



CITY OF OREGON CITY ARTS COMMISSION AGENDA

City Hall Chambers, 625 Center St., Oregon City, OR 97045

Thursday, March 20, 2025 at 7:00 PM

Ways to participate in this public meeting:

- Attend in person, location listed above. Please see the public comment guidelines below.
- Attend the livestream of the meeting on the City's YouTube Channel:

<https://www.youtube.com/user/CityofOregonCity>

• Register to provide electronic testimony (email agriffin@orccity.org or call 503-974-5517 (1588) by 3:00 PM on the day of the meeting to register)

• Email agriffin@orccity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)

- Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045

1. CALL TO ORDER AND ROLL CALL

2. ADOPTION OF THE AGENDA

3. APPROVAL OF MINUTES

- Approve Minutes from February 27, 2025

4. PUBLIC COMMENT

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The Arts Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the Arts Commission.

5. DISCUSSION ITEMS

- Approval of MOU with the City
- Introduction of Arts Commission Protocols
- 2025 Arts Commission Projects
- Update on Public Art Renovation Grant
- Review Initial Strategic Planning Initiatives
- Article for Oregon City Trail News

6. COMMUNICATIONS

7. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the clerk. When the Chair calls your name, proceed to the speaker table, and state your name and city of residence. Each speaker is given 3 minutes to speak. As a general practice, the committee does not engage in discussion with those making comments. Complaints shall be addressed at the department level prior to addressing the committee.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the [Oregon City's website](#) and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.

Arts Commission Retreat – February 28, 2025

I. Roll Call

Josh Planton (“Josh”) kicked off the retreat meeting at 6:17. The full Arts Commission participated:

Amanda Dexter
Joyce LaMaster
Daria Loi
Emma Lugo
Josh Planton
Myriam Ravenwise
Quire Hugon
Rebecca Sira
Amy Wilson

Amanda Dexter (“Amanda”) participated via Zoom.

The Arts Commission retreat was held at the Willamette Falls Studios.

II. Welcome/Group Introductions

Decision-Making Styles

As an introductory exercise, Ann Griffin (“Ann”) invited people to consider their decision-making styles. She commented that the Arts Commission will make many decisions together, and in light of that, it is helpful to understand how colleagues come to make their decisions. She asked everyone to work in groups of three, with Amanda joining Amy Wilson (“Amy”) and Josh. She asked each team to report on something that they would really like for the Arts Commission to achieve.

Daria Loi (“Daria”) reported for herself, Emma Lugo (“Emma”) and Rebecca Sira (“Rebecca”). She would love for Oregon City to have some kind of sculpture park. She loved the idea of tourists visiting the sculpture park and using QR codes to learn about each piece of art.

Quire stated that she would like for the Arts Commission to nail down its priorities and establish a clear set of expected outcomes. She stated that she thought this would make it easier to determine how to prioritize spending and create effective partnerships.

Amy Wilson (“Amy”) said that she would really like to create a space for exhibits, give artists a place to display their work or to perform. She stated that she is a big-picture thinker. Amanda Dexter (“Amanda”) supported the idea of a community art center. She is very interested in supporting new ways to support the performing arts. She would also like to work on encouraging community intersection mural projects and creating a pathway for people to install those in their neighborhoods.

III. Adoption of the Agenda

Josh asked if there were any comments on the Agenda. He stated that one of the group’s biggest hurdles right now is spending the funds before the end of the fiscal year. He also stated that he’d

like to touch on the Commission protocols, and that he would like to discuss the protocols in March.

Myriam Ravenwise (“Myra”) suggested that we add a standing space for the Mayor at our monthly meetings to give her the opportunity to address. Ann stated that the Mayor could make general remarks during the Communications portion of the agenda.

Josh wanted to move a discussion of the Arts Commission grants funds to an earlier place on the agenda. We will also discuss the MOU.

Amy made the motion to approve the agenda as amended. Quire seconded the motion and the revised agenda was unanimously approved.

IV. Arts Commission Grant

Ann asked the group to consider the results of the community survey that the Arts Commission conducted as they consider the use of the remaining funds for the year. She asked Emma to report on the survey results. Emma stated that the survey said that the top things people wanted to do included music performances and gallery shows.

Daria Loi (“Daria”) asked if the results are public – Ann said she would look for them and report back to the group.

Quire suggested that the group table the idea of hosting a round of Arts Commission grants, given the time constraints before the end of June. Instead, she suggested that the group focus on projects that can be completed before June 30th, including projects that promote the Arts Commission or a potential emergency fund for artists.

Rebecca proposed a contest that utilizes the tag line “Art for Every Heart.”

Other suggestions included:

- A sculpture garden
- The purchase of an existing piece of art
- Installation celebration with live music
- Website development expenses
- Fundraising event
- A new mural
- Any and all projects should demonstrate that Oregon City supports the Arts.

Fundraiser like the “Big 100” benefit for the Oregon Food Bank. Anyone can apply. The event should highlight what the Arts Commission does and the message, “this is what the arts commission can do for you.”

Emma referenced a town called Mankato, MN. This community has done a lot to support investment in the arts and make the connection between economic and creative vitality. (Note: See <https://www.mankatomn.gov/about-mankato/arts-and-culture/arts-and-culture-plan.>)

She also advocated for a large welcoming mural. She offered the City of Beaverton and their large mural with a portrait of a Somali woman as an example.

Josh reminded the group about its regulatory role related to murals and cautioned against directly funding one. He also stated that in the future he would like to talk to the City to address that restriction. Emma also suggested an idea related to spring and salmon.

Ann asked Amanda, in her opinion, how long would it take to put together a live music event related to an art installation or Arts Commission event. She stated that once we determine the date and budget, it could be done relatively quickly. It was stated that a possible idea would be to sponsor a stage during an upcoming event like the car show.

Daria stated that performances should also include dance, other forms of theater in addition to music. She referenced the Oregon City Children's Theater.

