

MEETING NOTICE



I.D.E.A. ADVISORY COMMITTEE
January 21, 2025 - 6:00 PM
Tualatin Library, 18878 SW Martinazzi Ave.

Virtual Meeting Access:
<https://us02web.zoom.us/j/82751424808>
Passcode: 487947

A. CALL TO ORDER (6:10 PM)

B. APPROVAL OF MINUTES

C. COMMUNICATIONS

1. Co-Chairs
2. Council Liaison
3. Staff
4. Public

D. OLD BUSINESS

1. Workplan Topic Prioritization
2. Land Acknowledgement

E. NEW BUSINESS

1. Community Engagement Incentives Policy

F. FUTURE AGENDA ITEMS

1. Community Resources Webpage

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. This meeting location is accessible to person with disabilities. To request accommodations, please contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063 at least 36 hours prior to the meeting.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Communications. Written statements may be sent in advance to Library Director Jerianne Thompson no later than 5pm on January 21, 2025.



I.D.E.A. ADVISORY COMMITTEE MINUTES

December 16, 2024

Present: Sunni Armstrong, Angelica Butler, Winnie Lo, Rebekah Morgan, BJ Park, Chris Paul, Gerry Preston, Erinn Stimson, Councilor Christen Sacco

Absent: Destini Barajas, Kolini Fusitu'a

Public: Beth Dittman, Victoria Fisk

Staff: Jerianne Thompson, Library Director
Betsy Rodriguez Ruef, Community Engagement Coordinator

A. **CALL TO ORDER**

Chris Paul called meeting to order at 6:10 PM.

B. **APPROVAL OF MINUTES**

Chris Paul asked if there were any revisions to the minutes. Gerry Preston moved to approve the minutes, and Rebekah Morgan seconded. The committee voted to approve the minutes as written

C. **COMMUNICATIONS**

1. Co-Chairs: Chris Paul announced that two new committee members, Kelsea Ashenbrenner and Evelin Hooper, will be joining in January pending City Council approval. He announced an agenda change to move New Business before Old Business.

2. Council Liaison: Councilor Christen Sacco said the city is working on providing more support for Pride Stride in 2025. A meeting is scheduled for January 10; Chris Paul and Sunni Armstrong expressed interest in attending. Sacco reported on the Tigard-Tualatin Schools Foundation's work supporting local schools, including social skills support, literacy programs, affinity groups, after-school programs, and assistance for seniors at risk of not graduating. Sacco also shared information about potential changes in regional funding for supportive housing programs, funded through a Metro tax measure. This could result in lower funding for Washington County and impact services to the community. More information is expected after the January City Council meeting, when Metro will present.

2. Staff: Jerianne Thompson provided additional context on the supportive housing issue, explaining Metro's role and the potential impact of funding

changes on various support programs. She also reported on Council's adoption of a new policy for proclamations. If members are interested in submitting a proclamation for committee consideration, please submit it to staff at least two months in advance. Betsy Ruef reminded the committee about the upcoming City Council meeting on January 13 and explained how to access the agenda and participate in public comments.

3. Public: Community member Victoria Fisk shared information about Tualatin Community Gather, a community event she is organizing on January 4. She invited committee members to participate and distributed information.

E. NEW BUSINESS

1. Land Acknowledgement: Tualatin Parks Advisory Committee (TPARK) member Beth Dittman shared a summary of work done in 2021 by a City Council-appointed task force to research and develop a native lands and people acknowledgement for the city. The idea was brought to TPARK by community members, who asked Council to consider creating a statement recognizing the native peoples with ties to Tualatin's history. Dittman said among the key findings from the task force's work were that such an acknowledgment is not enough on its own – governance work is required to build relationships with local tribes – and that it's not just about history – native peoples still live and work among us. The task force developed a draft statement and recommended action steps. At that time, City Council tabled the recommendations until the IDEA Committee was up and running. Councilor Christen Sacco said that a land acknowledgement can be powerful if done correctly, but that only adopting a statement (without additional actions) would be performative. BJ Park moved to table the discussion to a future meeting; Erinn Stimson seconded. The motion passed.

D. OLD BUSINESS

1. Annual Report: Chris Paul reported on presenting the committee's annual report to the City Council. He noted that feedback was overwhelmingly positive, with gratitude and excitement expressed by Council members. Paul also mentioned that the proclamations were well-received and encouraged more activity in this area. Committee members expressed appreciation for the staff's work and the emotional impact of Paul's comments.

