

2015 City Council Appointment Matrix

Council Groundrule mtg 12/18/14

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Audit Committee</i>	Councilor Snider	None	2 - 3 times per year	2-hours per yr	Debbie Smith-Wagar
The Audit Committee is responsible for selecting the auditing firm and meets twice (minimum) with CPA firm reps appointed to perform the city's annual financial audit. Members participate in the appointment, compensation, retention and oversight of any independent accountants engaged for the purpose of preparing and issuing an independent audit report or performing other independent audit, review or attest services.					
<i>Budget Committee</i>	All Council	None	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	None	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	None	Council Workshop or Study Session in March		Toby LaFrance
Reviews requests for contributions to community events.					
<i>City Center Development Agency</i>	All Council	None	First Tuesday of month	Approximately 2 hours per month	Sean Farrelly
Council members serve as the urban renewal agency's board.					
<i>Clackamas River Water Providers</i>	<i>No voting member until 2016</i>	None	1 st Wednesday of the month, 9-11 a.m. @ North Clackamas Water Commission Building, 14275 S Clackamas River Drive, Oregon City		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.					

Committee Name	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Community Development Block Grant Policy Advisory Board</i>	Councilor Henderson	Marissa Daniels	2 nd 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 Woodard	Councilor Goodhouse	2nd Wednesday/month, 5:30 p.m., Water Building	Monthly	Brian Rager/John Goodrich
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 nd Thursday/month 7:30- 9 a.m. @ Metro	2-3 hours	Mayor Cook & Kenny Asher monitor
Tigard Mayor Cook to attend/monitor meetings on regular basis. 17-member committee 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 Metro council.					
<i>Mayor's Appointment Advisory Committee</i>	The Councilor serving as liaison to the committee that is recruiting will be the one that interviews applicants with the Mayor.				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 in Beaverton		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.					
<i>Regional Water Providers Consortium</i>	Councilor Henderson	None	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.					

Committee Name	Primary Representatives	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>SW Corridor Plan Steering Committee</i>	Mayor Cook	Councilor Goodhouse	Monthly	2-3 hours/mo.	Transportation planner
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 Snider, Mayor Cook		bimonthly -location rotates between Tigard & Lake O	2-4 hours/mo.	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 Goodhouse	2 nd Monday @ noon Beaverton City Hall	2 hours per month	Transportation Planner
WCCC 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 Goodhouse	3 rd Wednesday @ 7:30-9 a.m. St. V's hospital	<i>Plus Monthly breakfast forum</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.					
<i>Willamette River Water Coalition</i>	Councilor Henderson	None	Monthly		John Goodrich
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>	<i>Primary Representative</i>	<i>Alternate Rep</i>	<i>Meeting Frequency</i>	<i>Time Expectation</i>	<i>Staff Liaison</i>
<i>City Center Advisory Commission</i>	Councilor Henderson	Councilor Woodard	2 nd Wednesday @ 6:30 p.m.	3-5 hrs/mo	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.					
<i>Urban Renewal Funding Selection Subcommittee</i>	Councilor Goodhouse Councilor Henderson	Councilor Snider	As needed		Sean Farrelly
To encourage businesses to make improvements to storefronts or commercial facades in downtown by providing design assistance and/or matching funds and to make recommendations for various public art options that may be purchased with the urban renewal funds for the Main St./Green St. project. *Two council representatives required.					
<i>Library Board</i>	Councilor Snider	None	2nd Wednesday - 7 p.m.		Margaret Barnes
This board advises Council on library policies, budget, facilities & other community needs to provide quality library service, per TMC 2.36.030.					
<i>Neighborhood Involvement Committee</i>	Councilor Goodhouse	Councilor Snider	3 rd Wednesday/quarterly @ 7p.m. at Library 2nd fl.	6 hours/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>Park & Recreation Advisory Bd.</i>	Councilor Woodard	Councilor Goodhouse	2nd Monday@ 7 p.m. in the Water Bldg	2-3 hrs/mo	Steve Martin
To advise the Council on park and recreation policies, facilities, programs and budgets.					
<i>Planning Commission</i>	Councilor Goodhouse	Councilor Snider	1st & 3rd Monday @ 7p.m.	2-3 hrs/mo	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>Tigard Transportation Advisory Committee</i>	Councilor Goodhouse	Councilor Woodard	1 st Wednesday, 6:30 p.m., library 2 nd Floor Conf rm	1.5 hr. meetings	Transportation Planner
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>Committee Name</i>	Primary Representative	Alternate Rep	Meeting Frequency	Time Expectation	Staff Liaison
<i>Youth Advisory Council</i>	Councilor Henderson	Mayor Cook	1st & 3rd Tuesday @ 5:30 p.m. at rotates locations around City Hall	3 hours/mo	Marty Wine

Tigard students in grades 6-12 advise City Council on 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.

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Invitation Only:

League of Oregon Cities Legislative Committees are composed of city officials charged with analyzing policy and technical issues and recommending positions and strategies for the League. For more information regarding the committee process contact Angela Speier at aspeier@orcities.org

Councilor Goodhouse

Transportation Policy Committee

Scope of Work

The Transportation Policy Committee reviews policy decisions and recommends legislative positions and strategies related to: streets and roads; traffic safety; public transit; and rail.

Meetings

Committee members are appointed for two-year terms. It is anticipated that in even-numbered years, committees will meet three or four times between March and June; in odd-numbered years, they will meet once or twice in the fall on an as-needed basis.

Councilor Woodard

Finance and Taxation Policy Committee

Scope of Work

The Finance and Taxation Policy Committee reviews policy decisions and recommends legislative positions and strategies related to: property/income taxation; school finance; local government debt instruments; infrastructure funding; public budgeting; state revenue sharing; and financing economic development.

Meetings

Committee members are appointed for two-year terms. It is anticipated that in even-numbered years, committees will meet three or four times between March and June; in odd-numbered years, they will meet once or twice in the fall on an as-needed basis.