



## TUALATIN CITY COUNCIL MEETING

MONDAY, JULY 26, 2021

JUANITA POHL CENTER  
8513 SW TUALATIN ROAD  
TUALATIN, OR 97062

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

---

To the extent possible, the public is encouraged to watch the meeting live on local cable channel 28, or on the City's website.

For those wishing to provide comment during the meeting, there is one opportunity on the agenda: Public Comment. Written statements may be sent in advance of the meeting to Deputy City Recorder Nicole Morris up until 4:30 pm on Monday, July 26. These statements will be included in the official meeting record, but not read during the meeting.

For those who would prefer to make verbal comment, there are two ways to do so: either by calling in using the number below or entering the meeting using the zoom link and writing your name in chat. As always, public comment is limited to three minutes per person.

Phone: +1 669 900 6833

Meeting ID: 861 2129 3664

Password: 18880

Link: <https://us02web.zoom.us/j/86121293664?pwd=SS9XZUZyT3FnMk5rbDVKN2pWbnZ6UT09>

---

### Work Session

- 1. 5:30 p.m. (30 min) – Basalt Creek Parks and Recreation Plan Update.** The Parks and Recreation Master Plan identified the need for future parks, trails, and natural areas in Basalt Creek. Planning consultant MIG was hired and has started work on a Parks and Recreation Plan in the Basalt Creek planning area. Up to this point, this work has primarily been an internal analysis that includes developing acquisition criteria, analyzing potential locations, conducting a market study, and proposing an acquisition approach. We are beginning the second phase of the planning project that includes developing preliminary design options, conducting public outreach and engagement, refining park and trail design program, and drafting a Basal Creek Parks and Recreation Plan. Staff will present an update on the progress of the Parks and Recreation Plan for Basalt Creek.
- 2. 6:00 p.m. (30 min) – American Rescue Plan Act Discussion.** In March 2021, President Biden signed the American Rescue Plan Act (ARPA), which included State and Local Fiscal Recovery Funds. The City is expected to receive approximately \$6.1 million for programs intended to provide support to State, local, and Tribal governments in

responding to the impact of COVID– 19 on their communities, residents, and businesses. Staff will discuss options for spending these funds, as well as how other cities, the County and the State of Oregon are planning to spend their allocations.

- 3. 6:30 p.m. (30 min) – Council Meeting Agenda Review, Communications & Roundtable.** Council will review the agenda for the July 26 City Council meeting and brief the Council on issues of mutual interest.

---

## **7:00 P.M. CITY COUNCIL MEETING**

### **Call to Order**

### **Pledge of Allegiance**

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

### **Announcements**

1. Recognition of Public Works Director Jeff Fuchs

### **Public Comment**

*This section of the agenda allows anyone to address the Council regarding any issue not on the agenda, or to request to have an item removed from the consent agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

### **Consent Agenda**

*The Consent Agenda will be enacted with one vote. The Mayor will ask Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. If you wish to request an item to be removed from the consent agenda you should do so during the Citizen Comment section of the agenda.*

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of June 28, 2021
2. Consideration of **Resolution No. 5563-21** Authorizing the City Manager to Sign an Intergovernmental Agreement between Washington County and the City of Tualatin to Provide a Mental Health Response Team Crisis Clinician
3. Consideration of **Resolution No. 5566-21** Authorizing Personnel Services Updates for Non-Represented Employees on Temporary Schedule A for FY 2020-2021

### **General Business**

*If you wish to speak on a general business item please fill out a Speaker Request Form and you will be called forward during the appropriate item. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

1. Consideration of **Resolution No. 5564-21** Rescinding the State of Emergency Related to COVID-19

## **Items Removed from Consent Agenda**

*Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.*

## **Council Communications**

## **Adjournment**

---

Meeting materials, including agendas, packets, public hearing and public comment guidelines, and Mayor and Councilor bios are available at [www.tualatinoregon.gov/council](http://www.tualatinoregon.gov/council).

Tualatin City Council meets are broadcast live, and recorded, by Tualatin Valley Community Television (TVCTV) Government Access Programming. For more information, contact TVCTV at 503.629.8534 or visit [www.tvctv.org/tualatin](http://www.tvctv.org/tualatin).

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*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Ross Hoover, Parks and Recreation Director  
Rich Mueller, Parks Planning and Development Manager

**DATE:** July 26, 2021

---

**SUBJECT:**  
Basalt Creek Parks and Recreation Plan Update

**EXECUTIVE SUMMARY:**

The Parks and Recreation Master Plan identified the need for future parks, trails, and natural areas in Basalt Creek. Planning consultant MIG was hired and has started work on a Parks and Recreation Plan in the Basalt Creek planning area. Up to this point, this work has primarily been an internal analysis that includes developing acquisition criteria, analyzing potential locations, conducting a market study, and proposing an acquisition approach. We are beginning the second phase of the planning project that includes developing preliminary design options, conducting public outreach and engagement, refining park and trail design program, and drafting a Basalt Creek Parks and Recreation Plan. Staff will present an update on the progress of the Parks and Recreation Plan for Basalt Creek.

**Attachments:**  
Presentation



City of

**TUALATIN**  
*Basalt Creek*  
**PARKS & RECREATION**

**PLAN**



---

**Basalt Creek Parks Planning**  
Progress Report July 2021



# PARKS & RECREATION MASTER PLAN

- Acquire 10-20+ acres of park space through an area master plan process.
- Acquire additional land for greenways and natural parks to support planned trail connectivity and protect creek canyon habitat and natural resources.
- Master Plan and develop park site as a community park to meet neighborhood, employee, and community needs.



# PURPOSE & BACKGROUND

- Plan for expanding community Parks & Recreation needs
- Address needs of new residential, manufacturing & commercial areas
- Assess potential site acquisition opportunities

# TASKS COMPLETED

MARCH 2021



**Develop Acquisition Criteria**



**Public Outreach & Information**



**Analyze Potential Locations**



**Market Study**



**Proposed Acquisition Approach**

JULY 2021





SW/Helenius Rd

SW Norwood Rd

SW White park Ln

SW Tonquin Loop

SW Nootka St

SW Graham's Ferry Rd

SW Tonquin Loop

SW Tonquin Pl

SW Tonquin Rd

SW Beeches Ferry Rd

Basalt Creek Pkwy

SW Greenhill Ln

SW Clay St

Pacific Hwy

5

# NEXT STEPS

JULY 2021



**Develop  
Preliminary  
Design Options**



**Public Outreach  
& Engagement**



**Refine Park & Trail  
Design Program**



**Draft Basalt Creek  
Parks & Recreation  
Plan**

NOVEMBER 2021



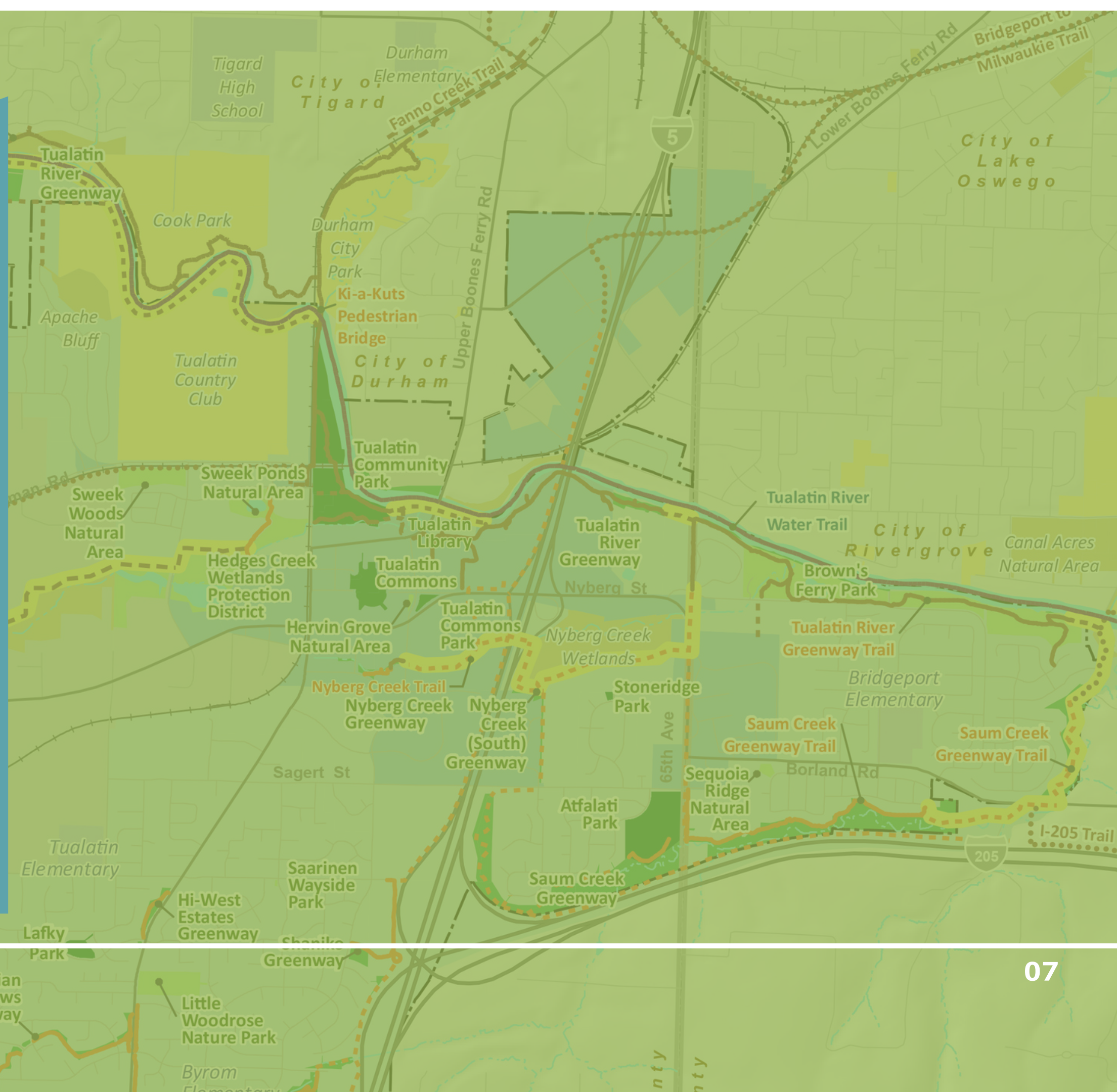
## POTENTIAL FUNDING

- Bond
- Levy
- SDCs
- Grants
- Local Improvement District



# FINAL OUTCOME

- Basalt Creek Parks & Recreation Plan



# QUESTIONS





*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Don Hudson, Assistant City Manager/Finance Director  
**DATE:** July 26, 2021

---

**SUBJECT:**  
American Rescue Plan Act Discussion

**EXECUTIVE SUMMARY:**

In March 2021, President Biden signed the American Rescue Plan Act (ARPA), which included State and Local Fiscal Recovery Funds. The City is expected to receive approximately \$6.1 million for programs intended to provide support to State, local, and Tribal governments in responding to the impact of COVID-19 on their communities, residents, and businesses. Staff will discuss options for spending these funds, as well as how other cities, the County and the State of Oregon are planning to spend their allocations.

---

# American Rescue Plan Act (ARPA)

City Council Work Session

July 26, 2021



*City of Tualatin*

# Tonight's Discussion

- ARPA Overview
- Eligible Uses
- Neighboring Communities and Local Partners Update
- Proposed Guiding Principles and Investment Areas
- Council Discussion
- Next Steps





# ARPA Overview

## Individuals and Families

- Stimulus Checks
- Extended Unemployment
- Child Tax Credit Extension
- Emergency Rental and Homeowner Assistance
- Utility Assistance

## Businesses

- Paycheck Protection Program Expansion
- Shuttered Venue Relief
- Restaurant Relief
- Paid Leave Credits
- Employment Retention Credit

## Education

- Elementary and Secondary School Emergency Funding
- Head Start Program Expansion
- Homeless Youth Services

## Health

- Extensive Additions to Various Block Grants, Including Substance Abuse, Mental & Behavioral Health, and Childcare and Development
- SNAP Expansion
- Vaccine Distribution

## State and Local Governments

- Cities
- Counties
- States, Territories & Tribal Governments
- Capital Projects



# ARPA Overview – Individuals and Families

## Stimulus Checks

- \$1,400 to Individuals, with Adult Dependents and Full-Time Students Eligible

## Extended Unemployment

- Unemployment Payments up to \$10,200 are Tax Exempt This Year
- \$300 Enhancement per Week Extended through September 2021

## Childcare Tax Credit Expansion

- Fully Refundable Child Tax Credit for 2021
- \$3,600 per Child Under Age 6; \$3,000 for Children 6-17

## Emergency Rental and Homeowner Assistance; Utility Assistance

- Allocated to State for Distribution (<https://www.oregonrentalassistance.org/>)
- Emergency Rental Assistance Program Funding for High-Need Grantees
- Assistance for Eligible Households



# ARPA Overview – Businesses

## **Paycheck Protection Program Expansion**

- More Inclusive Eligibility and Additional Funding

## **Shuttered Venue Relief**

- Additional Funding for Businesses in Performing Arts and Non-Sports Entertainment
- \$300 Enhancement per Week Extended through September 2021

## **Restaurant Relief**

- New SBA Restaurant Revitalization Fund
- Broad Eligibility Across Food Carts, Bars, Restaurants, and Other Businesses with Less than 20 Locations and Which are Not Publically Traded
- Prioritizes Small Businesses Owned by Marginalized Individuals

## **Paid Leave Credits**

- Extended Through September
- Increase from \$10,000 to \$12,000 per Employee
- Eligible Leave Reasons Now Include Vaccinations