2. Workplan Topic Prioritization: This topic was tabled until the January meeting.

F. FUTURE AGENDA ITEMS

1. Community Engagement Incentives Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. None.

H. ADJOURNMENT

Meeting was adjourned at 7:45 PM.

Minutes prepared by Jerianne Thompson & Betsy Ruef, staff

Creating the IDEA Committee's Workplan – Topic Summaries

1. Culture & Identity – supporting Council's vision of safe & vibrant gathering places throughout the city that build and celebrate our whole community.
 - a. Food Carts: Food carts are currently allowed in several planning districts in Tualatin, including the Light Manufacturing, General Manufacturing, Institutional, and Basalt Creek Employment districts. Food carts are not allowed in the Central Commercial district (ie, downtown), in Commercial Office districts in proximity to the Central Commercial district, and in General Commercial (except along Highway 99). The code language also prohibits multiple food carts located together (in a "pod"). [This zoning map](#) shows Tualatin's planning districts. Revisiting the policy and specifications is one of the City Council's current priorities, currently scheduled for late 2025 (per the Planning Division's Work Plan).
 - b. Urban Renewal: Urban renewal is a financing mechanism used to improve the economic viability of specified areas. Through tax increment financing, Tualatin can earmark property tax revenues from increases in assessed property value within the area. The incremental revenue generated is later used to finance projects in the area. Tualatin has two urban renewal areas:
 - i. [Southwest and Basalt Creek Development Area](#) – includes the Basalt Creek area south of Tualatin and an area bordering 124th Avenue near Tualatin-Sherwood Road; established in 2021; focused on commercial and industrial development, transportation infrastructure, and utility infrastructure. The first funded projects are slated for 2029.
 - ii. [Core Opportunity and Reinvestment Area](#) – includes central Tualatin along Tualatin-Sherwood Road / Nyberg Street on either side of I-5; established in 2022; with plan priorities of attainable housing, community identity, economic development, transportation, and environmental stewardship. The first funded projects are slated for 2030.
 - c. Gathering Places: Tualatin has about a dozen park sites in addition to facilities such as the Juanita Pohl Center and the Library. The [Parks and Recreation Master Plan](#) includes goals of expanding accessible and inclusive parks and facilities to support community interests and recreation needs, and to activate parks and facilities through vibrant programs, events, and recreation opportunities for people of different ages, abilities, cultures, and interests. A parks and trails bond was passed by voters in 2022 that is funding parks improvements and expansions citywide. The City supports several annual events to encourage community gathering including Viva Tualatin and the Giant Pumpkin Regatta.
2. Community Engagement – supporting Council's vision of a connected, informed, and civically engaged community that embraces our city's diversity.

- a. Community Groups: In addition to nine advisory committees and seven [Community Involvement Organizations](#) (CIOs), City of Tualatin provides several community groups with direct or in-kind support, including [Community Emergency Response Team](#) (CERT) and [Tualatin Neighborhood Ready](#), [Community Partners for Affordable Housing](#), [Family Promise of Tualatin Valley](#), [Pili Group](#), [Tualatin Food Pantry](#), [Tualatin Together](#), and [Tualatin Riverkeepers](#). In the current fiscal year, the City awarded \$40,000 to 14 organizations through its Outside Agency Grant Program. Most organizations serving culturally specific groups (including Latino and Spanish-speaking residents, Pacific Islander residents, immigrants, and LGBTQIA+ residents) are located in the region but outside of Tualatin. There are culturally specific support groups at local schools including MEChA (Movimiento Estudiantil Chicano de Aztlán), the Pacific Islander Affinity Group, and the Gender & Sexuality Alliance at Tualatin High School. The City partners with additional nonprofit organizations to offer programs and services through the Library and Parks and Recreation departments. Tualatin also has a Historical Society, Rotary Club, Kiwanis Club, Lions Club, Veterans of Foreign Wars Post, Elks Lodge, and the Winona Grange.
 - b. Public Participation: Tualatin regularly recruits volunteers to serve on [advisory committees](#), which provide community members' perspectives and technical advice on specific service areas. Most advisory committees meet monthly and provide an opportunity for public comment during their meetings, which are open to the public. These advisory committees make recommendations and give an annual report to City Council. Council meetings are typically held twice monthly and also include public comment. Some Council meetings include the opportunity to give testimony (land use hearings). State law allows for some closed meetings (called Executive Sessions) in limited circumstances. State law also requires public meetings have a virtual viewing option available.
3. Housing & Public Safety – supporting Council's vision of safe, desirable, welcoming, and sustainable neighborhoods with housing that is available to all.
 - a. Housing: In 2019 the City produced a [Housing Needs Analysis](#), which evaluates how much and what type of housing is needed to accommodate our community's future needs. This led to a [Housing Production Strategy](#) in 2021 to establish goals and strategic actions Tualatin can take to address identified housing needs, with an emphasis on improving outcomes for underserved communities, people with lower incomes, and people in protected classes. Affordable housing, funded through the Washington County Affordable Housing Bond, is being developed in south Tualatin. Revisiting the City's Housing Production Strategy and reviewing options for zoning changes in the Housing Code is on the Council priority list. In September 2024, a Homeless Services System City Liaison was hired; this position will be shared among Tualatin, Tigard, and Sherwood and is funded by Washington County.

