



AMENDED CITY COUNCIL MEETING AGENDA

November 15, 2021 at 7:00 PM

City Hall Council Chambers & Remote Video Conferencing

PARTICIPANTS MAY WATCH THE CITY COUNCIL MEETING AT:

City Hall, 29799 SE Town Center Loop East, Wilsonville, Oregon

YouTube: <https://youtube.com/c/cityofwilsonvilleor>

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TO PROVIDE PUBLIC COMMENT:

Individuals may submit comments via email, or mail written comments, or participate remotely by registering with the City Recorder:

CityRecorder@ci.wilsonville.or.us or 503-570-1506

City Recorder - Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, OR 97070

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]

COUNCILORS' CONCERNS [5:05 PM]

PRE-COUNCIL WORK SESSION [5:10 PM]

- A. [Vertical Housing Development Zones \(Rybold\) \[30 min.\]](#)
- B. [Wilsonville Transit Center Transit-Oriented Development \(TOD\) \(Rybold/Brashear\) \[30 min.\]](#)
- C. [I-5 Pedestrian Bridge and Gateway Plaza Project Update \(Weigel/Rybold\) \[10 min.\]](#)
- D. [Arts and Culture Commission \(Ottenad\) \[30 min.\]](#)

ADJOURN [6:50 PM]

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, November 15, 2021 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 2, 2021. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

CALL TO ORDER [7:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

MAYOR'S BUSINESS [7:05 PM]

4. [Upcoming Meetings](#)
5. [Small Business Saturday Proclamation](#)
6. [City Attorney Employment Agreement \(Villagrana\)](#)

COMMUNICATIONS [7:20 PM]

7. [Metro Update \(Councilor Rosenthal\)](#)
8. Climate Rulemaking Presentation (DLCD)

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS [7:50 PM]

*This is an opportunity for visitors to address the City Council on items **not** on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.*

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS [8:00 PM]

9. Council President Akervall
10. Councilor Lehan
11. Councilor West
12. Councilor Linville

CONSENT AGENDA [8:20 PM]

13. [Resolution No. 2931](#)
[A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The "Solid Waste Collection Rate Report, October 2021" And The Republic Services Rate Schedule, Effective January 1, 2022. \(Ottenad\)](#)

14. [Resolution No. 2935](#)

[A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Development Agreement With Taylor Morrison Northwest, LLC Regarding The Clermont Subdivision In Villebois. \(Neamtzu\)](#)

15. [Minutes of the November 1, 2021 City Council Meeting. \(Veliz\)](#)

NEW BUSINESS [8:25 PM]

CONTINUING BUSINESS [8:25 PM]

PUBLIC HEARING [8:25 PM]

CITY MANAGER’S BUSINESS [8:25 PM]

LEGAL BUSINESS [8:30 PM]

16. [Appeal Hearing](#)

[An appeal of a portion of Development Review Board Resolution No. 393-B Villebois Village Center Mixed Use Development: Pacific Community Design-Representative for Costa Pacific Communities-Applicant and RCS Villebois Development Owner \(Case File Numbers DB21-0022 and DB21-0023\) – Review of the Record for the Villebois Village Center Mixed Use Project Related to Approval of a Parking Area on Lot 12 of Special Area Plan Central Preliminary Development Plan 1C. \(Luxhoj\)](#)

ADJOURN [9:30 PM]

[INFORMATIONAL ITEMS – No Council Action Necessary](#)

Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The city will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the City Recorder at CityRecorder@ci.wilsonville.or.us or 503-570-1506: assistive listening devices (ALD), sign language interpreter, bilingual interpreter. Those who need accessibility assistance can contact the city by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1506.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 15, 2021		Subject: Resolution No. 2941: Formation of the Arts, Culture and Heritage Commission (ACHC)	
		Staff Member: Mark Ottenad, Public/Government Affairs Director, ACHC Project Manager	
		Department: Administration	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval (ACHS Task Force) <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: Formation of an Arts, Culture and Heritage Commission (ACHC) was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by City Council via Resolution No. 2857, on November 15, 2020.	
Staff Recommendations: City Council advises staff on draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).			
Recommended Language for Motion: N/A.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: City Council Goals 2021-22	<input checked="" type="checkbox"/> Adopted Master Plan(s): Arts, Culture and Heritage Strategy (ACHS) 2020	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The City Council provides direction to staff regarding the draft recommendations for the formation of an Arts, Culture and Heritage Commission (ACHC).

EXECUTIVE SUMMARY

The “Summary of 2021 Municipalities Research and Draft Recommendations,” (*see* Exhibit 2), documents synthesized findings and complete draft recommendations for the formation of an Arts, Culture and Heritage Commission. The Summary goes into considerably more detail on the rationale behind the recommendations that are condensed following.

In a nutshell, the draft recommendation is for the City to form a nine (9) member Arts, Culture and Heritage Commission (ACHC) composed of at least five (5) residents who are drawn from a wide and diverse range of backgrounds relating to arts, culture and heritage.

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

The ACHC would advise the City Council on matters relating to arts, culture and heritage, implementation of the Arts, Culture and Heritage Strategy (ACHS) recommendations, and oversee the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board.

The ACHC is proposed to hold a minimum of four (4) meetings per fiscal year, and could meet more frequently; electing chair and vice chair leadership at the first meeting of the fiscal year. As is standard, a meeting of the Commission may be held without a quorum; however, a quorum of at least five of nine voting members is required in order for the Committee to vote on any matter.

The draft recommendation is for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three years per commissioner, with the initial set of commission positions having staggered term lengths: three members with a 1-year term, three members with 2-year terms, and three members with 3-year terms. Term limits of three consecutive terms that would equate to nine years of public service, with a 1-year waiting period prior to being appointed again to the Commission after a 3-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees related volunteer bodies Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board and the Tourism Promotion Committee. Initial staffing support would be provided the Parks and Recreation Department, Administration Department and Library. The ACHS identified these City departments as those most engaged in supporting and working with community arts, culture and heritage organizations, activities, events and programs.

Similar to the Tourism Promotion Committee that has a close relationship with the ACHC, the draft recommendation is to include four ex-officio, non-voting members to advise the new commission: A City Councilor, the City Manager or designee (Administration Dept.), the Library Director or designee (Wilsonville Public Library), and the Parks and Recreation Director or designee (Parks and Recreation Department). When needed for specific project advice, the Community Development Director or designee and/or Public Works Director or designee could be invited to consult with the ACHC.

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See* Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021.”

BACKGROUND INFORMATION ON THE ACHC RECOMMENDATIONS

The City Council approved Resolution No. 2857, on November 15, 2020, which adopted the Arts, Culture and Heritage Strategy (ACHS) and set in motion advancing the next ACHS Recommendation No. 2: “City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.” *See* Exhibit 1, “City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations.”

At the start of the new fiscal year FY21-22, staff drafted an “Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021, (*See* Exhibit 4) and retained community cultural development consultant Bill Flood, who advised the City on the ACHS. In August 2021, the Project Manager and Bill Flood met in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

Bill Flood conducted research during August through October into 15 key communities selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization. To see detailed information on each of the 15 communities, *see* Exhibit 3, “2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021.”

The Project Manager and Bill Flood worked to synthesize the findings of the 2021 municipal research in light of the 2020 ACHS recommendations that led to the October 20, 2021, “Summary of 2021 Municipalities Research and Draft Recommendations,” *see* Exhibit 2. We are now reviewing public comments submitted during October 26 – November 8 timeframe (*See also* Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021”) and look forward to hearing Council’s thoughts during scheduled November 15 work session in order to produce a final ACHC recommendation for potential adoption by Council on December 20, 2021.

BACKGROUND INFORMATION ON THE ACHS

The Arts, Culture and Heritage Strategy of November 2020 is the product of a highly engaged public process occurring in two phases in 2018 and 2020. During the second phase in 2020 the City assembled the largest advisory task force in its history to provide feedback and guidance on this strategic planning initiative. The 42-member Arts, Culture and Heritage Task Force met on three occasions during the summer of 2020 to review materials and provide feedback and recommendations. The ACHS is online at: www.ci.wilsonville.or.us/achs.

The City undertook extensive community engagement that included multiple public surveys (including one which provides valuable insights on how 15 other municipalities in the Portland region are supporting local culture), meetings of the task force and special populations (youth and

Latinx), in-depth interviews with local-area stakeholders and leaders of other cities’ cultural institutions, and public comment opportunities on draft planning documents.

In summary, the ACHS findings demonstrate that the greater Wilsonville community embraces arts and culture and wishes that local arts, culture, heritage resources and opportunities had greater prominence in the public sphere – including more direct support from the City. The following clear themes emerged toward a community cultural vision:

- Actively embracing all cultures in Wilsonville
- Need for greater cultural opportunities
- Arts/cultural center that is flexible, multi-purpose, inclusive
- Schools and City collaborating around local culture
- A comprehensive strategy that builds on strengths and addresses challenges/barriers to cultural participation.

The ACHS found that the community’s schools of the West Linn-Wilsonville School District are recognized as a key source of cultural programming that is highly regarded. Many local-area cultural nonprofit leaders and volunteers are not city residents of Wilsonville, yet view Wilsonville as their “home” and contribute to the benefit of the community’s cultural fabric. The community’s cultural nonprofit organizations, however, have been experiencing volunteer recruitment and financial problems for the past few years, and the COVID-19 pandemic has aggravated these issues.

The ACHS found that activities, events and programs of the Parks and Recreation Department and the Wilsonville Public Library are also held in high esteem by the community. The City Manager’s Administration Department provides a key tie to Mayor and City Council that further improves advancing inter-departmental, multi-disciplinary ACHS recommendations.

The ACHS recommendations focus on increasing the level of active support that the City provides to arts, culture and heritage facilities, programs and events, including creating an Arts and Culture Commission and a full-time staff position to manage both the existing tourism promotion and proposed new cultural affairs programs. City Council adoption of the ACHS provides a road-map for increased public-sector engagement to facilitate a more vibrant public arts and culture scene for the community, including looking at funding resource options, developing a public-arts program and advancing an arts and cultural center or facility.

As noted in the ACHS “Leadership (from the City) does not mean doing everything, but it does mean stepping forward to strengthen and mobilize assets, address challenges/barriers, leverage resources, and actively work toward achieving the cultural vision.”

EXPECTED RESULTS

The City Council provides direction to staff regarding the draft recommendations for the formation of the ACHC.

TIMELINE

The City Council is scheduled to consider adoption of Resolution No. 2941 to create the ACHC on December 20, 2021.

CURRENT YEAR BUDGET IMPACTS

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted.

FINANCIAL REVIEW:

Reviewed by: KAK Date: 11/09/2021

LEGAL REVIEW:

Reviewed by: BAJ Date: 11/08/2021

COMMUNITY INVOLVEMENT PROCESS

Overall community feedback supports the draft ACHC recommendations, with some suggested potential amendments under consideration. *See Exhibit 6, “Initial Public Comment Results on the Draft ACHC Recommendations, November 5, 2021.”* To provide additional time for public comment, the online survey was open through the November 6-7 weekend until Monday, November 8.

On October 26, 2021, the City notified 42 members of the ACHS Task Force and 154 interested community members and the media of an online public opinion survey on the ACHC draft recommendations; *see Exhibit 5, “City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,”* October 26, 2021.

As noted on page 3, the Project Manager and Bill Flood met on August 31, 2021, in-person outdoors with approximately one dozen leading-area arts, culture and heritage organizations representatives to present on the ACHS, discuss issues under consideration in the Implementation Plan, and hear their feedback and valuable suggestions.

In developing the ACHS, the City undertook extensive community engagement during 2018 and 2020 that included multiple public surveys, a community meeting, meetings of the 42-member ACHS task force and special populations and public comment opportunities on draft planning documents.

CITY MANAGER COMMENT

Formation of an Arts, Culture and Heritage Commission (ACHC) advances a 2021-23 City Council Goal and the Arts, Culture and Heritage Strategy (ACHS), adopted by Resolution No. 2857 (2020).

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY

Adoption of the ACHS provides a municipal road map increased City support for local arts, culture and heritage programs and opportunities that the community would like to see.

ALTERNATIVES

N/A

EXHIBITS:

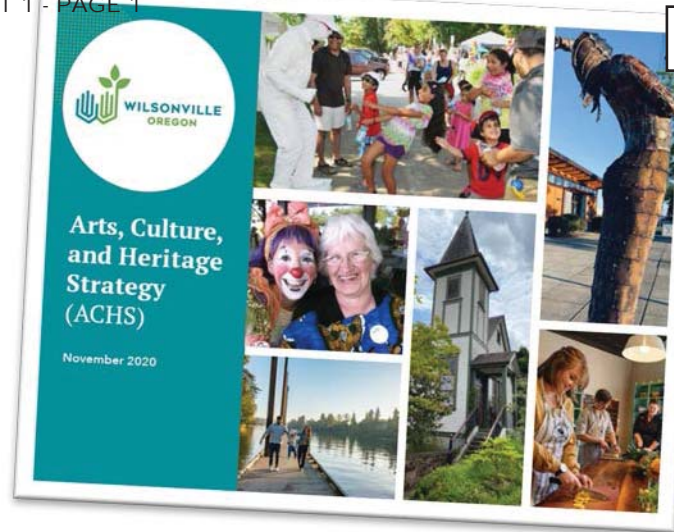
- Exhibit 1 - City of Wilsonville Arts, Culture and Heritage Strategy (ACHS) Findings and Recommendations, November 2020
- Exhibit 2 - Summary of 2021 Municipalities Research and Draft Recommendations, October 21, 2021
- Exhibit 3 - 2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research, October 20, 2021
- Exhibit 4 - Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): Formation of the Arts and Culture Commission,” July 21, 2021
- Exhibit 5 - City of Wilsonville News Release: Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment,” October 26, 2021
- Exhibit 6 - Initial Public Comment Results on the Draft ACHC Recommendations, November 8, 2021

ONLINE REFERENCE:

City of Wilsonville Arts, Culture and Heritage Strategy (ACHS), November 2021, is online at the City’s website: www.ci.wilsonville.or.us/achs

City of Wilsonville Arts, Culture and Heritage Strategy (ACHS)

Item D.



FINDINGS

1. Wilsonville is a young community and lacks a clear community core/center and cultural focus as other suburban communities.
2. Demographic changes underway shape the future community.
3. Wilsonville cultural nonprofit organizations are stressed; COVID-19 pandemic has worsened their condition.
4. The City lacks a comprehensive plan for supporting arts, culture and heritage facilities, programs and events.
5. The primary units of local government do not coordinate or collaborate on support for arts, culture and heritage.
6. The community seeks public-sector leadership to support arts, culture and heritage facilities, programs and events.
7. Substantial community demand exists for an arts/cultural center/facility.
8. Public art is recognized as a significant cultural asset in Wilsonville.
9. Funding and resource development are crucial to improve nonprofit organizational capacity and advance arts/culture programs.

RECOMMENDATIONS

1. City adopts this cultural strategy and provides public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events.
2. City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.
3. Improve inter-governmental collaboration and coordination to advance arts, culture and heritage.
4. The City works with partners to advance an arts and cultural center/facility.
5. Develop a long-term, sustainable public-arts program.
6. Make cultural diversity and ethnic inclusivity a priority.
7. Provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity.
8. Improve and create sustainable funding mechanisms to support arts, culture and heritage.

**City of Wilsonville Arts, Culture and Heritage Commission
(ACHC):**

**Summary of 2021 Municipalities Research
and Draft Recommendations**

October 20, 2021

Bill Flood, Community Cultural Development Consultant
Mark Ottenad, Public/Government Affairs Director, Project Manager

For the Implementation Plan for the City of Wilsonville Arts, Culture and Heritage
Strategy (ACHS): Formation of the Arts and Culture Commission, July 2021



RECOMMENDATIONS below for City of Wilsonville consideration boxed off.

1. Municipalities Surveyed

A total of 15 municipalities were surveyed: Beaverton, Forest Grove, Gresham, Hillsboro, Hood River, Lake Oswego, McMinnville, Milwaukie, Newport, Oregon City, Sherwood, Tigard, Tualatin, Vancouver and West Linn.

These communities were selected during the 2020 ACHS process based on regional proximity and known arts and cultural programs and/or facilities. See [ACHS Section D: Data—Results of Interviews, Surveys, and Meetings – Survey of 15 Communities](#).

Each community had a unique municipal public and/or nonprofit method of organizing to produce and operate public arts, culture and heritage programming and/or facility utilization.

For purposes of scale, following is a listing of the relative population size of the 15 municipalities surveyed.

2021 Population of Municipalities Researched

- 187,615 Vancouver
- 110,982 Hillsboro
- 108,527 Gresham
- 99,561 Beaverton
- 57,238 Tigard
- 40,418 Lake Oswego
- 37,769 Oregon City
- 35,427 McMinnville
- 28,287 Tualatin
- 26,835 Forest Grove
- 26,680 West Linn
- 25,915 Wilsonville
- 24,188 Newberg
- 23,621 Hood River
- 20,924 Milwaukie
- 20,115 Sherwood

2. Type of Arts-Culture-Heritage Organization in Each Community

Summary of research: 10 municipal bodies, 3 nonprofits, and 2 committees associated with downtown development:

- Municipal – Beaverton Arts Commission
- Municipal – Forest Grove Public Arts Commission
- Municipal – Gresham Arts Committee (appointed by Mayor, but a somewhat stand-alone body)
- Municipal – Hillsboro Arts and Culture Council
- Municipal – Milwaukie Arts Committee
- Municipal – Oregon City Arts Commission
- Municipal – Sherwood Cultural Arts Commission
- Municipal – Tualatin Arts Advisory Committee
- Municipal – Vancouver Culture, Arts, and Heritage Commission
- Municipal – West Linn Arts and Culture Commission
- 501c3 Nonprofit - cultural center – Chehalem Cultural Center (Newberg)
- 501c3 Nonprofit - cultural center – Columbia Center for the Arts (Hood River)
- 501c3 Nonprofit - public arts contractor – Arts Council of Lake Oswego contracts with City of Lake Oswego to deliver public art
- 501c3 Nonprofit - Volunteer committee associated with downtown development – Committee for Public Art (McMinnville)
- 501c3 Nonprofit - Volunteer committee associated with downtown development – Tigard Arts Council

Note: some communities also have committees associated with heritage and historic landmarks.

RECOMMENDATION: Per the [2020 ACHS](#), form a municipal Arts, Culture and Heritage Commission:

Most municipal bodies that oversee arts and cultural activities and events are named a “Commission” and often include “Arts” and “Culture” as part of the name.

To avoid confusion with the Wilsonville Arts & Cultural Council (WA&CC), recognize the importance of heritage and provide a direct tie to the guiding document ACHS, recommend to name the City of Wilsonville body as the Arts, Culture and Heritage Commission (ACHC).

Additionally, recommend that the current but inactive City Heritage Tree Committee be made a subcommittee of the Arts, Culture and Heritage Commission. Related, the bylaws would allow the Commission to form subcommittees that may focus on particular issue or topic.

3. Purpose/Authority/Mission and Duties/Tasks

Highlights from research: Examples of the mission statement or charge provided to commissions by City Councils or nonprofit boards of directors.

- The Arts and Culture Commission of the City of West Linn promotes arts and culture as a vital element in the quality of life for all residents of and visitors to the City.
- The purpose of the Culture, Arts, and Heritage Commission is to undertake, assist with and otherwise facilitate the development and promotion of a thriving cultural, arts, and heritage environment in the City of Vancouver through programs, ownership of physical assets including buildings and public art and through community partnerships.
- The Tualatin Arts Advisory Committee is created within the City of Tualatin to encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection. Mission is to support and inspire the creation and integration of all art forms into our city's rich cultural heritage and vibrant future.
- Advising the city council and city administration on arts and cultural programming, policies, planning, and management.
- To ensure the arts continue to be of value as an integral part of Oregon City.
- To enrich lives by connecting community and culture.
- Guide the development of arts and culture in the Milwaukie community. Review and approve public art projects, as well as art-related components of construction projects.
- To support and promote the growth of arts and culture as assets for a vital, prosperous and livable city.
- To exhibit and promote local art/artists, to provide opportunities for education.
- To advise the City on opportunities that enrich lives and build community through arts and culture.
- To enhance the cultural and aesthetic quality of life by serving to preserve, promote, and develop public access to the arts.
- To cultivate the arts in the Columbia River Gorge by providing experiences that touch the heart, challenge the intellect, and spark conversation.

