



TUALATIN CITY COUNCIL MEETING

MONDAY, JUNE 28, 2021

JUANITA POHL CENTER
8513 SW TUALATIN ROAD
TUALATIN, OR 97062

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

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 28. 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 calling in using the number below or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

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

Work Session

- 1. 6:00 p.m. (30 min) – Urban Renewal: District #2 Public Visioning & Outreach Efforts.** Council will discuss a proposed scope of work for public visioning and outreach efforts for a potential urban renewal district in the area known as District #2.
- 2. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the June 28 City Council meeting and brief the Council on issues of mutual interest.

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Moment of silence for those who have lost their lives to COVID-19

Announcements

1. 4th of July Reminders

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 14, 2021
2. Consideration of Approval of a New Liquor License Application for Bottles and Press, LLC DBA Straightaway
3. Consideration of Approval of a Change in Liquor License Application for Three Mermaids Public House
4. Consideration of **Resolution No. 5552-21** Authorizing the City Manager to Execute an Agreement for a Metro Area Communications Commission Grant; and Appropriating Special Purpose Revenues in the City's General Fund During the Fiscal Year 2020-21 Budget
5. Consideration of **Resolution No. 5554-21** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5504-20
6. Consideration of **Resolution No. 5555-21** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin
7. Consideration of **Resolution No. 5556-21** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2021-2022
8. Consideration of **Resolution No. 5557-21** Amending Water, Sewer, Stormwater, and Road Utility Fee Rates Inside the City of Tualatin and Rescinding Resolutions 5505-20 and 5512-20
9. Consideration of **Resolution No. 5558-21** Authorizing Changes to the FY 2020-2021 Adopted Budget
10. Consideration of **Resolution No. 5560-21** Awarding the Contract for Construction of the Tualatin Road (Sweek Drive to Community Park) Phase 1 Project, Part of the Tualatin Moving Forward Bond Program

Special Reports

1. Annual Report of the Tualatin Historical Society

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5559-21** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2021, 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 Recommendations from the Council Committee on Advisory Appointments
2. Consideration of **Resolution No. 5561-21** Establishing a Policy to Provide Workers Compensation Coverage to Future Members of the Council, as Volunteers of the City

Items Removed from Consent Agenda

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

Council Communications

Adjournment

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

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



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Jonathan Taylor, Economic Development Manager
DATE: June 28, 2021

SUBJECT:

Discussion regarding a proposed scope of work for public visioning and outreach efforts for the City Center and related areas.

EXECUTIVE SUMMARY:

Question For Council: Does Council approve of the proposed work program and timeline for District 2 visioning as outlined by the scope of work?

Background:

On September 28, 2020, The City Council approved an urban renewal feasibility study for proposed study area "District 2" and directed staff to present a project timeline for implementation of the district. The timeline indicated that work would begin in March 2021.

Beginning on March 29, 2021, staff held three preliminary sessions with Council to discuss the proposed study area's boundaries, existing conditions/challenges, and confirm priorities and goals previously identified in past phases to prepare for the April 26 workshop.

Identified Priorities/Goals:

- Establish or create a common identity
- Enhance connectivity
- Ensure a collaborative approach
- Protect and promote the natural environment
- Foster mixed-use development
- Expand housing options

On April 26, City Council held a workshop on what options the City could consider in crafting a scope of work to help the City understand the area, identify what we want the area to be, and how we can transform the area to meet the desired vision and goals.

The workshop discussion identified that the proposed area has clear needs and currently does not have a cohesive vision or identity. In order to achieve the identified priorities, establish an identity and prior to urban renewal work, Council desires a process that captures the input of businesses, property owners, residents and visitors. The Council stated their desire not to invest into work that could easily become out-of-date or "placed on a shelf."

Proposed Scope of Work

The attached scope of work (Attachment A) will help the City to craft a vision that will consist of two components: a guiding list of principles and a land-use and transportation plan. These documents

will guide decisions long-term and therefore should not be overly reliant on market conditions that may quickly become out of date.

The scope of work is broken into three phases: project understanding, public outreach, and vision.

Phase 1: Project Understanding

Purpose: For the Consultant Team to thoroughly understand the existing conditions of the City Center area, including previously adopted plans and anticipated future public improvements.

Timeline: September 2021 – January 2022

Phase 2: Public Outreach

Purpose: Implement the public involvement plan from Phase 1 to educate the public on existing conditions in the area and solicit public input on a new vision for the City Center.

Timeline: January 2022 – April 2022

Phase 3: Vision

Purpose: Based on the existing conditions and feedback received from public outreach, the Consultant Team should craft a vision for the area, including a list of guiding principles, and a land use and transportation plan to implement those principles

*Timeline: April 2022 – July 2022**

OUTCOMES OF DECISION:

If City Council expresses interest with moving forward with this proposed scope of work, Staff will issue a request for proposals and solicit responses from interested firms for consideration. City Staff will return with a contract for professional services with the selected consultant.

FINANCIAL IMPLICATIONS:

None.

ATTACHMENTS:

- Attachment A: Scope of Work
- Attachment B: Power Point



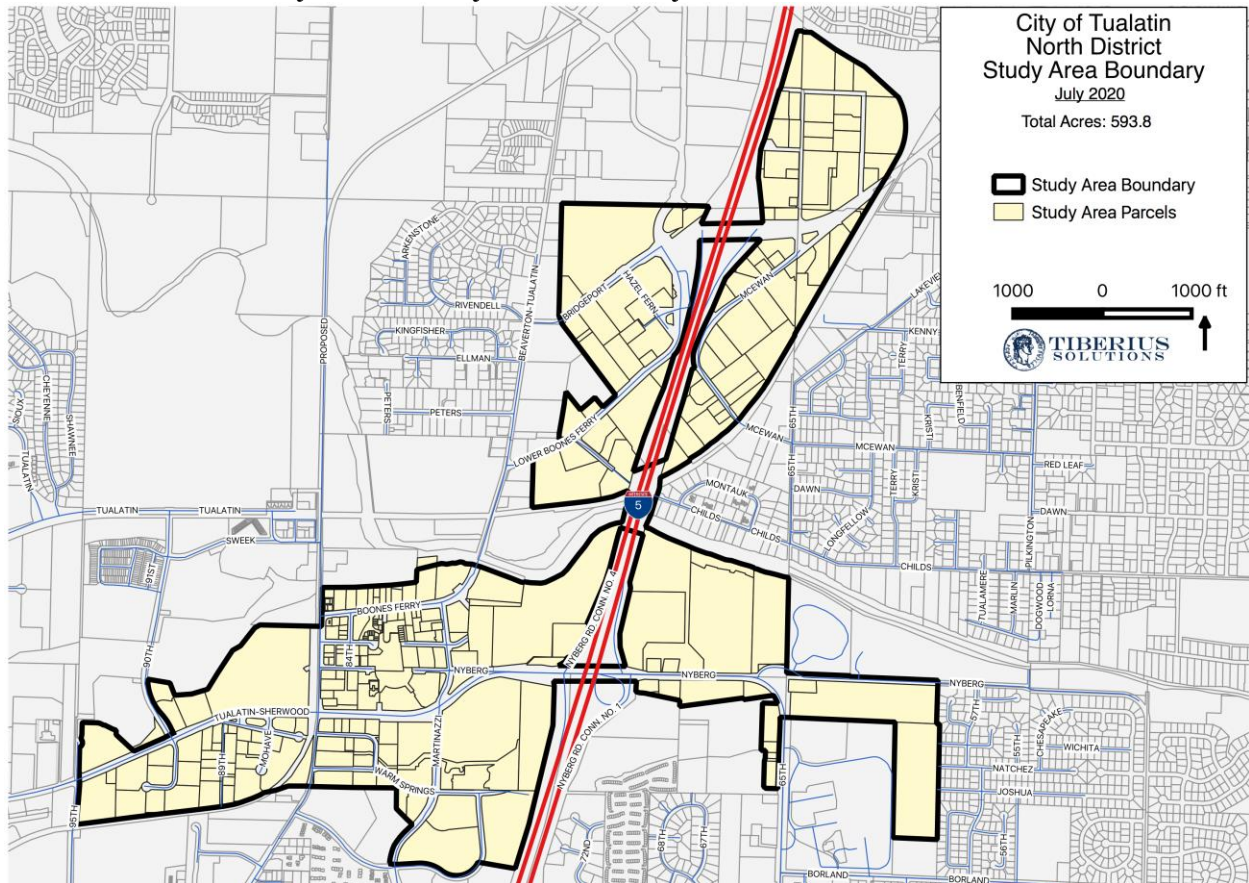
DATE: June 8, 2021
TO: Jonathan Taylor
FROM: Nick Popenuk
SUBJECT:

DRAFT SCOPE OF WORK – TUALATIN CITY CENTER VISION

Background

The City of Tualatin recently evaluated the financial feasibility of establishing an urban renewal area (URA) to fund public investments and economic development projects in Tualatin’s City Center. The study area for the urban renewal feasibility study is shown in Exhibit 1.

Exhibit 1. Tualatin City Center Study Area Boundary



Prior to moving forward with urban renewal in this area, the City desires a vision for the City Center that captures the desires and priorities of businesses and property owners within the City Center, as well as residents of Tualatin, citywide.

It is anticipated that the vision will address needs such as:

- Additional housing options
- Increased density
- Transportation system improvements
- Solutions for long-term vacant buildings
- Redevelopment of underutilized parcels

While the area has clear needs, it does not have a clear, current, and cohesive vision or identity. The City desires a Consultant Team to develop a vision for the City Center area. This vision will inform future City efforts, such as adoption of an urban renewal plan, amendments to the zoning code, and updates to the transportation system plan and capital improvement plan.

The City expects the vision to consist of two components: (1) a list of guiding principles, and (2) a land use and transportation plan. Both of these documents are expected to guide City decisions long-term, and therefore should not be overly reliant on current market conditions that may quickly become out of date.

Scope of Work

Below is a suggested scope of work for developing the City Center vision. This scope of work is a suggestion only, and proposers should feel free to suggest revisions and improvements to the scope of work that they believe will provide the City with the best possible vision that reflects the desires and priorities of local business/property owners, and residents of Tualatin citywide.

Phase 1 – Project Understanding

Purpose: For the Consultant Team to thoroughly understand the existing conditions of the City Center area, including previously adopted plans and anticipated future public improvements.

1.1 Kick-Off Meeting and Site Visit

Meet with City staff to discuss project goals, timeline, and scope of work. Concurrent with the kick-off meeting, the Consultant Team will tour the City Center area to better understand conditions on the ground.

1.2 Plan and Code Review

Read all relevant City plans and applicable sections of zoning Code to understand restrictions on development, allowed land uses, and planned public improvements in the area. Key documents include:

- Comprehensive Plan
- Capital Improvement Plan
- Transportation System Plan
- Etc.

At the conclusion of this task, the Consultant Team should write a summary memorandum that identifies key findings from all relevant plans that constrain or otherwise influence the ultimate vision that will be established for the City Center.

1.3 SWOT Analysis

Conduct analysis of the strengths, weaknesses, opportunities, and threats (SWOT) pertaining to the area. Emphasize issues related to land use and transportation, including challenges for connectivity and mobility.

1.4 Preliminary City Center Transportation Analysis

Conduct a preliminary analysis of the transportation system in the town center area. This analysis would identify existing transportation deficiencies, planned future infrastructure improvements, and existing and estimated future traffic volumes. This analysis would provide context for public outreach in Phase 2, and the eventual Land Use and Transportation Plan developed in Phase 3.

1.5 Public Involvement Plan

Document a public involvement plan to be carried out in Phase 2 to educate the public on the existing conditions in the area, and solicit public input on a new vision for the City Center. Public involvement plan should include the following activities:

- Open houses
- Surveys
- Community Events
- Educational Materials
- Other events, activities, and materials as proposed by the Consultant Team

Phase 2 – Public Outreach

Purpose: Implement the public involvement plan from Task 1.4 to educate the public on existing conditions in the area and solicit public input on a new vision for the City Center.

Note that the list of activities described below are anticipated to be elements of the public outreach strategy, but proposers should recommend an approach to public outreach that they feel will best engage business and property owners in the City Center as well as the general public citywide, including traditionally underserved populations.

2.1 Open Houses

One or more open houses to educate the community on the project while soliciting structured input. Open houses should be planned in a way to ensure meaningful community participation, including options for the public to participate online.

