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B/C INFORMATIONAL MEETING AGENDA

**MONDAY, NOVEMBER 19, 2018
5:30 P.M. – 7:00 P.M.
Community Auditorium
1915 Main Street
Forest Grove, OR 97116**

(PowerPoint Presentation)
Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

5:30

B/C INFORMATIONAL MEETING:

The City Council encourages all Advisory Boards, Committees and Commissions (B/C) Members to attend the Informational Meeting as this an opportunity for members to learn and ask questions about potential B/C reforms. This meeting will be held in the Community Auditorium. The B/C will take no formal action during the meeting. **Refer to the [B/C Informational Flyer](#) for additional information.**

7:00

ADJOURNMENT:

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INFORMATIONAL MEETING

CITIZEN ADVISORY BOARDS AND COMMISSIONS REVIEW
NOVEMBER 19, 2018, 5:30 PM-7:00 PM
COMMUNITY AUDITORIUM, 1915 MAIN STREET

The purpose of the Informational Meeting is to allow all Boards and Commissions (B/C) members an opportunity to learn and ask questions about potential B/C reforms.

BACKGROUND: The City Council has long recognized, valued and received community input through citizen participation on B/C to assure public policy is founded on community interests and aspirations. In recognition of this value, the Council has created 11 citizen advisory B/C, more than any city of our size in Washington County.

WHY: All B/C are considered public bodies and appointed members are considered public officials under Oregon law. Recently, there have been court cases and new state law regarding how public bodies and officials must operate. In response, local governments have undertaken efforts to assure they are in compliance with the law. This compliance comes in the form of updated rules, bylaws, meeting minutes and agendas. In addition, City Council listened to members and identified a goal of assuring the City was not only compliant, but that city policy assured all B/C were treated equitably, consistently, and purposefully.

WHAT: The City Council has outlined reform options and would like to hear from B/C prior to considering any final policy. *Please know NO official action has been taken – all the work thus far has been to come up with options for the B/C's to consider and comment on. This Information Paper is intended to assist in this effort.*

WHEN: The Council would like each B/C to consider the options below at their regularly scheduled meetings in December and/or January. The Council and Staff Liaisons will work closely with each B/C to assure comments are gathered and presented to Council prior to any final action. Please know some B/C may be affected very little, while others may be affected slightly more.

- 1) **Purpose of B/C:** The purpose of the B/C was not clearly stated in the Council Rules. In response, the Council is clarifying the purpose to state: ***“The purpose of the Advisory Boards, Commissions, and Committees is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.”***
- 2) **Qualifications:** The proposed policy seeks to clarify that members must be 18 years of age and that student members are of high school grade level. Additionally, to encourage student participation, the proposal allows student members to be voting members, excluding Budget Committee and Planning Commission.
- 3) **Composition:** In an effort to be consistent amongst B/C's, one option is to limit each B/C to no more than 9 voting members (unless otherwise required by state law). This change would affect the Economic Development (EDC) and Sustainability Commissions (SC). EDC and SC have been asked to look at refining their membership list.

- 4) Meetings: Currently, the meeting frequency of each B/C is established in the adopted bylaws, which requires most B/C to hold meetings at least once a month. The proposal would allow B/C's to have increased flexibility by scheduling no less than 4 meetings per year (unless required by state law); thereby, allowing B/C to choose a meeting frequency that more closely aligns with their workload.
- 5) Member Terms: Currently, B/C member terms vary from 2-4 years. This has proven challenging to manage. In an effort to achieve consistency, one option is to establish 4-year terms for all B/C members and 2-year terms for student members. Terms would conclude on December 31st of each year.
- 6) Chairperson: To promote succession planning, the proposal seeks to limit the Chair appointment to twenty-four (24) consecutive months; however, it does not limit the number of terms the Chair can serve.
- 7) Council Liaisons: The proposal clarifies the role of Council Liaison as being a non-voting member who collaborates between the Council and the B/C **to assure each group's collective interests are accurately and effectively** represented to the other.
- 8) Staff Liaisons: The proposal defines the role of the Staff Liaison as being non-voting and assisting the B/C by utilizing their expertise regarding city policies and processes. The staff liaison would be responsible for member orientation, agenda review, minute preparation, and meeting packet distribution. In order to achieve compliance with public meeting laws and uniformity among all B/C, the proposal seeks to establish a common minute-taking template and removes the election of board secretary from the bylaws (staff prepares minutes).
- 9) Member Appointments and Reappointments: The current process is sporadic and has resulted in a lack of clarity for applicants seeking appointment. The proposal seeks to bring clarity and predictability to the process by commencing annual member recruitment in September and concluding it by December of each year. In an effort to receive feedback from existing members seeking reappointment, the proposal includes interviewing existing members after each 4-year term.
- 10) Annual Reports/Recognition Dinner: To encourage dialogue and communication, one option is for each B/C to present to Council during a regular City Council Meeting at least once a year, including an Annual Report. This allows the B/C Annual Dinner to focus on welcoming new members and appreciating existing members.
- 11) Bylaws/Agenda: The bylaws for each B/C vary widely and in some cases have not been updated in decades. The proposal seeks to establish a common bylaw template to assure state and local laws are being followed. Each B/C will be asked to review their existing bylaws and if necessary amend/update their responsibilities, membership, and objectives. The proposal also seeks to establish a uniform process for establishing and adding items to the agenda by creating an agenda template.

QUESTIONS?

If you have questions/concerns about any of the proposed options, please contact your Council and/or Staff Liaisons. You may also submit comments/inquiries to the City Recorder's Office, aruggles@forestgrove-or.gov, 503.992.3235.



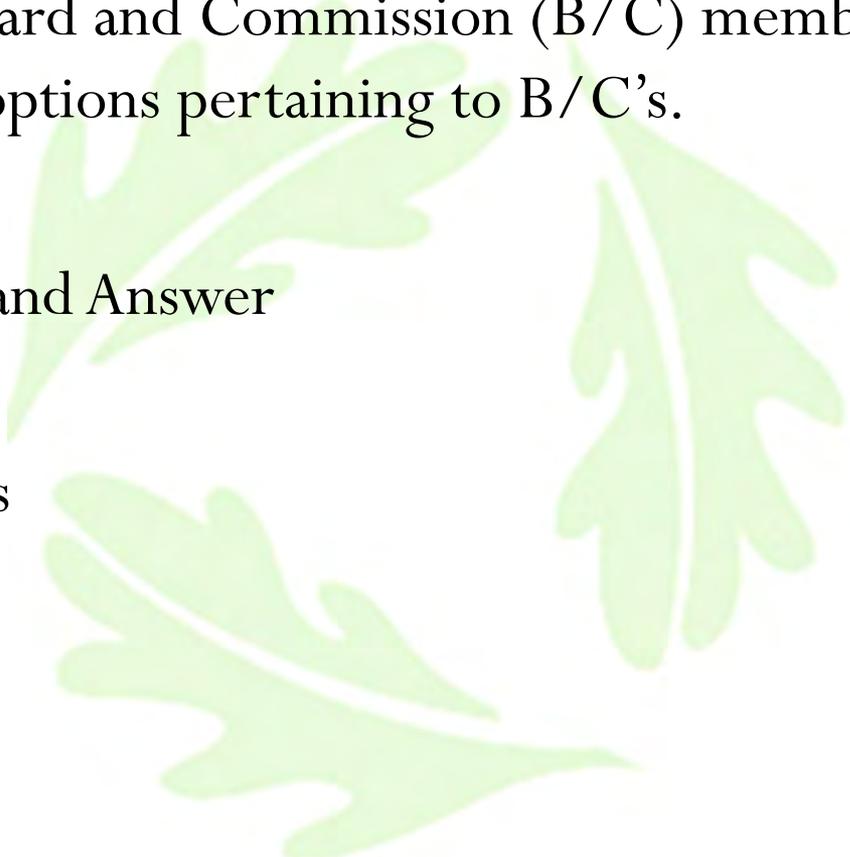
Boards and Commissions Informational Meeting