RECOMMENDATION: Per the [2020 ACHS](#), use concepts and terms in the ACHS to describe the purpose or mission of the new Commission. The proposed Purpose below is modeled after the Tourism Promotion Committee bylaws. Note that the ACHS p. 47 recommended that the current Community Tourism Matching Grant Program be transferred from the Tourism Promotion Committee to the new Commission that better aligns the grant program with the actual usage. Proposed language follows:

“Purpose: The Arts, Culture and Heritage Commission has three primary purposes:

“A. The Commission oversees implementation of the Arts, Culture and Heritage Strategy

(ACHS) and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for prioritizing and fulfilling recommendations of the ACHS to the City Council for approval.

“B. The Commission makes recommendations to the City Council to provide public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events; to improve inter-governmental collaboration and coordination to advance arts, culture and heritage; to work with partners to advance an arts and cultural center/facility; to develop a long-term, sustainable public-arts program; to suggest ways to make cultural diversity and ethnic inclusivity a priority for cultural programs; to provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and to identify sustainable funding mechanisms to support arts, culture and heritage.

“C. The Commission makes recommendations to the City Council concerning the selection and disbursement funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events Matching Grant Program that supports programs and events featuring arts, culture and heritage benefiting the community.”

NOTES on Purpose Recommendations:

Item A is designed to help keep the Commission focused on implementing the Council-adopted goals and objectives of the ACHS.

Item B provides an itemization of the actual Recommendations listed near verbatim in the ACHS.

Item C addresses the ACHS Recommendation p. 47 that the new Commission oversee administration of the current Community Tourism Matching Grant Program to the Commission as the Community Cultural Events Matching Grant Program. The recommendation is to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs. See also below item 11. Grant-making Programs.

4. Number of Members of Municipal Arts/Culture Commissions

Range Summary: The number of voting members of municipal commissions varied between 7 and 15; 9 members was the most common number of members. Some commissions could have a flexible number of members. Ex-officio or members-in-training were also sometimes included.

- 15 members maximum
- 15 members, but also have maximum of 2 alternates (Commission members in training)
- 11-17 members
- 9 members (4 responses)
- 7- 9 members
- 7 members

RECOMMENDATION: A 9-member Commission would provide for a 5-member quorum to conduct business, and while a somewhat large number of commission members by City board-and-commission standards (5-7 being the average number of members), this size of commission allows City Council to appoint members with a wide range of skills, background and interests, including non-residents who view Wilsonville as their “home” community.

Since this body will be a funding-recommendation body to the City Council, a majority of members would be required to be City residents (see Recommendation 7).

Do not recommend having members that are to represent constituencies such as particular arts discipline or other specific groups; rather encourage a diverse set of members who advocate for what is best for the community as a whole in a way that recognizes and honors diversity. Such a structure provides Mayor and City Council with maximum flexibility to appoint members whom the City’s leadership believe can serve the community best.

Based upon the significant community interest in the ACHS process that resulted in the largest volunteer task force in City history with 42 members, the Commission likely will be popular to serve on. Allowing non-residents to serve further widens the pool of potential volunteers who may serve.

See Item 9. Commission Members Requirements/Qualifications below for additional considerations in recommending desired qualities of commissioners.

5. Commission Members Terms of Office

Summary of Research: All seven city responses received are for 3-year terms, staggered at outset to prevent mass turn-over all at once.

RECOMMENDATION: Terms of 3 years per commissioner, with the initial set of commission positions having staggered term lengths: 3 members with 1-year term, 3 members with 2-year terms, and 3 members with 3-year terms.

6. Commission Members Term Limits

Summary of Research: there are solid reasons to have term limits.

- Maximum of two consecutive terms
- No member may serve more than three terms (HACC). Following a break of two years, a person may reapply.

RECOMMENDATION: Term limits of 2 consecutive terms that would equate to 6 years of public service. A commissioner would need to wait 1 year prior to being appointed again to the Commission.

7. Commission Members Residency Requirement

Summary of Research: A majority of municipalities allow non-residents to serve.

- Beaverton residency required, unless waived by Council.
- Up to two members may reside outside the city limits (Forest Grove).
- Residency not required.
- Majority of members shall be residents of Milwaukie.
- At least five of the nine members of the commission shall reside inside the city limits (Oregon City).
- Eight of the nine must be residents of the city. One commission member must reside within the 97140 zipcode, but need not be a resident of the city (Sherwood).
- No fewer than five (of seven) shall reside within the corporate city limits of Tualatin and no more than two may reside outside the City.

RECOMMENDATION: At least 5 of the 9 members of the commission shall reside inside the city limits. As a body that recommends the expenditure of City-collected taxpayer funds, a majority of city residents is recommended.

However, many area residents who may live (currently) outside of Wilsonville view Wilsonville as their “home” community for socializing, shopping, conducting business, etc. The community benefits when engaged and motivated supporters seek to improve arts, culture and heritage programming and events. Many of Wilsonville’s primary arts, culture and heritage supporters and organizers/producers live outside of Wilsonville; however, their time and talents benefit the Wilsonville community.

Note that the Planning Commission may have two nonresidents, and the Tourism Promotion Committee does not have a residency requirement; only a nexus with Wilsonville through residency or business affiliation.

8. Commission Membership type (voting or ex-officio)

Some commissions had ex-officio members or alternates in training that include youth. Note that ex-officio members do not vote and do not count towards a quorum.

RECOMMENDATION: Similar to the Tourism Promotion Committee, recommend that a City Council member and a City Director or designee of each key City department be appointed to serve in an ex-officio fashion to advise the Commission. The City has found this kind of ex-officio structure has worked well for the somewhat new Tourism Promotion Committee to provide advice on what is realistic before the Council or capable of staff to produce.

The ACHS identifies 3 primary City departments engaged in arts, culture and heritage activities. The ACHS also recommends advancing a public-arts program that implies public installations of significant artworks. Thus, the implementation of a public-arts program that could require City planning activities and occupy public right-of-way provides for consideration of 2 additional City departments to be named as ex-officio members. In lieu of naming these 2 additional departments, City staff would seek advice from the relative department when needed.

Thus, the Commission would have 4 or 6 ex-officio members whose purpose is to advise the Commission:

Recommended:

- A City Councilor, appointed by the Mayor with Council confirmation
- City Manager or designee (Administration Dept.)
- Library Director or designee
- Parks and Recreation Director or designee

Additional Consideration:

- Community Development Director or designee
- Public Works Director or designee

9. Commission Members Requirements/Qualifications

Highlights from Research: Various municipalities sometime provide for commission member requirements to varying degrees.

- Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission. One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission.
- A student from a local high school or Pacific University will be appointed as a non-voting member (Forest Grove).
- Maximum 15 people, 8 must have an arts/background.
- Young people under the age of 18 including members of the youth advisory council are encouraged to apply.
- Members are not appointed to specific constituencies but to act on behalf of the entire community (HACC).
- Such members may include a representative of the following entities: Carnegie Center, Clackamas Community College, Oregon City schools, Arts Action Alliance of Clackamas County.
- No special background is required to serve on this committee, although artists of all kinds are encouraged to apply. At least two members shall have arts professional backgrounds.
- One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year.

Beaverton (from Commission handbook):

Demonstrated interest/experience/competency in the following areas: activism/advocacy, planning, architecture, design, film, performing arts, visual arts, culinary arts, art and cultural property law, engineering, curatorial practice, social practice, public art, public policy, event production, arts education, arts participation, or a generalized connector and bridge-builder between sectors.

- Demonstrated interest in community service
- Previous experience in a collaborative or team environment preferred
- Demonstrated interest in public and community-focused artistic and cultural events desired
- Previous community, volunteer or non-profit service desired
- Excellent communication skills required; public speaking experience desired
- Beaverton resident or business owner preferred

Beaverton (from City Charter)

- Demonstrated interest in community service required
- Demonstrated interest in public and community focused Artistic and Cultural events desired
- Excellent communication skills required; public speaking experience desired
- Previous community, volunteer or non-profit service desired

- Previous event planning, public event organization or fundraising experience desired
- Previous experience in a collaborative or team environment preferred

RECOMMENDATION: Based on experience from Hillsboro and Beaverton, seek to guarantee youth voices, a good spread across culture/arts/heritage stakeholders, and representatives from under-represented groups (people of color, perhaps lgbqt, etc.) that is in-line with Wilsonville’s DEI direction/committee.

Recommend listing the kinds of qualities desired of Commission members. Suggest language similar to the following for the Commission by-laws:

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

10. Selection of Commission Members and Chair/Vice-Chair

Highlights from Research: Most cities follow a standard procedure of the Mayor appoints commissioners and the City Council confirms. The commission Chair and Vice-Chair are usually elected by the commission members, typically at the start of a new calendar year. The City’s Tourism Promotion Committee elects Chair/Vice-Chair positions at the start of the new fiscal year; however, most City boards and commissions elect leadership at the start of the calendar year.

Electing Commission leadership after the start of the fiscal year may provide for a better level of continuity of leadership and workflow for the Community Cultural Events Matching Grants Program, where applications are taken at the end of the calendar year and funds awarded just after the start of the calendar year.

Filing a Commission vacancy usually follows same procedure for appointment. Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse. It was pointed out during research that there may be occasions when a commissioner may need to be removed; in these rare cases, the removal process is similar to appointment, with Mayor recommending removal and City Council concurring.

RECOMMENDATION: For Commission members’ appointment, follow the standard City procedure of Mayor appoints commissioners and City Council confirms appointment. The Commission elects Chair and Vice Chair at the first meeting the fiscal year.

Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse with the Chair or Vice-Chair. The Mayor may remove a Commission member with City Council concurrence.

11. Grant-making Programs

Summary from research: At least 5 of the municipalities have arts/culture/heritage grant programs:

- Culture, Arts and Heritage Grant Program (serving non-profits, individuals, government agencies). Program may be on hold because of COVID and lack of Admissions Tax revenue. (Vancouver)
- 2 grant programs: arts and culture grants to non-profits, community enhancement grants (Gresham)
- 3 grant programs: neighborhood-based, project-based, emerging opportunities (Beaverton)
- Annual general operating grants/competitive, annual general operating grants/noncompetitive, annual event/project grants/competitive (Hillsboro)
- Annual general operating grants/noncompetitive (Tigard)
- Arts Agency Contribution Fund -- \$1,000 to cover arts related programming (Tualatin)

RECOMMENDATION: Above Item 3. Purpose/Authority/Mission and Duties/Tasks, recommended, based on ACHS Recommendation p. 47, that the new Commission oversee administration of the Community Tourism Matching Grant Program currently overseen by the Tourism Promotion Committee. The recommendation is to transfer oversight of the grant program from the Tourism Promotion Committee to the Commission and to rename as the Community Cultural Events Matching Grant Program to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs.

The Tourism Promotion Committee is fine with this recommendation since the committee's focus is marketing Wilsonville as a destination to visitors over 50 miles away (per Oregon law), rather than focusing on community events, which are one component of many attractions marketed to visitors. Thus, the Tourism Promotion Committee's primary attention is on the three-year-long tourism promotion and destination marketing agency contract.

The ACHS recommends that the 25-year-old Community Tourism Matching Grant Program be reexamined and updated as may be needed, including consideration of a potential increase in the amount of the grant fund that has remained constant since inception. This task would be left for the Commission to undertake as a priority ACHS recommendation to consider and advance to the City Council.

The ACHS also envisions a new public-art program of an undefined nature, but often includes acquisition of art for public display and support for performing arts.

The Commission Bylaws would need to provide for a conflict-of-interest provision that requires commissioners who may personally benefit or professionally benefit as a board member or staff member of a party applying for a grant to recuse that commissioner from voting on the grant application. However, this provision would not infringe on the rights of the commissioner to address aspects of the grant application to the Commission.

12. Frequency of Commission Meetings

Summary from Research: 7 municipalities hold monthly meetings.

RECOMMENDATION: Rather than dictate a schedule or quantity of meetings for the Commission, the recommendation is to set a floor for the number of meetings to be held during the course of the fiscal year, similar to the Tourism Promotion Committee. Like the Tourism Promotion Committee members, the Commission may find that certain times of the year, such as the Thanksgiving-New Year's holidays period and eventful summer months, preclude the ability for members to meet. The Tourism Promotion Committee, which is to meet a minimum of 4 times per fiscal year (quarterly meetings), has on average conducted 5 meetings per fiscal year.

The recommendation is to use language such as (assuming 9 voting commission members):

“The Commission shall meet a minimum of four (4) meetings per fiscal year. A meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Committee to vote on any matter.”

13. Annual Budget and Revenue Sources

Summary from research: A wide range of municipal budgets for arts and culture programming that may include staff expenses and professional service contracts:

- \$1.5 million (Hillsboro)
- \$560,000 (Beaverton)
- \$530,000 (Vancouver)
- \$450,000 (Hood River)
- \$388,000 (Sherwood)
- \$338,355 (Lake Oswego)
- \$20,000 (Tualatin) plus 10-15% of staff salary, plus Historical Society has a ½ or ¾ time staff person
- \$7,000 (Gresham)
- 0...funds made available as needed (Forest Grove)
- 0 ...but access to the Tourism Art Treasure Trove (\$40,000) (Oregon City)

Summary from research: Most common municipal source for arts and culture programming is general fund, with some having project funds coming from Transient Lodging Tax (TLT), which is also a general fund source but has state-mandated minimums to be spent on tourism promotion.

At least 4 communities have Percent-for-Art ordinances that impose a fee (usually 1%) on the total cost of certain public-works projects: Beaverton, Lake Oswego, Milwaukie and West Linn.

RECOMMENDATION: The Commission is charged by the [2020 ACHS Recommendation 8](#). *Improve and create sustainable funding mechanisms to support cultural activities, events and programs.* ACHS pp. 64-67 lists a number of potential public and private sources of funds to support arts, culture and heritage activities that could be examined by the Commission. As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential funding sources and make a recommendation to City Council for consideration.

14. Scope of Arts and Culture Programming and Operations

Summary from research: Most common program areas for municipal operations include:

- Public art (11)
- Presenting performances, events (10)
- Exhibits (7)
- Grants programs (4)
- Providing meeting space (4)
- Classes (3)
- Rental venue (3)
- Technical assistance (2)
- Partnering on lectures, demonstrations (2)
- Other: touring performances, grant programs, growing temporary and permanent art collection, festivals, historic properties, working with local history and cultural groups

Working in PARTNERSHIP with other groups/organizations/sectors was mentioned consistently.

The Commission may also seek to periodically consult with the other City boards pertaining to arts and culture, including Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the Library Board; see 2020 ACHS p. 56.

RECOMMENDATION: The Commission is charged by several 2020 ACHS recommendations to advise the City Council on arts and culture programming and operations:

Recommendation 3. Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.

Recommendation 5. Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.

Recommendation 6. Develop a long-term, sustainable public art program.

Recommendation 7. The City works with partners to advance an arts and cultural center/facility.

As indicated in proposed Purpose language above in 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential arts and culture programming and operations options and make recommendations to City Council for consideration.

15. Primary City Departments Engaged in Arts and Culture Programming, Events and Facilities

Summary from research: Cities vary as to which department is primarily responsible for municipal arts and culture programming, events and facilities. Following is a listing of the number of cities and which City department is primarily responsible for arts and culture programming. The 2020 ACHS recognizes that the City Library and Parks and Recreation Department are the primary City departments actively engaged in arts and culture programming, events and facilities, with staff support from the Administration Department.

- Parks and Recreation (7)
- Library (4)
- Planning Department
- Economic/Community Development

16. Department that Commission Resides In

Summary from research: Cities vary as to which department houses the arts and culture commission. Occasionally as noted below in Item 17. Department Staff that Support the Commission, sometimes staff of another department act as support staff for the commission.

- Community Services and Community Services and Engagement (2)
- Admin/City Manager's Office, Library, Parks and Rec (2)
- Parks and Recreation
- Library and Parks and Recreation
- Parks, Recreation, Cultural Services
- Admin/City Manager's Office and Parks and Rec
- Economic Development

RECOMMENDATION: The [2020 ACHS Recommendation 4](#). *City forms an Arts and Culture Commission and provides supporting staffing resource*, p. 59, notes that Library, Parks and Recreation Department and the Administration Department could be the primary department overseeing arts and culture programming, events and facilities.

Given that the Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the nonprofit Korean War Memorial Foundation of Oregon are all part of or affiliated with the Parks and Recreation Department, the recommendation is to house the Commission in the Parks and Recreation Department.

Most of the community's primary arts and cultural events occur in City parks and facilities, especially Town Center Park, that are operated by the Parks and Recreation Department. Additionally, the Parks and Recreation Department has overseen the Community Tourism Matching Grant Program (proposed to be modified as the Community Cultural Events Matching Grant Program) for the past 25 years, first under the supervision of the Parks and Recreation Advisory Board and later for the past 5 years by the Tourism Promotion Committee.

17. Department Staff that Support the Commission

Summary from research: As noted above in 16. Department that Commission Resides In, periodically staff from one department support the commission that resides in a different department. For example, the City's Tourism Promotion Committee is housed in the Parks and Recreation Department but receives primary staff support from the Administration Department.

- Parks and Recreation Department (3)
- Library (2)
- Parks, Recreation, Cultural Services staff
- City of Beaverton Arts Program
- City Manager/Library/Parks and Rec
- Tourism Program Specialist within Economic Development within City Manager Office

RECOMMENDATION: The [2020 ACHS Recommendation 4](#). City forms an Arts and Culture Commission and provides supporting staffing resource, ACHS pp. 56-58, notes:

In order to propel the work of the Arts and Culture Commission, the City should consider creating a fulltime position that could also work with the City's Tourism Promotion Committee and program... A full-time staff person dedicated to tourism and cultural affairs would allow the City to develop greater expertise, networking connections and dedicated work product to advance an integrated tourism and cultural affairs program. Thus, the Tourism and Cultural Affairs Coordinator would staff both the Tourism Promotion Committee and the Arts and Culture Commission.

Thus, the recommendation is for existing staff of the Parks and Recreation Department to support the Commission with assistance from Library and Administration Department staff during the initial formation period. Additionally, recommend to consider budgeting for subsequent fiscal year for Tourism and Cultural Affairs Coordinator position in the Parks and Recreation Department, per ACHS Recommendation 4, to staff the Commission, Tourism Promotion Committee and Kitakata Sister City Advisory Board and work with the Korean War Memorial Foundation of Oregon.

