



Eugene City Council

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EUGENE CITY COUNCIL AGENDA

February 21, 2017

5:30 p.m. CITY COUNCIL WORK SESSION
Harris Hall
125 East 8th Avenue
Eugene, Oregon 97401

Meeting of February 21, 2017;
Her Honor Mayor Lucy Vinis Presiding

Councilors

Alan Zelenka, President
George Poling
Emily Semple
Claire Syrett

Mike Clark, Vice President
Greg Evans
Chris Pryor
Betty Taylor

5:30 p.m. CITY COUNCIL WORK SESSION
Harris Hall, 125 East 8th Avenue

- A. EXECUTIVE SESSION**
Pursuant to ORS 192.660(2)(h)
- B. WORK SESSION**
Renter Protections
- C. WORK SESSION**
Process Session – Motions

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

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EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: Renter Protections

Meeting Date: February 21, 2017
Department: Planning & Development
www.eugene-or.gov

Agenda Item Number: B
Staff Contact: Stephanie Jennings
Contact Telephone Number: (541)682-5529

ISSUE STATEMENT

City Council requested a work session to discuss potential policies and programs to enhance housing opportunities and stability for renters. In this exploratory session, staff will review housing trends affecting renters, discuss existing city goals and programs, and identify additional policies and programs that could be implemented at the local level.

BACKGROUND

Multiple local, state, and national trends have resulted in increased challenges for households who rent their homes. There have been multiple shifts in the supply of rental units as well the population that rents their housing. This summary briefly reviews key factors as well as related City guidance and programs. Options for expanding existing programs or creating new programs and policies will be presented during the work session.

Market Trends

The number of renter households in Eugene has continued to grow as a result of multiple demographic, economic, and social factors. These trends are consistent with statewide and national trends affecting West and East Coast states. Renters now make up 53% of all households in Eugene.

While the number of rental units has increased in Eugene, this expansion has not kept pace with growth in the number of rental households. Eugene's rental market is composed of units in both single family and multifamily structures as well a number of manufactured home units. As in most markets, the cost of constructing new rental units is generally too high to result in rents affordable to Eugene's moderate and low income renter households. In addition to limited growth in market rate units for moderate and low income households, development of subsidized affordable housing has also slowed due to multiple factors including decreasing federal resources for development.

As a result, there is an imbalance between the number of renters and units available for rent in the Eugene market. Evidence of this imbalance is indicated by increasing rents, low vacancy rates, shorter leasing periods and other factors. Households with low incomes continue to experience significant challenges, but there are also a growing number of moderate income households that

have difficulty finding stable and affordable housing. Census data indicates moderate and low income households are paying larger shares of their income for housing leaving fewer resources available for other essential household costs such as food, healthcare, and transportation. There is also evidence, based on paired testing and complaint data, that members of protected classes experience greater difficulty finding and retaining stable housing.

Existing City Policies and Programs

The City's existing policies and programs that impact renters fall into five major categories: 1) balancing overall supply of single and multifamily units with population growth and demand; 2) increasing the supply of affordable housing affordable to very low-income persons through incentives and subsidies; 3) ensuring basic habitability standards; 4) protection from housing discrimination; and 5) protection from sales and conversion. Staff will review and discuss these program areas in further detail during the work session.

City of Eugene staff continue to work with the Intergovernmental Housing Policy Board to implement existing programs and policies and to explore options to expanding access to housing for Eugene residents. Councilor Chris Pryor is the designated Council representative to the Housing Policy Board.

Expansion or Addition of New Policies and Programs

There are multiple strategies and opportunities to expand affordable housing opportunities and create greater stability for renter households. Staff will review regulatory and funding strategies in the work session presentation.

RELATED CITY POLICIES

There are multiple City plans and policies related to renter housing opportunities and protections including the Eugene-Springfield 2015 Consolidated Plan, Envision Eugene, and the Eugene Human Rights Code. Each related plan and policy is briefly summarized below.

Eugene-Springfield 2015 Consolidated Plan

The Consolidated Plan provides an assessment of local housing, homelessness, and community development needs, identifies priority needs for use of funds received from HUD, and presents strategies to address the priority needs. The Consolidated Plan adopted by Eugene City Council in 2015 identifies low-income renters as a priority population and includes five specific strategies for expanding affordable housing options and access for people with limited incomes. The Executive Summary of the 2015 Consolidated Plan is provided as Attachment A.

Envision Eugene Community Vision

Related pillars of the Envision Eugene Community Vision include the pillars "Provide housing affordable to all income levels" and "Provide ample economic opportunities for all community members." Housing strategies in the 2012 recommendation include planning for a higher proportion of multi-family housing in the future, expanding housing variety and choice, assessing the applicability of a housing and transportation affordability index, supporting subsidized affordable housing projects, and continuing existing programs that support preservation and rehabilitation of existing housing stock.

Urban Growth Boundary Adoption Package

Eugene's *Housing Needs Analysis* identifies a need for all housing types and price levels to meet the community's 20-year needs. In order to fit all of the community's needed housing inside the existing UGB, the City plans to continue existing incentive programs for higher density housing downtown, and increase the minimum density requirement in the R-2 medium density residential zone.

Eugene Human Rights Code

The City of Eugene Human Rights Code prohibits discrimination in housing, employment, city contracting, and public accommodations. The Code specifies protections for renters who are members of protected classes in multiple aspects of rental housing

COUNCIL OPTIONS

Council options are as follows:

1. Provide direction to staff to develop recommendations for consideration relating to one or more areas of rental housing policy.
2. Take no further action.

CITY MANAGER'S RECOMMENDATION

No recommendation at this time.

SUGGESTED MOTION

No motion applicable.

ATTACHMENTS

- A. Eugene-Springfield 2015 Consolidated Plan Executive Summary

FOR MORE INFORMATION

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Staff E-Mail: stephanie.a.jennings@ci.eugene.or.us

Adopted
Eugene-Springfield
Consolidated Plan – 2015
Summary



A Five Year Strategic Plan
————— *for* —————
Housing and Community Development

Acknowledgements

Eugene City Council

Kitty Piercy, Mayor
George Brown
Mike Clark
Greg Evans
George Poling
Chris Pryor
Claire Syrett
Betty Taylor
Alan Zelenka

Springfield City Council

Christine Lundberg, Mayor
Sheri Moore
Joe Pishioneri
Dave Ralston
Sean VanGordon
Marilee Woodrow
Hillary Wylie

Citizen Advisory Committees

Eugene Community Development Block Grant Advisory Committee
Eugene and Springfield Consolidated Plan Advisory Committee
Intergovernmental Housing Policy Board
Intergovernmental Poverty and Homelessness Board
Intergovernmental Human Services Commission
Springfield Community Development Advisory Committee

Staff Team

City of Eugene
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HACSA
Chuck Hauk

Executive Summary

The Eugene-Springfield 2015 Consolidated Plan presents a strategic vision for housing and community development for the period beginning in July 2015 and ending in June 2020. The goals and activities outlined in the Consolidated Plan are based on priorities identified through an analysis of community needs and on an extensive community outreach process.

The Cities of Eugene and Springfield must complete and adopt a Consolidated Plan every five years in order to receive Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME) and other HUD grants. The purpose of CDBG and HOME is to advance the following statutory objectives principally for extremely low-income, low-income and moderate-income residents:

- Provide decent, safe, and affordable housing
- Create suitable living environments (CDBG)
- Expand economic opportunities (CDBG)
- Expand the supply of decent, safe, sanitary and affordable housing (HOME)

In addition, the Cities of Eugene and Springfield must complete a Consolidated Plan One Year Action Plan (Action Plan) for each fiscal year within the five-year period. The Action Plan describes the Cities' annual allocation process for specific uses of HOME and CDBG funds during a specific fiscal year. The first Action Plan, for fiscal year 2015-2016 will be completed and submitted to HUD along with the 2015 Consolidated Plan.

