



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR OCTOBER 25, 2021

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Mayor Bubenik called the meeting to order at 5:51 p.m.

1. Parks Utility Fee: Projects & Prioritization.

Parks and Recreation Director Ross Hoover and Parks and Recreation Development Manager Rich Mueller presented the Parks and Recreation Master Plan Implementation. Manager Mueller shared the scoring criteria of the condition of the park system that uses a qualitative approach, system balance, immediacy, ease of implementation, synergism, environmental sustainability, and operational sustainability. Director Hoover presented a prioritized asset condition list that showed near term, mid-term, and long-term conditions of assets and how it is used to determine the priority of projects. Some high priority items include Stoneridge Park renovations and the boat launch and ramp at Tualatin Community Park. Director Hoover stated additional funding is required since the park utility fee will not cover all the needed repair or replacement. He presented the annual process to execute the projects. Director Hoover shared the Browns Ferry boardwalk and bridge are closed and the community has expressed the need to fix them. The work for this project is in progress now so it will be safe, usable, and ADA accessible.

Councilor Brooks inquired about how the city interfaces with school property and lights. Director Hoover answered there is an IGA with Tigard Tualatin School District for when the City has invested money in a site which allows the city to use the site after school. He noted the city will swap the lighting with new energy efficient LED lighting. Councilor Brooks asked why the school project was not included the PGE project. Director Hoover stated sport field lighting is unique and is different from what PGE uses.

Councilor Pratt asked if possible funding for the boat ramp could come from Tualatin Valley Fire and Rescue since they use the ramp. Director Hoover said they would talk to them about it. He noted the Parks Utility Fee will be a source of funding, but we need a bigger funding source to make it a reality.

Mayor Bubenik stated Stoneridge Park is in a census tract, which qualifies for Community Block Grant money with matching funds. He encouraged creativity in looking for grants at every level of government especially for Stoneridge because of years of neglect.

2. Ballot Measure Review.

City Attorney Sean Brady shared the outline of the referral process and ballot title. He stated the proposed measure language provides an exception to the 12 years in a 20-year period that if a person only served two terms as a City Councilor, then they will be eligible to serve another two consecutive terms as Mayor. Attorney Brady presented the proposed ballot title

and question title. He noted the ballot title is limited to ten words and the question limited to 20 words adding there is a 175-word summary and a 500-word explanatory statement that go into more detail. Attorney Brady stated if the Council approves the proposed wording the next step would be for staff to come back with a resolution to officially refer the matter to the voters.

Councilor Brooks asked if the referral is only filed with Washington County or with Clackamas County as well. City Attorney Brady stated it would be filed with Washington County and they work with Clackamas County to publish it in both counties.

Councilor Reyes mentioned concern for signature collection and asked for clarification. City Attorney Brady said the Council has authority to refer anything to the voters. He stated the other process is in an initiative process which an individual voter collects enough signatures to place an item on the ballot. Attorney Brady stated Council can only take action through a referral process.

Council President Grimes expressed concerns with the Council referring this item as she is concerned with the public feeling bypassed in the process.

Mayor Bubenik stated he spoke with the group who requested the item and they verified support of the language.

Council consensus was reached to have staff prepare a resolution for the next meeting.

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

Councilor Sacco stated she attended the Clackamas County Indigenous People's Day celebration, the Willamette River Water Coalition meeting, and the Northwest Public Employees Diversity Conference.

Councilor Pratt stated she attended the C4 Metro meeting, the Core Area Parking District meeting, the Clackamas County Climate Action Committee meeting, and the Tualatin Climate Action Plan Committee meeting.

Councilor Hillier stated she did not attend any official meetings but was present at the Drug Takeback at the Police Department.

Councilor Brooks attended Tualatin Arts Advisory Committee meeting and the Climate Action Planning Committee meeting.

Mayor Bubenik stated he attended an informal mayors lunch for the Washington County Mayors group, gave a speech at the Regatta Run, attended the MSTIP meeting, County Chair Harrington's meeting with the Mayors, the Greater Portland Economic Development District meeting, the Greater Portland Inc. regular meeting, the Clackamas County meeting with Chair Smith, the Tualatin Chamber Board meeting, and the Metro Mayors Consortium meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 6:41 p.m.

Sherilyn Lombos, City Manager

Teresa A Wegscheid / Teresa Wegscheid, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

Signature: 

Email: fbubenik@tualatin.gov

Signature: Teresa Wegscheid
Teresa Wegscheid (Nov 24, 2021 12:18 PST)

Email: twegscheid@tualatin.gov








CC WS Minutes 10-25-21

Final Audit Report

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OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR OCTOBER 25, 2021

Present: Mayor Frank Bubenik, Council President Nancy Grimes, Councilor Bridget Brooks, Councilor Maria Reyes, Councilor Valerie Pratt, Councilor Cyndy Hillier, Councilor Christen Sacco