## **Employee Retention Credit**

- Extended Through Remainder of 2021
- Expanded Eligibility



# ARPA Overview – Education

## **Elementary and Secondary School Emergency Funding**

- 20% or More of Funding Toward Addressing Learning Loss
- Remainder for Ventilation, Space Modification, Hiring, PPE, and More
- Assistance Available to Private Schools if They Have a Significant Percentage of Low-Income Students
- Maintenance of Equity Requirement – States Cannot Cut Funds for Low-Income Areas Below 2019 Levels; Does Not Allow State Per-Pupil Budget Cuts at a Rate Steeper than Overall Cut

## **Head Start**

- Funding for the Early Childhood Program

## **Homeless Youth Services**

- Funding for Identifying, Enrolling, and Ensuring Participation of Homeless Students

## **Emergency Connectivity Fund**

- Emergency Connectivity Fund for Schools and Libraries for Internet Connectivity and Devices for Remote Learning
- Funding for Internet Connectivity and Devices for Remote Learning at Schools and Libraries



# ARPA Overview – Health

## ARPA Funding Areas

- Substance Abuse
- Mental Health
- Behavioral Health
- Child Care and Development
- SNAP Expansion
- Vaccine Distribution
- COVID-19 Testing and Tracing
- Health Department and Workforce Support
- Emergency Food and Shelter Support (Separate from Emergency Rental Assistance Program)



# Eligible Uses – State and Local Fiscal Recovery Funds

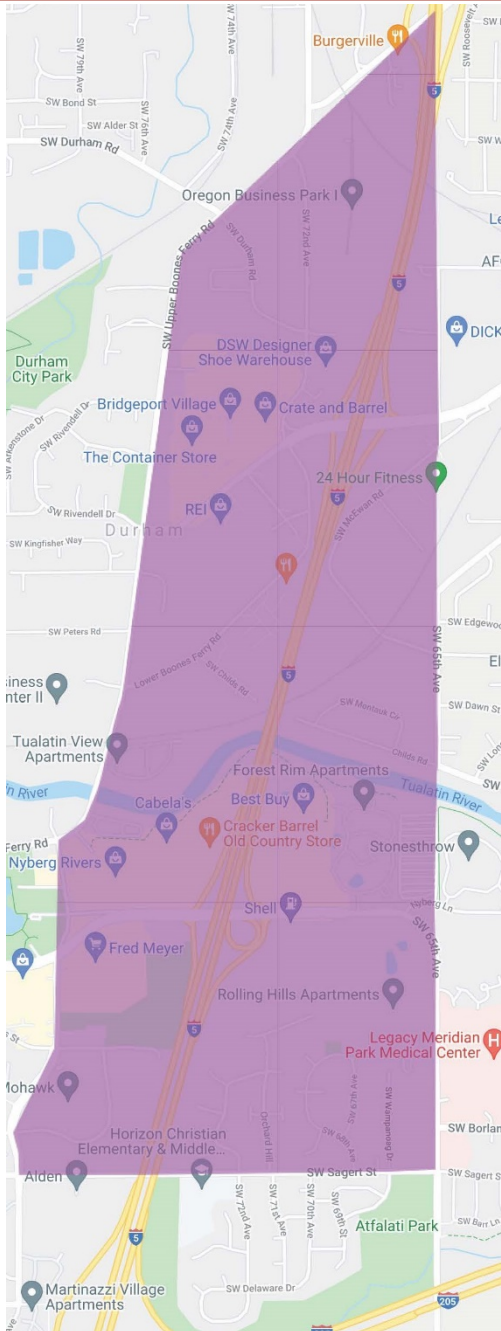
- Responding to the Public Health Emergency/Negative Economic Impacts
  - Assistance to Households
  - Assistance to Small Businesses and Non-Profits
  - Aid to Impacted Industries
- Revenue Loss
  - Reduction of City's General Revenues
  - Reduction of Revenue as of December 31st 2020, 2021, 2022 and 2023
- Premium Pay for Essential Workers



# Eligible Uses – State and Local Fiscal Recovery Funds

- Water, Sewer and Broadband Infrastructure
  - Projects Eligible under the Environmental Protection Agency (EPA) Drinking Water State Revolving Fund (DWSRF) or Clean Water State Revolving Fund (CWSRF)
  - Categories of eligible Project Examples
    - Treatment, transmission and distribution
    - New systems development
    - Eligible projects under the DWSRF and CWSRF to support efforts to address climate change, as well as to meet cybersecurity needs to protect water and sewer infrastructure





# Determination of Eligibility for Assistance

- Experienced a Negative Impact from the Pandemic
- Treasury Presumes Certain Types of Services are Eligible Uses When Provided in a Qualified Census Tract (QCT) or to Families Living in a QCT
- May Presume that a Household or Population that Experienced Unemployment or Increased Food or Housing Insecurity or is Low- or Moderate-Income Experienced Negative Impacts
- Demonstrate a Negative Economic Impact on a Population or Group and Provide Assistance to Households or Businesses that Fall Within that Population of Group





# Neighboring Communities and Local Partners

## Internal Steering Committee

### Developed Principles for Framework

- Center Racial Equity
- Invest in Public Health First
- Leverage Multiple Resources
- Be Innovative, Proactive, and Strategic
- Seek Collaborative Solutions
- Work with Transparency

### Investment Areas

- Protect Public Health and Support Community Wellness
- Support Essential Washington County Services to Promote Community Resilience
- Stabilize and Support Recovery of the Local Economy – Both Businesses and Workers
- Set Aside a Contingency Fund to Address Unforeseen Challenges and Emerging Community Needs

[https://www.co.washington.or.us/Support\\_Services/Finance/GrantManagement/american-rescue-plan-opportunities.cfm](https://www.co.washington.or.us/Support_Services/Finance/GrantManagement/american-rescue-plan-opportunities.cfm)



# Neighboring Communities and Local Partners

## Beaverton

- Analyzing Revenue Losses
- Looking at Potential Programs Tied to Council Priorities
- Next Scheduled Discussion with the City Council – August 24th



## Cornelius

- Still Working Through Ideas
- Looking to Continue Programs Previously Funded Through CARES Act
  - Utility Assistance
  - Food Box Distribution
  - Small Business Assistance Grants
  - Laptops and Hot Spots in Library



## Forest Grove

- Approximately 80% for Infrastructure Projects and Revenue Replacement
- Remaining 20% on Programs in Other Categories



# Neighboring Communities and Local Partners

Staff Presented High-Level Discussion With the City Council

Based Concepts on the Following:

- City Council Equity Statement
- City Council Guiding Principles
- 2021 City Council Priorities
- “Gaps” that Other Funding (Federal, State, Local) Will Not Cover

Investment Areas

- Community Based Organizations/Non-Profits
- Homelessness
- Workforce Development
- Small Business Support
- Broadband Access
- Other



# Neighboring Communities and Local Partners

Initial High-Level Presentation to City Council. Next Update on August 10<sup>th</sup>.

