

RESOLUTION NO. CCXXXV (235)

ELIMINATION OF DUPLICATE SUBJECT MATTER AT COUNCIL MEETINGS

WHEREAS, the City staff has prepared a report on the above captioned subject which is attached hereto as Exhibit A, and

WHEREAS, the City Council has duly considered the subject and the recommendation contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit A, with the recommendations contained therein, and further instructs that action appropriate to the recommendation be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7th day of June, 1982, and filed with the Wilsonville City Recorder this same day.


WILLIAM G. LOWRIE, Mayor

ATTEST:


DEANNA J. THOM, City Recorder

CITY OF WILSONVILLE

MEMO

June 7, 1982

DATE

TO: Mayor and City Council

FROM: Daniel O. Potter, City Administrator

SUBJECT: Elimination of Duplication of Subject Matter at Council Meetings

It is my observation that we tend to use portions of Council's time at Council meetings duplicating actions which have been agreed to at prior points in time for the purpose of gaining a form of action.

As an example, the Council receives a staff report, on motion and a vote Council agrees to proceed on the basis of a recommendation made in the staff report. Under the current procedure this action will initiate a Resolution. The Resolution will be placed on a subsequent agenda, and Council will again take action to pass the Resolution with another vote. The record will show that the intent in approving a staff report, and later a Resolution, is the same, but the final procedural language will be in Resolution form.

This process creates a very good legal trail, and clearly shows Council's intent in the process. At the same time, it creates redundancy in Council's actions, extends the time of the meeting and occupies substantially more staff time to create the staff report, and later to create a Resolution based on the staff report.

In order to resolve this problem and the redundancy of effort I have reviewed the various types of actions which are available to the Council as a means of expressing the action desired and approved. There are three ways for Council to approve, or direct municipal activities. These are:

1. Enactment by Ordinance
2. Enactment by Resolution
3. Passage of a Motion or Order

The actions to which I refer typically do not require the enactment of an Ordinance. Ordinances are designed to prescribe general, uniform, and permanent rules of conduct relating to the corporate officers of the municipality.

Mayor and City Council
June 7, 1982
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I also question that the motion or order form is the proper form since the motion or order is designed to express temporary powers which normally terminate with the accomplishment, or performance of the direction given in the order. Also, motions or orders are much more difficult to work with since the order must be gleaned from the minutes of the meeting, and may show limited background and Council's intent leading to the action desired by the motion or order.

This leaves us with the continuation of the adoption of Resolutions as the proper form. Essentially a Resolution is designed as the form in which the local governing body express an opinion. A Resolution is administrative in nature since it is executing a law already in effect. Examples of actions include Council procedure, policy adoption, and other administrative matters.

I believe we can continue the Resolution process in a somewhat different form as a means for general Council statement of policy, procedure, or other administrative matters.


I suggest we integrate the staff report, and the Resolution form, thus creating a Resolution without the need for the duplicate action at separate meetings. This process would involve the preparation of a staff report as is now done. This report would be placed on the agenda as it has been in the past. Any action taken would be on the basis that the staff report was a Resolution, with the staff report attached as an exhibit. The form of the Resolution would be general to convey the form, with the staff report carrying the substance of the action, or administrative concern. A Resolution number would be assigned, and the title of the Resolution would be taken from the subject matter of the staff report. The Resolution would not be prenumbered, but would be assigned a number following its enactment, and the assigned subject and number would appear in the minutes of the meeting.

I believe this process would save Council's and staff time, would clearly show the subject and intent of Council's actions, and would allow for reference as to the intent of action taken.

In those cases where Council wishes to express its opinion in matters relating to elections, economic conditions, holidays, or to formally record its opinion to the legislature, the Congress, or some other body, a full Resolution in its more normal form could be developed.

For your further perusal I attach a form of a general Resolution that could be used which would attach a staff report as an exhibit.

Respectfully submitted,


Daniel O. Potter

DOP/fr

Attachment

RESOLUTION NO. _____

TITLE: Elimination of Duplicate Subject Matter at Council Meetings

WHEREAS, the City Staff has prepared a report on the above captioned subject which is attached hereto as Exhibit A, and

WHEREAS, the City Council has duly considered the subject, and the recommendation contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit A, with the recommendations contained therein, and further instructs that action appropriate to the recommendation be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this _____ day of _____, 198____, and filed with the Wilsonville City Recorder this same day.

William G. Lowrie, Mayor

ATTEST:

Deanna J. Thom, City Recorder

RESOLUTION NO. _____

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