- b. Policing: The Tualatin Police Department uses a community policing model, which emphasizes collaborating with community members and partner agencies to solve problems together. This approach differs from more traditional policing in how the community is perceived, the increased trust developed between police and community members, and efforts to mitigate the underlying causes of crime through those strengthened partnerships. In 2020, the Tualatin Police held a series of [community conversations about police use of force](#), which has led to increased training and regular updates to City Council. A mental health clinician regularly patrols with Tualatin officers through Washington County's Mental Health Response Team, and the department has a therapy dog, Onyx. In 2024 Tualatin Police began implementing a trauma informed response training program.



Community Engagement Incentives Policy

Guide to using participation support, rewards and recognition, incentives, stipends, and compensation

Last Reviewed: November 26, 2024

I. Purpose

To create additional tools for City staff to remove barriers that have prevented people from participating in community engagement activities and encourage community members to engage in City-sponsored activities and decision-making processes.

II. Background

City staff regularly seek input from community members on a variety of projects, plans, and other initiatives. Yet, many individuals cannot or choose not to participate in these activities due to a variety of factors including financial hardship, lack of time, and disinterest.

City staff actively use incentives to bolster community engagement efforts. This policy aims to provide structure and clarity to the use of incentives so that community members have a consistent experience and so that City staff know when and how to use incentives effectively.

III. Alignment with City Plans and Policies

This policy aligns with the City Council's 2030 Vision¹ to be a connected, informed, and civically engaged community that embraces our City's diversity.

In addition, Resolution No. 5046-11 Adopting Principles for Enhancing Citizen Involvement in the City of Tualatin² includes capacity building, process integrity, fiscal responsibility, accessibility, effective feedback, and effective communication as core principles.

¹ Last reviewed by City Council on January 26 – 27, 2024

² Adopted on June 13, 2011

IV. Using This Guide

These tools are not designed to be stand-alone tactics. They are most impactful and effective when used as part of a comprehensive strategy for meaningfully engaging with the Tualatin community.

Staff should consider the costs associated with hiring community engagement consultants, and purchasing paid advertisements, printed materials, mailings, and incentives at the beginning of a project. Project budgets should include the costs associated with community engagement. If a need for incentives arises outside of a planned project, there is limited funding available in the Non-Departmental budget.

Staff should also be aware of relevant tax law, especially regarding gift cards. Many examples listed in the policy below are considered legally de minimis, or too trivial or minor to merit consideration by the Internal Revenue Service (IRS). This includes food or small items of SWAG. Gift cards and other forms of payment, however, if totaling more than \$600 in a calendar year, are considered taxable income by the IRS and an individual receiving compensation in those amounts should consult their accountant. Please consult with the Finance or Legal Services Departments if you have questions.

V. Policy

This policy establishes five tools to address barriers and promote more inclusive engagement.

Participation Support. Resources or assistance offered to individuals to facilitate their engagement in a specific event or activity.

Rewards and Recognition. Acknowledgement of or benefits given to an individual or group for their participation in an event or activity after the fact.

Incentives. Tangible benefits guaranteed to individuals in advance to motivate their participation in a specific event or activity.

