



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: August 22, 2011

SUBJECT: Work Session for August 22, 2011

- 1) **5:00 p.m. (30 min) – Community Enhancement Award Recommendation from TAAC .**
Representatives of the Tualatin Arts Advisory Committee will be present to discuss their latest recommendation for a recipient of the Community Enhancement Award.
- 2) **5:30 p.m. (45 min) – Transportation System Plan Update.**
Staff would like to update the Council on several issues including the development of a Transportation Task Force and how the Community Assessment is progressing.
- 3) **6:15 p.m. (30 min) – Centennial Celebration .**
Community Development Director Paul Hennon will update the Council on the development of a Centennial Celebration committee and discuss their scope, schedule and budget.
- 4) **6:45 p.m. (10 min) Council Meeting Agenda Review, Communications & Roundtable.** This is an opportunity for the Council to review the agenda for the August 22, 2011 City Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Michael McKillip, City Engineer

FROM: Dayna Webb, Project Engineer
Alice Rouyer, Community Development Director

DATE: 08/22/2011

SUBJECT: Transportation Task Force

ISSUE BEFORE THE COUNCIL:

Council will be presented with the concept of forming a Transportation Task Force. Staff is seeking Council review and feedback.

DISCUSSION:

The City is embarking on many important transportation projects in the coming months. These include:

- Tualatin Transportation System Plan Update,
- Tualatin's upcoming High Capacity Transit Study, and
- Joint planning with Washington County to support a new transportation system in the SW Concept Plan and Basalt Creek Concept Plan areas.

Rather than creating a separate citizen group for each project, staff is considering the feasibility of forming a single Transportation Task Force with the purpose of providing meaningful advice and guidance on all these projects. The attachment describes the Transportation Task Force concept. Staff is seeking the Council's feedback on:

- The overall concept,
- The groups composition, and
- The selection process.

Attachments: Transportation Task Force

Transportation Task Force August 22, 2011

Purpose:

The Transportation Task Force's purpose is to provide meaningful advice and guidance to inform staff, Tualatin Planning Advisory Committee and City Council concerning three priority projects:

- 1) Tualatin Transportation System Plan Update,
- 2) Tualatin's upcoming High Capacity Transit Study, and
- 3) Joint planning with Washington County to support a new transportation system in the SW Concept Plan and Basalt Creek Concept Plan areas.

The group is charged with seeking consensus where possible and providing recommendations.

What Benefits does a Task Force provide?

- **Find out what the community wants**
Task forces are comprised of volunteers who represent a cross-section of interests in the community. Recommendations from these groups are usually an asset for the decision-makers because they represent well-thought out ideas that have been vetted by a wide audience.
- **Foster a collaborative process**
A task force brings people with diverse interests together. It asks them to work cooperatively to identify solutions they can all live with. It can be an opportunity for Council members to work collaboratively with community leaders, staff, agencies advisors and community partners.
- **Educate community leaders**
Members typically spend a significant amount of time understanding the technical data, processing information and working through tough decisions.
- **Engage community leaders in a higher level of planning**
Task forces engage a group of community members in a higher level of planning than is possible in less frequent public workshops.

What Challenges does a Task Force provide?

- **Keeping the general public informed**
A task force is not effective if it becomes separated from the general public. To avoid this, task force members need encouragement and assistance to make sure that those whom they represent get regular updates. In addition, a good public involvement plan includes more than a task force, opportunities for wider-public involvement and review are needed along the way.
- **Decision-makers need to be involved**
If a task force works hard for months and recommends something which decision-makers cannot support, everyone ends up frustrated. This can be avoided by making sure decision-makers are part of the process through representation on the task force and through regular updates.

Recommended structure:

This model offers many benefits that work for Tualatin.

- It asks community members, city staff, and neighboring jurisdictions/agencies to work together—sharing the same information and hearing about each other's needs.
- Anyone in the community can apply to participate on the Task Force, those not selected for the Task Force can still participate in other ways.
- Other public involvement opportunities allow interested community members to participate without a large time commitment.