City of Wilsonville Arts, Culture and Heritage Commission (ACHC):
**2021 Municipalities Comparative Data Sheets
 for Arts and Culture Commission Research**

October 20, 2021

Bill Flood, Community Cultural Development Consultant
 Mark Ottenad, Public/Government Affairs Director, Project Manager

For the Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy
 (ACHS): Formation of the Arts and Culture Commission, July 2021



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2	Beaverton	Arts Commission	Municipal	99,561
7	Forest Grove	Public Arts Commission	Municipal	26,835
11	Gresham	Art Committee	Municipal	108,527
15	Hillsboro	Hillsboro Arts and Culture Council	Municipal	110,982
18	Hood River	Columbia Center for the Arts	Nonprofit	23,621
22	Lake Oswego	Arts Council of Lake Oswego	Nonprofit	40,418
25	McMinnville	Committee for Public Art	Nonprofit	35,427
28	Milwaukie	Arts Committee	Municipal	20,924
31	Newberg	Chehelam Cultural Center	Nonprofit	24,188
34	Oregon City	Arts Commission	Municipal	37,769
38	Sherwood	Cultural Arts Commission	Municipal	20,115
41	Tigard	Tigard Arts Council	Nonprofit	57,238
45	Tualatin	Arts Advisory Committee	Municipal	28,287
51	Vancouver	Culture, Arts and Heritage Commission	Municipal	187,615
55	West Linn	Arts and Culture Commission	Municipal	26,680

City/Community	Beaverton
Population (2021)	99,561
Name of A&C Board/Com/Org	Beaverton Arts Commission City of Beaverton Arts Program
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>Purpose (from bylaws): To advise the City on opportunities that enrich lives and build community through arts and culture.</p> <p>Duties (from bylaws):</p> <ol style="list-style-type: none"> 1. Advocate for arts and culture. 2. Promote and strengthen participation and awareness by bringing people together to experience arts and culture. 3. Support arts in the community by advising and implementing Beaverton Code 2.03.245 for art in public places and administering grants. 4. Make an annual report to City Council, as provided in Beaverton Code 2.03.002. The report shall contain a summary of activities the Board conducted the previous year. 5. Perform other related duties as directed by the Mayor or City Council. <p>Essential responsibilities</p> <p>Commission Members are appointed to terms of one to three years and may participate in one or more focus sub-committees. Additionally, Commission Members are asked to:</p> <ul style="list-style-type: none"> • Act as an arts, culture and BAC advocate within the community, at City Council meetings, budget hearings or other public forums as needed • Assist staff in routinely reporting accomplishments to the community and Beaverton City Council • Attend and participate in monthly board meetings and sub-committee meetings • Attend six or more BAC supported, funded or organized community events
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	15

	(Optional) Alternates . There may be a maximum of 2 alternates. Alternate members shall serve one-year terms and are non-voting members. Alternate members are encouraged to attend Board meetings to become familiar with BAC processes in preparation for potential future appointments to the BAC.
Terms of office	Three-year terms. First appointments are staggered. Term of office begins on the first day of the calendar year.
Term limits • Details	Terms begin on January 1. Deadline to apply for the board occurs annually in early October.
Residency requirement • for any members/directors	<ul style="list-style-type: none"> Beaverton residency required <i>(The Charter for the City of Beaverton, Chapter V, Section 19, C.2., provides that: "Unless waived by a majority vote of the entire council, a member of any committee, board or commission shall be a resident of the City.")</i>
Membership type notes: • Voting members or ex-officio	
Representation requirements • A&C discipline requirement • Any population with designated seat (e.g., youth)	<p>Individuals considered for open Commission Member appointments should exhibit the following:</p> <ul style="list-style-type: none"> Beaverton residency required <i>(The Charter for the City of Beaverton, Chapter V, Section 19, C.2., provides that: "Unless waived by a majority vote of the entire council, a member of any committee, board or commission shall be a resident of the City.")</i> Demonstrated interest in community service required Demonstrated interest in public and community focused Artistic and Cultural events desired Excellent communication skills required; public speaking experience desired Previous community, volunteer or non-profit service desired Previous event planning, public event organization or fundraising experience desired Previous experience in a collaborative or team environment preferred <p>QUALIFICATIONS from Arts Commission handbook (in file) Individuals considered for open commission appointments should exhibit the following:</p> <ul style="list-style-type: none"> <u>Demonstrated interest/experience/competency in the following areas:</u> activism/advocacy, planning, architecture, design, film, performing arts, visual arts, culinary arts, art and cultural property law, engineering, curatorial practice, social

	<p>practice, public art, public policy, event production, arts education, arts participation, or a generalized connector and bridge-builder between sectors.</p> <ul style="list-style-type: none"> • Demonstrated interest in community service. • Previous experience in a collaborative or team environment preferred. • Demonstrated interest in public and community-focused artistic and cultural events desired. • Previous community, volunteer or non-profit service desired. • Excellent communication skills required; public speaking experience desired. • Beaverton resident or business owner preferred.
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	<p>Officers of Board shall be a chair, vice chair, and a recorder. The term of office for an officer begins with the first Board meeting in January and lasts for one year.</p> <p>Chair. The chair shall:</p> <ul style="list-style-type: none"> i. Preside over all deliberations and meetings of the Board; — ii. Vote on all questions before the Board; — iii. Call special meetings in accordance with these bylaws; — iv. Be responsible for preparing the agenda for meetings with the assistance of the staff liaison; — v. Represent the Board to the public and may give presentations and provide testimony; <p>Vice chair. The vice chair shall fulfill the role of the chair in the chair’s absence.</p> <p>Recorder. The recorder shall record the minutes of each regular meeting and prepares written minutes to be given to the City staff liaison at least two weeks before the next regularly-scheduled meeting. The recorder shall record, prepare, and maintain minutes consistent with Oregon public meetings and records law.</p> <p>Election of Officers. Board members shall elect officers annually. Nominations shall come from Board members. All Commissioners nominated for Chair must have already served as a board member for at least one year. The officers shall be elected in the order of: chair, vice chair, and recorder. In the event of a tie vote, one revote shall take place among the tied vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The City staff liaison shall administer the election process at the meeting.</p>

	<p>Vacancy. If an officer position becomes available during the year, the Board shall vote on a replacement at the next regularly-scheduled meeting. The newly-elected officer shall complete the term of the existing vacancy.</p>
Appointment	
<ul style="list-style-type: none"> Who appoints and how 	Mayor appoints, subject to City Council confirmation
<ul style="list-style-type: none"> Removal 	<p>All members shall regularly attend meetings. A member may be removed by the Mayor, subject to confirmation by City Council, if a member has missed more than 50 percent of regular meetings in a calendar year, whether or not the absences were excused or unexcused. An absence is “unexcused” if the member does not notify the chair, vice-chair, or the staff liaison about an absence prior to the meeting.</p> <p>As provided in the 2021 Beaverton Charter and Beaverton Code 2.03.002, the Mayor may remove any member on a Board, subject to confirmation by City Council or inaction by City Council within 15 calendar days after notice of the Mayor’s action.</p>
<ul style="list-style-type: none"> Filling a vacancy 	As provided in Beaverton Code 2.03.002, the mayor shall appoint another member to the Board if there is a vacancy. The mayor shall appoint the member through a substantially-similar process used to appoint the original members of the Board. The member filling the vacancy shall serve on the Board for the remainder of the unexpired term.
Grant-making program	<p>One grant program, 3 subgrants within that.</p> <p>Art lives here...neighborhood-based arts programs</p> <p>Project-based grants program</p> <p>Emerging opportunities grants</p>
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
<ul style="list-style-type: none"> Frequency (number) of meetings each year 	Monthly
<ul style="list-style-type: none"> Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> Triggers for dissolution? 	

Budget amount (annual)	Approx Budget: Total \$560,000 \$344,000 including benefits STAFF \$122,000 public art programs \$93,000 community events
<ul style="list-style-type: none"> Revenue source(s) and amount 	Funded through TOT \$. That goes into general fund revenues. So much development happening in Beaverton. City has a 1% for public art ordinance. Over \$50,000. 1% goes into a fund for public art. Performing Arts Center is its own non-profit run by the Beaverton Arts Foundation. City will provide supplemental funding.
Scope of A&C programming and operations	Public art Rotating exhibits in City Hall Partner with Tualatin Valley Creates on lectures, demonstrations, etc. Present performances, events
Primary City Departments engaged in A&C programming, events and facilities	
Department that A&C Board/Com/Org resides in	Community Services and Engagement
Department staff that support A&C Board/Com/Org	3 FTE
CONTACT INFO	Laura Becker City of Beaverton Arts Program 12725 Milikan Way P.O. Box 4755 Beaverton Oregon 97076 lbecker@beavertonoregon.gov
Webpage	www.BeavertonOregon.gov/Arts
Notes	You need a dedicated staff person for this Commission. In folder: org chart, Board Handbook, bylaws

City/Community	Forest Grove
Population (2021)	26,835
Name of A&C Board/Com/Org	Public Arts Commission
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>The Commission was established January 23, 2006, by an act of the Forest Grove City Council by Resolution No. 2006-06 to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.</p> <ul style="list-style-type: none"> ○ Designated duties? Responsibilities and Functions from by-laws: <ul style="list-style-type: none"> • A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove. • B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community. • C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures. • D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments. • E. To advise Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community. • F. To encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities. • G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City. • H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations. • I. To foster community arts activities as a vehicle for local economic development.

	<p>From website: Responsibilities/Objectives:</p> <ul style="list-style-type: none"> • Promote the arts in Forest Grove to enrich the lives of its citizen through education and demonstration. To assist with the promotion of arts events in the broader community. • Advise the City Council and City Boards and Commissions, and City Departments regarding artistic components of all municipal government projects under consideration by the City. The PAC may also serve as a resource for artistic components for land use developments. • Advise City Council and make recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community. • Pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations. <p>From website: Mission: Art Belongs Everywhere and to Everyone.</p> <p>Purpose:</p> <ol style="list-style-type: none"> 1. To encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and City Council adopted Goals and Objectives. 2. To enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote and develop public access to the arts.
<p>Number of members/directors</p> <ul style="list-style-type: none"> • Set or Variable number 	<p>9</p>
<p>Terms of office</p>	<p>The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.</p>
<p>Term limits</p> <ul style="list-style-type: none"> • Details 	
<p>Residency requirement</p> <ul style="list-style-type: none"> • for any members/directors 	<p>Up to two members of the nine-member Commission may reside outside of the city limits.</p>
<p>Membership type notes:</p> <ul style="list-style-type: none"> • Voting members or ex-officio 	<p>The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks & Recreation Director or their designees will serve as non-voting liaisons.</p>

<p>Representation requirements</p> <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	<p>The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. Up to two members of the nine-member Commission may reside outside of the city limits. A student from a local high school or Pacific University will be appointed as a non-voting member.</p>
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	<p>Mayor with Council concurrence</p>
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • Filling a vacancy 	
<p>Grant-making program</p>	
<p>Awarding of grants</p>	
<p>Annual amount</p>	
<p>Code of ethics – conflicts-of-interest provision</p>	
<p>Meetings</p>	
<ul style="list-style-type: none"> • Frequency (number) of meetings each year 	<p>At least monthly</p>
<ul style="list-style-type: none"> • Minimum number of meetings 	
<p>Dissolution</p> <ul style="list-style-type: none"> • Triggers for dissolution? 	
<p>Budget amount (annual)</p>	<p>No annual operating budget. Funds are made available as needed from the City, the Friends of the Library, the Library Foundation and other local fundraising efforts.</p>
<ul style="list-style-type: none"> • Revenue source(s) and amount 	<p>Friends of Library supports Library programs. Public Arts Commission provides sponsorship funds through a grant program. This year the City’s Urban renewal agency allocated funds to the Public Arts Commission for the acquisition of a piece of public art. The City Council annually awards grants to local organizations through its Community Enhancement Program (CEP)</p>
<p>Scope of A&C programming and operations</p>	<p>Public Arts Commission collaborates with local businesses and organizations. Public Arts Commission does acquisition and installation of public art.</p>

	Library provides educational and entertainment programs, musical programs of all kinds.
Primary City Departments engaged in A&C programming, events and facilities	Library Parks and Recreation
Department that A&C Board/Com/Org resides in	Appears to be combination of Administration/City Manager's Office, Library, Parks and Recreation
Department staff that support A&C Board/Com/Org	Library and Parks and Recreation Directors serve as liaisons to their commissions and to the Public Arts Commission. The City also provides administrative assistance to the Public Arts Commission. Administration/City Manager's Office Library Parks and Recreation
CONTACT INFO	Colleen Winters Forest Grove City Library 2114 Pacific Avenue Forest Grove OR 97116 cwinters@forestgrove-or.gov 5039923246
Webpage	https://www.forestgrove-or.gov
Notes	Annual Report in folder Strategic Plan in folder

City/Community	Gresham
Population (2021)	108,527
Name of A&C Board/Com/Org	City of Gresham Art Committee https://www.greshamartcommittee.com
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	It is a volunteer Committee that is technically appointed by Mayor/approved by City Council.
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	To exhibit and promote local art/artists, to provide opportunities for education From website: The volunteer Gresham Art Committee: <ul style="list-style-type: none"> - Oversees the visual arts exhibits in the City's Visual Arts Gallery and throughout City facilities. - Assists in acquiring art purchased by the City. - May advise the City in arts and culture-related activities. <p>Their purpose is primarily to put on art exhibits. Present work of local and area artists in a gallery show. They do the logistics. Really focus on the visual arts (exhibits).</p>
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	Maximum 15 people, 8 must have an arts background.
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	Residency not required.
Membership type notes: <ul style="list-style-type: none"> • Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	

<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	<p>A committee panel with approval under the Office of Governance and Management (staff assigned by City Manager). Appointed by Mayor/Council.</p>
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • Filling a vacancy 	
<p>Grant-making program</p>	<p>2 funds:</p> <ul style="list-style-type: none"> - Arts and Culture Grants – must go to a non-profit organization that can pay local artists. Max. \$6,800. - Community Enhancement Advisory Committee -- \$40,000-\$60,000 per year
<p>Awarding of grants</p>	
<p>Annual amount</p>	
<p>Code of ethics – conflicts-of-interest provision</p>	
<p>Meetings</p>	
<ul style="list-style-type: none"> • Frequency (number) of meetings each year 	<p>Monthly...typically does not hold meetings in July or August Pre-pandemic they met once or twice a month.</p>
<ul style="list-style-type: none"> • Minimum number of meetings 	
<p>Dissolution</p>	
<ul style="list-style-type: none"> • Triggers for dissolution? 	
<p>Budget amount (annual)</p>	<p>\$7,000 budget for 2021. Event promotion, flyers, artists fees, 100% putting on exhibits.</p>
<ul style="list-style-type: none"> • Revenue source(s) and amount 	
<p>Scope of A&C programming and operations</p>	<p>Art Talks – exploring and understanding different forms/mediums/history Local artist exhibitions and live music Performances -- Arts and Culture Grants/funded by City Council (performances) Public art -- Arts and Culture Grants/funded by City Council Gresham Arts Festival – annual art festival in downtown Gresham with live music. Gresham Visual Arts Gallery</p>

	<p>Tsuru Japanese Garden Gresham Arts Plaza</p> <p>Art Walk Etc. is a 501 c3 sponsoring Gresham Outdoor Public Art.</p>
Primary City Departments engaged in A&C programming, events and facilities	Parks and Recreation, etc.
Department that A&C Board/Com/Org resides in	Administration/City Manager's Office Parks and Recreation
Department staff that support A&C Board/Com/Org	4-6 FTE...but all have additional duties not related to arts and culture (Parks and Recreation, etc.)
CONTACT INFO	Claire.Griffing who supports the Council Claire.Griffing@GreshamOregon.gov 5036182871
Webpage	https://greshamoregon.gov/Gresham-Art-Committee/ https://greshamoregon.gov/Arts-and-Culture/ http://www.greshamoregon.gov/Gresham-Museums https://greshamjapanesegarden.com https://www.greshamoutdoorpublicart.com https://www.greshamartcommittee.com
Notes	<p>From Bill's interview with Claire Griffing on Oct 1. She is Council Coordinator.</p> <p>City Council created Committee, but they really operate as a group of volunteers. Go through similar application process as other Committees; appointed by City Council. Don't have Council Liasion that sits on committee.</p> <p>They are really doers; more like a task force. They act a lot like a non-profit, but they are technically categorized as a committee. They operate more informally than other committees. Set their own rules. Arts Committee is very self-sufficient. They have their own website.</p> <p>Claire will send the resolution that created the Committee. Authorized to adopt rules and procedures.</p> <p>Not a formal committee, but subject to regular appointment process. Staff makes recommendation; Mayor makes recommendation to Council; Council ratifies.</p>

Parks and Recreation would be a good home for the Arts Commission. Right now there is no home for it. It is in the City Manager's/Mayor's Office.

Her recommendation is to be careful about creating a long-standing committee unless you completely understand the purpose of the Committee. An arts and culture committee (policy advisors) is a nice thing to have...but you have to have staff. Think about what you are trying to achieve.

City/Community	Hillsboro
Population (2021)	110,982
Name of A&C Board/Com/Org	City of Hillsboro Cultural Arts Program (Hillsboro Arts and Culture Council)
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>To support and promote the growth of arts and culture as assets for a vital prosperous and livable city.</p> <p>From Code: The HACC operates under the direction of the council. The primary function is to provide general oversight for programs pertaining to arts and culture and to provide policy recommendations to the council. The HACC also provides representation on other city committees and commissions as needed.</p> <p>HACC Objectives</p> <ul style="list-style-type: none"> • To encourage and celebrate a diverse range of arts and cultural expressions in keeping with Hillsboro's unique identity and sense of place. • To build capacity and collaborations among artists and arts and cultural organizations and with other community interests. • To expand awareness and opportunities for cultural participation. • To promote life-long cultural learning through the arts and culture. • To further integrate the arts and culture into Hillsboro's civic priorities.
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	11-17
Terms of office	Each HACC member serves a three-year term or until their successor is appointed and takes office. Appointments and reappointments are staggered with at least one member appointed or reappointed each year. No member of the HACC may serve more than three terms. Following a break of two years, a person may reapply. The term of a member appointed to fill a vacancy expires at the end of the term of the vacating member. (Ord. 6336 § 1, 2020)
Term limits <ul style="list-style-type: none"> • Details 	

Residency requirement • for any members/directors	
Membership type notes: • Voting members or ex-officio	
Representation requirements • A&C discipline requirement • Any population with designated seat (e.g., youth)	The Hillsboro arts and culture council (HACC) is a citizen advisory committee with 11 to 17 members who have been or are associated with specific arts, culture, heritage, business, education, social services and government groups in the city. Members are not appointed to represent specific constituencies but to act on behalf of the entire community. Young people under the age of 18 including members of the youth advisory council are encouraged to apply. (Ord. 6336 § 1, 2020)
Recruitment • How members are selected • How chair/vice-chair/officers are identified and selected	The HACC nominates and the mayor approves a HACC chairperson and vice-chairperson who each have one-year terms of office or serve until their successor is appointed and takes office.
Appointment	Mayor with Council concurrence
• Who appoints and how	
• Removal	
• Filling a vacancy	
Grant-making program	Annual general operating grants, competitive process Annual general operating grants, noncompetitive award Annual event/project grants, competitive process
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
• Frequency (number) of meetings each year	The HACC will hold at least 10 meetings annually at the Glenn and Viola Walters Cultural Arts Center or as otherwise designated. A majority of the HACC is necessary for a quorum. The HACC will adopt procedures consistent with state law for conducting fair and orderly meetings. (Ord. 5986 § 1, 2011)
• Minimum number of meetings	
Dissolution • Triggers for dissolution?	
Budget amount (annual)	\$1.5 million total for personnel, building and operations

<p>• Revenue source(s) and amount</p>	<p>Funded through the general fund</p>
<p>Scope of A&C programming and operations</p>	<p>Youth, adult, senior and family classes Shows by local and regional artists Highlighting our diverse community, arts and cultural forms Emerging regional and national touring performances Grant programs and professional development workshops for individuals and organizations Growing our temporary and permanent collection Sponsoring and partnering on community led cultural festivals Including programming Walters Cultural Arts Center</p>
<p>Primary City Departments engaged in A&C programming, events and facilities</p>	<p>Parks and Recreation Department...Cultural Arts Division is within this. Library</p>
<p>Department that A&C Board/Com/Org resides in</p>	<p>Parks and Recreation Department</p>
<p>Department staff that support A&C Board/Com/Org</p>	<p>6 FTE We are staffed as a division of the Parks Department and funded through the general fund.</p>
<p>CONTACT INFO</p>	<p>Melissa Moore City of Hillsboro Cultural Arts Program 527 E Main Street Hillsboro OR 97123 Melissa.moore@hillsboro-oregon.gov 5036153497</p>
<p>Webpage</p>	<p>www.hillsboro-oregon.gov/culturalarts https://www.hillsboro-oregon.gov/city-services-overview/cultural-arts/hillsboro-arts-culture-council</p>
<p>Notes</p>	<p>Arts Plan in folder</p>

