



MEETING NOTICE

TUALATIN PARK ADVISORY COMMITTEE
June 14, 2016 - 6:00 PM

COMMUNITY SERVICES ADMINISTRATION OFFICE
Tualatin Community Park
8515 SW Tualatin Road

A. CALL TO ORDER

1. Roll Call

B. APPROVAL OF MINUTES

1. May 10, 2016

C. ANNOUNCEMENTS

1. Chair
2. Staff
3. Public

D. OLD BUSINESS

1. Parks and Recreation Master Plan Update
2. Parks and Recreation Month
3. Development Projects Update
4. Park Projects Update

E. NEW BUSINESS

1. Building Tualatin's Future - Civic Center Presentation
2. Summer Programs Preview
3. Youth Advisory Council Annual Report

F. FUTURE AGENDA ITEMS

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT



DRAFT MINUTES

TUALATIN PARK ADVISORY COMMITTEE May 10, 2016

COMMUNITY SERVICES ADMINISTRATION OFFICE Tualatin Community Park 8515 SW Tualatin Road

MEMBERS PRESENT: Kay Dix, Krista Nanton, Dana Paulino Valerie Pratt, Stephen Ricker, Anthony Warren, Dennis Wells

MEMBERS ABSENT:

STAFF PRESENT: Rich Mueller, Parks and Recreation Manager

PUBLIC PRESENT: Susan Noack and Jennifer Bustos with two children

OTHER:

A. CALL TO ORDER

Chairperson Dennis Wells called the meeting to order at 6:03 pm.

B. APPROVAL OF MINUTES

The minutes of the May 10, 2016 meeting were unanimously approved, on a motion by Dana Paulino and seconded by Krista Nanton.

C. ANNOUNCEMENTS

1. Chair
There were none.
2. Staff
Rich Mueller provided updates on the following: trail count numbers, volunteer park and greenway projects, Youth Advisory Council updates and news article, Pohl Center activities and news articles, America's Best Communities news article and Crawfish news article.
3. Public
Susan Noack shared the role of the Tualatin Aging Task Force and Ride Connection to the Committee. Ms. Noack expressed the Aging Task Force's interest in being involved in the master plan update.
Jennifer Bustos stated that she was present due to an educational class assignment.

D. OLD BUSINESS

1. Annual TPARK Report to City Council
Dennis Wells reported on the annual TPARK presentation he made to the City Council. He expressed the Council's appreciation of committee members for their time and effort during the past year.
2. Tualatin River Greenway Trail Grand Opening and Ribbon Cutting
Committee members reviewed and discussed the success of the grand opening ceremony and ribbon cutting on April 9, 2016. The committee presented Paul Hennon

and Rich Mueller with recognition certificates for their effort on the trail project. Rich shared photos, maps and news articles about the trail opening.

3. Basalt Creek Open House

Kay Dix reported on the open house she attended for the Basalt Creek Concept Plan. Kay summarized the open house and shared the presentation and maps.

4. Parks and Recreation Master Plan Update

Rich Mueller distributed the master plan project framing document and requested that committee members review the information for discussion at the June meeting.

E. NEW BUSINESS

1. Park and Recreation Month

After reviewing the Park and Recreation Month Proclamation, Stephen Ricker made a motion that was seconded by Kay Dix, to recommend the proclamation to City Council.

2. Smoke and Tobacco Free Outdoor Policy Implementation

Rich Mueller shared the current staff effort to provide public information and awareness on the implementation of the smoke and tobacco free outdoor policy.

3. Dog Park Shelter

The status of the permit process and installation of the dog park shelter was reviewed and discussed.

4. High School Stadium Field Replacement

The high school synthetic field replacement was reviewed by Rich Mueller. He explained that the City has a joint use agreement with the school district to replace the field due to the community youth sports organizations use of this facility.

