



CITY OF TUALATIN

Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Assistant City Manager/Finance Director
William Sullivan, Management Analyst II - Finance

DATE: August 11, 2025

SUBJECT:

Consideration of Resolution No. 5903-25 Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5871-25.

RECOMMENDATION:

Staff recommends adoption of the attached resolution amending the City of Tualatin Fee Schedule and rescinding Resolution No. 5871-25.

EXECUTIVE SUMMARY:

The City of Tualatin updates its Fee Schedule annually, with staff considering cost recovery, technological changes, evolving practices, and rising service delivery costs.

To address increasing costs, the proposed Fee Schedule ("Exhibit A") includes modest fee increases for most services, highlighted in green in "Exhibit B." These adjustments are based on a 2.1% increase in the Consumer Price Index (CPI) for the Portland area, as reported by the U.S. Bureau of Labor Statistics (July 2024–April 2025). Staff applied this 2.1% increase across applicable fees and rounded them as needed for ease of transactions (e.g., a \$39.15 fee would accordingly increase to \$39.97, rounded to \$40.00 to simplify transactions). A few Municipal Court fees have been slightly reduced for easier cash handling and are highlighted in orange in "Exhibit B."

Only one new fee is included in this update: As part of the Juanita Pohl Center's Cleaning & Security Deposits for facility rentals, a \$22.00/hour fee has been added for particularly large groups for facility cleaning and any required staff overtime hours. No new services are included in this update. The most recent additions—Wedding Ceremony and Hydraulic Modeling Deposit fees—were adopted by City Council on March 23, 2025, and are unchanged.

Staff recommends removing the following fees from the schedule:

- Conditional Use Permit Renewal: Duplicative of the Conditional Use Permit fee; one fee is sufficient.
- Sign Ordinance Fee: Never requested and the ordinance is available to the public online.
- Temporary Certificate of Occupancy: Already included in the separate Building Fee Schedule.

ALTERNATIVES TO RECOMMENDATION:

City Council may (1) approve the proposed fee schedule as presented, (2) reject the proposed fee schedule and leave the current fee schedule in effect, or (3) direct staff to revise the proposed fee schedule and return for discussion at a future meeting.

ATTACHMENTS:

- Resolution No. 5903-25
- Exhibit A, Fee Schedule (final version for public sharing)
- Exhibit B, Fee Schedule (comparison of current and proposed changes for Council review)