



City of Port Orford Workshop By Hybrid Meeting

MEETING AGENDA

Subject: Job Descriptions and Council Rules

Date: November 9, 2022

Time: 5:00 p.m.

Purpose of the Meeting: Job Descriptions and Council Rules

In Attendance:

- _____ Pat Cox, Mayor
- _____ Tim Pogwizd, President
- _____ Lorin Kessler, Councilor
- _____ Ann Vileisis, Councilor
- _____ Gary Burns, Councilor
- _____ Greg Tidey, Councilor
- _____ James Garratt, Councilor
- _____ Jessica Ginsburg, City Admin

Guests/Others:

Meeting Agenda

- Call to Order/ Roll Call
- Discuss the suggested changes to Council Rules
- Discuss Job Description
- Finalize for Next Council Meeting/Special Session

City Council Workshop and City Council Meeting

Wed, Nov 9, 2022 5:00 PM - 5:30 PM (PDT)

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City of Port Orford

CITY COUNCIL WORKSHOP DOCUMENTATION

Date: 11/9/2022

SUBJECT: Job Description

ITEM NO: Job Descriptions

The job Descriptions for City Administrator, Utility Clerk, Accountant, and the new one Assistant to the Administration Office. The following are duties that have landed on to my plate due to staff changes:

- 1) Planning
 - a. Approving Plans
 - b. Planning Assistant/ Secretary at Planning Meetings
 - c. Working Thru Lot Line Adjustments/ Variances for approval
- 2) Court Clerk
 - a. Attending Monthly Court and recording verdicts
 - b. Monthly Court Assessments
- 3) Financials
 - a. Monthly Journal Entries to Close the books about 15 a month
- 4) Budget Preparation

Court Clerk items are moving to Keely's desk as soon as she is LEDS certified. The RFP for the planner closes before the December meeting. So, I am hoping a lot of the planning stuff will be coming off my plate too!

SUBMITTED BY:

Jessica Ginsburg

Jessica Ginsburg, City Administrator

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City of Port Orford

CITY ADMINISTRATOR/RECORDER JOB DESCRIPTION

GENERAL DUTIES

The City Administrator/Recorder shall be the head of the administrative branch of the City and have general supervision over all City employees and all appointive City Officers except that the City Administrator/Recorder shall not employ or dismiss a department head without the concurrence of the Mayor and Common Council; shall not impinge on the City Attorney's ethical obligations to the Common Council of the City of Port Orford; shall have no control over judicial activities of the Municipal Judge and shall have no power of appointment or removal of the Municipal Judge, City Attorney or Chief of the Volunteer Fire Department.

The City Administrator/Recorder is responsible for overall management of City departments and utilities. This position combines the managerial duties of an administrator with the Recorders' statutory responsibility for records and official documents management with advanced administrative support to the Mayor and the Council.

GENERAL FEATURES

Plan, organize, and direct the overall City government, monitor activities of the entire City organization and assure that City Council directives are properly implemented and monitored.

SUPERVISION RECEIVED

Supervised by Mayor, who has hire and fire authority with consent of City Council. Mayor to be the liaison between the City Administrator/Recorder and the City Council.

SUPERVISION EXERCISED

Staff members reporting directly to the City Administrator: Public Works Superintendent, Finance Director, Chief of Police.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties, at the direction of the City Council, include, but are not limited to the following:

- Assume full responsibility for all City operations including administrative services, and public works programs
- Serves as city records manager by maintaining custody of official records and archives.
- Attends city council meetings, study sessions, and workshops; records legislative actions including city ordinances, resolutions and minutes of meetings; facilitates logistical arrangement for meetings of the city council and ensures compliance with state public meeting laws.
- Maintains city charter and municipal code.
- Direct and participate in the implementation of City goals, objectives, policies, priorities, and procedures.
- Responsible for seeing that City ordinances and resolutions are enforced.
- Responsible for overseeing the operation of all public utilities owned and operated by the

City.

- Have general supervision over all City property and equipment.
- See that the provisions of all franchises, leases, contracts, permits and privileges, granted by the City are fully observed.
- Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources.
- Prepares and distributes city council and other agenda packets as needed; facilitates public access to the legislative process in order to ensure compliance with legislative requirements and openness of the decision making process.
- Make or cause to be made, studies and surveys of the duties, responsibilities and work of the personnel employed by the City.
- Oversee Budget Officer in the development and administration of the City Budget. Assure the financial soundness and integrity of the City to assure its capability to meet commitments and to maximize the delivery of services to citizens.
- Maintain positive contact with community groups to represent the City; develop community relations program and policies; represent the City to neighboring jurisdiction, governmental bodies, organizations and the news media.
- Meet with citizens to review and resolve customer service and other issues.
- Communicate with State and Federal officials and legislators to present the City's viewpoint on pending administrative or legislative actions.
- Meet with representatives of agencies and outside entities to negotiate formal and informal agreements between City, State, and County governments and private interest as issues arise.
- Provide leadership and direction in such areas as major projects and long range capital programs.
- Direct the preparation of plans and specification for work which the City Council orders.
- Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.
- Provide support to the Common Council; assist council members with a variety of activities, providing leadership and information as requested; assist council members in drafting policies, facilitating the development of City plan, regulations and ordinances; attend council meetings. Make monthly written reports to the City Council on activities occurring that month.
- Provide staff support to boards and commissions.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration and management.
- Perform related duties and responsibilities as directed by the Mayor and City Council.

QUALIFICATIONS

U.S. citizen and resides within a normal driving time of 15 minutes from the City of Port Orford.

