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**City Council Work Session Minutes
Council Rules**

**Monday, September 27, 2021
6:20 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented October 25, 2021.***

1. ROLL CALL:

Mayor Truax called the work session to order at 6:20 p.m. via Zoom Webinar Video Conference.

The Council conducted the work session in a “hybrid” format allowing the public to attend virtually via **Zoom Webinar** and in-person in the Community Auditorium. Members of the public could observe the work session **LIVE** on **Zoom Webinar** or on television on Tualatin Valley Community Television (TVCTV) Government Access Programming.

ROLL CALL: COUNCIL PRESENT ATTENDED BY ZOOM WEBINAR: Donna Gustafson; Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Malynda Wenzl, Council President; and Mayor Peter Truax.

STAFF PRESENT ATTENDED BY ZOOM WEBINAR: Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney; Paul Downey, Assistant City Manager/Finance Director; and Anna Ruggles, City Recorder.

2. WORK SESSION: COUNCIL RULES (Council Communications and Mayor and Council President Roles and Responsibilities)

VanderZanden facilitated the work session, noting the purpose of the work session was to discuss two motions passed by the Council pertaining to Council Rules at the July 12, 2021, regular Council meeting. The first motion was to discuss Council Communications (Section 6). This motion was time specific for September. The second motion was to discuss roles and responsibilities of the Mayor and Council President (Section 4). This motion was not time specific, however, discussion ensued that it be held at or close to the time of the other motion. The motions follow a review of the Council Rules from late 2020 through early 2021. This review included six work sessions on September 11, October 12, November 23, 2020, and January 11, January 25, and February 22, 2021, and resulted in the passage of four resolutions on November 9, January 25, February 8, and March 15, 2021. VanderZanden referenced the analysis conducted pertaining to Council Communications and roles and responsibilities of the Mayor and Council President as outlined in the staff report. In conclusion of the above-noted staff report, VanderZanden posed a variety of discussion points as outlined below:

- Any potential changes to the Council Rules, including Council Communications, and, if so, consensus on what types.

- Any potential changes to the Council Rules, including Mayor and Council President Roles and Responsibilities, and, if such changes would require changes to the City Charter.
- Whether the Council wants to embark on a Charter revision process at this time and if so, consensus on next steps, i.e., scope and timeline.
- What Council objectives may be impacted by either effort.

Discussion:

- Council Communications (Section 6)

Roundtable discussion ensued pertaining to Council Communications and whether to require a written report from each Councilor prior to each Council meeting. It was suggested that the Council report be a structured template that included items such as goals and objectives and links to related reports. VanderZanden advised if Council Reports are required, an amendment to Section 6 of the Council Rules would need to be approved by Council. At the conclusion of the above-noted discussion, the Council proposed no changes. The Council concurred that individual Councilors should have flexibility on which format they preferred to present their Council Communications, i.e., verbally or written. Additionally, Council discussion ensued pertaining to whether to move Council Communications to the front of the agenda. This was done in the past; however, it was moved to the end of the meeting in an effort to accommodate the public. At the conclusion of the above-noted discussion, the Council proposed no changes.

- Mayor and Council President Roles and Responsibilities (Section 4)

VanderZanden advised the roles and responsibilities of the Mayor and Council President are outlined in Section 8 and 9 of the City Charter and are mirrored in Section 4 of the Council Rules, noting any amendments to the Council Rules would likely also require a City Charter revision, noting the only exceptions would be if the Council Rules are wholly consistent with and not contradictory to the City Charter. City Attorney Driscoll provided a general overview of embarking on a City Charter revision process, noting she recommends appointing a Charter Review Committee to make recommendations to the Council. The City Charter can only be amended by a measure referred to city electors by a majority vote of the Council. Due to time restriction, VanderZanden concurred staff would schedule a follow-up work session at a later date to allow sufficient time to complete the above-noted discussion.

Council took no formal action nor made any formal decisions during the work session.

3. **ADJOURNMENT:**

Mayor Truax adjourned the work session at 6:57 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder