



## **REGULAR MEETING**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. SELECTION OF CHAIR**
- 4. SELECTION OF VICE-CHAIR**
- 5. APPROVAL OF AGENDA**
- 6. CITIZEN COMMENTS**
- 7. NEW BUSINESS**
  - A. Overview of Process**
  - B. Review of Charter and Suggested Discussion Items**
  - C. Next Steps & Schedule for Future Meetings**
  - D. Other Items**
- 8. COUNCIL LIAISON REPORT**
- 9. ADJOURN**

## **AGENDA**

**SHERWOOD CITY CHARTER  
REVIEW COMMITTEE  
October 30, 2018**

**6:00 pm City Charter Review  
Committee Meeting**

**Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140**

Charter Review Committee Meeting

Date: October 30, 2018

List of Meeting Attendees: ✓

Request to Speak Forms: ✓

Documents submitted at meeting: ✓

• Sherwood Charter Review Issues - Ex A.

• Estimated Election Costs and Deadlines - Ex. B

• Citizen Comment - Robert Eddy

- City Charter item for consideration - Ex C.

## Jennifer Matzinger

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**From:** Josh Soper  
**Sent:** Monday, October 8, 2018 4:41 PM  
**To:** City Council; Senior Leadership Team  
**Cc:** Jennifer Matzinger  
**Subject:** FW: Charter Review Committee - First Meeting 10/30/18, 6:00 p.m.  
**Attachments:** CRC Mtg. Agenda 10.30.18.pdf; Charter with Council & Staff Comments.docx; Resolution 2018-059 Creating City Charter Review Committee 06.19.18.pdf

FYI

Josh Soper  
City Attorney  
City of Sherwood  
22560 SW Pine St., Sherwood, OR 97140  
Phone: (503) 625-4235 | Fax: (503) 625-5524  
[www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)

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**From:** Josh Soper  
**Sent:** Monday, October 8, 2018 4:37 PM  
**To:** Charter Review  
**Subject:** Charter Review Committee - First Meeting 10/30/18, 6:00 p.m.

Good afternoon, Charter Review Committee members.

The first meeting of the Committee will be held in Council Chambers at City Hall on Tuesday, 10/30/18 at 6:00 p.m. Please see attached for the meeting agenda.

I have also attached a document that contains each section of the current City Charter along with corresponding comments from City Council and City staff regarding areas you may want to consider discussing as part of this charter review process. Please note that these are just suggestions—it will be up to the Committee to decide which issues it will consider, and what process it will use. Nevertheless, I would encourage you to take the time to review this document in advance of the Committee's first meeting, and to add any notes you may have for discussion.

Finally, I am attaching the City Council resolution forming the Committee, which includes an exhibit outlining Council's expectations for the Committee.

In the meantime, if you have any questions for me—whether about the first meeting, process, or substantive questions relating to the Charter—please don't hesitate to let me know. Thank you!

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## Jennifer Matzinger

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**From:** Josh Soper  
**Sent:** Tuesday, October 30, 2018 2:48 PM  
**To:** Nancy Taylor  
**Cc:** Jennifer Matzinger  
**Subject:** RE: Charter Meeting tonight

No problem, Nancy. We'll give you a call on that number. Hope you feel better.

Josh Soper  
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**From:** [nxtaylo@aol.com](mailto:nxtaylo@aol.com) [mailto:[nxtaylo@aol.com](mailto:nxtaylo@aol.com)]  
**Sent:** Tuesday, October 30, 2018 2:37 PM  
**To:** Josh Soper <[SoperJ@SherwoodOregon.gov](mailto:SoperJ@SherwoodOregon.gov)>  
**Subject:** Charter Meeting tonight

Josh I need to phone in tonight as I am not feeling up to attending in person.

503.891.0988 would be the number to use.

Thank you

Nancy Taylor

# ATTENDANCE SHEET

**NAME**

**ADDRESS**

**PHONE**

NAME	ADDRESS	PHONE
Diann Mathews		
Bob Eddy	17512 SW Fitch Sherwood, OR	

# Public Comment Form

## City Charter Review Committee in the City of Sherwood

It is the purpose of these guidelines to promote common courtesy and civility in City Charter Review Committee meetings of the City of Sherwood. All who wish to speak should expect to be treated fairly and with respect. All who speak should reciprocate by focusing on the issue being considered, while respecting the opinions of those with whom they may disagree. This will enable our community to establish an environment wherein all issues and opinions may be fairly considered and decisions, though sometimes difficult, will be made in a spirit of mutual respect of all citizens, no matter their differences.

### In City Charter Review Committee meetings:

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, or others who testify
- Comment time is 4 minutes
- Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted

**Persons who violate these guidelines** may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable guidelines of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

*I have read and understood the Guidelines for City Charter Review Committee Meetings in the City of Sherwood.*

Name: ROBERT EDDY Date: 10/30/18

Address: 12512 SW FITCH DR

Telephone: 503 866 6475

I would like to speak to the City Charter Review Committee regarding:

CITY ASSETS/SERVICES DECISIONS

Please give this form to the Legal & Finance Assistant prior to you addressing the City Charter Review Committee. Thank you.

10/30/2018

City Charter item for consideration:

Sherwood is a relatively new city in the 21<sup>st</sup> century. Citizen understanding of issues and involvement in the decision process has been encouraged.

“That’s the way it’s always been done...” does not have a long history of precedents here.

With the advent of the communication tools developed over this past couple of generations, information can be shared with the citizens with speed and ease.

With an assumption that the opening statements are true, I would like to request that the City Charter be revised to include the following provisions:

1. Recognition that all “City” **Assets** belong to the citizens of the city.
2. Recognition that these assets are deployed to provide support to the **Services** provided to those citizens.
3. Recognition that there are capital and maintenance costs, as well as intrinsic values associated with each of the **Assets** of the City.
4. Recognition that there are varying numbers of citizens who benefit from the **Services** provided.
5. Recognition that the **Services** provided can be through any mixture of city staff and/or contracted organizations.

Any decision to sell, dispose of, re-purpose the **Service** or replace a services provider of an **Asset** with an original cost of \$ xxx,xxx, or a current value of \$ xxx,xxx, or an annual population of citizens served greater than x,xxx ... must be put to the citizens for approval through the ballot process.

Robert Eddy

17512 SW Fitch Drive  
503 866-6475  
rbddy41@icloud.com

# SHERWOOD CHARTER REVIEW ISSUES

Charter	Comments
<b>PREAMBLE</b> We, the voters of Sherwood, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.	
<b>Chapter I - NAMES AND BOUNDARIES</b> <b>Section 1. - Title, Effective Date and Review.</b> This charter shall be referred to as the Sherwood City Charter and takes effect January 1, 2015. This charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council. (Res. No. 2014-077, § 1, 12-16-2014; Res. 05-008 § 1 (part))	
<b>Section 2. - Name.</b> The City of Sherwood, Oregon, continues as a municipal corporation with the name City of Sherwood. (Res. 05-008 § 1 (part))	
<b>Section 3. - Boundaries.</b> The city includes all territory within its boundaries as they now exist or are legally modified. Unless required by state law, annexations may only take effect with the approval of city voters. The city recorder will maintain as a public record an accurate and current description of the boundaries. (Res. 05-008 § 1 (part))	Council Suggestion: Consider adding a voter approval requirement for requesting expansions of the Urban Growth Boundary in excess of 100 acres.
<b>Chapter II - POWERS</b> <b>Section 4. - Powers.</b> The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically stated each of those powers. (Res. 05-008 § 1 (part))	
<b>Section 5. - Construction.</b> The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law. (Res. 05-008 § 1 (part))	
<b>Section 6. - Distribution.</b> The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances. The council appoints members of	Council Suggestion: Consider adding language regarding citizen initiatives to amend the Charter.          Council Suggestion: Consider adding details regarding the appointment process, e.g., nomination by

Date 10-30-18  
 814  
 Agenda Item  
 Exhibit # A  
 Gov. Body Charter Review Comm.



<p>commissions, board and committees established by ordinance or resolution. (Res. 05-008 § 1 (part))</p>	<p>board/commission/committee, Mayor, or Council; final approval by Council.</p>
<p><b>Chapter III - COUNCIL</b> <b>Section 7. - Council.</b> The council consists of a mayor and six councilors nominated and elected from the City. A majority of the council may cause an item to be added to the agenda of a future meeting. (Res. No. 2014-077, § 1, 12-16-2014; Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider adding authority for a specified number of Councilors to call a meeting.</p> <p>Council Suggestion: Consider stating that the agenda creation procedures will be specified in Council Rules.</p> <p>Council Suggestion: Consider adding language stating that a number of members of Council that is less than a majority may cause an item to be added to the agenda (before and during meeting).</p> <p>Council Suggestion: Consider adding language stating that only a majority of Council may remove items from the agenda when those items were added by Council.</p> <p>Staff Suggestion: Consider removing “nominated and.”</p> <p>Staff Suggestion: Consider reorganizing language between this section and Section 11.</p>
<p><b>Section 8. - Mayor.</b> The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government. (Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying how order is preserved when the Mayor is the subject of disorder.</p> <p>Council Suggestion: Consider defining “political head of the city government” and clarifying scope.</p>
<p><b>Section 9. - Council President.</b> At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 10. - Rules.</b> In January after each general election, the council must by resolution adopt council rules. (Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying that the Charter prevails over Council Rules.</p> <p>Council Suggestion: Consider whether some enforcement mechanism for Council Rules should be established in the Charter.</p>
<p><b>Section 11. - Meetings.</b> The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with council rules. The council shall afford an opportunity for general public comment at each regular meeting. (Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider defining the criteria for emergency meetings (beyond state law requirements).</p> <p>Council Suggestion: Consider requiring public comment at all meetings. Or, on any ordinance or resolution in regular, special, and emergency meetings.</p>
<p><b>Section 12. - Quorum.</b> A majority of the council members is a quorum to conduct business, but a smaller number may meet and</p>	<p>Council Suggestion: Consider clarifying quorum, like in Council Rules (50% plus 1 of the currently serving members of Council).</p>

