

CITY COUNCIL ORIENTATION

CITY'S ORGANIZATIONAL CHART: The City's Organizational Chart is to show the hierarchical structure, or chain of command, within the City. Each box depicts a City department or position, with those on the same level being of equal rank. The chart also illustrates relationships between departments and people in the City.

CITY CHARTER: The [Forest Grove City Charter](#) exercises the City's power to the fullest extent under the Oregon Constitution and laws of the State and is enacted by Forest Grove voters as a Home Rule Charter.

■ **COUNCIL POWERS:** Pursuant to **City Charter**, Chapter II, the Council has a "general grant of powers" provision that permits the Council to take actions allowed under federal and state constitutions and laws. The general grant of powers allows maximum discretion for Council to decide matters relating to their organization, powers, functions, and finances without recourse to the state legislature.

■ **QUORUM:** Pursuant to **City Charter**, Chapter III, quorum majority is four (4). A quorum of the Council is required in order to make a decision or to deliberate toward a decision on any matter. If four or more members gather, it is a meeting and public notice must be given, except for:

- Onsite inspections on any project or program
- Gathering of any national, regional or state associations to which the Council belongs; and
- Purely social gatherings.

A gathering of less than a quorum of a governing body is not a "meeting." However, members of a governing body should not gather as a group or groups composed of less than a quorum for the purpose of conducting business outside the [Public Meetings Law](#). Such a gathering creates the appearance of impropriety, and runs contrary to the policy of the Public Meetings Law, which supports keeping the public informed of the deliberations of governing bodies. In addition, such a gathering creates a risk of violating ORS 192.630(2) through serial communications.

■ **MOTIONS:** Motions are made orally and need only to be seconded to be brought to discussion and a vote. Pursuant to **City Charter**, Section 13, a motion must be adopted by a majority of a quorum of the Council, except when the Charter requires approval by a majority vote (i.e., Ordinance enactment). A motion is documented in the Council minutes. Consensus refers to an informal acknowledgement that a majority of the Council agrees on a particular position. No formal vote is taken. The City has adopted *Robert's Rules of Order*: <http://www.robertsrules.com/>.

■ **CITY COUNCIL ELECTED:** Pursuant to **City Charter**, Section VII, the Council consists of a Mayor and six Councilors elected from the City at-large, each for four (4) year terms. Three (3) Councilor positions are elected in the General Election every two years.

■ **COUNCIL APPOINTED OFFICERS:** Pursuant to **City Charter**, Chapter VIII, the Council appoints the City Manager, City Attorney, Municipal Judge and City Auditor. All serve at the pleasure of the Council and may be removed at any time by a majority of the Council.

■ **COUNCIL-CITY MANAGER:** Pursuant to **City Charter**, Chapter VIII, the City has a council-manager form of government. The City Manager is appointed by Council and may be removed at any time by a majority of the Council. The Council sets policy and the City Manager implements it.

■ **CITY MANAGER EVALUATION:** Pursuant to employment contract, the Council must evaluate the City Manager's performance at least once each year. Pursuant to ORS 192.660(7)(D), the Council must adopt hiring standards and criteria and policy directives in meetings open to the public. Pursuant to **City Charter**, Chapter VII, the City Manager is appointed and may be removed at any time by a majority of the Council.

■ **PERSONNEL POLICIES:** Pursuant to **City Charter**, Section IX, Council adopts by resolution personnel policies governing recruitment, selection, promotion, transfer, demotion, suspension, layoff and dismissal of City employees based on merit and fitness.

BUDGET COMMITTEE: Pursuant to Oregon Budget Law, [ORS Chapter 294](#), the City is required to establish a Budget Committee to assist with the budget process. The City's Budget Committee consists of the City Council and seven citizens appointed by the Mayor with the consent of the Council. Click here for the current [Adopted Budget](#).

COUNCIL RULES OF PROCEDURE / POLICES: [Council Rules of Procedure](#): The Council adopts by resolution rules governing its meetings and proceedings. These rules are designed to promote efficiency and consistency in conducting Council business in a timely manner.

■ **COUNCIL AGENDA:** Pursuant to **Council Rules**, Section 6, the *Preliminary* agenda is prepared by the City Manager in consultation with the Mayor. Councilmembers may request at any Council meeting to add or delete an item from the *Final* agenda for that night's meeting. A majority of the Councilmembers present at the meeting must approve the request and the request must not require a staff report. If Councilmember wishes to propose an item for a future agenda, the Councilmember must propose the agenda item at a Council meeting and it must be approved by a majority of the Councilmembers present at the meeting before being placed on the *Final* agenda for the next Council meeting or an agreed upon

future Council meeting.

- **COUNCIL ATTENDANCE:** Pursuant to **Council Rules**, Section 3, it is the duty of each Councilmember to attend all meetings as a priority of the Council. Consent is given for good cause as follows:
- Excused – with consent of Council (advising the Mayor, City Manager, or City Recorder if unable to attend will excuse you).
 - Unexcused – No advance notice given.
- Pursuant to City Chapter, Section 31, a Council seat can be deemed vacant upon absence from the City for 30 days or from all Council meetings within a 45-day period, without Council consent.

- **COUNCIL LIAISON TO BOARDS, COMMITTEES AND COMMISSIONS:** Pursuant to **Council Rules**, Section 14.8, the Mayor shall appoint Councilmembers as liaisons to any board or commission (B/C), as well as to represent local, state and sometimes federal boards. The Council Liaison appointments shall be reconsidered every two 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. The Council Liaison is non-voting. The Council Liaison's role is to *“collaborate between the Council and B/C to assure each group collective interest is accurately and effectively represented to the other.”* The Councilor does not have the authority to commit the City to any course of action, but can make recommendations to the Council regarding proposed actions.

- **COUNCIL GOALS AND GOAL OBJECTIVES:** Pursuant to **Council Rules**, Section 16, the Council must set its goals annually no later than the second regular meeting in March. The Council holds a Council Goal-Setting Retreat normally in January/February. The Council goals include *Short-Term Goals and Objectives* that the Council plans on completing within the next 12 months and *Long-Term Goals and Objectives* that the Council plans to work on during their term of office and/or future goals and objectives that may take longer to complete. The [Goals](#) (currently fiscal year) that Council sets/adopts annually help guide the City administration and departments as they plan for the upcoming budget year. The Department Directors are directed by the City Manager to incorporate any significant [Council Goals and Objectives](#) (current fiscal year) into their work plans and provide funding source information if required.

COUNCIL TEAM AGREEMENT: The Council has an adopted [Team Agreement](#) for conducting Council meetings and business and Council conduct. The Council Team Agreement is reviewed annually.

FOREST GROVE CODE: The [Forest Grove Code](#) is the legal municipal code of the City and contains Council-adopted ordinances and regulations and is enforceable only within the City's jurisdiction. The [Code of Ordinances](#) is available online and is translated and searchable in

a variety of languages. The [Development Code](#) contains Council-adopted ordinances and development standards and regulations and is enforceable only within the City's jurisdiction.

COUNCIL VISION STATEMENT: The Council adopted the original City's [Vision Statement](#) in 1993. The Vision Statement serves as the overarching document that brings together social, physical, economic and other considerations into a complete statement on the future of Forest Grove. The accompanying action plan, based on the Vision Statement, aims to utilize various resources within the entire community to achieve the goals and objectives of the Vision Statement. In 2019, the City Council included an objective to update the community vision and identify community values. The Council identified their desired outcomes for the [community visioning process](#).

PUBLIC RECORDS AND MEETINGS: [Public Records and Meetings Manual](#): The guide includes informational links to statutes and rules governing public records and meetings.

COUNCIL MEETINGS: [Oregon's Public Meetings Law](#) requires that decisions of the Council be arrived at openly and giving members of the public the right to attend all meetings of the Council at which decisions about the City's business are made or discussed, with few exceptions (refer to Executive Sessions below). Council meetings must be held in the City and at a place accessible to the disabled, and a good faith effort to provide an interpreter for the hearing impaired when requested to do so. Oregon law prohibits smoking at public meetings.

- City Council Meetings are televised live by Tualatin Valley Community Television ([TVCTV](#)) Government Access Programming, Channel 30. Forest Grove Meetings [Video on Demand](#).
- Parking in the Community Auditorium area, 1915 Main Street, is available for all meetings. During normal business hours, parking may be subject to parking enforcement regulations.

EXECUTIVE SESSIONS: Executive Sessions are authorized under [ORS 192.660](#). Executive sessions may be held to discuss certain matters specified by law, ORS 192.660, including:

- Dismissal or disciplining of an officer or employee or performance evaluation of an officer or employee, unless the officer or employee requests an open meeting;
- Deliberations with persons designated to negotiate real property transactions;
- Deliberations with persons designated to conduct labor negotiations;
- Discussion of records that are exempt from public

- inspection (for these executive sessions, media may be excluded);
- Legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
 - Review and evaluation of an executive officer, public officer, employee or staff member, unless an open hearing is requested by the person being reviewed

Council can take no final action in Executive Session; however, an opinion or consensus of the Council may be gathered. Matters discussed in Executive Sessions are confidential and exempt from public disclosure. Council, City Manager and staff, as well as representatives of the News media, are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as announced at the start of the Executive Session. Disclosure negates the public policy protections provided by the Public Meetings Law and may result in a waiver of any confidentiality privilege attached, such as with respect to discussions with legal counsel. In addition, disclosure may violate an individual's privacy rights, exposing the Councilor and City to liability. Willful disclosure for the purpose of harming another or for pecuniary gain could constitute an ethics violation or official misconduct pursuant to ORS 162.415, 162.425 and 244.040(4).

COUNCIL PACKET: The Council Packet is posted on the City's website: <http://www.forestgrove-or.gov/meetings>.

- A link to the agenda and packet is provided via email to Council.
- The packet is processed normally Tuesday and no later than Wednesday before a Council meeting. It is imperative to read the packet before the meeting.
- Pursuant to the Council Team Agreement, please direct questions and/or concerns pertaining to staff reports and/or packet information to the City Manager prior to the meeting.

MEETING MINUTES: Pursuant to ORS 192.650, written minutes of all meetings are required, except Executive Sessions, which may be tape-recorded. The written minutes serve as a source of information for the Council and the public. Minutes of a Council meeting validate or prove that ordinances and other actions have been approved. Minutes are always available to the public under the Public Records Law. The minutes must be approved at a subsequent meeting of the public body, subject to any corrections. *Minutes include a record of what took place, but not every word that was said.* Speeches, statements or discussions are not transcribed verbatim, except when the information is necessary to understand what took place during the meeting. The

written minutes and contain the following minimum information: (a) members present; (b) motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; (c) results of all votes; (d) the substance of any discussion on any matter; and (e) a reference to any document discussed at the meeting. For a meeting called with less than 24-hour notice, the minutes must also describe the emergency justifying the short notice.

CITIZEN PARTICIPATION: The [Public Meetings Law](#) does not guarantee the public a right to interact with Council during meetings. Public hearings, advisory committees, neighborhood associations, volunteer participation, public opinion polls, and interest groups are several avenues in the "two-way street" of citizen participation. With the exception of elections, public hearings are the most traditional and most prevalent way of getting citizens involved in local government decisions. The Council meeting agenda allows for Citizen Communications on items that are not on the printed agenda. In the interest of time, Citizen Communications is limited to two (2) minutes unless the presiding officer/Mayor grants an extension of time.

COUNCIL CALENDAR: The Council Meeting Calendar is prepared in coordination with the Mayor and the City Manager. The Council Calendar contains meetings Councilmembers normally attend. A copy of the calendar is provided with each meeting packet and a hardcopy is provided at the meeting. Please notify the City Recorder if scheduling vacation or time leave, so it can be documented in the Council calendar.

COUNCIL E-MAIL: All Councilmembers are provided a City e-mail address: FirstInitialLastName@forestgrove-or.gov. City e-mail is forwarded to Councilor's home computer e-mail address. Pursuant to Council **Rules** of Procedure, Councilmembers must observe guidelines when using e-mail for correspondence in their elected role. Pursuant to ORS 192, all Council e-mail is subject to Oregon Public Records and Meetings Laws and is subject to public disclosure. **E-mail may not discuss policy issues with a quorum of the Council at any time (see above Serial Communications).**

NEWS MEDIA: The City Manager has assigned responsibility to designated staff for City-related media relations. This includes speeches and presentations by Council at civic affairs and service club meetings, personal contact through correspondence and conversations, appearances on radio or television discussion programs, publication of letters and articles in newspapers, and posting information on social media. Generally, attentive listening to the citizen and a simple explanation of what the City must consider in rendering a decision is a first step. If people understand the relevant facts, are treated courteously, and are

given every consideration that the circumstances will allow, the integrity of the process and the City will be enhanced.

GOVERNMENT ETHICS [Oregon Government Ethics](#) Law is found in Oregon Revised Statutes [ORS Chapter 244](#): Oregon Government Ethics law:

- Applies to all elected and appointed officials, employees and volunteers at all levels of state and local government in all three branches.
- Prohibits use of public office for financial gain.
- Requires public disclosure of financial conflicts of interest.
- Requires designated elected and appointed officials to file an annual disclosure of sources of economic interest.
- Limits gifts that an official may receive per calendar year. The general rule is that a public official, relative, or household member of the public official may not solicit or receive any gift with a value in excess of \$50 in any calendar year from a source that could reasonably be known to have a legislative or administrative interest in that public official's actions, votes, or decisions.

CONFLICT OF INTERESTS: Access the "[Guide for Public Officials](#)" by selecting this link. Oregon Government Ethics Commission ([OGEC](#)) offers free e-learning training modules focusing on **government ethics law**, **lobbying regulations**, and **executive session provisions**: <http://www.oregon.gov/OGEC/Pages/training.aspx>

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words "would" and "could." An actual conflict of interest occurs when the action taken by a public official *would* affect the financial interest of the official, the official's relative or a business with which the official or a relative of the official is associated. A potential conflict of interest exists when the action taken by the public official *could* have a financial impact on that official, a relative of that official or a business with which the official or the relative of that official is associated. For both actual and potential conflicts, a public official must announce or disclose the nature of a conflict of interest before participating in any official action on the issue giving rise to the conflict of interest. ORS 244.120(2)(a) and ORS 244.120(2)(b).

- **Potential Conflict of Interest:** Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- **Actual Conflict of Interest:** Following the public announcement, the public official must refrain from any further participation in discussion or voting on the issue that gave rise to the conflict of interest. ORS 244.120(2)(b)(A). It is also a good idea for the public official to step down or away from their seat during the

discussion to avoid any appearance of impropriety.

**STATEMENT OF
ECONOMIC INTEREST
FILING REQUIREMENTS:**

Oregon Government Ethics Commission website:

www.gspc.state.or.us.

Statements of Economic Interests (SEI) Forms:

ORS 244.195(1)(2) requires the City Recorder to provide information about SEI filings to newly-elected officials who are required to file.

- All filings are submitted electronically through the OGEC's [Electronic Filing System](#) (EFS).
- SEI filings are due on April 15 of each year. You will be notified by system-generated email when the filing window is open.
- Failure to file an SEI by April 15 of each year carries an automatic civil penalty of \$10.00 for each of the first 14 days the statement is late and \$50.00 for each day thereafter, up to a maximum of \$5,000. [ORS 244.350(4)(c).

**COMMUNICATIONS
COUNCIL AND STAFF**

Communication between the Council and a City employee is made with recognition of two facts:

- The City employee is responsible to their immediate supervisor and cannot take orders from a Councilmember;
- Each Councilmember has authority in administrative matters only to the extent it has been delegated by the Council or as delegated in City **Charter**; and,
- The **City Charter**, Section 33(i), states a Councilor cannot “directly or indirectly attempt to coerce the Manager...in the appointment or removal of any City employee, or in administrative decisions regarding City property or contracts.”

Councilors are able to get information about administrative matters by making a request during a regular Council meeting or speaking directly with the City Manager.

ELECTRONIC DEVICE:

Stipend for an Electronic Device is issued to a Councilor (4-Year Term) by the IT Department with City Manager authorization. The stipend is considered taxable income. The stipend cannot exceed \$850, plus \$20 per month Internet Data Service Stipend. The electronic device is considered personal property once purchased. The Councilor may elect to use an existing electronic device and receive a \$35 per month Internet Data Service Stipend.

STIPEND:

Pursuant to Council resolution, a \$150 monthly stipend is provided to the Mayor and \$100 monthly stipend is provided to each Councilor. The intent of the stipend is to reimburse Councilors for their expenses involved with being on the Council. Stipends are processed through payroll and are considered taxable income.

INSURANCE BENEFITS: Pursuant to Council resolution, the City provides Medical, Vision and Dental Insurance Benefits to Councilmembers who wish to participate. The City currently contributes the same percentage as City employees (95% of the Blue Cross Premium and participant pays 5%).

OFFICE MAYOR/COUNCIL: Key and access alarm code are assigned to each Councilmember. The Mayor and City Council office is located in the Community Auditorium, first conference room:

- Councilmembers may use the Council office at will; however, if scheduling becomes a problem, the City Recorder can place a calendar in the office for sign up at specific times.
- Equipment in the office includes a telephone for local calls (503-992-3331), a computer with internet service, and a copier.
- Usage of the Auditorium should be booked through the City Recorder; staff will oversee usage of AV equipment. The Auditorium may be rented by non-profits and other intergovernmental agencies for business-related meeting purposes. Rental fees are set by Council resolution.
- If using the Auditorium, please safely secure and set the alarm using your assigned alarm code before exiting.

OFFICE SUPPORT: Basic office support:

- Calendar
- Mail/Correspondence
- Messages
- Expense reports and reimbursements
- Training requests

MAIL/CORRESPONDENCE: The Council mailboxes are located on the second floor of City Hall. Councilmembers may check their mailbox during normal City business hours (9am-5pm) and/or mail is disseminated at the start of each meeting. Any mail left behind is recycled.

USE OF LETTERHEAD: Councilmembers wishing to send letters or memos using the City's letterhead should:

- Prepare the document in draft form and deliver it to the City Manager or Executive Assistant to the City Manager for review;
- Once reviewed, the Executive Assistant to the City Manager will prepare a final document on letterhead for signature, copy, and mail or deliver as appropriate;
- No document "*on behalf of the City Council*" may be written by any Councilmember without first obtaining permission of the Council as a whole;
- Individual letters of thank you, congratulations, etc., do not

require permission of the Council.

**TRAVEL/CONFERENCES/
SEMINARS:**

- Council members are encouraged to attend the League of Oregon Cities (LOC) Annual Conference in late September.
- The City Recorder handles LOC conference registration and hotel accommodations.
 - Other training opportunities are handled through the Executive Assistant to the City Manager.
 - The City pays for registration in advance.
 - The City pays for airline tickets/hotels in advance.
 - Per Diem for meals not provided by registration costs and private vehicle mileage reimbursement is provided.
 - Other related expenses, such as parking, are reimbursed pending submittal of receipts.
 - Spouse/guest may attend; however, attendee must pay for spouse/guest attendance for any charges billed to the City.

INFORMATIVE INFO: The League of Oregon Cities website: www.orcities.org. The League works in partnership with its member cities to help local government better serve the citizens of Oregon. Its primary functions are to advocate, inform and educate.

CITY RECORDER DUTIES:

- Serves as the Clerk for the Council; attends all meetings of the Council; records proceedings; drafts minutes that are submitted for Council approval and assures distribution of signed ordinances, resolutions, minutes, and other documents approved by the Council.
- Ensures that arrangements are made for all Council meetings; schedules and makes necessary legal notification of all meetings and public hearings.
- Prepares agenda and packet in coordination with City Manager and Department Directors.
- Serves as the Election Officer for the City.
- Oversees recruitments for Boards and Commissions.
- Oversees the issuance of liquor licenses and renewals.
- Oversees records management; assigns numbers for and maintains indexes on ordinances; resolutions, and other documents; updates City Code book.
- Oversees rental of the Community Auditorium.
- Serves as a Notary Public and administers oaths, as needed.
- Provides staff and public with general information regarding the City **Charter**, ordinances, resolutions, and Council activities.
- Responds to public inquiries and complaints; and provides public records in compliance with Oregon Public Records Law.

CITY WEBSITE www.forestgrove-or.gov: The City Recorder will assist in getting photograph professionally and posting Council's information on the website, which normally includes Councilor's name, term of

office and city e-mail address.

CITY ADDRESS AND PHONE NUMBERS: City of Forest Grove
1924 Council Street ● P. O. Box 326
Forest Grove, OR 97116-0326
503.992.3200 ● Fax 503.992.3207
City website: <http://www.forestgrove-or.gov/>
City Manager, jvanderzanden@forestgrove-or.gov, 503.992.3236
(cell 907-978-1168)
City Attorney – 503.226.7191 AshleyD@gov-law.com
Executive Assistant to City Manager, bmaughan@forestgrove-or.gov, 503.992.3234
City Recorder, aruggles@forestgrove-or.gov, 503.992.3235 (cell 503.351.8505)