

Council Study Session

June 19, 2017

Title:	Presentation Regarding a New Model for Boards, Commissions, and Committees	
Item Type:	Presentation	
Requested by Council?	No	
From:	Diana Shiplet John Karns David Lohman Bill Molnar	Administrative Analyst Interim City Administrator City Attorney Community Development Director
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Discussion Questions:

Does Council have questions or need additional information regarding the proposed new model for boards, commissions, and committees? *Please note: staff is not requesting deliberation or decision-making at this time. Instead, they are requesting Council schedule another opportunity to discuss this in detail. This is an initial presentation only.*

Resource Requirements:

No financial requirements.

Suggested Next Steps:

Staff suggests returning at a future study session for Council discussion and direction.

Policies, Plans and Goals Supported:

2. Promote effective citizen communication and engagement

2.3.f Expand and promote those tools that are most effective, meaningful and efficient for the public to use for understanding an issue (fact gathering), enabling participation, providing avenues for input to Council and being made aware of decisions made.

Background and Additional Information:

Staff has heard concerns from the community and Council members regarding challenges with current boards, commissions and committees including:

- Limited amount of staff and Council time and resources;
- Limited meeting space availability;
- Lack of objectivity or balanced view points on Commissions;
- Quorum challenges (both the quorum requirements in the Municipal Code and the lack of volunteers to fill seats on all commissions);
- The perception that recommendations to Council aren't fully vetted or holistically studied; and

- The desire for more active public participation in the most appropriate stage of any decision process.

With these concerns in mind, staff reviewed several public participation and commission models, including the Portland City Club and the Marana Citizens' Forum. Based on those models and the on-going needs of the City of Ashland, staff crafted a hybrid model, which will be presented at this study session.

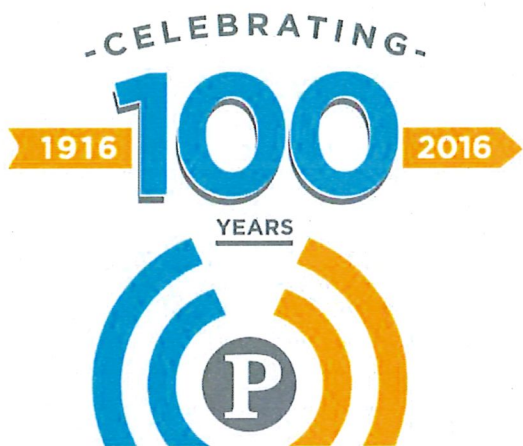
Attachments:

Portland City Club 2015/16 Annual Report

Marana Citizens' Forum Overview and Delegate Materials

Commission numbers comparison chart

Municipal Code Chapter 2.10 - sections relating to commissions



CITY CLUB
of **PORTLAND**

Annual Report

2015 – 2016

City Club Mission: To inform its members and the community in public matters and to arouse in them a realization of the obligations of citizenship.

2015–2016 BOARD OF GOVERNORS

Greg Macpherson, President
Kourtney Nelson, President-Elect
Peter Ricoy, Treasurer (*resigned June 2015*)
David Thompson, Treasurer
Felisa Hagins, Secretary
Karen Kervin, Immediate Past President

Karol Collymore, Governor to 2016
Leslie Johnson, Governor to 2018
Mike Jones, Governor to 2016 (*filling a vacated seat*)
Antonio Lara, Governor to 2018
Nicole Maher, Governor to 2016
Juan Martinez, Governor to 2018
Zeke Smith, Governor to 2016 (*filling a vacated seat*)
Sel Nutor, Governor to 2017
Elana Pirtle-Guiney, Governor to 2017
Allison Tivnon, Governor to 2018
Sharon VanSickle Robbins, Governor to 2016 (*filling a vacated seat*)
Mari Watanabe, Governor to 2016
Eric Zimmerman, Governor to 2017 (*resigned February 2016*)

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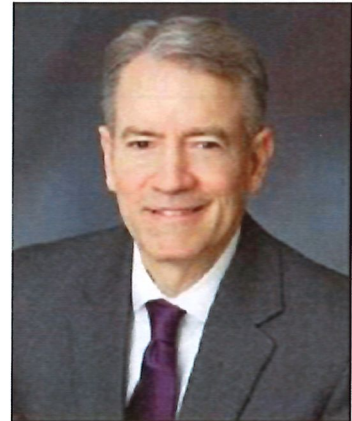
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1. FROM THE PRESIDENT

This year City Club has remained the community's leading civic affairs organization. Friday Forums showcased important issues. Other forums extended the Club's reach both in topics considered and locations. Research reports provided in-depth analysis. Civic Scholars from disadvantaged high schools attended Club events. And informal gatherings provided networking with others who are civically engaged.



All this depended on the talent, energy, and generosity of City Club members, with the able support of Club staff. Expanding and energizing the membership has been a major push this year. The number of members hovers around the 2,000 mark, up about 30% from several years ago. All those members are important since their dues provide most of the resources necessary for City Club to operate. Those members who also join committees or volunteer in other ways on City Club projects add even more to its impact.

City Club's membership is becoming younger and more ethnically diverse along with the Portland region generally. This evolution assures that the Club remains vital and relevant to the aspirations and concerns of the community.

At the same time the arrival of 2016, City Club's centennial year, offers an opportunity to celebrate its great traditions. In February the Club issued a report titled *A Century of Influence* after reviewing over 1,000 research studies done in its first 100 years and identifying those with the greatest impact. In April we launched the centennial observances at a lunch featuring editorial cartoonist Jack Ohman.

It has been a privilege to lead City Club into the centennial year and see its bright future going forward.

A handwritten signature in blue ink that reads "Greg". The signature is stylized and fluid.

Greg Macpherson, President

2. PURPOSE, PRINCIPLES, & OBJECTIVES

Purpose

With nonpartisan research, advocacy, and public forums, City Club of Portland brings together civic-minded people to make Portland and Oregon better places to live, work, and play for everyone.

Principles

- **Inclusion:** City Club aspires to be the “common ground” where citizens seek alternative perspectives and new understanding, engage in respectful and generative discourse, and welcome the diverse voices of our community.
- **Access:** City Club aspires to expand citizen access to public leaders, bring greater transparency to its operations, and enrich member opportunities to exercise leadership and influence in our community.
- **Interaction:** City Club aspires to continually innovate interactive means of engaging citizens in the betterment of their community.
- **Relevance:** City Club aspires to consistently address our community’s most relevant issues in a timely manner through balanced, non-agenda driven programming.
- **Sustainability:** City Club aspires to attract and utilize all resources—human, financial, material, and influential—in a manner that continually generates increased capability in the community as well as in the organization.

Objectives

As City Club of Portland approached its centennial year the Board of Governors adopted three strategic objectives to serve as guideposts for all members as they participate in club activities, hoping that every group of volunteers—researchers, advocates or programming leaders—ensure that everything they do accomplishes one or more of the following:

- **Increase engagement:** The Club needs to be better “plugged-in” to all of the communities that make up greater Portland. This means developing and improving relationships with demographically diverse members of the public as well as with media, civic, and government organizations. Engagement fosters bidirectional communication between the Club and those groups, both encouraging their participation in Club programming and allowing them to influence the direction of Club activities.

- **Increase relevance:** By increasing engagement with a wider swath of Portland and Oregon, the Club will become better aware of what issues matter most to the public. While the Club does have a role to play in the important public policy discussions of the day, it also should seek to conduct research and programming that matter to the everyday lives of Portlanders. Relevant programming is interesting to the public and affords much better opportunity for partnership to implement research recommendations.
- **Increase influence:** At its most fundamental, influence involves shaping public opinion and converting research into concrete policy accomplishments. Increasing influence requires identifying key stakeholders and building broad public support through greater relevance and engagement.

In many ways, engagement, relevance, and influence build off each other. Greater engagement leads to greater relevance and influence. Likewise, if Club activities are more relevant to the public, Portlanders will be more interested in engaging with them and seeing that advocacy on them is influential.

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Centennial lunch speaker Jack Ohman (former *Oregonian* political cartoonist and Pulitzer Prize winner) with Spencer Ehrman, Membership Committee chair.

3. KEY NUMBERS

During 2015–16 the Club saw:

- 4 Comprehensive Studies Completed
- 7 More Studies Launched
- 7 Advocacy Committees
- 43 Friday Forums
- 29 Issue Forums
- 10 New Leaders Events
- 11 Civic Drinks Events
- 3 Civic Workshops
- 19 New Member Welcome Events
- Over 250 member-volunteers
- 88 Civic Scholars
- 1,996 members
- 5 significant foundation grants
- 34 corporate sponsors
- 225 individual household donors
- \$813,604 in endowments
- 43 Legacy society members
- 18 staff, associates, & interns

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4. RESEARCH

City Club's research program enlists members in rigorous research and analysis to produce unbiased reports on the most complex issues facing our city, region, and state.

Volunteering for a research committee is a serious commitment of time and energy, but the rewards are great. Committee members interact with key stakeholders and decision-makers, gain a deeper understanding of regional affairs, and influence public policy.

Since 1920, City Club members have prepared over 1,000 reports on a wide variety of topics including land-use planning, health care, education, environment, government, transportation, taxation, and more. Ballot measure reports provide useful guidance for voters. Comprehensive reports serve as a resource for community leaders and citizens developing or evaluating policy initiatives, and are frequently cited in state and local media.

After a carefully screening process to avoid conflicts of interest, a committee of City Club member's conducts research and drafts a report. Following a debate, City Club members determine by vote whether the committee's recommendations become official policy positions of the Club. City Club members also participate in follow-up advocacy work that serves as a powerful force for civic change.

Research Board

Mary Macpherson, Chair

Anneliese Davis, Vice-Chair

Rob Brostoff

Abby Coppock

Lauren Fox

Ryan Fox-Lee

Eric Fruits

Caroline Harris Crowne

Kristina Holm

Liza Morehead

Masami Nishishiba

Byron Palmer

Nicole Pexton

Garrett Stephenson

Carl von Rohr

Kezia Wanner

Ari Wubbold

Allison Tivnon, Board Liaison

The Research Board provides oversight and support for the Club's numerous comprehensive and ballot measure study committees. Research Board members identify study topics, develop study charges, serve as advisors to various study committees, and review and approve draft reports. Membership on the Research Board requires prior service on a City Club comprehensive or ballot measure study committee. City Club also regularly issues calls to its members to join one of the many comprehensive and ballot measure study committees launched each year.

During 2015–2016 more than 150 member-volunteers gathered weekly during their research, contributing thousands of hours to conduct research and lead conversations on about a dozen topics of great relevance for our region through comprehensive reports and ballot measure reports. The Research Board oversaw the work of the committees, meeting monthly or more frequently as needed.

City Club members voted to adopt committee recommendations for each of the reports. The majority (or minority, in one case) recommendations were approved by the membership after robust and civil debate. Advocacy committees were formed so that the Club could continue to represent the membership while convening and leading conversations with our state's most influential elected and community leaders.

At the end of the year, one comprehensive study and six ballot measure studies were under way. The comprehensive study was investigating earthquake resiliency. The six ballot measure research committees were studying:

- I401—Repeal Mandatory Retirement Age for Judges
- I404—Dedicate a Portion of Lottery Funds to Veterans Services
- IP28—“A Better Oregon” (increase corporate gross receipts tax)
- IP62—“No Politics from My Pay, without my Say” (public unions must ban mandatory public union membership)
- IP65—“Oregonians for High School Success” (dedicate state general fund dollars to various high school programs)
- IP67—“Outdoor School for All” (dedicate a portion of lottery funds to outdoor school)

Comprehensive research reports and recommendations are the result of 8–12 months of focused interviews, hundreds of hours of independent research, weekly member-to-member discussions, and continual critical analysis of competing priorities. Ballot measure studies take place at an accelerated pace—closer to 4 months from start to finish. All of these activities take place in the pursuit of finding bipartisan, unbiased consensus for a committee recommendation.

Once recommendations are adopted by the committee and later by the membership, the real work of advocating for the recommendations in the public arena begins. In order to become an advocacy position of the Club, a report must be approved by a two-thirds majority vote.

Comprehensive Studies:

Portland Street Fee

Report Title: Portland’s Streets: Ending the Funding Gridlock

Date: September 9, 2015

Volume 98, No. 8

Adopted: Final Vote: 227–41 with 5 abstaining (85% in favor)

Chair: Jennifer Rollins

Members: Alan Brickley, Kristen Eberhard (lead writer), Spencer Ehrman, Brian Landoe (vice-chair), Andy Shaw, Barbara Slaughter, Drusilla van Hengel, Ted Wall.

Advisors: Byron Palmer & Ryan Fox-Lee (research advisors), Jenn Scott (advocacy advisor), Zoe Klingmann (research associate).



Majority Recommendations:

1. City Council should not wait until after the 2016 elections to act on street funding.
2. City Council should follow through on its commitment to use at least 50 percent of this year’s (FY2015–16) budget surplus to maintain infrastructure and should dedicate the majority of it to street maintenance.
3. City Council should commit to dedicate at least 50 percent—and preferably up to 100 percent—of future years’ budget surpluses or increased city revenues to street maintenance until Portland has addressed its maintenance backlog.
4. The city should reallocate as much money as possible from other spending priorities to streets.
5. The city should adopt an ironclad, fiscally responsible “fix-it-first” policy and prioritize maintenance and safety over new capital expenditures.
6. When proposing any new taxes or fees, the city should clearly communicate to the public the trends in revenues and expenditures that have led to the need for new revenue, and how the city will safeguard the new revenue going forward.
7. The city should immediately pursue a fee for use. At the moment, the most technically feasible fee is a city gas tax. A gas tax would generate revenue from most users—including those transporting goods across Portland streets and those who don’t reside in Portland—and would discourage congestion and pollution.
8. Shifting money from the general fund, budget surpluses, and a city gas tax would not raise all the revenue Portland needs for street, so the city should also pursue the following fees:
 - a. Parking permits and fees,

- b. Commuter payroll tax,
 - c. Weight-and-value-based vehicle registration fees (see Recommendation 9, below),
 - d. Vehicle miles traveled (VMT) fee (once practicable).
9. Portland should lobby the state Legislature to authorize cities to charge vehicle registration fees and to vary charges based on the weight and value of the vehicle.
 10. Portland Bureau of Transportation and City Council should aim to implement users-pay fees on large transportation projects such as bridges, streetcars, and light rail to pay for debt service on those projects, freeing up transportation funds to be spent on maintenance instead of on debt payment.
 11. Portland should not saddle all taxpayers with the bill for capital projects that primarily or exclusively benefit a few people and businesses. Bridges primarily benefit the people driving across the bridge and streetcar projects primarily benefit the businesses located near the line. If those people and businesses are not willing to pay for the benefits they receive, the city should forgo the project rather than siphon money away from things that benefit Portlanders more broadly, such as street maintenance and safety.
 12. To promote a fix-it-first ethos, Portland should join other cities to lobby the Oregon Legislature to dedicate a larger percentage of state gas tax and vehicle registration revenue to fund local street maintenance instead of building new highways.
 13. The city should educate Portlanders about the depth of the deferred maintenance crisis and the current state of funding.

Minority Recommendations:

Portland's streets deteriorate further every day. The minority therefore urges City Club members to prioritize a TUF and refer a linked gas tax to voters as the best, most expedient path forward. Specifically, the minority would replace the majority's Recommendations 7 and 8 with the following:

7. City Council should immediately adopt a transportation utility fee, charging every Portland resident and businesses a modest amount through an existing collection method, such as sewer/water bills. The city should also immediately refer a city gas tax to voters. These proposals should be linked to offer the public a balanced fee and tax package that asks general residents and users to help pay for needed street maintenance and safety improvements.
8. Shifting money from the general fund and budget surpluses, and implementing a transportation utility fee and a city gas tax may not raise all the revenue Portland needs for streets, so the city should also explore the following users-pay street funding mechanisms:
 - a. Parking permits and fees
 - b. Commuter payroll tax,
 - c. Vehicle registration fees,
 - d. Vehicle miles traveled (VMT) fee (once practicable).

Minimum Wage

Report Title: Portland Needs a Higher Minimum Wage

Date: October 29, 2015

Volume 98, No. 10

Adopted: Final Vote: 272-35 with 1 abstaining (89% in favor)

Chair: Maria Thi Mai

Members: Frances Dyke, Ukiah Hawkins, Alex Macfarlan, Jack MacNichol, Ian McDonald (lead writer), Cezanne Miller (vice chair), Claire O'Neill, David Pagano, Matthew Tschabold.

Advisors: Rob Brostoff & Caroline Harris Crowne (research advisors), Patricia Farrell (advocacy advisor), Garrison Cox & Jack Lammers (civic associates).



Recommendations

1. The Oregon State Legislature should remove the statute that enables preemption in the 2016 legislative session.
2. The Portland City Council should establish a minimum wage that is higher than the state minimum of \$9.25 per hour.
3. The Portland City Council should immediately establish a deliberative process that brings together business, labor, political, and citizen groups to recommend a minimum wage for Portland, along with a complete implementation plan.
4. To support its policy design, the Portland City Council should commission immediately a minimum wage study for Portland.

City Club's Centennial Research

Report Title: A Century of Influence: 1,030 Studies in 100 Years

Date: February 17, 2016

Volume 98, No. 12

Adopted: Final Vote: 177-4 with 1 abstaining (98% in favor)

Chair: Nova Newcomer

Members: James Filipi, Carol Ford, Tom Iverson, Sharon Maxwell, Alice McCartor, Steve Schell (lead writer), Jon Stride, Kurt Wehbring.

Advisors: Roger Eiss & Lauren Fox (research advisors), Tamara Kennedy-Hill (advocacy advisor).



Recommendations

1. **Community Voices.** While we found the Club's reports to be of high quality reflecting a strong research process, we also noticed ways in which the process, the resulting reports and their impact on the community can be enhanced. Diversity of membership, opinions and persons interviewed are all crucial.

We recommend that City Club continue its concerted effort to solicit members from all groups within the city. We recommend that the Club's Research Board pay consistent attention to all voices within the city in its selection of topics of interest, formation of the research question and selection of report committee membership. Further, we recommend that the Research Board periodically review the distribution of topics that it selects to study to avoid leaving out critical issues facing the community at large that may not arise as suggested topics by members of the Club.

2. **Tracking Influence.** We believe that the criteria we used to judge influence of the Club's comprehensive reports are solid and appropriate to City Club's goals for its reports; yet we found it quite difficult to discover and follow any trail of influence of most of the reports. Further, we note that the Club's research archive is a rich and valuable asset that could be further managed to track outcomes rather than simply catalog reports.

We recommend that at minimum the Advocacy and Awareness Committee, possibly with the help of an intern, be charged to track on an ongoing basis the influence of the Club's comprehensive reports and utilize the research archive as a place to record evidence of this influence.

3. **Committee Members with Access.** The Research Board needs to provide additional access by assuring that City Club report committees have Club members who are in or have access to minority communities.
4. **Designate a Champion.** For reports involving equity and minority access, the Club's advocacy effort, to meet the "arousal" part of the Club's mission, should find and designate a champion to carry the conclusions and recommendations of the report to the wider Club membership, Friday Forums, the local government governing bodies, Portland academics, the media and public opinion shapers, the state legislature, and the blogosphere.
5. **Wider Distribution of Research Results.** With the growth of the city, the faltering of daily newspapers and other traditional forms of communication, and the widespread use of the Internet and social media...

We recommend that the Club reach for broader distribution of its research by using a wider variety of distribution methods.

Blogs, social media, op-ed pieces or routine letters to the editors of various virtual and literal publications, and in-person meetings with interested and impacted organizations are some possible ways that the Club could distribute more widely its findings better to achieve its goal of engaging in civic discourse.

