



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

July 19, 2023

12:00 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 July 19, 2023; Her Honor Mayor Lucy Vinis Presiding

Councilors

Randy Groves, President

Alan Zelenka

Greg Evans

Emily Semple

Matt Keating, Vice President

Jennifer Yeh

Mike Clark

Lyndsie Leech

12:00 p.m. CITY COUNCIL WORK SESSION

1. **WORK SESSION: Police Commission Annual Report and FY 24 and FY 25 Work Plan**
2. **WORK SESSION: Council Operating Agreements**

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 receptionist 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 asuntos de la agenda. El lugar de la reunión tiene acceso para sillas de ruedas. Se puede proveer a un intérprete para las personas con discapacidad auditiva si avisa con 48 horas de anticipación. También se puede proveer interpretación para español si avisa con 48 horas de anticipación. Para reservar estos servicios llame al 541-682-5010. Las reuniones del consejo de la ciudad se transmiten en vivo por Metro Television, Canal 21 de Comcast y son retransmitidas durante la semana.

For more information, contact the Council Coordinator at 541-682-5010,
or visit us online at www.eugene-or.gov.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Police Commission Annual Report and FY 24 and FY 25 Work Plan

Meeting Date: July 19, 2023
Department: Police Department
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Holly Mathews
Contact Telephone Number: 541-682-5852

ISSUE STATEMENT

Annually, Council is presented with the Police Commission Annual Report and Work Plan to review its past work and to discuss upcoming work of the Commission. Council will be asked to approve the proposed FY 2024 and FY 2025 work plan.

BACKGROUND

The Police Commission (as governed by [EC 2.368](#)) acts as an advisory body to Council, the City Manager, and the Police Chief regarding police policy issues.

[EC 2.368\(4\)\(b\)](#) states that the Police Commission shall develop a mission statement and a yearly work plan, to be reviewed and approved by Council, which will articulate how the listed outcomes will be achieved.

Leadership from the Police Commission will present to Council the FY 2023 Annual Report and proposed FY 2024 and FY 2025 Work Plan and request a motion to approve the FY 2024 and FY 2025 Work Plan.

COUNCIL OPTIONS

Council could:

1. Approve the proposed FY 2024 and FY 2025 Work Plan as presented in Attachment A.
2. Approve the work plan with changes.
3. Request changes to the work plan before approval.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends approval of the FY 2024 and FY 2025 Work Plan.

SUGGESTED MOTION

Move to approve the Police Commission FY 2024 and FY 2025 Work Plan as presented in Attachment A.

ATTACHMENTS

A. Police Commission FY 2023 Annual Report and 2024-2025 Biennial Work Plan

FOR MORE INFORMATION

Staff Contact: Holly Mathews, AIC Police Commission Analyst

Telephone: 541-682-5852

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

City of Eugene Police Commission

FY 2023 Annual Report *and* 2024-2025 Biennial Work Plan



www.eugene-or.gov/policecommission

For more information about the Eugene Police Commission, please contact:

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Eugene Police Commission FY 2023 Annual Report and 2024-2025 Biennial Work Plan

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Introduction

Background and Objectives

The Eugene Police Commission is a twelve-member volunteer body that acts in an advisory capacity to the city council, city manager, and police chief on police policy and resource issues. The Commission's enabling ordinance, [20398](#) adopted in December of 1998, requires that it develop a work plan for City Council for review and approval. In 2013, the Commission moved to a biennial work plan, with the understanding of presenting an annual report to City Council each year.

As outlined in [Ordinance 20398](#), the objectives of the Eugene Police Commission are to:

- 1) Increase communications between police and the community, leading to a greater understanding of the preferred policing alternatives for this city;
- 2) Identify police policy and resource issues related to preferred policing alternatives;
- 3) Decrease misunderstandings regarding the nature of adopted police policies, practices, and approaches;
- 4) Provide input on police policies and procedures that reflect community values; and;
- 5) Assist the City Council in balancing community priorities and resources by advising on police resource issues.

Police Commission Mission Statement

The Police Commission recommends to the city council, the city manager, the police department, and the people, the resources, preferred policing alternatives, policies, and civilians' responsibilities needed to achieve a safe community. We strive to create a climate of mutual respect and partnership among people and between people and the police department that helps to achieve safety, justice, and freedom for all people.

Working Together

Eugene Police Commission Members

- Dallas Boggs, *chair*
- Jensina Hawkins, *vice-chair*
- Dr. Silky Booker
- Bonnie Dominguez
- Vi Huynh
- Alan Leiman, Civilian Review Board Liaison
- Scott Lemons, Human Rights Commission Liaison
- Silverio Mogart
- Sean Shivers
- Ian Winbrock
- Councilor Jennifer Yeh
- Councilor Alan Zelenka



Back row, left to right: Sean Shivers, Councilor Alan Zelenka, Councilor Jennifer Yeh, Dallas Boggs, Scott Lemons, Dr. Silky Booker, Jensina Hawkins, and Vi Huynh. Front row, left to right: Ian Winbrock and Bonnie Dominguez

Changes in Membership

In June 2022, the current Citizen Review Board (CRB) liaison fulfilled their obligation to the Police Commission. On July 1, 2022, the Police Commission welcomed their new CRB liaison, Alan Leiman.

Subsequently, in July 2022, two Police Commission members stepped down due to personal reasons. A selection subcommittee was created in August 2022, which included the Police Commission Chair and Vice-Chair, along with two other Commission members. A recruitment process took place followed by the Selection Subcommittee interviewing four candidates in September 2022.

In late September 2022, per [Ordinance 20398](#), the Selection Subcommittee submitted their recommendation to the Mayor for her review, followed by the City Council's review and appointment.

As a result, in November 2022, two new members joined the Police Commission: Dr. Silky Booker and Jensina Hawkins.

