



TUALATIN CITY COUNCIL MEETING

MONDAY, OCTOBER 23, 2023

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

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

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

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, October 23. These statements will be included in the official meeting record, but not read during the meeting.

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

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

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

Work Session

- 1. 6:00 p.m. (30 min) – Stoneridge Park Renovation Update.** The Parks and Recreation Master Plan demonstrated the need for Stoneridge Park to be more relevant to the surrounding community, provide family gathering space, maintain safety and sightlines, and activate the park to connect nearby neighbors, families, and children. This led to the planning and design process that resulted in Reimagina el parquet/Stoneridge Park Redesign. A park concept plan was developed with over 750 people involved in 20 community engagement opportunities. Staff will provide an update on the current planning and design status of the park, and next steps.
- 2. 6:30 p.m. (15 min) – Lake of the Commons Drinking Fountains.** The drinking fountains located at the Lake of the Commons have reached the end of their useful life. Staff will present options for discussion and direction.

3. **6:45 p.m. (15 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the October 23 City Council meeting and brief the Council on issues of mutual interest.
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7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. League of Oregon Cities Good Governance Award

Public Comment

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

Consent Agenda

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

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of October 9, 2023
2. Consideration of **Resolution No. 5731-23** Contract for Construction of the Tualatin River Greenway Trail Extension
3. Consideration of **Resolution No. 5732-23** Awarding Fiscal Year 2023-24 Outside Agency Grant Funds to Provide Services to the Tualatin Community

Special Reports

1. Quarterly Financial Report- 1st Quarter of FY 2023/2024

Items Removed from Consent Agenda

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

Council Communications

Adjournment

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

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

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



CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Ross Hoover, Parks and Recreation Director
Rich Mueller, Parks Planning and Development Manager

DATE: October 23, 2023

SUBJECT:
Stoneridge Park Renovation Update

EXECUTIVE SUMMARY:

The Parks and Recreation Master Plan demonstrated the need for Stoneridge Park to be more relevant to the surrounding community, provide family gathering space, maintain safety and sightlines, and activate the park to connect nearby neighbors, families, and children. This led to the planning and design process that resulted in Reimagina el parque/Stoneridge Park Redesign. A park concept plan was developed with over 750 people involved in 20 community engagement opportunities. Public involvement included open houses, pop up events and surveys. Outreach was conducted using a bilingual engagement process, featuring a “Spanish first” format for neighborhood apartment complexes and homes or “casitas” around SW 67th & 68th Avenues. City Council accepted Reimagina el parque/Stoneridge Park Redesign conceptual site plan and report on January 11, 2021.

Staff will provide an update on the current planning and design status of the park, and next steps.

Attachments:
Presentation



REIMAGINA

el parque

STONERIDGE

Park Redesign

PROJECT UPDATE – OCTOBER 23, 2023



PROJECT BACKGROUND

- Built in late 1970's
- Small neighborhood park
- Stoneridge was name of subdivision for 62 lots in 1977
- Master Plan initiatives & recommendations
- Council Vision & Goals

CONCEPTUAL DESIGN OVERVIEW

- Site Assessment
- Bilingual & Inclusive
Community Engagement
- Concept Development &
Desired Park Amenities
- Preferred Conceptual Design
- Construction Cost Estimating

REIMAGINA

el parque

STONERIDGE

Park Redesign

STONERIDGE PARK REDESIGN



PUBLIC INFORMATION & NOTIFICATION

- Online
- Social
- Email & Text
- Park & Yard Signs
- Neighborhood Contacts

STONERIDGE PARK REDESIGN



COMMUNITY ENGAGEMENT

- Park Open Houses
- Online Surveys
- School Lunch Program
- Partnering with Community Leaders
- Virtual Focus Group Meetings
 - Diversity Task Force
 - Tualatin Police
 - Property Owners
 - Tualatin Engineering Division
 - Parks Maintenance Staff
 - Apartment Complexes



CONCEPT DEVELOPMENT & DESIRED PARK AMENITIES



- Spray Pad/Water Feature
- Basketball Court
- Improved Site Security
- Walking Path
- Seating & Picnic Tables
- Shade
- Play Structures for Children of All Ages
- Rock Climbing Feature
- Public Art
- Community Events/Activities
- Dog Accommodations
- Improved Grass Area
- Improved Site Maintenance
- New Plantings
- Drinking Fountain



CONCEPTUAL PARK DESIGN

NEXT STEPS

Near Term

- Engagement to rename park
- Neighborhood selection of park amenities
- Collaboration on neighborhood street safety

Mid Term

- Funding Plan
- Design Development & Construction Documents
- Bid & Award of Construction Contract
- Construction
- Park Dedication & Grand Opening

Long Term

- Welcoming Neighborhood
- Improve Neighborhood Health & Safety
- Neighborhood Gathering Place & Connection
- Equity & Inclusion
- Accessible
- Environmentally Sustainable



WHY RENAME THE PARK?

