

**CITY COUNCIL MEETING AGENDA**  
Monday, January 5, 2026  
1355 N Barlow Street - Cornelius, Oregon 97113

[Zoom Webinar](#)  
URL: [zoom.com](https://zoom.com)  
Meeting ID: 834 7940 8874  
Passcode: 215546

[TVCTV Live Stream](#)  
URL: [tvctv.org](https://tvctv.org)

[Wordly - Live Translation](#)  
URL: [attend.wordly.ai/join](https://attend.wordly.ai/join)  
Session ID: DRSM-2544

The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov) or call (503) 357-9112.

*Si usted necesita esta información en Español, por favor llame al teléfono 503-357-9112.*

**1. EXECUTIVE SESSION (See separate agenda) – 6:00 PM**

Executive sessions are closed to the public. Representatives of the news media and designated City staff may attend. Representatives of the news media are specifically directed not to report on any of the deliberations of the executive session, except to state the general subject of the meeting as previously announced publicly. No executive session may be held for the purpose of taking final action or making any final decision.

**2. URBAN RENEWAL AGENCY (See separate agenda) – 7:00 PM**

**3. REGULAR SESSION – 7:15 PM**

A. **Call to Order** – Pledge of Allegiance and Roll Call

**4. ANNOUNCEMENTS**

A. **Monday, January 19, 2026:** City Offices Closed for Martin Luther King Jr. Day

B. **Monday, February 2, 2026, 6:00 PM:** City Council Work Session

C. **Monday, February 2, 2026, 7:00 PM:** City Council Meeting

**5. CONSENT AGENDA - NONE**

The items on the Consent Agenda are considered and adopted by one motion unless a Council Member or community member requests that an item be considered separately before a vote of the Consent items. The Mayor shall decide when an item is removed from Consent for discussion.

## 6. PUBLIC COMMENT

Comments are limited to three minutes.

**Speaking in Person:** Register to speak by filling out a form in the City Council Chamber and provide it to the City Recorder.

**Speaking Virtually:** Register to speak by contacting the City Recorder via email at [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov) no later than 3:00 PM on the day of the City Council meeting. Provide your name, address, and (when possible) the topic of testimony. Those attending virtually will not be able to turn on their camera during the meeting or share their screen; presentation materials may be submitted as written testimony via email or in-person at City Hall.

## 7. RECOGNITION

A. **Employee Recognition:** Carlos Martinez, City Manager’s Office Accountant, 5 Years Staff: Ellie Jones, Assistant City Manager – Business Operations

## 8. PRESENTATIONS AND APPOINTMENTS

### A. Portland General Electric (PGE) Update

Presenter: Larry Bekkdahl & Meredith Armstrong

### B. 2026 City-Led Community Events

Staff: Itzel Sayago, Communications and Community Engagement Manager

### C. Civic Leadership Academy Topic Ideas

Staff: Peter Brandom, City Manager

### D. City Council and Staff Appointments and Alternate Designations to Regional Policy Bodies

Staff: Peter Brandom, City Manager

- Council President Godinez-Valencia – Columbia Pacific Economic Development District Primary
- Council President Godinez-Valencia – Council Creek Regional Trail Policy Group Alternate
- Councilor Vaughn – Washington County Coordinating Committee Alternate
- Councilor Vaughn – Tualatin Valley (TV) Highway Policy and Budget Committee Alternate
- Peter Brandom – Policy Advisory Board Alternate

### E. Economic Development Commission Appointments and Reappointments

Staff: Peter Brandom, City Manager

- Anthony Mendoza – Position 5, Expires December 2028
- Alma Lozano – Position 6, Expires December 2028
- Robert Dixon – Position 7, Expires December 2028

- Maria Caballero Rubio – Position 8, Expires December 2028
- Cecilia Giron – Position 14, Expires December 2028

**F. Budget Committee Appointment and Reappointment**

Staff: Ellie Jones, Assistant City Manager

- Andrew Dudley – Position 1, Expires December 2028
- Janet Fleshman – Position 4, Expires December 2027

**G. Planning Commission Reappointment**

Staff: Barbara Fryer, Community Development Director

- Rie Hinze – Position 1, Expires December 2029

**H. Public Infrastructure Advisory Board Reappointment**

Staff: Susan Rush, Public Works Business Manager

- Janet Fleshman – Position 5, Expires December 2028

**9. PUBLIC HEARINGS**

**A. Ordinance No. 2026-01: Parks Master Plan**

Staff: Barbara Fryer, Community Development Director

**B. Ordinance No. 2026-02: Urban Planning Area Agreement**

Staff: Barbara Fryer, Community Development Director

**10. UNFINISHED BUSINESS - NONE**

**11. NEW BUSINESS**

**A. Ordinance No. 2026-01: Parks Master Plan**

Staff: Barbara Fryer, Community Development Director

**B. Ordinance No. 2026-02: Urban Planning Area Agreement**

Staff: Barbara Fryer, Community Development Director

**C. Resolution No. 2026-01: Pedestrian Bridge Naming**

Staff: Barbara Fryer, Community Development Director

**D. Resolution No. 2026-02: Water Park Booster Station – Contract Change Orders 11 through 18**

Staff: Terry Keyes, City Engineer

**E. Resolution No. 2026-03: Jacobs Work Order #22**

Staff: Terry Keyes, City Engineer

**F. Resolution No. 2026-04: Parks Reservation Policy and Process**

Staff: Susan Rush, Public Works Business Manager

G. **Resolution No. 2026-05:** Artificial Intelligence (AI) Use Policy  
Staff: Rachael Bateman, City Recorder

H. **Resolution No. 2026-06:** Bee City USA Program Application  
Staff: Peter Brandom, City Manager

**12. REPORTS**

A. **City Council**

B. **Mayor Dalin**

C. **City Manager**

**13. ADJOURNMENT**

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Itzel Sayago, Communications and Community Engagement Manager  
**Date:** January 5, 2026  
**Subject:** 2026 Community Events

**Requested City Council Action:** Consider and provide feedback to staff on the planned community events for 2026.

**Previous Council Action:** City Council provided feedback on the 2025 community events during the January 5, 2026 City Council meeting.

**Background:** Staff propose some changes to the 2026 City-led events.

City Event	Date	Location
Emergency Preparedness Fair	TBD	TBD
State of the City	May 6 (6pm-7:30pm)	Cornelius Public Library
Children’s Day	April 30	Cornelius Public Library
Take Care of Cornelius Day	June 13	Various
Cornelius Farmers’ Market	June – August	TBD
National Night Out	August 4	Harleman Park
Flicks at the Park	August, First 4 Fridays	Harleman Park
Student Backpack/Supplies	August 14	Various
Cornelius Fire Fill the Boot	TBD	TV Highway in the Town Center (10 <sup>th</sup> & Adair, 10 <sup>th</sup> & Baseline)
9/11 Memorial (25 <sup>th</sup> Anniversary)	September 11	Veteran’s Park
Hispanic Heritage Month	Fall (TBD)	Cornelius Public Library
Public Safety Fair Open House	October 10	Cornelius Public Safety Building
Day of the Dead	Fall (TBD)	Centro Cultural
Veteran’s Day Ceremony	November 11	Veteran’s Park
Community Dinner	November 21	Cornelius Elementary
Tree Lighting	December 4	Veterans’ Park & Cornelius Elem.
Holiday Toy Drive	December 1 – 20	Cornelius Public Safety Building
Shop with a Cop	December, Various	Walmart & Fred Meyer

**Cost:** None.

**Advisory Committee Recommendation:** Not applicable.

**Staff Recommendation:** Formal approval is not requested, but staff will incorporate City Council feedback into the 2026 community events planning.

**Exhibit:** None

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** January 5, 2026  
**Subject:** 2026 Civic Leadership Academy

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**Requested City Council Action:** Consider and provide direction on the topic area to be undertaken by the 2026 Civic Leadership Academy cohort.

**Previous Council Action:** None.

**Background:** The 2025 Cornelius Civic Leadership Academy was the first to be held. The cohort researched and provided feedback for City Council to consider related to community emergency preparedness. City staff recently learned that the application for grant funding from the Ford Family Foundation was successful, and we can therefore move forward with our 2026 program.

The 2026 program is scheduled for spring 2026. The opportunity will again be advertised to the community in hopes that we have a group that is highly engaged and eager to learn about the City and ways to get involved. Staff will seek topic ideas from the City Council, and will have one or two ideas to offer for consideration.

**Cost:** The 2026 program will cost \$10,500, which includes \$9,500 for facilitation by the Portland State University Center for Public Service and \$1,000 for meals and supplies. The Ford Family Foundation grant will provide \$5,500, with the balance of \$5,000 budgeted from the City General Fund.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** January 5, 2026  
**Subject:** Appointments to Regional Policy Bodies

**Requested City Council Action:** This memo is provided as an update only.

**Previous Council Action:** None.

**Background:** The Mayor and City Councilors may choose to represent the City on numerous policy, program, and project committees. Staff periodically revisits appointments to ensure that the City is represented on the various committees. With a change in one City Council seat, a few changes are proposed for 2026.

Committee	Primary Rep	Alternate Rep	Notes
Policy Advisory Board (PAB)	Councilor Lopez	Peter Brandom	The Alternate position was previously held by Brad Coffey. Brad is no longer on a City Board and therefore must step down from the PAB
Washington County Consolidated Communications Agency (WCCCA)	Council President Godinez	Mayor Dalin	Positions are unchanged for 2026
Washington County Coordinating Committee (WCCC)	Mayor Dalin	Councilor Vaughn	Councilor Vaughn is new to the Alternate position for 2026
Forest Grove/Cornelius Chamber of Commerce Board (City Liaison)	Mayor Dalin	Peter Brandom	Positions are unchanged for 2026
Metropolitan Policy Advisory Committee (MPAC)	N/A	Mayor Dalin	The MPAC representatives are chosen by MPAC members
Joint Policy Advisory Committee on Transportation (JPACT)	Mayor Dalin	N/A	The JPACT representatives are chosen by JPACT members
Columbia Pacific Economic Development District (ColPac)	Council President Godinez	Peter Brandom	Council President is added as Primary for 2026

Committee	Primary Rep	Alternate Rep	Notes
Metropolitan Area Communications Commission (MACC)	Ellie Jones	Peter Brandom	Positions are unchanged for 2026
Tualatin Valley Highway Transit Project Policy & Budget Committee	Mayor Dalin	Councilor Vaughn	Councilor Vaughn is added as Alternate for 2026
Council Creek Regional Trail Project Policy Committee	Mayor Dalin	Council President Godinez	Council President Godinez is added as Alternate for 2026

**Attachments:** Letter to Policy Advisory Board Chair Kim Young recommending the appointment of City Manager Peter Brandom as Cornelius Alternate to the Policy Advisory Board



January 5, 2026

RE: Appointment of Alternate Policy Advisory Board (PAB) Representative for Cornelius

Dear Chair Young,

I am writing to let you know that our prior Alternate PAB representative, Brad Coffey, no longer serves on a City Board or Commission and will therefore no longer serve as our PAB Alternate. I will step in as the Alternate representative. City Councilor Eden Lopez will continue as the Primary representative for Cornelius.

Sincerely,

A handwritten signature in blue ink that reads "Peter Brandom".

Peter Brandom  
City Manager  
503-992-5301  
[peter.brandom@corneliusor.gov](mailto:peter.brandom@corneliusor.gov)

CC: Cornelius City Councilor Eden Lopez  
Lauren Calo, Washington County Housing and Community Development Specialist

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** January 5, 2026  
**Subject:** Economic Development Commission Reappointments and Appointments

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**Requested City Council Action:** Reappoint and appoint members to the Economic Development Commission as recommended.

**Previous Council Action:** The Cornelius City Council last approved appointments and reappointments to the Economic Development Commission in February, 2025.

**Background:** The Economic Development Commission 15 positions and 4 vacancies. Community volunteers who serve on the City's seven boards and commissions are integral to the City's work, and positive outcomes in the community. Terms of service to each board or commission vary, but renewals are tied to the annual calendar, with many occurring at the turn of the calendar year. In an effort to bring efficiency to Council deliberations, staff have combined the proposed renewals and new members into one agenda report and proposed motion. Additional member additions or removals may be required during the calendar year due to unforeseen changes. The Economic Development Commission exists to create awareness of, encouragement for, and to support economic development within the community. The Cornelius Municipal Code stipulates that the Commission shall maintain a minimum of nine members and no more than 15.

**Cost:** None.

**Advisory Committee Recommendation:** At their meeting on November 19, 2025, the Cornelius Economic Development Commission approved the appointments of Cecilia Giron and Maria Caballero Rubio and reappointments of Alma Lozano, Anthony Mendoza, and Robert Dixon to the Economic Development Commission.

**Staff Recommendation:** Approve the appointments of Cecilia Giron and Maria Caballero Rubio and reappointments of Alma Lozano, Anthony Mendoza, and Robert Dixon to the Cornelius Economic Development Commission.

