



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sherilyn Lombos, City Manager

DATE: May 2, 2011

SUBJECT: Work Session for May 9, 2011

5:00 p.m. (15 min) - iPad Training. As part of the process for the Council agendas going paperless, iPads have been distributed to the City Council. The May 23rd meeting will be the first meeting where paper packets will not be distributed. Staff will spend a few minutes talking through use of the i-Pad including tips and tricks for using the application (i-Annotate) where the Council agendas reside.

5:15 p.m. (30 min) - Allied Rate Increase Request. On tonight's Council meeting, under General Business is a request from Allied Waste Services for a rate increase for the collection of solid waste and recyclables. Tonight's work session is an opportunity for the City Council to better understand the rate increase request. Materials for the work session are the same as the General Business item.

5:45 p.m. (30 min) - Public Involvement Plan for the Transportation System Plan Update. In January the City contracted with JLA Public Involvement to help craft a public involvement plan for the upcoming TSP update. The work is complete; the purpose of tonight's work session item is to discuss the work of Phase I and the public involvement plan for Phase II. Attached is a memo and several slides that will be referred to during tonight's discussion.

6:15 p.m. (15 min) - Televising City Council Work Sessions. There have been several inquiries recently about televising Council work sessions. Staff has done some investigation and pre-work and will present that to the Council. Attached is a brief memo outlining the issues.

6:30 p.m. (15 min) - Agenda and Format of the May 23rd Council Work Session. At the special work session on April 26, the City Council discussed Community Involvement with the Ad Hoc Citizen Involvement Committee. It was discussed that the next step would be a meeting to review the Ad Hoc Committee's proposal in more specificity. The work session of May 23rd is available for this discussion and staff is requesting direction on the format that this meeting should take.

6:45 p.m. (10 min) Council Meeting Agenda Review, Communications & Roundtable. This is opportunity for the Council to review the agenda for the May 9 City Council meeting and take the opportunity to brief rest of the Council on any issues of mutual interest.

Upcoming Council Meetings & Work Sessions : Attached is a three-month look ahead. If you have any questions, please let me know.

Dates to Note : Attached is a updated community calendar for the next three months.

As always, if you need anything from your staff, please feel free to let me know.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Michael McKillip, City Engineer

FROM: Dayna Webb, Project Engineer

DATE: 05/09/2011

SUBJECT: Transportation System Plan Public Involvement Strategy Update

ISSUE BEFORE THE COUNCIL:

Consideration of the Transportation System Plan Public Involvement Strategy.

EXECUTIVE SUMMARY:

At the January 24, 2011 meeting, the City Council authorized a Personal Services Agreement with JLA Public Involvement for the Public Involvement Phase I for the Transportation System Plan (TSP). Staff has been working with JLA and has completed the following:

Demographics & Character of Tualatin

Through the demographic study we learned that Tualatin is similar to the Metro region in a number of ways, but also differs from the Metro region. Suggestions for effectively involving traditionally hard to reach and underrepresented audiences is included in the Public Involvement Strategy.

Tualatin has a higher percentage of renters than the Metro region (44% compared to 36% in the region). Renters are traditionally underrepresented in processes like this one. People who rent can be difficult to involve in local decision-making perhaps because they don't always feel invested in the community.

There is also high percentage of people who speak Spanish at home in Tualatin (17% compared to 7.8% in the Metro region). Spanish-speakers are traditionally underrepresented in processes like this and will require a different form of targeted outreach.

Stakeholder Interviews

JLA staff conducted stakeholder interviews to hear a broad range of community perspectives on effective public involvement. The findings of these information-gathering interviews will be used to guide creation of a public involvement plan for the TSP update. JLA staff met with 25 individuals and groups to learn more about Tualatin.

Public Involvement Goal Setting

The Goal and Objective for the Public Involvement Strategy was developed by a group of 20 citizens and business leaders working in collaboration with JLA and City staff at two workshops.

Project Goal

The public involvement process for the Tualatin TSP update will be an opportunity for all citizens, businesses, and transportation system users to learn about and participate in all phases of the TSP development. We will keep citizens engaged through transparent and continuous two-way communication, sharing information, questions, problems, and recommendations leading to widely supported solutions.

Project Objective

The objective of public involvement in the TSP will be to have informed public participation in planning decisions by providing understandable, clear, timely, and complete information about current issues and proposed policies, and by encouraging interactive exploration of a wide variety of potential solutions between policy-makers and citizens.

To achieve this objective, the City aims to use a broad-range of tools for engaging a wide range of citizens in the process, resulting in a better, more relevant plan.

1. User-friendly, widely-available transportation information and education increases public understanding and opens the door for more informed and effective community input.
2. Newly-forged relationships in the community lead to important interactions between community leaders and organizations, and there is a growing sense of trust.
3. More citizens will feel pride in the TSP and advocate for its implementation by participating in its development

Community Survey

The community survey was available online, on the City webpage and in all local government buildings, both in Spanish and in English. The community was made aware of the survey in various ways, including the City Newsletter, City webpage, twitter, facebook, Flash Alert, and a broadcast e-mail to people who have been involved in recent City projects. In total, 228 people completed the survey. Of these, 227 people completed the English version, and one person completed the Spanish version. 219 people took the survey online and nine submitted the paper version.

Public Involvement Strategy

The TSP is a blueprint for building and maintaining Tualatin's transportation network. To update the TSP, we will study the existing network and envision what we want in 2035. The right plan will balance the needs of those using cars, buses, trucks, trains, bicycles and walking paths, and consider our place in the region, all while working diligently to protect what we love about Tualatin. The strategy suggests a variety of communication and participation tools that will be needed, ranging from information vehicles to public conversation techniques to engage a wide range of citizens in the process.

The strategy suggests tasks in four, distinct phases. Each phase will include various tasks to accomplish the phase. The phases proposed include:

- Establish Infrastructure for a Transparent Planning Process
- Frame the Conversation
- Deliberation and Discussion
- Options and Recommendations

The strategy also acknowledges that in any public involvement effort, new developments can arise at any time that will require reassessment of the initial strategy. Many of the outreach tools

in the strategy will be used in a constant feedback loop to gauge effectiveness, appraise completeness and evaluate community satisfactions with the process.

A variety of communication and participation tools will be needed ranging from information vehicles to public conversation techniques to advisory and/or working groups. One of the most strongly recommended Tualatin-specific outreach practices was to coordinate with the citizen involvement organization effort to supplement with city-wide outreach. Other ideas suggested in the interviews and workshops include:

- Use youth and schools and make events family centric
- Take advantage of Tualatin community events such as farmers' market, summer concerts and the Crawfish Festival
- Go to retail sites where people gather (i.e Starbucks or Bridgeport)
- Leverage the Library's Spanish language programs
- Offer prizes for participation
- Use social media and web-based tools (surveys, Facebook, Twitter, email) to allow participants flexibility in their level of involvement and when and where they access the information.

Decision Making Structure

The recommended structure is similar to the Milwaukie TSP update model. This model offers many benefits that work for Tualatin and the TSP process. It asks community members, Tualatin staff and staff from neighboring jurisdictions and agencies to work together—sharing the same information and hearing about each other's needs. Anyone in the community can participate—no one is left out. Working groups allow interested community members to participate without a large time commitment. In this structure, the decision-maker is the Tualatin City Council. The Task Force and TPAC would make recommendations to City Council for consideration.

RECOMMENDATION:

Staff recommends Council discuss these items and give feedback on the issues discussed. Staff will return to Council with a defined scope and contract with JLA for Phase II of the public involvement plan for the TSP update.

Attachments: TSP Public Involvement Strategy



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

FROM: Sara Singer, Assistant to the City Manager
Clayton Reynolds, Maintenance Services Division Manager

DATE: 05/09/2011

SUBJECT: Televising City Council Work Sessions

DISCUSSION:

At the direction of the City Council, staff has researched the logistics and financial impacts of televising the City Council Work Sessions. Tualatin Valley Community TV (TVCTV) records the City Council Meetings for a contracted amount. To film the average two hour work sessions, it would be an additional service outside of the City's current contract and the cost would be approximately \$300 per work session. The total cost to televise work sessions for the year would be \$6,900.