During the June 8, 2023, Police Commission meeting, officer elections for chair and vice-chair took place where the current chair, Dallas Boggs, remained in office and a new vice-chair, Jensina Hawkins was appointed.

Lastly, during the June 8, 2023, Police Commission meeting, Commissioner Ian Winbrock announced he was stepping down from his position due to personal reasons. A selection process is currently underway to fill Commissioner Winbrock's vacant position.

Meetings

During FY 2023 (July 1, 2022, to June 30, 2023), the Police Commission met ten times, which included an off-site biennial work retreat on Saturday, May 6, 2023. The Police Commission does not meet during the month of August, to allow the commission members a summer break. In addition, the Police Commission did not meet in September due to lack of quorum.

Prior to October 2022, the Police Commission was meeting through a virtual format using Zoom, which was made available to the public. Starting with the October 13, 2022, Police Commission meeting, a hybrid meeting option was offered to commission members, with the public continuing to join virtually.

In accordance with Oregon Public Records Law, all meetings during the FY 2023 year were made available to the public. A recording of each meeting can be found on the Eugene Police Commission's [webpage](#).

In addition, the Chair, Vice-chair, and staff liaison meet on a quarterly basis with the Mayor and City Manager to provide an update on the work the Police Commission is doing and allow for any questions and or recommendations the Mayor and City Manager may have for the commission.

FY 2022 and FY 2023 Overview

FY 2022 and FY 2023 Work Plan and Priorities

The following items were identified and defined during the May 15, 2021, Police Commission Retreat as areas of focus for the next two-year work plan. The items are prioritized from top to bottom with intent to remain flexible to support emerging issues. The Police Commission anticipated being available to support new policy and process needs that the Community Safety Initiative may require or that Council relays following the recommendations of the Ad-hoc Committee on Police Policy.

Order	FY 2022 & 2023 Commission Community Issues and Priorities	Weighted
Top 14		
1	<i>Officer Wellness and mental health</i> – Explore steps that are being done to prioritize officer wellness.	10
2	<i>Call center policy procedure and prioritization</i> – Reviewing appropriate response level and how it is determined during calls for service.	10
3	<i>Gender inclusive and diverse language review</i> – Opportunities to update policy.	9
4	<i>Discipline matrix policy and procedure</i> – to monitor and manage how discipline is conducted.	8
5	<i>Diversity, Equity, and Inclusion (DEI)</i> – quarterly informational sessions	8
6	<i>Community outreach and Civic engagement in police policy and input</i> – how does Eugene Police use social media and user-friendly graphics to accomplish this outreach and engagement.	8
7	<i>Stops threshold</i> – threshold at which a voluntary encounter becomes a detainment.	7
8	<i>Pepper Ball projectiles</i> – Considering it as a default response as opposed to firearms.	7
9	<i>Hiring and recruitment</i> – ensuring that Eugene Police is actively recruiting and hiring quality candidates to include those of diverse and ethnic backgrounds.	6
10	<i>Domestic violence and sexual assault</i> – review reporting of such incidents	6
11	<i>Downtown Safety</i> – ensure that downtown is a safe and inviting place to visit for all walks of life.	6
12	<i>Supervisor accountability</i> – training and evaluation review.	6
13	<i>Data review of stops and use of force</i> – monitoring for demographic disparities.	3
14	<i>Review of contractors and local non-profit Cahoots, St. Vinnies</i> – Present on activities.	3
Order	FY 2022 & 2023 Commission Community Issues and Priorities	Weighted
Parking Lot Items		
15	<i>CS gas, HB2928-A</i> – Making sure the policy is in line with the House Bill.	2
16	<i>Duty to intervene and report, HB2929-A</i> – Making sure the policy is in line with the House Bill.	2
17	<i>Crowd management uniforms/officer identification, HB3355-A</i> – Making sure the policy is in line with the House Bill.	2
18	<i>Public private partnerships</i> – how does the department work with local businesses	2
19	<i>No-stop citations</i> – alternatives to [traffic] and stopping folks	2
20	<i>Long Range Acoustics Device (LRAD), HB2928-A</i> – Making sure the policy is in line with the House Bill.	1

Work Completed in FY 2023

Scope of Work

The Police Commission identified 14 areas of focus to work from on their FY 2022 and FY 2023 Work Plan. As of June 30, 2023, ten have been deemed completed, two remain in progress, and two are on standby. The below spreadsheet captures the work conducted by the Police Commission in **FY 2023**.

