

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

12/2022

A. Regional and State Intergovernmental Bodies for City Council Appointment

Intergovernmental organizations that require a City Council member to be primary representative and/or alternate

1. Aurora State Airport Master Plan Planning Advisory Com. (PAC)

The Oregon Department of Aviation (ODAV) is conducting a Master Planning process for the Aurora State Airport that commenced in 2021 and is expected to be completed in 2023. ODAV has formed a Planning Advisory Committee whose “Members will provide input at key decision points in an advisory level; as a sounding board. No recommendations will be made by the committee.”

After the City and others complained about loop-sided composition of the PAC that did not include local-area citizen interests, ODAV enlarged the PAC, but still maintained a majority of private interests seeking public funds for airport expansion, resulting in a ‘stacked PAC’:

59% (19 members): Pro-Airport Development

22% (7 members): Pro-Public Process

19% (6 members): State agencies/tribes/unknown position

The PAC meets periodically, generally once every few months 2nd or 3rd Tuesday, 3 – 5 pm, via zoom; however, in-person meetings have been discussed.

The local government jurisdictions have placed an elected official as their primary rep to the PAC, and have staff person serve as alternate. During 2021 – 2022, City Councilor Lehan was the City’s primary rep and Community Development Director served as alternate.

2. Clackamas County Coordinating Committee (“C4”)

The Clackamas County Coordinating Committee (“C4”) meets monthly on the first Thursday of the month, 6:45-8:30 pm, via zoom (traditionally in Oregon City) and is composed of all the cities (Metro jurisdiction cities of Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville; and the non-Metro/rural cities of Barlow, Canby, Estacada, Molalla and Sandy) and the County of Clackamas County, along with representatives of special districts and hamlet/villages; representatives from Metro, urban and rural transit agencies and the Port of Portland are ex-officio members.

C4 focuses on land-use (including housing) and transportation issues, and makes formal recommendations to the County Commission, Metro, ODOT and other state or federal agencies as is appropriate. C4, which is advised by a staff-level technical advisory committee known as “CTAC,” reviews and makes recommendations on land-use and transportation matters.

Note that holidays, including City Council rescheduled meeting dates, may impact Council members’ ability to participate. C4 bylaws require that city reps and alternates be elected officials. Mayor Fitzgerald has served as the City’s rep and City Councilor Linville as the alternate to C4. The Public and Government Affairs Director, with assistance of Community Development Director and Transit Director, supports City Council members.

2. Clackamas County Coordinating Committee Metro Subcommittee (“C4 Metro Subcom”)

The Clackamas County Coordinating Committee Metro Subcommittee (“C4 Metro Subcom”) meets monthly on the second or third Wednesday, 7:30-9 am, via zoom (traditionally in Oregon City).

The C4 Metro Subcommittee and is a committee of C4 composed of the county and nine Clackamas County cities located with Metro’s UGB jurisdiction— Gladstone, Happy Valley, Johnson City, Lake Oswego, Milwaukie, Oregon City, Rivergrove, Tualatin, West Linn and Wilsonville, and the County’s citizen MPAC rep. The meeting occurs just before the monthly Metro JPACT meeting that occurs on the third Thursday of the month.

The C4 Metro Subcommittee reviews and makes recommendations to Metro via C4 for transportation projects and policy (through the Joint Policy Advisory Committee on Transportation (JPACT)) and land-use matters (through the Metropolitan Advisory Policy Committee (MPAC)), and assists in appointing the cities’ representatives to JPACT and MPAC Other (Small) Cities reps and to the staff-level advisory committees, Transportation Policy Alternatives Committee (TPAC) and Metropolitan Technical Advisory Committee (MTAC). Pursuant to JPACT Bylaws, the City of Wilsonville and SMART are represented at JPACT by the Cities of Clackamas County position.

Previously in 2014 the Metro Cities of C4 Metro Subcommittee elected Mayor Knapp to be the representative of the Cities of Clackamas County to JPACT, and previously in 2010 as the Other (Small) Cities of Clackamas County rep to the Urban/Rural Reserves Steering Committee and later in 2012 as the Other (Small) Cities of Clackamas County rep to MPAC.

C4 bylaws require that city reps and alternates be elected officials. City Councilor Linville has served as the City's rep and Mayor Fitzgerald as the alternate to C4 Metro Subcom. The Public and Government Affairs Director, with assistance of Community Development Director and Transit Director, supports City Council members.