City/Community	Hood River
Population (2021)	23,621
Name of A&C Board/Com/Org	Columbia Center for the Arts
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	501c3 Nonprofit
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>From website</p> <p>Columbia Center for the Arts (CCA) is located in downtown Hood River, Oregon in the heart of the spectacular Columbia River Gorge. This thriving arts center enhances opportunities for artists and residents of the greater Columbia River Gorge community and throughout the Pacific Northwest to participate in visual and performing arts, and arts education.</p> <p>We invite you to visit often to discover the arts and artists of the Columbia River Gorge and Pacific Northwest.</p> <p>MISSION To cultivate the arts in the Columbia River Gorge by providing experiences that touch the heart, challenge the intellect, and spark conversation.</p> <p>VISION To support a community that values, participates, and partners in the arts.</p> <p>WHAT WE DO Columbia Center for the Arts is dedicated to offering a wide range of opportunities for students, artists, and audiences to engage with the arts and with the local community. We operate a centrally located facility in Hood River, OR, that houses a fine art and craft gallery for the exhibition and sales of visual artwork, a theatre/auditorium for performing arts, and multi-use spaces for educational arts programming. These ongoing activities connect and benefit the arts community for all ages and all levels of experience.</p> <p>Some of our featured programs include a year-round Children’s Theatre program, Teen Apprenticeship Program, a Seniors & the Arts program, National Theatre Live broadcasts, monthly fine art and craft exhibitions, and much more.</p> <p>Our Team includes <u>volunteers</u>, <u>donors</u>, and <u>sponsors</u> as well as paid consultants and <u>staff</u> who work together run this art hub that fosters</p>

	<p>collaboration and interaction between artists, community, and local businesses. We value art-making as an essential part of a vibrant and healthy society.</p> <p>CCA's overall goal is to create a cultural destination in Hood River, OR, with facilities that enable the arts to thrive in the Columbia River Gorge. An additional goal is to draw a variety of artists and art groups from throughout the Pacific Northwest to not only enhance and improve the arts, but to help boost the region's economy and quality of life.</p>
<p>Number of members/directors</p> <ul style="list-style-type: none"> • Set or Variable number 	
<p>Terms of office</p>	
<p>Term limits</p> <ul style="list-style-type: none"> • Details 	
<p>Residency requirement</p> <ul style="list-style-type: none"> • for any members/directors 	
<p>Membership type notes:</p> <ul style="list-style-type: none"> • Voting members or ex-officio 	
<p>Representation requirements</p> <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • Filling a vacancy 	
<p>Grant-making program</p>	

Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
Dissolution	
• Triggers for dissolution?	
Budget amount (annual)	\$450,000 \$150,000 gallery \$150,000 performing \$150,000 education and admin
• Revenue source(s) and amount	No direct funds come from the City. 25% grants 75% donations and earned Have a nonprofit round table...great tool for coordination.
Scope of A&C programming and operations	In-facility performances, classes/education, visual arts Collaborations with The Dalles Art Center and others
Primary City Departments engaged in A&C programming, events and facilities	
Department that A&C Board/Com/Org resides in	
Department staff that support A&C Board/Com/Org	3 FTE (Ex. Dir., Events Manager, Gallery Manager) 3 part-time (Admin, tech manager, Latinx Coordinator)
CONTACT INFO	Leith Gaines (no longer there) Columbia Center for the Arts 215 Cascade Avenue P.O. Box 1543 Hood River OR 97031 www.columbiaarts.org director@columbiaarts.org

	5413878877
Webpage	https://www.columbiaarts.org
Notes	<p>The Columbia Gorge Arts in Education (another 501c3) also provides arts education in schools. Contact – Shelly Lindberg 541-490-9297 phone.</p> <p>Another 501c3 is BIG ART...COMMUNITY ART. Kristin Gottkin heads that.</p>

City/Community	Lake Oswego
Population (2021)	40,418
Name of A&C Board/Com/Org	Arts Council of Lake Oswego
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	501c3 that contracts with City of Lake Oswego to run the public art program. Liaison with City Parks and Recreation.
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	The ACLO works to ensure the arts are an integral part of life in our community now and into the future with the purpose of placement and preservation of public art in Lake Oswego, providing access to art exhibitions for residents and visitors, and advance the lifelong learning about the arts through educational programs and docent tours. Public Art Committee (PAC) within ACLO oversees public art program.
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	PAC 7 members
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	PAC at least 5 members must reside within Lake Oswego. Any non-City resident members must live, work, or volunteer within Clackamas County.
Membership type notes: <ul style="list-style-type: none"> • Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	PAC at least 3 members must be artists.
Recruitment <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	See below.

Appointment	PAC members shall be selected by a majority vote of an appointment committee. The appointment committee shall consist of two members of the City Council and two representatives of the Arts Council Board of Directors. The City Council shall select the chair of the PAC from among the 7 members appointed by the appointment committee.
• Who appoints and how	See above.
• Removal	
• Filling a vacancy	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
Dissolution	
• Triggers for dissolution?	
Budget amount (annual)	\$194,155 for public art program \$144,200 for exhibitions and cultural programming
• Revenue source(s) and amount	Local donors 25% Program fees paid by users 14% State, regional, national agencies and foundation 4% Transient lodging tax revenues 57% NOTE: City of Lake Oswego also has a 1.5% for public art ordinance. 1% to purchase, half a percent to maintenance.
Scope of A&C programming and operations	Visual arts gallery 2-4 programs, events, demos a month that contextualize gallery exhibits Consult with other municipalities regarding starting a public art program City of Lake Oswego Public Art Program (sculptures) Provide meeting space Provide technical assistance – research and resource assistance, COVID 19 support
Primary City Departments engaged in A&C	Parks and Recreation

programming, events and facilities	
Department that A&C Board/Com/Org resides in	
Department staff that support A&C Board/Com/Org	3 FTE
CONTACT INFO	Arts Council of Lake Oswego 41 B Avenue PO Box 369 Lake Oswego OR 97034 5035345707 nnathan@lakeoswego.city
Webpage	http://artscouncillo.org
Notes	Notes from interview with Jan Wirtz in folder. Contract between City and ACLO also in folder.

City/Community	McMinnville
Population (2021)	35,427
Name of A&C Board/Com/Org	Committee for Public Art McMinnville Historic Landmarks Committee
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	<p>The Committee for Public Art is actually the McMinnville Downtown Association Committee for Public Art. It is not a municipal Committee.</p> <p>The Yamhill County Cultural Coalition and the Yamhill County Arts Alliance both serve McMinnville, but there is no City Committee or support mechanism.</p> <p>The City-sponsored activities described below are supported by the Library and Parks and Recreation.</p>
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	
Membership type notes: <ul style="list-style-type: none"> • Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	
Recruitment <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	
Appointment	

• Who appoints and how	
• Removal	
• Filling a vacancy	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
Dissolution	
• Triggers for dissolution?	
Budget amount (annual)	
• Revenue source(s) and amount	
Scope of A&C programming and operations	Wide variety Art in the Library and other Civic buildings Author events Music Sculpture and murals Provide meet space, performance space, display space
Primary City Departments engaged in A&C programming, events and facilities	Library Parks and Recreation Planning Department
Department that A&C Board/Com/Org resides in	Library Parks and Recreation
Department staff that support A&C Board/Com/Org	Library
CONTACT INFO	Jenny Berg City of McMinnville (McMinnville Public Library) 225 NW Adams St. McMinnville OR 97128

	Jenny.berg@mcminnvilleoregon.gov 503435550
Webpage	https://www.mcminnvilleoregon.gov/planning/page/historic-preservation https://www.mcminnvilleoregon.gov/parksrec/page/parks-and-recreation-cancellations https://www.mcminnvilleoregon.gov/library
Notes	

City/Community	Milwaukie
Population (2021)	20924
Name of A&C Board/Com/Org	Milwaukie Arts Committee www.milwaukieoregon.gov/arts
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>Guide the development of arts and culture in the Milwaukie community. Review and approve public art projects, as well as art-related components of construction projects.</p> <p>The Milwaukie Arts Committee works to connect artists with resources, and to connect the community with art. The committee oversees many projects and programs, including the City Hall Sculpture Garden, public murals and City Hall Art Gallery, as well as several arts and culture events throughout the year.</p> <p>1) Support and promote the arts, artists, and art education within the Milwaukie area</p> <p>2) Work cooperatively with other community groups and sources including, but not restricted to, Milwaukie’s neighborhood district associations, Design and Landmarks Committee, North Clackamas Parks and Recreation District, North Clackamas School District, Clackamas County Arts Alliance, New Century Players, Portland Waldorf and other schools in and around Milwaukie, Ledding Library, local businesses, area arts guilds and other groups already existing, or hereafter established, to promote the arts in the community (Ord. 1978 1, 2008)</p> <p>RESPONSIBILITIES</p> <p>1) The Committee shall update Council periodically regarding their activities.</p> <p>2) The Committee shall abide by guidelines established for all City committees as stated in Section 2.10.050 of the Municipal Code.</p> <p>3) Any other duties assigned by the City Council (Ord. 1978 1, 2008)</p>
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	7 members
Terms of office	Initially 5 members shall serve a 3-year term and 5 shall serve a 2-year term. At the expiration of the initial terms, each position shall be filled for a 2-year term.
Term limits <ul style="list-style-type: none"> • Details 	

Residency requirement <ul style="list-style-type: none"> for any members/directors 	The majority of members shall be residents of the City.
Membership type notes: <ul style="list-style-type: none"> Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> A&C discipline requirement Any population with designated seat (e.g., youth) 	
Recruitment <ul style="list-style-type: none"> How members are selected How chair/vice-chair/officers are identified and selected 	
Appointment	
<ul style="list-style-type: none"> Who appoints and how 	Mayor with Council concurrence
<ul style="list-style-type: none"> Removal 	
<ul style="list-style-type: none"> Filling a vacancy 	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
<ul style="list-style-type: none"> Frequency (number) of meetings each year 	Monthly
<ul style="list-style-type: none"> Minimum number of meetings 	
Dissolution <ul style="list-style-type: none"> Triggers for dissolution? 	
Budget amount (annual)	No budget is provided for operations

<p>• Revenue source(s) and amount</p>	<p>Periodic allocations are provided to the Arts Committee for public murals. Percentage of sales at city-owned buildings goes to the Arts Committee. 1% for art on construction projects built on city-owned property.</p>
<p>Scope of A&C programming and operations</p>	<p>City Hall Art Gallery, City Hall Sculpture Garden Partnership with local theater and performance venues Assistance with grants Public murals, painted intersections Assistance with procuring sponsorships from local businesses and organizations Provide display space Provide meeting space Provide performance space</p>
<p>Primary City Departments engaged in A&C programming, events and facilities</p>	
<p>Department that A&C Board/Com/Org resides in</p>	<p>Administration/City Manager's Office</p>
<p>Department staff that support A&C Board/Com/Org</p>	<p>A City staff liaison coordinates this work with the Arts Committee. 0 FTE</p>
<p>CONTACT INFO</p>	<p>Jordan Imlah City of Milwaukie 10722 SE Main Street Milwaukie OR 97222 imlahj@milwaukieoregon.gov 5037867503</p>
<p>Webpage</p>	<p>www.milwaukieoregon.gov/arts</p>
<p>Notes</p>	<p>Code, resolution, by-laws, 2020-2021 goals are in folder.</p>

City/Community	Newberg
Population (2021)	24,188
Name of A&C Board/Com/Org	Chehelam Cultural Center
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	501c3
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>From website:</p> <p>To enrich lives by connecting community and culture.</p> <p>The Chehalem Cultural Center celebrates the arts, community, education, heritage, and inclusion.</p> <p>The Center is housed in a historic brick building that began its life in 1935 as Central School—a Depression era Works Progress Administration (WPA) project. The building is currently owned by our public partner, the Chehalem Park and Recreation District. Chehalem Cultural Center is a nonprofit 501(c)(3) organization.</p> <p>Our historic building houses a fine arts gallery and exhibition hall, three multipurpose arts studio classrooms, a state-of-the-art clay studio, a recording studio with four music practice studios, meeting space, and an elegant 5,200 square foot grand ballroom for public and private events.</p> <p>Future phases include a 250-seat theater, a kitchen and culinary arts studio, a conference center with three additional multi-purpose meeting space/classrooms, and a movement studio.</p>
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	15-member board of directors
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	
Membership type notes: <ul style="list-style-type: none"> • Voting members or ex-officio 	

Representation requirements <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	
Recruitment <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	
Appointment	
<ul style="list-style-type: none"> • Who appoints and how 	
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • Filling a vacancy 	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
<ul style="list-style-type: none"> • Frequency (number) of meetings each year 	
<ul style="list-style-type: none"> • Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> • Triggers for dissolution? 	
Budget amount (annual)	
<ul style="list-style-type: none"> • Revenue source(s) and amount 	5% local community foundation 35% local donors 25% program fees paid by users 10% state, regional, national agencies and foundations 25% rental program
Scope of A&C programming and operations	Cultural center serving Newberg and region. In addition to in-house activities listed above, they hold several large public festivals.

	Arts education, public gatherings, professional studios, rental venue. Also appear to make operating grants and event/project grants.
Primary City Departments engaged in A&C programming, events and facilities	Chehalem Parks and Recreation District owns building.
Department that A&C Board/Com/Org resides in	
Department staff that support A&C Board/Com/Org	12 FTE staff work for Chehalem Cultural Center.
CONTACT INFO	Sean Andries Chehalem Cultural Center 415 E. Sheridan Newberg, Oregon 97123 director@chehalemculturalcenter.org 5034876883
Webpage	https://www.chehalemculturalcenter.org
Notes	

City/Community	Oregon City
Population (2021)	37,769
Name of A&C Board/Com/Org	Arts Commission
Organization Type	Municipal
<ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	This is a renewed Arts Commission, originally established in 2000. The Commission languished but has been recently renewed.
Purpose/authority /mission	<p>The commission shall be specifically responsible for, but not limited to, the following:</p> <ol style="list-style-type: none"> 1. The mission of the commission shall be to ensure the arts (as described herein) continue to be of value as an integral part of Oregon City. 2. The commission shall promote the arts in Oregon City to enrich the lives of its citizens through education and demonstration. 3. The commission shall assist the city commission and the planning commission in using public art to enhance continuing development, including public structures. 4. The commission's duties may include planning and executing public displays of visual and performing arts, providing connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities. 5. The commission shall identify groups and organizations that enrich Oregon City life by bringing cultural and artistic values and artifacts to the city. <p>The commission shall have the authority and power to solicit funds or grants from individuals, corporations and other government agencies. Such funds shall be deposited in the Oregon City civic improvement trust, to be dispensed by the arts commission in pursuit of its assigned mission. Any disbursement of funds may occur only with the concurrence of the city manager. Should the commission and the city manager disagree regarding the dispensation of funds, the dispute shall be submitted to city commission for final resolution. In all cases commission expenditures shall be subject to all provisions of law, including the local budget law.</p> <p>The commission shall operate as a nonprofit, nonpolitical organization devoted exclusively to its mission.</p> <p>The commission shall operate in the public interest serving the community as a whole. It shall serve no special interests.</p> <p>The commission shall not endorse any commercial product or enterprise.</p>
<ul style="list-style-type: none"> • Designated duties/tasks 	

Number of members/directors <ul style="list-style-type: none"> Set or Variable number 	9
Terms of office	3 years
Term limits <ul style="list-style-type: none"> Details 	Staggered term limits
Residency requirement <ul style="list-style-type: none"> for any members/directors 	At least five members of the commission shall reside inside the city limits.
Membership type notes: <ul style="list-style-type: none"> Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> A&C discipline requirement Any population with designated seat (e.g., youth) 	<p>Such members may include a representative of the following entities: (1) Carnegie Center, (2) the Clackamas Community College, (3) Oregon City schools and (4) the Arts Action Alliance of Clackamas County.</p> <p>The arts commission shall also contain at least five members from a broad spectrum of citizens representing the performing arts, music, drama, the visual arts, literary arts, and the fields of structural and landscape architecture, and shall also include, in addition to these five members from the arts community, at least two citizens at large. At least five members of the commission shall reside inside the city limits.</p>
Recruitment <ul style="list-style-type: none"> How members are selected How chair/vice-chair/officers are identified and selected 	At its first meeting the arts commission shall elect a chair and a vice-chair who shall hold office for one year, except that the first chair and vice-chair shall serve until the end of the calendar year. At the first meeting of each calendar year, the chair or vice-chair from the previous year shall preside over the elections for chair and vice-chair. Neither the chair nor the vice-chair shall serve as an officer for more than two consecutive terms.
Appointment	
<ul style="list-style-type: none"> Who appoints and how 	Appointed by mayor
<ul style="list-style-type: none"> Removal 	After a member has had three consecutive absences without adequate reason, the commission may remove that member.
<ul style="list-style-type: none"> Filling a vacancy 	Should a member be removed, the mayor will make a new appointment.

Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	All members may vote on any matter coming before the arts commission, except as the Ethics Laws of the State of Oregon may provide.
Meetings	A quorum of five members shall be necessary for action by the arts commission. The members of the arts commission shall also elect annually a secretary who need not be a member of the commission. The secretary shall keep an accurate record of the proceedings of the commission, and the arts commission shall make and file with the city commission a report of all transactions of the commission on the first city meeting in February of each year.
<ul style="list-style-type: none"> • Frequency (number) of meetings each year 	The commission shall hold an official meeting at least bimonthly and may hold special meetings as set by the commission. A majority of the members constitutes a quorum for meetings. Provided a quorum is present, any item must be approved by a simple majority of the voting members present at a meeting to pass, unless otherwise provided.
<ul style="list-style-type: none"> • Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> • Triggers for dissolution? 	
Budget amount (annual)	No actual budget, but has access to \$40,000 (biennium) in the Tourism Art Treasure Trove that will use most likely be used to support arts activities.
<ul style="list-style-type: none"> • Revenue source(s) and amount 	
Scope of A&C programming and operations	
Primary City Departments engaged in A&C programming, events and facilities	
Department that A&C	Economic Development

Board/Com/Org resides in	
Department staff that support A&C Board/Com/Org	Tourism Program Specialist
CONTACT INFO	Staff Liaison: Matthew Weintraub, Tourism Program Specialist City of Oregon City 625 Center Street, Oregon City OR 97045 971-930-7613, mweintraub@orcify.org
Webpage	https://www.orcity.org/economicdevelopment/arts-commission-recruitment-new-members https://www.orcity.org/parksandrecreation/ermatinger-house https://library.municode.com/or/oregon_city/codes/municipal_code?nodeId=TIT2ADPE_CH2.26ARCO_2.26.010CR
Notes	In folder: <ul style="list-style-type: none"> - resolution and staff report from 2000 - notes from interview with Matthew Weintraub. - Timeline of City Arts Commission - Public Art Program Policies and Guidelines

City/Community	Sherwood
Population (2021)	20,115
Name of A&C Board/Com/Org	City of Sherwood Cultural Arts Commission
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>FROM SHERWOOD CENTER FOR THE ARTS WEBSITE:</p> <p>The Cultural Arts Commission is appointed by the City Council and serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities. The Commission also serves as a promoter and advocate of the arts in Sherwood and the Center itself, including but not limited to promotion of the Center as a venue for performances produced and presented by amateur and professional groups, development and production of art events by local groups, and the provision of a strong arts education component in cooperation with the Sherwood School District. Citizen members are appointed to a two-year term. The Commission may have up to nine members and as few as five.</p> <p>FROM MUNICIPAL CODE:</p> <p>Advising the city council and city administration on arts and cultural programming, policies, planning, and management.</p> <p>The commission shall:</p> <ol style="list-style-type: none"> 1. Identify needs and facilitate arts initiatives that serve the city, expanding and enriching the cultural life of Sherwood. 2. Develop cultural arts policies and make recommendations to city council with regard to public art and arts programming. 3. Promote the utilization of the Sherwood Center for the Arts as a venue for performances and events, promoting cultural tourism.
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	9
Terms of office	3-year terms
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	8 of the 9 must be residents of the city. One commission member must reside within the 97140 zipcode, but need not be a resident of the city.

Membership type notes:	
<ul style="list-style-type: none"> Voting members or ex-officio 	
Representation requirements	Applicants must be a Sherwood resident and have interest in public art and arts advocacy. The Commission consists of up to nine members who serve a three-year term. Eight of the members must live within Sherwood city limits and one member must live within the 97140 zipcode.
<ul style="list-style-type: none"> A&C discipline requirement Any population with designated seat (e.g., youth) 	
Recruitment	
<ul style="list-style-type: none"> How members are selected How chair/vice-chair/officers are identified and selected 	
Appointment	
<ul style="list-style-type: none"> Who appoints and how 	
<ul style="list-style-type: none"> Removal 	
<ul style="list-style-type: none"> Filling a vacancy 	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
<ul style="list-style-type: none"> Frequency (number) of meetings each year 	Third Monday of every month (6:30 pm)
<ul style="list-style-type: none"> Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> Triggers for dissolution? 	
Budget amount (annual)	Sherwood Center for the Arts -- \$388,000 (staff, operations, everything)
<ul style="list-style-type: none"> Revenue source(s) and amount 	Facility was built via Urban Renewal funding. City owns facility, lands, and pays staff, upkeep, etc. Public Works supports Center. Operations funded via City.

<p>Scope of A&C programming and operations</p>	<p>Cultural Arts Commission was tasked with running a public art program. City supports the Robin Hood Festival and the Sherwood Cruise (old cars). Historical Society may receive City \$. Parks have some public art/memorials in them.</p> <p><i>Arts Center is the hub and driver of arts and culture</i> Sherwood Center for the Arts: Gallery Arts education, courses, etc. Part of Sherwood Art Walk Community gathering space - Rent out to local arts groups (1/4 our own events we generate, 3/4 rentals/events, we also host City events as a civic space)</p>
<p>Primary City Departments engaged in A&C programming, events and facilities</p>	<p>The Center for the Arts</p>
<p>Department that A&C Board/Com/Org resides in</p>	<p>Community Services</p>
<p>Department staff that support A&C Board/Com/Org</p>	<p>2.3 FTE for operating the Center for the Arts</p>
<p>CONTACT INFO</p>	<p>Chanda Hall, Ex. Dir. Sherwood Center for the Arts 22689 Pine Street Sherwood, OR 97140 503-625-4261 hallc@sherwoodoregon.gov</p>
<p>Webpage</p>	<p>https://www.sherwoodcenterforthearts.org</p>
<p>Notes</p>	

City/Community	Tigard
Population (2021)	57, 238
Name of A&C Board/Com/Org	Tigard Arts Council is being formed. Not municipal. (local volunteer group) https://www.facebook.com/Tigard-Arts-Council-113381146790853/ Town Center Advisory Committee in some instances gets involved...advising on the Urban Renewal area.
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Tigard Arts Council, volunteer group with support from the Tigard Downtown Alliance and the Tigard Chamber of Commerce.
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>From 2018 Tualatin Valley Creates website:</p> <p>The recently-formed Tigard Arts Council is open to people who are interested in helping promote the arts in and around Tigard.</p> <p>The council, which was formed with support from the Tigard Downtown Alliance and the Tigard Chamber of Commerce, will meet again at 9am on Tuesday, January 15 at the Tigard Chamber meeting room above Symposium Coffee on Tigard Main Street.</p> <p>Currently the council includes representatives from a variety of interests including Artisans of Metal and Thread, Broadway Rose, the City of Tigard, Mask & Mirror Community Theatre, Representative Margaret Doherty’s office, The Tigard Chamber of Commerce, The Tigard Downtown Alliance, and Tualatin Valley Creates.</p> <p>Topics the council will continue to discuss include how to infuse arts into existing annual Tigard events, using art as a strategy to promote economic development and cultural tourism in Tigard, and using the arts to facilitate placemaking in Tigard.</p> <p>People interested in getting involved are encouraged to contact Loni Sanders with the Tigard Chamber for more information: Loni@tigardchamber.org.</p>
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	

Residency requirement • for any members/directors	
Membership type notes: • Voting members or ex-officio	
Representation requirements • A&C discipline requirement • Any population with designated seat (e.g., youth)	
Recruitment • How members are selected • How chair/vice-chair/officers are identified and selected	
Appointment	
• Who appoints and how	Newly formed volunteer group, no affiliation with City yet
• Removal	
• Filling a vacancy	
Grant-making program	Annual general operating grants – noncompetitive award Urban renewal matching grants to fund public art on private property.
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
• Frequency (number) of meetings each year	
• Minimum number of meetings	
Dissolution • Triggers for dissolution?	
Budget amount (annual)	

<p>• Revenue source(s) and amount</p>	<p>No programs. Each project is funded differently. Sometimes it's Tax Increment Financing, sometimes it's grants, sometimes it's Transient Lodging Tax, sometimes it's all three or none.</p>
<p>Scope of A&C programming and operations</p>	<p>Public art – art in the downtown Public Library programming Performances at City-sponsored Latino Fest (annual event) Public art in downtown Tigard Tigard Art Walk (event managed by Tigard Downtown Association)</p>
<p>Primary City Departments engaged in A&C programming, events and facilities</p>	<p>Library Economic/Community Development</p>
<p>Department that A&C Board/Com/Org resides in</p>	
<p>Department staff that support A&C Board/Com/Org</p>	<p>Less than .10 FTE</p>
<p>CONTACT INFO</p>	<p>Schuyler Warren City of Tigard 13125 SW Hall Blvd Tigard OR 97223 schuylerw@tigard-or.gov 5037182437</p> <p>Resource: Kelly Marks Tigard Downtown Alliance 12345 SW Main Street Tigard OR 97223 kelly@exploredowntowntigard.com 9718080258</p> <p>Dylan Dekay-Bemis City of Tigard 13125 SW Hall Blvd Tigard OR 97223 dylanb@tigard-or.gov 5037182560</p> <p>Loni Sanders, Tigard Chamber Loni@tigardchamber.com</p>

Webpage	https://www.tigard-or.gov/programs/index.php https://www.engage.tigard-or.gov/heritagetrail https://www.tigard-or.gov/lqc_projects.php https://www.tigard-or.gov/community/MatchingGrantProgram.pdf
Notes	

City/Community	Tualatin
Population (2021)	28,287
Name of A&C Board/Com/Org	Tualatin Arts Advisory Committee
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>FROM CODE</p> <p>The Tualatin Arts Advisory Committee is created within the City of Tualatin to encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection.</p> <p>(Ord. 967-97 §1, 1-13-97; Ord. 1147-03, Renumbered, 08-25-03)</p> <p>FROM WEBSITE</p> <p>Mission is to support and inspire the creation and integration of all art forms into our city’s rich cultural heritage and vibrant future. We believe that involvement in the arts creates a more energetic, welcoming and beautiful community. We also believe that art itself facilitates healthy communities through: Connection, Culture, Creativity, Imagination & Inspiration.</p> <p>FROM CODE</p> <p>In addition to those powers specially granted by resolution by the City Council from time to time, the Committee shall:</p> <ol style="list-style-type: none"> (1) Make recommendations to the City Council regarding all matters involving public arts and the cultural development of the City. When an arts purchase or project is proposed for placement within a particular Department's area of responsibility, such as within a City park, the Committee shall work with and coordinate with the affected department or advisory committee to reach a recommendation. However, nothing in this section shall be construed to require the Community Services Department to seek approval or recommendation from the Committee of proposed recreation programs; (2) Prepare, recommend, and implement policies, upon approval by the City Council, for the selection, placement, maintenance and preservation of public art work and programs; (3) Prepare, recommend, and, upon approval by the City Council, implement policies for proposed gifts, exhibitions, and loans of artwork to the City, for de-accessioning materials, and for handling citizen concerns;

	<p>(4) Develop, recommend, and implement upon approval by the City Council a long range plan for the development of a public arts program for the city which shall be reviewed annually before the budget cycle of the City;</p> <p>(5) Establish a review policy to assess the collection of public art at least every ten years from the date of this chapter;</p> <p>(6) Explore and recommend funding sources to support the arts program;</p> <p>(7) Provide assistance to activities and organizations in the community which provide art programs; and</p> <p>(8) Encourage, sponsor, co-sponsor or conduct public programs to further the development and public awareness of the arts.</p> <p>(Ord. 967-97 §7, 1-13-97; Ord. 1147-03, 08-25-03)</p> <p>TMC 11-5-080 Annual Report of Committee.</p> <p>No later than August of each year, the Committee shall file its annual report with the City Council. The annual report shall include a survey and report of the Committee's activities during the preceding fiscal year and other matters and recommendations the Committee deems appropriate for the City Council.</p> <p>(Ord. 967-97 §8, 1-13-97; Ord. 1147-03, 08-25-03; Ord. 1366-14 §1, 02-24-14)</p>
<p>Number of members/directors</p> <ul style="list-style-type: none"> Set or Variable number 	<p>The Council shall appoint the Committee members who shall receive no compensation for their services. The Committee shall consist of seven members who shall be appointed for three-year terms or until their successors are appointed; however, of the initial seven members who are appointed, two shall be appointed for one-year terms, two shall be appointed for two-year terms, and three shall be appointed for three-year terms. A member may be reappointed to the Committee to additional terms at the discretion of the Council.</p>
<p>Terms of office</p>	
<p>Term limits</p> <ul style="list-style-type: none"> Details 	<p>3-year terms</p>
<p>Residency requirement</p> <ul style="list-style-type: none"> for any members/directors 	<p>No fewer than five members shall reside within the corporate city limits of Tualatin and no more than two may reside outside the City</p>
<p>Membership type notes:</p> <ul style="list-style-type: none"> Voting members or ex-officio 	

<p>Representation requirements</p> <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	<p>No special background is required to serve on this committee, although artists of all kinds are encouraged to apply.</p> <p>FROM CODE</p> <p>At least two members shall have arts professional backgrounds.</p> <p>One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Committee may have on such performance.</p>
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	<p>At the first regular meeting of each December, the Committee shall elect a chairperson and vice-chairperson from its membership, who shall be voting members, and those who are then elected shall assume office at the first regular meeting in January.</p> <p>When the chairperson is absent, the vice-chairperson shall assume the responsibilities of the chairperson and serve as chairperson pro temp. If the office of chairperson becomes vacant, the vice-chairperson shall become the chairperson and shall call an election to fill the remaining term of vice-chairperson.</p> <p>If the offices of both the chairperson and vice-chairperson become vacant, the Committee shall elect a chairperson pro tem to temporarily fulfill the responsibilities of that office until a special election is held. The special election shall be called not less than 20 days before the election, and shall be conducted in accordance with the rules established by the Committee.</p>
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	<p>City Council</p>
<ul style="list-style-type: none"> • Removal 	<p>Each committee member serves at the pleasure of the City Council and may be removed before the end of the Committee member's term.</p>
<ul style="list-style-type: none"> • Filling a vacancy 	<p>The City Council shall fill any vacancy on the Committee for the unexpired term of the member creating the vacancy.</p>
<p>Grant-making program</p>	<p>Arts Agency Contribution Fund</p> <p>\$1,000 to cover any arts related programming that occurred from July 1, 2020 through June 30, 2021.</p> <p>https://www.tualatinoregon.gov/recreation/webforms/arts-agency-contribution-program</p>
<p>Awarding of grants</p>	

Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	<p>A Committee member may obtain an excused absence by contacting the chairperson or secretary of the committee prior to a scheduled meeting.</p> <p>A majority of the committee shall constitute a quorum. Not less than a quorum of the Committee may transact any business or conduct proceedings before the Committee. The Committee may adopt and amend rules and regulations to govern Committee policy and procedures to implement this chapter. The Committee shall convene when necessary to discharge its duties but not less than six times in a calendar year. The Committee shall establish regular meeting dates and meeting locations at the first meeting in January of each year. All meetings are open to the public.</p>
<ul style="list-style-type: none"> • Frequency (number) of meetings each year 	3 rd Tuesday of each month, 6:30 pm.
<ul style="list-style-type: none"> • Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> • Triggers for dissolution? 	
Budget amount (annual)	<p>Approx:</p> <p>\$6,500 public art</p> <p>\$1,500 maintenance of public art</p> <p>\$1,000 Living Room gallery...rotating</p> <p>\$1,000 grants</p> <p>\$1,000 Heritage Center arts programs</p> <p>\$7,100 for Historical Society (run facility)</p> <p>\$20,000 total ROUGHLY</p> <p>Plus 10-15% of Julie's salary (Step 9...\$77-97,000)</p> <p>Historical Society has one half or ¾ time staff person and a volunteer board.</p>
<ul style="list-style-type: none"> • Revenue source(s) and amount 	<p>All coming from General Fund.</p> <p>Do not have public art percent ordinance.</p> <p>TOT funds sometimes do go to support the larger events.</p> <p>We write grants, have a tight budget. Lots of fundraising, special events, membership fees. Tualatin Historical Society.</p>
Scope of A&C programming and operations	<p>TAAC -- Primarily select public art and support arts programs:</p> <p>Arts Agencies Contribution Program</p>

	<p>Arts through Special Events (Viva Tualatin, etc.)</p> <p>Support program at Tualatin Heritage Center...operated by Tualatin Historical Society</p> <p>We support Willowbrook Art Camp. We provide City Park in the Summer.</p> <p>We are always trying to include public art in new urban projects. Planning and Development Committee/Dept has worked with Art Advisory Committee. Art can be stamped into concrete.</p> <p>Arts are sprinkled throughout Parks and Recreation Master Plan.</p>
Primary City Departments engaged in A&C programming, events and facilities	
Department that A&C Board/Com/Org resides in	Parks and Recreation
Department staff that support A&C Board/Com/Org	<p>The Community Services Director shall provide a secretary to the Committee. The secretary shall keep an accurate record of all Committee proceedings and shall file a report of the proceedings within 30 days with the City Recorder.</p> <p>Parks and Recreation</p> <p>Roughly 10-15% of Julie's time is spent supporting arts/cultural programs</p>
CONTACT INFO	<p>Julie Ludemann, Recreation Manager</p> <p>City of Tualatin</p> <p>jludemann@tualatin.gov</p> <p>5036913082</p>
Webpage	Tualatinoregon.gov/recreation/arts-and-culture
Notes	<p>In folder:</p> <p>Municipal code</p> <p>2019-2020 annual report</p> <p>DEFINITIONS from CODE</p> <p>TMC 11-5-020 Definitions.</p> <p>As used in this chapter:</p> <p><i>Arts</i> includes, but is not limited to, onsite art such as sculpture, paintings, murals, earthworks, tapestry and fiber arts, crafts, photography, and graphics; performance arts such as dance, music, and drama; educational arts such as lectures and public presentations, "artist in residence" programs; literary arts such as creative writing, storytelling, and poetry; and media arts such as film,</p>

video, and audio recording; and the history, theory, criticism, and practice of each of these arts.

Arts Professional means a person trained and practicing as a visual or performing artist, an arts critic, an arts educator, and arts administrator, or a curator.

Committee means the Tualatin Arts Advisory Committee.

Misconduct means that a member has been convicted of a crime or has violated the Code of Ethics, ORS 244.040.

Nonperformance means to have two or more unexcused absences from regular and special meetings during the calendar year or three or more absences from regular meetings during the calendar year.

(Ord. 967-97 §2, 1-13-97; Ord. 1147-03, Renumbered, 08-25-03)

City/Community	Vancouver WA
Population (2021)	187,615
Name of A&C Board/Com/Org	City of Vancouver Culture, Arts and Heritage Commission https://www.cityofvancouver.us/cahc
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>The Culture, Arts and Heritage Commission is a public development authority appointed by the City Council to oversee the implementation of the City's "Culture, Arts & Heritage Plan".</p> <p>The purpose of the Culture, Arts and Heritage Commission is to undertake, assist with and otherwise facilitate the development and promotion of a thriving cultural, arts and heritage environment in the City of Vancouver through programs, ownership of physical assets including buildings and public art and through community partnerships.</p> <p>The Commission is responsible for overseeing the implementation of the Culture, Arts and Heritage Plan. The Commission's role currently includes:</p> <ul style="list-style-type: none"> - Oversight of the cultural grant program which distributed \$122,000 in 2019; - Appointment of the Public Art Committee, a subcommittee of the Commission; - Development of the 2020 Public Art Plan; - Approval of new pieces for the City's public art collection; - Providing advice and expertise in the development of cultural facilities. <p>It is expected that over time, the Commission will assume a broader role in development of the cultural community. As a public development authority the Commission has the authority to:</p> <ul style="list-style-type: none"> - Acquire and manage real property; - Secure financing; - Undertake development or redevelopment of structured and facilities including amenities like public art; - Enter into agreements with cultural, public, non-profit or private organizations or the purpose of promoting art, culture or heritage programs and projects.
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	9
Terms of office	3 years; maximum of two consecutive terms 3 members 2019-2021 3 members 2019-2022

	<p>3 members 2019-3023</p> <p>3-year terms, may serve a maximum of two consecutive terms. Upon expiration of a member's term, they shall continue to serve until their successor is appointed and assumes their Commission position.</p>
<p>Term limits</p> <ul style="list-style-type: none"> • Details 	
<p>Residency requirement</p> <ul style="list-style-type: none"> • for any members/directors 	
<p>Membership type notes:</p> <ul style="list-style-type: none"> • Voting members or ex-officio 	
<p>Representation requirements</p> <ul style="list-style-type: none"> • A&C discipline requirement • Any population with designated seat (e.g., youth) 	<p>Members shall be leaders in cultural, heritage, arts or business community with experience relevant to the purpose of the Commission.</p> <p>One seat on the Commission shall be reserved for the City of Vancouver's representative on the Clark County Arts Commission.</p>
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	<p>The Commission each year shall elect a president, vice president, secretary/treasurer and such other officers as it finds necessary. The president and vice president shall be the agents of the Commission for the service of process and shall have such duties as outlined in the Charter and bylaws.</p>
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	City Council
<ul style="list-style-type: none"> • Removal 	If it is determined that any or all of the Commission members should be removed with or without cause, the City Council may by resolution remove any or all Commission members.
<ul style="list-style-type: none"> • Filling a vacancy 	<p>In the event of a vacancy, the City will solicit interest in the position through its standardized Boards and Commission process. An ad hoc subcommittee of the Commission will then review applications and may choose to interview applicants. The full Commission shall recommend new Commission members to the City Council for appointment.</p> <p>A vacancy on the Commission shall be deemed to exist in the case of death or disability, upon receipt of a letter of resignation or upon removal of any member as provided herein. Vacancies on the Commission shall be filled in the same manner in which members of the Commission are regularly appointed. Any person selected to fill a</p>

	vacancy on the Commission shall serve the balance of the term of the person being replaced.
Grant-making program	Culture, Arts & Heritage Grant Program Intended to serve non-profits, individual artists sponsored by nonprofit, or government organizations within Vancouver. (Bill's note: this program may be on hold since the Admissions tax was not passed because of COVID.)
Awarding of grants	
Annual amount	\$400,000
Code of ethics – conflicts-of-interest provision	Every member of the Commission and every officer and employee of the Commission shall be subject to Article XI, Section 11.07 of the Charter for the City of Vancouver, as amended and all other applicable statutes and ordinances. The Commission may adopt additional conflict of interest and ethical rules it considers appropriate.
Meetings	
• Frequency (number) of meetings each year	The Commission shall meet as necessary but not less than four times per year. Special meetings of the Commission may be called as provided for by the bylaws.
• Minimum number of meetings	4
Dissolution	
• Triggers for dissolution?	
Budget amount (annual)	
• Revenue source(s) and amount	\$400,000 cultural program \$100,000 Historic reserve \$30,000 Historic Museum City general fund revenues – 100% of cultural program, 0% of Historic Reserve Program fees paid by users – 90% of Historic Reserve State, regional, national agencies and foundations – 10% of Historic Reserve The City was planning on adopting a 5% admissions tax which would generate \$400,000 per year to fund the cultural program. Historic Reserve is funded through property operations.
Scope of A&C programming and operations	Primary program areas: - Concerts and other park based special events - Managing the City's public art collection - The Marshall Programs in partnership with the Historic Trust

Primary City Departments engaged in A&C programming, events and facilities	
Department that A&C Board/Com/Org resides in	Department now called Parks, Recreation, and Cultural Services
Department staff that support A&C Board/Com/Org	The Cultural Program was restarted in 2019 and was put on hiatus in June 2020 due to the COVID-19 recession. 1.4 FTE
CONTACT INFO	<p>Stacey Donovan Special Events and Volunteer Program Manager 360-487-8630 Stacey.donovan@cityofvancouver.us</p> <p>Kerry Peck (Bill interviewed Kerry) Administrative Assistant 360-487-8616 Kerry.peck@cityofvancouver.us</p>
Webpage	<p>https://www.cityofvancouver.us/ourcity/page/culture-art-heritage https://www.cityofvancouver.us.cmo/page/public-art-committee https://www.nps.gov/fova/index.htm https://www.cityofvancouver.us/pearson/page/about-pearson-field-airport https://www.clark.wa.gov/community-planning/historic-preservation</p> <p>https://www.cityofvancouver.us/cahc</p>
Notes	<p>In folder from Bill:</p> <ul style="list-style-type: none"> - Heritage Overview - Historic Preservation Overview - Commission bylaws - Commission charter - Commission fact sheet - Commission ordinance