FY 2023 Police Commission Work Plan					
Status	Commission Community Issues and Priorities		Date	Work Performed	Outcome
Done	5	Diversity, Equity, and Inclusion (DEI)--quarterly informational sessions for two years.	2/9/2023	Presentation by Da'Mon Merkerson (UO Football DEIB Coordinator)	Received presentation on diversity, equity, inclusion, and belonging (DEIB)
In progress	7	Stops threshold--threshold at which a voluntary encounter becomes a detainment (DEI)	2/9/2023	Police STOPS (402) and House Bill 2355	Reviewed and discussed policy and House Bill. No changes proposed at this time.
Done	8	Pepperball projectiles – Considering it as a default response as opposed to firearms protocol	4/13/2023	Impact Weapons & Kinetic Impact Systems Presentation w/Sgt. Ware & Lt. Salsbury	Received presentation. Reviewed and discussed Impact Weapons Policy 807. Policy 807 was updated to reflect suggested changes by the Commission.
Done	14	Review of contractors and local non-profit CAHOOTS – Present on activities	7/14/2022	CAHOOTS Overview by WhiteBird Staff	Received presentation
Status	Emergent Issues		Date	Work Performed	Outcome
Done	A	De-escalation Policy (820)	7/14/2022	Review policy to include new language stemming from House Bill 4301.	Reviewed and discussed policy. Policy 820 was updated to reflect suggested changes by the Commission.
Done	B	Mutual Aid Policy (107)	7/14/2022	The Police Commission requested to review Policy 107 to seek clarity on what expectations are of mutual aid officers, and whether current policy exists that tie how they respond to events such as protests and riots to Eugene Police Department policies	Reviewed and discussed policy. No changes proposed at this time.
Done	C	Internal Affairs Annual Report	10/13/2022	Presentation of the Internal Affairs 2021 Annual Report with Cindy Coleman, AIC Professional Standards Manager	Yearly review of annual report
Done	D	Police Auditor's Annual Report	10/13/2022	Presentation of the Independent Police Auditor's 2021 Annual Report with Leia Pitcher, Police Auditor	Yearly review of annual report
Done	E	Hate and Bias Crimes Annual Report	11/10/2022	Presentation of the 2021 Hate and Bias Crimes Annual Report with Drae Charles, Human Rights and Equity Analyst	Yearly review of annual report
Done	F	Chemical Incapacitants Policy Review (805)	11/10/2022, 12/8/22, 1/12/23	Up for review	Reviewed and discussed policy. Policy 805 was updated to reflect suggested changes by the Commission.
Done	G	Impact Weapons Policy Review (807)	11/10/2022, 12/8/22, 1/12/23, 2/9/2023, 3/9/2023, 4/13/2023	Up for review	Reviewed and discussed policy. Policy 807 was updated to reflect suggested changes by the Commission.
Done	H	Sponsors, Inc.	1/12/2023	Presentation by Paul Solomon and Morgen Jaco, co- executive directors with Sponsors, Inc.	Overview of services provided
Done	I	Release of Booking Photos by Law Enforcement Agencies	3/9/2023	HB3273, News Media Procedure 11.18, Release of Public Records (1110)	Reviewed and discussed policy. No changes proposed.
In progress	J	Review current Police Commission mission statement and bylaws	6/8/2023	Review current Police Commission mission statement and bylaws	Review is ongoing into FY 2024

Policies and Procedures Reviewed

The Police Commission requested to review the following policies and/or procedures in FY 2023:

- Mutual Aid (107)
- Police STOPS (402)
- News Media (Procedure 11.18)
- Release of Public Records (1110)

In addition, Policy Sergeant Julie Smith provided four policies for the Police Commission to review in FY 2023:

- De-escalation (820)
- Vehicle Pursuit (814)
- Impact Weapons (807)
- Chemical Agents (805)

Emerging Topics

Review of Chemical Agents (805) and Impact Weapons (807):

In October 2022, Policy Sergeant Julie Smith apprised the Police Commission that in 2021, the Civilian Review Board requested that Handcuffing and Control Holds Policy 808 be revised and Chemical Incapacitants and Impact Weapons became policies on their own, rather than being housed together with Handcuffing and Control Holds.

Furthermore, Sergeant Julie Smith noted that to comply with House Bill 4208 and Oregon Accreditation Alliance standards, Eugene Police took steps to clarify the use of Chemical Incapacitants for crowd control purposes. House Bill 4208 was incorporated in *ORS 181A.708*.

Additionally, the term “tear gas” was originally housed on the last page of POM 808 - Handcuffing/ Control Holds and Impact Weapons. “Tear gas” is an old term which is no longer used by the Eugene Police Department. Moving forward, the term Chemical Incapacitants will be used to describe any munitions or crowd control tools. The Eugene Police Department does not maintain an inventory of, or use, Tear Gas.

Beginning in October 2022, the Police Commission began the review of Chemical Agents (805) and Impact Weapons (807). Reviewing of these two policies continued through the months of November 2022 to March 2023. Subject matter experts from the Special Operations Division with Eugene Police made themselves available to the police commission during several meetings to help answer questions.

During the April 13, 2023, Police Commission meeting, members of the Mobile Response Team provided a presentation on crowd management activities, entitled *Pepperball, extended range impact systems [40mm] and batons*, as it relates to Impact Weapons Policy 807.

As a result, Chemical Agents (805) and Impact Weapons (807) were updated to reflect the suggested changes and/or edits from the Police Commission.

Release of Mugshots:

During the February 9, 2023, Police Commission meeting, discussion was made regarding when law enforcement agencies can and cannot release booking photos of arrested individuals through the media.

The Police Commission requested to receive further information regarding this subject matter, along with reviewing any policies and/or procedures Eugene Police has set in place regarding releasing booking photos, at a future Police Commission meeting.

As a result, during the March 9, 2023, Police Commission meeting, the commission reviewed Oregon House Bill 3273 Booking Photos, Eugene Police Procedure 11.18 News Media, and Release of Public Records (1110).

No changes and/or edits were proposed for Procedure 11.18 News Media or Release of Public Records (1110).

Highlights of Work Performed

Diversity, Equity, and Inclusion (DEI):

The Police Commission set forth to receive quarterly informational sessions for two years on diversity, equity, and inclusion (DEI). To fulfill this goal, the Police Commission received a presentation from Drae Charles, human rights and equity analyst with the City of Eugene, on the 2021 Bias Crimes Annual Report during the November meeting.

Additionally, in February 2023, Da' Mon Merkersen, senior associate athletic director for diversity, equity, inclusion and belonging (DEIB) with the University of Oregon Athletics department, gave a presentation on DEIB.

Community Partnerships:

The Police Commission listed reviewing of local agencies, such as Sponsors, Inc., and how they collaborate with the Eugene Police Department, as number 14 on their FY 2022-FY 2023 Work Plan Priorities.

In January 2023, Paul Solomon, co-executive director, and Morgen Jaco, co-executive director, provided the Police Commission with an overview of Sponsors, Inc., which offers a broad range of holistic support including transitional housing, permanent supportive housing, employment services, mental health counseling, and mentoring for individuals rebuilding their lives after being incarcerated.