## Developed Guiding Principles

- Prioritize Fiscal Stability to Sustain City Services
- Pursue Intentional, Impactful, and Immediate Community Projects
- Avoid Establishing New Programs Where On-Going Funding Sources Are Not Identified
- Maintain Clear Records of Spending and Document Success. Share our Story
- Advance Council Goals
  - Community Resiliency
  - COVID-19
  - Unhoused Support
  - Parks and Recreation

## Investment Categories

- Connectivity & Access in Underserved Areas
- Housing and Economic Security
- Community Resiliency Plan
- Family Support
- Sustain City Services



# Distribution of Funds



*City of Tualatin*

- City of Tualatin to Receive \$6,179,536.76
- \$3,089,768.38 (Tranche 1) in July 2021
- \$3,089,768.38 (Tranche 2) in July 2022

# Proposed Guiding Principles

- Align with Council Vision and Priorities
- One-Time Programs and Projects
  - Avoid Establishing New Programs Without On-Going Funding
- Leverage Multiple Funding Sources
- Be Innovative, Proactive, and Strategic
- Seek Partnerships and Collaborative Solutions
- Coordinate with Local Partners



# Proposed Investment Areas

- Infrastructure
  - Water Infrastructure Needed to Support Affordable Housing
  - Improvements to Outdoor Spaces
- Support Community Based Organizations/Non-Profits
  - Expansion of Outside Agency Grants
- Assistance to Households
  - Food, Rent or Utility Assistance – Gaps in State Program
- Small Business/Impacted Industries
- Revenue Replacement
- Coordinate with Local Partners



# Council Discussion

- Any Changes or Additions
  - Proposed Guiding Principles
  - Proposed Investment Areas
- Specific Program/Project Suggestions to Be Considered



# Next Steps

- Continue Discussions with Neighboring Communities and Local Partners
- Come Back with Updates and Recommended Programs/Projects





# Proclamation

## *Commending Jeff Fuchs on His Service to Tualatin*

WHEREAS, Jeff Fuchs began his employment with the City of Tualatin in April 2015 as the City Engineer and was promoted to Public Works Director in April 2017; and

WHEREAS, from the beginning of his career with Tualatin, Jeff has embodied the values of responsiveness, transparency, kindness, a focus on equity, and a sincere interest in working with and for the community. On numerous occasions Jeff could be found talking to neighbors impacted by projects, or making sure anyone who had an interest could give input before the project was started; and

WHEREAS, Jeff has been instrumental in the Tualatin Moving Forward bond program since the beginning, from brainstorming with community members about project ideas, to having conversations with the City Council about funding, to developing estimates for the universe of projects, to celebrating the successful bond passage, to building a strong bond delivery program team, and shepherding the multitude of projects. Jeff's diligence, advocacy, supervision, and leadership have kept the program on budget and schedule. And his dog Uma, the program mascot, has kept everyone in good spirits; and

WHEREAS, Jeff's fresh approach, creative mind, and innovative perspective have benefited Tualatin in many ways including regionally with our partners, locally with developers and contractors, and internally with employees. Jeff's sense of humor and humble style have diffused many a tense negotiation or situation. His leadership regionally has well-positioned Tualatin on issues of great importance now and for many years into the future including critical planning around our water supply; and

WHEREAS, Jeff truly cares about his employees and colleagues and has worked over the years to learn new communication and relational techniques in order to enhance the teams he leads and is part of. He is a cheerleader for employees, advocating for their health and well-being while holding high performance standards and expectations; and

WHEREAS, even though Jeff has carried a heavy workload in Tualatin, he always had time to share a laugh and a story about Uma; he will be greatly missed.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, Oregon that: Jeff Fuchs is thanked, commended, and applauded for his service and significant contributions to the City of Tualatin.

INTRODUCED AND ADOPTED this 26th day of July, 2021.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

ATTEST:

BY \_\_\_\_\_  
City Recorder



*City of Tualatin*

**CITY OF TUALATIN**  
**Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Nicole Morris, Deputy City Recorder  
**DATE:** July 26, 2021

---

**SUBJECT:**  
Consideration of Approval of the Work Session and Regular Meeting Minutes of June 28, 2021

**RECOMMENDATION:**  
Staff respectfully recommends the Council adopt the attached minutes.

---

**ATTACHMENTS:**

- City Council Work Session Meeting Minutes of June 28, 2021
- City Council Regular Meeting Minutes of June 28, 2021



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL WORK SESSION MEETING FOR JUNE 28, 2021

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

---

Mayor Bubenik called the meeting to order at 6:00 p.m.

### **1. Urban Renewal: District #2 Public Visioning & Outreach Efforts.**

Economic Development Manager Jonathan Taylor and Consultant Nick Popenuk presented an update on District Two Urban Renewal visioning. Consultant Popenuk shared the phased timeline and the study boundaries. He recapped identified priorities including establishing a common identity, enhancing connectivity, ensuring a collaborative approach, protecting the natural environment, fostering mixed-use development, and expanding housing options. Consultant Popenuk spoke to the scope of work and the proposed three phases: project understanding, public involvement, and the vision. He stated the process output would be a set of Guiding Principles and a Land Use and Transportation Plan for the area.

Councilor Pratt stated most of the land is not owned by the city and she would like to see the developers included in the public process as it will be important for them to have buy in. Consultant Popenuk concurred their involvement will be important but noted you do not want them being the sole group driving the vision.

Mayor Bubenik expressed concerns about the complexity of the area and the possibility of breaking the area into different subareas. Consultant Popenuk stated you could break the boundary into smaller subareas and focus the public involvement on those areas. He noted during the RFP process it would be best to keep the scope broad.

Council President Grimes wants to ensure certain subareas will not be included as to not waste resources. Consultant Popenuk concurred those areas should be removed before the RFP is sent out but if there are any areas the city may be on the fence they should be included.

Mayor Bubenik stated the east side of I-5 that is manufacturing and commercial should be removed. He wants to make sure we focus on areas that are appropriate for mixed-use.

Councilor Hillier would like to get input from all groups and not limit the boundaries as enhanced connectivity is one of Council's goals.

Councilor Brooks would also like to hear from business owners in the commercial districts as it will add a wider perspective to the discussion.

### **2. Council Meeting Agenda Review, Communications & Roundtable.**

Councilor Brooks stated she attended the Tualatin Arts Advisory Committee meeting.

Council President Grimes thanked staff for making the Juanita Pohl Center available as a cooling shelter.

Mayor Bubenik stated he attended the Clackamas County Chairs meeting, the King City State of the City, the Tualatin Chamber of Commerce Board meeting, he toured the Tri-County Gun Club, attended the Metropolitan Mayors Consortium meeting, the ODOT Tolling presentation at Greater Portland Inc., and toured the new PGE Center on 124<sup>th</sup>.

**Adjournment**

Mayor Bubenik adjourned the meeting at 6:40 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR JUNE 28, 2021

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

---

### **Call to Order**

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

### **Pledge of Allegiance**

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

### **Announcements**

#### 1. 4th of July Reminders

Chief Bill Steele spoke to firework safety. He encouraged the community to not use fireworks this year due to hazardous conditions.

