



OMA Spring Workshop

KLAMATH FALLS, APRIL 2024

Council-Manager
CHARTER

BAKER CITY

**BAKER COUNTY
STATE OF OREGON**



**VOTED BY THE PEOPLE
MAY 16, 1952**

Proclaimed by Mayor and Effective Date

MAY 21, 1952

Revised by vote: May 21, 2002

Proclaimed by Mayor Effective: November 4, 2002

Amendments in: May, 2006; May 2020; November 2022

*Proposal was referred to the people by the Council at the election May 16, 1952, and approved by a majority of 833 (1975 Yes and 1142 No). Baker City had a Commission form of government when on May 19, 1950, the people voted approval of the original Council-Manager Charter. The Council-Manager Charter of May 16, 1952, herein, replaced the original Council-Manager Charter, and completely repealed all prior Charter Provisions, which the 1950 document did not do.

Does Your Charter Help or Hinder Today's Challenges

Necessity of Review

```
graph TD; A[Necessity of Review] --> B[LOC Flags]; B --> C[New Ideas]; C --> D[Process];
```

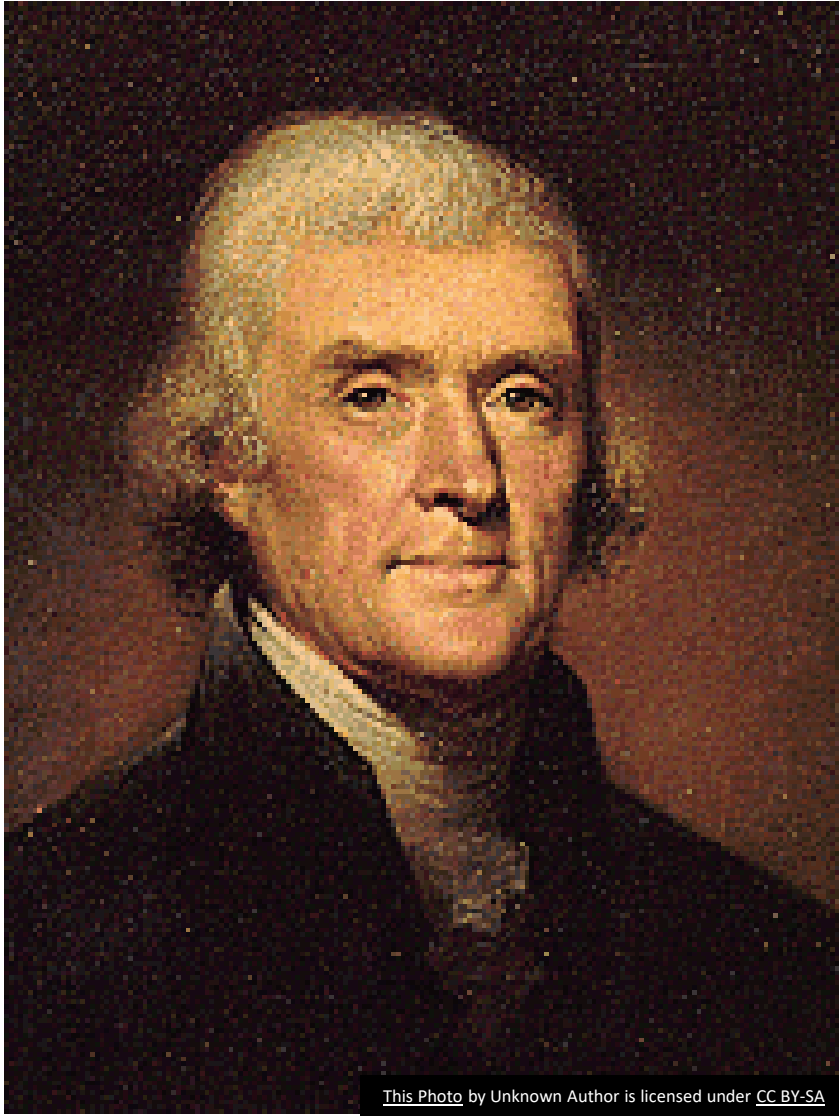
LOC Flags

New Ideas

Process

**Session
Agenda**

Necessity of Review



This Photo by Unknown Author is licensed under [CC BY-SA](#)

"I am not an advocate for frequent changes in laws and constitutions, but laws and institutions must go hand in hand with the progress of the human mind. As that becomes more developed, more enlightened, as new discoveries are made, new truths discovered and manners and opinions change, with the change of circumstances, institutions must advance also to keep pace with the times. We might as well require a man to wear still the coat which fitted him when a boy as a civilized society to remain ever under the regimen of their barbarous ancestors."

