



TUALATIN CITY COUNCIL

OFFICIAL MEETING MINUTES

FOR OCTOBER 28, 2024

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

ABSENT: Mayor Frank Bubenik

Call to Order

Council President Pratt called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Announcements

1. Proclamation Declaring November 2024 as Native American Heritage Month in the City of Tualatin

Councilor Brooks read the proclamation declaring November 2024 as Native American Heritage Month in the City of Tualatin.

Public Comment

Tualatin Parks Advisory Committee Chair Emma Gray expressed gratitude towards departing Parks and Recreation Director Ross Hoover highlighting his contributions in improving the quality and maintenance of the parks system.

Council President Pratt shared thanks for Director Hoover's time with the city.

Consent Agenda

Motion to adopt the consent agenda made by Councilor Sacco, Seconded by Councilor Brooks.

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

MOTION PASSED

1. Consideration of Approval of the Special Meeting Minutes of September 30, 2024 and the Work Session and Regular Meeting Minutes of October 14, 2024
2. Consideration of **Resolutions No. 5814-24, 5815-24, 5816-24** Accepting Grant Funds for Traffic Safety Enforcement through Oregon Department of Transportation
3. Consideration of **Resolution No. 5817-24** Adopting the City of Tualatin Investment Policy

4. Consideration of **Resolution No. 5818-24** Authorizing the First Amendment to the Agreement Between The City of Tualatin and Randall and Karen Alvstad For Management and Operations of Basalt Creek Parkland.

Special Reports

1. Quarterly Financial Report – 1st Quarter of Fiscal Year 2024/2025

Assistant City Manager/Finance Director Don Hudson presented the quarterly financial report for the first quarter of fiscal year 2024/25. He shared a budget-to-actual comparison, noting that overall spending trends are consistent with previous years. He provided details on revenues and expenditures for the general fund, building fund, road utility fee fund, road operating fund, and utility funds. Director Hudson then presented the investment report for the first quarter, stating that all investments are in compliance with the city's investment policy and noting a total book yield of 4.197% over the last quarter. He added that the fiscal year 2023-24 audit is currently underway and that the Annual Comprehensive Financial Report will be issued by the end of the year.

Director Hudson also provided updates on American Rescue Plan Act (ARPA) projects. He reported that completed or in-progress projects include the waterline servicing line, trail-adjacent projects at Plambeck Gardens, and additional ADA improvements throughout the city. He noted that upcoming projects include park renovations at Las Casitas Park. Director Hudson discussed the Utility Bill Assistance Program, mentioning qualifying accounts that extend beyond the standard program's eligibility criteria.

Director Hudson elaborated on the city's agreement with Community Action for processing utility bill assistance applications and outlined the communication efforts for the program. He explained that accounts may receive up to \$300 in assistance per year. In fiscal year 2024, 34 accounts were assisted, totaling \$23,506.18. To date, 21 accounts have qualified this fiscal year, with a total of \$7,083.40 in assistance.

Councilor Sacco asked how someone qualifies for the Utility Bill Assistance Program. Director Hudson explained that before service shut-offs occur, staff contacts customers to discuss their needs and provides information about the program if necessary.

Councilor Brooks inquired about sales and the maturity segregation of park bond investments. Director Hudson clarified the investment strategy, emphasizing the use of shorter-term investments to align with timing needs and noted the city's ongoing efforts to secure grant opportunities. Councilor Brooks asked if any matching grants had been received, expressing interest in more detailed information on park bond funds. Director Hudson offered to send that information to the Council and confirmed that, to date, no bond projects have utilized grants or matching funds.

Council President Pratt asked about the remaining ARPA funds and their future allocation. Director Hudson stated that the ARPA fund will remain open until all funds are fully allocated.

Council President Pratt inquired about the long-term funding of the Utility Bill Assistance Program once ARPA funds are depleted. Director Hudson assured her that the city's budget includes allocations for the program.

Council President Pratt asked about the permissible duration for investment funds. Director Hudson replied that state statute dictates the maximum length of time investments can be made.

General Business

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

Councilor Reyes and Sacco shared names of recommended candidates.

Motion to adopt recommendations as presented made by Councilor Sacco, Seconded by Councilor Reyes.

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

MOTION PASSED

Council Communications

Councilor Hillier acknowledged today as First Responder's Day.

Adjournment

Council President Pratt adjourned the meeting at 7:44 p.m.

Sherilyn Lombos, City Manager

_____ / Nicole Morris, Recording Secretary

_____ / Frank Bubenik, Mayor