The following summary of the Eugene-Springfield Consolidated Plan provides an overview of the Consultation and Citizen Participation process, Community Profile and Needs, Priority Needs, and a Strategic Plan. This document is a summary of materials submitted through HUD's electronic plan submission template.

Each section of the complete Plan is available at the Consolidated Plan web page:

<http://www.eugene-or.gov/hudconplan>

Consultation and Citizen Participation

Agency Consultations

The staff team met with the following agencies and organizations. The agencies provided information about housing and service needs for the people they serve, and provided feedback about the draft.

Cornerstone Community Housing
Eugene Planning Commission
Eugene Sustainability Commission
Housing and Community Services Agency
(HACSA)
Human Services Forum
Intergovernmental Housing Policy Board
Lane Integration Network
Neighborhood Economic Development
Corporation (NEDCO)

Oregon Housing and Community Services
Poverty and Homelessness Board
Public Safety Coordinating Committee
St. Vincent de Paul Society of Lane County,
Inc
ShelterCare
Sponsors, Inc
United Way Financial Stability Partnership
University of Oregon

Agency Survey

In addition to these meetings, surveys were sent to 67 agency representatives, and responses were received from 44 people. The respondents noted the lack of affordable housing units or available land to build housing. Most indicated increases in their waiting lists. Many noted that mental health and substance abuse was an underlying problem of the clients they served. The largest impediment to maintaining housing was the lack of steady income. All comments were accepted and considered in the development of the Consolidated Plan.

Catholic Community Services of Lane County
Cornerstone Community Housing
DHS - Self Sufficiency & Child Welfare
Eugene Mission
Eugene Police Dept
Eugene School District 4J
Eugene Water and Electric Board
First Christian Church
FOOD for Lane County
Head Start
Lane Coalition for Healthy Active Youth
Lane County Legal Aid
Lane Education Service District
Lane Workforce Partnership
LULAC of Lane County
Mainstream Housing
Pearl Buck Center

Sexual Assault Support Services
Sponsors, Inc
Springfield School District
Springfield/Eugene Habitat for Humanity
St. Vincent de Paul Society of Lane County,
Inc.
Supporting Access to Independent Living, Inc.
Trillium Behavioral Health
United Way of Lane County
University of Oregon
VA Behavioral Health Reintegration and
Recovery Services Clinic
VA Homeless Program
White Bird Clinic
Willamette Family
Womenspace Inc

Information from the Public

Written Comments

Comments were received during the comment period. The first comment related to people who are under-housed. People who are couch surfing or staying with family or friends may not be counted as “homeless”, but people being under-housed is still a significant problem. This population should be explicitly included in the plan, and addressed in the strategic plan. Another comment was received to clarify that the priority need population of the unemployed or underemployed be also explicitly included in the strategic plan.

Community Survey

A survey was developed and distributed on the internet, through social media, and at public computer terminals at Springfield’s public libraries. Where appropriate, the agencies receiving the provider survey were also sent the community survey and requested to send it to their clients. A total of 92 responses were received. The survey asked respondents to describe the reasons why affordable housing was difficult to find. The majority of respondents said that cost and the lack of housing were the main barriers. Additionally, comments were received about the difficulty of finding housing available to lower incomes, neighborhood quality and safety, high deposits, and wait lists.

Many of the open-ended responses in the community survey when respondents were asked if there was “anything else they you’d like to share” were focused around homelessness issues and affordable housing. Affordable housing was identified as a need, with the high cost of rent, and security and deposits. Other affordable housing-related issues raised include: Building codes and housing quality; sidewalk repair, need for street repair; needs of populations with disabilities, lack of employment and transportation to employment; and pet policies. Questions were also asked about the needs of the homeless. Responses included: development of a housing-first model; micro-housing and associated land use codes; criminalization of homelessness; and increase in low cost single room occupancy units.

Citizen Participation Plan

A requirement of the Consolidated Plan is to develop and utilize a strategy to achieve citizen participation. This plan was adopted in the 2010 Consolidated Plan, updated and submitted with the 2015 Plan, and is summarized here.

The Cities will continue to encourage participation by low- and moderate-income persons throughout the community. Emphasis will be placed on reaching out to minority populations, non-English speaking persons, and persons with disabilities, in the preparation of the Plan. The Cities will also notify and seek the participation of local and regional institutions and other organizations, including businesses, developers, community and faith-based organizations, in the development and implementation of the Plan.

The Cities will make vital information that pertains to the Plan available to the citizens, public agencies and other interested parties on an annual basis. The information to be made available includes the amount of assistance the Cities expect to receive, available unspent prior year's funds and related program income, the range of activities to be undertaken, including the estimated amount of CDBG and other funds that will be expended on low- and moderate-income persons.

The Cities will provide interested parties with a reasonable opportunity to comment on the Plan or on any amendments to the Plan. The Cities will consider any comments or views of interested parties received in writing or orally, at any of the public hearings, or during the specified public comment review period.

Meetings are announced through posting on City websites and in the Register Guard. All public hearings are advertised in the Register-Guard Newspaper 14 days prior to the hearing.

For the development of the Consolidated Plan, one public hearing in addition to multiple public meetings is held over the course of the program year to obtain citizen views and to respond to proposals and questions. The hearing addresses housing and community development needs, development of proposed activities, and review of program performance. The Public Hearing is held prior to the proposed Consolidated Plan publication.

Public meetings are held at times convenient to potential and actual beneficiaries in locations that meet Americans with Disabilities Act accessibility standards. With 48 hours' notice prior to any public meeting, the Cities can provide the following services: an interpreter and audio equipment for the hearing impaired; a reader to review printed materials with the sight impaired, and a foreign language interpreter for non-English speaking residents.

Community Profile and Needs

The Consolidated Plan relies upon an analysis of qualitative and quantitative data in order to identify housing, homelessness, and community development needs and trends. This picture of need is the basis of the proposed objectives and outcomes for the 2015 Consolidated Plan. In addition to the US Census data which provides the foundation for development of the document, the Cities of Eugene and Springfield utilized several alternative sources for needs data. These sources included several documents produced by the Lane Livability Consortium including Latino Public Participation Project and Community Indicators Project, November 2012; Assessment of Equity and Opportunity for Affordable Housing Residents, January 2014; and the Equity and Opportunity Assessment, July 2014.

The local economy is improving, although there is a significant number of households who cannot meet the basic needs for food, shelter, medical care and transportation. In addition, there are a growing number of seniors, persons with disabilities, and others who are unable to work. These factors, combined with a very tight housing market, have resulted in a large number of households with moderate or severe housing cost burdens. A review of noteworthy trends is provided below.

Population Growth

The overall population of Eugene and Springfield continues to grow modestly at an annual projected population rate of 1.4%. The total population of Eugene and Springfield was 219,570 in 2013.

Age Distribution

The population of Eugene and Springfield is aging. In 2000, people aged 60 to 75 accounted for 8% of the total population. This grew to 12% in 2010. For the same period, people under 45 accounted for 67% of the population in 2000, and this has dropped to 63% in 2010.

Racial and Ethnic Composition

Eugene and Springfield are becoming more racially and ethnically diverse. Latino residents are the fastest growing population, representing 9% of the population in the two cities, and this population has grown 83% between 2000 and 2010. Approximately 18% of the population of the cities are either Latino or minority race.