Josh asked what could have the most impact. He also stated that it would be beneficial to do an event or project in partnership with other organizations, like DOCA.

Emma also suggested, "what if we brought in storytellers and/or host a poetry slam." We could bring in authors – pay tribute to the Confederated Tribes, other performers, support tribal histories of the Willamette Valley. Support queer artists to come and talk, BIPOC artists.

Other ideas:

- Business cards that talk about our mission
- Art for Every Heart contest with multiple categories
- Art Lab at the Library
- Partner with banks and other organizations to find other exhibition space.

Quire - Let's use this time to solidify who we are – through the website, through collateral, and start doing some fundraising in the fall.

Members of the Arts Commission volunteered to establish work groups to organize specific projects:

- Art for Every Heart contest – Emma and Joyce
- Website/collateral development (including printing) – Ann and Rebecca
- Downtown/art walk with music performances -Quire, Amanda and Amy
- Artist talks/poetry reading – Emma and Myra
- Josh and Amy will also explore "Plan B"

Josh asked each work group to draft a plan including a timeline, a budget, potential partners, and any legalities (like permits). He asked groups to bring their plan to the March meeting.

V. MOU with the City of Oregon City

The Arts Commission reviewed the draft Memorandum of Understanding (“MOU”) with the City of Oregon City regarding the City’s Communications and Information Technology protocols that will govern the implementation of an independent Arts Commission website. The group noted the City Branding Guidelines that accompanied the draft memorandum. The group generally agreed with the content and direction of the MOU.

Josh noted a typo on the first page, observing that in the first sentence in the Background section the word “fulfill” should be spelled with two “l’s” at the end instead of two. He also stated that he thought the word “stifling” was too harsh in its tone. He suggested that the second sentence in the first paragraph of the Background section be re-written to something like “The Arts Commission considers the current arrangement of going through several channels to promote the Arts as *an obstacle* to its ability to fulfill its mission.”

Quire made a motion that Josh sign the MOU as amended on behalf of the Arts Commission. Amy seconded the motion and there was a unanimous vote to accept the MOU accordingly. (NOTE: The meeting agenda did not specifically state “approval of the MOU.” To ensure proper public notice, the topic of the MOU approval will be included on the March Arts Commission agenda.)

VI. Arts Commission Priorities

This portion of the meeting was devoted to ideas and priorities that extend beyond the July 1 timeframe.

Quire stated her support for a roster or directory of artists and strategies to promote local artists. Subsequent discussion raised questions like “How do we keep it updated?”, “How do we ensure that names are gathered in an unbiased manner?” Discussion regarding a call for “Qualified Vendors.”

(Note: The City released a call for Qualified Vendors when the Arts Commission issued the Public Art Renovation Grant – see <https://www.orcity.org/DocumentCenter/View/14124/Qualified-Vendor-Application-PDF>.) Quire stated that “Qualified Vendor” is a misleading title, it should be marketed specifically toward artists.

Stated: Our goal is to promote the Arts Commission and artists in our community. Activities like an “Art Walk” promotes local art studios. The group wants to make visible artists and the impact of the arts on the local community.

Josh read the Arts Commission Vision statement to ground the discussion.

Daria asked if that vision also includes permanent works of art (murals, sculptures).

Emma stated that the City could/should increase the amount of long-term investment for the Arts and the Arts Commission and the need to continue to advocate for funding the arts. She stated that other cities similar in size to Oregon City devote between 0.5% to 2% of their overall budgets to the Arts. She offered the City of Seattle and its 1% for arts program.

Quire agreed. She pointed to the City of Seattle and the City of Auburn (both in WA) as examples. These municipalities consistently support funding for the Arts. (Note: More information may be found at: <https://www.auburnwa.gov/arts>.) Josh also agreed that we need to build financial support for the Arts.

Josh stated that other important projects for the Arts Commission include:

- Complete our strategy document
- Talk to banks about CRA participation (CRA = Community Reinvestment Act)
- Change/address the restriction on the Arts Commission about funding murals

Other ideas:

- Temporary art pop-ups
- Aartist education – giving kids opportunities to learn about art and make art

Start small and build upon success.

Josh stated that he would put together a draft strategy document. Ann offered to assist him in this effort.

A video recording of this meeting may be found on YouTube:

<https://www.youtube.com/watch?v=WRGKhvpjQNY>



MEMORANDUM

DATE: February 21, 2025

TO: Josh Planton, Chair
Oregon City Arts Commission

FROM: James N. Graham, Manager
Oregon City Economic Development Department

Jarrod Lyman, Manager
Oregon City Communications

Michael Dobaj, Director
Oregon City Information Technology Department

SUBJECT: City's Communications and Information Technology Protocols for the Arts Commission

This document represents an agreement of understanding between the Oregon City Arts Commission ("Arts Commission"), the Oregon City Information Technology Department ("IT"), the Oregon City Communication Division ("CCD") and the Oregon City Economic Development Department ("Ec. Dev."), (together the "Parties"). The Parties agree as follows:

BACKGROUND

The Arts Commission seeks to have more control, management and input over its marketing and promotional activities to fulfil its mission to promote the arts in Oregon City. The Arts Commission considers the current arrangement of going through several channels to promote the Arts as an obstacle to its ability to fulfill its mission. It seeks to exercise its objective by establishing its own website and attaining timely responses to its requests to promote its activities via the City's social media assets.

The Economic Development Department supports the Arts Commission to promote and nurture the arts in all of its forms to a broad spectrum of the community, but the Arts Commission must adhere to the City's communications and information technology protocols.

The CCD seeks to maintain the City's branding standards and professional communications decorum. Further, the IT Department is charged with managing the City's electronic communication assets, protecting/controlling the City's electronic information systems.

