

MEETING AGENDA



TUALATIN ARTS ADVISORY COMMITTEE November 18, 2025 – 6:30pm

Virtual Meeting

Join by video:
Register by emailing jludemann@tualatin.gov

The Tualatin Arts Advisory Committee's mission is to support and inspire the creation and integration of all art forms into our city's rich cultural heritage and vibrant future. We believe that involvement in the arts creates a more energetic, engaging, welcoming, and beautiful community. We also believe that art itself facilitates healthy communities through:
Connection, Culture, Creativity, Imagination & Inspiration.

A. CALL TO ORDER

B. APPROVAL OF MINUTES: October 21, 2025

B. COMMUNICATIONS

1. Chair
2. Council Liaison
3. Staff
4. Public

C. NEW BUSINESS

1. Advisory Committee Training pt. 2
 - i. Tualatin City Council
 - ii. City of Tualatin Organizational Chart
 - iii. Tualatin Profile and Demographics
 - iv. Volunteer Handbook
 - v. Volunteer Guidelines
2. Board & Committee Summit – December 10, 6-8pm

D. OLD BUSINESS

1. Signal Box Wrap Location/Art Options
2. Artist conversations

E. FUTURE AGENDA ITEMS

1. TAAC Logo Fill
2. Passport for Art

F. COMMUNICATIONS FROM COMMITTEE MEMBERS

G. ADJOURNMENT

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 Julie Ludemann by 5:00pm Friday, November 14.

In compliance with the Americans with Disabilities Act, this meeting location is accessible to persons with disabilities. To request accommodations, please contact the City Manager's Office at 503.691.3011 36 hours in advance of the meeting.



City of Tualatin

Tualatin Arts Advisory Committee Regular Meeting Minutes

October 21, 2025

PRESENT: Janet Steiger Carr, Brett Hamilton, Mason Hall, Kathleen Silloway, Kalli Savage, Councilor Bridget Brooks

ABSENT: Brenna White

STAFF: Julie Ludemann, Recreation Manager

PUBLIC: none

A. CALL TO ORDER

Chair Janet Steiger Carr called the meeting to order at 6:31pm.

B. APPROVAL OF MINUTES

Minutes of the July 15, and September 16, 2025 meetings were approved on a motion from Kathleen Silloway and 2nd by Kalli Savage.

C. COMMUNICATIONS

1. Chair – Janet Steiger Carr thanked the entire City of Tualatin staff for their work with the Pumpkin Regatta, and reported that event attendees were overwhelmingly positive and excited. Janet also reported on her involvement with the CORA Citizen Advisory Committee.
2. Staff – Julie Ludemann reported that the West Coast Giant Pumpkin Regatta was a success, with 15,000-17,000 people in attendance.
3. Council Liaison – Councilor Brooks updated the committee on the most recent City Council meeting, as well as her other work and participation in committees and events as Councilor.
4. Public – none

D. NEW BUSINESS

1. Advisory Committee Training, pt. 1 – Julie Ludemann shared committee training and orientation materials, including the committee roster, Tualatin Municipal Code, the TAAC mission statement, TAAC annual budget, and parliamentary procedures.

E. OLD BUSINESS

1. Future TAAC Projects Discussion – the committee discussed options for future TAAC projects based on voting done this summer. Kathleen Silloway motioned to direct staff to provide TAAC logo fill options, Brett Hamilton seconded and motion passed. Kalli Savage motioned to direct staff and committee to research passport for art options and potential budget allocation. Mason Hall seconded and the motion passed. Brett Hamilton motioned to proceed with wrapping additional traffic signal boxes as the budget allows. Mason Hall seconded, and the motion passed.

F. FUTURE AGENDA ITEMS

1. Janet Steiger Carr suggested further discussion on an artist conversation series.

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

Councilor Brooks reported that she attended the League of Oregon Cities conference in Portland, and

viewed public art projects in Gresham, as well as a new park in Lake Oswego. Councilor Brooks also reported on an upcoming vacation where she will be on the lookout for art installations.

Mason Hall encouraged the committee to visit the Tualatin Library to view the newest Living Room Gallery art installation.

Kalli Savage reported that Tualatin High School will be staging the musical "Shrek".

Janet Steiger Carr reported that Wilsonville Stage will be performing "Thriller Theatre" at the Heritage Center.

H. ADJOURNMENT

The meeting was adjourned at 8:19 pm on a motion from Mason Hall and second by Kathleen Silloway.



Local: City, County, Metro - Updated 11/20/2024

City of Tualatin / 18880 SW Martinazzi Avenue / Tualatin OR 97062 / 503-692-2000 / tualatinoregon.gov/city_council / council@tualatin.gov



Frank Bubenik
Mayor
fbubenik@tualatin.gov
Term: 1/1/23-12/31/26



Valerie Pratt
Council President
vpratt@tualatin.gov
Term: 1/1/25-12/31/28



Maria Reyes
Councilor
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Term: 1/1/23-12/31/26



Christen Sacco
Councilor
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Term: 1/1/25-12/31/28



Bridget Brooks
Councilor
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Term: 1/1/23-12/31/26



Cyndy Hillier
Councilor
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Term: 1/1/25-12/31/28



Octavio Gonzalez
Councilor
ogonzalez@tualatin.gov
Term: 1/1/23-12/31/26

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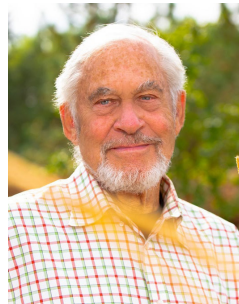
Kathryn Harrington
Chair
Term: 1/1/23-12/31/26



Roy Rogers
District 3 Commissioner
Term: 1/1/23-12/31/26



Lynn Peterson
Council President
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Term: 1/1/23-12/31/26



Gerritt Rosenthal
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Term: 1/1/25 - 12/31/28



Craig Roberts
Chair
Term: 1/1/25 - 12/31/28



Ben West
Commissioner
Term: 1/1/23-12/31/26



Paul Savas
Commissioner
Term: 1/1/23 - 12/31/27



Melissa Fireside
Commissioner
Term: 1/1/25 - 12/31/28



Martha Shrader
Commissioner
Term: 1/1/25 - 12/31/28



State: Governor, OR Senate, OR House of Representatives

OR Senate <https://www.oregonlegislature.gov/senate> OR House <https://www.oregonlegislature.gov/house>



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Federal: President, Senate, House of Representatives



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Ron Wyden
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Andrea Salinas
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Get to Know Your Tualatin City Council



Mayor Frank Bubenik was elected to the City Council in November of 2010 and re-elected in November 2014. He was elected as mayor in 2018, taking office in January 2019. “Tualatin is a beautiful city and a thriving economic hub. It is also a safe family community with access to nature, clean water, good schools and jobs. These are the things residents value and are at the core of what I stand for and will continue to uphold.” Frank is committed to the safety of all our varied neighborhoods, understands the economics of a well-run city, and is dedicated to the well-being of all residents. Frank wants the city to be socially cohesive and inclusive and wants to make sure that no section of the community is left behind as we grow.

He has served on the following committees: Several regional water committees, council representative and chair of the Policy Advisory Board (PAB) for the Washington County Community Development Block Grant (CDBG) and HOME Investments Partnerships Program, Tualatin Library Advisory Committee as (both chair and a member), chair of the Tualatin Tomorrow Steering Committee, the Tualatin Centennial Committee, the Arts Advisory Committee, the America’s Best Communities Committee, and Washington County Commission on Children & Families.

He currently is serving on the Washington County Coordinating Committee, Tualatin Aging Task Force, Metropolitan Mayors' Consortium (Chair of the Economic Development, Education & Workforce Development Subcommittee) , Small Cities Consortium of Greater Portland Inc. (Chair), and the Washington County Mayor's group. He is a board member of the Tualatin Chamber of Commerce, Westside Economic Alliance, and Neighbors Nourishing Communities.



Bridget Brooks was elected in November 2018 and is serving her first term. Bridget is the co-founder of Brooks Appraisal Services and has worked as a Licensed Clinical Social Worker; she has a Master’s Degree in Social Work from Wayne State University. As a social work professional, Bridget knows how to build on existing strengths while listening to concerns in order to bolster success and empowerment; she has practiced assessing needs and providing solid solutions, tools that also work at the community level. In her profession as a health care provider, Bridget values environments that reduce stress: strong schools and libraries, beauty in nature, art, places to be active, and safety in our neighborhoods and streets. As a City Councilor, she is committed to making decisions that sustain that high quality of life and keep Tualatin strong financially. Bridget is proud of the fact that the Tualatin Council rises to challenges and commits to solutions.



Octavio Gonzalez was elected to Council in November 2022 and is serving his first term.



Cyndy Hillier (she/her) was elected in November 2020 and is serving her first term. Councilor Hillier has called Tualatin home since 1998 where, along side her husband Tom, has raised her two daughters. Councilor Hillier has been an active member of the community including volunteer leadership roles at Byrom Elementary, Hazelbrook Middle School, Tualatin High School and the Foundation for Tigard-Tualatin Schools. She has served on the City of Tualatin's Budget Committee, including chairperson in 2020, the Tualatin 2040 Committee, and the Tualatin Parks and Recreation Master Plan Project.

Councilor Hillier has served as the Executive Director of Tualatin Together since 2014. Her dedication to our community through that work has inspired her to be part of the City Council. She brings with her a passion for prevention that builds community wide protective factors as we address priorities such as affordable housing, strong regional partnerships allowing equitable access to resources for our citizens, and a community input process where all citizens feel equally heard and respected.

Councilor Hillier looks forward to bringing her passion and energy for meaningful change and is dedicated to strong bonds with our schools, our business community and especially to ensuring every citizen in Tualatin has an opportunity to voice his or her concerns and vision for the community.



Valerie Pratt was appointed to Council in August 2019, replacing outgoing Councilor Joelle Davis. Councilor Pratt is a licensed CPA who works in private industry. She has been a volunteer for various non-profit and community projects for most of her adult life. Prior to serving on Council, Councilor Pratt was Chair of both the Tualatin Parks Advisory Committee and the Parks Master Plan Advisory Committee and served on the Budget Committee.

Councilor Pratt's interest in serving on Council is to give back to the city where she has raised her family and lived. She is honored to represent the residents of Tualatin and use her background to help with thoughtful planning and finding cost-effective solutions as the City continues to grow. She looks forward to working together with the Mayor and Council to find ways to improve transportation and provide affordable housing. Her main focus is on helping to ensure Tualatin continues to provide future generations the opportunity to enjoy living in a safe, family-friendly city that provides opportunities for everyone to have access to nature, the arts, and learning.



María Antonieta Reyes María Antonieta Reyes was first elected November 2018, and re-elected on November 2022. María has a diverse background in human services and nonprofit management for over 25 years. She a volunteer in 2016, serving on the Tualatin Tomorrow Committee and Diversity Task Force.

María was born in rural Honduras and immigrated to inner-city Los Angeles at age 5. During her professional career, María has lived in California, Washington D.C., and Oregon, settling in Tualatin in 2012. María's experience in mega cities like L.A. and Washington D.C. have also increased her focus on better transportation in growing communities. María is committed to providing faster transportation and better access for commuters between Tualatin and other metro cities.

While part of María's life has been in large metro areas, she also has exposure to small communities like her birth-town of Catacamas, a rural town in Honduras. From an early age, María saw firsthand the struggle of poverty in a developing country. This experience directed María to the field of Human Services, and she continually looks for ways to elevate families to a better existence.

As a city councilor, Maria is honored to serve on the Council Committee Advisory committee and Core Area committee. She was also a catalyst in starting the Inclusion, Diversity, Equity, Access committee (IDEA). She attends Tualatinos and Cafe con Pan Dulce (a Latino business network) at the Library.

María loves Tualatin. She rarely leaves the city; you will see her shopping at the local businesses, eating at restaurants, using the health and fitness locations (Zumba being her favorite activity), and walking and riding her bike around town. Tualatin is very important to María, and she residents enjoy it just as much as she does.



Christen Sacco was elected in November 2020 and is serving her first term. Councilor Sacco is a native Oregonian. Tualatin has been home for Councilor Sacco, her husband, and her son since 2008. Councilor Sacco has held leadership roles for 17 years and is currently a Director at an in-home design company. Councilor Sacco has actively volunteered at Tualatin Elementary School, Hazelbrook Middle School, and Tualatin High School. She has served on the Tualatin Parks Advisory Committee as Vice-Chair, the Tualatin Parks and Recreation Master Plan Advisory Committee and the Tualatin Veterans Memorial Stakeholders Advisory Committee.

Councilor Sacco believes in equity, diversity, and inclusivity. Tualatin parks, trails and natural lands are a priority as they provide safe and healthy recreation for all Tualatin residents.

Councilor Sacco seeks creative solutions for transportation and affordable housing. She is dedicated to maintaining an environment for our economy to thrive. Councilor Sacco has a passion for positive change and meaningful progress.

TEAM AGREEMENT

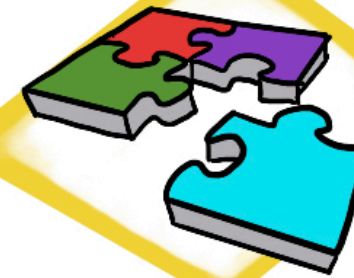
WE ARE **ONE TEAM**



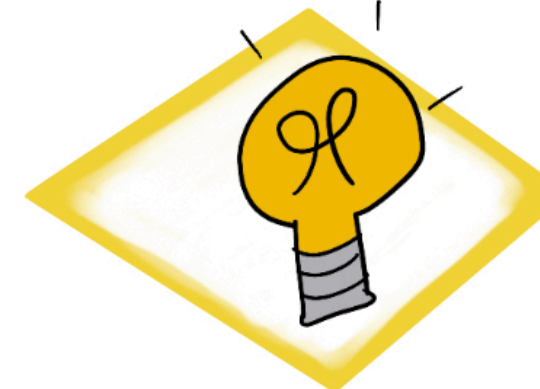
WE ARE **PREPARED**



WE ARE **STRATEGIC**



WE ARE **INNOVATIVE**



A **CONNECTED, INFORMED, & CIVICALLY ENGAGED** COMMUNITY THAT EMBRACES OUR CITY'S DIVERSITY.



A **THRIVING & DIVERSIFIED ECONOMY** THAT INCLUDES LIVING WAGE JOBS, INCREASED TOURISM, & SUSTAINED FINANCIAL STABILITY FOR THE WHOLE CITY.



SAFE, VIBRANT, & ACCESSIBLE GATHERING PLACES THROUGHOUT THE CITY THAT BUILD & CELEBRATE OUR WHOLE COMMUNITY.



A **CARING & INCLUSIVE COMMUNITY** THAT PROMOTES EQUITY, DIVERSITY, BELONGING & ACCESS IN CREATING A MEANINGFUL QUALITY OF LIFE FOR EVERYONE.



TUALATIN



2030 VISION

AN **EFFICIENT, ACCESSIBLE, INNOVATIVE, SUSTAINABLE, CONNECTED TRANSPORTATION** SYSTEM THAT EFFECTIVELY & SAFELY MEETS THE NEEDS OF OUR ENTIRE COMMUNITY.



AN **ENVIRONMENTALLY ACTIVE, SUSTAINABLE, RESPONSIBLE & FORWARD-THINKING COMMUNITY** THAT VALUES & PROTECTS OUR NATURAL RESOURCES, INHABITANTS, & HABITATS.



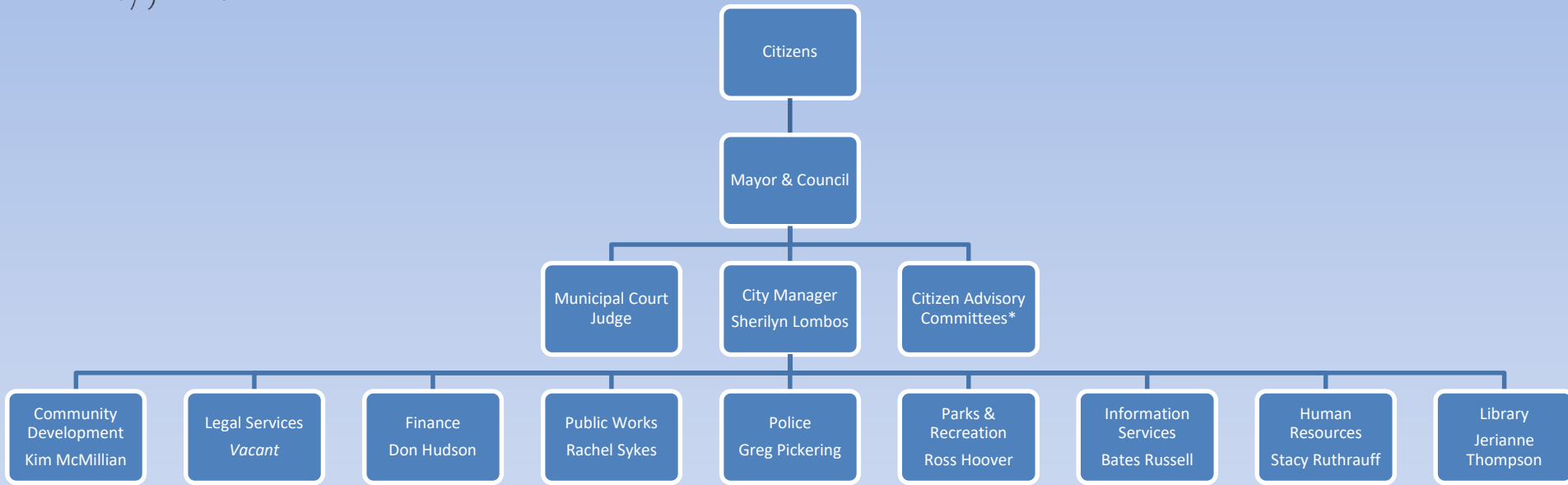
SAFE, DESIRABLE, WELCOMING & SUSTAINABLE NEIGHBORHOODS WITH HOUSING THAT IS AVAILABLE FOR ALL.





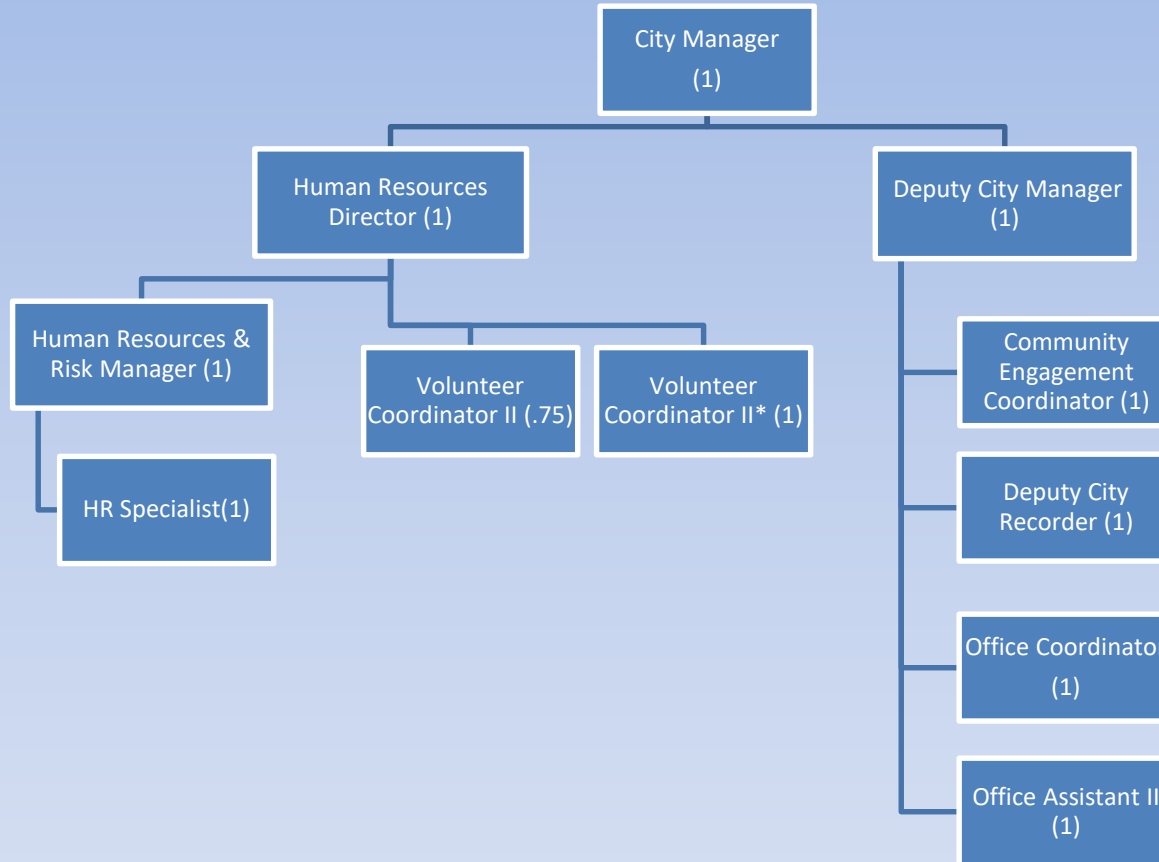
City of Tualatin

City of Tualatin Organization



* The Citizen Advisory Committees include the Tualatin Library Advisory Committee, the Tualatin Park Advisory Committee, the Tualatin Arts Advisory Committee, the Tualatin Planning Commission, the Core Area Parking District Board, the Architectural Review Board, and the Budget Advisory Committee