Household Composition

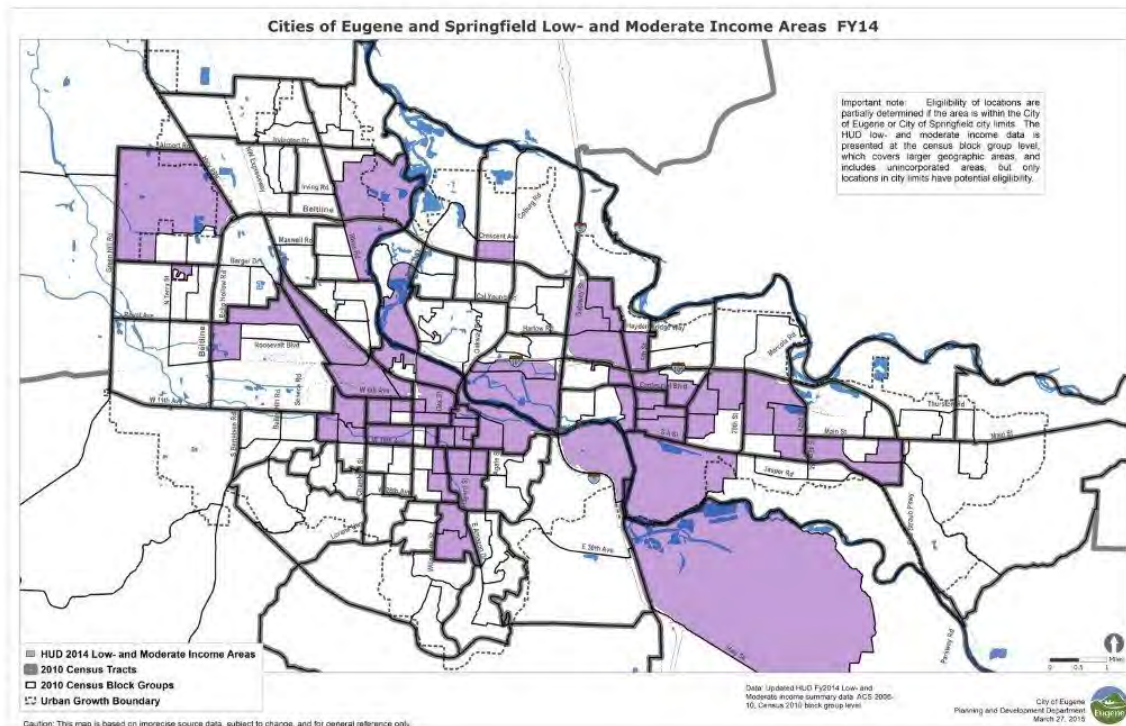
Family households still make up the largest percentage of households with 54% (Eugene – 51%, Springfield – 62%), and of those, there has been a 19% increase in the number of single female headed households. There has also been a significant increase in single person households which now make up 32% of all households. The largest growth in household type is non-family households which increased 22% between 2000 and 2010.

Income and Poverty

The Median Family Income for both Eugene (\$40,628) and Springfield (\$39,598) is lower than the US (\$52,176) and Lane County (\$41,936). The impact of wages appears in other indicators, such as the fact that 19% of Lane County residents receive food stamp benefits (SNAP), and 50%

of students from the three Public School Districts in Eugene and Springfield are eligible for free and reduced lunch. Low wages also contribute to financial instability. At this time, 40% of households in Lane County do not have sufficient liquid assets to subsist at the poverty level for three months, in the absence of income.

Below is a map showing areas with concentrations of low- and moderate-income populations in Eugene and Springfield. The highlighted areas are census tracts where 51% or more of the population is low- to moderate-income. In Eugene, these areas are on Highway 99, the River Road area and the areas near downtown. Additionally, areas with large concentrations of student housing also are identified as an area with high concentrations of low- and moderate income populations, as many residents in these areas are attending college. In Springfield, the concentrations of low- and moderate-income persons are in the Glenwood area, Gateway, near downtown, and in mid-Springfield.



Persons with Disabilities

In the Cities of Eugene and Springfield, about 29,125 people, or 14%, live with one or more disabilities. The highest reported disabilities include ambulatory (49%), cognitive (45%), and difficulty with independent living (35%).

Persons Experiencing Homelessness

The 2014 Point in Time Count identified 1,769 people experiencing homelessness. Of those, 1,100 were unsheltered, 336 were families with children staying in a shelter, 415 were chronically homeless, 229 were veterans, 164 were victims of domestic violence and 202 were seriously mentally ill. For FY 2014, Lane County reported that 11,668 unduplicated individuals

who were homeless received human services from one or more agencies. The three public school districts in Eugene and Springfield report 1,616 homeless youth during 2014, and this definition includes students who are staying with friends or family.

Persons with Special Needs who are not Homeless

Limited new data exists specific to non-homeless special needs populations in the cities of Eugene and Springfield. There are numerous sub-populations in this community. Of those, there are some that have both sufficient numbers and unique housing and service needs that warrant identification. Those include the following: veterans; children; people exiting incarceration; victims of violence; people living with HIV/AIDS; people living with drug or alcohol addictions; and college-age students. Children and youth aging out of foster care are newly identified special needs population worthy of specific attention.

Employment and Economy

Employment conditions in Lane County are improving but have not yet returned to pre-Recession levels. At its greatest, the unemployment rate in May 2009 was 12.8%. In February 2015 this had dropped to 6.1%. According to an Oregon Employment Department March 2015 article, between 2007 and 2010, Lane County lost 18,000 jobs. Since 2010, 9,800 jobs have been gained. In Eugene, the unemployment remains above 11% while in Springfield the unemployment rate is nearly 13%.

Unemployment in the region is creating a hardship not only for skilled workers, but for the new workforce of youth 16-24 years old, at 20%. With the high unemployment and demand for skilled workers, youth are not able to gain job experience, a situation which is shown to impact their lives long term through lower earnings and less labor market engagement.

Housing Units and Tenure

Together, Eugene and Springfield contain more than 89,400 housing units. The balance between unit types has remained relatively stable since 1990, with single family units accounting for 61% of the total, multi-family units for 33% and the remainder mobile/manufactured homes. The data also indicates that the majority of units available to renters are two-bedroom units, and the number of two-bedroom units has remained constant near 42% since 2000. There has been an increase in the number and percentage of three bedroom units, from 21% to 30% of all rental units, or an increase of 5,277 units. There is a commensurate decrease in the percentage of no- and one-bedroom units, from 38% of all rental units in 2000 to 28% in 2013, or a decrease of 1,800 units. About 51% of the housing units in the two cities are owner-occupied, with 49% renter-occupied. This reflects a slight reduction in the number of owner occupied units since 2000 of 52%.

Assisted and Public Housing

A variety of assisted housing developments are currently available and serving low-income persons in the cities of Eugene and Springfield. There are at total of 4,452 assisted housing units in 113 developments in both cities, including projects subsidized with Section 8, Low-Income Housing Tax Credits, or other project-based subsidies. Eugene and its urban growth boundary has

a total of 3,516 units in 83 developments and Springfield and its urban growth boundary has 866 units in 28 developments.

The Housing and Community Services Agency of Lane County (HACSA) serves as the housing authority for the cities of Eugene and Springfield. There are a total of 705 public housing units, and as of January 2015, 683 were leased. HACSA has 708 public housing vouchers available, with 695 in use. Additionally, HACSA has 2,817 total vouchers (2,556 in use), of which 211 are designated as Veterans Affairs Supportive Housing (143 in use). For all voucher programs, 8% are held by households with one or more persons who identify as a minority race or ethnicity.