Councilor Pratt expressed concerns with expected temperatures being high. She requested a emergency ban be discussed during general business.

### **Public Comment**

Patricia Parsons stated she was encouraged to hear the Mayor and staff met with the gun club. She stated she will be sending a letter to the press that address her noise concerns with the gun club.

Tyler Eaton spoke to the unpaved street on Sagert Street and the hazardous conditions it has created. He would like the City to help find a resolution.

### **Consent Agenda**

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

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of June 14, 2021
2. Consideration of Approval of a New Liquor License Application for Bottles and Press, LLC DBA Straightaway
3. Consideration of Approval of a Change in Liquor License Application for Three Mermaids Public House

4. Consideration of **Resolution No. 5552-21** Authorizing the City Manager to Execute an Agreement for a Metro Area Communications Commission Grant; and Appropriating Special Purpose Revenues in the City's General Fund During the Fiscal Year 2020-21 Budget
5. Consideration of **Resolution No. 5554-21** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 5504-20
6. Consideration of **Resolution No. 5555-21** Approving and Authorizing Provision of Workers Compensation Insurance Coverage to Volunteers of the City of Tualatin
7. Consideration of **Resolution No. 5556-21** Authorizing Personnel Services Updates for Non-Represented Employees for FY 2021-2022
8. Consideration of **Resolution No. 5557-21** Amending Water, Sewer, Stormwater, and Road Utility Fee Rates Inside the City of Tualatin and Rescinding Resolutions 5505-20 and 5512-20
9. Consideration of **Resolution No. 5558-21** Authorizing Changes to the FY 2020-2021 Adopted Budget
10. Consideration of **Resolution No. 5560-21** Awarding the Contract for Construction of the Tualatin Road (Sweek Drive to Community Park) Phase 1 Project, Part of the Tualatin Moving Forward Bond Program

## **Special Reports**

1. Annual Report of the Tualatin Historical Society

Tualatin Historical Society Executive Director Ross Baker presented their annual report. He stated the year started rocky because of the pandemic but many oral histories were captured once they were able to get traction. The quarterly newsletter has gone out, he stated you can receive it by joining the society. Director Baker stated they released two books this year: "When the River Ran Backwards" and "Tualatin from the Beginning" the third edition. He stated they issued two scholarships this year. Director Baker stated they have redone their website this year and it now includes an interactive walking tour of Tualatin's historic sites. He stated membership is up and they remain financially healthy.

Mayor Bubenik and Councilor Pratt thanked the Historical Society for all they do.

## **Public Hearings - Legislative or Other**

1. Consideration of **Resolution No. 5559-21** Adopting the City of Tualatin Budget for the Fiscal Year Commencing July 1, 2021, Making Appropriations, Levying Ad-Valorem Taxes, and Categorizing the Levies

Finance Director Don Hudson presented the Fiscal Year 2021-22 budget. He stated the Tualatin Budget Committee approved the budget on May 25, 2021. Director Hudson stated this year's total budget is \$135,185,200 as approved by the committee. He stated the City's tax rate is \$2.2665 per \$1,000 of taxable assessed value. In addition he requested \$3,096,850 be levied for bonded debt. Director Hudson stated city staff take pride in providing quality services to the community in a fiscally prudent manner. Director Hudson stated since the committee approved the budget in May staff is proposing a few amendments. He stated amendments include a \$10,000 carryover in the administration department for legal fees related to bargaining, \$7,650 in

the Police Department for ammunition and a radio system amplifier, and \$2,800 to be carried over to complete the Library Makerspace. Director Hudson stated with these amendments the proposed FY 21-22 budget is \$135,205,650.

#### PUBLIC COMMENT

None.

Motion to adopt Resolution No. 5559-21 adopting the City of Tualatin budget for the fiscal year commencing July 1, 2021, making appropriations, levying ad-valorem taxes, and categorizing the levies made by Councilor Pratt, Seconded by Council President Grimes.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

#### General Business

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

Mayor Bubenik read the names for consideration of re-appointment.

Councilor Pratt stated all the volunteers were very impressive in their interviews.

Motion to approve the recommendation made by Council President Grimes, Seconded by Councilor Reyes.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

##### 2. Consideration of **Resolution No. 5561-21** Establishing a Policy to Provide Workers Compensation Coverage to Future Members of the Council, as Volunteers of the City

Councilor Cyndy Hillier, Councilor Valerie Pratt, and Councilor Christen Sacco declared an actual conflict of interest as it would provide a workers compensation benefit and they will refrain from voting and discussion.

Councilor Maria Reyes, Councilor Bridget Brooks, Council President Nancy Grimes, and Mayor Frank Bubenik declared a potential conflict of interest as it would qualify them to be eligible in the future.

City Attorney Sean Brady stated this resolution establishes a policy that on January 1, 2023 Councilors at that time will be eligible to be covered by the city's worker compensation plan. He stated this will reduce the city's risk and provides protections to the city.

Council President Grimes asked if this will affect insurance rates. Attorney Brady stated it is not likely to impact the rates, but they will not know for sure until that time. Human Resource Director Stacy Ruthrauff stated this is a coverage issue and not a monetary issue.

Councilor Brooks asked for clarification on while there will be a gap in coverage. Attorney Brady stated an opinion was issued from the Oregon Government Ethics Commission that Councilors cannot vote to give themselves a benefit. He stated this policy will allow Council to handle providing coverage per the Ethics Commission recommendation moving forward.

Motion to adopt Resolution No. 5561-21 establishing a policy to provide workers compensation coverage to future members of the Council, as volunteers of the City made by Council President Grimes, Seconded by Councilor Brooks.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes

Voting Abstaining: Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

## **Council Communications**

Councilor Pratt spoke to fireworks and the high fire dangers this year due to the extreme temperatures. She would like to see fireworks banned in the city via an emergency resolution.

Councilor Brooks expressed concerns with water shortages and the ability to fight fires in the area. She is concerned with unintentional fire starting from fireworks.

Councilor Sacco expressed the same concerns and asked what the next steps would be.

Mayor Bubenik stated the City could ban the use of fireworks but not the sale of fireworks. He stated Council could direct Attorney Brady to draft a resolution to that affect that can be passed by Council tonight. He stated if the resolution is passed unanimously it would go into effect immediately.

Chief Steele stated that if this is the route Council goes they will kick-off an educational campaign right away.

Councilor Reyes asked if this ban would be permanent or just for this year. Mayor Bubenik stated it would be just for this year.

Council President Grimes expressed concern with the short time frame before the holiday. She stated she is concerned about those who have already purchased fireworks legally not getting the message and then their being repercussions. Mayor Bubenik stated the Police Department has always leaned towards warnings and education before citation.

Councilor Pratt doesn't want there to be an outrageous fine just the reduction of use.

Council President Grimes asked about the vendors who are already selling fireworks if the city is in jeopardy by banning them. Attorney Brady because the ban would be on the use and not on the sale. He stated it is within the city's right as the dangers that are presented due to the heat. Attorney Brady stated it may hurt sales but it is not something a vendor can come after the city for since it is a reasonable action and being done under an emergency.