F. FUTURE AGENDA ITEMS

Master plan framing review

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

There was general discussion about path repairs in Tualatin Community Park, Ibach Park phone booth, Blender Dash event and the Durham Park off leash dog area.

H. ADJOURNMENT

Valerie Pratt adjourned the meeting at 7:05 pm, on a motion from Stephen Ricker, with second by Anthony Warren.



PROJECT FRAMING

PROJECT NAME: *Parks and Recreation System Master Plan*

PROJECT OWNER / SPONSOR: *Community Services Department*

OTHER DEPARTMENTS INVOLVED: *Administration, Community Development, Operations, Legal and Police*

SCOPE:

- **What is the SCOPE of this project? Define WHAT is being addressed / solved.**
 1. **To create a comprehensive Parks and Recreation Master Plan that defines vision and goals, integrates best practices and standards in the field, identifies community priorities for city parks and recreation facilities, quantifies needs in the current facilities inventory, and recommends solutions to meet those needs.**
 2. **Engage community residents in extensive public involvement to include public meetings and survey input to include a statistically valid survey.**

- **What are the key ISSUES to be explored regarding this project?**
 1. **Present information and recommend Council consider and adopt a system wide comprehensive plan including:**
 - a. Policies, vision and objectives
 - b. Best practices and standards
 - c. Regulatory and funding requirements
 - d. Inventory and existing conditions
 - e. Needs and demand assessment and analysis
 - f. Service standards and areas
 - g. Capital improvement plan
 - h. Parks SDC
 - i. Public Involvement
 2. **Present recommendation to the City Council which includes:**
 - a. Plan for growth and development
 - b. Direction, priorities and policy
 - c. Determine funding sources
 - d. Reflect community desire and need
 - e. Define capital funding requirements
 - f. Meet regulatory requirements
 3. **Purpose:**
 - a. Coordinate interests and minimize conflict
 - b. Build consensus and buy in
 - c. Prioritize needs and actions
 - d. Respond to trends
 - e. Evaluation successes
 - f. Support budget
 - g. Ensure direction and consistency as elected officials change
 - h. Provide opportunity for public involvement
 - i. Communicate system information
 - j. Help make decisions



PROJECT FRAMING

k. *Be efficient with resources*

□ **What is the level of COMPLEXITY required to address this issue?**

- **How will the complexity of the project influence the number / type of Council work sessions needed to fully educate / engage the Council in the most effective discussion?**
- **Are consultants or technical experts required?**

Consultants will be required, as well as extensive public involvement, community meetings, including Council, TPARK and updates to Council committees.

Community Services staff plan to propose a multiple step process for City Council to review, consider and act on the plan including work sessions for framing and updates, Council meetings to review and provide an opportunity for discussion of the master plan, and Council meetings for public involvement and adoption of the master plan.

With planning and public engagement the master plan is expected to be approximately an 18 month process.

□ **What is NOT INCLUDED in the scope? What should be considered OUT OF SCOPE?**

1. *A study of all City facilities is not included. This project scope should be focused on meeting goals within the amount budgeted for the study (\$150,000).*
2. *Working documents subject to change and considered attachments or appendix such as tree species or individual program lists.*

□ **What SUB-DECISIONS are needed / required to be made?**

1. Document components or chapters include:

- a. *Determine policies and establish goals*
- b. *Establish standards*
- c. *Determine capital improvements*
- d. *Public involvement*
- e. *Establish priorities*
- f. *Consider available funding sources*
- g. *Operations standards and resources*
- h. *Determine and implementation of code changes*

2. Inclusion of existing plans and principals

- a. *Department*
- b. *City*
- c. *Metro and County*
- d. *State*

3. Public Involvement Process

- a. *Level of staff involvement*
- b. *Subcommittee*
- c. *Stakeholders*
- d. *Partners*
- e. *Citizens*



