

RESOLUTION NO. 1857

A RESOLUTION CALLING AN ELECTION ON NOVEMBER 4, 2014, FOR THE PURPOSE
OF REFERRING TO THE VOTERS OF THE CITY OF
COTTAGE GROVE, OREGON, A MEASURE CONSTITUTING APPROVAL
OF A NEW CITY CHARTER

WHEREAS, the City Council of the City of Cottage Grove created a Charter Review Committee composed of citizens and City Councilors to make recommendations to the Council regarding updates to the City Charter; and

WHEREAS, the City Council received a report from the Charter Review Committee recommending an update of the Cottage Grove Charter based upon the Model Charter for Oregon Cities, as developed by the League of Oregon Cities, and retaining unique provisions of the existing City Charter; and

WHEREAS, the City Council agrees with the recommendations of the Charter Review Committee and wishes to refer the recommended replacement Charter to the voters of the City;

NOW, THEREFORE, THE COUNCIL FOR THE CITY OF COTTAGE GROVE
HEREBY RESOLVES AS FOLLOWS:

Section 1. A city election is called for the purpose of submitting to the qualified electors of the City of Cottage Grove a measure that would revise, update and reorganize the City's Charter.

Section 2. If the measure is adopted by the voters of the City of Cottage Grove, the language attached to this Resolution as Exhibit A will be adopted as the 2014 Cottage Grove Charter.

Section 3. The ballot title for this measure shall be as follows:

CAPTION: A Measure Approving a Revised Cottage Grove City Charter

QUESTION: Shall the voters of the City of Cottage Grove approve a revised City Charter?

SUMMARY: If adopted by the voters, this measure would revise, update, and reorganize the Cottage Grove City Charter. The Charter was initially adopted by the voters in 1965. It has been updated periodically since then only in a piecemeal fashion. The proposed revised Charter is based upon the League of Oregon Cities' Model Charter, but would maintain the existing composition of the council of a mayor and six councilors, with four councilors elected from City wards and the Mayor and two councilors elected at large. The proposed revisions would

reorganize and streamline existing Charter provisions, eliminate repetitive and outdated sections, update Charter language, and ensure conformity with state law.

Section 4. The City Council orders this City election to be held in Cottage Grove, Oregon, concurrently with the general election, on the 4th day of November, 2014, in accordance with the provisions of Chapter 254 of the Oregon Revised Statutes. The ballots shall be counted and tabulated and the results certified as provided by law.

Section 5. The election shall be conducted by Lane County. The County Clerk for Lane County is hereby instructed to prepare ballots and to take other actions necessary to conduct the election.

Section 6. If a majority of the legal voters of the City voting on this measure approve the proposed Charter amendments, the amendments shall take effect January 1, 2015.


Section 7. An explanatory statement for this measure is attached to this Resolution as Exhibit B.

Section 8. This Resolution, including the proposed ballot title and explanatory statement, shall be delivered to the City Recorder on the date of its adoption in accordance with Section 2.64.140 of the Cottage Grove City Code.

Section 9. The City Recorder shall give notice of this measure as required by law and take such other actions and otherwise proceed with the election as provided by law.

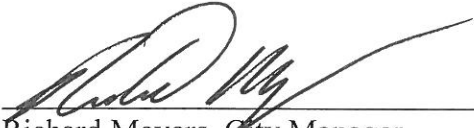
Section 10. This Resolution shall become effective immediately upon its adoption.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 11TH DAY OF AUGUST, 2014.



Thomas Munroe, Mayor
Dated: Aug 11, 2014

ATTEST:



Richard Meyers, City Manager
Dated: August 11, 2014

CHARTER OF THE CITY OF COTTAGE GROVE

PREAMBLE

We, the voters of Cottage Grove, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Chapter I

NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 2014 Cottage Grove Charter.

Section 2. Name. The City of Cottage Grove, Oregon, continues as a municipal corporation with the name City of Cottage Grove.

Section 3. Boundaries. The City includes all territory within its boundaries as they now exist or are legally modified. The City will maintain as a public record an accurate and current description of the boundaries.

Chapter II

POWERS

Section 4. Powers. 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 enumerated each of those powers.

Section 5. Construction. 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.

Section 6. Distribution. 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.

Chapter III

COUNCIL

Section 7. Council. The Council consists of a mayor and six councilors. The City must be divided into four wards. The Council must fix, and may from time to time modify, the boundaries of the wards. Each ward must be represented on the Council by one councilor. Two councilors must represent the City at large. All ward councilors must be elected by the City at large. The mayor and at large councilors must be elected by the City at large.

Section 8. Mayor. 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 and has no veto authority. With the consent of Council, the mayor appoints members of commissions and committees established by ordinance or resolution. The mayor must sign all records of Council decisions. The mayor serves as the political head of the City government.

Section 9. Council President. 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.

Section 10. Rules. The Council must by resolution adopt rules to govern its meetings.

Section 11. Meetings. 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 the rules.

Section 12. Quorum. A majority of the Council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by Council rules.

Section 13. Vote Required. 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.

Section 14. Record. A record of Council meetings must be kept in a manner prescribed by the Council rules.

Chapter IV

LEGISLATIVE AUTHORITY

Section 15. Ordinances. The Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Cottage Grove ordains as follows:".

Section 16. Ordinance Adoption.

(a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the Council at two meetings.

(b) The Council may adopt an ordinance at a single meeting by the unanimous approval of all councilors present, provided the proposed ordinance is available in writing to the public at least one week before the meeting.

(c) 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.

(d) After the adoption of an ordinance, the vote of each member must be entered into the Council minutes.

(e) After adoption of an ordinance, the City custodian of records must endorse it with the date of adoption and the custodian's name and title.

Section 17. Effective Date. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Chapter V

ADMINISTRATIVE AUTHORITY

Section 18. Resolutions. The Council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Cottage Grove resolves as follows:".

Section 19. Resolution Approval.

(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 that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.

(d) After approval of a resolution, the City custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 20. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Chapter VI

QUASI-JUDICIAL AUTHORITY

Section 21. Orders. The Council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Cottage Grove orders as follows:"

Section 22. Order Approval.

(a) Approval of an order or any other Council quasi-judicial decision requires approval by the Council at one meeting.

(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.

(c) After approval of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.

(d) After approval of an order, the City custodian of records must endorse it with the date of approval and the custodian's name and title.

Section 23. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter VII

ELECTIONS

Section 24. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.

Section 25. Mayor. The term of the mayor in office when this charter is adopted continues until the beginning of the first odd-numbered year after adoption. At every other general election after the adoption, a mayor will be elected for a two-year term.

Section 26. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for City offices must be nonpartisan.

Section 27. Qualifications.

(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. Ward councilors must also reside in the ward represented at the time of their nomination and election.

(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.

Section 28. Nominations. The Council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a City councilor position.

Section 29. Terms. 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.

Section 30. Oath. 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.

Section 31. Vacancies: The mayor or a Council office becomes vacant:

(a) Upon the incumbent's:

- (1) Death,
- (2) Adjudicated incompetence, or
- (3) Recall from the office.

(b) Upon declaration by the Council after the incumbent's:

- (1) Failure to qualify for the office within 3 days of the time the term of office is to begin,
- (2) Absence from the City for 30 days without Council consent, or from all Council meetings within a 60-day period,
- (3) Ceasing to reside in the City,

- (4) For ward councilors, ceasing to reside in the ward represented,
- (5) Ceasing to be a qualified elector under state law,
- (6) Conviction of a public offense punishable by loss of liberty,
- (7) Resignation from the office, or
- (8) Removal under Section 33(i).

