

**CITY OF EUGENE  
MINUTES RECORDING TRAINING AND REFERENCE MANUAL**

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## **CHECKLIST OF TRAINING DATES**

1. Meet with Vicki Stewart, Minutes Recording Supervisor, to fill out needed paperwork.

Date: \_\_\_\_\_

2. Meet with Kim Young, Minutes Recording Lead Worker, to discuss the training process and to schedule your first meeting.

Date: \_\_\_\_\_

3. Meet with staff from the Information Services Division to complete electronic mail training.

Date: \_\_\_\_\_

4. Attend your first meeting in the company of an experienced minutes recorder.

Date: \_\_\_\_\_

5. Meet with Kim to review the training manual.

Date: \_\_\_\_\_

## INTRODUCTION

*Oregon Revised Statute 192.620: AThe Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of [the statute) that decisions of governing bodies be arrived at openly.@*

The Oregon Public Meeting Law requires that written minutes be kept of all meetings of two or more members of any public body that has the authority to make decisions for or recommendations to a public body on policy or administration. The law also requires that the minutes be made available to the public within a *reasonable* period of time.

As an Oregon municipality, the City of Eugene has many public bodies, including a common council and several standing and ad hoc advisory committees, commissions, and/or boards, that fall under the authority of the statute. The City has a Minutes Recording Section that provides staff to all departments who work on an on-call basis and who attend meetings of those bodies and prepare minutes reflecting the substance of the meeting discussion. The Minutes Recording Section is a part of the Office of the City Manager, located at City Hall at 777 Pearl Street.

Although the section is sometimes asked to prepare verbatim transcripts of meetings or portions of meetings, City staff generally prepare summary minutes in narrative form at varying levels of detail dependent on the body in question, the topic under discussion, and the legislative or quasi-judicial implications of the topic.

## PROCESS OVERVIEW

When a meeting is scheduled, a staff member of the department in charge of the committee logistics contacts the Minutes Recording Lead Worker to arrange for recording services (extension 5232 or Kim A Young via MS Mail), preferably well in advance of the meeting to ensure the availability of a recorder at the requested time.

The lead worker distributes a monthly draft schedule during the last week of each month, although there may be additional meetings scheduled during the course of a month. Recorders indicate on the schedule the meetings they wish to cover. When making assignments the lead worker will give senior recorders the first selection of meetings, as well as consider the recorders' level of experience and familiarity with the topic matter under discussion. The Office of the City does not Manager guarantee users that a specific recorder will be assigned to a specific meeting.

### ***Cancellation Policy***

If a meeting is canceled with less than 24-hours notice to our office, there is a minimum one-hour charge for having reserved a recorder's time. This is true whether the meeting is scheduled automatically or on a monthly-request basis.

### ***Draft Minutes***

The recorder attending an assigned meeting should receive a copy of the meeting agenda and accompanying attachments and and ANY AND ALL MATERIALS to be distributed during the meeting. **Oregon Public Meeting Law requires that all documents distributed at a meeting be referenced in the minutes by title.**

Within five working days, the recorder composes a first draft of minutes in WordPerfect. This could take from one to three hours for each hour of the meeting, depending on the meeting content, type of minutes requested, and the experience level of the individual recorder. If quicker turnaround is needed, staff should make special arrangements with the Minutes Recording Lead Worker in advance of the meeting. ***Staff should not make individual arrangements for turnaround with the minutes recorder.*** This first draft and the final draft of the minutes will normally be sent through the City courier service.

Drafts circulate among staff members for content corrections before being returned to the Minutes Recording Office for revision. Staff is encouraged to use the cover sheet of the minutes to request return of final minutes by a certain date or to request service for a future meeting and provide feedback that will help the section better meet staff needs.

### ***Final Minutes***

The Minutes Recording Section staff will make staff- requested corrections to the minutes, revise the format, and forward a second draft to the section proofreader to ensure consistency with City style. When Minutes Recording sends out the final draft, it will be accompanied by the original version with staff corrections for easy review.

When minutes are submitted to the meeting body for approval, they may be approved as is or corrected. If corrections are made, the minutes recording office revises the final draft and sends it to staff.

### ***Retention of Minutes***

The departmental staff responsible for the meeting is also responsible for the legally-required retention of the hard copy of the approved minutes. Refer all requests for minutes to the lead worker. Minutes recorders can consider their responsibility to end when minutes have been approved, corrected, and filed on disks with the accepted standard file name.