6. **Choice on Advocacy.** Most important, the Club's citizen research process with its resulting recommendations is a rich asset in the civic life of this community. We note, however, that this resource often is not supported by the Club sufficiently to achieve its fullest value. Further, we note that, whether through advocacy or selection of topics and recommendations, City Club's voice in the community is diminished if the Club does not have a widely diverse membership and opinions made up of ethnic, right, left,

millennials, boomers, and mixed genders. We have come to believe that one reason for diminishment of this voice results from lack of clarity within the Club as to the intention of its research role.

We recommend that the membership of City Club clarify its intention and predictable consequences for its research function. Is the Club's intention to simply use it to "inform and arouse", or is the Club interested in further encouraging and supporting action on its recommendations?

If the former, then more widespread membership and distribution of its findings and recommendations may be sufficient. If the latter, increased effort to advance and track influence is required. This might range from more clarification of the role and greater support of the work of the Advocacy and Awareness Committee to hiring a staff position for advocacy similar to the position supporting research.

Housing Affordability

Report Title: Housing Affordability in Portland

Date: April 13, 2016

Volume: 98, No. 15

Adopted: Final Vote: 264-40 (87% in favor) with 4 abstaining

Chair: M. Nels Johnson

Members: Patrick Belin, Margot Black, Crista Gardner, Gil Johnson, Chip Lazenby (vice chair), Andrea Pastor, Judith Ramaley, Kristin Thiel (lead writer), Liang Wu, Mike Westing.

Advisors: Nicole Pexton & Garrett Stephenson (research advisors), Rob Sadowsky (Advocacy advisor), Vincent Singer & Elizabeth Williams (civic associates).



Majority Recommendations

1. Portland City Council should dedicate funding to build subsidized affordable housing units.

Council should follow existing research and recommendations on revenue streams from Metro's "Opportunities and Challenges for Equitable Housing" report and the Welcome Home Coalition. It should consider a variety of funding alternatives, such as a linkage fee; voter-approved housing levy for ongoing revenue; or a general obligation bond authorization for initial funding.

2. The City of Portland, the Portland Development Commission and Metro should develop a housing land bank strategy to put money away during strong economic times for use in purchasing properties during downturns.

Portland should prioritize purchase of foreclosed buildings and other available properties for the purpose of creating and preserving affordable housing.

3. Members voted to substitute the minority report's recommendation for Recommendation 3 (see below).

~~The City of Portland should remove barriers to and identify incentives that encourage development of more housing types.~~

~~Examples could include funding the Multiple-Unit Limited Tax Exemption Program (MULTE) to encourage developers to use voluntary inclusionary zoning and streamlining the design review process.~~

4. The Oregon Legislature should end the ban on local rent regulation.

Ending the ban would allow Portland and other local governments to engage with all stakeholders and consider policies within a spectrum that includes rent stabilization and rent control.

5. The City of Portland should ban no-cause evictions and enact a just-cause eviction policy.

Some advocates note that there are no 'no-cause evictions' in Portland and Oregon, only 'termination of tenancy'. We trust that policymakers will understand that this is primarily a semantic issue. Whenever tenancy is terminated without documented cause it amounts to a no-cause eviction.

6. The City of Portland should implement a rental property licensing system.

Licensing would allow for data collection, increased inspections, and education.

Minority Recommendation (adopted by members)

The minority concurs with the majority report on all but the question of "missing middle housing" in residential neighborhoods. The majority does not recommend revising Portland's zoning code to allow for more housing types in residential neighborhoods, instead urging it only to "work to overcome neighborhood skepticism". If the city is to make the best use of its available land, it must encourage a diversity of housing types at a range of price points in Portland's residential neighborhoods.

The minority therefore would amend Recommendation 3 to read:

3. The City of Portland should remove barriers and identify incentives to encourage development of more housing types.

*Examples could include funding the Multiple-Unit Limited Tax Exemption Program (MULTE) to encourage developers to use voluntary inclusionary zoning, ~~and~~ streamlining the design review process **and revising the zoning code to allow for middle housing types in residential neighborhoods.***

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5. ADVOCACY & AWARENESS

City Club of Portland's Advocacy and Awareness program helps make the recommendations of our research projects actionable. Members of our advocacy committees work with City Club staff to inform decision-makers, special interest groups, and the public about City Club's adopted policy positions and to advocate for their implementation. Beyond promoting positive change, advocacy committee members develop their knowledge about policy and gain experience with a range of advocacy and awareness strategies and tactics.

The Advocacy and Awareness Board provides consulting, guidance, and oversight for the advocacy committees, with members of the advocacy committees often participating on the Board.

Advocacy & Awareness Board

Carole Hardy, Chair

Alan Brickley

Patty Farrell

Rob Fullmer

Crista Gardner

Brett Hamilton

Courtney Helstein

Tamara Kennedy-Hill

Andrea Meyer

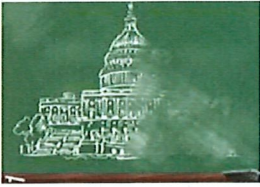
Cezanne Miller

Rob Sadowsky

Elana Pirtle-Guiney (board liaison)

Seven advocacy committees worked diligently during 2015–16 to advance the recommendations of research reports. They achieved some big wins. Perhaps most prominently, City Club's advocacy efforts influenced Gov. Kate Brown's recommendation to adopt a minimum wage and encourage Portland voters to approve a gas tax to fund street maintenance and safety projects.

Civics Education



Club members unanimously adopted “Educating Citizens: A City Club Report on Improving Civics Education in Portland's High Schools” in 2012. The study committee found that civics education had been sidelined by a decade of national priority on math and language arts, local education budget priorities, and a culture of self-advancement.

The report recommended that City Club establish a metropolitan area-wide civics award for youth and educators, that state and local education leaders expressly support "citizenship" as a goal co-equal to "college" and "career," that an independent program audit of K-12 social studies in the Portland School District be conducted, that social studies teachers be trained in the development of community partnerships, and that two Portland area high schools with underserved students pilot an in-school facilitator to support the civics instruction of teachers and civic interests of students.

The Advocacy Committee obtained commitments from the relevant people and bodies to adopt all of these recommendations (subject only to funding for the pilot project), culminating with a resolution of the Portland School Board in January 2016.

The committee therefore has disbanded as an official Club Committee.

Committee members: Jan Christensen (chair), Aukeem Ballard, Jim Gorter, Steve Griffiths, Carole Hardy, Merrill Keanne, Krystine McCants, Roger Meyer, Colleen Shoemaker, Rob Wagner, Cameron Whitten, and Don Williams.

GED



City Club adopted the report “A Second Chance for Oregon, High School Dropouts and the GED” in January 2014. During 2015, the GED Advocacy Committee saw the successful transition of its work to a coalition of advocates. In early 2015, after a number of meetings with Gov. John Kitzhaber’s Education Policy Advisor, the Committee received confirmation that the Governor would continue to push for \$2 million in dedicated funds for work specific to the GED, something that had not been previously done. After Gov. Kate Brown took office, the chair of the Advocacy Committee and Pamela Blumenthal, the leading voice among the coalition members, met with Brown’s Education Policy Advisor who affirmed the Governor’s continued support on this important issue. In the summer 2015, Gov. Brown confirmed that \$2 million had been included in the budget passed by the legislature.

The work of the coalition of advocates has continued since summer 2015 and is now known as the “Oregon Youth Re-engagement Coalition”. Led by Blumenthal, the Director of the Links Program at Portland Community College, the coalition recently convened a meeting on Oregon Youth Re-engagement in Salem.

Having turned over advocacy work to coalition partners, City Club's GED advocacy committee has now disbanded.

Committee members: Melvin Oden-Orr (chair), Marty Berger, Jeffrey Chicoine, Aimee Craig, Chris Mascal, Bimal RajBhandary, Judith Ramaley, Andrew Riley, Alexis Romanos, Eliz Roser, Zeke Smith, Ernest Stephens II, Pat Wagner, and Chris Trejbal (lead writer) and Kristie Perry (advocacy advisor).

Healthcare and Homelessness



Club members approved "Health Care Reform & Homelessness in Multnomah County" in January 2015. The study committee concluded that the expansion of Medicaid under the federal Affordable Care Act created opportunities to better engage homeless populations and provide them with health services. The committee offered several recommendations to accomplish these goals.

The Healthcare and Homelessness advocacy efforts included a March 4, 2016 panel presentation by committee members to Portland State University master of public administration, public health, and urban and public affairs students. In addition, committee members participated in, gave testimony at, and attended the Home for Everyone Executive Committee, Coordinating Board, and Health Workgroup to advocate for the recommendations of the Healthcare and Homelessness research study.

This advocacy committee has now been disbanded.

Committee members: Crista Gardner (chair), Jeannemarie Halleck, Leo Rhodes, and Cameron Whitten.

Minimum Wage



Club members approved the research committee report "Portland Needs a Higher Minimum Wage" in November 2015. The report recommended individual municipalities in Oregon be allowed to raise the state-set minimum wage and that the City of Portland raise its minimum wage.

An advocacy committee was assembled to respond to the immediacy of potential state legislative action during the 2016 short session. Committee members were an active part of the conversation. They provided testimony at the Legislature, held a legislative briefing at City Club for local legislators, and Ian MacDonald (lead writer) participated in a local business radio show panel discussing minimum wage. The committee was enthusiastic and prepared to take advocacy through the election cycle to a ballot measure.

Ultimately, Gov. Kate Brown was successful in achieving a compromise that raises the minimum wage throughout the state, allowing Portland to have a higher minimum without local control, and preventing the issue from moving to the ballot.

This committee has disbanded but could be reconstituted if minimum wage legislation is considered in the 2017 legislative session.

Committee members: Cezanne Miller (chair), Tabitha Jensen, Luke Mattheis, Lewis May, Daniel Riker, and Andrea Meyer and Patty Farrell (advocacy advisors) and Christina Branham (research associate).

Portland Street Fee



City Club members approved “Portland’s Streets: End the Funding Gridlock” in September 2015. The committee recommended that the City of Portland immediately enact a local gas tax as part of a comprehensive, long-term effort to fund deferred maintenance and safety upgrades to Portland’s road network.

Following the adoption of the City Club report, the Portland City Council voted unanimously to send a temporary 10-cent per gallon gas tax to the May ballot. In support of the measure, representatives of the City Club advocacy committee met with the *Willamette Week*, *Portland Tribune*, and *Oregonian* editorial boards; brought testimony to the City Council on two occasions; and published an Op-Ed in *The Oregonian*. The Club also placed a statement of support in the Voters’ Pamphlet. On May 17, Measure 26-173 passed with 52% of the vote, resulting in \$64 million in new transportation funding over the next four years. The advocacy committee continues to monitor the street funding landscape and will engage where appropriate.

Committee Members: Brian Landoe (chair), Kristin Eberhard, Jennifer Rollins, Jen Scott.

Property Taxes



Club members approved the report “Reconstructing Oregon’s Frankentax: Improving the Equity, Financial Sustainability, and Efficiency of Property Taxes” in November 2013. It recommended ballot measure and statutory changes to undo the effects of Ballot Measures 5, 47, and 50 previously adopted by Oregon voters and enshrined in the State Constitution. It also included specific suggestions designed to eliminate the unequal economic impact, provide flexibility for taxing jurisdictions, and to tie more closely the votes to approve expenditures to those who would actually pay for them.

The Property Tax Advocacy Committee was formed, and a coalition of interested groups have participated at various levels including representatives of city, county, school districts, school boards, county assessors, civic groups such as League of Women voters and tax fairness advocates. Pro bono legal analysis was also provided to determine if there was a constitutional challenge available.

The group has endorsed the findings of the City Club report and, generally, of the approach suggested by the various changes. Members of the coalition began meeting with members of the legislature in 2014 and 2015 as well as in preparation for the 2016 session. The goal is to begin with informational meetings, interim study committees, and thereby raising the issues identified in the initial report to the attention of both the Legislature and general public.

It is anticipated that the changes with the property tax system will occur slowly over more than one session due to the fact that the significant changes required will ultimately require voter approval and that small incremental changes will have little effect.

Committee members: Alan Brickley, Fran Dyke, and Jay Shoemaker.

Children's Dental Health Task Force



In 2015, City Club released “A Path Forward for Children’s Dental Health”, a Civic Labs report produced by the Children’s Dental Health Task Force. The task force formed after the defeat of the most recent effort to fluoridate Portland’s water supply. Its goal was to bring together both sides of the fluoride debate in the name of children’s dental health. The task force is funded and led by major water fluoridation proponents Northwest Health Foundation and Kaiser Permanente along with Daniel Deutsch, the largest in-state donor to the anti-water-fluoridation campaign. The task force studies the most workable solutions for improving dental health outcome for the children in Multnomah County.

In 2016, the task force continues to pursue this effort with a recently renewed focus. It will work to implement the original reports’ recommendations about community-based fluoride varnish and dental sealants.

Study committee members: Carol Ford (chair), Cyreena Boston Ashby, Kellie Barnes, David Crandall, Ed Hurtley, Matt Morton, Mel Rader, Lurelle Robbins, and Chris Trejbal (writer) and Brett Hamilton (Advocacy Advisor).

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6. PROGRAMS

a. Friday Forums

Friday Forum Committee

Caitlin Baggott, Chair (Aug.–Nov.)

Ed Hershey, Chair (Dec.–May)

Andrew Davidson

Xiao-Yue Han

Bill Holmer

Kristi Jo Lewis

Samuel Metz

Catherine Nikolovski

Mary Nolan

Bobbie Regan

Walter Robinson

Toni Tabora-Roberts

Rebecca Tweed

Friday Forum has been a timely a source of ideas and information for the City Club's entire history and remains the club's signature program, an hour-long examination of an important issue at the lunch hour each Friday except in August and on holiday weekends at the Sentinel (formerly Governor) Hotel in downtown Portland. Taped for broadcast that evening by OPB across Oregon and southwest Washington, live streamed from the Club's website, and telecast on local cable channels, the Forum gives the club its widest and most frequent public exposure and provides an opportunity for members to chat and break bread with one another and expose the Club to prospective members up to 42 times a year.

The Friday Forum Committee chooses topics and participants, meeting twice monthly to generate and vet ideas for future programs. Programs are chosen for their policy implications, timeliness, and public interest—an important factor given that, while Friday Forum is not viewed as a revenue generator by the club, ticket sales (\$23 for members and \$30 for nonmembers) are expected to offset the costs of producing it. To ensure that price is not an obstacle to participation low-cost coffee-and-tea service tables are available for members and there is limited free seating for everyone.

Once the committee accepts an idea a member is designated to produce the program, a role that has taken on added significance in recent years as a result of two interacting trends—the Club's effort to expand membership and programming with special attention to a younger and more diverse audience, highly laudable goals that have placed more responsibility of Friday Forum producers. With more activities there is less time for staff to devote to aid in planning and marketing forums, making volunteer producers the primary promoters of table sales and general attendance.

This was a notable year that included an array of thoughtful and provocative programs, better coordination with our OPB partners leading to higher broadcast ratings, new formats designed to provoke more discussion, training for a group of designated moderators and a simplified online registration process. Over the course of the year we also

- examined transportation with forums on funding for Portland street repair, the future of regional public transit and innovative solutions under way elsewhere;
- explored such social issues as the threat of Islamophobia in Oregon, what it takes for female executives to crash the glass ceiling, digital inclusion and tech equity, the connection between hunger and educational success; and why a disproportionate number of individuals of color are charged and jailed in Multnomah County;
- tackled health and environmental subjects like immunotherapy treatment for cancer, how we talk about mental illness, the safety of transporting oil by rail through the Columbia Gorge, the state's response to toxic metals detected in Portland's air;
- dwelt on the area's growing lack of affordable housing with two forums in the fall defining the problem and one in the spring examining solutions proposed in a City Club research report;
- heard from Governor Kate Brown, U.S. Senator Jeff Merkley, U. S. Rep. Kurt Schrader, Metro chair Tom Hughes, Multnomah County Chair Deborah Kafoury, Portland Mayor Charlie Hales and Port of Portland executive director Bill Wyatt;
- expanded what some saw as a narrow political focus of past years by hosting a national expert on "compassionate conservatism" and devoting a forum to the views of three young activists on the future of the Republican Party in Oregon;
- conducted debates between and among primary candidates for Oregon Governor and Secretary of State, Portland Mayor and Oregon House District 43;
- focused on the arts with programs about the rent squeeze on arts groups, national trends on innovative arts management, the state of Portland's economy and the art of storytelling;
- heard varying views on whether Oregon overspends or undertaxes and how much social media is impacting our state's politics;
- covered other issues like a club research report on the minimum wage, a rise in violence in Portland, encore careers for retirees; Portland's growing role as a venue and subject for television and film and the City Club's next century.



Gathering for the governor's State of the State Address, April 2016

2015–16 Friday Forums

June 5, 2015	The Corporate Tax Illusion	Retired Chief financial correspondent of <i>The New York Times</i> Floyd Norris and the senior reporter for Marketplace's Entrepreneurship Desk Mitchell Hartman.
June 12, 2015	State of the County	Multnomah County Chair Deborah Kafoury.
June 19, 2015	Trans(gender) in the New Millennium	Caroline Dessert of Immigration Equality; Jayce Montgomery, transgender student at George Fox University; Nico Quintana, Policy Director at Basic Rights Oregon; Stacey Rice, Co-Executive Director, Operations & Programs at the Q Center; Reid Vanderburgh, Retired Therapist/Author. Moderated by Karol Collymore, Executive Director at Equity Foundation.
June 26, 2015	50th Anniversary of VISTA: Can We Make Poverty History?	Nancy Hales, First Lady of Portland; Rachel Bristol, former CEO of the Oregon Food Bank– and the National Director of AmeriCorps VISTA; former White House aide, Paul Monteiro; Velynn Brown,

		Parent University Manager at the Black Parent Initiative.
July 10, 2015	2015 Legislative Session: Reflections on Equity and Opportunity	Speaker of the House Tina Kotek, interviewed by Jesse Beason, Director of Public Affairs at the Northwest Health Foundation.
July 17, 2015	Guns & the Rose City: It Can Happen Here	Anneliese Davis, Oregon Chapter Lead, Moms Demand Action for Gun Sense in America; State Representative Lew Frederick; Robert Yuille, Gun Owners for Responsible Ownership; Jake Weigler, Consultant to the Oregon Alliance for Gun Safety.
July 24, 2015	Trigger Warnings: A Dilemma in Higher Education	Roger Porter, Professor of English and Humanities at Reed College.
July 31, 2015	Do We Have to Choose? Clean Air, Good Roads, Smart Choices	Andrea Durbin, Executive Director of Oregon Environmental Council; Tom Kelly, CEO of Neil Kelly Inc and Chair of the Portland Development Commission; Kristen Leonard, Public Affairs Director at the Port of Portland; Jefferson Smith, Executive Director of XRAY.FM, former State Representative and Founding Director of the Oregon Bus Project.
September 4, 2015	Innovation as a Tool for Arts in Crisis	Norm Smith, Senior Fellow, M J Murdock Charitable Trust and former chair of the Oregon Cultural Trust and Oregon Arts Commission; Michael Kaiser, Chairman, DeVos Institute of Arts Management.
September 11, 2015	Portland Streets: End the Funding Gridlock	City Engineer Steve Townsend; DHM Research's Vice President and Political Director John Horvick; City Club Street Fee Research Committee Chair Jennifer Rollins; <i>The Oregonian's</i> Jeff Mapes.
September 18, 2015	The Future of Public Transit in Portland	Neil McFarlane, General Manager, TriMet; Linda Baker, Editor of Oregon Business Magazine; Karmen Fore, Transportation Policy Advisor to Governor Brown; Vivian Satterfield, Deputy Director, OPAL Environmental Justice.

