



City Council Business Session
July 31, 2017 - 6:00 PM
Public Safety Building 401 East Third Street

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS

(30 minutes maximum which may be extended at the mayor's discretion; an opportunity to speak for not more than five (5) minutes per speaker allowed)

V. NEW BUSINESS

V.a Council District 1 Vacancy update

[RCA District 1 Vacancy Appointment 2017-0731 updated.doc](#)

V.b Discuss Deadlines regarding November Election and Final Opportunity for Council to Refer Matters to the Ballot

[RCA Information on Election Deadlines.pdf](#)

VI. ADJOURNMENT

COMMENTS

Council accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the City Recorder. Speakers who wish the Council to consider written material are encouraged to submit written information in writing by 12:00 p.m. (noon) the day of the meeting.

ADA STATEMENT

ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's Office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than two business days prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please dial 711.

ORDER

The Mayor reserves the right to change the order of items to be considered by the Council at their meeting. No new items will be heard after 11:00 p.m., unless approved by the Council.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: July 31, 2017

Order ___ Ordinance ___ Resolution ___ Motion XX Information ___
No. No. No.

**SUBJECT: Updated report - The City Council
District No. 1 Appointment for a term expiring
December 31, 2020.**

**Contact Person (Preparer) for this
Motion: Sue Ryan, City Recorder
Dept.: City Manager**

RECOMMENDATION:

Consider a motion to direct the City Recorder whether to close or extend the recruitment period for the City Council District No. 1 vacant position for a term expiring December 31, 2020.

EXECUTIVE SUMMARY:

Councilor Hayley Delle represented District 1 on the Newberg City Council from January 3 - May 16 of 2017. She resigned due to family obligations. The Council declared a vacancy for the position on May 16, 2017 through Resolution 2017-3380.

During May-June 2017, the position was advertised and applications were accepted for the position. Two applications were received. One applicants did not meet the requirements and the remaining candidate, Marc Shelton, withdrew his application from consideration due to responsibilities with his employer.

Additional recruitment was done via website, legal notice in the Newberg Graphic, posters and direct letters to qualified committee members who reside within the boundaries of District 1.

As of July 27, 2017 two applications for viable candidates have been received by the City Recorder. The candidates are Helen Brown and Matthew Murray. Additional direction is needed from the City Council on whether to close the recruitment and schedule a date for interviews or to extend the recruitment and do additional outreach.

FISCAL IMPACT:

If the recruitment is extended, the City Recorder proposes to do direct mail campaign to the registered voters within District 1. This would incur a small amount (less than \$1,000) in printing and mailing. For Newberg Council District 1 there are currently 1,405 on file with Yamhill County Elections.

STRATEGIC ASSESSMENT:

The council sets policy and direction for the City. It is critical for the city council to have a full complement of its membership in order to carry on the business of the City. The selecting the most qualified candidate to fulfill the District No. 1 vacant position is important to ensure the citizens within its boundaries are fairly represented.

REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: July 31, 2017

Order ____ No.	Ordinance ____ No.	Resolution ____ No.	Motion <u>XX</u>	Information
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SUBJECT: Discuss Deadlines regarding November Election and Final Opportunity for Council to Refer Matters to the Ballot

**Contact Person (Preparer) for this Motion: Truman Stone
Dept.: Legal
File No.:**

RECOMMENDATION: No recommendation. This is an opportunity for council to make a motion to provide direction to staff.

EXECUTIVE SUMMARY:

Due to the late hour of the July 17, 2017 council meeting, the council did not have an opportunity to discuss the imminent election deadlines that will limit the opportunity to refer matters for the November 7, 2017 election. Due to the imminent deadline, a special council meeting was called.

As required by state law, submission of a ballot title and explanatory statement must be completed and filed with the election official not later than August 18, 2017 (80 days prior to the election) to appear on the November 2017 election. In order to meet the Newberg Graphic's publication deadlines, the practical deadline is at least a day prior.

The council must approve the ballot title and explanatory statement prior to filing the same with the election official. The August 7 council meeting is the final opportunity for the council to approve a ballot title and explanatory statement. Therefore, this meeting is the last opportunity for the council to take any action and still be able to meet the election deadlines.

The ballot title and explanatory statement for the annexation election are near a final draft and will be ready for presentation and approval at the August 7 meeting.

FISCAL IMPACT: Unknown.

STRATEGIC ASSESSMENT (RELATE TO COUNCIL PRIORITIES FROM MARCH 2016): N/A.

NEWBERG CITY COUNCIL MEETING INFORMATION

Meeting Date: July 31, 2017

Prepared by: Sue Ryan

Councilors	Roll Call	Close application period for Council District 1	Set interviews for Council District 1 candidates on Sept. 5	Charter amendment to underlevy taxes if TVFR annexation succeeds and bring back for Council approval 8/14			
ANDREWS, Bob, Mayor	X	Yes	Yes	Yes			
BACON, Denise	X	Yes	Yes	Yes			
COREY, Mike	X	Yes	Yes	Yes			
District 1 seat vacant							
ESSIN, Scott	X	Yes	Yes	Yes			
JOHNSON, Patrick	X	Yes	Yes	Yes			
McKINNEY, Stephen	X	Yes	Yes	No			
ROLL CALL VOTES		YES: 6 NO: 0 District 1 seat vacant	YES: 6 NO: 0 District 1 seat vacant	YES: 5 NO: 1 District 1 seat vacant			
MOTION (1 st /2 nd):		McKinney/Johnson	McKinney/Essin	Bacon/Essin			

Meeting adjourned at 7:46 p.m.