



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: July 25, 2011

SUBJECT: Work Session for July 25, 2011

- 1) **5:00 p.m. (30 min) - Tualatin Tomorrow Update.**
For a number of months, the Tualatin Tomorrow group has been talking about and working on what the next phase of this committee will be. At tonight's work session, members of the Steering Committee will discuss their proposal to move to a City Advisory Committee and what their mission and role will be along with a proposed work plan.
- 2) **5:30 p.m. (30 min) - Capital Improvement Plan Development.**
The City of Tualatin has always had an aggressive capital improvement program; however, it has never been combined into one document. For several months, staff has been working on a document that brings together all aspects of Tualatin's capital improvement projects to provide a comprehensive view of the City's infrastructure needs and the order in which to best accomplish them. Attached is a memo along with a PowerPoint that will be used to get your insights and feedback.
- 3) **6:00 p.m. (30 min) – Regional Parks, Trails & Natural Areas.**
The Council will be visited by Metro Councilor Carl Hosticka and Jim Desmond, Metro's Sustainability Center Director to discuss their recent coordination efforts around the region's network of parks, trails and natural areas (this item was originally on the July 11th work session but had to be postponed). Metro representatives are interested in developing a set of principles about the concept of what a regional parks and trails system is and how that would benefit all the jurisdictions in the region and then start a discussion on how the region funds that.
- 4) **6:30 p.m. (15 min) - Options for Electing a Council President.**
At the July 11th Council meeting, the Council deferred the election of a Council President to have more discussion regarding the options of rotating the position. Attached is a memo from City Attorney Brenda Braden with information about the options.
- 5) **6:45 p.m. (10 min) Council Meeting Agenda Review, Communications & Roundtable.** This is an opportunity for the Council to review the agenda for the July 25, 2011 City Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Denice Ambrosio, Program Coordinator
Michael McKillip, City Engineer

DATE: 07/25/2011

SUBJECT: Update of the 2012-2016 Capital Improvement Plan (CIP)

ISSUE BEFORE THE COUNCIL:

The City of Tualatin has always had an aggressive capital improvement program, but it has not been available in one place. This document will bring all aspects of capital improvements together providing a comprehensive view of the City's infrastructure needs and the order in which to best accomplish them.

EXECUTIVE SUMMARY:

The City's CIP is a five-year roadmap which identifies the major expenses of public funds over and above routine annual operating expenses. Capital Improvement Projects will be prioritized on whether they:

Addresses health and safety concerns – Enhances, improves, or protects the overall health and safety of the City's residents.

Support of Council goals - Supports the goals established by the City Council in the Strategic Management Plan. Meets citywide long-term goals and is in compliance with the Tualatin Community Plan.

Meets a regulatory or mandated requirement – Proposed projects satisfy regulatory or mandated requirements.

Considers owner / operator needs – The potential for projects to improve service delivery including coordination with other projects to minimize financial or development impacts to maintain and enhance the efficiency of providing services in Tualatin.

Includes outside funding and partnerships - Outside funding has been identified, committed to, or may be obtained through other revenue sources or partnerships.

Implements a Master Plan - Maintenance and development of existing or new facilities and infrastructure is identified in one of the City's Master Plans, allowing the City to continue to

deliver essential services to residents.

DISCUSSION:

Staff is interested in feedback on the prioritization criteria.

Our goal is to have a relatively straight forward, easy to understand system for the first CIP.

Attachments: CIP Presentation_07_25_11



City of
Tualatin



Update Council
on ...

Capital Improvement Plan

Fiscal Years 2012—2016



PURPOSE

-  **Create a complete overall picture of the City's infrastructure systems and long range plan.**
-  **Identify major purchases and expenses.**
-  **Understand the relationships between projects so no opportunities for "piggybacking" are missed.**
-  **Provide stable funding for the most pressing needs on a City wide basis.**

WHAT'S IN THE CIP?

Dates:

FYs 2012/2013 through 2016/2017.

Project/Purchase Costs:

Expenses greater than \$10,000. Routine items occurring each year will not be part of the CIP.

Categories:

-  Utilities
-  Facilities and Equipment
-  Planning
-  Recreation
-  Transportation

PROCESS

May

Agreed on:

- ✓ Format
- ✓ Assumptions
- ✓ Categories

June

- ✓ Identified projects
- ✓ Assembled data
- ✓ Began Writing Policies

July

- ✓ Group & Rank Projects
- ✓ Update Council

August

Assemble final draft

September

Present to Council (9/26)

HOW DO WE PRIORITIZE?



Addresses health and safety concerns



Support of Council goals



Meets a regulatory/mandated requirement



Considers owner/operator needs



Includes outside funding and partnerships



Implements a Master Plan for future needs



MEMORANDUM

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TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Brenda Braden, City Attorney

DATE: 07/25/2011

SUBJECT: Memo on Process for Selecting Council President

EXECUTIVE SUMMARY:

The Council may review the attached memorandum and decide what process it wishes to use to fill the vacant Council President position.

Attachments: Council President Selection



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Brenda Braden, City Attorney

DATE: July 25, 2011

SUBJECT: PROCESS FOR SELECTING COUNCIL PRESIDENT

Council has asked whether it can change or modify the process for selecting a Council President as provided in the City Charter.

Section 18 of the Charter in relevant part states:

“At its first meeting after this Charter takes effect and thereafter at its first meeting of each odd-numbered year, the Council by ballot shall elect a president from its membership”.

That is all that the Charter provides. Although one could infer that the term of office for the Council President is two years, the Charter is silent as to the length of the term of office. There is no provision for replacing a Council President if the office becomes vacant midway in the year. It does not say that the Council may only select a Council President at the first meeting of the odd-numbered year, only that it must select one at that meeting.

Two other Charter sections will help to answer the Council's question.

Section 4 provides:

Powers of the City. The City shall have all powers which the constitutions, statutes and common law of the United States and of this State expressly or impliedly grant or allow municipalities as fully as though this Charter specifically enumerated each of those powers.

Section 5 provides:

Construction of the Charter. In this Charter no mention of a particular power shall be construed to be exclusive or to restrict the scope of the powers which the City would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the City may have all the powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities

MEMORANDUM: Council President Selection Process

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may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

What these two sections basically mean is that if a city process or power is not otherwise spelled out in the Charter, the City may adopt ordinances or resolutions to supplement, implement or interpret Charter provisions that do not conflict with the Charter language.

Thus, so long as the Council selects a Council President by ballot at the first meeting in the odd-numbered year, the Council may add criteria, specify the length of the Council President's term, create a process to replace a Council President who resigns or becomes ineligible to continue to serve, and establish a system to rotate the position.

One suggestion was to rotate the Council President position every eight months so that each Councilor would have a chance to serve during his or her four-year term of office. How that might work without violating the Charter could be as follows:

First meeting, odd-numbered year:	President elected to serve January-August
Last meeting in August	New president elected to serve Sept-March
Last meeting in March	New president elected to serve April-Dec.
First meeting odd-numbered year	New president elected to serve Jan.-Aug.
Last meeting in August	New president elected to serve Sept-March
Last meeting in March	New president elected to serve April-Dec.

To assure that each councilor would have an opportunity to serve, the process could stipulate that a councilor could only serve one term as Council President during his or her four-year term, unless one or more councilors declined to serve as Council President.

This is only one example used to illustrate a possible structure. Council could also establish a term of a different length, e.g., one or two years. Council could add additional responsibilities to the position, so long as they do not conflict with other provisions. Alternatively, Council could decide to not adopt any additional ordinances and merely interpret the Charter as it has in the past and select a Council President at the first meeting of the odd-numbered year to serve two years.