In addition to the financial impacts, there are also some logistical impacts to consider. Staff has worked with the TVCTV crew to do a test taping, and they found that the audio quality was not the same as the audio during the taping of a City Council session. To improve the audio, it would require an additional microphone which would cost approximately \$300. The taping would also require 15 minutes in between the Work Session and Council Meeting to prepare the equipment for the Council Meeting. This would place a hard stop time of 6:45 p.m. for the Council Work Sessions. Other logistical considerations such as appropriate lighting and staff and Council seating arrangements could be worked through over time. During the test taping, the lighting and seating arrangements were not ideal, but modifications could easily be made to improve these arrangements.

RECOMMENDATION:

Staff recommends that the City Council consider the financial and logistical implications of televising City Council Work Sessions and provide staff with direction on how the Council would like to move forward.

Attachments:

Transportation System Plan Public Involvement Strategy Update

May 9, 2011



City of Tualatin



*Collaborative planning,
decisions & communication*



City of Tualatin

Participants Identified



Collaborative planning,
decisions & communication

COMMUNITY

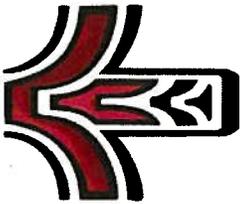
- Neighborhood Associations/CIO's
- Non-profits
- Seniors
- Hispanic/Latino population
- Land developers
- Freight and rail
- Distribution centers
- Business owners
- Condominium associations
- Manufacturing/Distributors
- Commercial property owners
- Emergency service providers
- Neighboring cities
- Bike riders
- Pedestrians
- Transit users
- Park users
- Commercial drivers
- Property owners on street improvements
- Stay at home parents
- Freight (internal and through)
- Neighborhoods
- Parents
- Runners
- Sports leagues
- School-aged kids and their families
- Teachers
- Renters/multi-family housing residents
- Commuters (internal and through)

ORGANIZATIONS

- Tualatin Tomorrow
- Legacy Meridian Park Hospital
- Willamette Pedestrian Coalition
- Bicycle Transportation Alliance
- Chamber of Commerce
- Juanita Pohl Center (Senior Center)
- Rotary
- VFW
- Lions
- Elks
- Kiwanis
- Tualatin Shuttle
- Tualatin Historical Society
- Oregon Trucking Association
- Westside Economic Alliance
- Food pantry
- UPS/FedEx/USPS
- North Tualatin Friends
- Protect Tualatin Parks Committee
- Tualatin Riverkeepers
- 1000 Friends of Oregon
- Wetland Conservancy
- Coalition for a Livable Future
- Democratic and Republican Party precinct people
- Franchise Utilities
- Churches/Religious Organizations
- PSO/PTA
- Tigard-Tualatin School District Administrators and Boards

GOVERNMENT

- City Committees
{TPAC, TPARK, Architectural Review Board, etc}
- City Council
- Washington County
- Clackamas County
- ODOT
- DLCD
- Metro
- Clean Water Services
- DEQ
- Metro HSR
- Metro HCT
- TRIMet
- Port of Portland
- Tigard
- Durham
- Lake Oswego
- West Linn
- Wilsonville
- Sherwood
- King City

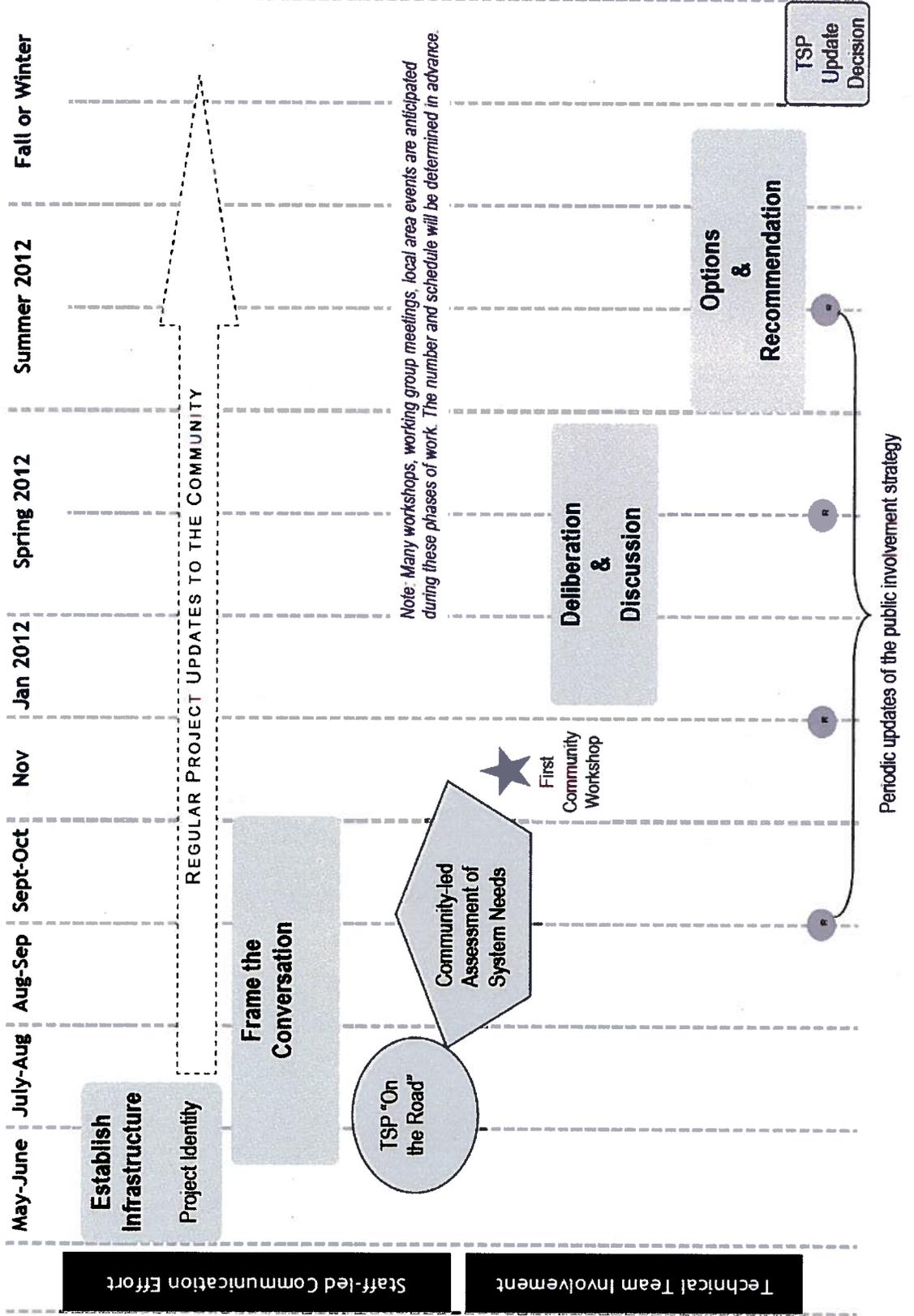


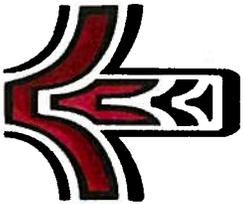
City of Tualatin

Draft PI Strategy



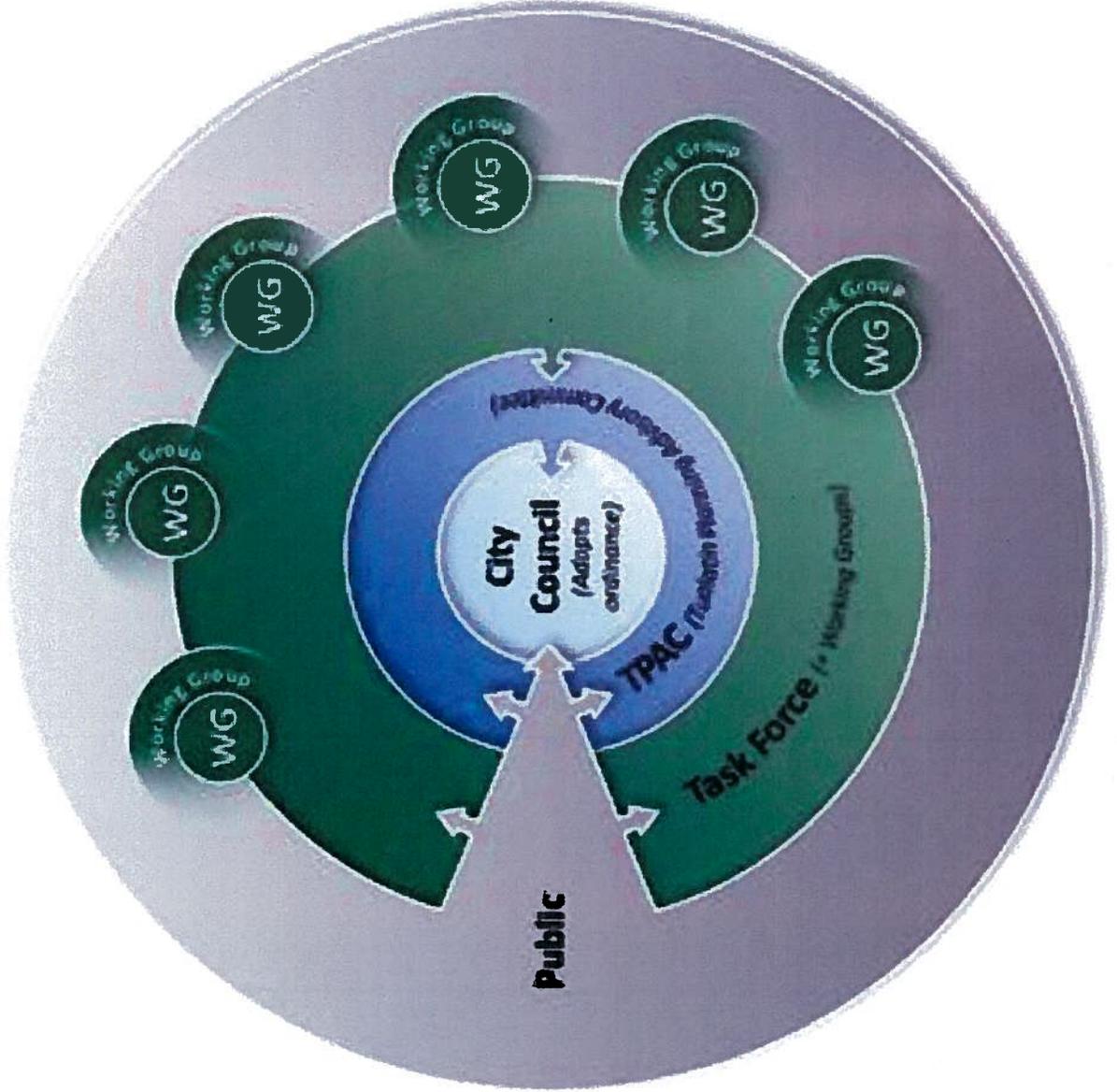
*Collaborative planning,
decisions & communication*





City of Tualatin

Decision Making Structure



*Collaborative planning,
decisions & communication*

MEETING DATE: TUESDAY, May 10, 2011

start time: 6:00 – 8:00p

SPECIAL WORK SESSION @ Library Community Room

1. 1st Budget Advisory Committee Mtg – FY 11/12

PowerPoint?
yes

2.

WORK SESSION ITEMS

PowerPoint?

1. Police Contract w/Durham (20m)
2. Council Compensation
3. Council role in major emergencies (incl. security)
- 4.

ANNOUNCEMENTS (limit 2-3min and 3-5 PowerPoint slides)

PowerPoint?

1. Proclamation – National Trails Day
- 2.
- 3.

CONSENT CALENDAR ITEMS

1. Meeting Minutes
2. Reso – ELI Telecom Franchise Agr
3. Reso – Council Compensation
- 4.
- 5.

SPECIAL REPORTS (limit 5-10min)

PowerPoint?

1. Visual Chronicle – Student Visual Art
- 2.
- 3.

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

- 1.
- 2.
- 3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

- 1.
- 2.
- 3.

EXECUTIVE SESSION ITEMS

- 1.

MEETING DATE: TUESDAY, May 24, 2011

start time: 6:00p

SPECIAL WORK SESSION @ Library Community Room

PowerPoint?

1. 2nd Budget Advisory Committee Mtg – FY 11/12

2.

MEETING DATE: THURSDAY, May 26, 2011

start time: 6:00p

SPECIAL WORK SESSION @ Library Community Room

PowerPoint?

1. 3rd Budget Advisory Committee Mtg – FY 11/12 - **IF NEEDED**

2.

WORK SESSION ITEMS

PowerPoint?

1. Core Area Parking Consultant Report

2. Tonquin Industrial Group Overlay District

3.

4.

ANNOUNCEMENTS (limit 2-3min and 3-5 PowerPoint slides)

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1. Meeting Minutes

2. Reso – 99W IGA with Metro

3. Reso – Sewer/Storm Rates (Fin)

4. Reso – Certifying Municipal Services (Fin)

5. Reso – Approving Amendment to ClackCo Library District

6. Reso – Award of Bid Saum Creek Slide Repair

SPECIAL REPORTS (limit 5-10min)

PowerPoint?

1. YAC Annual Report and Council Recognition

yes

2.

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

1. Public Hearing – State Revenue Sharing (other)

2. PTA-11-04 Amending Storm Water Quality Regulations

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Crawfish Festival Approval

2. Reso - Basalt Creek IGA (could move to Consent)

3.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

1. PTA to reform the code for downtown signs

2.

3.

4.

ANNOUNCEMENTS (limit 2-3min and 3-5 PowerPoint slides)

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1. Meeting Minutes

2. Reso – Award of Bid for Pavement Mgmt (Ops)

3.

4.

5.

SPECIAL REPORTS (limit 5-10min)

PowerPoint?

1.

2.

3.

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

1. Budget Adoption Hearing – City and TDC

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Ordinance – Core Area Parking District Tax Rate

2.

3.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

- 1. Centennial Celebration Update
- 2.
- 3.
- 4.

ANNOUNCEMENTS (limit 2-3min and 3-5 PowerPoint slides)

PowerPoint?

- 1. YAC Update
- 2.
- 3.

CONSENT CALENDAR ITEMS

- 1. Meeting Minutes
- 2.
- 3.
- 4.
- 5.

SPECIAL REPORTS (limit 5-10min)

PowerPoint?

- 1.
- 2.
- 3.

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

- 1.
- 2.
- 3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

- 1.
- 2.
- 3.

EXECUTIVE SESSION ITEMS

- 1.

WORK SESSION ITEMS

PowerPoint?

1.

2.

3.

4.

ANNOUNCEMENTS (limit 2-3min and 3-5 PowerPoint slides)

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1. Meeting Minutes

2.

3.

4.

5.

SPECIAL REPORTS (limit 5-10min)

PowerPoint?

1.

2.

3.

PUBLIC HEARINGS – Legislative, Quasi-Judicial or Other

1. PTA to reform the code for downtown signs

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

EXECUTIVE SESSION ITEMS

1.

