



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR JUNE 23, 2025

PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Mayor Bubenik called the meeting to order at 5:00 p.m.

1. Clackamas County Land Suitability Assessment.

Assistant Community Development Director Steve Koper presented the Clackamas County Land Suitability Assessment. He provided background stating that in early 2024 the county approached cities to discuss a project intended to evaluate potentially developable lands within rural areas of the Urban Growth Boundary (UGB) and designated Urban Reserves. He noted that the Stafford Urban Reserves could be included in the study. Director Koper explained that cities initially raised concerns that the scope resembled "concept planning," which would conflict with the existing five-party and three-party Intergovernmental Agreements (IGAs). Since then, the county has revised the scope. Director Koper explained that the revised draft no longer constitutes concept planning and that any of the three potential pilot areas identified for further analysis would only be included with the concurrence of the adjacent city. He stated that staff have reviewed the revised scope and found it acceptable. Director Koper stated the county is now requesting a letter of support from cities to submit alongside their 2040 Planning and Development Grant application to Metro. Director Koper asked the Council whether there is support to provide such a letter.

Council President Pratt asked how much funding Clackamas County is seeking through the Metro grant. Director Steve Koper responded that he did not know the exact amount.

Council President Pratt questioned why the study includes urban reserves rather than being limited to areas within the Urban Growth Boundary (UGB), expressing opposition to the inclusion of urban reserves and stating she does not support studying the Stafford Urban Reserve.

Councilor Reyes expressed support for submitting a letter of support, stating that it demonstrates goodwill toward the county and partner agencies.

Councilor Brooks joined the meeting at 5:12 p.m.

Councilor Hillier voiced support for the letter of support, provided it includes language specifying that Stafford should not be considered as one of the pilot areas in the study.

Councilor Brooks stated she did not support the study, citing the lack of infrastructure funding and concerns that the project would result in an unfunded planning effort.

Councilor Gonzalez supported the letter, noting that having more information could be helpful for future planning decisions.

Council consensus was reached to move forward with a letter of support for the county's grant application, with an explicit statement that the city does not support including the Stafford Urban Reserve as a study area.

2. WCCLS Funding & Governance Update.

Library Director Jerianne Thompson presented an update on the Washington County Cooperative Library Services (WCCLS) funding and governance project. She explained that the County is reviewing how funding is allocated among member libraries and shared a chart illustrating potential redistribution scenarios, noting that the methodology could still change. Director Thompson spoke about the proposed shift to centralized collection management, which is projected to be implemented in July 2027. She stated a consultant will be hired this fall to begin the transition planning.

Director Thompson stated that Tualatin residents place high value on the library's collection, which ranks as the second most important factor in choosing a library to visit. She expressed concern that losing local control over the collection would significantly affect both patrons and staff. She noted that Tualatin is advocating for greater partnership and collaboration in the process.

Director Thompson shared that the current local option levy provides \$0.22 per \$1,000 of assessed value.

Councilor Sacco asked how centralizing collection management would result in cost savings. Library Director Jerianne Thompson stated that while a detailed analysis has not yet been completed, proponents believe centralized management would reduce duplication of effort across libraries.

Councilor Sacco asked if there would be an opportunity for community input under the new model. Director Thompson responded that the details of the process have not yet been finalized, but mechanisms for public input are expected to be developed as the project progresses.

Councilor Brooks asked about the indirect costs incurred by the library. Director Thompson explained that indirect costs include shared city expenses such as facility maintenance.

Councilor Brooks asked about the non-profit libraries in the system. Director Thompson stated that three non-profit libraries operate within unincorporated areas of Washington County.

Councilor Brooks asked how the Council can support the library and provide input on these issues. Director Thompson stated that having local advocates, including the Homeless Services Liaison, has been valuable in communicating library needs to the broader system.

Councilor Reyes asked why the Aloha Library is receiving a larger share of funding. Director Thompson explained that Aloha joined the cooperative in 2015 and was initially under-resourced. She stated the new model is intended to rebalance funding more equitably.

Councilor Reyes also asked about the basis for allocation decisions and what the City can do to demonstrate that the Tualatin Library serves more than just the immediate population. Director Thompson stated that usage data, programming, and service equity are important metrics. She stated that the need for continued advocacy to show the library's broader regional impact as important.

Council President Pratt asked why usage was not included as a factor in the funding methodology. Director Thompson stated that usage-based formulas had created inequities in the past, and the current model is focused more on equitable service levels.

Council President Pratt expressed concern about centralized collection management and how it may impact the Tualatin Library's ability to reflect local needs. She also asked whether the library and public safety levies would be combined or presented separately. Director Thompson stated that they are separate proposals.

Councilor Gonzalez asked how the increasing use of digital audiobooks and eBooks affects staffing decisions at the library. Director Thompson stated that while most digital checkouts occur through the Libby app, staff are not directly involved in curating or supporting that platform.

Councilor Hillier asked about funding support for residents in the Clackamas County portion of Tualatin. Director Thompson stated that because Tualatin is part of the Washington County Cooperative Library Services system, all library funding comes from Washington County.

Councilor Hillier asked whether hours or staff positions would be cut under the proposed changes. Director Thompson stated that the Tualatin Library will remain open 54 hours per week and there are no plans to eliminate staff positions and work related to collection management would be reallocated.

Councilor Hillier asked when centralized collection management is expected to begin. Director Thompson stated that implementation is projected for July 2027, with planning and consultant work beginning this fall.

Mayor Bubenik expressed concern about the levy's viability in Tualatin if it results in reduced services. He asked when the current study would conclude. Director Thompson stated that a public hearing on the levy is happening tomorrow, and the funding methodology and service boundary discussions are expected to wrap up in September.

3. City Council 2025 Priorities Review & Update.

City Manager Sherilyn Lombos provided an update on the City Council's 2025 priorities, outlining progress made and ongoing efforts across each area. She began with Priority 1: Neighborhood Engagement. Manager Lombos stated that work is underway to complete a street tree inventory and to develop a list of adaptive street trees. She stated once those are finalized, staff will begin addressing the backlog of assessments. Both the inventory and tree list are expected to be completed by the end of the year. Manager Lombos shared Priority 1.5, which focuses on working with Community Involvement Organizations (CIOs), stated that a joint CIO/City Council work session is scheduled for August 25, and boundary updates are currently in progress.

Manager Lombos shared Priority 2: Housing. She reported that the city continues its work to support and incentivize diversified housing opportunities. She shared Priority 3: Economic

Development which includes support for food cart policies. She stated funds have been allocated in the Community Development budget for that work. She added that Economic Development Manager Sid Sin has been engaging actively with the business community.

Manager Lombos shared Priority 4: Transportation, that the Transportation System Plan (TSP) update is underway. On Priority 5: Environment, she noted that the Climate Action Plan continues to advance, and that Tualatin's Bee City designation has helped raise awareness about environmental initiatives. Manager Lombos shared that the seismic valve request was included in the city's legislative priorities and that funding for the project has now been allocated in the state budget.

Manager Lombos shared Priority 6: Parks, that staff are exploring revenue opportunities to support long-term parks maintenance. She stated the city recently signed a contract to conduct an analysis to evaluate maintenance funding and resource needs. She also noted continued partnerships with the Tualatin-Tigard School District and ongoing development of new recreational programming.

Manager Lombos shared Priority 7: Culture and Identity, stating that the Inclusion, Diversity, Equity, and Access (IDEA) Committee remains engaged, and staff-wide trauma-informed care training has begun. She also noted that work is also underway on a citywide strategic communications plan. Manager Lombos stated that the city's new website will be launched soon and will improve communications and access to services.

Council President Pratt stated she looks forward to future updates regarding communications and collaboration with the school district.

4. *Proclamation Request.*

Council approved the request.

