



Eugene City Council

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www.eugene-or.gov

EUGENE CITY COUNCIL AGENDA

September 11, 2023

7:30 p.m. CITY COUNCIL MEETING

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

Meeting of September 11, 2023 Her Honor Mayor Lucy Vinis Presiding

Councilors

Randy Groves, President
Lyndsie Leech
Jennifer Yeh
Mike Clark

Matt Keating, Vice President
Emily Semple
Alan Zelenka
Greg Evans

7:30 p.m. CITY COUNCIL MEETING

1. CEREMONIAL ITEMS

A. International Day of Democracy

2. COMMITTEE REPORTS AND ITEMS OF INTEREST

3. CONSENT CALENDAR 1

A. Approval of City Council Minutes

- June 14, 2023 Work Session
- June 21, 2023 Work Session
- June 26, 2023 Work Session
- June 26, 2023 Meeting and Urban Renewal Agency Meeting
- July 10, 2023 Work Session
- July 10, 2023 Meeting

B. Approval of City Council Tentative Agenda

C. Approval of Adoption of a Resolution Amending Eugene City Council Operating Agreements and Repealing Resolution No. 5312

D. Approval of Motion Relating to Voters' Pamphlet for the November 2023 Special Election

4. PUBLIC FORUM

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



Ceremonial Matters

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 1
Staff Contact: Cherish Bradshaw
Contact Telephone Number: 541-682-8340

ISSUE STATEMENT

This item is to acknowledge awards and achievements and inform the public of proclamations by the Mayor. No action is required by the City Council.

BACKGROUND

Per City Council Operating Agreements (Adopted 12/14/2020), 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.

The following proclamations for the month of September will be read during the September 11, 2023 meeting:

- September 15th – International Day of Democracy

Current and previous proclamations are available on the City's [Proclamation webpage](#).

ATTACHMENTS

- A) International Day of Democracy Proclamation

FOR MORE INFORMATION

Staff Contact: Cherish Bradshaw, Mayor and Council Support
Telephone: 541-682-8340
Staff E-Mail: cabradshaw@eugene-or.gov

OFFICE OF THE MAYOR
City of Eugene, Oregon

PROCLAMATION

WHEREAS: In 2007, the United Nations (UN) resolved to observe the 15th of September as the International Day of Democracy. The purpose of this observance is to promote and uphold the principles of democracy globally; and

WHEREAS: Democracy is one of the core values and principles of the United Nations and a universally recognized ideal. An environment where human rights are realized and enjoyed is only possible with democracy. To strengthen democratic institutions, the UN promotes good governance, monitors elections, supports civil society, and aims to ensure self-determination; and

WHEREAS: Democracy is not only a goal but a process itself that requires complete participation of individuals, national governing bodies as well as the international community and civil society. It is only through everyone's contribution that the ideal of democracy can be made into a reality and enjoyed by everyone, everywhere; and

WHEREAS: A thriving democracy depends on open and vibrant civic space, in which people – all people – can advocate for their rights and hold the government to account with equal rights and without discrimination. The rule of law, free and fair elections, freedom of expression, and freedom of press are cornerstones of a healthy democracy and the right of all; and

NOW, THEREFORE, I, Lucy Vinis, Mayor of the City of Eugene, Oregon, do hereby proclaim September 15, 2023, to be

“International Day of Democracy”

in Eugene and encourage all community members to show their support for democracy as we strive toward a more equitable, inclusive, and sustainable world.

Mayor Lucy Vinis
City of Eugene
September 15, 2023

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of City Council Minutes

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3A
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-5042

ISSUE STATEMENT

This is a routine item to approve City Council minutes.

BACKGROUND

Per City Council Operating Agreements (Adopted 12/14/2020), 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 they intend 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 the proposed amendment is substantive in nature or seeks to clarify the speaker's intent, the councilor should notify the minutes recorder and request verification of the proposed amendment.

SUGGESTED MOTION

Move to approve the minutes for the work sessions, meetings, and public hearings on June 14, June 21, June 26, and July 10, 2023.

ATTACHMENTS

- A. June 14, 2023 Work Session
- B. June 21, 2023 Work Session
- C. June 26, 2023 Work Session
- D. June 26, 2023 Meeting and Urban Renewal Agency Meeting
- E. July 10, 2023 Work Session
- F. July 10, 2023 Meeting

FOR MORE INFORMATION

Staff Contact: Sara McKinney, Deputy City Recorder

Telephone: 541-682-5042

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

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

June 14, 2023
12:00 p.m.

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Lyndsie Leech and Randy Groves
Councilors Absent: Greg Evans

Mayor Vinis opened the June 14, 2023, work session of the Eugene City Council in a hybrid format at 101 W 10th Avenue, Eugene OR 97401.

1. **WORK SESSION: Civilian Oversight Protocols**

Police Auditor Leia Pitcher presented on the City's Civilian Oversight Protocols.

Councilor Discussion:

- Councilor Keating – asked staff to elaborate on how inefficiency and a lack of timeliness have resulted in decreased use of the mediation process; asked staff for their recommendations on improvements to the mediation process; asked why the mediation process should be used more frequently; asked how often mediation is used annually; noted that it was reasonable to limit public comments on cases that were under review.
- Councilor Groves – asked how cases are being handled, with no mediation program currently in effect; is concerned about expansion of the mediation process; would like to see formal criteria created around when mediation can be used; believes criteria will help to set the proper expectations for the mediation process.
- Councilor Zelenka – noted that Eugene's civilian oversight process is seen as a model for other communities to emulate; does not believe the Civilian Oversight Protocols need a lot of changes, but agrees that improvements can be made; noted that that any changes must be reached through a mutual agreement between the Police Auditor, the City Manager, the Chief of Police, and the Eugene Police Employee Association; indicated support for the suggested changes to the mediation process and for updates that reflect changed code, practice, and policy, as long as there is mutual agreement between all parties; stated that updates to the definition of "good cause" would need careful consideration; believes that timelines should only be adjusted as needed; understands community concerns about commenting on cases that were under review; asked why the Civilian Review Board would need access to police video.
- Councilor Clark – asked what value increased mediation brings to the community; indicated that he understands the value of mediation to the individuals, but that the program exists to build trust with the community as a whole; asked about the best scenarios for the use of mediation.

- Councilor Zelenka – is concerned about how disagreements in the adjudication process will be handled; asked if the Police Auditor believes the Police Chief has the final say in police discipline, and if the Police Auditor believes that needs to change; asked if there are unofficial agreements or current practices the proposed changes would incorporate into the Civilian Oversight Protocols; asked how processes that all parties agree to can be streamlined and added to the Civilian Oversight Protocols.
- Councilor Keating – noted that shortening the timeline and increasing opportunities to go to mediation would increase demands on the mediation process.
- Councilor Clark – would support modified motion language that emphasizes the mutual agreement of all parties on the changes to the Civilian Oversight Protocols; is concerned that the proposed changes would increase the amount of time officers were involved in mediation and decrease their time performing other duties.
- Councilor Groves – explained that creating clear criteria for the utilization of the mediation process was intended to help staff by preventing overutilization of the process.

MOTION: Councilor Groves, seconded by Councilor Keating, moved to direct the Police Auditor to work with the City Manager, Police Chief, and Eugene Police Employee Association to develop mutually acceptable resolutions on the seven issues discussed in the AIS, and amend the Civilian Oversight Protocols as appropriate.

- Councilor Yeh – asked if the Police Chief’s agreement is necessary for the Civilian Oversight Protocols to be changed; asked if the Civilian Oversight Protocols’ revision process would be collaborative, and if any single party has veto power; asked if the proposed process is similar to the Civilian Oversight Protocols’ 2007 creation process.
- Councilor Clark – asked staff to confirm that revisions to the Civilian Oversight Protocols require every party to agree to the changes; asked if Council has final approval over the proposed changes to the Civilian Oversight Protocols.
- Councilor Groves – stated that one party, the Eugene Police Employee Association, does have veto power over the Civilian Oversight Protocols and that their bargaining rights must be recognized during the revision process.

VOTE: 7:0 PASSED

Mayor Vinis adjourned the meeting at 12:47p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Ellie Harwell)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

June 21, 2023
12:00 p.m.

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Lyndsie Leech and Randy Groves
Councilors Absent: Greg Evans

Mayor Vinis opened the June 21, 2023, work session of the Eugene City Council in a hybrid format at 101 W 10th Avenue, Eugene OR 97401.

1. **WORK SESSION: Financial Condition and Revenue Update**

City Manager Sarah Medary introduced Chief Financial Officer Twylla Miller, who provided a Financial Condition and Revenue Update.