2.2 Community Events

Work with City staff to identify upcoming community events where members of the Consultant Team or City staff could attend to solicit input from the community.

2.3 Surveys

One or more community surveys that can be distributed online or in person at open houses and community events. Translation services should be provided by the Consultant Team to ensure surveys are marketed to and accessible to non-English speakers in the community.

2.4 Supporting Materials

The public engagement activities described in Phase 2 will likely require a range of supporting materials (e.g., poster boards, handouts, short videos, etc.). Proposers should recommend the types of materials they anticipate being most effective for conducting public outreach on this project.

Phase 3 – Vision

Purpose: Based on the existing conditions and feedback received from public outreach, the Consultant Team should craft a vision for the area, including a list of guiding principles, and a land use and transportation plan to implement those principles.

3.1 Guiding Principles

Establish a high-level, short list of key components of the vision for the City Center. These guiding principles will serve as the first step in establishing and communicating a vision for the area. City Council should be closely involved with developing and approving of the guiding principles.

3.2 Land Use and Transportation Plan

Describe specific proposed changes in land use and transportation infrastructure that should occur to implement the vision articulated in the guiding principles. The plan should identify roadway and sidewalk changes to establish a district identity, prioritize safety for people walking, biking, and taking transit, and to support increased residential density and growing employment in the area. The plan should also address current transportation challenges and work in tandem with existing City efforts regarding transportation in the community.

Ongoing

4.1 Project Administration

The Consultant Team should have regularly-scheduled check-in meetings with City staff to provide progress reports on recently completed and upcoming work, and to ensure the project remains on schedule.

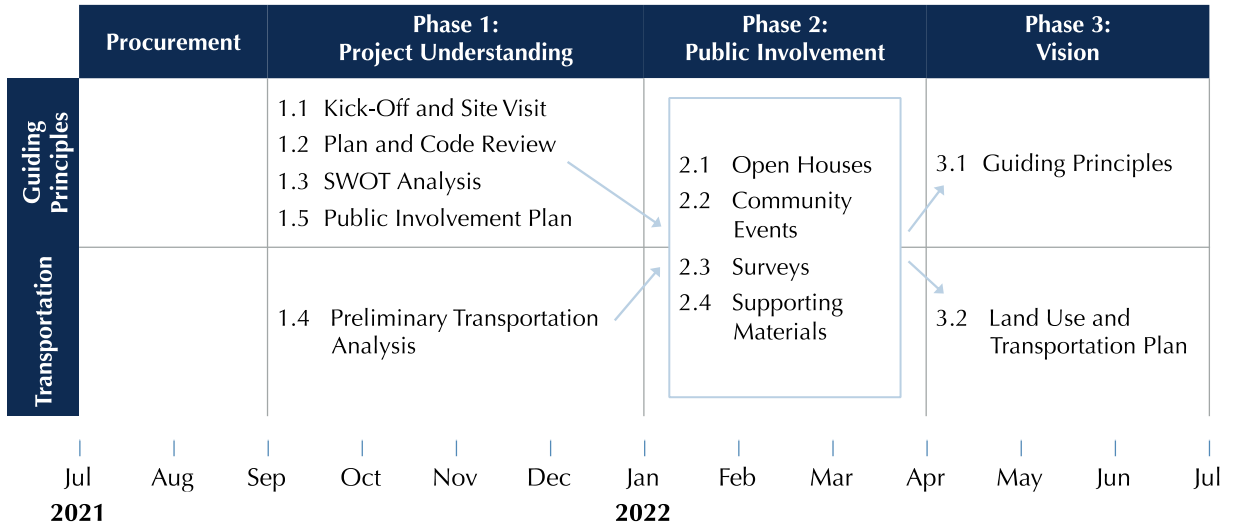
4.2 City Council Input

The Consultant Team should meet with City Council throughout the course of the project to provide updates on work completed and solicit input from the City Council on policy choices.

Budget and Schedule

We anticipate this scope of work can be completed for a total cost not to exceed \$250,000. If the City were to issue a request for proposals (RFP) in July 2021 and execute a contract with the successful proposer in August 2021, then all work should be completed by June 2022. Exhibit 2 illustrates the project schedule, including how work on the guiding principles and the land use and transportation plan would occur concurrently.

Exhibit 2. Tualatin City Center Vision Project Schedule





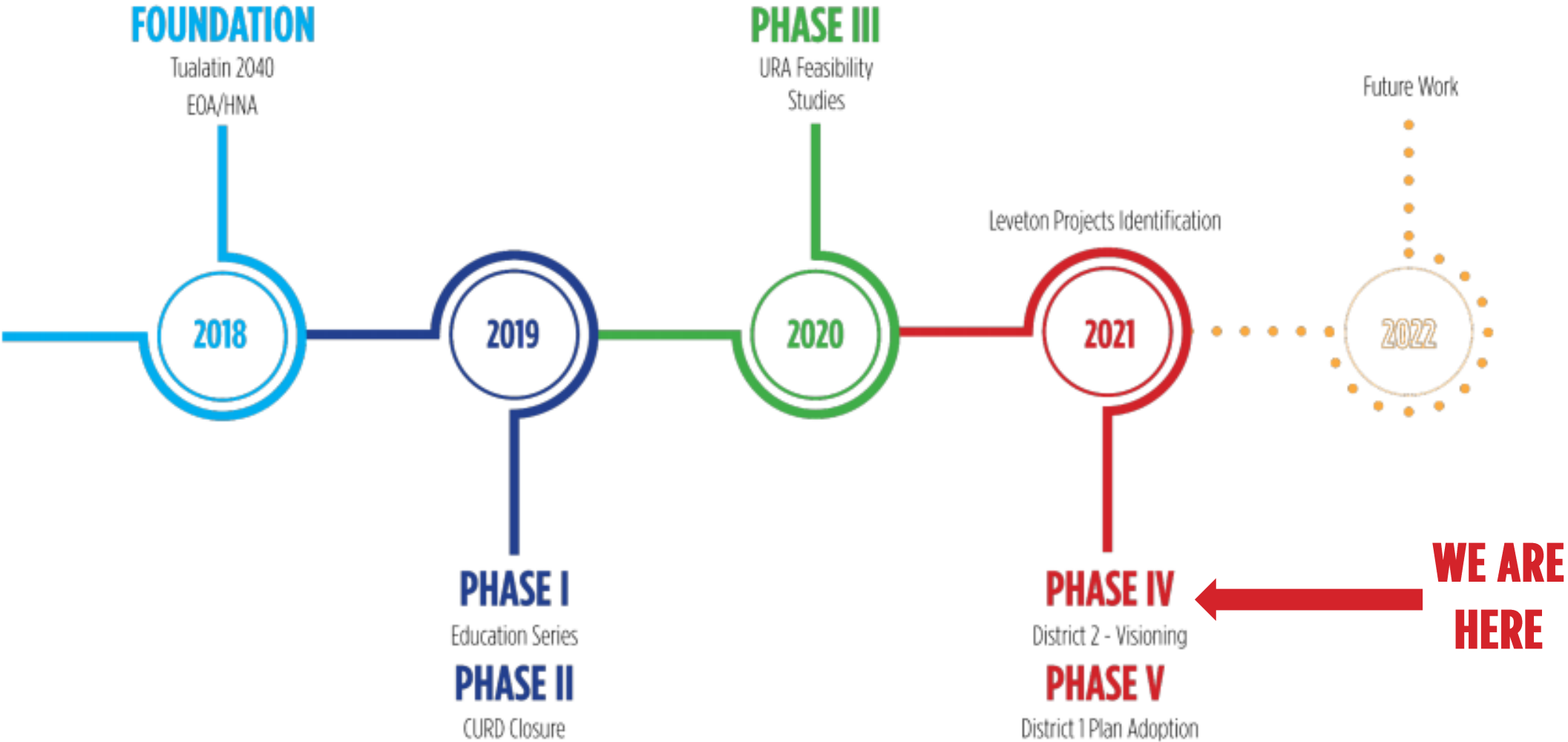
tualatin | **urban renewal**

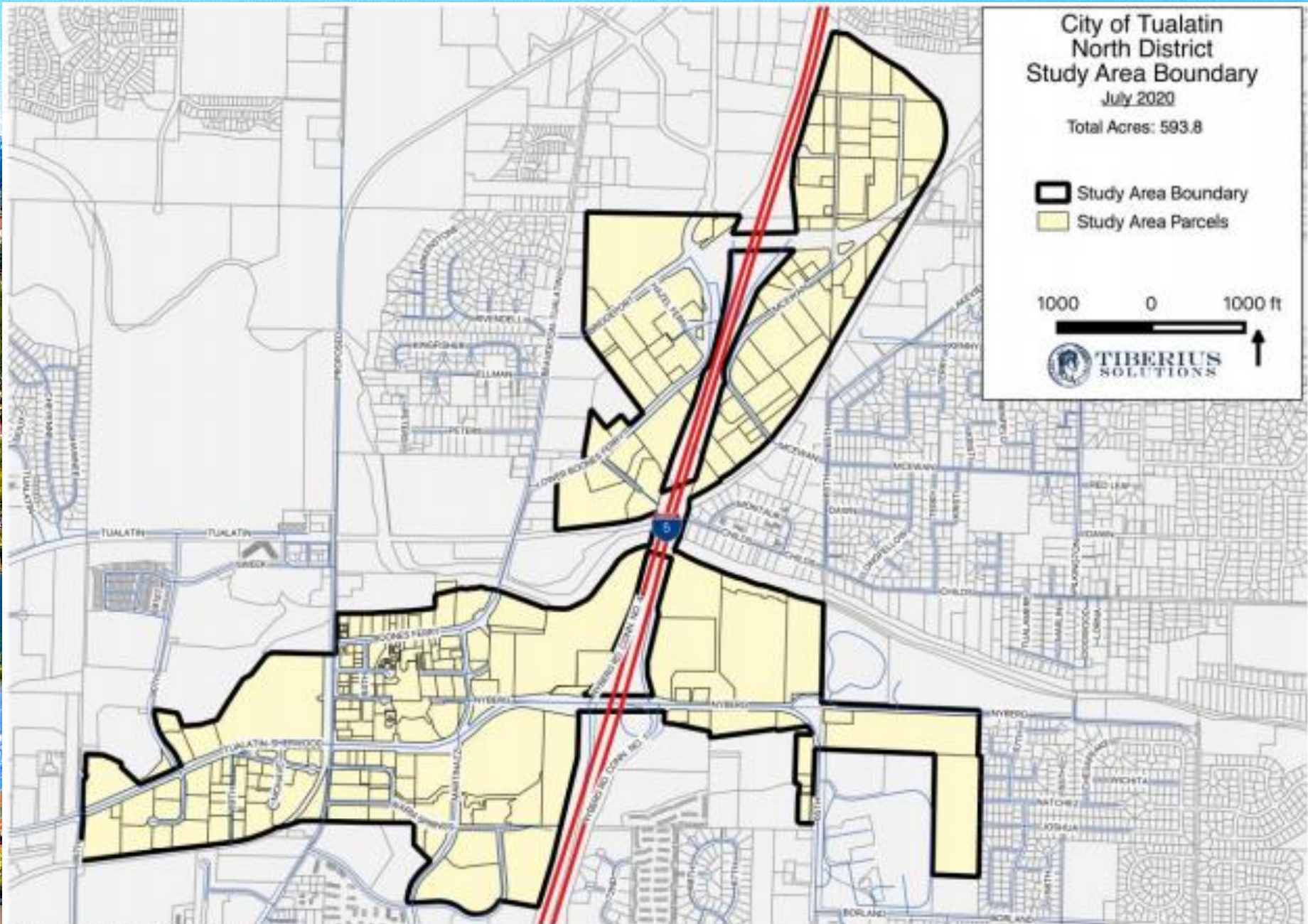
District 2 Visioning

QUESTION FOR COUNCIL

Does Council approve of the proposed program of work and timeline for District 2 visioning as outlined by the scope of work?

