



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

September 28, 2026

5:30 p.m. CITY COUNCIL WORK SESSION

City Council meetings will continue to be held in hybrid format using in person and virtual meeting technology. Information about online or other options for access and participation will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>

Meeting of September 28, 2026; Her Honor Mayor Kaarin Knudson Presiding

Councilors

Lyndsie Leech, President
Matt Keating
Alan Zelenka
Greg Evans

Eliza Kashinsky, Vice President
Randy Groves
Jennifer Yeh
Mike Clark

5:30 p.m. CITY COUNCIL WORK SESSION

1. **WORK SESSION: Community Safety Payroll Tax Update**
2. **WORK SESSION: Boards, Committees and Commissions Recruitment Process**

The Eugene City Council welcomes your interest in these agenda items. This meeting location is wheelchair-accessible. For the hearing impaired, an interpreter can be provided with 48 hours' notice prior to the meeting. Spanish-language interpretation will also be provided with 48 hours' notice. To arrange for these services, contact the City Manager's Office at 541-682-5010. City Council meetings are telecast live on Metro Television, Comcast channel 21, and rebroadcast later in the week.

El Consejo de la Ciudad de Eugene agradece su interés en estos puntos de la agenda. La sala de reuniones del ayuntamiento es accesible para sillas de ruedas. Para personas con dificultades auditivas, se puede proporcionar un intérprete con 48 horas de anticipación. También se puede proporcionar interpretación al español con 48 horas de aviso. Para organizar estos servicios, contacte a la Oficina del Gerente de la Ciudad al 541-682-5010. Las reuniones del Consejo de la Ciudad se transmiten en vivo por Metro Televisión, Canal 21 de Comcast y se vuelven a emitir durante la semana.

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EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Work Session: Community Safety Payroll Tax Update

Meeting Date: September 28, 2026
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Kristie Hammitt
Phone: 541-682-5524

ISSUE STATEMENT

Staff will provide a Community Safety Payroll Tax process update specific to the timeline for completing a comprehensive review of the community safety system, use of payroll tax revenues and economic impact as established in Ordinance No. 20616, Section 5. This item is informational only.

BACKGROUND

Why was the Payroll Tax Established?

From 2015 - 2018, City staff completed a comprehensive assessment of the community safety system gaps and critical service challenges in responding to the growing needs of the community. Increasing calls for service, inability to respond, critical delays across the judicial system due to the high volume of cases, ambulance service instability, and a rapidly growing population of unhoused individuals and families strained an already under-resourced system. Resolving and funding these critical community safety response needs was compounded by the financial and economic impacts. During the recession, the City cut the general fund operations budget by 20 percent (\$30 million). To address the deficit, the City made staff reductions, reorganized services and focused on efficiency measures.

The assessment focused on system wide efficiencies with an emphasis on addressing community service needs. Initial programs such as Mental Health Court, Community Court, behavioral health partnerships, tiered ambulance services, and police response. A primary objective was aligning services with right response to achieve better outcomes. While the program changes took some strain off the system with positive results, it was clear that more needed to be done to address community concerns.

In 2018, a detailed analysis of community safety service system gaps focused on improving response reliability and creating innovative service alternatives. The system assessment identified specific plans to strengthen traditional public safety services, diversify response systems to align with community needs, and implement proactive prevention programs with an emphasis on youth. The proposed service plan presented to council identified a \$23.6 million funding need. In September 2018, council approved \$8.6 million in one-time “bridge funding” to invest and maintain critical services. These funds were used to address short-term critical needs while focusing on a more comprehensive service system strategy and funding plan.

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A survey of Eugene voters in 2018 found that 84 percent of survey respondents believed that City officials should take steps to address community safety system needs with an emphasis on improving lack of police response due to resource levels. Council directed staff to immediately begin work on a long-term funding plan. A Community Safety Revenue Committee (comprised of City Councilors and community members) was formed to provide a recommendation to the City Manager. The committee evaluated several revenue options and recommended establishing a city payroll tax in February 2019.

Payroll Tax Implementation

On June 10, 2019, City Council passed Ordinance No. 20616 establishing the Community Safety Payroll Tax (CSPT) (Attachment A). The codified portions of the ordinance include the purpose of the tax, administration, tax rates, specified allowable uses of fund, accountability and oversight of use of funds. Accountability measures include:

- Establishment of a specific fund for payroll tax revenue
- Establishment of a Community Advisory Board
- Annual independent external audit
- 7 year comprehensive review and reauthorization process

Community Advisory Board Role

Eugene Code 3.768 establishes a Payroll Tax Citizen Advisory Board (CAB) for oversight and accountability. The City Manager is responsible for appointing and convening the board. Every year the CAB prepares an annual report to document the use of tax revenue and whether or not the tax was used in alignment with the purpose and use as set for in Section 3.750 and 3.758. The City Manager provides the annual reports to the City Council and makes them publicly available.

Section 5 of the ordinance provides direction to the CAB to complete a “comprehensive review of the city’s community safety system, use of payroll tax revenue” and deliver a report to the City Manager no later than March 31, 2027.

After the City Manager receives the report from the CAB, it will be provided to the City Council and be accessible to the public. After receiving the report, Council may schedule a Public Hearing to receive community input about the comprehensive report and payroll tax investments.

CAB Comprehensive Report Process

The CAB launched the comprehensive report process in June 2026. An independent consultant, SME Consulting, is supporting evaluation of system services, tax fund use, economic impacts and outcomes. CAB members are actively engaged in assessing service investments, challenges, and outcomes. All of this information will be included in the final report.

Community & Business Engagement

The CAB report will include community and business input related to the impact of CSPT service investments. Additionally, SME consulting is reaching out to tax preparers and businesses to gather input related to the administration of the tax. Stakeholder and community engagement will start in October 2026.

Payroll Tax Revenue & Economic Challenges

The Community Safety Payroll Tax Fund was established in 2020. In its first fiscal year (FY2020), the fund invested \$5.4 million in several high-priority public safety strategies and in establishment of the payroll tax collection program. This investment was supported by one-time bridge funding that was provided by the General Fund per the City Council's direction provided to the City Manager in September 2018.

The payroll tax collections started in January 2021. Between FY2021 and FY2025, over \$100 million has been collected. The combined one-time bridge fund investments and tax revenue collections has provided \$85 million in on-going services, programs, capital needs (patrol vehicles, ambulances, equipment). Community Safety Payroll Tax revenue met forecasted projections from FY21 to FY25, with annual revenues meeting the \$23.6 million target outlined in Ordinance No. 20616 in FY24 as taxpayer compliance increased due to awareness of the new tax. Revenue remained relatively stable in FY25 and FY26. Staff continues to closely monitor tax receipts, conservatively forecasting projected FY27 revenue as the potential revenue impacts of recent budget cuts from government employers remain unknown and economic pressures build. The tax implementation coincided with a period of long-term regional economic stagnation and was further impacted by the COVID-19 public health emergency and other events of the early 2020s.

Community Safety System Challenges & Delays

Payroll tax revenue collection began in January 2021 during a period marked by the COVID-19 pandemic and significant national civil unrest following the killing of George Floyd. Slow revenue growth occurred during the early years as the pandemic impacted economic stability. Program implementation delays, staff hiring difficulties—particularly in recruiting police officers—and delayed delivery of capital investments such as ambulances impacted program and service implementation. These delays in programming and hiring resulted in annual underspending and limited the ability to fully evaluate program impacts and outcomes. As the initiative enters its final two years, spending has just begun to stabilize within tax revenues. The City has collected data and metrics related to the various strategies and investments, but significant work remains to fully assess the impact of diversified response programs focused on complex community challenges. Potential future investments such as establishing a West Eugene (Bethel) police substation and expanding the Peer Navigation Program to serve a broader geographic area is a high priority but may not be achievable due to limited time to implement.

Next Steps

At the September 28th Council Work Session, SME Consulting will present a progress update on the status of the comprehensive report and provide an economic impact assessment overview. This overview will include benchmarking to the Oregon cities included in the Technical Advisory Group on Fiscal Stability, an analysis of wage and payroll growth since before the implementation of the payroll tax, and an examination of how the Eugene workforce has changed in ways that may impact the tax.

At the upcoming October 14, 2026, Council Work Session, staff will provide an overview of payroll tax funded community services.

RELATED CITY POLICIES

[City of Eugene Ordinance No. 20616](#) created a dedicated payroll tax to fund community safety services, including police, fire/EMS, municipal court, prosecution, prevention, homelessness initiatives, and tax administration.

[Eugene Municipal Code, Chapter 3.750–3.768](#), codified several provisions of the payroll tax ordinance related to the purpose and use of the payroll tax, annual audit and community oversight requirements, and provided for establishment of implementing rules.

[Administrative Order 44-20-05-F](#) established the process for administration of the payroll tax for the 2021 tax year. [Administrative Order 44-21-07-F](#) amended the previous administrative order and established payroll tax collection processes for tax periods after January 1, 2022.

[Eugene City Charter, Chapter XII, Section 51](#) caps any payroll tax imposed by the City of Eugene at 0.0021 on total wages paid by employers and 0.0044 on wages earned by employees and restricts revenues from a payroll tax imposed by the City to be used only to fund community safety services and administration of the tax.

[The City of Eugene 2026-2028 Strategic Framework](#) outlines direction and organizational priorities for the 2026-2028 period. Community Safety Payroll Tax aligns with the Community Safety focus area: “Eugene is a community where people feel safe, connected, and resilient, with risks reduced through prevention, early intervention, and effective response.”

Specific strategies supported by the Community Safety Payroll Tax include strengthening trust and transparency; ensuring timely, effective emergency response and resource allocation for first responders; reducing crime and strengthening code compliance; and strengthening partnerships and services that support behavioral health, crisis response, and prevention/early intervention.

PREVIOUS COUNCIL DIRECTION

[May 8, 2019 Work Session](#)

Staff presented a revised recommendation for a payroll tax incorporating several new provisions including limits on the use of the funds, and equity considerations for minimum wage employees.

Councilor Taylor, seconded by Councilor Semple, moved to direct the City Manager to prepare an ordinance with a payroll tax rate of 00.0040 on employees and 0.0020 on employers.

Passed 6:1 (Opposed by Councilor Taylor)

Councilor Taylor, seconded by Councilor Semple, moved to direct and the City Manager to schedule a public hearing for May 28, 2019.

Passed 7:0

[June 10, 2019 Work Session](#)

Council discussed the community safety plan and revisions made to the proposed ordinance regarding the payroll tax.

Councilor Taylor, seconded by Councilor Semple, moved to adopt Attachment B, an Ordinance to Fund Community Safety Services with a Payroll Tax, and Adding New Sections to the Eugene Code, 1971.

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Passed 6:2 (Opposed by Councilors Taylor and Clark)

Councilor Taylor, seconded by Councilor Semple, moved to adopt Attachment C, a Resolution Calling a City Election on November 5, 2019, for the Purpose of Referring to the Legal Electors of the City of Eugene a Charter Amendment that Caps the Rate and Limits the Use of the City's Payroll Tax.

Passed 6:2 (Opposed by Councilors Zelenka and Yeh)

July 20, 2020 Work Session

Staff provided a review of public safety funding including a timeline of accomplishments, 21st Century Policing, Community Safety Initiative, calls for service, crime statistics, expense overviews, community safety FY21 budget, and homeless services funding.

Councilor Semple, seconded by Councilor Yeh, moved to direct the City Manager to convene workshops with organizations representing communities of color to specify changes or additions to the Community Safety Initiative that would best respond to the needs of their communities and to return to Council in September with a report on which organizations have or will be included with process and timeline.

Passed 7:1 (Opposed by Councilor Taylor)

May 10, 2021 Work Session

After completing all engagement sessions, staff compiled all information collected through the focus group meetings, workshops and survey and presented a report to City Council.

September 13, 2021 Work Session

Council was provided with an overview of the Community Safety Initiative progress, next steps, engagement processes, police calls-for-service metrics and the payroll tax collection.

October 11, 2021 Work Session

Staff reviewed Community Safety Initiative outcomes and service investments to achieve established outcomes. How the Community Safety Payroll Tax funds critical community services including police, fire and emergency medical services, municipal court and prosecution services, prevention, and homeless services. While the funding is limited to these services by ordinance, there is flexibility in how funds are distributed among these services to achieve desired community outcomes. Staff requested input regarding areas of focus and proposed strategies for FY22.

October 9, 2023 Work Session

Staff provided a status update on the Community Safety System, Payroll Tax revenue update, and discussed the implementation of Alternative Response Study recommendations. Included within the presentation was an update on Community Safety Payroll Tax impact assessment.

November 20, 2024 Work Session

Staff provided the City Council with an impact assessment for services and programs funded by the Community Safety Payroll Tax across all service areas.

COUNCIL OPTIONS

This item is informational only.

