



TUALATIN CITY COUNCIL MEETING

MONDAY, JUNE 27, 2022

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 27. 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. 5:30 p.m. (45 min) – Basalt Creek Parkway – Noise Analysis & Abatement.** Representatives from Washington County will present information about noise, how noise is analyzed, policies associated with noise, abatement measures, and specific information about the Basalt Creek Parkway.
- 2. 6:15 p.m. (45 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the June 27th City Council meeting and brief the Council on issues of mutual interest.

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. Public Health Announcement
2. Fireworks Safety Announcement
3. New Employee Introduction- Building Inspector Edward Jones
4. New Employee Introduction- Engineering Technician Chris Kwiatkowski
5. Proclamation Recognizing June as Pride Month

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 13, 2022
2. Consideration of **Resolution No. 5620-22** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin
3. Consideration of **Resolution No. 5621-22** Authorizing Personal Services Updates for Non-Represented Employees for FY 2022-2023
4. Consideration of **Resolution No. 5626-22**, Authorizing Changes to the FY 2021-2022 Adopted Budget
5. Consideration of **Resolution No. 5627-22** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5554-21
6. Consideration of **Resolution No. 5629-22** Amending Water, Sewer, Stormwater, Road, and Parks Utility Fee Rates Inside the City of Tualatin and Rescinding Resolutions 5540-21 and 5557-21

Special Reports

1. Annual Report of the Tualatin Historical Society

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5630-22** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2022, 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

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.



Traffic Noise Basalt Creek Parkway Extension Project

PRESENTED BY MICHAEL MINOR AND RENUS
KELFKENS

June 27, 2022

Land Use & Transportation

www.co.washington.or.us

→ Presentation outline

- Introduction to traffic noise and acoustics
- FHWA traffic noise policy
- Traffic noise analysis process
- Typical noise abatement measures
- How noise walls work
- Other abatement considerations
- Basalt Creek Parkway
- Summary



Introduction to traffic noise

Noise is measured in Decibels (dB) – with A-Weighting (dBA) for humans

Human perception of traffic noise level change:

- 3 dB: Minimum change most humans typically perceive
- 5 dB: Clearly noticeable to almost everyone
- 10 dB: Perceived as halving (doubling) of the sound level

Traffic noise 3 dB change rules:

- Distance: doubling/halving of distance ~ 3 dB
- Speed: 10 mph change ~ 3 dB
- Traffic volumes: double/halve volumes ~ 3 dB

Foliage 100 ft. of dense evergreen foliage ~ 3 to 5 dB noise reduction

Structures and topography can also reduce traffic noise



Introduction to noise/acoustics

Typical sound pressure levels

Noise Source or Activity	Sound Level (dBA)	Subjective Impression	Relative Loudness (human judgment of different sound levels)
Jet aircraft takeoff from carrier (50 feet)	140	Threshold of pain	64 times as loud
50-horse power siren (100 feet)	130		32 times as loud
Loud rock concert near stage, Jet takeoff (200 feet)	120	Uncomfortably loud	16 times as loud
Float plane takeoff (100 feet)	110		8 times as loud
Jet takeoff (2,000 feet)	100	Very loud	4 times as loud
Heavy truck or motorcycle (25 feet)	90		2 times as loud
Garbage disposal (2 feet) Pneumatic drill (50 feet)	80	Moderately loud	Reference loudness
Vacuum cleaner (10 feet), Passenger car at 65 mph (25 feet)	70		1/2 as loud
Typical office environment	60		1/4 as loud
Light auto traffic (100 feet)	50	Quiet	1/8 as loud
Bedroom or quiet living room Bird calls	40		1/16 as loud
Quiet library, soft whisper (15 feet)	30	Very quiet	
High quality recording studio	20		
Acoustic Test Chamber	10	Just audible	
	0	Threshold of hearing	

} Typical traffic noise level range



FHWA traffic noise policy

Impact Levels (land use, not zoning)

- Residences, schools: “*approach*” 67 dBA peak hour
- Hotels, business: “*approach*” 72 dBA peak hour
- Substantial Increase over existing, typically 10 to 15 dB
- No criteria for industrial and undeveloped lands

FHWA requires states to develop some criteria

- Define “*approach*” criteria (1 to 3 dB)
 - *ODOT uses 2 dB; impacts occur at 65 dBA for residences*
- Define “Feasible and Reasonable” noise abatement
 - Feasibility: Noise reduction requirements for impacts (5 to 7 dB)
 - Reasonability: Cost of abatement must be within specified amount based on the number of units with benefit (5 dB noise reduction)



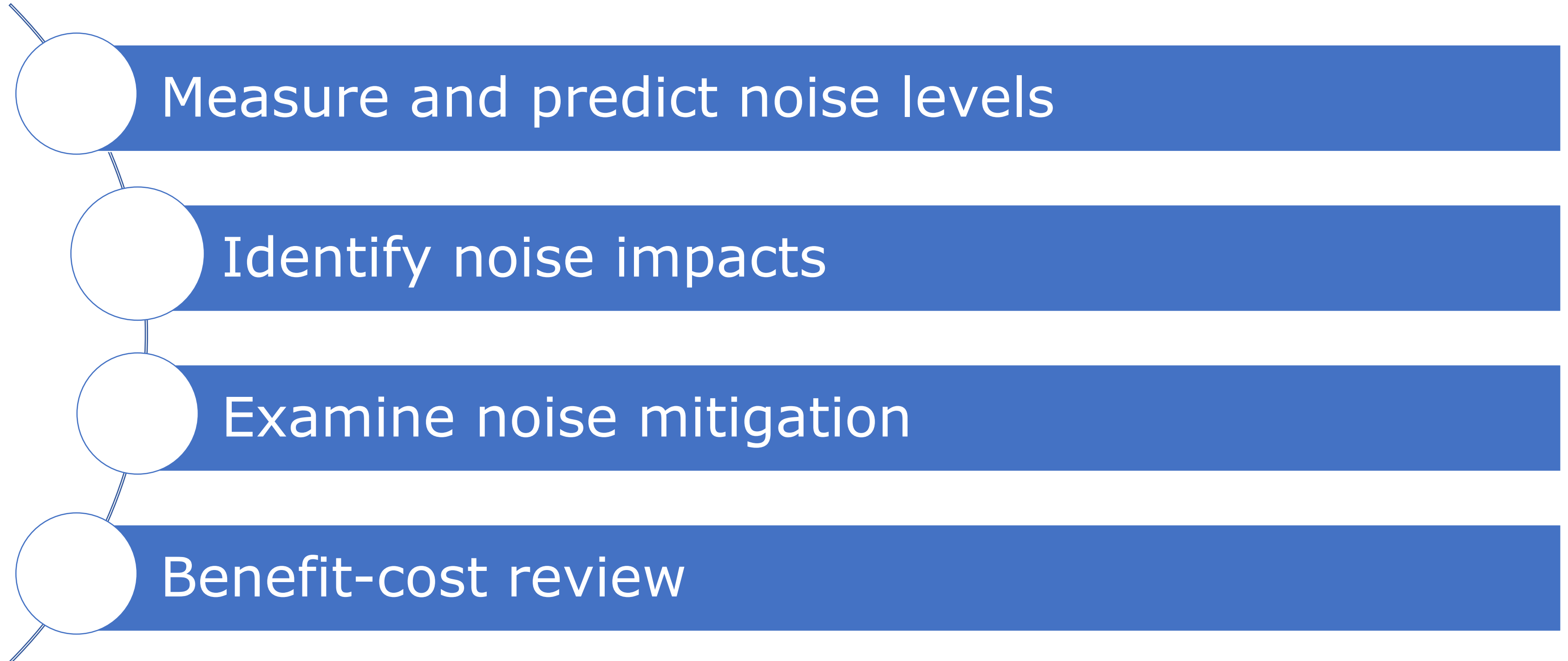
FHWA traffic noise policy

Traffic noise studies are required when:

- New roads built in a new location
- Added capacity (new through lanes)
- Substantial realignment: horizontal or vertical
 - Half the distance from road to outdoor use
 - Also includes removal of shielding
- To provide information to the public
- Normally not needed for minor/local streets, safety improvements, turn lanes, or in areas without noise-sensitive properties

→ Traffic noise analysis process

Analysis and decision-making process



→ Typical noise abatement measures

Noise barriers:

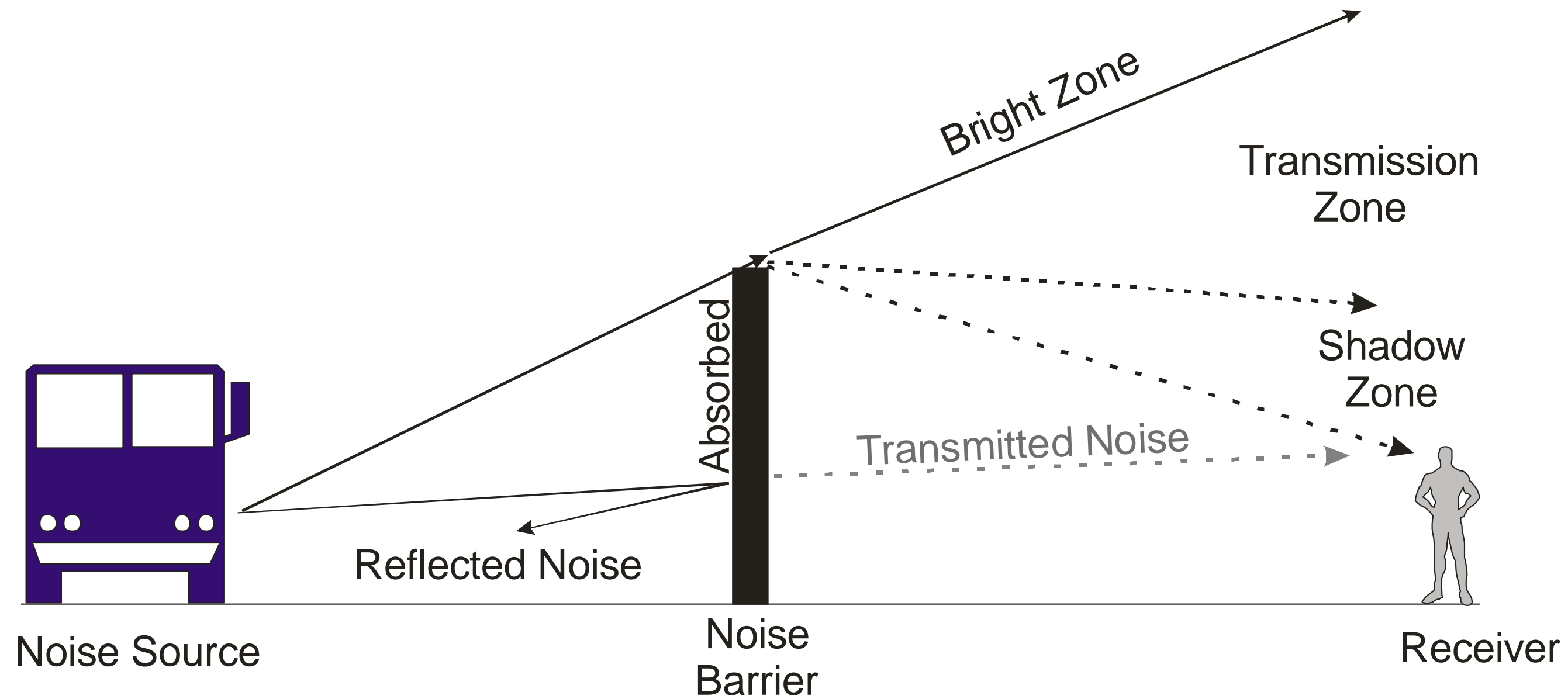
- Typically prefabricated or cast in place walls in public right-of-way

Architectural treatments:

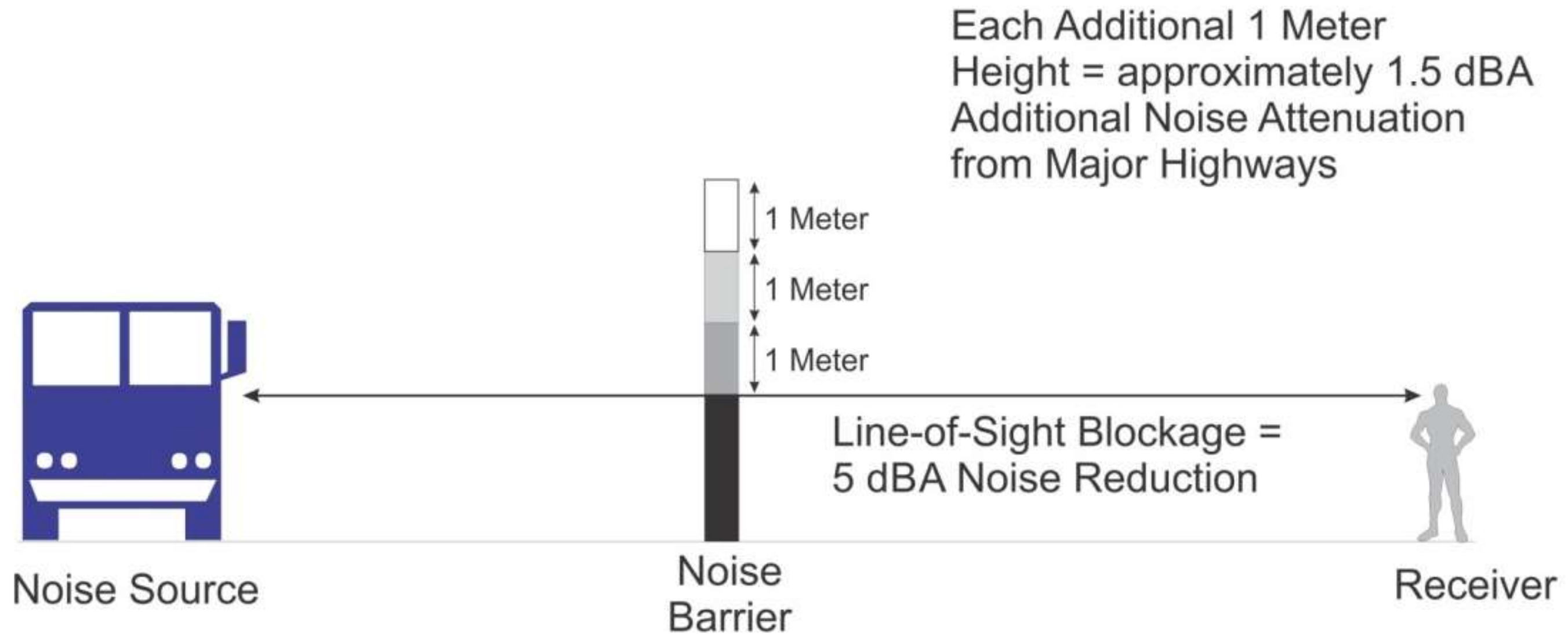
- Used only for noise abatement at schools, hospitals, churches and libraries
- Includes upgraded windows and ventilation/air-conditioning systems