September 25, 2015	Greater Portland Grows Up	Council President Tom Hughes; <i>The Oregonian's</i> Anna Griffin.
October 2, 2015	Portland's Housing Crisis Part 1: Is Portland Facing a "Renter State of Emergency?"	Kurt Creager, the City of Portland, Director of Housing; Martha McLennan, Executive Director, NW Housing Alternatives; Israel Bayer, Executive Director, Street Roots; Eli Spevak, Founder, Orange Splott.
October 9, 2015	Portland's Housing Crisis Part II - Creating the Future or Removing the Past?	Bing Sheldon, retired chairman and founder of SERA Architects as well as the founding board member of Central City Concern; Brandon Spencer-Hartle directs statewide historic preservation advocacy at Restore Oregon; Carrie Richter, owner and land use attorney, Garvey Schubert Barer's Portland Office.
October 16, 2015	Representative Kurt Schrader	U.S. Representative Kurt Schrader, Oregon's 5 th congressional district.
October 23, 2015	Urban Transportation Innovation with David Bragdon	Sarah Mirk, writer and online editor, Bitch Media; former Metro president and current head of TransitCenter in New York City, David Bragdon.
October 30, 2015	Oil by Rail in the Columbia River Gorge	Jared Larrabee, General Manager, Vancouver Energy; Michael Lang, Friends of the Columbia River Gorge, Conservation Director.
November 6, 2015	Is Portland Special...When It Comes to Minimum Wage?	Members of the business community who favor and oppose the report as well as the chair of City Club's Minimum Wage Research Committee.
November 13, 2015	An Epidemic of Violence in Portland	City of Portland, Director of Youth Violence Prevention, Antoinette Edwards; Erin Fairchild, Multnomah County's Defending Childhood Initiative Program Coordinator; Arthur Davis, Peer Support Specialist and community activist; Kimberely Dixon, mother whose son was a victim of violence; and Michael Alexander, former President of the Urban League of Portland.

November 20, 2015	Do We Have a Story for You! The Art of Storytelling	Lawrence Howard, a founder of Portland Story Theater; Gene Tagaban, aka "One Crazy Raven," is a teller of stories; Chetter Galloway, storyteller.
December 4, 2015	Emerging GOP Voices of Oregon	John Davis, Republican State Representative of Wilsonville, House District 26; Julia Rabadi, Chair, Young Republicans of Oregon; Ben West, Political activist; Michelle Cole, Principal and Research & Content Director for Gallatin Public Affairs.
December 11, 2015	West Coast Mayors	Portland Mayor, Charlie Hales; San Francisco Mayor, Ed Lee; Los Angeles Mayor, Eric Garcetti; Eugene Mayor, Kitty Piercy.
December 18, 2015	Encore! Retirement Careers	Ken Harris, Portland Encore Fellow, Social Venture Partners; Derenda Schubert, Executive Director, Bridge Meadows; Rick Henderson, Business Unit Redevelopment Manager, Intel; Marc Freedman, Founder & CEO, Encore.org.
January 8, 2016	The Threat of Islamophobia	Kayse Jama, an original founder of Center for Intercultural Organizing; Professor Kambiz GhaneaBassiri, a nationally recognized scholar in Islam in America and the Middle East, Reed College; Homa Miazad, Lab Instructor at the Child Development Center at Portland Community College (PCC); Wajdi Said, President and co-founder of the Muslim Educational Trust; Nadia Najim is a high school senior.
January 15, 2016	Digital Inclusion and Tech Diversity in Portland	Sam Blackman, CEO of Elemental Technologies, TechTown; Pat McDonald, Intel; Dwayne Johnson, Innovate Oregon; Malia Spencer, Portland Business Journal; Multnomah County Library District Director, Vailey Oehlke.
January 22, 2016	RAW - An Honest Conversation about Mental Illness	Dr. Chris Farentinos, Director of Behavioral Health at Legacy Health and spokesperson for the Unity Center for Behavioral Health; Sheila Hamilton, News Director and Co-host of the morning

January 29, 2016	Compassionate Conservatism	news program at KINK-FM; Storm Large, singer and author.
February 5, 2016	Does Oregon Overspend or Undertax?	Arthur Brooks is President of the American Enterprise Institute.
February 12, 2016	Breaking Ground in Cancer Research: A Conversation with Dr. Walter Urba	Lane Shetterly, JD, private attorney in Dallas, former chair of the Oregon House Revenue Committee; Peter Buckley, State Representative from Ashland, Co-Chair of the Ways and Means Committee; Nichole Maher, MPH, President of the Northwest Health Foundation.
February 19, 2016	City Club's Next 100 Years—Creating a Modern Club (including report vote)	Dr. Walter J. Urba, Director of Cancer Research, Earle A. Chiles Research Institute at Providence Cancer Center; Andy Dworkin, internal medicine resident with Legacy Health System.
February 26, 2016	Atop the Glass Ceiling - Women in Leadership	Walter Robinson, Policy Analyst and Constituent Relations Coordinator, Multnomah County, Oregon; Nichole Maher, President, Northwest Health Foundation; Aliemah Bradley, Junior Class President and Black Student Council member and Jefferson High School, and City Club Civic Scholar; Nova Newcomer, Centennial report chair for City Club of Portland and Executive Director of Friends of Baseball.
March 4, 2016	Is Multnomah County's Criminal Justice System JUST? An in depth look at racial disparities in Portland jails	Erin Janssens, Portland Fire Chief; DJ Wilson, KGW President and General Manager; Marissa Madrigal, Multnomah County Chief Operating Officer and former Multnomah County Chair; Jillian Schoene, Executive Director of Emerge Oregon.
		Commissioner Judy Shiprack; Erika Preuitt, Adult Services Director of the Multnomah County Department of Community Justice; Rod Underhill, Multnomah County District Attorney; Lane Borg, Executive Director, Metropolitan Public Defender Services, Inc.; Judge Edward Jones; Assistant Chief in charge of the new Community Services Branch, Kevin Modica.

March 11, 2016	Game Changer? How Social Media Influences Policy and Decides Elections in Oregon	Simon Tam, Marketing Director, Oregon Environmental Council; Amy Ruiz, Senior Director of Public Policy and Communications, Strategies 360's Oregon office; Zach Hyder, Partner, Quinn Thomas; Lindsay Berschauer, President and Political Consultant, Leona Consulting Co; Lisa Loving, Author, Reporter, Radio Host.
March 18, 2016	State of the County	Multnomah County Chair Deborah Kafoury.
March 25, 2016	State of the City	Portland Mayor Charlie Hales.
April 1, 2016	House District 43 Candidate Forum	Kalpana Krishnamurthy, Senior Policy Director, Forward Together; Tawna Sanchez; Roberta Phillip-Robbins.
April 8, 2016	State of the State	Oregon Governor Kate Brown.
April 15, 2016	Affordable Housing is Within Reach, But it Won't Be Easy	Jesse Beason, Director of Public Affairs, Northwest Health Foundation; Andrea Pastor, Affordable Housing Research Committee Member for City Club of Portland; Katrina Holland, Deputy Director of the Community Alliance of Tenants; Dr. Lisa Bates, Professor of Urban Studies and Planning at Portland State University; Chelsea Deloney, an outspoken voice for renters with Portland Tenants United.
April 22, 2016	Mayoral Candidate Debate	Ben Cannon, education policy advisor to the Governor; Jules Bailey, Ted Wheeler, Sean Davis, Sarah Innarone.
April 29, 2016	Secretary of State Candidate Debate	Brad Avakian; Richard Devlin; Val Hoyle; Sid Leiken; Dennis Richardson; David Sarasohn.
May 6, 2016	Republican Governor Candidate Debate	Bud Pierce; Allen Alley.
May 13, 2016	Something Toxic's in the Air	Multnomah County, Chief Operating Officer, Marissa Madrigal; Co-Founder, Neighbors for Clean Air, Mary Peveto; Vice President, Vigor Industrial, Alan Sprott; Interim Director of the Oregon Department of Environmental Quality, Pete Shepherd.

May 20, 2016

Are the Arts Getting Squeezed Out?

Kelley Roy, Founder and Owner, ADX and Portland Made; Nick Fish, Portland City Council; MaryKay West, Senior Vice President, Colliers International; Subashini Ganesan, Artistic Director of Natya Leela Academy and Founder/Executive Director of New Expressive Works; A.M. O'Malley, Executive Director, Independent Publishing Resource Center.

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Speakers explore affordable housing in Portland

b. Issue Forums

Issue Forums range from large speeches to intimate gatherings, from expert panel discussions to site tours, and from food and wine tastings to art and music outings. These forums take place after-hours and are open City Club members and the public.

Each forum chooses the topics and speakers who present and co-sponsor, and seeks to offer a diversity of perspectives.



Issue Forum: Collaborative Learning through Design Thinking: Considering Housing in Portland—aerial view in City Club Commons.

Natural Resources & Sustainability Forum

Steve Holgate, Chair
Jason Reichow, Past Chair

Business Forum

David Robinson, Chair (part-year)
Bryson Davis, Chair (part-year)
Thubten Comerford
Daniel Sagalawicz
Kyle Gannon

Government and Public Policy Forum

Rayleen McMillan, Chair
James Ofsink, Past Chair
Eileen Chase
Taylor Cole
Diane Gumz
Sara Love
Luke Mattheis
Eric Noll
Joshua Rinaldi
Kyle Thomas
Sarah Warnick
Thomas Worth
J. Robert Zoeller

Transportation Forum

Matthew Kennan, Chair

Education Forum

Eliza Erhardt-Eisen, Co-Chair
John Hirsch, Co-Chair
Tiffani Penson, Co-Chair
Paul Anthony
Michael Bergman
Whitney Grubbs
Serena Stoudamire
Doug Wells
Carol Witherall

Arts, Culture, and Innovation Forum

Matthew Landkamer, Chair
Kyle Gannon
James Scechulte
Allison Tivnon

Urban Design and Planning Forum

Emma Brennan, Chair
Luke Arehart
Kate Bovarnick
Jesse Cornett
Matthew Keenen
Nonda Hanneman
Josh Kitts
Rachel Loskill
James McGrath
Keith Nelson
Katherine Selin
Claudia von Flotow

Health and Public Safety Forum

Wynne Wakkila, Chair
Chris Bacher
Daniel Capuia
Tom Dyke
Ann Hill
Jane Meskill
Sam Metz
Lurelle Robbins
Sheila Smith
Xiao-Yue Han

East Portland Forum

Jo Ann Hardesty, Chair
Ana Delerocio
Jasmine Rucker
Kory Schultz

2015–16 Issue Forums

June 17, 2015	A Walk Through the History and Future of Forest Park
June 22, 2015	Film Screening—Sick Around the World
June 3, 2015	Reducing Sex Offense Recidivism
July 27, 2015	Universal Health Care: Why Oregon Won't Be First
August 13, 2015	East Portland Represent!
August 20, 2015	The State of Affordable Housing in East Portland
September 27, 2015	S.E. Portland Mural Ride
October 19, 2015	Health and Safety Issue Forum: Sex Trafficking in Portland
October 22, 2015	From Medicare to Obamacare
November 17, 2015	Health and Safety Issue Forum: Who's Your Boss? With Brad Avakian
November 30, 2015	Health and Safety Issue Forum: Rescuing Kids with Dr. Cyndi Romine and Steve Trujillo
December 15, 2015	Theater: PlayWrite
December 9, 2015	It's Complicated: The Relationship Status of Lobbying in Oregon
January 11, 2016	Human Trafficking Legislative Update and Round Table
January 25, 2016	Will More Firearms Legislation Make Oregon Safer?
January 25, 2016	Has the Affordable Care Act Made Health Care More Affordable?
January 26, 2016	Candidates Forum for Arts & Culture
January 7, 2016	Crafting a Regional Water Policy
February 23, 2016	Caring for Victims and Survivors
February 5, 2016	Catalyst for Change: What Every Girl Should Know (Theater)
March 31, 2016	Collaborative Learning through Design Thinking: Considering Housing in Portland
March 7, 2016	Profit in Healthcare
April 1, 2016	East Portland Forum: Mayoral Candidates
April 18, 2016	Health & Public Safety Forum: Mayoral Candidates
April 27, 2016	With Little Power Comes Great Responsibility: The Role of the Mayor in Portland
April 5, 2016	A Calling for Compassion
May 15, 2016	Arts Forum: Displacement and its Consequences
May 3, 2016	Multnomah County District 1 Candidates Forum
May 4, 2016	How to Start and Manage a Charitable Nonprofit Organization

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c. New Leaders Collective

The New Leaders Collective (NLC, originally the New Leaders Council) promotes civic engagement, education, and equity by fostering dialogue and collaboration among new leaders in Portland. NLC is a group of active citizens who love this city and work to make it better by creating opportunities for civic involvement that are informative, interactive, and fun. Through our series of free (or low-cost) events and mentorship program, the New Leaders Collective helps connect our members with community leaders, elected officials, and opportunities to participate in community discussions and direct service.

New Leaders Collective Steering Committee

Nick Bender, Chair
Nyika Corbett
James Dillard
Julie Heade
Eli Wall
Morgan Gratz Weisner
Brian Wenzl

Our signature events:

- **Leadership Spotlights** offer our community a chance to catch up, get informed, and benefit from an exclusive Q&A session with a leader in our community. Past guests include Portland's First Lady Nancy Hales, former mayor Sam Adams, Commissioner Dan Saltzman, Milagro Theater's Jose Garcia, NW Health Foundation's Nicole Maher, and more!

2015–16 NLC Events

June 1, 2015	Leadership Spotlight: Susan Anderson, Director, Portland Bureau of Planning and Sustainability.
June 25, 2015	Leadership Spotlight: Mara Zapeda, co-founder of Switchboard.
August 3, 2015	Leadership Spotlight: Charles McGee, CEO and President of the Black Parent Initiative (BPI).
October 6, 2015	Leadership Spotlight: Jarrett Walker, PhD, international consultant in public transit network design and policy.
November 3, 2015	Leadership Spotlight: Patrick Quinton, Executive Director, Portland Development Commission.
December 1, 2015	Leadership Spotlight: Prateek Dujari, product reliability engineer in the Data Center Group at Intel Corporation.
February 2, 2016	Leadership Spotlight: Brian Forrester, CEO, BuddyUp.
March 1, 2016	Leadership Spotlight: Sarah Mirk, online editor for Bitch Media and host of Bitch Media's feminist podcast Popaganda.
April 5, 2016	Leadership Spotlight: Jillian Schoene, Executive Director, Emerge Oregon.
May 3, 2016	Leadership Spotlight: Steve Hoyt-McBeth, program manager at the Portland Bureau of Transportation (PBOT).

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d. Civic Drinks

Because bringing civic-minded people together is what we do. Civic Drinks is a mix of informal conversation, connection, and cocktails. It's your opportunity to mingle with local leaders, City Club members, and others involved or interested in civic issues. Each month we bring together "special guests"—organizations and individuals focused around a particular issue and hundreds of City Club members and guests.



Members enjoy Civic Drinks in a Civic Workshop.

2015–16 Civic Drinks

June 9, 2015	Pride
June 30, 2015	VISTA
September 8, 2015	Inspiring Tomorrow's Leaders: Back to School Party!
October 13, 2015	Leadership Programs
October 29, 2015	Domestic Violence Awareness Month
November 10, 2015	Food Security
January 26, 2016	Arts & Culture
February 9, 2016	Love Portland Back! Membership Drive
February 17, 2016	Civic Smokes: The Business of Recreational Marijuana
April 12, 2016	Mayoral Candidates
May 10, 2016	Minimum Wage

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e. Civic Workshops

Civic Workshops teach City Club members and the community fundamental skills from successful and engaged professionals. Workshops cover a broad range of skills, including effective facilitation, lobbying elected officials, activating your community. Each is taught by experts and is designed to build competencies for both budding and experienced professionals.

2015–16 Civic Workshops

June 3, 2015	Identifying the Right Grant for your Organization	Michael Reyes Andrillon, Community Engagement Officer, Northwest Health Foundation; Theresa Deibele, Housing Portfolio Director, Meyer Memorial Trust; and Lai-Lani Ovalles, Community Collaborations & Investment Manager, United Way of the Columbia-Willamette.
June 25, 2015	Use Brand Strategy to Get Noticed and Communicate Smarter	Alicia Nagel, Alicia Nagel Creative.
July 22, 2015	Civic Workshops: Connecting With Local Government	Marissa Madrigal, COO, Multnomah County Board of Commissioners.



Alicia Nagel teaches brand strategy in a Civic Workshop.

f. Civic Scholars

The Civic Scholars program successfully concluded its second year. 88 Students from Jefferson High School, Madison High School, Roosevelt High School, Parkrose High School, David Douglas High School, and NAYA (Native American Youth & Family Center) participated in 18 Friday Forums and Q&As with influential community and national leaders, including Oregon's governor Kate Brown; Arthur Brooks, president of the American Enterprise institute, Sarah Mirk, writer and online editor, Bitch Media; and Dr. Walter J. Urba, Director of Cancer Research, at Providence Cancer Center. The program was ably led by AmeriCorps/VISTA volunteer Amanda Shore.



**Civic Scholars from David Douglas High School with Kate Brown,
Oregon's governor.**

7. MEMBERSHIP

Current membership at 5/31/16: 1,996

Members make an important civic investment in making Portland and Oregon a better place to live, work, and play. Membership dues underwrite the bulk of the City Club's non-partisan work to bring together civic-minded people to solve the problems we face.

Members of the City Club of Portland enjoy the following benefits and opportunities:

- **Use your Friday Forum free tickets:** No reservations required. Just show up and you enjoy free general admission seating at any Friday Forum event. Or enjoy member-discounted beverage and meal tickets. And, only City Club members like you can ask a question of the speaker. View the schedule [here](#).
- **Save time with the *Civic Reader*:** Because we know how difficult it is to keep up on the issues, City Club members receive the *Civic Reader* by email. It is a **monthly curation** of analysis and commentaries on civic and policy issues.
- **Expand your network at *Civic Drinks*:** Enjoy time for informal, **face-to-face networking**. Catch up with old friends and meet new ones. *Civic Drinks* is held the first Tuesday of each month at a different location. Each *Civic Drinks* event features a new set of special guests, giving you a new group of people to meet each month!
- **Plan ahead with the *Civic Calendar*:** Feed your brain, vent your spleen, or both. In the weekly *Civic Calendar* email, you receive invites to City Club events and a curation of the other great **local, nonpartisan civic events**.
- **Coordinate an *Issue Forum*:** Join with other City Club members and help lead a community **discussion or tour** on a topic you are passionate about.
- **Read the *Member Bulletin*:** City Club's Member Bulletin email newsletter provides you advanced information on City Club activities, exclusive notice of member-only events, **insider updates** on research and advocacy, and links to publications and videos of speakers you might have missed.
- **Learn as you serve:** As a member, you have exclusive opportunities to serve on research study or advocacy committees that seek solutions to the problems we face. Openings for committees are posted in the *Member Bulletin*. Learn more here: [research](#) and [advocacy](#).
- **Vote on what's best for the future of Portland/Oregon:** Since 1916, City Club has completed over 1,000 nonpartisan research studies. As a member, you vote to approve or reject draft Research Study Reports and recommendations. Visit our [Research library here](#).
- **Access the Member Directory:** You have exclusive access to City Club of Portland's [Membership Directory](#).

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8. MEMBER RECOGNITION

With the help of hundreds of member/volunteers, City Club is able to accomplish the work of an organization many times its size. This year five members were recognized for their outstanding contributions to fulfilling City Club's mission.

City Club Award

Ernest Bonyhadi

For outstanding lifetime contributions to City Club and the community and for setting an example of inspired citizenship.

A member of City Club continuously for over 60 years, Ernie's Club work over those many decades includes serving on the Board of Governors in the 1950s, on a 1970 study committee on management of the Zoo, and on a 1972 study committee recommending that personal use of marijuana be decriminalized and regulated by the state. (Some City Club recommendations take a while to come to fruition.) In addition to his City Club work, Ernie served on the Board of Trustees of Reed College for many years and chaired the Freedom of Speech and Press Committee of the American Bar Association.

