



**GLADSTONE CITY COUNCIL WORK SESSION AGENDA
CIVIC CENTER COUNCIL CHAMBERS
July 25, 2023 - 5:30 PM**

5:30 p.m.
CALL TO ORDER
ROLL CALL
FLAG SALUTE

The City of Gladstone is abiding by guidelines set forth in House Bill 2560, which requires the governing body of the public body, to extent reasonably possible, to make all meetings accessible remotely through technological means and provide opportunity for members of general public to remotely submit oral and written testimony during meetings to extent in-person oral and written testimony is allowed. Therefore, this meeting will be open to the public both in person and virtually using the Zoom platform.

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82781172059?pwd=Wkk3TUVoQ0p1TU1tbHFMVWwzOXdiQT09>

Passcode: 094519

Or One tap mobile :

+12532158782,,82781172059#,,,,*094519# US (Tacoma); +13462487799,,82781172059#,,,,*094519# US (Houston)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 253 215 8782 US (Tacoma); +1 346 248 7799 US (Houston)

Webinar ID: 827 8117 2059

Passcode: 094519

The public is welcome to attend the Work Session in person, or on-line however, no public comment will be allowed.

WORK SESSION

- 1. PRESENTATION FROM CLACKAMAS COMMUNITY COLLEGE AND BOND CELEBRATION PROJECT**
President Tim Cook and Board of Director Wade Hawthorn
- 2. UPDATE ON THE 2023-25 ADOPTED CITY COUNCIL GOALS**
City Administrator Jacque Betz
- 3. CONTINUE REVIEWING THE CITY COUNCIL RULES**
City Attorney Chad Jacobs, City Administrator Jacque Betz

ADJOURN

Upcoming Meeting Dates:

- August 8, 2023 – Regular City Council Meeting- 6:30 p.m.
- August 22, 2023 – City Council Work Session- CANCELLED for Summer recess.

MEETING ACCESSIBILITY SERVICES AND AMERICANS WITH DISABILITIES ACT (ADA) NOTICE

The Civic Center is ADA accessible. Hearing devices may be requested from the City Recorder at least 48 hours prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder at bannick@ci.gladstone.or.us. Staff will do their best to respond in a timely manner and to accommodate requests.

**WORK
SESSION
#1**



BOND PROJECTS

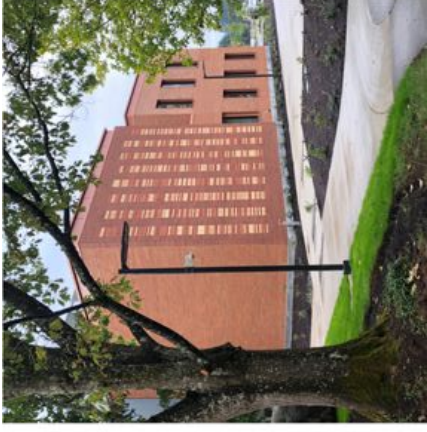


Bond Projects

- Harmony West
- Holden Industrial Technology Center
- DeJardin Hall addition
- Wacheno Welcome Center
- Pauling remodel
- Randall seismic updates
- Transit Center
- Douglas Loop
- Automotive remodel

- Community Center remodel
- Randall locker rooms
- Barlow parking lot
- Roof replacements
- Elevator upgrades
- Meyers Road
- Wrestling room
- Wayfinding/signage

\$90M passed
 \$32M state matches
 \$9M in premiums
 \$3.6M grants
\$1.7M interest
\$136.3M total



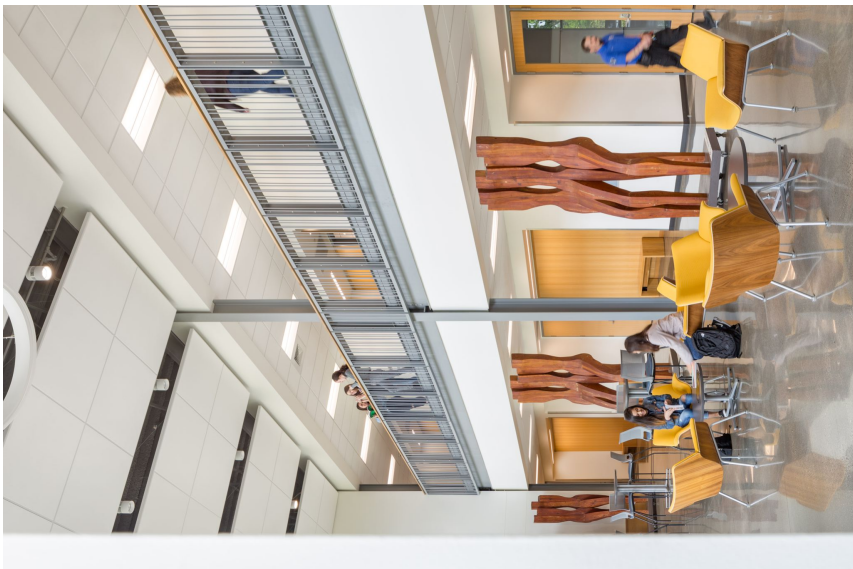
Harmony West

- Three floors, 43,634 square ft
- Eight classrooms
- One large, divisible classroom
- Chemistry lab and biology lab with lab preparation space
- Two computer labs
- Multipurpose/community event space
- Lobby, informal learning spaces
- Support spaces: restrooms, furniture storage, conference room, faculty workroom, etc.

- 1 - 3



Harmony West



Harmony West



Holden Industrial Technology Center

- Building size: 44,424 square feet
- New 120-space parking lot
- Increased teaching, training and partner space
- High-bay space to for specialized equipment
- Flexibility for regional partnership programs
- Industry partner space
- Advanced computer labs
- Informal learning/study spaces
- General classrooms

1 - 6



Holden Industrial Technology Center Makerspace



- Woodworking
- Metalworking
- Welding
- Digital manufacturing
- Electronics
- Sewing



DeJardin Hall

- 23,150 sf of new space and 18,602 sf of renovated space
- New anatomy, physiology, zoology labs
- New biology and environmental labs
- New chemistry and chemistry tutoring labs
- New water environmental technology labs
- Staff offices
- Science on display

1 - 8



DeJardin Hall



DeJardin Hall



Automotive Expansion and Remodel



- Adds 12,600 square feet of shop, storage and classroom space
- Two 25'x30' flex labs
- 12 additional technician work stations
- Expanded high school program space
- Increased teaching, training and partner space
- Informal learning/study spaces
- State-of-the-art technology

Wacheno Welcome Center

- Size: 23,800 square feet
- Student support services
- Student collaboration and study areas
- Multicultural Center
- Career Center and Start Lab
- Student Government
- Admissions
- Disability Resource Center
- Veterans Center
- New plaza

1 - 12



Wacheno Welcome Center



Wacheno Welcome Center



Roger Rook Hall

- Architect: OPSIS Architects
- Contractor: Fortes Construction
- 15,000 square feet, first floor renovation
- Home for executive, Foundation and DEI offices
- New community room space with dividable partition wall
- Five conference rooms
- Renovated lobby with study space and soft furniture

1 - 15



Facilities and Campus Upgrades



- Elevator upgrades
- Title IX upgrades
- Extension of Meyers Road
- Stormwater improvements
- Roof replaces/repairs
- Wayfinding and entrance signage
- Campus safety and security upgrades

Workforce Goals



SAIL GOAL: 1,000 Hours ➔ **Achieved! 1,973 hours**

BOAT GOAL: 10% ➔ **Achieved! 29%**



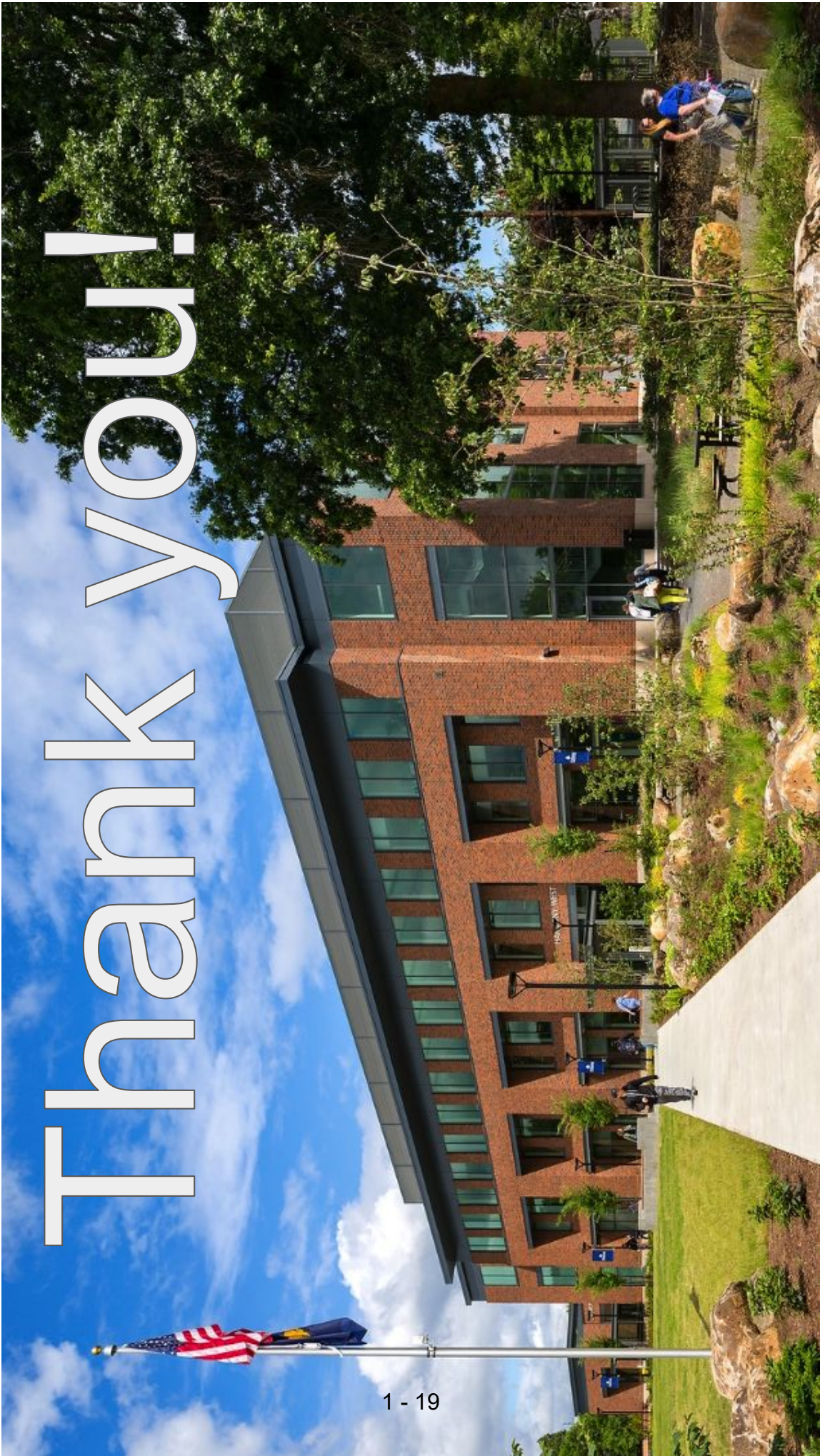
Bond party Aug. 5, 10 a.m.-3 p.m.

