



**EUGENE
CITY COUNCIL**

**OPERATING
AGREEMENTS**

JULY 19, 2023

1

OPERATING AGREEMENTS

DISCUSSION OVERVIEW

- Adopting previously approved pilots
- Adopting previously discussed changes
- Clarifying and incorporating additional operational updates
- Other requests

2

OPERATING AGREEMENTS

SECTION 1 – MEETING REQUIREMENTS

- **1.02 Work Sessions**
 - Adjusts meeting length (as needed) and day
 - Reflects changes to Public Hearing start time
- **1.05 Public Forum**
 - Occurs after Priority Goal Consent Actions
 - Incorporates current sign up and randomization process
 - Length of testimony based on previously approved pilot
- **1.06 Public Hearings**
 - Adds ability to schedule presentations from advisory bodies
 - Incorporates current sign up and randomization process

3

OPERATING AGREEMENTS

SECTION 2 – PLACING ITEMS ON COUNCIL AGENDA

- **2.02 Council Poll**
 - Removes scheduling timeframe
 - Adds information to poll regarding council goals/priorities

4

OPERATING AGREEMENTS

SECTION 3 – ORDER OF ITEMS ON A SPECIFIC DATE

- **3.053 Committee Reports and Items**
 - Now takes place during council meetings
- **3.034 Consent Calendar**
 - Differentiates Consent Calendar 1 from other consent calendars
- **3.045 Public Hearings Given Priority**
 - Adjusts section numbering only
- **3.06 Action Items**
 - Clarifies order of action items
 - Adds Priority Goal consent actions

5

OPERATING AGREEMENTS

POSSIBLE MOTION

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

6

1.02 Work Sessions (excerpt)

- The Council may meet in work sessions beginning at 5:30 p.m. prior to its regular Monday meetings. Other work sessions may be held on the second, third, fourth, and fifth Wednesdays of the month. These work sessions shall start at noon and generally last for a maximum of 90 minutes. Additional ~~5:30 p.m.~~ work sessions ~~will~~ may be scheduled on the third Monday of the month, as needed, following or in lieu of a public hearing.

7

1.05 Public Forum (excerpts)

- A public comment period generally shall be the ~~first~~ fourth item of every regular meeting of the Eugene City Council, following Committee Reports and Items of Interest, Priority Goal Consent Actions and Consent Calendar 1.
- Persons wishing to speak must sign up to do so not later than five minutes after the ~~Public Forum~~ meeting has been opened by the Mayor or presiding officer. The Mayor or presiding officer shall inform the audience of the requirement to sign up to speak not later than five minutes after the meeting has been called to order ~~or prior to the conclusion of the Public Forum.~~
- Speakers at the Public Forum will be limited to ~~three~~ two-and-a-half minutes and the Public Forum will be limited to 90 minutes total. ~~Generally, the speakers will be called upon in the order in which the "Request to Speak" forms are received by staff at the meeting.~~ Request-to-Speak forms will be shuffled so that speakers are called in random order. No persons will be allowed to submit a "Request to Speak" form more than 30 minutes prior to the start of the meeting.

8

1.06 Public Hearings (excerpts)

- Public hearings shall generally be held on the third Monday of the month, except for those months during which a Council break occurs and shall be held for all ordinances except under the terms delineated in E.C. 2.007(4). Hearings ~~may be scheduled~~ on other items and presentations from standing advisory bodies to the Council may be scheduled at the discretion of the Mayor and the City Manager.
- Persons wishing to speak shall submit a "Request to Speak" form not later than 5 minutes after ~~prior to~~ the commencement of the ~~public hearing~~ meeting at which the person wishes to speak. The Mayor or presiding officer shall inform the audience of this requirement to sign up prior to the commencement of a public hearing. In general, speakers will be limited to three minutes and called in a random order.

9

2.02 Council Poll (excerpts)

- A councilor may ask Council support staff for a work session or consideration of a resolution, and staff shall then poll all councilors, in writing, to ask if the item should be placed on the Council agenda. If, within two weeks of distribution of the poll, with an individualized reminder at five working days, a majority of the Council responds in the affirmative, the item shall be placed on ~~the~~ a future Council agenda ~~within one week~~. A majority in this instance is four councilors.
- Work session polls will generally include the work session topic and related Council goal or priority issues and questions to be addressed and intended outcomes.

10

3.06 Action Items (excerpts)

- In general, action on ordinances and councilor-introduced resolutions or motions shall be placed on regular City Council meeting agendas and shall be scheduled after Public Forum unless they are Priority Goal consent actions. This does not preclude taking action on items during work sessions or other portions of the meeting.
- Consent action items that are specifically related to City Council Goals and Priorities shall be scheduled for action prior to Consent Calendar 1. Examples include items such as Low Income Rental Housing Property Tax Exemptions (LIRHPTE) and other authorizations in support of low-income housing.
- Annexations and similar land use action items shall be placed on a second Consent Calendar after Public Forum during regular council meetings. The same process outlined in Section 3.04 shall be used for pulling items for discussion.

11

OPERATING AGREEMENTS

POSSIBLE MOTION

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

12