



TUALATIN CITY COUNCIL

Monday, NOVEMBER 28, 2016

JUANITA POHL CENTER

8513 SW Tualatin Road

Tualatin, OR 97062

WORK SESSION begins at 5:30 p.m.

BUSINESS MEETING begins at 7:00 p.m.

Mayor Lou Ogden

Council President Monique Beikman

Seat 3- Vacant
Councilor Joelle Davis

Councilor Frank Bubenik
Councilor Nancy Grimes

Councilor Ed Truax

Welcome! By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for your comments on its agenda, following Announcements, at which time citizens may address the Council concerning any item not on the agenda or to request to have an item removed from the consent agenda. If you wish to speak on a item already on the agenda, comment will be taken during that item. Please fill out a Speaker Request Form and submit it to the Recording Secretary. You will be called forward during the appropriate time; each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at www.tualatinoregon.gov/meetings, the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at www.tvctv.org. Council meetings can also be viewed by live *streaming video* on the day of the meeting at www.tualatinoregon.gov/meetings.

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
 - a) In support of the application
 - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all provided all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR NOVEMBER 28, 2016

A. CALL TO ORDER

Pledge of Allegiance

B. ANNOUNCEMENTS

1. Proclamation Declaring December 10, 2016 as Human Rights Day in the City of Tualatin
2. Starry Nights and Holiday Lights 2016 Announcement
3. New Employee Introduction- Dan Fischer, Utility Technician

C. CITIZEN COMMENTS

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.

D. 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. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, 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.

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of November 14, 2016
2. Special Meeting of the City Council called for December 8, 2016

E. COMMUNICATIONS FROM COUNCILORS

F. ADJOURNMENT

City Council Meeting

Meeting Date: 11/28/2016

ANNOUNCEMENTS: Proclamation Declaring
December 10, 2016 as Human
Rights Day in the City of Tualatin

ANNOUNCEMENTS

Proclamation Declaring December 10, 2016 as Human Rights Day in the City of Tualatin

Proclamation

Proclamation

Proclamation Declaring December 10, 2016 as Human Rights Day in the City of Tualatin

WHEREAS on December 10, 1948, the member States of the United Nations signed the Universal Declaration of Human Rights and countries of different political, economic and social systems unanimously agreed on the fundamental rights that all people share solely on the basis of their common humanity; and

WHEREAS the Universal Declaration asserts recognition of the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace; and

WHEREAS disregard and contempt for human rights have resulted in acts which have outraged the conscience of mankind, and the advent of the world in which human beings shall enjoy freedom of speech and belief and freedom from fear and want has been proclaimed as the highest aspiration of the common people; and

WHEREAS the Universal Declaration is referred to as the authoritative definition of human rights standards and increasingly referred to as customary international law, which all countries must abide; and

WHEREAS the primary responsibility to promote respect for these rights and freedoms lies with each individual in the City of Tualatin and each of us can play a major role in enhancing human rights; and

WHEREAS the people of Tualatin reaffirm their faith in fundamental human rights, in the dignity and worth of the human person and in the equal rights of men and women and have determined to promote social progress and better standards of life; and

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that:

The citizens of Tualatin are hereby encouraged to join in celebrating Human Rights Day on December 10, 2016.

INTRODUCED AND ADOPTED this 28th day of November, 2016.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder

City Council Meeting**Meeting Date:** 11/28/2016**ANNOUNCEMENTS:** Starry Nights and Holiday Lights
2016

ANNOUNCEMENTS

Starry Nights and Holiday Lights 2016 Announcement

A. Starry Nights and Holiday Lights

The City of Tualatin's
Starry Nights & Holiday Lights

★ Friday, December 2, 2016 5:00-8:30 pm ★



Join us at The Lake at Tualatin Commons for:

- The lighting of Tualatin's floating holiday tree.*
- Children's choirs from Tualatin schools.*
- Refreshments and a visit from Santa!*



*The Tualatin Commons is located at 8325 SE Nyberg Street, Tualatin, OR 97062
For more information call 503-691-3061 or go to www.tualatinoregon.gov*



City of Tualatin



Performances by:
 Tualatin High School Brass Ensemble
 Tualatin High School Crimsonnaires
 Magic Years Preschool Choir
 Bridgeport Elementary Holiday Choir
 Tualatin Elementary Choir
 Byrom Elementary Choir
 Twality Middle School Treble Choir
 Hazelbrook Middle School Choir



Count down to tree lighting at 6:00pm



The City of Tualatin's
Starry Nights & Holiday Lights

★ Friday, December 2, 2016 5:00-8:30 pm ★



Join us at The Lake at Tualatin Commons for:

- The lighting of Tualatin's floating holiday tree.*
- Children's choirs from Tualatin schools.*
- Refreshments and a visit from Santa!*



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City of Tualatin



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

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.

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



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR 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: Finance Director Don Hudson; Deputy City Recorder Nicole Morris; Teen Program Specialist Julie Ludemann; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Parks and Recreation Manager Rich Mueller

A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:00 p.m.

B. ANNOUNCEMENTS

1. Update on the Tualatin Youth Advisory Council's Activities for November

Members of the Youth Advisory Committee (YAC) presented a PowerPoint on their latest activities and upcoming events. YAC welcomed five new members to the committee. The annual Haunted House was held and had over 500 people attended. The committee thanked the Facilities staff for helping to build the set. Upcoming events include participation in Starry Nights and Holiday Lights, Park After Dark events, and preparations for Project FRIENDS.

2. Presentation of the Oregon Recreation & Park Association 2016 Design Award

Oregon Recreation and Parks Association Executive Director Michael Klein presented the City with the 2016 Design Award for the Tualatin River Shared Use and Greenway Path. Mayor Ogden accepted the award on the City's behalf.

3. New Employee Introduction- Kevin Rex, Building Inspector

Assistant City Manager Alice Cannon introduced Building Inspector Kevin Rex. The Council welcomed him.

C. CITIZEN COMMENTS

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Ruby Buchholtz, new Advocacy Manager for Tualatin Riverkeepers, introduced herself to Council.

D. CONSENT AGENDA

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MOTION by Councilor Nancy Grimes, SECONDED by Council President Monique Beikman to adopt the consent agenda.

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

MOTION CARRIED

1. Consideration of Approval of the Minutes for the Work Session and Regular Meeting of October 24, 2016
2. Consideration of Approval of a New Liquor License Application for Lakeside Bistro
3. Consideration of Approval of a New Liquor License Application for Aloha Grill

E. 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.

F. COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik thanked all the volunteers who participated in another successful Veteran's Recognition Breakfast.

G. ADJOURNMENT

Mayor Ogden adjourned the meeting at 7:16 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Lou Ogden, Mayor