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<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

MEETING DATE: October 8, 2018

PROJECT TEAM: Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager

SUBJECT TITLE: Work Session: Boards and Commissions Review and Youth Involvement

ACTION REQUESTED:

	Ordinance		Order	X	Resolution		Motion		Informational
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X all that apply

Background:

In March, 2018, Council passed Objective 3.21, Youth Advisory Council: "Conduct Work Session to discuss YAC models, resources, and vision" and Objective 3.22, Board and Commissions: "Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition."

In an effort to achieve these objectives, Council held a Work Session on August 13th which culminated in a Boards and Commissions Subcommittee charged with studying the current makeup of Boards and Commissions, determining the efficacy of a Youth Advisory Commission and determining if a template for Boards and Commissions is needed. The Mayor appointed Councilors Johnston, Wenzl, and Rippe to the Subcommittee.

The Subcommittee held three two hour meetings on August 28th, September 6th and September 25th. All members were in attendance for all meetings. The Subcommittee made recommendations and options for Council consideration pertaining to proposed Council Rules, Bylaw Template, Agenda Template, Youth involvement, Appointments and Reappointments Process, Non-Statutory Boards/Commissions reform, and outreach. These topics comprise the agenda for the October 8th Work Session.

Status:

Due to the amount of material and importance of the topic, the Work Session is scheduled for 1.5 hours with a 10 minute break in between. Staff encourages Councilors to thoroughly read through the proposed Council Rules and have comments ready for discussion. The purpose of the Work Session is to obtain Council feedback in an effort to clarify this years' appointment process and initiate outreach to the B/C's.

Attachments:

- A. Draft Council Rules (mark-up version)
- B. Draft Council Rules (accepted changes version)
- C. Work Session Powerpoint

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“DRAFT”

RESOLUTION NO. 2018- XX EXHIBIT A

(Repealing Resolution No. 2006-10)

AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14, ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

~~SECTION 14 – CREATION OF CITIZEN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES AND OTHER COUNCIL AD-HOC COMMITTEES~~

14.1 Citizen Advisory Boards, Commissions, and Committees and Other Council Ad-Hoc Committees – ~~At any time,~~ The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) ~~or Council Ad-Hoc Committee or Task Force~~ deemed necessary and in the best interests of the City. Pursuant to City Charter, Section 8(C), the Mayor, with the consent of the Council, shall appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose Qualifications – ~~The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. To encourage broad-based community representation and to advise Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives.~~ All such Council-appointed groups are directly responsible and advisory to the Council. ~~unless the Council has delegated specific responsibilities to the group for independent actions.~~ All citizen advisory boards, commissions and committees shall be subject to and comply with the Oregon Public Meetings Law (pursuant to ORS 192).

14.3 Membership Qualifications – To be eligible for appointment, a person must be 18 years of age or older and a Forest Grove resident for the duration of the appointment term unless expressly provided by the adopted bylaws. Student appointees must be high school or college grade level and residing or attending school, including home-schooled, in Forest Grove. All appointed members are required to attend training courses as assigned and approved by Council. An individual member may not act in official capacity. The Council may in its discretion at any time remove a member for any reason, including inefficiency, neglect of duty, or malfeasance in office. Voting members may not be employees of the City. B/C members serve without compensation.

14.4 Composition – Unless authorized by Council or required by state law, all B/C’s shall consist of no more than nine (9) voting members.

14.5 Quorum and Meetings – Unless required by state law, a majority of the total number of voting B/C members constitutes a quorum. The B/C shall hold meetings no less than four (4) times a year, unless more frequently as established by the B/C. In January of each year, the B/C shall adopt a schedule of its meetings for the upcoming year, including meeting times and dates for holidays and canceled meetings. The staff liaison shall file the B/C meeting schedule with the City Recorder’s Office and publish meeting dates/times on the City’s

website. In case of a meeting cancellation, the staff liaison shall post a notice at the meeting location and on the City's website prior to the meeting date/time.

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14.7 Registry – The City Recorder's Office shall ~~maintain~~ ~~prepare, keep current and retain on file in the Office of the City Recorder,~~ a **current roster** list of all members, including appointment date of appointment, length of unexpired term, and contact information. A copy of the roster ~~will~~ **shall** be provided to Council members at least once year or upon any substantial change in membership.

14.8 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees – The Mayor shall appoint a Council liaison to any B/C. ~~or ad-hoc committee.~~ ~~Councilmembers, who have been appointed as~~ Council Liaisons shall be a non-voting member. ~~Their role is to communicate between the Council and the B/C to assure each group's collective interest is accurately, succinctly, and effectively represented to the other.~~ This includes ~~actively attending and reporting to each entity at their regular scheduled meetings.~~ Council Liaison appointments shall be reconsidered every two (2) years at the first regular Council meeting following the time at which newly-elected Councilmembers officially take office or at the discretion of the Mayor.

14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff members shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall meet with newly-appointed B/C members prior to the first meeting to brief them on the duties of being a member. The staff liaison shall review the agenda in consultation with the B/C chair, prepare minutes, prepare and distribute the B/C packet at least five (5) days prior to the meeting and post the final agenda, submit legal notices for review and copies of approved minutes to the City Recorder's Office, report to the City Recorder's Office any member who has three (3) or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (OAR 166-200), and publicly post B/C documents on various media.

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recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.

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14.16 Annual Reporting – The Chair shall submit an Annual Report to the City Council listing the B/C's major activities for the past year and objectives for the coming year.

14.17 Conflicts of Interest and Ethics Law – Members are considered public officials subject to the Oregon Government Ethics Law (ORS 244), which seeks to prevent a public official from receiving financial gain or avoiding a financial detriment because of their status as a public official. Members are also subject to the Restrictions on Political Campaigning when acting in official capacity (ORS 260.432). Planning Commissioners are personally responsible to file an Annual Verified Statement of Economic Interest (SEI) form with the

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(Repealing Resolution No. 2006-10)

**AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14,
ADVISORY BOARDS, COMMISSIONS AND COMMITTEES**

SECTION 14 – ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

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Boards and Commissions

City Council Work Session

October 8th, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Purpose

- Address Council Objective 3.22, Board and Commissions:
“Review appointment process, procedural consistencies regarding Council interaction, and Commission/Board makeup, including size, number, and composition.”
- Address Council Objective 3.21, Youth Advisory Council:
“Conduct Work Session to discuss YAC models, resources, and vision.”

Recap

	BOARD/COMMISSION	Members	Term (Years)	Meets	Established	Staff	Req by City or State Law
1	BUDGET	14	3	As Needed	1963	Admin (4)	Y
2	PLANNING	7	4	1/month	1969	CD (4)	Y
3	LIBRARY	7	2	1/month	1974	LIB (1)	Y
4	PARKS AND RECREATION	9	4	1/month	1974	PR (2)	Y
5	HISTORIC LANDMARKS	7	4	1/month	1980	CD (1)	Y
6	COMMUNITY INVOLVEMENT	7	4	1/month	1987	CD (2)	Y
7	COMMUNITY FORESTRY	7	3	1/month	1992	CD (2)	Y
8	URA	7	4	As Needed	2015	CD/ADM (3)	Y
9	PUBLIC SAFETY	9	4	1/month	2005	POL/FIRE (3)	N
10	PUBLIC ARTS	9	3	1/month	2006	LIB/PR (3)	N
11	ECONOMIC DEVELOPMENT	19	3	1/month	2007	ED (2)	N
12	SUSTAINABILITY	13	4	1/month	2013	Admin (2)	N



Non-Statutory

Recap and Agenda

- Three Subcommittee Meetings held on August 28, September 6, and September 25th. Results and agenda included:
 - Recommend revised Council Rules
 - Recommend standard Bylaw and Agenda Templates
 - Recommend changes to Youth involvement
 - Options for Non-Statutory Boards/Commissions
 - Options for B/C outreach prior to Council action
 - Process for B/C appointments and reappointments



Recap: Council Rules

Recap: Council Rules

- City Council held a Work Session September 24th to discuss the appointments and reappointments process. Consensus was reached on Council Rule Sections 14.1, 14.2, 14.3, 14.6, and 14.10, contained in the following slides.