## **MINUTES RECORDING OFFICE**

The Minutes Recording Office is a shared space used by the recording staff, who do not work fixed hours but come and go throughout the day and evening hours as they attend meetings and work on minutes. Except for meetings, minutes recorders schedule their own hours and are responsible for ensuring turnaround targets are met.

Access to the Minutes Recording Office is through the entrance to the Office of the City Manager at City Hall or through the employee entrance located next to the stairs in the east wing. Access through the employee door at any time or through the entrance to Room 105 after hours requires the number pad combination or a key.

The main contact telephone number for the service is the Minutes Recording Lead Worker=s number, 682-5232. Minutes Recording staff members can be reached in the Minutes Recording Office at 682-8448. Supervisor Vicki Stewart=s telephone number is 682-5864. You need not dial the prefix if calling any of these numbers from within the City=s telephon system.

### ***Work Space/Equipment***

Each recorder has a drawer in the office to store materials and equipment and an in-basket to receive meeting agendas and other information. Each recorder is issued a tape recorder and transcription headset, which should be left in the drawer when not in use.

There are four work stations with personal computers and tape transcribers in the Minutes Recording Office, and an additional work station near the lead worker=s office available for staff use. If necessary because of demand, a sign-up log for the work stations will be posted on the bulletin board on the east wall.

All work stations in the Minutes Recording Office are connected to the printer located inside the office.

There is a microwave on the oak cabinet and a refrigerator in the closet in the Minutes Recording Office for staff=s use.

Please be sensitive to the fact you are working in shared space.

### ***Supplies***

General office supplies--pens, pencils, post-it notes, etc--are in the cabinet in the Minutes Recording Office. Paper supplies, including printer paper, are in the large cabinet under the microwave. Let the Lead Worker know if any particular supply is running low or if there is any particular product you would like to see in the office, or if any supplies should be ordered. Tapes are in the drawers in the printer table. 90-minute tapes are in the top drawer, and 60- and 30- minute tapes are in the second drawer.

## OFFICE POLICIES

### ***Meetings***

Minutes recorders are entitled to a short break if a meeting lasts longer than two hours and to a meal break if it lasts longer than four.

### ***Meals***

Many groups meet during a meal time--some of them include the minutes recorder in the meal count and some do not. Recorders need to check with their lead worker when covering a breakfast, lunch, or dinner meeting to decide if they need to eat before the meeting. Recorders are expected to check with the staff contact person at the meeting about the meal policy as well. If you are on a meals list and plan to eat, arrive at the meeting early and eat to avoid taking notes while eating.

### ***Dress***

While there is no formal dress code policy, you are expected to dress in appropriate office clothing when you record a meeting in order to present a positive and professional image of our work unit. If you have questions about what is appropriate, please discuss them with your supervisor **before** attending a meeting.

### ***Meeting Cancellations***

If a meeting is canceled with less than 24-hours notice to our office, there is a minimum one-hour charge for having reserved a recorder's time. This is true whether the meeting is scheduled automatically or on a monthly-request basis.

### ***Reserving Work Stations***

If the number of recorders wish to use computers exceeds the number of computers available, it may sometimes be necessary for staff to reserve computer time. Sign up on the sheet posted on the bulletin board to reserve time. Please consider these guidelines:

*Only sign up for the time you actually be working at the terminal.*

*Arrive at the time you have scheduled and leave the work station when your time is up.*

*If you cannot report at your designated starting time, call the office as soon as possible to reschedule, freeing the machine for other staff.*

*Plan ahead for computer time.*

*Limit your reserved time to four-hour blocks when possible.*

### ***When you are Sick or Have an Emergency and Cannot Cover a Meeting. . .***

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Call the lead worker as soon as possible so that she can reassign the meeting. If the lead worker is unavailable, call the supervisor immediately at 687-5864. Do not wait until an hour before the meeting to call.

### ***Requests from the Public***

You may be approached after a meeting by a member of the public or a member of the group you are covering with a request for a verbatim transcript, excerpt, or copy of the minutes or tape from you. Requests for verbatim transcripts or excerpts should be referred to staff because such work is charged directly back to departments. If you receive such a request while you are in the office, refer the person making the request to the lead worker or the supervisor.

