review the Rules and recommend changes it deems necessary and/or beneficial. It is of note that the Council reviewed the Rules on February 13, 2023 and identified several that warranted further review:

- **Rule 2H- Attendance at Meetings, subsections 3 & 4.** These Rules state that the preference is for Councilors to attend meetings in person and that no Councilor should attend remotely more than two consecutive meetings. It was discussed that the Council might want to amend, given the ease in which Councilors can fully participate in Council Meetings remotely.
- **Rule 5A- Motions, subsections 1&2.** These provisions require motions to be “distinctly worded” and that the Presiding Officer must repeat the motion prior to a vote. It was discussed that these provisions feel very prescriptive, perhaps more so than necessary.

- **Rule 5D- Public Comment, subsection 6; Rule 8B- Decorum, subsection 4.** These provisions limit types of speech permitted in a Council Meeting and allow the Presiding Officer to remove a community member engaging in prohibited speech from the meeting. The City Attorney will discuss issues with these provisions at the Subcommittee meeting and set out possible alternatives.
- **Rule 8A- Ethics.** The Council discussed possible updates due to changes in state law.
- **Rule 8C- Statements to the Media and Other Organizations and Rule 8D- Use of Social Media.** Council opined that these provisions may need to be clarified and/or cleaned up.
- **Rule 12E- Travel Policy.** Council questioned whether these provisions could be made more concise and if other local governments had provisions that could work in Tualatin.

The Subcommittee may want to engage in a review of the provisions above as well as identify any other Rules in need of review and/or revision. During the course of your meetings, Subcommittee members may find the following documents helpful in its review of the Rules:

- League of Oregon Cities Model Rules of Procedure for Council Meetings:  
<https://www.orcities.org/application/files/7316/9222/9843/ModelRulesofProcedureforCouncilMeetings-updated8-15-23.pdf>
- Lake Oswego City Council Rules of Procedure:  
<https://www.ci.oswego.or.us/citycouncil/rules-procedure>
- Beaverton City Council Rules of Procedure:  
<https://beaverton.municipal.codes/BC/2.11.075>
- Gresham City Council Rules:  
<https://greshamoregon.gov/WorkArea/DownloadAsset.aspx?id=2740>
- Hillsboro City Council Rules: <https://www.hillsboro-oregon.gov/home/showdocument?id=1138>
- Tigard City Council Team Agreement: [5108\\_City\\_Council\\_Team\\_Agreement.pdf \(destinyhosted.com\)](#)
- Tigard City Council Rules: (Attached as additional document)



- Western City Article – “Establishing a Code of Conduct to Guide your Council”:  
<https://www.westerncity.com/article/beyond-ethics-establishing-code-conduct-guide-your-council>

I look forward to our April 5 meeting, and feel free to reach out to me directly with any questions.

Tigard City Council

# Ground Rules

The City Council's Ground Rules play an important role in ensuring the Mayor and Councilors have a common understanding and collective agreement on working together in the spirit of partnership. Coupled with the City Council's Team Agreement, the two documents provide consistency and clarity on expectations to effectively govern the City.



## 1. Communications

### a. Responses to the Public

- i. All public statements, information, or press releases should be handled by the Mayor, City Manager, or designee.
- ii. Councilors may respond to community requests for information.
- iii. When sharing information, it is important to be clear whether the Councilor is stating personal opinions or sharing the majority position of the Council.
- iv. Only the City Council as a body can make promises or commitments on behalf of the City.

### b. Social Media

- i. All content on social media accounts used for City business is considered public record.
- ii. Any social media account on which the Mayor/Councilor posts information about City business, or information that might be construed by the public as being about City business, must be archived by the City and treated in accordance with Oregon Public Records Law.
- iii. All posts on social media regarding a decision potentially before Council should include a disclaimer that the views expressed represent the views of the author and not the views of the Tigard City Council.
- iv. When commenting on another Mayor/Councilor's social media post regarding a decision potentially before Council, Mayor/Councilors should be mindful of Public Meetings Law.



**c. Communications with the Organization**

- i. The City Council respects the separation between the policy making (Council function) and administration (City Manager function) and strives to work with City teammates in the spirit of partnership, mutual respect, and support.
- ii. The City Council respects the professional duties of the City Manager and City teammates.
- iii. The City Council relies on the City Manager to direct the administrative functions of the organization and will refrain from interfering with the team’s ability to implement policy decisions, including directing the work of teammates.

**d. Representing the City 24/7**

- i. If a member of the City Council appears before another governmental agency or organization to give a statement on an issue, the member should state:
  - 01. Whether the statement reflects personal opinion or is the official position of the City; and
  - 02. Whether the statement is supported by a majority of the Council.
- ii. If the member is representing the City, the member should support and advocate for the official City position on the issue rather than a personal viewpoint.



**2. Council Liaison Roles**

- a. **A Council Liaison maintains a critical connection between the City Council and a designated committee, advisory board, or task force. The primary purpose is to facilitate communication between the Council and appointed member groups.**
- b. **From time to time, the Council may appoint ad hoc committees or task forces to help address various topics or issues facing the City and appoint a Councilor(s) to serve as a liaison.**
- c. **The liaison plays a key role by working with City teammates to share committee recommendations with the rest of the Council during their regular Council reports.**
- d. **It is important for the liaison to share Council feedback with the committee they are assigned. The City Council should carefully balance their participation with empowering the volunteer members to share their diverse perspectives.**



**3. Administering the Council Ground Rules**

- a. **All members of the City Council will review the Ground Rules and sign an agreement to comply with the rules.**
- b. **If the Mayor or a Councilor perceives one of the rules to be violated, they should first address the concern with the individual, consult with the Mayor or City Manager, and as a last resort request an item be placed on a City Council agenda to determine the next steps for resolution.**

## Proposed Amendments to Council Rules

- I. Amendment 1- Rules 8B(1-4) and 5D(6)

### Rule 8B - Decorum

**1. The City Council is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and future of the community. The public stage provided during business meetings should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to benefit the community as a whole.**

~~1~~ **2. The Presiding Officer will preserve decorum during meetings and decide all points of order, subject to appeal of the Council. An appeal shall substantially conform to the following procedure:**

- a. A Member of Council desiring to appeal a decision of the Presiding Officer shall state “I appeal from the decision of the Presiding Officer.” The appeal must be seconded to move forward.**
- b. If the appeal is seconded, the Presiding Officer shall state the exact question at issue and explain the reason for the decision.**
- c. Members of Council shall then debate the matter.**
- d. After debate has concluded, the Council will vote to decide whether the decision of the Presiding Officer shall be sustained. The Presiding Officer shall have a vote on the matter.**

- e. **After the result of the vote is announced, business shall resume in accordance with the decision.**

~~2.~~ **3.** Members of the Council will preserve decorum during meetings, and must not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. **Members of Council shall not engage in personal attacks of any kind or otherwise belittle or intimidate Members of Council or any speaker.**

**4.** In the event a Member of Council is personally offended by the actions or remarks of another Member of Council, they should note the action or actual words used and call for a “point of personal privilege” that challenges the other Member to justify the action or the language used. A point of personal privilege shall substantially conform to the following procedure:

- a. **A Member of Council desiring to raise a personal point of privilege shall state “I rise to a question of personal privilege.”**
- b. **The Presiding Officer shall request the Member of Council to state their question of privilege.**
- c. **The Member of Council shall describe issue and request the issue be remedied.**
- d. **The Presiding Officer shall review the matter and act in accordance with these Rules.**

~~3.~~ **5.** City staff and all other persons attending meetings must observe the Council’s rules of proceedings and adhere to the same standards of decorum as members of Council.

~~4. 6. All audience members must abide by the rules of decorum contained in these Rules. No~~  
audience member may **engage in behavior that results in an actual disruption of the Council meeting.**

~~disrupt the conduct of the meeting, clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like. Any audience member who does so will be deemed out of order and the Presiding Officer may have the person removed from the Council chambers immediately, and the person will not be permitted to attend the remainder of that Council meeting. The Presiding Officer may request that the audience member be arrested for disorderly conduct if the disruption threatens the safety and security of the public.~~

#### **Rule 5D - Public Comment**

6. All remarks must be addressed to the Council as a whole. Any person **engaging in behavior causing an actual disruption of the meeting** ~~making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council,~~ may be requested to leave the meeting. ~~Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.~~

II. Amendment 2- Rule 5A(1)

#### **Rule 5A- Motions**

1. ~~All motions must be distinctly worded.~~ **The Presiding Officer shall ensure that the wording of motions are clear.**

III. Amendment 3- Rule 2H- Attendance at Meetings

**Rule 2H(3)**

~~Attendance at meetings must be in person, by telephone, or other electronic means where the person's voice may be heard. The preference of the Council is for all members of Council to attend in person.~~

**3. Telephonic/electronic meetings may be held in compliance with the Oregon Public Meetings Law. While Members of Council are expected to attend in-person whenever possible, members may participate and vote in City Council meetings via telephone, electronically or by other virtual means consistent with the Oregon Public Meetings Law if personal circumstances require such attendance. Whenever possible, Members of Council shall notify the Presiding Officer, Manager and Deputy City Recorder the week before a scheduled Council meeting before electing to attend virtually.**

**Rule 2H(4)**

~~A member of Council should not attend by telephone, or other electronic means where the person's voice may be heard, more than two consecutive meetings. A m~~**Members of Council attending virtually are expected to appearing by telephone, or other electronic means where the person's voice may be heard, should remain present for the entire meeting, unless an absence is due to it is the result of a malfunction or technical issue out of the control of the Councilor. If attending virtually with video capabilities, Members of City Council are expected to have their video turned on.**

IV. Amendment 4- Rule 12- Travel Policy

**Rule 12E(3)(a)- Airfare**

The City will pay for roundtrip, coach airfare. Members of Council are expected to look for the least expensive fare available within the appropriate arrival/ departure times. **However, Members of Council may choose to book a premium economy class seat if personal circumstances require or for any flight over two hours long.** If the Member of Council makes first-class or business- class travel reservations, the member of Council must pay the difference between those rates and the ~~coach rate~~ **City-paid airfare.**

V. Rule 8A- Ethics; **Training**

**4. In addition to any training required by state law, every Member of Council shall attend or view an Oregon Government Ethics training prepared by the Oregon Government and Ethics Commission or the City Attorney at least once during the member's term of office.**

**5. Every Member of Council shall attend or view a Council Rules training prepared by the City Manager or City Attorney within one year of assuming office.**



## **Proposed Amendments to Council Rules**

### I. Amendment 1- Rules 8B(1-4) and 5D(6)

#### Rule 8B - Decorum

1. The City Council is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and future of the community. The public stage provided during business meetings should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to benefit the community as a whole.
2. The Presiding Officer will preserve decorum during meetings and decide all points of order, subject to appeal of the Council. An appeal shall substantially conform to the following procedure:
  - a. A Member of Council desiring to appeal a decision of the Presiding Officer shall state "I appeal from the decision of the Presiding Officer." The appeal must be seconded to move forward.
  - b. If the appeal is seconded, the Presiding Officer shall state the exact question at issue and explain the reason for the decision.
  - c. Members of Council shall then debate the matter.
  - d. After debate has concluded, the Council will vote to decide whether the decision of the Presiding Officer shall be sustained. The Presiding Officer shall have a vote on the matter.

- e. After the result of the vote is announced, business shall resume in accordance with the decision.

3. Members of the Council will preserve decorum during meetings, and must not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules. Members of Council shall not engage in personal attacks of any kind or otherwise belittle or intimidate Members of Council or any speaker.

4. In the event a Member of Council is personally offended by the actions or remarks of another Member of Council, they should note the action or actual words used and call for a “point of personal privilege” that challenges the other Member to justify the action or the language used.

A point of personal privilege shall substantially conform to the following procedure:

- a. A Member of Council desiring to raise a personal point of privilege shall state “I rise to a question of personal privilege.”
- b. The Presiding Officer shall request the Member of Council to state their question of privilege.
- c. The Member of Council shall describe issue and request the issue be remedied.
- d. The Presiding Officer shall review the matter and act in accordance with these Rules.

5. City staff must observe the Council’s rules of proceedings and adhere to the same standards of decorum as members of Council.

6. No audience member may engage in behavior that results in an actual disruption of the Council meeting.

Any-audience member who does so will be deemed out of order and the Presiding Officer may have the person removed from the Council chambers immediately, and the person will not be permitted to attend the remainder of that Council meeting. The Presiding Officer may request that the audience member be arrested for disorderly conduct if the disruption threatens the safety and security of the public.

#### Rule 5D - Public Comment

6. All remarks must be addressed to the Council as a whole. Any person engaging in behavior causing an actual disruption of the meeting may be requested to leave the meeting.

#### II. Amendment 2- Rule 5A(1)

#### Rule 5A- Motions

1. The Presiding Officer shall ensure that the wording of motions are clear.

#### III. Amendment 3- Rule 2H- Attendance at Meetings

#### Rule 2H(3)

3. Telephonic/electronic meetings may be held in compliance with the Oregon Public Meetings Law. While Members of Council are expected to attend in-person whenever possible, members may participate and vote in City Council meetings via telephone, electronically or by other virtual means consistent with the Oregon Public Meetings Law if personal circumstances require such attendance. Whenever possible, Members of Council shall notify the Presiding

Officer, Manager and Deputy City Recorder the week before a scheduled Council meeting before electing to attend virtually.

Rule 2H(4)

Members of Council attending virtually are expected to remain present for the entire meeting, unless an absence is due to a malfunction or technical issue out of the control of the Councilor. If attending virtually with video capabilities, Members of City Council are expected to have their video turned on.

IV. Amendment 4- Rule 12- Travel Policy

Rule 12E(3)(a)- Airfare

The City will pay for roundtrip, coach airfare. Members of Council are expected to look for the least expensive fare available within the appropriate arrival/ departure times. However, Members of Council may choose to book a premium economy class seat if personal circumstances require or for any flight over two hours long. If the Member of Council makes first-class or business-class travel reservations, the member of Council must pay the difference between those rates and the City-paid airfare.

V. Rule 8A- Ethics; Training

4. In addition to any training required by state law, every Member of Council shall attend or view an Oregon Government Ethics training prepared by the Oregon Government and Ethics Commission or the City Attorney at least once during the member's term of office.

5. Every Member of Council shall attend or view a Council Rules training prepared by the City Manager or City Attorney within one year of assuming office.



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL 05, 2024

Present: Councilor Christen Sacco; Councilor Cyndy Hillier; Councilor Octavio Gonzalez

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### Call to Order

Interim Chair Sacco called the meeting to order at 10:00a.m.

### Pledge of Allegiance

### Nomination of Subcommittee Chair

Interim Chair Sacco called for nominations for the office of Chair. Councilor Hillier nominated Interim Chair Sacco. There were no further nominations. Interim Chair Sacco closed nominations. The Subcommittee moved to elect Councilor Christen Sacco as Chair; Motion passed 2-0.

Councilor Gonzalez joined the meeting at 10:02a.m.

### Overview of Process to amend and/or repeal Council Rules

City Attorney Kevin McConnell detailed the process to amend or repeal and replace the Rules. He also presented information contained in the April 5, 2024 Council Rules Subcommittee memorandum, noting that the Council reviewed the Rules in February 2023 and recommended a further review of Rules 2H- Attendance at Meetings, subsections 3&4; Rule 5A- Motions, subsections 1&2; Rule 5D- Public Comment, subsection 6; Rule 8B- Decorum, subsection 4; Rule 8A- Ethics; Rule 8C-Statements to the Media and other Organizations; Rule 8D- Use of Social media and Rule 12E- Travel Policy. The City Attorney set out the Council's reasoning for reviewing each rule.

### Initial Review of Council Rules

#### i) Rules 5D(6)/8B(4)

The City Attorney recommended that Council Rule 5D(6) and 8B(4) be reviewed and amended. Rule 5D(6) states that: "[A]ny person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior." Rule 8B(4) states that "audience members must abide by the rules of decorum contained in these Rules. No audience member may disrupt the conduct of the meeting , clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like." The Rule permits the Presiding Officer the authority to immediately rules an audience member out of order and immediately remove that person from the meeting.

The City Attorney explained that as written the rules may capture speech that is protected under the Federal and/or Oregon Constitutions. The City Attorney recommend that the rules be amended to strike protected speech and address only conduct that constitutes an actual disruption of the meeting. After discussion, the Subcommittee directed the City Attorney to draft a proposed amendments to Rules 5D(6), 8B(3) and 8B(4).

ii) **Rule 8A(2)(d)**

Rule 8A(2)(d) prohibits Members of Council from conducting themselves in manner so as to bring discredit upon the government of the City. The City Attorney stated the term “discredit” appeared to be vague and may need to be revised. Councilor Gonzalez agreed. Councilor Hillier questioned if the current language clearly states what would constitute a violation and recommended the Subcommittee consider adding language requiring Councilors to participate in regular ethics training from the Oregon Government and Ethics Commission.

iii) **Rule 5A(1)**

Rule 5A(1) requires that all motions must be distinctly worded. The Council previously questioned whether this rule was necessary. The City Attorney noted this exact language can be found in the League or Oregon Cities Model Rules of Procedure for Council Meetings, and explained that Roberts Rules requires the presiding officer to ensure that motions are clear. The Subcommittee discussed the possibility of amending the rule to clarify its intent.

iv) **Rules 8B(1-2)**

Chair Sacco and Councilor Hillier questioned whether Rules 8B(1-2) clearly set out how the Council Rules are to be enforced in the event of a breach of decorum, particularly when it appears as if the presiding officer is not enforcing the Rules. The City Attorney explained that the Rules require the presiding officer to enforce the Rules and decide all points of order, but that the presiding officer’s decision is subject to appeal by the Council. The Subcommittee requested that the City Attorney provide proposed language that details how the Council would appeal the presiding officer’s decision. In addition, Chair Sacco and Hiller questioned how a Councilor could respond to alleged inaccurate or inflammatory statements made by another Member of Council. The City Attorney stated that language could be added to the Rules to afford aggrieved Members of Council a procedure to address the issue. The Subcommittee directed the City Attorney to draft such language for their review.

v) **Rules 2H(3-4)**

The Subcommittee expressed interest in amending subsections 3 and 4 to allow a Member of Council to attend meetings remotely under certain circumstances. In relevant part the Rules state that the preference is for all Members of Council to attend in person, and that a Member of Council should not attend remotely more than two consecutive meetings. Councilor Hillier provided relevant background for the

Rules, which was to ensure the Members of Council were actually participating in Council meetings. The City Attorney noted that a Member of Council attending remotely who is having technical difficulties or is otherwise not participating in the meeting (e.g., turning off the camera and leaving the room) would not count for purposes of a quorum (which could result in a lack of a quorum necessary to conduct business). After discussion, the Subcommittee directed the City Attorney to provide draft language detailing a procedure to allow for remote attendance under certain circumstances.

vi) **Rules 8C(1-2); Rule 8D**

The City Attorney noted that the Council previously questioned whether these Rules needed to be clarified. Rule 8C(1-2) concerns Member of Council statements to the media and other organizations, while Rule 8D sets out the Council's social media policy. The Subcommittee directed the City Attorney to review these rules to determine whether any changes were necessary due to changes in state law as well as to review other local government council rules for other options.

vii) **Rule 12E**

Rule 12E sets out the City's travel policy for Members of Council. The Subcommittee expressed interest in increasing City funding for normal expenses incurred while Members of Council are carrying out their official duties. In addition, the Subcommittee expressed interest in amending Rule 12E(3)(a) regarding City payment of airfare. Per that rule, the City pays for roundtrip coach airfare, and members of Council are expected to book the least expensive airfare. The Subcommittee expressed interest in amending the rule to allow members of Council to travel comfortably and also account for an individual Member of Council's personal health needs, which is not always possible if the least expensive coach seat is selected. The Subcommittee directed the City Attorney to provide an amended rule for its review.

### **Next Subcommittee Meeting**

The Subcommittee set its next meeting for May 3, 2024 from 10-11:30 a.m.

### **Adjournment**

Chair Sacco adjourned the meeting at 11:06 a.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Kevin McConnell, Recording Secretary

\_\_\_\_\_ / Christen Sacco, Chair





## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR MAY 3, 2024

Present: Councilor Christen Sacco; Councilor Cyndy Hillier; Councilor Octavio Gonzalez

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### Call to Order

Interim Chair Sacco called the meeting to order at 10:00a.m.

Councilor Gonzalez joined the meeting at 10:02a.m.

### Approval of April 5, 2024 Meeting Minutes

Chair Sacco requested whether Subcommittee members had reviewed the draft minutes and whether any changes needed to be made before entertaining a motion to approve. Councilor Hillier stated that as the Subcommittee did not recite the Pledge of Allegiance, reference to doing so should be stricken. As there was no opposition to correcting the record, the Subcommittee approved the April 5, 2024 minutes as revised.

### Review and Discussion of Proposed Rule Amendments

The City Attorney stated that the proposed revisions to the Rules were based upon the Subcommittee's discussions surrounding the City Attorney's April 1 Memo and other proposed revisions forwarded by the Subcommittee at the April 5 meeting. The City Attorney then detailed the five (5) major proposed amendments to the Rules, which the Subcommittee then discussed.

#### I. Amendment I- Rules 8B (1-4) and 5D(6)- Decorum

The City Attorney explained that the proposed revisions to the Rules regarding Council decorum contain several key additions, including: 1) setting out the appeal procedure required for a Member of Council to appeal decisions regarding decorum and points of order made by the Presiding Officer; 2) expanding the specific rules of decorum Members of Council are to be bound by to include not engaging in personal attacks or belittling or intimidating other Members of Council during meetings; 3) adding a provision setting forth how a Member of Council can raise a "personal point of privilege" if the member is personally offended by the actions or remarks of another Member of Council and 4) including a general statement detailing Council's goal of working together to benefit the City and its community members. Councilor Gonzales initially expressed concern over the point of personal privilege revision, specifically the potential of abusing the privilege to eliminate unpopular/undesired points of view. After debate, the Subcommittee decided to leave proposed Rule 8B(4) as-is, noting that i) it must be read in conjunction with the purpose of Rule 8B in its entirety and ii) allowing a Member of Council to speak to a point of personal privilege will work to address issues between members early before they become bigger problems.

The City Attorney also detailed the changes in the decorum rules as they pertain to members of the public. The proposed revisions strike references to specific types of conduct (e.g., clap, cheer, hoot, holler, gesture) and replace them with a requirement that precludes members of the public

from taking any action that results in an actual disruption of a Council meeting. Any person causing an actual disruption may be requested to leave the meeting. These changes will allow the Presiding Officer to exercise control of Council meetings while ensuring any restrictions placed on a person's speech falls within federal and state constitutional parameters. In addition, the Rules specify that the Presiding Officer may request that a person be arrested for disorderly conduct if an actual disruption threatens the safety and security of the public. After review, the Subcommittee determined that the proposed revisions were acceptable.

## **II. Amendment 2- Rule 5A(1)- Wording of Motions**

The Subcommittee discussed the possibility of amending the rule to clarify its intent, which currently states that "All motions must be distinctly worded." The City Attorney discussed the proposed revision, which states that "The Presiding Officer shall ensure that the wording of motions are clear and concise." He noted that the clarified language was taken from Robert's Rules of Order regarding motions, and stated that Robert's Rules of Order, 11<sup>th</sup> edition, guide the procedure for Council meetings unless otherwise provided by the Rules, Charter or ordinance. After some discussion amongst the Subcommittee as to whether even more clarity was necessary, the Subcommittee determined that the proposed revision was acceptable.

## **III. Amendment 3- Rule 2H- Attendance at Meetings**

The Subcommittee requested that the City Attorney draft revisions to Rule 2H, which would allow Members of Council to attend Council meetings virtually under certain circumstances. While the draft revision does not change the Council's preference for in-person attendance, Members of Council will be free to attend virtually if personal circumstances require. Per the revisions, Members of Council needing to attend virtually should, whenever possible, provide ample notice to the Presiding Officer, Manager and Deputy City Recorder and keep their camera turned on if attending virtually with video capabilities. After discussion, the Subcommittee determined that the proposed revisions to Rules 2H(3)-(4) were acceptable.

## **IV. Amendment 4- Rule 12-Travel Policy**

The Subcommittee directed the City Attorney to draft revisions to the travel policy to account for Councilor comfort and personal travel needs. Currently, the City pays for roundtrip coach airfare, and Members of Council are expected to book the least expensive airfare. The proposed revisions do not change these general requirements, but do permit Members of Council to book a premium economy class seat if i) personal circumstances require or ii) for any flight over two hours long. The City Attorney explained that "premium economy class" is a term of art in the airlines industry, and is considered a subset of economy/coach class- but typically provides wider seats and/or more legroom for passengers. As before, Members of Council booking business or first-class fares will still be responsible for paying the difference between those rates and the City-paid airfare. The Subcommittee was satisfied with the proposed revisions to the travel policy.

## **V. Amendment 5- Rule 8A- Ethics**

Rule 8A(2)(d) prohibits Members of Council from conducting themselves in manner so as to bring discredit upon the government of the City. At the April 5, 2024 Subcommittee meeting, the City Attorney explained that Rule 8A(2)(d) may need to be revised- as the term "discredit" appeared to

be vague. After further review, the City Attorney stated that the phrase appeared to be taken directly from the League of Oregon Cities Model Rules of Procedure for Council Meetings. In addition, the City Attorney explained that the Rule's broad scope would allow the Council to take action to protect the integrity of the City and/or Council, even if a member's actions/conduct did not rise to an actual violation of Oregon Ethics law. Pursuant to Rule 10, a Member of Council accused of violating the Rule would be afforded due process before being disciplined. After discussion, the Subcommittee agreed that this language should remain unchanged.

As directed by the Subcommittee, the City Attorney forwarded a proposed revision to Rule 8A (new Rule 8A(4)), which will require Members of Council to attend regular ethics training. The revision states that members attend or view a training prepared by OGEC or the City Attorney at least once during the member's term of office. The City Attorney explained that HB 2805(2023) will require Members of Council to attend or view a training prepared by OGEC covering the Oregon Public Meetings Law, and this addition will work to ensure each Member of Council also receives valuable training on applicable ethics laws. After discussion, the Subcommittee found this addition to Rule 8A acceptable.

### **Next Subcommittee Meeting**

The Subcommittee set its next meeting for May 17, 2024 from 8-9 a.m., which will be held online via Zoom.

### **Adjournment**

Chair Sacco adjourned the meeting at 11:06 a.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Kevin McConnell, Recording Secretary

\_\_\_\_\_ / Christen Sacco, Chair



# **CITY OF TUALATIN COUNCIL RULES**

**Adopted by Resolution No. 5355-18, February 12, 2018**

**As Amended by Resolution No. 5486-20, March 23, 2020**

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# RULE 1

## General Governance

### A. Rules of Procedure.

1. Chapter IV of the Charter authorizes the Council to adopt rules of procedure for Council meetings.<sup>1</sup> Unless otherwise provided by the Charter, an ordinance, or these rules, the procedure for all Council meetings, and any subcommittee of the Council, will be guided by Robert's Rules of Order, 11th Edition.
2. To maintain orderly procedures, members of Council should be recognized by the chair before commenting and should maintain decorum with courteous interactions during debate. Members of Council are encouraged to avoid invoking the finer points of parliamentary procedure found in Robert's Rules of Order when such points could obscure the issues before Council and confuse the public.
3. Whenever these rules and Robert's Rules of Order conflict, these rules govern.

**B. Council.** The members of Council are the Mayor and the Councilors.<sup>2</sup> There are six Councilor positions.<sup>3</sup>

1. Council Position 1 – the term ends December 31, 2018 and every four years thereafter.
2. Council Position 2 – the term ends December 31, 2020 and every four years thereafter.
3. Council Position 3 – the term ends December 31, 2018 and every four years thereafter.
4. Council Position 4 – the term ends December 31, 2020 and every four years thereafter.
5. Council Position 5 – the term ends December 31, 2018 and every four years thereafter.
6. Council Position 6 – the term ends December 31, 2020 and every four years thereafter.

### C. Quorum.

1. A quorum is required to conduct official City business. A quorum consists of three (3) Councilors plus the Mayor or Mayor pro tem.<sup>4</sup>

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<sup>1</sup> Charter Section 13 (Meetings) (“[the Council] shall adopt rules for the government of its members and proceedings”).

<sup>2</sup> Charter Sections 7 (Council); 8 (Councilors); 8a (Assignment of Council Positions); 9 (Mayor) (describing Council, Mayor, and powers).

<sup>3</sup> Charter Section 8a (Assignment of Council positions).

<sup>4</sup> Charter Section 14, (“Three Councilors and the Mayor or Mayor pro tem shall constitute a quorum for its business, but a small number may meet and compel the attendance of absent members in a manner provided by ordinance.”).

2. In the event a quorum is not present, the members of Council present may choose to hear comments from the public and receive reports, provided however no votes or official Council actions will be taken.

#### **D. Presiding Officer.**

1. The Mayor is the Presiding Officer and presides over all meetings.<sup>5</sup>
2. In the Mayor's absence the President of the Council, as Mayor Pro-Tem, serves as the Presiding Officer and presides over the meeting.<sup>6</sup>
3. If both the Mayor and the President of the Council are absent from the meeting, the following procedure may be utilized to determine the Presiding Officer for the meeting:<sup>7</sup>
  - a. Any member of Council present at a meeting may call the Council to order.
  - b. Those members of Council present must elect a temporary Presiding Officer, as Mayor Pro Tem, for the meeting. A Councilor must receive the majority vote of the incumbent members on the Council to become the Presiding Officer for the meeting.
4. Should either the Mayor or the President of the Council arrive at the meeting after it begins, the temporary Presiding Officer must relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

#### **E. Other Officers.**

1. **City Recorder.** The City Recorder, or designee, must keep the official minutes of the Council in compliance with Oregon Public Meetings laws.
2. **City Manager.** The City Manager, or designee, is required to attend all meetings of the Council and to assist in answering questions. The City Manager may participate in any discussion, when recognized by the presiding officer. However, the City Manager has no authority to vote on any decision rendered by the Council.<sup>8</sup>

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<sup>5</sup> Charter Section 17 (Mayor's Functions at Council Meetings) ("The Mayor shall be chair of the Council and preside over its deliberations.").

<sup>6</sup> Charter Section 18 (President of the Council) ("In the Mayor's absence from a Council meeting, the president shall preside over it as Mayor pro tem.").

<sup>7</sup> Charter Section 33 (Filling of Vacancies) (authorizes the Council to fill temporary vacancies by majority vote of the "incumbent members.") The term "incumbent members" in the Charter means the entire Council minus any permanently vacant seats (e.g., resignation, death, permanent incapacity). For instance, if the Mayor and Council President are absent, but 5 Councilors are present at the meeting, a Councilor must receive at least 4 votes to become the Presiding Officer because there are 7 "incumbent members" of the Council. However, if two seats on Council are permanently vacant seats, then in the same scenario above, the Councilor must receive 3 votes to be the Presiding Officer because there are 5 "incumbent members." The term "incumbent members" does not mean a majority of those Councilors actually attending the meeting.

<sup>8</sup> Charter Sections 20a (City Manager) ("attend all meetings of the Council, unless excused

3. **City Attorney.** The City Attorney serves as the parliamentarian of the Council and will advise the Council on any questions of order. The City Attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions.

## **F. Agendas.<sup>9</sup>**

1. The City Manager must prepare an agenda for every meeting, including regular, special, and executive session meetings.
2. Agendas and informational material for meetings will generally be distributed to the Council at least seven (7) days preceding the meeting. However, in certain circumstances less time may be provided.
3. The agenda for a meeting does not require Council approval.
4. The City Manager may place routine items and items referred by staff on the agenda without Council approval or action.
5. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The Presiding Officer must announce such removal under announcements.
6. A member of Council who wishes to have an item placed on the agenda must bring the matter before the Council for consideration of adding the matter to the agenda and to determine the meeting date on which the agenda item is to be placed, if at all. Adding a matter to the agenda requires a majority vote of the member of Council present at the meeting.
7. As a guiding matter, the Council will not add an item to the agenda on the same night as the item was first submitted by a member of Council for consideration by the full Council. The exception to this general rule is for emergency purposes and only with the unanimous consent of all members of Council present.

## **G. Order of Business.**

1. The Mayor, or Mayor pro tem, as the presiding officer has the authority to determine the order of business at any meeting of the Council.
2. The order of business for all regular meetings will generally be as follows:<sup>10</sup>

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therefrom"); Section 22 (Recorder). The person appointed as City Manager is also the same person appointed as the Recorder.

<sup>9</sup> An agenda is required by ORS 192.640 (Oregon Public Meetings Law) (public notice of a meeting must include “[a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.]”)

<sup>10</sup> Charter Section 17 (Mayor’s Functions at Council Meetings) (the Mayor is to “determine the order



- a. **Call to Order.** The Presiding Officer announces the opening of the meeting and designates the person to lead the pledge of allegiance;
- b. **Announcements.** Brief announcements relating to the community, including upcoming events and proclamations;
- c. **Citizen Comments.** Public comments received concerning matters not on the agenda for the meeting;
- d. **Consent Agenda.** Routine items to be adopted by one motion of the Council;
- e. **Special Reports.** Reports of City Boards and Commissions, proclamations, special presentations, or reports.
- f. **Public Hearings (Legislative and Other).** Public hearings on legislative land use matters;
- g. **Public Hearings (Quasi-Judicial).** Public hearings on quasi-judicial land use matters.
- h. **General Business.** Consideration of ordinances, resolutions, contracts, policy statements, and other items. General Business items may also include public hearings on those matters.
- i. **Items Removed from Consent Agenda.** Any item removed from the Consent Agenda will be discussed and voted on at this time;
- j. **Communications from Councilors.** Announcements and information provided by members of Council; and
- k. **Adjournment.** The conclusion of the meeting. Adjournment of the meeting is by majority vote of the members of Council present at the meeting.

#### **H. Reports of Boards, Commissions, Committees, Elected Officials and City Employees.**

- 1. When necessary, reports can be given to the Council by boards, commissions committees, elected officials and/or City employees.
- 2. When appropriate, reports to the Council should include written materials which are provided to the Council at least seven (7) days in advance of the meeting.
- 3. Oral reports to the Council should generally not exceed five (5) minutes in length.
- 4. The Council may ask questions of the presenter upon conclusion of the report being given.

#### **I. Public Comment.**

- 1. One (1) period for public comment will be reserved for every regular meeting of the Council.

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of business under the rules of the Council.”)

2. Persons wishing to speak during public comment should sign the “Speaker Request Form” and provide the person’s name and place of residence, as well as the topic upon which the person wishes to speak. The Council may request that groups with like comments choose a spokesperson to present joint remarks.
3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker must wait until that public hearing portion of the meeting. Public comment must not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
4. Speakers are limited to three (3) minutes. At the discretion of the Presiding Officer, spokespersons for a group of people may be given additional time beyond three (3) minutes to speak on the matter.
5. Before providing any public comment, speakers must announce the person’s name and place of residence to the Council.
6. Members of Council may, after obtaining the floor, ask questions of speakers during public comment. In general, members of Council should not respond to comments made during the public comment agenda time, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before placing it on a future agenda. Any member of Council may intervene if the Mayor or a Councilor is violating the spirit of this guideline.
7. Speakers may play electronic audio or visual material during the time permitted for comment and may use available City-provided audio or visual equipment located in the Council chambers.

#### **J. Consent Agenda.**

1. In order to expedite the Council's business, the approval of minutes and other routine agenda items will be placed on the consent agenda.
2. All items on the consent agenda must be approved by a single motion, unless an item is removed for separate consideration.
3. Any item on the consent agenda may be removed for separate consideration by any member of Council by stating which item is to be removed.
4. Appointments to committees must not be placed on the consent agenda.

#### **K. Ordinances and Resolutions – See RULE 3**

#### **L. Public Hearings Generally.**

1. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.

2. Persons wishing to speak should sign the "Speaker Request Form" with the person's name and place of residence prior to the commencement of the public hearing at which the person wishes to speak.
3. The Presiding Officer will announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The Presiding Officer will then declare the hearing open.
4. Prior to giving testimony, each person must state the person's name and their place of residence. All remarks must be addressed to the Council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three (3) minutes.
6. Members of Council may, after recognition by the Presiding Officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed testifying. Questions posed by members of Council should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Members of Council should use restraint and be considerate of the meeting time of the Council when exercising this option. Any member of Council may intervene if another member of Council is violating the spirit of this guideline.
7. Members of Council may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by a member of Council should be to provide clarification or additional information on testimony provided.
8. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial matters. The Presiding Officer may order the testimony by having all speaking in favor testify, followed by all those in opposition. The Presiding Officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the Presiding Officer should announce any such restrictions prior to the commencement of the testimony.
9. At the end of public testimony and questions of staff, the Council must do one of the following:
  - a. Initiate deliberations by introducing a motion on the matter;
  - b. Continue the hearing; or
  - c. Keep the record open for additional written testimony.
10. During deliberations, each member of Council must have the opportunity to comment on or discuss testimony given during the public hearing.
11. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, must be submitted to the City Recorder, or designee, prior to the conclusion of the hearing, unless the record is held open.

12. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed, unless exempt under Oregon law, if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the City Recorder, or designee, pursuant to ORS 192.455(1).

**M. Conduct of Hearings on Land Use Matters – See RULE 4**

## RULE 2

### Meeting Time, Location, and Frequency

**A. Regular Meetings.** The Council will generally hold regular meetings at 7:00 p.m. on the second and fourth Monday of each and every month, excluding the fourth Monday in December. If a second or fourth Monday falls on a City-recognized holiday, the meeting will be held on the following business day.<sup>11</sup>

**B. Special Meetings.** Special meetings may be called by the Mayor, three members of Council, or by the City Manager.<sup>12</sup>

1. The City Manager will provide notice of the special meeting to each member of Council, each local newspaper, radio, and television station, and any other person or entity which has on file a written request for notice of special meetings.
2. The notice of the special meeting must be given to each Councilor via personal notice, telephone, email, or other electronic means sufficient to provide actual notice.
3. Special meetings must be noticed in accordance with Oregon's public meetings law, and, at a minimum, must be noticed at least 24 hours prior to the meeting taking place.

**C. Emergency Meetings.** Emergency meetings may be called by the Mayor, three members of Council, or by the City Manager.<sup>13</sup>

1. The City Manager will provide notice of the emergency meeting to each member of Council, each local newspaper, radio, and television station, and any other person or entity which has on file a written request for notice of emergency meetings.
2. The notice of the emergency meeting must be given to each Councilor via personal notice, telephone, email, or other electronic means sufficient to provide actual notice.
3. Emergency meetings are those meetings called with less than 24 hours' notice and the Council must identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.

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<sup>11</sup> Charter Section 13 (Meetings) ("The Council shall hold a regular meeting at least once a month in the City at a time and a place which is designated."); Tualatin Municipal Code 1-04 (setting forth specific times of meetings); see also ORS 192.610 to 192.690 (Oregon Public Meetings Law).

<sup>12</sup> Charter Section 13 (Meetings) ("The Mayor upon his or her own motion may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the City, call a special meeting of the Council in accordance with procedures prescribed by the state law and general ordinance. Special meetings of the Council may also be held by the common consent of all the members of the Council in accordance with procedures prescribed by state law and general ordinance."); ORS 192.610 to 192.690 (Oregon Public Meetings Law).

<sup>13</sup> Charter Section 13 (Meetings); see also ORS 192.610 to 192.690 (Oregon Public Meetings Law).

4. The minutes for any emergency meeting must specifically identify why the meeting constituted an emergency and was necessary.

**D. Executive Sessions.** Executive sessions may be called by the Presiding Officer, by the request of three members of Council, by the City Manager, or by the City Attorney. <sup>14</sup>

1. Executive Sessions may be called for any purpose authorized by ORS 192.660, including but not limited to the following reasons:
  - a. Consider employment of a public officer, employee, or agent pursuant to regularized procedures for hiring adopted by the public body in meetings open to the public in which there has been opportunity for public comment. (ORS 192.660(2)(a)).
  - b. Consider discipline of a public officer, employee, or agent. (ORS 192.660(2)(b)).
  - c. Conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d)). Conduct deliberations with persons designated to negotiate real estate transactions (ORS 192.660(2)(e)).
  - d. Consider information or records exempt by law from public inspection. (ORS 192.660(2)(f)).
  - e. Consult with legal counsel concerning litigation or litigation likely to be filed. (ORS 192.660(2)(h)).
  - f. Review and evaluate the employment-related performance of the chief executive officer pursuant to standards, criteria, and policy directives adopted by the governing body. (ORS 192.660(2)(i)).
2. Only members of Council, the City Manager, and persons specifically invited by the City Manager or the Council are allowed to attend executive sessions.
3. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation. Members of the media are not to report on the issues discussed in executive session.
4. No final decision can be made in executive session. All final decisions must be made in open session at a regular meeting.

**E. Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings. <sup>15</sup>

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<sup>14</sup> Charter Section 13 (Meetings); see also ORS 192.610 to 192.690 (Oregon Public Meetings Law).

<sup>15</sup> Charter Section 13 (Meetings); TMC 1-4-020 (“A work session of the City Council will be held from 5:00 p.m. to 7:00 p.m., as needed, before each regular meeting.”); see also ORS 192.610 to 192.690 (Oregon Public Meetings Law).

1. Work sessions are generally scheduled, as needed, between 5:00 and 7:00 p.m., immediately preceding each regular meeting.
2. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
3. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
4. Work sessions are to be scheduled by the City Manager.
5. The City Manager may invite any relevant staff to work sessions so that the sessions are as productive as possible.
6. At any work session or regular meeting, a member of Council may request an item be placed on a work session agenda. A majority vote of the Council members present is required to place the item on a future work session agenda.

#### **F. Location of Meetings.**<sup>16</sup>

1. Council meetings must be held at City Hall.
2. In the event City hall is not available for a meeting, the Council must meet at a venue open to the public and which is located within the jurisdictional limits of the City.
3. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
4. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings must be located within the jurisdictional boundaries of the other government entity.
5. No Council meeting must be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, gender, sexual orientation, source of income, or disability is practiced.

**G. Notice of Meetings.** The City Recorder, or designee, must provide notice of all meetings in accordance with Oregon's public meeting law and City codes.<sup>17</sup>

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<sup>16</sup> This section sets forth the requirements for public meetings locations as contained in ORS 192.610 to 192.690 (Oregon Public Meetings Law).

<sup>17</sup> Tualatin Municipal Code Chapter 1-04; ORS 192.610 to 192.690 (Oregon Public Meetings Law).

## H. Attendance at Meetings.

1. Under the charter, a Council position becomes vacant if the member of Council is absent from the City for more than 30 days without Council permission or absent from all meetings of the Council within a 60-day period.<sup>18</sup>
2. It is the responsibility of each members of Council to advise the City Manager if the member of Council will be unable to attend any regular, special, emergency, or work session meetings, or any assigned committees. The member of Council should communicate the absence to the City Manager as soon as reasonably practicable under the circumstances.
3. Attendance at meetings must be in person, by telephone, or other electronic means where the person's voice may be heard.<sup>19</sup> The preference of the Council is for all members of Council to attend in person.
4. A member of Council should not attend by telephone, or other electronic means where the person's voice may be heard, more than two consecutive meetings. A member of Council appearing by telephone, or other electronic means where the person's voice may be heard, should remain present for the entire meeting, unless it is the result of a malfunction or technical issue out of the control of the Councilor.

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<sup>18</sup> Charter Section 32 (What Creates Vacancy) (vacancy created "upon absence from the City for 30 days without the consent of the Council or upon absence from meetings of the Council for 60 days without like consent, and upon a declaration by the Council of the vacancy.")

<sup>19</sup> ORS 192.610 to 192.690 (Oregon Public Meetings Law) requires the public to have the opportunity to hear the proceedings of a meeting.



## **RULE 3**

### **Ordinances and Resolutions**

**A. Ordinances.** An ordinance is a law passed by the Council in its legislative capacity.

#### **1. Introduction.**

- a. An ordinance is introduced for consideration by the Presiding Officer for presentation for first reading.
- b. After introduction, the Council may direct by majority vote of the members present any of the following:<sup>20</sup>
  1. A public hearing on the ordinance be held;
  2. Refer the ordinance to committee for review and recommendation;
  3. Refer the ordinance to the City Manager for further revision;
  4. Pass the ordinance to a second reading; or
  5. Reject the ordinance in whole or in part.

#### **2. Readings and Final Action.**

- a. Every ordinance of the Council must, before final passage, be read fully and distinctly in an open Council meeting on two different days.<sup>21</sup>
- b. However, an ordinance may be enacted at a single meeting, if the Council approves the ordinance by the unanimous vote of all Council members present. In such cases, the ordinance must be read first in full and then by title.<sup>22</sup>
- c. Any of the readings may be by title only, instead of a full reading, if:<sup>23</sup>
  1. No Council member present at the meeting requests to have the ordinance read in full; or

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<sup>20</sup> Charter Section 19 (Vote Required) Charter Section 35 (Mode of Enactment).

<sup>21</sup> Charter Section 35 (Mode of Enactment).

<sup>22</sup> Charter Section 35 (Mode of Enactment).

<sup>23</sup> Charter Section 35 (Mode of Enactment).

2. A copy of the ordinance is provided for each Council member, and a copy is available for public inspection in the office of the City Recorder, or designee, not later than five days before the first reading of the ordinance and notice of its availability is given forthwith upon the filing, by: (i) written notice posted at the City Center; or (ii) advertisement in a newspaper of general circulation in the City.
- d. An ordinance enacted after being read by title alone has no legal effect if it differs substantially from its original terms, unless, prior to being approved by the Council, each substantial difference is read fully and distinctly at the meeting as finally amended.<sup>24</sup>
- e. The City Recorder, or designee, must take a “roll call” vote of each Councilor upon the final vote on an ordinance and the ayes and nays and abstentions of the members of Council must be recorded in the meeting minutes.<sup>25</sup>

**B. Resolutions.** A resolution is an action by the Council to adopt a policy, order, rule, or expression of opinion. All resolutions considered and voted upon by the Council must adhere to the rules outlined herein.

### 1. Introduction.

- a. Resolutions should be introduced by the Presiding Officer.
- b. After introduction of the resolution, the Council may direct that:
  1. A public hearing be held on the resolution;
  2. Pass the resolution; or
  3. Reject the resolution in whole or in part.

### 2. Readings and Final Action.

- a. Resolutions do not need to be read in full or by title at a Council meeting prior to adoption.
- b. An affirmative vote of a majority of the Council members present is necessary to pass a resolution.<sup>26</sup>

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<sup>24</sup> Charter Section 35 (Mode of Enactment).

<sup>25</sup> Charter Section 35 (Mode of Enactment) (“Upon the final vote of an ordinance, the ayes and nays of the member shall be taken and recorded in the journal); Charter Section 15 (Journal); ORS 192.650(1)(c)(Oregon Public Meetings Law) (require the meeting minutes to include “[t]he results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name”).

<sup>26</sup> Charter Section 19 (Vote Required) (“ Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

- c. Resolutions may be placed on the Consent Agenda and may be considered as a group under the Consent Agenda.
- d. Resolutions may also be placed on the agenda as a General Business item.
- e. For resolutions placed on General Business, the City Recorder, or designee, must take a “roll call” vote of each Councilor upon the final vote on the resolution and the ayes and nays and abstentions of the members must recorded in the meeting minutes.<sup>27</sup>

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<sup>27</sup> Charter Section 15 (Journal) (“Upon request of any of its members, the ayes and nays upon any question before it shall be taken and a record of the vote entered in the journal.”); ORS 192.650(1)(c)(Oregon Public Meetings Law) (require the meeting minutes to include “[t]he results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name”).

## RULE 4 Land Use Hearings

### A. General Conduct of Hearings.<sup>28</sup>

1. Any party may speak in person, through an attorney, or elect to have a representative from an officially recognized Citizen Involvement Organization (CIO) present the party's case.
2. A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing must be submitted to the City Recorder, or designee, at the time the party makes his or her presentation. If the testimony or evidence is not submitted to the City Recorder, or designee, it must not be included in the record for the proceeding.
3. Except as otherwise provided by these rules, no person may speak more than once without obtaining permission from the Presiding Officer.
4. Upon being recognized by the Presiding Officer, any member of Council, may question any person who testifies.
5. Testimony must be directed towards the applicable standards and criteria which apply to the proposal before the Council.
6. The Presiding Officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the Presiding Officer may call for those in favor and those in opposition to rise, and the City Recorder, or designee, must note the numbers of such persons for the record in the minutes.

### B. Quasi-Judicial Land Use Matters.

1. **Scope of Review.** All appeals and Council-initiated review in quasi-judicial land use proceedings are new (de novo) and must be held on the record.
2. **Conflicts of Interest.**
  - a. A member of Council must not participate in a discussion or vote in a quasi-judicial land use proceeding if:
    1. The member of Council has an actual conflict of interest as defined by the Oregon Revised Statutes or the City charter; or
    2. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.

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<sup>28</sup> State law governs this process. ORS Chapter 197 (Comprehensive Land Use Planning; ORS Chapter 227 (City Planning and Zoning).

### 3. **Ex Parte Contact.**

- a. Ex parte contacts are any contacts with any party outside of the hearing process. Specific questions about whether a contact is considered ex parte should be discussed with the City Attorney before the meeting begins.
- b. Members of the Council must reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. See, ORS 227.180. If such contact impairs the member's impartiality, the member must state this fact and abstain from participation on the matter.

### 4. **Burden of Proof.**

- a. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
- b. The decision of the Council must be based on the applicable standards and criteria set forth in the Tualatin Development Code, the City's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
- c. The proponent, any opponents, and/or City staff may submit to the Council a set of written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

### 5. **Hearing Procedures.** The order of hearings in quasi-judicial land use matters is:

- a. **Land Use Hearing Disclosure Statement.** The Presiding Officer must read the land use hearing disclosure statement, which must include:
  1. A list of the applicable criteria;
  2. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
  3. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
  4. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
- b. **Call for Ex Parte Contacts.** The Presiding Officer must inquire whether any member of Council had ex parte contacts. Any member of Council announcing an ex parte contact must state for the record the nature and content of the contact.

- c. **Call for Abstentions.** The Presiding Officer must inquire whether any member of Council must abstain from participating in the hearing due to a conflict of interest or bias. Any member of Council announcing a conflict of interest must or bias must state the nature of the conflict or bias, and must not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member must not participate in any discussion or debate on the issue of which the conflict arises.
  - d. **Staff Summary.** Planning staff will present a summary and recommendation concerning the proposal.
  - e. **Presentation of the Case.** The presentation of the case will be as follows:
    - 1. Proponent's case.
    - 2. Persons in favor.
    - 3. Persons opposed.
    - 4. Other interested persons.
    - 5. Rebuttal. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
  - f. **Close of Hearing.** Unless the Council leaves the record open for a specified period of time, no further information will be received after the close of the hearing, provided however Council may ask specific questions of staff. If the response by staff to any such questions requires the introduction of additional factual evidence, all parties must be afforded an opportunity for rebuttal.
  - g. **Deliberations.** Deliberations will immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
- 6. **Findings and Order.** The Council may approve or reject the proposal. The Council must adopt a resolution or order containing findings to support its decision. The Council may incorporate findings proposed by the proponent, the opponent, or staff in its decision.
  - 7. **Continuances.** Only one continuance is available by right. However, nothing in this section restricts the Council, in its discretion, from granting additional continuances. Any continuance must result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

### C. Legislative Land Use Matters.

- 1. **Hearings Procedures.** The order of procedures for hearings on legislative land use matters must be:
  - a. **Call for Abstentions.** Inquire whether any member of Council wishes to abstain from participation in the hearing. Any member announcing an abstention must identify the reason therefore and must not participate in the proceedings.

- b. **Staff Summary.** Staff must present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
- c. **Presentation of the Case.** The presentation of the case will be as follows:
  - 1. Proponent's case.
  - 2. Persons in favor.
  - 3. Persons opposed.
  - 4. Other interested persons.
- d. **Close of Hearing.** Unless the Council leaves the record open for a specified period of time, no further information will be received after the close of the hearing, provided however, Council may ask questions of staff.
- e. **Deliberations.** Deliberations will immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
- f. **Reopening Hearing.** Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the Council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements must be met for the reopened hearing as were required for the original hearing.

## RULE 5

### Motions, Debate, Public Comment, and Voting

**A. Motions.** The following rules apply to motions:

1. All motions must be distinctly worded.
2. The Presiding Officer must repeat the motion prior to a vote.
3. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
4. If a motion does not receive a second, it dies.
5. A motion that receives a tie vote fails.<sup>29</sup>
6. A motion to amend can be made to a motion that is on the floor and has been seconded.
7. Amendments are voted on first, then the main motion is voted on, as amended.
8. A member of Council may have a motion which contains several elements divided, but the mover has the right to designate which element will be voted on first.
9. A motion may be withdrawn by the mover at any time without the consent of the Council.
10. No motion will be received when a question is under debate except for the following:
  - a. To lay the matter on the table;
  - b. To call for the previous question;
  - c. To postpone;
  - d. To refer; or
  - e. To amend.
11. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
12. A call for the question fails without a majority vote.
13. Debate on the main subject resumes if the motion to call for the question fails.
14. A motion to adjourn cannot be amended.

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<sup>29</sup> Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)



## **B. Motion to Reconsider.**

1. A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion.
2. A motion to reconsider can be made only once and must be made before the final adjournment of the meeting when the item goes out of possession of the Council.

## **C. Debate.** The following rules govern the debate of any item being discussed by the Council:

1. Every member of Council wishing to speak on the matter must address the Presiding Officer, and, upon recognition by the Presiding Officer, confine remarks to the question under debate, at all times acting and speaking in a respectful manner.
2. Once the member of Council is recognized by the Presiding Officer, the other members of Council must not interrupt, unless it is a call to order.
3. The member of Council moving the adoption of any ordinance or resolution will have the privilege of closing the debate.

## **D. Public Comment.**

1. The public is entitled to comment on all matters before the Council that require a vote.
2. Public comment will occur after the matter up for vote has been presented by City staff and before the Council takes any formal action on the matter.
3. Each member of the public is entitled to comment on the matter before the Council for three (3) minutes.
4. Public comment is a time for comment; it is not a time for debate. Any questions from members of the public to Council or City staff will be referred to City staff for a response to be provided a later time.
5. Prior to giving comment, each person must state the person's name and their place of residence. This information will be used to insure the minutes of the meeting properly reflect those persons who provided public comment.
6. All remarks must be addressed to the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.

## **E. Voting.** The following rules apply to voting on matters before the Council, unless amended in the manner outlined in Rule 3 of these Rules.

1. **Reports.** A majority of a quorum is required to approve or accept a report. However, no vote is required if the report is only for informational purposes.<sup>30</sup>

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<sup>30</sup> Charter Section 19 (Vote Required) ("Except as this Charter otherwise provides, the concurrence of  
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2. **Consent Agenda.** The unanimous vote of all members of Council present is required to approve the matters on a consent agenda.
3. **Ordinances.** An ordinance requires a majority of a quorum to pass.<sup>31</sup>
4. **Emergency Clause in Ordinances.** An emergency ordinance requires the unanimous vote of all Council members present.<sup>32</sup>
5. **Resolutions.** A majority of a quorum is required to pass a resolution.<sup>33</sup>
6. **Budget.** The budget requires a majority of a quorum to pass.<sup>34</sup>
7. **Franchise Agreements.** A majority of a quorum is required to pass an ordinance granting a franchise.<sup>35</sup>
8. **Suspension of Rules.** A majority vote of all members of Council present is required to suspend or rescind a rule contained in these rules of procedure, however, rules which also appear in the Charter may not be suspended or rescinded.<sup>36</sup>

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a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>31</sup> Charter Section 35 (Mode of Enactment); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>32</sup> Charter Section 35 (Mode of Enactment) (“an ordinance may be enacted at a single meeting of the Council by unanimous vote of all Council member present...”); Charter Section 36 (When Ordinances Shall Take Effect) (“An ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.”)

<sup>33</sup> Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>34</sup> Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>35</sup> Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>36</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 13 (Meetings) (“[the Council] shall adopt rules for the government of its members and proceedings.”); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

9. **Votes.** All votes must be recorded in the minutes. <sup>37</sup>

10. **Tie Votes.** Tie votes indicate a denial of the motion or proposal. <sup>38</sup>

#### **F. Effective Date.**

1. Ordinances take effect 30 days from the date of passage, unless a later date is indicated in the ordinance, in which case it takes effect on that date. However, the following ordinances take effect immediately upon passage: <sup>39</sup>
  - a. Ordinances making appropriations and the annual tax levy;
  - b. Ordinances relative to local improvements and assessments; and
  - c. Emergency ordinances.
2. A resolution becomes effective upon adoption unless otherwise stated in the resolution.
3. The filing of a referendum petition suspends the effective date of an ordinance.

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<sup>37</sup> Charter Section 15 (Journal); Charter Section 35 (Mode of Enactment) (“Upon the final vote of an ordinance, the ayes and nays of the member shall be taken and recorded in the journal); ORS 192.650(1)(c)(Oregon Public Meetings Law) (require the meeting minutes to include “[t]he results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name”).

<sup>38</sup> Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”)

<sup>39</sup> Charter Section 36 (When Ordinances Shall Take Effect) (“An ordinance enacted by the Council shall take effect on the thirtieth day after its enactment. When the Council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.”)

## **RULE 6**

### **Minutes**

#### **A. Generally.**<sup>40</sup>

1. All minutes must be in written form, with an electronic copy of the meeting maintained by the City Recorder, or designee, in accordance with the appropriate record retention schedule.
2. The minutes must contain the following information:
  - a. The date, time and place of the meeting;
  - b. The members of the Council present;
  - c. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
  - d. The results of all votes and the vote of each member by name;
  - e. The substance of any discussion on any matter; and
  - f. A reference to any document discussed at the meeting.

#### **B. Approval.** The Council must approve all minutes of any meeting.

1. All minutes must be approved within ninety days of the meeting having occurred.
2. The draft minutes must be submitted to the Council as part of the Council's packet prior to the meeting where they will be discussed.
3. Any member of Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

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<sup>40</sup> Charter Section 15 (Journal) ("The Council shall cause a journal of its proceedings to be kept. Upon request of any of its members, the ayes and nays upon any question before it shall be taken and a record of the vote entered in the journal."); Charter Section 13 (Meetings); Charter Section 22 (Recorder); see also, ORS 192.610 to 192.690 (Oregon Public Meetings Law).

## RULE 7

### Appointments

**A. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City's charter. All appointments require a majority vote of the members of Council present at a meeting.<sup>41 42</sup>

**B. City Manager/Recorder.** The City Manager (who also serves the role of Recorder under the Charter) is appointed by the Council.<sup>43</sup>

1. **Reviews.** The City Manager is subject to a review by the Council to be generally conducted during the first quarter of the year, in even numbered years.
2. **Removals.** The City Manager may be removed by a majority vote of the entire Council.<sup>44</sup>

**C. Municipal Judge.**

1. **Appointment and Removal.** The Mayor, with the consent of the Council, appoints and may remove the Municipal Judge, including pro tem judges.<sup>45</sup>

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<sup>41</sup> Charter Section 20a (City Manager); Charter Section 21 (Municipal Judge); Charter Section 22 (Recorder); Charter Section 10 (Other Officers) ("Additional officers of the City shall be a Municipal Judge, a Recorder, and such other officer as the Council deems necessary. Each of these officers shall be appointed and may be removed by the Mayor with the consent of the Council. The Council may combine any two or more appointive City offices. The Council may designate any appointive officer to supervise any other appointive officer, except the Municipal Judge in the exercise of judicial functions.")

<sup>42</sup> The City Manager has the power to appoint and remove all other City officers under Charter Section 20a (City Manager) (City Manager's power to "appoint and may remove appointive City officers and employees except as this Charter otherwise provides, and shall have general supervision and control over them....")

<sup>43</sup> Charter Section 20a (City Manager) ("The Manager shall be chosen by the Council...."); Charter Section 22 (Recorder); Charter Section 10 (Other Officers) ("Additional officers of the City shall be a Municipal Judge, a Recorder, and such other officer as the Council deems necessary. Each of these officers shall be appointed and may be removed by the Mayor with the consent of the Council. The Council may combine any two or more appointive City offices. The Council may designate any appointive officer to supervise any other appointive officer, except the Municipal Judge in the exercise of judicial functions.")

<sup>44</sup> Charter Section 20a (City Manager) ("The Manager shall be appointed for an indefinite term and may be removed at the pleasure of the Council."); Charter Section 22 (Recorder); Charter Section 10 (Other Officers) ("Additional officers of the City shall be a Municipal Judge, a Recorder, and such other officer as the Council deems necessary. Each of these officers shall be appointed and may be removed by the Mayor with the consent of the Council. The Council may combine any two or more appointive City offices. The Council may designate any appointive officer to supervise any other appointive officer, except the Municipal Judge in the exercise of judicial functions.")

<sup>45</sup> Charter Section 21 (Municipal Judge) ("The Council may, in addition to appointing the Municipal Judge, appoint such pro tem judges as it considers necessary, to hold office at the pleasure of the

2. **Interference.** If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance may the Council interfere with the judge’s exercise of judicial authority or discretion.<sup>46</sup>

**D. Council Subcommittees.** Council subcommittees may be created, and dissolved, by a majority vote of the members of Council present at a meeting.<sup>47</sup>

1. Under Section 20 of the Charter, the Mayor appoints Councilors to all Council subcommittees.<sup>48</sup>
2. Council subcommittees may be standing committees or other committees created under the rules of the Council.
3. The following are current Council subcommittees that have been previously created or are created by these rules. These may be dissolved by majority vote of the members of Council present at a meeting:
  - a. *Council Committee on Advisory Appointments.* The purpose of the CCAA is to screen and recommend citizens to be appointed City Boards, Commissions, and Committees.

**E. Appointments of Citizen Members to Boards, Commissions and/or Committees.**

1. **Council Committee on Advisory Appointments.** The Council Committee on Advisory Appointments (CCAA) is a standing subcommittee of the Council. The purpose of the CCAA is to screen and recommend citizens to be appointed City Boards, Commissions, and Committees through the following general process:
  - a. The CCAA will conduct interviews of all candidates for appointment, including candidates wishing to renew their appointments.
  - b. After reviewing the candidates, the CCAA will vote on all recommendations and forward those recommendations to the full Council for consideration.

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Council.”); Charter Section 10 (Other Officers) (“Additional officers of the City shall be a Municipal Judge, a Recorder, and such other officer as the Council deems necessary. Each of these officers shall be appointed and may be removed by the Mayor with the consent of the Council. The Council may combine any two or more appointive City offices. The Council may designate any appointive officer to supervise any other appointive officer, except the Municipal Judge in the exercise of judicial functions.”).

<sup>46</sup> Charter Section 21(Municipal Judge); Charter Section 10 (Other Officers).

<sup>47</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”).

<sup>48</sup> Charter Section 20 (Mayor) (“The Mayor shall appoint the committees provided by the rules of the Council and sign all approved records of proceedings of the Council.”)

- c. Upon receiving the recommendation from the CCAA, the Council will place the names for consideration on the regular meeting agenda as a General Business item.
- d. The Council may consider the candidates submitted as a group or may consider each candidate individually.
- e. The Council may accept, reject, or appoint any candidate, including those not considered by the CCAA.
- f. All appointments must be by majority vote of the members of Council present.

## **RULE 8**

### **Ethics, Decorum, Outside Statements, and Social Media**

#### **A. Ethics.** <sup>49</sup>

1. All members of Council must review and observe the requirements of state ethics laws.
2. In addition to complying with state ethics law, all members of Council must refrain from:
  - a. Disclosing confidential information.
  - b. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
  - c. Expressing an opinion contrary to the official position of the Council without so saying.
  - d. Conducting themselves in a manner so as to bring discredit upon the government of the City.
  - e. Not profiting from their position on Council in violation of state law.
3. All ethics complaints received about a Councilor will be forwarded to the Oregon Government Ethics Commission (OGEC).

#### **B. Decorum.**

1. The Presiding Officer will preserve decorum during meetings and decide all points of order, subject to appeal of the Council.
2. Members of the Council will preserve decorum during meetings, and must not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these rules.
3. City staff and all other persons attending meetings must observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
4. All audience members must abide by the rules of decorum contained in these Rules. No audience member may disrupt the conduct of the meeting, clap, cheer, hoot, holler, gesture, whistle, guffaw, jeer, boo, hiss, make remarks out of turn, use profanity, or the like. Any audience member who does so will be deemed out of order and the Presiding Officer may have the person removed from the Council chambers immediately, and the person will not be permitted to attend the remainder of that Council meeting.

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<sup>49</sup> ORS Chapter 244 (Government Ethics).



### **C. Statements to the Media and Other Organizations**

1. **Representing City.** If a member of Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member of Council may only state the official position of the City, as approved by a majority of the Council.
2. **Personal Opinions.** If a member of Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member of Council must state they are expressing their own opinion and not that of the City or of any other Councilor, unless they receive the express permission of that Councilor, before giving their statement.

### **D. Use of Social Media.**

1. Members of Council are encouraged to exercise caution when commenting on municipal affairs on social media platforms. While using social media, members of Council are subject to applicable Oregon Laws as they pertain to public meetings and public records retention schedules.
2. Under ORS 192.610, a public meeting occurs when a quorum is required in order to make a decision or to deliberate toward a decision on a matter. Under Oregon Law, certain telephone and electronic communications may be considered a public meeting. Certain uses of social media may constitute a public meeting, and accordingly, Councilors should use appropriate caution to avoid public meeting violations.<sup>50</sup>
3. A public record created through a member of Council's social media footprint must be retained by the elected official in accordance with any state laws and local retention schedules. A "public record" encompasses any information that is prepared, owned, used or retained by the city; relates to an activity, transaction or function of the city; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the city. Councilors should forward social media posts to the City Manager or seek other assistance from the City for retention if the member of Council does not wish to be individually responsible for retaining the public record.<sup>51</sup>
4. The digital decorum of elected and appointed officials will be governed by Council Rules. Consistent with these Rules, members of Council must conduct themselves so as to bring credit upon the City government. Councilors must abide by Rule 8 (C)(Statements to the Media and Other Organizations) above in all social medial activities.
5. City Council members will refrain from posting comments that:
  - a. Express a Council or Committee position prior to a Council or Committee determination of a position or on a matter that would otherwise require Council or Committee authorization prior to the conveyance of a position; or
  - b. Express an opinion in a manner contrary to Rule 8 (C) (Statements to the Media and Other Organizations) above.

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<sup>50</sup> ORS 192.610 to 192.690 (Oregon Public Meetings Law).

<sup>51</sup> ORS 192.410 to 192.505 (Oregon Public Records Law).

## **RULE 9**

### **Interactions with City Staff**

**A. City Staff.** All members of Council must respect the separation between the Council's role and the City's Manager's responsibility by:

1. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.<sup>52</sup>
2. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
3. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature must be directed to the City Manager. Questions sent to staff must be copied to the City Manager. Councilors may not directly interfere with staff or the City Manager's management of staff.
4. Members of the Council must normally share any information obtained from staff with the entire Council when it involves an action item on a Council agenda. This section is not intended to apply to questions by members of Council acting in their individual capacities rather than as members of Council, nor to questions regarding conflict of interest or similar issues particular to a member of Council.

**B. City Attorney.** Members of the Council may contact the City Attorney directly without contacting the City Manager in the following circumstances:

1. When the issue involves allegations of misconduct by the City Manager; or
2. To discuss parliamentary procedures of these Rules.

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<sup>52</sup> Charter Section 20a (City Manager) (“(c) Powers and Duties. The Manager shall: (1) Devote his or her entire time to the discharge of official duties, attend all meetings of the Council unless excused therefrom by the Council or the Mayor, keep Council advised at all times of the affairs and needs of the City, and make reports annually, or more frequently if requested by the Council, of all the affairs and departments of the City. (2) See that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the City are observed. (3) Appoint and may remove appointive City officers and employees except as this Charter otherwise provides, and shall have general supervision and control over them and their work with power to transfer an employee from one department to another. The Manager shall supervise the departments to the end of obtaining the utmost efficiency in each of them but shall have no control over the judicial activities of the Municipal Judge. (4) Be responsible for preparing and submitting to the Budget Committee the annual budget estimates and such reports as the body requests. (5) Supervise the operation of all public utilities owned and operated by the City and shall have general supervision over all City property.”).

## RULE 10

### Enforcement and Consequences

**A. Enforcement.** The Council may ensure compliance with City ordinances, charter, and state laws applicable to governing bodies.<sup>53</sup> If a member of Council violates these rules, City ordinances, the City charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.<sup>54</sup> A majority of the entire Council is required to issue a reprimand.

#### **B. Investigations and Hearings.**

1. A majority of the Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter, or state laws applicable to governing bodies has occurred.<sup>55</sup>
2. Before the Council may publicly reprimand or remove a member of Council, the Council must provide the member of Council notice of the alleged violations and an opportunity to be heard on, and rebut, the allegations. Sufficient notice must be given to the affected member of Council to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).<sup>56</sup>
3. No final action or decision can be made in executive session, as provided by ORS 192.660(6).<sup>57</sup>

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<sup>53</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 19 (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”).

<sup>54</sup> Other than for the reasons stated in Charter Section 32 (What Creates Vacancy), an elected official cannot be removed from office absent a recall vote by the electorate in accordance with the Oregon Constitution Article II, section 18, and ORS 249.865.

<sup>55</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”).

<sup>56</sup> ORS 192.610 to 192.690 (Oregon Public Meetings Law) (process for executive session).

<sup>57</sup> ORS 192.610 to 192.690 (Oregon Public Meetings Law) (process for executive session).

## RULE 11

### Amendment and Repeal of Council Rules

**A. Amendment.** These Rules are subject to amendment by the Council.<sup>58</sup>

1. Any proposed amendment to these rules must be listed on an agenda for a regular meeting and the agenda posted prior to the meeting, wherein the same will be discussed, and open for comment by the public, except in cases of an emergency.
2. All amendments to these rules require approval by a majority of a quorum of Council.
3. Amended rules do not go into effect until the meeting after the rule was approved.

**B. Repeal.** These Rules are subject to repeal and replacement by the Council. <sup>59</sup>

1. Any proposed repeal of these rules must be accompanied by a proposed replacement rule.
2. Any proposed repeal and replacement of these rules must be noted on an agenda for a regular meeting and the agenda posted prior to the meeting, wherein the same will be discussed, and open for comment by the public.
3. Any repeal and replacement of these rules requires approval by a majority of a quorum of Council.
4. Any repeal and replacement of these rules does not go into effect until 30 days after the replacement rule was approved.

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<sup>58</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”); Charter Section 13 (Meetings) (“[the Council] shall adopt rules for the government of its members and proceedings.”).

<sup>59</sup> Charter Section 6 (Where Powers Vested) (“Except as this Charter provides otherwise, all powers of the City shall be vested in the Council.”); Charter Section 19 (Vote Required) (“Except as this Charter otherwise provides, the concurrence of a majority of the members of the Council present at a Council meeting shall be necessary to decide any question before the Council.”); Charter Section 13 (Meetings) (“[the Council] shall adopt rules for the government of its members and proceedings.”).

## RULE 12

### Finances and Travel Policy

**A. Financial Statements.** Pursuant to ORS 244.050, members of Councilor are required to file annual Statements of Economic Interest (SEI) by April 15 of each year. For more information, see the Oregon Government Ethics Commission (OGEC) website on how to file.<sup>60</sup>

**B. Health Insurance.** Pursuant to Resolution No. 3837-01, members of Council are entitled to receive the following health insurance benefits:

1. The Mayor may receive City health insurance benefits at the family level.
2. Councilors may each receive City health insurance benefits at the single employee level, not to exceed the level offered to City department managers. In lieu of health insurance benefits, Councilors may receive a stipend in an amount determined by the City's health insurance provider (currently CIS), consistent with all plans and requirements of the health insurance provider. Councilors may obtain family level coverage by paying the difference in the cost of the family policy and the single employee policy.
3. The health insurance benefits provided are subject to the rules for enrollment and contractual conditions of the health insurance provider.

**C. Technology Stipend.** Pursuant to Resolution No. 5128-13, each member of Council is entitled to a technology stipend of \$750.00 to be received at the beginning of their terms of office.

**D. Water Bill.** Pursuant to Resolution No. 3216-96, each member of Council receives a \$20.00 monthly credit on their water bill.

#### **E. Travel Policy.**

1. **Adoption of Reimbursement Rates.** Members of Council may be reimbursed, or may seek an advancement of funds, for normal expenses incurred while carrying out their official duties at the usual and customary rates. Councilors are required to submit receipts and appropriate documentation to the City Manager. Councilors should use prudence in the expenditure of City funds.
2. **Registration Fees for Conferences and Trainings.** Members of Council are encouraged to take advantage of early registration to obtain discounted rates.
3. **Transportation.**
  - a. **Airfare.** The City will pay for roundtrip, coach airfare. Members of Council are expected to look for the least expensive fare available within the appropriate arrival/ departure times. If the member of Council makes first-class or business- class travel reservations, the member of Council must pay the difference between those rates and the coach rate.
  - b. **Vehicle Rental.** Vehicle rental is a reimbursable expense at the midsize rate.

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<sup>60</sup> ORS Chapter 244 (Government Ethics).

- c. **Ground Transportation.** Ground transportation (e.g., taxis, buses, mass transit, and shuttles) is a reimbursable expense.
- d. **Individual Vehicles.** Members of Council will be reimbursed for City-related travel in their individual vehicles for the actual miles traveled at the GSA rate.

#### 4. **Parking.**

- a. Parking fees are reimbursable for business purposes or attending training.
- b. Long-term economy parking at airports is expected to be used for airport travel of more than one day in duration.

#### 5. **Lodging.**

- a. Reimbursement for lodging is authorized when the member of Council's travel requires an overnight accommodation.
- b. Reimbursement will be at the reasonable and customary cost of a single standard room, or at the conference/training rate.
- c. The final itemized lodging bill is required when submitting for reimbursement of the expenditure.
- d. Any additional room charges room service, movies, personal phone calls, laundry service, etc. are the responsibility of the member of Council. If cell phone coverage is unavailable, business calls and reasonable personal calls will be reimbursed. In-room internet is reimbursable.

#### 6. **Meals.**

- a. The City will pay reasonable and customary meal expenses.
- b. Members of Council have the choice of an advance or a reimbursement for the total authorized per diem amount.
- c. When meals are provided as part of the conference or training, reimbursement will generally not be given for that meal without proper cause. Conference "continental" is not considered a meal.
- d. A member of Council may meet with and purchase a meal for others, including persons of other government jurisdictions and professional institutions from which an exchange of information is obtained that may aid the City in improving its efficiency, service, or governance.

#### 7. **Travel Advances and Reimbursements.**

- a. Members of Council may choose to be reimbursed for expenses or receive an advance.

- b. For travel and training cash/check advances, members of Council should submit a check request to the City Manager one week in advance of the expected travel or training date, when possible.
- c. If a member of Council chooses to be reimbursed instead of an advance, the member of Council must submit the following:
  - 1. A receipt is provided; or
  - 2. The expense report states the amount spent, who was present, and the specific topic or project of discussion.
- d. Personal items and expenses of family members traveling with the member of Council are not authorized expenses.

**F. Council Report for Certain Expenses.** Any member of Council requesting reimbursement or advancement for a conference or event is required to give an oral or written report about the conference or event to the Council.



*City of Tualatin*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** June 24, 2024

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**SUBJECT:**

Consideration of Approval of the Work Session and Regular Meeting Minutes of June 10, 2024

**RECOMMENDATION:**

Staff respectfully recommends the Council adopt the attached minutes.

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**ATTACHMENTS:**

- City Council Work Session Meeting Minutes of June 10, 2024
- City Council Regular Meeting Minutes of June 10, 2024





## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JUNE 10, 2024

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

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

### ***1. Transportation System Plan Update.***

Management Analyst Cody Field, Consultants Brianna Calhoun, and Consultant Katie Selin presented information on project development for the Transportation System Plan (TSP). Consultant Calhoun briefly explained the components of a TSP, which include reviewing existing and future conditions, transportation goals and performance measures, project list creation and prioritization, funding availability, drafting the plan, and adoption. Consultant Selin shared the public engagement schedule, noting that the plan is currently in phase three of engagement. She stated they will be conducting an online survey, attending events, and holding an open house to confirm the vision they have gathered to date.

Consultant Calhoun explained how the project list is being built, including considering network gaps, projects in adopted city plans and programs, safety projects, and community desires. Consultant Selin stated pedestrian projects will include filling sidewalk gaps, enhancing pedestrian facilities in climate-friendly areas, and meeting crossing standards. She shared a map of pedestrian connections and examples of projects, including the 65th Avenue pedestrian and bicycle bridge and the Sagert Street Bridge pedestrian facility.

Consultant Selin stated bicycle projects will plan for a connected network of bicycle facilities that provides a safe, low-stress, direct, and comfortable experience for people of all ages and abilities. She shared a map of the proposed bike network and stated projects could include a separated off-street trail, path, or bridge, bike boulevards, and on-street bicycle facilities.

Consultant Calhoun stated the transit network is looked at in tiers: transit priority, regular service, and flexible service. She stated these projects focus on amenities, access to transit, and reliability while advocating for service improvements with the transit agencies. Examples could include making the WES station a central focus downtown and working with ride connection to provide two-way service.

Consultant Calhoun stated the vehicle projects are looked at by bringing roadway facilities up to standard, safety improvements, fixing congestion, and making signal improvements. She shared project examples such as upgrades to Grahams Ferry Road to meet roadway standards and building a bridge carrying Tualatin-Sherwood Road over the railroad and Boones Ferry Road.

Consultant Calhoun asked the Council what is important to them, what their top projects are, how they want them prioritized, and if there are any key projects missing.

Councilor Brooks asked if there is data on last-mile use from e-scooter usage and where they are being used the most. She also suggested looking at creative solutions for entryways to the downtown area.

Councilor Reyes inquired about Ride Connection and improved signage for its routes. She expressed the need for more feedback from the Jurgens Park area to ensure that all the community's needs are being met.

Councilor Sacco stated her top three priorities are the Tualatin-Sherwood railroad crossing, general transit improvements, and on-street bicycle facilities. She emphasized the importance of data on the impact and costs of projects to be able to prioritize them effectively.

Councilor Hillier prioritized projects that would improve traffic. She highlighted the need for better understanding of Ride Connections and other transit options. She expressed concerns about the lack of a bicycling culture in the city and stressed the importance of strict safety measures before adding more bicycle facilities.

Council President Pratt emphasized the need for safe routes to school as part of the bike connections. She also mentioned the importance of improving routes for ride connections and adding the South end of Boones Ferry to the project list.

Councilor Brooks agreed with the need for safe routes to school enhancements and suggested adding safe routes to parks as well.

Mayor Bubenik questioned why the WES station would be a central focus given its limited operation. Consultant Calhoun explained that the location is central and that the plan aims to facilitate connections with other modes of transportation. Mayor Bubenik stressed the need for improvements to Ride Connection routes to make them more extensive and frequent.

Mayor Bubenik asked if the SW Corridor is still included in the plan. Consultant Calhoun confirmed it is. The Mayor also wanted to ensure the TSP includes future plans for the CORA.

Mayor Bubenik inquired about the sidewalk plan and whether it covers neighborhood connections as well as the big picture. Consultant Selin confirmed that the project list includes all sidewalk gaps in the city, prioritized from higher traffic to lower traffic areas. The Mayor also asked if design standards for sidewalks need to be updated to be wider and include more benches.

Mayor Bubenik asked if the city could suggest specific routes to TriMet through the TSP. Consultant Calhoun stated that they could.

Consultant Calhoun outlined the next steps, which include integrating the feedback into the project list, continuing outreach to the Community Advisory Committee and the public, and beginning the prioritization of projects.

Councilor Gonzalez emphasized the importance of using all communication options to engage the community and suggested including messaging in the city's utility bills. Consultant Selin stated that they could include information in the next round of engagement through utility bills.

## **2. Overview of Upcoming Capital Projects.**

City Engineer Mike McCarthy presented an overview of upcoming capital projects. He began with the water reservoir and pump station at the Aquifer Storage and Recovery (ASR) site, noting that the design phase will take a year with construction anticipated to start in 2026. Engineer McCarthy stated a transportation initiative at 65th/Borland/Sagert is planned with design just beginning and funding discussions set to take place in the near future. He outlined the Nyberg Creek storm improvements with the project beginning conceptual design this fall and winter to determine the best approach to addressing the issues in the area. Engineer McCarthy stated the Siuslaw water quality retrofit and the 99th/Coquille stormwater rehabilitation projects design contracts are expected to be finalized by late summer, with construction beginning in 2025. He stated the final project is the Martinazzi sewer construction and paving, with construction set to start next month.

Mayor Bubenik inquired about the closing of Martinazzi and how residents would be able to navigate the area. Engineer McCarthy responded that the closures would last for several months and closures would be limited to the immediate work zones as the project progresses from south to north.

Councilor Brooks emphasized the importance of community outreach and including public art in the reservoir build-out project. She also inquired about the Borland project and whether grants were available since it is near a hospital and a park. Additionally, she asked about the bottomless pipes at the Siuslaw project and how many such pipes exist in the city. Engineer McCarthy admitted he was unsure of the exact number but assured that the city works to upgrade them when they are identified.

Council President Pratt asked if the sidewalks would be usable during the Martinazzi project. Engineer McCarthy stated that sidewalk accessibility would depend on the specific stage and location of the project at any given time.

### **3. InPipe Micro-Hydro Turbine Project Update.**

Public Works Director Rachel Sykes presented information on the InPipe Micro-Hydro Turbine project. She explained that InPipe is a company specializing in the design and manufacturing of hydro turbines. In this project, water moving through city water lines will be diverted through turbines, generating electricity. This electricity will then be 'net metered' back to PGE, providing the city with electricity credits.

Director Sykes stated the lifespan of these turbines is 30 years or more, and the city will maintain an annual maintenance contract to service the turbines. She noted that while hydroelectricity itself is not new, this specific application of the technology is innovative. She mentioned that the City of Hillsboro is already utilizing this technology and has reported positive results.

Director Sykes outlined the benefits of the InPipe system, including a short installation period, minimal ongoing maintenance, alignment with the city's climate action initiatives, high visibility, and ease of promotion. Additionally, the project can have a short payback period. The total cost for the design, purchase, and installation is \$690,295. She stated there are numerous external funding opportunities available through grants and incentives to help offset this cost.

Director Sykes shared information on the payback period, explaining how external funding could reduce the project's overall expense. She recommended moving forward with a sole-source

contract with InPipe Energy, noting that this contract is on the consent agenda for consideration at tonight's regular meeting.

Councilor Brooks inquired about the estimated dollar value of the energy credit. Director Sykes explained the 'net metered' system, noting that conservative estimates anticipate a payback period of less than the initial projection. Deputy Public Works Director Nic Westendorf clarified that the energy credit would amount to approximately \$55,000 per year.

Councilor Brooks also asked how many other potential sites in Tualatin could be candidates for similar installations. Director Sykes responded that they had evaluated seven other sites.

Councilor Reyes questioned where the generated electricity would benefit. Director Sykes explained that the electricity would be net-metered back into the grid and credited to the city on a 1:1 basis.

Councilor Reyes then asked what might potentially interrupt the device. Director Sykes assured that there would be no downtime as the pressure-reducing valve would take over and continue to function in case of any interruptions.

Councilor Gonzalez expressed concerns about the technology being proprietary and inquired about the estimated maintenance costs. He sought a more detailed ROI analysis on potential repairs for the device. Director Sykes stated she could inquire further with InPipe Energy.

Council President Pratt expressed enthusiasm about the project, highlighting its positive impact on the climate.

Councilor Brooks asked if there are other water power systems that could be considered for future projects.

#### **4. Council Meeting Agenda Review, Communications & Roundtable.**

Councilor Gonzalez asked to have InPipe Energy contract removed from the consent agenda for further discussion and consideration.

#### **Adjournment**

Mayor Bubenik adjourned the meeting at 6:55 p.m.

Sherilyn Lombos, City Manager

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

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



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JUNE 10, 2024

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

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### Call to Order

Mayor Bubenik called the meeting to order at 7:01 p.m.

### Pledge of Allegiance

### Announcements

#### 1. National Pollinator Week Presentation and Proclamation

Parks Advisory Committee Vice-Chair Beth Dittman presented information on Pollinator Week, emphasizing the city's status as a Bee City USA. She explained that Bee City USA provides a framework for communities to collaborate on conserving native pollinators by increasing native plant abundance, providing nesting sites, and reducing pesticide use. She highlighted that 13 pollinator events were held in the city over the past year. Vice-Chair Dittman outlined the community benefits of these efforts, which include ensuring the survival of vital animal species, building community locally and nationally, improving local food production, supporting small businesses, addressing pest problems with fewer pesticides, and raising awareness of biological diversity. She shared pollination facts and encouraged the community to get involved by planting pollinator-friendly gardens and reducing pesticide use.

Councilor Brooks mentioned that MITCH Charter School inquired about increasing awareness of the city's status as a Bee City USA. She also asked about the status of the city's new pest management project. Director Hoover responded that they are testing new products for effectiveness and working toward a safer solution.

Councilor Gonzalez expressed gratitude to the committee for their work on the program.

Council President Pratt suggested increasing youth involvement in pollinator conservation efforts.

Councilor Brooks read the proclamation declaring the week of June 17-23, 2024 as National Pollinator Week in the City of Tualatin.

#### 2. Proclamation Declaring June 19, 2024 as Juneteenth Day in the City of Tualatin

Councilor Hillier read the proclamation declaring June 19, 2024 as Juneteenth Day in the City of Tualatin.

## **Public Comment**

AFSCME Local 422 Members presented statements to the Council requesting fair COLA's and insurance benefits.

## **Consent Agenda**

Councilor Gonzalez requested to have Resolution No. 5778-24 removed from the consent agenda for further discussion.

Motion to adopt the consent agenda as amended made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of May 27, 2024
2. Consideration of Approval of a New Liquor License Application for The Black Wine Market LLC

## **Special Reports**

1. Outside Agency Grant Awardee- Borland Free Clinic

Borland Free Clinic Executive Director Jordan Skornik presented information on their services. He stated their vision is that every person in the South Portland Metro area has access to quality health care that is respectful and compassionate. Director Skornik shared a list of their services, including primary care, mental health, physical therapy, and diabetes education. He noted that they partner with many other services to provide additional programs. In 2023, the clinic served 400 unique patients, most of whom were uninsured. He also mentioned that they have launched a \$1.5 million capital improvement project to remodel their current facility. Director Skornik highlighted ways people can get involved in their mission, such as spreading the word, volunteering, and donating.

Councilor Brooks stated she is proud to have this service in Tualatin and glad that the Council can support them.

Councilor Reyes stated she is proud to see how much the clinic has grown over the years.

Mayor Bubenik stated the new clinic is great and was so happy to hear that they were able to remain open during the remodel.

2. Review of the 2025–2029 Capital Improvement Plan

Management Analyst Cody Field presented a review of the 2025–2029 Capital Improvement Plan (CIP). He stated the CIP identifies and prioritizes funding for projects related to new infrastructure, master plans, new vehicles and equipment, and new technology. Analyst Field explained that the CIP helps to coordinate projects, plan for necessary rate adjustments, create an approved list for grants, establish an approved list for SDC funding, and prioritize limited funding. He explained how to navigate the document, noting that projects are sorted by category and funding source, with each project having its own dedicated page. He noted that additionally, there is an unfunded project list at the end of the document.

Analyst Field shared that the total project costs by category amount is \$176,397,079 over the five-year plan. He highlighted several projects, including the police station roof replacement, library light control, the Nyberg Creek Greenway Trail, the Veteran's Plaza, the new Riverfront Access Park, and various transportation projects.

Councilor Brooks inquired about funding for the Climate Action Plan. Analyst Field responded that there are no specific funding sources allocated in the CIP for the Climate Action Plan at this time, but he anticipates projects related to the plan will start to appear as the plan progresses.

Councilor Brooks also asked how new state regulations and policies impact the funding in the CIP. Analyst Field explained that staff would apply these regulations to the relevant projects and review the funding sources as necessary.

Councilor Brooks inquired about cybersecurity for water sources and if there are any related projects in the CIP. IS Director Bates Russell mentioned that the city is receiving grants to support its cybersecurity efforts.

Council President Pratt asked about additional repairs needed at the police department. Analyst Field pointed out that some of these upgrades are detailed within the document.

### **Public Hearings - Legislative or Other**

1. Consideration of **Ordinance No. 1486-24**, Updating the Tualatin Development Code to comply with Climate Friendly and Equitable Communities (CFEC) Parking Reform (PTA/PMA 24-0002)

Mayor Bubenik stated this is a Legislative Land Use Hearing for the City Council to consider Ordinance No. 1486-24, updating the Tualatin Development Code to comply with Climate Friendly and Equitable Communities (CFEC) Parking Reform (PTA/PMA 24-0002) and modifying fifteen (15) chapters of the Tualatin Development Code, including substantial amendments to Chapter 73C- Parking Standards. He stated the proposed amendments are limited to compliance with CFEC parking mandates to repeal minimum parking requirements and address parking lot design, pedestrian connectivity, tree canopy, electric vehicle readiness, and maximum parking requirements. If approved, Ordinance 1486-24 will adopt CFEC Parking Reform PTA/PMA 24-0002 to comply with Transportation Planning Rule 660-012-0400. He stated the criteria for granting a Plan Text Amendment are the Applicable Statewide Planning Goals; Tualatin Development Code Section 33.070 (Plan Amendments), and the applicable Goals and Policies of the City of Tualatin Comprehensive Plan.

Assistant Community Development Director Steve Koper and Senior Planner Erin Engman presented the staff report for Climate Friendly and Equitable Communities (CFEC) parking reform code amendments. Planner Engman explained that the CFEC initiative is a state mandate aimed at reducing greenhouse gas emissions from transportation, and is applicable to eight metro regions in Oregon. She stated CFEC aims to alleviate the regulatory burden of parking by removing minimum parking requirements and addressing parking lot design standards. Planner Engman highlighted that the deadline for these new state rules to take effect is July 10, 2024.

Planner Engman detailed the amendments affecting 15 code chapters, explaining the new formatting of the code documents to incorporate these changes. The new chapters cover areas such as electric vehicle readiness, parking lot coverage, tree canopy, climate mitigation, and

maximum parking requirements. She noted that these state mandates support numerous actions outlined in the Climate Action Plan.

Planner Engman stated all approval criteria have been met and the Tualatin Planning Commission have unanimously recommended approval of the amendments.

## PUBLIC COMMENT

None.

## COUNCIL QUESTIONS

Council President Pratt asked for further explanation on the removal of parking requirements. Planner Engman explained that minimum parking requirements were removed citywide but noted that developers usually provide adequate parking for a successful development and to secure funding for the development.

Councilor Brooks asked if parking measures will be integrated with the Climate Action Plan in regards to carbon emissions. Director Koper stated there are reporting requirements to the Department of Land Conservation and Development, and they will aggregate the data from around the metro region. He stated how that is applied locally still remains to be seen.

Councilor Reyes asked for clarification on the need to have the minimum parking requirements removed. Planner Engman stated the number of parking spaces will now be left to the developer to determine how much parking is needed. She mentioned that there tends to be an abundance of parking at shopping centers, and they often get overbuilt.

Council President Pratt asked what the implications are of not adopting these changes. Planner Engman stated if the Council elects to not adopt the changes, they will still have deadlines that they will have to apply to the rules.

Councilor Gonzalez asked when these standards will take effect. Planner Engman stated this will apply to new development.

Councilor Gonzalez asked how the tree canopy portion of the code would be enforced. Planner Engman explained that as inconsistencies are pointed out by the public, the code enforcement officer can then address the compliance issues.

Councilor Brooks stated that if the city doesn't pass this, the will the rules still apply, thus passing this language makes it easier to interpret during development. Planner Engman added that the language adds transparency and clarification.

Councilor Gonzalez asked if this applies to commercial and residential developments. Planner Engman stated it is more impactful for multi-family townhouse developments.

Mayor Bubenik asked if TriMet changes their frequent routes, how does that impact the development. Planner Engman stated the routes and services in place at the time of the application would be those that are applied at that time.

Councilor Gonzalez asked if additional conservation measures could be added to this code. Director Koper stated those types of regulations would be best addressed as a separate action through the Climate Action Plan.



## COUNCIL DELIBERATIONS

Council President Pratt stated that the rules have to be followed, and by adopting them, the city is simply making them easier to implement and comply with.

Motion for first reading by title only made by Council President Pratt, Seconded by Councilor Sacco.

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

## MOTION PASSED

Motion for second reading by title only made by Council President Pratt, Seconded by Councilor Sacco.

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

## MOTION PASSED

Motion to adopt Ordinance No. 1486-24 updating the Tualatin Development Code to comply with Climate Friendly and Equitable Communities (CFEC) parking reform (PTA/PMA 24-0002) made by Council President Pratt, Seconded by Councilor Sacco.

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

## MOTION PASSED

2. Consideration of **Resolution No. 5779-24** Declaring the City's Election to Receive State Revenue Sharing Funds During Fiscal Year 2024-25

Finance Director Don Hudson stated in order for the city to receive state shared revenues the city must hold two public hearings. He noted the first public hearing was held before the budget committee and the second is being held tonight. Director Hudson stated the city is set to receive \$479,130 in state revenue sharing funds in FY 2024-25.

## COUNCIL DELIBERATIONS

Councilor Gonzalez inquired whether the funds mentioned are unrestricted. Director Hudson confirmed that they are unrestricted funds and are allocated within the general fund. Councilor Gonzalez then asked if these funds could be redirected to help build reserves for the parks maintenance fund. Director Hudson clarified that the funds are already allocated for other uses within the general fund.

Motion to adopt Resolution No. 5779-24 declaring the city's election to receive state revenue sharing funds during fiscal year 2024-25 made by Council President Pratt, Seconded by Councilor Brooks.

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

## MOTION PASSED

## Items Removed from Consent Agenda

1. Consideration of **Resolution No. 5778-24** Authorizing the City to Enter into a Sole Source Energy Performance Savings Contract with InPipe Energy, Inc. and Tapani Inc.

Councilor Gonzalez wanted to ensure there will be a budget for maintenance and the capacity to build reserves for potential future repairs. Public Works Director Rachel Sykes discussed the return on investment (ROI) and payback period for the device, emphasizing that the ROI is high enough to cover necessary repairs.

Mayor Bubenik inquired about the possibility of obtaining an extended warranty for the device. Director Sykes stated she could look into such a policy.

Councilor Hillier asked about potentially adding the device to the city's insurance policy to cover failures. Director Sykes explained that while most city assets are covered for accidents, she is uncertain if a failure would be covered.

Motion to adopt Resolution No. 5778-24 authorizing the city to enter into a sole source energy performance savings contract with InPipe Energy, Inc. and Tapani Inc. made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

## **Council Communications**

Councilor Brooks stated she attended the Key Leaders Breakfast and the Water Consortium meeting. She wished the community Happy Fathers Day, Happy Pride Month, and Happy Juneteenth.

Councilor Reyes stated she attended the Latino Business Network event and the Borland Free Clinic opening of the new clinic.

Council President Pratt stated she attended the Key Leaders Breakfast, the MITCH Charter School field day, the Blender Dash event, and the R1ACT meeting.

Mayor Bubenik stated he attended the West Linn State of the City event, Metro President Lynn Peterson meeting on the Metro Tax on Supportive Housing, the Key Leader Breakfast, the Borland Free Clinic reopening, and the CFI Grant meeting. He wished Chair Tottie Smith well wishes in her recovery.

Mayor Bubenik wished all the recent high school graduates well.

## **Adjournment**

Mayor Bubenik adjourned the meeting at 9:06 p.m.

Sherilyn Lombos, City Manager

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

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



*City of Tualatin*

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Mike McCarthy, City Engineer  
Abby McFetridge, Engineering Associate

**DATE:** June 24, 2024

---

### **SUBJECT:**

Consideration of **Resolution No. 5777-24** Awarding the Contract for Water Reservoir & Pump Station at ASR – Engineering, Public Engagement, and Construction Management.

### **RECOMMENDATION:**

Staff recommends that Council approve the resolution awarding and allowing the City Manager to execute a contract with Consor North America, Inc. for Water Reservoir & Pump Station at ASR – Engineering, Public Engagement, and Construction Management, in the amount of \$ 1,022,365.

### **EXECUTIVE SUMMARY:**

The City's water distribution system is divided into four different Pressure Zones (A, B, C, and Bridgeport) to efficiently manage water supply across varying elevations within the City. The City's Capital Improvement Plan includes a project to provide additional distribution system storage to meet existing and future needs in Pressure Zones A and B (CIP 601). This will be achieved by constructing a new B-Level Reservoir at the existing ASR site. Additionally, to improve supply capacity and reliability in Pressure Zone C, the project will include the construction of a new pump station (CIP 603). To successfully carry out this project, the City must first retain a professional engineering firm to provide project management, design, engineering, public outreach, permitting, and construction management services.

The qualifications-based solicitation was advertised in the Daily Journal of Commerce on April 8, 2024. 2 proposals were received before the May 7, 2024 submission deadline. Consor North America, Inc. submitted the highest-ranked proposal for the project, and submitted a pricing proposal in the amount of \$1,022,365. This figure does not include construction management

and inspection services, which will be the subject of a separate contract that the City will submit for Council approval at a later date.

**OUTCOMES OF DECISION:**

Adopting the resolution and authorizing contract execution would allow design for this project to proceed.

**FINANCIAL IMPLICATIONS:**

Funds for this project are available in the Water Fund.

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**ATTACHMENTS:**

Resolution No. 5777-24 Awarding Contract

RESOLUTION NO. 5777-24

A RESOLUTION AWARDING A CONTRACT FOR CONSTRUCTION OF THE WATER RESERVOIR & PUMP STATION AT ASR – ENGINEERING, PUBLIC ENGAGEMENT, AND CONSTRUCTION MANAGEMENT

WHEREAS, the above-referenced project was posted on April 8, 2024 in the *Daily Journal of Commerce* and the City requested qualifications-based proposals for consultants in support of its capital improvement program;

WHEREAS, 2 proposals were received prior to the May 7, 2024 submission deadline;

WHEREAS, Consor North America, Inc. submitted the highest-ranked proposal for the project, and submitted a pricing proposal in the amount of \$1,022,365; and

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

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

**Section 1.** Consor North America, Inc. is hereby awarded a contract for the Water Reservoir & Pump Station at ASR – Engineering, Public Engagement, and Construction Management;

**Section 2.** The City Manager is authorized to execute a contract with Consor North America, Inc. in the amount of \$1,022,365. This figure does not include construction management or inspection services, which will be the subject of a subsequent contract.

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

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

Adopted by the City Council this 24th day of June, 2024.

ATTEST:

CITY OF TUALATIN, OREGON

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

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



City of Tualatin

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Julie Ludemann, Recreation Manager  
Sara Shepherd, Center Supervisor

**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of Resolution No. 5780-24 Authorizing City of Tualatin to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services.

**RECOMMENDATION:**

Staff recommends approval of Resolution 5780-24

**EXECUTIVE SUMMARY:**

Resolution No. 5780-24 authorizes the City to enter into a Letter of Agreement with Washington County Disability, Aging, and Veterans Services to accept grant funding throughout the year to support Juanita Pohl Center fitness programs.

One such fitness program approved for funding through Washington County is the Yoga for Veterans program held at the Juanita Pohl Center. Yoga for Veterans is a class where all veterans can come together to support each other and learn gentle stretches to help ease suffering from combat and post-traumatic stress.

It is anticipated that similar grant agreements requiring signature authority granted under Resolution No. 5780-24 will occur no more than four times per fiscal year.

**OUTCOMES OF DECISION:**

Approval of the resolution will support all costs of the implementation of Juanita Pohl Center fitness programs supported by Washington County, including marketing, materials, and supplies, for the 2024-25 fiscal year.

**FINANCIAL IMPLICATIONS:**

The grant funds will cover all expenditures.

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**ATTACHMENTS:**

1. Letter of Agreement between Washington County and City of Tualatin for Yoga for Veterans Q1
2. Resolution No. 5780-24

RESOLUTION NO. 5780-24

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE GRANT AGREEMENTS WITH WASHINGTON COUNTY FOR FITNESS PROGRAMS HOSTED BY THE JUANITA POHL CENTER FOR FY 24-25.

WHEREAS, Washington County Disability, Aging, and Veterans Services supports fitness, health, and wellness programming for older adults; and

WHEREAS, the Juanita Pohl Center offers fitness, health, and wellness programs and events for older adults in the Tualatin community; and

WHEREAS, Washington County Disability, Aging, and Veterans Services has a desire to support Juanita Pohl Center programs and events throughout the year through grant funding;

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

**Section 1.** The City Manager or designee is authorized to execute grant agreements with Washington County, for fitness programs authorized by their Disability, Aging and Veterans Services division. The City Manager is authorized to make administrative modifications to the agreement to fully implement its intent.

**Section 2.** This resolution is effective upon adoption.

Adopted by the City Council this 24th day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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



## Letter of Agreement

Date: 05/16/2024

Presenter: City of Tualatin

Address: 18880 SW Martinazzi Avenue

City, State, ZIP: Tualatin, OR 97062

Presenter Email: sshepherd@tualatin.gov

Contact Person: Sara Shepherd

Phone Number: 503-691-3014

This letter serves as a formal agreement between Washington County and \_\_\_\_\_  
 \_\_\_\_\_, City of Tualatin \_\_\_\_\_, Presenter, whereby Presenter  
 will provide \_\_\_\_\_ a weekly Yoga class for veterans and their support person(s).  
 on Saturdays at 10:15am, from 07/01/24-09/30/24.  
 Services will take place at Juanita Pohl Center 8513 SW Tualatin, OR 97062.  
 Presenter will be compensated for services provided in the amount of \$32 per week, 13 weeks, total \$416.  
 Payment will be disbursed within 30 days of receipt of invoice after completion of services.

**Presenter Services shall include the following:**

Veterans weekly yoga class on Saturdays from 10:15am-11:15am. Veterans Yoga is a class where all veterans can come together to support each other and learn gentle stretches to ease suffering from combat and post traumatic stress. Students will be guided to move and breathe to bring healing to the whole warrior. This program is for veterans, their support folks, family members (spouses, widow/widowers, children, parents) and friends. This class will be free for veterans and their support person.

Every participant must be legibly include their name on a Waiver Sign in sheet, which will be forwarded to Vicki Horn at Washington County via email to: [vicki\\_horn@washingtoncountyor.gov](mailto:vicki_horn@washingtoncountyor.gov) along with the invoice for payment. If it is a series activity, they are only required to include their name on the Waiver Sign In sheet one time. This form asks an email address and is required to be completed. Washington County will send participants an email explaining our services and a copy of Stronger Together e-newsletter. Participants can opt out of the newsletter after receipt.

**Washington County shall provide the following:**

- Washington County Waiver Form for participants.
- DAVS Stronger Together invoice - with a checklist of items needed.
- Veteran Services flier with QR code.
- Advertising of event/series in Stronger Together e-newsletter and sending flier to multiple list serves that reach Washington County Veterans.





# WASHINGTON COUNTY OREGON

Presenter shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, damages to real or tangible property or for bodily injury or death to any person, arising out of, or in connection with the service provided, to the extent such damage, injury or death is caused or sustained in connection with the negligent performance or willful misconduct of the Presenter. The County agrees to promptly notify the Presenter in writing of any such claim or demand to indemnify and agrees to cooperate with the Presenter in a reasonable manner to facilitate the defense of such claim.

With regards to State of Oregon requirements to obtain worker's compensation insurance under ORS Chapter 656,

Presenter certifies that they:  Comply with ORS 656.017  
 Are exempt from the requirements

DocuSigned by:  
Rebecca Miller  
Department Head or Division Manager Signature

5/20/2024 | 17:43 PDT

Date

Rebecca Miller  
Department Head or Division Manager Name Printed

503-846-3080  
Phone Number

DocuSigned by:  
Sara Shepherd  
Presenter or Authorized Signer Signature

5/23/2024 | 10:48 PDT

Date

Sara Shepherd  
Presenter or Authorized Signer Name Printed

05/23/2024  
Phone Number

DocuSigned by:  
Yassamin Alayan  
Procurement Manager or Designee

5/23/2024 | 12:04 PDT

Date

Paul Riggs  
Washington County Contact Name Printed

DS  
PR

503-846-3057  
Phone Number

Certificate Of Completion

Envelope Id: F8CAA55EACA74422A6E4E89211ED0787 Status: Completed
Subject: Please DocuSign: Letter of Agreement with Washington County and Sara Shepherd Q1 w/City of Tualatin
Source Envelope:
Document Pages: 2 Signatures: 3 Envelope Originator:
Certificate Pages: 5 Initials: 1 Yassamin Alayan
AutoNav: Enabled 155 N. First Ave, Suite 270
MS28
Envelopeld Stamping: Enabled Hillsboro, OR 97124-3087
Time Zone: (UTC-08:00) Pacific Time (US & Canada) yassamin\_alayan@co.washington.or.us
IP Address: 204.147.152.5

Record Tracking

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Security Appliance Status: Connected Pool: StateLocal
Storage Appliance Status: Connected Pool: Washington County Location: DocuSign

Signer Events

Rebecca Miller
Rebecca\_Miller@co.washington.or.us
Security Level: Email, Account Authentication (None), Access Code

Signature

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Rebecca Miller
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Signature Adoption: Pre-selected Style
Using IP Address: 204.147.152.5

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Signed: 5/20/2024 5:43:36 PM

Electronic Record and Signature Disclosure:

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Sara Shepherd
sshpherd@tualatin.gov
Security Level: Email, Account Authentication (None)

DocuSigned by:
Sara Shepherd
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Signature Adoption: Pre-selected Style
Using IP Address: 208.71.205.225

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Signed: 5/23/2024 10:48:00 AM

Electronic Record and Signature Disclosure:

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ID: 09f0b117-4052-4d20-82ab-892ed6b00cd8

Yassamin Alayan
yassamin\_alayan@co.washington.or.us
Washington County, OR
Security Level: Email, Account Authentication (None), Access Code

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Yassamin Alayan
9C4DFC234A0D40E...
Signature Adoption: Pre-selected Style
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Signed: 5/23/2024 12:04:18 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Paul Riggs
paul\_riggs@washingtoncountyor.gov
Security Level: Email, Account Authentication (None)

DS
PR
Signature Adoption: Pre-selected Style
Using IP Address: 204.147.152.17

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Electronic Record and Signature Disclosure:

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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Certified Delivered	Security Checked	5/24/2024 8:19:14 AM
Signing Complete	Security Checked	5/24/2024 8:19:21 AM
Completed	Security Checked	5/24/2024 8:19:21 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO SHI OBO Washington County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us)

**To advise Carahsoft OBO SHI OBO Washington County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO SHI OBO Washington County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO SHI OBO Washington County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Stacy Ruthrauff, Human Resources Director  
**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5781-24** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2024-2025

**RECOMMENDATION:**

Staff Recommends the City Council adopt the attached resolution authorizing non-represented employee personnel services updates for FY 2024-2025.

**EXECUTIVE SUMMARY:**

Section 1 of the Resolution proposes that the Salary Schedules for Exempt Management, Non Exempt Management, and Exempt Police Management employees shall be updated and increased by a 4% cost of living allowance effective July 1, 2024, as shown in attached Exhibits A, B, and C.

Section 2 of the Resolution proposes an update to the Salary Schedules for Temporary employees in accordance with minimum wage requirements and a 4% cost of living allowance effective July 1, 2024, as shown in attached Exhibit D and E.

**FINANCIAL IMPLICATIONS:**

Provisions of the non-represented employee salary schedules adjustment are incorporated in the approved FY 2024-2025 budget.

---

**ATTACHMENTS:**

- Exhibit A, B, C, D, E

RESOLUTION NO. 5781-24

A RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES  
FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2024-25

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

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

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

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

**Section 1.** Effective July 1, 2024, the Salary Schedules for Exempt and Non-Exempt Management, and Exempt Police Management employees shall be updated and increased by a 4% cost of living allowance, as shown in attached Exhibits A, B, and C, with the pay rates for these employees adjusted accordingly.

**Section 2.** Effective July 1, 2024, the Salary Schedules for Temporary employees shall be updated in accordance with state minimum wage requirements and a 4% cost of living allowance as provided in attached Exhibits D and E, with the pay rates for these employees adjusted accordingly.

Adopted by the City Council this 24<sup>th</sup> day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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



**FY 2024/25 SALARY SCHEDULE**  
**EFFECTIVE 07/01/2024 - 06/30/2025**

EXHIBIT A

**EXEMPT MANAGEMENT**

<b>Grade</b>	<b>Title</b>	<b>RATE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>	<b>STEP 8</b>	<b>STEP 9</b>
<b>M8-X</b>	Court Administrator	Hourly	36.65	37.77	38.85	40.04	41.26	42.48	43.77	45.09	46.42
		Annual	76,231.17	78,567.42	80,817.15	83,283.20	85,814.14	88,366.72	91,049.09	93,796.35	96,543.62
<b>M10-X</b>	Access Services Manager Public Services Manager	Hourly	40.37	41.58	42.84	44.11	45.43	46.79	48.21	49.67	51.16
		Annual	83,975.42	86,484.74	89,102.21	91,741.31	94,488.58	97,322.37	100,285.95	103,314.43	106,407.81
<b>M11-X</b>	Fleet & Facilities Manager	Hourly	41.22	42.45	43.74	45.06	46.43	47.80	49.22	50.71	52.24
		Annual	85,732.69	88,305.36	90,970.74	93,728.84	96,579.64	99,430.45	102,373.96	105,479.71	108,655.00
<b>M12-X</b>	<i>Assistant to the City Manager</i> <i>Senior HR &amp; Risk Analyst</i> Recreation Manager	Hourly	43.28	44.59	45.92	47.31	48.75	50.20	51.68	53.25	54.85
		Annual	90,014.78	92,741.70	95,521.06	98,405.31	101,394.45	104,409.80	107,503.82	110,755.14	114,085.13
<b>M13-X</b>	Human Resource & Risk Manager Deputy Public Works Director	Hourly	45.47	46.82	48.24	49.69	51.20	52.72	54.29	55.92	57.62
		Annual	94,578.57	97,390.73	100,337.87	103,352.51	106,502.13	109,651.74	112,913.85	116,310.94	119,843.01
<b>M14-X</b>	Parks Planning & Development Manager <i>Planning Manager</i> Principal Engineer Deputy City Manager <i>Parks &amp; Recreation Manager</i>	Hourly	47.75	49.19	50.65	52.17	53.73	55.36	57.01	58.71	60.47
		Annual	99,325.49	102,317.63	105,354.77	108,504.39	111,766.49	115,141.08	118,583.16	122,115.24	125,782.29
<b>M15-X</b>	Building Official Assistant Finance Director Assistant Community Dev Director	Hourly	51.33	52.86	54.43	56.08	57.79	59.51	61.26	63.10	64.98
		Annual	106,772.09	109,944.20	113,206.31	116,648.40	120,202.97	123,780.03	127,424.60	131,249.13	135,163.66
<b>M16-X</b>	City Engineer	Hourly	55.35	57.04	58.74	60.48	62.31	64.19	66.11	68.07	70.14
		Annual	115,133.95	118,647.48	122,187.26	125,805.68	129,607.64	133,514.49	137,499.99	141,590.37	145,890.53
<b>DM3-X</b>	Community Development Director <i>Finance Director</i> Human Resources Director Information Services Director Library Director Parks & Recreation Director Public Works Director	Hourly	62.39	64.27	66.19	68.17	70.24	72.35	74.50	76.72	79.04
		Annual	129,764.98	133,671.80	137,683.54	141,800.14	146,100.29	150,479.13	154,962.80	159,577.60	164,402.16
<b>DM4-X</b>	Assistant City Manager/Finance Director	Hourly	64.11	66.02	68.00	70.03	72.14	74.32	76.53	78.83	81.18
		Annual	133,357.15	137,316.44	141,433.06	145,654.55	150,059.57	154,595.72	159,184.28	163,956.43	168,859.63
<b>DM5-X</b>	Police Chief City Attorney	Hourly	70.80	72.90	75.09	77.34	79.66	82.06	84.51	87.06	89.65
		Annual	147,253.98	151,632.81	156,195.18	160,862.40	165,686.98	170,695.06	175,781.84	181,078.37	186,479.78

\* italicized positions are not filled.