Council Rules: Consensus Review

AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 14, ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

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Council Rules: Consensus Review

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Council Rules: Proposed New

- Council reached consensus to bring back additional Council rule language pertaining to Council Objective 3.22, specifically, “...Council interaction, and Commission/Board makeup, including size, number, and composition.”
- The following slides are new, proposed Council rules recommended by the B/C Subcommittee.
 - **Red** denotes new language. Some language was in Resolution 2006-10, however, since it is new to the Council Rules, it is shown as new language.
 - ~~ABC~~ denotes language that would be deleted
 - Black denotes retention of existing language

Council Rules: Proposed New

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Bylaw Template

Bylaw Template

- The B/C Subcommittee recommended a common Bylaw template that embodied the proposed Council Rules.
- The existing B/C purpose and membership would transfer to the new Bylaw template, unless otherwise revised by the Council rules.
- Pending Council approval of Council Rules, staff would reconcile bylaw template with existing B/C bylaws.
- Council and/or Staff liaison would present revised bylaws to B/C in December-January for B/C comment.
- Council to consider adopting all revised B/C bylaws in February.



Youth Involvement

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The B/C Subcommittee recommended the following:

- All B/C's shall have one Student member unless otherwise prescribed by statute.
- All student members shall be voting members.
- All student members shall serve two year terms.
- A student member report is part of the agenda template.
- City to make efforts to have a student event every year.

Youth Involvement

The B/C Subcommittee also recommended:

- The City shall make available two trips per year to the NLC D.C. Conference for qualifying student B/C members. To qualify, the student B/C member must:
 - Obtain the written recommendation of the B/C they serve on.
 - Provide a 1-2 page essay to the Recorder why they want to go.
 - The City Council will review and approve attendees.
 - The City Manager will designate a chaperone.

Non-Statutory B/C Recommendations



Economic Development Commission

The B/C Subcommittee forwarded the following options for Council to consider:

- Adding Urban Renewal Agency to EDC's core purpose.
- Change name to reflect new core purpose.
 - Example: Economic Development and Urban Renewal Commission.
- Restructure Commission to require portion of membership from within the URA.
 - Example: Of 9 members, 5 would be from within the URA area.
- Other City examples include:
 - Sherwood (SURPAC): "...purpose of advising the Urban Renewal Agency Board of Directors."
 - Tualatin (TURAC): "...advises and makes recommendations to the Tualatin Development Commission on matters pertaining to the Urban Renewal Plans...."
 - Beaverton (BURAC): "... to provide advice and recommendations on plan refinement and implementation."

Public Safety Advisory Commission

The B/C Subcommittee forwarded the following options for Council to consider:

- Adding Traffic Safety to PSAC's core purpose
- Change name to reflect revised core purpose
 - Examples: Public Safety and Traffic Advisory Commission, Traffic and Public Safety Advisory Commission, Traffic Safety Commission,
- Focus would shift from Police/Fire to Public Works
- Examples include:
 - Tigard: Transportation Advisory Committee: "Advises City Council and staff on transportation issues..."
 - Hillsboro: Traffic Safety Commission: "...serve as the Traffic Safety Commission...advise the City on transportation/traffic system issues..."
 - Newberg: Traffic Safety Commission: "...provide a liaison with the City and promote traffic safety within the community."
 - Beaverton: Traffic Commission: "...advise the City Council on issues pertaining to traffic safety..."

