



# City of Oregon City

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## Staff Report

File Number: 19-231

**Agenda Date:** 4/9/2019

**Status:** Agenda Ready

**To:** City Commission

**Agenda #:** 3c.

**From:** City Recorder Kattie Riggs

**File Type:** Report

### **SUBJECT:**

Adjustments to the City Commission Rules of Procedure and Review of Commission Policies

### **RECOMMENDED ACTION (Motion):**

Staff recommends the City Commission review and discuss all previously established Commission Policies and proposed changes to the Commission's Rules of Procedure.

### **BACKGROUND:**

The City Charter Chapter IV, Section 14 provides that the City Commission adopt rules for the governing of its members and proceedings. The only amendment to the Rules before the Commission for discussion is in Section III - Types of Meetings, C. Work Sessions, adjusting the work session time from 5:30 p.m. to 6:00 p.m.

In addition to the Rules of Procedure, the City Commission has the following eight Policies:

- 1-1 Commission Meetings, effective date January 1999
- 1-3 Public Meetings, effective date February 1997
- 1-5 City Insurance Management Plan, effective date February 1997
- 1-9 Defense of City Officials in Proceedings not Subject to the Oregon Tort Claims Act (OTCA), effective date February 1997
- 1-11 Reimbursement of Commissioner Expenses, effective date September 1, 2010
- 1-13 Alcoholic Beverage Service in Municipal Buildings, effective date August 1998
- 1-15 Electronic Messaging Policy, effective December 7, 2011
- 1-17 Media in Executive Session, effective November 16, 2011
- 1-19 Proclamation Request Policy, effective April 1, 2015
- 1-21 Charter Employee Complaint Reporting Procedure, effective January 20, 2016

These policies are up for review and discussion, please inform staff of any changes the Commission wishes to make.