<p>compel attendance of absent members as prescribed by council rules. (Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying the process and meaning of “compel.”</p>
<p><b>Section 13. - Vote Required.</b> The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 14. - Record.</b> A record of council meetings must be kept in a manner prescribed by the council rules. (Res. 05-008 § 1 (part))</p>	<p>Staff Suggestion: Consider adding language stating that the record is also kept in a manner prescribed by Oregon Public Records and Meetings Law.</p>
<p><b>Chapter IV - LEGISLATIVE AUTHORITY</b> <b>Section 15. - Ordinances.</b> The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Sherwood ordains as follows:" (Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying that the Charter prevails over ordinances.</p>
<p><b>Section 16. - Ordinance Adoption.</b> (a) Except as this provision provides otherwise, adoption of an ordinance requires reading of the proposed ordinance by title at two separate meetings separated by at least six days, and approval by a majority of council, which approval may occur at the meeting at which the second reading is conducted or a subsequent meeting. (1) The text of the proposed ordinance shall be posted and available to the public on the City's website at least six days in advance of each meeting at which the ordinance will be read or considered pursuant to this section. (2) At each meeting that the ordinance is read or considered pursuant to this section, the title of the ordinance shall be read and public comments shall be accepted, prior to any vote of the council on adoption. (3) An ordinance may be adopted at a single meeting of the council by unanimous vote of all sitting councilors on the question upon being read by title twice. (b) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting. (c) After the adoption of an ordinance, the vote of each member must be entered into the council minutes. (d) After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the recorder's name and title. The city recorder must submit the ordinance to the mayor for approval. If the mayor approves the ordinance, the mayor must sign and date it.</p>	<p>Council Suggestion: Consider whether six days is sufficient.</p> <p>Council Suggestion: Consider removing “substantive.”</p> <p>Council Suggestion: Consider removing the Mayor’s veto power. (Note: this would require changes in other</p>

<p>(e) If the mayor vetoes the ordinance, the mayor must return it to the city recorder with written reasons for his veto within 10 days of receipt of the ordinance. If the ordinance is not so returned, it takes effect as if approved.</p> <p>(f) At the first council meeting after veto by the mayor, the council will consider the reasons of the mayor and again vote on the ordinance. If four councilors vote to adopt the ordinance, it will take effect.</p> <p>(g) After July 1, 2015, any ordinance, resolution or order approved by a majority of the City Council that imposes a new city tax, charge, or fee and/or increases by more than two percent annually any city utility tax, charge, or fee including but not limited to water charges, sewer and surface water charges, and street utility fees that are imposed on residential properties occupied by owners and/or occupants within the City of Sherwood boundaries, shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even-numbered year.</p> <p>(Res. No. 2016-073, § 1, 12-2-16; Res. No. 2016-043, § 1, 7-19-2016; Res. No. 2014-077, § 1, 12-16-2014; Res. 05-008 § 1 (part))</p>	<p>parts of the Charter as well, e.g. other parts of Section 16, parts of Section 17.)</p> <p>Council Suggestion: Consider expanding the number of elections where double majority requirement does not apply.</p>
<p><b>Section 17. - Effective Date of Ordinances.</b> Ordinances normally take effect on the 30th day after adoption and approval by the mayor, or adoption after veto by the mayor, or on a later day provided in the ordinance. An ordinance adopted by all councilors may take effect as soon as adopted, or other date less than 30 days after adoption if it contains an emergency clause, and is not subject to veto by the mayor.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Chapter V - ADMINISTRATIVE AUTHORITY</b> <b>Section 18. - Resolutions.</b> The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Sherwood resolves as follows:"</p> <p>(Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying that the Charter prevails over Resolutions.</p> <p>Staff Suggestion: Consider changing "may" to "must" to be consistent with other Charter language (e.g. regarding ordinances).</p>
<p><b>Section 19. - Resolution Approval.</b> (a) Approval of a resolution or any other council administrative decision requires approval by the council at one meeting. (b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at a meeting.</p>	

<p>(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.</p> <p>(d) After approval of a resolution, the city recorder must endorse it with the date of approval and the recorder's name and title.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Section 20. - Effective Date of Resolutions.</b> Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolutions.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Chapter VI - QUASI-JUDICIAL AUTHORITY</b> <b>Section 21. - Orders.</b> The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Sherwood orders as follows:"</p> <p>(Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider clarifying that the Charter prevails over Orders.</p> <p>Staff Suggestion: Consider changing "may" to "must" to be consistent with other Charter language (e.g. regarding ordinances).</p>
<p><b>Section 22. - Order Approval.</b> (a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.</p> <p>(b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.</p> <p>(c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.</p> <p>(d) After approval of an order, the city recorder must endorse it with the date of approval and the recorder's name and title.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Section 23. - Effective Date of Orders.</b> Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Chapter VII - ELECTIONS</b> <b>Section 24. - Councilors.</b> At each general election, three councilors will be elected for four-year terms. No councilor shall serve on the council more than three consecutive terms.</p> <p>(Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider whether term limits should be consistent between Mayor and Council.</p>
<p><b>Section 25. - Mayor.</b> At each general election, a mayor will be elected for a two-year term.</p> <p>(Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider whether term limits should be consistent between Mayor and Council.</p>
<p><b>Section 26. - State Law.</b> City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.</p> <p>(Res. 05-008 § 1 (part))</p>	