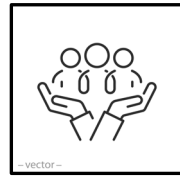
Common Reasons for Review



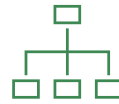
**Change in the
Law**



Complexity



Representation



Structure



Accountability



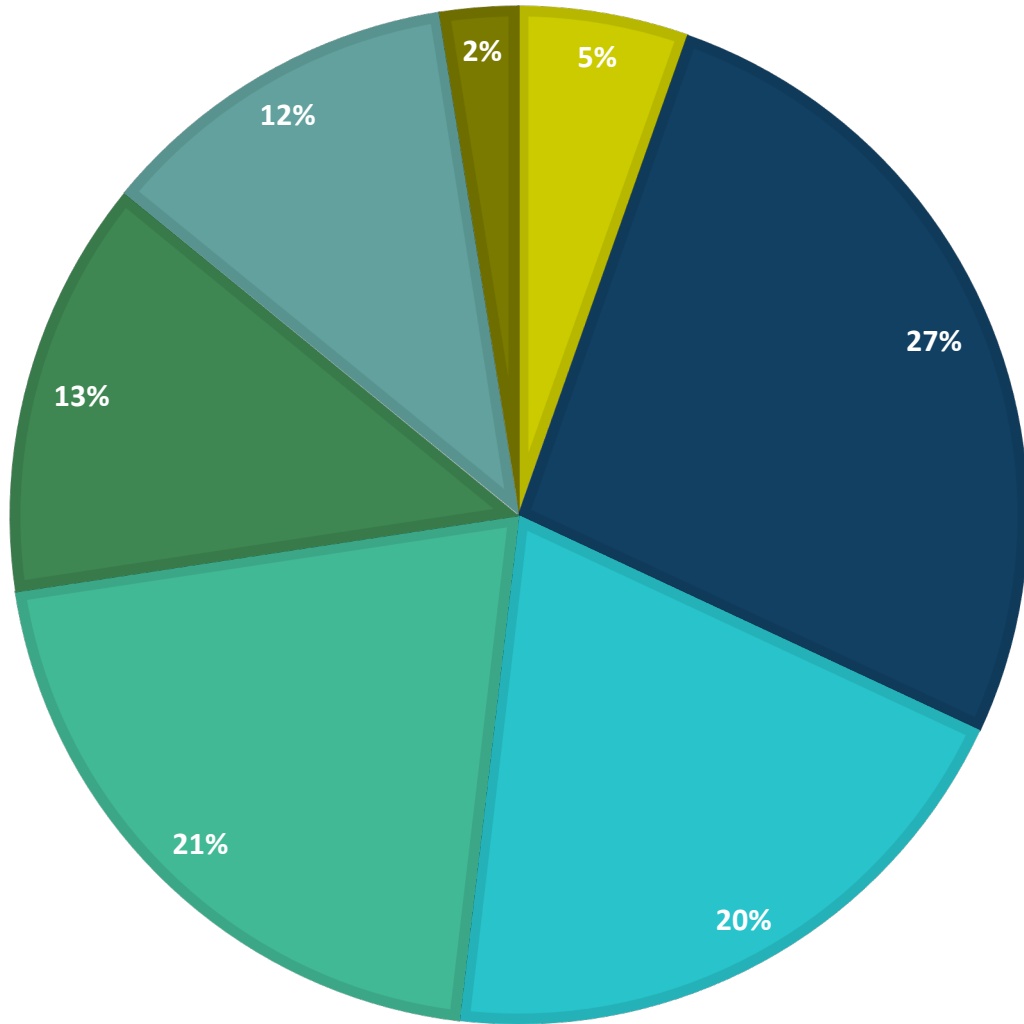
**Poor
Performance**



**Standard
Practice**

Review ≠ Change

■ Since 2020 ■ 2010 - 2019 ■ 2000 - 2009 ■ 1990 - 1999



Charter Amendments in Oregon

LOC Flags

Worth a Second Look



TERMS OF OFFICE



OATHS OF OFFICE



ATTORNEY/JUDGE



VACANCIES



AGENDAS



SPECIFICITY

Consistent Terms & Proper Grammar Matter

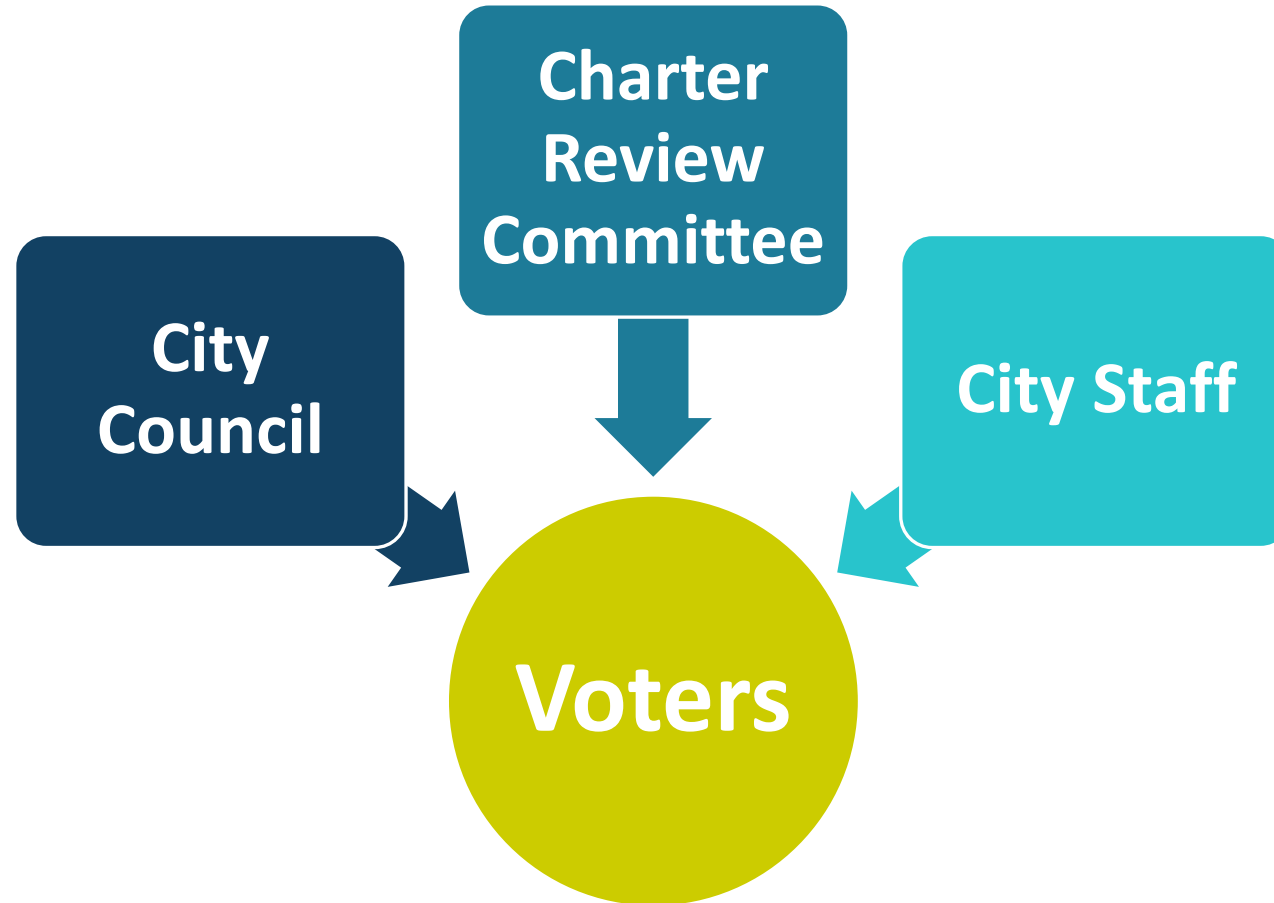
New Ideas

What LOC Is Seeing

Mayoral Role	Extension of Terms	Term Limits	Wards
Value Statements	Equity Considerations	Elected Official Compensation	Residency Requirements
Voter Approval	Veto Powers	Rank Choice Voting	Ordinance Readings

Process

Common Process







This Photo by Unknown Author is licensed under [CC BY-SA](#)

The Mayor's Role in Communicating City Needs



**Mayor's Role in Charter
Amendment**



**Mayor's Role in Local
Option Levy**



Mayor's Role in an Emergency

Session Agenda

Keizer's New Charter 2020

FROM 1993 TO 2020 IN ONE STEP

CATHY CLARK, KEIZER MAYOR

LEAGUE OF OREGON CITIES APRIL 2024

Session Agenda

Why change the Charter?



How do you do it?



Steps to get to the Ballot



Ballot Measure and Passage

Why Change the Charter?

UPDATE NEEDED AFTER 25 YEARS:

- ALREADY AMENDED 3 TIMES; LAST BEING 1993
- INCLUSIVE LANGUAGE UPDATE
- PROCESSES AND COMMUNICATIONS HAD CHANGED
- INTEREST IN DISCUSSING CHANGES LIKE ADDING WARDS, COMPENSATION, TERMS OF OFFICE AND RANK-CHOICE VOTING
- MAKE IT MATCH WHAT EXPERIENCE HAD SHOWN TO WORK WELL

SECTION 44:

- THIS 'ANTI-HOMOSEXUAL MINORITY RIGHTS' AMENDMENT WAS PASSED BY VOTERS AND ADDED TO THE KEIZER CHARTER IN 1993.
- KEIZER COMMUNITY AND COUNCIL MEMBERS WANTED TO REMOVE IT TO BE CLEAR THAT OUR COMMUNITY IS INCLUSIVE

HOW TO CHANGE THE CHARTER?

WHO:

CHARTER REVIEW TASK FORCE

TWO COUNCIL MEMBERS APPOINTED BY THE MAYOR

SEVEN COMMUNITY MEMBERS APPOINTED THROUGH VOLUNTEER COORDINATING COMMITTEE PROCESS

CITY ATTORNEY AND LEGAL ASSISTANT

HOW:

CHARTER COMMITTEE TASKS

COMPARISON OF LOC MODEL CHARTER AND KEIZER CHARTER

SECTION BY SECTION ANALYSIS AND DISCUSSION

LANGUAGE AND TERMINOLOGY UPDATES

DISCUSSION OF COMMUNITY IDEAS:

REPRESENTATION CHANGES TO CREATE WARDS

USE RANK CHOICE VOTING

CHANGE TERMS OF OFFICE

CHECK IN: COUNCIL WORK SESSION WITH COMMITTEE BEFORE BRINGING TO COUNCIL MEETING

BALLOT MEASURE AND CAMPAIGN

COUNCIL ADOPTION

- PRESENTATION OF CHARTER FOR COUNCIL CONSIDERATION
- COUNCIL HAS FINAL WORD ON WHAT GOES ON THE BALLOT
- COUNCIL WAS UNANIMOUS IN THE FINAL APPROVAL

VOTER MATERIALS

- ONCE THE COUNCIL VOTES TO MOVE FORWARD WITH A BALLOT TITLE, STAFF BECOMES ADVISORY ONLY
- COUNCIL APPROVES THE BALLOT TITLE AND MAYOR SIGNS IT FOR VOTERS PAMPHLET
- COUNCIL AND COMMUNITY MEMBERS CREATE A PAC FOR CAMPAIGN COSTS

CAMPAIGN

- INFORMATIONAL MATERIALS
- VOTER PAMPHLET STATEMENT AND SUPPORT STATEMENTS
- OUTREACH AND PRESENTATIONS THAT WERE CLEAR AND FOCUSED
- YARD SIGNS AND MEDIA

24-453 - City of Keizer

Choice	Party	Absentee Voting		Total	
Yes		11,564	65.94%	11,564	65.94%
No		5,972	34.06%	5,972	34.06%
	Cast Votes:	17,536	100.00%	17,536	100.00%
	Undervotes:	3,255		3,255	
	Overvotes:	1		1	
	Misc. write-in votes:	0		0	

RESULTS

NEXT STEPS:

UPDATE THE COUNCIL RULES AND PROCEDURES TO MATCH THE NEW CHARTER

APPOINTED A COUNCIL WORKGROUP THAT MET WORKED THROUGH SECTION BY SECTION; THIS IS A LIVING DOCUMENT THAT WE ARE ALWAYS UPDATING SO WE AND OUR COMMUNITY MEMBERS ARE CLEAR ON HOW WE WORK AS A COUNCIL.