- Community did not identify strongly with the name “Stoneridge Park.”
- Neighboring apartment complexes, were unaware of the parks location and existence.
- People from the “casitas” neighborhood were very aware of the parks presence, but associated it with safety issues, disrepair and unsatisfactory recreational opportunities.

Naming or renaming of a recreational facilities serving a community matters. It enhances a sense of community and can instill new pride and ownership of a public space that has become associated with negative connotations.



STONERIDGE PARK REDESIGN



PARK RENAMING ENGAGEMENT



STONERIDGE PARK REDESIGN



COMMUNITY & NEIGHBORHOOD

Viva Tualatin at Atfalati Park & National Night Out at Stoneridge Park

- 109 (63%) - Parque Las Casitas / Las Casitas Park
- 64 (37%) Parque La Amistad / Friendship Park



RENAMING PROCESS

- Community Involvement (Viva Tualatin)
 - Narrowed 9 most suggested names down to 2
- Neighborhood Involvement (Viva Tualatin & National Night Out)
 - Preferred name selection

MC 5-6-030 - Naming of City Park Properties, Amenities or Facilities.

Requests may be submitted:

- After a two-year waiting period following an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.

Requests to name or rename a City park property, amenity or facility shall:

- Be evaluated by TPARK
- TPARK shall make a recommendation to the City Council for approval of the name

Naming of a City park property, amenity or facility shall:

- Occur before or during development
- Be the product of a public participation process.

Renaming of City Park Properties, Facilities or Amenities:

- Intent the name on a facility be the permanent designation
- Under circumstances shall facilities be renamed



DISCUSSION



CITY OF TUALATIN
Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Ross Hoover, Parks and Recreation Director

DATE: October 23, 2023

SUBJECT:
Lake of the Commons Drinking Fountains

EXECUTIVE SUMMARY:
The drinking fountains located at the Lake of the Commons have reached the end of their useful life. Staff will present options for discussion and direction.

Attachments:
Presentation



City of

TUALATIN

PARKS & RECREATION



**UPDATE ON THE
CONDITION OF THE
DRINKING FOUNTAINS**





DRINKING FOUNTAINS LOCATIONS



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: October 23, 2023

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of October 9, 2023

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of October 9, 2023
- City Council Regular Meeting Minutes of October 9, 2023



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR OCTOBER 09, 2023

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

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

1. 5:00 p.m. (30 min) – Climate Action Plan: Review Primer.

Management Analyst Maddie Cheek and Deputy Public Works Director Nic Westendorf presented the draft Climate Action Plan (CAP). Analyst Cheek began by recapping Tualatin's climate goal, which is to achieve net-zero emissions by 2050. She introduced the four guiding principles that shaped the plan: science-based, equity, community benefits, and partnerships. Analyst Cheek explained the key elements that influenced the draft Climate Action Plan, including future climate predictions, Tualatin's emissions inventory, community feedback, and stakeholder input. She stated the plan is structured with four main sections: introduction, preparing for climate change, reducing emissions, and next steps. Within these sections, there are seven focus areas encompassing 27 strategies and 150 specific actions. Analyst Cheek outlined next steps in the process, which include community and stakeholder engagement, future council work sessions, and the finalization and adoption of the plan.

Councilor Brooks thanked the committee for their feedback and insight, as well as staff for being thoughtful in how they engaged the community.

Councilor Pratt thanked staff for their work and how they have incorporated community input.

Mayor Bubenik stated he likes how the plan is formatted with strategies and action items.

2. 5:30 p.m. (40 min) – City of Portland Wholesale Water Contract – Background & Overview.