November 19, 2018

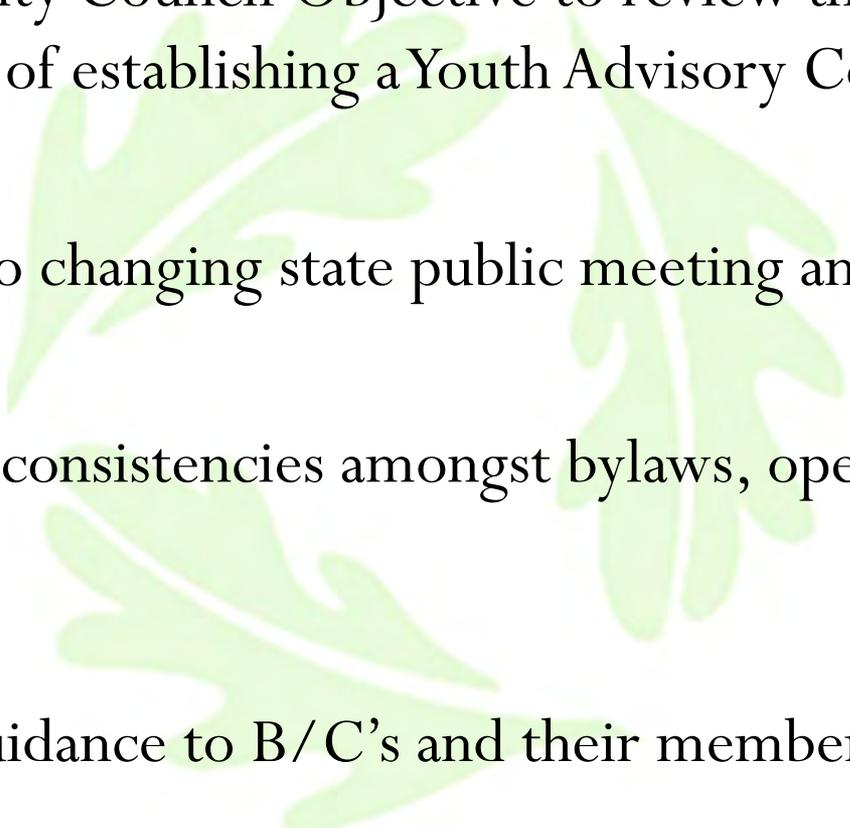
Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Purpose

- Inform Board and Commission (B/C) members about potential options pertaining to B/C's.
 - Question and Answer
 - Next Steps
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Why?

- Address City Council Objective to review the B/C's and the possibility of establishing a Youth Advisory Council
 - Respond to changing state public meeting and ethic laws.
 - Address inconsistencies amongst bylaws, operations, and staffing.
 - Provide guidance to B/C's and their members.
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Background

CITY	# of B/C
Forest Grove	11
Tigard	11
Tualatin	9
Wilsonville	9
Sherwood	8
Newberg	8
Cornelius	8
McMinnville	7

- Forest Grove has 11 Citizen Advisory Boards and Commissions, the most for cities of like size.
- This reflects the value the City places on public input.

Background

NAME	MEM.	EST.
BUDGET	14	1963
PLANNING	7	1969
LIBRARY	7	1974
PARKS AND REC	9	1974
HIST. LANDMARKS	7	1980
COMM. INVOLVEMENT	7	1987
COMM. FORESTRY	7	1992
PUBLIC SAFETY	9	2005
PUBLIC ARTS	9	2006
ECONOMIC DEV.	19	2007
SUSTAINABILITY	13	2013

- The 11 B/C's are listed here.
- 7 of 11 B/C's are required by state or local law.
- For example, a Community Forestry Commission is required to maintain "Tree City USA" recognition.

Background

- After several work sessions, a City Council Subcommittee proposed options to City Council in September.
- City Council held several work sessions to arrive at the options that will be presented today.
- Tonight's purpose is to inform all of you about these options so you can discuss them openly amongst your Board and/or Commission.
- The Staff and Council Liaisons will assist with this process.

Next Steps

- No changes have been made.
- The City Council would like to receive comments from your Board and Commission.
- Please discuss at your December, January, and/or February regular B/C meeting.
- The City Council will hold a Work Session in March to consider B/C comments.
- Official action, if any, would occur in March or April.

