



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES
FOR NOVEMBER 25, 2024

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

Call to Order

Mayor Bubenik called the meeting to order at 7:05 p.m.

Pledge of Allegiance

Public Comment

None.

Consent Agenda

Motion to adopt the consent agenda made by Council President Pratt, Seconded by Councilor Brooks.

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

MOTION PASSED

1. Consideration of Approval of the Work Session and Regular Meeting Minutes of November 12, 2024

Special Reports

1. Outside Agency Grant Awardee- Community Partners for Affordable Housing

Community Partners for Affordable Housing (CPAH) Executive Director Rachel Duke and Director of Programs Katherine Moore provided an update on services at Plambeck Gardens. Director Duke shared that Plambeck Gardens features 116 apartments, with move-ins beginning in January 2025. She expressed gratitude to the City for supporting the project, particularly through the recent Outside Agency Grant funds, which will assist CPAH in providing move-in essentials for new residents.

Director Duke outlined the property details and development timeline, noting that all units are designated for individuals earning 60% or less of the Area Median Income (AMI). Director Moore detailed the range of services available at the site, including housing stability and eviction prevention, workforce development, health services, and youth programs. She highlighted that 16 of the units will provide permanent supportive housing with wrap-around case management through a partnership with Community Action. Other service partners include Lifeworks, Centro Cultural, Neighborhood Health Center, and others.

Councilor Reyes suggested partnering with local organizations, such as Borland Free Clinic and Caring Closet, to support residents. Director Moore noted that resource mapping will be conducted by Community Managers to identify and utilize such services.

Councilor Brooks inquired about prioritizing Tualatin residents for housing and services. Director Duke explained that while prioritization is not allowed, some outreach and marketing efforts have focused on the local area.

Councilor Gonzalez offered assistance in connecting residents to local job and trade opportunities.

Council President Pratt asked about the process for families whose income exceeds the AMI threshold. Director Duke outlined CPAH's approach to supporting those families in transitioning to other housing options.

Mayor Bubenik expressed gratitude for CPAH's dedication to the project.

General Business

1. Consideration of a Policy for Proclamations and Agenda Item Additions

City Manager Sherilyn Lombos presented a proposed policy for proclamations and agenda item additions, aimed at ensuring such items receive majority Council support before being added to an agenda. She stated the policy seeks to establish clear processes for proclamation requests and presentations, provide flexibility, and preserve the significance of proclamations. Manager Lombos introduced four tiers for categorizing items, with examples provided for each, and detailed guidelines for agenda placement, including a limit of three proclamations per agenda, sponsorship requests at work sessions, and an application process for public proclamation requests. Manager Lombos sought direction on outstanding questions including the categorization of certain items and whether previously approved proclamations require annual re-approval.

Mayor Bubenik asked about the timeline for requesting proclamations. City Manager Lombos confirming a minimum of one month is needed. Mayor Bubenik suggested adding this timeline to the policy for tiers three and four.

Councilor Brooks proposed an annual review of proclamations to schedule them for the year ahead and expressed satisfaction with the current policy.

Councilor Reyes supported the annual approval process, emphasizing the importance of limiting proclamations to avoid diminishing their significance.

Councilor Sacco agreed with the annual review and raised concerns about tier two items, particularly proclamations tied to other branches of government, and their alignment with the Council's vision. Manager Lombos clarified that tier two items typically involve special presentations rather than proclamations.

Councilor Hillier supported a yearly calendar review for proclamations.

Council President Pratt asked if exceptions could be made for urgent items. Manager Lombos assured flexibility for such situations.

Councilor Brooks also suggested discussing the distinctions between proclamations and resolutions.

Motion to adopt the policy for proclamations and agenda item additions with requested changes related to timelines made by Councilor Brooks, Seconded by Councilor Sacco.

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

MOTION PASSED

2. Consideration of **Ordinance No. 1495-24** Amending Tualatin Municipal Code 8-1-252 to Add an Additional Street (SW 96th Drive)

Motion to adopt Ordinance No. 1495-24 amending Tualatin Municipal Code 8-1-252 to add an additional street (SW 96th Drive) made by Council President Pratt, Seconded by Councilor Reyes.

DISCUSSION ON MOTION

Councilor Hillier stated that after further research, she would be changing her vote, noting that the ordinance is in the best interest of the city at this time.

Councilor Reyes expressed support for the ordinance, emphasizing that it would only apply during school hours.

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

Voting Nay: Councilor Sacco

MOTION PASSED

Council Communications

Councilor Brooks stated she attended the National League of Cities Conference, the Washington County Department of Housing Services Annual Forum, and the Tualatin Arts Advisory Committee meeting.

Councilor Sacco stated she attended the Inclusion, Diversity, Equity, and Access (IDEA) Committee meeting.

Councilor Hillier brought attention to recent vandalism at the Byrom Elementary School garden, expressing concern about the impact of such destructive actions on the community's children.

Council President Pratt stated she attended the Clackamas County Business City Managers Forum, the newly elected officials gathering hosted by the Washington County Chamber, the Riverpark CIO meeting, and the C4 Metro meeting.

Councilor Gonzalez expressed interest in helping to restore the gardens damaged at Byrom Elementary School.

Mayor Bubenik asked Councilors to review their committee assignments for discussion in December. He stated he attended the Washington County Coordinating Committee meeting, the Washington

County Mayors meeting, the Riverpark CIO meeting, a meeting with Metro President Peterson, and the Greater Portland Inc. Small Cities Consortium meeting.

Adjournment

Mayor Bubenik adjourned the meeting at 8:20 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor