Eugene City Council
125 E. 8th Ave., 2nd Floor
Eugene, OR 97401-2793
541-682-5010 • 541-682-5414 Fax
www.eugene-or.gov

EUGENE CITY COUNCIL AGENDA

September 11, 2017

7:30 p.m. **CITY COUNCIL MEETING**
Harris Hall
125 East 8th Avenue
Eugene, Oregon 97401

Meeting of September 11, 2017;
Her Honor Mayor Lucy Vinis Presiding

Councilors

Alan Zelenka, President	Mike Clark, Vice President
Emily Semple	Greg Evans
Claire Syrett	Chris Pryor
Jennifer Yeh	Betty Taylor

7:30 p.m. **CITY COUNCIL MEETING**

Harris Hall, 125 East 8th Avenue

1. CEREMONIAL MATTERS

2. PUBLIC FORUM

3. CONSENT CALENDAR

A. Approval of City Council Minutes

- April 26, 2017, Work Session
- June 14, 2017, Work Session
- June 19, 2017, Public Hearing
- June 21, 2017, Work Session
- June 26, 2017, Meeting
- June 27, 2017, Joint Elected Officials
- June 28, 2017, Work Session

- July 3, 2017, Meeting

B. Approval of Tentative Working Agenda

C. Adoption of Resolution 5205 Amending Eugene City Council Operating Agreements and Repealing Resolution No. 5043

D. Approval of Overseas Travel Request

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, 2017 | Agenda Item Number: 1
Department: Central Services | Staff Contact: Beth Forrest
www.eugene-or.gov | Contact Telephone Number: 541-682-5882

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

BACKGROUND
At its 1997 fall process session, the council agreed to include a monthly agenda item entitled "Ceremonial Matters." From time to time, the Mayor is asked to sign proclamations or acknowledge awards received, which serve to encourage and educate the community about important issues and events.

CITY MANAGER'S RECOMMENDATION
This is an information item only.

ATTACHMENTS
None.

FOR MORE INFORMATION
Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: beth.l.forrest@ci.eugene.or.us

EUGENE CITY COUNCIL
AGENDA ITEM SUMMARY

Public Forum

Meeting Date: September 11, 2017 | Agenda Item Number: 2
Department: Central Services | Staff Contact: Beth Forrest
www.eugene-or.gov | Contact Telephone Number: 541-682-5882

ISSUE STATEMENT
This segment allows citizens 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, or are on the present agenda as a public hearing item.

SUGGESTED MOTION
No action is required; this is an informational item only.

FOR MORE INFORMATION
Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: beth.l.forrest@ci.eugene.or.us

EUGENE CITY COUNCIL
AGENDA ITEM SUMMARY

Approval of City Council Minutes

Meeting Date: September 11, 2017
Department: Central Services
www.eugene-or.gov

Agenda Item Number: 3A
Staff Contact: Beth Forrest
Contact Telephone Number: 541-682-5882

ISSUE STATEMENT
This is a routine item to approve City Council minutes.

SUGGESTED MOTION
Move to approve the following minutes: April 26, 2017, Work Session; June 14, 2017, Work Session; June 19, 2017, Public Hearing ; June 21, 2017, Work Session; June 26, 2017, Meeting; June 27, 2017, Joint Elected Officials; June 28, 2017, Work Session; and July 3, 2017, Meeting.

ATTACHMENTS
A. April 26, 2017, Work Session
B. June 14, 2017, Work Session
C. June 19, 2017, Public Hearing
D. June 21, 2017, Work Session
E. June 26, 2017, Meeting
F. June 27, 2017, Joint Elected Officials
G. June 28, 2017, Work Session
H. July 3, 2017, Meeting

FOR MORE INFORMATION
Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: beth.l.forrest@ci.eugene.or.us

M I N U T E S

Eugene City Council Work Session
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

April 26, 2017
12:00 p.m.

Councilors Present: Emily Semple, Betty Taylor, Alan Zelenka, Mike Clark, Greg Evans, Claire Syrett, Chris Pryor

Mayor Vinis opened the April 26, 2017 Work Session of the Eugene City Council.

A. ACTION: South Willamette

MOTION and VOTE (tabled at 4/24/ council meeting and including friendly amendments): Councilor Evans, seconded by Councilor Syrett, moved to direct the City Manager to continue community engagement in South Eugene, and to report back to Council after the community engagement task is complete, including next possible steps. Councilor Evans further moved to direct the City Manager to refocus the City's planning efforts on: 1) developing special area zones or refinement plans for the River Road/Santa Clara area where significant preparatory work and planning has already occurred by area residents, 2) continuing the work on Building a Better Bethel, and 3) developing and bringing back to Council a plan for moving forward on University neighborhoods. If neighborhoods other than those mentioned above bring neighborhood planning ideas to the City Manager, the City Manager shall forward those ideas to Council for consideration. **PASSED 4:3, councilors Clark, Semple, and Taylor opposed.**

Council Discussion

- It may be difficult for City staff to accomplish all of the things laid out in Councilor Evans' motion simultaneously. Council's job is to choose one of the following options: 1) prioritize neighborhoods that should not be at odds with one another about which neighborhood is given priority, or 2) mull the motion over during budget discussions.
- There is a lack of consensus in the South Willamette area vis-à-vis planning.
- A more robust engagement with South Willamette is vital to any public planning project for that area. Eugene should take advantage of the River Road Planning Grant with LTD.
- The motion may be unnecessary, as it is too early in the planning process.
- City staff still need direction from Council.

B. WORK SESSION: Public Shelter for Emergency Housing

Mia Cariaga and Regan Watjus from the Eugene City Manager's Office gave a presentation on public shelter for emergency housing.

Council discussion:

- Homelessness can be solved; it is just a matter of scope and scale.
- More indoor shelter options are needed, especially for those individuals struggling with substance abuse.
- Expansion of the Opportunity Village model is needed.
- More options are necessary for the chronically homeless population.

- Any continued work battling homelessness must be done in partnership with other agencies and jurisdictions; the City of Eugene should not be solely responsible for homelessness work in the area.
- Homeless housing should be dispersed throughout the city, instead of heavily concentrated in a few areas.
- State-supported shelters are needed not only for homeless, but for the mentally ill.
- More effective communication with the community at-large is vital to this issue.
- Lack of sufficient capital is a significant hurdle in the local battle to end homelessness.
- Council will be updated as to the ongoing conversations of the Lane County Poverty and Homelessness Board

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Beth Forrest
City Recorded

(*Recorded by Rodney Cimburke, LCOG*)

M I N U T E S

Eugene City Council Work Session
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 14, 2017
11:30 a.m.

