APPROVED BY TUALATIN CITY COUNCIL
Date 7-25-11
Recording Secretary M Smith

OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR JULY 11, 2011

Present: Mayor Lou Ogden, Councilor Monique Beikman, Councilor Wade Brooksby (arrived at 5:26 p.m.), Councilor Frank Bubenik, Councilor-elect Nancy Grimes, Councilor Joelle Davis, Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos, City Attorney Brenda Braden, City Engineer Mike McKillip, Police Chief Kent Barker, Operations Director Dan Boss, Community Development Director Alice Rouyer, Community Services Director Paul Hennon, Finance Director Don Hudson, Planning Manager Aquilla Hurd-Ravich, Development Manager Eric Underwood, Assistant to the City Manager Sara Singer, Senior Planner William Harper, Maintenance Services Division Manager Clayton Reynolds, Executive Assistant Maureen Smith

1. CALL TO ORDER

Mayor Ogden called the work session to order at 5:02 p.m.

2. ITEMS FOR DISCUSSION

A. *Regional Parks, Trails & Natural Areas -* Discussion on this item was not held.

B. *Police Contract with the City of Durham*

This item was moved to this portion of the agenda for discussion.

Police Chief Kent Barker gave a PowerPoint presentation and background on the contract the Police Department has with the City of Durham and what services the department provides. Currently, Durham pays the cost of one mid-range police officer. Options were reviewed - Option 1, stop providing police services to Durham and they contract with another agency, which still requires Tualatin to be dispatched to Priority One calls (if closest available unit) and provide backup; Option 2, Durham pays for one full-time top-step officer; and Option 3 is a model used by Newberg/Dundee reviewed with Council a few years back that uses a formula based on percentage of service calls. Council reviewed what would be reasonable, and Chief Barker mentioned other options that could be considered would be a property tax rate, or to go back to charging at an hourly rate, which is not preferred by staff.

Next steps for Council to consider were then reviewed. Discussion followed. Councilor Truax noted this has been an issue for him since he's been on Council and does not want to subsidize Durham, but recognized it may take a few budget cycles to get to an acceptable contract amount. Staffing levels and levels of service were discussed. Chief Barker said his recommendation is to go with the Newberg-Dundee model. Discussion followed. Council directed that staff negotiate

with Durham and as quickly as possible get to a fully absorbed rate.

C. *Core Area Parking District Options and Policies*

Community Development Director Alice Rouyer began the discussion regarding the core area parking district and addressing the current gap in revenue and operations/maintenance costs, and parking management issues. Recommendations from the Core Area Parking District Board will also be reviewed. Development Manager Eric Underwood, and consultant Rick Williams were present, and Core Area Parking District Board member Bill Jordan.

Rick Williams started with a brief history and background of the Core Area Parking District and Board, established in 1979. The impact fee for new development in the district was also established for capital improvement costs. Urban renewal funds were identified then to pay a large percentage of costs to construct public parking lots. To accommodate new development in the district during the mid-90s, the Core Area Parking District Board reviewed options for addressing parking in the rapidly-growing downtown area, resulting in a developer being required to provide at least 75% of the Tualatin Development Code-required parking. An additional 25% reduction from the initial 25% discount was provided, with urban renewal funding available to supplement the impact fee revenue and supply additional parking.

An assessment of the district revenue and operating cost trends, analysis of parking supply, parking demand/lot occupancy counts, and the City's past and future role in constructing public parking was reviewed and discussed with Council.

Considerable discussion followed on parking space supply and demand and reduction allowance in the Code. Director Rouyer further explained when the district began in the late 70's, no off-street parking was required, and the policy that was further addressed in the 90's, in light of Measure 5, required a developer to provide parking. Historically it worked because there was urban renewal funding, which is now not available. Mr. Williams went on to summarize the highlights and points made and reviewed the recommendations from the Board. If the issue is not addressed by 2014-15 the gap will increase and dip below the recommended reserves, with an increasing gap thereafter. The technical report and recommendations were reviewed to address the gap, and the reevaluation of the City's role in supplying parking in the core area.

