



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES

FOR DECEMBER 09, 2024

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 5:55 p.m.

1. 2025 Federal Legislative Agenda Preparation.

Deputy City Manager Megan George and Thorn Run Consultants Dan Bates and Greg Burns presented the 2025 Federal Legislative Agenda. Consultant Bates reviewed policy themes for the city and the 2025 legislative agenda. At the state level, the focus will include funding for the seismic valving project, the Veterans Plaza Shade structure, and the electric vehicle charger's project. Manager George stated that staff will collaborate with community groups to secure letters of support for the funding requests.

Council provided suggestions for community groups to approach for letters of support.

Consultant Bates previewed the upcoming state legislative session, highlighting the governor's key priorities and proposed budget.

Council President Pratt inquired about the session's expected end date. Consultant Bates responded that it is anticipated to conclude in June.

Mayor Bubenik asked about a water infrastructure sub-committee that could assist with the seismic valve grant. Consultant Bates referenced a water-focused group working on policy, research, and funding.

Councilor Brooks inquired about behavioral health initiatives and educational opportunities. Consultant Bates noted the focus on workforce development and shared that updates on potential developments would be provided when available. Councilor Brooks expressed interest in strengthening connections between these efforts.

Consultant Bates introduced Consultant Greg Burns, who discussed the federal legislative landscape. Consultant Burns emphasized the importance of bipartisanship in legislative processes. He explained that while reconciliation bills allow for majority votes, most legislation will require bipartisan cooperation, particularly in the Senate, where 60 votes are necessary. He noted that effective governance would depend on a balance between legislative and executive actions, especially as the next election cycle approaches.

Manager George presented proposed items for the 2025 federal legislative agenda, including a funding request for the 65th/Borland/Sagert Transportation Improvement project. Other advocacy items included:

- Increased funding for the Community Development Block Grant (CDBG) program
- Continued funding for the Community Fueling Infrastructure (CFI) program
- Continued funding for the Railroad Crossing Elimination (RCE) program
- Protections for local governments' ability to offer tax-exempt municipal bonds

Councilor Brooks noted that CDBG funding has not kept pace with original projections and asked about the scope for RCE funding in Tualatin. Manager George stated that no defined scope is available at this time.

Mayor Bubenik expressed concern about the potential lack of Republican support for increased CDBG funding. He suggested changing the language from "increase" to "maintain" to better align with political realities. He also raised concerns about potential threats to the CFI and RCE programs under the new administration.

Councilor Brooks advocated for incorporating innovation and technology initiatives into the agenda to appeal to business and economic interests.

Mayor Bubenik emphasized monitoring potential funding risks stemming from non-cooperation with federal policies.

Council President Pratt stressed the importance of the CFI program and regional rail connections. She asked if there were other areas of alignment with the administration's priorities, such as public safety, that could benefit the city. Consultant Bates responded that resilience is a recurring theme in federal discussions and could be leveraged as a positive narrative. He also noted themes from past administrations, such as opportunity zones, that may provide additional opportunities.

Councilor Hillier requested clarification on the term "resiliency" in this context. Consultant Bates explained it pertains to emergency management.

Councilor Reyes inquired about small business support in the agenda. Consultant Burns indicated that support would likely come through the tax code.

Manager George confirmed she would update the legislative agenda language based on Council feedback and present a revised version in January for adoption.

2. *Washington County Supportive Housing Services Annual Report and Discussion.*

Deputy City Manager Megan George introduced Megan Cohen, the new City/County Homelessness Liaison for Tigard, Tualatin, and Sherwood.

Council President Pratt asked how individuals in need can receive help beyond the 211 service. Liaison Cohen responded that she would be updating the city's resources and encouraged those in need to contact Community Connect for additional support.

Councilor Brooks expressed her appreciation for the new liaison role, noting that it will help advance conversations on homelessness in a meaningful way. She raised concerns about the lack of accessibility and services for diverse populations and asked if a community assessment of regional needs was being conducted.

Liaison Cohen introduced Washington County Strategic Projects Supervisor Jessi Adams and Strategic Initiatives and Relations Manager Nicole Stingh, who presented the third annual Supportive Housing Services (SHS) report. Manager Stingh shared that over 10,400 people have been served through SHS-funded services, with 1,200 individuals housed through SHS programs. She emphasized the development of a comprehensive system of care and highlighted the growth in support services between 2021 and 2024. Supervisor Adams reported that they are on track to meet goals for permanent supportive housing. She provided information on the populations served and highlighted partnerships with culturally specific providers to address diverse needs.

Supervisor Adams described the progress of their shelter program, which now includes 433 shelter beds and 60 pods. She noted that a year-round shelter is set to open in Beaverton and that additional pod shelter sites are being explored. She also discussed outreach and access initiatives, highlighting their impact in Tualatin, where 37 regional long-term rental assistance vouchers are currently being utilized. She acknowledged support for outreach partners like Just Compassion and detailed the healthcare case-conferencing program, which builds partnerships with 24 service providers. Supervisor Adams also shared updates on the Housing Careers program, which currently has 45 participants enrolled, and the newly launched Homeless Solutions Advisory Council. The council, which began in January 2024, provides feedback, conducts performance evaluations, offers lived experiences, and supports equitable procurement efforts.

Manager Stingh provided an overview of the program's finances, noting significant growth in services since FY 2021-22. She detailed the allocation of funds across program operations, regional planning, housing and service programs, and shelters. Manager Stingh reported a \$6.2 million decrease in the revenue forecast for the next fiscal year. She stated that while the impacts for the current fiscal year are not fully known, she stated that some programmatic investments may need to be scaled back to align with available revenue. She also expressed concerns about the proposed SHS measure from Metro, noting that it could negatively affect service provision.

Manager Stingh concluded by highlighting that Washington County has housed 2,941 individuals through investments from the voter-approved SHS measure.

Councilor Brooks asked for more information on how the SHS organization aligns with Washington County and connects to other county services. Supervisor Stingh explained that she works closely with the Community Development Department and that SHS is housed under the Department of Housing Services. Within Housing Services, there is also the Housing Authority, a federally designated entity that administers Section 8 and Housing Choice Vouchers. The department also serves as the development arm for affordable housing, owning, managing, and funding public housing and affordable housing developments. Additionally, the Homeless Services Division operates as the county's continuum of care—a federal designation—and implements SHS programs.

Councilor Brooks then asked about the deployment of outreach workers, specifically whether they would operate within Tualatin or remain office-based. Supervisor Adams assured her that outreach workers are actively engaged in the community and not confined to office work.

Councilor Sacco inquired about the proposed Metro measure and its potential impact on SHS programs. Manager Stingh explained that the department has been asked to prepare for a 30% reduction in operating capacity. She shared that the current program budget of \$100 million is already stretched thin, as the system was initially built for a \$130 million budget. With further

cuts, the department may face significant challenges, such as closing shelter beds, limiting support for project sites, and reducing outreach workers. Manager Stingh stated that these reductions could reverse progress made in addressing homelessness, including the current 35% reduction in unsheltered homelessness in the region.

Councilor Sacco also asked about the role of Medicaid funding in supporting SHS programs. Manager Stingh explained that SHS is working on enabling partners to bill Medicaid for eligible services. She stated while Medicaid funding presents opportunities, the process is complex and requires organizational expertise. The department is learning from other successful implementations in the state and is striving to build the capacity of its partners to access these funds.

Councilor Hillier asked if the proposed Metro bond measure would overlap with current SHS services and how potential funding reductions might impact the program. Manager Stingh stated that the specifics of overlap with the Metro bond are unclear but noted that regional efforts funded by SHS dollars might shift to Metro's purview.

Councilor Hillier also asked about services for Clackamas County residents. Manager Stingh praised Clackamas County's implementation of SHS, noting that they have fully utilized their vouchers and administer their version of Community Connect through the Health, Housing, and Human Services Department.

Councilor Reyes asked about the scope of SHS services, particularly regarding homeowners. Manager Stingh clarified that SHS serves renters exclusively and does not provide direct assistance to homeowners.

Council President Pratt inquired about access centers and their services. Supervisor Adams explained that access centers provide essential services, including laundry, meals, showers, and spaces to rest. They also offer co-located services, such as assistance with signing up for food stamps, dental care, and assessments.