Member of the Year Award

Toni Tabora-Roberts

For outstanding overall contributions to City Club. A hard-working member of the Friday Forum Committee this year, Toni also served as a Civic Ambassador as part of the Civic Scholars program and helped organize the art-in-the-office program at City Club Commons.

Research Award

Caroline Harris Crowne & Nicole Pexton

In recognition of extraordinary commitment to research and its role in civic engagement. While on the Research Board, Caroline served as advisor to the research committees on juvenile sex offenders and minimum wage. She previously chaired the research committee on partisanship in the Oregon Legislature. Also on the Research Board, Nicole shepherded the Housing Affordability report to completion with significant help with writing and editing, the Club might not have been able to produce a report on this important current topic.

President's Award

Ted Kaye

For outstanding service during the Club year. In his role as co-chair of the Centennial Committee Ted reached an agreement with the Oregon Historical Society to safely store and curate the Club's document collection and spurred the study of past research reports to identify the most influential. Upon the departure of the Club's finance director, Ted (as former treasurer of the Club) volunteered full time in City Club's offices for several weeks to facilitate the transition.

Recognition of Outgoing President

Greg Macpherson

Centennial Committee: Leslie Johnson (board liaison) and Ted Kaye (co-chairs), Events: Jesse Aerni, Eileen Chase, Spencer Ehrman, John Horvick, Steve Johnson, Marge Kafoury, Carla Kelley, Melissa Magana, Rayleen McMillan, Paula-Marie Tucker, Sharon VanSickle Robbins, Melissa von Borstel, Harriet Watson, Tom Worth, Leslie Zenner; History: Bruce Bishop, Roger Eiss, Fran Storrs, Paddy Tillett, and Bob Weil.

Finance Committee: David Thompson (chair, board liaison), Ted Kaye, Cory L. Murphy-Helmkamp, Katie Powell, and Robyn Williams.

Membership Committee: Spencer Ehrman and Eric Zimmerman (chairs), Amanda Davenport, Beth Fitch, Robert Hesslink, Karen Kervin, Meagan Morrow, Elinor Preston, Colleen Shoemaker, and Mari Watanabe (board liaison).

Nominating Committee: John Horvick (chair), Kendall Clawson, Greg Macpherson, Nichole Maher, and Steve Maser, Kourtney Nelson, and Sharon VanSickle-Robbins.

Legacy Society Committee: Ted Kaye (chair), Jeanne Crouch, Pete Heuser, Leslie Johnson, Greg Macpherson, Pat McCormick, Su Midghall, Leslie Morehead, Fran Storrs, Kurt Wehbring, and Don Williams.

Civic Scholars: Justin Ward (chair)

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9. DONOR RECOGNITION

When City Club was founded in 1916, it worked to solve problems for the common good. Over the last century, the City Club of Portland has grown and evolved to reflect the values and temperament of the times, but it has never strayed from the member-driven model that has enabled it to thrive for nearly 100 years.

Today, when a few powerful voices can dominate the political dialogue, more and more people are depending on organizations like City Club for unbiased information and thoughtful debate.

As members we are responding by creating programs and conducting research on the truly important issues in our community. We are convening people and organizations of divergent beliefs to listen, learn, and lead in crafting creative solutions and advocating for their adoption.

To remain true to our values of independence, City Club has always been member-driven and member supported. However, membership dues cover only 40% of our operating expenses. To help support the rest, the Club relies on additional gifts from members.

a. Endowments

Established in 2008, the Research Endowment (at the Oregon Community Foundation) currently holds over \$559,000. Annual distributions at 4.5 percent directly support the Club's research efforts. The initial funds were pledged and contributed by over 100 members and friends in memory of Ogden Beeman, former Club president and champion of research, with a substantial match from his family and a bequest by Andy Linehan, former Club president.

The Lamb-Baldwin Foundation continued its generosity by making its sixth grant to the Research Endowment.

Distributions from the Club's General Endowment (also at the Oregon Community Foundation), which currently holds over \$254,000, support the Club's general operations.

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b. Legacy Society

Generous individuals and couples who have included City Club of Portland in their estate plans form the Legacy Society. They have made a commitment to the Club's long-term fiscal stability by increasing its endowments over time.

It's easy to join the Legacy Society. Provide for the City Club in your will or trust, or make the Club a beneficiary of life insurance or a retirement account. Then simply complete and send in the short [enrollment form](#). You will be recognized in all future listings of the Legacy Society, and you will help ensure the Club's success in perpetuity.

Sam Adams
Don Barney
Ogden Beeman*
Sharon Brabenac
Jeanne C. Crouch
Arthur Goldsmith*
Dan* and Rusty* Goldy
Susan Hammer
Alan Hart*
Ned Hayes*
Nancy Hedin
Peter Heuser
William Holmer
John Horvick
Leslie S. Johnson
Ted Kaye
Carla Kelley
Susan Kelly
Randal Kester*
Muriel and Sid* Lezak
Andy Linehan*
Ned Look*

Greg Macpherson
Nicole June Maher
Gus Mattersdorff*
Pat McCormick
Roger J. Meyer
Su Midghall
Leslie Morehead
David Quisenberry
Sharon VanSickle Robbins
Steve Rosenbaum
Steve Schell
Chris Smith
Julie* and Don* Sterling
Frances J. Storrs
Sue and Glyn Thomas
Les Vulsteke
Tamsen Wassell
Kurt Wehbring and Donna Dermond
Bob Weil
Don and Janet Williams
James Zehren

(* deceased)

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c. 2015–2016 Leadership Circle

The Leadership Circle encompasses City Club supporters who are committed to ensuring that the Club remain the leading Oregon institution engaging citizens in public issues. Members of the Leadership Circle invest in the Club’s future with contributions of \$1,000 or more per year. We are grateful for the support of the Leadership Circle members listed below.

Visionary Level — \$3,500+

Adam & Gina Davis
Bill Dickey / Morel Ink

John Russell & Mary Fellows
Sharon VanSickle Robbins & Bill Robbins

Guiding Level — \$2,500–\$3,499

Peter & Wendy Fenner
Greg Macpherson

Tom & Chris Neilsen
Phil Walsh

Sustaining Level — \$1,500– \$2,499

Gun Denhart
Joel Godbey
Susan Hammer
Walter Lander & Kit Tong Ng

Sean Martin
Kourtney Nelson
Meredith & Bill Savery
Robert Wolf

Supporting Level — \$1,000–\$1,499

Len & Betsy Bergstein
Ernie Bonyhadi
Barnes & Molly Ellis
Patricia Farrell & Bob Watkins
Ted Gilbert
Edward Gronke
John Hörvick
Leslie S. Johnson
Marge & Stephen Kafoury
Ted & Debbie Kaye
Leslie Labbe

Pat McCormick
Rayleen McMillan
Milo E. Ormseth
Josephine & Peter Pope
Mary Martin Rosenberg
Jon Schleuning
Chris Smith & Staci Paley
Christine & David Vernier
Don & Janet Williams
Bill Wyatt & Merri Souther Wyatt

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d. 2015–2016 Annual Fund Donors

Benefactor — \$500–\$999

Earl Blumenauer
Earl Hines
Carla Kelley
Christopher Kent
Korleen Kraft
Leland Larson
Kenneth Lewis

Mary Macpherson
Alan Mela
Elana Pirtle-Guiney
David Quisenberry
Georgia Schell
Bing Sheldon
Frances Storrs

Peggy Anne
Thatcher-Aguilu
Carol Turner
Paul J. Utz
Vera Vacek

Patron — \$250–\$499

Sam Adams
Paula Amato
Ann Barkley
Lori Irish Bauman
Peter Belluschi
Nancy Chapman
Elaine & Arnold Cogan
Jeffrey Croxford
Gerald D. Fox

Alice & Bob Frost
Joanne Jene
Karen Kervin
Juan Martinez
Rhidian Morgan
James Ofsink
Mark Rarick
Sue Thomas
Paddy Tillet

Allison Tivnon
Stephanie Vardavas
Harriet Watson
John R. Wish
Carol S. Witherell
Julie Young
Eric Zimmerman

Sponsor — \$100–\$249

Karalie Adams &
Stewart Buettner
David Albertine
Kori Allen
Ronald Atwood
John C. Beatty
Anne Berg
Heather Blahm
Harold Brevig
Rob Brostoff
Brian Campbell
Suzanne Carter
David G. Cassard
Cathy Chinn
John Elwood Clark
Sonja L. Connor
Virginia Cornyn
Elizabeth Cushwa
Susan Dalessandro
Lois L. Davis

Martha Dibblee
Spencer Dick
Sho Dozono
Ronald Ennis
Marilyn Epstein
Paul Fellner
LaToya Fick
Ryan C. Fox-Lee
Caroline Harris Crowne
Bill Harris
John Hotwick
Robert Huntington
Nina Johnson
Steve Johnson
Heather Kmetz
Mary Ella Kuster
Antonio Lara
Kathleen Larson
Andrea Meyer
Roger J. Meyer

James Mills
Deanna & Wilfried
Mueller-Crispin
David Nemarnik
Jack Newberry
Sel Nutor
Jon Orloff
Stanley Penkin
Ben Petersen
Dan Rasay
Ken Ray
Carol Robinson
Jan Schaeffer
Jean Scholtz
B.J. Seymour
Donna Silverberg
Carl Snook
Don Spiegel
Leigh Stephenson-Kuhn
Carol Stone

Milan Stoyanov
Paula Marie Tucker
Drusilla van Hengel
Eunice Noell-Waggoner &
Don Waggoner
Ted Wall

Carol S. Wallace
Don Wallinger
Mari Watanabe
Harold Weight
Robert Weil
Jim Westwood

Andrew & Julie Wheeler
Tom Whittaker
Howard Willey
Robert Wollmuth

Contributor — \$1–\$99

Roudabeh Akhavein
Gil Alvarez
Pauline Anderson
Juanita Baker
Steven Baker
Florence Bancroft
Belinda Beresford
Cheryl Bittle
Elise Bouneff
Betty Brislawn
Samuel Brooks
David Brownell
Steven Carter
Jim & Mary Chase
Don Clark
Naomi Cole
Marilyn Couch
Mary Cramer
Anneliese Davis
Joyce DeMonnin
Steve Dotterer
Courtnei Dresser
Spencer Ehrman
David Evans
Marc Farrar

Paul Finlay
Elizabeth Friedenwald
Michael Grainey
Christopher Greiveldinger
Martha Hart
John Helm
Charles Hinkle
Dennis Johnson
Joanne Kahn
Steve Katz
Lee Kelly
Judith Kliks
David C. Knowles
Matthew Koren
Jewel Lansing
Muriel D. Lezak
Gary Lindberg
Arlene Loble
Ellen Lowe
Ann Marcus
Mike Marshall
Steven Maser
Fred Miller
Leslie Morehead
Martha Morris

Dick Page
Susan Pearce
Elsa Porter
Jill Rissi
Dan Saltzman
Carl Schnoor
Brenda Ray Scott
Andy Sloop
Jane Smith
John Solters
Carol Stout
Toni Tabora-Roberts
Erica Thatcher
Andrew Tweedie
Megge Van Valkenburg
Les Vuylsteke
Joella Werlin
Mary Kay West
Tuck Wilson
Thomas Worth
Angela Wykoff
David Wynde
Jackie Yerby
Pat Young

The challenges of compiling such lists can introduce unintended mistakes, which in no way diminish the Club's gratitude for its members' support. The Club regrets any errors or omissions and encourages contacting staff with any corrections.

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10. CORPORATE & FOUNDATION SPONSORS

Friday Forum Fall 2015 Sponsors



Friday Forum Winter 2016 Sponsors

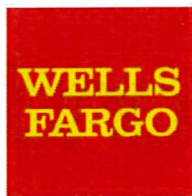


RUSSELL FELLOWS PROPERTIES, LLC

Friday Forum Spring 2016 Sponsors



Friday Forum Event Sponsors



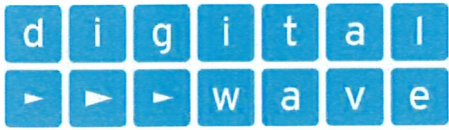
Research Sponsors



In-Kind Sponsors



Centennial Sponsor



[*video production*]

Civic Scholars Sponsors



Caring for students today, tomorrow, together.®

Foundation Sponsors

- Meyer Memorial Trust—for Membership Development
- Collins Foundation—for Civic Scholars
- Multnomah Bar Association—for Civic Awards
- Newman's Own Foundation
- Oregon Community Foundation—advised fund grants

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11. FINANCIAL REPORTS

Statement of Activities For the years ended May 31, 2015 & 2016

	2016	2015
Support and Revenue		
Contributions & grants	\$368,107	\$360,448
Bequests & endowment gifts	5,000	-
Membership dues	202,219	236,957
Program service revenue	161,243	170,430
Investment income	3,879	720
Net realized & unrealized gains	(43,944)	23,803
Other income	70	10,625
Total support and revenue	\$696,574	\$802,982
Expenses		
Program services	\$610,016	\$521,964
Management & general	121,162	116,011
Fundraising	75,807	48,789
Total expenses	\$806,985	\$686,764
Change in net assets	\$(110,411)	\$116,218
Net assets		
Beginning of year	\$1,168,580	\$1,052,361
End of year	\$1,058,169	\$1,168,580

Notes: The Club's *operating* results were a *surplus* of \$51,149 in 2014–15 and a *deficit* of \$23,611 in 2015–16.

The Club secures a full financial audit every four years. The 2014–15 fiscal year's financial statements were audited by Kern & Thompson. Members may receive a copy of those financial statements by contacting the Club offices.

Statement of Financial Position
 May 31, 2015 & 2016

	2016	2015
Assets		
Cash & cash equivalents	\$261,828	\$256,066
Accounts & grants receivable	29,587	10,905
Prepaid expenses & deposits in transit	9,738	8,410
Property & equipment, net	9,284	20,850
Investments (at market)	813,604	886,977
Total Assets	\$1,124,041	\$1,183,208
Liabilities and Net Assets		
<i>Liabilities:</i>		
Accounts payable	\$58,082	\$11,799
Deferred revenue	5,255	-
Accruals	2,536	2,829
Total liabilities	\$65,873	\$14,628
<i>Net assets:</i>		
Unrestricted—undesignated	146,444	181,621
Unrestricted—board designated	1,000	1,000
Temporarily restricted	195,455	275,690
Permanently restricted	715,269	710,269
Total net assets	\$1,058,168	\$1,168,580
Total Liabilities and Net Assets	\$1,124,041	\$1,183,208

Operating Results History 2009–2016

	2009-10 <small>Jun '09 - May '10</small>	2010-11 <small>Jun '10 - May '11</small>	2011-12 <small>Jun '11 - May '12</small>	2012-13 <small>Jun '12 - May '13</small>	2013-14 <small>Jun '13 - May '14</small>	2014-15 <small>Jun '14 - May '15</small>	2015-16 <small>Jun '15 - May '16</small>
REVENUES							
Individual Contributions	97,755	82,408	97,015	93,053	98,836	96,024	121,335
Corporate Sponsorships	53,000	62,000	70,180	62,000	126,922	130,500	123,500
Foundation Grants	500			4,718	22,000	33,500	2,500
In-Kind Gifts					18,449	4,900	17,124
Membership Dues & Sur.	158,966	154,075	161,596	187,711	201,222	236,957	202,218
Program Revenue	89,458	103,948	139,926	129,227	141,593	162,930	168,643
Service Revenue					7,500	7,500	
Special Events Revenue	16,110	6,652	2,612	5,274	8,949	538	60
Sterling Fund	4,563	4,335	5,487	4,852	4,963	5,107	5,149
Endowment Draw	20,007	27,987	32,316	34,549	35,868	37,157	38,309
Miscellaneous Income	14,465	14,806	6,731	221	31	504	70
	<u>454,824</u>	<u>456,211</u>	<u>515,863</u>	<u>521,606</u>	<u>666,333</u>	<u>715,616</u>	<u>678,908</u>
EXPENSES							
Personnel	226,291	228,017	258,602	253,515	300,528	302,739	298,719
Restricted Fund Offset							(18,000)
Rent	61,641	63,010	53,702	46,227	46,998	47,920	48,666
Equipment Rent	7,570	10,838	8,570	7,412	7,128	3,492	4,027
Telephone & Tech	3,684	3,921	4,049	4,830	4,402	25,509	19,334
Insurance	7,448	5,605	4,709	4,847	3,809	5,020	4,366
Printing/Copying	2,683	3,875	1,988	4,002	12,743	17,515	18,849
Postage	3,187	2,403	2,763	2,317	2,113	2,547	7,200
Professional Services	23,385	31,487	32,360	20,816	14,126	21,527	90,023
Broadcast Fees+Sound	13,400	12,802	20,146	21,102	20,273	21,952	22,527
Luncheons	75,551	84,600	86,121	89,704	102,488	115,055	135,090
Special Events	2,401		213	8,851	2,342	6,308	2,083
Marketing, FR, & Sponsor					21,002	19,938	17,376
Grant Expenses					2,154	26,000	
In-Kind Offsets					18,449	4,900	17,124
Bank Fees/Fin. Charges	12,866	14,662	16,138	16,633	16,068	18,699	18,941
Supplies & Misc.	3,702	1,756	4,217	4,150	6,487	7,172	6,875
Other (15 accounts)	10,667	7,026	8,419	9,210	8,311	18,174	9,320
	<u>454,476</u>	<u>470,002</u>	<u>501,997</u>	<u>493,615</u>	<u>589,420</u>	<u>664,467</u>	<u>702,519</u>
NET -- Surplus / (Deficit)	<u>347</u>	<u>(13,790)</u>	<u>13,866</u>	<u>27,992</u>	<u>76,913</u>	<u>51,149</u>	<u>(23,611)</u>

These amounts exclude gains/losses on investments, gifts and bequests to endowments, depreciation, and receipts/releases of restricted funds, and adjust for endowment distributions.

(Major restricted fund revenues in 2014 and 2015 were \$100,000 and \$98,500; releases were \$17,466 and \$100,362.)

ENDOWMENT FUNDS SUMMARY

	General Endowment	Research Endowment
May 31, 2013	\$262,827	\$567,348
Additions	1,000	7,250
Distributions	(11,289)	(24,579)
Gain/(Loss)/Expenses	30,372	65,582
May 31, 2014	\$282,910	\$615,601
Additions	0	1,100
Distributions	(11,846)	(25,311)
Gain/(Loss)/Expenses	7,710	16,813
May 31, 2015	\$278,774	\$608,203
Additions	0	5,000
Distributions	(12,051)	(26,258)
Gain/(Loss)/Expenses	(12,669)	(27,395)
May 31, 2016	\$254,054	\$559,550

The Club's endowments are held by the Oregon Community Foundation (OCF) in its main long-term investment pool. The Club is also the beneficiary of two designated funds at OCF (Don Sterling and Goldy Family), not shown here.

Annual distributions from the endowments support the Club's operating budget and, in the case of the Research Endowment, the Club's research function within the operating budget.

Currently the distribution rate set by OCF is 4.5% of the average endowment balance over the previous 13 quarters, adjusted for additions.

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12. STAFF, INTERNS, AND VOLUNTEERS

Staff

The Club is grateful for the staff support from employees and interns during another year of many transitions.