Councilors Present: Mike Clark, Greg Evans, Chris Pryor, Emily Semple, Claire Syrett, Betty Taylor, Alan Zelenka

Mayor Vinis opened the June 14, 2017, Work Session of the Eugene City Council.

A. WORK SESSION: Interviews for Vacant Council Position in Ward 4

The council interviewed Jennifer Yeh, John Jaworski, Jennifer Solomon, and Caroline Lundquist for the vacant Ward 4 position. The following questions were asked of each applicant:

Councilor Taylor
Describe experiences you have had which contribute to your ability to be a city councilor. This could include education, employment, volunteer work, family or social relationships.

Councilor Pryor
Please tell us how you balance your personal priorities and values with the priorities and values of your ward and the priorities and values of Eugene as a whole.

Councilor Evans
As a city councilor, how do you define social justice and how would you lead the city toward its human rights goals?

Councilor Semple
What do you think about City Hall? Include process, location, design and, most importantly, funding.

Councilor Clark
Please tell us your general impression of the people of Ward 4, their common views and values compared to other wards, and what makes you the best fit to be the representative of the people of Ward 4.

Councilor Zelenka
In a survey done by the City, 75% of Eugene residents agreed that "climate change requires much stronger regulations of greenhouse gas emissions." Do you agree or disagree with this statement, and why? Secondly, when it comes to funding climate change projects do you see them as being on par with other essential services like libraries, parks, police and fire? Or do you think funding is more discretionary and we should fund these projects as money is available?

Councilor Syrett
How do you view the role of neighborhood associations in determining city policy, keeping in mind that not all Eugene neighborhoods have active associations?

The meeting adjourned at 1:20 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Rodney Cimburke, LCOG)

Eugene City Council
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 19, 2017
7:30 p.m.

Councilors Present: Mike Clark, Chris Pryor, Emily Semple, Claire Syrett, Alan Zelenka

Councilors Absent: Greg Evans, Betty Taylor

Mayor Vinis opened the June 12, 2017, meeting of the Eugene City Council.

1. PUBLIC HEARING: An Ordinance Amending the River Road-Santa Clara Urban Facilities Plan Text

Mayor Vinis opened the Public Hearing.

Mayor Vinis disclosed that she had an ex parte contact by attending the May 2 Lane Transit District (LTD) Strategic Planning Committee. She described the meeting as a general description of where the proposed Santa Clara transit station would be placed. Mayor Vinis stated that her attendance at the meeting had not impaired her impartiality.

City Manager Jon Ruiz introduced the topic of the Public Hearing.

Testimony in Favor:

- Rick Satre (for LTD) - Suggested strategically amending the Neighborhood Refinement Plan to not preclude transit.
- Edward McGlone (for LTD) – Said the proposed transit station location was perfect for the area and its residents.
- Carl Yeh (for LTD) – Said the proposed transit station location was perfect for the area and its residents.
- Jerry Finnegan - Read into record a letter of support from the Santa Clara Community Organization to LTD.

Neutral Testimony

- Stefan Strek – Said public transit is important, but starting a new project before the West 11th EMX project is complete, is hasty.

Testimony Against: There was no testimony against.

Mayor Vinis closed the Public Hearing.

The meeting adjourned at 7:54 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(*Recorded by Rodney Cimburke, LCOG*)

M I N U T E S

Eugene City Council Work Session
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 21, 2017
12:00 p.m.

Councilors Present: Mike Clark, Chris Pryor, Emily Semple, Claire Syrett, Alan Zelenka

Councilors Absent: Greg Evans, Betty Taylor

Mayor Vinis opened the June 14, 2017, Work Session of the Eugene City Council.

A. WORK SESSION: Measure 49 Claim for Property Located at 1777 E 30th Avenue, Eugene, OR

Assistant City Attorney Lauren Summers and Principal Planner Alissa Hansen, offered Council a presentation on Measure 49.

Council Discussion

- It is appropriate to bring this before Council because, if the claim is found to be valid, one of the choices of action is to waive prior regulations decided on by Council.
- There is no State definition for "secondary dwelling;" however there is a local definition of the term.
- The distinction between primary and secondary dwellings is a matter of size.
- An accurate representation of current square footage is dependent on who measured it, and how it was measured.
- Whatever is decided about this particular claim is not legally binding as per future claims.
- The existing house cannot be considered a secondary dwelling because it is too tall.
- As long as the property is being used for its intended purpose(s), there are no restrictions on use.

B. WORK SESSION: New Housing Developments Where Unimproved Roads Are the Main Access

City Engineer Mark Schoening gave a presentation on new housing developments where unimproved roads are the main access.

Council Discussion

- Wards 4, 5, 6, and 7 in particular have a lot of issues with new development on unimproved roads.
- Unimproved roads are hazardous for pedestrians and bicyclists traveling to and from developments.
- It is unfair for residents on unimproved roads to pay for improvement, when developments on improved roads did not pay for them.
- There are many imperatives in terms of public safety and public health to be addressed.
- Either the developer will have to pay for road improvement before the development can be completed, potentially dooming the development due to exponentially increased cost, or the City would have to pay for it, in which case it could take years to get to a particular development in the City's queue.

- A Local Improvement District (LID) is liable for the cost of all components of neighborhood roads, but only the curb, gutter, and sidewalk of major arterial roads.

The meeting adjourned at 1:40 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Rodney Cimburke, LCOG)

Eugene City Council
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 26, 2017
7:30 p.m.

Councilors Present: Mike Clark, Greg Evans (*via phone*) Chris Pryor, Emily Semple, Claire Syrett, Betty Taylor, Alan Zelenka

Mayor Vinis opened the June 26, 2017, meeting of the Eugene City Council.

1. PUBLIC FORUM

- Angela Norman - thanked Council for activating the downtown park blocks.
- Maria Bybee - supported the Divestment Ordinance.
- Caitlin Bowman - supported the Divestment Ordinance.
- Debra McGee - spoke in opposition to the Jordan Cove Pacific Connector Project.
- Patty Hine - said it was time to get serious about becoming carbon-free.
- Helen Liguori - requested port-o-potty between Oak and Willamette and 11th and 13th.
- Jerry Smith – expressed frustration about homelessness in Eugene.
- Jim Neu - thanked Council for joining the state's Climate Alliance.
- Laurie Powell - thanked City staff for their work on the Transportation System Plan.
- Brian Weaver - was concerned with the City of Eugene auditor being in-house.
- Bernadette Bourassa - supported the Divestment Ordinance.
- Otis Root - supported the Divestment Ordinance.
- Joshua Schneider - supported the Divestment Ordinance.
- Lonnie Douglas - said restrictions on "loitering" in city parks were too severe.
- Tracy Joscelyn - supported the Divestment Ordinance.
- Nathan Adams - addressed unhoused issues downtown.
- Tommy Pry – spoke about several personal issues.
- Alexander Hendricks - thanked Council for creating supportive environment for homeless.
- John Abbe - said it was time to get serious about becoming carbon-free.
- Valerie Blood - was concerned with the City's special event permitting.
- Meesha Goldberg - said it was time to get serious about protecting the environment.
- Linda Kelley - asked about the TSP as it applied to park-and-ride spaces on West 11th.
- Stefan Strek - spoke on behalf of the Make Eugene Great Again council.
- Michael Gannon - supported the Divestment Ordinance.

<u>Council Discussion</u>

- Suggest polling council to determine interest in a work session on the proposed Divestment Ordinance.
- The City can not directly invest in US Bank.

2. CONSENT CALENDAR

A. Approval of City Council Minutes
- May 8, 2017, Meeting
- May 10, 2017, Work Session
- May 15, 2017, Meeting

B. Approval of Tentative Working Agenda

C. Adoption of a Resolution Authorizing the Issuance and Sale of Electric Utility System Revenue Bonds in the Aggregate Principal Amount Not to Exceed Eighty Million Dollars ($80,000,000) for the Purpose of Financing Improvements to the Electric Utility System and Providing for Related Matters.

Councilor Zelenka pulled Item C. from the Consent Calendar.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to approve Items A and B on the Consent Calendar. **PASSED 7:0.**

Councilor Zelenka said he needed more information about Consent Calendar Item C. before acting.

Sue Fahey and Mike McCann from EWEB described the bonds to Council.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to approve Item C on the Consent Calendar. **PASSED 7:0**.

3. PUBLIC HEARING and ACTION:
Resolution Adopting a Supplemental Budget; Making Appropriations for the City of Eugene for the Fiscal Year Beginning July 1, 2016 and Ending June 30, 2017.

Mayor Vinis opened the Public Hearing.

Testimony
- John Barofsky spoke in favor of the Supplemental Budget.

Mayor Vinis closed the Public Hearing.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to adopt Resolution 5199 adopting a Supplemental Budget; making appropriations for the City of Eugene for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017. **PASSED 7:0**.

4. PUBLIC HEARING and ACTION:
A Resolution Adopting the Budget, Making Appropriations, Determining, Levying and Categorizing the Annual Ad Valorem Property Tax Levy for the City of Eugene for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018; a Resolution Electing to Receive State Revenue Sharing Funds Pursuant to Section 221.770 of Oregon Revised Statutes; and a Resolution Certifying that the City of Eugene

Provides the Municipal Services Required by Oregon Revised Statues Section 221.760 in Order to Receive State Shared Revenues.

Mayor Vinis opened the Public Hearing.

TESTIMONY

- Mike Caven - thanked Council and Staff for their work on the issue of ambulance funding.
- John Barofsky - spoke in favor of the Budget.

Mayor Vinis closed the Public Hearing.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to adopt Resolution 5196 electing to receive State Revenue Sharing funds pursuant to Section 221.770 of Oregon Revised Statutes. **PASSED 7:0**.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to I move to adopt Resolution 5197 certifying that the City of Eugene provides the municipal services required by Oregon Revised Statues Section 221.760. **PASSED 7:0**.

MOTION: Councilor Zelenka moved, seconded by Councilor Clark, to adopt Resolution 5198 adopting the budget, making appropriations, and determining, levying, and categorizing the annual ad valorem property tax levy for the City of Eugene for the fiscal year beginning July 1, 2017 and ending June 30, 2018.

MOTION TO AMEND and VOTE: Councilor Zelenka moved to amend the recommended FY 18 Budget to add on 24-7 ALS ambulance beginning January 2018 by changing the following on Exhibit A to the Resolution: in the General Fund, increase interfund transfers by $500,000 and reduce the Reserve by $500,000, in the Ambulance Transport Fund, increase the Fire Department Operating by $650,000, which takes into account an additional $150,000 of charges for service revenue, and change the total department Operating to $9,340,077, and the total Ambulance Transport Fund Requirements to $10,323,639, in addition, change the total Resolution accordingly. **PASSED 7:0.**

MOTION TO AMEND and VOTE: Councilor Taylor moved, seconded by Councilor Semple, to change the designation of $1,000,000 of funds to a future shelter, rather than future shelter options, and request the City Manager develop a plan for Council approval in conjunction with inter-jurisdictional partners. **PASSED 6:1**, Councilor Zelenka opposed.

Council Discussion

- Seems like more of an ongoing expense than a one-time expense.
- At a point as a City to meet HUD standards for housing.
- Not clear if a shelter will achieve more beds.
- A million dollars is not enough to build a shelter.

VOTE ON MAIN MOTION AS AMENDED: PASSED 6:1

5. **EUGENE URBAN RENEWAL AGENCY PUBLIC HEARING and ACTION:**
A Resolution of the Urban Renewal Agency of the City of Eugene Adopting the Budget, Making Appropriations, and Declaring the Amount of Tax to be Certified for the Fiscal Year Beginning July 1, 2017 and Ending June 30, 2018.

Mayor Vinis opened and closed the Public Hearing as there was no one present to testify.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to adopt Resolution 1082 of the Urban Renewal Agency of the City of Eugene adopting the budget, making appropriations and declaring the amount of tax to be certified for the fiscal year beginning July 1, 2017 and ending June 30, 2018. **PASSED 7:0.**

6. **ACTION:**
A Resolution Denying a Measure 49 Claim for Property Located at 1777 E. 30th Avenue, Eugene, Oregon (Assessor's Map 18- 03-08-11, TAX LOT 602)

MOTION and VOTE: Councilor Zelenka, seconded by Councilor Clark, moved to adopt Resolution 5202, a resolution denying a measure 49 Claim for property located at 1777 E. 30th Avenue, Eugene, Oregon. **PASSED 7:0**.

7. **ACTION:**
An Ordinance Concerning Long Range Transportation Planning; adopting the Eugene 2035 Transportation System Plan; amending the Eugene-Springfield Metropolitan Area General Plan (Metro Plan); amending the Eugene-Springfield Metropolitan Area Transportation Plan (TransPlan); amending Sections 9.050, 9.8010, 9.9650 of the Eugene Code, 1971; amending the Street Classification Map; amending Ordinance No. 20528 (to delete Section 67); repealing Section 9.9525 of the Eugene Code, 1971, repealing Ordinance No. 20322 (2003 Central Area Transportation Study); and providing for an effective date.