**Proposed Motion:** I make a motion to approve the REAPPOINTMENTS OF ANTHONY MENDOZA (TO POSITION 5, TO SERVE THROUGH 2028), ALMA LOZANO (TO POSITION 6 , TO SERVE THROUGH 2028), ROBERT DIXON (TO POSITION 7, TO SERVE THROUGH 2028), AND THE APPOINTMENTS OF MARIA CABALLERO RUBIO (TO POSITION 8, TO SERVE THROUGH 2028), AND CICILIA GIRON (TO POSITION 14, TO SERVE THROUGH 2028), TO THE CORNELIUS ECONOMIC DEVELOPMENT COMMISSION, and this action takes effect immediately.

**Exhibit:** Five (5) redacted Economic Development Commission applications

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |   |   |
|---|---|
| <input type="checkbox"/> Budget Committee                           | <input type="radio"/> Police Advisory Board (Inactive)        |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board                     | <input type="checkbox"/> Civic Leadership Academy             |
| <input type="checkbox"/> Planning Commission                        |   |
- After \_\_\_\_ years served, I am seeking reappointment to:

### APPLICANT INFORMATION:

Full Name (Printed): ROBERT A. DIXON  
Occupation: RETIRED Years Lived in Cornelius: 30  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone: [REDACTED]  
Are you in City Limits? NO Meeting Availability: M-F

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

WANT TO CONTINUE WITH THE GOOD WORK OF THE COMMISSION

What contributions do you believe you can bring to the group(s)?

EXPERIENCE IN EC DEV AND URBAN PLANNING

What qualifications or experience do you have that will help you serve?

FORMER PUBLIC WORK DIRECTOR AND CITY ENGINEER IN CORNELIUS 1995-2003(?)

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

CORNELIUS EC DEV COMMISSION

Have you previously held any appointed or elected governmental positions? If so, please specify.

APPOINTED TO CORNELIUS EC DEV COMMISSION 2023

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Robert A. Nij  
Signature

22 DEC 2025  
Date

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |  |
|--|--|
| <input type="radio"/> Budget Committee<br><input type="radio"/> Economic Development Commission<br><input type="radio"/> Library Advisory Board<br><input type="radio"/> Planning Commission | <input type="radio"/> Police Advisory Board (Inactive)<br><input type="radio"/> Public Infrastructure Advisory Board<br><input type="radio"/> Civic Leadership Academy |
|--|--|

After \_\_\_\_\_ years served, I am seeking reappointment to:

**APPLICANT INFORMATION:**

Full Name (Printed):	_____	
Occupation	_____	Years Lived in Cornelius:
Home Address:	_____	
Mailing Address:	_____	
Telephone:	_____	Email Address:
Are you in City Limits?	_____	Meeting Availability:

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

What contributions do you believe you can bring to the group(s)?

What qualifications or experience do you have that will help you serve?

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

Have you previously held any appointed or elected governmental positions? If so, please specify.

**I hereby attest that the information provided above is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |   |   |
|---|---|
| <input type="checkbox"/> Budget Committee                           | <input type="radio"/> Police Advisory Board (Inactive)        |
| <input checked="" type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board                     | <input type="checkbox"/> Civic Leadership Academy             |
| <input type="checkbox"/> Planning Commission                        |   |

After 1 years served, I am seeking reappointment to: **3-year term as a Commissioner**

### APPLICANT INFORMATION:

Full Name (Printed): **Anthony Mendoza**

Occupation: **Branch Manager**

Years Lived in Cornelius: **0**

Home Address:

Mailing Address:

Telephone:

Are you in City Limits? **No** Meeting Availability: **As needed**

*Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)*

Why are you interested in serving?

Living and working in the nearby city of Hillsboro, I have a strong connection with many residents/business owners in Cornelius. Being in banking for nearly 20 years, I also feel like I may be able to provide insight into certain aspects regarding lending/credit processes and requirements.

What contributions do you believe you can bring to the group(s)?

I believe I can provide value due to my understanding of banking/lending requirements as well as having a number of contacts with different organizations that assist local small businesses.

What qualifications or experience do you have that will help you serve?

In my nearly 20 years of banking experience I have worked in different roles including small business lender, mortgage loan officer, etc.,. During this time I have also worked with many residents and small business owners in the city of Cornelius. This has allowed me to develop an understanding of the challenges they have faced as well as what has been successful for their business. I am also a member of the Forest Grove/Cornelius Chamber and the Washington County Chamber.

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

I have been a member of the Forest Grove/Cornelius Chamber for 3 years and the Washington Ccunty Chamber for a total of 7 years. I also recently completed my first year with the Cornelius EDC and look forward to continuing my service to the community.

Have you previously held any appointed or elected governmental positions? If so, please specify.

No

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Signature



11/21/2025

Date

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Committee<br><input type="checkbox"/> Economic Development Commission<br><input type="checkbox"/> Library Advisory Board<br><input type="checkbox"/> Planning Commission | <input type="radio"/> Police Advisory Board (Inactive)<br><input type="checkbox"/> Public Infrastructure Advisory Board<br><input type="checkbox"/> Civic Leadership Academy |
|--|--|

After 3 years served, I am seeking reappointment to: **Economic Development Commission**

**APPLICANT INFORMATION:**

Full Name (Printed): Maria Caballero Rubio

Occupation: Executive Director

Years Lived in Cornelius: 5 years

Home Address:

Mailing Address:

Telephone:

Are you in City Limits?

Meeting Availability:

*Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)*

Why are you interested in serving?

As a resident of Cornelius and Director of a CBO located here, I am vested in the economic status and prosperity of my place of business and residence.

What contributions do you believe you can bring to the group(s)?

Knowledge of small business operations and  
 Knowledge and experience in housing development  
 Expertise and experience in workforce development  
 Career experience in city, county, state, and federal government  
 Have lived in Cornelius, Hillsboro area since 1969 and have seen the economic, social, political, and infrastructure growth and change over the decades

What qualifications or experience do you have that will help you serve?

Schedule flexibility to attend meetings during the work day  
 I keep current on local, state, and federal opportunities for economic prosperity  
 I serve on the Greater Portland Economic Development District Board (GPEDD) of the Department of Commerce Region 10

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

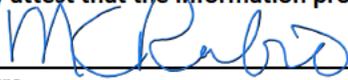
Department of Public Safety Standards and Training Board (DPSST) State Appointment 2022-2025  
Oregon Historical Society Board of Trustees  
Metro Regional Government - Committee On Racial Equity, Co-chair 2017-2020

Have you previously held any appointed or elected governmental positions? If so, please specify.

US Dept of Justice Policy Analyst - Washington DC 1997-2024  
Public Safety Policy Director - City of Portland, Office of Mayor Tom Potter 2005-2009

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Signature



11-14-2025

Date

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Ellie Jones, Assistant City Manager – Business Operations  
**Date:** January 5, 2026  
**Subject:** Cornelius Budget Committee Appointment and Reappointment

---

**Requested City Council Action:** Reappoint Andrew Dudley to the Cornelius Budget Committee. Appoint Janet Fleshman to the Cornelius Budget Committee.

**Previous City Council Action:** None.

**Background:** The Budget Committee has five positions and four vacancies. An application for reappointment was received by Andrew Dudley, who has a history of civic engagement through participation in the Budget Committee. An application for appointment was received by Janet Fleshman, who has a history of civic engagement through participation in the Public Infrastructure Advisory Board. Both applicants bring years of experience to the position.

**Cost:** None.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

**Staff Recommendation:** Staff recommends that the City Council reappoint Andrew Dudley and appoint Janet Fleshman to the Cornelius Budget Committee.

**Proposed Motion:** I make a motion to approve the REAPPOINTMENT OF ANDREW DUDLEY TO POSITION 1, WITH A TERM EXPIRING DECEMBER 2028, AND THE APPOINTMENT OF JANET FLESHMAN TO POSITION 4, WITH A TERM EXPIRING DECEMBER 2027, TO THE BUDGET COMMITTEE, and this action takes effect immediately.

**Exhibit:** Redacted Budget Committee Applications for Andrew Dudley and Janet Fleshman

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Budget Committee     | <input type="checkbox"/> Police Advisory Board (Inactive)     |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board          | <input type="checkbox"/> Civic Leadership Academy             |
| <input type="checkbox"/> Planning Commission             |   |
- After \_\_\_\_\_ years served, I am seeking reappointment to:

### APPLICANT INFORMATION:

Full Name (Printed): Janet Fleshman  
Occupation: Procurement Specialist      Years Lived in Cornelius: 6  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone: [REDACTED]  
Are you in City Limits? Yes      Meeting Availability: Yes

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

I enjoying volunteering to help my community.

What contributions do you believe you can bring to the group(s)?

I worked in finance for a local water district and have familiarity with budgets.

What qualifications or experience do you have that will help you serve?

I have previous work experience in public finance and have volunteer experience with the City of Cornelius.

Describe any past or current involvement in community organizations or activities.

I'm currently serving on the public infrastructure board.

Have you previously held any appointed or elected governmental positions? If so, please specify.

No

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Janet Fleshman  
Signature

12.22.2025  
Date

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Budget Committee     | <input type="checkbox"/> Police Advisory Board (Inactive)     |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board          | <input type="checkbox"/> Civic Leadership Academy             |
| <input type="checkbox"/> Planning Commission             |   |
- After \_\_\_\_\_ years served, I am seeking reappointment to:

### APPLICANT INFORMATION:

Full Name (Printed): **Andrew Earle Dudley**

Occupation: **Security Control Center Operator**

Years Lived in Cornelius: **19**

Home Address:

Mailing Address:

Telephone:

Are you in City Limits? **Yes**

Meeting Availability:

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

I have enjoyed the time I have been on the Budget Committee and would like to continue.

What contributions do you believe you can bring to the group(s)?

I am thorough, see things from a different perspective than many other people and enjoy being a part of the community other than just being a good citizen.

What qualifications or experience do you have that will help you serve?

Prior experience on the Budget Committee. I am insightful and I am not afraid to ask tough questions.

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

I have been on the Budget Committee for the last several years. I have typically done community oriented things such as PTO member at two different schools, baseball coach, Girl Scout Dad and the troop emergency contact while they were at camp.

Have you previously held any appointed or elected governmental positions? If so, please specify.

City of Cornelius Budget Committee member.

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Signature

11/17/2025

Date

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Planning Commission Reappointment

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**Requested City Council Action:** Reappoint Rie Hinze to the Cornelius Planning Commission.

**Previous Council Action:** On July 7, 2025, City Council appointed Rie Hinze to Planning Commission Position 1, which expired December 2025.

**Background:** The Planning Commission has seven positions and four vacancies. Rie Hinze was appointed in July and has attended and participated consistently in the scheduled meetings. Ms. Hinze has resided in Cornelius for more than a year, compliant with CMC §2.65.040 residency requirements.

**Cost:** None.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

**Staff Recommendation:** Staff recommends that the Cornelius City Council re-appoint Rie Hinze to Planning Commission Position 1, with a four-year term expiring December 2029.

**Proposed Motion:** I make a motion to approve the REAPPOINTMENT OF RIE HINZE TO POSITION 1, TO SERVE THROUGH 2029, and this action takes effect immediately.

**Exhibit:** Redacted Planning Commission Application for Rie Hinze.

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |   |
|--|---|
| <input type="checkbox"/> Budget Committee                | <input type="radio"/> Police Advisory Board (Inactive)        |
| <input type="checkbox"/> Economic Development Commission | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board          | <input type="checkbox"/> Civic Leadership Academy             |
| <input checked="" type="checkbox"/> Planning Commission  |   |

After 0.25 years served, I am seeking reappointment to: **Planning Commission**

### APPLICANT INFORMATION:

Full Name (Printed): **Rie Hinze**

Occupation: **Solar Consultant**

Years Lived in Cornelius: **2**

Home Address:

Mailing Address:

Telephone:

Are you in City Limits? **Yes**

Meeting Availability: **Weekdays after 6pm**

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

I am seeking re-appointment to the Cornelius Planning Commission. Serving on the Planning Commission has helped me feel more connected to my community, and I would like to continue overseeing development that helps our city thrive. I strongly believe in fostering safe and welcoming environments that serve all of our community members.

What contributions do you believe you can bring to the group(s)?

I bring advocacy for city planning that prioritizes people over cars, which includes pedestrian, children, and bike-friendly green spaces. I am a proponent of our public works such as parks and libraries, which uplift communities and bring us together. I strongly believe in empowering multiple transit options with TriMet buses and the MAX. Sustainability and resiliency for the future are also top considerations for any new development.

What qualifications or experience do you have that will help you serve?

Since August, I have been serving on the Planning Commission and will continue to apply what I have learned, from legislative to quasi-judicial procedures and following Robert's Rules of Order.

In my professional life, I have recently switched careers from IT to Solar Consultant.

# Advisory Board, Committee, & Commission Application

Describe any past or current involvement in community organizations or activities.

Attended the public meeting at the Cornelius Library for Laurel Woods and Baseline proposed traffic calming and street connection projects.

Patron of the Cornelius Library and parks; volunteer for Friends of Trees.

Have you previously held any appointed or elected governmental positions? If so, please specify.

Yes, I have been serving on the Cornelius Planning Commission since August 12th.

I hereby attest that the information provided above is true and accurate to the best of my knowledge.



Signature

11/23/25

Date

# City of Cornelius Agenda Report



**To:** Peter Bandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Re-appointment of one Public Infrastructure Advisory Board Member

---

**Requested City Council Action:** Reappoint Janet Fleshman as a Cornelius Public Infrastructure Advisory Board Member.

**Previous Council Action:** On December 4, 2023, the Cornelius City Council combined the Parks Advisory Board and the Public Works Advisory Boards. On January 8, 2024, City Council appointed seven new board members, including Janet Fleshman to varying terms. Ms. Fleshman's appointment to position 5 with a term expiration date of February 5, 2025.

**Background:** The Public Infrastructure Advisory Board has nine positions and three vacancies, with the reappointment of Janet Fleshman. Ms. Fleshman has served since January 2025 as the Board Chairperson. The Cornelius Municipal Code specifies terms of three terms with a maximum of 3 consecutive terms.

**Cost:** None.

**Advisory Committee Recommendation:** The Public Infrastructure Advisory Board unanimously recommended reappointment of Ms. Fleshman at their regularly scheduled meeting of December 16, 2025.

**Staff Recommendation:** Staff recommends that the Cornelius City Council re-appoint Janet Fleshman to the Public Infrastructure Advisory Board in position 5 with a term expiration of 12-31-2028.

**Proposed Motion:** I make a motion to approve the REAPPOINTMENT OF JANET FLESHMAN TO POSITION 5, TO SERVE THROUGH 2028, and this action takes effect immediately.

**Exhibit:** Redacted Public Infrastructure Advisory Board Application for Janet Fleshman.

Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Committee                | <input type="checkbox"/> Police Advisory Board (Inactive)                |
| <input type="checkbox"/> Economic Development Commission | <input checked="" type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board          | <input type="checkbox"/> Civic Leadership Academy                        |
| <input type="checkbox"/> Planning Commission             |  |
- After \_\_\_\_\_ years served, I am seeking reappointment to:

### APPLICANT INFORMATION:

Full Name (Printed): Janet Fleshman  
Occupation: Procurement Specialist Years Lived in Cornelius: 7  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone: [REDACTED]  
Are you in City Limits? yes Meeting Availability:

Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)

Why are you interested in serving?

I've enjoyed my first term and would like to continue.

What contributions do you believe you can bring to the group(s)?

I'm open minded & feel I can moderate & bring people together

What qualifications or experience do you have that will help you serve?

I work in public service with TVWD

Describe any past or current involvement in community organizations or activities.

I am currently on this Board & would like to continue

Have you previously held any appointed or elected governmental positions? If so, please specify.

No

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

Janet Flesh  
Signature

11-18-25  
Date

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Public Hearing – Proposed Parks Master Plan (Ordinance No. 2026-01)

---

**Requested City Council Action:** Hold a public hearing to consider the Planning Commission’s findings and recommendation on the proposed Parks Master Plan, which would replace the previously adopted 2009 Parks Master Plan.

**Previous Council Action:** Ordinance No. 911 adopted the 2009 Parks Master Plan as Appendix G of the Comprehensive Plan. On August 5, 2024, City Council approved Resolution 2024-46 authorizing the City Manager to contract with Conservation Technix to update the Parks Master Plan.

**Background:** Conservation Technix began with a firm foundation in the Cornelius Vision 2045. City staff tabled at the 2024 National Night Out event to kick off the Parks Master Plan update. The consultants met with City staff and listened to the community through surveys, an online open house, and tabling events at the 2024 Community Dinner and Children’s Day. Work sessions were held with the Public Infrastructure Advisory Board on three occasions, and once with the Planning Commission and City Council.

The Planning Commission Approved Staff Report is attached as an exhibit.

**Cost:** None.

**Advisory Committee Recommendation:** The Cornelius Planning Commission held a public hearing on December 9, 2025, to consider the proposed amendment to replace the Parks Master Plan. The Planning Commission voted unanimously to recommend the City Council approve City File No. CPA-2025-02 to repeal the 2009 Parks Master Plan and replace it with the proposed Parks Master Plan.

**Staff Recommendation:** Hold a public hearing.

**Proposed Motion:** None.

**Exhibit:** Planning Commission Approved Staff Report

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Public Hearing – Urban Planning Area Agreement (Ordinance 2026-02)

---

**Requested City Council Action:** Hold a public hearing to consider the Planning Commission’s findings and recommendation on a new Urban Planning Area Agreement (UPAA) with Washington County to replace the previously adopted 1988 UPAA.

**Previous Council Action:** None.

**Background:** On October 25, 1988, Washington County and Cornelius executed the first and only Urban Planning Area Agreement. City and County staff worked together to modify the 1988 UPAA to meet the current needs of the City. A work session was held with the Planning Commission, prior to proposing the final UPAA.

The Planning Commission Approved Staff Report is attached as an exhibit.

**Cost:** None.

**Advisory Committee Recommendation:** The Cornelius Planning Commission held a public hearing on December 9, 2025, to consider the proposed amendment to replace the UPAA. The Planning Commission voted unanimously to recommend the City Council approve City File No. CPA-2025-03 to repeal the 1988 Urban Planning Area Agreement (Appendix B of the Cornelius Comprehensive Plan) and replace it with the proposed Urban Planning Area Agreement.

**Staff Recommendation:** Hold a public hearing.

**Proposed Motion:** None.

**Exhibit:** Planning Commission Approved Staff Report

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Ordinance No. 2026-01: Parks Master Plan Repeal and Replacement

---

**Requested City Council Action:** Approve Ordinance No. 2026-01.

**Previous Council Action:** Ordinance No. 911 adopted the 2009 Parks Master Plan as Appendix G of the Comprehensive Plan. On August 5, 2024, City Council approved Resolution 2024-46 authorizing the City Manager to contract with Conservation Technix to update the Parks Master Plan.

**Background:** Conservation Technix began with a firm foundation in the Cornelius Vision 2045. City staff tabled at the 2024 National Night Out event to kick off the Parks Master Plan update. The consultants met with City staff and listened to the community through surveys, an online open house and tabling events at the 2024 Community Dinner and Children's Day. Work sessions were held with the Public Infrastructure Advisory Board on three occasions, and once with the Planning Commission and City Council. The proposed Parks Master Plan is attached to the proposed Ordinance as Exhibit A. The findings of fact and conclusions of law are attached to the proposed Ordinance as Exhibit B.

**Cost:** None.

**Advisory Committee Recommendation:** The Cornelius Planning Commission held a public hearing on December 9, 2025, to consider the proposed amendment to replace the Parks Master Plan. The Planning Commission voted unanimously to recommend the City Council approve City File No. CPA-2025-02 to repeal the 2009 Parks Master Plan and replace it with the proposed Parks Master Plan.

**Staff Recommendation:** Approve Ordinance No. 2026-01 as presented.

**Proposed Motion:** I make a motion to approve Ordinance No. 2026-01, AN ORDINANCE OF THE CORNELIUS CITY COUNCIL REPEALING THE PARKS MASTER PLAN (APPENDIX G OF THE CORNELIUS COMPREHENSIVE PLAN) AND REPLACING IT WITH A NEW PARKS MASTER PLAN.

**Exhibit:** Ordinance No. 2026-01 and Exhibits A – Parks Master Plan Draft, and Exhibit B – City Council Findings

**ORDINANCE NO. 2026-01**

**AN ORDINANCE OF THE CORNELIUS CITY COUNCIL  
REPEALING THE PARKS MASTER PLAN (APPENDIX G OF  
THE CORNELIUS COMPREHENSIVE PLAN) AND  
REPLACING IT WITH A NEW PARKS MASTER PLAN**

**WHEREAS**, the City adopted its 2009 Parks Master Plan as Appendix G to its Comprehensive Plan under Ordinance No. 911; and

**WHEREAS**, on August 5, 2024, Resolution 2024-46 was adopted authorizing the City Manager to contract with Conservation Technix to update the City's Parks Master Plan; and

**WHEREAS**, ORS 197.175 requires the City to prepare, adopt, and implement Comprehensive Plans consistent with statewide planning goals adopted by the Land Conservation and Development Commission (LCDC); and

**WHEREAS**, City staff prepared the proposed amendment to the Comprehensive Plan under Land Use File No. CPA-2025-02, consisting of a new Appendix G, Parks Master Plan; and

**WHEREAS**, notice of this proposed ordinance was provided as required by law; and

**WHEREAS**, on December 9, 2025, the Planning Commission held a public hearing to consider the proposed amendment and based on facts, findings and conclusions presented in the staff report and public testimony and evidence in the hearing, the Commission voted four ayes to recommend approval of the amendment to the Cornelius City Council; and

**WHEREAS**, the Cornelius City Council held a public hearing on January 5, 2026, to review the record of the Planning Commission, and to hear and consider additional evidence and testimony on the matter; and

**WHEREAS**, after considering all of the evidence and testimony presented at said hearing, as well as the Planning Commission recommendation and all of the other information in the record, the City Council finds the proposed Comprehensive Plan Amendment complies with the applicable approval criteria, as set forth in the Comprehensive Plan Findings of Exhibit B;

**NOW THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:**

Section 1. The Cornelius Comprehensive Plan Appendix G, Parks Master Plan, is hereby repealed and replaced as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. This ordinance is supported by the findings of fact and conclusions of law set forth in Exhibit B, attached hereto and incorporated by reference.

Section 3. The City Recorder is hereby directed and authorized to take such actions as may be necessary and proper to effectuate the adoption of this ordinance.

**SUBMITTED** to the Cornelius City Council and read into the record at a regular meeting thereof on the 5th day of January 2026, and read for a second time by title only this same day.

**ENACTED** this the 5th day of January 2026, and this action takes effect 30 days from enactment.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Barbara Fryer, Community Development Director  
**Date:** January 5, 2026  
**Subject:** Ordinance No. 2026-02: Urban Planning Area Agreement Repeal and Replacement

---

**Requested City Council Action:** Approve Ordinance No. 2026-02.

**Previous Council Action:** The first Urban Planning Area Agreement was signed on October 25, 1988.

**Relevant City Strategic Plan Goal(s):** Goal 5: Develop the necessary infrastructure to meet the growth, service demands, and emergency preparedness needs of the community.

**Background:** Originally adopted in 1988, this amendment is the first update to the Urban Planning Area Agreement with Washington County. City and County staff worked to make appropriate changes to the 1988 Agreement. Counsel from Berry, Elsner and Hammond reviewed the UPAA and minor changes were made. The UPAA as presented is concurrently reviewed in the County. The County Planning Commission recommended approval to the Board of County Commissioners. If both the Board of County Commissioners and the Cornelius City Council approve the amendments, the document will supplant the 1988 document. The proposed Urban Planning Area Agreement is attached to the proposed Ordinance as Exhibit A. The findings of fact and conclusions of law are attached to the proposed Ordinance as Exhibit B.

**Cost:** None.

**Advisory Committee Recommendation:** The Cornelius Planning Commission held a public hearing on December 9, 2025, to consider the proposed amendment to replace the Urban Planning Area Agreement. The Planning Commission voted unanimously to recommend the City Council approve City File No. CPA-2025-03 to repeal the 1988 Urban Planning Area Agreement and replace it with the proposed Urban Planning Area Agreement.

**Staff Recommendation:** Approve Ordinance No. 2026-02 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-02, AN ORDINANCE OF THE CORNELIUS CITY COUNCIL REPEALING THE URBAN PLANNING AREA AGREEMENT (APPENDIX B OF THE CORNELIUS COMPREHENSIVE PLAN) AND REPLACING IT WITH A NEW URBAN PLANNING AREA AGREEMENT.

**Exhibit:** Ordinance No. 2026-02 and Exhibits A – Proposed UPAA, and Exhibit B – City Council Findings

**ORDINANCE NO. 2026-02**

**AN ORDINANCE OF THE CORNELIUS CITY COUNCIL  
REPEALING THE URBAN PLANNING AREA AGREEMENT  
(APPENDIX B OF THE CORNELIUS COMPREHENSIVE PLAN)  
AND REPLACING IT WITH A NEW URBAN PLANNING AREA  
AGREEMENT**

**WHEREAS**, the City adopted its 1988 Urban Planning Area Agreement as Appendix B to its Comprehensive Plan; and

**WHEREAS**, City and County staff prepared the proposed amendment to the Comprehensive Plan in Land Use File No. CPA-2025-03, consisting of a new Appendix B, Urban Planning Area Agreement; and

**WHEREAS**, notice of this proposed ordinance was provided as required by law; and

**WHEREAS**, on December 9, 2025, the Planning Commission held a public hearing to consider the proposed amendment and based on facts, findings and conclusions presented in the staff report and public testimony and evidence in the hearing, the Commission voted 4 ayes to recommend approval of the amendment to the Cornelius City Council; and

**WHEREAS**, the Cornelius City Council held a public hearing on January 5, 2026, to review the record of the Planning Commission, and to hear and consider additional evidence and testimony on the matter; and

**WHEREAS**, after considering all of the evidence and testimony presented at said hearing, as well as the Planning Commission recommendation and all of the other information in the record, the City Council finds the proposed Comprehensive Plan Amendment complies with the applicable approval criteria, as set forth in the Comprehensive Plan Findings of Exhibit B.

**NOW THEREFORE, THE CITY OF CORNELIUS ORDAINS AS FOLLOWS:**

Section 1. The Cornelius Comprehensive Plan Appendix B, Urban Planning Area Agreement, is hereby repealed and replaced as set forth in Exhibit A, attached hereto and incorporated herein by reference.

Section 2. This ordinance is supported by the findings of fact and conclusions of law set forth in Exhibit B, attached hereto and incorporated by reference.

Section 3. The City Recorder is hereby directed and authorized to take such actions as may be necessary and proper to effectuate the adoption of this ordinance.

**SUBMITTED** to the Cornelius City Council and read into the record at a regular meeting thereof on the 5<sup>th</sup> day of January 2026, and read for a second time by title only this same day.

**ENACTED** this the 5<sup>th</sup> day of January 2026, and this action takes effect 30 days from enactment.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-01: Pedestrian Bridge Naming

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**Requested City Council Action:** Approve Resolution No. 2026-01.

**Previous Council Action:** April 7, 2025, City Council passed Resolution No. 2025-09 awarding the contract for the Mariposa Causeway construction project, July 7, 2025, City Council passed Resolution 2025-32 approving a change order for construction of the deck of the Mariposa Community Park Causeway Project, and November 3, 2025, City Council adopted Resolution No. 2025-51 adopting a policy for naming public facilities.

**Background:** Traditionally, the Parks Advisory Board made recommendations to City Council for naming new parks. In 2024, the Parks Advisory Board and the Public Works Advisory Board merged to form one body named the Public Infrastructure Advisory Board. In November of 2025, the City Council approved Resolution No. 2025-51 formally appointing the Public Infrastructure Advisory Board (PIAB) as the recommending body for naming public facilities.

**Cost:** None.

**Advisory Committee Recommendation:** On December 16, 2025, the PIAB voted unanimously to recommend that the City Council name the structure connecting the pathway on the west side of the Laurel Woods development with Mariposa Park “Mariposa Causeway”.

**Staff Recommendation:** Approve Resolution No. 2026-01 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-01, A RESOLUTION OF THE CORNELIUS CITY COUNCIL NAMING THE CAUSEWAY AT LAUREL WOODS “MARIPOSA CAUSEWAY”, and this action takes effect immediately.

**Exhibit:** Resolution No. 2026-01

**RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL NAMING THE CAUSEWAY AT LAUREL WOODS “MARIPOSA CAUSEWAY”**

**WHEREAS**, on November 3, 2025, the Cornelius City Council adopted Resolution 2025-51 adopting a new policy for naming public facilities; and

**WHEREAS**, the city expended parks systems development charges to construct a new structure over the Tualatin River Slough to connect the trail system along the Tualatin River within the western portion of the Laurel Woods subdivision to Mariposa Park and the eastern portion of the trail system within the Laurel Woods subdivision; and

**WHEREAS**, the Cornelius Public Infrastructure Advisory Board reviewed the adopted policy and recommended naming the structure; and

**WHEREAS**, the Cornelius City Council accepts the Public Infrastructure Advisory Board recommendation for the new structure’s name;

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council approves naming the structure over the Tualatin River Slough that connects the pathways within the Laurel Woods subdivision “Mariposa Causeway”.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Terry Keyes, City Engineer  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-02: Change Orders 11-18 for Water Park Booster Station

---

**Requested City Council Action:** Approve Resolution No. 2026-02, related to Change Orders 11-18 for the Water Park Booster Station

**Previous Council Action:** The Council approved the contract of \$2,059,753.00 with ORR, Inc. on July 17, 2023 for construction of the Water Park Booster Station and Change Orders 1-10 totaling \$255,418.17 on August 5, 2024.

**Background:** During construction of the Booster Pump Station in Water Park, a number of changes outside the original scope of the construction contract were necessary. A number of these were covered in Change Orders 1-10 approved on August 5, 2024. The remaining changes are included in Change Orders 11-18. These revisions are tied to unanticipated changes required during construction.

**Cost:** \$119,692.38.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

**Staff Recommendation:** Approve Resolution No. 2026-02 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-02, A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING CHANGE ORDERS 11-18 FOR THE WATER PARK BOOSTER STATION PROJECT, and this action takes effect immediately.

**Exhibits:** Resolution No. 2026-02, Exhibit A – Summary of Change Orders 11-18

**RESOLUTION NO. 2026-02**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING CHANGE ORDERS 11 THROUGH 18 FOR THE WATER PARK BOOSTER STATION PROJECT**

**WHEREAS**, the City is constructing a new water booster pump station in Water Park; and

**WHEREAS**, additional changes to the awarded construction contract are necessary to complete and close-out the project construction; and

**WHEREAS**, these Change Orders, 11 through 18, total \$119,692.38; and

**WHEREAS**, City staff and Jacobs Engineering, Inc., the Project Manager, negotiated with the contractor to minimize the overall cost of these change orders; and

**WHEREAS**, the City's purchasing rules require City Council approval of change orders of this size;

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council approves and authorizes the City Manager to execute Change Orders 11-18 for the Water Park Booster Pump Station in a total amount of \$119,692.38.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

## CONTRACT MODIFICATION

CHANGE ORDER       WRITTEN AMENDMENT      MODIFICATION NO: 004

**CONTRACTOR:** Orr, Inc.

**PROJECT:** Water Park Booster Pump Station      **PROJECT NO:** D3354413 / D3354417 / D3354419

**OWNER:** City of Cornelius

**ENGINEER:** Jacobs

**The following modification(s) to the Contract are hereby ordered (use additional pages if required):**

1. Temporarily relocate conduit and install new conduit from BPS electrical room to the existing conduit near fence line.
2. Install new pressure sensor line from existing reservoir to new altitude valve, inside booster pump station.
3. Remove precast concrete lid and access hatch from dechlorination MH, install on a precast barrel section to match elevation.
4. Raise floor in dichlorination MH with precast concrete, install cast in place lid with aluminum access hatch, and address conflict with new sidewalk on the east side of the booster pump station.
5. Install watertight NEMA 6 enclosure over exposed wiring junction box within existing sump MH.
6. Install additional grading to blend existing grading with changed grades around pump station
7. Place additional new asphalt throughout site and grade towards storm drain.
8. Add future reservoir line extension, move from under new asphalt and concrete on site.

**Reason for Modification(s):**

1. Owner request / Address conduit conflict
2. Owner request / Site improvements
3. Owner request / address elevation changes
4. Site Improvements / Design Changes / Address conflicts with new sidewalk and prevent tripping hazard
5. Owner request / Prevents water damage to exposed wiring in junction box.
6. Grading needed to level out new pump station and changed elevations from design changes earlier in project.
7. Site Improvements / Replace removed asphalt
8. Provide future reservoir connection point prior to new asphalt and concrete placement.

**Attachments (List Supporting Documents):**

- |   |
|---|
| COR-011 – Conduit Conflict with New Booster PS (RFI-012) – \$11,277.63                              |
| COR-012.1 – Pressure Sensor Line Extension (RFQ-008) - \$19,654.51                                  |
| COR-013 – Existing Sump Pump Top Slab and Manhole Cover Replacement (RFI-008 / RFQ-09) - \$5,029.57 |
| COR-014 – Sump Pump Line Modifications (RFI-008) - \$18,126.18                                      |
| COR-015 – Sump Pump Junction Box (RFQ-010) - \$5,923.20   |
| COR-016 – Site Grading - \$4,547.57   |
| COR-017 – Pavement Restoration - \$32,258.48  |
| COR-018 – Temporary Booster Pump Station - \$22,875.24  |

Contract Amount or Price		Contract Times (Calculate Days)	
Original	<u>\$ 2,059,753.00</u>	Original Duration	<u>509</u> Days
Previous Contract Modification(s) (Add/Deduct)	<u>\$ 255,418.17</u>	Previous Contract Modification(s) (Add/Deduct)	<u>844</u> Days
This Contract Modification (Add/Deduct)	<u>\$119,692.38</u>	This Contract Modification (Add/Deduct)	<u>0</u> Days
Revised Contract Amount	<u>\$2,434,863.55</u>	Revised Contract Time	<u>844</u> Days
		Revised Contract Completion Date	<u>December 31, 2025</u>

Owner	Contractor	Engineer Recommendation
By: _____	By: <u>Stanley J. Orr</u>	By: _____
Date: _____	Date: <u>12/10/2025</u>	Date: _____

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Terry Keyes, City Engineer  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-03: Jacobs Work Order #22 – RRA and ERP

---

**Requested City Council Action:** Approve Resolution No. 2026-03 for Jacobs Engineering Work Order #22.

**Previous Council Action:** Council approved a new on-call contract with Jacobs Engineering effective December 2, 2024. This work order under that contract provides an update to the RRA and ERP initially completed by Jacobs Engineering in 2020-2021 under Work Order #7.

**Background:** The 115th Congress passed the *America's Water Infrastructure Act of 2018*. This federal law included a requirement for all municipal water systems to complete and submit to the Environmental Protection Agency a Risk and Resilience Analysis (RRA) and Emergency Response Plan (ERP) in 2021 with updates required every five years. For small municipal water systems like Cornelius, the RRA and ERP were initially required in 2021 with updates required every five years.

**Cost:** \$109,850. This cost is approximately evenly split between preparation of the RRA by June 30, 2026 and the ERP by December 31, 2026.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

**Staff Recommendation:** Approve Resolution No. 2026-03 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-03, A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING WORK ORDER #22 BETWEEN JACOBS ENGINEERING GROUP, INC. AND THE CITY OF CORNELIUS, and this action takes effect immediately.

**Exhibits:** Resolution No. 2026-03, Exhibit A – Draft Scope of Work

**RESOLUTION NO. 2026-03**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING WORK ORDER #22 BETWEEN JACOBS ENGINEERING GROUP, INC. AND THE CITY OF CORNELIUS**

**WHEREAS**, the City is required by 2018 American Water Infrastructure Act (AWIA) to complete a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) update for its public water system every five years; and

**WHEREAS**, the City's first RRA and ERP under this law was completed in 2021; and

**WHEREAS**, Jacobs Engineering Group, Inc. completed the 2021 work and has the experience and expertise to complete the update to the RRA and ERP; and

**WHEREAS**, funding for the RRA portion of the project is included in the adopted 2025-26 budget; and

**WHEREAS**, funding for the ERP portion of the project will be included in the recommended 2026-27 budget; and

**WHEREAS**, the staff will not issue a Notice to Proceed on the ERP portion of the project until the 2026-27 budget is adopted;

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council approves and authorizes the City Manager to execute Jacobs Work Order #22 on behalf of the City.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

## Work Order No. 22

To the 2025 Contract for Water-Related  
Engineering Services to the City of Cornelius

This attachment is to the AGREEMENT between Jacobs Engineering Group Inc., ("ENGINEER"), and City of Cornelius ("CITY"), beginning **January 1<sup>st</sup>, 2026.**

### ARTICLE 1. PURPOSE

Under the requirements of the 2018 American Water Infrastructure Act (AWIA), the City must complete a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) update for its public water system. The AWIA replaces the Public Health Security and Bioterrorism Preparedness and Response Act of 2002 (Public Law 107-188, Title IV – Drinking Water Security and Safety) that required water systems to conduct a vulnerability assessment (VA) and develop an ERP.

This scope of services includes updating the existing RRA and ERP for the City to meet AWIA requirements and enable the City to certify compliance by applicable due dates. The City must certify completion of the RRA to the U.S. Environmental Protection Agency (EPA) by June 30, 2026. Certification for completion or update of the ERP must be submitted by December 31, 2026. Based on AWIA requirements and City priorities for these efforts, services provided will be organized under specific Tasks as follows:

**Task 1.** Project Management

**Task 2.** Risk and Resilience Assessment

**Task 3.** Emergency Response Plan

### ARTICLE 2. APPROACH

Section 2013 of the America's Water Infrastructure Act (AWIA) of 2018 includes requirements for conducting a Risk and Resiliency Assessment (RRA). Jacobs's work, as presented herein, will comply with these requirements. Specifically, the RRA will address:

- Risk to the system from malevolent acts, natural hazards, dependencies, and proximity hazards.
- The resilience of the pipes/conveyances, physical barriers, source water, water collection/intake, pretreatment, treatment, storage/distribution facilities, and electronic/computer (including their security) systems
- Monitoring practices
- Financial infrastructure
- Use, storage, or handling of chemicals
- Operation and maintenance of the system

Jacobs will update the existing RRA using the currently accepted industry standard for risk analysis: the American Water Works Association (AWWA) Risk and Resilience Management of Water and Wastewater Systems J100-21 standard (2021). The J100-21 standard provides a method for community water systems to assess risk and resilience associated with threats from malevolent acts, natural hazards, dependency hazards, and proximity hazards to critical infrastructure assets. The J100-21 methodology consists of seven successive steps that identify mission-critical assets, the vulnerability of those assets, the likelihood of threats to those assets,