Administration

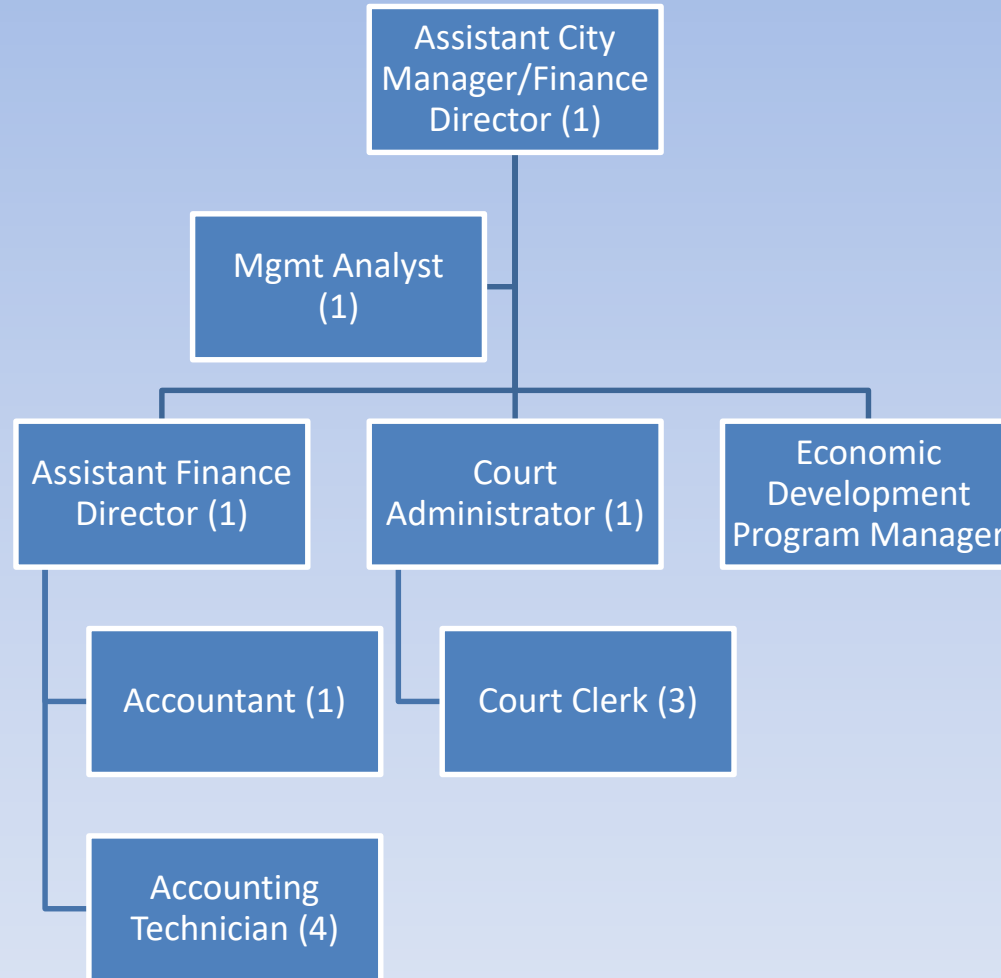


*Volunteer Coordinator II is recorded in the Library's budget authority, but reports to the Human Resources Director.

Finance



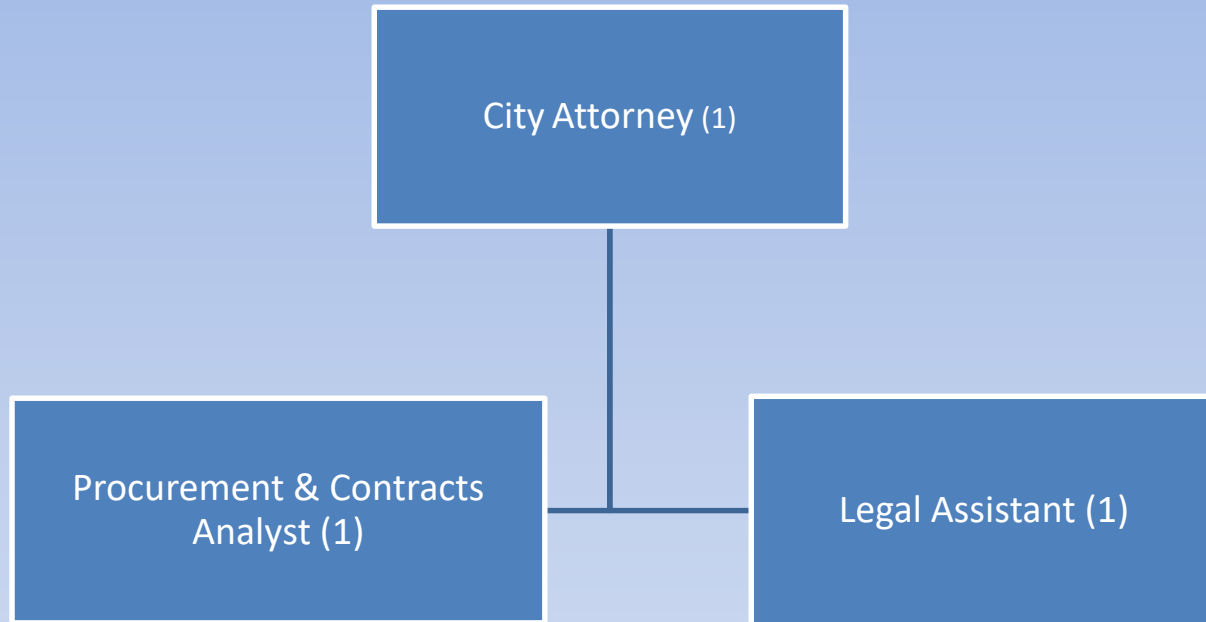
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Legal



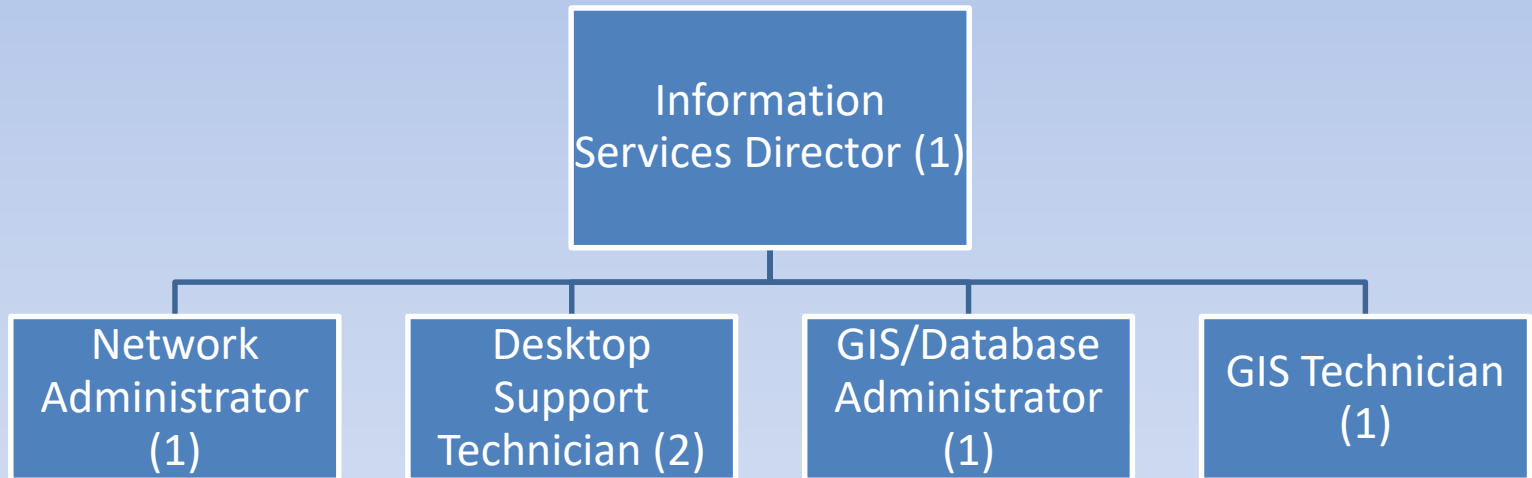
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Information Services



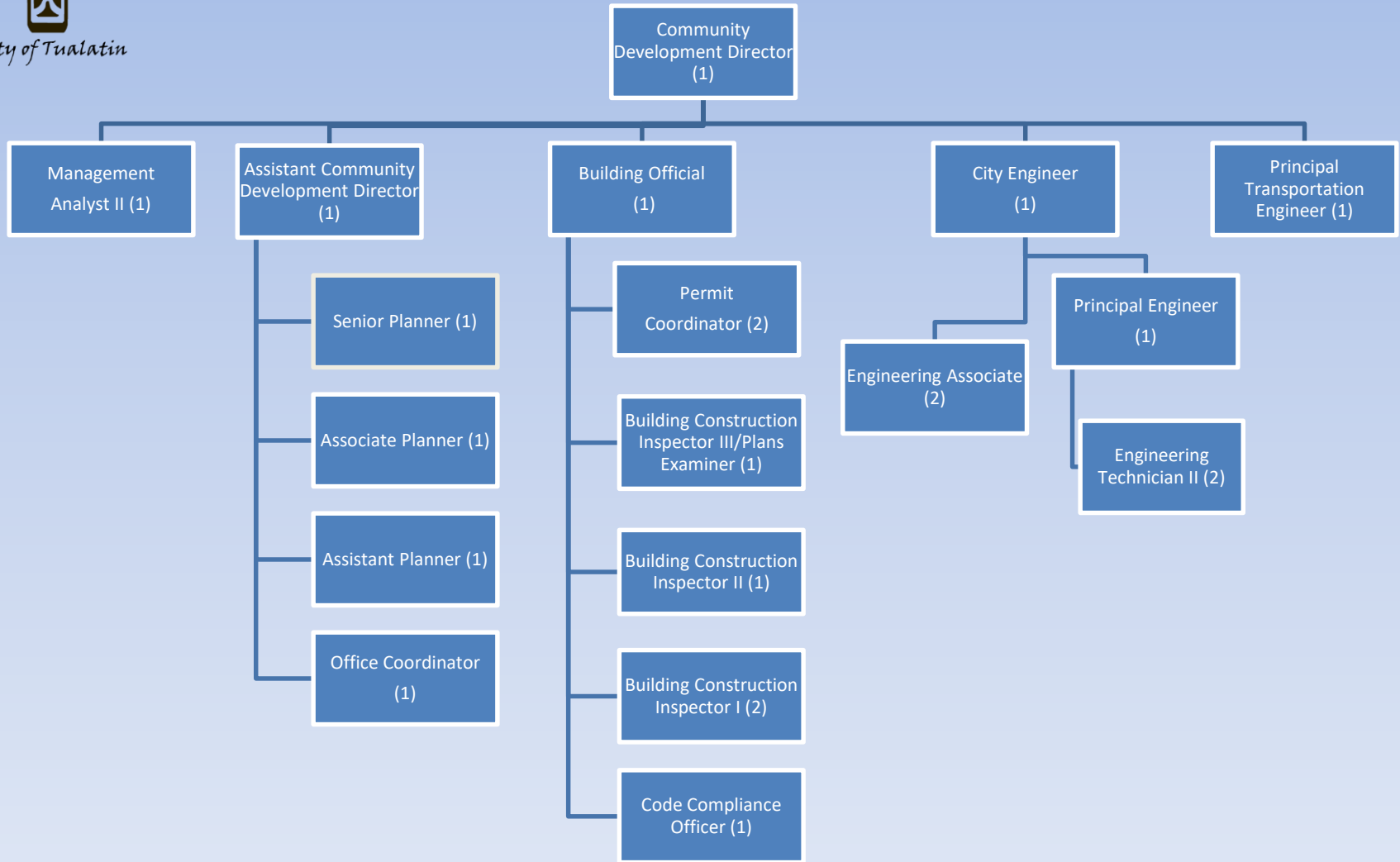
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Community Development



