



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR DECEMBER 11, 2023

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 5:53 p.m.

1. Washington County Supportive Housing Services Update.

Washington County Supportive Housing Services Program Manager Katherine Galian provided an update on their services. She stated over the last two years, they have served 2,522 people, including 1,385 housing placements for homeless individuals, 1,137 eviction preventions with emergency rent assistance, 84 project-based apartments, and doubled shelter bed capacity to 220.

Manager Galian shared housing goals for the housing case management system, rapid housing, and eviction prevention, noting they met and exceeded all their goals. She stated they have built a system of care with 144 case managers, a shelter capacity of 426, and housing capacity for 2,510. Manager Galian stated the shelter program now offers over 400 year-round beds, and construction on another shelter in Beaverton is set to begin, offering 60 more shelter pods. She stated the Permanent Supportive Housing (PSH) program currently provides 84 homes, with 28 more planned.

Manager Galian stated this past year they have been working on better systems alignment, including medical case conferencing, housing liaisons, and partnerships with landlords. She stated the programs focused on equity by investing in the workforce and expanding culturally specific services. An overview of their finances for the last two years was provided. Manager Galian stated next year, their third year, the program will focus on quality improvements, expanding evaluations and monitoring, building system efficiencies and cross-sector alignment, and planning for large system investments.

Councilor Sacco inquired about the impact of the supportive housing services on homelessness—whether there has been a reduction or if the numbers are still growing due to new individuals experiencing homelessness. Additionally, she asked about the demographic reach of the program, specifically whether it serves only those in Washington County or extends to individuals outside the county. Manager Galian stated that based on the point-in-time count, there has been a decrease in unsheltered homelessness. She added that the program predominantly caters to individuals experiencing homelessness in Washington County.

Councilor Hillier inquired about the average age of individuals in the program and the duration of their participation. Manager Galian explained that it is still early in the program to determine the average duration of participation in the program.

Councilor Brooks inquired about whether there is data available regarding the number of Tualatin residents served. Manager Galian explained that it is challenging to determine the

geographic distribution of those served as individuals experiencing homelessness often relocate frequently.

Councilor Brooks asked about advocacy for people at risk of homelessness. Manager Galian stated that eviction prevention work is primarily carried out by Community Action and Central Cultural.

Council President Pratt asked about the security arrangements for Permanent Supportive Housing (PSH) units. Manager Galian confirmed the presence of security and supportive services housing staff onsite.

Councilor Reyes emphasized the importance of obtaining specific data related to Tualatin and inquired about the nonprofit partners involved. Manager Galian clarified that they collaborate entirely with community partners on their programs.

Mayor Bubenik asked about the evaluation process for their programs. Manager Galian explained that they conduct agency assessments based on the goals and deliverables outlined in their agreements.

Mayor Bubenik asked about the additional dollars being budgeted for and the impacts it will have on the amount of people served. Manager Galian stated some of those funds are one time investments in capital to increase shelter capacity and some additional increased capacity for amount of people served.

Mayor Bubenik inquired whether all the supportive housing services funds have been distributed for the current bond period. Manager Galian explained they will continue to collect funds over the upcoming years, and that projections are becoming more stable the longer funds are collected.

2. Water Service Reconnection Fee Discussion.

Assistant City Manager Don Hudson addressed reconnection fees related to water service accounts, highlighting two existing fees: the delivery notification fee and the service restoration fee. Both fees, set annually, have remained unchanged since 2010, with \$10 for the delivery notification fee and \$30 for the service restoration fee. He stated these fees cover the costs associated with completing the relevant actions. Manager Hudson explained there are four contact points before shut-off, including bill receipt, delinquent notice, a door hanger at the residence, and an email/phone contact from staff regarding shut-off. He expressed concern that the service restoration fees can pose challenges for those already struggling to pay, and he proposed that the council consider eliminating this fee. Manager Hudson suggested next steps include the council's consideration of a code change and an update to service fees.

Councilor Sacco expressed support for eliminating the service restoration fee.

Councilor Gonzalez inquired about the potential lost revenue to the city. Manager Hudson indicated it would be less than \$3,600 in lost revenue. Councilor Gonzalez voiced support for eliminating the fee.

Councilor Brooks supported the elimination of the fee and inquired about national trends in regard to this. Manager Hudson mentioned he wasn't sure about the national average.

Councilor Reyes expressed support for eliminating the service restoration fee.

Council President Pratt asked about the duration it takes for someone to pay to restore service. Manager Hudson stated that payment and restoration of service happens by the end of the day.

Mayor Bubenik also supported the elimination of the additional penalty.

3. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Gonzalez asked for corrections to his statements in the work session minutes on consent agenda.

Councilor Sacco stated the first IDEA Committee meeting was held.

Councilor Reyes stated The Posada will be held December 13, 6-8pm, at the Library.

Councilor Gonzalez stated he attended the Washington County Coordinating meeting, the Chamber networking event, the Chamber meeting, and the Commercial CIO meeting.

Councilor Brooks stated she attended the Comprehensive Addiction Crisis webinar hosted by the League of Oregon Cities.

Council President Pratt stated she attended the Clackamas County Tolling sub-committee meeting and the R1 ACT meeting. She stated the Tualatin Police Foundation will be hosting their annual Shop with a Cop event next week.

Mayor Bubenik stated he attended the Borland Free Clinic event, Sheriff Garrett's retirement event, the Comprehensive Addiction Crisis webinar hosted by the League of Oregon Cities, the Holiday Lights Parades, the Washington County Coordinating Committee retreat, the Commercial CIO meeting, the Metro Mayors meeting, and the Washington County Coordinating Committee meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:59 p.m.

Sherilyn Lombos, City Manager



/ Nicole Morris, Recording Secretary



/ Frank Bubenik, Mayor








CC WS Minutes 12-11-23

Final Audit Report

2024-01-10

Created:	2024-01-09
By:	Nicole Morris (nmorris@tualatin.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjV6vt3y2bYMzuurQelqn00JZNPgZpTHa

"CC WS Minutes 12-11-23" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)
2024-01-09 - 5:24:07 PM GMT- IP address: 208.71.205.225
-  Document e-signed by Nicole Morris (nmorris@tualatin.gov)
Signature Date: 2024-01-09 - 5:24:31 PM GMT - Time Source: server- IP address: 208.71.205.225
-  Document emailed to fbubenik@tualatin.gov for signature
2024-01-09 - 5:24:32 PM GMT
-  Email viewed by fbubenik@tualatin.gov
2024-01-10 - 2:36:27 PM GMT- IP address: 152.39.209.140
-  Signer fbubenik@tualatin.gov entered name at signing as Frank Bubenik
2024-01-10 - 2:36:42 PM GMT- IP address: 174.174.120.236
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)
Signature Date: 2024-01-10 - 2:36:44 PM GMT - Time Source: server- IP address: 174.174.120.236
-  Agreement completed.
2024-01-10 - 2:36:44 PM GMT



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR DECEMBER 11, 2023

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 7:06 p.m.

Pledge of Allegiance

Public Comment

Len Schaber suggest the Council request Metro Funds to complete a traffic and facilities study on the Borland area due to the I-205 expansion.

Consent Agenda

Councilor Gonzalez requested an amendment to the work session minutes for November 27, 2023. He requested adding "with reservations on how the plan is presented" to the end of the last sentence of his statement regarding the Climate Action Plan.

Consensus was reached to approve the amendment.

Motion to adopt the consent agenda as amended 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 27, 2023
2. Consideration of **Resolution No. 5744-23** Authorizing an Agreement with Republic Services to Subcontract Regulated Medical Waste
3. Consideration of **Resolution No. 5745-23** Authorizing the Manager to Execute a Settlement Agreement and Mutual Release; Execute Documents Necessary to Purchase Right-of-Way for the Construction of the Boones Ferry Corridor Sidewalk and Bike Lane (Phase 3) Project

General Business

1. Consideration of Recycle+ Expanded Recycling Service, Provided by Republic Services

Management Analyst Lindsey Marshall and Republic Services Municipal Contract Manager Travis Comfort provided an overview of the Recycle+ expanded recycling program. Analyst Marshall explained the standardized recycling process and highlighted Republic Services as the solid waste and recycling provider for Tualatin. She mentioned the current two-sort system for curbside recycling, emphasizing the need for additional programs to recycle more items.

Manager Comfort introduced the Recycle+ program, an optional curbside solution for responsibly recycling challenging items. He stated the service covers stretchy plastic film/bags, clear plastic clamshell containers, textiles, compact fluorescent light bulbs, and special seasonal items. Manager Comfort stated the program is available for single-family homes through four-plexes. He stated in addition to the bi-weekly service they host quarterly reuse collection drives for items like household goods. Manager Comfort shared details about the program's components, including rates, pick-up opportunities, driver benefits, and material destinations. He stated the monthly base rate is \$2.50, with a \$9.25 pickup fee for curbside service.

Analyst Marshall emphasized that Recycle+ is tailored to meet customers' needs and budgets while offering environmental benefits through increased recycling and reuse. She stated the service can be implemented immediately upon Council approval.

Councilor Gonzalez inquired about Republic's willingness to host yearly events for individuals who don't generate enough materials to justify this monthly fee. Manager Comfort stated they are exploring seasonal and drop-off events in Tualatin.

Councilor Gonzalez asked if Republic is open to collaborating with Homeowners Associations (HOAs) on this service. Manager Comfort affirmed that they offer this service to HOAs and are willing to work with any interested parties.

Councilor Sacco sought clarification on the special collection drives and where the collected items go. Manager Comfort explained that reusable items are donated to Community Warehouse.

Councilor Hillier inquired about the non-curbside rate and the possibility of waiving it for individuals unable to accommodate that service. Analyst Marshall clarified that the fee can be waived for those with disabilities.