Stipends. Fixed amounts of compensation provided to individuals for their involvement in a specific event or activity.

Compensation. Hourly payment at a pre-determined rate to an individual for their time supporting a specific event or activity.

A. Participation Support

What

Resources or assistance offered to individuals to facilitate their engagement in a specific event or activity.

Participation support is the type of incentive that should be used most broadly because it makes it easier for everyone to participate, regardless of their individual circumstance.

Resources that support participation by community members can include provision of childcare, meals, translation/interpretation, and transportation. It can also include direct payment to a service provider (e.g. TriMet pass or Uber ride), or a stipend provided for one of these intended uses.

Examples:

- As part of the *Reimagina El Parque* project at Las Casitas Parque, engagement activities were designed so that children could participate alongside adults.
- Ongoing, the Budget Committee (including citizen volunteers and members of the city council) receives meals for each scheduled meeting because they fall over typical dinner hours.
- Between 2022 – 2024, staff met with members of the Las Casitas Neighborhood. A Spanish/English interpreter was provided to facilitate dialogue.
- In 2024, a volunteer on the Inclusion, Diversity, Equity, and Access Advisory Committee (IDEA), received a gift card to accommodate transportation to/from the scheduled meeting.

How

Childcare

There are a few different ways to consider childcare. First, consider ways to plan your community engagement activity to include children or structure your activity so that parents or caretakers can participate with their children. If that is not possible or the activity requires the individual to participate without distraction, there are two options available: (1) Hire a licensed childcare provider to provide childcare at a City facility; or (2) Provide a stipend to offset or cover the cost of childcare.

If you are hosting an event or meeting and don't know who will be attending, or expect multiple people to have childcare needs, you can contract with a licensed childcare provider. To do this, you will need to

work with Legal in advance to identify a childcare provider and make arrangements.

For events or meetings where you know who is attending and needs childcare assistance, you can provide a stipend to offset or cover the cost of childcare. Refer to the section on stipends below.

Meals

Meals or snacks can be purchased with an employee's p-card. Meals should only be provided when the activity overlaps substantially with a normal mealtime and lasts longer than 1.5 hours. When possible, accommodate dietary restrictions (e.g. vegan); provide culturally specific food options; purchase from local restaurants; and stay below the per diem rate³.

Translation/Interpretation⁴

There are many languages spoken in Tualatin, with the most common being English and Spanish. If you are looking to engage individuals from different backgrounds as part of your engagement plan, providing translation (written) and interpretation (spoken) into other languages is critical. In addition, public bodies, including advisory committees to the city council, are required to provide accommodations like interpretation when requested.

Some City departments have staff that receive bilingual pay and are available to interpret and in a few circumstances translate materials into languages other than English. If there is someone in your department with these skills who receives bilingual pay, work with your Department Head to request their participation. If your department does not have that resource or they are otherwise unavailable, the City has a contract with The Immigrant and Refugee Community Organization (IRCO) for interpretation and translation in over 100 languages. In some projects where a community engagement consultant is brought onboard, they may be able to provide translation and interpretation services as part of their contract.

³ The 2024 GSA Per Diem Rate for Beaverton is \$14 for breakfast, \$16 for lunch, and \$29 for dinner.

⁴ In 2024 – 2025, an effort is underway to create a Language Access Plan.

Project budgets should include the costs associated with translation/interpretation. If a need arises outside of a planned project, there is limited funding available in the Non-Departmental Budget. Regardless of which line item it is charged to, please use task code 7001100-0000.

Transportation

When scheduling a community engagement activity, consider where people are likely to be traveling from in order to attend and whether public transportation is available and at what times. For example, if you are seeking feedback on pedestrian safety along a particular street, consider planning your activity at a proximal location. If transportation remains a barrier, there are a few options available: (1) Provide TriMet Hop passes; (2) Provide a gift card (either VISA or Uber/Lyft); (3) Coordinate a ride on Uber.

You can purchase a TriMet 2 ½ hour or 1-Day Ticket from Hop ticket machines at MAX and WES stations. Tickets can be purchased with an employee's p-card.

To provide a gift card, refer to the section on stipends below.