The City provides copies of tapes at a cost of \$4 if the requesting party provides their own tapes, and \$8 for a City-provided copy. Refer requests for tape copies to the lead worker or the supervisor.

### ***Retention of Minutes***

The departmental staff responsible for the meeting is also responsible for the legally-required retention of the hard copy of the approved minutes. Refer all requests for minutes to the lead worker. Minutes recorders can consider their responsibility to end when minutes have been approved, corrected, and filed on disks with the accepted standard file name.

### ***City-Owned Equipment***

The City provides tape recorders for each minutes recorder and there are two nondirectional microphones available for use with the recorders. Please check out the nondirectional microphones on the equipment check-out sheet posted on the bulletin board. Laptops are kept in the closet and also must be checked out. Please use a surge protector (included in the case) when you use a laptop.

The City=s equipment usage policy is included in this manual as Appendix \_\_\_.

Please do not lend our equipment to other City staff without checking with your lead worker regarding the appropriateness of the loan.

### ***Time Sheets and Pay Checks***

The due date for time sheets is posted on the schedule. They are generally due on the 1st and 16th days of the month. Checks are left in your box on the 15th and last day of the month or the Friday prior if the date falls on a weekend. Automatic deposit is available for most area financial institutions.

Time sheets are found in the office above the desk with other forms. There is a detailed explanation of a sample time sheet in Section ?

### ***Telephone Use***

There are two lines dedicated to Minutes Recording. The main line is the lead worker=s line, 687-5232 (extension 5232 internally). The Minutes Recording Office telephone number is 682-8448 (extension 8448 internally). Extension 8448 will ring through to the Lead Worker=s office if unanswered in the Minutes Recording Office.

Please do not disturb others when you use the telephone.

Use credit cards to make personal long-distance telephone calls when possible. If you do not have a credit card, fill out a call slip, located in the office desk, and leave it with Kim. You will be billed approximately one to two months later for the call. Please give your payment to Vicki.

## BEFORE, DURING, AND AFTER THE MEETING

### ***Before the Meeting***

1. Familiarize yourself with the meeting location--find out whether the room is equipped with its own sound system (Council Chamber or McNutt Room) and learn how to operate it.
2. Label at least one tape with the name and date of the meeting, first removing all indications of previous meetings from the tapes and cases. Check to be sure the tapes are completely rewound, and run them through the bulk eraser for the best possible sound quality.
3. Test your tape recorder.
4. Ensure that your laptop, if you use one, is operational.
5. Try to arrive at the meeting **at least 10 minutes** before it is scheduled to begin. When you arrive at the meeting room, identify yourself to the assigned staff contact person if that individual is not familiar with you.
6. Be sure you bring with you: a) an agenda and background materials (verify the time & location: if there are discrepancies between your agenda and the monthly schedule, be sure to check with the lead worker. If you don't receive an agenda in advance, it could mean the meeting was canceled); b) attendance sheets, seating charts, minutes approval forms; c) a tape recorder, charger, extension cord, batteries; d) the correct number of tapes (always take at least one extra and be sure the holes are covered); e) writing pads or a laptop and disk; f) reliable pens or pencils.
7. Choose a seat near someone (preferably your staff contact) who can help you identify individuals you do not know. Positioning yourself near the center of the group helps assure a better quality tape recording.
8. Consider making a seating chart or using one of the forms available in the office, and note each person's name in the appropriate spot as participants arrive.

### ***During the Meeting***

1. When the chair or facilitator calls the meeting to order, start the tape recorder.
2. Take careful notes in case of recorder failure. The better your notes--and the quicker you transcribe the minutes--the less you will need to depend on your tape.
3. Record the names of all members of the group and primary staff members present. Staff may ask you to list guests and meeting auditors, but in general you do not need to list every other person present at a public meeting--only those who are formally introduced as "guests" or who speak with recognition from the chair.

4. Always record the names of who makes and seconds a motion, and how each person votes. Work with the staff person to record the votes, and if you miss a vote, **ask for clarification of the vote**. This may be necessary if discussion is fast and furious or the group large. Chairs are sometimes asked by the chair or staff to summarize the results of voting but this does not always happen.
5. **Record the titles of materials distributed**. This is a legal requirement. We ask staff to provide recorders with copies of all distributed materials. **Ask** staff for copies if they neglect to give you copies.
6. Record the adjournment time.

