

**TUALATIN TOMORROW  
VIC STEERING COMMITTEE**

**MEETING #13**

**April 8, 2009**

6:30 P.M. – 8:02 P.M.

City Council Chambers, 18880 SW Martinazzi Avenue

**MEMBERS PRESENT:** Frank Bubenik; Ed Casey; Candice Kelly; Larry McClure; Ben Roberson; Alex Schrimp; Karen Solano; Ashley Thiessen; Dave Volz; Jay Wilcox

**MEMBERS ABSENT:** Monique Beikman; June Bennett; Dayna Kam; Kelly King; Connie Ledbetter; Rina Minato; Linda Moholt; Beth Roach

**STAFF:** Doug Rux, Community Development Director  
Carol Rutherford, Office Coordinator  
Margie Bradley, Tualatin Tomorrow Champion

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**AGENDA**

Mr. Bubenik called the meeting to order and introduced Margie Bradley, the new Tualatin Tomorrow Champion. Mrs. Bradley worked for the City from 2004-2006 as a Volunteer Coordinator prior to her husband being transferred to northern California. They have now relocated back to Oregon. Lisa Thorpe resigned last month to accept a full-time position in the City's Finance Department. Attendees introduced themselves.

**ACCEPTANCE OF MINUTES FROM FEBRUARY 11, 2009 VIC STEERING COMMITTEE**

MOTION by Volz, SECOND by Casey, to approve the minutes of the February 11, 2009, VIC Steering Committee meeting. MOTION PASSED unanimously.

**NEW BUSINESS**

**Focus Area Report Cards:** Copies of the drafts of the report cards for the six focus areas were distributed. The goal is to briefly review these documents and insure as much standardization as possible. Overall, there are a few deviations on four of them, but two have a slightly different format. All documents will be proofread for misspellings, uniform capitalization, etc. Mr. Rux stressed the need to spell out all acronyms or provide a key. Two options are available for dissemination of this information – it can either be on each focus area table or one larger packet (with a key) could be available at the registration desk as people enter the event. Committee members discussed both options as well as the “grading system” to insure uniformity/continuity. It was agreed that the forms should be as simple as possible. One option is reformatting it to include vertical columns with checkmarks with more white space, graphics and less verbiage.

Larry McClure stated that he doesn't agree with his Partner on some issues. Should he state that the item is complete? Ms. Kelly responded that both boxes could be checked which could serve as a means to start a conversation on the topic. Mr. Rux reminded everyone that

the intent is to report the status of where we're at with additional opportunity for questions and answers. The comment was also made that the residents don't care about the Partner but focus more on the outcome of the action. However, the counter side to that is that the Partner wants their name associated with the action. Mr. Rux also stated that when they walk away, what do they remember?

Committee members briefly discussed the various terminology being used on the report cards (i.e. continuous–underway-ongoing; they sound similar but could have different meanings.) It was agreed to use the term “ongoing” to reflect items that are continuous/ongoing. Underway is different and will be used separately. “Not started” will be used to identify projects that have not yet begun and may be 3-5 years away. This could also include items in need of a Partner to facilitate the action. We should document it at face value and not what we know behind the scenes. Ed Casey stated that the report cards reflecting numerous items should be consolidated/single spaced to insure that the information fits on one page. Once the report cards are finalized, this information, along with a key, will be posted on the Tualatin Tomorrow website.

On a related issue, Dave Volz voiced ongoing concern about lack of support from Metro and other area agencies. Mr. Rux explained the complicated issues that arise because of the various pools of dollars and interaction among the agencies/committees (i.e. JPACT/Metro, Washington County TIF, urban renewal, gas tax, and TriMet.)

Candice inquired about the paper that should be used for the report cards. While a heavier stock is desirable, it was agreed that we should use regular paper to reduce costs and include a color graphic. Margie Bradley will update the information for the six focus areas based on tonight's discussions to insure uniformity. It will be done in Word with tables and will be dated. Dave stated that these documents should serve multiple purposes: a report card at annual event, supporting documentation to the City Council for budgeting purposes, and a feeder for preparation of the annual report. Mr. Bubenik thanked everyone for their work on the report cards and input on the format.

**Luncheon Notes:** Candice reported that we are missing only one set of notes. This information can be used as part of the annual report and budget discussions with City Council. Larry McClure returned his recorder.

