



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JANUARY 08, 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 5:30 p.m.

1. City Advisory Committee Discussion.

Deputy City Recorder Nicole Morris presented information on city advisory committees, emphasizing their crucial role in city governance. She stated advisory committees contribute by addressing specific issues, providing professional expertise, facilitating community decision-making, and serving as a link between citizens, city staff, and the governing body. Recorder Morris outlined the basic legal requirements for city committees, which include compliance with public meeting law, public records law, and standards established by the Oregon Government Ethics Commission. She noted there are seven active-permanent committees governed by Tualatin Municipal Code chapter 11. Recorder Morris provided an overview of the purpose and structure of each committee and explained the role of the Council Committee on Advisory Appointments (CCAA) in recommending community members for appointment to city committees. She invited the Council to consider any changes to the committees and to suggest process improvements for the CCAA.

Council President Pratt asked about the history of Council liaisons and why they are on some committees and not others. City Manager Lombos stated Council liaisons have always been appointed at the desire of the committee. She noted the Architectural Review Board is the only committee in which there could be conflict with the Council liaison participating in the committee as decisions made by the body can then be appealed to the Council. Council President Pratt expressed desire for the Library and Parks Committee to have ex-officio council liaisons to keep the Council up to date on the happenings of the committee.

Council President Pratt made suggestions for changes to the interview questions asked by the CCAA committee.

Councilor Reyes suggested adding clarity around who can serve on the Core Area Parking District Board. She also suggested changes to the interview questions asked by the CCAA Committee.

Councilor Sacco asked for clarity for committee members going through the reappointment process so they understand the competitive nature of the appointments.

Councilor Reyes asked about the follow-up that occurs after the interviews. Recorder Morris explained the follow-up process for those who were recommended for appoint and those who were not.

Councilor Brooks wants to make sure if there is a council liaison on a committee that it is the desire of the committee to have that role.

Councilor Sacco requested there be a formal process for thanking committee members for their service.

Councilor Hillier suggested hosting annual ethics trainings for committee members.

Council President Pratt requested there be outreach to the Library and Parks committee to see if there is a desire for a Council liaison.

Mayor Bubenik would like to see all youth members be voting members on committees.

Councilor Hillier would like to see standardization around ad-hoc committees.

Mayor Bubenik stated he does not want to see term limits for committee members.

Councilor Gonzalez wants to make sure there is a formal process for thanking committee members for their service.

Councilor Brooks asked about the council member position on the Architectural Review Board and the potential for conflicts of interest. City Attorney Kevin McConnell stated it is more of a perception issue than a legal issue.

2. 2023 Tualatin Community Survey Results.

Deputy City Manager George presented the results of the 2023 Tualatin Community Survey, highlighting its focus on assessing the livability of Tualatin. She outlined the survey methodology, which included both a sample survey and an open survey, with a 13% response rate and 359 returned surveys collected from a random sampling of 2,800 households. The results were weighted to ensure the demographic profile of respondents represented that of adults in Tualatin.

Manager George shared the quality-importance matrix for the ten facets of livability in Tualatin, emphasizing that safety, parks and recreation, natural environment, utilities, and the economy ranked the highest. She provided key takeaways, such as high quality of life, trust in Tualatin government, appreciation for city services and utilities, a safe and welcoming community, concerns about growth and economic development, affordability concerns (especially in housing), and major concerns about traffic.

Manager George stated the city also polled residents on custom questions outside the standard ten related to livability. The first question focused on how residents find information about the city, with the website and local media outlets being the most popular sources. The second question addressed expanding food cart options, revealing strong resident support for broadening food cart offerings.

Councilor Brooks inquired about the award the city received related to utilities. Manager George explained that the award is based on the survey results.

Councilor Brooks also asked about the most significant gaps in scores since the last survey. Manager George highlighted that the strongest declines were observed in the affordability ratings.

Councilor Gonzalez inquired about the role of traffic in residents' concerns about growth and how it compared to previous ratings. Manager George mentioned that it is possible that people

are linking traffic to development, but there hasn't been enough information gathered to establish a clear trend line.

Councilor Gonzalez further asked about the questions related to education. Manager George explained that a decline was noted in education since the last survey.

Councilor Reyes asked if there were opportunities for citizens to provide written comments. Manager George clarified there was no specific opportunity for written feedback in the survey.

Councilor Reyes requested more specific details about the survey results related to development. Manager George clarified the results specifically address the quality of development and not the types.

Councilor Reyes also inquired about specifics related to the food cart questions and asked if there was more data from previous surveys. Manager George explained there are no survey results on related questions from previous years.

Council President Pratt expressed her appreciation for the positive survey results and mentioned she was pleased to see the question regarding food carts added.

