



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR MAY 12, 2025

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 7:00 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring May 2025 as Mental Health Awareness Month in the City of Tualatin

Clackamas NAMI (National Alliance on Mental Illness) Executive Director Dave Hunt presented information on Mental Health Awareness Month. He spoke to his organizations mission and activities.

Councilor Brooks stated the group is a great advocacy group and asked for more information. Director Hunt spoke to some of their legislative advocacy and their connections to other agencies.

Councilor Hillier added that NAMI will be partnering with the local LEAP group on a Teen Mental Health Townhall coming up.

Councilor Cindy Hillier read the proclamation declaring May 2025 as Mental Health Awareness Month in the City of Tualatin.

2. New Employee Introduction- Management Analyst II Jackson Porterfield

Deputy Public Works Director Nic Westendorf introduced Management Analyst II Jackson Porterfield. The Council welcomed him.

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Council President Pratt. 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 April 28, 2025

Special Reports

1. Outside Agency Grant Awardee- MITCH Charter School

MITCH Charter School Board Member presented an update on the school's recently launched breakfast and lunch program. She explained that the program was developed by a school lunch committee to address the lack of a full-size kitchen and officially began on November 13, 2024. Since then, approximately 87% of MITCH families have opted in, with an average of 175 students receiving meals daily. They share that the program includes a sharing bin to support students needing additional nutrition and that a lunch assistant was hired to manage meal pickup, service, and next-day breakfast preparation. She stated that City funding was used for program-related expenses such as a service vehicle, electrical outlet installation, and staff salary. The Board Member shared that additional support was provided by the Community Eligibility Provision (CEP) through TTSD Nutrition Services and the MITCH Parent-Student Organization. She stated all students at MITCH now receive free breakfast and lunch.

Councilor Brooks thanked them for the update and expressed appreciation for the work done to establish the program. She stated she was pleased to see City funds being used in such a meaningful way.

General Business

1. Climate Action Plan – Implementation Funding

City Manager Sherilyn Lombos presented a funding strategy for the implementation of the Climate Action Plan. She recapped that the plan was adopted in May 2024, with a short-term work plan approved in October 2024. She explained that the Climate Action Plan consists of four sections, seven focus areas, nine strategies, and 59 actions. Focus areas one through three support adaptation to climate change, while areas four through seven focus on mitigation strategies to reduce emissions citywide.

Manager Lombos noted that the plan calls for the city to hire a dedicated staff member to oversee implementation, a role that does not currently exist within the organization. She stated that without a dedicated resource, the city cannot meaningfully advance the plan's goals. Manager Lombos reviewed recommendations from EcoNorthwest, which conducted a funding analysis and presented six options to the Council earlier in the year. Council directed staff to explore three of those options further: a right-of-way or franchise fee increase, a building permit surcharge, and a Share the Pennies opt-up utility billing program.

Manager Lombos reviewed franchise fee rate comparisons and revenue projections. She stated that Tualatin's current fees are lower than those in comparable cities and that a 0.5% increase in electric franchise fees alone could raise approximately \$249,000. A 1% or 1.5% increase would generate proportionally more. Manager Lombos shared that a 5% surcharge on building permit fees could yield an estimated \$68,000 annually. She explained the Share the Pennies program and the rounding up utility bills is not currently supported by the billing system, but a fixed fee such as \$0.49 or \$0.99 could be added as an opt-out option. She stated annual revenue would range from \$64,000 to \$130,000 depending on participation rates.

Manager Lombos stated the total annual cost to fund the program, including a full-time coordinator and related implementation and consulting costs, is estimated at \$250,000. She requested Council direction on how to proceed.

Councilor Sacco asked how an increase in right-of-way or franchise fees might affect residents, since utility providers might pass those costs on. City Manager Lombos said staff would investigate those impacts and follow up.

Councilor Brooks expressed concern that the estimated \$100,000 allocated for consultant costs might be too low to successfully launch the program. She requested that this figure be reconsidered.