### ***After the Meeting***

1. Turn off the recorder.
2. Collect equipment and materials, including copies of anything distributed at the meeting.
3. Verify names, ask staff contact person questions as necessary.
4. Pick up request-to-speak forms if they are used. These are the property of the Minutes Recording Office.
5. Return everything to the office. Place your recorder and tapes in your assigned drawer in the minutes office. Keep tapes in your drawer until the draft minutes are completed. Return laptops to the office as quickly as possible so other recorders can use them. Notes and anything else relating to the meeting are now public property and must be available for responding to public inquiries, so be aware that supervisor or lead worker may need to retrieve things from your drawer as needed.
6. If the committee scheduled its next meeting, write the date on the bottom of the posted monthly schedule.
7. Record approval of the previous meeting=s minutes in the log book. Indicate whether the minutes were approved with amendments or approved as submitted and the date they were approved.

## COMPOSING MINUTES

*Oregon Revised Statute 192.650: AThe governing body of a public body shall provide for the taking of written minutes of all its meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable period of time after the meeting, and shall include at least the following. . .d) the substance of any discussion on any matter. . .@*

The purpose of minutes is to provide an accurate and unbiased record of what occurred at a meeting. The legal requirement that minutes reflect the substance of any discussion on any matter can be difficult to balance with the need for brevity, clarity, and readability in minutes. The level of detail you need to include in a set of minutes will vary, depending on the group and the topic being covered. Minutes recorders must discriminate between relevant and irrelevant discussion and identify what is germane and should be included in the minutes. Minutes are often considered by the courts when legal challenges to municipal actions occur to determine a body's legislative intent. In addition, minutes recorders are writing for a potentially broad audience that includes residents who may not be familiar with the history of an item under discussion. The minutes should provide some topic context for those readers while avoiding extensive repetition of staff reports or distributed materials.

Read the minutes of past meetings and consult with the lead worker on the appropriate level of detail needed for the minutes of the group you have been assigned to cover. Review the agenda packet before the meeting to help you better understand the subject under discussion.

Your meeting notes can be useful in composing minutes if carefully organized, and can reduce your need to consult the meeting tape. When a group discusses a document such as a plan or study at a meeting, the structure of the document should be used whenever possible to organize your notes and, subsequently, the minutes. Text for routine agenda items such as the approval of minutes or a meeting agenda should be summary and can be composed at the meeting, particularly if you use a laptop computer and do some preparation prior to the meeting.

Consult the agenda packet when preparing the minutes, and use the proper titles of documents discussed when referring to them in the minutes.

Draft minutes must be completed within five working days of the meeting (usually one calendar week). Compose draft minutes as soon as possible. *One- or two-day turnaround increases customer satisfaction with the service and reduces your reliance on the meeting tape.*

Oregon Public Meeting Law requires that minutes include the names of all members of the governing body present; all motions, proposals, resolutions, orders, ordinances, and measures proposed and decisions about them; the results of all votes and votes of each member by name in split votes (except public bodies consisting of more than 25 people unless requested by a member of that body); the substance of any discussion on any matter; references to all

documents distributed or discussed at the meeting; and the names and addresses of everyone testifying at public hearings.

Staff members get used to the style of the recorders they work with most often. Don't get discouraged if your first set of minutes comes back from staff with a lot of corrections, but do review the corrections carefully with the lead worker and learn from them. The writing and organization style of all minutes recorders differ. Read the minutes produced by your coworkers and ask them questions about how they work and any tips they may have learned along the way.

## CREATING AND STORING MINUTES

City minutes recording staff produce minutes on personal computers using WordPerfect text processing software. The City's personal computers are networked (connected) through a local area network (LAN) computing platform. A drive on the LAN has been established for the section's use. When you log onto the LAN with your user id and password, you are automatically granted access to the R drive. All minutes are originated and stored on the R drive in subdirectories that correspond to the departments, divisions, or agencies that use our service.

Please originate all new minutes documents on the R drive to ensure we maintain the highest level of data integrity.

Accessing the R drive can be made easier by adding the R drive to the Favorites in the tool bar on the Open File menu in WordPerfect 7.1. You may want to include frequently used subdirectories in Favorites, as well as your A drive. Remember, work stations are shared so do not delete other recorders' Favorites preferences. You may find them useful.

A list of our user groups and the name of the proper subdirectory in which to store each group's minutes is located for easy reference at each work station.

Each subdirectory includes a copy of the general base document and some subdirectories contain customized base documents for groups with document formats that differ from the City standard. The base document includes a routing sheet, pre-established margins, tab settings, and a footer. The lead worker will review the base document with you.

**DO NOT USE YOUR OWN DISKS OR BRING IN DISKS FROM HOME--ONLY CITY-  
ISSUED ONES HAVE BEEN CHECKED FOR VIRUSES**

PCs SHOULD BE TURNED OFF at 5 p.m. on weekdays and when you leave the office in the evening or on weekends.

### **Steps in the Process of Creating a New Set of Minutes**

1. Click on the WordPerfect icon in the WordPerfect application group in Windows 95, and use the Open File menu to access the R drive.
2. Open the base document file in the subdirectory where the minutes should be stored or use an existing file as a base document; rename the file immediately according to established naming standards.

For example, if you are creating a set of minutes for the Planning Commission meeting of November 16, 1998, open the commission=s base document in R:\PDD\Planning and use the Save As menu and to save the file as pc98116 in that directory. See more about file naming standards below.

3. **Be sure to complete the online routing sheet.**
4. Remember to always save your minutes during and after each editing session on both the R drive and your individual "work in progress" disk. **To be safe, save your work frequently during each editing session.**
5. After completing your minutes, **always spell check the draft once**, then reread it over to catch any misused words that spell checker was unable to detect.
6. Save the draft in the appropriate R drive subdirectory and back it up on your individual diskette (check the acronym list at each work station to determine the appropriate storage directory).
7. Print the draft and send it to the responsible staff member through the interoffice courier. Envelopes are kept on the shelf above the desk and a list of committees, their staff members, and their physical locations are included in the Minutes Recording Reference Manual.
8. Write the date that the minutes are completed in the Minutes Recorders' Log located on the shelf above the desk.
9. Rewind the tapes and leave them in the box marked "tapes to be checked in" in the office. Do not leave tapes in your drawer at this point. **DO NOT** take them home. **DO NOT** loan them to anyone to remove from our office. If staff or a member of the public requests a copy of the tape, refer them to the lead worker.

### **Naming Standards for File Storage**

The naming standards formula for minutes is acronym first, followed by the year/month/date: for example, the file name for the minutes of a meeting of the Citizen Involvement Committee (CIC) that took place on December 8, 1998, would be cic981208.

Some groups meet more than once in a single day, and in those cases the acronym is followed by the time of the day; for example, the file name of the minutes of a City Council work session at 5:30 p.m. on November 16, 1998, would be cc981116m1. The 7:30 p.m. meeting would have a file name of cc981116m2.

## REVISING MINUTES

Minutes are reviewed by staff for accuracy and level of detail and are returned to the Minutes Recording Office for final corrections and to be proofread. Minutes Recording staff can arrange to be contacted to come into the office to make revisions when their minutes are returned by staff, or can leave all revisions to the recorder assigned to that task. A recorder is assigned to the job of revising minutes returned by staff on a voluntary, weekly basis. The assigned recorder is expected to check for work **at least** once each day (either by phone or in person) during the week. There may be questions on returned minutes that require the attention of the original recorder, the supervisor, or the proofreader, so this recorder needs to be available to contact those people during regular office hours (8 am-5 pm).

Please do not volunteer to do revisions unless you are current with your own assignments and can remain so with the additional work.

Minutes that have been returned from staff or from the proofreader should never be in our office longer than 24 hours before they go on to the next stage of production.

1. Before opening the document file, check the cover sheet of minutes for any deadline messages. Priority order for working on minutes is determined by specific requests on the returned drafts or the next scheduled meeting date. Remember that staff generally needs the final version of minutes **ONE WEEK** prior to the next scheduled meeting in order to meet mail-out deadlines. Check the posted schedule or ask the lead worker to verify that date and stack the minutes with those due soonest on top in the two baskets.
2. Before beginning work on staff's revisions, check to see if there are instructions to review the tape or check original notes. Those types of requests need to be forwarded directly to the original recorder immediately (or the lead worker if that person is not available to work).
3. Retrieve the minutes from the appropriate R drive subdirectory. Make all revisions requested by staff unless they significantly alter the meaning of what happened at the meeting (like changing the outcome of a vote or reversing someone's stated opinion). We provide a service that gives staff the privilege of customizing the minutes to meet their needs as long as they accurately reflect what happened at the meeting. Significant alterations should be called to the attention of the lead worker or supervisor.
4. Minutes are legally in draft form until formally approved by the meeting body. Any amendments must be reflected on the original minutes. Check the agenda item entitled Approval of Minutes to determine whether changes must be made to the minutes considered for action at the meeting. If the minutes were revised, retrieve the original minutes from the R drive, make the corrections, reflect that the corrections were made on the online routing sheet, and replace the original version with the newly revised version on both the R drive and the correct back-up disk. Print the revised minutes and send them to staff. Remember to reflect that the revisions were made in the log book.

5. Spell-checking the revised minutes and update the online routing sheet. Save the revised version on both the R drive subdirectory and the original recorder's working disk (drive A:A@), replacing both earlier versions with the most recent one.
6. Print a single-spaced copy and put both the original (double-spaced) and revised (single-spaced) drafts in a pocket folder, log the date in the logbook the minutes were forwarded to the proofreader, and give it to Kim, our primary proofreader. **Be sure to specify on the cover sheet when you need the proofed version back for final revisions and whether this is a priority request** (with an immediate deadline). If the user has requested priority treatment, please check with the proofreader to ensure that all priority work is clearly identified. City Council, Planning Commission, Budget Committee, and Council Committee on Intergovernmental Relations minutes are always top priority and may need to be moved ahead of other work.
7. When the proofed drafts returns from the proofreader, make any additional changes indicated by the proofreader, spell check the document, and complete the online routing sheet, including the date the minutes were returned in final form to the customer and the number of pages in the final document. Save this final version of the minutes on both the R drive subdirectory and the original recorder's disk, replacing the earlier version.
8. Print the final version of the minutes and send the document to the staff contact through the courier (a list of staff contacts and their locations is in the Minutes Recording Reference Manual). This copy is paper-clipped (we do not use staples) to the original draft and cover sheet, put in a correctly addressed courier envelope and put in the Aout@ basket on the minutes recorder desk. **Remember to complete the log book entry with the date and number of pages.** We use the number of pages produced as an activity indicator for the work unit, so please include this important information.
9. We provide final minutes to many staff committees by e-mail as requested or indicated in the logbook.

## REFLECTING AMENDMENTS IN LEGISLATIVE FORMAT

When a committee amends the minutes of a previous meeting, the minutes where the action occurred should reflect the amendments. Amendments, depending upon how extensive they are, may be described or reflected in the minutes in legislative format (bracketed text striken, bold text added). The following is an example minutes excerpt, with legislative format shown in red.

Ms. Jones pointed out several misspellings in the minutes of September 19, 1998: in line 1 on page 3, the word ~~Anote~~ should be ~~Anot~~; in paragraph 4 on page 4, the word ~~Aof~~ should be ~~Aor~~; in paragraph 6 on page 7, the word ~~Aprotection~~ was misspelled; the reference to ~~Awetlands site~~ in the first line on paragraph 7 on page 12 should be plural (~~Asites~~); the word ~~Ain~~ in the last sentence on page 12 should be ~~Ait~~.

Ms. Jones also requested that ~~AMr. Smith said~~ be changed to ~~AMr. Smith asked~~ in paragraph 2 on page 6, and added the phrase ~~Anot just~~ following the phrase ~~Amitigation sites~~ in paragraph 6 on page 12. Ms. Jones asked that the first line of paragraph 2 on page 14 be revised as follows (italicized text added; struck text deleted): ~~AMs. Jones suggested asked~~ staff ~~to~~ **could** develop. . .@

Regarding the minutes of September 26, Ms. Jones modified the last paragraph on page 8 as follows (italicized text added): A. . .had pointed out that there *are* many provisions. . .@

Mr. Smith said that the reference in paragraph 7 on page 4 of the October 16 minutes to emergency rules should actually be to ~~Aemergency~~ rules.

Mr. Smith moved, seconded by Ms. Jones, to approve the minutes of September 19, September 26, and October 16, 1998, as amended, and to approve the minutes of September 29, October 2, October 4, 1995, and January 16, 1998, as submitted. The motion passed unanimously, 4:0.