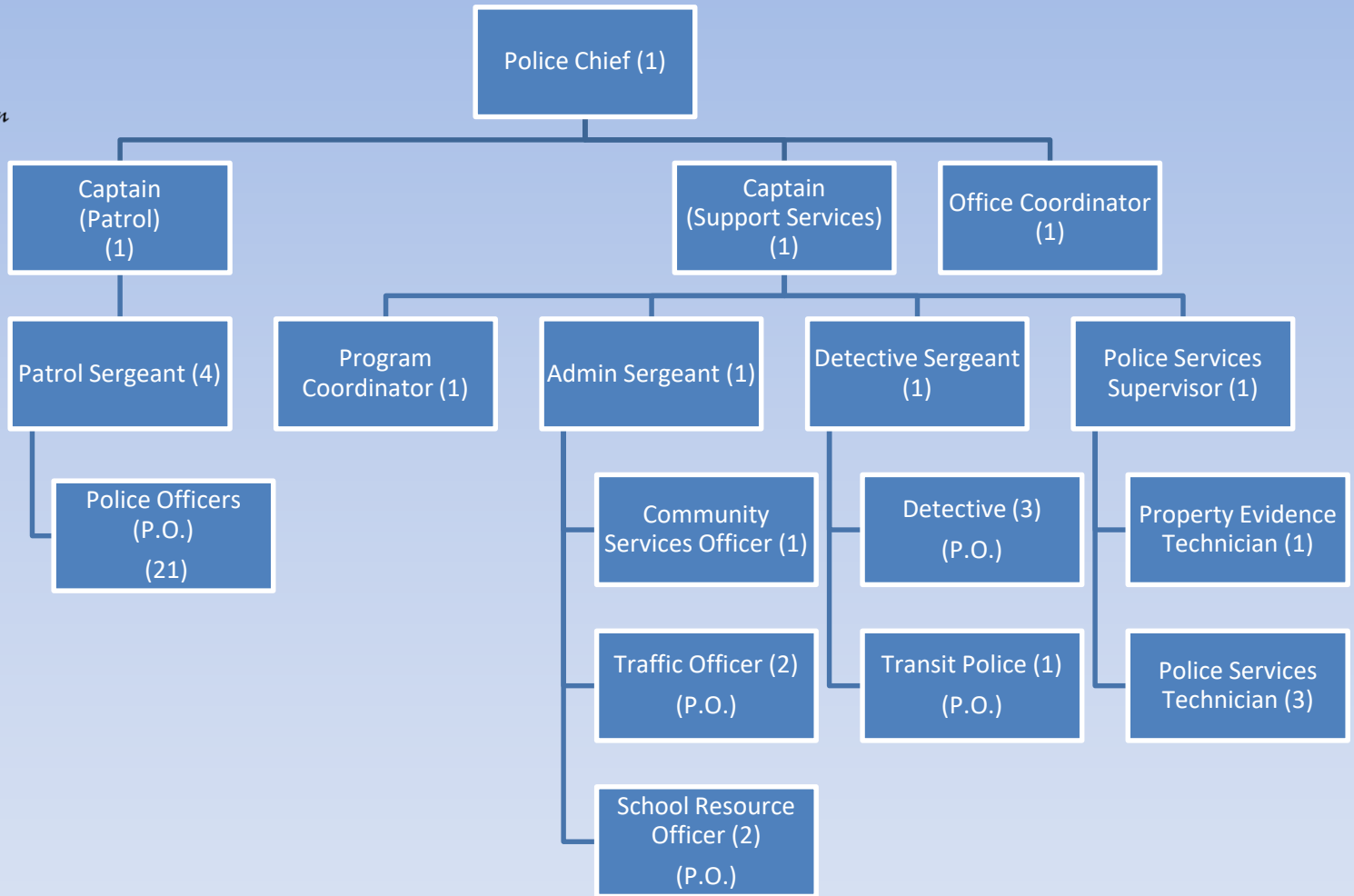
City of Tualatin



Police Services



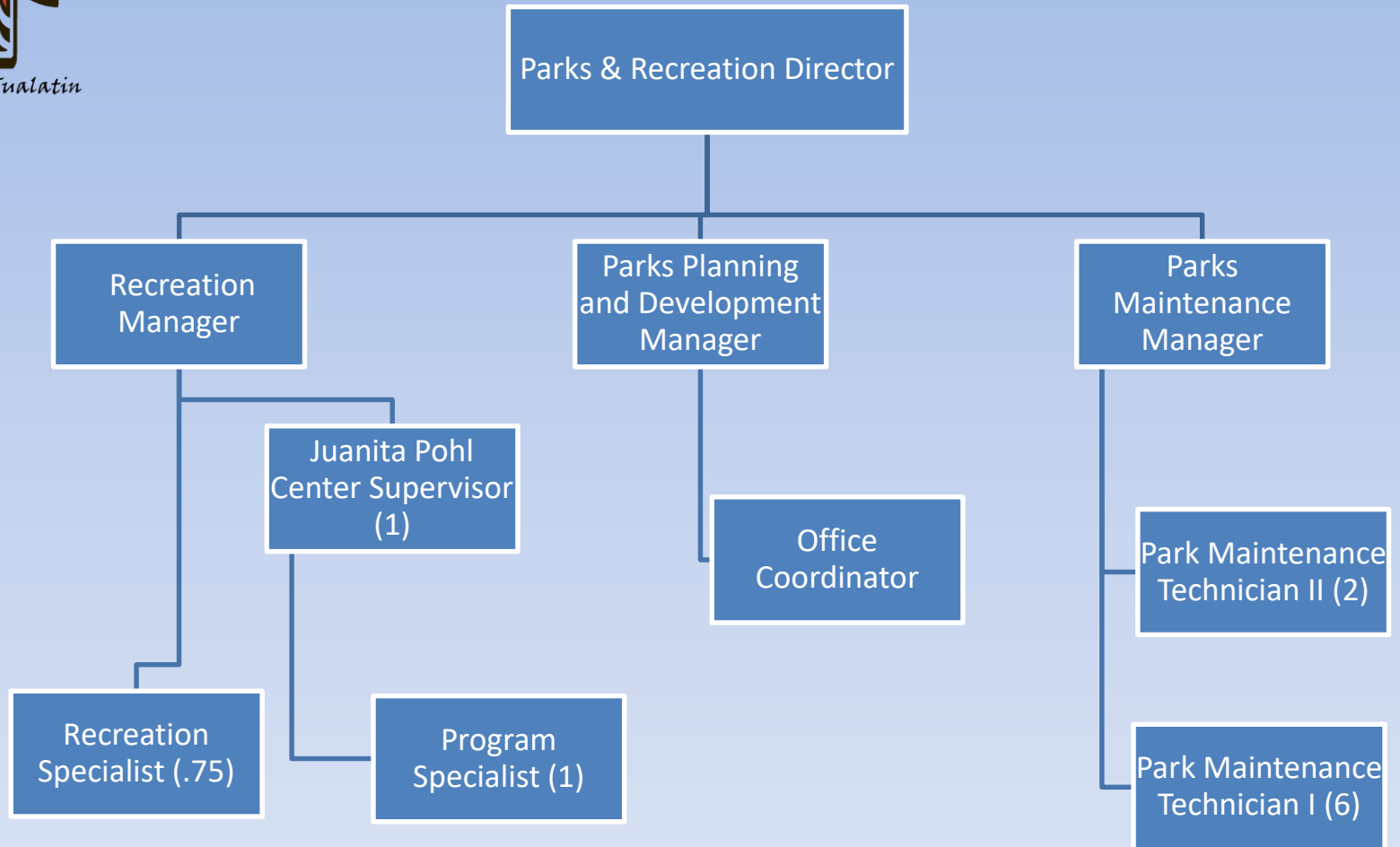
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Parks & Recreation