Councilor Brooks stated her intention with this is to be a leader by saying this is a dangerous time to light off fireworks and would like to see people refrain from it.

Councilor Reyes spoke in agreement to ban fireworks this year.

Councilor Sacco asked what the timeframe is for the ban. Mayor Bubenik stated Bend put theirs in place until July 9.

Councilor Hillier stated she would like this to be in partnership with the parks department and expand the messaging so everyone is pulling together through this fire season.

City Attorney Brady shared a draft resolution for consideration.



Council consensus was reached to propose a resolution going in effect until July 9, 2021.

Mayor Bubenik asked if the Council could give the officers discretion on the fine amount. City Attorney Brady stated the Council could set the fine. He noted the officers can only fine or not fine.

Councilor Brooks spoke in favor of the ban. She requested adding the words “may be” in front of “fined.”

Council President Grimes expressed concerns with the fine and penalizing people who may not get the message due to the short time frame. She would like to see something in place that doesn’t have a fine.

Councilor Pratt stated if there is not a fine there is nothing to stop them from doing it.

Chief Steele stated it is helpful to have the ban in place as it gives Officer’s the pull they need to issue citations if need be. He stated it has always been the department’s stance to educate the community first. Chief Steele stated this ban will help the community to understand the severity of the hazards this year.

Councilor Reyes stated the city will need to communicate quickly so those that have already purchased fireworks are aware of the council’s actions. She stated it will need to be communicated in Spanish as well.

Councilor Hillier stated the city has great community partners they can work with to help communicate the message.

Councilor Brooks stated this is about protecting people and property from hazardous conditions.

Councilor Reyes expressed concerns with the amount of the fine. She wants to make sure families are not financially burdened by it.

Motion made to adopt Resolution No 5562-21 declaring a state of emergency related to extreme heat and the dangers of fireworks; and prohibiting the use of fireworks within the City of Tualatin by Councilor Brooks, Seconded by Councilor Pratt.

Voting Yea: Mayor Bubenik, Council President Grimes, Councilor Brooks, Councilor Reyes, Councilor Pratt, Councilor Hillier, Councilor Sacco

MOTION PASSED

### **Adjournment**

Mayor Bubenik adjourned the meeting at 8:34 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Nicole Morris, Recording Secretary

\_\_\_\_\_ / Frank Bubenik, Mayor



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Bill Steele, Chief of Police  
**DATE:** July 26, 2021

---

### **SUBJECT:**

Consideration of **Resolution 5563-21** Authorizing the City Manager to Sign an Intergovernmental Agreement between the City of Tualatin and Washington County for Provision of a Mental Health Response Team Crisis Clinician

### **EXECUTIVE SUMMARY:**

Washington County, acting through its Department of Health and Human Services, will provide one crisis mental health clinician on the Washington County Mental Health Response Team (MHRT) to be paired with the Cities of Tigard, Tualatin, Sherwood, and King City.

The Mental Health Response Team includes a police officer and master's level clinician from the Mental Health Crisis Team paired together in a patrol car. This unique program offers optimum care to those in need – a rapid response from a skilled police officer and immediate intervention with an experienced clinician.

As a team, there is more opportunity for problem solving on scene and minimizing the risk of a situation escalating. In addition to responding to the immediate crisis, the team also provides follow-up with individuals to ensure they are getting connected to the services and support they need.

This was identified as a priority in our Community Conversations on Police Use of Force.

### **FINANCIAL IMPLICATIONS:**

Tualatin will be responsible for \$3,838.00 per month, which represents 35% of the total invoice.

---

### **ATTACHMENTS:**

- Resolution 5563-21
- Intergovernmental Agreement

RESOLUTION NO. 5563-21

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF TUALATIN AND WASHINGTON COUNTY FOR PROVISION OF A MENTAL HEALTH RESPONSE TEAM CRISIS CLINICIAN

WHEREAS, ORS 190.110 et seq., authorizes the City to enter into Intergovernmental Agreements with other government entities; and

WHEREAS, The Washington County MHRT is a collaboration between law enforcement and behavioral health crisis services, which consist of co-locating contracted crisis mental health clinicians with a team of law enforcement officers to respond to mental health emergencies dispatched by the Washington County Consolidated Communications Agency (911) and through coordination with the Washington County Sheriff’s Office; and

WHEREAS, Washington County, acting through its Department of Health and Human Services, will provide one crisis mental health clinician on the Washington County Mental Health Response Team (MHRT) to be paired with the Cities of Tualatin, Tigard, Sherwood, and King City;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** The City Manager is authorized to execute an Intergovernmental Agreement between the City of Tualatin and Washington County for provision of a Mental Health Response Team Crisis Clinician.

**Section 2.** This resolution is effective upon adoption.

ADOPTED by the City Council this 26<sup>th</sup> day of JULY, 2021.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



## INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into, by and between Washington County, a political subdivision of the State of Oregon, and City of Tualatin.

WHEREAS ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

Now, therefore, the parties agree as follows:

- 1) The effective date is: July 1, 2021, or upon final signature, whichever is later.  
The expiration date is: June 30, 2022; unless otherwise amended.
- 2) The parties agree to the terms and conditions set forth in Attachment A, which is incorporated herein, and describes the responsibilities of the parties, including compensation, if any.
- 3) Each party shall comply with all applicable federal, state and local laws; and rules and regulations on non-discrimination on the grounds of race, color, ancestry, national origin, religion, gender, sexual orientation, marital status, age, or disability.
- 4) Each party is an independent contractor with regard to each other party(s) and agrees that the performing party has no control over the work and the manner in which it is performed. No party is an agent or employee of any other.
- 5) No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 6) This Agreement may be terminated, with or without cause and at any time, by a party by providing thirty (30) days written notice of intent to the other party(s).
- 7) Modifications to this Agreement are valid only if made in writing and signed by all parties.
- 8) Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
- 9) Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.
- 10) Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.

- 11) Each party agrees to comply with all local, state and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.
- 12) This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore.
- 13) This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.
- 14) If federal grant or other specialty funds are used to fund this IGA, then the provisions of Attachment \_\_\_\_\_ are required and shall be met by the recipient of federal grant funds through this IGA.

Applicable                       Not applicable

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

**City of Tualatin**

\_\_\_\_\_

Jurisdiction

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

Sherilyn Lombos

\_\_\_\_\_  
Signatory Printed Name

City Manager

\_\_\_\_\_  
Title

Address: \_\_\_\_\_

**WASHINGTON COUNTY**

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Signatory Printed Title

Address: \_\_\_\_\_

## INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into by and between Washington County, a political subdivision of the State of Oregon, and the City of Tigard, City of Tualatin, City of Sherwood, and City of King City, Oregon.

