



Boards and Commissions Council Subcommittee Report

Work Session 8-28-23

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PURPOSE

- To present the findings of the Council Boards and Commissions Subcommittee.
- To give Council an opportunity to discuss the findings and reach consensus on action items.

BACKGROUND

- The City Council held work sessions on January 23 and February 13 to discuss Boards and Commissions.
- The City Council passed Resolution 2023-03 on February 27 creating a City Council Boards and Commissions Subcommittee and appointing Council President Gustafson and Councilors Rippe and Martinez.

BACKGROUND

- The purpose of the review is to “increase the City’s capacity to address current issues and to make more effective and purposeful use of volunteer, staff, and City Council resources”
- The Subcommittee was directed to “make recommendations to City Council that a) may create, combine, or sunset a Board or Commission, b) change Council Rules, Board or Commission Bylaws, and/or City Code to implement the recommendations; c) improve the recruitment, appointments, and interview process; and d) assign various City Council approved objectives to a Board or Commission.

BACKGROUND

- The Subcommittee started meeting on March 14 and met 8 times through August 21. The reviewed every Board and Commission.

BACKGROUND

Cities between 10-50k population in Metro	Total B/C's
Forest Grove	13
Sherwood	8
Tualatin	7
Cornelius	8
Wilsonville	8
Oregon City	8
Troutdale	5
Happy Valley	8

Background

BOARD/COMMISSION	EST.
BUDGET	1963
PLANNING	1969
LIBRARY	1974
PARKS AND REC	1974
HISTORIC LANDMARKS	1980
COMMUNITY INVOLVEMENT	1987
COMMUNITY FORESTRY	1992
PUBLIC ARTS	2006
ECONOMIC DEVELOPMENT	2007
SUSTAINABILITY	2013
URBAN RENEWAL	2019
COMMUNITY POLICING	2020

- Required or guided by State law and/or in City code.
- Not required by State Law and not in City Code.

BACKGROUND

- Framework of Issues Discussed:
 - Amount of staff time
 - Inability to form new B/C's to address current issues due to the number of existing B/C's
 - Inability to maintain quorums
 - Amount of Council time to interview and approving B/C members
 - Drift in B/C focus and activities

BACKGROUND

- Potential B/ C Outcomes:
 - Keep
 - Dissolve
 - Combine
 - Change meeting cadence
 - Make a task force or ad-hoc B/ C
 - Task Force is appointed for a specific purpose and then dissolves.
 - Ad-hoc is appointed for a general purpose and continues until dissolved.
- No change to Budget, Planning, Library, and Parks and Rec.

BACKGROUND

- Role of Council Liaison (Council Rule 14.8): “...role is to collaborate between the Council and the B/C to assure each group’s collective interest is accurately and effectively represented to the other. This includes actively attending and reporting to each entity at their regularly scheduled meetings.”
- Role of Staff Liaison (Council Rule 14.9): “...shall orient newly appointed B/C members...review the agenda in consultation with the Chair...prepare, oversee and review minutes...schedule and distribute the B/C packet...post final agenda...submit legal notices...maintain official records...publicly post documents...”

FINDINGS AND RECOMMENDATIONS

Committee for Community Involvement (CCI)

- Purpose- established in 1991 to assist the City Council in meeting the goals, policies, and guidelines of State Planning Goal 1 and the Forest Grove Comprehensive Plan.
- Recommendations-
 - Rename to Committee for Community Engagement (CCE).
 - Meet quarterly.
 - Rethink community outreach.
 - Partnership with City Club.
 - Main focus on Annual Town Meeting (ATM).
 - Topic of ATM directed by City Council.
 - Community outreach as directed by City Council for specific topics related to other B/C and departments' upcoming events.

FINDINGS AND RECOMMENDATIONS

Community Forestry Commission (CFC)

- Purpose- established in 1992 by City Council, pursuant to City Code § 35.090-35.099, to encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and Council adopted Goals and Objectives related to the urban forest. The CFC serves as the City's Tree Board for Tree City USA® qualification and works to increase the number of trees in the community through planting programs, education and protection of existing trees.
- Recommendation- Keep CFC and meet quarterly

FINDINGS AND RECOMMENDATIONS

Historic Landmarks Board (HLB)

- Purpose- established in 1980 by City Council, pursuant to City Code § 35.065-35.075, to encourage broad-based community representation and advise City Council on public policy issues affecting Forest Grove and Council adopted Goals and Objectives related to historic and cultural landmark preservation. The HLB maintains a comprehensive program to identify, designate, and protect the history, culture, archeology, and landscape of the City.
- Recommendation- Dissolve HLB. Fold HLB's roles and responsibilities into the Planning Commission. City Council shall designate one member engaging in historic preservation occupation, business, trade or profession.

FINDINGS AND RECOMMENDATIONS

Public Arts Commission (PAC)

- Purpose- established in 2006 by City Council to enhance the cultural and aesthetic quality of life in Forest Grove by serving to preserve, promote and develop public access to the arts.
- Recommendation- become an ad-hoc committee to advise City Council on policy.

