



PUBLIC NOTICE

MONROE CITY COUNCIL WORK SESSION

MARCH 5, 2019

6 PM

**CITY HALL/COUNCIL CHAMBERS
658 COMMERCIAL STREET
MONROE, OR**

On Tuesday March 5th, the Monroe City Council will have a work session to discuss council rules and committee roles and responsibilities. A quorum of the City Council is expected. This work session is a follow-up from the recent city council training session with the city attorney. There will be no decisions rendered and no votes conducted. Additional information is available on the city's website www.ci.monroe.or.us Also a major element of the discussions will be based upon the staff report on page 66 of the February 25th city council packet also available on the website.

Questions and inquiries may be directed to City Administrator, Rick Hohnbaum at rick.hohnbaum@ci.monroe.or.us or at City Hall.

This is a public and open work session.

FOLLOW-UP FROM TRAINING EVENT WITH LEGAL COUNSEL

Based upon the recent council work session, some follow-up discussions and direction by council for staff may be the next steps.

Does the council wish to schedule a work session to discuss the following options?

1. Does the council wish to initiate a practice of a monthly work session?
2. Does the council wish to revisit the committee's that have been formed or just create the parameters, roles and responsibilities of the existing committees?
Discuss Preferred Committee Structure and Purpose of Committees.
 - a. When should an issue to assigned to a committee and for what purpose?
 - b. How many committees does the Council need?
 - c. What is the ideal make up of a committee? (Avoid a quorum of the Council.)
 - d. Does the committee report to the Council or the City Manager? Why or why not? (Note public meetings law.)
 - e. Will the committee be dealing with quasi-judicial decisions? If so, does it have the necessary training?
3. Council Policy in determination and defining what constitutes the quorum for the council. Clarify how the City interprets the Charter regarding "counting" a non-voting mayor when determining quorum and when determining majority voting requirements? (You may need legal assistance on this one.) Generally speaking, a non-voting Mayor is still a member of the Council and thus is counted for quorum purposes. Here's a simple formula" (Total Number of Council Seats + Mayor) – Vacant Seats = X Quorum = More than ½ of X
4. Review and revise Council Working Rules of Order.
 - a. Expectations Regarding the Process for Placing Items on the Agenda
 - b. Expectations regarding Communications when Councilors Disagree
 - c. Expectations regarding public comment and the role of the Chair.
 - d. Expectations when a vote is split; public and press comments from Councilors?
 - e. Will the Council allow abstentions when there is no conflict?
- How can you best implement the "No Surprises" doctrine?
5. Discuss Role of City Manager and How Council can best Supervise and Support City Manager.
 - a. Personnel issues: how to maintain City Manager's authority over personnel issues?
 - b. What kind of process can the City Manager expect if the Council has an issue with his/her performance?
 - c. Discuss which Council member should serve as the City Manager's direct contact for day to day questions.

This staff report is a joint work product of legal counsel and city administrator.

KNOW YOUR ROLES

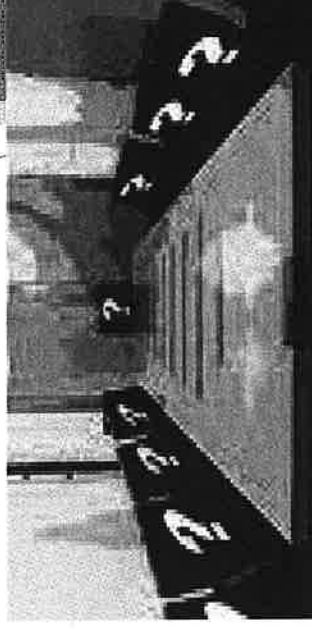
Councilor Job Description



How many hats can you wear at one time? (Answer: One)

Council Duties

- Goal Setting
and Policy Making
- Public Participation (and Limits)
- CEO Relationship
- Risk Management
- Intergovernmental Relations



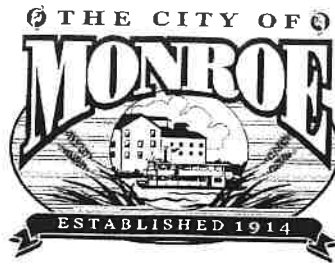


What are your Councilor expectations:

- 1. of other Councilors?**
- 2. of the public?**
- 3. of your Administrator?**

Commitments

- 1. Agenda Building**
- 2. Committee Work**
- 3. Preparation for meetings**
- 4. Participation in meetings**
- 5. Outside Representation**
- 6. Duty to Participate?**



Ordinance No 10-261
AN ORDINANCE ESTABLISHING RULES FOR COUNCIL MEETINGS

Whereas, Chapter IV, Section 12 of the Monroe City Charter provides the City Council shall, by ordinance, adopt rules to govern its meetings and proceedings,

NOW, THEREFORE THE CITY OF MONROE ORDAINS AS FOLLOWS:

SECTION 1 - AUTHORITY

1.1 The rules adopted in this ordinance shall be in effect upon their adoption by the Council and until such time as they are amended, added to, deleted or replaced in the manner provided by the City Charter.