PROJECT FRAMING

- **How does this issue fit within EXISTING VISIONS & PLANS?**
 - **How is it addressed? Do existing planning documents provide any key direction?**
 - 1. City Council Vision and Goals**
 - a. #1 Connected, Informed and Engaged Citizenry
 - b. #2. Protected and Expanded Natural Spaces
 - c. #3 Expanded, Strengthened Tax Base Through Smart, Balanced Growth
 - d. #6. A Livable, Family-Oriented, Healthy, Active-Living and Safe Community
 - e. #8. Expanded Opportunities for Vibrant Parks and Recreational Facilities, including Greenway Trails and Bike/Pedestrian Trails.
 - 2. Community Services mission and goals**
 - a. Strengthen Community Image and Sense of Place
 - b. Support Economic Development
 - c. Strengthen safety and security
 - d. Promote health and wellness
 - e. Foster Human Development and an Informed Citizenry
 - f. Protect natural and cultural resources
 - g. Provide Recreational Experiences
 - 3. Tualatin Tomorrow Goals**
 - a. Protect and enhance our environmental resources and assets
 - b. Promote and facilitate community health and wellness
 - 4. Metro**
 - a. Natural Areas and Nature System Plan
 - b. Regional Trail Plan
 - c. Transportation Plan
 - 5. Washington County Visitors Association**
 - a. Tourism goals
 - 6. Tualatin Chamber of Commerce**
 - a. Economic development and tourism goals

SCHEDULE:

- **Given the project scope, what/when are the KEY PROJECT MILESTONES & DECISIONS?**
 - **When do the key decisions need to be made?**
 - 1. Council work session project framing – Fall 2016
 - 2. Council work session updates and involvement by chapter/issue – Fall 2017
 - 3. Council final decision- Winter 2018
 - 4. Code changes at Council meeting-Spring 2018
- **What are the fixed “DATE CERTAINS”?**
 - 1. This is proposed to be a multiple step meeting process (work sessions and council meetings) to begin September 2016 and projected to take 18 months.
 - 2. Conclude the process leading to determining funding sources (possible voter initiative), code changes and implementation plan.



PROJECT FRAMING

KEY CONSIDERATIONS:

- **What are the most pressing / important CONSTRAINTS & OPPORTUNITIES that need to be factored into the decision-making process for both staff and the Council?**
 - 1. Constraints**
 - a. Opposition
 - b. Political factors
 - c. Insufficient public involvement
 - d. Not Inclusive (representative of all populations & demographics)
 - e. Resources (time, financial, other depts. & agencies)
 - f. Special interest influence and affect
 - g. Amount of detail
 - h. Survey
 - 2. Opportunities**
 - a. Organization support (environmental groups, youth organizations)
 - b. Community support (health & environmental benefits, livable community)
 - c. Incorporate City and department principals
 - d. Establishes priorities
 - e. Contains funding sources
 - f. Includes valid needs assessment
 - g. Ability to implement
 - **How much does the City actually control / INFLUENCE THE OUTCOME?**
 - **Who / what are the other participating agencies / stakeholders that will make the final decision?**
Final decision will be made by the City Council
 - **How are OTHER CITIES / communities addressing this issue today?**
 - **What seems to be working? What's not working? What insights / learning can they share with us?**
 1. Industry standards
 2. Include best practices
 3. Flexible document with specific direction and policy
 4. Stakeholder, public, partner input and consensus
 5. Useful, understandable, clear and concise
 6. Living document to guide system for years
 - **Are there factors that will influence STAFF'S RECOMMENDATION on this issue?**
 - **Will staff have a recommendation on this issue?**
Staff plans to recommend full system master plan with attainable goals, policies, standards, funding sources and implementation plan.
This recommendation will be based on input from advisory committees, community organizations and public involvement.
-



PROJECT FRAMING

PRE-MORTEM CONSIDERATIONS:

- **What can we anticipate to be some of the most significant “BUMPS IN THE ROAD”, obstacles, push-backs once the Council makes a decision?**
 1. Risk of overwhelming elected officials with too much information and multiple issues
 2. Effect of funding sources on residents and businesses.
 3. This process may lead to a possible ballot initiative leading to bond measure funding as a result of projected costs for improvements. This will require careful consideration of other measures expected on the ballot during the same timeframe.
 4. Special interest group influence.
 5. Challenge to stay focused in established scope.
 6. Negative history of City decision making regarding parks during TSP update in recent citizen memory.

