



The success of the Tualatin Tomorrow Community Vision and Strategic Action Plan will be determined through its implementation. A citizen-led Tualatin Tomorrow Vision Implementation Committee tracks and facilitates the progress of the Community Vision and Strategic Action Plan. The committee is responsible for recommending revisions of the plan to the Tualatin City Council as may be required or deemed desirable to optimize effective implementation.

The membership of the Implementation Committee will reflect the broad interests and population of the Tualatin community. The members will include representatives of the Vision and Strategic Action Plan’s partners with two or more actions and other key community interests.

All Vision Implementation Committee meetings are open to the public. Public notice of each meeting is provided through Tualatin’s monthly newsletter and the project’s website

A “Steering Committee” comprised of members of the Implementation Committee, acts as an executive advisory group. The Steering Committee helps identify issues for full committee discussion and makes recommendations for action.

The charge, detailed membership structure, and staffing arrangements are described in the following pages.

Charge

To monitor the progress of the adopted Community Vision and Strategic Action Plan, encourage implementation of actions, and recommend minor modifications to the plan as necessary.

The committee’s activities will include:

- A minimum of four committee meetings per year.
- An annual progress report to the Tualatin City Council.
- Within the first year:
 - Develop a clear understanding of partner roles.
 - Prepare Action Plan evaluation process and criteria
 - Develop a Memorandum of Understanding between partners stating their commitment to the Community Vision and Strategic Action Plan and their respective roles.
- Host an annual “town hall’ meeting for public discussion of the Community Vision and Strategic Action Plan
- Maintain two-way communication with partners to track and encourage action implementation.
- Recommend, if necessary, proposed changes to Community Vision and Strategic Action Plan for City Council consideration

Membership

The committee will have a chair, appointed by the City Council, who represents the public-at-large. A co-chair will be selected by the Chair to act in his/her absence. Terms of appointment will initially be staggered to insure continuity and balance out. The chairperson will serve a three-year term while the co-chair will initially be for a two-year period. All positions will have the ability to extend for a second term. The Chair may be re-appointed by the City Council. Member terms will be three years with one third of the terms ending each year. Members may be reappointed by the chair.

The non-partner members of the Vision Implementation Committee are appointed by the chairperson. The membership will, reflect the composition of the Tualatin population with a cross-section of key interests and partners.

The membership shall include one representative for each partner or interest as designated below. The number of public-at-large positions will vary between four and five (not counting the Chair) to keep an uneven number of members for voting purposes. The Implementation Committee will meet quarterly.

1. Public-at-Large (Chair's position)
2. Co-chair
2. All partners with two or more assigned actions
3. One representative from each of the following focus areas:
 - Arts, Culture, Education, Youth and Family activities (ACE)
 - Growth, Housing, and Town Center (GHT)
 - Parks, Recreation, and Natural Areas (PRN)
 - Health, Safety, and Social Services (HSS)
 - Traffic, Transportation, and Connectivity (TTC)
 - Governance, Leadership, and Community Engagement (GLC)
4. Tualatin City Council (Liaison to committee)
5. Four or Five Public-at-large representatives (depending on the number of members representing Faith, Social Service, Youth, Disabled, Minority, and Seniors)

The Steering Committee will meet monthly. The Steering Committee membership shall consist of the following Vision Implementation Committee members:

1. Chair
2. Co-Chair
3. Partner with the largest number of assigned actions
4. Partner with the second largest number of assigned actions
5. One representative from each of the six focus areas
6. Tualatin City Council (Liaison to committee)

Each focus area will have a committee that coordinates the actions for each focus area. These committees will report to the Steering Committee. Focus Area Committees will meet as often as necessary to complete actions. Focus Area Committee membership shall consist of the following Vision Implementation Committee members:

1. Focus Area Representative
2. Partners with action items being acted upon within in the focus area
3. One Youth representative
4. One representative from the Implementation Committee

Upon commencement of work on actions items, a Partner Assistance Committee will be formed. The primary focus of this committee is to provide assistance to a partner if they are falling behind on an action item. Logistically, they will assist in making contacts to facilitate the completion of the task. This is an ideal position for individuals who like crisis mode intervention and will only be utilized when a problem area is identified. Membership of this committee may comprise of:

1. Chair
2. Co-chair
2. Partners needing assistance with actions
3. One representative from each of the following focus areas:
 - Arts, Culture, Education, Youth and Family activities (ACE)
 - Growth, Housing, and Town Center (GHT)
 - Parks, Recreation, and Natural Areas (PRN)
 - Health, Safety, and Social Services (HSS)
 - Traffic, Transportation, and Connectivity (TTC)
 - Governance, Leadership, and Community Engagement (GLC)

Specialty committees are likely to be formed in the future. For example:

- Crawfish Festival Committee - partner with the City to publicize and promote an awareness of the continued efforts of Tualatin Tomorrow. It can also be a tool for volunteer recruitment.
- Town Hall Committee - This event will be held on an annual basis. Volunteers will be solicited to help plan and run the event.
- Publicity/Outreach Committee - on-going outreach for publicity/marketing purposes as well as volunteer recruitment.

Staff Support

Staff support shall be provided by the City of Tualatin and include the following activities:

- communications with committee members;
- development of committee agendas (in consultation with the Chair/Co-Chair);
- coordination with City Council;
- meeting facilitation and logistics including Town Hall meeting;
- preparing meeting summaries;
- media notification;
- production of written reports and other Tualatin Tomorrow documents.

Community Vision and Strategic Action Plan Updates

As stated in its charge, the Vision Implementation Committee may recommend Action Plan revisions to the Tualatin City Council. These proposals may originate with Tualatin citizens, businesses, organizations, or partners. Recommendations from the Committee become effective upon the City council's approval.

Since the Tualatin Tomorrow Community Vision and Strategic Action Plan was developed based on extensive community input, any substantive language change to an action or strategy has the potential to impact the integrity of the original plan. Therefore, three Action Plan update processes have been established to allow for different types of revisions while

maintaining a community connection and foundation.

1. Minor Revisions

Annually, the Vision Implementation Committee may recommend non-substantive Action Plan updates to the City Council. Examples of such revisions would include partner and potential partner changes or action language modifications which do not modify its intent.

2. New/Revised Actions

Annually, the Vision Implementation Committee may recommend new or substantially revised actions to the City Council. After consideration and development by the Committee, proposals which support the Vision Statement and an existing strategy, will be provided for public comment at the annual Town Hall. Subsequently, after considering the public input received, the Committee will decide whether to recommend the proposed action to the City Council for approval and incorporation into the Tualatin Tomorrow Community Vision and Strategic Action Plan.

3. New/Revised Strategies

Every five years, the Vision Implementation Committee may recommend new or revised strategies to the City Council. Since strategies provide the direction, or backbone, of the Vision Action Plan, extensive and meaningful public participation is necessary to maintain the integrity of this community-based Plan. To this end, any public outreach effort will need to be citywide and allow multiple venues for citizen involvement in the identification, development, and recommendation of new or revised strategies. The annual opportunity for new or revised actions will be incorporated into the Strategy Review process due to their key role in implementing strategies.