Councilor Brooks asked about any trending changes related to communication. Manager George stated there weren't any significant changes to note in this category.

Deputy City Manager George mentioned that a package of information containing these survey results will be put together and distributed through various channels to the community.

3. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Hillier stated she attended the Architectural Review Board meeting.

Councilor Reyes thanked residents for their support of the city.

Councilor Gonzalez stated he attended a meeting regarding the Stafford Hamlet area and met with Metro Councilor Rosenthal regarding the Climate Action Plan.

Councilor Brooks stated she attended the Policy Advisory Board meeting and the Arts Advisory Committee meeting.

Councilor Sacco stated she attend and testified at the public hearing on tolling.

Council President Pratt stated she testified at the special sub-committee on tolling and the C4 Metro meeting.

Mayor Bubenik stated he also attended and testified at the public hearing related to tolling. He stated he also attended a presentation from Representative Salinas office related to Capital Project Funds (CPF), also known as earmarks.

Adjournment

Mayor Bubenik adjourned the meeting at 6:56 p.m.

Sherilyn Lombos, City Manager

Nicole Morris

/ Nicole Morris, Recording Secretary

Frank Bubenik

/ Frank Bubenik, Mayor









CC WS Minutes 1-8-24

Final Audit Report

2024-02-13

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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 7:02 p.m.

Pledge of Allegiance

Public Comment

Doug Childs, partner with NW Cannabis Company, requested the City Council extend allowable business hours to be competitive with those in surrounding city's and allow for better access for customers. He submitted a petition with signatures to accompany his request.

Don Pearson, partner with NW Cannabis Company, shared findings related to access to cannabis.

Jennifer Lang shared her story related to her experience with cannabis. She requested NW Cannabis Company be granted their request for extended business hours to increase access for members in the community.

Glen Fee, Executive Director of Tualatin River Keepers, spoke in support of NW Cannabis Company's request for expanded hours.

Anneleah Jackson, Tualatin Chamber CEO, spoke in support of NW Cannabis Company's request for expanded hours.

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 December 11, 2023
2. Consideration of **Resolution No. 5746-24** Awarding a Contract for a Parks and Recreation Facilities Assessment and Study to Sazan Group, Inc.
3. Consideration of **Resolution No. 5747-24** Authorizing Recycle+ Expanded Recycling Service and Rates

4. Consideration of **Resolution No. 5748-24** Awarding a Contract for HVAC On-Call Ordinary Repairs and Scheduled Maintenance to Reitmeier NW
5. Consideration of **Resolution No. 5749-24** Amending Water, Sewer, Stormwater, Road and Parks Utility Fee Rates Inside the City of Tualatin and Rescinding Resolution 5710-23
6. Consideration of **Resolution No. 5750-24** Authorizing the City Manager to Execute a Second Amendment to an Intergovernmental Agreement with Washington County Related to the Towing of Vehicles

Special Reports

1. Outside Agency Grant Awardee - Family Promise of Tualatin Valley 2023 Update

Family Promise of Tualatin Valley Fund Development Manager Elsie Schaff Laubach presented information about the organization. She shared details regarding their growth capacity, indicating that they served 862 individuals and 250 families, with 78% of households transitioning from shelter to stable housing. Manager Schaff highlighted the three main programs they offer: shelter, eviction prevention, and graduate services. She mentioned the recent purchase of a shelter site with 70 units for shelter and additional space for offices.

Manager Schaff discussed program changes, including the addition of adult-only households, lowering barriers to access, establishing an on-site food and clothing pantry, and plans to co-locate mental health services. She also mentioned the introduction of enrichment programs providing childcare, family activities, and classes. Manager Schaff emphasized various ways for the community to get involved, such as making and serving meals, offering enrichment support, and participating in monthly drives and events.

Councilor Gonzalez asked how someone transitions from this type of housing. Manager Schaff stated Supportive Housing Services works with clients on transitional housing.

Councilor Gonzalez asked if they provide classes additional life skill classes for families. Manager Schaff stated they offer some classes but typically, collaborate with outside agencies who offer expertise in those areas.

Councilor Brooks asked how long an average person stays in the program and what is their expected outcome. Manager Schaff stated the average stay is 3-4 months and a positive outcome is stable housing.

Councilor Reyes asked how people get connected to their program. Manager Schaff stated they receive referrals from the County mostly for families.

Council Communications

None.

Adjournment

Mayor Bubenik adjourned the meeting at 7:41 p.m.

Sherilyn Lombos, City Manager

Nicole Morris

/ Nicole Morris, Recording Secretary

Frank Bubenik

/ Frank Bubenik, Mayor









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