TERMS AND CONDITIONS

To afford the Arts Commission more flexibility with regard to its promotional activities of the Arts, the following terms are agreed:

- A. The Arts Commission will be permitted to create its own separate and self-administered website apart from the City's official website.
- B. The City will maintain its current official website page of the Arts Commission but all website traffic for the Arts Commission will be initially directed to visit the City's official website page. Visitors to the City's official website will be able to click on various links that will redirect them to the Art Commission's self-administered website.
- C. To exercise the agreed terms, the City will require adherence to the following conditions:
 1. The City's IT Department will acquire the domain name, "OCArtsCommission.com." The Arts Commission will reimburse The City's IT Department for the domain name. IT will retain ownership of the domain name. Domain renewal costs will be the responsibility of the Arts Commission. The cost of any software add-ons such as adobe and others will be the responsibility of Arts Commission.
 2. The Arts Commission will have full control over its self-administered website host and all Domain Names Services ("DNS"). If this contract is terminated, the Arts Commission will provide the IT with all information, including all administrative usernames and passwords, related to webhost and DNS within a timeframe not to exceed one (1) month from the date of the termination date.
 3. The Arts Commission will inform IT of DNS name servers or any change to the DNS name servers so that IT can update the appropriate records in the IT's Registrar.
 4. The Arts Commission will not purchase or use any other domain name other than "OCArtsCommisson.com."
 5. The Arts Commission agrees that IT and the City of Oregon City are not responsible or accountable for any website issues related to DNS, website, or website hosting Services.
 6. The Arts Commission agrees to adhere to the Style Guide and Brand Guidelines promulgated by the City's Communication Division, which is attached and is considered an integral part of this document.
 7. The Arts Commission acknowledges that as part of Oregon City Municipal Government, it will not engage in posting any political or societal commentary on its self-administered website or social media outlets.

D. The City may terminate this agreement at any time and in its sole discretion by providing the Arts Commission with thirty (30) calendar day advance notice.

Therefore, it is agreed by all Parties that the aforementioned terms and conditions will be followed and adhered to and will become effective on March 1, 2025:

OREGON CITY

OREGON CITY ARTS COMMISSION

James N. Graham
Economic Development Manager
Oregon City Economic Development Department

Josh Planton, Chair

Jarrold Lyman
Communications Manager
Oregon City Communications

Michael Dobaj
IT Director
Oregon City Information Technology Department

Style Guide and Brand Guidelines

VOICE & VISUAL IDENTITY



Our city's brand encompasses everything from the way we answer the phone and the tone of our voice, to the use of the city logo or the good feeling visitors have when visiting the elevator. The full experience of a person in relation to Oregon City is part of the brand.

With the goal to effectively communicate with our various audiences, we pay careful attention to established themes and visual language (e.g. logo, colors, fonts, messaging style, et cetera). This is one key facet of a total brand. This attention to detail helps cut through today's communication clutter.

Writing Style

BRAND VOICE

A brand voice helps define the mood of a particular entity. As a government agency we want to be positive and professional but also speak in a way that is conversational and inclusive. With this in mind we have created general guidelines on how we write and speak in our roles representing the city.

Writing Style

The Mayor and Commissioners

- Reference the Mayor by writing Mayor (First and Last Name) on the first reference in a particular document. All other references afterwards should include Mayor followed by the last name only.
- Address the Commissioners by “Commissioner”, followed by their first and last name on the first reference. For all subsequent references, use “Commissioner (*Last Name*)”.
 - For example: Commissioner John Smith, Commissioner Jane Doe
 - For example: Mayor Smith, Mayor Doe
 - Example sentence: Commissioner John Smith and Mayor Jane Doe both supported the proposal to enhance traffic calming by installing speed bumps.

Directors and Managers

- Reference the director or manager by first stating their first and last name, followed by their title (*First name Last Name, City Manager*)
 - Example: John Smith, Community Development Coordinator.

Front Line Staff

- There are options with front line staff. As some titles aren’t department specific or just long in nature, titles or departments can be used interchangeably.
 - Example: Jenny Ral, Administrative Assistant or Jenny Ral with the Public Works Department.

Departments

Administrative Department

City Manager
City Recorder
Communications Manager
Facility Maintenance

Community Development

Building Division
Planning Division

Economic Development

Tourism

Finance Department

Accounts Payable
Utility Billing
Municipal Court

Information Technology (IT)

Geographic Information Systems (GIS)

Human Resources

Oregon City Public Library

Parks and Recreation

Aquatics and Recreation
Ermatinger House
Pioneer Community Center
Cemetery and Parks

Police Department

Code Enforcement

Public Works

Engineering
Operations

Writing Style

Referring to the Oregon City URL

When referring to the general Oregon City website, use www.orcity.org. Be sure to include the “www” as the site will not load if an internal user doesn’t include those in the address bar.

If you are referring to specific internal pages, format the URL like [www.orcity.org/\(insert name of page\)](http://www.orcity.org/(insert name of page))

- For example: Information about this project can be located at www.orcity.org/finance
- If you would like a more simple URL than the site has, reach out to Communications to ask for a redirect that may be able to create a cleaner, more user-friendly URL.

Writing Phone Numbers

When writing telephone numbers, write them as follows:

(503)-444-1234

(888)-444-1234

How to refer to Boards and Committees

When referring to boards and committees in writing, always write the full name of the board or committee when it is first addressed and include the proper acronym in parenthesis after. After that, the board or committee may always be identified with its proper acronym.