HACSA maintains a waiting list for all of their public housing units. There are 957 people on the one-bedroom wait list, with an average wait time of up to five years. The wait list for two-bedroom units is 939 with a wait time of up to three years. For three-bedroom units, there are 177 families, with a one year wait. Finally, there are 56 families on the 4- bedroom wait list, and the wait time is incalculable for the four-bedroom units because of their scarcity. The Section 8 waiting list was last opened in 2013. It is expected that when it is opened in 2015, 2,500 people will respond to the online application. At this point in time, many vouchers holders are unable to find suitable housing; units have rents that exceed voucher programs' rent limitations or do not meet the minimum habitability standards.

Housing Cost Burden

Housing costs in the Eugene-Springfield area have risen sharply over the past 25 years while incomes have risen slowly, forcing many households to pay more for housing than is affordable. Households paying more than 30% of household income are considered to have a 'housing cost burden'. A majority of the renters in Eugene (54%) and Springfield (51%) are considered housing cost burdened, while approximately a third of home-owners are also cost burdened (Eugene – 32%, Springfield – 33%).

Housing Conditions and Lead Based Paint

In the cities of Eugene and Springfield, approximately 61% (54,600) of the total housing units were built prior to 1980 and may contain lead-based paint. Approximately 11,437 homes pose potential lead-based paint hazards in the cities of Eugene and Springfield.

Despite the age of the housing stock, the physical condition of the housing in Eugene and Springfield is generally good, as there are relatively few housing units (1,279) in the area that are considered substandard according to HUD. Of those, 97% are rental units, and 79% are occupied by people making 50% or less of the average median income. Based on input received during provider and public consultations, units available to low income residents tend to have more significant issues, and because of the scarcity of affordable low-income housing, residents are reluctant to raise their concerns for fear of losing the housing.

Manufactured dwelling parks are areas where people rent or lease a space for their manufactured home, which they may rent or own. A manufactured dwelling is a more affordable way for many people to own a home, or live independently in an environment for older

individuals. About 5% of the housing units in Eugene and Springfield are manufactured home park spaces, with nearly 40% of the homes in three census tracts. These tracts are located in west Eugene, Glenwood, and mid-Springfield.

Priority Needs

The purpose of identifying the community needs and trends, conducting surveys and meeting with providers is to identify what the priority needs are for the low-and moderate-income households in this community for the next five years. Listed below are the needs that were identified through the analysis that have been identified as priority needs to address using HUD funds.

Renters

Low and very low-income people need increased access to quality affordable rental housing. There are a total of 31,055 low-income renter households in Eugene, and 7,335 in Springfield.

- A significant majority of low-income renters experience a housing cost burden, overcrowding, and/or substandard housing conditions(Eugene – 78%, Springfield – 76%)
- A significant majority of low-income renters spend more than 30% of their income on housing costs (Eugene – 76%, Springfield – 74%)
- A large percentage of low-income renters spend more than 50% of their income on housing costs (Eugene – 51%, Springfield – 34%)

Home Owners

Low and very low-income people need increased access to affordable home ownership opportunities and support to remain homeowners. There are 6,830 low-income owner occupied households in Eugene, and 3,860 in Springfield.

- A significant majority of low-income owners experience a housing cost burden, overcrowding, and/or substandard housing conditions (Eugene – 76%, Springfield – 57%)
- A significant majority of low-income owners spend more than 30% of their income on housing costs (Eugene – 64%, Springfield – 56%)
- A large percentage of low-income owners spend more than 50% of their income on housing costs (Eugene – 40%, Springfield – 31%)

Homeless

People need access to housing and supportive services to prevent them from becoming homeless and to leave homelessness.

- The 2014 Point in Time Count identified 1,769 people experiencing homelessness.
- Of those, 1,100 were unsheltered, 336 were families with children staying in a shelter, 415 were chronically homeless, 229 were veterans, 164 were victims of domestic violence and 202 were seriously mentally ill.

- Lane County reported that 11,668 unduplicated individuals who were homeless received human services from one or more agencies in fiscal year 2014.
- The three public school districts in Eugene and Springfield report 1,616 homeless youth during 2014, and this definition includes students who are staying with friends or family. The definition of homeless for purposes of the Plan includes people who are “doubled-up”.

Non-Homeless Special Needs Populations

People with special needs need additional support for housing and supportive services. This includes seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.

- Special needs populations need additional support as it relates to affordable housing, human services, employment opportunities, and accessibility improvements in housing and public facilities.

Employment Opportunities

People who have low-incomes, are unemployed or underemployed need a broader range of employment opportunities, including self-employment

- Between 2007 and 2010, Lane County lost 18,000 jobs.
- The loss of jobs combined with the subsequent recession, have widened the gap between employed wages and housing costs.

Low-Income Areas and Areas of Slums and Blight

Geographic areas defined as areas of slums or blight or as low-income areas need additional support for rehabilitation and public facility improvements

- There are several areas in this community that are or could meet the HUD requirement for an area of slums and blight which would allow different uses of CDBG funds. These areas could benefit from increased investments in the area.
- There are several areas of this community that are characterized by 51% or more low- to moderate-income residents, which can benefit from increased investments in this area.

Strategic Plan

After identification of the priority needs, strategies are developed that address those priority needs. Below is a summary of the strategies that have been identified that both meet priority needs and are also eligible uses of HUD funds. A table following this section shows the relationship between identified strategies and the priority needs of Eugene and Springfield for use of federal funds received from HUD.

Increase the supply of affordable housing.

Housing affordability challenges illustrate that it is necessary to continue to add units to the stock of affordable housing. The Cities of Eugene and Springfield will use a combination of HOME and CDBG funds for land and development subsidies for new construction of affordable housing, as well as for assistance to non-profit sponsors to build capacity for new development. This strategy will address the priority needs and support projects to meet the needs of renters, the homeless, and special needs populations, including seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.

Rehabilitate existing housing stock affordable to low-income persons.

In addition to adding units, continued efforts are necessary to preserve existing rental and ownership housing for low-income persons. The Cities of Eugene and Springfield primarily use CDBG funds for this purpose, and use funds to provide assistance for minor home repairs and accessibility improvements. Additionally, the City of Eugene operates a Housing Revolving Loan Pool with CDBG funds for rental rehabilitation and owner rehabilitation loans. This strategy will address the priority needs of renters, home owners, the homeless, low-income areas, and special needs populations, including seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.

Provide down payment assistance for home ownership.

Both the Cities of Eugene and Springfield operate down payment assistance programs to help low-income persons become homeowners. The assistance received by each household is modest but plays a critical role in enabling them to become homeowners. In addition, the units vacated by households receiving homebuyer assistance become available to other renters. As part of efforts to affirmatively further fair housing, the Cities of Eugene and Springfield work together to enhance home ownership opportunities for persons of minority race and ethnicity. This strategy will address the priority needs of home owners.

Remove barriers to affordable and supportive housing.

Both the Cities of Eugene and Springfield seek opportunities to affirmatively further fair housing and also raise awareness of the housing needs of low- and moderate-income persons, so these

may be considered in the development of related policies and regulations. This strategy will address the priority needs of renters, home owners, the homeless, and low-income areas.

Support a human services delivery system to address the needs of homeless persons and special needs populations.