Potential Task Force Participants:

The Task Force membership would be appointed by the City Council sub-committee on committee appointments (CIC), based on an application process administered by city staff. Criteria would be established for determining the needed representation on the Task Force and applications would be approved that meet those criteria. A basic charge statement and schedule of meetings would need to be published in advance so applicants know what commitment level to expect. Potential Task Force members include:

Community Partners

1. City Councilor – Monique Beikman
2. City Councilor – Joelle Davis
3. City Councilor – Wade Brooksby
4. TPAC Representative
5. TPARK Representative
6. Tualatin Tomorrow Representative
7. Business Rep/Chamber of Commerce
8. Business Rep – Large Employer
9. Business Rep – Small Employer
10. Citizen Representative
11. Citizen Representative
12. Citizen Representative
13. Citizen Representative
14. Citizen Representative

Agency Advisors

1. ODOT
2. Metro
3. Washington County
4. Clackamas County
5. TriMet
6. City of Sherwood
7. City of Wilsonville
8. City of Tigard

We anticipate that some groups may only participate occasionally, when a topic of interest is discussed, these include:

- Oregon Department of Land Conservation and Development (DLCD)
- City of Lake Oswego
- City of West Linn
- City of Rivergrove
- City of Durham
- City of King City
- Oregon Department of Environmental Quality (DEQ)
- Port of Portland
- Tigard-Tualatin School District
- Coalition of a Livable Future/1000 Friends of Oregon
- Trucking Association
- Tualatin Historical Society
- Tualatin Valley Fire & Rescue
- Pedestrian/Bike Interests
- Tualatin Police Department
- Clean Water Services

Other groups who should be solicited for participation in the working groups or engaged as needed:

- Core Area Parking District Board
- Juanita Pohl Center Steering Committee
- Tualatin Youth Advisory Committee
- Tualatin Library Advisory Committee
- Tualatin Arts Advisory Committee

Task Force Membership Traits:

- Diversity of the citizen membership, including:
 - Geographic
 - Demographic
 - Socioeconomic
 - Special interests
 - Background & experience in various transportation modes
 - Bicycle, pedestrian, transit, vehicular, freight, etc
- Enjoy working on problems that at the start seem to have few solutions.
- Enjoy working with groups on complex projects.
- Balancing different values and priorities to get to a common solution and direction that is widely supported.
- Look forward to working on projects that could change the direction of Tualatin.
- Like to learn about the concerns that Tualatin's neighbors have about our transportation system.
- Interest in the regulatory framework that engulfs Tualatin's transportation system.

Council Update 2011-8-22

TUALATIN CENTENNIAL CELEBRATION

PURPOSE OF COUNCIL UPDATE

Provide Council an update on the status of planning for the Centennial Celebration and provide an opportunity for Council comments and direction.

GOALS OF CENTENNIAL CELEBRATION

1. Honor and celebrate Tualatin's unique history
2. Envision the future and leave a legacy
3. Develop a stronger sense of community
4. Create opportunities for community organizations to become involved in celebrating the centennial
5. Provide local organizations to raise awareness of their operations
6. Develop enriching recreational, cultural and historic programs, activities, and events that will educate residents and visitors
7. Establish and market the Tualatin "brand"

STEERING COMMITTEE TO PLAN AND COORDINATE THE CELEBRATION

1. Carl Switzer, Parks and Recreation Manager
2. Hiedi Marx, Recreation Specialist
3. Yvonne Addington, President, Tualatin Historical Society
4. Linda Moholt, Executive Director, Tualatin Chamber of Commerce
5. Larry McClure, Director, Tualatin Heritage Center
6. Tualatin City Councilor?
7. Others?

SCOPE OF ACTIVITIES

To be determined. The Steering Committee will propose a Preliminary Program for the Tualatin Centennial Celebration along with a schedule and budget.

SCHEDULE FOR PLANNING AND CENTENNIAL CELEBRATION

The City of Tualatin was incorporated on August 18, 1913.

Centennial Celebration activities will occur between January 1 and December 31, 2013, starting 16 months from now.

Planning and Preparation Schedule

Fall 2011

Prepare a Preliminary Program and proposed budget and funding sources.

Winter and Spring 2012

Prepare a Final Program and secure funding sources.

Summer 2012

Plan for implementation.

Fall 2012

Complete final plans and promotional materials.

January 1 – December 31, 2013

Centennial Celebration activities occur throughout the year.

BUDGET

Funding has been identified at this time.

TUALATIN CENTENNIAL CELEBRATION				
General Planning Schedule				
Description of Activity	Month	Year	Months to Start	Months to End
Prepare Preliminary Program and Budget	September	2011	16	28
	October		15	27
	November		14	26
	December		13	25
Prepare Final Program and Secure Funding	January	2012	12	24
	February		11	23
	March		10	22
	April		9	21
	May		8	20
Plan for Implementation	June		7	19
	July		6	18
	August		5	17
Final Planning and Promotional Materials	September		4	16
	October		3	15
	November		2	14
	December		1	13
Centennial Celebrations Throughout Year	January	2013		12
	February			11
	March			10
	April			9
	May			8
	June			7
	July			6
	August			5
	September			4
	October			3
	November			2
	December			1

8/22/2011