Councilor Discussion:

- Councilor Zelenka – asked if the \$8.3 million structural gap was a short-term or long-term issue, and if it would continue to grow; asked if the proposed budget was a balanced budget, and if the budget deficit was one-time or ongoing; asked if the assumed \$8.3 million revenue increase was included in the 2025 budget; asked for clarification about the Revenue Committee’s change in focus to a Finance Committee; asked if the Finance Committee was looking at different revenue options with specific targets and services in mind; asked if Council had an opportunity to set service and funding priorities before the Finance Committee begins work; stated that it is within the Council’s purview to set spending priorities.
- Councilor Groves – believes addressing the structural gap is one of Council’s top priorities; asked what the ten-year average of tax-base growth was, and how Eugene compared to similar communities; asked for an evaluation of the impact of residential projects coming off of the Multi-Unit Property Tax Exemption; likes the idea of evaluating the City’s services and priority areas; would like staff to evaluate how City services are provided and delivered; would like an evaluation of financial liabilities the City could shed.
- Councilor Keating – clarified that this was the City’s first comprehensive, long-term financial plan; asked if residents will still have access to the online interactive budget tool; would like more information on the City’s shared responsibilities with other agencies, but not necessarily defined legal obligations; stated that his priorities are protecting the City’s municipal workforce, ensuring the City continues to adequately provide essential public safety services, and exploring new revenue options; suggested that an emergency fee on soda or high fructose corn syrup could help fill the structural gap.
- Councilor Clark – believes the structural gap is because of a slow-growing tax base, not a property tax limitation; believes the City has not adequately encouraged and enhanced tax-base growth; stated that the City has increased expenditures and used

one-time state and federal funds to balance the budget, which is not sustainable; would like a comparison between the services the City is mandated to provide and the services the City has chosen to provide; would like more information on what the City is required to provide in terms of shelter for people; believes the City should explore how to expand the tax base, as well as how to cut growing expenditures.

- Councilor Semple – acknowledged that the funding situation had evolved since the Community Safety Revenue meetings; appreciates that the current discussion includes the General Fund and structural gap; asked about the current state of the fleet garage, and how a new fleet garage compares to a new fire station; does not support a tax on sugary products and posed questions on how the tax would apply to sugar free options.
- Councilor Yeh – supports the expanded focus of the Finance Committee and believes the changes give the group more flexibility; asked if a discussion of the Council's funding priorities was necessary; concerned that a discussion of Council funding priorities would slow the work of the Finance Committee; hopes the Finance Committee can begin work quickly.
- Councilor Leech – believes that the structural gap must be addressed before other priorities; thinks that the Finance Committee having flexibility will help with long-range planning; asked how Finance Committee members will be appointed.
- Councilor Zelenka – noted that he has some objections to the proposed process; believes the work of this committee should be done in public meetings; noted that this work was an important focus of Council.

2. **WORK SESSION: Renters Protections Phase II**

City Manager Sarah Medary introduced Rental Housing Navigator Amy Cameron, who presented on the City's Renter Protections, Phase II.

Councilor Discussion:

- Councilor Zelenka – asked staff to create a table of the elements that are included in the draft ordinance, as well as a table of the proposed changes; would like more data comparing rent increases of five and 10 percent; would like more information about using Fair Market Rents versus the current rent amount to determine the relocation assistance payment amount; concerned that relocation assistance being determined by monthly rent disadvantages landlords when the rent is high and would reduce assistance to low-income renters; asked for more information on relocation assistance payment amounts being two versus three times monthly rent; said that landlords paying two times the monthly rent for relocation assistance is similar to renters paying first and last month's rent upfront; supports removing the landlord compensation fund if the exemptions are in place; believes the 12 exemptions are a good starting point; believes exemption 7 could be removed; believes that exemptions 5 and 6 are legitimate; does not want to delete exemptions 9 through 12 just because the Housing Board had not discussed them.
- Councilor Keating – open to adjusting the draft ordinance to make it more likely to be upheld in a court of law, provided that other protections are passed by Council; asked how a landlord's occupancy timeline is established; asked how "immediately uninhabitable" is defined; supports relocation assistance being available for any no-cause eviction, not just no-cause evictions in the first year of tenancy; would like

more clarity on “qualifying landlord-based reasons,” especially applied to renovations.

- Councilor Yeh – asked for clarification about whether trigger number 3 was recommended by the Housing Policy Board; asked if low-income renters would benefit most from relocation assistance based on Fair Market Rents or actual rent; said she did not understand the Housing Policy Board’s support for exemptions 2, 3, and 4 and asked for the reasoning behind the recommendations.
- Councilor Semple – concerned that landlords who charge lower rents would have to pay more relocation assistance if Fair Market Rents is used; believes that the relocation assistance should include adjustments for inflation; does not support exemptions 2 through 6, as the tenant will still need to move and landlords would have cause to evict in bad situations; agrees with exemptions 8 and 9; would like more information on how “uninhabitable” is defined; noted that if the tenant is notified before signing the lease of something that would impact them staying in the rental, they would not receive relocation assistance; believes that two months’ rent is a good compromise on the relocation assistance amount; does not support a landlord compensation fund.
- Councilor Leech – declared her potential conflict-of-interest as an owner of two rental units, but noted that she is still able to participate in discussion and action; wants more information on the effect of relocation assistance being tied to current rent versus Fair Market Rents; believes using the current rent would be easier to manage and would have clearer expectations for both landlords and tenants; is not in favor of a small landlord compensation fund; believes there is more work to be done on both triggers and exemptions before action.
- Councilor Clark – concerned about Council’s approach to Renters Protections Phase II; believes that the passage of this ordinance will negatively impact renters and the current rental market in Eugene; noted that rent control has not worked in other cities.
- Councilor Keating – stated that the current draft ordinance is not rent control; believes Renter Protections is consumer-protection legislation that can strengthen the landlord-tenant relationship; noted that over half of Eugene residents rent while less than five percent are landlords; stated that if property owners decide to sell rental properties, that could provide an opportunity for renters to become homeowners; noted several ideas about how to fund the small landlord compensation fund.

MOTON AND VOTE: Councilor Zelenka, seconded by Councilor Keating, moved to extend the meeting by ten minutes.

VOTE: 5:2 PASSED (opposed by Councilors Semple and Yeh)

- Councilor Zelenka – said that homeownership can save money compared to renting, but noted the difficulty getting into a position to purchase property; does not see Renter Protections as rent control but as no-cause eviction harm prevention and consumer protection; said that his objection to processing applications in the order received has been addressed by the proposed exemptions; believes that living in an accessory dwelling unit on a property and living within the same building as the landlord are substantially different from regular renters; recommends a public

hearing on the proposed changes; supports exemptions 2, 3, and 4; asked how a remodeling situation fits into the exemptions.

- Councilor Clark – believes that the rental market is in crisis because demand is significantly greater than the supply; noted that the solution to the rental crisis is to increase the number of rental units, not to implement consumer protections for renters; concerned that Renter Protections will hurt renters by raising rents and reducing the number of rental units on the market.
- Councilor Keating – asked staff if a local modified version of state legislation concerning relocation assistance for five or more units affected by remodeling could be adopted, if remodeling was being used as a loophole by landlords to avoid paying relocation assistance.
- Councilor Zelenka – asked if the proposed exemptions in the draft ordinance include remodeling.
- Councilor Groves – stated that landlords are important members of the community that provide a critical service; thinks there needs to be equity and balance in the City’s treatment of both landlords and tenants.
- Mayor Vinis – said that Council is looking to find the balance between protecting vulnerable renters while not unnecessarily negatively impacting landlords; noted that exemptions 2, 3, and 4 are specifically designed to protect small landlords who live onsite with tenants.

Mayor Vinis adjourned the meeting at 1:41p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Ellie Harwell)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

June 26, 2023
5:30 p.m.

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Vinis opened the June 26, 2023, work session of the Eugene City Council in a hybrid format at 101 W 10th Avenue, Eugene OR 97401.

1. WORK SESSION: Renters Protections Phase II

City Manager, Sarah Medary introduced Amy Cameron, Rental Housing Navigator, Will Dowdy, Community Development Director, Amanda Noble Flannery, Housing and Homelessness Section Manager, and Genevieve Middleton, Affordable Housing Policy and Planning Manager who presented on a draft ordinance for Renters Protections Phase II.

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating moved to direct the City Manager to revise the draft Ordinance with the items in the technical and procedural package in Attachment C.

VOTE: 8:0 PASSED

MAIN MOTION: Councilor Groves, seconded by Councilor Keating, moved to direct the City Manager to revise the draft Ordinance to remove the following relocation assistance triggers 3 and 5.

Councilor Discussion:

- Councilor Semple – stated she is not in favor of removing trigger 3.
- Councilor Zelenka – asked if relocation assistance would be triggered if the landlord evicted the tenant to demolish the unit without prior notice of demolition; asked how trigger 3(a) works in relation to exemption 11; asked how the City determines if a unit is unsafe to live in; asked if a kitchen renovation would trigger relocation assistance.
- Councilor Keating – asked if a tenant has recourse besides the court system if a landlord determines the unit is not livable; stated his support for retaining triggers 3 and 5; stated support for following state guidelines.
- Councilor Clark – expressed concern that people may take advantage of the system.

MOTION TO AMEND: Councilor Clark, seconded by Councilor Groves, moved to amend the motion to include trigger 4.

Councilor Discussion:

- Councilor Clark – expressed concern that tenants may be incentivized to not give notice of their intent to leave at the end of a fixed term lease of less than a year, which

would force landlords to give the tenant notice of intent not to renew the lease, and trigger relocation assistance.

- Councilor Keating – asked for clarification that the motion to amend will remove triggers 3, 4, and 5.
- Councilor Yeh – noted that college students do not typically need a rental during summer break; believes it is in the student tenant's interest to give their landlord notice; stated that it is a potential issue that should be monitored.
- Councilor Zelenka – noted that these triggers are only applicable during the first year.
- Councilor Clark – noted concern that students in fixed term leases of less than a year may qualify for relocation assistance; stated that landlords have an obligation to notify the student tenant that they are not renewing the student's lease but that students do not have an obligation to notify the landlord; stated that the student tenant may be incentivized not to communicate with their landlord about renewing or ending the lease.
- Councilor Keating – stated that while it is possible that student tenants may take advantage of the system, it is unlikely due to the clear intentions of a fixed term lease; asked how a lease is triggered to renew; stated removing trigger 4 may negatively affect tenants who are not students; stated that he would be voting against the removing trigger 4.
- Councilor Zelenka – asked if state law applies to a tenancy of over a year, regardless of lease term length; asked if the ordinance could require the tenant to notify the landlord of their intent to renew to qualify for relocation assistance.
- Councilor Groves – stated that Council will need to plan on reviewing the effects of the ordinance; spoke in favor of creating a system that is fair for both landlords and tenants.
- Councilor Semple – stated that including trigger 4 is not fair to landlords.
- Councilor Clark – stated that the ordinance needs more work to prevent people from taking advantage of the system.

VOTE ON MOTION TO AMEND: 4:5 FAILED (opposed by Councilors Zelenka, Keating, Yeh, and Leech, with Mayor Vinis' vote against breaking the tie)

Councilor Discussion:

- Councilor Semple – stated she is against removing relocation trigger 3 from the draft ordinance.
- Councilor Yeh – stated her opposition to removing relocation trigger 3.
- Councilor Leech – stated her opposition to removing relocation trigger 3; stated that a landlord has a responsibility to their tenants.
- Councilor Zelenka – noted trigger 3(a) is not triggered if the landlord had acquired the permit to demolish before signing the lease and disclosed it to the tenant; stated that trigger 3(c) and exemption 7 seem contradictory; asked when a landlord needs to notify a tenant that they intend to sell the unit to qualify for exemption 12.
- Councilor Groves – stated that it can be hard for landlords to predict when they may need to terminate a lease to allow an immediate family member to occupy the unit.
- Councilor Leech – believes a landlord should pay relocation assistance to place immediate family in their rental unit.

- Councilor Zelenka – asked what constitutes a substantial change of the lease.

VOTE ON MAIN MOTION: 2:6 FAILED (opposed by Councilors Semple, Keating, Zelenka, Yeh, Clark, and Leech)

MOTION: Councilor Semple moved to keep all of the triggers, 1, 2, 3, and 5, and do not include 4. Motion not seconded.

Councilor Discussion:

- Councilor Keating – clarified that if the current suggested triggers are not amended by Council, the draft ordinance will default to keep as drafted.

MOTION (*with friendly amendment*): Councilor Groves, seconded by Councilor Keating, moved to direct the City Manager to revise the draft ordinance to require location assistance when rent is increased by 7 percent plus inflation, or 10 percent, whichever is less in a 12-month period.

Councilor Discussion:

- Councilor Zelenka – offered a friendly amendment, seconded by Councilor Evans, updating the increase to 7 percent plus inflation, or 10 percent, whichever is less, to make the motion consistent with a recent state law.
- Councilor Keating – stated that he would prefer if the limit was 5 percent but noted the value in aligning the ordinance with state law.
- Councilor Semple – stated that the limit should be 5 percent.
- Councilor Zelenka – asked how capping the increase at 5 percent would interact with the state law set at 7 percent plus inflation.
- Councilor Evans – clarified that the motion is for 7 percent plus inflation with a cap at 10 percent.
- Councilor Leech – asked if landlords are able to raise rent above 10 percent.
- Mayor Vinis – asked if the intent is to set the limit up to 10 percent or 10 percent and over.
- Councilor Zelenka – asked if a landlord could avoid paying relocation assistance by raising the rent to just under the limit.
- Councilor Yeh – stated that she is in support of setting the cap up to 10 percent.

MOTION WITHDRAWN: Councilor Groves withdrew his motion. Councilor Keating accepted the withdrawal.

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to direct the City Manager to revise the draft Ordinance to require relocation assistance when rent is increased by the maximum annual percentage allowed under ORS 90.323(2).

VOTE: 7:1 PASSED (opposed by Councilor Clark)

MAIN MOTION: Councilor Groves, seconded by Councilor Keating, moved to direct the City Manager to revise the draft Ordinance to set the relocation assistance payment amount at 2 months' current rent.

MOTION TO SUBSTITUTE: Councilor Keating, seconded by Councilor Semple, moved to substitute 3 months' rent.

Councilor Discussion:

- Councilor Groves – stated that relocation assistance of 2 months' rent is fair because landlords require 2 months' deposit.
- Councilor Zelenka – stated that requiring 3 months' rent seems punitive to landlords.
- Councilor Yeh – stated that requiring 3 months' rent is more equitable.
- Councilor Keating – stated that a tenant has expenses equivalent to at least 3 months' rent when moving to a new home; stated that requiring landlords to provide 3 months' of rent for relocation assistance is a strong disincentive for landlords to engage in no cause evictions and provides some security to tenants; asked if 3 months' rent for relocation assistance is used in other communities; asked how often relocation assistance is paid in other communities; asked if determining fair market rent or determining rent actually paid is more time consuming for staff.
- Councilor Clark – asked how to take into account refundable tenant deposits; stated that he is in favor of 2 months' rent as relocation assistance.

VOTE ON MOTION TO SUBSTITUTE: FAILED 4:5 (opposed by Councilors Zelenka, Clark, Evans, and Groves, with Mayor Vinis' vote against breaking the tie)

VOTE ON MAIN MOTION: PASSED 6:2 (opposed by Councilors Clark and Semple)

Councilor Discussion:

- Mayor Vinis – asked Councilors to speak to which exemptions they would like removed.
- Councilor Semple – stated she would like to remove exemptions 2, 3, 4, 5, 6, and 7.
- Councilor Zelenka – stated he would like to remove exemption 7 to be consistent with including trigger 3.
- Councilor Groves – stated he is in favor of all 12 exemptions.
- Councilor Yeh – stated she would like to remove exemptions 1, 2, 3, 4, 5, 6, and 7.
- Councilor Clark – stated he is in favor of all 12 exemptions.
- Councilor Leech – stated she would like to remove exemption 7; asked how 5 and 6 are structured in terms of the lease; noted she is in favor of including 2, 3, and 4 to promote middle housing and in lieu of the small landlord compensation fund.
- Councilor Evans – stated he would like to remove exemption 7.
- Councilor Keating – stated he would like to remove exemptions 5, 6, and 7.
- Councilor Yeh – clarified that she is in favor of keeping exemption 1.

MOTION: Councilor Groves, seconded by Councilor Keating, moved to direct the City Manager to amend the draft Ordinance to exempt Affordable Housing from all relocation assistance requirements.

Councilor Discussion:

- Councilor Zelenka – asked if this was essentially removing exemption 8.
- Councilor Keating – asked if a no vote would be a vote to keep the ordinance as drafted; stated that he is not in favor.
- Mayor Vinis – noted that federal and state laws already exist to protect tenants in affordable housing.
- Councilor Keating – asked if current affordable housing protections are working.
- Councilor Clark – asked if providing additional protections to tenants in affordable housing would disincentivize the creation of additional affordable housing; asked if substantial cases of non-renewal would cause affordable housing providers to have a greater financial burden and increase the financial difficulty of operating affordable housing.
- Councilor Keating – asked about the difference between keeping as drafted or voting in favor of the motion; stated he is in favor of keeping as drafted.

VOTE: 7:1 PASSED (opposed by Councilor Keating)

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES

**Eugene City Council Meeting and
Eugene Urban Renewal Agency Meeting and
Eugene City Council Public Hearing
Eugene, Oregon 97401**

**June 26, 2023
7:30 p.m.**

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Vinis opened the June 26, 2023, meeting of the Eugene City Council in a hybrid in-person and virtual format at 101 W. 10th Avenue, Suite 114, Eugene, OR 97401.

1. PLEDGE OF ALLEGIANCE TO THE FLAG

In honor of Independence Day on July 4, Deputy Chief Christopher Heppel led the Pledge of Allegiance to the Flag and recited the Bill of Rights.

2. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Groves – spoke about potential fire dangers near Wild Iris Ridge.
- Councilor Keating – noted recent bear sightings in South Eugene; noted he attended the Oregon Fallen Fire Fighters Memorial Ceremony on June 13; noted that Councilor Leech will be replacing him on the Human Rights Commission.
- Councilor Clark – noted Mayor Vinis recently attended the Northeast Neighborhood Association meeting in his ward; asked how the Intergovernmental Relations Committee voted on House Bill 3414, and would like to know how the City of Eugene was represented at the State on this bill; noted that he received an answer from staff on his recent question about how many acres are in the Residential Buildable Lands Inventory and also in the Willamette River Greenway; shared with Council that the answer is 113 acres.
- Mayor Vinis – noted that she would be leading the Mayor’s Fitness Walk during the Butte to Butte challenge on July 4.

3. CONSENT CALENDAR 1

A. Approval of City Council Minutes

- May 17, 2023 Work Session
- May 22, 2023 Work Session
- May 22, 2023 Meeting

B. Approval of City Council Tentative Agenda

MOTION: Councilor Groves, seconded by Councilor Keating, moved to approve the items on Consent Calendar 1. **VOTE: 8:0 PASSED**

4. PUBLIC FORUM

1. Faye Rachford – spoke in in favor of maintaining the library budget.
2. Dana Fleming – spoke in in favor of maintaining the library budget.

3. Moriah Roth – spoke about speeding issues on Hawkins Lane in the southwest hills.
4. Gerilyn VanPykeren – spoke in favor of the City establishing more safe sleep sites.
5. Joshua Korn – spoke about vaccine safety.
6. John Roberts – spoke about potential effects of proposed Phase II renter protections.
7. Linda Ague – spoke in favor of maintaining the library budget.
8. Stefan Strek – spoke about credit scores and student loan payments.

Council Discussion:

- Councilor Groves – agreed that speeding is a problem on Hawkins Lane and throughout the city; noted that traffic enforcement and traffic engineering have worked on the issue; encouraged people to drive slower, raise awareness about traffic safety, and connect with neighborhood groups.
- Councilor Zelenka – noted his appreciation for the evening’s speakers, particularly the library supporters; asked staff to clarify if tenants qualify for rental assistance if they do not express their intent to renew to their landlord 30 days prior to the end of their lease.
- Councilor Keating – stated that he has also observed unsafe driving in Eugene; noted that there may be a motion tonight to address unsafe driving on a specific street in the community.
- Mayor Vinis – noted her appreciation for the evening’s speakers, including the library supporters.
- Councilor Keating – noted his appreciation for Linda Ague’s testimony for the library.

5. PUBLIC HEARING and ACTION: Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.

Mayor Vinis opened the Public Hearing.

City Manager, Sarah Medary, introduced the topic and provided background information.

1. Renee Buchanan – spoke in favor of the proposed resolution.
2. Kaarin Knudson – spoke in favor of the proposed resolution.
3. John Barofsky – spoke in favor of the proposed resolution.

Mayor Vinis closed the Public Hearing.

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to adopt a Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023. **VOTE: 8:0 PASSED**

6. PUBLIC HEARING and ACTION: A Resolution Adopting the Budget and Making Appropriations for the 2023-2025 Biennium Beginning July 1, 2023 and Ending June 30, 2025; A Resolution Determining, Levying and

Categorizing the Annual Ad Valorem Property Tax Levy for the City of Eugene for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024; A Resolution Electing to Receive State Revenue Sharing Funds Pursuant to Section 221.770 of Oregon Revised Statutes; A Resolution Certifying that the City of Eugene Provides the Municipal Services Required by Oregon Revised Statutes Section 221.760 in Order to Receive State Shared Revenues.

Mayor Vinis opened the Public Hearing.

City Manager, Sarah Medary, introduced the topic and provided background information.

1. John Barofsky – spoke in favor of the proposed resolution.

Mayor Vinis closed the Public Hearing.

Council Discussion:

- Councilor Groves – noted that the fire station was able to stay open due to reallocated Community Safety Funding and increased efficiencies within the department.

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to approve Resolution Electing to Receive State Revenue Sharing Funds Pursuant to Section 221.770 of Oregon Revised Statutes. **VOTE: 8:0 PASSED**

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to approve a Resolution Certifying that the City of Eugene Provides the Municipal Services Required by Oregon Revised Statutes Section 221.760. **VOTE: 8:0 PASSED**

MOTION: Councilor Groves, seconded by Councilor Keating, moved to approve a Resolution Adopting the Budget, with the Addition of the City Manager's Proposal to Add \$160,000 to the Community Safety Payroll Tax Fund for Prevention and Youth-Related Programming and Materials, and Making Appropriations for the City of Eugene for the Biennium Beginning July 1, 2023 and Ending June 30, 2025.

MOTION TO AMEND: Councilor Clark, seconded by Councilor Yeh, moved to amend the 2023-2025 Budget to move \$50,000 from the Road Fund to the Transportation Capital Project Fund to provide funding for a traffic calming project on Holly Avenue between Gilham and Norkenzie roads.

Council Discussion:

- Councilor Clark – spoke about the safety issues posed by the high levels of traffic on Holly Avenue.

- Councilor Keating – noted his support for the amended motion; noted there are other spots in the city that would benefit from traffic calming; asked for an update to Council on traffic calming projects throughout the city.
- Councilor Zelenka – asked how many traffic calming projects are currently in process or planned; asked how long it will take to complete all planned projects given current funding; asked where the Holly Avenue project is on the list; asked about the funding source for the Holly Avenue project; asked Councilors Clark and Yeh why this project should be moved higher on the list.
- Councilor Groves – noted the importance of making streets safer through speed reduction; noted his support for the amended motion.
- Councilor Yeh – noted that while this traffic calming project will help the issue of speeding cars, it is still a danger to have cars, pedestrians, and bicyclists using the same street.
- Councilor Evans – noted that a staff presentation about traffic safety would be a good work session topic for Council.

VOTE ON MOTION TO AMEND: 8:0 PASSED

VOTE ON MAIN MOTION AS AMENDED: 8:0 PASSED

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to approve a Resolution Determining, Levying and Categorizing the Annual Ad Valorem Property Tax Levy for the City of Eugene for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024. **VOTE: 8:0 PASSED**

7. PUBLIC HEARING and ACTION: A Resolution of the Urban Renewal Agency of the City of Eugene Adopting the Budget and Making Appropriations for the Biennium Beginning July 1, 2023 and Ending June 30, 2025; A Resolution Declaring the Amount of Tax to be Certified for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024.

Mayor Vinis closed the meeting of the Eugene City Council and convened a meeting of the Eugene Urban Renewal Agency.

Agency Director, Sarah Medary, introduced the topic and provided background information.

1. Todd Boyle – spoke against the proposed resolution.
2. John Barofsky – spoke in favor of the proposed resolution.

Mayor Vinis closed the Public Hearing.

Council Discussion:

- Councilor Groves – stated that the downtown area is blighted; noted that urban renewal money is not only spent on new buildings, but also on infrastructure that promotes safety.

- Councilor Clark – stated that the downtown area is blighted; stated that housing will be an essential part of renewing the downtown area; noted that the administrative costs may need to be reconsidered.
- Councilor Zelenka – noted that the referenced spike graph is not a measure of blight but rather indicates amount of dollars invested per square foot.

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to approve a Resolution of the Urban Renewal Agency of the City of Eugene Adopting the Budget and Making Appropriations for the Biennium Beginning July 1, 2023 and Ending June 30, 2025.

VOTE: 8:0 PASSED

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to approve a Resolution of the Urban Renewal Agency of the City of Eugene Declaring the Amount of Tax to be Certified for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024.

VOTE: 8:0 PASSED

Mayor Vinis closed the meeting of the Eugene Urban Renewal Agency and convened a meeting of the Eugene City Council.

8. ACTION: An Ordinance Adopting Hazardous Substance User Fees.

Council Discussion:

- Councilor Keating – asked if there has been any move by the state to change the capped fee that is part of ORS 453.370(2)(b).