Phased Timeline

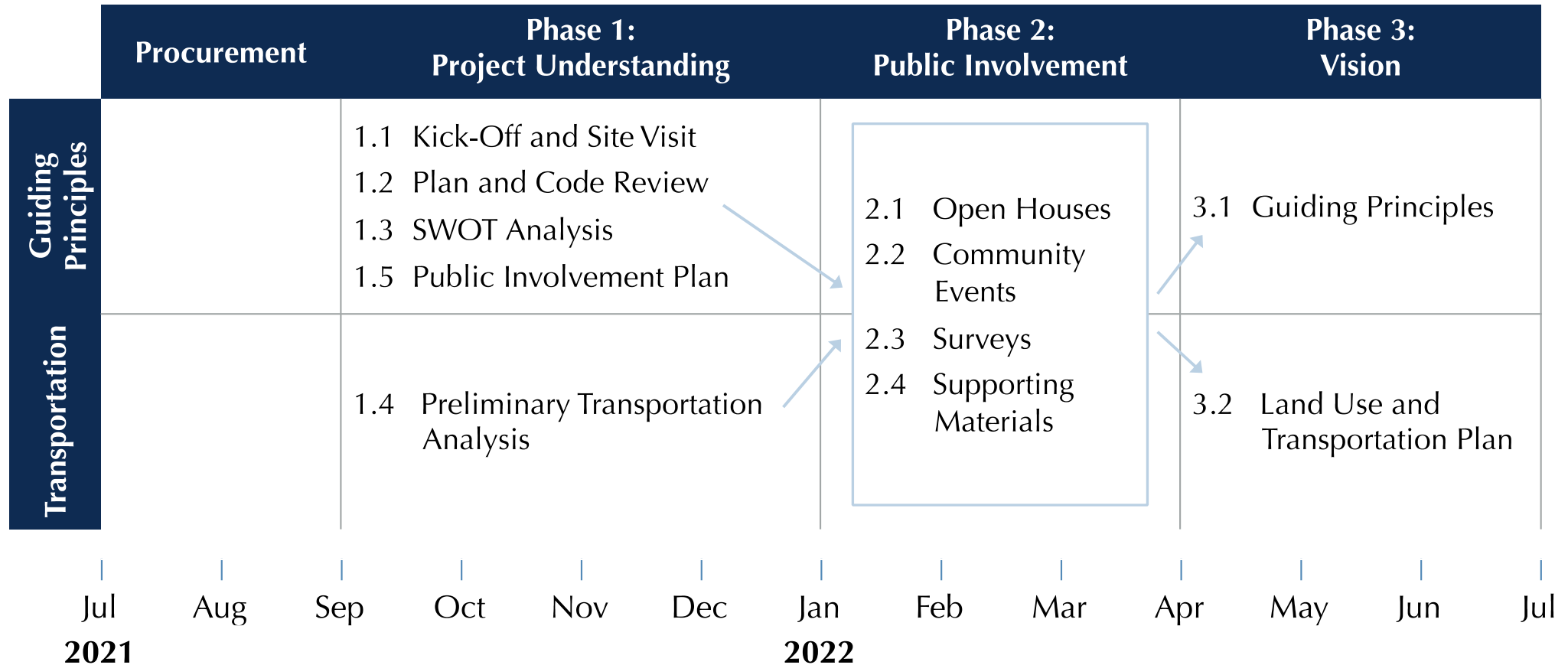




IDENTIFIED PRIORITIES

- Establish or create a common identity
- Enhance connectivity
- Ensure a collaborative approach
- Protect and promote the natural environment
- Foster mixed-use development
- Expand housing options

SCOPE OF WORK AND TIMELINE



QUESTION FOR COUNCIL

Does Council approve of the proposed program of work and timeline for District 2 visioning as outlined by the scope of work?

QUESTIONS AND DISCUSSION



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 28, 2021

SUBJECT:
Consideration of Approval of the Work Session and Regular Meeting Minutes of June 14, 2021

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

ATTACHMENTS:

- City Council Work Session Meeting Minutes of June 14, 2021
- City Council Regular Meeting Minutes of June 14, 2021



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JUNE 14, 2021

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

Mayor Bubenik called the meeting to order at 6:00 p.m.

1. Tualatin Moving Forward Quarterly Report.

Public Works Director Jeff Fuchs and Deputy City Manager Megan George presented the Tualatin Moving Forward quarterly report. Director Fuchs stated on June 28th the Garden Corner Curves will be closed to allow culverts to be replaced in the area. They anticipate the closing to last until October. Manager George spoke to public participation during the pandemic. She stated the Tualatin Transportation Team (T3) remained committed to public outreach during that time. Manager George shared different public engagement strategies including layered communications, gift card incentives, yard signs, social media posts, text messages, sidewalk sticker surveys, and postcards. She stated strategies are project specific and provided in English and Spanish. Manager George shared communication tools used for the 65th Avenue crosswalk project including an online interactive tool, sidewalk stickers, and text surveys. Manager George spoke to the Neighborhood Safety Program, noting they are now accepting applications for projects.

Councilor Pratt congratulated staff on all the creative public outreach.

Councilor Brooks thanked staff for their great work. She is happy to see these transportation projects moving forward.

Council President Grimes complimented staff on using community feedback in all aspects of the program.

Mayor Bubenik thanked staff for their creativity with this program.

2. Council Meeting Agenda Review, Communications & Roundtable.

Council Hillier congratulated all Tualatin graduates. She stated she attended Representative Prusak's Coffee Conversation, the Washington County Youth Substance Collaborative, and the Washington County Collaborative subgroup on racial equity and data integration.

Councilor Pratt stated she attended the C4 meeting to discuss STIP funds and receive a legislative update.

Councilor Brooks stated she attended the Regional Water Providers Consortium meeting, the Policy Advisory Board meeting, and the Council Committee on Advisory Appointments meeting. She stated June is Emergency Preparedness Month.

Councilor Sacco thanked the Police Department for assisting in the Tualatin High School graduation this past weekend.

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

Council President Grimes congratulated the Tualatin High School graduating class.

Mayor Bubenik stated he attended the Greater Portland Inc. meeting, participated in a ribbon cutting at Lady Full Circle, attended the Washington County Mayors lunch, and the Washington County Coordinating Committee meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:38 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JUNE 14, 2021

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

Call to Order

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

Pledge of Allegiance

Moment of silence for those who have lost their lives to COVID-19

Announcements

1. National Pollinator Week Presentation and Proclamation

Tualatin Parks Advisory Committee Vice-Chair Brandon Gill presented information on National Pollinator Week. He spoke to the city's commitment to being a Bee City USA. He stated the city today has conducted five planting events where 1,500 pollinators were planted. Vice-Chair Gill stated community benefits include ensured survival of animal species, building community, improvements to local food sources, and support of small businesses.

Councilor Brooks read the proclamation declaring June 21-27, 2021 as National Pollinator Week in the City of Tualatin.

Public Comment

Susan Noack proposed a change to the city's charter regarding term limits. She stated the burden of term limits will impact the current Mayor and future Mayor's. She stated relationships and knowledge built up throughout the region are impactful and important to carry on longer than the current limits. She added the contacts the Mayor's make both regionally and nationally are invaluable.

Beth Dittman stated they are asking a Councilor who has already served 8 years be able to serve two consecutive terms as Mayor. She stated the official proposal will be sent to the Deputy City Recorder. They requested the Council refer the item to the May 2022 ballot as gathering signatures would be difficult due to the pandemic. Ms. Dittman read a letter submitted by Ben Bowman in support of the proposal.

Patricia Parsons spoke to concerns with noise coming from the gun range. She stated she will be working on a grass roots effort to mitigate sound from the gun range. She requested to have contracts between the police force and the range made public. Mayor Bubenik stated he and staff have been working on sound mitigation for the area. He stated he will continue to work on it and follow-up.

Consent Agenda

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

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of May 24, 2021
2. Consideration of Approval of Late Liquor License Renewal for 2021
3. Consideration of **Resolution No. 5551-21**, Authorizing Changes to the FY 2020-2021 Adopted Budget
4. Consideration of **Resolution No. 5553-21** Awarding the Contract for Construction of the Martinazzi Ave at Sagert St Intersection Improvement Project, Part of the Tualatin Moving Forward Bond Program.

Public Hearings - *Legislative or Other*

1. Consideration of **Resolution No. 5550-21** Declaring the City's Election to Receive State Revenue Sharing Funds During Fiscal Year 2021-22

Finance Director 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 \$413,890 in state revenue sharing funds in FY 2021-22.

Motion to approve Resolution No. 5550-21 declaring the city's election to receive state revenue sharing funds during Fiscal Year 2021-22 made by Council President Grimes, Seconded by Councilor Reyes.

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

MOTION PASSED

General Business

1. Community Engagement Update

Community Engagement Coordinator Betsy Ruef presented information on the city's Community Engagement Program. She spoke to how community engagement has worked to stay connected during the pandemic. Coordinator Ruef shared about the newly renamed Tualatino's, previously the Diversity Task Force, and the Pili Group. Coordinator Ruef shared a video in Spanish that was created on how to participate in public comment at Council meetings. She stated the Somos Tualatin Facebook group was created to connect with Spanish speaking community members. Coordinator Ruef spoke to other engagement initiatives including Atfalati field use, Latino/Hispanic owned business outreach, Tualatin Moving Forward, a COVID-19 Vaccine Clinic, and assistance with projects in the Stoneridge Neighborhood.

Councilor Sacco thanked the City for investing in this position, as it is an important part of communication to the Spanish speaking community.

Councilor Brooks thanked Coordinator Ruef for working so hard to keep the community informed. She asked what the biggest priority is for community engagement. Coordinator Ruef stated accessibility and access are important.

Councilor Reyes thanked Coordinator Ruef for always accepting feedback from the community and taking the information and applying it appropriately.

Mayor Bubenik thanked staff for all their work in community engagement.

2. Consideration of **Ordinance No. 5549-21** establishing a Core Area Parking District (CAPD) Tax Rate for Fiscal Year 2021/22

Maintenance Services Manager Clay Reynolds presented a recommendation from the Core Area Parking District Board to raise the tax rate 0.65% to keep pace with the municipal cost index.

Councilor Pratt asked what the increase would be to businesses. Manager Reynolds stated the highest increase is \$45 and the average increase would be \$4.

Mayor Bubenik asked what they pay. Manager Reynolds explained how the tax rate is calculated using a specific formula.

Mayor Bubenik noted the fee is proposed by the Core Area Parking District which is comprised of business owners in the district.

Motion for first reading by title only made by Councilor Pratt, Seconded by Councilor Brooks. Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

Motion for second reading by title only made by Council President Grimes, Seconded by Councilor Brooks.

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

MOTION PASSED

Motion to adopt Ordinance No. 5549-21 establishing a Core Area Parking District (CAPD) tax rate for Fiscal Year 2021/22 made by Council President Grimes, Seconded by Councilor Pratt.

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

MOTION PASSED

Council Communications

Councilor Pratt asked about the request for the increased term limits during public comment. She stated it behooves the city to have someone with the knowledge base and connections that are built over time serve the city. She requested it be placed on a work session. Council consensus was reached to place the item on a work session agenda for further discussion.

Council President Grimes asked for further follow-up on the gun range discussion from public comment. She would like it placed on a work session agenda. Council consensus was reached to place the item on a future work session agenda for further discussion.

Councilor Brooks recognized June as Pride Month. She recognized Juneteenth Day.

Council President Grimes recognized the Police Department and the way they communicate with the public.

Adjournment

Mayor Bubneik adjourned the meeting at 8:16 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: Nicole Morris, Deputy City Recorder
DATE: 6/28/21

SUBJECT:

Consideration of Approval of a New Liquor License Application for Bottles and Press, LLC DBA Straightaway

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the liquor license application for Straightaway

EXECUTIVE SUMMARY:

Straightaway has submitted a new application under the liquor license category of Winery. This would permit them to offer on-premises consumption (including tastings) of alcohol by patrons. The business is located at 7455 SW Bridgeport Road. The application is in accordance with provisions of Ordinance No. 680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

ATTACHMENTS:

- Application
- Vicinity Map



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

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

Date 5/17/21

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

SECTION 1: TYPE OF APPLICATION

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

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Straightaway

Business address 7455 SW Bridgeport Rd A-103 City Tualatin State OR Zip Code 97224

Mailing address 901 SE Hawthorne Blvd City Portland State OR Zip Code 97214

Telephone # 971-255-1627 Fax # _____

Email carla@straightawaycocktails.com

Name(s) of business manager(s) First Cyrus Middle _____ Last Cain

Type of business Distillery/winery

Type of food served tasting flights, pre-packaged snacks

Type of entertainment (dancing, live music, exotic dancers, etc.) none

Days and hours of operation Sunday - Monday 11-8pm

Food service hours: Breakfast _____ Lunch _____ Dinner _____

Restaurant seating capacity 15 Outside or patio seating capacity 12

How late will you have outside seating? 8pm How late will you sell alcohol? 8pm

How many full-time employees do you have? 3 Part-time employees? 5

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

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

Bottle & Press LLC
Type of liquor license (refer to OLCC form) winery - 324922

Distillery - 330940

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

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

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

Full name Cy Cain Date of birth [REDACTED]

Full name Casey Richwine Date of birth [REDACTED]

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

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

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

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

Full name: Casey Richwine

Date of birth [Redacted]

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

SECTION 4: APPLICANT SIGNATURE

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

[Redacted Signature] _____ Date 5-17-21

For City Use Only

Sources Checked:

- DMV by AS
- LEADS by AS
- TuPD Records by B
- Public Records by B

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

It is recommended that this application be:

Granted

Denied

Cause of unfavorable recommendation: _____

Bill Steele
Signature

6-4-21
Date

Bill Steele
Chief of Police
Tualatin Police Department



Attachment A
Vicinity Map



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: 6/28/2021

SUBJECT:

Consideration of Approval of a Change in Liquor License Application for Three Mermaids Public House

RECOMMENDATION:

Staff respectfully recommends the Council approve endorsement of the liquor license application for Three Mermaids Public House.

EXECUTIVE SUMMARY:

Three Mermaids Public House has submitted a change in application under the liquor license category of full on-premises. This would permit them to sell and serve distilled spirits, malt beverages, wine, and cider for consumption at their location. The business is located at 18041 SW Lower Boones Ferry Road, Suite 1B. The application is in accordance with provisions of Ordinance No. 680-85 which establishes procedures for liquor license applicants. Applicants are required to fill out a City application form, from which a review by the Police Department is conducted, according to standards and criteria established in Section 6 of the ordinance. The Police Department has reviewed the new liquor license application and recommended approval. According to the provisions of Section 5 of Ordinance No. 680-85 a member of the Council or the public may request a public hearing on any of the liquor license requests. If such a public hearing request is made, a hearing will be scheduled and held on the license. It is important that any request for such a hearing include reasons for said hearing.

FINANCIAL IMPLICATIONS:

A fee has been paid by the applicant.

ATTACHMENTS:

- Application
- Vicinity Map



CITY OF TUALATIN

LIQUOR LICENSE APPLICATION

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

Date 5/26/2021

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

SECTION 1: TYPE OF APPLICATION

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

SECTION 2: DESCRIPTION OF BUSINESS

Name of business (dba): Kat's Ladle Three Mermaids Public House

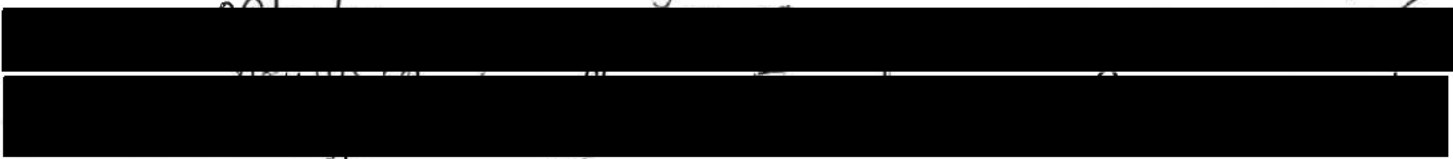
Business address 18041 SW Lower Boxes Trwy City Tigard State OR Zip Code 97224

Mailing address Suite 1B City _____ State _____ Zip Code _____

Telephone # 503-352-5091 Fax # _____

Email KATYAC@THREEMERMAIDSPUB.COM

Name(s) of business manager(s) First Katya Middle _____ Last Kishinevsky



Type of business Restaurant

Type of food served NW Pubfare

Type of entertainment (dancing, live music, exotic dancers, etc.) Trivia, Bingo

Days and hours of operation 9am - 11pm

Food service hours: Breakfast 9-2 Lunch 11-3 Dinner 3-11

Restaurant seating capacity 78 Outside or patio seating capacity 20

How late will you have outside seating? 10-11pm How late will you sell alcohol? 11pm

How many full-time employees do you have? 3 Part-time employees? 1

SECTION 3: DESCRIPTION OF LIQUOR LICENSE

Name of Individual, Partnership, Corporation, LLC, or Other applicants Kat's Ladle LLC

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

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

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

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

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

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

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

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

Full name: Katya Kishinevsky _____

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

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

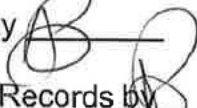


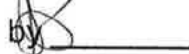
SECTION 4: APPLICANT SIGNATURE

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

 _____ 5/26/2021
Signature of Applicant Date

For City Use Only

Sources Checked:

DMV by  LEDS by  TuPD Records by 
 Public Records by 

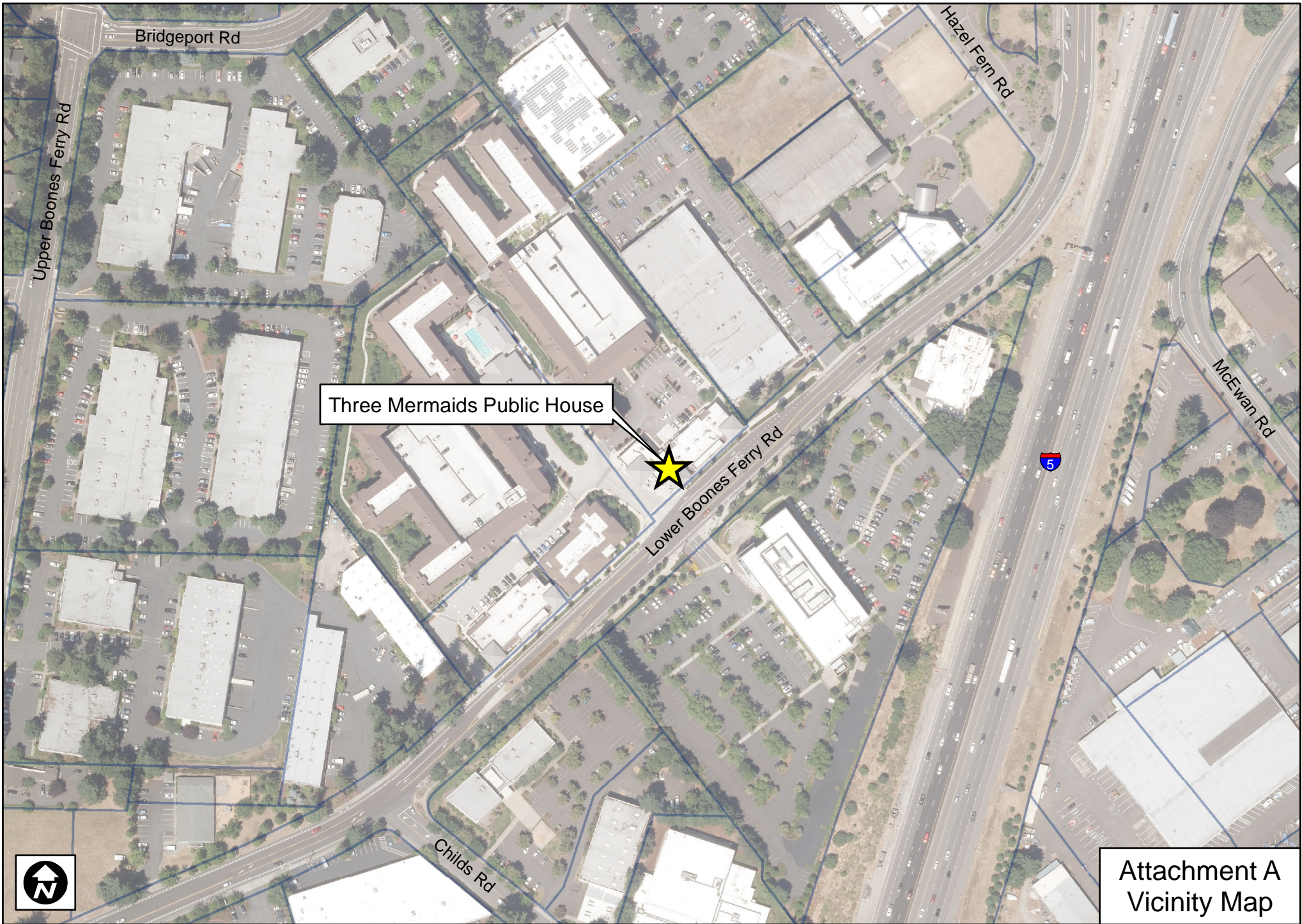
Number of alcohol-related incidents during past year for location.
 Number of Tualatin arrest/suspect contacts for _____

It is recommended that this application be:

Granted
 Denied
Cause of unfavorable recommendation: _____

 _____ 6-9-21
Signature Date

Bill Steele
Chief of Police
Tualatin Police Department





City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Bates Russell, Information and Maintenance Services Director
Frank Butler, Network Administrator

DATE: June 28, 2021

SUBJECT:

Consideration of **Resolution No. 5552-21** authorizing the City Manager to Execute an Agreement for a Metro Area Communications Commission Grant; and Appropriating Special Purpose Revenues in the City's General Fund During the Fiscal Year 2020-21 Budget.

RECOMMENDATION:

Staff recommends approval of Resolution 5552-21.

EXECUTIVE SUMMARY:

In the Spring of 2021, the city applied for, and received, a grant from the Metro Area Communications Commission (MACC) for **\$99,375**. This grant is to complete the purchase of equipment, design of, and implementation for the city network infrastructure.

The city needs to authorize the acceptance of the unbudgeted grant through a council action. During the year the Council may authorize the acceptance of special purpose revenues, such as this, and the associated appropriations through a special purpose revenue budget adjustment resolution.

OUTCOMES OF DECISION:

Approval of Resolution No. 5552-21 authorizes the city manager to accept the grant funding, mid budget cycle, and place it into the City's general fund to be used for the network replacement.

FINANCIAL IMPLICATIONS:

This MACC grant will back pay expenses the City incurred from the network replacement project. The city had previously been awarded a grant from the MACC in the Fall 2020 cycle.

ATTACHMENTS:

Resolution No. 5552-21

RESOLUTION NO. 5552-21.

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT FOR A METRO AREA COMMUNICATIONS COMMISSION GRANT; AND APPROPRIATING SPECIAL PURPOSE REVENUES IN THE CITY'S GENERAL FUND DURING THE FY 2020-21 BUDGET.

WHEREAS, the Metro Area Communications Commission is an intergovernmental entity formed under ORS 190;

WHEREAS, ORS 190 authorizes the City and Metro Area Communications Commission to enter into intergovernmental agreements;

WHEREAS, under ORS 294.338(2), during the year the Council may authorize the acceptance of special purpose revenues and the associated appropriations through a special purpose revenue budget adjustment resolution; and

WHEREAS, the City received \$99,375.00 in special purpose revenues from the Metro Area Communications Commission for technology modifications.

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

Section 1. The City Manager is authorized to execute the grant agreement with the MACC. The City Manager is authorized to make administrative modifications to the agreement to fully implement its intent.

Section 2. The City Manager is authorized and instructed to adjust the General Fund's budget to reflect receipt of the special purpose revenue and the associated appropriation:

General Fund Revenues: \$99,375.00.

General Fund Expenditures, Information Services: \$99,375.00

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this ___ day of _____, 2021.

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
Don Hudson, Assistant City Manager/Finance Director

DATE: June 28, 2021

SUBJECT:

Consideration of Resolution No. 5554-21 Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5504-20.

RECOMMENDATION:

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5504-20

EXECUTIVE SUMMARY:

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

This year, the Police Department updated the Alarm System Permit ordinance and increased alarm fees to cover staff time. Community Development is updating their erosion control fees to reflect increases from Clean Water Services (CWS). Parks and Recreation is eliminating the fee for renting the Brown's Ferry Park facility as that facility is no longer available for rent; adding the Jurgens Park Large Shelter and the Ibach Park West Large Shelter to the list of shelters available to rent; and increasing the fee for street tree removal and grinding to cover the cost to provide those services.