## CITY HALL

City Hall, 777 Pearl Street, houses several City services. The Office of the City Manager is located in Room 105 in the east wing of City Hall. The Office of the City Manager staff provide support to the Mayor, City Council, and City Manager, oversee the Human Rights Program, monitor legislation at the State and Federal levels, and are responsible for monitoring the City's intergovernmental agreements. The Minutes Recording function is one of the services delivered by the Office of the City Manager. The Minutes Recording Office is located in the departmental offices in Room 105.

In addition to the Office of the City Manager, City Hall also contains offices of the Human Resource and Risk Services Department, the Police Department, Fire and Emergency Medical Services Department, and Municipal Court. Two major meeting facilities, the Council Chamber and McNutt Room, are also located at City Hall. Other City departments are in locations throughout the downtown area and in other parts of the community. A list of those facilities can be found in the appendix.

There is an employee lunchroom located in the north wing of City Hall. The number pad combination for the lunchroom is available in the Minutes Recording Office. The lunchroom contains several vending machines that offer a variety of snack foods, beverages, and sandwiches.

There is a public rest room located in the north wing of City Hall in the elevator lobby. Rest rooms to serve employees are located throughout City Hall.

The skybridge from the main level of City Hall going west leads to the building housing the offices of Lane County government, the Lane County Public Service Building. Eugene is the county seat. The building also contains the district and circuit courts, District Attorney's Office, and the Lane County Sheriff. There is a full-service cafeteria at the basement level.

Parking is always at a premium in the downtown area and employees are encouraged to use alternative modes of transportation to reach City Hall and other City office locations whenever possible. Buses run frequently along a variety of routes and Eugene is served by many dedicated and on-street bicycle paths.

Locked bicycle parking is located underneath City Hall. You can register to use locked bicycle parking and receive the combination by contacting Human Resource and Risk Services in Room 101. Otherwise, a bicycle rack is located outside the employee door near the Minutes Recording Office.

All automobile parking underneath City Hall is by permit only. Automobile parking is available on-street in metered spaces for .75 per hour. Longer-term parking is available in the lot on the southeast corner of Pearl Street and 8th Avenue both by the hour and by the day. Parking is also available in City-owned garages in downtown for hourly and daily rates. Permit parking is available in downtown garages and lots for monthly rates that vary from facility to facility. Contact the City's concessionaire, Diamond Parking, for information about rates in City-owned parking lots and garages.

## EUGENE'S CITY GOVERNMENT

The **Mayor** of Eugene is the formal representative of the City of Eugene and is elected to a four-year term by the voters at large on a nonpartisan ballot. The mayor presides over council meetings and does not vote except in the case of a tie. The mayor can veto any council decision, but a two-thirds vote of the council can override the veto.

The **City Council** is composed of eight councilors elected to four-year terms. One councilor is elected from each of the eight wards in the city, with one half of the council elected every two years. New wards may be created or the boundaries of wards may be changed by council action. The council's authority extends over all the City's powers. The council takes official action at regular council meetings, which are open to the public. Special meetings may be called by the mayor, provided that the public is given 24-hour notice.

Neither the mayor nor the councilors receive a salary. There is a nominal amount of money available for travel and other expenses for the councilors and the mayor.

Eugene is what is known as a home rule charter city. The City Charter is the basic law under which the City operates. Amendments to the charter can only be made by a vote of the people and can be placed on the ballot by the council or by the voters through the initiative process. Ordinances enacted by the City Council also govern the city. The council can generate or change an ordinance or an ordinance may be initiated by the voters of Eugene. City ordinances become effective 30 days after they are passed by the council and approved by the mayor.

Since Eugene operates under the council/manager form of government, the council is responsible for selecting a city manager. The City Manager is responsible for the business, financial and property transactions of the City, as well as preparation of the annual budget, appointment and supervision of personnel, enforcement of City ordinances and the organization and general management of City departments. As chief administrator, the City Manager has no vote in the council, but may take part in discussions of matters coming before the legislative body.

## PUBLIC INVOLVEMENT

The citizens of Eugene are the most important part of the City organization. Councilors are elected by them to represent their interests on the council and City services are funded to meet their needs. Public hearings are routinely held so that citizens can contribute to the planning and budgeting process of the City.

