



# TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES  
FOR FEBRUARY 10, 2025

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

**ABSENT:** Councilor Bridget Brooks

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## Call to Order

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

## Pledge of Allegiance

## Announcements

### 1. Employee of the Year Presentation and Proclamation

City Manager Sherilyn Lombos announced Contracts and Procurement Analyst Richard Contreras as the Employee of the Year.

The Council congratulated him and presented a proclamation in his honor.

### 2. New Employee Introduction- Parks Maintenance/Public Works Helper Richard Ormsby

Parks Maintenance Manager Tom Steiger introduced Parks Maintenance/Public Works Helper Richard Ormsby.

The Council welcomed him.

### 3. Welcome Home Community Conversation Event Announcement

Assistant Community Development Director Steve Koper announced the Welcome Home Community Conversation event scheduled for February 13th from 5:00 to 7:00 PM at the Tualatin Public Library. He stated that the Welcome Home Coalition is hosting the event to discuss the root causes of homelessness and potential solutions to the region's housing shortage. He encouraged members of the public to attend.

## Public Comment

None.

## Consent Agenda

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

MOTION PASSED

1. Consideration of Approval of the Regular Meeting Minutes of January 27, 2025
2. Consideration of **Resolution No. 5876-25** Authorizing the City Manager to Execute a Funding Agreement with Portland General Electric (PGE) Accepting up to a \$250,000 Renewable Development Fund (RDF) Award

## **Special Reports**

1. Outside Agency Grant Awardee- SMART Reading

SMART Reading Program Senior Development Officer Sharon Benson and Volunteer Site Coordinator Becky Bard presented information on their program. Ms. Benson stated that SMART Reading is Oregon's largest volunteer children's literacy nonprofit, with a vision that all Oregon kids can realize their full potential through reading. She shared statistics from the Tualatin Elementary School SMART Program, noting that they are assisting 61 kindergarteners in their weekly reading program.

Ms. Bard highlighted that students have the opportunity to take new books home and build their own personal library, averaging 14 new books per student.

Councilor Reyes asked if the program affiliates with libraries. Ms. Benson stated that they work primarily with public schools.

Council members expressed their thanks and appreciation for the program.

2. Washington County Sheriff's Department Annual Update

Washington County Sheriff Caprice Massey and Undersheriff John Cook presented the department's annual report. Sheriff Massey stated that the department manages the county's only jail and provides countywide services to over 616,000 community members. She highlighted that Washington County remains the safest major urban county in Oregon. She shared the department's mission, strategic goals, and statutory duties.

Sheriff Massey spoke about the county jail, stating that it has 572 beds, but only 388 are currently available due to staffing shortages. In 2023, the facility processed 14,093 bookings. She noted that infrastructure improvements are underway, and once completed, they anticipate making all beds available.

Undersheriff Cook provided an overview of the department's interagency teams that contribute to countywide safety. He described the roles of the Mental Health Response Team (MHRT), Westside Interagency Narcotics (WIN), Tactical Negotiations Team (TNT), Crisis Negotiation Unit (CNU), Remote Operated Vehicle Team (ROVT), and the Incident Management Team (IMT).

Sheriff Massey outlined upcoming projects, including a jail capacity study, facility updates, and a public safety levy.

Councilor Hillier asked why the courthouse is being moved internally and inquired about the well-being of displaced employees. Sheriff Massey stated that establishing another courthouse at that location is part of the department's strategic long-term plan and that their facilities team is working on accommodations for displaced staff.

Councilor Hillier also asked about the future of Drug Take Back events and expressed interest in participating in discussions. Undersheriff Cook stated that the events were discontinued due to costs but noted that they are open to exploring future options.

Councilor Sacco inquired about the impact of bed shortages on the community. Sheriff Massey explained that they are working on a more robust pretrial release program, which would allow the purchase of electronic monitoring equipment to mitigate risks associated with limited jail space.