Examples:

- Citizen Involvement Committee (CIC)
- Historic Review Board (HRB)
- Natural Resources Committee (NRC)
- Parks and Recreation Advisory Committee (PRAC)

- Transportation Advisory Committee (TAC)
- Urban Renewal Commission (URC)
- City Commission Budget Committee (CCBC)
- Urban Renewal Budget Committee (URBC)
- Library Board (LB)
- Enhancement Grant Program Committee (EGPC)
- Youth Advisory Commission

Commonly Misspelled Address Names in Oregon City

Maplelane Road

Abernethy Street

Warner Parrott Road

Rosebery Avenue

South End Road, not S. End

Beavercreek Road, not Beaver Creek Road

Minuet Court

Mountainview Street, not Mt. View

Holcomb Boulevard

Oaktree Terrace, not Oak Tree Terrace

Leland Road

Clairmont Way

Caufield Road

Writing Style

Voice & Tone

The “voice” of communications has flexibility depending on the topic of the communication, and the medium in which it is conveyed. Communications for fun public events, positive announcements, and other lighthearted messaging can be conveyed in a friendly, conversational manner on flyers, social media etc. Conversely, more serious information or information conveyed in press releases or other formal media should be written in a professional, straightforward manner.

Punctuation and Formatting

City communications will use the “Oxford Comma” (comma after all items in a list, including the last item prior to “and”) unless in a press release or other document that follows AP Format.

- Do NOT use a double space after periods.
- Dates should be written following AP format:
Months of Jan. Feb. Aug. Sept. Oct. Nov. Dec. abbreviated. No “st, rd or th” after the numerals.
Jan. 3, 1983. April 15, 2024. etc.
- If an event is taking place in the current year, there is no need to include the year following the month and day.
- City is always capitalized when referencing Oregon City. Ex: “The City will be accepting applications until June 2.”
- Times will follow AP format. Use the first numeral, without extra zeros, followed by a space and periods after a.m. and p.m. Example: 7 p.m. 9:30 a.m.
- When sharing the City’s website, always include the “www” in the URL. Entering the URL without the “www” will result in the page failing to load, so it’s critical that we share the full URL in our communications.

Words and Phrases

As Oregon City is a diverse community, it is important to use words and phrases that are inclusive. Instead of “citizens”, use alternatives like residents, community members, stakeholders etc.

Avoid the use of jargon, acronyms and industry terms unless it is well defined in the first reference.

Try to use gender-neutral words and phrases and possible and appropriate.

Examples:

- Chairperson instead of Chairman
- “Folks” or “everyone” instead of guys, gals etc.
- “They” instead of “he/she” “If someone has a question, they should contact...” instead of ... “he/she should contact...”

Brand Colors

LOGO COLORS AND FONTS



PANTONE	7499C	1225C	279C	292C	
RGB	245 240 197	255 212 120	81 144 205	120 189 232	37 39 75
CMYK	4 2 27 0	0 17 62 0	68 34 0 0	49 11 0 0	93 89 41 40
HEX	F4F0C6	FFD478	5190CD	78BDE8	26264b

OREGON

CITY

Aptos

FONT USED IN CITY LOGO IS
Rockwell Bold

Used in headlines, titles and subheaders.

Secondary font is Widy.
Used in headlines, titles and subheaders alternating with Rockwell bold. (The font should be on your system Ask IT if it isn't.)

Regular text
The fonts should be installed on your system. If for some reason they are not, reach out to IT for assistance.

Franklin Gothic is a suitable substitute when Aptos isn't available.

Logo Family

LOGO USE

The City's logo is the most identifiable aspect of its branding and can help quickly identify a communication as coming from the City. As such, logo use should always follow the set guidelines. The logo should be clearly visible when used. When used on a communication with the logos from other entities, it should be the most prominent. This is to make clear that the communication is coming from the City, and the others are partners. All logos can be found on the Intranet [here](#).

APPROVED LOGOS



PRIMARY LOGO

This logo should be the first logo used. All other logos should be used only if necessary. Approved clearspace around logo is also a key component to displaying the logo correctly. We don't want to crowd the logo into small spaces as it gives it the wrong hierarchy of importance.



PRIMARY INVERTED LOGO

This logo works well when passing along the logo to a third party. It tends to be less likely to be used incorrectly because the entire mark is contained within a black field. Both this logo and the logo above work well in smaller vertically-oriented spaces.



SIDE-STACKED LOGO

As vertical space becomes more constrained the side-stacked logo may be necessary to maintain readability.



DEPARTMENT LOGOS

When appropriate, department logos may be used. They are adapted from the Side-Stacked logo, and come in both standard and inverted format.

Logo Family

BLACK AND WHITE VERSIONS



PRIMARY LOGO

In some rare occasions a single color black and white logo is necessary. The same rules apply for usage and clearspace. This logo should be the first logo used. All other logos should be used only if necessary.



PRIMARY INVERTED LOGO

This logo works well when passing along the logo to a third party. It tends to be less likely to be used incorrectly because the entire mark is contained within a black field. Both this logo and the logo above work well in smaller vertically-oriented spaces.



SIDE-STACKED LOGO

As vertical space becomes more constrained the Side-stacked logo maybe be necessary to maintain readability.



HORIZONTAL LOGO

Under certain conditions a fully horizontal logo may be required. This logo is particularly unique in the fact that the Word, "CITY" has been changed to Helvetica Neue 53 Extended which is a slightly lighter weight than the extended medium used on the other logo configurations.

Logo Usage

CLEARSPACE

Clearspace is important to maintain the impact of the Oregon City logo. the area around the logo varies based on which logo you are using but in every case helps to create a strong impression for the brand.

CLEARSPACE AROUND
LOGO = $\frac{1}{4}$ OF



CLEARSPACE AROUND
LOGO = $\frac{1}{4}$ OF



In the main stacked version of the logo, the height of each row of text is relative to the height of the bridge arc. Width for "Oregon" is flush with the external edges of the logomark frame, and "City" centered beneath. Width in the inverted style places "Oregon" flush with the INTERNAL edges of the host frame.

CLEARSPACE AROUND
LOGO = $\frac{1}{4}$ OF



Text in the side-stacked logo is arranged in equal thirds from the base of the logomark to the top of the elevator. The side -stack logo also uses a lateral divider which follows the visual line of the bridge span.

CLEARSPACE AROUND
LOGO = WIDTH OF

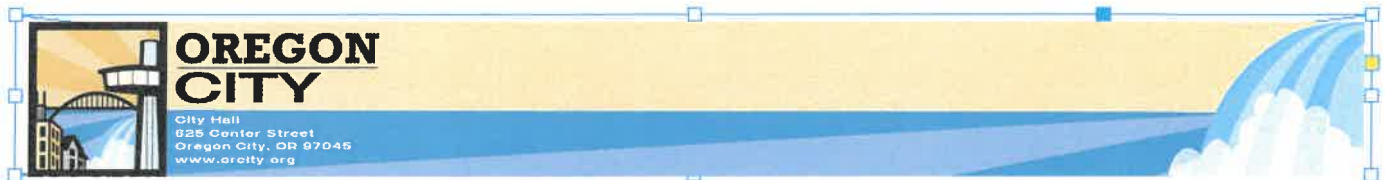


The full horizontal text will be sized and centered with top/bottom clearance equal to the distance from the top of the elevator to the top-most edge of the frame. The crossbar in the G should follow the same visual line as the main bridge span.

NOTE: "City" text is changed from Helvetica Neue Medium Extended to the slightly lighter 53 Extended, external clearance is measured from the top/bottom of the text and the outer edge of the Y descender

Logo Usage

There will be times when using brand colors isn't feasible or doesn't work with the theme of the event. However, making sure that residents understand that this communication is promoting a City-lead event, or initiative, is important. We want residents to know everything the City does for them. In these cases, a graphic has been created to use at the bottom of the flyer, poster etc. It can be resized to fit the format and dimensions of the application. This graphic can be found on the [Intranet site](#).

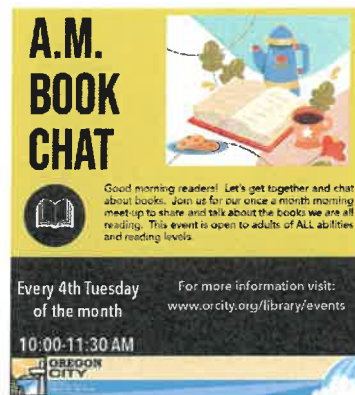


When resizing, be sure to maintain the proper proportions by dragging from the corner. Many applications will keep proportions when you hold *ctrl* while dragging the corners.



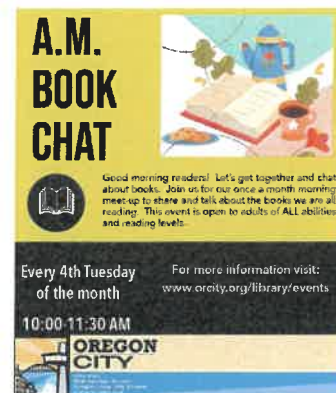
EXAMPLE

Resize the footer so that the whole graphic fits along the bottom.



OPTION 1

Resize the footer so that the whole graphic fits along the bottom.



OPTION 2

Resize the footer so that the logo is larger, cutting off the waterfall graphic to the right.

Logo Issues

DO'S and DONT'S

The city logo marks have been carefully crafted to present a consistent and powerful impression of our city. Use logos only as prescribed on previous pages. If you have any questions feel free to contact the Community Communication Coordinator at the city offices.

DO NOT STRETCH



**OREGON
CITY**

DO NOT CHANGE FONT



**OREGON
CITY**

DO NOT RECOLOR



**OREGON
CITY**

DO NOT ANGLE



**OREGON
CITY**

THIS PARTICULAR
LOGO CANNOT BE
USED DIGITALLY AND
MUST HAVE SPECIAL
PERMISSION



DO NOT



DO NOT



**CITY OF
OREGON CITY**
"PRESERVING OUR PAST,
BUILDING OUR FUTURE"

Logo Use

EMAIL SIGNATURES

One of the most common places where the Oregon City brand appears is in our email signatures. Make sure your signature is consistent with current standards. The template and step-by-step instructions can be found on the [Intranet](#).



First Last (pronouns)
Title - Department
email@orc.city.org
City of Oregon City
PO Box 3040
625 Center Street
Oregon City, Oregon 97045
503-555-5555 Direct phone or Phone & Text
503-555-5555 Mobile
503-555-5555 City phone
503-555-5555 fax
www.orcity.org

PUBLIC RECORDS LAW DISCLOSURE: This e-mail is subject to the State Retention Schedule and may be made available to the public.

Email Signature Information:

Items highlighted in yellow are required to be included in each signature. Items that are not highlighted are optional.

Names should be in Rockwell Bold - Size 12

Titles should be Rockwell Bold - Size 11

All other elements should be Aptos size 9.

Note: If your title doesn't make clear what department you are in, you can add that after the title.

A link to full specifications, as well as a template and instructions, is available on the [Intranet](#).

Links and QR Codes

People have become more familiar with QR codes in recent years, making them a more viable alternative to written out links on printed materials. In order to maintain consistency, and to allow tracking to see what codes are being used, QR codes should be made using the City's Rebrandly account. Reach out to Communications team, or the designated communications person in your department, for help. QR codes should either be black with a white or transparent background. If color is desired, then the use of City-branded colors is permissible, as long as QR code visibility and functionality isn't impacted.

QR codes should only be used on printed materials. If something is going to appear digitally and printed, create a separate version for print that includes the QR code.



Branded links can also be used through the City's Rebrandly account. Again, this will allow for tracking, and a consistent look while also creating URLs that will be easier for residents to remember.

Imagery

USING PHOTOS

Oregon City is a unique community with easily recognizeable landmarks, features, and locations. As such, it is important to use authentic photography and avoid the use of generic stock imagery when possible.

The use of photos is also be encouraged on the City's website to increase aesthetic appeal and prevent the "walls of text" that are common on government sites. This can be intimidating to the user and results in people quickly navigating away from a site before finding the information they need.

A photo library is available on the Intranet [here](#). Any photo in this folder is free to use for any City application.

If you have need for a specific image that doesn't exist, you can request the photo from the Communications Team.



Version – Date	Author	Description
v. 0.5 – 2/15/25	Daria Loi	First Draft created
v. 0.6 – 2/21/25	Daria Loi	Minor edits; Illustration added
v. 0.7 - 2/24/25	Daria Loi	Reviewed With Chair and updates
V. 0.8 - 3/11/2025	Daria Loi	Added 1 Appendix
V. 09 – 3/13/2025	Ann Griffin	Added Financial Mgmt Practices, other edits

Oregon City Art Commission Protocols

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1. Description

Providing support and visibility to the Arts in Oregon City per Oregon City Municipal Code Chapter 2.26, the Oregon City Arts Commission celebrates the arts, from live music and dance, to public murals, sculpture and other creative projects. The Commission provides resources to professional and everyday artists in our community and supports the creation and maintenance of public art in Oregon City. The Commission meets on the 3rd Thursday of each month at City Hall, unless differently agreed.

2. Motto

Art For Every Heart.

3. Vision

The following Vision Statement was developed by the 2022 Oregon City Arts Commission.

The Oregon City Arts Commission acknowledges the past, fosters the present and envisions a future where the arts are celebrated as a vital force that brings joy and builds community. We strive for a thriving, culturally enriched, sustainable arts ecosystem that creates connection to place and economic prosperity, and centers on diversity, equity and inclusion.

4. Composition

The Arts Commission consists of nine (9) members appointed by the Mayor, with two Members serving as Chair and Vice Chair.

Members may include a representative of the following entities: Carnegie Center, the Clackamas Community College, Oregon City schools and the arts action alliance of Clackamas County. The Arts Commission shall also contain at least five (5) members from a broad spectrum of citizens representing the performing arts, music, drama, the visual arts, literary arts, and the fields of structural and landscape architecture, and shall also include, in addition to these five members from the arts community, at least two (2) citizens at large.

At least five (5) members of the commission shall reside inside the city limits. The appointees shall have three-year terms. Updated details of current membership: <https://www.orcity.org/763/Arts-Commission>

5. Meetings and Records

A quorum of five (5) members shall be necessary for action by the Arts Commission. The members of the Arts Commission shall also elect annually a Secretary who need not be a member of the commission. The Secretary shall keep an accurate record of the proceedings of the Commission and the Commission shall make and file with the City Commission a report of all transactions of the Commission on the first City Commission meeting in May of each year.

Minutes shall be maintained with audio-visual recordings (available at: <https://www.youtube.com/playlist?list=PLHuFvV53nJapl4zvN1JXYTKn6CiMuQlyA>) as well as in written format (add link to repository here). Written minutes shall contain date, time, and location of the meeting or session; names of the members recorded as either present or absent; any motions, proposals, resolutions, and amendments thereto; results of all votes taken; a general description of any other matters considered during the meeting; and a record of any future action items.

6. Roles and Responsibilities

Prior to their first meeting after being elected, Commissioners are expected to be familiar with and be able to

apply all protocols and documentation related to the Commission before taking office.

Commissioners are expected to attend and actively contribute to monthly meetings – in person or via videocall – except in situations where they have a reason for not being able to attend, such as pre-scheduled conflicts, urgent personal matters, or other legitimate reason that prevents them from being present. In such cases, Commissioners are expected to communicate to the Secretary their absence beforehand, if possible. During meetings, Commissioners may move, second and debate all items on the agenda, following Robert's Rules.

One to two weeks prior to monthly meetings, the Secretary shall send to all Commissioners agenda as well as key documentation related to the meeting. Commissioners are expected to read all documentation prior to meetings. Additionally, if feedback is requested, Commissioners are expected to provide input prior to meetings, to enable documentation's improvement and use monthly meetings as efficiently as possible.

Besides monthly meetings, Commissioners are expected to help advance the Commission's Mission by joining Ad Hoc Workgroups. Ad Hoc Workgroups, agreed upon by Commissioners, are dedicated to organize, study, advance, or implement special issues, including applications to grants; liaising with City's Officials; executing marketing plans; working on the budget; focusing on local partnerships; and creating strategy documentation to advance the Commission's Mission. Ad Hoc workgroups may include Commissioners, City staff, public representatives, and outside experts. If workgroups include more than two (2) Commissioners, their meetings shall be recorded and documented as public meetings.

7. Chair and Vice Chair: Role and Responsibility

The Chair shall preside all meetings of the Oregon City Art Commission. In the event of absence or disability of the Chair, the Vice Chair shall perform the duties and function of the Chair.

- Chair and Vice Chair are responsible for working with the Secretary and City Staff (e.g. Secretary) to create meetings' agendas, ensuring that all Members' requests and Commission's responsibilities are taken into consideration.
- The Chair shall facilitate all meetings – keeping the discussion on track in terms of timing and scope yet ensuring that all Commissioners' perspectives are prioritized, taken into account and facilitated.
- If there is a sudden vacancy in the Chair role, the Vice-Chair shall preside over the first meeting and the commission's Members shall immediately work to identify a new Chair following the Chair selection process. The same process shall be used to identify a new Vice Chair in the case of sudden vacancy.

8. Art Commissioners: Typical Selection Process

Members of the Arts Commission are appointed by the Mayor; ~~in consideration of current Commissioners' recommendations;~~ and typically take office at the first meeting of the year (January). In general, three members of the nine-member Arts Commission complete their term each year, and three additional members join. The staff liaison to the Arts Commission coordinates with the City Recorder team as that team advertises the Arts Commissioner roles.

The process to select and provide recommendations for new Commissioners is generally outlined below. ~~as follows:~~

1. During the ~~first week of month of~~ August, a public Call for Application is posted and promoted on City's and Arts Commissions' channels. The Call shall include (1) all requirements, (2) links to available information and protocols, (3) clear articulation of the selection criteria that shall be adopted to select candidates, and (4) specific submission due date and time, with clear indication that under no circumstances late applications shall be accepted.
2. All applicants, which may include current Commissioners interested in re-running, shall submit their applications to the Secretary by the end of September.
3. To ensure equity, the Secretary shall remove all details that may disclose applicants' identity and then send all applications to all Commissioners when there are a sufficient number of applications to review and ideally in time for the November meeting. ~~by the end of the first week of October.~~

4. Commissioners shall review applications independently to then discuss as a team ~~in the October~~at the November meeting, using agreed criteria to narrow down the applicants pool to enable follow up interviews.
5. Within 1 week after the ~~October~~November meeting, the Secretary shall inform all applicants of the outcome and invite selected applicants to a face to face follow up interview. Selection criteria and expectations for the interviews shall be shared with all selected applicants. Additionally, the Secretary shall record and organize documentation related to all applicants that, while not elected, were considered suitable for the role, to enable urgent out-of-cycle selection of Commissioners (refer to Section 9).
6. At the ~~November~~December meeting selected applicants shall be interviewed by Commissioners, who shall use agreed criteria across all applicants in equitable ways (e.g. asking the same questions, with no divergence in follow up). Commissioners will then use agreed criteria to cast their individual votes. The Secretary, alongside one Commissioner, shall count and announce results. Results shall be then shared with the Mayor, who is in charge of final appointments.
7. Final appointments shall be announced ~~at the December~~before the January meeting. ~~The first week of January new Commissioners shall receive access to all materials to be ready for their first meeting (January).~~

8.7.

	August				September				October				November				December				January			
Call published	■																							
Applications Due								■																
Applications to Commissioners									■															
Individual Reviews										■														
Team Review/Narrowing											■													
Selected applicants notified												■												
Interviews & Selection													■											
Mayor/Applicants Notified														■										
Decision Announcement																	■							
Briefs sent																					■			
Commissioner's 1st meeting																							■	

9. Arts Commissioners: Out-of-Cycle selection process

If a Commissioner wishes to step down prior to their 3 year appointment and there is a reasonable amount of time to identify a new Commissioner (e.g. 2-3 months), the process discussed in the previous section shall be adapted to the new timeframe and executed with urgency.

If a Commissioner steps down prior to their 3 year appointment and there is not a reasonable amount of time to execute the above process, Commissioners shall review documentation related to prior applicants that were recorded as suitable for the role and identify up to three (3) potential candidates. The Secretary shall reach out to and verify whether identified candidates still hold interest in the role.

If only one candidate responds positively and Commissioners agree, the Secretary shall send the recommendation to the Mayor with a request to consider an urgent appointment;

If more than one candidate responds positively, Commissioners shall use agreed criteria to cast their individual votes (in person or via email). The Secretary, together with one Commissioner, shall then count votes. If two applicants receive the same number of votes, Commissioners shall cast a second vote until majority is reached. The Secretary shall then send the recommendation to the Mayor with a request to consider an urgent appointment.

10. Chair and Vice Chair: Selection

Chair and Vice Chair are elected by and within current members of the Arts Commission at the first meeting of each year (January) and shall serve a term of one-year until their successors assume office. There are no limits on the number of terms a Commissioner may apply to a Chair or Vice-Chair role.

The January meeting shall be facilitated by the previous Chair. If the previous Chair is no longer part of the Commission, the meeting shall be facilitated by the Vice-Chair. If the Vice-Chair is also no longer part of the Commission, the meeting shall be facilitated by the Secretary.

At the January meeting, current Commissioners nominate themselves or other Commissioners for the role of Chair and Vice Chair.

- Nominations start with the Vice Chair seat and move to the Chair one only after a Vice Chair has been nominated and elected.
- Once nominations for a role have been collected, Commissioners cast their individual votes via previously agreed ballots. The Secretary shall then count ballots and announce the outcome. If there is a draw between two individuals, Commissioners shall cast a second vote until majority is reached.
- Newly selected officers assume their role the day after the meeting.

11. Secretary: Selection

When the Arts Commission was re-launched in 2021, staff agreed to serve the function of preparing written minutes of the Arts Commission meetings. As long as this practice continues, the group will not elect a Secretary. A Secretary will be elected if the group decides to change this practice.

~~The Arts Commission is in charge of appointing the Secretary. Employees from the City of Oregon City can apply to the role of Arts Commission Secretary. There are no limits on the number of terms a City Employee may apply to or retain the role.~~

~~The first week of October, the current Secretary is invited to indicate whether they intend to continue their role as Secretary. If they indicate they wish to continue, their appointment shall be confirmed for another year, unless the Commission decides otherwise.~~

~~If the current Secretary does not wish to continue, a Call for Application shall be immediately promoted with the City of Oregon City' employees. The Call shall include role, responsibilities and expectations for the role and applicants shall submit their applications to the current Secretary by the end of November. The Secretary shall share all applications with all Commissioners the first week of December, so they can review and be ready to discuss and vote in the December meeting. The new Secretary shall start their role in January.~~

12. Grants Eligibility and Disclosures

Members of the Oregon City Art Commission are not eligible to apply to grants managed by the Oregon City Arts Commission. Additionally, all commissioners shall disclose any conflict of interest in relation to grant applications or in the context of any decision by the Commission. In Oregon, public officials have a conflict of interest if their actions could impact themselves, their relatives, or businesses they are associated with.