City/Community	West Linn
Population (2021)	26,680
Name of A&C Board/Com/Org	West Linn Arts and Culture Commission
Organization Type <ul style="list-style-type: none"> • Municipal/City body • Nonprofit 	Municipal
Purpose/authority/mission <ul style="list-style-type: none"> • Designated duties/tasks 	<p>The Arts and Culture Commission of the City of West Linn promotes arts and culture as a vital element in the quality of life for all residents of and visitors to the City.</p> <p>The Arts and Culture Commission is committed to advancing equity and diversity. We strive to foster an atmosphere of inclusivity, creativity, and respect so all feel inspired to participate and express themselves and their identities. The Commission believes the variety of cultures in our region enriches our lives. We seek to create space for dialogue that includes and connects all members of our community.</p> <p>We provide recommendations to the council on arts expenditures, project selection, etc.</p> <p><i>Note from Bill after speaking with Commission Chair Carrie Gilbert – Their mission encompasses everything above but they are currently without resources.</i></p>
Number of members/directors <ul style="list-style-type: none"> • Set or Variable number 	All of the following details are still in draft form and not adopted by City Council.
Terms of office	
Term limits <ul style="list-style-type: none"> • Details 	
Residency requirement <ul style="list-style-type: none"> • for any members/directors 	
Membership type notes: <ul style="list-style-type: none"> • Voting members or ex-officio 	
Representation requirements <ul style="list-style-type: none"> • A&C discipline requirement 	

<ul style="list-style-type: none"> Any population with designated seat (e.g., youth) 	
Recruitment <ul style="list-style-type: none"> How members are selected How chair/vice-chair/officers are identified and selected 	
Appointment	
<ul style="list-style-type: none"> Who appoints and how 	Mayor with Council concurrence
<ul style="list-style-type: none"> Removal 	
<ul style="list-style-type: none"> Filling a vacancy 	
Grant-making program	
Awarding of grants	
Annual amount	
Code of ethics – conflicts-of-interest provision	
Meetings	
<ul style="list-style-type: none"> Frequency (number) of meetings each year 	The Arts and Culture Commission typically meets the first Wednesday of the month from 5:00pm-7:00pm in the West Linn Public Library Community Room.
<ul style="list-style-type: none"> Minimum number of meetings 	
Dissolution <ul style="list-style-type: none"> Triggers for dissolution? 	
Budget amount (annual)	Varies -- we're a relatively new group with no established expenditures to date.
<ul style="list-style-type: none"> Revenue source(s) and amount 	City has a 1.5% percent for the arts program...of certain city-sponsored project budgets to the general arts fund. The code can be found online. No other sources of revenue at this point.
Scope of A&C programming and operations	Working with library for future exhibits. Potential partnerships with local performance groups and the high school drama dept. Public art will likely be primary focus for coming year.

	Working with local history and cultural groups (planned events all currently on hold due to pandemic).
Primary City Departments engaged in A&C programming, events and facilities	Library Parks and Recreation
Department that A&C Board/Com/Org resides in	Administration/City Manager's Office Library Parks and Recreation We are a citizen's advisory group, providing input to the City Council, but not bound to a particular department. Our staff liaison is the City Library Director, so we do have a close relationship to the Library, as well as the Parks Department, since they oversee most of the potential locations for public art installations.
Department staff that support A&C Board/Com/Org	City Library Director Doug Erickson is the Council's liaison to City Council, and he connects them with library staff to help set up meetings.
CONTACT INFO	Carrie Gilbert, Chair West Linn Arts and Culture Commission 3260 Winkel Way West Linn OR 97068 cowboyboo@gmail.com 5034320102 Doug Erickson City of West Linn Library 1595 Burns St West Linn OR 97068 derickson@westlinnoregon.gov 5037426165
Webpage	https://westlinnoregon.gov/community/arts-and-culture-commission The following code pertains to the percent for art program. Section 2.200 speaks to PERCENT FOR ART PROGRAM ESTABLISHMENT. It references 2.075 and the Commission, but that is still draft and has not yet been adopted by City Council. https://www.codepublishing.com/OR/WestLinn/#!/WestLinn02.html%232.200
Notes	Percent for Art Guidelines are also included in the folder.

Implementation Plan for the City of Wilsonville Arts, Culture and Heritage Strategy (ACHS): *Formation of the Arts and Culture Commission*

By Mark Ottenad, Public and Government
Affairs Director / ACHS Project Manager

July 21, 2021



The City of Wilsonville seeks to advance the recommendations of the ACHS adopted by City Council in November 2020.

The core objective is to establish and seat an Arts and Culture Commission during FY 2021-22. The Commission would then provide feedback on advancing other ACHS Recommendations.

City Departments and Key Staff

Participation by the key departments is integral to advancing the Arts and Culture Commission:

- Administration Dept., which has led the ACHS effort to date as a City Council Goal:
 - Mark Ottenad, Public/Government Affairs Director, ACHS Project Manager
 - Zoe Mombert, Assistant to the City Manager
- Community Development Dept./Planning Div., which plans for the community's built environment, including overseeing the Town Center Plan that features public art:
 - Chris Neamtzu, Community Development Director
- Library, which hosts substantial cultural events and programs:
 - Steven Engelfried, Library Services Manager, Acting Library Director
 - Andi Erickson, Adult Program Coordinator
- Parks and Recreation Dept., which hosts cultural events and programs in City park facilities:
 - Kris Ammerman, Parks and Recreation Director
 - Brian Stevenson, Parks and Recreation Program Manager

Staff oversee implementation of this plan in conjunction with consultant that seeks to integrate a City Council-appointed Arts and Culture Commission into existing and potentially new City programs and activities supporting arts and culture for Library and Parks and Recreation.

Once empaneled, an Arts and Culture Commission would then work on the recommendations of the ACHS in terms of ranking priorities and making recommendations to City Council to advance an arts and cultural affairs program.

ACHS Recommendations

1. City adopts this cultural strategy and provides public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events.
2. City forms an Arts, Culture and Heritage Commission and provides supporting staffing resource.
3. Improve inter-governmental collaboration and coordination to advance arts, culture and heritage.
4. The City works with partners to advance an arts and cultural center/facility.
5. Develop a long-term, sustainable public-arts program.
6. Make cultural diversity and ethnic inclusivity a priority.
7. Provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity.

Priority Project: Strategic Issues to be Resolved in Forming the Arts and Culture Commission

To establish an Arts and Culture Commission as a City board, certain issues must be resolved:

- **Commission Bylaws:** the rules of commissioner appointment, terms of office, etc. including:
 - Mayor appoints and Council confirms
 - Staggered terms of office for appointment
 - Establish conflicts-of-interest provisions due to prospective grant-making capacity; address specifically how to handle Commission member organizations that may seek City grant funds
- **Commission Membership / Commissioner Qualifications:** a range of issues, including:
 - Number of commissioners? Set number or flexible number?
 - Residency requirement for all or some or members of the commission?
 - Arts/Culture disciplines required representation or suggested/recommended?
 - Is a City Council member to be named as Council liaison to the Commission as an ex-officio member?
- **Duties of the Commission:** essential tasks or charges for the Commission by Council:
 - Elect Chair/Vice-Chair at first meeting of new fiscal year
 - Incorporate ACHS Recommendations' specifics into resolution of creation or bylaws
 - Commission to conduct review of the City Tourism Grant Fund and Opportunity Grant Fund programs in conjunction with Parks and Recreation Advisory Board and Tourism Promotion Committee to evaluate and recommend to Council appropriate use, funding amount and body to award grant funds.
- **Department Staffing the Commission:** an organizational determination is needed by management for the appropriate department that is to oversee, staff and follow-through on assignments on behalf of the interdisciplinary Arts and Culture Commission and related programs and activities that engage primarily the Administration, Library and Parks and Recreation Departments, and to a lesser degree Community Development Department.
 - Determination of primary department in charge of Commission
 - Description of multi-departmental assignments that support or interact with Commission and related arts and culture programs, activities and events.

The ACHS Section D provides a summary overview of how 15 communities with arts and culture programs operate. Now, more detailed and specific information, such as commission bylaws, is needed that may serve as examples for the City of Wilsonville's pending new Arts and Culture Commission.

Steps to Establish the Arts and Culture Commission

- 1. Devise Implementation Plan (this document):** Create outline of specific tasks and goals with staff buy-in and City Manager approval for advancing formation of the Arts and Culture Commission during FY 2021-22.
- 2. Research and Compile Data and Documents:** Utilizing contacts and data developed during research and production of the ACHS and Internet-based searches, request and collect from other cities and designated cultural organizations:
 - a. arts and culture commission bylaws
 - b. resolutions of creation or MOU with nonprofit
 - c. corresponding city staff report to authorizing body (e.g., city council)
 - d. other relevant documents such as annual plans, roster of commission members, lists of priorities, projects and events, summaries of programs and activities, etc..
- 3. Review Key ACHS Content:** Reexamine initial ACHS findings, including *ACHS Section D, Governance and Operations of Arts, Culture and Heritage Programs and Facilities* and *ACHS Appendix K, Municipal Survey of Cultural Facilities and Programs*, to better understand city/community organizational context.
- 4. Synthesize Findings and Propose Recommendations:** Based on results of research, ACHS review and discussions with key personnel, develop initial draft proposal with possible options responsive to Priority Project: Strategic Issues to be Resolved in Forming Arts and Culture Commission:
 - a. Summary outline of proposal that describes the Arts and Culture Commission framework, including results from research
 - b. Draft Bylaws and Resolution of Commission formation
- 5. Seek Public Comment by ACHS Task Force and Community:** Engage the 42-member ACHS Task Force and publicize to local-area community for review and comment on the proposed summary outline and draft bylaws. Use an online survey open for at least 14 days.
- 6. Review Public Comments and Modify Proposal and Bylaws as Appropriate:** After close of the public-comment period, consider modifications to draft proposal and bylaws.
- 7. Conduct Work Session with City Council:** Prepare staff report and related exhibits including proposal and bylaws for review and discussion by Council. Promote revised proposal and bylaws to public and ACHS Task Force members for additional comment in conjunction with City Council review.
- 8. Schedule City Council Adoption of Resolution Forming Commission:** After review of Council and public comments, compose final staff report, proposal, bylaws and resolution of Commission formation, including appointment of Council liaison if called for.
- 9. Advertise Openings and Vet Commission Applicants:** City utilizes all standard public-outreach communications to advertise commission openings for at least a 21-day period. Staff review and screen applicants for consideration by Mayor and Council liaison if called for who may then interview those applicants desired.
- 10. City Council Meeting to Appoint Commission:** Under Mayor's Business at a City Council meeting, the Mayor appoints Commission members with confirmation by the Council.
- 11. Hold First Meeting of the Commission:** Convene first meeting of the Commission to elect a Chair and Vice Chair and conduct initial Commission business focused on developing a workplan for priority implementation of additional ACHS Recommendations.

Timeline to Advance the Wilsonville Arts and Culture Commission

The objective is to perform all of the work necessary to form and appoint the Arts and Culture Commission during FY 2021-22. The Timeline corresponds to the Steps above.

July 2021

1. Devise and complete Implementation Plan (this document).
2. Arrange Professional Services Agreement with Scope of Work for Consultant.

August-September 2021

3. Meet with community cultural organizations to discuss Implementation Plan, steps to advance an Arts and Culture Commission, and public engagement opportunities
4. Contact, research and compile other City's/Community's data and documents on Arts and Culture Commissions; tabulate results in comparative table.
5. Review key ACHS content, including *ACHS Section D* and *Appendix K*.

September 2021

6. Synthesize research findings and propose recommendations that address Priority Project goals that may include options for consideration.

October 2021

7. Seek public comment by ACHS Task Force and community
8. Review public comments and modify proposal and bylaws as appropriate

November 2021

9. Conduct City Council work session (presumably in-person) on components of proposed Arts and Culture Commission to gain Council feedback
10. Modify Arts & Culture Commission components as directed by City Council.

December 2021

11. Schedule City Council adoption of resolution forming Commission (presumably in-person)

January-February 2022

12. Advertise openings and vet Commission applicants
13. Schedule Council interviews with applicants

March 2022

14. City Council meeting to appoint members of Arts and Culture Commission

April 2022

15. Hold first meeting (presumably in-person) of the Commission; elect Chair and Vice Chair; outline components of workplan to prioritize components of implementing ACHS Recommendations, with City Council 2021-23 Goal of a community arts and cultural center as a primary focus

City of Wilsonville NEWS RELEASE

For Immediate Release

Oct. 26, 2021

CONTACT: Mark Ottenad, Public/Government Affairs Director
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Draft Proposal for Arts, Culture and Heritage Commission Open for Public Comment

WILSONVILLE, Ore. — The City of Wilsonville has released a draft proposal for forming an Arts, Culture and Heritage Commission and seeks public comment on the draft recommendations through Monday, Nov. 8, 2021, at www.ci.Wilsonville.or.us/ACHC.

Creating a proposed Arts, Culture and Heritage Commission is a City Council 2021-23 Goal and a key component of advancing the City of Wilsonville’s Arts, Culture and Heritage Strategy (ACHS) adopted by City Council in November 2020.

The proposed Arts, Culture and Heritage Commission would have primary responsibility to provide recommendations to City Council and various City departments on programs and activities relating to arts, culture and heritage. The Commission would be charged with overseeing implementation of the policies and programs of the ACHS recommendations, including developing a public-art program and advancing consideration of a community cultural arts center or facility.

The City Council is scheduled to consider the draft proposal and public comments at the Monday, Nov. 15, 5-7 pm, work session. Based on City Council direction, staff anticipate bringing a resolution to create the commission at the Dec. 20 City Council meeting.

Cultural community consultant Bill Flood was retained by the City to undertake additional fieldwork research that includes collecting data and conducting interviews with local governments and cultural nonprofits of 15 regional communities. Analysis of the research coupled with directions from the ACHS were synthesized to produce a draft proposal for how a City of Wilsonville Arts, Culture and Heritage Commission would be structured and the kinds of work programs to be utilized.

The ACHS was developed over a two-year period in conjunction with the largest advisory committee in the City’s history, the 42-member ACHS Task Force. The Task Force reviewed results of several surveys, including a cultural vision survey, cultural assets survey and municipal survey of 15 cities operating arts, culture and heritage programs and facilities. Additionally, three Task Force committees—Arts, Humanities/Literary Arts and Heritage/History—reviewed and

supplemented the cultural assets inventory, an extensive listing of the Wilsonville area's cultural attributes.

The ACHS provides findings and recommendations to the City Council for cultivating a sustainable, long-term plan that supports community aspirations for a vibrant cultural scene in Wilsonville. For more information, see ci.Wilsonville.or.us/ACHS.

- # # # -



Survey of Arts, Culture and Heritage Commission (ACHC) Draft Recommendations

The City of Wilsonville seeks public feedback until Monday, Nov. 8, on recommendations on issues for resolution of formation of the proposed Arts, Culture and Heritage Commission (ACHC) as documented in the Summary of 2021 Municipalities Research and Draft Recommendations, October 20, 2021.

Forming an Arts, Culture and Heritage Commission was called for by the Arts, Culture and Heritage Strategy (ACHS) adopted by the City Council in November 2020.

1. Do you agree with the recommendation to name the proposed commission as the Arts, Culture and Heritage Commission?

RECOMMENDATION: Per the 2020 ACHS, form a municipal Arts, Culture and Heritage Commission:

Most municipal bodies that oversee arts and cultural activities and events are named a "Commission" and often include "Arts" and "Culture" as part of the name.

To avoid confusion with the Wilsonville Arts & Cultural Council (WA&CC), recognize the importance of heritage and provide a direct tie to the guiding document ACHS, recommend to name the City of Wilsonville body as the Arts, Culture and Heritage Commission (ACHC).

Additionally, recommend that the current but inactive City Heritage Tree Committee be made a subcommittee of the Arts, Culture and Heritage Commission. Related, the bylaws would allow the Commission to form subcommittees that may focus on particular issue or topic.

Yes

No

Comment (please specify)

2. Do you agree with the recommended Purpose of the Arts, Culture and Heritage Commission?

RECOMMENDATION: Per the 2020 ACHS, use concepts and terms in the ACHS to describe the purpose or mission of the new Commission. The proposed Purpose below is modeled after the Tourism Promotion Committee bylaws. Note that the ACHS p. 47 recommended that the current Community Tourism Matching Grant Program be transferred from the Tourism Promotion Committee to the new Commission that better aligns the grant program with the actual usage. Proposed language follows:

“Purpose: The Arts, Culture and Heritage Commission has three primary purposes:

“A. The Commission oversees implementation of the Arts, Culture and Heritage Strategy (ACHS) and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for prioritizing and fulfilling recommendations of the ACHS to the City Council for approval.

“B. The Commission makes recommendations to the City Council to provide public-sector leadership and coordination to support arts, culture and heritage facilities, programs and events; to improve inter-governmental collaboration and coordination to advance arts, culture and heritage; to work with partners to advance an arts and cultural center/facility; to develop a long-term, sustainable public-arts program; to suggest ways to make cultural diversity and ethnic inclusivity a priority for cultural programs; to provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and to identify sustainable funding mechanisms to support arts, culture and heritage.

“C. The Commission makes recommendations to the City Council concerning the selection and disbursement funds of the former Community Tourism Matching Grant Program to a renamed Community Cultural Events Matching Grant Program that supports programs and events featuring arts, culture and heritage benefiting the community.”

NOTES on Purpose Recommendations:

Item A is designed to help keep the Commission focused on implementing the Council-adopted goals and objectives of the ACHS.

Item B provides an itemization of the actual Recommendations listed near verbatim in the ACHS.

Item C addresses the ACHS Recommendation p. 47 that the new Commission oversee administration of the current Community Tourism Matching Grant Program to the Commission as the Community Cultural Events Matching Grant Program. The recommendation is to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs. See also below item 11. Grant-making Programs.

Yes

No

Comment (please specify)

3. Do you agree with the recommendation for a 9-member Arts, Culture and Heritage Commission?

RECOMMENDATION: A 9-member Commission would provide for a 5-member quorum to conduct business, and while a somewhat large number of commission members by City board-and-commission standards (5-7 being the average number of members), this size of commission allows City Council to appoint members with a wide range of skills, background and interests, including non-residents who view Wilsonville as their "home" community.

Since this body will be a funding-recommendation body to the City Council, a majority of members would be required to be City residents (see Recommendation 7).

Do not recommend having members that are to represent constituencies such as particular arts discipline or other specific groups; rather encourage a diverse set of members who advocate for what is best for the community as a whole in a way that recognizes and honors diversity. Such a structure provides Mayor and City Council with maximum flexibility to appoint members whom the City's leadership believe can serve the community best.

Based upon the significant community interest in the ACHS process that resulted in the largest volunteer task force in City history with 42 members, the Commission likely will be popular to serve on. Allowing non-residents to serve further widens the pool of potential volunteers who may serve.

See Item 9. Commission Members Requirements/Qualifications below for additional considerations in recommending desired qualities of commissioners.

- Yes
- No
- Comment (please specify)

4. Do you agree with recommendation for 3-year terms of office for Commission members?

RECOMMENDATION: Terms of 3 years per commissioner, with the initial set of commission positions having staggered term lengths: 3 members with 1-year term, 3 members with 2-year terms, and 3 members with 3-year terms.

- Yes
- No
- Comment (please specify)

5. Do you agree with the recommendation for term limits of commission members to 2 consecutive 3-year-terms?

RECOMMENDATION: Term limits of 2 consecutive terms that would equate to 6 years of public service. A commissioner would need to wait 1 year prior to being appointed again to the Commission.

