City of Gladstone
Staff Report

Report Date: November 2, 2015
Council Date: November 10, 2015
To: City Council
From: Ross Schultz, City Administrator

AGENDA ITEM
Charter Review Advisory Committee Creation

History/Background
The City's Charter has not been reviewed in total for over 20years. Even though there have been some additions, a review of the charter verses changes in law and in business conditions has not been completed recently. Most cities review their charters regularly.

Council has reviewed the Charter and feels that a committee should be formed to take citizen input, review the charter and make recommendations to Council for recommended updates to the Charter.

It is Council's desire to complete the Review in time for the General Election in November of 2016. In order to meet this deadline, and allow time for Council and legal review, the Council desires that the committees work be completed but the end of June 2016.

Proposal
- Council Approves the formation of a charter review committee resolution
  - Committee to consist of 9 Members of the following make – up;
    - 2 Council Members
    - Planning Commission Member
    - 6 Citizens appointed at large (an additional Council Member may be Substituted if there are not enough applicants).
- Staff will accept applications for CRC committee members
- Mayor will appoint and Council will approve
- Charter Review Committee holds Public hearings sufficient to hear any opportunities for change from the public.
- CRC formulates changes to Charter
- CRC present to Council
- Council debates changes and recommends a ballot measure

Once Committee is formed, Committee will set timeline to make the November Election.

Committee Scope

The Scope of this committee will include the whole charter. They will be tasked with recommending revisions to our current charter or starting over with the League of Cities sample charter or other suitable charter from another city and updating to fit Gladstone's needs. They will work with the City's attorney to make sure that their process is according to Oregon Revised Statutes and that there proposed changes are as well.

Options

Options could include changing the number or makeup of the committee members. Council could also change the scope of consideration for the committee.

Cost Impact

The cost impact would include staff support for the committee. Staff is not recommending a facilitator.

Recommended Staff Action

Staff recommends City Council consider the above proposal and finalize scope of work.

Department Head Signature Date	City Administrator Signature Date

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AGENDA ITEM
Parks Board RFQ approval.

History/Background
The Parks Board met at its regular meeting on October 26th and recommended that City's Council direct staff to issue the following Request for Quotes (RFQ) on their behalf.

Proposal

- Council will direct staff to issue the attached RFQ on the behalf of the Parks Board.
- After the due date, all RFQ's will be reviewed by staff as to technical completeness
- Those found complete will be forwarded to Parks Board for their review
- Parks Board will forward their recommendation to Council for contract award.

Options
Council may make changes to the RFQ, wait for more input, or direct staff to issue.

Cost Impact
This process generally does not cost any money, but will take up to 20 hours of staff time to complete.

Recommended Staff Action
Staff recommends City Council direct staff to issue the RFQ.

Ross E. Schultz 11/3/15

Department Head Signature	Date	City Administrator Signature	Date