Recommendations

THINGS FOR MAYORS TO CONSIDER



Things to Consider Doing

Be clear on why the Charter needs to be changed

- This is a time consuming process and if you are going to do it, open the whole document for revision.
- Use LOC resources

Create a clear process for working through the document

- Community members need to know what this will and will not do.
- Community members need to know how to get involved in a meaningful way.

Include legal counsel throughout the process

- This is a legally binding document that needs to be as clear and simple as possible
- Put the details into the Council Rules and Procedures that can be more easily changed as needs arise

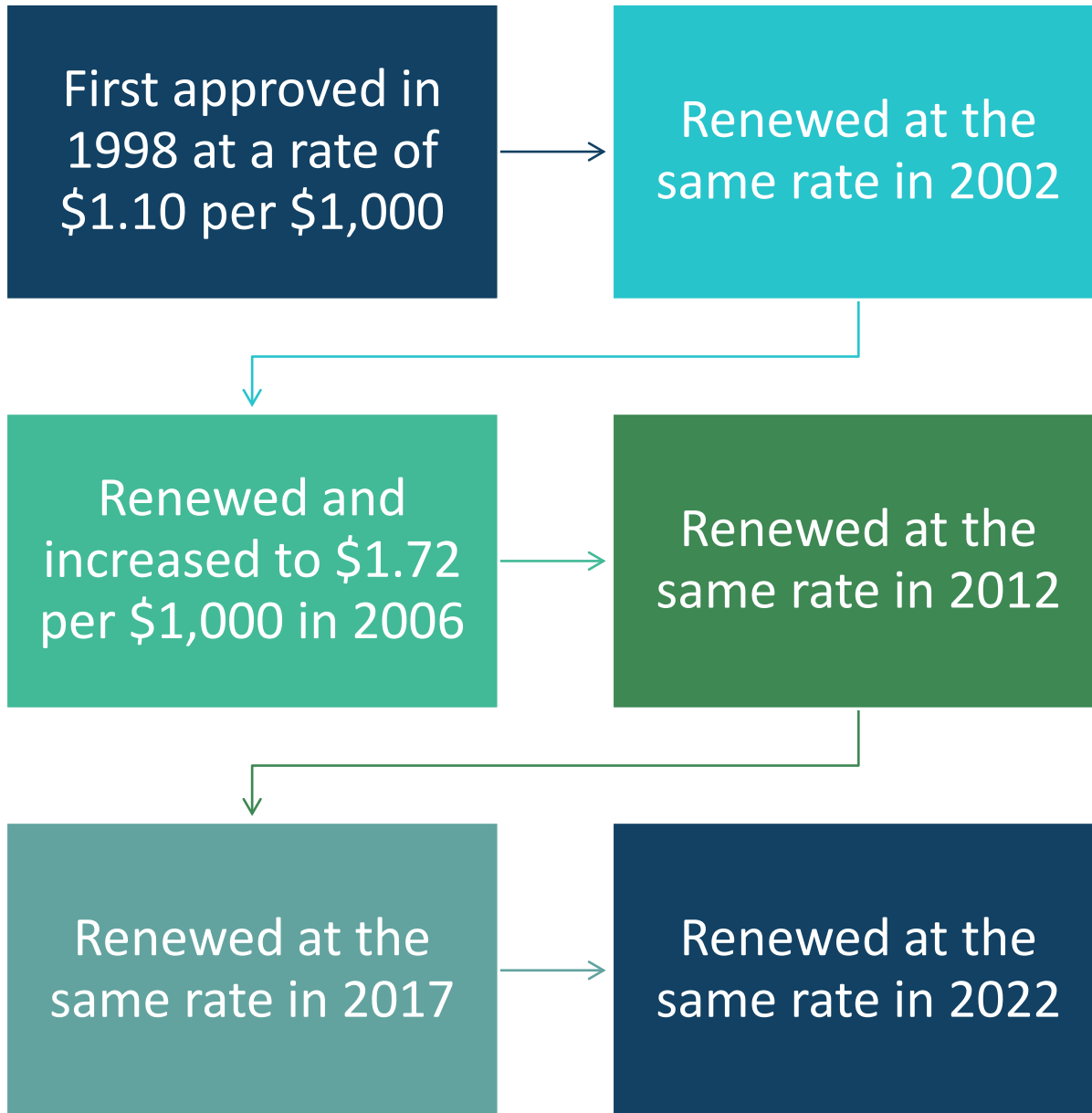


Hillsboro Local Option Levy

STEVE CALLAWAY

MAYOR

CITY OF HILLSBORO



History of Hillsboro's Local Option Levy



Proposed Measure 34-311: Police, Fire, and Parks Local Option Levy Renewal

The May 17 ballot will contain proposed Measure 34-311 that, if passed, would renew the current operating local option levy to maintain police, fire, and parks services.

The City of Hillsboro provides public safety services, including police, fire, and emergency medical services to the community. The City also provides parks maintenance services to City parks, facilities, wetlands, and natural areas. The proposed measure would provide funding to maintain police, fire, and emergency medical services, and parks maintenance services.

Voters authorized the current local option tax levy of \$1.72 per \$1,000 of assessed value in 2017. The current levy expires in June 2023. Hillsboro's local option levy was first authorized by voters in 1998. The proposed levy would continue the current rate of \$1.72 per \$1,000 of assessed value for five years, starting in July 2023. If passed, the majority of the proposed levy funding would go to police, fire, and emergency medical services. The remaining amount of the proposed levy would be used for parks maintenance services.

If passed, what would proposed Measure 34-311 do?

Proposed Measure 34-311 would fund police, fire & rescue, and parks to continue providing programs and services, such as:

Police would maintain:

- Sworn officers on duty
- Community policing, crime prevention efforts, and community involvement programs
- School resource officers
- Child abuse/youth intervention
