



City of Tualatin

# TUALATIN CITY COUNCIL

Monday, April 8, 2013

**CITY COUNCIL CHAMBERS**  
**18880 SW Martinazzi Avenue**  
**Tualatin, OR 97062**

**EXECUTIVE SESSION** begins at 5:00 p.m.  
**WORK SESSION** begins at 6:00 p.m.  
**BUSINESS MEETING** begins at 7:00 p.m.

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**Mayor Lou Ogden**

**Council President Monique Beikman**

**Councilor Wade Brooksby      Councilor Frank Bubenik**

**Councilor Joelle Davis          Councilor Nancy Grimes**

**Councilor Ed Truax**

**Welcome!** By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified a time for citizen comments on its agenda - *Item C*, following Announcements, at which time citizens may address the Council concerning any item not on the agenda with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council.

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are available for review on the City website at [www.tualatinoregon.gov/meetings](http://www.tualatinoregon.gov/meetings), the Library located at 18878 SW Martinazzi Avenue, and on file in the Office of the City Manager for public inspection. Any person with a question concerning any agenda item may call Administration at 503.691.3011 to make an inquiry concerning the nature of the item described on the agenda.

In compliance with the Americans With Disabilities Act, if you need special assistance to participate in this meeting, you should contact Administration at 503.691.3011. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Council meetings are televised *live* the day of the meeting through Washington County Cable Access Channel 28. The replay schedule for Council meetings can be found at [www.tvctv.org](http://www.tvctv.org). Council meetings can also be viewed by live *streaming video* on the day of the meeting at [www.tualatinoregon.gov/meetings](http://www.tualatinoregon.gov/meetings).

Your City government welcomes your interest and hopes you will attend the City of Tualatin Council meetings often.

## PROCESS FOR LEGISLATIVE PUBLIC HEARINGS

A **legislative** public hearing is typically held on matters which affect the general welfare of the entire City rather than a specific piece of property.

1. Mayor opens the public hearing and identifies the subject.
2. A staff member presents the staff report.
3. Public testimony is taken.
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When the Council has finished questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *deny*, or *continue* the public hearing.

## PROCESS FOR QUASI-JUDICIAL PUBLIC HEARINGS

A **quasi-judicial** public hearing is typically held for annexations, planning district changes, conditional use permits, comprehensive plan changes, and appeals from subdivisions, partitions and architectural review.

1. Mayor opens the public hearing and identifies the case to be considered.
2. A staff member presents the staff report.
3. Public testimony is taken:
  - a) In support of the application
  - b) In opposition or neutral
4. Council then asks questions of staff, the applicant, or any member of the public who testified.
5. When Council has finished its questions, the Mayor closes the public hearing.
6. When the public hearing is closed, Council will then deliberate to a decision and a motion will be made to either *approve*, *approve with conditions*, or *deny the application*, or *continue* the public hearing.

## TIME LIMITS FOR PUBLIC HEARINGS

The purpose of time limits on public hearing testimony is to provide all interested persons with an adequate opportunity to present and respond to testimony. All persons providing testimony **shall be limited to 3 minutes**, subject to the right of the Mayor to amend or waive the time limits.

## EXECUTIVE SESSION INFORMATION

An Executive Session is a meeting of the City Council that is closed to the public to allow the City Council to discuss certain confidential matters. An Executive Session may be conducted as a separate meeting or as a portion of the regular Council meeting. No final decisions or actions may be made in Executive Session. In many, but not all, circumstances, members of the news media may attend an Executive Session.

The City Council may go into Executive Session for certain reasons specified by Oregon law. These reasons include, but are not limited to: ORS 192.660(2)(a) employment of personnel; ORS 192.660(2)(b) dismissal or discipline of personnel; ORS 192.660(2)(d) labor relations; ORS 192.660(2)(e) real property transactions; ORS 192.660(2)(f) information or records exempt by law from public inspection; ORS 192.660(2)(h) current litigation or litigation likely to be filed; and ORS 192.660(2)(i) employee performance of chief executive officer.



**OFFICIAL AGENDA OF THE TUALATIN CITY COUNCIL MEETING FOR APRIL  
8, 2013**

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**A. CALL TO ORDER**

Pledge of Allegiance

**B. ANNOUNCEMENTS**

1. Tualatin Youth Advisory Council Update, April 2013

**C. CITIZEN COMMENTS**

*This section of the agenda allows citizens to address the Council regarding any issue not on the agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

**D. CONSENT AGENDA**

*The Consent Agenda will be enacted with one vote. The Mayor will first ask staff, the public and Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, 1) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.*

1. Intergovernmental Agreement (IGA) for Payroll Services between the City of Tualatin and the City of West Linn
2. Approval of the Minutes for the City Council Work Session and Regular Meeting on March 25, 2013
3. Resoluton No. 5136-13 Citizen Involvement Organization Grant Program Policy
4. Amendment No. 2 to An Intergovernmental Agreement with Metro for the 2006 Natural Areas Bond Measure Local Share Component
5. Authorization to Enter into an Intergovernmental Agreement between Washington County and the City of Tualatin for Youth Alcohol Prevention Services through the Washington County Strategic Prevention Framework State Incentive Grant

**E. SPECIAL REPORTS**

1. Tualatin Planning Commission 2012 Annual Report

**F. PUBLIC HEARINGS – Legislative or Other**

**G. PUBLIC HEARINGS – Quasi-Judicial**

**H. GENERAL BUSINESS**

1. Resolution No. 5134-13 Setting Forth Tualatin's Commitment to Put Healthy Options Within Reach of All Residents

**I. ITEMS REMOVED FROM CONSENT AGENDA**

*Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.*

**J. COMMUNICATIONS FROM COUNCILORS**

**K. ADJOURNMENT**

**City Council Meeting**

**B. 1.**

**Meeting Date:** 04/08/2013

**ANNOUNCEMENTS:** Youth Advisory Council Update

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**ANNOUNCEMENTS**

Tualatin Youth Advisory Council Update, April 2013

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**Attachments**

A. YAC Update

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Council Update April 8, 2013

# **TUALATIN YOUTH ADVISORY COUNCIL**

# Project F.R.I.E.N.D.S

(Finding Relations in Every New Diverse Student)



- April 19, 2013
- Revising curriculum and lessons
- Byrom and Tualatin Elementary Schools attending
- Washington County Commission on Children and Families Grant

*Tualatin YAC – Youth Participating in Governance*

# Youth Survey

- Helps achieve YAC's goals
- Survey covers areas such as:
  - Parks and recreation
  - Transportation
  - Employment
  - Volunteerism/community involvement
- Over 600 surveys are currently being collected/scored
- Results and analysis will be presented at an upcoming Council meeting



# Movies on the Commons



- Free, family-friendly movies
- Saturdays in July & August
- YAC helps choose films, sells concessions
- Special Centennial theme and pre-movie entertainment

# Tualatin Discovery Challenge

- Centennial Event sponsored by Tualatin Historical Society
- Create Tualatin Discovery Journal
- YAC forming groups and will be documenting progress through Facebook
- Looking forward to having fun learning about Tualatin's history!





# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Don Hudson

**FROM:** Don Hudson, Finance Director

**DATE:** 04/08/2013

**SUBJECT:** Intergovernmental Agreement (IGA) for Payroll Services between the City of Tualatin and the City of West Linn

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### **ISSUE BEFORE THE COUNCIL:**

Consideration of approval of an IGA to assist the City of West Linn with payroll services for a limited period of time.

### **RECOMMENDATION:**

Staff recommends approval of the attached IGA.

### **EXECUTIVE SUMMARY:**

The City of West Linn, due to recent turnover of their payroll position, is seeking assistance with bi-weekly processing of payroll. Both cities utilize the same financial system software and their payroll cycles do not conflict. It has been determined that Tualatin's payroll Accounting Technician can assist with training and processing of West Linn's bi-weekly payroll, anticipated to be approximately three days every two weeks. West Linn has agreed to reimburse the City of Tualatin for time and materials, during the coverage period, while they recruit to fill their opening. The attached IGA outlines the agreement.

### **FINANCIAL IMPLICATIONS:**

The City of Tualatin will be reimbursed an hourly rate, including benefits and indirect costs, and any other costs that we may incur.

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**Attachments:** [IGA for Payroll Services - Tualatin and West Linn](#)

**INTERGOVERNMENTAL AGREEMENT (IGA) FOR PAYROLL SERVICES**  
**between THE CITY OF TUALATIN, an Oregon municipal corporation,**  
**and**  
**THE CITY OF WEST LINN, an Oregon municipal corporation**

RECITALS:

WHEREAS, the City of Tualatin is a public body engaged in providing municipal services to its citizens; and

WHEREAS, the City of West Linn is a public body engaged in providing municipal services to its citizens; and

WHEREAS, ORS 190.010 et. seq. authorizes the City of Tualatin and City of West Linn to enter into an intergovernmental agreement; and

WHEREAS, the City of Tualatin and City of West Linn mutually agree to strive to enhance support services within their respective cities and in neighboring communities; and

WHEREAS, the City of West Linn desires to have City of Tualatin perform its payroll support services for a limited duration; and

WHEREAS, the City of Tualatin employs staff with the particular training, ability, knowledge, and experience and is willing to supply payroll support services.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

**Section 1. Term.**

The term of this Agreement will begin upon acceptance and approval by resolution of the City of Tualatin City Council and approval of the Agreement by the City of West Linn City Council. This Agreement will expire on September 30, 2013, unless terminated sooner under Section 9.

**Section 2. Purpose.**

By this Agreement, the City of Tualatin shall furnish basic payroll services to the City of West Linn.

**Section 3. City of Tualatin Obligations.**

The City of Tualatin will:

- A. Provide payroll processing services. These services may include, but are not limited to: hours entry, check generation, direct deposit, payroll tax remittance, and relevant reporting.

- B. Provide a monthly invoice to the City of West Linn that shows charges incurred for staff time at the applicable hourly rate(s), the cost of any materials, and other agreed upon expenses incurred with this Agreement.

