



City of Tualatin

## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JULY 08, 2024

Present: Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Absent: Mayor Frank Bubenik

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Council President Pratt called the meeting to order at 6:07 p.m.

### ***1. Communities of Clackamas County: Joint Values & Outcomes Regarding the 2025 Legislative Session.***

Management Analyst Cody Field presented the Clackamas County Coordinating Committee (C4) Joint Values and Outcomes for the 2025 legislative session. The C4 held a retreat and reached a consensus on a draft Joint Values and Outcomes document ahead of the 2025 State legislative transportation package to bring forward a united voice for the cities. The group is now asking cities to consider signing the document. Analyst Field shared the opening statement and outlined the draft values and outcomes, which include ensuring an equitable, balanced, and seamless system; maximizing and efficiently utilizing public dollars; advancing projects of statewide significance; and providing accessibility and funding to multimodal facilities and services. Analyst Field also presented feedback from Thorn Run Partners, including expanded language on the 50/30/20 revenue formula, clarification regarding the Sunrise Corridor, and clarity around supported third rail revenue sources.

Councilor Brooks asked about HB 2017 and HB 3055, which were referenced in the document. Analyst Field explained that these bills relate to the interstate bridge project, the I-5 corridor project, and the Abernathy bridge project. Councilor Brooks provided feedback, stating that the Sunrise Corridor project is not relevant to Tualatin and would like to see it removed. She thanked the C4 committee for their work on the document and expressed general support for signing it.

Councilor Sacco supported signing the document and including the feedback from Thorn Run Partners. She emphasized the importance of remaining open to new alternatives to tolling that have not yet been presented.

Councilor Hillier also supported the document, valuing the information and advocacy the group brings to the Council.

Council President Pratt spoke in favor of supporting the document and including the feedback from Thorn Run Partners in the proposed edits. She highlighted the importance of the Sunrise Corridor as a main project in Clackamas County and the need to support the county's desire for the project. She also discussed different third rail revenue sources and their potential use in funding projects moving forward.

Councilor Brooks reiterated her opposition to tolling and questioned where it fits within the proposed efficiencies. She suggested discussing which bureaucratic spending would be unacceptable for the cities.

Council consensus was reached to sign the document, reply to Clackamas County to tighten the language per Thorn Run Partners' feedback on the 50/30/20 rule, support the Sunrise Corridor project to remain good partners with Clackamas County, and leave third rail revenue options flexible.

## **2. Council Meeting Agenda Review, Communications & Roundtable.**

Council Sacco stated she attended the Willamette River Water Coalition meeting.

Councilor Hillier stated she attended the Ibach and Byrom CIO event.

Councilor Brooks stated she appreciated the information the city sent out regarding the cooling centers in the area. She stated Viva Tualatin will be happening this weekend and encouraged everyone to attend.

Council President Pratt announced that Community Warehouse will be hosting a special event on July 20<sup>th</sup>, more information is available on their website.

## **Adjournment**

Council President Pratt adjourned the meeting at 6:31 p.m.

Sherilyn Lombos, City Manager



\_\_\_\_\_/ Nicole Morris, Recording Secretary



\_\_\_\_\_/ Frank Bubenik, Mayor










# CC WS Minutes 7-8-24

Final Audit Report

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## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JULY 08, 2024

Present: Council President Valerie Pratt, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Cyndy Hillier, Councilor Christen Sacco, Councilor Octavio Gonzalez

Absent: Mayor Frank Bubenik

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### Call to Order

Mayor Bubenik called the meeting to order at 7:02 p.m.

### Pledge of Allegiance

### Announcements

#### 1. New Employee Introduction- Office Coordinator Erika Pagel

Deputy City Manager Megan George introduced Office Coordinator Erika Pagel. The Council welcomed her.

### Public Comment

None.

### Consent Agenda

Councilor Gonzalez asked for clarification on the rescinding of the fee schedule to make sure it does not include the Core Area Parking Fees. City Manager Lombos stated the fee schedule does not include the tax rate for the district.