As representation on the Board, Councilor Beikman reviewed the board's recommendations. She believes Council needs to address the issue as a whole, and went on to explain how the reserves were arrived at over the years, with charge backs and a cost study done to reflect the true costs of the district. Discussion followed on the parking formulation and how the percentages are arrived at. How to provide additional parking spaces with limited availability was discussed and was explained about the "Hanegan" site (former gas station) that could provide additional parking spaces.

How to move forward with addressing the district's future was discussed and the question of whether the City should continue to be in the business of parking or to turn it over to the private sector. Discussion turned to parking enforcement and the notion of whether to continue or move the costs of enforcement to the General Fund. The current fiscal year is budgeted for and Council discussed what next steps could be taken. Core Area Parking Board Member Jordan suggested continuing doing what's been done, and talk to businesses/neighbors about the district.

Council suggested to continue working with the Board to do a more formal outreach with the businesses and find out what's actually happening in the district, and to move forward to look at the costs associated with paving the "Hanegan" parcel, and continuing status quo.

Staff summarized the discussion and will develop some parking management strategies and return to Council at a future date.

D. *Amending the Sign Code to Allow Additional Types of Building Signs in Downtown/Central Design District*

Planning Manager Aquilla Hurd-Ravich and Senior Planner Will Harper gave a PowerPoint presentation regarding amending the sign code to allow new options in the downtown central design district.

Senior Planner Harper said the downtown is evolving and mention has been made about the limitation of the current signs allowed in the downtown district. The request came from tenants, buildings owners, and developers to take a look at signs and re-evaluate how the City's current sign code works for today's situation.

The proposal is to change the rules in the Central Design District to accommodate a variety of signage for businesses by amending the Sign Standards to allow additional building sign options that can provide better identification for commercial tenants of the existing and planned for multi-story, multi-tenant and pedestrian-oriented buildings. Senior Planner Harper reviewed the currently allowed wall signs and the proposed new sign options. The PowerPoint displayed examples of the current wall sign standards, and other types that are used at Bridgeport Village that could be used such as shingle, blade, directory-style, etc. Public outreach that's been done was also reviewed and Senior Planner Harper said the proposal has been reviewed and recommended approval by the Tualatin Planning Advisory Committee. If Council agrees, staff will schedule the plan map amendment for the July 25, 2011 Council meeting.

Discussion followed and questions were asked and explained about how the different types of signage could be used. Council also discussed and suggested extending the sign options to other planning districts, but to first see how it works with the central district. At conclusion of the discussion it was determined that staff will bring the Plan Map Amendment 11-08 as a public hearing at the July 25, 2011 Council meeting.

E. *Council Committee Assignments*

Council reviewed the Committee assignments list and made updates to committees or boards that were held by former Councilor Chris Barhyte.

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

Council reviewed the Consent Agenda with no comments or changes.

4. ADJOURNMENT

The work session adjourned at 6:55 p.m.

Sherilyn Lombos, City Manager

Maureen Smith

Maureen Smith, Recording Secretary

APPROVED BY TUALATIN CITY COUNCIL
Date 7-25-11
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OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JULY 11, 2011

Present: Mayor Lou Ogden, Councilor Monique Beikman, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor-elect Nancy Grimes, Councilor Ed Truax, Councilor Joelle Davis

Staff Present: City Manager Sherilyn Lombos, City Attorney Brenda Braden, City Engineer Mike McKillip, Police Chief Kent Barker, Community Services Director Paul Hennon, Community Development Director Alice Rouyer, Finance Director Don Hudson, Assistant to the City Manager Sara Singer, Executive Assistant Maureen Smith

A. CALL TO ORDER

Mayor Ogden called the meeting to order at 7:05 p.m.

The Pledge of Allegiance was led by Councilor Beikman.

B. ANNOUNCEMENTS

1. Swearing-in of Councilor-elect Nancy Grimes

City Manager Sherilyn Lombos swore-in Nancy Grimes as City Councilor.