**Annual Report:** Candice encouraged all focus area leads to think about this report. It should be easier to compile this year and consist of a 1-2 paragraph update for each focus area. Concurrently with preparation of this report, arrangements will be made to update the vision document. The draft of the annual report will be reviewed by the full VIC at their June 10<sup>th</sup> meeting, final copy submitted to Doug Rux by June 26<sup>th</sup>, with presentation to the City Council on July 13<sup>th</sup>.

## **OLD BUSINESS**

**Budget:** The proposed Tualatin Tomorrow budget for FY 09/10 will be presented at a special City Council work session on April 20<sup>th</sup>. While the budget was approved by the full Vision Implementation Committee at their March 10<sup>th</sup> meeting, we would like the Steering Committee to review it one more time. Consideration should be given to what we would give

up if necessary. Ben Roberson inquired if awards are necessary even though only \$150 is allocated for that line item. Ed Casey commented that every effort should be made to maintain outreach. Another option would be to reduce the amount of the contingency. Ed commented on the rounded numbers. In future years, we may be able to present more specific figures. In response to an inquiry, Doug stated that the ultimate fallback is what we have budgeted for this fiscal year will become FY 09/10.

Candice briefly reviewed statistical data regarding volunteer hours. The current amount that the City uses for the value of volunteer hours is \$20.25 per hour. A report generated by Victoria Eggleston, the City's Volunteer Coordinator, indicated that 542.07 hours were reported for the Tualatin Tomorrow program during the period July 2008-March 2009. The actual number is likely significantly higher since some volunteers do not routinely report their hours outside of attendance at the monthly meetings. Frank stated that he will do outreach with each Council member to stress the importance of our program and the need for slightly increased funding for FY 2009/2010.

### **Coming Events:**

*Health Fair:* This event is April 18<sup>th</sup> between 10:00 a.m.–3 p.m. at the Senior Center. The banner (which includes the Tualatin Tomorrow logo) is hung on the Community Sign at the intersection of SW Martinazzi Avenue and SW Tualatin-Sherwood Road. The first 40 people attending the event will receive a special gift. There will be 20-25 vendors and four speakers. This is a wellness program for the entire community and not just for seniors. Jay Wilcox and Margie Bradley will staff the Tualatin Tomorrow table.

*Annual Event:* Candice circulated a sign-up sheet which includes soliciting assistance to set up and break down the displays. The banner has been updated and will be placed on the community sign beginning April 13<sup>th</sup>. 16 new lawn signs have been ordered, and two are having the date changed. They are more expensive than last year so we will take special measures to insure that all are accounted for since we lost ten signs last year. The food/beverages will be similar to last year as well as the room configuration. Packets of information will be available for all focus area leads and their Partners at each table.

Publicity includes:

- Two pages (English/Spanish) in the City newsletter. Unfortunately, there were some issues with the translation.
- The Chamber will include a copy of the flyer in their email blast.
- The periodical will be done in mid May after the annual event and will be distributed by members of the Tualatin High School choir.
- Lisa Thorpe will take digital photos.
- 2000 flyers were printed with 1800 being sent to the schools to go home in the student's backpacks. Other venues for distribution include the City offices, library, Spanish grocery stores, and the high school. We hope that a coloring contest will encourage children to participate and bring it to the event.
- TVCTV is doing a "crawl" to be displayed in conjunction with footage from last year's event as well as announcing it on their community event board.
- A paid newspaper ad will be displayed every Thursday in April in the "Tigard/Tualatin Times."

- Frank will do an email blast based on the list that has been created.
- We would also like to conduct a phone bank using the City's phone system. Possible dates are April 22<sup>nd</sup>, 23<sup>rd</sup> or 28<sup>th</sup>. Anyone interested in participating to should let Frank or Candice know. Last year each volunteer placed about 20 calls. A script will be provided.
- Frank contacted the Times and Oregonian to request coverage. Steve Clark is giving us editorial space, and Councilor Beikman will prepare the editorial. Hopefully, reporters from both publications will attend the event as well as providing information on their respective community events calendars.
- Frank and Candice will participate in the open mike portion of the April 13<sup>th</sup> Council meeting to promote the annual event.

Raffle prizes were briefly discussed. 12 have been obtained. Giveaways (4 x 6" post-it notes and more flying discs) have been ordered, and we are hoping to have them in time for the Health Fair. We plan to purchase six digital throw-away cameras which will be loaned to attendees to take photographs and then returned at the end of the event.

Tualatin Tomorrow is sponsoring a table at the Chamber's volunteer luncheon on April 23<sup>rd</sup> at the Country Club. Candice has been nominated for an award. Linda Moholt may also make a brief announcement about our annual event that day. Doug stated that the City is not actively involved, as we now host our own volunteer BBQ to thank our volunteers for their service.