- Family friendly
- FREE food
- Games and activities
- Truck/tractor display
- Fun classes
- Entertainment
- Tour our bond buildings
- And more!

1 - 18



Thank you!



**WORK
SESSION
#2**

City of Gladstone Staff Report

Report Date: July 18, 2023
Meeting Date: July 25, 2023
To: City Council
Via:
From: Jacque M. Betz, City Administrator

AGENDA ITEM

Update on the 2023-25 City Council Adopted Goals

PROPOSAL

In February 2023, the Gladstone City Council adopted goals for 2023-25. A copy of the goals are included in the packet. City Administrator Jacque Betz will provide a update on the progress of the following goals:

- Goal 1 Economic Development
- Goal 2 Infrastructure
- Goal 3 Communications and Engagement
- Goal 4 Parks

STAFF RECOMMENDATIONS

There is no proposed Council Action at the work session. The update is for informational purposes only.

Department Head
Signature

Date


City Administrator
Signature

7-19-2023
Date

CITY OF GLADSTONE

Glad to be here!

CITY COUNCIL GOALS

2023-25



Our Team



City Council

Mayor Michael Milch
Councilor Vanessa Huckaby
Councilor Greg Alexander
Councilor Veronica Reichle
Councilor Cierra Cook
Councilor Luke Roberts
Councilor Mindy Garlington



Management Team

City Administrator, Jacque Betz
Police Chief, John Schmerber
Community Services Manager, Tiffany Kirkpatrick
Public Works Director, Darren Caniparoli
Finance Consultant, Cathy Brucker
Human Resources Consultant, Nancy McDonald



Mayor Michael Milch

Councilor Vanessa Huckaby



Councilor Greg Alexander

Councilor Cierra Cook



Councilor Veronica Reichle



Councilor Luke Roberts

Councilor Mindy Garlington



INTRODUCTION

The City of Gladstone is pleased to present the summary of their 2023-25 annual goal-setting retreat. The City Council and Management Team convened on January 13-14, to discuss progress on the 2022 goals, review the current context, refine current goals, set new goals for the years ahead, and develop a process for tracking progress and reporting on the goals.

The City hired the SSW Consulting team to facilitate the workshop and guide the goal refinement and planning process. Prior to the workshop, the SSW team interviewed all City Councilors and gathered input from the department heads to understand their desired outcomes, as well as challenges and opportunities on the horizon that should be considered as the Council refines their goals for the next year. The results of this outreach informed the design of Council Retreat agenda to ensure an engaging and productive work session with the following outcomes.

CONTEXT

Clear understanding of the community context and status of the 2023-25 goals and objectives to inform the team's goal setting.

REFINED FOCUS

Refined and focused goals to ensure a foundation of a strong core services and address current community needs.

OUTCOMES

Identify focused goals with clear outcomes.

IMPLEMENTATION PLAN

Develop an implementation plan that identifies reporting expectations and process for making updates to the goals.

Gladstone City Council and Management Team worked closely to assess the progress of the 2022 goals and discussed if and how these priorities should be adjusted for the coming years, as well as any additional priorities that should be brought forward for consideration. City staff will pursue the 2023-25 goals while continuing to provide core services to support a safe and thriving community.

We feel so fortunate to have a highly engaged City Council and staff who are dedicated to preserving and enhancing the quality of life for residents both today and into the future. We look forward to partnering with our boards, commissions, advisory groups, community partners, and residents to advance the goals.

- City of Gladstone City Council + Management Team -

VISION + CORE VALUES

Vision

Gladstone is a vibrant and thriving community where all people have access to opportunity to improve their quality of life.

Values

Partnerships - Sustainability
 Transparency - Adaptability
 Diversity, Equity + Inclusion

SETTING THE CONTEXT

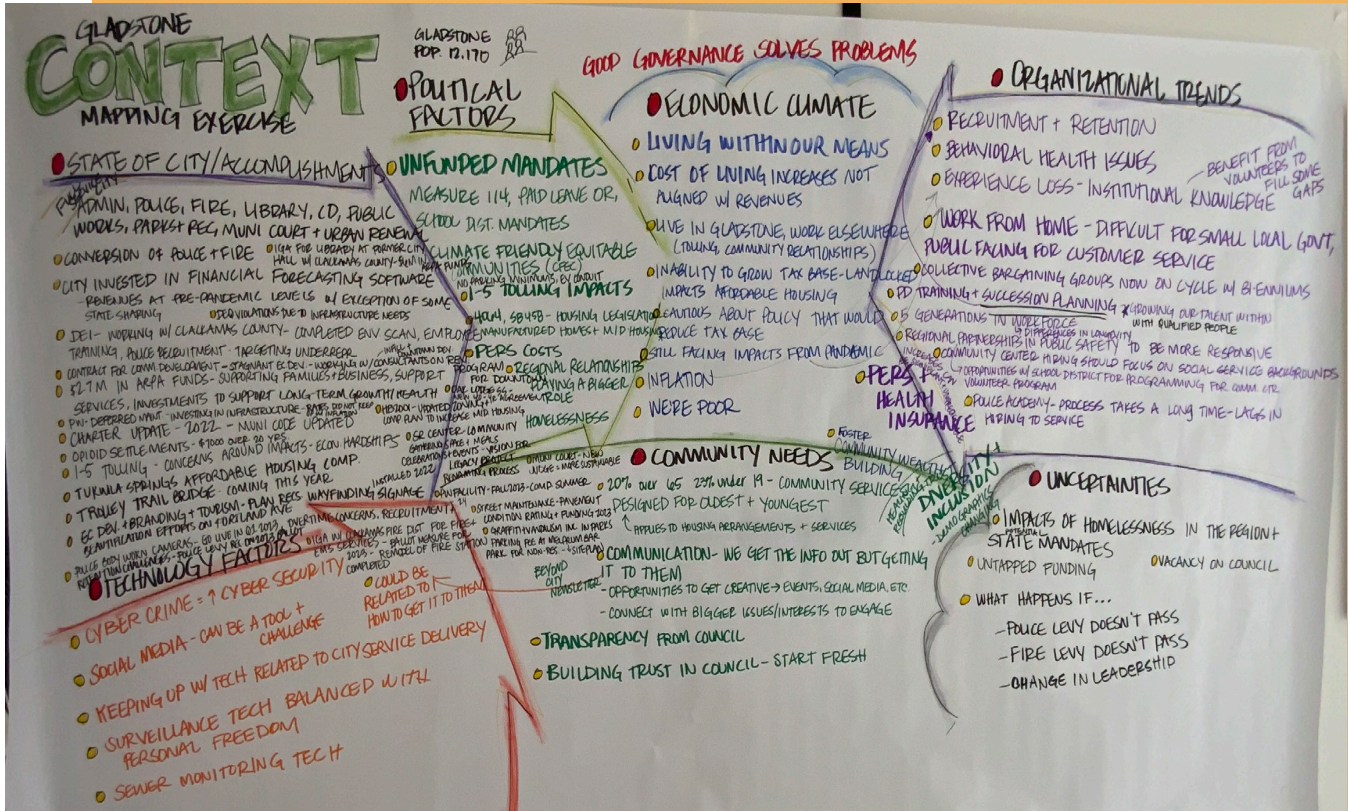
Accomplishments

2022 was a very productive year for the Gladstone team, as there were some major wins and accomplishments across the board throughout many departments. Below is a high-level overview of the goals accomplished or are ongoing.

City of Gladstone

2022 YEAR IN REVIEW - ACCOMPLISHMENTS

<h4>Public Works</h4> <ul style="list-style-type: none"> Sewer DEQ Mutual Agreement Order requirements + sewer improvements Final inflow + infiltration Study turned over to DEQ 08/2022 City entered into agreement with WES to reduce I+I in our system CDGB ADA ramp projects Barclay/ Portland Storm Line Project Design complete of the Webster + Cason pedestrian crossing project WES maintaining 82nd Street pump station requirements Annual Slurry Seal of City streets complete 	<h4>Police Department</h4> <ul style="list-style-type: none"> Ongoing work to complete Strategic Plan Phase 1 of peer support initiated for mindfulness + resiliency Continues progress to update Gladstone Municipal Code School Resource Officers in all school facilities Completes curriculum for Citizen's Academy Added developmental goals to employee evaluation forms Enhancement of GPD's media strategy 	<h4>Administration</h4> <ul style="list-style-type: none"> Municipal judge recruited Chapter 5.04 Business Tax adopted Elected Official emergency management training Old City Hall demolished in preparation for new library Ongoing participation for the Gladstone library planning task force AFSCME contract negotiations complete Gladstone Police Association contract negotiations complete Complete IGA for 82nd Street Pump Station Street pavement + maintenance projects Planning services RFP complete
<h4>Senior Center</h4> <ul style="list-style-type: none"> Returned to full operations post-COVID Completed an assessment to consider expansion of services to a broader segment of the population Nutrition Coordinator Position reviewed for possible FTE Services are ongoing and growing Resource center use increased due to recruiting volunteers Ongoing partnerships with Gladstone SD to provide more learning programs/ services Ongoing media relationship to enhance the Senior Center's image and comm. awareness Increased recreation activities/ exercise programs Received grant for \$75K for dining/meal space + TRAM Expansion of inter-generational programs Continued engagement to update the name for the Senior Center 	<h4>Finance</h4> <ul style="list-style-type: none"> Banking request complete with new contract with US Bank Framework for cost allocation plan Program in place for financial forecasting Financial forecasting software purchased + implemented Capital equipment + improvement plan 90% complete Ongoing ARPA spending through 2026 	<h4>Municipal Court</h4> <ul style="list-style-type: none"> Department of Revenue automated system Electronic transfers of abstracts to DMV Documents purged that exceeded the Oregon records Retention Schedule
	<h4>Fire Department</h4> <ul style="list-style-type: none"> Gladstone Fire Station 22 remodeled City entered an affordable agreement with Clackamas Fire District 	<h4>Information Technology</h4> <ul style="list-style-type: none"> Conversion of City Council/ Court Room for Zoom meeting access Conversion to Clackamas Fire Department Decommission/ removal of last of City equipment from Old City Hall City Admin + Police Department cell phones Equipment replacement of cycle now in place for 20 Police MDC's Starting conversion of Exchange server to MO365 Equipment replacement cycle for City Desktop Systems New public works facility information tech reviews input



Environmental Scan

City Council and the Management Team completed an environmental scan exercise to identify and explore factors that will affect the future of the organization including the economic landscape, community trends, political influences and impeding legislation, technological advances, and uncertainties. The amalgamation of these external and internal factors creates a shared context of the current reality of the organization and community. Council and staff will utilize this information to build a common foundation of understanding to proactively respond to these opportunities and threats in the goal-refinement process. The following graphic summarizes the information shared during the context mapping session.

