



City of Tualatin

Your City Government

Form of Government

Tualatin uses the Council-Manager form of government.¹ Our City Charter gives responsibility for the day-to-day operations of the City to the City Manager. The Council appoints a qualified person as City Manager. The concept underlying the Council-Manager plan is that Council sets policy and the City Manager carries it out.

City staff is made up of eight departments: Administration, Community Services, Community Development, Finance, Information Services, Legal Services, Operations, and Police. Each department is headed by a Department Director. The City Manager is head of the Administration Department which includes the Human Resources Division. The larger departments are broken down into divisions, which are overseen by managers/supervisors.

CURRENT CITY COUNCIL

	<u>Position</u>	<u>Term Expires</u>
Lou Ogden	Mayor	12/31/18
Frank Bubenik	1	12/31/18
Monique Beikman	2	12/31/16
Wade Brooksby	3	12/31/18
Ed Truax	4	12/31/16
Nancy Grimes	5	12/31/18
Joelle Davis	6	12/31/16

Executive Management Team

City Manager: Sherilyn Lombos

Assistant City Manager: Alice Rouyer

Community Services: Paul Hennon

Finance: Don Hudson

Operations: Jerry Postema

Legal Services: Sean Brady

Police: Chief Kent Barker

Information Services: Vacant

Human Resources: Janet Newport

¹ Almost every city in Oregon with a population of more than 2,500 residents uses the Council-Manager form of government. The exceptions are Portland, Beaverton, Burns, Lakeview and Junction City.

City Council

Mayor

- Is elected at a general election for a four-year term.
- Serves as Chairman of Council and presides over its deliberations. He or she has a vote on all questions brought before Council.
- Appoints the committees provided by the rules of Council.
- Signs all ordinances and resolutions passed by Council, and endorses bonds approved by Council.
- Is recognized as a community leader and serves as the official head of the City for ceremonial purposes.

Council President

- A Councilor other than the Mayor is elected each odd-numbered year to preside over Council in the Mayor's absence, which is stated in the City Charter.

City Councilors

Except as stipulated otherwise in the City Charter, all powers of the City shall be vested in the Council.

- Six Council positions are elected from the City at large.
- Councilors are elected for a four-year term at each biennial general (state) election.
- Council makes decisions which include legislative and executive powers, including:
 - adopting City laws, called ordinances, and changing them as needed.
 - determining policies and sets standards.
 - With advice from the Budget Committee, determines the City budget and recommends City taxes and fees.
 - approves major expenditures.

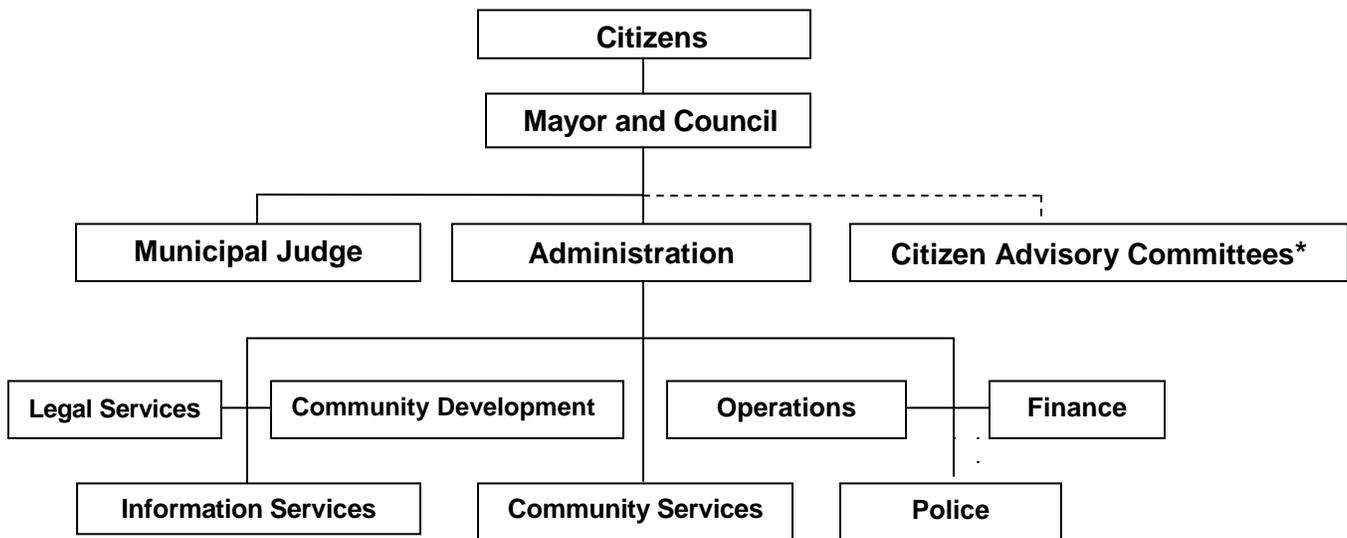
Tualatin Development Commission

- A separate municipal entity from the City.
- Mayor and Councilors serve as Chairman and Commissioners of the Development Commission.
- Functions as the Urban Renewal Agency of Tualatin.
- Meetings and work sessions immediately follow Council meetings.