**Section 4. City of West Linn Obligations.**

The City of West Linn will:

- A. Pay the City of Tualatin monthly, as invoiced, for services rendered; including staff time at the applicable hourly rate(s) (including benefits and indirect costs), the cost of any materials, and other agreed upon expenses.
- B. Reimburse the City of Tualatin for any needed contract services employed to backfill the position(s) performing services for West Linn under this Agreement, as determined by the City of Tualatin.
- C. Reimburse the City of Tualatin for mileage expenses incurred by the City of Tualatin staff for travel to and from City of West Linn Offices at the current standard IRS-allowed rate.
- D. Be the official custodian of records and will comply with the retention policy established under Oregon law regarding any relative documents.

**Section 5. Administrative Responsibility.**

- A. **Employees of City of Tualatin.** City of Tualatin shall have full authority and responsibility over hiring, training, discipline, scheduling, and assignment of personnel assigned to perform and supervise services provided under this Agreement. City of Tualatin shall have full discretion and authority to assign priority service among conflicting service demands at any given time.
- B. **Administrative or Procedural Resolution.** If an administrative or procedural problem arises, the West Linn City Manager and the Tualatin City Manager may specify procedures by written agreement to resolve such issues after the adoption of this Agreement. This Agreement may be otherwise amended by written agreement of both parties.

**Section 6. Other Terms and Conditions.**

- A. **Indemnification.** To the fullest extent permitted by the Oregon Constitution, laws of the State of Oregon regarding units of local government and subject to the monetary limits of ORS 30.260 –

30.300, each party agrees to indemnify, defend and hold the other harmless from any liability claim or injury arising from that party's acts or omissions in connection with the performance of this Agreement. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

- B. Insurance.** Each party agrees to maintain insurance levels or self-insurance in accordance with the Oregon tort claims act for the duration of this Agreement at levels necessary to protect the public body from liability.
- C. Compliance with Applicable Law.** Both parties agree to comply with all federal, state, county and local laws, ordinances, and regulations applicable to the work to be done under this contract. Failure or neglect on the part of the other party to comply with any or all such laws, ordinances, rules, and regulations shall not relieve the other party of its obligations or requirements under this contract.
- D. Independent Contract Relationship.** No employees will be formally transferred pursuant to this Agreement. The City of Tualatin through its officers, employees, and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein shall be interpreted or construed as creating or establishing the relationship of employer/employee, principal/agent, partnership, joint venture, association, or any other type of legal or business relationship between the City of West Linn and City of Tualatin. Each party shall be solely responsible for paying its own taxes (federal, state, and local of any type or amount); the consideration owed to its own contractors and agents; its operational expenses; the wages, salaries, benefits, withholdings, and assessments for its employees (including, for example, federal and state income taxes, social security, Medicare, unemployment insurance, workers compensation, pension or retirement, medical or life insurance); and the damages or settlements for claims arising from the negligent, reckless, or intentional acts of its employees or agents, all without contribution from the other party. No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party. The City of West Linn shall have no right to direct or control the manner or method by which the City of Tualatin provides the services that City of Tualatin agrees to provide through this Agreement.
- E. Ownership of Work Product.** All work product produced in furtherance of this Agreement belongs to the City of West Linn,

except that any copyright, patent, trademark proprietary, or any other protected intellectual property right shall be owned by, vest in, and is hereby assigned to the City of Tualatin. City of Tualatin retains all rights to ownership or title in any copyright, patent, trademark, proprietary or any other protected intellectual property right resulting from the work under this Agreement.

- F. Workers Compensation.** City of Tualatin agrees that it will comply with ORS 656.017 or is exempt under ORS 656.126.
- G. Force Majeure.** Neither party shall be held responsible for delay or default caused by fire, riot, acts of god and war which are beyond its reasonable control. The affected party shall; however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the contract.
- H. Severability.** If any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
- I. Waiver.** The failure of a party to enforce any provision of this contract against the other party shall not constitute a waiver of that provision or any other provision.
- J. Notices.** Except as otherwise expressly provided in this Contract, any communications between the parties hereto or notices to be given hereunder shall be given in writing by personal delivery, mail, facsimile, or email.

  - 1. Notice By Personal Delivery.** Any communication or notice given by personal delivery shall be effective when actually delivered.
  - 2. Notice by Mail.** Notice given by mail shall be by postage prepaid, to the relevant party at the address, set forth herein, or to such other addresses as either party may indicate pursuant to this Section. Any communication or notice so addressed and mailed shall be effective five (5) days after mailing.
  - 3. Notice by Facsimile.** Any communication or notice delivered by facsimile shall be effective on the day the transmitting machine generates a receipt of the successful transmission, if

transmission was during normal business hours, or on the next business day, if transmission was outside normal business hours of the recipient. To be effective, any notice transmitted by facsimile must be confirmed by telephone to the recipient's Project Manager.

**4. Notice by Email.** Any communication or notice given by email shall be effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system, or by actual confirmation by the recipient.

**5. Notice to Project Manager.** Unless otherwise notified in writing as set forth above, notices shall be given to the Project Managers. If a Party's Project Manager is changed, notification of the change shall be promptly made in writing to the other parties. If a party receives a communication from the other parties not executed by the Project Manager, the party may request clarification from the sending party's Project Manager, which shall be promptly furnished. Notices shall be written and sent by first class mail, postage prepaid, to the following addresses:

To : City of Tualatin  
Don Hudson, Finance Director  
18880 SW Martinazzi Avenue  
Tualatin, Oregon 97062  
503.691.3050 direct  
503.691.6884 fax  
dhudson@ci.tualatin.or.us

To: City of West Linn  
Richard Seals, Chief Financial Officer  
22500 Salamo Road  
West Linn, Oregon 97068  
503.722.5505 direct  
503.650.9041 fax  
rseals@westlinnoregon.gov

**Section 7. Merger.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereto. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

**Section 8. Modifications of Agreement.** Modifications or amendments to this Agreement are valid only if made with the same formalities as this Agreement was executed, in writing, and signed by all parties. Any such amendment,



consent, or waiver shall be effective only in the specific instance and for the specific purpose given.

**Section 9. Termination.** This Agreement may be terminated by mutual consent of both parties. In addition, either party may terminate this Agreement upon the giving of no fewer than 30 days notice, as provided in section 6(J), to the other party of the intent to terminate.

**Section 10. Signatures.** The parties, by their signatures below, acknowledge having read this Agreement, understand it, have authority to bind their respective governments, and agree to be bound by its terms and conditions. As evidence of their intent to make their contract, the parties' duly authorized representatives have signed this Agreement on the dates noted by their signature below.

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF WEST LINN

CITY OF TUALATIN

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Mayor

ATTEST:

ATTEST:

\_\_\_\_\_  
City Recorder

\_\_\_\_\_  
City Recorder

APPROVED AS TO LEGAL FORM

APPROVED AS TO LEGAL FORM

\_\_\_\_\_  
WEST LINN CITY ATTORNEY

\_\_\_\_\_  
TUALATIN CITY ATTORNEY



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos

**FROM:** Nicole Morris, Deputy City Recorder

**DATE:** 04/08/2013

**SUBJECT:** Approval of the Minutes for the City Council Work Session and Regular Meeting on March 25, 2013

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**ISSUE BEFORE THE COUNCIL:**

The issue before the Council is to approve minutes from the City Council Work Session and Regular Meeting on March 25, 2013.

**RECOMMENDATION:**

Staff respectfully recommends that the Council adopt the attached minutes.

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**Attachments:** [City Council Work Session Minutes of March 25, 2013](#)  
[City Council Regular Meeting Minutes of March 25, 2013](#)



## OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR MARCH 25, 2013

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Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Councilor Wade Brooksby

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Deputy City Manager Sara Singer; Information Services Manager Lance Harris; Parks and Recreation Manager Carl Switzer; Library Manager Abigail Elder; Maintenance Services Division Manager Clayton Reynolds; Management Analyst Ben Bryant; Human Resources Manager Janet Newport

### CALL TO ORDER

Mayor Ogden called the work session to order at 6:11 p.m.

#### 1. ***Recommendations for 2012 Outstanding Volunteers***

The annual Volunteer Recognition BBQ is scheduled for April 4 where awards for Outstanding Volunteer will be presented in five different categories (youth, adult, senior, group and lifetime). Volunteer Services Coordinator Victoria Eggleston presented the list of recommended nominees to the City Council. The Council had no changes to the list.

#### 2. ***Council Building Discussion***

Deputy City Manager Singer made a brief presentation regarding the City Council Building. The Council Building is the current location for the Council Chambers, Municipal Court and the City's Finance Department offices. Due to a pending application for the Nyberg Rivers development located along Nyberg Road and Martinazzi Ave. (the former Kmart site), the City expects there will be an impact on the existing Council Building. In addition, there are other factors which must be considered regarding the future of this building, including: existing citywide space constraints, accessibility issues with the existing building, service and space issues, and an opportunity to revisit a concept which has been introduced at different times over the years. Deputy City Manager Singer presented the information, and asked for direction from the Council regarding the feasibility study for the site.

Council directed staff to bring back a proposal for a feasibility study which would include a scope, schedule and budget. Councilor Bubenik stated he would be interested in looking at replacing what we currently have and including the Administration Department which is currently in leased space. Councilor Truax agreed with having the study examine replacing what currently exists.

Council President Beikman said we should not limit the study to examining options only at the current site.

City Manager Lombos said staff would bring back a presentation to include a scope, schedule and budget for a study which would examine the replacement of the existing building, the inclusion of the space needed for the Administration Department offices, and a financial analysis of current funding sources.

### **3. Council Meeting Agenda Review, Communications & Roundtable**

City Manager Lombos gave an update regarding the letter to Metro in regards to the Stafford Area.

City Manager Lombos said former Councilor Chris Barhyte is still representing the City of Tualatin on the Metro Area Communications Committee (MACC). She said that he will be stepping down at the end of April and a Councilor will need to replace him on the Committee. She said she would send the meeting dates and times to the Council, and they could contact her if they are interested in participating on the Committee.

## **ADJOURNMENT**

The work session adjourned at 6:48 p.m.

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Sara Singer, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Mayor



## OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR

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Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Councilor Wade Brooksby

Staff City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker;

Present: Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Deputy City Manager Sara Singer; Information Services Manager Lance Harris; Parks and Recreation Manager Carl Switzer; Library Manager Abigail Elder; Maintenance Services Division Manager Clayton Reynolds; Management Analyst Ben Bryant; Human Resources Manager Janet Newport

### A. CALL TO ORDER

Pledge of Allegiance

Mayor Ogden called the meeting to order at 7:00 p.m.