Uber allows individuals to schedule one-way or round-trip courtesy rides for others using their account. To do this, you will need to create an account using your City email address and p-card. Then, create a ride and enter the rider's phone number and pickup and drop off locations. Rides can be scheduled up to 30 days in advance. Riders will receive trip details via SMS, and do not need to have the Uber app.

B. Rewards and Recognition

What

Acknowledgement of or benefits given to an individual or group for their participation in an event or activity after the fact.

Rewards and recognition occur after the individual has participated in a community engagement activity and are not guaranteed. They can be as simple as a verbal thank you and as extensive as a party held in their honor.

Examples:

- Students from MEChA who volunteered to support ;Viva Tualatin! in 2023 were rewarded with a pizza party.
- Members of the Equity Committee Planning Group received small gifts including a certificate signed by the mayor and small cake on the final meeting in 2022 to recognize their service.

How

Rewards can be purchased using an employee's p-card, with approval from their Department Head, and in conformance with p-card guidelines.

Generally, the amount or value of the reward should range between \$5 - \$20. In some cases, rewards can be of higher value when the individual has participated for an extended period of time (e.g. advisory committee to the city council⁵).

C. Incentives

What

Tangible benefits guaranteed to individuals in advance to motivate their participation in a specific event or activity.

Most often, incentives will be gift cards. However, they could also include City-branded clothing or materials, experiences (e.g. lunch with the mayor), or other gifts.

Examples:

- At Viva Tualatin in 2024, individuals who completed a survey for the Transportation System Plan development received food vouchers for vendors at the event.
- The Tualatin Moving Forward bond program advertised gift cards for a set number of respondents to a survey asking about neighborhood transportation improvements.

How

Incentives can be purchased using an employee's p-card, with approval from their Department Head, and in conformance with p-card guidelines.

⁵ In 2024, an effort is underway to update the Advisory Committee/Board Standard Operating Procedures, which includes protocols for recognizing outgoing committee members.

Generally, the amount or value of the incentive should range between \$5 - \$50. In some cases, incentives can be of higher value when participating requires an individual to commit more emotional labor⁶ or time to the activity, or is more complex in nature.

D. Stipends

What

Fixed amounts of compensation provided to individuals for their involvement in a specific event or activity.

Stipends can be provided via gift card or check, but the amount must be guaranteed and negotiated prior to the individual participating in the event or activity.

Examples:

- In 2023, several residents of the Las Casitas Neighborhood each received a \$100 gift card for their efforts to facilitate participation in a Neighborhood Clean-Up event.

How

If the stipend is a gift card, an employee may purchase with their p-card, with approval from their Department Head, and in conformance with p-card guidelines. If issuing a check, an employee must complete the *New Vendor Request* form⁷. If the individual will or might receive more than \$600 in a calendar year, they must provide a W-9.

Generally, stipends should range between \$20 - \$100. Stipends are intended to be nominal sums and not commensurate with true compensation. When setting the stipend amount, consider the individual's emotional labor and time invested, and how complex the activity is.

Stipends should not be used for ongoing engagement activities, like participation on a City advisory committee except when the stipend is intended for childcare or transportation assistance.

E. Compensation

⁶ Emotional Labor: The exertion of energy for the purpose of addressing people's feelings, making people comfortable, or living up to social expectations that uses up and often drains emotional resources.

⁷ Located on Tualanet under Finance Forms.

What

Hourly payment at a pre-determined rate to an individual for their time supporting a specific event or activity.

Compensation should be used sparingly and only when there is a sustained commitment from an individual, specific outcomes are identified, and that individual is uniquely suited to provide that service.

Examples:

- In 2020, a community member was hired as an “intern” (limited duration employee) because of her community knowledge and expertise to help program the required Severely Housing Cost Burdened event.

How

There are two ways to provide compensation: (1) As an employee; and (2) As an independent contractor. The Oregon Bureau of Labor and Industries (BOLI) provides a series of tests to determine if someone should be considered an employee or an independent contractor⁸. Generally, a worker who provides services for pay is considered an employee by the courts and state regulatory agencies, unless that worker meets the criteria required of an “independent contractor” operating their own business under the economic realities test and right to control test.

In either case, approval is required from the Department Head and City Manager prior to making any arrangements and employees will need to consult with Legal and Human Resources to determine whether the individual will be an employee or independent contractor.

⁸ <https://www.oregon.gov/boli/employers/pages/employee-or-independent-contractor.aspx>