Council President Pratt asked about options for individuals who wish to stay in Tualatin, Supervisor Adams directed her to Just Compassion, a local outreach partner.

Council President Pratt asked about the county's long-term housing capacity and whether it is sufficient. Manager Stingh responded that while additional housing is always needed, the primary challenges providers face in rehousing clients are related to behavioral health and acute needs, not housing availability.

Mayor Bubenik raised concerns about the proposed Metro tax increase and its potential consequences for SHS programs. Manager Stingh highlighted the vital progress made by SHS, including reducing unsheltered homelessness by 35% in the region. She warned that cuts to shelters and housing programs would likely lead to increased homelessness, affecting the broader community's livability. She also emphasized the importance of earning voter trust through continued program success, noting that much of the system's infrastructure, including access centers and transitional housing, is still being developed.

3. Council Meeting Agenda Review, Communications & Roundtable.

Moved to the regular meeting due to lack of time.

Adjournment

Mayor Bubenik adjourned the meeting at 6:58 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










CC WS Minutes 12-9-24

Final Audit Report

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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 7:07 p.m.

Pledge of Allegiance

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Sacco. 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 November 25, 2024
2. Consideration of **Resolution No. 5821-24** Authorizing the City Manager to Apply for and Accept Community Development Block Grant Funds to Complete Facilities Enhancements at the Juanita Pohl Center
3. Consideration of **Resolution No. 5822-24** authorizing the City Manager to Accept the 2025 Ready to Read Grant from the State Library of Oregon
4. Consideration of **Resolution No. 5825-24** Accepting the System Development Charge Annual Reports for Fiscal Year 2023-24
5. Consideration of **Resolution No. 5827-24** Canvassing Results of the General Election Held in the City of Tualatin, Washington and Clackamas counties, Oregon on November 5, 2024

Special Reports

1. Inclusion, Diversity, Equity, and Access (IDEA) Advisory Committee Annual Report

The Inclusion, Diversity, Equity, and Access (IDEA) Committee co-chairs BJ Park and Chris Paul presented their annual report to the Council. Chair Paul highlighted that the committee held its first meeting in December 2023 and outlined its roles, including advising the Council, measuring

progress, identifying and reducing barriers to public participation, empowering community involvement, and making recommendations on IDEA-related issues. He reviewed the committee's 2024 accomplishments, which included establishing their mission, vision, and agreements, as well as bringing three proclamations to the Council. He also shared the committee's 2025 action plan, which will focus on topics such as food carts, a native land acknowledgment, and other emerging issues that reflect community diversity.

Co-chair Park emphasized the civil and respectful tone maintained during the committee's discussions, even when addressing potentially sensitive or controversial topics. He expressed a commitment to ensuring the committee remains inclusive, fostering an environment that avoids divisive rhetoric or the demonization of any groups. Chair Park highlighted the importance of creating a space where all voices are heard and valued, aligning with the committee's mission of promoting belonging and equity within the community.

Councilors expressed their appreciation for the committee's work and outreach efforts.

Councilor Brooks asked what had been most inspiring during the past year and what the committee hoped to achieve in the future. Chair Paul noted that the first year was focused on building the committee's framework and expressed excitement about working on projects that showcase and celebrate the community's diversity in the coming year.

Councilor Gonzales acknowledged the encouraging nature and focus of the committee and advised them to engage with additional community groups like the Chamber of Commerce and CIOs.

2. Outside Agency Grant Awardee- The Foundation for Tigard Tualatin Schools

The Foundation for Tigard-Tualatin Schools Board President Kate Manelis and Executive Director Margie Greene presented an overview of their organization and its contributions to the community. President Manelis explained that the foundation partners with all 17 schools in the Tigard-Tualatin School District (TTSD) to provide funding for educational opportunities not covered by the state budget. Director Greene detailed the foundation's programs, including school grants, Art in the Burbs grants, post-secondary scholarships, innovative teaching grants, IB travel grants, and Packed with Pride.

President Manelis outlined the foundation's funding sources, which include private donations, an annual fund drive, a gala, golf tournaments, community programs, company matches, and grants. Director Greene shared that since 2006, the foundation has awarded over \$602,000 in grants to Tualatin schools and provided examples of specific support for local schools.

Councilor Brooks asked if the AmeriCorps position at the high school, which had a high success rate, could be reinstated. Director Greene explained that funding for such a program would be at the discretion of the school principal.

Councilor Hillier inquired about the foundation's volunteer base and hours of service. President Manelis responded that they currently have seven board members.

Councilor Reyes expressed her appreciation for the foundation's support of after-school programs.

Public Hearings - Quasi-Judicial

1. Consideration of Ordinance No. 1496-24, a Plan Map Amendment (PMA) to rezone an 8.3-acre site located at 23370 SW Boones Ferry Road from Institutional (IN) to the Medium Low Density Residential (RML) Planning District.

Mayor Bubenik opened the hearing in accordance with state law.

STAFF PRESENTATION

Assistant Community Development Director and Assistant Planner Madeline Nelson presented the Norwood Project, Plan Map Amendment (PMA) 24-004, to rezone an 8.3-acre property located at 23370 SW Boones Ferry Road from Institutional (IN) to Medium Low Density Residential (RML). Planner Nelson explained that the request was submitted by Westlake Consultants, Inc., on behalf of Norwood Horizon Holdings and property owner Horizon Community Church.

Planner Nelson provided an overview of the proposal, noting that the rezoning would allow for the development of townhomes and cottage clusters—housing types identified in the Housing Needs Analysis as community needs. The applicant stated that the amendment would address moderate-income housing needs outlined in the Housing Production Strategy and facilitate efficient site design, resulting in diverse housing options for households across various income levels.

Planner Nelson highlighted that the amendment conforms to the Tualatin Community Plan and aligns with Oregon Statewide Planning Goals and Administrative Rules. She emphasized that the proposal takes into account land development trends, health and safety considerations, and natural resources.

The Planning Commission unanimously recommended approval of the PMA. Planning Commission Chair Bill Beers shared that the commission had all their questions answered by the applicant and supported the proposed amendment.

APPLICANT PRESENTATION

Westly Engineers Director of Land Use Planning, Ken Sandblast, presented testimony on behalf of the applicant, detailing extensive community engagement over the past year. He stated they have met monthly with residents to address questions and concerns related to the project.

Property Developer Ken Allen introduced the proposal, providing a map of the project site and outlining his sustainable development approach. He emphasized collaboration with the community, noting six hosted meetings where they gathered valuable input from neighbors and stakeholders. Developer Allen highlighted plans to preserve the existing tree grove on the site.

Arborist Todd Prager supported the development's approach to tree preservation, specifically recommending the preservation of the grove along Norwood Road.

Architect Anna Thompson outlined planned community amenities, including active play areas, BBQ and picnic areas, walking trails, and community gardens. She described the pedestrian-friendly design featuring common green spaces and landscaped open areas. Architect Thompson stated the development would consist of small-lot residential units and presented architectural

examples representative of the planned community. She shared a site concept plan, emphasizing the goal of creating a multigenerational living community.

Director Sandblast explained the request to rezone the 8.3-acre property at 23370 SW Boones Ferry Road from Institutional (IN) to Medium Low Density Residential (RML). He shared findings from a transportation analysis, noting that under reasonable worst-case development scenarios, the proposed zoning would generate fewer trips during peak hours and average weekdays compared to the existing zoning. He stated that the city's transportation system can accommodate the proposed zone change and confirmed that the applicable Transportation Planning Rule (TPR) criteria are met. He also noted that a separate traffic study would be conducted at the time of the development application.

The applicant respectfully requested approval of the proposal.

PUBLIC COMMENT

Beth Yaucey, a board member of Horizon Community Church, expressed support for the application, emphasizing the need for diverse housing options in the area.

Stan Russell, Lead Pastor of Horizon Community Church, also spoke in favor of the proposal. He commended the developer for actively listening to community feedback and incorporating their input into the project, stating that the church supports the application.

COUNCIL QUESTIONS

Councilor Gonzalez inquired about the plans for resource conservation on the site. He also emphasized the importance of ensuring that the right trees are planted in the community to avoid negative long-term impacts.

Councilor Brooks expressed gratitude to the applicant for engaging with and listening to the community. She asked if the proposed zoning change would impact the designation of Boones Ferry Road. Applicant Traffic Engineer Jennifer Danzinger confirmed that the road is currently classified as an arterial and will maintain that designation.

