

CITY OF NEWPORT

RESOLUTION NO. 4012

RESOLUTION ESTABLISHING A COMMITTEE STRUCTURE STUDY WORK GROUP

WHEREAS, City leadership is constantly reviewing how to serve the public more efficiently, and effectively, and there has not been a comprehensive assessment of this important City support system; and

WHEREAS, it is important for the City to determine how to align our committees/work groups with the city's organizational structure, how to streamline those opportunities for community input and engagement, and also how to increase efficiency and impact for both the committee members as well as supporting staff members; and

WHEREAS, Staff presented a report on committees/workgroups convened in Newport, as compared to entities of comparable population size, and scope around the State of Oregon. In short, the report determined that the comparable market average is 8 committees, Newport has 21, between committees, taskforces, and workgroups; and

WHEREAS, it is important to create a structure in which volunteers and citizens effectively engage in order to address changing needs, to make effective use of volunteer time and energy, and to ensure suitable staff resources are deployed to most effectively empower the committees; and

WHEREAS, to ensure that the structure furthers the City goal to actively seek employees and volunteers from diverse backgrounds and they have the ability to serve, and to create a structure that is fluid enough to be both reactive and proactive depending on the issue.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. Committee Structure Study Workgroup Established. There is hereby established a Committee Structure Study Work Group. The Work Group shall consist of an individual representing each of the following stakeholder groups:

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|---|
| Non-department head level committee/workgroup staffer (2) |
| Department Head level committee/workgroup staffer (2)     |
| Current Committee/Work group members (2)                  |
| Elected Official (1)                                      |

Section 2. Work Group Responsibilities. The Work Group shall have the following powers, duties, and functions:

- A. Work with stakeholders to review and recommend possibly structural and operational improvements to the committees and work group structure to ensure that the community is provided with a broad array of accessible ways to participate in policy discussions, that the City has sufficient resources to support those initiatives, and to give Council and committee members a clear path for connecting community ideas and input to Council policy decisions.

B. Work group shall complete the task of performing a comprehensive analysis of the City's work group and committee structure, and shall provide a report to the City Council on suggested modifications, if any, following the completion of the work program.

**Section 3. Administrative Support.** City staff shall perform administrative functions for the Work Group.

**Section 4. Meeting Schedule and Duration.** The Work Group shall begin meeting as soon as appointments are made and practicable. The dates and times of the meetings will be determined by a majority of the Work Group in consultation with city staff. The Work Group shall complete its work by 90 days/three months after commencement of the workgroup activities, and provide the final report at the next regularly scheduled City Council meeting.

**Section 5. Effective Date.** This resolution shall be effective immediately upon passage.

Adopted by the City Council of the City of Newport on March 18, 2024.



Jan Kaplan, Mayor

ATTEST:

  
Erik Glover, Assistant City Manager/City Recorder