FY 2024/25 SALARY SCHEDULE  
EFFECTIVE 07/01/2024 - 06/30/2025

NON EXEMPT MANAGEMENT EMPLOYEES

EXHIBIT B

GRADE	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
N2	Legal Assistant	Hourly	27.48	28.28	29.14	29.99	30.92	31.83	32.79	33.76	34.79
		Annual	57,151.74	58,817.41	60,612.86	62,386.69	64,311.94	66,215.55	68,205.70	70,217.47	72,359.04
N3	Vacant	Hourly	28.91	29.79	30.68	31.63	32.54	33.54	34.53	35.57	36.65
		Annual	60,136.96	61,954.05	63,814.40	65,782.91	67,686.53	69,763.20	71,818.24	73,981.44	76,231.17
N4	Human Resources Specialist	Hourly	30.46	31.36	32.32	33.25	34.28	35.31	36.35	37.42	38.58
		Annual	63,360.13	65,220.48	67,232.26	69,157.50	71,299.07	73,440.64	75,603.84	77,831.94	80,254.72
N5	<i>Recreation Coordinator</i>	Hourly	31.67	32.60	33.59	34.57	35.62	36.69	37.80	38.93	40.08
		Annual	65,869.44	67,816.32	69,871.36	71,904.77	74,089.60	76,317.70	78,632.32	80,968.58	83,369.73
N6	<i>Human Resources Analyst Paralegal</i>	Hourly	33.24	34.27	35.30	36.34	37.41	38.56	39.72	40.89	42.14
		Annual	69,135.87	71,277.44	73,419.01	75,582.21	77,810.30	80,211.46	82,612.61	85,057.02	87,652.86
N7	Vacant	Hourly	34.87	35.93	37.01	38.11	39.25	40.45	41.64	42.88	44.16
		Annual	72,532.10	74,738.56	76,988.29	79,259.65	81,639.17	84,126.85	86,614.53	89,188.74	91,849.47
N8	Police Services Supervisor	Hourly	36.65	37.77	38.85	40.04	41.26	42.48	43.77	45.09	46.42
		Annual	76,231.17	78,567.42	80,817.15	83,283.20	85,814.14	88,366.72	91,049.09	93,796.35	96,543.62
N9	Pohl Center Supervisor	Hourly	38.49	39.64	40.84	42.03	43.30	44.61	45.94	47.32	48.74
		Annual	80,060.03	82,461.18	84,948.86	87,414.91	90,054.02	92,779.65	95,548.54	98,425.60	101,389.18
N10	Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	40.37	41.58	42.84	44.11	45.43	46.79	48.21	49.67	51.16
		Annual	83,975.42	86,484.74	89,102.21	91,741.31	94,488.58	97,322.37	100,285.95	103,314.43	106,407.81
N11	<i>Accounting Supervisor Water Division Mgr</i>	Hourly	42.40	43.64	44.98	46.32	47.74	49.18	50.65	52.15	53.73
		Annual	88,193.66	90,767.87	93,558.40	96,348.93	99,290.88	102,297.73	105,347.84	108,462.85	111,750.91

\* italicized positions are not filled.

FY 2023/24 SALARY SCHEDULE  
EFFECTIVE 07/01/2024

SWORN SALARY SCHEDULE

Exhibit C

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps											
<b>P1</b>	Police Officer	Hourly	37.13	38.62	40.16	41.77	43.44	45.18	46.99	n/a	n/a
<b>7/1/24-12/31/24</b>		Annual	77,230.40	80,329.60	83,532.80	86,881.60	90,355.20	93,974.40	97,739.20	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
<b>P2</b>	Police Sergeant	Hourly	44.09	45.85	47.68	49.59	51.57	53.63	55.78	58.01	60.33
<b>In Bargaining</b>		Annual	91,707.20	95,368.00	99,174.40	103,147.20	107,265.60	111,550.40	116,022.40	120,663.30	125,489.83
Exempt Police Management 3% Steps											
<b>P3-X</b>	<i>Police Lieutenant</i>	Hourly	56.10	57.77	59.51	61.32	63.14	65.02	66.99	68.99	71.07
<b>7/1/24-6/30/25</b>		Annual	116,680.97	120,168.28	123,786.70	127,536.23	131,338.19	135,245.03	139,335.42	143,504.47	147,830.85
<b>P4-X</b>	Police Captain	Hourly	61.69	63.56	65.48	67.45	69.46	71.54	73.68	75.89	78.19
<b>7/1/24-6/30/25</b>		Annual	128,322.84	132,203.47	136,188.97	140,305.59	144,474.62	148,801.01	153,258.48	157,847.06	162,645.38
<b>DM5-X</b>	Police Chief	Hourly	70.80	72.90	75.09	77.34	79.66	82.06	84.51	87.06	89.65
<b>7/1/24-6/30/25</b>		Annual	147,253.98	151,632.81	156,195.18	160,862.40	165,686.98	170,695.06	175,781.84	181,078.37	186,479.78

**TEMPORARY EMPLOYEES - SCHEDULE A  
 FY 2024/25 SALARY SCHEDULE  
 EFFECTIVE 07/01/2024- 06/30/2025**

EXHIBIT D

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>MINIMUM REGULAR WAGE</b>	<b>MAXIMUM REGULAR WAGE</b>
<b>T4</b>	TEMP PARKING ENFORCE OFF	Hourly	18.57	23.51
<b>T6</b>	TEMP LIBRARY ASST TEMP OFFICE ASST I	Hourly	21.02	26.64
<b>T7</b>	TEMP OPERATIONS MAINT TECH	Hourly	22.06	27.94
<b>T8</b>	TEMP OFFICE ASSISTANT II	Hourly	23.17	29.37
<b>T9</b>	TEMP PUBLIC SERVICE ASST TEMP SPECIAL EVENTS COORD TEMP UTILITY TECH I	Hourly	24.35	30.86
<b>T10</b>	TEMP POLICE SERVICES TECH	Hourly	25.93	32.87
<b>T11</b>	TEMP FINANCE/ACCTG TECH TEMP OFFICE COORD TEMP PROP EVIDENCE TECH TEMP REC PROG SPEC	Hourly	27.47	34.81
<b>T12</b>	TEMP FLEET TECH I TEMP VOLUNTEER COORD	Hourly	28.82	36.50
<b>T13</b>	TEMP LIBRARIAN I	Hourly	30.26	38.33
<b>T14</b>	TEMP LIBRARIAN II	Hourly	32.13	40.65
<b>T16</b>	TEMP BLDG CONST INSPT II	Hourly	35.79	45.35

**TEMPORARY EMPLOYEES - SCHEDULE B  
 FY 2024/25 SALARY SCHEDULE  
 EFFECTIVE 07/01/2024- 06/30/2025**

EXHIBIT E

<b>Grade</b>	<b>TITLE</b>	<b>RATE</b>	<b>REGULAR WAGE</b>
<b>U1</b>	TEMP LIBRARY PAGE	Hourly	16.19
<b>U5</b>	TEMP RECREATION LEADER I TEMP RECREATION AIDE	Hourly	16.35
<b>U9</b>	TEMP HOMEWORK LEADER TEMP LIBRARY SENIOR PAGE TEMP OPS MAINT WORKER	Hourly	17.87
<b>U10</b>	TEMP INTERN LIBRARY INTERN TEMP PARK RANGER TEMP FILE CLERK	Hourly	18.80
<b>U12</b>	TEMP RECREATION LEADER II SEASONAL PARKS WORKER	Hourly	19.62
<b>U14</b>	TEMP SR YOUTH LEADER TEMP REC. COUNSELOR TEMP PUBLIC WORKS HELPER SEASONAL PARKS MAINTENANCE LEAD WORKER	Hourly	21.10
<b>U16</b>	TEMP TECHNOLOGY SPEC	Hourly	24.19
<b>J1</b>	JUDGE	Hourly	135.20



*City of Tualatin*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Stacy Ruthrauff, Human Resources Director  
**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5782-24** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin

**RECOMMENDATION:**

Staff recommends adopting the attached Resolution.

**EXECUTIVE SUMMARY:**

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

**FINANCIAL IMPLICATIONS:**

Funds to cover workers compensation premiums for volunteers are included in the FY2024-2025 budget.

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**ATTACHMENTS:**

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

RESOLUTION NO. 5782-24

A RESOLUTION AUTHORIZING THE PROVISION OF WORKERS' COMPENSATION INSURANCE COVERAGE TO VOLUNTEERS OF THE CITY OF TUALATIN.

WHEREAS, workers compensation insurance provides a benefit to injured workers and protects the City from liability;

WHEREAS, under ORS 656.031, the City may choose to extend workers compensation coverage to City volunteers;

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

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

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

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

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

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

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

**Section 1.** Pursuant to ORS 656.031, the City of Tualatin will provide workers' compensation coverage for the Policy Year 2024-25 to the classes of volunteer workers listed in this resolution and in Attachment A, which is attached and incorporated herein, listing volunteer assignments, noted on SAIF payroll schedule and verified at audit.

**Section 2.** Workers Compensation coverage under this resolution does not apply to current members of the City Council.

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

INTRODUCED AND ADOPTED this 24th day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

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

ATTEST:

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





## City of Tualatin Volunteer Resolution

Resolution No.: 5782-24

Effective Date: 07/01/2024

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

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

### 1. Public Safety Volunteers

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

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

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

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

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

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

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

- g. Tualatin Arts Advisory Committee
- h. Tualatin Core Area Parking District Board
- i. Juanita Pohl Center Advisory Committee
- j. Inclusion, Diversity, Equity Advisory (IDEA) Group

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

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

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

**4. Non-public safety volunteers**

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

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

- X Parks and Recreation
- X Public Works
- X Library
- X Juanita Pohl Center
- X Operations
- X Police
- X Community Development
- X Finance
- X Administration
- X Legal
- X Information Services

**5. Public Events**

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

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

- a. MLK Day of Service
- b. Arbor Week
- c. Blender Dash
- d. Concerts in the Park
- e. Viva Tualatin

ADDENDUM A

- f. Tualatin Youth Advisory Council Haunted House
- g. West Coast Giant Pumpkin Regatta
- h. Light Up the Lake
- i. Holiday Car Light Parade

**6. Community Service Volunteers/Inmates**

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

**7. Other Volunteers**

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

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

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

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

Adopted by the **City of Tualatin and the City Council** this 24th day of June, 2024.

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

Signature of Authorized Representative	Printed Name	Title

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

Signature	Title



*City of Tualatin*

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Rachel Sykes, Public Works Director  
Bert Olheiser, Street/Sewer/Storm Manager

**DATE:** June 24, 2024

---

### **SUBJECT:**

Consideration of Resolution No. 5783-24 Awarding a Contract for CCTV Inspections to Pacific Int-R-Tek, a division of Scott Pipeline, Inc., and Authorizing the City Manager to Execute a Contract.

### **RECOMMENDATION:**

Staff recommends that Council approve the resolution to allow the City Manager to execute a three-year contract with Pacific Int-R-Tek in an amount not to exceed \$450,000, subject to budget authorization for subsequent fiscal years.

### **EXECUTIVE SUMMARY:**

The City has approximately 472,273 linear feet of sanitary sewer lines, 477,346 linear feet of storm lines, and 2,346 sanitary manholes, all to be inspected on an 8-year rotating cycle, resulting in an annual inspection requirement of approximately 60,000 linear feet of sanitary sewer lines, approximately 60,000 linear feet of storm lines, and approximately 300 sanitary manholes. Regular inspection of these facilities is a requirement in place from Clean Water Services, who holds the DEQ Municipal Separate Storm Sewer System Permit (MS4) permit that encompasses the City of Tualatin.

Pacific Int-R-Tek is the current provider of CCTV Inspection services for the City's sewer and storm infrastructure. Additionally, they perform on-call rapid response to provide the City with critical information about unexpected issues. Pacific Int-R-Tek meets all of the requirements and specifications set forth in the Request for Proposals recently issued by the City. Pacific Int-R-Tek has provided satisfactory services throughout their existing contract with the City of Tualatin, which is scheduled to conclude at the end of June.

The City's Request for Proposals was publicly announced in the Daily Journal of Commerce on May 13, 2024. Seven (7) proposals were received before the submission deadline on June 4, 2024. Following thorough evaluation, the scoring committee determined that Pacific Int-R-Tek is the highest-ranked proposer.

**OUTCOMES OF DECISION:**

Adopting the resolution and authorizing contract execution would allow the City to retain the services of a CCTV Inspection contractor.

**FINANCIAL IMPLICATIONS:**

CCTV Inspections will be funded from the Sewer Operating Fund and the Stormwater Operating Fund. The contract is for a 3-year term with pricing locked for the 2<sup>nd</sup> and 3<sup>rd</sup> years, with options to renew the contract for two additional one-year terms. The City would request Council approval before extending the contract.

**ATTACHMENTS:**

Resolution No. 5783-24 Awarding Contract

RESOLUTION NO. 5783-24

A RESOLUTION AWARDING A CONTRACT FOR CCTV INSPECTION SERVICES TO PACIFIC INT-R-TEK, A DIVISION OF SCOTT PIPELINE, INC., AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT

WHEREAS, the above-referenced project was advertised on May 13, 2024, in the *Daily Journal of Commerce* and the City requested competitive sealed proposals;

WHEREAS, 7 proposals were received prior to the June 4, 2024, submission deadline;

WHEREAS, Pacific Int-R-Tek, a division of Scott Pipeline, Inc., submitted the highest-scoring proposal for the project, with inspection costs of \$0.95 per lineal foot for sanitary pipelines, \$1.04 per lineal foot for storm pipelines, \$15 per manhole, and \$265 per hour for standby or special projects; and

WHEREAS, there are funds budgeted for this project in the Sewer Operating Fund and the Stormwater Operating Fund.

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

**Section 1.** Pacific Int-R-Tek, a division of Scott Pipeline, Inc., is hereby awarded a contract for CCTV Inspections;

**Section 2.** The City Manager is authorized to execute a three-year contract with Pacific Int-R-Tek, a division of Scott Pipelines, Inc., in an amount not to exceed \$450,000, subject to budget authorization for subsequent fiscal years;

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

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

Adopted by the City Council this 24<sup>th</sup> day of June, 2024.

ATTEST:

CITY OF TUALATIN, OREGON

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

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



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5785-24** Amending Water, Sewer, Stormwater, Road and Parks Utility Fee Rates Inside the City of Tualatin and Rescinding Resolution 5749-24.

**RECOMMENDATION:**

Staff recommends adopting the attached Resolution.

**EXECUTIVE SUMMARY:**

Water rates are increasing as determined in the Water Master Plan, with the consumption rate increasing from \$3.90 per 100 cubic ft. (CCF) to \$4.37 per CCF, the service charge increasing from \$5.53 per month to \$6.20 per month, and the facilities charge increasing per the schedule in Section 5 of the attached resolution.

The Road Utility Fee was created for the purpose of maintenance of City streets, which includes repairing sidewalks under a sidewalk maintenance program, landscape enhancements along the rights-of-way, street tree replacement, and for paying the operating cost of street lights. The pavement maintenance and street light portion of the fee was created in April 1990, with the sidewalk/street tree portion added in July 1991. New rates were established in July 2017, and an indexing of the rate was updated using a formula utilized by Washington County for the Transportation Development Tax each year. The three-pronged index was recently approved by the Washington County Board of Commissioners at 8.29%. The attached resolution increases the Road Utility and Sidewalk/Street Tree Fees by this index.

Sewer and Stormwater rates are composed of two separate components; a regional rate set by Clean Water Services (CWS) and a local rate adopted by the City Council. The CWS board has adopted an increase changing the regional base rate from \$28.38 per Equivalent Dwelling Unit (EDU) to \$29.52 per EDU, and the sewer usage rate from \$1.88 per CCF to \$1.96 per CCF. The City Council is asked to set the local rate as recommended in the Sewer Master Plan. This increase will raise the local base rate from \$8.93 per EDU to \$9.73 per EDU and the local usage rate from \$0.607 per CCF to \$0.662 per CCF. Stormwater rates increase from \$11.47 per Equivalent Surface Unit (ESU) to \$11.84 per ESU, with a regional rate of \$2.74 per ESU and a local share of \$9.10 per ESU.

Sewer and Stormwater System Development Charges (SDC) were also adopted by Clean Water Services and are included in the attached resolution. The City retains 4% of the Sewer SDC for local capital needs. The Stormwater SDC rate is adopted by CWS and is 100% retained by the City.

On April 26, 2021, the City Council adopted a Parks Utility Fee rate of \$5 per dwelling unit. The rate was effective July 1, 2021 and remains unchanged for fiscal year 2024/2025.

The impact of the rate increases detailed above will increase the average residential utility bill, using 8 CCF per month, for these services by \$8.95.

**OUTCOMES OF DECISION:**

Adoption of the attached resolution sets new rates effective July 1, 2024.

**FINANCIAL IMPLICATIONS:**

With the new rates, the average monthly Tualatin residential utility bill will increase from \$122.48 to \$131.43

---

**ATTACHMENTS:**

- Resolution No. 5785-24



RESOLUTION NO. 5785-24

A RESOLUTION AMENDING WATER, SEWER, STORMWATER, ROAD AND PARKS UTILITY FEE RATES INSIDE THE CITY OF TUALATIN AND RESCINDING RESOLUTION 5749-24

WHEREAS, under TMC 2-6, the City established System Development Charges; and

WHEREAS, under TMC 3-2, 3-3, 3-4 and 3-7, the Council established rates for water, sewer, stormwater (also known as "surface water" and "storm sewer"), road and parks utility fees;

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

**Section 1. Water, Sewer, and Stormwater System Development Charges.**

- (a) The schedule for the Water System Development Charges, as set effective February 1, 2024, are as follows:

<b>Meter Size</b>	<b>Meter Unit Equivalent</b>	<b>System Development Charge*</b>
5/8" x 3/4"	1	\$ 8,389
3/4" x 3/4"	1.5	\$ 12,584
1"	2.5	\$ 20,973
1 1/2"	5	\$ 41,945
2"	8	\$ 67,113
3"	15	\$ 134,227
4"	25	\$ 209,729
6"	50	\$ 419,458
8"	80	\$ 671,132
10"	115	\$ 964,753
* The SDC payment for a single-family residence will be based on the meter size required for domestic water service and irrigation service. If a larger meter is required only for residential fire sprinkler service, the higher fee will not be charged.		

- (b) On February 1st of each year, the Water SDC fees shall automatically increase. The amount of increase shall be the change in Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle, WA. This increase will not require further action by the City Council
- (c) The schedule for the Sewer System Development Charges, per Equivalent Dwelling Unit (EDU), as of July 1, 2024, is as follows:

	<b>System Development Charge</b>
Regional Rate	\$ 6,729.87
Local Rate	\$ 279.13
<b>Total Rate</b>	<b>\$ 7,009.00</b>

- (d) The Stormwater System Development Charges, per Equivalent Service Unit (ESU), as of July 1, 2024, is \$678.00

**Section 2. In Lieu Tax Payments.** Where the City provides water service to properties outside of the City, which are not subject to bond taxes levied by the City for water system improvements, properties served by the City shall pay in lieu tax payment to the City as follows:

Annually within ninety (90) days after the true cash values are fixed by the tax assessing authority for those properties located outside of the City that are served by City water, the City will compute the "In Lieu Tax Payment" applying the City's tax rate for water system improvements for that year to the taxable value furnished to the City. Payment of the obligation of the "In Lieu Tax Payment" will be made to the City within thirty (30) days of the bill being presented from the City to the property receiving City water service.

**Section 3. Service Line Installation Charges.**

- (a) Prior to installation of the requested service line, the customer will make a deposit to the City based on an estimate of the actual costs plus 15%.
- (b) When the installation is completed, the customer will pay the balance or be refunded the amount of the deposit not used.

**Section 4. Meter Installation Charges.**

- (a) Deposits for installation of new water meters are as follows:

<b>METER METHOD</b>	
<b>Meter Size (in inches)</b>	<b>Installation Charge</b>
5/8 x 3/4, Drop-in meter	\$140
1, Drop-in meter	\$300
1½, Drop-in meter	\$540
2, Drop-in meter	\$790
3, drop-in meter	Cost plus 15%
4, drop-in meter	Cost plus 15%
6, drop-in meter	Cost plus 15%
8, drop-in meter	Cost plus 15%
10, drop-in meter	Cost plus 15%
12, drop-in meter	Cost plus 15%

- (b) Prior to the installation of the requested meter, the customer will make a deposit to the City based on an estimate of the actual cost. When the installation is completed the customer will pay the balance, or be given a refund of the amount of deposit not used.

- (c) For Meters requiring a new or larger service line, please reference Section 3. (Service Line Installation) above.

**Section 5. Monthly Rates for Water, Sewer, Stormwater, Road and Parks Utility.**

- (a) The schedule of monthly Water rates is amended as follows:

METER SIZE	FACILITIES CHARGE		SERVICE CHARGE	WATER CHARGE PER 100 CUBIC FT
	CLASS 1	CLASS 2		
5/8" x 3/4"	\$ 6.12	\$ 6.12	\$ 6.20	\$ 4.37
1"	\$ 15.38	\$ 15.38	\$ 6.20	\$ 4.37
1 1/2"	\$ 30.67	\$ 30.67	\$ 6.20	\$ 4.37
2"	\$ 49.03	\$ 49.03	\$ 6.20	\$ 4.37
3"	---	\$ 67.14	\$ 6.20	\$ 4.37
4"	---	\$ 114.97	\$ 6.20	\$ 4.37
6"	---	\$ 249.10	\$ 6.20	\$ 4.37
8"	---	\$ 479.14	\$ 6.20	\$ 4.37

The customer classes are:

- Class 1: All single-residential dwellings, duplexes and triplexes; and
- Class 2: All other services not included in Class 1.

- (b) The schedule of monthly Sewer rates are as follows:

	BASE CHARGE (per Dwelling Unit, or EDU)	USE CHARGE Per CCF (hundred cubic feet), winter average
Regional Rate	\$ 29.52	\$ 1.9600
Local Rate	\$ 9.73	\$ 0.6620

- (c) The schedule of monthly Stormwater rates are as follows, per ESU:

	BASE CHARGE
Regional Rate	\$ 2.74
Local Rate	\$ 9.10

- (d) The schedule of monthly Road Utility Fee rates for Residential Customer Groups are as follows:

Customer Group	Per Unit
Single Family Residential	\$ 7.15
Multi-Family Residential	\$ 6.46

(e) The schedule of monthly Road Utility Fee rates for Non-Residential Customer Groups are as follows:

Customer Group	Per Thousand Square Feet	Flat Fee
Non-Residential Group 1	\$ 1.77	\$ 4.43
Non-Residential Group 2	\$ 3.05	\$ 4.43
Non-Residential Group 3	\$ 7.59	\$ 4.43
Non-Residential Group 4	\$ 17.11	\$ 4.43
Non-Residential Group 5	\$ 48.86	\$ 4.43
Non-Residential Group 6	\$ 116.71	\$ 4.43
Non-Residential Group 7	\$ 13.57	\$ 4.43

(f) The schedule of monthly Parks Utility Fee rates are as follows:

Customer Group	Per Dwelling Unit
Residential	\$ 5.00
Non-Residential <sup>1</sup>	\$ 5.00

<sup>1</sup> Each non-residential property is one equivalent dwelling unit.

**Section 6. Water Wheeling Agreements.** The Council may enter into water wheeling agreements with other jurisdictions. These agreements will contain specific water rates and charges for each individual agreement.

**Section 7. Charges for Fire Protection Service.** The monthly charges for standby fire protection service are as follows:

Service Size	Rate
4"	\$ 21.77
6"	\$ 47.12
8"	\$ 91.21
10"	\$ 144.97

**Section 8. Miscellaneous Charges.** The following charges are imposed for service restoration, service termination and for account delinquencies:

(a) **Shut-Off or Turn-On.** When requested by a customer, the City will perform shut-off or turn-on service for the following fee:

REQUEST	CHARGE
During office hours	\$50.00
After office hours	Cost of labor and materials incurred by the city to preform service.
Office Hours are 7:00 a.m. – 4:00 p.m., Monday-Friday, excluding holidays.	

(b) **Delinquency Notification Charge.** Whenever a utility account remains delinquent ten (10) days after the date of the mailed delinquent notice, a charge of \$10.00 may be assessed to the account to cover the costs of handling the delinquent account.

(c) **Restore Meter Removed by City Due to Violation of TMC 3-3-200 Charge.**

When the City finds that one or more provisions of TMC 3-3-200 have been violated, the City may remove the meter and assess to the account a restoration charge of \$50.

**Section 9. Temporary Water Services, Bulk Water, and Hydrant Fees.**

(a) The charge for the hydrant meters and accessory equipment, temporary water services, water use, and hydrant flow tests are as follows:

<b>Item</b>	<b>Charge</b>
Temporary Water Service Application Fee	\$175
Temporary Water Service, per fill Fee	\$ 20
<b>Hydrant Service Fees and Deposits</b>	
3 inch hydrant meter deposit	\$1,500
Daily rental fee 3 inch hydrant meter	\$5
Hydrant meter installation and removal	\$100
Hydrant meter relocation (per occurrence)	\$100
Hydrant chapman valve deposit	\$250
Hydrant wrench deposit	\$30
Backflow device deposit	\$175
Repair hydrant, equipment, or water system damage	Time & Materials
<b>Temporary Service Fees and Deposit</b>	
5/8 x 3/4 inch water meter deposit	\$140
1 inch temporary water meter deposit	\$300
1.5 inch temporary water meter deposit	\$600
2 inch temporary water meter deposit	\$900
Meter installation and removal fee	\$180
<b>Temporary Service Water Rates</b>	
Water Rate per CCF (with existing service)	Current residential rate
Water Rate per CCF (construction/ no existing service)	Current residential rate +50%
Water Rate per CCF (all other uses including mobile businesses or for use outside Tualatin)	Current residential rate +100%
<b>Miscellaneous Fees</b>	
Hydrant flow test	\$250

- (b) Only temporary water obtained at the current residential rate +100% can be used outside Tualatin city limits.
- (c) Hydrant meter permits expire after six months. At that time, the permit is expired and the meter will be removed.
- (d) Temporary water service permits are valid for up to one (1) year.
- (e) Water use is billed at the current rate at the time the meter is returned.

**Section 10. Prior Resolutions Rescinded.** Resolution 5749-24 is rescinded.

**Section 11.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 24th day of June 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM:

ATTEST:

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

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



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Cody Field, Management Analyst II  
**DATE:** June 24, 2024

---

### **SUBJECT:**

Consideration of Resolution 5788-24, adopting the City of Tualatin 2025-2029 Capital Improvement Plan.

### **RECOMMENDATION:**

Staff recommend adopting the 2025-2029 Capital Improvement Plan.

### **EXECUTIVE SUMMARY:**

At the June 10<sup>th</sup> City Council meeting, staff presented an overview of the 2025-2029 Capital Improvement Plan (CIP). The CIP prioritizes funding for projects, including development of new infrastructure, improvements to existing infrastructure, writing master plans and purchasing new vehicles and technology.

The CIP promotes efficient use of the City's limited financial resources and assists in coordinating public capital projects and private development projects. The planning process provides a valuable means of coordinating the timing of transportation and utility projects to take advantage of shared mobilization (construction activities), and prevent disturbing new facilities to build another project shortly after.

CIP projects are grouped into five major categories: Facilities & Equipment, Parks & Recreation, Technology, Transportation and Utilities. Each project identifies whether it addresses health and safety concerns, supports Council goals, meets a regulatory requirement, considers service delivery needs, includes outside funding or partnerships, or implements a Master Plan.

The projects included in the 2025-2029 CIP total \$178,797,079. The following list highlights the totals for each category:

- Facilities and Equipment = \$7,492,840
- Parks & recreation = \$112,514,239
- Technology = \$1,563,000
- Transportation = \$8,050,000
- Utilities (Sewer, Storm, Water) = \$49,117,000

There has been one notable update to the CIP since Council reviewed the draft on June 10, 2024. The following project was added to the Transportation category: *Tualatin-Sherwood Road / Railroad / Boones Ferry Road Grade Separation Feasibility Study*. This project, estimated at \$400,000, is budgeted in the Transportation Development Tax fund for FY26 and FY27. This

project worksheet can be found on page 167. The Executive Summary tables have been revised to reflect the additional \$400,000.

**FINANCIAL IMPLICATIONS:**

The CIP is used to help plan for funding projects with a long range perspective. It is also the beginning of planning for capital projects in the next budget year. It is not a budget; however, and adopting this plan does not have any immediate financial implications.

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**ATTACHMENTS:**

- Resolution 5788-24
- EXHIBIT A - FY 2025-2029 Capital Improvement Plan



RESOLUTION NO. 5788-24

A RESOLUTION ADOPTING THE CITY OF TUALATIN 2025-2029 CAPITAL IMPROVEMENT PLAN

WHEREAS, the City of Tualatin wishes to plan ahead for large expenditures to benefit the community, take advantage of grant funding opportunities, and coordinate projects for the most efficient and least disruptive development of city infrastructure;

WHEREAS, the City's Capital Improvement Plan (CIP) prioritizes funding for projects, including development of new infrastructure, improvements to existing infrastructure, writing master plans and purchasing new vehicles and technology;

WHEREAS, the City uses the CIP to promote City Council goals of a connected, informed, civically engaged community that embraces our City's diversity; safe, desirable, and welcoming neighborhoods with housing that is available for all incomes, ages, and abilities; an efficient, accessible and sustainable transportation system that effectively meets the needs of our whole community; an inclusive community that promotes access, diversity and equity in creating a high quality of life for everyone; a thriving and diversified economy that includes living wage jobs, increased tourism and sustained financial stability for our whole community; vibrant and accessible gathering places throughout the city that build and celebrate our whole community; and an environmentally active and responsible community that values and protects our natural resources; and

WHEREAS, the City intends to use the CIP to comply with ORS 223.309 identifying capital improvements financed by system development charges;

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

**Section 1.** The City Council adopts the City of Tualatin 2025-2029 Capital Improvement Plan, which is attached as Exhibit A and incorporated by reference.

**Section 2.** This resolution is effective upon adoption

Adopted by the City Council this 24<sup>th</sup> day of June, 2024.

ATTEST:

CITY OF TUALATIN, OREGON

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

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

EXHIBIT A



# City of Tualatin



## Capital Improvement Plan 2024/25 - 2028/29

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## LEADERSHIP & REVIEW TEAM

### CITY COUNCIL

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

### CITY MANAGER

Sherilyn Lombos

### EXECUTIVE MANAGEMENT TEAM

Kim McMillan	Community Development Director
Rachel Sykes	Public Works Director
Megan George	Deputy City Manager
Ross Hoover	Parks & Recreation Director
Don Hudson	Assistant City Manager/Finance Director
Bates Russell	Information Services Director
Stacy Ruthrauff	Human Resources Director
Greg Pickering	Police Chief
Jerianne Thompson	Library Director

### CIP PROJECT MANAGER

Cody Field	Management Analyst II (Community Development)
------------	---

### CIP REVIEW TEAM & CONTRIBUTORS

Mike McCarthy	City Engineer
Hayden Ausland	Principal Engineer
Frank Butler	Network Administrator
Nic Westendorf	Deputy Public Works Director
Sarah Jesudason	Library Public Services Supervisor
Terrance Leahy	Water Manager
Nicole Morris	Deputy City Recorder
Rich Mueller	Parks & Recreation Manager
Bert Olheiser	Street/Sewer/Storm Manager
Greg Pickering	Police Captain
Kira Hein	Project Manager
Bryce McKenna	Fleet & Facilities Manager
Charlie Rollins	Fleet Technician II
Tom Scott	GIS Technician
Tom Steiger	Parks Maintenance Manager
Brian Struckmeier	Police Captain
Bryce Donovan	Engineering Associate

# EXECUTIVE SUMMARY

## Tualatin Capital Improvement Plan FY 2024/25 – FY 2028/29

The City of Tualatin’s Capital Improvement Plan (CIP) establishes, prioritizes, and plans funding for projects to improve existing and develop new infrastructure and facilities. This plan promotes efficient use of the City’s limited financial resources, reduces costs, and assists in the coordination of public and private development.

The City’s CIP is a five-year roadmap which identifies the major expenditures beyond routine annual operating expenses. While the CIP serves as a long range plan, it is reviewed and revised annually. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset.

As a basic tool for documenting anticipated capital projects, it includes “unfunded” projects in which needs have been identified, but specific solutions and funding have not necessarily been determined.

### THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. The 2025-2029 CIP is developed through agreement with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The Draft CIP is reviewed by City staff, and then presented to the City Council. The projects listed in the 2024/2025 fiscal year become the basis for preparation of the City’s budget for that year.

### CIP REVIEW TEAM

The CIP Review Team is responsible annually for reviewing General Fund-funded capital project proposals and providing recommendations to the City Manager. This team is comprised of staff from most City departments. This team analyzes the financial impact of the CIP as well as the City’s ability to process, design, and ultimately maintain projects. The review team meets periodically in the fall of each year to evaluate the progress of projects and examine future needs of the City.

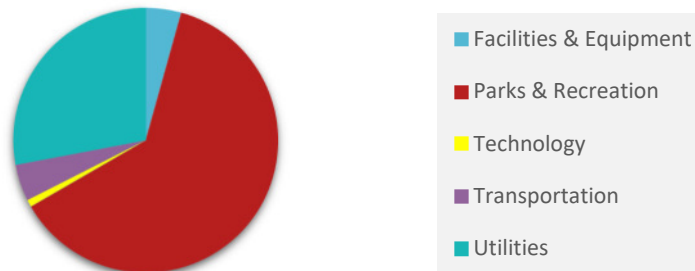
The overall goal of the CIP Review Team is to develop CIP recommendations that:

- preserve the past, by investing in the continued maintenance of City assets and infrastructure;
- protect the present with improvements to City facilities and infrastructure; and
- plan for the future.

### CATEGORIES

Projects generally fit within the five primary categories identified below:

- **Utilities** – projects involving water, storm, and sewer infrastructure.
- **Transportation** – projects affecting streets, bike lanes, pedestrian crossings, paths, trails, and rail.
- **Facilities and Equipment** – projects involving buildings, structures, equipment, and vehicles that the City owns and manages.
- **Parks and Recreation** – projects affecting parks and open spaces, including parks facilities.
- **Technology** – projects involving hardware, software, or infrastructure that improves and/or supports technology.



## CIP CRITERIA

There are always more project requests than can be funded in the five-year CIP period, so the CIP Review Team considers many factors. The criteria used in the ranking process include, but are not limited to:

**Addressing health and safety concerns** – enhancing, improving, or protecting overall health and safety of the City’s residents;

**Supporting Council goals** - supporting the goals established by the City Council, meeting city-wide long-term goals, and meeting the Tualatin Community Plan;

**Meeting a regulatory or mandated requirement** – proposed projects satisfy regulatory or mandated requirements;

**Considering service delivery needs** – the potential for projects to improve service delivery, including coordination with other projects to minimize financial or development impacts to maintain and enhance the efficiency of providing services in Tualatin;

**Including outside funding and partnerships** - outside funding has been identified, committed to, or may be obtained through other revenue sources or partnerships;

**Implementing a Master Plan** - maintenance and development of existing or new facilities and infrastructure is identified in one of the City’s Master Plans, enabling the City to continue to deliver essential services to residents.

## CAPITAL IMPROVEMENT POLICIES

### Time Period

This working CIP document is designed to forecast capital needs for the next five fiscal years. The plan is produced every year prior to the annual budget process. Looking at the City’s capital projects in terms of revenue over the next five years also allows the City to be more strategic in matching large capital projects with competitive grant opportunities that require significant advance planning and coordination to accomplish. Examples are projects with federal funding, or those projects so large they are likely to need financing.

### Definition of a Capital Expense

The CIP will include those items in excess of \$10,000 with an expected useful life of more than one year. Smaller projects (less than \$10,000) may be combined into one project and therefore defined as a capital expense. Items such as minor equipment and routine expenses will continue to be accounted for in the City’s annual budget and will not be included in the capital improvement plan.

### Operating Budget Impact

The operating impact of proposed capital projects, such as personnel and operating expenses, will be considered in preparing the annual operating budget as the CIP project approaches construction.

### Types of Financing

The nature and amount of the project generally determine financing options as do projected revenue resources. The following financial instruments could be used:

- Outside funding, including grants, federal, state, and county funds, and donations
- Development fees
- Utility fund revenues
- General fund revenues
- Debt secured by a restricted revenue source
- General obligation debt

## PROJECT LISTS AND DETAILS

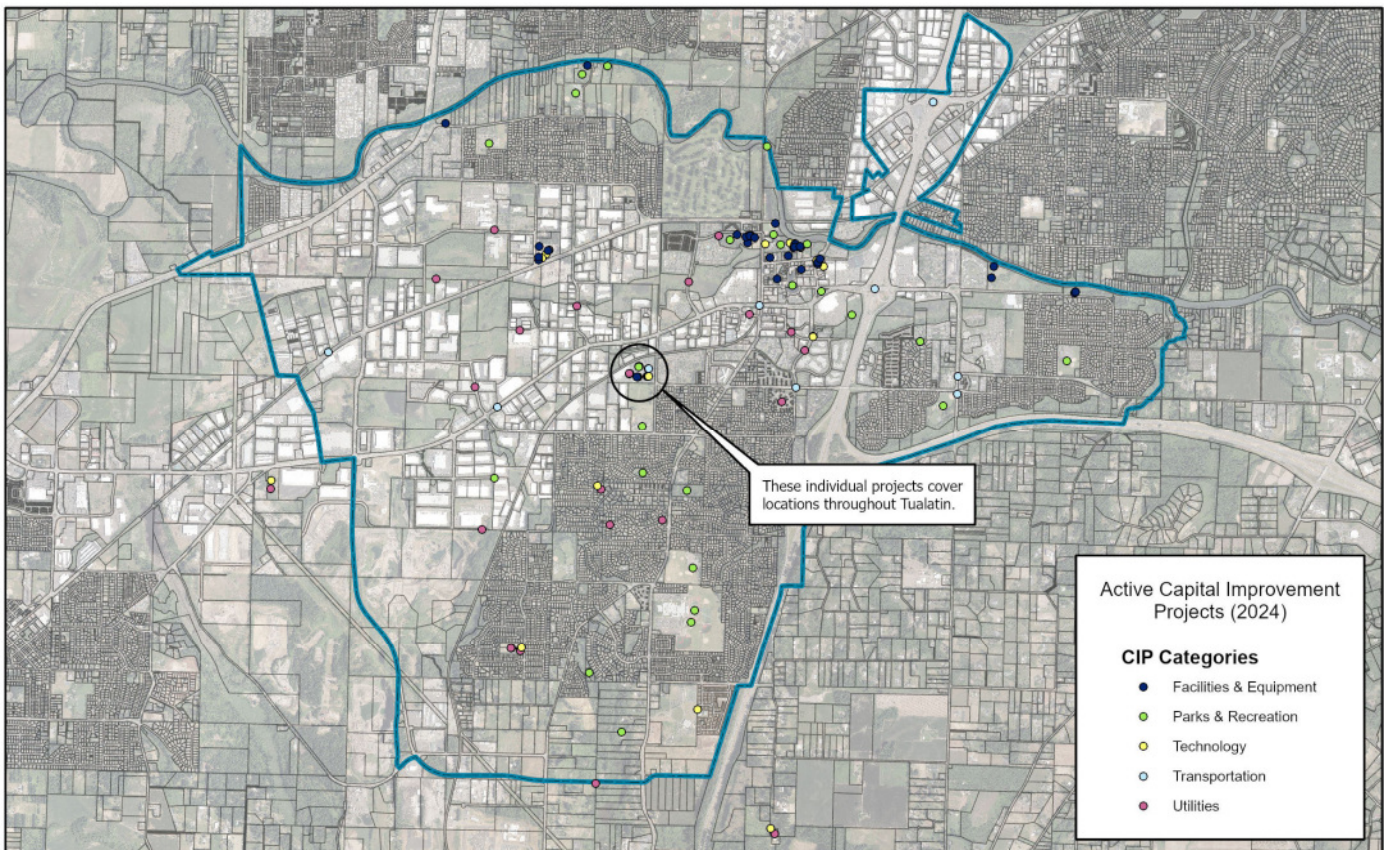
Summary lists of projects by category and by funding source are provided for quick reference. Projects in this five-year CIP total nearly \$179 million. Just over \$49 million of the funded projects are utility projects and \$8 million in transportation projects have been identified. \$112.5 million in Parks & Recreation projects were identified and included from the Parks Master Plan.

Detailed project sheets are grouped by category and sorted by fiscal year for all funded projects included in the CIP. Project sheets are designed to explain the need for the project, type of project, the criteria met, funding sources, and provide cost information including potential on-going costs.

The appendix identifies approximately \$277 million in unfunded projects to highlight the City's needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today's dollars; future year projections have been adjusted for inflation based on the industry expertise of each department.

### Total Project Cost by Category

	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	Grand Total
<b>Facilities &amp; Equipment</b>	1,311,700	1,521,833	2,112,693	2,100,615	446,000	<b>7,492,840</b>
<b>Parks &amp; Recreation</b>	11,868,319	22,500,325	32,515,895	24,732,700	20,897,000	<b>112,514,239</b>
<b>Technology</b>	78,000	530,000	735,000	35,000	185,000	<b>1,563,000</b>
<b>Transportation</b>	1,550,000	3,250,000	2,950,000	150,000	150,000	<b>8,050,000</b>
<b>Utilities</b>	10,700,000	10,965,000	8,900,000	7,195,000	11,417,000	<b>49,177,000</b>
<b>Grand Total</b>	<b>25,508,019</b>	<b>38,767,158</b>	<b>47,213,588</b>	<b>34,213,315</b>	<b>33,095,000</b>	<b>178,797,079</b>





## PROJECT SUMMARY BY CATEGORY

<b>Facilities &amp; Equipment</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Brown's Ferry Park Sewer line repairs / replacement of colored concrete panel	13,000				
Core Area Parking: Blue Lot - ADA Construction	135,000				
Jergens House Demolition	100,000				
Juanita Pohl Center Coffee bar replacement with new cabinets and countertop	12,000				
Juanita Pohl Center Interior Painting	20,000				
Library & City Offices HVAC Unit Replacement	76,000	42,000			
Library Furnishing Replacement	25,000	47,000		65,000	
Library Light Control	35,000				
Maintenance Services Building Brickwash Seal Coat	15,000				
Operations Building A HVAC Unit Replacement	18,000	20,000			
Police Public Parking Lot- Tree and Pavement Maintenance	12,500				
Police Station Evidence Room Heat System (mini-split)	25,000				
Police Station HVAC Unit Replacement	36,000	42,000			
Police Station Interior Update	50,000				
Police Station New Fire Panel Replacement	17,000				
Police Station Roof	475,000				
Tualatin Heritage Center Carpet Replacement and Painting	23,000				
Brown's Ferry C. Center HVAC Unit Replacement		12,000	12,000		
Browns Ferry Community Center buildings -Repair & Paint		13,500			
Core Area Parking: White Lot Slurry Seal		34,000			
Library Teen Room Light Sculpture		25,000			
Parks & Rec. Admin. Building ADA Improvements		325,000			
Parks & Rec. Admin. Building Roof Replacement		68,000			
Police -PGE Fleet Partner EV Program		100,000			
Tualatin City Park Boat Ramp Drive Aisle and Parking Lot		190,000			
Walnut House Roof Replacement		26,000			
Browns Ferry Community Center & Garage Re-roof			75,000		
Core Area Parking: Green Lot Slurry Seal			14,000		
Core Area Parking: Yellow Lot Slurry Seal			14,000		
Juanita Pohl Center Parking Lot Repair			100,000	400,000	
Operations Covered Parking Structure for Trucks			175,000	600,000	
Tualatin City Services - Fuel Tank Relocation and Site Upgrades			1,300,000		
Browns Ferry Community Center & Garage ADA Remodel				245,000	
Browns Ferry Park Barn Structural Upgrade				265,000	
Vehicles	224,200	477,333	422,693	525,615	446,000
<b>Facilities &amp; Equipment Total</b>	<b>1,311,700</b>	<b>1,521,833</b>	<b>2,112,693</b>	<b>2,100,615</b>	<b>446,000</b>

## PROJECT SUMMARY BY CATEGORY

<b>Parks &amp; Recreation</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Greenway & Path Expansion	2,668,000	2,668,000	2,668,000	2,668,000	
Ice Age Tonquin Trail #E37	144,700	144,700			
Ki-a-Kuts Bridge Repair	250,000				
Little Woodrose Natural Area	1,225,619				
Nyberg Creek Greenway Trail	2,000,000	2,000,000			
Riverfront Access	1,000,000	3,000,000	4,000,000		
Stoneridge Park Renovation	3,000,000				
Veterans Plaza	500,000	3,500,000			
Tualatin Community Park Expansion	1,000,000	3,000,000			
Victoria Woods Natural Area	80,000				
Atfalati Park Renovation & Improvements #P8		7,094,925			
High School Field #E30		700,000			
Integrated Pest Management Plan #P15		165,000			
Jurgens Park Expansion		227,700	4,550,895		
Basalt Creek Park #P3			17,948,000		
Lafky Park Renovation & Improvement #E4			349,000		
School City Facility Partnership			3,000,000	3,000,000	
Jurgens Park Renovation & Improvements #E3				7,328,675	
New Parks				4,925,000	
Sweek Pond Natural Area				1,261,784	
Tualatin Commons Park				65,470	
Tualatin River Greenway Development				5,483,771	
Tualatin Community Park Renovation & Improvements					20,897,000
<b>Parks &amp; Recreation Total</b>	<b>11,868,319</b>	<b>22,500,325</b>	<b>32,515,895</b>	<b>26,732,700</b>	<b>20,897,000</b>

## PROJECT SUMMARY BY CATEGORY

<b>Technology</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Upgrade to Office365 G3 Suite	78,000				
Badge Access Expansion		200,000	700,000		
Cloud Migration		200,000			
Library Patron Computer Replacement		30,000			
VMware renewal		30,000			
VX Rail		35,000	35,000	35,000	35,000
Police MDT (Laptop) Replacement					150,000
<b>Technology Total</b>	<b>78,000</b>	<b>530,000</b>	<b>735,000</b>	<b>35,000</b>	<b>185,000</b>

<b>Transportation</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
65th Ave / Borland Rd / Sagert St Intersection Improvements	500,000	2,000,000			
Herman Rd: 124th to Cipole Rd Improvements	100,000	800,000	2,500,000		
Neighborhood Solutions / Ped-friendly	150,000	150,000	150,000	150,000	150,000
Martinazzi / Sagert Signal	100,000				
Transportation System Plan	200,000				
Tualatin-Sherwood Rd Utility Relocation	500,000				
Interchange Area Management Plan		100,000	100,000		
Tualatin-Sherwood Rd / Railroad / Boones Ferry Rd Grade Separation Feasibility Study		200,000	200,000		
<b>Transportation Total</b>	<b>1,550,000</b>	<b>3,250,000</b>	<b>2,950,000</b>	<b>150,000</b>	<b>150,000</b>

<b>Utilities</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
<b>Sewer</b>					
Martinazzi Sanitary Sewer Upsizing (Priorities II, III, IV, and V)	1,970,000	1,615,000	1,905,000	860,000	
Sewer Pipe Rehab Program	200,000	200,000	200,000	200,000	200,000
Tualatin-Sherwood Rd (TSR)/Teton Trunk Upsizing			245,000	1,781,000	1,024,000
Tualatin Reservoir Trunk Upsizing				505,000	3,646,000
Cipole/Bluff Trunk Upsizing					400,000
<b>Sewer Total</b>	<b>2,170,000</b>	<b>1,815,000</b>	<b>2,350,000</b>	<b>3,346,000</b>	<b>5,267,000</b>
<b>Utilities cont'd on next page</b>					

## PROJECT SUMMARY BY CATEGORY

<b>Utilities, Cont'd</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
<b>Storm</b>					
Nyberg Creek Stormwater Improvements Phase 1 & 2	1,000,000	2,000,000	2,000,000		
Siuslaw Stormwater Quality Retrofit & 99th/Coquille	650,000				
Storm pipe replacement placeholder	100,000	100,000	100,000	100,000	100,000
WQ Facility & Structure Replacement Placeholder	300,000	300,000	300,000	300,000	300,000
Sweek Drive/Emery Zidell Pond B		250,000			
<b>Storm Total</b>	<b>2,050,000</b>	<b>2,650,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Water</b>					
B Reservoir Level at ASR (#601)	3,125,000	3,125,000			
Basalt Creek Pipeline from Boones to Grahams	55,000		1,250,000	1,250,000	
B to C Level Pump Station at ASR Site (#603)	1,000,000	1,000,000			
C Level Pump Station Generator	200,000				
SCADA System Improvements (#611)	2,100,000				
A-1 Reservoir Upgrades (#613)		925,000	1,175,000		
Emergency Supply Improvements Placeholder (#604)		1,000,000	1,000,000		
Seismic Upgrades at B-2, C-1, & C-2 Reservoirs (#605)		225,000	225,000		
Miscellaneous Physical Site & Cyber Security Upgrades (#610)		225,000	250,000		
90th Ave (A Level) (#404)					100,000
ASR Well Rehabilitation (#612)				300,000	
A-2 Reservoir upgrades (#614)				100,000	1,900,000
Leveton (A Level - #405)				549,000	
Manhasset Dr (A Level) (#402)				250,000	1,000,000
Blake Street – Railroad to 115th (#401)			250,000	1,000,000	
Upgrade Martinazzi Pump Station (#606)					2,750,000
<b>Water Total</b>	<b>6,480,000</b>	<b>6,500,000</b>	<b>4,150,000</b>	<b>3,449,000</b>	<b>5,750,000</b>
<b>Utilities Total</b>	<b>10,700,000</b>	<b>10,965,000</b>	<b>8,900,000</b>	<b>7,195,000</b>	<b>11,417,000</b>

## PROJECT SUMMARY BY FUNDING SOURCE

<b>Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>	<b>Grand Total</b>
American Rescue Plan	3,035,000	-	-	-	-	3,035,000
Core Area Parking	135,000	34,000	28,000	-	-	197,000
General Fund	995,500	9,028,125	7,296,895	15,684,230	21,082,000	54,086,750
Leveton Tax Increment	-	-	-	-	-	-
Park Development (SDC)	2,812,700	2,812,700	20,616,000	2,668,000	-	28,909,400
Park Utility Fee	1,555,619	700,000	-	65,470	-	2,321,089
Park Project Fund	4,500,000	11,500,000	7,000,000	7,925,000	-	30,925,000
Road Operating/Gas Tax	350,000	150,000	150,000	150,000	150,000	950,000
Sewer	200,000	200,000	200,000	200,000	200,000	1,000,000
Sewer SDC	38,800	-	51,450	379,060	251,470	720,780
Stormwater	1,710,500	2,270,000	2,020,000	400,000	400,000	6,800,500
Stormwater SDC	339,500	380,000	380,000	-	-	1,099,500
Transportation Dev. Tax	1,200,000	3,100,000	2,800,000	-	-	7,100,000
Vehicle Replacement Fund	224,200	477,333	422,693	525,615	446,000	2,095,840
Water	3,518,100	3,642,500	3,403,000	2,828,180	4,715,000	18,106,780
Water SDC	2,961,000	2,857,500	747,000	620,820	1,035,000	8,222,220
Outside Funded (Grants, County Projects, etc.)	1,931,200	1,625,000	2,098,550	2,766,940	4,815,530	13,227,220
<b>Grand Total</b>	<b>25,508,019</b>	<b>38,767,158</b>	<b>47,213,588</b>	<b>34,213,315</b>	<b>33,095,000</b>	<b>178,797,079</b>

# PROJECT SUMMARY BY FUNDING SOURCE

General Fund	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Brown's Ferry Park Sewer line repairs and replacement of one colored concrete panel	13,000				
Jergens House Demolition	100,000				
Juanita Pohl Center coffee bar replacement with new cabinets and countertop	12,000				
Juanita Pohl Center Interior Painting	20,000				
Library & City Offices HVAC Unit Replacement	76,000	42,000			
Library Furnishing Replacement	25,000	47,000		65,000	
Maintenance Services Building Brickwash Seal Coat	15,000				
Operations Building A HVAC Unit Replacement	18,000	20,000			
Police Public Parking Lot- Tree and Pavement Maintenance	12,500				
Police Station Evidence Room Heat System (mini-split)	25,000				
Police Station HVAC Unit Replacement	36,000	42,000			
Police Station Interior Update	50,000				
Police Station New Fire Panel Replacement	17,000				
Police Station Roof	475,000				
Tualatin Heritage Center Carpet Replacement and Painting	23,000				
Upgrade to Office365 G3 Suite	78,000				
Atfalati Park Renovation & Improvements #P8		7,094,925			
Badge Access Expansion		200,000	700,000		
Brown's Ferry C. Center HVAC Unit Replacement		12,000	12,000		
Browns Ferry Community Center buildings -Repair & Paint		13,500			
Cloud Migration		200,000			
Integrated Pest Management Plan #P15		165,000			
Jurgens Park Expansion		227,700	4,550,895		
Library Teen Room Light Sculpture		25,000			
Parks & Rec. Admin. Building ADA Improvements		325,000			
Parks & Rec. Admin. Building Roof Replacement		68,000			
Police -PGE Fleet Partner EV Program		100,000			
Police Station - Remove flagstone to meet ADA		100,000			
Tualatin City Park Boat Ramp Drive Aisle and Parking Lot		190,000			
VMware Renewal		65,000			
VX Rail		35,000	35,000	35,000	35,000
Walnut House Roof Replacement		26,000			
Browns Ferry Community Center & Garage Re-roof			75,000		
Juanita Pohl Center Parking Lot Repair			100,000	400,000	
Lafky Park Renovation & Improvement #E4			349,000		
Operations Covered Parking Structure for Trucks			175,000	600,000	
Tualatin City Services - Fuel Tank Relocation and Site Upgrades			1,300,000		
Browns Ferry Community Center & Garage ADA Remodel				245,000	
Browns Ferry Park Barn Structural Upgrade				265,000	
Jurgens Park Renovation & Improvements #E3				7,328,675	

<b>General Fund, Cont'd</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Sweek Pond Natural Area				1,261,784	
Tualatin River Greenway Development				5,483,771	
Police MDT (Laptop) Replacement					150,000
Tualatin Community Park Renovation & Improvements					20,897,000
<b>General Fund Total</b>	<b>995,500</b>	<b>9,028,125</b>	<b>7,296,895</b>	<b>15,684,230</b>	<b>21,082,000</b>
<b>Projected Revenue Available for Projects</b>	<b>1,000,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>	<b>750,000</b>

<b>American Rescue Plan</b>	<b>FY 24/25</b>	<b>FY 26/27</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Library Light Control	35,000				
Stoneridge Park Renovation	3,000,000				
<b>Leveton Projects Total</b>	<b>3,035,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Core Area Parking Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Core Area Parking: ADA Project- Blue Lot	135,000				
Core Area Parking: White Lot Slurry Seal		34,000			
Core Area Parking: Green Lot Slurry Seal			14,000		
Core Area Parking: Yellow Lot Slurry Seal			14,000		
<b>Core Area Parking Total</b>	<b>135,000</b>	<b>34,000</b>	<b>28,000</b>	<b>-</b>	<b>-</b>

<b>Park Development Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Greenway & Path Expansion	2,668,000	2,668,000	2,668,000	2,668,000	
Ice Age Tonquin Trail #E37	144,700	144,700			
Basalt Creek Park #P3			17,948,000		
<b>Park Development Total</b>	<b>2,812,700</b>	<b>2,812,700</b>	<b>20,616,000</b>	<b>2,668,000</b>	<b>-</b>

<b>Park Utility Fee Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Ki-a-Kuts Bridge Repair	250,000				
Little Woodrose Natural Area	1,225,619				
Victoria Woods Natural Area	80,000				
High School Field #E30		700,000			
Tualatin Commons Park				65,470	
<b>Park Utility Fee Total</b>	<b>1,555,619</b>	<b>700,000</b>	<b>-</b>	<b>65,470</b>	<b>-</b>

<b>Parks Project Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Nyberg Creek Greenway Trail	2,000,000	2,000,000			
Riverfront Access	1,000,000	3,000,000	4,000,000		
Veterans Plaza	500,000	3,500,000			
Tualatin Community Park Expansion	1,000,000	3,000,000			
School City Facility Partnership			3,000,000	3,000,000	
New Parks				4,925,000	
<b>Parks Bond Total</b>	<b>4,500,000</b>	<b>11,500,000</b>	<b>7,000,000</b>	<b>7,925,000</b>	<b>-</b>

## PROJECT SUMMARY BY FUNDING SOURCE

<b>Road Operating/Gas Tax Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Neighborhood Solutions / Ped-friendly	150,000	150,000	150,000	150,000	150,000
Transportation System Plan	200,000				
<b>Road Operating/Gas Tax</b>	<b>350,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

<b>Sewer Operating Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Sewer Pipe Rehab Program	200,000	200,000	200,000	200,000	200,000
<b>Sewer Total</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

<b>Sewer SDC Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Martinazzi Sanitary Sewer Upsizing (Priorities II, III, IV, V)	38,800				
Tualatin Sherwood Rd (TSR) / Teton Trunk Upsizing			51,450	374,010	215,040
Tualatin Reservoir Trunk Upsizing				5,050	36,430
<b>Sewer SDC Total</b>	<b>38,300</b>	<b>-</b>	<b>51,450</b>	<b>379,060</b>	<b>251,470</b>

<b>Stormwater Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Nyberg Creek Stormwater Improvements Phase 1 & 2	810,000	1,620,000	1,620,000		
Siuslaw Stormwater Quality Retrofit & 99th/Coquille	500,500				
Storm pipe replacement placeholder	100,000	100,000	100,000	100,000	100,000
WQ Structure Replacement	300,000	300,000	300,000	300,000	300,000
Sweek Drive/Emery Zidell Pond B			250,000		
<b>Storm Drain Total</b>	<b>1,710,500</b>	<b>3,180,000</b>	<b>2,020,000</b>	<b>400,000</b>	<b>400,000</b>

<b>Storm SDC Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Nyberg Creek Stormwater Improvements Phase 1 & 2	190,000	380,000	380,000		
Siuslaw Stormwater Quality Retrofit & 99th/Coquille	149,500				
<b>Storm SDC Total</b>	<b>339,500</b>	<b>380,000</b>	<b>380,000</b>	<b>-</b>	<b>-</b>

<b>Transportation Development Tax Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
65th Ave / Borland Rd / Sagert St Intersection Improvements	500,000	2,000,000			
Herman Rd: 124th to Cipole Rd Improvements	100,000	800,000	2,500,000		
Martinazzi / Sagert Signal	100,000				
Tualatin-Sherwood Rd Utility Relocation	500,000				
Interchange Area Management Plan		100,000	100,000		
Tualatin-Sherwood Rd / Railroad / Boones Ferry Rd Grade Separation Feasibility Study		200,000	200,000		
<b>Transp. Dev. Tax Total</b>	<b>1,200,000</b>	<b>3,100,000</b>	<b>2,800,000</b>	<b>-</b>	<b>-</b>



## PROJECT SUMMARY BY FUNDING SOURCE

<b>Water Operating Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
B Reservoir Level at ASR (#601)	875,000	875,000			
Basalt Creek Pipeline from Boones to Grahams	45,100		1,025,000	1,025,000	
B to C Level Pump Station at ASR Site (#603)	820,000	820,000			
C Level Pump Station Generator (#607)	56,000				
SCADA System Improvements (#611)	1,722,000				
A-1 Reservoir Upgrades (#613)		758,500	963,500		
Emergency Supply Improvements Placeholder (#604)		820,000	820,000		
Seismic Upgrades at B-2, C-1, & C-2 Reservoirs (#605)		184,500	184,500		
Miscellaneous Physical Site and Cyber Security Upgrades (#610)		184,500	205,000		
90th Ave (A Level) (#404)					82,000
ASR Well Rehabilitation (#612)				246,000	
A-2 Reservoir upgrades (#614)				82,000	1,558,000
Leveton (A Level - #405)				450,180	
Manhasset Dr (A Level) (#402)				205,000	820,000
Blake Street – Railroad to 115th (#401)			205,000	820,000	
Upgrade Martinazzi Pump Station (#606)					2,255,000
<b>Water Total</b>	<b>3,518,000</b>	<b>3,642,500</b>	<b>3,403,000</b>	<b>2,828,180</b>	<b>4,715,000</b>

<b>Water SDC Fund</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
B Reservoir Level at ASR (#601)	2,250,000	2,250,000			
Basalt Creek Pipeline from Boones to Grahams	9,900		225,000	225,000	
B to C Level Pump Station at ASR Site (#603)	180,000	180,000			
C Level Pump Station Generator (#607)	144,000				
SCADA System Improvements (#611)	378,000				
A-1 Reservoir Upgrades (#613)		166,500	211,500		
Emergency Supply Improvements Placeholder (#604)		180,000	180,000		
Seismic Upgrades at B-2, C-1, & C-2 Reservoirs (#605)		40,500	40,500		
Miscellaneous Physical Site and Cyber Security Upgrades (#610)		40,500	40,500		
90th Ave (A Level) (#404)				45,900	
ASR Well Rehabilitation (#612)				54,000	
A-2 Reservoir upgrades (#614)				135,000	135,000
Leveton (A Level - #405)				98,820	
Manhasset Dr (A Level) (#402)				45,000	180,000
Blake Street – Railroad to 115th (#401)			45,000	180,000	
Upgrade Martinazzi Pump Station (#606)					495,000
<b>Water SDC Total</b>	<b>2,961,900</b>	<b>2,857,500</b>	<b>747,000</b>	<b>620,820</b>	<b>1,035,000</b>

## PROJECT SUMMARY BY FUNDING SOURCE

<b>Outside Funded</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Martinazzi Sanitary Sewer Upsizing (Priorities II, III, IV, V) - (CWS)	1,931,200	1,615,000	1,905,000	860,000	
Tualatin Sherwood Rd (TSR) / Teton Trunk Upsizing) - (CWS)			193,550	1,406,990	808,960
Tualatin Reservoir Trunk Upsizing - (CWS)				499,950	3,606,570
Cipole/Bluff Trunk Upsizing					400,000
<b>Outside Funded Total</b>	<b>1,931,200</b>	<b>1,615,000</b>	<b>2,098,550</b>	<b>2,766,940</b>	<b>4,815,530</b>

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# FACILITIES & EQUIPMENT

This section of the CIP includes all buildings and structures the City owns and manages with the exception of structures located in City parks or open spaces, such as accessory buildings and restrooms. Parks related facilities are included in the Parks & Recreation section of the CIP.

Equipment and Fleet needs are also captured in this category.

**FUNDING SOURCES:**

General Fund & Special Revenue Funds: Water, Sewer, Road/Gas Tax, Core Area Parking District Fund

**IN THIS CATEGORY ARE:**

Projects necessary to avoid equipment failure or potential property damage and to maintain the current level of services.

<b>Facilities &amp; Equipment</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Brown's Ferry Park Sewer line repairs / replacement of colored concrete panel	13,000				
Core Area Parking: Blue Lot - ADA Construction	135,000				
Jergens House Demolition	100,000				
Juanita Pohl Center Coffee bar replacement with new cabinets and countertop	12,000				
Juanita Pohl Center Interior Painting	20,000				
Library & City Offices HVAC Unit Replacement	76,000	42,000			
Library Furnishing Replacement	25,000	47,000		65,000	
Library Light Control	35,000				
Maintenance Services Building Brickwash Seal Coat	15,000				
Operations Building A HVAC Unit Replacement	18,000	20,000			
Police Public Parking Lot- Tree and Pavement Maintenance	12,500				
Police Station Evidence Room Heat System (mini-split)	25,000				
Police Station HVAC Unit Replacement	36,000	42,000			
Police Station Interior Update	50,000				
Police Station New Fire Panel Replacement	17,000				
Police Station Roof	475,000				
Tualatin Heritage Center Carpet Replacement and Painting	23,000				
Brown's Ferry C. Center HVAC Unit Replacement		12,000	12,000		
Browns Ferry Community Center buildings -Repair & Paint		13,500			
Core Area Parking: White Lot Slurry Seal		34,000			
Library Teen Room Light Sculpture		25,000			
Parks & Rec. Admin. Building ADA Improvements		325,000			
Parks & Rec. Admin. Building Roof Replacement		68,000			
Police -PGE Fleet Partner EV Program		100,000			
Tualatin City Park Boat Ramp Drive Aisle and Parking Lot		190,000			
Walnut House Roof Replacement		26,000			
Browns Ferry Community Center & Garage Re-roof			75,000		
Core Area Parking: Green Lot Slurry Seal			14,000		

<b>Facilities &amp; Equipment, Cont'd</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>
Core Area Parking: Yellow Lot Slurry Seal			14,000		
Juanita Pohl Center Parking Lot Repair			100,000	400,000	
Operations Covered Parking Structure for Trucks			175,000	600,000	
Tualatin City Services - Fuel Tank Relocation and Site Upgrades			1,300,000		
Browns Ferry Community Center & Garage ADA Remodel				245,000	
Browns Ferry Park Barn Structural Upgrade				265,000	
Vehicles	224,200	477,333	422,693	525,615	446,000
<b>Facilities &amp; Equipment Total</b>	<b>1,311,700</b>	<b>1,521,833</b>	<b>2,112,693</b>	<b>2,100,615</b>	<b>446,000</b>

**Brown's Ferry Park Sewer line repairs and replacement of one colored concrete panel**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$13,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Brown’s Ferry Community Park requires maintenance and repair to a wastewater lateral line coming off of the restrooms. The existing line has a “belly” in it that causes frequent blockages. To access the part of the line that requires repair, some of the concrete walkway will need to be removed and then replaced.

**PROJECT SCOPE:**

Maintenance Services will work with the Parks and Recreation Department and appropriate contractors to excavate to access the line and then have the line and walkway repaired.

**HISTORY:**

The lateral wastewater line in question has been in need of repair for several years.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$13,000
<b>TOTAL:</b>	<b>\$13,000</b>

**Brown's Ferry Park Sewer line repairs and replacement of one colored concrete panel**



---

**Blue Lot - ADA Design 1st year then construction.**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$205,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 23/24  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: ADA Plan

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Following the ADA plan, the Blue Lot is the next ADA priority when funds are available; consisting of leveling specific areas of the parking lot and renovation of the sidewalk access. Followed by the slurry seal maintenance.

**PROJECT SCOPE:**

The first year will be the design process, and cost estimates confirming the budget, and the following year would be the construction and slurry seal.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Core Area Parking Fund    Blue  
Core Area Parking Fund    Blue

YEAR	AMOUNT
FY 23/24	\$70,000
FY 24/25	\$135,000
<b>CIP TOTAL:</b>	<b>\$205,000</b>



Blue Lot – ADA Design and Construction



---

**Jurgens Park House Demolition**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$100,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The former "Rife" house located within the boundary of Jurgen's Park is in such a state of disrepair and structural instability that it offers no meaningful purpose in the park and has become a safety hazard for any entrants. Demolition of the structure has been recommended for several years.

**PROJECT SCOPE:**

Maintenance Services will work with the Parks and Recreation Department and the city's contract analyst to develop a schedule, scope of work, and solicitation process to identify and select a suitable contractor to perform the demolition. Maintenance Services will partner with a selected contractor to obtain any required permits and manage the project from initiation to completion and closeout.

**HISTORY:**

The "Rife" house was present at the time the property was acquired by the city. Originally purchased for the land only, the plan since acquisition was to demolish the house, which is non livable. All hazardous materials have been already identified and abated. Again, the structure poses safety hazards and cannot be cost-effectively restored to provide any value to the city or users of Jurgen's park.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$100,000
TOTAL:	<hr/> \$100,000

# Jurgen's Park House Demolition



**Juanita Pohl Center Coffee Bar, Cabinet, and Countertop Replacements**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$12,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 This small project entails replacement of the existing cabinets, countertop, and coffee bar at the Juanita Pohl Center due to age and condition of the furnishings.

**PROJECT SCOPE:**  
 Maintenance Services will identify and engage a suitable local contractor to remove and replace the existing structure with new components.

**HISTORY:**  
 Many of the interior furnishings in the Juanita Pohl Senior Center are aging, in various states of disrepair, and/or at the end of useful life. The Pohl Center is a frequented local meeting space and resource. This refurbishment/replacement is one of many improvement projects planned for the Pohl Center from FY 24 through FY 28 to ensure ongoing usability of the facility.

**FUNDING PARTNERSHIPS:**  
 N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$12,000

TOTAL:	\$12,000
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Juanita Pohl Center Coffee Bar, Cabinet, and Countertop Replacements



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**Juanita Pohl Center Interior Painting**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$20,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This small project entails interior repainting and minor wall repair at the Juanita Pohl Center due to age and condition.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable local contractor to repaint interior surfaces in the center.

**HISTORY:**

Many of the interior furnishings in the Juanita Pohl Senior Center are aging, in various states of disrepair, and/or at the end of useful life. The Pohl Center is a frequented local meeting space and resource. This refurbishment is one of many improvement projects planned for the Pohl Center from FY 24 through FY 28 to ensure ongoing usability of the facility.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$20,000
TOTAL:	<u>\$20,000</u>

Juanita Pohl Center Interior Painting



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**Library and City Offices HVAC Unit Replacement**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** Various

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The recommended life expectancy of each HVAC unit is 17-18 years. This is a planned replacement to avoid failure which would require a costly and inconvenient emergency replacement. The condition of each unit is reviewed annually which will determine if the programmed replacement is appropriate or can be extended.

**PROJECT SCOPE:**

Following procurement rules to select supplier/installer to provide services for removal and installation of a new unit.

**HISTORY:**

Each of the 10 HVAC units will be at least 16 years old.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Building Maintenance	FY 24/25	\$76,000
General Fund: Building Maintenance	FY 25/26	\$42,000



Library and City Offices HVAC Unit Replacement



**Library Furnishing Replacement**

<b>DEPARTMENT:</b>	Library	<b>CONCEPT SCHEDULE:</b>	FY 16/17
<b>CATEGORY:</b>	Facilities & Equipment	<b>DESIGN SCHEDULE:</b>	_____
<b>TOTAL COST:</b>	\$137,000	<b>CONSTRUCTION SCHEDULE:</b>	_____

<b>RANKING CRITERIA MET:</b>	<b>PROJECT TYPE:</b>	<b>NEW ONGOING COSTS?</b>
<input type="checkbox"/> Council Goal <input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Yes \$ _____ <input checked="" type="checkbox"/> No
<input type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Service Delivery Need	<input checked="" type="checkbox"/> Replacement	
<input checked="" type="checkbox"/> Master Plan: <u>Library Strategic Plan</u>	<input type="checkbox"/> New/Expansion	

**DESCRIPTION:**

The Library is a community gathering space, offering areas for programs, leisure reading, studying, and working with mobile devices. Comfortable seating creates an inviting atmosphere, encouraging repeat use. Work areas (including tables and chairs) support both individual and collaborative groups. To keep the Library inviting and welcoming, Library furnishings should be periodically replaced or repaired because of normal wear and tear, as well as to address changing usage of the Library. In particular, the children and young adult areas need updating to ensure those areas remain innovative and foster exploration and interaction.

**PROJECT SCOPE:**

A consultant was hired in FY16/17 to assess Library furnishings for public use and layout regarding adequacy to meet service priorities identified in the Library strategic plan. Based on consultant recommendations, a furniture replacement schedule was produced, identifying priorities for furnishing to be repaired, reupholstered, or replaced. Phase 5 will consist of replacing folding tables in the Community Room. Phase 6 will include replacing Community Room nesting chairs and wooden chairs in the Children's collection area. Phase 7 will include replacing tables and all wood-backed reading chairs.

**HISTORY:**

Library furnishings were purchased in FY07/08. Furniture has been periodically cleaned with minor repairs as needed. Phases 1-4 are already completed and included replacing furnishings in the Children's Room, Teen Room, and lobby, and reupholstery and refinishing of chairs throughout the Library.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Library    Phase 5	FY 24/25	\$25,000
General Fund: Library    Phase 6	FY 25/26	\$47,000
General Fund: Library    Phase 7	FY 27/28	\$65,000
	<b>CIP TOTAL:</b>	<u>\$137,000</u>

Library Furnishing Replacement



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**Library Lighting Control System Replacement**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$35,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

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**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 This project entails identifying and obtaining electrical engineering services for design and specification of a new interior lighting control system for the city library and then engaging a lighting/electrical contractor for installation and implementation of the new system.

**PROJECT SCOPE:**  
 Maintenance Services will identify and engage suitable local contractors to perform the services and installation.

**HISTORY:**  
 The current lighting control system at the Tualatin Public Library is at the end of useful life. Lighting control technology has changed significantly in the last many years. Most lighting components are no longer available or are being obsoleted by federal mandate which adds to the need to modernize the lighting system. The Library is a popular and well-used local meeting space and resource. This refurbishment is essential to ensure adequate, reliable, and safe lighting for the interior of the building to maintain usability of the space by its patrons.

**FUNDING PARTNERSHIPS:**  
 N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$35,000

TOTAL: \_\_\_\_\_ \$35,000

# Library Lighting Control System Replacement



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**Tualatin Operations Center – Warehouse Brick Seal Coat**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$15,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This small project entails identifying and obtaining contracted services to apply a water resistant seal coat to the exterior of the warehouse brick.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable local contractor to perform the service.

**HISTORY:**

The warehouse brick currently has minimal moisture intrusion through the porous structure. Sealing the brick will help protect and extend the life of the structure as well as various materials and supplies stored in the warehouse.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$15,000

TOTAL: \_\_\_\_\_ \$15,000

Tualatin Operations Center – Warehouse Brick Seal Coat



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**Operations: Building A HVAC Replacement**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** Various

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** Ongoing

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Recommended life expectancy of these HVAC units is 17-18 years. This is a planned replacement prior to failure which would require an inconvenient emergency replacement. The condition of each unit is reviewed annually to determine if programmed replacement date is appropriate or can be extended.

**PROJECT SCOPE:**

Follow procurement process to select supplier/installer providing services for removal and install of new unit.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Building Maintenance	FY 24/25	\$18,000
General Fund: Building Maintenance	FY 25/26	\$20,000



Operations: Building A HVAC Replacement



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**Police Public Parking Lot - Tree and Pavement Maintenance**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$24,500

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Police Public Parking Lot, remove, grind, replant new landscape trees, and repair the pavement and curbs.

**PROJECT SCOPE:**

The scope of work is to remove and replace the trees and repair the damaged parking lot.  
Note the project could be done in two phases, first the trees followed by the pavement and curb repairs.

**HISTORY:**

The trees were planted in 2000 and are causing damage to the curbs and pavement.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Police

YEAR	AMOUNT
FY 24/25	\$12,500
<b>CIP TOTAL:</b>	<u>\$12,500</u>

Police Public Parking Lot- Tree and Pavement Maintenance



**Police Station Evidence Room HVAC Mini-Split Installation**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$25,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This small project entails identifying and obtaining contracted services to install an HVAC mini-split system in the police station's evidence area.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable local contractor to perform the service and installation.

**HISTORY:**

The police station's current HVAC system does not sufficiently maintain appropriate temperatures in the evidence areas. Various items of evidentiary value must be maintained within specific temperature ranges to preserve that evidence. The most cost-effective solution to the deficiency is the installation of a mini-split system specifically devoted to the evidence area.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$25,000
<b>TOTAL:</b>	<b>\$25,000</b>

Police Station Evidence Room HVAC Mini-Split Installation



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**Police Station: HVAC Unit Replacement**

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**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** Various

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The HVAC system at the police station was installed when the building was completed in 2000. At the replacement date, the HVAC units will be 20 years old and nearing the end of their useful life. This is a planned replacement prior to failure which would require inconvenient emergency down time. The condition of the ten individual units will be reviewed and evaluated annually prior to this scheduled replacement to ensure the units are functioning properly and to determine if each will continue to function until the replacement date.

**PROJECT SCOPE:**

Replace Nine HVAC units.

**HISTORY:**

Units were installed in 2000.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Building Maintenance	FY 24/25	\$36,000
General Fund: Building Maintenance	FY 25/26	\$42,000

Police Station: HVAC Unit Replacement



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**Police Department Interior Design and Renovations**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$50,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project entails engaging an interior design firm to develop recommendations and plans for police station interior renovations and then begin renovations based on the greatest need. Additional work may be requested for subsequent budget years.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable local contractor for design and planning, then coordinate renovation work allowed by remaining funding.

**HISTORY:**

Many of the interior furnishings in the Tualatin Police Station are aging, in various states of disrepair, and/or at the end of useful life. The police station is the command center for the police department and provides essential office, storage and operational spaces for the PD. This refurbishment is intended to ensure ongoing usability of the facilities by the department.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Building Maintenance	FY 24/25	\$50,000
General Fund: Building Maintenance	FY 25/26	TBD
	<b>TOTAL:</b>	<b>\$50,000</b>



**Police Department Interior Design and Renovations**



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**Police Department Fire Panel Replacement**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$17,000

**CONCEPT SCHEDULE:** FY 24/25  
**DESIGN SCHEDULE:** FY 24/25  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project entails identifying, obtaining, and engaging an appropriate contractor for replacement/installation of a new fire panel system for the police station.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable local contractor to perform the service and installation.

**HISTORY:**

The current fire panel at the Tualatin Police Station is at the end of useful life. The fire panel is an essential system for building operation. This replacement will ensure ongoing safe and effective operation of the fire control system.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$17,000

TOTAL: \_\_\_\_\_ \$17,000

Police Department Fire Panel Replacement



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**Police Station Roof**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$475,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Replaces the build-up roof with a PVC membrane type.

**PROJECT SCOPE:**

Remove old roofing and replace it with a new PVC membrane. There is a remote possibility that new technology “may allow” the latest style of TPO to go over existing roofing.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$475,000

CIP TOTAL: \_\_\_\_\_ \$475,000

Police Station Roof



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**Tualatin Heritage Center Carpet Replacement and Painting**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$23,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 Replace carpet with new carpet tiles. Each year as the target date approaches, the carpet will be evaluated to determine the actual replacement date.

**PROJECT SCOPE:**  
 Select a supplier and installer following procurement rules.

**HISTORY:**  
 The carpet will be 12 years old by the target date.

**FUNDING PARTNERSHIPS:**  
 N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$23,000
<b>CIP TOTAL:</b>	<u>\$23,000</u>

Tualatin Heritage Center Carpet Replacement



**Brown's Ferry Community Center: HVAC Replacement**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$24,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The recommended life expectancy of this HVAC unit is 17-18 years. This is a planned replacement to avoid failure which would require a costly and inconvenient emergency replacement. The condition of the unit is reviewed annually to determine if programmed replacement date is appropriate or can be extended.

**PROJECT SCOPE:**

Using procurement process to determine suitable contractor for purchase and installation of HVAC unit.

**HISTORY:**

HVAC unit will be 18 years old.

**FUNDING PARTNERSHIPS:**

N/A

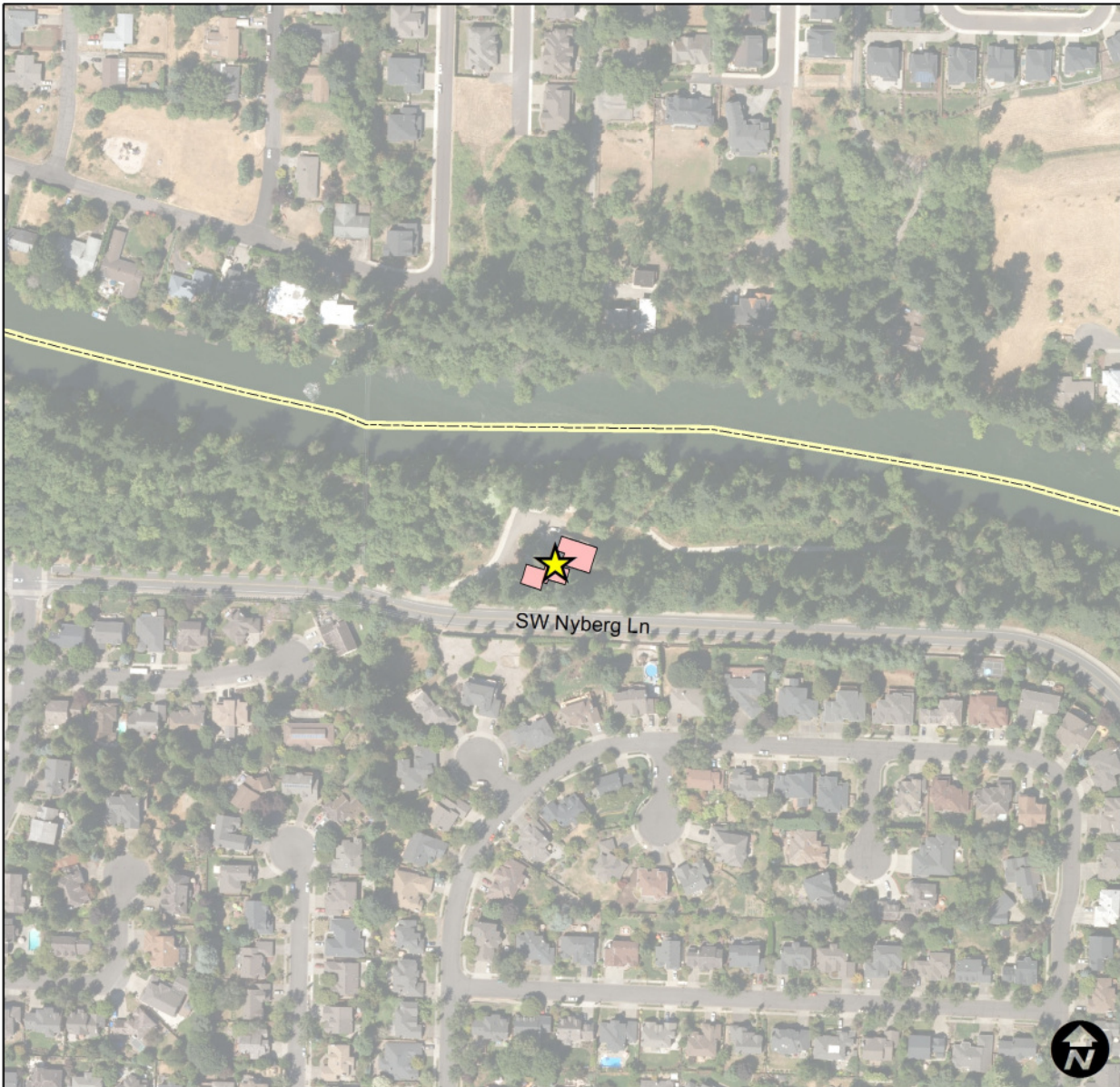
**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$12,000
FY 25/26	\$12,000
<b>CIP TOTAL:</b>	<b>\$24,000</b>



Brown's Ferry Community Center HVAC Replacement



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**Browns Ferry Community Center buildings - Repair & Paint**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$13,500

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
Repair and replace deteriorated siding, and paint

**PROJECT SCOPE:**  
The wood siding is deteriorating in places, needing repairs and replacement, and all the buildings will need painted.

**HISTORY:**  
N/A

**FUNDING PARTNERSHIPS:**  
N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 24/25	\$13,500
<b>CIP TOTAL:</b>	<hr/> \$13,500

Browns Ferry Community Center buildings - Repair & Paint



**Core Area Parking Lots: Slurry Seal**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** Various

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Project includes cleaning the Green, White, and Yellow Lot parking surfaces, making small surface repairs, applying Type II Slurry- seal, and re-striping. This programmed maintenance will prolong the pavement life and prevent expensive costs of excavation and repaving. It is a recommended maintenance practice to slurry seal the lots every seven to eight years depending on original application and usage. Each of these proposed lots will be seven to eight years since last completed when due.

**PROJECT SCOPE:**

Clean, repair, slurry seal and re-stripe these parking lot surfaces.

**HISTORY:**

At scheduled slurry seal date, the sealant on each of these proposed lots will be at least seven years old.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

		<b>YEAR</b>	<b>AMOUNT</b>
Core Area Parking Fund	White	FY 25/26	\$34,000
Core Area Parking Fund	Yellow Lot	FY 26/27	\$14,000
Core Area Parking Fund	Green Lot	FY 26/27	\$14,000
		<b>CIP TOTAL:</b>	\$76,000

Core Area Parking Lots: Slurry Seal



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**Library Teen Room Light Sculpture**

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<b>DEPARTMENT:</b>	Library	<b>CONCEPT SCHEDULE:</b>	FY25/26
<b>CATEGORY:</b>	Facilities & Equipment	<b>DESIGN SCHEDULE:</b>	FY25/26
<b>TOTAL COST:</b>	\$25,000	<b>CONSTRUCTION SCHEDULE:</b>	FY25/26

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The Library Teen Room has a striking light sculpture that is becoming cost-prohibitive to maintain. Replacement parts are harder to find and are more expensive. Following a design process with community engagement (through the Library Advisory Committee and the Teen Library Committee), the Library seeks to replace the existing light sculpture with a new one. The goal is to retain the eye-catching appeal of the current piece, as well as provide additional lighting to the area.

**PROJECT SCOPE:**

Following a design process (not included in this budget), develop and install a new light sculpture in the Teen Room.

**HISTORY:**

The current light piece was installed when the Library was built in 2008. The lights are cold-cathode tubes and the lighting technology is out-of-date.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Library

YEAR	AMOUNT
FY 25/26	\$25,000
<b>CIP TOTAL:</b>	<u>\$25,000</u>

Library Teen Room Light Sculpture



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**Parks & Rec. Admin. Building ADA Improvements**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$325,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 25/26

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: ADA Transition Plan (2018)

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

These improvements include ADA ramp, restroom, and other building deficiencies. The need for this project was identified in the ADA Transition Plan adopted by City Council in 2018 listing numbers of improvements for the building to meet ADA requirements.

**PROJECT SCOPE:**

Consult with a design team, permit, and hire a contractor to install the ramp and other ADA requirements.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 25/26	\$325,000
CIP TOTAL:	<u>\$325,000</u>



Parks & Rec. Admin. Building ADA Improvements



**Park & Rec. Administration Building Roof Replacement**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$68,000

**CONCEPT SCHEDULE:** N/A  
**DESIGN SCHEDULE:** N/A  
**CONSTRUCTION SCHEDULE:** FY 25/26

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Project consists of replacing the Parks and Recreation Administration building's roof.

**PROJECT SCOPE:**

Hire a contractor to replace roof.

**HISTORY:**

The current roof will be 23 years old by the target replacement date.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 25/26	\$ 68,000
<hr/>	
CIP TOTAL:	\$68,000

Park & Rec. Administration Building Roof Replacement



---

**Police - PGE Fleet Partner EV Program**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$100,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The PGE Fleet Partner program pays for a percentage of the EV charging infrastructure, this is a placeholder to review to determine if it is a viable option for the Police Fleet in the future. If viable, this will follow the States mandates and the Council sustainability goals.

**PROJECT SCOPE:**

The scope would be to make site improvements adding the electrical gear, for the charging stations in the secure lot.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

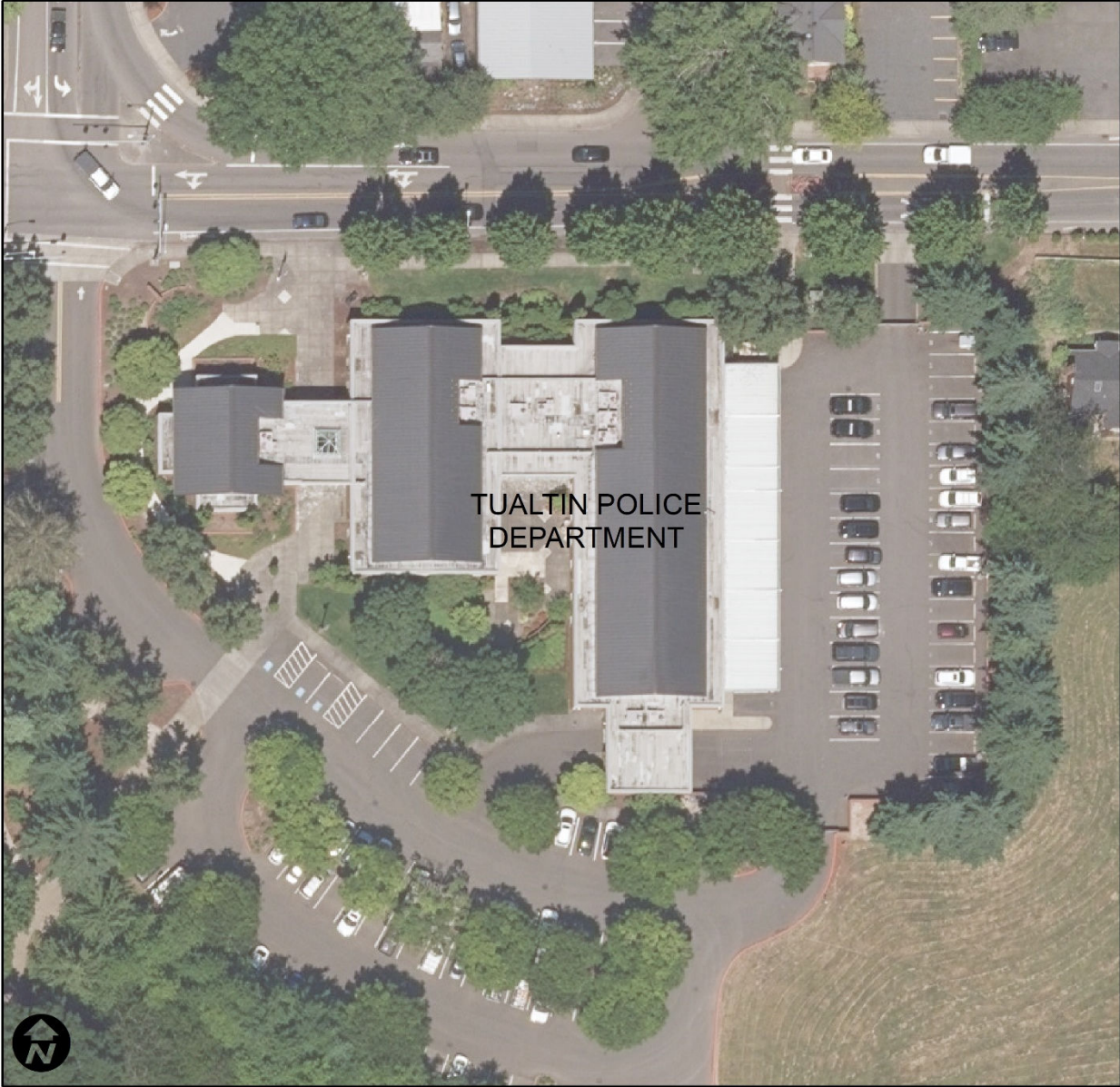
PGE- Fleet Partner Program

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Police

YEAR	AMOUNT
FY 25/26	\$100,000
CIP TOTAL:	_____ \$100,000

Police -PGE Fleet Partner EV Program



**Police Station – Remove Flagstone Walkways**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$100,000

**CONCEPT SCHEDULE:** FY 25/26  
**DESIGN SCHEDULE:** FY 25/26  
**CONSTRUCTION SCHEDULE:** FY 25/26

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

This projects entails executing a contract(s) for removal and replacement of decorative flagstone pathways inside and outside the police station to ensure ongoing accessibility and ADA compliance.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable contractor to remove the decorative stone and replace with concrete and other surface materials as needed.

**HISTORY:**

The decorative flagstones that make up the walkways around the main entrance to the police station frequently become displaced, creating abrupt edges that are tripping hazards and out of compliance with ADA. The only viable long-term solution is removal of the stones and replacement with surface materials that are more stable, such as concrete.

**FUNDING PARTNERSHIPS:**

N/A

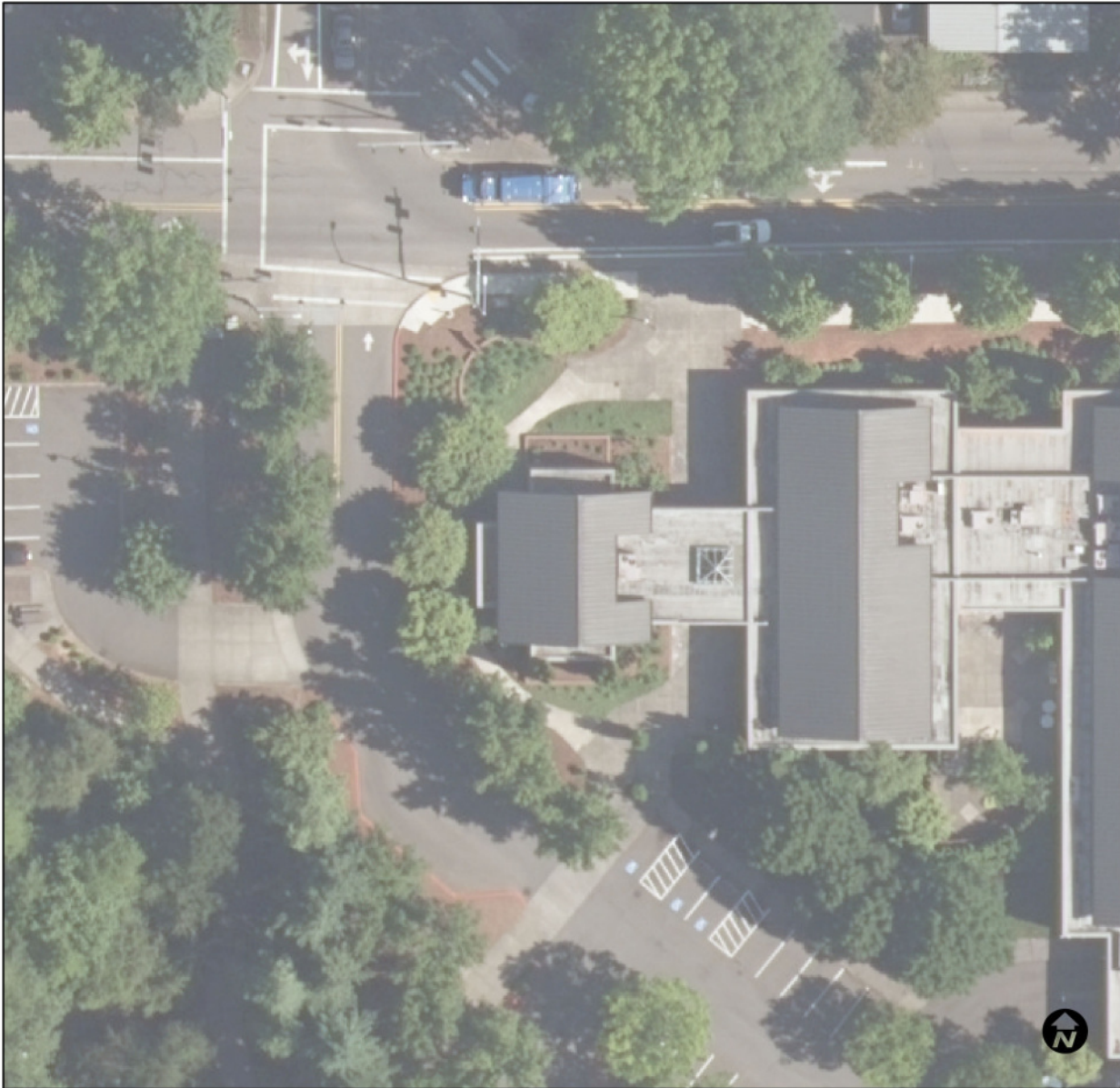
**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 25/26	\$100,000

TOTAL:	\$100,000
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**Police Station – Remove Flagstone Walkways**



**Tualatin City Park Boat Ramp Drive Aisle and Parking Lot**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$190,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 26

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 Repair and overlay the drive aisle to the boat ramp and parking lot in Tualatin City Park.

**PROJECT SCOPE:**  
 Repair and overlay drive aisle to the boat ramp and two small parking lots at the boat. This will include restriping of the two parking lots.

**HISTORY:**  
 N/A

**FUNDING PARTNERSHIPS:**  
 N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 25/26	\$190,000
<b>CIP TOTAL:</b>	<u>\$190,000</u>



Tualatin City Park Boat Ramp Drive Aisle and Parking Lot



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**Walnut House Roof Replacement**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$26,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 26

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
Replace the composition roof.

**PROJECT SCOPE:**  
Remove and install composition roof.

**HISTORY:**  
The roof is reaching the end of its life.

**FUNDING PARTNERSHIPS:**  
N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 25/26	\$26,000
<b>CIP TOTAL:</b>	<u>\$26,000</u>

Walnut House Roof Replacement



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**Browns Ferry Community Center & Garage Re-roof**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$75,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 27

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
Remove and replace the roof with metal roofing due to the tree debris.

**PROJECT SCOPE:**  
Replace the composition roof with a metal roof on the house, utility room, and garage.

**HISTORY:**  
N/A

**FUNDING PARTNERSHIPS:**  
N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 26/27	\$75,000
<b>CIP TOTAL:</b>	<u>\$75,000</u>

Browns Ferry Community Center & Garage Re-roof



**Juanita Pohl Center Parking Lot Repairs**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$500,000

**CONCEPT SCHEDULE:** FY 26/27  
**DESIGN SCHEDULE:** FY 26/27  
**CONSTRUCTION SCHEDULE:** FY 26/27 & 27/28

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

This projects entails executing a contract(s) for design, repairing and/or repaving the parking lot and drive access for the Juanita Pohl Senior Center to ensure ongoing safe vehicular access.

**PROJECT SCOPE:**

Maintenance Services will identify and engage a suitable contractor to assess the needs and deficiencies of the current pavement, ingress, egress, and maneuvering spaces within the drive access and parking stalls and then perform appropriate repairs and reconstruction as needed.

**HISTORY:**

The pavement, vehicle access and parking areas for the Juanita Pohl Senior Center are aging, in a moderate state of disrepair, and poses accessibility challenges. The Pohl Center is a frequented local meeting space and resource. This refurbishment is one of many improvement projects planned for the Pohl Center from FY 24 through FY 28 to ensure ongoing usability of the facility.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance  
 General Fund: Building Maintenance

YEAR	AMOUNT
FY 26/27	\$100,000
FY 27/28	\$400,000
<b>TOTAL:</b>	<b>\$500,000</b>

Juanita Pohl Center Parking Lot Repairs



**Operations Covered Parking Structure for Trucks**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$775,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY26-27  
**CONSTRUCTION SCHEDULE:** FY27-28

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Following TCS Site Master Plan, adding covered parking including freeze-proof enclosed stalls for the Jet Vac trucks and snow equipment and covered parking for utility vehicles and other equipment extending replacement dates extending the life cycle of the assets.

**PROJECT SCOPE:**

Scope To construct covered parking with freeze protection for jet/vac trucks and snow equipment. There will be additional covered parking for utility trucks and equipment.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 26/27	\$175,000
FY 27/28	\$600,000
<b>CIP TOTAL:</b>	<b>\$775,000</b>



Operations Covered Parking Structure for Trucks



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**Tualatin City Services - Fuel Tank Relocation and Site Upgrades**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$1,300,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 27

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
Site improvements and relocation of fuel island with new above-ground fuel tanks.

**PROJECT SCOPE:**  
Add drive aisle, concrete base pad, parking, and canopy structure. Installing new above-ground fuel tanks.

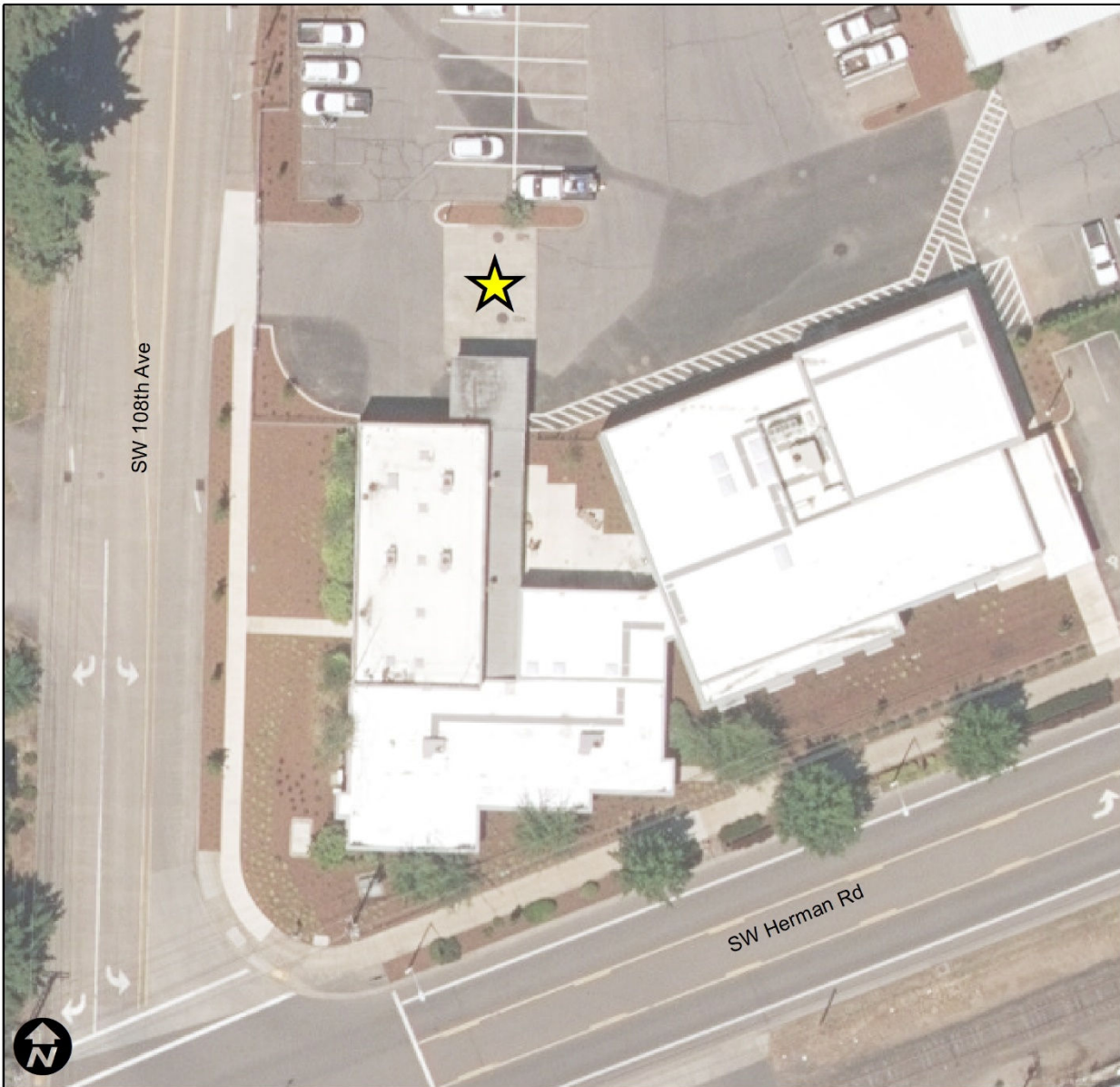
**HISTORY:**  
The fuel tanks are over 30 years old and we can't get insurance on them anymore. We are currently self-insuring the tanks. We are also a fuel pod site for emergencies in Washington County.

**FUNDING PARTNERSHIPS:**  
Currently looking for possible grant funding to assist with the costs.

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 26/27	\$1,300,000
<b>CIP TOTAL:</b>	<u>\$1,300,000</u>

Tualatin City Services - Fuel Tank Relocation and Site Upgrades



---

**Browns Ferry Community Center & Garage ADA Remodel**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$245,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 28

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
To make the building ADA compliant it will need a major remodel.

**PROJECT SCOPE:** The building does not have an accessible parking area, an accessible route or entry into the building, an accessible means of egress, or restroom facility. The facility will require extensive renovations to bring the building up to the current ADA standards.

**HISTORY:**  
N/A

**FUNDING PARTNERSHIPS:**  
N/A

**FUNDING SOURCES FOR THIS PROJECT:**  
General Fund: Building Maintenance

YEAR	AMOUNT
FY 27/28	\$245,000
<b>CIP TOTAL:</b>	<u>\$245,000</u>

Browns Ferry Community Center & Garage ADA Remodel



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**Browns Ferry Park Barn Structural Upgrade**

---

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$265,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 28

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The barn is in need of a structural upgrade, including concrete flooring, electrical service, and lighting for future use.

**PROJECT SCOPE:**

The scope, first determine the future use and create a design plan. Construction consists of structural upgrades, installing a concrete floor, adding electrical and lighting

**HISTORY:**

The condition of the structural integrity of the barn needs to be upgraded before collapsing in the future.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Building Maintenance

YEAR	AMOUNT
FY 27/28	\$265,000
<b>CIP TOTAL:</b>	<u>\$265,000</u>

Browns Ferry Park Barn Structural Upgrade



**Vehicle Replacement Fund 2024 - 2028**

**DEPARTMENT:** Maintenance Services  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** Various

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

As part of the replacement cycle, vehicles are scheduled to be replaced after a minimum of ten years of service. Mileage and maintenance costs of each vehicle are reviewed prior to replacement. Those with minimal maintenance requirements are transferred to the vehicle pool or reassigned.

**PROJECT SCOPE:**

Purchase replacement vehicles following procurement policies.

**HISTORY:**

Vehicles are scheduled to be replaced after a minimum of ten years of service. Each of these vehicles will exceed the 10 year minimum at their scheduled replacement date.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

			<b>AMOUNT</b>
Vehicle Replacement Fund	2013 EV Maintenance Cart	FY 24/25	\$ 19,000
	2011 Ford Escape (1103)	FY 24/25	\$38,000
	2017 Ford Explorer Patrol (1702)	FY 24/25	\$62,600
	2017 Ford Explorer Patrol (1703)	FY 24/25	\$62,600
	2017 BMW Motorcycle (1708)	FY 24/25	\$42,000
	2015 Ford Trans-Connect Van (1504)	FY 25/26	\$39,338
	2010 Ford F250 Landscape Pickup (1008)	FY 25/26	\$42,000
	2011 Chevy 15 Passenger Van (1106)	FY 25/26	\$40,431
	2014 Ford F250 Crew Cab (1401)	FY 25/26	\$65,564
	2017 Ford Explorer Patrol (1701)	FY 25/26	\$65,000
	2018 Ford Explorer Patrol (1801)	FY 25/26	\$65,000
	2018 Ford Explorer Patrol (1803)	FY 25/26	\$65,000
	2015 Ford 1.5 Ton Utility Truck w Crane (1506)	FY 25/26	\$95,000
	2016 Ford Escape (1607)	FY 26/27	\$40,518
	1993 Komatsu Forklift	FY 26/27	\$45,000
	2016 Ford 15 Passenger Van (1601)	FY 26/27	\$41,644



**FUNDING SOURCES FOR THIS PROJECT (cont'd)**

		<b>AMOUNT</b>
2015 Ford F250 Landscape Pickup (1505)	FY 26/27	\$67,531
2018 Toyota Highlander (1804)	FY 26/27	\$43,000
2018 Toyota Sienna Van (1806)	FY 26/27	\$43,000
2019 Chevy Tahoe Patrol (1901)	FY 26/27	\$70,000
2019 Chevy Tahoe Patrol (1902)	FY 26/27	\$72,000
2018 Ford Pickup F150 (1805)	FY 27/28	\$40,000
2009 Chevy 1-Ton (Shop Truck) 0901	FY 27/28	\$73,158
2016 Ford F250 Landscape Pickup (1605)	FY 27/28	\$69,556
2020 Ford Explorer Patrol (2001)	FY 27/28	\$74,300
2020 Ford Explorer Patrol (2002)	FY 27/28	\$74,300
2020 Ford Explorer Patrol (2003)	FY 27/28	\$74,300
1017 Ford F150 Pickup (1705) (Replace to be EV)	FY 27/28	\$70,000
2019 Ford Escape (1903)	FY 28/29	\$45,000
2017 Ford F-150 (1704)	FY 28/29	\$70,000
2017 Ford F-250 (1707)	FY 28/29	\$55,000
2021 Ford Explorer Patrol (2101)	FY 28/29	\$77,000
2021 Ford Explorer Patrol (2102)	FY 28/29	\$77,000
2021 Toyota Rav4 (2104)	FY 28/29	\$45,000
2021 Ford Explorer Patrol (2106)	FY 28/29	\$77,000
	CIP TOTAL:	\$2,095,840

# **PARKS & RECREATION**

For the purposes of the Capital Improvement Plan (CIP), "Parks and Recreation" covers a broad range of essential parklands, facilities, community services including parks, trails, greenways, natural areas, indoor and outdoor recreational and cultural facilities, and recreation, arts and historic programs.

The CIP includes planning, land acquisition, site design and development, and restoration and renovation projects to maintain and enhance Tualatin's long-term investment in parks and recreation facilities essential to creating and supporting a high quality of life in Tualatin.

The City's continuing commitment to the park and recreation system is demonstrated by the investment in, and planning for parks and recreation facilities, while maintaining existing infrastructure. The Parks and Recreation System Plan was recently updated. This comprehensive update will help guide the City in future land acquisitions, development of parks, recreation areas and facilities, and the CIP will reflect the new system plan.

## **PARKS AND TRAILS**

Tualatin's parklands conserve and enhance natural resources while providing a variety of facilities for the community to enjoy. Parklands provide a place to be outside and experience nature, exercise, enjoy greenways and park paths, kayak and canoe the Tualatin River, and play in active and passive park facilities. Park playgrounds, sports fields, courts, picnic shelters, community centers, and off leash areas provide places to recreate and socialize. In addition to replacing worn-out existing facilities, new programs and facilities are developed, that require improvements and operational resources.

## **PROGRAMS**

Tualatin's recreation programs, services and special events are held at parklands, community centers, schools and other community locations. A variety of vital programming in enrichment learning and physical activity are offered for all ages and abilities. Recreation programs and services strengthen the community by improving health, enhancing community development, providing learning opportunities, reducing crime, promoting tourism, and creating community connections and spirit. These programs collaborate with many other agencies, schools, businesses and nonprofit partners to maximize resources.

## **PLANNING**

Tualatin's park needs are diverse and change over time. The Parks and Recreation System Plan was updated in 2018. This system-wide plan included extensive public involvement and community input. The updated plan identifies future Parks and Recreation land acquisition, development projects and programs.

## **FUNDING SOURCES**

Projects, development, and programs in the Parks and Recreation have a variety of funding sources including the City's General Fund, parks system development charges, parks utility fee, bond measures, grants, donations, and partnerships.

## **ISSUES FACING PARKS AND RECREATION**

Securing capital and operating resources to adequately fund maintenance, facility renovation and restoration, land acquisition, development, and programming to provide an equitably distributed and utilized parks and recreation system is the challenge facing Parks and Recreation.

<b>Parks &amp; Recreation</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Greenway & Path Expansion	2,668,000	2,668,000	2,668,000	2,668,000	
Ice Age Tonquin Trail #E37	144,700	144,700			
Ki-a-Kuts Bridge Repair	250,000				
Little Woodrose Natural Area	1,225,619				
Nyberg Creek Greenway Trail	2,000,000	2,000,000			
New Riverfront Access Park	1,000,000	3,000,000	4,000,000		
Stoneridge Park Renovation	3,000,000				
Veterans Plaza	500,000	3,500,000			
Tualatin Community Park Expansion	1,000,000	3,000,000			
Victoria Woods Natural Area	80,000				
Atfalati Park Renovation & Improvements #P8		7,094,925			
High School Field #E30		700,000			
Integrated Pest Management Plan #P15		165,000			
Jurgens Park Expansion		227,700	4,550,895		
Basalt Creek Park #P3			17,948,000		
Lafky Park Renovation & Improvement #E4			349,000		
School City Facility Partnership			3,000,000	3,000,000	
Jurgens Park Renovation & Improvements #E3				7,328,675	
New Parks				4,925,000	
Sweek Pond Natural Area				1,261,784	
Tualatin Commons Park				65,470	
Tualatin River Greenway Development				5,483,771	
Tualatin Community Park Renovation & Improvements					20,897,000
<b>Parks &amp; Recreation Total</b>	<b>11,868,319</b>	<b>22,500,325</b>	<b>32,515,895</b>	<b>24,732,700</b>	<b>20,897,000</b>

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**Greenway & Path Expansion**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$10,672,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #P11

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Develop interconnected system of trails and related facilities.

**PROJECT SCOPE:**

Acquire land rights, planning ,design, and development of trails.

**HISTORY:**

The Parks & Recreation Master Plan identified the community need for additional trails and related facilities consistent with systemwide and site specific recommendations.