## Work Order No. 22

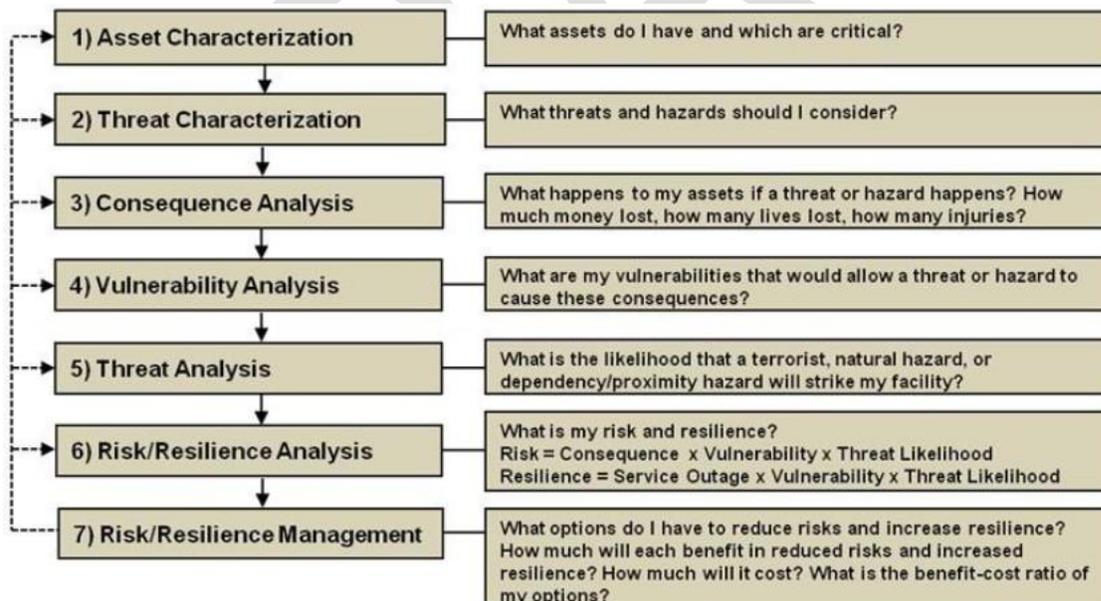
To the 2025 Contract for Water-Related  
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and the consequences with regard to the failure of those assets. **These seven successive J100-21 standard steps include:**

1. **Asset Characterization.** What assets does the water system have and which are critical?
2. **Threat Characterization.** What threats and hazards must be considered?
3. **Consequence Analysis.** What happens to the assets if a threat or hazard happens? How much money lost, how many lives, how many injuries?
4. **Vulnerability Analysis.** What are the system vulnerabilities that would allow a threat or hazard to cause these consequences?
5. **Threat Analysis.** What is the likelihood that a terrorist, natural hazard, or dependency/proximity hazard will strike the water system facilities?
6. **Risk/Resilience Analysis.** What is the risk and resilience of the system?

Risk = Consequence x Vulnerability x Threat Likelihood

7. **Risk/Resilience/Management.** What options does the City have to reduce risks and increase resilience? How much will each option benefit in reduced risks and increased resilience? How much will these options cost? What is the benefit-cost ratio of each option?



In accordance with the AWIA requirements, and incorporating the AWWA M19 manual, ANSI/AWWA J100-21, ANSI/AWWA G300, ANSI/AWWA G440-17, and ANSI/AWWA G430-14 standards as appropriate, the RRA for City will include an assessment of:

- Risk to the system from malevolent acts and natural hazards

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- Resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
- Monitoring practices of the system
- Financial infrastructure of the system
- Use, storage, or handling of various chemicals by the system
- Operation and maintenance of the system
- Evaluation of capital and operational needs for risk and resilience management for the system (optional per AWIA)

### ARTICLE 3. SCOPE OF WORK

#### ***Task 1 – Project Management***

Provide services to manage the tasks for this scope of work. In addition, this task includes those elements necessary to properly manage, lead, and control the work order.

#### ***Activities***

- Scoping, contract review/execution and project accounting setup.
- Project documentation and coordination.
- Monitoring project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Managing quality control review of work activities and project deliverables.
- Monitor project activities for potential changes. Should change occur, and with City approval, modify tasks, task budgets, and approach. Inform the City if any changes will impact the cost of the services or the schedule.
- Regular communication with City staff. At a minimum, bi-weekly calls are planned.
- Monthly invoicing with progress report (unless there is no significant project activity).

#### ***Deliverables:***

- Provide 8 monthly invoices with progress reports.
- 12 (bi-weekly) virtual progress meetings (approximately 30-minute duration) with the City.
- Provide progress meeting notes.

#### ***Task 2 – Risk and Resiliency Assessment***

This Task will include services to support completion of a water system RRA and associated letter certification to US EPA to be submitted prior to June 30, 2026, consistent with associated AWIA requirements and guidance.

#### ***Subtask 2.1 – RRA Kickoff & Data Review***

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This subtask will include the following effort and services:

Jacobs will facilitate a one-hour virtual kickoff meeting, which will include Jacobs's key RRA team, and the City's key staff. Prior to the kickoff, Jacobs will request from the City, a list of existing documentation relevant to update the RRA. Jacobs will review existing documentation prior to hosting the kickoff.

### Deliverables:

- List of requested existing relevant documentation
- Agenda and meeting summary

### **Subtask 2.2 – Workshop Activities for RRA**

Jacobs will update J100-21 steps 1 through 3, as described in the Approach (Article 3), through workshops, interviews, and virtual meetings. This subtask will include the following effort and services:

- **J100-21 Steps 1 through 3 Workshops.** These workshops are necessary to review initial findings and assumptions to guide subsequent development of the RRA and solicit input from City.
  - Asset prioritization and threat review
  - Threat-asset list review
  - Consequence criteria review and scoring
- **Stakeholder Interviews.** Jacobs will conduct interviews with key City staff to discuss water system risks, resiliency, system operations, challenges, vulnerabilities, and future vision. Interviews are intended to gain more information and bolster workshop findings. Interview sessions are anticipated to include the following:
  - **Natural Hazards.** A review of historical impacts and resilience of water system facilities and assets with respect to earthquake, drought, severe weather and climate change (flooding, high wind, extreme heat), and wildfire.
  - **Incident History.** Review (if any) history of malevolent threats/issues at the utility.
  - **Supply Chain Impacts.** A review of the reliability and potential impacts of the utility supply chain, including chemicals, parts, fuel, power, etc.
  - **Water Quality, Pressure, and Flow Monitoring.** A review of water quality, pressure, and flow monitoring (including online monitoring) in place at the utility.
  - **Financial Resilience.** A review of the resilience of the utility's financial elements including billing, collection, and financial contingencies.
  - **Chemical Use, Storage, and Handling.** A review of the chemicals, their use, storage, and handling at the utility's water facilities.
  - **Operations and Maintenance.** A review of utility water operations, operational needs, and maintenance procedures in place.
- **Critical Facilities/Asset Verification.** Most of the critical water system facilities and assets identified during the workshops will be verified by Jacobs's project team members. City staff with specific knowledge and understanding of each of the facility

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sites and assets will participate in the workshops with Jacobs to answer questions and address issues and concerns related to the facilities and assets.

### **Deliverables:**

- Draft agenda/schedule for RRA workshops and interviews
- Final agenda/schedule for RRA workshop and interviews
- Consolidated notes from workshops and interviews

### ***Subtask 2.3 – RRA Analysis (Steps 4-6 of J100-21)***

This subtask will include the following effort and services:

Upon completion of the workshops and interviews, Jacobs will update Steps 4 through 6 of the J100-21 method. Completion of these steps will result in development of a “Preliminary Draft RRA Report,” which Jacobs will submit to City for review and comment. The draft report will contain steps 1-6 of the analysis; it will not contain information related to mitigation strategies. It is important to solicit City’s review at this point prior to undertaking Step 7 of the J100-21 method to avoid costly re-work of Step 7 efforts.

One week after submittal of the Preliminary Draft RRA Report, Jacobs and the City’s key staff will convene and facilitate a meeting (two hours maximum duration) to review the City’s comments, discuss the results of Steps 1 through 6, and discuss strategies to be considered for development as part of Step 7.

### **Deliverables:**

- Preliminary Draft RRA Report
- Risk Results Review Meeting Agenda and Meeting Summary

### ***Subtask 2.4 – Risk Mitigation and Reduction (Step 7 of J100-21)***

This subtask will include the following effort and services:

Upon completion of Task 2.3, Jacobs will complete Step 7 of the J100-21 method for City’s RRA. Jacobs will develop strategies for increasing resilience and reducing risk, along with estimated costs and quantitative benefits for each. This information will be used to develop benefit-cost ratios and prioritization strategies, which will be included in the Draft Final RRA. The prioritized strategies will be shown in an implementation schedule based on feedback from City regarding funding capabilities.

### ***Subtask 2.5 – RRA Report Development***

This subtask will include the following effort and services:

Jacobs will prepare an updated RRA report that summarizes all work completed in Tasks 2.1 through 2.4. The report will comply with all applicable requirements. The report will be submitted to the City as a draft for review and comment. Jacobs and the City will meet for a collaborative workshop to review the City’s comments on the RRA. Following the review and workshop activities, Jacobs will revise and finalize the RRA Report for submission to the City. The City will then certify completion of the RRA with the EPA.

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### **Deliverables:**

- Draft RRA Review Workshop Agenda and Meeting Summary
- Draft RRA Report (one electronic copy)
- Final RRA Report (one electronic copy)

### ***Subtask 2.6 – Cybersecurity Assessment Interview***

This subtask will include the following effort and services:

AWIA calls for the cybersecurity assessment of a water utility's "electronic, computer, or other automated systems." An in-depth analysis of cybersecurity practices can better position City for cybersecurity resilience and operational continuity. This assessment will identify the City's current cyber practices for its water systems and their alignment with industry standards such as AWWA G430 and NIST 800-82.

Jacobs will prepare an interview and workshop in this task. Jacobs will utilize the list of critical cybersecurity assets (including, but not limited to, IT and SCADA) that require further evaluation during interviews based on current system knowledge, reports, data, and information.

In conjunction with J100-21 methodology, Jacobs will use the "Department of Homeland Security/Industrial Control System - Computer Emergency Response Team (DHS/ICS-CERT) Cyber Security Evaluation Tool (CSET v8.1)" to evaluate the risk to Information Technology (IT) networks and to ICS/SCADA networks (cyber security monitoring practices). The CSET utilizes network diagram assessment combined with a series of security standards-based questions to provide understanding and context, which enables the assessor in identifying security shortfalls and identifying best practices for programs and processes. Jacobs will employ this tool in conjunction with a workshop.

The CSET produces a Cyber Risk Score, which Jacobs will align to Department of Energy (DoE) Cybersecurity Capability Maturity Model (C2M2) to provide a relative understanding of the assessed level of operational and infrastructure cyber risk. This enables a pathway forward for mitigation of the identified risk.

\*This approach does not include penetration testing or active network probing.

Jacobs will facilitate a workshop with City staff to further refine and finalize the cyber-specific concerns and vulnerabilities. Interviews will be conducted regarding financial infrastructure and computer system security.

Jacobs will document data collected and develop a cybersecurity technical memorandum (TM). Virtual meetings will be scheduled to discuss interim results and recommendations (including cost estimates). The draft cybersecurity TM will be transmitted securely to City for review and comment. Following the City's review, Jacobs will incorporate comments and provide a final cybersecurity assessment TM .

### **Deliverables:**

- Draft Cybersecurity Assessment TM (one electronic copy)
- Final Cybersecurity Assessment TM (one electronic copy)\

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### **Task 3 – Emergency Response Plan**

This Task will include services to support completion of a water system ERP Update and associated letter certification to USEPA to be submitted prior to December 31, 2026, consistent with associated AWIA requirements and guidance.

In addition to the AWIA guidance, the ERP will be updated in accordance with National Incident Management System (NIMS) standards, the National Response Framework (NRF), the USEPA, Federal Emergency Management Agency (FEMA), and Department of Homeland Security (DHS). In addition, the ERP will consider current city and regional Emergency Management procedures, policies, and information related to emergency response.

The ERP addresses facility emergencies that will be managed primarily by City as well as utility support and cooperation with other agencies during large-scale emergencies. The goal of the ERP is to help protect the health and safety of utility employees, customers, and the general public.

#### **Subtask 3.1 - Data Collection and Review**

This subtask will include the following effort and services:

Jacobs will review information furnished by the City in anticipation of updating the ERP. The information anticipated to be furnished by the City includes, as applicable and if available: the existing ERP, Disaster Recovery plan, emergency planning/response policies, training and exercise plans, equipment lists, alternative water source information, community emergency plans, and mutual aid agreements, etc. Jacobs will provide an RFI to the City.

##### **Deliverables:**

- RFI for Existing Documentation

#### **Subtask 3.2 - ERP Activities and Interviews**

This subtask will include the following effort and services:

The remainder of the ERP will be completed through discussions and interviews with the City. Jacobs will complete interviews and discussions with City staff, emergency management and response resources, and other entities, as applicable to update ERP.

##### **Deliverables:**

- Checklist of completed interviews and draft notes

#### **Subtask 3.3 - ERP Report Development**

This subtask will include the following effort and services:

Jacobs will prepare an ERP report that summarizes the work completed as part of Task 2 and complies with all applicable requirements, as described above.

