



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> December 20, 2021		<b>Subject: Resolution No. 2941</b> Formation of the Arts, Culture, and Heritage Commission (ACHC)	
		<b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director, ACHC Project Manager	
		<b>Department:</b> Administration	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input 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	
		<b>Comments:</b> 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 (2020).	
<b>Staff Recommendations:</b> City Council adopts Resolution No. 2941 that creates the Arts, Culture, and Heritage Commission (ACHC).			
<b>Recommended Language for Motion:</b> I move to adopt Resolution No. 2941.			
<b>Project / Issue Relates To:</b>			
<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:

Adoption of Resolution No. 2941 provides for the creation of the Arts, Culture, and Heritage Commission (ACHC), a City Council Goal.

## **EXECUTIVE SUMMARY**

The City Council discussed in work session on November 15, 2021, draft recommendations for the formation of an Arts, Culture, and Heritage Commission. The Council agreed with the recommendations with minor adjustments to include a purpose and recommendation to Council on use of other funds.

In a nutshell, Resolution No. 2941 forms a 13-member Arts, Culture, and Heritage Commission (ACHC) composed of nine (9) voting members, at least five (5) of whom are residents and who are drawn from a wide and diverse range of backgrounds relating to arts, culture, and heritage. An additional four (4) ex-officio, non-voting members are included to advise the 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).

The ACHC would advise the City Council on matters relating to arts, culture and heritage, implementation of the ACHS recommendations, and oversee the Community Tourism Matching Grant Program, to be renamed the Community Cultural Events and Programs Matching Grant Program currently under the purview of the Tourism Promotion Committee, a closely related City board. The Commission would be guided by an annually developed business plan that includes a longer-range 5-year action plan and next fiscal-year Arts, Culture and Heritage Strategy (ACHS) implementation plan.

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 (5) of nine (9) voting members is required in order for the Committee to vote on any matter.

The Commission elects a chair and vice chair from its membership, and may appoint members to committees that focus on specific issues. The Heritage Tree Committee created by Resolution No. 1928 of April 5, 2005, is made a subcommittee of the Commission.

Resolution No. 2941 provides for standard City board/commission appointments/confirmation, where Mayor appoints and Council confirms. Terms of three (3) years per commissioner, with the initial set of commission positions having staggered term lengths: three (3) members with a 1-year term, three (3) members with 2-year terms, and three (3) members with 3-year terms. Term limits of three (3) consecutive terms that would equate to nine (9) years of public service, with a one (1)-year waiting period prior to being appointed again to the Commission after a three (3)-term-limit.

The Commission would be budgeted in the Parks and Recreation Department, which also oversees or closely works with 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.

## **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.”

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, 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.

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.” Additional public feedback was collected during the Oct. 26 – Nov. 8 timeframe to further inform a final ACHC recommendation.

## **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](http://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 provided 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 adopts Resolution No. 2941 that provides for the creation of the Arts, Culture, and Heritage Commission (ACHC), a City Council Goal.

**TIMELINE:**

After adoption of Resolution No. 2941, City staff will advertise during January 2022 the open positions of the Commission, assist the Mayor to conduct interviews of applicants in February 2022 and seek to arrange for appointment in March 2022. The first meeting of the Commission could occur in April or May 2022.

**CURRENT YEAR BUDGET IMPACTS:**

No anticipated budget impacts to the current fiscal year; consultant work had been budgeted. New commission work, however, may require additional resources to be budgeted in the FY 22-23 budget.

**FINANCIAL REVIEW:**

Reviewed by: KAK Date: 12/08/2021

**LEGAL REVIEW:**

Reviewed by: JRA Date: 12/08/2021

## **COMMUNITY INVOLVEMENT PROCESS:**

The City conducted an online public comment survey during October 26 – November 8 on the Draft ACHC Recommendations. The City notified 42 members of the ACHS Task Force and 154 interested community members and the media of an online public opinion.

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 a key recommendation of 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

## **ATTACHMENTS:**

Attachment 1

Resolution No. 2941 - A Resolution of the City of Wilsonville City Council Creating the Arts, Culture, and Heritage Commission

Exhibit 1

City of Wilsonville Arts, Culture, and Heritage Commission Bylaws

## **ONLINE REFERENCE:**

City of Wilsonville *Arts, Culture and Heritage Strategy (ACHS), November 2021:*  
[www.ci.wilsonville.or.us/achs](http://www.ci.wilsonville.or.us/achs)

Background information on the proposed Arts, Culture, and Heritage Commission:  
[www.ci.wilsonville.or.us/achc](http://www.ci.wilsonville.or.us/achc)