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 CIC Meeting	3 5:30p Chamber Alive After 5 @ Baja Fresh, 17805 SW 65 th Avenue Lake Oswego 6:00p TLAC @ Lib Comm 7:00p TPAC Meeting, Council Chambers	4	5	6 8:00a-5:00p The Tualatin Police Experience @ PD	7 8:00a-1:00p The Tualatin Police Experience @ PD All day Portland Model Boat Club @ Lake- Commons 10-2:00 Yard Debris Event @ Grimm's Fuel
8	9 12p WCCC 5:00p Work Session 7:00p Council/TDC Mitg	10 Noon: CAPD Mtg., Dev. Services Conf. Room 6:00 - 8:00p 1 st Budget Committee Mtg @ Lib Community Room	11 6:00p TPARK @ Van Raden	12 12:00-1:00p Loaves & Fishes Annual Luncheon	13 7:30a Chamber Networking at Tualatin Pharmacy, 19297 SW Martinazzi Avenue	14 10-2:00 Bulky Waste Event @ Allied in Wilsonville
15 7am -10:30am Tualatin 10-miller @ TCP 12p-2p Walking with a Vision @TCP	16 Chamber - Crawdaddy Open	17 6:00p TAAC @ Council Chambers	18	19 11:30a Tualatin Tomorrow Partner Lunch @ Hayden's	20 7:30a Chamber Networking at Birra Deli, 18749 SW Martinazzi Avenue	21 8:00a Tualatin Try-athlon @ TUHS American Heart Assn Walk
22 7am -11:30am10 Cane Rum Run @ Commons	23 5:00p Work Session 7:00p Council/TDC Mitg	24 6:00 - 8:00p Budget Committee Mtg @ Lib Community Room	25	26 6:00 - 8:00p Budget Committee Mtg (if needed)	27	28
29	30 Memorial Day Holiday CITY OFFICES/ LIBRARY CLOSED All day Portland Model Boat Club @ Lake- Commons	31				

2011

June

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2	3	4 All day Portland Model Boat Club @ Lake-Commons
5 2pm Tuberos Sclerosis Walk @ Cook Park/ TCP	6 CIC Meeting	7 6:00p TLAC @ Lib Comm Rm 7:00p TPAC Meeting, Council Chambers	8	9	10	11
12	13 12p WCCC 5:00p Work Session 7:00p Council/TDC Mitg	14 6:00p TPARK @ Council Chambers	15	16	17	18
19	20	21 6:00p TAAC @ Council Chambers	22	23	24 4:00p Opening Day Tualatin Farmer's Market	25 7:00a ECRU Boats on the Lake of the Commons
26	27 5:00p Work Session 7:00p Council/TDC Mitg	28 6:30p Tualatin Tomorrow VIC Meeting @ Police Dept. Training Room	29	30	4:00p Tualatin Farmer's Market @ Commons	

2011

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 4:00p Tualatin Farmer's Market @ Commons 6:30pm Concerts on the Commons	2 9pm Movie on the Commons
3	4 Independence Day Holiday CITY OFFICES CLOSED	5 6:00p TLAC @ Lib Comm Rm CIC Mtg (tentative date)	6	7	8 4:00p Tualatin Farmer's Market @ Commons 6:30pm Concerts on the Commons	9 All day Portland Model Boat Club @ Commons 9pm Movie on the Commons
10	11 12p WCCC 5:00p Work Session 7:00p Council/TDC Mtg	12 6:00p TPARK @ Council Chambers	13	14	15 4:00p Tualatin Farmer's Market @ Commons 6:30pm Concerts on the Commons	16 10a- Relay for Life @ TUHS 7:00a ECRU Boats on the Lake of the Commons 9pm Movie on the Commons
17 Ends 10am Relay for Life @ TUHS	18	19 6:00p TAAC @ Council Chambers	20	21	22 Artsplash 4:00p Tualatin Farmer's Market @ Commons 6:30pm Concerts on the Commons	23 Artsplash All day Portland Model Boat Club @ Commons 9pm Movie on the Commons
24 Artsplash	25 5:00p Work Session 7:00p Council/TDC Mtg	26	27	28	29 4:00p Tualatin Farmer's Market @ Commons 6:30pm Concerts on the Commons	30 9pm Movie on the Commons
31						

2011