Councilor Brooks also highlighted the importance of tree preservation, referencing prior challenges with trees during developments and noting strong community interest in protecting existing tree groves. The applicant team reaffirmed their commitment to preserving as many trees as possible, explaining that they would adhere to city and county regulations and employ careful design to avoid damaging tree roots.

Councilor Sacco thanked the developer for their thoughtful approach, particularly regarding tree preservation. She also expressed appreciation to the community for their involvement and to the Planning Commission for their thorough review of the request.

Councilor Hillier inquired about how the preservation of the tree grove depends on the council and staff's efforts to establish and enforce conditions of approval. Developer Allen emphasized that ensuring tree preservation will require collaboration and commitment from staff to implement the necessary code and conditions effectively.

Councilor Hillier expressed concerns about future development plans on the horizon and the potential transportation impacts. She asked when the traffic studies were completed. Traffic Engineer Danzinger clarified that in this case, they did not use trip counts but instead utilized other methodologies for traffic analysis.

Councilor Reyes expressed her appreciation to the applicant for engaging with the community and addressing their concerns.

Council President Pratt inquired about the traffic study, specifically regarding trip counts and peak hours. Applicant Traffic Engineer Jennifer Danzinger detailed the methodology used to conduct the study, explaining how trip counts were measured and compared to the Transportation System Plan.

Council President Pratt also asked if there were any assurances regarding the commitments made during the meeting. Developer Allen responded by emphasizing their authenticity and dedication to building trust with the community, reaffirming their intention to follow through on their plans.

Council President Pratt highlighted the importance of considering the needs of the aging population during development, noting it will likely be the most needed type of housing in the future. Developer Allen acknowledged this and stated they are still exploring various development scenarios.

Council President Pratt inquired if the Planning Commission had considered the possibility of the land being used for a future community center. Chair Beers confirmed that this concern was discussed and weighed against the pressing need for housing.

Mayor Bubenik asked if the utilities for the development would be placed underground. Developer Allen responded that they plan to work with Portland General Electric (PGE) to determine the placement of underground utilities, ensuring that the design prioritizes the protection of the tree grove.

Mayor Bubenik asked about the traffic analysis and how it was applied to the proposed zoning options, as well as the projected traffic for the area. Chair Bill Beers responded, explaining that the planning commission had reviewed the traffic analysis thoroughly, considering both the existing and proposed zoning impacts. He noted that the analysis indicated that the proposed zoning would generate fewer trips compared to the existing zoning, which could accommodate the projected growth without significant issues to the surrounding transportation infrastructure.

Mayor Bubenik closed the hearing.

COUNCIL DELIBERATIONS

Council President Pratt expressed concerns regarding the preservation of the tree grove and the potential increase in traffic in the area. She posed the question of whether the Council should prioritize housing development over other considerations.

Councilor Brooks emphasized the importance of advocating for stronger tree protection measures from the county.

Councilor Reyes stated that she appreciates the compromises made, the transparency of the process, and the engagement with local residents. She expressed her support for moving the zoning change forward.

Councilor Gonzalez acknowledged the trees' maturity and emphasized the importance of preserving them where possible. However, he noted that it might also be time to replant and renew the area. He voiced his support for the proposal, citing the need for increased housing availability.

Councilor Sacco expressed her belief that the proposal aligns with the best interests of the community. She commended the developer as a strong partner in the process and supported moving the project forward.

Mayor Bubenik expressed support for the rezoning proposal, acknowledging that this marks just the initial step in the development process.

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

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 Council President Pratt, Seconded by Councilor Reyes.

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

MOTION PASSED

Motion to adopt Ordinance No. 1496-24 a Plan Map Amendment (PMA) to rezone an 8.3-acre site located at 23370 SW Boones Ferry Road from Institutional (IN) to the Medium Low Density Residential (RML) Planning District 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

General Business

1. Consideration of **Ordinance No. 1497-24** Relating to Public Contracts; Increasing Certain Procurement Thresholds; and Amending TMC Chapter 12

City Attorney Kevin McConnell and Contracts and Procurement Analyst Richard Contreras presented an ordinance proposing updates to public contract thresholds. Analyst Contreras reviewed the city's current purchasing thresholds, which were last updated in 2009, and outlined the three procurement methods:

1. Direct Appointment: For purchases up to \$5,000
2. Intermediate Procurement: For purchases between \$5,001 and \$150,000

3. Formal Procurement: For purchases exceeding \$150,000

He explained that the city manager's contract authority is currently capped at \$150,000. Analyst Contreras then highlighted the proposed changes:

- Increasing Direct Appointment thresholds to \$25,000 and under
- Adjusting Intermediate Procurement thresholds to \$25,001-\$250,000
- Raising the Formal Procurement threshold to over \$250,000
- Expanding the city manager's contract authority to \$250,000

He emphasized that these changes would align the city's thresholds with current state contracting rules and account for inflation since the last update. Additionally, he referenced discussions from a previous work session regarding the professional services qualified pool.

Councilor Brooks asked for clarification on the types of contracts that would qualify for formal procurement under the proposed changes. Analyst Contreras explained that formal procurement applies to ordinary goods and services, citing the street sweeping contract as an example.

Councilor Brooks expressed concerns about ensuring transparency in the procurement process, particularly as thresholds are increased.

Council President Pratt voiced her initial concerns about potential transparency issues with the proposed changes but expressed confidence in the city's financial and procurement procedures. She requested mechanisms for the council to receive updates on major contract changes or hires, believing this information is essential for maintaining continuous community engagement.

Councilor Sacco acknowledged the efficiency benefits the changes could bring and emphasized the importance of trusting city staff to implement the policies effectively.

Mayor Bubenik shared his perspective on the proposed updates, emphasizing the council's role in setting policy while trusting staff to implement those policies efficiently.

Councilor Gonzalez supported the changes, appreciating the potential for increased efficiency and fewer agenda items, while emphasizing his trust in the current processes and staff's ability to maintain accountability.

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

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 Council President Pratt, Seconded by Councilor Sacco.

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

MOTION PASSED

Motion to adopt Ordinance No. 1497-24 relating to public contracts; increasing certain procurement thresholds; and amending TMC Chapter 12 made by Council President Pratt, Seconded by Councilor Sacco.

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

MOTION PASSED

2. Consideration of Resolution No. 5823-24 Adopting the Updated City of Tualatin Financial Policies Manual

Finance Director Don Hudson presented the updated financial policies manual, highlighting the various areas it covers, such as revenue, operating budget, expenditures, capital improvement plans, investments, contingency and reserves, capital asset management, auditing, financial reporting, and debt. He stated a key change in the update was increasing the threshold for capitalizing assets from \$5,000 to \$10,000 to align with Government Finance Officers Association standards. Director Hudson stated that these policies form a strategic, long-term approach to financial management, aiming to maintain a stable and positive financial position for the city while safeguarding financial integrity.

Director Hudson outlined seven key goals of the policies, including enhancing the city's credit rating, providing stability during economic downturns, adapting to changes in services, and responding to shifts affecting residents and businesses. He stated the policies were reviewed to reflect current best practices and ensure financial operations remain effective and transparent. Director Hudson also noted recent updates to the contingency and reserve policy (adopted in August 2023) and the investment policy (reviewed and adopted annually, with the most recent adoption in October 2024). He stated those changes will be incorporated into the updated financial policies manual.

Motion to adopt Resolution No. 5823-24 adopting the updated City of Tualatin financial policies manual 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

Council Communications

Councilor Sacco stated she attended the Council Committee on Advisory Appointments meeting and the Leadership Bootcamp for Newly Elected Officials.

Councilor Reyes stated she attended the Council Committee on Advisory Appointments meeting.

Councilor Brooks stated she attended the Chamber Breakfast and met with Metro Councilor Rosenthal.

Council President Pratt stated she attended the Council Committee on Advisory Appointments meeting, the Leadership Bootcamp for Newly Elected Officials, the R1 ACT meeting, and the Holiday Lights Parade.

Mayor Bubenik stated he attended the Metro Supportive Housing Services meeting and he provided an update of the funding proposal.

Adjournment

Mayor Bubenik adjourned the meeting at 10:34 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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