

**TUALATIN TOMORROW  
AD HOC IMPLEMENTATION COMMITTEE**

**MEETING #2**

August 15, 2007  
6:30 P.M. – 8:30 P.M.  
City Council Chambers

**MEMBERS PRESENT:** June Bennett, Frank Bubenik, Neta George, Candice Kelly,  
Connie Ledbetter, Larry McClure, Gary Rusynyk, Jay Wilcox

**MEMBERS ABSENT:** Monique Beikman; Dave Volz

**LEAD PARTNERS:** Buck Braden - Artist  
Michelle Brecunier - Youth Advisory Council  
Anna Cincera - Youth Advisory Council  
Ryan Dinneen –Teen Program Specialist, City of Tualatin  
Evan Eichelberger - Youth Advisory Council  
Diane Lynch – The Wetlands Conservancy  
Scott Schlegel – Community Relations Spec. Community Action  
Phil Selinger – TriMet  
Carla Thaler – Interim Executive Director, Chamber of Commerce  
Sheri Wantland – Public Involvement Coord., Clean Water Services  
Steve Wheeler – Deputy County Administrator, Clackamas County  
Jill Zurschmeide – Tigard Tualatin School Board Member

**STAFF:** Doug Rux, Community Development Director; Carol Rutherford, Office Coordinator

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**INTRODUCTIONS/AGENDA REVIEW**

Mr. Bubenik welcomed everyone and thanked them for their participation. Attendees introduced themselves. A sign-in sheet and contact information sheets were circulated to insure accuracy in creating a master list and email group. Nameplates will be created prior to the September meeting. Mr. Bubenik stated that we have a full agenda and will endeavor to adhere to the 6:30 – 8:30 p.m. time frame.

**REVIEW OF JULY 18 AD-HOC MEETING**

Copies of the minutes of the July 18<sup>th</sup> meeting were distributed as needed, and Mr. Bubenik provided a brief overview of the framework of that meeting which primarily focused on the formation of the ad hoc implementation committee and the recommendation for hosting the luncheon meeting held last Thursday which was a great success with a positive display of energy. Meeting dates/times through December 2007 were set, a chairperson and co-chair were selected, and six members from the Steering Committee were assigned to the six focus areas of the Action Plan.

- **Community Vision and Strategic Action Plan, June 2007**

Mr. Bubenik confirmed that all participants received a copy of the Action Plan. While that document is not necessary for tonight's meeting, it will be essential for future meetings. He stressed that the formation of the Implementation Committee is solely citizen-driven and a community effort. While the City Council is involved in the selection of individuals to serve on the IC, the work put forth is community driven. Monique Beikman is our liaison to the City Council. The Council is very supportive of this program. However, this committee does not have to go to the City Council for approval prior to implementing any actions.

## **REVIEW OF STRATEGIC ACTION PLAN IMPLEMENTATION MEMO**

Mr. Bubenik requested that attendees read the memorandum from Doug Zenn, the consultant for this project, on pages 130-131 of the Action Plan. This memo focuses on recommendations for transitioning from the vision to the implementation stage and how the committee will be created. This subject was discussed at 3-4 Steering Committee meetings, and we looked at models from Hillsboro and Bend who had been through this process.

## **REVIEW OF HILLSBORO'S IC DESIGN/REVIEW OF NOTES FROM DISCUSSION WITH JOHN COULTER – HILLSBORO VIC (handouts)**

Ms. Kelly distributed two handouts focusing on the City of Hillsboro's visioning program and the framework of their implementation team as well as notes from a conversation Frank Bubenik had with John Coulter, chairperson of their Visioning Implementation Committee (VIC). Hillsboro has been working on this for five years. Meeting attendees read the two documents, and Mr. Bubenik reviewed the primary components of their structure.

It is the goal of this group to identify the most appropriate structure for the City of Tualatin and then present our recommendation to the City Council. The timeline for this phase is to decide on a structure prior to December 2007, with the formal implementation process to begin in January 2008. This can be accelerated based on the progress made by the ad hoc committee. Tualatin can benefit from the "lessons learned" by Hillsboro and does not have to "reinvent the wheel," but recognize that Hillsboro is a city with a larger industry base, resulting in major funding options and has different demographics (i.e. Latino outreach). Also, they tackle multiple action items while ours are grouped within the six focus areas.

A brief discussion was held regarding the level of staff support. We are currently recruiting for the position of Senior Planner, formerly held by Elizabeth Stepp. Carol Rutherford and Stacy Fonseca will continue to provide administrative support. Our budget for FY 07/08 is \$5,000. This amount will include hosting another "Town Hall" event next spring to inform the community of the progress made thus far. Every five years the action plan will be reviewed in its entirety which may require a larger budget. It was stressed that at no time will the committee pursue an "action item" that is in conflict or violation of law or any City code.

Ms. Kelly encouraged feedback from Tualatin's Lead Partners to tell us what works best for you and your organization. Input is very important at this phase of the project. Also at this

time there are many items without a Lead Partner. She encouraged attendees to let the committee know if you can suggest people to help.

## **IMPLEMENTATION DISCUSSION**

Mr. Bubenik reviewed the information on the whiteboard which outlines the structure proposed by Doug Zenn.

### **Visioning Implementation Committee (VIC)**

- Chair Person
- Co-Chair
- Partners with more than two action items
- Representative from each of the six focus areas
- Council Liaison
- One “at large” member

This is patterned from Doug Zenn’s memorandum. It is recommended that this group meet on a quarterly basis.

### **Steering Committee**

- Chair Person
- Co-Chair
- Lead Partner from the City (with the most action items)
- Lead Partner with the second highest amount of action items
- Three of six focus representatives
- Representative from the VIC

This group would meet on a monthly basis. Under this committee would be a “Partner Assistance” special committee which would include a City staff member. This group is critical to provide support to the Lead Partners as it will be “task oriented” while other areas focus on process. There would also be special committees to oversee such events as the Town Hall and Crawfish Festival. Volunteers in this capacity would be chartered with participating in the special event only and not necessarily be a member of any other committee.

### **Six Focus Area Committees**

*(No Information Listed)*

#### **Planning Committee**

- Meets six times per year
- Chair
- Co-Chair
- City Staff Member

#### **Special Committees**

- Town Hall
- Crawfish Festival
- Partners Assistance

Throughout this entire process, it is imperative that we don't over-commit or burn out the volunteers. It was stressed that some Lead Partners may be in more than one focus group, but that all identified actions do not have to be done concurrently. Additionally, the City as well as some of the Lead Partners are already doing some of the action items. Mr. Rux stated that the City has approximately 70% of the items but that roughly half already engaged in at some level. The City Council will be reviewing their goals this fall.

A brief discussion was held regarding whether to retain the six focus areas or to follow Hillsboro's model of globally taking on multiple action items. While it may initially result in attending more meetings, the consensus was to retain the six-focus area format. We can identify items that dovetail, and some can be combined. However, action items will not be added or dropped without a good reason. A suggestion was also made to consider renaming the "five year review process/event," but consensus was to retain continuity with the Tualatin Tomorrow name.

A brief discussion was held regarding the number of action items assigned to the various Lead Partners. Doug Rux will locate the spreadsheet prepared by Elizabeth Stepp which documents this information. This matrix will be made available prior to the September meeting. A brief discussion was also held regarding the term of office for the various positions as well as insuring an "odd number" of committee members to insure that there would be a "tie breaker" if necessary when voting on various issues. Hillsboro currently has two-year terms with the option to extend. Actual partners to serve on the committees will be determined at the September meeting.

The importance of participation by the Youth Activity Council (YAC) was stressed, especially to serve as members in the various focus areas. Identification of representatives from the faith based community as well as social services to serve on the VIC is vital.

It was agreed that credit for action items already being done in the various focus groups should be conveyed to the residents. The media has been extremely supportive of this program, has provided excellent coverage, and can be used as one means of communication to the public. A formal communication plan (similar to what was created by Zenn Associates) should be put in place for the implementation phase. We should also focus on some "fine tuning," identify measurements and benchmarks, and determine how to evaluate progress and what's working and what is not.

An agenda packet will be emailed to all participants one week prior to each meeting. Mr. Bubenik requested that prior to the next meeting that committee members review these diagrams as well as information on the Hillsboro model. Based on the progress made at this meeting, this committee should be able to finalize our document by October and, upon approval by Council, begin to start focusing on the action items identified in the plan.

Mr. McClure reiterated the challenges posed within the faith-based community, as Tualatin has 13 different churches. It would be difficult to have one person to represent all of them. One strategy would be to have them come together and then give us information. The minority community also presents unique challenges. Maria Olmedo served on the Steering Committee, and we had various documents translated into Spanish, but it was difficult to solicit their participation in this process.

The attached diagram represents the status of the discussion on the Committee structure.

## **PUBLIC COMMENT**

None

## **ANNOUNCEMENTS/OTHER ITEMS**

Mrs. Rutherford distributed copies of monthly calendars and requested that all attendees note the volunteer hours spent on this project. It is not necessary to document attendance at these meetings, as she will compile that information. All volunteer hours should be submitted to her by the last day of the month. This information can be sent via email with the back-up documentation provided at a later date.

Ms. Ledbetter indicated that she had done some research on other cities' visioning programs and suggested looking at the website for Wichita, Kansas. It is [www.visioneeringWichita.org](http://www.visioneeringWichita.org). She also suggested starting a notebook to keep track of newspaper articles, photographs, Lead Partners luncheon, Town Hall etc.

A brief discussion was held regarding the review and approval of minutes. Mr. Bubenik reviewed the process followed by the various City committees. It was agreed that they would be done on an "exception basis." i.e. they will be automatically approved unless a committee member requests that a change be made.

The meeting adjourned at 8:25 p.m.

Summary notes compiled by: Carol Rutherford, City of Tualatin