

**TUALATIN TOMORROW
VISION IMPLEMENTATION COMMITTEE**

MEETING #1

January 16, 2008
6:30 P.M. – 7:45 P.M.
City Council Chambers

MEMBERS PRESENT: Monique Beikman, Frank Bubenik, June Bennett, Neta George; Candice Kelly, Connie Ledbetter, Larry McClure, Gary Rusnyk; Dave Volz, Jay Wilcox

PARTNERS: Buck Braden – Artist
Ryan Dinneen – City of Tualatin/YAC
Joe Lipscomb - Loaves and Fishes
Diane Lynch – The Wetlands Conservancy
Linda Moholt – Tualatin Food Pantry
Scott Schlegel – Community Action
Carla Thaler - Tualatin Chamber of Commerce
Steve Wheeler – Clackamas County
Jill Zurschmeide – Tigard Tualatin School Board Member

GUEST: Mayor Lou Ogden

STAFF: Doug Rux, Community Development Director
Carol Rutherford, Office Coordinator

INTRODUCTIONS/AGENDA

Mr. Bubenik welcomed everyone to the first official meeting of the VIC. At the January 14, 2008, City Council meeting, the formation of this committee was unanimously approved. VIC members introduced themselves and were encouraged to sign in. Mr. Bubenik reviewed the agenda. The second hour will be the first meeting of the VIC Steering Committee. All VIC members are welcome to stay for that meeting.

ACCEPTANCE OF MINUTES FROM DECEMBER 19, 2007 AD HOC IMPLEMENTATION MEETING

Mr. Schlegel stated that his professional affiliation is Community Action and not Washington County as noted in the draft of the minutes. MOTION by Kelly, with the change noted above, SECOND by Ledbetter, to approve the minutes of the December 19, 2007, meeting. MOTION PASSED unanimously.

APPOINTMENTS – CO CHAIR, FOCUS AREA REPRESENTATIVES

As a result of the Council action Monday evening, Mr. Bubenik is now the chair of the VIC, and it is his responsibility to appoint a co-chairperson and focus area representatives. Mr. Bubenik nominated Candice Kelly as co-chair; SECOND by Schlegel; MOTION PASSED unanimously.

Mr. Bubenik indicated his desire for the six focus area representatives to remain in their respective capacities. All attendees unanimously agreed on these appointments:

- Connie Ledbetter Parks, Recreation and Natural Areas
- Dave Volz Traffic, Transportation and Connectivity
- Gary Rusynyk Growth, Housing and Town Center
- Larry McClure Arts, Culture, Education, Youth and Family Activities
- Neta George Governance, Leadership and Community Engagement
- Jay Wilcox Health, Safety and Social Services

Mr. Bubenik congratulated everyone and conveyed his thanks for their willingness to remain with the project. Terms of these assignments will be staggered as needed and discussed at a future time.

BUDGET

The VIC/Steering Committees will develop a budget for FY 08/09. The City is currently involved in the budget preparation process, and we will need to submit a recommendation to the Budget Committee by the end of February 2008.

Mr. Bubenik reviewed the information on the white board delineating the City of Hillsboro's current budget for its vision implementation program. This information was provided by John Coulter and Eric Jensen who are both associated with the Hillsboro VIC. Their current budget is \$63,200 and consists of the following components:

- 1) Part-time Consultant: (\$40,000) This individual facilitates meetings and supports the VIC to help offset the amount of time needed from staff and volunteers. The staff member and consultant work together to conduct surveys, organize the Town Hall event, do mailings, report preparation, etc.
- 2) Spanish Voice Mail Line: (\$200)
- 3) Volunteer Coordination: (\$5000) This is provided through the Chamber of Commerce and is responsible for marketing and outreach to solicit volunteers to help with the program.
- 4) Town Hall: (\$9600) This includes all aspects of the event including advertising, flyers, material distribution, translation services, graphics, childcare etc. TT VIC Committee members requested a copy of the financial information delineating what Tualatin spent on our community events.
- 5) Speakers' Bureau: (\$4900) This line item provides funds to help cover the costs of individuals attending events in the community to discuss the program and includes the cost of travel, dinners, etc. John Coulter and the VIC co-chair participate in these events on behalf of the Hillsboro VIC throughout the year.
- 6) Contingency: (\$3500)

Committee members briefly discussed this material and the preparation of a proposed budget. Monique reiterated the timeline for submission which is the end of February 2008 with formal adoption by the City Council in June 2008. The budget will cover anticipated expenses from 7/1/2008 – 6/30/2009. In Hillsboro, John Coulter is a citizen so his time is voluntary while Eric Jensen is the City staff member assigned to the VIC. Mr. Rux also provided an overview of the items that should be included in the next budget. Incidentals such as printing have, in the past, come from the Community Development budget, but this year they should be a separate line item. Signage can be reused each year with different dates.

