



**CITY OF JACKSONVILLE
CITY COUNCIL AGENDA
City Hall – Assembly Room
206 N Fifth St**

MEETING VIRTUAL OPTION: Members of the public may participate in this meeting via Zoom if preferred.

INSTRUCTIONS: You can join the meeting by clicking or entering the following link from your computer, smartphone, or tablet: <https://us06web.zoom.us/j/83947176329?pwd=Nit6aGhVWXB0cis3RDQ3TWJabmp4QT09>

You can also call **(253) 215-8782**. When prompted, enter the Meeting ID and passcode: **ID: 839 4717 6329 Passcode: 707853**

**CITY COUNCIL
City Council Meeting**

**April 18, 2023
12:00 pm**

- 1) **CALL TO ORDER** (includes call to order, pledge of allegiance)
- 2) **a. MINUTES** April 4, 2023
b. BILLS LIST April 18, 2023
- 3) **ADJOURN TO WORK SESSION**

WORK SESSION

- 1) **Call to Order**
- 2) **DISCUSSION ITEMS:**
 - a. **Jacksonville Municipal Code Title No. 2**
- 3) **ADJOURN**

Action minutes along with electronic recordings of the meeting, which may be reviewed online on the City of Jacksonville website <http://www.jacksonvilleor.us>.

April 4, 2023, hosted in-person & via Zoom

1) **CALL TO ORDER (includes call to order and roll call of attendees) 6:00 PM**

Present: Councilors Thompson, Reed, Casaleggio, Hellenthal, McClain, and Mayor Bowen

Absent: Councilor Gregg

Staff Present: Administrator Alvis, Finance Director Bray (Zoom), City Recorder Watson, and Finance Assistant Flenner

2) **a. MINUTES (minutes from March 21, 2023 meeting)**

Move to: Approval of the minutes for March 21, 2023

Motion by: Councilor McClain

Seconded by: Councilor Casaleggio

Vote:

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen

Nays (0):

Abstain :

Motion Carries Unanimously

b. BILLS LIST

April 4, 2023

Move to: Approval of the bills list for April 4, 2023

Motion by: Councilor Thompson

Seconded by: Councilor Hellenthal

Roll Call Vote:

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen

Nay (0):

Motion Carries Unanimously

3) **PUBLIC COMMENT (items **not** on the agenda) limited to 3 minutes per speaker.**

- John Lamy speaks to an article he wrote in the Jacksonville Review asking for citizen input on EV charging stations. He has received a few responses from the citizens who favor the charging stations.
- Abby McKee invites the council to a Britt event at Bigham Knoll. Speaks to children's concerts to be held this year.
- Cindy Rasmussen speaks to Citizens for a Safer Jacksonville and the traffic problem in the City of Jacksonville on Third Street. A meeting will be held at the Naversen Room and be at the Jacksonville Library on May 24th. She is inviting the public to come. She will have action items to bring to the City for implementation ideas.
- Kelly Aguirre thanks the City for the speed radars (digital signs) posted around town.
- Carol Knapp requested the previous Mayor's photos be hung on the walls in the Assembly room.
- Alan Rasmussen speaks about the speed radars around town not working correctly.

4) **STAFF / DEPARTMENT REPORTS**

- a. **Admin Department** – Administrator Alvis speaks to the donation from the Boosters Foundation.
Director Bray speaks to the budget meeting on April 13, 2023.
- b. **Planning Department** -Ian Foster
- c. **Police Department** – Chief Towe
- d. **Fire Department** – Fire Chief Painter
- e. **Mayor** – Donna Bowen

5) **ACTION / DISCUSSION ITEMS**

(The public will be allowed to speak, one time, to certain items during the action/discussion items. In order to speak, you must sign in with the Recorder under the item for which you wish to speak)

a. **Person of the Year Award**

Public Comment: None.

Council Discussion: Mayor Bowen speaks to Linda Davis’s work and involvement with the Fire Wise Community. Linda Davis speaks to the citizens.

b. **Lifetime Achievement Award**

Public Comment: None.