MOTION: Councilor Zelenka moved, seconded by Councilor Clark, to adopt Council Bill 5172, an ordinance concerning Long Range Transportation Planning.

MOTION TO AMEND: Councilor Zelenka moved, seconded by Councilor Syrett, to amend Council Bill 5172 to add new Section 17, which states: By June 30, 2018, the City Manager shall bring to the City Council for a vote, an amendment to the 2035 TSP, that creates a TSP implementation Plan that will achieve the Climate Recovery Ordinance and Vision Zero adopted goals. The TSP Implementation Plan shall include: 1) The TSP-related specific prioritized actions, programs, and projects, and performance measure benchmarks needed to achieve Council's adopted Climate Recovery and Vision Zero goals; 2) Specify their costs benefits and co-benefits, and funding source; and 3) the schedule for implementation. The City Manager shall

update the Council quarterly on the progress made toward creating the TSP Implementation Plan. **PASSED 7:0.**

VOTE ON MAIN MOTION AS AMENDED: PASSED 7:0

MOTION and VOTE: Councilor Clark moved, seconded by Councilor Taylor, to direct the City Manager as follows: Before January 31, 2018, the Manager will create a strategy incorporating new and emerging transportation technologies into the TSP, and will present a timeline for an initiation of an amendment to the TSP. The Strategy will at least include and describe: A. 50% Electric Vehicles (EVs) by 2030, and % EVs by 2050, and B. Autonomous Vehicles. Autonomous Vehicles (AVs) Section to include: 1. An analysis and summary of City policies that apply to AVs, 2. Staff-recommended policy changes, or new policies to support AV implementation that meets City goals of: safety, compact growth, and low-carbon transportation, and 3. evaluation of anticipated impacts of AVs on transportation infrastructure including: signals, roads, and parking capacity. The technology strategy should identify any other potentially transformative technologies expected within the next 10 years, for any technologies determined unsuitable for Eugene, provide an explanation. **PASSED 7:0.**

8. WORK SESSION:
West Eugene E-Commerce Zone Designation

Amanda D'Souza from the Planning and Development Department, provided a report on West Eugene E-Commerce Zone Designation.

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to approve moving forward with the e-commerce resolution and direct the City Manager to schedule a phone meeting for July 3 during which the Council can officially vote on the E-Commerce resolution. **PASSED 6:1**, Councilor Taylor opposed.

The meeting adjourned at 10:10 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(*Recorded by Rodney Cimburke, LCOG*)

M I N U T E S

Joint Public Hearing of Eugene City Council and
Lane County Board of Commissioners
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 27, 2017
6:30 p.m.

Councilors Present: Mike Clark (*via phone*), Greg Evans, Chris Pryor, Emily Semple, Alan Zelenka, Jennifer Yeh

Councilors Absent: Claire Syrett

Commissioners Present: Pat Farr, Jay Bozievich, Sid Leiken, Pete Sorenson, Gary Williams

Mayor Vinis and Commissioner Farr opened the June 27, 2017, Joint Public Hearing of Eugene City Council and Lane County Board of Commissioners.

1. PUBLIC HEARING: Urban Growth Boundary Adoption Package

Mayor Vinis and Commissioner Farr opened the Public Hearing.

City of Eugene Principal Planner, Terri Harding, introduced the topic of the Public Hearing.

Public Testimony:

- Pat McGillivray - spoke in support of the UGB Adoption Package.
- Janet Calvert - spoke in support of the UGB Adoption Package.
- Elizabeth Langston - spoke in opposition to the UGB Adoption Package.
- Brent McLean - spoke in support of the UGB Adoption Package.
- Sue Pritchard - spoke in support of the UGB Adoption Package.
- Bill Aspegren - spoke in support of the UGB Adoption Package.
- Bill Close - spoke in support of the UGB Adoption Package.
- Ed McMahon - spoke in opposition to the UGB Adoption Package.
- Michael Reeder - spoke in support of the UGB Adoption Package.
- Ferris Cassell - spoke in opposition to the UGB Adoption Package.
- Brittany Quick-Warner - spoke in support of the UGB Adoption Package.
- Larry Banks - spoke in support of the UGB Adoption Package.
- Carlene Reilly - spoke in support of the UGB Adoption Package.

MOTION and VOTE: Commissioner Bozievich moved, seconded by Commissioner Leiken, to close the Public Hearing, but hold the record open until 5 p.m., July 5, 2017. **PASSED 5:0**

MOTION and VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to close the Public Hearing, but hold the record open until 5 p.m., July 5, 2017. **PASSED 8:0**

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Rodney Cimburke, LCOG)

M I N U T E S

Eugene City Council Work Session
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

June 28, 2017
12:00 p.m.

Councilors Present: Mike Clark, Greg Evans, Chris Pryor, Emily Semple, Claire Syrett, Betty Taylor, Alan Zelenka

Councilors Absent: Jennifer Yeh

Mayor Vinis opened the June 28, 2017, Work Session of the Eugene City Council.

A. Committee Reports and Items of Interest from Mayor, City Council, and City Manager

Councilor Evans - reported that he and Councilor Taylor attended the National League of Cities (NLC) summer meeting. As Chair of Transportation and Infrastructure for NLC this year, he conducted a robust meeting about priorities and the federal budget.

Councilor Taylor - urged other councilors to get involved with the NLC. In addition, she expressed concern with speed limits around parks.

Councilor Pryor - stated that Eugene had been designated a Mozilla Gigabit City. He added that he recently attended an LCOG meeting at the Cottage Grove Armory, and he was very impressed with the renovations and updates that had been performed on that building.

Councilor Semple - announced that the Human Rights Commission (HRC) had its last meeting until September. She added that there was a new Chair and Vice Chair, and three new commissioners on the HRC.

Councilor Clark - reported that he had recently attended a Lane Workforce Partnership Board meeting at which structural changes were ratified and approved.

Councilor Zelenka - said that he attended Dave Hauser's memorial, and it was a remarkable event.

Councilor Syrett - announced that she had recently attended a Human Services Commission (HSC) meeting, at which the one-night homeless camp was discussed.

Mayor Vinis - stated that the subcommittee of the Poverty and Homelessness Board that works on support of housing and shelter met the previous week and discussed a few projects to provide 50-60 units to house chronically homeless adults.

B. EXECUTIVE SESSION – pursuant to ORS 192.660(2)(i)

The council met in Executive Session held pursuant to ORS 192.660(2)(i) to review and evaluate the job performance of a chief executive officer.

C. WORK SESSION: City Manager Annual Performance Review

Council Discussion

- The City Manager did his job very well over the last year.
- Union relationships are better, but still need more work.
- Improved communication to engage the public in the City Council's work needed.
- Compared with several City Managers of the past, the current manager is the best.
- City Manager's recent response to both the union and the community regarding additional ambulance transportation funding was appreciated.
- Manager's work in the past year to house homeless veterans was noteworthy.
- Ongoing problems with the new City Hall and South Willamette is area of concern.
- Appreciate that City staff is accessible to the council.
- Urban renewal activity was promoted by the City Manager and staff instead of the council.
- Should explore the benefits of a performance auditor.
- Concerned with lost or delayed items.

MOTION AND VOTE: Councilor Zelenka moved, seconded by Councilor Clark, to, in lieu of a merit salary increase, Council grant the City Manager, on a one-time basis, two weeks, or 80 hours of vacation leave. The motion passed unanimously 7:0.

The meeting of the Eugene City Council adjourned at 1:30 p.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Rodney Cimburke, LCOG)

MINUTES

Eugene City Council
Harris Hall, 125 East 8th Avenue
Eugene, Oregon 97401

July 3, 2017
10:00 a.m.

Councilors Present: Chris Pryor, Emily Semple, Claire Syrett, Betty Taylor, Jennifer Yeh, Alan Zelenka (*all councilors present via teleconference*)

Councilors Absent: Mike Clark, Greg Evans

Mayor Vinis opened the July 3, 2017, meeting of the Eugene City Council.

1. ACTION: West Eugene E-Commerce Zone Designation

MOTION: Councilor Zelenka moved, seconded by Councilor Syrett, to adopt Resolution 5203, a resolution requesting that the West Eugene Zone be designated for electronic commerce.

Amanda D'Souza of the Planning and Development Department offered a report on Resolution 5203.

Council Discussion

- Opposed to the resolution due to the inclusion of a call center that would shut down after the tax break expires.
- Concerned that only one minimum wage employee would be required for a business to take advantage of the credit.
- The types of businesses able to apply for the credit are very limited.

MOTION PASSED 5:1, Councilor Taylor opposed.

The meeting adjourned at 10:28 a.m.

Respectfully submitted,

Beth Forrest
City Recorder

(Recorded by Rodney Cimburke, LCOG)

EUGENE CITY COUNCIL
AGENDA ITEM SUMMARY

Approval of Tentative Working Agenda

Meeting Date: September 11, 2017 | Agenda Item Number: 3B
Department: City Manager's Office | Staff Contact: Beth Forrest
www.eugene-or.gov | Contact Telephone Number: 541-682-5882

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

BACKGROUND
On July 31, 2000, the City Council held a process session and discussed the Operating Agreements. Section 2, notes in part that, "The City Manager shall recommend monthly to the council which items should be placed on the council agenda. This recommendation shall be placed on the consent calendar at the regular City Council meetings (regular meetings are those meetings held on the second and fourth Monday of each month in the Council Chamber). If the recommendation contained in the consent calendar is approved, the items shall be brought before the council on a future agenda. If there are concerns about an item, the item may be pulled from the consent calendar at the request of any councilor or the Mayor. A vote shall occur to determine if the item should be included as future council business." Scheduling of this item is in accordance with the Council Operating Agreements.

RELATED CITY POLICIES
There are no policy issues related to this item.

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

CITY MANAGER'S RECOMMENDATION
Staff has no recommendation on this item.

SUGGESTED MOTION
Move to approve the items on the Tentative Working Agenda.

ATTACHMENTS

A. Tentative Working Agenda

FOR MORE INFORMATION

Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: beth.l.forrest@ci.eugene.or.us

EUGENE CITY COUNCIL
TENTATIVE WORKING AGENDA

August 31, 2017

SEPTEMBER 11	MONDAY	
5:30 p.m.	**Council Work Session**	
Harris Hall	**Expected Absences:**	
A. Committee Reports and Items of Interest from Mayor, City Council and City Manager		
B. WS: Process Session		60 mins – CS/Cariaga
7:30 p.m.	**Council Meeting**	
Harris Hall	**Expected Absences:**	
1. Ceremonial Matters (in honor of September 11th)		
2. Public Forum		
3. Consent Calendar		
a. Approval of City Council Minutes		CS/Forrest
b. Approval of Tentative Working Agenda		CS/Forrest
c. Adoption of Resolution Revising Operating Agreements		CS/Forrest
d. Approval of Overseas Travel Request		CS/Forrest

SEPTEMBER 13	WEDNESDAY	
Noon	**Council Work Session**	
Harris Hall	**Expected Absences:**	
A. WS: Civilian Review Board Update		45 mins – CS/Pitcher
B. WS: Emergency Management Update		30 mins – CS/Daut
C. WS: Purchase of Greenhill Technology Park Property		15 mins – CS/Daut

SEPTEMBER 18	MONDAY	
7:30 p.m.	**Council Public Hearing**	
Harris Hall	**Expected Absences:**	
A. PH:		

SEPTEMBER 20	WEDNESDAY	
Noon	**Council Work Session**	
Harris Hall	**Expected Absences:**	
A. WS: Multifamily Recycling Program		30 mins – PDD/Wisth
B. WS: Broadway Plaza Renaming		PDD/Kinnison

SEPTEMBER 25	MONDAY	
5:30 p.m.	**Council Work Session**	
Harris Hall	**Expected Absences:**	
A. Committee Reports and Items of Interest from Mayor, City Council and City Manager		
B. WS: Police Commission Update		45 mins – EPD/Hawley
7:30 p.m.	**Council Meeting**	
Harris Hall	**Expected Absences:**	
1. Public Forum		
2. Consent Calendar		
a. Approval of City Council Minutes		CS/Forrest
b. Approval of Tentative Working Agenda		CS/Forrest
c. Approval of Schaefer Annexation (A 17-7)		PDD/Berg-Johansen
3. PH and Action: Supplemental Budget		CS/Miller

A=action; PH=public hearing; WS=work session

EUGENE CITY COUNCIL
TENTATIVE WORKING AGENDA

August 31, 2017

SEPTEMBER 27	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. Executive Session pursuant to ORS 192.660(2)(i)
B. WS: Police Auditor Annual Performance Review — 45 mins – CS/Holmes
C. WS:

OCTOBER 9	MONDAY
5:30 p.m.	**Council Work Session**
Harris Hall	**Expected Absences:**

A. Committee Reports and Items of Interest from Mayor, City Council and City Manager
B. WS:
C. WS:

7:30 p.m. **Council Meeting**
Harris Hall **Expected Absences:**

1. Ceremonial Matters
2. Public Forum
3. Consent Calendar
   a. Approval of City Council Minutes — CS/Forrest
   b. Approval of Tentative Working Agenda — CS/Forrest
4.