How noise walls work



→ How noise walls work



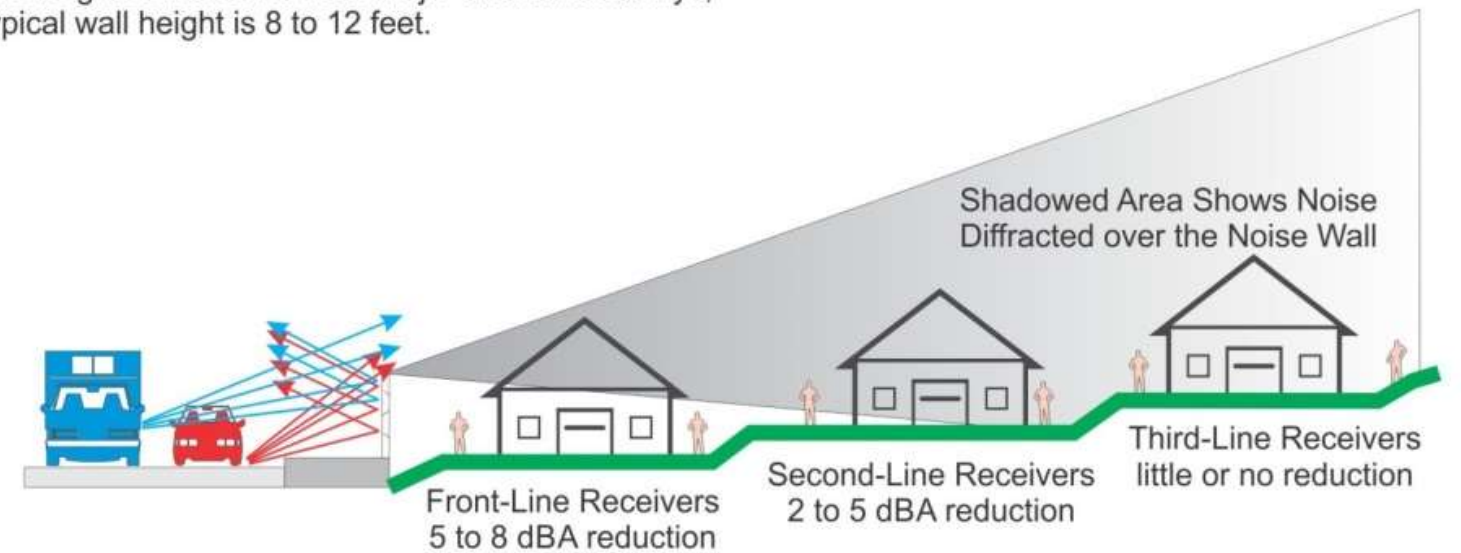
Source: Adapted from FHWA Highway Noise Barrier Design Handbook



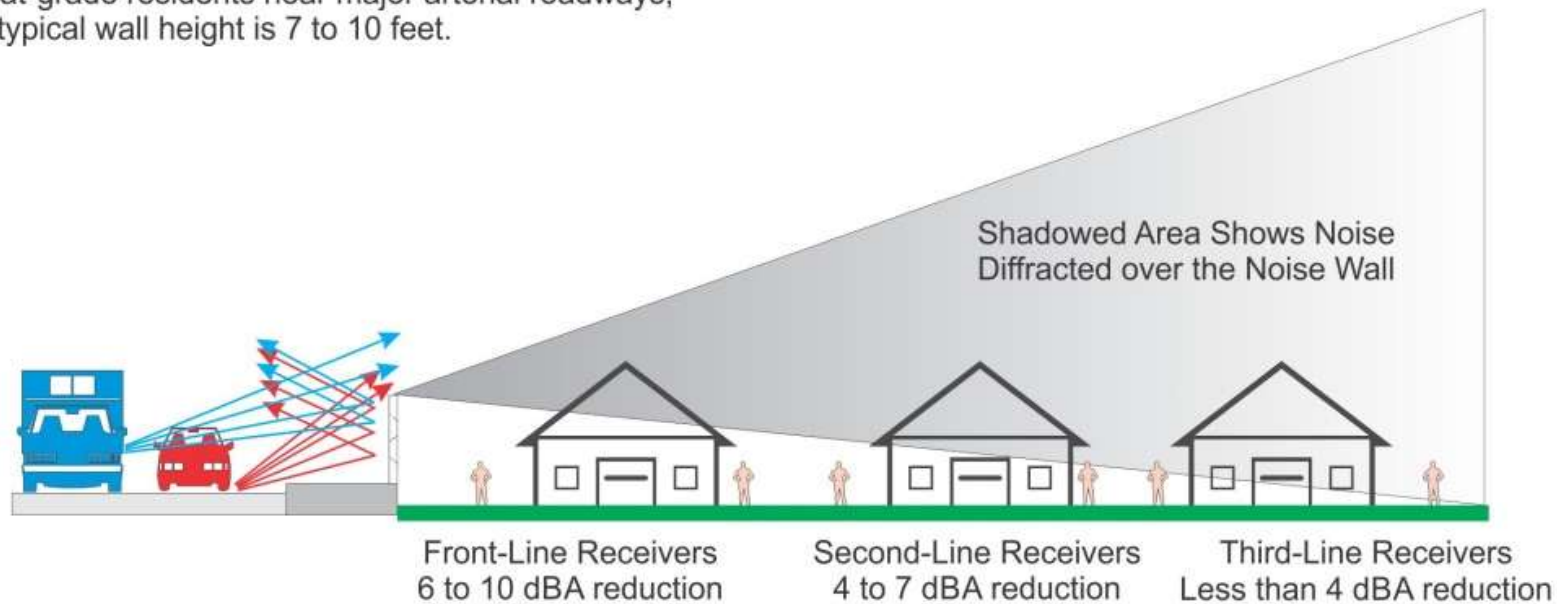
How noise walls work

Height and effectiveness depend on roadway, receiver and wall locations/elevations

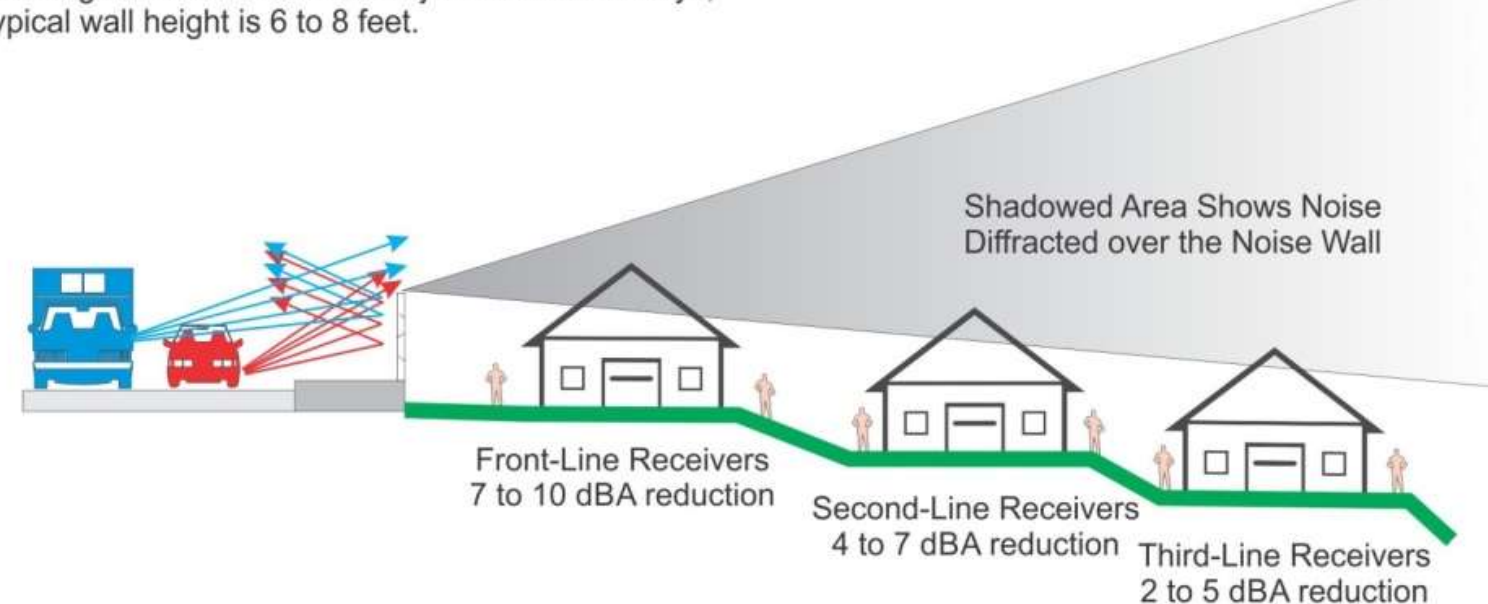
For above-grade residents near major arterial roadways, the typical wall height is 8 to 12 feet.



For at-grade residents near major arterial roadways, the typical wall height is 7 to 10 feet.



For below-grade residents near major arterial roadways, the typical wall height is 6 to 8 feet.



→ Noise wall requirements

ODOT requirements:

- Must meet noise reduction criteria:
 - At least one receiver must achieve 7 dB noise reduction
 - Average reduction of front-line receivers with noise impacts must be ≥ 5 dB
- Walls must meet cost criteria:
 - Available capital: \$25,000 for each benefited receiver (with ≥ 5 dB reduction)
 - Wall cost: Multiply square foot of wall by \$20.00 (\$25.00 for walls above 16 feet high)
 - Walls 26 feet or taller considered on a case-by-case basis

→ Noise wall requirements

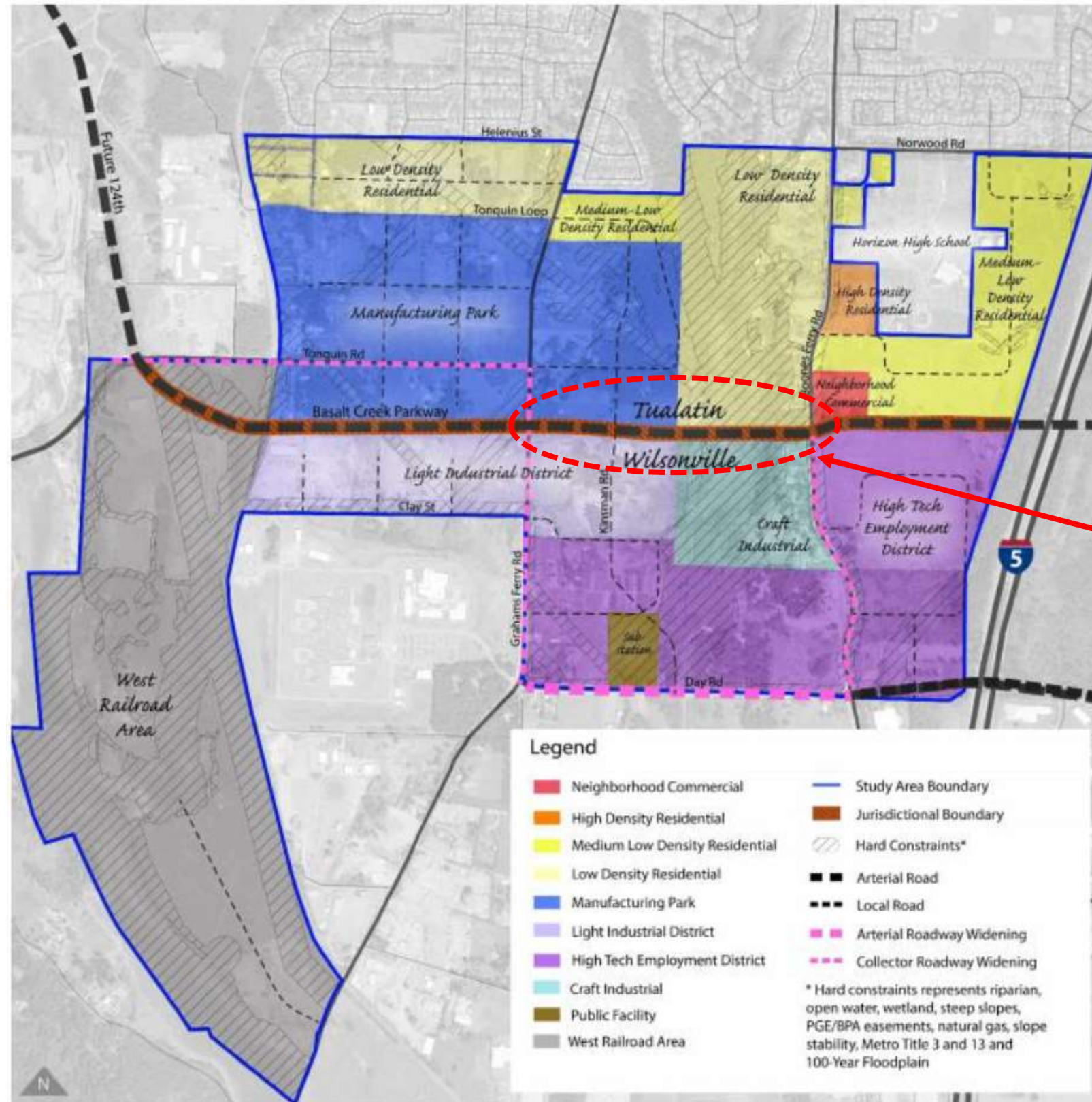
ODOT special considerations:

- ODOT manual provides some flexibility for special circumstances:
 - Noise level increase ≥ 15 dB
 - Noise level ≥ 70 dB at residential use
 - Logical wall termini; close gap between two walls
- ODOT may authorize up to \$35,000 per benefited receiver for noise abatement cost (vs. \$25,000)
- If reasonable and feasible criteria is met, do the majority of the residents want the abatement?