Public Works Director Rachel Sykes presented an overview of the wholesale water contract with the City of Portland. She explained the contract was designed to provide water to Tualatin for the next 30 years. Director Sykes provided a historical perspective on water in Tualatin, noting the city has been purchasing water from Portland since 1979, with the water originating from Bull Run, approximately 60 miles away. She stated the budgeted water purchase costs for FY 23/24 amounted to \$3.3 million. Director Sykes stated the current water contract was initiated in 2006 as a 20-year agreement, and the development and negotiation of a new contract began in 2020. She stated in 2015, a consultant was hired to evaluate wholesale rates and provide guidance on the new contract. At that time, it was determined that it was in Tualatin's best interest to remain with the City of Portland, a decision approved by the council. She stated updates to the new contract have been carefully considered and discussed as part of efforts to modernize the agreement. Director Sykes outlined some of the guiding principles used in the negotiation process, including flexibility, fairness, mutual trust, cost-of-service-based pricing, sustainability,

and alignment of risks. She stated Tualatin has actively participated in the negotiation process, adhered to the city's values, and sought technical expertise when needed.

Director Sykes stated desired outcomes of the contract include the elimination of guaranteed minimum purchase quantities, the removal of interruptible water provisions, predictable rate stability, and cost pool consolidations. She stated the exit of three large water wholesalers has created surplus costs that will initially be absorbed by the City of Portland and gradually passed along to customers over the next 20 years to avoid sudden cost increases. She stated key component in the new contract include the establishment of a balanced partnership, where diversification of water sources is not penalized, coordination during emergencies is ensured, resale of water is permitted, and a Working Water Manager's Group is established. Director Sykes outlined the next steps, which include legal review and negotiation, with a return to the Council for review and recommendation in 2024.

Councilor Sacco inquired about the shift from a 20-year to a 30-year contract and its associated benefits. Director Sykes explained that a longer contract provides greater stability in the water supply system.

Councilor Gonzalez asked whether the predicted growth rate had been taken into account during the negotiation. Director Sykes confirmed that growth had been considered, and the pipeline had been evaluated to ensure it could meet Tualatin's needs.

Councilor Gonzalez inquired about how economic growth was factored in. Director Sykes explained that when businesses apply for permits in the city, infrastructure considerations are part of the approval process. She stated most commonly local infrastructure, rather than the wholesaler, would limit permit approval.

Council President Pratt asked about the stability in rates and how that stability will be maintained. Deputy Public Works Director Nic Westendorf discussed rate forecasting and how projects are integrated into those equations.

Councilor Brooks asked about water rights and how they will be managed upon the exit of the resellers. Director Westendorf state the new approach takes an inclusive "everyone is in it together" perspective. Councilor Brooks expressed satisfaction with this approach, as it is fair and collaborative.

Mayor Bubenik requested more details on how the contract addressed maintenance and resiliency of the supply line. He wanted to ensure that funds were available for Portland to maintain the line. Mayor Bubenik also inquired about cost-sharing for items such as treatment facilities. Director Sykes explained that costs are shared among customers, and rates would shift gradually over time to distribute the impacts.

3. 6:10 p.m. (20 min) – Allocation of Funds to Outside Agencies.

Deputy City Recorder Nicole Morris presented the outside agency grants for award. She began by sharing the program updates made this year, including changes to the purpose statement, guidance on funding, and the final spending questionnaire. Recorder Morris mentioned that this year's grant application period was open from August 1 to September 1. She noted that a total of 18 applications were received, with requested funding totaling \$95,070. Recorder Morris requested that the Council determine award amounts during this meeting, and a resolution would be presented at the next meeting to finalize the awards.

The Council deliberated and allocated funding for selected recipients.

Councilor Gonzalez requested consideration of increasing future funding for outside agencies in the next budget cycle.

4. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.

Councilor Sacco stated she attended the parks bond tour and the C4 meeting. She noted at the C4 meeting the committee is seeking interest from cities in participating and splitting the cost of a statistically valid survey regarding tolling.

Councilor Hillier stated she attended the Tigard-Tualatin School District safety meeting.

Councilor Reyes stated she attended the Latino Business Network gathering and toured the Oregon Community Warehouse.

Councilor Gonzalez stated he attended the parks bond tour.

Councilor Brooks stated she attended the Water Consortium meeting and the parks bond tour.

Council President Pratt stated she attended the R1ACT meeting, the Clackamas County Business Alliance forum, the parks bond tour, and the Tualatin Police Foundation event.

Mayor Bubenik stated the Washington County Commissioners will be discussing MSTIP funding tomorrow and encouraged Councilors to stay aware of those discussions. He also noted Washington County Sheriff Garrett will be going back to the commissioners requesting the commission reinstate funding to the jail after budget cuts to continue to maintain public safety.

Mayor Bubenik reminded residents that Vine2Wine is this weekend and tickets can be purchased online.