 - **What will / can we do now to NAVIGATE those future bumps and obstacles? Identify competing bond measures.**
 1. Transparent process with open public information and involvement
 2. Clearly and concisely communicate benefits and outcome to include:
 - a. Enhance quality of life and place
 - b. Improve health
 - c. Reduce crime
 - d. Increased economic development
 - e. Conserve and protect the environment
 - f. Learning, enhancement and educational opportunity
 3. Involve partners
 4. Inclusive representation of all aspects and populations
 5. Demonstrate community support
 6. Include and engage stakeholders in public involvement who have been critical in the past

 - **What are the strategies we should consider now in ANTICIPATION of some of the hiccups / obstacles?**

 - **What will be the most likely “FREQUENTLY ASKED QUESTIONS” or concerns that will surface during and after the decision-making process? Why were these park improvement projects chosen over others?**
 1. Some of the questions we expect include:
 - a. What is a master plan?
 - b. What does the plan address?
 - c. What are the reasons for this plan?
 - d. How will it affect and impact residents and businesses?
 - e. What is the expected outcome of this planning process?
 - f. Will community trail planning be included?
 - g. How are development projects funded?
 - h. How are citizens involved in the planning process?
-



PROJECT FRAMING

- **What conversations / ANSWERS can we provide now that will help us to more proactively get out in front of some of the concerns?**
 1. Data, facts and information about the process and opportunities for involvement.
 2. Projected benefits and outcome.
 3. Other agencies experience and process.
 4. Public information and FAQs developed by City staff.

PUBLIC INVOLVEMENT (PI) CONSIDERATIONS:

- **Conduct a PI ASSESSMENT to determine the appropriate level of involvement needed**
 - **Toolkit available as a resource**

We intend to have a high level of public involvement, from collaborating on most aspects of the planning process to working directly with the public to make final decisions. This includes creating an ad-hoc committee of key stakeholders to review and inform progress on the planning document.

- **What INFORMATION do we already have about how the community might feel about this issue?**
 1. The Council and TPARK have identified an update to the master plan as a priority for several years. Partners, other organizations and citizens have expressed interest in completing this project. We anticipate active public engagement. The parks and recreation system plan is overdue and expected by Council, TPARK, partners, organizations and citizens.

- **What other "Council network" FEEDBACK do we have?**
 1. TPARK is anxious and prepared to proceed with this comprehensive planning process.
 2. Partners, organizations and citizens are waiting for the opportunity for involvement and provide input on their needs, desire and thoughts.

- **What level of PI is NEEDED for the Council to make an informed decision?**
 1. **Extensive public involvement and public information using the following methods:**
 - a. City newsletter and print media
 - b. Mass news media methods
 - c. City web site
 - d. Social media
 - e. Other toolkit methods deemed appropriate
 - f. Through organizations, partners and citizens
 - g. Informal surveys
 - h. Statistically valid professional survey

- **How important is it to engage different / broader COMMUNITIES OF INTEREST / populations in Tualatin about the issue?**

The parks and recreation master plan will affect all segments of our community. There will be the diversity of advisory committees, partners and organizations involved in this issue. Inclusion of all aspects and segments of the population will be included. Public information and outreach may need to be provided in multiple languages.

Proclamation

Proclamation Declaring the Month of July 2016 as "National Park and Recreation Month" in the City of Tualatin

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including Tualatin; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks, trails and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community by improving water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS Tualatin recognizes the benefits derived from parks and recreation resources and are dedicated and enthusiastic parks and recreation program users.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, that:

All citizens are urged to celebrate and use community parks and recreation facilities and programs to increase joy and happiness, health and fitness and social connections.