<p><b>Section 27. - Qualifications.</b>  (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.  (b) No person may be a candidate at a single election for more than one city office.  (c) Neither the mayor, nor a councilor may be employed by the city.  (d) The council is the final judge of the election and qualifications of its members.  (Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider defining “reside.”</p> <p>Staff Suggestion: Consider clarifying subsection (d).</p>
<p><b>Section 28. - Nominations.</b>  The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.  (Res. 05-008 § 1 (part))</p>	
<p><b>Section 29. - Terms.</b>  The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office irrespective of any applicable term limit.  (Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	
<p><b>Section 30. - Oath.</b>  The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.  (Res. 05-008 § 1 (part))</p>	
<p><b>Section 31. - Vacancies.</b>  The mayor or a council office becomes vacant:  (a) Upon the incumbent's:  (1) Death,  (2) Adjudicated incompetence, or  (3) Recall from the office.  (4) An election to a different City office.  (b) Upon declaration by the council after the incumbent's:  (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,  (2) Absence from the city for 45 days without council consent, or all meetings in a 60 day period.  (3) Ceasing to reside in the city  (4) Ceasing to be a qualified elector under state law,  (5) Conviction of a public offense punishable by loss of liberty,  (6) Resignation from the office, or  (7) Removal under <u>Section 33(i)</u>.  (Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider defining “reside.”</p> <p>Staff Suggestion: Consider limiting to conviction of a felony.</p>
<p><b>Section 32. - Filling Vacancies.</b>  A mayor or councilor vacancy will be filled by an election if 13 months or more remain in the office</p>	

<p>term or by appointment of the majority of the council within 45 days if less than 13 months remain. The election will be held at the next available election date to fill the vacancy for the remainder of the term. A mayor or councilor vacancy shall be filled by appointment by a majority of the remaining council members. The appointee's term of office runs from appointment until the vacancy is filled by election or until expiration of the term of office if no election is required to fill the vacancy. (Res. No. 2014-048, § 1, 7-15-2014; Res. 05-008 § 1 (part))</p>	
<p><b>Chapter VIII - APPOINTIVE OFFICERS</b> <b>Section 33. - City Manager.</b> (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions. (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management. (c) The manager need not reside in the city. (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs. (e) The manager must: (1) Attend all council meetings unless excused by the mayor or council; (2) Make reports and recommendations to the mayor and council about the needs of the city; (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions; (4) Appoint, supervise and remove city employees; (5) Organize city departments and administrative structure; (6) Prepare and administer the annual city budget; (7) Administer city utilities and property; (8) Encourage and support regional and intergovernmental cooperation; (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community; (10) Perform other duties as directed by the council; (11) Delegate duties, but remain responsible for acts of all subordinates. (f) The manager has no authority over the council or over the judicial functions of the municipal judge.</p>	<p>Council Suggestion: Consider clarifying that removal is at the discretion of Council.</p> <p>Council Suggestion: Consider whether education, experience, and competence should be three separate items.</p> <p>Council Suggestion: Consider clarifying that “regional and intergovernmental cooperation” must be aligned with Council policies, goals, and objectives.</p>

<p>(g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.</p> <p>(h) When the manager is temporarily disabled from acting as manager or when the office becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.</p> <p>(i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions. Violation of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.</p> <p>(j) The manager may not serve as city recorder or city recorder pro tem. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 34. - City Recorder.</b></p> <p>(a) The office of city recorder is established as the council clerk, city custodian of records and city elections official. The recorder must attend all council meetings unless excused by the City Manager.</p> <p>(b) The City Manager must appoint and may remove the recorder. The appointment must be made without regard to political considerations and solely on the basis of education and experience.</p> <p>(c) When the recorder is temporarily disabled from acting as recorder or when the office becomes vacant, the City Manager must appoint a recorder pro tem. The recorder pro tem has the authority and duties of the recorder. (Res. No. 2016-073, § 1, 12-2-16; Res. 05-008 § 1 (part))</p>	
<p><b>Section 35. - City Attorney.</b></p> <p>The office of city attorney is established as the chief legal counsel of the city government. The City attorney shall be either an employee of the City or a firm under a written contract approved by the council. A majority of the council must appoint and may remove the attorney or contracted firm. If the attorney is an employee of the City, the attorney must appoint and supervise, and may remove any city attorney office employees. (Res. No. 2014-077, § 1, 12-16-2014; Res. 05-008 § 1 (part))</p>	
<p><b>Section 36. - Municipal Court and Judge.</b></p> <p>(a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council</p>	

