



# City of Oregon City 2009 City Commission Orientation Handbook



**2009 City of Oregon City  
City Commission Orientation Handbook**

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# CITY COMMISSION

## Orientation Manual

### Section One

### 2009 City Commission





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## City of Oregon City, Oregon

### CITY COMMISSION

January 1, 2009

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Term: 01-01-07 to 12-31-2010

# CITY COMMISSION

## Orientation Manual

### Section Two

### City Charter



# CITY OF OREGON CITY

## City Charter

### **Ordaining Clause**

To provide for the government of the city of Oregon City, Clackamas County, Oregon; and to repeal all charter provisions of the city enacted prior to the time that this charter takes effect.

Be it Enacted by the people of the city of Oregon City, Clackamas County, Oregon:

### **Section 1 Title of Enactment.**

This enactment may be referred to as the Oregon City Charter of 1982.

### **Section 2 Name of City.**

The municipality of Oregon City, Clackamas County, Oregon, shall continue to be a municipal corporation with the name "Oregon City."

### **Section 3 Boundaries.**

Unless mandated by law, the city shall include all territory encompassed by its boundaries as they now exist or hereafter are modified by the voters. The recorder shall keep in his office at City Hall at least two copies of this charter, in each of which he shall maintain an accurate, up-to-date description of the boundaries. The copies and description shall be available for public inspection at any time during regular office hours of the recorder. (Amended by voters at the City election held May 18, 1999.)

### **Section 4 Powers of the City.**

The city shall have all powers which the constitutions, statutes, and common law of the United States and of this state expressly or impliedly grant or allow municipalities, as fully as though this charter specifically enumerated each of those powers.

### **Section 5 Construction of Charter.**

In this charter no mention of a particular power shall be constructed to be exclusive or to restrict the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city may have all powers necessary or convenient for the conduct of its municipal affairs, including all powers that cities may assume pursuant to state laws and to the municipal home rule provisions of the state constitution. If the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter.

## **Section 6 Where Powers Vested.**

Except as this charter provides otherwise, all powers of the city shall be vested in the Commission.

## **Section 7 Commission.**

In addition to the Mayor, the Commission shall be composed of four Commissioners elected from the city at large for terms of four years each. The term of office of each member in office at the date of amendments to this charter in May, 1990 shall continue until expiration; provided, however, that the term of City Commission position number 5 shall cease as of January 2, 1991. At the 1990 general biennial election, two members shall be elected, and at the 1992 general biennial election, two members shall be elected, and in each case on each fourth year thereafter, a like number shall be elected. The term of office of each Commissioner shall commence on the 2nd day of January after the election of that Commissioner in the preceding November, unless such date shall fall on a legal holiday, in which case such term shall commence on the following day. No person shall be elected to the office of Commissioner for more than two terms of four years in any ten year period. (Adopted by voters at the City election held May 15, 1990)

## **Section 8 Commissioners.**

Each office of Commissioner shall be designated by number. The city recorder shall assign a number to each of the four Commission positions. The numbers so assigned shall be certified by the city recorder to the Commissioner in office holding that position. One copy of the certification shall be sent to the county elections officer. In all proceedings for the nomination and election of candidates for or to the office of Commissioner, every petition for nomination, declaration of candidacy, certificate of nomination or election, shall state the position number of the office to which the candidate aspires, and the candidate's name shall appear on the ballot only for the designated position. Each voter shall have the right to vote for only one candidate for each position on the Commission, and the candidate for each position receiving the highest number of votes for such position shall be considered elected. No person may file for more than one position at any single election. (Adopted by voters at the City election held May 15, 1990)

## **Section 9 Mayor.**

At the 1990 general biennial election, and at every general election each four years thereafter, a Mayor shall be elected from the city at large for a four year term. The Mayor in office at the time this charter is amended in May 1990, shall continue in office until January 2, 1991. The Mayor shall have been a resident of the city for at least twelve months preceding election to that office and shall remain a resident of the city as a condition of holding such office. No person may file for the position of Mayor and City Commissioner at any single election. The term of office of the Mayor shall commence on the 2nd day of January after the election of that position the preceding November, unless such date shall fall on a legal holiday, in which case such term shall commence the following day.

Notwithstanding section 32 of this charter, if at any time after January 2, 1991, the office of Mayor shall become vacant before the normal expiration of that term, a special election shall be held at the next available date to fill that office for the unexpired term; provided, however, if one



hundred eighty (180) days or fewer remain in such term vacated, the Commission shall appoint a person to fill such vacancy for the remainder of the unexpired term.

If a prospective candidate for election to the office of Mayor has been elected either to the office of Mayor or City Commissioner for more than two terms of four years in the previous ten years, that prospective candidate shall not be eligible for election to the office of Mayor. (Adopted by voters at the City election held May 15, 1990 as amended by voters at the City election held November 7, 2000)

### **Section 9A Commission President.**

The Commission shall meet at 8 o'clock P.M. on the first Wednesday in January after the first general election under this charter and shall be called to order by the Mayor. The Commission, including the Mayor, shall then proceed to elect a Commission president by ballot from their number who shall hold office for the term of one year and until a successor shall be elected and qualified. The Commission president shall perform the duties of Mayor in the absence of that officer. In the absence of the Mayor from the city or the inability of the Mayor to act, the president of the Commission shall have and exercise the power to perform all duties of the Mayor. (Adopted by voters at the City election held May 15, 1990)

### **Section 10 Nominations.**

A qualified elector who has resided in the city during the 12 months immediately preceding an election may be nominated for an elective city office to be filled at the election. The nomination shall be by a petition that specifies the office sought and shall be in a form prescribed by the Commission. The petition shall be signed by not fewer than 50 electors. No elector shall sign more than one petition for each office to be filled at the election. If he does so, his signature shall be valid only on the first sufficient petition filed for the office. The signatures to a nomination petition need not all be appended to one paper, but to each separate paper of the petition shall be attached an affidavit of the circulator thereof, indicating the number of signers of the paper and stating that each signature appended thereto was made in his presence and is the genuine signature of the person whose name it purports to be. Opposite each signature shall be stated the signer's place of residence, identified by its street and number or other sufficient designation. All nomination papers comprising a petition shall be assembled and filed with the recorder as one instrument not earlier than 120 nor later than 61 days before the election. The recorder shall make a record of the exact time at which each petition is filed and shall take and preserve the name and address of the person by whom it is filed. If the petition is not signed by the required number of qualified electors, the recorder shall notify the candidate and the person who filed the petition within five days after the filing. If the petition is insufficient in any other particular, the recorder shall return it immediately to the person who filed it, certifying in writing wherein the petition is insufficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed, within the regular time for filing nomination petitions. The recorder shall notify an eligible person of his nomination, and that person shall file with the recorder his written acceptance of nomination, in such form as the Commission may require, within five days of notification of nomination. Upon receipt of the acceptance of nomination, the recorder shall cause the nominee's name to be printed on the ballots. The petition of nomination for a successful candidate at an election shall be preserved in the office of the recorder until the term of office for which the candidate is elected expires. In lieu of nomination by petition, an elector may file for office by payment of a \$50 filing fee or such greater fee as the Commission may fix.

### **Section 11 Manager, Judge, and Other Officers.**

Additional officers of the city shall be a City Manager and municipal judge, each of whom the Commission shall appoint, and such other officers as the Commission deems necessary. The Commission may combine any two or more appointive offices, except the office of City Manager and municipal judge. In no such combination shall the municipal judge be subject in his judicial functions to supervision by any other office.

### **Section 12 Salaries.**

The compensation for the services of each city officer and employee shall be the amount fixed by the Commission. A Commissioner shall not receive a salary, but may be reimbursed for expenses upon prior authorization of the Commission.

### **Section 13 Qualifications of Officers.**

No person shall be eligible for an elective office of the city unless at the time of his election he is a qualified elector within the meaning of the state constitution and has resided in the city during the twelve months immediately preceding the election. The Commission shall be the final judge of the foregoing qualifications and election of its own members.

### **Section 14 Meetings.**

The Commission shall hold regular meetings in the city at 8 o'clock P.M. on the first Wednesday of each month and on the second Thursday thereafter unless otherwise designated by the Commission. If a meeting date falls on a legal holiday, then it shall be held on the following day. It shall adopt rules for the government of its members and proceedings. The Mayor upon his own motion may, or at the request of three members of the Commission shall, by giving notice thereof to all members of the Commission then in the city, call a special meeting of the Commission for a time not earlier than three nor later than 48 hours after the notice is given. Special meetings of the Commission may also be held at any time by the common consent of all the members of the Commission.

### **Section 15 Quorum.**

A majority of members of the Commission shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

### **Section 16 Record of Proceedings.**

The Commission shall cause a record of its proceedings to be kept. The ayes and nays upon any question before it shall be taken and entered in the record.

### **Section 17 Proceedings to Be Public.**

No action by the Commission shall have legal effect unless the motion for the action and the vote by which it is disposed of take place at proceedings open to the public.

### **Section 18 Mayor's Functions at Commission Meetings.**

The Mayor shall be chairman of the Commission and preside over its deliberations. He shall have a vote on all questions before it. He shall have authority to preserve order, enforce the rules of the Commission, and determine the order of business under the rules of the Commission.

### **Section 19 Vote Required.**

Except as this charter otherwise provides, the concurrence of a majority of the members of the Commission present at a Commission meeting shall be necessary to decide any question before the Commission.

### **Section 20 Mayor.**

The Mayor shall appoint the committees provided by the rules of the Commission. He shall sign all records of proceedings approved by the Commission. He shall have no veto power and shall sign all ordinances passed by the Commission within three days after their passage. After the Commission approves a bond of a city officer or a bond for a license, contract, or proposal, the Mayor shall endorse the bond.

### **Section 21 City Manager.**

(a) Qualifications. The City Manager shall be the administrative head of the government of the city. He shall be chosen by the Commission without regard to political considerations and solely with reference to his executive and administrative qualifications. He need not be a resident of the city or of the state at the time of his appointment. Before taking office, he shall give a bond in such amount and with such surety as may be approved by the Commission. The premiums on such bond shall be paid by the city.

(b) Term. The manager shall be appointed for an indefinite term and may be removed at the pleasure of the Commission. Upon any vacancy occurring in the office of manager after the first appointment pursuant to this charter, the Commission at its next meeting shall adopt a resolution of its intention to appoint another manager. Not later than four months after adopting the resolution, the Commission shall appoint a manager to fill the vacancy.

(c) Powers and Duties. The powers and duties of the manager shall be as follows:

(1) He shall devote his entire time to the discharge of his official duties, attend all meetings of the Commission unless excused therefrom by the Commission or the Mayor, keep the Commission advised at all times of the affairs and needs of the city, and make reports annually, or more frequently if requested by the Commission, of all the affairs and departments of the city.

(2) He shall see that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits, and privileges granted by the city are observed.

(3) The manager shall designate a city recorder, shall appoint and may remove appointive city officers and employees except as this charter otherwise provides, and shall have general supervision and control over them and their work with power to transfer an employee from one department to another. He shall supervise the departments to the end of obtaining the utmost

efficiency in each of them. He shall have no control, however, over the Commission or over the judicial activities of the municipal judge.

(4) He shall act as purchasing agent for all departments of the city. All purchases shall be made by requisition signed by him or authorized designee.

(5) He shall be responsible for preparing and submitting to the budget committee the annual budget estimates and such reports as that body request.

(6) He shall supervise the operation of all public utilities owned and operated by the city and shall have general supervision over all city property.

(d) Seats at Commission Meetings. The manager and such other officers as the Commission designates shall be entitled to sit with the Commission but shall have no vote on questions before it. The manager may take part in all Commission discussions.

(e) Manager Pro Tem. Whenever the manager is absent from the city, is temporarily disabled from acting as manager, or whenever his office becomes vacant, the Commission shall appoint a manager pro tem, who shall possess the powers and duties of the manager. No manager pro tem, however, may appoint or remove a city officer or employee except with the approval of three members of the Commission.

(f) Ineligible Persons. Neither the manager's spouse nor any person related to the manager or his spouse by consanguinity or affinity within the third degree may hold any appointive office or employment with the city.

## **Section 22 Municipal Judge.**

(a) The municipal judge shall be the judicial officer of the city. He shall hold within the city a court known as the municipal court for the city of Oregon City, Clackamas County, Oregon. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court.

(b) The jury panel for the municipal court shall be selected periodically by the municipal judge in the same manner in which juries are selected for circuit court. In no event may a jury panel serve more than one year. A jury shall be of six in number. Each party shall be entitled to three peremptory challenges in addition to challenges for cause. Challenges shall be taken in the same manner as provided in circuit court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.

### **Section 23 Recorder.**

The recorder shall serve ex officio as clerk of the Commission, attend all its meetings unless excused therefrom by the Commission, keep an accurate record of its proceedings, and sign all orders on the treasury. In the recorder's absence from a Commission meeting, the manager shall appoint a clerk of the Commission pro tem who, while acting in that capacity, shall have all the authority and duties of the recorder.

### **Section 24 Regular Elections.**

Regular city elections shall be held at the same times and places as biennial general state elections, in accordance with applicable state election laws. The recorder, pursuant to directions from the Commission, shall give at least ten days' notice of each regular city election by posting notice thereof at a conspicuous place in the city hall and in one public place in each voting precinct of the city. The notice shall state the officers to be elected, the ballot title of each measure to be voted upon, and the time and place of the election.

### **Section 25 Special Elections.**

The Commission shall provide the time, manner and means for holding any special election. The recorder shall give at least ten days' notice of each special election in the manner provided by the action of the Commission ordering the election. The dates of special elections shall be subject to designation by state law.

### **Section 26 Regulation of Elections.**

Except as this charter provides otherwise and as the Commission provides otherwise by ordinances relating to elections, the general laws of the state shall apply to the conduct of all city elections, recounts of the returns therefrom, and contests thereof.

### **Section 27 Canvass of Returns.**

In all elections held in conjunction with state and county elections, the state laws governing the filing of returns by the county clerk shall apply. In each special city election the returns therefrom shall be filed with the recorder on or before noon of the day following, and not later than five days after the election the Commission shall meet and canvass the returns. The results of all elections shall be entered in the record of the proceedings of the Commission. The entry shall state the total number of votes cast at the election, the votes cast for each person and for and against each proposition, the name of each person elected to office, the office to which he has been elected, and a reference to each measure enacted or approved. Immediately after the canvass is completed, the recorder shall make and sign a certificate of election of each person elected and deliver the certificate to him within one day after the canvass. A certificate so made and delivered shall be prima facie evidence of the truth of the statements contained in it.