OCTOBER 11	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. WS: Climate Recovery Ordinance Progress Report — 90 mins – CS/Clinton

OCTOBER 16	MONDAY
7:30 p.m.	**Council Public Hearing**
Harris Hall	**Expected Absences:**

A. PH:

OCTOBER 18	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. WS: Human Services Commission Funding — 90 mins –

OCTOBER 23	MONDAY
5:30 p.m.	**Council Work Session**
Harris Hall	**Expected Absences:**

A. Committee Reports and Items of Interest from Mayor, City Council and City Manager
B. WS:
C. WS:

A=action; PH=public hearing; WS=work session

EUGENE CITY COUNCIL
TENTATIVE WORKING AGENDA

August 31, 2017

7:30 p.m. **Council Meeting**
Harris Hall **Expected Absences:**

1. Public Forum
2. Consent Calendar
   a. Approval of City Council Minutes — CS/Forrest
   b. Approval of Tentative Working Agenda — CS/Forrest
3. URA Action: Appointments to Riverfront Renewal Guides for Riverfront URP — PDD/Nobel

OCTOBER 25	**WEDNESDAY**

Noon **Council Work Session**
Harris Hall **Expected Absences:**

A. WS:
B. WS:

NOVEMBER 8	**WEDNESDAY**

Noon **Council Work Session**
Harris Hall **Expected Absences:**

A. WS:
B. WS:

NOVEMBER 13	**MONDAY**

5:30 p.m. **Council Work Session**
Harris Hall **Expected Absences:**

A. Committee Reports and Items of Interest from Mayor, City Council and City Manager
B. WS:
C. WS:

7:30 p.m. **Council Meeting**
Harris Hall **Expected Absences:**

1. Ceremonial Matters
2. Public Forum
3. Consent Calendar
   a. Approval of City Council Minutes — CS/Forrest
   b. Approval of Tentative Working Agenda — CS/Forrest
4.

NOVEMBER 15	**WEDNESDAY**

Noon **Council Work Session**
Harris Hall **Expected Absences:**

A. WS:
B. WS:

NOVEMBER 20	**MONDAY**

7:30 p.m. **Council Public Hearing**
Harris Hall **Expected Absences:**

A. PH:

A=action; PH=public hearing; WS=work session

EUGENE CITY COUNCIL
TENTATIVE WORKING AGENDA

August 31, 2017

NOVEMBER 22	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. WS:
B. WS:

NOVEMBER 27	MONDAY
5:30 p.m.	**Council Work Session**
Harris Hall	**Expected Absences:**

A. Committee Reports and Items of Interest from Mayor, City Council and City Manager
B. WS:
C. WS:

7:30 p.m. **Council Meeting**
Harris Hall **Expected Absences:**

1. Public Forum
2. Consent Calendar
   a. Approval of City Council Minutes — CS/Forrest
   b. Approval of Tentative Working Agenda — CS/Forrest
3.

NOVEMBER 29	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. WS:
B. WS:

DECEMBER 11	MONDAY
5:30 p.m.	**Council Work Session**
Harris Hall	**Expected Absences:**

A. Committee Reports and Items of Interest from Mayor, City Council and City Manager
B. WS: Public Safety System — 90 mins – CS & EPD/Hammitt & Kerns

7:30 p.m. **Council Meeting**
Harris Hall **Expected Absences:**

1. Public Forum
2. Consent Calendar
   a. Approval of City Council Minutes — CS/Forrest
   b. Approval of Tentative Working Agenda — CS/Forrest
   c. Adoption of Resolution Acknowledging Receipt of CAFR — CS/Lauderbach
3. URA Action: Resolution Acknowledging Receipt of Annual Financial Report — CS/Lauderbach
4. URA PH and Action: Supplemental Budget — CS/Miller
5. PH and Action: Supplemental Budget — CS/Miller

DECEMBER 13	WEDNESDAY
Noon	**Council Work Session**
Harris Hall	**Expected Absences:**

A. WS:
B. WS:

COUNCIL BREAK: DECEMBER 14, 2017 – JANUARY 4, 2018

A=action; PH=public hearing; WS=work session

EUGENE CITY COUNCIL
AGENDA ITEM SUMMARY

Adoption of Resolution 5205 Amending Eugene City Council Operating Agreements and Repealing Resolution No. 5043

Meeting Date: September 11, 2017 | Agenda Item Number: 3C
Department: Central Services | Staff Contact: Beth Forrest
www.eugene-or.gov | Contact Telephone Number: 541-682-5882

ISSUE STATEMENT
The City Council Operating Agreements is the document that guides how the City 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 May 24, 2017, City Council process session, the following substantive revision to the City Council Operating Agreements was approved by the council:

Section 3.05 Committee Reports and Items from Mayor, City Council and City Manager
This section was revised as follows:

> At work sessions 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.*** ~~Detailed reports on committee assignments will be given quarterly, with these reports rotating according to a pre-determined schedule and occurring at the first Monday work session of each month; the time set for this item will be 60 minutes. General reports will be given during the second Monday work session; the time set for this item will be 30 minutes.~~ The time allotted for "Items" is subject to change to accommodate emerging issues.

In addition, three housekeeping changes were also made and are reflected in the legislative format of the Operating Agreements (Attachment A).

RELATED CITY POLICIES
No policy issues are related directly to consideration of this resolution.

COUNCIL OPTIONS
The City Council may choose to 1) adopt the revisions and proposed resolution as submitted; 2) offer suggestions for modified language; or 3) not adopt the resolution.

CITY MANAGER'S RECOMMENDATION
The City Manager recommends adoption of the proposed resolution.

SUGGESTED MOTION
Move to adopt Resolution 5205 amending Eugene City Council Operating Agreements and repealing Resolution No. 5043.

ATTACHMENTS
A. Council Operating Agreements with proposed revisions in legislative format
B. Proposed Resolution

FOR MORE INFORMATION
Staff Contact: Beth Forrest
Telephone: 541-682-5882
Staff E-Mail: beth.l.forrest@ci.eugene.or.us

ATTACHMENT A

EUGENE CITY COUNCIL OPERATING AGREEMENTS

RESOLUTION NUMBER ~~5043~~ *5205*

ADOPTED ~~OCTOBER 10, 2011~~ *SEPTEMBER 11, 2017*

INTRODUCTION

The Municipal Charter of the City of Eugene (Charter) and Eugene City Code, 1971 (E.C.), as well as the Oregon Revised Statues (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 as needed. Other work sessions may be held on the second, third, fourth, and fifth Wednesdays of the month. These work sessions shall start at noon and last for a maximum of 90 minutes. Except for extraordinary circumstances, the total time for presentations by staff and/or others on a single agenda item shall be no more than 15 minutes.

