

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



TABLE OF CONTENTS

PAGE	CITY	ARTS/CULTURE BODY NAME	TYPE	POPULATION
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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

A&C = Arts and culture

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	(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 <ul style="list-style-type: none"> 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)</p> <p>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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	<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? 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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. 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).
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) 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	A committee panel with approval under the Office of Governance and Management (staff assigned by City Manager). Appointed by Mayor/Council.
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • Filling a vacancy 	
Grant-making program	2 funds: <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
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...typically does not hold meetings in July or August Pre-pandemic they met once or twice a month.
<ul style="list-style-type: none"> • Minimum number of meetings 	
Dissolution	
<ul style="list-style-type: none"> • Triggers for dissolution? 	
Budget amount (annual)	\$7,000 budget for 2021. Event promotion, flyers, artists fees, 100% putting on exhibits.
<ul style="list-style-type: none"> • Revenue source(s) and amount 	
Scope of A&C programming and operations	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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	<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	<p>https://greshamoregon.gov/Gresham-Art-Committee/</p> <p>https://greshamoregon.gov/Arts-and-Culture/</p> <p>http://www.greshamoregon.gov/Gresham-Museums</p> <p>https://greshamjapanesegarden.com</p> <p>https://www.greshamoutdoorpublicart.com</p> <p>https://www.greshamartcommittee.com</p>
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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	<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>	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

A&C = Arts and culture

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

• 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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

City/Community	Milwaukie
Population (2021)	20924
Name of A&C Board/Com/Org	Milwaukie Arts Committee www.milwaukieoregon.gov/arts
Organization Type • Municipal/City body • Nonprofit	Municipal
Purpose/authority/mission • 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 • 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 • Details	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<p>Residency requirement</p> <ul style="list-style-type: none"> • for any members/directors 	<p>The majority of members shall be residents of 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>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>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 budget is provided for operations</p>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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</p> <p>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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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 • Removal • 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 • Minimum number of meetings 	
<p>Dissolution</p> <ul style="list-style-type: none"> • Triggers for dissolution? 	
<p>Budget amount (annual)</p>	
<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
<p>Scope of A&C programming and operations</p>	Cultural center serving Newberg and region. In addition to in-house activities listed above, they hold several large public festivals.

A&C = Arts and culture

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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@chehalemcenter.org 5034876883
Webpage	https://www.chehalemcenter.org
Notes	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<p>Number of members/directors</p> <ul style="list-style-type: none"> • Set or Variable number 	<p align="center">9</p>
<p>Terms of office</p>	<p>3 years</p>
<p>Term limits</p> <ul style="list-style-type: none"> • Details 	<p>Staggered term limits</p>
<p>Residency requirement</p> <ul style="list-style-type: none"> • for any members/directors 	<p>At least five members of the commission shall reside inside the city limits.</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>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>
<p>Recruitment</p> <ul style="list-style-type: none"> • How members are selected • How chair/vice-chair/officers are identified and selected 	<p>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.</p>
<p>Appointment</p>	
<ul style="list-style-type: none"> • Who appoints and how 	<p>Appointed by mayor</p>
<ul style="list-style-type: none"> • Removal 	<p>After a member has had three consecutive absences without adequate reason, the commission may remove that member.</p>
<ul style="list-style-type: none"> • Filling a vacancy 	<p>Should a member be removed, the mayor will make a new appointment.</p>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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></p> <p>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, ¾ 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>	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 • 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 • Designated duties/tasks	From 2018 Tualatin Valley Creates website: The recently-formed Tigard Arts Council is open to people who are interested in helping promote the arts in and around Tigard. 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. 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. 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. People interested in getting involved are encouraged to contact Loni Sanders with the Tigard Chamber for more information: Loni@tigardchamber.org .
Number of members/directors • Set or Variable number	
Terms of office	
Term limits • Details	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	Newly formed volunteer group, no affiliation with City yet
<ul style="list-style-type: none"> • Removal 	
<ul style="list-style-type: none"> • 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	
<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)	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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>	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	<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)

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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

A&C = Arts and culture

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	<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>

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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>Department now called Parks, Recreation, and Cultural Services</p>
<p>Department staff that support A&C Board/Com/Org</p>	<p>The Cultural Program was restarted in 2019 and was put on hiatus in June 2020 due to the COVID-19 recession. 1.4 FTE</p>
<p>CONTACT INFO</p>	<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>
<p>Webpage</p>	<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 https://www.cityofvancouver.us/cahc</p>
<p>Notes</p>	<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

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

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 	

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

<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.

2021 Municipalities Comparative Data Sheets for Arts and Culture Commission Research

	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.