Bylaws and Mission Statement Review

The Police Commission bylaws and mission statement were adopted in 1999 and last revised on May 2, 2015.

Subsequently, the police commission requested to review the bylaws and mission statement with the goal of reflecting current trends and needs of the commission to optimally perform their duties, while ensuring the changes and/or edits do not conflict with City of Eugene code requirements as outlined in [Ordinance 20398](#), and adheres to the powers and duties assigned to them outlined in the code.

Trainings

In the spring of 2022, Commissioner Ian Winbrock and Vice-chair Bonnie Dominguez enrolled in the Citizen's Police Academy to improve their ability to help on the Police Commission, with a better understanding of police operations. The Citizen's Police Academy is a ten-week program and is not designed to train individuals to be police officers, but rather to educate those who wish to learn about their community's police department.



Commissioner Ian Winbrock is seated in the front row, second to the right. Vice-chair Bonnie Dominguez is not pictured.

Community Outreach

The Police Commission continually seeks opportunities to connect with the Eugene community. Two such opportunities arose in early FY 2023: The Asian Celebration in July and the Black Cultural Festival in August.

During each outreach event, the Police Commission partnered with staff from the City of Eugene's Independent Police Auditor Office. Police Commission members helped staff a booth and were provided with promotional materials to pass out to interested community members regarding the Police Commission.

Subcommittee Creation

Law enforcement mental health and wellness, and what is being done to prioritize this within the police department, was identified as priority number one on the Police Commission's biennial work plan for FY 2022 and FY 2023.

During the February 9, 2023, Police Commission meeting, a motion was moved, seconded, and announced by Chair Dallas Boggs to create an officer wellness and mental health subcommittee to be comprised of four Police Commission members and to be chaired by Vice-chair Bonnie Dominguez for a duration no longer than six months as outlined by ordinance [20398](#).

The subcommittee's purpose is to research, develop, and recommend new or improved policies and/or procedures

to help the department foster viable officer wellness and mental health initiatives.

Amid the March 9, 2023, Police Commission meeting, the subcommittee chair Bonnie Dominguez announced she was stepping down from her role as chair due to competing time commitments. A motion was moved, seconded, and announced the new chair of the subcommittee would be Commissioner Jensina Hawkins.

At this same meeting, another motion was moved, seconded, and announced by Chair Dallas Boggs that the subcommittee be renamed Law Enforcement Mental Health and Wellness to encompass all law enforcement personnel including detectives, 911 dispatchers, non-sworn staff within the Eugene Police Department.

Additionally, during the March 9, 2023, Police Commission meeting, a motion was moved, seconded, and announced by Chair Dallas Boggs that an update on the subcommittee's work and possible next steps be added to the May 6, 2023, off-site work retreat for further discussion and/or action.

At the time of the May 6, 2023, off-site work retreat, the Police Commission discussed and voted to include the Law Enforcement Mental Health and Wellness Subcommittee in the FY 2024 and FY 2025 Work Plan and to request from City Council their consent for the subcommittee to work beyond six months as outlined in ordinance [20398](#).



Vice-chair Bonnie Dominguez and Commissioner Sean Shivers leading the 2024-2025 biennial work plan prioritization discussion during the May 6, 2023, work retreat.

2024-2025 Biennial Work Plan

Identifying Priorities

The following ten items were identified and defined during the May 6, 2023, Police Commission work retreat as areas of focus for the next biennial work plan (FY 2024 and FY 2025). The items are prioritized from top to bottom with intent to remain flexible to support emerging issues. Subsequently, nine items were identified as parking lot items (items not considered a priority but equally important to discuss), and eight items were identified as possible agenda discuss as time allows.

Order	FY 2024 & 2025 Commission Community Issues and Priorities	Weighted
Top 10		
1.	<i>Virtual Policing</i> – overview of new software program	8
2.	<i>Mutual Aid (Policy 107)</i> – review and discuss	7
3.	<i>Downtown Safety</i> – staffing and presence	7
4.	<i>Discipline Matrix</i> – employee retention	7
5.	<i>Recruitment and Retention (DEI)</i> – promotional development	6
6.	<i>Ad Hoc Committee on Police Policy</i> – update	5
7.	<i>Communications with Persons with Disabilities (Policy 370)</i> – review and discuss	5
8.	<i>Employee Performance Evaluations</i> – how often are they being done? Are lateral police officer candidates' prior performance evaluations reviewed during the hiring/background phase?	5
9.	<i>Strike and Labor Disputes (Policy 313)</i> – review and discuss	4
10.	<i>Emergent technology</i> – review and discuss	4
Order	FY 2024 & 2025 Commission Community Issues and Priorities	Weighted
Parking lot items		
11.	<i>Internal EPD budget review</i> – funding for recruitment and employee wellness	3
12.	<i>Limited English Proficiency Services</i> – diversity, equity, and inclusion	3
13.	<i>Employee Assistance Program</i> – law enforcement mental health and wellness	3
14.	<i>Mental Health Crisis Response (Policy 418)</i> – review and discuss	3
15.	<i>Welfare checks</i> – review and discuss	3
16.	<i>Qualified Immunity</i> – review and discuss	3
17.	<i>Uniforms (DPSST Numbers)</i> – review and discuss	3
18.	<i>Officer Response to Calls (Policy 416)</i> – review and discuss	3
19.	<i>Searches and Inventories of Detained Persons (Policy 702)</i> – review and discuss	3
Order	FY 2024 & 2025 Commission Community Issues and Priorities	Weighted
Potential items to discuss as time allows		
20.	<i>Hate Crimes</i> – review and discuss	2
21.	<i>No Stop Citations</i> – alternatives to [traffic] and stopping individuals	2
22.	<i>Call Center Policy and Procedure Prioritization</i> – reviewing appropriate response level and how it is determined during calls for service	2
23.	<i>Gender Inclusivity (DEI)</i> – promotions and recruitment	2
24.	<i>EPEA Contract Review</i>	2
25.	<i>Flexible Restraint Devices (Policy 806)</i> – review and discuss	2
26.	<i>Storage of Prisoner Property (Policy 703)</i> – review and discuss	2
27.	<i>Non-criminal Detox (Policy 311)</i> – review and discuss	1

Conclusion

The Police Commission takes their role seriously and mindfully in creating a climate of mutual respect and partnership between the community and the Eugene Police Department to help achieve safety, justice, and trust for all people in Eugene.