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

Councilor Sacco stated she attended the Willamette River Water Coalition (WRWC) Board meeting and the Inclusion, Diversity, Equity, and Access (IDEA) Committee meeting.

Councilor Brooks stated she attended the Policy Advisory Board (PAB) meeting and the Tualatin Arts Advisory Committee meeting. She acknowledged World Refugee Day.

City Manager Sherilyn Lombos presented her Manager's Report. She shared that she attended the Metro Managers meeting, met with Washington County to discuss their funding challenges and the resulting impacts on Tualatin, and provided an update on the Transient Lodging Tax bill. She also attend a Washington County meeting on homelessness, meet with Portland General Electric (PGE) regarding Climate Action Plan funding, and shared an update on the city's economic development initiatives.

Council President Pratt stated she participated in a town hall event hosted by Congresswoman Andrea Salinas.

Mayor Bubenik stated he attended the Westside Economic Alliance (WEA) "Meet the Mayors" event and has been working with state legislators on the proposed transportation funding package.

Adjournment

Mayor Bubenik adjourned the meeting at 6:47 p.m.

Sherilyn Lombos, City Manager

 / Nicole Morris, Recording Secretary


Valerie A Pratt (Jul 15, 2025 09:03 PDT) / Valerie Pratt, Mayor ProTem










CC WS Minutes 6-23-25

Final Audit Report

2025-07-15

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PRESENT: Mayor Frank Bubenik, Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Call to Order

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

Pledge of Allegiance

Public Comment

Patricia Parsons would like to see recycling bins added to the parks. She also would like to see enforcement at the four way stop on Ibach Street and potentially a blinking crosswalk.

Ramsey Colishaw expressed concerns with leaf blowing and the effects it has on the environment.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of June 9, 2025
2. Consideration of Resolution No. 5885-25 Authorizing Changes to the FY 2024-2025 Adopted Budget
3. Consideration of Resolution No. 5889-25 Authorizing Personnel Services Updates for Non-Represented Employees for FY 2025-2026
4. Consideration of Resolution No. 5890-25 Approving and Authorizing Provision of Workers' Compensation Insurance Coverage to Volunteers of the City of Tualatin
5. Consideration of Resolution No. 5891-25 Adopting the City of Tualatin 2026-2030 Capital Improvement Plan
6. Consideration of Resolution No. 5892-25 Authorizing the City Manager to Execute an Intergovernmental Agreement for Participation in the Broadband Users Group

7. Consideration of **Resolution No. 5894-25** Authorizing the City Manager to Execute a Project Funding Agreement with the Energy Trust of Oregon, Inc. for the Micro Hydro Turbine Project at the Tualatin City Services (TCS) Site

Special Reports

1. Outside Agency Grant Awardee- Love, Inc.

Love Inc. Executive Director Ken Caron thanked the Council for their continued partnership in supporting community members in need. He stated that the city's grant funding has been instrumental in allowing the organization to keep its doors open. Director Caron also shared several client testimonials illustrating the impact of their services.

Public Hearings - Legislative or Other

1. Consideration of **Resolution No. 5888-25** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2025, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

Mayor Bubenik opened the hearing in accordance with state law.

Finance Director Don Hudson presented a resolution adopting the City of Tualatin's budget for the fiscal year commencing July 1, 2025, making appropriations, levying ad valorem taxes, and categorizing the levies. He stated the Budget Advisory Committee approved the budget on May 28 and forwarded it to the Council for consideration. Director Hudson stated council may make changes not exceeding 10% of the total budget. He presented two amendments: the first carries over \$6,000 in Library funds for promotional items related to the new mastodon mascot and rebranding that will not be expended by June 30; the second adds \$40,000 to the Parks and Recreation budget to support a new meal program at the Juanita Pohl Center, following Council direction at the June 9 meeting to replace the Meals on Wheels lunch service. Director Hudson stated with these amendments, the total proposed budget for FY 2025-26 is \$165,489,430.

