



TUALATIN CITY COUNCIL MEETING

Monday, March 24, 2025

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

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

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

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

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

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

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

Work Session

- 1. 5:30 p.m. (45 min) – Land Use Notifications.** Staff will present information on land use notification rules and the various ways in which Tualatin provides public notice. Staff will also present enhanced notification options for the Council to consider.
- 2. 6:15 p.m. (15 min) – Proclamation Requests.** Two requests have been received for proclamations that fall under the Tier 4 category, which require Council approval prior to being placed on an agenda. The first is from the Vietnamese Community of Oregon asking for the Council to recognize Vietnamese American Remembrance Day (April 30). The second is from the Davis Phinney Foundation asking that April be declared Parkinson's Awareness Month.

3. **6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the March 24th City Council meeting and brief the Council on issues of mutual interest.
-

7:00 P.M. CITY COUNCIL MEETING

Call to Order

Pledge of Allegiance

Announcements

1. Arbor Month Presentation, Proclamation and Youth Recognition
2. Proclamation Declaring March 31, 2025 as Transgender Day of Visibility in the City of Tualatin
3. Proclamation Declaring April 6-12, 2025, as National Library Week in the City of Tualatin
4. Proclamation Declaring April 21-25, 2025 as National Community Development Week in the City of Tualatin
5. Welcome Home Community Conversation Event Announcement
6. State of the City Announcement

Public Comment

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

Consent Agenda

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

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of February 24, 2025
2. Consideration of **Resolution No. 5868-25** Awarding a Contract for Cured In Place Plastic (CIPP) Pipe Relining Services to Insituform Technologies, LLC.
3. Consideration of **Resolution No. 5871-25** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5784-24
4. Consideration of Approval of Late Liquor License Renewal for 2025

Special Reports

- [1.](#) Outside Agency Grant Awardee- Family Promise of Tualatin Valley
- [2.](#) Tualatin Library Advisory Committee Annual Report
- [3.](#) Tualatin Park Advisory Committee Annual Report

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/citycouncil.

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

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



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Steve Koper, AICP, Interim Community Development Director
Erin Engman, AICP, Senior Planner

DATE: March 24, 2025

SUBJECT:
Land Use Notifications

RECOMMENDATION:
Staff is requesting feedback and direction on potential enhancements to our Land Use Notification methods.

EXECUTIVE SUMMARY:
City Council asked staff for a presentation on land use notification rules and the various ways in which Tualatin provides notice. Staff will also present enhanced notification options that Council can consider. Each option expands equitable engagement practices to include interested parties who are not identified by state and local noticing requirements. The pros and cons of each option will also be highlighted and discussed.

ATTACHMENTS:

- Presentation



Land Use Notifications

March 24, 2025 – Work Session

Agenda



- Noticing rules
- Different noticing types
- Exploration of enhanced options
- Recap & questions



CITY of
TUALATIN

Why provide land use notices?



Local Perspective. Community members have intimate knowledge of the places they live, work, shop, and recreate. A balanced analysis of public comments and approval criteria, helps to justify the outcome and decisions made.

Increased Knowledge. Public involvement provides opportunities for community members to increase their understanding of places that matter to them and the development process.



What are state noticing rules?



Statewide Planning Goal 1 Requires all cities in Oregon to have a public involvement program.

ORS 197.195(3) Provides specific guidance on how to achieve public involvement.

Who and how to notice:

- Property owners within 100 feet of project site
- List compiled from most recent tax assessment roll
- Mailing is required as opposed to other means of notice

Informational requirements:

- Length of comment period
- Summary of local decision-making process
- Approval criteria
- How to obtain application materials
- Basis for an appeal

What are local noticing rules?

Tualatin Development Code Chapter 32

Who to notice:

- Property owners within 1,000 feet of project site and entire platted residential subdivisions
- Designated representatives of Community Involvement Organizations
- Government agencies and special districts, utilities and other interested parties

**NOTICE OF HEARINGS AND OPPORTUNITY TO COMMENT**
CASE FILES: IMP 24-0001 and AR 24-0002— LAM Research — TUX Development

NOTICE IS HEREBY GIVEN that public hearings will be in-person at:

Location: Tualatin Service Center
10699 SW Herman Road, Tualatin, OR 97062

The hearings can also be attended virtually via:
Zoom Teleconference: log-in available at www.tualatinoregon.gov/meetings 7 days before each hearing

INDUSTRIAL MASTER PLAN (IMP) 24-0001
Planning Commission Hearing: March 19, 2025 at 6:30 pm
Mackenzie, on behalf of LAM Research Corporation, is requesting an Industrial Master Plan (IMP) amendment to setback and building height standards for a 75.96 acre site zoned Manufacturing Park (MP).

ARCHITECTURAL REVIEW (AR) 24-0002
Architectural Review Board Hearing: April 2, 2025 at 6:30 pm
Mackenzie, on behalf of LAM Research Corporation, is requesting approval to construct a two phase project consisting of three buildings for office, research laboratory, and utilities, totaling 423,470 square feet, expansion of an existing bulk gas storage yard, and associated landscaping, parking, and public/site improvements on a 75.96 acre site zoned Manufacturing Park (MP).

To view the applications, visit: www.tualatinoregon.gov/projects

TO PROVIDE COMMENTS:

First Class Mail: Planning Division
Attn: Keith Leonard
10699 SW Herman Road
Tualatin, OR 97062

Email: kleonard@tualatin.gov
Phone: 503-691-3029

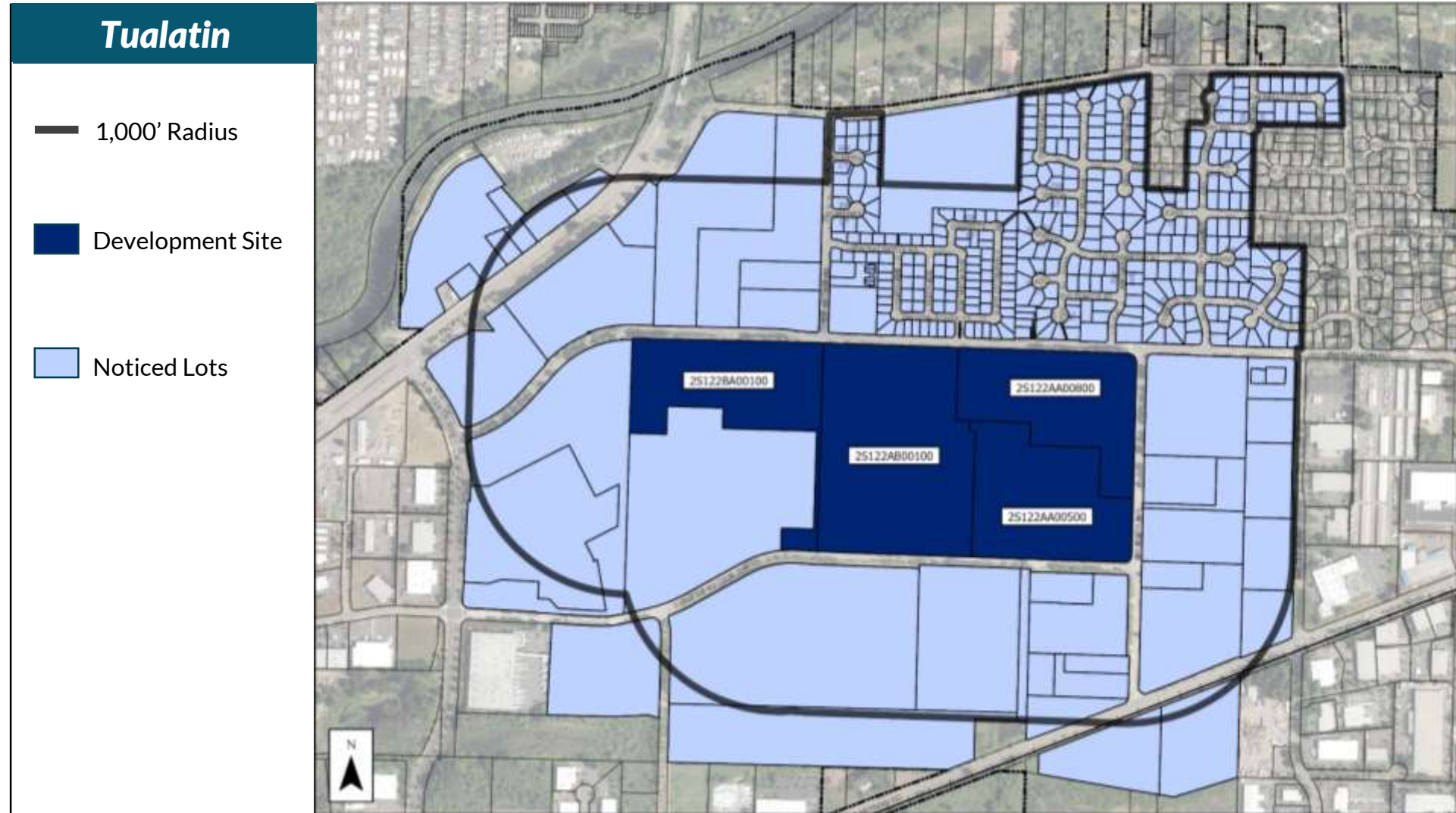


Property location for both applications: 11155-11361 SW Lexington Drive
(Tax Lots: 25122AA500 & 800, 25122AB 100, 25122BA00100)

Industrial Master Plan Criteria: TDC Chapters: 32, 33, 62

Architectural Review Criteria: TDC Chapters: 32, 33, 62, 63, 73A-D, 74, 75

Comparison of noticing rules



How does Tualatin provide notice?

TDC Chapter 32

- Site Posting
- First Class Mailing
- Email
 - Government Agencies & Special Districts
 - Community Involvement Organizations
- Website
- Newspaper (hearings)



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Tualatin, OR 97062
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Phone: 503-693-3029

Property location for both applications: 11555-11861 SW Lyleston Drive (Tax Lots: 051234050 & 800, 0512340100, 051234001000)
Industrial Master Plan Criteria: TDC Chapter: 32, 33, 62
Architectural Review Criteria: TDC Chapters: 32, 33, 62, 73A-D, 74, 75

Projects
View Completed Projects

Department: Status: Project Type: Search by title:

Title	Project Type	Project Status	Location
PAR24-0003 - 19480 SW 97th Avenue	Land Use, Partition (PAR)	Under Review	19480 SW 97th Avenue Tualatin, OR 97062 See map: Google Maps
PAR24-0003 - 9555 SW Putano Street	Land Use, Partition (PAR)	Under Review	9555 SW Putano Street Tualatin, OR 97062 See map: Google Maps
Texas General Construction Conditional Site Permit CUP24-0002	Conditional Use Permit (CUP)	Approved	18520 SW 108th Ave. Tualatin, OR 97062 See map: Google Maps

What are some other options?

Enhanced Mailing



- Property owner addresses from tax assessment roll; and
- Occupant address for all properties within notice radius including condominium and apartment units

Enhanced Notice Sign



- Larger format notice sign, similar to those in Portland and Seattle

Enhanced Website



- Website option for interested parties to subscribe to land use notification emails

What are examples of recent mailing lists?



LAM Mailing (IMP 24-0001)

- 389 Addresses from tax assessment roll in mailing radius
- 34 Property owner addresses outside of Tualatin
- Apartment/Condo properties in mailing radius:
 - Woodridge (264 units)
 - Rivercrest Meadows (341 units)
 - Tualatin Woods Townhomes (45 units)

Norwood Mailing (PMA 24-0004)

- 759 Addresses from tax assessment roll in mailing radius
- 33 Property owner addresses outside of Tualatin
- Apartment/Condo properties in mailing radius:
 - Plambeck Gardens not occupied at time of noticing (116 units)

What do mailings cost?



Using the Lam mailing as an example

Code Requirement	OPTION: Enhanced Mailing
All property owners within 1,000 ft of subject property boundary including platted subdivision	Mailing to include: <ul style="list-style-type: none">• All property owners from latest tax assessment roll <u>and</u>• Occupant address for all properties within notice radius (“double” mailing) <u>and</u> all condominium and apartment units
Notices Mailed: 391	Notices Mailed: 1,432
In-house Cost: \$304.98	In-house Cost: \$1,116.96
In-house Cost: 2.5 hours	In-house Labor: 5.25 hours
Outsourced Cost: \$570	Outsourced Cost: \$1,169


Enhanced Mailing

Arguments for

- Notifies tenants in addition to property owners
- Helps to correct inequality
- More diverse perspectives in public comments

Arguments against

- No easy way to identify individual tenants, so many addresses will receive duplicate notices
- Tendency to ignore non-individualized mail and feel “spammed” by the city
- Tenant who receives notice may not be living there when development happens
- Increased cost to city
- Increase labor reduces notice timelines

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Notice Signs

Current Practice



Considerations:

- Minimum size requirement of 18" x 24" (3 sf)
- Economical and available at most print shops
- Noticeable but hard to read
- Flimsy

Enhanced Signs



Considerations:

- Expand size up to 32 sf
- Additional expense to developer
- More noticeable & easier to read
- Sturdier

Examples

4' x 5'



4' x 8'



4' x 6'

Enhanced Notice Sign



Arguments for

- More obvious and legible to those passing by
- Even more diverse perspectives from people who drive or walk by the site but may not live in or near notice radius
- Applicant responsible for cost of producing and posting the sign

Arguments against

- Signs may be difficult to read in a moving vehicle
- Reliance on the applicant to correctly post the site

Enhanced Website



Arguments for

- Allows interested parties to stay informed regardless of where they live
- Interested parties can self subscribe and unsubscribe
- Email noticing costs less than postage

Arguments against

- The person has to know that they care about land use and sign up before a project is submitted
- Each person has to read email updates regularly to stay informed
- Firewalls may block delivery or send to spam folder

Conclusion



Recap

- State regulations set minimum standards for public noticing
- Local government can exceed these standards
- Enhanced noticing options can expand reach beyond property owners, but each has pros and cons

Questions for Council

- Are you interested in any of the noticing options presented?
- Are there additional options that you'd like us to explore?





CITY OF TUALATIN

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

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

Topic & Purpose of Proclamation: THE 50TH
VIETNAMESE AMERICAN REMEMBRANCE DAY
(APRIL 30, 1975 - APRIL 30, 2025)

Individual, Agency, or Organization Sponsoring the Proclamation:
VIETNAMESE COMMUNITY OF OREGON
(VNCO)

Local Resident Attending Council Meeting to Receive Proclamation:
THAO DUCTU (503) 349-9232
PRESIDENT, VNCO
Name SINCE 2016 Phone

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

Preferred City Council Meeting Date Requested: IT'S UP TO THE CITY COUNCIL

Alternate City Council Meeting Date: _____

Requested By: THAO TU, PRESIDENT / VNCO
Name Home address Phone (503) 349-9232
11108 SE STEELE ST thaotvnco@gmail.com
Address PORTLAND OR 97266 Email

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

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

For Official Use Only:

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

Proclamation

City of Tigard

VIETNAMESE AMERICAN REMEMBRANCE DAY APRIL 30, 2024

WHEREAS, Vietnamese refugees have proudly resided in Tigard, the state of Oregon since the conclusion of the Vietnam War on April 30, 1975; and

WHEREAS, Vietnamese Americans have put forth their full toiling energy building the city of Tigard, State of Oregon in a multitude of prominent areas including industry, economy, culture, education, and military service; and

WHEREAS, Vietnamese Americans have counted on the State of Oregon, USA as being their second heart, mind, and family homeland; and

WHEREAS, every year, Vietnamese Americans celebrate Remembrance Day on April 30th to solemnly honor the 58,000 American soldiers, and more than 300,000 South Vietnamese soldiers who sacrificed their lives in the line of duty for freedom and democracy in South Vietnam from 1955 to 1975.

NOW THEREFORE BE IT RESOLVED, I, Mayor Heidi Lueb of the City of Tigard, Oregon do hereby proclaim April 30 as,

VIETNAMESE AMERICAN REMEMBRANCE DAY

in Tigard, Oregon and encourage all to join in the reverent recognition of this cultural heritage celebration.

Dated this 2nd day of April 2024

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Tigard to be affixed.

Heidi Lueb, Mayor
City of Tigard

Attest:

Jesse B. Raymundo, Deputy City Recorder



CITY OF TUALATIN

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

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Topic & Purpose of Proclamation:

To have the City of Tualatin declare April Parkinson's Awareness Month

Individual, Agency, or Organization Sponsoring the Proclamation:

Davis Phinney Foundation

Local Resident Attending Council Meeting to Receive Proclamation:

Sharon Kishner

Name

801-888-6616

Phone

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

Preferred City Council Meeting Date Requested: March 24, 2025

Alternate City Council Meeting Date: April 7, 2025

Requested By: Sharon Kishner

Name

801-888-6616

Phone

9875 SW Iowa Dr Tualatin OR 97062 United

Address

sharonkishner@gmail.com

Email

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

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

For Official Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____



DAVIS PHINNEY
Foundation For Parkinson's

every victory counts®

Proclamation

Whereas, Parkinson's disease (PD) is the second most common neurodegenerative disease in the world, affecting between 1 million to 1.5 million Americans and between 7 to 10 million people around the world;

Whereas, the World Health Organization (WHO) estimates that globally, the prevalence of Parkinson's disease (PD) has doubled in the past 25 years, and disability and death due to PD are increasing faster than for any other neurological disorder;

Whereas, there is currently no known cause of Parkinson's, though scientists and researchers believe a unique combination of genetics, environment, lifestyle, and other factors are at play for each person who develops it;

Whereas, currently, there is no objective test or biomarker to diagnose or predict Parkinson's, and no cure or treatment able to slow or stop the progression of the disease. While most people living with Parkinson's are older than 65, 15% of people with Parkinson's are diagnosed before age 50;

Whereas, the effects of Parkinson's on movement—like tremors and slowness—are often the most visible symptoms, other impacts of Parkinson's not related to movement, like emotional and cognitive challenges, sometimes have an even greater effect on your quality of life;

Whereas, even early in a diagnosis, rehabilitation therapies—including but not limited to physical, occupational, and speech therapies—are essential at all stages of Parkinson's to prevent or delay problems, minimize the impact of symptoms, and maintain daily functioning as Parkinson's progresses;

Whereas, Parkinson's is not life-threatening; however, it is progressive and very complex and can affect almost every part of the body, ranging from how you move to how you feel to how you think and process; education and support services like the ones provided by the Davis Phinney Foundation and other organizations are needed to inform, empower and improve the quality of life of those living with Parkinson's and their care partners.

NOW, THEREFORE, I, Frank Bubenik, Mayor City of Tualatin, OR, do hereby proclaim APRIL 2025 as PARKINSON'S AWARENESS MONTH.

Given under my hand in these United States in the City of Tualatin, I have hereunto set my hand and caused the Seal of the City of Tualatin to be affixed this ____ day of April, 2025.



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Dustin Schull, Parks and Recreation Director
Rich Mueller, Parks Planning & Development Manager

DATE: March 24, 2025

SUBJECT:
Arbor Month Presentation, Proclamation and Youth Recognition

EXECUTIVE SUMMARY:
April is Arbor Month with activities, educational programs and events in conjunction with Tree City USA requirements and recognition. Tualatin Park Advisory Committee members will present the Arbor Month presentation, followed by the Proclamation, and the Mayor awarding the youth poster contest recognition.

Tree City USA Standards:

- Tualatin Park Advisory Committee acts as the City Tree Board
- Tree Care Ordinance
- Community Forestry Programs with an Annual Budget Per Capita
- Arbor Day or Month Observance and Proclamation

Enjoy the Benefits of Trees (Arbor Day Foundation in cooperation with the USDA Forest Service):

- Economic Benefits
 - Trees increase property values
- Energy Savings
 - Trees reduce energy consumption
- Community Rejuvenation
 - Trees reinvigorate neighborhoods
 - Trees reduce crime
- Nature Education
 - Help students succeed
- Community Pride
 - Trees unite neighborhoods
- Environmental Conservation

- Trees reduce the effects of climate change
 - Benefit wildlife
 - Provide much-needed cooling
 - Help clean our drinking water
 - Clean air
 - Health and Wellness
 - Trees contribute to our health
 - Aesthetically Pleasing
 - Beautiful & Attractive
 - Quality of Place
 - Quality of Life
-

ATTACHMENTS:

Presentation
Proclamation

Arbor Month 2025



The Purpose of Arbor Month

Tualatin recognizes April as **Arbor Month** to celebrate the many contributions that trees make to our lives and community.

Benefits of Trees:

Public Health & Social Benefits

- Clean air
- Noise reduction
- Reduce crime
- Traffic calming

Environmental Benefits

- Climate change
- Energy conservation
- Water filtration
- Wildlife habitat

Economic Benefits

- Increase home value
- Attract businesses

Aesthetically Pleasing

- Beautiful & Attractive
- Quality of Place
- Quality of Life



Arbor Month Events & Activities

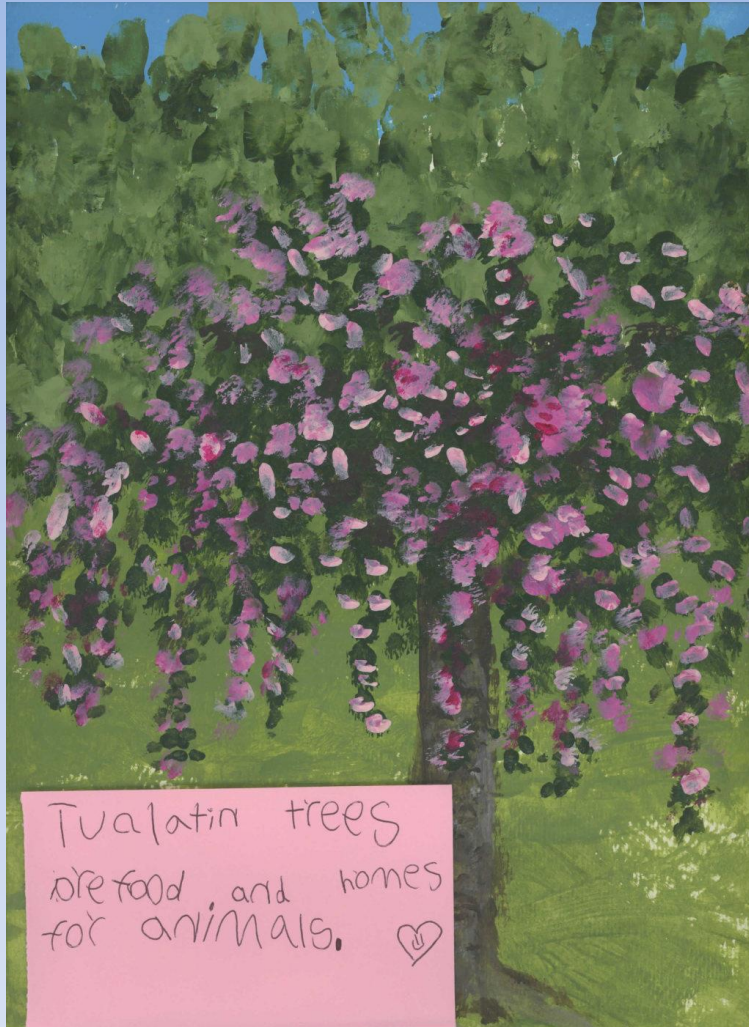
- Tualatin Trees Photography Contest
- Kids' Poster Contest
- Arbor Month Proclamation
- Pollen, Pollination and Pollinators
- Tualatin Historical Society's Poetry Contest
- Putting Down Roots Volunteer Tree Plantings
- Hug a Tree for Earth Day
- Tualatin Library tree-themed story times
- Arbor Month Scavenger Hunt in the park