The Cities of Eugene and Springfield collaborate with Lane County to fund human service providers. This collaborative funding model uses available federal, state and local funds to efficiently support local agencies. The Human Services Commission is the intergovernmental body that guides the use of funds and oversees the activities of agencies receiving funds. In addition, both the Cities of Eugene and Springfield provide capital grants for public facilities operated primarily by nonprofit service providers. This strategy will address the priority needs of the homeless and special needs population, including seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.

Promote economic development and employment opportunities through the creation of jobs and business development.

The Cities of Eugene and Springfield will use CDBG funds to undertake economic development activities resulting in job creation for low- and moderate-income households. The City of Eugene's Business Development Fund will continue to provide loans to local businesses resulting in job creation or retention. This Fund operates primarily with program income from previous business loans. The City of Springfield has initiated a similar program to provide loans to local businesses and will continue to provide such loans. Both Eugene and Springfield expect to continue support of microenterprise training for low- and moderate-income persons. This strategy will address the priority needs of increasing employment and self-employment opportunities, for people who are unemployed or underemployed.

Make strategic investments to improve low-income neighborhoods and other areas of slums and blight.

Both the Cities of Eugene and Springfield will consider strategic investments in capital improvement projects serving eligible areas. Such projects may include public infrastructure and other facilities. This strategy will address the priority needs of renters, home owners, homeless, special needs, low-income areas and slums and blight, and employment opportunities.

Priority Needs - Table

Priority Need	Explanation
<p>Renters - Low and very low income people need increased access to quality affordable rental housing</p>	<ul style="list-style-type: none"> • A significant majority of low-income renters spend more than 30% of their income on housing costs (Eugene – 76%, Springfield – 74%) • A significant majority of low-income renters experience over-crowding, substandard housing, or a housing cost burden (Eugene – 78%, Springfield – 76%) • A large percentage of low-income renters spend more than 50% of their income on housing costs (Eugene – 51%, Springfield – 34%)
<p>Home Owners - Low and very low income people need increased access to affordable home ownership opportunities and support to remain homeowners</p>	<ul style="list-style-type: none"> • A significant majority of low-income owners experience over-crowding, substandard housing, or a housing cost burden (Eugene – 76%, Springfield – 57%) • A significant majority of low-income owners spend more than 30% of their income on housing costs (Eugene – 64%, Springfield – 56%) • A large percentage of low-income owners spend more than 50% of their income on housing costs (Eugene – 40%, Springfield – 31%)
<p>Homeless - People need access to housing and supportive services to prevent them from becoming homeless and to leave homelessness</p>	<ul style="list-style-type: none"> • A total of 11,668 homeless individuals were served in FY 2014 by agencies funded by Lane County. • The three public school districts in Eugene and Springfield report 1,616 homeless youth during 2014, and this definition includes students who are staying with friends or family. • The definition of homeless for purposes of this Plan includes people who are “doubled-up”.
<p>Non-Homeless Special Needs Populations - People with special needs including seniors, ex-offenders, people with HIV/AIDS, victims of domestic violence, people with drug and alcohol addictions, people who are evicted or foreclosed, people with physical and mental disabilities, veterans, youth and college students, and youth aging out of foster care.</p>	<ul style="list-style-type: none"> • Special needs populations need additional support as it relates to affordable housing, human services, and employment opportunities.
<p>Employment Opportunities - People who have low incomes, are unemployed or underemployed need a broader range of employment opportunities, including self-employment</p>	<ul style="list-style-type: none"> • Between 2007 and 2010, Lane County lost nearly 18,000 jobs. • The loss of jobs combined with the subsequent recession, have widened the gap between employed wages and housing costs.
<p>Low-Income Areas & Areas of Slums and Blight – Geographic areas defined as areas of slums and blight or as low-income areas need additional support for rehabilitation and public facility improvements</p>	<ul style="list-style-type: none"> • There are several areas in this community that are or could meet the HUD requirement for an areas of slums and blight which would allow different uses of CDBG funds. These areas could benefit from increased investments in the area. • There are several areas of this community that are characterized by 51% or more low- to moderate-income residents, which can benefit from increased investments in this area.

Strategies to Address Priority Needs – Table
2015 Eugene/Springfield Consolidated Plan

Strategy	Priority Needs Addressed	Possible Examples	Measurements	Eugene/ Springfield HOME Consortium	Eugene CDBG	Springfield CDBG
Increase the supply of affordable housing (Consortium HOME and Community Development Block Grant)	Renters, Home Owners, Homeless, Special Needs	Land Acquisition. Development of new rental housing. Operating Support for Community Housing Development Organizations	Number of rental units constructed, reconstructed, acquired or preserved	600	50	
			Number of CHDO's Assisted	4		
			Housing for homeless added	20		
			Number of sites acquired		2	1
			Homeowner housing added		10	5
Rehabilitate existing housing stock affordable to low-income persons (Community Development Block Grant)	Renters, Homeless, Special Needs, Low-Income Areas, Home Owners	Continue and expand publicly supported rehabilitation and accessibility improvements.	Number of rental units rehabilitated		350	5
			Number of home owner units rehabilitated		150	200
Provide down payment assistance for home ownership (Community Development Block Grant)	Home Owners	Assist low-income residents with the first time purchase of a home.	Households assisted with direct assistance to home buyers		10	50
Remove barriers to affordable and supportive housing (Community Development Block Grant)	Renters, Home Owners, Homeless, Low Income Area Non Homeless Special Needs	Support programs that assure housing opportunities are provided without discrimination. Support Housing Policy Board. Update Fair Housing Plan.	Maintain Housing Policy board		Yes	Yes
			Number of fair housing events		20	5
			Maintain fair housing services		Yes	Yes
			Update Fair Housing Plan		Yes	Yes

Strategy	Priority Needs Addressed	Possible Examples	Measurements	Eugene/ Springfield HOME Consortium	Eugene CDBG	Springfield CDBG
Support a human services delivery system to address the needs of homeless persons and special needs populations (Community Development Block Grant)	Homeless, Special Needs	Fund capital improvements to facilities owned by non-profits. Fund non-profit services through the Human Services Commission.	Persons assisted with public facility activities		25,000	5,000
			Persons assisted with public service activities		110,000	65,000
			Number of public facilities improved		15	4
			Number of transitional or emergency beds added		20	5
Promote economic development and employment opportunities through the creation of jobs and business development (Community Development Block Grant)	Employment Opportunities	Provide below market financing to local businesses creating or retaining jobs. Provide micro-enterprise training and development opportunities.	Jobs created or retained		200	5
			Businesses assisted		50	1
			Micro business trainees		300	55
Make strategic investments to improve low income neighborhoods and other areas of slums and blight (Community Development Block Grant)	Renters, Owners, Homeless, Special Needs, Low Income Areas and Slums & Blight, Employment Opportunities	Provide financing for activities which eliminate slums and blight, including acquisition, clearance, rehab and historic preservation and economic development activities.	Businesses assisted with façade treatment or building rehab			2
			Number of projects completed		2	2
			Persons assisted with public facility activity		5,000	6,000



EUGENE CITY COUNCIL AGENDA ITEM SUMMARY



Work Session: City Council Process Session - Motions

Meeting Date: February 21, 2017
Department: Central Services
www.eugene-or.gov

Agenda Item Number: C
Staff Contact: Mia Cariaga
Contact Telephone Number: 541-682-5010

AGENDA ITEM SUMMARY

This work session is part of an ongoing opportunity for the City Council to discuss how it conducts its business. The Council meets periodically to talk about its processes and operating agreements. This discussion will be on the topic of motions.