Mike Marshall, Executive Director

Heather Ohta, Membership Coordinator

Elizabeth Williams, Membership Coordinator

Rachel Loskill, Program & Communications Director

K. J. Lewis, Interim Program & Communications Director

Suzi Clark, Program & Communications Director

Greg Wallinger, Research & Advocacy Director, Interim Program & Communications Director

Chris Trejbal, Interim Research & Advocacy Director

Ernest Stephens, Business Manager

Amy Wheeler, Business Manager

Karen Tang, Interim Business Manager

Amanda Shore, AmeriCorps VISTA Civic Scholars Coordinator

Civic Associates: Coline Benson, Katie Carlson, Garrison Cox, Taylor Holland, Jack Lammers, Vincent Singer, Elizabeth Williams

Volunteers

Civic Ambassadors: Amy Adams, Jessica Arzate, Kate Blazer, Jim Cox, Lauren Fox, Cheryl Franceschi, Tony Kullen, Stephan Lindner, Meagan Morrow, Ron Silver, Toni Tabora-Roberts, Brandi Tuck, Justin Ward, Robyn Williams

Office Volunteer: Andy Asher

Friday Forum Volunteers/Greeters:

Rob Brostoff

Muriel Lezak

Chris Trejbal

Spencer Ehrman

Sharon Paget

Wynne Wakkila

Ted Kaye

Ben Petersen

Don Wallinger

Mary Ella Kuster

Walter Robinson

Rick York

Case Study Title: Marana Citizens' Forum

Case Study Category: Communications

Jurisdiction name: Town of Marana

Jurisdiction population: 34,961 (2010 Census data)

City Manager: Gilbert Davidson

Consideration for an Innovation Award: yes

Consideration for Rapid Fire session: yes

Project Leader: Amanda Jones, Management Assistant, Town Manager's Office

Contact information: ajones@marana.com, 520-382-2670, 11555 West Civic Center Drive Marana, AZ 85653



Purpose:

In 2006, the Town Council formed five Citizen Advisory Commissions (CACs) via formal resolution. These five commissions evolved over the past six years into the Police, Parks and Recreation, Utilities, Business and Economic Development, and Affordable Housing Citizen Advisory Commissions. These commissions consisted of members from throughout the community and each was assigned a staff member to act as a liaison. The CACs relied heavily on Town staff to agendize their meetings, prepare all discussion materials, and provide detailed updates. The CACs focused on specific topics with a community perspective. As Marana grew, issues throughout the Town became more complex and required a more interconnected and multi-disciplinary approach. This led to the creation of the Marana Citizens' Forum.

There were months of preparation leading up to the first Forum session held in Fall 2012. Staff worked on the initial framework, and presented the idea to Department Heads for input. To make the program viable, it was vital to garner buy-in from the CAC members. Staff attended the regularly scheduled meetings of the CACs to present the idea to them, and then met with all the Commissioners together for a final overview and solicitation of feedback. They provided valuable insight regarding the functionality, as well as what they would like to see included in the new concept. To further test the concept, the Town held a trial-run of the process using staff. Finally, in November 2011, Town Council acted to suspend the CACs and institute the Marana Citizens' Forum as an outlet for civic engagement and a conduit for community input and idea sharing.

Structure:

Each Forum session is a series of four meetings; Orientation, Introduction, Data Presentation, and Panel Discussion meetings. Initially, the Marana Citizens' Forum was a series of three meetings held over a two month period, culminating in a presentation to the Town Council on the recommendations. Over the past two years this process has expanded and now includes an Orientation meeting held at the beginning of each session to introduce the Delegates to each other, the process, and allow them to choose from three potential topics, the topic for the Forum session.

The Introduction meeting allows the Delegates to begin a high level discussion of the chosen topic and also provides an opportunity for them to request any data points that could help set the context for their discussion and, eventually, recommendations. This data is gathered and presented at the Data Presentation meeting, traditionally by Town staff. The Delegates are presented with guiding questions during the Panel Discussion meeting, based on the discussion over the past meetings, and are tasked with creating tangible recommendations to present to the Town Council. All three of these meetings are facilitated by a trained Facilitator and the Introduction and Panel Discussion meetings are recorded by a trained Recorder. Both of these positions are vital to keeping the group on task as well as culminating the discussion to a consensus statement.

The Forum Delegates are made up of members from all across the community. Some of the Commissioners decided to continue as Delegates, but most of the Delegates come from additional sources. There are appointees from the Town Council, community partners (Marana Unified School District, Marana Health Center, Northwest Fire District, Marana Chamber of Commerce, CalPortland), and an at-large application process. These diverse Delegates create a vibrant and energetic conversation and generate smart and thoughtful recommendations. The only costs associated with the Marana Citizens' Forum are minimal staff time and the trained Facilitator. The savings are primarily Town-wide staff time since this program creates a streamlined and direct approach to multi-disciplinary problems.

We have held three Forum sessions since Fall 2012 and each one has proven better than the last. The recommendations from each of the sessions have started to be implemented by Town staff including, a community newsletter and a beautification task force. The Delegates have also taken the lead on implementing some of their recommendations by developing a community survey and an implementation plan for completion.

OUT & ABOUT
IN MARANA
Citizens' Forum

Delegate Materials



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- Description of program
- History
- Resolution
- Exhibit A

Section 2:

- Upcoming dates
- Facilitator bio
- List of delegates

Section 3:

- Topic background reports

Section 4:

- Guidelines for discussion
- Pledge

Section 5:

- Council manager form of government
- Town information
- Contact info

Description of Program:

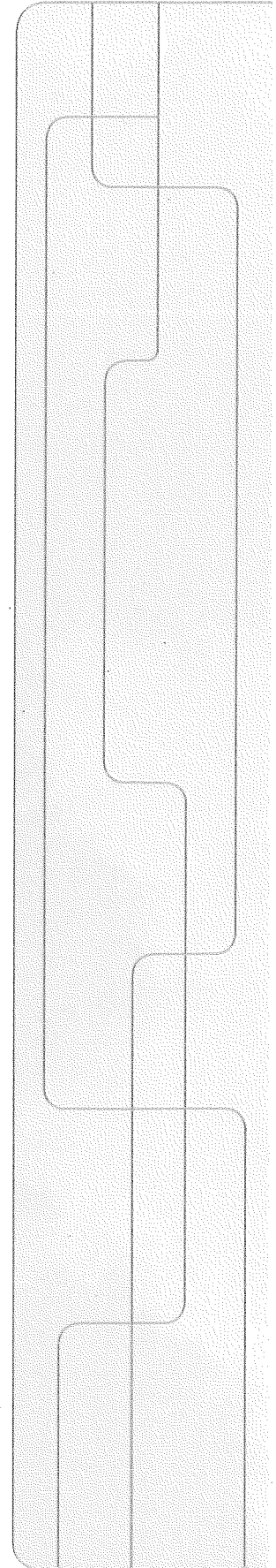
Established by resolution in 2011, the Marana Citizens' Forum is a new model for engaging residents and business owners in the Town. The Forum is made up of delegates from the community who bring their unique viewpoint and experience to the discussion to help develop recommendations for broad Town-wide issues.

Each Forum session is made up of four meetings. The Orientation Meeting (February 20) will introduce the delegate to the structure of program and the other delegates, and will conclude with a vote on which of three topics will be discussed for the duration of the session. During Meeting 1 (February 27) delegates will meet in break-out groups and begin broad discussion of the topic chosen. At the end of this meeting, delegates will be able to request specific points from staff for Meeting 2. During Meeting 2 (March 13), delegates will be able to ask questions of Town staff who prepared data to provide additional context for the selected topic. Finally, Meeting 3 (April 3) will be the panel discussion. Delegates will be presented with questions to help guide them to develop strong recommendations to be made to Council. Also at Meeting 3, the delegates will choose four people to make up the Reporting Group which will work with staff to prepare the presentation to Council.

History:

In 2011, the Town Council approved the creation of the Marana Citizens' Forum. Since then there have been three sessions on the topics of "community and civic engagement," "how to manage our local resources," and "north Marana growth." All three sessions generated tangible recommendations, many of which have been implemented by Town staff.

The Spring 2013 session brought changes to the structure to the Forum adding a valuable orientation meeting and allowing the Delegates to choose from three topics which they wanted to discuss. The Winter 2014 session will continue these structural changes.



Upcoming Dates:

Forum

February 27 – Meeting 1

March 13 – Meeting 2

April 3 – Meeting 3

Town Events

March 8 – Founders' Day

April 5 – Marana Main Street Festival

April 18 – State of the Town

Bio Dale L. Keyes, Ph.D.

Dale L. Keyes, Ph.D. established Consensus Mediation Services in 1995 to assist groups involved in land use, natural resource and environmental issues. Specific services include planning for public involvement, meeting facilitation, dispute mediation and objective fact finding.

Dr. Keyes has over 30 years' experience in the environmental consulting and dispute resolution fields. He holds a variety of scientific degrees and has obtained formal training in facilitation and mediation. He was a Senior Program Manager at the Institute for Environmental Conflict Resolution, a federal program residing in the Udall Foundation in Tucson. He has served on several advisory committees to local governments where he frequently participated as a discussion leader or facilitator.

List of Delegates:

Jerry Burger

Marcia Jakab

Jim Shaw

Carolyn Dumler

Linda Lammers

Agnes Seidler

Doug Emans

Janet McLay

Jeff Voss

Stacy Gowler

Dale Moe

Mary Underwood

Ginny Huffman

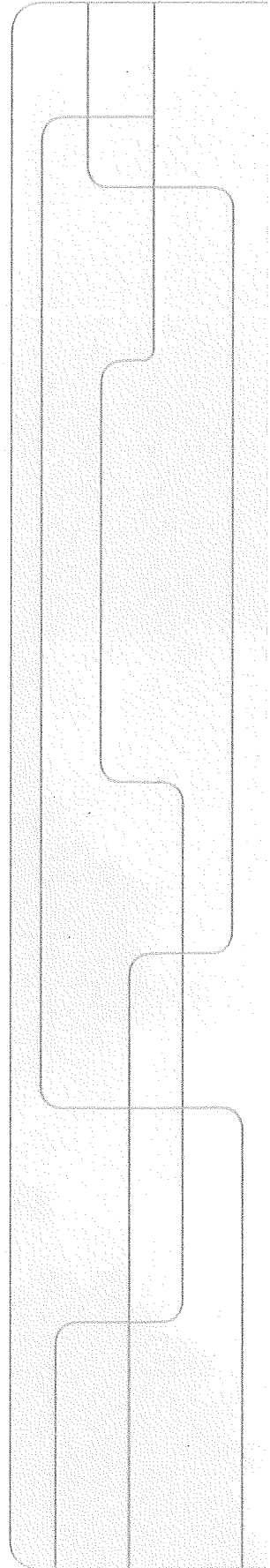
John Officer

.....
Topic background reports:
.....

Emergency Management – The Town has an Emergency Operations Plan adopted in 2012 and includes directives should the Town experience a disaster. This includes evacuation and shelter in place plans for the community. The Delegates are asked to provide recommendations on additions to this plan.

Marketing, branding, and tourism – One of the recommendations from the Fall 2012 Forum was for the Town to expand its marketing and branding efforts. As part of the Town's overall communication effort, the Town employed a graphic designer, and a graphic standards manual was created. The Town is also in the early stages of developing a Destination Marketing Organization to promote the Town and the amenities it has to offer. Further, the Town is undergoing a rebranding effort developing a new campaign to attract people to the Town. The Delegates are asked to provide recommendations on the process and any additional marketing ideas they might have.

Educational opportunities – The survey of topics reflected several comments regarding expanding educational opportunities in the Town. Anything done by the Town would, of course, include collaboration with the Marana Unified School District. The Delegates are asked to prepare recommendations on how to expand the opportunities for educational institutions to come to the Town in conjunction with other entities.





Marana Citizens' Forum

Introduction

The Marana Citizens' Forum is created as a special committee of the Town of Marana. The Forum is an innovative method for increasing citizen engagement and fostering community participation in Town functions and activities in an effective and sustainable manner.

Powers

The Marana Citizens' Forum is vested with the power to discuss, develop and recommend to the Town Council feasible action plans and solutions that are aligned with the Town's Strategic Plan regarding Town-wide, multi-disciplinary issues.

Purpose

The purpose of the Marana Citizens' Forum is as follows:

- Increase citizen engagement
- Advise the Council by developing and recommending action plans on issues of importance
- Tie ideas and action plans to the Strategic Plan
- Establish a positive feedback loop between the Forum delegates and the Council

Number and Qualifications of Delegates

The Marana Citizens' Forum will have no less than 15 and no more than 25 delegates at any one time, with the optimal number being 20 delegates. These delegates will come from various backgrounds and experiences and may be:

- Marana residents or business owners; or

- Appointees of the Town's regional partners: the Marana Unified School District (MUSD), the Northwest Fire District (NWFD), the Marana Health Center (MHC), and the Marana Chamber of Commerce (these appointees may be Marana residents or business owners, but are not required to be);
or
- Other experts from the greater Marana area

At least 51% of the membership of the Forum at any one time must be made up of Marana residents and business owners.

Delegate Terms of Office

Each Marana Citizens' Forum delegate shall serve for four consecutive Forum sessions and is subject to reappointment as set forth herein.

Appointment, Reappointment and Removal of Delegates

The Town's regional partners, MUSD, NWFD, MHC, and the Marana Chamber of Commerce may each appoint one delegate to the Forum. Additionally, each Town of Marana Councilmember may appoint one delegate to the Forum. These regional partner and Councilmember appointees do not require consideration and approval by the full Town Council.

To reach the optimal goal of 20 delegates, the Town will then initiate an at-large appointment process open to the public. The procedures provided in Section 2-6-2 of the Marana Town Code will be followed for this at-large process.

When a Forum delegate's term of office expires, the delegate will either be reappointed by the Town or the Town will seek a new appointment from the entity or Councilmember that appointed the delegate whose term is expiring or will hold another at-large appointment process for those seats originally filled by this process. In determining whether a delegate will be reappointed or a new appointment will be sought, the Town will consider the dual goals of maintaining consistency and institutional knowledge, while also gaining new insights and ideas on the issues of importance to the Town of Marana.

If a Forum delegate resigns or is removed, the Town will seek a new appointment from the entity or Councilmember that appointed the resigning/removed delegate, or will hold another at-large appointment process for those seats originally filled by this process.

If necessary, an at-large appointment process in accordance with Section 2-6-2 of the Marana Town Code may be conducted in order to fill any vacancy.

Removal of Marana Citizens' Forum delegates shall be in accordance with Section 2-6-2(G) of the Marana Town Code, except for removal of delegates due to poor attendance at Forum meetings. Forum delegates who are absent without prior excuse from one or more meetings during a Forum session shall be considered to have resigned and the Town shall not be required to take any further action to remove the delegate from the Forum membership.

Former CAC Members

For the initial creation of the Forum, the then-current members of the Affordable Housing, Business and Economic Development, Parks and Recreation, Police and Utilities Citizen Advisory Commissions (CAC) were invited to participate and those CAC members who accepted the invitation were appointed to the Forum. If those former CAC members leave the Forum due to the expiration of their initial term, resignation, or removal, their replacement will be selected via the at-large appointment process set forth in Section 2-6-2 of the Marana Town Code.

Marana Citizens' Forum Process

Forum Sessions

Town staff will determine the number of Forum sessions that will take place in any given calendar year, but generally it will range from two to four sessions per year. Each Forum session will encompass four meetings of the full membership as described herein and will take approximately 12 weeks to complete.

Topic Selection

Potential Forum session topics may be submitted by Forum delegates, Councilmembers, and Town staff. All submissions will be placed into a topic pool and, prior to the orientation meeting discussed below, Town staff will select three topics from the pool for consideration by the Forum. Staff will then present the three potential session topics to the Marana Town Council. If approved by the Council, Town staff will prepare a brief background report for each of the three potential session topics to provide context for the topics, and the topics and background reports will be presented to the Forum at the orientation meeting. A topic will be selected by a vote of the Forum. Topics not selected will be returned to the topic pool, if applicable.

Orientation Meeting

An orientation meeting will take place before the Phase 1 meeting of each Forum session. During the orientation meeting, Forum delegates will be introduced or re-introduced to the Forum process. Additionally, Forum delegates will be provided with background information and written materials regarding the Town. Forum delegates will also be provided with expectations regarding attendance at Forum meetings and guidelines for meetings, and will be asked to sign a pledge committing to the Forum process.

Forum delegates will then be presented with the three potential session topics and background reports discussed above. Delegates will engage in full discussion of the potential topics and will then select the topic for the Forum session via a majority vote of the delegates present at the orientation meeting.

Phase 1 - Naming the Issues

The Phase 1 meeting will consist of an introduction to the topic selected for the Forum session, followed by a high-level discussion identifying and naming the various issues associated with the topic.

At the end of the first meeting, the Forum may request quantitative data regarding the agenda issues from Town of Marana staff. This data is meant to provide background and support for the delegates' decision-making and should be data that is readily accessible.

Phase 2 - Framing the Issues

In this phase, the full Forum will meet and Town staff will present any previously requested data. Staff will be available to answer questions from Forum delegates.

If the Forum delegates choose to do so, they may form subgroups to focus on a specific portion of the issues under discussion. These meetings would be independent from the Forum process meetings.

Once the data is presented, the Forum delegates shall finalize the issues for discussion and deliberation in Phase 3, based on the direction previously provided in the background report. Town staff and the facilitator chosen for the public deliberation phase of the Forum process will develop strong guiding questions to lead the Forum delegates through the Phase 3 discussion.

Phase 3 - Public Deliberation

The Phase 3 Public Deliberation meeting will be facilitated by a trained facilitator and will be recorded by a trained scribe. The facilitator is vital to this process by keeping the Forum discussion on topic and encouraging participation and commitment in suggested projects. The scribe will summarize and synthesize the opinions of the Forum delegates on the issues at hand and create a consensus statement from these opinions.

Forum delegates will discuss the identified issues with the collected and presented data. The Marana Citizens' Forum is tasked with developing specific, detailed action plans to present to the Marana Town Council. The plans and projects that are discussed within this meeting should be feasible and aligned with the Town's Strategic Plan. Forum delegates are asked to commit to implement their chosen action plans.

The goal of the process is to reach consensus regarding the action plans and projects to be presented to the Town Council. Consensus does not mean unanimity in this context, but general agreement among the Forum delegates. Generally, consensus is reached when no one wants to add anything and no one objects strongly to the wording of the consensus statement drafted by the scribe and read back to the Forum delegates.

At the conclusion of this meeting, the Forum delegates will elect from their membership a Presentation Group who will present the Forum recommendations to Council. The Presentation Group will work with Town staff to develop a formal presentation to the Town Council regarding the Forum's findings and recommended action plans. The Town Council will then determine the next steps.

Phase 4 - Civic Learning

After the Council presentation, the Forum delegates will be asked to take part in an online survey prepared by Town staff to review the process, as well as the outcomes of any completed action plans. This survey process will act as a debriefing for Forum delegates and as a time for reflection regarding the overall effectiveness of the Forum process.

Ad Hoc Advisory Review Meetings

In addition to the formal Marana Citizens' Forum Process described above, from time to time the Town may utilize the Forum as an *ad hoc* advisory review committee for various Town issues and concerns. In such instances, Town staff

may convene the Forum for a "lighting round" in which the Forum process will be condensed to one meeting for review, discussion and recommendations on the issue or issues as presented by Town staff. As with all meetings of the Forum, these *ad hoc* advisory review meetings shall be held in compliance with the Arizona open meeting law.

Guidelines for discussion:

- The Facilitator reads one question at a time to facilitate discussion.
- It is important to stick to the question at hand.
- The Forum strives for consensus (votes are taken where necessary).
- Consensus is reached when no one wants to add anything, and no one strongly objects to the recommendation offered.
- The recorder's role is to capture the consensus comments, read back consensus statements, and make edits with the delegates.
- Viewpoints of all delegates are considered equally valuable.
- Discussions are encouraged to be robust while maintaining a respect for different view points. Delegates are allowed to criticize concepts – not people.
- Observers may attend session, but cannot participate or contribute to the discussion.
- The process is as valuable as the recommendations.

OUT & ABOUT
IN MARANA
Citizens' Forum

By signing below:

- I agree that quality discussion can only occur with regular participation.
- I agree to provide 24-hour notice if I'm unable to attend one of the four meetings of the Session.
- Missing more than 50% of the Forum Session will result in my removal from the Marana Citizens' Forum.

Printed Name: _____

Signature: _____

Date: _____

Council-Manager Form of Government:

The International City/County Managers Association defines the council-manager form of government as "combining the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with the elected governing body, which includes a mayor or chairperson and members of the council, commissions, or board. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization."

