



# TUALATIN TOMORROW ADVISORY COMMITTEE MEETING

WEDNESDAY, AUGUST 1, 2012

6:30 P.M.

TUALATIN HERITAGE CENTER

8700 SW SWEET DRIVE

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## 1. CALL TO ORDER & ROLL CALL

Members: Candice Kelly; Larry McClure; Bethany Wurtz; Ed Casey; Adam Butts; Linda Moholt; Dana Terhune  
Council Liaison: Councilor Frank Bubenik  
Staff: Sara Singer, Deputy City Manager

## 2. APPROVAL OF THE MINUTES

- a. Approval of Minutes from February 8, 2012
- b. Approval of Minutes from March 7, 2012
- c. Approval of Minutes from April 4, 2012
- d. Approval of Minutes from June 6, 2012

## 3. COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA)

Limited to 3 minutes

## 4. OLD BUSINESS

- a. Transportation Task Force Update (Chair Kelly and Bethany Wurtz)
- b. Reports to City Advisory Committees
- c. FY12/13 Advisory Committee Work Plan

## 5. NEW BUSINESS

## 6. COMMUNICATIONS FROM CITY STAFF

## 7. ANNOUNCEMENTS/TTAC COMMUNICATIONS

## 8. ADJOURNMENT



# DRAFT

**OFFICIAL MINUTES FOR  
TUALATIN TOMORROW ADVISORY COMMITTEE  
February 8, 2012  
8650 SW TUALATIN RD.  
TUALATIN, OR 97062**

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Present: Committee Member Adam Butts  
Committee Member Candice Kelly  
Committee Member Bethany Wurtz  
Committee Member Ed Casey  
Committee Member Linda Moholt  
Mayor Lou Ogden  
Councilor Frank Bubenik

Absent: Committee Member Larry McClure

Staff Present: Sherilyn Lombos, City Manager  
Sara Singer, Assistant to the City Manager

**A. CALL TO ORDER**

Meeting called to order at 6:35 p.m.

**B. COMMUNICATION FROM THE PUBLIC (ITEMS NOT ON THE AGENDA)**

Kathy Newcomb submitted her comments in writing (see Attachment A). Ms. Newcomb requested that the Committee consider updating and revising the revision as mentioned in the statement submitted. Committee Member Wurtz responded by explaining the process for how the Vision and Strategic Action Plan were updated in past years. Committee Member Kelly added that during the next update of the Vision, she hopes that the City's new Citizen Involvement Organizations (CIOs) will help to engage the neighborhoods in the Visioning process.

**C. NEW BUSINESS**

1. Elect a Chair and Vice Chair

The Committee unanimously approved Candice Kelly as the new Chairperson for the Tualatin Tomorrow Advisory Committee. The Committee discussed the position of Vice-Chair, and the group decided to defer the nomination and selection of a Vice-Chair until a future date.

2. Nominate a Tualatin Tomorrow Partner Member to Serve on the Committee

The group examined the list of Partner Members and made suggestions for potential members who might be interested in serving as a Committee Member over the next year. Chairperson Kelly said she would contact some of the various Partners to see if they were interested in serving.

3. Discuss the Advisory Committee Work Plan and Upcoming Tasks

The Committee discussed the items in the Work Plan for FY12-13. Two projects are currently underway including the website project and the update of the Transportation System Plan. The Committee Members have been actively participating in both of these projects and provided updates to the group. It was suggested to add "New Partner Development" under New Business for the next meeting.

4. Discuss a Spring Partner Luncheon

The Committee discussed the format of the next Partner event. The Committee decided to hold an event in the late afternoon with the Partner Members on May 2<sup>nd</sup> at 3:30 p.m. for their first Partner meeting of the year.

5. Transportation Task Force Update (Wurtz/Kelly)

Committee Member Wurtz provided an update on the activities of the Transportation Task Force. The Task Force has developed the goals and objectives for the Transportation System Plan Update. Chairperson Kelly distributed handouts and calendars for upcoming Transportation Open Houses, meetings and various working groups. It was decided that regular updates would be sent out to the Partners to keep them engaged in the planning process.

**D. COMMUNICATIONS FROM STAFF**

Assistant to the City Manager Singer provided an update on the City's website redesign process. The redesign was an action item in the Tualatin Tomorrow Strategic Action Plan. She also solicited input from the committee on setting upcoming meeting dates. It was agreed that the Committee would plan to meet on the first Wednesday of each month. A meeting calendar will be distributed at the next meeting

**E. ANNOUNCEMENTS/TTAC COMMUNICATIONS**

Committee Member Moholt mentioned that there is an opportunity for a Senior Transportation grant and the Chamber of Commerce is looking for Partners to help write a grant. City Manager Lombos said that she would talk to the City's Community Services Director to see what resources might be available through the partnership with Loaves and Fishes who runs the Juanita Pohl Center.

Councilor Bubenik said that the Arts Advisory Committee is reviewing the Vision Plan and may be taking on a new project from the Vision.

**F. ADJOURNMENT**

The meeting adjourned at 8:15 p.m.

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Sara Singer, Recording Secretary

February 8, 2012

To Tualatin Tomorrow committee

From Kathy Newcomb (CIO #1) (also a chief petitioner for protecting the parks, 3/8/11)



Subject: Review of Tualatin Tomorrow's "Community Vision and Strategic Action Plan."

Purpose and Conclusion: To determine the Plan's helpfulness or applicability in comparison with the goals review by the Tualatin Transportation Task Force (for the Transportation System Plan and Linking Tualatin). **Conclusion: Some proposals seem reasonable.**

**However, some proposals listed below are highly inaccurate and outdated; please plan to update and delete the material shown in bold below.**

Background: I asked Councilor Davis if the TTTF goals harmonized with the Tualatin Tomorrow goals; she recommended I inquire from Bethany Wurtz of the TTTF and Tualatin Tomorrow. I left a message for Bethany, and in response received a phone call from Sara Stinger. Sara has kindly provided the most recent update of the "Community Vision and Strategic Action Plan." This was originally prepared by Zenn and associates June 2007 and updated September 2009. However, there did not seem to have been a review of the Tualatin Tomorrow goals for the above Purpose.

**RESULT: Regretfully, it appears that portions of the Vision Statement are out of date, and are still inaccurately promoting results from the I-5/99W fiasco in February of 2009.**

Vision Summary page 4. "We have promoted greater mobility by improving traffic flow, increasing transit choices, and providing for pedestrian- and bicycle-friendly walkways and streets." My assessment: This portion seems reasonable.

Vision Statement page 10, selected portions. (Those portions not mentioned seem reasonable.)

**Paragraph 3 contains an outdated statement: "The long-planned I-5/99W Connector has been fully developed, separating commuter and regional commercial-industrial traffic from local traffic, and reducing congestion and "cut-through" traffic. Tualatin residents also benefit from improved access to freeways."**

**Unfortunately the first sentence in paragraph 3 is not applicable, and in any case would have been highly inaccurate. Almost the opposite of each assertion in the statement is true. The second sentence in paragraph 3 is also not true.** (I would be willing to explain what the plan actually was, based on information from the traffic consultants and from Metro in 1999.)

**Paragraph 2 contains unfortunate references,** seemingly related to events strongly opposed by Tualatin residents while opposing the I-5/99W fiasco in 2009, 2010, and 2011.

**From paragraph 2: "...commercial and industrial traffic has benefited from special routes and lanes,"** etc. (Inaccurate: For example, special routes would have included such routes as the bridge over the park and other plans, still existing for roadways utilizing parkland. These are now subject to a vote by Tualatin voters.

**Finally, Strategy TTC9, page 77, is labeled "DONE." This should be labeled instead: "REJECTED."**



**DRAFT**  
**OFFICIAL MINUTES FOR**  
**TUALATIN TOMORROW ADVISORY COMMITTEE**  
**MARCH 7, 2012**  
**8650 SW TUALATIN RD.**  
**TUALATIN, OR 97062**

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Present: Chair Candice Kelly  
Committee Member Adam Butts  
Committee Member Ed Casey  
Committee Member Linda Moholt  
Councilor Frank Bubenik

Absent: Committee Member Larry McClure  
Committee Member Bethany Wurtz

Staff Present: Sara Singer, Assistant to the City Manager

Guests: June Bennett

**A. CALL TO ORDER**

Meeting called to order at 6:35 p.m.

**B. APPROVAL OF THE MINUTES**

Chair Kelly asked Councilor Bubenik to clarify his report in the "TTAC Communications." Councilor Bubenik suggested amendments to the minutes. Due to a lack of quorum, the minutes will be placed on next month's agenda for approval.

**C. COMMUNICATION FROM THE PUBLIC (ITEMS NOT ON THE AGENDA)**

None.

**D. OLD BUSINESS**

1. Discuss Spring Partner Event

Assistant to the City Manager Singer provided an update on a possible agenda and meeting format. The Committee members agreed that a Vision Progress Report should be developed by staff and input from the Partners. Chair Kelly said that she was working on an article to submit to *Tualatin Life*. The event will begin with a brief presentation of the Vision Progress Report, Updates on Partner Activity, and a

brief discussion on what the Advisory Committee is working on this year. Assistant to the City Manager Singer said she would distribute last year's guest list to the Committee, and the Committee members agreed to send additional names to expand the event.

## 2. Transportation Task Force Update

Chair Kelly provided an update on the progress of the Transportation Task Force and the Transportation Working Group meetings. She provided the upcoming dates for the next round of working group meetings. She also complimented the good, professional work of the consultants who are assisting with the update.

## **E. NEW BUSINESS**

### 1. New Partner Development

The Committee discussed the prospect of inviting new members from the business and non-profit sectors of the community to join the Tualatin Tomorrow Partners group. The Committee agreed to extend invitations to the upcoming Partner event to other groups in the community. Assistant to the City Manager Singer said to send any new names and contact information to her to include in the Partner invitation list.

## **F. COMMUNICATIONS FROM STAFF**

Assistant to the City Manager Singer provided an update on the City's website redesign process. The redesign was an action item in the Tualatin Tomorrow Strategic Action Plan. She mentioned that the final design was recently approved, and development of the site will continue moving forward.

Ms. Singer also distributed the 2012 Tualatin Tomorrow Meeting Schedule. Committee Member Moholt stated that the June TTAC meeting could be held in the Chamber Conference Room.

Ms. Singer distributed a survey from the Tualatin Youth Advisory Committee which solicited Committee input on their upcoming Youth Summit. Committee Members were directed to submit their suggestions for the Summit to Ms. Singer by March 14<sup>th</sup>.

Ms. Singer distributed correspondence to the Committee from Kathy Newcomb (see Attachment A).

## **G. ANNOUNCEMENTS/TTAC COMMUNICATIONS**

Committee Member Casey mentioned that he had attended “Chamber Day” in Salem where they discussed the complexity of the legislative process used to get new legislation in place. They also learned about the do’s and don’ts of meeting with State Representatives. He said that he was in awe of how much time, effort and work goes into getting something through the Legislature.

Committee Member Moholt mentioned that the Chamber has been working on many issues related to Education and Transportation. They have been deeply involved in the Transportation Task Force efforts and Chamber members have been participating in the Transportation Work Groups. The Chamber is also looking for ways to reach out to the youth in the Community. She said that there are gaps in the education levels in our society, and she expressed the importance of mentoring the youth in Tualatin so that we have an educated work force. She also announced that the Chamber is working on implementing the plan for the Ice Age Tourism Grant that was received last year. She expects that their new website will be in place by June 15<sup>th</sup>.

Councilor Bubenik said that the Library Foundation will be hosting their Vine to Wine event on April 21<sup>st</sup>.

**H. ADJOURNMENT**

The meeting adjourned at 7:50 p.m.

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Sara Singer, Recording Secretary



# DRAFT

OFFICIAL MINUTES FOR  
TUALATIN TOMORROW ADVISORY COMMITTEE  
APRIL 4, 2012  
8700 SW SWEET DR.  
TUALATIN, OR 97062

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Present: Chair Candice Kelly  
Committee Member Larry McClure  
Committee Member Ed Casey  
Committee Member Linda Moholt  
Councilor Frank Bubenik

Absent: Committee Member Adam Butts  
Committee Member Bethany Wurtz

Staff Present: Sara Singer, Deputy City Manager

## A. CALL TO ORDER

Meeting called to order at 6:35 p.m.