### **ATTACHMENT A -**

#### **I. Scope of Work:**

##### **Crisis Clinicians – Mental Health Response Team (MHRT):**

Effective July 1, 2021 through and including June 30, 2022, Washington County, acting through its Department of Health and Human Services, will provide one crisis mental health clinician on the Washington County Mental Health Response Team (MHRT) to be paired with the Cities of Tigard, Tualatin, Sherwood, and King City. The parties acknowledge Washington County will provide services through a subcontract with Lifeworks, Inc., and Washington County may change subcontractors in its sole discretion. The subcontract arrangement does not modify Washington County's duties and obligations under the IGA.

The Washington County MHRT is a collaboration between law enforcement and behavioral health crisis services. Service consists of co-locating contracted crisis mental health clinicians with a team of law enforcement officers to respond to mental health emergencies dispatched by the Washington County Consolidated Communications Agency (911) and through coordination with the Washington County Sheriff's Office. The team may also provide follow up and outreach services to individuals identified by non-MHRT law enforcement officers and other law enforcement agencies. As time allows, follow up and outreach may be provided to individuals identified by Emergency Medical Services.

The cities of Tigard, Tualatin, Sherwood, and King City will jointly fund an additional forty hours per week of mental health clinician capacity to MHRT. Funds will be used to compensate the additional clinician capacity in general. Shifts may be filled by multiple mental health clinicians and not any specific individual. Funds are not reimbursement tied to a specific position.

Services performed by the mental health clinicians will include face-to-face crisis assessment and evaluation as a qualified mental health professionals; consultation with families, other professionals, or community partners such as law enforcement and community members; referral for medication evaluation, if needed; psychiatric consultation; hospital diversion; stabilization services/follow-up care, as needed; referral to appropriate services; flexible funding to assist with emergency housing, transportation or other unmet needs contributing to the crisis episode; and language/culturally specific services.

##### **Minimum Qualifications:**

The mental health clinicians shall be Masters Level Clinicians (Qualified Mental Health Professional – QMHP) and will be required to undergo and pass comprehensive background checks.

The mental health clinicians in MHRT must receive training in radio communications and attend defensive tactics training provided by the Washington County Sheriff's Office, as available. The mental health clinicians in MHRT will wear a ballistic vest at all times while riding with officers and deputies, as they may be exposed to volatile and dangerous situations.

II. **Additional Terms and Conditions:**

**Payment:**

Washington County will provide the mental health clinicians. The total cost for forty (40) additional hours per week of mental health clinician coverage for the term of the Agreement (one year) is \$10,847 per month for a total not to exceed amount of \$130,164 for the year.

Washington County shall issue monthly invoices to the cities of Tigard, Tualatin, and Sherwood individually. Each City is responsible for payment of its share, based on population served, as follows:

1. Tigard – \$5,482.00 per month, which represents 50% of the total invoice;
2. Tualatin - \$3,838.00 per month, which represents 35% of the total invoice; and
3. Sherwood - \$1,527.00 per month, which represents 15% of the total invoice.
  
4. King City - As payment for services received, and in lieu of payment by population, King City Police Department shall cover the monthly cost of a Police Radio through WCCCA and provide safety equipment for the Clinician (i.e. Ballistic vest, earpiece, etc.)

Invoices will begin no sooner than July 1, 2021, or the date at which Washington County identifies having adequate staffing to support an additional 40 hours per week of MHRT capacity, and last through to June 1, 2022. Each invoice is payable within 30 days of receipt. The cities shall not be required to continue reimbursement as provided in this subsection if the Agreement is sooner terminated under Section 6 of the Agreement.

At the end of the fiscal year, Washington County will reconcile the amount spent on MHRT in Health and Human Services with the budget for the fiscal year and third-party contributions to the program. If the overall expenditures are less than 95% of the total budgeted amount due to clinician vacancies, Washington County will reimburse the cities on a pro-rata basis the amount that was collected from all parties participating in the MHRT program.

Payments by the cities to Washington County will be mailed to Washington County Department of Health and Human Services (HHS) Administration, Attn: Tara Mullin, 155 N. First Avenue, Suite 160, MS 4A | Hillsboro, OR 97124

**Supervision and Discipline:**

Washington County is responsible for overall supervision of the mental health clinicians. The Cities may provide periodic feedback to Washington County and the crisis services contractor

about the work of the mental health clinicians.

If there are discipline or performance issues regarding any mental health clinician, the cities shall contact the mental health clinician's supervisor and Washington County.

**Reporting:**

Washington County is responsible for any required compliance reporting relating to the mental health clinicians, including workplace safety reports.

**Schedule:**

Washington County and the crisis service contractor will coordinate with Tigard Police Department, Tualatin Police Department and the Washington County Sheriff's Office, on a schedule for when the mental health clinicians will be working.

**Devices and Office Space:**

Mental health clinicians will be provided a computer and cellphone (devices) by their employer's organization. The Cities will not have ownership of the devices and are not responsible for the maintenance and repair or replacement of the devices.

Tualatin Police Department shall provide the mental health clinicians with office space, internet connectivity, desk, and chair. The King City Police Department will provide a police radio, earpiece, and Kevlar vest.

The mental health clinicians are paired with law enforcement officers assigned to MHRT in a patrol car supplied and operated by the law enforcement agency.

Law enforcement officers assigned to MHRT will be provided key card access to Hawthorn Walk-In Center and have access to workspace and breakroom when needed.

**Records:**

The mental health clinicians shall use devices provided by their organization to create and store records. Washington County is responsible for retaining those records consistent with applicable privacy laws, including HIPAA, and Washington County's public records policy and retention schedule.

The mental health clinicians will file clinical records in the Washington County Behavioral Health electronic medical record system.

The mental health clinicians may access records from law enforcement systems in order to perform their duties under this Agreement but may not modify records or create new records.



For Administrative Use Only – Z99999

Supplier Name: City of Tualatin

Actual Contract Number (CustomText4): 21-1032

Department (Location): HHS - OHP Mental Health

Contract Type: 8 Agreements

Contract Sub Type (Custom2Code): IGA: Intergovernmental Agreement

Minute Order Date:

Minute Order Number:

Master Contract Number (CustomText1): 21-1032

Bid/RFP # (BidRFP):

BPO Number (Custom1Code): Revenue Contract

SHIP TO (LocShipTo): HHS - OHP Mental Health

BILL TO (LocBillTo): HHS - OHP Mental Health

Project Number (CustomText2):

Chargeable Program Number (ChargeProgram):

Contract Admin (Administrator): Jay Auslander

**Certificate Of Completion**

Envelope Id: 2CA320C9737744FBB08036740504DA20

Status: Sent

Subject: Please DocuSign: Contract #21-1032: City of Tualatin

Source Envelope:

Document Pages: 6

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Kassie Denney

AutoNav: Enabled

155 N. First Ave, Suite 270

Enveloped Stamping: Enabled

MS28

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

Hillsboro, OR 97124-3087

Kassandra\_Denney@co.washington.or.us

IP Address: 204.147.152.15

**Record Tracking**

Status: Original

Holder: Kassie Denney

Location: DocuSign

7/2/2021 9:17:44 AM

Kassandra\_Denney@co.washington.or.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington County