Specifically, Jacobs will update the ERP report to include the following:

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- Incorporate the findings of the RRA completed as part of Task 1 and 2. Incorporate strategies and resources to improve response and resilience to anticipated threats.
- Address strategies and resources to improve the resilience of the water system, including the physical security and cybersecurity of the system.
- Include plans and procedures that can be implemented, and identify equipment that can be utilized, in the event a malevolent act or natural hazard that threatens the ability of the water system to deliver safe drinking water.
- Include actions, procedures, and equipment that can obviate or significantly lessen the adverse impact of a malevolent act or natural hazard on water system.
- Include strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

### ***Subtask 3.4 - ERP Draft and Final***

This subtask will include the following effort and services:

The Draft ERP will be provided electronically for the City to review. Jacobs will make requested changes and edits to address comments and produce the draft final ERP.

A final ERP will be submitted for review and approval by the City that addresses comments within 30 days of comment receipt. Copies of the final ERP will be submitted as electronic copies.

Jacobs will prepare an updated ERP that summarizes all work completed in Tasks 3.1 through 3.3. The report will comply with all applicable requirements. The report will be submitted to the City as a draft for review and comment. Following the review, Jacobs will revise and finalize the ERP for submission to the City. The City will then certify completion of the ERP with the EPA.

### **Deliverables:**

- Draft ERP Report
- Final ERP Report

### ***Summary of Assumptions (For Task 2 and Task 3)***

- Jacobs will prepare and submit all deliverables as electronic PDF or Word documents to the City. No hardcopies of deliverables will be prepared or distributed by Jacobs. It is understood that the City will print any hardcopies that it deems necessary for its internal review or other use.
- Access to existing information and data requested by Jacobs will be available and provided by the City in a timely manner.
- Jacobs will produce an updated RRA and ERP.
- One review-and-comment cycle for the RRA and ERP Reports.
- The City will compile its team's comments on the draft RRA and ERP Reports and provide Jacobs with a single set of combined comments.

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- The City will be responsible for certification to the USEPA.
- Protecting the Confidentiality of Information. Jacobs understands the importance of protecting the confidentiality of the City's sensitive information. Jacobs will use a secure SharePoint project site or secure server to serve as the central repository for City project information and files. Only project team members with a direct project need of sensitive information will have access to the files.
- Jacobs will manage the health, safety, and environmental activities of its staff to achieve compliance with applicable health and safety laws and regulations.

### ARTICLE 4. PROJECT SCHEDULE

Jacobs will begin work following a Notice to Proceed from City to kick off the RRA task portion. The project duration is 8 months, with final deliverables submitted by AWIA requirements, June 30, 2026 (RRA) and December 31, 2026 (ERP). Jacobs anticipates early submission of deliverables.

### ARTICLE 5. COMPENSATION

Jacobs will complete the scope of work defined in this work order for a total budget not to exceed \$109,850 at the agreed rates of the underlying Contract, plus applicable taxes. The total fee includes \$0 in expenses primarily included for Jacobs travel to and from the site for meetings, observations, and general programming assistance. A fee estimate is included with this work order as Attachment A.

**Table 2 - Risk & Resiliency Assessment and Emergency Response Plan Update - Fee Estimate**

Team Member		Jreysha Brannon	Brad Phelps	Forrest Gist	Randy Lynn	Eric Brooks	Dan Crane/ Danielle Taggart	Megan Ellis	Rebecca Little	Anindit Dixit	Karina Hess McKnight	Labor Hours	Labor \$	Expenses \$	Total Cost \$
Role		Project Manager	Project Advisor	RRA Lead	RRA Task Support; SMEs (Cost Estimating, Asset Management, other)	Physical Security - Principal Technologist	Cyber Assessment - Senior Technologist	ERP Lead - Principal Technologist	Document Editor/Publisher 5	Project Controls	Project Assistant				
Rate <sup>1</sup>		\$ 220	\$ 300	\$ 300	\$ 290	\$ 200	\$ 200	\$ 300	\$ 145	\$ 115	\$ 100				
<b>Task 1 - Project Management</b>		<b>36</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>4</b>	<b>54</b>	<b>\$10,670</b>	<b>\$0</b>	<b>\$ 10,670</b>
1.1	Project Set up, PXP, Accounting, Health and Safety, Workplan, and Schedule	6	2							2	4	14	\$2,550		\$2,550
1.2	Invoicing	8								8		16	\$2,680		\$2,680
1.3	Staff Coordination	16										16	\$3,520		\$3,520
1.4	Monthly Coordination Meetings with City	6	2									8	\$1,920		\$1,920
<b>Task 2 - Risk and Resilience Assessment</b>		<b>14</b>	<b>4</b>	<b>56</b>	<b>74</b>	<b>27</b>	<b>50</b>	<b>1</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>258</b>	<b>\$62,880</b>	<b>\$0</b>	<b>\$ 62,880</b>
2.1	RRA Kickoff & Data Review	2	1	4	2	1		1				11	\$3,020		\$3,020
2.2	Workshop Activities for RRA (Workshops & Interviews)	6		10	10	8						34	\$8,820		\$8,820
2.3	RRA Analysis (Steps 4 - 6 if J100-21)	2		8	10	4						24	\$6,540		\$6,540
2.4	Risk Mitigation and Reduction (Step 7 of J100-21)			6	20	6						32	\$8,800		\$8,800
2.5	Draft RRA Report Development			20	22	8			32			82	\$18,620		\$18,620
2.5.1	Draft RRA Review Workshop	2	1	2	2							7	\$1,920		\$1,920
2.5.2	Address Comments			4	4							8	\$2,360		\$2,360
2.5.3	Final Updated RRA	2	2	2	4							10	\$2,800		\$2,800
2.6	Cyber Assessment						50					50	\$10,000		\$10,000
<b>Task 3 - Emergency Response Plan</b>		<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>101</b>	<b>24</b>	<b></b>	<b>0</b>	<b>135</b>	<b>\$36,300</b>	<b>\$0</b>	<b>\$ 36,300</b>
3.1	Data Collection and Reviews							8				8	\$2,400		\$2,400
3.2	ERP Activities and Interviews	4	2					15				21	\$5,980		\$5,980
3.3	ERP Report Development							60				60	\$18,000		\$18,000
3.3.1	Address Comments							10	24			34	\$6,480		\$6,480
3.4	ERP Draft and Final	2	2					8				12	\$3,440		\$3,440
<b>Total</b>		<b>56</b>	<b>12</b>	<b>56</b>	<b>74</b>	<b>27</b>	<b>50</b>	<b>102</b>	<b>56</b>	<b>10</b>	<b>4</b>	<b>447</b>	<b>\$109,850</b>	<b>0</b>	<b>\$109,850</b>

**Work Order No. 22**  
To the 2025 Contract for Water-Related  
Engineering Services to the City of Cornelius

## Signatures

Jacobs Engineering Group Inc.

CITY OF CORNELIUS, OREGON

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Pat Van Duser**  
\_\_\_\_\_  
Printed Name

**Peter Brandom**  
\_\_\_\_\_  
Printed Name

**Designated Manager**  
\_\_\_\_\_  
Title

**City Manager**  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Jacobs Engineering Group Inc.  
2020 SW 4<sup>th</sup> Avenue, Suite 300  
Portland, OR 97201  
503-235-5000

City of Cornelius  
1355 N. Barlow Street  
Cornelius, Oregon 97116  
503-357-9112

DRAFT

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Susan Rush, Public Works Business Manager  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-04: Park Shelter Reservation Policy

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**Requested City Council Action:** Approve Resolution No. 2026-04.

**Previous Council Action:** None

**Background:** The Public Works Department accepts park shelter reservations as a service to the citizens allowing them to guarantee a space and time. Many years ago, when the city also charged for reservations, the reservations were for either half or full-day time periods. When the City stopped charging for reservations, the time blocks were also dropped.

A large percentage of reservations are made for a full day use which limits the use of the shelters by others. With a growing population and a limited number of shelters, there is a need to reinstate time blocks to allow for more citizens to have the ability to make a reservation. This policy will also give residents of Cornelius priority for the first three months of the year to make reservations prior to opening to the general population.

**Cost:** None.

**Advisory Committee Recommendation:** The Park Shelter Reservation Policy was presented to the Public Works Advisory Committee at their regular meeting and was recommended to go before Council for approval.

**Staff Recommendation:** Approve Resolution No. 2026-04 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-04, A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING THE PARK SHELTER RESERVATION POLICY, and this action takes effect immediately.

**Exhibit:** Resolution No. 2026-04, Exhibit A – Park Shelter Reservation Policy

**RESOLUTION NO. 2026-04**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING A PARK  
SHELTER RESERVATION POLICY**

**WHEREAS**, the city desires to make park shelter reservations available to more citizens; and

**WHEREAS**, the residents of Cornelius will have priority in making reservations; and

**WHEREAS**, the city desires to establish a set policy on reservation guidelines;

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council hereby approves the Park Shelter Reservation Policy attached hereto as Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

CITY-WIDE POLICY		RESOLUTION NO. 2026-04
		<b>EFFECTIVE DATE</b> January 5, 2026
Exhibit A – Park Shelter Reservation Policy		<b>REVIEW DATE</b> February 5, 2029
		<b>APPROVED SIGNATURE</b>  Mayor Jeffrey C. Dalin

**PURPOSE**

This policy outlines the procedure and requirements for reserving park shelters in the City of Cornelius. It is intended to ensure compliance with park rules, provide predictable and consistent administration, and support the safe and efficient use of public facilities.

**DEFINITIONS**

**Business Hours:** Public Works processes Shelter Reservation Applications Monday-Friday, between 8am-5pm, except on certain holidays. The Public Works lobby is closed to the public during lunch (12pm-1pm).

**Event:** Any gathering hosted by an individual or group on park property that has two or more attendees.

**Organization:** Any formal business, club, team, etc. hosting an event for the benefit of their employees, members, volunteers, etc., or that the general public is invited to attend.

**PROCEDURE**

**1. APPLICATION**

All reservations require an application per [Cornelius Municipal Code 12.50.040 Applications](#).

**1.1 Submission Guidelines**

- The Shelter Reservation Application is an online form available on the City website’s Park Reservation Information page.
  - The form is accessible from any personal, internet-connected device, or applicants may borrow an iPad in the lobby of the Public Works Department during business hours.
  - Assistance with filling in form responses will be provided upon request, but the applicant must engage with the final step, agreeing to all *General Park Rules and Regulations* (Exhibit A), before submittal.
  - Forms, rules, and assistance are available in English and Spanish. Additional language support is available upon request.
  
- Applications for reservations must be submitted at least two business days in advance.
  - Example: 5pm on Wednesday is the cut-off for Friday, Saturday, and Sunday reservation applications, unless Wednesday is a holiday, then it would be the preceding business day.

- Use of shelters is first come, first served whenever there aren't any reservations.
  - This excludes the hour intentionally left open between any two reservations, if applicable, which is to allow for a smooth transition from one event's cleanup, to another's setup.
  - Applicants with an approved reservation shall be granted priority access to any reserved shelter(s) the half hour before a reservation begins, and the half hour after a reservation ends, only if actively setting up for, or cleaning up after, their event.
- Cornelius residents may begin applying, for any reservation date within the same calendar year, on January 1<sup>st</sup>. All other, non-resident applicants seeking reservations for dates prior to March 31<sup>st</sup> may also apply beginning January 1<sup>st</sup>. Applications from non-resident applicants seeking reservations between April and December will not be processed until April 1<sup>st</sup>.
  - Exceptions:
    1. Applications for reservation dates occurring within the first week of January will be accepted in the preceding December, up until the required minimum two business days' notice.
    2. Applications from non-residents for reservation dates occurring within the first week of April will be accepted in the preceding March, up until the required two business days' notice.

## 1.2 Reservation Limitations

To encourage the sharing of park shelters, the City has set the following reservation limitations:

- Applicants (excluding organizations) may only reserve a shelter for a maximum of one 4-hour shift per day.
  - Weekday reservations year-round, and weekend reservations for dates between October 1<sup>st</sup> and March 31<sup>st</sup>, will be accepted for any 4-hour block between dawn and dusk.
  - Weekend reservations for dates between April 1<sup>st</sup> and September 30<sup>th</sup> will be accepted for one of two 4-hour blocks only, 10am-2pm or 3pm-7pm.

## 1.3 Park Rules

The General Park Rules and Regulations are included within the Shelter Reservation Application, and provided to the applicant again as an email attachment if their reservation is approved.

- All applicants must check the box acknowledging 'I have read and agree to the City's Park Rules' on the Park Rules Agreement portion of the online application prior to submission.
- The City may deny or revoke a reservation if it is determined and communicated that a Certificate of Insurance (COI) is required, but the applicant fails to provide one. See *General Park Rules and Regulations* (Exhibit A), for examples of when a COI must be provided.
- The City may refuse to approve reservation applications from individuals or organizations with prior, documented violations of the Park Rules. Examples of violations include, but are not limited to:
  - Failure to clean a shelter after use (excessive mess or damage gets noted by Parks crew).
  - Using a mobile vendor without a [Mobile Vendor Permit](#) and [Cornelius Business License](#).
  - Posing any risk to public safety, such as bringing or consuming alcoholic beverages, threatening or instigating violence, or engaging in any other unlawful behavior anywhere in or near the park.
- Events with anticipated attendance greater than 150 people require approval from Public Works Department Management.
  - Carpooling is highly encouraged for large events due to limited parking spaces. Guests who must use street parking should be advised to only park where legal to do so, and in a manner which does not obstruct traffic or block the driveways of neighboring residences.

## **2. EXCEPTIONS**

Certain events may be exempted from aspects of this policy as follows.

### **2.1 Events Hosted by the City of Cornelius**

Events hosted by the City of Cornelius may include use of any park shelter(s) without restrictions.

### **2.2 Events Hosted by Organizations**

Events hosted by organizations may be eligible to extend their reservation beyond four hours by special request, on a case-by-case basis.

Requests should be explained and sent by email to: [PublicWorks@corneliusor.gov](mailto:PublicWorks@corneliusor.gov)

## **APPROVAL AND REVISION HISTORY**

Version	Date	Approved By:	Description of Change:
1.0		City Council	Initial Policy

## General Park Rules and Regulations

### Reservation Procedure

- Shelter Reservations are processed per [Cornelius Municipal Code 12.50 Parks and Recreation](#) and the City's *Park Shelter Reservation Policy*.
- Reservations are not confirmed until the application has been approved. Applicants will receive an email from Public Works confirming approval, denial, or a request for additional information.
- Applicants must have a printed or digital copy of their approved reservation available during their reservation.

### Cancellation Policy

- Public Works ([publicworks@corneliusor.gov](mailto:publicworks@corneliusor.gov)) should be notified by an applicant on the earliest date possible if they do not intend to use their approved reservation as scheduled, to make the shelter available for others.

### General Park Rules and Regulations

- Please clean the area following the event. Be mindful of activities that require extra cleaning, such as the use of piñatas, water balloons, and confetti.
- If others will not yield your reserved area to you when requested, please call the non-emergency **Washington County Dispatch** number (503) 629-0111.
- Staples, nails, and pins are **not** allowed to attach decorations, signs, etc. to picnic tables, shelters, or trees. String and tape are acceptable when used properly and removed after use.
- **Inflatable amusement rentals (e.g. bounce houses) are not permitted.**
- **Alcoholic beverages are not permitted.** This law is strictly enforced.
- Park hours are from **dawn** to **dusk** daily.
- **Motorized vehicles are prohibited** except in parking areas.
- Dogs must be on a leash.
- Dog excrement must be immediately removed and disposed of by the animal keeper, possessor or owner.
- There are no reserved parking areas. Parking is first come, first served.
- To prevent overflowing trash bins, it is recommended to bring extra trash liners. Full trash bags can be left by the trash bins for collection.
- All reservations are subject to posted Park Regulations.

### A Certificate of Insurance naming the City as an Additional Insured is required for the following:

- Caterer preparing food in the park
- Rented tents/canopies or tables and chairs
- Port-a-Potties
- Field Reservations for seasonal organized sports, tournaments, and other large events

# City of Cornelius Agenda Report



**To:** Peter Brandom, City Manager  
**From:** Rachael Bateman, City Recorder  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-05: Adopting an Artificial Intelligence (AI) Use Policy

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**Requested City Council Action:** Approve Resolution No. 2026-05.

**Previous Council Action:** None.

**Background:** AI tools—particularly Generative AI systems capable of producing text, images, summaries, and analysis—are increasingly used across both the public and private sectors. These tools offer opportunities to improve efficiency, enhance service delivery, and support informed decision-making. At the same time, they present risks related to privacy, security, bias, transparency, public trust, and records management. Recognizing both the benefits and risks, staff developed this policy to ensure that AI tools are used in a manner consistent with Oregon law, City policies, and community expectations. The policy emphasizes that AI is a support tool and does not replace human judgment or accountability.

The policy was reviewed by the City IT Committee and legal counsel to ensure clarity, compliance, and alignment with best practices.

**Cost:** There is no direct fiscal impact associated with adopting this policy. Any future procurement of AI tools would follow established budgetary and procurement processes and be subject to separate Council consideration, when required.

**Advisory Committee Recommendation:** No advisory committee action was taken or is required for this item.

**Staff Recommendation:** Approve Resolution No. 2026-05 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-05, A RESOLUTION OF THE CORNELIUS CITY COUNCIL ADOPTING AN ARTIFICIAL INTELLIGENCE (AI) USE POLICY, and this action takes effect immediately.

**Exhibit:** Resolution No. 2026-05, Exhibit A – Artificial Intelligence (AI) Use Policy

**RESOLUTION NO. 2026-05**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL ADOPTING AN  
ARTIFICIAL INTELLIGENCE (AI) USE POLICY**

**WHEREAS**, the City of Cornelius is committed to ethical, transparent, and responsible governance and to safeguarding the public trust; and

**WHEREAS**, artificial intelligence technologies, including Generative Artificial Intelligence (GenAI) systems, are increasingly used in the public sector to support administrative efficiency, service delivery, and informed decision-making; and

**WHEREAS**, the use of AI tools presents both opportunities and risks related to data security, privacy, equity, transparency, accountability, and compliance with applicable laws; and

**WHEREAS**, the City Council desires to establish clear expectations and safeguards governing the use of Generative AI systems by City staff to ensure alignment with City values, policies, and legal obligations, including but not limited to Oregon Public Records Law and applicable State and Federal privacy and civil rights laws; and

**WHEREAS**, the proposed Artificial Intelligence (AI) Use Policy provides a framework for ethical use, human oversight, protection of confidential information, transparency in public-facing applications, and ongoing review as technology evolves; and

**WHEREAS**, the Artificial Intelligence (AI) Use Policy has been reviewed by the City IT Committee and legal counsel prior to consideration by the Cornelius City Council;

**NOW, THEREFORE, THE CITY OF CORNELIUS RESOLVES AS FOLLOWS:**

Section 1. The Cornelius City Council hereby adopts the Artificial Intelligence (AI) Use Policy, attached hereto as *Exhibit A*.

Section 2. This resolution is effective immediately upon its enactment by the Cornelius City Council.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder

CITY-WIDE POLICY		RESOLUTION NO. 2026-05
		EFFECTIVE DATE January 5, 2026
EXHIBIT A – Artificial Intelligence (AI) Use Policy		REVIEW DATE January 4, 2027
		APPROVED SIGNATURE  Mayor Jeffrey C. Dalin

**PURPOSE:**

This policy establishes guidelines for the ethical, effective, and secure use of Artificial Intelligence (AI) technologies by City of Cornelius staff as these tools become more prevalent. It aims to protect the public, safeguard City data and systems, ensure compliance with applicable laws and policies and promote transparency, accountability, privacy, confidentiality, and equity in their use. While this policy document includes principles that apply to all AI technologies generally, the policy statements apply only to Generative AI Systems.

**SCOPE:**

This policy applies to all City employees, contractors, consultants, and volunteers who may use GenAI Systems in the course of their work for the City.

Elected and appointed officials are expected to follow the policy’s ethical guidelines when using GenAI Systems in the performance of their official City duties; however, administrative procedures outlined in this policy apply only to City staff.

**1. DEFINITIONS**

**Artificial Intelligence (AI):** A technology that simulates human intelligence to perform tasks such as decision-making, language understanding, and predictive analysis.

**Generative AI (GenAI) Systems:** AI tools capable of generating new content—such as text, images, audio, video, code, or analysis—based on user prompts. Examples include ChatGPT, Microsoft Copilot, Google Gemini, and similar tools.

**AI Systems:** Software or tools that use AI technologies.

**Data:** Any information, structured or unstructured, used for operational purposes.

**2. GUIDING PRINCIPLES**

GenAI Systems are commonly used in three ways:

- to **create content** (e.g., drafting text, generating images),
- to **consume or analyze content** (e.g., summarizing documents, extracting key points), and
- to **retrieve information** (e.g., searching the web or pulling data from large sources).

The following principles describe the City’s values with respect to how GenAI Systems must be used by City staff. Each AI use case presents unique benefits and risks. Staff should apply critical thinking and verify accuracy when using GenAI Systems—especially when sharing, publishing, or making decisions based on AI-assisted output.

## 2.1 Ethical Use:

City staff shall use GenAI Systems responsibly and ethically to ensure GenAI Systems do not discriminate, violate privacy or confidentiality, or produce harmful outcomes. City staff shall ensure that usage of GenAI Systems and decisions informed by GenAI Systems comply with all applicable laws, regulations, and City adopted organizational values. Applicable laws include but are not limited to, the Oregon Public Records Law, state consumer and privacy protection laws, HIPAA, the Criminal Justice Information Services (CJIS) policy, federal and state anti-discrimination laws, copyright and other intellectual property laws.

## 2.2 Equity and Bias:

City staff shall take steps to identify and mitigate potential biases in GenAI Systems to ensure equitable outcomes. Staff should critically evaluate AI-generated outputs for fairness and inclusivity, particularly in decisions that affect the public, and apply human judgment to prevent discriminatory or biased results.

## 2.3 Transparency and Public Engagement:

City staff must clearly understand the capabilities and limitations of GenAI Systems they use. When AI informs decisions or interacts with the public, staff should be prepared to explain its role in plain language.

The City is committed to informing residents about any AI use in public-facing services and addressing questions or concerns proactively. Transparency in AI operations is essential for maintaining public trust. To support this:

- Staff using GenAI tools in public-facing work must include a brief explanation of the tool's function when appropriate (e.g., "This response was assisted by AI to help streamline service.").
- Questions from the public about the City's use of AI in its systems should be directed to the Communications and Community Engagement Manager.
- The City IT Committee will provide guidance and talking points for commonly used GenAI tools, so staff are supported in communicating with the public.

## 2.4 Accountability:

City staff are responsible for the outcomes of AI usage. GenAI Systems should not replace human judgment in critical decisions. GenAI Systems may be used to assist in gathering or analyzing data relevant to critical decisions. However, a human must retain full responsibility for the final decision, exercising independent judgment. AI-generated output must not be the sole or decisive factor in any decisions.

## 2.5 Security and Privacy:

City staff usage of GenAI Systems must comply with all applicable confidentiality requirements in City policies, including the Employee Handbook, and with all relevant state and federal laws and regulations. City staff shall not input or enter private, sensitive, or confidential information into any AI System, including but not limited to the following types of information: personally identifiable information, Criminal Justice Information (CJIS), health information, personnel records, financial information, legally privileged information or third-party confidential information ("Confidential Information"). City staff should endeavor to opt out data collection and model training by GenAI Systems using City Data.

## **3. ACCEPTABLE USES**

GenAI Systems may be used by City staff in accordance with this policy, provided human oversight is maintained, outputs are reviewed for accuracy and appropriateness and City staff does not input or enter Confidential Information into the AI System. Acceptable uses fall into three categories:

### 3.1 Creation with GenAI

City staff may use GenAI tools to help generate or organize content, such as:

- Drafting standard documents, summaries, emails, and preliminary outreach materials.
- Creating templates or suggested responses for routine inquiries.
- Formatting reports or organizing digital information.

### 3.2 Consumption of AI-Generated Insights

City staff may use GenAI Systems to assist with interpreting or analyzing information to support informed decision-making. Provided no personal or Confidential Information is included, acceptable uses include:

- Identifying trends in service requests, de-identified or non-confidential Data on utility usage, or survey feedback.
- Identifying key topics, themes, or frequently mentioned issues in large volumes of written input, such as community feedback, departmental reports, or project proposals.
- Extracting key points from long emails, memos, or meeting transcripts that do not contain Confidential Information to help staff quickly understand the main takeaways

### 3.3 Use of AI for Search and Research

City staff may use GenAI Systems to serve as a supplemental research aid, particularly when:

- Brainstorming ideas or exploring broad topics.
- Clarifying technical language or summarizing background information.
- Exploring publicly available data or concepts to support learning.

When using GenAI Systems for research, City staff should cross-check critical information with official or trusted sources, especially when accuracy or legal compliance is required. City staff shall not rely on GenAI Systems for legal advice. Acceptable uses include:

- Help staff complete routine tasks more efficiently, such as drafting standard documents or summarizing meeting notes.
- Improve resident services. For example, by generating quick responses to frequently asked questions through website chat tools or email templates – provided City staff discloses usage of GenAI Systems to the public.
- Support informed decision-making by identifying trends or patterns in City Data (e.g., analyzing service request volumes, seasonal utility usage, or community survey feedback).
- Automate low-risk administrative tasks, such as scheduling reminders, organizing files, or formatting reports—provided there is human oversight.

## **4. PROHIBITED USES**

City staff shall not use GenAI Systems for:

- Making decisions that significantly affect individuals without human oversight (e.g., employment, disciplinary actions, eligibility for benefits and social services, law enforcement or critical infrastructure).
- Actions that violate privacy, confidentiality, civil rights, or City policies.
- Inputting or analyzing private, sensitive, or Confidential Information.
- Generating or disseminating content that is discriminatory, harassing or defamatory.
- Creating deepfakes or impersonations of any person or public official that could mislead the public.

- Creating or distributing misleading or inaccurate information.
- Analyzing personal data without explicit consent.
- Relying solely on AI outputs for critical decisions without human review

City staff are cautioned that publicly available or free GenAI Systems such as ChatGPT, Google Gemini and Claude offer no confidentiality protections for Data. Once Data is entered into these GenAI Systems, the Data can be viewed by the companies that make the tools, can be used to train the tools and is subject to disclosure in a data security breach.

## **5. ADDITIONAL CONSIDERATIONS**

### 5.1 Training and Awareness:

City staff are required to familiarize themselves with AI basics to ensure responsible usage. Training will be assigned by the City. Further resources or recommendations for self-study may be provided by the City. See the Appendix to this Policy for AI Learning and Awareness Resources.

### 5.2 Incident Reporting:

City staff must report any suspected misuse of GenAI Systems to their supervisor or Human Resources. All reported incidents will be reviewed and addressed promptly by the City.

### 5.3 Records Management and Compliance

City staff users of AI tools should be aware that the use of generative AI tools may result in the creation of public records that require compliance with the Oregon public records law. Staff must ensure that any record generated, used or stored by GenAI Systems that qualifies as a public record is preserved and managed in accordance with the City's records retention and disclosure requirements.

### 5.4 Procurement Considerations:

Free versions of commonly available AI tools (such as generative chatbots, translation tools, or image generators) may be used by staff **if such use follows the guidelines outlined in this policy**, including those related to ethics, privacy, transparency, and prohibited uses. Staff must create separate accounts for GenAI tools used for City work and must not co-mingle personal and professional use of GenAI systems. Note: there are no confidentiality protections for information entered into free AI tools and as a result staff should not enter any Confidential Information or sensitive, personal, or other protected information into free AI tools.

The City's procurement process applies to the purchase, licensing, or formal adoption of AI tools or platforms. Any AI tools under consideration for procurement must undergo a review to ensure alignment with this policy and the City's ethical standards. If there is any uncertainty about whether a tool or intended use requires procurement review, staff should consult with management before proceeding.

Free AI tools do not typically require formal procurement; however, staff must review the tool's terms of use and ensure that usage complies with this policy and applicable City standards, including privacy, confidentiality, and ethical guidelines. Staff should not use free GenAI tools for processing Confidential Information.

City staff must comply with the terms of service of all AI Systems they use, including ensuring that they have the right to use and share any generated content. City staff shall conduct due diligence to ensure that no copyrighted material is published without appropriate attribution or acquisition of necessary rights.

## **6. POLICY ENFORCEMENT**

Violations of this policy may result in disciplinary actions taken by City management, including but not limited to retraining, suspension of AI usage rights, or other corrective measures as deemed appropriate.

Violations of this policy by contractors or consultants may be considered a material breach of contract, potentially resulting in legal consequences or contract termination.

**7. REVIEW AND UPDATES**

The City IT Committee will review and revise this policy annually, or as needed, to ensure it remains aligned with technological advancements and evolving ethical standards.

**APPROVAL AND REVISION HISTORY**

Version:	Date:	Approved/Reviewed By:	Description of Change:
1.0	January 5, 2026	City Council	Initial Policy

## Appendix

### **AI LEARNING & AWARENESS RESOURCES:**

This appendix provides a curated selection of resources to support staff in understanding the responsible use of artificial intelligence. The materials included offer practical guidance, ethical principles, and examples of both appropriate and inappropriate uses of AI. They are intended to raise awareness, encourage thoughtful engagement, and help staff navigate emerging tools with confidence and care.

#### **Ethical Use of AI**

- **Organization for Economic Co-operation and Development (OECD) Public Observatory** – [Respect for the rule of law, human rights and democratic values, including fairness and privacy](#).
- **Blueprint for an AI Bill of Rights:** [Making automated systems work for the American people](#)

#### **Risks and Misuse of AI**

- **National Institute of Standards and Technology** – [Artificial Intelligence Risk Management Framework](#)

#### **Practical Guides & Tutorials**

- **Google's AI Learning Hub** – [Learn essential AI skills](#).
- **Microsoft AI Learning Hub** – [Microsoft Learn](#): Modules covering AI ethics and responsible implementation.

#### **AI in Government Context**

- **National Association of State CIOs (NASCIO)** – [Generating Opportunity](#): The Risks and Reward of Generative AI in State Government.
- **FiscalNote:** [AI in Local Government](#): Emerging Applications, Risks, and Challenges
- **U.S. General Services Administration:** [Use of Artificial Intelligence at GSA](#)

#### **Legal Cases & Consequences of AI Misuse**

- [Mata v. Avianca, Inc](#) – Attorneys used ChatGPT to generate legal briefs citing fabricated case law. The court not only dismissed the case but also imposed \$5,000 in sanctions for submitting fictional precedents.
- [Robby Starbuck v. Meta](#) – Political commentator Robby Starbuck sued Meta's AI chatbot for falsely claiming he participated in the January 6 Capitol riot, Holocaust denial, and criminal behavior—causing reputational harm. He seeks \$5 million in damages, spotlighting accountability for AI misinformation.
- [FTC v. Lingo Telecom](#) – A telecom firm was fined \$1 million for distributing a robocall featuring an AI-generated deepfake of President Biden, intended to suppress voter turnout in New Hampshire.
- [Bennett v. Yakoob](#) – A solicitor shared a manipulated video that used synthetic audio and misleading subtitles to falsely depict a political rival making racist comments. The defamation case resulted in a substantial out-of-court settlement, setting a precedent for AI-based reputational harm.

# City of Cornelius Agenda Report



**To:** City Council  
**From:** Peter Brandom, City Manager  
**Date:** January 5, 2026  
**Subject:** Resolution No. 2026-06: Bee City USA Program Application

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**Requested City Council Action:** Approve Resolution No. 2026-06.

**Previous Council Action:** None.

**Background:** The Bee City USA program is designed to motivate and support communities and college campuses to reduce negative impacts on pollinators, including bees. The Cornelius Public Infrastructure Advisory Board (PIAB) has indicated an interest in supporting the City's involvement in the Bee City USA program. Pollinators are responsible for the reproduction of nearly 90% of the world's flowering plants, most of which directly sustain human life. There are approximately 500 native bee species in Oregon, and many other pollinators contribute to plant reproduction here. Bees and other pollinators are experiencing population declines due to habitat loss, poor nutrition, pesticides, parasites, disease, and impacts from climate change.

City staff have begun the process of enrolling the City of Cornelius in the Bee City USA program and its commitments, which include:

- Establish a standing Bee City USA committee to advocate for pollinators.
- Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites.
- Reduce the use of pesticides.
- Incorporate pollinator-conscious practices into City policies and plans.
- Host pollinator awareness events.
- Publicly acknowledge Bee City USA affiliation with signs and an online presence.
- Pay an annual application/renewal fee.
- Report annually on the prior year's activities, and apply for renewal.

In order to participate in the program, a standing committee must exist to oversee program commitments and activities. The designated committee should include individuals with experience and interests that help the City complete its commitments. It should also have a Chair, be managed by the City, and have regular meetings. The PIAB has agreed to be designated as Cornelius's Bee City USA committee. With oversight and direction provided by the PIAB, the City can implement actions consistent with the program commitments.

City staff have determined that both the cost and operational considerations of the Bee City USA program are within the capacities and capabilities of the City's operations.

Staff have drafted the enclosed Bee City USA resolution, which has been approved by both the

PIAB and the Xerces Society, which operates the Bee City USA program. Upon City Council approval, the Bee City USA resolution will be submitted to Xerces to complete the formal program application.

**Cost:** \$200 per year.

**Advisory Committee Recommendation:** The PIAB unanimously approved a motion to recommend to City Council approval of the City's application to the Bee City USA program.

**Staff Recommendation:** Approve Resolution No. 2026-06 as presented.

**Proposed Motion:** I make a motion to approve Resolution No. 2026-06, A RESOLUTION OF THE CORNELIUS CITY COUNCIL APPROVING THE APPLICATION TO THE BEE CITY USA PROGRAM, and this action takes effect immediately.

**Exhibit:** Resolution No. 2026-06

**RESOLUTION NO. 2026-06**

**A RESOLUTION OF THE CORNELIUS CITY COUNCIL DESIGNATING  
CORNELIUS AS A BEE CITY USA® AFFILIATE**

**WHEREAS**, the mission of BEE CITY USA is to galvanize communities to sustain pollinators, responsible for the reproduction of almost 90% of the world's flowering plant species, by providing them with healthy habitat, rich in a variety of native plants and free to nearly free of pesticides; and

**WHEREAS**, thanks to the more than 3,600 species of native bees in the United States, along with introduced honey bees, and approximately 500 in Oregon, we have very diverse dietary choices rich in fruits, nuts, and vegetables; and

**WHEREAS**, bees and other pollinators have experienced population declines due to a combination of habitat loss, poor nutrition, pesticides (including insecticides, fungicides, and herbicides), parasites, diseases, and climate change; and

**WHEREAS**, pollinator-friendly communities can benefit local and regional economies through healthier ecosystems, increased vegetable and fruit crop yields, and increased demand for pollinator-friendly plant materials from local growers; and

**WHEREAS**, agriculture is part of the fabric of Cornelius's economy, society, and environment, providing a vast number and type of jobs and economically important crops and foods; and

**WHEREAS**, ideal pollinator-friendly habitat (A) is comprised of mostly native wildflowers, grasses, vines, shrubs, and trees blooming in succession throughout the growing season to provide diverse and abundant nectar and pollen, since many wild pollinators prefer or depend on the native plants with which they co-adapted; (B) is free to nearly free of pesticides, as many pesticides can harm pollinators and/or their habitat; (C) comprises undisturbed spaces (leaf and brush piles, unmown fields or field margins, fallen trees and other dead wood) for nesting and overwintering; and (D) provides connectivity between habitat areas to support pollinator movement and resilience; and

**WHEREAS**, Integrated Pest Management (IPM) is a long-term approach to maintaining healthy landscapes and facilities that minimizes risks to people and the environment by: identifying and removing the causes of pest problems rather than only attacking the symptoms (the pests); employing pests' natural enemies along with cultural, mechanical, and physical controls when prevention is not enough; and using pesticides only when no other method is feasible or effective; and

**WHEREAS**, supporting pollinators fosters broad-based community engagement in environmental awareness and sustainability; and

**WHEREAS**, the City of Cornelius should be certified a *BEE CITY USA* community because agriculture, and the pollination services that bees provide across and adjacent to our community are fundamental to our future;

**NOW, THEREFORE, IN ORDER TO ENHANCE UNDERSTANDING AMONG LOCAL GOVERNMENT STAFF AND THE PUBLIC ABOUT THE VITAL ROLE THAT POLLINATORS PLAY AND WHAT EACH OF US CAN DO TO SUSTAIN THEM, THE CITY OF CORNELIUS CHOOSES TO SUPPORT AND ENCOURAGE HEALTHY POLLINATOR HABITAT CREATION AND ENHANCEMENT, AND RESOLVES AS FOLLOWS:**

Section 1. The City of Cornelius Public Works Department is hereby designated as the BEE CITY USA sponsor.

Section 2. The City Manager of the City Manager's Office is designated as the BEE CITY USA Liaison.

Section 3. Facilitation of the City of Cornelius's BEE CITY USA program is assigned to the Cornelius Public Infrastructure Advisory Board.

Section 4. The Public Infrastructure Advisory Board is authorized to and shall:

1. **Celebration:** Host at least one educational event or pollinator habitat planting or restoration each year to showcase the City of Cornelius's commitment to raising awareness of pollinator conservation and expanding pollinator health and habitat.
2. **Publicity & Information:** Install and maintain at least one authorized BEE CITY USA street sign in a prominent location, and create and maintain a webpage on the City of Cornelius website which includes, at minimum a copy of this resolution and links to the national BEE CITY USA website; contact information for your BEE CITY USA Liaison and Committee; reports of the pollinator-friendly activities the community has accomplished the previous year(s); and your recommended native plant species list and integrated pest management plan (explained below).
3. **Habitat:** Develop and implement a program to create or expand pollinator-friendly habitat on public and private land, which includes, but is not limited to, Identifying and inventorying the City of Cornelius's real property that can be enhanced with pollinator-friendly plantings; creating a recommended locally native plant list to include wildflowers, grasses, vines, shrubs, and trees and a list of local suppliers for those species; and tracking (by square footage and/or acreage) annual area of pollinator habitat created or enhanced.
4. **Pollinator-Friendly Pest Management:** Create and adopt an integrated pest management (IPM) plan designed to prevent pest problems, reduce pesticide use, and expand the use of non-chemical pest management methods.
5. **Policy and Plans:** Establish, through the City of Cornelius, a policy in the City of Cornelius's Comprehensive Plan to acknowledge and commit to the BEE CITY USA designation and review the Parks Master Plan and other relevant documents to consider improvements to pest management policies and practices as they relate to

pollinator conservation, identify appropriate locations for pollinator-friendly plantings, and consider other appropriate measures.

6. **Renewal:** After completing the first calendar year as a BEE CITY USA affiliate, each February, apply for renewal of City of Cornelius's BEE CITY USA designation following the format provided by BEE CITY USA, including a report of the previous year's BEE CITY USA activities, and paying the renewal fee based on City of Cornelius's population.

**INTRODUCED AND APPROVED** by the Cornelius City Council at their regular meeting this 5th day of January, 2026.

City of Cornelius, Oregon

By: \_\_\_\_\_  
Jeffrey C. Dalin, Mayor

Attest: \_\_\_\_\_  
Rachael Bateman, City Recorder