1. The Arts Commission Budget will be maintained by the City's Finance Department as directed by the Arts Commission. The disbursement of funds will be approved by the City Manager. Members of the Arts Commission will receive regular updates from staff describing expenditures and/or additions to the budget.
 2. The Arts Commission may raise funds through grant solicitation, fundraising events and the receipt of donations. Any and all funds donated to the Arts Commission will be received and maintained by the City of Oregon City. At no time shall an Arts Commissioner directly collect donated funds from anyone as part of any fundraising activity or from any other type of activity.
 3. All forms of renumeration shall be submitted directly to the City of Oregon City for payment/reimbursement.
 4. The Arts Commission and any Arts Commission Committees acting with Arts Commission approval must keep program and event expenses at or under budget.
 5. All activities which require spending or receiving funds must be approved by the Arts Commission. Approval may be obtained by a simple majority vote of the Arts Commission.
 6. Filled-out requisition request forms should be submitted within two weeks of event or program completion and a final report should be sent to the City of Oregon City at project completion. The report may include details such as actual expenses, income, contacts, planning notes, volunteer details, committee members involved, etc.
 7. The Arts Commission will review its budget and regular budget updates utilizing information provided by the City. An annual review of the Arts Commission's financial position will be performed at the end of each fiscal year (July to June) by the City and the findings shall be presented to the Arts Commission at a regular monthly meeting.
 8. The Arts Commission will provide the City Commission with updates twice a year, including an annual report near the end of the fiscal year (May or June) and an interim report approximately half-way through the fiscal year. The annual report should include a presentation to the City Commission.
 9. The Arts Commission may add additional information to their Commission Protocols with a simple majority vote.
-

DRAFT DRAFT DRAFT
Appendix B: Call for Application to Commission role and Commissioner selection ballot

Each year, three of the Arts Commissioners end their terms and three new Arts Commissioners are selected. The City Recorder team posts the availability of new positions on the City website, along with the application to serve.

[Insert Link Here](#)

Oregon City Arts Commission - New Commissioners Election ballot

Name of candidate: _____

Name of Commissioner: _____ Date: ____/____/____

Do you have any conflict of interest in relation to this candidate? (e.g. relative, colleague, work relationship)

YES_____ NO_____

For each Criteria below, select (X) one option that best describes the candidate based on available information and knowledge.

	5	4	3	2	1
Art acumen (is an artist or worked in arts organizations) - Visual arts, Literary arts, Performing arts, Graphic arts, Plastic arts, Decorative arts, or Architecture.... 5= very high 4= high 3= average 2= poor 1= none					
Vision/Mission - How did the candidate communicate their vision or perspective on the arts and the commission? 5 = very clear 4 = clear 3 = some clarity 2 = poor 1 = none					
Complimentary skills - What level of value would the candidate add to the current Arts Commission team? 5 = high value 4 = value 3 = some value 2 = limited value 1 = no value					
Communication - What about their communication skills and ability to share and assert perspectives with clarity? 5 = great 4 = well 3 = somewhat 2 = poor 1 = very poor					

DRAFT	DRAFT			DRAFT	
Sub-Totals - CALCULATE TOTALS FOR EVERY COLUMN					
Each cross is worth what the column suggests - e.g. a cross in column "5" is worth 5 points					
TOTAL - SUM OF ALL SUB-TOTALS					

At the end, sum ALL TOTALS from ALL Commissioners to have the final result.

Appendix C: Officers ballot (Chair, Vice-Chair, and Secretary)

Insert here

Appendix D: Arts Commission Grants Application

Add link here

Appendix E: Public Art Mural Program and Easement Form -

<https://www.orcity.org/265/Public-Art-Mural-Program> and

<https://www.orcity.org/DocumentCenter/View/14117/Mural-Easement-Form-1-28-rv-2>

Appendix F: Public Art Renovations Guidelines and Application

<https://www.orcity.org/DocumentCenter/View/14122/Public-Art-Renovation-Grant-Guidelines-PDF>

<https://www.orcity.org/DocumentCenter/View/14123/Public-Art-Renovation-Grant-Application-PDF>

Appendix G: Qualified vendor Application

<https://www.orcity.org/DocumentCenter/View/14124/Qualified-Vendor-Application-PDF>



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Art Commission **Agenda Date:** March 20, 2025
From: Ann Griffin, Economic Development Coordinator

SUBJECT:

Spring 2025 Arts Commission Projects

STAFF RECOMMENDATION:

Discuss the project proposals developed by Arts Commission members to accomplish the project priorities for Q2 2025 as identified at the Arts Commission retreat on February 27, 2025. Agree on any necessary actions required to confirm that the projects are completed on budget and on time.

EXECUTIVE SUMMARY:

The Arts Commission will devote time at its March 2025 meeting to review and further develop the priority projects for the months of April, May and June 2025, as identified at their February 27, 2025 planning retreat and outlined below.

BACKGROUND:

At its meeting on February 20, Finance Director Matt Zook and Economic Development Manager James Graham met with the Arts Commission to address the topic of funds that had been allocated to Arts Commission grant recipients in 2023. The Arts Commission had the mistaken understanding that the grants were awarded with funds from the 2021-2023 biennium, when in fact the majority of the funds had been sourced from the 2023-2025 biennium.

Mr. Zook and Mr. Graham ("James") explained how this had come to pass and how City leadership had determined a path forward that would allow the Arts Commission to retain \$32,600 in the current biennium. While James recognized that this would be welcome news, he stressed that the Arts Commission had to allocate these funds before June 30, 2025.

The Arts Commission dedicated time at its February planning retreat to identify priority projects for the remaining months of FY 25 (April, May and June). They created volunteer work groups for each priority project:

- Downtown/art walk and music performances – Quire Hugon and Amanda Dexter
- “Art for Every Heart” contest – Emma Lugo and Joyce La Master
- Website/collateral development – Ann Griffin and Rebecca Sira
- Artist talks/poetry reading – Emma Lugo and Myra Ravenwise

In addition to these four priorities, Josh Planton and Amy Wilson agreed to develop a contingency plan to ensure that funds were allocated before June 30th if one of these four projects encountered an unforeseen obstacle. Each work group agreed to develop a proposal and share this at the March 20, 2025, Arts Commission meeting.

OPTIONS:

1. Review and provide direction as needed on the Arts Commission projects proposed for the period of April – June 2025.

BUDGET IMPACT:

Amount	\$32,600
FY	2024-2025
Funding Source	2023-2025 Economic Development Department funds allocated toward the Arts Commission