Section 32. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining Council members. The appointee must be a resident of the same ward as the predecessor in office, unless the predecessor was a Councilor At Large. The appointee's term of office runs from appointment until the next general election, at which time a candidate will be elected to serve the remaining term. If a disability prevents a Council member from attending Council meetings or a member is absent from the City, a majority of the Council may appoint a councilor pro tem.

Chapter VIII

APPOINTIVE OFFICERS

Section 33. City Manager.

- (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 at the time of appointment, but must become and remain a resident of the City while manager.
- (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.

(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.

(h) When the manager is temporarily disabled from acting as manager or when the office of manager 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.

(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 regarding City property or contracts. 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.

(j) No person related to the manager or manager's spouse by consanguinity or affinity within the third degree, nor the spouse, will hold any appointive office or employment with the City.

Section 34. Municipal Court and Judge.

(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 directs. The court will be known as the Municipal Court.

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the City and areas outside the City as permitted by state law are within the territorial jurisdiction of the court.

(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.

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the City;
- (3) Commit to jail or admit to bail anyone accused of a City offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The Council may appoint and may remove municipal judges pro tem.

(g) The Council may transfer some or all of the functions of the municipal court to an appropriate state court.

Chapter IX

PERSONNEL

Section 35. Compensation. The Council must authorize the compensation of City officers and employees as part of its approval of the annual City budget. However, no councilor or mayor may receive compensation for serving in their official capacity.

Section 36. Personnel Rules. 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.

Chapter X

PUBLIC IMPROVEMENTS

Section 37. Procedure. 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 six months 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.

Section 38. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter XI

MISCELLANEOUS PROVISIONS

Section 39. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize City indebtedness.

Section 40. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 41. Repeal. All charter provisions adopted before this charter takes effect are repealed.

Section 42. Severability. 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.

Section 43. Time of Effect. This charter takes effect on January 1, 2015.

Ballot Title Caption: A MEASURE APPROVING A REVISED COTTAGE GROVE CITY CHARTER

Measure Number: _____ Word Total (500 Maximum): _____

A COMMITTEE OF THE CITY COUNCIL OF COTTAGE GROVE REVIEWED THE CURRENT CITY CHARTER AND RECOMMENDED TO COUNCIL THAT A REVISED CHARTER BE PLACED ON THE BALLOT FOR VOTER APPROVAL. THE PROPOSED CHARTER IS BASED ON THE LEAGUE OF OREGON CITIES' MODEL CHARTER FOR OREGON CITIES, BUT RETAINS UNIQUE EXISTING PROVISIONS REGARDING COUNCILOR WARDS, A TWO-YEAR MAYORAL TERM, AND LIMITATIONS ON CITY MANAGER HIRING PRACTICES. THE PROPOSED REVISED CITY CHARTER WAS DISCUSSED AT A PUBLIC FORUM HELD ON AUGUST 5, 2014, AND A COUNCIL PUBLIC HEARING HELD ON AUGUST 11, 2014. PROPOSED CHANGES WERE OUTLINED IN THE RESOLUTION THE CITY COUNCIL ADOPTED ON AUGUST 11, 2014, APPROVING THE BALLOT TITLE AND THIS EXPLANATORY STATEMENT. IF ADOPTED BY THE VOTERS AT THIS ELECTION, THE NEW CHARTER WILL GO INTO EFFECT ON JANUARY 1, 2015. THE PROPOSED CHARTER AND DOCUMENTS EXPLAINING THE CHANGES WERE MADE AVAILABLE FOR PUBLIC REVIEW ON THE CITY'S WEBSITE, AT THE PUBLIC FORUM, AND AT THE COUNCIL HEARING. THE CHANGES PRIMARILY UPDATE THE CURRENT CHARTER, ORIGINALLY ADOPTED IN 1965, AND REORGANIZES IT FOR EASE OF REFERENCE AND TO BETTER REFLECT CURRENT CITY PRACTICES.

Person responsible for the content of the Explanatory Statement:

Signed: _____

City of Cottage Grove