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

CITY COUNCIL STAFF REPORT

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

MEETING DATE: *March 18, 2019*

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

SUBJECT TITLE: *Work Session: Boards and Commissions (B/C) Review*

ACTION REQUESTED:

| | | | | | | | | | |
|--------------------------|------------------|--------------------------|--------------|--------------------------|-------------------|--------------------------|---------------|-------------------------------------|----------------------|
| <input type="checkbox"/> | Ordinance | <input type="checkbox"/> | Order | <input type="checkbox"/> | Resolution | <input type="checkbox"/> | Motion | <input checked="" type="checkbox"/> | Informational |
|--------------------------|------------------|--------------------------|--------------|--------------------------|-------------------|--------------------------|---------------|-------------------------------------|----------------------|

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 13, 2018, which culminated in a B/C Subcommittee to make recommendations to Council on the above objectives. The Subcommittee was composed of Councilors Wenzl, Johnston, and Rippe. The Subcommittee held three two-hour meetings on August 28, September 6 and September 25, 2018.

The Subcommittee advanced numerous proposals which were the subject of Council Work Sessions on September 24 and October 8 and 22, 2018. The Work Sessions reviewed potential Council Rule changes in detail. Council arrived at a general consensus to seek feedback on potential Council Rule changes from all B/C's. The potential Council Rule changes are shown in Attachments 1 and 2.

Staff held an informational meeting for all B/C members on November 19, 2018. The meeting was well attended and all attendees were given a "cheat sheet" or informational flyer to assure subsequent B/C meetings on this topic were fully informed. The Informational Flyer is Attachment 3.

The B/C's considered the potential Council Rule changes at their December, January, and/or February meetings. Of 11 B/C's, 5 submitted formal comments for Council consideration including Parks and Recreation, Economic Development, Library, Historic Landmarks, and Public Arts. The comments are amalgamated in a PowerPoint or Attachment 4. The B/C comments in their entirety are Attachment 5.

PURPOSE:

The purpose of the 45 minute Work Session is to briefly recap the B/C effort thus far, consider remaining items from the October 22 Work Session, review all B/C comments on potential Council Rule changes, and discuss whether to advance Council Rule changes for consideration at a future City Council meeting, presumably in April.

ATTACHMENTS:

- 1) Draft Council Rules with changes shown
- 2) Draft Council Rules with changes accepted
- 3) Informational Flyer
- 4) Work Session PowerPoint, March 18, 2019
- 5) B/C comments

“DRAFT”

RESOLUTION NO. 2019- 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 appoint s 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.

14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair, Vice Chair and Secretary shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than twenty-four (24) consecutive months. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

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.

14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. Members must apply and be interviewed after every term to continue service. Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office's shall notify applicants in writing of the Council's

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

14.11 Attendance – Members are expected to attend every meeting. Members shall notify the Chair and staff liaison prior to the regular meeting to report an absence. Failure to provide notification for any absence will result in an unexcused absence. The minutes shall record the absence as excused or unexcused as determined by the Chair in consultation with the staff liaison. The City Recorder's Office shall notify any member who has three (3) or more unexcused absences in a 12-month period that they must reapply to be considered by the Council to finish their original appointed term. The Chair, with the consent of the B/C, may submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

14.12 Resignations and Vacancies – A member shall submit a written resignation to the Chair and the City Recorder's Office and make every effort to allow for a thirty-day notice. To fill vacancies that occur mid-term, Council shall refer to the current year interviewed applications kept on file in the City Recorder's Office.

14.13 Agenda – The Chair shall compose the meeting agenda in consultation with the staff liaison, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered. A B/C member may propose placing an item on the agenda at a regularly scheduled meeting. If approved by a majority of voting members present, the agenda item will be placed on the next regularly scheduled meeting agenda or an agreed upon future meeting agenda. The agenda shall follow a standard template provided by the City.

