



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: 03/27/2017

SUBJECT: Consideration of Approval of the Minutes for the Work Session and Regular Meeting of February 27, 2017

ISSUE BEFORE THE COUNCIL:

The issue before the Council is to approve the minutes for the Work Session and Regular Meeting of February 27, 2017.

RECOMMENDATION:

Staff respectfully recommends that the Council adopt the attached minutes.

Attachments: City Council Work Session Minutes of February 27, 2017
City Council Regular Meeting Minutes of February 27, 2017



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR FEBRUARY 27, 2017

Present: Mayor Lou Ogden; Councilor Frank Bubenik; Council President Joelle Davis; Councilor Nancy Grimes; Councilor Paul Morrison; Councilor Jeff DeHaan; Councilor Robert Kellogg

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Bill Steele; Community Services Director Paul Hennon; Deputy City Recorder Nicole Morris; Assistant to the City Manager Tanya Williams; Assistant City Manager Alice Cannon; Library Manager Jerianne Thompson; Parks and Recreation Manager Rich Mueller; City Engineer Jeff Fuchs; Management Analyst II Carrie Severson

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:39 p.m.

1. ***Parks & Recreation Master Plan – Project Framing.***

Community Services Director Paul Hennon and Parks and Recreation Manager Rich Mueller presented the Parks and Recreation Master Plan update and project framing. Director Hennon reviewed the Council decision making process. Project scope was presented including the project definition, complexity, vision, items in and out of the scope, and possible sub-decisions.

Councilor Bubenik asked what the duration or the master plan would be. Director Hennon stated it will be a ten year plan. He noted the current plan is from 1983 and has been stretched as far as it can go.

Councilor Kellogg asked how the plan will incorporate projects that come from the America's Best Community grant. Director Hennon stated the Library is the provider of those activities and they will continue to incorporate them.

Director Hennon stated the schedule for the project is estimated around 18 months. Staff is currently working on selecting a consulting team and refining the schedule.

Mayor Ogden asked if new park lands are included in the scope. Director Hennon stated the plan will help identify new facilities and locations. Mayor Ogden asked if that would include joint use opportunities. Director Hennon stated it would identify all prospects.

Councilor Grimes asked if the current ADA transition plans that are being implemented will be included in the study. Director Hennon stated all the plans will be consolidated.

Councilor Bubenik asked if Director Hennon was with the City during the last plan.

Director Hennon stated he started after the last adoption.

Manager Mueller covered key considerations including opportunities, constraints, influence, and staff recommendation factors. Director Hennon reviewed pre-mortem considerations and the public involvement assessment. The next steps for the plan include issuing a request for proposal for consulting services and council approval of an ad hoc steering committee. Director Hennon spoke to the ad hoc steering committee purpose and potential membership of the committee.

Councilor Bubenik requested the Arts Advisory Committee be included in the membership.

Councilor Kellogg would like to make sure the underserved populations in Tualatin hold a seat on the committee. Councilor Grimes concurred and would like to see something specifically noted in the consultant criteria. Director Hennon stated it is a central piece of the consultant's scope.

Mayor Ogden stated he doesn't feel each CIO needs a seat on the committee but in turn should be involved in the public outreach portions. He would also like to see the Chamber of Commerce or a member of the business community on the committee.

Councilor DeHaan asked if an ad hoc committee was necessary or if the Parks Advisory Committee should be the main decision makers. Director Hennon stated consultants typically like to seek broader input.

City Manager Lombos stated staff will put together and present further recommendations on committee size and makeup.

2. *Managing the Public's Right of Way.*

Management Analyst Carrie Severson presented information on managing the public's rights of ways (ROW). Analyst Severson stated ROW are privately owned property that is managed by a City. Currently over 10% of Tualatin's land area is ROW and includes things like roadway, sidewalks, bike lanes, and public utility easements. A video on rights on ways prepared by the League of Oregon Cities was shown. Analyst Severson stated ROW is the biggest holdings for municipalities and the most costly. She added the City currently has 12 franchise agreements in place that generate around \$2.2 million dollars with contract terms ranging from 10-20 years. Looking towards the future the City could adopt an ordinance that would reduce the cost of negotiating agreements, gain compliance from smaller entities, provide consistent standards, establish fair fees and requirements, and allow for flexibility based on the public's interests. Analyst Severson provided a list of local City's who have passed such an ordinance. Next steps would be to complete an analysis and put together components of a draft ordinance.

Councilor Kellogg asked for names of smaller utilities that moved into the City's that had adopted a similar ordinance. Analyst Severson stated she could provide a list after the meeting.

Councilor DeHaan asked about remedies for utilities being ran through City pipes. Analyst Severson stated the City does not typically become aware of these cases

until pipes are analyzed.

Councilor Grimes asked how an ordinance would affect the current franchises. Analyst Severson stated the current contracts would expire and then they would begin compliance with the ordinance.

Mayor Ogden asked about the current process for laying lines in the City. Analyst Severson stated they submit an application and develop a contract with the City. Mayor Ogden asked if work was currently being conducted without a permit. City Manager Lombos stated it could be and the City would need to conduct an assessment to determine what work had been done.

Councilor Bubenik stated he was in favor of lowering the barrier of entry for smaller companies and streamlining the process.

Councilor DeHaan asked when our last franchise contract will expire. City Attorney Brady stated 2019 and 2020.

Councilor DeHaan asked if an ordinance would increase the City's revenues. Analyst Severson stated it would as it is a percentage of gross revenue or a minimum.

Council President Davis stated she is in favor of seeing an ordinance put in place.

3. *Stafford Area Planning Update.*

City Manager Lombos provided a brief history on the Stafford area planning. She noted in 2015 the Land Use Conservation Development Commission (LCDC) remanded the decision back to Metro and Clackamas county. The goal at the time was to provide a 50 year land supply. Since that time the Cities of Lake Oswego, West Linn, and Tualatin have jointly been talking about the area and reached agreement regarding issues for the area. A joint statement was issued in 2015, she highlighted their concerns from the letter. Since the letter the City's have remained firm that the area needs to be designated urban reserves. Clackamas County and Metro have yet to agree on language to send back to LCDC regarding the matter. Both entities have set hearing dates to adopt agreeable findings for the area so the region can move forward. The three cities will meet this week to finalize the assurances they need to meet an agreement with Metro and the County.

Mayor Ogden noted there is clear resolve between the cities that there needs to be a transportation system in place to support traffic in the area. He added the City's want to see something firm in writing from Metro and the County.

Council President Davis asked about the conflict regarding this at the meeting between the Hamlets and Metro. Mayor Ogden stated the Hamlets don't want urbanization in the area.

Councilor Grimes stated she felt encouraged by some items Clackamas County included in their letter to the City's.

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

Council President Davis stated she attended the Washington County Consolidated Communications Agency (911) board meeting. The board anticipates an increase of 7.2% for Tualatin in the fiscal year 17/18, with the average for the service area being 7.3%. This increase will allow them to hire more dispatchers and cover increased maintenance costs for the new system. They are also looking at new locations for expansion of the facility.


Mayor Ogden stated the Council has received a proclamation request for Construction Safety Week. Council approved the request.


Councilor Morrison made a request of the Council to work with the City of Tigard and the School District on issuing a joint statement on inclusion. Mayor Ogden suggested the three executives for each organization meet and draft a statement for Council consideration.

ADJOURNMENT

The work session adjourned at 7:09 p.m.

Sherilyn Lombos, City Manager

 / Nicole Morris, Recording Secretary

 / Lou Ogden, Mayor