- Light rail patrols and traffic enforcement
- Code enforcement
- Criminal investigations
- Youth outreach and education
- Homelessness engagement and mental health response

Fire & Rescue would maintain:

- Emergency response times to medical and fire calls
- Programs designed to reach children, elderly, and other at-risk populations
- Community disaster preparedness and prevention programs
- Search and rescue capabilities for industrial and transportation accidents
- Fire apparatus staffing

Parks would maintain:

- Park maintenance and landscaping
- Wetland and natural area maintenance
- Upkeep of sport fields, playground equipment, picnic shelters, and restrooms

What would the proposed measure cost?

If passed, the levy would continue the current rate of \$1.72 per \$1,000 of assessed value. The cost per household for a home with a taxable assessed value of \$300,000 (different than market value), would be, on average, about \$516 each year for the five years of the levy.

What if the proposed measure does not pass?

The current local option tax of \$1.72 approved by the voters would end June 30, 2023. Public safety and parks maintenance would continue to remain a priority; however, the City would likely need to decrease service levels in police, fire & rescue, and parks maintenance, in addition to other service areas.

Election Information

Oregon conducts all voting by mail. Ballots must be postmarked on or before Election Day, or delivered to the Elections Office or an official dropsite by 8 pm on Election Day. Get more information about how to vote and where you can drop off your ballot: [Co.Washington.Or.US/Elections](https://www.co.washington.or.us/elections) or call 503-846-5800.



City of Hillsboro Fact Sheet:

- Staff must comply with ORS 260.432
- Safe Harbor
- Impartial
- Balanced
- Factual
- Neutral

Elected Officials vs. Public Employees

Elected Officials

- ✓ May engage in political activity
- ✓ Not considered public employees
- ✓ Cannot request public employees to engage in political advocacy

Public Employees

- ✓ Must comply with ORS 260.432
- ✓ May not prepare material that promotes or opposes ballot measures during their work time

Recommendations

MAYOR'S ROLE IN ADVOCACY

A decorative horizontal bar at the bottom of the slide, consisting of a thin yellow line on top and a thicker dark blue line below it.