3. Washington County Coordinating Committee (“WCCC”)

The Washington County Coordinating Committee (“WCCC”) meets monthly generally on the second or third Monday, 12-2:00 pm, via zoom (traditionally in Beaverton) and is composed of representatives of all the cities (cities of Banks, Beaverton, Cornelius, Durham, Forest Grove, Gaston, King City, Hillsboro, North Plains, Tigard, Tualatin, Sherwood and Wilsonville) and the county of Washington County; Tri-Met, Port of Portland and Metro representatives attend as ex-officio members.

The WCCC, which is advised by a county-cities staff-level technical advisory committee, Transportation Advisory Committee (WCCC TAC), reviews and makes recommendations on land-use and transportation matters and funding proposals to the Board of County Commissioners for Major Streets Transportation Improvement Program (MSTIP) transportation projects and to Metro for transportation projects, and appoints the cities' representatives to JPACT. While Wilsonville may vote on most WCCC matters, the City does not vote on JPACT or MPAC positions since the City's position is assigned to Clackamas County pursuant to Metro JPACT Bylaws.

WCCC bylaws require that the city's rep and alternate be elected officials. Mayor Fitzgerald has served as City rep and Council President Akervall as the alternate. The Public and Government Affairs Director, with assistance of Community Development Director and Transit Director, supports City Council members.

4. Willamette Intake Facilities (WIF) Commission Board

The Willamette Intake Facilities (WIF) Commission Board is an inter-governmental policy body that meets quarterly, 6:00-7:30 pm, on the last Monday of January, April, July and October, via Zoom (traditionally in Beaverton) to manage the business affairs of the WIF Commission on issues pertaining to the Willamette River Water Treatment Plants Intake Facility. The WIF Commission is a partnership formed under ORS Chapter 190 between the Tualatin Valley Water District (TVWD) and the cities of Wilsonville, Sherwood, Hillsboro, Tigard and Beaverton.

The WIF Commission is responsible for oversight of the management and operation of the Willamette Intake Facilities in a prudent, economic and efficient manner to:

- Provide water to the existing Willamette River Water Treatment Plant (in Wilsonville) and the planned Willamette Water Supply System Water Treatment Plant (in Sherwood).
- Support their commitment to watershed planning and management and preserve and protect the parties' water rights.
- Support the functioning of the Intake Facilities as the foundation of water systems.

The City's elected officials serve as City reps to the WIF Commission; City Council President Akervall has been the City rep and Has been elected to serve as president of the WIF during 2023. TVWD staff support the work of the WIF Commission. The Public Works Director supports City Council members.

5. Regional Water Providers Consortium Board

The Regional Water Providers Consortium Board was established through the Regional Water Providers Consortium Intergovernmental Agreement (IGA). Board members meet tri-annually on the first Wednesdays, 6:30–8:30 pm, of February, June and October, via Zoom (traditionally in Portland) and represent the governing board, commission or council of their participant agency. A total of 25 municipal and water districts participate in the Regional Water Providers Consortium Board.

Formed in 1997, the Consortium focuses on issues pertaining to the metro region's domestic water supply through conservation, emergency preparedness planning and water supply coordination. The Consortium coordinates the implementation and revision of the Regional Water Supply Plan, provides a forum for study and discussion of water supply issues, and communicates adopted policy and strategies to the public, agencies and stakeholder groups.

The City of Wilsonville withdrew in 2016 from the Consortium on the advice of the Council rep to the Board. The City Council reconsidered four years later and decided to rejoin the Consortium in 2020.

While a staff member may represent the City, the Board prefers elected officials to be their members' rep. Council President Akervall served as primary City rep. The Public Works Director and/or Public Works Operations Manager support the City Council member rep.

6. League of Oregon Cities (LOC) and Oregon Mayors Association (OMA)

Created in 1925 through an intergovernmental agreement of incorporated cities, the League of Oregon Cities (LOC) is essentially an extended department of all 241 Oregon cities. LOC supports city leaders and state legislators in building a strong Oregon by connecting with all Oregon cities, sharing vital information and advocating on their behalf.

LOC holds training sessions for cities' elected officials and staff, surveys cities and produces reports, and lobbies the state legislature and agencies on behalf of cities. LOC holds a large annual conference and trade show that is a centerpiece of the organization's events. LOC has tended to shy away from issues when two or more cities are in conflict.

LOC administers the Oregon Mayors Association (OMA), an affiliate organization of all of Oregon's mayors. OMA's mission is to convene, network, train, and empower mayors. Recently the OMA Taskforce on Homelessness made headlines by proposing a substantial state investment with cities to reduce homelessness.

Most often but not always, a city's mayor serves as the City rep to LOC. Mayor Fitzgerald has served as City rep to LOC and OMA, with support from the City Manager, Assistant to the City Manager, and Public/Government Affairs Director.

7. French Prairie Forum Local Governments Working Group

The French Prairie Forum is an informal monthly meeting held 10 times per year on the third Wednesday of the month via zoom (traditionally held at the OSU North Willamette Research and Extension Center (NWREC) near Aurora); meetings are not held in August or December.

The French Prairie Forum is organized and coordinated by Greg Leo, public affairs consultant to the City of Wilsonville, for over 20 years. The French Prairie Forum is composed of representatives of the North Willamette Valley cities of Aurora, Canby, Donald, Gervais, Hubbard, Wilsonville and Woodburn; counties of Clackamas and Marion; Sheriff's Offices of Clackamas and Marion Counties; and the Aurora Rural Fire Protection District.

Topics of discussion are wide ranging and include land-use, transportation and transit, governance issues, economic development, agricultural and tourism promotion and more. Guests include local state legislators, ODOT Region 1 and 2 officials, staff of the Department of Agriculture and Land Conservation and Development (LCDC) and others.

This group is not a formally chartered body and makes no formal recommendations. City Councilor Linville has been City's rep and City Councilor Lehan as the alternate; Mayor Fitzgerald has also attended meetings. The Public and Government Affairs Director, Community Development Director, Transit Director and Public Affairs Consultant support City Council members.

8. Greater Portland, Inc., Small Cities Consortium (GPI SCC)

The Greater Portland, Inc., Small Cities Consortium (GPI SCC) is a monthly meeting, generally on the fourth Thursday of the month held via Zoom (traditionally held in Tualatin) of the 15 metro-area smaller cities that are members of the regional economic development association that is focused primarily on business recruitment efforts.

By virtue of the City's membership in GPI, the City has a seat on the SCC that elects an SCC member to the GPI Board of Directors. City staff also participate in GPI through monthly and special meetings of the Economic Development Professionals committee that is composed of government and business-association staff involved in economic-development matters. GPI sponsors special events and periodically tours of local traded-sector, export-oriented businesses.

Succeeding retiring Tualatin Mayor Ogden, former Mayor Knapp was elected by the small cities as the 2019 and 2020 SCC representative to the GPI board of directors. Mayor Fitzgerald is the City's primary rep, and no alternate was appointed. The City's Economic Development Manager and Public/Government Affairs Director support City Council members.

9. Willamette Falls & Landings Heritage Area Coalition (WFLHAC)

The Willamette Falls & Landings Heritage Area Coalition, formed in 2006, is a partnership of public, private and nonprofit organizations with a shared passion for the proposed 56-river-mile heritage area: its rich heritage, natural beauty, agriculture and recreational opportunities. WFLHAC is working collaboratively to see established the Willamette Falls & Landings Heritage Area as a National Heritage Area.

WFLHAC is a not-for-profit organization with a 24-member board of directors representing key stakeholders and experienced professionals in government, business, industry, tourism, arts, heritage, historic preservation, and others. The WFLHAC Board includes representatives from seven governments operating within the boundary (Metro, Confederated Tribes of Grand Ronde, Clackamas County, and the cities of Oregon City, Lake Oswego, West Linn, and Wilsonville.)

Due to Oregon tribal conflicts over the Willamette Falls, Oregon’s Congressional delegation does not favor advancing the national heritage area designation until tribal disputes are resolved. WFLHAC is now trying decide on the organization’s future, and is considering supporting a larger state heritage area designation that would include Willamette Falls and Champoege State Heritage Areas.

The City’s seat on the WFLHAC is supported by a \$15,000 annual contribution. City Councilor Lehan was nominated by the City Council in 2021 to serve on WFLHAC board to represent the City; she subsequently resigned in September 2022. The City’s memorandum of understanding does *not* require a City Council member to be the City’s rep to WFLHAC.

B. Governor’s Office Appointment of City Council Recommendation

City Council may recommend to the Governor’s Office a City Council member for appointment to a state board.

10. Willamette Falls Locks Authority

The Willamette Falls Locks Authority is a new Oregon public corporation (similar to State Fair and SAIF) charged with accepting a transfer of the Locks to the State from the US Army Corps of Engineers (US ACE). The Authority originated as a recommendation from a limited-duration three-year-long, state-chartered body (Willamette Falls Locks Commission) established by Senate Bill 256 in the 2017 legislative session with support from the City and other local governments. City Councilor Starr was appointed in 2017 and subsequently Councilor Linville was appointed by the Office of the Governor in 2019 as the City’s representative to the Commission, whose charter expired at the end of the 2021-22 fiscal year.

The Authority is composed of seven to 11 Governor-appointed voting members representing a wide range of public and private interests, including representatives of the cities of West Linn and Wilsonville; Clackamas County; Metro Council; Confederated Tribes of the Grand Ronde and the Columbia River Tribes; local businesses—including PGE and other historical/environmental/ecological interests. City Councilor Lehan was appointed by the Governor in 2021 to serve on the Authority as the City of Wilsonville representative. Normally, a Governor-appointment runs for the term of the position; the City Council may nominate whomever the Council wishes for consideration by the Governor for appointment.

Oregon’s Congressional Delegation secured \$6.2 million in federal funding to make necessary seismic repairs beginning in September 2022. The Oregon Legislative Assembly allocated \$7.2 million in 2022 for additional repair work on the Locks. The City Council indicated in 2021 willingness to continue support of

the Locks Authority's proposed Business Plan Phase 1 operations with a contribution of \$7,000 per year beginning in July 2020 and lasting a maximum of five years; at this time, no funds have been requested of the City to support the work of the new Authority.

11. State of Oregon Opioid Settlement Prevention, Treatment and Recovery Board

The League of Oregon Cities recommended to the Governor's Office that City Councilor Linville be appointed to the State of Oregon Opioid Settlement Prevention, Treatment and Recovery Board that will decide how to allocate the state's share of the national opioid settlement. The City Council supported Councilor Linville's appointment in 2022 to the Board by the Governor's Office.

C. Metro Regional Appointments of City Council Members Recommended by C4 Metro Subcom. or Metro Council President

Intergovernmental board C4 Metro Subcommittee may appoint a City Council member to be C4 Metro Subcommittee rep. at Metro.

The following organizations may appoint to their boards or committees members of City Council due to their roles as City Council members. C4 Metro Subcom appoints members to Metro's JPACT and MPAC; additionally, the Metro Council President may appoint elected officials to special task forces.

Metro Intergovernmental Committees

- **JPACT:** Cities of Clackamas County in the Metro UGB appoint a representative and alternate to Metro's Joint Policy Advisory Committee on Transportation (JPACT), which recommends regional transportation policy and funding decisions. The Cities' representative and alternate are elected through Clackamas County Coordinating Committee (C4) Metro Subcommittee. Former Mayor Tim Knapp served as the Clackamas Cities rep 2015-2020.
- **MPAC:** The Other (smaller) Cities of Clackamas County in the Metro UGB appoint a representative and alternate to Metropolitan Policy Advisory Committee (MPAC) on land-use issues. The Other Cities MPAC representation is elected through Clackamas County Coordinating Committee (C4) Metro Subcommittee. Former Mayor Tim Knapp served as the Other Clackamas Cities rep 2012-14.
- **Metro Council-designated Committees/Task Forces:**
 - The Metro President or JPACT Chair may periodically empanel an ad-hoc committee: Former Mayor Knapp was appointed in 2019 as a Clackamas

County rep to the Transportation 2020 Committee, in 2018 as Clackamas Cities rep to JPACT Finance Subcommittee, and in 2016 to the Urban Growth Management Task Force.

Due to the City's unique role in the greater Metro region as a major employment-center 'edge city' located on I-5 operating an urban transit system, Wilsonville has tended to play a leadership role in the greater Portland area and especially in Clackamas County, which is the city's assigned county by Metro due to majority of resident population location.

