



TUALATIN TOMORROW
Vision Implementation Steering Committee Meeting #5
Wednesday, May 14, 2008 6:30 - 7:30 p.m.
City Council Chambers

Agenda

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| 2 Minutes | Introductions/Agenda |
| 3 Minutes | Acceptance of the minutes of April 9, 2008 VIC SC meeting. |
| <u>Discussions</u> | <u>New Business:</u> |
| 5 Minutes | Meeting with Mayor Ogden – Budget Update |
| | <u>Old Business:</u> |
| 10 Minutes | May 8 th Event — Review. |
| 15 Minutes | Annual Report to City Council on July 14, 2008 |
| 5 Minutes | Float for Crawfish Festival |
| <u>Actions</u> | |
| 5 Minutes | Any needed actions - Annual Report to City Council in July. |
| 5 Minutes | Any needed actions on Crawfish Festival. |
| <u>Other Items</u> | |
| 2 Minutes | Public Comments |
| 2 Minutes | Announcements/Other Items |

Next Meeting Date: Wednesday, June 11, 2008
6:30- 7:30 p.m.
City Council Chambers - 18880 SW Martinazzi Avenue

**TUALATIN TOMORROW
VIC STEERING COMMITTEE**

MEETING #4

April 9, 2008

6:30 P.M. – 7:25 P.M.

City Council Chambers

MEMBERS PRESENT: Frank Bubenik, June Bennett, Candice Kelly, Larry McClure, Gary Rusynyk, Dave Volz, Jay Wilcox, and Carla Thaler

MEMBERS ABSENT: Monique Beikman, Connie Ledbetter, Neta George

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

INTRODUCTIONS/AGENDA

Mr. Bubenik welcomed everyone and reviewed the agenda.

ACCEPTANCE OF MINUTES FROM MARCH 12, 2008 VIC STEERING COMMITTEE Ms. Kelly stated that the minutes have been updated to accurately reflect the attendees at that meeting. MOTION by Kelly, SECOND by Wilcox, to approve the minutes of the March 12, 2008, VIC Steering Committee meeting. MOTION PASSED unanimously.

DISCUSSIONS

NEW BUSINESS:

Council Work Session Update:

Mr. Bubenik and Ms. Kelly attended the March 24th Council Work Session to present the proposed goals, budget, and position description for the part-time administrative support person. Council members voiced some concern over the amount of the proposed budget, particularly as related to the part-time position. A meeting with the Mayor, Councilor Beikman, Frank, Candice, and Doug Rux is scheduled for April 16th. An inquiry was made with regard to accessing grant money for this position, but Mr. Rux replied that this was not a likely option. Sometime in the future we may be able to solicit funds from local corporations. While it is a great idea to bring businesses in, the City is the biggest partner, and demonstration of our support and involvement prior to soliciting additional resources would be beneficial. The City Council allocated \$200,000 to start this program in addition to the extensive staff time that has been incurred for this project.

Mr. Rux stressed that the Tualatin Tomorrow program is going through the budgetary process just like all other departments to compete for funding. Mr. Wilcox inquired of the City is experiencing declining revenues. Mr. Rux responded that our assessed values continue to reflect an increase of 3% per year. Some publicity regarding decline in local government revenue (i.e. City of Salem) has been noted, but the City of Tualatin is not in that situation.

Procedure to Add/Update Action Items:

In looking beyond the May 8th Community Event, the Steering Committee will focus on two things: (1) evaluate actions by Partners as discussed by Hillsboro and (2) as possible new or updated action items emerge, what process should be followed to deal with them. This group will start working on these items at the May 14th meeting. Mr. Volz stressed the need to obtain as much input from the public as possible to drive the update process. He suggested having an easel to write down their comments and suggestions at the May event. Ms. Kelly stated that the focus area leads will discuss this and take notes to bring back to us.

Annual Report to City Council in July:

The annual report for Tualatin Tomorrow will be presented to the City Council on July 14th in addition to the written report. Additional components of the written report will include accomplishments, a recap of the May Community Event and, in looking forward, any proposed new action items. This report and presentation will be included in the "General Business" section of the Council meeting. As this staff report will be submitted for review at the end of June, this committee and the VIC will prepare and approve it at our June 11th meetings.

Work Plan for FY 08/09:

Mr. Bubenik distributed a handout provided by John Coulter from Hillsboro that delineates their schedule and work plan for FY 07/08. We would like to create a similar document to begin in the new fiscal year. The Steering Committee will begin working on this after the May event. Mr. Rux reviewed the timeline for approval of the budget and goals. The Budget Committee meetings will be held in May and then followed by a recommendation for approval at the June 23, 2008, Council meeting. Beginning in July, the VIC will meet on a quarterly basis rather than monthly so that the Steering Committee will have a longer period to discuss key issues.