<p>directs. The court will be known as the Sherwood Municipal Court.</p> <p>(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.</p> <p>(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.</p> <p>(d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.</p> <p>(e) The municipal judge may:</p> <ol style="list-style-type: none"> <li>(1) Render judgments and impose sanctions on persons and property;</li> <li>(2) Order the arrest of anyone accused of an offense against the city;</li> <li>(3) Commit to jail or admit to bail anyone accused of a city offense;</li> <li>(4) Issue and compel obedience to subpoenas;</li> <li>(5) Compel witnesses to appear and testify and jurors to serve for trials before the court;</li> <li>(6) Penalize contempt of court;</li> <li>(7) Issue processes necessary to enforce judgments and orders of the court;</li> <li>(8) Issue search warrants; and</li> <li>(9) Perform other judicial and quasi-judicial functions assigned by ordinance.</li> </ol> <p>(f) The council may appoint and may remove municipal judges pro tem.</p> <p>(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.</p> <p>(Res. 05-008 § 1 (part))</p>	
<p><b>Chapter IX - PERSONNEL</b></p> <p><b>Section 37. - Compensation.</b></p> <p>The council must authorize the compensation of City appointive officers and employees as part of its approval of the annual city budget. The mayor and councilors shall not be compensated but may be reimbursed for actual and reasonable expenses.</p> <p>(Res. No. 2014-077, § 1, 12-16-2014; Res. 05-008 § 1 (part))</p>	<p>Staff Suggestion: Consider defining “reasonable.”</p>
<p><b>Section 38. - Merit Systems.</b></p> <p>The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.</p> <p>(Res. 05-008 § 1 (part))</p>	<p>Staff Suggestion: Consider removing “based on merit and fitness,” clarifying whether Council needs to approve Employee Handbook, etc.</p>
<p><b>Chapter X - PUBLIC IMPROVEMENTS</b></p> <p><b>Section 39. - Procedure.</b></p> <p>The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for one year</p>	<p>Council Suggestion: Consider the purpose of this section.</p>



<p>upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 40. - Special Assessments.</b> The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance. (Res. 05-008 § 1 (part))</p>	
<p><b>Chapter XI - MISCELLANEOUS PROVISIONS</b> <b>Section 41. - Debt.</b> City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 42. - Solid Waste Incinerators.</b> The operation of solid waste incinerators for any commercial, industrial, or institutional purpose is prohibited in the city. This applies to solid waste defined by ORS 459.005(24), and includes infectious wastes defined by ORS 459.386(2). This prohibition does not apply to otherwise lawful furnaces, incinerators, or stoves burning wood or wood-based products, petroleum products, natural gas, or to other fuels or materials not defined as solid waste, to yard debris burning, or to small-scale specialized incinerators utilizing solid waste produced as a byproduct on-site and used only for energy recovery purposes. Such small-scale incinerators are only exempt from this prohibition if they are ancillary to a city permitted or conditional use, and may not utilize infectious wastes or any fuels derived from infectious wastes. This prohibition does not apply to solid waste incinerators lawfully permitted to operate before September 5, 1990, but does apply to any expansion, alteration or modification of such uses or applicable permits. (Res. 05-008 § 1 (part))</p>	<p>Council Suggestion: Consider defining “solid waste” rather than relying on the State’s definition, in case it changes.</p>
<p><b>Section 43. - Willamette River Drinking Water.</b> Use of Willamette River water as a residential drinking water source within the city is prohibited except when such use has been previously approved by a majority vote of the city's electors. (Res. 05-008 § 1 (part))</p>	<p>Staff Suggestion: Consider eliminating this section.</p>
<p><b>Section 44. - Ordinance Continuation.</b> All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed. (Res. 05-008 § 1 (part))</p>	
<p><b>Section 45. - Repeal.</b> All charter provisions adopted before this charter takes effect are repealed. (Res. 05-008 § 1 (part))</p>	

<p><b>Section 46. - Severability.</b>  The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.  (Res. 05-008 § 1 (part))</p>	
<p><b>Section 47. - Reserved.</b>  <b>Editor's note</b>— Res. No. 2014-077, <u>§ 1</u>, adopted December 16, 2014, amended the Code by repealing former <u>§ 47</u>, which pertained to time of effect, and derived from Res. 05-008.</p>	
<p><b>General Issues (not specific to existing section)</b></p>	<p>Staff Suggestion: Consider clarifying and bringing consistency to language regarding number of affirmative votes required for certain actions.</p>

# Charter Review Committee

## Estimated Election Costs and Deadlines

Election Date	Estimated Election Cost	Packet Deadline for City Council Meeting	Present Initial Recommendations to City Council	Last Council Meeting Before Election Deadline	Last day for City Gov. Body to file with City Recorder
May 21, 2019	\$18,747	December 7, 2018	December 18, 2018	February 19, 2019	March 4, 2019
November 5, 2019	\$18,747	May 24, 2019	June 4, 2019	August 6, 2019	August 19, 2019
May 19, 2020	\$0	December 6, 2019	December 17, 2019	February 18, 2020	March 2, 2020
November 3, 2020	\$0	June 5, 2020	June 16, 2020	August 4, 2020	August 17, 2020

Cost is \$1.50 per registered voter for an odd year election. There is no cost for a Primary or General election (even years).

2020 election calendar dates have not yet been released and are estimated.

10-30-18  
 Date  
8B  
 Agenda Item

Charter Review Comm.  
 Gov. Body  
B  
 Exhibit #

10/30/2018

City Charter item for consideration:

Sherwood is a relatively new city in the 21<sup>st</sup> century. Citizen understanding of issues and involvement in the decision process has been encouraged.

