



# **Boards and Commissions**

**Work Session  
January 23, 2023**

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# Work Session

- This Work Session is comprised of four parts:
  1. Background
  2. Discussion about potential changes
  3. Discussion about timeline and process
  4. Discussion about appointments to outside agencies

# Purpose

- To discuss Boards and Commissions in an effort to:
  - Increase the City's capacity to adapt to changing conditions
  - Address staff concerns about resourcing
  - Consider evolving issues and demands
  - Address difficulty in filling member positions, including student engagement, leading to a lack of quorum and inability to conduct business

# Background

- Forest Grove has 12 Boards and Commissions. Of all cities between 10,000-50,000 people in the Metro area, the most Boards and Commissions of any city is 8.
- Most Commissions meet once a month and every Commission is staffed by one or two city personnel.
- Each Commission requires approximately 10-15 hours a month or about 5-7% of a positions duties.
- Staff would like to bring the number of Boards and Commissions in line with our peers.

# Background

- As prescribed in the Council Rules, the purpose of Boards and Commissions is to: “...*encourage broad-based community representation and to advise City Council on public policy issues affecting Forest Grove and Council-adopted Goals and Objectives.*”
- All Boards and Commissions must be established by City Council and any amendments to them must be approved by City Council.

# Background

- As prescribed in the Council Rules, each Board and Commission has a Council liaison and a staff liaison.
- The Council liaison is non-voting and their 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 regular scheduled meetings.*”
- The role of the staff liaison is to orient new members, review the agenda, minutes, meeting packet and post the same, submit legal notices, and keep the website current.

# Background

BOARD/COMMISSION	*MEMBERS	EST.
BUDGET	14	1963
PLANNING	7	1969
LIBRARY	*8	1974
PARKS AND REC	*10	1974
HISTORIC LANDMARKS	*8	1980
COMMUNITY INVOLVEMENT	*8	1987
COMMUNITY FORESTRY	*8	1992
PUBLIC ARTS	*10	2006
ECONOMIC DEVELOPMENT	*16	2007
SUSTAINABILITY	*10	2013
URBAN RENEWAL	7	2019
COMMUNITY POLICING	*13	2020

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

\* Includes student members.

# Background

Cities between 10-50k population in Metro	Total B/C's
Forest Grove	12*
Sherwood	8
Tualatin	7
Cornelius	8
Wilsonville	8
Oregon City	8
Troutdale	5
Happy Valley	8

\* Does not include the Mayors Youth Advisory Council or the Urban Renewal Agency Board



# Background

- Of the 8 cities surveyed, the most common B/C's are listed in the table.

Most Common B/C's	
Budget	8
Parks	8
Library	7
Planning	7
Arts	5
URAB	5
Police	4
Traffic	4
Arch/Dev Review	3
CCI	3
Economic	2
Historic	2
Youth	2
Forestry	1
Sustainability	1
Senior	1
Utility	1
DEI	1

# Vacancies

BOARD/COMMISSION	*MEMBERS	VACANCIES
BUDGET	14	0
PLANNING	7	2
LIBRARY	*8	1
PARKS AND REC	*10	1
HISTORIC LANDMARKS	*8	5
COMMUNITY INVOLVEMENT	*8	2
COMMUNITY FORESTRY	*8	1
PUBLIC ARTS	*10	1
ECONOMIC DEVELOPMENT	*16	1
SUSTAINABILITY	*10	3
URBAN RENEWAL	7	5
COMMUNITY POLICING	*13	2

- Two Commissions lack a quorum: HLB and URAC
- \* Includes student members

# Considerations

- Focus on B/ C with similar functions/purpose.
- Changes to B/ C in city code would require a code amendment.
- Mindful of recruitment challenges and vacancies.
- Mindful of B/ C purpose, projects, and programs.

# Definitions

- For the purposes of discussion, the following definitions apply:
  - Ad-Hoc: created for a specific purpose and/or task assigned by Council. Ad-Hoc can be a “standing” committee over time.
  - Task Force: same as Ad-Hoc regarding a specific task but also has a specific timeframe.
  - Public Meetings Laws apply to any B/C appointed by Council.

# Discussion

- Before discussing ideas posed by staff, what are Councilors thoughts on:
  - Are there Boards/ Commissions that have served their purpose and are no longer needed?
  - Are there Boards/ Commissions that share a similar purpose and could possibly be combined?
  - Are there Boards/ Commissions that could be changed to Ad-Hoc?

# Commonalities

- Staff recommends Council consider the following B/C commonalities:
  - HLB and Planning
  - CCI and Planning
  - URAC and Economic Development
  - Community Forestry and Parks and Recreation
- Discuss each

# Considerations

- Staff recommends Council consider the purpose and/or program(s) of B/C's not required by state law or in city code:
  - Public Arts
  - Economic Development
  - Sustainability
  - Urban Renewal Advisory Commission
  - Community Policing

# Considerations

- Notwithstanding discussion, staff recommends Council consider:
  - Reduce membership on all B/C's to 9 or less. If directed, staff can prepare bylaw changes for each Commission.
  - Formalize the Mayor's Youth Advisory Council and remove student members from each B/C.



# Timeline and Process

- Changes would require amendments to B/C bylaws and/or city code.
- Concepts from work session would be discussed with applicable B/C for feedback and then refinement with City Council at another work session.
- Changes should be made prior to the member recruitment cycle.

# Outside Agency Appointments

- Questions have arose about appointments to outside agencies, i.e., non-profits boards.
- Only those appointments that require Council approval are placed on the list of appointments for Council approval.
- Council may choose to appoint Councilors to outside agencies, however, it should consider possible precedents prior to doing so.

# Questions?