The group discussed their shared perspectives on the state of Gladstone and recent accomplishments, political factors that will impact the future, the current economic climate and needs of the community, organization trends that impact the internal workings of the City, technology factors that can impact staff's work both positively and negatively, and then uncertainties in the near future.

2023-25 COUNCIL GOALS

City Council and the Management Team revisited the organization's 2022 goals to discuss progress in achieving these goals, as well as consider if and how any of the goals should be adjusted to align with the current community context and build on the success of previous years. The team also explored all additional focus areas that should be considered to address community opportunities and challenges on the horizon.

Council and staff worked together to share their ideas and priorities as they related to each of the goal areas. Following the retreat, together staff and the SSW Team refined these ideas into objectives and considered the appropriate timeline for the objectives based on current projects in progress, available resources, staff leads, and involvement of the City boards and commissions in implementing, advising, or reviewing work as it progresses. The information is detailed in the table below.

The Council and the Management Team discussed the importance of having a progress reporting structure to support the implementation of these goals and provide an accountability measure. City staff will develop work plans to implement each objective under the goal areas. Staff will engage with Council periodically throughout the year during work sessions to discuss progress, work through any challenges, and receive guidance on key decision points.

Goal 1 Economic Development

Outcomes

- **Robust economic ecosystem**
- **Support, maintain, and grow ALL businesses**
- **Revitalization to make Gladstone's downtown an inviting place**

Strategies

Project Lead

Implementation

1.1 Create limited duration Economic Development/Tourism position	Administration	End of Year 1
1.2 Enhance partnership with Clackamas County Economic Development Department	Administration	Year 1
1.3 Prepare annexation analysis	Administration	Year 1-2
1.4 Explore urban renewal plan refinement opportunities to include Portland Avenue	Administration	Year 1
1.5 Explore Main Street Program	Administration	Year 2
1.6 Implement Climate Friendly and Equitable Community Initiatives	Planning/Administration	Year 2
1.7 Research funding opportunities to implement elements from the Downtown Revitalization Plan (Portland Avenue Street Improvements)	Administration	Year 1-2
1.8 Implement elements of the Gladstone Brand and Tourism Strategy	Administration	Year 1

Goal 2 Infrastructure

Outcomes

- **Solid foundation of infrastructure to support future growth and meet current system demands**
- **Sustainable plan and stable financing for maintenance and upgrades**
- **Well maintained roads**
- **Address DEQ violations**

Strategies

	Project Lead	Implementation
2.1 Construction for Inflow & Infiltration infrastructure projects per DEQ memo of agreement	Public Works	Year 1
2.1 Complete Capital Improvement Projects in the Oak Lodge Service Area	Public Works	Year 2-5
2.3 Streets Pavement Management Program Implementation	Public Works	Year 1
2.4 Financial Forecasting: Update of forecasting software to include the Capital Improvement Plan (CIP) with a six-year perspective and incorporate available resources for funding capital improvement projects.	Finance	Year 1-2
2.5 Complete Evergreen Storm Line Replacement Project	Public Works	Year 1
2.6 Complete 82nd Drive Pump Station Replacement Project	Public Works	Year 2-5
2.7 Complete Trolley Trail Bridge Replacement Phase II	Administration	Year 2-3
2.8 Complete Public Works Facility	Admin./Public Works	Year 1-2
2.9 Complete unilateral flushing maintenance program	Public Works	Year 1

Goal 3 Communications and Engagement

Outcomes

- **Foster trust within Council and staff**
- **Build trust with community**
- **Enhanced engagement with the community**
- **Increased involvement for all**

Strategies

	Project Lead	Implementation
3.1 Diversity, Equity, Inclusion training for elected officials and employees	Administration	Year 1
3.2 Implement City Council Team Agreement	City Council	Year 1
3.3 Participate in the Clackamas County Research Justice Study	Admin./Council	Year 1-2
3.4 Police Department Community Academy	Police	Year 1
3.5 Implement Police Body Worn Cameras	Police	Year 1
3.6 Implement Police Department Analytical Internal Tracking System to track various components, including community	Police	Year 1
3.7 Update Police Department Strategic Plan to include community input.	Police	Year 1-2
3.8 Community engagement to update the name of the Senior Center	Senior Center	Year 1
3.9 Amend membership and duties of the Senior Center Advisory Board to include diverse multigenerational/youth participation	Senior Center	Year 1
3.10 Develop a master site plan for the Senior Center	Senior Center	Year 1-2
3.11 Provide expanded multigenerational services, programs and activities at the Senior Center	Senior Center	Year 1-2
3.12 Use professionals to enhance communication messaging and engagement	Administration	Year 1
3.13 Explore Youth Advisory Council	Administration	Year 1

Goal 4

Parks

Outcomes

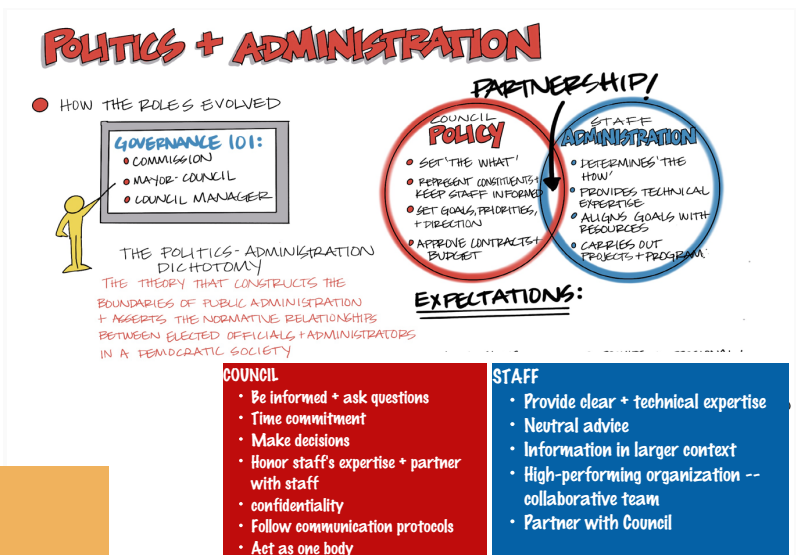
- Clear understanding of parks funding and service structure
- Prioritize park improvement projects and identify funding options

Strategies

	Project Lead	Implementation
4.1 Hire one full time position for ongoing maintenance needs (budget availability dependent)	Admin./Public Works	End of Year 1
4.2 Educate City Council and Parks Board on how Parks are funded	Admin./Finance/PW	Year 1
4.3 Rezoning of Nature Park and Meldrum Bar Park parcels to open space	Public Works/Planning	Year 2
4.4 Complete Webster and Cason Pedestrian Improvement	Public Works/Planning	Year 1
4.5 Complete Nature Park Paved loop trail (grant dependent)	Public Works	Year 1-2
4.6 Complete Improvements to Robin Hood Park	Public Works	Year 1
4.7 Research funding opportunities to complete projects in master plan	Admin./Public Works	Year 2
4.8 Meldrum Bar Park Playground Replacement Project	Public Works	Year 1

TEAM EXPECTATIONS

Together, Council and staff discussed Governance 101 within the Council-Manager form of government. The team shared their expectations of one another to best work in partnership and achieve the outcomes they desire for the year ahead. The following graphic outlines this relationship.



Gladstone Council and staff concluded a successful day of goal setting and refinement by sharing their expectations for the Team Agreement to be the most efficient and productive team possible as they push their goals forward.



Goal 1 Economic Development

Outcomes

- Robust economic ecosystem
- Support, maintain, and grow ALL businesses
- Revitalization to make Gladstone's downtown an inviting place

Strategies

1. Create limited duration Economic Development/Tourism Coordinator Position

Project Lead: Administration

Implementation: Year 1

The City recruited for a limited-duration (2-year) 32-hour per week position and recently hired Marci Jory, who began with the City July 6, 2023. The coordinator will continue the execution of the Gladstone Revitalization Plan by collaborating with downtown businesses, property owners, regional partners as well as other stakeholders in revitalizing Gladstone's downtown. She will also focus on urban renewal as a tool to promote private investment and facilitate redevelopment in a manner that is consistent with the City's long-term growth and wealth creation objectives. Additionally, Ms. Jory will focus on implementing elements from the Gladstone Tourism Brand and Strategy utilizing available funds from the transient lodging tax.

2. Enhance partnership with Clackamas County Economic Development

Project Lead: Administration

Implementation: Year 1

Mayor Milch, John Southgate Consulting, and City Administrator Jacque Betz met with the new Clackamas County Economic Development Director, Laura Edmonds. This meeting allowed us to discuss potential partnerships and resources so we can take a balanced approach to sustain all three business districts in Gladstone (McLoughlin Blvd, 82nd Street, and Portland Avenue).

We also discussed potential information sharing between Clackamas Community College, Clackamas County Economic Development, the City, and School District so we can provide opportunities for students to learn skills that will give them self-sustainable wages.

3. Prepare Annexation Analysis

Project Lead: Administration

Implementation: Year 1-2

No work has been completed on the analysis and it will be incorporated into the work plan for the economic development coordinator/tourism position for 2024. On a separate annexation project, staff is developing a policy for the City Council to consider for extending utilities to property owners outside the city limits. It is intended to facilitate efficient urban and economic development opportunities by transferring jurisdiction over property within the Metro urban growth boundary from Clackamas County to the City of Gladstone. The proposed text amendments to the city's development code relating to annexation/utility extensions will be brought to the Planning Commission in August, with a recommendation to the City Council in September.

4. Explore Urban Renewal Plan Refinement Opportunities

Project Lead: Administration

Implementation: Year 1

The City engaged the services of Elaine Howard Consulting, LLC and Tiberius Solutions to prepare a Gladstone Urban Renewal preliminary analysis of potential future amendments to the existing urban renewal plan to add projects, expand the boundary, increase the maximum indebtedness and complete any other plan updates. This work will begin mid-July and is expected to be completed by May 2024. A presentation of the analysis will come before the Council this fall.

5. Explore Main Street Program

Project Lead: Administration

Implementation: Year 2

Marci Jory, Economic Development/Tourism Coordinator will attend the Main Street Conference in Independence, OR in October. This will help determine whether this program will be an asset for the Portland Avenue businesses.

6. Implement Climate Friendly and Equitable Community Initiatives

Project Lead: Planning/Administration

Implementation: Year 2

At the April 11, 2023 City Council meeting the City Council received a presentation from the Oregon Department Land and Development Commission (LCDC) regarding the Climate-Friendly and Equitable Communities (CFEC) Program to support communities taking action to meet Oregon's climate pollution reduction goals. The City Council decided that more information on the code analysis is required to determine what the effects would be to our code if we choose one of the options.

The Commission adopted temporary rules amending the program on April 20, 2023, to be effective May 12, 2023 [TemporaryRules042023.pdf \(oregon.gov\)](#) and some of the new temporary rules reduce requirements on certain pathways. DLCD staff will have model code language for cities to review in the fall. Therefore, staff will bring this discussion back to the City Council at the September work session.

7. Research funding opportunities to implement Downtown Revitalization Plan

Project Lead: Administration

Implementation: Year 1-2

The City submitted an application to the Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program for the Gladstone Portland Avenue Multi-Modal Improvement Project. The total amount requested is \$1.63 million to complete engineering and design for stormwater, sewer, and water upgrades, sidewalk repair, bike lane additions, curb extensions, more stage street lighting, upgrades to existing traffic signals, and improved connection to the regional Trolley Trail, .

The City also submitted a 2023-25 Capital Funding Request to State Representative Hartman's Office for the Portland Avenue Multi-Modal Improvement Project and the replacement of the Trolley Trail Bridge across the Clackamas River.

8. Implement elements of the Gladstone Brand and Tourism Strategy

Project Lead: Administration

Implementation: Year 1

The City has focused on beautification on Portland Avenue as part of building Gladstone's identity and the appeal of Main Street by investing in flower baskets and new banners. Additionally the City implemented the Gladstone Pilot Mural Program which will result in two high-quality outdoor painted murals that reflect the tourism themes and content highlighted in the community



Goal 2 Infrastructure

Outcomes

- Solid foundation of infrastructure to support future growth and meet current system demands
- Sustainable plan and stable financing for maintenance and upgrades
- Well maintained roads
- Address DEQ violations

Strategies

1. Construction for Inflow & Infiltration Infrastructure projects per DEQ memo of agreement

Project Lead: Public Works

Implementation: Year 1

This project is currently out for bid, the RFP process will close on July 26th. A contract will go to City Council on August 8th, if approved a notice to proceed will be issued and construction could start as soon as August 9th.

- Substantial Completion: October 31, 2023
- Final Completion: November 30, 2023

2. Complete Capital Improvement Projects in the Oak Lodge Service Area

Project Lead: Public Works

Implementation: Year 2-5

Currently these projects have been slated to start after July of 2024

3. Streets Pavement Management Program Implementation

Project Lead: Public Works

Implementation: Year 1

A work session was held with City Council on March 28, 2023 to discuss in detail the Street Pavement Management Program. At the September 12th City Council meeting we will discuss a City adopted Pavement Condition Index (PCI).

4. Financial Forecasting Update of Forecasting software to include the Capital Improvement Plan (CIP) with a six-year perspective and incorporate available resources for funding capital improvement projects

Project Lead: Public Works

Implementation: Year 1

With the 2023-2025 Biennium Budget, a new section for Capital Outlay Information was included detailing the two years of the biennium. The development of the six year plan is in process, and anticipated for completion by the end of 2023.

Concurrently, the Financial Forecast is in process, to help inform the CIP project scheduling.

5. Complete Evergreen Storm Line Replacement Project

Project Lead: Public Works

Implementation: Year1

Staff has received approval for the easement documents from Clackamas County. This project is in the final stages of design and we are pending 100% drawings. Once plans have been approved, admin staff will proceed with the bidding process (RFP)

6. Complete 82nd Drive Pump Station Replacement Project

Project Lead: Public Works

Implementation: Year 2-5

Currently still in the early design phase, 60% drawings have been received, we expect to have 100% drawings by winter of 23/24 with construction to begin in 2025.

7. Complete Trolley Trail Bridge Replacement Phase II

Project Lead: Administration

Implementation: Year 2-3

Staff is waiting on a draft intergovernmental agreement from Oregon Department of Transportation to move forward on the engineering/environmental phase of the project.

8. Complete Public Works Facility

Project Lead: Administration/Public Works

Implementation: Year 1

Groundbreaking for the Public Works Facility will be August 16, 2023. The project is anticipated to be complete in spring of 2024

9. Complete Unilateral Flushing Maintenance Program

Project Lead: Public Works

Implementation: Year 1

This item will be before City Council at a work session in February 2024, a contract will be brought to council for approval in March 2024.



Goal 3 Communications and Engagement

Outcomes

- Foster trust within Council and staff
- Build trust with community
- Enhanced engagement with the community
- Increased involvement for all

Strategies

1. Diversity, Equity, Inclusion Training for elected officials and employees

Project Lead: Administration

Implementation: Year 1

Employees participated in training in April 2023. City Administrator and Human Resources Consultant are researching training options for the City Council.

Annual Diversity Equity Inclusion training, specific to law enforcement has been completed.

Annual Communication and Service Delivery Training has been completed.

2. Implement City Council Team Agreement

Project Lead: Council

Implementation: Year 1

Ongoing

3. Participate in the Clackamas County Research Justice Study

Project Lead: Admin/Council

Implementation: Year 1-2

Councilor Huckaby and City Administrator participated in a meeting for the Clackamas County Research Justice Study. This project resulted from the Environmental Scan the Coalition of Communities of Color completed in November 2020. They provided an update on outreach, which included a student workshop called “Step Up Clackamas County”. The event centered the experiences of Black, Indigenous, and People of Color (BIPOC) students experiencing in Clackamas County, Oregon. The goal created an accessible and impactful event that allowed attendees to learn from each other and celebrate our communities. The Research Justice team has also been engaging with organizations and systems within Clackamas County. They are going through case studies and are preparing “Call to Action”, which should be available in the fall.

4. Police Department Community Academy

Project Lead: Police

Implementation: Year 1

Ongoing curriculum development. Almost complete

Currently evaluating selection process

5. Implement Police Body Worn Cameras

Project Lead: Police

Implementation: Year 1

Implementation complete- Found to be beneficial for prosecution, reporting writing and transparency

6. Implement Police Department Analytical Internal Tracking System to track various components, including community

Project Lead: Police

Implementation: Year 1

Implementation in process. Modular development underway, two modular complete, five more to go.

7. Update Police Department Strategic Plan to include community input

Project Lead: Police

Implementation: Year 1-2

No movement at this time

8. Community engagement to update the name of the Senior Center

Project Lead: Senior Center

Implementation: Year 1

Completed. The Senior Advisory Board renamed the Senior Center with City Council approval, by way of surveying the community in-person and virtually. We engaged with City Council members in a work session in May, and are now looking to make the new name a reality for the Gladstone Community by approving Resolution 1215. The mission and vision of the "Gladstone Community Center" is to enhance the vitality and wellness of a multigenerational community through meaningful connections. The Community Center will provide an enriching space for community connections. We intend to continue to encourage and provide space for group activities, meals, recreational classes, share information about health and wellness, as well as other social gatherings that occur within a community. "The Gladstone Community Center – The Spirit of Generations".

9. Amend membership and duties of the Senior Center Advisory Board to include diverse multigenerational/youth participation

Project Lead: Senior Center

Implementation: Year 1

Currently working on. The Senior Advisory Board will begin conversations on how to approach renaming the Board in August/September 2023. This will probably include a work session with City Council members. We hope to amend the Advisory Board name and Recruit and add new member numbers to broaden and diversify membership within our community. They will likely represent areas of need for reaching goals, and the face of the community center population as a multigenerational center. (i.e., members from Educational institutions, businesses and/or community based nonprofits, schools etc.)

10. Develop a master site plan for the Senior Center

Project Lead: Senior Center

Implementation: Year 1-2

ON-HOLD We did not seek funding for a master site plan for the center in 2023 – but did some impactful updates in our center via government grants and Senior Foundation funds.

11. Provide expanded multigenerational services, programs and activities at the Senior Center

Project Lead: Senior Center

Implementation: Year 1-2

Currently discussing/ January 2024-Summer 2024

As a Board and with the direction of City administration guidance, including finance director, the Manager of the Community Center will work to see about an appropriate fee-based service or program/s for the under 55 age group, to include families that want to do activities at the center.

Some ideas are adventure tram trips, wellness/movement classes, a week long summer camp, and music or other events where we can generate revenue and serve the general public.

We will invest in new marketing materials that represent an all age community center feel/concept; and better signage. This includes visible and appealing public info in the Legacy Garden (i.e., a TAKE ONE info such as handouts to understand who and what the center is and offerings in activities/events).

We have started (for a year now), and will continue to, provide education in our community through the monthly Community Listening/Learning with local special guests, called “Lunch + Learn”.

We will continue promoting + expanding access of after hour RENTALS (after 4pm events/class/etc.), to include potential ways to partner.

(i.e., family gatherings/celebrations, community Bingo, Club meetings, Events promotions; open mic nights; sip/paint; gatherings, classes)

12. Use professional to enhance communications messaging and engagement

Project Lead: Administration

Implementation: Year 1

The City hired Consor to prepare the 2022 City of Gladstone Annual Report and public messaging for the police and fire levies renewal ballot measures.

Staff also participated in a demonstration with GoGov however; it is not feasible to move forward with this service. We will continue to research options. With the addition of Marci Jory as the economic development/tourism coordinator staff will also be able to enhance its communication presence on social media platforms such as Facebook and Instagram and improve the City's website.

13. Explore Youth Advisory Council

Project Lead: Administration

Implementation: Year 1

The Happy Valley Youth Council presented an overview of their program at the April 11, 2023 City Council meeting. Representatives from the Oregon City City Council will attend a City Council meeting in September to discuss their Youth Advisory Council that launched this year.



Goal 4 Parks

Outcomes

- Clear understanding of parks funding and service structure
- Prioritize park improvement projects and identify funding options

Strategies

1. Hire one full time position for ongoing maintenance needs (budget availability dependent)

Project Lead: Administration/Public Works Implementation: End of Year 1

The Parks position was approved with budget adoption which began on July 1, 2023. Admin staff posted the position internally and in the process of filling the position.

2. Educate City Council and Parks Board on how Parks are funded

Project Lead: Administration/Finance Implementation: Year 1

The City Council held a work session with the Parks and Recreation Board on February 28, 2023 to educate members on the City of Gladstone Parks Budget.

3. Rezoning of Nature Park and Meldrum Bar Park parcels to open space

Project Lead: Public Works/Planning Implementation: Year 1-2

This work will begin in 2024.

4. Complete Webster and Cason Pedestrian Improvement

Project Lead: Administration Implementation: Year 1

The Webster/Cason Crossing project is complete. The crosswalk provides an enhanced pedestrian crossing with high visibility pavement markings and signage, Rectangular Rapid Flashing Beacons (RRFBs), a reduction of the curb radius on the intersection's northeast corner, and four ADA Ramps. This crosswalk will increase safety for students who walk to and from our local schools while increasing access to the Gladstone Nature Park.

5. Complete Nature Park Paved Loop Trail

Project Lead: Administration

Implementation: Year 2

City Administrator Betz, Public Works Director Caniparoli, and Grant Writer Morgan Spencer presented the paved loop pathway project at the Gladstone Nature Park to the Oregon Parks and Recreation Committee. The Committee awarded funding for the project. Once we receive the formal award letter, the City will bring it to the Council for acceptance and prepare a timeline.

6. Complete Improvements to Robin Hood Park

Project Lead: Public Works

Implementation: Year 2

A new swing set will be installed this fall which will include an ADA swing, a new bench, picnic table and trash receptacle will also be placed at this time

7. Research Funding Opportunities to Complete Projects in the Master Plan

Project Lead: Admin/Public Works

Implementation: Year 1-2

The City Council approved the use of \$100,000 of American Rescue Plan Act (ARPA) funds to replace the playground equipment at Meldrum Bar Park. With the assistance of the community, the Parks and Recreation Advisory Board recently selected the new equipment and staff will place the order. We anticipate the installation to be this fall (see below for more information).

Mayor Milch, City Administrator Betz, and Public Works Director Caniparoli also met with the Seventh Day Adventist Gladstone Park Conference Center to see if they are interested in building a dog park at Meldrum Bar Park. This option remains open for summer of 2024.

8. Meldrum Bar Park Playground Replacement Project

Project Lead: Public Works

Implementation: Year 1

A community survey was posted on June 23rd providing playground options to the public. The survey closed on July 10th and we had 416 participants. At the July 10th Parks and Recreation Board meeting, the results of the survey were discussed and they chose the option with the majority of votes. Staff Installation is planned for this fall.

**WORK
SESSION
#3**

City of Gladstone Staff Report

Report Date: July 18, 2023
Meeting Date: July 25, 2023
To: Gladstone City Council
From: Jacque Betz, City Administrator

AGENDA ITEM

Review City of Gladstone City Council Rules

BACKGROUND

At the April 14, 2023, City Council meeting and the April 25, 2023, City Council work session, the City Council focused on areas to bring the City Council Rules to conformity with the new Charter and came to a consensus on those areas. The City Council will continue this discussion at the July 25, 2023, work session.

The Council has reviewed through Section H – Confidentiality, which means we would begin the continued discussion at Section I, Communications.

Staff suggests that we continue to go through the remaining provisions of the rules before reviewing these edits, and then review all of the edits at once as proposed amendments to subsequent sections could affect these edits. The packet contains a “tracked changes” version first, accompanied by the current City Council Rules.

STAFF RECOMMENDATION

If the City Council comes to a consensus on the areas of proposed changes staff will bring back a resolution to amend the City Council Rules at a future date.

Department Head
Signature

Date


City Administrator
Signature

7/19/2023
Date

RESOLUTION 1129
EXHIBIT A

CITY OF GLADSTONE
CITY COUNCIL RULES

A. AUTHORITY

City Charter Sections ~~113~~, ~~124~~ and ~~145~~ refer to meetings, quorum and records for Council meetings and require the Council to adopt a resolution relating to those subjects. The Council wishes to comply with the Charter and to adopt a resolution that governs the conduct of its meetings. As required by the Charter, the Council will review ~~this resolution~~ these rules in every odd-numbered year at least annually. Amendments will be made as necessary. The Council will have clear and simple procedures for considering agenda matters. These rules shall be made available to the public online and at City Hall.

B. DEFINITIONS As used in this resolution, the following mean:

- City Commissions: All City commissions, boards, committees, task forces and advisory bodies.
- Council and Council members: The Mayor, the President of the Council and the Councilors.
- Councilors: The Council President and the Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the President of the Council or other Presiding Officer.

C. COUNCIL MEETINGS

1. Regular Meetings to conduct Council business will be held the second Tuesday of each month. Regular meetings will be held at City Hall Council Chambers unless another location is approved by the Council. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.
2. Work sessions to develop City policy will be held as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council. Typically, no public comment will be allowed during work sessions.
3. Special meetings may be called by the Mayor or three members of the Council.
4. Emergency meetings may be called by the Mayor, three members of the Council or City Administrator with less than 24 hours' notice.

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5. Executive sessions may be held as permitted by the Oregon Public Meetings Law.
6. All meetings will be held in compliance with the Oregon Public Meetings Law.
7. Minutes or their legal equivalent will be taken as provided by the Oregon Public Meetings Law.
8. Telephonic/electronic meetings ~~may shall~~ be held in compliance with the ~~Oregon Public Meetings Law~~ state law. ~~Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.~~
9. A quorum of the council is required to conduct business. Four members of the council are a quorum. A smaller number of the Council may meet and compel attendance of absent members to create a quorum by directing the Chief of Police or the Chief's designee to contact the absent members to compel participation in a manner consistent with these rules and state law including remote participation by telephonic or other electronic means.

~~9-10.~~ Attendance at meetings is expected of Council members who should use their best efforts to attend all Council meetings. Excused absences from Council meetings include:

- Death in the family
- Illness
- Family emergency
- Scheduled vacation; however, Councilors are encouraged when possible to schedule vacations ~~during scheduled Council recesses~~ on days other than regularly scheduled meetings
- Essential business duties
- On City business
- Other absences as excused by the Mayor and in case of the Mayor as excused by the Council President

D. AGENDA

1. The agenda headings for Council business meetings are generally as follows:

- CALL TO ORDER
- ROLL CALL
- FLAG SALUTE & PLEDGE OF ALLEGIANCE
- AGENDA ADDITIONS OR CORRECTIONS
- ~~PUBLIC COMMENTS (on topics on non-agenda items)~~
- CONSENT AGENDA
- CORRESPONDENCE
- REPORTS AND PRESENTATIONS
- GLADSTONE CITY EVENT ANNOUNCEMENTS
- REGULAR AGENDA
- BUSINESS TO BE CARRIED FORWARD

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- BUSINESS FROM THE AUDIENCE
- BUSINESS FROM THE COUNCIL
- ADJOURNMENT

2. The City Administrator will prepare and schedule agenda items. Council members may request that items be placed on an agenda. Council members may make agenda suggestions at any Council meeting or by communication with the City Administrator. Council members will make best efforts to reach consensus at a public meeting on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.
3. Items appropriate for the consent agenda are items that are deemed to be non-controversial and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any Council member may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.

E. COUNCIL DISCUSSIONS AND DECORUM

1. Council members will conduct themselves so as to bring credit upon the City government by acting in a non-discriminatory manner, keeping informed about matters coming before the Council and abiding by Council decisions, whether or not the member voted on the prevailing side.
2. Councilors will assist the Mayor in preserving order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor or Council rules. When addressing staff or members of the public, Council members will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
3. The following ground rules will be observed to maintain order and decorum during Council discussions:
 - a. Council members will gather necessary information and ask questions of City staff before meetings.
 - b. Council members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Council members.
 - c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.
 - d. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members'

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objectives.

- e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.
 - f. Council members will focus on City issues and avoid becoming involved in “extra-territorial” issues.
 - g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.
 - h. Council members will not disguise statements as questions or use repetition as a way to convince others.
 - i. Council members will keep discussions moving and call for a “process check” if the Council becomes bogged down in discussions.
 - j. Council members may set and adhere to time limits on discussions.
 - k. Council members will refrain from criticizing or attacking each other, City staff or other persons.
 - l. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.
4. Public Comment.

- a. The Council shall receive comments from the public:
 - ~~1.~~ At the time on the agenda for public comment on items not on the agenda;
 - ~~2.~~ **During Gladstone city events announcements;**
 - ~~3.~~ As required for any public hearing; and
 - ~~4.~~ Before the Council takes final action on any agenda item.
- b. Citizen and community group testimony forms will be available at each regular business meeting. At the time on the agenda designated for public comment, during any public hearing, and before the Council takes action on any agenda item, any member of the public desiring to address the Council must first fill out a testimony form and when recognized by the Mayor then state his or her name for the record. The Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
- c. During public hearings and public comment on the agenda items, all public comment must relate to the matter under discussion and addressed to the Mayor and Council.

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- d. In general, Council members will not respond to comments from the public, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before being placed on a future agenda.

F. MOTIONS

1. General.

- a. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor who made the second.
- b. The motion maker, Mayor or City Recorder should repeat the motion prior to voting as necessary to provide clarification to the Council.
- c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second. .
- d. Discussion of a motion is open to all Council members who wish to address the motion. A Councilor must be recognized by the Mayor before speaking.
- e. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified under state law from voting. A Council member who does not vote must state the basis for any conflict of interest or other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is always taken when the Council votes on an ordinance.

f. When more than two options are available to the Council in any single vote to address a matter pending before the Council, the Council may, by motion, decide to use preferential voting. If a motion to use preferential voting on any matter pending before the Council is approved, the Council shall vote on the matter using Ranked Choice Voting in a manner substantially the same as the following:

- i. Council members will rank the options for a given matter by preference.
- ii. If an option gains an outright majority of first-preference votes (i.e., 50 percent plus one), that option shall be adopted as the decision of the Council.
- iii. If, on the other hand, no option gains an outright majority of first-preference votes, the option with the fewest first-preference votes is eliminated.
- iv. All first-preference votes for the failed option are eliminated, and the second-preference votes of the Council members whose first-preference votes were eliminated shall be counted.
- v. A new tally will be conducted to determine whether any option has gained an outright majority of the adjusted votes (combined remaining first and second-preference votes).
- vi. The process is repeated until an option wins a majority of votes cast.
- vii. If there is a tie, the following process will be used:

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- A. If two or more options are tied with the lowest votes received, a tie-breaker tally shall be generated with scenarios where each tied option is individually considered as a remaining option. The scenarios will be used to determine which of the tied options would receive the most votes and which option(s) would receive the least votes when the other tie vote option(s) are eliminated and the next available ranking is applied for the tie-breaker tally. No votes will actually be cast during the tie-breaker tally.
- B. After the tie-breaker process is complete, the tie vote option in the scenario that generates the most votes received for that option shall be retained for the next round. The other tie vote option(s) shall be deemed eliminated and the next available ranking from those Council members shall be tallied.
- C. If a tie vote remains amongst the originally tied options after the tie-breaker process, all tied options shall be eliminated and the next available ranking from those Council members shall be applied to the remaining option(s).
- D. In the application of preferential voting, if two or more options are tied with the highest votes received after all other options have been eliminated, no decision will be deemed to have been reached, and the Council must re-vote using preferential voting or the Council may, by motion, determine to abandon the use of preferential voting for the matter pending before it..

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f.g. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes should do so briefly and succinctly.

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2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Council.
3. Tie. A motion that receives a tie vote fails.
4. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
5. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
6. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.
7. Point of Order. A challenge motion used to correct errors or mistakes of procedure. No vote is required and the Mayor decides the procedural point. The Mayor can confer with the City Attorney if he/she desireds.

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8. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table and reconsider may not be amended.
9. Reconsideration. When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

G. COUNCIL MEMBER CONDUCT

1. Representing City. If a Council member appears before another governmental agency, organization or media to give a statement on an issue, the Council member must state:
 - a. Whether the statement reflects personal opinion or is the official position of the City Council;
 - b. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.
 - c. Council members should obtain the appropriate permission before representing another Council member's view or position with the media.
2. Censure.
 - a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member substantially violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
 - b. Before taking any action to publicly reprimand or censure a Council member, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
 - c. The Council may thereafter investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

H. CONFIDENTIALITY

1. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council

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members, the City Administrator, City Attorney or others as approved by City Council. Staff and the City Attorney will endeavor to inform the Council when written materials contain matters of confidentiality under law, provided that a Council member who does not receive such notice must still keep matters of confidentiality under law in complete confidence and has a duty to inquire or conduct other due diligence to determine if written materials contain matters of confidentiality under law.

2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
4. Unless required by law, no Council member may make public the discussions or information obtained in executive session. The Council may censure a member who discloses a confidential matter or otherwise violates these rules.

I. COMMUNICATION WITH STAFF

1. Council will respect the separation between policy making (Council function) and administration (City Administrator function) by:
 - a. Working with the staff as a team with a spirit of mutual respect and support.
 - b. Except in a Council meeting, not attempting to influence a City employee or the City Administrator concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.
 - c. Limiting individual contacts with City staff to the City Administrator, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Administrator authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Administrator, so that workloads and work plans are not adversely impacted.
 - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.
2. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.

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3. The Mayor and City Council will refer any comments or questions regarding City personnel or administration to the City Administrator. The Mayor and City Council may redirect other questions to a Council member or the City Administrator, as appropriate. .

J. MINUTES

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
 - a. The name of Council members and staff present;
 - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - c. The result of all votes, including ayes and nays and the names of the Council members who voted and justification if given;
 - d. The substance of the discussion on any matter; and
 - e. Reference to any document discussed at the meeting.
2. The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, Council members should read and submit any changes, additions or corrections to the City Recorder so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.
3. The City Recorder or designee will make an audio recording of all meetings. The City Recorder will maintain custody of all recordings, but a Council member may obtain a copy of any recording and the City Recorder will advise the entire Council of request. A Council member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the City Recorder may only produce the transcript with Council approval unless the transcript is required to establish a written public record of an interpersonal conflict involving a member of the Council. The City Recorder is authorized to produce transcripts as required by law.

K. ADJOURNMENT

1. Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
2. Upon the request of a Council member, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
 - a. When made as an interruption of a member while speaking; or
 - b. While a vote is being taken.

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L. BIAS AND DISQUALIFICATION

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept the challenge will be accepted and voted upon by the Council minus the challenged member. Such challenges and the Council's decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law:

A: an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member a relative or a business with which the Council member or a relative is associated.

B. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated.

A "relative" means the spouse, children, siblings or parents of the public official or public official's spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

M. EX PARTE CONTACTS AND DISQUALIFICATION

1. For quasi-judicial hearings, Council members should refrain from having *ex parte* contacts relating to any issue of the hearing. *Ex parte* contacts are those contacts by a party on a fact in

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issue under circumstances that do not involve all parties to the proceeding. *Ex parte* contacts may be either oral statements when other interested parties are not present or written information that other interested parties do not receive.

2. If a Council member has *ex parte* contact prior to a hearing, the member must reveal the contact at the meeting and before the hearing. The Council member must describe the substance of the contact and the Mayor will announce the right of interested persons to rebut the substance of the communication. The Council member also will state whether such contact affects their impartiality or ability to vote in the matter. The Council member must state whether ~~he or she~~ the member will participate or abstain.
3. For quasi-judicial hearings, a Council member who was absent during the presentation of evidence may not participate in any deliberations or decision regarding the matter, unless the Council member reviews all the evidence and testimony received.

N. OREGON GOVERNMENT ETHICS COMMISSION REQUIREMENTS AND REPORTING

1. Council members must review and observe the requirements of the State Ethics Law (ORS 244.010 to ORS 244.390) dealing with use of public office for private financial gain.
2. Council members must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims and transactions coming before the Council.
3. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.

O. OREGON PUBLIC RECORDS LAW

1. Right to Inspect. The written record of public business is available, with some important exceptions, to any person. Under ORS 192.420, "every person" has a right to inspect any non-exempt public record.
2. Public Body. The Public Records Law applies to any public body in the state which includes the Council.
3. Records Covered. The definition of "public records" and the ORS 192.420 policy statement make it clear that the records law applies to all government records of any kind. The definition of "public record" includes "any information" prepared, owned, used or retained by a city, relating to an activity, transaction or function of the city, or necessary to satisfy fiscal, legal, administrative or historical policies, requirements or needs of the city. Public records are no longer limited to "documents" and need not be prepared by the city. Records prepared outside government "owned, used or retained" by the city, are within the scope of the records law.

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This includes e-mails relating to city business sent to and from any Council member whether those e-mails were sent from a Council member's private account or city e-mail account.

4. Exemptions. The records law is primarily a *disclosure* law not a confidentiality law. Exemptions are limited in nature and scope because state policy favors public access to government records. When the city denies a records inspection request, it has the burden of proving that the record information is exempt from disclosure and this determination should be made by the City Attorney.
5. Retention. State laws and regulations govern the retention and destruction of public records. There is no set amount of time that a public record should be retained; the content of the document will determine the retention schedule. For example, an e-mail sent to or from a Council member does not have a set retention schedule; it will depend on the content of the document and then conferral with the City Recorder and City Attorney to determine how long it should be retained. Council members are advised to consult with the City Recorder and City Attorney before destroying public records.

P. LEGAL ADVICE

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Administrator to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique or sensitive personal, yet City business-related, requests.

Q. ROBERT'S RULES

Robert's Rules of Order Newly Revised Eleventh Edition will be used as the guideline for conduct of Council meetings, except where these Rules specifically apply.

R. COMMISSIONS, BOARDS, COMMITTEES, ORGANIZATIONS & MEDIA

1. Council Committees.

- a. Pursuant to Section 8 of the Charter, the Mayor shall appoint member of council committees, which are established by these rules.
- b. The Council may, by motion, create a Council Committee to deal with any matter the Council deems necessary.
- c. Before creating a committee, the Council shall consult with the City Administrator to determine the effect the committee will have on staff's workload and the overall ability of the City to support a new committee.

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2 Citizen Appointment and Removal.

- a. When a vacancy occurs on City commissions, boards and committees, the City will post notice of the vacancy and accept applications. After a review of the applications received, the Mayor and City Council will, by majority vote, appoint individuals to vacant positions.
- b. When creating an ad hoc committee or a vacancy occurs on an ad hoc committee, City staff and Council will make recommendations to the Mayor who will then appoint the chosen individuals with the consent of the Council by a majority vote at a Council meeting.
- c. Council members will encourage broad participation on City commissions, boards and committees.
- d. A citizen may not serve on more than two City commissions, boards or committees simultaneously, in order to encourage the broadest possible citizen involvement. Any citizen serving on two City commissions, boards or committees may not be chairperson of both simultaneously. This limitation does not apply to service on the City Budget Committee.
- e. Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three (3) regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

3 Council Member Participation.

- a. Council members will encourage citizen participation in City commissions, boards and committees.
- b. Council members may and are encouraged to attend meetings so long as a quorum of the Council is not present.
- c. Council shall: (1) be mindful of their role as individual Council members and not representing the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body.
- d. Council members should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to Council, so as to avoid challenges for bias as set forth in Section L of these rules.

S. CITY ADMINISTRATOR EVALUATION

1. Criteria. The standards, criteria and policy directives used in the evaluation of the City Administrator will be adopted at a regular Council meeting in accordance with state law.

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2. Process.

- a. Evaluation sessions will be scheduled in accordance with the City Administrator's decision on whether to hold the evaluation in open or executive session.
 - b. In February, or in accordance with the current City Administrator contract, Council members and staff designated by Council, if any, will review the elements in the evaluation forms and will provide completed evaluations to the City Recorder by March 1. The City Recorder will forward all sealed envelopes containing evaluations to the City Attorney who will tabulate the results of the evaluation forms.
 - c. At the first meeting in March, or in accordance with the current City Administrator contract, the Mayor and Council will meet in executive session to discuss their assessment of the City Administrator's performance and to decide what message will be delivered to the City Administrator. This is also the time, if necessary, to draft the criteria and goals for the upcoming year to discuss with the City Administrator.
 - d. At this or a subsequent meeting, the Council will then meet with the City Administrator in an evaluation session. Council summary comments and individual Council member comments will be made. The City Administrator will have an opportunity to respond to all comments. The effect of the evaluation on the City Administrator's employment contract will be discussed. Sufficient time will be allotted for the evaluation discussion with the City Administrator.
 - e. Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation. Any final summary of the evaluation process shall be prepared by the City Attorney and the Mayor.
3. Contract. The City Attorney and Mayor or other designated member of the City Council will prepare any employment contract amendments to the City Administrator's contract. Contracts normally will be approved as a consent agenda item at the next regular Council meeting. The evaluation process should be concluded by the end of May each calendar year, although the formal consideration of any contract amendment may occur in the following year.

T. COUNCIL EXPENSES

1. Reimbursement. The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration and travel are examples of non-routine expenses) require advance Mayor approval. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.
2. Budget. The Council will review and discuss its proposed annual budget as coordinated by the Mayor and President of the Council and as presented by City staff during a public meeting.

**CURRENT
CITY
COUNCIL
RULES**

**RESOLUTION 1129
EXHIBIT A**

**CITY OF GLADSTONE
CITY COUNCIL RULES**

A. AUTHORITY

City Charter Sections 13, 14 and 15 refer to meetings, quorum and records for Council meetings and require the Council to adopt a resolution relating to those subjects. The Council wishes to comply with the Charter and to adopt a resolution that governs the conduct of its meetings. The Council will review this resolution at least annually. Amendments will be made as necessary. The Council will have clear and simple procedures for considering agenda matters.

B. DEFINITIONS As used in this resolution, the following mean:

- City Commissions: All City commissions, boards, committees, task forces and advisory bodies.
- Council and Council members: The Mayor, the President of the Council and the Councilors.
- Councilors: The Council President and the Councilors.
- Mayor: The Mayor, or in the absence of the Mayor, the President of the Council or other Presiding Officer.

C. COUNCIL MEETINGS

1. Regular Meetings to conduct Council business will be held the second Tuesday of each month. Regular meetings will be held at City Hall Council Chambers unless another location is approved by the Council.
2. Work sessions to develop City policy will be held as the need arises. Work sessions may be held in conjunction with Council business meetings. Work session agendas will be developed by the City Administrator in consultation with the City Council. Typically, no public comment will allowed during work sessions.
3. Special meetings may be called by the Mayor or three members of the Council.
4. Emergency meetings may be called by the Mayor, three members of the Council or City Administrator with less than 24 hours' notice.
5. Executive sessions may be held as permitted by the Oregon Public Meetings Law.
6. All meetings will be held in compliance with the Oregon Public Meetings Law.
7. Minutes or their legal equivalent will be taken as provided by the Oregon Public Meetings Law.

8. Telephonic/electronic meetings may be held in compliance with the Oregon Public Meetings Law. Council members may participate and vote in Council meetings via telephone, electronically or by other means consistent with the Oregon Public Meetings Law.
9. Attendance at meetings is expected of Council members who should use their best efforts to attend all Council meetings. Excused absences from Council meetings include:
 - Death in the family
 - Illness
 - Family emergency
 - Scheduled vacation; however, Councilors are encouraged when possible to schedule vacations during scheduled Council recesses
 - Essential business duties
 - On City business
 - Other absences as excused by the Mayor and in case of the Mayor as excused by the Council President

D. AGENDA

1. The agenda headings for Council business meetings are generally as follows:
 - CALL TO ORDER
 - ROLL CALL
 - FLAG SALUTE & PLEDGE OF ALLEGIANCE
 - PUBLIC COMMENTS (on topics on non-agenda items)
 - CONSENT AGENDA
 - CORRESPONDENCE
 - REGULAR AGENDA
 - BUSINESS TO BE CARRIED FORWARD
 - BUSINESS FROM THE COUNCIL
 - ADJOURNMENT
2. The City Administrator will prepare and schedule agenda items. Council members may request that items be placed on an agenda. Council members may make agenda suggestions at any Council meeting or by communication with the City Administrator. Council members will make best efforts to reach consensus at a public meeting on agenda items and should obtain staff input before requesting an agenda item. Agendas will generally be set to allow meetings to end no later than 10:00 p.m. If the Council is still in session at 9:30 p.m., then the Council will decide whether to continue with the agenda or move items to a future agenda.
3. Items appropriate for the consent agenda are items that are deemed to be non-controversial and not likely to require separate discussion. The consent agenda is generally approved with one motion. Any Council member may ask that any item be removed from the consent agenda. Upon such request, the item in question will be moved to the new business section of the agenda.

E. COUNCIL DISCUSSIONS AND DECORUM

1. Council members will conduct themselves so as to bring credit upon the City government by acting in a non-discriminatory manner, keeping informed about matters coming before the Council and abiding by Council decisions, whether or not the member voted on the prevailing side.
2. Councilors will assist the Mayor in preserving order and decorum during Council meetings and may not, by conversation or other action, delay or interrupt the proceedings or refuse to obey rulings of the Mayor or Council rules. When addressing staff or members of the public, Council members will confine themselves to questions or issues under discussion and not engage in personal attacks or impugn the motives of any speaker.
3. The following ground rules will be observed to maintain order and decorum during Council discussions:
 - a. Council members will gather necessary information and ask questions of City staff before meetings.
 - b. Council members will have an opportunity to speak at least once on any pending motion or agenda item, and will speak for themselves and not for other Council members.
 - c. Council members will not speak on behalf of the Council, unless they have been authorized by the Council to do so.
 - d. Amendments to proposed ordinances may be appropriate, but input from the City Administrator or the City Attorney will be sought to accomplish the Council members' objectives.
 - e. Council members will be open, direct and candid in the Council forum. Members should be brief and succinct in stating their views and focus on only one issue or topic at a time.
 - f. Council members will focus on City issues and avoid becoming involved in "extra-territorial" issues.
 - g. The Mayor will recognize Councilors wishing to speak in the order of their requests. The Mayor will provide a Council member with an opportunity to speak before recognizing another Council member. Council members will not interrupt another Council member who has the floor.
 - h. Council members will not disguise statements as questions or use repetition as a way to convince others.
 - i. Council members will keep discussions moving and call for a "process check" if the Council becomes bogged down in discussions.
 - j. Council members may set and adhere to time limits on discussions.

- k. Council members will refrain from criticizing or attacking each other, City staff or other persons.
 - l. If a Council member wishes to discuss a major policy issue, it will be scheduled on a future agenda and not raised during a current agenda.
4. Public Comment.
- a. The Council shall receive comments from the public:
 - 1. At the time on the agenda for public comment on items not on the agenda;
 - 2. As required for any public hearing; and
 - 3. Before the Council takes final action on any agenda item.
 - b. Citizen and community group testimony forms will be available at each regular business meeting. At the time on the agenda designated for public comment, during any public hearing, and before the Council takes action on any agenda item, any member of the public desiring to address the Council must first fill out a testimony form and when recognized by the Mayor then state his or her name for the record. The Council may set time limits for comments. The Council may request that groups with similar comments choose a spokesperson to present joint remarks.
 - c. During public hearings and public comment on the agenda items, all public comment must relate to the matter under discussion and addressed to the Mayor and Council.
 - d. In general, Council members will not respond to comments from the public, except to ask clarifying questions. Any public requests for Council action will be referred to staff for review before being placed on a future agenda.

F. MOTIONS

- 1. General.
 - a. Council member motions will be clearly and concisely stated. The Mayor will state the name of the Councilor who made the motion and the Councilor who made the second.
 - b. The motion maker, Mayor or City Recorder should repeat the motion prior to voting as necessary to provide clarification to the Council.
 - c. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes and a point of order do not require a second.
 - d. Discussion of a motion is open to all Council members who wish to address the motion. A Councilor must be recognized by the Mayor before speaking.
 - e. The Mayor will ask for a voice vote for all final decisions. All Council members are expected to vote on each motion unless they are disqualified under state law from voting. A Council member who does not vote must state the basis for any conflict of interest or

other disqualification. The City Recorder will maintain a record of the votes. Any Council member may request a roll call vote on any motion. A roll call vote is always taken when the Council votes on an ordinance.

- f. At the conclusion of any vote, the Mayor will announce the results. Council members who wish to explain the reasons for their votes should do so briefly and succinctly.
2. Withdrawal. A motion may be withdrawn by the motion maker at any time without the consent of the Council.
3. Tie. A motion that receives a tie vote fails.
4. Table. A motion to table is not debatable and precludes all amendments or further debate. If the motion prevails, the item may be taken from the table only by adding it to a future agenda for continued discussion.
5. Postpone. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
6. Call for Question. A motion to call for the question ends debate on the item and is not debatable. Before a Council member calls for the question, each Council member wishing to speak on the item should have one opportunity to speak. A second is required for this motion. When the question is called, the Mayor will inquire whether any Council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.
7. Point of Order. A challenge motion used to correct errors or mistakes of procedure. No vote is required and the Mayor decides the procedural point. The Mayor can confer with the City Attorney if he/she desires.
8. Amendment. A motion to amend may be made to a previous motion that has been seconded but not voted on. Amendments will be voted on first, then the main motion as amended (or not amended). Motions to adjourn, agenda order, table, point of order, take from table and reconsider may not be amended.
9. Reconsideration. When a motion has been decided, any Council member who voted with the majority may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion on the ordinance, resolution, order or other decision was approved.

G. COUNCIL MEMBER CONDUCT

1. Representing City. If a Council member appears before another governmental agency, organization or media to give a statement on an issue, the Council member must state:
 - a. Whether the statement reflects personal opinion or is the official position of the City Council;

- b. If the Council member is representing the City, the Council member must support and advocate for the official City position on the issue rather than a personal viewpoint.
 - c. Council members should obtain the appropriate permission before representing another Council member's view or position with the media.
2. Censure.
- a. The Council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a Council member substantially violates these rules or state law, the Council may take action to protect Council integrity and discipline the Council member with a public reprimand.
 - b. Before taking any action to publicly reprimand or censure a Council member, the Council must plainly state its concerns in writing or in an open public meeting, and the Council member must have a reasonable opportunity to respond.
 - c. The Council may thereafter investigate the actions of any Council member and meet in executive session to discuss any finding that reasonable grounds exist that a substantial violation has occurred. Under ORS 192.660(1)(b), the Council member under investigation may request an open hearing.

H. CONFIDENTIALITY

- 1. Council members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Council members, the City Administrator, City Attorney or others as approved by City Council.
- 2. If the Council meets in executive session, members should attempt to provide direction or consensus to staff on proposed terms and conditions for negotiations. All contact with other parties must be left to the designated staff or representative(s) handling the negotiations or litigation. Council members may not have any contact or discussion with any other party or its representative nor communicate any executive session discussion.
- 3. All public statements, information or press releases relating to a confidential matter will be handled by designated staff or a designated Council member.
- 4. Unless required by law, no Council member may make public the discussions or information obtained in executive session. The Council may censure a member who discloses a confidential matter or otherwise violates these rules.

