



PARKS & RECREATION MASTER PLAN

Project Advisory Committee Meeting #6 Minutes

Date: Tuesday, July 31, 2018

Time: 6:30-8:00 pm

Location: Tualatin Police Department

Attendance: Graehm Alberty, Andrew Evans, Cyndy Hillier, Candice Kelly, Krista Nanton, Dana Paulino, Valerie Pratt, Maureen Sevigny, Anthony Warren, Dennis Wells

Staff: Ross Hoover, Rich Mueller, Tom Steiger, Jerianne Thompson

Absent: Diane Bonica, Councilor Jeff DeHaan, Beth Dittman, Anthony Gallegos, Tom Gile, Robert Knight, Councilor Paul Morrison, Christen Sacco, Ted Saedi

Welcome and Introductions

Chair Valerie Pratt called the meeting to order at 6:33 pm and welcomed committee members. Parks and Recreation Director Ross Hoover was introduced and provided information about his experience and background. Committee members went around the room and introduced themselves.

Approval of Meeting Minutes

Dana Paulino made a motion to approve the minutes, which was seconded by Candice Kelly, and the Committee unanimously approved the June 19, 2018, minutes.

Public Comment

None.

Project Announcements

Rich Mueller announced the Americans with Disabilities Self Evaluation and Transition Plan is concurrent with the master plan update. The Engineering Division with the ADA Task Force providing citizen input leads the ADA plan. The facility evaluation and assessability transition plan includes parks, facilities, and programs. It will be referenced but not duplicated in the Parks and Recreation Master Plan Update.

Project Schedule

Rich Mueller announced that the next Project Advisory Committee meeting is expected to be scheduled toward the end of August or beginning of September.

Project Prioritization Criteria and Cost Matrix

The Committee reviewed the Prioritization Criteria, which is a screening tool to prioritize capital projects identified in the master plan. Rich Mueller explained the evaluation steps and sequence that includes the initial screening of the master plan goals (table 1), and community outreach priorities (table 2). Projects must score in tables 1 and 2 to advance to table 3. The third table is evaluation by sequencing criteria that includes performance improvements, capacity expansion, system diversity, system balance, urgency & immediacy, ease of implementation, available resources, return on investment/value, operational sustainability, vision alignment, master plan goals alignment, and community priority alignment. The projects are re-evaluated as projects, priorities, opportunities, and community needs shift, so the project rankings and order may change.

Committee members received the Cost Matrix Overview and Assumptions. Ross Hoover explained the capital project Cost Matrix includes 53 different projects at existing and proposed parks, facilities, natural areas, greenways, trails, and future planning areas. The three capital improvement categories are building, enhancing, and stewardship. Ross provided information regarding the capital project Cost Matrix connection to the Prioritization Criteria, and answered committee member questions. A system map was distributed with numbers corresponding to the Cost Matrix to show project locations.

Funding Sources

Ross Hoover and Rich Mueller reviewed the Funding Sources document with Committee members. The funding opportunities include property taxes, charges for services, parks system development charges, transient lodging tax, general obligation bond, operating levy, park utility fee, public agency grants, philanthropic grants, and donations.

System Development Charge (SDC)

Ross Hoover provided an overview and information regarding SDCs which included:

- Only applies to new development or construction
- A proven traditional methodology is being proposed for Tualatin
- Based on a unit fee to the park development fund
- To be used for capital improvements and increasing capacity enhancements
- New residential construction or business construction impact to existing services

The Committee discussed including commercial and industrial SDCs for employment and the effect employees have on the parks and recreation system. Committee members indicated that they would like additional information on SDCs at the next meeting.

After discussion, on a motion from Graehm Alberty, and second by Dennis Wells, the committee unanimously recommended that Council apply SDC charges to commercial and industrial development.

Public Engagement

The presentation from the July 23 Council work session was distributed and reviewed with a focus on public engagement. The current public engagement on master plan goals, objectives, and recommendations included open houses on July 26 and August 1 at the library, and a Diversity Task Force meeting on July 30.

The plan information is available online and residents have an opportunity to comment and sign up for update notifications.

Next Steps

The next steps of the master plan process is to present Funding, SDCs, and Action Plan on August 13 at the Council work session. The full draft plan review will be available to the public on September 4 for review and comment. In fall, Council will consider the plan for adoption.

Adjournment

Valerie Pratt adjourned the meeting at 8:00 pm on a motion by Candice Kelly, and second from Graehm Alberty.