MOTION AND VOTE: Councilor Groves, seconded by Councilor Keating, moved to adopt An Ordinance Adopting Hazardous Substance User Fees as provided in Attachment A to this AIS. **VOTE: 8:0 PASSED**

Mayor Vinis adjourned the meeting at 9:15 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES

Eugene City Council Work Session Eugene, Oregon 97401

July 10, 2023
5:30 p.m.

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, Lyndsie Leech, and Randy Groves

Mayor Vinis opened the July 10, 2023, work session of the Eugene City Council in a hybrid format at 101 W 10th Avenue, Eugene OR 97401.

- 1. WORK SESSION: Follow-Up to Presentation of Referendum Petition 2023-1 to Council.** City Manager Medary introduced Katie LaSala, City Recorder who presented on Referendum Petition 2023-1.

Councilor Discussion:

- Councilor Semple – noted that she would be moving to repeal Ordinance No. 20681; stated that the ordinance has sparked action in other communities; noted that staff can now work on electrification issues.

MOTION: Councilor Semple, seconded by Councilor Keating moved to repeal Ordinance No. 20681 entitled An Ordinance Prohibiting Fossil Fuel Infrastructure In New Low-Rise Residential Buildings; And Adding Sections 6.695 And 6.696 To The Eugene Code, 1971.

Councilor Discussion:

- Councilor Clark – stated his reluctance to remove this item from the ballot due to strong public interest.
- Councilor Groves – stated his support for the motion; believes that work to address climate change and protect our environment should be a united effort.
- Councilor Yeh –stated she is in favor of the motion; stated that improving the health and safety of the community is of utmost importance to her; noted her support for the appeal to the 9th U.S. Circuit Court decision that struck down the Berkeley natural gas ban for new buildings; noted that there are other actions Council can take to make progress.
- Councilor Keating –noted NW Natural made a strong campaign against the ordinance; believes that Council has a responsibility to protect residents from the climate crisis and to lead the transition to renewable electricity; noted his support for the motion.
- Councilor Evans – noted that he did not support the original motion; stated an interest in incentivizing change to a fossil fuel-free environment.
- Councilor Zelenka – stated the four pillars of decarbonization are energy efficiency, cleaning up the electric grid, electrifying end uses, and developing low carbon fuel for end uses that cannot be electrified; noted his support for the motion.

- Councilor Leech – noted her support for strategizing and working closely with the community to come up with innovative solutions; noted her support for the motion.

VOTE: 8:0 PASSED

Councilor Discussion:

- Mayor Vinis – thanked Council for their unanimous action; noted that repealing the ordinance is the best way to keep moving forward on fossil fuel reduction.
- Councilor Leech – noted she had a motion designed to achieve affects similar to those of the repealed ordinance.

MOTION: Councilor Leech, seconded by Councilor Keating, moved to direct the City Manager to return to Council before July 2024, for a discussion regarding ways in which the City can reduce the use of fossil fuels in new construction, including the feasibility of fossil fuel reduction strategies that have been adopted in other jurisdictions.

Councilor Discussion:

- Councilor Clark – asked if the motion will reintroduce the ban on natural gas in new residential construction; noted he is in favor of incentives; stated he is not in favor of reintroducing the ban.
- Councilor Groves – noted he shares concerns with Councilor Clark; noted he is in favor of incentives; stated that if reintroduced, the ban should go to the people for a vote.
- Councilor Evans – noted he would like to introduce a friendly amendment to the motion, requesting that the City Manager bring a package of incentives for decarbonization.
- Councilor Zelenka – noted a natural gas ban for new construction has minimal effect on reducing greenhouse gas emissions; stated that emission reduction efforts should focus on existing buildings and transportation.
- Councilor Keating – noted he is in favor of incentives; noted his support for future electrification efforts.
- Councilor Yeh – stated her support for the motion; noted the value in a flexible approach to fossil fuel reduction strategies.
- Councilor Clark – stated he would not support the motion; noted that the gas ban was unpopular within the community.
- Councilor Evans – stated he would be supporting Councilor Zelenka’s upcoming motion; noted various incentivization strategies.

VOTE: 7:1 PASSED (opposed by Councilor Clark)

Councilor Discussion:

- Mayor Vinis – noted her appreciation for Councilor Yeh’s comments; stated Council was within their authority to pass the initial ordinance and will be acting within their authority when they consider how to reduce the use of fossil fuels in future construction.

- Councilor Zelenka – stated that Council should align their climate actions with state and federal programs; believes the focus should be where greenhouse gas emissions can be reduced the most; noted the need to engage the community; noted that in addition to decarbonizing buildings, Council should also focus on transportation.

MAIN MOTION: Councilor Zelenka, seconded by Councilor Evans, moved to direct the City Manager to, as soon as possible after the summer break, to return with a Work Session to discuss how to proceed on near term climate actions that aligns with new and existing federal and state programs, funding, and incentives; that focuses on strategic areas that reduce significant amounts of GHG emissions; and includes community engagement.

Councilor Discussion:

- Councilor Semple – asked if the work session would be scheduled for fall.
- Councilor Yeh – asked how significant amounts are determined; asked what community engagement is needed and the potential timeline; noted concerns about the phrase “significant amounts.”
- Councilor Keating – noted concerns about the phrase “significant amounts.”

MOTION TO AMEND: Councilor Keating, seconded by Councilor Yeh, moved to strike the words significant amounts of from the proposed motion. **VOTE: 4:5 FAILED** (opposed by Councilors Zelenka, Evans, Clark, and Groves with Mayor Vinis’ vote in opposition breaking the tie)

Councilor Discussion:

- Councilor Zelenka – stated that the goal of his motion is to align the City with what is happening at the state and federal level; noted that the Good Company report recommended focusing efforts on existing buildings.
- Councilor Groves – noted his appreciation for Councilor Zelenka’s motion; stated support for increasing public engagement and bringing people together as they move forward.

VOTE ON MAIN MOTION: 8:0 PASSED

2. WORK SESSION: Financial Condition and Revenue Update.

City Manager Medary introduced Twylla Miller, Finance Director and presented the Financial Condition and Revenue Update.

Councilor Discussion:

- Councilor Evans – asked how the City can increase its industrial manufacturing capacity to increase its tax base and create jobs.
- Councilor Clark – noted his appreciation for the inclusion of increasing the tax base as a revenue proposal; noted the City has underutilized assets that might be used to

address a one-time revenue need like helping the Eugene Emeralds build a new stadium.

- Councilor Zelenka – noted that increasing efficiencies and increasing the tax base are an important part of the process; asked about next steps; noted in addition to issues around housing and homelessness, other issues have emerged including the structural deficit, the fire station and library, and the stadium.
- Councilor Keating – asked if the known service gaps were listed in a specific order; asked how service area importance was determined; noted his interest in increasing revenue through the sale of one-time assets, additional fees, adding a third urban renewal district, or creating an events center.
- Councilor Semple – noted cutting 10 million dollars in services would be unpopular in the community; stated work around reducing homelessness was her top priority; noted an interest in using funds to protect against animal abuse.
- Councilor Groves – noted his appreciation for the inclusion of fire station 17 on the list; noted the station would require funding for both construction and operations; noted a lack of ready sites is preventing development in West Eugene; spoke in favor of encouraging the creation of housing in downtown; spoke in favor of providing one-time funds for the creation of a multi-use stadium; asked when Council would hear about funding the stadium.
- Councilor Yeh – stated a preference for guaranteeing funding for the library, emergency services, and shelters before providing funds for a stadium.
- Councilor Clark – stated the county should be taking the lead on providing homeless services, not the City.
- Councilor Zelenka – noted his priority is solving the budget deficit and providing funding for climate action and homelessness; asked about the construction and operation costs for a new fire station.
- Councilor Keating – stated a preference for the revenue committee to work to fund both new projects and vital services; noted pet licensing as a potential revenue source; expressed disappointment the revenue team will not be a public body; stated that the City has an obligation to support vulnerable community members; stated the revenue team should take into account inter-governmental agencies that have committed to the same work.
- Councilor Evans – stated inflation may keep members of the track and field community from travelling to Eugene; expressed concern that generating new revenue from tourism may be difficult.
- Councilor Groves – noted the costs for a new fire station depend on the type of station; stated a multi-company station with an engine ladder truck is appropriate given the proximity to high-rise buildings; stated he would like to look into providing one-time funding for the multi-use stadium; noted the stadium may help increase the tax base; stated a preference to meet about the stadium separately and sooner than the revenue committee discussion.
- Councilor Semple – asked what assets the City would consider selling to fund the stadium; noted the various projects without funding total about 20 million dollars; asked how much revenue the Community Safety Payroll Tax generates.

- Councilor Clark – noted bicycle theft is a problem in the community and that a bicycle registry could both reduce theft and provide revenue; noted the value of bare land zoned for housing.
- Councilor Evans – asked how the current inflationary spiral is impacting the budget gap; asked if the airport is a potential source of additional revenue.
- Councilor Zelenka – stated he is opposed to selling the Laurelwood Golf Course or any other parkland; stated he is in favor of finding one-time funds; stated they need to be selective about which projects they will work to fund; noted many of the listed projects were part of the Technical Collaborative Assistance (TAC) report.
- Councilor Keating – noted an urgency to the decision about the proposed stadium; spoke in favor of the revenue committee exploring a ticket surcharge; noted he occasionally serves as a guest announcer for the Eugene Emeralds.

The meeting was adjourned at 7:05 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)

Link to the webcast of this City Council meeting [here](#).

MINUTES

**Eugene City Council
Meeting
Eugene, Oregon 97401**

**July 10, 2023
7:30 p.m.**

Councilors Present: Emily Semple, Matt Keating, Alan Zelenka, Jennifer Yeh, Mike Clark, Greg Evans, and Randy Groves

Councilors Absent: Lyndsie Leech

Mayor Vinis opened the July 10, 2023, meeting of the Eugene City Council in a hybrid in-person and virtual format at 101 W. 10th Avenue, Suite 114, Eugene, OR 97401.

1. CEREMONIAL MATTERS

Mayor Vinis read a proclamation for The 33rd Anniversary of the Americans with Disabilities Act (ADA).

2. COMMITTEE REPORTS AND ITEMS OF INTEREST

- Councilor Evans – shared updates from the Intergovernmental Relations Committee regarding legislative priorities and results from the legislative session.
- Councilor Groves – noted his appreciation for the firefighters who worked on the Moon Mountain Fire.
- Councilor Keating – noted his appreciation for Eugene Springfield Fire and neighboring agencies who worked on the Moon Mountain Fire; noted his appreciation for those who chose not to set off fireworks on the 4th of July; noted his recent attendance at the Eugene Chamber of Commerce happy hour at Hayward Field.
- Councilor Zelenka – noted his appreciation for Eugene Springfield Fire and neighboring agencies who worked on the Moon Mountain Fire; noted the City may need to change its firefighting strategies over time due to climate change and drought.
- Councilor Groves – noted there were fewer calls reporting fireworks this year over last; noted that local fires pose a significant danger every year, but the local force can respond to most reports within minutes, preventing severe outcomes.

3. CONSENT CALENDAR 1

A. Approval of City Council Minutes

- May 15, 2023 Public Hearing
- May 24, 2023 Work Session
- June 12, 2023 Work Session

B. Approval of City Council Tentative Agenda

MOTION: Councilor Groves, seconded by Councilor Keating, moved to approve the items on Consent Calendar 1. **VOTE: 7:0 PASSED**

4. PUBLIC FORUM

1. Nancy Ahnert – spoke in favor of decarbonization and electrification efforts.
2. Mike McFarlane – spoke in favor of decarbonization and electrification efforts.
3. Betzi Hitz – spoke in favor of decarbonization and electrification efforts.
4. Jim Neu – spoke in favor of decarbonization and electrification efforts.
5. David Igl – spoke about a local history exhibit.
6. Dylan Plummer – spoke in favor of decarbonization and electrification efforts.
7. Jacob Trewe – spoke in favor of decarbonization and electrification efforts.
8. Elissa Karim – spoke in favor of climate efforts.
9. Sam Tyler – spoke in favor of decarbonization and electrification efforts.
10. Don Heady – noted upcoming local events; spoke in favor of climate action.
11. Aya Cockram – spoke in favor of decarbonization and electrification efforts.
12. Chuck Areford – spoke in favor of decarbonization and other climate efforts.

Council Discussion:

- Councilor Semple – expressed her appreciation for those who gave testimony; spoke in favor of reducing consumption as a strategy to fight climate change.
- Councilor Zelenka – stated support for a climate action plan that focuses on significant reductions in greenhouse gas emissions.
- Councilor Evans – stated support for decarbonization incentives.
- Councilor Groves – spoke in favor of incentives and bringing people together to reduce carbon emissions.
- Councilor Keating – thanked Mike McFarlane for his testimony; thanked Mayor for creating the Blue Ribbon Business Council.

5. **CONSENT CALENDAR 2: Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2022 and Ending June 30, 2023.**

- A. **Approval of a Resolution Annexing Land to the City of Eugene (Assessor's Map 17-04-10-14, Tax Lot 00900 Located on Hyacinth Street south of Travis Avenue) (City File: A 23-1)**
- B. **Approval of a Resolution Annexing Land to the City of Eugene (Assessor's Map 18-03-03-40, Tax Lot 01001 Located east of the terminus of Rockcress Road) (City File: ACAK Irrevocable Trust; A 23-2)**

MOTION: Councilor Groves, seconded by Councilor Keating, moved to approve the items on Consent Calendar 2. **VOTE: 7:0 PASSED**

6. **ACTION: An Ordinance Concerning Administration and Adoption of a Technical Code for Construction; Amending Sections 8.001, 8.002, 8.003, 8.005 and 8.010 of the Eugene Code, 1971; and Repealing Sections 8.265, 8.270, 8.275, 8.280, 8.285, 8.290, 8.295, 8.300, 8.305, 8.310, 8.905 And 8.915 of That Code; and Providing an Effective Date.**

City Manager Medary introduced the proposed ordinance.

MOTION: Councilor Groves, seconded by Councilor Keating, moved to adopt the Ordinance Concerning Administration and Adoption of a Technical Code for Construction as set forth in Attachment A.
VOTE: 7:0 PASSED

Mayor Vinis adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Katie LaSala
City Recorder

(Recorded by Cherish Bradshaw)
Link to the webcast of this City Council meeting [here](#).

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of Tentative Working Agenda

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3B
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5010

ISSUE STATEMENT

This is a routine item to approve the City Council Tentative Working Agenda.

BACKGROUND

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 any concerns about the items on the Tentative Agenda, it may be removed at the request of any councilors from the Consent Calendar and discussed separately.

COUNCIL OPTIONS

The council may choose to approve, amend or not approve the tentative agenda.

SUGGESTED MOTION

Move to approve the items on the Tentative Working Agenda.

ATTACHMENTS

A. City Council Tentative Working Agenda

FOR MORE INFORMATION

Staff Contact: Katie LaSala, City Recorder
Telephone: 541-682-5010
Staff E-Mail: klasala@eugene-or.gov



City Council Tentative Agenda

Updated: September 5, 2023

City Council meetings will continue to be held using hybrid and virtual meeting technology. Materials and information about how to access these meetings will be available at <https://www.eugene-or.gov/3360/Webcasts-and-Meeting-Materials>.

September 2023					
Date	Day	Time	Title	Length	Dept. Contact
11-Sept	Monday	5:30 pm	City Manager Updates (Work Session)	90 mins	Sarah Medary, CS
<i>Work Session Location: Public via Virtual Only</i>					
11-Sept	Monday	7:30 pm	Ceremonial Matters Committee Reports and Items of Interest Council Operating Agreements Resolution (Consent Calendar) Voters' Pamphlet for the Nov 2023 Special Election (Consent Calendar) Public Forum		Katie LaSala, CS Katie LaSala, CS
<i>Location: Public via Virtual & Council Chambers, Room 114</i>					
13-Sept	Wednesday	12 pm	Climate Friendly and Equitable Communities Parking Reform Land Use Code Amendments (Work Session) URA: Proposed Riverfront Urban Renewal Amendment (URA Work Session)	45 mins 45 mins	Reid Verner, PDD Amanda D'Souza, PDD
<i>Work Session Location: Virtual Only</i>					
18-Sept	Monday	5:30 pm	Z 23-1 Zone Change to Establish the Historic Mims Houses Special Area Zone (S-HM) (Public Hearing) Skinner Butte Height Limitation Area Code Amendment (Public Hearing)		Jeff Gepper, PDD Dylan Huber-Heidorn, PDD



Work Session



Action



Public Hearing



Public Forum



Consent Calendar



Committee Reports/Items of Interest



Ceremonial Matters



Pledge of Allegiance

			 Climate Friendly and Equitable Communities Parking Reform Land Use Code Amendments (Public Hearing)		Reid Verner, PDD
Location: Public via Virtual & Council Chambers, Room 114					
20-Sept	Wednesday	12 pm	 SDC Updates: Compact Development Adjustments for Transportation SDC & HB2984 (Work Session)	45 mins	Jenifer Willer, PW
			 City Climate Action Strategies Update (Work Session)	45 mins	Ian Penn, PW
Work Session Location: Virtual Only					
25-Sept	Monday	5:30 pm	 Move EUG Project (Work Session)	45 mins	Reed Dunbar, PW
			 Topic Pending Confirmation (Work Session)	45 mins	Staff, CS
Work Session Location: Public via Virtual Only					
25-Sept	Monday	7:30 pm	 Committee Reports and Items of Interest		Staff, CS
			 Active Bethel Citizens name change (Consent Calendar)		
			 Public Forum		Nick Gioello, PDD
			 Res. Annexing portions of River Road and Irvington Drive (A 23-3 River Road) (Consent Calendar 2)		
Location: Public via Virtual & Council Chambers, Room 114					
27-Sept	Wednesday	12 pm	 TBD (Work Session)	45 mins	Staff
			 Operating Agreements/Boards and Commissions Discussion (Work Session)	45 mins	Katie LaSala, CS
Work Session Location: Virtual Only					

