

**RESOLUTION NO. 2023-06**

**RESOLUTION ESTABLISHING THE CHARTER REVIEW PROCESS AND THE  
CHARTER REVIEW COMMITTEE**

**WHEREAS**, the City of Forest Grove City Charter was last reviewed and amended in 2009; and

**WHEREAS**, the League of Oregon Cities published an updated model city charter and the City should periodically review the existing Charter to determine if it adequately serves the community; and

**WHEREAS**, the City Council has determined that it wishes to form a Charter Review Committee and Charter review process to make recommendations to the City Council whether the Charter should be updated or amended.

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

**SECTION 1.** The City Council establishes a Charter Review Committee that shall consist of eleven (11) voting members appointed by the City Council. At least two (2) members shall reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest; using Main Street and TV Highway as the delineating boundaries). The remaining three (3) members shall be at large.

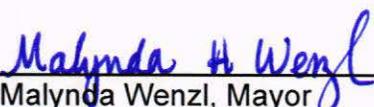
**SECTION 2.** The Committee shall be subject to and follow the attached document (Exhibit A) entitled "Expectations of the Charter Review Committee".

**SECTION 3.** This resolution is effective immediately upon enactment by the City Council.

**PRESENTED AND PASSED** this 27<sup>th</sup> day of February, 2023.

  
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Jaime Zaik, Interim City Recorder

**APPROVED** by the Mayor this 27<sup>th</sup> day of February, 2023.

  
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Malynnda Wenzl, Mayor

## **EXHIBIT A**

### **EXPECTATIONS OF THE CHARTER REVIEW COMMITTEE**

#### **Purpose and Overview**

The primary function of the Charter Review Committee (“Committee”) is to review the existing Charter to determine if it will adequately serve the community well into the future. The Committee is to review and recommend to the City Council a proposed Charter, Charter amendment(s), or no changes to the Charter.

The Council requests the Committee begin holding its meetings in early 2023. The Committee may recommend which election to place proposed changes to the Charter on the ballot and how to structure the ballot measure(s). For example, one ballot measure encompassing all the proposed changes, or multiple ballot measures proposing individual changes to the Charter. The Council may accept, amend, or reject the Committee’s recommendations and for those recommendations that are approved, determine the best method to structure the ballot measure(s).

The Committee must be impartial, unbiased, and free of any perceived political gain. The Committee may approach the task in whatever means results in a document that best serves the citizens of Forest Grove. The Committee must adhere to the Oregon Public Meetings law and strive to include and educate the community about the process and purpose of a Charter Review, the importance of a City Charter and to solicit community input on proposed changes prior to making a recommendation to the Council.

#### **Membership**

The Charter Review Committee shall consist of eleven (11) voting members who shall be appointed by the Council. At least two (2) members shall reside in each of the four quadrants of the City of Forest Grove (northeast, northwest, southeast, and southwest; using TV Highway and Main Street to delineate the boundaries). The remaining three (3) members shall be at large. The City shall hold an open recruitment for the members.

The City Council will appoint a member from among the confirmed members to serve as Chair of the Committee. The Mayor may appoint a Council Liaison, to be confirmed by Council, who will act in a liaison role and shall be a non-voting member to the Committee. The City Attorney, or designee, will attend all Committee meetings and will staff the Committee in an advisory role. The Charter Review Committee will adhere to the following:

#### **Scope of Review**

The Committee is authorized to review the entire Charter, using the most recent League of Oregon Cities Model Charter as a template, and to make recommendations to the Council on any aspect of the Charter. In addition, the Council would like specific recommendations on the following issues/subjects:

- Geographic representation for Council members
- Term limits for the Mayor and Council members
- The necessity of a city manager residency requirement
- Roles of the Mayor and Council president

## Meetings

Meeting dates will be set as determined by the majority of the Committee. Meetings will be held in the Community Auditorium or other City public facility and all meetings shall be open to the public. The Committee shall hold at least one publicly advertised public hearing and will consider written and oral testimony offered during the review process. At the first meeting, the Committee shall elect a vice-chair who will serve as Chair in the absence of the Chair. A quorum must be present to conduct business and is necessary to adopt a motion.

## Subcommittees

Subcommittees may be formed for the purpose of gathering information and forming a recommendation to the full Committee. However, only the full Committee can vote on and accept the recommendation. A subcommittee must be composed of no less than three (3) members and no more than five (5) members from the Committee.

## Motions

The Chair will strive to reach consensus of the Committee whenever possible. Motions on changes to the Charter constitute tentative approval of such changes pending approval of the final report that contains all the recommendations to the City Council.

## Staff Support

The city attorney or designee shall do the following:

- Act in an advisory role to the Committee and attend all Committee meetings.
- Support the work of the Committee and assist the Chair/Vice Chair in preparing the agenda. Agendas will be mailed electronically to the Committee in advance of the meetings.
- Conduct research as needed.
- Review the existing Charter and identify housekeeping changes and present the changes to the Committee for its review.
- Prepare and explain substantive provisions for consideration and draft alternative provisions for discussion and consideration.
- Draft a Charter and revise the draft based on input from the Committee.
- Prepare a final version of the new recommended Charter for Committee review and Council consideration.
- Prepare the ballot title and explanatory statement.

In addition, staff will prepare minutes for the Committee meetings and will post to the City's web page all information related to the Committee's proceedings. Should the Committee require additional staff support beyond what is provided, a request will be made to the City Manager.

## Duration

The Charter Review Committee shall terminate at the time upon recommending to the Council a proposed Charter, Charter amendment(s), or no changes to the Charter. The Council encourages the Committee to complete their work within 9-12 months of appointment.



*A place where families and businesses thrive.*

<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	02.27.2023
FINAL ACTION:	Reso No. 2023-06

**CITY COUNCIL STAFF MEMORANDUM**

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**TO:** City Council

**FROM:** Ashley Driscoll, City Attorney

**MEETING DATE:** February 27, 2023

**SUBJECT TITLE:** Resolution 2023-06 establishing a Charter Review Committee

**ACTION REQUESTED:**

	Ordinance	Order	X	Resolution	Motion	Informational
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*X all that apply*

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**BACKGROUND:**

In 2022, the City Council established Objective 14 to *Review the City Charter*. In furtherance of this objective, the City Council held work sessions on September 26 and October 10 and reached a consensus on the purpose, process, composition, scope, and timing of a Charter review process and committee. The City Attorney presented these consensus items to the City Council on December 12 to summarize the efforts thus far and affirm the consensus.

**CURRENT STATUS:**

Staff has prepared a resolution initiating the Charter review process and forming a Charter Review Committee. Attached to the resolution is Exhibit A outlining the purpose, process, composition, scope, and timing of a Charter Review Committee.

If passed, City staff will immediately advertise and recruit for Charter Review Committee members through March 31. Depending on the number of applicants, a work session may be held April 10 to conduct interviews. Council will then appoint the Committee members by resolution and work can begin with the intent of making recommendations 9-12 months after appointment.

**FISCAL IMPACT:**

The City has budgeted for this effort, including the City Attorney’s time, in the FY 22-23 budget.

**ATTACHMENTS:**

1. Resolution establishing a Charter Review Committee
2. Exhibit A outlining expectations of the Charter Review Committee
3. December 12, 2022, presentation summarizing Charter Review efforts thus far