Another way for citizens to have input in how the City is governed is through participation on the City's many advisory groups. The City of Eugene has three types of advisory groups. The first is the **standing committee**. The Mayor and City Council appoint citizens to serve on four standing committees: the Budget Committee, the Citizen Involvement Committee, the Human Rights Commission and the Planning Commission. These committees make recommendations to the City Council on policy issues and advise City staff on certain operational matters.

The second type of advisory group is the **ad hoc committee**. The City Council appoints ad hoc committees to study and make recommendations on a specific issue. These committees disband when the assigned task is completed.

The City's third type of advisory group is the **departmental advisory committee**. These groups are formed on an as-needed basis to develop recommendations for City staff. Members of these groups are appointed by City staff, work on one issue and meet for a limited period of time. To ensure a wide range of viewpoints on departmental advisory committees, members are selected from three pools. The special interest pool is made up of people with technical expertise or other previous involvement on the issue. The neighborhood pool is comprised of representatives from Eugene's neighborhood organizations. The voters pool is a randomly generated list of registered voters who have expressed a willingness to serve on advisory committees.

## ORGANIZATIONAL STRUCTURE

Under the direction of the City Manager, City services are provided by eight departments. Services provided by these departments fall into four general categories: Public Safety Services, Infrastructure and Planning Services, Cultural and Leisure Services, and Central Business Functions. The following is a description of those services and the departments which primarily provide them:

**PUBLIC SAFETY SERVICES:** Include fire prevention and fire fighting, emergency medical services, 9-1-1 call taking and dispatch services, and police services. The City also provides social services through partnerships with other public and private non-profit agencies and through the City's citizen Human Rights Commission.

***Police Department***--Protects constitutional guarantees, creates and maintains a feeling of community security; provides professional assistance to deter unlawful and disorderly conduct; provides 9-1-1 emergency dispatching services for the city and surrounding county area.

***Fire and Emergency Medical Services Department***--Provides fire and emergency medical protection to the city and contracting districts; promotes a safer environment through fire and arson prevention, public education and information programs.

**INFRASTRUCTURE AND PLANNING SERVICES:** Are the systems necessary to protect the health and safety of residents as well as activities to ensure orderly growth and development. The public systems include the airport, stormwater management system, transportation, and wastewater collection and treatment.

***Planning and Development Department***--Provides policy support to the City Council related to the community's growth and development; implements certain growth and development policies, once adopted by the council. Specific activities include building permit and business license services, land use planning services, and community development services, including parking administration and administration of loan and grant programs.

***Public Works Department***--Provides adequate, well-maintained and well-operated public service facilities (streets, bridges, sidewalks, bikeways, traffic control devices, street lights, sewage treatment, storm sewers, Eugene Airport, park lands, recreation areas and other public and private structures). Provides management, design, and supervision of construction activities related to capital improvement programs, repairs and remodeling of existing facilities and new construction; and manages the City's energy management program.

**CULTURAL/LEISURE SERVICES:** Include safe and attractive parks, diverse recreational offerings, a public library, and cultural facilities and offerings.

***Library, Recreation, and Cultural Services Department***--Provides a variety of materials and services that meet the information, education, and recreation needs of the community; and which reflect the unique and changing interests of its citizens. Manages a wide range of recreation, cultural, and leisure services and resources; promotes the social and aesthetic

character of the community; and operates diverse City facilities, including the recreation centers, performing arts center, park/athletic facilities and swimming pools.

**CENTRAL BUSINESS FUNCTIONS:** Includes policy support to the Mayor and City Council and business management services to other City departments. Although the services are primarily internal to the organization, they enable the City to provide services to the community in an efficient manner.

***Office of the City Manager***--Supports the decision making processes of the City Council and leads the organization in aligning City work with community values and priorities. Supports elected officials; promotes an informal, involved electorate, and works to ensure that City government is open, effective, accountable, and inclusive.

***Administrative Services Department***--Provides financial and information management and processing services to the City Manager, City Council, and City departments so that they may successfully serve the public. The department also houses Municipal Court, the judicial branch of the City, with a municipal judge being appointed by the City Council. The court=s jurisdiction is limited to violations of the City Charter or ordinances, including State traffic and parking laws adopted by ordinance.

***Human Resources and Risk Services Department***--Provides City departments with the information and support needed to hire and develop qualified employees and maintain employer-employee relationships which are legal, equitable, productive, and positive; protects the City=s employees, property, and finances from unavoidable loss.