### B. ANNOUNCEMENTS

#### 1. City of Tualatin Volunteer Appreciation Week Proclamation

Mayor Ogden announced that April is Volunteer Appreciation month in Tualatin, and a Volunteer Appreciation BBQ will be held. Council President Beikman read the Proclamation recognizing March 31-April 6 as Volunteer Appreciation Week in Tualatin.

#### 2. Tualatin Library Foundation Announces Vine2Wine

Wayne Welch and Hamish Corstophine made an announcement regarding the upcoming Vine2Wine event on Saturday, April 20<sup>th</sup>. The proceeds benefit the Tualatin Library Foundation and tickets are available for purchase at the library or through the Tualatin Library Foundation website.

### C. CITIZEN COMMENTS

*This section of the agenda allows citizens to address the Council regarding any issue not on the agenda. The duration for each individual speaking is limited to 3 minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

Tim Devine spoke to Council regarding his opposition to backyard chickens. He submitted a copy of his comments for the record. He mentioned that an organized group of residents spoke at his neighborhood meeting recently regarding the community support for chickens, however, he and other neighbors are opposed.

**D. CONSENT AGENDA**

*The Consent Agenda will be enacted with one vote. The Mayor will first ask staff, the public and Councilors if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under, I) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.*

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to approve the consent agenda.

**Vote:** 6 - 0 MOTION CARRIED

Other: Councilor Wade Brooksby (Absent)

1. Approval of the Minutes for the City Council Regular Meeting on March 11, 2013

**E. SPECIAL REPORTS**

1. Arbor Week Proclamation and Tree City USA Presentation

Parks and Recreation Manager Carl Switzer provided a brief presentation regarding Arbor Week. Two students from Tualatin Elementary were here to accept awards for the poster contest. Parks and Recreation Manager Switzer also shared that Tualatin will be celebrating its 26<sup>th</sup> year designated as a tree city. Councilor Grimes read the Proclamation declaring April 7-13 Arbor Week in the City of Tualatin.

**F. PUBLIC HEARINGS – Legislative or Other**

**G. PUBLIC HEARINGS – Quasi-Judicial**

**H. GENERAL BUSINESS**

**I. ITEMS REMOVED FROM CONSENT AGENDA**

*Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.*

**J. COMMUNICATIONS FROM COUNCILORS**

**K. ADJOURNMENT**

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Frank Bubenik to adjourn the meeting at 7:35 p.m.

**Vote:** 6 - 0 MOTION CARRIED

Other: Councilor Wade Brooksby (Absent)

Sherilyn Lombos, City Manager

\_\_\_\_\_ / Sara Singer, Recording Secretary

\_\_\_\_\_ / Lou Ogden, Mayor



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos

**FROM:** Don Hudson, Finance Director

**DATE:** 04/08/2013

**SUBJECT:** Resoluton No. 5136-13 Citizen Involvement Organization Grant Program Policy

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### **ISSUE BEFORE THE COUNCIL:**

Consider establishing the Citizen Involvement Organization Grant Program Policy for Tualatin's Citizen Involvement Organizations.

### **RECOMMENDATION:**

Staff recommends approval of the CIO Grant Program Policy.

### **EXECUTIVE SUMMARY:**

A component of the Citizen Involvement Organizations is a grant program to help the CIOs support and enhance the quality of life within the City of Tualatin and its neighborhoods. The goal of the program is to encourage projects that promote communication and a sense of community, foster civic pride, enhance and beautify Tualatin's neighborhoods and expand citizen involvement in Tualatin. Staff met with the treasurers for the CIOs to develop a draft policy for this program. The draft policy was discussed with the City Council during its work session on February 25th, with no proposed changes.

### **FINANCIAL IMPLICATIONS:**

Annual program amounts, to be divided among recognized CIOs, will be set during the annual city budget process and appropriated by the City Council when adopting the City's fiscal year budget.

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**Attachments:** [Resolution 5136-13](#)  
[Exhibit A - CIO Grant Program Policy](#)



RESOLUTION NO. 5136-13

ESTABLISHING THE CITIZEN INVOLVEMENT ORGANIZATIONS GRANT PROGRAM POLICY

WHEREAS, citizen involvement is highly valued in the City of Tualatin.

WHEREAS, on or about July 2011, the City Council created a program recognize and develop Citizen Involvement Organizations (CIOs) to work with the City and increase citizen involvement; and

WHEREAS, the City Council wants to further support the work of the CIOs in enhancing the quality of life within the City of Tualatin and its neighborhoods through a CIO grant program; and

WHEREAS, the goal of the CIO grant program is to encourage projects that promote communication, create a sense of community, foster civic pride, enhance and beautify Tualatin's neighborhoods, and expand citizen involvement in Tualatin; and

WHEREAS, the establishment of the CIO grant program is in the public interest;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council adopts the attached City of Tualatin Citizen Involvement Organization Grant Program Policy (Exhibit A).

Section 2. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED this 8th day of April, 2013.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

ATTEST:

BY \_\_\_\_\_  
City Recorder

APPROVED AS TO FORM

BY \_\_\_\_\_  
City Attorney



## City of Tualatin CIO Grant Program Policy

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### **PURPOSE AND GOAL:**

To provide grants to recognized Citizen Involvement Organizations (CIOs) to support and enhance the quality of life within the City of Tualatin and its neighborhoods.

The goal of the program is to encourage projects that promote communication and a sense of community, foster civic pride, enhance and beautify Tualatin's neighborhoods and expand citizen involvement in Tualatin.

### **POLICY:**

CIOs are eligible for grants from the City of Tualatin during each fiscal year, subject to the annual appropriation of funds by the City Council. Annual program amounts, to be divided evenly amongst recognized CIOs, will be set during the annual city budget process and appropriated by the City Council when adopting the City's fiscal year budget.

Grant funding may be spent on a variety of neighborhood activities, events, or projects. Applications for grant funding shall follow the procedures outlined in this policy and should fit within the following categories:

- Neighborhood Cultural, Social, and Recreational Initiatives
  - Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, youth athletic leagues, career preparation, services for the needy, disabled, or elderly and cultural activities such as music, dance, or art programs.
- Neighborhood Organizing / Organizational Development
  - Activities, services, and materials that generate new neighborhood membership, grow the CIO or educate neighborhood leadership toward the organization's development and continued operation
- Neighborhood Physical Improvements
  - Materials and services to be used toward improvements such as playgrounds, common areas, park amenities, community gardens, neighborhood markers, identity signs, banners, trash cans, benches, etc.
- Neighborhood Preservation
  - Materials, programs or services that sustain or improve the health, public safety, and welfare of the neighborhood, such as crime watch, public safety events, or emergency preparedness; or contribute positively to the neighborhood's aesthetic quality such as community property maintenance programs or beautification programs.

## **PROCEDURE:**

A project application form must be completed by an authorized representative of the CIO and submitted to the City. Applications will be accepted two or more times each fiscal year, with dates to be determined by City Staff and communicated to the CIO Officers. Each CIO may submit more than one application annually, though cumulative awards each fiscal year will not exceed appropriated funding set during the annual budget process. CIOs are encouraged to work together on projects that have a mutual benefit and leverage grant dollars, where appropriate.

The application will include contact information, a description of the project to include the category it fits into and a proposed project expense breakdown. Applications submitted prior to the deadline will be reviewed by city staff for conformity with the Grant Program Policy, the intent of the program and to ensure they do not duplicate an existing private or public program or service. All projects must comply with applicable federal, state or local statute, ordinance or regulations, provide a direct public benefit within the CIO boundaries and be nonprofit in nature.

Projects and expenses that are not eligible for funding from the CIO Grant Program include:

- Projects that conflict with existing City of Tualatin policies
- Ongoing services or requests that support service organizations' operating budgets (e.g. the Tualatin Chamber or Youth Soccer)
- Ongoing support/maintenance of projects built with previous CIO Grant Program funds
- Alcoholic beverages, tobacco products, fireworks or firearms
- Donations, political advocacy, election campaign activities, appealing land use matters or any related items

If an application is approved, the City will notify the CIO contact listed on the application of the approval and the amount of the grant. If an application is disapproved, the City will notify the CIO contact with the reasons for disapproval and provide an opportunity to correct deficiencies in the application for re-consideration of funding.

Awarded funds will need to be expended before the end of the City's fiscal year each year. The City's fiscal year end is June 30th. Within 30 days of the completion of the project, or 30 days after the end of the City's fiscal year, whichever is earlier, the CIO Treasurer will be required to submit to the City a final project report. This report will provide a recap of the project itself and a total cost of the project, with a detailed breakdown of the project expenses. Any receipts not previously submitted to the City must be attached to the final project report. Procedures for submitting project expenses for reimbursement or distribution will be determined by the City Finance Department. Any unexpended project funds will be returned to the City.



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos

**FROM:** Paul Hennon, Community Services Director

**DATE:** 04/08/2013

**SUBJECT:** Amendment No. 2 to An Intergovernmental Agreement with Metro for the 2006 Natural Areas Bond Measure Local Share Component

---

### **ISSUE BEFORE THE COUNCIL:**

The Council will consider approving an amendment to an intergovernmental agreement (IGA) with Metro for the 2006 Natural Areas Bond Measure Local Share Component to extend the expiration date to March 31, 2014.

### **RECOMMENDATION:**

The staff respectfully recommends that Council approve and authorize the City Manager to sign the attached Amendment No. 2.

### **EXECUTIVE SUMMARY:**

The Council approved an intergovernmental agreement with Metro enabling Tualatin to receive funding for land acquisition through the 2006 Natural Areas Bond Measure Local Share Component on October 13, 2008 (Resolution No. 4836-08).

Amendment No. 2 (Attachment A) will extend the expiration date of the IGA with Metro for the 2006 Natural Areas Bond Measure Local Share Component to March 31, 2014 thereby allowing the City of Tualatin to obtain Local Share funds in the amount of \$88,859.30 for land acquisition within the boundaries of the Tualatin River Greenway.

Additional time is needed to pursue land acquisition of property from willing sellers that meets the requirements of being within the Tualatin River Greenway and can be purchased within the amount of available funds

### **FINANCIAL IMPLICATIONS:**

Amendment No. 2 will enable the City of Tualatin to obtain Local Share funds in the amount of \$88,859.30 for a total contract amount not to exceed \$786,506 for land acquisition within the boundaries of the Tualatin River Greenway. These funds are budgeted in the Park Development Fund (Fund 36).

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**Attachments:** Attachment A - Amendment 2



600 NE Grand Ave.  
Portland, OR 97232-2736  
503- 797-1700

# Amendment

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AMENDMENT NO. 2

CONTRACT NO. 927851

This Amendment hereby amends the above titled contract between Metro, a metropolitan service district organized under the law of the State of Oregon and the Metro Charter, and City of Tualatin, hereinafter referred to as "Local Share Partner."

This amendment is a change order to the original Scope of Work as follows:

Metro's funding obligation expiration date is extended from March 31, 2013 to March 31, 2014 to allow Local Share Partner to finish project planning, to leverage resources and complete land acquisition in the Tualatin River Greenway.

Except for the above, all other conditions and covenants remain in full force and effect.

IN WITNESS TO THE ABOVE, the following duly authorized representatives of the parties referenced have executed this Amendment.

LOCAL SHARE PARTNER

METRO

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

T:\Remfma\Contracting\Contracts\927851 City of Tualatin\927851 Tualatin AM 2.docx



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos

**FROM:** Merab Walker, Office Coordinator  
Kent W. Barker, Chief of Police

**DATE:** 04/08/2013

**SUBJECT:** Authorization to Enter into an Intergovernmental Agreement between Washington County and the City of Tualatin for Youth Alcohol Prevention Services through the Washington County Strategic Prevention Framework State Incentive Grant

---

### **ISSUE BEFORE THE COUNCIL:**

Authorize an Intergovernmental Agreement with Washington County to allow the City of Tualatin to accept grant funds to be utilized to decrease opportunities for youths to engage in high risk drinking.

### **RECOMMENDATION:**

It is recommended that this agreement be approved to allow the police services in cooperation with Washington County to focus efforts on decreasing high risk drinking among youths.

### **EXECUTIVE SUMMARY:**

The Tualatin Police Department would like to become partners with Washington County by utilizing the Washington County Strategic Prevention Framework State Incentive Grant. The goal of this grant is to decrease opportunities for 18 to 25 year olds to engage in high risk drinking.

The Tualatin Police Department will obtain outcomes through the following initiatives:

- A minimum of 4 minor decoy / compliance check operations targeting all establishments will occur in partnership with Oregon Liquor Control Commission.
- Tualatin Police Department will use portable breathalyzer resulting in a 10% increase in Adult Minor in Possession citations.
- Tualatin Police Department will partner with Washington County law enforcement entities and provide a minimum of one officer to participate in a minimum of two MIP patrol operations.
- Distribute provided materials to 1500 contacts in the community.
- Officers will report an increase in knowledge regarding high-risk drinking prevention, alcohol impairment and/or enforcement techniques.

- Participate in the bi-monthly Countrywide High-Risk Drinking Advisory, as the oversight body to the SPF SIG project.
- Provide an officer to be on the Tualatin High Risk Drinking Leadership team.

**FINANCIAL IMPLICATIONS:**

This intergovernmental agreement provides the City of Tualatin with up to \$4,000 per year to be reimbursed for the satisfactory delivery of services defined in the Strategic Prevention Framework State Incentive Grant and described in Attachment A.

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**Attachments:**    Attachment A  
                          IGA WaCo SPF SIG



## ATTACHMENT A PART I

### City of Tualatin: Tualatin Police Department Washington County Strategic Prevention Framework State Incentive Grant (SPF SIG)

**Goal:** To decrease opportunities for 18 to 25 year olds to engage in high risk drinking.

#### **Objectives:**

- Decrease alcohol sales to underage adults in the Tualatin community
- Decrease underage drinking in Tualatin.
- Increase community awareness of criminal and civil consequences of engaging in underage drinking, furnishing alcohol to a minor, social hosting, driving under the influence and other unlawful alcohol related activities.
- Provide information to law enforcement officers' on high risk drinking consequences, alcohol impairment, and prevention strategies.
- Participate in development and implementation of a county-wide approach to collecting and reporting data regarding alcohol related criminal behavior among the 18 to 25 year old population.
- Participate in Countywide High Risk Drinking Advisory Committee to coordinate planning, implementation and evaluation of strategies to reduce high risk drinking among 18-25 year olds.

#### **Outcomes:**

- A minimum of 4 minor decoy / compliance check operations targeting all establishments will occur in partnership with Oregon Liquor Control Commission (each compliance check should be followed with a press release).
- Tualatin Police Department will use portable breathalyzer resulting in a 10% increase in Adult Minor in Possession citations.
- Tualatin Police Department will partner with Washington County law enforcement entities and provide a minimum of one officer to participate in a minimum of two MIP patrol operations.
- Distribute provided materials to 1500 contacts in the community.
- Officers will report an increase in knowledge regarding high-risk drinking prevention, alcohol impairment and/or enforcement techniques.
- Participate in the bi-monthly Countywide High-Risk Drinking Advisory, as the oversight body to the SPF SIG project.
- Provide an officer (others as deemed appropriate by Police Department) to be on the Tualatin High Risk Drinking Leadership team.

#### **Reporting:**

Contractor will meet quarterly with SPF SIG Coordinator and submit a Program Summary and Financial reports that include cumulative data regarding progress towards all goals, objectives and outcomes listed in Attachment A. (Approximately September 13, December 13, March 14, and June 6). All reports should follow the County format.

## ATTACHMENT A PART II

During the 2012-13 and 2013-14 fiscal years, Washington County will reimburse Contractor for true and verifiable expenses up to four thousand dollars and no/cents (\$4,000.00) for the satisfactory delivery of services defined in the Strategic Prevention Framework State Incentive Grant and described in Attachment A of this contract.

Contractor will submit an invoice to request reimbursement for true and verifiable expenses of the previous month. In June 2014, at the time Contractor submits final monitoring and fiscal reports, Contractor shall reimburse County any advanced funds which were not expended.

Except where specific exceptions are defined in Attachment A, mandatory utilization, performance, outcome and fiscal monitoring reports are due from Contractor by the 15<sup>th</sup> of the months following the end of each quarter (October, January, April, and July). Following demonstration of satisfactory utilization, performance, and outcomes, County will continue to reimburse monthly invoices. If contractor is less than 90% utilized at each fiscal quarter (full utilization is defined as 25% by September 30, 50% by December 31, 75% by March 31, and 100% by June 30 unless defined otherwise in Attachment A), the County reserves the right to modify payment of County funds to reflect actual utilization levels. Similarly, the County reserves the right to modify or terminate the contract if agency performance and/or outcomes are less than 85% of the levels detailed in Attachment A.

Delay in receipt of complete monitoring reports or monthly reimbursement invoices will result in a delay in the disbursement of contract funds and may result in a penalty up to and including a 10 percent reduction in funds allocated in the next monthly check.

All contract payments are subject to the availability of funds and will be paid subsequent to County receipt of payments from the Oregon Commission on Children and Families and/or the State Mental Health and Developmental Disability Services Division.

**\$4,000**

SPF-SIG 706015-7040371

## INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into, by and between Washington County, a political subdivision of the State of Oregon, and City of Tualatin.

WHEREAS ORS 190.010 authorizes the parties to enter into this Agreement for the performance of any or all functions and activities that a party to the Agreement has authority to perform.

Now, therefore, the parties agree as follows:

- 1) The effective date is: March 13, 2013, or upon final signature, whichever is later.  
The expiration date is: June 30, 2014; unless otherwise amended.
- 2) The parties agree to the terms and conditions set forth in Attachment A, which is incorporated herein, and describes the responsibilities of the parties, including compensation, if any.
- 3) Each party shall comply with all applicable federal, state and local laws; and rules and regulations on non-discrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition or handicap.
- 4) To the extent applicable, the provisions of ORS 279B.220 through ORS 279B.235 and ORS 279C.500 through 279C.870 are incorporated by this reference as though fully set forth.
- 5) Each party is an independent contractor with regard to each other party(s) and agrees that the performing party has no control over the work and the manner in which it is performed. No party is an agent or employee of any other.
- 6) No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.
- 7) This Agreement may be terminated, with or without cause and at any time, by a party by providing \_\_\_\_\_ (30 if not otherwise marked) days written notice of intent to the other party(s).
- 8) Modifications to this Agreement are valid only if made in writing and signed by all parties.
- 9) Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.
- 10) Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

- 11) Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.269 through 30.274.
- 12) Each party agrees to comply with all local, state and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.
- 13) This Agreement is expressly subject to the debt limitation of Oregon Counties set forth in Article XI, Section 10 of the Oregon Constitution, and is contingent upon funds being appropriated therefore.
- 14) This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement.

WHEREAS, all the aforementioned is hereby agreed upon by the parties and executed by the duly authorized signatures below.

\_\_\_\_\_  
Jurisdiction

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Address: \_\_\_\_\_

**WASHINGTON COUNTY:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Address:

155 N First Ave.  
Mail Stop # 6  
Hillsboro, OR 97124

## City Council Meeting

E. 1.

**Meeting Date:** 04/08/2013

**SPECIAL REPORTS:** Tualatin Planning Commission Annual Report

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### SPECIAL REPORTS

Tualatin Planning Commission 2012 Annual Report

#### SUMMARY

In 2012, the **Tualatin Planning Advisory Committee** changed to the **Tualatin Planning Commission** (TPC) by Ordinance 1339-12. The roles and responsibilities of the Planning Commission are described in Chapter 11-1 of the Tualatin Municipal Code which also establishes their role as the official Committee for Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement. This annual report covers activities conducted by TPC in 2012, see Attachment A.

The Planning Commission met for the first time in February 2012. During the first meeting of every year the Commission elects a new Chair and Vice Chair. In 2012 Mike Riley served as Chair and Alan Aplin served as Vice Chair. As a commission they have authority to review five quasi-judicial types of land use applications, these include:

1. Industrial Master Plans
2. Sign Variance
3. Variance
4. Transitional Use Permits
5. Reinstatement of Use

However, the City did not receive any applications for the above land use decision types. TPC continued in their role as an advisory committee and made recommendations on three Plan Text Amendments last year.