Mr. Bubenik announced that John Coulter and Eric Jensen will attend our VIC meeting on February 20th. They will do a Power Point presentation and be available to answer any questions our committee might have.

Prior to creating the budget, it is important to determine what we want to accomplish in the upcoming fiscal year. Mr. Wheeler stressed that Hillsboro is triple the size of Tualatin and that the first year is the most expensive and difficult. Mr. Bubenik encouraged committee members to write down everything we want, and pare it down as necessary. Mr. Wheeler also stressed that it is important to develop a realistic budget, as this program is a high priority for the City. Committee members should review the information on the white board from the perspective of identifying other items that may need to be included in our budget.

Committee members briefly discussed the money remaining for this fiscal year and inquired if it is sufficient to cover the projected expenses for the Town Hall. Mr. Rux stated that this year's budget is \$5000 with \$4000 budgeted for the Town Hall, publications etc. We currently have about \$4500 remaining in the FY 07/08 budget.

Mayor Ogden stressed that if there were no VIC, then the City would be doing this project in some other way, likely using City employees and resources. He also suggested that this committee should determine what we plan to accomplish and then meld it with what Council wants to accomplish and then do some balancing if not in sync with one another.

A brief discussion was held regarding Hillsboro's consultant and their role. Committee members agreed that a consultant is not required and felt that we can operate our program without it. Hillsboro does receive a lot of corporate money to help fund their program. It is important that the volunteers don't get burned out. A brief discussion was held regarding staff time. This will be factored in for FY 08/09.

Mr. Bubenik stated that the Steering Committee will be discussing the budget in more detail and encouraged committee members to send emails with any additional thoughts or questions.

Mayor Ogden stated that we don't want to short change ourselves. Hillsboro is starting a foundation, and the question was raised as to how we could solicit corporate donations whether charitable or not. Ms. Thaler indicated that this could be a great public/private partnership and stressed the importance of continuing to engage our community members. The Chamber recruited members for two committees this week, and she knows of another individual who does Spanish translation services. Other outreach services could include

presentations over the life of this program as well as a presentation at a future monthly Chamber luncheon. It could be a goal to have a Chamber member serving in each focus area and to attend each meeting. Ms. Ledbetter reinforced the need for branding, etc.

TOWN HALL/PUBLICATION – TIMELINE

Mr. Bubenik stressed the need to begin planning this event and suggested the date be sometime in May prior to the end of the school year. May 14th is our normal meeting date. Alternate dates could be May 13th or 15th. Possible locations include the high school (Commons area and/or auditorium), Hazelbrook Middle School (although there were acoustic issues with the Commons area during the Town Hall), the Community Education rooms at Meridian Park Hospital, or the Senior Center. It was suggested that the venue not be too large to create the appearance of low attendance. While we will continue to do as much outreach as possible, it was stressed that we shouldn't set the bar too high regarding the number of attendees. Hillsboro averages 100 people. The big community event is every five years when the action plan is reviewed in detail. We should also revisit what worked well in the past including yard signs, banner at Tualatin Commons, distribution of a flyer by the Tualatin High School choir members, the phone bank etc.

The VIC members briefly discussed the proposed content of the program. It should include a recap of the progress/results to date and demonstrate that this program is not "sitting on the shelf." Credibility is the key. There is no need to do a dot exercise. Attendees should have the opportunity to walk around to the different areas and talk one-on-one with the Partners and focus area representatives, similar to the May 2007 event. Joe Lipscomb suggested that it be approximately one hour long. We need to remain cognizant that this is a 30-year process. A by-product of the Town Hall will be to continue efforts for volunteer recruitment.

Mr. Rux will check the availability of Tualatin High School and the rental rate for the evenings of May 13-15, 2008.

FOCUS AREA MINI-MEETING REPORTS/THOUGHTS

Mr. Bubenik asked that the focus group representatives provide a brief update on their areas.

Parks, Recreation and Natural Areas: Connie reported that this group held several meetings last year and met with Carl Switzer, the City's Parks and Recreation Coordinator. The majority of items (particularly the simple things) on the list are either done or being worked on. The real need is to address the difficult items (i.e. construction of a dog park; continuing the greenway along the river which would require negotiations with homeowners for easements, etc.) If the City decides to move forward with a bond measure in the November 2008 election, this would address the issue of building a community center which is an action item in this focus area as well as Jay's.

Traffic, Transportation and Connectivity: Dave reported that many of the action items in this area are dependent upon the ultimate location of the I-5 transportation connector project. Progress is slow; the next step is preparing evaluation criteria. Dave has called TriMet to set up a meeting to discuss a number of issues with them. With regard to the upcoming Commuter Rail project, issues with the railroad and noise are the key obstacles.

Growth, Housing and Town Center: Gary stated that the City is the Lead Partner in all but two items. He met with Doug Rux last week, and the City is already working on the majority of them. The next step will be to determine how far along the City is on each item.

Arts, Culture, Education, Youth and Family Activities: Larry reported that this group held their first meeting last night. As an outcome, he created a three-page document to summarize the status of all items, many of which are already being addressed. The next step will be to prioritize the remaining items. A secondary outcome of this meeting was that this group learned a lot about how willing and broad thinking people are. He also commented that some community centers incorporate youth and seniors and are used 18 hours per day.

Governance, Leadership and Community Engagement: Neta reported that she had held off moving forward until now. This area interfaces quite a bit with the City.

Health, Safety and Social Services: Jay reported that a list has been compiled documenting 20-30 actions that fall under the "Safety" area. This group has met once and will meet again next week. The Senior Center personnel are working on the details for the health fair. There will definitely be something to present in May to reflect the achievement of action items. They will begin interfacing with Legacy, Providence, Kaiser, and the school district. Jay attended Linda Moholt's meeting regarding the homeless, and he is trying to identify faith-based services and to talk to ministers. The local Methodist Church has been identified as a possible shelter for the homeless on nights when the temperatures are quite low. There is a meeting scheduled with the church tomorrow to discuss opening this weekend. Members of other area churches will be requested to help staff it. Jay reported that the homeless population here in Tualatin is diminishing due to the "no camping" violation. There is one woman who needs assistance. Because of various issues, she cannot stay in a large shelter with other individuals, and there are no longer funds to allow her to stay in her previous location. While this area has provisions for families, there is no place for single homeless adults.

Ms. Ledbetter commented that after her group reviewed their list, they reorganized the items into sections of like items. By categorizing the items, it allows you to better take control of your action items.

TUALATIN TOMORROW WEB SITE UPDATE

Mr. Bubenik stated that the Tualatin Tomorrow website needs to be updated and worthsmithing done. New sections will be created for the VIC and VIC Steering Committee to include agenda packets for the meetings as well as future meeting dates. Mr. Rux and Ms. Rutherford are working on it. Information on the Ad Hoc Implementation Committee meetings is posted. Mr. Bubenik encouraged VIC Members to email him or Candice with any suggestions for improvements. Mr. Rux commented that the Community Profile done several years ago by Zenn Associates is no longer posted on the website. Staff will arrange for it to be reposted.

SUMMARY OF CITY COUNCIL DISCUSSION – JANUARY 14, 2008

Mr. Rux provided a brief overview of City Council/staff discussions regarding a possible bond measure this November to build a multi-purpose community center as well as other recreational enhancements in the City (i.e. sports fields, parks, pedestrian trails equipment

replacement and capital operating funds) and how the VIC can support that goal. City Council approved the formation of an ad hoc committee to determine the feasibility of this bond measure and are looking for individuals to serve on this committee, including two members from the VIC. After a brief discussion, Connie Ledbetter and Jay Wilcox agreed to serve. Staff will forward their names and contact information to Paul Hennon tomorrow. The initial time commitment for this committee will be attending a meeting every few weeks to get things started.

Mayor Ogden stated that there are 21 positions on this ad hoc committee that includes 2-3 citizen positions that could be filled by other members from the VIC. He encouraged attendees to participate or solicit assistance in recruiting other citizens to become involved. The goal of the ad hoc committee is to develop a product that will gather the support of our community. Linda Moholt indicated that she would like to participate in this process.

Mr. Bubenik stated that these meetings might go longer than two hours next month. He reminded attendees that in March the meetings will move from the third to the second Wednesday of the month.

PUBLIC/OTHER COMMENTS

Diane Lynch of the Wetlands Conservancy offered her assistance to be involved with the Town Hall event this spring.

The meeting adjourned at 7:45 p.m.

Summary notes compiled by: Carol Rutherford, City of Tualatin