Things to Consider Doing

Campaign Committee

- Elected officials
- Police Officers' Association
- Chamber of Commerce
- Firefighters' Association
- Hillsboro Residents

Political Action Committee

- Fundraising arm

Develop Social Media Plan

- FAQ – both English and Spanish
- Testimonials – Quotes
- Endorsements
- Feature – Fire, Police, Parks

Canvassing

- Start a few weeks before ballots are sent
- Coordinate areas
- Coordinate lawn signs

City of Hillsboro

Measure No. 34-273 Arguments

Argument in Favor

Vote Yes to keep our local police, fire, and medical response strong.

The Hillsboro professional Firefighters, Paramedics, and Fire Investigators respectfully ask for your support of Measure 34-273. The renewal of this local option levy will maintain the **CURRENT TAX RATE** for the next five years; it is **not a rate increase**.

This renewal levy will allow your Fire Department to maintain:

- Response times for 9-1-1 calls within nationally recognized standards
- Training and equipment for highly technical rescues
- Fire prevention programs and public education
- Disaster preparedness programs

As Hillsboro continues to grow, so does the need for fire and emergency services. Over the past six years, **calls for service have increased 30%**. Increased traffic, housing density, vertical construction, and industry expansion all present unique challenges for your firefighters.

Voting YES allows your Fire Department to continue operating at the same high levels of performance you deserve. We will be able to continue providing a **rapid and highly-skilled response** to fires, vehicle accidents, medical emergencies, hazardous materials events, and technical rescues for the next five years. Furthermore, important programs aimed to prevent an emergency before it ever happens will continue.

In the City of Hillsboro, public safety takes a team-based approach between the Fire Department and Police Department. This renewal levy will allow your Police Department to continue providing you with a high level of service. Police will be able to maintain patrol officers, neighborhood patrols, and other vital programs.

The majority of this renewal levy directly supports public safety in the City of Hillsboro with the remainder for parks maintenance.

The men and women of the Hillsboro Firefighters Association ask you to join us and

VOTE YES on Measure 34-273

We are proud to serve you and sincerely appreciate your continued support of public safety in Hillsboro.

This information furnished by:
Hillsboro Firefighters Association

Argument in Favor

Almost 20 years ago, we passed a measure providing a local option levy to fund police, fire, emergency medical and parks maintenance services. Hillsboro voters approved this levy in 1998, 2002, and 2006, and 2012. We are asking for your support again in order to maintain Hillsboro's quality of life. By law, the local option measure expires at the end of five years and can only continue if renewed by voters. Our City Council unanimously referred this measure to the ballot so we can continue the police, fire, emergency medical and parks maintenance services and programs which we have come to appreciate. A **YES** vote will continue funding for these important services through July 2023. This measure renews the current levy and the tax rate is unchanged. The majority of

the levy would fund police, fire and emergency services. The remainder would support parks maintenance.

Police services funded by the levy include:

- Patrol officers and neighborhood patrols
- Detectives for investigations, including internet crime, fraud and elder abuse
- Community policing
- Street crimes, narcotics and gang enforcement
- Child and domestic violence intervention
- Youth services and school resource officers

Fire and emergency services funded by the levy include:

- Maintaining current response times for emergency calls
- Hazardous materials and technical rescue emergency response capabilities
- Fire prevention, public education and safety programs
- Disaster preparedness programs

Parks maintenance services funded by the levy include:

- Upkeep of recreation facilities, parks, playgrounds, athletic fields, wetlands, natural areas and future parklands

Hillsboro has a proud reputation for providing high quality, well-managed public services.

Your YES vote will keep our community safe and our quality of life high.

Steve Callaway, Hillsboro Mayor
Darell Lumaco, Hillsboro City Council President
Kyle Allen, Hillsboro City Councilor
Anthony Martin, Hillsboro City Councilor
Olivia Alcaire, Hillsboro City Councilor
Fred Nachtigal, Hillsboro City Councilor
Rick Van Beveren, Hillsboro City Councilor

This information furnished by:
Kyle Allen, The Hillsboro Committee

Argument in Favor

The Hillsboro Police Officer's Association is asking for your support to help maintain the livability of our city by voting "YES" on measure 34-273 and renewing the Hillsboro Local Option Levy.