The City of Tualatin celebrates the fourteenth year of Park and Recreation Month and supports the enduring importance of parks and recreation by proclaiming the month of July as Parks and Recreation Month in Tualatin.

INTRODUCED AND ADOPTED this 13th day of June, 2016.

CITY OF TUALATIN, OREGON

BY _____
Mayor

ATTEST:

BY _____
City Recorder



... *A Place to Call Home* ...

BUILDING TUALATIN'S FUTURE

BRINGING TUALATIN TOGETHER

The City of Tualatin is committed to developing and maintaining safe, durable, quality infrastructure to serve our community, from the best streets and reliable sewer systems to award-winning parks and trails. Recently, the City has turned its attention to the buildings which house City services, to evaluate their physical conditions, forecast future space needs and understand how we can better serve the Tualatin community. For many years, the City has operated out of seven different buildings, as opposed to a traditional city hall or “civic center” where people can get the services they need and hold community events in a single central location; several of these buildings are not seismically updated and do not meet current codes. Through the recent update of our community vision, Tualatin Tomorrow, community members expressed a desire to integrate city services, create additional public spaces and expand library space. To that end, the Tualatin City Council is exploring various alternatives and inviting our community to weigh-in on a preferred direction.



A two-story Civic Center next to the Tualatin Police Department would meet the City's space needs out to 2025.



A three-story Civic Center on the Tualatin Commons would meet the City's space needs and would provide additional retail and office space.

BACKGROUND

For many years following its inception in 1913, Tualatin looked and felt like many small farming towns in Oregon. That dynamic began to change in the 1970s with the boom of the high tech industry and population growth within the Portland-Metro area. Over time, Tualatin has diversified economically, and become a premier residential community hosting more than 26,000 residents. This growth has increased demand for consolidated service delivery. The opportunity to consolidate services in one central location and expand the Tualatin Library means one-stop shopping for your city services and more community space for public meetings, events and programs.

The City has never had a central home, and there are inefficiencies that come from being in so many different locations. Library staff and volunteers share desks, lockers and workspaces in a small workroom while also sorting and managing the library's materials and collections. The City leases office space and has moved staff temporarily into the old houses which were not designed as offices in Community Park to meet space needs.

In 2014-15, the City conducted a facilities study and collected hundreds of ideas from the community on locations for a future Civic Center and priorities for expanded library space. The study determined how much office space and library space was needed, and alternatives were narrowed to two feasible options including a site next to the Tualatin Police Department and a site on the Tualatin Commons.

COMMUNITY IDENTIFIED GOALS:

- Reduce inconvenience and confusion experienced by customers;
- Create safer working environments per building code standards for employees;
- Improve operational efficiency by consolidating departments in central space;
- Eliminate costs for set up and take down of temporary Council Chambers and Municipal Court; and,
- Provide additional community meeting spaces.



A new Civic Center would allow for the Library to expand into the City office space next door adding more community gathering and programming space.

EXPLORING THE ALTERNATIVES

Each alternative meets the City’s space need projections through the year 2025. The site on the Tualatin Commons is unique, as the Civic Center presence there could stimulate additional retail activity and provide leasable space generating additional municipal revenue. This additional space could also be available in future years if the City needed more expansion space.

By consolidating services in either of these locations, the City would by default create additional space for the Library to expand at its current location. This, in turn, would enable library staff to deliver a range of service priorities requested by customers.

LIBRARY EXPANSION PRIORITIES:

- Better space for children/youth
- More multipurpose community space
- Improved access to technology
- Adequate staff space to support library programs
- General facilities improvements

	POLICE DEPARTMENT SITE	TUALATIN COMMONS SITE
CITY OFFICE SQUARE FOOTAGE	30,290	30,450 SF
CIVIC CENTER RENTAL SQUARE FOOTAGE	0 SF	13,220 SF ¹
LIBRARY EXPANSION SQUARE FOOTAGE	6,500 SF	6,500 SF
CIVIC CENTER CONSTRUCTION COST	\$18.2 MILLION	\$22.9 MILLION
LIBRARY EXPANSION COST	\$3.7 MILLION	\$3.7 MILLION
TOTAL BOND REQUEST	\$24.3 MILLION ²	\$32.1 MILLION ³

1. Includes 5,170 sf on the ground floor. 2. Includes contingency and library expansion.
 3. Does not include additional rental income. Includes contingency, land cost and library expansion.

WHAT DO YOU THINK?

You can share your input by attending an upcoming meeting or community open house, or go online and participate in a brief survey.

For more information about the project, visit TUALATINOREGON.GOV or contact Tanya Williams at TWILLIAMS@CI.TUALATIN.OR.US or call 503.691.3065.

HOW WOULD THE CITY PAY FOR THIS PROJECT?

This project would require a bond to be approved by Tualatin voters.

Depending on which alternative the community would support, the tax increase for the average homeowner would be approximately \$3 to \$5 per month for 20 years.

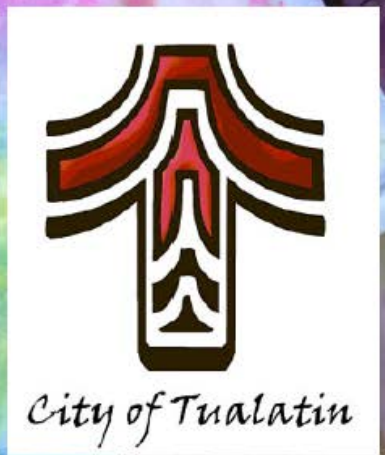
The Tualatin City Council is seeking community input as they consider adding this to the November 2016 ballot for the voters to decide.

Summer 2016



TUALATIN KALEIDOSCOPE

TUALATIN



Summer Reading at the Library

Community Goal: 50,000 hours of reading

Programs for all ages

Free books and great prizes



Music every
Sunday
from June 12-
July 31!



Summer Reading on the Commons

Library Programs every Tuesday
June 21 - August 16



Concerts on the Commons



CONCERTS ON THE
COMMONS

Friday evenings
in July and August





Tualatin Goes Hollywood

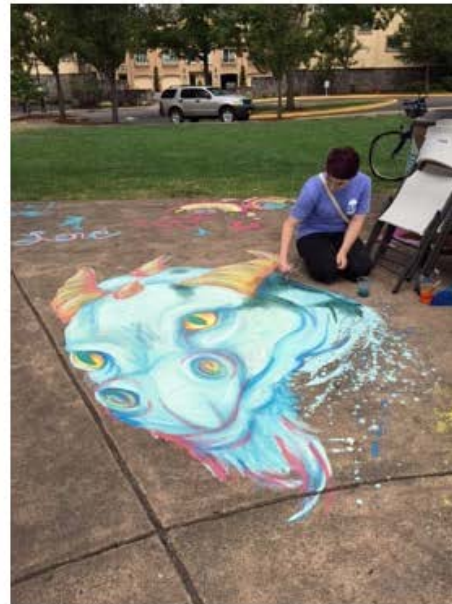
Saturday evenings in July and August



Make a Splash with Art



Art Show and Sale



- July 22-24
- 50 artists
- Live music all weekend
- Kids' art activities



Adult Programs

- Fitness programs
- Lifelong learning
- Social activities
- Brain Health workshops



Summer is for Camps!



- 48 different camp sessions
- ages 4 - high school
- 89% full!
- camps keep kids healthy, active, and engaged

Volunteers Put Down Roots in Tualatin



Volunteers provide plant care for 9,000 native trees & shrubs.
Trail maintenance and invasive species removal.