This means that the city or town manager takes the policies determined by the council and implements them. In the private sector this would be similar to the Board of Directors and the CEO hired to manage the day to day activities. A professional manager is hired to handle the operational tasks of the city or town. Most cities and towns in Arizona operate under this form of government.

Town information:

The area that would become Marana has a rich history. There has been human occupation in the area beginning 4,200 years ago along the Santa Cruz River when the Hohokam people developed an elaborate irrigation system using water to plant and grow crops along the river banks. Father Kino, Juan Bautista de Anza and Spanish Conquistadors all passed through the Marana area. The area greatly expanded with the discovery of high-grade copper ore in the Silverbell Mountains.

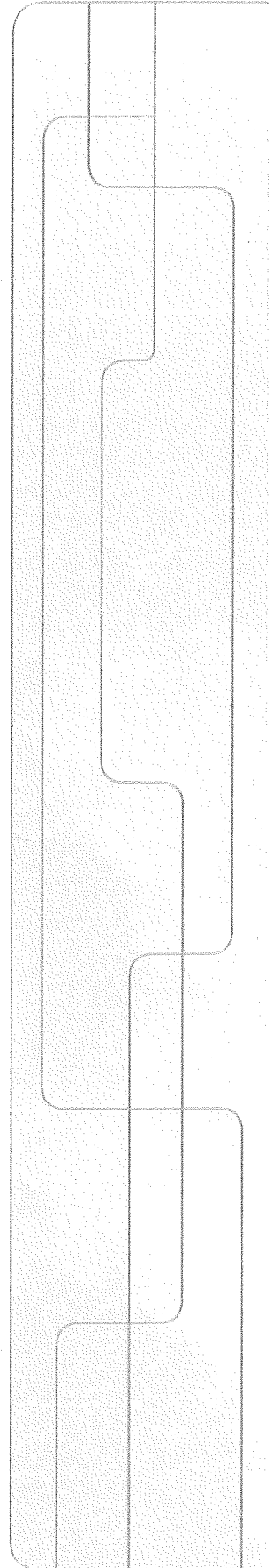
The first identification of Marana as a specific place came in 1890 when the Southern Pacific Railroad came through the area. Marana got its name from the railroad workers who had to hack their way through dense brush during construction. Marana means a jungle, thicket or tangle. It wasn't until after World War I that Marana became a primarily agricultural center producing cotton, wheat, barley, alfalfa, and pecans.

During World War II, Marana had an airfield that was the largest pilot-training center with close to 10,000 fliers. Additionally, Titan missile sites were later located in Southern Arizona as part of complex ballistic missile installations.

In March 1977, Marana incorporated with ten square miles and 1,500 residents. The Town is now more than 120 square miles including an 17-mile stretch of Interstate 10 frontage and several commercial and residential areas. There are eighteen departments and divisions to provide service to residents, business owners and visitors to Marana. Please visit our Facebook page, tweet us @TownofMarana, and follow our blog at www.marana365.com.

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Contact Information for Amanda:
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Amanda Jones, Management Assistant
ajones@marana.com 520-382-2670
11555 West Civic Center Drive Marana, AZ 85653



Boards, Commissions, and Committees	Ashland Pop. 20,620	Medford Pop. 78,500	Roseburg Pop. 22,820	Bend Pop. 83,500	Hillsboro Pop. 90,340	Lake Oswego Pop. 37,425	Milwaukie Pop. 20,510	Newport Pop. 10,190	Wilsonville Pop. 23,740
Accessibility Advisory Committee				X					
Airport Commission	X		X					X	
Audit Commission	X				X		X	X	
Band Board	X								
Bee City USA	X								
Bicycle & Pedestrian Advisory Committee		X						X	
Building Appeals Board	X								
Cemetery Commission		X							
Citizen Involvement Committee					X				
Citizens' Budget Committee	X	X	X	X	X	X	X	X	X
City Hall Advisory ad hoc Committee	X								
Community Plan Oversight Committee					X				
Conservation Commission (Sustainability)	X					X			
Development Review Commission/ Board						X			X
Economic Development Commission			X	X					
Finance Committee					X				
Forest Lands Commission	X								
General Fund Grant Subcommittee		X							
Historic Commission	X	X	X			X			
Housing and Human Services Commission	X	X		X					
Kellogg "Good Neighbor" Committee							X		
Landmarks Commission/ Design & Landmarks Comm.				X	X		X		
Library Board					X	X	X	X	X
Master Plan Update Advisory Committee								X	
Multicultural Commission		X							
Parking Commission/ Committee	X	X		X				X*	
Parks and Recreation Commission	X	X	X		X	X	X	X	X
Planning and Zoning Hearings Board					X				
Planning Commission	X	X	X	X	X	X	X	X	X
Police Advisory Committee/ Public Safety Advisory		X					X		
Public Arts Commission	X	X		X	X		X	X	
Public Works Commission			X						
Redevelopment Agency						X			
Riverfront Taskforce							X		
SDC Advisory Committee								X	
Senior Board/ 50+ / 60+ Advisory Committee	X					X		X	X
Septic and Sewer Advisory Committee				X					
Sister City Committee		X							
Site Plan and Architectural Commission		X							
Traffic Coordinating Committee		X							
Transportation Commission	X	X		X	X	X			
Tree Commission	X	X							
Unified Appeals Board		X							
Urban Renewal Committee		X						X	X
Utilities Commission/ Utility Advisory Board					X		X		
Vision 2040 Advisory Committee								X	
Visitors & Convention Commission/ Tourism Committee			X			X		X	X
Water Commission/ Committee	X	X			X				
Water Conservation Site Development Committee		X							
Wayfinding Committee								X	
Wildfire Mitigation Commission	X								
Youth Advisory Commission		X			X	X			
Total #	20	22	8	10	15	12	11	16	8

* Newport has three parking committees, based on districts (Bayfront, City Center, Nye Beach), plus one Parking Study Advisory Committee

Chapter 2.10
UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS

Sections:

- [2.10.005 Purpose](#)
- [2.10.010 Created or Established](#)
- [2.10.015 Appointment](#)
- [2.10.020 Terms, Term Limits and Vacancies](#)
- [2.10.025 Meetings and Attendance](#)
- [2.10.030 Removal](#)
- [2.10.035 Public Meeting Law](#)
- [2.10.040 Quorum and Effect of Lack Thereof](#)
- [2.10.045 Council Liaison](#)
- [2.10.050 Election of Officers, Secretary, and Subcommittees](#)
- [2.10.055 Role of Staff](#)
- [2.10.060 Agendas and Minutes](#)
- [2.10.065 Goals](#)
- [2.10.070 Rules and Regulations](#)
- [2.10.080 Code of Ethics](#)
- [2.10.090 Council as Final Decision Maker](#)
- [2.10.095 Gifts](#)
- [2.10.100 Budget, Compensation and Expenses](#)
- [2.10.105 Reports](#)
- [2.10.110 Lobbying and Representing the City](#)

2.10.005 Purpose

Advisory commissions and boards (advisory bodies) require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. Except where otherwise provided in this Code, the following policies and procedures govern all the City's commissions and boards, as well as ad hoc entities. Nothing herein removes the requirement for compliance with more specific regulations and guidelines set forth by state statute, administrative rule, ordinance, or resolution specific to the advisory body. These rules do not apply to the elected Parks and Recreation Commission. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.010 Created or Established

See individual Commission or Board Code Chapters codified between AMC [2.11](#) and AMC [2.25](#). (Ord. 3003, added, 02/18/2010)

2.10.015 Appointment

See AMC [2.04.090.C](#). (Ord. 3003, added, 02/18/2010)

2.10.020 Terms, Term Limits and Vacancies

All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order and except for certain members of the Municipal

Audit Commission, as provided in AMC [2.11.015](#). Notwithstanding the three year limitation, Planning Commissioners shall serve for terms of four (4) years with terms expiring on April 30 of the fourth year, and Budget Committee members not on City Council shall serve for terms of four (4) years, with terms expiring on June 30 the fourth year. All other regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve two (2) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC [2.04.090.C](#). (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.025 Meetings and Attendance

A. Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body.

B. The Planning Commission and Budget Committee shall set their own meeting attendance requirements. All members of other Regular or ad hoc advisory bodies must attend at least seventy-five percent (75%) of the full advisory body's noticed meetings, study sessions and special meetings in each full year of their tenure. A person removed from the advisory body for noncompliance with attendance requirements subsequently may be appointed to fill the vacancy on the advisory body by means of the normal appointment process of that advisory body.

C. A member should provide at least 48-hour notice to both the chair of the advisory body and the staff liaison regarding any planned absence from a scheduled meeting of the advisory body. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting.

D. Generally, advisory bodies may not allow alternates to represent or stand in for a member at a meeting. Notwithstanding the foregoing preclusion of alternates, on Regular and ad hoc advisory bodies with some members who are appointed by an entity other than the Mayor and City Council and who serve as a representative of the appointing entity, an alternate may participate and vote for the named member by proxy at any meeting of the advisory body. Such participation by the alternate will be deemed to be attendance by the named member. Individuals directly appointed by the Mayor and approved by the Council may not be represented by alternates.

E. Each advisory body should review member attendance and report to the City Recorder approximately every six months. City Recorder will advise the Mayor on the need for appointments or re-appointments, if necessary. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.030 Removal

See AMC [2.04.090.F](#). (Ord. 3003, added, 02/18/2010)

2.10.035 Public Meeting Law

All meetings of advisory commissions and boards are subject to strict compliance with public meeting laws of the State of Oregon. Notwithstanding notice requirements under Oregon law, advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the City's website. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting. (Ord. 3003, added, 02/18/2010)

2.10.040 Quorum and Effect of Lack Thereof

A meeting quorum shall consist of more than one-half of the total number of authorized members of the body, including any vacant positions. Nonvoting ex officio members, staff and liaisons do not count toward the quorum. Members need not be physically present at a meeting if another means of attendance (e.g. telephonic, internet etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions require the affirmative vote of at least two-thirds of the members present. If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. (Ord. 3050, amended, 11/18/2011; Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.045 Council Liaison

See AMC [2.04.100](#). (Ord. 3003, added, 02/18/2010)

2.10.050 Election of Officers, Secretary, and Subcommittees

At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than three consecutive annual terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.055 Role of Staff

At least one staff person is assigned to work with each advisory commission or board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all regular and special meetings and workshops. The staff liaison supports the group as a whole and shall not do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City Administrator or appropriate Department Head. (Ord. 3003, added, 02/18/2010)

2.10.060 Agendas and Minutes

The chair or staff liaison will be responsible for timely preparation and posting in advance the agendas of all meetings of advisory commissions and boards on the City's website. A member or staff liaison will be responsible for taking minutes and getting them posted on the City's website, generally within a few days after the minutes have been approved. Members are encouraged to access those documents from the web site. Staff will email or mail documents to members upon request. If the advisory body has a current Council Liaison, the Liaison should be given the opportunity to report to the commission or board periodically. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.065 Goals

Advisory commissions and boards are encouraged to establish annual goals and action items that reflect the body's charge as stated in the specific commission ordinance. Advisory bodies are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.070 Rules and Regulations

The advisory commission or board may make such rules and regulations as are necessary for its governance, including the conduct of meetings, when not inconsistent with Ashland City Charter, Ashland Municipal Code or Oregon law. These rules may be less formal than the meeting procedure rules in AMC [2.04.040](#). In the event of conflicts that cannot be resolved less formally, AMC [2.04.040](#) shall be used as the standard for meeting rules and procedures. Failure to strictly comply with the rules on meeting procedure in AMC [2.04.040](#) shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.080 Code of Ethics

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of advisory commissions and boards must be independent, impartial, responsible and not use their position for personal gain or to benefit or harm others. Advisory commissions and boards shall operate in the general public interest serving the community as a whole and shall serve no special interests. Advisory commission and board members shall not endorse in their official capacity any commercial product or enterprise. Members should be aware the criminal codes, ethics and conflict of interest laws set forth in state statutes and city ordinances, including but not limited to the State of Oregon Criminal Code, ORS 244 and in AMC Chapter [3.08](#). (Ord. 3003, added, 02/18/2010)

2.10.090 Council as Final Decision Maker

With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions subject to appeal but rather make recommendations to, or act in an advisory capacity to the council. The City Council is the final decision-maker on all city policies and the use of city resources. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution. (Ord. 3057, amended, 04/03/2012)

2.10.095 Gifts

Subject to the acceptance of the City Council, an advisory body may receive gifts, bequests or devises of property in the name of the City to carry out any of the purposes of the advisory commission or board, which funds, if required by the terms of the gift, bequest or devise, shall be segregated from other funds for use with the approval of the City Council. (Ord. 3003, added, 02/18/2010)

2.10.100 Budget, Compensation and Expenses

Money is set aside in department budgets for Commission and Board expenses. Should an advisory body require additional funds, requests should be submitted to the department head through the staff liaison. Regular members of the advisory commissions and boards shall receive no compensation for services rendered. Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to official business. Procedures and criteria for boards and commissions to obtain approval of expenditures are established by Resolution. (Ord. 3057, amended, 04/03/2012; Ord. 3003, added, 02/18/2010)

2.10.105 Reports

- A. Each advisory body shall submit copies of its meeting minutes to the City Recorder for presentation to the City Council.
- B. The chair of each advisory body is expected to give at least one report to the City Council each year on the advisory body's accomplishments, work in progress, and planned activities. In addition, the Mayor or City Council may from time to time ask chairs for information and recommendations on matters within the scope of their advisory bodies. Chairs' reports to the Council are to be objective and representative of the majority views of the memberships of their advisory bodies.
- C. Council Liaisons may report to the entire Council on significant and important activities of any advisory body to which they have been assigned.
- D. Staff Liaisons to the advisory bodies may assist in preparing such reports.
- E. Unless otherwise expressly provided in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.10.110 Lobbying and Representing the City

An individual advisory body member is free to express personal views on any issue in any forum as long as the individual makes clear that he or she is not speaking as a member of the advisory body and that the views expressed are personal and do not represent the position of the City or of the City advisory body. Advisory body members are prohibited from engaging in political activity in accordance with ORS 260.432. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

**Chapter 2.11
MUNICIPAL AUDIT COMMISSION**

Sections:

- [2.11.005 Purpose](#)
- [2.11.010 Municipal Audit Commission Established](#)
- [2.11.015 Modified Terms and Qualifications](#)
- [2.11.020 Duties and Responsibilities](#)

2.11.005 Purpose

The role and responsibilities of the Municipal Audit Committee were established in June 1991 pursuant to Resolution 91-16 and have been amended by Resolution several times. The City Council desires to codify herein the establishment of the Municipal Audit Commission (formerly known as Municipal Audit Committee). (Ord. 3003, added, 02/18/2010)

2.11.010 Municipal Audit Commission Established

The Municipal Audit Commission is established and shall consist of four (4) voting members. Notwithstanding any other provision of the Ashland Municipal Code, four voting members shall be appointed by the City council and shall consist of the Mayor or a Councilor, one Budget Committee member, and two citizens at large. The City Recorder shall be an ex-officio nonvoting member. (Ord. 3003, added, 02/18/2010)

2.11.015 Modified Terms and Qualifications

A. *Terms.* Notwithstanding any other provision of the Ashland Municipal Code, the terms of the Mayor or Council or City Recorder and Liaison Budget Committee member shall be for one year, each expiring on December 31 each year. All other terms shall be as provided in AMC [2.10.020](#).

B. *Qualifications.* In making the citizen at large appointments, the council shall give preference to persons with accounting or auditing experience, background or expertise. (Ord. 3003, added, 02/18/2010; Ord. 3100, 2014)

2.11.020 Duties and Responsibilities

The Municipal Audit Commission shall be responsible to:

A. Recommend to the council an independent firm of certified public accountants to perform the annual audit of the City.

B. Analyze and report to the council significant findings in the annual audit report and make recommendations regarding such findings.

C. Make recommendations, if any, to the council regarding the following financial documents:

1. Annual financial statements,
2. Management letter submitted by the independent auditor, and
3. Response to management letter submitted by city staff.

D. To effectuate the duties and responsibilities of the Committee, the Committee may require the presence of any city official at its meetings. (Ord. 3003, added, 02/18/2010)

**Chapter 2.12
CITY PLANNING COMMISSION**

Sections:

[2.12.010 Established Membership](#)

[2.12.060 Powers and Duties Generally](#)

[2.12.070 Planning Commission as Committee on Citizen Involvement](#)

2.12.010 Established Membership

There is established a City Planning commission consisting of seven members, to be appointed by the Mayor and confirmed by the City Council, to serve without compensation, not more than one of whom may reside within three miles outside the City limits. Appointments shall conform to the legal constraints of ORS 227.030. (Ord. 3056, amended, 12/21/2011; Ord. 3003, amended, 02/18/2010; Ord. 2950, amended, 04/01/2008; amended Ord. 3124, 2016)

2.12.060 Powers and Duties Generally

A. The Planning Commission is the appointed citizen body with the primary responsibility of providing recommendations to the Mayor and City Council regarding the overall direction of land use planning. The Commission reviews and makes recommendations regarding comprehensive land use planning and fosters mutual communication on land use issues. The Commission is responsible to the City Council for making

recommendations on land use plans and policies that are coordinated with other City plans, policies, and functions.

B. The Planning Commission shall have the powers and duties to:

1. Periodically review the Comprehensive Plan and make recommendations to the City Council on public processes, studies, and potential revisions to the Plan. Work in conjunction with other City citizen advisory commissions, boards, and committees to ensure coordination of various elements of the Comprehensive Plan.
2. Render quasi-judicial decisions on land use applications and appeals of administrative land use decisions as prescribed by the Ashland Code and Oregon state law.
3. Conduct public hearings and make recommendations to the City Council on planning issues and legislative changes to land use regulations and ordinances.
4. When needed to implement City goals and policies, meet with other planning bodies in the region on issues that affect City land use planning. Make recommendations to the City Council on regional land use issues in general.
5. Foster public awareness and involvement in all aspects of land use planning in the community.

C. Except as otherwise set forth by the City Council, the Planning Commission may exercise any or all of the powers and duties enumerated in ORS 227.090 et seq., as well as such additional powers and duties as are set forth herein.

2.12.070 Planning Commission as Committee on Citizen Involvement

A. The Planning Commission is designated as the Committee for Citizen Involvement (CCI). The CCI shall monitor and evaluate City responsibility regarding Goal 1 of Oregon's Statewide Planning Goals and Guidelines: Citizen Involvement. The CCI shall be directly responsible to the City Council and shall have the following powers and duties: Responsibility for assisting the City Council with the development of a program that promotes and enhances citizen involvement in land use planning, assisting in the implementation of the citizen involvement in land use planning, assisting in the implementation of the citizen involvement program, and evaluating the process being used for citizen involvement. (Ord. 3003, amended, 02/18/2010; Ord. 2950, amended, 04/01/2008; amended Ord. 3124, 2016)

Chapter 2.13 TRANSPORTATION COMMISSION

Sections:

- [2.13.010 Purpose and Mission](#)
- [2.13.020 Established Membership](#)
- [2.13.030 Powers and Duties, Generally](#)
- [2.13.040 Powers and Duties, Specifically](#)
- [2.13.050 Traffic Sub-Committee](#)

2.13.010 Purpose and Mission

A. *Role.* The Transportation Commission advises the City Council on transportation related issues specifically as they relate to safety, planning, funding and advocacy for bicycles, transit, parking, pedestrian and all other modes of transportation.

B. *Mission.* The need for a Transportation Commission is emphasized in the Transportation Element:

“Ashland has a vision - to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland’s livability, character and natural environment. ...The focus must be on people being able to move easily through the City in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community.”

(Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

2.13.020 Established Membership

A. *Voting Members.* The Transportation Commission is established and shall consist of seven (7) voting members as designated by the Mayor and confirmed by the council. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation.

