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**City Council Work Session Meeting Minutes
Charter Review Process Part II**

**Monday, October 10, 2022
Zoom Community Auditorium**

***Minutes are unofficial until approved by City Council.
Council approved minutes as presented October 24, 2022.***

1. **ROLL CALL: COUNCIL PRESENT:** Donna Gustafson; Kristy Kottkey (via Zoom); Timothy Rippe; Mariana Valenzuela; Malynda Wenzl, Council President; and Peter Truax, Mayor. **COUNCIL ABSENT:** Elena Uhing.
2. **STAFF PRESENT:** Jesse VanderZanden, City Manager; Ashley Driscoll, City Attorney's Office; and Anna Ruggles, City Recorder.

A. 6:20 PM – COUNCIL WORK SESSION (CHARTER REVIEW PROCESS PART II):
Mayor Truax called the work session meeting to order at 6:31 p.m. via in-person and Zoom Webinar Video Conference.

Staff Report:

Driscoll and VanderZanden facilitated the work session, noting the purpose of the work session was to address City Council Goal: Review City Charter, Objective 14. Driscoll reported Council held a work session on September 26, 2022, and directed staff to draft the *Expectations of the Charter Review Committee* (Attachment 1, draft document). Driscoll presented a PowerPoint presentation overview of topics for discussion, including Purpose and Overview of the Charter Review Process; Charter Process Timeline Considerations; Committee Recruitment and Appointment; Committee Composition; Scope of Review; and Potential Next Steps as follows:

- Timeline: Allow 2-3 months to recruit and appoint members and allow 6-12 months for Committee to make recommendations.
- Committee Composition: Options:
 - 2 each from 4 quadrants, which likely results in Committee of 9 or 11 members.
 - 1 each from 4 quadrants, which likely results in Committee of 7 or 9 members, depending on how many at-large members.

Additional qualifications:

- Elected officials on Committee, both former and current are eligible.
 - Council Liaison
 - Residents only or ?
- Scope of Review: Authorized to look at entire Charter using current League of Oregon Cities (LOC) Model Charter as template and make recommendations to Council.
- Potential elections: November 2023, May 2024, November 2024.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued as the Council had an opportunity to discuss the topics and potential next steps. At the conclusion of the roundtable discussion, Council collectively concurred to proceed as follows:

- Update *Expectations of the Charter Review Committee* draft document (Attachment 1).
- Establish a Charter Review Committee and adopt Expectations of Charter Review Committee by resolution in December, 2022.
- Member recruitment and appointment in early 2023.
- Scope of Review: Committee is authorized to review the entire Charter, using recently League of Oregon Cities Model Charter as a template, and make recommendations to the Council.
- Charter Review Committee shall be composed of 11 voting members who shall be appointed by Council.
 - At least 2 members of the committee shall reside in each of the four quadrants of the City (northeast, northwest, southeast and southwest).
 - 3 members shall be at-large.

Specific issues the Committee is directed to look at:

- Geographic representation for Council members
- Term limits for the Mayor and Council members
- City Manager residency requirement
- Roles of the Mayor and Council President
- ~~Election petition requirements.~~ *Removed this item. Staff will bring back a proposed resolution amending City Code §30.21 Required Signatures.*

There was additional roundtable discussion pertaining to the following topics:

- Whether to allow elected officials both former and current to serve on the committee, to which Council concurred that officials may apply to serve on the committee; however, Council did not suggest amending the above-noted composition of the 11 members.
- Amend Expectations to allow the committee to appoint a member to serve as chair or appoint the Council Liaison as chair.
- Committee to consider Listening Sessions.
- Potential Elections Dates: May 2024 and November 2024.

In conclusion of the above-noted roundtable discussion, Council also concurred that it would be in the best interest that a work session be held with the newly-elected Council for the purpose of weighing-in on the draft Expectations and potential election dates. VanderZanden advised staff will update the *Expectations of the Charter Review Committee* draft document (Attachment 1) based on Council's direction noted above.

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

B. Adjournment:

Mayor Truax adjourned the work session at 7:05 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder