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COUNCIL SUB-COMMITTEE WORK SESSION AGENDA (B&C Program of Work)

TUESDAY, AUGUST 28, 2018

**3:30 PM – Council Sub-Committee Work Session (B&C Program of Work)
Community Auditorium – Conference Room
1915 Main Street
Forest Grove, OR 97116**

Council Sub-Committee: Timothy Rippe; Malynda Wenzl and Thomas Johnston, Council President

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

COUNCIL SUB-COMMITTEE WORK SESSION: *Citizen Advisory Boards, Commissions and Committees (B&C) Program of Work*

The City Council Sub-Committee, consisting of Councilors Rippe and Wenzl and Council President Johnston, will convene in the Community Auditorium – Conference Room to conduct the above work session. The public is invited to attend and observe the work session; however, no public comment will be taken. The Council Sub-Committee will take no formal action during the work session.

Council President Johnston

- | | |
|--------------------|--|
| <u>3:30</u> | 1. <u>Called to Order:</u> |
| 3:35 | 2. <u>Purpose of Boards & Commissions:</u> |
| 3:50 | 3. <u>Appointment/Reappointment Process:</u> |
| | 3. 1. <i>Resolution No. 2006-10 Stating Policy Relating to Appointments of B&C</i> |
| 4:20 | 4. <u>Council & Staff Liaison Roles:</u> |
| | 4. 1. <i>Council Rules, Sections 14.1. Establishing B&C and 14.4. Councilmember Liaisons to B&C</i> |
| 4:35 | 5. <u>Efficacy of Bylaw Template & Possible Changes:</u> |
| 5:05 | 6. <u>Review of Statutory and Non-Statutory B&C:</u> |
| | 6. 1. <i>Budget Committee; Committee for Community Involvement; Community Forestry Commission; Economic Development Commission; Historic Landmarks Board; Library Commission; Parks and Recreation Commission; Planning Commission; Public Arts Commission; Public Safety Advisory Commission; and Sustainability Commission</i> |
| <u>5:30</u> | 7. <u>Adjournment:</u> |

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B/C and YAC Subcommittee

Subcommittee Work Session

August 28, 2018

Jesse VanderZanden, City Manager

Anna Ruggles, City Recorder

Purpose of Subcommittee

- 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.”
- Mayor Truax: “This group is charged with studying our current makeup of Boards and Commissions; determining the efficacy of a Youth Advisory Commission; determining if a template for Boards and Commissions is needed, and; conferring with existing Boards and Commissions as to the future of our advisory system. This is not an exclusive list and the Committee should feel that it has the authority to explore those issues it feels are necessary to make our Advisory Commissions and Boards more responsive to the Council and, more importantly, the people of Forest Grove.”

Timeline

The following is a suggested timeline:

- August 28th Subcommittee Meeting
- September Subcommittee Meeting
- September –Oct. Subcommittee Meeting (if required)
- October 8th and/or 22nd City Council Work Session (s)
- October 22nd and/or Nov 13th City Council Consideration

Today's Agenda

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1. Purpose of Boards and Commissions 15 min
 2. Appointment and Re-appointments Process 30 min
 3. Council and Staff Liaison Roles 15 min
 4. Efficacy of Bylaw Template & Possible Changes 30 min
 5. Review of Statutory and Non-Statutory B/C's 30 min

Purpose of B/C's

- Existing: Council Rules, Section 14.2: Qualifications: “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 action.”
- Suggested language for thought:
 - Amend Council Rules, Section 14.2: Purpose and Qualifications: “The purpose of Boards and Commissions is to encourage broad based community representation, to assure members are active and informed, and to advise Council on public policy issues affecting Forest Grove. All such Council-appointed groups are directly responsible to the Council unless the Council has delegated specific responsibilities to the group for independent action.”

Appointment & Reappointment Process

- Council Rules stipulate this process is outlined by resolution.
- Existing: Resolution 2006-10 stipulates:
 - Recruitment begins in September, appointments by December 31, and terms end December 31.
 - Interviews are held by Council or Council Subcommittee
 - Re-appointees must reapply, same as new appointees
 - Re-interviews are at the discretion of City Council.
 - Members can serve on more than one Boards/Commissions
- Suggested: Resolution 2018-XX:
 - Recruitment begins in September, appointments by December 31, and terms end December 31.
 - Interviews are held by Council or Council Subcommittee
 - Appointees must reapply after the initial term.
 - The first reapplication goes on the consent agenda, pending Council consent.
 - Discuss re-appointment process for second, third, and subsequent terms.
 - Discuss if members can serve on more than one B/C, if so, how many.
 - Discuss if Chair and/or Vice-Chair must rotate, if so, how often.
 - Discuss interview process including length, timing, and subcommittees.
 - Discuss City Council potential conflicts of interest.

Council Liaison Roles

- Existing: Council Rules 14.4: Councilmember Liaisons: “Council Liaison shall reflect the collective interests and goals of the Council.”
- Suggested language for thought: Amend Council Rules 14.4: Councilmember Liaisons: “The role of the Council Liaison is to communicate between the Council and the Board/Commission to assure each groups’ collective interest is accurately, succinctly, and effectively represented to the other. This includes actively attending and reporting to each entity at their regularly scheduled meetings.”

Staff Liaison Roles

- Existing: No language in Council Rules
- Suggested language for thought: Council Rules Section 14.5: “Staff Liaisons to Citizen Advisory Boards, Commissions, and Committees: The City Manager shall appoint a staff member as liaison to any board, commission, committee, or ad-hoc committee. Staff members shall be non-voting and shall assist the board, commission, or committee by utilizing their expertise regarding city policy and processes. It is recognized that staff assistance will vary in accordance with the statutory and/or Council obligations given to the Board, Commission, or Committee.”
- Discuss staff work load per Commission/Board

Efficacy of Bylaw Template

- Annual Reporting Requirement
- Attendance Policy
- Meeting Frequency
- Meeting Procedures and Quorum
- Number of Members
- Ex-Officio Membership
- Nexus to Council Goals and Objectives
- Staff Liaison Role and Duties
- Officer Term, Roles, and Responsibilities

Review: Forest Grove B/C's

	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

Review: Other Cities B/C's

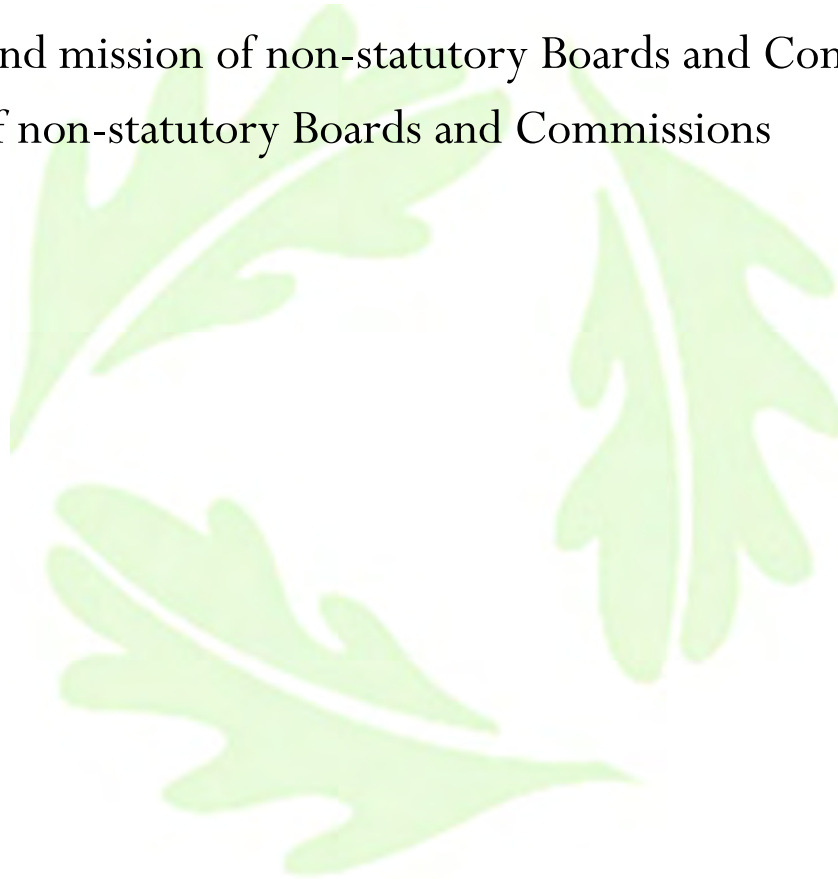
Of the non-statutory Boards/Commissions:

- Three or more cities had an Audit, Arts, Youth Advisory, and/or Transportation/Traffic Commission
- None had an Economic Development, Public Safety, or Sustainability Commission (one had a Police Commission)

Review: Forest Grove B/C's

Issues to Consider

- Purpose and mission of non-statutory Boards and Commissions
- History of non-statutory Boards and Commissions



Next Steps

Set Next Meeting Date and Agenda Items





THE END

RESOLUTION NO. 2006-10

RESOLUTION STATING POLICY RELATING TO APPOINTMENTS
OF CITIZEN ADVISORY BOARDS, COMMITTEES, AND
COMMISSIONS; REPEALING RESOLUTION NO. 2002-56; AND
AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION IX

WHEREAS, Section 20.5 of the City Charter allows the City Council to determine the need for, function of, and the procedure for appointing citizens to boards, committees, and commissions. All such Council-appointed groups are directly responsible and advisory to the City Council, unless the Council has delegated specific responsibilities to the group for independent actions, and shall conduct their meetings in accordance with the Public Meeting Law.

WHEREAS, it is the goal of the City to be actively concerned with effective citizen participation; and

WHEREAS, it is desirable to encourage broad-based community representation on boards, committees, and commissions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE CITY COUNCIL AS FOLLOWS:

It should be the policy of the City of Forest Grove City Council to consider candidates for appointment and make appointments by the following procedure where not contrary to Federal, State Law, or City Ordinance:

Term

Term of office for all standing boards, committees, and commissions ends on December 31st of each year. Terms of office and the number of members for each board, committee, or commission are as follows:

<u>Group</u>	<u>Number of Members</u>	<u>Term</u>
Budget Committee	7	3 Yrs
Reso 2017-62 Committee for Citizen Involvement	7	4 Yrs
Community Forestry Commission	7	3 Yrs
Economic Development Commission	19	3 Yrs
Historic Landmarks Board	7	4 Yrs
Library Commission	7	2 Yrs
Parks and Recreation Commission	9	4 Yrs
Planning Commission	7	4 Yrs
Public Arts Commission	9	3 Yrs
Reso 2010-27 Public Safety Advisory Commission Increased members to 9	7	4 Yrs
Sustainability Commission established Reso 2013-69	13	4 Yrs

Advertising and Solicitation

The City will publish and solicit applications for vacancies that exist on any board, committee, or commission. Annual recruitment process shall begin in September of each year, with the announcement of impending vacancies and the request for interested persons to submit their name to the City.

Each interested person shall be furnished with:

- a) A letter of invitation to become a prospective candidate for appointment to the standing board, committee, or commission.
- b) A summary of the function, powers, and duties, and estimated time of service required for the particular board, committee, or commission for which they are interested in applying.
- c) An application.

Interviews

Each prospective candidate shall be interviewed by the City Council. In addition, the City Manager shall be given an opportunity to participate in all discussions and make recommendations to the Council, but shall not participate in the selection of members.

Interval interviews may occur by a City Council sub-committee, including 1) Mayor; 2) Council liaison; and 3) Council volunteer. The Council sub-committee will interview the candidate and forward recommendation to Council for approval.

Incumbent members of a standing board, committee, or commission reapplying for appointment will be re-interviewed at the discretion of the City Council.

An individual may serve on more than one board, committee, or commission at the discretion of the City Council.

Following the interviews, the City Council will determine who will fill the vacancies.

Appointments and Actions

Resolutions appointing new members to the various boards, committees, and commissions will be adopted by the City Council. Members will be appointed no later than December 31 and term shall become effective on January 1.

Interval appointments will become effective immediately upon being appointed.

Vacancies

Vacancies during the year brought about by resignation or removal shall be filled by interim appointment by the City Council. An interim appointment will fill the full-unexpired term of the vacant seat.

City Council shall deem a vacancy upon the member's death, incompetence, nonperformance, conviction of a felony, other offense(s) pertaining to the position, unlawful destruction of public records and/or resignation.

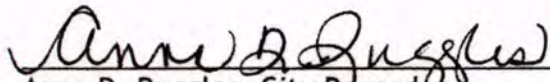
Attendance

Any member who has three absences in a twelve-month period may be removed from the board, committee, or commission by City Council action. The position will be declared vacant, and the member will need to reapply to be reconsidered for appointment. Any correspondence notifying the member of the action to declare his/her seat vacant will be sent by certified mail by City staff to the member's last known address.

Non-Voting Liaisons

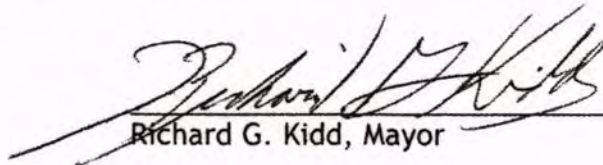
The Mayor, with consent from the City Council, will assign one of its members as a liaison to the Committee for Citizen Involvement, Community Forestry Commission, Historic Landmarks Board, Library Commission, Parks and Recreation Commission, Public Arts Commission, and Public Advisory Commission. City Council liaison appointments will be reviewed every two years and/or as needed at the discretion of the Mayor. The City Manager will assign a department director, or designee, to serve on behalf of the City for any board, committee, or commission. *(City Council Rules of Procedure, Section IX is hereby amended).*

PRESENTED AND PASSED this 27th day of February, 2006.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 27th day of February, 2006.



Richard G. Kidd, Mayor

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COUNCIL RULES OF PROCEDURE

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

14.1 Citizen Advisory Boards, Commissions, Committees and Other Council Ad-Hoc Committees – At any time, the Council may by ordinance or resolution establish any City Board, Commission, Committee (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 members of boards, commissions, and committees established by ordinance or resolution.

~~**14.2 Qualifications** – The City Council shall establish by resolution the policy and procedures for appointing citizens to boards, commissions, and committees. 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).~~

14.2 Purpose & Qualifications – The purpose of boards and commissions is to encourage board-based community representation, to assure members are active and informed, and to advise Council on public policy issues affecting Forest Grove. All such Council-appointed groups are directly responsible to the Council unless the Council has delegated specific responsibilities to the group for independent action.

14.3 Registry – The City Recorder shall prepare, keep current and retain on file in the Office of the City Recorder, a list of all appointees; the date of appointment, length of unexpired term, and contact information. A copy of the roster will be provided to Councilmembers at least once year or upon any substantial change in membership.

~~**14.4 Councilmember Liaisons to Citizen Advisory Boards, Commissions, and Committees** – The Mayor shall appoint a Councilmember as liaison to any board, commission, committee, or ad-hoc committee. Councilmembers, who have been appointed as Council Liaison to any board, commission, or committee, shall be a non-voting member. The Council Liaison shall reflect the collective interests and goals of the Council. 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.~~

14.4 Councilmember Liaisons – The role of the Council Liaison is to communicate between the Council and the board or commission to assure each groups' 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.

14.5 Staff Liaisons – The City Manager shall appoint a staff member as liaison to any board, commission or committee, or ad-hoc committee. Staff members shall be non-voting and shall assist the board, commission or committee by utilizing their expertise regarding city policy and process. It is recognized that staff assistance will vary in accordance with the statutory and/or Council obligations given to the board, commission or committee.

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294.414 Budget committee. (1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly 294.336]

294.415 [Renumbered 294.425]

294.416 [Formerly 294.360; 1965 c.451 §7; 1971 c.516 §3; 1979 c.686 §6; 1997 c.308 §17; 2001 c.135 §14; 2011 c.473 §8; renumbered 294.438 in 2011]

294.418 [1971 c.516 §5; 1979 c.686 §7; 1997 c.308 §18; 1997 c.541 §330; 2001 c.135 §15; repealed by 2011 c.473 §31]

294.419 [2009 c.477 §2; renumbered 294.444 in 2011]

294.420 [Renumbered 294.555]

294.421 [Formerly 294.365; 1965 c.451 §8; 1967 c.525 §1; 1969 c.155 §2; 1971 c.516 §6; 1991 c.459 §7; 1997 c.308 §19; 1997 c.541 §331; 1999 c.632 §9; 2001 c.104 §104; 2001 c.135 §16; 2009 c.477 §7; 2009 c.596 §4; 2011 c.473 §11; renumbered 294.448 in 2011]

294.423 Governing body of certain municipal corporations to be budget committee; exception. (1) The governing body of each municipal corporation having a population exceeding 200,000 and that is located in a county having a tax supervising and conservation commission shall be the budget committee for the municipal corporation unless the governing body of the municipal corporation elects by resolution to create a budget committee as provided in ORS 294.414.

(2) The governing body of a city with a population of more than 400,000 is the budget committee of an urban renewal agency created by the city under ORS 457.035. [Formerly 294.341]

294.425 [Formerly 294.415; 1997 c.308 §20; 1997 c.541 §336b; 1999 c.632 §10; 2001 c.104 §105; 2001 c.135 §17; 2009 c.477 §8; renumbered 294.451 in 2011]

294.426 Budget committee meeting; notice; receipt of budget message and document; provision of copies of document. (1) The budget committee established under ORS 294.414 shall hold one or more meetings for the following purposes:

(a) Receiving the budget message prepared under ORS 294.403 and the budget document; and

(b) Providing members of the public with an opportunity to ask questions about and comment on the budget document.

(2)(a) If a budget committee holds more than one meeting under subsection (1) of this section, the budget message and the budget document must be received at the first meeting.

(b) If the budget committee does not provide members of the public with an opportunity to ask questions about and comment on the budget document at the first meeting, the budget committee must provide the public with the opportunity at a subsequent meeting.

(3)(a) Except as provided in paragraph (b) of this subsection, the budget officer designated under ORS 294.331 shall publish prior notice of each meeting of the budget committee held pursuant to subsection (1) of this section. The notice must contain the information described in subsection (4) of this section and must be published by one of the methods described in subsection (5) of this section.

(b)(A) If the budget committee holds more than one meeting for the purposes described in subsection (1) of this section, the budget officer may publish a combined notice for all the meetings.

(B) If the budget committee holds more than one meeting for the purpose described in subsection (1)(b) of this section, the budget officer may publish notice of only the first meeting. Notice of subsequent meetings may be given as provided in ORS 294.428 (2). If notice is published for a meeting under this subparagraph and it is subsequently determined that the meeting is unnecessary, notice of cancellation of the meeting must be published as provided in ORS 294.428 (2).

(4) The notice required under subsection (3) of this section must state:

(a) The purpose, time and place of the meeting or meetings and the place where the budget document is available;

(b) That the meeting is a public meeting where deliberations of the budget committee will take place; and

(c) If the meeting described in the notice is a meeting at which the budget committee will receive questions and comments from members of the public, that any person may ask questions about and comment on the budget document at that time.

(5)(a) If the notice required under subsection (3) of this section is published only by publication in a newspaper, the notice must be published at least two separate times, not more than 30 days before the meeting date and not less than five days before the meeting date.

(b) The notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted.

(c) If the notice is published by mailing or hand delivery, the notice must be placed with the United States Postal Service or hand delivered not less than 10 days before the meeting date.

(6)(a) At any time before the first meeting required under subsection (1) of this section, the budget officer may provide one copy of the budget document to each member of the budget committee solely for the information and use of the individual members. The budget committee may not deliberate on the budget document as a body before the first meeting.

(b) If the budget officer does not provide copies of the budget document to the members of the budget committee under paragraph (a) of this subsection, the budget officer shall provide copies at the first meeting required under subsection (1) of this section.

(7) The budget officer shall file a copy of the budget document in the office of the governing body of the municipal corporation immediately following presentation of the budget document to the members of the budget committee under subsection (6) of this section. The copy is a public record of the municipal corporation.

(8) The governing body of the municipal corporation must provide to individuals upon request a copy of the budget document or the means of readily obtaining a copy of the budget document. [Formerly 294.401]

294.428 Budget committee hearings; approval of budget document. (1) The budget committee shall approve the budget document as submitted by the budget officer or the budget document as revised and prepared by the budget committee. The budget document as approved by the budget committee shall specify the ad valorem property tax amount or rate for all funds.

(2) In addition to the meetings held under ORS 294.426 (1), the budget committee may meet from time to time at its discretion. All meetings of the budget committee shall be open to the public. Except for a meeting of the budget committee held under ORS 294.426 (1), prior notice of each meeting of the budget committee shall be given at the same time as is required for notice of meetings of the governing body of the municipal corporation and may be given in the same manner as notice of meetings of the governing body or by any one or more of the methods described in ORS 294.311 (35).

(3) The budget committee may demand and receive from any officer, employee or department of the municipal corporation any information the committee requires for the revision

and preparation of the budget document. The budget committee may compel the attendance of any such officer or employee at its meetings. [Formerly 294.406]

294.430 [1963 c.576 §24; 1969 c.155 §3; 1991 c.459 §8; 1997 c.308 §21; 2011 c.473 §12; renumbered 294.453 in 2011]

294.431 Submission of budget document to tax supervising and conservation commission before date of public hearing. (1) A municipal corporation that has a population not exceeding 200,000, is located in a county having a tax supervising and conservation commission, has not made an election under ORS 294.625 (2) and has not submitted its approved budget document to the tax supervising and conservation commission for a public hearing pursuant to ORS 294.453 (3) shall submit its approved budget document to the tax supervising and conservation commission in the county at least 30 days before the date of the public hearing in accordance with ORS 294.453.

(2) A municipal corporation that has a population exceeding 200,000, or a municipal corporation that has a population not exceeding 200,000, has not made an election under ORS 294.625 (2) and requests the tax supervising and conservation commission to conduct the public hearing described in ORS 294.453, shall submit its approved budget document to the tax supervising and conservation commission in the county at least 20 days before the date of the public hearing in accordance with ORS 294.453.

(3) If the real market value of all property subject to taxation by a municipal corporation in a county having a tax supervising and conservation commission is greater than the real market value of all property subject to taxation by the municipal corporation in any other county, the municipal corporation shall submit its approved budget document to the tax supervising and conservation commission pursuant to subsection (1) or (2) of this section. As used in this subsection, “real market value” means the real market value computed according to ORS 308.207 from the assessment rolls last in the process of collection.

(4) Upon timely application in writing by a municipal corporation, a tax supervising and conservation commission may for good cause allow the municipal corporation to submit its approved budget document later than required under subsections (1) and (2) of this section. [Formerly 294.411]

294.433 Format for notices and summaries. Format for publication of notices and summaries required by ORS 294.438 shall be prescribed by the Department of Revenue. [Formerly 294.413]

294.435 [1963 c.576 §25; 1965 c.451 §9; 1969 c.682 §1; 1971 c.516 §7; 1977 c.305 §2; 1979 c.310 §5; 1979 c.686 §8a; 1993 c.270 §3; 1997 c.308 §22; 1997 c.541 §332; 1999 c.632 §11; 2001 c.135 §18; 2001 c.753 §5; 2003 c.14 §145; 2011 c.473 §13; renumbered 294.456 in 2011]

294.437 [2001 c.753 §4; 2007 c.350 §1; renumbered 294.476 in 2011]

294.438 Publication of notice of meeting, financial summary and budget summary; requirements of financial summary and notice of meeting; rules. (1) Not more than 30 days and not less than five days before the meeting of the governing body of a municipal corporation under ORS 294.453, a notice of the meeting and a financial summary of the budget as approved

by the budget committee and compared with the actual expenditures and budget resources of the preceding year or preceding budget period and the budget summary of the current year or current budget period must be published by one or more of the methods described in ORS 294.311 (35) at least once. The notice and financial summary may be published in accordance with forms prescribed by the Department of Revenue or in a narrative format that includes all the information required under subsections (2) to (8) of this section.

(2) Except as provided in ORS 294.441, the financial summary required under subsection (1) of this section must state separately the total amount of resources included in the budget in each of the following categories:

- (a) Beginning fund balance or net working capital;
- (b) Income from fees, licenses, permits, fines, assessments and all other service charges imposed by the municipal corporation;
- (c) Property taxes approved by the budget committee for the ensuing year, or as increased by the governing body of the municipal corporation as provided in ORS 294.456;
- (d) Federal, state and other grants, gifts, allocations and donations;
- (e) Proceeds from bonds and other borrowings;
- (f) Interfund revenue transfers and reimbursements for internal services; and
- (g) The total of all other budget resources.

(3) Except as provided in ORS 294.441, the financial summary required under subsection (1) of this section must state separately the total amount of expenditures and other requirements included in the budget in each of the following categories:

- (a) Personnel services;
- (b) Materials and services;
- (c) Capital outlay;
- (d) Debt service;
- (e) Special payments;
- (f) Interfund revenue transfers;
- (g) Operating contingencies; and
- (h) Unappropriated ending fund balance and reserves.

(4)(a) Except as provided in ORS 294.441, the financial summary required under subsection (1) of this section must state the estimated total amount of expenditures and other requirements and the estimated total number of employees stated in full-time equivalent positions for the ensuing year or ensuing budget period for each organizational unit or program of the municipal corporation.

(b) For purposes of this subsection, “organizational unit” does not apply to hospitals.

(5)(a) The financial summary required under subsection (1) of this section must describe in narrative format the prominent changes from the current year or current budget period in the activities and financing of the major organizational units or major programs.

(b) For purposes of this subsection, “organizational unit” does not apply to hospitals.

(6) The financial summary required under subsection (1) of this section must state the municipal corporation’s operating tax rate or amount and the rate or amount of all other ad valorem property taxes to be certified to the assessor, including separate rates or amounts for local option taxes and ad valorem property taxes for meeting payments on bond principal and interest and for meeting other obligations of the municipal corporation described in section 11 (5), Article XI of the Oregon Constitution. Tax rates must be stated as a rate per thousand dollars of assessed value.

(7) The following statements must be published with the financial summary required under subsection (1) of this section:

(a) A classified statement of outstanding indebtedness excluding indebtedness that has been defeased as provided in ORS 287A.195; and

(b) A classified statement of all indebtedness authorized but not incurred.

(8) The meeting notice required under subsection (1) of this section must:

(a) State the time and place of the budget hearing at which the approved budget document may be discussed with the governing body of the municipal corporation;

(b) State the place where the complete budget document is available during regular business hours for inspection by the general public and where and when copies of the complete budget document may be obtained;

(c) State that the budget has been prepared in accordance with the basis of accounting used in the preceding year or preceding budget period unless a change in the basis of accounting is anticipated; and

(d) If a change in the basis of accounting is to be made, explain the change and the effects of the change.

(9) The Department of Revenue may adopt rules to implement the provisions of this section. [Formerly 294.416; 2013 c.420 §1]

294.440 [1963 c.576 §26; 1971 c.513 §58; 1983 c.740 §84; 2011 c.473 §14; renumbered 294.478 in 2011]

294.441 Requirements for financial summaries of school, education service and community college districts. (1) For a school district or an education service district, the financial summary required under ORS 294.438 (1) must state separately the total amount of resources included in the budget in each of the following categories:

(a) Beginning fund balance;

(b) Property taxes other than local option taxes;

(c) Local option taxes;

(d) Local sources;

(e) Intermediate sources;

(f) State sources;

(g) Federal sources;

(h) Interfund revenue transfers; and

(i) The total of all other budget resources.

(2) For a school district or an education service district, the financial summary required under ORS 294.438 (1) must state separately the total amount of expenditures and other requirements included in the budget in each of the following objects:

(a) Salaries;

(b) Associated payroll cost;

(c) Purchased services;

(d) Supplies and materials;

(e) Capital outlay;

(f) Other objects other than debt service;

(g) Debt service;

(h) Interfund transfers;

- (i) Operating contingencies; and
- (j) Unappropriated ending fund balance and reserves.

(3) For a school district or an education service district, the financial summary required under ORS 294.438 (1) must state separately the total amount of expenditures and other requirements and the total number of employees stated in full-time equivalent positions included in the budget in each of the following functions:

- (a) Instruction;
- (b) Support services;
- (c) Enterprise and community services;
- (d) Facilities acquisition and construction;
- (e) Other uses other than debt service and interfund transfers;
- (f) Debt service;
- (g) Interfund transfers;
- (h) Operating contingencies; and
- (i) Unappropriated ending fund balance and reserves.

(4) For a community college district, the financial summary required under ORS 294.438 (1) must state separately the total amount of resources included in the budget in each of the following categories:

- (a) Beginning fund balance;
- (b) Property taxes other than local option taxes;
- (c) Local option taxes;
- (d) Tuition and fees;
- (e) Other local sources;
- (f) State sources;
- (g) Federal sources;
- (h) Interfund revenue transfers; and
- (i) The total of all other budget resources.

(5) For a community college district, the financial summary required under ORS 294.438 (1) must state separately the total amount of expenditures and other requirements included in the budget in each of the following objects:

- (a) Personnel services;
- (b) Materials and services;
- (c) Financial aid;
- (d) Capital outlay;
- (e) Debt service;
- (f) Other requirements;
- (g) Transfers;
- (h) Operating contingencies; and
- (i) Unappropriated ending fund balance and reserves.

(6) For a community college district, the financial summary required under ORS 294.438 (1) must state separately the total amount of expenditures and other requirements and the total number of employees stated in full-time equivalent positions included in the budget in each of the following functions:

- (a) Instruction;
- (b) Instructional support;
- (c) Student services other than student loans and financial aid;

- (d) Student loans and financial aid;
- (e) Community services;
- (f) College support services other than facilities acquisition and construction;
- (g) Facilities acquisition and construction;
- (h) Interfund transfers;
- (i) Other objects;
- (j) Operating contingencies; and
- (k) Unappropriated ending fund balance and reserves. [2011 c.473 §10; 2013 c.420 §2]

294.443 [1985 c.356 §3; 1993 c.97 §16; 2001 c.135 §19; 2007 c.783 §120; renumbered 294.378 in 2011]

294.444 County budget summary of revenues and expenditures funded in part by state resources. County budgets must contain a summary of revenues and expenditures for major programs funded in part by state resources. The summary must include, at a minimum, functions related to assessment and taxation, community corrections, district attorneys, juvenile corrections and probation, public health, mental health and chemical dependency, veterans' services, roads and economic development. The summary must provide the total expenses for each program and identify the revenues used to fund the program from general county resources, state grants, federal grants, video lottery resources and other resources as applicable. The summary must include the revenues and expenditures in the adopted budget, revenues and expenditures in the prior year's adopted budget, and actual revenue and expenditure data from the two previous years. [Formerly 294.419]

294.445 [1963 c.576 §28; 1977 c.305 §3; 1997 c.308 §23; 2001 c.135 §20; 2011 c.473 §15; renumbered 294.333 in 2011]

294.447 [2002 s.s.4 c.1 §5; 2003 c.96 §§1,2; 2011 c.705 §17; renumbered 294.383 in 2011]

294.448 Manner of publication; alternative requirements in certain cases. (1) If no newspaper is published in a municipal corporation the aggregate estimated budget expenditures of which do not exceed \$100,000 for the ensuing fiscal year or \$200,000 for the ensuing budget period, the municipal corporation may post the notice of the meeting and financial summary of the budget required under ORS 294.438 (1) in three conspicuous places in the municipal corporation for at least 20 days before the date of the meeting required under ORS 294.453.

(2) Notwithstanding ORS 294.438, a municipal corporation having a population exceeding 200,000 and located in a county having a tax supervising and conservation commission or a municipal corporation having a population not exceeding 200,000 that has not made an election under ORS 294.625 (2) and that requests the tax supervising and conservation commission to conduct the public hearing described in ORS 294.453 shall, not less than five days and not more than 30 days before the date of the meeting required under ORS 294.453, publish a notice stating:

- (a) The date, time and place of the meeting required under ORS 294.453;
- (b) The place where the complete budget document is available during regular business hours for inspection by the general public;
- (c) Total budget requirements and taxes to be levied;

- (d) Changes in the amount or rate of proposed ad valorem property taxes; and
- (e) The place where copies of the complete budget or parts of the complete budget may be obtained. [Formerly 294.421]

294.450 [1963 c.576 §27; 1975 c.569 §1; 1979 c.310 §6; 1997 c.308 §24; 1999 c.632 §12; 2001 c.135 §21; 2009 c.477 §9; 2011 c.473 §16; renumbered 294.463 in 2011]

294.451 Sufficiency of publication of budget documents; notice to governing body and assessor of publication error. (1) When a notice, budget summary or other document is required to be published under any provision of ORS 294.305 to 294.565, publication of the document shall be considered sufficient for all purposes if a good faith effort is made by the budget officer of the municipal corporation to publish by any one or more of the methods described in ORS 294.311 (35), notwithstanding any defect in the publication, including but not limited to:

- (a) Typographical or scriveners' errors in the published material;
- (b) Failure of the published materials to be mailed or hand delivered to each street and postal mailing address within the jurisdictional boundaries of the municipal corporation;
- (c) Arithmetic errors in computing numerical information, including tax levies or tax rates;
- (d) Calculations of ad valorem property taxes not made in accordance with the applicable requirements of law; or
- (e) Failure to publish within the time periods required by law.

(2) At the first regularly scheduled meeting of the governing body of the municipal corporation that is held following the discovery of any publication error described in subsection (1)(a), (c) or (d) of this section, the budget officer shall advise the governing body in writing of the error and shall correct the error by testimony before the governing body at the meeting. If the error relates to the calculation of ad valorem property taxes, the budget officer shall immediately notify the county assessor of the error in writing, identifying the correct ad valorem property tax. [Formerly 294.425]

294.453 Hearing by governing body on budget document as approved by budget committee; alternative procedure in certain cases. (1) Except as provided in subsections (2) and (3) of this section, the governing body of a municipal corporation shall meet at the time and place designated in the notice of meeting required under ORS 294.438 for the purpose of holding a public hearing on the budget document as approved by the budget committee. At the meeting any person may appear for or against any item in the approved budget document.

(2) A municipal corporation having a population exceeding 200,000 and located in a county having a tax supervising and conservation commission shall submit its budget document to the tax supervising and conservation commission of the county under ORS 294.431 (2). The governing body of the municipal corporation or its representatives shall meet with the taxpayers of the municipal corporation at a public hearing to be called and conducted by the tax supervising and conservation commission.

(3) A municipal corporation that has a population not exceeding 200,000 and is located in a county having a tax supervising and conservation commission may submit its approved budget document to the tax supervising and conservation commission of the county under ORS 294.431 (1) for a public hearing. The governing body of the municipal corporation or its representatives

shall meet with the taxpayers of the municipal corporation at a public hearing to be called and conducted by the tax supervising and conservation commission. [Formerly 294.430]

294.455 [1963 c.576 §27a; 1965 c.451 §10; 1991 c.573 §2; 1997 c.308 §25; 2001 c.135 §22; 2011 c.473 §19; renumbered 294.481 in 2011]

RESOLUTION NO. 2017-62

RESOLUTION APPROVING TO RENAME COMMITTEE FOR CITIZEN INVOLVEMENT TO *COMMITTEE FOR COMMUNITY INVOLVEMENT* AND AMENDING RESOLUTION NOS. 1991-57, 1993-07 AND 2002-56

WHEREAS, on November 25, 1991, City Council approved Resolution No. 1991-57, establishing the Forest Grove Committee for Citizen Involvement (CCI), and

WHEREAS, on February 8, 1993, City Council approved Resolution No. 1993-07, adopting by-laws for the CCI; and

WHEREAS, on December 9, 2002, City Council approved Resolution No. 2002-56, establishing a policy for appointments to City advisory boards and commission; and

WHEREAS, on February 13, 2017, City Council adopted Resolution No. 2017-21, declaring Forest Grove an inclusive community for all persons; and

WHEREAS, on September 5, 2017, the Committee for Citizen Involvement unanimously adopted a motion requesting City Council change the name of the CCI to the *Committee for Community Involvement* as being consistent with City Council's desire that Forest Grove be an inclusive City that embraces, celebrates, and welcomes the collective contributions of all persons.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. Resolution No. 1991-57 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

Section 2. Resolution No. 1993-07 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

Section 3. Resolution No. 2002-56 is hereby amended to replace all references to Committee for Citizen Involvement with Committee for Community Involvement.

Section 4. This resolution is effective immediately upon enactment by the City Council.

PRESENTED AND PASSED this 25th day of September, 2017.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 25th day of September, 2017.



Peter B. Truax, Mayor

RESOLUTION NO. 2014-65

**RESOLUTION AMENDING THE CITY OF FOREST GROVE
COMMITTEE FOR CITIZEN INVOLVEMENT BYLAWS AND TERMS OF OFFICE;
AMENDING RESOLUTION NO. 1993-07 AND RESOLUTION NO. 2002-56**

WHEREAS, Resolution No. 1991-57 has provided for a Committee for Citizen Involvement (CCI) and Resolution No. 1993-07 establishes the CCI Bylaws; and

WHEREAS, Resolution No. 2002-56 establishes the policy relating to the appointments of the Advisory Boards, Committees and Commissions; and

WHEREAS, a proposal has been initialed by CCI to amend their Bylaws to extend the terms of office for CCI to end on January 31st instead of December 31st and to change the month for the election of officers from July to January and take office on February 1st; and

WHEREAS, these proposed changes will allow the CCI to appoint its officers and terms of office to end after the annual Town Hall meeting, which is currently held in January; and

WHEREAS, the CCI have reviewed and approved the proposed amendments.

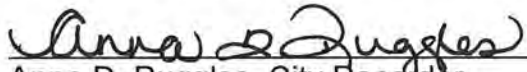
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby approves amending Resolution No. 1993-07, CCI Bylaws, Section IV. B., Chairperson: The chairperson shall be elected annually, along with all other officers, in July January by the committee following new or continuing appointments to the CCI by the Council. The appointments of officers shall be effective the following month (February).

Section 2. The Forest Grove City Council hereby approves amending Resolution No. 2002-56, Term; The terms of office for the Committee for Citizen Involvement ends January 31st.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 11th day of August, 2014.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 11th day of August, 2014.



Peter B. Truax, Mayor

RESOLUTION NO. 93- 07

**RESOLUTION ADOPTING COMMITTEE FOR CITIZEN INVOLVEMENT (CCI)
BY-LAWS**

WHEREAS, the City of Forest Grove has established a Committee for Citizen Involvement (CCI) as required by Statewide Planning Goal No. 1 to assist the City Council with the preparation and implementation of a citizen involvement program, and in the evaluation of the process used for citizen involvement; and

WHEREAS, the City of Forest Grove has appointed members and a City Council Liaison to the CCI; and

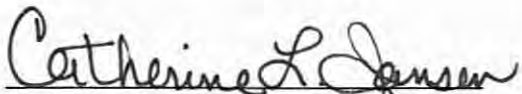
WHEREAS, the CCI has proposed By-Laws for the regulation of committee business and responsibilities; and

WHEREAS, the City Council and the CCI held a joint meeting on December 7, 1992 and incorporated amendments to the scope and content of the By-Laws.

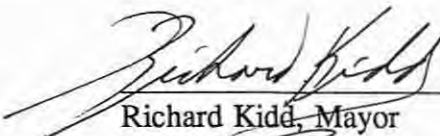
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

That the Committee for Citizen Involvement By-Laws dated January 5, 1993 be adopted.

PRESENTED AND PASSED this 8th day of February, 1993.


Catherine L. Jansen, City Recorder

APPROVED by the Mayor this 8th day of February, 1993.


Richard Kidd, Mayor

PROPOSED CCI BY-LAWS

(Accepted by CCI, 1/5/93)

Section I.

Name: Forest Grove Committee for Citizen Involvement [CCI].

Section II.

The committee was established November 12, 1991 by act of the Forest Grove City Council by Resolution No. 91-57 to comply with Senate Bill 100 and the State Land Conservation and Development Commission [LCDC] Goals and Guidelines. The CCI replaces the CIAC first established September 25, 1975 by Council Resolution No. 873.

Section III.

Responsibilities and Functions

- A. The Committee is charged with the responsibility to assist the City Council in meeting the goals, policies, and guidelines of State Planning Goal 1 and the City's goals and policy as stated in the Comprehensive Plan. Specifically:
 - 1. To implement the CCI responsibilities for citizen involvement found in Chapters II and III of the Forest Grove Comprehensive Plan.
 - 2. Perform such additional duties as may be defined and delegated by the City Council.
 - 3. To participate with Metro CCI, County CCI, and any other CCI.
 - 4. To assist and provide information on request to any Council recognized CPO, and other citizens, or citizen groups in Forest Grove.
 - 5. All actions of the CCI are subject to review by Council. All CIP proposals require review and approval by the City Council.
- B. All CCI members are individually encouraged to actively assist, cooperate, and participate in any recognized Forest Grove CPO. Any elected officer of CCI shall not simultaneously hold office in a Forest Grove CPO.
- C. Committee Adopted Procedures:
 - 1. The section entitled "Guidelines for Citizen Involvement Goals" from LCDC Goal 1 shall be used as the procedural guidelines for directing this committee's deliberation and actions.
 - 2. The committee shall use Section's 2 through 14 of LCDC "Guidelines" as the committee's procedural guidelines for recommending, reviewing, and evaluating citizen participation as carried out by this committee.

D. Citizen Requests:

The CCI may by vote choose to study or refer to a CPO any citizen(s) or organizations request or complaints related to citizen participation in land use issues. The results of any such study shall be reported to Council for its consideration.

Section IV.

Internal Organization

A. Membership:

Seven citizens are appointed by the City Council to serve four year terms in accord with standard procedures established by Forest Grove Resolutions 91-57 and 88-8.

B. Chairperson (Chairman or Chairwoman):

The chairperson shall be elected annually, along with all other officers, in July by the committee following new or continuing appointments to the CCI by the Council. The chairperson is accountable to the committee for his designated functions in all respects. Specific responsibilities of the chairperson may be changed by committee action at any time by majority vote of the entire membership.

Routine functions and responsibilities of the chairperson shall include:

1. Development of a written agenda in sufficient time to allow for distribution to the committee prior to any regular meeting.
2. Chairing all meetings. In the event the chairperson and vice-chairperson cannot be present at any given meeting the chairperson is responsible for appointing a substitute to chair the meeting.
3. Presents the committees views, recommendations, or actions to the City Council and any other appropriate bodies as designated by the Mayor, Council, or Council's liaison to the CCI. The chairperson may designate one or more members of the committee to perform this function.

C. Vice Chairperson:

The vice chairperson shall assume the functions of the chairperson whenever the chairperson is not present at a meeting or if the chairperson can not serve for what ever reason.

D. Secretary:

The Secretary is the recording officer of the Committee and is responsible for ensuring that an accurate record of the proceedings of the Committee is maintained by the Committee. All minutes shall be approved at the next regular meeting with due opportunity for corrections and additions.

E. Meetings (Regular and Special):

Regular meetings to conduct the business of the committee shall be scheduled by formal action by the committee. Special meetings may be called by vote of the committee at any regular meeting, by the chairperson, by request from the Council's advisor, or by written petition by three or more members.

All regular and special meetings are open to the public. Citizens in attendance shall be given opportunity to participate, without vote, in any discussion.

F. Quorum:

A majority of the members of CCI as appointed by Council.

G. Voting and Decision Making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall, commit the issue to a vote by the committee.
2. Decisions by voting shall be decided by a majority of those members present and voting.
3. A change in the voting procedure described in previous item G2, may be used on any specific item if the committee, prior to the vote, agrees by consensus, or vote, to require more than a majority for passage.
4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

H. Role of Council's Liaison to CCI:

1. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the CCI.
2. Council's liaison shall not vote at CCI meetings.
3. Council's liaison is not responsible to convey either the majority and/or the minority CCI actions and recommendations to the Council. This is the chairperson's responsibility. Further, the liaison is not obligated to support CCI opinions and recommendations during formal meetings of the Council.

Section V.

The rules contained in Robert's Rules of Order Newly Revised shall govern this Committee in all cases where these By-Laws are insufficient in specification of procedure.

Section VI.

Amending CCI By-Laws

A majority of all members must vote affirmatively to modify the committee's By-Laws on at least two separate regular meetings. Final decisions on a By-Law change shall not be made until at least the next regular meeting following the introduction of the motion. All By-Law changes adopted by the CCI must be approved by Council.

[Print](#)

Forest Grove, OR Code of Ordinances

COMMUNITY FORESTRY COMMISSION**§ 35.090 MEMBERSHIP.**

The Community Forestry Commission (CFC) shall be composed of seven members who shall be appointed by the City Council. Members shall be selected from a variety of organizations, interest groups, people with expertise in the growing, planting, and maintenance of trees, and the public at large. Three members may reside outside the corporate limits of the city.

(Prior Code, § 9.205) (Ord. 2009-04, passed 3-9-2009)

§ 35.091 TERMS OF OFFICE.

The term of each member of the CFC shall be three years with the terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.

(Prior Code, § 9.210) (Ord. 2009-04, passed 3-9-2009)

§ 35.092 OFFICERS.

At the first meeting in January of each year, the members shall elect a Chair, Vice-Chair and Secretary who shall be voting members and hold office at the pleasure of the CFC.

(Prior Code, § 9.215) (Ord. 2009-04, passed 3-9-2009)

§ 35.093 EXPENSES.

CFC members shall not receive compensation or shall not incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council.

(Prior Code, § 9.220) (Ord. 2009-04, passed 3-9-2009)

§ 35.094 MEETINGS AND RULES.

A majority of the members serving on the CFC at any time shall constitute a quorum. The CFC shall conduct at least one meeting every three months or as needed. The CFC shall have the right to adopt such rules of order and procedure as it deems necessary, provided that it is consistent with the laws of this state and with the City Charter and city ordinances.

(Prior Code, § 9.225) (Ord. 2009-04, passed 3-9-2009)

§ 35.095 POWERS AND DUTIES.

The CFC is authorized to:

(A) Maintain the city's Significant Tree Register (Tree Register) by:

(1) Recommending to the City Council the designation of properties with significant trees that meet the criteria for designation. All such designated landmarks shall be included in the Significant Tree Register; and

(2) Recommending to the City Council the removal of a tree from the Significant Tree Register, pursuant to this section.

(B) Ensure that significant trees are protected and pruned appropriately through the review and approval or disapproval of major pruning in accordance with the criteria in the Development Code;

(C) Review proposed activities by the city and other agencies that may seriously affect register trees and advise the Director, the Planning Commission, and City Council regarding such matters;

(D) Perform other activities relating to community trees including, but not limited to:

(1) Providing public education on the history and importance of the registered trees;

(2) Providing advice to the City Council and other city boards on protection of trees in the community;

(3) Providing technical information of community tree issues;

(4) Making recommendations to the City Council for community forestry related programs;

(5) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(6) Periodically reviewing and making recommendations for updating the Significant Tree Register; and

(7) Recommending to the City Council the acceptance of grant funds and donations toward the protection and planting of trees in the community.

(E) Adopt rules and procedures for the operation of the CFC.

(Prior Code, § 9.230) (Ord. 2009-04, passed 3-9-2009)

§ 35.096 PROCEDURE FOR DESIGNATION OF REGISTER TREES.

(A) *Inventory.* An inventory shall be conducted of significant trees (including groves) which could qualify for being placed in the Register. Criteria are as follows.

(1) *Tree criteria.* An individual tree shall be considered significant if the Community Forestry Commission (CFC) finds:

- (a) The tree has a distinctive size, shape, or location which warrants a significant status;
- (b) The tree has a special botanical significance as a specimen in the city area;
- (c) The tree possesses exceptional beauty which warrants a significant status;
- (d) The tree is significant due to a functional or aesthetic relationship to a natural resource; and
- (e) Along with one of the above, the tree is significant based upon its association with historic figures, properties, or the general growth and development of the city.

(2) *Grove criteria.* A tree grove shall be considered significant if the CFC finds:

- (a) The grove is relatively mature and evenly aged;
- (b) The grove has a purity of species composition, is of a rare or unusual nature, or is an exceptional example of a type of forest such as riparian or woodland;
- (c) The grove is in a healthy growing condition;
- (d) The grove has a crucial functional and/or aesthetic relationship to a natural resource; or
- (e) The grove has a historic significance based upon its association with historic figures, properties, or the general growth and development of the city.

(B) *Update of tree inventory.* Provisions shall be made for periodic updates of the tree inventory and possible Register as required by changes in the number and condition of significant trees.

(C) *Preparation of potential register tree list.* The CFC shall review the inventory and other pertinent information and draw up a proposed list of significant trees and groves of trees that the CFC believes meets the criteria to be placed on the Register.

(D) *Notification.* Prior to the public hearings specified in division (E) below, each property owner of the tree or trees under consideration for Register status shall be notified by mail. The notice shall inform tree owners that they can request in writing that the tree(s) on their property not be considered for Register status. Attached to the recommendation to Council shall be a list of current property owners who have requested their tree(s) not be placed on the Register. The notice shall also include, at a minimum, the following:

- (1) A brief explanation of the existence and function of the city's Register of Significant Trees;
- (2) A statement that particular actions affecting the tree or grove will require prior review and action by the CFC or city staff, as provided in the Development Code;
- (3) A statement that the CFC is available and willing to review on an informal basis any plans that may be prepared for work which might affect the tree or grove; and

(4) A statement that the city can provide resource materials and guidance in developing plans for work which may affect the tree or grove.

(E) *Public hearings.* The designation and updating of the register tree list is classified as a Type IV procedure and is subject to all of the procedures and timelines outlined in § 10.1.710 of the Development Code. Designation requires public hearing before the following review bodies:

- (1) Community Forestry Commission; and
- (2) City Council.

(Prior Code, § 9.305) (Ord. 2009-04, passed 3-9-2009)

§ 35.097 REMOVAL OF REGISTER TREE DESIGNATION.

(A) Removal of a designated tree from the Register may be proposed by a property owner or his or her authorized agent, by the CFC, or by the City Council. In proposing removal, an application shall be prepared and filed with the city, using prescribed forms. Notice of the public hearing shall be given as prescribed in §§ 10.1.610 and 10.1.620 of the Development Code for a Type III review.

(B) The CFC shall consider and act on the request. The CFC shall act to recommend approval of the request as submitted, approve the request with modifications, or delay the request.

(1) The CFC shall make its decision on the basis of the criteria contained in § 35.096 and shall make specific findings of fact as to whether the tree has lost its significant value based on these criteria.

(2) The CFC has one of two options as follows:

(a) The CFC can stay the request for removal from the Register by making specific findings of fact as to why the tree should be retained on the Register, and request review by the City Council. Council review shall meet the notice and public hearing requirements of § 10.1.715 of the Development Code for quasi-judicial hearings. The City Council can approve the request, approve with conditions, or deny the request; or

(b) The CFC can require a delay of up to one year to explore methods and options of retaining the tree on the Register in its present location, or having the tree moved at a cost to the applicant of less than \$300. If at the end of one year the tree has not been moved or protective arrangements completed, the owner may remove the tree from the Register. Under an appeal of the delay requirement, the City Council has the option of denying a request for removal from the Register.

(Prior Code, § 9.310) (Ord. 2009-04, passed 3-9-2009)

§ 35.098 ANNUAL NOTIFICATION OF REGISTER TREE OWNERS.

(A) Once each year, between January 1 and April 1, the city shall mail a notice to the owners and occupants of the property on which each register tree is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of occupants shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or to remind the owners and occupants of the property that such tree or grove has been found by the city to be a significant tree or grove, and that its listing on the Register subjects the tree or grove to certain review requirements.

(Prior Code, § 9.315) (Ord. 2009-04, passed 3-9-2009)

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RESOLUTION NO. 2008-30

**RESOLUTION ADOPTING THE FOREST GROVE
ECONOMIC DEVELOPMENT COMMISSION BYLAWS**

WHEREAS, the City Council of the City of Forest Grove has established a Forest Grove Economic Development Commission (FGEDC) to advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity and to create an economic development strategic plan; and

WHEREAS, the City Council has appointed its members and a Council Liaison to serve on the FGEDC; and

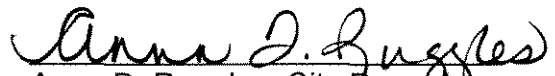
WHEREAS, the FGEDC has proposed Bylaws for the regulation of the Commission's business and responsibilities, which were unanimously recommended for adoption by the Commission at their meeting of January 17, 2008.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

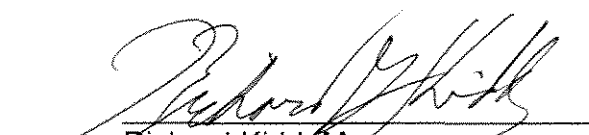
Section 1. That the City Council of the City of Forest Grove hereby adopts the Forest Grove Economic Development Commission Bylaws attached as Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 14th day April, 2008


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 14th day of April, 2008.


Richard Kidd, Mayor

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Exhibit A

Forest Grove Economic Development Commission

BYLAWS

ARTICLE I – NAME

Forest Grove Economic Development Commission

ARTICLE II – AUTHORIZATION

Established by resolution by the Forest Grove City Council, Resolution No. 2007-45 on July 9, 2007.

ARTICLE III – PURPOSE

- A.** Advise and make recommendations to City Council on economic development policy and issues to support advancing the economy and prosperity.
- B.** Work to create and promote the Forest Grove Economic Development Strategic Plan.

ARTICLE IV – RESPONSIBILITIES/OBJECTIVES

- A.** To design, develop and promote an economic development strategic plan.
- B.** To provide oversight and review of economic development marketing strategies and products.
- C.** To enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
- D.** To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
- E.** To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Forest Grove area economy.
- F.** To respond to additional matters relating to economic development as requested by the City Council

ARTICLE V – ORGANIZATION AND STRUCTURE

Section 1. Membership

- A.** Membership of the Forest Grove EDC shall consist of a maximum of nineteen (19) voting members appointed by the Forest Grove City Council. A majority of FGEDC members shall be from the private sector.
- B.** Members shall live or work or have significant interest in economic development in the City of Forest Grove.
- C.** Membership shall represent the private-for-profit, not-for profit and public sectors. The FGEDC should include:
 - (1) members with background in economic and business.
 - (2) members who are geographically distributed throughout the industrial and commercial zones of the City,
 - (3) members who represent a wide range of business sectors and types in Forest Grove.
 - (4) members with demonstrated leadership, commitment and expertise.
- D.** Ex-officio representatives of related organizations and the business community may also be invited to participate in FGEDC meetings and work sessions as determined by the voting members.
- E.** Members of the FGEDC will be appointed by the Forest Grove City Council for terms up to three years, or a portion of three years if appointed to fill an unexpired term. Expiration dates for terms shall be staggered so that no more than one-third or up to seven of the members' terms will expire in any year. It is recommended that members who have filled an unexpired term may serve for two full subsequent terms; however no more that two consecutive full terms may be served by any member.
- F.** An alternate to each member may be selected. The alternate member shall have a voice in all actions but shall have no vote, unless a regular member of the Commission is absent or not participating due to a conflict of interest; in such case the alternate shall be called upon to vote. In no case shall both the member and alternate both have a vote on the same motion.
- G.** Members, or their alternates missing three (3) consecutive meetings will be considered for removal. The commission will present a written recommendation to Council for their action.

Section 2. Officers

- A.** The FGEDC shall elect a Chair and Vice Chair every twelve (12) months. The City Economic Development Coordinator or designee shall serve as Recording Secretary.
- B.** The duties and powers of the officers of the Forest Grove Economic Development Commission, who shall be elected annually in July, shall be as follows:
- (1) Chair
 - Preside at all meetings of the Commission
 - Development of a written agenda in sufficient time to allow for distribution to Commission prior to any regular meeting.
 - Call special meetings of the Commission in accordance with the By-laws;
 - See that all actions of the Commission are properly taken;
 - Presents the Commissions views, recommendations or actions to the City Council and any other appropriate body as designated by the Mayor, Council or Council's liaison to the commission.
 - Co-Sign official documents of the FGEDC, with Recording Secretary.
 - (2) Vice Chair
 - During absence, disability, or disqualification of the Chair, the Vice Chair shall exercise or perform the duties and be subject to all of the duties of the Chair.
- C.** The following position is filled by City of Forest Grove staff assigned to the FGEDC and is not a member of the Board.

Recording Secretary

- Keep summary minutes of all meeting of the FGEDC;
- Give or serve all notices required by law or required in the FGEDC By-laws;
- Prepare the agenda of all meetings of the FGEDC;
- Be custodian of FGEDC records;
- Inform the FGEDC of correspondence relating to business of the FGEDC and attend to such correspondence;
- Co-Sign official documents of the FGEDC, with Chair.

ARTICLE VI - MEETING PROCEDURES AND QUORUM

- A.** The FGEDC shall hold regularly scheduled meetings. Members will be reminded by written notice including electronic means such as email at least five (5) days prior to the scheduled meetings. The notice will include the date, time, location and agenda for the meeting. The FGEDC shall schedule and publish regular meeting dates on a quarterly basis. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.
- B.** Special meetings may be called at any time by the Chair or by a petition signed by not less than three of the FGEDC membership, setting forth and the reason for calling such a meeting.
- C.** FGEDC Meetings shall be publicized in accordance with the Oregon public meetings law.
- D.** A majority of current membership entitled to vote shall constitute a quorum for the transaction of business.
- E.** Robert's Rules of Order shall guide the FGEDC in all cases not otherwise provided for in these rules. All final determination of procedure shall be the responsibility of the Chair.
- F.** Matters referred to the FGEDC by City Council shall be placed on the calendar for consideration and action at the first regular meeting of the FGEDC after such reference, providing that an appropriate amount of time is allowed for public notice if required by law.
- G.** Committees and subcommittees shall meet at the call of the FGEDC Chair and the respective committee or subcommittee.
- H.** The Chair has the right to vote whenever a vote is cast. In the case of a tie vote with the Chair voting, the motion fails.
- I.** A report of the FGEDC activities shall be made to City Council annually.

ARTICLE VII - AMENDING BY-LAWS

Amendments to these bylaws may be recommended at a regular membership meeting or at a special meeting of the FGEDC called for that purpose, provided that written notice has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only the changes that have been specified in the notice shall become effective upon the affirmative vote of a majority of FGEDC board members and is subject to the approval by City Council.

ARTICLE VIII - APPROVALS

The above bylaws for the Forest Grove Economic Development Commission have been duly considered and reviewed, and are hereby recommended for adoption by the Forest Grove City Council on this 17th day of January, 2008.

Forest Grove Economic Development Commission

Mission Statement

Maintain a viable commission representing for-profit, not-for-profit, and public sector representatives with the primary purpose of advising and making recommendations to City Council on economic development and policy issues to support strengthening the local economy and increasing prosperity; and to prepare an economic development strategic plan, for recommendation to the City Council to promote:

A thriving, vital, progressive business community capitalizing on Forest Grove's unique strengths.

A full complement of retail goods and services to allow our citizens to shop locally and to encourage tourism.

A wide variety of visual, performing arts, festivals, recreational opportunities and events.

High quality educational opportunities for youth and adults.

Diverse employment opportunities.

A welcoming community for doing business, raising healthy families and enjoying leisure time.

RESOLUTION NO. 2007-45

**RESOLUTION ESTABLISHING
FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION
AND AMENDING RESOLUTION NO. 2006-10**

WHEREAS, Resolution No. 2006-10 sets the policy to establish boards, commissions, and committees; and

WHEREAS, economic growth and prosperity are important to the overall quality of life for the entire community of Forest Grove; and

WHEREAS, Forest Grove has not fully shared in the economic prosperity that Washington County and the Portland metro area has enjoyed; and

WHEREAS, there exists in Forest Grove, the need for certain policies and programs to alleviate conditions of unemployment, to assist and retain local industries and commercial enterprises, to increase the tax base and to strengthen and to revitalize the City's economy; and

WHEREAS, several organizations such as the Forest Grove Chamber of Commerce and Pacific University are active in economic development and provide leadership to the community in economic-development matters; and

WHEREAS, it is now the belief of the City Council that the community would be effectively served by a broad based public-private Economic Development Commission to foster relationships between these organizations and between the public and private sector, to make recommendations to Council and to better guide sustainable economic development strategies for the betterment of the City.

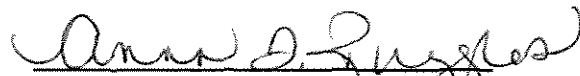
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the Forest Grove Economic Development Commission is hereby established.

Section 2. That the purpose and objectives of the Forest Grove Economic Development Commission are hereby adopted as cited in the attached Exhibit A.

Sections 3. That Resolution No. 2006-10 is hereby amended to add the Forest Grove Economic Development Commission, which will consist of nineteen voting members with three-year terms.

PRESENTED AND PASSED this 9th day of July, 2007.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of July, 2007.


Richard G. Kidd, Mayor

FOREST GROVE ECONOMIC DEVELOPMENT COMMISSION

I. PREFACE

A vibrant, growing local economy that provides a range of job opportunities, retains and supports existing businesses, adds new companies, and increases the tax base is an important element of a full-service city. The establishment of an Economic Development Commission can provide important benefits to help guide and support economic growth. An Economic Development Commission acts as a sounding board that helps advise City Council in developing a more effective approach to economic development. Another important benefit of a committee is its inclusiveness. It gives key public and private sector stakeholders a voice and provides a range of expertise and viewpoints. It also can help coordinate existing organizations in Forest Grove that provide leadership on economic development related matters. In turn, this leads to broader consensus and more sustainable economic development policy and programs

II. PURPOSE

Advises and make recommendations to City Council on economic development policy and issues and to support advancing the economy and prosperity of Forest Grove.

III. OBJECTIVES

- 1) To advise Council and make recommendations regarding the design, development and implementation of an economic development strategic plan for the City.
- 2) To promote awareness and education in the community regarding economic development and the role of the local economy in enhancing the livability of the City.
- 3) To provide oversight and review of economic development marketing strategies and products.
- 4) To enhance communication and build relationship between the public sector and Forest Grove business community.

- 5) To act as a forum for sharing information on best economic development practices, current issues and resources available for communities and businesses.
- 6) To solicit input and feedback from a broad range of public and private economic development related stakeholder organizations and sectors to better develop consensus and a comprehensive approach to economic development.
- 7) To encourage connections and coordination with other regional, state and national organizations working for the benefit of economic growth and enhancement of the Forest Grove area economy.
- 8) To respond to additional matters relating to economic development as requested by the City Council

IV. TYPES OF ISSUES

In line with the above-stated objectives, the Forest Grove Economic Development Commission will operate in the general public interest serving the community as a whole. The Forest Grove Economic Development Commission will serve no special interests and will not endorse any commercial product or enterprise.

V. SIZE OF COMMITTEE AND MEETING FREQUENCY

The Forest Grove Economic Development Commission will consist of nineteen (19) voting members appointed by the Mayor with consent of the City Council.

Proposed Membership

Public & Non-Profit Members

City Council/Mayor –liaison

1. Forest Grove Chamber of Commerce
2. Pacific University (Higher Education)
3. Public Schools: Forest Grove School District
4. Workforce Development (example: PCC or Oregon Employment Dept.)
5. Utility: Forest Grove Light and Power or Verizon
6. Hispanic Community Representative:

Private Business Members

7. Large Manufacturer-Technology
8. Small Manufacturer or Traded Sector Entrepreneur
9. Food/Beverage Processor
10. Wood Product/Ag-related Business
11. Health/Medical Care
12. Residential Developer
13. Industrial/Commercial Broker
14. Commercial/Industrial Property Owner
15. Large Commercial/Retail Business
16. Small Commercial/Retail Business
17. Financial Institution
18. Downtown Retail Business
19. Citizen at Large

The City Council will select one of its members to serve as its non-voting liaison to the Committee. The Forest Grove Economic Development Coordinator will serve as liaison and administrator to the Commission.

The Commission will appoint a chairperson at its first official meeting, in January of each year thereafter, and will develop its bylaws within the first year of enactment. Bylaws adopted by the Commission must be approved by the City Council.

The Commission will meet at least quarterly and generally monthly and is guided by Oregon statute on public meetings. The Commission may modify this meeting schedule as needed to conduct business.

The Commission will provide the City Council with minutes of all meetings within 45 days of such meeting and at least a yearly major activity report to the Council. The report will be written and presented orally in a public forum by the Commission Chair.

VI. TERMS OF COMMISSION MEMBERS

The Forest Grove Economic Development Commission will serve three-year, staggered terms. The original appointees will be appointed as follows: six for one year, six for two years and seven for three years, and thereafter all terms will be for three years. Vacancies may be filled at any time to complete a given term.

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Forest Grove, OR Code of Ordinances

HISTORIC LANDMARKS BOARD**§ 35.065 PURPOSE.**

Pursuant to the state's enabling legislation (O.R.S. Chapter 197) and in recognition of the public education, economical, environmental, and cultural value of the heritage and character of the city to the welfare of its citizens, the following sections create a comprehensive program to identify, designate, and protect the history, culture, archaeology, and landscape of the city.

(Prior Code, § 9.105) (Ord. 2009-04, passed 3-9-2009)

§ 35.066 MEMBERSHIP.

The Historic Landmarks Board (HLB) shall be composed of seven members who shall be appointed by the City Council. All members shall have a demonstrated positive interest, competence or knowledge of historic preservation. At least five of the members shall be residents of the city, and nonresident members shall reside within a reasonable distance of the city. When making appointments to the Board, the Council should consider the applicant's qualifications in the fields of history, architecture, architectural history, and archaeology, as well as in the arts, culture, city planning, landscape architecture, business, real estate, law, government, engineering, or construction.

(Prior Code, § 9.110) (Ord. 2009-04, passed 3-9-2009)

§ 35.067 TERMS OF OFFICE.

The term of each member of the HLB shall be four years with terms staggered. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in office.

(Prior Code, § 9.115) (Ord. 2009-04, passed 3-9-2009)

§ 35.068 OFFICERS.

At the first meeting in January of each year, the members shall elect a Chair, Vice-Chair, and Secretary who shall be voting members and hold office at the pleasure of the HLB.

(Prior Code, § 9.120) (Ord. 2009-04, passed 3-9-2009)

§ 35.069 EXPENSES.

Board members shall not receive compensation nor shall incur expenses of any kind unless such expenses or expenditures have first been approved by the City Council.

(Prior Code, § 9.125) (Ord. 2009-04, passed 3-9-2009)

§ 35.070 MEETINGS AND RULES.

A majority of the members serving on the Board at any time shall constitute a quorum. The Board shall conduct at least one meeting every three months or as needed. The Board shall have the right to adopt such rules of order and procedure as they deem necessary, provided that it is consistent with the laws of this state and with the City Charter and city ordinances.

(Prior Code, § 9.130) (Ord. 2009-04, passed 3-9-2009)

§ 35.071 POWERS AND DUTIES.

The HLB is authorized to:

(A) Maintain the city's Register of Historic and Cultural Landmarks (Historic Register), by:

(1) Recommending to the City Council the designation as historic or cultural landmark properties that meet the criteria for designation. All such designated landmarks shall be included in the Historic Register; and

(2) Recommending to the City Council the removal of a landmark from the Historic Register.

(B) Regulate and protect landmarks through the review and approval or disapproval of certain proposed changes in accordance with the criteria for alterations or demolition of landmarks as contained in the Development Code;

(C) Review proposed activities by the city and other agencies that may seriously affect designated landmarks and advise the Planning Commission and City Council regarding such matters;

(D) Perform other activities relating to historic and cultural landmark preservation, including, but not limited to:

(1) Providing public education on the historic, scenic, and cultural landmarks of the city;

(2) Providing advice to the City Council and other city boards on preservation of historic and cultural landmarks;

(3) Providing technical economic information on preservation of historic and cultural landmarks;

(4) Making recommendations to the City Council for historic and cultural landmark preservation programs, such as tax incentives to preserve designated landmarks;

(5) Securing the views of the public and owners of landmarks regarding the community's cultural, historic, and scenic values;

(6) Maintaining criteria for inventory and evaluation to implement the purposes of this section;

(7) Periodically reviewing and making recommendations for updating the Historic Register; and

(8) Recommending to the City Council the acceptance of donations of funds and property, including partial interest in property such as facade easements.

(E) Adopt rules and procedures for the operation of the HLB.

(Prior Code, § 9.135) (Ord. 2009-04, passed 3-9-2009)

§ 35.072 CRITERIA FOR LANDMARK DESIGNATION.

The Historic Landmarks Board (HLB) may recommend to the City Council for designation as a historic or cultural landmark and for inclusion in the Historic Register any structure, archaeological or prehistoric site, or historic site, upon a finding by the Board that the subject property:

(A) Is associated with events that have made a significant contribution to the history of the city, the county, the state, or the nation;

(B) Is associated with the lives of persons holding a significant place in the history of the city, the county, the state, or the nation;

(C) Embodies distinguishing architectural characteristics, in exterior design, of a period, style, method of construction, craftsmanship, or in use of indigenous materials;

(D) Is representative of the work of a designer, architect, or master builder who influenced the development and appearance of the city, the state, the Pacific Northwest, or the nation; and

(E) In the case of proposed designation of a site, yields or may be likely to yield information in history, prehistory, or archaeology.

(Prior Code, § 9.150) (Ord. 2009-04, passed 3-9-2009)

§ 35.073 PROCEDURE FOR LANDMARK DESIGNATION.

(A) Designation of property as a historic or cultural landmark may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department, using forms provided by the Director.

(B) Designation of property as a historic or cultural landmark is classified as a Type IV procedure, and is subject to all of the procedures and timelines outlined in the Development Code. Designation requires public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) If the HLB acts to reject a proposed designation, no further action shall be taken unless the applicant files an appeal of the action with the City Council.

(D) If the Council acts to approve the proposed designation, or to approve the proposal with modifications, it shall adopt an ordinance setting forth the findings of fact on which such approval is based, and order an amendment of the zoning map to label the designated property with the HL overlay zone. Immediately upon designation of the property as a landmark, the designated landmark (not the entire tax lot) shall be subject to the provisions of this subchapter.

(E) Individual historic resources listed on the National Register of Historic Places shall automatically receive landmark designation on the date the property is listed. However, a landmark that is removed from the National Register of Historic Places will retain its local landmark designation unless the designation is removed through the procedures listed in this subchapter.

(Prior Code, § 9.155) (Ord. 2009-04, passed 3-9-2009)

§ 35.074 PROCEDURE FOR REMOVAL OF A LANDMARK DESIGNATION.

(A) Removal of a designated landmark from the Register may be proposed by a property owner or his or her authorized agent, by the HLB, or by the City Council. An application shall be filed with the Community Development Department.

(B) Removal of a designated landmark from the Register is classified as a Type IV procedure, and is subject to all of the notice procedures and timelines outlined in the Development Code. Removal of the HL overlay designation requires two sequential public hearings before the following review bodies:

(1) Historic Landmarks Board; and

(2) City Council.

(C) The HLB shall make its decision on the basis of the criteria contained in § 35.073 and shall make specific findings of fact as to whether the landmark has lost its historic or cultural value based on these criteria.

(D) If the Board acts to deny a request for removal of a landmark from the Register, no further action shall be taken unless the applicant files an appeal of the Board's action with the City Council.

(E) Within 60 days from the date of the recommendation by the HLB to approve a request to remove a landmark from the Register, the City Council shall conduct a public hearing to consider the request and recommendation of the HLB. Public notice shall be provided in accordance with Type IV procedures. Following the public hearing, the Council shall act to approve the removal of the landmark designation as requested, or to remove some portion of the landmark from the Register, or to deny the request. When removing a landmark designation from the Register, the ordinance shall amend the zoning map to remove the HL overlay zone from the property.

(Prior Code, § 9.160) (Ord. 2009-04, passed 3-9-2009)

§ 35.075 ANNUAL NOTIFICATION.

(A) Once each year, between January 1 and April 1, the Director shall mail notice to the owners and occupants on which each Historic Register landmark is located.

(B) The list of owners shall be drawn from the most recent tax roll of the County Assessor. The list of residents shall be drawn from the most recent listings posted in the unified billing accounts of the city.

(C) The purpose of the notice shall be to inform or remind the owners and occupants of each landmark listed on the Historic Register that such landmark has been found by the city to be a significant historic or cultural landmark, and that its listing on the Historic Register subjects the property to certain review requirements.

(D) The notice shall also include, at a minimum, the following:

(1) A brief explanation of the existence and function of the city's Register of Historic and Cultural Landmarks;

(2) A statement that particular actions affecting the exterior appearance of landmarks will require prior review and action by the HLB or city staff, as provided in this subchapter;

(3) A statement that the HLB is available and willing to review on an informal basis any plans that may affect the historic or architectural integrity of the landmark; and

(4) A statement that the Community Development Department has access to resource materials and persons to provide guidance in developing plans for work that may affect the historic or architectural integrity of the landmark, and to assist in researching the history of the landmark.

(Prior Code, § 9.165) (Ord. 2009-04, passed 3-9-2009)

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ORDINANCE NO. 1040

ORDINANCE AMENDING ORDINANCE NO. 1038 CREATING CITY
LIBRARY DEPARTMENT, PROVIDING FOR APPOINTMENT OF CITY
LIBRARIAN AND CREATING LIBRARY COMMISSION.

BE IT ORDAINED BY THE CITY OF FOREST GROVE AS FOLLOWS:

That Ordinance No. 1038 adopted September 23, 1974, be
amended as follows:

([Bracketed] matter deleted, underlined
material added)

1-500. Library Department. A City Library is hereby
created as a City department under the general supervision of the
City Manager.

1-501. Administration. The City Library shall be
administered by the City Librarian who shall be a City Department
Head. The City Librarian shall be appointed by and be responsible
to the City Manager. The City Librarian, among other duties,
shall select library materials and other items for the library in
accordance with city purchasing requirements.

1-502. Appointments. The City Council shall appoint a
City Library Commission, which shall consist of seven members
appointed by the City Council for a term of two years. Initially,
the Council shall appoint [two members for a term expiring
December 31, 1974; two members for a term expiring December 31,
1975; and three members for a term expiring December 31, 1976.]
four members for a term expiring December 31, 1975, and three
members for a term expiring December 31, 1976. When vacancies
occur, they shall be filled by the Council for the remainder of
the unexpired terms. A City Councilman shall be appointed by the
Mayor to serve as [an] a non-voting ex-officio member of the
Commission.

1-503. Duties. The duties of the Library Commission
shall include making recommendations to the City Manager for the
hiring and firing of City Librarians; assisting the Librarian in
the development of library policy; assisting in the preparation and
periodic review of the library budget; [to] actively [promote]
promoting the Library's interest before the Council, city committees
and in the community. The Library Commission shall meet at least
monthly and shall adopt by-laws governing [the] its operation [of
the Commission]. A quorum shall consist of [five] four voting

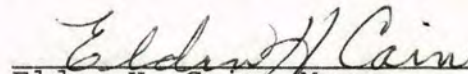
members. The Commission may review with the City Librarian any matter affecting the operation of the City Library. The Commission shall choose a President and a Vice President from among its members at the first meeting of each calendar year. The City Librarian shall act as secretary of the Library Commission and shall cause to be kept an accurate record of all Commission proceedings, but shall not vote.

PRESENTED AND PASSED The first reading this 14th day of October, 1974.

PASSED Second reading this 28th day of October, 1974.


I. M. Burnett, Recorder

APPROVED By the Mayor this 28th day of October, 1974.


Elden H. Cain, Mayor

RESOLUTION NO. 733

RESOLUTION CREATING FOREST GROVE RECREATION COMMISSION

WHEREAS, The City of Forest Grove presently has a Recreation Council consisting of seven members; and

WHEREAS, The City Council believes that the Recreation Council should be broadened in membership so as to involve those organizations most directly affected by the City's park and recreation activities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the former Recreation Council is hereby merged with a new commission to be known as the Forest Grove Recreation Commission consisting of 11 members to be appointed by the City Council in accordance with the provisions of this resolution.

Section 2. Members of the Forest Grove Recreation Commission shall be appointed by the City Council for a four-year term. Membership of the Commission shall be composed as follows: two members from the Forest Grove City Council; one member each from the local park committees of Forest Glen Park, Talisman Park, Rogers Park, Joseph Gale Park and one from the northeast section of the City; one member from the School Board of School District 15; and three members to be chosen from the city at large. Not more than two members shall be non-residents of the City of Forest Grove at the time of their appointment. If a member representing the Forest Grove City Council or Forest Grove District 15 School Board should, during the term of his office on the Commission, cease to be a member of the City Council or School Board, then such member's term shall terminate and the Council shall appoint a member from the same organization to complete the unexpired term of the Commission member. All vacancies on the Commission shall be filled by the City Council for the unexpired term of the member.

Section 3. The Commission at its first meeting in January of each year shall elect from its members a chairman and secretary. The Commission shall have the right to adopt such rules of order and procedure as it deems necessary.

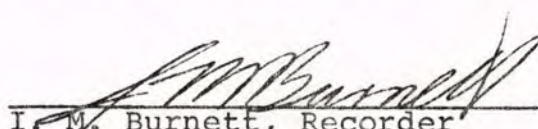
Section 4. The Recreation Commission shall have the authority and duty to make recommendations to the Forest Grove City Council on all matters directly concerning park and recreational matters and to make recommendations to the Forest Grove Budget

Committee concerning expenditures of funds relating to park and recreational matters. The Recreation Commission shall not have authority to incur any expenses of any kind unless such expenses or expenditures have first been approved by the Forest Grove City Council. The members of the Commission shall serve without compensation. The City Council shall submit to the Recreation Commission matters relating directly to parks and recreation for review, study and recommendations from the Commission and all recommendations made by the Commission to the City Council or Budget Committee shall be in writing.

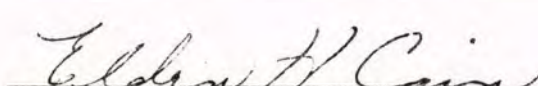
Section 5. The initial term of office for the members of the Commission shall be as follows:

<u>Member</u>	<u>Term Expiring:</u>
Two City Council members	One on 1/1/76 One on 1/1/77
Five from local park committees	One on 1/1/76 Two on 1/1/77 Two on 1/1/78
One School Board member	1/1/76
Three at-large members	One on 1/1/76 One on 1/1/77 One on 1/1/78

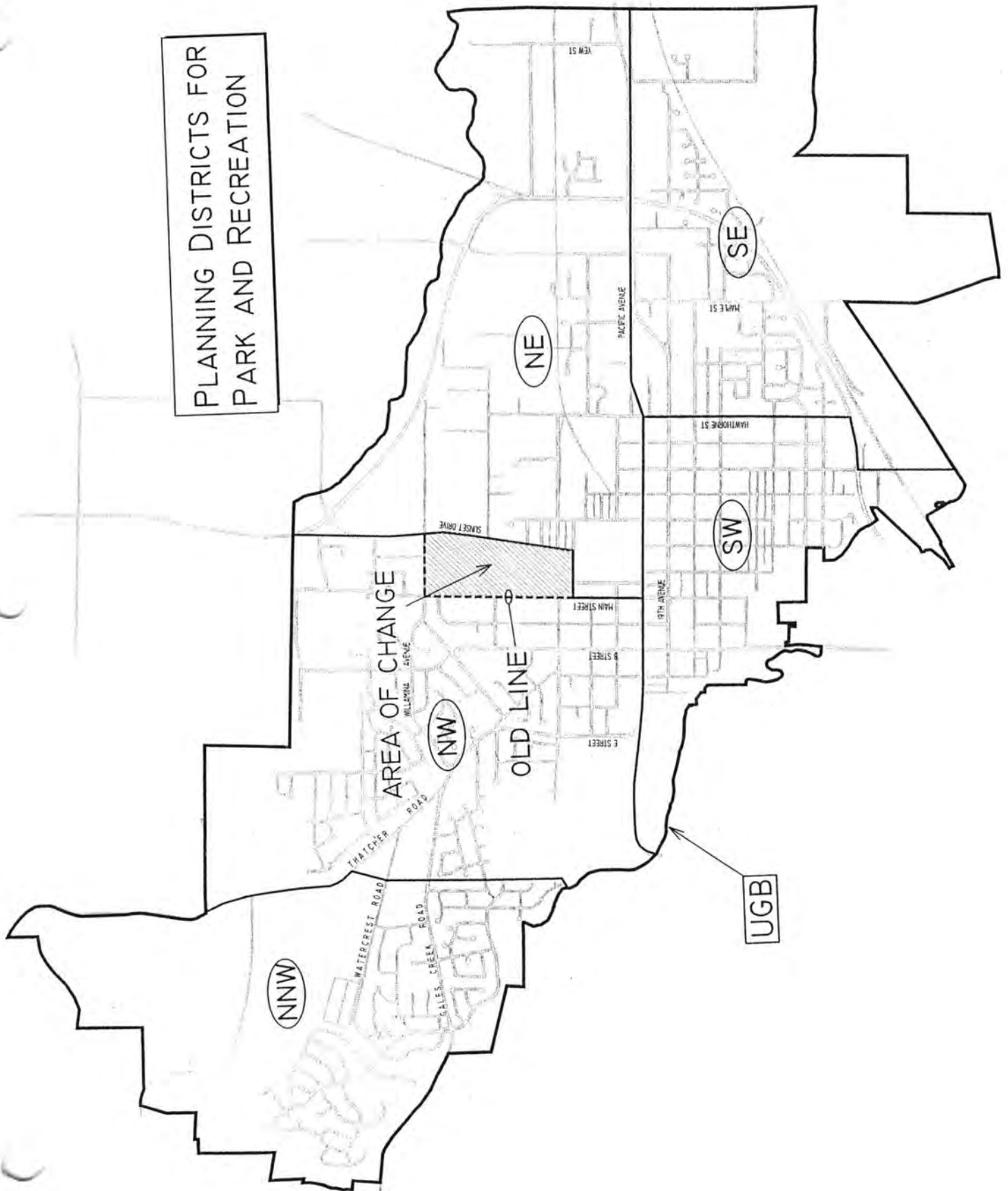
PRESENTED AND PASSED This 11th day of February, 1974.


I. M. Burnett, Recorder

APPROVED By the Mayor this 11th day of February, 1974.


Elden H. Cain, Mayor

PLANNING DISTRICTS FOR
PARK AND RECREATION



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Forest Grove, OR Code of Ordinances

PLANNING COMMISSION**§ 35.045 MEMBERSHIP.**

The City Planning Commission shall consist of seven members to be appointed by the Council. No more than one member of the Commission shall be engaged principally in the buying, selling, or developing of real estate for profit as an individual, as a member of any partnership, or as an officer or employee of any corporation. No more than two members of the Commission shall be engaged in the same kind of business, trade, occupation, or profession. No more than two of the members shall be nonresidents of the city.

(Prior Code, § 9.005) (Ord. 1995-13, passed 11-13-1995; Ord. 2000-06, passed 8-14-2000; Ord. 2009-04, passed 3-9-2009)

§ 35.046 TERMS OF OFFICE.

The term of office shall be four years with the terms staggered. A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. Vacancies shall be filled by the Council for the unexpired term of the predecessor in the office.

(Prior Code, § 9.010) (Ord. 2009-04, passed 3-9-2009)

§ 35.047 OFFICERS.

Each year at the first regularly scheduled meeting in January, which shall be the annual meeting, the Commission shall elect a Chairperson and Vice-Chairperson who shall be voting members and shall hold office at the pleasure of the Commission.

(Prior Code, § 9.015) (Ord. 2009-04, passed 3-9-2009)

§ 35.048 SECRETARY.

The City Planning Director, or designee, shall serve as Secretary to the Commission. The Secretary shall keep an accurate record of all Commission proceedings.

(Prior Code, § 9.020) (Ord. 2009-04, passed 3-9-2009)

§ 35.049 ANNUAL REPORT.

The Commission shall, on October 1 of each year, make and file a report of its transactions with the Council.

(Prior Code, § 9.025) (Ord. 2009-04, passed 3-9-2009)

§ 35.050 EXPENSES.

Commission members shall receive no compensation, but shall be reimbursed for duly authorized expenses.

(Prior Code, § 9.030) (Ord. 2009-04, passed 3-9-2009)

§ 35.051 MEETINGS AND RULES.

A majority of the Commission shall constitute a quorum. The Commission shall meet at least once a month. The Commission may make and alter rules and regulations for its government and procedure consistent with the laws of this state and with the City Charter and ordinances.

(Prior Code, § 9.035) (Ord. 2000-06, passed 8-14-2000; Ord. 2009-04, passed 3-9-2009)

§ 35.052 CONFLICT OF INTEREST.

A member of a Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or member's spouse, brother, sister, child, parent, father-in-law, or mother-in-law; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

(Prior Code, § 9.040) (Ord. 2009-04, passed 3-9-2009)

§ 35.053 POWERS AND DUTIES.

The Planning Commission is advisory to the Council and shall, except as otherwise provided by law:

(A) Prepare and recommend to the Council and consult with other public authorities concerning community development plans for regulation of the future growth, development, and beautification of the municipality in respect to its public and private buildings and works, streets, parks, grounds, and vacant lots in order to secure to the city and its inhabitants amenity, sanitation, and proper service of all public facilities;

(B) Recommend to the Council concerning: the laying out, widening, extending, and locating of streets, bikeways, sidewalks, boulevards, and parking; the relief of traffic congestion; the betterment of housing and sanitation conditions; and the establishment of zoning and building

districts limiting the use of lands and the use, height, area, bulk, and construction of structures and buildings within such districts;

(C) Hold hearings and recommend to the Council the boundaries of zoning and building districts and appropriate regulations and restrictions to be enforced in the districts before the Council shall take any action thereon;

(D) Hold hearings and make final determinations pending appeal to the Council authorized or required by the ordinances and regulations of the city adopted to implement regulations and restrictions applicable to any zoning and building district;

(E) Hold hearings and make recommendations to the Council concerning the rules and regulations for subdivision and partitioning of land located within the city limits;

(F) Give consideration to all plans or plats for laying out or vacating, widening, extending, and locating streets and to plans for public buildings, and make recommendations to the Council accordingly; and

(G) The Commission may make studies, hold hearings, and prepare reports and recommendations on its own initiative or at the request of the Council. All reports and recommendations made by the Commission to the Council shall be in writing.

(Prior Code, § 9.045) (Ord. 2009-04, passed 3-9-2009)

§ 35.054 PROCEDURES FOR HEARING.

(A) The Council shall, by resolution, adopt procedures for the conduct of hearings. The procedures shall be applicable to the determination of contested cases and to all requests for permits.

(B) For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CONTESTED CASE. A proceeding in which the legal rights, duties, or privileges of specific parties under general rules, policies, ordinances, or regulations adopted pursuant to state statute relating to zoning and building districts and regulations are determined only after a hearing at which specific parties are entitled to appear and be heard.

HEARING. A quasi-judicial hearing, authorized or required by the ordinances and regulations adopted by the city pursuant to state statute relating to zoning and building districts and regulations.

PERMIT. Authority or approval of a proposed use of land for which approval is a matter of discretion and is required pursuant to state statute relating to zoning and building districts and regulations. The term includes, but is not limited to, conditional use, special exceptions, variance, special design zone or review, and other similar permits.

(Prior Code, § 9.050) (Ord. 2009-04, passed 3-9-2009)

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RESOLUTION NO. 2014-70

**RESOLUTION AMENDING THE CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION BYLAWS; AMENDING RESOLUTION NO. 2009-27**

WHEREAS, Resolution No. 2006-06 has provided for a Public Arts Commission (PAC) and Resolution No. 2009-27 establishes the PAC Bylaws; and

WHEREAS, a proposal has been initialed by the PAC to amend their Bylaws, Section III, paragraph B, and Section IV, paragraph A, to allow members to be appointed who have an interest in the development, acquisition, preservation and accessibility of arts in the community instead of by organizational affiliation; and

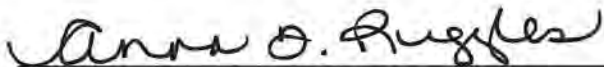
WHEREAS, the PAC have reviewed and approved the proposed amendments in accordance with their Bylaws.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby approves amending Resolution No. 2009-27, PAC Bylaws, attached as Exhibit A: Section III, paragraph B, to read: "To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To assist with the promotion of arts events in the broader community." and Section IV, paragraph A to read: "The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with the consent of the City Council. The members will be citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. A student from a local high school or Pacific University will be appointed as a non-voting member."

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 22nd day of September, 2014.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 22nd day of September, 2014.



Peter B. Truax, Mayor

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PUBLIC ARTS COMMISSION BY-LAWS

Revised June 12, 2014

Section I.

Name: Forest Grove Public Arts Commission (PAC)

Section II.

Established: The Commission was established January 23, 2006, by an act of the Forest Grove City Council by Resolution No. 2006-06 to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote, and develop public access to the arts.

Section III.

Responsibilities and Functions: The Commission is charged with the responsibility

- A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.
- B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. ~~To coordinate an events calendar for publicizing events to the community and outside the community through a variety of media~~ To assist with the promotion of arts events in the broader community.
- C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.
- E. To advise Council and make 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.
- F. To encourage connections with other local, regional, and national organizations working for the benefit of the arts and preservation of artistic values, and other similar activities.
- G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the City.
- H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.
- I. To foster community arts activities as a vehicle for local economic development.

Section IV.

Internal Organization:

A. Membership and Terms:

The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with consent of the City Council. The members will be ~~three citizens at large, a senior community representative and representatives from the following organizations: Pacific University, Forest Grove School District, Chamber of Commerce, Theatre in the Grove, and Valley Art Association.~~ citizens with an interest in the development, acquisition, preservation and accessibility of arts in the community. A student from a local high school or Pacific University will be appointed as a non-voting member.

The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.

The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks & Recreation Director or their designees will serve as non-voting liaisons.

B. Chairperson:

The chairperson shall be elected annually in January by the committee following new or continuing appointments to the PAC by the City Council. The chairperson is accountable to the committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by committee action at any time by majority vote of the entire membership.

Routine functions and responsibilities of the chairperson shall include:

1. Development of a written agenda in sufficient time to allow for distribution to the committee prior to any regular meeting.
2. Chairing all meetings. In the event the chairperson cannot be present at any given meeting, the chairperson is responsible for appointing a substitute to chair the meeting.
3. Presents the yearly major activity report to the Council. The report will be written and presented orally in a public forum.

C. Secretary:

The Secretary is the recording officer of the Committee and is responsible for ensuring that an accurate record of the proceedings of the Committee is maintained by the Committee. All minutes shall be approved at the next regular meeting with due opportunity for corrections and additions. The Commission will provide the Council with minutes of all meetings within 45 days of such meetings.

D. Meetings (Regular and Special):

The Commission will meet at least monthly. Special meetings may be called by vote of the committee at any regular meeting, by the chairperson, by request from the Council's liaison, or by written petition by three or more members. All regular and special meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.

E. Quorum:

A majority of the members of PAC as appointed by Council.

F. Voting and Decision Making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the commission.

2. Decisions by voting shall be decided by a majority of those members present and voting.

3. A change in the voting procedure described in previous item F2 may be used on any specific item if the committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.

4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

G. Role of Council Liaison to PAC:

1. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the PAC.

2. Council's liaison shall not vote at PAC meetings.

3. Council's liaison is not responsible to convey the majority and/or the minority PAC actions and recommendations to the Council. This is the chairperson's responsibility. Further, the liaison is not obligated to support PAC opinions and recommendations during formal meetings of the Council.

Section V.

Issues:

The rules contained in Robert's Rules of Order Newly Revised shall govern this Commission in all cases where these By-Laws are insufficient in specification of procedure. The PAC will operate in the general public interest serving the community as a whole. The PAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI.

Amending the PAC By-Laws:

A majority of all members must vote affirmatively to modify the committee's By-Laws on at least two separate regular meetings. Final decisions on a By-Law change shall not be made

until at least the next regular meeting following the introduction of the motion. All By-Law changes adopted by the PAC must be approved by Council. The By-Laws shall be reviewed on an annual basis.

RESOLUTION NO. 2006-06

**RESOLUTION ESTABLISHING
PUBLIC ARTS COMMISSION**

WHEREAS, Resolution No. 2002-56 sets the policy to establish boards, commissions and committees; and

WHEREAS, arts are an important part of the cultural and economic life of the entire community of Forest Grove; and

WHEREAS, arts enrich the participants involved as well as those who observe them; and

WHEREAS, several organizations exist in Forest Grove that are active in the arts and provide leadership to the community on arts-related matters; and

WHEREAS, it is now the belief of the City Council that the community would be better served by a group with a broader scope and purpose to foster relationships between these organizations and individuals to make arts a more important part of the City's life.

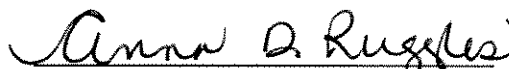
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE CITY COUNCIL AS FOLLOWS:

Section 1. That a Public Arts Commission is hereby established.

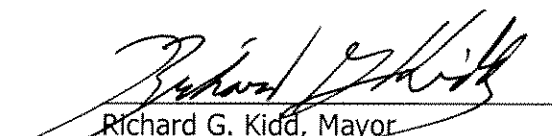
Section 2. That the objectives of the Public Arts Commission are hereby adopted as cited in the attached Exhibit A.

Section 3. That Resolution No. 2002-56 is hereby amended to add the Public Arts Commission, which will consist of nine voting members with three-year terms.

PRESENTED AND PASSED this 23rd day January, 2006.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of January, 2006.


Richard G. Kidd, Mayor

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**CITY OF FOREST GROVE
PUBLIC ARTS COMMISSION**

I. PREFACE

The mission of the Public Arts Commission is to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote and develop public access to the arts. The continued vitality of the arts in the City of Forest Grove is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Forest Grove and enrich the participants in the arts as well as those who observe them. Several organizations which exist in Forest Grove are active in the arts and provide leadership to the community on arts-related matters.

II. OBJECTIVES

The objectives of the Public Arts Commission are:

- A. To foster relationships between these organizations, and other organizations and individuals to ensure the arts continue to be of value as an integral part of Forest Grove.
- B. To promote the arts in Forest Grove to enrich the lives of its citizens through education and demonstration. To coordinate an events calendar for publicizing events to the community and outside the community through a variety of media.
- C. To advise Council, Parks and Recreation Commission, Historic Landmarks Board, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- D. To advise Council, Planning Commission, Parks and Recreation Commission, other City Boards, Committees, and Commissions, and City departments regarding artistic components of all municipal government projects under consideration by the City. The Commission may also serve as a resource for artistic components of land use developments.
- E. To advise Council and make 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.
- F. To encourage connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.

- G. To recognize and encourage groups and organizations that enrich Forest Grove life by bringing cultural and artistic values and artifacts to the city.
- H. To pursue and consider opportunities, gifts and grants for support of arts programs and activities and the procurement of public art and to respond to offers of art donations.

III. TYPES OF ISSUES

In line with the above-stated objectives, the Public Arts Commission will operate in the general public interest serving the community as a whole. The Public Arts Commission will serve no special interests and will not endorse any commercial product or enterprise.

IV. SIZE OF COMMITTEE AND MEETING FREQUENCY

The Public Arts Commission will consist of nine (9) voting members appointed by the Mayor with consent of the City Council. The members will be three citizens at large, a senior community representative and representatives from the following organizations: Pacific University, Forest Grove School District, Chamber of Commerce, Theatre in the Grove, and Valley Art Association.

The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Forest Grove Library Director and the Parks & Recreation Director or their designees will serve as non-voting liaisons.

The Commission will appoint a chairperson at its first official meeting; in January of each year thereafter; and will develop its bylaws within the first year of enactment. Bylaws adopted by the Commission must be approved by the City Council.

The Commission will meet at least monthly and is guided by Oregon statute on public meetings. The Commission may modify this meeting schedule as needed to conduct business.

The Commission will provide the Council with minutes of all meetings within 45 days of such meeting and at least a yearly major activity report to the Council. The report will be written and presented orally in a public forum by the committee chair.

V. TERMS OF COMMITTEE MEMBERS

The Public Arts Commission members will serve three-year, staggered terms. The original appointees will be appointed as follows: three for one year, three for two years, three for three years, and thereafter all terms will be for three years. Vacancies can be filled at any time to complete a given term.

RESOLUTION NO. 2015-28

**RESOLUTION APPROVING FOREST GROVE PUBLIC SAFETY ADVISORY
COMMISSION AMENDED BYLAWS AND STRATEGIC PLAN 2015-16;
REPEALING RESOLUTION NO. 2011-25**

WHEREAS, Resolution No. 2005-56 established the Public Safety Advisory Commission (PSAC) to advise and make recommendations to City Council regarding public safety issues and Resolution No. 2011-25 adopted the PSAC Bylaws; and

WHEREAS, the PSAC has proposed amendments to its Bylaws for the regulation of the Commission's business and responsibilities and developed a short-term Strategic Plan, which were unanimously recommended for adoption by PSAC at their meeting of March 4, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

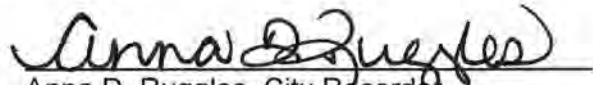
Section 1. That the City Council of the City of Forest Grove hereby adopts the Forest Grove Public Safety Advisory Commission Bylaw attached as Exhibit A.

Section 2. The City Council of the City of Forest Grove hereby accepts the Forest Grove Public Safety Advisory Commission Strategic Plan 2015-16 attached as Exhibit B.

Section 2. Resolution No. 2011-25 is hereby repealed in its entirety.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 13th day of April, 2015.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 13th day of April, 2015.


Peter B. Truax, Mayor

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EXHIBIT A
CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION BYLAWS

Section I - Name:

Forest Grove Public Safety Advisory Commission (PSAC)

Section II - Established:

The Public Safety Advisory Commission was established October 10, 2005, by an act of the Forest Grove City Council by Resolution No. 2005-56, to provide advice and recommendations to the City Council on public safety issues.

Section III – Mission:

The mission of the Public Safety Advisory Commission is to serve as ambassadors focused on promoting and supporting efforts to keep Forest Grove a safe and healthy community.

Section IV - Responsibilities and Functions:

1. The Commission is charged with the responsibility:
 - a. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
 - b. To advise Council on educating the community about public safety and health issues, concerns and programs.
 - c. To review and recommend public safety and health policies and plans.
 - d. To facilitate Forest Grove community involvement in public safety and health and increase citizen awareness of both.
2. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Commission:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services
 - v. Police services
 - vi. Public safety at city facilities

- vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
- b. Identify public safety and health needs in Forest Grove.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.

Section V - Internal Organization:

1. Membership and Terms:

- a. The Public Safety Advisory Commission will consist of nine (9) voting members appointed by the Mayor with consent of the City Council. The members will be residents of Forest Grove or the Forest Grove Rural Fire Protection District, with at least seven members residing within the City limits (Resolution No. 2010-27, adopted by City Council on March 8, 2010).
- b. The Commission may also include the following non-voting liaisons:
 - i. The Chief of Police or designee
 - ii. The Fire Chief or designee
 - iii. The Forest Grove Rural Fire Protection District designated by the board
 - iv. A representative from the Forest Grove School District designated by the Superintendent
 - v. A representative from Pacific University designated by the University President
 - vi. A representative from the Chamber of Commerce designated by the Chamber board
- c. The Commission may involve additional people as adjunct, non-voting advisors for special projects based on expertise.
- d. The Public Safety Advisory Commission members will serve four-year, staggered terms. Vacancies can be filled at any time to complete a given term.
- e. The City Council will select one of its members to serve as its non-voting liaison to the Commission.

2. Chairperson:

- a. The chairperson and vice chairperson shall be elected annually in January by the Commission following new or continuing appointments to the PSAC by the City Council. The chairperson is accountable to the Commission for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by Commission action at any time by majority vote of the entire membership.
- b. The routine functions and responsibilities of the chairperson shall include:
 - i. Developing a written agenda in sufficient time to allow for distribution to the Commission prior to any regular meeting. The agenda should identify items requiring a vote by members so members can vote per paragraph 5.b. below with prior approval of the chairperson.
 - ii. Chairing all meetings. In the event the chairperson cannot be present the vice chairperson shall assume these duties.
 - iii. Presenting the yearly major activity report to the Council. The report will be written and presented orally in a public forum with the assistance of staff.
 - iv. Establishing the dates and times for regular and special meetings.
 - v. Facilitating a formal review of the Commission's mission and vision every four years. The strategic plan will be reviewed and updated as needed every year.

3. Meetings (Regular and Special).

- a. The Commission will schedule meetings at a designated time and day and will be guided by Oregon statute on public meetings. Special meetings may be called by vote of the Commission at any regular meeting, by the chairperson, by request from the Council's liaison, or by written petition by three or more members. All regular and special meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.
- b. Meeting attendance is an expectation of Commission service. Absences known in advance should be communicated to the Chairperson as soon as possible. Should a Commission member miss three consecutive meetings without reasonable cause, the Chairperson may, after consultation with the member, recommend to the City Council that the member be removed from the Commission.

4. Quorum:

- a. A majority of the voting members of PSAC as appointed by Council.

5. Voting and Decision Making:

- a. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given

issue. If there is an objection, the chairperson shall commit the issue to a vote by the Commission.

- b. Decisions by voting shall be decided by a majority of those voting members present so long as a quorum of at least 5 voting members exists. With prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either before or at the time of the meeting and are reliably documented.
- c. A change in the voting procedure described in previous item 5. b. may be used on any specific item if the Commission, prior to the vote, agrees by consensus or vote to require more than a majority for passage.
- d. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

6. Role of Council Liaison to PSAC:

- a. Council's liaison shall have the freedom of the floor at all times to present Council's views and to comment, recommend, or suggest actions to the PSAC.
- b. Council's liaison shall not vote at PSAC meetings.
- c. Council's liaison is ~~not~~ responsible to convey the majority and/or the minority PSAC actions and recommendations to the Council. ~~This is the chairperson's responsibility.~~
- d. Further, the liaison is not obligated to support PSAC opinions and recommendations during formal meetings of the Council.

Section V - Issues:

The rules contained in Robert's Rules of Order Newly Revised shall govern this Commission in all cases where these by-laws are insufficient in specification of procedure. The PSAC will operate in the general public interest serving the community as a whole. The PSAC will serve no special interests and will not endorse any commercial product or enterprise.

Section VI - Amending the PSAC By-Laws:

A majority of all members must vote affirmatively to modify the committee's bylaws on at least two separate regular meetings. Final decisions on a by-law change shall not be made until at least the next regular meeting following the introduction of the motion. All by-law changes adopted by the PSAC must be approved by Council. The by-laws shall be reviewed annually in January.

EXHIBIT B

City of Forest Grove Public Safety Advisory Commission Strategic Plan 2015-2016

Strategy 1: Enhance the PSAC Bylaws

- Complete subcommittee redesign and adoption by PSAC (DONE).
- Present to City Council for approval by April 30, 2015.

Strategy 2: Participate in National Night Out Event

- Establish planning subcommittee (DONE).
- Develop NNO Incident Action Plan (IAP) by April 22, 2015.
- IAP will include assignments for logistics, operations, finance, etc.
- Participate in NNO on August 4, 2015.
- Conduct after action review of event and examine future community events by October 30, 2015.

Strategy 3: Identify department needs and work to enhance public safety funding.

- Review each department's mission, vision and strategic plan by October 2015.
- Commission members should conduct ride-alongs with each department.
- At least one commission member should attend the law enforcement citizen academy each year.
- Identify funding needs by January 2016.
- Communicate to Council and community groups funding needs by March 2016.

Strategy 4: New member orientation

- Develop orientation and training binders for new members by April 2015.
- Assign commission sponsor for new members by May 2015.
- Complete orientation and initial training for new members within six months.

Strategy 5: Begin long-term strategic planning (3-5 year) in March 2016.

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RESOLUTION NO. 2010-27

**RESOLUTION INCREASING MEMBERSHIP
OF THE CITY OF FOREST GROVE
PUBLIC SAFETY ADVISORY COMMISSION
AMENDING RESOLUTION NO. 2005-56, SECTION IV**

WHEREAS, Resolution No. 2005-56 has provided for a Public Safety Advisory Commission (PSAC); and

WHEREAS, Resolution Number 2005-58, Section IV, states that the core Commission shall consist of seven members who are residents of Forest Grove or the Forest Grove Rural Fire Protection District, with at least five members residing in the City limits; and

WHEREAS, there currently exist one vacancy on the PSAC; and

WHEREAS, the City Council received three applications from citizens desiring to serve on the PSAC, and subsequently interviewed these citizens making application for service on this Commission; and

WHEREAS, the interested applicants have significant experience in the field of public safety and a strong interest in contributing in the realm of public safety; and

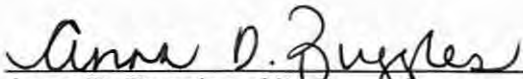
WHEREAS, the Council Liaison to the PSAC meet with the Commission on February 24, 2010, and the Commission unanimously supported increasing its membership from seven members to nine members in order to allow these applicants an opportunity to serve on PSAC.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That Section IV of Resolution No. 2005-56 is hereby amended to read: The core Commission shall consist of nine members who are residents of Forest Grove or the Forest Grove Rural Fire Protection District, with at least seven members residing within the City limits.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 8th day of March, 2010.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 8th day of March, 2010.


Peter B. Truax, Mayor

RESOLUTION NO. 2005-56

**RESOLUTION ESTABLISHING
PUBLIC SAFETY ADVISORY COMMISSION**

WHEREAS, Resolution No. 2002-56 sets the policy to establish boards, commissions and committees; and

WHEREAS, public safety is one of Forest Grove's top priorities and one of the most important factors in attracting people to a community; and

WHEREAS, a municipal government which sees itself as having responsibility for the health and welfare of its residents must pay attention to their safety and make it a primary concern; and

WHEREAS, Forest Grove's history is one of active citizen involvement and the role of the public has become more vital than ever in the area of public safety; and

WHEREAS, it is now the belief of the City Council that the community would be better served by a group with a broader scope and purpose in the realm of public safety.

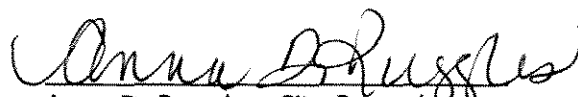
NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE CITY COUNCIL AS FOLLOWS:

Section 1. That a Public Safety Advisory Commission is hereby established.

Section 2. That the objectives of the Public Safety Advisory Commission are hereby adopted as cited in the attached Exhibit A.

Section 3. That Resolution No. 2002-56 is hereby amended to add the Public Safety Advisory Commission, which would consist of seven voting members with four-year terms.

PRESENTED AND PASSED this 10th day October, 2005.


Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 10th day of October, 2005.


Richard G. Kidd, Mayor

CITY OF FOREST GROVE PUBLIC SAFETY ADVISORY COMMISSION

I. PREFACE

Public safety impacts us all. Whether it is in property values, safety at school, insurance rates or just being able to walk around the neighborhood in the evening, public safety affects the quality of our life.

The citizens of Forest Grove are blessed with some of the most dedicated public safety professionals in the State of Oregon. But public safety agencies cannot succeed alone; they need the help of every citizen.

The Forest Grove City Council, Police Department, Fire Department and Rural Fire Protection District and governmental agencies have joined with the communities within the city and surrounding areas to keep Forest Grove as safe as possible. This cannot work without the continued involvement and input from the citizens of this city.

The true effectiveness of any public safety effort is its ability to respond to the needs of the people. It does that through communication with the public. The Public Safety Advisory Commission will be a major conduit through which this information will flow.

II. OBJECTIVES

The objectives of the Public Safety Advisory Commission are:

- A. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe and livable neighborhoods.
- B. To advise Council on educating the community about public safety issues, concerns and programs.
- C. To review and recommend public safety policies and plans.
- D. To facilitate Forest Grove community involvement in public safety and increase citizen awareness.

- E. To improve and promote cooperation and coordination between the community and public safety agencies.

III. TYPES OF ISSUES

In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Commission:

A. Advise the City Council on:

- Disaster preparedness
- Emergency management
- Emergency Medical Services
- Fire and Rescue services
- Police services
- Public safety at city facilities
- Public safety legislation
- Post-incident management
- Traffic Management

B. Identify public safety needs in Forest Grove.

C. Develop educational programs and materials to increase community awareness.

D. Organize and conduct public forums on public safety agencies.

E. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, Volunteer Fire and Rescue, Red Cross and Search and Rescue.

IV. SIZE OF COMMISSION AND MEETING FREQUENCY

The core Commission will consist of seven (7) voting members who are residents of Forest Grove or the Rural Fire District, with at least five (5) members residing within the city limits. All members will be appointed by the Mayor with consent of the City Council. The Commission may involve additional people as adjunct, non-voting advisors for special projects based on their expertise.

The City Council will select one of its members to serve as its non-voting liaison to the Commission. The Rural Fire Protection District may also nominate a board member as a non-voting liaison. The Commission may also include the

Resolution No. 2005-56

following non-voting liaisons: the Chief of Police or designee; the Fire Chief or designee; a representative from the Forest Grove School District designated by the Superintendent; a representative from Pacific University designated by the University President; a representative from the Chamber of Commerce designated by the Chamber board; and an administrative liaison designated by the City Manager.

The Commission will appoint a chairperson at its first official meeting, in January of each year thereafter, and will develop its bylaws within the first year of enactment. Bylaws adopted by the Commission must be approved by the City Council.

The Commission will meet at least monthly and is guided by Oregon statute on public meetings. The Commission may modify this meeting schedule as needed to conduct business.

The Commission will provide the City Council with minutes of all meetings within 45 days of such meeting and a yearly major activity report to the City Council. The report will be written and presented orally in a public forum by the Commission chair.

IV. TERMS OF COMMISSION MEMBERS

The advisory Commission members will serve four-year, staggered terms. Four and three each term. Vacancies may be filled at any time to complete a given term.

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RESOLUTION NO. 2016-58

**RESOLUTION AMENDING THE FOREST GROVE
SUSTAINABILITY COMMISSION BYLAWS
AND AMENDING RESOLUTION NO. 2013-69**

WHEREAS, Resolution No. 2013-69 has provided for the Sustainability Commission and Bylaws; and

WHEREAS, Section II, Membership, allows for a member on the Sustainability Commission to serve as a voting representative for Clean Water Services (CWS); and

WHEREAS, due to potential conflict, CWS requested to be removed as a voting representative of the Sustainability Commission; and

WHEREAS, the Sustainability Commission considered at its meeting on September 22, 2016, a proposed amendment to its Bylaws to remove CWS as a voting representative and allow CWS, or other sustainability-related governmental agencies, be appointed as ex-officio non-voting representative; and

WHEREAS, the Sustainability Commission at its meeting on September 22, 2016, also initiated a proposal (voted 8-0) to amend its Bylaws, Section II, Membership, to add a new voting membership category for Agricultural representative; and

WHEREAS, the Sustainability Commission has reviewed and approved the proposed amendments (voted 8-0) in accordance with its Bylaws and is recommending City Council approval;

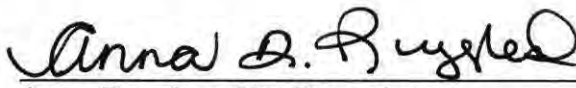
WHEREAS, the City Council at its meeting of October 10, 2016, passed a motion to striking out the provision proposed by the Sustainability Commission to allow CWS, or other sustainability-related governmental agencies, be appointed as ex-officio non-voting representative and added Transportation to Section II (5).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council hereby approves amending Resolution No. 2013-69, Sustainability Commission Bylaws, as described in the attached Exhibit A.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 10th day of October, 2016.


Anna Ruggles, City Recorder

APPROVED by the Mayor this 10th day of October, 2016.


Peter B. Truax, Mayor

EXHIBIT A

CITY OF FOREST GROVE SUSTAINABILITY COMMISSION BYLAWS

Amend Section II, Membership, of the Sustainability Commission Bylaws as follows:

- II. MEMBERSHIP.** The Forest Grove Sustainability Commission consists of thirteen (13) members appointed by the City Council. Members represent a diverse range of interests and experiences related to sustainability and are selected from, but are not limited to, the groups listed below. As long as the Commission is broad-based, not every group need be represented, and individual members may represent more than one group.
- (1) Pacific University
 - (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
 - ~~(3) Clean Water Services~~
 - ~~(4)~~ 3) Forest Grove School District
 - ~~(5)~~ 4) Students of Pacific University and Forest Grove High School
 - ~~(6)~~ 5) Persons with a demonstrated interest in sustainable transportation or business practices, building and design, energy conservation or alternative energy sources
 - ~~(7)~~ 6) Educators
 - ~~(8)~~ 7) Persons with a diversity of ethnic and cultural affiliations
 - ~~(9)~~ 8) Persons with diverse economic backgrounds and interests
 - ~~(10)~~ 9) Members of community or neighborhood groups
 - (10) Person representing agricultural interests

RESOLUTION NO. 2013-69

**RESOLUTION ESTABLISHING THE FOREST GROVE
SUSTAINABILITY COMMISSION AND BYLAWS
AND AMENDING RESOLUTION NO. 2006-10**

WHEREAS, Resolution No. 2006-10 sets the policy to establish boards, commissions; and committees; and

WHEREAS, citizens formed an Ad Hoc Committee on Sustainability in October, 2011; and

WHEREAS, the Ad Hoc Committee as one of its tasks, developed a program to identify sustainability efforts in the community; and

WHEREAS, the City Council has recognized the need to continue sustainability efforts for the City of Forest Grove by identifying the establishment of a City Sustainability Commission as part of its work program for Fiscal Year 2013/2014.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

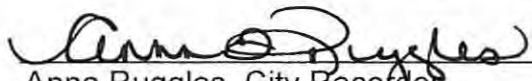
Section 1. That the Forest Grove Sustainability Commission is hereby established by City Council.

Section 2. That the purpose and objectives of the Forest Grove Sustainability Commission and Bylaws are hereby adopted as provided in the attached Exhibit A.

Section 3. That Resolution No. 2006-10 is hereby amended to add the Forest Grove Sustainability Commission, which will consist of thirteen members with four-year terms.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 28th day of October, 2013.



Anna Ruggles, City Recorder

APPROVED by the Mayor this 28th day of October, 2013



Peter B. Truax, Mayor

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FOREST GROVE SUSTAINABILITY COMMISSION

I. PREFACE

The Forest Grove Sustainability Commission is a City advisory board composed of persons having interest or involvement in the three aspects of sustainability: environment, economic and social. As a City commission, it advises and makes recommendations to the City Council on sustainability-related matters.

The following includes a purpose and mission statement for the commission that was adopted by the Ad hoc Committee on Sustainability. Bylaws are included that follow the same outline as other City boards and commissions.

The following does not address possible support or contributions by other organizations with sustainability programs. An example is the Center for a Sustainable Society at Pacific University to share in administrative support. Another possibility is for the Center or professors from time-to-time to share any research or findings they have found related to sustainability.

II. PURPOSE

The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community. The Commission is also responsible to pursue other efforts related to sustainability beyond the Action Plan.

III. MISSION STATEMENT

The people of Forest Grove are committed to improving the quality of life in our community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.

The City of Forest Grove recognizes its responsibility to:

- Provide efficient, equitable and responsible access to and use of social, economic and natural resources;

- Use resources cost-effectively while ensuring they are used no faster than they can be replenished through natural systems;
- Assure that the benefits and costs of society are equitably distributed throughout the community;
- Consider the long-term environmental, economic and social impacts of our actions;
- Promote education and awareness of the benefits of sustainable practices to enhance the community;
- Support citizens, organizations, businesses and neighborhoods, both within and outside the community, to invest in sustainability and continually improve their practices and environments;
- Prioritize long-term needs over short-term gains to ensure that the resources necessary to sustain life are available now and in the future.

**FOREST GROVE SUSTAINABILITY COMMISSION
BYLAWS**

- I. **PURPOSE.** The City of Forest Grove recognizes that sustainability is essential for the continued livability of the planet. While a global concern, solutions at the local level are critical. The Forest Grove Sustainability Commission is responsible for helping to implement the strategies outlined in the Forest Grove Sustainability Action Plan, dated October 15, 2013, accepted by Council Resolution No. 2013-69 on October 28, 2013. This responsibility, to the extent possible, includes not only the City of Forest Grove as an organization but also other institutions and groups in the community.
- II. **MEMBERSHIP.** The Forest Grove Sustainability Commission consists of thirteen (13) members appointed by the City Council. Members represent a diverse range of interests and experiences related to sustainability and are selected from, but are not limited to, the groups listed below. As long as the Commission is broad-based, not every group need be represented, and individual members may represent more than one group.
- (1) Pacific University
 - (2) Non-profit public service organizations (e.g. Adelante Mujeres, faith-based organization, CAO)
 - (3) Clean Water Services
 - (4) Forest Grove School District
 - (5) Students of Pacific University and Forest Grove High School
 - (6) Persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources
 - (7) Educators
 - (8) Persons with a diversity of ethnic and cultural affiliations
 - (9) Persons with diverse economic backgrounds and interests
 - (10) Members of community or neighborhood groups
- III. **TERMS OF OFFICE.** The term of office is four years with staggered terms; members may be reappointed. A member may be removed by the Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three consecutive scheduled meetings, without having been excused by the Chair, may be removed by the Council. Vacancies are filled by the Council for the unexpired term.

- IV. OFFICERS.** At the first scheduled meeting in the calendar year, the Commission elects a Chair and Vice Chair who are voting members and who hold office at the pleasure of the Commission.

Secretary and Staff Support. The City Manager designates a lead department to provide administrative support to the Commission.

Annual Report. The Commission, on or before October 1 of each year, submits a report of its transactions to the Council.

Expenses. Commission members receive no compensation but may be reimbursed for duly authorized expenses.

Meetings and Rules. A majority of the Commission constitutes a quorum. The Commission meets as it deems necessary and meets upon the call of the Chair. The Commission meets not less than four times per year. The Commission may make and alter rules and regulations for its governance and procedures, consistent with the laws of this State and with the City Charter and ordinances.

- V. POWERS AND DUTIES.** The Sustainability Commission is advisory to the Council and:

- (1) Makes recommendations to the Council and City Manager for strategies or actions designed to implement the Sustainability Action Plan and any subsequent updates endorsed by the City Council;
- (2) Presents an annual work plan and meets with the City Council to secure approval of the work plan;
- (3) Proposes changes to the Sustainability Action Plan, as deemed necessary, and seeks endorsement by the City Council;
- (4) Provides a forum for addressing public concerns related to sustainable policies and practices;
- (5) Works on sustainability-related projects as directed by the Council and City Manager;
- (6) Provides input on sustainability policies and practices that reflect community values;
- (7) Assists the City Council and City Manager in balancing community priorities and resources by advising them on sustainability issues.