Council Discussion: Mayor Bowen speaks to the acts of service from Jim Lewis. The award was presented to Gayle Lewis, who spoke on Jim’s behalf.

c. **Approval of Transient Lodging Tax Grant Applications**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of the Transient Lodging Tax Grants Applications as presented.

Motion by: Councilor McClain

Seconded by: Councilor Reed

Roll Call Vote

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen

Nays (0):

Motion Carries

d. **Trolley Lease Agreement**

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary.

Move to: Approval of the Trolley Lease Agreement with the suggested change.

Motion by: Councilor Casaleggio

Seconded by: Councilor Thompson

Roll Call Vote

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen

Nays (0):

Motion Carries

Administrator Alvis speaks to the trolley lease agreement. The Chamber is looking at options to purchase a trolley. They requested a one-year lease.

e. Fuel Reduction Report and Permission to Burn

Public Comment: None.

Council Discussion: Mayor Bowen reads the summary. Shane Jimerfield with Lomakatsi speaks to the council about the proposed project. Councilor Thompson asks questions about the controlled burn projects within the city limits. Shane answers.

Move to: Approve the exemption
Motion by: Councilor Thompson
Seconded by: Councilor Casaleggio

Roll Call Vote

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen
Nays (0):
Motion Carries

Mayor Bowen presents the awards to the Person of the Year and the Lifetime Achievement, as they were not presented during the agenda items.

Second Reading of ORDINANCE NO. O2023-002 – AN ORDINANCE MAKING CERTAIN DETERMINATIONS AND FINDINGS RELATING TO AND APPROVING THE JACKSONVILLE URBAN RENEWAL PLAN AMENDMENT AND DIRECTING THAT NOTICE OF APPROVAL BE PUBLISHED

Public Comment:

- Jocie Wall speaks to the Urban Renewal funding and requests the 2nd reading of the ordinance to be postponed.
- Steve Wall speaks to the Urban Renewal funding and requests the 2nd reading of the ordinance to be postponed.
- Linda Graham speaks to the Urban Renewal projects. Not in favor of past courthouse project, however she supports a purchase of a fire engine.

Council Discussion: Mayor Bowen reads the Summary. Attorney Riley MacGraw speaks to the revised ordinance. The revisions were allowed because it is a minor change. Councilor Reed claims ex parte contact. Councilor Thompson asks what constitutes a substantial amendment. Attorney MacGraw answers. Council continues the conversation about the projects. Administrator Alvis answers.

Mayor Bowen reads the ordinance by title only.

Move to: Approve the 2nd reading by title only and adoption of the ordinance
Motion by: Councilor Casaleggio
Seconded by: Councilor Hellenthal

Roll Call Vote

Ayes (6): Councilors Thompson, Casaleggio, Reed, Hellenthal, McClain, and Mayor Bowen
Nays (0):
Motion Carries

6) **COUNCIL AND COMMITTEE REPORTS AND DISCUSSION**

- a. Councilor Reed: Cemetery cleanup was postponed to a later date.
- b. Councilor Casaleggio: Planning Commission will meet tomorrow, April 5th.
- c. Councilor McClain: No Report.
- d. Councilor Gregg: Absent.
- e. Councilor Hellenthal: The Historic and Architectural Review Commission has been canceled.
- f. Councilor Thompson: CCI will meet on April 17th and speaks to the RVCOG meeting attended. She also speaks about the fuel reduction project.
- g. Mayor Bowen: No Report.

7) **ADJOURN 7:08 PM**

Donna Bowen, Mayor

Angela Watson, City Recorder

Date approved: _____

CITY OF JACKSONVILLE
Bills Against the City - City Council
APRIL 18, 2023

GENERAL FUND - ADMINISTRATION DEPARTMENT

Vendor Name	Description	Amount
Best Signs Inc.	add names to Mayor's awards plaque	95.00
Budge-McHugh Supply Co.	supplies	46.49
Budget Lumber	supplies for library fence - boosters grant	638.40
C & K Market Inc.	bldg. maintenance supplies	37.57
Data Center West	monthly IT services	63.89
Data Center West	pbx server for VOIP phones	49.99
Grants Pass Daily Courier	legals notice published for UR Plan Amendment	42.38
Rodda Paint	supplies for library fence - boosters grant	207.10
Rogue Shred LLC	confidential shred	17.40
Staples Business Credit	office supplies	393.80
WCP Solutions	paper for offices	112.40
		1,704.42

GENERAL FUND - PLANNING DEPARTMENT

Vendor Name	Description	Amount
C & K Market Inc.	office supplies	26.47
City of Medford	vehicle maintenance FD	143.06
Data Center West	monthly IT services	70.62
Rogue Shred LLC	confidential shred	17.40
WCP Solutions	paper for offices	56.20
		313.75

FIRE PROTECTION FUND

Vendor Name	Description	Amount
A One Exterminators Inc.	quarterly pest control	113.00
AlSCO	janitorial supplies	448.68
American Industrial Door LLC	bay door repair FD - during power outage	302.50
Asante	safer grant	247.00
C & K Market Inc.	FD supplies	9.99
City of Medford	fuel FD	504.63
Data Center West	monthly IT services	27.91
Henry Schein Inc.	medical supplies	483.45
Vickers Consulting Services Inc.	regional grant	500.00
		2,637.16

POLICE PROTECTION FUND

Vendor Name	Description	Amount
Central Point Cleaners	uniform cleaning	97.50
City of Medford	fuel PD	551.11
Data Center West	monthly IT services	26.78
Department of Transportation	DMV records	3.00
Dick's Towing / Maynard Hadley Towing	vehicle maintenance	60.00
Lockwoods Automotive	vehicle maintenance	512.25
Quill Corporation	PD supplies	82.78
Rogue Shred LLC	confidential shred	5.00
		1,338.42

CEMETERY FUND

Vendor Name	Description	Amount
Budget Lumber	cemetery supplies	21.38
		21.38

STREETS FUND

Vendor Name	Description	Amount
AlSCO	janitorial supplies	399.09
Auto Zone	supplies for fleet	33.02

Vendor Name	Description	Amount
C & K Market Inc.	cleaner for vehicles	17.38
Edge Construction Supply Inc.	supplies	176.82
Hilton Fuel & Supply	tree removal debris	40.00
Webfoot Truck & Equipment Inc.	dump truck repairs	1,256.05
		1,922.36
WATER FUND		
Vendor Name	Description	Amount
AlSCO	janitorial supplies	399.09
C & K Market Inc.	supplies for pump station	13.18
C & K Market Inc.	bucket for shop	6.59
C & K Market Inc.	vehicle supplies	6.59
Core & Main	new hydrant stems	571.68
Data Center West	monthly IT services	26.03
GSI Water Solutions Inc.	work on water conservation plan	2,184.50
NASASP	annual dues	39.00
Neilson Research Corporation	routine water testing	120.00
Valley Web Printing	monthly bills	3,167.53
WCP Solutions	paper for offices	56.20
		6,590.39
PARKS FUND		
Vendor Name	Description	Amount
AlSCO	janitorial supplies	798.17
C & K Market Inc.	supplies for Doc Griffin bathroom	46.56
Ewing	Arboretum filter for sprinkler system	138.78
Hilton Fuel & Supply	debris removal	70.00
		1,053.51
		TOTAL: 15,581.39
APPROVED BY:		DATE:
Table of Acronyms		
FP	Forest Park	
HPF	Historic Preservation Fund	
JWA	Jacksonville Woodlands Association	
MEP	Mechanical / Electrical / Plumbing	
NCH	New City Hall	
O&M	Operation and Management	
PKS	Parks	
PRR	Public Records Request	
ROW	Right of Way	
SAFER	Staffing for Adequate Fire and Emergency Response	
SCADA	Supervisory Controlled and Data Acquisition (part of Telemetry)	
SRGP	Seismic Rehabilitation Grant Program	
SRAMP	Seismic Risk Assessment and Mitigation Plan	
SCA	Small Cities Allotment	
STR	Streets	
TLT	Transient Lodging Tax	
VIC	Visitors Information Center	
WTR	Water	

Jacksonville City Council Work Session Summary



Jacksonville Municipal Code Title No. 2

Date: April 13, 2023
From: Jeff Alvis, City Administrator

City Council Work Session: April 18, 2023
Agenda Item: 2a

Synopsis:

Councilor Casaleggio will review potential revisions to JMC Title No. 2.

Exhibits:

- Exhibit A - Title 2 Notes
- Exhibit B - JMC Title 2 Chapter 2.01
- Exhibit C - JMC Title 2 Chapter 2.02

Notes for Draft 2, Title 2, JMC

1. General. Draft 2 contains the changes suggested by Council at the last study session, new suggested text and conforming corrections. The significant changes for further discussion are below.

2. 2.01.020. (D). Revised to use language from statute and LOC reference guide and to clearly incorporate preemptive state law for meeting purposes and notices.

3. 2.01.020. (E) and (F). Provides for any possible public participation in study sessions.

4. 2.01.030. (B). New deadline for submission of agenda items and material to 3:00 p.m. on the Monday one week before the meeting.

5. 2.01.050. (C). Adds reference to Mayor to clarify composition of ad hoc Council committees.

6. 2.01.080. (A) and (B). Revised to clarify chain of command issues.

7. 2.01.090. (D). Deletes provision for Council approval consistent with current practice of not approving individual items on professional billings.

8. 2.02.020. (A). Permits Council to exempt Administrator from city residency, but restricts residency to within Jackson County.

9. 2.02.030. (J). Added to reference the office of Assistant Administrator.

Title 2 - ADMINISTRATON AND PERSONNEL

Chapter

CHAPTER 2.01 - CITY COUNCIL

Section

Sec. 2.01.010. - General.

(A) *Powers.* All City powers shall be vested in and exercised by the City Council (Council), except as provided in the City Charter.

(B) *Composition, qualifications and terms.* The Council shall consist of the Mayor and six Councilors, each separately elected at large, with qualifications and office terms specified by the City Charter. A President of the Council, elected by the Council at its first meeting of the calendar year, shall serve in the Mayor's absence or incapacity.

(C) *Nominations.* Nominations for Council members shall be as specified by the City Charter.

(D) *Compensation.* No member of the Council shall receive compensation for serving in such capacity.

(E) *Vacancies.* The Council, by resolution, shall provide for filling any Council member vacancies pending the next election.

(F) *Amounts.* The Council, by resolution, shall fix the amounts of City fees, fines and charges and the limits of City officials' expenditure authorities at least every two (2) years from the latest fixing or more frequently as required.

Sec. 2.01.020. - Council Meetings.

(A) *Regular.* Except as it may otherwise provide, the Council shall hold one regular meeting at least once each month at a date, hour and place designated by the Council. If the date is a holiday, the Council shall determine the date at a meeting before the holiday.

(B) *Special.* The Mayor, or if absent, the President of the Council, may or shall at the request of three Council members, call a special Council meeting by giving 24 hours' advance notice to Council members, the news media and others requesting notice and the general public.

(C) *Emergency.* An emergency meeting is special meeting called on less than 24 hours' notice and only in the event of an emergency. The meeting minutes must describe the emergency justifying less than 24 hours' notice. Notice may be given in any reasonable manner, including telecommunication and/or email.

(D) *Executive Session.* An executive session is any meeting or part of a Council meeting closed to certain persons. An executive session may be held only for the purposes and subject to the notice requirements, conditions and restrictions of the Oregon public meetings law. This meeting is generally held to discuss personnel or litigation matters and is subject to specific state law rules as the public (with limited exceptions for news media) is excluded. It may be held as a separate meeting or during any Council meeting providing all applicable statutory notice requirements are met. Any Council member may call for an executive session at a regular, special or emergency meeting for which notice has already been given under public meetings laws.