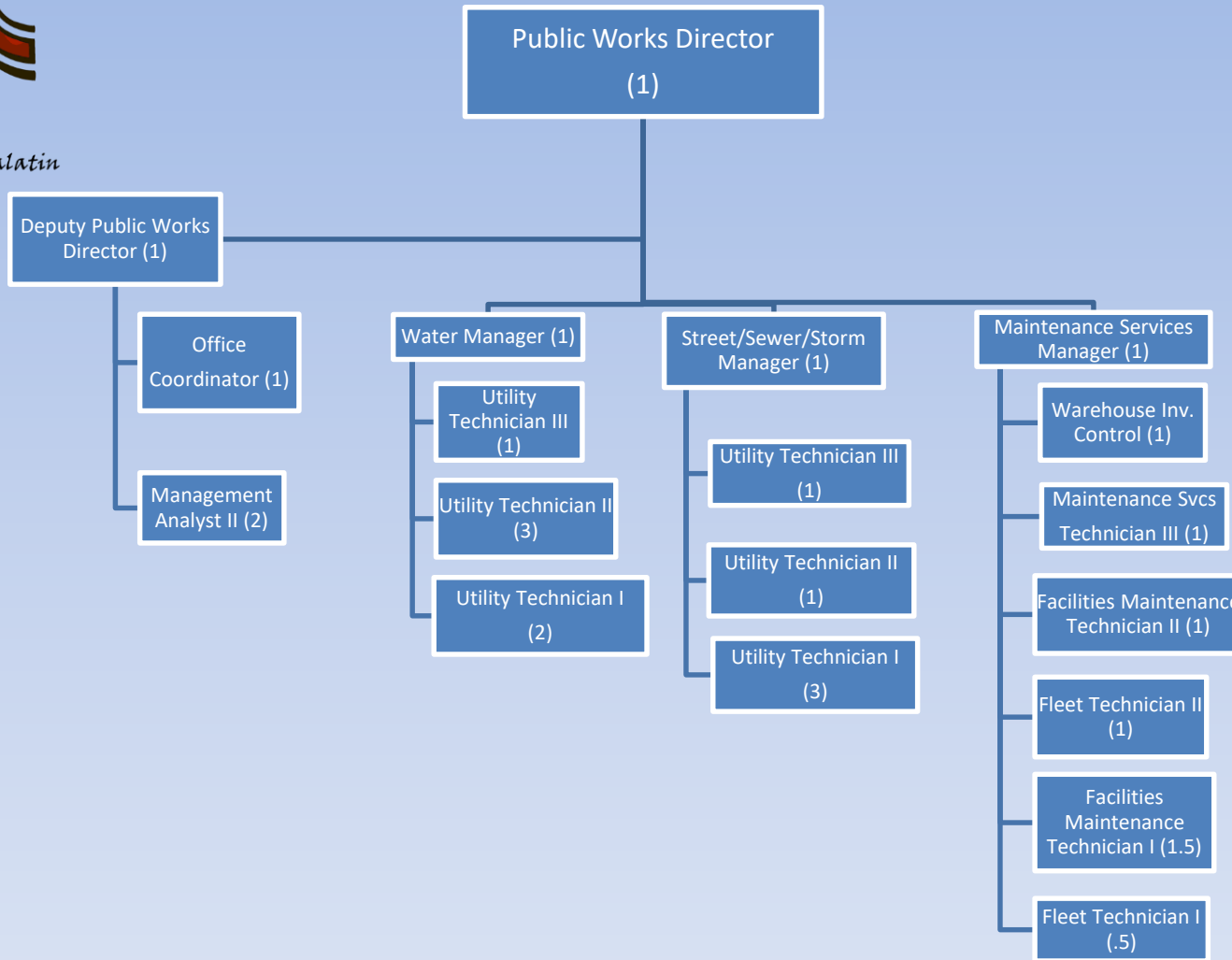
City of Tualatin



Public Works



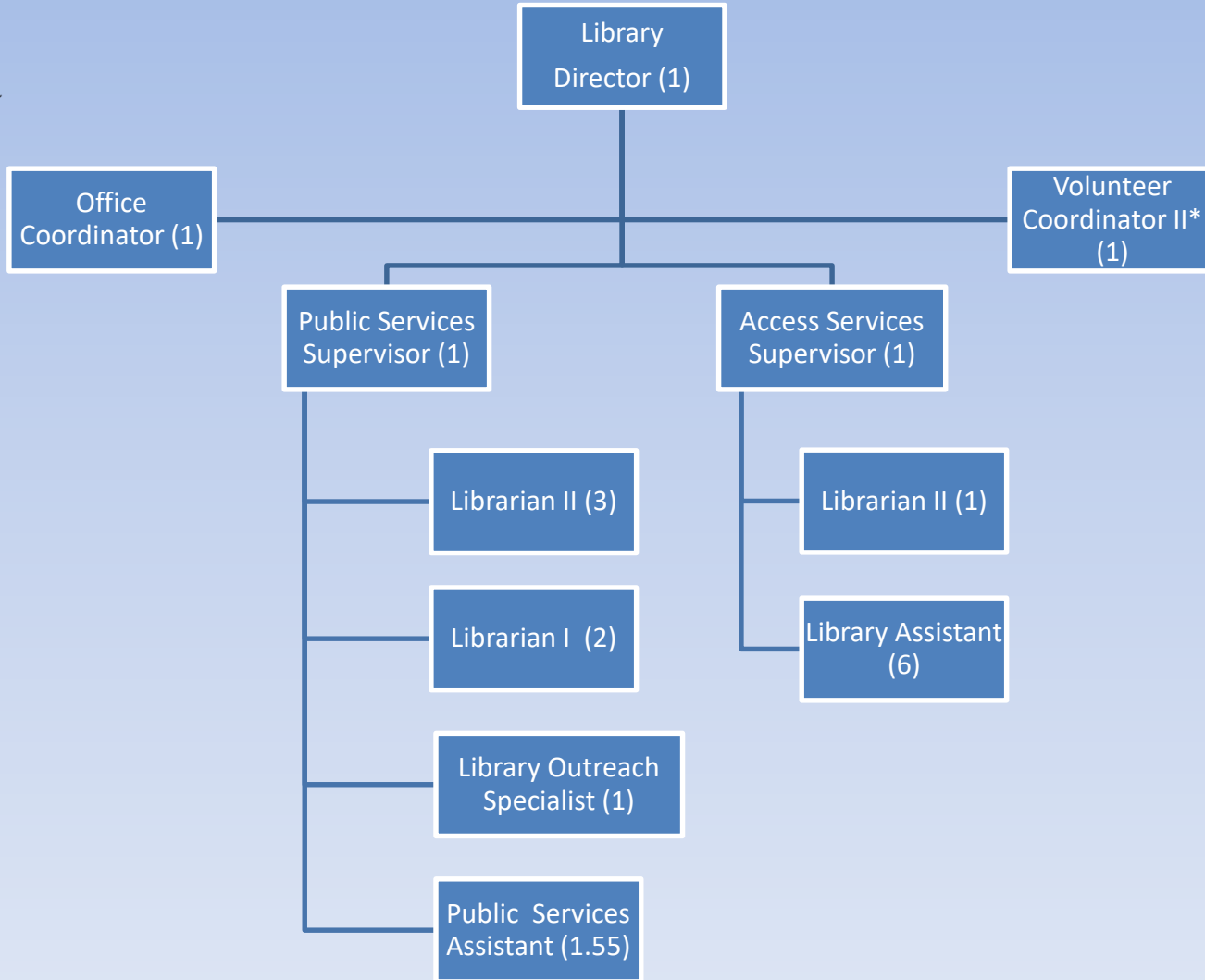
City of Tualatin



Library



City of Tualatin





TUALATIN COMMUNITY SURVEY

2023

In 2023, we conducted a community survey to gauge residents' opinions on the livability of Tualatin.

Understanding the needs of our community is crucial to ensuring resident satisfaction, high livability standards, and planning for the future. For this reason, we partner with the National Research Center powered by Polco to conduct the statistically-valid National Community Survey™. Our last survey was in 2020. We anticipate the next survey will be launched in 2026.

Between September 1, 2023, and November 12, 2023, we randomly sampled 2,800 households, conducting surveys in both English and Spanish. The results were weighted to ensure that the demographic profile of respondents accurately represented the adult population in Tualatin. Additionally, we provided a web survey option so that everyone had the chance to participate. This report presents a comprehensive summary of the responses received during this survey period.

Key Takeaways

- Quality of life is high
- Trust in Tualatin government is high
- Residents value City services and our utilities are award winning
- Tualatin is a safe and welcoming community
- Residents are concerned about growth and economic development
- Tualatin is becoming less affordable, especially in housing
- Traffic remains a major concern, but improvements to the transportation system are helping

71%

Inclusion Matters!

71% rate openness and acceptance of the community toward people of diverse backgrounds as excellent/good as compared to 62% saying the same in the 2020 survey.

- 77% rate making all residents feel welcome as excellent/good
- 60% rate attracting people from diverse backgrounds as excellent/good
- 70% rate valuing/respecting people from diverse backgrounds as excellent/good

Quality of Life is High

91% Rate Tualatin as an excellent/good place to live

89% Rate the overall quality of life as excellent/good

92% Rate Tualatin as an excellent/good place to raise children

90% Rate their neighborhood as an excellent/good place to live

Residents Value City Services

85% Rate customer service by Tualatin employees as excellent/good

93% Rate the quality of drinking water as excellent/good

93% Rate the quality of sewer services as excellent/good

84% Rate police/sheriff services as excellent/good

83% Rate parks and recreation opportunities as excellent/good

91% Rate the public library as excellent/good



Award Winning Utilities

2021 Voice of the People Award for excellence and transformation in utilities

For more info please see: tualatinoregon.gov/tualatin-community-survey

A Safe City



87% Rate the overall feeling of safety as excellent/good

94% Feel safe in Tualatin's downtown/commercial area during the day

92% Feel safe in their neighborhood during the day

91% Feel safe from violent crime



Tualatin Opportunities for Improvement



Housing

Survey respondents reported low satisfaction with housing and cost of living in Tualatin. In addition, only 47% of respondents rated the overall quality of new development as excellent/good.

- Residents express a need for a variety of housing and affordable housing
- The cost of living in Tualatin is high

Traffic

Tualatin Moving Forward, the 20 million transportation bond which was approved in 2018, officially wrapped at the end of 2023. Those changes have begun to improve some of residents' transportation concerns, but there are still opportunities for improvement to traffic flow.

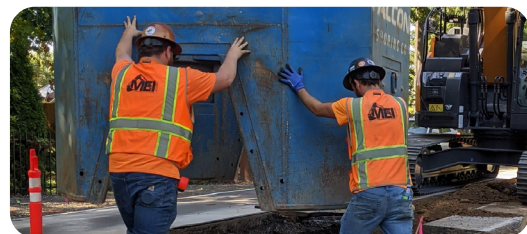
- Residents express a desire for better traffic flow on major streets
- Residents would like to see improved ease of travel by public transit

Economy

While most residents find the overall quality of economic development, and business and service establishments as above average, there is still room for creating a vibrant downtown in Tualatin, as well as broadening the variety of business and service establishments.

- Residents seek a more vibrant downtown
- Residents express an interest in a wider variety of businesses

View the full survey results



For more info please see: tualatinoregon.gov/tualatin-community-survey



City of Tualatin

VOLUNTEER GUIDELINES

The City of Tualatin's Volunteer Services Office is designed to enhance and augment the delivery of City services to the Community. Volunteering is a way for people to participate in their local government and positively contribute to its effectiveness. Democracy is advanced through the active participation of residents, citizens, businesses and service groups and we encourage community members to volunteer within all appropriate programs and activities of the City. Through serving their City, volunteers become a component of our City's philosophy of: Team Work; One City; Problem Solving; Respect; Empowerment; Customer Service Experts; and Non-Bureaucratic.

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ARTICLE I. CODE OF ETHICS FOR VOLUNTEERS

Section 1.01 ROLE OF VOLUNTEERS

- (a) The role of all city volunteers is to enhance and promote the services of government. Volunteers are to adhere to legal and professional standards of conduct in the fulfillment of their assigned responsibilities. These standards ensure the public's trust in government, the employees, and volunteers who deliver government services.

Section 1.02 CONFIDENTIALITY

- (a) City volunteers shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and professional relationships and thereby merit the respect, trust, and confidence of public officials, employees, and the general public.

Section 1.03 CITY RESOURCES

- (a) City volunteers may not use City resources for personal use except as otherwise provided under City policy 17-89.

Section 1.04 GIFTS

- (a) Volunteers shall not accept any special favors, gifts, or gratuities of an aggregate value in excess of \$50.00 from any single source in a calendar year resulting from, or related to, volunteering with the City.

ARTICLE II. GENERAL

Section 2.01 PURPOSE OF GUIDELINES

- (a) The purpose of these Volunteer Guidelines is to provide systematic procedures and regulations relating to the placing, safety, training, working conditions, discipline, removal and other matters affecting the status of all volunteers of the City of Tualatin. Said Guidelines and regulations are provided to maintain uniformity in volunteer matters which will make service to the City attractive and to encourage volunteers to give their best service to the City.

