



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES FOR OCTOBER 28, 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

Council President Pratt called the meeting to order at 5:32 p.m.

1. SW 96th Drive Permit Parking Zone Request.

Police Chief Greg Pickering presented the parking permit survey results for SW 96th Drive. He provided a summary of the relevant municipal code section that establishes the process for requesting a permit parking zone and shared a map of the proposed area. Chief Pickering outlined issues reported by residents, which included non-residents parking on public streets during school hours, illegal parking, blocked driveways, litter, and obstruction of street sweeping services. A survey was distributed to residents to gauge support for the permit parking zone, with 12 out of 18 responding and those who responded were in favor. Chief Pickering stated that based on the results, staff is recommending approval of the permit parking zone.

Councilor Hillier asked if outreach had been conducted with the school district. Chief Pickering stated that a consultant has been hired to evaluate permit parking zones, including coordination with the school district to find the best solution. Councilor Hillier emphasized the importance of ensuring students have places to park when school permits are not available.

Councilor Sacco expressed concern that approving the permit parking zone could displace vehicles to other areas, potentially causing new issues. She questioned how many of the reported issues were citation-worthy and expressed concerns about limiting access to public streets. Chief Pickering acknowledged that while some offenses were citable, others were safety concerns. He noted that the consultant would work with the school district to address parking flow and alleviate issues.

Councilor Brooks inquired about other permit zones in the vicinity. Chief Pickering identified Alabama Street as the only other permit zone on the west side of Boones Ferry Road. Councilor Brooks supported working with the school district to address the root of the problem and expressed support for the proposed zone.

Councilor Reyes expressed her support for safety measures and emphasized the importance of emergency vehicle access. She stated her support for establishing a permit parking zone in the area.

Councilor Gonzalez asked about additional parking arrangements the school has with local churches. He noted this as a good solution and encouraged students to utilize the available church parking.

Councilor Hillier inquired about the timeline for the consultant's evaluation. Chief Pickering responded that results were expected around the beginning of the year.

Councilor Sacco asked about the impact on existing permit zones if new solutions were proposed by the consultant. Chief Pickering explained that changes would require updates to the ordinance.

Council President Pratt inquired about the adequacy of overflow parking at the churches. Chief Pickering confirmed that the church lots provided ample parking, but students were reluctant to walk the additional blocks. Council President Pratt expressed her support for the permit parking zone.

Council consensus was reached to move forward with a permit parking zone during school hours for SW 96th Drive.

2. *Website Redesign Update and Homepage Wireframe Review.*

Deputy City Manager Megan George, Creative Communications and Marketing Manager Heidi Stanley, and Consultant Dale Bentlage presented an update on the website redesign. Manager George stated that the project is currently in phase two: site layout and design. She provided a brief recap of key takeaways from a community survey, as well as feedback from the Council and staff. Manager George highlighted information from focus groups, including priorities, community pride, and aspirations for the future.

Consultant Bentlage presented wireframes for the new webpage, explaining that these wireframes serve as blueprints, showing the relative size of elements on the page but not including textures or colors. He displayed the wireframes to the Council and invited their feedback.

Manager George requested clarification on why the wireframe is presented in black and white and why the page design is lengthy. Consultant Bentlage explained that removing color helps people focus on the page elements themselves. He added that the longer page format encourages users to spend more time exploring the site, enhancing their understanding and perception of the city's brand.

Council President Pratt asked if there will be a place for a banner to display in emergencies. Consultant Bentlage confirmed that a section at the top of the site will be available for alerts.

Councilor Brooks inquired about how often the website should be updated. Consultant Bentlage recommended updates every 4-6 years. Manager George added that the city's website was last redesigned in 2012 and refreshed in 2016.

Councilor Brooks asked how the redesign aligns with the city's communication plan. Manager George noted that the city does not currently have a strategic communications plan. Councilor Brooks expressed her desire to see one established and shared feedback on making city policies and plans easily accessible. She emphasized the importance of having topics readily available and a section that highlights the city's progress over time.

Councilor Reyes asked about search functionality and whether popular searches will update based on usage. Manager George explained that there are options to populate the popular search section using search insights.

Councilor Reyes also inquired about the use of AI on the site. Consultant Bentlage mentioned that AI could be utilized in various ways, but those features would be determined later.

Council President Pratt asked about monitoring the webpages to ensure they remain up-to-date. Consultant Bentlage discussed content governance and assigning timeframes for regular content reviews.

Councilor Sacco asked questions about accessibility and multilingual features. Consultant Bentlage described the translation tools available, and the site's scanning tools for users who rely on assisted devices.

Councilor Brooks asked if there would be a webpage dedicated to research related to policy and whether there would be a section for the city's art collection. Consultant Bentlage explained that the site will allow the city to feature specific content in different sections.

Councilor Sacco asked if there would be a resource page linking to other important pages, emphasizing the need for easy access to these resources.

3. Council Meeting Agenda Review, Communications & Roundtable.

Councilor Brooks stated she attended the League of Oregon City's Conference, the Policy Advisory Board meeting, and the Pumpkin Regatta.

