



OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF THE TUALATIN CITY  
COUNCIL FOR APRIL 26, 2011

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- Present: Mayor Lou Ogden, Council President Chris Barhyte, Councilor Monique Beikman, Councilor Joelle Davis, Councilor Wade Brooksby, Councilor Frank Bubenik, Councilor Ed Truax
- Staff Present: City Manager Sherilyn Lombos  
City Attorney Brenda Braden  
City Engineer Mike McKillip  
Community Development Director Alice Rouyer  
Operations Director Dan Boss  
Community Services Director Paul Hennon  
Assistant to the City Manager Sara Singer  
Executive Assistant Maureen Smith
- Attendees: Steve Caporale, Jonathan Crane, Jan Giunta  
Julie Makarowsky, Scott Mitton, Jeanne Raikoglo  
Ed Reed, Mike Riley, Christine Nyberg Tunstall  
Manny Trujillo, George Vigileos

**A. CALL TO ORDER**

Mayor Ogden called the special Council Work Session to order at 5:06 p.m.

**B. AGENDA**

Continued Discussion from the April 11, 2011 Council Work Session on citizen involvement with members of the Citizen Involvement Organization Ad Hoc Committee

**a. Citizen Engagement Discussion**

Mayor Ogden welcomed all to the special work session, and introductions were made of the members of ad hoc committee on citizen involvement participating in this discussion. Mayor Ogden explained that the Council's discussion from the April 11, 2011 work session on citizen engagement identified policy statements including a list of questions that Council had from that discussion. The first four are broader in nature, with eventually getting to review of the CIO program proposal bylaws, form, etc.

Review began of the Council's six citizen engagement policy statements that came out of the previous discussion - capacity building, process integrity, fiscally responsible, accessible, effective feedback, and effective communication. Clarity of the process integrity policy statement was raised to address transparency in government. Being able to reach the broader community was also mentioned about part of the process integrity policy statement.

Review of the accessibility policy statement had areas that cross over into the process integrity policy statement. The fiscally responsible policy statement, and effective feedback policy statement were also reviewed. Discussion on how feedback is meant to involve citizens not only in the beginning but also after a decision is made. It was suggested that the effective feedback statement has commonalities and could be combined with the effective communication statement. Three points addressed by Council from their earlier discussion were clarified and changes were made to the policy statements to better reflect the intent.

An Ad hoc committee member commented that the CIOs have three overriding principles that dovetail into the six policy statements of Council - access to citizen involvement, equal opportunity for all voices, and the CIO would maintain its independence, but be a partnership with the City. Handouts were distributed and reviewed by the ad hoc committee addressing the list of questions that arose from Council's previous discussion. Mention was made in looking at the comparison charts of other cities that have neighborhood programs there is a common thread of having the ability to change their own bylaws, etc. And this program proposal looks to be that the Community Involvement Coordinating Council (CICC) controls the bylaws and in essence, "runs" the CIOs.

The ad hoc committee reviewed the comparison chart and explained the reasons of why some of the other cities' programs were rejected and how they arrived at their bylaws. Although the information in the matrix is technically correct, how neighborhood associations and city governments work in the every day world, further information of each needs to be understood. The "bylaws" matrix category was used as an example in that based on reading of the particular city ordinance or code language, many of the listed cities do allow neighborhood associations to compose their own bylaws. However, it is common that city controls of the form and content of the bylaws is maintained. An example in Gresham is after review of three of their neighborhood association bylaws, it was found that each were almost identical with one sentence difference in one association's bylaws. Gresham recommends use of their complete bylaw template and the neighborhood draft bylaws then need to be approved by the city. Another example is West Linn, where the city hires and pays consultants to meet with each neighborhood association to assist in composing their bylaws, which then has to be approved by the City.

Discussion continued on how the structure of the CIO would operate with the various subcommittees. The question of level of City funding was discussed and another common thread mentioned is funds not being needed for many of the other cities' CIOs. Discussion followed on the budget proposed, and how the staff position would function in relation to the CIOs, etc. The nature and level of influence of CIO recommendations was also discussed.

A citizen involvement organization program was distributed, including the bylaws and explained by ad hoc committee member Scott Mitton.

Mayor Ogden concluded with discussion with what next steps should be. It was decided to have another work session with Council and the ad hoc committee members to review the bylaws.

**C. EXECUTIVE SESSION**

*None.*

**D. COMMUNICATIONS FROM COUNCILORS**

*None.*

**E. ADJOURNMENT**

The special work session adjourned at 7:05 p.m.

Sherilyn Lombos, City Manager

*Maureen Smith* Maureen Smith / Recording Secretary