- Yes
- No
- Comment (please specify)

6. Do you agree with the recommendation for a minimum number of 5 residents required to be members of the Arts, Culture and Heritage Commission?

RECOMMENDATION: At least 5 of the 9 members of the commission shall reside inside the city limits. As a body that recommends the expenditure of City-collected taxpayer funds, a majority of city residents is recommended.

However, many area residents who may live (currently) outside of Wilsonville view Wilsonville as their “home” community for socializing, shopping, conducting business, etc. The community benefits when engaged and motivated supporters seek to improve arts, culture and heritage programming and events. Many of Wilsonville’s primary arts, culture and heritage supporters and organizers/producers live outside of Wilsonville; however, their time and talents benefit the Wilsonville community.

Note that the Planning Commission may have two nonresidents, and the Tourism Promotion Committee does not have a residency requirement; only a nexus with Wilsonville through residency or business affiliation.

- Yes
- No
- Comment (please specify)

7. Do you agree with the recommendation for certain ex-officio (non-voting) advisory positions on the Arts, Culture and Heritage Commission?

RECOMMENDATION: Similar to the Tourism Promotion Committee, recommend that a City Council member and a City Director or designee of each key City department be appointed to serve in an ex-officio fashion to advise the Commission. The City has found this kind of ex-officio structure has worked well for the somewhat new Tourism Promotion Committee to provide advice on what is realistic before the Council or capable of staff to produce.

The ACHS identifies 3 primary City departments engaged in arts, culture and heritage activities. The ACHS also recommends advancing a public-arts program that implies public installations of significant artworks. Thus, the implementation of a public-arts program that could require City planning activities and occupy public right-of-way provides for consideration of 2 additional City departments to be named as ex-officio members. In lieu of naming these 2 additional departments, City staff would seek advice from the relative department when needed.

Thus, the Commission would have 4 or 6 ex-officio members whose purpose is to advise the Commission:

Recommended:

- A City Councilor, appointed by the Mayor with Council confirmation
- City Manager or designee (Administration Dept.)
- Library Director or designee
- Parks and Recreation Director or designee

Additional Consideration:

- Community Development Director or designee
- Public Works Director or designee

Yes

No

Comment (please specify)

8. Do you agree with the recommendation for Arts, Culture and Heritage Commission members requirements or qualifications?

RECOMMENDATION: Based on experience from Hillsboro and Beaverton, seek to guarantee youth voices, a good spread across culture/arts/heritage stakeholders, and representatives from under-represented groups (people of color, perhaps lgbqt, etc.) that is in-line with Wilsonville's DEI direction/committee.

Recommend listing the kinds of qualities desired of Commission members. Suggest language similar to the following for the Commission by-laws:

“Commissioners shall be community members with knowledge and experience in arts, culture and heritage who participate in or support arts, culture or heritage activities, and includes artists, business professionals, youth, and those with experience relevant to the purpose of the Commission. Members are not appointed to represent specific constituencies, but to act on behalf of the entire community.”

- Yes
- No
- Comment (please specify)

9. Do you agree with the recommendation for Arts, Culture and Heritage Commission appointment process?

RECOMMENDATION: For Commission members' appointment, follow the standard City procedure of Mayor appoints commissioners and City Council confirms appointment. The Commission elects Chair and Vice Chair at the first meeting the fiscal year.

Commissioners are generally deemed to have effectively resigned from the Commission when missing three consecutive meetings without a prior-arranged excuse with the Chair or Vice-Chair. The Mayor may remove a Commission member with City Council concurrence.

- Yes
- No
- Comment (please specify)

10. Do you agree with the recommendation for Arts, Culture and Heritage Commission grant-making programs?

RECOMMENDATION: Above Item 3. Purpose/Authority/Mission and Duties/Tasks, recommended, based on ACHS Recommendation p. 47, that the new Commission oversee administration of the Community Tourism Matching Grant Program currently overseen by the Tourism Promotion Committee. The recommendation is to transfer oversight of the grant program from the Tourism Promotion Committee to the Commission and to rename as the Community Cultural Events Matching Grant Program to better align the name of the grant program and the actual purpose and usage, which historically has been to fund community cultural events and programs.

The Tourism Promotion Committee is fine with this recommendation since the committee's focus is marketing Wilsonville as a destination to visitors over 50 miles away (per Oregon law), rather than focusing on community events, which are one component of many attractions marketed to visitors. Thus, the Tourism Promotion Committee's primary attention is on the three-year-long tourism promotion and destination marketing agency contract.

The ACHS recommends that the 25-year-old Community Tourism Matching Grant Program be reexamined and updated as may be needed, including consideration of a potential increase in the amount of the grant fund that has remained constant since inception. This task would be left for the Commission to undertake as a priority ACHS recommendation to consider and advance to the City Council.

The ACHS also envisions a new public-art program of an undefined nature, but often includes acquisition of art for public display and support for performing arts.

The Commission Bylaws would need to provide for a conflict-of-interest provision that requires commissioners who may personally benefit or professionally benefit as a board member or staff member of a party applying for a grant to recuse that commissioner from voting on the grant application. However, this provision would not infringe on the rights of the commissioner to address aspects of the grant application to the Commission.

- Yes
- No
- Comment (please specify)

11. Do you agree with the recommendation regarding frequency of Arts, Culture and Heritage Commission meetings?

RECOMMENDATION: Rather than dictate a schedule or quantity of meetings for the Commission, the recommendation is to set a floor for the number of meetings to be held during the course of the fiscal year, similar to the Tourism Promotion Committee. Like the Tourism Promotion Committee members, the Commission may find that certain times of the year, such as the Thanksgiving-New Year's holidays period and eventful summer months, preclude the ability for members to meet. The Tourism Promotion Committee, which is to meet a minimum of 4 times per fiscal year (quarterly meetings), has on average conducted 5 meetings per fiscal year.

The recommendation is to use language such as (assuming 9 voting commission members):

"The Commission shall meet a minimum of four (4) meetings per fiscal year. A meeting of the Commission may be held without a quorum; however, a quorum of at least five (5) voting members is required in order for the Committee to vote on any matter."

- Yes
- No
- Comment (please specify)

12. Do you agree with the recommendation for annual budget and revenue sources?

RECOMMENDATION: The Commission is charged by the 2020 ACHS Recommendation 8. Improve and create sustainable funding mechanisms to support cultural activities, events and programs. ACHS pp. 64-67 lists a number of potential public and private sources of funds to support arts, culture and heritage activities that could be examined by the Commission. As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential funding sources and make a recommendation to City Council for consideration.

- Yes
- No
- Comment (please specify)

13. Do you agree with the recommended scope of arts and culture programming and operations for the Arts, Culture and Heritage Commission?

RECOMMENDATION: The Commission is charged by several 2020 ACHS recommendations to advise the City Council on arts and culture programming and operations:

Recommendation 3. Provide strategic assistance to Wilsonville cultural nonprofits in order to build organizational capacity.

Recommendation 5. Improve inter-governmental collaboration and coordination to advance arts, culture, and heritage.

Recommendation 6. Develop a long-term, sustainable public art program.

Recommendation 7. The City works with partners to advance an arts and cultural center/facility.

As indicated in proposed Purpose language above in Item 3. Purpose/Authority/Mission and Duties/Tasks, the Commission would examine potential arts and culture programming and operations options and make recommendations to City Council for consideration.

- Yes
- No
- Comment (please specify)

14. Do you agree with the recommendation for the department that the Arts, Culture and Heritage Commission resides in?

RECOMMENDATION: The 2020 ACHS Recommendation 4. City forms an Arts and Culture Commission and provides supporting staffing resource, p. 59, notes that Library, Parks and Recreation Department and the Administration Department could be the primary department overseeing arts and culture programming, events and facilities.

Given that the Parks and Recreation Advisory Board, Tourism Promotion Committee, Kitakata Sister City Advisory Board and the nonprofit Korean War Memorial Foundation of Oregon are all part of or affiliated with the Parks and Recreation Department, the recommendation is to house the Commission in the Parks and Recreation Department.

Most of the community's primary arts and cultural events occur in City parks and facilities, especially Town Center Park, that are operated by the Parks and Recreation Department. Additionally, the Parks and Recreation Department has overseen the Community Tourism Matching Grant Program (proposed to be modified as the Community Cultural Events Matching Grant Program) for the past 25 years, first under the supervision of the Parks and Recreation Advisory Board and later for the past 5 years by the Tourism Promotion Committee.

- Yes
- No
- Comment (please specify)

15. Do you support the recommendation for department staff that support the Arts, Culture and Heritage Commission?

RECOMMENDATION: The 2020 ACHS Recommendation 4. City forms an Arts and Culture Commission and provides supporting staffing resource, ACHS pp. 56-58, notes:

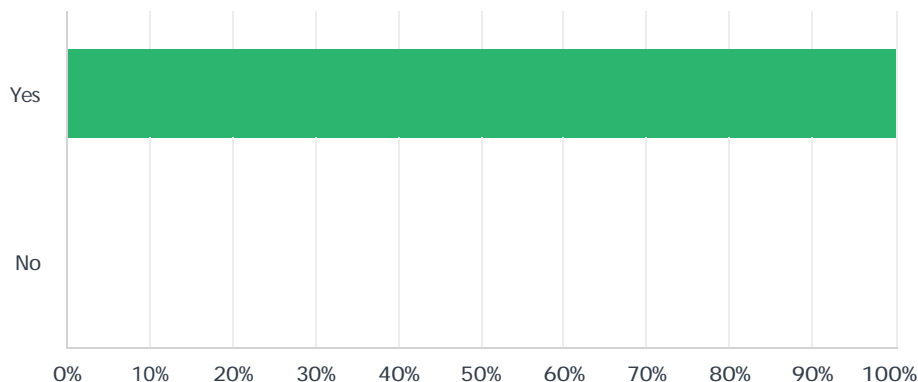
In order to propel the work of the Arts and Culture Commission, the City should consider creating a fulltime position that could also work with the City's Tourism Promotion Committee and program... A full-time staff person dedicated to tourism and cultural affairs would allow the City to develop greater expertise, networking connections and dedicated work product to advance an integrated tourism and cultural affairs program. Thus, the Tourism and Cultural Affairs Coordinator would staff both the Tourism Promotion Committee and the Arts and Culture Commission.

Thus, the recommendation is for existing staff of the Parks and Recreation Department to support the Commission with assistance from Library and Administration Department staff during the initial formation period. Additionally, recommend to consider budgeting for subsequent fiscal year for Tourism and Cultural Affairs Coordinator position in the Parks and Recreation Department, per ACHS Recommendation 4, to staff the Commission, Tourism Promotion Committee and Kitakata Sister City Advisory Board and work with the Korean War Memorial Foundation of Oregon.

- Yes
- No
- Comment (please specify)

Q1 Do you agree with the recommendation to name the proposed commission as the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

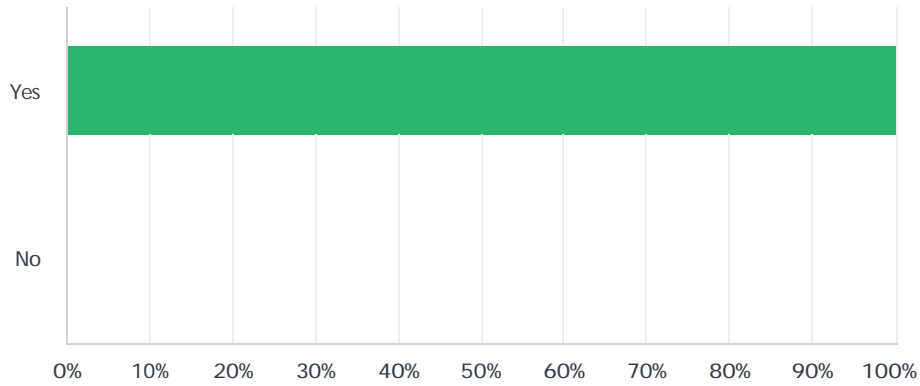


ANSWER CHOICES	RESPONSES
Yes	100.00% 15
No	0.00% 0
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Recognizing and celebrating the diverse cultures of our community is a positive step towards recognizing that the historically marginalized members of our community are equally valued and considered members of our community. Seasonal displays and events need to honor the culture and faiths of all of the community.	10/29/2021 10:17 AM

Q2 Do you agree with the recommended Purpose of the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

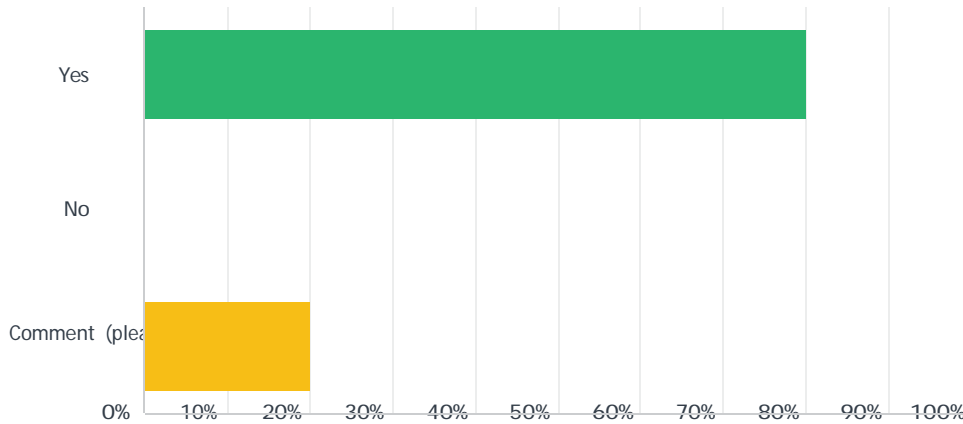


ANSWER CHOICES	RESPONSES	
Yes	100.00%	15
No	0.00%	0
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	I would prefer language that specified that immediate, if not necessarily permanent, actions should be taken to advance the place of, and recognition of, the Arts Cultural, and Heritage non profits already active in the city.	11/8/2021 11:50 AM

Q3 Do you agree with the recommendation for a 9-member Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

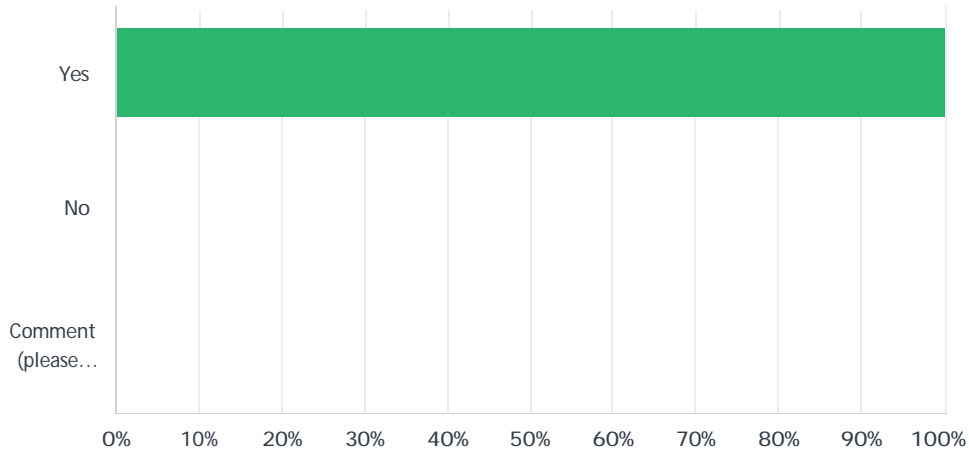


ANSWER CHOICES	RESPONSES	
Yes	80.00%	12
No	0.00%	0
Comment (please specify)	20.00%	3
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	I understand the interest in getting broad representation; however, I am concerned that stakeholders in the arts, culture and heritage communities in Wilsonville will continue to feel marginalized by a commission not representative of their efforts for the community.	11/8/2021 9:59 AM
2	I think 12 people will make it possible for more of the city's minority residents to participate and share their thoughts.	10/29/2021 4:30 PM
3	I support 9 members if that will include a diverse group of members, diverse in ethnicity, faith, and inclusive of other historically marginalized communities. Much of our community events, displays, etc. are centered around the traditions of one faith. For example, the city only has Christmas-themed displays around town in the winter. Why not for Diwali, Hanukkah, Eid al-Fitr, or Chinese New Year? If nine members are to be involved it should include those whose faith, customs, or culture are not traditionally recognized and celebrated by our city.	10/29/2021 10:17 AM

Q4 Do you agree with recommendation for 3-year terms of office for Commission members?

Answered: 15 Skipped: 0

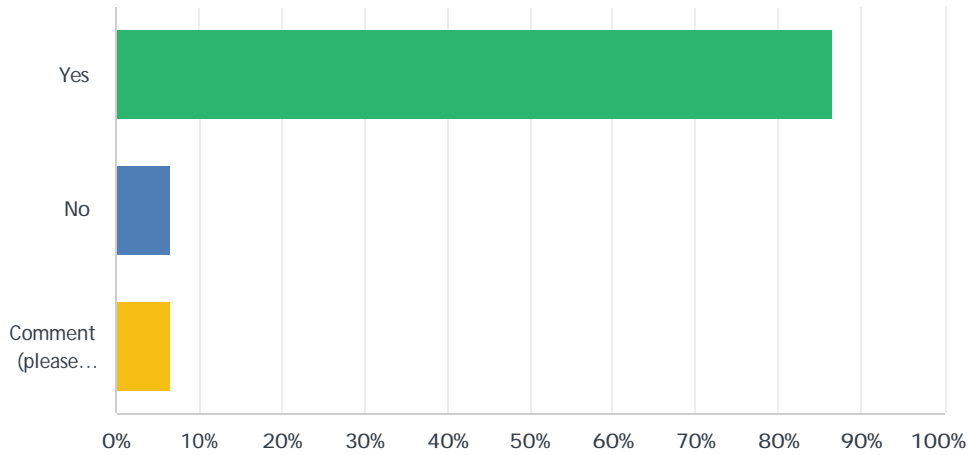


ANSWER CHOICES	RESPONSES
Yes	100.00% 15
No	0.00% 0
Comment (please specify)	0.00% 0
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
	There are no responses.	

Q5 Do you agree with the recommendation for term limits of commission members to 2 consecutive 3-year-terms?

Answered: 15 Skipped: 0

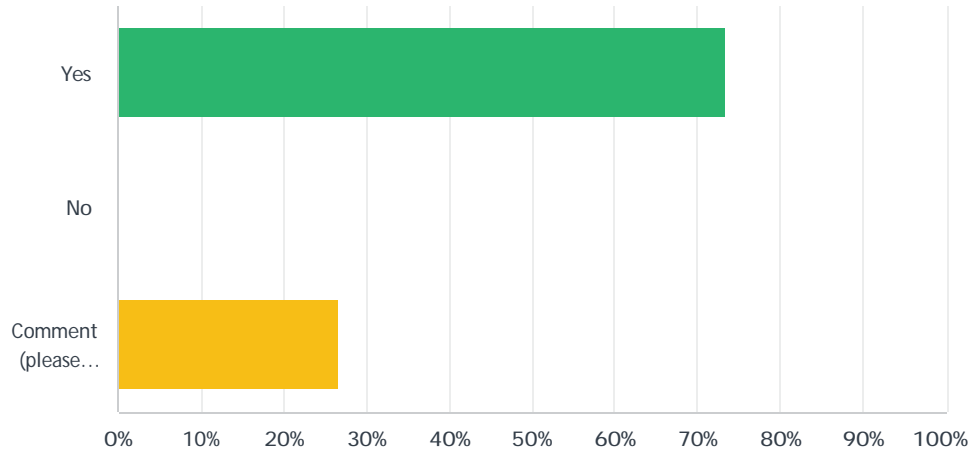


ANSWER CHOICES	RESPONSES
Yes	86.67% 13
No	6.67% 1
Comment (please specify)	6.67% 1
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	3 years with a one year break, then an opportunity for another term.	10/29/2021 4:30 PM

Q6 Do you agree with the recommendation for a minimum number of 5 residents required to be members of the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

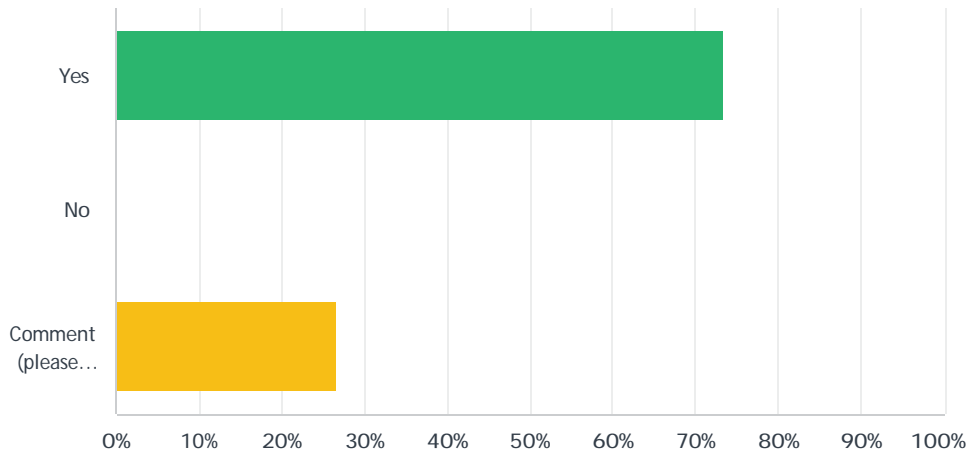


ANSWER CHOICES	RESPONSES
Yes	73.33% 11
No	0.00% 0
Comment (please specify)	26.67% 4
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	The proportion of residents seems somewhat small to me. I would prefer a requirement that 6 or 7 of the nine be residents.	11/8/2021 9:59 AM
2	The number of city residents should not be limited.	10/29/2021 4:30 PM
3	I understand the premise. I still feel unsure. I think for our community to have buy-in on expanding events supporting diverse cultural and diverse heritage, the voices making those recommendations should be our neighbors. It would really depend on what value-add the non-Wilsonville members would bring to the table. I would just want to be assured that outside members are committed to the goals of diversity and inclusion.	10/29/2021 10:17 AM
4	I believe it should be 6 members being wilsonville residents	10/27/2021 3:05 PM

Q7 Do you agree with the recommendation for certain ex-officio (non-voting) advisory positions on the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

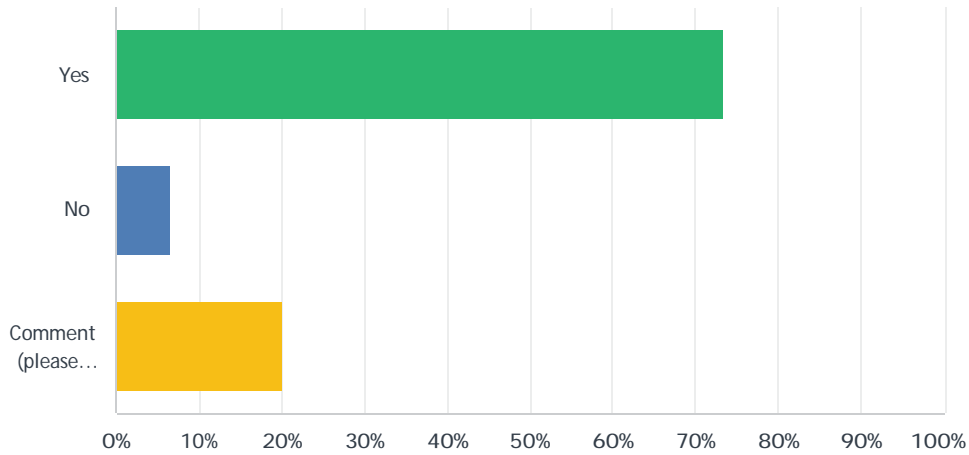


ANSWER CHOICES	RESPONSES
Yes	73.33% 11
No	0.00% 0
Comment (please specify)	26.67% 4
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Since 5 ACHS members will represent a quorum, the larger group of 4 or 6 ex-officio members, whose purpose is to advise the Commission, could cause future ACHS discussions to be directed by City staff. Is that issue being considered?	11/8/2021 11:05 AM
2	Consider also a Clackamas county level (i.e. Arts Alliance, etc) as also a possible designee	11/3/2021 12:47 PM
3	City officials must not <u>out number</u> the number of residents on the commission.	10/29/2021 4:30 PM
4	<u>it</u> seems a little overkill to have so many ex-officio members. It seems that more could be on an as needed basis. These people have lives too.	10/27/2021 3:05 PM

Q8 Do you agree with the recommendation for Arts, Culture and Heritage Commission members requirements or qualifications?

Answered: 15 Skipped: 0

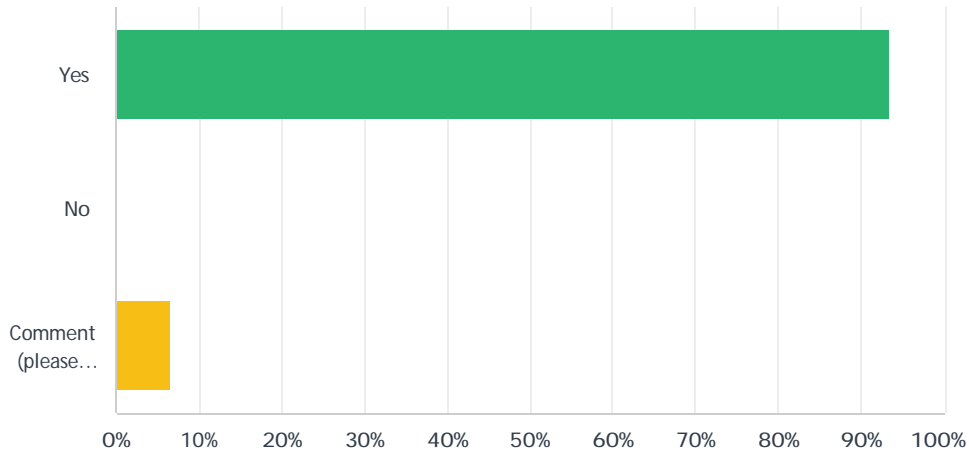


ANSWER CHOICES	RESPONSES	
Yes	73.33%	11
No	6.67%	1
Comment (please specify)	20.00%	3
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	This feels like this is set up to exclude citizens from participating. The common citizen needs to be included.	10/29/2021 4:30 PM
2	I would add that including those of diverse faiths is also important for DEI.	10/29/2021 10:17 AM
3	ok with desired but not required	10/27/2021 3:05 PM

Q9 Do you agree with the recommendation for Arts, Culture and Heritage Commission appointment process?

Answered: 15 Skipped: 0

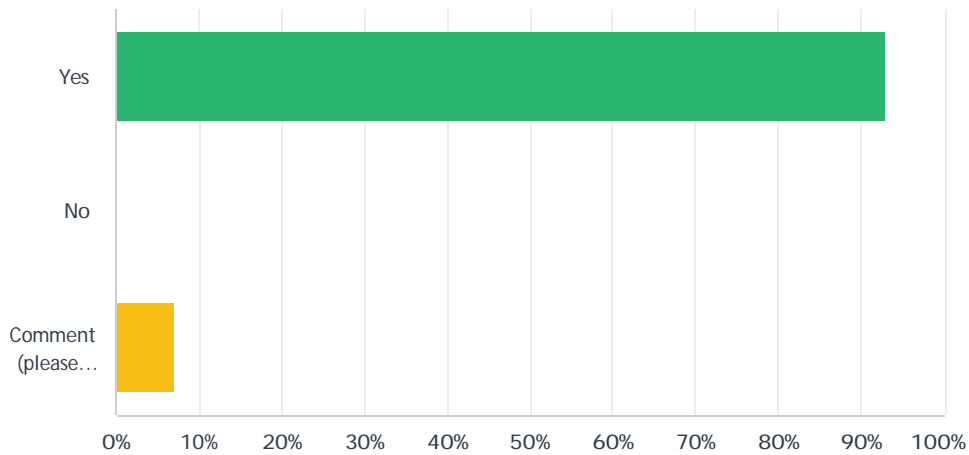


ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	0.00%	0
Comment (please specify)	6.67%	1
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Unsure.	10/29/2021 4:30 PM

Q10 Do you agree with the recommendation for Arts, Culture and Heritage Commission grant-making programs?

Answered: 14 Skipped: 1

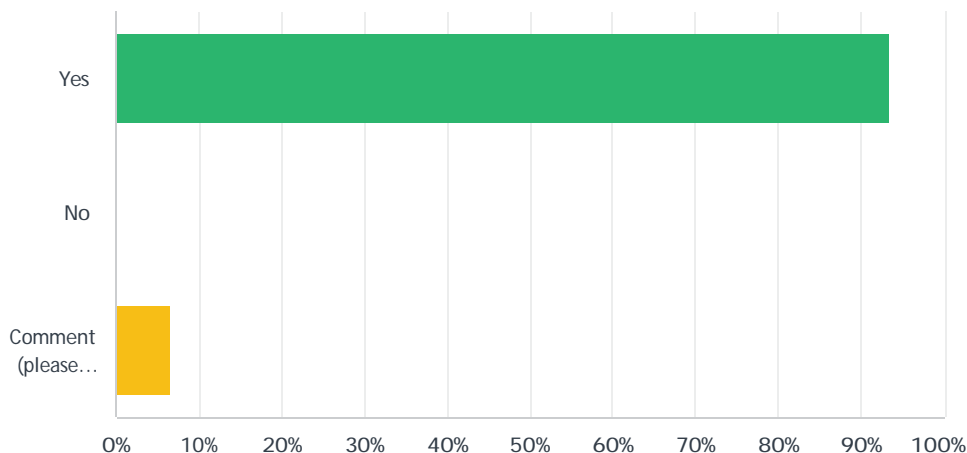


ANSWER CHOICES	RESPONSES
Yes	92.86% 13
No	0.00% 0
Comment (please specify)	7.14% 1
TOTAL	14

#	COMMENT (PLEASE SPECIFY)	DATE
1	I would just want to make sure that any sister-city programs are not negatively impacted by this change.	10/29/2021 10:17 AM

Q11 Do you agree with the recommendation regarding frequency of Arts, Culture and Heritage Commission meetings?

Answered: 15 Skipped: 0

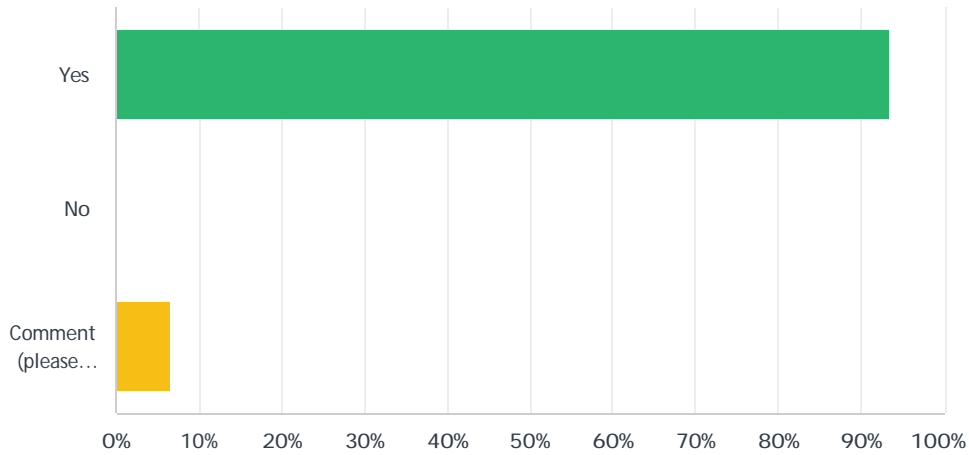


ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	0.00%	0
Comment (please specify)	6.67%	1
TOTAL		15

1 Please take a look at this calendar, it would be a good source for planning purposes in terms of understanding how a committee or organization can take into account the holidays of a diverse community in its planning of meetings and events. <https://www.apsva.us/wp-content/uploads/2021/07/2021-2022-Holiday-Calendar.pdf> 10/29/2021 10:17 AM

Q12 Do you agree with the recommendation for annual budget and revenue sources?

Answered: 15 Skipped: 0

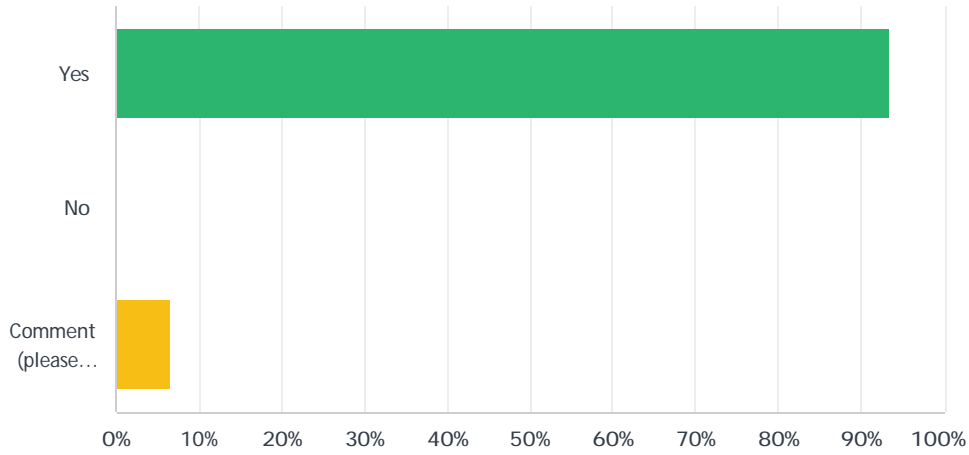


ANSWER CHOICES	RESPONSES	
Yes	93.33%	14
No	0.00%	0
Comment (please specify)	6.67%	1
TOTAL		15

#	COMMENT (PLEASE SPECIFY)	DATE
1	This is an important issue, since the newly formed Commission members may be driven more by City level mission objectives rather than that of an independent ACHS.	11/8/2021 11:05 AM

Q13 Do you agree with the recommended scope of arts and culture programming and operations for the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0

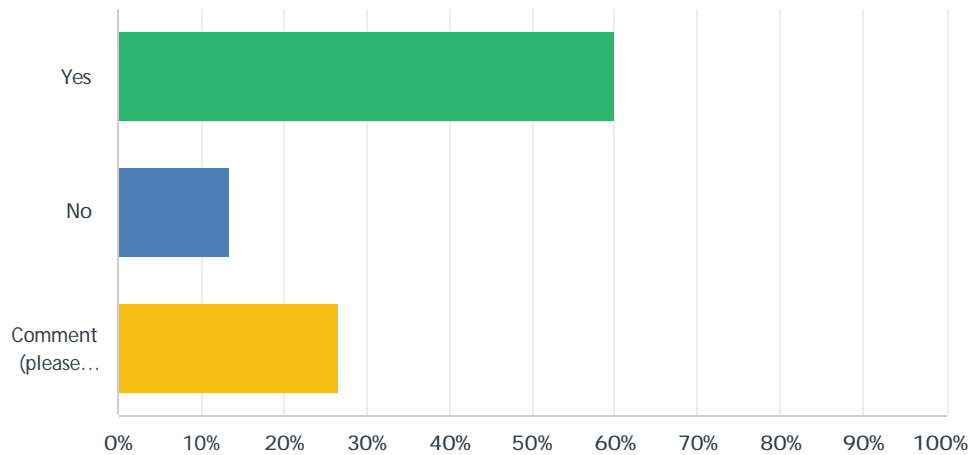


ANSWER CHOICES	RESPONSES
Yes	93.33% 14
No	0.00% 0
Comment (please specify)	6.67% 1
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	6 is not a recommendation to city council	10/27/2021 3:05 PM

Q14 Do you agree with the recommendation for the department that the Arts, Culture and Heritage Commission resides in?

Answered: 15 Skipped: 0

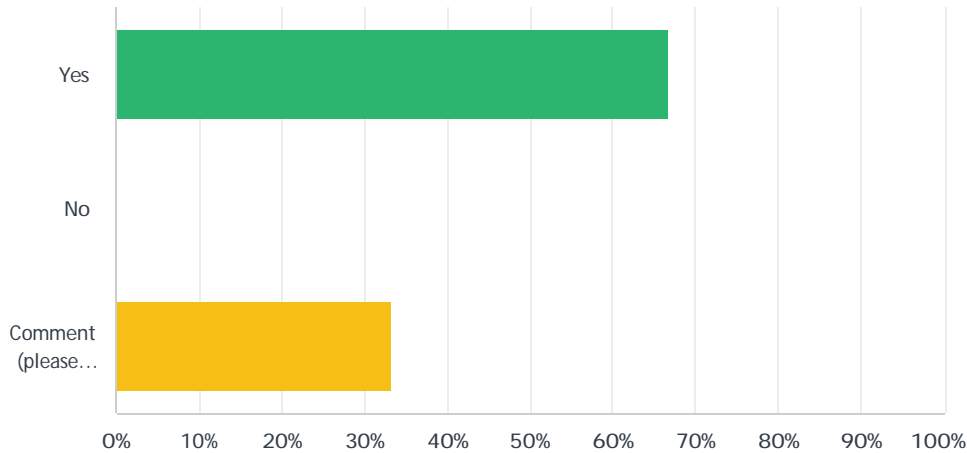


ANSWER CHOICES	RESPONSES
Yes	60.00% 9
No	13.33% 2
Comment (please specify)	26.67% 4
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Parks & Rec is a very good option, but the Library is perhaps a better option. The library staff has a closer relationship with cultural non-profits like the Boones Ferry Historical Society, and Wilsonville Stage, has expertise in and works daily with vital cultural mediums (literature especially, but also film, music, and more), employs published authors, displays both permanent and rotating artwork exhibitions, is experienced in navigating sensitive subjects (censorship, for example), and in normal times functions as a popular venue for both meetings and performances.	11/8/2021 10:43 AM
2	I believe the Library board would be a better fit as they are already involved with heritage projects and have a rotating artist exhibit	11/8/2021 10:39 AM
3	[survey will not allow both a yes/no response as well as comment, so my answer is a qualified "No"] Parks and Recreation is a very good option, but the Library is perhaps a better one. The library staff has a closer relationship with cultural non-profits like the Boones Ferry Historical Society, and Wilsonville Stage, has expertise in and works daily with vital cultural mediums (literature especially, but also film, music, and more), employs published authors, displays both permanent and rotating artwork exhibitions, is educated and experienced in navigating sensitive subjects (censorship, for example), and in normal times functions as a venue for both meetings and performances.	11/8/2021 1:00 AM
4	Yes but believe there should be a review of the skill mix and experience with ACH matters with the current and future P&R Board to effectively manage/advise this activity. Also question <u>if</u> the role of the P&R Board is advisory, what is the decision power of the commission?	11/3/2021 12:47 PM

Q15 Do you support the recommendation for department staff that support the Arts, Culture and Heritage Commission?

Answered: 15 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	66.67% 10
No	0.00% 0
Comment (please specify)	33.33% 5
TOTAL	15

#	COMMENT (PLEASE SPECIFY)	DATE
1	Once again, I believe the Library board is a better fit for Arts, Culture and Heritage.	11/8/2021 10:39 AM
2	Keeping library staff I believe is essential	11/8/2021 10:11 AM
3	I agree for the most part. My one concern is that I think ACHC should be under the Library.	11/8/2021 9:59 AM
4	Yes, create the position, but under the Library instead of Parks & Rec. Similar to above response, while Parks & Rec is a very good option, the Library may be a better option. Also, it is not clear here how exactly a staff person would be directed to prioritize between Tourism and Cultural Affairs goals. There is obviously an overlap between the two areas, but they seem to be serving two different audiences: residents vs. non-residents. While Cultural Affairs is clearly focusing on enhancing local culture (which will in turn naturally make the city more attractive as a tourism destination), it is easy to imagine efforts focused on Tourism directing more resources towards marketing than to underlying cultural substance. It might work out, but it might also be problematic. What makes it necessary to tie these two different focuses together right now?	11/8/2021 1:00 AM
5	I would support additional funding for a full-time staff person if the Commission truly seeks to promote diversity and inclusion in its cultural and heritage-related planning and events.	10/29/2021 10:17 AM