Options

- The policy statement and purpose of the B/C's was not clearly stated.
- In response, the following is proposed: *“The purpose of the Advisory Boards, Commissions, and Committees is to encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives. All such Council-appointed groups are directly responsible to the Council.”*

Options

- The proposed policy seeks to clarify that applicants be at least 18 years of age and residing in the city, unless expressly provided otherwise by the adopted bylaws.
- Student applicants be high school grade level and residing or attending school, including home-schooled, in Forest Grove.
- Additionally, to encourage student participation, the proposal allows student appointees to be voting members, unless otherwise provided by state law.

Options

- B/C membership varies from 7 to 19 members.
- In an effort to be consistent, one option is to limit each B/C to no more than 9 voting members.
- This change would affect the Economic Development Commission (19 members) and the Sustainability Commission (13 members).

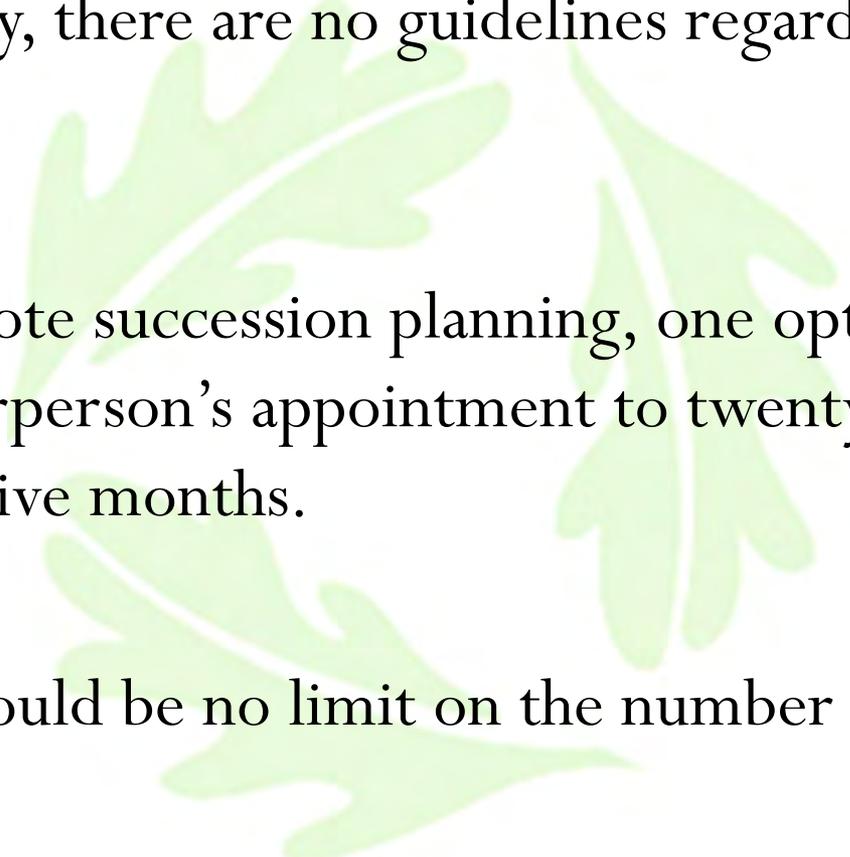
Options

- The meeting frequency of each B/C is established in the adopted bylaws and approved by City Council.
- Most bylaws stipulate at least one meeting per month.
- To increase flexibility, one option is to have a policy that stipulates no less than 4 meetings per year.
- This allows the B/C to choose a meeting frequency that more closely aligns with their workload.

Options

- Currently, appointed terms vary from 2-4 years. This has proven challenging to manage.
- In an effort to achieve consistency, one option is to establish 4-year terms for all B/C members and 2-year terms for all student members.
- Terms would start January 1 and conclude December 31st of each year.

Options

- Currently, there are no guidelines regarding succession planning.
 - To promote succession planning, one option is to limit the Chairperson's appointment to twenty-four (24) consecutive months.
 - There would be no limit on the number of terms.
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Options

- Currently, there is little guidance regarding the role of the City Council Liaison. This has led to varying interpretations.
- The proposal clarifies the role of the City Council Liaison as being a non-voting member who collaborates between the Council and the B/C to assure each group's collective interests are accurately and effectively represented to the other, including actively attending and reporting to each entity at their scheduled meetings.