BACKGROUND

The Municipal Charter of the City of Eugene, Eugene City Code and Oregon Revised Statutes govern many meeting requirements and actions of the Mayor and City Council. The Eugene Charter, Chapter 2 of the Eugene City Code, and various sections of ORS 192 and 244 are primary sources of these meeting and other operating requirements.

In addition, the Council has adopted Operating Agreements as outlined in Attachment A. They were last updated by Council in October 2011. This work session is an opportunity for Council to review the process associated with motions as outlined in the agreements on page 7.

RELATED CITY POLICIES

No related City policies are relevant to this discussion.

COUNCIL OPTIONS

The council may provide input and direction for staff follow up on the issues discussed. No formal action is anticipated.

CITY MANAGER'S RECOMMENDATION

No recommendations are offered by the City Manager.

SUGGESTED MOTION

No motions are offered by the City Manager.

ATTACHMENTS

A. Council Operating Agreements

FOR MORE INFORMATION

Staff Contact: Mia Cariaga

Telephone: 541-682-5010

Staff E-Mail: mia.cariaga@ci.eugene.or.us

EUGENE CITY COUNCIL OPERATING AGREEMENTS
RESOLUTION NUMBER 5043
ADOPTED OCTOBER 10, 2011

INTRODUCTION

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

1. MEETING REQUIREMENTS

1.01 Time of Meetings

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

1.02 Work Sessions

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

1.03 Location of Meetings

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

1.04 Notice of Meetings, Special Meetings, Emergency Meetings

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

1.05 Public Forum

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

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

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

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

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

1.06 Public Hearings

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

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

1.07 Executive Session

All meetings of the Council shall be held in open session, except those meetings that may be closed for purposes specified in the Oregon Attorney General's Public Records and Meetings Manual (ORS 192.610 to 192.690). These include the employment or dismissal of public employees, performance evaluation of the council's employees, labor negotiations, real property transactions negotiations, and consulting with legal counsel on pending or threatened litigation.

Notice of executive sessions shall be given as required by state law and that notice must state the specific provisions of law authorizing the session.

The Mayor and City Councilors are expected to maintain the confidentiality of the information discussed in legally noticed and conducted executive sessions as defined in Chapter 192 of the Oregon Revised Statutes.

1.08 Minutes

Written minutes shall be taken for all City Council meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. The minutes must give a true reflection of the matters discussed but need not be a full transcript, verbatim or recording. As a matter of courtesy and efficiency, a councilor should notify the Mayor and other councilors that he/she intends to propose an amendment to the minutes and should propose replacement text in advance of the meeting at which those minutes are scheduled to be approved. If the proposed amendment is a simple factual, grammatical, or spelling correction, the amendment may be proposed without consulting the minutes recorder. If, however, the proposed amendment is substantive in nature or seeks to clarify the speaker's intent, or to expand his/her remarks for the record, the councilor should notify the minutes recorder and request verification of the proposed amendment.

1.09 Voting

Section 12 of the Eugene Municipal Charter states that the Mayor only votes on matters before the Council in the case of a tie. Council members may not abstain from voting unless a conflict of interest has been declared.

1.10 Presiding Officer

The Mayor shall preside over City Council meetings when present. The president of the Council shall preside if the Mayor is absent or unable to preside. The Council vice president shall have the powers of the Council president when the Council president is performing the duties of the Mayor. If the Mayor, Council president, and vice president are unavailable, the Council members present shall elect a temporary presiding officer.

1.11 Council Officers

Council officers shall be elected for one-year terms in the manner prescribed in the E.C. 2.009, at the first regular meeting in each calendar year.

2. PLACING ITEMS ON COUNCIL AGENDA

2.01 Contact the City Manager

Contact the City Manager and explain the nature, scope and desired outcome of the item for the agenda, or make the request during “Items from Mayor and City Council” at a City Council work session. The City Manager and Mayor may then decide to place the item on a future agenda.

2.02 Council Poll

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

2.03 Tentative Agenda on the Consent Calendar

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

2.04 Tentative Agenda Provided Each Week

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

2.05 Scheduling of Items on the Agenda

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

2.06 Routine Business Items on the City Council Agenda

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

3. ORDER OF ITEMS ON A SPECIFIC DATE MEETING AGENDA

3.01 Pledge of Allegiance to the Flag

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

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

3.02 Ceremonial Matters

At the first regular meeting of each month, the first agenda item shall be used to acknowledge special recognition or awards given to the City of Eugene or for the Mayor to read proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor. This item shall be called “Ceremonial Matters.” Requests for recognition under Ceremonial Matters should be submitted in writing to the Mayor.

3.03 Consent Calendar

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

3.04 Public Hearings Given Priority

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

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

At work sessions held on the second and fourth Mondays of each month, the first item on the agenda shall be “Committee Reports and Items of Interest from Mayor, City Council and City Manager.” Detailed reports on committee assignments will be given quarterly, with these reports rotating according to a pre-determined schedule and occurring at the first Monday work session of each month; the time set for this item will be 60 minutes. General reports will be given during the second Monday work session; the time set for this item will be 30 minutes. The time allotted for “Items” is subject to change to accommodate emerging issues.

4. COUNCIL ACTION ON AGENDA ITEMS

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

5. POSTPONING AGENDA ITEMS

Any councilor may request that an item be postponed to another meeting if he/she is unable to attend the meeting at which the item has been scheduled. As a courtesy, councilors should submit in writing a request to postpone to the Mayor as early as possible. If the Mayor is unavailable the request should be made to the City Manager or the Manager’s designated staff member. A request to postpone may be requested for either a work session item or a vote on an

agenda item. The request to postpone shall be honored unless a majority of councilors present determines that the matter needs to be acted upon at that meeting.

6. COMMITTEES OF THE COUNCIL

6.01 Creation of Committees

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

6.02 Standing Committees of the Council

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

6.03 Standing Advisory Bodies to the Council

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

7. CONDUCT AT MEETINGS

7.01 Roberts Rules of Order

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

7.02 Other Meeting Guidelines

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

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

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

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

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

7.03 Public Conduct

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

8. COUNCILOR REQUEST FOR STAFF ASSISTANCE

8.01 Two-Hour Rule

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

8.02 Major Request

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

8.03 Tracking Council Requests

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

9. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

9.01 Written Communications from City Councilors and Mayor

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

When writing as an individual, a councilor or the Mayor is free to take any position which he or she feels is appropriate. When it is a point of view different from a Council position, this fact

should be included in the letter. Use of City stationery and choice of pronouns shall be left to the discretion of the councilor or the Mayor.

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

9.02 State/Federal Lobbying

The effectiveness of City lobbying in Salem or in Washington, D.C. depends on the clarity of the City's voice. When councilors or the Mayor represent the City in a lobbying situation, it is appropriate that the councilors or the Mayor avoid expressions of personal dissent from an adopted Council policy. This policy is stated in Resolution No. 4139, Council Policy on Testimony and Funding Applications.

A councilor or the Mayor in disagreement with an adopted policy should not be deprived of the right to express such views to the appropriate officials at another time and another place. However, the councilor or the Mayor should feel bound to advise those to whom such disagreement is expressed that it is an individual view and that the Council has taken a different position.

9.03 Attending Conferences, Other Meetings

Councilors and the Mayor are encouraged to attend conferences and training sessions which would enhance their skills and knowledge. Any councilor or the Mayor may attend any meeting at which the Council is represented, but only the formally appointed official City Council representative or designated alternate, has the right to vote on matters being considered by the organization or group holding the meeting or conference. Individual councilors or the Mayor may state he or she is representing the City Council if he or she has been formally directed by the City Council to do so.