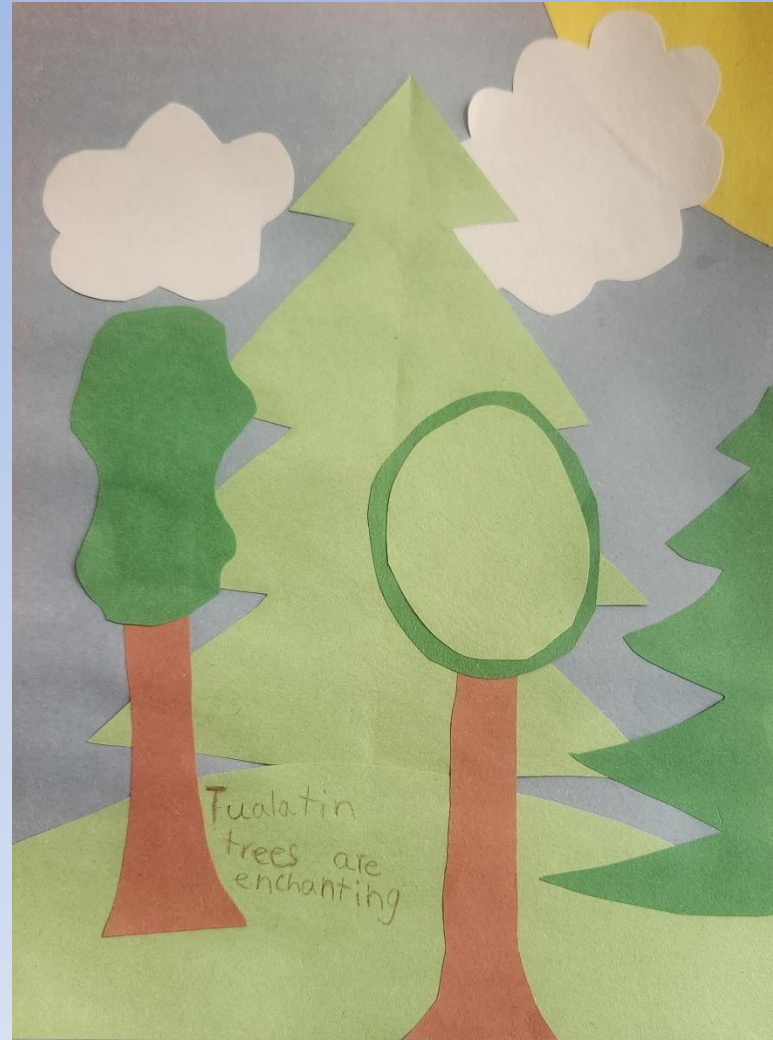
Arbor Month – April 2025



Kids' Poster Contest: "Tualatin Trees are _____"



"Food and Homes for Animals"
Joelle K.
Grades K-2



"Enchanting"
Brooklyn R.
Grades 3-5

Tualatin Trees Photo Contest



“Tualatin Community Park at Sunrise”
First Place – Diana Fitts
Location – Tualatin Community Park

Tualatin Trees Photo Contest



“Aurora Over Treetops”
Second Place – Julie McGuire
Location – Jurgens Park



“Fungus on Tree”
Third Place – Tim McGuire
Location – Jurgens Park

Tree City USA

The Tree City USA certification is awarded by the National Arbor Day Foundation to recognize communities that have proven their commitment to an effective, ongoing community forestry program.

Tree City USA Standards Include: Tree Board, Tree Care Ordinance, Community Forestry Program with Budget, and Arbor Month Observance and Proclamation.

The City of Tualatin is Recognized as a **Tree City USA** for the 38th consecutive Year!



Proclamation

Declaring the Month of April 2025 as Arbor Month in the City of Tualatin

WHEREAS, Arbor Day is a celebration observed throughout the nation and the world in which individuals and groups are encouraged to plant, care for, and celebrate the many values of trees, and Arbor Month is observed in the State of Oregon during the entire month of April 2025; and

WHEREAS, healthy trees reduce erosion of topsoil by wind and water, moderate the temperature, calm traffic, clean the air, produce oxygen, provide habitat for wildlife, and are a renewable resource giving us paper and countless other wood products; and

WHEREAS, trees beautify our community, increase property values, and enhance the economic vitality of business areas in Tualatin, and thousands of trees and shrubs are planted by volunteers in Tualatin's parklands every year; and

WHEREAS, 2024 marks the 38th consecutive year the City of Tualatin has been certified as a Tree City USA by the National Arbor Day Foundation for following best practices in community forestry management.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that the City of Tualatin designates the month of April 2025 as Arbor Month in the City of Tualatin.

All are urged to support efforts to protect and plant trees to gladden the hearts and promote the well being of present and future generations.

The City of Tualatin supports the Oregon Department of Forestry and the National Arbor Day Foundation in their recognition of the value of trees and forests by proclaiming April 2025 as Arbor Month in Tualatin.

INTRODUCED AND ADOPTED this 24th day of March, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder



Proclamation

DECLARING MARCH 31, 2025, AS TRANSGENDER DAY OF VISIBILITY IN THE CITY OF TUALATIN

WHEREAS, March 31 is internationally recognized as Transgender Day of Visibility, celebrating the resilience, contributions, and accomplishments of transgender and nonbinary people; and

WHEREAS, transgender and nonbinary people make significant contributions to our community, culture, economy, and society, enriching the lives of all who live in Tualatin; and

WHEREAS, transgender and nonbinary individuals continue to face systemic discrimination, lack of access to healthcare, housing instability, and disproportionate rates of violence; and

WHEREAS, transgender and nonbinary youth face disproportionately high rates of homelessness and suicide due to family rejection, discrimination, and barriers to affirming healthcare and resources; and

WHEREAS, creating a supportive and inclusive community can significantly improve the well-being and safety of transgender youth by ensuring they have access to the resources, respect, and opportunities they deserve; and

WHEREAS, recent shifts in federal policy have created uncertainty and concern for many transgender and nonbinary individuals, highlighting the vital role that local communities play in fostering inclusion, respect, and equal opportunity for all; and

WHEREAS, the City of Tualatin affirms its commitment to creating a community that is inclusive, equitable, and safe for all individuals, regardless of gender identity or expression; and

WHEREAS, Transgender Day of Visibility uplifts the strength, courage, and authenticity of those who live openly as their true selves inspiring hope, understanding, and fostering a more inclusive community for all;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that Tualatin recognizes the 31st day of March 2025 as Transgender Day of Visibility. We encourage community members to join in celebrating the contributions of transgender and nonbinary people and to commit to advancing equality, understanding, and justice for all.

INTRODUCED AND ADOPTED this 24th day of March, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

DECLARING APRIL 6-12, 2025, AS NATIONAL LIBRARY WEEK IN THE CITY OF TUALATIN

WHEREAS, libraries spark creativity, fuel imagination, and inspire lifelong learning, offering a space where people of all ages can explore new ideas and be drawn to new possibilities; and

WHEREAS, libraries serve as vibrant community hubs, connecting people with technology and resources while fostering civic engagement, critical thinking, and lifelong learning; and

WHEREAS, libraries provide free and equitable access to books, digital tools, and innovative programming, ensuring that all individuals—regardless of their background—have the support they need to learn, connect, and thrive; and

WHEREAS, libraries adapt to the ever-changing needs of their communities, developing collections, programs, and services that are as diverse as the populations they serve; and

WHEREAS, libraries protect the right to read, think, and explore without censorship, standing as champions of intellectual freedom and free expression; and

WHEREAS, dedicated library workers provide a welcoming and inclusive space that promotes a sense of local connection, inspires discovery and collaboration, and empowers people to succeed and build a stronger community together; and

WHEREAS, Tualatin residents have a long history of strong support for public libraries, library workers, and library volunteers;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that Tualatin declares April 6-12, 2025, as National Library Week. During this week, we encourage all residents to visit Tualatin Public Library, explore its resources, and celebrate all the ways that the library draws us together as a community.

INTRODUCED AND ADOPTED this 24th day of March, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder





Proclamation

WHEREAS, the week of April 21-25, 2025 has been designated as National Community Development Week by the National Community Development Association to celebrate the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships (HOME) Program; and

WHEREAS, the CDBG Program provides annual funding and flexibility to local communities to provide decent, safe and sanitary housing, a suitable living environment and economic opportunities to low-and moderate-income people; and

WHEREAS, the HOME Investment Partnerships (HOME) Program provides funding to local communities to create decent, safe, affordable housing opportunities for low-income persons. Nationally, over one million units of affordable housing have been completed using HOME funds; and

WHEREAS, over the programs' history, our community has received a total of \$1,810,617 in CDBG funds;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that the week of April 21-25, 2025 is National Community Development Week in support of these two valuable programs that have made tremendous contributions to the viability of the housing stock, infrastructure, public services, and economic vitality of our community. The Council urges Congress and the Administration to recognize the outstanding work being done locally and nationally by the Community Development Block Grant Program and the HOME Investment Partnerships Program by supporting increased funding for both programs in FY2025.

INTRODUCED AND ADOPTED this 24th day of March, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

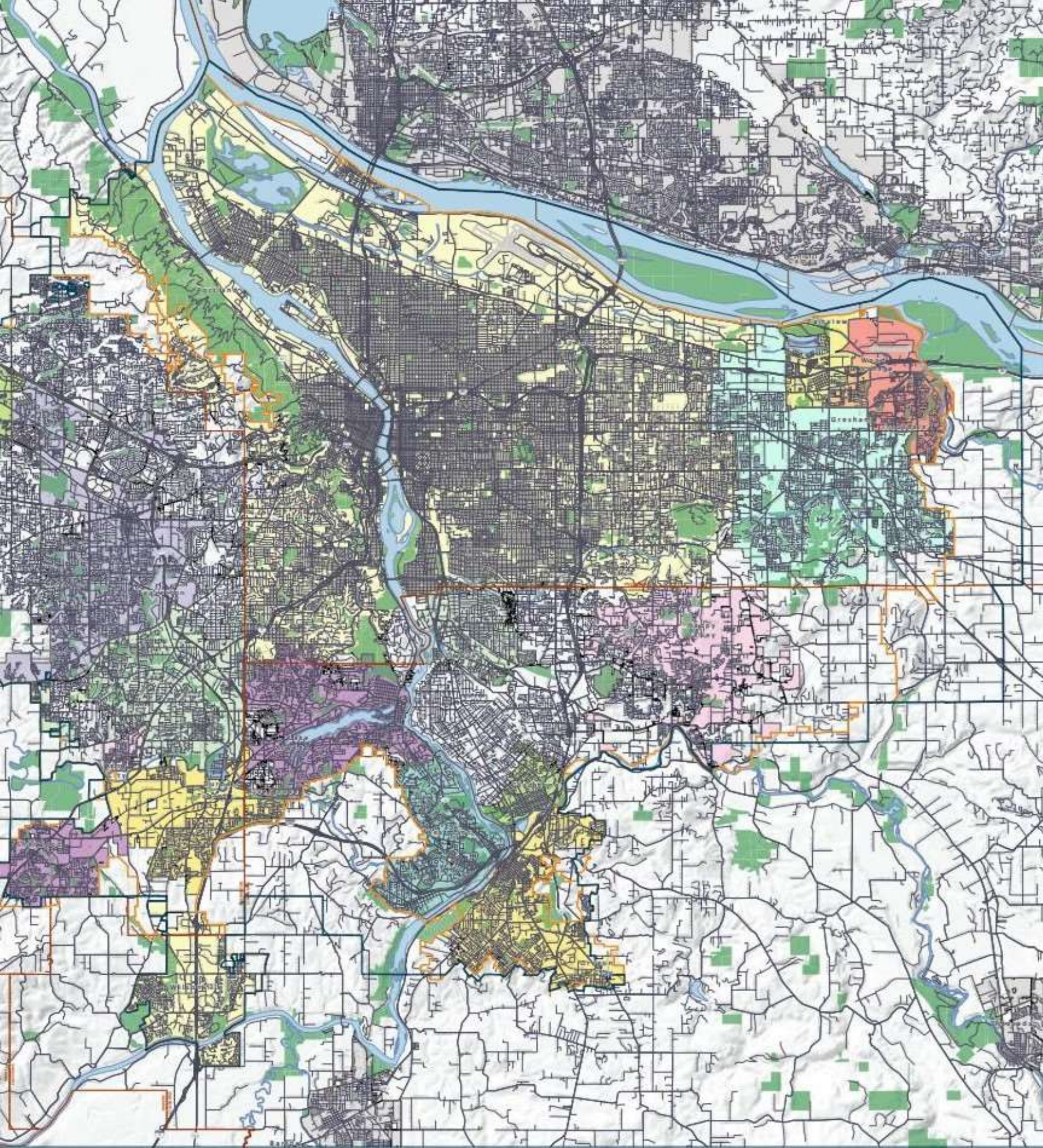
ATTEST:

BY _____
City Recorder



welcome HOME

Community Conversations for Housing Justice
2024



Who we are

Welcome Home is an alliance of organizations and individuals with a common vision of a future where everyone has a safe, stable and affordable place to call home.