1.03 Location of Meetings

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

1.04 Notice of Meetings, Special Meetings, Emergency Meetings

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

1.05 Public Forum

A public comment period generally shall be the first item of every regular meeting of the Eugene City Council. By council majority vote, time-sensitive issues may be moved up in the agenda order.

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

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

Speakers at the Public Forum will be limited to three minutes. Generally, the speakers will be called upon in the order in which the "request to speak" forms are received by the staff at the meeting. No persons will be allowed to complete a "request to speak" form more than 30 minutes prior to the start of the meeting.

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

1.06 Public Hearings

Public hearings shall generally be held on the third Monday of the month, except for those months during which a Council break occurs, and shall be held for all ordinances except under the terms delineated in E.C. 2.007(4). Hearings may be scheduled on other items at the discretion of the Mayor and the City Manager. Persons wishing to speak shall submit a "request to speak" form prior to the commencement of the public hearing at which the person wishes to speak. The Mayor or presiding officer shall inform the audience of this requirement to sign up prior to the commencement of a public hearing. Speakers will be limited to three minutes. Eugene Code 2.015(7) notwithstanding, councilors may ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his/her testimony. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The Mayor or presiding officer may intervene if a councilor is violating the spirit of this guideline. At the end of the Public Hearing, each member of the Council has the opportunity to comment on or discuss testimony given during the Public Hearing.

~~The Mayor and Council will be limited to commenting only on the main motion prior to discussing any proposed amendments. If a 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.~~

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, and staff shall then poll all councilors, in writing, to ask if the item should be placed on the Council agenda. If, within five working days of distribution of the poll, a majority of the Council responds in the affirmative, the item shall be placed on the Council agenda within one week. A majority in this instance is four councilors.

2.03 Tentative Agenda on the Consent Calendar

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

2.04 Tentative Agenda Provided Each Week

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

2.05 Scheduling of Items on the Agenda

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

2.06 Routine Business Items on the City Council Agenda

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

3. ORDER OF ITEMS ON A SPECIFIC DATE MEETING AGENDA

3.01 Pledge of Allegiance to the Flag

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

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

3.02 Ceremonial Matters

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

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

3.03 Consent Calendar

At regular City Council meetings, in order to expedite the Council's business, routine and standard items shall be placed on the Consent Calendar. Any item on the Consent Calendar may be removed for separate consideration by any member of the Council. Revisions or corrections to meetings minutes shall be considered first, prior to other items removed from the Consent Calendar. The remaining items on the Consent Calendar may then be considered for action by a single vote. The items pulled from the Consent Calendar shall be considered after the approval of the remainder of the Consent Calendar and before the next scheduled item on the agenda. Ordinances, because of charter requirements, are not to be placed on the Consent Calendar.

3.04 Public Hearings Given Priority

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

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

At work sessions 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.*** ~~Detailed reports on committee assignments will be given quarterly, with these reports rotating according to a pre-determined schedule and occurring at the first Monday work session of each month; the time set for this item will be 60 minutes. General reports will be given during the second Monday work session; the time set for this item will be 30 minutes.~~ The time allotted for "Items" is subject to change to accommodate emerging issues.

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 requested 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, the 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 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. 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 a 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. The 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 which he or 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, as permitted in Resolution No. 4375, shall be $.15.1 per mile as of September 1, 2002, 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/Guest Expenses

The City shall reimburse councilors or the Mayor for spouse expenses at local events when the councilors or the Mayor and spouse 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 spouses. If councilors or the Mayor wish to have spouses 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's travel and lodging expenses. Reimbursement should be made as soon as possible so that the trip reconciliation process can be completed. When a guest is invited in place of a spouse, this reimbursement policy shall also apply.

10.05 Petty Cash

Expenses under $50 can usually 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 ~~mailed~~ ***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. ~~COUNCIL CHAMBER AND MCNUTT ROOM SEATING ASSIGNMENTS~~ *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 5043Council president seated at the Mayor's right and the Council vice president seated at the Mayor's left.

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

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

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

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

ATTACHMENT A

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. The 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.

ATTACHMENT A
Attachment A

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. 5205

A RESOLUTION AMENDING EUGENE CITY COUNCIL OPERATING AGREEMENTS AND REPEALING RESOLUTION NO. 5043.

The City Council of the City of Eugene finds that:

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

B. The Eugene City Council Operating Agreements (referred to as groundrules in the Eugene Code, 1971) were adopted by Resolution No. 4588 on April 12, 1999, and have subsequently been amended, most recently by Resolution No. 5043 on October 10, 2011.

C. At a Council process session on May 24, 2017, the Council approved an amendment to Section 3.05 of the City Council Operating Agreements (Committee Reports and items of Interest from Mayor, City Council and City Manager).

NOW, THEREFORE,

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

Section 1. Based on the above findings, the Eugene City Council Operating Agreements, referred to as ground rules in the Eugene Code, 1971, are amended as set forth in Exhibit A attached to this Resolution.

Section 2. Based on Council's directive at its regular meeting on January 28, 2008, that the operating agreements of the Intergovernmental Relations Committee be incorporated into the Operating Agreements of the Eugene City Council, also included in Exhibit A are the City Council Committee on Intergovernmental Relations Operating Agreements.

Section 3. Resolution No. 5043 and the Operating Agreements adopted by that Resolution are repealed as of the effective date of this Resolution.

Section 4. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution adopted the _____ day of _____, 2017.

_____

City Recorder

EUGENE CITY COUNCIL
AGENDA ITEM SUMMARY

Approval of Overseas Travel Request

Meeting Date: September 11, 2017 | Agenda Item Number: 3D
Department: Central Services | Staff Contact: Mia Cariaga
www.eugene-or.gov | Contact Telephone Number: 541-682-5010

ISSUE STATEMENT
This item is to secure City Council approval of overseas travel by Councilor Yeh to Eugene's sister city of Jinju, South Korea, planned from September 29 – October 8, 2017. Section 10.07 of the Eugene City Council Operating Agreements dictate that if the Mayor or members of the City Council wish to make a council business-related trip to a destination overseas, the request is to be made in writing and placed on the Consent Calendar for approval by the City Council.