### **Section 28 Tie Votes.**

In the event of a tie vote for candidates for an elective office, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the Commission.

### **Section 29 Commencement of Terms of Office.**

The term of office of a person elected at a regular city election shall commence the first of the year immediately following the election.

### **Section 30 Oath of Office.**

Before entering upon the duties of his office, each officer shall take an oath or shall affirm that he will support the constitutions and laws of the United States and of Oregon and that he will faithfully perform the duties of his office.

### **Section 31 What Creates Vacancy.**

An office shall be deemed vacant upon the incumbent's death; adjudicated incompetence; conviction of a felony, other offense pertaining to his office, or unlawful destruction of public records; resignation; recall from office; or ceasing to possess the qualifications for the office; upon the failure of the person elected or appointed to the office to qualify therefor within ten days after the time for his term of office to commence; or in the case of a Mayor or Commissioner, upon his absence from the city for 30 days without the consent of the Commission or upon his absence from meetings of the Commission for 60 days without like consent, and upon a declaration by the Commission of the vacancy.

### **Section 32 Filling of Vacancies.**

Vacant elective offices in the City shall be filled by appointment. A majority vote of the Commission shall be required to validate the appointment. The appointee's term of office shall begin immediately upon his appointment and shall continue until the next general election and until a successor is duly elected and qualified to complete the unexpired or new term of office as applicable. During the temporary disability of any officer or during his absence temporarily from the city for any cause, his office may be filled pro tem in the manner provided for filling vacancies in office permanently.

### **Section 33 Enacting Clause.**

The enacting clause of all ordinances hereafter enacted shall be, "Oregon City ordains as follows:"

### **Section 34 Mode of Enactment.**

(a) Except as paragraphs (b) and (c) of this section provide to the contrary, every ordinance of the Commission shall, before being put upon its final passage, be read fully and distinctly in open Commission meeting on two different days.

(b) Except as paragraph (c) of this section provides to the contrary, an ordinance may be enacted at a single meeting of the Commission by unanimous vote of all Commission members present, upon being read first in full and then by title.

(c) Any of the readings may be by title only if no Commission member present at the meeting requests to have the ordinance read in full, or if a copy of the ordinance is provided for each Commission member and three copies are provided for public inspection in the office of the city

recorder not later than one week before the first reading of the ordinance and if notice of their availability is given forthwith upon the filing, by written notice posted at the city hall and two other public places in the city or by advertisement in a newspaper of general circulation in the city. An ordinance enacted after being read by title alone may have no legal effect if it differs substantially from its terms as it was thus filed prior to such reading, unless each section incorporating such a difference is read fully and distinctly in open Commission meeting as finally amended prior to being approved by the Commission.

(d) Upon the final vote on an ordinance, the ayes and nays of the members shall be taken and entered in the record of proceedings.

(e) Upon the enactment of an ordinance the recorder shall sign it with the date of its passage and his name and title of office, and within three days thereafter the Mayor shall sign it with the date of his signature, his name and title of his office.

### **Section 35 When Ordinances Take Effect.**

An ordinance enacted by the Commission shall take effect on the thirtieth day after its enactment. When the Commission deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it shall take effect immediately upon the unanimous vote of the Commission.

### **Section 36 Condemnation.**

Any necessity of taking property for the city by condemnation shall be determined by the Commission and declared by a resolution of the Commission describing the property and stating the uses to which it shall be devoted.

### **Section 37 Improvements.**

The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by general ordinance or, to the extent not so governed, by the applicable general laws of the state. Action on any proposed public improvement, except a sidewalk or except an improvement unanimously declared by the Commission to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this section, "owner" shall mean the record holder of legal title or, where land is being purchased under a land sale contract recorded or verified to the recorder in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner."

### **Section 38 Special Assessments.**

The procedure for levying, collecting, and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

### **Section 39 Bids.**

A contract for a public improvement to be made by a private contractor shall be let to the lowest responsible bidder for the contract and shall be done in accordance with plans and

specifications approved by the Commission. The Commission by ordinance may exempt contracts of a particular nature or under a designated dollar amount from public bidding.

#### **Section 40 Purpose.**

The purpose of this Chapter X of the Charter is to prevent the transfer, sale, vacation or major change in use of city parks without first obtaining an approving vote of the legal voters of this city; to designate certain park areas and their use; to preserve the natural beauty of public parks and to protect the rights of citizens in the preservation of their heritage of nature. Its purpose also is to establish authority and procedures for abatement of nuisances and fire hazards for the protection of the public, as well as protection of the rights of individual citizens.

#### **Section 41 Approval by Voters.**

The Commission may not do any of the following listed acts with regard to any designated city park or part thereof without first obtaining approval of the legal voters of the city. Said acts are as follows:

- (a) Sell, lease or otherwise transfer park property.
- (b) Vacate or otherwise change the legal status of any park.
- (c) Construct permanent buildings or structures thereon other than for recreational purposes and park maintenance. In any case where at the date of adoption of this section there are existing structures which do not comply with this provision, such structures and any additions and alterations thereto are excepted from the provisions of this section.
- (d) Change the status of a natural park; construct buildings, or clear vegetation in a natural park, except for the construction of trails and essential roads and elimination of hazards constituting a clear and present danger to the public.

#### **Section 42 Parks Designated.**

The following areas within the city are hereby designated as parks and where noted are designated also as natural parks:

- (a) Block 40, OREGON CITY.
- (b) Block 96, OREGON CITY.
- (c) Block 102, OREGON CITY.
- (d) Block 152, OREGON CITY.
- (e) The area designated as WATERBOARD PARK on the map of Oregon City revised 1969, and the adjoining areas thereof lying below the high bluff, the westerly end of which area is at the southwesterly corner of Tract 19, FIELDS ADDITION, and the easterly end of which area is approximately at the intersection of Quarry and Third Streets; except any portion thereof lying north of the road running from John Adams Street and the extension thereof around the south



side of the Armory and connecting to South 2nd Street. WATERBOARD PARK as above described is designated as a natural park.

(f) CLACKAMETTE PARK, at the confluence of the Willamette and Clackamas Rivers.

(g) ATKINSON PARK, as designated on the map of Oregon City, revised 1969 and being all of the City land bounded by Sixteenth Street, McLoughlin Avenue, and Jackson Street.

(h) RIVERCREST PARK, as designated on the map of Oregon City, revised 1969.

(i) To the extent that the same is owned by Oregon City, or shall hereafter be acquired by Oregon City, the triangular area bounded on the east by Linn Avenue, on the north by Charman Street and on the southwest by the old portion of Linn Avenue, and which area lies south of Block 26, FALLS VIEW ADDITION, is designated as a natural park.

(j) The city land acquired from the Oregon City School District lying at Fourth and Blanchard Streets in the plat of CANEMAH.

(k) The area designated as KELLY FIELD on the map of Oregon City, revised 1969.

(l) Block 126, OREGON CITY, except Lot 4 thereof.

### **Section 43 Additional Parks.**

Additional parks may be created and land established as parks upon the acceptance by the Commission of a gift to the city for park purposes or a dedication of land as a park. Real property owned or acquired by the city in other manners may be designated as a park by ordinance. Park areas may be specifically designated as natural parks and when so designated shall be maintained as provided in Section 41. Whenever any real property is designated as a park as provided herein, it is subject to all of the provisions of this Chapter X.

### **Section 44 Regulation of Maintenance.**

It is the policy of the city to recognize that there is beauty in natural growth as well as in developed property and that hazards exist on property. It is the policy of the city to reduce dangers but to maintain beauty. It is not the policy nor purpose of this section to allow one group of citizens to impose its standards of beauty on others. To protect the public health and safety, the Commission has power to require property owners to remove trash, rubbish and garbage from their property. The Commission also has power to abate any condition on any private property constituting a public or private nuisance under the law in the state of Oregon. The Commission has power to require the removal of dead grass, brush, trees, and other growth which constitutes a direct fire hazard to public or private buildings; provided, however, the Commission may not require the removal of any dead or green vegetation if a sufficient fire break exists between such vegetation and buildings so that the same does not constitute a direct and unreasonable fire hazard to such buildings. The Commission may require property owners to remove noxious weeds and plants if the same are a hazard to persons not on the property or a hazard to adjoining property. Nothing herein contained is intended to restrict the Commission's right to control the streets. The Commission may establish lines for the planting of shade or ornamental trees and generally regulate the use and development of the portion of street rights-of-way between the property line and the travel portion of the street. If any property owner fails to comply within ten days with a lawful notice given pursuant to this section requiring

the removal of a hazard or nuisance, the Commission may, after hearing, cause the same to be removed and the cost thereof shall be a lien on the property and shall be collected in the same manner as street improvement liens.

#### **Section 45 Method of Disposition.**

The use of the decompression chamber and all other methods of killing animals at or by animal control authorities, dog control authorities, pounds, animal shelters, humane societies, and like institutions, public or private, which kill animals is hereby prohibited within the city limits of Oregon City, with the sole exception of the administration of sodium pentobarbital either by injection or orally.

#### **Section 46 Animal Technician.**

Said sodium pentobarbital shall be skillfully and humanely administered by a licensed veterinarian or a trained, experienced animal technician. "Animal technician" means an individual who has received a certificate in animal technology, or a comparable certificate, from a recognized college or university or an individual who has successfully completed a recognized course of instruction in the administration of sodium pentobarbital for humane animal euthanasia or an individual who has, in past experience, demonstrated proficiency in the administration of sodium pentobarbital for humane animal euthanasia.

#### **Section 47 Debt Limit.**

Except by consent of the voters, the city's voluntary floating indebtedness shall not exceed twenty-five thousand dollars. For purposes of calculating the limitation, however, the legally authorized debt of the city in existence at the time this charter takes effect shall not be considered. All city officials and employees who create or officially approve any indebtedness in excess of this limitation shall be jointly and severally liable for the excess.

#### **Section 48**

(Repealed by voters at city election held May 19, 1992.)

#### **Section 49 Civil Service System.**

The City Commission shall provide a system of civil service for employees in all full time positions of city service except elected officials as provided for in the charter, the city general manager, city recorder, municipal judge and city attorney; the provisions of said civil service system to be substantially the same in application for all employees, positions and places not herein excluded.

#### **Section 50 Union Membership.**

Employees of the city are hereby guaranteed the privilege of joining a union of their own choice. City officials shall not discriminate against any employee who sees fit to join a union, nor shall any person exercise any restraint, interference or coercion to prevent such union membership. Employees of the city may bargain collectively and negotiate with all public officials through

union representatives of their own choosing on all matters affecting wages, working conditions and fringe benefits. When employees of the city so request, the City Commission shall within thirty days after receiving such request through collective bargaining methods establish a grievance procedure providing for the orderly presentation and solution of individual employee grievances as well as group grievances.

#### **Section 51 South Fork Water Commission.**

The Mayor and two members of the Commission appointed by the Mayor shall constitute the Oregon City members of the South Fork Water Commission.

#### **Section 52 Penalty.**

The Commission may provide for the punishment of a violation of any ordinance of the city by a fine not to exceed two thousand five hundred dollars and/or one year imprisonment in jail, and for such reasonable court costs as determined by the municipal judge.

#### **Section 53 Existing Ordinances Continued.**

All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

#### **Section 54 Repeal of Previously Enacted Provisions.**

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed.

#### **Section 55 Time of Effect of Charter.**

This charter shall take effect July 1, 1983.

#### **Section 56 Garbage Burning Plants.**

No garbage burning plants shall be allowed in Oregon City. (Adopted by voters at the City election held November 2, 1982.)

Resolution No. 82-29 was voted on at a regular City election held November 2, 1982. New City Charter was approved by voters and effective July 1, 1983.

#### **Section 57 General Obligation Bonds and Revenue Bonds.**

Except as herein provided, upon passage of this amendment to the City Charter, no general obligation bonds or revenue bonds of any nature shall be issued or sold by the City of Oregon City without a vote of the people. The Commission may not adopt or pass any ordinance or resolution providing for the issuance or sale of general obligation bonds or revenue bonds to be an emergency nor use any other means to prevent their referral to the voters.

This section shall not apply to: i) bonds issued pursuant ORS 223.205 et seq. (the Bancroft Bonding Act), or similar law, to finance public improvements through local improvement districts; and ii) any bonds issued to refinance or refund existing or future bonds. (Adopted by voters at the City election held May 21, 1996.)

**Section 58 Water Rates.**

Upon passage of this amendment to the City Charter city water rates shall be those in effect as of October 31, 1994. The Commission may not increase water rates by more than 3 percent annually without a vote of the people. The Commission may not declare any ordinance or resolution establishing water rates to be an emergency nor use any other means to prevent their referral to the voters. (Adopted by voters at the City election held May 21, 1996.)

# CITY COMMISSION

## Orientation Manual

### Section Three

## Oregon City Government



# CITY OF OREGON CITY

## Government

The City Commission of the City of Oregon City is composed of the Mayor and four Commissioners elected from the city at large for terms of four years each. The four Commissioner positions are numbered as Position No. 1, Position No. 2, Position No. 3, and Position No. 4. The term of office of each member is four years. The election of City Commissioners is non-partisan and is held in even-numbered years. For example, in 2004 Commissioner Position Nos. 2 and 3 were elected; in 2006 the Mayor and Commissioner Positions Nos. 1 and 4 were elected; and in 2008 Commissioner Positions Nos. 2 and 3 will be elected. The term of office of each Commissioner shall commence on the 2nd day of January after the election of that Commissioner in the preceding November, unless such date shall fall on a legal holiday, in which case such term shall commence on the following day. No person shall be elected to the office of Commissioner for more than two terms of four years in any ten-year period.

The City Commission elects a Commission president at its first meeting in January each year. The Commission president shall perform the duties of Mayor in the absence of that officer. In the absence of the Mayor from the city or the inability of the Mayor to act, the president of the Commission shall have and exercise the power to perform all duties of the Mayor.

ORGANIZATIONAL CHART HERE

## FORM OF GOVERNMENT

The City of Oregon City operates through a Commission/Manager form of government consisting of an elected Mayor and City Commissioners who appoint a City Manager to manage the operations Commission/Manager form of government. The City Commission also appoints a municipal judge. The City Manager oversees the operations of seven departments. These departments are:

- Finance
- Public Safety and Police
- Public Works
- Community Development
- Community Services
- Human Resources
- Administration

The City Commission is the City's legislative and policy-making body. As a whole, the City Commission is responsible for passing ordinances and resolutions necessary for governing the City, in addition to setting the direction of City policy. The City Manager is responsible for the overall administration of the City and works with the City Commission and citizens to plan for the future of the City. The City Manager assists the City Commission in defining and implementing the City's vision by setting goals and establishing objectives to reach these goals. The City Manager also assists in matters of policy research, identifying areas requiring legislative policy decisions, and preparing recommendations on alternative courses of action.