October 2023					
Date	Day	Time	Title	Length	Dept. Contact
9-Oct	Monday	5:30 pm	 Community Safety and Payroll Tax Update (Work Session)	90 mins	Kristie Hammitt, CS Chief Skinner, EPD
<i>Work Session Location: Public via Virtual Only</i>					

9-Oct	Monday	7:30 pm	 Ceremonial Matters  Committee Reports and Items of Interest  Public Forum  Z 23-1 Zone Change to Establish the Historic Mims Houses Special Area Zone (S-HM) (Possible Action)		Jeff Gepper, PDD
Location: Public via Virtual & Council Chambers, Room 114					
11-Oct	Wednesday	12 pm	 Riverfront Parcel 3A: MUPTE, Skinner Butte Height Amendment, Atkins Dame Revised Terms (Work Session)  Topic Pending Confirmation (Work Session)	45 mins 45 mins	Dylan Huber-Heidorn, PDD Staff, CS
Work Session Location: Virtual Only					
16-Oct	Monday	5:30 pm	 Cintas Metro Plan Amendment & Zone Change (File: MA 23-4/Z 23-6) (Public Hearing)		Jeff Gepper, PDD
Location: Public via Virtual & Council Chambers, Room 114					
18-Oct	Wednesday	12 pm	 Public Health Industrial Development Standards and Gas Stations (Work Session)  Neighborhood Planning (Work Session)	45 mins 45 mins	Reid Verner, PDD Jeff Gepper, PDD Staff, PDD
Work Session Location: Virtual Only					

UPCOMING PUBLIC HEARINGS			
Date/Time	Topic/Title	Description	Staff Contact
September 18, 5:30pm	Z 23-1 Zone Change to Establish the Historic Mims Houses Special Area Zone (S-HM)	The City Council will hold a public hearing to consider Z 23-1 Zone Change to Establish the Historic Mims Houses Special Area Zone (S-HM). This public hearing will provide an opportunity for public comment on a proposal to establish a Historic Special Area Zone at the Mims Houses site (330, 334, & 336 High Street) in accordance with the Type V application procedures in the Eugene Code. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Josh Hoff, PDD JHoff@eugene-or.gov 541-682-5437

September 18, 5:30pm	Skinner Butte Height Limitation Area Code Amendment	The City Council will hold a public hearing to consider Skinner Butte Height Limitation Area Code Amendment. This public hearing will provide opportunity for public comment on a proposed land use code amendment which would allow for a taller building to be constructed on a property in the Downtown Riverfront at 4th Avenue and High Street. The amendment would expand the Opportunity Area within the Skinner Butte Height Limitation Area to include this property. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Will Dowdy, PDD WDowdy@eugene-or.gov 541-682-5340
September 18, 5:30pm	Climate Friendly and Equitable Communities Parking Reform Land Use Code Amendments	The City Council will hold a public hearing to consider Climate Friendly and Equitable Communities Parking Reform Land Use Code Amendments. This public hearing will provide an opportunity for public comment on proposed land use code amendments to implement the State mandated rules on parking reform and electric vehicle charging capacity. The proposed ordinance will be posted online: https://www.eugene-or.gov/1781/Proposed-Ordinances	Reid Verner, PDD RVerner@eugene-or.gov 541-682-5534

Approved Work Session Polls to be Scheduled	Councilor	Date Approved
Gas Stations – Scheduled for October 18, 2023	Keating	4/15/22
Bethel Area Plan – April 19, 2023. Follow-up work session scheduled for October 18, 2023	Evans	7/22/22
Persistent Violators, Chronic Behavioral Problems and Open-Air Drug Use – TBD	Groves	8/28/23

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Adoption of a Resolution Amending Eugene City Council Operating Agreements and Repealing Resolution No. 5312

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3C
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

The City Council Operating Agreements is the document that guides how Council conducts its business. Occasionally, amendments are made to the document to reflect Council's desire to update processes. These amendments must be adopted by resolution.

BACKGROUND

At the July 19, 2023 work session, City Council discussed substantive revisions to sections 1.02 (Work Sessions), 1.05 (Public Forum), 1.06 (Public Hearings), 2.02 (Council Poll), 3.03 (Consent Calendar), 3.04 (Public Hearings Given Priority), 3.05 (Committee Reports and Items of Interest from Mayor, City Council and City Manager), and 3.06 (Action Items) of the City Council Operating Agreements. The changes supported by Council are outlined in Attachment A.

PREVIOUS COUNCIL DIRECTION

[April 19 2021, Work Session](#)

Council discussed potential changes to the 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 Council Operating Agreements.

[June 14, 2021, Work Session](#)

Council discussed the 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.

[July 19, 2023, Work Session](#)

Council passed a motion directing staff to bring back a resolution amending their Operating Agreements with the changes reflected from their discussion.

COUNCIL OPTIONS

The City Council may choose to:

- 1) adopt the revisions and proposed resolution as submitted
- 2) offer suggestions for modified language
- 3) not adopt the resolution

CITY MANAGER'S RECOMMENDATION

The City Manager recommends adoption of the proposed resolution.

SUGGESTED MOTION

Move to adopt a Resolution amending Eugene City Council Operating Agreements and repealing Resolution No. 5312.

ATTACHMENTS

- A. City Council Operating Agreements with Proposed Revisions
- B. Proposed Resolution with Exhibit A – Revised City Council Operating Agreements

FOR MORE INFORMATION

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

EUGENE CITY COUNCIL OPERATING AGREEMENTS

RESOLUTION NUMBER ~~5312~~ **5381**

ADOPTED ~~DECEMBER 14, 2020~~ **SEPTEMBER 11, 2023**

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 be scheduled on the third Monday of the month, as needed, **following or in lieu of a public hearing**. Except for extraordinary circumstances, the total time for presentations by staff and/or others on a single agenda item shall be no more than 15 minutes.

1.03 Location of Meetings

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

1.04 Notice of Meetings, Special Meetings, Emergency Meetings

Advance notice of at least 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-fourth~~ item of every regular meeting of the Eugene City Council, following Committee Reports and Items of Interest, Priority Goal 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. Request-to-Speak forms will be shuffled so that speakers are called in random order ~~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 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 ~~prior to~~ not later than five minutes after 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~~four Councilors responds in the affirmative, the item shall be placed on ~~the a future~~ Council agenda within ~~one week a~~reasonable time. ~~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.

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

3.043 Consent Calendar

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

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

3.0405 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 actions. This does not preclude taking action on items during work sessions or other portions of the meeting. Action items that are specifically related to City Council Goals and Priorities shall be scheduled for action prior to Consent Calendar 1. Examples include items such as Low Income Rental Housing Property Tax Exemptions (LIRHPTE) and other authorizations in support of low-income housing.

4. COUNCIL ACTION ON AGENDA ITEMS

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

5. POSTPONING AGENDA ITEMS

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

6. COMMITTEES OF THE COUNCIL

6.01 Creation of Committees

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

6.02 Standing Committees of the Council

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

6.03 Standing Advisory Bodies to the Council

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

7. CONDUCT AT MEETINGS

7.01 Roberts Rules of Order

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

7.02 Other Meeting Guidelines

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

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

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

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

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

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

7.03 Public Conduct

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

8. COUNCILOR REQUEST FOR STAFF ASSISTANCE

8.01 Two-Hour Rule

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

8.02 Major Request

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

8.03 Tracking Council Requests

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

9. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

9.01 Written Communications from City Councilors and Mayor

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

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

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

9.02 State/Federal Lobbying

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

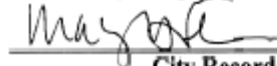
Section 7. This Resolution is not to be construed to abridge the rights of individuals to testify in their own names.

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

RESOLUTION NO. 5381

A RESOLUTION AMENDING EUGENE CITY COUNCIL OPERATING AGREEMENTS AND REPEALING RESOLUTION NO. 5312.

The City Council of the City of Eugene finds that:

A. Section 2.007 of the Eugene Code (EC), 1971, contains provisions regarding Council meetings and provides that the Council shall adopt Council groundrules.

B. In accordance with EC 2.007, on April 12, 1999, the Council adopted as its groundrules the Eugene City Council Operating Agreements (“Operating Agreements”) by Resolution No. 4588 and have subsequently amended the Operating Agreements, most recently by Resolution No. 5312 on December 14, 2020.

C. On July 19, 2023, the Council passed a Motion directing staff to return to Council with a Resolution amending the Operating Agreements in accordance with changes Councilors piloted during the prior two years and changes discussed at Council’s July 19, 2023, work session. The amendments include revisions to sections 1.02 (Work Sessions), 1.05 (Public Forum), 1.06 (Public Hearings), 2.02 (Council Poll), 3.03 (Consent Calendar), 3.04 (Public Hearings Given Priority), 3.05 (Committee Reports and Items of Interest from Mayor, City Council and City Manager), and 3.06 (Action Items).

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. Pursuant to Section 1.007 of the Eugene Code, 1971, and based on the above findings, the Eugene City Council Operating Agreements are amended and adopted as set forth in Exhibit A to this Resolution.

Section 2. Pursuant to Council’s January 28, 2008, direction, the City Council Committee on Intergovernmental Relations Operating Agreements are incorporated into the Eugene City Council Operating Agreements as set forth in Exhibit A to this Resolution.

Section 3. Resolution No. 5312 and the Operating Agreements adopted by that Resolution are repealed as of the effective date of this Resolution.

The foregoing Resolution adopted the 11th day of September, 2023.

City Recorder

EUGENE CITY COUNCIL OPERATING AGREEMENTS
EXHIBIT A TO RESOLUTION NUMBER 5381
ADOPTED SEPTEMBER 11, 2023

INTRODUCTION

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

1. MEETING REQUIREMENTS

1.01 Time of Meetings

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

1.02 Work Sessions

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

1.03 Location of Meetings

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

1.04 Notice of Meetings, Special Meetings, Emergency Meetings

Advance notice of at least 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 fourth item of every regular meeting of the Eugene City Council, following Committee Reports and Items of Interest, Priority Goal 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 meeting has been opened by the Mayor or presiding officer. The Mayor or presiding officer shall inform the audience of the requirement to sign up to speak not later than five minutes after the meeting has been called to order.

Members of the public may speak about any topic during 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 two-and-a-half minutes and the Public Forum will be limited to 90 minutes total. 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 five minutes after the commencement of the meeting at which the person wishes to speak. The Mayor or presiding officer shall inform the audience of this requirement to sign up prior to the commencement of a public hearing. In general, speakers will be limited to 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, four Councilors respond in the affirmative, the item shall be placed on a future Council agenda within a reasonable time.

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

2.03 Tentative Agenda on the Consent Calendar

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

2.04 Tentative Agenda Provided Each Week

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

2.05 Scheduling of Items on the Agenda

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

2.06 Routine Business Items on the City Council Agenda

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

3. ORDER OF ITEMS ON A SPECIFIC DATE MEETING AGENDA

3.01 Pledge of Allegiance to the Flag

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

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

3.02 Ceremonial Matters

At the first regular meeting of each month, the first agenda item shall be used to acknowledge special recognition or awards given to the City of Eugene or for the Mayor to

read proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor. This item shall be called “Ceremonial Matters.” Requests for recognition under Ceremonial Matters should be submitted in writing to the Mayor.

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

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

3.04 Consent Calendar

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

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

3.05 Public Hearings Given Priority

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

3.06 Action Items

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

4. COUNCIL ACTION ON AGENDA ITEMS

As a guideline, action on issues for which a public hearing has occurred shall not be taken at the same meeting at which the public hearing is held. In the case of an ordinance, the

charter requires that an ordinance shall not be adopted by the Council unless it has been considered by the Council during at least two meetings. With the unanimous consent of the Council, the Council may consider and enact an ordinance at a single meeting if the Council does not amend the ordinance in a manner that modifies its substantive effect (Charter, Section 28 (3)).

5. POSTPONING AGENDA ITEMS

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

6. COMMITTEES OF THE COUNCIL

6.01 Creation of Committees

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

6.02 Standing Committees of the Council

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

6.03 Standing Advisory Bodies to the Council

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

7. CONDUCT AT MEETINGS

7.01 Roberts Rules of Order

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

7.02 Other Meeting Guidelines

The presiding officer shall be responsible for ensuring order and decorum are maintained. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from

Council meetings. This includes engaging in violent or distracting action, making loud or disruptive noise or using similar language, and refusing to obey an order of the presiding officer.

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

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

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

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

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

7.03 Public Conduct

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

8. COUNCILOR REQUEST FOR STAFF ASSISTANCE

8.01 Two-Hour Rule

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

8.02 Major Request

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

8.03 Tracking Council Requests

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

9. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

9.01 Written Communications from City Councilors and Mayor

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

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

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

9.02 State/Federal Lobbying

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

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

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

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

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

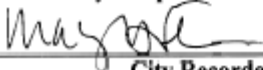
Section 7. This Resolution is not to be construed to abridge the rights of individuals to testify in their own names.

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

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

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

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



City Recorder

EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Approval of Motion Relating to Voters' Pamphlet for the November 2023 Special Election

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3D
Staff Contact: Katie LaSala
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT

The purpose of this item is to request Council's approval of a motion related to the cost and funding source for preparing the Voters' Pamphlet for the November 2023 special election.

BACKGROUND

On November 7, 2023 the City of Eugene will conduct a nonpartisan special election for the office of City Councilor for Ward 7. Because the City of Eugene's participation in this special election is limited to a single ward and there are no City measures submitted for a vote, Voters' Pamphlet distribution will be limited to residents within Ward 7.

Voters' Pamphlet Requirements:

Eugene Code 2.993(4) states, in part:

If a candidate for city office wishes to publish a statement in the city voters' pamphlet for an election at which no City measure is submitted for a vote, the City Manager shall publish a voters' pamphlet containing candidate statements submitted pursuant to subsection (3) of this section, unless the City Council waives the requirement. . . .

Eugene Code 2.997(c) states:

No later than the 18th day before the election at which a city measure is to be voted upon, the city manager or the manager's designee shall mail a voters' pamphlet to each residence within the appropriate geographical area(s) and make voters pamphlets available for public distribution at city hall, the city library, and at other municipal facilities within the city. The appropriate geographical area means the following.

(c) For voters' pamphlets containing only statements from candidates for city council or Eugene Water & Electric Board positions, the wards which those candidates would represent if elected.

Pamphlet content and deadlines for its preparation and mailing are established by Eugene Code 2.993 through 2.997.

Production of a voters' pamphlet is not a regularly budgeted item and thus requires a request for additional funds. Over the last few years, production costs for voters' pamphlets have averaged between \$25,000 and \$30,000 (including mailing). The cost of production and mailing for this election's pamphlet is approximately \$10,000, which is less than previous years due to the limited geographical area of distribution.

Historically, the council contingency fund has been used toward these expenses with Council's authorization. For FY24 the council contingency is budgeted at \$100,000.

PREVIOUS COUNCIL DIRECTION

None.

COUNCIL OPTIONS

1. Council may approve the motion to appropriate funds for the November 2023 special election voters' pamphlet utilizing the council contingency fund.
2. Council may provide other direction to staff.

CITY MANAGER'S RECOMMENDATION

The City Manager recommends approval of the motion to appropriate funds for the November 2023 special election voters' pamphlet utilizing the council contingency fund.

SUGGESTED MOTION

Move to direct the City Manager to include on a supplemental budget sufficient appropriation offset by the Council Contingency Fund for the November 7, 2023, Special Election costs, which include printing and mailing of the City of Eugene voters' pamphlet to Ward 7 residents only.

ATTACHMENTS

None.

FOR MORE INFORMATION

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EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Public Forum

Meeting Date: September 11, 2023
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 4
Staff Contact: Sara McKinney
Contact Telephone Number: 541-682-8497

ISSUE STATEMENT

This item allows members of the public the opportunity to express opinions and provide information to the council. Testimony presented during the Public Forum should be on city-related issues and should not address items which have already been heard by a Hearings Official, items on the present agenda as a public hearing item, or items related to a quasi-judicial matter after the official record has been closed.

BACKGROUND

Per City Council's operating agreement pilots initially approved by Council in January 2020, speakers at the Public Forum will be limited to two and a half minutes and the Public Forum will be limited to 90 minutes total. Speakers will be randomized, and no persons will be allowed to submit a "Request to Speak" form 30 minutes prior to the start of the meeting. Persons wishing to speak must sign up to do so not later than 5 minutes after the meeting has been opened by the Mayor or presiding officer.

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.

FOR MORE INFORMATION

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