→ Basalt Creek Planning

Need and general alignment for Basalt Creek Parkway established through the Basalt Creek Transportation Refinement Plan, approved in 2012

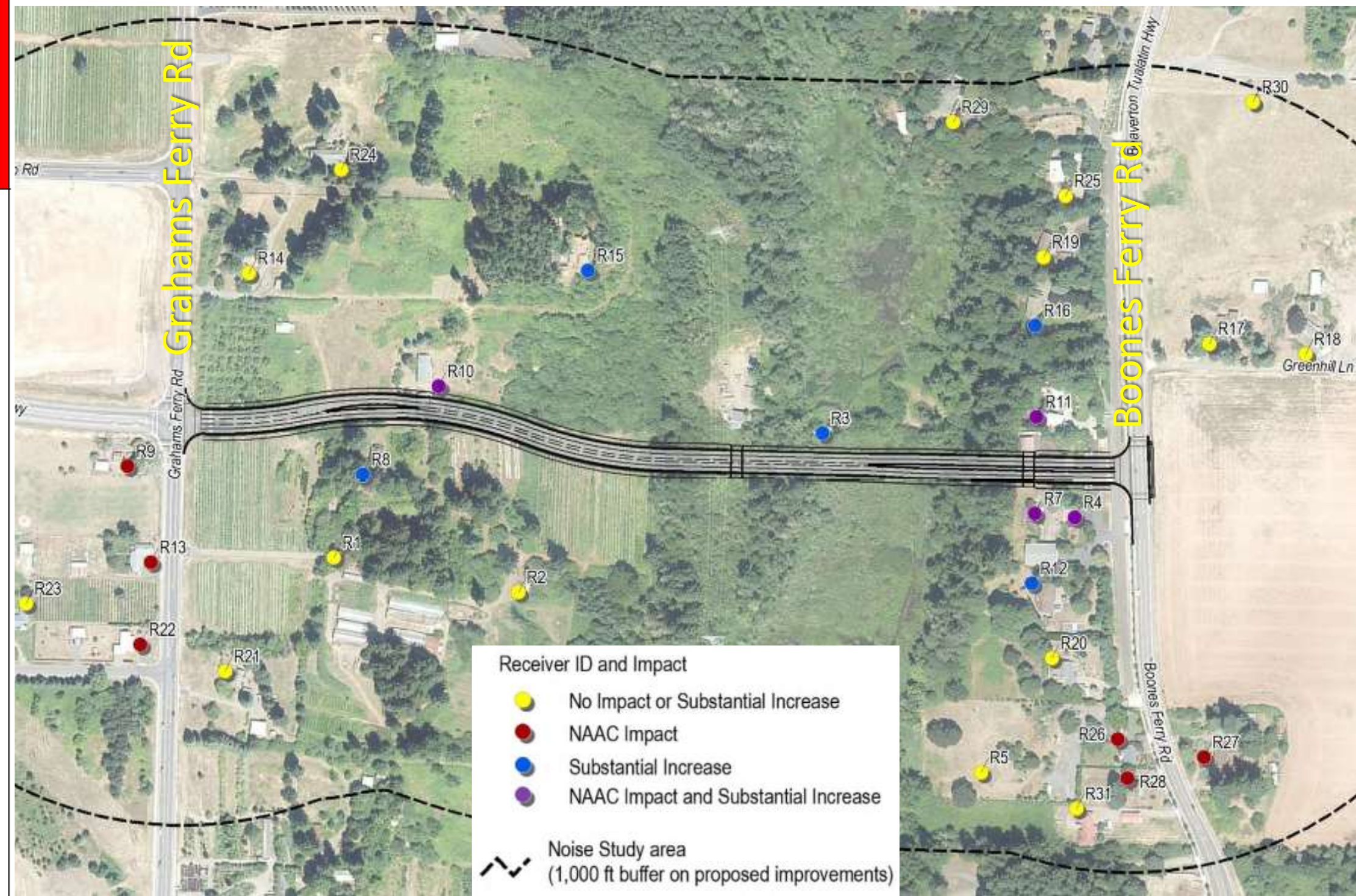
Concept Plan (land uses) approved in 2018





Basalt Creek Parkway noise analysis

Receiver ID	Land Use Description ¹	Number of Receptors	Activity Category	ODOT NAAC (dBA Leq(h)) ²	Existing Noise (dBA Leq(h)) ²	No-Build Alternative (dBA Leq(h)) ²	Change in Noise Level between Existing and No-Build Alternative (dB)	Build Alternative (dBA Leq(h)) ²	Change in Noise Level between Existing and Build Alternative (dB) ²
R1	Commercial Nursery	1	E	70	54	54	0	59	5
R2	Commercial Nursery	1	E	70	48	49	1	57	9
R3	SF	1	B	65	45	46	1	61	16
R4	SF	2	B	65	53	55	2	68	15
R5	SF	1	B	65	47	49	2	54	7
R6	SF	1	B	65	48	49	1	50	2
R7	SF	2	B	65	50	52	2	68	18
R8	Historic School Interior	1	D	50	34	34	0	45	11
R9	SF	1	B	65	66	67	1	67	1
R10	SF	1	B	65	51	51	0	71	20
R11	SF	1	B	65	50	51	1	66	16
R12	SF	1	B	65	49	51	2	61	12
R13	SF	1	B	65	70	71	1	69	-1
R14	SF	1	B	65	59	60	1	60	1
R15	SF	1	B	65	47	48	1	57	10
R16	SF	1	B	65	50	52	2	60	10
R17	SF	1	B	65	56	58	2	62	6
R18	SF	1	B	65	48	49	1	55	7
R19	SF	1	B	65	52	54	2	59	7
R20	SF	1	B	65	51	53	2	58	7
R21	SF	1	B	65	61	62	1	60	-1
R22	SF	1	B	65	68	68	0	66	-2
R23	SF	1	B	65	55	55	0	55	0
R24	SF	1	B	65	53	53	0	55	2
R25	SF	1	B	65	54	55	1	60	6
R26	SF	1	B	65	60	62	2	66	6
R27	SF	1	B	65	63	64	1	68	5
R28	SF	1	B	65	60	62	2	66	6
R29	SF	1	B	65	46	47	1	53	7
R30	SF	1	B	65	51	53	2	57	6
R31	SF	1	B	65	52	54	2	58	6





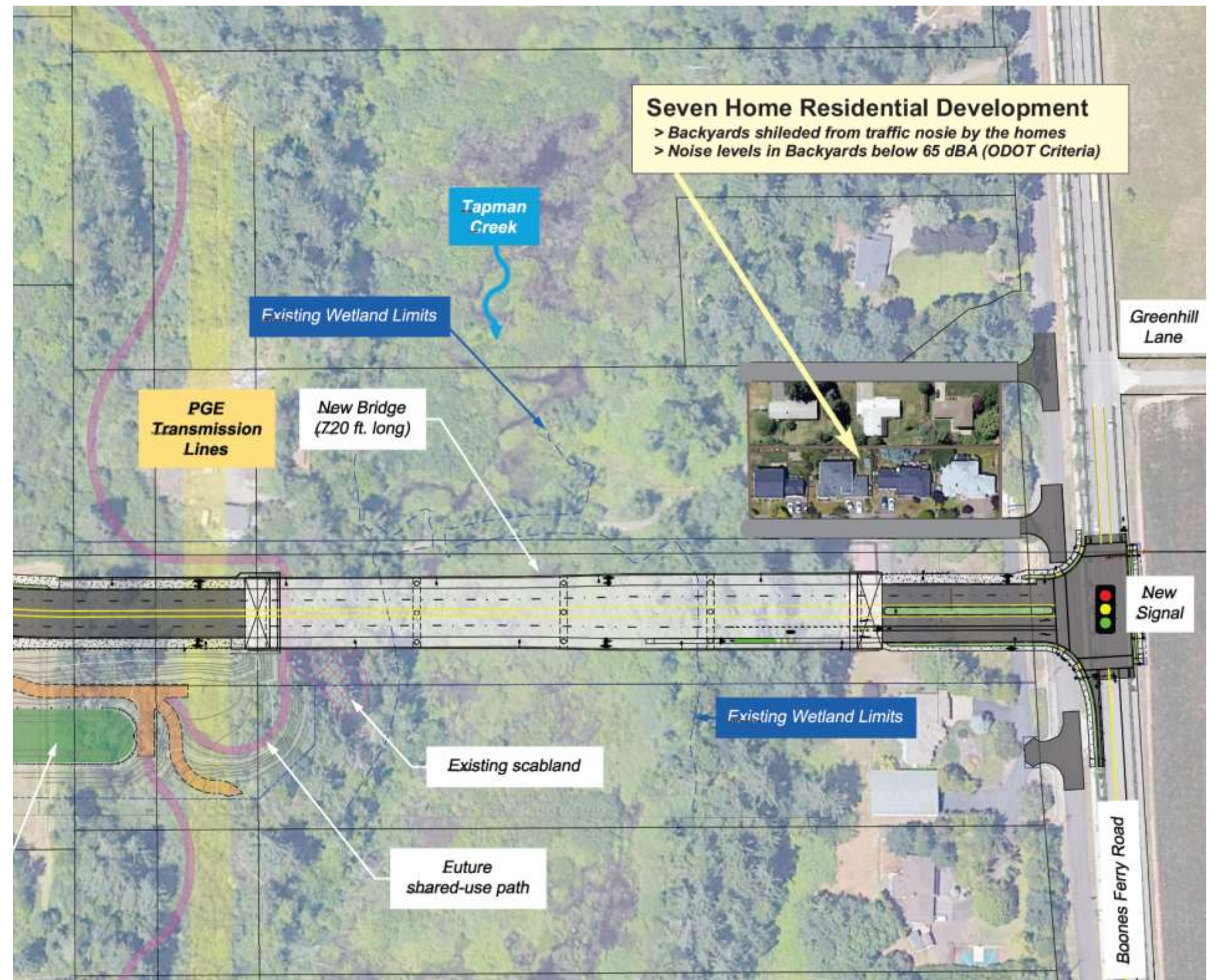
Basalt Creek Parkway

Noise abatement challenges:

- Difficult and costly to install walls on bridges
- Only one benefitted residence with future residential land use designation; wall would be “feasible” but not “reasonable”

Noise mitigation opportunities with future redevelopment:

- Orient buildings to maintain noise levels in backyards below the criteria (see illustration)
- Developer could construct noise walls if desired





Questions/Discussion

Renus Kelfkens, P.E.

Senior Project Manager

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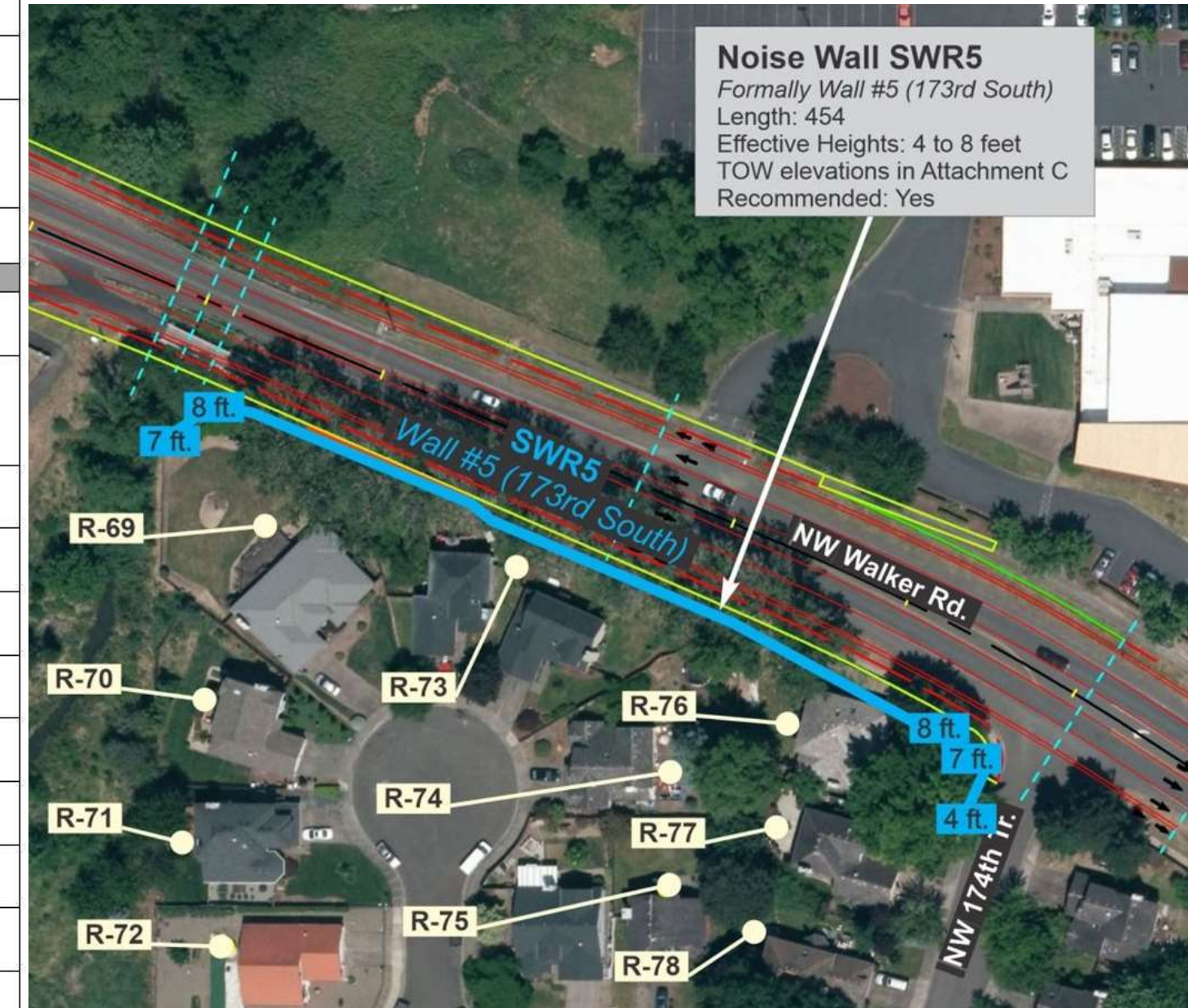
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→ Noise wall

Noise walls are required to meet benefit/cost test

Table 9. Noise Wall SWR5-2: Southside, NW 173rd Avenue

Noise Wall Information					Receiver Information		
Length	Min Height	Max Height	Square Feet	Cost	No. Benefited	Available Capital	Meet WC Criteria
454	4	8	3502	\$70,040	6	\$120,000	Yes
Receiver Information		Noise Level Summary (dBA-Leq)				Benefit Calculations	
Number ¹	Uses ²	Existing Noise ³	Build Noise ³	Build Wall ⁴	Noise Reduction ⁵	Benefited Units ⁶	Abatement Capital ⁷
R-69	1	63	68	63	5	1	\$20,000
R-70	1	58	63	60	3		
R-71	1	56	60	58	2		
R-72	1	55	59	57	2		
R-73	2	68	71	64	7	2	\$40,000
R-74	1	64	67	62	5	1	\$20,000
R-75	2	61	64	60	4		
R-76	1	68	70	64	6	1	\$20,000
R-77	1	64	67	62	5	1	\$20,000
R-78	1	61	64	60	4		
Total Capital for Abatement:							\$120,000



→ How to develop and reduce traffic noise

Parking located inside, shielded from traffic noise by apartments?



