



**CITY COUNCIL
COUNCIL RULES SUBCOMMITTEE AGENDA
OCTOBER 12, 2017, 5:00 PM
NEWBERG CITY HALL · 414 E. First Street
Permit Center Conference Room**

I. CALL MEETING TO ORDER

The meeting called to order by Chair Patrick Johnson at 5:05 p.m.

II. ROLL CALL

Members Present: Bob Andrews, Mayor Patrick Johnson, Chair Scott Essin, Councilor
Staff Present: DawnKaren Bevill, Administrative Assistant

III. REVIEW COUNCIL RULES

The subcommittee reviewed Sections 4 & 5 of the Council Rules. Mayor Andrews referred to Rule 4.3 - Meeting Times and Places and suggested additional wording, "Any other location will be noted in the meeting notice but may not be outside of the City limits."

Chair Johnson stated meetings should end before 11:00 p.m. Mayor Andrews responded the City Council agenda notice says, "No new items will be heard after 11:00 p.m., unless approved by the Council", but agreed to strengthen the language in the Council Rules, if need be.

The subcommittee discussed Rule 4.7 and the possibility of using the Police Conference Room at the Public Safety Building to conduct Executive Session Meetings. The Mayor will discuss with the City Manager. Chair Johnson suggested defining "media" by adding a section 4.7.1 in light of the Oregon Public Records and Meetings law (OPML).

The subcommittee agreed to change the wording in the third sentence of Section 5, Rule 5.2 – Non-Agendized Items as follows: "The council, by a majority, may place the item on the agenda."

The subcommittee agreed to change the wording of Rule 5.3 – Time for Submission of Items as follows: "Items for the council agenda will be submitted in time to allow for sufficient research by staff and recommendations from council advisory bodies."

Chair Johnson stated the Council packet has been off schedule and not always published one week in advance as the Council Rules state in Rule 5.4. The subcommittee also discussed the possibility of additional Council meetings. Mayor Andrews recommended not changing the rule but explore further discussion with the City Manager and staff on how to mitigate the concerns. Chair Johnson will send an email to staff scheduling a meeting. Rule 5.8 – Agenda Availability will also need to be included in the discussion.

Councilor Essin referred to Rule 5.6 B as well as the Public Comment portion of the LOC Model Rules. He would like the public to be able to play electronic audio or visual material during the five-minute time permitted for their comment. Chair Johnson pointed out Council Rules state that materials be provided to the Council before the meeting. He suggested an addition should be made to the Rule stating copies be provided to Council in advance of a PowerPoint presentation.

Mayor Andrews suggested adding Department Head Reports and Financial Reports to the Work Session Meeting Agenda in Rule 5.9. The language in Rule 4.3 should marry with Rule 5.9.

Mayor Andrews would like to change the order of the Business Meeting Agenda in Rule 5.10 with Council Appointments preceding the City Manager's Report.

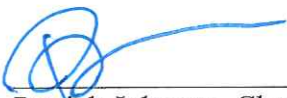
IV. PROJECT ASSIGNMENTS

Mayor Andrews will review Chapters 1 – 3 of the League of Oregon Cities – Model Rules; Chair Johnson will review Chapters 4 – 7 and Councilor Essin will review Chapters 8 – 11. The subcommittee will compare the Model Rules to the current City Council Rules.

V. NEXT MEETING: THURSDAY, OCTOBER 26, 2017

VI. ADJOURNMENT: Chair Johnson adjourned the meeting at 6:30 p.m.

Approved by the City Council – Council Rules Subcommittee this 26th day of October, 2017.



Patrick Johnson, Chair



DawnKaren Bevill, Administrative Assistant