The employment relationship between the City Commission and the City Manager honors the fact that the City Manager is the chief executive officer of the City of Oregon City. The City Commission should avoid situations that can result in Oregon City staff being directed, intentionally or unintentionally, by one or more members of the City Commission. All dealings with the City Manager, whether in public or private, should respect the authority of the City Manager in administrative matters.

## CITY MANAGER CODE OF ETHICS

The City Manager is subject to a professional code of ethics from the International City/County Management Association (ICMA). This code binds the City Manager to certain practices, which are designed to ensure actions are in support of the City's best interests. For more information on the responsibilities and duties of the City Manager, refer to Section 21 of the City Charter.

## MUNICIPAL JUDGE RESPONSIBILITIES

According to the City of Oregon City's Charter, the municipal judge's duties include:

- The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and of all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city.
- The municipal judge shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to



commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court.

- The municipal judge shall select jury panels in the same manner as for circuit court.

For more information on the responsibilities and duties of the municipal judge, refer to Section 22 of the City Charter.

## **CITY COMMISSION / CITY ATTORNEY RELATIONSHIP**

The City Attorney shall be appointed by and shall serve at the discretion of the City Manager. The City Attorney serves as the legal advisor to the Mayor, City Commission, City Manager, and departments. The general legal responsibilities of the city attorney are:

- Provide legal assistance necessary for formulation and implementation of legislative policies and projects.
- Represent the City's interests, as determined by the City Commission in litigation, hearings, negotiations, and similar proceedings.
- Prepare contracts, charter amendments, ordinances, bonds, and other legal documents to best reflect and implement the purposes for which they are prepared.
- Keep the City Commission and staff apprised of court rulings and legislation affecting the legal interests of the City.

It is important to note that the city attorney does not represent individual members of the City Commission, but the City Commission as a whole.

# CITY COMMISSION

## Orientation Manual

### Section Four

## Guidelines and Duties For Elected Officials



# CITY OF OREGON CITY

## Guidelines & Duties for Elected Officials

The Mayor and City Commissioners, as representatives of the City of Oregon City, can render better service if they understand their duties, are aware of their responsibilities, and are informed of the best methods for carrying out their charge. Among their public duties, the Mayor and City Commissioners provide leadership for constituents, arbitrate conflicting interests, and make sound decisions by studying problems and reviewing alternatives to determine the best course of actions. The Mayor and City Commissioners are responsible for establishing policy, adopting the City's budget, and providing direction to the City Manager. The Mayor and City Commissioners represent the City on local, regional, and state boards, Commissions, and committees.

The City Manager is responsible for implementing the policy decisions of the Mayor and Commission. Because the City Manager is responsible for the day-to-day operation of City government, the Commission issues all priority orders and directives through the City Manager. On occasion, the Mayor or a Commissioner may use the less formal process of making a request or suggestion directly to a department director. If the request or suggestion raises any policy or procedural questions, it should be brought to the attention of the City Manager.

### **POLICY MAKING**

Policy is established by a majority vote of the City Commission's. While individual members may disagree with a decision of the majority, a decision of the majority does bind the City Commission's to a course of action. It is the City Manager's responsibility to ensure the policy of the City Commission's is implemented.

All phases of the City Commissioner's job are involved in the determination of policy. The City Manager can assist the City Commission's in studying and determining municipal policies. A good example of this is the budget process. The City Manager and staff gather the budget information, prepare the budget, review the budget with the budget committee, and submit the budget to the City Commission's. The City Commission's reviews the budget, revises as necessary, and adopts the budget.

Policy making is the process of deciding what is to be done for the City. This can easily be confused with how a program is to be administered, which is the responsibility of the City Manager. Simply stated, policy making is the "what to do" and administration is "how to do it." In municipalities, policy can take the form of ordinances, resolutions, and motions.

### **APPOINTMENTS**

The Mayor and City Commission's appoint the following positions:

#### **CITY MANAGER / MUNICIPAL JUDGE**

##### ***City Charter, Section 11:***

Additional officers of the city shall be a City Manager and municipal judge, each of whom the Commission shall appoint, and such other officers as the Commission deems

necessary. The Commission may combine any two or more appointive offices, except the office of City Manager and municipal judge. In no such combination shall the municipal judge be subject in judicial functions to supervision by any other office.

## **BOARDS AND COMMITTEES**

### ***City Charter, Section 20***

The Mayor shall appoint the committees provided by the rules of the Commission.

## **OTHER DUTIES**

### **CONTACT WITH CONSTITUENTS**

On occasion, the Mayor and City Commissioners are requested to attend a district meeting, neighborhood meeting, or homeowner association meeting. These are opportunities to understand the needs of the residents and can assist in policy making.

### **CEREMONIAL DUTIES**

The Mayor and City Commissioners can expect invitations to groundbreakings, ribbon cuttings, openings for parks, capital improvement projects, business, and special projects.

### **REPRESENTING THE CITY OF OREGON CITY**

Representing the City of Oregon City at the state and federal level in matters of municipal interest is an important role for the Mayor and City Commissioners. Issues that affect the City's ability to govern and operate successfully are monitored by the City Manager's Office, and the City Commission, as an elected body, should communicate on such issues with the state and federal legislatures.

### **CONFERENCES AND TRAININGS**

The Mayor and City Commissioners have the opportunity to attend state and national conferences for public officials and municipal organizations. These conferences provide the City Commission with opportunities to create relationships with other elected officials as well as discover what other cities are accomplishing. The Mayor and City Commissioners' training and conference opportunities are limited by dollars budgeted for such training and conferences and any other requirements as imposed by the City Commission on itself.

## **MEDIA RELATIONS**

### **TIPS ON MEDIA RELATIONS**

Public relations is extremely important and City Commissioners should be prepared to respond to media questions at some time. The following pages contain some tips on media relations.

As an elected official of the City of Oregon City, you play a fundamental role in determining the direction of the City's goals and objectives. Your position on the City Commission will require you to interact with the media. The following list contains twelve tips on working with the media and the public. These tips will assist you in building media relations and promote a positive image of the City of Oregon City.

1. Remember you are a City Commissioner, elected to serve the citizens of Oregon City. If you keep the needs and desires of the citizens in mind as you perform your duties, the process of reporting your actions is always easier.

2. Remember you are communicating with citizens of Oregon City and surrounding areas, not the reporter. What do you want the citizens to know about what is happening? What type of impact will it have on the City's quality of life? When you are sending a message to the community, state your message several times. This increases your chances that the reporter will quote you on this point.
3. Remember the reporter is also a citizen. If he or she does not understand a situation or message you are sending, the reporter will not be able to explain it to the citizens. It may be necessary to provide reporters with background information and reports. If you are unable to answer a question, admit you do not know the answer and you will get back to them. Be truthful and only state the facts. Incorrect statements can easily be misinterpreted and greatly affect your image and that of the City. It is okay to say, "I do not know."
4. Remember that nothing is off the record. Only make statements that you wish to see in print.
5. Remember a relationship with the press must be developed. Involve the media leadership in community questions as major policy issues develop. Thank the media for articles and for their ideas and help. If a reporter prints something you disagree with, talk with them in the same manner you would handle a work associate.
6. Develop internal city hall policies and plans concerning your communications. City Commissioners should understand their responsibilities and the information being released. In many instances, the Mayor or City Manager will release information. The City Commission should be in agreement and understand their responsibilities when dealing with the press. The City Commission should work with the City Manager's Office in being proactive by bringing stories to the media.
7. Remember to do your research before meeting with reporters. City Commissioners should consult with each other and the Mayor before taking a position on a critical public issue. Consulting with Commissioners, the Mayor, and the City Manager will allow you to better anticipate possible questions from reporters. Know the facts and implications of the policy issues you will be discussing and avoid off-the-wall comments that could lead to embarrassment for both you and the City.
8. Remember to make yourself accessible to reporters.
9. Always honor deadlines when dealing with reporters. Find out when a reporter needs information for the next issue. Know the deadlines of the various local and state newspapers. Supplying the proper information when needed will help you build a relationship with the reporter.
10. Remember you will not always be pleased with articles and editorials that the media prints. Keep an open mind; "news" as defined by the media means something unusual or something significant to the audience. The media will often present other points of view; do not let this affect your relationship with reporters.
11. Remember never to avoid the media when there is bad news. Provide the media with the information they need to know and continue doing business as usual. The faster you provide information to the media, the less opportunity they have to speculate on the issues.

## **LOBBYING GUIDELINES**

The Oregon Government Ethics Commissions publishes an excellent document, *Guide to Lobbying in Oregon*, describing the lobbying regulations in Oregon. Briefly stated, the purpose of the lobbying regulations are as follows:

### **ORS 171.730: Lobbying Regulation Purpose**

The Legislative Assembly finds that to preserve and maintain the integrity of the legislative process, it is necessary that the identity, expenditures, and activities of certain persons who engage in efforts to persuade...be publicly and regularly disclosed.

You may be lobbying and be unaware of your actions. As a City Commissioner, it is important to know lobbying regulations. For example, according to the above document, “any of the following activities for which you receive compensation or other consideration, undertaken for the purposes of influencing legislative action or engendering goodwill, would be examples of lobbying:

- Testimony at legislative committee hearings
- Formal appointments
- Casual conversations
- Written correspondence (letters, memos, e-mails, notes)
- Telephone conversations
- Providing
  - Entertainment (sports events, movies, theatre)
  - Dining, cocktail parties
  - Travel and accommodations”

You may or may not be required to register as a lobbyist. KNOW THE LAW, and protect yourself. Contact the OGEC or visit their Web site for more information:

**[www.ogec.state.or.us](http://www.ogec.state.or.us)**

*Oregon Government Ethics Commission  
3218 Pringle Road S.E., Suite 200  
Salem, OR 97302-1544*

## COMMUNICATIONS

One of the most fundamental roles of a City Commissioner is communication. Communication with the public and other jurisdictions to assess community opinions and needs, and communication with City staff to provide policy direction and to gain an understanding of the implications of various policy alternatives are all important tasks for a City Commissioner.

### E-MAIL

Each City Commissioner is issued an e-mail address to use for City business, communication with other Commissioners, the City Manager, departments, and constituents. All e-mail communication is subject to Open Records Law, as further discussed in this manual.

### CORRESPONDENCE

City Commissioners may be required to write letters to citizens, businesses, or other public agencies. Typically, the Mayor will transmit the City's position on policy matters to outside agencies and organizations on behalf of the City Commission. Individual Commissioners may need to prepare letters for constituents in response to an inquiry or to provide requested information. Each Commissioner will be provided a supply of letterhead and envelopes for this purpose. City letterhead and staff cannot be used for personal or political purposes.

## DO'S AND DON'T FOR ELECTED OFFICIALS

*The following collection of guidelines are excerpts from Do's and Don'ts for Elected Officials, compiled by Patterson Parks Consultants.*

### RULES FOR EFFECTIVE COUNCILS

#### ***Peter Drucker's Six Rules for Presidents***

- Focus on what needs to be done, not necessarily what you want to do.
- Concentrate – don't splinter yourself. Perhaps six to twelve things need to be done. Pick only one or two if you want to accomplish anything at all. *The following is a slight departure from Drucker's rules: Cities can and must do more. However, you have to determine the saturation level for yourself, your staff, and the community.*
- Never bet on a sure thing.
- Don't micromanage. Appoint good people, define action, give good direction, evaluate progress, demand accountability, and be realistic. When things go wrong, complete the following list in order: Review yourself, look at organizational readiness, evaluate your resources, look at community readiness, and look at staff capabilities.
- Appoint professionals, not friends.
- Once elected, stop campaigning. Always be mindful of the next election. Treat people well, explain your positions, make decisions, and accomplish something.

*In the public sector you have to do better than good, you must be efficient, you have to remember the people out there. In government you have to be better financial managers because you have no excess. Ask yourself why you are here and who is your customer.*  
- Peter Drucker

## PATTERSON PARKS' GUIDELINES FOR COUNCIL BEHAVIOR

- City governance is about relationships. Develop cautious trust in one another and work to build relationships. Broaden your circle and expand your thinking. Help your base of support broaden its thinking. As a Commissioner, you'll learn more about issues than you thought possible before you took office. Good-old-boy mentality is just who has whose ear.
- Build a relationship with your staff. Understand the management hierarchy and each party's roles, and respect them. Know that you have an effect on the organization's morale and ability to perform.
- Give clear direction. Then give the responsibility and authority necessary to carry out tasks and/or accomplish goals.
- Understand that no one will do things exactly as you would. Either be specific in your direction, or accept the outcome as long as goals are accomplished and work is performed within the parameters given.
- Attempt to understand other points of view. (This applies even if you believe you have 20/20 vision and the rest of the world wears bifocals.)
- Do your homework, learn the issues and alternatives, and move the discussion from cliques and emotions to the facts, options, and reality.
- Understand your role and the roles of others. Respect those roles.
- Seek compromise where appropriate.
- Invite your community to participate in the decision-making process. Make sure that those who come to the table bring something positive, including a willingness to find solutions.
- Learn to move forward when you have a consensus. This doesn't mean total support or unanimity from all. You will have to make difficult (and sometimes unpopular) decisions.
- Once a decision is made, go forth. Evaluate at intervals. Don't evaluate immediately just because things start badly or because you don't agree with the decision.
- Don't be overly concerned with who individually profits from a decision. Instead, ask if the community profits.
- Understand the politics of your community. But don't become a slave to political correctness, what the media will say or write, or if your position will be popular.
- Preparation is the key to success. Remember the old saying: "The will to win means nothing without the will to prepare."
- Have a plan (a great plan), communicate the plan, execute the plan, evaluate your progress, and hold people accountable.



## GREAT GOVERNANCE

Great governance is:

- Orchestrating, directing, and managing the debate on the community plan and community issues.
- Implementing the plan and addressing issues.
- Periodic review and adjustment of the plan when and if necessary.

## LEADERSHIP, ACTION, AND CONTROVERSY

- Citizens expect their Commissioners and civic leaders to have a point of view on today's events and to be firm about the destination of the organization or civic journey.
- As Commissioners, you don't report the news – you make it.
- Leadership of your community requires you to be biased about the future. This very trait of leadership will make you a target of those who propose an alternative future.
- When you take a position on issues and the future path of your community, you will be criticized more than someone who takes no stand at all.
- Your credibility will be questioned.
- You must protect your creditability, for it is the metal that allows you to take strong stands.

*Leadership is about action:*

- Develop an organizational culture for getting things done.
- This culture of execution is a systematic process of:
  - discussing the how and why
  - questioning action and proposals
  - following through
  - -ensuring accountability
- The execution culture is about:
  - making assumptions about your community environment
  - assessing your organization's capabilities
  - linking strategies to operations and the people who are going to implement the strategy
  - synchronizing those people and their various disciplines
  - linking rewards to outcomes

- Dialogue is the key to this culture.
  - How people talk to each other absolutely determines how well the organization functions.
  - Is dialogue politicized, fragmented, or measured?
  - Or, is dialogue candid and reality-based?

## EFFECTIVE DEBATE – Action Requires Debate

### Points to Remember:

- Arriving at decisions takes time
- Be cordial and polite, but firm and direct
- Major topics may take more than just the business meetings
- Do homework and prepare thoughts before meetings
- Understand timing of issues

### Skills Necessary for Debate

- Bringing issues forward
- Honesty in thoughts
- Treatment of others during a debate
- Balance personal desire with those in disagreement
- Discover common ground
- Ability to follow through

### How to Debate and Decide

- Specify
  - State ideas succinctly
  - Specify your position
  - Present supporting information and why that position is held
- Clarify
  - Not everyone sees the issue the same. We each bring different background and perceptions to an issue.
  - What are the facts we can agree on and how do we develop the information needed to decide?
  - Allow others to seek clarification of your position.
- Modify
  - Seek modifications or compromise with an attempt to get to common ground to reach the next step
  - Seek who agrees, disagrees, or who will agree with identified modifications
  - Compromise is an art – learn it, seek alternatives, and know your bottom line and what has to be done.
- Ratify
  - When there is agreement or consensus, move on (may not be unanimous)

### Steps to Consider in Addressing Issues and What Questions to Ask Yourself and Others in a Debate

#### *What is the problem or issue?*

- Define it.
- How does it work?

- What is being proposed?
- What information supports the proposal and is additional information needed to discuss and decide the issue? If so, what?
- Does the problem need fixing?
- Is it a priority?
- Do priorities need adjusting to allow staff to address a new issue?
- Do you have a plan of action?
- How much does the solution cost and how will you fund it?
- Does the proposed action address the issues? Does it make it better?
- Do all parties have a common base of information to debate the issue?
- What are the expected outcomes?
- What are the evaluation criteria?

#### Other Notes:

- Do not try to beat each other down, filibuster, or delay decisions. Once all positions have been explored and positions given, determine what (if any) other information is needed to make a decision.
- If there is disagreement, work toward a compromise (what is each person willing to give on)
- If no compromise is reached, vote and move on. Agree that the majority position will be supported, and evaluate at critical points in the implementation to see if the path should be continued.

Come prepared. Do homework before the meeting. Do not plan to do homework at the meeting as this delays others who have come prepared (unless there is a good reason for not being prepared).

#### CONTROVERSY

The question is not if, but how you will manage during controversy. You will be debate and controversy. It is the nature of the public process – the clash of issues, desires, and viewpoints.

- Fight hard for your positions, but remember the collegial role of the Commission. Know when you have lost, and help make your colleagues' decisions a reality. Jefferson said, "A commitment to popular consent means a willingness to lose."
- Work as a Commission to build a base of support for your plan or position.
- Communicate where you are and why you're there.
- Do your homework – know the issues and alternatives.

#### DECISION CRITERIA

- What is best for your community?
- What is best for your city?
- Is the decision reasonable and realistic?
- Is the decision legal, fair, equitable?

***Governance is about creating and executing a plan.***

# CITY COMMISSION

## Orientation Manual

### Section Five

# City Commissioner Roles & Responsibilities



# CITY COMMISSIONER

## Roles And Responsibilities

### CITY COMMISSIONER ROLES, RESPONSIBILITIES, AND ACTIVITIES

- A. Regulatory Authority---The City Commission is the ultimate authority in City affairs, excluding any litigation or legislation decisions from higher authorities. The City Commission is the contract review board for the City. The City Commission is also the final local appeal in City land use actions
  - 1. Regulatory Actions and Activities
    - a. Hold public hearings
    - b. Develop and implement other public involvement processes to aid in considerations of proposed ordinances, policies, and procedures
    - c. Pass ordinances, approve policies and procedures
    - d. Convene as quasi-judicial body to hear land use appeals and render decisions
  
- B. Financial Authority
  - 1. Fiduciary Actions and Activities
    - a. Approve contracts for city work (Contract Review Board)
    - b. Levy Taxes
    - c. Assess fees and other charges for service
    - d. Sell bonds
    - e. Consider and approve annual or bi-annual budget
    - f. Monitor budget throughout the year
    - g. Ensure rationally and legality between where money comes from and where money is spent
    - h. Ensure cost effectiveness and efficiency in local government service costs, where feasible
  
- C. Employer Authority
  - 1. Employer Actions and Activities
    - a. Hire, evaluate, and fire if necessary the City Manager (The City Manager is the Commission only employee)
    - b. Appoints the Municipal Court Judge
    - c. Provide resources to accomplish the work of the city and the goals and direction set by the Commission
    - d. Ensure a competitive and responsible wage and benefit program to aid retention and recruitment, where financial feasible
    - e. Provide means that City can provide a safe work place for all its employees
    - f. Appoints and evaluates performance of Municipal Court Judge and discusses desired direction for Court---Judge is final authority on Court proceedings

D. Representative Authority

1. Representative Actions and Activities

- a. Be the eyes, ears, and voice for the community
- b. Represent all citizens
- c. Understand community issues and assist the community in understanding the issues
- d. Communicate city issues and position of the Commission and City on those issues
- e. Communicate city issues and concerns to other governmental agencies
- f. Provide transparency in all city deliberations where feasible and practical
- g. Make all decisions in public
- h. Adhere to all local, state, and federal laws in the execution of the office of City Commissioner
- i. Be an effective member and representative of the entire Commission
- j. Make decisions in the best interest of the City versus just what is popular
- k. Appoints citizens to advisory committees and receives their recommendations for deliberation and possible action

E. Visioning and Planning Responsibility

1. Visioning and Planning Actions and Activities

- a. Set direction for community and organization
- b. Determines mission and vision for community
- c. Communicate, and gain support for City's mission, vision, projects, programs, services, and actions
- d. Decide on implementation plan to accomplish mission and vision
- e. Determine branding for community

F. Other Points

1. Ethics

- a. Actual conflict of interest
- b. Perceived conflict of interest

2. Meetings

- a. City Commission---1<sup>st</sup> and 3<sup>rd</sup> Wednesdays---7:00 p.m.
- b. City Commission Work Session---Held the Tuesday between regular meetings each month---5: 30 p.m.
- c. Special Session of City Commission: Convened as needed; time and date set when needed
- d. Commission Retreat---Annually---May hold retreat to discuss specific issue or issues at other times of year as needed
- e. Executive Session
  - i. Personnel Matters
    1. Labor Negotiations
    2. City Manager Evaluations

- ii. Litigations
  - iii. Real Estate Acquisition or Sale
- 3. How Items Are Placed on Agendas
  - a. Commissioner Request
  - b. Citizen Request
  - c. Staff developed based on Department work plan, project, work toward a Commission goal, issue that has arisen, or reaction to action taken by other public or private entity
  - d. Committee Action
  - e. Annual or periodic action (i.e. renewal of contracts or agreements)
- 4. Responsibilities of City Manager
  - a. Hires, directs, and fires all City Employees including Department Heads
  - b. Oversees day to day operations and activities of City of Oregon City
  - c. Ensures Commission direction, goals, and policies are carried out
  - d. Develops policy issues and actions for Commission consideration and action
  - e. Advises Commission on policy issues and business operations of City organization
  - f. Communicates and explains action and activities of the City
  - g. Performs as organizational spokesperson when necessary
  - h. Acts as City liaisons to citizens and citizen groups
  - i. Acts as Economic Development/ Urban Renewal Director for City of Oregon City
  - j. Acts as Emergency Management Director in Emergencies
  - k. Is Budget Director for City---Prepares and delivers budget to Budget Committee and City Commission for their consideration, recommendations, modifications, and approval

## CITY MANAGER AND EXECUTIVE MANAGEMENT TEAM EXPECTATIONS

The executive management team (City Manager, Department Directors, City Recorder) has the following expectations:

- Staff will adhere to legal, ethical City procedural and moral laws, regulations, and guidelines.
- The Mayor and City Commission will not attempt to influence or direct staff to make certain recommendations.
- Personnel issues must be the sole discretion of the City Manager, or his/her designee, elected officials will not be involved, to include briefings and/or “lending a sympathetic ear” to the employee or department director, unless requested to do so by the City Manager.
- Performance problems or concerns with members of the executive management team will be addressed through the City Manager. Performance problems or concerns with other employees will be brought to the attention of the appropriate department director. Concerns are not to be made in public, but rather individually.
- It helps staff to have a “heads up” or to be made aware of a question in advance of a City Commission meeting, if possible. This provides staff with sufficient opportunity to conduct any necessary research as required.
- Be cautious in “overacting” to a few citizens complaining/requesting action from the City on various issues. This is not to say that we should not be responsive, but should prioritize the issues accordingly.
- Ensure that the intended direction at a City Commission meeting is made through a motion that is clear. Sometimes staff is unclear about a specific direction when there is tacit “approval through silence.”
- During work sessions and City Commission meetings, allow staff to complete their presentation before getting into details.

## INFORMAL RULES

Following are informal rules/guidelines which are currently in practice within the City.

- **Petitions Before City Commission and Boards and Commissions** – The City Commission will not entertain, nor will staff process, proposals or requests from any person, group, or business that is shown to be substantially in non-compliance with prior commitments made to the City of Oregon City.
- **Time Limitations for the Re-Hearing of Petitions or Requests** – Once the City Commission or planning Commission has heard a request on the part of any person, group, or business and a decision rendered, the applicant shall be prohibited from bringing substantially the same request before the governing board or authority for a period of one year.
- **Guidelines for City Commissioners’ Contacts with City Staff** – Mayor/Commissioners may make requests for information from any staff member. Questions requiring research shall be made to department directors. In no circumstance shall Mayor/Commissioners provide direction to any staff member other than the City Manager or through the City Manager.



- **Guidelines Regarding Agenda Items** – It requires the consent or approval of two Commissioners to place an item on the agenda.

**Code Enforcement Policy Direction** – City staff will utilize a systematic code enforcement approach in all commercial areas. Code enforcement in residential areas shall be on a complaint basis unless there is found to be an imminent threat to health and safety for which the inspector shall issue a complaint.

**Guidelines for Mayor and City Commission Interaction with Boards and Commissions**

The Mayor and/or members of the City Commission will not make direct presentation, appeals, testimony, etc. to boards or Commissions as part of the formal board/Commission process unless directed to do so by the City Commission.

**OREGON GOVERNMENT ETHICS COMMISSION**

ORS Chapter 244 requires certain city officials to file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) by April 15 of each year. ORS 244.050 requires elected officials who will hold office on **April 15** of each year to file SEI's. In addition, Chapter 244 also requires the filing of a Quarterly Public Official Disclosure form by all public officials who are required to file the SEI.

Public officials who fail to file their SEI and quarterly reports could be liable for a civil penalty of up to \$1,000 and/or suspension from performing their official duties.

OGEC will distribute the SEI and quarterly disclosure forms to elected officials in March for completion and submission by April 15. In addition, the city recorder will send the necessary forms to all elected officials and other city officials required to file the SEI.

For further information, please visit the state's Web site at <http://www.ogec.state.or.us>.

# CITY COMMISSION

## Orientation Manual

### Section Six

## City Commission Meetings



# CITY OF OREGON CITY

## City Commission Meetings

### MEETINGS OF THE CITY COMMISSION

City Commission meetings are a vital part of the democratic process in the conduct of the City's affairs. It is at City Commission meetings that laws, policies, and basic decisions are made for the City of Oregon City. All meetings of the City Commission are open to the public unless noted otherwise.

### REGULAR CITY COMMISSION MEETINGS

Regular City Commission meetings are held at 7:00 p.m. on the first and third Wednesdays of each month in the Commission Chambers at City Hall, 320 Warner Milne Road, Oregon City. When a City Commission meeting falls on a legal or national holiday, the meeting shall be held the following day.

### SPECIAL CITY COMMISSION MEETINGS

The Mayor may call a special meeting of the City Commission for a time not earlier than three nor later than 48 hours after a notice is given. A special meeting may also be held at the request of three members of the Commission. Special meetings of the Commission may also be held at any time by the common consent of all the members of the Commission.

### WORK SESSION

Work Sessions are typically held the Monday prior to the regularly scheduled City Commission meeting at 5:30 p.m. No formal votes may be taken on work session items, although Commissioners may be polled on any matter under discussion at a work session.

### EXECUTIVE SESSION

Executive sessions are governed by ORS 192.660 and are closed to the public, except that representatives of the news media shall be allowed to attend most sessions. City Commissioners and staff in attendance shall not disclose to any person the content of any discussion that takes place in an executive session. Executive sessions are typically held prior to or at the end of a regular or special meeting. No executive session may be held for the purpose of taking a final action or making a final decision, although the Commission may reach a consensus in executive session. Formal voting must be taken in open session to allow the public to know the result of the discussion that took place in executive session.

Executive sessions may be held to discuss the following topics:

- Employment and personnel matters.
- Dismissal or discipline matters.
- Matters pertaining to the function of the medical staff of a licensed, public hospital.
- Deliberations regarding labor negotiations.
- Deliberations regarding negotiations of real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- By a health professional regulatory board to consider information obtained as part of an investigation of licensee or applicant conduct.
- By the State Landscape Architect Board, or an advisory committee to the board, to consider information obtained as part of an investigation of registrant or applicant conduct.
- To discuss information about review or approval of programs relating to security.

**Mayor's Presiding Role**

The Mayor shall preside over the City Commission's deliberations. The Mayor shall have a vote on all questions before it; shall have authority to preserve order, enforce the rules of the Commission, and determine the order of business under the rules of the Commission.

## CITY OF OREGON CITY City Commission Meeting Calendar 2009

<b>JANUARY</b>
Jan. 7 Regular Meeting
Jan. 9-10 Commission Retreat
Jan. 21 Regular Meeting
<b>FEBRUARY</b>
Feb. 4 Regular Meeting
Feb. 10 Work Session
Feb. 18 Regular Meeting
<b>MARCH</b>
March 4 Regular Meeting
March 10 Work Session
March 18 Regular Meeting
<b>APRIL</b>
April 1 Regular Meeting
April 7 Work Session
April 15 Regular Meeting
April 20, 21, 28 Budget Committee meetings
<b>MAY</b>
May 6 Regular Meeting
May 12 Work Session
May 20 Regular Meeting
<b>JUNE</b>
June 3 Regular Meeting
June 9 Work Session
June 17 Regular Meeting
<b>JULY</b>
July 1 Regular Meeting
July 7 Work Session
July 15 Regular Meeting
<b>AUGUST</b>
Aug. 5 Regular Meeting
Aug. 11 Work Session
Aug. 19 Regular Meeting
<b>SEPTEMBER</b>
Sept. 2 Regular Meeting
Sept. 8 Work Session
Sept. 16 Regular Meeting
<b>OCTOBER</b>
Oct. 7 Regular Meeting
Oct. 13 Work Session
Oct. 21 Regular Meeting
<b>NOVEMBER</b>
Nov. 4 Regular Meeting
Nov. 10 Work Session
Nov. 18 Regular Meeting
<b>DECEMBER</b>
Dec. 2 Regular Meeting
Dec. 8 Work Session
Dec. 16 Regular Meeting

## OPEN MEETINGS

The Open Public Meetings Law requires that all meetings of the “governing body of a public body” must be open and public. A meeting generally includes any situation in which a majority of the City Commission meets and discusses the business of that body. Purely social gatherings are expressly exempted, unless the body’s business is discussed.

Any meeting at which at least three members of the City Commission are present and the purpose is to discuss City matters is considered an open meeting and is public. The meeting notice must be posted 24 hours prior to the meeting.

ORS 192.610 to 192.690 describes the open meetings law. Among other matters, this law ensures that the meeting of governing bodies at which decisions about the public’s business are made or discussed are open to the public; that the public has received notice of the time and place of meetings; and that the meetings are accessible to persons wishing to attend.

*(Excerpts from the 2005 Oregon Revised Statutes regarding public meetings are printed at the end of this chapter.)*

## OPEN RECORDS

Under ORS 192.420, every person has a right to inspect any nonexempt public record of a public body. The law requires the custodian of public records (commonly the City Recorder) to provide “proper and reasonable opportunities for inspection and examination of the public records during usual business hours.”

The law expressly authorizes a public body to establish fees “reasonably calculated to reimburse it for its actual cost in making such records available.” These costs may include copying, staff time, research, certifying documents, postage, attorney review, and other costs.

Though the law favors public access to government records, a public body may deny a records inspection request if it can prove that the record is exempt from disclosure. ORS 192.501 contains a list of “conditionally exempted” records.

*(Excerpts from the 2005 Oregon Revised Statutes regarding open records are printed at the end of this chapter.)*

## CONFLICT OF INTEREST

ORS 244.020 defines “Conflict of Interest” as follows:

**Any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (14) of this section.**

At any time the Mayor or City Commissioner believes a potential for conflict of interest exists, he or she is encouraged to consult with the city attorney for advice.

## CITY COMMISSION MEETING PROCESS

### AGENDA

The City Commission agenda is the official order of business at City Commission meetings. The agenda reflects the City Commission's duties and responsibilities and the items include consideration and/or approval of programs, expenditures, payments, contracts, agreements, land use and zoning changes, ordinances, resolutions, appointments, and approving or amending the operating and capital improvement project budgets.

The City Manager reviews the tentative agendas for upcoming meetings with the department directors at weekly staff meetings and adjustments and revisions are made. Each agenda item typically includes a Commission report with a background report, staff recommendations, budget impacts, and other pertinent information necessary to make a decision. There are times when reports are made orally at the City Commission meetings, and there will be no supporting materials in the packet. The City Manager is responsible for approving the staff recommendation on each agenda item.

### AGENDA PACKET

The City Recorder is responsible for compiling the agenda and supporting materials for the City Commission meetings for the Mayor, Commissioners, and staff. The City Commission receives a binder containing the agenda packet the Friday prior to the meeting, delivered to their home. The packet is also available electronically and posted to the City's Web site at [www.orcity.org](http://www.orcity.org). The year 2009 will bring electronic agenda packets, eliminating a majority of the copying costs, and working toward meeting the Commission's #1 Goal.

If the Mayor or a Commissioner feels that something is missing from the packet or they have a question not covered in the background material, it is suggested they contact the City Manager prior to the meeting. This will enable staff to deliver material to the City Commission during the day or have available by the evening of the meeting.

If a member of the Commission will be absent from the scheduled meeting, the City Recorder's office should be notified to assist in the preparation of the evening meeting.

### POSTINGS

Agendas for all City Commission meetings are posted on the notice board in the lobby of City Hall, at the Oregon City Library, at the Pioneer Community Center, and on the City's Web site. The agendas are also sent electronically to local news media and other interested citizens.

### DINNER

Meetings that prior to 6:00 p.m. will include a catered dinner for the City Commission and department directors. Specific dietary needs should be communicated to the City Recorder.

### AGENDA ORDER OF BUSINESS

1. **Call to Order** – The Mayor calls the meeting to order and roll call is taken. A quorum of three Commission members is required to conduct official business.

2. **Flag Salute**
3. **Ceremonies, Proclamations, Presentations** – Examples of ceremonies are swearing in of new Commissioners and Police Officers; proclamations are read and presented by the Mayor; presentations may include annual reports of Boards and Commissions, reports from other local jurisdictions, and recap of community events.
4. **Citizen Comments** – This section allows citizens up to three (3) minutes to present information or raise issues regarding items not on the agenda.
5. **Adoption of the Agenda** – This section permits time to make additions, deletions, or changes to the current agenda, including removing an item from the consent agenda.
6. **Public Hearings** – Public hearings are required for particular items such as rezoning and vacations, in which public testimony and evidence is presented to the City Commission.
7. **General Business** – New items for consideration such as contracts and agreements, items to be considered at a future meeting, project updates, or items of interest to the City Commission are included here. General business also includes first and second readings of ordinances and resolutions.

Ordinances for Introduction (First reading) – An ordinance is an act of law of the City of Oregon City or through an initiative ordinance enacted by the citizens of Oregon City through the election process. The ordinance for introduction to the City Commission, commonly called the “first reading,” is considered by the Commission and if passed, is generally moved forward to the next Commission meeting for the second reading.

Final Ordinances (Second reading) – If approved at the second reading, the ordinance is passed and becomes effective 30 days following the second reading.

Resolutions – Resolutions are required to authorize expenditure of City funds, establish new funds, authorize certain contractual arrangements on behalf of the City, to call for an election, to amend or rescind an existing resolution, and a number of other municipal actions. A resolution is effective immediately upon approval.

8. **Consent Agenda** – A consent agenda contains routine items which are generally not controversial and do not need further discussion. The group of items may be approved with one motion and one roll call vote. Items may include approval of the minutes, routine resolutions, easements, deeds, and other miscellaneous items.
9. **Communications** –
  - a. The City Manager presents his/her report at this point in the meeting.
  - b. The Mayor appoints citizens to Boards or Commissions.
  - c. The Mayor and Commissioners give reports of their activities in the community.
10. **Adjournment**



## VOTING

An oral vote is called for following the motion/second. The voting order changes from meeting to meeting. Abstentions from voting are permitted when the Mayor or City Commissioner has a conflict of interest concerning the item.

## PUBLIC HEARINGS

At a public hearing the City Commission will hear and consider any testimony or evidence presented by the applicant or any other interested party on an ordinance before the Commission. In the interest of time and action, each speaker is urged to keep comments as brief and non-repetitive as possible.

All public hearings are recorded. Prior to any statement being made, the speaker shall first give his or her name and city of residence for the record.

The public hearing process for land use items is as follows:

Staff provides report

Public Testimony:

- 15 minutes for applicant
- 5 minutes for representatives of a recognized neighborhood association, government agency, or other incorporated public interest organization
- 3 minutes for individuals
- 5 minutes for applicant's rebuttal

Questions of Staff / Discussion / Motion

The public hearing process for the appeal process is as follows:

Staff provides report

Public Testimony:

- 10 minutes for appellant
- 10 minutes for applicant
- 5 minutes for representatives of a recognized neighborhood association, government agency, or other incorporated public interest organization
- 3 minutes for individuals
- 5 minutes for applicant's rebuttal

Questions of Staff / Discussion / Motion

Rebuttal of speakers will be permitted; however, the Mayor will limit cross-examination, which reduces cumulative evidence or repetitive examination, or in order to protect speakers against embarrassment or harassment.

The Mayor will close the public hearing prior to the Commission's discussion and vote.

## ORDINANCES AND RESOLUTIONS

**Ordinances** are the laws of the City. When an ordinance is initially presented to the City Commission, it is said to be "introduced" or called the "first reading." The City Charter (Section 34(c)) requires that three copies of the ordinance be provided for public inspection in the office of the City Recorder not later than one week before the first reading and that a notice of the reading be posted in three places in the City. If the Commission passes the ordinance at its first reading, it

moves on to the next regularly scheduled meeting for a second reading. Upon a successful vote, the ordinance is approved and becomes final 30 days after the second reading.

When the Commission deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an *emergency*, it shall take effect immediately upon the unanimous vote of the Commission.

Most ordinances are subject to referendum action by citizens during the 30-day period which follows the second reading.

The City Commission does not have the authority to amend, alter, or rescind any ordinance that has been enacted by a vote of the people. As such, an initiative ordinance or any portion of an ordinance resulting from initiative action would have to be returned to the people at an election to alter the wording or rescind the content.

**Resolutions**, like an ordinance, are created as the result of a formal action of the Commission. A resolution must receive the affirmative vote from a majority of the Commission. Unlike an ordinance, a resolution is usually effective immediately and does not require a second reading or a waiting period to become effective. A resolution, like an ordinance, should be confined to one subject which must be clearly and concisely expressed in the title.

*(Taken from IIMC publication, Manual for Drafting Ordinances and Resolutions)*

## ROBERT'S RULES OF ORDER

“The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member’s opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.” *Robert’s Rules of Order*

## BASIC PROVISIONS AND PROCEDURES

The following summary of *Robert’s Rules of Order* will provide a basic understanding of City Commission meeting procedures.

1. **QUORUM OF MEMBERS** – According to the City Charter, a majority of members of the Commission shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.
2. **MAYOR** – The Mayor is the presiding officer of the City Commission meeting. In the Mayor’s absence, the Commission president will preside at the City Commission meeting. In the absence of both the Mayor and Commission president, the Commission will elect someone to preside at the meeting.

It is the duty of the presiding officer to call the meeting to order, announce the business before the Commission, recognize Commissioners entitled to speak, state and put to vote all questions before the Commission, and announce the vote, to preserve order and decorum, to decide all points of order subject to appeal to a vote of the entire Commission, and to generally keep the meeting running smoothly. All comments and

questions should be addressed to the presiding officer. If a Commissioner has questions for a staff member or member of the public, those questions should be asked through the presiding officer.

3. DEBATE – Discussion of matters (debate) can only take place after the Mayor has called that item on the agenda. *Robert's Rules* requires that there be a motion on the floor prior to any debate or discussion. Generally, the Mayor will recognize Commissioners desiring to speak in the order they indicate by hand motion. The Mayor will recognize all members wishing to speak the first time, prior to recognizing a member the second time.
4. MOTIONS – After a matter has been called by the Mayor and any staff comments have been received, it is appropriate for a Commissioner to make a motion in order that it may be discussed or debated by the Commissioners and action taken. A motion may be very simple, i.e.: "I move adoption of the resolution presented by \_\_\_\_\_." This motion is called the MAIN MOTION.
  - a. MAIN MOTION – The principal, main question or motion is a motion to bring a matter before the Commission for action.
  - b. SUBSIDIARY OR SECONDARY MOTION – This is a motion applied to the main motion for the purpose of disposing of the main motion, i.e.: "to table," "to postpone," "to refer to committee," "to amend" or to "call the question." These motions take precedence over the main motion and must be voted on before a vote can be taken on the main motion.

After a Commissioner has made a motion and before the Mayor has stated the questions, that Commissioner may amend or withdraw the motion without approval of the Commission. However, after the Mayor has stated the question and opened it for discussion by the other Commissioners, an affirmative vote of the Commission is needed to amend the motion.

A motion to amend can be amended, but an amendment to an amendment cannot be amended. In other words, a proposed resolution can be amended and that amended part of the resolution can again be amended, but no further amendments can be made to that part without defeating the resolution and beginning all over with a new resolution.

- c. INCIDENTAL AND PRIVILEGED MOTIONS – Incidental motions take precedence over main or subsidiary motions and are used to resolve questions about the motions, i.e., a question of order, motion to suspend the rules, or a motion for leave to withdraw the pending main or subsidiary motion. A privileged motion, i.e., to adjourn, takes precedence over all other motions, is undebatable, and thus must be voted on before any other business.
- d. THE PREVIOUS QUESTION – A motion to call the previous question or as sometimes stated "to call the question" requires the Mayor to immediately ask the Commissioners to vote on whether debate (discussion) should be closed and the main motion should be voted on at that time.

5. MOTIONS TO RECONSIDER – May a member who was absent at the time a vote was originally taken vote to reconsider the vote? A Commissioner may vote on a motion to reconsider even though that Commissioner was not present at the time the original vote was taken. However, if the Commissioner abstained from voting due to a conflict of interest then that Commissioner would also have conflict of interest on the motion to reconsider.

A motion to reconsider may only be made by a Commissioner who voted on the prevailing side and can only be made at the same meeting at which the original motion was adopted or prior to an ordinance becoming effective. A motion to reconsider and enter on the minutes preserves the matter until the next meeting at which time the vote is taken on the motion to reconsider.

## PARLIAMENTARY PROCEDURE --- AT A GLANCE

To Do This:		May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No
Call an Intermission	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
Complain about Heat, Noise, Etc.	"I rise to a question of privilege"	Yes	No	No	No	No vote	No
Temporarily Suspend Consideration of an Issue	"I move to table the motion"	No	Yes	No	No	Majority	No:1
End Debate and Amendments	"I move the previous question"	No	Yes	No	No	2/3	Yes: 2
Postpone Discussion for a Certain Time	"I move to postpone the discussion until..."	No	Yes	Yes	<b>Yes</b>	Majority	Yes
Give Closer Study of Something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes: 3
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes: 4	Yes	Majority	Yes
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes
<b>The Motions Listed Above are in Order of Precedence...Those listed Below are in No Particular Order</b>							
Protest Breach of Rules or Conduct	"I rise to a point of order"	Yes	No	No	No	No vote: 5	No
Vote on a Ruling of the Chair	"I appeal from the chair's decision"	Yes	Yes	Yes	No	Majority	Yes
Suspend Rules Temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No
Avoid Considering an Improper Matter	"I object to consideration of this motion"	Yes	No	No	No	2/3: 6	Yes: 7
Verify a Voice Vote by Having Members Stand	"I call for a division of Division!"	Yes	No	No	No	No vote	No
Request Information	"Point of Information"	Yes	No	No	No	No vote	No
Take Up a Matter Previously Tabled	"I move to take from the table."	No	Yes	No	No	Majority	No
Reconsider a Hasty Action	"I move to reconsider the vote on..."	Yes	Yes	Yes: 8	No	Majority	No
NOTES: 1: Affirmative votes may not be reconsidered.	2: Unless a vote on question has begun.	3: Unless the committee has already taken up the subject.	4: Unless the motion to be amended is not debatable.	5: Unless the chair submits to the assembly for decision.	6: A 2/3 vote in negative is needed to prevent consideration of main motion.	7: Only if the main question has not been debated yet.	8: Unless the motion to be reconsidered is not debatable.

## **COMMISSION CHAMBERS**

The Commission Chambers is equipped with a state-of-the-art audio visual system. The system provides microphones at the dais, staff tables, and guest table. There are several issues related to the system which are important to keep in mind:

- The microphones are always on.
- To ensure clarity, speak directly into the microphone at no more than one foot away.
- Never make comments during a recording that you do not want as part of the record.
- All guest speakers must speak at the guest's table. Do not allow guests to speak from the audience, as their comments will not be recorded into the record.

All regular meetings, work sessions, and special City Commission meetings are recorded. Regular meetings are video streamed on the City's Web site live and are available on demand following the meeting. The regular meetings are also televised live through Willamette Falls Cable Television, and a videotape recording is made to televise the meetings again throughout the week.

The dais is equipped with electronic connections for laptop computers if an electronic agenda packet is the Commissioner's preferred method of study. Wireless services are also active in the Chambers. The Chambers is equipped with projectors for electronic presentations.

### **Final Note:**

It is the Commission's role to work with its management staff to develop a vision, course of action, action plan, and parameters for action. At this point, the Commission must allow staff to do its job and then evaluate the performance and adjust direction at critical points along the way.

**OPEN MEETINGS LAW -- EXCERPTS FROM OREGON REVISED STATUTES  
PUBLIC MEETINGS**

**192.620 Policy.** The 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 ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly. [1973 c.172 §1]

**192.630 Meetings of governing body to be open to public; location of meetings; accommodation for individuals with disability; interpreters.**

(1) All meetings of the governing body of a public body shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690.

(2) A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.

(3) A governing body may not hold a meeting at any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. However, the fact that organizations with restricted membership hold meetings at the place does not restrict its use by a public body if use of the place by a restricted membership organization is not the primary purpose of the place or its predominate use.

(4) Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved. A joint meeting of two or more governing bodies or of one or more governing bodies and the elected officials of one or more federally recognized Oregon Indian tribes shall be held within the geographic boundaries over which one of the participating public bodies or one of the Oregon Indian tribes has jurisdiction or at the nearest practical location. Meetings may be held in locations other than those described in this subsection in the event of an actual emergency necessitating immediate action.

(5)(a) It is discrimination on the basis of disability for a governing body of a public body to meet in a place inaccessible to the disabled, or, upon request of a deaf or hard-of-hearing person, to fail to make a good faith effort to have an interpreter for deaf or hard-of-hearing persons provided at a regularly scheduled meeting. The sole remedy for discrimination on the basis of disability shall be as provided in ORS 192.680.

(b) The person requesting the interpreter shall give the governing body at least 48 hours' notice of the request for an interpreter, shall provide the name of the requester, sign language preference and any other relevant information the governing body may request.

(c) If a meeting is held upon less than 48 hours' notice, reasonable effort shall be made to have an interpreter present, but the requirement for an interpreter does not apply to emergency meetings.

(d) If certification of interpreters occurs under state or federal law, the Department of Human Services or other state or local agency shall try to refer only certified interpreters to governing bodies for purposes of this subsection.

(e) As used in this subsection, "good faith effort" includes, but is not limited to, contacting the department or other state or local agency that maintains a list of qualified interpreters and arranging for the referral of one or more such persons to provide interpreter services. [1973 c.172 §3; 1979 c.644 §2; 1989 c.1019 §1; 1995 c.626 §1; 2003 c.14 §95; 2005 c.663 §12]

**192.640 Public notice required; special notice for executive sessions, special or emergency meetings.**

(1) The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.

(2) If an executive session only will be held, the notice shall be given to the members of the governing body, to the general public and to news media which have requested notice, stating the specific provision of law authorizing the executive session.

(3) No special meeting shall be held without at least 24 hours' notice to the members of the governing body, the news media which have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice. [1973 c.172 §4; 1979 c.644 §3; 1981 c.182 §1]

**192.650 Recording or written minutes required; content; fees.**

(1) The governing body of a public body shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- (a) All members of the governing body present;
- (b) All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- (c) The results of all votes and, except for public bodies consisting of more than 25 members unless requested by a member of that body, the vote of each member by name;
- (d) The substance of any discussion on any matter; and
- (e) Subject to ORS 192.410 to 192.505 relating to public records, a reference to any document discussed at the meeting.

(2) Minutes of executive sessions shall be kept in accordance with subsection (1) of this section. However, the minutes of a hearing held under ORS 332.061 shall contain only the material not excluded under ORS 332.061 (2). Instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court shall determine their admissibility.

(3) A reference in minutes or a recording to a document discussed at a meeting of a governing body of a public body does not affect the status of the document under ORS 192.410 to 192.505.

(4) A public body may charge a person a fee under ORS 192.440 for the preparation of a transcript from a recording. [1973 c.172 §5; 1975 c.664 §1; 1979 c.644 §4; 1999 c.59 §44; 2003 c.803 §14]

**192.660 Executive sessions permitted on certain matters; procedures; news media representatives' attendance; limits.**

(1) ORS 192.610 to 192.690 do not prevent the governing body of a public body from holding executive session during a regular, special or emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding the executive session.



(2) The governing body of a public body may hold an executive session:

(a) To consider the employment of a public officer, employee, staff member or individual agent.

(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

(c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063, 441.085, 441.087 and 441.990 (3) including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

(f) To consider information or records that are exempt by law from public inspection.

(g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.

(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

(j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

(k) If the governing body is a health professional regulatory board, to consider information obtained as part of an investigation of licensee or applicant conduct.

(L) If the governing body is the State Landscape Architect Board, or an advisory committee to the board, to consider information obtained as part of an investigation of registrant or applicant conduct.

(m) To discuss information about review or approval of programs relating to the security of any of the following:

(A) A nuclear-powered thermal power plant or nuclear installation.

(B) Transportation of radioactive material derived from or destined for a nuclear-fueled thermal power plant or nuclear installation.

(C) Generation, storage or conveyance of:

(i) Electricity;

(ii) Gas in liquefied or gaseous form;

(iii) Hazardous substances as defined in ORS 453.005 (7)(a), (b) and (d);

(iv) Petroleum products;

(v) Sewage; or

(vi) Water.

(D) Telecommunication systems, including cellular, wireless or radio systems.

(E) Data transmissions by whatever means provided.

(3) Labor negotiations shall be conducted in open meetings unless negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

(4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2) but the governing body may require that specified information be undisclosed.

(5) When a governing body convenes an executive session under subsection (2)(h) of this section relating to conferring with counsel on current litigation or litigation likely to be filed, the governing body shall bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

(6) No executive session may be held for the purpose of taking any final action or making any final decision.

(7) The exception granted by subsection (2)(a) of this section does not apply to:

(a) The filling of a vacancy in an elective office.

(b) The filling of a vacancy on any public committee, Commission or other advisory group.

(c) The consideration of general employment policies.

(d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:

(A) The public body has advertised the vacancy;

(B) The public body has adopted regular hiring procedures;

(C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and

(D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

(8) A governing body may not use an executive session for purposes of evaluating a chief executive officer or other officer, employee or staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

(9) Notwithstanding subsections (2) and (6) of this section and ORS 192.650:

(a) ORS 676.175 governs the public disclosure of minutes, transcripts or recordings relating to the substance and disposition of licensee or applicant conduct investigated by a health professional regulatory board.

(b) ORS 671.338 governs the public disclosure of minutes, transcripts or recordings relating to the substance and disposition of registrant or applicant conduct investigated by the State Landscape Architect Board or an advisory committee to the board. [1973 c.172 §6; 1975 c.664 §2; 1979 c.644 §5; 1981 c.302 §1; 1983 c.453 §1; 1985 c.657 §2; 1995 c.779 §1; 1997 c.173 §1; 1997 c.594 §1; 1997 c.791 §9; 2001 c.950 §10; 2003 c.524 §4; 2005 c.22 §134]

#### **192.670 Meetings by means of telephonic or electronic communication.**

(1) Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication shall be conducted in accordance with ORS 192.610 to 192.690.

(2) When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no member of the governing body of the public body is present. [1973 c.172 §7; 1979 c.361 §1]

#### **192.680 Enforcement of ORS 192.610 to 192.690; effect of violation on validity of decision of governing body; liability of members.**

(1) A decision made by a governing body of a public body in violation of ORS 192.610 to 192.690 shall be voidable. The decision shall not be voided if the governing body of the public body reinstates the decision while in compliance with ORS 192.610 to 192.690. A decision that is reinstated is effective from the date of its initial adoption.

(2) Any person affected by a decision of a governing body of a public body may commence a suit in the circuit court for the county in which the governing body ordinarily meets, for the purpose of requiring compliance with, or the prevention of violations of ORS 192.610 to 192.690, by members of the governing body, or to determine the applicability of ORS 192.610 to 192.690 to matters or decisions of the governing body.

(3) Notwithstanding subsection (1) of this section, if the court finds that the public body made a decision while in violation of ORS 192.610 to 192.690, the court shall void the decision of the governing body if the court finds that the violation was the result of intentional disregard of the law or willful misconduct by a quorum of the members of the governing body, unless other equitable relief is available. The court may order such equitable relief as it deems appropriate in the circumstances. The court may order payment to a successful plaintiff in a suit brought under this section of reasonable attorney fees at trial and on appeal, by the governing body, or public body of which it is a part or to which it reports.

(4) If the court makes a finding that a violation of ORS 192.610 to 192.690 has occurred under subsection (2) of this section and that the violation is the result of willful misconduct by any member or members of the governing body, that member or members shall be jointly and severally liable to the governing body or the public body of which it is a part for the amount paid by the body under subsection (3) of this section.

(5) Any suit brought under subsection (2) of this section must be commenced within 60 days following the date that the decision becomes public record.

(6) The provisions of this section shall be the exclusive remedy for an alleged violation of ORS 192.610 to 192.690. [1973 c.172 §8; 1975 c.664 §3; 1979 c.644 §6; 1981 c.897 §42; 1983 c.453 §2; 1989 c.544 §1]

**192.685 Additional enforcement of alleged violations of ORS 192.660.**

(1) Notwithstanding ORS 192.680, complaints of violations of ORS 192.660 alleged to have been committed by public officials may be made to the Oregon Government Standards and Practices Commission for review and investigation as provided by ORS 244.260 and for possible imposition of civil penalties as provided by ORS 244.350.

(2) The Commission may interview witnesses, review minutes and other records and may obtain and consider any other information pertaining to executive sessions of the governing body of a public body for purposes of determining whether a violation of ORS 192.660 occurred. Information related to an executive session conducted for a purpose authorized by ORS 192.660 shall be made available to the Oregon Government Standards and Practices Commission for its investigation but shall be excluded from public disclosure.

(3) If the Commission chooses not to pursue a complaint of a violation brought under subsection (1) of this section at any time before conclusion of a contested case hearing, the public official against whom the complaint was brought may be entitled to reimbursement of reasonable costs and attorney fees by the public body to which the official's governing body has authority to make recommendations or for which the official's governing body has authority to make decisions. [1993 c.743 §28]

**192.690 Exceptions to ORS 192.610 to 192.690.**

(1) ORS 192.610 to 192.690 do not apply to the deliberations of the State Board of Parole and Post-Prison Supervision, the Psychiatric Security Review Board, state agencies conducting hearings on contested cases in accordance with the provisions of ORS chapter 183, the review by the Workers' Compensation Board or the Employment Appeals Board of similar hearings on contested cases, meetings of the state lawyers assistance committee operating under the provisions of ORS 9.568, meetings of the personal and practice management assistance committees operating under the provisions of ORS 9.568, the county multidisciplinary child abuse teams required to review child abuse cases in accordance with the provisions of ORS 418.747, the child fatality review teams required to review child fatalities in accordance with the provisions of ORS 418.785, the peer review committees in accordance with the provisions of ORS 441.055, mediation conducted under ORS 36.250 to 36.270, any judicial proceeding, meetings of the Oregon Health and Science University Board of Directors or its designated committee regarding candidates for the position of president of the university or regarding sensitive business, financial or commercial matters of the university not customarily provided to

competitors related to financings, mergers, acquisitions or joint ventures or related to the sale or other disposition of, or substantial change in use of, significant real or personal property, or related to health system strategies, or to Oregon Health and Science University faculty or staff committee meetings.

(2) Because of the grave risk to public health and safety that would be posed by misappropriation or misapplication of information considered during such review and approval, ORS 192.610 to 192.690 shall not apply to review and approval of security programs by the Energy Facility Siting Council pursuant to ORS 469.530.

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**OPEN RECORDS LAW - EXCERPTS FROM OREGON REVISED STATUTES  
INSPECTION OF PUBLIC RECORDS**

**192.420 Right to inspect public records; notice to public body attorney.**

(1) Every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by ORS 192.501 to 192.505.

(2)(a) If a person who is a party to a civil judicial proceeding to which a public body is a party, or who has filed a notice under ORS 30.275 (5)(a), asks to inspect or to receive a copy of a public record that the person knows relates to the proceeding or notice, the person must submit the request in writing to the custodian and, at the same time, to the attorney for the public body.

(b) For purposes of this subsection:

(A) The attorney for a state agency is the Attorney General in Salem.

(B) "Person" includes a representative or agent of the person. [1973 c.794 §3; 1999 c.574 §1; 2003 c.403 §1]

**192.430 Functions of custodian of public records; rules.**

(1) The custodian of any public records, including public records maintained in machine readable or electronic form, unless otherwise expressly provided by statute, shall furnish proper and reasonable opportunities for inspection and examination of the records in the office of the custodian and reasonable facilities for making memoranda or abstracts therefrom, during the usual business hours, to all persons having occasion to make examination of them. If the public record is maintained in machine readable or electronic form, the custodian shall furnish proper and reasonable opportunity to assure access.

(2) The custodian of the records may adopt reasonable rules necessary for the protection of the records and to prevent interference with the regular discharge of duties of the custodian. [1973 c.794 §4; 1989 c.546 §1]

**192.440 Certified copies of public records; fees; waiver or reduction.**

(1) The custodian of any public record that a person has a right to inspect shall give the person, on demand:

(a) A certified copy of the public record if the public record is of a nature permitting copying; or

(b) A reasonable opportunity to inspect or copy the public record.

(2) If the public record is maintained in a machine readable or electronic form, the custodian shall provide a copy of the public record in the form requested, if available. If the public record is not available in the form requested, the custodian shall make the public record available in the form in which the custodian maintains the public record.

(3)(a) The public body may establish fees reasonably calculated to reimburse the public body for the public body's actual cost of making public records available, including costs for summarizing, compiling or tailoring the public records, either in organization or media, to meet the person's request.

(b) The public body may include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in reviewing the public records, redacting material from

the public records or segregating the public records into exempt and nonexempt records. The public body may not include in a fee established under paragraph (a) of this subsection the cost of time spent by an attorney for the public body in determining the application of the provisions of ORS 192.410 to 192.505.

(c) The public body may not establish a fee greater than \$25 under this section unless the public body first provides the requestor with a written notification of the estimated amount of the fee and the requestor confirms that the requestor wants the public body to proceed with making the public record available.

(d) Notwithstanding paragraphs (a) to (c) of this subsection, when the public records are those filed with the Secretary of State under ORS chapter 79 or ORS 80.100 to 80.130, the fees for furnishing copies, summaries or compilations of the public records are those established by the Secretary of State by rule, under ORS chapter 79 or ORS 80.100 to 80.130.

(4) The custodian of any public record may furnish copies without charge or at a substantially reduced fee if the custodian determines that the waiver or reduction of fees is in the public interest because making the record available primarily benefits the general public.

(5) A person who believes that there has been an unreasonable denial of a fee waiver or fee reduction may petition the Attorney General or the district attorney in the same manner as a person petitions when inspection of a public record is denied under ORS 192.410 to 192.505. The Attorney General, the district attorney and the court have the same authority in instances when a fee waiver or reduction is denied as it has when inspection of a public record is denied.

(6) This section does not apply to signatures of individuals submitted under ORS chapter 247 for purposes of registering to vote as provided in ORS 247.973. [1973 c.794 §5; 1979 c.548 §4; 1989 c.111 §12; 1989 c.377 §2; 1989 c.546 §2; 1999 c.824 §5; 2001 c.445 §168; 2005 c.272 §1]

**192.445 Nondisclosure on request of home address, home telephone number and electronic mail address; rules of procedure; duration of effect of request; liability; when not applicable.**

(1) An individual may submit a written request to a public body not to disclose a specified public record indicating the home address, personal telephone number or electronic mail address of the individual. A public body may not disclose the specified public record if the individual demonstrates to the satisfaction of the public body that the personal safety of the individual or the personal safety of a family member residing with the individual is in danger if the home address, personal telephone number or electronic mail address remains available for public inspection.

(2) The Attorney General shall adopt rules describing:

(a) The procedures for submitting the written request described in subsection (1) of this section.

(b) The evidence an individual shall provide to the public body to establish that disclosure of the home address, telephone number or electronic mail address of the individual would constitute a danger to personal safety. The evidence may include but is not limited to evidence that the individual or a family member residing with the individual has:

(A) Been a victim of domestic violence;

(B) Obtained an order issued under ORS 133.055;

(C) Contacted a law enforcement officer involving domestic violence or other physical abuse;

(D) Obtained a temporary restraining order or other no contact order to protect the individual from future physical abuse; or

(E) Filed other criminal or civil legal proceedings regarding physical protection.

(c) The procedures for submitting the written notification from the individual that disclosure of the home address, personal telephone number or electronic mail address of the individual no longer constitutes a danger to personal safety.

(3) A request described in subsection (1) of this section remains effective:

(a) Until the public body receives a written request for termination but no later than five years after the date that a public body receives the request; or

(b) In the case of a voter registration record, until the individual must update the individual's voter registration, at which time the individual may apply for another exemption from disclosure.

(4) A public body may disclose a home address, personal telephone number or electronic mail address of an individual exempt from disclosure under subsection (1) of this section upon court order, on request from any law enforcement agency or with the consent of the individual.

(5) A public body may not be held liable for granting or denying an exemption from disclosure under this section or any other unauthorized release of a home address, personal telephone number or electronic mail address granted an exemption from disclosure under this section.

(6) This section does not apply to county property and lien records. [1993 c.787 §5; 1995 c.742 §12; 2003 c.807 §1]

**192.447 Nondisclosure of public employee identification badge or card.**

(1) As used in this section, "public body" has the meaning given that term in ORS 174.109.

(2) A public body may not disclose the identification badge or card of an employee of the public body without the written consent of the employee if:

(a) The badge or card contains the photograph of the employee; and

(b) The badge or card was prepared solely for internal use by the public body to identify employees of the public body.

(3) The public body may not disclose a duplicate of the photograph used on the badge or card. [2003 c.282 §1]

**192.495 Inspection of records more than 25 years old.** Notwithstanding ORS 192.501 to 192.505 and except as otherwise provided in ORS 192.496, public records that are more than 25 years old shall be available for inspection. [1979 c.301 §2]

# CITY COMMISSION

## Orientation Manual

### Section Seven

### Commission Policies



# COMMISSION POLICY 1-1

## Adopted January 20, 1999

### PURPOSE

The purpose of this policy is to establish guidelines for agenda preparation, scheduling, attendance and rules of order for Commission meetings.

### APPLICABILITY

The policy applies to all elected officials, administrative personnel and citizens.

### IN GENERAL

It is the responsibility of the City Manager to ensure that the Oregon City Commission meeting guidelines are met before, during and after each meeting of the City Commission.

### OREGON CITY COMMISSION MEETING GUIDELINES

- A. **Commission Meetings.** Commission meetings are conducted on the first Wednesday and on the second Thursday thereafter of each month beginning at 8:00 PM unless otherwise designated by the Commission. If a meeting falls on a legal holiday, then it will be held on the following day.
- B. **Rules of Procedure.** The rules of procedure governing Commission meetings shall be the latest revised edition of Robert's Rules of Order.
- C. **Length of Commission Meetings.** The number of items to be included on the agenda for Commission meetings is left to the discretion of the City Manager. Since it is the desire of the Commission that no meetings exceed two (2) hours in length, the City Manager may adjust the number of items on the agenda accordingly.
- D. **Special Meetings.** The Mayor upon his/her own motion may, or at the request of three (3) members of the Commission shall, by giving notice to all members of the Commission then in the City, call a special meeting of the Commission for a time no earlier than three (3) nor later than forty-eight (48) hours after the notice is given. Special meetings of the Commission may also be held at any time by the common consent of all the members of the Commission.
- E. **Quorum.** A majority of members of the Commission shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.
- F. **Records of Proceedings.** The City Commission shall cause a record of its proceedings to be kept. The ayes and nays upon any question before it, shall be taken and entered in the record.



G. **Proceedings to be Public.** No action by the Commission shall have legal effect unless the motion for the action and vote by which it is disposed of take place at proceedings open to the public.

H. **The Mayor's Function.** The Mayor shall be chair of the Commission and preside over its deliberations. He/she shall have a vote on all questions before the Commission. He/she shall have authority to preserve order, enforce the rules of the Commission and determine the order of business under the rules of the Commission.

I. **Commission Packets.** Commission packets containing the agenda and relevant staff reports will be delivered to the Mayor and Commission the Friday prior to each City Commission meeting date.

J. **Agenda Preparation.** It is the responsibility of the City Recorder to prepare the City Commission meeting agenda, organize the agenda and staff reports into packets and arrange delivery of the packets to the Mayor and Commission members.

K. **Agenda Items.** Items for the Commission meeting agenda may be placed on the agenda by any of the following methods:

1. By the City Commission through consensus of a majority of members to the City Manager.
2. By City staff through reports reviewed by the City Manager.
3. By the City Manager or Department Directors.
4. By citizens through consensus of a majority of Commission members either through vocal or written requests to include background of the issue to be addressed, the resolution wanted and funding required to gain resolution.
5. By City staff to boards/commissions and committees through reports submitted to the City Manager.
6. By the City's legal counsel through communication submitted to the City Manager.

L. **Staff Reports.** Staff reports submitted to the City Recorder by department directors for agenda items must be concise and clear and include all the facts and background information necessary for the Commission to make a decision.

It is the responsibility of the department directors to submit to the City Recorder, their staff reports and agenda materials throughout the week prior to the Commission meeting but no later than 12:00 Noon on Thursday of that week.

It is the responsibility of the City Manager to review and sign each staff report and return them to the City Recorder to process for the Commission packets.

M. **Commission Meeting Attendance.** Department directors having items on a Commission meeting agenda must attend that meeting. Other department directors may attend at their option. The City Manger will attend all City Commission meetings, unless excused.

N. **Commission Meeting Follow-Up.** All City Commission requests must be followed up in a timely and efficient manner pursuant to Administrative Policy 2-5: Administrative Response to City Commission Requests.

# COMMISSION POLICY 1-3

## Adopted March 5, 1997

### PUBLIC MEETINGS

#### PURPOSE

The purpose of this policy is to provide guidelines for public meetings according to ORS 192.610 to 192.690.

#### APPLICABILITY

This policy applies to the City Commission, Planning Commission, and any other body that requires a quorum in order to make a decision.

#### IN GENERAL

The 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 City of Oregon City that decisions of its governing bodies be arrived at openly according to ORS 192.610 to 192.690.

#### DEFINITIONS

- A. **Decision.** A decision means any determination, action, vote, or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.
- B. **Executive Session.** An executive session is any meeting or part of a meeting of a governing body which is closed to certain persons for deliberation on certain matters.
- C. **Governing Body.** A governing body is the state, any regional council, county, city or district, or any municipal or public corporation, or any board, department, commission, council, bureau, committee or subcommittee or advisory group or any other agency thereof.
- D. **Meeting.** A meeting is the convening of a governing body of a public body for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. A meeting does not include any on-site inspection of any project or program. A meeting also does not include the attendance of members of a governing body at any national, regional or state association to which the public body or the members belong.

#### PUBLIC MEETING GUIDELINES

- A. **Open Meetings.** All meetings of a governing body of a public body must be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192.610 to 192.690.

No quorum of governing body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.

B. **Meeting Location.** Meetings of a governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction; or at the administrative headquarters of the public body; or at the nearest practical location.

A governing body shall not hold a meeting at any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced. However, the fact that organizations with restricted membership hold meetings at the place shall not restrict its use by a public body if use of the place by a restricted membership organization is not the primary purpose of the place or its predominate use.

C. **Public Notice.** The governing body of a public body shall provide for and give public notice, reasonably calculated to give actual notice to interested persons including news media which have requested notice, of the time and place for holding regular meetings. The notice shall also include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of a governing body to consider additional subjects.

1. If an *executive session only* (according to 192.660) will be held, the notice shall be given to the members of the governing body, to the general public and to news media which have requested notice, stating the specific provision of law authorizing the executive session.

2. No *special or emergency meeting* shall be held without at least twenty-four (24) hours notice to the members of the governing body, the news media which have requested notice and the general public. In the case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances but the minutes for such a meeting shall describe the emergency justifying less than twenty-four (24) hours notice.

D. **Meeting Minutes.** The 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 time after the meeting and shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
3. The results of all votes and except for public bodies consisting of more than twenty-five (25) members unless requested by a member of that body, the vote of each member by name; and
4. A reference to any document discussed at the meeting.

Minutes of *executive sessions* shall be kept in accordance with the above four (4) points. Instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. Material, the disclosure of which is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held, may be excluded from disclosure. However, excluded materials are authorized to be examined privately by court in any legal action and the court shall determine their admissibility. Any violation of these public meeting guidelines shall be subject to enforcement proceedings as specified in ORS 192.680 and 192.685.

# COMMISSION POLICY 1-5

## Adopted March 5, 1997

### CITY INSURANCE MANAGEMENT PLAN

#### PURPOSE

The purpose of this policy is to establish fair and consistent insurance coverage for the City of Oregon City.

#### APPLICABILITY

This policy applies to the City Commission.

#### IN GENERAL

In the changing market place it is necessary to continually manage/organize the City's insurance portfolio. The end result of this management process should be cost effective insurance coverage provided at the lowest possible cost. Recognizing the challenge the City shall appoint an Agent of Record to manage its insurance programs in a timely, efficient and cost effective manner.

- A. **Appointment.** The City Commission shall appoint an Agent of Record.
- B. **Responsibility of Agent of Record.** The Agent of record shall advertise in local trade magazines and any other appropriate publication that the City is receiving proposals on insurance, such as liability, fleet vehicle, fire, false arrest, boiler and any other type of insurance. The Agent of Record shall then make recommendations to the Commission on the proposed type and amount of insurance. These recommendations shall be in the form of a written report showing comparative analysis of the potential providers (including evidential findings). The City Commission shall make the final decision regarding vendor choice.
- C. **Length of Appointment.** The City Commission reserves the right to change the Agent of record every three (3) to five (5) years.

# COMMISSION POLICY 1-9

## Adopted March 5, 1997

### DEFENSE OF CITY OFFICIALS IN PROCEEDINGS NOT SUBJECT TO THE OREGON TORT CLAIMS ACT (“OCTA”)

#### PURPOSE

It is in the public interest of the City of Oregon City that elected officers, members of official City boards, commission and committees, all City employees, and City agents be free of the fear of personal financial hardship resulting from having to defend claims and charges (other than “true” crimes punishable by imprisonment) which are beyond the scope of the OCTA and which arise out of the good faith performance of their duties. This policy is designed to be consistent with ORS 30.285 and shall be so construed.

#### APPLICABILITY

This policy applies to the City’s elected officers (officers), members of official City boards, commissions and committees (officials), all City employees (employees), and City agents (agents).