Options

- Currently, there is no guidance describing the role of the Staff Liaison. The proposal seeks to clarify staff's role to assure resources are being applied fairly and consistently.
- The proposal clarifies the role of the Staff Liaison:
 - Non-voting
 - New Member Orientation
 - Utilize expertise to assist B/C with policy and procedures
 - Agenda review
 - Minute preparation
 - Meeting packet distribution.
 - Publishing B/C documents and information on various media.

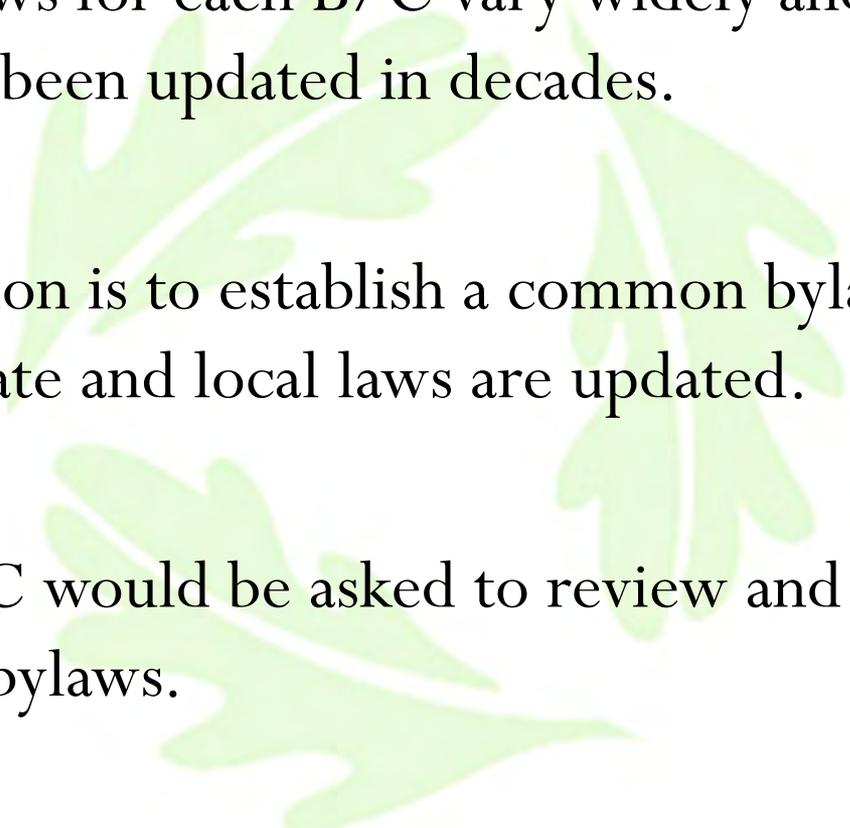
Options

- Currently, B/C member appointments and reappointments has been done sporadically and resulted in a lack of clarity for applicants.
- The proposal seeks to bring clarity and predictability to the process by commencing annual member recruitment in September and concluding it by December of each year. This allows maintaining a list of interviewed applicants on file so vacancies can be filled more quickly.
- In an effort to receive feedback from existing members, the proposal includes interviewing members seeking reappointment after each 4-year term.

Options

- Currently, all B/C's provide an Annual Report to City Council.
- This has traditionally been done at the Annual Recognition Dinner.
- To encourage dialogue with City Council, one option is for this to occur at a City Council meeting instead of at the annual dinner.
- This allows one-on-one time with City Council and for the Annual Dinner to focus on welcoming new members and recognizing existing members.

Options

- The bylaws for each B/C vary widely and in some cases have not been updated in decades.
 - One option is to establish a common bylaw template to assure state and local laws are updated.
 - Each B/C would be asked to review and update their existing bylaws.
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Options

- The proposal also reflects current laws.
- For example, Public Meetings Law now defines a public meeting as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C.
- Another example is B/C members are considered “public officials” and subject to government ethics and political campaigning laws.

THANK YOU FOR YOUR
LEADERSHIP AND
DEDICATED SERVICE
AND FOR ATTENDING!

