

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

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

July 21, 2021



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

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

## City Departments and Key Staff

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

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

## ACHS Recommendations

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

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

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

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

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

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

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

## Steps to Establish the Arts and Culture Commission

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

## **Timeline to Advance the Wilsonville Arts and Culture Commission**

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

### **July 2021**

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

### **August-September 2021**

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

### **September 2021**

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

### **October 2021**

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

### **November 2021**

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

### **December 2021**

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

### **January-February 2022**

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

### **March 2022**

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

### **April 2022**

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