The City Of Hillsboro has grown leaps and bounds over my life but still maintains that small town feel. Unlike some other neighboring cities that have contracted away public services like police, fire and parks; the City of Hillsboro still has its own Police and Fire Departments and maintains its own parks. This pride of ownership and quality of services is obvious.

Our Police Department in particular provides so much more than basic police service. Yes, we still catch as many bad guys as we can but the department has grown to so much more. With the community's financial support, our officers have been able to specialize in areas such as: our schools, the public transit system, drug enforcement, mental health concerns and domestic violence just to name a few. By taking these steps to be proactive, the Police Department strives to make Hillsboro a safe and comfortable place to live, work and raise a family.

Measure 34-273 will allow the Police Department to maintain those services that we already provide and develop new strategies to keep our city as safe as possible. The Hillsboro Police Officer's Association urges you to vote "Yes" and maintain the Hillsboro Local Option Levy.

Randy Kaufmann

The printing of these arguments does not constitute an endorsement by Washington County, nor does the county warrant the accuracy or truth of any statements made in the arguments.

Voters Pamphlet



Passing Local Option Levies & Bonds

TRAVIS STOVALL
MAYOR
GRESHAM

Session Agenda

Why is it needed?

How to decide the amount?

Communication Strategy

Responding to Residents

Recommendations

Why is a local option levy needed?

- Needs are outpacing resources
- Permanent property tax rate is limited
- Stable, longer-term funding is needed

Deciding the Amount Needed

- Identify funding gaps
- Identify the flexibility of existing funds
- Balance urgent and long-term needs
- Consider impact to community

Communication Strategy

Communication Strategy: Scaling Operations

- Identify key points
- Regular & repeated communications

Communication Strategy: Campaigning as Mayor

- Participate in relevant community happenings
- Utilize leadership role

Responding to Residents

Responding to Residents: Things to Consider Doing

Provide Perspective

- Levies are common and a regular part of community living

Highlight successes

- Describe good stewardship of public funds

Show cost vs benefit

- Cost is well-worth the benefits
- Opportunity to share stories

Responding to Residents: What if the local option levy doesn't pass?

- Describe the needs of the community
- Avoid scaremongering

Responding to Residents: Explaining Impact

Provide estimates

- Give actual expected costs

Compare

- Compare to similar costs, like the permanent property tax rate

Listen

- Make space to hear concerns
- Show that those concerns are valid and have been carefully considered

Recommendations

THINGS FOR MAYORS TO CONSIDER





Communicating During Emergencies

BRYAN CUTCHEN

MAYOR

CITY OF OAKRIDGE

Geodemographics Matter

- AGE OF POPULATION
- ONLINE ACCESS
- DISTANCE TO EMERGENCY SERVICES
- INGRESS – EGRESS ROUTES
- AVAILABILITY OF RESOURCES

Consider the Type of Emergency

- POPULATION REMAINS IN PLACE OR EVACUATES
- CONFINED TO AN AREA OF THE CITY OR WIDESPREAD
- OUTSIDE SUPPORT NEEDED – TO WHAT LEVEL?
- FINANCIAL IMPLICATIONS – DECLARATION NEEDED?

Recommendations

THINGS FOR MAYORS TO CONSIDER



Proactive

- SOLID RELATIONSHIPS WITH COUNTY, STATE & FEDERAL OFFICIALS
- STANDING MEETING WITH YOUR COUNTY COMMISSIONER
- HAVE AN EMERGENCY RESPONSE PLAN – TRAIN TO IT
- HAVE A HAZARD MITIGATION PLAN – IMPLEMENT TO IT
- COMMUNITY EMERGENCY RESPONSE TEAMS

By failing to prepare, you are preparing to fail.

-Benjamin Franklin

Stand in the Breach

- COMMUNICATE – DON'T BE BASHFUL, PEOPLE WANT TO HELP
- ACTIVATE THE EMERGENCY OPERATIONS CENTER?
- INTEGRATION WITH THE INCIDENT MANAGEMENT TEAM
- SPEAK WITH ONE VOICE – EITHER YOU OR THE DESIGNATED PIO
- STEER CITIZENS TO THE SOURCE – DON'T REWORD
- IMPRESS THE SAME UPON YOUR COUNCIL
- KEEP SUPPORTING AGENCIES INFORMED
- STANDING END OF DAY MEETING WITH STAFF