TPC dedicated a significant amount of meeting time to discussion of the Transportation System Plan (TSP) and Linking Tualatin project. Their discussion resulted in recommendations to the Council at different stages of the TSP development. Their ultimate recommendation in favor of the Plan Text Amendment to incorporate the TSP into the Tualatin Development Code was made in 2013 and not incorporated into the 2012 Annual Report. Commissioners Beers and Aplin officially represented the TPC at Transportation Task Force meetings and Commissioners Riley and Herriges participated on the Task Force in other capacities.

Planning Commission meetings provide an environment where the public and citizen volunteers, like the Commissioners, can bring forward land use interests, concerns, and issues. Some of the topics discussed by the Commission included Basalt Creek Transportation Refinement Planning, 124th Avenue Alignment planning, better Tri-Met service in Tualatin, and Oregon Passenger Rail. To ensure that meetings are accessible to the public several meetings were rescheduled so as not to conflict with community events like National Night Out or summertime holidays like July 4th. As a result of these ongoing conflicts the Commission

decided to permanently change the meeting time late last year. The Planning Commission now meets in the Police Training Room on the third Thursday of every month at 6:30pm.

Finally, in an effort to improve their knowledge of the Oregon land use system and roles and responsibilities of a Planning Commission, several members attended different trainings throughout the year.

The Planning Commission met to review the 2012 Annual Report on February 21, 2013 and directed staff to make changes to the document. They reviewed the report again on March 21, 2013 and accepted the report and recommended that Council accept the report.

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### **Attachments**

A - 2012 Tualatin Planning Commission Annual Report

B - Presentation

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*City of Tualatin*

**2012 ANNUAL REPORT**

**TUALATIN PLANNING COMMISSION**

**April 8, 2013**

Planning Commissioners:

Mike Riley, Chair

Alan Aplin, Vice Chair

Bill Beers

Jeff DeHaan

Nic Herriges

Steve Klingerman

Cameron Grile

# 2012 ANNUAL REPORT OF THE TUALATIN PLANNING COMMISSION

## **BACKGROUND**

Ordinance No. 342-76 that established the Tualatin Planning Advisory Committee (TPAC) was adopted July 26, 1976 and incorporated into the Tualatin Municipal Code as Chapter 11-1. The ordinance prescribes TPAC's role in reviewing plans and ordinances and makes TPAC the official Committee for Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement. In 2012, the Tualatin Planning Advisory Committee changed to the Tualatin Planning Commission (TPC) Ord. 1339-12. This annual report covers activities conducted by TPC in 2012.

This report will address two specific TPC mandates in Tualatin Municipal Code Chapter 11-1.

**11-1-060(4):** Serve as the City of Tualatin Committee for Citizen Involvement in accordance with the State of Oregon Land Conservation and Development Goal No. 1, with the following responsibilities:

- (a) Evaluate the effectiveness of the citizen involvement program during March and October of each calendar year.
- (b) Recommend and make suggestions to the City Council regarding revisions in the citizen involvement program, as the Committee deems appropriate.

**11-1-080:** Not later than April 1 of each year, the Committee shall file its annual report of the activities of the Committee with the City Council. The annual report shall include a survey and report of the activities of the committee during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council.

## **EFFECTIVENESS OF THE CITIZEN INVOLVEMENT PROGRAM**

At each meeting, there is an allotted time for the public to make comments about any topic not related to an agenda item. This opportunity has given members of the public the opportunity to ask TPC to consider other community concerns. For example, comments made by the public addressed the activities of the Transportation System Plans and the Tonquin Industrial Group overlay. Members of the public are also given the opportunity to comment on any action item or staff communication item.

In January 2012, the City Council adopted an amendment to change the Tualatin Planning Advisory Committee to the Tualatin Planning Commission. The Planning



Commission met for the first time in February 2012. The City Council and members of TPAC met jointly several times in 2011 to discuss the role of a Planning Commission in Tualatin's land use decisions, the logistics of a Planning Commission and what land use decisions could be under the purview of a newly created Commission. Staff presented research about the operation of planning commissions in other cities and which quasi-judicial land use decisions the City Council currently has under their purview.

Jointly, TPAC and the City Council decided that it was an appropriate time in Tualatin's development as a City to create a Planning Commission with approval authority over a limited number of quasi-judicial decisions. Including:

- Industrial Master Plans
- Reinstatement of Use
- Sign Variance
- Variance
- Transitional Use Permit

The purpose of this change was to help streamline land use decisions. The Planning Commission will retain the duties of the Advisory Committee, which makes recommendations on comprehensive plan amendments including map and text changes. The City did not receive any quasi-judicial applications for the above land use decisions in 2012.

## **TRANSPORTATION SYSTEM PLAN AND LINKING TUALATIN**

There was a great deal of time spent over the past year discussing the Transportation System Plan and Linking Tualatin. The Planning Commission's role regarding the Transportation System Plan and Linking Tualatin was to provide input and a recommendation to City Council throughout the process on specific decision points and to provide a recommendation at the final TSP. The dates below summarize topics the TPC discussed over the last year.

**February 7**-TSP: Update; Linking Tualatin: Update.

**March 6**-Review and provide a recommendation to City Council on the Goals and Objectives and existing conditions reports for the TSP and Linking Tualatin.

**April 3**-Review and provide a recommendation to City Council on the Constraints and Opportunities Report, Focus Area Boundary Refinement, and Transit-Oriented Place Types for the Linking Tualatin project. Update on TSP.

**May 1**-Review and finalize list of transportation system plan projects to be forwarded to the Technical Evaluation Process. Linking Tualatin update.

**June 5**-TSP: Update; Linking Tualatin: Update.

**August 9-TSP:** Discussion of Refinement Areas #1. Linking Tualatin: Review and provide comment on preferred alternatives for transit ready places and implementation actions.

**September 4-TSP:** Discussion of Refinement Areas #2. Linking Tualatin: Review and provide comment on implementation actions, and formulate a message about transit and the SW Corridor.

**November 15-TSP:** Boones Ferry Rd and 65<sup>th</sup> Ave Refinement Areas.

**December 4-Linking Tualatin Update:** Next Steps.

### **TRANSPORTATION TASK FORCE**

Mr. Aplin, Mr. Beers, Mr. Riley, and Mr. Herriges were all members of the Transportation Task Force (TTF). The TTF is a group of people brought together for the purpose of advising the Tualatin Planning Commission (TPC) and the Tualatin City Council about the needs and concerns of the community regarding transportation. The TTF is also representative of State and local agencies and nearby jurisdictions that are involved in transportation decision-making. This past year, the TTF was asked to weigh-in on key questions during the development of priority transportation projects.

### **CITIZEN INVOLVEMENT PROGRAM REFINEMENT**

In the upcoming year, 2013, TPC should consider coordinating with the Citizen Involvement Organizations (CIOs) and the Land Use Chairs to provide a greater opportunity for more citizens to participate in land use planning in the City. The CIO Land Use Chairs are tentatively scheduled to meet the TPC at the beginning of their March 21<sup>st</sup> meeting.

### **ACTIVITIES OF THE COMMISSION**

During the 2012 Calendar Year TPC met ten (10) times and reviewed three (3) Plan Text Amendments:

**PTA-11-12- Core Area Parking District**—Consideration of proposed Plan Text Amendment to remove existing Tualatin Development Code (TDC) provisions that allow payment of “impact fee within downtown Tualatin’s Core Area Parking District”. The TDC amendment will be paired with an amendment to the Tualatin Municipal Code Chapter 11-3 Core Area Parking district Board that will remove “impact fee” provisions. TPC recommended approval April 3, 2012.

**PTA-12-01- Amending TDC Chapter 64-Tonquin Industrial Group-** To amend TDC Chapter 64 to add 64.036 creating the Tonquin Light Manufacturing Overlay to allow additional permitted and conditional uses and specific standards for the development for

Tonquin Industrial Group properties designated as within the Overlay. TPC recommended approval September 4, 2012.

**PTA-12-04- Amending Medium Low Density Residential Planning District (RML) Conditional Uses, and Amending TDC 41.030-** Consideration of PTA-12-04 that restores the original list of conditional uses to the code that were mistakenly overwritten. TPC recommended approval October 2, 2012.

### **OTHER TPC ACTIVITIES**

Staff brought forward several topics for TPC discussion including:

- Linking Tualatin, the City's high capacity transit land use study.
- Transportation System Plan project and the Transportation Task Force.
- Basalt Creek Transportation Planning / SW 124<sup>th</sup> Avenue Alignment.
- Tri Met in Tualatin– Service enhancement studies are in the works and the desire for better transit in Tualatin.
- Oregon Passenger Rail – ODOT is beginning a study to improve passenger rail service between the Portland urban area and the Eugene-Springfield urban area.

### **COMMISSIONER TRAININGS**

- Mr. DeHaan and Mr. Aplin attended a Land Use Planning Seminar in January, 2012
- Mr. Beers and Mr. Riley attended a Planning Commission Training in September, 2012.

# 2012 Annual Report of the Tualatin Planning Advisory Committee

April 8, 2013





# Background

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- Annual Report addresses two requirements of the Municipal Code:
  - Evaluate TPC's role in Citizen Involvement
  - List activities during the preceding year



# TPC's role in Citizen Involvement

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- Changed to a Planning Commission
  - Streamline land use decisions
  - Empower citizen volunteers on the Commission
- Opportunities for public comment at meetings
- Participation on the Transportation Task Force



# Planning Commissioners

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- Mike Riley, Chair
- Alan Aplin, Vice Chair
- Bill Beers
- Jeff DeHaan
- Nic Herriges
- Cameron Grille
- Steve Klingerman



# Recommendations

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- In 2013, provide opportunities for coordination CIO Land Use Officers.
  - Land Use Officers met the Planning Commissioners for the first time on March 21.





# 2012 Activities

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- TPC met 10 times
- Reviewed 3 Plan Text Amendments
  - Changes to Core Area Parking District
  - Implementing a Tonquin Industrial Overlay
  - Amending the medium-low density residential district



# Other discussions

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- Transportation System Plan
- Linking Tualatin
- Basalt Creek Transportation Refinement
- 124<sup>th</sup> Alignment options
- Tri-Met service in Tualatin
- Oregon Passenger Rail



# Questions?

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# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos

**FROM:** Paul Hennon, Community Services Director

**DATE:** 04/08/2013

**SUBJECT:** Resolution No. 5134-13 Setting Forth Tualatin's Commitment to Put Healthy Options Within Reach of All Residents

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### **ISSUE BEFORE THE COUNCIL:**

The Council will consider adopting a resolution expressing Tualatin's commitment to put healthy options within reach of all residents.