Section 2.02 DEFINITIONS

- (a) As used in these Guidelines, the following terms shall have the meanings indicated:
 - (i) **Active or Long-term Volunteer:** A volunteer who agrees to serve in the same assignment for six months or longer. They will have no specific end date.
 - (ii) **Applicant Status:** The City has received an application; the applicant will be contacted by Volunteer Services for an interview and placement.
 - (iii) **Completed Status:** A volunteer who has completed service, for example an Eagle Scout or a mandated volunteer.
 - (iv) **Declined Status:** We will not contact this volunteer; the City is not a good placement for this volunteer.
 - (v) **Disciplinary Action:** An action taken as a corrective measure against a volunteer who has failed to perform in an acceptable manner or who has failed to meet acceptable standards of conduct or performance.
 - (vi) **Dismissal:** Removal of a volunteer from the City service.
 - (vii) **Emergency Volunteer:** In the event that the City of Tualatin emergency operations and procedures have been activated, a person may be assigned to perform emergency

volunteer duties authorized by The City of Tualatin. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

- (viii) **Episodic or Short-term Volunteer:** A volunteer who serves at a one-time event or a specific project with a limited duration.
- (ix) **Mandated Service:** Service required by another agency, for example a court or a school.
- (x) **Prospect Status:** A referral from one of our partner agencies or outreach program.
- (xi) **Pro Bono:** A volunteer with considerable professional education and/or experience. These are volunteers who are licensed or have a specialized skill. Professional volunteers include medical service providers such as physicians, nurses, emergency medical technicians; mental health professionals; lawyers; building contractors and inspectors; computer technicians; clergy; accountants, etc.
- (i) **Volunteer:** A person who provides service to the City without financial compensation. A volunteer is anyone who is not paid a salary or hour wage and serves under the direction of a City employee. Reimbursement for expenses and recognition related to a project or event shall not be considered a wage.

ARTICLE III. ROLES AND RESPONSIBILITIES

Section 3.01 HUMAN RESOURCES/VOLUNTEER SERVICES MANAGER

- (a) The Human Resources Manager also serves as the Volunteer Services Manager. For the purposes of this guidelines manual, this position will be referred to as the Volunteer Services Manager.
- (b) Ensures a uniform, consistent and efficient approach to volunteer coordination and management.
- (c) Provides training, support and consultation to staff and departments regarding their use of volunteers.
- (d) Develops and maintains connections with business, courts, schools and service groups in the City of Tualatin in order to promote volunteerism, leadership development, and civic engagement.
- (e) Advertises volunteer opportunities available within the City to the public.
- (f) Recruits skilled and committed volunteers for City Departments.
- (g) Pre-screens candidates for availability, position preferences and relevant experience.
- (h) Refers prospective volunteers to the department for interview and possible placement.
- (i) Notifies the volunteer and department liaison of the volunteer's start date.
- (j) Supports staff in developing volunteer recognition plans and activities.

Section 3.02 VOLUNTEER SPECIALIST

- (a) Periodically performs a needs assessment to determine how volunteers can support staff to meet the goals of the department and Volunteer Services.
- (b) Provides input on new volunteer assignments and assignment descriptions.
- (c) Provide input on department specific volunteer expenses.

- (d) Periodically reviews risk management for department's volunteers.
- (e) Provides input on strategies for ongoing volunteer recruitment, recognition, retention, and reporting.
- (f) Provides department's new volunteer orientation.
- (g) Oversees and coordinates volunteer training.
- (h) Delegates volunteer to an employee (Assigned Employee).
- (i) Submits information for background check to Human Resources Analyst.
- (j) Reviews 'Volunteer Guidelines' with new volunteers.
- (k) Periodic status review of department's volunteers.
- (l) Recognizes volunteers' contribution.
- (m) Recognizes staff's support of volunteers.
- (n) Collects and provides anecdotal and numerical information related to department's volunteer activities for presentations.
- (o) Provides input on goals and objectives for City-wide volunteer program.

Section 3.03 **VOLUNTEER LIAISON**

- (a) Each department using volunteers appoints one or more Volunteer Liaison(s) as appropriate.
- (b) The staff member requesting the volunteer and/or the department liaison makes final placement decisions and then contacts the Volunteer Services Manager.
- (c) Duties of the Volunteer Liaison.
 - (i) Attends quarterly meetings.
 - (ii) Oversees and is responsible for department volunteer activities and data.
 - (iii) Acts as the communication link between the Volunteer Services Division and conducts volunteer placement interviews.
 - (iv) Maintains accurate and up to date department records in Volgistics, including volunteer hours, assignment descriptions, and volunteer supervisors list.
 - (v) Submits information for background check to Human Resources Analyst.
 - (vi) Makes final decision regarding the placement of volunteer.
 - (vii) Reviews 'Volunteer Guidelines' with new volunteers, if the department/division does not have a Volunteer Specialist.
 - (viii) Oversees Department-wide volunteer recognition as well as recognition of staff for excellence in coaching volunteers.
- (d) Is evaluated and recognized for excellence in volunteer supervision.

Section 3.04 **ASSIGNED EMPLOYEE**

- (a) Submits information for the volunteer assignment description to the Volunteer Services Manager, Department/Division Liaison, or Volunteer Specialist.
- (b) Provides training and on-going coaching of volunteers.

- (c) Ensures that volunteers comply with City policy and procedures.
- (d) Evaluates the volunteer's performance and reports to Volunteer Specialist, Department/Division Liaison, or Volunteer Services Manager.

ARTICLE IV. RECRUITMENT, PLACEMENT, AND ENDING VOLUNTARY SERVICE

Section 4.01 VOLUNTEER RECRUITMENT

- (a) The Volunteer Services Office coordinates City-wide volunteer recruitment activities and materials. Recruitment is designed to target the broadest possible community involvement representing the diverse population of the City of Tualatin.
- (b) Individuals who are interested in volunteering their services to the City of Tualatin are encouraged to view the volunteer opportunities listed on the City's web page.
- (c) The Volunteer Services Office publishes volunteer opportunities with referral agencies, for example Points of Light/Hands On Portland, Volunteer Match, Tualatin High School, etc.

Section 4.02 VOLUNTEER OPPORTUNITIES

- (a) Each department shall submit written requests for volunteers to Volunteer Services via email or [Volunteer Assignment Description](#) Form.
- (b) Each department will be responsible for creating volunteer assignments/tasks and submitting an assignment description to Volunteer Services.

Section 4.03 APPLICATION

- (a) Long-term volunteers are required to complete a [volunteer application](#) or an on-line form through [Volgistics \(https://www.volgistics.com/ex/portal.dll/ap?AP=1292724023\)](https://www.volgistics.com/ex/portal.dll/ap?AP=1292724023).
- (b) Short-term volunteers are required to enter information on the [Event](#) Waiver.
- (c) Information from applications and sign-in sheets will be transferred to Volgistics by Volunteer Services.
- (d) Applications will be kept in a secured location in the Volunteer Services office. All printed/copied information regarding volunteers' personal information is to be kept in secure location.

Section 4.04 INTERVIEW AND PLACEMENT

- (a) Volunteer Services conducts an initial interview and to the extent possible volunteers are offered opportunities that match their skills and interest and also serve operational needs. Volunteer Services will send a referral to the specific department Volunteer Liaison, Volunteer Specialist, or department/division supervisor.
- (b) During the interview, the supervisor should inform the prospective volunteer of the physical requirements for the job.
- (c) Every volunteer assignment or activity for which volunteers are utilized must have a written [volunteer assignment description](#).
- (d) Volunteer assignments or projects may include:
 - (i) Long-term assignments to be completed within a defined period of time.
 - (ii) On-going assignments without an identified end date.
 - (iii) Assignment to be completed by an individual or shared among a group.

- (e) Volunteers will be interviewed by the Volunteer Services Manager and then referred to the appropriate department liaison for a follow-up interview before final placement.
- (f) To increase retention of volunteers; the Volunteer Services Manager, Specialist, or Liaison should make every attempt to contact the prospective volunteer within two business days of receiving a referral to arrange a placement interview.
- (g) Volunteers will be placed on a trial basis for 30 days.
 - (i) Volunteer Services will be notified regarding status of placement.
 - (ii) If needed, the Volunteer Service Manager will be asked for an alternate placement for a volunteer.

Section 4.05 **ORIENTATION AND TRAINING**

- (a) Orientation includes:
 - (i) The department volunteer liaison gives each new volunteer access to a copy of a 'Volunteer Handbook' or the 'City of Tualatin Volunteer Guidelines'.
 - (ii) The department volunteer liaison is responsible to give a general orientation for the department. This should include what the volunteer will be doing, expected outcomes, and with whom the volunteer will work.
 - (iii) With whom and where to check-in at the beginning of each shift.
 - (iv) How to log their assignment and log hours using Volgistics (the portal link <https://www.volgistics.com/ex/portal.dll/?FROM=14735>).
- (b) Training includes:
 - (i) Review of goals and outcomes.
 - (ii) Specific tasks of the assignments and to whom they will report.
 - (iii) Setting a schedule for the volunteer.

Section 4.06 **SHIFT CHANGES**

- (a) Volunteers shall notify their assigned staff member of changes in their schedule. Failure to notify absences is grounds for dismissal.

Section 4.07 **QUALIFICATIONS**

- (a) Age: The minimum age of a City volunteer to volunteer unaccompanied by a parent/guardian is 14 unless specified in the Assignment Description. Children under the age of 14 **must be accompanied by a parent at all times** while volunteering.
 - (i) Volunteers participating in the Library Teen programs and/or the Operations Program TEAM Tualatin may be under the age of 14; however they must meet all other criteria.
- (b) Criminal and Driving History Investigation A criminal history and/or driving history record search will be conducted on volunteers working directly with a vulnerable population (including but not limited to children and elderly), those not in directly line of sight of the supervising City employee, and any volunteer whose position will require use of a City computer.
 - (i) The Volunteer Waiver and Authorization to Release Information Form ([COT Form 55-08](#)) must be completed prior to investigation.
 - (ii) All investigations will be routed through the Volunteer Services Manager's office.

- (iii) A volunteer will not be placed in an unsupervised or responsible position until the criminal and/or driving record search has been completed. If there is a delay, the volunteer may be placed in a training program or in a less vulnerable position.
- (iv) The information gathered will be secured in the Volunteer Services Office.
- (v) The volunteer's Volgistics record will show that a criminal and/or driving history was completed.
- (c) Discrimination: For all activities related to the recruitment and retention of volunteers the City of Tualatin does not discriminate on the basis of race, color, religion, sex, or sexual orientation, national origin, disability marital status, or political beliefs.
- (d) Accommodations: Individual requesting accommodation or accessibility information should contact the Volunteer Services Manager.

Section 4.08 **ENDING A VOLUNTEER ASSIGNMENT**

- (a) A volunteer assignment may end when the project is complete, when the volunteer has completed the specific time commitment, or when the volunteer for any reason, must end his/her service.
- (b) Any volunteer who does not adhere to the policies and procedures of the City of Tualatin is subject to dismissal.
- (c) There is no formal appeal from the termination of a volunteer appointment. However, a volunteer may contact the Volunteer Services Manager to review their dismissal.

