



## STAFF REPORT CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 11/28/2016

**SUBJECT:** Consideration of Approval of the Minutes for the Work Session and Regular Meeting of November 14, 2016

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### ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of November 14, 2016.

### RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

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**Attachments:** City Council Work Session Meeting Minutes of November 14, 2016  
City Council Regular Meeting Minutes of November 14, 2016



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

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele;  
Present: Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Senior Planner Karen Fox; Economic Development Manager Melinda Anderson; Public Works Director Jerry Postema

## CALL TO ORDER

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

### 1. ***Light Emitting Diodes (LED) Street Light Conversion Project.***

Public Works Director Jerry Postema provided the Council with an update on the LED Street Lighting Project. Director Postema stated the City is looking to move to LED lighting as it is more energy efficient and produces a more white light. He noted PGE has made this their light of choice. Tualatin would have the purchasing option to piggy back off neighboring community's contracts that have already completed their conversions. Currently Tualatin has 2,800 street lights with the majority being High Pressure Sodium lights. 2,500 of those lights are owned by Tualatin and maintained by PGE. PGE has converted 200 of the 300 lights they own to LED. Director Postema stated the City's current construction code requires all new lights be high pressure sodium. Based on decisions made from the financial analysis the code will need to be updated in the future.

Ana Roeszler, DKS Consulting, stated she will be working on the cost analysis for this project. She is here tonight to gather information on Council's interests, expectations, goals and concerns. Ms. Roeszler presented three alternatives for Tualatin to consider: stay the course, transfer lights to PGE, or the City takes over maintenance. Ms. Roeszler spoke to financial and environmental benefits, as well as safety and livability improvements from LED. She spoke to LED alternatives and the differences between warm and cool LED lights. A list of surrounding community's decisions between the alternatives was presented. Ms. Roeszler stated completing a lifecycle analysis to determine the best financial alternative is the next step.

Councilor Bubenik asked if the analysis would look at staff's capacity to maintain the lights in house. Director Postema stated the analysis would evaluate capacity. Councilor Bubenik requested clarification on responsibilities for each option.

Councilor Davis asked if the City would have control over the style of the lights if

PGE assumed ownership of the lights. Ms. Roeszler stated the City would lose the option of fixture styles.

Councilor Truax asked if the conversion was for bulbs or fixtures. Ms. Roeszler clarified the project is a fixture conversion.

Councilor Bubenik asked if there is a LED conversion plan in the works for the ornamental lighting throughout the City. Director Postema stated there is the ability to convert this style of light but is more expensive. He noted PGE is looking into more affordable options in the future.

Mayor Ogden asked why the City is not installing LED if they are the new standard. Director Postema stated the current construction code dictates the installation of sodium lights. Mayor Ogden stated he would like to see the construction code updated sooner rather than later.

## **2. *Economic Development Update.***

Assistant City Manager Alice Cannon and Economic Development Manager Melinda Anderson presented an update on Economic Development activities. Manager Anderson provided an update on employment and wage growth. She spoke to statistics and economic indicators noting the City is showing a strong economy with good growth.

Manager Anderson provided an update on the Economic Strategic Plan. Two strategies of focus were identified. Strategy one around business retention and recruitment and the second strategy is focused on retention and expansion of existing businesses. 2016 results included visiting 45 companies who reported the City is well ran, has great location, great community amenities, and excellent access to suppliers and vendors. Challenges businesses reported included recruiting a skilled workforce, public transportation for employees, traffic challenges, and a lengthy permitting process.

Mayor Ogden asked why the permitting process is so long and if improvements had been made. Manager Anderson stated the Community Development Department (CDD) conducted a customer service survey and have made changes to improve the process based on the feedback. Manager Cannon added CDD Managers are meeting weekly to continue to improve the process and develop a clear work plan for the department.

Manager Anderson stated she has worked to assist several businesses with job recruitment through the Worksource Program, provided information on contractors, and connected local manufacturers with certification programs. In addition she has worked with companies to assist with site readiness by maintaining an up-to-date list of available industrial properties on the State's Prospector and private sector real estate websites. The City of Tualatin saw 500,000 square-feet constructed in 2016 with another 300,000 square-feet to come online in 2017.

Manager Anderson spoke to results for Strategy Two. She stated the Community Development Team is mapping the full development code and building permit process. Mapping the steps will help the team determine where and how they can refine the system to provide a more predictable, user-friendly process. Over the

past year Manager Anderson assisted approximately 20 local & new businesses going through some form of new construction, renovation, or redevelopment.

**3. *Updating the Development Code.***

Planning Manager Aquilla Hurd-Ravich and Senior Planner Karen Fox presented an update on the project framing for the Tualatin Development Code (TDC) Update. Catherine Corliss, Principle Broker at Angelo Planning Group presented the project framing stating staff will be using a phased approach and will only be focusing on the TDC and not the municipal code. Background on the TDC was provided. Ms. Corliss noted Chapters 1-30 are the City's Comprehensive Plan and only the background information in these sections will need to be updated. Chapters 31-80 are the TDC's land use regulations. She noted these sections have been amended piecemeal over the years. A three step phased approach is being recommended. Phase one will consist of a code clean-up that would improve the overall efficiency, internal consistency and readability of the code. Phase two would be outreach and policy review to listen and identify the concerns from the community. Phase three is to create the work program by prioritizing and organizing based on council priorities, budget, and staff considerations. A preliminary schedule was provided.

Planning Manager Hurd-Ravich asked the Council for concurrence or direction on the phased approach.

Councilor Grimes expressed concern with potential citizen misunderstandings with having hearings before the public outreach. She asked what the strategy for communication will be. Ms. Corliss explained it will be up to staff to properly manage the expectations of citizens through consistent messaging.

Councilor Bubenik asked what parts of the update would staff be responsible for vs. the consultant. Manager Hurd-Ravich stated staff is currently only working with Angelo Planning on the project framing. The next step will be to work on a contract to provide additional services needed for the update.

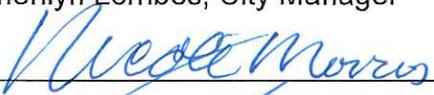
**4. *Council Meeting Agenda Review, Communications & Roundtable.***

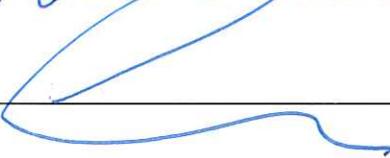
Councilor Bubenik stated applications for the Community Development Block Grant are being reviewed. He stated only half the amount of funding requested is available for distribution.

**ADJOURNMENT**

The work session adjourned at 6:36 p.m.

Sherilyn Lombos, City Manager

 / Nicole Morris, Recording Secretary

 / Lou Ogden, Mayor