City Manager

- Carries out Council policies and serves as Executive Officer of the City.
- Manages City business and coordinates the work of all the City departments and staff.
- Is appointed and may be removed by Council.
- Enforces City law and applies Council policies.
- Prepares annual budget estimates for Budget Committee.
- Expends funds as authorized by Council in the budget.
- Communicates with Council about citizen and governmental concerns and issues, City business, and finances.
- Makes recommendations to Council on legislation, finances, policies, employment, services and other matters.
- Appoints, suspends and/or removes City employees under his or her jurisdiction, subject to union contract.
- Investigates and acts on citizen concerns.

City of Tualatin Organization



*The Citizen Advisory Committees include the Tualatin Library Advisory Committee, Tualatin Park Advisory Committee, Tualatin Arts Advisory Committee, Tualatin Planning Commission, Core Area Parking District Board, Architectural Review Board, Budget Advisory Committee, and Tualatin Tomorrow Advisory Committee..

Council Meetings

Council meetings are the 2nd and 4th Monday of each month at 7:00 p.m. Special meetings may be held as required. For these regular meetings, agendas and packets of materials are made available electronically on the City's website for Council access.

Council meetings are preceded by a work session generally starting at 5:00 p.m. Work sessions are used to review the agenda and give Council an opportunity to ask questions of staff, to update calendar items, or meet with community leaders.

Executive Sessions of Council may be held when required by specific circumstances. These are closed-door sessions limited to specifically identified circumstances. No final actions may be taken at an Executive Session. Representatives of the news media may attend, except those involving labor negotiations, but they are required not to reveal certain information from the Executive Session. When held, Executive Sessions are noted in the work session and Council minutes for that meeting. Formal action by Council is always carried out during the regular business meetings.

All meetings are held in accordance with the State of Oregon "Open Meetings" law. The public may attend all meetings, including work sessions, except Executive Sessions.

Council members also represent the City on regional committees, such as the Washington County Cooperative Library Services Board, etc.

Council meeting packets and agendas are available on the City's website at <http://www.tualatinoregon.gov/meetings> and in the Library Reference Section.

Land Use Public Hearings

Public hearings on land use issues are held during the business part of a regular Council meeting. Notices of hearings may be published separately in the newspaper, and these hearings may never be scheduled earlier than the original notice indicated. Land Use hearings follow these formats:

Legislative Hearings (matters which affect the general welfare of the entire City rather than a specific piece of property.)

1. Open public hearing and identify subject.
2. Review staff report, receive testimony from the public, and close hearing or continue for further testimony or investigation.
3. Council action: approve, deny or continue.

Land Use Public Hearings *(continued)*

Quasi-Judicial Hearings (matters which generally affect specific property, such as zone changes, variances, conditional use permits, comprehensive land changes, subdivision plats and land partitioning to comply with "quasi-judicial" requirements of Oregon Supreme Court rulings.)

1. Open public hearing and identify subject.
2. Review staff report, receive testimony of proponents, testimony of opponents, proponents' rebuttal; cross examination follows each presentation; close hearing or continue for further testimony or investigation.
3. Council action: approve, deny or continue.

Information and Complaints

If you have any questions about Council, Council meetings or issues, please do not hesitate to contact the City Manager's office.

Citizen Issues or Complaints: If a Tualatin citizen has an issue or complaint, or wants to speak with the Mayor or a Council member, the following suggestions may be helpful:

- Listen to the nature of the issue or complaint, and determine which staff member would be best able to assist.
- Council members do not have offices or telephone lines at City Hall. If a citizen wishes to contact a member of Council, they may send a letter, leave a voice mail message through the City Manager's office, or send the councilor an e-mail directly. Often, the citizen may get a more expedient response by speaking with staff.
- Citizens may always address Council at the "Citizen Comment" portion of a Council meeting. They will be asked to limit their testimony to three minutes or less. Council finds it helpful if a citizen provides written material outlining their concerns, including where Council and staff may reach a citizen after the meeting. Council will often refer the issue to staff for further information and recommendation.

Citizens who contact the City Manager or staff prior to Citizen Comments may give the City Manager and Council the opportunity to act more expediently by investigating the facts and discussing the options at work sessions.