14.14 Open Meetings, Written Minutes and Public Records – All meetings and hearings shall be held in compliance with Public Meetings Law (ORS Chapter 192) and subject to Public Records Law (ORS Chapter 192). A public meeting is defined as two or more members meeting who have been delegated authority by the B/C to advise or make recommendations to the B/C. Written minutes are required for all meetings. Written minutes may include a briefly summarized record of what took place and must include any action items, showing the attendance and vote of each member. Verbatim minutes are not required. The minutes shall follow a standard template provided by the City.

14.15 Bylaws – Changes to a B/C's bylaws or rules of procedures must be approved by City Council. The bylaws shall follow a standard template provided by the City.

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

Oregon Government Ethics Commission by April 15 of each calendar year. Civil penalty may be imposed by the State for each violation of any provision of the ORS.

“DRAFT”
RESOLUTION NO. 2019- XX
EXHIBIT A
(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

14.1 Advisory Boards, Commissions, and Committees – The Council may by ordinance or resolution establish any City advisory board, commission, or committee (herein referred to as “B/C”) 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, appoints members of B/C’s established by ordinance or resolution.

14.2 Purpose – 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 to the Council.

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.

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14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair, Vice Chair and

Secretary shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. The Chair may not serve more than twenty-four (24) consecutive months. Members may not serve on more than two (2) B/C's at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.

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

14.8 Councilmember Liaisons – The Mayor shall appoint a Council liaison to any B/C. 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.

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submit a recommendation to Council to deem the member's position vacant for three (3) or more consecutive unexcused absences.

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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.



Work Session

Boards and Commissions Reform

March 18, 2019

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Purpose

- Recap B/C efforts thus far
- Review B/C comments on potential Council Rule changes
- Discuss revisions to potential Council Rule changes and Boards and Commissions
- Consider remaining items from the last Work Session

Recap

- Address City Council Objective(s) 3.21 and 3.22.
- Respond to changes in public meeting and ethic laws.
- Address inconsistencies in bylaws, operations, and staffing amongst B/C's.
- Provides guidance to B/C members.

Recap

| 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.

Recap

| NAME | MEMBERS | 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 |

- 4 B/C's are not required by law.

Recap

- Council established a Subcommittee to compose potential B/C Council Rule changes. The Subcommittee was composed of Councilors Wenzl, Johnston, and Rippe.
- The Subcommittee held 3 two-hour meetings on August 28 and September 6 and 25, 2018, and forwarded potential Council Rule changes to Council.
- The Council considered the potential Council Rule changes at Work Sessions on September 24 and October 8 and 22, 2018.

Recap

- The last Work Session focused on non-statutory B/C's.
- The items discussed were:
 - Whether to create a separate Urban Renewal Advisory Committee, add URA responsibilities to EDC, or neither.
 - The purpose and scope of the Public Safety Advisory Commission.
 - The role of the Public Arts Commission in a public art program.

Recap

- Council arrived at a consensus to seek feedback from B/C's on potential changes.
- Staff held an informational meeting for all B/C members on November 19, 2018. All members were given a “cheat sheet” to inform their consideration.
- B/C's considered potential Council Rule changes at their December, January, and/or February meetings. Of 11 B/C's, 5 submitted comments for Council consideration.

B/C Comments

- **EDC**

- Expressed concern about reducing to nine members.
- Passed a motion to reduce from 19 to 15 members. This action requires a change to EDC's Bylaws and Council approval.

- **Library Commission**

- Suggest allowing the Chair to serve longer than 24 months.
- Suggest allowing a volunteer to take meeting minutes in lieu of but under the supervision of City staff.
- Suggest discretion to not re-interview members every 4 years.

B/C Comments

- Historic Landmarks Board
 - Suggest allowing a volunteer to take meeting minutes in lieu of but under the supervision of City staff.
 - Keep B/C Recognition Dinner in the same format but enforce time limits for presenters.
- Public Arts Commission
 - Oppose the 24 consecutive month limit for Chairpersons.
- Parks and Recreation
 - Suggest Student Members be a Junior in high school or above and commit to a 2-year term.

B/C Questions

Question:

If the number of B/C members is no more than 9, what criteria will be used to reduce the B/C if the current membership is higher?

