



OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR OCTOBER 25, 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

Public Comment

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 October 11, 2021
2. Consideration of **Resolution No. 5574-21** Authorizing the City Manager to Execute a Grant Agreement with the Oregon Department of Transportation for the Oregon Community Path Program; and Appropriating Specific Purpose Revenues in the City's General Fund during the FY 2021-2022 Budget
3. Consideration of **Resolution No. 5575-21** Awarding a Contract for Engineering Services for the B-Level Water Main Upsize – Ibach to Norwood Reservoirs Project; and Authorizing an Appropriation Transfer in the Water Development Fund for the FY 2021-2022 Budget
4. Consideration of **Resolution No. 5576-21** to Annually Adopt the City of Tualatin Investment Policy
5. Consideration of **Resolution No. 5577-21** Authorizing the City Manager to Enter into an Agreement With Washington County for a Distribution from the Major Streets Transportation Improvement Program Opportunity Fund; and Appropriating Specific Purpose Revenues in the City's General Fund during the FY 2021-2022 Budget
6. Consideration of **Resolution No. 5578-21** Authorizing the City Manager to Execute a Grant Agreement for Two State Homeland Security Grant Program Grants; and Appropriating Special Purpose Revenues in the City's General Fund During the Fiscal Year 2021-22 Budget

7. Consideration of **Resolution No. 5579-21** Authorizing the City Manager to execute an Intergovernmental Agreement with the Tualatin Development Commission
8. Consideration of **Resolution No. 5580-21** Accepting Department of Justice's Office of Community Oriented Policing Services Grant Funds; and Appropriating Specific Purpose Revenue in the City's General Fund during FY2021-2022 Budget

Special Reports

1. Annual Report of the Juanita Pohl Center Advisory Committee

Juanita Pohl Center (JPC) Supervisor Sara Shepherd introduced the Juanita Pohl Center Advisory Committee Chair Susan Noack to present their annual report. She stated the committee's role is to hear updates from JPC staff with year-to-date figures on attendance and online programming. Chair Noack stated staff was able to increase participation with virtual programming such as exercise programs, aging mastery classes, monthly book clubs, virtual trips through national cities and parks, online socials, and educational webinars. She stated the JPC has received national press for their program offerings which have helped with receiving grants to produce videos for more programming. Chair Noack stated duplicating in-person programming for social engagement and interaction are the keys to overcoming isolation in the aging community. She stated in FY 2020-21 the JPC was open only 9 days but served 3,100 active adults in the virtual fitness programs and 1,400 in virtual enrichment programs. Chair Noack stated the JPC was one of only nine centers in the whole country to receive a grant for \$11,000 from NRPA to offer Active Living Every Day programs. She stated the action plan for FY 2021-22 is to keep supporting and growing active aging programs, grow the virtual programming portfolio, increasing diversity, visibility, and awareness as well as partnerships with national organizations and local community groups.

Councilor Pratt thanked everyone for keeping the creative connection during COVID.

Councilor Brooks asked if we share online classes with other cities who do not have this type of programming. She also asked how old do you have to be to attend the programs. Supervisor Shepherd answered they are partnered with Washington County Disability Aging and Veteran Services to provide outside participation. She added all adult age groups are welcome.

Councilor Reyes asked for an example of increasing diversity, visibility, and awareness. Supervisor Shepherd said they are reaching out to as many diverse groups as possible and tailoring more programs to Spanish speaking populations.

Council President Grimes expressed her appreciation for all of the work the committee has done. She stated the pivot from in-person programming to virtual was well-executed.

Mayor Bubenik thanked the JPC for honoring veterans by placing signs in their front yards for Veterans Day. Supervisor Shepherd stated there are extra signs available at the center.

Mayor Bubenik asked for an update on Meals on Wheels. Chair Noack stated they transitioned from 8,000 meals a day to home deliveries made the transition difficult. She stated they will reconsider in person dining in January. Chair Noack stated they are also

working on a new program for people who can volunteer services to mow grass, change lightbulbs, fix appliances, etc.

General Business

1. Tualatin Moving Forward 2022 Neighborhood Traffic Safety Projects Update

Transportation Engineer Mike McCarthy and Alta Planning and Design Consultant Katie Mangle presented the 2022 Neighborhood Traffic Safety projects. Consultant Mangle stated the public suggests these projects through the website and they are typically smaller projects with fast turnaround. She stated project prioritization criteria include geographic diversity, solution-oriented, and budget-approved. Consultant Mangle stated they received 106 suggestions including 16 carryover projects from last year. She stated five key factors were their focus including speed data, areas of diversity, access to transit, areas where the bond program has not focused investment, and streets with large gaps between crosswalks. Consultant Mangle share a 2020 equity index map and neighborhood projects from the TriMet pedestrian plan that will improve access to transit. Engineer McCarthy discussed five project areas at Avery/Tualatin Sherwood Road, Martinazzi/Mohawk, 67/68th Avenues Loop/Stoneridge, Martinazzi/Fred Meyer driveway, and the Sagert Street Bridge walkway.