1.2 These rules apply equally to the Mayor and Councilors.

1.3 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

Section 2 Council Meetings

2.1 All Meetings of the City Council shall comply with the most current Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.

2.2 The Council shall hold regular meetings at least once each month at a time and date convenient to the Council in the Council Chambers at the Monroe City Hall unless otherwise specified by the Council.

2.3 The place, time and date of the regular Council Meeting may be changed for holidays, for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements shall be followed.

2.4 Special meetings of the Council may be called upon the request of three Council members, by the Mayor, or the Council President in the Mayor's absence, by giving notice of the meeting to the Council members and public at least 24 hours in advance of the set meeting time. An attempt to contact the media or other interested persons to inform them of special meetings is also required.

2.5 Emergency meetings may be called on less than 24 hours notice. An actual "emergency" must exist, as described by the minutes for that meeting, justifying less than 24 hours notice (ORS 192.640(3)). The Mayor, or Council President in the Mayor's absence, may call an emergency meeting by telephone or personal notice to each Councilor. An attempt to contact the media and other interested persons to inform them of emergency meetings is also required.

2.6 Councilors should inform the Mayor or City Hall if they are unable to attend any Council session. The Mayor will inform the Council President if he will be unable to attend.

2.7 Regular, special and emergency meetings of the City Council will be recorded in accordance with the Public Meetings Law.

SECTION 3. AGENDA AND ORDER OF BUSINESS.

3.1 An agenda for each meeting will be developed by the Presiding Officer and City Staff. The Mayor and Council Committees may direct specific items to be placed on the agenda. The public may request items be placed on the agenda. Preference will be given to public agenda requests received in writing prior to the meeting. Verbal requests received at a meeting may be set to the next meeting's agenda at the Council's discretion.

3.2 The agenda, financial and supplemental information should be delivered to the individual Councilors at least 4 days before the regular meeting.

3.3 Order of Business. The normal order of business for a regular Council meeting shall be as follows:

- a. Call to Order
- b. Determine Quorum
- c. Flag Salute
- d. Public Input for items not on the agenda
- e. Staff Reports
- f. Consent Agenda: Minutes of Prior Session, Financial Report and State of the Budget, Bills
- g. Prearranged Presentations
- h. Action Items
- i. Ordinance Action (if needed)
- j. Councilor and Council Committee Reports
- k. Mayor's Report
- l. Executive Session (if needed)
- m. Action as result of Executive Session (if required)

3.4 The Mayor may move agenda items out of order for the efficient management of the meeting.

SECTION 4. PROCEDURE FOR COUNCIL MEETINGS

4.1 The Presiding Officer of the meeting, may utilize Robert's Rules to govern Council meeting procedures, as deemed necessary in the presiding officer's discretion.

4.1 Every Councilor desiring to speak should first address the chair and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of Council without the permission of the Presiding Officer.

4.3 No motion before the Council shall be debated until it has a second.

4.4 Debate of a motion shall be limited to one statement per Councilor plus Councilor questions for City Staff or the public or other Councilors intended to clarify understanding of the issue at hand.

- 4.5 Any Councilor or the Mayor may call for a vote thereby ending debate and discussion on the motion or amendment to a motion before the Council.
- 4.6 The Presiding Officer shall cause the motion to be restated for clarity of the issue.
- 4.7 Each Councilor's vote or abstention shall be recorded individually.
- 4.8 Councilors should abstain from voting only when they have an actual conflict of interest or do not consider themselves well enough informed on the issue to vote.
- 4.9 A Councilor who votes on the prevailing side of a motion may move for reconsideration of the issue. This motion must occur during the meeting or at the next scheduled Council meeting.

SECTION 5. COUNCIL RELATIONS WITH CITY STAFF

- 5.1 Both staff and Councilors shall be mutually respectful of the respective roles and responsibilities at all times. This requirement applies particularly when Staff or Council is expressing criticism of the other during any public meeting or otherwise.
- 5.1 The Council sets city goals and policies. The Mayor directs Staff in implementing and administering those goals and policies.
- 5.2 The Council sets City goals and policies. The Mayor directs the staff in implementing and administering those goals and policies.
- 5.3 Councilors may seek information from staff members regarding the operation of their department, but will not attempt to directly change or interfere with the operation or practice of any city department or personnel. All concerns or attempts to change City operations shall be directed to the Council as a whole, at a regularly scheduled meeting.

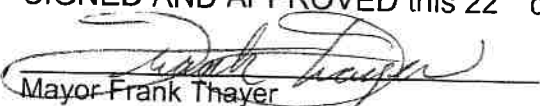
SECTION 6. COMMITTEES AND COMMISSIONS

- 6.1 The Mayor appoints all members of Committees and Commissions.
- 6.2 The standing committees and commissions of the city are:
Budget Committee
Planning Commission
Human Resources Committee
Financial Committee
Public Works Committee
City Facilities and Parks Committee

SECTION 7. MISCELLANEOUS PROVISIONS

- 7.1 If the Mayor or a Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the official position of the City Council.

SIGNED AND APPROVED this 22nd day of February, 2010


Mayor Frank Thayer



Attested: City Recorder: Barb Johnston

Table of Organization

City of Monroe