“That’s the way it’s always been done...” does not have a long history of precedents here.

With the advent of the communication tools developed over this past couple of generations, information can be shared with the citizens with speed and ease.

With an assumption that the opening statements are true, I would like to request that the City Charter be revised to include the following provisions:

1. Recognition that all “City” **Assets** belong to the citizens of the city.
2. Recognition that these assets are deployed to provide support to the **Services** provided to those citizens.
3. Recognition that there are capital and maintenance costs, as well as intrinsic values associated with each of the **Assets** of the City.
4. Recognition that there are varying numbers of citizens who benefit from the **Services** provided.
5. Recognition that the **Services** provided can be through any mixture of city staff and/or contracted organizations.

Any decision to sell, dispose of, re-purpose the **Service** or replace a services provider of an **Asset** with an original cost of \$ xxx,xxx, or a current value of \$ xxx,xxx, or an annual population of citizens served greater than x,xxx ... must be put to the citizens for approval through the ballot process.

Robert Eddy

17512 SW Fitch Drive  
503 866-6475  
rbddy41@icloud.com

10-30-18  
Date

Charter Review Comm.  
Gov. Body

6  
Agenda Item

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Exhibit #

# Approved Minutes



## **SHERWOOD CITY CHARTER REVIEW COMMITTEE MEETING October 30, 2018 Minutes**

- 1. CALL TO ORDER:** City Attorney Josh Soper called the meeting to order at 6:05 pm.
- 2. ROLL CALL:** Legal and Financial Assistant Jennifer Matzinger
- 3. COMMITTEE MEMBERS AND LIASONS PRESENT:** Brian Amer, Mark Cottle, Dave Grant, Randy Mifflin, Bernie Sims, Bob Silverforb, Nancy Taylor (via phone), Councilor Renee Brouse, Councilor Tim Rosener

**COMMITTEE MEMBERS LATE:** Linda Henderson (6:17pm)

**COMMITTEE MEMBERS ABSENT:** Laurie Holm

**STAFF PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, City Recorder Sylvia Murphy, Community Development Director Julia Hajduk, IT Systems Administrator Mark Swanson, Legal and Financial Assistant Jennifer Matzinger, Councilor Kim Young

### **4. SELECTION OF CHAIR**

Because this is the first meeting of the City Charter Review Committee, City Attorney Josh Soper opened the floor for nominations or self-nominations for the Chair position. He noted that due to Council Rules nobody is allowed to be Chair of two different committees or Boards/Commissions at the same time. Bernie Sims is Chair of Cultural Arts Commission and is the only person not eligible for being the chair.

**MOTION FROM NANCY TAYLOR NOMINATING MARK COTTLE AS CHAIR, SECONDED BY BOB SILVERFORB. MOTION PASSED 7:0. ALL PRESENT MEMBERS VOTED IN FAVOR**

Chair Cottle addressed the next agenda item.

### **5. SELECTION OF VICE-CHAIR**

**MOTION FROM DAVE GRANT NOMINATING HIMSELF AS VICE-CHAIR. SECONDED BY MARK COTTLE. MOTION PASSED 7:0. ALL PRESENT MEMBERS VOTED IN FAVOR.**

Chair Cottle addressed the next agenda item.

### **6. APPROVAL OF AGENDA**

There were no oppositions or changes to the agenda by any members. Agenda was approved.

Chair Cottle addressed the next agenda item.

## **7. CITIZEN COMMENTS**

Bob Eddy approached the Committee with a prepared statement (see record, Exhibit C) requesting the City Charter be revised to include certain provisions. Vice-Chair Grant asked for clarification why Mr. Eddy believes his requests are necessary. Mr. Eddy responded that the Y was the main reason behind his request.

Chair Cottle stated that his concern with Mr. Eddy's request is the Urban Renewal District, which has assets that expire in 2022 that are all going to exceed whatever dollar amount we have when we choose to sell them. Discussion occurred regarding the Robin Hood Theatre parking lot and the Urban Renewal process to potentially sell it. Mr. Eddy clarified that if the citizens have paid for a building or paid for a park and in turn either with that purchase or afterwards it is being used to provide services to the citizens that would qualify. Mr. Eddy didn't believe that the Robin Hood Theatre lot provided services and didn't qualify for his example.

Vice-Chair Grant reiterated his concern that Mr. Eddy's requests are pretty broad, however he did agree with some aspects of what he was saying about an essential service like the Y and does believe it should be discussed as a group. Mr. Sims agreed the Committee could come up with reasonable criteria that could accommodate Mr. Eddy's requests.

Chair Cottle addressed the next agenda item.

## **8. NEW BUSINESS**

### **A. Overview of Process**

Bob Silverforb provided a report of the process that was used on the last Charter Review Committee. He stated there were primarily work sessions, however the timing went on far too long. He ended up with a huge manual from the last meeting that he reviewed and he noted the timing went well over a year. Member Silverforb felt that was too long of a time to meet and in the interest of the Committee Members that over a year would be too long. They took certain sections of the Charter and went over them at each meeting. Some were pretty cut and dry and didn't take a lot of time to go over while others took a lot of discussion and were carried over from one meeting to the next. Essentially, they went over the easier ones to discuss and resolve in a group and then took the tough ones that took a little longer to hash over those as a separate group. He suggests regardless of the method used they just keep this session a lot shorter.

Chair Cottle had a few suggestions for this session. He complimented the Sherwood Charter Review Issues table created by City Attorney Josh Soper (see record, Exhibit A) and stated that it enabled him to spend 45 minutes going through everything. His concern is if each person had more than 3-4 significant changes and the Committee presented all of those to the voters, it will just cause them to vote No. Instead, he proposes that each person prioritize their top 5 and forward those responses to Mr. Soper. Mr. Soper will then correlate all of those responses and present the total top 5 issues back to the Committee for discussion and action. He would also like to limit the Committee to only 4 or 5 meetings to accomplish those and if they get through them to review other topics to see what moves up the list. If nothing comes up, then they will not worry about moving down that road.

Record Note: Linda Henderson arrived to the meeting at 6:17 pm.

Vice-Chair Grant agreed that having more than 4-5 issues presented to voters is too hard as they have to vote on each amendment individually.

Chair Cottle briefly summarized that members selecting more than 4-5 substantive changes will be too overwhelming for voters. Instead, members take the time to prioritize their top revisions to give to Mr. Soper for compilation. He will then provide a list of the top priorities to the Committee with his recommendations of the most important measures and the members will decide which ones they want to discuss. The top selections will then be discussed over the next two or three meetings and if they don't get to the other ones on the list they will look to Mr. Soper for his direction to reevaluate or simply concede they were not important enough to discuss during this session. He believes there are several on the list that would be easy to go through.

Vice-Chair Grant asked if they needed to present each change to the voters as a separate charter measure. Mr. Soper clarified that while it wasn't required to use that method he has experienced problems when using a different method. Typically, if the voter doesn't like one thing in the amendment they will simply vote "No" on the entire amendment and it will fail. He also suggested members consider offering 3-5 substantive measures, as Chair Cottle suggested, and then to add one housekeeping measure to clean up all the small stuff.

Chair Cottle addressed the next agenda item.

#### **B. Review of Charter and Suggested Discussion Items**

Councilor Brouse asked how the dates in the Estimate of Election Costs and Deadlines (see record, Exhibit B) play into the members' selections. Mr. Soper reviewed the handout he provided for the members and explained it was to help them discuss what timeline they wanted. He stated the Committee has been charged by the City Council with getting something on the ballot no later than 2020. There are a number of other elections that are not mentioned on the handout, but he did list the major ones that will occur between now and then as well as the estimated election costs from the City Recorder's office if they put it on that ballot. He also included important deadlines such as the last date the Council had to approve the measure for referral to the elections office and an estimated deadline for when to present a measure to the Council for their approval while also allowing enough time for any revisions as well as the packet deadline for that Council meeting. In short, the first deadline after the election cost is the deadline for when the Committee needs to have their entire process completed. Mr. Soper confirmed the May 21<sup>st</sup> election looks challenging, but believes all the other election dates would be feasible.

Chair Cottle states while he prefers the no cost elections in 2020, his concern is the Committee completing their process and making a suggestion to a new Council and then having them reject the work they completed, delaying the process further with potential changes they might want to make. He said it doesn't mean they have to meet until 2020; only that they need to get their job done by that time.

Councilor Brouse clarified that was what she was asking regarding the relevancy of the dates for the process they were completing.

Mr. Soper advised that the Committee could certainly complete all of their work well in advance of any these deadlines, refer it to Council, and then Council could even act on it well in advance and then wait until the time for it to be put onto the ballot.

Chair Cottle said that unless Staff or the Council tells them that there is an emergency to do it sooner he suggests that the Committee aim for the soonest election that is no cost.



Member Amer asked how it would affect the cost if there are other measures that would share the ballot on November 5<sup>th</sup> of next year.

Mr. Soper explained that his understanding is that would then reduce the cost, however there would still be a cost. Discussion occurred on potential costs to the City should they decide to place something on the 2019 ballot. Chair Cottle suggested that the Committee try to get their work done so they can qualify for the November 5, 2019 ballot and they can leave it up to the Council whether or not they want to push it out to the 2020 election, depending on what the projected costs would be.

Member Henderson agreed and stated that in her previous experience there is an advantage of a graduated approach in that it gives the Committee time to interact with the public and have discussions so that measures weren't overwhelming to the voters.

Member Silverforb asked if by aiming for the November 2019 ballot if the packet deadline for the Council would be May 24<sup>th</sup>. Chair Cottle stated that they would be meeting that deadline by a long shot.

Chair Cottle then ordered that the Committee will set a goal to meet the November 5, 2019 ballot date with the caveat that they will leave it to the Council as to when they would like to send it out as well as letting them know that unless the Council states that something is pressing the Committee does not see the purpose in spending the money unnecessarily.

Chair Cottle addressed the next agenda item.

### **C. Next Steps & Schedule for Future Meetings**

Chair Cottle asked Mr. Soper for a methodology on how he would like to receive the Committee's votes for their top issues. Mr. Soper replied that whatever the easiest method was for each Committee member would be workable with his office. Chair Cottle then suggested the Committee place stars by five sections and they will see what comes out. He will be including the housekeeping measure outside of those five selections and will leave that item up to the City Attorney to determine what that should be.

Chair Cottle then said the next meeting would be to start the discussion on the top five issues and see how fast they can parse that down to agreeable changes. He asked Committee members to finish their parts within the next seven (7) days and then come up with a date in November or December to decide.

Councilor Rosener asked the Committee how they would like to handle the Citizen's comment. Chair Cottle invited the City to put this out to the citizens to let them know they have a week to submit any additional comments either by email blast or on the City website. He thinks it's important for citizens to see their top 5 issues and to hear their dialogue on the top 5, but he also didn't want to hear from the same people twice just because they can. Member Henderson stated on the last Charter Review Committee they had at most 5 citizens who commented and doesn't believe there will be any major issues. Discussion ensued on the best way to handle future Citizen Comments. Chair Cottle suggested the Committee then wait and meet sometime the first week of December in order to allow sufficient time for Mr. Soper to get it out to the citizens and gather all of the information so they can see what the citizens want.

Mr. Soper clarified that it is possible that suggestions by Staff, Council, or citizens could become one of the Committee member's top 5 issues. He recommended that he compiles all of the proposals after he receives feedback from the different Committee members and any citizens from the outreach process and then have the Committee decide at their next meeting which issues are most important to them. Discussion

ensued regarding the logistics in compiling the top 5 issues. The first item of discussion at the next meeting will be prioritizing the Committee's top 5 issues. Chair Cottle summarized that Mr. Soper will send out an updated "Sherwood Charter Review Issues" list, Members will get their top 5 issues to Mr. Soper before the 14th, and Mr. Soper will provide Members with what Citizens want by the end of the month.

Mr. Gall suggested that for future meetings, due to meeting dates of other various boards and commissions, the best night to use the Community Room is on a Thursday night. Members agreed to schedule the next meeting for Thursday, December 6, 2018, at 6pm.

Member Silverforb expressed concern about the possibility that one of a Member's top 5 issues does not make the final top 5 issues that they feel strongly about. Mr. Soper also stated there is a possibility there may be some ties and there may not be a clear distinction on what the top 5 issues would be. Mr. Soper advised that he will come back at the next meeting with a compilation of what the identified top 5 issues were raised by the Committee and the top issues raised by the citizens and the Committee will then discuss what they want their top 5 issues to be. Chair Cottle stated that after Citizen Comments they will also have Committee Comments and allow Members 2 minutes to advocate for their top item that didn't make the list.

Discussion continued regarding narrowing down the number of issues and how Members will identify their top issues. Chair Cottle stated they will be relying on the Sherwood Charter Review Issues table provided by Mr. Soper and considering each Chapter as one item under the Section heading and not as listed individually under the Comments column. Mr. Soper will send out a new table, which will include Mr. Eddy's suggestion regarding City assets.

Chair Cottle addressed the next agenda item.

#### **D. Other Items**

Member Henderson asked if the thought process is that there will be more than one election and this is their first pass. Chair Cottle stated that it could be. He summarized that the Committee agreed they will not try to make the first date on the timeline provided. Instead, they will endeavor to get their work done well before the deadline for the May 24, 2019 election. The Committee will then present it to Council for 3-4 items to be put on a certain election date and potentially separate some items for a different election date as to not overwhelm the citizens.

Vice-Chair Grant asked how the Committee will and is currently communicating this process to the citizens in order to attract maximum comments. Mr. Soper replied that based on Chair Cottle's suggestion they will work on some sort of public outreach via social media or similar format to solicit comments while also ensuring they are aware of the process, when the next meeting is, etc. Chair Cottle also recommended that Members bring up the topics to their various boards and commissions on which Members currently volunteer. Discussion ensued on the best practices and areas on how to communicate with the public on the Committee's efforts. The general consensus of all Members was that the more community involvement there is with the process the better the outcome.

Mr. Soper asked if there was any other information he could provide to the Committee that would help them through this process. Chair Cottle stated there are some items that will not make sense to people who are non-attorneys and asked that any recommendations be easy to understand.

Chair Cottle reminded to Committee Members that if they are using private email addresses they are subject to public disclosure should someone decide to challenge their decisions. He recommended they create a free email account for Charter Review Committee business in the event there is an issue.

Chair Cottle addressed the next agenda item.

**9. COUNCIL LIAISON REPORT**

Councilor Brouse stated the Council has a joint meeting with the Planning Commission coming up next week. They also have a few more joint meetings coming up so that they will have met with all of the boards and commissions by the end of the year, which is one of the Council goals. There are also two potential ordinances they are looking at including a Transient Lodging Tax ordinance and a Truck Route ordinance.

Member Henderson stated she is curious if there is anybody else doing a charter review or has done one recently and what amendments they have made. Mr. Gall stated that can be done fairly easily through the League of Oregon Cities. Members also asked that Mr. Soper alert them to any issues he feels needs to be reviewed.

**10. ADJOURN** – Chair Cottle adjourned the meeting at 6:47 pm.

Submitted by: Jennifer Matzinger, Finance and Legal Assistant      Minutes approved on: December 6, 2018