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Councilor Brooks.  
Voting Yea: 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 24, 2024
2. Consideration of **Resolution No. 5792-24** Awarding a Contract for the Nyberg Creek Trail Construction Documents and Professional Services to 3J Consulting, Inc.
3. Consideration of **Resolution No. 5784-24** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5712-23

## Special Reports

### 1. Annual Report of the Tualatin Historical Society

Tualatin Historical Society Executive Director Ross Baker presented their 2023-24 annual report. He provided an overview of their activities, including an LGBTQ+ event, various rentals, History Day, the Heritage Plants notecards project, and the involvement of high school volunteers. Director Baker highlighted their extensive program list for the year, noting that arts continue to play a significant role in their events and programs. He shared their membership numbers and year-to-date financials, indicating that both revenue and expenses are projected to be slightly above plan. Director Baker also announced the recipients of the Lafky-Martinazzi and President's awards.

Director Baker stated that looking ahead to the next year they plan to continue work on the oral history project for the LGBTQ+ community, refresh their board with individuals possessing targeted talents, relocate the "Ice Age" fountain, find a place to display the propeller from the 1952 crash, host the event "A Stroll through the Cemetery at Dusk," and work to save the Sweek House as part of the National Historic Landmark. He invited everyone to the Heritage Evening on September 13<sup>th</sup>.

Councilor Reyes inquired about the location of the Historical Society. Director Baker responded that they are located on Sweek Drive near the police department. Councilor Reyes then asked how the Hispanic community could get involved with the oral history project. Director Baker explained that interested members could contact the Historical Society directly to be connected with the appropriate historian.

Councilor Hillier thanked the center for their contributions to the community.

Councilor Brooks asked how someone could contribute to the oral history project. Director Baker mentioned that individuals could email the Historical Society to make necessary arrangements. Councilor Brooks also requested more information about the airplane propeller. Director Baker shared the history of the crash and directed her to their website for the full story.

Councilor Gonzalez offered his assistance with the cleanup at the Sweek House.

Council President Pratt inquired about their scholarship program and how it is awarded. Director Baker explained that Tualatin High School students write an essay on the importance of history, which is then reviewed by a panel, and the \$3,000 scholarship is awarded based on the best submission.

Councilor Reyes asked if youth could volunteer at the society. Director Baker confirmed that they welcome youth volunteers.

## General Business

### 1. Consideration of **Resolution No. 5793-24** Authorizing the City Manager to Sign an Intergovernmental Agreement between the Tigard-Tualatin School District and the City of Tualatin Setting Forth Requirements for Participation in the School Resource Officer Program

Police Chief Greg Pickering presented the Intergovernmental Agreement (IGA) with the Tigard-Tualatin School District (TTSD) for the Student Resource Officer (SRO) program. He emphasized that the SROs are committed to fostering the growth of each child by ensuring they

feel safe in the classroom, promoting an open-door policy for all students, interacting positively with students, and supporting both staff and the community. Chief Pickering highlighted some of the activities SROs have been involved in, such as participating in classroom discussions, attending listening sessions, sporting events, back-to-school nights, Shop with a Cop events, and general TTSD meetings. He noted that, on average, SROs have approximately 40 positive face-to-face interactions with students each day. A survey of students revealed that over 90% of them feel extremely safe, safe, or fine with the presence of SROs.

Chief Pickering also shared juvenile incident reports from the past year. He stated the SROs responded to 47 incident reports, with 21 resulting in arrests. He detailed some of the offenses, which included drug crimes, assault/harassment, theft, and sex crimes. Chief Pickering highlighted the difference between SRO referrals and non-SRO referrals to the juvenile department, explaining that SROs aim to address issues at the school level whenever possible, rather than referring them out.

Councilor Brooks asked about the disparity in the number of people arrested between Tigard and Tualatin and if there has been any change over the last several years. Chief Pickering responded that referrals are down and emphasized that the efforts of the SROs are more focused on reformative justice.

Councilor Hillier asked about the Washington County District Attorney's mandate concerning the Adverse Effects of Childhood program and whether the SROs are involved in that initiative. Chief Pickering confirmed that the SROs work closely with the juvenile DA to provide necessary services.

Councilor Reyes inquired if the offenses dealt with by the SROs occur inside or outside of the school. Chief Pickering clarified that the offenses can take place in both settings.

Councilor Gonzalez expressed satisfaction with the positive feedback from students regarding the SRO positions.

Council President Pratt questioned why the school district only covers a quarter of the cost for the SRO program when it directly benefits them. Chief Pickering acknowledged that the contract terms have not been reviewed in about ten years and have simply been rolled over each year. Council President Pratt suggested that the school district should be contributing closer to half of the contract's cost.

Motion to approve Resolution No. 5793-24 authorizing the City Manager to sign an Intergovernmental Agreement between the Tigard-Tualatin School District and the City of Tualatin setting forth requirements for participation in the School Resource Officer Program and direct staff to renegotiate the division of financial responsibilities with the school district made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

2. Consideration of **Resolution No. 5791-24** Awarding a Contract for Website Redesign and Hosting to Largefoot LLC, dba Juicebox, and Authorizing the City Manager to Execute a Contract

Deputy City Manager Megan George presented information on the website redesign and hosting contract. She provided background on the history of the website, noting that the latest refresh was completed in 2015. Manager George highlighted that the recent community survey identified the city's website as the number one resource for information among residents. Given this feedback, staff aims to update the website to enhance functionality for both staff and the community.

Manager George explained that a Request for Proposals (RFP) was issued in March, with proposal reviews and interviews conducted in May. She then shared insights from a community survey, which revealed key takeaways such as difficulty finding current city events, non-intuitive site structure, text size and colors that are hard to read, the need for easier access to bill pay, and a desire for more updated photos and graphics. She stated that additionally, a staff survey identified issues with the current search functions, a need for an easier editor and content management system, better page organization, and unintuitive site organization. Manager George stated that feedback from the city council emphasized the need for better digital wayfinding, an improved search bar, more accessible contact information for city employees and services, and a more mobile-friendly site. Manager George stated that further engagement with the community and staff would continue throughout the redesign process to make sure it is heading in the right direction.

Manager George stated the RFP launched on March 13<sup>th</sup> and closed on April 8<sup>th</sup>. She noted that 13 proposals were received, with five vendors being interviewed. Manager George announced that Largefoot LLC, doing business as Juicebox, was the highest-ranked proposal, with a project total of \$114,385. She explained that the resolution tonight is requesting spending approval of \$150,000 due to some unknowns with content and technology that will need to be assessed by the vendor as the project progresses. Manager George stated that the redesign is expected to take a year, with a go-live date in June 2025.

Councilor Sacco asked what the quote includes and whether it covers after-support. Manager George explained that the quote encompasses the redesign of the website, and following that, the city will maintain an ongoing hosting contract that includes service support.

Councilor Brooks inquired about the factors that led to the selection of this particular vendor. Manager George responded that Juicebox stood out because they offered unlimited rounds of review and provided a design-forward approach that is customized for the city.

Councilor Reyes asked if referrals were conducted for the vendor. Manager George confirmed that all vendors had to submit references and examples of their past work.

Councilor Sacco further asked if there would be an increase in hosting costs compared to what the city is currently paying. Manager George acknowledged that the ongoing service costs would increase and stated that she could provide the exact numbers with additional research.

Council President Pratt inquired if the council would have the opportunity to beta test the website. Manager George stated that there would be beta testing and that they would be seeking volunteers for this phase when the time comes.

Motion to adopt Resolution No. 5791-24 awarding a contract for website redesign and hosting to Largefoot LLC, dba Juicebox, and authorizing the City Manager to execute a contract made by Councilor Brooks, Seconded by Councilor Sacco.

Voting Yea: Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier,

Councilor Sacco, Councilor Gonzalez  
MOTION PASSED

3. Consideration of **Ordinance No. 1487-24** Establishing a Core Area Parking District Tax Rate for Fiscal Year 2024/25

Council President Pratt stated the public hearing for this item was held on June 24, 2024 and is back for adoption tonight.

Council Brooks thanked the committee for their work on this item.

Councilor Reyes stated that the members of the committee are individuals who are part of the district and have made the decisions on these numbers.

Motion for third reading by title only made by Councilor Brooks, Seconded by Councilor Hillier.  
Voting Yea: Council President Pratt, Councilor Brooks, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez

MOTION PASSED

Motion to adopt Ordinance No. 1487-24 establishing a Core Area Parking District Tax Rate for fiscal year 2024/25 made by Councilor Brooks, Seconded by Councilor Reyes.

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

Voting Nay: Councilor Gonzalez

MOTION PASSED

**Council Communications**

Councilor Brooks reminded everyone that Viva Tualatin will be held at Community Park this year.

**Adjournment**

Council President Pratt adjourned the meeting at 8:11 p.m.

Sherilyn Lombos, City Manager



\_\_\_\_\_/ Nicole Morris, Recording Secretary



\_\_\_\_\_/ Frank Bubenik, Mayor












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