Council President Pratt asked about the process for arranging a pick-up. Manager Comfort explained that customers need to call or email to schedule a pick-up.

Councilor Reyes inquired about the recycling events held in the Las Casitas neighborhood. Analyst Lewis stated that event is held once a year through grant funds acquired through Metro.

Mayor Bubenik inquired about the sturdiness of the bin, specifically regarding its ability to withstand weather conditions. Manager Comfort assured him that the bin's lid snaps shut and is designed to endure various weather conditions.

Council consensus was reached to move the program forward.

2. Consideration of **Resolution No. 5739-23** Authorizing the City Manager to Execute a Memorandum of Understanding with Community Action Organization to Provide Eligibility Verification for a Low-Income Utility Bill Assistance Program

Assistant City Manager Don Hudson presented the a Memorandum of Understanding (MOU) with Community Action Organization to facilitate eligibility verification for a Low-Income Utility Bill Assistance Program. He outlined that Community Action would manage the application and eligibility processes, subsequently transmitting eligibility compliance details to the City. Manager Hudson reviewed the criteria for eligibility, emphasizing a \$300 credit per fiscal year for qualified individuals. He stated the MOU is initially set to expire on June 30, 205, with the option for annual renewal. Manager Hudson detailed the program's costs, including a one-time setup fee of \$1,250 and a \$7,800 fee for the first 225 screenings. He stated that funds for the program are available in the American Rescue Plan Act Fund and the water and sewer operating fund.

Councilor Brooks asked what happens to the credit if someone moves. Manager Hudson stated the funds would go back into the program.

Councilor Brooks asked if the program is only available to residential properties. Manager Hudson stated the bill has to be in their name.

Council President asked how the program could be communicated to residents. Manager Hudson stated it will be noted on the bill and flyers will be sent to residents.

Councilor Gonzalez asked how the success of the program would be tracked. Manager Hudson stated Community Action would send weekly reports.

Councilor Gonzalez asked what the current need is for this program. Manager Hudson stated Community Action has processed over 200 applications for Tualatin residents this year for other services.

Councilor Gonzalez asked about the long-term viability of this program. Manager Hudson stated this could be a long-term program that is built into the utility funds. He noted that the program is at the discretion of the Council.

Councilor Brooks asked if there would be a logo to identify the program. Manager Hudson stated there would not be at this time.

Councilor Reyes asked if feedback would be collected from those who receive services from Community Action. Manager Hudson clarified that the City will be administering the program, and Community Action will only be providing the eligibility verification.

Motion to adopt Resolution No. 5739-23 authorizing the City Manager to execute a Memorandum of Understanding with Community Action Organization to provide eligibility verification for a Low-Income Utility Bill Assistance Program 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 APPROVED

Council Communications

Councilor Hiller congratulated the Tualatin Robotics and Cheer teams on their recent successes at their competitions.

Councilor Reyes invited everyone to the Posada on December 13 from 6-8 pm at the Library.

Council President Pratt announced that the State Tolling Sub-Committee would be meeting on December 14 at Wilsonville City Hall at 5 pm. She stated residents can provide comments on tolling.

Mayor Bubenik asked if the Council would like to send a letter regarding Grimm's request to change how they handle composting to Metro. There was a consensus among the Council members to send a letter.

Mayor Bubenik requested to schedule time during an upcoming work session to discuss the Stafford Area and potential concept planning for the area. There was a consensus to add the item to a work session for further discussion.

Adjournment

Mayor Bubenik adjourned the meeting at 8:04 p.m.

Sherilyn Lombos, City Manager



_____/ Nicole Morris, Recording Secretary



_____/ Frank Bubenik, Mayor








CC Minutes 12-11-23

Final Audit Report

2024-01-10

Created:	2024-01-09
By:	Nicole Morris (nmorris@tualatin.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvvrQpeziLGuXSOrVspyWrJ6zWxJzUynS

"CC Minutes 12-11-23" History

-  Document created by Nicole Morris (nmorris@tualatin.gov)
2024-01-09 - 5:23:04 PM GMT- IP address: 208.71.205.225
-  Document e-signed by Nicole Morris (nmorris@tualatin.gov)
Signature Date: 2024-01-09 - 5:23:28 PM GMT - Time Source: server- IP address: 208.71.205.225
-  Document emailed to fbubenik@tualatin.gov for signature
2024-01-09 - 5:23:29 PM GMT
-  Email viewed by fbubenik@tualatin.gov
2024-01-10 - 2:36:56 PM GMT- IP address: 110.238.215.152
-  Signer fbubenik@tualatin.gov entered name at signing as Frank Bubenik
2024-01-10 - 2:37:13 PM GMT- IP address: 174.174.120.236
-  Document e-signed by Frank Bubenik (fbubenik@tualatin.gov)
Signature Date: 2024-01-10 - 2:37:15 PM GMT - Time Source: server- IP address: 174.174.120.236
-  Agreement completed.
2024-01-10 - 2:37:15 PM GMT