We represent over 60
nonprofits across
Multnomah,
Washington, and
Clackamas Counties



Urban League
of Portland



What we do

We use policy advocacy,
community education,
leadership development,
and research to create
more affordable housing
options in our region.



What is affordable housing

- Affordable housing is defined as spending **no more than 30% of a household's income** on housing.
- Affordable housing **uses government subsidies to allow for lower rents.**
- Median Family Income (MFI) is used as a criteria for eligibility. Eligibility to live in affordable housing usually means making no more than 60% MFI. Also frequently called Area Median Income (AMI).

How do we create affordable housing?

We advocate for a variety of solutions to our housing crisis. One of which has been affordable housing bonds.



JOIN US FOR A COMMUNITY CONVERSATION ABOUT INCREASING HOUSING OPTIONS!

WHEN: Thursday, March 27, 2025 from 5-7 pm

WHERE: Tualatin Public Library 18878 SW Martinazzi Avenue

The Welcome Home Coalition is hosting a community conversation about the root causes of homelessness and solutions to our region's housing shortage. Welcome Home is an alliance of dozens of organizations across our tri-county area with a common vision of a future where everyone has a safe, stable, and affordable place to call home.

Members of the public are encouraged to attend and will be given an opportunity to share their perspectives.

Refreshments will be provided.

If you plan to attend, please RSVP here:

<https://forms.office.com/g/ZZDve9BwYH>

HOSTED BY:



Stay Connected:

Instagram: @welcomehomeorg

Facebook: @WelcomeHomeCoalition

Website: www.welcomehomecoalition.org

Email: info@welcomehomecoalition.org



JOIN US FOR A COMMUNITY CONVERSATION ABOUT INCREASING HOUSING OPTIONS!

WHEN: MARCH 27TH, 5-7PM

WHERE: TUALATIN PUBLIC LIBRARY
18878 SW MARTINAZZI AVE,
TUALATIN, OR 97062

JOIN THE WELCOME HOME COALITION FOR A
COMMUNITY CONVERSATION ABOUT THE ROOT
CAUSE OF HOMELESSNESS AND SOLUTIONS TO
OUR REGION'S HOUSING SHORTAGE. THIS IS AN
OPPORTUNITY TO SHARE YOUR PERSPECTIVES
AND DISCUSS SOLUTIONS. FOOD &
REFRESHMENTS WILL BE PROVIDED!

HOSTED BY:



WELCOME HOME IS AN ALLIANCE OF
DOZENS OF ORGANIZATIONS ACROSS
OUR TRI-COUNTY REGION WITH A
COMMON VISION OF A REGION WHERE
EVERYONE HAS ACCESS TO A SAFE,
STABLE AND AFFORDABLE HOME.



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: March 24, 2025

SUBJECT:

Consideration of Approval of the Work Session and Regular Meeting Minutes of February 24, 2025

RECOMMENDATION:

Staff respectfully recommends the Council adopt the attached minutes.

ATTACHMENTS:

- City Council Work Session Meeting Minutes of February 24, 2025
- City Council Regular Meeting Minutes of February 24, 2025



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR FEBRUARY 24, 2025

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

Mayor Bubenik called the meeting to order at 5:02 p.m.

1. *Wedding Officiating Services.*

Court Administrator Cortney Kammerer requested Council approval for the Tualatin Municipal Court to perform wedding ceremonies. She stated the court receives requests throughout the year from community members inquiring about this service. Finance Director Don Hudson noted that several local jurisdictions provide this service but are unable to meet demand. He suggested approval for conducting cost recovery research and developing a fee schedule.

Mayor Bubenik inquired whether the Judge could take on this responsibility in addition to his current duties. Court Administrator Kammerer stated that the Judge has semi-retired from private practice and is available to perform ceremonies. Finance Director Hudson added that the service would be available by appointment only.

Councilors Hillier and Gonzalez expressed their support.

Finance Director Hudson and Court Administrator Kammerer will return to Council with their findings at a future date.

2. *Climate Action Plan – Implementation Funding.*

City Manager Sherilyn Lombos provided an update on options for sustainable funding to support a staff position dedicated to overseeing and managing the Climate Action Plan program and its funding. She explained that the project is housed in her office to enhance visibility and emphasize the interconnected nature of the work. City Manager Lombos reviewed the justifications for approving the position, highlighting the necessity of a dedicated staff member to analyze funding, implement the work, and collaborate with various departments and external partners. She noted that these findings were developed in collaboration with ECONorthwest, a recognized industry leader. She requested Council feedback on moving forward with one or more of the proposed funding options.

ECONorthwest Consultant Becky Steckler presented the findings of their analysis, detailing the tools used to determine two short-term funding options to support the position and provide modest implementation funds. The first option included a 0.5% increase in right-of-way and franchise fees, generating approximately \$327,000 annually. The second option proposed a 5% increase in building permit fee surcharges, generating roughly \$60,000 per year. Consultant Steckler also outlined long-term funding strategies, including a 1.5% increase in utility fees, a \$0.03 per gallon gas tax, and a 5% surcharge increase on transportation development.

Councilor Brooks expressed support for both short-term funding options. She inquired about the possibility of initially implementing the right-of-way (ROW) fee increase and asked what steps would be required to establish a franchise fee.

Councilor Sacco requested clarification on how the proposed 0.5% increase compares to other cities. Consultant Steckler provided examples of cities with similar processes and others that differ. City Manager Lombos added that direct comparisons are difficult due to varying factors among jurisdictions.

Councilor Sacco asked whether the staff position would be a full-time exempt role. City Manager Lombos confirmed that it would be.

Councilor Brooks voiced support for creating the dedicated staff position.

Councilor Gonzalez expressed concerns about the lack of data on the success of current projects. City Manager Lombos noted that the project scope did not include an evaluation of past initiatives.

Councilor Gonzalez stated that he does not support increasing taxes for constituents.

Council President Pratt thanked staff for their work and voiced support for moving forward with next steps. She suggested exploring an opt-in fee model similar to the one used by PGE.

Councilor Reyes echoed Councilor Gonzalez's concerns. She asked how the city could encourage community participation in ways that would not increase taxes, emphasizing the need to avoid placing additional financial burdens on lower-income residents.

Councilor Hillier voiced support for the creation of the staff position.

City Manager Lombos provided a high-level overview of the work done since October, emphasizing the need for a dedicated staff member to ensure accountability, establish metrics, and coordinate with community partners to keep the project on track.

Councilor Hillier expressed a preference for finding alternative funding sources that would have minimal impact on the community. Councilor Reyes echoed this sentiment, advocating for increased community engagement and a reduced burden on residents.

Councilor Brooks asked if additional fees could be charged specifically to Tualatin. Consultant Steckler explained that utility companies determine what costs are passed on to residents. City Manager Lombos clarified that Tualatin already has a franchise and ROW fee, which staff is recommending increasing by 0.5%.

Councilor Brooks voiced support for the fee increase, hoping it would eventually become self-sustaining.

Councilor Gonzalez referenced examples from Google searches regarding the elimination of gases.

Mayor Bubenik suggested working toward a consensus and asked for clarification on the gas tax. Consultant Steckler noted that further details would be addressed later in the presentation.

Mayor Bubenik inquired about the salary range for the proposed staff position. City Manager Lombos stated that the position would be at the Management Analyst or Program Manager level, with funding also allocated for hiring consultants.

Mayor Bubenik asked whether the intent was to increase the natural gas fee. Consultant Steckler confirmed that this option would be one of the quickest and simplest to implement.

Consultant Steckler presented long-term funding options including increasing the ROW fees by 1.5% which would generate approximately \$1.2 million annually. An additional option could be a 3-Cent Gas Tax that establishes a direct connection between emissions and their impact, generating approximately \$246,000 per year. The last option presented was a 5% Increase in Transportation Development Tax that would generate approximately \$70,000 annually.

Councilor Brooks asked for clarification on the potential uses of the funding and its flexibility. Consultant Steckler explained that increasing ROW fees offers the most flexibility, whereas the other options have more restrictions.

Councilor Reyes inquired whether the city could choose which utility companies to increase franchise fees on and sought clarification on which companies could implement the fee. Consultant Steckler stated that the fee must be implemented by the utility.

Mayor Bubenik asked if only one of the four franchise types could be affected.

Councilor Reyes sought clarification on the opt-in process and who would be impacted. Consultant Steckler provided an explanation, and City Manager Lombos suggested the option be included as part of the city utility bill, structured as a flat fee.

Council President Pratt stated that a gas tax would be inequitable. Consultant Steckler acknowledged the connection between gas emissions and the tax but noted the potential for residents to seek cheaper gas outside of Tualatin.

Councilor Sacco supported the flat fee opt-out option and asked if other cities had implemented similar measures, as well as their results. She expressed concerns about the inequitable nature of a gas tax and its impact on low-income residents. She voiced support for increasing ROW fees, as they appear more equitable and consistent.

Councilor Gonzalez asked for clarification on the green lodge tax. Consultant Steckler explained the limitations of their research scope and findings.

Councilor Gonzalez also questioned the age of the information and the lack of diverse data sources. Consultant Steckler noted the difficulty in finding the exact information he was seeking, as other cities conduct similar processes differently.

Council President Pratt suggested that a green lodging tax might be a more equitable option, as travelers generally have more financial capacity than low-income residents. She inquired whether the tax would be a burden on business owners. Consultant Steckler referenced Hawaii's success with the tax, where revenue increased due to the direct link between tourism and climate change impacts. City Manager Lombos clarified that 70% of lodging tax revenue must be allocated to tourism-related activities.

Mayor Bubenik expressed support for increasing ROW fees, emphasizing the need to minimize the impact on residents.

Councilor Reyes stated her preference for focusing on telecommunications and waste management fees.

Council President Pratt emphasized the importance of securing more funding beyond just covering the staff position.

Councilor Hillier raised concerns about ensuring equitable access to Wi-Fi for online learners, cautioning against measures that could negatively impact them.

Councilor Brooks noted that Tualatin should remain competitive with other cities in the market.

Councilor Reyes voiced her support for the staff position and asked whether building permit fees had been considered.

Council President Pratt supported increasing commercial building fees but opposed raising residential fees, citing the already high costs associated with residential construction.

Mayor Bubenik expressed concern about the volatility of building permit fees, noting that they are not a consistent revenue source due to the finite amount of land available for development.

Councilor Gonzalez reiterated his objections to tax increases.

Mayor Bubenik recapped that the Council is open to further discussion on commercial and industrial fee increases but does not support increasing residential fees.

City Manager Lombos thanked the Council and stated that she and Consultant Steckler would debrief and return with further recommendations at a future meeting.

3. *Proclamation Request.*

Mayor Bubenik stated that a proclamation request was submitted for consideration by NAMI in collaboration with Clackamas County. The Council unanimously voted in favor of the proclamation request.

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

Councilor Brooks stated she attended the Tualatin Parks Advisory Board Committee meeting and the Tualatin Arts Advisory Committee meeting.

Councilor Sacco announced she would be requesting the adoption of a proclamation for Transgender Day of Visibility later in the meeting.

Council President Pratt stated she attended the Clackamas County Metro Coordinating Committee meeting.