Moreover, the Commission appreciates the support of the City Council, Mayor, City Manager, and the Chief of Police, and looks forward to addressing police policies and procedures that reflect a healthy, transparent, and safe balance between the Eugene Police Department and the community.

The Police Commission looks forward to the work set forth for them as outlined in the 2024-2025 biennial work plan.

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Council Operating Agreements

Meeting Date: July 19, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 2
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

This is an opportunity for Council to consider moving forward with formalizing several changes to the City Council Operating Agreements. Staff will be presenting for Council's discussion proposed changes that reflect and incorporate Council's previously approved pilots, Council discussions, and operational updates, including changes in technology.

BACKGROUND

In January 2020, Council passed a series of motions directing staff to pilot changes to the Public Forum process and the order of items at Council meetings to address public testimony and Council's ability to discuss and take action on items with sufficient time for deliberation. The changes were put into effect immediately, beginning with the January 27, 2020, City Council meeting.

In October 2020, Council extended some of the pilot changes and changed the length of speaker times at Public Forum from 2 minutes to 2.5 minutes.

In December 2020, Council adopted Resolution 5312 (Attachment A) making several changes to the Operating Agreements, including:

- Adding work sessions to the fifth Wednesday of the month, and the third Monday of the month, as needed.
- Treat resolutions the same as work session items that are scheduled through Council polls.
- Action on ordinances and Councilor-introduced resolutions placed on regular meeting agendas, after the Public Forum.
- Whenever possible, every effort should be made to contact other members of the Council to inform them of an intent to make a motion at least 24 hours in advance.
- Local Expenses section updated to reflect that alternative forms of transportation, including walking and biking and excluding buses, have a mileage reimbursement rate.
- Section 10.04 updated to replace all references to "spouse" with "spouse, partner, or guest."

In June 2021, Council revisited proposed changes to the City Council Operating Agreements, including discussing:

- Placement of Public Forum after Committee Reports and Items of Interest, Priority Goal Consent Actions, and Consent Calendar 1.
- Consent Action items that are specifically related to Council goals and priorities to be scheduled for action before Consent Calendar 1. Examples include Low Income Rental Housing Property Tax Exemptions (LIRHPTE) and other authorizations in support of low-income housing.
- Public Hearings on items other than ordinances (including presentations from standing advisory bodies) may be scheduled at the discretion of the Mayor and City Manager.
- Work session polls to include the topic and related Council goal or priority issues, and the questions to be addressed with intended outcomes.

These items, as well as the remaining piloted items and operational updates, will be included in this work session discussion. These proposed changes are incorporated into Attachment B, and further described in the Table in Attachment C.

Next Steps

If Council chooses to make changes to the Operating Agreements, staff will prepare a resolution revising the City Council Operating Agreements to reflect these process updates.

PREVIOUS COUNCIL DIRECTION

January 13, 2020, Work Session

Council discussed and passed motions related to the agenda delivery schedule, order of Council agenda items, and treatment of Council-introduced resolutions, and began a discussion of potential changes to the Public Forum.

January 15, 2020, Work Session

Council discussed and passed motions related to changes to the Public Forum.

January 22, 2020, Work Session

Council discussed and passed motions related to proposed changes to several sections of the City Council Operating Agreements.

October 28, 2020, Work Session

Council discussed the pilot changes to the City Council Operating Agreements and agreed to extend a portion of the pilot for another three months. Council also passed a motion to direct staff to return to Council with a resolution updating the City Council Operating Agreements with the changes approved by Council at its January 22, 2020, work session.

December 14, 2020, Meeting

Council approved a Resolution [5312] amending the City Council Operating Agreements and repealing Resolution 5205.

April 19 2021, Work Session

Council discussed potential changes to the City Council Operating Agreements, with plans to take action at a future meeting.

June 9, 2021, Work Session

Council discussed pilot changes and potential changes to the City Council Operating Agreements.

June 14, 2021, Work Session

Council discussed the City Council Operating Agreements including the pilots and potential changes. Councilor Zelenka shared three intended motions to be discussed at a follow-up meeting pertaining to priority goal actions, prioritizing new speakers at Public Forum and adjusting the time limit for Public Forum to 60 minutes, but did not make the motions to allow for additional Council discussion and staff input regarding how the changes could be implemented.

COUNCIL OPTIONS

At this work session, Council may:

1. Choose to move forward for final adoption proposed changes to the City Council Operating Agreements.
2. Modify the proposed changes to the City Council Operating Agreements.
3. Take no action.

POSSIBLE MOTION

Move to direct the City Manager to place on an upcoming consent agenda a resolution adopting the proposed changes to the Council Operating Agreements as outlined in Attachment B.

ATTACHMENTS

- A. Eugene City Council Operating Agreements: Resolution 5312 (Adopted December 2020)
- B. Proposed changes to Eugene City Council Operating Agreements
- C. Table describing proposed changes to City Council Operating Agreements

FOR MORE INFORMATION

Staff Contact: Katie LaSala, City Recorder
Telephone: 541-682-5882
Staff E-Mail: klasala@eugene-or.gov

EUGENE CITY COUNCIL OPERATING AGREEMENTS
RESOLUTION NUMBER 5312
ADOPTED DECEMBER 14, 2020

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 last for a maximum of 90 minutes. Additional 5:30 p.m. work sessions will be scheduled on the third Monday of the month, as needed. 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 24 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 Forum

A public comment period generally shall be the first item of every regular meeting of the Eugene City Council,. 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 Public Forum 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 or prior to the conclusion of the Public Forum.