Over a 12-years period, former Mayor Knapp had been elected by his peers—representatives of the nine or 10 metro-area cities that participate in the Clackamas County Coordinating Committee "C4" Metro Subcommittee—in a leadership role to act as representative of behalf all nine or 10 metro-area cities' representatives voting [The former City of Damascus disincorporated in July 2016]:

- In 2019, 2017 and 2015 Mayor Knapp was elected as representative for all 9 or 10 of the Metro-area "Cities of Clackamas County" to Metro's Joint Policy Advisory Committee on Transportation (JPACT).
- In 2011 Mayor Knapp was elected as the "Cities of Clackamas County" Alternate to JPACT.
- In 2010 Mayor Knapp was elected as the "Other Cities of Clackamas County" Representative to Metro's Metro Policy Advisory Committee (MPAC) for the eight smaller metro-area cities.
- In 2009 Mayor Knapp was elected as the "Other Cities of Clackamas County" representative to the Metro Urban/Rural Reserves Steering Committee during 2009-10 for the eight smaller metro-area cities.

Previously, then Mayor Lehan served as the Other Cities rep to MPAC and chaired MPAC in 2008. Acting in 2009-10 as then Clackamas County Commissioner Lehan, she was a "Core 4" Co-Chair of the Metro Urban/Rural Reserves Steering Committee.

None of these positions were City Council appointments; rather, the appointments were made by the external bodies.

D. Regional and State Associations / Organizations

Organizations that City Council members can participate in or that may appoint City Council members to a board or committee.

There are a number of other governmental boards and committees and nonprofit organizations that the City may be a member of or represented on. In some instances the organization makes an appointment of a City Council member to the organization's board or a committee or task force. Exhibit B, Overview of Wilsonville City Council Liaison Leadership Roles: Local/City and Regional/State Boards/Committees and Associations/Organizations, provides a summary of specific nonprofits.

Clackamas Cities Association (CCA)

This is an informal, somewhat monthly gathering of elected and appointed officials of Clackamas County—including county commissioners, city council members, state legislators and special districts board members—and staff of these various jurisdictions. Rotated among hosting cities prior to Covid-19 pandemic, a dinner meeting with a social hour and special topic or presenter is held on the fourth Thursday, generally 6:30–8:30 pm.

Each city in Clackamas County takes turns hosting the dinner; Wilsonville last hosted a CCA Dinner in May 2018 and featured the STEM programs of World of Speed Motorsports Museum. Notice to City Council members generally comes from the City Manager's Office about two to three weeks in advance. No CCA dinners were held in 2020 after March 2020; CCA events resumed in October 2022, hosted by the City of Milwaukie.

The next CCA Dinner is scheduled for Thursday, January 26, 2023, in Oregon City. The City is scheduled to host the CCA Dinner on Thursday, June 22, 2023.

Clackamas County Business Alliance (CCBA)

The Clackamas County Business Alliance is a non-profit association of 32 business and community organizations that are committed to the economic strength of Clackamas County. CCBA directly affects policy making by leveraging the strengths of the public and private sectors to ensure the economic vitality of Clackamas County.

The Clackamas County Business Alliance has direct and ongoing contact with local, regional, state and federal policy makers on issues of importance to Clackamas County business. Its relationships with key decision-makers and their staff allows for positive and constructive dialogue on business issues. These

relationships offer a mutual benefit not only to our members, but to those officials and their staff as well.

The City is a member; Council member and/or staff could be appointed by CCBA to board or committee. Mayor Fitzgerald currently serves on the CCBA Board, as did former Mayor Knapp.

Greater Portland Inc. (GPI) Small Cities Consortium

City is a member; Council member could be appointed by organization to board or committee. Mayor Fitzgerald is the City's rep to GPI SCC. Sherwood Mayor-elect Rosener is the SCC board member to GPI.

See page 6 for more details.

League of Oregon Cities (LOC)

All 241 Oregon cities are members of LOC. Mayor Fitzgerald is the City's rep. The Public/Government Affairs Director and Public Affairs Consultant regularly attend meetings with LOC's Intergovernmental Relations Associates (lobbyists).

See page 4 for more details.

Metropolitan Mayors Consortium (MMC)

This organization, composed of approximately two dozen greater Portland metro-area mayors, was formed during the 2014 LOC Annual Conference by former Tualatin Mayor Ogden regarding issues with Metro UGB expansion and a "15 units per acre" land-use planning proposal that Metro never adopted. The primary purpose of the organization is provide metro-area mayors a platform from which to announce public-policy positions and lobby Metro Council members and state and federal legislators.