Section 4.09 **EVALUATIONS AND EXIT INTERVIEWS**

- (a) The staff person assigned to the volunteer or department liaison will conduct evaluations. It is recommended that evaluations be conducted at six weeks, three months, six months, and yearly, thereafter. Information from the evaluations is to be noted in Volgistics, in the History; add any comments to the Note tab.
- (b) Evaluations are generally informal, and should include the following:
 - (i) Are enjoying your assignment?
 - (ii) What do you consider your successes?
 - (iii) Does the time and place still work for you?
 - (iv) An appraisal of the volunteer's work, including how their service contributes to the success of the City.
 - (v) Address any concerns.

The volunteer's staff supervisor, department liaison, Volunteer Specialist, email, or mail will conduct exit interviews. This information will be used to evaluate the effectiveness of the Volunteer Services program. Exit interviews can be done using Survey Monkey (link: <http://www.surveymonkey.com/s/XFZ6Z8X>).

ARTICLE V. DEPARTMENT GUIDELINES AND REGULATIONS

Section 5.01 TRAINING AND REPORTING HOURS

- (a) All departments utilizing volunteers shall keep accurate records of hours of service, accomplishments, training, and any progress evaluations.
- (b) Hours shall be reported to the Volunteer Services Manager by the third of each month.
- (c) All information shall be included in volunteer's record in Volgistics.

Section 5.02 CONFIDENTIALITY

- (a) All volunteers are responsible for maintaining the confidentiality of all proprietary and privileged information to which they have access while serving as a volunteer.

Section 5.03 SAFETY TRAINING

- (a) The assigned staff member is required to inform volunteers of the departmental Guidelines, regulations, safety Guidelines and procedures.
- (b) Before using any equipment, Volunteers are required to show certification and be trained on the City's equipment.
- (c) Assigned staff member shall record completed safety training in Volgistics.

Section 5.04 NAME BADGE

- (a) Volunteers will be provided with a City-issued name badge, and wear while on assignment as a volunteer.
- (b) This name badge should be used only when volunteering for the City.

ARTICLE VI. RECOGNITION

Section 6.01 RECOGNITION BY STAFF

- (a) Effective recognition is an extremely important element of volunteer management and retention.
- (b) Volunteer Services and other City staff who work directly with volunteers are encouraged to show appreciation and recognition to volunteers on an on-going basis. All opportunities for informal recognition should be taken. Ideas include:
 - (i) Remembering their name and introducing them to the staff.
 - (ii) Giving timely and genuine praise for work.

Section 6.02 CITY WIDE RECOGNITION

- (a) The Volunteer Services office will sponsor a yearly City-wide celebration for volunteers in conjunction with National Volunteer Appreciation Week, the third week in April. City Wide recognitions will be presented at this yearly event.
 - (i) Awards will be base on Oregon Volunteers! Governor's Award criteria.
 - (ii) If appropriate winners of these awards will be submitted to Oregon Volunteers! Governor's Award.
 - (iii) In February, Volunteer Services will send out nomination forms to all City staff.
 - (iv) The Volunteer Liaisons and Volunteer Services will determine the finalists. These finalists will be presented to the City Council, who will determine the recipients of the Volunteer Awards.

Section 6.03 **RECOGNIZING STAFF**

- (a) Departments are encouraged to recognize and reward staff, assigned to a volunteer, who demonstrate excellence their work with volunteers.

Section 6.04 **INSURANCE AND RISK MANAGEMENT**

Section 6.05 **GENERAL LIABILITY**

- (a) Volunteers are informed that they volunteer at their own risk.
- (b) City of Tualatin volunteers are covered under the City's Workers' Compensation Program. In the event of an injury, staff shall fill out the [Participant Incident Form](#) and [Supervisory Report](#).
- (c) Upon learning of an injury, the responsible staff must notify the Volunteer Services Manager and/or Human Resources.
 - (i) To be eligible for coverage:
 - 1) The volunteer must be placed in a regular volunteer assignment and have a completed application on file in Volgistics or signed the event release form.
 - 2) The accident, injury, or occupational illness must have occurred in the course of the duties of the volunteer's assignment description.
 - 3) The volunteer must have documented that he/she was volunteering at the time in question; whether using Volgistics or event release form.
- (d) The City of Tualatin does not provide insurance coverage property, equipment, or vehicles owned by volunteers.

ARTICLE VII. DRIVING ON CITY BUSINESS

Section 7.01 **MONITORING DRIVING RECORDS**

- (a) All volunteers who drive city vehicles as a part of their volunteer assignment will have their driving records monitored in compliance with the State of Oregon, Department of Motor Vehicles:
 - (i) Sign a release form allowing the city access to his/her motor vehicle records.
 - (ii) Volunteer Services will monitor the volunteer's driving record. If a violation occurs that falls in Appendix A, Volunteer Services will inform the volunteer's supervisor to determine if the volunteer has an acceptable driving record.
 - (iii) Receiving a traffic violation may result in loss of the privilege of driving City vehicles.
- (b) Upon assigning driving privileges or responsibilities to a volunteer, the Volunteer Services Manager shall record information in Volgistics.

Section 7.02 **CRITERIA FOR DRIVING CITY VEHICLES**

- (a) Only drivers that meet the following eligibility criteria may drive vehicles on city of Tualatin business. Department managers and volunteer liaisons are responsible to ensure any volunteer meets the criteria prior to driving a vehicle on city business.
 - (i) Possess of a valid Oregon driver's license.
 - (ii) Be at least 18 years of age.
 - (iii) Possess a valid commercial driver's license (**CDL**) if driving a vehicle requiring such.

- (b) If driving his/her personally owned vehicle, provide proof of insurance. The personal policy must evidence liability limits no less than the state required minimum of 25,000 single occurrence/50,000 annual aggregate.
- (c) For additional information, see COT Policy 38-08.

ARTICLE VIII. VOLUNTEER RECORDS

Section 8.01 VOLGISTICS

- (a) Volunteer records are confidential. We have a legal duty to protect personal volunteer information. Volunteer records are private and are used only for City of Tualatin volunteer business. For this reason the City of Tualatin does not disclose personal volunteer information.
- (b) A volunteer record shall be maintained for each volunteer in the service of the City.
- (c) Records shall be kept electronically in Volgistics.
 - (i) The volunteer record shall show the volunteer's name, position held, the department to which assigned, change in volunteer status, training received, record of hours served, length of service, emergency contacts, and other information as may be considered pertinent by the Volunteer Services Manager, or staff assigned to a volunteer.

ARTICLE IX. MANDATED COMMUNITY SERVICE

Section 9.01 APPLICATION AND PLACEMENT

- (a) Mandated Community Service will be defined as anyone seeking volunteer hours to complete an assignment, fulfill court sentencing, or service learning.
- (b) Mandated Community Service volunteers will be required to fill out a volunteer application and present all pertinent court/school information.
- (c) Applicants under the age of 14 must be accompanied at all time with a parent or guardian.
- (d) The applicant must have a minimum of 30 days to complete their service.
 - (i) To serve in the Library the mandated volunteer will be allowed to serve six hours per week in shifts of two hours per day and scheduled to work when Volunteer Specialist are present.
 - (ii) To serve in Operations the volunteer must be available Monday through Friday, 7:00 am to 4:00 pm. (Some weekends are available in the Summer and Fall.)
 - (iii) Other departments may accommodate mandated service.
- (e) Placement will be determined by the conviction, availability of supervisory staff, and the applicant's availability for service.
- (f) The City of Tualatin reserves the right to terminate mandated community service for:
 - (i) Failure to produce required paperwork to document service prior to beginning service.
 - (ii) Failure to report to assignment on time without prior notice.
 - (iii) Failure to follow the Volunteer Guidelines.

ARTICLE X. CODE OF CONDUCT

Section 10.01 PERSONAL APPEARANCE AND CONDUCT

- (a) All volunteers shall maintain a neat and clean appearance and shall conduct themselves in a manner that is appropriate for a volunteer in public service.
- (b) Volunteers shall be courteous, efficient, and helpful to everyone.

Section 10.02 **POLITICAL ACTIVITY**

- (a) The restrictions imposed by the law of the State of Oregon on volunteer's political activities are the same as and employees; "No public employee shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views." (ORS 260.432)
- (b) Nothing contained within this section shall affect the right of any volunteer to hold membership in and support or oppose a political party, to vote as they choose to privately express their opinions on all political subjects and candidates, to maintain political neutrality, and to attend political meetings outside of volunteering hours.

Section 10.03 **HARASSMENT**

- (a) Volunteers shall treat their co-workers with courtesy and respect. Although certain forms of harassing behavior may give rise to specific legal remedies, the City discourages all forms of harassing behavior whether or not recourse to such legal remedies is available. Furthermore, this policy is not intended as a substitute for specific legal remedies; rather it offers a means of bringing unwanted behavior to the attention of those who may be able to correct the situation before more serious legal consequences may arise.
- (b) Without detracting from the seriousness of harassing behavior based on any legally protected class or status, any volunteer who reasonably believes that another employee/volunteer's behavior toward him or her or another employee/volunteer is insulting or offensive should advise the offending employee/volunteer of the problem. If this fails to correct the problem the offended volunteers(s) may bring the matter to the attention of the Volunteer Services Manager or Human Resources.
 - (i) The Equal Employment Opportunity Commission (EEOC) has proposed guidelines on harassment and defines harassment as "verbal or physical conduct that denigrates or shows hostility or aversion toward an individual" and that has the purpose or effect of:
 - 1) Creating an intimidating, hostile or offensive work environment;
 - 2) Unreasonably interfering with an individual's work performance; or
 - 3) Adversely affecting an individual's employment opportunities.

Section 10.04 **SEXUAL HARASSMENT:**

- (a) Sexual harassment is considered to be a discriminatory act. An employee/volunteer may be considered sexually harassed if anyone with whom an employee/volunteer comes into contact at work:
 - (i) Makes unwelcome sexual advances;
 - (ii) Makes requests of an employee /volunteer for sexual favors; or,
 - (iii) Acts verbally or physically in a sexual manner.
 - (iv) Harassing behavior can create possible liability for the City and the harasser, personally, when:

- 1) Submission to such behavior is made either explicitly or implicitly a condition of an individual's employment;
- 2) Submission to, or rejection of, such behavior by an individual is used as the basis for employment decisions affecting such individual; and,
- 3) Such behavior has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- 4) All employees/volunteers are expected to conduct themselves in a professional, businesslike manner while at work. Regardless of whether a supervisory relationship exists between co-workers, behavior amongst individuals should exclude remarks and actions that have sexually related overtones. Employee/volunteer conduct, which may be of a sexually harassing nature, is not acceptable behavior and is considered a form of employee/volunteer misconduct.