## B. APPROVAL OF THE MINUTES

Chair Kelly made an amendment to the March 7<sup>th</sup> minutes. Due to a lack of quorum, the minutes will be placed on next month's agenda for approval.

## C. COMMUNICATION FROM THE PUBLIC (ITEMS NOT ON THE AGENDA)

None.

## D. OLD BUSINESS

### 1. Recommendation for Partner Member on the TTAC

The Committee agreed to forward a request to Council to appoint Dana Terhune from the Tigard-Tualatin School District as the Partner Member of the Tualatin Tomorrow Advisory Committee for a one year term. Deputy City Manager Singer responded that this could be placed on the April 9<sup>th</sup> or 23<sup>rd</sup> City Council Meeting Agenda for approval.

### 2. Discuss Spring Partner Event

a. Invitation List/New Partner Development

Deputy City Manager Singer distributed a draft list of people to invite to the May 2<sup>nd</sup> Tualatin Tomorrow Partner Event. The list included past partners with the addition of new partners suggested by committee members. The group made some additional modifications to the list to get all of the contacts up to date in preparation for the invitation to go out.

b. Agenda

Deputy City Manager Singer distributed a draft agenda for May 2<sup>nd</sup> event for the Committee's review. She also distributed a draft of the Partner survey questions and the Committee discussed the 2012 Tualatin Tomorrow Progress Report. Committee members made suggestions for changes to the survey and the Progress Report outline.

c. Tualatin Life Article

Chair Kelly mentioned that she had submitted an article to *Tualatin Life* to help advertise the Partner Event.

3. Transportation Task Force Update

Chair Kelly provided an update on the progress of the Transportation Task Force and the Transportation Working Group meetings. She provided the upcoming dates for the next round of working group meetings.

**E. NEW BUSINESS**

There was no new business to discuss.

**F. COMMUNICATIONS FROM STAFF**

Deputy City Manager Singer provided an update on the City's website redesign process. The redesign was an action item in the Tualatin Tomorrow Strategic Action Plan. She mentioned that an update would be provided to the City Council at their April 9<sup>th</sup> Work Session.

Ms. Singer also discussed volunteer hour tracking. She said that the City's Volunteer Coordinator tracks all of the Committee members' hours in the Volgistics Software. However, she said that if any of the Committee Members would like to track their Tualatin Tomorrow volunteer hours spent outside of these meetings, they could be

logged on a form and turned in to the City or entered directly in the Volgistics Online System.

**G. ANNOUNCEMENTS/TTAC COMMUNICATIONS**

Committee Member McClure asked if he should continue writing his *Tualatin Life* article on the Arts. Chair Kelly responded that she mentioned his arts contribution to the newspaper in her upcoming article. The Committee members agreed that it was a very worthwhile contribution to the newspaper for the community.

Committee Member Moholt mentioned that the Chamber will be presenting their Annual Report to the City Council on April 9<sup>th</sup> at the City Council meeting. She also announced that the Chamber is preparing for the Crawfish Festival which has been themed, "Viva Claws Vegas!"

**H. ADJOURNMENT**

The meeting adjourned at 7:45 p.m.

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Sara Singer, Recording Secretary



# DRAFT

OFFICIAL MINUTES FOR  
TUALATIN TOMORROW ADVISORY COMMITTEE  
JUNE 6, 2012  
18861 SW MARTINAZZI AVE, #200  
TUALATIN, OR 97062

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Present: Chair Candice Kelly  
Committee Member Larry McClure  
Councilor Frank Bubenik  
Committee Member Dana Terhune

Absent: Committee Member Ed Casey  
Committee Member Linda Moholt  
Committee Member Adam Butts  
Committee Member Bethany Wurtz

Staff Present: Sara Singer, Deputy City Manager

Guests: Beverly Robinson

## A. CALL TO ORDER

Meeting called to order at 6:42 p.m.

## B. APPROVAL OF THE MINUTES

Due to a lack of quorum, the minutes will be placed on next month's agenda for approval.

## C. COMMUNICATION FROM THE PUBLIC (ITEMS NOT ON THE AGENDA)

Beverly Robinson attended the Partner Event and as a result of her interaction with Fred Bruning of CenterCal, she made the connection between the Library Foundation and the new Barnes & Noble/Microsoft Flagship store in Bridgeport Village. She mentioned that Tualatin Tomorrow could market their local fundraisers through the kiosks in Bridgeport Village. She also suggested to the Bridgeport group to look at enhancing the City's e-Reader program at the Tualatin Library. She asked if there was a vision for the future of technology of the library. Ms. Robinson also talked to Mask & Mirror theatre to see if they could do character readings by their performers at the Tualatin Library.

## D. OLD BUSINESS

1. Recap of Spring Partner Event

The Committee members and guests present discussed the successes of the event by bringing partners together, especially the story mentioned by Ms. Robinson. Chair Kelly suggested doing a breakfast event next year to try and make it more interactive. Ms. Robinson suggested keeping it as a lunch event and make sure that you have a program in place so there is a specific topic for discussion. Councilor Bubenik mentioned that the Chamber sees great results from holding their morning networking and breakfasts. They agreed that holding a breakfast meeting for next year would be a good idea, and they will check the pulse of the partners during the October Partner meeting to see what the group is most interested in attending.

2. Update on Transportation Task Force

Chair Kelly gave an update on the activities of the Transportation Task Force. She handed out materials from the recent Open House meeting. She explained that another round of working groups is currently underway.

#### **E. NEW BUSINESS**

1. Reports to City Advisory Committees

Chair Kelly said that she thought it would be a good idea to get on the Advisory Committee Agendas to give an abbreviated version of the Vision Update presentation which was made at the Spring Partner event. Councilor Bubenik said the TSP was taken on a similar “road show” and it went over well to get the various Advisory Committees engaged in the process. Committee Member McClure volunteered to help make the presentations.

2. FY12/13 Advisory Committee Work Plan

The members of the Committee discussed carrying over a few items from the current FY 11-12 Work Plan. They suggested carrying over the communications master plan item. Ms. Robinson said they should also consider including an item to strengthen partner involvement. She said they could include a partner event, add a component for the CIOs, and enhance the partner network. The members also discussed conducting some type of leadership training and preparing and planning for the Vision Plan Update. Deputy City Manager Singer said she would prepare a draft for the Committee’s review based on their input. This draft will be presented at the next Tualatin Tomorrow meeting in August.

#### **F. COMMUNICATIONS FROM STAFF**

Deputy City Manager Singer provided an update on the City's Website Redesign Project. The site is expected to go live on June 11<sup>th</sup>.

**G. ANNOUNCEMENTS/TTAC COMMUNICATIONS**

Councilor Bubenik met with the neighbors on Boones Ferry Road regarding some concerns they had regarding Basalt Creek. The meeting was held on Friday night and there were quite a few people in attendance. Councilor Bubenik said it was a really good meeting.

Committee Member McClure asked about Latino programming and population. He - said that the Historical Society is putting on an event targeted at the Latino population.

Committee Member Terhune mentioned having something hosted at the library.

Ms. Robinson suggested taking a program or presentation to the Latino/Hispanic group at the High School to continue the dialogue.

Committee Member McClure suggested asking the kids to help with the outreach.

**H. ADJOURNMENT**

The meeting adjourned at 8:00 p.m.

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Sara Singer, Recording Secretary

## **Tualatin Tomorrow Advisory Committee FY 2012/2013 Work Plan**

### **Mission Statement**

The mission of the Tualatin Tomorrow Advisory Committee is to promote community involvement in implementing the Tualatin Tomorrow Vision through engaging and educating citizens and other community partners; monitoring and assessing the progress made in the defined vision areas; promoting implementation of the vision, collaborating as community partners and providing forums to exchange information and create community connections; maintaining and growing partner involvement, and conducting meetings, events and other communication activities; participating in regional visioning activities which impact Tualatin, and overseeing the process of updating the vision as needed.

### **Summary of 2011-2012 Tasks**

1. Develop a Tualatin Tomorrow Master Communication Plan.
2. Enhance the partnership network through an annual partner event which recognizes the efforts of partners, citizen involvement organizations and volunteers and forms partner coalitions around community projects.
3. Discuss the process for the Tualatin Tomorrow Vision Plan Update.
4. Develop and plan for a Leadership Training event for community volunteers.
5. In addition to the above specific tasks, the Tualatin Tomorrow Advisory Committee is prepared to meet on an ad hoc basis to review any additional projects assigned to it by the City Council.

### **Task #1: Develop a Tualatin Tomorrow Master Communication Plan.**

Due to the extensive network of partnering agencies involved in implementing the Tualatin Tomorrow Vision, it is critical to develop a multifaceted communication strategy to keep people informed on the progress of the vision and ways they can get involved in implementing the vision. The Tualatin Tomorrow Master Communication Plan will outline the various communication tools, publications and forums for communicating the vision to the community. Communication is essential to keep people engaged in the process.

#### **Committee Responsibilities**

1. Develop and distribute quarterly communications with the City's newsletter.
2. Enhance use of the media through distribution of press releases and articles to various media sources discussing the efforts and activities of Tualatin Tomorrow. Encourage partners to endorse their relationship with Tualatin Tomorrow on the vision efforts they are involved in implementing.
3. Engage the neighborhoods and business community in the vision through more comprehensive communication.
4. Provide annual presentations for the Advisory Committees to give an update on the Vision Plan.
5. Issue a vision report to the community annually as part of the report to the City Council.

#### **Areas Addressed in the Tualatin Tomorrow Strategic Action Plan**

ACE 17: Public Communications

GLC 12: Informed, Involved Citizens

#### **Timeline**

TBD

**Task #2: Enhance the partnership network through an annual partner event which recognizes the efforts of partners, citizen involvement organizations and volunteers and forms partner coalitions around community projects.**

Tualatin Tomorrow is fortunate to have a broad network of engaged partners from various organizations and agencies. This is one of the Committee's most valuable assets because this group of partners represents large diverse segments of the Tualatin community. It is critical to maintain this network to help engage the community on important projects.

Governance, Leadership and Community Engagement is one of the key focus areas of the Tualatin Tomorrow Vision Plan. The vision plan states, "Local government and citizens work together to promote clear, consistent communication."

### **Committee Responsibilities**

1. Host an annual partner meeting in October 2012.
2. Host an annual partner recognition event in Summer 2012.
3. Discuss possible training, leadership and educational programs to offer for partners in the community to build leadership and volunteer capacity for the implementation of the vision.
4. Form partner coalitions around community projects.

### **Areas Addressed in the Tualatin Tomorrow Strategic Action Plan**

In the "Introduction Section" of the Strategic Action Plan, it describes the following action for the Tualatin Tomorrow Partners:

*Additionally, this group oversees a periodic "check-in" with the broader Tualatin community to ensure that the Vision and Action Plan remains up-to-date and relevant. This includes an annual event, such as the Tualatin Tomorrow Annual Town Hall Event.*

In addition to hosting an annual partner event, this task also address the following Strategic Action:

GLC 11: Sense of Community

### **Timeline**

TBD

### **Task #3: Discuss the process for the Tualatin Tomorrow Vision Plan Update**

The Tualatin Tomorrow Community Vision and Strategic Action Plan was adopted by the City Council in June 2007. This plan is intended to be a living, dynamic document. Using the Community Vision as a guide, the Strategic Action Plan is being updated to reflect progress on Actions and amended to ensure progress on Strategies. A framework for implementation was developed with the creation of the plan, which includes a periodic “check-in” with the broader Tualatin community to ensure that the Vision and Action Plan remains up-to-date and relevant. Because the five year anniversary of the plan adoption is quickly approaching, it is time to begin developing a strategy for an update to the plan.

#### **Committee Responsibilities**

1. Check in with the community on the vision. Does it reflect current community values?
2. Complete a community survey regarding the vision.
3. New Council and new staff, what does this mean for the vision?
4. What does the urban renewal loss mean for the community?
5. Examine demographic changes in the community based on the new census data, and discuss ways in which these changes could impact the vision.
6. Engage the newly formed Citizen Involvement Organizations in the update process.

#### **Areas Addressed in the Tualatin Tomorrow Strategic Action Plan**

In the “Guide Section” of the Strategic Action Plan, it states that it is a ‘living’ plan, and that the document will be updated periodically to reflect changes in the community. In addition to addressing this task, the update of the plan will also address the following actions:

GHT1: Strong Community Identity

GHT 1.1: Neighborhood Organizations

#### **Timeline**

TBD

#### **Task #4: Develop and plan for a Leadership Training event for community volunteers**

The Tualatin Tomorrow Community Vision and Strategic Action Plan includes an entire section dedicated to Governance, Leadership and Community Engagement. The community has many volunteers who participate in different capacities through roles with our partnering agencies, serving on Advisory Committees, serving their Citizen Involvement Organizations in the neighborhoods, and in a variety of other roles which support a strong community. These volunteers are the next generation of leaders for the community. The Vision Plan calls for targeted leadership recruitment to encourage local leadership development through a leadership program. A similar program was offered by the Chamber of Commerce in the past, but there is a need and desire to get the program back in place.

#### **Committee Responsibilities**

1. Work with the Chamber of Commerce to identify strengths and opportunities learned from the previous program.
2. Identify community partners who could assist in developing the program.
3. Identify potential participants and market the program.
4. Engage the newly formed Citizen Involvement Organizations in this program.

#### **Areas Addressed in the Tualatin Tomorrow Strategic Action Plan**

GLC 6.1

#### **Timeline**

TBD

## **Draft 2012-2013 Meeting Schedule**

Wednesday, August 1, 2012

Wednesday, September 5, 2012

October 2012 (Partner Meeting)

Wednesday, November 7, 2012

Wednesday, December 5, 2012

January (NO MEETING)

Wednesday, February 6, 2012

Wednesday, March 6, 2012

Wednesday, April 3, 2012

May 2012 (Partner Event TBD)

Wednesday, June 5, 2012

July (NO MEETING)

DRAFT

## **Committee Resources**

Historically, the City's budget has included funding for activities for the Tualatin Tomorrow Vision Implementation Steering Committee. This year's budget includes resources for citizen engagement which should be adequate to cover the activities described in this work plan. Please see the detailed listing of resources required below.

1. Newsletter Inserts
2. Annual Tualatin Tomorrow Partner Activity
3. Leadership Event
4. Research for Vision Plan Update
5. City Website Support
6. Staff Liaison Support (meetings, agendas, minutes, Q&A)
7. Preparation of Communication Materials

## **Roles**

### City Council

The seven member City Council is the legislative and policy body for the City, charged with providing overall leadership by enacting laws and allocating City resources for programs, services and activities. The City Council appoints members to serve on this committee and assigns the committee special assignments to research, discuss, and provide comments and recommendations to the Council regarding the Vision.

### Tualatin Tomorrow Advisory Committee

Advisory committees are a structured way for individual citizens to share their opinions and perspectives, and to formulate comments and recommendations in a focused, small group structure. The primary purpose of advisory committees is to provide judicious advice from a citizen perspective, to the City Council. Committee activities may include the study of critical issues, hearing public testimony, and reviewing staff reports and recommendations – all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful comments and recommendations to the City Council in a timely manner. All appointees to the Committee should act at the direction of the whole or the majority of the City Council and not upon the request or direction of an individual member of the Council.

### Tualatin Tomorrow Partners

The Tualatin Tomorrow Partners is a group of partnering agencies, which was initially named as the Vision Implementation Committee. The Partners includes a mix of community members and representatives from businesses, social organizations and agencies. This group meets at periodic intervals to monitor and assess the progress on the implementation of the Vision Plan. The Committee also works to keep the partners engaged in various issues and projects happening in the Community related to the Vision Plan.

### Staff

The City Manager has assigned staff liaisons to each committee to maintain communication between the Committee, City Council, Tualatin Tomorrow Partners and City Manager. Staff works under the direction of the City Manager. Reports prepared by staff are generally for the ultimate review and action of the City Council subsequent to the Committee's review and comment. Staff is responsible for the work product that the Committee reviews and administration of the Committee's activities including, but not limited to the following:

- Ensuring that meeting notifications and consistent recordkeeping occurs.
- Serving as a communication link between the Committee, Tualatin Tomorrow Partners, City administration, departments, and the City Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Assisting the committee with report preparation, and correspondence in keeping with the committee's Council-approved work plan.
- Making sure the intent of the advisory committee is not lost after the Committee acts to make a comment or recommendation, and that it is conveyed accurately to the City Council in a timely manner.
- Assisting the advisory committee in staying focused on the task and agenda.