BACKGROUND
A letter was received from Jinju Mayor Chang-hee Lee, inviting Mayor Vinis and City Councilors to participate in a delegation visit to Jinju in October 2017. The cost of air fare and other expenses traveling to and from Jinju is approximately $2,600 per person, which would be paid by the City of Eugene. All other expenses related to the delegation members' stay in Jinju, including lodging, ground transportation, and meals will be covered by the City of Jinju.

Councilor Yeh has expressed interest in participating in this sister city trip pending City Council approval of these travel expenses.

The City has historically funded travel expenses for elected officials to join delegations traveling to sister cities. In the summer of 2006, the City Council approved payment of the travel expenses for both Mayor Piercy and Councilor Taylor to participate in a 12-day trip to Irkutsk, Russia. In October 2005, the City funded Mayor Piercy's and Councilor Papé's travel expenses for a sister city delegation trip to Jinju, South Korea, and Kakegawa, Japan. In October 2004, the City funded travel expenses for Mayor Torrey to visit sister city Jinju, South Korea, and in 1999, the City funded travel expenses for Mayor to visit sister cities in Russia and Japan.

RELATED CITY POLICIES
The City policy governing this issue is found in Section 10.07 of the Eugene City Council Operating Agreements.

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.

COUNCIL OPTIONS
The City Council can approve this request which will result in an expense to the City, or deny the request and require councilors to incur their own travel expenses.

CITY MANAGER'S RECOMMENDATION
The City Manager has no recommendation on this item.

SUGGESTED MOTION
Move to approve the overseas sister city travel request for Councilor Yeh to participate in the sister city delegation visit to Jinju, South Korea in October 2017.

ATTACHMENTS
Attachment A - Overview of Jinju Trip

FOR MORE INFORMATION
Staff Contact: Mia Cariaga
Telephone: 541-682-5010
Staff E-Mail: mia.cariaga@ci.eugene.or.us

EUGENE-JINJU(CHINJU) SISTER CITY COMMITTEE
HTTP://EUGENE-CHINJU.ORG

EXCITING TRIP TO KOREA

JOIN IN THE 2017 EUGENE DELEGATION TO KOREAN SISTER CITY, JINJU AND OTHER MAJOR TOUR ATTRACTIONS IN KOREA

Celebrating the 56th year of the sister city relationship with Jinju

When: September 29—October 8, 2017

Place: Jinju, Busan, Gyeongju, Seoul, Incheon

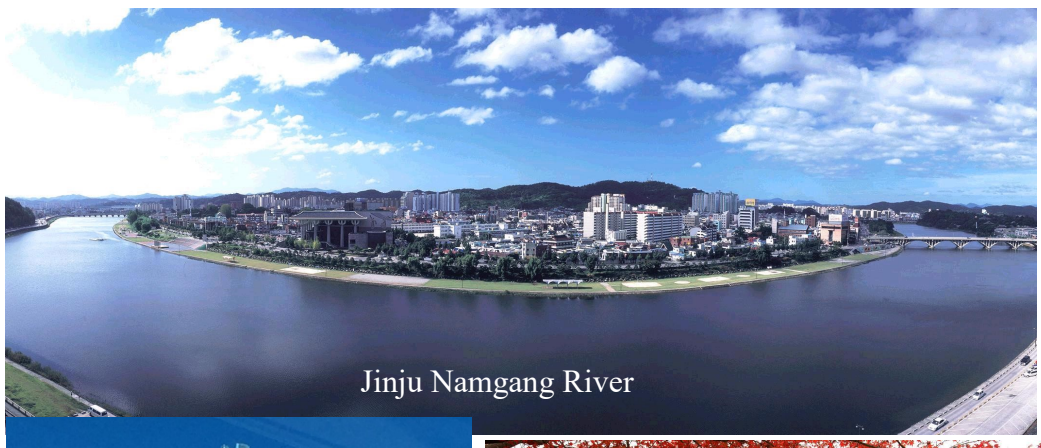
Cost: $2,350.00—Double Occupancy, $2,600.00 –Single Occupancy

Application d/l : September 1, 2017 6 maximum in size, (non-refundable deposit $1,000, balance to be paid on or before 9/1/2017, payable to Eugene-Jinju(Chinju) Sister City Committee)

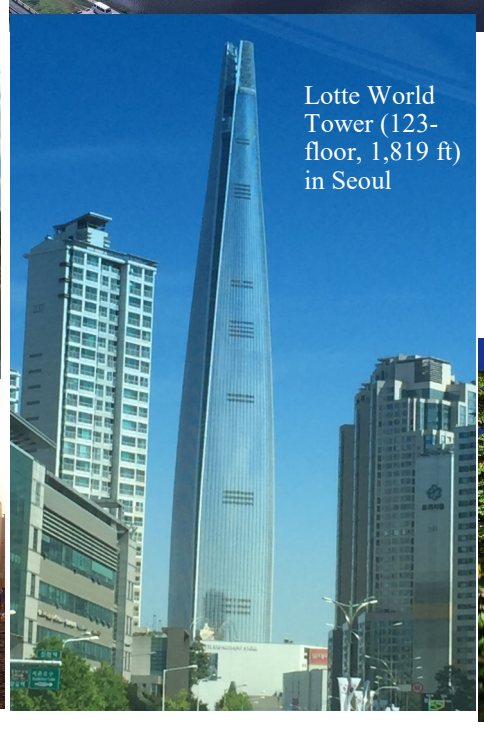
EUGENE-JINJU(CHINJU)
SISTER CITY COMMITTEE
HTTP://EUGENE-CHINJU.ORG

1661 Stoney Ridge Rd.
Eugene, OR 97405

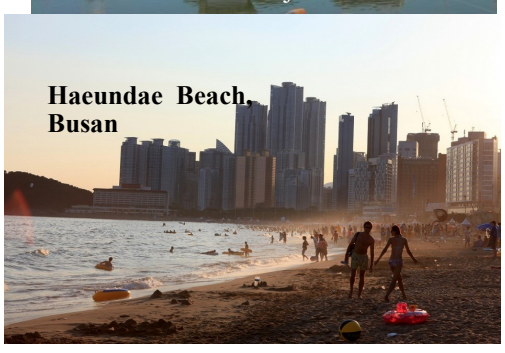
Phone: 541-344-4464
E-mail: kiwon@rhew.us


Jinju Namgang River

Jinju Lantern Festival


Lotte World Tower (123-floor, 1,819 ft) in Seoul

Gyeongju's Bulguksa Temple UNESCO World Heritage List


Haeundae Beach, Busan

Seoul Gyeonbok Palace Gyeonghoeru Loyal Pavillion