(E) *Study or Work Session.* Subject to applicable public meeting laws, a study or work session is a meeting held solely to allow the Council to share or receive information and discuss defined subjects without public participation.

(F) *Virtual.* Council meetings may be held with all or some members participating by electronic means. Notice and opportunity for the news media and public to be present must be provided. Except for executive sessions and study or work sessions, meetings held by electronic means must provide at least one electronic platform permitting public participation in the meeting, which platform may be where no Council member is present. Unless otherwise exempt, news media must be provided access to such platform facility.

Sec. 2.01.030. - Meeting Agenda.

(A) *Approval.* The Mayor shall approve all agenda items. Any person, including Council members, City officers and staff, seeking inclusion of agenda items shall submit such items for the Mayor's approval.

(B) *Preparation.* The Mayor, with the City Recorder and/or City Administrator, shall prepare the agenda for each meeting. Except for Special or Emergency meetings, the agenda shall be closed for further items and all items, their background materials and supporting documents shall be submitted to the Recorder not later than at 3:00 p.m. on the Monday Tuesday one week preceding the meeting date. All item background materials and supporting documents shall be submitted to the Recorder.

(C) *Items restricted.* Except for emergency items and to provide required public notice, items not on the meeting agenda shall not be formally introduced or discussed by any Council member at a noticed public meeting. A Council member may introduce an item not on the agenda, which constitutes an emergency, provided that its placement on the agenda is approved by unanimous vote of members present.

(D) *Record.* The Recorder or designee shall complete all Council minutes within (two) (2) weeks of the subject meeting, which minutes may be as action minutes with an accompanying audio record.

Sec. 2.01.040. - Meeting Conduct.

(A) *Attendance.* The Mayor, or if absent, the President of the Council, (Chair) shall call the meeting to order at the designated time. A majority of the Council is the quorum for conducting business. If a quorum is not present, the Recorder shall immediately notify the absent members, except those known to be unavoidably absent, that their presence is required. The Council members present may direct an officer of the City to request the absent member(s) to attend the meeting. If a quorum cannot be obtained, the members present shall adjourn until another specified time or until the next regular meeting.

(B) *Rules.* Robert's Rules of Order Revised shall be used as a guide for conducting Council meetings and may be relaxed at the Chair's discretion to simplify and clarify matters before the Council. For meetings, the Chief of Police or a designated police officer shall be the Sergeant at Arms.

(C) *Council Speaking.* Every Council member desiring to speak shall wait to be acknowledged by the Chair. In discussion each Council member will have an opportunity to speak at least once before another member speaks. Upon recognition, members shall confine remarks to the issue

under discussion and address their remarks to the Chair. Councilors shall not respond to or engage in dialogues with members of the public during meetings, except as permitted by the Chair for questions on the subject.

(D) *Public Participation*. To assure orderly and equal opportunity for presentation of views, the following rules for public participation shall apply:

- (1) Before the meeting, speakers shall sign in with the Recorder for the agenda item(s) they wish to address. Speakers will be called in order of signing in;
- (2) The written meeting agenda shall specify the opportunities for public comment on items on and not on the agenda and the applicable speaking time limits. At the beginning of each meeting, the Chair shall orally specify the need to sign in, the speaking opportunities and their time limits;
- (3) When called, speakers shall come to the speaker's podium and provide their names and addresses for the record before addressing their issues;
- (4) All remarks and questions shall be addressed to the Chair and not to individual Councilors, staff, or other persons present. Chair may refer questions for appropriate response only and no debate shall be allowed;
- (5) No person shall address an issue without first being recognized by the Chair;
- (6) No speaker shall speak twice on any one subject until every other public member wishing to speak has been heard on that subject. Any subsequent address shall be subject to agenda or other Chair-specified time limits;
- (7) Photographing, filming or videotaping in the Council meeting place shall be allowed except when it violates subsection (E) below; and
- (8) No flags, signs, posters or placards, unless authorized by the Chair, may be carried, displayed or placed in the Council meeting place. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing of individuals, providing that such devices are of such size and nature as not to interfere with the vision of other persons attending the meeting.

(E) *Order and Decorum.* The Sergeant-at-Arms, at the Chair's direction, shall remove person or persons from the Council meeting for its duration, provided that the Chair shall first warn that the applicable allowing action(s) shall be cause for removal:

(1) The use of unreasonably loud or disruptive language; the making any noise, conduct and the like that disrupts or obstructs the orderly work or conduct of Council business;

(2) Engaging in violent or distractive actions;

(3) The willful injury to the Council meeting place or its furnishings;

(4) Refusal to obey any rules of conduct provided in this Chapter, including limitation on occupancy or seating capacity; or

(5) Refusal to obey an order of the Chair, or Council approved order.

(F) *Closing Meeting.* If the audience disrupts a meeting, a majority of the Council members present may order that the Council meeting be closed and the meeting place cleared.

(G) *News media.* The provisions of these rules shall not be construed to prevent news media representatives from performing their duties as long as the manner of performance is not disruptive to meeting conduct.

Sec. 2.01.050. - Voting.

(A) *Roll Call.* Every motion or question involving the receipt or expenditure of funds shall be by roll call vote conducted by the City Recorder or designee. Roll call votes on other matters may be called at the Chair's discretion.

(B) *Ballots.* Matters before the Council may be determined by written ballot, but secret Council ballots are prohibited. When written ballots are used, each ballot must identify the member voting and the vote shall be announced. In the event of a unanimous ballot vote, it may be announced and entered into the record as "unanimously approved or disapproved."

(C) *Restrictions.* A Council member shall not indicate their vote during discussion preceding a vote. Nor shall a member vote on any issue in

which they may have a conflict of interest as defined by ORS 244.020(8). A member who abstains from voting must state the reason for abstention. A member may request to be excused from voting for special reason when approved by a majority of the Council.

(D) *Reconsideration.* A Council member vote may be changed before the next item of business is taken. Any member who voted with the majority the action is reconsidered, no further reconsideration may take place without majority Council consent.

Sec. 2.01.060. - Public Hearings.

(A) *General.* The Council may hold public hearings as part of regular or special meetings at such times and upon such notice as required by applicable law, regulation, code or ordinance.

(B) *Hearing Officer.* The Mayor, President of the Council or a specially-appointed official (Hearing Officer) shall preside at the public hearing conducted by the Council.

(C) *Rules.* Subject to the requirements of the particular hearing, the Hearing Officer shall specify rules of presentation, including special orders of presentation and speaking time limits on the official record of the hearing.

Sec. 2.01.070. - Commissions, Committees and Organizations.

(A) *Authorities.* City Commissions and Committees are established under Jacksonville City Charter, Jacksonville Comprehensive Plan, Chapter 1 and Title 4 JMC.

(B) *Appointments.* Appointments to City Commissions and Committees shall be made under Title 4, Chapter 4.01 JMC.

(C) *Other.* The Mayor may appoint members and alternates to any City-appropriate organizations such as the Rogue Valley Council of Governments and *ad hoc* Council committees of not more than three Council members each, including the Mayor.

Sec. 2.01.080. - Chain of Command.

(A) *Authority.* Council members shall:

(1) Seek information and/or share information about any City issues or business from or with the Mayor or, at the Mayor's unavailability or direction, the City Administrator;

(2) Unless specifically authorized in advance by the Mayor or the City Administrator or the Mayor, Council members shall not conduct any City business, either directly or indirectly, or give orders or advice to or with other City officers or employees.

(3) For this Subsection (A) only, if the office of Administrator is vacant, Council members shall deal exclusively with the Mayor, or if unavailable, the President of the Council.