Attached is the updated Fee Schedule with their recommended fees. All other fees will remain the same.

ATTACHMENTS:

- Resolution No. 5554-21

RESOLUTION NO. 5554-21

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE AND RESCINDING RESOLUTION NO. 5504-20.

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

WHEREAS, the Council previously adopted the fee schedule by Resolution No. 5504-20;

WHEREAS, the Police Department updated the Alarm System Permit ordinance and increased fees to cover staff time;

WHEREAS, the Community Development Department is updating their erosion control fees to reflect increases from Clean Water Services (CWS), and

WHEREAS, Parks and Recreation is eliminating the fees for renting the Brown's Ferry Park facility as it is no longer available to rent; adding the Jurgens Park Large Shelter and the Ibach Park West Large Shelter to the list of shelters available to rent; and increasing the fee for street tree removal and grinding to cover the cost to provide those services.

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

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

Section 2. This resolution is effective July 1, 2021.

Section 3. Resolution No. 5504-20 is rescinded effective July 1, 2021.

INTRODUCED AND ADOPTED this 28th Day of June, 2021.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

**ATTACHMENT A
RESOLUTION NO. 5554-21**

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

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

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

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Development Fees (continued)	
Architectural Review, Single-family Level II (Discretionary)	810.00
Architectural Review, Accessory Dwelling Unit (ADU)	105.00
Conditional Use Permit	1,580.00
Conditional Use Permit Renewal	1,580.00
Extension Request Reviewed by Staff	225.00
Extension Request Reviewed by Architectural Review Board	1,275.00
Interpretation of Development Code	105.00
Industrial Master Plans	2,020.00
Landmark Alteration/New Construction Review	124.00
Central Urban Renewal Master Plan	2,020.00
Driveway Approach Permit	300.00
Engineering Copies:	
18" x 24"	3.00
24" x 36"	4.00
36" x 48"	5.00
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	425.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	130.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	425.00 plus 425.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	425.00 or 1/2 of the EC only Fee, whichever is greater
d. Re-inspection	65.00/hr with a minimum of 130.00
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1250.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	300.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,000.00
Landmark Demolition Review	135.00
Landmark Relocation Review	62.00
License to Keep Chickens	50.00
Mobile Food Unit Permit	100.00
Partition,* Nonexpedited & Expedited Processes	440.00
Partition,* Nonexpedited & Expedited Extension/Modification	145.00
Partition,* Nonexpedited, Appeal Proceeding to Council	145.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	325.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

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

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Development Fees (continued)	
Tree Removal Permit, 1 tree	310.00
each additional tree, \$10.00 not to exceed a total of	340.00
Variance:	
When primary use is a single family dwelling in RL or RML	320.00
When primary use is not a single family dwelling in RL or RML	1,580.00
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	320.00
When primary use is not a single family dwelling in RL or RML	1,085.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	750.00
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	135.00

Finance Department	
L.I.D. Assessment Apportionment Fee	115.00
Lien Search Fee (per tax lot)	35.00
Recovery Charge Installment Payment Plan Application Fee	235.00
Returned Checks (per check for processing NSF check)	35.00
Zone of Benefit Recovery Charge Administration Fee	125.00
Social Gaming License	
Application Fee	100.00
Annual Renewal Fee	100.00

Geographic Information System	
Citywide aerial photo, 36" x 42"	35.00
Subdivision street map, 34" x 36"	20.00
Street map, 22" x 22"	10.00
Planning Districts, 34" x 44"	20.00
Planning Districts, 18" x 24"	10.00
Custom Mapping	60.00/hr, plus materials
Mailing Lists	32.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	125.00 each + postage
3-post expandable binders with stamping	70.00
3-ring vinyl binders	20.00
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	150.00 initially then 75.00 per update
Adobe PDF of the code	150.00 initially then 75.00 per update
Adobe PDF of each supplement	150.00 initially then 75.00 per update

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

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Picnic Shelters					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
Rustic	4 hours	0.00	15.00	30.00	65.00
Patio	4 hours	0.00	15.00	30.00	65.00
Main-South	4 hours	0.00	15.00	30.00	65.00
Main-North	4 hours	0.00	15.00	30.00	65.00
Main-Full	4 hours	0.00	30.00	60.00	130.00
Trestle	4 hours	0.00	15.00	30.00	65.00
Horseshoe Pits	4 hours	0.00	0.00	15.00	30.00
Jurgens Park Large Shelter	4 hours	0.00	15.00	30.00	65.00
Ibach Park West Large Shelter	4 hours	0.00	15.00	30.00	65.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

\$10.00 handling fee for cancellations

Classification of Users

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

Class 1: Activities sponsored by the City of Tualatin.

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

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

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

Sports Fields						
Area	Time	City of Tualatin	Youth Serving Non-Profit	Resident	Non-Resident	Commercial
Sports Fields	1 hour	0.00	0.00	10.00	22.50	50.00
Sports Fields Lights	1 hour	0.00	0.00	10.00	22.50	50.00
Artificial Turf Fields	1 hour	0.00	0.00	20.00	40.00	80.00
Artificial Turf Field Lights	1 hour	0.00	0.00	40.00	40.00	40.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Juanita Pohl Center					
Area	Time	Class 1 & 2	Class 3	Class 4	
				Resident	Non-Resident
East or West Dining Room	1hour	0.00	15.00	30.00	75.00
Full Dining Room	1 hour	0.00	20.00	40.00	95.00
Large Classroom	1 hour	0.00	15.00	25.00	65.00
West Activity Room	1 hour	0.00	5.00	10.00	20.00
Small Classrooms	1 hour	0.00	5.00	10.00	20.00
Alcohol Permit:	Group		0.00	25.00	50.00
	Special Events		0.00	50.00	100.00

Reservations must be made for a minimum of two (2) hours. \$10.00 handling fee for cancellations. Late departing groups will be charged \$10.00 for every 5 minutes after the designated rental period ends.

Classification of Users

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

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

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

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

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

Cleaning & Security Deposit - Juanita Pohl Community Center	
Meetings - Large Classroom	50.00
Meetings only (no food) in Dining Room	100.00
Dining Room (with food)	285.00

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

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

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

Class 1 & 2 - No Charge

\$10.00 handling fee for cancellations

Classification of Users

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

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

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

Class 3: Non-profit organizations

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

Parks Maintenance	
Street Tree and Installation (Single Family Only)	225.00
Street Tree Removal (excluding Stump Grinding)	375.00
Street Tree Stump Grinding	200.00
New Tree Grates – Full set of 2 halves	400.00
New Tree Grates – Half set	200.00
Tree Grates – Leveling Stone and fastening hardware	25.00
Tree Grates Improvements	175.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	10.00
plus each page over 10	0.25
Alarm Permits:	
Initial Application	25.00
Annual Renewal	25.00
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	90.00
4th False Alarm	120.00
5th False Alarm	175.00
6 th and More False Alarms	235.00 per alarm
10 or more False Alarms	500.00 Civil Infraction
Late payment of renewal (after 60 days)	75.00
Expired, reinstatement fee, once revoked (after 90 days)	100.00
Failure to obtain alarm permit (within 60 days of installation)	75.00
Failure to report changes to alarm permit application within 10 days	25.00
Non-permitted or revoked alarm permit	500.00
Release of Towed (impounded) Vehicles	100.00
Fingerprinting cards	(first two) 25.00
Each additional card	each 2.00
Good Conduct Letter	10.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2021

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



City of Tualatin

**CITY OF TUALATIN
Staff Report**

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Stacy Ruthrauff, Human Resources Director
DATE: June 28, 2021

SUBJECT:

Consideration of **Resolution No. 5555-21** 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. This resolution will not provide workers compensation coverage to current members of the City Council.

FINANCIAL IMPLICATIONS:

Funds to cover workers compensation premiums for volunteers are included in the FY2021-22 budget.

ATTACHMENTS:

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

RESOLUTION NO. 5555-21

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 2021-2022 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 28th day of June, 2021.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

BY _____
City Attorney

ATTEST:

BY _____
City Recorder

**ATTACHMENT A
RESOLUTION NO. 5555-21**



**City of Tualatin
Volunteer Resolution**

Resolution No.: 5555-21

Effective Date: 07/01/2021

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 (except elected officials serving on boards)** **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 Architectural Review Board
- d. Tualatin Library Advisory Committee
- e. Tualatin Parks Advisory Committee
- f. Tualatin Arts Advisory Committee

ATTACHMENT A
RESOLUTION NO. 5555-21

- g. Tualatin Core Area Parking District Board
- h. Juanita Pohl Center Advisory Committee

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

5. Public Events

Applicable X Non-applicable _____

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

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

ATTACHMENT A
RESOLUTION NO. 5555-21

- g. Tualatin Youth Advisory Council Haunted House
- h. West Coast Giant Pumpkin Regatta
- i. Starry Nights and Holiday Lights
- j. 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 28th day of June, 2021.

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: Stacy Ruthrauff, Human Resources Director
DATE: June 28, 2021

SUBJECT:

Consideration of **Resolution No. 5556-21** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2021-2022

RECOMMENDATION:

Staff Recommends the City Council consider the attached resolution authorizing non-represented employee personnel services updates for FY 2021-2022.

EXECUTIVE SUMMARY:

Section 1 of the Resolution proposes that the Salary Schedules for Exempt Management, Non Exempt Management, and Exempt and Non Exempt Police Management employees shall be updated and increased by a 3% cost of living allowance effective July 1, 2021, as shown in attached Exhibits A, B, and C. Selected Police Management positions will be eligible to also participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement.

Section 2 of the Resolution proposes an update to the Salary Schedules for Temporary employees in accordance with minimum wage requirements and a corresponding cost of living allowance effective July 1, 2021, as shown in attached Exhibit D.

FINANCIAL IMPLICATIONS:

Provisions of the non-represented employee salary schedules adjustment are incorporated in the FY 2021-2022 budget.

ATTACHMENTS:

- Exhibit A
- Exhibit B
- Exhibit C
- Exhibit D

RESOLUTION NO. 5556-21

A RESOLUTION AUTHORIZING PERSONNEL SERVICES COMPENSATION UPDATES FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2021-22.

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

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, 2021, the Salary Schedules for Exempt Management, Non-exempt Management, and Exempt and Non-exempt Police Management employees shall be updated and increased by a 3% cost of living allowance, as provided in attached Exhibits A, B, and C, with the pay rates for these employees adjusted accordingly. Selected Police Management positions will be eligible to participate in various programs contained in the Tualatin Police Officers Association Collective Bargaining Agreement.

Section 2. Effective July 1, 2021, the Salary Schedules for Temporary employees shall be updated as provided in attached Exhibit D.

Adopted by the City Council this 28th day of June, 2021.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

FY 2021/22 SALARY SCHEDULE
EFFECTIVE 7/01/2021

EXHIBIT A

EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M8-X	Court Administrator	Hourly	32.89	33.88	34.86	35.92	37.01	38.12	39.26	40.46	41.66
		Annual	68,406.83	70,463.54	72,498.82	74,705.49	76,976.43	79,290.22	81,668.29	84,153.47	86,660.08
M12-X	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly	38.84	40.01	41.21	42.46	43.75	45.05	46.38	47.79	49.22
		Annual	80,782.08	83,229.30	85,723.59	88,312.01	90,994.56	93,700.63	96,477.30	99,395.14	102,383.58
M13-X	Vacant	Hourly	40.81	42.02	43.28	44.58	45.94	47.30	48.71	50.18	51.69
		Annual	84,876.49	87,394.29	90,029.78	92,735.84	95,559.58	98,383.29	101,324.67	104,383.72	107,513.36
M14-X	Parks Planning & Development Manager Planning Manager Deputy City Manager <i>Parks & Recreation Manager</i>	Hourly	42.84	44.14	45.46	46.81	48.22	49.66	51.15	52.67	54.26
		Annual	89,112.07	91,818.14	94,547.74	97,371.46	100,289.32	103,301.30	106,383.85	109,560.53	112,854.89
M15-X	City Engineer Building Official Assistant Finance Director Assistant Community Dev Director	Hourly	46.06	47.44	48.85	50.32	51.85	53.40	54.97	56.62	58.31
		Annual	95,794.87	98,665.67	101,607.06	104,666.09	107,842.78	111,066.54	114,337.35	117,772.88	121,279.02
DM1-X	Parks & Recreation Director Library Director Human Resources Director Information Systems Director	Hourly	49.68	51.19	52.72	54.28	55.92	57.61	59.33	61.09	62.95
		Annual	103,324.82	106,477.97	109,654.68	112,901.96	116,313.96	119,820.09	123,396.80	127,067.64	130,926.74
DM2-X	<i>Finance Director</i> Public Works Director Community Development Director	Hourly	52.59	54.19	55.82	57.52	59.22	61.00	62.82	64.70	66.67
		Annual	109,395.84	112,713.70	116,102.18	119,631.83	123,185.01	126,879.40	130,667.89	134,574.05	138,668.45
DM3-X	Vacant	Hourly	55.99	57.67	59.40	61.18	63.04	64.93	66.86	68.85	70.93
		Annual	116,455.16	119,961.27	123,561.52	127,255.89	131,114.98	135,044.68	139,068.48	143,209.94	147,539.65
DM4-X	Assistant City Manager/Finance Director City Attorney	Hourly	57.54	59.25	61.02	62.84	64.74	66.70	68.68	70.74	72.86
		Annual	119,678.89	123,232.08	126,926.47	130,714.96	134,668.16	138,739.04	142,856.97	147,139.63	151,539.93
DM5-X	Police Chief	Hourly	63.53	65.42	67.39	69.41	71.49	73.65	75.84	78.13	80.46
		Annual	132,150.35	136,080.04	140,174.45	144,362.96	148,692.68	153,187.10	157,752.13	162,505.40	167,352.80

* italicized positions are not filled.

