



TUALATIN CITY COUNCIL

OFFICIAL WORK SESSION MEETING MINUTES FOR AUGUST 26, 2024

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

ABSENT: Councilor Cyndy Hillier

Mayor Bubenik called the meeting to order at 5:30

1. Update on the Community Involvement Organization (CIO) Program.

Community Involvement Organization (CIO) Members Cathy Holland, Janine Wilson, Tim Neary, and Patricia Parsons gave an update on the CIO program. Ms. Holland presented a brief history and spoke to the purpose of the program. She stated the CIOs are requesting to increase the CIO grant amount to \$2,500, improve communications regarding development, and hold an annual joint Council and CIO leadership meeting.

Mr. Neary stated the grant amount has remained unchanged since the program inception in 2013. He spoke to the financial hardships of the CIOs due to rising costs and inflation. He gave examples and stated that the CIOs are requesting additional funding to help cover the cost.

Ms. Holland shared that volunteer insurance is no longer available through the city's volunteer program for the CIOs, and they must now obtain their own. She stated as such the CIOs are requesting additional funding in their grant programs to cover the increased costs. Mrs. Parsons shared the estimated costs to purchase this additional insurance for their community events.

Ms. Holland shared the recent effects of the boundary changes involving various CIOs. She asked the Council to review the boundaries and potentially consider adding a new CIO to even out the membership numbers.

Ms. Wilson spoke on the LAM expansion affecting the Riverpark CIO neighborhood. She mentioned various concerns and requested city staff to attend future informational meetings to be able to speak into the issues in real time. She inquired if using CIO mailings to notify residents of upcoming informational meetings would be allowed. Ms. Holland spoke to the history of neighborhood and zoning issues due to outdated planning. She expressed that currently there is no confidence that the developer is accurately communicating to the city what the neighbors are saying. Mr. Neary stated there is a collaboration problem between the developer, the city, and the neighborhood. He requested there be improved communication.

Ms. Holland stated that the CIOs are considering incorporating as 501c3's as advised by former City Councilor and Ibach CIO member, Robert Kellogg. Mr. Kellogg met with them and shared the advantages of incorporating. Mrs. Parsons said incorporating individually would allow each CIO to be insured. As of now the CIO's are still discussing this topic and how to move forward.

Council President Pratt asked if they have any concerns about filling board positions within the CIO after they incorporate. Mrs. Parsons stated incorporating might be helpful in recruiting more board members.

Council President Pratt supported the idea of an annual meeting with the Council.

Councilor Sacco asked what the time and cost investment would be to review the CIO boundaries. In addition, she supported an annual meeting and better communication regarding development.

Councilor Reyes thanked them for the presentation and mentioned that she rarely hears from her neighborhood's CIO president. Sharon Noelle, Midwest CIO Treasurer, spoke to various hinderances the CIO has experienced which led to cancelled events. Ms. Noelle would like a better way to find out which residents have interest in CIO events.

Councilor Reyes asked if the requested amount of \$2,500 is per CIO or divided amongst all CIOs. Ms. Holland clarified it is \$2,500 per CIO.

Councilor Bridget Brooks thanked them for the presentation and is happy to have listening sessions with the CIO leaders annually. She sought clarification on the idea of incorporating and asked if it would be seven separate entities or one collective entity. Mrs. Parsons stated the CIOs need to be independent so they can function and make decisions independently. Councilor Brooks offered there might be more options with organizational design and autonomy if they are independently incorporated.

Councilor Brooks agreed that better rapport builds trust in regard to the LAM expansion, and she supported the idea of staff attending the informational meetings. She offered the idea of the new website featuring the Architectural Review process, so information is continuous, and meetings are updated.

Councilor Gonzalez thanked them for the presentation and agreed that the funding request is logical. He shared that prior to joining the City Council, he didn't know what "CIO" meant. He stated he would like to see it spelled out on signage to spread understanding and awareness. Mrs. Parsons agrees with changing the name to be spelled out and would like communication revisited (postcard design and branding) to make it more appealing to all. Ms. Holland noted the name should be corrected from "Citizen" to "Community."

Councilor Reyes asked if the postcard is the only method of communication. Mr. Neary stated each CIO communicates differently due to geography of the CIOs. He also stated that utilizing social media has helped.

Councilor Reyes expressed concerns with the CIOs individual incorporating and would like them to really consider all options before moving forward. Ms. Holland stated a collective incorporation could present to be a pseudo council and cautioned against it.

Mayor Bubenik thanked them for sharing their requests with the Council. He reassured them that the council, city staff, and LAM are listening to their concerns. Mayor Bubenik encouraged them to keep sending emails with their concerns as they arise.

2. Review of Council Rules.

City Attorney Kevin McConnell presented a second review of proposed revisions to the Council rules. He gave an overview of the history of the council rules review. Attorney McConnell stated

there were three main revisions: clarifying the purpose and goals in having Council working together, discussing council trainings, and clarifying what type of communications are proper.

Council President Pratt sought clarification regarding council member's communications on behalf of the city. Attorney McConnell stated the city interest should be in some form on the communications. He noted the council rules allow Council to decide if a rule has been violated.

Councilor Brooks brought up the topic of community engagement and city communications highlighting specific residents' accomplishments or visiting dignitaries. She would like to see language changed to be more inclusive than just stating community events. Attorney McConnell responded that if the city interest is involved in any way, then the rules would allow such communications.

Councilor Gonzalez summarized the policy revisions on council communications and applicable procedures in question. Attorney McConnell agreed with his summary.

Councilor Sacco asked for clarity on attendance at committee meetings. Attorney McConnell referenced Rule 2H2 and gave various examples and the processes to rectify absences without prior notifications. Councilor Sacco listed various potential situations regarding absences of council members and asked what the consequences should be. Attorney McConnell responded with his experience in previous city governments and gave examples of how certain situations were handled. City Manager Lombos offered the idea of crafting what to do about assigned committees and the disciplinary options. Attorney McConnell gave his support of that idea and stated what he has witnessed in other municipalities.

Councilor Brooks inquired about virtual attendance requirements and parameters. Attorney McConnell shared the rules related to virtual attendance. Councilor Brooks requested more specific procedures so there is clarity.

City Manager Lombos stated the revisions to the rules will come back to Council under general business for approval at a future meeting.

3. Council Meeting Agenda Review, Communications & Roundtable.

Moved to the regular meeting due to lack of time.

Mayor Bubenik adjourned the meeting at 6:54pm.

Sherilyn Lombos, City Manager

_____/Erika Pagel, Recording Secretary

_____/Frank Bubenik, Mayor