

## 2013 City Council Appointment Matrix

Updated after Feb 5 2013

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Budget Committee</i>	All Council		3-4 consecutive Monday evenings in April & May		Toby LaFrance
The Budget Committee provides a public forum to obtain public views in the preparation of fiscal policy.					
<i>Budget Subcommittee- Social Services</i>	Councilor Snider		1 meeting in March		Toby LaFrance
Reviews applications submitted by social service agencies for contributions from the city. Consists of 1 Council member and 2 citizen-members of the Budget Committee.					
<i>Budget Subcommittee - Events</i>	All Council		Council Workshop or Study Session in March		Toby LaFrance
Reviews requests for contributions to community events.					
<i>City Center Development Agency</i>	All Council		First Tuesday of the month.	Approximately 2 hours per month	Sean Farrelly
Council members serve as the urban renewal agency's board.					
<i>Clackamas River Water Providers</i>	Councilor Woodard		Usually First Wednesday of the month, 9-11 a.m. Held at North Clackamas Water Commission Building, 14275 S Clackamas River Drive, Oregon City 97045; staff contact: Kim Swan 503-723-3510		John Goodrich
Comprised of six municipal water providers on the Clackamas River serving more than 300,000 people in Clackamas County. Participation is voluntary and funded through membership dues. The CRWP projects and staff are jointly funded but each individual organization retains autonomy. Conservation programs and services are provided to CRWP members. Members include Estacada, Lake Oswego, Gladstone, Tigard, and the North Clackamas Counter Water Commission, Oak Lodge Water District, Sunrise Water Authority, South Fork Water Board and Clackamas River Water.					

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<i>Community Development Block Grant Policy Advisory Board</i>	Council President Henderson	Marissa Daniels	2 <sup>nd</sup> Thursday of the month at 7 p.m. Location rotates	Approximately 2 hours month	Marissa Daniels
By IGA, Washington Co. established the Community Development Policy Advisory Board (PAB) to represent the County Consortium, make recommendations to the County Commissioners on all matters pertaining to the CDBG program. Includes a representative, generally an elected official, from the County and each of the 11 participating cities in the Co.					
<i>Intergovernmental Water Board</i>	Councilor Buehner	Councilor Snider	2nd Wednesday/month, 5:30 p.m., Water Building	Monthly	Dennis Koellermeier
To make recommendations to the Tigard City Council on water issues and to carry out other responsibilities set forth in the IGA between Tigard, Durham, King City and the Tigard Water District. Each jurisdiction is represented by a member + 1 at-large.					
<i>Metro Joint Policy Advisory Commission on Transportation</i>	Beaverton Mayor Doyle	Cornelius Mayor Jef Dalin	2 <sup>nd</sup> Thursday/month 7:30- 9 a.m. @ Metro		Judith Gray
Tigard Mayor Cook to attend/monitor meetings on regular basis. A 17-member committee that provides a forum for elected officials and representatives of agencies involved in transportation to evaluate transportation needs in the region and to make recommendations to the Metro Council.					
<i>Mayor's Appointment Advisory Committee</i>					Staff Liaison to the committee interviewing
The Mayor and one councilor. The councilor serving as the current City Council liaison will interview applicants for filling available seats on city boards, committees and commissions. For example, when interviewing applicants for the Planning Commission, the Mayor and the primary Council liaison will interview candidates with a meeting time and date to conduct the interviews coordinated by the staff liaison.					
<i>Metropolitan Area Communications Commission</i>	Councilor Woodard	Louis Sears	6 times a year, usually Wednesday, 1-5 pm at MACC headquarters		Louis Sears
MACC is the governing body that oversees the contracts for cable services and TVCTV. The Executive Committee meets separately to make recommendations to the Commission on administrative issues including budget and the review of the Executive Director.					

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<i>Metro Policy Advisory Committee (MPAC)</i>		*	2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday 5-7 p.m. at Metro	Ongoing 4 hours/month	Kenny Asher
MPAC it is made up of elected officials. Representatives are elected by peers within Washington County cities. *Note: Potential that Councilor Buehner to be nominated as the alternate (last update on this was 1/10/2013).					
<i>Regional Water Providers Consortium</i>	Councilor Buehner	No appointment made	Quarterly meeting held at Metro		John Goodrich
Consortium is comprised of all water suppliers in the metro area. The Councilor appointee to this group represents the city on regional policy issues.					
<i>SW Corridor Plan Steering Committee</i>	Mayor Cook	Councilor Woodard			Judith Gray
Consists of project partner elected and appointed officials who make final recommendations to the Metro Council and other jurisdictions for the SW Corridor Plan					
<i>Tigard- Lake Oswego Joint Water Partnership Oversight Committee</i>	We have two primary seats: Councilor Buehner & Councilor Snider		Monthly – working on a new meeting schedule		Dennis Koellermeier
Membership is comprised of staff and elected officials to govern water partnership between the cities.					
<i>Washington County Coordinating Committee</i>	Mayor Cook	Councilor Woodard	2 <sup>nd</sup> Monday @ noon Beaverton City Hall	1-2 hours per month	<b>Judith Gray</b>
<b>WCCC</b> reviews and comments on major land use and transportation issues and provides a forum for discussion which results in recommendations for a coordinated approach between jurisdictions. The Committee has specific authority on the Major Streets Transportation Improvement Program (MSTIP) and the Countywide Traffic Impact Fee (TIF) program. Representatives to JPAC and MPAC from County and cities in the Co. will be on the policy body.					
<i>Westside Economic Alliance</i>	Mayor Cook	Councilor Woodard	3 <sup>rd</sup> Wednesday of month 7:30-9 a.m. @St. Vincent's Hospital Board Room	<u>PLUS:</u> <i>Optional Thursday Forum breakfast w/ speakers</i>	Kenny Asher
Create an environment conducive to business growth, working to influence decisions on policies and regulations impacting the economic vitality of the area.					