Subsequently, MMC has tended to focus on transportation and land-use issues, and now has broadened to include issues such as Livability & Public Health, Energy & Environment, Social Justice & Equity, Economic Recovery & Workforce Development, and Emergency Preparedness & Crisis Response. MMC may speak on issues that any given mayor's city may not have a position regarding.

MMC tends to meet monthly, and has been via zoom, but plans to have periodic in-person meetings. Mayor Fitzgerald is a member; staff support includes the Public/Government Affairs Director.

Oregon Mayors Association (OMA)

The Oregon Mayors Association (OMA) is a statewide association of mayors that is administered by LOC. Mayor Fitzgerald serves as the City's rep.

See page 4 for more details.

Oregon Economic Development Assn. (OEDA)

The Oregon Economic Development Association (OEDA) is a statewide non-profit organization working to support economic development professionals who are on Oregon's front line in diversifying and expanding Oregon's economy. OEDA works with Business Oregon on investment incentive programs such as enterprise zones and tax increment financing districts. Several years ago, the Association of Oregon Renewal Agencies (AORA) merged into OEDA, which created a separate TIF Committee.

The City is a member of OEDA, which hosts conferences and training sessions. The City's Economic Development Manager is the City's rep to OEDA.

Westside Economic Alliance (WEA)

The Westside Economic Alliance (WEA) is a non-profit, member-based organization that advocates for a healthy economic environment on the Westside of the Portland, Oregon metropolitan region. Issues of concern include transportation, workforce development, housing, land use regulations, urban growth boundary expansion, and other Westside infrastructure issues vital to economic development.

WEA members are strategically involved on local, county, and state public policy-making committees to advocate for our members' positions regarding these issues. WEA has 70 business members and 26 local government entities as members, including the City.

Willamette Falls & Landings Heritage Area Coalition (WFLHAC)

The City is a member of Willamette Falls & Landings Heritage Area Coalition (WFLHAC).

For more details, see page 6.

E. Local City Bodies—Board, Committee and Commission—for City Council Appointment

City bodies that require a City Council member to serve on the committee or as an ex-officio liaison.

Budget Committee

The 10-member Budget Committee is composed of the City Council and five residents, with three-year terms each, appointed by the Council.

The committee meets as necessary during the year and at a minimum must meet each spring to review the budget proposed by the City Manager. The meetings are open to the public and input from the public is received at the meetings. At a typical springtime meeting, city staff presents financial overviews, highlights changes in programs and costs, and provides information on the city's long-term fiscal outlook.

Budget Committee members can question city staff on financial, programs, and operational matters. The members can suggest and vote on amendments to the proposed budget. Once the Budget Committee votes on the budget and passes it out of committee, it becomes known as the Approved Budget.

The City Manager and Finance Director provide primary support to the Budget Committee.

Urban Renewal Agency

The City Council serves as the governing body for the City of Wilsonville's Urban Renewal Agency. The Agency is comprised of five members, a Chair and four Board Member positions. The Urban Renewal Agency Board provides direction and approval for projects and programs to invest in and improve specific geographic areas of the City.

The Agency oversees the City's Urban Renewal Districts or Tax Increment Finance Districts, approves capital expenditures for the districts. The Finance Director provides primary support to the URA.

Arts, Culture and Heritage Commission (ACHC)

The City's Arts, Culture and Heritage Commission is to advise the City Council on matters relating to arts, culture and heritage, oversee implementation of recommendations outlined in the Arts Culture & Heritage Strategy, and supervise the Community Cultural Events and Programs Grant Program.

Per [Resolution No. 2941](#), the Commission has three primary functions:

1. The Commission oversees implementation of the [Arts, Culture, and Heritage Strategy \(ACHS\)](#) and is charged specifically to develop annually for City Council approval fiscal-year plans for a long-term Five-Year Action Plan and annual One-Year Implementation Plan for prioritizing and fulfilling recommendations of the ACHS.
2. The Commission makes recommendations to the City Council and other City boards, commissions and committees as is appropriate to: provide public-sector leadership and coordination to support arts, culture and heritage activities, events, facilities and programs; improve inter-governmental collaboration and coordination to advance arts, culture and heritage; work with partners to advance an arts and cultural center/facility; develop a long-term, sustainable public-arts program; suggest ways to make cultural diversity, ethnic inclusivity and accessibility for all community members a priority for cultural programs; provide strategic assistance with Wilsonville cultural non-profits in order to build organizational capacity; and identify and recommend the use of sustainable funding mechanisms to support arts, culture and heritage.
3. The Commission makes recommendations to the City Council concerning the goals and objectives, and the selection and disbursement of funds of the former Community Tourism Matching Grant Program to a renamed [Community Cultural Events and Programs Grant Program](#) that is intended to aid organizations that produce projects, programs or events that promote local business and tourism, and for festivals and special events for the benefit of the Wilsonville community.

