



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: January 23, 2025		Subject: City Council Members' Assignments to City Boards and Intergovernmental Committees	
		Staff Member: Mark Ottenad, Public/Government Affairs Director	
		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 type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: City Council can confirm appointments discussed during work session with a vote during the course of Mayors Business Report agenda item for the subsequent City Council meeting.	
Staff Recommendation: Staff recommend Council confirms Council members appointments.			
Recommended Language for Motion: I move to confirm the slate of City Council appointments to City Boards/Committees and to Intergovernmental Bodies as read by the Mayor.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

The City Council appoints Council members to act as:

1. The primary representative and/or secondary alternate representative to represent the City of at various regional intergovernmental bodies; and
2. City Council liaison or representatives to City committees and commissions.

EXECUTIVE SUMMARY:

The City Council has a total of 16 to 19 positions to fill for Council members acting as City representative or alternate or liaison to external (regional/state) or internal (committees/commissions):

- **A minimum of 12 positions of primary representative or secondary alternate are needed for 6 regional/state intergovernmental bodies or associations—these positions require an elected official to be the representative or alternate:**
 1. Clackamas County Coordinating Committee (C4) – 2 positions
 2. C4 Metro Subcommittee – 2 positions
 3. Washington County Coordinating Committee (WCCC) – 2 positions
 4. Willamette Intake Facilities (WIF) Commission – 2 positions
 5. Regional Water Providers Consortium – 2 positions
 6. French Prairie Forum Local Governments Working Group – 2 positions
- **The City Council has over the past couple of years or traditionally filled 15 total positions that also includes 3 committees and organizations—these positions may be filled by an elected official or a staff member:**
 7. Aurora State Airport Master Plan Planning Advisory Committee (PAC) – 1 position (only one scheduled meeting in February 2025)
 8. Greater Portland Inc (GPI) Small Cities Consortium (SCC) – 1 position
 9. Willamette Falls & Landings Heritage Area Coalition (WFLHAC) – 1 position
- **A total of 4 positions are needed for local/city liaisons or representatives to 3 City boards and commissions—these positions require a City Council member:**
 1. Arts, Culture, and Heritage Commission – 1 position (liaison)
 2. Tourism Promotion Committee – 1 position (liaison)
 3. Wilsonville-Metro Community Enhancement Committee – 2 positions (voting members)
- **The Mayor, by virtue of the office held, is a member or an ex-officio board director of 3 organizations/associations:**
 1. Korean War Memorial Foundation of Oregon (KWMFO)
 2. Metropolitan Mayors Consortium (MMC)
 3. Oregon Mayors Association (OMA)
 4. Clackamas County Chair-Mayors meeting, held monthly
 5. Washington County Chair-Mayors meeting, held monthly

Thus, the City of Wilsonville is represented by City Council members on various public-sector, intergovernmental boards and committees throughout the region. Most of these bodies require

an elected official of the City Council to be appointed as the primary representative and the alternate representative for the City of Wilsonville.

Region-wide, many of these assignments to external leadership bodies are filled for a one- or two-year period at the start of an odd-numbered calendar year after a general election that results in a new city council/commission taking office. Traditionally, a Wilsonville City Council appointee to any of these boards and committees has remained in a given position for a one- or two-year period; however, Council members schedules may change, and Council may redesignate their representatives/alternates at any time.

Members of the City Council, most notably the Mayor by virtue of the position of the office, may serve on boards of nonprofit organizations or associations of mayors or other elected officials. Most frequently these positions of volunteer service on nonprofit boards or committees are *not* appointed by City Council; rather, the Council member is appointed by the association or organization or joins the nonprofit as a member.

The City is a member of a number of organizations or associations for which any City Council member may participate; however, the City does not have a designated position or seat on these organizations boards of directors, including:

- Clackamas Cities Assn. (CCA)
- Clackamas County Business Alliance (CCBA)
- League of Oregon Cities (LOC)
- Oregon Economic Development Assn. (OEDA)
- Westside Economic Alliance (WEA)
- Wilsonville Area Chamber of Commerce (WACC)
- Wilsonville Community Seniors, Inc. (WCSI)
- Wilsonville Friends of the Library
- Wilsonville Public Library Foundation

Due to Wilsonville's location—within the Metro Urban Growth Boundary (UGB) in two metro-area counties along I-5 and the Willamette River at the foot of the North Willamette Valley as a major 'employment-center' city operating a federally-chartered FTA urban-area transit system—and strategic interests in economic development, land-use and transportation issues, the City is engaged in a host of regional and statewide intergovernmental organizations and business associations.

In order for a City Council member to become a member of Metro's Joint Policy Committee on Advisory Committee on Transportation (JPACT) or Metropolitan Planning Advisory Committee (MPAC), the Council member must be nominated and approved by the Clackamas County Coordinating Committee (C4) acting on a recommendation from the C4 Metro Subcommittee. JPACT makes transportation policies and federal funding decisions for the Metropolitan Planning Organization (MPO) Transportation Management Area (TMA) in conjunction with the Metro Council. MPAC makes state/regional land-use recommendations, including UGB expansions, to

the Metro Council. Former Mayor Tim Knapp served for two years as the Other Cities (read “small”) of Clackamas County on MPAC and then two years as alternate and six years as the Cities of Clackamas County representative to JPACT.

EXPECTED RESULTS:

The City Council discusses and assigns Council members to the various open slots or positions.

TIMELINE:

Acting at the start of the new City Council provides for timely Council representation to various leadership bodies.

CURRENT YEAR BUDGET IMPACTS:

No budget impacts for assigning City Council members to external or internal boards, committees, commissions, associations and organizations.

COMMUNITY INVOLVEMENT PROCESS:

Each of these Council member assignments has gone through extensive public process to create the position that Council is filling.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Wilsonville community benefits from an active and engaged City Council in both local and regional affairs.

ALTERNATIVES:

The City Council could opt to not participate in any number of potential assignments.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Overview of Wilsonville City Council Liaison Leadership Roles:
Local/City and Regional/State Boards/Committees and Associations/Organizations
This document provides an overview on one sheet of all key City/Local and State/Regional bodies for potential Council participation.
- B. 2023-2024 & 2025-2026 Wilsonville City Council Representatives to Regional/State Intergovernmental Bodies
This document is a ‘fill-in-the-blanks’ worksheet for City Council assignments to regional bodies.
- C. 2023-2024 & 2025-2026 Wilsonville City Council Representatives / Liaisons to City Bodies (Committee/Commission)
This document is a ‘fill-in-the-blanks’ worksheet for City Council assignments to City bodies.
- D. 2021-22 & 2023-24 Wilsonville City Council Representatives to Regional/State Intergovernmental Bodies

A listing of who served when on each body.

- E. 2021-2022 & 2023-2024 Wilsonville City Council Representatives / Liaisons to City Bodies (Committee/Commission)

A listing of who served when on each body.

- F. Summary of Regional/State Intergovernmental Leadership Bodies and Local/City Boards for Council Participation

This document provides more details on each body for potential City Council members participation.

- G. Frequently Referenced Acronyms and Short-forms: A List of Common Abbreviations