B. *Nonvoting Ex Officio Membership.* The Director of Public Works or designee shall serve as the primary staff liaison and as Secretary of the Commission. Including the staff liaison, there will be twelve (12) total nonvoting ex officio members who will participate as needed and will include one member of the Council as appointed by the Mayor, Community Development and Planning, Police, Fire, Southern Oregon University, Ashland Schools, Oregon Department of Transportation, Rogue Valley Transportation District, Ashland Parks and Recreation, Jackson County Roads, Airport Commission. (Ord. 3076, amended, 11/06/2012; Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

2.13.030 Powers and Duties, Generally

The Transportation Commission will review and make recommendations on the following topics as it relates to all modes of Transportation:

1. Safety: will develop, coordinate and promote transportation safety programs;
2. Planning:
 - * Will review and serve as the primary body to develop recommendations to the City’s long range transportation plans.
 - * Will review and make recommendations in Type III Planning Actions during the pre-application process.
3. Funding: will make recommendations to the City’s transportation section of the Capital Improvements Program;
4. Advocacy: will advocate and promote all modes of transportation to make modal equity a reality.
 - * Facilitate coordination of transportation issues with other governmental entities.
 - * Select one or more member liaisons to attend and participate in meetings with other transportation related committees in the Rogue Valley.
 - * Examine multi-modal transportation issues. (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

2.13.040 Powers and Duties, Specifically

The Transportation Commission will review and forward all traffic implementation regulations to the Public Works Director for final approval and implementation of official traffic safety and functional activities. (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

2.13.050 Traffic Sub-Committee

A. *Purpose.* The purpose of the Traffic Sub-Committee is to enable the Transportation Commission to focus on broad transportation concerns by reducing the number of routine and general nonroutine traffic items that come before the full Commission and to insure the Transportation Commission will have sufficient time to devote their full attention to the overall transportation matters at issue.

B. *Membership.* The Traffic Sub-Committee is established and consists of three regular members of the Transportation Commission who shall sit concurrently on the full Commission. Sub-committee members shall be appointed by the Transportation Commission Chair on a rotating basis until all members have served. Terms are for six month intervals and members may only sit for two consecutive terms at any one time. The Public Works Director shall determine what matters warrant Sub-Committee involvement and meetings shall be convened on an as needed basis. The Public Works Director or designee will serve as staff liaison and recorder for these meetings.

C. *Duties.* The Traffic Sub-Committee shall consider the following matters:

1. Forward recommendations to the Transportation Commission and Public Works Director on routine and general nonroutine traffic concerns including but not limited to traffic impacts, speed designations, parking, markings, and signage.
2. Recommend to the Transportation Commission specific comments, concerns or suggestions for the improvements to the City of Ashland's Transportation System Plan or similar Transportation programs, with the emphasis on long range transportation planning and regional transportation plans.
3. Such other general or minor transportation matters as the Transportation Commission deems appropriate for the Traffic Sub-Committee format.
4. The Traffic Sub-Committee or staff liaison may refer any matter before the Traffic Sub-Committee to the Transportation Commission when it becomes apparent the matter involves major policy concerns or potential serious transportation impacts on surrounding areas.

D. *Minutes.* All Traffic Sub-Committee action minutes will be forwarded to the following Transportation Commission meeting. (Ord. 3003, amended, 02/18/2010; Ord. 2975, added, 11/18/2008)

Chapter 2.14 PLANNING HEARINGS BOARD

Sections:

- [2.14.010 Established-Purpose](#)
- [2.14.020 Powers and Duties](#)
- [2.14.030 Membership and Terms](#)
- [2.14.040 Referral to the Planning Commission](#)
- [2.14.060 Chairperson and Staff](#)

2.14.010 Established-Purpose

There is established a Hearings Board to carry out some of the duties delegated by the City Council to the Planning Commission under ORS 227.160 to 227.180.

The purpose of the Hearings Board shall be to enable the Planning Commission to focus on broad planning concerns by reducing the number of applications to come before the full Commission; and to assure applicants of a timely hearing before members of the Commission who have sufficient time to devote their full attention to the matters at issue.

2.14.020 Powers and Duties

The Hearings Board shall consider the following matters:

1. Variances and conditional use permits not involving complete new multi-family (three units or more per tax lot), commercial, or industrial buildings.
2. Partitions and Site Reviews, where the Staff Advisor to the Planning Commission determines that the proposal does not contain significant items of discretion relating to overall planning policy or impact on surrounding areas.
3. Such other minor land use matters as the Planning Commission deems appropriate to the Hearings Board format.

2.14.030 Membership and Terms

The Hearings Board shall consist of three regular members of the Planning Commission, who shall sit concurrently on the full Commission. Terms of Hearings Board members shall be six (6) months, with terms staggered in two (2) month intervals. The first members shall serve for 4, 6, and 8 months respectively. Membership shall rotate among Planning Commission members such that service on the Hearings Board is shared equally; the method of determining which members shall serve at a given time shall be at the discretion of the Commission.

2.14.040 Referral to the Planning Commission

The Hearings Board or Staff Advisor may refer any matter before the Board or Advisor to the Planning Commission when it becomes apparent that the matter involves major policy concern or potential serious impacts on surrounding areas.

2.14.060 Chairperson and Staff

The Hearings Board member serving the last two months of his/her term shall function as Chairperson of the Board. The Staff Advisor to the Planning Commission shall provide adequate staff support for the operations of the Hearings Board. (Ord. 1979, 1978)

Chapter 2.15 FOREST LANDS COMMISSION

Sections:

[2.15.005 Purpose](#)

[2.15.010 Established - Membership](#)

[2.15.015 Powers and Duties - Generally](#)

2.15.005 Purpose

The Forest Lands Commission has as its primary purpose the protection and enhancement of conditions of late-succession and old-growth forest ecosystems on city-owned forest lands to provide high quality water

for domestic supply. The role and responsibilities of the Forest Lands Commission were first established in February 1993 pursuant to Resolution 93-06 and have been amended by Resolution several times. The City council desires to codify herein the establishment of the Forest Lands Commission. (Ord. 3003, added, 02/18/2010)

2.15.010 Established - Membership

The Forest Lands Commission is established and shall consist of seven (7) voting members including a representative of the Ashland Parks Commission. The Commission may also consist of certain nonvoting ex-officio members, including a representative of the USDA Forest Service Ashland Ranger District, a representative of the Oregon Department of Forestry, a member of the City Council, a representative from the Tree Commission, the Director of Public Works, Director of Planning, Fire Chief, Police Chief, Parks and Recreation Director or their designees. (Ord. 3003, added, 02/18/2010)

2.15.015 Powers and Duties - Generally

The powers, duties and responsibilities of the Forest Lands Commission shall be as follows:

- A. To implement the Ashland Forest Plan developed and adopted by the City of Ashland in June, 1992.
- B. To provide integrated, interdisciplinary direction and oversight for the development of forest ecosystem management plans and related activities in the Ashland watershed.
- C. To develop a strong community volunteer program to assist in the implementation of the Ashland Forest Plan.
- D. To submit recommendations to the City Council regarding forest management.
- E. To ensure that plans integrate the forest management needs and concerns of the City and of private land owners in the wildland urban interface.
- F. To promote public knowledge and acceptance of the Ashland Forest Plan programs. (Ord. 3003, added, 02/18/2010)

Chapter 2.17 PUBLIC ARTS COMMISSION

Sections:

[2.17.005 Purpose](#)

[2.17.010 Established Membership](#)

[2.17.070 Powers and Duties](#)

2.17.005 Purpose

The mission of the Public Arts Commission is to enhance the cultural and aesthetic quality of life in Ashland by actively pursuing the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them. Several organizations which exist in Ashland are active in the arts and provide leadership to the community on arts related matters. The creation of a Public Arts Commission for the City of Ashland will assist those organizations, and other organizations and individuals, to make arts a more important part of the City's life. Recommendations from the Commission regarding the acquisition and placement of public art should be

based upon accepted standards and guidelines as opposed to personal opinion. This chapter will create a Public Arts Commission and adopt standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art. (Ord. 3003 amended, 02/18/2010; Ord. 2977, added, 01/06/2009; Ord. 2890, Added, 11/19/2002)

2.17.010 Established Membership

The Public Arts Commission for Ashland is established and shall have the powers and duties provided in this chapter.

The Public Arts Commission shall consist of seven members appointed by the mayor and confirmed by city council. The commission shall contain five members from a broad spectrum of citizens including artists and those with a background in the arts, arts organizations, education, structural and landscape architecture, and two citizens at large. The mayor shall also designate a council member as a nonvoting ex-officio member and liaison to the commission. At least five members of the commission shall reside inside the City limits. (Ord. 3003amended, 02/18/2010; Ord. 2890, Added, 11/19/2002)

2.17.070 Powers and Duties

The Public Arts Commission shall be specifically responsible for, but not limited to, the following:

- A. The commission shall ensure the arts continue to be of value as an integral part of Ashland.
- B. The commission shall promote the arts in Ashland to enrich the lives of its citizens through education and demonstration.
- C. The commission may assist the City council, the Ashland Parks and Recreation Commission, historic commission and the planning commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- D. The commission shall advise the planning commission, the Ashland Parks and Recreation Commission, other city commissions and committees 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. The commission shall develop and recommend to the City council 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. The commission shall encourage connections with other local, regional and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
- G. The commission shall recognize and encourage groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the City.
- H. The commission shall pursue gifts and grants for support of arts programs and activities and the procurement of public art. (Ord. 3003, amended, 02/18/2010; Ord. 2890, Added, 11/19/2002)

Chapter 2.18 CONSERVATION COMMISSION

Sections:

- [2.18.010 Established Membership](#)
- [2.18.040 Powers and Duties Generally](#)

2.18.010 Established Membership

The Conservation Commission is established and shall consist of nine (9) voting members including one representative of the solid waste franchisee for the City; and one representative from Southern Oregon University; and one representative from the Ashland School District and six (6) other voting members. At least five (5) of the other members shall reside within the City. The commission shall also consist of certain nonvoting ex officio members, including the mayor or one council member serving as council liaison, the Department of Community Development Director and the Electric Utility Director, the Director of Public Works, the Building Official and City Administrator. The primary staff liaison shall be appointed by the City Administrator and shall serve as Secretary of the Commission. Voting members shall be appointed by the Mayor with confirmation by the City Council. (Ord. 3003, amended, 02/18/2010; Ord. 2981, added, 04/06/2009; Ord. 3100, 2014)

2.18.040 Powers and Duties Generally

The powers, duties and responsibilities of the commission shall be to educate and advocate for the wise and efficient use of resources by the City of Ashland and all Ashland citizens. In doing so the commission shall recommend to the council the adoption of policies, implementation strategies and funding related to:

- A. Recycling, source reduction and solid waste/landfill issues;
- B. Electric conservation issues;
- C. Water conservation issues;
- D. Resource conservation issues;
- E. New power resource decisions, but not including decisions involving wholesale power contracts;
- F. Renewable resource decisions;
- G. Air quality issues;
- H. Education of citizens about efficiency issues. (Ord. 3003, amended, 02/18/2010; Ord. 2981, added, 04/06/2009)

**Chapter 2.19
HOUSING AND HUMAN SERVICES COMMISSION**

Sections:

- [2.19.010 Purpose and Mission](#)
- [2.19.020 Established Membership](#)
- [2.19.030 Powers and Duties](#)

2.19.010 Purpose and Mission

The Housing and Human Services Commission is to assess and make recommendations to the City Council for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. (Ord. 3086, added, 09/17/2013)

2.19.020 Established Membership

The Housing and Human Services Commission is established and shall consist of nine (9) voting members, one (1) nonvoting student liaison from Southern Oregon University, and one (1) nonvoting ex-officio member who shall be the City Housing Program Specialist. (Ord. 3086, added, 09/17/2013)

2.19.030 Powers and Duties

The powers and duties of the commission shall be as follows:

- A. To monitor and assess the continuum of housing and human services needs of the community, and utilize this information to advise the City Council regarding policy and funding strategies relating to housing and human services;
- B. To consider the feasibility of and advise the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs;
- C. To review and make recommendations to the City Council on Community Development Block Grant (CDBG) related allocations;
- D. To review and make recommendations to the City Council on the Housing Trust Fund and related allocations;
- E. To monitor projects funded with the Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and the Housing Trust Fund;
- F. To investigate federal, state, county and private funding for implementation of Housing and human services programs;
- G. To foster public knowledge and support of official city housing and human services Programs;
- H. To enhance cooperation between the public and private sectors by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons;
- I. To evaluate, review, and recommend to the Planning Commission and City Council innovative land use strategies targeted at promoting a broad variety of housing types; and
- J. To monitor housing discrimination complaints and corrective actions within the City, and to report to the City Council measures taken to further equal opportunity to all persons to live in decent housing facilities regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, source of income, or familial status. (Ord. 3086, added, 09/17/2013)

Chapter 2.22 BUILDING BOARD OF APPEALS

Sections:

[2.22.010 Established Membership](#)

2.22.010 Established Membership

There is established a Building Board of Appeals consisting of six (6) voting members, including one planning commission member, who are qualified by experience and training to pass upon matters pertaining to building related activities and the demolition and relocation of buildings. Qualified experience and training includes but is not limited to the following: general contractor, engineer, architect, electrician, plumber,

heating and air conditioning, sign installation or building construction. In addition, at least one member shall also have experience, knowledge or an interest in demolition-debris recycling. The Building Official shall be an ex officio nonvoting member and shall act as Secretary of the Board, except that the Building Official shall not serve as an ex-officio member for appeals of Administrative Penalties. (Ord. 3003, added, 02/18/2010)

Chapter 2.23 ASHLAND AIRPORT COMMISSION

Sections:

- [2.23.010 Established - Membership](#)
- [2.23.015 Qualifications](#)
- [2.23.040 Powers and Duties Generally](#)

2.23.010 Established - Membership

There is established an Ashland Airport Commission which shall consist of nine (9) voting members and two (2) nonvoting ex officio members who shall be the Director of Public Works and the Council person appointed by the Mayor as liaison to the Commission. (Ord. 3003, amended, 02/18/2010)

2.23.015 Qualifications

In making the appointments, the Mayor and Council shall appoint members such that the majority of the Commission has either education, training, experience or other expertise in airports, aircraft, aeronautics or engineering. A member shall not be disqualified for purposes of appointment or official action simply by being a member of a class of airport users, including but not limited to pilots, airplane owners or airport lease holders. (Ord. 3003, amended, 02/18/2010)

2.23.040 Powers and Duties Generally

The powers and duties of the Ashland Airport Commission shall be as follows:

- A. To advise the Mayor and City Council on all matters relating to the management, operation, and further development of the Ashland Airport.
- B. To investigate Federal, State, County, and private funding for airport improvements in relation thereto the requirement of City participation in financing.
- C. To review and recommend project applications for funding to the City Council. (Ord. 3003, amended, 02/18/2010)

Chapter 2.24 HISTORIC COMMISSION

Sections:

- [2.24.010 Established Membership](#)
- [2.24.040 Powers and Duties Generally](#)

2.24.010 Established Membership

There is established a Historic Commission which will consist of nine (9) voting members, and certain nonvoting ex officio members including the Chairperson of the Planning Commission, a representative from

the Ashland City Council, and a representative of the Ashland Building Division. To qualify the Historic Commission as a Certified Local Government (CLG) Commission, some of the members should meet the professional qualifications under State Historic Preservation Office requirements. (Ord. 3003, amended, 02/18/2010)

2.24.040 Powers and Duties Generally

The powers, duties, and responsibilities of the Historic Commission shall be as follows:

- A. To survey and recommend to the City Council, areas or properties of significant historical value and interest to be designated historical properties;
- B. To draft and recommend ordinances and other measures designed to protect and foster interest in the improvement of designated historical properties;
- C. To review literature and sources of funding concerning the protection and improvement of designated historic properties;
- D. To review and make recommendations concerning the improvement of designated historic properties in connection with the issuance of building permits, zone changes, conditional use permits, variances, sign permits, and site reviews;
- E. To review and recommend project applications for funding;
- F. To promote public support in the preservation of Ashland's historic past;
- G. Advise citizens on aesthetic standards for historic areas. (Ord. 3003, amended, 02/18/2010)

Chapter 2.25 TREE COMMISSION

Sections:

[2.25.005 Purpose](#)

[2.25.010 Established Membership](#)

[2.25.030 Quorum Rules and Meetings](#)

[2.25.040 Powers and Duties Generally](#)

2.25.005 Purpose

The Tree Commission shall provide advice and guidance to commissions, the Council and city departments on all tree-related matters and to involve citizens in protecting Ashland's urban forest. (Ord. 3003, amended, 02/18/2010)

2.25.010 Established Membership

The Tree Commission is established and shall consist of no less than five members nor more than seven voting members. There shall also be three nonvoting ex officio members consisting of a member of the City Council, a representative of the Community Development Department and a representative of the Parks and Recreation Department. (Ord. 3003, amended, 02/18/2010; Ord. 2962, amended, 07/15/2008)

2.25.030 Quorum Rules and Meetings

Notwithstanding any other provision of this code, a quorum shall be defined as one-half the number of sitting

Commissioners, plus one, but in no case less than three. (Ord. 3003, amended, 02/18/2010; Ord. 2962, amended, 07/15/2008)

2.25.040 Powers and Duties Generally

The powers, duties and responsibilities of the Tree Commission shall be as follows:

1. To act in an advisory capacity to the Planning Commission, City Council and Planning Department Staff Advisor in the administration of the land-use planning process, with respect to tree science and requirements, landscape design and principles, locally suitable botanic species and protection of natural resources. Failure to make a recommendation on any individual planning action shall not invalidate the action.
2. To develop and recommend to the City Council for its adoption ordinances and policies for the planting, care and protection of trees throughout the City and to make amendments as required to AMC 18.61.
3. To act in an advisory capacity to the City Administrator and to all City departments regarding tree protection, maintenance, removal or any related issues in the City and on all City properties.
4. To develop and recommend to the Planning Commission and the City Council for their review and adoption a city-wide tree monitoring and maintenance plan for long-term tree care, including irrigation, pruning and other annual activities. Copies of the plan shall be kept in the Office of the City Recorder and the Community Development Department for public review.
5. To develop and recommend to the City Council for its adoption a master list of street trees suitable for planting along city streets, a copy of which shall be kept on file by the Office of the City Recorder and the Community Development Department as well as made available on the internet. The list shall be updated and reviewed as required.
6. To educate the citizenry and to promote public knowledge and understanding of the benefits of appropriate tree planting and care.
7. To facilitate an inventory of existing trees, including historical or significant trees; to identify publicly owned properties in need of sustainable tree-planting or landscaping; and to submit recommendations regarding such enhancement of public lands and rights-of-way and to present reports of such inventories, at the request or direction of Council. (Ord. 3003, amended, 02/18/2010; Ord. 2962, amended, 07/15/2008)

Chapter 2.26 ASHLAND WILDFIRE MITIGATION COMMISSION

Sections:

- [2.26.010 Purpose](#)
- [2.26.020 Established Membership](#)
- [2.26.030 Powers and Duties Generally](#)

2.26.010 Purpose

The Ashland Wildfire Mitigation Commission shall provide advice and support to the Council and City departments and education to the community on wildfire issues and plans for mitigation action. Specifically, the Commission will function as the entity to foster the efforts of the City of Ashland to adopt and achieve the goals set forth in the Fire Adapted Communities program. (Ord. 3044, added, 01/18/2011; amended Ord. 3095, 2014)

2.26.020 Established Membership

The Ashland Wildfire Mitigation Commission is established and shall consist of no less than seven (7) voting members, and certain nonvoting ex officio members consisting of a member of the City Council, a representative of Ashland Fire and Rescue, and additional staff as needed. The Fire Department designee shall serve as the primary staff liaison and as Secretary of the Commission. Voting members will be community members at large, and shall be designated by the Mayor and confirmed by the council. (Ord. 3044, added, 01/18/2011; amended Ord. 3095, 2014)

2.26.030 Powers and Duties Generally

The powers, duties and responsibilities of the Ashland Wildfire Mitigation Commission shall be as follows:

- A. To develop, coordinate and promote a comprehensive community wildfire strategy;
- B. To initiate, enhance and promote full community participation and responsibility in reducing wildfire risk;
- C. To submit recommendations to the City Council and City departments regarding the community's wildfire strategy and to promote and support a relationship with surrounding areas and jurisdictions that pertain to or benefit wildfire safety in Ashland. (Ord. 3044, added, 01/18/2011; amended Ord. 3095, 2014)

**Chapter 2.29
PUBLIC ART**

Sections:

- [2.29.005 Definitions](#)
- [2.29.100 Process for acquiring public art](#)
- [2.29.110 Review process for gifts or donations](#)
- [2.29.120 Public Art on Private Property](#)
- [2.29.130 Guidelines for recommendation by the Commission](#)
- [2.29.140 Standards for the Ashland Public Art Collection](#)
- [2.29.150 Maintenance of the Ashland Public Art Collection](#)
- [2.29.160 Parks commission](#)
- [2.29.170 Development of guidelines](#)
- [2.29.180 Creation, funding and use of Ashland public art account](#)

2.29.005 Definitions

- A. "Acquisition" means the inclusion of an artwork in the Ashland Public Art Collection by any means including direct purchase, commission or acceptance of a gift.
- B. "Artwork" means visual works of public art as defined herein.
- C. "Ashland Public Art Collection" means all public art acquired by the City by any means.
- D. "Capital improvement program (CIP)" means the City's program for advance planning of capital improvements.
- E. "City project" or "project" means any capital improvement project in an amount over \$25,000 paid for wholly or in part by the City of Ashland to purchase or construct any public building, decorative or commemorative public structure, sidewalk, or multi-use pathway construction, park facility construction, or any portion thereof, within the limits of the City of Ashland. "City project" or "project" does not include public utility improvements, (e.g. electric, water, sewer, or storm water), LID improvements, including but not limited to streets, sidewalks and associated improvements, property acquisition, earth work, emergency

work, minor alterations, rehabilitation, minor or partial replacement, remodeling or ordinary repair or maintenance necessary to preserve a facility. Notwithstanding the above limitation, the Council or responsible contracting officer may include any new city street or utility project (limited to water, sewer and storm water projects) in an amount over \$25,000 as a city project under this article, by either vote of the Council or inclusion in the contract solicitation documents prepared by the responsible contracting officer.