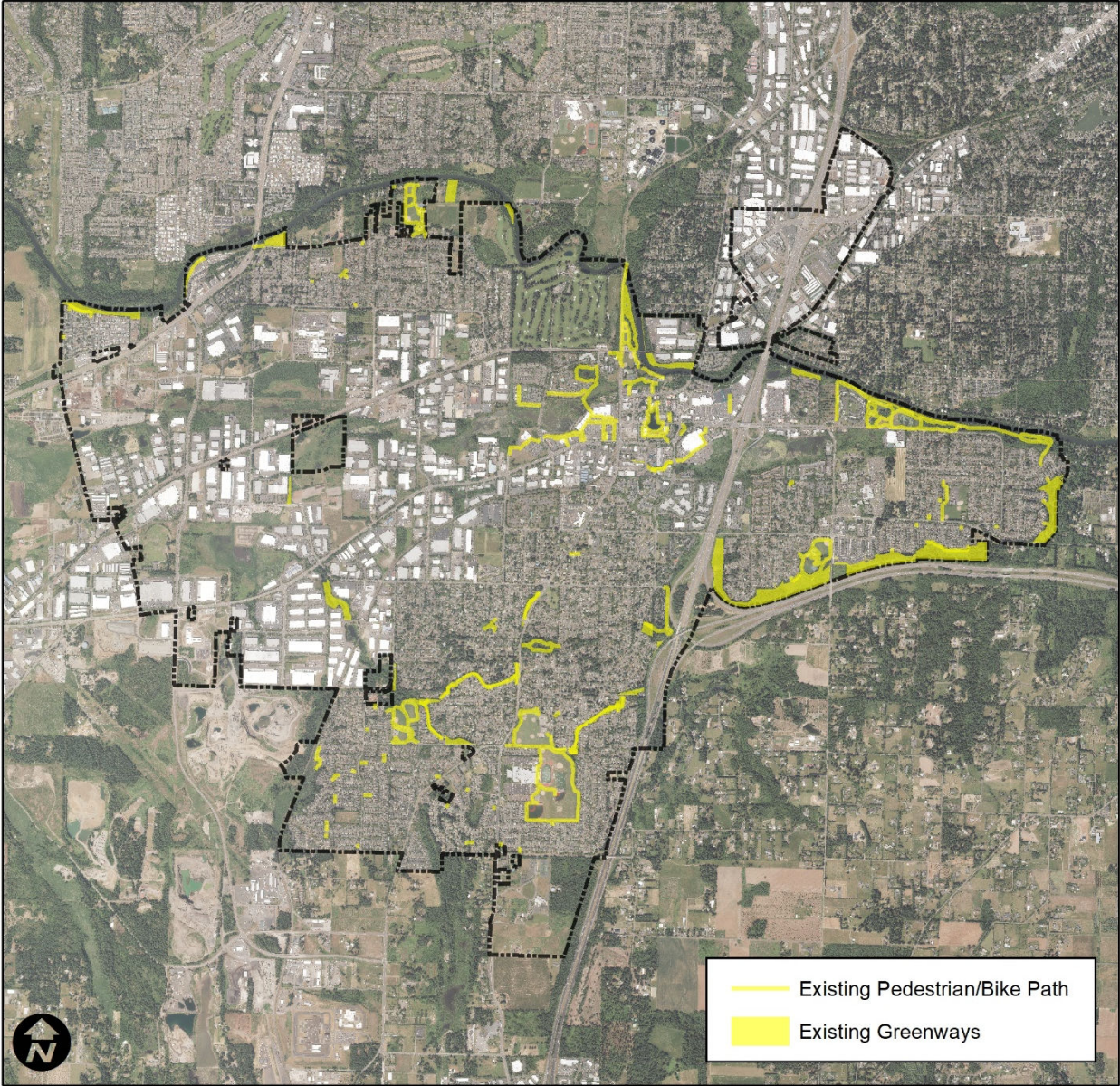
**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Park SDC Fund	FY 2024/25	\$2,668,000
Park SDC Fund	FY 2025/26	\$2,668,000
Park SDC Fund	FY 2026/27	\$2,668,000
Park SDC Fund	FY 2027/28	\$2,668,000
	<b>CIP TOTAL:</b>	<b>\$10,672,000</b>

Greenway & Path Expansion



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**Ice Age Tonquin Trail Easements**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY20-25

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$289,400

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E37

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Secure easements for a future multi use interconnected trail system.

This project fulfills three Council 2030 Vision initiatives that include: Connected Informed & Engaged, Thriving & Diversified Economy and Efficient, Accessible & Sustainable Transportation System.

**PROJECT SCOPE:**

Obtain land rights in accordance with the adopted trail alignment.

**HISTORY:**

Portland Metro regional multi use north south trail, which is planned and partially constructed from Wilsonville to Vancouver, Washington. Metro with city jurisdictions have been obtaining land rights and building this regional bike and pedestrian trail in the future.

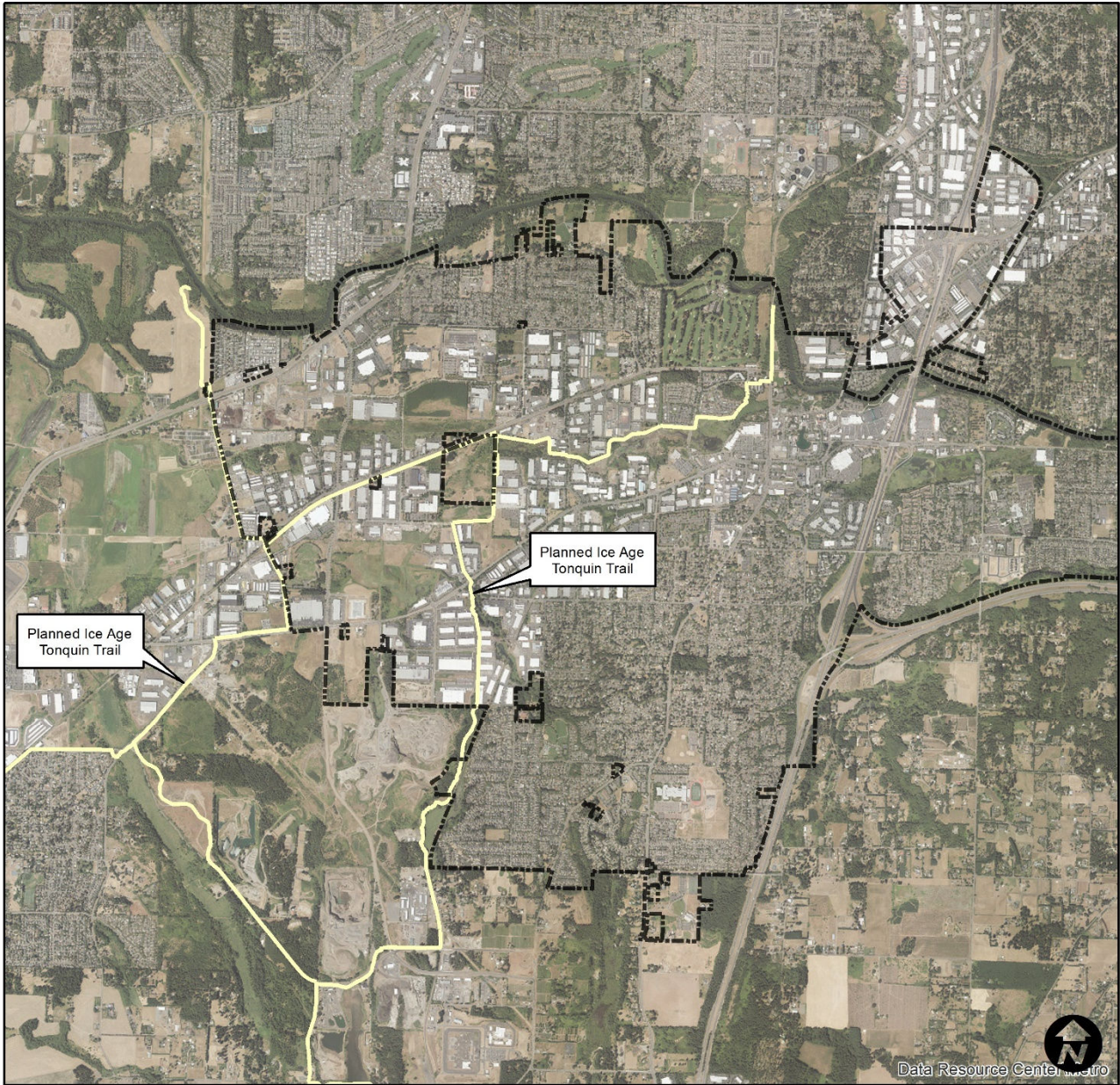
**FUNDING PARTNERSHIPS:**

Metro

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Park SDC Fund	FY 2024/25	\$144,700
Park SDC Fund	FY 2025/26	\$144,700
	<b>CIP TOTAL:</b>	<b>\$289,400</b>

# Ice Age Tonquin Trail Easements



**Ki-a-Kuts Bridge Repairs**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY20/21

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY20/21

**TOTAL COST:** \$250,000

**CONSTRUCTION SCHEDULE:** FY24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E8

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \_\_\_\_\_  No

**DESCRIPTION:**

A recent bridge inspection identified several essential and immediate repairs

This project accomplishes three Council 2030 Vision initiative’s that includes: Connected, Informed & Engaged Community, Thriving & Diversified Economy and Efficient, Accessible & Sustainable Transportation System.

**PROJECT SCOPE:**

Repair bridge in accordance with recent bridge inspection recommendations. Repairs include shoring up abutment undermining and bridge joints resealed.

**HISTORY:**

Ki-a-Kuts Bridge is a bike and pedestrian facility that connects regional trails and spans the Tualatin River from Tualatin Community Park to Durham Park and Cook Park in Tigard. It is the second most used regional trail section in the Portland Metro region. Tualatin is the lead agency responsible for the maintenance of the bridge, in accordance with an Intergovernmental Agreement that includes the City of Durham, City of Tigard and Clean Water Services. Ki-a-Kuts bridge is 12 years old and essential and immediate repairs were noted in the system wide bridge assessment.

**FUNDING PARTNERSHIPS:**

The City (35%) will receive 65% of costs reimbursed in the amount of \$13,000 for bridge maintenance based on the Interagency Government Agreement with the City of Durham (5%), City of Tigard (45%) and Clean Water Services (15%).

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Utility Fee	FY 2024/25	\$250,000
	<b>CIP TOTAL:</b>	<u>\$250,000</u>



# Ki-a-Kuts Bridge Repairs



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**Little Woodrose Natural Area**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$1,225,619

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E14

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with systemwide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Utility Fee	FY 2026/27	\$1,225,619
	CIP TOTAL:	\$1,225,619

Little Woodrose Natural Area



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**Nyberg Creek Greenway Trail**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$4,000,000

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E25

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with system wide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Project Fund	FY 2024/25	\$2,000,000
Parks Project Fund	FY 2025/26	\$2,000,000
	<b>CIP TOTAL:</b>	<u>\$4,000,000</u>

# Nyberg Creek Greenway Trail



**New River Access Park**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** Spring/Summer 2025

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** Fall 2025 – Spring 2026

**TOTAL COST:** \$8,000,000

**CONSTRUCTION SCHEDULE:** Summer 2026 – Winter

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: New River Access/Bond

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

From the Parks and Trails Bond, we were able to purchase 6 acres of new land behind the Pohl Center to develop a new river access point for the community.

**PROJECT SCOPE:**

Summer 2024	Fall 2024	Winter 2025	Spring/Summer 2025	Fall 2025	Winter/Spring 2026	Summer 2027 – Winter
Budget, Scope, Scale	Stakeholder Groups	RFP/Selection	Community Engagement and Conceptual Plan	Council and Community Approval	CD's and Permitting	Construction

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

Parks & Trails Bond, METRO, and Marine Board grant funding.

**FUNDING SOURCES FOR THIS PROJECT:**

	YEAR	AMOUNT
Parks Project Fund	FY 24/25	\$1,000,000
Parks Project Fund	FY 25/26	\$ 3,000,000
Parks Project Fund	FY 26/27	\$ 4,000,000
	<b>TOTAL:</b>	<b>\$8,000,000</b>

New River Access Park



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**Stoneridge Park Renovation Design**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY20/21

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY20/21

**TOTAL COST:** \$3,000,000

**CONSTRUCTION SCHEDULE:** FY24/25

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: P&R Master Plan #E5

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Stoneridge neighborhood planning process to determine facility upgrades and park renovation projects and priorities.

This project fulfills five Council 2030 Vision initiatives that include: Inclusive Community, Connected Informed & Engaged, Vibrant & Accessible Gathering Places, and Safe, Desirable & Welcoming Neighborhoods.

**PROJECT SCOPE:**

Neighborhood planning process and conceptual design for renovation and upgrades to the park. Partnership with the Diversity Task Force to select park facilities that include a picnic shelter or gathering plaza.

**HISTORY:**

The park was built in 1977 and is in need of renovation due to accessibility, safety and condition issues. The Parks & Recreation Master Plan identified Stoneridge Park as a high priority.

**FUNDING PARTNERSHIPS:**

No funding partnerships have been identified at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
American Rescue Plan	FY 2024/25	\$3,000,000
	<b>CIP TOTAL:</b>	<b>\$3,000,000</b>



# Stoneridge Park Renovation Design



**Veterans Plaza**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** 2020-2022

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** 2023

**TOTAL COST:** \$4,000,000

**CONSTRUCTION SCHEDULE:** 2024-2025

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: Parks & Rec E6

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Renovation of Tualatin Commons public plaza east side as Veterans Plaza.

**PROJECT SCOPE:**

Total plaza renovation with surface, landscape, lighting and drain replacement. Addition of reflection pool, and plaza amenities such as benches, picnic tables, drinking fountains, signage, public art, and lighting.

**HISTORY:**

Tualatin Common public plaza and lake were developed in mid 1990's by the City through a public private partnerships funded through urban renewal. The public plaza is at the end of the useful lifespan and in need of replacement. The plaza renovation are expected to provide safety and security repairs and upgrades, and be a welcoming and inclusive space.

**FUNDING PARTNERSHIPS:**

This section details the outside funding sources that could be available for this project and any involvement with outside agencies. If there are no special funding notes, state "N/A".

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Project Fund	FY 24/25	\$500,000
Parks Project Fund	FY 25/26	\$3,500,000
	<b>CIP TOTAL:</b>	\$4,000,000

Veterans Plaza



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**Tualatin Community Park Renovation**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY23/24

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY23/24

**TOTAL COST:** \$4,170,000

**CONSTRUCTION SCHEDULE:** FY24/25

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: P&R Master Plan #P2

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$22,500 (Phase 2)
- No

**DESCRIPTION:**

Master plan and develop the park site. The park facilities are aging out and have accessibility, safety and condition issues.

This project fulfills five Council 2030 Vision initiatives that includes: Inclusive Community, Connected Informed & Engaged, Vibrant & Accessible Gathering Places, Safe, Desirable & Welcoming Neighborhoods, and Environmentally Active & Responsible.

**PROJECT SCOPE:**

The project phases include public engagement, re-planning and designing the park, and construction.

**HISTORY:**

A City Park was located from 1920 to 1960 and the City purchased the property in 1970. Since 1970 the park property was expanded and development occurred. Facilities in community park were built without standards and best practices available today.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Project Fund	FY 24/25	1,000,000
Parks Project Fund	FY 24/25	3,000,000
	<b>CIP TOTAL:</b>	<b>\$4,000,000</b>

# Tualatin Community Park Renovation



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**Victoria Woods Natural Area**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$80,000

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E19

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with system wide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

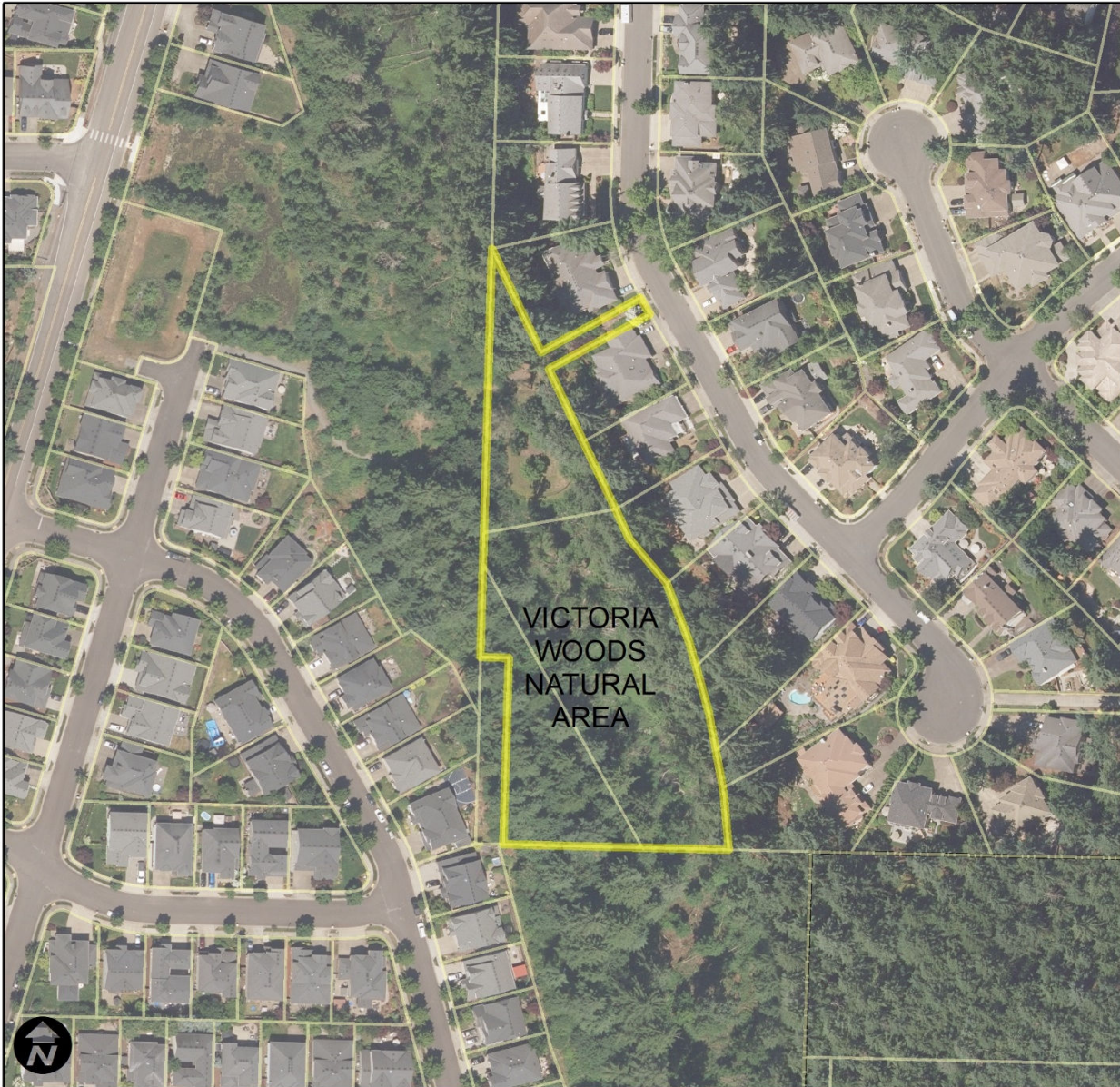
No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

Parks Utility Fund

YEAR	AMOUNT
FY 2024/25	\$80,000
CIP TOTAL:	<hr/> \$80,000

Victoria Woods Natural Area



**Atfalati Park Renovation & Improvements**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY22/23

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY24/25

**TOTAL COST:** \$7,094,925

**CONSTRUCTION SCHEDULE:** FY24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E1

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Phase 1 is Planning, design and engineering assessment with public engagement to implement park plan with phase 2 construction to follow.

This project fulfills five of the Council 2030 Vision initiatives that include: Inclusive Community, Connected Informed & Engaged, Vibrant & Accessible Gathering Places, Safe, Desirable & Welcoming Neighborhoods, and Environmentally Active & Responsible

**PROJECT SCOPE:**

Public engagement and design to plan and develop recreation facilities, and renovation to include addressing ADA issues and safety concerns. Emphasis on improving and expanding gathering spaces, play areas, shade trees, sports, and restore Saum Creek frontage.

**HISTORY:**

Atfalati Park is a 13 acre neighborhood park built in the early 1990's. Site recommendations identified in the Parks & Recreation Master Plan focus on expanding parking lots, add picnic shelters, shade structures, natural play area, futsal courts, lighting, and natural restoration.

**FUNDING PARTNERSHIPS:**

No funding partnerships are currently identified.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

<b>YEAR</b>	<b>AMOUNT</b>
FY 2025/26	\$7,094,925
<b>CIP TOTAL:</b>	<b>\$7,094,925</b>



# Atfalati Park Renovation & Improvements



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**High School Field**

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**DEPARTMENT:** Parks & Recreation**CATEGORY:** Parks & Recreation**TOTAL COST:** \$700,000**CONCEPT SCHEDULE:** \_\_\_\_\_**DESIGN SCHEDULE:** \_\_\_\_\_**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E30

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with systemwide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

Parks Utility Fund

YEAR	AMOUNT
FY 2025/26	\$700,000
CIP TOTAL:	<u>\$700,000</u>

# High School Field



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**Integrated Pest Management Plan**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY20/21

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY20/21

**TOTAL COST:** \$165,000

**CONSTRUCTION SCHEDULE:**

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**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #P15

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Development of an integrated pest management plan.

This project fulfills three Council 2030 Vision initiatives that include: Connected Informed & Engaged, Safe, Desirable & Welcoming Neighborhoods and Environmentally Active & Responsible.

**PROJECT SCOPE:**

Pest management plan with consultant support and extensive community engagement resulting in an integrated pest management policy and plan. The process will determine approaches and best practices for pest management in public places and parkland.

**HISTORY:**

To become Bee City USA, and due to community concern over herbicide use, there is a need for this plan. The Parks & Recreation Master Plan identified this project as a priority.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

	<b>YEAR</b>	<b>AMOUNT</b>
	FY 2025/26	\$165,000
	<b>CIP TOTAL:</b>	\$165,000

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**Jurgens Park Renovation**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY22/23

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY24/25

**TOTAL COST:** \$4,778,595

**CONSTRUCTION SCHEDULE:** FY25/26

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: P&R Master Plan #P1

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes
- No

**DESCRIPTION:**

Plan, design and develop the park due to aging facilities with condition issues. To include an additional 8.5 acres of parkland to expand the park.

This project fulfills five Council 2030 Vision initiatives that includes: Connected Informed & Engaged, Vibrant & Accessible Gathering Places, Efficient, Accessible & Sustainable Transportation System, Safe, Desirable & Welcoming Neighborhoods, and Environmentally Active & Responsible.

**PROJECT SCOPE:**

This is a two phase project, with phase 1 to include public engagement to redesign the current park, and the additional 8.5 acres of adjacent parkland. Park development and construction will occur in phase 2 of the project.

**HISTORY:**

Jurgens Park is a 12 acre neighborhood park built in the 1990's. The City purchased an additional 8.5 acres of adjacent land for future park expansion. The Parks & Recreation Master Plan identified the project phases.

**FUNDING PARTNERSHIPS:**

No funding partnerships have been identified.

Improvements may save some ongoing costs, and revenue will be generated to support operating cost.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance  
 General Fund: Parks Maintenance

<b>YEAR</b>	<b>AMOUNT</b>
FY 25/26	\$227,700
FY 25/26	\$4,550,895
<b>CIP TOTAL:</b>	<b>\$4,778,595</b>

# Jurgens Park Renovation



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**Basalt Creek Park**

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**DEPARTMENT:** Parks & Recreation**CATEGORY:** Parks & Recreation**TOTAL COST:** \$19,948,000**CONCEPT SCHEDULE:** FY20/21**DESIGN SCHEDULE:** FY20/21**CONSTRUCTION SCHEDULE:** FY26/27**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #P3

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ unknown     No

**DESCRIPTION:**

Evaluate land opportunities to support recreation needs and protect natural resources for a new neighborhood park in south Tualatin to serve residents and employees. Acquire land and develop park and recreation facilities in future years.

This project fulfills four of the Council 2030 Vision initiatives that include: Connected Informed & Engaged, Vibrant & Accessible Gathering Places, Safe, Desirable & Welcoming Neighborhoods, and Environmentally Active & Responsible

**PROJECT SCOPE:**

Planning process with public engagement to determine the park needs and priorities to acquire land, design and construct a park and recreation facilities.

**HISTORY:**

The Parks and Recreation Master Plan and Basalt Creek Concept Plan calls for a park(s) and trails in the Basalt Creek area.

**FUNDING PARTNERSHIPS:**

No funding partnerships have been identified at this time.

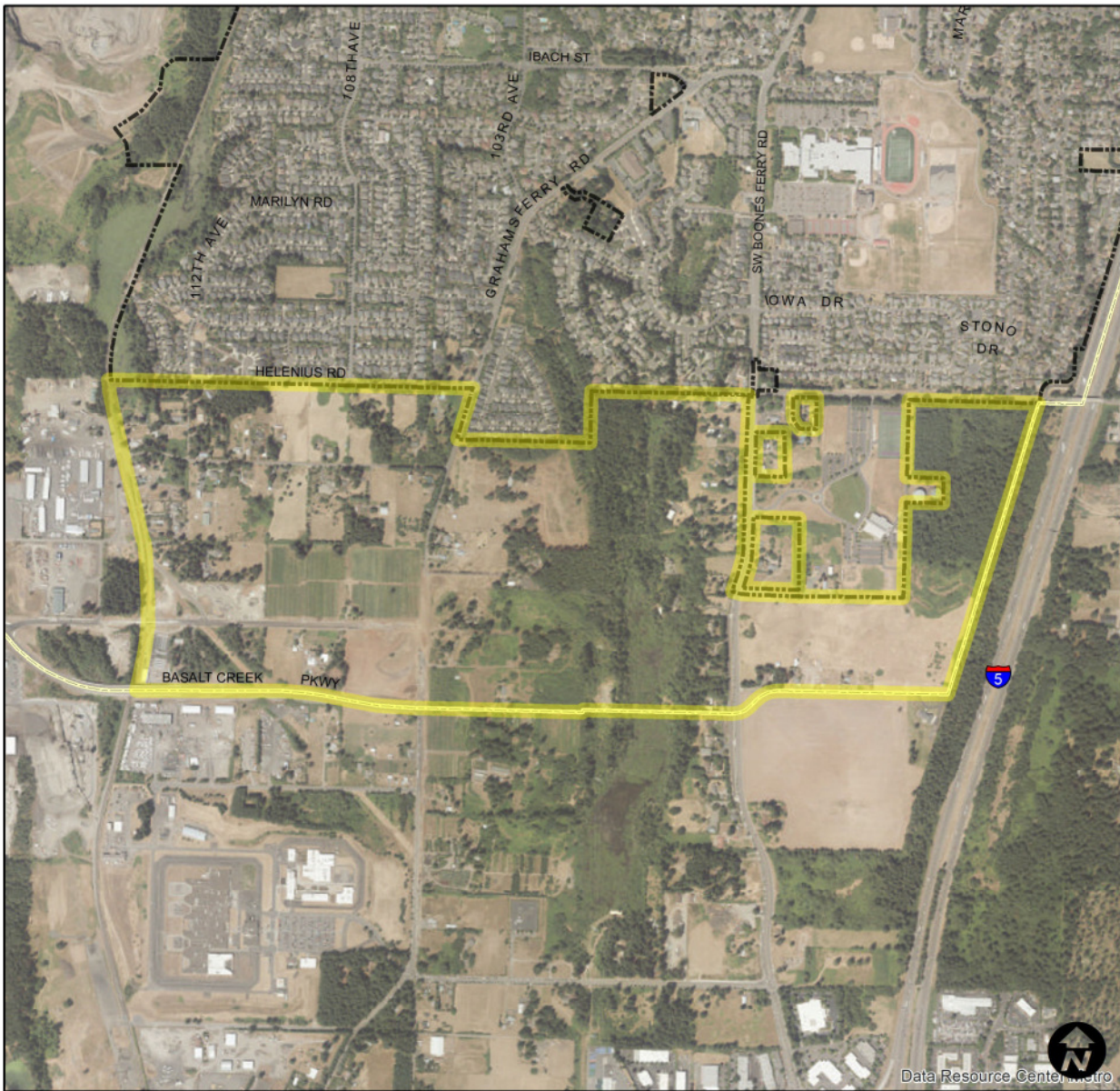
**FUNDING SOURCES FOR THIS PROJECT:**

Park SDC Fund

YEAR	AMOUNT
FY 2026/27	\$17,948,000
CIP TOTAL:	<hr/> \$17,948,000



# Basalt Creek Park



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**Lafky Park Renovation & Improvement**

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**DEPARTMENT:** Parks & Recreation**CATEGORY:** Parks & Recreation**TOTAL COST:** \$349,000**CONCEPT SCHEDULE:** FY24/25**DESIGN SCHEDULE:** FY24/25**CONSTRUCTION SCHEDULE:** FY24/25**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E4

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes     No

**DESCRIPTION:**

Develop and design park improvements and replace aging recreation facilities.

This project fulfills four Council 2030 Vision initiatives that include: Inclusive Community, Connected Informed & Engaged, Vibrant & Accessible Gathering Places, and Safe, Desirable & Welcoming Neighborhoods.

**PROJECT SCOPE:**

Replace playground equipment and sports courts that have safety, accessibility and condition issues. Planning and design process for future picnic shelter and restrooms.

**HISTORY:**

Lafky Park is a small two acre neighborhood park built in the late 1970s. The Parks & Recreation Master Plan identified the components of this project.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships for this project.

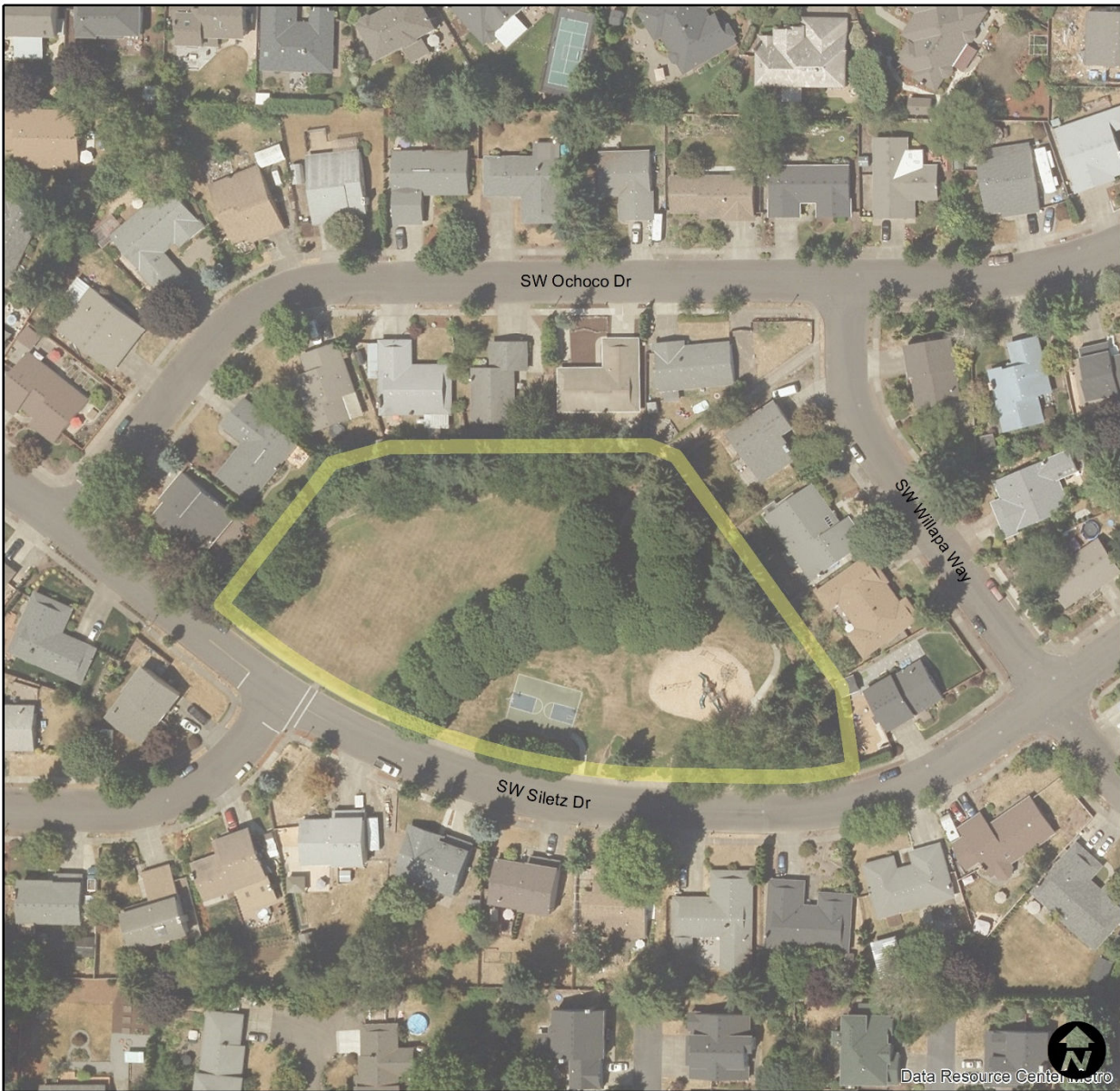
**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

YEAR	AMOUNT
FY 24/25	\$349,000

CIP TOTAL:	<hr/> \$349,000
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# Lafky Park Renovation & Improvement



**School City Facility Partnership**

**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** FY22/23

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** FY22/23

**TOTAL COST:** \$6,220,000

**CONSTRUCTION SCHEDULE:**

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #P4

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Planning process with the school district having public engagement to determine school sites that may serve as neighborhood parks during out of school hours.

This project fulfills four of the Council 2030 Vision initiatives that include: Connected Informed & Engaged, Vibrant & Accessible Gathering Places and Safe, Desirable & Welcoming Neighborhoods.

**PROJECT SCOPE:**

Engage the public and schools in the planning and conceptual design for school sites that my serve as neighborhood parks during out of school hours.

**HISTORY:**

Residents in east Tualatin lack access to a nearby neighborhood park. A partnership with the school district to explore using an existing school site(s) for neighborhood park use. The Parks & Recreation Master Plan identified shared use school and park facility partnerships.

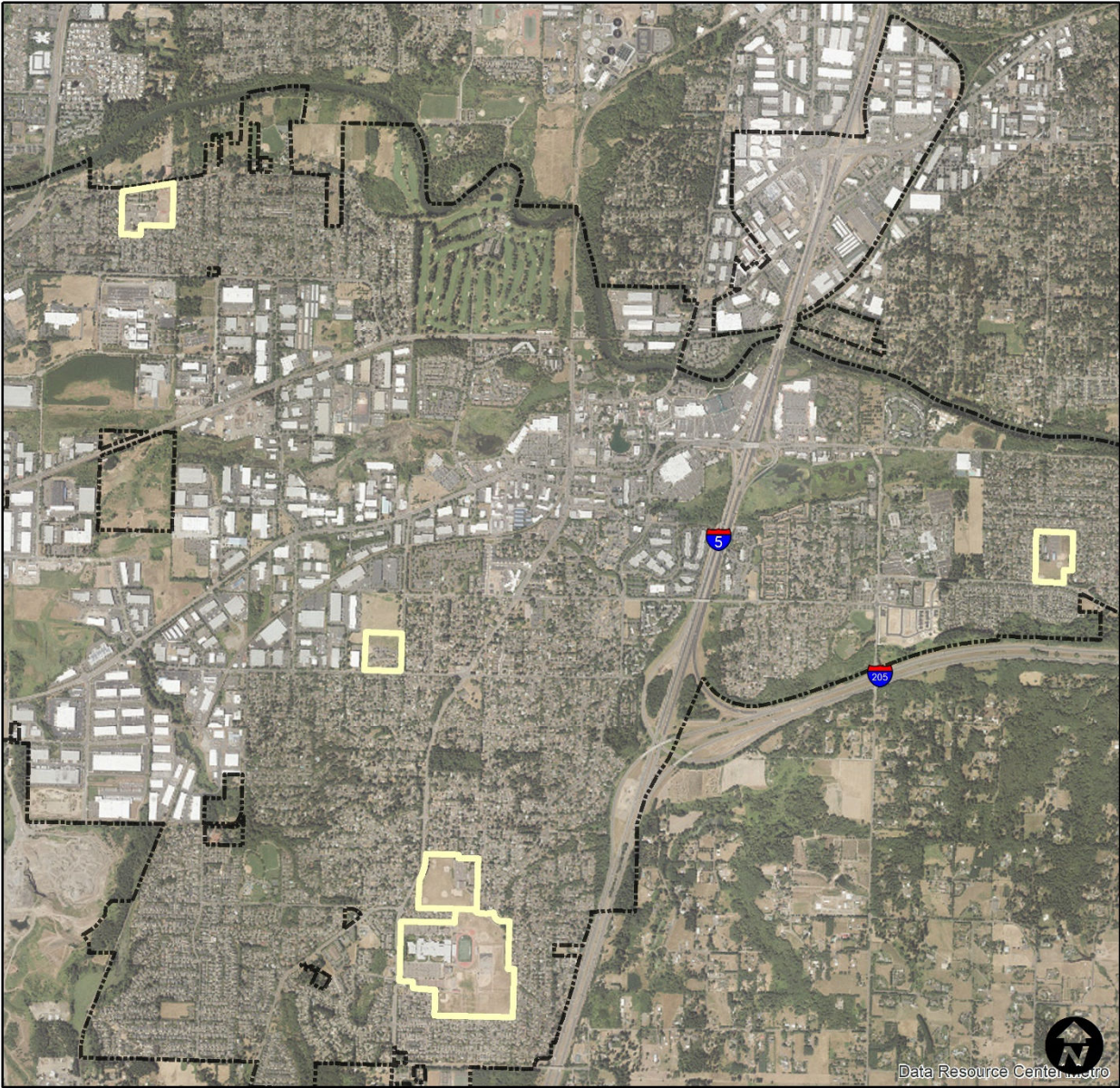
**FUNDING PARTNERSHIPS:**

Tigard Tualatin School District

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Parks Project Fund	FY 26/27	\$3,000,000
Parks Project Fund	FY 27/28	\$3,000,000
	<b>CIP TOTAL:</b>	<b>\$6,000,000</b>

School City Facility Partnership



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**Jurgens Park Renovation & Improvements**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$7,328,675

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E3

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Jurgens Park renovation and improvements.

**PROJECT SCOPE:**

Plan, design, and construct park renovation and improvements.

**HISTORY:**

The Parks & Recreation Master Plan identified community need and desire to renovate the park consistent with systemwide and site specific recommendations.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

YEAR	AMOUNT
FY 27/28	\$7,328,675
CIP TOTAL:	<hr/> \$7,328,675

# Jurgens Park Renovation



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**New Parks**

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**DEPARTMENT:** Parks & Recreation**CATEGORY:** Parks & Recreation**TOTAL COST:** \$8,925,000**CONCEPT SCHEDULE:** \_\_\_\_\_**DESIGN SCHEDULE:** \_\_\_\_\_**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #P8

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Develop new parks and recreation facilities.

**PROJECT SCOPE:**

Property acquisition, planning ,design, and development of future parkland.

**HISTORY:**

The Parks & Recreation Master Plan identified the community need for additional parks and recreation facilities consistent with systemwide and site specific recommendations.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

Parks Project Fund

YEAR	AMOUNT
FY 27/28	\$4,925,000

CIP TOTAL:	_____	\$4,925,000
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**Sweek Pond Natural Area**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$1,261,784

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E17

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with systemwide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

YEAR	AMOUNT
FY 2027/28	\$1,261,784
CIP TOTAL:	<hr/> \$1,261,784

Sweek Pond Natural Area



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**Tualatin Commons Park**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$65,470

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E7

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Renovate, improve and expand trails, greenways, natural areas, and parks consistent with the Parks & Recreation Master Plan.

**PROJECT SCOPE:**

Plan, design, and development trails, greenways, natural areas, and parks.

**HISTORY:**

The Parks & Recreation Master Plan identified community need for renovation, improvements and expansion of trails, greenways, natural areas, and parks consistent with systemwide recommendation and established park standards.

**FUNDING PARTNERSHIPS:**

No identified funding partnerships.

**FUNDING SOURCES FOR THIS PROJECT:**

Parks Utility Fund

YEAR	AMOUNT
FY 2025/26	\$65,470
CIP TOTAL:	<hr/> \$65,470

Tualatin Commons Park



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**Tualatin River Greenway Development**

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**DEPARTMENT:** Parks & Recreation

**CATEGORY:** Parks & Recreation

**TOTAL COST:** \$5,483,771

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: P&R Master Plan #E29

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Develop interconnected system of trails and related facilities.

**PROJECT SCOPE:**

Acquire land rights, planning, design, and development interconnected trail system.

**HISTORY:**

The Parks & Recreation Master Plan identified the community need to develop planned trails and related facilities consistent with systemwide and site specific recommendations.

**FUNDING PARTNERSHIPS:**

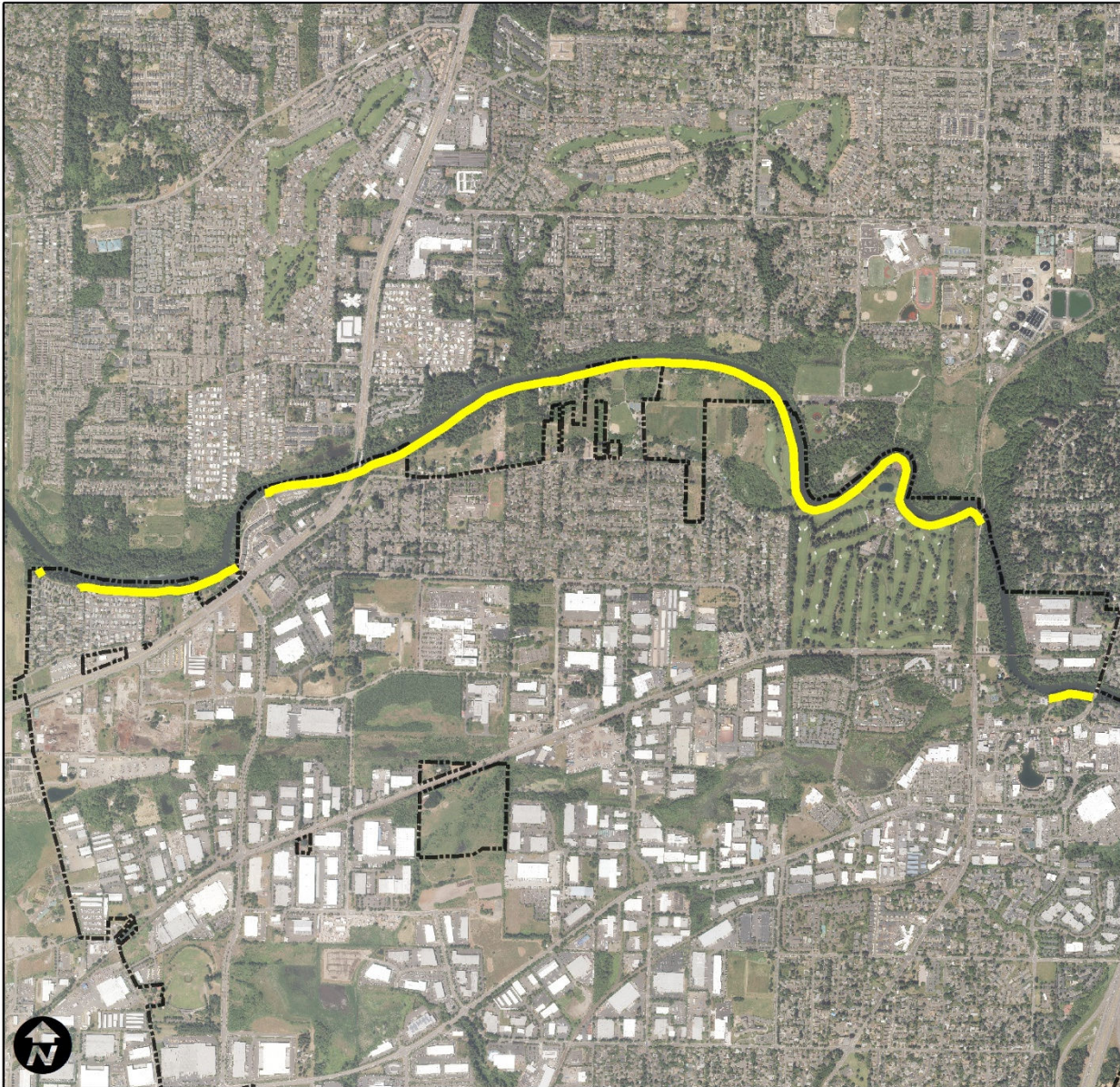
There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

YEAR	AMOUNT
FY 2027/28	\$5,483,771
CIP TOTAL:	<hr/> \$5,483,771

# Tualatin River Greenway Development



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**Tualatin Community Park Renovation & Improvements**

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**DEPARTMENT:** Parks & Recreation

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Parks & Recreation

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$20,897,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: P&R Master Plan #E8

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Community Park renovation and improvements.

**PROJECT SCOPE:**

Plan, design, and construct park renovation and improvements.

**HISTORY:**

The Parks & Recreation Master Plan identified community need and desire to renovate the park consistent with systemwide and site specific recommendations.

**FUNDING PARTNERSHIPS:**

There are no identified funding partnerships at this time.

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Parks Maintenance

YEAR	AMOUNT
FY 2026/27	\$20,897,000
<b>CIP TOTAL:</b>	<b>\$20,897,000</b>



# Tualatin Community Park Renovation & Improvements



# TECHNOLOGY

Technology projects and expenses are designed to improve production of information, connections with customers, staff productivity, and automated processes while also maintaining security and access.

As computer technology becomes more involved than just a typical personal computer and network and begins to integrate with other uses such as phones, hand held devices, and even automobiles, a larger portion of city resources will need to be dedicated to support these functions.

The Technology Category captures those expenses relating to city-wide hardware needs such as computers, servers, switches, network fiber and regional connections. It also includes major software needs such as city-wide financial software, anti-virus, and desktop software. Support for web services, web development, and Geographical Information Services is also included.

Minor equipment, scheduled replacement of computers or equipment, and other routine expenses are not included in the capital improvement plan.

**FUNDING SOURCES:**

General Fund

**ISSUES FACING TECHNOLOGY:**

Forecasting what technology will be needed when trends and improvements are changing so rapidly.

<b>Technology</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Upgrade to Office365 G3 Suite	78,000				
Badge Access Expansion		200,000	700,000		
Cloud Migration		200,000			
Library Patron Computer Replacement		30,000			
VMware renewal		30,000			
VX Rail		35,000	35,000	35,000	35,000
Police MDT (Laptop) Replacement					150,000
<b>Technology Total</b>	<b>78,000</b>	<b>495,000</b>	<b>735,000</b>	<b>35,000</b>	<b>185,000</b>

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**Upgrade to Office365 G3 Suite**

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**DEPARTMENT:** Information Services

**CATEGORY:** Technology

**TOTAL COST:** \$78,000

**CONCEPT SCHEDULE:** \_\_\_\_\_

**DESIGN SCHEDULE:** \_\_\_\_\_

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Upgrade the city O365 licensing from G1 to the next level, G3.

**PROJECT SCOPE:**

Upgrade the city O365 licensing from G1 to the next level, G3. This includes all the features of Office 365 Government Community G1 plus Office desktop applications and many other business services. This is considered "fully cloud based"

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Information Services

YEAR	AMOUNT
FY 24/25	\$78,000
<b>CIP TOTAL:</b>	<u>\$78,000</u>

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**Badge Access Expansion**

**DEPARTMENT:** Info. & Maintenance Services

**CONCEPT SCHEDULE:** 2026

**CATEGORY:** Technology

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$900,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The city owns a central system for badge access to unlock doors. Presently the Police department and City Offices/Library have the ability. This CIP project is to add additional buildings to the system.

**PROJECT SCOPE:**

Project includes: TCS Buildings, Parks buildings, and 6 critical water facilities. All buildings will require networking, wiring, controllers, access panels, and hardware for entries.

**HISTORY:**

We can complete this project over many years, as funds, grants, and time allow. Total cost is over 1M. Each site has a cost and can be completed as funds allow.

**FUNDING PARTNERSHIPS:**

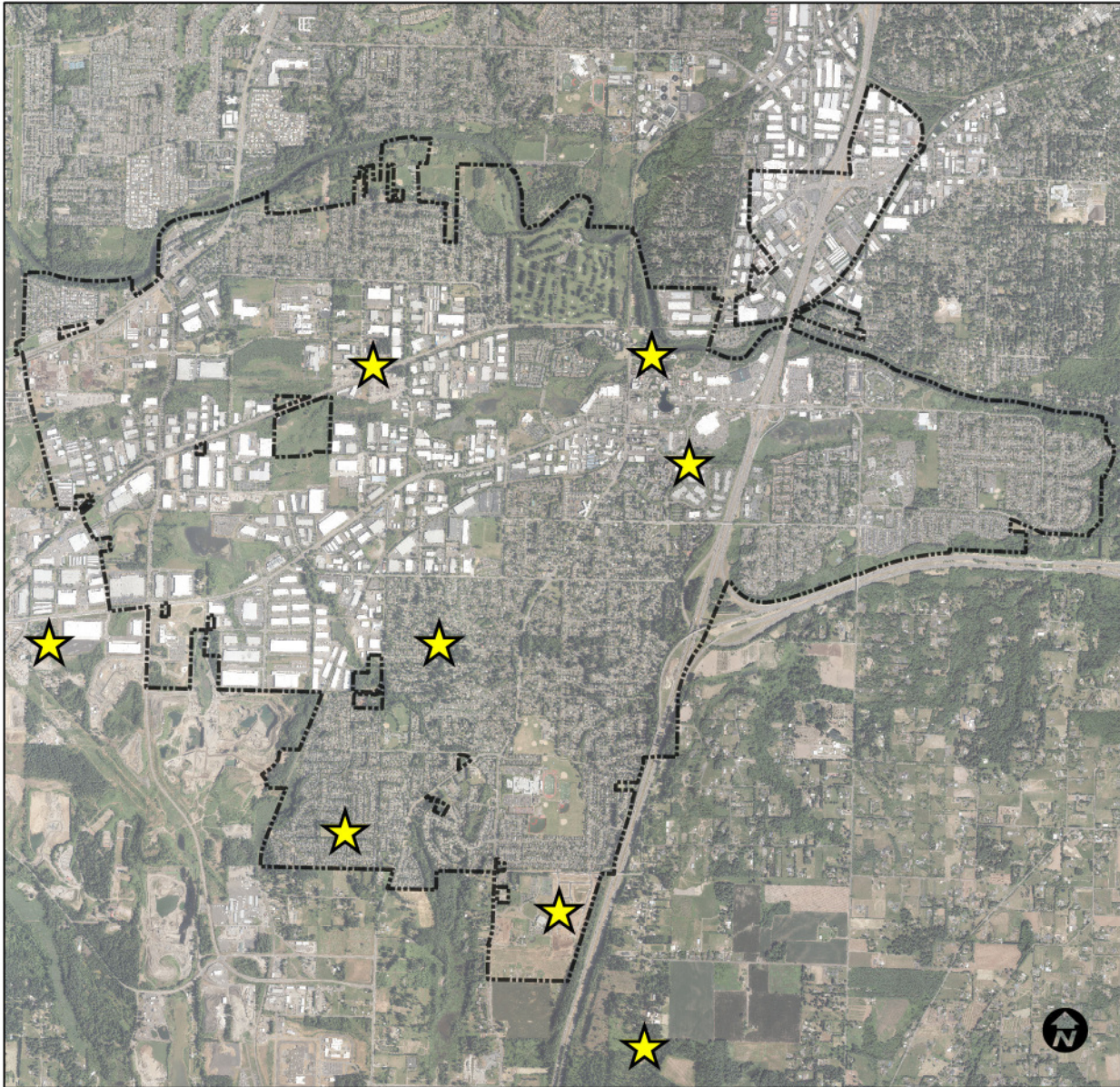
General fund unless grant opportunities present

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Information Services	FY 25/26	\$200,000
General Fund: Information Services	FY 26/27	\$700,000

CIP TOTAL: \_\_\_\_\_ \$900,000

# Badge Access Expansion



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**Cloud Migration**

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**DEPARTMENT:** Info. & Maintenance Services**CONCEPT SCHEDULE:** 2026**CATEGORY:** Technology**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$200,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

As technology shifts to the "Cloud" based off-site subscription model for many software, it is time to plan and perform a holistic shift of core software to the "Cloud".

**PROJECT SCOPE:**

Since the "Cloud" will actually turn out to be several clouds of hosting locations, the term Cloud is a simplistic term for migrating software, services, or infrastructure to an outside agency. Several more commonly used agencies include Microsoft Azure, Amazon Web Services, 11:11 storage, and some proprietary storage locations. The scope can shift based upon the city's needs and funding, however, we will be looking at all major software the city uses as well as reviewing the integrations between them. This will allow us to make a cohesive plan that will save money, time, and frustration by moving all at one time.

Funding will come from the CIP or General Fund for migration, integration, and maintenance. Once moved, the IS budget will support the ongoing maintenance.

**HISTORY:**

The city has kept most applications and databases behind our protective network barrier. The industry has been shifting to a cloud model and we will eventually be forced to move some or all application to their cloud. This will result in some functional changes to the use of the software as well as minimization of our need to power, cool, and protect the internal infrastructure.

**FUNDING PARTNERSHIPS:**

General fund unless grant opportunities present

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Information Services

YEAR	AMOUNT
FY 25/26	\$200,000

CIP TOTAL: \_\_\_\_\_ \$200,000



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**LIBRARY: PUBLIC TECHNOLOGY**

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**DEPARTMENT:** Information Services**CONCEPT SCHEDULE:** \_\_\_\_\_**CATEGORY:** Facilities & Equipment**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$30,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The Library provides internet, productivity software (Microsoft Office, etc.), and printer access for public use on 28 computers (in separate areas for child, teen, and adult use), 20 Chromebooks, and 10 laptops. According to a WCCLS survey, this technology is used for education, social inclusion, employment, and civic engagement. In order to keep up with advances in technology, and the changing needs of a connected citizenry, the Library's public technology needs to be regularly replaced. Additionally, new software will be considered to support digital literacy training and the creation of digital content.

**PROJECT SCOPE:**

The Library and Information Services will collaborate on a Technology Plan as part of the Library's current strategic planning process. Equipment purchased will be informed by that plan, including how many and what type of devices to offer and where they should be deployed within the Library.

**HISTORY:**

Current PCs were purchased in 2018, and laptops were purchased in 2018, with 5-year warranties. Information Services and WCCLS Long Range Service Plan recommend equipment upgrades or replacement on a 4-6 year cycle.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Library

YEAR	AMOUNT
FY 25/26	\$30,000
CIP TOTAL:	<u>                    </u> \$30,000

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**VMWare Replacement**

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**DEPARTMENT:** Info. & Maintenance Services**CONCEPT SCHEDULE:** 2026**CATEGORY:** Technology**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$65,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$10,000-50,000     No

**DESCRIPTION:**

The city uses VMWare to virtualize the servers that all of our city software and files run on. VMWare was recently purchased by another company and will be changing the way they charge for their software. For the city, that will mean a 4x cost increase. This project is to gather funds for a necessary replacement or, in a less ideal case, to pay for the existing software increase. This cost will become the new annual maintenance costs

**PROJECT SCOPE:**

Buy server virtualization software to replace VMWare  
or  
Purchase VMWare for a set time

**HISTORY:**

VMWare is the gold standard in this regards. We will need to modify our internal structure for VMs and backup to adjust to the new methods or software.

**FUNDING PARTNERSHIPS:**

General fund unless grant opportunities present

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Information Services

**YEAR**

FY 25/26

**AMOUNT**

\$65,000

TOTAL:

\_\_\_\_\_ \$65,000

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**VX Rail**

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**DEPARTMENT:** Info. & Maintenance Services**CONCEPT SCHEDULE:** 2026**CATEGORY:** Technology**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$140,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:** Council Goal     Regulatory Requirement Health & Safety     Service Delivery Need Master Plan: \_\_\_\_\_**PROJECT TYPE:** Maintenance Replacement New/Expansion**NEW ONGOING COSTS?** Yes \$ \_\_\_\_\_     No**DESCRIPTION:**

Renew or replace the current hardware used to run the city's virtualized servers. We own 4 VX Rail modules and the plan will be to replace all 4 over then next 4 years, one each year.

**PROJECT SCOPE:**

1 of 4 VXrail servers replaced over then next 4 years, one per year.