The ACHC is supported by a new Arts & Culture Program Coordinator position in the Parks & Recreation Dept. The Commission's bylaws provide for the appointment of City Council member who serves in an ex-officio fashion. Mayor Fitzgerald has served as Council liaison since inception of the Commission in 2022.

Tourism Promotion Committee (TPC)

The Tourism Promotion Committee has two primary areas of responsibility:

1. The Committee oversees implementation of the "Explore Wilsonville" Tourism Development Strategy and is charged specifically to develop a larger Five-Year Action Plan and annual One-Year Implementation Plans for fulfilling the Tourism Development Strategy, to be presented and recommended to City Council for approval.

2. The Committee makes recommendations to the City Council for tourism- and visitor-related marketing, promotions, expenditures and related programs and services that will result in increased tourism activity, as measured by overnight room stays at local lodging properties. The tourism promotion program is funded by the transient lodging tax (TLT) revenues.

Due to the unique multi-disciplinary, inter-department nature of the Committee's program of action, the Committee is a board of the Administration Department / Office of the City Manager with participation from the City Parks and Recreation Department.

The Tourism Promotion Committee consists of 12 members total, including seven voting members drawn from the hospitality and tourism industry in the greater Wilsonville area and five ex-officio, advisory members composed of tourism professionals and key City officials.

The TPC meets periodically, usually about five times per year on dates that work best for members' schedules.

The five ex-officio, advisory members are representatives of:

- Clackamas County Tourism and Cultural Affairs, dba "Oregon's Mt. Hood Territory"
- Washington County Visitors Association
- Wilsonville Area Chamber of Commerce
- City Parks and Recreation Director or designee:
- City Council liaison

Former City Councilor Lehan served as the Council's TPC liaison since inception of the committee in 2015. The TPC is supported by the Assistant to the City Manager.

Wilsonville-Metro Community Enhancement Committee (2 positions)

The Wilsonville-Metro Community Enhancement Committee (CEC) oversees local implementation of the Wilsonville-Metro Community Enhancement Program. The program is funded by a per-ton fee charged by Metro regional government on solid-waste transfer stations located in communities throughout the greater Portland region.

The Committee in essence reviews "community enhancement" projects or programs nominated by the public and members of City boards and commissions that are first assessed by City staff, and decides which projects or programs, if any,

to advance with the Community Enhancement Program funds. The CEC generally meets three times a year, on average. They meet in the fall to review the upcoming program cycle and meet a few times in the spring to review grant applications.

The Wilsonville-Metro Community Enhancement Committee is composed of:

- Four (4) citizen/community members who are Wilsonville residents
- Two (2) City Council members
- One (1) Metro Councilor serves on the committee in ex-officio status

City Councilors Linville and West have served as the Council's reps to this committee. The CEC is supported by the Assistant to the City Manager.

F. Local Associations / Organizations that City Council Members May Participate With

Organizations that City Council members can participate in or that may appoint City Council members to a board or committee

Korean War Memorial Foundation of Oregon (KWMFO) *

The mission of the Korean War Memorial Foundation of Oregon, Inc., is to commemorate and educate the public about Korean culture in general and the Korean War specifically. The Foundation was formed in 2013 as Korean War veterans were passing on in order to carry the torch forward.

The Foundation engages in activities in support of the mission that include:

- Participation in the maintenance and improvement of the Oregon Korean War Memorial, located at Town Center Park in Wilsonville, Oregon;
- Organizing and hosting ceremonies to recognize the contributions of Americans and Koreans in defense of a free, democratic South Korea;
- Developing and promoting public educational outreach efforts about the Korean War Memorial Interpretive Center.

The Park & Recreation Dept. provides support to KWMFO. The Wilsonville Mayor is named as an ex-officio board member.

Korean War Veterans Assn (KWVA), Oregon Trail Chapter

The Korean War Veterans Assn (KWVA), Oregon Trail Chapter, worked with the City to site and fund-raise for the Oregon Korean War Memorial in Town Center Park, starting in 1996 and Memorial dedication in 2000.