Placing the parking between roadway and receiver will reduce noise!



Proclamation

Declaring June 2022 to be Pride Month in the City of Tualatin

WHEREAS, the City Council's 2030 Vision is for Tualatin to be an inclusive community that promotes equity, diversity, and access in creating a meaningful quality of life for everyone; and

WHEREAS, Tualatin is a community that includes, values, and welcomes diversity in our community, including diversity of sexual orientation and identity; and

WHEREAS, we recognize, support, and appreciate the invaluable contributions of the members of the LGBTQIA+ community; and

WHEREAS, the month of June is internationally recognized by the LGBTQIA+ community to commemorate the Stonewall Uprising in New York City in response to incessant police harassment and discriminatory laws that have since been declared unconstitutional; and

WHEREAS, many LGBTQIA+ members continue to face harassment and physical violence and LGBTQIA+ members are four times more likely to experience violent victimizations than non-community members, including 57 gender non-conforming murders in 2021; and

WHEREAS, LGBTQIA+ youth are almost five times as likely to have attempted suicide compared to straight cisgender youth, and each episode of LGBTQIA+ victimization, such as physical or verbal harassment or abuse, increases the likelihood of self-harming behavior by 2.5 times on average; and

WHEREAS, we remain steadfast in our dedication to eliminate the prejudices and discrimination faced by members of the LGBTQIA+ community; and

WHEREAS, we seek to amplify the voices of the LGBTQIA+ community, including youth, allies, and student groups such as Tualatin High School's Gay-Straight Alliance and Hazelbrook Middle School's Aqua Club; and

WHEREAS, we believe that the rich diversity of communities in Tualatin is one of our greatest strengths.

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

June 2022 is Pride Month in the City of Tualatin. The community is encouraged to respect and honor our diverse community, celebrate, and build a culture of inclusivity and acceptance.

INTRODUCED AND ADOPTED this 27th day of June 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

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: June 27, 2022

SUBJECT:
Consideration of Approval of the Work Session and Regular Meeting Minutes of June 13, 2022

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

ATTACHMENTS:

- City Council Work Session Meeting Minutes of June 13, 2022
- City Council Regular Meeting Minutes of June 13, 2022



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JUNE 13, 2022

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 5:00 p.m.

1. *Climate Action Plan Update.*

Deputy Public Works Director Nic Westendorf, Management Analyst Maddie Cheek, and Consultant Josh Proudfoot presented an update on the Climate Action Planning process. Analyst Cheek provided an updated on the Greenhouse Gas Emission Inventory stating they have completed data gathering and are working on analyzing it to understand energy use. She spoke to the stakeholder interviews and public engagement that has occurred. Analyst Cheek stated the current engagement is being used as a time to build awareness and understanding of the conditions in Tualatin. She stated there will be two more phases of public engagement: feedback gathering and draft plan review. Consultant Proudfoot spoke to the basics of climate change. He stated greenhouse gases (GHGs) are gases that trap heat in the atmosphere and cause the greenhouse effect, he noted they can be naturally or synthetically produced. Consultant Proudfoot stated burning fossil fuels account for 85% of the human-caused carbon dioxide emissions. He stated the more greenhouse gases in the atmosphere, the more heat is prevented from escaping the Earth and the hotter things get. Consultant Proudfoot stated drivers of climate change are from the human population growing creating more people burning fossil fuels that are filling the atmosphere and causing climate change. He stated evidence of a changing climate can be shown by rising temperatures. He noted temperatures have not been this high since four million years ago. Consultant Proudfoot stated there are some natural process that remove the amount of CO₂ in the atmosphere, but people must reduce emissions first so that natural system can work. He stated if people take strong action now they can minimize changes to the climate. Consultant Proudfoot spoke to changes to the number of days over 90 degrees, noting if we do nothing they will increase dramatically from a historical average of 6 to nearly 60 by the end of the century. He stated if strong climate action is taken that number can be restrained to 30 days. Consultant Proudfoot spoke to noticeable changes in precipitation patterns that will increase “atmospheric rivers” that bring large storms with heavy precipitation. He noted the increase in heavy precipitation is likely to increase flooding in some areas of Tualatin. Consultant Proudfoot stated 2021 was the most active fire year on record for the West Coast. He stated strong climate action can decrease the number of extreme fire danger. Consultant Proudfoot stated climate changes possess a public health hazard by increased negative effects on human health from environmental hazards and existing stress factors. He stated as other parts of the country suffer through droughts, hurricanes, and intolerable heat waves, it is likely the increasing population trend in the Willamette Valley will continue. Analyst Cheek stated the City is perusing a Climate Action Plan to adapt to these changes and identifying and implement solutions. The project team will educate and engage with the community about what can be done local.

Councilor Brooks thanked staff for their work on this project as it is important for the future of Tualatin.

Councilor Sacco stated she is looking forward to the tangible action items that will come from this work. She encouraged the community to get behind this project as it will be important to take action.

Mayor Bubenik asked if there will be different outreach done for the business community then the residential community. Analyst Cheek stated they will use different strategies for both. Consultant Proudfoot stated there are two types of outreach that have to be done: baseline knowledge of climate change and then what actions can be taken.

Mayor Bubenik asked what the next steps are. Analyst Cheek stated they will be conducting public outreach and finalizing the plan this summer to bring back to Council.

2. Parks Funding Workgroup Presentation.

Parks and Recreation Director Ross Hoover and Parks Planning and Development Manager Rich Mueller presented information on a parks funding package. Director Hoover explained different funding sources including system development charges (SDC), utility fees, operating budgets, and park bonds. He stated the Parks Funding Measure Committee was formed to look at specific projects and at what funding levels would be necessary for a bond package. Committee Member Trever Owens, Tualatin Soccer Club, shared discussion topics from the committee including project prioritization, package finalization, and recommendations. Committee Member Emma Gray shared the committee's recommendation for projects with a package total of \$25 million. She stated the group considered different funding levels but stated this package best leverages tax payer resources, covers large scale investments, geographically impacts the entire city, and provides the most benefits to the community. Member Gray shared a chart showing how the focus areas in the package align with the council vision and priorities. Member Owens highlighted three projects from the package including new river access, trail connections, and the athletic fields and partnerships. Member Gray highlighted proposed upgrades in the package at Stoneridge Park and the Veteran's Plaza. Director Hoover stated bond cost projections for a \$25 million bond are estimated to be \$0.2930 per \$1,000 of assessed value which works out to \$88 annually for \$300,000 of assessed value. He shared the draft timeline and proposed two different paths for engaging community interest: quantitative (telephone survey) or qualitative (focus groups).

Councilor Pratt thanked the committee for all their work. She asked how the amounts that were selected for each focus area were decided. Director Hoover stated the dollar amounts were done by staff through a cost estimating process. Councilor Pratt asked for clarification on the assessed value that was used and the difference between the real market value. Director Hoover stated the assessed value is used when determining the costs to the citizens. She would like to see a phone survey done to see if there is wide support.

Councilor Sacco stated a parks bond is important as one of many funding sources for these types of projects. She stated she participated in this work and was happy to see the passion in the group and is confident there is support for a bond of this size. Councilor Sacco stated she does not want to wait any longer for a bond as the parks will start to deteriorate and costs will continue to rise.

Councilor Brooks thanked the committee for their work. She stated she is open to this conversation as the parks are important to the health and livability of the community.

Council President Grimes stated she would like to see a telephone survey conducted to get a sense of the community's thoughts on a bond. She asked how this would affect the IGA with their partnership with Tigard-Tualatin School District (TTSD) and when the Transportation Bond is set to expire. Director Hoover stated the TTSD partnership and IGA is underway and should be concluded by next school. Director Hudson stated the last fiscal year for the Transportation Bond is 2028. He stated there would be a five year overlap of the two bonds.

Council President Grimes asked what projects would be tested in the surveys. Director Hoover stated signature projects were selected by the committee including new river access, trail connections that run east to west, and improving and expanding sports fields. He stated those projects would be the ones tested in the survey.

Councilor Hillier asked why the \$300,000 average assessed value was selected. Director Hudson stated that is the average assessed value in Tualatin.

Councilor Hillier asked if other funding sources are being considered for some of the proposed upgrades and how that would effect this. Director Hoover stated the package would fund projects in a significant way and additional ARPA funds may be needed to supplement bond dollars.

Member Gray stated many members came to the committee not sure that a November bond was the right time but stated after meeting several times they came to the consensus the time is now for the support of this bond. She stated the work they did in the committee was based off the information from the initial polling.

Councilor Reyes stated she would like to see a telephone survey conducted as she feels there have been significant economic shifts over the last several months.

Councilor Brooks asked how bonds affect people who rent. Director Hudson stated the property owners pay the bonds as a cost of doing business and it is likely that cost would be passed along to the renter.

Councilor Reyes expressed concerns with the costs and how that effects residents. She would like to see the surveys and the feedback that comes now that the economy is different.

Mayor Bubenik asked what the length of the bond is. Director Hudson stated it is a 20 year bond.

Mayor Bubenik asked if both the telephone survey and focus groups could be done. Director Hoover stated both could be done and it is the purview of the Council. Mayor Bubenik stated he wants to be confident this will succeed with the state of the economy. He would like to see both done.

Council President Grimes stated she concurred both would be great as more information is better.

Councilor Pratt stated she feels the committee already did the qualitative work and doesn't want to duplicate the efforts. Director Hoover stated they could start with the phone survey and then if the Council wants more information after that they can add the focus groups.

Councilor Brooks stated she is in favor of the phone survey. She stated she wants to really understand the effects on renters.

Consensus was reached to move forward with the phone survey and evaluate the need for focus groups after the phone data is received.

Council President Grimes asked if the bond assessment could be changed based on the amount of renters at certain income levels. Director Hudson stated there could be several complications and the costs would have to be passed on to others. He stated he doesn't believe it would be possible.

3. Council Meeting Agenda Review, Communications & Roundtable.

None.

Adjournment

Mayor Bubenik adjourned the meeting at 6:51 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JUNE 13, 2022

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

Announcements

1. Public Health Announcement

Mayor Bubenik stated a new COVID vaccination, Novavax, a more traditional vaccine, has been approved by the FDA. He encouraged citizens to get vaccinated.

2. Proclamation Declaring June 20-26, 2022 as National Pollinator Week in the City of Tualatin

Councilor Brooks read a proclamation declaring June 20-26, 2022 as National Pollinator Week in the City of Tualatin.

3. Proclamation Declaring June 2022 as Gun Violence Awareness Month in the City of Tualatin

Councilor Hillier read a proclamation declaring June 2022 as Gun Violence Awareness Month in the City of Tualatin.

Teri Mills thanked the Council for raising awareness.

4. Introduction of Interim Police Chief Greg Pickering

City Manager Sherilyn Lombos introduced Interim Police Chief Greg Pickering. The Council congratulated him.

Public Comment

Tualatin Chamber of Commerce President Susan Noack stated she participated on the Parks Funding Committee and she is in support of the proposed bond recommendation from the committee. She stated the bond is the right thing to do.

Atlas Sprague and Spencer Navarro requested on behalf of the Tualatin High School Gender and Sexuality Alliance to adopt a Pride Month Proclamation.

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 23, 2022
2. Consideration of **Resolution No. 5631-22** Authorizing the City Manager to Adopt Section 116 of the 2019 Oregon Structural Specialty Code
3. Consideration of **Resolution No. 5623-22** Authorizing the City Manager to Execute an Intergovernmental Agreement between the City of Tualatin and the City of Durham for Building Inspection / Plan Review Services

Special Reports

1. Tualatin Moving Forward Quarterly Update

Transportation Engineer Mike McCarthy shared the Tualatin Moving Forward quarterly update. He stated 22 projects have been built and 12 projects are underway. Engineer McCarthy presented project updates on 95th Ave and Avery Street, 93rd Ave and Sagert Street, 65th Ave near Meridian Park Hospital, and the Bones Ferry Road Corridor sidewalk/bike project. He shared the list of the 2022 Neighborhood Traffic Safety projects. Engineer McCarthy spoke to the Hazelbrook Area and the eight projects that will be funded and constructed there.

Councilor Pratt asked when the additional lane will be added to get on the freeway. Engineer McCarty stated it will be built next summer.

Councilor Pratt asked if projects are still being identified for funding. Engineer McCarthy stated all projects have been identified.

Councilor Pratt asked if Klarney Street had been identified as a project since it still has unpaved sidewalks. Engineer McCarthy stated it is not on the list and not all projects could be funded.

Council President Grimes asked if bike lanes being added to roadways are using parked cars as a buffer. Engineer McCarthy stated none of these projects were good candidates for that sort of application.

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5622-22** Adopting Findings in Support of an Exemption from Competitive Bidding and Authorizing the City Manager to Execute a Design-Build Contract for the Tualatin City Services Building Parking Lot Expansion and Repair and Enter Into an Agreement with PGE for the Fleet Partner Program

Manager Clay Reynolds presented a Tualatin City Services project update. He shared a brief history on the funding and construction of the Tualatin City Services Building. He stated substantial completion was on time and under budget for the project. Manager Reynolds stated the second part of the project was the application of Solar Panels. He stated Oregon State Law requires 1.5% of specific project costs be spent on green energy. Manager Reynolds stated they upgraded and added to the existing solar panels on site to meet that requirement. He shared the Tualatin Services Site Masterplan stating top priorities that were identified where the fuel tanks, parking, and storm water repair. Manager Reynolds stated the project proposal is to combine the

parking expansion and electric vehicle charging stations, and complete the necessary storm water repairs. The budget for the project is estimated at \$400,000 and will come from savings from the construction jobs for the Tualatin City Services center, city offices renovation, and the library makerspace.