FY 2021/22 SALARY SCHEDULE
EFFECTIVE 7/01/2021

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	24.65	25.37	26.15	26.92	27.75	28.57	29.43	30.29	31.22
		Annual	51,272.00	52,769.60	54,392.00	55,993.60	57,720.00	59,425.60	61,214.40	63,003.20	64,937.60
N3	Vacant	Hourly	25.95	26.73	27.54	28.38	29.21	30.10	30.98	31.92	32.89
		Annual	53,976.00	55,598.40	57,283.20	59,030.40	60,756.80	62,608.00	64,438.40	66,393.60	68,411.20
N4	Vacant	Hourly	27.32	28.13	29.00	29.84	30.76	31.67	32.61	33.59	34.62
		Annual	56,825.60	58,510.40	60,320.00	62,067.20	63,980.80	65,873.60	67,828.80	69,867.20	72,009.60
N5	<i>Recreation Coordinator</i>	Hourly	28.41	29.24	30.14	31.00	31.96	32.93	33.91	34.93	35.96
		Annual	59,092.80	60,819.20	62,691.20	64,480.00	66,476.80	68,494.40	70,532.80	72,654.40	74,796.80
N6	<i>Human Resources Analyst Paralegal</i>	Hourly	29.83	30.75	31.66	32.60	33.58	34.60	35.64	36.70	37.80
		Annual	62,046.40	63,960.00	65,852.80	67,808.00	69,846.40	71,968.00	74,131.20	76,336.00	78,624.00
N7	Vacant	Hourly	31.29	32.25	33.22	34.20	35.23	36.29	37.37	38.48	39.63
		Annual	65,083.20	67,080.00	69,097.60	71,136.00	73,278.40	75,483.20	77,729.60	80,038.40	82,430.40
N8	Police Services Supervisor	Hourly	32.89	33.88	34.86	35.92	37.01	38.12	39.26	40.46	41.66
		Annual	68,411.20	70,470.40	72,508.80	74,713.60	76,980.80	79,289.60	81,660.80	84,156.80	86,652.80
N9	Access Services Supervisor Public Service Supervisor Recreation Supervisor Pohl Center Supervisor	Hourly	34.55	35.57	36.65	37.72	38.86	40.03	41.22	42.47	43.75
		Annual	71,864.00	73,985.60	76,232.00	78,457.60	80,828.80	83,262.40	85,737.60	88,337.60	91,000.00
N10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	36.24	37.31	38.43	39.58	40.76	41.98	43.27	44.56	45.91
		Annual	75,379.20	77,604.80	79,934.40	82,326.40	84,780.80	87,318.40	90,001.60	92,684.80	95,492.80
N11	<i>Accounting Supervisor Water Division Mgr</i>	Hourly	38.05	39.17	40.37	41.57	42.84	44.14	45.46	46.80	48.21
		Annual	79,144.00	81,473.60	83,969.60	86,465.60	89,107.20	91,811.20	94,556.80	97,344.00	100,276.80

* italicized positions are not filled.

SALARY SCHEDULE
EFFECTIVE 7/1/2021 - 12/31/2021

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											
P1	Police Officer	Hourly	31.72	32.99	34.31	35.68	37.11	38.59	40.13	n/a	n/a
		Annual	65,977.60	68,619.20	71,364.80	74,214.40	77,188.80	80,267.20	83,470.40	n/a	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	38.03	39.56	41.14	42.78	44.52	46.28	48.14	50.06	52.06
		Annual	79,102.40	82,284.80	85,571.20	88,982.40	92,601.60	96,262.40	100,131.20	104,124.80	108,284.80
Exempt Police Management 3% Steps											
P3-X	<i>Police Lieutenant</i>	Hourly	50.34	51.85	53.41	55.03	56.67	58.35	60.12	61.92	63.78
		Annual	104,713.16	107,842.78	111,090.06	114,455.01	117,867.01	121,373.13	125,043.98	128,785.41	132,668.04
P4-X	Police Captain	Hourly	55.37	57.04	58.76	60.54	62.33	64.20	66.12	68.10	70.17
		Annual	115,160.94	118,643.54	122,220.25	125,914.63	129,656.05	133,538.68	137,538.96	141,656.90	145,963.07
DM5-X	Police Chief	Hourly	63.53	65.42	67.39	69.41	71.49	73.65	75.84	78.13	80.46
		Annual	132,150.35	136,080.04	140,174.45	144,362.96	148,692.68	153,187.10	157,752.13	162,505.40	167,352.80

* *italicized* positions are not filled.

**TEMPORARY EMPLOYEES - SCHEDULE B
 FY 2021/22 SALARY SCHEDULE
 EFFECTIVE 7/01/2021**

EXHIBIT D

Grade	TITLE	RATE	REGULAR WAGE
U1	TEMP LIBRARY PAGE	Hourly	14.05
U5	TEMP RECREATION LEADER I TEMP RECREATION AIDE	Hourly	14.20
U9	TEMP HOMEWORK LEADER TEMP LIBRARY SENIOR PAGE TEMP OPS MAINT WORKER SEASONAL PARKS WORKER	Hourly	15.50
U10	TEMP INTERN TEMP PARK RANGER TEMP RECREATION LEADER II TEMP FILE CLERK	Hourly	16.30
U12	TEMP YOUTH LEADER	Hourly	17.61
U14	TEMP SR YOUTH LEADER	Hourly	18.94
U16	TEMP TECHNOLOGY SPEC	Hourly	21.71
U30	TEMP REC. COUNSELOR I	Hourly	36.00
J1	JUDGE	Hourly	108.77



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 28, 2021

SUBJECT:

Consideration of **Resolution No. 5557-21** Amending Water, Sewer, Stormwater, and Road Utility Fee Rates Inside the City of Tualatin and Rescinding Resolutions 5505-20 and 5512-20

RECOMMENDATION:

Staff recommends adopting the attached Resolution.

EXECUTIVE SUMMARY:

Water rates are increasing as determined in the adopted Water Master Plan, with the consumption rate increasing from \$3.20 per 100 cubic ft. (CCF) to \$3.34 per CCF, the service charge increasing from \$4.55 per month to \$4.74 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 3.824%. 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. Rates for both of these utilities were not raised during fiscal year 2020/2021. The CWS board has adopted a 4.5% increase changing the regional base rate from \$25.11 per Equivalent Dwelling Unit (EDU) to \$26.24 per EDU, and the sewer usage rate from \$1.66 per CCF to \$1.74 per CCF. The City Council is asked to set the local rate as recommended in the recently adopted Sewer Master Plan. This increase will raise the local base rate from \$6.53 per EDU to \$7.51 per EDU and the local usage rate from \$0.444 per CCF to \$0.511 per CCF. Stormwater rates increase from \$10.24 per Equivalent Surface Unit (ESU) to \$10.68 per ESU, with a regional rate of \$2.43 per ESU and the local share being \$8.25 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, broken down between Water Quality and Water Quantity, and is 100% retained by the City.

The impact of the rate increases detailed above will increase the average residential utility bill, using 8 CCF per month, for these services by \$5.36.

OUTCOMES OF DECISION:

Adoption of the attached resolution sets new rates effective July 1, 2021.

FINANCIAL IMPLICATIONS:

With the new rates, and the recently approved Parks Utility Fee, the average monthly Tualatin residential utility bill will increase from \$99.14 to \$109.50.

ATTACHMENTS:

- Resolution No. 5557-21

RESOLUTION NO. 5557-21

A RESOLUTION AMENDING WATER, SEWER, STORMWATER AND ROAD UTILITY FEE RATES INSIDE THE CITY OF TUALATIN AND RESCINDING RESOLUTIONS 5505-20 and 5512-20

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

WHEREAS, under TMC 3-2, 3-3 and 3-4, the Council established rates for water, sewer, stormwater (also known as "surface water" and "storm sewer"), and road 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 of July 1, 2021 is as follows:

Meter Size	Meter Unit Equivalent	System Development Charge*
5/8"	1	\$ 4,968
3/4"	1.5	\$ 7,451
1"	2.5	\$ 12,418
1 1/2"	5	\$ 24,838
2"	8	\$ 39,740
3"	16	\$ 79,480
4"	25	\$ 124,189
6"	50	\$ 248,376
8"	80	\$ 397,401
10"	115	\$ 571,265
* 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, 2021, is as follows:

	System Development Charge
Regional Rate	\$ 5,842.65
Local Rate	\$ 242.35
Total Rate	\$ 6,085.00

- (d) The schedule for Stormwater System Development Charges, per Equivalent Service Unit (ESU), as of July 1, 2021, is as follows:

	System Development Charge	
Water Quality	\$	263.25
Water Quantity	\$	321.75
Total Rate	\$	585.00

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:

METER METHOD	
Meter Size (in inches)	Installation Charge
$\frac{5}{8}$ x $\frac{3}{4}$, 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, and Road 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"	\$ 4.68	\$ 4.68	\$ 4.74	\$ 3.34
1"	\$ 11.76	\$ 11.76	\$ 4.74	\$ 3.34
1 1/2"	\$ 23.46	\$ 23.46	\$ 4.74	\$ 3.34
2"	\$ 37.50	\$ 37.50	\$ 4.74	\$ 3.34
3"	---	\$ 51.34	\$ 4.74	\$ 3.34
4"	---	\$ 87.91	\$ 4.74	\$ 3.34
6"	---	\$ 190.49	\$ 4.74	\$ 3.34
8"	---	\$ 366.39	\$ 4.74	\$ 3.34

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 remains as follows:

	BASE CHARGE (per Dwelling Unit, or EDU)	USE CHARGE Per CCF (hundred cubic feet), winter average
Regional Rate	\$ 26.24	\$ 1.7400
Local Rate	\$ 7.51	\$ 0.5110

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

	BASE CHARGE
Regional Rate	\$ 2.43
Local Rate	\$ 8.25

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

Customer Group	Per Unit
Single Family Residential	\$ 5.99
Multi-Family Residential	\$ 5.42

- (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	\$ 1.48	\$ 3.71
Non-Residential Group 2	\$ 2.56	\$ 3.71
Non-Residential Group 3	\$ 6.36	\$ 3.71
Non-Residential Group 4	\$ 14.34	\$ 3.71
Non-Residential Group 5	\$ 40.96	\$ 3.71
Non-Residential Group 6	\$ 97.85	\$ 3.71
Non-Residential Group 7	\$ 11.38	\$ 3.71

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"	\$ 16.65
6"	\$ 36.03
8"	\$ 69.74
10"	\$ 110.86

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

(a) **Restoration Charge.**

(1) Where service has been terminated for delinquent bills or other violations, the charge for restoration of service shall be \$30.00.

(2) Water shall only be restored between 7:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

(b) **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.	

(c) **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.

(d) **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:

Item	Charge
Temporary Water Service Application Fee	\$175
Hydrant Service Fees and Deposits	
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
Temporary Service Fees and Deposit	
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
Temporary Service Water Rates	
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%
Miscellaneous Fees	
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. Resolutions 5505-20 and 5512-20 is rescinded effective July 1, 2021.

Section 11. Effective Date. The effective date of this resolution is July 1, 2021, for service after June 30, 2021.

INTRODUCED AND ADOPTED this 28th day of June 2021.

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 28, 2021

SUBJECT:

Consideration of **Resolution No. 5558-21**, Authorizing Changes to the FY 2020-2021 Adopted Budget.

RECOMMENDATION:

Staff recommends adopting the attached resolution.

EXECUTIVE SUMMARY:

Local Budget Law allows for specific purpose grant funds to be appropriated through a special purpose revenue budget adjustment resolution (ORS 294.338), as well for the transfer of appropriation authority from one appropriation to another (ORS 294.463)

During FY 2020-2021, the City received Coronavirus Aid, Relief and Economic Security (CARES) Act funding for COVID-19 related expenditures whose purpose was not included in the adopted budget. The City received additional funds for Economic Stabilization purposes and the budget requires an additional \$163,680 of specific purpose grant revenue and related expenditures to be appropriated.

Additionally, in the Tualatin City Services Building Fund, the Beginning Fund Balance was higher than anticipated when the budget was prepared, due to the timing of expenditures, and debt proceeds were higher than initially proposed. These unforeseen conditions necessitate an adjustment to the capital outlay category of this fund. Non-tax revenues have been received to cover this adjustment.

All proposed changes to the adopted budget are included in the attached Resolution.

FINANCIAL IMPLICATIONS:

CARES Act funds received are sufficient to cover the additions to the General Fund Non-Departmental budget and the impact to the Tualatin City Services Building Fund is zero, as sufficient revenues have been recorded to cover the appropriation increase.

ATTACHMENTS:

- Resolution No. 5558-21

RESOLUTION NO. 5558-21

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2020-2021 BUDGET

WHEREAS, an occurrence or condition that was not ascertained when preparing the budget requires a change in the adopted FY 2020-2021 budget;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted 2020-2021 budget are necessary;

WHEREAS, ORS 294.338(2) allows for the expenditure of specific purpose grants after enactment of an appropriation resolution authorizing the expenditure.

WHEREAS, ORS 294.338(3) allows for the existence of an unforeseen occurrence at the time of the preparation of the budget, to the extent that non-property tax funds are available for the expenditure.

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 expenditure of a specific purpose grant and declare the existence of an unforeseen condition at the time of the preparation of the budget.

Section 2. The purpose of the appropriation resolution is to create an appropriation for specific purpose grants from Washington County and the State of Oregon from CARES Act funding in the General Fund and increase an appropriation of non-property tax funds in the Tualatin City Services Building Fund.

Section 3. Adjustments to the adopted 2020-2021 budget should be made as follows:

General Fund

Non-Departmental	\$163,690	Grant Revenue	\$163,690
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Tualatin City Services Building Fund

Capital Outlay	\$600,000	Beginning Fund Balance	\$600,000
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Section 4. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 28th day of June, 2021.

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

DATE: June 28, 2021

SUBJECT:

Consideration of **Resolution No. 5560-21** Awarding the Contract for Construction of the Tualatin Road (Sweek Drive to Community Park) Phase 1 Project, part of the Tualatin Moving Forward Bond Program.

RECOMMENDATION:

Staff recommends that Council approve the resolution awarding and allowing the City Manager to execute a contract with Brown Contracting, Inc. to construct the Tualatin Road (Sweek Drive to Community Park) Phase 1 Project in the amount of \$224,483.

EXECUTIVE SUMMARY:

The contract will build the Tualatin Road (Sweek Drive to Community Park) Phase 1 Project – which includes installation of crosswalk lights, curb and sidewalk improvements, curb ramp replacement, and striping and signing along Tualatin Road from Sweek Drive to the crosswalk just east of the Police Station. Phase 2, which requires additional time for railroad coordination, is planned to widen the sidewalk between the crosswalk and the park.

The construction contract was advertised in the Daily Journal of Commerce on May 26, 2021. Three (3) bids were received before the bid period closed on June 15, 2021. Brown Contracting, Inc submitted the lowest responsible bid for the project in the amount of \$224,483.

OUTCOMES OF DECISION:

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

FINANCIAL IMPLICATIONS:

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

ATTACHMENTS:

Resolution No. 5560-21 Awarding Contract

RESOLUTION NO. 5560-21

A RESOLUTION AWARDING THE CONTRACT FOR CONSTRUCTION OF THE TUALATIN ROAD (SWEET DRIVE TO COMMUNITY PARK) PHASE 1 PROJECT, PART OF THE TUALATIN MOVING FORWARD BOND PROGRAM

WHEREAS, the Tualatin Road Sweet Drive to Community Park Phase 1 Project was advertised in the *Daily Journal of Commerce* on May 26th, 2021;

WHEREAS, the City received three bids prior to the close of the bid period on June 15, 2021;

WHEREAS, Brown Contracting Inc., submitted the lowest responsible bid for the Project in the amount of \$224,483; and

WHEREAS, funds budgeted for the Project in the Transportation Project Fund.

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

Section 1. The contract for the Project is awarded to Brown Contracting Inc.

Section 2. The City Manager is authorized to execute a contract with Brown Contracting Inc., in the amount of \$224,483

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 28th day of June, 2021.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



The Tualatin Historical Society's 2021 Report to the City



This past year was rosier than we thought it could be...

...but there were still some thorns.

Historic Robbins Rose at Tualatin Heritage Center



Learning on the fly with the pandemic

- By the start of our fiscal year in July of 2020 we knew the pandemic, then a few months old in the US, was **not going to quickly fade away**.
- We, of course, closed the Heritage center but kept **Cindy busy with some projects** noted in last year's report.



- **Great programs** planned by THS and our Ice Age partners had already been **cancelled**:
 - Latino Immigration in Washington County
 - Near Misses on the Lewis & Clark Expedition
 - Glaciers in Antarctica vs Ours
 - Collateral Results of Viet Nam
 - The Meaning of Climate Change
- And... Perhaps the most tragic loss of all was our beloved **Pioneer Days** for 2nd year in a row.



Still, after a few months of uncertainty, we did manage to put together a great batch of programs



- The Short Beautiful Life of **Interurban Transportation**
- **Councilwoman Maria Reyes' Incredible Journey**
- **Artist Carlos Horcos** Reflects on his Work for Tualatin and Other Commissions
- **Oregon's Cowboy Poet Tom Swearingen**
- **Holiday Traditions: Locally & from Afar**
- **Bisons in your Backyard**
- **Jonathan Crane's Covid-19 Story**
- **Scott Burns' Majesty of the Swiss Alps**
- **History of Hops on the Tualatin Plains.**
- **Vietnam vet Jack Estes** author of Searching for Gurney.



We are keeping busy. Here are some more things you should know.

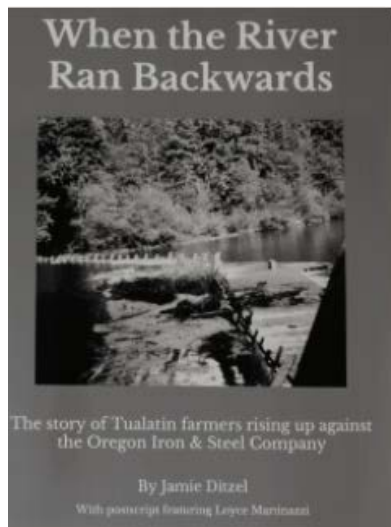
Local artist Carlos Horcos will work with THS to identify projects consistent with our Mission to preserve, protect and interpret Tualatin's rich and colorful history.



- New home for the Lakeridge Rhyolite **Glacial Rock.**
- **The Center is open Mon-Thurs 10-3.** Normal hours will resume this month. Rentals follow state/county guidelines.
- **We continue with oral histories.** Most today are videos. All are born digital.
- **Harvesting our archives** to populate the new web page continues.
- **Taskforces** to focus on volunteers, fundraising and archive management.
- **Our quarterly newsletter** never missed a beat and is still issued regularly
- **Annual picnic will resume** this year with food and music at Community Park. July 7 4:30-6:30

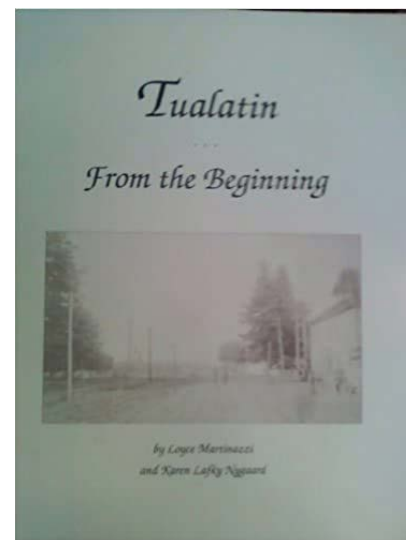


Two Books—so long in the making



PSU intern Jamie Ditzel has helped Loyce Martinazzi keep a promise to her father: “Write that dam story!” Learn about **Tualatin farmers rising up against the Oregon Iron & Steel Company**. The names of the those who sought justice by blowing up the dam are finally revealed! ***When the River Ran Backwards*** is available in our store now.

Our bestselling book, ***Tualatin from the Beginning*** has long been considered **the primer** for anyone interested in really knowing the facts about our history. The 3rd edition will come out late summer with **30 new topics** that cover where the 2nd edition left off!





We continued to celebrate the best of who we are with our annual Lafky-Martinazzi and Presidents Award. The newly named Jack Broome Scholarship gave 2 awards!



*Madison
McDonald*

In 2020, due to the special circumstances around the global COVID-19 pandemic, a special scholarship was added.



*Julio Lopez
Carrillo*



Our new web page: perhaps our biggest challenge during 2021, and something that brings us great pride.

- **All of the stuff you'd expect**

- Articles
- Oral Histories
- Photos
- Videos
- Program information
- Event calendar

- **And plenty you would not:**

- Interactive walking tour of Tualatin's historic sites
- Online store
- Virtual tour of exhibits inside and outside of THC
- Tualatin specific info like the Greenway Trail, Centennial Celebration, Park history and more
- Digital Attic to find everything not yet on our page





And of course.... Outstanding Volunteer group of the year in 2019 and shared honors in 2020.

"We are part of this city's success-- one of America's top ten cities-- along with CIOs, School Administration, Responsive City Government, CenterCal support, etc... We facilitate Tualatin's continuing exceptional civic awareness, pride, and depth"

Art Sasaki
Board Member and
former President of THS





Additional Information

- **Membership:** Up 5%
- **Financials:** We remain healthy
 - **Grants + PPP:** How much and how we spent them.
- **Loss of our home for the Galbreath Wagon**—Lee Farms needs it moved.
- **Board:** two openings.



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 28, 2021

SUBJECT:

Consideration of **Resolution No. 5559-21** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2021, 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 2021-2022 Budget.

EXECUTIVE SUMMARY:

Council will consider adoption of the Fiscal Year 2021-2022 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2021-2022 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 25, 2021. The total of the Fiscal Year 2021-2022 Budget is \$135,205,650 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 \$3,096,850 to be levied for bonded debt. The bond levy is excluded from limitation for local government operations.

Oregon State law requires the City Council adopt a budget prior to July 1, 2021.

The City of Tualatin budget is made up of 21 funds, divided among five different categories: General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds and Enterprise Funds. Two new funds are included in 2021-2022 budget; the Parks Utility Fund to record the activity for the recently approved Parks Utility Fee, and the American Rescue Plan Fund, that will record activity of the funds to be received from the American Rescue Plan Act, signed by President Biden in March 2021. 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 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.

City staff prides itself in providing quality services to our citizens and customers, in a fiscally prudent manner. The Fiscal Year 2021-2022 budget continues to meet these expectations. Utilizing the City's Fiscal Health model of matching on-going expenditures with on-going revenues, the City is maintaining a positive fiscal health position for this fiscal year.

Preparation of the Fiscal Year 2021-2022 budget continued to take into consideration the impacts of the COVID-19 pandemic. Staff reviewed which revenues would be impacted by business closures, program and event cancellations and services that were limited or temporarily unavailable, while also planning for the hopeful return to a "new normal", even as risk levels were continually changing and guidance related to mask mandates and social distancing were revised often.

Even with the impacts of the pandemic, we feel that the Fiscal Year 2021-2022 budget is a fiscally prudent budget.

In addition to the budget approved by the budget committee, the City Council has the ability to change the approved budget in each fund by no more than 10% of the total budget. Staff is proposing the following changes to the Budget Committee approved budget in the General Fund.

When the budget for Fiscal Year 2021-2022 budget was prepared, staff anticipated that purchases and services planned for in the 2020-2021 budget would be completed and received before June 30, 2021. There are a few instances where this has not occurred and we are asking Council to carry the funds for these items into the 2021-2022 budget to pay for them when received. The first is in the Administration budget for legal services related to collective bargaining. Bargaining with AFSCME was delayed and the majority of it will be completed after July 1st. We are therefore asking for \$10,000 to be carried over from fiscal year 2020-2021 into fiscal year 2021-2022. In the Police Department, delays in shipping of ammunition and of an amplifier for the radio system requires a carryover of \$7,650. The Library is working on spending a grant for equipment in the new Makerspace classroom, but won't be able to secure all of it before June 30th, so we are asking for \$2,800 to be carried over.

The last change this evening is for an addition to the budget. The roof for the Juanita Pohl Center will need to be replaced sooner than originally anticipated and we feel it will need to be completed during fiscal year 2021-2022. Therefore, we are asking for Council to add \$350,000 to the Maintenance Services budget for this project.

Carryovers are funded by an addition to the Beginning Fund Balance in the General Fund and funds for the Pohl Center roof project are available from previously unappropriated fund balances in the General 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 2021-2022.

ATTACHMENTS:

- Resolution No. 5559-21

RESOLUTION NO. 5559-21

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, 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 \$135,205,650 (including \$23,984,005 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, 2021, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

City Council	\$	135,220	
Administration	\$	1,615,840	
Finance	\$	1,273,835	
Municipal Court	\$	440,470	
Legal	\$	375,875	
Information Systems	\$	1,630,820	
Community Development	\$	1,157,990	
Engineering	\$	905,850	
Police	\$	8,628,350	
Maintenance Services	\$	2,156,950	
Parks Maintenance	\$	1,759,885	
Parks and Recreation	\$	1,826,395	
Library	\$	2,415,640	
Non-Departmental	\$	1,537,195	
Contingency	\$	3,799,350	
Total GENERAL FUND Appropriations			\$ 29,659,665
Reserves	\$	1,622,050	
Unappropriated	\$	5,599,170	
Total GENERAL FUND			<u>\$ 36,880,885</u>

BUILDING FUND

Personal Services	\$	1,026,800	
Material & Services	\$	91,250	
Capital Outlay	\$	-	
Transfers	\$	495,330	
Contingency	\$	231,415	
Total BUILDING FUND Appropriations			\$ 1,844,795
Reserves	\$	664,285	
Total BUILDING FUND			<u>\$ 2,509,080</u>

WATER OPERATING FUND

Personal Services	\$	915,695	
Material & Services	\$	3,671,140	
Capital Outlay	\$	1,843,000	
Transfers	\$	1,947,920	
Contingency	\$	<u>1,266,100</u>	
Total WATER OPERATING FUND Appropriations			\$ 9,643,855
Reserves	\$	<u>4,303,875</u>	
Total WATER OPERATING FUND			<u>\$ 13,947,730</u>

SEWER OPERATING FUND

Personal Services	\$	524,215	
Material & Services	\$	7,546,510	
Capital Outlay	\$	450,000	
Transfers	\$	1,341,205	
Contingency	\$	<u>1,479,475</u>	
Total SEWER OPERATING FUND Appropriations			\$ 11,341,405
Reserves	\$	<u>949,380</u>	
Total SEWER OPERATING FUND			<u>\$ 12,290,785</u>

STORMWATER OPERATING FUND

Material & Services	\$	1,619,340	
Capital Outlay	\$	930,000	
Transfers	\$	1,023,540	
Contingency	\$	<u>538,900</u>	
Total STORMWATER FUND Appropriations			\$ 4,111,780
Reserves	\$	<u>4,960,650</u>	
Total STORMWATER OPERATING FUND			<u>\$ 9,072,430</u>

ROAD UTILITY FEE FUND

Material & Services	\$	1,862,245	
Transfers	\$	443,535	
Contingency	\$	<u>341,755</u>	
Total ROAD UTILITY FEE FUND Appropriations			\$ 2,647,535
Reserves	\$	<u>285,110</u>	
Total ROAD UTILITY FEE FUND			<u>\$ 2,932,645</u>

ROAD OPERATING FUND

Personal Services	\$	667,095	
Material & Services	\$	1,064,635	
Capital Outlay	\$	951,500	
Transfers	\$	1,316,120	
Contingency	\$	<u>600,830</u>	
Total ROAD OPERATING FUND Appropriations			\$ 4,600,180
Reserves	\$	<u>2,172,820</u>	
Total ROAD OPERATING FUND			<u>\$ 6,773,000</u>

CORE AREA PARKING DISTRICT FUND

Material & Services	\$	26,400	
Capital Outlay	\$	-	
Transfers	\$	27,190	
Contingency	\$	<u>8,035</u>	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 61,625
Reserves	\$	<u>215,675</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 277,300</u>

TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND

Material & Services	\$	-	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ -
Reserves	\$	<u>50,430</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 50,430</u>

PARKS UTILITY FUND

Material & Services	\$	9,600	
Capital Outlay	\$	100,000	
Transfers	\$	29,360	
Contingency	\$	<u>539,480</u>	
Total PARKS UTILITY FUND			<u>\$ 678,440</u>

GENERAL OBLIGATION BOND FUND

Debt Service	\$	<u>2,984,000</u>	
Total GO BOND DEBT FUND Appropriations			\$ 2,984,000
Reserves	\$	<u>75,000</u>	
Total GO BOND DEBT FUND			<u>\$ 3,059,000</u>

ENTERPRISE BOND FUND

Material & Services	\$	495	
Debt Service	\$	991,175	
Total ENTERPRISE BOND FUND Appropriations			\$ 991,670
Reserves	\$	522,580	
Total ENTERPRISE BOND FUND			<u>\$ 1,514,250</u>

WATER DEVELOPMENT FUND

Capital Outlay	\$	-	
Transfers	\$	291,320	
Contingency	\$	1,290,130	
Total WATER DEVELOPMENT FUND			<u>\$ 1,581,450</u>

SEWER DEVELOPMENT FUND

Material & Services	\$	576,000	
Capital Outlay	\$	303,000	
Transfers	\$	57,070	
Contingency	\$	3,608,010	
Total SEWER DEVELOPMENT FUND			<u>\$ 4,544,080</u>

STORMWATER DEVELOPMENT FUND

Capital Outlay	\$	100,000	
Transfers	\$	15,610	
Contingency	\$	429,850	
Total STORMWATER DEVELOPMENT FUND			<u>\$ 545,460</u>

PARK DEVELOPMENT FUND

Material & Services	\$	5,000	
Capital Outlay	\$	1,009,820	
Transfers	\$	77,050	
Total PARK DEVELOPMENT FUND Appropriations			\$ 1,091,870
Reserves	\$	1,494,980	
Total PARK DEVELOPMENT FUND			<u>\$ 2,586,850</u>

TRANSPORTATION PROJECT FUND

Material & Services	\$	10,000	
Capital Outlay	\$	5,387,520	
Transfers	\$	358,460	
Contingency	\$	809,410	
Total TRANSPORTATION PROJECT FUND Appropriations			\$ 6,565,390
Reserves	\$	9,144,820	
Total TRANSPORTATION PROJECT FUND			<u>\$ 15,710,210</u>

TUALATIN CITY SERVICES BUILDING FUND

Capital Outlay	\$	200,000	
Total TUALATIN SERVICE CENTER FUND			\$ 200,000

VEHICLE REPLACEMENT FUND

Capital Outlay	\$	-	
Total VEHICLE REPLACEMENT FUND Appropriations			\$ -
Reserves	\$	1,068,000	
Total VEHICLE REPLACEMENT FUND			<u>\$ 1,068,000</u>

TRANSPORTATION DEVELOPMENT TAX FUND

Capital Outlay	\$	816,640	
Transfers	\$	54,350	
Contingency	\$	11,923,100	
Total TRANSPORTATION DEVELOP TAX FUND			<u>\$ 12,794,090</u>

AMERICAN RESCUE PLAN FUND

Material & Services	\$	3,000,000	
Contingency	\$	3,189,535	
Total AMERICAN RESCUE PLAN FUND			<u>\$ 6,189,535</u>

TOTAL APPROPRIATED - ALL FUNDS			\$ 111,221,645
TOTAL RESERVES			\$ 18,384,835
TOTAL UNAPPROPRIATED - ALL FUNDS			<u>\$ 5,599,170</u>
TOTAL BUDGET			<u>\$ 135,205,650</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 \$3,096,850 for bonds; and that these taxes are hereby imposed and categorized for tax year 2021-22 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...\$3,096,850

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 28th day of June, 2021.

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: Nicole Morris, Deputy City Recorder
DATE: 6/28/21

SUBJECT:

Consideration of Recommendations from the Council Committee on Advisory Appointments

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

The CCAA met and interviewed community members interested in participating on City advisory committees. The Committee recommends appointment of the following individuals:

Individuals	Board	Term
Skip Stanaway	Architectural Review Board	Reappointment Term Expiring 6/30/23
Lisa Quichocho	Architectural Review Board	Reappointment Term Expiring 6/30/23
Nichole George	Architectural Review Board	Reappointment Term Expiring 6/30/23
Carol Bellows	Architectural Review Board	Reappointment Term Expiring 6/30/23
Patrick Gaynor	Architectural Review Board	Reappointment Term Expiring 6/30/23
Chris Goodell	Architectural Review Board	Reappointment Term Expiring 6/30/23
Mahathi Sridhar	Tualatin Arts Advisory Committee	Student Term Expiring 3/31/22
Nadia Alvarado	Tualatin Parks Advisory Committee	Student Term Expiring 2/28/22



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Sean Brady, City Attorney
Stacy Ruthrauff, Human Resources Director

DATE: June 28, 2021

SUBJECT:

Consideration of **Resolution No. 5561-21** Establishing a Policy to Provide Workers Compensation Coverage to Future Members of the Council, as Volunteers of the City

RECOMMENDATION:

Staff recommends Council consider adopting Resolution No. 5561-21.

EXECUTIVE SUMMARY:

Resolution No. 5561-21 establishes a policy to provide workers compensation insurance coverage to members of the City Council, as volunteers of the City, beginning January 1, 2023. In fiscal year 2021-2022, the City will provide workers compensation insurance coverage to all volunteers of the City, except City Council members. In order to include City Council members under the City's workers compensation insurance coverage, the City must first establish a policy to provide such coverage. Due to conflict of interest laws, a policy cannot be applied to the current Council, but must be established prospectively to apply coverage to future members of the City Council.

Workers compensation insurance provides a benefit to injured workers, while also protecting the City from being held liable as a result of an injury. Extending workers compensation insurance coverage to include volunteers reduces liability risk to the City. Adopting Resolution No. 5561-21 will allow future members of the City Council to be treated like all other volunteers of the City and be covered by the City's workers compensation insurance.

Voting on this resolution creates conflicts of interest issues for Councilors. As a result, Councilors will be required to disclose conflicts of interests before voting on the resolution.

ATTACHMENTS:

- Resolution No. 5561-21

RESOLUTION NO. 5561-21

A RESOLUTION ESTABLISHING A POLICY TO PROVIDE WORKERS COMPENSATION COVERAGE TO FUTURE MEMBERS OF THE COUNCIL, AS VOLUNTEERS OF THE CITY.

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; and

WHEREAS, the City wishes to establish a policy to provide workers compensation benefits to future members of the City Council, as volunteers of the City.

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

Section 1. Beginning January 1, 2023 and each year thereafter, the Mayor and each Councilor will be provided coverage under the City's workers compensation insurance, as volunteers of the City. This policy will continue in perpetuity and apply to all future Mayors and Councilors, unless otherwise modified or changed by a resolution of the Council.

Section 2. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 28th day of June, 2021.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM:

ATTEST:

BY _____
City Attorney

BY _____
City Recorder