Councilor Sacco asked if expanding the MHRT could help reduce risk factors for those in jail. Undersheriff Cook stated that increasing the team's size would provide greater coverage and allow them to serve more individuals in need.

Council President Pratt asked what the jail is doing to reduce recidivism. Sheriff Massey stated that they offer a comprehensive set of programs to assist inmates in successfully reintegrating into the community upon release.

Mayor Bubenik asked if the facility study would explore expanding or relocating the jail. Sheriff Massey confirmed that all options are being considered.

Mayor Bubenik also asked whether the MHRT is federally funded and if the funding is at risk. Undersheriff Cook stated that the funding is locally sourced.

## **General Business**

### 1. Consideration of **Resolution No. 5865-25** Adopting the Grant Application, Acceptance, and Management Policy

Finance Director Don Hudson and Assistant Finance Director Matt Warner presented the grant application, acceptance, and management policy. Assistant Warner explained that having a grants policy provides a resource for employees, streamlines the application and management process, ensures compliance with grant requirements, and is viewed favorably by granting agencies. He emphasized that establishing a policy is an industry best practice.

Assistant Warner stated the purpose of the policy is to create uniform guidelines and procedures for City staff in developing, submitting, and managing grants, as well as receiving restricted funds. He stated that a grants policy ensures each grant program aligns with the City's mission and priorities, has been properly evaluated for any fiscal, legal, or operational impacts, and is managed effectively to maintain compliance with grant terms and eligibility for future funding. Assistant Warner reviewed key sections of the policy, including definitions, responsibilities, and guidelines, and shared a flowchart outlining the proposed process.

Council President Pratt asked who determines if a grant aligns with the City's mission. Assistant Warner stated that all evaluations are conducted at the department level.

Councilor Reyes inquired whether the amount of a grant impacts the process. Director Hudson clarified that the acceptance process remains the same regardless of the grant's size.

Motion to adopt Resolution No. 5865-25 adopting the grant application, acceptance, and management policy made by Council President Pratt, Seconded by Councilor Sacco.

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

Sacco, Councilor Gonzalez  
MOTION PASSED

2. Consideration of **Resolution No. 5866-25** Declaring Support for the Preservation of the Federal Tax Exemption of Municipal Bonds

Assistant City Manager/Finance Director Don Hudson presented information on the tax-exempt municipal bond process. He explained that the city currently has two outstanding general obligation bonds: the 2018 Transportation Bond and the 2023 Parks Bond. By utilizing the tax-exempt bond market, the city has been able to secure lower borrowing costs, which translates to a lower tax levy rate and annual savings for taxpayers. Director Hudson stated favorable rates have allowed the City to complete more projects while keeping tax burdens manageable for the community.

Director Hudson noted that as part of the proposed federal tax plan, the House Ways and Means Committee has identified the elimination of the federal tax exemption for municipal bonds as a potential revenue source. He emphasized that removing this exemption would have a significant financial impact on local governments and taxpayers. Director Hudson stated the City Council adopted its Federal Legislative Agenda in January, which includes a priority to "Protect Local Government's Ability to Offer Tax-Exempt Municipal Bonds." He stated the National League of Cities has urged municipalities to pass resolutions supporting the preservation of this exemption and to send copies to Oregon's congressional delegation.

Council President Pratt asked about the multiplier effect of tax-exempt bonds. Director Hudson explained the mechanics behind this effect and elaborated on the tax savings associated with maintaining the exemption.

Motion to adopt Resolution No. 5866-25 declaring support for the preservation of the federal tax exemption of municipal bonds made by Council President Pratt, Seconded by Councilor Sacco.  
Voting Yea: Mayor Bubenik, Council President Pratt, Councilor Reyes, Councilor Hillier, Councilor Sacco, Councilor Gonzalez  
MOTION PASSED

**Council Communications**

None.

**Adjournment**

Mayor Bubenik adjourned the meeting at 8:31 p.m.

Sherilyn Lombos, City Manager

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

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