Mayor Bubenik stated he attended the League of Oregon Cities legislative update, the W.A. Board meeting, met with elected officials at the capital, and the birthday celebration for the Emperor of Japan.

Adjournment

Sherilyn Lombos, City Manager

_____ / Erika Pagel, Recording Secretary

_____ / Frank Bubenik, Mayor



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES FOR FEBRUARY 24, 2025

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

Call to Order

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

Pledge of Allegiance

Announcements

1. New Employee Introduction- Parks and Recreation Director Dustin Schull

City Manager Sherilyn Lombos introduced Parks and Recreation Director Dustin Schull. The Council welcomed him.

2. New Employee Introduction- Patrol K-9 Boone

Police Chief Greg Pickering and Officer Eli Fults introduced K-9 member Boone. Chief Pickering shared Boone's background and his adoption story.

Public Comment

IDEA Advisory Committee Chair Chris Paul asked the Council to issue a proclamation declaring March 31, 2025, as Transgender Day of Visibility, emphasizing the importance of supporting transgender and non-binary community members facing challenges and discrimination.

Valerie Holt spoke to the necessity of standing against injustice and supporting marginalized communities, particularly transgender individuals. She drew historical parallels and urged the Council to take action in support of transgender rights.

Emily Baker spoke about her fears as a transgender person and the critical role of visibility in combating hate and misunderstanding. She urged the Council to support the proclamation.

Kit Lorelei shared personal experiences of discrimination and challenges faced by transgender individuals. They emphasized the significance of a city proclamation in demonstrating support for the transgender community.

Emma Gray expressed strong support for the Transgender Day of Visibility proclamation, highlighting the importance of affirming the humanity and rights of transgender individuals, particularly in the face of efforts to erase or discriminate against them.

Sherise and Eric Vasquez spoke in support of the Transgender Day of Visibility proclamation, sharing their experiences. They expressed appreciation for Tualatin's inclusive environment and stated that the proclamation would further affirm the city's commitment to inclusion.

Consent Agenda

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

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

Special Reports

1. Eagle Scout Presentation- Jonathan Ayers

Jonathan Ayers presented his Eagle Scout project, detailing the 270 volunteer hours contributed and nearly \$6,000 raised to complete the effort. Mr. Ayers stated he constructed a 12x14 outdoor shed to support Family Promise, a local nonprofit assisting families experiencing homelessness.

Council members expressed appreciation and gratitude for his dedication to the community.

Mayor Bubenik shared his appreciation and presented Mr. Ayers with a certificate of recognition for his contributions.

2. Outside Agency Grant Awardee- Meals on Wheels People

Meals on Wheels Grants Manager Bea Davis shared their mission to serve nutritionally at-risk populations by providing nutritious food, human connections, and social support. She highlighted that the organization serves the Tri-County area, delivering over 1.4 million meals to more than 11,000 individuals last year. In Tualatin, 78 individuals receive home meal deliveries, and 178 participate in congregate dining. Ms. Davis emphasized the critical role of volunteers and outlined various ways community members can support their work.

Councilor Brooks thanked Ms. Davis for the presentation and inquired about the demand for expanding service days. Ms. Davis noted that a third day has already been added at other locations.

Council members expressed appreciation for the organization's efforts and its positive impact on the community.

General Business

1. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Sacco presented the recommendations for appointments to advisory committees.

Motion to adopt recommendations for appointments made by Councilor Sacco, Seconded by Council President Pratt. Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez, Councilor Brooks
MOTION PASSED

2. Consideration of **Resolution No. 5870-25** Authorizing the City Manager to Execute a Contract Amendment to the Construction Project Contract with InPipe Energy, Inc. and Tapani Inc. for the InPipe Micro Hydro Turbine Project

Deputy Public Works Director Nic Westendorf presented a proposed change order for the micro hydro turbine project. He explained the proposed change would add \$230,000 to the project. Director Westendorf noted that despite the increase, the city's out-of-pocket cost would still be lower than originally anticipated due to successful external funding efforts. The change order would relocate the turbine infrastructure to a more central location on the site, providing greater flexibility for future energy needs and improved security. Director Westendorf stated that with the change the project would have a shorter payback period of four years compared to the initially projected seven years.

Council members discussed the benefits of the proposed changes and the importance of planning for future energy needs.

Motion to adopt Resolution No. 5870-25 authorizing the City Manager to execute a contract amendment to the construction project contract with InPipe Energy, Inc. and Tapani Inc. for the InPipe Micro Hydro Turbine Project made by Council President Pratt, Seconded by Councilor Sacco. Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Brooks. Voting Nay: Councilor Gonzalez
MOTION PASSED

3. Review of the 2024 City Council Priorities

City Manager Sherilyn Lombos presented an update on the Council's 2024 priorities and stated that many will be carried into the future. She provided detailed progress reports on each of the seven priority areas. City Manager Lombos highlighted key accomplishments and ongoing efforts in each area.

Council members expressed appreciation for the staff's work and organization in addressing these priorities.

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 8:34 p.m.

Sherilyn Lombos, City Manager

_____/ Erika Pagel, 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: Rachel Sykes, Public Works Director
Bert Olheiser, Street/Sewer/Storm Manager

DATE: March 24, 2025

SUBJECT:

Consideration of Resolution No. 5868-25 Awarding a Contract for Cured In Place Plastic (CIPP) Pipe Relining Services to Insituform Technologies, LLC.

RECOMMENDATION:

Staff recommends that Council approve the resolution awarding and authorizing the City Manager to execute a contract with Insituform Technologies, LLC, to conduct CIPP relining work on wastewater pipes, with a not-to-exceed price of \$270,941.00.

EXECUTIVE SUMMARY:

As wastewater lines age, they are prone to root intrusion, cracks in the pipe and separation at pipe joints. This can cause leaks, backups and overflows in the system, along with inflow and infiltration of groundwater into wastewater lines, leading to higher treatment costs. Sewer lines in some areas of Tualatin are over 50 years of age, many constructed of concrete. While these pipes are still functioning and not at the point of complete replacement, rehabilitation work is needed to prevent and eliminate the defects noted above and prolong the life of the asset.

Cured in place plastic (CIPP) relining has been identified as a cost-effective way to rehabilitate pipes. CIPP liners coat the inside of the wastewater line, sealing cracks and separated joints. This 'trenchless' method of repair is minimally invasive and can last for 50 years.

Based on review of CCTV wastewater line camera footage and age of pipe, two primary areas of Tualatin were identified for inclusion in the scope of work. Areas include sewer lines around SW 65th Avenue. In total, the scope of work includes lining of 1,995 linear feet of 8" diameter pipes and 1,370 linear feet of 10" diameter pipes.

An Invitation to Bid was publicly announced in the Daily Journal of Commerce on January 24, 2025. Four bids were received before the submission deadline on February 12, 2025. After evaluating and tabulating the bids, the City determined that Insituform Technologies, LLC, was the lowest responsible bidder with an initial bid of \$344,352.00. After negotiations permitted under ORS 279C.340, the contract price was adjusted to \$270,941.00 while maintaining the original unit pricing.

ATTACHMENTS:

- Resolution No. 5868-25 Awarding a Contract

RESOLUTION NO. 5868-25

A RESOLUTION AWARDING A CONTRACT FOR CURED IN PLACE PLASTIC PIPE
RELINING SERVICES AND AUTHORIZING
THE CITY MANAGER TO EXECUTE A CONTRACT

WHEREAS, the above-referenced project was advertised on January 24, 2025, in the *Daily Journal of Commerce* and the City requested competitive sealed bids;

WHEREAS, four (4) bids were received prior to the February 12, 2025, submission deadline;

WHEREAS, Insituform Technologies, LLC was the lowest, responsible bidder for the project with an initial bid of \$344,352.00, which was adjusted through negotiations permitted under ORS 279C.340 to a contract price of \$270,941.00 while maintaining the original unit pricing; and

WHEREAS, there are funds budgeted for this project in the Sewer Fund and project was included in the 2024-2028 approved Capital Improvement Plan.

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

Section 1. Insituform Technologies, LLC is hereby awarded a contract for Cured In Place Plastic (CIPP) Pipe Relining Services;

Section 2. The City Manager is authorized to execute a contract with Insituform Technologies in the amount of \$270,941.00;

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

Section 4. This resolution is effective upon adoption.

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

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: Don Hudson, Assistant City Manager/Finance Director

DATE: March 24, 2025

SUBJECT:

Consideration of Resolution No. 5871-25 Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5784-24.

RECOMMENDATION:

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5784-24

EXECUTIVE SUMMARY:

On February 24th, staff received concurrence from the City Council to begin offering wedding ceremony services in the Tualatin Municipal Court. Staff advised that we would return with an update to the fee schedule to include a fee for this service. Staff has considered fees charged by neighboring cities, as well as cost recovery of the City's related expenditures, primarily personnel costs for the Municipal Court Judge and staff. The recommended fee is \$100 and is included in the attached fee schedule.

Additionally, the Engineering Division is asking the City Council to consider a new deposit to recoup staff time and the cost of third party reviewers, when used for traffic impact studies. The proposed deposit would be collected at the time of application. As services are provided, staff would charge time and costs against this deposit and return any outstanding balance to the applicant. If costs exceed the deposit, the applicant would be billed for the additional cost.

The Engineering Division is also requesting a new fee to provide an option for contractors to work within the City Right-of-Way (ROW) for projects that are much less significant than our current Public Works (PW) Permit and are not the more specialized Driveway and Sidewalk Permit. Per City code, the PW permit requires a \$25,000 bond, \$2M insurance, plans stamped by a licensed Professional Engineer, \$500 deposit, etc. These PW Permit requirements are significant and staff feels the minimum PW permit requirements are too burdensome for this type of small-scale work. The ROW permit is intended to cover this type of work while keeping City infrastructure and community members protected. The ROW permit will be managed by the Engineering Division and will have lesser thresholds for contractors/owners to meet prior to issuance.

Attached is the updated Fee Schedule with the recommended fees highlighted in yellow.

ATTACHMENTS:

- Resolution No. 5871-25
- Exhibit A, Fee Schedule

RESOLUTION NO. 5871-25

A RESOLUTION AMENDING THE CITY OF TUALATIN FEE SCHEDULE AND
RESCINDING RESOLUTION NO. 5784-24

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. 5784-24; and

WHEREAS, fees have been added for wedding ceremonies in the Municipal Court, City Right-of-Way fees for certain projects and a deposit related to cost recovery for review of traffic impact studies in Development Fees.

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 March 25, 2025.

Section 3. Resolution No. 5784-24 is rescinded effective March 25, 2025.

INTRODUCED AND ADOPTED this 24th Day of March, 2025.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

General Administrative Fees	
Photocopies:	
Per page/side (up to 8.5"x14")	0.35
Per page/side (11"x17")	0.65
Color - per page/side (up to 8.5"x14")	1.20
Color - per page/side (11"x17")	1.70
Thumb Drive (2 GB)	11.35
Storage Retrieval Fee	33.80
Staff Time:	
-Up to 30 minutes	no charge
-Over 30 minutes	employee cost

Development Fees	
Addressing Fees:	
Change of existing address	243.35
Assign single family	60.80 + 7.95 per lot
Multi-Family - less than 50 units	74.40 + 7.95 per unit
Multi-family - 50+ units	74.40 + 4.55 per unit
Non-residential (suite assignment)	74.40 for address + 49.75 per suite
Amendment to Comprehensive Plan Map	2,617.25
Amendment to Comprehensive Plan Text/Landmark Designation/Removal of Landmark Designation	2,617.25
Annexation	1,784.50
Appeal Proceeding to Council	168.70
Appeal Expedited Process to Referee, Deposit per ORS 197.375	378.50
Architectural Review Application, Nonexpedited Process:	
Estimated Project Value:	
Under \$5,000	146.00
\$5,000 - \$24,999.99	686.75
\$25,000 - \$99,999.99	1,243.75
\$100,000 - 499,999.99	2,054.85
\$500,000 and greater	3,012.00
Architectural Review, Minor	120.00
Architectural Review, Single-family Level I (Clear & Objective)	120.00
Architectural Review, Single-family Level II (Discretionary)	915.00
Architectural Review, Accessory Dwelling Unit (ADU)	120.00

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Development Fees (continued)	
Conditional Use Permit	1,784.50
Conditional Use Permit Renewal	1,784.50
Extension Request Reviewed by Staff	254.15
Extension Request Reviewed by Architectural Review Board	1,438.40
Interpretation of Development Code	119.00
Industrial Master Plans	2,276.50
Landmark Alteration/New Construction Review	140.60
Central Urban Renewal Master Plan	2,276.50
Driveway Approach Permit	340.70
Engineering Copies:	
18" x 24"	3.45
24" x 36"	4.55
36" x 48"	5.60
Erosion Control (EC) Fees:	
1. Inspection Fees	
a. Non-Site Development	
1. New construction	525.00
2. Additions, remodels and demolitions disturbing less than 1,000 s.f.	175.00
b. Development Sites without infrastructure or vegetated corridor improvements (EC Only)	525.00 plus 525.00 prorated for each acre over 1/2 acre
c. Subsequent Site Development (Early EC Inspection Fee)	525.00 or 1/2 of the EC Only Fee, whichever is greater
d. Site Development Inspection Fee	1,050.00 plus 1,050.00 for each acre over a half-acre
e. Stormwater Inspection Fee (other than site development)	175.00 per project
f. Line Tap and Lateral Inspection Fee	175.00 per line tap
g. Disconnection Inspection Fee	175.00 per disconnection
h. Re-inspection	100.00/hr with a minimum of 200.00
i. Warranty Period Reinspection Fee for Proprietary Treatment System	100.00/hr with a minimum of 200.00 per proprietary catch basin
j. Extended Warranty Inspection Fee	175.00 for each 6-month extension
k. Reconnection Inspection Fee	175.00 per reconnection
l. Special Investigation Fee	100.00/hr; minimum of 200.00
m. Inspection Overtime Fee	125.00/hour; minimum of 250.00
n. DEQ 1200-C and 1200-CN Erosion Control Permit Fee	DEQ pass-through fee
2. Plan check fee	
a. commercial, industrial, multi-family or large homesites not in an existing subdivision	1,500.00

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Development Fees (continued)	
Hydraulic Modeling Deposit	2,000.00
Landmark Demolition Review	156.80
Landmark Relocation Review	70.30
License to Keep Chickens	59.50
Mobile Food Unit Permit	113.55
Partition,* Nonexpedited & Expedited Processes	497.50
Partition,* Nonexpedited & Expedited Extension/Modification	167.60
Partition,* Nonexpedited, Appeal Proceeding to Council	167.60
Partition,* Expedited, Appeal to Referee, Deposit per ORS 197.375	367.70
Partition,* Minor Variance included & primary use is a single family dwelling & not in RL or RML	Add 175.00
Partition,* Minor Variance included & primary use is not a single family dwelling & not in RL or RM	Add 260.00
Pre-Application Meeting	260.00
Property Line Adjustment,* primary use is a single family dwelling in RL or RML	87.35
Property Line Adjustment,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 175.00
Property Line Adjustment,* primary use is not a single family dwelling in RL or RML	378.50
Property Line Adjustment,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 174.00
Property Line Adjustment,* Appeal Proceeding to Council	173.00
Public Works Construction Permit Deposit	5% of est. value of work but not less than 500.00
Public Works Construction Code	64.90 + postage
Reinstatement of Nonconforming Use	1,784.50
Request for Council Rehearing	210.90
Right-of-Way Permit	300.00
Sidewalk Permit	173.00
Sign Ordinance	9.75
Sign Code Variance	849.00
Sign Permit:	
New Sign or Structural Change to Existing Sign	237.95
Temporary Sign or Each Face Change to Existing Sign	119.00
Street Name Change	173.00
Street Vacation Application Deposit	408.80
Subdivision,* Nonexpedited and Expedited Processes	3,379.70
Subdivision,* Variance included & primary use is a single family dwelling in RL or RML	Add 340.80
Subdivision,* Variance included & primary use is not a single family dwelling in RL or RML	Add 427.20
Subdivision,* Minor Variance included & primary use is a single family dwelling in RL or RML	Add 173.05
Subdivision,* Minor Variance included & primary use is not a single family dwelling in RL or RML	Add 259.55
Subdivision,* Nonexpedited, Extension/Modification By Council	773.25

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Development Fees (continued)	
Subdivision,* Expedited, Extension/Modification By City Engineer	200.10
Subdivision,* Nonexpedited, Appeal Proceeding to Council	173.00
Subdivision,* Expedited Appeal to Referee, Deposit per ORS 197.375	378.50
Temporary Certificate of Occupancy	113.50
Temporary Uses: 1 - 3 days 4 - 180 days Over 3 days	62.20 62.20 + 1.65/day not to exceed 200.00 total
Traffic Study Review Deposit:	
Up to 1,000 trips per day	2,000.00
Up to 2,000 trips per day	3,000.00
More than 2,000 trips per day	5,000.00
Transportation Development Tax	Indexed annually per Washington County Code, Section 3.17
Tree Removal Permit, 1 tree	351.50
each additional tree, \$10.00 not to exceed a total of	383.95
Variance:	
When primary use is a single family dwelling in RL or RML	362.30
When primary use is not a single family dwelling in RL or RML	1,784.50
Variance, Minor:	
When primary use is a single family dwelling in RL or RML	362.30
When primary use is not a single family dwelling in RL or RML	1,222.10
Water Quality Permit Deposit	5% of est. value of work but not less than 500.00
Zone of Benefit Application Fee	845.25
All Other Development Actions	Cost Recovery

Core Area Parking District	
Core Area Parking District Tax Appeal	156.80

Finance Department	
L.I.D. Assessment Apportionment Fee	124.40
Lien Search Fee (per tax lot)	39.15
Recovery Charge Installment Payment Plan Application Fee	254.15
Return Payment Fee	35.00
Zone of Benefit Recovery Charge Administration Fee	135.20
Social Gaming License Application/Annual Renewal Fee	108.15

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Geographic Information System	
Citywide aerial photo, 36" x 42"	43.25
Subdivision street map, 34" x 36"	27.00
Street map, 22" x 22"	16.25
Planning Districts, 34" x 44"	27.00
Planning Districts, 18" x 24"	16.25
Custom Mapping	70.30/hr
Mailing Lists	37.85

Legal Services Department	
Printed copies of the new Municipal or Development Code with tabs	140.60 each + postage
3-post expandable binders with stamping	78.90
3-ring vinyl binders	22.50
Electronic media options for Code of Ordinances (sent via download)	
WORD (DOCX)	173.00 initially then 84.40 per update
Adobe PDF of the code	173.00 initially then 84.40 per update
Adobe PDF of each supplement	173.00 initially then 84.40 per update

Municipal Court	
Traffic School and Compliance Program Fees:	
Class A	297.40
Class B	173.00
Class C	135.20
Class D	108.15
Seat Belt Class	75.70
Vehicle Compliance Program	37.85
Collection Fee	25% of ordered amount
License Restatement Fee	75.70
Wedding Ceremonies	100.00
Overdue Payment Letter Fee	10.80
Failure to Appear – Arraignments	43.25
Failure to Appear – Trials	108.15
Payment Plan Fee	51.50

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Picnic Shelters					
Area	Time	City Sponsored	Non-Profit	Resident	Non-Resident
Tualatin Community Park					
Patio Shelter	4 hours	0.00	16.00	32.00	64.00
Rustic, Trestle, Main Shelter	4 hours	0.00	20.00	40.00	80.00
Main Shelter (Full)	4 hours	0.00	40.00	80.00	160.00
Jurgens Park					
Large Shelter	4 hours	0.00	20.00	40.00	80.00
Ibach Park					
West Large Shelter	4 hours	0.00	20.00	40.00	80.00
Atfalati Park					
Playground Shelter	4 hours	0.00	16.00	32.00	64.00
Alcohol Permit	Group			30.00	60.00
	Special Event			60.00	120.00

\$10 handling fee for cancellations

Classification of Users

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

City of Tualatin/City-Sponsored: Activities sponsored or co-sponsored by the City of Tualatin.

Non-profit: Non-profit organizations and public agencies serving the Tualatin Community. Documentation of non-profit status required.

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

Sports Fields					
Area	Time	City of Tualatin	Non-profit	Resident	Non-Resident
Sports Fields	1 hour	0.00	0.00	11.00	24.00
Sports Fields Lights	1 hour	0.00	0.00	11.00	24.00
Artificial Turf Fields	1 hour	0.00	0.00	21.00	42.00
Artificial Turf Field Lights	1 hour	0.00	0.00	42.00	42.00

Classification of Users

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

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

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Juanita Pohl Center					
Area	Time	City Sponsored	Non-Profit	Resident	Non-Resident
East or West Dining Room	1 hour	0.00	17.00	33.00	66.00
Full Dining Room	1 hour	0.00	22.00	44.00	88.00
Large Classroom	1 hour	0.00	16.00	28.00	56.00
Small Classroom	1 hour	0.00	6.00	12.00	24.00
Alcohol Permit				30.00	60.00

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:

City of Tualatin/City-Sponsored: Activities sponsored or co-sponsored by the City of Tualatin.

Non-profit: Non-profit organizations and public agencies serving the Tualatin Community. Documentation of non-profit status required.

Resident/Non-Resident: 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 March 25, 2025

Parks Maintenance	
Street Tree and Installation (Single Family Only)	257.50
Street Tree Removal (excluding Stump Grinding)	406.85
Street Tree Stump Grinding	216.30
New Tree Grates – Full set of 2 halves	432.60
New Tree Grates – Half set	216.30
Tree Grates – Leveling Stone and fastening hardware	27.00
Tree Grates Improvements	189.25

Police	
Copies of Police Reports (no charge to victims):	
1 - 10 pages	11.35
plus each page over 10	0.25
Alarm Permits:	
Initial Application	27.00
Annual Renewal	27.00
1st False Alarm	No charge
2nd False Alarm	No charge
3rd False Alarm	97.85
4th False Alarm	128.75
5th False Alarm	190.50
6 th and More False Alarms	257.50 per alarm
10 or more False Alarms	551.25 Civil Infraction
Late payment of renewal (after 60 days)	82.40
Expired, reinstatement fee, once revoked (after 90 days)	108.15
Failure to obtain alarm permit (within 60 days of installation)	82.50
Failure to report changes to alarm permit application within 10 days	27.00
Non-permitted or revoked alarm permit	540.75
Release of Towed (impounded) Vehicles	108.15
Fingerprinting cards	27.00
Each additional card	2.15
Good Conduct Letter	10.80

City of Tualatin Fee Schedule

Fees Effective March 25, 2025

Utilities in the Right-of-Way	
Annual Rights-of-Way Fee:	
Electric	3.5% of Gross Revenue *
Natural Gas	5.0% of Gross Revenue *
Communication	5.0% of Gross Revenue *
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	5,634.25
5,001 to 10,000	8,452.00
10,001 to 20,000	11,268.25
More than 20,000	16,902.25
* "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.	
Rights-of-Way License Application Fee (per TMC 3-6-205)	288.40
Rights-of-Way License Renewal Application Fee (per TMC 3-6-260)	175.10
Rights-of-Way Attachment Fees/Small Cell, DAS, etc. (TMC 3-6-120)	
Attachment Application Fees:	
Attachment Application Fee (one-time)	746.75 per attachment
Expedited Application Fee (voluntary one-time fee for expedited review; City may take of up to 30 days)	1,308.10 per attachment
Consultant Fee for Processing Application	Actual Cost, plus 25% for administration*
* 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	710.70 per attachment, per year
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	
Water, Sewer, Surface Water Management, Road Utility and Parks Utility Fees	Resolution No. 5785-24



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: March 24, 2025

SUBJECT:
Consideration of Approval of Late Liquor License Renewal for 2025

RECOMMENDATION:
Staff respectfully recommends the Council approve endorsement of the liquor license renewals for 2024 as listed in Attachment A.