Adjournment

Mayor Bubenik adjourned the meeting at 6:34 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR OCTOBER 09, 2023

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

Call to Order

Mayor Bubenik called the meeting to order at 7:02 p.m.

Pledge of Allegiance

Pledge of allegiance led by Tualatin Veterans Group.

Announcements

1. Proclamation Declaring the Month of October 2023 as Domestic Violence Awareness Month in the City of Tualatin

Councilor Sacco read the proclamation declaring the month of October 2023 as Domestic Violence Awareness Month in the City of Tualatin.

2. Proclamation Declaring October 23-31, 2023 as Red Ribbon Week in the City of Tualatin

Councilor Hillier read the proclamation declaring October 23-31, 2023 as Red Ribbon Week in the City of Tualatin.

Tualatin Together members presented information on Red Ribbon Week. They announced an upcoming Spanish speaking event, Empoderando Familias, on October 28.

3. New Employee Introduction- Police Officers Brendan Ascher and Christian Jackson, and Sergeant James Wall

Police Chief Greg Pickering introduced Police Officers Brendan Ascher and Christian Jackson, and announced Sergeant James Wall's promotion.

Public Comment

None.

Consent Agenda

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

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of September 25, 2023
2. Consideration of **Resolution No. 5730-23** Authorizing Acceptance of Right-of-Way from Washington County for the Boones Ferry Corridor Phase 2 Project, Part of the Tualatin Moving Forward Program

Special Reports

1. Summer Programs Recap and Fall Preview

Recreation Manager Julie Ludemann and Public Services Manager Sara Jesudason presented a recap of summer programs and a preview of fall programs. Manager Jesudason reported that the library had 2,322 readers participate in the summer reading program. She summarized the various STEAM events held throughout the summer. Manager Ludemann mentioned that Viva Tualatin took place, highlighting arts and culture in the city. She also noted there were eight weeks of summer camp that hosted 522 kids in grades 1-10. Concerts in the Parks were held, including four Friday night concerts and two lunchtime concerts, with over 5,000 attendees. Manager Jesudason provided a recap of library and volunteer events, including the Library Summer Youth program. Manager Ludemann recapped events that parks volunteers participated in, such as Team Tualatin, corporate and group events, and DIY events. She mentioned upcoming volunteer events, including the Hug a Tree Corporate event, Put Down Roots, Light up the Lake Corporate event, and National Family Volunteering Day. Manager Jesudason stated the Tualatin Police Department hosted a summer program for kids and participated in National Night Out. Manager Ludemann stated the Juanita Pohl Center hosted various fitness and enrichment events over the summer, with a total of 4,187 participants. Manager Jesudason expressed gratitude for the summer recreation partners.

Manager Jesudason provided a preview of library events for the fall, including Teen Friday Nights, Dia de la Muertos, pumpkin events in October, and DINOvember. Manager Ludemann shared information about fall events at the Juanita Pohl Center, such as the Friday the 13th Haunted Walking Tour, the Veterans Recognition Breakfast, and DIY workshops. She also mentioned the West Coast Giant Pumpkin Regatta would be held on October 22.

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5729-23** Adopting Findings in Support of an Exemption from Competitive Bidding and Authorizing the Use of a Design-Build Alternative Contracting Method for the Juanita Pohl Center Siding Replacement

Director Sykes presented the Juanita Pohl Center design-build procurement process. She explained that the building's siding is worn and damaged and requires replacement. The budget for the project is set at \$275,000. Director Sykes stated staff is requesting permission to use a design-build solicitation method to streamline the project. Director Sykes outlined the benefits of this method, which includes having one contractor throughout the process, potential cost efficiencies and savings, and more efficient construction oversight and management. The next steps in the process include determining the procurement method, developing the project's scope and selecting a contractor, completing the design work, and ultimately beginning construction.

Mayor Bubenik asked if this process has been used for other projects. Director Sykes stated the process was used on the City Services Facilities and the Library.

Councilor Gonzalez spoke in favor of the process.

PUBLIC COMMENT

None.

COUNCIL DISCUSSION

Councilor Brooks spoke in favor of this selection method.

Motion to adopt Resolution No. 5729-23 adopting findings in support of an exemption from competitive bidding and authorizing the use of a design-build alternative contracting method for the Juanita Pohl Center siding replacement made by Councilor Brooks, Seconded by Council President Pratt.