F. "Commission" means the Ashland Public Arts Commission created by AMC [2.17.010](#), consisting of seven members appointed by the mayor and confirmed by the Council.

G. "Eligible funds" means a source of funds for projects from which art is not precluded as an object of expenditure.

H. "Participating department" means the department that is subject to this article by its sponsorship of a city project.

I. "Percent for art" means the program established by this article to set aside a percentage of the total cost of city projects for public art.

J. "Public art" means all forms of original works of art in any media that has been planned and executed with the specified intention of being sited or staged on City Property or on property owned or controlled by the City of Ashland, usually outside and accessible to the public.

K. "Public art account" means the City of Ashland public art account in the City budget established by this article into which all moneys donated, appropriated or derived pursuant to the percent for art program shall be deposited. Funds within the public art account shall be utilized for the purposes outlined in this article.

L. "Removal" means the exclusion of an artwork from the Ashland public art collection by the removal and disposal through any available means, such as relinquishing title through sale, gift or destruction.

M. "Selection Panel" means a group of individuals selected by the Commission that will evaluate the proposals associated with a particular project in a public meeting.

N. "TOT Funds" means the portion of transient occupancy tax funds allocated for public art.

O. "Commercial Development Fee" means funds deposited by a commercial developer into the Public Art account when the developer prefers not to incorporate public art into the project and follow the public art process for art acquisition and approval.

P. "Total cost" means the entire amount of the City's financial contribution toward construction and maintenance of a project. (Ord. 3003, added, 02/18/2010)

2.29.100 Process for acquiring public art

A. *General.* The Public Art Commission will call for entries by issuing a request for proposal, a request for qualification or by invitation. The call for entries will include specific guidelines and criteria for the specific project. Every call for entry must comply with the City's public contracting rules.

1. *Acquisition.* Acquisition of public art will generally result from:

a. The commissioning or purchasing of a work of public art by the City using city funds or donated funds, in accordance with public contracting laws and AMC Chapter [2.50](#); or

b. An offer made to the City to accept a work of public art as a gift, donation, or loan.

2. *Removal.* Removal of public art may be by request or owing to some damage or destruction of the artwork.

B. *Selection Panel.* A selection panel, separate from the Public Art Commission, consisting of art professionals and enthusiasts, residents near the proposed site, community members, and city administrators will be chosen to evaluate the proposals received from artists. A different selection panel shall be chosen for each project by the Commission after the following notifications have been made:

1. An ad is placed in a newspaper of general circulation in the City,
2. Postcards are sent out to all property owners located within 300 feet of the proposed site, and
3. A notice is placed on the City's website.

The Commission shall pick the Selection Panel by examining applications received from interested parties.

C. *Evaluation of Acquisition Proposals.* Proposals which meet the minimum requirements set forth in the call for entries will be given to the Selection Panel for review. The proposals for acquisition shall be evaluated based upon criteria set forth in the call for entries at a public meeting. The Selection Panel will evaluate the proposals and make a recommendation to the Public Art Commission regarding which proposals to accept. The Commission shall forward that recommendation to the City Council for final selection. This ordinance does not exclude land use approval processes when required for the use or structure.

D. *Removal and Disposal Process.* Except as provided in AMC [2.29.140.B](#), neither the Council nor the Commission is bound to follow any particular process for removal and disposal of art in the Ashland Public Art Collection. (Ord. 3003, added, 02/18/2010)

2.29.110 Review process for gifts or donations

The Commission may solicit gifts and bequests of public art or funds to benefit the Ashland Public Art Collection. The Council shall decide whether to accept all such gifts of art work on behalf of the City and the Ashland Public Art Collection on its own motion or upon a recommendation by the Commission based on its own evaluation, or by recommendation of the Commission after the Selection Panel has evaluated the artwork using the guidelines in AMC [2.29.130](#) and the total cost over the life of the artwork.

All art works or funds shall be administered by the City in accordance with its terms. Funds donated to the Commission shall be placed in a special account to be used exclusively for the purposes of the Commission or as designated by the donor. Funds in this account may only be expended after they have been properly budgeted or approved by the City. (Ord. 3003, added, 02/18/2010)

2.29.120 Public Art on Private Property

Before public art can be placed on private property the Commission shall determine whether the site is appropriate for public art under the Site Selection criteria in AMC [2.29.130](#). If the site is found to be appropriate for public art, the City shall secure authorization to use and access the private property where the public art will be located before the acquisition process for public art is initiated. There shall be a written agreement or legal instrument, granting the City permission and control of the property so that the property can be used for public art purposes, including access for installation, maintenance and removal of the artwork. Public art can then be acquired for placement on private property by following the process for:

- A. Acquisition in AMC [2.29.100](#), or
- B. Gifts and donations in AMC [2.29.110](#). (Ord. 3003, added, 02/18/2010)

2.29.130 Guidelines for recommendation by the Commission**A. Selection Guidelines for Works of Public Art.**

1. *Quality.* The artwork should be of exceptional quality and enduring value.
2. *Site.* The artwork should enhance the existing character of the site by taking into account scale, color, material, texture, content, and the social dynamics of the location.
3. *History and Context.* The artwork should consider the historical, geographical, and cultural features of the site, as well as the relationship to the existing architecture and landscaping of the site.
4. *Initial Cost.* The total cost of the artwork, including all items related to its installation, should be considered.
5. *Maintenance and Durability.* The durability and cost to maintain the artwork should be considered and quantified, particularly if the work is servicing, repainting, repairing or replacement of moving parts.
6. *Permanence.* Both temporary and permanent art works shall be considered.
7. *Media.* All forms of visual media shall be considered, subject to any requirements set forth by city ordinance.
8. *Public Liability.* The artwork should not result in safety hazards, nor cause extraordinary liability to the City.
9. *Diversity.* The artwork in the Ashland Public Art Collection should encourage cultural diversity.
10. *Commercial Aspect.* The artwork shall not promote goods or services of adjacent or nearby businesses.
11. *Compliance.* Artworks shall not violate any federal, state, or local laws, including specifically AMC Chapter 18.96.

B. Guidelines for Site Selection.

1. *Ownership or Control.* Public art should be placed on a site owned or controlled by the City, or there should be a written agreement or legal instrument, granting the City permission to use the property for public art purposes, including access for installation, maintenance and removal.
2. *Visual Accessibility.* Public art should be easily visible and accessible to the public.
3. *Visual Enhancement.* Public art should visually enhance the overall public environment and pedestrian streetscape.
4. *Pedestrian Accessibility.* Public art should experience high levels of pedestrian traffic and be part of the City's circulation paths.
5. *Circulation.* Public art should not block windows, entranceways, roadways or obstruct normal pedestrian circulation or vehicle traffic.
6. *Scale.* Public art should not be placed in a site where it is overwhelmed or competing with the scale of the site, adjacent architecture, large signage, billboards, etc. (Ord. 3003, added, 02/18/2010)

2.29.140 Standards for the Ashland Public Art Collection

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- A. *Acquisitions.* The following minimum standards and criteria shall apply to the acquisition of artworks.
1. Artworks may be acquired by direct purchase, commission, gift or any other means.
 2. Acquisition, whether by direct purchase, commission, gift, or otherwise, shall occur by a legal instrument of conveyance or other writing transferring title of the artwork to the City and clearly defining the rights and responsibilities of all parties.
 3. The City shall obtain the rights of ownership and possession without legal or ethical restrictions on the future use of the artwork upon final acceptance of the artwork, except where expressly provided in the contract with the artist. The artists shall retain all rights and interests in the artwork except for the rights of ownership and possession.
 4. The City shall only acquire artworks if: 1) the artist warrants that he will not make a duplicate of the artwork, or permit others to do so, without written permission by the City, and 2) the artist gives permission to the City to make a two-dimensional reproductions as long as all such reproductions provide the copyright symbol, name of the artist, title of the artwork, and the date of completion.
 5. Complete records, including contracts with artists, shall be created and maintained for all artworks in the Ashland Public Art Collection.
- B. *Removal.*
1. The Commission may recommend removal and/or disposal based on one or more of the following conditions. No public hearing is required for a removal recommendation.
 - a. The site for an artwork has become inappropriate because the site is no longer accessible to the public or the physical site is to be destroyed or significantly altered.
 - b. The artwork is found to be forged or counterfeit.
 - c. The artwork possesses substantial demonstrated faults of design or workmanship.
 - d. The artwork causes excessive or unreasonable maintenance.
 - e. The artwork is damaged irreparably, or so severely that repair is impractical.
 - f. The artwork presents a physical threat to public safety.
 - g. The artwork is rarely displayed.
 - h. A written request for removal has been received from the artist.
 2. Council Removal Process.
 - a. On its own motion, or following receipt of a recommendation from the Commission the Council may remove and dispose of any artwork previously accepted into the Ashland Public Art Collection in their sole discretion.
 - b. Acceptance or placement of donated art by the City does not guarantee continuous public display of the artwork regardless of physical integrity, identity, authenticity, or physical condition of the site.
 - c. Removal officially deletes the work from the City of Ashland Public Art Collection by a relinquishment of title to the artwork; thus, eliminating the City's obligation to maintain and preserve the artwork.
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d. Notwithstanding the above, Artwork shall be disposed of in accordance with any specific terms for removal and disposal set forth in the contract with the Artist.

3. Removal and Disposal.

a. The City may donate the artwork to another governmental entity or a nonprofit organization.

b. A work that is deemed to have retained sufficient monetary value to warrant resale shall be disposed of through a public sale, auction, or any other means as established by city ordinance.

c. Artworks removed from the Ashland Public Art Collection may be disposed of through any appropriate means, including the City's procedures for the disposition of surplus property.

C. *Borrowing of Artworks.*

1. The Commission may also recommend artworks be borrowed.

2. With the exception of ownership, the eligibility, review criteria, and procedure for borrowed works shall be the same as those established in this article for acquisition.

3. The borrowing of artworks shall be pursuant to written agreement between the City and the artist.

4. Nothing herein prohibits the City from securing other works of art or art exhibitions for display inside its facilities. (Ord. 3003, added, 02/18/2010)

2.29.150 Maintenance of the Ashland Public Art Collection

A. Except where expressly provided in a contract or warranty for public art the City shall be responsible for all maintenance of all artworks in the Ashland Public Art Collection.

B. Within the limitation of the City budget the City shall provide necessary and appropriate maintenance of the Ashland Public Art Collection, including, but not limited to, regular custodial care and landscape maintenance. Maintenance shall be performed in accordance with any special instructions or procedures necessary for the preservation of the work.

C. Any evidence of damage, deterioration, vandalism or theft of artworks in the Ashland Public Art Collection shall be immediately reported to the appropriate City Department. City staff shall keep the Commission and Council informed of damage to City property. (Ord. 3003, added, 02/18/2010)

2.29.160 Parks commission

The standards and procedures in this article are in addition to, not in derogation of, the Ashland parks commission review responsibilities for projects proposed in city parks. Nothing herein exempts public art projects from compliance with all applicable federal, state, and local laws including, but not limited to, land development regulations and building code compliance. (Ord. 3003, added, 02/18/2010)

2.29.170 Development of guidelines

The Commission shall have the ability to establish further guidelines concerning its operations; however, only the criteria and processes of this ordinance will be legally binding. (Ord. 3003, added, 02/18/2010)

2.29.180 Creation, funding and use of Ashland public art account

A. *Establishment.* The Council hereby establishes a separate account entitled the Ashland public art

account to be reflected in the City budget. All funds donated, appropriated or generated for the purpose of public art acquisition and education shall be deposited in this account and used solely for such purposes, in accordance with this article and other applicable law. Funds generated pursuant to the Commercial Development Fee in lieu established in Chapter 18, as well as the Transient Occupancy Tax Resolution authorized in Chapter [4.24](#), and the Percent for Art dedication in this section shall all be deposited into the Ashland Public Art Account.

B. *Permitted Purposes of Public Art Account.* The public art account shall be used solely for the acquisition, placement, maintenance, and removal of artworks for inclusion in the Ashland Public Art Collection and for art education purposes, such as community outreach presentations and workshops, in accordance with the provisions of this article and other applicable law.

C. *Requirement for Dedication of a Percent for Art.* Any city official or employee who authorizes or appropriates expenditures on behalf of a participating department for a city project shall, to the degree that there are eligible funds, include within the budget for the project a monetary contribution for the public art account equal to one-half percent (0.5%) of the total cost of the project.

1. One-half percent (0.5%) of the total cost of a qualifying city project shall be dedicated to the public art account. Such funds shall be deposited into the public art account by the City official or employee acting on behalf of the participating department no earlier than the time that budgeted funds are encumbered for construction of the City project and no later than final inspection of the completed city project.

2. The participating department shall consider the siting of public art as part of the design and engineering phase of any city project. If costs are incurred by the participating department to comply with this article requirement prior to transfer of the one-half percent (.5%) dedication for the City project to the public art account, the participating department may deduct such costs (not to exceed one-half percent) from the one-half percent (.5%) dedication at the time such funds are transferred.

D. *Restricted Funds.* If funding for a particular city project is subject to legal restrictions that preclude public art as an object for expenditure, the portion of the City project that is funded with the restricted funds shall be exempt from the dedication requirements of this article.

E. *Phased Projects.* As a general rule, where a city project will be constructed in phases, the one-half percent (0.5%) dedication shall be applied to the estimated total cost of each phase of the City project at the time that funds for the phase are appropriated and encumbered. However, nothing in this section prevents the Council from deciding to hold or set aside all or part of the entire dedication from the funds of a particular phase, as the Council deems appropriate. In determining when to hold or set aside the funds for a phased project, the City will consider an overall public art plan for the project to ensure that art is not located on a piecemeal basis with phase construction.

F. Monetary contributions for public art shall be deposited in separate accounts within the public art account if separate accounting is deemed appropriate by the Administrative Services Director (Finance) or is required by law.

G. Monetary contributions or appropriations made other than through the percent for art program shall be deposited in the public art account and may be dedicated to or earmarked for a specific education program or work of art, subject to acceptance by the Council.

H. Disbursements from the public art account shall be made only after authorization of the City Administrator or the Administrative Services Director (Finance), and shall be made according to this article and other applicable city ordinances, including but not limited to the public contracting code (AMC Chapter [2.50](#)).

I. The Council may adopt by resolution case specific waivers or guidelines for administration of the percent for art program, including case-by-case waivers of the required dedication set forth herein based on the

availability of public funds, as well as any other matters not specifically addressed herein and appropriate or necessary to the administration of the program. (Ord. 3003, added, 02/18/2010)

**Chapter 2.56
CITY BAND**

Sections:

- [2.56.010 Band Board Established Membership](#)
- [2.56.025 Powers and Duties Generally](#)
- [2.56.030 Director Appointment, Duties, Compensation](#)
- [2.56.040 Budget](#)
- [2.56.060 Performances](#)

2.56.010 Band Board Established Membership

The Ashland Band Board is established and shall consist of six voting members appointed by the mayor with confirmation by the council. The board shall also consist of one nonvoting ex officio member, who shall be the director of the band. (Ord. 3003, amended, 02/18/2010; Ord. 2830, Amended, 10/20/1998)

2.56.025 Powers and Duties Generally

The powers, duties and responsibilities of the Ashland Band Board shall be as follows:

- A. General supervision and control over the Ashland City Band.
- B. When requested, report at least annually to the mayor and city council of the activities of the band.
- C. On or prior to December 15 of each year, report to City Administrator as to the activities and welfare of the band.
- D. Determine compensation for the band director and members in accordance with the band's approved budget. (Ord. 3003, amended, 02/18/2010; Ord. 2830, Amended, 10/20/1998)

2.56.030 Director Appointment, Duties, Compensation

- A. Upon recommendation of the Band Board, the City Administrator shall appoint a band director.
- B. The director shall:
 - 1. Promote, organize and direct the Ashland City Band;
 - 2. Select the musicians for the band,
 - 3. Appoint a band secretary who shall keep minutes of all band board meetings, records of the organization and shall particularly keep a careful and accurate record of attendance by all members. The secretary shall serve at the pleasure of the director and perform such other duties as may be assigned by the director.
 - 4. Appoint a band librarian, who shall have charge of and shall carefully keep all the sheet music now owned or hereafter acquired by band. The librarian shall keep proper and complete records of all property placed in the librarian's custody and shall make a proper inventory and accounting thereof at the end of the year. The librarian shall serve at the pleasure of the director and perform such other duties as may be assigned by the director.

5. Appoint a quartermaster who shall have charge of and shall carefully keep all band uniforms and other property which is now owned or may hereafter be acquired by the band. The quartermaster shall serve at the pleasure of the director and perform such other duties as may be assigned by the director.
6. Perform such other services as may be reasonably requested by the band board (Ord. 3003, amended, 02/18/2010; Ord. 2830, Amended, 10/20/1998)

2.56.040 Budget

Prior to the preparation of the City budget each year, the band board shall cause a careful estimate to be made of the band's needs for the ensuing year in view of the funds to be available and shall submit same to the director of finance for consideration with the other budgetary matters. Through the City's budget process, the City Council shall fix and determine the Band's budget for the ensuing year. (Ord. 3003, amended, 02/18/2010; Ord. 2830, Amended, 10/20/1998)

2.56.060 Performances

The City Band shall present not less than ten concerts, including the Fourth of July parade, during each summer season. (Ord. 3003, amended, 02/18/2010; Ord. 2830, Amended, 10/20/1998)