TEAM Tualatin Volunteers



Park maintenance, service learning and environmental education

Teens learn life skills for a GREAT summer



Gang Resistance Education and Training
For rising 6th - through 9th graders
Four sessions, 200 kids
Learning conflict resolution, goal setting
and healthy relationship skills

Community Partners in Summer Fun

Summer Camps



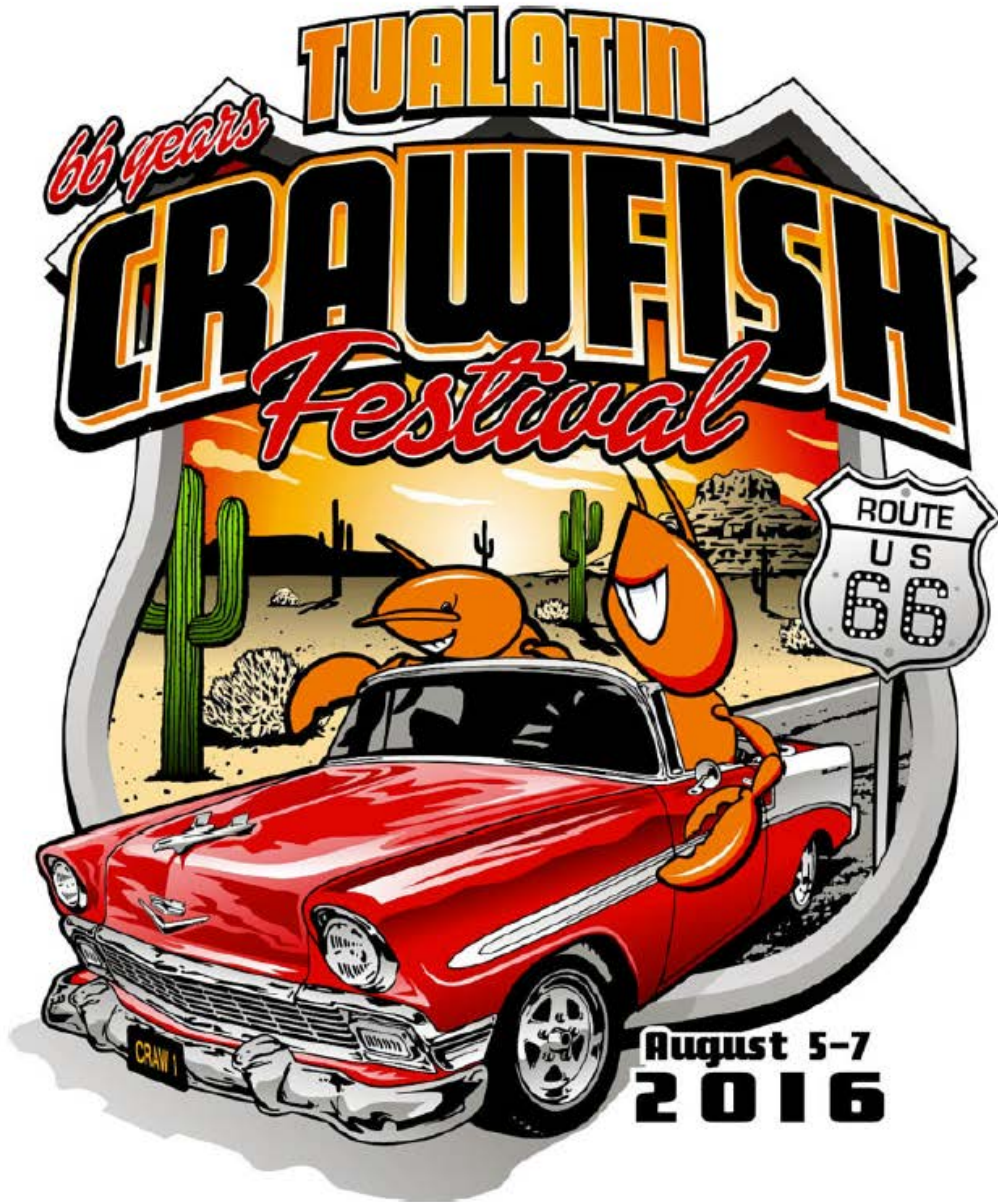
Alder Creek Kayak & Canoe

- Willowbrook Arts Camp
- Tualatin Riverkeepers
- YMCA Camps
- Challenger Sports British Soccer
- Skyhawks Sports Camps
- Code to the Future Camps