**HISTORY:**

Instead of one large purchase, we are able to replace this over time helping to spread the costs and effort over several years.

**FUNDING PARTNERSHIPS:**

General fund unless grant opportunities present

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
General Fund: Information Services	FY 25/26	\$35,000
General Fund: Information Services	FY 26/27	\$35,000
General Fund: Information Services	FY 27/28	\$35,000
General Fund: Information Services	FY 28/29	\$35,000

TOTAL: \_\_\_\_\_ \$140,000

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**Police MDT Replacement**

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**DEPARTMENT:** Information Services**CATEGORY:** Technology**TOTAL COST:** \$150,000**CONCEPT SCHEDULE:** \_\_\_\_\_**DESIGN SCHEDULE:** \_\_\_\_\_**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \_\_\_\_\_     No

**DESCRIPTION:**

Purchase of new Mobile Data Terminals (MDT) for the Police Department. This request is to replace these devices as they start to wear out. A purchase of a proven model will last longer and have fewer issues.

**PROJECT SCOPE:**

Purchase 35 replacement MDTs, vehicle mounts, office mounts, accessories, and vehicle wiring. This option would be a 1:1 replacement following the current model of assigned devices to staff. Depending on the model (\$4,000-\$6,000 per MDT) total = \$210,000

**HISTORY:**

The current Panasonic 55 MDTs are 1 year into a 5-7 year replacement schedule. This version of MDT has a good track record and should make it 5-7 years before needing replacement. IT will start evaluating the condition and replacement needs starting at year 5 and determine the likelihood of need for replacement each year.

This is the a high priority item as it is the primary link between officers and the WCCA 911 dispatch center, as well as access to all relevant criminal and citation information.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

General Fund: Police

YEAR	AMOUNT
FY 28/29	\$150,000
CIP TOTAL:	<hr/> \$150,000



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# TRANSPORTATION

The City of Tualatin's transportation network includes 91 miles of streets (seventy-seven miles are maintained by the City, nine miles are maintained by Washington and Clackamas counties, and five miles are maintained by the State) and 48 traffic signals (the City owns twenty-two, eighteen are County-owned, and eight are State-owned). All signals within Tualatin are operated by Washington County or Oregon Department of Transportation.

Tualatin's right-of-way serves a multitude of transportation system users including pedestrians, bicycles, transit, automobiles, and freight. Projects included in the CIP include projects designed to improve the safety, capacity, and connectivity for all roadway users.

The transportation projects included in the CIP are generally identified in the 2014 Transportation System Plan (TSP). The TSP prioritized projects as short-term (one to five years), medium-term (five to ten years), and long term (more than 10 years). In addition to design and construction projects, there are also concept studies programmed into the CIP to evaluate possible projects and define scope for viable projects. The CIP plans for projects based on the TSP and anticipated funding.

## **STREETS**

Roadway projects improve the safety and capacity of Tualatin's street network. These projects include improvements for vehicles, bicycles, transit, and freight as well as sidewalk improvements for pedestrians. Street projects also include striping and signing projects to help make the transportation network easier and safer to use.

## **INTERSECTIONS**

These projects increase the carrying capacity and improve the safety by moving traffic more efficiently and safely through existing intersections. Safe pedestrian travel is also enhanced with these projects. Project features may include placement of traffic signals, re-channeling traffic, and/or creating protected left turn lanes.

## **PATHWAYS/BIKEWAYS**

Pedestrian and bicycle use is enhanced and encouraged through the development of pathway/bikeway projects. These projects help alleviate traffic congestion, air pollution, and contribute to a sense of community by providing an alternative mode of transportation.

## **FUNDING SOURCES**

The Road Operating/Gas Tax Fund receives its revenue from a share of the Washington County gasoline tax and a share of the State gasoline tax. The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis. The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the City at a rate of \$77.86 per capita for FY 2023-24.

Per Oregon Revised Statute (ORS), 1% of State Gas Tax funds are set aside for footpath/bike trail projects; if these funds are not used annually, they may be held for up to ten years in a reserve fund.

The Road Utility Fee Fund is designed to fund maintenance of City streets, including repairing sidewalks, landscape enhancements along the rights-of-way, street tree replacement, and for operational costs of street lights. Revenue for this fund is generated through a monthly utility fee paid by residents and businesses.

The Transportation Development Tax Fund is supported by one-time fees levied against new development within Washington County. The fund pays for capital costs associated with roads and transit to serve new development.

## **ISSUES FACING TRANSPORTATION**

The Transportation System Plan, updated in 2014, identified many projects which have been prioritized and included in this CIP. There are more projects than funding currently available and forecast in future years.

<b>Transportation</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
65th Ave / Borland Rd / Sagert St Intersection Improvements	500,000	2,000,000			
Herman Rd: 124th to Cipole Rd Improvements	100,000	800,000	2,500,000		
Neighborhood Transportation Safety Program	150,000	150,000	150,000	150,000	150,000
Martinazzi / Sagert Signal	100,000				
Transportation System Plan	200,000				
Tualatin-Sherwood Rd Utility Relocation	500,000				
Interchange Area Management Plan		100,000	100,000		
Tualatin-Sherwood Rd / Railroad / Boones Ferry Road Grade Separation Feasibility Study		200,000	200,000		
<b>Transportation Total</b>	<b>1,550,000</b>	<b>3,250,000</b>	<b>2,950,000</b>	<b>150,000</b>	<b>150,000</b>

**65<sup>th</sup> Ave / Borland Rd / Sagert St Intersection Improvements**

**DEPARTMENT:** Public Works  
**CATEGORY:** Transportation  
**TOTAL COST:** \$2,500,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY2025  
**CONSTRUCTION SCHEDULE:** FY2026

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Tualatin TSP

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project is to make traffic flow, safety, and pedestrian improvements at the intersections of 65<sup>th</sup> Avenue with Borland Road and Sagert Street. One option is to add a northbound right turn lane on 65<sup>th</sup> Ave for traffic turning east on Borland Rd. The first phase of this project will consider options of turn lanes and traffic control and signalization changes to figure out which option best serves the community. The second and third phases would be engineering design and construction of the chosen option.

**PROJECT SCOPE:**

Traffic flow, safety, and pedestrian improvements (such as turn lanes and traffic control and signalization changes) at the intersections of 65<sup>th</sup> Avenue with Borland Road and Sagert Street

**HISTORY:**

Identified in the City's TSP and County's TSP.

**FUNDING PARTNERSHIPS:**

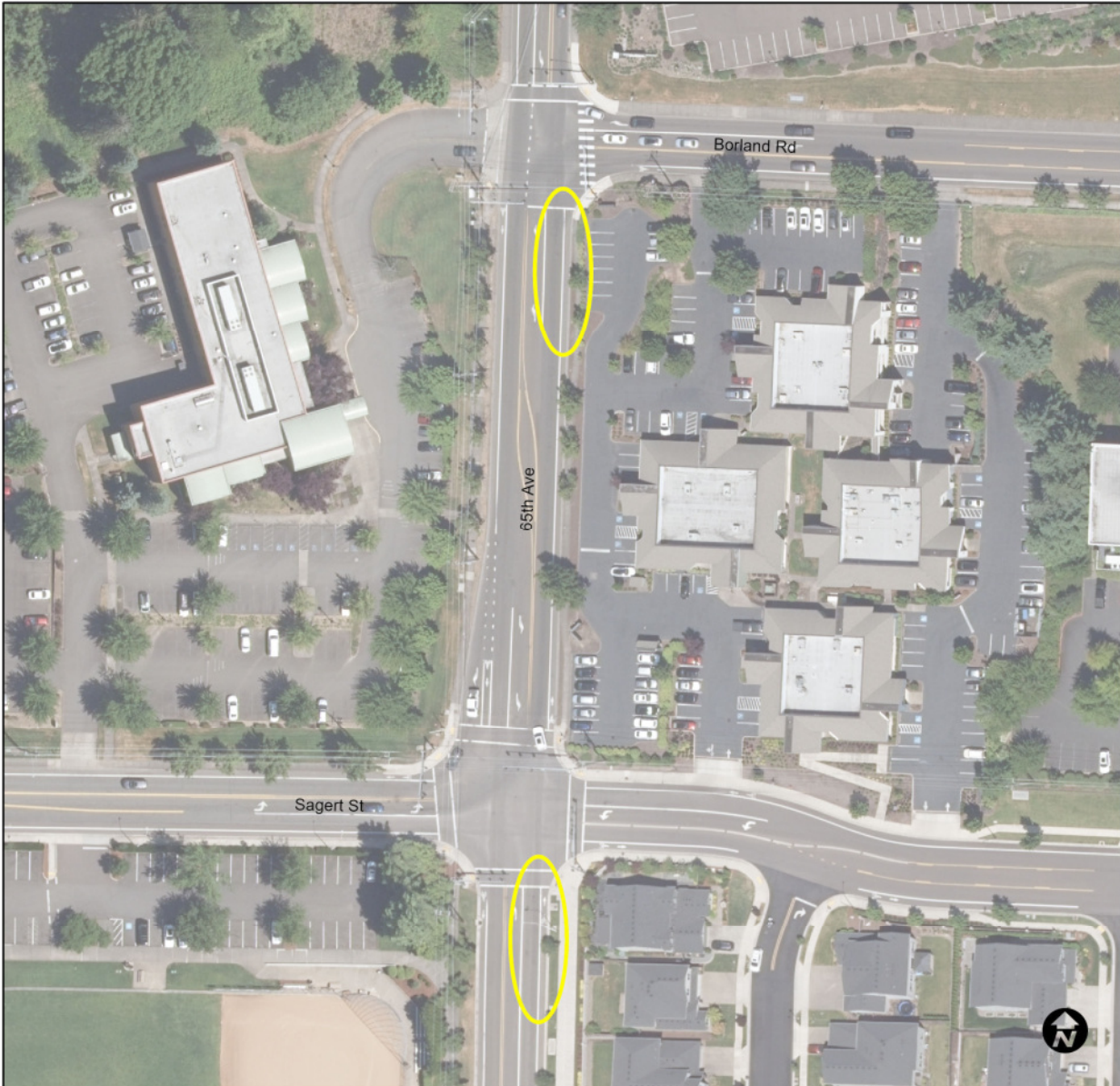
Possible partnership with Washington County and Clackamas County.

**FUNDING SOURCES FOR THIS PROJECT:**

Transportation Development Tax Fund  
 Transportation Development Tax Fund

YEAR	AMOUNT
FY 24/25	\$500,000
FY 25/26	\$2,000,000
<b>CIP TOTAL:</b>	<b>\$2,500,000</b>

65<sup>th</sup> Ave / Borland Rd / Sagert St Intersection Improvements



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**Herman Rd, 124<sup>th</sup> Ave to Cipole Rd Improvements**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Transportation  
**TOTAL COST:** \$3,400,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 23/24  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Transp. System Plan R1

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Upgrade Herman Rd to urban standards from 124<sup>th</sup> Avenue to Cipole Road.

**PROJECT SCOPE:**

Design and construct a complete street improvement along Herman Road from 124<sup>th</sup> Avenue to Cipole Road, including adding a center turn lane, bike lanes, stormwater treatment and drainage system, and sidewalk.

**HISTORY:**

This project is identified in the 2014 Transportation System Plan.

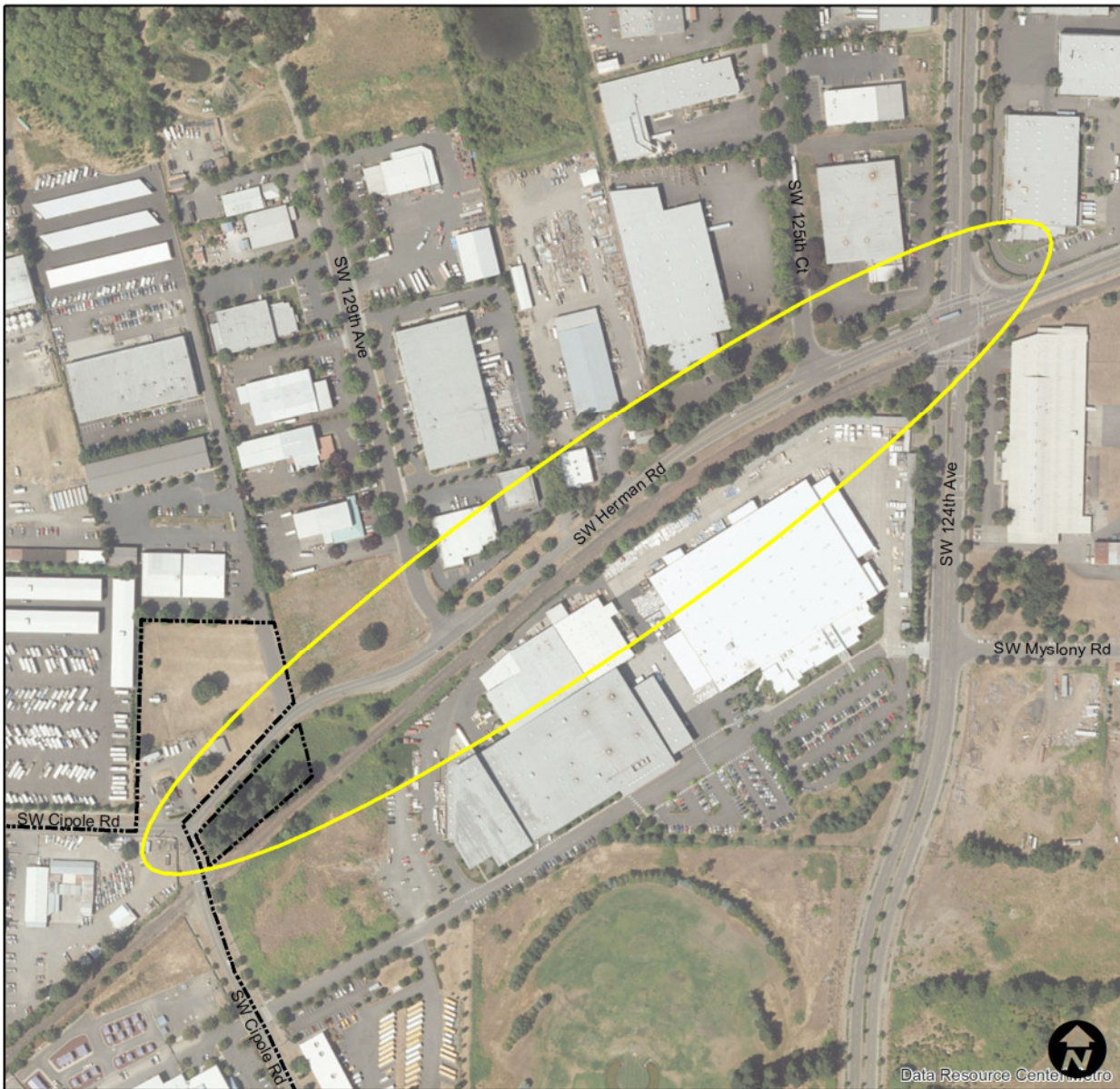
**FUNDING PARTNERSHIPS:**

This project is eligible for TDT funding and included on the Washington County approved project list as Project #6023.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Transportation Development Tax Fund	FY 24/25	\$100,000
Transportation Development Tax Fund	FY 25/26	\$800,000
Transportation Development Tax Fund	FY 26/27	\$2,500,000
	<b>CIP TOTAL:</b>	<hr/> \$3,400,000

Herman Rd, 124<sup>th</sup> Ave to Cipole Rd Improvements



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**Martinazzi Ave at Sagert St: Intersection Improvements**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Transportation  
**TOTAL COST:** \$150,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 23/24 – 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Transp. System Plan R35

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
New traffic signal at the intersection of Martinazzi Avenue with Sagert Street.

**PROJECT SCOPE:**  
Design and construct a new traffic signal at the intersection of Martinazzi Ave with Sagert St, along with sidewalk and bike lane improvements.

**HISTORY:**  
This project was nominated through the Tualatin Moving Forward process. It is also included in the 2013 Transportation System Plan.

**FUNDING PARTNERSHIPS:**  
Transportation Development Tax funds will leverage the Tualatin Moving Forward bond funds on this project.

**FUNDING SOURCES FOR THIS PROJECT:**  
Transportation Development Tax Fund

YEAR	AMOUNT
FY 24/25	\$100,000
CIP TOTAL:	<u>\$100,000</u>



Martinazzi Ave at Sagert St: Intersection Improvements



**Neighborhood Transportation Safety Program (NTSP)**

**DEPARTMENT:** Public Works  
**CATEGORY:** Transportation  
**TOTAL COST:** \$750,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$150,000 each year     No

**DESCRIPTION:**  
 New program to fund the construction of small scale bike/ pedestrian safety improvements.

**PROJECT SCOPE:**  
 Install or improve bike and pedestrian facilities under \$150,000.

**HISTORY:**  
 At the end of the Tualatin Moving Forward Bond program this fund will be used to construct projects suggested by the community, continuing that practice from the bond project.

**FUNDING PARTNERSHIPS:**  
 N/A

<b>FUNDING SOURCES FOR THIS PROJECT:</b>	<b>YEAR</b>	<b>AMOUNT</b>
Road Operating/Gas Tax Fund	FY 24/25	\$150,000
Road Operating/Gas Tax Fund	FY 25/26	\$150,000
Road Operating/Gas Tax Fund	FY 26/27	\$150,000
Road Operating/Gas Tax Fund	FY 27/28	\$150,000
Road Operating/Gas Tax Fund	FY 28/29	\$150,000
	<b>CIP TOTAL:</b>	<b>\$750,000</b>

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**Transportation System Plan**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Transportation  
**TOTAL COST:** \$509,319

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Update the 2014 Transportation System Plan (TSP) based on community input and changing conditions.

**PROJECT SCOPE:**

Hire a consultant to evaluate traffic impacts, prepare concept level cost estimates and identify funding sources.

**HISTORY:**

The current TSP was adopted in 2014. Many grant funding opportunities are only available for projects included in a TSP, therefore it is important to update the TSP to reflect current community goals and service delivery needs.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Road Operating/Gas Tax Fund

YEAR	AMOUNT
FY 24/25	\$200,000
CIP TOTAL:	<hr/> \$200,000

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**Tualatin-Sherwood Rd Utility Relocation**

**DEPARTMENT:** Public Works

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Transportation

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$1,000,000

**CONSTRUCTION SCHEDULE:** FY24 – FY25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

Relocation of city utilities along Tualatin-Sherwood Road, from Teton Avenue to Sherwood City Limits, in conjunction with a Washington County project to Widen this portion of Tualatin-Sherwood Road.

**PROJECT SCOPE:**

The waterline project will include adjustment and relocation of existing water meters, and fire hydrants, and adjustment of blow-offs, valve lids, and other water infrastructure work to accommodate the road project.

The Road sanitary sewer project will include adjustment and relocation of manholes, cleanouts, and other sanitary sewer infrastructure work to accommodate the road project.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

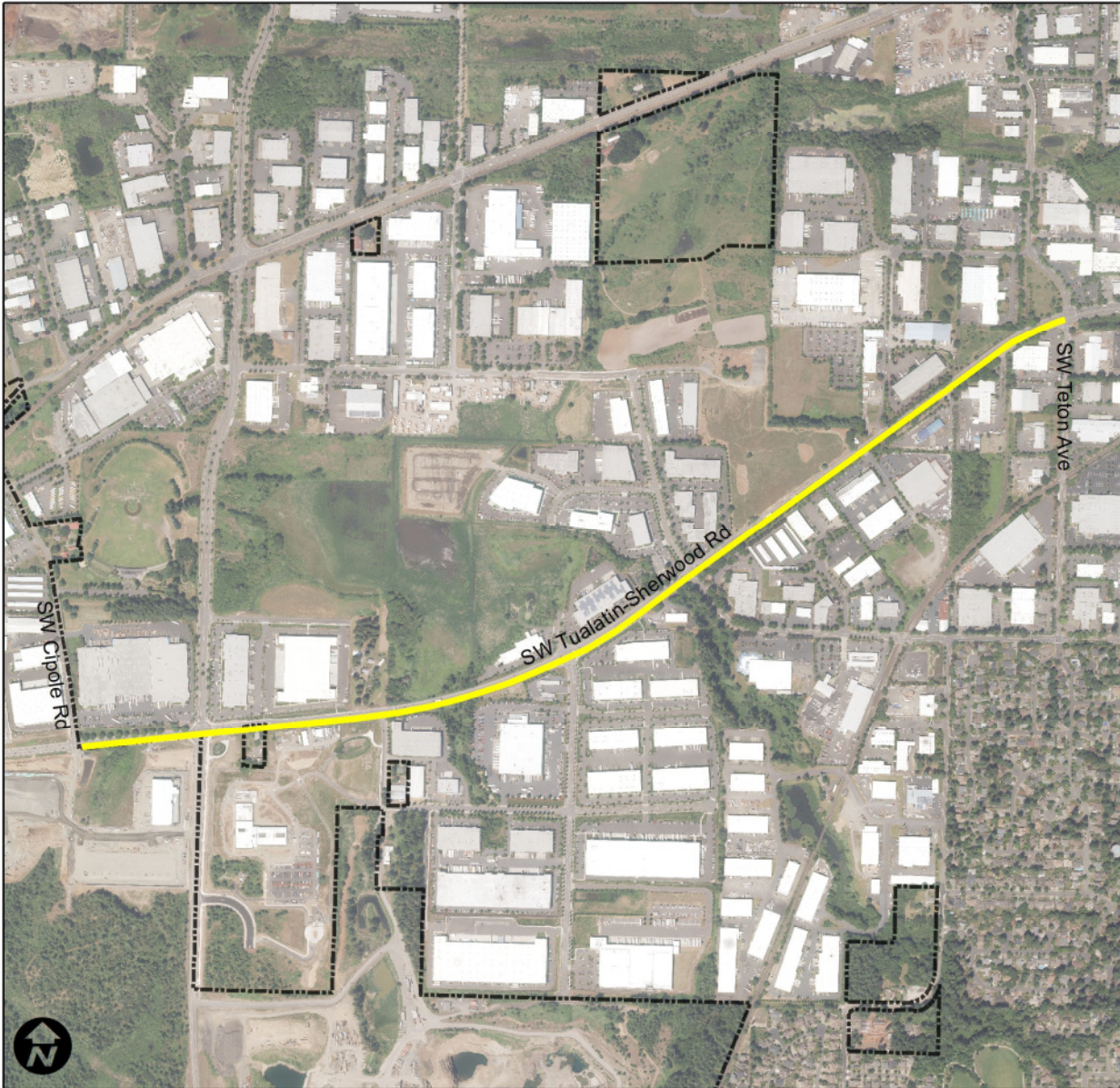
N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Transportation Development Tax Fund

YEAR	AMOUNT
FY 24/25	\$500,000
CIP TOTAL:	\$500,000

Tualatin-Sherwood Rd Utility Relocation



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**Interchange Management Plan**

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**DEPARTMENT:** Community Development

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Transportation

**DESIGN SCHEDULE:** FY26 – FY27

**TOTAL COST:** \$200,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This is for a City contribution to a combined State/Counties/Cities project to develop specific transportation plans for the Lower Boones Ferry Road and Nyberg Road interchanges with Interstate 5, and may include the Upper Boones Ferry interchange.

**PROJECT SCOPE:**

The Cities, Counties, and State would hire a consultant to forecast development and traffic growth and future transit, cycling, and pedestrian needs in these interchange areas, develop conceptual projects to meet these needs, and develop a plan for how these projects could be funded, potentially including developer contributions.

**HISTORY:**

There are significant existing traffic flow issues at these interchanges and a lot of development potential in the areas surrounding the interchanges. However, there are significant facility needs in these areas and the intersection of several jurisdictional boundaries makes it difficult to plan for and exact contributions for these improvements.

**FUNDING PARTNERSHIPS:**

This plan would be a partnership with other affected jurisdictions such as ODOT, Washington County, Clackamas County, Tigard, Durham, Lake Oswego, and TriMet.

**FUNDING SOURCES FOR THIS PROJECT:**

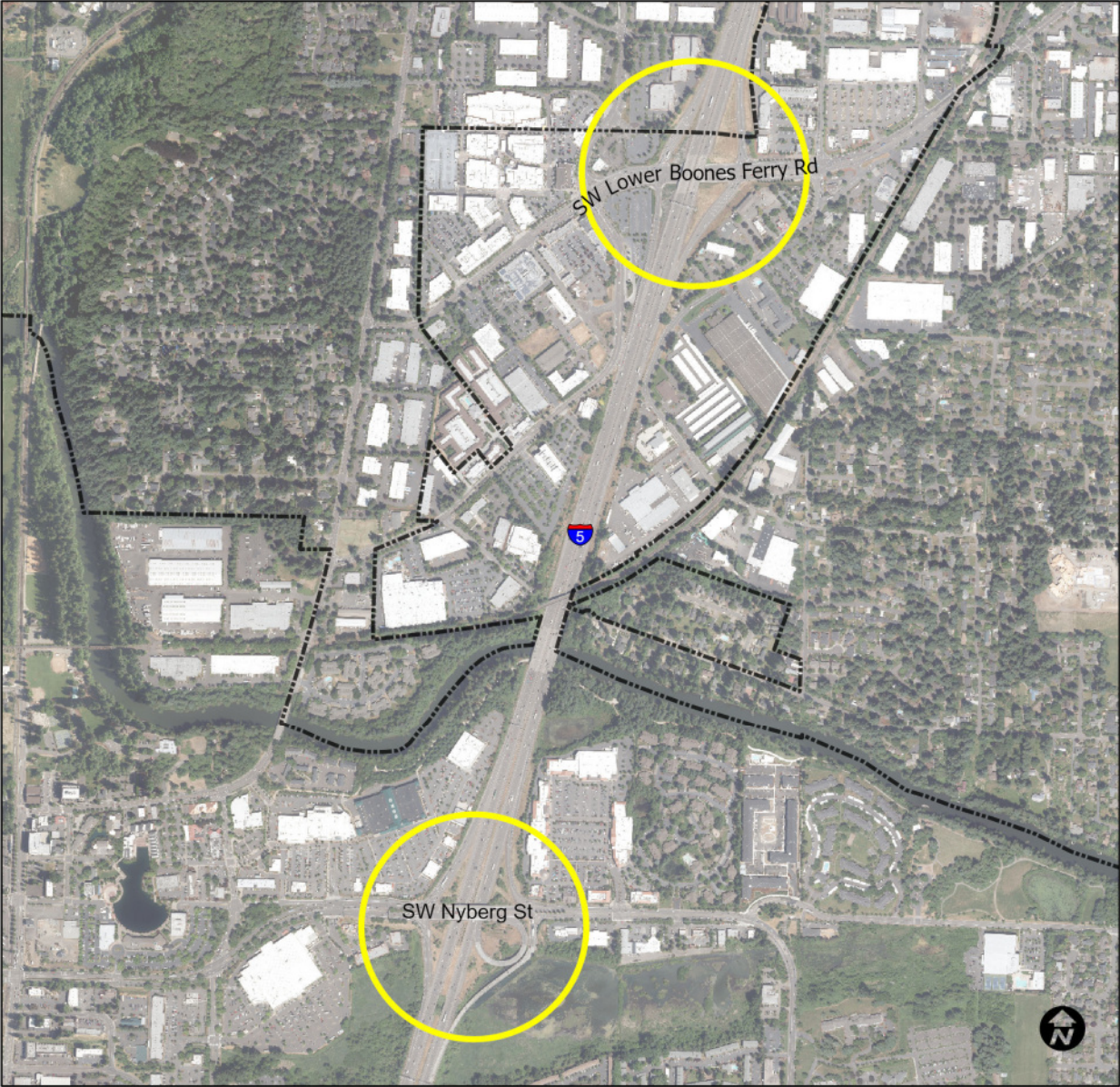
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YEAR	AMOUNT
FY 25/26	\$100,000
FY 26/27	\$100,000

TOTAL: \$200,000



Interchange Management Plan



**Tualatin – Sherwood Road / Railroad / Boones Ferry Road Grade Separation Feasibility Study**

**DEPARTMENT:** Community Development

**CONCEPT SCHEDULE:** FY26 – FY27

**CATEGORY:** Transportation

**DESIGN SCHEDULE:** FY28 – FY30

**TOTAL COST:** \$400,000

**CONSTRUCTION SCHEDULE:** FY30+

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: TSP, CORA

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project considers the feasibility of ‘grade-separating’ Tualatin-Sherwood Road from the Portland & Western Railroad (on which the WES train runs) and/or Boones Ferry Road. This would most likely be a bridge carrying Tualatin-Sherwood Road over the railroad tracks and Boones Ferry Road, but could be a road tunnel under the railroad or a railroad bridge over the road.

**PROJECT SCOPE:**

This would be a cooperative City/County project involving hiring a consultant to look at the feasibility of a grade-separated crossing, look at conceptual design alternatives for how the grade-separation could be accomplished and/or other improvements could be made at this location, and identify a preferred alternative. Future project phases would be for detailed design and for construction. Outside funding would likely be sought for future phases.

**HISTORY:**

There are significant existing traffic flow and safety issues in the Tualatin – Sherwood Road / Boones Ferry Road / Railroad intersection area. Long trains and/or train breakdown issues result in long traffic blockages that have significant effects on the area. It is a longstanding rail safety priority to eliminate rail/road grade crossings.

**FUNDING PARTNERSHIPS:**

This would be a cooperative City/County project that would likely need outside funding (such as State and/or Federal funds) for final design and construction. City funding could come from TDT, Road Operating, or Central Urban Renewal District funds.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Transportation Development Tax Fund	FY 25/26	\$200,000
Road Operating/Gas Tax Fund	FY 26/27	\$200,000

CIP TOTAL: \$400,000

Tualatin – Sherwood Road / Railroad / Boones Ferry Road Grade Separation Feasibility Study



## UTILITIES- SEWER

The City owns and operates a sanitary sewer collection system consisting of 96 miles of sewer pipes (eighty-eight miles are maintained by the City and eight miles are maintained by Clean Water Services (CWS). Over 6,400 sewer connections, hundreds of manholes, and ten lift stations are maintained by CWS.

Wastewater generated in Tualatin is treated at Clean Water Services' Durham Creek Waste Water Treatment Plant.

### FUNDING SOURCES

Fees collected in the Sewer Operating Fund provide funding for, and are restricted to, maintenance and capital construction of the sewer distribution and collection systems.

Developers are required to pay a Sewer System Development Charge established by Clean Water Services to cover the costs associated with extending service to new and expanding developments. These funds can be used to construct capital improvements thus increasing the capacity of the system.

### ISSUES FACING UTILITIES

Aging parts of infrastructure— while Tualatin's distribution system is relatively young, regular replacement and upgrades are needed to prevent disruption of services.

Regulatory requirements— as new or more stringent regulatory requirements are put into place, changes to the distribution and collection systems are necessary to stay in compliance.

Expansion to serve new development— new development requires new infrastructure be constructed to meet the increasing demands.

An updated Sewer Master Plan was adopted in FY 19/20 and this is CIP includes new projects from that plan.

<b>Sewer</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
Martinazzi Sanitary Sewer Upsizing (Priorities II, III, IV, and V)	1,970,000	1,615,000	1,905,000	860,000	
Sewer Pipe Rehab Program	200,000	200,000	200,000	200,000	200,000
Tualatin-Sherwood Rd (TSR)/Teton Trunk Upsizing			245,000	1,781,000	1,024,00
Tualatin Reservoir Trunk Upsizing				505,000	3,643,000
Cipole/Bluff Trunk Upsizing					400,000
<b>Sewer Total</b>	<b>2,170,000</b>	<b>1,815,000</b>	<b>2,350,000</b>	<b>3,346,000</b>	<b>5,267,000</b>

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**Martinazzi Sanitary Sewer Upsizing**

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<b>DEPARTMENT:</b>	Public Works	<b>CONCEPT SCHEDULE:</b>	_____
<b>CATEGORY:</b>	Utilities- Sewer	<b>DESIGN SCHEDULE:</b>	_____
<b>TOTAL COST:</b>	\$7,750,000	<b>CONSTRUCTION SCHEDULE:</b>	_____ FY 24-28 _____

<b>RANKING CRITERIA MET:</b>	<b>PROJECT TYPE:</b>	<b>NEW ONGOING COSTS?</b>
<input type="checkbox"/> Council Goal <input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Yes \$ _____ <input checked="" type="checkbox"/> No
<input type="checkbox"/> Health & Safety <input type="checkbox"/> Service Delivery Need	<input type="checkbox"/> Replacement	
<input checked="" type="checkbox"/> Master Plan: <u>Sewer Master Plan (SS-6)</u>	<input checked="" type="checkbox"/> New/Expansion	

**DESCRIPTION:**

The Martinazzi Trunk needs to undergo considerable improvements to handle the flows associated with City infill and the development of Basalt Creek. The north section, from SW Sagert Street to SW Chelan Street, is the most critical due to capacity limitations and potential overflow locations. This portion of the Martinazzi Trunk project needs to be completed before any significant development occurs in the eastern portions of the Basalt Creek Planning Area. Estimated remaining capacity in the sewer currently is less than 50 equivalent dwelling units (EDUs).

Altogether, around 5,700 feet of pipe will need to be upgraded from existing 10-inch or 12-inch pipes to 15-inch pipes. 1,690 feet of 10-inch pipe directly downstream of this project will also need to be upsized to 15 inches to adhere to design standards.

**PROJECT SCOPE:**

Hire a consultant to design the improvements, and a construction contractor to build the improvements.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

Because this project is upgrading pipes from 12-inch to 15-inch diameters, Clean Water Services (CWS) will be responsible for a majority of the project funding.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Sewer SDC Fund	FY 24/25	\$37,600
Outside Funded- CWS	FY 24/25	\$1,902,400
Outside Funded- CWS	FY 25/26	\$1,625,000
Outside Funded- CWS	FY 26/27	\$1,905,000
Outside Funded- CWS	FY 27/28	\$860,000
	<b>CIP TOTAL:</b>	<u>\$6,292,400</u>

Martinazzi Sanitary Sewer Upsizing



**Sewer Pipe Rehabilitation Program**

**DEPARTMENT:** Public Works **CONCEPT SCHEDULE:** \_\_\_\_\_  
**CATEGORY:** Utilities- Sewer **DESIGN SCHEDULE:** \_\_\_\_\_  
**TOTAL COST:** Ongoing **CONSTRUCTION SCHEDULE:** \_\_\_\_\_ Ongoing

**RANKING CRITERIA MET:** **PROJECT TYPE:** **NEW ONGOING COSTS?**  
 Council Goal     Regulatory Requirement  Maintenance  Yes \$200,000 per year     No  
 Health & Safety     Service Delivery Need  Replacement  
 Master Plan: ) \_\_\_\_\_  New/Expansion

**DESCRIPTION:**

As sewer lines age, they are prone to root intrusion, cracks in the pipe and separation at pipe joints. This can cause leaks, backups and overflows in the wastewater system, which are damaging to the environment and costly to repair. It also causes inflow and infiltration of groundwater and stormwater into sewer lines: this in turn causes a larger volume of liquid going to the treatment plant and leads to higher treatment costs.

Sewer lines in some areas of Tualatin are over 50 years of age, many constructed of concrete. While these pipes are still functioning and not at the point of complete replacement, rehabilitation work is needed to eliminate the defects noted above. This will ensure that the pipes are functioning as intended and will prolong the life of these assets. The proposed rehabilitation method is the use of Cured in Place Fiberglass liners that coat the inside of the sewer line, sealing cracks and separated joints. The hard fiberglass liner is far less susceptible to root intrusion. This ‘trenchless’ method of repair is cost effective and can last for 50-years.

**PROJECT SCOPE:**

Based on review of CCTV sewer line camera footage, several neighborhood areas in Tualatin would benefit from sewer lining. Areas prioritized for lining are those built during the late 1960’s and early 70’s and have multiple areas of cracks, separation and root intrusion. Identified areas include neighborhoods off of Sagert Street and Boones Ferry Road.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Sewer Fund	FY 24/25	\$200,000
Sewer Fund	FY 25/26	\$200,000
Sewer Fund	FY 26/27	\$200,000
Sewer Fund	FY 27/28	\$200,000
Sewer Fund	FY 28/29	\$200,000
	<b>CIP TOTAL:</b>	<b>\$1,000,000</b>



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**Tualatin-Sherwood Rd (TSR)/ Teton Sanitary Sewer (SS) Trunk Upsizing**

<b>DEPARTMENT:</b>	Public Works	<b>CONCEPT SCHEDULE:</b>	FY25/26
<b>CATEGORY:</b>	Utilities- Sewer	<b>DESIGN SCHEDULE:</b>	FY26/27 & FY27/28
<b>TOTAL COST:</b>	\$3,050,000	<b>CONSTRUCTION SCHEDULE:</b>	FY27/28 & FY28/29

<b>RANKING CRITERIA MET:</b>	<b>PROJECT TYPE:</b>	<b>NEW ONGOING COSTS?</b>
<input type="checkbox"/> Council Goal <input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No
<input checked="" type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Service Delivery Need	<input checked="" type="checkbox"/> Replacement	
<input checked="" type="checkbox"/> Master Plan: _____	<input type="checkbox"/> New/Expansion	

**DESCRIPTION:**

- The *TSR/ Teton SS Trunk Upsizing* project combines the *TSR SS Trunk Upsizing* and *Teton SS Trunk Upsizing* projects into one overall project. The *TSR SS Trunk Upsizing* project section will improve flow capacity associated with future development of the eastern portion of the Basalt Creek Planning Area and increasing wastewater flows from Teton Basin industries. The *Teton SS Trunk Upsizing* project section will improve flow capacity associated with increasing wastewater flows from Teton Basin industries.

**PROJECT SCOPE:**

- The *TSR SS Trunk Upsizing* project section will install a total of approx. 2,871 lineal feet (LF) of new 15-inch sanitary sewer main along SW Tualatin-Sherwood Rd between SW 90<sup>th</sup> Ave and SW Tonka St. The *Teton SS Trunk Upsizing* project section will install a total of approx. 1,231 LF of new 15-inch sanitary sewer main along SW Teton Ave between SW Manhasset Dr and SW Spokane Ct. The total length of newly installed pipe is approx. 4,102 LF.

**HISTORY:**

- Both projects are identified and documented in the 2021 Clean Water Services (CWS) East Basin Master Plan (EBMP) and the 2019 Tualatin Sewer Master Plan (TSMP).

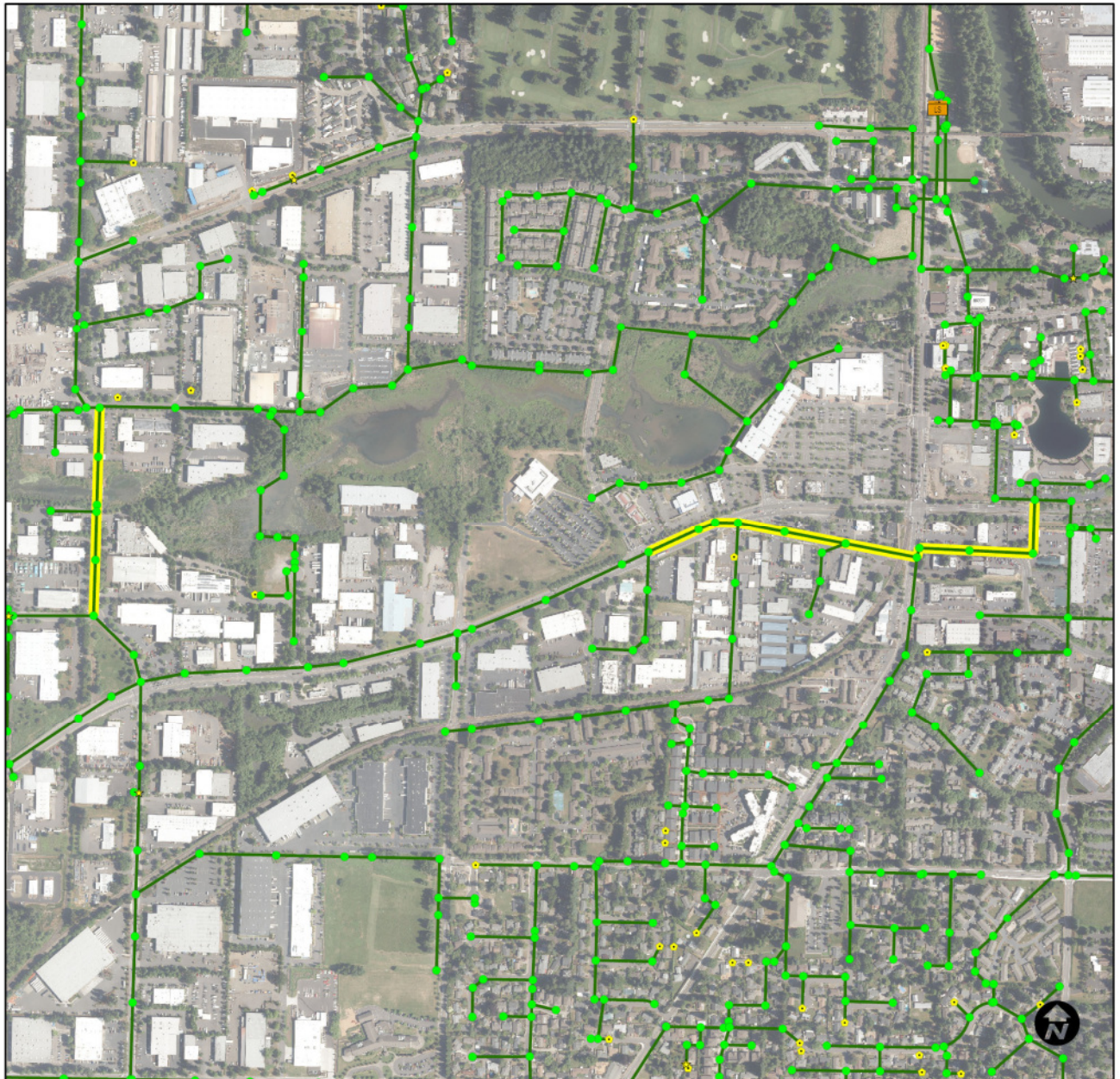
**FUNDING PARTNERSHIPS:**

- CWS will provide reimbursement for 79% of the project costs.
- SDC funding eligibility is 48%.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Sewer SDC Fund	FY 26/27	\$51,450
Outside Funded- CWS	FY 26/27	\$193,550
Sewer SDC Fund	FY 27/28	\$374,010
Outside Funded- CWS	FY 27/28	\$1,406,990
Sewer SDC Fund	FY 28/29	\$215,040
Outside Funded- CWS	FY 28/29	\$808,960
	<b>TOTAL:</b>	<b>\$3,050,000</b>

Tualatin-Sherwood Rd (TSR)/ Teton Sanitary Sewer (SS) Trunk Upsizing



**Tualatin Reservoir Sanitary Sewer (SS) Trunk Upsizing**

<b>DEPARTMENT:</b>	Public Works	<b>CONCEPT SCHEDULE:</b>	FY26/27
<b>CATEGORY:</b>	Utilities- Sewer	<b>DESIGN SCHEDULE:</b>	FY27/28 & FY28/29
<b>TOTAL COST:</b>	\$6,240,000	<b>CONSTRUCTION SCHEDULE:</b>	FY28/29 & FY29/30

<b>RANKING CRITERIA MET:</b>	<b>PROJECT TYPE:</b>	<b>NEW ONGOING COSTS?</b>
<input type="checkbox"/> Council Goal <input type="checkbox"/> Regulatory Requirement	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No
<input checked="" type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Service Delivery Need	<input checked="" type="checkbox"/> Replacement	
<input checked="" type="checkbox"/> Master Plan: _____	<input type="checkbox"/> New/Expansion	

**DESCRIPTION:**

- The *Tualatin Reservoir Sanitary Sewer (SS) Trunk Upsizing* project improves flow capacity associated with future development of the western and central areas of the Basalt Creek Planning Area in the south of the city. Due to capacity limitations and shallow manholes, sanitary sewer overflows (SSOs) are likely unless the sewer diameter is increased to 24-inches before these areas are developed.

**PROJECT SCOPE:**

- The *Tualatin Reservoir Sanitary Sewer (SS) Trunk Upsizing* project will install a total of approx. 6,263 lineal feet (LF) of new 24-inch sanitary sewer main running from just southeast of the Tualatin Reservoir on SW 108<sup>th</sup> Ave; northwest along Hedges Creek Greenway to SW Tualatin-Sherwood Rd; northwest through SW 112<sup>th</sup> Ave; then northeast through the Teton Basin industrial area where it connects with CWS's 30" trunk main to the Durham Wastewater Treatment Plant.

**HISTORY:**

- This project is identified and documented in the 2021 Clean Water Services (CWS) East Basin Master Plan (EBMP) as CWS project number DU21C-13 (p. 9-13); and in the 2019 Tualatin Sewer Master Plan (TSMP) as Tualatin project number SS-7 (p. 4-4).

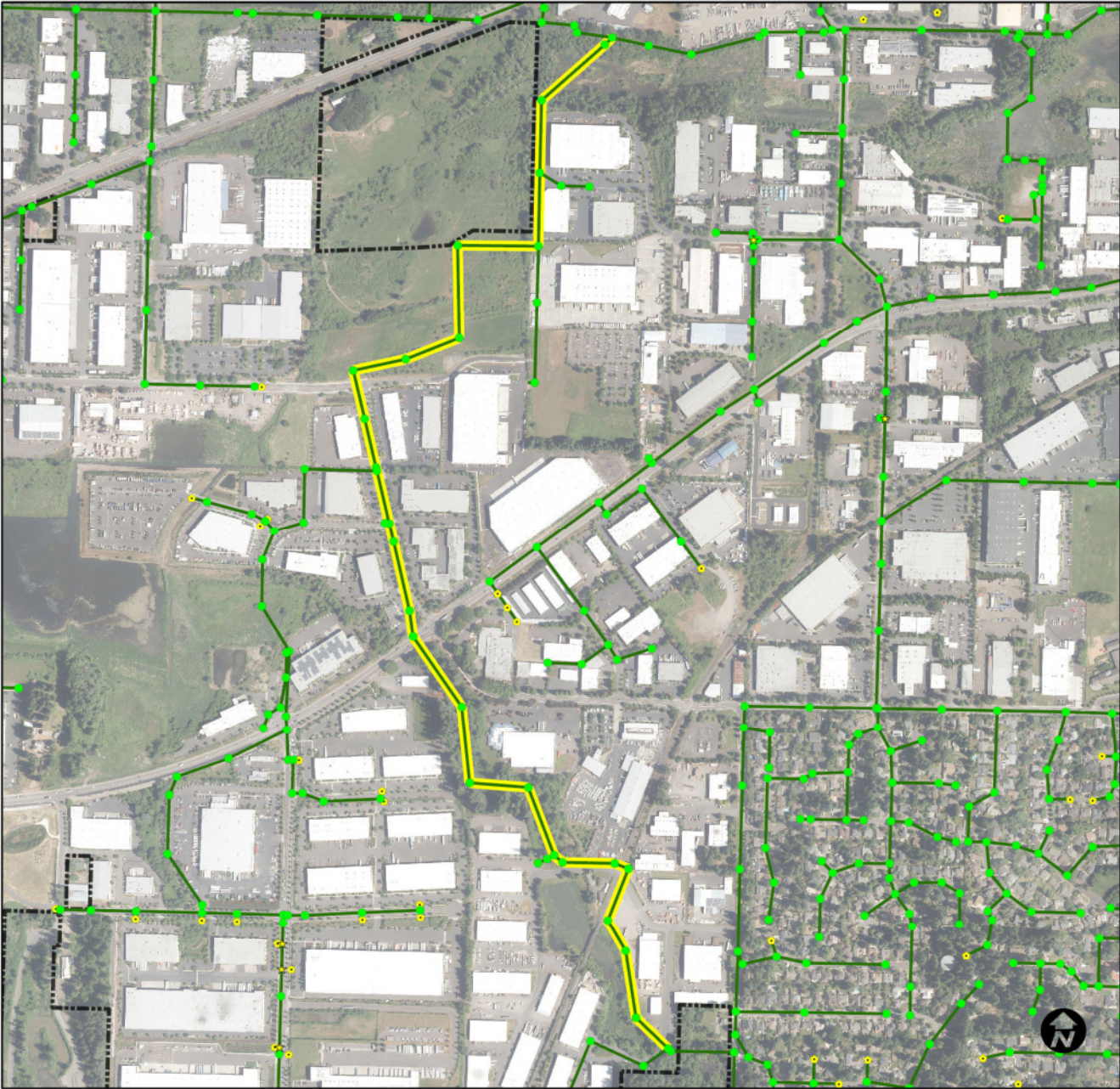
**FUNDING PARTNERSHIPS**

- CWS will provide reimbursement for 99% of the project costs.
- SDC funding eligibility is 53%.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Sewer SDC Fund	FY 27/28	\$5,050
Outside Funded- CWS	FY 27/28	\$499,950
Sewer SDC Fund	FY 28/29	\$26,430
Outside Funded- CWS	FY 28/29	\$3,606,570
	<b>CIP TOTAL:</b>	<b>\$4,138,000</b>

Tualatin Reservoir Sanitary Sewer (SS) Trunk Upsizing



**Cipole/Bluff Sanitary Sewer (SS) Trunk Upsizing**

**DEPARTMENT:** Public Works

**CONCEPT SCHEDULE:** FY27/28

**CATEGORY:** Utilities- Sewer

**DESIGN SCHEDULE:** FY28/29 & FY29/30

**TOTAL COST:** \$4,900,000

**CONSTRUCTION SCHEDULE:** FY29/30 & FY30/31

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

- The *Cipole/Bluff SS Trunk Upsizing* project improves flow capacity associated with future development of the western area of the Basalt Creek Planning Area in the south of the city. When this level of development occurs the sewer will experience a hydraulic backup and surcharged manholes, but there is little risk of overflows occurring because the sewer is sufficiently deep. Increasing the pipe diameter would relieve the backup, but this would be very difficult because the sewer runs under a sensitive wetlands area. Currently, there are no clear alternative routes that would avoid the wetlands area. It is recommended that the City monitor development levels in the area and conduct flow monitoring studies before 2035 to verify if disturbing the wetland area is justified.

**PROJECT SCOPE:**

- The *Cipole/Bluff SS Trunk Upsizing* project will upsize a total of approx. 3,804 lineal feet (LF) of existing 15-inch-diameter pipe to 18-inches.

**HISTORY:**

- This project is identified and documented in the 2021 Clean Water Services (CWS) East Basin Master Plan (EBMP) as CWS project number DU21C-36 (p. 9-18); and in the 2019 Tualatin Sewer Master Plan (TSMP) as Tualatin project number SS-13 (p. 4-7).

**FUNDING PARTNERSHIPS:**

- CWS will provide reimbursement for 100% of the project costs.
- SDC funding eligibility is 31%.

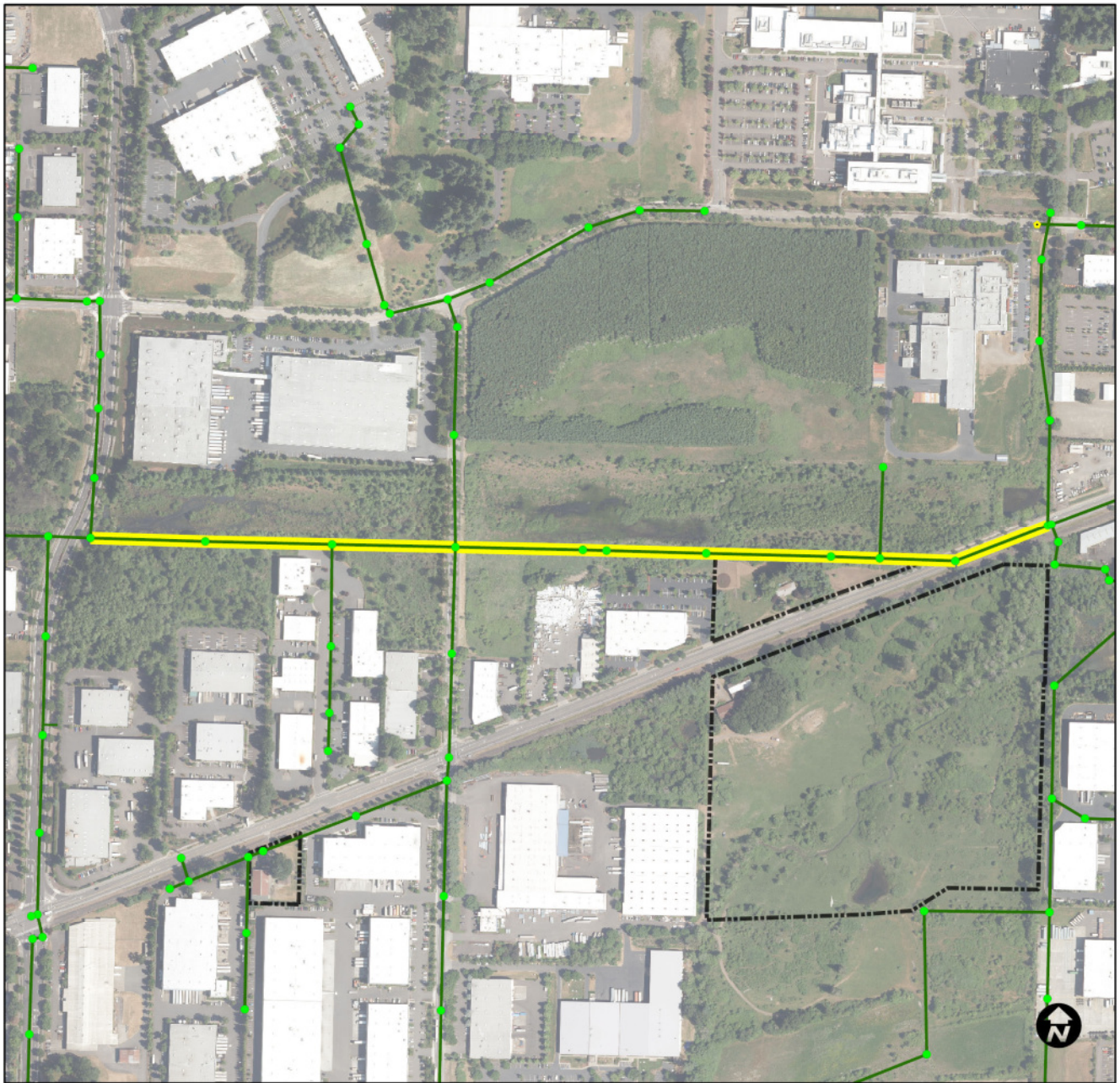
**FUNDING SOURCES FOR THIS PROJECT:**

Outside Funded- CWS

YEAR	AMOUNT
FY 28/29	\$400,000

CIP TOTAL:	\$400,000
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# Cipole/Bluff Sanitary Sewer (SS) Trunk Upsizing



## UTILITIES- STORMWATER

The City of Tualatin manages stormwater discharges in accordance with Clean Water Services (CWS) Municipal Separate Storm Sewer System (MS4) permit. The City is one of 12 member cities who operate under CWS’s MS4 permit, which established regulations and standards for managing stormwater within the Tualatin River Watershed. The permit sets standards intended to reduce pollutant loads in stormwater runoff through implementation of Best Management Practices (BMPs).

The City works closely with CWS to construct and maintain public stormwater facilities and the City manages the private stormwater quality program to ensure that privately operated stormwater quality facilities provide the treatment benefits they were designed to provide.

Tualatin’s storm drain system includes approximately 89 miles of pipes, 12 drainage basins, more than 2,800 catch basins, 86 public water quality facilities (WQFs), and hundreds of manholes.

### FUNDING SOURCES

Fees collected in Storm Drain Operating Enterprise Fund, through Clean Water Services’ Surface Water Management Program provide funding for and must be used for maintenance and capital construction of the stormwater collection and treatment system.

When property is developed within Tualatin, the property owners are required to pay a Storm Drain System Development Charge to cover the costs associated with extending service to new and expanding developments. These funds may be used to construct capital improvements that increase the capacity of the system.

### ISSUES FACING UTILITIES

**Aging parts of infrastructure**—While Tualatin’s stormwater system is relatively young, regular replacement and upgrades are needed to prevent disruption of services.

**Regulatory requirements**— In May 2016, Clean Water Services signed a new MS4 permit which regulates stormwater discharge in the Tualatin River watershed. The new permit updates previous standards and implements new stormwater requirements. CWS and the member cities – including Tualatin – are currently updating the Design and Construction Standards that provide direction to developers, the design community, and contractors. Some of the changes will impact future capital improvement projects.

**Expansion to serve growth**— The City is currently preparing a comprehensive stormwater master plan that will evaluate the existing stormwater system, provide a framework for future improvements, and evaluate and recommend a rate structure to fund the stormwater system. Once the Master Plan is completed, more projects will be added to this section.

Storm	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Nyberg Creek Stormwater Improvements Phase 1 & 2	1,000,000	2,000,000	2,000,000		
Siuslaw Stormwater Quality Retrofit & 99th/Coquille	650,000				
Storm pipe replacement placeholder	100,00	100,000	100,000	100,000	100,000
WQ Structure Replacement	300,000	300,000	300,000	300,000	300,000
Sweek Drive/Emery Zidell Pond B		250,000			
<b>Storm Total</b>	<b>2,050,000</b>	<b>2,650,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>400,000</b>



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## Nyberg Creek Stormwater Improvements - Phase 1 and 2

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**DEPARTMENT:** Community Development

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Utilities- Storm

**DESIGN SCHEDULE:** FY 23-24

**TOTAL COST:** \$5,200,000

**CONSTRUCTION SCHEDULE:** FY 26-28

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Stormwater MP (CIP#2 and #21)

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project alleviates localized flooding between Boones Ferry Road and Martinazzi Avenue by upsizing undersized pipe segments, relocating StormFilter catch basin units, and rerouting stormwater flow from select areas away from locations experiencing routine flooding.

Due to the significant cost and extent of the project, the project has been broken into three phases. Phase 1 includes installation of a new trunk line down Martinazzi Avenue from Mohawk Street to Nyberg Creek. Phase 2 includes installation of a 48-inch pipe along Warm Springs Street and a new outfall to Nyberg Creek. Phase 3 includes upsizing the existing storm system along Boones Ferry Road and diversion of flow to the new system on Warm Springs Street. Phases should be constructed in consecutive order. Design and construction of Phase 1 and Phase 2 have been combined into one project.

Detailed activities by phase are listed below:

**Phase 1**

Phase 1 must first be constructed to redirect approximately 51 acres of contributing drainage area from areas prone to flooding at Warm Springs Street and Tonka Street. This phase is also recommended prior to implementation of CIP #4 (Mohawk Apartments Stormwater Improvements). This phase includes the following:

- Disconnection of the existing stormwater system from the south at Mohawk Street.
- Replacement of existing infrastructure on Martinazzi with 1500 LF of 24-inch pipe from existing node 263397 (CIP system naming is 263397\_NY-0290) to existing node 270963.
- Installation of 9 manholes and 8 catch basins along Martinazzi Avenue. 440 LF of 12-inch inlet leads are also reflected in the cost estimate for the connection of new and existing catch basins.
- Construction of a new outfall to Nyberg Creek east of the bridge crossing with Martinazzi Avenue.

It is recommended that Phase 1 be completed in conjunction with the anticipated repair of the sanitary sewer system along this section of roadway to minimize disturbance and costs.

**Phase 2**

Phase 2 increases capacity of the stormwater system down Warm Springs Street to support redirection of flow from Boones Ferry Road. This phase includes the following:

- Installation of 800 LF of 48-inch pipe down Warm Springs Street from existing node 270971 to new outfall (CIP system naming is Node569) to route flow west to east.
- Installation of 4 manholes and 5 connections to existing infrastructure for the new pipe down Warm Springs Street.
- Construction of a new outfall to Nyberg Creek, northeast of the intersection of Tonka Street and Warm Springs Street.

**PROJECT SCOPE:**

Develop conceptual design for Phase 1 and Phase 2 in fiscal year 2024.

Hire consultant for engineering, permitting, and admin services.

Hire general contractor for earthwork, water quality facility installation, structure installations, restoration and resurfacing, and contingencies (mobilization/demobilization, traffic control/utility relocation, erosion control, etc.).

It would be ideal to coordinate and collaborate with the Martinazzi Sanitary Sewer Trunk Upsizing project, particularly to reduce the costs and impacts of mobilization and traffic control.

**HISTORY:**

City staff and the public have identified routine flooding along Boones Ferry Road. The affected area, from Boones Ferry Road to Martinazzi Avenue, is relatively flat, contains aging infrastructure, and requires frequent maintenance to remove accumulated sediment. Gravel and railway ballast debris transported from the nearby railroad open conveyance channel (see CIP #7) accumulates in this portion of the storm system.

Hydraulic modeling of the system confirms that undersized pipes near the intersections of Warm Springs Street and Boones Ferry Road and Warm Springs Street and Tonka Street contribute to roadway flooding. Two StormFilter catch basin units located on Boones Ferry Road, north of Warm Springs Street, are located at a roadway sag and regularly clog due to accumulated sediment, which also contributes to roadway flooding.

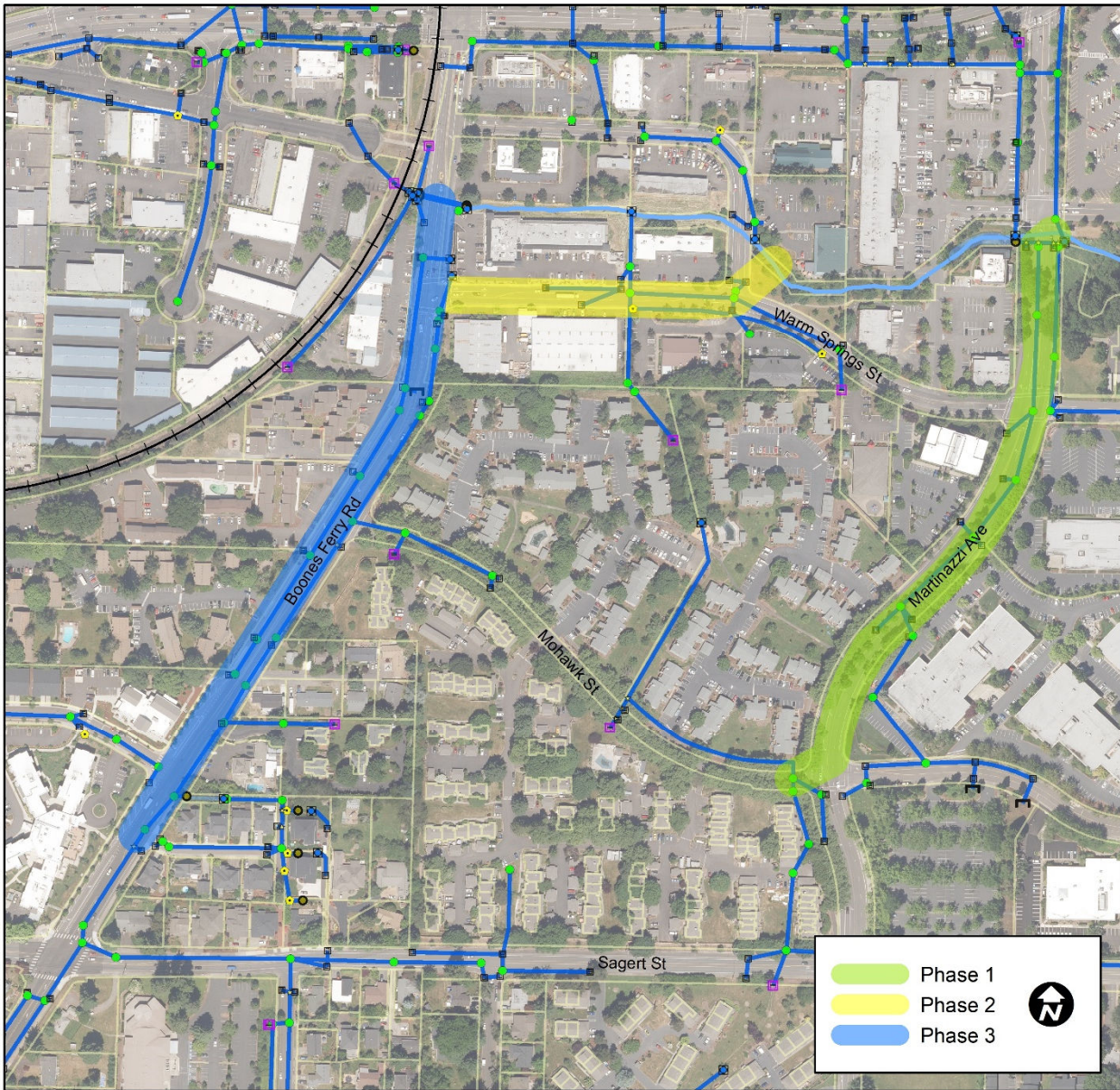
**FUNDING PARTNERSHIPS:**

19% SDC Eligible.

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Storm Drain Fund	FY 24/25	\$810,000
Storm SDC Fund	FY 24/25	\$190,000
Storm Drain Fund	FY 25/26	\$1,620,000
Storm SDC Fund	FY 25/26	\$380,000
Storm Drain Fund	FY 26/27	\$1,620,000
Storm SDC Fund	FY 26/27	\$380,000
	<b>CIP TOTAL:</b>	<hr/> \$5,000,000

# Nyberg Creek Stormwater Improvements - Phase 1 and 2



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**Siuslaw Stormwater Quality Retrofit & 99th/Coquille**

**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$650,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 23/24 – 24/25

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Two capital projects at each end of the Indian Meadows Greenway will be constructed together.

The first project is the reconstruction and improvement of stormwater infrastructure that spans between Boones Ferry Road and Siuslaw Lane, which serves as a significant collector of stormwater conveyance from Boones Ferry Road and areas east of Boones Ferry, including Talawa Drive, Arapaho Road and Iroquois Lane. Water is conveyed into the Indian Meadows Greenway, which provides natural stormwater collection and conveyance. The greenway ends at the west end of Coquille Drive, where a second project is proposed to reconstruct failing pipe and rehabilitate slope that has become eroded and unstable.

**PROJECT SCOPE:**

**Siuslaw Lane Stormwater Quality Retrofit:** the existing infrastructure that conveys stormwater into the Indian Meadows greenway is failing and needs to be reconstructed and improved to provide enhanced stormwater quality treatment. Existing corrugated pipe has deteriorated and is no longer functioning correctly: 350 feet of 30-inch pipe and 100 feet of 48-inch diameter pipe will be replaced. A new water quality manhole will be added and existing catch basins (3) and manholes (2) will be replaced. The two outfalls into the greenway will be replaced, and grading will be completed to allow the existing open conveyance of the greenway to serve as a 500-foot long bioswale.

**99th/Coquille storm line reconstruction:** the existing corrugated metal pipe has deteriorated so severely that the pipe must be dug up and reconstructed. Project will consist of replacement of 300 feet of 30 inch pipe. The west end of the segment of pipe is an outfall that drains into a natural collection area. The existing pipe outfall has eroded the hillside; bank rehabilitation will be required. The outfall will be reconstructed and rip rap added to stabilize bank and slow runoff.

**HISTORY:**

Siuslaw Lane work is identified as a needed capital project in the Stormwater Master Plan. 99th/Coquille project was identified via maintenance review of storm line camera footage and observed failures in the field.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Storm Drain Fund	FY 24/25	\$500,500
Storm SDC Fund	FY 24/25	\$149,500
	<b>CIP TOTAL:</b>	<b>\$650,000</b>

Siuslaw Stormwater Quality Retrofit & 99th/Coquille



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**Storm Pipe Replacement Placeholder**

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**DEPARTMENT:** Public Works**CONCEPT SCHEDULE:** \_\_\_\_\_**CATEGORY:** Utilities- Storm**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$ 500,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \$100,000 per year     No

**DESCRIPTION:**

As sewer lines age, they are prone to root intrusion, cracks in the pipe and separation at pipe joints. This can cause leaks, backups and overflows in the wastewater system, which are damaging to the environment and costly to repair. It also causes inflow and infiltration of groundwater and stormwater into sewer lines: this in turn causes a larger volume of liquid going to the treatment plant and leads to higher treatment costs.

Sewer lines in some areas of Tualatin are over 50 years of age, many constructed of concrete. While these pipes are still functioning and not at the point of complete replacement, rehabilitation work is needed to eliminate the defects noted above. This will ensure that the pipes are functioning as intended and will prolong the life of these assets.

The proposed rehabilitation method is the use of Cured in Place Fiberglass liners that coat the inside of the sewer line, sealing cracks and separated joints. The hard fiberglass liner is far less susceptible to root intrusion. This 'trenchless' method of repair is cost effective and can last for 50-years.

**PROJECT SCOPE:**

Based on review of CCTV sewer line camera footage, several neighborhood areas in Tualatin would benefit from sewer lining. Areas prioritized for lining are those built during the late 1960's and early 70's and have multiple areas of cracks, separation and root intrusion. Identified areas include neighborhoods off of Sagert Street and Boones Ferry Road.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Storm Drain Fund	FY 24/25	\$100,000
Storm Drain Fund	FY 25/26	\$100,000
Storm Drain Fund	FY 26/27	\$100,000
Storm Drain Fund	FY 27/28	\$100,000
Storm Drain Fund	FY 28/29	\$100,000
	<b>TOTAL:</b>	<u>\$500,000</u>



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**Water Quality Structure Replacement**

**DEPARTMENT:** Public Works

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Utilities- Storm

**DESIGN SCHEDULE:** N/A

**TOTAL COST:** \$ Ongoing

**CONSTRUCTION SCHEDULE:** Ongoing

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ Routine Maintenance     No

**DESCRIPTION:**

There are existing storm utility structures (Water Quality Manholes, Flow Control Manholes, etc.) that were not properly installed or constructed and these individual structures need unique replacement and/or rehabilitation efforts to bring them into compliance with the MS4 permit requirements. There are more than 40 individual manhole structures that have been identified to date that need some level of elevated interior repair or complete replacement.

**PROJECT SCOPE:**

The first phase of this project will involve hiring a licensed Contractor to replace and/or repair interior manhole components in roughly 25 manholes. These interior components are either missing completely or are in degraded-condition. There will not be any design work associated with this first phase.

The second phase will involve hiring an Engineering consultant to prepare Civil Drawings for the replacement of approximately 15 existing storm manholes, and to varying degrees. A Contractor will need to be hired once the Civil Drawings are ready to bid. These structural replacement efforts will require excavation and is intended to correct mistakes related to failing interior controls (pollution control, flow control, flow diversion, etc.). There also exists the potential to enhance Water Quality and/or Hydromodification of existing areas so these can meet current MS4 design standards.

**HISTORY:**

Our Engineering Inspectors have identified numerous stormwater utility structures that require maintenance, rehabilitation, and/or replacements that are beyond the scope of the internal City staff. Over the course of several months, the list of individual manholes and structures that require this maintenance attention has continued to increase. It is anticipated that more structures will likely be identified and City staff feel it is beneficial to have a funding mechanism in place to identify, repair, and/or replace these degraded structures in the future. It is the goal of our Engineering Division to have this work completed within a 3- to 5-year time span. Potential future projects include: ▪ 95<sup>th</sup> Ave Water Quality Facility (\$250,000); ▪ Gertz Water Quality Facility (\$100,000); ▪ Hedges Creek Storm Repair (\$160,000); ▪ Highland Terrace Water Quality Facility (\$300,000); ▪ Lakeridge Water Quality Facility (\$100,000).

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Storm Drain Fund	FY 24/25	\$300,000
Storm Drain Fund	FY 25/26	\$300,000
Storm Drain Fund	FY 26/27	\$300,000
Storm Drain Fund	FY 27/28	\$300,000
Storm Drain Fund	FY 28/29	\$300,000

CIP TOTAL: \_\_\_\_\_ \$1,500,000

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**95<sup>th</sup> Ave Water Quality Facility**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$250,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 25/26

**RANKING CRITERIA MET:**

Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Rehabilitate the existing public water quality facility located north of SW 95<sup>th</sup> Ave. This swale needs to be regraded and likely requires structural replacements. Rehabilitation work should include site survey, dredging or regrading of the bottom of the swale, potential replacement of existing infrastructure, and will require revegetating with natives to meet current CWS standards. The site does not adequately convey stormwater and has buried pipe structures.

**PROJECT SCOPE:**

The existing facility needs to be regraded and may require new storm control structures. An initial site survey will determine the extent required to regrade this site and will evaluate the structural integrity of the existing infrastructure. Certain trees within the pond may need to be removed, and reconstruction of any structures will be reviewed after survey findings and/or tree removal. This existing pipe systems may need to be cleaned and the site will need to be revegetated per current CWS standards.

**HISTORY:**

Originally constructed in 1999, this treatment swale collects stormwater from SW 95<sup>th</sup> Ave. Influent flow is collected via a 12" concrete storm pipe and discharges from the facility via a 12" concrete storm pipe which is conveyed to Hedges Creek. This public facility has not been properly maintained and is in need of significant regrading, structural repairs, potential for revegetation, and general maintenance efforts to bring it back into compliance.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Storm Drain Fund

YEAR	AMOUNT
FY 25/26	\$250,000
<b>CIP TOTAL:</b>	<b>\$250,000</b>

# 95<sup>th</sup> Ave Water Quality Facility



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**Gertz Water Quality Facility**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$100,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 25/26

**RANKING CRITERIA MET:**

Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Regrade the existing public water quality facility located at 17194 SW 108<sup>th</sup> Ave. This facility is lower in elevation than the adjacent properties but is short-circuiting the swale's intended flow path and is causing erosion and downstream flooding issues. Rehabilitation work would include site survey, regrade the bottom of the swale, and revegetate with natives as necessary.

**PROJECT SCOPE:**

A site survey and evaluation of existing infrastructure will help determine feasible steps for rehabilitation. Regrading and revegetating the swale per current Clean Water Services (CWS) standards will be required. There is potential for the installation of an impermeable liner and re-directing the current flow path.

**HISTORY:**

Originally constructed in 2003, this treatment swale collects stormwater from a small subdivision off 110<sup>th</sup> Ave near the SW Hazelbrook Rd intersection. Influent flow is collected via a 12" ductile iron storm pipe and is intended to flow through the facility and freely discharge via overland flow to the 100 year floodplain of the Tualatin River. The taxlot it is conveyed to is owned by a home owner's association (HOA) and there have been resident complaints regarding the discharge flow of this facility.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Stormwater Fund	FY 25/26	\$100,000
	<b>CIP TOTAL:</b>	<u>\$100,000</u>

# Gertz Water Quality Facility



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**Hedges Creek Stream Repair**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$160,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 23-24

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Hedges Creek Stream improvements to address observed instream channel erosion and protect infrastructure.

**PROJECT SCOPE:**

This project includes an outfall extension, bioengineered slopes, streambed fill, vegetation restoration and construction of a retaining wall to address observed instream channel erosion and protect infrastructure.

**HISTORY:**

This location was identified as a project need in the supplemental Hedges Creek Stream Assessment.

**FUNDING PARTNERSHIPS:**

This section details the outside funding sources that could be available for this project and any involvement with outside agencies. If there are no special funding notes, state "N/A".

**FUNDING SOURCES FOR THIS PROJECT:**

Storm Drain Fund

YEAR	AMOUNT
FY 25/26	\$160,000
CIP TOTAL:	<hr/> \$160,000



# Hedges Creek Stream Repair



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**Highland Terrace Water Quality Facility**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$300,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 24/25

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Rehabilitate a 1.26 acre existing public water quality facility located at 22680 SW Grahams Ferry Road, which is adjacent to Victoria Woods. Rehabilitation work will include tree removal, site survey, potential reconstruction of damaged structures, revegetation, and fence repair.

**PROJECT SCOPE:**

The existing facility needs significant tree and invasive vegetation removal, with potential for regrading and new storm control structures. An initial site survey will determine whether any regrading of the site is necessary and will evaluate the structural integrity of the existing infrastructure. Revegetation and any reconstruction needs will be finalized after a full site survey.

**HISTORY:**

Originally constructed in 2000, this facility collects stormwater from SW Grahams Ferry Rd via a flow control manhole with an 18" corrugated plastic pipe (CPP). This flow freely discharges using a constant velocity energy dissipater into Coffee Lake Creek and Wetland, which is concurrently utilized as a stormwater detention basin. From there, effluent flow is controlled using a detention pond control structure. Multiple subdivisions drain into this large facility. This public facility has not been properly maintained and is in need of significant tree and vegetative removal, structural repairs, and general maintenance efforts to bring it back into compliance.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Stormwater Fund	FY 25/26	\$300,000
	<b>CIP TOTAL:</b>	<u>\$300,000</u>

# Highland Terrace Water Quality Facility



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**Lakeridge Terrace Water Quality Facility**

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**DEPARTMENT:** Public Works**CONCEPT SCHEDULE:** \_\_\_\_\_**CATEGORY:** Utilities- Storm**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$100,000**CONSTRUCTION SCHEDULE:** FY 24/25**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: \_\_\_\_\_

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Rehabilitation of an existing public water quality facility located at 22269 SW 110<sup>th</sup> Place. This facility is between multiple private residences, is significantly lower in elevation, and has accumulated considerable debris. Rehabilitation work would include site survey, tree and invasive vegetation removal, potential dredging, evaluation of existing infrastructure, and revegetation with natives.

**PROJECT SCOPE:**

A site survey and evaluation of existing infrastructure will help determine feasible steps for rehabilitation. Tree removal and revegetation per current standards will be required. There is a potential need to dredge the existing pond for sediment and debris removal.

**HISTORY:**

Originally constructed in 2001, this treatment pond collects stormwater from the Lakeridge Terrace subdivision via one 15" PVC storm pipe. This flow discharges from the facility into high-flow, low-flow ditch inlets and is conveyed in a 12" PVC storm pipe to the public storm sewer system before freely discharging into a wetland near the southeast City limits. This facility is inspected annually as part of the required maintenance and inspection schedule.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Stormwater Fund

**YEAR**

FY 25/26

**AMOUNT**

\$100,000

CIP TOTAL:

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\$100,000

# Lakeridge Terrace Water Quality Facility



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**Sweek Drive/Emery Zidell Pond B**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Storm  
**TOTAL COST:** \$250,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 23/24

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Storm Master Plan (prelim.)

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The existing public water quality facility located on the south side of SW Sweek Drive (Sweek Drive/Emery Zidell Pond) is no longer functioning properly and needs tree removal, potential reconstruction of damaged structures, and revegetation to meet current CWS standards.

**PROJECT SCOPE:**

The existing facility needs significant tree and vegetation removal, with potential for regrading and new storm control structures. An initial site survey will determine whether any regrading of the site is necessary and will evaluate the structural integrity of the existing infrastructure. Certain trees within the pond may have damaged structures (i.e. ditch inlet at the NE corner and influent pipe in the NW corner), and reconstruction of these structures will be reviewed after survey findings and/or tree removal. This facility also needs to replace damaged fence and is missing a City of Tualatin sign.

**HISTORY:**

Originally constructed in 1995, this facility collects stormwater from SW Sweek Drive via a 15" corrugated plastic pipe (CPP) and discharges using a flow control ditch inlet, followed by 20 linear feet of 4" PVC, into the adjacent Sweek Pond. This public facility has not been properly maintained and is in need of significant tree removal, structural repairs, and general maintenance efforts to bring it back into compliance.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

Stormwater Fund

YEAR	AMOUNT
FY 25/26	\$250,000
<b>CIP TOTAL:</b>	<b>\$250,000</b>

Sweek Drive/Emery Zidell Pond B



## UTILITIES- WATER

Tualatin’s water supply comes from the Bull Run Watershed and the Columbia Southshore Wellfield systems which are unfiltered systems. The City purchases the water from the City of Portland and distributes it to Tualatin residents.

The City’s distribution system contains 111 miles of water lines ranging from four to 36 inches in diameter, five reservoirs, three pump stations, and over 6,600 water connections.

### FUNDING SOURCES

Fees collected in the Water Operating Enterprise Fund, provide funding for, and are restricted to, maintenance and capital construction of the water distribution and collection system.

Developers are required to pay a Water System Development Charge to cover the costs associated with extending service to new and expanding developments. These funds can be used to construct capital improvements thus increasing the capacity of the system.

### ISSUES FACING UTILITIES

Aging parts of infrastructure—while Tualatin’s distribution system is relatively young, regular replacement and upgrades are needed to prevent disruption of services.

Regulatory requirements— as new or more stringent regulatory requirements are put into place, changes to the distribution and collection systems are necessary to stay in compliance.

Expansion to serve new development— new development requires new infrastructure be constructed to meet the increasing demands.

<b>Water</b>	<b>FY 24/25</b>	<b>FY 25/26</b>	<b>FY 26/27</b>	<b>FY 27/28</b>	<b>FY 28/29</b>
B Reservoir Level at ASR (#601)	3,125,000	3,125,000			
Basalt Creek Pipeline from Boones to Grahams	55,000		1,250,000	1,250,000	
B to C Level Pump Station at ASR (#603)	1,000,000	1,000,000			
C Level Pump Station Generator (#607)	200,000				
SCADA System Improvements (#611)	2,100,000				
A-1 Reservoir Upgrades (#613)		925,000	1,175,000		
Emergency Supply Improvements Placeholder (#604)		1,000,000	1,000,000		
Seismic Upgrades at B-2, C-1, & C-2 Reservoirs (#605)		225,000	225,000		
Miscellaneous Physical Site & Cyber Security Upgrades (#610)		225,000	250,000		
90th Ave (A Level) (#404)					100,000
ASR Well Rehabilitation (#612)				300,000	
A-2 Reservoir upgrades (#614)				100,000	1,900,000
Leveton (A Level - #405)				549,000	
Manhasset Dr (A Level) (#402)				250,000	1,000,000
Blake Street – Railroad to 115th (#401)			250,000	1,000,000	
Upgrade Martinazzi Pump Station (#606)					2,750,000
<b>Water Total</b>	<b>6,480,000</b>	<b>6,500,000</b>	<b>4,150,000</b>	<b>3,449,000</b>	<b>5,750,000</b>



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**B Level Reservoir at ASR**

**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$6,250,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: Water Master Plan #601

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

ASRs hold up well in seismic events, allowing for water to be transferred from the ASR well to the reservoir. This is beneficial because the reservoir could be used as a distribution point in case of emergency. The site also addresses existing and future storage deficiencies in both the A and B levels. This also allows for a future pump station at the site to improve supply reliability to the C level.

**PROJECT SCOPE:**

Construct an additional 2.5-MG Reservoir at the ASR site to address short-term storage deficits, add storage on the west side of the system, and allow for storage of water from the ASR during an emergency.

**HISTORY:**

The ASR site was purchased as a future reservoir site and became a convenient ASR location.

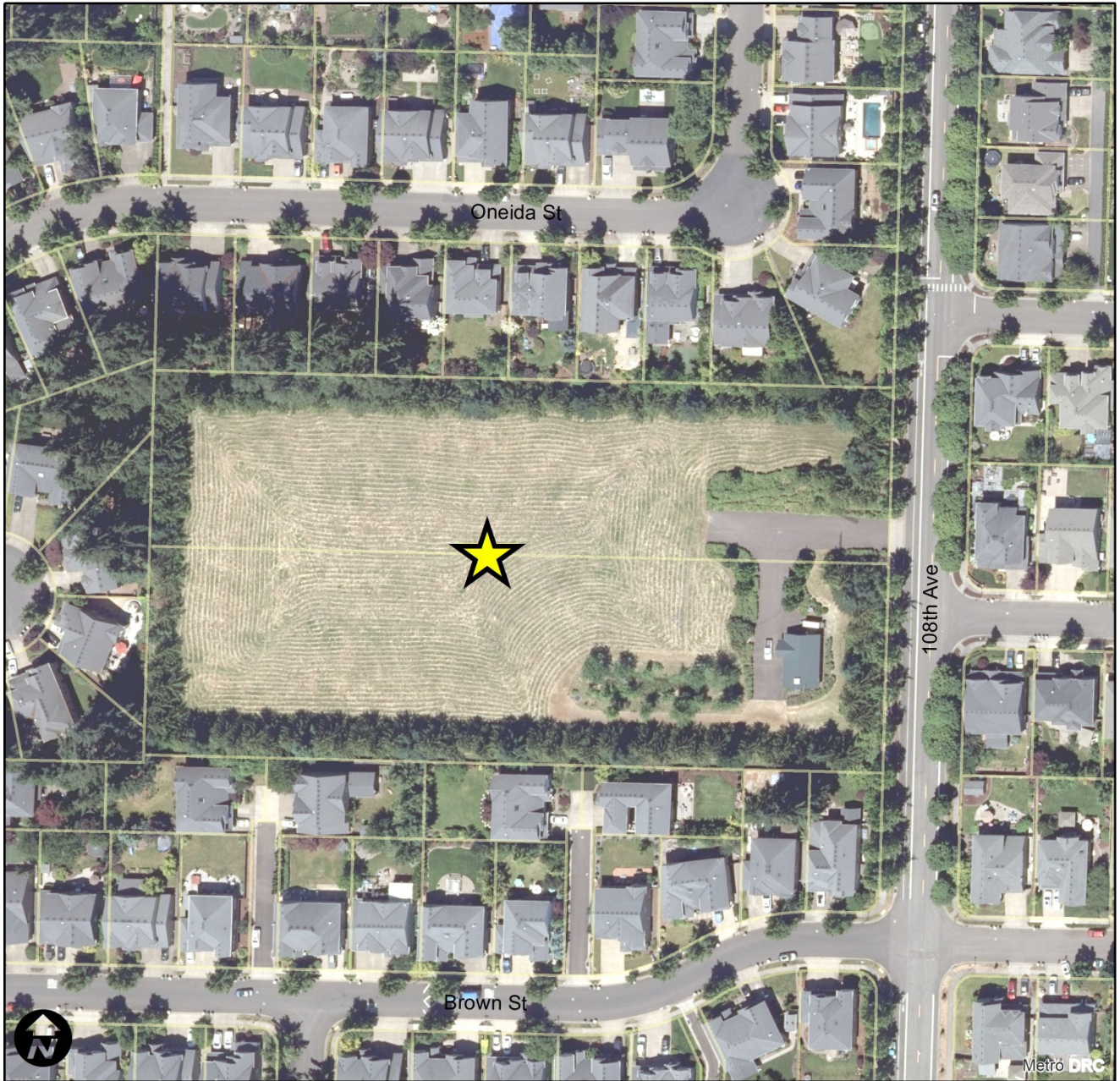
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2024/25	\$875,000
Water SDC Fund	FY 2024/25	\$2,250,000
Water Fund	FY 2025/26	\$875,000
Water SDC Fund	FY 2025/26	\$2,250,000
	CIP TOTAL:	\$6,250,000

B Level Reservoir at ASR



**Basalt Creek Pipeline (Boones to Grahams)**

**DEPARTMENT:** Public Works

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Utilities- Water

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$2,555,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement
- Health & Safety     Service Delivery Need
- Master Plan: Water Master Plan #503A

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

New 12" seismically restrained water main at the C level, along the Basalt Creek Pkwy extension and bridge between SW Grahams Ferry Rd. and Boones Ferry Rd. In addition to Basalt Creek, this line provides additional hydraulic capacity from the east to west side of the C level, which serves the south end of town as well as the proposed Basalt Creek development area.

**PROJECT SCOPE:**

Install 12", new seismically restrained water main along the Basalt Creek Pkwy extension and bridge between SW Grahams Ferry Rd. and Boones Ferry Rd. in Coordination with Washington County, who's constructing the road and bridge. Further buildout of this main will occur with the remainder of the road project (Project 503).

**HISTORY:**

In response to Basalt Creek urbanization, there is a need for backbone transmission to serve the Basalt Creek service area in C level.

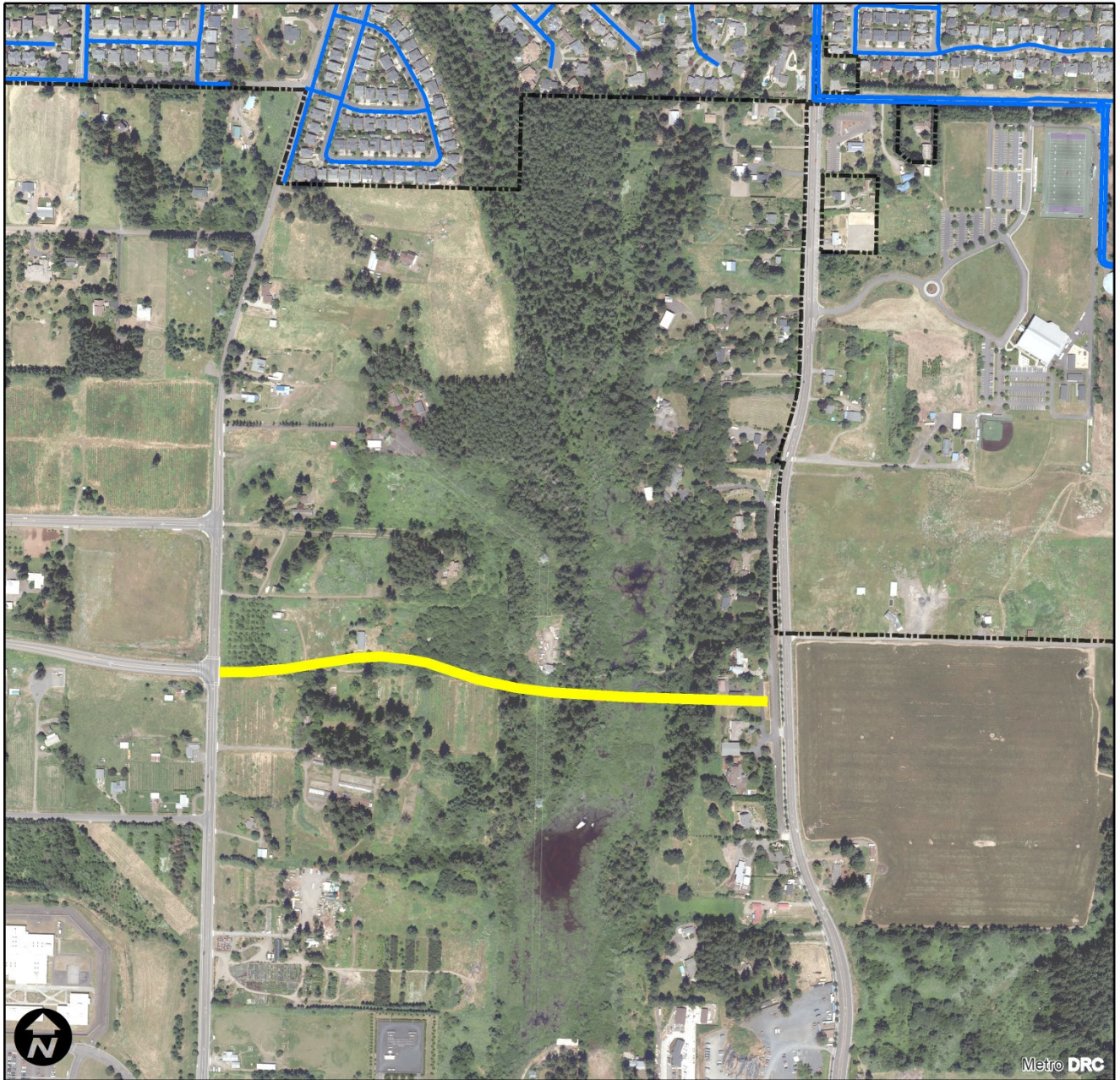
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2024/25	\$45,100
Water SDC Fund	FY 2024/25	\$9,900
Water Fund	FY 2025/26	\$1,025,000
Water SDC Fund	FY 2025/26	\$225,000
Water Fund	FY 2026/27	\$1,025,000
Water SDC Fund	FY 2026/27	\$225,000
	<b>CIP TOTAL:</b>	<b>\$2,555,000</b>

Basalt Creek Pipeline (Boones to Grahams)



**B to C Level Pump Station at ASR Site**

**DEPARTMENT:** Public Works

**CONCEPT SCHEDULE:** \_\_\_\_\_

**CATEGORY:** Utilities- Water

**DESIGN SCHEDULE:** \_\_\_\_\_

**TOTAL COST:** \$2,000,000

**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal
- Regulatory Requirement
- Health & Safety
- Service Delivery Need
- Master Plan: Water Master Plan #603

**PROJECT TYPE:**

- Maintenance
- Replacement
- New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_
- No

**DESCRIPTION:**

A new pump station at the ASR site, concurrent or after the construction of a new reservoir (601), to serve the C level, primarily to improve service to the developing western side of the C level.

**PROJECT SCOPE:**

Construct a second C-Level Pump Station to be located at the ASR site, once a new B-Level reservoir is constructed at the site. This new pump station will provide resilience and flexibility for supplying the C-Level, for both typical operations and fire flow requirements. Further planning and design is needed to determine pump specifications.

**HISTORY:**

N/A

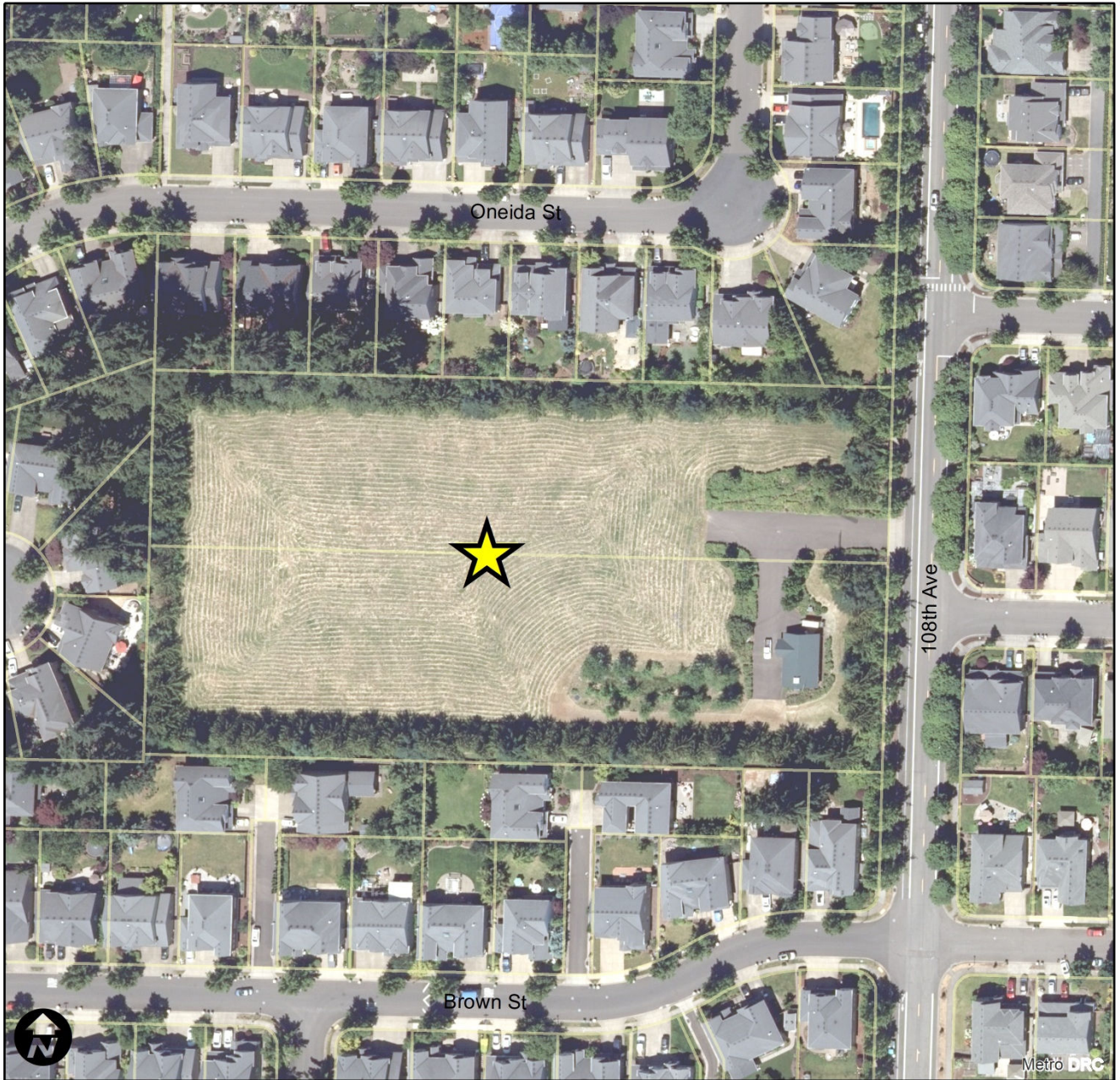
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2024/25	\$820,000
Water SDC Fund	FY 2024/25	\$180,000
Water Fund	FY 2025/26	\$820,000
Water SDC Fund	FY 2025/26	\$180,000
	<b>CIP TOTAL:</b>	<b>\$2,000,000</b>

B to C Level Pump Station at ASR Site



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**C Level Pump Station Generator**

---

**DEPARTMENT:** Administration  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$200,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #607

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

C Level Pump Station, On Site Power Generation, including an automatic transfer switch (ATS) for automated generator operations.

**PROJECT SCOPE:**

On-site permanent power generation (either trailer or permanent) at the C Level Pump Station to increase resiliency in B to C Level pumping. Include an automatic transfer switch (ATS) for automated generator operations.

**HISTORY:**

To align with the City's resiliency goals.

**FUNDING PARTNERSHIPS:**

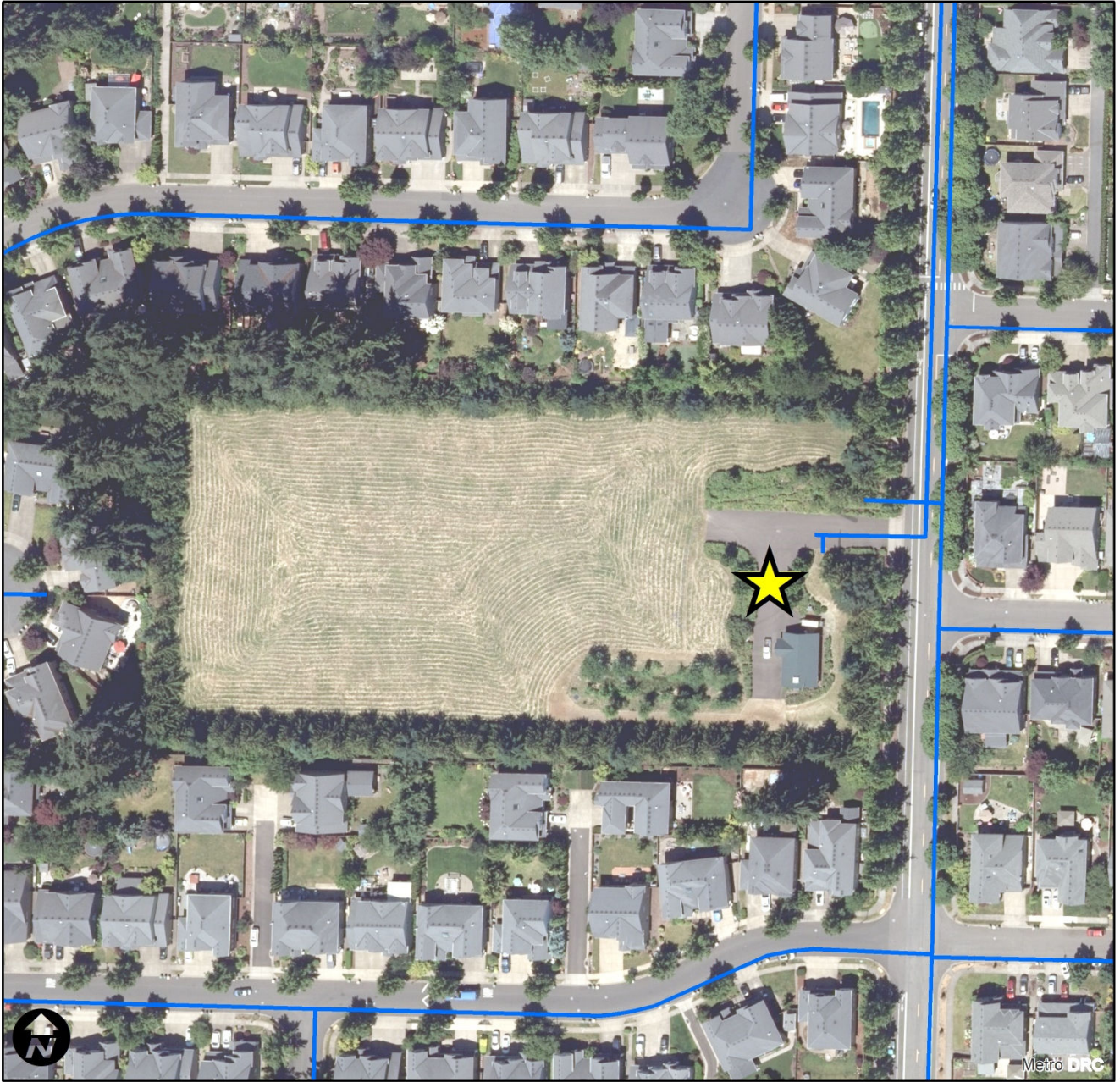
N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2024/25	\$56,000
Water SDC Fund	FY 2024/25	\$144,000
	<b>CIP TOTAL:</b>	<u>\$200,000</u>



C Level Pump Station Generator



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**SCADA System Improvements**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$2,225,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #611

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
Upgrade the Supervisory Control and Data Acquisition (SCADA) system that staff use to monitor the City’s water system.

**PROJECT SCOPE:**  
Upgrade SCADA system to better manage water system during peak demands and increase security and resiliency. This project includes redesigning and upgrading SCADA software as well as field equipment such as electrical panels and communications equipment. The project is currently in progress.

**HISTORY:**  
The original SCADA system has reached end of life, and no longer allows staff to operate the water system efficiently. Attaining replacement equipment has become challenging.

**FUNDING PARTNERSHIPS:**  
N/A

<b>FUNDING SOURCES FOR THIS PROJECT:</b>	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2024/25	\$1,722,000
Water SDC Fund	FY 2024/25	\$378,000
	<b>CIP TOTAL:</b>	<hr/> \$2,100,000

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**A-1 Reservoir Upgrades**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$2,100,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #613

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Seismic valving upgrades and interior coating rehab along with replacement of the sites fence with new 6ft, 2-inch mesh, and chain link with 3-strand barb anti-climb feature.

**PROJECT SCOPE:**

Complete a seismic analysis before coating. Remove and replace interior and exterior coatings and apply new coating. Surface preparation will include full removal of existing interior and exterior coatings with abrasive blast methods. Upgrade to seismic valving including an appropriate sized vault for the altitude valve.

**HISTORY:**

The tank is 90 feet in diameter and 50 feet tall and was constructed in 1971. The exterior coating of the A1 Reservoir has approached the recommended limit for adding more coatings, and has a lead-based primer coating that will require full containment. The interior coating appears to be the original coal tar coating applied when the reservoir was installed and must be removed and a new coating applied. Consistent with the Oregon Resilience Plan adding seismic valving improves the reliability performance of the tank following a seismic event.

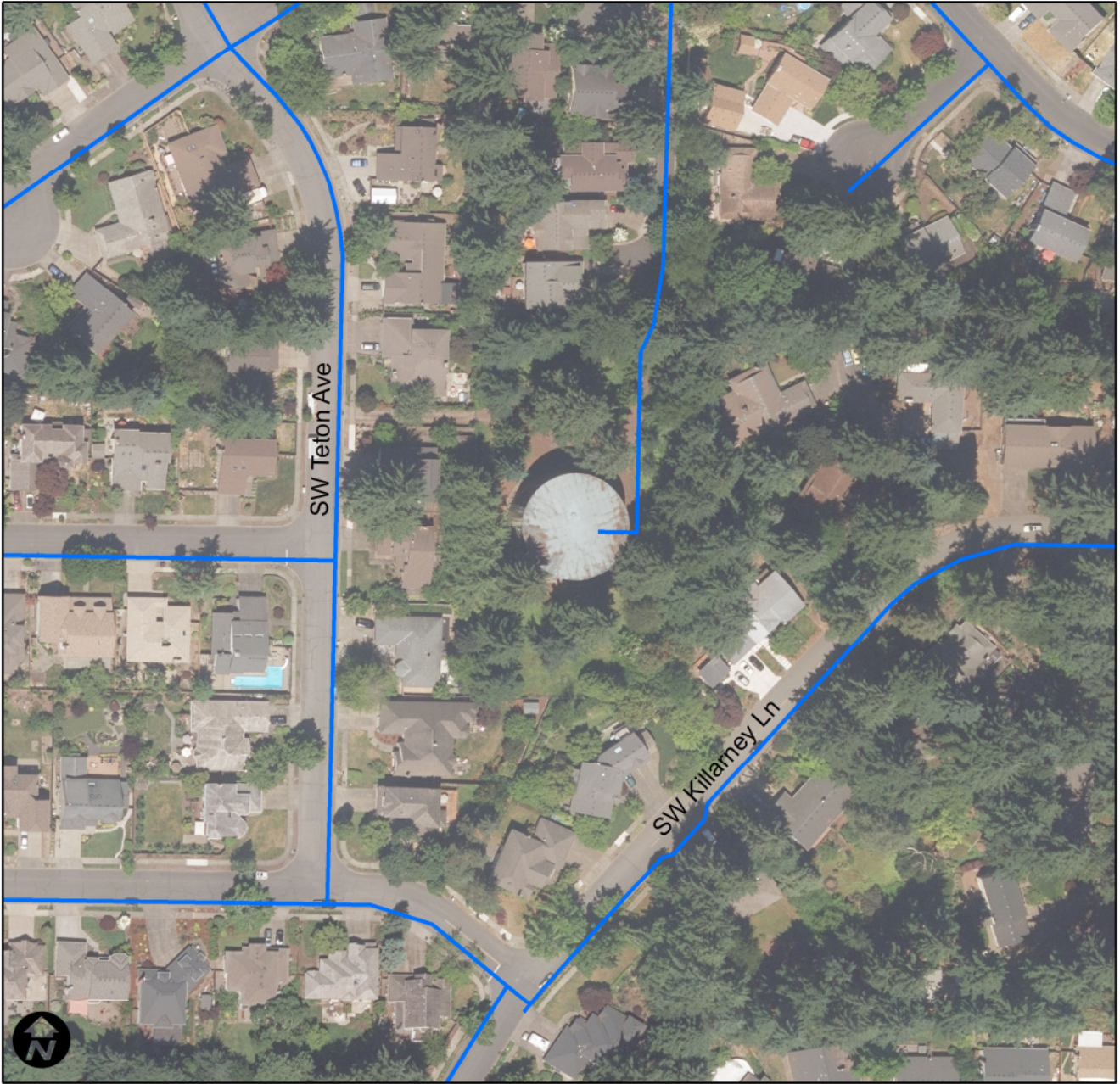
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2025/26	\$749,000
Water SDC Fund	FY 2025/26	\$166,000
Water Fund	FY 2026/27	\$963,000
Water SDC Fund	FY 2026/27	\$212,000
	<b>CIP TOTAL:</b>	<u>\$2,100,000</u>

A-1 Reservoir Upgrades



**Emergency Supply Improvements Placeholder**

<b>DEPARTMENT:</b>	Public Works	<b>CONCEPT SCHEDULE:</b>	FY 26/27
<b>CATEGORY:</b>	Facilities & Equipment	<b>DESIGN SCHEDULE:</b>	_____
<b>TOTAL COST:</b>	\$2,000,000	<b>CONSTRUCTION SCHEDULE:</b>	_____

<b>RANKING CRITERIA MET:</b>	<b>PROJECT TYPE:</b>	<b>NEW ONGOING COSTS?</b>
<input type="checkbox"/> Council Goal <input type="checkbox"/> Regulatory Requirement	<input checked="" type="checkbox"/> Maintenance	<input checked="" type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No
<input checked="" type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Service Delivery Need	<input type="checkbox"/> Replacement	
<input checked="" type="checkbox"/> Master Plan: <u>Water Master Plan #604</u>	<input type="checkbox"/> New/Expansion	

**DESCRIPTION:**

Portland Water Bureau (PWB) remains the most reliable source of long-term supply for the City and a three prong strategy is recommended to ensure the continued reliability of the City’s water supply including:

- Invest in a New Backup Supply
- Continue to Support Reliability of the PWB System
- Increase Reliability of Local Interties

**PROJECT SCOPE:**

Continue to update and refine the strategies as work continues, as well as update the CIP estimates as more information and detail are established for the City’s long-term supply needs.

**HISTORY:**

The Washington County Supply Line (WCSL), will need investment in the form of rehabilitation and eventual replacement. The City should plan for continued investment in the WCSL and an additional study when replacement is deemed necessary. As partners of the WCSL change their use of the supply main, this investment may change as well. A recent investigation by PWB evaluated potential changes in water quality as a result of increased water age as the WCSL’s largest user, TVWD, discontinues use of the transmission main for wholesale supply in 2026. While the study indicated that increased water age should be offset by water quality improvements associated with the implementation of filtration of the Bull Run supply, the City should prepare for potential increases in disinfection byproduct formation and lower disinfectant residuals when these changes occur in 202

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 25/26	\$820,000
Water SDC Fund	FY 25/26	\$180,000
Water Fund	FY 26/27	\$820,000
Water SDC Fund	FY 26/27	\$180,000
	<b>TOTAL:</b>	<u>\$2,000,000</u>

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**Seismic Valve Upgrades at B-2, C-1, and C-2 Level Reservoirs**

**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$450,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #605

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Seismic valve upgrades at C Level Reservoirs. These valves will automatically shut prior to an earthquake; ensuring water is kept in the reservoirs rather than drained out and leaked through broken pipes in the distribution system. Retaining water in the reservoirs will allow the City the ability to distribute water to residents after an event. More work is needed to determine the exact means of distributing the water directly from the reservoir tanks but the seismic valves are a critical first step to water retention and resiliency.

**PROJECT SCOPE:**

Install seismic valving at both C-Level reservoirs to ensure they can maintain water in the storage tanks after a seismic event. Project includes the installation of valving and connection to Shake Alert early earthquake detection system, which communicates the detection of an earthquake through the SCADA system, which in turn activates the valves to shut.

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2025/26	\$184,500
Water SDC Fund	FY 2025/26	\$40,500
Water Fund	FY 2026/27	\$184,500
Water SDC Fund	FY 2026/27	\$40,500
	<b>CIP TOTAL:</b>	<b>\$450,000</b>



Seismic Upgrades at C Level Reservoirs



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**Miscellaneous Physical Site & Cyber Security Upgrades**

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**DEPARTMENT:** Public Works**CONCEPT SCHEDULE:** \_\_\_\_\_**CATEGORY:** Facilities & Equipment**DESIGN SCHEDULE:** \_\_\_\_\_**TOTAL COST:** \$475,000**CONSTRUCTION SCHEDULE:** \_\_\_\_\_**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #610

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Miscellaneous physical site and cyber security upgrades as identified in the City's Emergency Response Plan including installation of new pad locks, electronic access gate controls, alarm switches, cameras, signage, anti-ram bollards, and natural surveillance as describes in the AWIA report.

**PROJECT SCOPE:**

Same as above

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 25/26	\$184,500
Water SDC Fund	FY 25/26	\$40,500
Water Fund	FY 26/27	\$205,000
Water SDC Fund	FY 26/27	\$45,000
	<b>TOTAL:</b>	<u>\$475,000</u>

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**90<sup>th</sup> Ave (A Level)**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$500,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 28/29  
**CONSTRUCTION SCHEDULE:** FY 29/30

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #404

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Install new water main connecting mains on Tualatin Rd. to Tualatin Sherwood Rd. to loop system resulting in better system operation and water quality.

**PROJECT SCOPE:**

Develop design alternatives to identify most feasible and cost effective approach: Could either do a directional bore, or could bring it up to surface level and strap to the bridge on 90th. This runs through wetland, so environmental sensitivity is needed.

Project ensures connectivity north/south in A-level pressure zone to ensure water quality and can improve fire flow in this area with lower pressure.

South main (TS Road) is 8", North Main (Tualatin Road) is 12". New segment would be 12".