Public Arts Commission

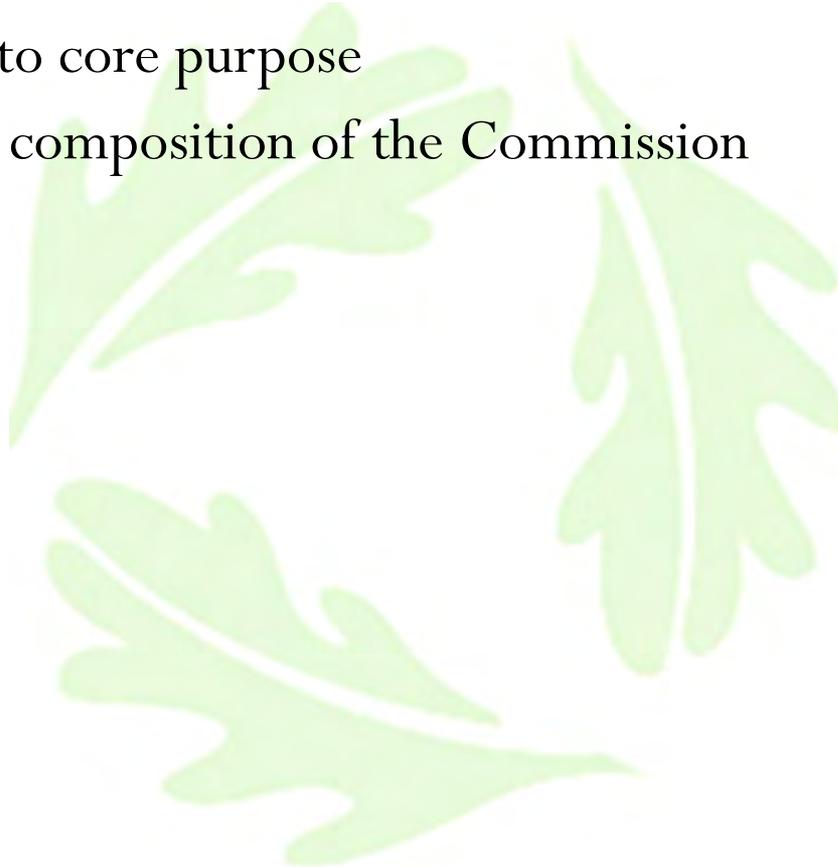
The B/C Subcommittee forwarded the following for Council to consider:

- Other city public art commissions are accompanied by a publicly-funded program
- Consider a URA-funded program for public art as part of URA strategic plan.
- Examples include:
 - Forest Grove: "...advises the City Council and makes recommendations regarding policies and programs that would enhance and encourage the planning, placement and maintenance of public displays of art in locations open to the public within the community."
 - Beaverton: "...to improve the community through the promotion of art and culture."
 - Tualatin: "...was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection."
 - Hillsboro: "...promote and support the growth of arts and culture as assets for a vital, prosperous, and livable community."
 - Sherwood: "...serves as an advisory board to the City Council, Sherwood Urban Renewal Agency Board of Directors and staff on the development and operation of cultural art venues and activities.

Sustainability Commission

The B/C Subcommittee recommended Council discuss:

- No change to core purpose
- Review the composition of the Commission



Proposed Rule Process

October

- Hold meeting with Chairpersons to explain changes and seek feedback

November

- Council consider Council rules

December-January

- Staff reconciles bylaw template with Council rules
- Council/Staff liaisons present bylaw template to B/C for feedback

February

- Council consider adopting all B/C revised bylaws
- Staff reconciles ordinances to Council rules

March

- Council consider revised ordinances placing all B/C's into code

Proposed Re/Appointments Process

October

- Advertise UB insert and FGNT
- New & Incumbent B/C recruitment, closes October 31

November

- Council interviews and deliberation:
 - November 13th 4:00-5:30 p.m.
 - November 19th 4:00-7:00 p.m.
 - Length depends on # of applicants, reappointments, and if Council divides into two subcommittees

December

- Resolution making appointments, December 10
- Mandatory New Member Orientation

January

- 4-Year Term Begins
- B/C Recognition Dinner January 17



THE END