Answer:

This change would only impact EDC and Sustainability. If the B/C is reduced to 9, these Commissions would be asked to make a recommendation to Council on the composition of their membership in their bylaws.

Question:

If all B/C members have 4-year terms, how many members rotate each year?

Answer:

The potential Council Rules stipulate the terms will be staggered evenly. Any additional clarification can be done via individual B/C bylaw amendments for those B/C's that do not have 4 year terms.

B/C Questions

Question:

Will each B/C elect a Chair and Officers each year?

Answer:

Yes. The potential Council Rules state the Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled meeting of each year.

Question:

Will student representatives have a vote in all proceedings?

Answer:

Yes. For those B/C with a student member, the potential Council Rules state student members shall be voting members. Currently, all B/C's have Student Members except Budget and Planning Commission which are established by ORS. Currently, 5 of 9 Student Member positions are vacant.

B/C Comment Consideration

- The following Discussion Items reconcile the B/C comments to the section of potential Council Rule language.
- The specific language the B/C comment pertains to is in ***bold italics*** and would be the focus of a language change if the Council desires.

B/C Comment Consideration

One B/C comment on this topic

- Proposed Council Rule: “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.”
 - Comment: this potential Council Rule allows Council the flexibility to approve more than 9 voting members if they choose. This action would occur via Council’s approval of individual B/C Bylaws.
 - Comment: this potential Council Rule only pertains to Sustainability (13 members) and EDC (19 members).

B/C Comment Consideration

Two B/C comments on this topic (*italics denotes applicable language*)

- Proposed Council Rule: “14.6 Terms of Office and Officers – Unless required by state law, all B/C members shall be voting members and shall serve four (4) year terms. Student members shall be voting members and shall serve two (2) year terms. Terms shall be staggered evenly amongst the membership, beginning January 1 and ending December 31. The Chair and Vice Chair shall be elected by the voting members at the first regularly scheduled B/C meeting of each year. ***The Chair may not serve more than twenty-four (24) consecutive months.*** Members may not serve on more than two (2) B/C’s at the same time. Appointments to vacant positions shall fill out the remainder of the unexpired term.”

B/C Comment Consideration

Two B/C comments on this topic (*italics denotes applicable language*)

- Proposed Council Rule: “14.9 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any B/C. Staff liaisons shall be non-voting and shall assist the B/C by utilizing their expertise regarding city policy and process. The staff liaison shall orient the newly-appointed B/C members prior to the first meeting 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, post the final agenda on the bulletin board and/or at the meeting location, 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 or more unexcused absences, report any meeting date changes including cancellations, maintain official records in accordance with the city retention schedule (ORS 166-200), and publicly post B/C documents on various media.”

B/C Comment Consideration

One B/C comment (*italics denotes applicable language*)

- Proposed Council Rule: “14.10 Appointments and Reappointments – Member recruitment shall begin in September and conclude by December 31st of each year. Once the assigned term of office is completed, the member is excused from the appointment, unless Council reappoints the member for another term of service. *Members must apply and be interviewed after every term to continue service.* Interviews will be conducted by the Council or Council Subcommittee. Applicants who fail to attend a scheduled interview may forfeit the opportunity for appointment or reappointment. Once Council conducts interviews and makes appointment recommendations, the City Recorder Office’s shall notify applicants in writing of the Council’s recommendation. Formal resolutions making appointments will be scheduled under the Consent Agenda at the next regular Council meeting.”

B/C Comment Consideration

One B/C comment (*italics denotes applicable language*)

- Proposed Council Rule: “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 for by the adopted bylaws. *Student appointees must be high school 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.”

Discussion Items

Remaining discussion items from last Work Session:

- Urban Renewal Advisory Committee or within EDC
 - Note: URA Plan lists creation of URAC as a strategic objective.
- Purpose and Intent of PSAC

Proposed Next Steps

April 8th

- Council consideration of Council Rule changes and Bylaw Template.

May-July

- Staff and Council Liaisons collaborate with B/C members on updating Bylaws and educating new Council Rules.

August-September

- Council consider B/C updated Bylaws.