FINDINGS AND RECOMMENDATIONS

Economic Development Commission (EDC)

- Purpose- established in 2007 by City Council to:
 - Develop and promote an economic development strategic plan.
 - Provide oversight and review of economic development marketing strategies and products.
 - Enhance communication and understanding of economic development strategies, and build relationships between the Forest Grove public sector, community, and business community.
- Recommendation- Keep EDC.

FINDINGS AND RECOMMENDATIONS

Sustainability Commission

- Purpose- established in 2013 by City Council for goals outlined in the Sustainability's Annual Work Plan. Goals that focus on three aspects of sustainability to include: Environment, Economic, and Social.
- Recommendation- Dissolve. Form a task force with specific topics it needs to address as directed by City Council.

FINDINGS AND RECOMMENDATIONS

Urban Renewal Advisory Committee (URAC)

- Purpose- established in 2019 by the Urban Renewal Agency (URA) Board of Directors. Advisory to the Board and serves to:
 - Provide a forum for public discussion on implementation of the Urban Renewal Plan.
 - Give consideration and make recommendations to the Board regarding urban renewal policies, projects and program budgets.
 - Review or propose Plan amendments to the Board; and
 - Conduct studies and prepare reports at the request of the Board.
- Recommendation- Dissolve URAC. Refer urban renewal issues to EDC with specific topics as directed by Council.

FINDINGS AND RECOMMENDATIONS

Community Policing Advisory Commission (CPAC)

- Purpose- established in 2020 in response to public input regarding racial and social justice in the practice of community policing. Purpose is to seek input on social equity challenges attributed to public safety and advise City Council on matters pertaining to educating the community and the FGPD about social justice issues, policies and plans. Review and recommend public safety policies, trainings and plans. Facilitate community involvement and input on public safety matters.
- Recommendation- Dissolve. Form a task force with specific topics it needs to address as directed by City Council.

FINDINGS AND RECOMMENDATIONS

Building Appeals Board

- Purpose- established to hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of building codes as adopted by the city.
- Recommendation- Dissolve.

FINDINGS AND RECOMMENDATIONS

- Specify B/C may not form a subcommittee without Council approval
- Maximum of two B/C members per B/C outside City limits but must be within 97116 zip code.
- Chair to serve a 2-year term.
- Remove youth membership on all B/C's and recommends they serve on the Mayor's Youth Advisory Commission.
- Council liaison to ensure B/C is doing work within scope of Council goals.
- Chair to draft agenda in concert with staff liaison and Council liaison.
- Prohibits B/C to assigning staff work outside the B/C's scope.
- Do not allow B/C to fundraise.

FINDINGS AND RECOMMENDATIONS

Other Discussion:

- Allows periodic appointment of B/C members with Council Subcommittee interviews.
- Requirement to use template for annual reporting.
- Council liaison to Sister City Committee not needed.
- MOU with Senior Center for Council liaison role.
- Non-voting Council liaison to Forest Grove Foundation, Senior Center, and Chamber of Commerce.
- Ownership of Main Street Program to a local non-profit.
- Changes to B/C implementation by December 31, 2023.

DISCUSSION ITEMS

Committee for Community Involvement:

- Name Change to Committee for Community Engagement
- Meet quarterly / Focus on ATM / Council assigns topics

Community Forestry Commission

- Meet quarterly

Historic Landmarks Board:

- Dissolve.
- Council appoint one member of PC to represent historic preservation.

DISCUSSION ITEMS

Public Arts Commission

- Make ad-hoc.

Economic Development Commission

- Retain EDC and fold URAC's responsibilities into it.

Sustainability Commission

- Dissolve. Form a task force with specific topics it needs to address as directed by City Council.

DISCUSSION ITEMS

Urban Renewal Advisory Commission

- Dissolve and fold responsibilities into EDC.

Community Policing Advisory Commission

- Dissolve. Form a task force with specific topics it needs to address as directed by City Council.

Building Appeals Board

- Dissolve. Appeals would go to State of Oregon Building Codes Division for final interpretation.

DISCUSSION ITEMS

Council Rule Considerations:

1. Specify B/C may not form a subcommittee without Council approval
2. Maximum of two B/C members per B/C outside City limits but within 97116 zip code
3. Chair to serve a 2-year term
4. Remove youth membership on all B/C's and recommend they serve on the Mayor's Youth Advisory Commission
5. Council liaison to ensure B/C is doing work within scope of Council goals
6. Chair to draft agenda in concert with staff liaison and Council liaison
7. Prohibits B/C to assigning staff work outside the B/C's scope

DISCUSSION ITEMS

- Allows periodic appointment of B/C members with Council Subcommittee interviews
- Requirement to use template for annual reporting
- Do not allow B/C to fundraise
- Council liaison to Sister City Committee not needed
- Non-voting Council liaison to Forest Grove Foundation, Senior Center and Chamber of Commerce
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Questions and Discussion