2. Election of Council President

The Council discussed the process of election of a Council President, due to former Council President Barhyte's resignation from Council. Mayor Ogden noted a suggestion that was made by Councilor Truax to rotate the Council President position giving all councilors an opportunity to serve during their term, which would be approximately every eight months. Review of what is specified in the City's Charter was discussed. City Attorney Brenda Braden said she will need time to review and determine how the process could be handled. Discussion followed and it was suggested to move forward to refill the remainder of the term and revisit the issue at a future time.

It was proposed to make a motion to address the Council President process.

MOTION by Councilor Ed Truax, SECONDED by Councilor Wade Brooksby to bring back election of Council President at the next meeting and direct staff to prepare an analysis of changing the method in which a Council President is elected in light of the City Code.

Friendly amendment was proposed by Mayor Ogden to put the issue out thirty days to give staff time to review at the August 22, 2011 Council meeting.

Vote: 4 - 3 CARRIED.

Nay: Mayor Lou Ogden
Councilor Joelle Davis
Councilor Frank Bubenik

3. Youth Advisory Council Update

Representatives of the Youth Advisory Council presented a PowerPoint and gave an update on activities and events happening over the summer and the coming months.

4. Friends of the Tualatin Library Book Sale

Nan Bogdan of "Friends of the Library" was present and gave a PowerPoint. The Friends of the Tualatin Public Library is a nonprofit organization made up of members and volunteers in support of the library. How the "Friends" support the library was mentioned with events and book sales. July 23-24, 2011 is the next annual book sale with all proceeds going to support the library.

5. ArtSplash Art Show & Sale Announcement

A short PowerPoint was presented by Councilor Frank Bubenik announcing the 16th annual ArtSplash Show and Sale with more than 50 local artists, to be held on the Commons Friday, July 22 through July 24, 2011. The event is sponsored by the Tualatin Arts Advisory Committee.

6. National Night Out Announcement

Police Chief Kent Barker presented a PowerPoint on the 28th annual "National Night Out" on August 2, 2011 from 4:00 p.m. to 9:00 p.m. This is the seventh year for Tualatin, and participation has increased every year. Chief Barker welcomed all to participate and to contact the Police Department to register your event to have an officer and "McGruff" the Crime Dog stop by for a visit.

7. New Employee Introductions - *Denise Taplin, Police Department*
Tom Steiger, Operations Department
Matt Scheidegger, Engineering & Building

Police Chief Barker introduced new Police Department employee Denise Taplin and gave a brief background. Council welcomed Ms. Taplin to the City.

Operations Director Dan Boss introduced new Parks Maintenance Manager Tom Steiger and gave a brief background. Council welcomed Mr. Steiger to the City.

City Engineer Mike McKillip introduced new Engineering Technician Matt Scheidegger and gave a brief background. Council welcomed Mr. Scheidegger to the City.

C. CITIZEN COMMENTS

This section of the agenda allows citizens to address the Council regarding any issue not on the 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.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will first ask staff, the public and Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, I) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Councilor Monique Beikman, SECONDED by Councilor Joelle Davis to adopt the Consent Agenda as read.

Vote: 7 - 0 CARRIED.

1. Approval of the Minutes for the Work Session and Meeting of June 27, 2011

2. Resolution No. **5052-11** Approving Amendment No. 3 to a Contract with Washington County for a Community Development Block Grant to Expand and Renovate the Juanita Pohl Center

E. SPECIAL REPORTS

F. PUBLIC HEARINGS – *Legislative or Other*

G. PUBLIC HEARINGS – *Quasi-Judicial*

H. GENERAL BUSINESS

I. 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.

J. COMMUNICATIONS FROM COUNCILORS

None.

K. EXECUTIVE SESSION

None.

L. ADJOURNMENT

Mayor Ogden adjourned the meeting at 7:41 p.m.

Sherilyn Lombos, City Manager

Maureen Smith

_____ Maureen Smith / Recording Secretary