

# City Advisory Committee Discussion

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PRESENTED BY DEPUTY CITY RECORDER NICOLE MORRIS

# Agenda

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- What is an Advisory Committee?
- Review of Current City Advisory Committees
- Council Committee on Advisory Appointment (CCAA) Process
- Discussion and Questions

# Why have an Advisory Committee?

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Boards, Commissions, and Committees are synonymous terms to describe governing bodies with limited authority that serve primarily in an advisory capacity to the City Council.

Why have committees?

- 1) Some are authorized or required by law
  - Like the planning commission and budget committee
- 2) The governing body at their discretion may form additional committees

Municipal committees play an important role in city governance by assisting the governing bodies in addressing specific issues in detail, lending professional expertise, facilitating community decision-making and serving as a conduit between citizens, city staff and the governing body.

# Basic Legal Requirements of a Committee

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## ■ Oregon Public Meetings Law

- A committee that has the authority to make recommendations to a public body on policy or administration is a “governing body” under the Oregon Public Meetings Law. As such, any public meeting of the committee requires proper notice of the meeting and that the meeting is accessible to people with physical and communication disabilities. Oregon Public Meetings Law requires that the public meetings must also be recorded, or have written minutes prepared.

## ■ Oregon Public Records Law

- Oregon Public Records Law applies to any documents containing “information relating to the conduct of the public’s business”
  - Ex. Notes take by a committee member, email correspondence related to the committee

## ■ Oregon Government Ethics Law

- Oregon Government Ethics Law applies to “public officials.” A volunteer such as a commission member is a “public official” if the person is appointed by a governing body.

# City Committees

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- 7 active-permanent committees
- Tualatin Municipal Code Chapter 11 – City Committees and Boards
  - Each Section is a committee and covers items such as:
    - Terms of Office and Membership
    - Organization of the Committees
    - Meetings; Quorums; Rules and Regulations
    - Removal; Vacancy
    - Powers and Duties
    - Expenditure of Funds
    - Annual Reporting

# Planning Commission (TPC)

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- Purpose:

- 1) Recommend and make suggestions to the Council regarding preparation and revision of plans for the growth, development, and beautification of areas both inside the corporate limits of Tualatin and also within the City's urban growth boundary
- 2) Recommend and make suggestions to the Council regarding preparation and revision of community development ordinances
- 3) Study and propose in general such measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and of the area within the City's Urban Growth Boundary.
- 4) Serve as the City of Tualatin Commission for Citizen Involvement in accordance with the State of Oregon Land Conservation and Development Goal No. 1
- 5) To exercise any and all powers, functions, and authority delegated to or conferred upon the Commission by the laws of Oregon, the Tualatin City Charter, this Chapter, the Tualatin Development Code, and any other ordinances of the City of Tualatin

- Staff Liaison: Assistant Community Development Director Steve Koper

- Consists of 7 members serving 3 year terms

- No more than 3 with same occupation
- No more than 2 engaged in the buying, selling, or developing of real estate
- No fewer than 5 must reside inside the city, and no more than 2 residing outside the city

# Parks Advisory Committee (TPARK)

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- Purpose:

- 1) Recommend and make suggestions to the City Council regarding all matters relating to public parks, playground-related activities and programs. This shall include, but not be limited to (a) the budget process, (b) immediate and long-range planning, and (c) citizen participation; and
- 2) To formulate comprehensive and community-wide park and recreation systems and programs to serve the horticultural, environmental, historical, recreational, cultural and leisure needs of all City residents.

- Staff Liaison: Parks and Planning Manager Rich Mueller

- Consists of 7 members serving 3 year terms

- Strive for geographical balance
- No fewer than 5 must reside inside the city, and no more than 2 residing outside the city
- Can have one member less than 18 years old, serves a 1 year term

# Core Area Parking District Board (CAPD)

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- Purpose:

- 1) The Council delegates to the Board the responsibility for the operation of the district
- 2) The Board shall prepare and submit to the City Budget Committee a proposed budget for the next fiscal year. The budget shall include the estimated costs of maintaining and administering the district and the annual tax rate; costs of constructing new facilities and purchasing property; and any other matter related to the budgetary needs of the district
- 3) The Board shall serve in an advisory capacity to the City Council on policy matters affecting the district

- Staff Liaison: Finance Director/Assistant City Manager Don Hudson

- Consists of 7 members serving 3 year terms

- No fewer than 5 must own, operate, and occupy businesses in the district
- 1 Council Member
- Can have one ex-officio member less than 18 years old, serves a 1 year term



# Library Advisory Committee (TLAC)

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- Purpose:

- 1) Consult with and advise the Library Manager on all matters affecting operational policies of the City library;
- 2) Make recommendations to the City Council with respect to services, facilities and all other matters pertaining to the maintenance and improvement of the City Library; and
- 3) Hear and consider complaints about City Library policies or materials.

- Staff Liaison: Library Director Jerianne Thompson

- Consists of 7 members serving 3 year terms

- Strive for geographical balance
- No fewer than 5 must reside inside the city, and no more than 2 residing outside the city
- Can have one member less than 18 years old, serves a 1 year term

# Arts Advisory Committee (TAAC)

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- Purpose:

- Encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection

- Staff Liaison: Recreation Manager Julie Ludemann

- Consists of 7 members serving 3 year terms

- 2 members shall have arts professional backgrounds
  - No fewer than 5 must reside inside the city, and no more than 2 residing outside the city
  - Can have one member less than 18 years old, serves a 1 year term

# Architectural Review Board (ARB)

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## ■ Purpose:

The primary powers and duties of the Board are to review development proposals that are subject to the architectural review process of the Tualatin Development Code. In particular, the Board is to:

- Review, comment, and conduct quasi-judicial hearings on development applications, as provided by the Tualatin Development Code; and
- Conduct any other reviews or hearings, as provided by the Tualatin Development Code, or otherwise directed by Council

## ■ Staff Liaison: Assistant Community Development Director Steve Koper

## ■ Consists of 7 members serving 2 year terms

- One member of the City Council
- One registered professional architect (and an alternate)
- One registered professional landscape architect (and an alternate)
- One registered professional engineer or registered engineer in training; and (and an alternate)
- Three lay members, of which at least two must reside in the City
- Can have one ex-officio member less than 18 years old, serves a 1 year term

# Inclusion, Diversity, Equity, Access Advisory Committee (IDEA)

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- Purpose:

Created to act in an advisory capacity about how the City may build and strengthen relationships with the community as well as lower barriers to public participation in City government.

- Staff Liaison: Library Director Jerianne Thompson and Community Engagement Coordinator Betsy Rodriguez Ruef

- Consists of 9-13 members serving 3 year terms

- No more than 2 residing outside the city
- Can have one member less than 18 years old, serves a 1 year term
- One City Council member serves as an ex-officio member
- Seek to appoint members from a diversity of backgrounds, including cultural diversity, and experiences so that as many viewpoints as possible may be provided in furtherance of the committee's work. Recruitment efforts should include specific outreach to members of the BIPOC and LGBTQIA+ communities, the aging population, persons with differing abilities, and other underrepresented groups to achieve this goal. Persons not mentioned in this description are invited and encouraged to apply.

# Council Committee on Advisory Appointments (CCAA)

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- Outlined in City Council Rule 7, Section E
- Purpose:
  - Screen and recommend community members to be appointed to City Boards, Commissions, and Committees
- Current Committee Members:
  - Council President Valerie Pratt
  - Councilor Maria Reyes
  - Councilor Christen Sacco
- Committee Members are appointed by the Mayor every two years
- Committee meets the 1<sup>st</sup> Monday of the month as needed based on term dates and vacancies

# Council Committee on Advisory Appointments (CCAA)- Process

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## ■ Process

- The CCAA interviews all candidates for appointment, including candidates wishing to renew their appointments.
- After reviewing the candidates, the CCAA votes to forward their recommended appointees to the full Council for consideration.
- Upon receiving the recommendation from the CCAA, the Council will place the names for consideration on the regular meeting agenda as a General Business item.
- The Council may consider the candidates submitted as a group or may consider each candidate individually.
- The Council may accept, reject, or appoint any candidate, including those not considered by the CCAA.
- All appointments must be made by majority vote of the members of Council present.

# Council Committee on Advisory Appointments (CCAA)- Interviews

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Interviews are 10 minutes and held on Zoom

## ■ New Applicant Questions

- What interests you most about this particular committee?
- Describe your public service/community involvement, and the skills you would bring to the committee.
- What aspects of the city do you like most? What do you like about living here?

## ■ Reappointment Questions

- What aspect of serving on this committee has given you the most satisfaction?
- As a committee member, can you give an example of when you considered the diverse needs of the entire community you represent?
- What have you learned about yourself from being on this committee that has pleasantly surprised you? What have you learned about the City of Tualatin?

# Discussion and Questions

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- Are there any changes to the committees the Council would like to consider?
  - Formalization of council liaisons
  - Committee member term limits
  - Modernize code language
  - Other?
- Are there any process improvements the Council would like to consider for the CCAA?
  - Guidelines for evaluation
  - Expanded applications
  - Updated interview questions
  - Other?