Councilor Brooks asked what the drain repair is for. Manager Reynolds stated there isn't any stormwater that leaves the site, it is all in drywells. He stated the original design has proven to not be big enough.

Councilor Brooks asked if the first round of electric charging stations will be high speed. Manager Reynolds stated they are 50amp chargers. Councilor Brooks asked if they will only be for city utility vehicles or are available for city employees. Manager Reynolds stated if they are available staff will be able to use them for a fee.

Councilor Pratt asked what the estimate of savings is for using the same contractor. Manager Reynolds stated having one contractor for all the projects saves times and resources.

PUBLIC COMMENT

None.

Motion to adopt Resolution No. 5622-22 findings in support of an exemption from competitive bidding and authorizing the City Manager to execute a Design-Build Contract for the Tualatin City Services Building Parking Lot Expansion and Repair and enter into an agreement with PGE for the Fleet Partner Program 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

2. Consideration of **Resolution No. 5625-22** Declaring the City's Election to Receive State Revenue Sharing Funds During Fiscal Year 2022-23

Assistant Finance Director Matt Warner 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 on May 31st and the second is being held tonight. Director Warner stated the city is set to receive \$434,585 in state revenue sharing funds in FY 2022-23.

PUBLIC COMMENT

None.

Motion to adopt Resolution No. 5625-22 declaring the City's election to receive State Revenue Sharing funds during fiscal year 2022-23 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

Public Hearings - Quasi-Judicial

1. Consideration of **Ordinance No. 1467-22** Requesting the Annexation of Approximately 1.44 acres of Land Located North of the Intersection of SW Herman Road and SW Cipole Road, (Tax

Map/Lot: 2S121DC00700) into the City of Tualatin and Simultaneously Withdrawing the Territory from the Washington County Enhanced Sheriff Patrol District and Urban Road Maintenance District (File No. ANN 22-0001)

Mayor Bubenik opened the hearing in accordance with Oregon State Statute.

Assistant Community Development Director Steve Koper and Associate Planner Keith Leonard presented Annexation 22-0001 of approximately 1.44 acres of land located north of the intersection of SW Herman Road and SW Cipole Road. Planner Leonard stated the property is designated General Manufacturing (MG). He stated there is no development proposed and future development would be subject to Architectural review and application of approval criteria in the Development Code. Planner Leonard stated all findings and analysis demonstrate all applicable criteria have been met and staff recommends approval.

Applicant Representative Tony Mills, AKS Engineering and Forestry, stated they are excited about this property and look forward to being part of the city.

PUBLIC COMMENT

None.

COUNCIL DELIBERATIONS

Council President Grimes asked for clarification on who pays for utilities to be extended to the site. Planner Leonard stated the applicant will be paying for those connections.

Motion for first reading by title only 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

Motion for second reading by title only 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

Motion to adopt Ordinance No. 1467-22 requesting the annexation of approximately 1.44 acres of land located north of the intersection of SW Herman Road and SW Cipole Road, (Tax Map/Lot: 2S121DC00700) into the City of Tualatin and simultaneously withdrawing the territory from the Washington County Enhanced Sheriff Patrol District and Urban Road Maintenance District (File No. ANN 22-0001) 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

General Business

1. Authorization for the City Manager to Execute a Pilot License Agreement with Bird Scooters

Deputy Public Works Director Nic Westendorf presented the E-Scooter Pilot Program. He stated in 2021 the city was approached by Bird to allow e-scooters in the City and in January the Council directed staff to draft a pilot program agreement. Director Westendorf stated the principles of the pilot program are to remain flexible, responsive, safe, collaborative, and successful. He noted the agreement terms are for a 12-month pilot program, is non-exclusive, limits the program to 50-75 scooters, a \$0.10 fee per ride will be paid to the city, the agreement can be canceled by either party, and data sharing will be allowed with the city. The operations of e-scooters will be regulated like bikes, will not block bike/pedestrian access, must be parked at curbs, will ride on the right side of the road in the bike lanes when possible, and yield to pedestrians and bikes. Director Westendorf stated safety is important and Bird will provide safety education, encourage helmets, offer geo-fencing for safety hazards, and put time restrictions in place. He stated compliance will be the responsibility of the company and issues will need to be resolved within 4 hours during regular business hours. Manager Westendorf stated at the conclusion of the pilot program staff will return to Council to gauge interest in a permanent e-scooter program.

Councilor Reyes asked if other companies will be able to operate and how will multiple companies be handled. Director Westendorf stated the pilot program is not specific to one provider and if another company wanted to enter the city they would have to apply for the program.

Councilor Pratt asked where the scooters would be parked in neighborhoods. Director Westendorf stated they will be parked on the edge of the curb. He stated it will look different in different areas but they have to be tucked out of the way.

Councilor Pratt asked if the fee the city will be receiving will cover the cost of staff time. Director Westendorf stated it is hard to determine how much staff time will be needed for the program but noted it will be assessed at the end of the pilot.

Councilor Pratt asked who assumes liability. Director Westendorf stated the company assumes responsibility.

Councilor Brooks asked if the city will receive information on the complaints. Director Westendorf stated it will be provided to city staff.

Councilor Brooks stated she is glad the city is working on finding ways to make it easier for people to acquire helmets.

Council President Grimes asked if guidance can be placed in areas where scooters park frequently. Director Westendorf stated staff can explore signage and where it can be placed.

Councilor Brooks asked how they stay charged. Director Westendorf stated Bird staff collect the scooters and charge them.

Mayor Bubenik asked what the definition of business days is for response time. Director Westendorf stated they will need to define that with the company.

Council President Grimes asked if there is language in the contract where the city can make changes during the program. Director Westendorf stated the city can make changes or terminate the agreement before the end of the program.

Motion to authorize the City Manager to execute a Pilot License Agreement with Bird Scooters 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

2. Consideration of **Ordinance No. 1468-22** Establishing a Core Area Parking District (CAPD) Tax Rate for Fiscal Year 2022/2023

Economic Development Director Jonathan Taylor presented the annual Core Area Parking District (CAPD) Tax Rate for Fiscal Year 2022/2023. He stated on April 20, 2022 the Core Area Parking District Board recommended a 5% increase to the tax rate making the total rate \$182.86 for the year.

Councilor Pratt stated the Board wants to keep the increases incremental so there are no unexpected increases in the future.

Motion for first reading by title only 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

Motion for second reading by title only 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

Motion to adopt Ordinance No. 1468-22 establishing a Core Area Parking District (CAPD) tax rate for fiscal year 2022/2023 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

Council considered the proclamation request for Pride Month. Council consensus was reached to proceed with the proclamation at the next Council meeting.

Councilor Pratt stated she attended a Grand Allie event with Washington County, the C4 meeting, and the Council Committee on Advisory Appointments meeting.

Councilor Sacco stated she attended the Equity Planning Committee meeting. She acknowledged the upcoming Juneteenth holiday and encouraged people to celebrate.

Councilor Hillier stated she attended the SRO Task Force meeting and the high school awards night.

Councilor Brooks stated she attended the Earthwise Group, the Memorial Day Observance event, the Tualatin Watershed Tour with Clean Water Services, the Tri-County workgroup on the local gunfire noise, the Grand Allie Group event, and Chief Steele's Goodbye Reception with the Police Foundation.

Councilor Reyes attended the MACC and Council Committee on Advisory Appointments meeting.

Council President Grimes stated she attended the Architectural Review Board meeting.

Mayor Bubenik stated he attended the Memorial Day Observance event, the Tualatin Watershed Tour with Clean Water Services, the Tualatin Together Community Cares event, Representative Prusak's Gun Noise Mitigation Roundtable, the Washington County Mayors Luncheon, the Washington County Coordinating Committee meeting, and the Aging Task Force meeting. He stated the Meals on Wheels luncheons have resumed on Tuesdays and Thursdays.

Mayor Bubenik asked the Council to consider amending the municipal code to prohibit carrying loaded firearms within the City. Council consensus was reached to draft an ordinance.

Council President Grimes asked how that would affect those who have concealed carry licenses and the impacts on enforcement. Chief Pickering stated several jurisdictions in the area have similar ordinances. He stated in Tigard it is a Class A misdemeanor.

Councilor Reyes asked for clarification on what the code change means. Mayor Bubenik stated the State of Oregon allows the city to do this. He stated there are three exemptions that include police officers, those on military duty, and those licensed to carry a concealed weapon. He stated this gives an Officer the opportunity to inspect the weapon and ensure it is not loaded.

Councilor Brooks stated this would allow Officers to see if a weapon is loaded if someone is intimidating a fellow citizen with a gun.

Council President Grimes would like to see this discussed further at a work session. She wants to make sure all the nuances are discussed.

Councilor Brooks stated she attended the Blender Dash and the Ice Age Foundation Ribbon Cutting. She stated public comment is now being accepted on the Policy Advisory Board grants.

Adjournment

Mayor Bubenik adjourned the meeting at 9:44 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: Stacy Ruthrauff, Human Resources Director
DATE: June 27, 2022

SUBJECT:

Consideration of **Resolution No. 5620-22** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin

RECOMMENDATION:

Staff recommends adopting the attached Resolution.

EXECUTIVE SUMMARY:

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

FINANCIAL IMPLICATIONS:

Funds to cover workers compensation premiums for volunteers are included in the FY2022-23 budget.

ATTACHMENTS:

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

RESOLUTION NO. 5620-22

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 2022-2023 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 27th day of June, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

BY _____
City Attorney

ATTEST:

BY _____
City Recorder



City of Tualatin Volunteer Resolution

Resolution No.: 5620-22

Effective Date: 07/01/2022

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

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

1. Public Safety Volunteers

Applicable _____ Non-applicable X

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

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

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

Applicable X Non-applicable _____

- a. An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):
 - a. Tualatin Planning Commission
 - b. Tualatin Budget Advisory Committee
 - c. Tualatin Urban Renewal Advisory Committee
 - d. Tualatin Architectural Review Board
 - e. Tualatin Library Advisory Committee
 - f. Tualatin Parks Advisory Committee

- g. Tualatin Arts Advisory Committee
- h. Tualatin Core Area Parking District Board
- i. Juanita Pohl Center Advisory Committee
- j. Equity Committee Planning Group

3. Manual labor by elected officials.

Applicable _____ **Non-applicable** **X** _____

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

4. Non-public safety volunteers

Applicable **X** **Non-applicable** _____

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

- X Parks and Recreation
- X 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

ADDENDUM A

- e. Viva Tualatin
- f. Tualatin Youth Advisory Council Haunted House
- g. West Coast Giant Pumpkin Regatta
- h. Starry Nights and Holiday Lights
- i. Holiday Car Light Parade

6. Community Service Volunteers/Inmates

Applicable _____ Non-applicable X

7. Other Volunteers

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

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

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

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

Adopted by the **City of Tualatin and the City Council** this 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 27, 2022

SUBJECT:

Consideration of **Resolution No. 5621-22** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2022-2023.

RECOMMENDATION:

Staff Recommends the City Council adopt the attached resolution authorizing non-represented employee personnel services updates for FY 2022-2023.

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, 2022, 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 3% cost of living allowance effective July 1, 2022, as shown in attached Exhibit D and E.

FINANCIAL IMPLICATIONS:

Provisions of the non-represented employee salary schedules adjustment are incorporated in the FY 2022-2023 budget.

ATTACHMENTS:

- Exhibit A, B, C, D, E

RESOLUTION NO. 5621-22

A RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES
FOR NON-REPRESENTED EMPLOYEES FOR FISCAL YEAR 2022-23.

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

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

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

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

Section 1. Effective July 1, 2022, the Salary Schedules for Exempt and Non-Exempt Management, and Exempt and Non-Exempt Police Management employees shall be updated and increased by a 3% cost of living allowance, as shown in attached Exhibits A, B, and C, with the pay rates for these employees adjusted accordingly. 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. Effective July 1, 2022, the Salary Schedules for Temporary employees shall be updated in accordance with state minimum wage requirements and a 3% cost of living allowance as provided in attached Exhibits D and E, with the pay rates for these employees adjusted accordingly.

Adopted by the City Council this 27th day of June, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

FY 2022-2023 SALARY SCHEDULE
EFFECTIVE 7/01/2022 - 6/30/2023

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	33.88	34.92	35.92	37.02	38.14	39.28	40.47	41.69	42.91
		Annual	70,470.40	72,633.60	74,713.60	77,001.60	79,331.20	81,702.40	84,177.60	86,715.20	89,252.80
M11-X	Deputy Public Works Director	Hourly	38.11	39.25	40.44	41.66	42.93	44.20	45.51	46.89	48.30
		Annual	79,264.69	81,643.27	84,107.57	86,657.58	89,293.31	91,929.04	94,650.48	97,521.92	100,457.65
M12-X	Assistant to the City Manager Sr. Human Resources & Risk Mgmt Analyst Recreation Manager	Hourly	40.01	41.22	42.46	43.74	45.07	46.41	47.79	49.23	50.71
		Annual	83,223.72	85,744.91	88,314.59	90,981.24	93,744.87	96,532.73	99,393.33	102,399.36	105,478.12
M13-X	Vacant	Hourly	42.04	43.29	44.60	45.94	47.34	48.74	50.19	51.70	53.27
		Annual	87,443.20	90,043.20	92,768.00	95,555.20	98,467.20	101,379.20	104,395.20	107,536.00	110,801.60
M14-X	Parks Planning & Development Manager Planning Manager Deputy City Manager <i>Parks & Recreation Manager</i>	Hourly	44.15	45.48	46.83	48.23	49.68	51.18	52.71	54.28	55.91
		Annual	91,832.00	94,598.40	97,406.40	100,318.40	103,334.40	106,454.40	109,636.80	112,902.40	116,292.80
M15-X	City Engineer Building Official Assistant Finance Director Assistant Community Dev Director	Hourly	47.46	48.87	50.32	51.85	53.43	55.02	56.64	58.34	60.08
		Annual	98,716.80	101,649.60	104,665.60	107,848.00	111,134.40	114,441.60	117,811.20	121,347.20	124,966.40
DM1-X	Vacant	Hourly	51.18	52.74	54.31	55.92	57.61	59.35	61.12	62.94	64.85
		Annual	106,447.81	109,696.27	112,968.99	116,314.42	119,829.55	123,441.65	127,126.47	130,908.26	134,884.00
DM2-X	Vacant	Hourly	54.18	55.83	57.51	59.25	61.01	62.84	64.72	66.65	68.68
		Annual	112,702.33	116,120.47	119,611.37	123,247.70	126,908.28	130,714.33	134,617.33	138,641.55	142,859.70
DM3-X	Community Development Director <i>Finance Director</i> Human Resources Director Information & Maintenance Services Director Library Director Parks & Recreation Director Public Works Director	Hourly	57.68	59.42	61.20	63.03	64.94	66.89	68.88	70.93	73.08
		Annual	119,975.02	123,587.10	127,296.17	131,102.20	135,077.93	139,126.41	143,271.82	147,538.46	151,999.04
DM4-X	Assistant City Manager/Finance Director	Hourly	59.28	61.04	62.87	64.74	66.70	68.72	70.76	72.88	75.06
		Annual	123,296.18	126,956.77	130,762.82	134,665.82	138,738.51	142,932.43	147,174.82	151,586.93	156,120.22
DM5-X	Police Chief City Attorney	Hourly	65.45	67.40	69.43	71.50	73.65	75.87	78.13	80.49	82.89
		Annual	136,144.59	140,193.06	144,411.22	148,726.33	153,186.92	157,817.18	162,520.19	167,417.13	172,411.04

** italicized positions are not filled.*

FY 2022-23 SALARY SCHEDULE
EFFECTIVE 7/01/2022 - 6/30/2023

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	25.40	26.14	26.94	27.73	28.59	29.43	30.32	31.21	32.16
		Annual	52,821.70	54,364.56	56,036.00	57,686.01	59,464.59	61,221.74	63,064.61	64,907.47	66,900.34
N3	Vacant	Hourly	26.73	27.54	28.37	29.24	30.09	31.01	31.92	32.88	33.88
		Annual	55,607.42	57,278.86	59,014.58	60,814.59	62,593.17	64,500.33	66,386.05	68,400.35	70,478.93
N4	Vacant	Hourly	28.16	28.99	29.88	30.74	31.69	32.64	33.61	34.60	35.67
		Annual	58,564.69	60,295.87	62,153.73	63,948.25	65,911.66	67,896.19	69,901.83	71,970.81	74,187.57
N5	<i>Recreation Coordinator</i>	Hourly	29.28	30.14	31.06	31.96	32.93	33.92	34.95	35.99	37.06
		Annual	60,902.40	62,691.20	64,604.80	66,476.80	68,494.40	70,553.60	72,696.00	74,859.20	77,084.80
N6	<i>Human Resources Analyst Paralegal</i>	Hourly	30.73	31.68	32.63	33.60	34.59	35.65	36.72	37.81	38.96
		Annual	63,918.40	65,894.40	67,870.40	69,888.00	71,947.20	74,152.00	76,377.60	78,644.80	81,036.80
N7	Vacant	Hourly	32.24	33.22	34.22	35.23	36.29	37.39	38.50	39.64	40.83
		Annual	67,050.34	69,107.49	71,186.07	73,286.09	75,493.24	77,764.68	80,078.98	82,457.56	84,921.86
N8	Police Services Supervisor	Hourly	33.88	34.92	35.92	37.02	38.14	39.28	40.47	41.69	42.91
		Annual	70,470.40	72,633.60	74,713.60	77,001.60	79,331.20	81,702.40	84,177.60	86,715.20	89,252.80
N9	Access Services Supervisor Public Service Supervisor Recreation Supervisor Pohl Center Supervisor	Hourly	35.59	36.65	37.76	38.86	40.03	41.24	42.47	43.75	45.07
		Annual	74,036.09	76,221.81	78,536.11	80,828.98	83,271.85	85,779.01	88,329.02	91,007.60	93,750.48
N10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly	37.33	38.44	39.61	40.78	42.00	43.26	44.58	45.92	47.30
		Annual	77,646.40	79,955.20	82,388.80	84,822.40	87,360.00	89,980.80	92,726.40	95,513.60	98,384.00
N11	<i>Accounting Supervisor Water Division Mgr</i>	Hourly	39.20	40.35	41.59	42.83	44.13	45.47	46.83	48.21	49.67
		Annual	81,536.13	83,936.14	86,507.58	89,079.02	91,800.47	94,586.19	97,414.78	100,286.22	103,307.67

* italicized positions are not filled.

FY 2022-23 SALARY SCHEDULE
EFFECTIVE 7/1/2022 - 6/30/2023

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
	Non-Exempt Police Mgmt 4% Steps										
P2	Police Sergeant	Hourly	39.18	40.76	42.38	44.07	45.87	47.68	49.60	51.57	53.63
		Annual	81,493.27	84,771.86	88,157.59	91,671.89	95,400.48	99,171.93	103,157.67	107,271.97	111,557.71
	Exempt Police Management 3% Steps										
P3-X	<i>Police Lieutenant</i>	Hourly	51.86	53.41	55.02	56.69	58.38	60.12	61.93	63.79	65.71
		Annual	107,878.12	111,102.33	114,447.76	117,914.41	121,429.54	125,041.63	128,823.43	132,677.95	136,677.93
P4-X	Police Captain	Hourly	57.04	58.76	60.54	62.37	64.22	66.14	68.12	70.16	72.30
		Annual	118,641.68	122,229.54	125,914.36	129,720.40	133,574.90	137,574.89	141,696.08	145,938.48	150,374.80
DM5-X	Police Chief	Hourly	65.45	67.40	69.43	71.50	73.65	75.87	78.13	80.49	82.89
		Annual	136,144.59	140,193.06	144,411.22	148,726.33	153,186.92	157,817.18	162,520.19	167,417.13	172,411.04

* *italicized* positions are not filled.

TEMPORARY EMPLOYEES - SCHEDULE A

EXHIBIT D

FY 2022 - 2023 Salary Schedule

Effective 7/1/2022 - 6/30/2023

Grade	TITLE	RATE	MINIMUM REGULAR WAGE	MAXIMUM REGULAR WAGE
T4	TEMP PARKING ENFORCE OFF	Hourly	17.17	21.74
T6	TEMP LIBRARY ASST TEMP OFFICE ASST I	Hourly	19.43	24.63
T7	TEMP OPERATIONS MAINT TECH	Hourly	20.39	25.84
T8	TEMP OFFICE ASSISTANT II	Hourly	21.42	27.15
T9	TEMP PUBLIC SERVICE ASST TEMP SPECIAL EVENTS COORD TEMP UTILITY TECH I	Hourly	22.51	28.53
T10	TEMP POLICE SERVICES TECH	Hourly	23.97	30.39
T11	TEMP FINANCE/ACCTG TECH TEMP OFFICE COORD TEMP PROP EVIDENCE TECH TEMP REC PROG SPEC	Hourly	25.39	32.18
T12	TEMP FLEET TECH I TEMP VOLUNTEER COORD	Hourly	26.64	33.75
T13	TEMP LIBRARIAN I	Hourly	27.98	35.44
T14	TEMP LIBRARIAN II	Hourly	29.70	37.59
T16	TEMP BLDG CONST INSPT II	Hourly	33.09	41.93

**TEMPORARY EMPLOYEES - SCHEDULE B
 FY 2022/23 SALARY SCHEDULE
 EFFECTIVE 07/01/2022- 6/30/2023**

EXHIBIT E

Grade	TITLE	RATE	REGULAR WAGE
U1	TEMP LIBRARY PAGE	Hourly	14.97
U5	TEMP RECREATION LEADER I TEMP RECREATION AIDE	Hourly	15.12
U9	TEMP HOMEWORK LEADER TEMP LIBRARY SENIOR PAGE TEMP OPS MAINT WORKER	Hourly	16.52
U10	TEMP INTERN TEMP PARK RANGER TEMP RECREATION LEADER II TEMP FILE CLERK	Hourly	17.38
U12	TEMP YOUTH LEADER SEASONAL PARKS WORKER	Hourly	18.14
U14	TEMP SR YOUTH LEADER	Hourly	19.51
U16	TEMP TECHNOLOGY SPEC	Hourly	22.37
U30	TEMP REC. COUNSELOR I	Hourly	36.00
J1	JUDGE	Hourly	112.06



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 27, 2022

SUBJECT:

Consideration of **Resolution No. 5626-22**, Authorizing Changes to the FY 2021-2022 Adopted Budget.

RECOMMENDATION:

Staff recommends adopting the attached resolution.

EXECUTIVE SUMMARY:

Local Budget Law allows for transfer of appropriations within a fund when authorized by a resolution of the City Council; and allows an appropriation for pass through payments that are made to another organization to be increased by resolution, if the actual amount collected exceeds the budgeted estimate.

In the Sewer Operating Fund, work on the Martinazzi Sewer Upsize project began in FY 2021-2022, and will be partially funded by Clean Water Services. This project should have been budgeted in this fund (the remaining portion of the project is budgeted in this fund in FY 2022-2023), but was instead budgeted in the Sewer Development Fund. There are sufficient funds available in contingency in the Sewer Operating fund to transfer for the expenditures that have been occurred to date, so the attached resolution will do a contingency transfer to line up in the appropriate fund for these expenditures.

In the Sewer Development Fund, the City collected more Sewer System Development Charges than was projected when the budget was prepared. Since 96% of the SDC is passed through to Clean Water Services (CWS), the expenditure appropriation needs to be increased to account for the higher revenue and pass through payments. Additionally, additional pass-through revenue collected for CWS was received in the Sewer Operating Fund, necessitating the need to increase materials and services appropriations.

A Contingency transfer is also being proposed in both the Transportation Project Fund and the Transportation Development Tax Fund. Both transfers are due to projects being completed or further along than was projected when the FY 2021-2022 budget was prepared in the Spring of 2021. There is sufficient contingency dollars available for this transfer.

Lastly, in the General Fund, two budgets require contingency transfers. First, in the Municipal Court, the hybrid court model has created additional mail communications causing higher printing and postage costs and movement of staff between departments created higher personal services costs in this budget. Second, in the Information Services budget, additional hardware and software costs related to unexpected upgrades and equipment protections, requires a transfer from contingency.

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

FINANCIAL IMPLICATIONS:

The net effect in all funds is zero, as the resolution transfers existing appropriations from one account to another, or increases appropriations from additional revenues that were received in FY 2021-2022.

ATTACHMENTS:

- Resolution No. 5626-22

RESOLUTION NO. 5626-22

A RESOLUTION AUTHORIZING CHANGES TO THE ADOPTED 2021-2022 BUDGET

WHEREAS, an occurrence or condition arose which requires a transfer of appropriations in the adopted FY 2021-2022 budget;

WHEREAS, an occurrence or condition that was not ascertained when preparing the budget requires a change in the adopted FY 2021-2022 budget;

WHEREAS, in order to lawfully comply with the requirements of Local Budget Law, changes to the adopted 2021-2022 budget are necessary;

WHEREAS, Oregon Revised Statutes (ORS) 294.463 allows for transfers of appropriations within a fund when authorized by a resolution of the governing body;

WHEREAS, ORS 294.466 allows an appropriation for pass through payments that are made to another organization to be increased by resolution, if the actual amount collected exceeds the budgeted estimate.

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

Section 1. The City Council wishes to comply with Local Budget Law, and authorize the transfer of appropriations, and an increase in pass through payment appropriation.

Section 2. The purpose of the appropriation resolution is to adjust the capital outlay category in the Sewer Fund, the Transportation Project Fund and the Transportation Development Tax Fund for expenses related to increased project expenditures, the Municipal Court and Information Services budgets for unexpected expenditures, and increased expenses for additional sewer system development charges and sewer base and usage charges pass through payments to Clean Water Services.

Section 3. Adjustments to the adopted 2021-2022 budget should be made as follows:

General Fund

Municipal Court	\$ 8,000	Contingency	\$ (68,000)
Information Services	\$ 60,000		

Sewer Operating Fund:

Materials and Services	\$ 300,000	Sewer Revenues	\$ 300,000
Capital Outlay	\$ 230,000	Contingency	\$ (230,000)

Sewer Development Fund:

Materials and Services	\$ 1,210,000	SDC Revenue	\$ 1,210,000
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Transportation Project Fund

Capital Outlay	\$ 400,000	Contingency	\$ (400,000)
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Transportation Development Tax Fund

Capital Outlay	\$ 50,000	Contingency	\$ (50,000)
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Section 4. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 27th day of June, 2022.

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 27, 2022

SUBJECT:

Consideration of **Resolution No. 5627-22** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5554-21

RECOMMENDATION:

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5554-21

EXECUTIVE SUMMARY:

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

This year, Community Development is updating their erosion control fees to reflect increases from Clean Water Services (CWS) and increasing the fees for hydraulic modeling to recover the increased consultant costs. Parks and Recreation is eliminating the fee for using horseshoe pits in city parks. Other fees were reviewed for cost recovery and adjusted accordingly.

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

ATTACHMENTS:

- Resolution No. 5627-22

RESOLUTION NO. 5627-22

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE AND RESCINDING RESOLUTION NO. 5554-21

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

WHEREAS, the Council previously adopted the fee schedule by Resolution No. 5554-21; and

WHEREAS, the Community Development Department is updating their erosion control fees to reflect increases from Clean Water Services (CWS), and increasing the fees for hydraulic modeling to recover the increased consultant costs; and

WHEREAS, the Parks and Recreation Department is eliminating fees to use horseshoe pits in city parks; and

WHEREAS, other fees were reviewed for cost recovery and adjusted accordingly.

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, 2022.

Section 3. Resolution No. 5554-21 is rescinded effective July 1, 2022.

INTRODUCED AND ADOPTED this 27th Day of June, 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

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")	0.30
Per page/side (11"x17")	0.60
Color - per page/side (up to 8.5"x14")	1.10
Color - per page/side (11"x17")	1.60
Certified Copies - per document	\$5.25 plus postage
Copies of Audio CDs	21.00 including CD
Copies of Video CDs	21.00 including CD
Copies of Photographs on CD	21.00 including CD
Thumb Drive (2 GB)	10.50
Storage Retrieval Fee	31.25
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	225.00
Assign single family	56.25 + 7.30 per lot
Multi-Family - less than 50 units	68.75 + 7.30 per unit
Multi-family - 50+ units	68.75 + 4.20 per unit
Non-residential (suite assignment)	68.75 for address + 46.00 per suite
Amendment to Comprehensive Plan Map	2,420.00
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,420.00
Annexation	1,650.00
Appeal Proceeding to Council	156.00
Appeal Expedited Process to Referee, Deposit per ORS 197.375	350.00
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	135.00
\$5,000 - \$24,999.99	635.00
\$25,000 - \$99,999.99	1,150.00
\$100,000 - 499,999.99	1,900.00
\$500,000 and greater	2,785.00
Architectural Review, Minor	110.00
Architectural Review, Single-family Level I (Clear & Objective)	110.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

Development Fees (continued)	
Architectural Review, Single-family Level II (Discretionary)	845.00
Architectural Review, Accessory Dwelling Unit (ADU)	110.00
Conditional Use Permit	1,650.00
Conditional Use Permit Renewal	1,650.00
Extension Request Reviewed by Staff	235.00
Extension Request Reviewed by Architectural Review Board	1,330.00
Interpretation of Development Code	110.00
Industrial Master Plans	2,105.00
Landmark Alteration/New Construction Review	130.00
Central Urban Renewal Master Plan	2,105.00
Driveway Approach Permit	315.00
Engineering Copies:	
18" x 24"	3.20
24" x 36"	4.20
36" x 48"	5.20
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	450.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	150.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	450.00 plus 450.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	450.00 or 1/2 of the EC only Fee, whichever is greater
d. Re-inspection	80.00/hr with a minimum of 160.00
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1350.00
Hydraulic Modeling for Commerical/Industrial Retail and Multi-family units	500.00/bldg
Hydraulic Modeling for New Subdivisions with 50 or more lots	1,500.00
Landmark Demolition Review	145.00
Landmark Relocation Review	65.00
License to Keep Chickens	55.00
Mobile Food Unit Permit	105.00
Partition,* Nonexpedited & Expedited Processes	460.00
Partition,* Nonexpedited & Expedited Extension/Modification	155.00
Partition,* Nonexpedited, Appeal Proceeding to Council	155.00
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	340.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

Development Fees (continued)	
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 160.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 240.00
Pre-Application Meeting	240.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	80.75
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 160.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	350.00
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 160.00
Property Line Adjustment,* Appeal Proceeding to Council	160.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	60.00 + postage
Reinstatement of Nonconforming Use	1,650.00
Request for Council Rehearing	195.00
Sidewalk Permit	160.00
Sign Ordinance	9.00
Sign Code Variance	785.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	220.00
Temporary Sign or Each Face Change to Existing Sign	110.00
Street Name Change	160.00
Street Vacation Application Deposit	378.00
Subdivision,* Nonexpedited and Expedited Processes	3,125.00
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 315.00
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 395.00
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 160.00
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 240.00
Subdivision,* Nonexpedited, Extension/Modification By Council	715.00
Subdivision,* Expedited, Extension/Modification By City Engineer	185.00
Subdivision,* Nonexpedited, Appeal Proceeding to Council	160.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	350.00
Temporary Certificate of Occupancy	105.00
Temporary Uses:	
1 - 3 days	57.50
4 - 180 days	57.50 + 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, 2022

Development Fees (continued)	
Tree Removal Permit, 1 tree	325.00
each additional tree, \$10.00 not to exceed a total of	355.00
Variance:	
When primary use is a single family dwelling in RL or RML	335.00
When primary use is not a single family dwelling in RL or RML	1,650.00
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	335.00
When primary use is not a single family dwelling in RL or RML	1,130.00
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	781.50
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	145.00

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"	40.00
Subdivision street map, 34" x 36"	25.00
Street map, 22" x 22"	15.00
Planning Districts, 34" x 44"	25.00
Planning Districts, 18" x 24"	15.00
Custom Mapping	65.00
Mailing Lists	35.00

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	130.25 each + postage
3-post expandable binders with stamping	72.95
3-ring vinyl binders	20.85
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	160.00 initially then 78.00 per update
Adobe PDF of the code	160.00 initially then 78.00 per update
Adobe PDF of each supplement	160.00 initially then 78.00 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, 2022

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
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, 2022

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.

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.

City of Tualatin Fee Schedule

Fees Effective July 1, 2022

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

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, 2022

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 * 5,210.00 7,815.00 10,420.00 15,630.00
Rights-of-Way License Application Fee (per TMC 3-6-205)	265.00
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	160.00
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	690.00 per attachment 1,210.00 per attachment Actual Cost, plus 25% for administration* 655.00 per attachment, per year
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5629-22



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 27, 2022

SUBJECT:

Consideration of **Resolution No. 5629-22** Amending Water, Sewer, Stormwater, Road, and Parks Utility Fee Rates Inside the City of Tualatin and Rescinding Resolutions 5540-21 and 5557-21

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 \$3.34 per 100 cubic ft. (CCF) to \$3.48 per CCF, the service charge increasing from \$4.74 per month to \$4.94 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 3.901%. The attached resolution increases the Road Utility and Sidewalk/Street Tree Fees by this index.

Sewer and Stormwater rates are comprised of two separate components; a regional rate set by Clean Water Services (CWS) and a local rate adopted by the City Council. The CWS board has adopted an increase changing the regional base rate from \$26.24 per Equivalent Dwelling Unit (EDU) to \$27.29 per EDU, and the sewer usage rate from \$1.74 per 100 cubic ft. (CCF) to \$1.81 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 \$7.51 per EDU to \$8.19 per EDU and the local usage rate from \$0.511 per CCF to \$0.557 per CCF. Stormwater rates increase from \$10.68 per Equivalent Surface Unit (ESU) to \$11.11 per ESU, with a regional rate of \$2.53 per ESU and the local share being \$8.58 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.

On April 26, 2021, the City Council adopted a Parks Utility Fee rate of \$5 per dwelling unit. The rate was effective July 1, 2021 and remains unchanged for fiscal year 2022/2023.

The impact of the rate increases detailed above will increase the average residential utility bill, using 8 CCF per month, for these services by \$4.85.

OUTCOMES OF DECISION:

Adoption of the attached resolution sets new rates effective July 1, 2022.

FINANCIAL IMPLICATIONS:

With the new rates, the average monthly Tualatin residential utility bill will increase from \$109.57 to \$114.42.

ATTACHMENTS:

- Resolution No. 5629-22

RESOLUTION NO. 5629-22

A RESOLUTION AMENDING WATER, SEWER, STORMWATER, ROAD AND PARKS UTILITY FEE RATES INSIDE THE CITY OF TUALATIN AND RESCINDING RESOLUTIONS 5540-21 and 5557-21

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

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

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

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

- (a) The schedule for the Water System Development Charges, as set effective February 1, 2022, are as follows:

Meter Size	Meter Unit Equivalent	System Development Charge*
5/8"	1	\$ 5,306
3/4"	1.5	\$ 7,958
1"	2.5	\$ 13,262
1 1/2"	5	\$ 26,527
2"	8	\$ 42,442
3"	15	\$ 84,885
4"	25	\$ 132,634
6"	50	\$ 265,266
8"	80	\$ 424,424
10"	115	\$ 610,111

* 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, 2022, is as follows:

	System Development Charge
Regional Rate	\$ 6,361.15
Local Rate	\$ 263.85
Total Rate	\$ 6,625.00

- (d) The schedule for Stormwater System Development Charges, per Equivalent Service Unit (ESU), as of July 1, 2022, is as follows:

	System Development Charge
Water Quality	\$ 288.45
Water Quantity	\$ 352.55
Total Rate	\$ 641.00

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
5/8 x 3/4, Drop-in meter	\$140
1, Drop-in meter	\$300
1½, Drop-in meter	\$540
2, Drop-in meter	\$790
3, drop-in meter	Cost plus 15%
4, drop-in meter	Cost plus 15%
6, drop-in meter	Cost plus 15%
8, drop-in meter	Cost plus 15%
10, drop-in meter	Cost plus 15%
12, drop-in meter	Cost plus 15%

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

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

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

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

METER SIZE	FACILITIES CHARGE		SERVICE CHARGE	WATER CHARGE PER 100 CUBIC FT
	CLASS 1	CLASS 2		
5/8" x 3/4"	\$ 4.88	\$ 4.88	\$ 4.94	\$ 3.48
1"	\$ 12.26	\$ 12.26	\$ 4.94	\$ 3.48
1½"	\$ 24.45	\$ 24.45	\$ 4.94	\$ 3.48
2"	\$ 39.09	\$ 39.09	\$ 4.94	\$ 3.48
3"	---	\$ 53.53	\$ 4.94	\$ 3.48
4"	---	\$ 91.65	\$ 4.94	\$ 3.48
6"	---	\$ 198.58	\$ 4.94	\$ 3.48
8"	---	\$ 381.96	\$ 4.94	\$ 3.48

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	\$ 27.29	\$ 1.8100
Local Rate	\$ 8.19	\$ 0.5570

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

	BASE CHARGE
Regional Rate	\$ 2.53
Local Rate	\$ 8.58

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

Customer Group	Per Unit
Single Family Residential	\$ 6.22
Multi-Family Residential	\$ 5.63

(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	\$ 1.54	\$ 3.86
Non-Residential Group 2	\$ 2.66	\$ 3.86
Non-Residential Group 3	\$ 6.61	\$ 3.86
Non-Residential Group 4	\$ 14.90	\$ 3.86
Non-Residential Group 5	\$ 42.56	\$ 3.86
Non-Residential Group 6	\$ 101.67	\$ 3.86
Non-Residential Group 7	\$ 11.82	\$ 3.86

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

Customer Group	Per Dwelling Unit
Residential	\$ 5.00
Non-Residential ¹	\$ 5.00

¹ Each non-residential property is one equivalent dwelling unit.

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

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

Service Size	Rate
4"	\$ 17.36
6"	\$ 37.56
8"	\$ 72.71
10"	\$ 115.57

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:

<u>REQUEST</u>	<u>CHARGE</u>
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 5540-21 and 5557-21 are rescinded effective July 1, 2022.

Section 11. Effective Date. The effective date of this resolution is July 1, 2022, for service after June 30, 2022.

INTRODUCED AND ADOPTED this 27th day of June 2022.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM:

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



The Tualatin Historical Society's 2022 Report for the City of Tualatin



**A year of hope and
new horizons**



Living with the pandemic (1 of 2)

- During this fiscal year which started in July of 2021 we have pretty much re-found our rhythm:
 - Our **programs** were happening with regularity.
 - Our **newsletter** continued on schedule.
 - **Heritage Evening** was back with a different format.
 - **Rentals**, our largest source of revenue, started up again. The city often makes referrals, and THS typically book them all now rather than split duties as in past.
 - The Heritage Center was awarded a **Backyard Habitat Silver Certification**.

Christmas at the Heritage Center





Living with the pandemic (2 of 2)

But there were still some **unfortunate developments** as well:

- We had to **cancel Pioneer days** for the 3rd year in a row. BUT we did put together a box of “pioneer” things for 4th grade to borrow. A committee is working on making this a permanent thing.
- **Cindy Frost**, the Heritage Center manager resigned.
- For the first time in a few years, we did see a modest **drop in our membership**.
- Members were dissatisfied with **delays in our inscribed brick program**.





Membership and Financials

- Total membership dropped while premium memberships increased resulting in **comparable income**.
- **Revenue and Expenses well on track** versus budget at the $\frac{3}{4}$ point of the FY.

TOTAL MEMBERS:	229 (-)
Family Memberships	60 (-)
Senior (over 90)	29 (+)
Honorary/Lifetime	34 (+)
Patron/Founders/Heritage	31 (+)

Revenue	FY 21/22 Budget	FY Q1-Q3 Actual	% of Budget
Donations	8100	11992	
Interest	50	5	
Rental	9750	11045	
Fundraising	7500	8603	
Membership	6000	3165	
Products Sales	0	1049	
Grants	4500	9405	
Scholarship	3000	2200	
	38900	47464	122%
Expense			
Payroll	26689	15660	
Professional Services	1500	1600	
Capital Projects	3000	2134	
Fundraising Expenses	750	5849	
Operation	1500	1280	
Newsletter	2500	287	
Telephone & Internet	1046	751	
Membership	700	742	
Insurance/Alarm systeme	2465	2341	
Purchase for resale	2400	2376	
Equipment purchased and rental	2350	1996	
Scholarship	3000	3000	
	47900	38016	79%



Projects that are not flashy, but we are proud of

- **Archives room upstairs** decluttered with new shelving and organization.
- **New inside/outside chairs** with trolleys
- **Continued development of new web page.**
- **New Laptop.** New desktop with remote access in the works.
- **New Veteran's display** including slide show of locals who served over years.





Our programming has never been better!

- We are always proud to share the history of Tualatin and its people.
- But we also love to **focus on the history that is being made today**—what will we be glad we documented so the next generations can get a peek into our daily lives.
- Of course, **our partnership with the Ice Age Floods Institute** continues. Their evening programs are among the best attended.
- Starting in April we moved back to **in person programming** with our Arbor Day program and Paul Hennon talking about how Tualatin became a Tree City USA.



Jerianne's World.

You might think you know Tualatin's Library. Well, think again. Director Jerianne Thompson takes you into a world where there are 3-D printers, sewing machines, take and bake recipes, tools for making terrariums, or leather craft, air fryers for age berries and oh yeah, books. Welcome to Jerianne's World.



Lam Research: They make the machines that make microchips.



This is Where We Want to Stay

Author Luke Springer shares his insight, research and oral histories of Tejano and Latino residents in Washington County. His guests Ericka Hernandez Schafeld and Hector Hinojosa join.



Otters of the Oregon Coast

Cameron Lafollette, an executive director of Elaka Alliance speaks about the history, extinction and attempts to recover this majestic animal that once graced the shores of Oregon's coast.



