



STAFF REPORT CITY OF TUALATIN

APPROVED BY TUALATIN CITY COUNCIL
Date 10/8/2012
Recording Secretary M Smith

TO: Honorable Mayor and Members of the City Council
THROUGH: Sherilyn Lombos, City Manager
FROM: Maureen Smith, Deputy City Recorder
DATE: 10/08/2012
SUBJECT: Approval of the Minutes for the Work Session and Meeting of September 24, 2012

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes of the work session and meeting of September 24, 2012.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: A - Work Session Minutes for September 24, 2012
B - Meeting Minutes for September 24, 2012



**OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR
SEPTEMBER 24, 2012**

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes

Absent: Councilor Wade Brooksby; Councilor Ed Truax

Staff Present: City Attorney Sean Brady; Police Chief Kent Barker; Operations Director Dan Boss; Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Information Services Manager Lance Harris; Senior Planner Will Harper; Deputy City Recorder Maureen Smith

1. CALL TO ORDER

Council President Monique Beikman called the work session to order at 5:32 p.m.

2. Update on a Proposed Tonquin Light Manufacturing Overlay in the Southwest Concept Plan Area and Proposed Plan Text Amendment PTA-12-01

Planning Manager Aquilla Hurd-Ravich and Senior Planner Will Harper presented an update of the Tonquin Industrial Group (TIG) overlay in the Southwest Concept Plan area, proposed Plan Text Amendment PTA-12-01.

Senior Planner Harper reviewed key points and background of the proposed overlay. Council direction was to find a way to allow the existing businesses to annex to the City as conforming uses. He explained how the overlay would work with the surrounding areas and additional uses that the overlay will allow. Property owners of TIG are eligible for the overlay. A map was shown indicating where the overlay would be with respect to the Southwest Concept Area.

Questions were asked and answered about if property owner sells before the Southwest Concept Plan occurs, the overlay carries over to the *property*, and Tualatin's standards/regulations would apply with regards to clean-up of a particular property. It was asked about allowing for certain restaurant types such as drive-ups in the northern portion of the area. Senior Planner Harper explained how the issue came about. Brief discussion followed.

Staff will follow-up on the issue of drive-up restaurants, and will be back before Council on October 8, 2012 with a public hearing.

3. Update on Juanita Pohl Center Management Transition

Community Services Director Paul Hennon, Parks and Recreation Manager Carl Switzer, and Pohl Center Supervisor Matt Saviello gave an update on the Juanita Pohl Center management transition to the City from the Loaves & Fishes organization.

There were a number of goals set for the transition with the outcome to increase the overall use of the center, and implement best practices in managing the center, operate in the adopted budget, determine best equipment needs, and raise community awareness. Staff is on board and the Community Services Office Coordinator will relocate to the Pohl Center office. Staff is working with other departments on volunteer coordination for the Center, and determining how the layout will best work for the functions of the Center. Loaves & Fishes continues to provide the nutrition program in a small office space from the gift shop area, and staff will work to retain the gift shop's viability and look to provide additional programming.

Director Hennon spoke on the Center's Steering Committee status. Two options for consideration is to have a standard City advisory committee; the alternative is to have a self-appointed committee, such as the Tualatin Youth Advisory Council. After speaking with the current Steering Committee members about the options, they were in favor of being self-appointed, at least for now. If it is determined to not meet the needs of the Center, it can change in the future. Councilor President Beikman said she has been attending the Steering Committee meetings and agrees with being a self-appointed committee,, and Councilors present were in agreement.

Discussion concluded with the next step to be development of by-laws, enact the Steering Committee and carry forward. It was suggested to have the Steering Committee make a presence at Council meetings on a regular basis.

4. Road Utility Fee Program Update

Finance Director Don Hudson and Operations Director Dan Boss presented a PowerPoint outlining a review and history of the Road Utility Fee and Pavement Management Plan. The City Council first adopted the pavement plan in 1988, adding a sidewalk maintenance program in 2001 to address sidewalk repair and replacement of certain street trees, and adding a reverse frontage program in 2005.

In 1988 the City Council adopted a pavement maintenance program, after an in-depth review was done to identify a viable funding source, ultimately leading to the Road Utility fee. Operations Director Boss went on to explain the program and its structure. The Sidewalk Street Tree program began in 2001, and the Reverse Frontage program in 2005, were reviewed and background given.

Finance Director Hudson continued with a review of current fees and total revenues, and explained the expenditures and revenues trends over the years. In looking forward, the road maintenance fee is currently sufficient. Staff continues to monitor annually, with a future rate increase likely as costs increase. The Sidewalk/Street Tree/Reverse Frontage fee is currently building a small reserve and should cover increases in current costs and new landscaping in the next few years. Any new reverse frontage would require future rate increases however. It was asked and answered about the software programming for the Pavement Condition Index (PCI), used to evaluate roads on a government scoring system, and the remaining unpaved roads left in Tualatin. Brief discussion followed.

5. Council Meeting Agenda Review, Communications & Roundtable

AGENDA REVIEW

Council reviewed the Consent Agenda with no changes or additions.

COMMUNICATION

Councilor Grimes noted she and Mayor Ogden were in attendance at the latest Stafford Forum that was held this past Saturday. Acting City Manager Rouyer added staff will schedule followup in October to further discuss what direction Clackamas County is headed with regards to this issue.

6. **ADJOURNMENT**

Alice Rouyer, Acting City Manager



Maureen Smith, Recording Secretary