Candice briefly reviewed the Partner assignments for the six focus areas. Doug will solidify the City's representation. Urban/rural reserves will be the focus of the City's table. Focus Area leads were encouraged to email Doug with any special requests for staff participation at their tables. Carl Switzer has been requested to serve at the PRN table. Dan Boss and Mike McKillip are out of town that week and not available to participate. Jay would like a representative from the police department. Buck Braden hasn't attended many VIC meetings recently but could be an option for the ACE table. Larry suggested Victoria Eggleston's participation although she may prefer to be a floater. The THS students will be at their assigned focus area tables. The School District is arranging for their table which will include their banner and handouts and will be located next to the ACE table since many of the school district's action items fall into the ACE category. They will select their appropriate staff members to participate.

Frank will wear a remote microphone and rotate around the six focus areas. A flip chart will be available to record suggestions. Pads of paper and pens will be at each focus area table, too, for this purpose. The goal of this event is to be user-friendly and family-oriented with an opportunity to present new ideas. Information derived from this event could result in recommendations to the City Council (via the annual report) for proposed changes. Comment cards will also be available as well as presenting an opportunity to recruit volunteers.

Spring Fling: Participation in the Pumpkin Regatta last fall did not work out well so it is recommended that we not have a table at this event.

Crawfish Festival: Candice solicited volunteers to help with the event.

**GHT Report Before City Council, Monday, April 27<sup>th</sup>**: Beth Roach was not in attendance. However, in an email she reported that she and Doug Rux have discussed this presentation. She will highlight the main accomplishments, Doug will talk for a minute, and they will remind everyone of the annual event which will include one Power Point photograph of the flyer that will be broadcast through the television station.

### **Focus Area Leads Reports**

**TTC**: Dave Volz reported that the major I5-Connector study phase is done at a cost of 4.1 million dollars and lots of time. Their recommendation will be submitted to Metro for incorporation into the Regional Transportation Plan. Scott Richman, from the project management team at Metro, will be in attendance at the annual event with professionally-made display boards to explain the entire process and answer questions. The other table will be staffed by Don Rhodes, a marketing representative from TriMet, who will answer questions about WES. We don't intend to address future service into Sherwood at this time. Since this phase of the I-5 connector is now complete, Dave stated that he doesn't feel very well equipped to lead this piece and that someone from the Chamber may be a better choice since they are actively involved.

**ACE**: Larry wants to meet with each Partner prior to preparing his final report to clarify any issues. He may request assistance from Candice or Frank. He brought meeting attendees up to date on the survey of facilities available for rent in the City that they are compiling. This could be a "product" to be shown on website. This information could also be piggybacked with the Chamber since they have compiled a listing of caterers.

**GLC**: Ed stated that the City on top of their many action items.

**HSS**: Jay has scheduled a meeting on April 15<sup>th</sup> with various Partners including Sia Lindstrom from Washington County, Scott Schegel of Community Action Network, Doug Tsoi of Vision Action Network, and Cindy Haldorson from Meridian Park Hospital in preparation for the annual event. Representatives from Kaiser and Providence have also been invited.

**GHT**: Doug reconfirmed that the City is on track to assist Beth with the GHT presentation to Council on April 27<sup>th</sup> and is working on information regarding urban/rural reserves for the annual event. The City is also actively working on the Town Center and SW Concept Plans, addressing growth issues with the area adjacent to Sherwood and urban renewal issues. The OLCC hearing for Stars is scheduled for April 16<sup>th</sup>. Representatives from the City, residents, and the Mayor will testify. Industrial and commercial buildings continue to be constructed. No new residential areas are under construction although some people are remodeling. He also commented on the recent article regarding urban/rural reserves in the Oregonian. There is a lot of analysis going on, and our City Council has been talking about it for over a year now. Factors in future growth include water, transportation, downtown density issues, housing, parks, and natural/open areas. A decision will be made by the end of December 2009.

## **ACTIONS**

### **Any Needed Actions on Above Items**

Doug reviewed his schedule for possible dates for the phone bank. He has conflicts on all three evenings but possibly could arrange for someone else to cover this activity.

Candice and Margie will count out the flyers for distribution to the elementary schools.

## **PUBLIC COMMENTS**

None

## **ANNOUNCEMENT/OTHER ITEMS**

None

The meeting adjourned at 8:02 p.m.

Summary Notes prepared by Carol Rutherford, City of Tualatin