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Willamette River Water Coalition</i>	Council President Henderson	Councilor Buehner	Monthly		Dennis Koellermeier
Mission of the coalition is to protect the Willamette River and to protect Tigard's water rights.					

## Tigard Board & Committee Liaison Assignments:

<i>Committee Name</i>	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Tigard Audit Committee</i>	Councilor Buehner		Meet a minimum of two times with reps of the CPA firm appointed to perform the annual audit of the city's annual financial report.		Debbie Smith-Wagar
Participate in the appointment, compensation, retention and oversight of any independent accountants engaged for the purpose of preparing and issuing an independent audit report of performing other independent audit, review or attest services.					
<i>City Center Advisory Commission</i>	Council President Henderson	Councilor Woodard*	2 <sup>nd</sup> Wednesday/month@ 6:30 pm		Sean Farrelly
This committee's role is defined in the City Charter and is to assist the Urban Renewal Commission in developing and carrying out an Urban Renewal Plan. *If Councilor Woodard is also unable to attend, Council President Henderson will contact another City Council member to attend.					
<i>Facade Improvement Subcommittee</i>	*Council President Henderson & Councilor Woodard	Mayor Cook		(2 representatives needed)	Sean Farrelly
To encourage businesses to make improvements to storefronts or commercial facades in downtown by providing design assistance and/or matching funds. *Two council representatives required.					
<i>Downtown Public Art Subcommittee</i>	Council President Henderson	Councilor Woodard/ Mayor Cook			Sean Farrelly
Discuss and make recommendations for various public art options that may be purchased with the urban renewal funds for the Main St./Green St. project.					
<i>High Capacity Transit Land Use Plan Citizens Advisory Committee</i>	Councilor Woodard	Councilor Snider	Meet during regularly scheduled Transportation Advisory Committee Mtgs		Judith Gray
Metro has identified the "SW Corridor" (PDX - Sherwood via Tigard) as the next priority expansion line for the regional HCT system. The city is gearing up for an extensive planning process beginning with a state-funded land use plan to identify potential station area locations and development traits to warrant HCT investment and achieve the city's aspirations. The Transportation Advisory Committee serves as the Citiz. Advisory Comm. for the land use plan. <b>Council, at its August 14, 2012, meeting adopted Resolution No. 12-32 accepting the final report of the Tigard High Capacity Transit Land Use Plan. The Committee no longer meets.</b>					
<i>Library Board</i>	Councilor Snider		2nd Wednesdays - 7 p.m.		Margaret Barnes
Advisory to the Council regarding library policies, budget, facilities and other needs of the community to provide quality library service, per TMC 2.36.030.					

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<i>Neighborhood Involvement Committee (formerly CCI)</i>	Mayor Cook		3 <sup>rd</sup> Wednesday/every other mo. @ 7p.m.	6 hours a year	Joanne Bengtson
Charged with oversight for the Neighborhood Network program, encourages two-way communication between city and residents and encourages residents to be more involved. <i>(The committee changed its name to reflect new mission – previous incarnation was Committee for Citizen Involvement.)</i>					
<i>Park &amp; Recreation Advisory Board</i>	Councilor Woodard	Council President Henderson	2nd Monday/month 7 p.m. in the Water Building		Steve Martin
To advise the Council on park and recreation policies, facilities, programs and budgets.					
<i>Planning Commission</i>	Councilor Buehner	Councilor Snider	1st & 3rd Monday/month @ 7p.m.		Tom McGuire
Assists the City Council to develop, maintain, update and implement the Comprehensive Plan, to formulate the Capital Improvements Program, and to review and take action on development projects and development code provisions delegated to the Commission.					
<i>Transportation Advisory Committee</i>	Councilor Woodard	Councilor Snider	1 <sup>st</sup> Wednesday, 6:30 p.m., library 2 <sup>nd</sup> Floor Conf Rm	1.5 hr. meetings	Judith Gray
Advisory to council & staff regarding planning and development of a comprehensive transportation network, including development of plans and corresponding financing programs; development of funding mechanisms and sources to implement transportation projects and ensure adequate maintenance of the existing transportation infrastructure; public involvement and education in transportation matters and ways to improve traffic safety and accessibility in all transportation modes.					
<i>Tree Board</i>	*		1 <sup>st</sup> Wednesdays - 6:30 p.m.		
The mission of the Tree Board is to develop and administer a comprehensive program for the management, maintenance, removal, replacement & protection of trees on public property. *Tree Board mission to be added to/redefined in 2013? – get recommendation from staff.					
<i>Youth Advisory Council</i>	Councilor Snider	Mayor Cook	1 <sup>st</sup> & 3 <sup>rd</sup> Wednesdays @ City Hall <b>(Meetings are irregular; PD staff will advise liaisons when meetings are scheduled.)</b>		Various representatives- Police Department
Students in grades 5-12 represent their peers as resources to the community to advise the best ways to build developmental assets for each youth in Tigard. The Youth Advisory Council also facilitates the development and implementation of programs and activities that are important to youth. E:\adm\city council\goals\2013\council liaison appt matrix\updated after feb 5 - 2013 council liaison appt matrix.docx					