The KWVA principals have been the primary mover behind holding events at the Memorial, and increasingly have been assisted by American Korean community members who formed the KWMFO.

The KWVA is assisted by the Parks & Recreation Dept.

Positive Aurora Airport Management (PAAM)

Positive Aurora Airport Management (“PAAM”) is a nonprofit organization formally established in 1998 with a stated purpose “to promote and preserve safe and efficient operation of the Aurora State Airport, to promote the economic viability of the Aurora State Airport and to enhance its compatibility with the surrounding neighborhoods.” “Any natural person who is interested in aviation and the Aurora State Airport and is a representative of State, County or City Government shall be eligible for ex-officio membership [non-voting].” “Ex - officio members shall not be liable for annual dues.” “Organizational memberships shall designate a primary and not more than three alternates to represent the organization at PAAM meetings.”

PAAM has the following standing committees: Noise Abatement, Airport Security, Membership, Airport Improvement, Aviation safety, Public relations, Airport management and economic development. While the City has not been invited to participate in PAAM during the past decade, representatives of the City have periodically attended PAAM meetings; prior Councilor Susie Stevens as a private citizen in her role as Charbonneau Country Club executive director attended and participated for a number of years in PAAM, including acting as secretary.

Wilsonville Area Chamber of Commerce

The Wilsonville Area Chamber of Commerce is the area’s local business association with approximately 320 members that promotes networking and public-policy input. The Chamber tends to sponsor twice-monthly morning networking events and periodic luncheons or other events.

The City is a member of the Chamber; a Council member may be named as director appointed by Chamber board. Prior City Council members have periodically served on the Chamber board, including Councilor Starr and Councilor Kirk.

The Assistant to the City Manager acts as City liaison to the Chamber.

Wilsonville Community Seniors, Inc. (WCSI)

The Wilsonville Senior Advisory Board is an independent, not-for-profit organization called Wilsonville Community Seniors, Inc. The Board of Directors

of this organization consists of members who serve in an advisory capacity to the City of Wilsonville on matters effecting senior programs, services, and facilities. This is not an official city board, in that its members are not appointed by the mayor and City Council; rather, they are elected by the participants in senior programs at the Community Center.

This organization acts as a sounding board for ideas and to provide direction and input to the City Council on policy decisions relevant to seniors. Among some of their other roles and responsibilities, they also assist the City in monitoring and evaluating adult 55+ programs, evaluating the quality of food and nutrition services provided for older adults, promoting the senior activities at the Wilsonville Community Center and within the Wilsonville community, and planning and organizing fundraising events to benefit the adult 55+ community.

At least seven members of the Board of Directors must be aged 55 or older and participate in senior activities at the center. No more than four members, who do not participate in the congregate or other senior activities, may serve on the Board of Directors. All meetings are open to the public.

Parks and Recreation Dept. supports WCSI as a component of the Community Center's functions.

Wilsonville Friends of the Library

The Wilsonville Friends of the Library organization supports the library and helps enhance its value to the community. Since 2004, the friends have donated over \$320,000 to the library. These funds were used to support the Summer Reading Program; free passes to cultural attractions throughout the Portland Metro area; Youth programs for children and teens; Print and audio-visual material purchases for the library's youth and adult collections; Public performance movie licenses; and the Book Notes Concert Series.

The Library supports the work of the Wilsonville Friends of the Library.

Wilsonville Public Library Foundation

The Wilsonville Public Library Foundation promotes and supports excellence at the Wilsonville Public Library. For more than 20 years the Foundation has funded innovative programs for children and adults beyond what public funding supports.

The Wilsonville Public Library Foundation supports the Library's long term goal of creating a culture of learning in Wilsonville through programming and services at the Library. Through the Dolly Parton's Imagination Library, the Foundation mails age-appropriate new books to children under the age of 5 in Wilsonville at no cost to the parents. The program encourages children to read by making

reading, literally, a gift. More than 84,000 books mailed to Wilsonville children. With the Foundation's help, the Library created Science Adventure, a program now part of the traditional Summer Reading Program. The Foundation has co-sponsored the History Pub at McMenemy's Old Church that offers presentations on Oregon and Northwest history.

The Library supports the work of the Wilsonville Public Library Foundation.