Councilor Sacco stated she attended the Pumpkin Regatta and the IDEA Committee meeting.

Councilor Hillier stated she attended the Pumpkin Regatta.

Councilor Reyes stated she attended the Pumpkin Regatta and the Council Committee on Advisory Appointments meeting.

Council President Pratt stated she attended the Council Committee on Advisory Appointments meeting, the C4 Metro Committee meeting, the League of Oregon Cities Conference, the Pumpkin Regatta, and the League of Oregon Cities work group on transportation.

Councilor Sacco asked how the Council could advocate for more community outreach regarding transportation. Council President Pratt stated she would work with the City Manager on drafting a letter to be sent.

Councilor Reyes stated she attended the Core Area Parking District Board meeting.

Adjournment

Council President Pratt 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 10-28-24

Final Audit Report

2024-11-15

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ABSENT: Mayor Frank Bubenik

Call to Order

Council President Pratt called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring November 2024 as Native American Heritage Month in the City of Tualatin

Councilor Brooks read the proclamation declaring November 2024 as Native American Heritage Month in the City of Tualatin.

Public Comment

Tualatin Parks Advisory Committee Chair Emma Gray expressed gratitude towards departing Parks and Recreation Director Ross Hoover highlighting his contributions in improving the quality and maintenance of the parks system.

Council President Pratt shared thanks for Director Hoover's time with the city.

Consent Agenda

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 Special Meeting Minutes of September 30, 2024 and the Work Session and Regular Meeting Minutes of October 14, 2024
2. Consideration of **Resolutions No. 5814-24, 5815-24, 5816-24** Accepting Grant Funds for Traffic Safety Enforcement through Oregon Department of Transportation
3. Consideration of **Resolution No. 5817-24** Adopting the City of Tualatin Investment Policy

4. Consideration of **Resolution No. 5818-24** Authorizing the First Amendment to the Agreement Between The City of Tualatin and Randall and Karen Alvstad For Management and Operations of Basalt Creek Parkland.

Special Reports

1. Quarterly Financial Report – 1st Quarter of Fiscal Year 2024/2025

Assistant City Manager/Finance Director Don Hudson presented the quarterly financial report for the first quarter of fiscal year 2024/25. He shared a budget-to-actual comparison, noting that overall spending trends are consistent with previous years. He provided details on revenues and expenditures for the general fund, building fund, road utility fee fund, road operating fund, and utility funds. Director Hudson then presented the investment report for the first quarter, stating that all investments are in compliance with the city's investment policy and noting a total book yield of 4.197% over the last quarter. He added that the fiscal year 2023-24 audit is currently underway and that the Annual Comprehensive Financial Report will be issued by the end of the year.

Director Hudson also provided updates on American Rescue Plan Act (ARPA) projects. He reported that completed or in-progress projects include the waterline servicing line, trail-adjacent projects at Plambeck Gardens, and additional ADA improvements throughout the city. He noted that upcoming projects include park renovations at Las Casitas Park. Director Hudson discussed the Utility Bill Assistance Program, mentioning qualifying accounts that extend beyond the standard program's eligibility criteria.

Director Hudson elaborated on the city's agreement with Community Action for processing utility bill assistance applications and outlined the communication efforts for the program. He explained that accounts may receive up to \$300 in assistance per year. In fiscal year 2024, 34 accounts were assisted, totaling \$23,506.18. To date, 21 accounts have qualified this fiscal year, with a total of \$7,083.40 in assistance.

Councilor Sacco asked how someone qualifies for the Utility Bill Assistance Program. Director Hudson explained that before service shut-offs occur, staff contacts customers to discuss their needs and provides information about the program if necessary.

Councilor Brooks inquired about sales and the maturity segregation of park bond investments. Director Hudson clarified the investment strategy, emphasizing the use of shorter-term investments to align with timing needs and noted the city's ongoing efforts to secure grant opportunities. Councilor Brooks asked if any matching grants had been received, expressing interest in more detailed information on park bond funds. Director Hudson offered to send that information to the Council and confirmed that, to date, no bond projects have utilized grants or matching funds.

Council President Pratt asked about the remaining ARPA funds and their future allocation. Director Hudson stated that the ARPA fund will remain open until all funds are fully allocated.

Council President Pratt inquired about the long-term funding of the Utility Bill Assistance Program once ARPA funds are depleted. Director Hudson assured her that the city's budget includes allocations for the program.

Council President Pratt asked about the permissible duration for investment funds. Director Hudson replied that state statute dictates the maximum length of time investments can be made.

General Business

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

Councilor Reyes and Sacco shared names of recommended candidates.

Motion to adopt recommendations as presented made by Councilor Sacco, Seconded by Councilor Reyes.

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

MOTION PASSED

Council Communications

Councilor Hillier acknowledged today as First Responder's Day.

Adjournment

Council President Pratt adjourned the meeting at 7:44 p.m.

Sherilyn Lombos, City Manager

Nicole Morris / Nicole Morris, Recording Secretary

Frank Bubenik / Frank Bubenik, Mayor










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