~~Except for information inquiries, Council members shall deal with the Administrator only through the Mayor. If the City Administrator is absent, unable to act or if the office is vacant, the Mayor shall assume the City Administrator's duties.~~

(B) *Complaints.* Council members receiving complaints about City officers or employees shall refer them to the City Administrator or to the Mayor if the Administrator is unavailable ~~absent~~, unable to act and/or if the complaint is about the Administrator.

(C) *Organization Chart.* Annually, before March 1, the City Administrator shall prepare and present to the Council a complete, chain-of-command organization chart of all City employee positions and the names of the current employees.

Sec. 2.01.090. - Professional Services.

(A) *Defined.* For this Section, professional services may include those for legal, clerical, accounting, engineering and consulting and not include services for the construction, replacement and/or maintenance of City physical properties or facilities or goods and services for City operations.

(B) *Requests.* Professional services requests, including legal, clerical, accounting or related professional services, from the Council, a Committee or a Commission shall be made only through the City Administrator, or if absent, the Mayor, who shall be responsible for coordinating the retention and work of the professionals.

(C) *Approvals.* Contracts for professional services shall be approved by the Administrator or the Council according to the limits referenced in Section 2.01.010 (F) of this Chapter 2.01.

(D) *Billings.* All billings submitted to the City for professional services shall reflect the subject and topic of each and every topic area (for example, phone call re: (topic) and to whom; conference/meeting re: (topic and purpose). The Administrator or designee shall maintain a similarly detailed record of telephone calls and payable meetings with professionals ~~for Council review and approval.~~

Sec. 2.01.100. - Representing the City. The City Administrator, Mayor, or if absent, the President of the Council, shall be the City's official spokesperson and may use City facilities, including its website, electronic and/or print media and/or City stationery for spokesperson duties. The City Administrator or Mayor may delegate spokesperson duties as appropriate. Spokesperson duties shall include media interviews, news releases and other public communications about City business.

Sec. 2.01.101. - Personal Use. No elected or appointed official shall use City facilities or electronic media to express personal viewpoints or for private correspondence.

Sec. 2.01.110. - Conflicts.

(A) *Precedence.* If any rule established by Council is found to be contrary to the City Charter, state or federal law, the appropriate Charter provisions or law shall take precedence.

(B) *Amendments.* If any rule within these rules is found to be in conflict with previous Council rules, such previous Council rules shall be amended to resolve the conflict.

(C) *Effect.* As needed or required by law or administrative order, the Council rules shall be revised, deleted or new rules introduced by amendment or revision. Modification or changing of one or more rules shall have no effect upon the other rules of the Council.

CHAPTER 2.02. - CITY ADMINISTRATOR

Section

Sec. 2.02.010. Administrator. The City Council (Council) deems necessary and hereby affirms the appointment of the City officer known as the City Administrator (Administrator).

Sec. 2.02.020. General.

(A) *Appointment.* The Administrator shall be appointed by the Council on the basis of the applicant's executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practices for the duties of the office set forth below. Upon appointment, the Administrator may not be a City resident, but, within one year shall become and remain a City resident for the term of hire, except the Council may approve other residency but only within Jackson County Oregon as otherwise approved by Council.

(B) *Restrictions.* Neither the Mayor nor any Councilor shall be appointed Administrator during their respective terms of office and for one year thereafter.

(C) *Relationship.* The relationship of the Administrator and Council members shall be as specified in Chapter 2.01, Section 2.01.070.

(D) *Compensation.* The Council shall fix the Administrator's compensation by contract.

(E) *Performance.* The Administrator's job performance shall be reviewed annually by an ad hoc committee of the Mayor and two current Councilors.

Sec. 2.02.030. - Powers and duties.