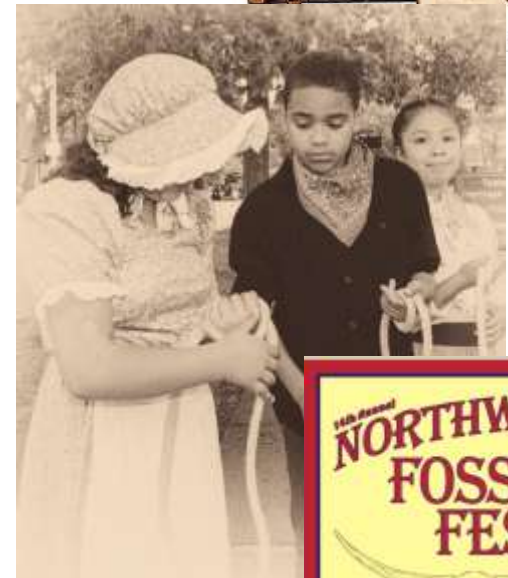
A discussion with Mayor Frank Bubenik

Frank Bubenik's humble beginnings led him to serve in the US military, start a successful software firm, serve on city council and become our Mayor. Learn more about what makes this civil servant tick, what keeps him up at night and what the future holds for him and our city.



And we have some great things on the horizon

- **“Traveling Trunk”** with articles symbolic of Tualatin’s heritage which can be loaned out to schools and others who are interested in peeking into our past.
- **Re-envisioning Pioneer Days** with the hopes of relaunching this treasured tradition for our fourth graders.
- **New note card series** with artwork by board member Jenny Stout capturing some of our prize heritage plants in the garden.
- **NARG Paleo has joined** the list of regular programs at THC. Their mission is to encourage responsible stewardship of earth's paleontological resources. A **fossil fest** is in the planning stages for later this summer at the Heritage Center.
- **Online payment** at tualatinhistory.org
- 3rd edition of **Tualatin from the Beginning**.
- New **“Walking Through Time”** effort to get folks out taking photos of our local landmarks—then we give the background in our newsletter along with the photo.





We continued to celebrate the best of who we are with our annual Lafky-Martinazzi Award, President's Award and the Jack Broome Scholarship



2022 Jack Broom Scholarship recipient Magnus Graham plans to study computer science at University of Portland. We had a record 18 well-qualified applicants for this award.



Meet Rick!



A new face at the Heritage Center

- A **Tualatin resident** for 18 years, Rick Wheelock had been the interim manager since mid-December.
- He succeeds Lindy Hughes and Cindy Frost to become only our **third manager** since we opened in 2006.
- Rick has a **Bachelor's degree in English Literature and Writing** plus has been **certified by UCLA in editing** and publishing. Additionally, Rick has experience in business and non-profits.
- His **technology background** is a big plus for the Historical Society as he will be able to modernize our on-site equipment and bring many things currently in our “digital attic” to the new web page for our members and the community to enjoy.
- He has engaged and welcoming personality. We hope you pop into the Heritage Center to introduce yourself. If you have a question about the Historical Society or would like to rent the Heritage Center contact Rick at manager@tualatinhistory.org



2022 Board Members

- Ross Baker, Co-President
- Cathy Stockwell, Co-President
- Kurt Krause, Vice President
- Sandra Carlson, Co-Historian
- Barbara Stinger, Co-Historian
- Kristina Wheelock, Treasurer
- Art Sasaki, Secretary
- Yvonne Addington
- Larry McClure
- Kristina Wheelock
- Jenny Reed Stout





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 27, 2022

SUBJECT:

Consideration of **Resolution No. 5630-22** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2022, 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 2022-2023 Budget.

EXECUTIVE SUMMARY:

Council will consider adoption of the Fiscal Year 2022-2023 Budget, after conducting a public hearing to consider public input on the Fiscal Year 2022-2023 Budget. The City of Tualatin Budget Advisory Committee approved the proposed budget on May 31, 2022. The total of the Fiscal Year 2022-2023 Budget is \$139,439,565 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 \$3,160,895 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, 2022.

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. 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.

Through the COVID-19 pandemic, the City has been resilient, adaptable, flexible, reliable, nimble, inclusive, and caring. We have continued providing the same high-quality services to our residents and customers.

The main changes to the budget are increases in the number and size of capital projects, return to close to "normal" operations (primarily a new normal) and factoring expenditure increases that are outside of the City's control. Overall, departments have been diligent in putting together their budgets and maintained stable and sound expenditure projections. The City's revenues remain stable, as well.

City staff prides itself in providing quality services to our residents and customers, in a fiscally prudent manner. The Fiscal Year 2022-2023 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. .

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 2022-2023 budget was prepared, staff anticipated that purchases planned for in the 2021-2022 budget would be received before June 30, 2022. There are two instances where this has not occurred and we are asking the Council to add the funds for these items into the 2022-2023 budget to pay for them when received. The first is in the Information Services budget for printers to be deployed in police vehicles, in the amount of \$15,260. The other carry over is in the Parks Maintenance Budget related to the parks restroom renovations project. We expected some of the fixtures to arrive prior to June 30th, so did not include this amount in the Fiscal Year 2022-2023 budget. We are asking the Council to appropriate an additional \$27,000 for this project. Carryovers are funded by an addition to the Beginning Fund Balance in the General Fund.

In addition, the proposed budget was put together with cost of living adjustments for AFSCME represented employees, as well as non-represented employees, to be split with half the annual COLA effective July 1, 2022 and the remaining half effective January 1, 2023. On the City Council agenda this evening is a resolution for non-represented salary adjustments with the total annual COLA being effective July 1, 2022. This would extend to the AFSCME represented employees, as part of their collective bargaining agreement, as well. Adjustments to the budgets with personal services expenditures have been updated for this proposed change.

Lastly, the budget for the American Rescue Plan Act Fund has been updated to add the personal services and materials and services categories. The personal services category will fund one-time premium pay payments to essential employees, as defined in the American Rescue Plan Act. With continued discussions to be had with the City Council in the coming months about other uses of the ARPA money, staff deemed it appropriate to create a materials and services category with money set aside for potential uses that best fit in this category. As programs are set up, Council will have the ability to transfer appropriations between categories or from contingency, as needed, during FY 2022-2023.

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 2022-2023.

ATTACHMENTS:

- Resolution No. 5630-22

RESOLUTION NO. 5630-22

A RESOLUTION ADOPTING THE CITY OF TUALATIN'S BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2022, 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 \$139,439,565 (including \$23,177,765 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, 2022, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND

City Council	\$	127,000	
Administration	\$	1,688,710	
Finance	\$	1,316,160	
Municipal Court	\$	492,440	
Legal	\$	483,510	
Information Systems	\$	1,577,765	
Community Development	\$	1,168,905	
Engineering	\$	966,830	
Police	\$	9,296,745	
Parks and Recreation	\$	3,154,965	
Library	\$	2,440,410	
Maintenance Services	\$	2,440,365	
Parks Maintenance	\$	1,771,695	
Non-Departmental	\$	1,575,865	
Contingency	\$	<u>4,275,200</u>	
Total GENERAL FUND Appropriations			\$ 32,776,565
Reserves	\$	827,050	
Unappropriated	\$	<u>7,904,745</u>	
Total GENERAL FUND			<u>\$ 41,508,360</u>

BUILDING FUND

Personal Services	\$	1,067,915	
Material & Services	\$	89,250	
Capital Outlay	\$	-	
Transfers	\$	522,840	
Contingency	\$	<u>252,000</u>	
Total BUILDING FUND Appropriations			\$ 1,932,005
Reserves	\$	<u>119,930</u>	
Total BUILDING FUND			<u>\$ 2,051,935</u>

WATER OPERATING FUND

Personal Services	\$	959,055	
Material & Services	\$	3,978,900	
Capital Outlay	\$	5,470,000	
Transfers	\$	1,805,940	
Contingency	\$	<u>1,832,085</u>	
Total WATER OPERATING FUND Appropriations			\$ 14,045,980
Reserves	\$	<u>3,696,915</u>	
Total WATER OPERATING FUND			<u>\$ 17,742,895</u>

SEWER OPERATING FUND

Personal Services	\$	542,860	
Material & Services	\$	7,954,660	
Capital Outlay	\$	1,480,000	
Transfers	\$	1,241,225	
Contingency	\$	<u>1,637,345</u>	
Total SEWER OPERATING FUND Appropriations			\$ 12,856,090
Reserves	\$	<u>120,695</u>	
Total SEWER OPERATING FUND			<u>\$ 12,976,785</u>

STORMWATER OPERATING FUND

Material & Services	\$	1,750,030	
Capital Outlay	\$	1,245,000	
Transfers	\$	1,044,260	
Contingency	\$	<u>605,895</u>	
Total STORMWATER FUND Appropriations			\$ 4,645,185
Reserves	\$	<u>5,919,520</u>	
Total STORMWATER OPERATING FUND			<u>\$ 10,564,705</u>

ROAD UTILITY FEE FUND

Material & Services	\$	2,345,910	
Transfers	\$	422,200	
Contingency	\$	<u>415,215</u>	
Total ROAD UTILITY FEE FUND Appropriations			\$ 3,183,325
Reserves	\$	<u>740,715</u>	
Total ROAD UTILITY FEE FUND			<u>\$ 3,924,040</u>

ROAD OPERATING FUND

Personal Services	\$	695,280	
Material & Services	\$	1,150,425	
Capital Outlay	\$	506,000	
Transfers	\$	1,306,120	
Contingency	\$	<u>548,675</u>	
Total ROAD OPERATING FUND Appropriations			\$ 4,206,500
Reserves	\$	<u>1,719,870</u>	
Total ROAD OPERATING FUND			<u>\$ 5,926,370</u>

CORE AREA PARKING DISTRICT FUND

Material & Services	\$	29,400	
Capital Outlay	\$	40,000	
Transfers	\$	34,920	
Contingency	\$	<u>14,625</u>	
Total CORE AREA PARKING DISTRICT FUND Appropriations			\$ 118,945
Reserves	\$	<u>204,155</u>	
Total CORE AREA PARKING DISTRICT FUND			<u>\$ 323,100</u>

TUALATIN SCIENCE AND TECHNOLOGY SCHOLARSHIP FUND

Material & Services	\$	<u>500</u>	
Total TUALATIN SCHOLARSHIP FUND Appropriations			\$ 500
Reserves	\$	<u>50,410</u>	
Total TUALATIN SCHOLARSHIP FUND			<u>\$ 50,910</u>

PARKS UTILITY FUND

Material & Services	\$	9,600	
Capital Outlay	\$	1,042,000	
Transfers	\$	112,110	
Contingency	\$	<u>132,690</u>	
Total PARKS UTILITY FUND			<u>\$ 1,296,400</u>

GENERAL OBLIGATION BOND FUND

Debt Service	\$	<u>3,080,500</u>	
Total GO BOND DEBT FUND Appropriations			\$ 3,080,500
Reserves	\$	<u>75,000</u>	
Total GO BOND DEBT FUND			<u>\$ 3,155,500</u>

ENTERPRISE BOND FUND

Material & Services	\$	495	
Debt Service	\$	993,570	
Total ENTERPRISE BOND FUND Appropriations			\$ 994,065
Reserves	\$	402,020	
Total ENTERPRISE BOND FUND			<u>\$ 1,396,085</u>

WATER DEVELOPMENT FUND

Capital Outlay	\$	-	
Transfers	\$	1,614,250	
Contingency	\$	52,810	
Total WATER DEVELOPMENT FUND			<u>\$ 1,667,060</u>

SEWER DEVELOPMENT FUND

Material & Services	\$	576,000	
Capital Outlay	\$	-	
Transfers	\$	72,830	
Contingency	\$	3,371,090	
Total SEWER DEVELOPMENT FUND			<u>\$ 4,019,920</u>

STORMWATER DEVELOPMENT FUND

Capital Outlay	\$	160,000	
Transfers	\$	24,000	
Contingency	\$	360,230	
Total STORMWATER DEVELOPMENT FUND			<u>\$ 544,230</u>

PARK DEVELOPMENT FUND

Material & Services	\$	5,000	
Capital Outlay	\$	2,500,850	
Transfers	\$	95,380	
Total PARK DEVELOPMENT FUND Appropriations			\$ 2,601,230
Reserves	\$	44,790	
Total PARK DEVELOPMENT FUND			<u>\$ 2,646,020</u>

TRANSPORTATION PROJECT FUND

Material & Services	\$	5,700	
Capital Outlay	\$	7,686,000	
Transfers	\$	253,830	
Contingency	\$	121,860	
Total TRANSPORTATION PROJECT FUND Appropriations			\$ 8,067,390
Reserves	\$	-	
Total TRANSPORTATION PROJECT FUND			<u>\$ 8,067,390</u>

TUALATIN CITY SERVICES BUILDING FUND

Capital Outlay	\$	660,000	
Total TUALATIN SERVICE CENTER FUND			\$ 660,000

VEHICLE REPLACEMENT FUND

Capital Outlay	\$	245,000	
Total VEHICLE REPLACEMENT FUND Appropriations			\$ 245,000
Reserves	\$	1,351,950	
Total VEHICLE REPLACEMENT FUND			<u>\$ 1,596,950</u>

TRANSPORTATION DEVELOPMENT TAX FUND

Capital Outlay	\$	1,750,000	
Transfers	\$	110,970	
Contingency	\$	11,225,825	
Total TRANSPORTATION DEVELOP TAX FUND			<u>\$ 13,086,795</u>

AMERICAN RESCUE PLAN FUND

Personal Services	\$	400,000	
Material & Services	\$	205,065	
Capital Outlay	\$	3,000,000	
Transfers	\$	29,050	
Contingency	\$	2,600,000	
Total AMERICAN RESCUE PLAN FUND			<u>\$ 6,234,115</u>

TOTAL APPROPRIATED - ALL FUNDS			\$ 116,261,800
TOTAL RESERVES			\$ 15,273,020
TOTAL UNAPPROPRIATED - ALL FUNDS			<u>\$ 7,904,745</u>
TOTAL BUDGET			<u>\$ 139,439,565</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 \$3,160,895 for bonds; and that these taxes are hereby imposed and categorized for tax year 2022-23 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...\$3,160,895

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 27th day of June, 2022.

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: 6/27/22

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
Dawn Upton	Tualatin Arts Advisory Committee	Reappointment Term Expiring 03/31/25
Brittany Valli	Tualatin Planning Commission	Term Expiring 8/31/25
John Makepeace	Tualatin Parks Advisory Committee	Term Expiring 2/28/23
Claire Roach	Tualatin Parks Advisory Committee	Student Term Expiring 2/28/23