Council President Grimes asked if there is a plan to add a bike lane at the Sagert Street Bridge. Engineer McCarthy responded there is a bike lane on the bridge, but the sidewalk ends right at the bridge guardrail.

Councilor Reyes asked if there are any plans to add lights on the Sagert Street Bridge. Engineer McCarthy said that could be considered.

Councilor Brooks stated she appreciates the thoughtfulness on bus stops with access issues as well as community contact and getting the needs met for the Stoneridge area. She asked if there is state funding available for the Sagert Street Bridge. Engineer McCarthy stated there is no state funding available for this project.

Councilor Reyes thanked staff for considering the extra parking at the Stoneridge area.

City Manager Lombos stated since there is no state funding available staff will look for alternative grants to supplement funding for projects.

Mayor Bubenik mentioned the Martinazzi/Fred Meyer driveway area has tight space at the bus stop by Shari's as well as the creek area flowing on the sidewalk creating a muddy area. City Manager Lombos mentioned that area is on the storm water master plan.

2. Quarterly Financial Report- 1st Quarter of FY 2021/2022

Finance Director Don Hudson presented the first quarter financial report. He presented the budget actuals for the general fund revenue and expenditures, building revenues, road operating revenues, core area parking fund revenues, and water operating fund revenues and expenditures. He noted in the investment report the City is still receiving a reasonable rate. Director Hudson mentioned potentially investing outside the state pool, which dropped down to .55% this last quarter and is going down again to .45%. He stated the total portfolio yield is .788%. Director Hudson stated property tax came in at 4.74% (above the 3% budgeted). He stated the fiscal health model shows a positive alignment with ongoing with a

projected positive alignment for FY23. Director Hudson noted with conservative projection he is projecting a negative alignment in FY24, noting it is manageable.

Director Hudson announced the City is the recipient of the Government Finance Office Association's Triple Crown Award. He stated the city has received the certificate of achievement for excellence in financial reporting for 29 years; the popular annual financial reporting award for 2 years; and the distinguished budget presentation award for 8 years.

Director Hudson shared the ARPA guiding principles. He stated infrastructure is important to Council and funds could be used to extend a water line needed for affordable housing project and improve outdoor spaces such as Stoneridge Park. Director Hudson stated other investment areas could include assistance to households including programs for utility billing assistance.

Director Hudson discussed delinquent utilities. He stated the city stopped shut-offs in April 2020. He stated the city has sent delinquent notices to keep communication delinquent accounts. Director Hudson stated there are 168 delinquent accounts totaling around \$106,000. He stated other local providers have resumed shut-offs to keep accounts from becoming unmanageable. Director Hudson stated not all accounts are due to COVID and they are trying to narrow down the list to help those who are really impacted. He is proposing to resume shut-offs in February. Director Hudson stated there would be extensive outreach via information on the website, monthly bills, social media, and communicating with customers.

Councilor Brooks asked if there is a way to support people in the application process for programs and if ARPA money could be used to do door hanging. Director Hudson stated Community Action is beneficial because they have the ability to provide assistance with other funding as well and help with the process.

Councilor Pratt stated concerns households who are in arrears and how they will get a handle on it. Director Hudson mentioned they are helping to figure that out. He stated the city has not been assessing late fees. Councilor Pratt stated February is good timing to start shut-offs.

Councilor Reyes asked if businesses are delinquent also. Director Hudson confirmed some businesses are delinquent. Councilor Reyes suggested contacting other cities to see the process they use before doing shut-offs.

Councilor Sacco asked when outreach was going to start before shut-offs in February. Director Hudson answered a time line and plan is in the works, but it should start in the next few weeks.

Mayor Bubenik inquired about why February was determined. Director Hudson responded they did not want to go out too far and December was too soon. February gives time to do outreach. Mayor Bubenik mentioned the concerns with how quickly the programs would be started up and if February was too soon.

Councilor Hillier stated she has the same concern as the Mayor. Director Hudson stated the County has allocated the money to Clean Water Services. He believes the program will be up and running by the first of the year.

Councilor Brooks asked if people needed help to fill out forms. Director Hudson stated staff would point them to Community Action because of the different aspects the can assist with that the city can't.

City Manager Lombos stated there is a communications group put together by the County to communicate different programs and do outreach in a simple and culturally appropriate way.

Council President Grimes asked if commercial and residential dates could be separated. She mentioned concern for inclement weather in February for residential customers. Director Hudson stated they will get a feel for what the needs are and that putting a date out there is just to get the process started.

Councilor Hillier asked about assistance for Clackamas County residents. Director Hudson staed there is no separation between the two in Tualatin, and it would be handled the same as the CARES Act.

Council consensus was reached in support of the plan and would like to have further discussion before it is finalized.

3. Consideration of Recommendations from the Council Committee on Advisory Appointments

Councilor Reyes announced reappointments for the Tualatin Library Advisory Committee.

Motion to approve appointment was by Councilor Hillier and 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 9:03 p.m.

Sherilyn Lombos, City Manager

_____ / Teresa Wegscheid, Recording Secretary

_____ / Frank Bubenik, Mayor