Members of the public may speak about any topic during the Public Forum, 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. The Public Forum 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 the Public Forum will be limited to three minutes. Generally, the speakers will be called upon in the order in which the “Request to Speak” forms are received by staff at the meeting. 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 the Public Forum each member of the Council has the opportunity to respond to comments made during the Public Forum. 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 at the discretion of the Mayor and the City Manager.

Persons wishing to speak shall submit a “Request to Speak” form prior to the commencement of the public hearing 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 three minutes. 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 work session. 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, a majority of the Council responds in the affirmative, the item shall be placed on the Council agenda within one week. A majority in this instance is four councilors.

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 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. Any item on the 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. In general, ordinances, because of charter requirements, should not to be placed on the Consent Calendar.

3.04 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.

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

At work sessions meetings held on the second and fourth Mondays of each month, the first item on the agenda 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 and councilors 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.

3.06 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 after Public Forum. This does not preclude taking action on items during work sessions or other portions of the meeting.

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. 4139, 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 10.06), 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. 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 Petty Cash

Expenses under \$50 can be reimbursed out of the petty cash fund in the City Manager's Office.

10.06 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.

10.07 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. This system allows councilors the opportunity to regularly change seats throughout a four-year term. Below is a detailed listing of the seating sequence.

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

**CITY COUNCIL COMMITTEE ON INTERGOVERNMENTAL RELATIONS
OPERATING AGREEMENTS
ADOPTED BY THE CITY COUNCIL ON JANUARY 28, 2008**

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 and on City applications for funding from outside agencies. 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 Regular Session of the Oregon State Legislature convenes in January of odd numbered years, with a Special Session convening in January of even numbered years. The Regular Session generally lasts for six months with the Special Session lasting for two months. In February 2008, the Oregon legislature convened a Supplemental Session in lieu of the Special Session, lasting for only one month. Supplemental Sessions may be held in subsequent even numbered years.

Preparation for the Regular 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 Legislative Policies document that serves as the cornerstone for position and lobbying efforts on particular pieces of legislation during the session.

The Legislative Policies document includes principles and precepts that will help determine the city position on bills. The City of Eugene first adopted a formal set of legislative policies prior to the 1985 session recognizing from past sessions that many staff recommendations were repeated from session to session and that a great percentage of a session's legislative proposals could be anticipated.

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. Once the IGR Committee has voted on proposed legislative concepts, the action of the IGR approval.

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 for drafting. The bill, as introduced, is then presented to the IGR Committee under the regular bill review process.

10. Process for Review and Prioritization of Legislation

The Legislative session is relatively short and as a result, bills can move quickly through the legislative process. Regardless, the City will maintain a neutral position on any bills not yet reviewed by City staff and acted upon by the IGR Committee.

Review by City staff:

- Once the bills are introduced, they are assigned by an IGR staff person to the appropriate LC for review.
- Legislative Coordinators (LCs) in the appropriate City department analyze all introduced bills that are of interest to or 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 Legislative Policies 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.
- LC will assign each bill a priority and a recommendation.

Legislative advocacy is done on the basis of a priority and recommendation system. LC staff recommends a "support," "oppose," "neutral," "monitor," or "drop" recommendation for all reviewed bills. LC staff also recommends a priority of 1, 2, or 3 on all reviewed bills. The three priority assignments for legislative bills are as follows:

PRIORITY ONE BILLS – The issues addressed by the bill are identified in the City's Legislative Policies document. 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.

Lobby Resource Allocation: Both IGR staff in Salem work on the bill, with a high support level from the legislative coordinator(s) assigned to the bill. The Mayor and/or Council members may testify before committees, possibly with both IGR staff and/or a legislative coordinator. IGR staff contacts all or close to all members of all committees the bill is assigned to. Depending on topic and recommendation, IGR staff will also contact as many legislators as possible prior to public hearings or work sessions. In the event of a floor vote, IGR staff contacts as many legislators as is possible in the 2-5 day period between committee passage and the floor vote. Handouts would be placed in the Capitol mailboxes of all legislators prior to a floor vote.

PRIORITY TWO BILLS – The issues addressed by the bill are identified in the City's Legislative Policies document. The bill would have some impact, although manageable, on City operations, services, or finances and would impact administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or

positively. The issues addressed by the bill are of high interest to the City even if they do not directly impact the operations, services, or finances of the City.

Lobby Resource Allocation: IGR Staff in Salem work closely with legislative coordinators. If the bill is a City specific issue, IGR will testify, with a legislative coordinator if necessary. This, may necessitate the involvement of an executive or expert department staff or the Mayor and/or Council members. If it is an issue less specific to the City, written testimony will be offered. IGR staff will contact members of the bill's committee prior to a bill being passed out of committee. In the event of a floor vote, IGR staff will submit letters to all legislators and try to contact as many of them as possible, starting with our delegation first, and then to legislators we suspect might be "swing votes."

PRIORITY THREE BILLS - The issues addressed by the bill are alluded to in the City's Legislative Policies document or included in other policy document or direction. The bill would have a slight impact on City administration, operations, or services, with potential implications for City finances, either negatively or positively. The bill requires tracking because amendments could elevate bill to Priority One or Priority Two. The issues addressed by the bill are of slight interest to the City even if they do not directly impact the operations, services, or finances of the City.

Lobby Resource Allocation: Depending on recommendation, IGR staff contacts committee members from local delegation, as well as the committee chair or submits written testimony or letter to proper committee, with no further involvement. In the event of a floor vote, IGR staff will submit letters to all legislators.