#### DEFINITIONS

Malfeasance is failure to comply with ethical standards of conduct...*evildoing, ill conduct, the commission of some act which is positively unlawful, and/or the doing of an act which is wholly wrongful and unlawful.*

#### IN GENERAL

- A. Except as otherwise provided by law, the City shall defend, save harmless and indemnify its officers, officials, employees or agents against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty.
- B. In no event shall the resources of the City be committed to the defense of the City officer, official, employee, or agent unless the City Commission is satisfied that:
  - 1. The act or omission does not constitute malfeasance in office; or
  - 2. The act or omission does not constitute willful or wanton neglect of duty.
- C. With respect to matters not covered by the OTCA, the resources of the City should not be committed to the defense of a City officer, official, employee or agent, unless the City Commission is satisfied that:
  - 1. The act or omission of the officer, official, employee, or agent was in good faith and without malice and in course of official duties. Good faith is absent if the officer, official, employee or agent knew or reasonably should have known that the act or omission would violate a law, rule or regulation; and

2. The officer, official, employee, or agent did not act contrary to the advice of legal counsel.
- D. In no event should the resources of the City be committed to the defense of a City officer, official, employee or agent charged with a crime punishable by imprisonment unless the Commission is satisfied that it is not a “true” crime in that:
1. The offense charged is based solely on the alleged negligence of the City officer, official, employee, or agent and the City officer, official, employee, or agent was not malfeasant in their position nor willfully or wantonly neglectful of official duty; or
  2. It appears that the allegedly criminal act or omission was done or omitted as a conscious and good faith choice between evils in response to an emergency, or as a conscious and good faith attempt to protect persons from injury, disease, or to protect property from damage or destruction, either of which would have been likely and substantial had the City officer, official, employee, or agent not acted in the manner charged; or
  3. The only basis for the charge is vicarious liability for the misconduct of a subordinate; and where the City officer, official, employee, or agent clearly did not participate in or condone the subordinate’s conduct knowing or having good reason to know it to be unlawful.
- E. Ordinarily the commitment to defend a City officer, official, employee or agent will involve direct payment of defense costs as they are incurred. In any case, however, the City Commission may choose to commit only to reimbursement of validated expenses in the event the City officer, official, employee or agent is ultimately exonerated.
- F. In no event will the office of the City Attorney be used to provide primary defense for a City officer, official, employee, or agent on a claim or charge outside the scope of the OTCA. The City Attorney may, however, provide information and assistance to the attorney retained to defend the case unless the City Attorney determines that such assistance would create a conflict of interest or otherwise violate the Code of Professional Responsibility governing attorneys.
- G. Nothing in this policy should be construed to entitle any City officer, official, employee or agent to defense. The intent of this policy is to vest discretion with the City Commission with certain restrictions as to when defense funds may be provided. In each case the City Commission should be guided by considerations of what is in the best interest of the City of Oregon City subject to the above conditions and restrictions.

# COMMISSION POLICY 1-11

## Adopted March 5, 1997

### REIMBURSEMENT OF COMMISSIONER EXPENSES

#### PURPOSE

The purpose of this policy is to ensure that all proper business-related expenses incurred by City Commission members are reimbursed in a timely manner.

#### APPLICABILITY

This policy applies to all current City Commissioners.

#### IN GENERAL

City Commissioners shall be entitled to reimbursement for actual and necessary business-related expenses that are not directly billed to the City to include but not limited to dinners, luncheons, breakfasts, phone and fax, and expenses associated with transportation and travel.

#### REIMBURSABLE EXPENSES

##### A. Transportation.

1. Personal Vehicle. Mileage will be reimbursed when a Commissioner uses his/her personal vehicle for City business, except mileage will not be reimbursed for travel to and from regularly scheduled Commission meetings requiring the attendance of all Commissioners. Mileage shall be reimbursed at the current IRS rate. Commissioners traveling by personal automobile on City business are required to carry, at the Commissioner's expense, public liability and property damage insurance at the minimum required by law.
2. City Vehicle. Travel in City vehicle may be approved under certain circumstances. When travel in a City vehicle is approved, receipts for gas, oil and other supplies purchased enroute must be attached to the Commission Expense Statement (attached).
3. Rental Cars. A rental car may be permitted when it is in the best interest of the City to do so.
4. Parking. The City will reimburse a business related parking expense. On trips of more than one (1) day duration long-term economy parking must be used. An original parking receipt will be required for reimbursement.

- B. **Lodging.** Hotel accommodations should be appropriate for the purpose of the trip. Receipts for all lodging costs shall be obtained. If members of the family accompany the Commissioner, the reimbursable lodging cost shall be that of a single room. When requested, most hotels and motels will furnish a receipt for a single room when you are using a double room but desire reimbursement for a single. If such an arrangement cannot be made the price of a single should be noted on the receipt for actual lodging costs.
- C. **Meals.** All business-related expenses for meals, including trips, will be reimbursed. Receipts must be attached to the Commission Expense Statement.
- D. **Phone and Fax Charges.** Long distance telephone and fax calls incurred in the performance of a Commissioner's duties and responsibilities shall be reimbursed when a Commissioner has been appointed to a project that requires contact with persons or agencies outside the local telephone area. Bills must be attached to the Commission Expense Statement.

#### REIMBURSEMENT PROCEDURE

- A. **Commission Expense Statement.** At the end of each month, Commissioners shall itemize all expenses that are not directly paid by the City, on a Commission Expense Statement. Commission Expense Statements shall be forwarded to the City Manager within seven (7) days following the last day of each month. The City Manager will approve and authorize reimbursement for Commission Expense Statements that do not exceed \$35.00 per item and \$150.00 total for the month. Expenses, which exceed \$35.00 per item or \$150.00 per month, shall be forwarded to the Board of Commissioners for approval and reimbursement authorization. All approved expenses will be forwarded to Finance for reimbursement.
- B. **Direct Pay Expenses.** Expenses that can be directly paid by the City such as airfare, conference registration fees, dues, subscriptions, and etc. should be arranged in advance with the City Manager.



**COMMISSION EXPENSE STATEMENT**

**Commission Policy 1-11**

**Name:** \_\_\_\_\_ **Expenses For The Month(s) of:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please attach receipts. When recording miles include the destination and the beginning and ending odometer readings for each trip.**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>MEALS</b>	<b>MILES</b>	<b>LODGE</b>	<b>PHONE FAX</b>	<b>OTHER</b>	<b>TOTAL</b>

<i>TOTAL</i>	\$
--------------	----

**City Manager's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved By City Manager** \_\_\_ **Yes** \_\_\_ **No**  
**Approved by City Commission** \_\_\_ **Yes** \_\_\_ **No**

# COMMISSION POLICY 1-13

## Adopted August 19, 1998

### **ALCOHOLIC BEVERAGE SERVICE IN MUNICIPAL BUILDINGS**

#### **PURPOSE**

The purpose of this policy is to establish regulations for lessees who want to serve alcoholic beverages including, but not limited to beer, wine and champagne (hereinafter "alcoholic beverages"), in municipal buildings.

#### **APPLICABILITY**

This policy applies to municipal buildings that are leased for wedding receptions, retirement functions, class reunions, and all similar events where alcoholic beverages will be served.

#### **IN GENERAL**

It is the responsibility of the Community Activity Director or designee to coordinate the rental of municipal buildings and the implementation of this policy.

It is the City's responsibility to minimize City liability related to the rental of municipal buildings for private use when alcoholic beverages will be served.

It is the lessee's responsibility to safeguard the safety and health of Oregon City residents and others when the lessee allows alcoholic beverages to be served in leased municipal buildings.

Any lessee who serves alcoholic beverages in a municipal building shall ensure all state and local laws are complied with by serving the alcoholic beverages and by those consuming the alcoholic beverages.

#### **SPECIFIC REQUIREMENTS:**

- A. **TIME LIMIT.** Alcoholic beverages may be served in leased municipal buildings for period of time not to exceed four (4) hours.
- B. **FOOD:** Food must be served if alcoholic beverages are being served.
- C. **INSURANCE.** The lessee shall obtain, at the lessee's expenses, a \$1,000,000 liability insurance policy for bodily injury, including death and property damage. The lessee shall name the City, its officers, agents, and employees, as additional insureds on the policy. The lessee shall provide the City with a copy of the Certificate of Insurance of this effect at least seven (7) days before the lease commences. The Certificate of Insurance shall contain a clause to the effect that the City shall be notified in writing no less than seventy-two hours (72) hours in advance of the event insured if the policy is canceled or substantially modified.

- D. INDEMNITY. The lessee shall sign an agreement with the City in which the lessee agrees to hold harmless and defend the City, its officers, agents, and employees from and against any and all claims arising out of the lessee's use of the municipal building.
- E. OLCC LICENSE. In accordance with state law, if any financial compensation is going to be provided in exchange for alcoholic beverages, the lessee shall obtain a license from the Oregon Liquor Control Commission ("OLCC"). The lessee shall provide the City a copy of any such license at least seven (7) days before the lease commences.
- F. OLCC PERMIT. Any person who will be serving alcoholic beverages in the leased municipal building must obtain an OLCC service permit. The lessee shall provide the City a copy of the OLCC permit at least seven (7) days before the lease commences.
- G. RENTAL. The hourly rental of municipal buildings for events where alcoholic beverages will be served will be forty percent (40%) more than the hourly rental that is charged for use of a municipal building where no alcoholic beverages are served.
- H. DEPOSIT. The lessee shall provide a \$500 security and damage deposit prior to the event. This deposit may be made via credit card, which will not be charged unless there is damage to the building as a result of the lessee's use of the building.

# CITY COMMISSION

## Orientation Manual

### Section Eight

### Boards and Committees



# CITY OF OREGON CITY

## Boards and Committees

Boards and Committees are established in the City of Oregon City for the purpose of advising the City Commission as provided by the Charter or by ordinance. Members of such boards shall be appointed by the Mayor. A description of each board and committee can be found on the City's Web site at:

<http://www.orcity.org/boards-committees-commissions/index.html>.

The following Boards and Committees are active or semi-active in the City of Oregon City:

- Budget Committee
- Clackamas Cable Access Board
- Historic Review Board
- Hazard Mitigation Coordinating Committee
- Library Board
- Oregon City Civic Improvement Trust
- Oregon City Metro Enhancement Committee
- Parking Advisory Board
- Parks and Recreation Advisory Committee
- South Fork Water Board
- Transportation Advisory Committee
- Urban Renewal Commission
- Urban Renewal Budget Committee

The following are inactive groups:

- Citizen Involvement Committee
- Civil Service Board
- Natural Resource Committee
- Historic Trails Committee
- Rate and Fee Review Committee
- Tree Committee
- Tatashina Sister City Committee
- Joint Housing and Fire Appeals Board
- Arts Commission

# CITY COMMISSION

## Orientation Manual

### Section Nine

### Housekeeping Items



# HOUSEKEEPING ITEMS

## SUPPORT FOR THE CITY COMMISSION

The City Recorder's Office is the City Commission's contact for administrative matters such as expense reports, travel arrangements for City-related business, training and conference registration, agenda packets, city hall access, and other housekeeping needs. Due to staff limitations, the City Recorder's Office is not able to provide personal clerical or administrative duties for the City Commission. Should required tasks require significant time commitments, prior consultation with the City Manager is requested.

## MAIL DELIVERY

Mail is collected for the City Commission and delivered to their homes with the agenda packets twice a month. In addition, mail is placed at the dais in the Commission Chambers prior to meetings. Commissioners are welcome to stop by City Hall at their convenience to pick up mail if they so desire. The Mayor's mail is placed in a mailbox in the mail room at City Hall.

## ACCESS TO INFORMATION

The Mayor and City Commissioners have access to any City information, reports, or correspondence and can be provided the documents through the City Manager's Office. In cases where a staff response to an individual City Commissioner request involves written material, which may be of interest to other Commissioners, the City Manager may provide copies of the material to the entire City Commission. In making this decision, the City Manager will consider whether the information is significant, new, otherwise not available to the commission, or of interest to the entire commission.

## CITY HALL ACCESS

Internal access at City Hall is achieved through key cards assigned to each City Commission member. New Commissioners will be assigned a key card through the Public Safety Director.

## E-MAIL ACCESS

Each City Commission member will be assigned a City e-mail account. The e-mail address will be printed on the Commissioner's business cards. Again, the contents of all e-mail are subject to the Open Records Law, as previously discussed.

## VOICE MAIL ACCESS

Members of the City Commission are assigned a phone number and extension with voice mail privileges to receive messages. Access to this service will be given upon election or appointment to the Commission. This number will also be printed on business cards and made accessible to the general public via the City's Web site.

### ***Instructions to Set-up/Access Voice Mail:***

To access the voice mailbox, dial 503-496-1586, wait for the standard greeting and then press the pound (#) key. The system will ask you to enter your mailbox number and will give you a list of options. Chose option 4 for your mailbox functions.

**Set-Up**

1. Greeting
2. Change message notification
3. Set call transfer
4. Auto forward
9. Change your password

When setting up your greeting (option 1):

1. No answer
2. Busy
3. Gone home
4. Name announcement
5. Options

**MESSAGE RETRIEVAL**

1. Dial 503-496-1586
2. Wait for the standard greeting and dial the pound (#) key
3. Enter your voice mailbox number
4. Follow the prompts

Mayor voice mailbox 740 Commission Position 1 voice mailbox 742 Commission Position 2 voice mailbox 743 Commission Position 3 voice mailbox 741 Commission Position 4 voice mailbox 744
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**All City Hall #'s start with 503-496-1--**

**Community Development: 503-722-3789**

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**CARNEGIE/FINE ART STARTS** 503-723-9661

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**CEMETERY/PARKS** 503-657-8299 460

**CITY COMMISSION CHAMBERS** 503-657-1303

**CITY HALL CONSOLE** 503-657-0891 500

**CLACKAMAS COUNTY FIRE DISTRICT** 503-742-2670

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**CONF. ROOM A** 512

**CONF. ROOM ENGINEERING** 513

**CONF. ROOM GIS** 514

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**ELEVATOR** 420

FAX – BUILDING/PLANNING 503-722-3880

FAX – CEMETERY/PARKS 503-656-7488

FAX – CITY MGR/RECORDER 503-657-7026

FAX – COURT 503-657-1303

FAX – FINANCE/UB 503-657-3339

FAX – FIRE #54 503-742-2870

FAX – FIRE, HILLTOP 503-742-2816

FAX – LIBRARY 503-657-3702

FAX – PERSONNEL 503-496-1576

FAX – PIONEER CENTER 503-657-9851

FAX – POLICE 503-655-0530

FAX – POOL 503-657-0037

FAX – PUBLIC WORKS 503-650-9590

FAX – SOUTHFORK 503-656-9336

FAX – 2<sup>ND</sup> TRAILER 503-657-7892

FAX – 3<sup>RD</sup> TRAILER 503-657-6629

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**FIRE ADMINISTRATION** 503-742-2600

**FIRE JOHN ADAMS STATION 15** 503-742-2670

**FIRE HILLTOP STATION 16** 503-742-2616

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**POLICE DISPATCH** 503-655-8211

**POLICE RECORDS** 503-657-4964 600

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