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

MOTION PASSED

General Business

1. Council appointment of Transportation System Plan Community Advisory Committee members

Assistant Community Development Director Steve Koper presented recommendations for the Transportation System Plan Community Advisory Committee members. He stated they received 30 applications and are recommending 12 applicants who represented a diverse range of interests and perspectives. Director Koper also noted the Council had requested the appointment of 1-2 Council members, and a member from the Planning Commission had expressed interest in participating as well.

Councilor Pratt asked if other agencies will be able to provide feedback. Director Koper stated those agencies will be part of a technical advisory committee.

Councilor Brooks asked if there are any youth members. Director Koper stated they did not receive any youth applications.

Mayor Bubenik recommended Council President Pratt and Councilor Gonzalez serve as Council liaisons with Councilor Hillier serving as an alternate.

Council consensus was reached to appoint recommended members.

Council Communications

Councilor Sacco stated she attended the C4 meeting where they are seeking interested partners in participating in a statistically valid survey regarding tolling. She asked if there is Council interest in participation. Council consensus was reached to participate and leave the funding discretion to the city manager based on the budget.

Councilor Reyes stated she toured the Community Warehouse noting they are looking for donated household items.

Councilor Gonzalez addressed the recent events that have happened in the Tualatin-Tigard School District (TTSD). He expressed support of the parents and wants them to be heard. Councilor Gonzalez requested the Council adopt a proclamation in support of the parents of TTSD.

Council President Pratt stated she feels it is not the Council's role to take a stance on the matter. Mayor Bubenik concurred that it is TTSD business to hear those parents and would defer to them on the matter.

Councilor Hillier spoke in opposition of a proclamation as not every parent has the same stance, the weaponization of kids, and not crossing into TTSD business.

Councilor Brooks stated she supports good outcomes and feels TTSD is hearing parents tonight at their meeting.

Council President Pratt promoted the Tualatin Police Foundation Duck Raffle, noting tickets are available on their website.

Mayor Bubneik stated this Saturday is Vine2Wine and tickets can be purchased at the Library.

Adjournment

Mayor Bubenik adjourned the meeting at 8:22 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor



CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Rich Mueller, Parks Planning & Development Manager
DATE: October 23, 2023

SUBJECT:

Consideration of **Resolution No. 5731-23** Awarding the Contract for Construction of the Tualatin River Greenway Trail Extension.

RECOMMENDATION:

Staff recommends that Council approve the resolution awarding and allowing the City Manager to execute a contract with Brown Contracting, Inc. to construct the Tualatin River Greenway Trail Extension in the amount of \$738,423.

EXECUTIVE SUMMARY:

The City received grant funds for an extension of the Tualatin River Greenway Trail from State of Oregon Department of Transportation, Oregon Community Paths Grant Program and Washington County, Major Street Transportation Improvement Program Opportunity Fund.

This project is included in the adopted City Trail Plan, and will provide a safe off street crossing under Highway 99W (Pacific Highway) for pedestrians and bikes. The trail extension will run from City property on Hazelbrook Road, west under Highway 99W and connect to the existing trail behind River Ridge Apartments.

The construction contract was advertised in the Daily Journal of Commerce on August 30, 2023. Eleven (11) bids were received before the bid period closed on September 28, 2023. Brown Contracting, Inc. submitted the lowest responsible bid for the project in the amount of \$738,423.

OUTCOMES OF DECISION:

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

FINANCIAL IMPLICATIONS:

Funds for this project are available in the General Fund.

ATTACHMENTS:

Resolution No. 5731-23 Awarding Contract

RESOLUTION NO. 5731-23

A RESOLUTION AWARDDING A CONTRACT FOR CONSTRUCTION OF THE
TUALATIN RIVER GREENWAY TRAIL EXTENSION

WHEREAS, the above-referenced project was advertised on August 30, 2023 in the *Daily Journal of Commerce* and the City requested competitive sealed bids as part of its capital improvement program;

WHEREAS, 11 bids were received prior to the close of the bid period on September 28, 2023;

WHEREAS, Brown Contracting, Inc. submitted the lowest responsible bid for the project in the amount of \$738,423; and

WHEREAS, the City received an Oregon Community Paths Grant from the Oregon Department of Transportation, which Washington County provided matching Major Street Transportation Improvement Program funds, and

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

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

Section 1. Brown Contracting, Inc. is hereby awarded a contract for the Tualatin River Greenway Trail Extension.

Section 2. The City Manager is authorized to execute a contract with Brown Contracting, Inc. in the amount of \$738,423.

Section 3. The City Manager, or the City Manager's designee, is authorized to execute Change Orders totaling up to 15% of the original contract amount.

Section 4. This resolution is effective upon adoption.

Adopted by the City Council this 23rd day of October, 2023.

ATTEST:

CITY OF TUALATIN, OREGON

BY _____
City Recorder

BY _____
Mayor



CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Nicole Morris, Deputy City Recorder

DATE: 10/23/2023

SUBJECT:

Consideration of Resolution No. 5732-23 Awarding Fiscal Year 2023-24 Outside Agency Grant Funds to Provide Services to the Tualatin Community

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 5732-23 awarding the 2023-24 Outside Agency Grants.

EXECUTIVE SUMMARY:

On October 9, 2023, the City Council discussed in work session the disbursements of the fiscal year 2023-24 Outside Agency Grant funding. Consensus was reached at the meeting to disperse the funds as follows:

Agency	Award Amount
Borland Free Clinic	\$3,000
Columbia Land Trust	\$2,500
Community Action Organization	\$1,500
Domestic Violence Resource Center	\$2,250
Family Justice Center of Washington County	\$4,500
Family Promise of Tualatin Valley	\$5,250
Love INC- Tigard, Tualatin, and Sherwood	\$1,000
Meals on Wheels People	\$1,500
Neighbors Nourishing Communities	\$2,500
Oregon Community Warehouse	\$3,500
Sexual Assault Resource Center	\$2,500
The Foundation for Tigard Tualatin Schools	\$2,500
Tigard-Tualatin Family Resource Center	\$4,000
Tualatin Food Pantry	\$3,500

FINANCIAL IMPLICATIONS:

Grant funds for the Outside Agency Grants were budgeted for Fiscal Year 2023-24 in the amount of \$40,000.

ATTACHMENTS:

-Resolution No. 5732-23

RESOLUTION NO. 5732-23

RESOLUTION AWARDING FISCAL YEAR 2023/2024 OUTSIDE AGENCY
GRANT FUNDS TO PROVIDE SOCIAL SERVICES TO THE CITIZENS OF
TUALATIN

WHEREAS, the City Council finds that providing social services is an important governmental function; and

WHEREAS, the City does not provide social services directly; and

WHEREAS, non-profit entities provide social services that serve the citizens of the City of Tualatin; and

WHEREAS, the City finds it is most efficient for the City to utilize these entities to provide social services to the citizens of Tualatin; and

WHEREAS, the City finds it is in the public interest for the City to grant funds directly to non-profit entities in order to provide needed social services;

WHEREAS, the City Council finds the City will receive a direct public benefit from the expenditure of these funds.

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

Section 1. The City Council awards the following amounts to the following entities as a grant to provide social services to the citizens of the City of Tualatin:

Agency	Award Amount
Borland Free Clinic	\$3,000
Columbia Land Trust	\$2,500
Community Action Organization	\$1,500
Domestic Violence Resource Center	\$2,250
Family Justice Center of Washington County	\$4,500
Family Promise of Tualatin Valley	\$5,250
Love INC- Tigard, Tualatin, and Sherwood	\$1,000
Meals on Wheels People	\$1,500
Neighbors Nourishing Communities	\$2,500
Oregon Community Warehouse	\$3,500
Sexual Assault Resource Center	\$2,500
The Foundation for Tigard Tualatin Schools	\$2,500

Tigard-Tualatin Family Resource Center	\$4,000
Tualatin Food Pantry	\$3,500

Section 2. The City Manager is authorized to execute grant agreements with the entities and amounts established in Section 1 of this resolution.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 23rd day of October, 2023.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO LEGAL FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Don Hudson, Assistant City Manager/Finance Director
DATE: October 23, 2023

SUBJECT:
Quarterly Financial Report, 1st Quarter of FY 2023/2024

EXECUTIVE SUMMARY:

In this installment of the quarterly financial report, staff will provide Council with an update on revenues and expenditures to date, the annual audit process and the quarterly investment report.

ATTACHMENTS:



City of Tualatin

Quarterly Financial Report

First Quarter, Fiscal Year 2023-2024

Period Ending September 30, 2023

Budget to Actual Comparison

Fund	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budget	Actual	% of Budget	Budget	Actual	% of Budget
General Fund						
Revenues	\$ 27,073,495	\$ 2,986,416	11.03%	\$ 28,246,285	\$ 3,077,850	10.90%
Expenditures	\$ 28,501,365	\$ 6,107,851	21.43%	\$ 29,400,160	\$ 6,407,757	21.79%
Building Fund						
Revenues	\$ 1,071,755	\$ 574,726	53.62%	\$ 1,534,020	\$ 299,006	19.49%
Expenditures	\$ 1,680,005	\$ 355,819	21.18%	\$ 1,806,090	\$ 418,024	23.15%
Road Utility Fee Fund						
Revenues	\$ 2,284,900	\$ 498,309	21.81%	\$ 2,429,715	\$ 715,628	29.45%
Expenditures	\$ 2,768,110	\$ 1,740,789	62.89%	\$ 2,347,230	\$ 1,442,291	61.45%
Road Operating Fund						
Revenues	\$ 3,113,030	\$ 780,873	25.08%	\$ 3,232,215	\$ 718,978	22.24%
Expenditures	\$ 3,657,825	\$ 606,937	16.59%	\$ 4,136,075	\$ 799,731	19.34%



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Budget to Actual Comparison

Fund	Fiscal Year 2022-2023			Fiscal Year 2023-2024		
	Budget	Actual	% of Budget	Budget	Actual	% of Budget
Core Area Parking Fund						
Revenues	\$ 70,000	\$ 30,623	43.75%	\$ 78,500	\$ 84,771	107.99%
Expenditures	\$ 104,320	\$ 12,678	12.15%	\$ 136,760	\$ 14,460	10.57%
Water Operating Fund						
Revenues	\$ 9,390,375	\$ 2,986,348	31.80%	\$ 10,261,225	\$ 3,307,871	32.24%
Expenditures	\$ 12,213,895	\$ 1,408,101	11.53%	\$ 11,216,295	\$ 2,485,554	22.16%
Sewer Operating Fund						
Revenues	\$ 11,079,085	\$ 2,485,513	22.43%	\$ 6,035,375	\$ 688,609	11.41%
Expenditures	\$ 11,218,745	\$ 1,638,795	14.61%	\$ 5,648,665	\$ 523,156	9.26%
Stormwater Operating Fund						
Revenues	\$ 3,840,020	\$ 979,484	25.51%	\$ 3,147,860	\$ 785,320	24.95%
Expenditures	\$ 4,039,290	\$ 609,405	15.09%	\$ 3,120,925	\$ 420,308	13.47%



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Tualatin City Council Investment Report

07/01/2023 - 09/30/2023

TUAL_Total Portfolio (176858)

Dated: 10/21/2023

Portfolio Characteristics		Distribution by Asset Type		Asset Allocation at Policy Level																																		
Portfolio				<table><thead><tr><th>GPA Asset Class</th><th>Ending Market Value + Accrued</th><th>% of Ending Market Value + Accrued</th></tr></thead><tbody><tr><td>Cash</td><td>1,269,792.05</td><td>1.354%</td></tr><tr><td>Corporate</td><td>11,194,147.78</td><td>11.938%</td></tr><tr><td>FFCB</td><td>5,663,929.62</td><td>6.040%</td></tr><tr><td>FHLB</td><td>7,970,167.50</td><td>8.499%</td></tr><tr><td>FHLMC</td><td>2,920,034.42</td><td>3.114%</td></tr><tr><td>FNMA</td><td>1,844,183.61</td><td>1.967%</td></tr><tr><td>Municipal</td><td>4,291,926.59</td><td>4.577%</td></tr><tr><td>Other</td><td>1,759,892.97</td><td>1.877%</td></tr><tr><td>Pooled Funds</td><td>16,226,440.79</td><td>17.304%</td></tr><tr><td>Total</td><td>93,772,932.47</td><td>100.000%</td></tr></tbody></table>		GPA Asset Class	Ending Market Value + Accrued	% of Ending Market Value + Accrued	Cash	1,269,792.05	1.354%	Corporate	11,194,147.78	11.938%	FFCB	5,663,929.62	6.040%	FHLB	7,970,167.50	8.499%	FHLMC	2,920,034.42	3.114%	FNMA	1,844,183.61	1.967%	Municipal	4,291,926.59	4.577%	Other	1,759,892.97	1.877%	Pooled Funds	16,226,440.79	17.304%	Total	93,772,932.47	100.000%
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Par Amount	96,404,114.42	Chart calculated by: Market Value + Accrued		Footnotes: 2,3,4 Continued on page 2																																		
Book Value	95,324,930.60																																					
Market Value	93,438,474.95																																					
Accrued Balance	334,457.52																																					
Market Value + Accrued	93,772,932.47																																					
Net Unrealized Gain/Loss	-1,886,455.65																																					
Yield at Cost	3.815																																					
Effective Duration	1.235																																					
Maturity in Years	1.349																																					
Footnote: 1																																						
Compliance Overview		Maturity at Policy Level		Activity Summary																																		
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As of	09/30/2023																																					
Reconciliation Status		Rating Distribution		Earnings Summary																																		
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Custody Reconciliation Status	Not Reconciled			Footnotes: 4,5																																		
Custody Last Reconciled For	10/19/2023																																					
Trading System Last Reconciled For	06/13/2022																																					

- Required Components, per City's Investment Policy

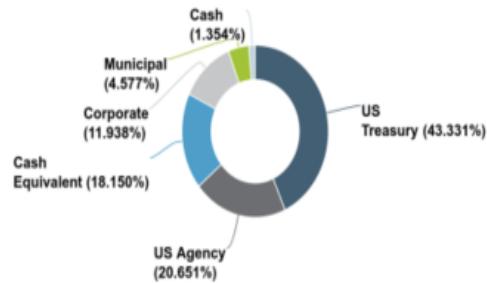
First Quarter FY 23-24, Period Ending September 30, 2023



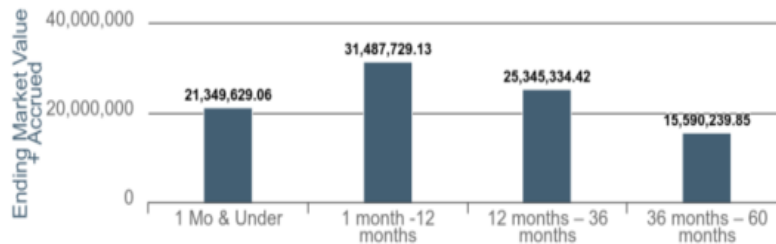
Investment Portfolio Distribution

Total Book Yield 3.817%

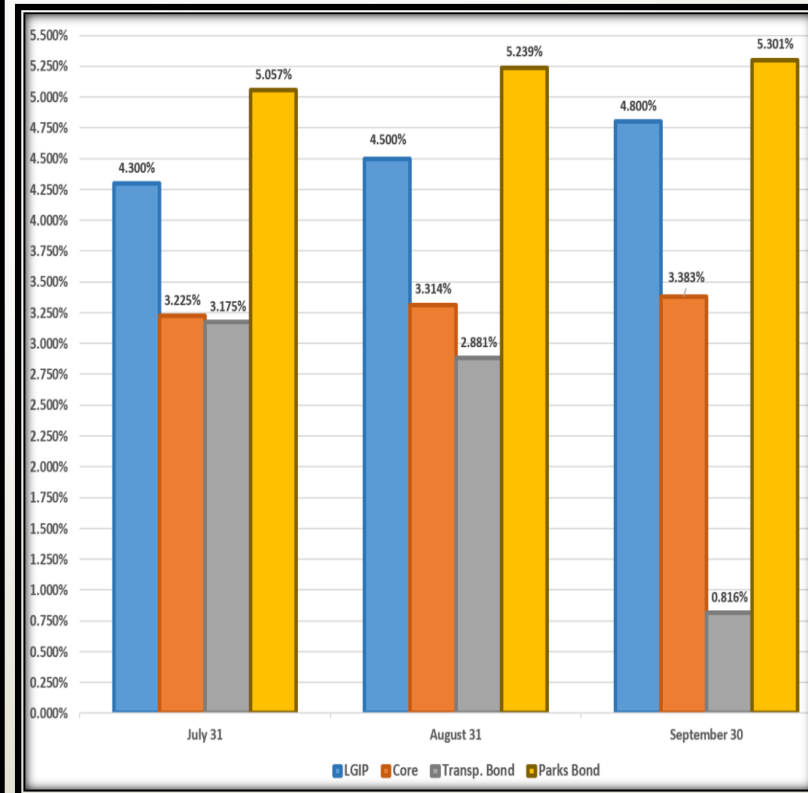
Distribution by Asset Type



Maturity at Policy Level



Rating Distribution



First Quarter FY 23-24, Period Ending September 30, 2023





- Stoneridge Park Renovation
- CPAH Waterline
- Trail Adjacent to CPAH
- Utility Bill Assistance
- Approximately \$1.5 million uncommitted
 - Internal discussions with recommendations brought back to Council in next couple of months



Utility Billing Assistance



City of Tualatin



- Finalizing Agreement with Community Action for processing applications and qualifying account holders
- Staff will begin communications with past due accounts
- Communication plan to include newsletter, website and flyer in utility bills
- Funded with ARPA and Utility Funds