Review by the IGR Committee:

- The bill is placed on the IGR Committee agenda for review as soon as possible after all applicable staff has commented on the bill.
- The IGR Committee meets and reviews all bills on the IGR Committee agenda and may pull any or all bills off the agenda for discussion.
- Any LC staff that has reviewed and commented on a bill that is pulled for discussion will be prepared to discuss the bill at the IGR Committee meeting.
- If a bill is not pulled for discussion, the staff recommendation stands. If a bill is pulled for discussion, the IGR Committee may keep or change the staff recommendation. The IGR may also direct that IGR staff work to amend a bill.
- The IGR Committee votes on all bill priorities and recommendations; the votes need not be unanimous – with unanimous being 3 votes.

The actions of the IGR Committee 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.

11. Status of Positions on Bills until Final Ratification by the City Council

Time demands in the Legislature may not allow for each bill on which the IGR Committee takes a position to be fully vetted by the full City Council before some type of action on the bill needs to occur.

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. The bill will then be placed on the next available City Council agenda.

Although any bill that has been reviewed by the IGR Committee may be pulled for discussion at the request of any councilor or the Mayor at the City Council meeting, as a matter of practice and courtesy to the members of the Council who do not sit on the IGR Committee, any bill on which the IGR Committee is not in unanimous agreement will be specifically noted.

The City Council can modify the position taken by the IGR Committee on a bill; the final direction to staff on any bill comes from the City Council.

12. 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.

13. Grants and Funding Applications

The IGR Committee acts on staff recommendations for grant and other funding applications from outside agencies such as governmental or private entities. This process is intended to help avoid situations in which City departments may inadvertently be competing with each other for funding, and to allow the IGR Committee and City Council to review staff plans for expenditures of grant funds.

City staff interested in seeking funding prepares a written overview of the funding application for review by the IGR Committee at its next regularly scheduled meeting.

If timing is critical and there is no IGR Committee meeting scheduled, the Committee may give its approval via e-mail. IGR staff will keep full and complete records of the documents related to the request for funding, the electronic notification of the request to review and the disposition of the request.

In all cases the IGR Committee and City Council have authority to direct that an application not go forward or if it has already been submitted, that it be withdrawn.

14. 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 A.

15. 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 4908.

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 - 1

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.

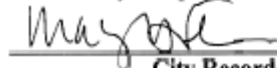
Section 7. This Resolution is not to be construed to abridge the rights of individuals to testify in their own names.

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

EUGENE CITY COUNCIL OPERATING AGREEMENTS
PROPOSED CHANGES TO:
RESOLUTION NUMBER 5312
ADOPTED DECEMBER 14, 2020

RED = Pilots approved by Council in January 2020

BLUE = Potential changes discussed by Council in June 2021

YELLOW = Additional changes to reflect operational updates

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 **5:30 p.m.** work sessions **will may** be scheduled on the third Monday of the month, as needed **following or in lieu of 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 24 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 Forum

A public comment period generally shall be the ~~first~~ **third** ~~fourth~~ item of every regular meeting of the Eugene City Council, **following Committee Reports and Items of Interest, Priority Goal Consent Actions and Consent Calendar 1**. 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 ~~Public Forum~~ **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 **or prior to the conclusion of the Public Forum.**

Members of the public may speak about any topic during the Public Forum, 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. The Public Forum 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 the Public Forum will be limited to ~~three~~ **two-and-a-half** minutes **and the Public Forum will be limited to 90 minutes total**. ~~Generally, the speakers will be called upon in the order in which the "Request to Speak" forms are received by staff at the meeting.~~ **Request-to-Speak forms will be shuffled so that speakers are called in random order.** 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 the Public Forum each member of the Council has the opportunity to respond to comments made during the Public Forum. 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 5 minutes after prior to** the commencement of the **public hearing 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 three 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 work session. 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, a majority of the Council responds in the affirmative, the item shall be placed on **the a future** Council agenda **within one week**. A majority in this instance is four councilors. 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.

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

At ~~work sessions~~ **regular meetings** held on the second and fourth Mondays of each month, when **there are no Ceremonial Matters or Pledge of Allegiance**, the first item on the agenda 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 and councilors 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.

3.034 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, prior to the Public Forum**. Any item on the 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. In general, ordinances, because of charter requirements, should not to be placed on the Consent Calendar.

3.045 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.

3.05 ~~Committee Reports and Items from Mayor, City Council and City Manager~~

~~At work sessions meetings held on the second and fourth Mondays of each month, the first item on the agenda 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 and councilors 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.~~

3.06 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 after Public Forum **unless they are Priority Goal consent actions**. This does not preclude taking action on items during work sessions or other portions of the meeting. [Consent action items that](#)

are specifically related to City Council Goals and Priorities 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.

Annexations and similar land use action items shall be placed on a second Consent Calendar after Public Forum during regular council meetings. The same process outlined in Section 3.04 shall be used for pulling items for discussion.

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. 4139, 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 10.06), 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. 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 Petty Cash

Expenses under \$50 can be reimbursed out of the petty cash fund in the City Manager's Office.

10.06 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.

10.07 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. This system allows councilors the opportunity to regularly change seats throughout a four-year term. Below is a detailed listing of the seating sequence.