Location: DocuSign

**Signer Events****Signature****Timestamp**

Sherilyn Lombos

Sent: 7/2/2021 9:37:37 AM

slombos@tualatin.gov

Viewed: 7/12/2021 1:31:17 PM

City Manager

Security Level: Email, Account Authentication  
(None), Access Code**Electronic Record and Signature Disclosure:**

Accepted: 7/16/2020 8:56:37 AM

ID: cc18a344-d084-467c-a681-e3d8a2016030

Ruth Osuna

ruth\_osuna@co.washington.or.us

Security Level: Email, Account Authentication  
(None), Access Code**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Bill Steele

bsteele@tualatin.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp**

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	7/2/2021 9:37:37 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO SHI OBO Washington County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO SHI OBO Washington County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us)

**To advise Carahsoft OBO SHI OBO Washington County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO SHI OBO Washington County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO SHI OBO Washington County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [tina\\_hartmeier@co.washington.or.us](mailto:tina_hartmeier@co.washington.or.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO SHI OBO Washington County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO SHI OBO Washington County during the course of your relationship with Carahsoft OBO SHI OBO Washington County.



*City of Tualatin*

**CITY OF TUALATIN  
Staff Report**

**TO:** Honorable Mayor and Members of the City Council  
**THROUGH:** Sherilyn Lombos, City Manager  
**FROM:** Stacy Ruthrauff, Human Resources Director  
**DATE:** July 26, 2021

---

**SUBJECT:**

Consideration of **Resolution No. 5566-21** Authorizing Personnel Services Updates for Non-Represented Employees on Temporary Schedule A for FY 2020-2021.

**RECOMMENDATION:**

Staff Recommends the City Council adopt the attached resolution authorizing non-represented Temporary Schedule A employees personnel services updates for FY 2020-2021.

**EXECUTIVE SUMMARY:**

Resolution proposes an update to the Salary Schedule for employees on Temporary Schedule A in accordance with a corresponding cost of living allowance effective July 1, 2020.

**FINANCIAL IMPLICATIONS:**

Provisions of the non-represented employee salary schedules adjustment were incorporated in the FY 2020-2021 budget.

---

**ATTACHMENTS:**

RESOLUTION NO. 5566-21

A RESOLUTION AUTHORIZING PERSONNEL SERVICES UPDATES FOR NON-REPRESENTED EMPLOYEES ON TEMPORARY SCHEDULE A FOR FISCAL YEAR 2020-2021.

WHEREAS, the Council of the City of Tualatin is the authority in setting the compensation and benefits for City employees; and

WHEREAS, the City's Temporary Schedule A salary schedule needs to be updated in accordance with corresponding Cost of Living Adjustments (COLAs).

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

**Section 1.** Effective and retroactive to July 1, 2020, the Temporary Schedule A Salary Schedule, which is attached and incorporated by reference, is increased 1.25% to reflect a COLA adjustment.

**Section 2.** Effective and retroactive to January 1, 2021, the salary schedule established in Section 1 of this resolution is increased an additional 1.25% to reflect a second COLA adjustment.

**Section 3.** This resolution is effective upon adoption.

Adopted by the City Council this 26th day of July, 2021.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder



Resolution No. 5556-21

**TEMPORARY EMPLOYEES - SCHEDULE A**

FY 2019/2020 Salary Schedule

Effective 7/01/2019

Grade	TITLE	RATE	MINIMUM REGULAR WAGE	MAXIMUM REGULAR WAGE
<b>T4</b>	TEMP PARKING ENFORCE OFF	Hourly	15.78	19.99
<b>T6</b>	TEMP LIBRARY ASST TEMP OFFICE ASST I	Hourly	17.86	22.64
<b>T8</b>	TEMP OFFICE ASSIST II	Hourly	19.68	24.95
<b>T9</b>	TEMP POLICE SERVICES TECH TEMP PUBLIC SERVICE ASST TEMP SPECIAL EVENTS COORD TEMP UTILITY TECH I	Hourly	20.69	26.22
<b>T11</b>	TEMP FINANCE/ACCTG TECH TEMP OFFICE COORD TEMP PROP EVIDENCE TECH TEMP REC PROG SPEC	Hourly	23.33	29.58
<b>T12</b>	TEMP FLEET TECH I TEMP VOLUNTEER COORD	Hourly	24.49	31.03
<b>T13</b>	TEMP LIBRARIAN I	Hourly	25.72	32.58
<b>T14</b>	TEMP LIBRARIAN II	Hourly	27.30	34.55
<b>T16</b>	TEMP BLDG CONST INSPT II	Hourly	30.41	38.54



*City of Tualatin*

## CITY OF TUALATIN Staff Report

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sherilyn Lombos, City Manager  
**DATE:** July 26, 2021

---

**SUBJECT:**

Consideration of **Resolution 5564-21** Rescinding the State of Emergency Related to COVID-19

**EXECUTIVE SUMMARY:**

On March 23, 2020 the City Council adopted Resolution No. 5488-20 declaring a state of emergency related to COVID-19. So much has happened since then as this pandemic has swept the nation and the world. Locally, the community came together in so many ways. With the recent reopening of the State of Oregon, we are now in a period of sustained recovery and public health measures. While we continue to be vigilant against the threat of new variants and abide by health authority rules and best practices, the State of Emergency can be rescinded.

**FINANCIAL IMPLICATIONS:**

There are no fiscal implications associated with this action.

---

**ATTACHMENTS:**

-Resolution 5564-21

RESOLUTION NO. 5564-21

A RESOLUTION RESCINDING THE STATE OF EMERGENCY RELATED TO COVID-19.

WHEREAS, on March 23, 2020, the Council adopted Resolution No. 5488-20 declaring a state of emergency related to COVID-19;

WHEREAS, Section 1 of Resolution No. 5488-20 authorized the Mayor to issue additional public safety and health orders related to the COVID-19 emergency;

WHEREAS, on April 2, the Mayor issued Emergency Order 2020-01, placing a temporary moratorium on residential and commercial evictions for nonpayment of rent, which was ratified by the Council through Resolution No. 5489-20; and

WHEREAS, the Council recognizes and appreciates the significant efforts of the Tualatin community and businesses to combat COVID-19, the considerable sacrifices made, and the support provided to each other throughout the emergency.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

**Section 1. Rescinding the State of Emergency Related to COVID-19.** The Council hereby rescinds the State of Emergency related to COVID-19, including Resolution No. 5488-20, Resolution. No. 5489-20, and Emergency Order 2020-01.

**Section 2. Community Vigilance.** The Council encourages community members to continue to remain vigilant against the threat of new variants of COVID-19 and to continue to abide by health authority rules and best practices.

**Section 3. Effective Date.** This resolution is effective upon adoption.

Adopted by the City Council this 26<sup>th</sup> day of July, 2021.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

APPROVED AS TO FORM

ATTEST:

BY \_\_\_\_\_  
City Attorney

BY \_\_\_\_\_  
City Recorder