



STAFF REPORT

CITY OF TUALATIN

APPROVED BY TUALATIN CITY COUNCIL

Date 7/9/2012

Recording Secretary [Signature]

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Maureen Smith, Deputy City Recorder

DATE: 07/09/2012

SUBJECT: Approval of the Minutes for the Work Session and Meeting of June 25, 2012

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes of the work session and meeting of June 25, 2012.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: A - Minutes of June 25, 2012



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR JUNE 25, 2012

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby (arrived at 6:04 p.m.); Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Brenda Braden; Police Chief Kent Barker; Community Development Director Alice Rouyer; Operations Director Dan Boss; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Engineering Manager Kaaren Hofmann; Management Analyst Ben Bryant; Deputy City Recorder Maureen Smith

1. CALL TO ORDER

The Work Session was called to order at 5:00 p.m. and Council immediately went into executive session pursuant to ORS 192.660(2)(e) to discuss real property transactions.

The remainder of the Work Session continued at 5:31 p.m.

2. Executive Session

An Executive Session pursuant to ORS 192.660(2)(e) to discuss real property transactions was held at the beginning of the Work Session.

3. Business License Fees

Finance Director Don Hudson and Community Development Director Alice Rouyer began the discussion on proposed revisions to the City business license fee schedule. The City's economic development division had been funded prior to 2010, through urban renewal. With revenue no longer collected and once the previous Development Manager vacated the position this past November, there was no longer supported funding of Economic Development staff. The business community, the Budget Advisory Committee and Council have expressed support for continuing the vital services of the economic development program and it provides to the City's local economy. Long-term sustainable funding strategies for an economic development program were done, and a detailed analysis was conducted of Tualatin's business licenses. The proposed economic development manager position is funded for 2012/13, but future funding needs to be determined.

The current business license structure and associated fees were reviewed, with examples of comparables in other surrounding cities. The inequities of the City's current business license fees with larger employers as compared to other cities was explained. A proposed rate structure was shown, and an example of the potential impact to businesses, both large and small. The benefits of what the economic development program can provide to businesses was reviewed and

discussed. The next steps of implementation of the change in fees was shown.

Discussion followed, and concern was expressed about understanding and getting buy-in from the business community. Raising the business license fees to support the economic development program is one component of the program. The importance of providing adequate outreach to businesses and their expectations of what services will be provided by increasing business license fees was discussed. It was also mentioned that the economic development manager should be the contact with the businesses. It was suggested to work with the Commercial Citizen Involvement Organization (CIO), the Chamber, and other outreach that can be done about development of the program and what services will be provided by the fee increase.

Chamber of Commerce CEO Linda Moholt submitted a letter in support of the program, and said the Chamber is looking forward to working with staff and Council on the program.

Consensus of all Council present was to proceed with the staff proposal.

4. Transportation System Plan (TSP) Update

Community Development Director Alice Rouyer and Engineering Manager Kaaren Hofmann presented information on the preliminary evaluation results of the Transportation System Plan (TSP).

A PowerPoint was given of the presentation outline that covered an overview of the evaluation process. Highlights were reviewed by each working group topic area comprised of Bicycle and Pedestrian, Downtown, Industrial and Freight, Major Corridors and Intersections, Neighborhood Livability, and Transit. Since April, the project screening process was discussed with the City Council, Tualatin Planning Commission, and the Parks Advisory Committee. The evaluation framework was finalized and a preliminary evaluation was conducted, with a summarized evaluation by criteria category, taking into account the seven TSP goals and objectives. Areas for additional analysis were also reviewed that include: 1) Tualatin-Sherwood Road options, 2) Nyberg interchange options, 3) Boones Ferry Road options, 4) north to south connectivity, 5) Herman Road and Tualatin Road options, and 6) Tualatin's downtown circulation.

Brief discussion followed. A timeline of the TSP progress was shown, and the next steps in the process were reviewed by Development Director Rouyer.

5. Council Meeting Agenda Review, Communications & Roundtable

CONSENT AGENDA REVIEW

Council reviewed the Consent Agenda with no comments or changes.

H. GENERAL BUSINESS

Item H-3 Ordinance No. **1347-12** Adopting the Core Area Parking District Tax Rate and Credit for Fiscal Year 2012/13

MOTION by Councilor Davis, SECONDED by Councilor Grimes for a first reading by title only. MOTION by Councilor Davis, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous. MOTION by Councilor Davis, SECONDED by Councilor Grimes to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED.

Item H-4 Ordinance No. 1348-12 Updating the Road Utility Fee; and Amending TMC 3-4-080

MOTION by Councilor Davis, SECONDED by Councilor Grimes for a first reading by title only. MOTION by Councilor Davis, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous. MOTION by Councilor Davis, SECONDED by Councilor Grimes to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED.

COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik mentioned a call he received on a towing issue. The person had parked at a local business and was in the process of being towed. To take the car off the "hook," \$200 in cash was needed. If the person had not had cash, the car would have been towed at a cost of \$500.

City Manager Lombos briefly updated Council on this issue. A letter along with a draft ordinance has been sent to all affected businesses and multi-family residential with an explanation of the proposed towing ordinance and requesting their feedback. Council will be revisiting this issue in August.

6. ADJOURNMENT

The Work Session adjourned at 6:25 p.m.

Sherilyn Lombos, City Manager



Maureen Smith, Recording Secretary