For local intergovernmental bodies or advisory groups to which an official Eugene City Council representative has been appointed, the representative is to serve as an "instructed delegate;" that is, to represent pertinent adopted city and City Council policy. If possible, the Mayor or councilors should inform the other members of the City Council of the matters being considered by intergovernmental bodies, and to the greatest extent possible, seek direction from the City Council on issues directly pertaining to the City of Eugene and adopted city policy. The representative may express his or her own opinion, provided it is identified as such, but when voting or considering matters with policy implications or budgetary considerations, the representative must follow adopted City or City Council policy and direction.

Participating in state and national groups such as the League of Oregon Cities and the National League of Cities presents the opportunity to enhance skills and knowledge, and is an important avenue for the Mayor and councilors to advocate for the members of the community and the city itself. If the Mayor or councilors attend meetings of these organizations, an official voting delegate should be selected by the City Council. This voting delegate, to the greatest extent possible, informs the Mayor and City Council of issues or matters on which the voting delegate may be asked to vote. If there is existing City or Council policy, the voting delegate will vote in accordance with that policy. When providing a report to the council (see Section 10.06), votes of the delegate should be included in that report.

If the Mayor or individual councilor serves on a committee of a state or national advisory committee and has been selected in an “at large” role, that is, not a specific seat or position for a City of Eugene elected official, that person should state the adopted City or Council policies. However, that person is not bound by the adopted policy and can represent his or her own position, provided that the person makes such a disclaimer.

10. COUNCILOR EXPENSES

10.01 General Guidelines for Reimbursed Expenses

Under the provisions of the City Charter, the City may pay a councilor or the Mayor expenses that are directly related to City business. It is each councilor’s and the Mayor’s responsibility to determine if expenses are actually City related. If there are questions about the propriety of such expenditures, the Manager shall first review the issue with the councilor. If the City Manager and the councilor cannot resolve the issue, the Manager shall discuss the matter with the Mayor. Receipts should be secured for any expenses and should accompany City Council expense report forms to record mileage and other expenses. The forms shall be available from the City Manager's Office.

Activities that support or oppose a political campaign shall not be reimbursable.

10.02 Out-of-Town Expenses

Out-of-town expenses include those incurred while attending City-related conventions, conferences, training seminars, or meetings. Expenses that are paid by the City include fees for seminars or conferences; transportation to, from, and at the destination; and lodging, meals, and incidental expenses that are necessary to conduct City business.

10.03 Local Expenses

Local expenses include those incurred while representing the Council on a committee, attending meetings, attending local seminars or conferences, attending local special events, or meeting with groups or individuals to discuss City matters. Expenses that are paid by the City are detailed in Resolution No. 4375 and include meals, conference registration, transportation and necessary incidental expenses, and up to two community group memberships, not to exceed \$100 total. The reimbursement for bicycle mileage, as permitted in Resolution No. 4375, shall be \$.15.1 per mile as of September 1, 2002, and shall be adjusted each year at the same rate of increase as that of automobile reimbursement. Special materials such as books or directories may also be eligible for reimbursement.

If receipts are not available, a written description of expenses signed by the Councilor must be submitted along with the Council Expense Report Form. Forms shall be available from the City Manager’s Office.

10.04 Spouse/Guest Expenses

The City shall reimburse councilors or the Mayor for spouse expenses at local events when the councilors or the Mayor and spouse are jointly invited and the councilors are serving in their official capacity, such as a recognition dinner. The City does not otherwise reimburse councilors or the Mayor for expenses incurred by their spouses. If councilors or the Mayor wish to have

spouses accompany them while attending out-of-town events, the City may make reservations and have travel and lodging expenses billed directly to the City. Councilors or the Mayor must then reimburse the City for their spouse's travel and lodging expenses. Reimbursement should be made as soon as possible so that the trip reconciliation process can be completed. When a guest is invited in place of a spouse, this reimbursement policy shall also apply.

10.05 Petty Cash

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

10.06 Travel Guidelines

Prior notification of out-of-town travel shall be given to staff responsible for travel arrangements in the City Manager's Office whenever possible. Registration and travel arrangements should be made well in advance so that the City can take advantage of reduced fares and early registration fees. Staff shall assist councilors in making transportation and lodging arrangements and arrange to have expenses billed directly to the City; contractors shall be chosen by staff, and not by councilors.

While at a conference, councilors or the Mayor shall be expected to attend conference sessions and, within 30 days, issue a written report to share the information and perspectives with the entire *City* Council. If more than one councilor attends, a consolidated report may be written.

As a general guideline, each councilor is allowed two out-of-state conference trips per fiscal year. If a councilor wishes to make additional trips, the request should be brought to attention of the full Council and should be endorsed by a majority of the Council. This guideline is intended to cover trips made at the discretion of the individual councilor; it is not intended to be applied to trips related to service on national or regional committee, such as a committee of the National League of Cities.

10.07 Overseas Travel

If the Mayor or members of the Council wish to attend a conference or make a Council business-related trip to a destination overseas, this request shall be made in writing well in advance and shall be placed on the Consent Calendar for approval by the Council.

11. ETHICS

11.01 Reporting Requirements in ORS

In accordance with ORS 244.050, the Mayor and all councilors holding office on April 15 shall be required to file an Annual Verified Statement of Economic Interest with the Oregon Government Standards and Practices Commission on or before that date. The report must be filed on the form prescribed by ORS 244.060. Each year the form shall be mailed directly to the elected official by the Commission and should be returned directly to the Commission in Salem. Failure to submit the form by the April 15 deadline may result in the imposition of a civil penalty and/or removal from office.

11.02 Local Code of Ethics

The Charter requires that a code of ethics be enacted. This local code, found in the Eugene Code, places additional conflicts of interest requirements upon elected officials and creates a local process for filing complaints.

12. COUNCIL CHAMBER AND MCNUTT ROOM SEATING ASSIGNMENTS

The Council shall be assigned seats in January, following the election of the Council president and vice president. The Mayor is always seated at the center position with the 5043 Council president seated at the Mayor's right and the Council vice president seated at the Mayor's left.

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

JANUARY

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

APRIL

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

SEPTEMBER

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

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

1. Purpose of Council Committee on Intergovernmental Relations

The Council Committee on Intergovernmental Relations (IGR Committee) exists to make recommendations to the City Council on State and Federal legislative issues and on City applications for funding from outside agencies. At this time it is the only standing committee of the City Council.

2. Membership

The IGR Committee consists of three City Council members.

The three IGR Committee Council members are appointed annually by the Mayor in the normal course of appointments to various boards and commissions on which City of Eugene elected officials serve. The Mayor will appoint members that represent the City Council's political and ideological diversity.

The Mayor serves as an ex-officio member of the IGR committee.

3. Committee Chair

The IGR Committee shall elect a chair of the committee at the first regularly scheduled meeting after the Mayor has appointed the members to the IGR Committee.

4. Conducting the Business of Meeting

IGR Committee meetings are governed by Roberts Rules of Order, Revised. Like the City Council, the IGR Committee has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it.

5. Meetings

The IGR Committee meets as needed and generally meets more frequently when the Oregon Legislature is in session. Meetings of the IGR Committee are subject to the requirements of Oregon Public Meetings Law, ORS 192.620. The meetings shall be held within the jurisdictional boundaries of the City.

No IGR Committee meeting shall be held at any place where discrimination on the basis of an individual's race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability, is practiced.

Advance notice of at least 24 hours shall be provided for all meetings. Notice shall include written notice to all news media that requested notice.

6. Quorum

Two members of the IGR Committee constitute a quorum for the transaction of Committee business. Other members of the City Council may attend meetings of the IGR Committee, but shall have no authority or status to vote on matters considered by the IGR Committee during that meeting.

Unanimous votes of the IGR Committee require 3 votes, not 2 votes, should an IGR Committee member be absent.

An IGR Committee member may designate the Mayor to serve as an alternate in the member's absence.

7. Minutes

Written minutes shall be taken for all IGR Committee meetings in accordance with the Oregon Attorney General's Public Records and Meetings Manual. The minutes must give a true reflection of the matters discussed but need not be a full transcript, verbatim or recording.

8. Process for Sessions of the Oregon Legislature

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

Preparation for the Regular Session is begun by IGR staff who meet with the members of the IGR Committee and other City departmental staff to outline legislative policies and concepts for the upcoming session based upon City Council goals, priorities, community needs and organizational issues. These concepts, after being vetted by staff and the IGR Committee, are then submitted to the full City Council for review and approval. Once the concepts are approved, they become the basis for the Legislative Policies document that serves as the cornerstone for position and lobbying efforts on particular pieces of legislation during the session.

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

9. Process for Introducing Legislation

The City may wish to introduce legislative concepts on its behalf to the legislature. The IGR Committee meets and reviews all proposals for legislation prior to submittal to the Legislature.

- Any City staff or elected official interested in introducing legislation prepares a written overview of the purpose of the legislative concept and draft language for review by the IGR Committee. Once the IGR Committee has voted on proposed legislative concepts, the action of the IGR approval.

After the proposed legislative concepts have been reviewed and approved by the full City Council, legislative concepts that have been approved are presented to the Legislature for drafting. The bill, as introduced, is then presented to the IGR Committee under the regular bill review process.

10. Process for Review and Prioritization of Legislation

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

Review by City staff:

- Once the bills are introduced, they are assigned by an IGR staff person to the appropriate LC for review.
- Legislative Coordinators (LCs) in the appropriate City department analyze all introduced bills that are of interest to or may affect the City. LC staff is determined by each Department.
- LC staff turnaround for review and analysis of a bill is expected to be within 10 working days of the assignment of a bill unless the movement of a bill warrants a faster turnaround. In those cases, IGR staff will contact the LC and arrange for a faster review.
- If a bill addresses one or more of the policies presented in the Legislative Policies for that session, the particular policy is noted in the LC staff's analysis of the bill.
- LC staff will relay both the pros and cons of a bill in their comments as well as any amendments that would make the bill more favorable.
- LC will assign each bill a priority and a recommendation.

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

The three priority assignments for legislative bills are as follows:

PRIORITY ONE BILLS – The issues addressed by the bill are identified in the City's Legislative Policies document. The bill would have a significant impact on City operations, services, or finances in such ways as to fundamentally impact department administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or positively. The issues addressed by the bill are of significant interest to the City even if they do not directly impact the operations, services, or finances of the City.

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

PRIORITY TWO BILLS – The issues addressed by the bill are identified in the City’s Legislative Policies document. The bill would have some impact, although manageable, on City operations, services, or finances and would impact administration, organization, personnel, allocation of City resources, or local decision-making, either negatively or positively. The issues addressed by the bill are of high interest to the City even if they do not directly impact the operations, services, or finances of the City.

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

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

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

Review by the IGR Committee:

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

The actions of the IGR Committee are presented on the full City Council’s agenda for review and approval. The minutes of the IGR Committee are ratified by the City Council. Any bill that has been reviewed by the IGR Committee may be pulled for discussion at the request of any councilor or by the Mayor.

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

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

If a position the IGR Committee has taken on a bill is not unanimous, **the position on that bill will be neutral until the full City Council weighs in and directs a position.** The bill will then be placed on the next available City Council agenda.

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

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

12. Process for Federal Lobbying Efforts

The IGR Committee and IGR staff address Federal lobbying priorities in concert with a number of the City's local governmental partners.

The Federal priorities begin with a review of opportunities for funding in the next Federal budget and goals that are specific to Eugene or the area. The IGR Committee meets and reviews the list of potential priority projects. Potential projects should be those projects which have already gone through the proper authorization channels and are "shovel ready" projects. Once the IGR Committee reviews the list of potential projects, the Committee develops a list of project goals that are considered to be achievable.

After the proposed goals have been vetted by staff, United Front partners, and other community partners, and the IGR Committee, the priorities list is then presented to the full City Council for review and approval.

The final list becomes part of the "United Front" agenda which is presented to the area's congressional representatives, executive department staff, and other potential funding sources in Washington, D.C. The attendees on the lobbying trips typically include the Mayor, chair of the IGR Committee, and appropriate City staff.

13. Grants and Funding Applications

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

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

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

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

14. Resolution 4908

On April 18, 2007, the City Council adopted Resolution No. 4908, “A Resolution Establishing Policy Governing City Testimony and Funding Requests, and Repealing Resolution No. 4139”. This speaks to the issue of testimony before legislative bodies, funding requests and the role of the Council in setting legislative policy. This Resolution is incorporated into this document as Attachment A.

15. City Council Operating Agreements

The operating agreements of the IGR Committee are to be incorporated into the Operating Agreements of the Eugene City Council. As the IGR Committee is a subset of the City Council, any and all process and operating agreements supersede this document. All process and operating agreements of the City Council, by extension and when relevant apply to the IGR Committee.

Attachment A: City of Eugene Resolution 4908.

RESOLUTION NO. 4908

**A RESOLUTION ESTABLISHING POLICY GOVERNING
CITY TESTIMONY AND FUNDING REQUESTS, AND
REPEALING RESOLUTION NO. 4139.**

The City Council of the City of Eugene finds that:

- A.** Under the Eugene Charter, it is the exclusive role of the City Council to set legislative policy for the City.
- B.** On September 13, 1989 the City Council adopted Resolution No. 4139 establishing policy governing testimony and funding requests by City representatives.
- C.** The City Council has determined that Section 7 of Resolution No. 4139 should be repealed.
- D.** The Council finds that Resolution No. 4139 should be repealed in its entirety, and its provisions, other than Section 7, be readopted as hereinafter set forth as City policy governing testimony before the Federal government, the Legislative Assembly of the State of Oregon or its committees, State agencies, or municipal corporations, and submission of funding requests to such entities. As used herein, in addition to the Congress of the United States, references to "Federal government" includes all committees, commissions, departments, agencies, bureaus, and governmental divisions or instrumentalities of the United States.

NOW, THEREFORE,

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

Section 1. Based upon the above findings, which are adopted herein, Resolution No. 4139, adopted by the Council on September 13, 1989, and any other Resolution in conflict herewith is hereby repealed as of the effective date of this Resolution, and City policy governing testimony and funding requests is established as hereinafter set forth.

Section 2. Any employee or agent of the City, the Mayor or any member of the City Council or any City board or commission desiring to testify in his or her official capacity on legislative or regulatory matters before the State Legislative Assembly, State agencies, municipal corporations, or the Federal government, or desiring to submit funding requests for municipal activities thereto or to any private foundation, shall present the essence of the testimony or funding request to the Council for prior approval, modification, or disapproval.

Section 3. No employee, agent or officer of the City shall testify on legislative or regulatory matters before a governmental entity or request funding from a public or private source in his or her official capacity contrary to the adopted policies of the Council. The Mayor, members of the City Council, and members of City boards or commissions shall not make a

Resolution - I

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

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

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

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

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

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

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

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

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



City Recorder