CITY MANAGER'S RECOMMENDATION

None.

POSSIBLE MOTIONS

None.

ATTACHMENTS

A. Ordinance No. 20616

FOR MORE INFORMATION

Staff Contact: Kristie Hammitt, Assistant City Manager

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Staff E-Mail: khammitt@eugene-or.gov



COUNCIL ORDINANCE NO. 20616

COUNCIL BILL 5210

**AN ORDINANCE TO FUND COMMUNITY SAFETY SERVICES
WITH A PAYROLL TAX AND ADDING NEW SECTIONS TO THE
EUGENE CODE, 1971.**

ADOPTED: June 10, 2019

SIGNED: June 11, 2019

PASSED: 6:2

REJECTED:

OPPOSED: Clark, Taylor

ABSENT:

EFFECTIVE: July 12, 2019



ORDINANCE NO. 20616**AN ORDINANCE TO FUND COMMUNITY SAFETY SERVICES WITH A PAYROLL TAX AND ADDING NEW SECTIONS TO THE EUGENE CODE, 1971.****The City Council of the City of Eugene finds as follows:**

A. Being safe, and feeling safe, is important to everyone. The City, through its community safety services, strives to make Eugene a safe and welcoming place for everyone to live, work, and do business.

B. The City's community safety services include the Eugene Police Department, the Eugene-Springfield Fire & EMS Department, Eugene Municipal Court, and multi-departmental efforts aimed at addressing and preventing homelessness. These City services provide the foundation needed to have accessible parks and natural resources, a prosperous economy, thriving arts and culture, and healthy, safe neighborhoods.

C. During the recession the City eliminated over 20% (\$30 million) of the general fund operating budget, primarily through efficiencies, reorganizations and trimming of some services. Recognizing the importance of providing safety services, during the recession and continuing today, the public safety budget has remained steady, at around 60% of the City's total general fund budget.

D. To better serve our community's expanding and changing public safety needs, the City has worked over the last five years to optimize available resources and become even more efficient in its provision of services. Programs such as the Community Outreach Response Team, Mental Health Court, and Community Court provide alternative paths out of the traditional public safety system, helping reduce overall demands on the system. Eugene-Springfield Fire implemented Basic Life Support response for non-life-threatening calls to the Fire Department and added an Advanced Life Support ambulance unit which has improved patient outcomes for some of the most critical emergency medical calls for service across both Eugene and Springfield. Increased CAHOOTS services provide mobile crisis intervention that responds to thousands of police calls for service every year providing critical behavioral health services. Using grant funding, Municipal Court was able to make improvements that reduced their case backlog by 20%. While all of these programs are positive additions to our community safety system, more needs to be done.

E. The community's need for safety services has continued to grow, outpacing City resources and resulting in critical gaps in the system. From 2014 to 2017, daily average calls for police services increased 21%, but staffing has remained flat. Homicide, rape, robbery, assault, sex offenses and family offenses have increased by 18% in that same time. Police response time has increased 86% from 23 minutes in 2014 to 42 minutes in 2017. Police are unable to respond to 1 in 3 non-life-threatening calls for service, an increase of 40%. Eugene Municipal Court handles 5,000 misdemeanor criminal cases (like theft, disorderly conduct, or driving under the influence) annually – second in the state to Multnomah County's Circuit Court. The number of unsheltered homeless adults in Eugene is significantly higher than in many other similarly-sized communities.

F. It is not just statistics that demonstrate the City's need for increased community

safety resources; community members have said there is a need too. A survey of Eugene voters in July 2018 demonstrated that the community strongly supports addressing the City's public safety needs. A vast majority of survey respondents (84%) believe that City officials should take steps to address issues that impact public safety. Follow-up community outreach confirmed the community's very real and growing concern about a delayed, or no, police response due to police resource levels.

G. Seeing the immediate, critical need for additional community safety services, in September 2018, the City Council approved spending \$8.6 million to add some limited capacity and maintain funding for several critical programs (often referred to as the "bridge funding"). When appropriating the bridge funding, the Council made clear its intent to find a long-term, sustainable funding source for the community safety system.

H. Without a new, permanent source of funds, the community safety services funded by the \$8.6 million bridge will end, and the gaps in the system will continue to widen. Specifically, response times will keep getting longer, an increasing number of calls will go unanswered, a higher percentage of violations and citations will not make it to the courts, safety concerns in parks, along pathways and in neighborhoods will continue to go unsolved, the little time currently available for proactive policing will dissipate, and fewer opportunities will be available to move homeless community members onto paths of wellness.

I. Making some of the systematic changes needed to alter the current trajectory of our safety system will cost an additional \$23.6 million per year. The \$23.6 million funding need is based on the following package of community safety services:

- Police services, including 40 patrol officers, 5 detectives, 4 sergeants, 10 community service officers, 9.5 staff for 911, animal welfare and traffic safety officers, and evidence control and forensic analysts.
- Fire and emergency medical services, including the creation of a 911 triage program and field triage/community response unit.
- Municipal court and prosecution services, including opening third courtroom, expanding community court and mental health court programs and adding 10 jail beds and increased jail services.
- Prevention and homelessness services, including adding emergency shelters, a day center and funding after school programs at Title 1 schools.

J. To fund the above-described package of services, the \$23.6 million would generally be allocated among the services as follows: 65% for police services; 10% for fire and emergency medical services; 15% for municipal court and prosecution services; and, 10% for prevention and homelessness services.

K. By increasing capacity and services with an additional \$23.6 million in funding, the community can expect that, as the safety system ramps-up over the next one to five years, the following will occur:

- Faster and more responsive police services.
- Increased proactive community policing by sworn officers, achieved through the use of Community Response Units and Community Service Officers (CSOs) that can provide public safety support to assist with non-emergency calls like routine crashes and retrieving stolen property.

- Crime deterrence through the establishment of a 10-person Street Crimes Unit that will proactively deter crimes and increase officer presence in neighborhoods.
- Implementation of prevention efforts aimed at keeping people and youth off the streets, such as adding homeless services that help people stabilize and improve their lives, strengthening the network of support with nonprofit and medical organizations to help reduce the number of people who chronically use the system, and growing youth programs to engage and help at-risk youth, including after-school programs, 15th Night and inclusion programs.
- More people who commit crimes will be held accountable through the addition of detectives to investigate crimes, the opening of a third courtroom to resolve cases more quickly, the addition of more prosecutors, court appointed attorneys and court staff, and the increase in the number of jail beds and probation officers.

L. Providing the community safety services necessary to achieve the above-described outcomes requires a new, long-term, sustainable funding source. As part of the effort to find a new funding source, the Council directed the formation of a Community Safety Revenue Team to make recommendations to the City Manager. The Revenue Team focused on identifying a funding mechanism that could raise the amount needed, would be stable and flexible, fair and feasible. The Revenue Team recommended a modest payroll tax to address the significant and urgent gaps in our system and to provide the services that those who live, visit and work in Eugene need, expect and deserve.

M. A payroll tax on both employers and employees provides the funds needed to bring our community safety services up to the level that the community is expecting and entitled to receive. The addition of this separate, dedicated, revenue source for community safety services, together with the City's current, stable budget, will make a real difference in how community safety services are provided throughout the City.

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. Sections 3.720, 3.722, 3.724, 3.726, 3.728, 3.730, 3.732, 3.734, 3.736, and 3.738 of the Eugene Code, 1971, are added to provide as follows:

Community Safety Payroll Tax

3.720 **Payroll Tax – Purpose.** The provisions contained in sections 3.720 to 3.738 of this code are for the purpose of providing funding to increase community safety services through the adoption of a dedicated tax on wages, hereinafter referred to as the payroll tax.

3.722 **Payroll Tax - Definitions.** For the purposes of sections 3.720 through 3.738 of this code, the following words and phrases shall have the following meanings, unless the context requires otherwise:

City. The City of Eugene.

City Manager. The city manager or the city manager's designee.

Employer. Any of the following:

- (a) A person who is in such relation to another person that the person may control the work of that other person and direct the manner in which it is to be done;
- (b) An officer or employee of a corporation, or a member or employee of a partnership, who as such officer, employee or member is under a duty to perform the acts required of employers by ORS 316.167, 316.182, 316.197, 316.202 and 316.207;
- (c) The State of Oregon or any political subdivision of the state; or
- (d) An independent contractor.

Employee. An individual who renders personal services at a fixed rate to an employer if the employer either pays or agrees to pay for personal services or permits the individual to perform personal services.

Fixed Rate. Compensation based on the time spent in the performance of the services, on the number of operations accomplished or on the quantity produced or handled.

Independent Contractor. As defined in ORS 670.600.

Minimum Wage Employee. An employee working for the minimum wage rate established by ORS 653.025.

Tax Administrator. The city manager, the manager's designee, or any person or entity with whom the city manager contracts to perform those duties. More than one person or entity can concurrently serve as the tax administrator.

Wages. As defined in ORS 267.380(1)(c), (2)(b) – (c), and (2)(e) – (j).

3.724

Payroll Tax – Tax Imposed.

- (1) A tax is hereby imposed on every employer, except the federal government, State of Oregon or any political subdivision of the state, with a physical address in the city at a rate of 0.0021 of wages paid by the employer.
- (2) Notwithstanding subsection (1) of this section, the tax rate imposed on the first \$100,000 of wages paid by an employer with two or less employees is 0.0015.
- (3) A tax is hereby imposed on every employee working at an employer located in the city at a rate of 0.0044 of employee's wages.
- (4) Notwithstanding subsection (3) of this section, the tax rate imposed on every non-minimum wage employee making a wage of \$15.00/hour or less working at an employer located in the city is 0.0030 of the employee's wages.
- (5) Notwithstanding subsection (3) of this section, the tax rate imposed on every minimum wage employee working at an employer located in the city is 0.0000 of the employee's wages.
- (6) If an employer located in the city also has one or more business locations outside the city, no tax is owed by the employer or the employee for those hours an employee works at an employer's business location that is outside the city.
- (7) Every employer at the time of the payment of wages shall deduct and withhold from the total amount of the wages paid to employees an amount equal to the

total amount of wages multiplied by the rate of tax imposed under subsection (3), (4) or (5) of this section.

- 3.726 Payroll Tax – Payment and Remittance.** The employer shall pay the tax imposed by 3.724(1) and (2), and remit the tax imposed by 3.724(3), (4) and (5), to the tax administrator quarterly, or less frequently than quarterly if directed by the rules adopted under section 3.732 of this code. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the wage tax, except any administrative rules may only be adopted by the city manager under section 3.732.
- 3.728 Payroll Tax – Use.** Payroll tax revenue shall only be used to fund:
- (1) Police services, including but not limited to, patrol officers, detectives, sergeants, community service officers, 9-1-1 staff, animal welfare and traffic safety officers, and evidence control and forensic analysts;
 - (2) Fire and emergency medical services, including but not limited to, the creation of a 9-1-1 triage program and a field triage/community response unit;
 - (3) Municipal court and prosecution services, including but not limited to, staffing a third courtroom, expanding community court and mental health court programs and adding 10 jail beds and increased jail services;
 - (4) Prevention and homeless services, including but not limited to, adding emergency shelters, a day center and funding after school programs at Title I schools; and,
 - (5) Administration of the payroll tax.
- 3.730 Payroll Tax – Interest and Penalties.** The city manager shall adopt administrative rules pursuant to section 2.019 of this code to specify the amount of penalties and interest that an employer must pay if the employer fails to timely pay or remit any tax imposed by this code. The amount of penalties and interest established by administrative rule shall be consistent with comparable provisions of state law.
- 3.732 Payroll Tax – Implementing Rules.** The city manager may adopt regulations, procedures, forms, guides and written policies pursuant to section 2.019 of this code for implementation of sections 3.720 through 3.738 of this code, including but not limited to interest and penalties, collection and enforcement, appeals, and further clarification of the definitions contained in 3.722.
- 3.734 Payroll Tax – Appeal.** Any person aggrieved by any decision under this code may appeal the decision in the manner provided by administrative rule adopted pursuant to section 2.019 of this code. The appeal shall be heard and determined as provided in the adopted administrative rule.
- 3.736 Payroll Tax - Annual Audit.** The city manager shall contract with an outside auditor to prepare an annual written report on the use of the payroll tax revenue. The auditor shall ascertain and report on whether the tax revenue was used in compliance with the purpose and use set forth in sections 3.720 and 3.728 of this code. The city manager shall provide the report to the Council and make the report publicly available.
- 3.738 Payroll Tax - Citizen Advisory Board.** The city manager shall convene a Citizen Advisory Board. The Citizen Advisory Board shall prepare an annual report, separate and distinct from the report prepared by the outside auditor, documenting

the city's use of the tax revenue and noting whether the tax revenue was spent in compliance with the purpose and use set forth in sections 3.720 and 3.728 of this code. The city manager shall provide the Citizen Advisory Board's report to the Council and make the report publicly available.

Section 2. Payroll tax revenues shall be budgeted and accounted for in a separate fund that is easily identifiable by members of the public.

Section 3. The purpose of the payroll tax is to raise additional revenue to be able to increase community safety services beyond what the City was able to fund in FY18 (before the \$8.6 "bridge" funding). Therefore, the Council will use, in accordance with Oregon budget law, the payroll tax revenues to supplement, and not replace, funding used in FY18 for community safety services.

Section 4. Notwithstanding Section 3, the Council may use payroll tax revenues to replace \$840,000 of downtown police services funding that is currently coming from the parking fund.

Section 5. In FY27, the Citizen Advisory Board established by section 3.738 of this code shall conduct a comprehensive review of the city's community safety system, use of the payroll tax revenues, and compliance with Section 3 and shall prepare and deliver a report to the city manager no later than March 31, 2027. The report shall include, but is not limited to, an analysis of the economic impacts of the payroll tax on businesses in the city and an analysis of the progress made toward achieving the following system outcomes: 1) increase the number of minutes per hour officers are available for community policing (currently, officer availability is approximately five minutes per hour); 2) reduce the number of calls for service per day to which no city personnel are dispatched to respond (currently, there is no response to approximately 80 calls for service per day); and, 3) reduce the number of minutes it takes city personnel to respond to non-emergency requests for service (currently, non-emergency response time is approximately 42 minutes).

Section 6. The city manager shall provide the Citizen Advisory Board's report to the Council and make the report publicly available. After receiving the report, the Council shall hold

a public hearing to hear community input regarding whether the payroll tax is accomplishing the objectives specified in Section 5, this Ordinance's findings, and the purpose specified in section 3.720. After reviewing the Citizen Advisory Board's report and public testimony, the City Council shall determine whether the payroll tax should continue. If the Council concludes that the payroll tax should continue, the Council shall adopt a resolution not later than June 30, 2027, referring continuation of the payroll tax to the voters. Unless the Council adopts such a resolution by June 30, 2027, and the voters subsequently vote to continue the payroll tax, the payroll tax shall terminate with respect to wages earned after December 31, 2028.

Section 7. No tax shall be owed under section 3.724 of this code on wages earned prior to July 1, 2020. The date after June 30, 2020, on which taxes shall first be owed shall be established by administrative rule adopted pursuant to section 2.019 of this code.

Section 8. The City Recorder, at the request of, or with the consent of the City Attorney, is authorized to administratively correct any reference errors contained herein, or in other provisions of the Eugene Code, 1971, to the provisions added, amended or repealed herein.

Passed by the City Council this

10th day of June, 2019.

Beth Forest
City Recorder

Approved by the Mayor this

11 day of June, 2019.

Lucy Visis
Mayor



Eugene City Attorney's Office

Memorandum

Date: August 5, 2019
To: Beth Forrest, City Recorder
From: Kathryn P. Brotherton, City Attorney *KPB*
Subject: Scrivener Error Corrections / Ordinance No. 20616

It has come to our attention that reference errors exist in Ordinance No. 20616.

On June 10, 2019, the City Council adopted Ordinance No. 20616 (Payroll Tax) adding Sections 3.720, 3.722, 3.724, 3.726, 3.728, 3.730, 3.732, 3.734, 3.736, and 3.738 to the Eugene Code, 1971. However, prior to the Council's adoption of Ordinance No. 20616, on April 8, 2019, the City Council adopted Ordinance No. 20609 (Construction Excise Tax) applying Code section numbers 3.730, 3.732, 3.734, 3.736, and 3.738 to new Code sections adopted by that ordinance. At the time of Ordinance No. 20616's adoption, the Code sections adopted by Ordinance No. 20609 did not yet appear in the Eugene Code.

We consider the erroneous use of duplicate Code section numbers in Ordinance No. 20616 to be scrivener errors and, therefore, the Code sections adopted by Ordinance No. 20616, and all references to those sections in the Ordinance, should be renumbered.

Please effect scrivener error corrections to Ordinance No. 20616 so that the Code sections are renumbered to 3.750, 3.752, 3.754, 3.756, 3.758, 3.760, 3.762, 3.764, 3.766, and 3.768 as shown in legislative format on the copy of the Ordinance attached to this memo.

This correction is authorized by Section 8 of Ordinance No. 20616. Please attach a copy of this memo and its attachment to that Ordinance.

**Ordinance No. 20616 with Corrected Code Section Numbers
Attachment to August 5, 2019 Scrivener Error Memo**

ORDINANCE NO. 20616

**AN ORDINANCE TO FUND COMMUNITY SAFETY SERVICES WITH A
PAYROLL TAX AND ADDING NEW SECTIONS TO THE EUGENE CODE,
1971.**

The City Council of the City of Eugene finds as follows:

A. Being safe, and feeling safe, is important to everyone. The City, through its community safety services, strives to make Eugene a safe and welcoming place for everyone to live, work, and do business.

B. The City's community safety services include the Eugene Police Department, the Eugene-Springfield Fire & EMS Department, Eugene Municipal Court, and multi-departmental efforts aimed at addressing and preventing homelessness. These City services provide the foundation needed to have accessible parks and natural resources, a prosperous economy, thriving arts and culture, and healthy, safe neighborhoods.

C. During the recession the City eliminated over 20% (\$30 million) of the general fund operating budget, primarily through efficiencies, reorganizations and trimming of some services. Recognizing the importance of providing safety services, during the recession and continuing today, the public safety budget has remained steady, at around 60% of the City's total general fund budget.

D. To better serve our community's expanding and changing public safety needs, the City has worked over the last five years to optimize available resources and become even more efficient in its provision of services. Programs such as the Community Outreach Response Team, Mental Health Court, and Community Court provide alternative paths out of the traditional public safety system, helping reduce overall demands on the system. Eugene-Springfield Fire implemented Basic Life Support response for non-life-threatening calls to the Fire Department and added an Advanced Life Support ambulance unit which has improved patient outcomes for some of the most critical emergency medical calls for service across both Eugene and Springfield. Increased CAHOOTS services provide mobile crisis intervention that responds to thousands of police calls for service every year providing critical behavioral health services. Using grant funding, Municipal Court was able to make improvements that reduced their case backlog by 20%. While all of these programs are positive additions to our community safety system, more needs to be done.

E. The community's need for safety services has continued to grow, outpacing City resources and resulting in critical gaps in the system. From 2014 to 2017, daily average calls for police services increased 21%, but staffing has remained flat. Homicide, rape, robbery, assault, sex offenses and family offenses have increased by 18% in that same time. Police response time has increased 86% from 23 minutes in 2014 to 42 minutes in 2017. Police are unable to respond to 1 in 3 non-life-threatening calls for service, an increase of 40%. Eugene Municipal Court handles 5,000 misdemeanor criminal cases (like theft, disorderly conduct, or driving under the influence) annually – second in the state to Multnomah County's Circuit Court. The number of unsheltered homeless adults in Eugene is significantly higher than in many other similarly-sized communities.

**Ordinance No. 20616 with Corrected Code Section Numbers
Attachment to August 5, 2019 Scrivener Error Memo**

F. It is not just statistics that demonstrate the City's need for increased community safety resources; community members have said there is a need too. A survey of Eugene voters in July 2018 demonstrated that the community strongly supports addressing the City's public safety needs. A vast majority of survey respondents (84%) believe that City officials should take steps to address issues that impact public safety. Follow-up community outreach confirmed the community's very real and growing concern about a delayed, or no, police response due to police resource levels.

G. Seeing the immediate, critical need for additional community safety services, in September 2018, the City Council approved spending \$8.6 million to add some limited capacity and maintain funding for several critical programs (often referred to as the "bridge funding"). When appropriating the bridge funding, the Council made clear its intent to find a long-term, sustainable funding source for the community safety system.

H. Without a new, permanent source of funds, the community safety services funded by the \$8.6 million bridge will end, and the gaps in the system will continue to widen. Specifically, response times will keep getting longer, an increasing number of calls will go unanswered, a higher percentage of violations and citations will not make it to the courts, safety concerns in parks, along pathways and in neighborhoods will continue to go unsolved, the little time currently available for proactive policing will dissipate, and fewer opportunities will be available to move homeless community members onto paths of wellness.

I. Making some of the systematic changes needed to alter the current trajectory of our safety system will cost an additional \$23.6 million per year. The \$23.6 million funding need is based on the following package of community safety services:

- Police services, including 40 patrol officers, 5 detectives, 4 sergeants, 10 community service officers, 9.5 staff for 911, animal welfare and traffic safety officers, and evidence control and forensic analysts.
- Fire and emergency medical services, including the creation of a 911 triage program and field triage/community response unit.
- Municipal court and prosecution services, including opening third courtroom, expanding community court and mental health court programs and adding 10 jail beds and increased jail services.
- Prevention and homelessness services, including adding emergency shelters, a day center and funding after school programs at Title 1 schools.

J. To fund the above-described package of services, the \$23.6 million would generally be allocated among the services as follows: 65% for police services; 10% for fire and emergency medical services; 15% for municipal court and prosecution services; and, 10% for prevention and homelessness services.

K. By increasing capacity and services with an additional \$23.6 million in funding, the community can expect that, as the safety system ramps-up over the next one to five years, the following will occur:

- Faster and more responsive police services.
- Increased proactive community policing by sworn officers, achieved through the use of Community Response Units and Community Service Officers

**Ordinance No. 20616 with Corrected Code Section Numbers
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(CSOs) that can provide public safety support to assist with non-emergency calls like routine crashes and retrieving stolen property.

- Crime deterrence through the establishment of a 10-person Street Crimes Unit that will proactively deter crimes and increase officer presence in neighborhoods.
- Implementation of prevention efforts aimed at keeping people and youth off the streets, such as adding homeless services that help people stabilize and improve their lives, strengthening the network of support with nonprofit and medical organizations to help reduce the number of people who chronically use the system, and growing youth programs to engage and help at-risk youth, including after-school programs, 15th Night and inclusion programs.
- More people who commit crimes will be held accountable through the addition of detectives to investigate crimes, the opening of a third courtroom to resolve cases more quickly, the addition of more prosecutors, court appointed attorneys and court staff, and the increase in the number of jail beds and probation officers.

L. Providing the community safety services necessary to achieve the above-described outcomes requires a new, long-term, sustainable funding source. As part of the effort to find a new funding source, the Council directed the formation of a Community Safety Revenue Team to make recommendations to the City Manager. The Revenue Team focused on identifying a funding mechanism that could raise the amount needed, would be stable and flexible, fair and feasible. The Revenue Team recommended a modest payroll tax to address the significant and urgent gaps in our system and to provide the services that those who live, visit and work in Eugene need, expect and deserve.

M. A payroll tax on both employers and employees provides the funds needed to bring our community safety services up to the level that the community is expecting and entitled to receive. The addition of this separate, dedicated, revenue source for community safety services, together with the City's current, stable budget, will make a real difference in how community safety services are provided throughout the City.

THE CITY OF EUGENE DOES ORDAIN AS FOLLOWS:

Section 1. Sections ~~3.720, 3.722, 3.724, 3.726, 3.728, 3.730, 3.732, 3.734, 3.736, and 3.738~~ **3.750, 3.752, 3.754, 3.756, 3.758, 3.760, 3.762, 3.764, 3.766, and 3.768** of the Eugene Code, 1971, are added to provide as follows:

Community Safety Payroll Tax

3.720 3.750 Payroll Tax – Purpose. The provisions contained in sections ~~3.720 to 3.738~~ **3.750 to 3.768** of this code are for the purpose of providing funding to increase community safety services through the adoption of a dedicated tax on wages, hereinafter referred to as the payroll tax.

3.722 3.752 Payroll Tax - Definitions. For the purposes of sections ~~3.720 to 3.738~~ **3.750**

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to 3.768 of this code, the following words and phrases shall have the following meanings, unless the context requires otherwise:

City. The City of Eugene.

City Manager. The city manager or the city manager's designee.

Employer. Any of the following:

- (a) A person who is in such relation to another person that the person may control the work of that other person and direct the manner in which it is to be done;
- (b) An officer or employee of a corporation, or a member or employee of a partnership, who as such officer, employee or member is under a duty to perform the acts required of employers by ORS 316.167, 316.182, 316.197, 316.202 and 316.207;
- (c) The State of Oregon or any political subdivision of the state; or
- (d) An independent contractor.

Employee. An individual who renders personal services at a fixed rate to an employer if the employer either pays or agrees to pay for personal services or permits the individual to perform personal services.

Fixed Rate. Compensation based on the time spent in the performance of the services, on the number of operations accomplished or on the quantity produced or handled.

Independent Contractor. As defined in ORS 670.600.

Minimum Wage Employee. An employee working for the minimum wage rate established by ORS 653.025.

Tax Administrator. The city manager, the manager's designee, or any person or entity with whom the city manager contracts to perform those duties. More than one person or entity can concurrently serve as the tax administrator.

Wages. As defined in ORS 267.380(1)(c), (2)(b) – (c), and (2)(e) – (j).

3.724 3.754

Payroll Tax – Tax Imposed.

- (1) A tax is hereby imposed on every employer, except the federal government, State of Oregon or any political subdivision of the state, with a physical address in the city at a rate of 0.0021 of wages paid by the employer.
- (2) Notwithstanding subsection (1) of this section, the tax rate imposed on the first \$100,000 of wages paid by an employer with two or less employees is 0.0015.
- (3) A tax is hereby imposed on every employee working at an employer located in the city at a rate of 0.0044 of employee's wages.
- (4) Notwithstanding subsection (3) of this section, the tax rate imposed on every non-minimum wage employee making a wage of \$15.00/hour or

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less working at an employer located in the city is 0.0030 of the employee's wages.

- (5) Notwithstanding subsection (3) of this section, the tax rate imposed on every minimum wage employee working at an employer located in the city is 0.0000 of the employee's wages.
- (6) If an employer located in the city also has one or more business locations outside the city, no tax is owed by the employer or the employee for those hours an employee works at an employer's business location that is outside the city.
- (7) Every employer at the time of the payment of wages shall deduct and withhold from the total amount of the wages paid to employees an amount equal to the total amount of wages multiplied by the rate of tax imposed under subsection (3), (4) or (5) of this section.

3.726 3.756 **Payroll Tax – Payment and Remittance.** The employer shall pay the tax imposed by 3.724 3.754(1) and (2), and remit the tax imposed by 3.724 3.754(3), (4) and (5), to the tax administrator quarterly, or less frequently than quarterly if directed by the rules adopted under section 3.732 3.762 of this code. The tax administrator is authorized to exercise all supervisory and administrative powers with regard to the enforcement, collection and administration of the wage tax, except any administrative rules may only be adopted by the city manager under section 3.732 3.762.

3.728 3.758 **Payroll Tax – Use.** Payroll tax revenue shall only be used to fund:

- (1) Police services, including but not limited to, patrol officers, detectives, sergeants, community service officers, 9-1-1 staff, animal welfare and traffic safety officers, and evidence control and forensic analysts;
- (2) Fire and emergency medical services, including but not limited to, the creation of a 9-1-1 triage program and a field triage/community response unit;
- (3) Municipal court and prosecution services, including but not limited to, staffing a third courtroom, expanding community court and mental health court programs and adding 10 jail beds and increased jail services;
- (4) Prevention and homeless services, including but not limited to, adding emergency shelters, a day center and funding after school programs at Title I schools; and,
- (5) Administration of the payroll tax.

3.730 3.760 **Payroll Tax – Interest and Penalties.** The city manager shall adopt administrative rules pursuant to section 2.019 of this code to specify the amount of penalties and interest that an employer must pay if the employer fails to timely pay or remit any tax imposed by this code. The amount of penalties and interest established by administrative rule shall be consistent with comparable provisions of state law.

3.732 3.762 **Payroll Tax – Implementing Rules.** The city manager may adopt regulations, procedures, forms, guides and written policies pursuant to section 2.019 of this code for implementation of sections 3.720 to 3.738 3.750 to 3.768 of this code, including but not limited to interest and penalties, collection and enforcement, appeals, and further clarification of the definitions contained in 3.722 3.752.

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- ~~3.734~~ 3.764** **Payroll Tax – Appeal.** Any person aggrieved by any decision under this code may appeal the decision in the manner provided by administrative rule adopted pursuant to section 2.019 of this code. The appeal shall be heard and determined as provided in the adopted administrative rule.
- ~~3.736~~ 3.766** **Payroll Tax - Annual Audit.** The city manager shall contract with an outside auditor to prepare an annual written report on the use of the payroll tax revenue. The auditor shall ascertain and report on whether the tax revenue was used in compliance with the purpose and use set forth in sections ~~3.720 and 3.728~~ **3.750 and 3.758** of this code. The city manager shall provide the report to the Council and make the report publicly available.
- ~~3.738~~ 3.768** **Payroll Tax - Citizen Advisory Board.** The city manager shall convene a Citizen Advisory Board. The Citizen Advisory Board shall prepare an annual report, separate and distinct from the report prepared by the outside auditor, documenting the city's use of the tax revenue and noting whether the tax revenue was spent in compliance with the purpose and use set forth in sections ~~3.720 and 3.728~~ **3.750 and 3.758** of this code. The city manager shall provide the Citizen Advisory Board's report to the Council and make the report publicly available.

Section 2. Payroll tax revenues shall be budgeted and accounted for in a separate fund that is easily identifiable by members of the public.

Section 3. The purpose of the payroll tax is to raise additional revenue to be able to increase community safety services beyond what the City was able to fund in FY18 (before the \$8.6 "bridge" funding). Therefore, the Council will use, in accordance with Oregon budget law, the payroll tax revenues to supplement, and not replace, funding used in FY18 for community safety services.

Section 4. Notwithstanding Section 3, the Council may use payroll tax revenues to replace \$840,000 of downtown police services funding that is currently coming from the parking fund.

Section 5. In FY27, the Citizen Advisory Board established by section ~~3.738~~ **3.768** of this code shall conduct a comprehensive review of the city's community safety system, use of the payroll tax revenues, and compliance with Section 3 and shall prepare and deliver a report to the city manager no later than March 31, 2027. The report shall include, but is not limited to, an analysis of the economic impacts of the payroll tax on businesses in the city and an analysis of

EUGENE CITY COUNCIL

AGENDA ITEM SUMMARY



Work Session: Boards, Committees and Commissions Recruitment Process

Meeting Date: September 28, 2026
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2
Staff Contact: Katie LaSala and Rosa Roach
Phone: 541-682-5882

ISSUE STATEMENT

This is an opportunity for Council to review the current annual recruitment process as developed by staff for boards and commissions and discuss formalization of this process into the City Council Operating Agreements. Council will be asked to approve, or approve with changes, the current practices before the next recruitment cycle begins. Council will also have the option to formalize the process within their operating agreements.

BACKGROUND

Boards and Commissions Annual Recruitment Timeline and Steps

The City has numerous boards, commissions, and committees that act in an advisory capacity to the Council and City leadership.

Annually, the City of Eugene holds a recruitment process to appoint new membership. The current recruitment and appointment process, which was developed by staff, is outlined in **Attachment A**. The last time Council reviewed the current process for Annual Recruitment of Boards and Commissions was in September 2023.

The appointment and membership requirements for each standing board, commission or committee are outlined in City Code and Charter (see **Attachment B** for a summary).

The City Council Operating Agreements guides how Council conducts its business (Attachment C). The Council regularly reviews the Operating Agreements to determine whether changes are needed. The last administrative update to the Operating Agreements was in March 2026. Amendments to the Operating Agreements must be adopted by resolution. At this work session Council may choose to direct staff to incorporate the Annual Recruitment process into the Operating Agreements for adoptions via resolution at a later date.

RELATED CITY POLICIES

See Attachment B for code and charter requirements.

PREVIOUS COUNCIL DIRECTION

[September 23, 2023 Work Session](#)

Council discussed Operating Agreements and process for annual recruitment of Boards and Commissions.

September 28, 2026 Work Session – Item 2

Councilor Zelenka, seconded by Councilor Keating, move to limit any individual to only one appointed Council Board or Commission at a time, not including liaison positions identified in city code or City Councilors.

Passed 5:3 (opposed by Councilors Clark, Leech and Semple)

March 9, 2026 Meeting

Council adopted a resolution amending their operating agreements with the changes discussed and approved during the works sessions on October 13, 2025 and February 18, 2026.

Councilor Leech, seconded by Councilor Kashinsky, moved to adopt a Resolution amending Eugene City Council Operating Agreements and repealing Resolution No. 5387.

Passed 8:0

COUNCIL OPTIONS

At this work session, Council may:

1. Incorporate the Boards and Commissions Annual Recruitment Process **without changes** into the Operating Agreements for final adoption via Council Resolution on an upcoming Consent Agenda.
2. Incorporate the Boards and Commissions Annual Recruitment Process **with changes** into the Operating Agreements for final adoption via Council Resolution on an upcoming Consent Agenda.
3. Approve the current Boards and Commissions Annual Recruitment process without formalizing it in Council's Operating Agreements.
4. Approve the Boards and Commissions Annual Recruitment process with changes but without formalizing it in Council's Operating Agreements.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends adoption of the annual recruitment process and formalization through adoption into Council's Operating Agreements.

POSSIBLE MOTIONS

1. Move to approve the current Boards and Commissions Annual Recruitment process as outlined in Attachment A, and to direct the City Manager to add a new section within Council's Operating Agreements specific to Boards and Commissions Annual Recruitment for final adoption via Council Resolution on an upcoming Consent Agenda.

OR

2. Move to make the following changes to the Boards and Commissions Annual Recruitment process as outlined in Attachment A: _____, and to direct the City Manager to add a new section within Council's Operating Agreements specific to Boards and Commissions Annual Recruitment for final adoption via Council Resolution on an upcoming Consent Agenda.

OR

September 28, 2026 Work Session – Item 2

3. Move to direct the City Manager to use the Boards and Commissions Annual Recruitment process as outlined in Attachment A.

OR

4. Move to direct the City Manager to make the following process changes to Attachment A, and to use the updated Boards and Commissions Annual Recruitment process.

ATTACHMENTS

- A. Boards and Commission Annual Recruitment Timeline and Process
- B. Code Requirements for Standing Committees Matrix
- C. Eugene City Council Operating Agreements (Adopted March 9, 2026)

FOR MORE INFORMATION

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Boards, Commissions and Committees Recruitment & Appointment Process

December

Responsible Party	Task
CMO Staff	Vacant positions confirmed by staff
CMO Staff	Schedules for recommendations, interviews and appointments confirmed
CMO Staff	Advertising created

January

Responsible Party	Task
CMO Staff	Open Recruitment from 1/1 to 1/31
CMO Staff; Staff Liaisons	Community outreach through specified channels in code and interest groups
CMO Staff	Initial verification of eligibility based on code or other requirements

February

Responsible Party	Task
CMO Staff	Remaining verification of eligibility based on code or other requirements
Staff Liaisons (HRC and CRB)	Per code requirements, recommendations on applicants provided for inclusion into Council's binder materials for consideration
CMO Staff	Application materials (including ballots and recommendations, if any) compiled and sent to Mayor and Council for review
Council	- Begins review of application materials, makes selections to: - invite candidates for three-minute statements, or - nominate for reappointment current members who have reapplied for another term - Selects up to 3 applicants for every 1 open seat
Mayor	Begins review of application materials, invites for interviews are sent

March

Responsible Party	Task
Council	- Completes review of all applications; provides selections to: - invite candidates for three-minute statements, or - nominate for reappointment current members who have reapplied for another term - Selects up to 3 applicants for every 1 open seat
Mayor	Completes review of all applications, remaining invites for interviews are sent
CMO Staff	- Reviews and compiles Council's selections - Applicants that receive 4 or more selections invited to provide a three-minute statement - incumbents that receive 5 or more moved to nomination process

Boards, Commissions and Committees Recruitment & Appointment Process

	incumbents that receive less than 5 selections are invited to provide a three-minute statement
CMO Staff; Council Leadership	Staff consult with Council Leadership as needed to resolve any outstanding issues with the selection process
CMO Staff	Provides a copy of Council's compiled selections to Council
Mayor	Interviews for Mayor-nominated positions begins

April

Responsible Party	Task
CMO Staff; Council	Selected applicants invited to provide three-minute statements
CMO Staff	Sends new ballots to Council for nominations, including any updated application information (incumbent nominations, withdrawals, eligibility changes, etc.)
Council	Reviews applicant information and nominates 1 applicant per 1 open seat. - Applicants with 4 or more nominations added to proposed motion; - incumbents that received 5 or more in previous round added to proposed motion
CMO Staff; Council Leadership	Staff consult with Council Leadership as needed to resolve any outstanding issues with the nomination process
Mayor	Submits nominations from interviews to staff
CMO Staff	Provides a summary of nominations to Mayor and Council

May

Responsible Party	Task
Council	<u>As Needed Only</u> : Work Session held to deliberate and resolve any overlapping Council nomination results with Mayor nominations

June

Responsible Party	Task
Council	Council takes action to appoint all boards and commissions nominations at a Council meeting (via individual motion and vote)
CMO Staff	Appointment letters mailed; new appointments begin July 1

BOARDS AND COMMISSIONS APPOINTMENT MATRIX

CC Standing Advisory Bodies	Authority	# of Members	Interview Process	Code Requirement: Appointments	Appointment Process	Length of Term
Budget Committee	ORS 294.414; EC 2.013(1) & EC 2.013(11)	16 members	Council Interviews	(ORS 294.414) – The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body	Per Code - Council Appoints (via motion and vote)	4 years (no more than 2 consecutive terms)
Civilian Review Board	Charter 15-A(2); EC 2.013(1) & EC 2.240 & EC 2.242	7 members	Council Interviews	(EC 2.242(1)(b)) – The following characteristics shall be considered by the city council when appointing members to the civilian review board: 1)A demonstrated ability to be fair, impartial and unbiased; 2)An absence of any real or perceived bias, prejudice or conflict of interest; 3)A record of community involvement; 4)An ability to build working relationships and communicate effectively with diverse groups; and 5)A demonstrated commitment to the purpose of sections 2.240 through 2.246 and 2.450 through 2.456. (EC 2.242(1)(c)) – Appointments to the civilian review board shall not be made on the basis of constituency or representation of any particular group. A candidate selection process that includes a community panel to review applications and recommend qualified candidates for city council consideration shall be developed by the mayor, in consultation with the police auditor, to help achieve a balanced membership.	Per Code - Council Appoints (via motion and vote)	3 years (no more than 3 consecutive terms)
Human Rights Commission	EC 2.013(1) & EC 2.270	11 members	Council Interviews	(EC 2.270(1)) – The commission shall consist of: A)One member of the city council or the mayor; B)Ten community members with a demonstrated knowledge and interest in the civil and human rights concerns of the community. Members shall be appointed in a way that strives to have balance on the commission that reflects the community and has protected class representation. (EC 2.270(2)) – Members of the commission shall be persons who have actively demonstrated an interest and expertise in efforts to promote diversity, equality, equity and understanding of human rights, and to dismantle injustice, discrimination, bigotry, hatred and harassment within the city (EC 2.270(3)) – The commission shall perform the initial review of applications and make recommendations to council for its consideration.	Per Code - Council Appoints (via motion and vote)	3 years for community members (no more than 6 consecutive years)
Planning Commission	ORS 227.030; EC 2.013(1) & EC 2.330	7 members	Council Interviews	(EC 2.332) – No more than two members of the commission shall be engaged principally in buying, selling or developing of real estate for a profit as individuals or be members of any partnership, or officers or employees of any corporation, that is engaged principally in buying, selling, or developing of real estate for a profit. No more than two members shall be engaged in the same kind of business, trade or profession.	Per Code - Council Appoints (via motion and vote)	4 years

BOARDS AND COMMISSIONS APPOINTMENT MATRIX

CC Standing Advisory Bodies	Authority	# of Members	Interview Process	Code Requirement: Appointments	Appointment Process	Length of Term
Police Commission	EC 2.013(1) & EC 2.368	12 members	Mayor Interviews	(EC 2.368(2)) – The commission shall have 12 members, consisting of two city councilors, one member who is also a member of the human rights commission, one member who is also a member of the civilian review board, and eight citizen members selected from the public so as to represent a diverse range of interests and experiences with due regard to the geographic distribution of the membership. The citizen members of the commission shall be selected from, but are not limited to, several but not necessarily all of the following groups: youths, students of the University of Oregon and Lane Community College, persons with a demonstrated interest in law enforcement, social services providers, educators, members of community or neighborhood groups, persons engaged in private business, persons with a diversity of ethnic and cultural affiliations, and persons with diverse economic backgrounds and interests. (EC 2.368(3)) – Members shall be nominated by the mayor and appointed by the council.	Per Code - Council Appoints (via motion and vote)	4 years for citizen members; 4 years or less for members from HRC or CRB (no more than 2 consecutive terms)
Sustainability Commission	EC 2.013 (1) & EC 2.380	13 members	Council Interviews	(EC 2.380(2)) – The commission shall consist of 12 citizen members and one city councilor. Members to be selected are to represent a diverse range of interests and experiences with due regard to the geographic distribution of the membership. The members of the commission shall be selected from, but are not limited to, several but not necessarily all of the following groups: youths, students of the University of Oregon and Lane Community College, persons with a demonstrated interest in sustainable business practices, building and design, energy conservation or alternative energy sources, economic development, educators, members of community or neighborhood groups, persons with a diversity of ethnic and cultural affiliations, and persons with diverse economic backgrounds and interests. (EC 2.380(3)) – Each councilor shall appoint a single member to the commission; 4 at-large members appointed by the full Council	Per Code - Council Appoints (via motion and vote)	4 years for citizen members (no more than 2 consecutive terms)
Toxics Board	Charter Section 54, Article VI	7 members	Council Interviews	(Charter Section 54, Article VI) – 3 industry members (from regulated businesses) and 3 environmental advocates. The 7th and neutral position is nominated by 2/3 of the 6 other members of the Toxics Board.	Per Charter - Council Appoints (via motion and vote)	3 years (no more than 2 consecutive terms)
River Guides	2024 Urban Renewal Plan, Section 900	9 members	Mayor Interviews	(Section 900) - Community Member Participation: The activities and projects defined in this Plan, development of subsequent plans, procedures, activities, and regulations, and the adoption of amendments to this Plan shall be undertaken with the participation of citizens, owners, tenants as individuals, and organizations who reside within or who have financial interest within the project area together with the participation of general community members of the city. An advisory committee authorized by the Agency Board will advise on activities of the Riverfront Urban Renewal District.	Per URA Plan - Agency Board Appoints	2 years

BOARDS AND COMMISSIONS APPOINTMENT MATRIX

Subcommittee to Planning	Authority	# of Members	Interview Process	Code Requirement: Appointments	Appointment Process	Length of Term
Historic Review Board	EC 2.355	7 members	Mayor and Planning Commission Chair interview	(EC 2.355(2)) – The committee shall have seven members, consisting of one member of the planning commission; two members, to the extent they are available in the community, who are an architect with preservation expertise and a historian with knowledge of local history; two professionals with demonstrable interest, competence, or knowledge of historic preservation in the disciplines of landscape architecture, real estate, construction, community development, urban planning, archeology, law, finance, cultural geography, cultural anthropology, or related disciplines; and two citizens. (EC 2.355(3)) – Members shall be nominated by the mayor and planning commission chair and appointed by the council, except for the planning commission member who shall be appointed by the chair of the planning commission.	Per Code - Council Appoints (via motion and vote)	4 years (no more than 2 consecutive terms)

BOARDS AND COMMISSIONS APPOINTMENT MATRIX

Intergovernment Committees	Authority	# of Members	Interview Process	Requirement: Appointments	Appointment Process	Length of Term
Whilamut Citizen Planning Committee	1993 IGA	15 members	Mayor interviews	(WCPC By Laws) – Eugene members are appointed by the Mayor of Eugene and confirmed by the Eugene City Council	Council Confirms Eugene Representatives (via motion and vote)	3 years (limited to 2 consecutive terms)
Lane Regional Air Protection Agency	OS 468.A	9 members	Mayor interviews		Council Appoints Eugene Representatives (via motion and vote)	3 years

EUGENE CITY COUNCIL OPERATING AGREEMENTS
RESOLUTION NUMBER 5481
ADOPTED MARCH 9, 2026

INTRODUCTION

The Municipal Charter of the City of Eugene (Charter) and Eugene City Code, 1971 (E.C.), as well as the Oregon Revised Statutes (ORS) law govern many meeting requirements and actions of the Council. The Eugene Charter, Chapter 2 of the Eugene City Code, and various sections of ORS 192 and 244 are primary sources of these meeting and other operating requirements.

1. MEETING REQUIREMENTS

1.01 Time of Meetings

Regular meetings of the Eugene City Council (the Council) shall be on the second and fourth Mondays of each month. These meetings shall begin at 7:30 p.m. and shall end at 10 p.m., or when the agenda item considered by the Council at 10 p.m. is concluded. If those days are on a legal or religious holiday, the Council may schedule the meeting for the day immediately following.

1.02 Work Sessions

The Council may meet in work sessions beginning at 5:30 p.m. prior to its regular Monday meetings. Other work sessions may be held on the second, third, fourth, and fifth Wednesdays of the month. These work sessions shall start at noon and generally last for a maximum of 90 minutes. Additional work sessions will be scheduled on the third Monday of the month, as needed, following or in lieu of a public hearing. Except for extraordinary circumstances, the total time for presentations by staff and/or others on a single agenda item shall be no more than 15 minutes.

1.03 Location of Meetings

Eugene City Council meetings shall be held within the jurisdictional boundaries of the City. Training sessions may be held outside the City limits, if no deliberations toward a decision are made. Inter-jurisdictional meetings may be held outside City limits, but should be as close to Eugene as practical. No City Council meeting shall be held at any place where discrimination on the basis of an individual's race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability, is practiced. For this purpose, meetings do not include visitations or attendance at any national, regional, or state association to which the councilor belongs.

1.04 Notice of Meetings, Special Meetings, Emergency Meetings

Advance notice of at least 48 hours shall be provided for all meetings. Notice shall include written notice to all news media which requested notice. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 24-hour notice shall be included in the minutes of such meeting. As per both the Eugene Charter, Section 9, and Eugene Code, Section 2.007 (2), the Mayor or three of the members of the Council, may call a special meeting of the Council in manner provided in E.C. 2.007 (3).

1.05 Public Comment

A public comment period generally shall be the fourth item of every regular meeting of the Eugene City Council, following Committee Reports and Items of Interest, Priority Goal Actions, Consent Calendar 1, and regular Action items. By council majority vote, time-sensitive issues may be moved up in the agenda order.

Persons wishing to speak must sign up to do so not later than five minutes after the meeting has been opened by the Mayor or presiding officer. The Mayor or presiding officer shall inform the audience of the requirement to sign up to speak not later than five minutes after the meeting has been called to order.

Members of the public may speak about any topic during Public Comment, except as provided below. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public Comment cannot be used to testify about an item that is not a public matter or which has already been heard by a Hearings Official, or to provide or gather additional testimony or information on a quasi-judicial matter after the official record has been closed.

Speakers at Public Comment will be limited to two-and-a-half minutes and Public Comment will be limited to 90 minutes total. Request-to-Speak forms will be shuffled so that speakers are called in random order, with persons who did not speak at the previous Public Comment prioritized ahead of persons who did speak at the previous Public Comment. Official representatives of Boards, Commissions, and Neighborhood associations will be prioritized during Public Comment ahead of other randomized speakers. No persons will be allowed to submit a "Request to Speak" form more than 30 minutes prior to the start of the meeting.

At the end of Public Comment each member of the Council has the opportunity to respond to comments made during Public Comment. The time allocated to each member of the Council for such responses shall be up to three minutes.

1.06 Public Hearings

Public hearings shall generally be held on the third Monday of the month, except for those months during which a Council break occurs and shall be held for all ordinances except under the terms delineated in E.C. 2.007(4). Hearings may be scheduled on other items and presentations from standing advisory bodies to the Council may be scheduled at the discretion of the Mayor and the City Manager.

Persons wishing to speak shall submit a "Request to Speak" form not later than five minutes after the commencement of the meeting at which the person wishes to speak. The Mayor or presiding officer shall inform the audience of this requirement to sign up prior to the commencement of a public hearing. In general, speakers will be limited to two-and-a-half minutes and called in a random order. Eugene Code 2.015(7) notwithstanding, councilors may ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his/her testimony. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the

individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The Mayor or presiding officer may intervene if a councilor is violating the spirit of this guideline. At the end of the Public Hearing, each member of the Council has the opportunity to comment on or discuss testimony given during the Public Hearing.

1.07 Executive Session

All meetings of the Council shall be held in open session, except those meetings that may be closed for purposes specified in the Oregon Attorney General's Public Records and Meetings Manual (ORS 192.610 to 192.690). These include the employment or dismissal of public employees, performance evaluation of the council's employees, labor negotiations, real property transactions negotiations, and consulting with legal counsel on pending or threatened litigation.

Notice of executive sessions shall be given as required by state law and that notice must state the specific provisions of law authorizing the session.

The Mayor and City Councilors are expected to maintain the confidentiality of the information discussed in legally noticed and conducted executive sessions as defined in Chapter 192 of the Oregon Revised Statutes.

1.08 Minutes

Written minutes shall be taken for all City Council meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. The minutes must give a true reflection of the matters discussed but need not be a full transcript, verbatim or recording.

As a matter of courtesy and efficiency, a councilor should notify the Mayor and other councilors that he/she intends to propose an amendment to the minutes and should propose replacement text in advance of the meeting at which those minutes are scheduled to be approved. If the proposed amendment is a simple factual, grammatical, or spelling correction, the amendment may be proposed without consulting the minutes recorder. If, however, the proposed amendment is substantive in nature or seeks to clarify the speaker's intent, or to expand his/her remarks for the record, the councilor should notify the minutes recorder and request verification of the proposed amendment.

1.09 Voting

Section 12 of the Eugene Municipal Charter states that the Mayor only votes on matters before the Council in the case of a tie. Council members may not abstain from voting unless a conflict of interest has been declared.

1.10 Presiding Officer

The Mayor shall preside over City Council meetings when present. The president of the Council shall preside if the Mayor is absent or unable to preside. The Council vice president shall have the powers of the Council president when the Council president is performing the duties of the Mayor. If the Mayor, Council president, and vice president are unavailable, the Council members present shall elect a temporary presiding officer.

1.11 Council Officers

Council officers shall be elected for one-year terms in the manner prescribed in the E.C. 2.009, at the first regular meeting in each calendar year.

2. PLACING ITEMS ON COUNCIL AGENDA

2.01 Contact the City Manager

Contact the City Manager and explain the nature, scope and desired outcome of the item for the agenda or make the request during “Items from Mayor and City Council” at a City Council meeting. The City Manager and Mayor may then decide to place the item on a future agenda.

2.02 Council Poll

Alternatively, an item may be placed on the Council agenda by councilor request. A councilor may ask Council support staff for a work session or consideration of a resolution, and staff shall then poll all councilors, in writing, to ask if the item should be placed on the Council agenda. If, within two weeks of distribution of the poll, with an individualized reminder at five working days, four Councilors respond in the affirmative, the item shall be placed on a future Council agenda within a reasonable time.

Work session polls will generally include the work session topic and related Council goal or priority issues and questions to be addressed and intended outcomes.

2.03 Tentative Agenda on the Consent Calendar

At each regular meeting of the Council, the City Manager shall present the Tentative Agenda. This shall be placed on the Consent Calendar. If there are concerns about items on the Tentative Agenda, it may be removed at the request of any councilors from the Consent Calendar and discussed separately.

2.04 Tentative Agenda Provided Each Week

The Tentative Agenda shall be included in the weekly information packet provided to the Council.

2.05 Scheduling of Items on the Agenda

The City Manager and Mayor shall decide the date that items come before Council for work sessions and for regular meetings.

2.06 Routine Business Items on the City Council Agenda

The City Manager shall continue to place routine and standard items of Council business on the City Council agenda.

3. ORDER OF ITEMS ON A SPECIFIC DATE MEETING AGENDA

3.01 Pledge of Allegiance to the Flag

The Eugene City Council shall begin its formal council meetings with a voluntary recitation of the Pledge of Allegiance at those council meetings closest to the following holidays: Memorial Day, Veterans Day, Flag Day, and the Fourth of July.

At the council meeting closest to the Fourth of July, the ceremony will also include readings from the Declaration of Independence and/or United States Constitution.

3.02 Ceremonial Matters

At the first regular meeting of each month, the first agenda item shall be used to acknowledge special recognition or awards given to the City of Eugene or for the Mayor to read proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor. This item shall be called "Ceremonial Matters." Requests for recognition under Ceremonial Matters should be submitted in writing to the Mayor.

3.03 Committee Reports and Items from Mayor, City Council and City Manager

At regular meetings held on the second and fourth Mondays of each month, the first item on the agenda or following Ceremonial Matters and the Pledge of Allegiance, shall be "Committee Reports and Items of Interest from Mayor, City Council and City Manager." This portion of the agenda provides an opportunity for the Mayor, councilors and City Manager to raise issues, present ad hoc motions, introduce resolutions and report on committee activities and actions. The time allotted for "Items" is subject to change to accommodate emerging issues.

3.04 Consent Calendar

At regular City Council meetings, in order to expedite the Council's business, routine and standard items shall be placed on the Consent Calendar 1 for Council's consideration prior to Public Comment. Annexations and similar land use action items shall be placed on Consent Calendar 2 for Council's consideration after Public Comment.

Any item on either Consent Calendar may be removed for separate consideration by any member of the Council. Revisions or corrections to meetings minutes shall be considered first, prior to other items removed from the Consent Calendar. The remaining items on the Consent Calendar may then be considered for action by a single vote. The items pulled from the Consent Calendar shall be considered after the approval of the remainder of the Consent Calendar and before the next scheduled item on the agenda, unless requested for later consideration. In general, ordinances, because of charter requirements, should not be placed on the Consent Calendar.

3.05 Public Hearings Given Priority

As a guideline, public hearings shall be placed on the specific meeting agenda before items only requiring action. Further, public hearings expected to draw a small number of speakers shall be placed before public hearings for which a larger number of speakers is expected.

3.06 Action Items

In general, action on ordinances and councilor-introduced resolutions or motions shall be placed on regular City Council meeting agendas and shall be scheduled before Public Comment. This does not preclude taking action on items during work sessions or other portions of the meeting. Action items that are specifically related to City Council Goals and Priorities (Priority Goal Actions) shall be scheduled for action prior to Consent Calendar 1. Examples include items such as Low Income Rental Housing Property Tax Exemptions (LIRHPTE) and other authorizations in support of low-income housing.

4. COUNCIL ACTION ON AGENDA ITEMS

As a guideline, action on issues for which a public hearing has occurred shall not be taken at the same meeting at which the public hearing is held. In the case of an ordinance, the charter requires that an ordinance shall not be adopted by the Council unless it has been considered by the Council during at least two meetings. With the unanimous consent of the Council, the Council may consider and enact an ordinance at a single meeting if the Council does not amend the ordinance in a manner that modifies its substantive effect (Charter, Section 28 (3)).

5. POSTPONING AGENDA ITEMS

Any councilor may request that an item be postponed to another meeting if he/she is unable to attend the meeting at which the item has been scheduled. As a courtesy, councilors should submit in writing a request to postpone to the Mayor as early as possible. If the Mayor is unavailable, the request should be made to the City Manager or the Manager's designated staff member. A request to postpone may be made for either a work session item or a vote on an agenda item. The request to postpone shall be honored unless a majority of councilors present determines that the matter needs to be acted upon at that meeting.

6. COMMITTEES OF THE COUNCIL

6.01 Creation of Committees

While the City Code governs appointments to certain committees, the code grants broad general powers to the Mayor and City Council to create subcommittees or special ad hoc committees of the Council. The Mayor shall nominate and the Council shall appoint the members of any committee established by the Council unless a different procedure is specified at the time the committee is established. The charge to the committee shall be clearly stated at the time the committee is established, and the committee shall disband when its work is complete. Committees may be composed of councilors, interested citizens or both.

6.02 Standing Committees of the Council

There is one standing committee of the Council: Intergovernmental Relations Committee.

6.03 Standing Advisory Bodies to the Council

There are seven standing advisory bodies to the City Council. These are created in the Eugene Code and Charter and exist to provide advice on policy matters. They are: 1) Budget Committee; 2) Planning Commission; 3) Police Commission; 4) Human Rights Commission; 5) Sustainability Commission; 6) Civilian Review Board; and 7) Toxics Board.

7. CONDUCT AT MEETINGS

7.01 Roberts Rules of Order

Conduct at City Council meetings and committee meetings is governed by Robert's Rules of Order, Revised. The Council has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it. Council members shall avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues.

7.02 Other Meeting Guidelines

The presiding officer shall be responsible for ensuring order and decorum are maintained.

Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Council meetings. This includes engaging in violent or distracting action, making loud or disruptive noise or using similar language, and refusing to obey an order of the presiding officer.

Council members speak only for themselves and shall be open, direct and candid. They work to keep discussion moving and call for a “process check” if the discussion becomes bogged down. Time limits may be set on topics. When councilors speak to each other during public meetings, last names shall be used during regular meetings, but first names may be used during work sessions. The Mayor is, however, always referred to as “Mayor.”

During public meetings, councilors generally should not attempt to edit or rewrite prepared ordinances. Amendments to an ordinance may, however, be appropriate. Generally, councilors should give direction to staff to bring back amended ordinances for Council consideration.

If a member of the Council intends to make a motion at a meeting which is not reflected in the agenda item summary, every effort should be made to contact other members of the Council to inform them of the intent and the text of the motion at least 24 hours in advance of the meeting whenever possible or practicable. City Council support staff should be provided with the same information and may be asked to assist in the notification process.

The Mayor and Council will be limited to commenting only on the main motion prior to discussing any proposed amendments. If an amendment to the motion is made during the initial round on the main motion, subsequent remarks on the amendments will be postponed until all wishing to speak on the main motion have done so.

Comment times for the Mayor and councilors at City Council meetings or work sessions shall be generally limited to no more than three minutes. At the discretion of the Mayor or presiding officer, second and subsequent rounds may be limited further to ensure that everyone has an opportunity to be heard in the time allotted for the item.

7.03 Public Conduct

The rules of conduct for members of the public shall generally be the same as for the Council. City Code prohibits any person from bringing flags, signs, posters, and placards to a City Council meeting unless authorized by the presiding officer. The Eugene Code specifically permits arm bands, emblems, badges, and other articles worn on personal clothing, so long as such items do not extend from the body in such a way as to cause injury to another.

8. COUNCILOR REQUEST FOR STAFF ASSISTANCE

8.01 Two-Hour Rule

Initiatives requiring more than two hours of staff time must be approved by the Council. Requests that involve less than two hours staff time or resources should be directed to the City Manager.

8.02 Major Request

A councilor who desires major policy, ordinance research, or other staff assistance should first raise the issue at a City Council work session. The Council should decide whether to proceed with the issue or ordinance before staff time is spent.

8.03 Tracking Council Requests

Except for routine inquiries, the City Manager shall respond to councilors' requests for information or assistance. The Manager shall assign these requests to appropriate City staff and track progress on the assignments. This process eliminates the possibilities of staff members duplicating each other's efforts or a request being overlooked.

9. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

9.01 Written Communications from City Councilors and Mayor

In written communication with other officials or groups and in letters for publication, such as "to the editor," the Mayor and councilors should be careful to decide whether to speak only for themselves or for the Council. In speaking for the Council, when there is a position which the writer wishes to reinforce or explain, it is useful to circulate a copy to the Council for comment before the letter is mailed. Letters to other elected officials or agencies on City issues shall be discussed with the appropriate staff so that the City lobby effort can be coordinated.

When writing as an individual, a councilor or the Mayor is free to take any position he/she feels is appropriate. When it is a point of view different from a Council position, this fact should be included in the letter. Use of City stationery and choice of pronouns shall be left to the discretion of the councilor or the Mayor.

The governing principle is to advise the Council or staff when expressing a City position, and to make differences clear when speaking as an individual.

9.02 State/Federal Lobbying

The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When councilors or the Mayor represent the City in a lobbying situation, it is appropriate that the councilors or the Mayor avoid expressions of personal dissent from an adopted Council policy. This policy is stated in Resolution No. 4908, Council Policy on Testimony and Funding Applications.

A councilor or the Mayor in disagreement with an adopted policy should not be deprived of the right to express such views to the appropriate officials at another time and another place. However, the councilor or the Mayor should feel bound to advise those to whom such disagreement is expressed that it is an individual view and that the Council has taken a different position.

9.03 Attending Conferences, Other Meetings

Councilors and the Mayor are encouraged to attend conferences and training sessions which would enhance their skills and knowledge. Any councilor or the Mayor may attend any meeting at which the Council is represented, but only the formally appointed official City Council representative or designated alternate, has the right to vote on matters being considered by the organization or group holding the meeting or conference. Individual councilors or the Mayor may state he or she is representing the City Council if he or she has been formally directed by the City Council to do so.

For local intergovernmental bodies or advisory groups to which an official Eugene City

Council representative has been appointed, the representative is to serve as an “instructed delegate;” that is, to represent pertinent adopted City and City Council policy. If possible, the Mayor or councilors should inform the other members of the City Council of the matters being considered by intergovernmental bodies, and to the greatest extent possible, seek direction from the City Council on issues directly pertaining to the City of Eugene and adopted City policy. The representative may express his or her own opinion, provided it is identified as such, but when voting or considering matters with policy implications or budgetary considerations, the representative must follow adopted City or City Council policy and direction.

Participating in state and national groups such as the League of Oregon Cities and the National League of Cities presents the opportunity to enhance skills and knowledge and is an important avenue for the Mayor and councilors to advocate for the members of the community and the city itself. If the Mayor or councilors attend meetings of these organizations, an official voting delegate should be selected by the City Council. This voting delegate, to the greatest extent possible, informs the Mayor and City Council of issues or matters on which the voting delegate may be asked to vote. If there is existing City or Council policy, the voting delegate will vote in accordance with that policy. When providing a report to the council (see Section 10.05), votes of the delegate should be included in that report.

If the Mayor or individual councilor serves on a committee of a state or national advisory committee and has been selected in an “at large” role, that is, not a specific seat or position for a City of Eugene elected official, that person should state the adopted City or Council policies. However, that person is not bound by the adopted policy and can represent his or her own position, provided that the person makes such a disclaimer.

10. COUNCILOR EXPENSES

10.01 General Guidelines for Reimbursed Expenses

Under the provisions of the City Charter, the City may pay a councilor or the Mayor expenses that are directly related to City business. It is each councilor’s and the Mayor’s responsibility to determine if expenses are actually City-related. If there are questions about the propriety of such expenditures, the Manager shall first review the issue with the councilor. If the City Manager and the councilor cannot resolve the issue, the Manager shall discuss the matter with the Mayor. Receipts should be secured for any expenses and should accompany City Council expense report forms to record mileage and other expenses. The forms shall be available from the City Manager's Office.

Activities that support or oppose a political campaign shall not be reimbursable.

10.02 Out-of-Town Expenses

Out-of-town expenses include those incurred while attending City-related conventions, conferences, training seminars, or meetings. Expenses that are paid by the City include fees for seminars or conferences; transportation to, from, and at the destination; and lodging, meals, and incidental expenses that are necessary to conduct City business.

10.03 Local Expenses

Local expenses include those incurred while representing the Council on a committee, attending meetings, attending local seminars or conferences, attending local special events, or meeting with groups or individuals to discuss City matters. Expenses that are paid by the City are detailed in Resolution No. 4375 and include meals, conference registration, transportation and necessary incidental expenses, and up to two community group memberships, not to exceed \$100 total. Telecommunications outlined in Resolution No. 4375 include, but are not limited to, phone and internet charges as required for conducting business. The reimbursement for bicycle mileage using alternative forms of transportation, including walking and biking and excluding buses, as permitted in Resolution No. 4375, shall be \$.25.8 per mile as of July 1, 2020, and shall be adjusted each year at the same rate of increase as that of automobile reimbursement. Special materials such as books or directories may also be eligible for reimbursement.

If receipts are not available, a written description of expenses signed by the Councilor must be submitted along with the Council Expense Report Form. Forms shall be available from the City Manager's Office.

10.04 Spouse/Partner/Guest Expenses

The City shall reimburse councilors or the Mayor for spouse/partner/guest expenses at local events when the councilors or the Mayor and a spouse/partner/guest are jointly invited and the councilors are serving in their official capacity, such as a recognition dinner. The City does not otherwise reimburse councilors or the Mayor for expenses incurred by their spouse/partner/guest. If councilors or the Mayor wish to have their spouse/partner/guest accompany them while attending out-of-town events, the City may make reservations and have travel and lodging expenses billed directly to the City. Councilors or the Mayor must then reimburse the City for their spouse/partner/guest travel and lodging expenses. Reimbursement should be made as soon as possible so that the trip reconciliation process can be completed.

10.05 Travel Guidelines

Prior notification of out-of-town travel shall be given to staff responsible for travel arrangements in the City Manager's Office whenever possible. Registration and travel arrangements should be made well in advance so that the City can take advantage of reduced fares and early registration fees. Staff shall assist councilors in making transportation and lodging arrangements and arrange to have expenses billed directly to the City; contractors shall be chosen by staff, and not by councilors.

While at a conference, councilors or the Mayor shall be expected to attend conference sessions and, within 30 days, issue a written report to share the information and perspectives with the entire City Council. If more than one councilor attends, a consolidated report may be written.

As a general guideline, each councilor is allowed two out-of-state conference trips per fiscal year. If a councilor wishes to make additional trips, the request should be brought to attention of the full Council and should be endorsed by a majority of the Council. This guideline is intended to cover trips made at the discretion of the individual councilor; it is not intended to be applied to trips related to service on national or regional committee, such as a committee of the National League of Cities.

10.06 Overseas Travel

If the Mayor or members of the Council wish to attend a conference or make a Council business-related trip to a destination overseas, this request shall be made in writing well in advance and shall be placed on the Consent Calendar for approval by the Council.

11. ETHICS

11.01 Reporting Requirements in ORS

In accordance with ORS 244.050, the Mayor and all councilors holding office on April 15 shall be required to file an Annual Verified Statement of Economic Interest with the Oregon Government Standards and Practices Commission on or before that date. The report must be filed on the form prescribed by ORS 244.060. Each year the form shall be sent directly to the elected official by the Commission and should be returned directly to the Commission in Salem. Failure to submit the form by the April 15 deadline may result in the imposition of a civil penalty and/or removal from office.

11.02 Local Code of Ethics

The Charter requires that a code of ethics be enacted. This local code, found in the Eugene Code, places additional conflicts of interest requirements upon elected officials and creates a local process for filing complaints.

12. MEETING AND WORK SESSION SEATING ASSIGNMENTS

The Council shall be assigned seats in January, following the election of the Council president and vice president. The Mayor is always seated at the center position with the Council president seated at the Mayor's right and the Council vice president seated at the Mayor's left.

The remaining councilors shall be assigned seats in alphabetical order by last name. When the Council returns after each Council break, each person moves one seat toward the outside and to the opposite side of the table or dais; those in the outermost seats move to the innermost seats on the opposite side. To achieve the intended rhythm between the fall and winter sessions, the cycle shall be repeated every two years. This system allows councilors the opportunity to regularly change seats throughout a four-year term. Below is a detailed listing of the seating sequence.

Year 1 (Odd Numbered Years)

JANUARY

	Mayor	
President		Vice President
Councilor A1		Councilor B2
Councilor C3		Councilor D4
Councilor E5		Councilor F6

APRIL

	Mayor
President	Vice President
Councilor F6	Councilor E5
Councilor B2	Councilor A1
Councilor D4	Councilor C3

SEPTEMBER

	Mayor
President	Vice President
Councilor C3	Councilor D4
Councilor E5	Councilor F6
Councilor A1	Councilor B2

Year 2 (Even Numbered Years)JANUARY

	Mayor
President	Vice President
Councilor B2	Councilor A1
Councilor D4	Councilor C3
Councilor F6	Councilor E5

APRIL

	Mayor
President	Vice President
Councilor E5	Councilor F6
Councilor A1	Councilor B2
Councilor C3	Councilor D4

SEPTEMBER

	Mayor
President	Vice President
Councilor D4	Councilor C3
Councilor F6	Councilor E5
Councilor B2	Councilor A1

**CITY COUNCIL COMMITTEE ON INTERGOVERNMENTAL RELATIONS
OPERATING AGREEMENTS
ADOPTED BY THE CITY COUNCIL ON OCTOBER 23, 2023**

1. Purpose of Council Committee on Intergovernmental Relations

The Council Committee on Intergovernmental Relations (IGR Committee) exists to make recommendations to the City Council on State and Federal legislative issues. At this time, it is the only standing committee of the City Council.

2. Membership

The IGR Committee consists of three City Council members.

The three IGR Committee Council members are appointed annually by the Mayor in the normal course of appointments to various boards and commissions on which City of Eugene elected officials serve. The Mayor will appoint members that represent the City Council's political and ideological diversity.

The Mayor serves as an ex-officio member of the IGR committee.

3. Committee Chair

The IGR Committee shall elect a chair of the committee at the first regularly scheduled meeting after the Mayor has appointed the members to the IGR Committee.

4. Conducting the Business of Meeting

IGR Committee meetings are governed by Roberts Rules of Order, Revised. Like the City Council, the IGR Committee has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it.

5. Meetings

The IGR Committee meets as needed and generally meets more frequently when the Oregon Legislature is in session. Meetings of the IGR Committee are subject to the requirements of Oregon Public Meetings Law, ORS 192.620. The meetings shall be held within the jurisdictional boundaries of the City.

No IGR Committee meeting shall be held at any place where discrimination on the basis of an individual's race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability, is practiced.

Advance notice of at least 24 hours shall be provided for all meetings. Notice shall include written notice to all news media that requested notice.

6. Quorum

Two members of the IGR Committee constitute a quorum for the transaction of Committee business. Other members of the City Council may attend meetings of the IGR Committee, but shall have no authority or status to vote on matters considered by the IGR Committee during that meeting.

Unanimous votes of the IGR Committee require 3 votes, not 2 votes, should an IGR Committee member be absent.

An IGR Committee member may designate the Mayor to serve as an alternate in the member's absence.

7. Minutes

Written minutes shall be taken for all IGR Committee meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. Minutes must give a true reflection of the matters discussed but need not be a full transcript, verbatim or recording.

8. Process for Sessions of the Oregon Legislature

The Oregon State Legislature convenes annually in January in the state capitol of Salem. In odd years, sessions may last 160 days, referred to as "long session." During the "long session" the legislature approves a two-year state budget for the next biennium. In even years, a "short session" is held. A short session can last a maximum of 35 days.

Preparation for the Long Session is begun by IGR staff who meet with the members of the IGR Committee and other City departmental staff to outline legislative policies and concepts for the upcoming session based upon City Council goals, priorities, community needs and organizational issues. These concepts, after being vetted by staff and the IGR Committee, are then submitted to the full City Council for review and approval. Once the concepts are approved, they become the basis for the Oregon Legislative Priorities document and the Legislative Policies document that serves as the cornerstone for position and lobbying efforts on bills during the session.

9. Process for Introducing Legislation

The City may wish to introduce legislative concepts on its behalf to the legislature. The IGR Committee meets and reviews all proposals for legislation prior to submittal to the Legislature.

Any City staff or elected official interested in introducing legislation prepares a written overview of the purpose of the legislative concept and draft language for review by the IGR Committee. The IGR Committee then reviews the proposal, taking action during a regular meeting to revise, adopt, or take no action on the proposal. Once the IGR Committee has voted on proposed legislative concepts, this recommendation moves forward to the full City Council for review and action.

After the proposed legislative concepts have been reviewed and approved by the full City Council, legislative concepts that have been approved are presented to the Legislature or Eugene Area Legislators for drafting.

10. Process for Review and Prioritization of Legislation

In 2013, the City Council adopted Resolution 5081 (Attachment A), which guides the IGR Committee Legislative Review process and Voting process.

Review by City staff:

- Once the bills are introduced, they are assigned by an IGR staff person to the appropriate Legislative Coordinators (LCs) for review.

- Legislative Coordinators (LCs) in the appropriate City department analyze priority introduced bills that may affect the City. LC staff is determined by each Department.
- LC staff turnaround for review and analysis of a bill is expected to be within 10 working days of the assignment of a bill unless the movement of a bill warrants a faster turn-around. In those cases, IGR staff will contact the LC and arrange for a faster review.
- If a bill addresses one or more of the policies presented in the Oregon Priorities or Legislative Policies documents for that session, the particular policy is noted in the LC staff's analysis of the bill.
- LC staff will relay both the pros and cons of a bill in their comments as well as any amendments that would make the bill more favorable.
- In collaboration with the IGR Manager, the LC will assign each bill a priority and a recommendation.

Position Recommendations:

Support: From the City's perspective, we are in favor of the bill and the impacts. Legislative Coordinators should note why we are in favor of the bill and note any amendments that would make the bill better.

Oppose: From the City's perspective, we are opposed to the bill and the impacts. Legislative Coordinators should note why we are opposed and make any recommendations that would make the bill better, if applicable.

Priority Recommendations:

- **High Priority Bills:** We will be highly selective in identifying priority bills to be forwarded to the Intergovernmental Relations Committee (IGR). For a bill to be recommended as a high priority bill to be actively lobbied, either in support or in opposition, the bill would have a significant impact on City operations, services, or finances in such ways to fundamentally impact department administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or positively. The issues addressed by the bill are of significant interest to the City even if they do not directly impact operations, services, or finances of the City. Examples of high priority bills could include Telecom/local pre-emption efforts, PERS reform, Public Safety, and transportation funding.
- In addition to bills identified as high priority, other bills and legislative issues may be forwarded to the IGR Committee to enable staff to provide supportive or opposing written or oral testimony. Examples of issues that may require supportive testimony (as opposed to active lobbying) include support for the Oregon Cultural Trust, support for one of our partner agencies lobbying efforts (University of Oregon, City of Springfield, EWEB), etc.

11. Voting on bills

The IGR Committee votes on all bill priorities and recommendations.

Approved IGR Committee minutes, including votes on bill positions, will be shared with the full City Council by including them with the weekly City Council materials. Any bill that has been reviewed by the IGR Committee may be requested for discussion by the full City Council or by the Mayor.

If a position the IGR Committee has taken on a bill is not unanimous, the position on that bill will be Neutral until the full City Council weighs in and directs a position. If possible, the bill will then be placed on the next available City Council agenda.

12. Communicating with City Council

All Councilors are encouraged to bring items of interest for follow up by the IGR Committee to the IGR Members, the IGR Manager, City Manager, or Mayor at any time.

The IGR Chair will provide regular updates to the Council during the 'Committee Updates and Items of Interest' section of the Regular City Council meetings.

- Outside of Legislative Session, one update per month, during Items of Interest, by the IGR Chair at the first Monday meeting. This will share with Council the outcomes from the monthly IGR Committee Meeting. The IGR Manager will send this update to the Chair prior to the meeting.
- During the Legislative Session, two updates per month to the Council, during Items of Interest, by the Chair, including Committee Meeting outcomes and Priority Bill Update. The IGR Manager will send this update to the Chair prior to the meeting.