Call to Order

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

Pledge of Allegiance

Moment of silence for those who have lost their lives to COVID-19

Public Comment

Consent Agenda

Motion to adopt the consent agenda made by Councilor Brooks, Seconded by Councilor Pratt.
Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of October 11, 2021
2. Consideration of **Resolution No. 5574-21** Authorizing the City Manager to Execute a Grant Agreement with the Oregon Department of Transportation for the Oregon Community Path Program; and Appropriating Specific Purpose Revenues in the City's General Fund during the FY 2021-2022 Budget
3. Consideration of **Resolution No. 5575-21** Awarding a Contract for Engineering Services for the B-Level Water Main Upsize – Ibach to Norwood Reservoirs Project; and Authorizing an Appropriation Transfer in the Water Development Fund for the FY 2021-2022 Budget
4. Consideration of **Resolution No. 5576-21** to Annually Adopt the City of Tualatin Investment Policy
5. Consideration of **Resolution No. 5577-21** Authorizing the City Manager to Enter into an Agreement With Washington County for a Distribution from the Major Streets Transportation Improvement Program Opportunity Fund; and Appropriating Specific Purpose Revenues in the City's General Fund during the FY 2021-2022 Budget
6. Consideration of **Resolution No. 5578-21** Authorizing the City Manager to Execute a Grant Agreement for Two State Homeland Security Grant Program Grants; and Appropriating Special Purpose Revenues in the City's General Fund During the Fiscal Year 2021-22 Budget

7. Consideration of **Resolution No. 5579-21** Authorizing the City Manager to execute an Intergovernmental Agreement with the Tualatin Development Commission
8. Consideration of **Resolution No. 5580-21** Accepting Department of Justice's Office of Community Oriented Policing Services Grant Funds; and Appropriating Specific Purpose Revenue in the City's General Fund during FY2021-2022 Budget

Special Reports

1. Annual Report of the Juanita Pohl Center Advisory Committee

Juanita Pohl Center (JPC) Supervisor Sara Shepherd introduced the Juanita Pohl Center Advisory Committee Chair Susan Noack to present their annual report. She stated the committee's role is to hear updates from JPC staff with year-to-date figures on attendance and online programming. Chair Noack stated staff was able to increase participation with virtual programming such as exercise programs, aging mastery classes, monthly book clubs, virtual trips through national cities and parks, online socials, and educational webinars. She stated the JPC has received national press for their program offerings which have helped with receiving grants to produce videos for more programming. Chair Noack stated duplicating in-person programming for social engagement and interaction are the keys to overcoming isolation in the aging community. She stated in FY 2020-21 the JPC was open only 9 days but served 3,100 active adults in the virtual fitness programs and 1,400 in virtual enrichment programs. Chair Noack stated the JPC was one of only nine centers in the whole country to receive a grant for \$11,000 from NRPA to offer Active Living Every Day programs. She stated the action plan for FY 2021-22 is to keep supporting and growing active aging programs, grow the virtual programming portfolio, increasing diversity, visibility, and awareness as well as partnerships with national organizations and local community groups.

Councilor Pratt thanked everyone for keeping the creative connection during COVID.

Councilor Brooks asked if we share online classes with other cities who do not have this type of programming. She also asked how old do you have to be to attend the programs. Supervisor Shepherd answered they are partnered with Washington County Disability Aging and Veteran Services to provide outside participation. She added all adult age groups are welcome.

Councilor Reyes asked for an example of increasing diversity, visibility, and awareness. Supervisor Shepherd said they are reaching out to as many diverse groups as possible and tailoring more programs to Spanish speaking populations.

Council President Grimes expressed her appreciation for all of the work the committee has done. She stated the pivot from in-person programming to virtual was well-executed.

Mayor Bubenik thanked the JPC for honoring veterans by placing signs in their front yards for Veterans Day. Supervisor Shepherd stated there are extra signs available at the center.

Mayor Bubenik asked for an update on Meals on Wheels. Chair Noack stated they transitioned from 8,000 meals a day to home deliveries made the transition difficult. She stated they will reconsider in person dining in January. Chair Noack stated they are also

working on a new program for people who can volunteer services to mow grass, change lightbulbs, fix appliances, etc.

General Business

1. Tualatin Moving Forward 2022 Neighborhood Traffic Safety Projects Update

Transportation Engineer Mike McCarthy and Alta Planning and Design Consultant Katie Mangle presented the 2022 Neighborhood Traffic Safety projects. Consultant Mangle stated the public suggests these projects through the website and they are typically smaller projects with fast turnaround. She stated project prioritization criteria include geographic diversity, solution-oriented, and budget-approved. Consultant Mangle stated they received 106 suggestions including 16 carryover projects from last year. She stated five key factors were their focus including speed data, areas of diversity, access to transit, areas where the bond program has not focused investment, and streets with large gaps between crosswalks. Consultant Mangle share a 2020 equity index map and neighborhood projects from the TriMet pedestrian plan that will improve access to transit. Engineer McCarthy discussed five project areas at Avery/Tualatin Sherwood Road, Martinazzi/Mohawk, 67/68th Avenues Loop/Stoneridge, Martinazzi/Fred Meyer driveway, and the Sagert Street Bridge walkway.

Council President Grimes asked if there is a plan to add a bike lane at the Sagert Street Bridge. Engineer McCarthy responded there is a bike lane on the bridge, but the sidewalk ends right at the bridge guardrail.

Councilor Reyes asked if there are any plans to add lights on the Sagert Street Bridge. Engineer McCarthy said that could be considered.

Councilor Brooks stated she appreciates the thoughtfulness on bus stops with access issues as well as community contact and getting the needs met for the Stoneridge area. She asked if there is state funding available for the Sagert Street Bridge. Engineer McCarthy stated there is no state funding available for this project.

Councilor Reyes thanked staff for considering the extra parking at the Stoneridge area.

City Manager Lombos stated since there is no state funding available staff will look for alternative grants to supplement funding for projects.

Mayor Bubenik mentioned the Martinazzi/Fred Meyer driveway area has tight space at the bus stop by Shari's as well as the creek area flowing on the sidewalk creating a muddy area. City Manager Lombos mentioned that area is on the storm water master plan.

2. Quarterly Financial Report- 1st Quarter of FY 2021/2022

Finance Director Don Hudson presented the first quarter financial report. He presented the budget actuals for the general fund revenue and expenditures, building revenues, road operating revenues, core area parking fund revenues, and water operating fund revenues and expenditures. He noted in the investment report the City is still receiving a reasonable rate. Director Hudson mentioned potentially investing outside the state pool, which dropped down to .55% this last quarter and is going down again to .45%. He stated the total portfolio yield is .788%. Director Hudson stated property tax came in at 4.74% (above the 3% budgeted). He stated the fiscal health model shows a positive alignment with ongoing with a

projected positive alignment for FY23. Director Hudson noted with conservative projection he is projecting a negative alignment in FY24, noting it is manageable.

Director Hudson announced the City is the recipient of the Government Finance Office Association's Triple Crown Award. He stated the city has received the certificate of achievement for excellence in financial reporting for 29 years; the popular annual financial reporting award for 2 years; and the distinguished budget presentation award for 8 years.

Director Hudson shared the ARPA guiding principles. He stated infrastructure is important to Council and funds could be used to extend a water line needed for affordable housing project and improve outdoor spaces such as Stoneridge Park. Director Hudson stated other investment areas could include assistance to households including programs for utility billing assistance.

Director Hudson discussed delinquent utilities. He stated the city stopped shut-offs in April 2020. He stated the city has sent delinquent notices to keep communication delinquent accounts. Director Hudson stated there are 168 delinquent accounts totaling around \$106,000. He stated other local providers have resumed shut-offs to keep accounts from becoming unmanageable. Director Hudson stated not all accounts are due to COVID and they are trying to narrow down the list to help those who are really impacted. He is proposing to resume shut-offs in February. Director Hudson stated there would be extensive outreach via information on the website, monthly bills, social media, and communicating with customers.

Councilor Brooks asked if there is a way to support people in the application process for programs and if ARPA money could be used to do door hanging. Director Hudson stated Community Action is beneficial because they have the ability to provide assistance with other funding as well and help with the process.

Councilor Pratt stated concerns households who are in arrears and how they will get a handle on it. Director Hudson mentioned they are helping to figure that out. He stated the city has not been assessing late fees. Councilor Pratt stated February is good timing to start shut-offs.

Councilor Reyes asked if businesses are delinquent also. Director Hudson confirmed some businesses are delinquent. Councilor Reyes suggested contacting other cities to see the process they use before doing shut-offs.

Councilor Sacco asked when outreach was going to start before shut-offs in February. Director Hudson answered a time line and plan is in the works, but it should start in the next few weeks.

Mayor Bubenik inquired about why February was determined. Director Hudson responded they did not want to go out too far and December was too soon. February gives time to do outreach. Mayor Bubenik mentioned the concerns with how quickly the programs would be started up and if February was too soon.

Councilor Hillier stated she has the same concern as the Mayor. Director Hudson stated the County has allocated the money to Clean Water Services. He believes the program will be up and running by the first of the year.

Councilor Brooks asked if people needed help to fill out forms. Director Hudson stated staff would point them to Community Action because of the different aspects the can assist with that the city can't.

City Manager Lombos stated there is a communications group put together by the County to communicate different programs and do outreach in a simple and culturally appropriate way.

Council President Grimes asked if commercial and residential dates could be separated. She mentioned concern for inclement weather in February for residential customers. Director Hudson stated they will get a feel for what the needs are and that putting a date out there is just to get the process started.

Councilor Hillier asked about assistance for Clackamas County residents. Director Hudson stated there is no separation between the two in Tualatin, and it would be handled the same as the CARES Act.

Council consensus was reached in support of the plan and would like to have further discussion before it is finalized.

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

Councilor Reyes announced reappointments for the Tualatin Library Advisory Committee.

Motion to approve appointment was by Councilor Hillier and seconded by Councilor Pratt.
Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco
MOTION PASSED

Adjournment

Mayor Bubenik adjourned the meeting at 9:03 p.m.

Sherilyn Lombos, City Manager

Teresa A Wegscheid / Teresa Wegscheid, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor

Signature: 

Email: fbubenik@tualatin.gov

Signature: 
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