Section 10.05 **WORKPLACE VIOLENCE**

- (a) For City purposes, workplace violence is defined as any act of physical, verbal, or written aggression by an individual or by a group that occurs in the workplace or arises out of work activities. This includes any and all infliction of bodily injury or the attempt to make harmful physical contact, verbal or physical harassment, verbal or physical threats, and any actions that cause others to feel unsafe in the workplace. For the purpose of the City's policy, bomb threats are considered a form of workplace violence, as are acts of domestic terrorism. Documentation regarding domestic terrorism is available from the Human Resources staff.
- (b) The City has "zero tolerance" for any actions that threaten its employees/volunteers, citizens, and visitors. All violent behavior is considered inappropriate in the workplace, on both the part of employees, volunteers, citizens, and visitors, and will not be tolerated. However, nothing in the City's policy prohibits decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.
- (c) Any person who exhibits threatening behavior or engages in violent acts on City of Tualatin property shall be removed from the premises as quickly as reasonably possible.

APPENDIX A

Requirements of an Acceptable Driving Record

1. No felony or misdemeanor driving convictions within the past sixty (60) months.
2. No class "A" infraction convictions during the past 36 months and no more than one (1) class "A" infraction between the past 37 and 60 months.
3. No more than one (1) class "B" infraction conviction during the past twelve (12) months and no more than two (2) class "B" infraction convictions during the past thirty-six (36) months.
4. No more than two (2) class "C" infraction convictions during the past twelve (12) months and no more than three (3) class "C" infraction convictions during the past thirty-six (36) months.
5. Demonstrated ability to maintain a drivers license without suspension for the past sixty (60) months.

APPENDIX B (added 09/2013)

This information was added to selected applications: "Please submit the following information to request accommodation. The individual must be registered for the class/activity before making an accommodation request. We ask that the request be made ten (10) business days (Monday-Friday) before the start of the volunteer event/activity. (Fields marked with an asterisk * must be filled in.) Please contact the Volunteer Services office, 503.691.3021, if you have any questions.

A staff person from Volunteer Services will contact you within three (3) business days to discuss this information and any additional accommodations, support, and services that may be necessary."

The City of Tualatin will make accommodations using the information outlined in the City of Tualatin Policies and Procedures.



City of Tualatin

Advisory Board/Committee Volunteer Handbook



2025 Tualatin City Council

From left:

Councilor Maria Reyes, Council President Valerie Pratt, Councilor Bridget Brooks, Mayor Frank Bubenik, Councilor Christen Saaco, Councilor Octavio Gonzalez, Councilor Cyndy Hillier

“We value a high quality of life for our community and will promote actions which increase community spirit and pride, and a sense of ownership, involvement and belonging in the community. We recognize the strengths which come from our heritage and background, our social and economic conditions, and our natural resources. We will manage growth in a manner that will build on these strengths, while fostering a sense of place and a unique identity for the City.”



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Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.

~Author Unknown

The Benefits of Volunteering:

- Add new skills to your resume or polish existing skills.
- Build your network and make new friends.
- Start or be a part of a meaningful conversation.
- Learn about the City of Tualatin.
- Make an impact in your community.
- Contribute to and shape the future of a place you care about.
- Be recognized for your service in multiple ways.
- Feel appreciated for giving your time and expertise.
- Volunteering is fun and rewarding!





Welcome to the City of Tualatin Volunteer Program

Thank you for your interest in volunteering with the City of Tualatin. This handbook provides you with the information you need to have the best volunteer experience possible.

We appreciate your willingness to serve the City of Tualatin, and we are grateful for the time you spend volunteering. We will strive to make your time here pleasant, productive, and meaningful.

If you find that your current assignment isn't quite right for your skills or interests, we hope you will consider other opportunities within the City of Tualatin. Our City has volunteer assignments in a variety of departments, where you can learn more about your local government while making a difference.

However you choose to serve the City, on a committee or board, planting a tree in one of our parks, or advancing literacy in the library, we will do our best to help you find an assignment that enriches your connection to the community.

Welcome!

Stacy Ruthrauff

Human Resources Director

503.691.3021

sruthrauff@tualatin.gov



City of Tualatin Volunteer Services Mission Statement

The City of Tualatin's Volunteer Services Division is designed to enhance and augment the delivery of City services to the community. Volunteering is a way for people to participate in their local government and positively contribute to its effectiveness. Democracy is advanced through the active participation of residents, citizens, businesses, and service groups and we encourage community members to volunteer within all appropriate programs and activities of the City.

Through serving their City, volunteers become a component of our City's philosophy of:

- Team Work
- One City
- Problem Solving
- Respect
- Empowerment
- Customer Service Experts
and Non-bureaucratic



Volunteer Program FAQs

What should I expect from the Board/Committee service?

- You will receive training.
- You will enjoy a comfortable, welcoming environment.
- You will be treated with respect and courtesy.
- You will be recognized for your contribution.

What are my responsibilities to the Board/Committee/Commission?

- A Board/Committee/Commission member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year.
- You will agree to and keep a schedule, notifying us of any changes as soon as possible.
- Remember that you are a representative of the City of Tualatin while volunteering.

Where can I find volunteer assignment descriptions?

- You will be given a copy of your assignment description
The description is also available at:
www.tualatinoregon.gov/volunteer/volunteer-assignment-descriptions.

What if I can't make a scheduled meeting?

- Call your Staff Liaison as soon as possible.

What should I wear?

- Casual dress is acceptable, jeans or other slacks are fine.

Who do I go to with concerns?

- Any question regarding the operation of the board or committee which you serve should be directed to your Staff Liaison.
- Communicate with the media only under the direction of the Staff Liaison or Department Manager.

- If you need help understanding your assignment you can contact the your Staff Liaison or the Volunteer Program Manager, Jackie Konen, 503.691.3087.
- Your Staff Liaison is here to help you. Never hesitate to ask questions about your schedule, assignments, etc.
- The Human Resources Director has an office in City Offices / Library building, 18880 SW Martinazzi Avenue, 503.691.3021, and is available to assist with information about volunteer service.



Volunteer Policies and Procedures

Volunteer Services Division is part of the Human Resources Department. Volunteer Rules have been developed for the use of volunteers in the City. This handbook contains an abbreviated version of the rights and responsibilities of volunteers working in the City.

Your Staff Liaison has the complete *Volunteer Rules* and it is available electronically upon request.

General Volunteer Rules:

Confidentiality-

City volunteers must keep all *patron/customer personal* information private, including information that you hear or see during your volunteer service.

Resources-

City volunteers may not use City resources for personal use.

Training-

Advisory Boards/Committees volunteers will receive an orientation and training by their respective Staff Liaisons.

Ending Your Term-

Within one month of the end of your term the Deputy City Recorder will call to see if you would like to apply for an additional term. You will then be interviewed by the Council Committee on Advisory Appointments (CCAA). The CCAA will then make a recommendation to the City Council and upon their approval the Deputy City Recorder will notify you.

To resign from the board please send a letter stating your last date of service to the Deputy City Recorder, Nicole Morris, nmorris@tualatin.gov.

Evaluations and Exit Interviews-

Evaluations are generally informal conversations with the Staff Liaison. Our goal is to “check in” with you and evaluate your continued satisfaction with your assignment. During your service if either you or your Staff Liaison thinks a change is warranted, we will make every effort to accommodate an appropriate assignment. We’ll do our best to ensure that every volunteer feels successful in their assignment.

Exit Interviews help to us to evaluate the effectiveness of the Volunteer Program and to make improvements based on your feedback. You will receive an exit interview / survey from the Deputy City Recorder soon after you leave your position. Your participation is optional but would be greatly appreciated. All information is confidential.

Code of Conduct-

Volunteers should always conduct themselves in a manner appropriate to a volunteer in public service. Volunteers should always be courteous, efficient and helpful to staff and the public.

Volunteer Records-

The City uses the Volgistics database to track our Volunteer Program.

Volunteer records are confidential, and include the assignment held, the board/committee assigned, status, record of hours served, length of service and emergency contacts. This information will remain in electronic form and accessible by Volunteer Services and Staff Liaisons.

Political Activity-

The State of Oregon has placed restrictions on both employees and volunteers as regards political activity. “No public employee (volunteer) shall solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination

or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.” Oregon Law § 260.432

Translation: you may not work to further a political organization or goal during volunteer hours.

Harassment-

Harassment of any nature will not be tolerated. Treat everyone with respect. If you experience issues with anyone, please let your staff liaison know.



Mayor Bubenik and City Staff celebrating Arbor Day

Self-Evaluation

This is a list of ways you can assess your on-going service to the City of Tualatin as a Board or Committee member.

1. I attend the meetings and contribute to the discussions and decisions.
2. I serve as Chair or lead special projects.
3. I share information with others in a positive manner. Whether I agree with the decision is immaterial; once the decision is made, I communicate the information in an appropriate manner.
4. I assist the board to develop short-term or one-time opportunities for others to be involved in our work.
5. I look for others who might serve on the board/committee or as my successor.
6. If I find myself overwhelmed by my responsibilities or I'm falling behind in completing tasks, I let the Chair or Staff Liaison know so adjustments can be made.
7. I am present at meetings or events. I understand that by participating I will feel engaged and informed.



Contacts

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Board/Committee Staff Liaisons:

Julie Ludemann – Tualatin Arts Advisory Committee
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Jerianne Thompson – Tualatin Library Advisory Committee
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Rich Mueller – Tualatin Parks Advisory Committee
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Steve Koper - Architectural Review Board and
Tualatin Planning Commission
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Don Hudson – Budget Advisory Committee
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Bryce McKenna – Core Area Parking District Board
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Sara Shepherd - Juanita Pohl Center Committee
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Julie Ludemann – Tualatin Youth Advisory Council
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Jerianne Thompson & Betsy Ruef— Inclusion, Diversity, Equity,
Access (IDEA) Committee
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Tualatin Library Advisory Committee
jthompson@tualatin.gov

Meeting Day by Committee

Tualatin Arts Advisory Committee

3rd Tuesday of the month at 6:30 pm.

Tualatin Library Advisory Committee

1st Tuesday of the month at 6:00 pm at the Tualatin Public Library

Tualatin Parks Advisory Committee

2nd Tuesday of the month at 6:00 pm.

Architectural Review Board

As needed on Wednesday at 7:00 pm.

Tualatin Planning Commission

3rd Wednesday of the month at 6:30 pm.

Budget Advisory Committee

Two to three meetings held annually in May at 6:00 pm.

Core Area Parking

Quarterly at 12:00pm, 3rd Tuesday of the month

Tualatin Inclusion, Diversity, Equity & Access Committee (IDEA)

Third Monday each month 6:00-8:00pm.

Juanita Pohl Center Committee

Every other month, 3rd Wednesday at 10:00 am.

Tualatin Youth Advisory Council

1st, 3rd, Thursday per month at 6:00 pm.

Holiday Closures

In accordance with City policy we will be closed:

- **New Years Day**
- **Martin Luther King, Jr. Day***
- **President's Day***
- **Memorial Day**
- **Juneteenth**
- **Independence Day**
- **Labor Day**
- **Veterans Day***
- **Thanksgiving Day**
- **The day after Thanksgiving***
- **Christmas Day**

Thank you for your service to your Community. Citizen involvement is part of what makes Tualatin such a great place to live, work, learn and play.



Volunteer Services Department