The Administrator shall have the following powers and duties:

(A) *Advise.* Advise the Council on all activities, operations and needs of the City government and prepare reports thereof for Council consideration;

(B) *Budget.* Prepare and submit to the Council and to the City Budget Committee the annual budget estimates and financial reports;

(C) *Personnel.* For City employees within the Administrator's supervisory authority, advise the Council about the appointment and removal of such employees and the establishment or deletion of positions or change of work assignments for positions, subject to personnel rules and regulations, and hire temporary employees as may be necessary;

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- (D) *Supervise.* Supervise the activities of all City departments and prepare annual performance reviews of all City officers under Chapter 2.03, Section 2.03.020 of this Title 2.
- (E) *Property.* Care for City-owned and leased property;
- (F) *Contracts.* The Administrator shall:
- (1) Subject to limits set by Council resolution, act as purchasing agent for the City and contract on behalf of the City for materials and/or services routinely required by the City;
 - (2) Advise the Council with respect to any other contracts for materials and/or services than in (1) above;
 - (3) Maintain inventories sufficient to permit the City to provide proper service to the users of its water system; and
 - (4) Sell or otherwise dispose of materials or supplies which are obsolete or which are no longer required for the City purposes and with values consistent with limits in (1) above;
- (G) *Enforcement.* Enforce all City ordinances, franchises, contracts, lease agreements and permits granted by the City;
- (H) *Engineer.* Perform all of the duties delegated by City ordinances to the City Engineer, excepting only those works and projects for which a City Engineer has been specifically appointed or retained by the City;
- (I) *Other.* Attend all Council meetings and perform such other duties as directed by the Council; and
- (J) *Assistant.* If the Administrator is absent or otherwise unable to act or the office of Administrator is vacant, the Assistant Administrator, if serving, shall assume the Administrator's duties.

CHAPTER 2.03 - OFFICERS

Section

Sec. 2.03.010. - Charter Officers. Under the City Charter, the officers of Recorder and Treasurer are established. The title of Treasurer is affirmed to be retitled as Finance Director/Treasurer.

Sec. 2.03.020. - Other Officers. Under the City Charter, the Council hereby deems necessary and hereby affirms the appointment of the following City officers: Assistant Administrator; Police Chief; Fire Chief; Public Works Director; City Engineer and Planning Director. The duties of these other officers shall be as the Council may prescribe. The Council may combine any of these positions, including with that of the Administrator. The Council may abolish any appointed position.

Sec. 2.03.030. - Municipal Judge. The Council hereby affirms the assignment the duties of the Municipal Judge by agreement to a court of competent jurisdiction and the position of Municipal Judge, as provided in the City Charter, shall be and remain vacant.

CHAPTER 2.04. - CITY DEPARTMENTS

Section

Sec. 2.04.010. - Departments. The City shall have the following departments and supervisors:

- (A) *Administration*. Finance Director/Treasurer;
- (B) *Planning*. Planning Director;
- (C) *Public Works*. Operations Manager;
- (D) *Police*. Police Chief; and
- (E) *Fire*. Fire Chief.

Sec. 2.04.020. Only Departments. There shall be no separate departments for City streets, utilities, parks, forests or open spaces for which the Council shall specify areas of responsibility and may establish such other departments as necessary.

CHAPTER 2.05. - PERSONNEL POLICES AND PROCEDURES

Section

Sec. 2.050.010. - Personnel Manual The policies and procedures for City employees shall be established and modified as required by the City Council and prescribed in a written personnel and procedures manual (Personnel Manual), the provisions of which are hereby adopted and incorporated into this Code by this reference. The Personnel Manual shall be made available to all City employees.

Sec. 2.050.020. - Risk Management. For the health and safety of all City personnel performing their duties, the following are established:

(A) *Risk Manager*. The City Recorder or designee shall be the City's Risk Manager who shall coordinate the City's risk management activities;

(B) *OSHA Committee*. City Recorder and the City's OSHA Committee, established under Title 4, JMC, shall be responsible for the City's continued compliance with Oregon Occupational Safety and Health Division's rules and regulations, including mandatory, regular health and safety training sessions for City personnel; and

(C) *Safety Manual*. The OSHA Committee shall cause to be prepared and regularly updated a written manual of health, safety and risk-avoidance measures, which manual shall be made available to all City personnel.