Council President Pratt stated that her first choice would be the Share the Pennies program, since it gives residents the ability to opt out. She supported the building permit surcharge as a second option because it does not directly affect households. She acknowledged, however, that additional funding would be needed beyond those two tools and that a franchise fee increase may be necessary.

Councilor Brooks emphasized that the Climate Action Plan will produce efficiencies and long-term cost savings that will help justify the investment.

Council President Pratt added that she would like to explore a mix of funding sources and cautioned against relying too heavily on building permit fees, which can fluctuate with the economy.

Councilor Sacco also expressed concern about the potential impact of franchise fee increases and stated that she could not support that approach without knowing how much it would affect individual households.

Councilor Hillier stated she was not ready to support increasing the proposed \$250,000 annual cost until the program is up and running. She asked for additional analysis on what a 0.3% franchise fee increase would mean for residents.

Mayor Bubenik stated that a combination of a 0.3% right-of-way fee increase, a 3% surcharge on building permits, and the Share the Pennies program could be sufficient to fund the first year while minimizing the impact on residents and businesses. He stated the program, and its funding model should be reviewed annually.

Councilor Sacco asked how Tualatin's building permit fees compare to those in other nearby cities. She expressed concern about making development more expensive and potentially discouraging builders from choosing Tualatin.

Councilor Reyes stated that she would prefer to begin with the Share the Pennies program because it allows residents to choose whether to contribute. She expressed opposition to increasing right-of-way fees without further information.

Councilor Gonzalez stated he supports the Share the Pennies approach, noting that it empowers residents to participate voluntarily. He recommended building up a balance from that program to support the plan year over year.

Councilor Brooks stated she favored using all three tools—a franchise fee increase, permit fee surcharge, and Share the Pennies program—as the most sustainable path forward.

Council President Pratt added that implementing a \$0.99 Share the Pennies fee, the permit surcharge, and a modest right-of-way fee increase would likely meet the City’s funding goal.

Councilor Hillier asked for additional details on the potential operational savings that the new position might deliver.

City Manager Lombos responded that staff would return with more information on cost impacts, revenue comparisons, and expected efficiencies before final Council action.

Council Communications

Councilor Sacco stated she attended the Willamette River Water Coalition and the Clackamas County Coordinating Committee (C4).

Councilor Hillier shared that the LEAP Youth Alliance held its Mental Health Rally.

Councilor Reyes stated she attended the Latino Business Network meeting.

City Manager Sherilyn Lombos delivered her Manager’s Report. She announced that the first meeting of the CORA Community Advisory Committee would be held later that week. She also noted that staff are developing a process for evaluating the potential grade separation at Tualatin-Sherwood Road. Manager Lombos stated Plambeck Gardens received its final certificate of occupancy, and the Bulky Waste and Yard Debris Day was recently held. She reported that Congresswoman Salinas completed a ride along with the Police Department. Additional events include the upcoming Riverpark Community Fair, recognition of Public Service Appreciation Week, Police Week, and next week’s National Public Works Week. She also noted that Hazelbrook Middle School will host a “Hazelbrook Cares” park cleanup event, and that the ribbon cutting for Veteran’s Plaza is scheduled for later this month.

Councilor Gonzalez reported attending the East CIO meeting.

Councilor Brooks stated she participated in the League of Oregon Cities Spring Conference and attended the ribbon cutting for Salt & Straw.

Council President Pratt stated she attended the League of Oregon Cities Spring Conference.

Mayor Bubenik stated he met with Senator Wyden’s staff to discuss local and statewide issues, participated in the Neighbors Nourishing Communities plant giveaway, and attended the ribbon cutting at Salt & Straw. He also testified in Salem in support of funding for the Veteran’s Plaza shade structure and the City’s seismic valve project. Additional meetings included the Washington County Coordinating Committee and the Aging Task Force.

Adjournment

Mayor Bubenik adjourned the meeting at 8:48 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










CC Minutes 5-12-25

Final Audit Report

2025-05-30

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