Director Hudson reviewed the Council priorities addressed in the budget. He stated the resolution imposes a general government tax rate of \$2.2665 per \$1,000 of taxable assessed value, along with \$5,263,160 levied for bonded debt.

PUBLIC COMMENT

None.

COUNCIL QUESTIONS

Councilor Brooks asked if the budget includes funds to continue the Bee City certification. Director Hudson stated that the funding is available in the Parks and Recreation Department Budget.

Mayor Bubenik closed the hearing.

Motion to adopt Resolution No. 5888-25 adopting the City of Tualatin budget for the fiscal year commencing July 1, 2025, making appropriations, levying ad-valorem taxes, and categorizing the levies made by Councilor Brooks, Seconded by Council President Pratt.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

General Business

1. Consideration of **Ordinance No. 1450-25** Establishing a Core Area Parking District Tax Rate for Fiscal Year 2025/26

Finance Director Don Hudson presented an ordinance establishing the core area parking district tax rate for FY 25/26. He stated the Core Area Parking District Board met and determined to maintain the current tax rate for the district.

Motion for first reading by title only made by Councilor Brooks, Seconded by Council President Pratt.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion for second reading by title only made by Councilor Brooks, Seconded by Council President Pratt.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion to adopt Ordinance No. 1450-25 establishing a Core Area Parking District tax rate for fiscal year 2025/26 made by Councilor Brooks, Seconded by Councilor Reyes.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

2. Consideration of **Resolution No. 5887-25** Amending Water, Sewer, Stormwater, Road, and Parks Utility Fee Rates Inside the City of Tualatin and Rescinding Resolution No. 5785-24

Finance Director Don Hudson presented a resolution amending utility rates for water, sewer, stormwater, and road utility fees. He stated the water, sewer, and stormwater rates are based on recommendations outlined in the City's adopted master plans. The road utility fee is determined using a three-part index that includes the Consumer Price Index, fuel prices, and construction cost index, as detailed in the staff report. Director Hudson noted that the average residential customer will see their monthly utility bill increase by approximately \$7.27.

Councilor Gonzalez asked about the System Development Charges (SDCs) and whether those funds would be used to support the Climate Action Plan. Director Don Hudson clarified that SDCs are designated for infrastructure projects and are not intended to fund the Climate Action Plan.

Motion to adopt Resolution No. 5887-25 amending water, sewer, stormwater, road, and parks utility fee rates inside the City of Tualatin and rescinding Resolution No. 5785-24 made by Council

President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

3. Consideration of **Resolution No. 5893-25** Calling on Clean Water Services to Take Certain Actions

Mayor Bubenik stated that this is the resolution that Council President Pratt requested at the last meeting.

Clean Water Services Chief Utility Relations Officer Joe Gall expressed support for the proposed utility rate recommendations, emphasizing Clean Water Services' commitment as a partner with the City.

Council President Pratt stated that the Council aims to be fiscally responsible, and part of that includes hearing from all city partners when making rate decisions.

Mr. Gall added that Clean Water Services will be hosting upcoming meetings with local jurisdictions to further discuss regional coordination and service planning.

Motion to adopt Resolution No. 5893-25 calling on Clean Water Services to take certain actions made by Council President Pratt, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

4. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Reyes stated the committee met and interviewed applicants. Councilor Sacco and Council President Pratt read the names of the recommended applicants.

Motion to approve the recommendations as presented made by Councilor Sacco, Seconded by Council President Pratt.

Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Council Communications

Councilor Brooks noted that a travel advisory had been issued by the U.S. State Department. She also recognized Susan Noack's birthday and expressed appreciation for her many contributions to the community.

Adjournment

Mayor Bubenik adjourned the meeting at 7:45 p.m.

Sherilyn Lombos, City Manager

Nicole Morris

/ Nicole Morris, Recording Secretary

Valerie A Pratt

Valerie A Pratt (Jul 15, 2025 11:14 PDT)

/ Valerie Pratt, Mayor Protem









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