During the Legislative Session, the IGR Manager will provide weekly Priority Bill Update Email to the full Council. During Legislative Session, the weekly Priority Bill Update Email will be included within the weekly Council packets.

13. Process for Federal Lobbying Efforts

The IGR Committee and IGR staff address Federal lobbying priorities in concert with a number of the City's local governmental partners.

The Federal priorities begin with a review of opportunities for funding in the next Federal budget and goals that are specific to Eugene or the area. The IGR Committee meets and reviews the list of potential priority projects. Potential projects should be those projects which have already gone through the proper authorization channels and are "shovel ready" projects. Once the IGR Committee reviews the list of potential projects, the Committee develops a list of project goals that are considered to be achievable.

After the proposed goals have been vetted by staff, United Front partners, and other community partners, and the IGR Committee, the priorities list is then presented to the full City Council for review and approval.

The final list becomes part of the "United Front" agenda which is presented to the area's congressional representatives, executive department staff, and other potential funding sources in Washington, D.C. The attendees on the lobbying trips typically include the Mayor, chair of the IGR Committee, and appropriate City staff.

14. Grants and Funding Applications

Under the direction of the City Manager, the IGR Manager will coordinate with departmental staff and Executive Leadership to ensure all City applications for grants or funding are in accordance with adopted City Policy and have existing budget authorization for any match requirements (either in-kind resources or direct funding). Coordination will include, but not be limited to, ensuring city staff are working collaboratively related to funding sources, support communications related to successful funding requests, and building relationships with potential funding partners.

15. Resolution 4908

On April 18, 2007, the City Council adopted Resolution No. 4908, "A Resolution Establishing Policy Governing City Testimony and Funding Requests, and Repealing Resolution No. 4139". This speaks to the issue of testimony before legislative bodies, funding requests and the role of the Council in setting legislative policy. This Resolution is incorporated into this document as Attachment B.

16. City Council Operating Agreements

The operating agreements of the IGR Committee are to be incorporated into the Operating Agreements of the Eugene City Council. As the IGR Committee is a subset of the City Council, any and all process and operating agreements supersede this document. All process and operating agreements of the City Council, by extension and when relevant apply to the IGR Committee.

Attachment A: City of Eugene Resolution 5081.

Attachment B: City of Eugene Resolution 4908.

RESOLUTION NO. 5081

**A RESOLUTION CONCERNING THE 2013 OREGON LEGISLATURE
AND THE CITY COUNCIL COMMITTEE ON INTERGOVERNMENTAL
RELATIONS OPERATING AGREEMENTS ADOPTED BY
RESOLUTION NO. 5043.**

The City Council of the City of Eugene finds that:

A. Section 2.007 of the Eugene Code, 1971, contains provisions regarding Council meetings and the establishment of Council groundrules.

B. The Eugene City Council Operating Agreements (referred to as groundrules in the Eugene Code, 1971) were adopted by Resolution No. 4588 on April 12, 1999, and have subsequently been amended, most recently by Resolution No. 5043 on October 11, 2011.

C. Included in the Operating Agreements is the document titled "City Council Committee on Intergovernmental Relations Operating Agreements" which contains the process for the City's participation in sessions of the Oregon Legislature. The City intends to pilot an alternate process for the 2013 Oregon Legislative Session as set forth in Exhibit A to this Resolution, and Resolution No. 5043 should be temporarily amended to enable the City to try the pilot process.

NOW, THEREFORE,

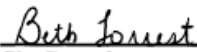
**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a
Municipal Corporation of the State of Oregon, as follows:**

Section 1. Based on the above findings, the process for review, prioritization and lobbying of legislation for the 2013 Oregon Legislative Session shall be as described in Exhibit A to this Resolution, rather than the process set forth in Resolution No. 5043.

Section 2. A copy of this Resolution shall be appended to Resolution No. 5043.

Section 3. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution adopted the 11th day of February, 2013.



City Recorder

Exhibit A**PROCESS FOR REVIEW AND PRIORITIZATION OF LEGISLATION
FOR THE 2013 LEGISLATIVE SESSION**

The 2013 session will start on February 4, 2013. The Legislature convenes annually in February at the State Capitol in Salem. Sessions may not exceed 160 days in odd-numbered years and 35 days in even-numbered years. Five-day extensions are allowed by a two-thirds vote in each house. In odd-numbered years, the Legislative Assembly convenes on the second Monday in January, to swear-in newly elected officials, elect legislative leaders, adopt rules, organize and appoint committees, and begin introducing bills.

REVIEW OF LEGISLATION BY CITY STAFF LEGISLATIVE COORDINATORS

In past years, bills have been assigned by the IGR staff to appropriate staff throughout the city. This has resulted in the generation of a tremendous amount of work, both for staff, as well as for the IGR committee, often with limited or no tangible benefit. Very few bills that we take positions on merit targeted lobbying efforts on behalf of the city of Eugene. This year, we will be approaching the legislative session in a much more targeted way, with the goal of being more efficient, and effective in our lobbying efforts.

The most obvious change in the process will be that IGR staff will no longer routinely assign bills to legislative coordinators for comments and positions. Instead, we will rely primarily on departments to identify significant legislative issues/bills that merit taking a position on and actively lobbying. Department/division staff will be asked to rely on professional affiliations and jurisdictional counterparts across the state to stay in touch with legislative issues arising in their area of expertise. In addition to bills identified by departments, bills will be identified in a two other primary ways, through the League of Oregon Cities, and through paid lobbyists. The League of Oregon Cities has recently implemented a new bill tracking software system, which will be a significant new resource this session. Additionally, the city council or city manager may identify issues that come to their attention for IGR staff. It is strongly believed that all significant legislation of potential impact to the city will be identified through this approach.

Once an issue/bill is identified by department staff, legislative coordinators will assess consistency of the issue with adopted City policies and past legislative positions, and will provide comments and a recommended position and priority for referral to the IGR committee. Bills/legislative issues brought to IGR staff should be limited to those determined to be high priority; that is, the bill would have significant impact on City operations, services, or finances in such ways as to fundamentally impact department administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or positively. Examples of legislative issues that have already been identified for this session include PERS reform, telecom, and public safety. Legislation related to these issue areas could have significant

financial or operational impact on the City – therefore we plan to actively lobby the city's interests in these areas.

LEGISLATIVE ADVOCACY

As described in the previous section, advocacy efforts will be narrowed and targeted to focus on a very few, high priority issues of potential impact to the City. In the past, this was done on the basis of the priority assignment and recommendation system. Because only bills of potential impact will be referred to the CELEG system, the priority assignment system will be modified. Staff will be asked to provide a "support," or "oppose," recommendation for all bills to be reviewed on which we want to take a position. In rare cases, there may be a need to "monitor" a bill. In that case, specific information will be provided to explain the merits of tracking such a bill.

Position Recommendations:

Support: From the City's perspective, we are in favor of the bill and the impacts. Legislative Coordinators should note why we are in favor of the bill and note any amendments that would make the bill better.

Oppose: From the City's perspective, we are opposed to the bill and the impacts. Legislative Coordinators should note why we are opposed and make any recommendations that would make the bill better, if applicable.

Priority Recommendations:

- **High Priority Bills:** We will be highly selective in identifying priority bills to be forwarded to the Intergovernmental Relations Committee (IGR). For a bill to be recommended as a high priority bill to be actively lobbied, either in support or in opposition, the bill would have a significant impact on City operations, services, or finances in such ways as to fundamentally impact department administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or positively. The issues addressed by the bill are of significant interest to the City even if they do not directly impact the operations, services, or finances of the City. Examples of high priority bills could include Telecom/local pre-emption efforts, PERS reform, Public Safety, and transportation funding.
- In addition to bills identified as high priority, other bills and legislative issues may be forwarded to the IGR committee to enable staff to provide supportive or opposing written or oral testimony. Examples of issues that may require supporting testimony (as opposed to active lobbying) include support for the Oregon Cultural Trust, support for

one of our partner agencies lobbying efforts (University of Oregon, City of Springfield, EWEB), etc.

Voting on bills:

The IGR Committee votes on all bill priorities and recommendations.

All unanimous positions are presented on the full City Council's agenda for review and approval. The minutes of the IGR Committee are ratified by the City Council. Any bill that has been reviewed by the IGR Committee may be pulled for discussion at the request of any Councilor or by the Mayor.

If a position the IGR Committee has taken on a bill is not unanimous, the position on that bill will be Neutral until the full City Council weighs in and directs a position. If possible, the bill will then be placed on the next available City Council agenda. If time makes placing the bill on the City council agenda impossible, City council members will be emailed with the details of the bill and asked for their direction.

RESOLUTION NO. 4908

**A RESOLUTION ESTABLISHING POLICY GOVERNING
CITY TESTIMONY AND FUNDING REQUESTS, AND
REPEALING RESOLUTION NO. 4139.**

The City Council of the City of Eugene finds that:

- A.** Under the Eugene Charter, it is the exclusive role of the City Council to set legislative policy for the City.
- B.** On September 13, 1989 the City Council adopted Resolution No. 4139 establishing policy governing testimony and funding requests by City representatives.
- C.** The City Council has determined that Section 7 of Resolution No. 4139 should be repealed.
- D.** The Council finds that Resolution No. 4139 should be repealed in its entirety, and its provisions, other than Section 7, be readopted as hereinafter set forth as City policy governing testimony before the Federal government, the Legislative Assembly of the State of Oregon or its committees, State agencies, or municipal corporations, and submission of funding requests to such entities. As used herein, in addition to the Congress of the United States, references to "Federal government" includes all committees, commissions, departments, agencies, bureaus, and governmental divisions or instrumentalities of the United States.

NOW, THEREFORE,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EUGENE, a
Municipal Corporation of the State of Oregon, as follows:**

Section 1. Based upon the above findings, which are adopted herein, Resolution No. 4139, adopted by the Council on September 13, 1989, and any other Resolution in conflict herewith is hereby repealed as of the effective date of this Resolution, and City policy governing testimony and funding requests is established as hereinafter set forth.

Section 2. Any employee or agent of the City, the Mayor or any member of the City Council or any City board or commission desiring to testify in his or her official capacity on legislative or regulatory matters before the State Legislative Assembly, State agencies, municipal corporations, or the Federal government, or desiring to submit funding requests for municipal activities thereto or to any private foundation, shall present the essence of the testimony or funding request to the Council for prior approval, modification, or disapproval.

Section 3. No employee, agent or officer of the City shall testify on legislative or regulatory matters before a governmental entity or request funding from a public or private source in his or her official capacity contrary to the adopted policies of the Council. The Mayor, members of the City Council, and members of City boards or commissions shall not make a

Resolution - I

funding request contrary to the adopted policies of the Council. No such person shall testify contrary to adopted policies of the Council unless prior to the presentation the speaker submits to the governmental entity a written statement of the City's position and orally acknowledges before speaking that the testimony will be contrary to the City's position. Summaries of all testimony delivered under this section shall be provided to the Council. Each summary shall include a description of the time, place and group before which the statement was made.

Section 4. In the event time pressures do not permit the Council to consider the testimony before the intended time of presentation by a representative of a City board or commission, the person may speak for the board or commission, but must explain that the Council has not considered the issue. Summaries of all testimony under this section shall be provided to the Council.

Section 5. Any officer, employee or agent of the City, the Mayor, or a member of the Council or a City board or commission may take a position before or request funding from administrative staff of State agencies, municipal corporations, the Federal government, or private foundations without prior approval of the Council, but must declare that consideration and approval of the Council has not been obtained if that is the case. This declaration need not be given if the position or funding request presented represents application of previously adopted Council policies with respect to the issue being considered.

Section 6. If the City Manager, or his or her designee determines it is important that the City of Eugene speak on a legislative issue or apply for available funds and the hearing schedule or funding application deadline does not permit prior Council approval, the City Manager or his or her designee is authorized to speak on behalf of the City of Eugene after consultation with the Council Legislative Committee Chair. Summaries of all testimony delivered or funding applications submitted under this section shall be provided to the Council.

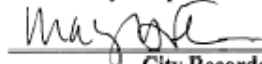
Section 7. This Resolution is not to be construed to abridge the rights of individuals to testify in their own names.

Section 8. The provisions of this Resolution do not apply to testimony before an agency or court in a quasi-judicial or judicial proceeding.

Section 9. Copies of this Resolution shall be distributed to the departments, boards and commissions of the City of Eugene and, as deemed appropriate by the City Manager, to the Federal government, State Legislative Assembly, State agencies, municipal corporations, and private foundations before presentation of testimony or funding requests. The City Manager is directed to take any other necessary administrative action to implement this Resolution.

Section 10. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution adopted the 18th day of April, 2007.



City Recorder