OLD BUSINESS:

May 8th Event Update – Needs:

Ms. Kelly will provide an in-depth update at the VIC meeting. The flyers have arrived (English and Spanish) and have been divided up. Many will be available at the Health Fair this Saturday as well as at the Heritage Center. We have 16 lawn signs and 4 parking signs. The hospital will also provide event-parking signs.

Update on City of Tualatin Reconciled Action Items:

Mr. Rux distributed copies of a handout which is a reconciliation of the City's action items broken down into categories of: "in process," "to do" within a 2-4 year window, and those in the "parking lot" which are at least five years out. All of these are items that are primary to the City and not a secondary role. He reviewed items in the various focus areas including some items that had been reassigned. This information will be presented at the City's table at the May event. Doug, Carol and Stacy will create a document to depict the City's accomplishments over the past fiscal year. In addition to Doug, the City Manager and City Engineer will likely staff the City's table.

Mr. Volz stated that information on the WES and the I-5 Connector will be presented at his focus area table and include easels and posters with materials on the table. He's working with the Public Relations personnel for Metro and Washington County.

Ms. Kelly requested that the focus area leads provide her with the names and addresses of who will be staffing each table.

Mr. Wilcox stated that he has talked with the Police Chief regarding safety items and inquired if he will attend this event. Mr. Rux responded that he did not know, but we could request a commitment from someone on the police force. A bilingual police officer would be great!

Focus Area Lead Updates for SC:

Mr. Wilcox provided an update on Health, Safety, and Social Services. Neta George and Connie Ledbetter were not in attendance. Doug Rux stated that Neta was waiting for the City's list to be done. Further information will be shared in the VIC meeting.

Centerpiece for TT Table at Celebrate Tualatin – April 17, 2008:

Mr. Bubenik stated that the Flowering Jade is creating a centerpiece for us which will be a blooming bulb-based basket suitable for replanting and tie into the theme of this year's Celebrate Tualatin program. The cost of the basket is \$50.00 and is included in the budget. He will obtain a receipt for reimbursement. We also need to create some brief information regarding the item for display purposes. Ms. Thaler stated that attendees will be permitted to put their tickets in the bag of the door prize that they specifically would like to win.

In response to gathering door prizes for our May 8th event, it was suggested that someone contact Chris Barhyte for a donation. Pacific Natural Foods may donate something.

Float for Crawfish Festival:

Diane Bonica will be responsible for the float this year and has emailed Candice that she had a great idea for the theme of the float. It is our goal to have some money left after the May Community Event to apply to the purchase of the supplies for the float and any giveaways (i.e. candy to throw from the float). Ms. Thaler has had offers for two trailers to be used as the base for the float – a 14-foot utility and a flatbed. The Chamber may use the flatbed.

ACTIONS

Any Needed Action on TT Community Event:

Mr. Bubenik obtained a copy of a spreadsheet from Doug Zenn on all contacts made since the inception of this program. We'd like to do a phone bank prior to the event. It was agreed that a phone bank will be held on Monday, May 5th, from 7:00 – 8:30 p.m. at the Van Raden Center. Mr. Rux suggested soliciting assistance from the Youth Advisory Council for this project. Anyone else interested in participating should contact Frank or Doug. There are 12 phones available. Carla Thaler offered to use her cell phone. It was suggested to contact Hagggen's for donations of cookies, juice, and water.

Any Needed Action on Celebrate Tualatin and Crawfish Festival

Community Event flyers will be included in the gift bags being created by the Chamber prior to Celebrate Tualatin. There will be an hour of networking prior to the event. Carla stated that they may "swap out" plants since electricity is needed for one display. If this is done, it could attract attendees to our table. Mr. Bubenik suggested putting the lawn sign in a planter for display purposes. Extra flyers as well as some bound copies of the Action Plan document will be available.

Since this is a volunteer recognition event and there will be 40 nominees, this could serve as an excellent venue to recruit volunteers for Tualatin Tomorrow. In addition, it could possibly provide a way to recruit an office volunteer if our request for this position is not funded.

No further action for the Crawfish Festival is required at this time.

PUBLIC COMMENTS

None

ANNOUNCEMENT/OTHER ITEMS

MOTION by Kelly, SECOND by Thaler, to adjourn the meeting at 7:25 pm. MOTION CARRIED Unanimously.

Summary notes compiled by: Carol Rutherford, City of Tualatin