### **RECOMMENDATION:**

The staff respectfully recommends that Council adopt the attached resolution.

### **EXECUTIVE SUMMARY:**

The Council has established goals related to creating a livable, healthy, active community.

The state and federal governments are partnering with the League of Oregon Cities, the National League of Cities, and other organizations to implement initiatives to assist local governments in creating healthy communities and in reducing childhood obesity. These approaches include the Oregon Healthy Eating Active Living Cities Campaign (HEAL Cities Campaign) and the national *Let's Move! Cities, Towns, and Counties* initiative (*Let's Move!*). See Attachments A and B for additional information on the HEAL Cities Campaign and the *Let's Move!* initiative.

Tualatin can work in partnership with the HEAL Cities Campaign and *Let's Move!* to further the Council's goal of creating a livable, healthy, active community.

Both the HEAL Cities Campaign and *Let's Move!* offer free information, technical assistance, and other resources and incentives to help local governments who are working to create healthier communities and reduce childhood obesity.

Tualatin has already taken a number of actions recommended by both HEAL Cities Campaign and *Let's Move!* Some of these include modifying land use and transportation policies, improving access to healthy food options, utilizing shared use agreements, fostering workplace wellness for city employees, and increasing physical activity and access to play.

As a result of these past actions, Tualatin qualifies to join the HEAL Cities Campaign as an “Active City” and would help kick-off the initiative by being among the first cities in Oregon to formally join the HEAL Cities Campaign, and the first to join by resolution of the Council. Currently, the HEAL Cities Campaign is working with 74 cities across the state.

Tualatin has already signed up for the *Let’s Move!* initiative and in 2012 achieved a *Let’s Move!* Gold Medal for increasing physical activity and access to play.

Despite these accomplishments, there is more that can be done to improve community health and participation in these initiatives is a way to do so with little budgetary impact.

#### **OUTCOMES OF DECISION:**

The broad outcome of partnering with the HEAL Cities Campaign and the *Let’s Move!* initiative is that Tualatin will become a more livable, healthy, active community with reduced childhood obesity.

Tualatin’s approach to partnering with these initiatives would be to work with state and federal representatives to learn about and consider implementation of policy recommendations and other action steps as part of annual work plans in various city departments that are undertaken to further Council goals.

Staff will report back to Council with recommendations from time to time on the status and progress in implementing HEAL Cities Campaign policies and *Let’s Move!* action steps.

#### **FINANCIAL IMPLICATIONS:**

There will be minimal budgetary impacts since work on these initiatives will be incorporated into already established work plans and projects.

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**Attachments:**    [Attachment A - HEAL Cities Campaign Information](#)  
                          [Attachment B - Let’s Move! Cities, Towns, and Counties Information](#)  
                          [Attachment C- HEAL Resolution](#)  
                          [Attachment D- Presentation](#)



HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
CAMPAIGN

# Cities' Role in Building a Healthy Community

## Why local elected officials and executive staff are embracing the HEAL Cities Campaign.

The Oregon League of Cities and the Oregon Public Health Institute have teamed up to bring the Healthy Eating Active Living Cities Campaign to Oregon. The HEAL Cities Campaign is a free program to help civic leaders create healthy Oregon communities with minimal budget impact.

Every city can offer its residents healthy options.

## Good Health Starts in Healthy Places

Civic leaders have the unique ability to improve the health of the places we live, work, study, shop and play by:

- giving health a greater priority in plans for their city's future
- adopting Healthy Eating Active Living policies
- establishing a culture of wellness for municipal employees



## The Physical Environment Makes a Difference

In many communities today, people who want to be more physically active are discouraged by their environment. Making the decision to be more active is much easier when every neighborhood has safe sidewalks, crossings, bike paths, and transit options; attractive destinations like schools, markets, banks and libraries within a reasonable walking distance; and good access to parks, trails and playgrounds.



## The Food Environment Makes a Difference

The science is clear. People who live in places with many unhealthy food outlets have significantly higher rates of obesity and diabetes than those with more opportunities to buy healthy food, regardless of race or wealth.<sup>1</sup> Making the decision to eat healthier is much easier when nutritious food is available near the places we live, work, learn, play, and pray.



*The HEAL Cities Campaign is a joint project of the Oregon Public Health Institute and the League of Oregon Cities, and is funded by Kaiser Permanente.*

*HEAL Cities provides training and technical assistance to help civic leaders create healthy communities. This fact sheet is one in a series with policy ideas for healthy cities.*

For the first time in modern history, today's youth may live shorter lives than their parents.<sup>2</sup>

**Q:** How can we protect our children from developing chronic medical problems related to eating too much of the wrong things and moving too little?

**A:** Local leaders across the country are stepping up to help protect the health and well-being of children.

Our kids deserve opportunities to bike or walk to school, to play in safe, open spaces and to have nutritious food options.

City leaders can improve the local environment through:

- Land use & transportation plans
- Zoning regulations and decisions
- Selection criteria for capital projects
- Redevelopment priorities
- Economic development plans
- Internal personnel and facility policies

## What is good for kids is good for the whole community.

Two things your city can do right now:

1. Establish nutrition standards for snacks and beverages in city buildings and city parks and rec facilities.
2. Map safe routes and lead bike caravans from residential neighborhoods to the local public schools.



PHOTOS: JANUS YOUTH & JOSH TILLINGHAST

### REFERENCES

1. Designed for disease: The link between local food environments and obesity and diabetes, California Center for Public Health Advocacy, PolicyLink, and the UCLA Center for Health Policy Research, 2008.
2. Olshansky SJ, Passaro DJ, Hershov RC, et al. A potential decline in life expectancy in the United States in the 21st century. N Eng J Med. Mar 17 2005;352(11):1138-1145.

## Join the HEAL Cities Campaign!

Tell us about your HEAL City or request free technical assistance @ [www.HEALCitiesNW.org](http://www.HEALCitiesNW.org)  
Beth Kaye, Campaign Manager, [bethkaye@orphi.org](mailto:bethkaye@orphi.org) | 503.227.5502 x230





HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
CAMPAIGN

# Be an Active City

Whether your city has been a leader in creating opportunities for residents to be more active, or this is a new issue, you can establish a healthier future for your city. Take these three steps and you're on your way to supporting active living.

## STEP ONE:

### Recognize the Issue

In many communities today, people who want to be more physically active are discouraged by their environment. There may be few sidewalks, safe crossings, bike paths or transit options, and very limited access to parks, trails and playgrounds. Going to the store or the library may require a car.

Is your city extending options for physical activity through policies, resolutions or programs?

- ✓ YES! Proceed to step two.
  - ✓ NO:
1. Assess the environment in your community for walkability, bikeability, and the availability of transit options.
  2. Learn whether there is a group already working on the issue in your city.  
If so, listen to what they have to say and offer your assistance.
  3. If the issue is new for your city, start by consulting with your county public health director, local school board, the PTA board and other community leaders who may share your concerns.
  4. Visit [www.HEALCitiesNW.org](http://www.HEALCitiesNW.org) to find out how other communities are addressing the issue.



## STEP TWO:

### Clarify Your City's Role

Has your city stated a vision or adopted a policy or other tool to support healthy, active living?

- ✓ YES! Proceed to step three.
- ✓ NO:

Join the HEAL Cities NW Campaign by adopting a resolution to increase physical activity and access to healthy food for your employees and residents.

Visit [www.HEALCitiesNW.org](http://www.HEALCitiesNW.org) to see a sample resolution and model policies.

*The HEAL Cities Campaign is a joint project of the Oregon Public Health Institute and the League of Oregon Cities, and is funded by Kaiser Permanente.*

*HEAL Cities provides training and technical assistance to help civic leaders create healthy communities. This fact sheet is one in a series with policy ideas for healthy cities.*



## STEP THREE:

### Consider HEAL Policy Options

Is your city working to increase health and wellness through specific policies, rules, or other tools? Consider the following policy options:

#### Update your comprehensive plan.

Establishing goals and policies in your comprehensive plan to increase healthy options in the physical environment is a powerful and enduring way to affect the health of your city. See the HEAL Cities Campaign's website for specific ideas and examples of comprehensive plan, land use plan, and transportation plan updates.

#### Adopt zoning ordinances to put options for physical activity within reach of all residents.

Certain zoning ordinances promote walking and biking and create lively destinations within your city. See the HEAL Cities Campaign's website for specific ideas and examples.

#### Create incentives to increase the availability of healthy food in all city neighborhoods.

Make healthy food a top destination in every neighborhood. Cities have powerful planning and economic development tools that can be directed toward developing grocery stores, converting corner stores, and establishing farmers markets and community gardens.

See the HEAL Cities Campaign's Fact Sheet: *Be a City with Healthy Food Options* for specific ideas and examples. The Campaign also has marketing materials for retailers who offer healthy choices.

#### BONUS! Get Credit

When you register your city's policies with the HEAL Cities NW Campaign, we will give you:

- ✓ A logo declaring that your city is a HEAL City for your website
- ✓ A press release we will distribute to local media outlets and the League of Oregon Cities
- ✓ Recognition at a HEAL Cities Campaign event at the League's Annual Conference (beginning in 2013)
- ✓ Free HEAL Cities Campaign bumper stickers and Campaign promotional materials at cost

#### Address city workplace wellness.

A good workplace wellness program includes opportunities and incentives for city employees to be more physically active at work.

This can reduce chronic disease and absenteeism, and increase productivity and morale.

See the HEAL Cities Campaign's Fact Sheet: *Be a City with a Healthy Workforce* for specific ideas and examples.

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### Join the HEAL Cities Campaign!

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Beth Kaye, Campaign Manager, [bethkaye@orphi.org](mailto:bethkaye@orphi.org) | 503.227.5502 x230





HEALTHY EATING  
ACTIVE LIVING  
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CAMPAIGN

# Is Your City a HEAL City?

Oregon can be proud: many Oregon cities already offer some options for healthy eating, active living, &/or workplace wellness.