Tualatin Heritage Center

Did someone say... Crawfish?



August 5-7



Tualatin Youth Advisory Council

2015/2016 Annual Report

YAC Seniors



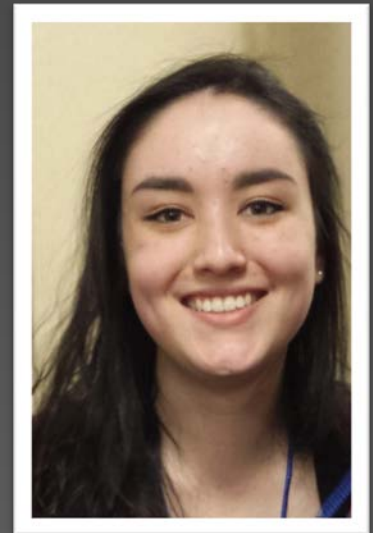
Oscar Zamora



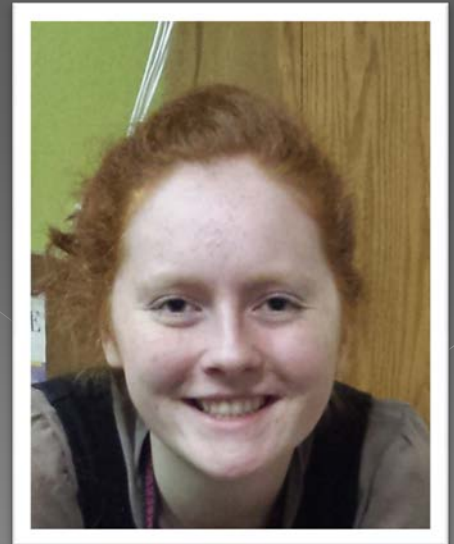
Ellie Parker



Malachi Seib



Keely Grealish



Emma Patton

YAC Goals:

- ◉ Advise the Tualatin City Council on issues that affect youth.
- ◉ Serve as a communication link for youth to government, business, and the community.
- ◉ Identify and advocate for the needs of youth in our community.
- ◉ Identify and carry out events and activities for the community, which are important to youth.

We strive to meet these goals in three main ways.....

How we meet our goals:

- Advocacy
- Activities
- Education



Meeting our goals through advocacy.....

- Monthly council updates
- Youth Summit
- Provided input for Civic Center proposal
- Provided input for ABC's Mobile Maker Space proposal



Meeting our goals through activities....

- Volunteer at many city events, including:
 - > Movies on the Commons
 - > West Coast Giant Pumpkin Regatta
 - > Starry Nights and Holiday Lights
 - > Tualatin Blender Dash



Meeting our goals through activities....

- Host activities for teens including:
 - > Haunted House
 - > Teen Kaleidoscope Run
 - > Youth Summit
 - > Coffeehouse Movie Night



Meeting our goals through education.....

- Project FRIENDS
- National League of Cities Congressional City Conference



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



National League of Cities 2016 Washington, DC



- Keely Grealish, Ellie Parker, Emma Patton, Malachi Seib, and Oscar Zamora attended conference workshops and youth-oriented events.

Thank You!



- Contributed 1,400 hours of service this year!
- Participating in YAC provides opportunities for leadership development, civic engagement, and community service.
- We're looking forward to the challenges and rewards of next year!