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

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

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

ATTACHMENTS:
-Attachment A- Liquor License Late Renewals 2025

2025 Liquor License Renewals- 3.24.2025

60's Cafe & Diner / 60's Café & Restaurant LLC
Anthony Vince Nail Spa / AV Nail Spa Bridgeport Village LLC
Bay Club Oregon / DDR Partners Inc. – Corporation Service Company
C.I. Bar & Grill / Jack D LLC
Claim Jumper Restaurant / 16537 Tualatin LLC
Dave's Hot Chicken / JCK Birdz LLC
Dotty's #13 / Oregon Restaurant Services Inc.
Elks Lodge #2780 – Tualatin Valley / Elks Lodge #2780
Fiasco Enterprises / Fiasco Enterprises Inc.
Fred Meyer 3393 / Fred Meyers Stores Inc.
G-Man Brewery / Gman LLC
G-Man Sports Bar / Mexicali Express Inc.
Hana Sushi and Izakaya / Hana Sushi and Izakaya Bridgeport LLC
Island Grill / Fore-Sight Balboa LLC
La Industria / Saint Irene Inc.
La Isla Bonita Mexican Restaurant / Mendoza Corporation
Lecker Liquor Tualatin / Vance Burghard Inc.
Lee's Kitchen / Ye Li Investment LLC
Little Burro / Little Burro PDX LLC
Outback Steakhouse / Evergreen Restaurant LLC #3814
Planet Express Shipping / Planet Express Shipping LLC
Safeway #1047 / Safeway Inc.
Stafford Hills Club / Stafford Hills Mgmt. Co. LLC
Stars Cabaret Bridgeport / SCTO Inc.
Stickmen Brewing Company / Stickmen Brewing Inc.
Sushi Hana / Lake Hana LLC
Three Mermaids Public House / Kat's Ladle LLC
Toro Sushi / MSCS2024 LLC
Tualatin Indoor Soccer / Tualatin Indoor Soccer LLC
Whole Foods Market / Whole Foods Market Pacific Northwest Inc.
Woven Wineworks / Covey Ridge Vineyard LLC
X Golf Tualatin / Clubhouse Partners PDX LLC
Yin Dee Thai Cuisine / Yindee Thai LLC



BRIDGE to HOME

Family Promise of Tualatin Valley

Shelter



FPTV provides shelter, case management, food, and housing navigation for folks experiencing homelessness.

We work one on-one with guests to build on their existing strengths and make an individualized plan to achieve sustainable housing.

In 2024, we provided 58,775 bed nights of shelter. 84% of our sheltered households transitioned into stable housing.

Prevention & Diversion

The cost of a single intervention to keep a family in their home is significantly less than the cost of rehousing them. In addition to the financial cost, housing destabilization can be traumatic for children and adults, negatively impacting both physical and mental health.

In 2024, 258 individuals got funds and stayed housed.



Enrichment Programs



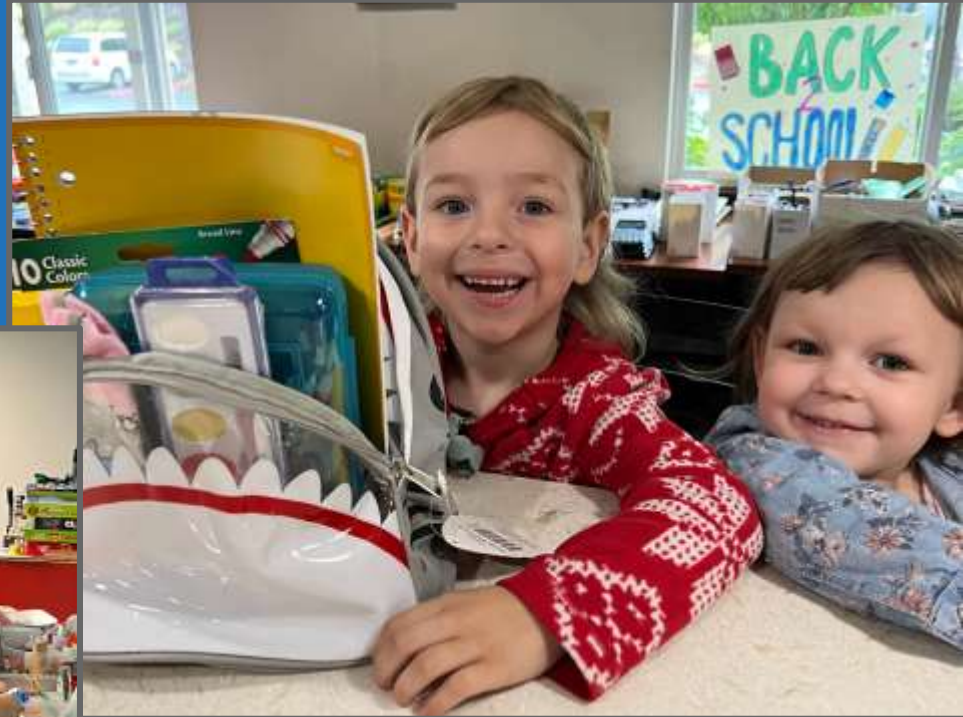
- Spring break stay-and-play
- Coco Club
- Summer activities
- Playpark
- Preschool story times
- Bingo and movie nights
- Financial literacy classes





Community Engagement

- Meal prep
- Grounds projects
- Enrichment support
- Monthly drives and events





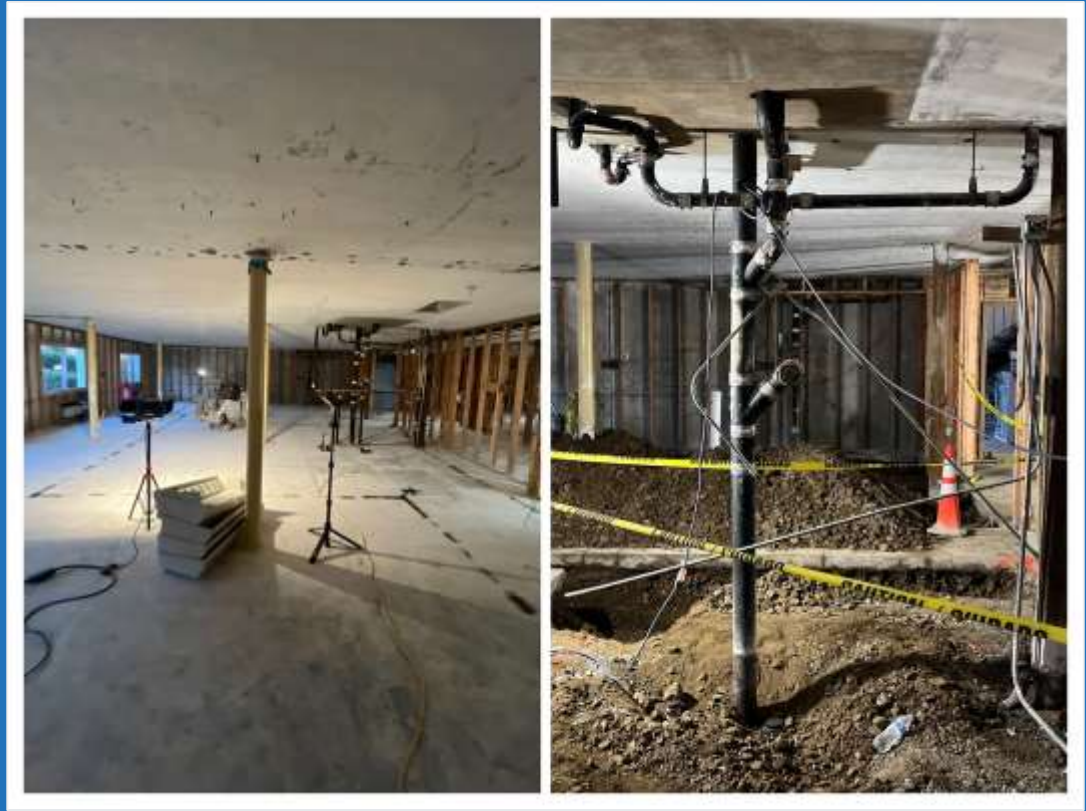
Renovations

- Staff office space and break room
- Playroom
- Case management meeting spaces
- Expanded guest laundry facilities



Renovations

- Commercial kitchen
- Expanded dining room
- Multipurpose room
- ADA Restrooms
- Updated lobby



How to help

- **Subscribe** to our newsletter and follow us on Facebook to stay in the loop.
- **Volunteer** opportunities are available by contacting volunteer@familypromiseoftv.org.
- **Fund our future** by giving to FPTV today at familypromiseoftv.org/donate.
- **Join Club 365** to support us every day of the year. Contact elise@familypromiseoftv.org with questions.





CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Jerianne Thompson, Library Director & Equity and Inclusion Officer

DATE: March 24, 2025

SUBJECT:
Tualatin Library Advisory Committee Annual Report

EXECUTIVE SUMMARY:

Chair & Vice-Chair of the Tualatin Library Advisory Committee will present the committee's annual report for 2024.

ATTACHMENTS:

- 2024 TLAC annual report
- 2024 TLAC annual report presentation



Tualatin Library Advisory Committee Annual Report

March 24, 2025

Tualatin Library Advisory Committee

Back row: Dana Paulino (chair), Ashley Payne (vice chair), DeAnn Welker, Paul Turnbach

Front row: Thea Wood, Rachel Elliot, Nestor Sanchez, Jerianne Thompson (staff liaison)

Former members: Dawnell Meyer, Marcus Young, Satvika Vadapu



Actions & Accomplishments



- Engaged on updates about Washington County Cooperative Library Services' public library evaluation project
- Reviewed library service policies best practices
- Provided recommendations on the Makerspace Use Policy, Meeting Room Policy, and Confidentiality of Library Records Policy
- Heard reports from the Teen Library Committee, the Friends of Tualatin Library, and the Tualatin Library Foundation



CITY of
TUALATIN

Strategic Accomplishments

- Staff developed “We Care About” statements to guide staff in service delivery
- Record program attendance
FY23-24: 22,800
FY23-24: 24,000 estm
- Started assessment of Library’s volunteer program to evaluate current needs
- 98% of survey respondents rated Tualatin Library’s customer service as excellent/good, with an average rating of 4.6 out of 5 stars (2024 Library User Survey)
- 91% agreed or strongly agreed that the Tualatin Library is a welcoming place. (2024 Library User Survey)



CITY of
TUALATIN

Actions & Accomplishments



- New mascot!
- Marketing plan implementation continued, assessment conducted
- Staff reports & committee discussion
 - Library programs, services, operations
 - Library user survey
 - Summer Reading
 - Library budget
 - Intellectual freedom, book challenges regionally
 - Tualatin Community Survey
 - Library utilization trends



2025 Action Plan



- TLAC will remain actively involved in providing resident feedback as the Library updates its strategic plan.
- As appropriate, TLAC will engage in WCCLS's services, funding, and governance evaluation project, to represent the perspective of Tualatin community members.
- TLAC will continue to be actively involved and educated in the operations and roles of the Library and continue review of operational policies.
- TLAC will continue supporting implementation of the Library's marketing plan to promote Library programs and services, providing input on effectiveness and methods used.
- TLAC will advance the Council vision, supporting social equity and inclusion within Library programs and services, providing opportunity to thrive for all community members.



CITY of
TUALATIN

Recommendations



Tualatin Library is integral to successfully realizing several aspects of the City Council's 2030 Vision. TLAC requests City Council commit to protecting the Tualatin Library's open hours – and the current level of Library materials, programs, and services.

We want the Library to continue to serve as an inclusive gathering place and to provide resources that contribute to a connected, informed, and civically engaged community.

TLAC seeks to partner with City Council to find solutions to adequately fund Tualatin Library, and we request Council consider alternative funding sources.



BACKGROUND

The Tualatin Library Advisory Committee (TLAC) was established by Ordinance 758-88, adopted by Council on October 10, 1988, and incorporated into the Tualatin Municipal Code as Chapter 11-4. The enabling ordinance requires TLAC to file an annual report with the Council including a summary of the Committee's activities during the preceding year and other matters and recommendations the Committee deems appropriate.