To encourage EVERY city to take the NEXT step towards healthy, fit, connected communities by adopting a new HEAL policy, the Campaign will use the following four designations:

<b>EAGER</b>	EAGER CITIES join the Campaign by providing the Campaign with a resolution, proclamation, or letter expressing the intent to work with the Campaign to explore HEAL policies. The Campaign has a wealth of resources to share, including consultations with subject matter experts and a library of model policies.
<b>ACTIVE</b>	ACTIVE CITIES are cities that already had at least one HEAL policy on their books before joining the Campaign. Active Cities join the Campaign by submitting these policies together with a resolution, proclamation, or letter expressing the intent to work with the Campaign to explore additional HEAL policies.
<b>FIT</b>	FIT CITIES join the Campaign by adopting and implementing at least one new HEAL policy and submitting the policy with an implementation plan.
<b>FABULOUS</b>	FABULOUS CITIES are FIT CITIES that adopt and implement at least two additional new HEAL policies.

*The HEAL Cities Campaign is a joint project of the Oregon Public Health Institute, and the League of Oregon Cities, and is funded by Kaiser Permanente.*

[www.HEALCitiesNW.org](http://www.HEALCitiesNW.org)  
[info@HEALCitiesNW.org](mailto:info@HEALCitiesNW.org)

PHONE: 503-227-5502  
FAX: 503-416-3696

Your city will receive these benefits from the Campaign:

	HEAL Cities Campaign logo for city website	Framed Campaign certificate	Recognition on the HEAL Cities Campaign website	Tailored press release for local press outlets	Recognition at the League Annual Conference	Paid ad in <i>Local Focus</i> magazine.
<b>Eager</b>	✓	✓	✓	✓		
<b>Active</b>	✓	✓	✓	✓	✓	
<b>Fit</b>	✓	✓	✓	✓	✓	✓
<b>Fabulous</b>	✓	✓	✓	✓	✓	✓

Submit your policies at: <http://www.healcitiesnw.org/heal-cities/eager-active-fit-cities/submit-a-policy>.

Need policy ideas? Want a model Resolution?

See our policy toolkit at <http://www.healcitiesnw.org/resources/toolkit>.





HEALTHY EATING  
ACTIVE LIVING  
**CITIES**  
CAMPAIGN

## HEAL CITIES POLICY MENU

The Oregon Public Health Institute and the League of Oregon Cities have teamed up to bring the HEAL Cities Campaign to Oregon, with the financial support of Kaiser Permanente.

The HEAL Cities Campaign helps civic leaders create healthy communities. The Campaign has a **policy** focus, because policies establish the rules and shape the environment in which employees, residents and businesses make decisions about nutrition and physical activity. Opinion surveys show that people want to eat better, move more, and feel energized to do the things they love. **It is much more difficult for people to make healthy choices in an unhealthy environment.**

**Cities that provide healthy, fit environments rate higher on livability, and are more attractive to families and businesses.**

The Campaign provides cities with information about policy options in four areas: Land Use & Transportation, Access to Healthy Food Options, Shared Use, and Workplace Wellness & Nutrition Standards. This Policy Menu is designed to help answer these questions:

1. **What policies might expand options for healthy eating and active living in my city?**
2. **What policies might improve workplace wellness for my city's employees?**

The Campaign will work with participating cities to tailor policies for their communities. If you are interested in learning more about any aspect of the HEAL Cities Campaign, or if you would like technical assistance from the HEAL Cities Campaign to adapt a policy for your city, please see our website, [www.HEALCitiesNW.org](http://www.HEALCitiesNW.org), or contact Beth Kaye, HEAL Cities Campaign Manager, at [bethkaye@orphi.org](mailto:bethkaye@orphi.org) or 503 227-5502x 230.

## HEAL CITIES POLICY MENU

<b>LAND USE AND TRANSPORTATION</b>
<b>Comprehensive Plan, Land Use Plan, and Transportation Plan Updates</b>
1. Include general health goals; promote physical activity and access to healthy food options
2. Promote mixed-use, transit-oriented, and/or compact development
3. Promote street connectivity
4. Promote “complete streets”
5. Promote pedestrian and bicycle safety in all transportation planning
6. Improve access for all residents to existing recreational and natural areas
7. Provide transit access to grocery stores
8. Collaborate with public health agencies and organizations to support programs and activities related to nutrition, including classes in gardening, meal planning, and cooking
9. Increase the number of parks, open spaces, and recreational trails
<b>Establish Guidelines and/or Zoning Controls</b>
10. Adopt incentives for compact, mixed use and/or transit-oriented development
11. Establish pedestrian and bike friendly street design standards
12. Allow new and/or support existing farmers markets
13. Allow new and/or support existing community gardens
14. Create a healthy food zone around schools and parks by allowing or supporting the location or wholesome food retail and community gardens in those areas
15. Allow or support the location of wholesome food retail in neighborhoods that have a concentration of retailers of sugar-loaded beverages, high fat, high salt, and heavily processed foods
16. Allow Community Supported Agriculture distribution points on public property
<b>Bicycle and Pedestrian Plans</b>
17. Establish dedicated pathways for pedestrians and cyclists
18. Address pedestrian and bicycle safety at crossings, along traffic corridors, on routes between residential areas and schools, and in other transportation projects
<b>Healthy Infrastructure Investments</b>
19. Increase accessibility of recreational facilities and other key destinations to pedestrians, cyclists, and transit riders
20. Create Safe Routes to Schools from residential neighborhoods to local elementary, middle, and high schools
21. Prioritize capital improvement projects that fund sidewalks, crosswalks and bike lanes in neighborhoods with high obesity rates
<b>ACCESS TO HEALTHY FOOD OPTIONS</b>
<b>Improving Access to Healthy Food Options</b>
22. Attract retailers that offer fresh fruits and vegetables and wholesome staple items at reasonable prices
23. Provide economic incentives for healthy food retail projects
24. Support availability of fresh fruits and vegetables and wholesome staple items at reasonable prices in

areas identified as 'food swamps' or 'food mirages'
25. Support community gardens
26. Support year-round farmers markets
27. Support Community Supported Agriculture
28. Encourage low-income residents to purchase fresh produce by offering economic incentives (e.g., at your local farmers market, offer \$5 worth of produce for each \$1 of SNAP benefits)
<b>Recognize Retailers that Promote Healthy Eating</b>
29. Recognize restaurants that disclose the calorie amount and grams of fat for each menu item listed on a menu or menu board in a clear and conspicuous manner
30. Recognize restaurants that remove foods containing artificial trans-fat from their menu
31. Recognize restaurants that offer smaller portions of popular high-calorie and high-fat dishes
32. Recognize restaurants that establish pricing structures that encourage consumption of lower-calorie, lower-fat, and less processed foods
33. Recognize restaurants and markets that feature healthy check-out lanes for orders that include only lower-calorie, lower-fat, and less processed or unprocessed foods
<b>SHARED USE AGREEMENTS</b>
34. Negotiate agreements with school districts or other entities to open use of existing recreational facilities (e.g., pools, tennis courts, fields) to general public during off-hours
35. Partner with school districts or other public entities to share the cost and responsibilities of building and maintaining new park and recreation facilities
36. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of institutional kitchens for public cooking demonstrations, cooking lessons, and/or congregate meal preparation and distribution
37. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of food distribution centers
<b>WORKPLACE WELLNESS &amp; NUTRITION STANDARDS</b>
<b>Workplace Wellness</b>
38. Require a self-assessment of wellness practices in each municipal workplace
39. Require the city to create a tailored plan to address its needs
40. Schedule activity breaks during the work day
41. Encourage use of stairways
42. Improve breastfeeding accommodations for employees
<b>Healthy Meeting Policies</b>
43. Require that all meetings with food offer a healthy option (e.g., fruit, nuts)
44. Make water the preferred beverage at meetings
45. Encourage walking meetings
46. Establish physical activity breaks for meetings that last more than one hour
<b>Nutrition Standards</b>
47. Set nutrition standards for vending machines located in city owned or leased locations
48. Set nutrition standards for food offered for sale or served at city events, city sponsored meetings, city facilities, city concessions, and city programs

<b>Access to Healthy Food Options in the Workplace</b>
49. Offer Community Supported Agriculture (CSA) programs to city employees
<b>IMPLEMENTATION</b>
50. Prioritize funding for projects and programs that create or expand HEAL options in areas identified as having the fewest options, and/or where obesity rates are highest
51. Create incentives for development project proposals that create or expand HEAL options in areas identified as having the fewest options, and/or where obesity rates are highest



## What is *Let's Move!* Cities, Towns and Counties (LMCTC)?

Launched in 2010, LMCTC is an initiative that calls upon local elected officials to adopt long-term, sustainable and holistic approaches to addressing childhood obesity. Consistent with the First Lady's *Let's Move!* initiative, local elected officials who sign up as an LMCTC site are willing to commit to five goals.

Developed with the role of local elected officials in mind, the five goals are designed to promote sustainable strategies that will directly impact the health of local leaders' constituents.

LMCTC goals were identified because they are achievable and measurable and because they leverage existing federal initiatives. In addition, widespread adoption of these goals will highlight local action, enable city, town and county leaders to track their progress and that of their peers in communities across the nation, and accelerate momentum around the development of concrete, sustainable strategies to promote healthy eating and active living.



## **What are the five *Let's Move!* Cities, Towns and Counties goals?**

### **Overarching**

Consider forming a childhood obesity task force in your own community, or aligning with an existing task force, that engages a range of city agencies, partners, and constituents to achieve the goals of *Let's Move!* Cities, Towns and Counties.

### **Goal I: Start Early, Start Smart**

To provide children with a healthier start, local elected officials commit to helping early care and education program providers incorporate best practices for nutrition, physical activity and screen time into their programs.

### **Goal II: MyPlate, Your Place**

To empower parents and caregivers, local elected officials commit to prominently displaying MyPlate in all municipally- or county-owned or operated venues where food is served.

### **Goal III: Smart Servings for Students**

To provide healthy food in schools, local elected officials commit to increasing participation in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).

### **Goal IV: Model Food Service**

To improve access to healthy, affordable foods, local elected officials commit to implementing healthy and sustainable food service guidelines that are aligned with the *Dietary Guidelines for Americans* in all municipally- or county-owned or operated venues where food is served.

### **Goal V: Active Kids at Play**

To increase physical activity, local elected officials commit to mapping local playspaces, completing a needs assessment, developing an action plan, and launching a minimum of three proven policies, programs or initiatives aimed at increasing access to play.

To provide children with a healthier start, local elected officials commit to helping early care and education program providers incorporate best practices for nutrition, physical activity and screen time into their programs.

## BENCHMARKS FOR GOLD, SILVER, AND BRONZE MEDALS

Gold, silver, and bronze medals, with associated benchmarks, have been established for the LMCTC goals. When an LMCTC site indicates reaching a benchmark through the tracking survey, thereby earning a medal, their site will be recognized on the NLC web site.

This initiative is not about duplicating efforts but building on the accomplishments already achieved in your city, town, or county.

### Goal I: Start Early, Start Smart

To provide children with a healthier start, local elected officials commit to helping early care and education program providers incorporate best practices for nutrition, physical activity and screen time into their programs.

- *Bronze:* The LMCTC site has an active interagency collaboration on early care and education programs.
- *Silver:* Participation in *Let's Move! Child Care* is promoted among early care and education providers using at least three approaches; and the LMCTC site has an active interagency collaboration on early care and education programs.
- *Gold:* Each of the five goals of *Let's Move! Child Care* has been integrated into at least one professional development training offered annually to early care and education providers; participation in *Let's Move! Child Care* is promoted among early care and education providers using at least three approaches; and the LMCTC site has an active interagency collaboration on early care and education programs.

### Goal II: MyPlate, Your Place

To empower parents and caregivers, local elected officials commit to prominently displaying MyPlate in all municipally- or county-owned or operated venues where food is served.

- *Bronze:* At least 51% of municipally- or county-owned or operated venues that serve food prominently display MyPlate, and the *Let's Move! Cities, Towns and Counties* (LMCTC) site is registered to be a MyPlate Community Partner.
- *Silver:* At least 75% of municipally- or county-owned or operated venues that serve food prominently display MyPlate, and the *Let's Move! Cities, Towns and Counties* (LMCTC) site is registered to be a MyPlate Community Partner.

- *Gold:* 100% of municipally- or county-owned or operated venues that serve food prominently display MyPlate, and the *Let's Move! Cities, Towns and Counties* (LMCTC) site is registered to be a MyPlate Community Partner.

### Goal III: Smart Servings for Students

To provide healthy food in schools, local elected officials commit to increasing participation in the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).

- *Bronze:* At least 60% of public schools participate in the SBP.
- *Silver:* At least 70% of public schools participate in the SBP, and at least 60% of public elementary and middle school students and at least 45% of high school students participate in the NSLP.
- *Gold:* At least 80% of public schools participate in the SBP, and at least 75% of public elementary and middle school students and at least 65% of high school students participate in the NSLP.

### Goal IV: Model Food Service

To improve access to healthy, affordable foods, local elected officials commit to implementing healthy and sustainable food service guidelines that are aligned with the *Dietary Guidelines for Americans* in all municipally- or county-owned or operated venues that serve food.

- *Bronze:* All municipally- or county-owned or operated food vendors and contractors are identified, along with the dates when their contracts can be amended or renegotiated.
- *Silver:* All municipally- or county-owned or operated food vendors and contractors are identified, along with the dates when their contracts can be amended or renegotiated and a policy for healthy and sustainable food service guidelines aligned with the *Dietary Guidelines for Americans* is adopted for municipally- or county-owned or operated venues that serve food.
- *Gold:* All municipally- or county-owned or operated food vendors and contractors are identified, along with the dates when their contracts can be amended or renegotiated, a policy for healthy and sustainable food service guidelines aligned with the *Dietary Guidelines for Americans* is adopted for municipally- or county-owned or operated venues that serve food, and at least 30% of municipally- or county-owned or operated venues that serve food have implemented the policy for healthy and sustainable food service guidelines aligned with the *Dietary Guidelines for Americans*.

## Goal V: Active Kids at Play

To increase physical activity, local elected officials commit to mapping local playspaces, completing a needs assessment, developing an action plan, and launching a minimum of three proven policies, programs or initiatives aimed at increasing access to play.

- *Bronze:* All playspaces are mapped.
- *Silver:* All playspaces are mapped, a needs assessment of playspaces is completed, and an action plan is developed.
- *Gold:* All playspaces are mapped, a needs assessment of playspaces is completed, an action plan is developed, and at least three proven policies, programs, or initiatives from the action plan are launched and to continue to increase access to physical activity.

RESOLUTION NO. 5134-13

RESOLUTION SETTING FORTH TUALATIN'S COMMITMENT TO PUT  
HEALTHY OPTIONS WITHIN REACH OF ALL RESIDENTS

WHEREAS improving livability and community health are important Council goals; and

WHEREAS the nutrition and physical activity choices that individuals make for themselves and their families are influenced by their environment; and

WHEREAS local policies on land use & transportation, access to healthy food, and shared use determine whether options for healthy eating and active living are within reach of the people who live, work, go to school, play or worship in the city; and

WHEREAS high rates of costly chronic disease among both children and adults are correlated to environments with few or no options for healthy eating and active living;

WHEREAS the City of Tualatin is a member of the League of Oregon Cities; and

WHEREAS in 2010, the League of Oregon Cities Board of Directors resolved to partner with and support the national *Let's Move!* Campaign headed by the First Lady of the United States, and has encouraged Oregon cities to adopt preventive measures to fight obesity, and a *Let's Move!* Gold Medal was achieved by Tualatin in 2012 for increasing physical activity and access to play;

WHEREAS in 2012, the League of Oregon Cities Board of Directors resolved to partner with the Oregon Public Health Institute (OPHI) in the Healthy Eating Active Living (HEAL) Cities Campaign, and encouraged all Oregon cities to join the HEAL Cities Campaign and qualify as a HEAL City to support healthier eating and increased physical activity levels for all residents, create more livable communities, and create a culture of wellness at municipal workplaces; and

WHEREAS the City used *Land Use and Transportation* policy through the 2013 Transportation System Plan Update to set objectives to provide Complete Streets that include universal access through pedestrian and bicycle facilities, and transit on some streets, to improve Bicycle and Pedestrian Plans to establish dedicated pathways, and to address pedestrian and bicycle safety at crossings;

WHEREAS the City *Improves Access to Healthy Food Options* by cosponsoring the Tualatin Farmer's Market which encourages low-income residents to purchase fresh produce by offering economic incentives by leveraging SNAP (Supplemental Nutrition Assistance Program) benefits for fresh food obtained at the Farmer's Market;

WHEREAS the City utilizes *Shared Use Agreements* with the Tigard-Tualatin School District to improve, share costs, and allow public use of school recreational facilities after hours, and with the cities of Durham and Tigard and Clean Water Services to construct and maintain the Ki-A-Kuts Bicycle and Pedestrian Bridge to open access to existing park and recreation trails, parks, and facilities;

WHEREAS the City promotes *Workplace Wellness* to foster a worksite culture that both environmentally and socially supports employees' desires to make healthy lifestyle choices and to encourage employees' physical and mental well-being by providing a wide range of healthy lifestyle programs and activities;

WHEREAS despite these many accomplishments, Tualatin would like to explore what further policies it might adopt and implement to improve community health.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City Council hereby recognizes that joining the HEAL Cities Campaign has the potential to improve local livability and have a positive impact on the community's health and well-being. To that end, the City of Tualatin adopts this HEAL Resolution and joins the HEAL Cities Campaign as an ACTIVE City.

Section 2. The City of Tualatin staff shall work with HEAL Cities Campaign Staff to explore HEAL policies and to identify and adopt those policies that are suitable for the City's unique local circumstances.

Section 2. Staff will report back to Council with recommendations from time to time on the status of progress in implementing HEAL Cities Campaign policies and *Let's Move!* action steps.

INTRODUCED AND ADOPTED this 8th day of April, 2013.

CITY OF TUALATIN, OREGON

BY \_\_\_\_\_  
Mayor

ATTEST:

BY \_\_\_\_\_  
City Recorder

APPROVED AS TO FORM

BY \_\_\_\_\_  
City Attorney



City of **TUALATIN, OREGON**  
April 8, 2013

*Helping Oregon's civic leaders create healthy communities*

# THE PHYSICAL ENVIRONMENT MAKES A DIFFERENCE

Deciding to be active is easier when every neighborhood has:

- safe sidewalks, crossings, bike paths, & transit options
- destinations like schools, markets, banks & libraries in walking distance
- good access to parks & playgrounds



Photo: City of Tualatin



# THE FOOD ENVIRONMENT MAKES A DIFFERENCE

The science is clear.



People who live in places with many unhealthy food outlets have significantly higher rates of obesity and diabetes than those with more opportunities to buy healthy food, **regardless of race or wealth.**

Making the decision to eat healthier is much easier when nutritious food is convenient and affordable.



# CITY LEADERS INFLUENCE COMMUNITY HEALTH



Leaders can:


- give health a greater priority in plans for the city's future
- adopt HEAL policies
- establish a culture of wellness for municipal employees

# TUALATIN: LMCTC GOLD MEDALIST

Start Early, Start Smart	-
MyPlate, Your Place	-
Smart Servings for Students	-
Model Food Service	-
Active Kids at Play	-



# TUALATIN: LMCTC GOLD MEDALIST

Start Early, Start Smart	-
MyPlate, Your Place	-
Smart Servings for Students	-
Model Food Service	-
Active Kids at Play	





# HEAL Cities Campaign

- Educates decision-makers
- Provides policy best practice library
- Includes free technical assistance





# Policy is your City's DNA



- Guides long-term development
- Positions City to receive grants
- Complements public health education programs



**HEALTHY EATING  
ACTIVE LIVING  
CITIES  
CAMPAIGN**

- Land Use and Transportation
- Access to Healthy Food Options
- Shared Use of Facilities
- Workplace Wellness





# JOIN THE CAMPAIGN

**EAGER CITY**

**ACTIVE CITY**

**FIT CITY**

**FABULOUS CITY**

Visit [www.HEALCitiesNW.org](http://www.HEALCitiesNW.org)



**HEALTHY EATING  
ACTIVE LIVING**

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**TUALATIN**



**Get on the map for 2013**

**Invite the HEAL Cities Campaign to your city.**

**Contact: Beth Kaye**

**OPHI**

**503.227.5502 x230**

**[bethkaye@orphi.org](mailto:bethkaye@orphi.org)**

**[www.HEALCitiesNW.org](http://www.HEALCitiesNW.org)**