**HISTORY:**

N/A

**FUNDING PARTNERSHIPS:**

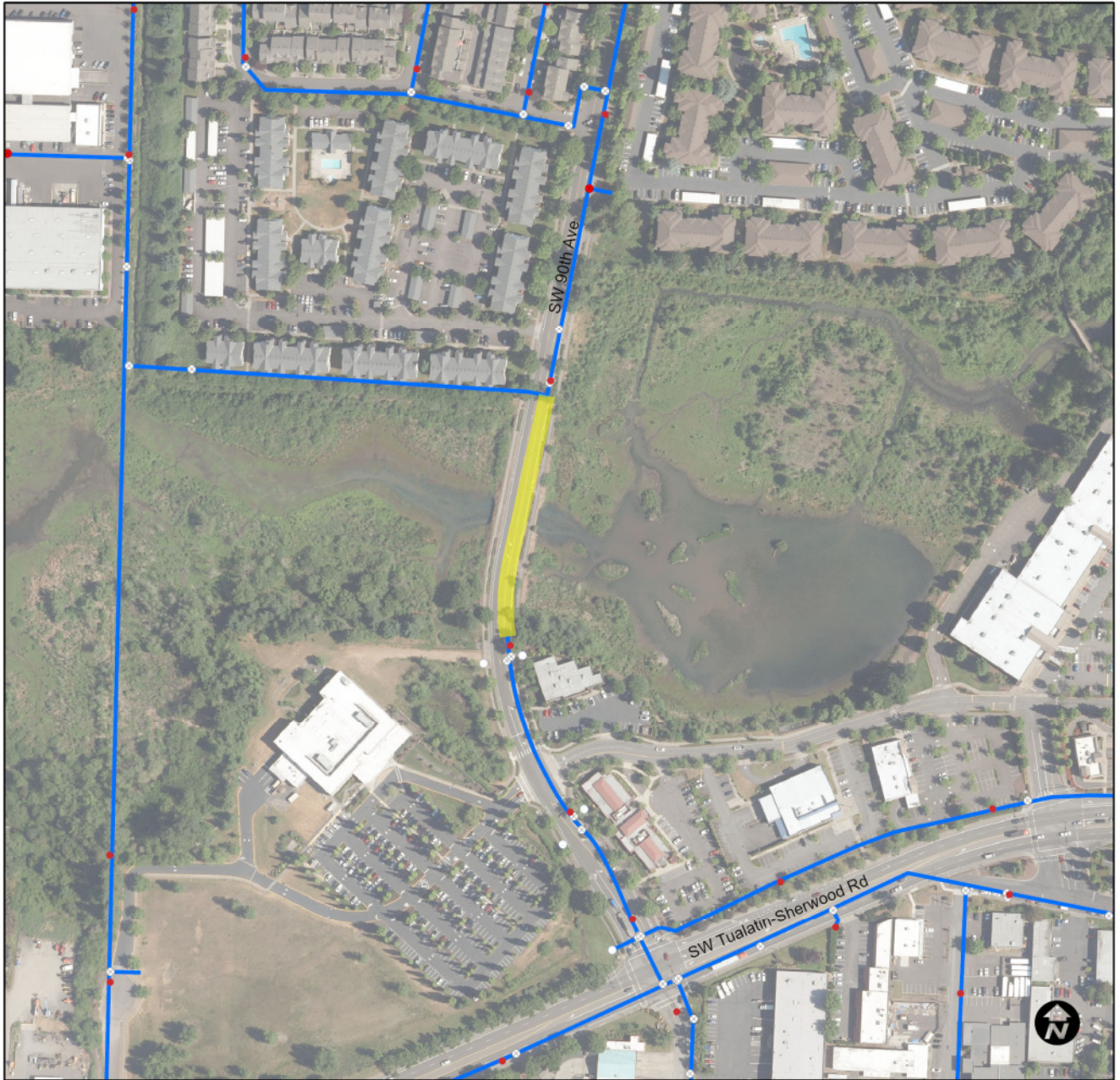
N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 28/29	\$82,000
Water SDC Fund	FY 28/29	\$18,000

CIP TOTAL: \_\_\_\_\_ \$100,000

90<sup>th</sup> Ave (A Level)



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**ASR Well Rehabilitation**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$300,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #612

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

The process for rehabilitation includes removal of the pump, inspection, cleaning and treatment of the well, then reinstallation of the pump. The project includes the potential for replacement of the down-hole control valve, an essential fluid-actuated valve, if needed.

**PROJECT SCOPE:**

Inspect, clean and treat the ASR well. Replace down-hole control valve if necessary.

**HISTORY:**

The ASR well was put into service in 2009. The ASR well rehabilitation was originally recommended for a 5-year cycle to maintain/improve performance and reduce biofouling. The ASR was last rehabilitated in 2010. The down-hole valve replacement has been on GSI's radar for 5 – 7 years as a recommended action.

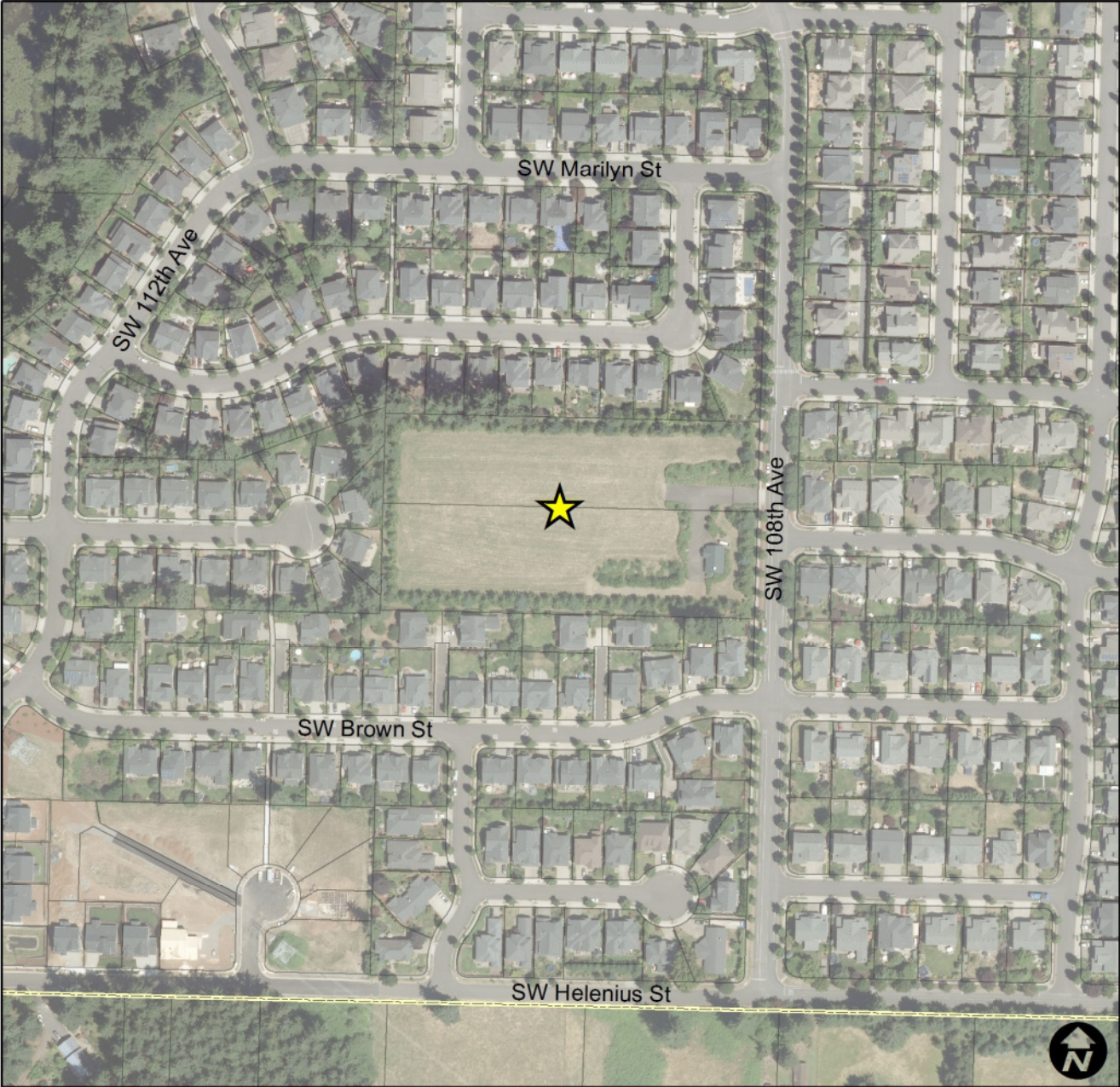
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2027/28	\$246,000
Water Fund	FY 2027/28	\$54,000
	<b>CIP TOTAL:</b>	<u>\$300,000</u>

ASR Well Rehabilitation



**A-2 Reservoir Upgrades**

**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$2,000,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 27/28  
**CONSTRUCTION SCHEDULE:** FY 28/29

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #614

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 Interior coating inspection and rehabilitation.

**PROJECT SCOPE:**  
 Current liner is polyurethane – inspection needed to ensure there is no bubbling or sagging occurring. Work could be completed in tandem with seismic upgrades as well.

**HISTORY:**  
 This project was identified in the 2023 Water Master Plan. Built 2006 - AWWA recommends recoating every 15-20 years. Most recent inspection completed in 2022 and everything looked good, but anticipate a recoat will be needed.

**FUNDING PARTNERSHIPS:**  
 N/A

<b>FUNDING SOURCES FOR THIS PROJECT:</b>	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 27/28	\$82,000
Water SDC Fund	FY 27/28	\$18,000
Water Fund	FY 28/29	\$1,558,000
Water SDC Fund	FY 28/29	\$342,000
	<b>TOTAL:</b>	<b>\$2,000,000</b>



## A-2 Reservoir Upgrades



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**Leveton (A Level)**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$549,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** \_\_\_\_\_

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

This project consists of the partial completion 650 ft. of a 12-inch diameter water distribution loop to improve capacity to address existing fire flow deficiencies in the area. The project is located near the Leveton Pressure Reducing Valve (PRV) vault on Leveton Drive.

**PROJECT SCOPE:**

Install new water main connecting mains on Tualatin Rd. and Leveton Ave to loop system resulting in better system operation and water quality.

**HISTORY:**

This project is identified in the 2013 Water Master Plan and remained as a project to complete in the 2023 Master Plan.

**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 2027/28	\$450,180
Water SDC Fund	FY 2027/28	\$98,820
	<b>CIP TOTAL:</b>	<u>\$549,000</u>

Levelton (A Level)



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**Manhasset Dr (A Level)**

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**DEPARTMENT:** Public Works  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$1,250,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 27/28  
**CONSTRUCTION SCHEDULE:** FY 28/29

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #402

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

Install new water main to loop system resulting in better system operation and water quality.

**PROJECT SCOPE:**

Connecting the dead end line on Manhasset to the cross-country line next to UPS facility. Both sides of this connection are 8". Connection is approximately 600 feet.

This connection is crucial to improve fire flow in this area. This project should be paired with Water Master Plan project #209 due to proximity.

**HISTORY:**

N/A

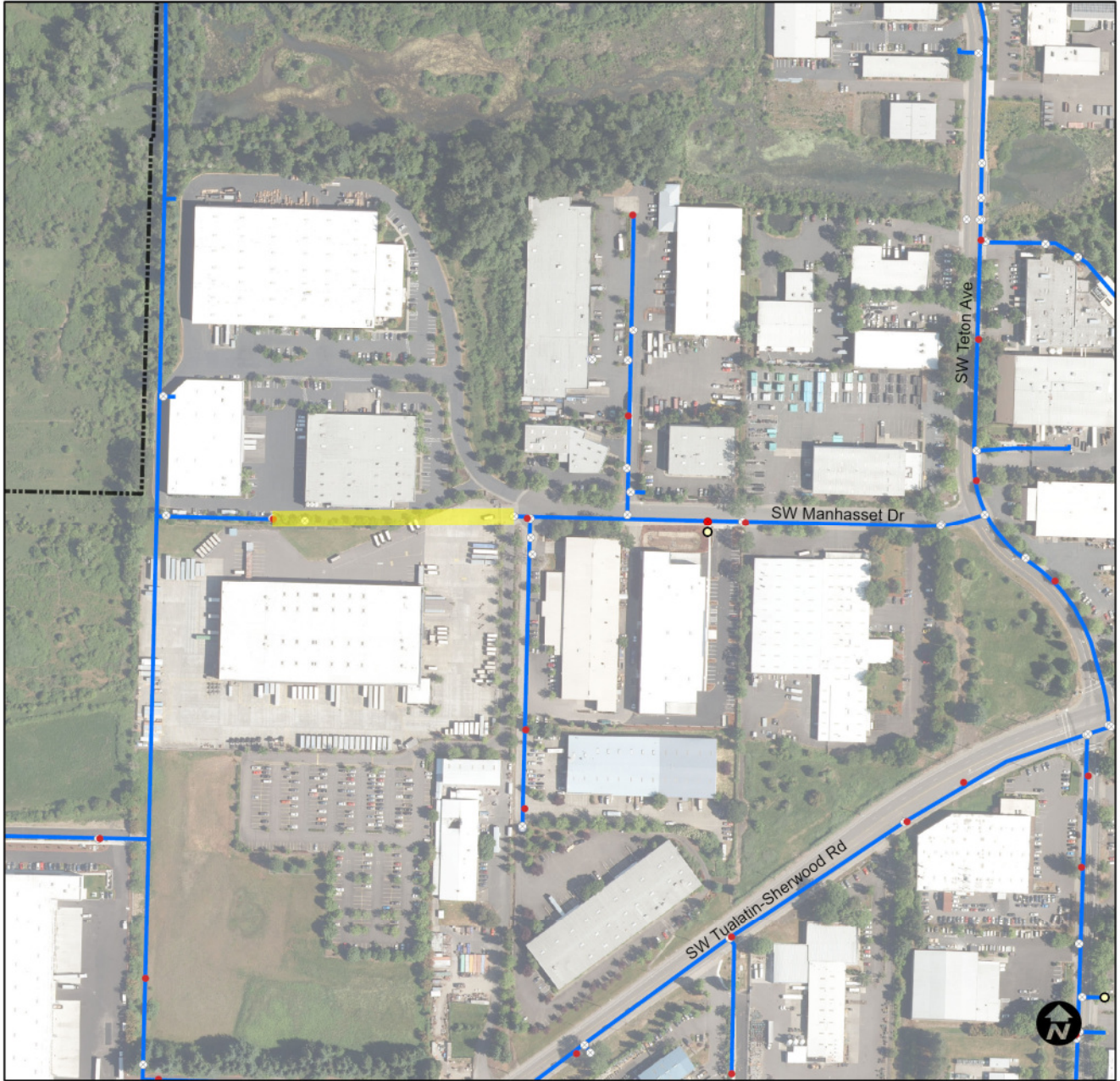
**FUNDING PARTNERSHIPS:**

N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 27/28	\$205,000
Water SDC Fund	FY 27/28	\$45,000
Water Fund	FY 28/29	\$820,000
Water SDC Fund	FY 27/28	\$180,000
	<b>CIP TOTAL:</b>	<u>\$1,250,000</u>

Manhasset Dr (A Level)



**Blake Street – Railroad to 115<sup>th</sup>**

**DEPARTMENT:** Public Works  
**CATEGORY:** Facilities & Equipment  
**TOTAL COST:** \$1,250,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** FY 26/27  
**CONSTRUCTION SCHEDULE:** FY 27/28

**RANKING CRITERIA MET:**  
 Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #401

**PROJECT TYPE:**  
 Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**  
 Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**  
 Install new water main to loop system resulting in better system operation and water quality.

**PROJECT SCOPE:**  
 12" line currently extends from Blake street and dead ends west of railroad. Businesses on 115th are currently served by only 1 line. Connecting the line at the end of 115th with the dead end line west of the railroad will provide redundancy (backup source), and looping will improve some water quality issues experience in this area. Connection would go cross-country approximately 1500 feet.

**HISTORY:**  
 N/A

**FUNDING PARTNERSHIPS:**  
 N/A

<b>FUNDING SOURCES FOR THIS PROJECT:</b>	<b>YEAR</b>	<b>AMOUNT</b>
Water Fund	FY 26/27	\$205,000
Water SDC Fund	FY 26/27	\$45,000
Water Fund	FY 27/28	\$820,000
Water SDC Fund	FY 27/28	\$180,000
	<b>CIP TOTAL:</b>	<b>\$1,250,000</b>

Blake Street – Railroad to 115th



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## Upgrade Martinazzi Pump Station

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**DEPARTMENT:** Public Works  
**CATEGORY:** Utilities- Water  
**TOTAL COST:** \$2,750,000

**CONCEPT SCHEDULE:** \_\_\_\_\_  
**DESIGN SCHEDULE:** \_\_\_\_\_  
**CONSTRUCTION SCHEDULE:** FY 28/29

**RANKING CRITERIA MET:**

- Council Goal     Regulatory Requirement  
 Health & Safety     Service Delivery Need  
 Master Plan: Water Master Plan #606

**PROJECT TYPE:**

- Maintenance  
 Replacement  
 New/Expansion

**NEW ONGOING COSTS?**

- Yes \$ \_\_\_\_\_     No

**DESCRIPTION:**

An upgrade of the Martinazzi Pump Station will likely require a complete replacement, as the existing underground station is past its usable lifespan, not seismically up to code, and extensive structural upgrades would be required in addition to pump upsizing. A new pump station would ideally include a modern pump station structure with adequate access, operations and maintenance, and safety features, likely necessitating land acquisition for this alternative.

**PROJECT SCOPE:**

A new Martinazzi pump station is required. The pump station plays a critical role as a backup for our system. If the Boones Ferry PRV is out of service, the pump station is the only other way that water can be pushed to Norwood Reservoir to feed B and C levels.

**HISTORY:**

The existing Martinazzi Pump Station is in poor condition, has reached the end of its usable life, and is not exercised sufficiently for reliable operation. The Martinazzi Pump Station pumps from Zone A to Zone B, but has not been in normal operation for over 20 years. Annual tests have verified the pump station is still operating, but it has limited reliability.

**FUNDING PARTNERSHIPS:**

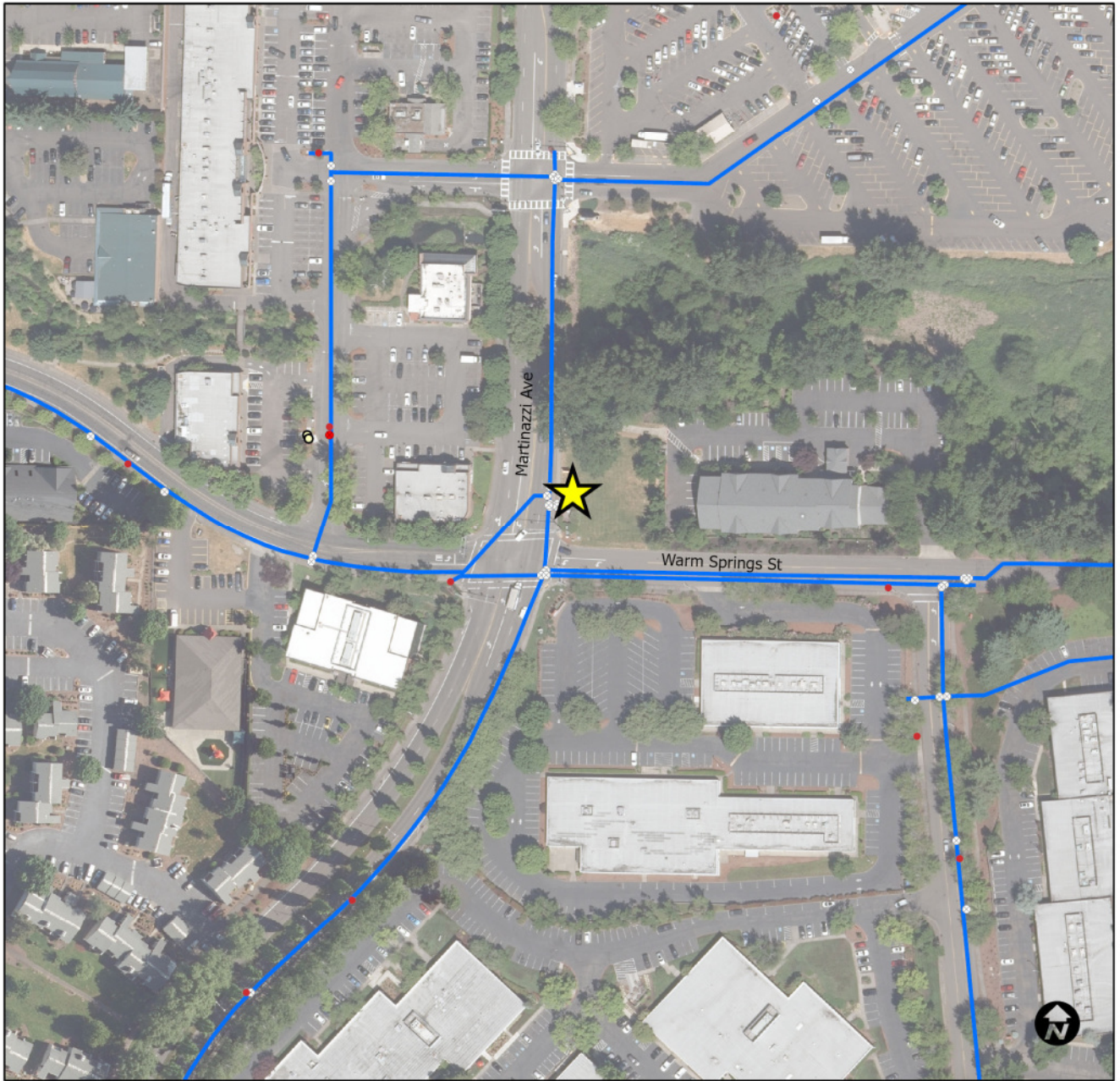
N/A

**FUNDING SOURCES FOR THIS PROJECT:**

	YEAR	AMOUNT
Water Fund	FY 28/29	\$2,255,000
Water SDC Fund	FY 28/29	\$495,000
	CIP TOTAL:	<u>\$2,750,000</u>



# Upgrade Martinazzi Pump Station



## APPENDIX: UNFUNDED PROJECTS – LISTED BY CATEGORY

Unfunded CIP Projects by Category	Unfunded
<b>Parks &amp; Recreation</b>	<b>117,593,003</b>
65th Avenue Multi Use Path	100,000
Boones Ferry Muli Use Path	100,000
Brown’s Ferry Park Redevelopment #E10	28,539,479
Byrom Multi Use Path	100,000
Central Sports Park	8,012,000
Chieftain Dakota Geenway	1,520,978
Cherokee Street Multi Use Path	100,000
Community Recreation Center	33,835,000
Hedges Creek Greenway	1,798,218
Hedges Creek Wetlands	1,213,220
Helenius Greenway	149,000
Hervin Grove Natural Area	20,000
High School & Byrom Trail	42,865
Hi-West Greenway	190,338
I-5 Multi Use Path	462,000
Ibach Park	9,041,788
Indian Meadows Greenway	545,049
Koller Wetlands	2,506,200
New Natural Areas	5,655,000
Nyberg Creek South Greenway Development	759,700
Pony Ridge & Heritage Pine Needs Assessment	231,000
Sarinen Wayside Park	20,000
Saum Creek Greenway	4,376,436
Sequoia Ridge Natural Area	46,000
Shaniko Greenway Development	48,732
Sweek Woods Natural Area	20,000
Tournament Sports Complex	12,585,000
Westside Trail Bridge	5,575,000
<b>Transportation</b>	<b>112,114,000</b>
105th Ave at Avery St: Add Signal	325,000
108th Ave at Leveton: Add Signal	600,000
128th Ave: Extend to Cipole Rd via Cumming Drive with ROW	5,930,000
65th Ave, Hospital to Nyberg Ln: Construct Sidewalk on East Side	1,700,000
65th Ave, Tualatin River to I205: Add multi-use path (R16)	9,734,000
95th Ave, Sagert St to Tual-Sher Rd: Construct Bike Lanes (R15-2)	2,920,000
Avery St and Teton Ave: New Traffic Signal (R37)	609,000
Boones Ferry Rd at Iowa Dr: Improve Intersection	425,000
Boones Ferry Rd at Norwood Rd: Improve Intersection	425,000
Boones Ferry Rd, Martinazzi north to city limits: Widen to 5 lanes (R19)	17,818,000
Borland Rd at Wilke Rd: Improve Intersection	637,000

<b>Unfunded CIP Projects by Category</b>	<b>Unfunded</b>
<b>Transportation, continued</b>	
Borland Rd, 65th Ave to City Limit: Upgrade to standards (R21)	9,646,000
Cipole Rd, Pacific Hwy to TSR: Upgrade to standards & add multi-use path( R18)	20,030,000
Grahams Ferry Rd at Helenius Rd: Add Signal	530,000
Grahams Ferry Rd at Ibach St: Add Signal	430,000
Grahams Ferry Rd, Ibach to Helenius: Upgrade to standards (R22)	10,000,000
Hazelbrook Rd, 99W to Jurgens: Upgrade to standards (R2)	3,543,000
Helenius Rd: 109th Terrace to Grahams Ferry Rd: Upgrade to standards (R9)	1,403,000
Martinazzi Ave, Warm Springs to Boones Ferry Rd: Add bike lanes (R14)	2,403,000
McEwan Rd, 65th Ave to Railroad Tracks/LO City Limits: Rebuild/Widen to 3 lanes	10,000,000
Norwood Rd, BFR to eastern City limits: upgrade to standards (R10)	2,824,000
Nyberg St: Add Lane to on-ramp to northbound I-5 traffic (R45)	1,071,000
Nyberg St: Improve Bike Lane East of Interchange (BP15)	800,000
Sagert St bridge over I-5: Widen to add sidewalk or multi-use path (R11)	3,282,000
Teton at Avery St: Add southbound turn pocket (R36)	274,000
Teton Ave, Herman to Tual-Sher Rd: Widen to 3 lanes add bike lane (R4)	2,464,000
Teton Ave: Add right-turn onto Tual-Sher Rd (R48)	890,000
Tualatin Rd and 115th Ave: New Traffic Signal (R31)	609,000
Tual-Sher Rd at Boones Ferry Rd: add eastbound right-turn lane (R42)	792,000

<b>Utilities-Sewer</b>	<b>22,055,000</b>
Basalt Creek Gravity Sewer	7,676,000
Basalt Creek Pump Stations and Force Mains	4,160,000
Cipole/Bluff Trunk	-
Dakota & Mandon Lining	1,264,000
Fuller Drive Sewer	1,477,000
Nyberg Trunk	-
Sherwood Trunk	1,550,000
Southwest Tualatin Gravity Sewer	836,000
Southwest Tualatin Pump Station and Force Main	734,000
SW Tonquin Loop Sewer	606,000
Teton Trunk	398,000
Tualatin Reservoir Trunk	3,354,000
<b>Utilities-Storm</b>	<b>9,929,000</b>
125th Court Water Quality Retrofit	206,000
89th Avenue Water Quality Retrofit	262,000
Boones Ferry Railroad Conveyance Improvements	515,000
Community Park Water Quality Retrofit	158,000
Franklin Business Park Rehab and Retrofit	TBD
Juanita Pohl Water Quality Retrofit	156,000
Manhasset Storm System Improvements	1,581,000
Mohawk Apartments Stormwater Improvements	295,000

Nyberg Creek Stormwater Improvements	3,412,000
Nyberg Creek Water Quality Facility	2,037,000
Victoria Woods Rehab and Retrofit	TBD
Water Quality Facility Restoration – Piute Court	104,000
Water Quality Facility Restoration - Waterford	180,000
<b>Utilities-Water</b>	<b>36,481,000</b>
C Level Transmission - new I-5 crossing (Norwood or Greenwood)	3,000,000
Amu St Extension (A Level)	417,000
Iowa St (C Level)	444,000
C Level Transmission upsizing - SW 82nd Ave to C Level Reservoirs	400,000
B Level Transmission upsizing - Ibach to Sagert	5,091,000
Upgrade Martinazzi Pump Station	5,500,000
Residential - SW Dakota Dr	148,000
Residential - SW Iowa Dr	170,000
Non-residential - SW Sagert St and 65th Ave	586,000
Non-residential - SW Bridgeport Rd	748,000
Annual Replacement of Aging Pipes	9,000,000
Residential - SW Lummi St	99,000
Non-residential - SW 97th Ave	187,000
Non-residential - SW 89th Ave	195,000
Non-residential - SW Manhasset Dr	204,000
Non-residential - SW 95th Ave	208,000
Residential - SW 103rd Ct	217,000
Non-residential - SW 95th Ave	244,000
Non-residential - SW Herman Rd	268,000
Non-residential - Stonestrow Apartments	288,000
Residential - SW Columbia Cir	344,000
Non-residential - SW 119th Ave	362,000
Non-residential - SW 90th Ct	376,000
Non-residential - SW 125th Ct	396,000
Non-residential - SW 124th Ave	406,000
Non-residential - SW 129th Ave	514,000
Non-residential - Nyberg Rivers Looping	258,000
Non-residential - SW Mohawk St	401,000
Non-residential - SW Hazel Fern Rd, McEwan Rd, and I-5 Crossing	-
B-1 Reservoir seismic upgrades	2,110,000
Portland Supply Valve Seismic Upgrades	1,000,000
B Level Reservoir 2	2,000,000
Western B Level Extension	-
Planned Residential near I5	-
C Level Extension	-
C to B Level PRV in Basalt Creek	-
<b>Grand Total</b>	<b>263,217,824</b>



## CONTACT US

Contact Your City of Tualatin Capital Improvement Plan Team:

Cody Field, Management Analyst II & CIP Project Manager

[cfield@tualatin.gov](mailto:cfield@tualatin.gov)

*Contact Cody with specific questions about the plan, the CIP process, schedule or implementation.*

•

Don Hudson, Assistant City Manager/Finance Director

[dhudson@tualatin.gov](mailto:dhudson@tualatin.gov)

*Contact Don with general questions about City finances, forecasts, budgets, taxes, and debt.*

•

Ross Hoover, Parks & Recreation Director

[rhoover@tualatin.gov](mailto:rhoover@tualatin.gov)

*Contact Ross with questions about the City's parks and recreation and park SDC projects.*

•

Rachel Sykes, Public Works Director

[rsykes@tualatin.gov](mailto:rsykes@tualatin.gov)

*Contact Rachel with questions about the City's facilities, water, sewer, storm, transportation and associated SDC projects.*

•

Bates Russell, Information Services Director

[brussell@tualatin.gov](mailto:brussell@tualatin.gov)

*Contact Bates with questions about the City's equipment and technology projects.*

### **City of Tualatin**

18880 SW Martinazzi Ave • Tualatin, Oregon 97062

Phone: 503-692-2000 • [www.tualatinoregon.gov](http://www.tualatinoregon.gov)



City of Tualatin

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Ross Hoover, Parks and Recreation Director  
Rich Mueller, Parks Planning and Development Manager

**DATE:** June 24, 2024

---

### **SUBJECT:**

Consideration of **Resolution No. 5789-24** Increasing Change Order Authorization Amount for Tualatin River Greenway Trail Extension Construction Project with Brown Contracting, Inc.

### **RECOMMENDATION:**

Staff recommends approval of Resolution No. 5789-24.

### **EXECUTIVE SUMMARY:**

The City received grant funds for an extension of the Tualatin River Greenway Trail from the State of Oregon Department of Transportation, Oregon Community Paths Grant Program and Washington County, Major Street Transportation Improvement Program Opportunity Fund. This project is in the adopted City Trail Plan, and will provide safe off street crossing under Highway 99W (Pacific Highway) for pedestrians and bikes. The trail extension is from City property on Hazelbrook Road, west under Highway 99W, and connect to the trail at River Ridge Apartments.

To minimize impact to Roamers Rest RV Park, construction was scheduled in winter months. Due to saturated soil additional subsoil base rock and drainage system was required. Engineering and geotechnical consultants designed a solution for additional construction to stabilize and provide a sustainable trail surface for community use. This unexpected issue occurred below the surface. The second issue encountered was inaccuracies in as built designs for underground utilities in ODOT right of way under the bridge. The project encountered sanitary sewer pipes that were constructed contrary to the as built plans. This affected the slope, grade, elevation, and accessibility of the trail under Hwy 99W bridge and east. These issues required additional design, which led to construction modifications and additional work.

### **OUTCOMES OF DECISION:**

Adopting the resolution authorizing the change order authorization amount would allow construction of this work to be completed on the grant schedule as part of the existing contract.

### **FINANCIAL IMPLICATIONS:**

Funds for this project are available in parks project funds.

---

### **ATTACHMENTS:**

Resolution No. 5789-24

RESOLUTION NO. 5789-24

A RESOLUTION INCREASING CHANGE ORDER AUTHORIZATION AMOUNT FOR TUALATIN RIVER GREENWAY TRAIL EXTENSION CONSTRUCTION PROJECT WITH BROWN CONTRACTING, INC.

WHEREAS, on October 23, 2023 Council Resolution 5731-23 authorized the City Manager to execute a contract with Brown Contracting, Inc. after a competitive bid process in the amount of \$738,423 for the construction of the Tualatin Greenway Trail Extension;

WHEREAS, Section 3 of Resolution 5753-24 authorized the City Manager to execute additional change orders totaling up to 50% of the original contract amount on February 26, 2024;

WHEREAS, the City and Brown Contracting executed an agreement to construct the extension of the Tualatin River Greenway Trail on October 27, 2023;

WHEREAS, both the City with design consultants and Brown Contracting, Inc. reasonably assumed upon execution of agreement the slopes, elevations and subsurface conditions were suitable for trail construction; however, upon further investigation design consultants determined additional work was required due to saturated soil conditions and underground utilities;

WHEREAS, additional rock, soil, drainage, tree removal, grading, and concrete work is required to ensure accessible community use;

WHEREAS, Brown Contracting, Inc. determined that it will cost an additional \$30,000 for added subgrade rock and drainage system, and submitted Change Order Request information reflecting this amount;

WHEREAS, there are funds budgeted for this work in park project funds; and

WHEREAS, Brown Contracting is scheduled to begin this work immediately due to grant schedule requirements, and open to the public as required by the State of Oregon Community Paths Program Grant Agreement.

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

**Section 1.** The City Manager or designee is authorized to execute additional Change Orders totaling up to 5% of the change order authorization amount adopted on February 26, 2024.

**Section 2.** The City Manager or designee is authorized to execute any and all documents necessary to effectuate change orders.

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

Adopted by the City Council this 24 day of June, 2024.

CITY OF TUALATIN, OREGON

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

ATTEST:

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

APPROVED AS TO FORM

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





City of Tualatin

## CITY OF TUALATIN Staff Report

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

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Ross Hoover, Parks and Recreation Director  
Rich Mueller, Parks Planning and Development Manager

**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5790-24** Increasing Change Order Authorization Amount for Tualatin River Greenway Trail Construction Documents and Professional Services Contract with Alta Planning + Design, Inc.

**RECOMMENDATION:**

Staff recommends approval of Resolution No. 5790-24.

**EXECUTIVE SUMMARY:**

The City received grant funds for an extension of the Tualatin River Greenway Trail from the State of Oregon Department of Transportation, Oregon Community Paths Grant Program and Washington County, Major Street Transportation Improvement Program Opportunity Fund. This project is in the adopted City Trail Plan, and will provide safe off street crossing under Highway 99W (Pacific Highway) for pedestrians and bikes. The trail extension is from City property on Hazelbrook Road, west under Highway 99W, and connect to the trail at River Ridge Apartments.

To minimize impact to Roamers Rest RV Park, construction was scheduled in winter months. Due to saturated soil additional subsoil base rock and drainage system was required. Engineering and geotechnical consultants designed a solution for additional construction to stabilize and provide a sustainable trail surface for community use. This unexpected issue occurred below the surface. The second issue encountered was inaccuracies in as built designs for underground utilities in ODOT right of way under the bridge. The project encountered sanitary sewer pipes that were constructed contrary to the as built plans. This affected the slope, grade, elevation, and accessibility of the trail under Hwy 99W bridge and east. These issues required additional design, permitting, coordination, and other professional services.

**OUTCOMES OF DECISION:**

Adopting the resolution authorizing the change order authorization amount would allow construction of this work to be completed on the grant schedule as part of the existing contract.

**FINANCIAL IMPLICATIONS:**

Funds for this project are available in parks project funds.

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**ATTACHMENTS:** Resolution No. 5790-24

RESOLUTION NO. 5790-24

A RESOLUTION INCREASING CHANGE ORDER AUTHORIZATION AMOUNT FOR TUALATIN RIVER GREENWAY TRAIL CONSTRUCTION DOCUMENTS AND PROFESSIONAL SERVICES CONTRACT WITH ALTA PLANNING + DESIGN, INC.

WHEREAS, on January 24, 2022 Council Resolution 5592-22 authorized the City Manager to execute a contract with Alta Planning + Design, Inc. after a competitive Request for Proposals process in the amount of \$373,753.60 for construction documents, design and related professional services of the Tualatin Greenway Trail Extension;

WHEREAS, Section 3 of Resolution 5592-22 authorized the City Manager to execute change orders totaling up to 10% of the original contract amount;

WHEREAS, the City and Alta Planning + Design, Inc. executed an agreement to construct the extension of the Tualatin River Greenway Trail on January 25, 2022;

WHEREAS, both the City and Alta Planning + Design, Inc. reasonably assumed upon execution of agreement the conditions were suitable for trail construction design; however, upon further investigation design consultants determined the soil water saturation, unexpected underground utilities, and permitting required additional construction document and design;

WHEREAS, additional design was required to ensure trail stability and sustainability for safe accessible community use;

WHEREAS, Alta Planning + Design, Inc. determined that it will cost an additional \$98,656 to design subgrade rock and drainage systems and avoid underground utilities, and submitted Additional Services Request information reflecting the same;

WHEREAS, there are funds budgeted for this work in park project funds; and

WHEREAS, Alta Planning + Design, Inc. is scheduled to begin this work immediately due to construction and grant schedules, and open to the public as required by the State of Oregon Community Paths Program Grant Agreement.

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

**Section 1.** The City Manager or designee is authorized to execute Additional Services Change Orders totaling up to 30% of the original contract amount authorized on January 24, 2022.

**Section 2.** The City Manager or designee is authorized to execute any and all documents necessary to effectuate change orders.

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

Adopted by the City Council this 24 day of June, 2024.

CITY OF TUALATIN, OREGON

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

ATTEST:

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

APPROVED AS TO FORM

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



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5787-24**, Authorizing Changes to the FY 2023-2024 Adopted Budget.

**RECOMMENDATION:**

Staff recommends adopting the attached resolution.

**EXECUTIVE SUMMARY:**

Local Budget Law allows for transfer of appropriations within a fund when authorized by a resolution of the City Council; and allows for a supplemental budget to be prepared when an occurrence or condition that is not ascertained when preparing the original budget and that requires a change in financial planning. Appropriations can be increased after conducting a public hearing.

In the General Fund, the appropriation transfers are two-fold. The first is moving personal services appropriations from the Finance budget to the Administration budget. When the budget was put together, the Economic Development Manager position was budgeted in the Finance Department. That position was repurposed and placed in the Administration Department, necessitating the proposed transfer. The other type of appropriation transfer is a transfer from contingency to the Engineering and Information Services budgets. The increased costs in Engineering are personal services expenditures for an engineering position that replaced the Transportation Engineer previously funded in the Road Operating Fund and is now being paid for in the General Fund. The Information Services budget requires an adjustment for unforeseen overages for Police Department laptop replacements, the replacement of the badge access system in the Police building and taking advantage of significant software savings by paying for multi-year licenses.

In the Building Fund, personnel changes and the costs related to these changes require adjustments to the personal services budget. Additionally, with the increased development and more permits being paid for on-line with credit cards, our merchant discount fees (the fees charged by credit card processors on each transaction) have come in higher than budgeted. There are sufficient funds available in the contingency appropriation to cover these adjustments.

Related to the increase in the merchant discount fees, proposed changes to the Transportation Development Tax Fund, Park Development Fund, Stormwater Development Fund, Water Development Fund and the Sewer Development Fund require adjustments for their share of the increased merchant discount fees paid for by the Building Fund. Contingency transfers are being made in all funds, except the Water and Sewer Development Funds. These funds require increased appropriations from the reserve funds and can be approved by the Council, after conducting a public hearing.

A Contingency transfer is also being proposed in the Road Utility Fee Fund for additional revenue that was received in this fund and a portion of that revenue is required to be transferred to the Road Operating Fund. The Road Operating Fund received additional vehicle license fees from both counties and is to be transferred to the Road Utility Fee Fund, also requiring a contingency transfer.

Lastly, in the Parks Utility Fee Fund, additional costs related to mailing of utility bills and the utility bill assistance program require an increase to the materials and services category and appropriations in the capital outlay account are proposed to be transferred for this change.

All proposed changes to the adopted budget are included in the attached Resolution.

**FINANCIAL IMPLICATIONS:**

The net effect in all funds is zero, as the resolution transfers existing appropriations from one account to another, or increases appropriations from existing reserve funds.

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**ATTACHMENTS:**

- Resolution No. 5787-24

RESOLUTION NO. 5787-24

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2023-2024 BUDGET

WHEREAS, an occurrence or condition arose which requires a transfer of appropriations in the adopted FY 2023-2024 budget;

WHEREAS, an occurrence or condition that was not ascertained when preparing the budget requires a change in the adopted FY 2023-2024 budget;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted FY 2023-2024 budget are necessary;

WHEREAS, Oregon Revised Statutes (ORS) 294.463 allows for transfers of appropriations within a fund when authorized by a resolution of the governing body;

WHEREAS, ORS 294.471 allows for a supplemental budget to be prepared when an occurrence or condition that is not ascertained when preparing the original budget and that requires a change in financial planning.

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

**Section 1.** The City Council wishes to comply with Local Budget Law, and authorize the transfer of appropriations in the General Fund, Building Fund, Transportation Development Tax Fund, Park Development Fund, Stormwater Development Fund, Parks Utility Fee Fund, Road Utility Fee Fund and the Road Operating Fund.

**Section 2.** Appropriation transfers in the adopted 2023-2024 budget should be made as follows:

General Fund

Administration	\$ 118,430	Finance	\$ (118,430)
Engineering	\$ 65,000	Contingency	\$ (127,700)
Information Services	\$ 62,700		

Building Fund

Personal Services	\$ 48,000	Contingency	\$ (198,000)
Materials and Services	\$ 150,000		

Transportation Development Tax Fund

Transfers	\$ 24,940	Contingency	\$ (24,940)
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Park Development Fund

Transfers	\$ 40,570	Capital Outlay	\$ (40,570)
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Stormwater Development Fund

Transfers \$ 960 Contingency \$ (960)

Parks Utility Fee Fund

Materials and Services \$ 2,000 Capital Outlay \$ (2,000)

Road Utility Fee Fund

Transfers \$ 2,000 Contingency \$ (2,000)

Road Operating Fund

Transfers \$ 25,000 Contingency \$ (25,000)

**Section 3.** The City Council wishes to comply with Local Budget Law, and increase appropriations in the Water Development Fund and the Sewer Development Fund.

**Section 4.** Increased appropriations in the adopted 2023-2024 budget should be made as follows:

Water Development Fund

Transfers \$ 26,715 Reserves \$ (26,715)

Sewer Development Fund

Transfers \$ 35,235 Reserves \$ (35,235)

**Section 5.** This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 24th day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM:

ATTEST:

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

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



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** June 24, 2024

---

**SUBJECT:**

Consideration of **Resolution No. 5786-24** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2024, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies.

**RECOMMENDATION:**

Staff recommends adoption of the attached resolution, which includes the Budget Committee Approved Fiscal Year 2024-2025 Budget.

**EXECUTIVE SUMMARY:**

Council will consider adoption of the Fiscal Year 2024-2025 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2024-2025 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 29, 2024. The total of the Fiscal Year 2024-2025 Budget is \$158,563,925 as approved by the Budget Advisory Committee and amended by the City Council.

The tax rate for general government would be approved at \$2.2665 per \$1,000 taxable assessed value, with \$4,937,120 to be levied for bonded debt. The bond levy is excluded from limitation for local government operations.

Oregon State Budget Law requires the City Council adopt a budget prior to July 1, 2024.

The City of Tualatin budget is made up of 20 funds, divided among five different categories: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and Enterprise Funds. Urban Renewal Funds are presented in the Tualatin Development Commission budget, which will be heard in a separate public hearing later this evening.

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



In addition to the budget approved by the budget committee, the City Council has the ability to change the approved budget in each fund by no more than 10% of the total budget. Staff is proposing the following two changes to the Budget Committee approved budget.

In the Road Operating Fund, due to staff changes, the Neighborhood Transportation Safety Program was delayed and the majority of the funds set aside in FY 2023-2024 were not spent. We are proposing carrying over \$140,000 to be used as part of the FY 2024-2025 program.

The other carry over is in the Vehicle Replacement Fund for a Police vehicle that has been ordered, but is not anticipated to be received until after July 1<sup>st</sup>. We are asking the Council to carry over \$55,000 to pay for the vehicle when it is received.

Both carryovers are offset by increases in the Beginning Fund Balance in each fund.

**OUTCOMES OF DECISION:**

By adopting the budget before July 1st, the City will be able to operate, expend money and incur liabilities for fiscal year 2024-2025.

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**ATTACHMENTS:**

- Resolution No. 5786-24

RESOLUTION NO. 5786-24

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2024, MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CATEGORIZING THE LEVIES

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

**Section 1.** The City Council of the City of Tualatin hereby adopts the Budget as approved by the Budget Committee and adjusted by the Council. The total sum of the budget is \$158,563,925 (including \$52,803,670 of unappropriated fund balance and reserves) and is now on file at the City Offices.

**Section 2.** The amounts for the fiscal year beginning July 1, 2024, and for the purposes shown below, are hereby appropriated as follows:

**GENERAL FUND**

City Council	\$	143,940	
Administration	\$	2,072,330	
Finance	\$	1,278,755	
Municipal Court	\$	530,715	
Legal	\$	570,660	
Information Systems	\$	1,802,260	
Community Development	\$	1,302,035	
Engineering	\$	1,202,590	
Police	\$	9,988,260	
Parks and Recreation	\$	1,637,705	
Library	\$	2,719,545	
Maintenance Services	\$	3,467,105	
Parks Maintenance	\$	1,714,925	
Non-Departmental	\$	1,658,255	
Contingency	\$	<u>4,513,360</u>	
Total GENERAL FUND Appropriations			\$ 34,602,440
Reserves	\$	1,172,375	
Unappropriated	\$	<u>8,710,285</u>	
Total GENERAL FUND			<u>\$ 44,485,100</u>

**BUILDING FUND**

Personal Services	\$	1,250,315	
Material & Services	\$	157,210	
Capital Outlay	\$	-	
Transfers	\$	522,645	
Contingency	\$	<u>289,525</u>	
Total BUILDING FUND Appropriations			\$ 2,219,695
Reserves	\$	<u>136,650</u>	
Total BUILDING FUND			<u>\$ 2,356,345</u>

**WATER OPERATING FUND**

Personal Services	\$	1,081,990	
Material & Services	\$	4,832,515	
Capital Outlay	\$	3,780,000	
Transfers	\$	1,835,050	
Contingency	\$	<u>1,729,435</u>	
Total WATER OPERATING FUND Appropriations			\$ 13,258,990
Reserves	\$	<u>11,267,475</u>	
Total WATER OPERATING FUND			<u>\$ 24,526,465</u>

**SEWER OPERATING FUND**

Personal Services	\$	633,690	
Material & Services	\$	582,280	
Capital Outlay	\$	2,664,000	
Transfers	\$	1,045,020	
Contingency	\$	<u>738,750</u>	
Total SEWER OPERATING FUND Appropriations			\$ 5,663,740
Reserves	\$	<u>2,858,465</u>	
Total SEWER OPERATING FUND			<u>\$ 8,522,205</u>

**STORMWATER OPERATING FUND**

Material & Services	\$	886,555	
Capital Outlay	\$	2,800,000	
Transfers	\$	1,215,815	
Contingency	\$	<u>735,355</u>	
Total STORMWATER FUND Appropriations			\$ 5,637,725
Reserves	\$	<u>8,269,950</u>	
Total STORMWATER OPERATING FUND			<u>\$ 13,907,675</u>

**ROAD UTILITY FEE FUND**

Material & Services	\$	939,205	
Transfers	\$	414,590	
Contingency	\$	<u>203,070</u>	
Total ROAD UTILITY FEE FUND Appropriations			\$ 1,556,865
Reserves	\$	<u>2,059,920</u>	
Total ROAD UTILITY FEE FUND			<u>\$ 3,616,785</u>

**ROAD OPERATING FUND**

Personal Services	\$	575,450	
Material & Services	\$	1,189,370	
Capital Outlay	\$	751,000	
Transfers	\$	1,560,835	
Contingency	\$	<u>590,500</u>	
Total ROAD OPERATING FUND Appropriations			\$ 4,667,155
Reserves	\$	<u>2,721,135</u>	
Total ROAD OPERATING FUND			<u>\$ 7,388,290</u>

**CORE AREA PARKING DISTRICT FUND**

Material & Services	\$	43,515	
Capital Outlay	\$	135,000	
Transfers	\$	42,730	
Contingency	\$	<u>33,185</u>	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 254,430
Reserves	\$	<u>104,350</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 358,780</u>

**TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND**

Material & Services	\$	<u>1,000</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 1,000
Reserves	\$	<u>53,000</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 54,000</u>

**PARKS UTILITY FEE FUND**

Material & Services	\$	12,000	
Capital Outlay	\$	1,348,715	
Transfers	\$	96,330	
Contingency	\$	<u>218,555</u>	
Total PARKS UTILITY FEE FUND Appropriations			\$ 1,675,600
Reserves	\$	<u>71,560</u>	
Total PARKS UTILITY FEE FUND			<u>\$ 1,747,160</u>

**GENERAL OBLIGATION BOND FUND**

Debt Service	\$	<u>4,866,750</u>	
Total GO BOND DEBT FUND Appropriations			\$ 4,866,750
Reserves	\$	<u>100,000</u>	
Total GO BOND DEBT FUND			<u>\$ 4,966,750</u>

**ENTERPRISE BOND FUND**

Material & Services	\$ 495	
Debt Service	<u>\$ 866,555</u>	
Total ENTERPRISE BOND FUND Appropriations		\$ 867,050
Reserves	<u>\$ 230,415</u>	
Total ENTERPRISE BOND FUND		<u><u>\$ 1,097,465</u></u>

**WATER DEVELOPMENT FUND**

Transfers	<u>\$ 1,424,460</u>	
Total WATER DEVELOPMENT FUND Appropriations		\$ 1,424,460
Reserves	<u>\$ 770,060</u>	
Total WATER DEVELOPMENT FUND		<u><u>\$ 2,194,520</u></u>

**SEWER DEVELOPMENT FUND**

Transfers	<u>\$ 89,880</u>	
Total SEWER DEVELOPMENT FUND Appropriations		\$ 89,880
Reserves	<u>\$ 3,985,570</u>	
Total SEWER DEVELOPMENT FUND		<u><u>\$ 4,075,450</u></u>

**STORMWATER DEVELOPMENT FUND**

Transfers	<u>\$ 200,460</u>	
Total STORMWATER DEVELOPMENT FUND Appropriations		\$ 200,460
Reserves	<u>\$ 444,500</u>	
Total STORMWATER DEVELOPMENT FUND		<u><u>\$ 644,960</u></u>

**PARK DEVELOPMENT FUND**

Material & Services	\$ 254,000	
Capital Outlay	\$ 500,000	
Transfers	<u>\$ 129,930</u>	
Total PARK DEVELOPMENT FUND Appropriations		\$ 883,930
Reserves	<u>\$ 3,653,090</u>	
Total PARK DEVELOPMENT FUND		<u><u>\$ 4,537,020</u></u>

**PARKS PROJECT FUND**

Personal Services	\$ 142,585	
Material & Services	\$ 3,000	
Capital Outlay	\$ 10,000,000	
Transfers	\$ 280,060	
	<hr/>	
Total PARKS PROJECT FUND Appropriations		\$ 10,425,645
Reserves	\$ 3,483,920	
	<hr/>	
Total PARKS PROJECT FUND		<u>\$ 13,909,565</u>

**VEHICLE REPLACEMENT FUND**

Material & Services	\$ 11,200	
Capital Outlay	\$ 279,200	
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Total VEHICLE REPLACEMENT FUND Appropriations		\$ 290,400
Reserves	\$ 2,710,950	
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Total VEHICLE REPLACEMENT FUND		<u>\$ 3,001,350</u>

**TRANSPORTATION DEVELOPMENT TAX FUND**

Capital Outlay	\$ 1,200,000	
Transfers	\$ 104,250	
Contingency	\$ 11,665,790	
	<hr/>	
Total TRANSPORTATION DEVELOP TAX FUND		<u>\$ 12,970,040</u>

**AMERICAN RESCUE PLAN FUND**

Material & Services	\$ 30,000	
Capital Outlay	\$ 4,062,170	
Transfers	\$ 111,830	
	<hr/>	
Total AMERICAN RESCUE PLAN FUND		<u>\$ 4,204,000</u>

TOTAL APPROPRIATED - ALL FUNDS		\$ 105,760,255
TOTAL RESERVES		\$ 44,093,385
TOTAL UNAPPROPRIATED - ALL FUNDS		<u>\$ 8,710,285</u>
<b>TOTAL BUDGET</b>		<u><b>\$ 158,563,925</b></u>

**Section 3.** The City Council of the City of Tualatin hereby imposes the taxes provided for in the adopted budget at the rate of \$2.2665 per \$1,000 assessed value for operations and in the amount of \$4,937,120 for bonds; and that these taxes are hereby imposed and categorized for tax year 2024-25 upon the assessed value of all taxable property within the district.

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

Excluded from Limitation  
Debt Service Fund...\$4,937,120

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

INTRODUCED AND ADOPTED this 24th day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM:

ATTEST:

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

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



City of Tualatin

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Lisa Thorpe, Management Analyst II  
**DATE:** June 24, 2024

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### **SUBJECT:**

Consideration of **Ordinance No. 1487-24** establishing a Core Area Parking District (CAPD) Tax Rate for Fiscal Year 2024/25

### **RECOMMENDATION:**

Staff recommends that the City Council consider approval of **Ordinance No. 1487-24** establishing a Core Area Parking District (CAPD) tax rate of \$209.36 for Fiscal Year 2024/25.

### **EXECUTIVE SUMMARY:**

The Core Area Parking District Board recommended the tax rate increase for FY 2024/25 of 7% at their March 19, 2024 Core Area Parking District Board meeting, with the proposed rate of \$209.36 for the upcoming Fiscal Year (2024/25). This rate is multiplied by the number of parking spaces each tenant is estimated to need within the district. Credits are granted for private spaces provided by each tenant.

### **OUTCOMES OF DECISION:**

Approval of the CAPD Tax Rate will result in the following increase of \$209.36.

### **ALTERNATIVES TO RECOMMENDATION:**

Denial of the CAPD tax rate will result in the following:

- A tax rate will not be established by the beginning of the fiscal year.
- Require the Board to revisit an increase or decrease in the tax rate for the Fiscal Year 2024/25.
- Parking lot ADA improvements will be delayed until funding requirements are met.

### **FINANCIAL IMPLICATIONS:**

Tax revenue supports the operation and maintenance of the Core Area Parking District.

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### **ATTACHMENTS:**

- Ordinance 1487-24



ORDINANCE NO. 1487-24  
AN ORDINANCE ADOPTING THE CORE AREA PARKING DISTRICT TAX  
RATE AND CREDIT FOR FISCAL YEAR 2024/25

WHEREAS, Tualatin Municipal Code (TMC) 11-3-060 requires Council to establish an annual tax rate and credit by ordinance for the Core Area Parking District;

WHEREAS, the Core Area Parking District Board recommends the tax rate be increased with an annual tax rate of \$209.36 for Fiscal Year 2024/25; and

WHEREAS, Council finds the tax rate and credit to be appropriate.

THE CITY OF TUALATIN ORDAINS AS FOLLOWS:

**Section 1.** "Schedule A" of the TMC Chapter 11-3 is amended to read as follows:

The annual Core Area Parking District tax rate for Fiscal Year 2024/25 is hereby established as \$209.36.

The formula for the credit is as follows:

$A = (\text{Number of on-site parking spaces provided}) / (\text{Gross Leasable Area}) \times (\text{Space Factor})$

If "A": is greater than or equal to 1.0, the credit is 50%.

If "A": is less than 1.0, the credit is ("A" x 50%).

INTRODUCED AND ADOPTED by the City Council this 24<sup>th</sup> day of June, 2024.

CITY OF TUALATIN, OREGON

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

APPROVED AS TO FORM

ATTEST:

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

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