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

ATTACHMENT C: Operating Agreements – Proposed Updates

Language adopted by Resolution 5312	Proposed changes	Purpose of Change
1. MEETING REQUIREMENTS		
1.02 Work Sessions	1.02 Work Sessions	
These work sessions shall start at noon and last for a maximum of 90 minutes. Additional 5:30 p.m. work sessions will be scheduled on the third Monday of the month, as needed.	These work sessions shall start at noon and <u>generally</u> last for a maximum of 90 minutes. Additional 5:30 p.m. work sessions will <u>may</u> be scheduled on the third Monday of the month, as needed, <u>following or in lieu of a public hearing</u> .	At times it is necessary to extend Wednesday work sessions. Public hearings now begin at 5:30pm on third Mondays to avoid public hearings running very late into the evening.
1.05 Public Forum	1.05 Public Forum	
A public comment period generally shall be the first item of every regular meeting of the Eugene City Council	A public comment period generally shall be the first <u>fourth</u> item of every regular meeting of the Eugene City Council, following Committee Reports and Items of Interest, <u>Priority Goal Consent Actions</u> and Consent Calendar 1.	To conduct priority goal business before Public Forum, so Council is not acting on priority items late at night after a long day.
Persons wishing to speak must sign up to do so not later than five minutes after the Public Forum 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 or prior to the conclusion of the Public Forum.	Persons wishing to speak must sign up to do so not later than five minutes after the Public Forum <u>meeting</u> 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 or prior to the conclusion of the Public Forum .	Public Forum sign-ups currently take place from 7:00-7:35pm in person and via an online form. Council Support Staff are unable to offer in-person sign-ups earlier than 7:00pm due to staffing the preceding work session and necessary transition time. Due to the randomization process, and the staff time needed to administer this process, requests to speak are not accepted after Public Forum begins.

Attachment C

<p>Speakers at the Public Forum will be limited to three minutes. Generally, the speakers will be called upon in the order in which the “Request to Speak” forms are received by staff at the meeting.</p> <p>No persons will be allowed to submit a “Request to Speak” form more than 30 minutes prior to the start of the meeting.</p>	<p>Speakers at the Public Forum will be limited to three two-and-a-half minutes and the Public Forum will be limited to 90 minutes total. Generally, the speakers will be called upon in the order in which the “Request to Speak” forms are received by staff at the meeting. Request-to-Speak forms will be shuffled so that speakers are called in random order.</p> <p>No persons will be allowed to submit a “Request to Speak” form more than 30 minutes prior to the start of the meeting.</p>	<p>Previously approved pilots.</p> <p>NOTE: At the 6/14/21 work session, Councilor Zelenka indicated that he had intended motions for further discussion that would:</p> <ul style="list-style-type: none"> - Adjust forum to 60 minutes total - Prioritize speakers that have not recently addressed the Council
<p>1.06 Public Hearings</p> <p>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 at the discretion of the Mayor and the City Manager.</p>	<p>1.06 Public Hearings</p> <p>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 <u>and presentations from standing advisory bodies to the Council may be scheduled</u> at the discretion of the Mayor and the City Manager.</p>	<p>Additional opportunity for presentations from standing advisory bodies to the Council.</p>

Attachment C

Persons wishing to speak shall submit a “Request to Speak” form prior to the commencement of the public hearing 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 three minutes.	Persons wishing to speak shall submit a “Request to Speak” form <u>not later than 5 minutes after</u> prior to the commencement of the public hearing 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 three minutes <u>and called in a random order.</u>	Public hearing sign-ups are currently facilitated in a parallel manner to Public Forum. We open sign-ups 30 minutes before the meeting begins, and leave open until 5 minutes after the meeting commences. Due to the randomization process, and the staff time needed to administer this process, requests to speak are not accepted after the Public Hearings begin.
2. PLACING ITEMS ON COUNCIL AGENDA		
2.02 Council Poll	2.02 Council Poll	
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, a majority of the Council responds in the affirmative, the item shall be placed on the Council agenda within one week. A majority in this instance is four councilors.	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, a majority of the Council responds in the affirmative, the item shall be placed on the a future Council agenda within one week . A majority in this instance is four councilors. <u>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.</u>	Removes the time frame in acknowledgement of the staff time required to prepare for a work session, and other time sensitive items that need to be scheduled on the council agenda. Additional information on the work session poll will enable council to understand how the proposed item aligns with council’s priority goals.

3. ORDER OF ITEMS ON A SPECIFIC DATE MEETING AGENDA		
3.05 Committee Reports and Items from Mayor, City Council and City Manager	3.053 Committee Reports and Items from Mayor, City Council and City Manager	Adjusts number to reflect updated order.
At work sessions meetings held on the second and fourth Mondays of each month, the first item on the agenda shall be "Committee Reports and Items of Interest from Mayor, City Council and City Manager."	At work sessions regular meetings held on the second and fourth Mondays of each month, when <u>there are no Ceremonial Matters or Pledge of Allegiance</u> , the first item on the agenda shall be "Committee Reports and Items of Interest from Mayor, City Council and City Manager."	Committee Reports and Items of Interest now take place during council meetings rather than work sessions.
3.03 Consent Calendar	3.034 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.	At regular City Council meetings, in order to expedite the Council's business, routine and standard items shall be placed on the Consent Calendar <u>1, prior to the Public Forum</u> .	Previously approved pilot; Differentiates Consent Calendar 1 from the Consent Calendar 2.
3.04 Public Hearings Given Priority	3.045 Public Hearings Given Priority	Adjusts number to reflect updated order.

3.06 Action Items	3.06 Action Items	
<p>In general, action on ordinances and councilor-introduced resolutions or motions shall be placed on regular City Council meeting agendas and shall be scheduled after Public Forum. This does not preclude taking action on items during work sessions or other portions of the meeting.</p>	<p>In general, action on ordinances and councilor-introduced resolutions or motions shall be placed on regular City Council meeting agendas and shall be scheduled after Public Forum <u>unless they are Priority Goal consent actions</u>. This does not preclude taking action on items during work sessions or other portions of the meeting. <u>Consent action items that are specifically related to City Council Goals and Priorities 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.</u></p> <p><u>Annexations and similar land use action items shall be placed on a second Consent Calendar after Public Forum during regular council meetings. The same process outlined in Section 3.04 shall be used for pulling items for discussion.</u></p>	<p>Clarifies the order of action items, consent calendars 1 and 2, as well as which items are considered Priority Goal actions.</p>