I. COMMUNICATION WITH STAFF

- 1. Council will respect the separation between policy making (Council function) and administration (City Administrator function) by:

- a. Working with the staff as a team with a spirit of mutual respect and support.
 - b. Except in a Council meeting, not attempting to influence a City employee or the City Administrator concerning personnel matters, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or granting of City licenses and permits. However, the sharing of ideas on these matters is appropriate.
 - c. Limiting individual contacts with City staff to the City Administrator, or other designated staff so as not to influence staff decisions or recommendations, interfere with their work performance, undermine the City Administrator authority or prevent the full Council from having the benefit of any information received. To this end, Council members shall not request City staff to perform significant work without the prior approval of the City Administrator, so that workloads and work plans are not adversely impacted.
 - d. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.
2. All written informational material requested by Council members will be submitted by staff to the entire Council with a notation stating who requested the information. In situations where staff provides a copy of an existing document previously provided to the Council, staff will advise the entire Council rather than providing the material to each Council member.
 3. The Mayor and City Council will refer any comments or questions regarding City personnel or administration to the City Administrator. The Mayor and City Council may redirect other questions to a Council member or the City Administrator, as appropriate. .

J. MINUTES

1. Minutes will be prepared with sufficient detail to meet their intended use. Verbatim minutes are not required. The minutes of meetings of the Council will comply with provisions of ORS 192.650 by containing the following information at a minimum:
 - a. The name of Council members and staff present;
 - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - c. The result of all votes, including ayes and nays and the names of the Council members who voted and justification if given;
 - d. The substance of the discussion on any matter; and
 - e. Reference to any document discussed at the meeting.
2. The Council may amend the minutes to more accurately reflect what transpired at the meeting. Upon receipt of the minutes in the Council agenda packet, Council members should read and submit any changes, additions or corrections to the City Recorder so that a corrected copy may be issued prior to the meeting for approval. Under no circumstances may the minutes be changed following approval by the Council, unless the Council authorizes such change.
3. The City Recorder or designee will make an audio recording of all meetings. The City Recorder will maintain custody of all recordings, but a Council member may obtain a copy of any

recording and the City Recorder will advise the entire Council of request. A Council member may obtain a meeting transcript or partial transcript if it can be produced with nominal staff time. If a transcript would require a significant amount of staff time, the City Recorder may only produce the transcript with Council approval unless the transcript is required to establish a written public record of an interpersonal conflict involving a member of the Council. The City Recorder is authorized to produce transcripts as required by law.

K. ADJOURNMENT

1. Upon motion and majority vote of the Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day. No adjournment may be for a period longer than until the next regular meeting.
2. Upon the request of a Council member, a short recess may be taken during a Council meeting.
3. A motion to adjourn will be in order at any time except as follows:
 - a. When made as an interruption of a member while speaking; or
 - b. While a vote is being taken.

L. BIAS AND DISQUALIFICATION

1. Any proponent, opponent or other party interested in a quasi-judicial matter to be heard by the Council may challenge the qualification of any Council member to participate in such hearing and decision. Any challenge must state any fact(s) relied upon by the party relating to a Council member's bias, pre-judgment, personal interest or other factor from which the party has concluded the Council member should not participate and may not make an impartial decision. Such challenges must be made prior to the commencement of the public hearing. The Mayor will give the challenged member an opportunity to respond. A motion to accept the challenge will be accepted and voted upon by the Council minus the challenged member. Such challenges and the Council's decision will be incorporated into the record of the hearing.
2. In quasi-judicial matters, each Council member must disclose participation in a prior decision or action on the matter that is before the Council. Common examples include when a Planning Commission member is elected or appointed to the City Council or when a Council member testifies at a Planning Commission meeting. The Council member must state whether the member can participate in the hearing with no regard for the prior decision made. If the Council member is unable to be impartial, the member has a duty not to participate in proceedings and to leave the Council table.
3. If the Council believes the member is actually biased, it may disqualify the member by majority vote from participating in a decision on the matter. A Council member who has been disqualified from participating in a decision may participate in the proceeding as a private citizen.
4. Generally, conflicts of interest arise in situations where a Council member, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under state law:

A: an actual conflict of interest is defined as one that would be to the private financial benefit or detriment of the Council member a relative or a business with which the Council member or a relative is associated.

B. A potential conflict of interest is one that could be to the private financial benefit or detriment of the Council member, a relative or a business with which the Council member or a relative is associated.

A “relative” means the spouse, children, siblings or parents of the public official or public official’s spouse. A Council member must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue.

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3. Records Covered. The definition of “public records” and the ORS 192.420 policy statement make it clear that the records law applies to all government records of any kind. The definition of “public record” includes “any information” prepared, owned, used or retained by a city, relating to an activity, transaction or function of the city, or necessary to satisfy fiscal, legal, administrative or historical policies, requirements or needs of the city. Public records are no longer limited to “documents” and need not be prepared by the city. Records prepared outside government “owned, used or retained” by the city, are within the scope of the records law. This includes e-mails relating to city business sent to and from any Council member whether those e-mails were sent from a Council member’s private account or city e-mail account.
4. Exemptions. The records law is primarily a *disclosure* law not a confidentiality law. Exemptions are limited in nature and scope because state policy favors public access to government records. When the city denies a records inspection request, it has the burden of proving that the record information is exempt from disclosure and this determination should be made by the City Attorney.
5. Retention. State laws and regulations govern the retention and destruction of public records. There is no set amount of time that a public record should be retained; the content of the document will determine the retention schedule. For example, an e-mail sent to or from a Council member does not have a set retention schedule; it will depend on the content of the document and then conferral with the City Recorder and City Attorney to determine how long it should be retained. Council members are advised to consult with the City Recorder and City Attorney before destroying public records.

P. LEGAL ADVICE

Requests to the City Attorney for advice requiring legal research may not be made by a Council member without the concurrence of the Council. Before requesting research or other action by the City Attorney, the Council members are encouraged to consider consulting with the City Administrator to determine if the request or action can be accomplished more cost-effectively. Outside a Council meeting, a Council member should make requests of the City Attorney through the City Administrator. Exceptions to this are issues related to the performance of the City Administrator and unique or sensitive personal, yet City business-related, requests.

Q. ROBERT’S RULES

Robert’s Rules of Order Newly Revised Eleventh Edition will be used as the guideline for conduct of Council meetings, except where these Rules specifically apply.

R. COMMISSIONS, BOARDS, COMMITTEES, ORGANIZATIONS & MEDIA

1. Citizen Appointment and Removal.

- a. When a vacancy occurs on City commissions, boards and committees, the City will post notice of the vacancy and accept applications. After a review of the applications received, the Mayor and City Council will, by majority vote, appoint individuals to vacant positions.
- b. When creating an ad hoc committee or a vacancy occurs on an ad hoc committee, City staff and Council will make recommendations to the Mayor who will then appoint the chosen individuals with the consent of the Council by a majority vote at a Council meeting.
- c. Council members will encourage broad participation on City commissions, boards and committees.
- d. A citizen may not serve on more than two City commissions, boards or committees simultaneously, in order to encourage the broadest possible citizen involvement. Any citizen serving on two City commissions, boards or committees may not be chairperson of both simultaneously. This limitation does not apply to service on the City Budget Committee.
- e. Members of a board, committee, or commission serve at the pleasure of the City Council and, except as may be limited or prohibited by law, may be removed at any time and for any reason by a majority vote of the City Council. Members of a board, committee or commission who are absent from more than three (3) regular meetings in a calendar year are considered to have resigned from the board, committee or commission.

2. Council Member Participation.

- a. Council members will encourage citizen participation in City commissions, boards and committees.
- b. Council members may and are encouraged to attend meetings so long as a quorum of the Council is not present.
- c. Council shall: (1) be mindful of their role as individual Council members and not representing the full Council unless specifically authorized to do so, and (2) facilitate full discussion and participation by the regular members of the body.
- d. Council members should limit their attendance at and participation in meetings at which quasi-judicial public hearings are conducted on matters that are appealable to Council, so as to avoid challenges for bias as set forth in Section L of these rules.

S. CITY ADMINISTRATOR EVALUATION

- 1. Criteria. The standards, criteria and policy directives used in the evaluation of the City Administrator will be adopted at a regular Council meeting in accordance with state law.
- 2. Process.

- a. Evaluation sessions will be scheduled in accordance with the City Administrator’s decision on whether to hold the evaluation in open or executive session.
 - b. In February, or in accordance with the current City Administrator contract, Council members and staff designated by Council, if any, will review the elements in the evaluation forms and will provide completed evaluations to the City Recorder by March 1. The City Recorder will forward all sealed envelopes containing evaluations to the City Attorney who will tabulate the results of the evaluation forms.
 - c. At the first meeting in March, or in accordance with the current City Administrator contract, the Mayor and Council will meet in executive session to discuss their assessment of the City Administrator’s performance and to decide what message will be delivered to the City Administrator. This is also the time, if necessary, to draft the criteria and goals for the upcoming year to discuss with the City Administrator.
 - d. At this or a subsequent meeting, the Council will then meet with the City Administrator in an evaluation session. Council summary comments and individual Council member comments will be made. The City Administrator will have an opportunity to respond to all comments. The effect of the evaluation on the City Administrator’s employment contract will be discussed. Sufficient time will be allotted for the evaluation discussion with the City Administrator.
 - e. Compensation may not be discussed in executive session. The Council may convene with the City Administrator in open session to review any final performance evaluation and discuss compensation. Any final summary of the evaluation process shall be prepared by the City Attorney and the Mayor.
3. Contract. The City Attorney and Mayor or other designated member of the City Council will prepare any employment contract amendments to the City Administrator’s contract. Contracts normally will be approved as a consent agenda item at the next regular Council meeting. The evaluation process should be concluded by the end of May each calendar year, although the formal consideration of any contract amendment may occur in the following year.

T. COUNCIL EXPENSES

- 1. Reimbursement. The Council will follow the same rules and procedures for reimbursement as City employees, as established by City policy. Councilor expenditures for other than routine expenses (e.g., conference registration and travel are examples of non-routine expenses) require advance Mayor approval. Unless requested otherwise, the City Recorder will coordinate travel accommodations for Councilors.
- 2. Budget. The Council will review and discuss its proposed annual budget as coordinated by the Mayor and President of the Council and as presented by City staff during a public meeting.