Current members of TLAC include Dana Paulino (Chair), Ashley Payne (Vice Chair), Paul Turnbach, and Thea Wood. Rachel Elliot and Nestor Sanchez Carmona (student representative) were appointed in October 2024, and DeAnn Welker was appointed in January 2025. Former members include Dawnell Meyer, Marcus Young, and Satvika Vadapu (student representative), whose terms ended in October 2024. Staff support is provided by Jerianne Thompson, Library Director and Equity & Inclusion Officer.

ROLES OF THE COMMITTEE

per Tualatin Municipal Code, Chapter 11-4:

1. Consult with and advise the Library Manager on all matters affecting operational policies of the City Library.
2. Make recommendations to the City Council with respect to services, facilities, and all other matters pertaining to the maintenance and improvement of the City Library.
3. Hear and consider complaints about City Library policies or materials.

ACTIONS AND ACCOMPLISHMENTS

During the past year, TLAC received regular updates from City staff about the project underway by Washington County Cooperative Library Services (WCCLS), of which Tualatin Public Library is a member, to evaluate public library services, funding, and governance countywide. This project seeks to address needs related to library service in Washington County, including near-term and long-term funding mechanisms, funding distribution to member libraries, and library base service levels. The Committee also heard a presentation from WCCLS Manager Lisa Tattersall.

TLAC reviewed best practices for library service policies. They considered and provided recommendations on library operational policies, including the Makerspace Use Policy, Meeting Room Policy, and Confidentiality of Library Records Policy. TLAC heard reports from the Teen Library Committee, the Friends of Tualatin Library, and the Tualatin Library Foundation.

TLAC members discussed progress on the Library's strategic plan. Highlighted strategic accomplishments at the Library in the past year include:

- Developed "We Care About" statements to guide staff in service delivery.
- Prioritized programs that support school readiness, encourage collaboration and exploration in the Makerspace, provide opportunities for socialization, and that are culturally relevant to community members.
- Program attendance in FY23-24 at record levels: 22,800 attendees. FY24-25 attendance is on track to reach 24,000.

- Started assessment of Library's volunteer program to evaluate current needs.
- 98% of survey respondents rated Tualatin Library's customer service as excellent/good, with an average rating of 4.6 out of 5 stars, and 91% agreed or strongly agreed that the Tualatin Library is a welcoming place. (2024 Library User Survey)

The Committee also engaged in discussion about the Library's marketing plan, including assessment of marketing success and branding updates. Committee members provided input on design development of the Library's new mastodon mascot. Library staff provided presentations with Committee members providing comments and advice regarding Library programs, services, and operations; Library user survey; Summer Reading; Library budget; intellectual freedom and book challenges; the Tualatin Community Survey; and Library utilization trends. TLAC reviewed comment cards each month and heard no formal complaints this year.

ACTION PLAN FOR 2025

TLAC will remain actively involved in providing resident feedback as the Library updates its strategic plan.

As appropriate, TLAC will engage in WCCLS's services, funding, and governance evaluation project, to represent the perspective of Tualatin community members.

TLAC will continue to be actively involved in and educated about the operations and roles of the Library and continue to review operational policies.

TLAC will continue supporting implementation of the Library's marketing plan to promote Library programs and services, providing input on effectiveness and methods used.

TLAC will advance the Council's vision for Tualatin, supporting social equity and inclusion within Library programs and services, providing opportunity to thrive for all community members.

RECOMMENDATIONS TO COUNCIL

Tualatin Library is integral to successfully realizing several aspects of the City Council's 2030 Vision. To further this vision, TLAC requests City Council commit to protecting the Tualatin Library's open hours – and the current level of Library materials, programs, and services.

We want the Library to continue to serve as an inclusive gathering place and to provide resources that contribute to a connected, informed, and civically engaged community.

To successfully do that, TLAC seeks to partner with City Council to find solutions to adequately fund Tualatin Library, and we request Council consider alternative funding sources.



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
Bella DePhillipo, Office Coordinator

DATE: March 24, 2025

SUBJECT:
Tualatin Park Advisory Committee Annual Report

EXECUTIVE SUMMARY:
Tualatin Park Advisory Committee members will present the 2024 Annual Report.

ATTACHMENTS:

Presentation



Tualatin Parks Advisory Committee

2024 Annual Report



THIS IS US

“We are a group of enthusiastic advocates for the Parks & Recreation system with a focus on the stewardship and enhancement of our community.”

29 Meetings Attended

17 Activities Attended

371 Hours Volunteered



CURRENT MEMBERS

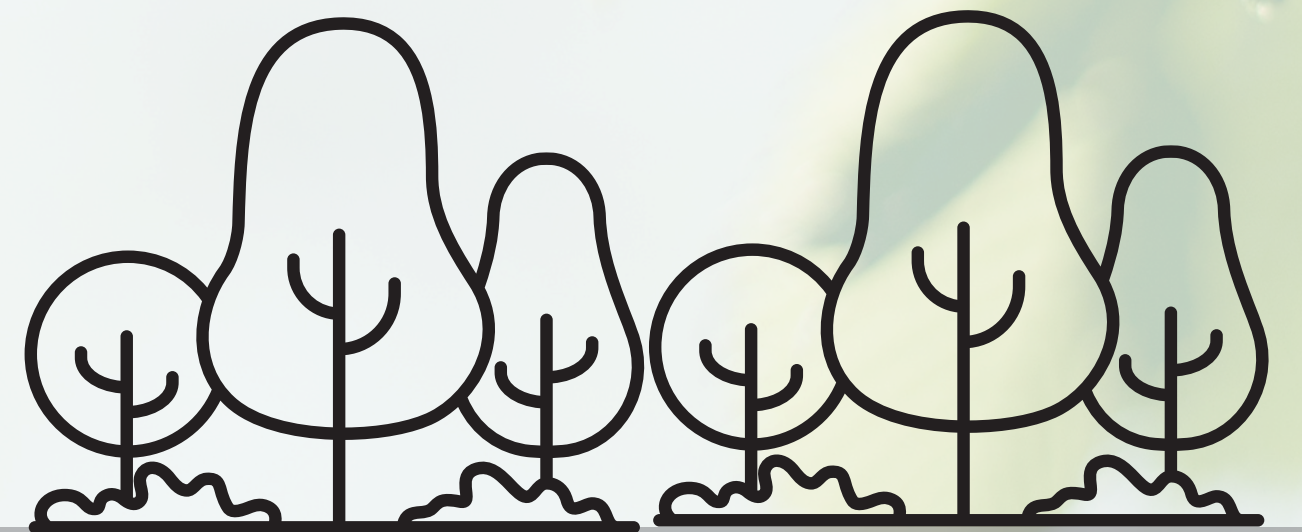
- Emma Gray, Chair
- Beth Dittman, Vice-Chair
- Carl Hosticka
- Michael Klein
- John Makepeace
- Rebecca Ryan
- Cosimah, Student Member



WHAT WE DO



- Regular Meetings
 - Learn about Parks & Recreation activities
 - Evaluate and provide recommendations to city staff regarding the efficacy of policies, programs, and procedures
 - Provide feedback and guidance regarding priority of projects related to the bond & utility fee
- Represent Parks & Recreation System to City Council
- Attend Activities & Events
 - Advocate for participation & engagement in Parks & Recreation system
 - Provide community outreach
- Bee City Facilitation Committee
- Tree City USA Board



2024 ACCOMPLISHMENTS



Sustainability

- Supported completion of the facilities inventory
- Identified intersections between parks operations and council-approved climate action plan
 - Prioritization of shade in playground projects
 - Prioritization of native plantings in parks projects
- Promoted pollinator information and resources
- Provided community resources for trees and bees

Diversity, Equity, and Inclusion

- Began conversations around current park naming policies for possible updates and recommendation
- Worked with Youth Advisory Committee to recruit an interested and engaged student member

Collaboration

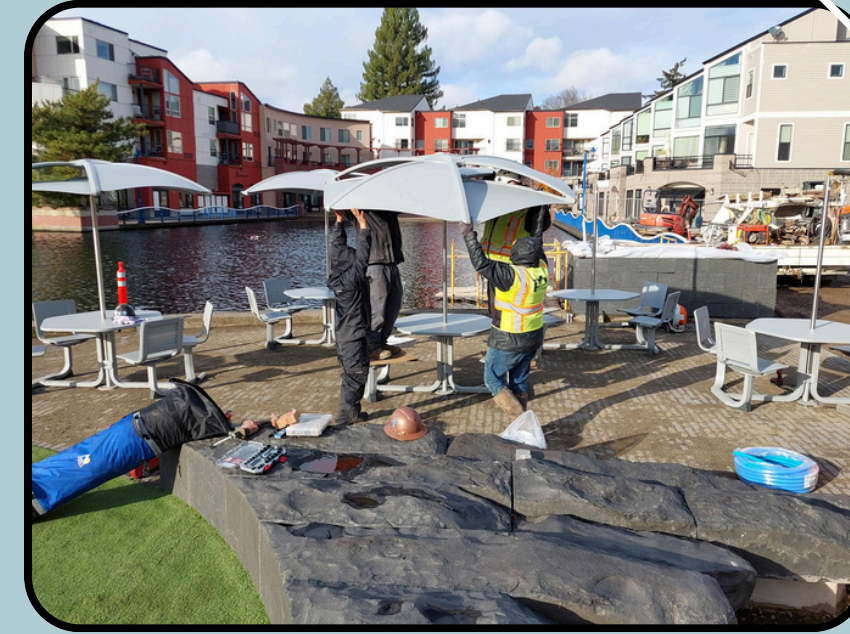
- Participated in selection process for new Parks Director



2024 ACCOMPLISHMENTS

Parks Bond & Utility Fee Projects

- Acted as ad hoc bond oversight committee
 - Actively pursued implementation of parks bond projects including:
 - Construction of Veterans Plaza
 - Replacement of TCP field lights
 - Completion of all playground improvement projects
 - Continued support on progress of new river access adjacent to Community Park
 - Supported planning and design of Nyberg Creek Wetlands trail
 - Supported land acquisition for future parks assets and natural areas
- Advocated for continued progress for integrated trail system
 - Supported completion of Highway 99 Trail improvement
- Assisted staff with prioritizing Utility Fee projects
 - Shelter at TCP



TPARK 2025 GOALS



Collaboration and Community Engagement

- Actively engage in onboarding new Parks and Recreation Director
- Better understand the Parks budget and the relationship between projects and programs
- Engage with City Planning staff to identify intersections between Parks and the Downtown Core Area planning process
- Engage with City Finance staff to identify best practice for Parks Bond funding oversight role
- Renew conversations about a Community Center
- Collaborate with the IDEA committee to coordinate overlap of activities
- Continue discussion around updates to park naming policies to prioritize community inclusion

Sustainability

- Explore potential for an integrated pest management program
- Evaluate existing tree code for possible climate resiliency updates and recommendations

TPARK 2025 GOALS

Funded Projects (Bond, Utility Fee, ARPA, Cross-Agency funded, etc.)

- Continue to assist staff with prioritizing Utility Fee projects
 - Advise staff on action plans from facility assessment report
- Continue role as ad hoc bond oversight committee with specific emphasis on:
 - Creating momentum around identification of field improvements in partnership with Youth Sports and TTSD
 - Continuing progress on new river access
 - Construction of Nyberg Creek Wetlands Trail
 - Completion and appropriate community celebration of Veterans Plaza
- Continue to support design and construction of ARPA-funded Las Casitas Park



QUESTIONS & COMMENTS



TPARK 2024 Annual Report



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: March 24, 2025

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

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

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

Individuals	Board	Term
Adam Peterson	Parks Advisory Committee	Term Expiring 2/28/28
Taylor Sarman	Parks Advisory Committee	Term Expiring 2/28/28
Cosimah Slider	Parks Advisory Committee- Student	Term Expiring 2/28/26
Kathleen Silloway	Arts Advisory Committee	Term Expiring 03/31/28
Kalli Savage	Arts Advisory Committee- Student	Term Expiring 03/31/26
Cosimah Slider	I.D.E.A Advisory Committee- Student	Term Expiring 11/01/25