KNOWLEDGE

Knowledge of operations, services and activities of a municipality; principles and practices of public administration, program development and administration, municipal budget preparation and administration, personnel administration, and report preparation. Knowledge of rules and regulations governing public meetings; pertinent Federal, State and local laws, codes and regulations. Familiarity with Oregon Revised Statutes. General Engineering knowledge would be an asset.

ABILITIES

Ability to plan, organize and direct the operations, services and activities of a municipality; analyze situations accurately and adopt an effective course of action; develop and administer departmental goals, objectives and procedures. Ability to select, supervise, train and evaluate City personnel according to the City Employee Manual; delegate authority and responsibility. Ability to identify and respond to community and City Council issues, concerns and needs. Ability to prepare clear and concise reports; prepare and administer budgets; and research, analyze and evaluate new service delivery methods and techniques. Ability to read, interpret, apply and explain Federal, State and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with those contacted in the course of work, accept and carry out responsibility for direction, control, and planning.

EXPERIENCE

Five years of increasingly responsible managerial and administrative experience, preferably in a municipal government environment; or, two years experience in a municipal or nonprofit environment with a Bachelor degree from an accredited college or university, preferably with major course work in public administration or a related field.

LICENSES AND OTHER REQUIREMENTS

Valid Oregon State driver's license. Computer experience: Windows environment; word processing and spreadsheet use with Microsoft Office.

WORKING CONDITIONS

Maintain positive attitude when dealing with the public, Mayor and the City Council. Regular evening and weekend work is required to attend meetings and meet deadlines; constant attendance is required.

Position requires working in a standard office environment and involves sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting in the performance of daily activities. The position also requires grasping, repetitive hand movement, fine coordination in writing reports and conducting financial and statistical analysis using a computer keyboard. Additionally, the position requires near vision in reading reports and using a computer; hearing and speaking is required when interacting with the public and others.

PHYSICAL ABILITIES

On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

FLSA EXEMPTION STATUS

Exempt

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UTILITY ACCOUNTS CLERK/RECEPTIONIST

GENERAL DUTIES

Perform various administrative and accounts receivable duties. Act as receptionist; answer phones, route messages to appropriate staff, and greet customers at the office window. Receive payment for various City fees; records payment and forward documentation to appropriate staff. Receive, open and distribute mail; does related work as required. Responsible for all functions of the water/sewer utility billing system. The position also requires that you can be CJIS Certified.

GENERAL FEATURES OF THE CLASSIFICATION

Responsible to the City Administrator for administrative and accounts receivable duties. Work involves considerable contact with the general public. Generally expected to work independently, but refers exceptional situations to the appropriate authority.

SUPERVISION RECEIVED

Work is under the general direction of the City Administrator.

SUPERVISION EXERCISED

Supervision is not normally a responsibility of position in this class.

KEY PERFORMANCE AREAS

Greet the public, act as receptionist, provide information regarding City services, answer inquires/complaints and refer to the appropriate parties. Answer phones and route calls or take messages.

Receive, open and distribute mail; does related work as required.

Data entry of utility meter readings as necessary. Follow-up on erroneous meter readings.

Receive and post utility payments; prepare daily bank deposit.

Enter adjustments to specified accounts when approved by the City Administrator.

Generate and mail utility bills; respond to customer inquiries relating to bills. Follow-up on bills including research and problem solving.

General update and maintenance of customers' accounts; change of address, setting up "new service" requests, process "disconnect service" requests. Forward service request to Public Works department.

Maintain all necessary records of past due accounts. Prepare and mail notices to customers regarding past due accounts. Refer unpaid accounts to appropriate authority for collection or other procedure according to City ordinances.

Maintain court records for traffic and ordinance citations. Including receiving payments, attending monthly municipal court hearing, prepare notices to DMV for unpaid accounts and refer unpaid accounts to appropriate authority for collections

Other duties as assigned.

MINIMUM QUALIFICATIONS

Ability to understand and follow detailed verbal and written instructions. Learn clerical tasks, adhere to prescribed departmental routines; must have a general clerical aptitude and a basic knowledge of accounts receivable. Any combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

KNOWLEDGE

Skilled in word processing, spreadsheet, and database operations. Principles and methods used in finance and banking; general office practices and procedures; accounts receivable practices used in the maintenance of utility accounts, billing procedures; appropriate cash posting procedures; filing systems; business English, grammar and spelling.

SKILLS

The operation of standard office equipment, including the operation of a computer to update/access files; computer document/word processing; making computations and tabulations accurately with reasonable speed; understand and follow verbal/written instructions, learn clerical tasks, and adhere to prescribed departmental routines.

ABILITIES

Properly record and document City transactions; deal effectively with frequent interruptions; establish priorities and organize own workload. Organize, file and retrieve materials and documents; communicate effectively verbally and in writing; use tact and courtesy in dealing with the public and other officials. Use independent judgment in making decisions and work with limited supervision.

EDUCATIONAL REQUIREMENTS

High school graduation or equivalency; preference given to post-secondary training.

EXPERIENCE

One year of experience involving responsible administrative/accounts receivable duties, and customer service.

ESSENTIAL FUNCTIONS

Must be able to demonstrate: ability to type 60 wpm; familiarity with Windows-based word processing, spreadsheet and data base programs; ability to rapidly and accurately operate a 10 key adding machine and use common office equipment; pleasant but firm telephone presence; familiarity with all office equipment.

PRE-EMPLOYMENT REQUIREMENTS

Drug screening may be required, must be able to be bonded, educational and experience verification. Must be able to be CJIS Certified. Demonstrated ability to perform essential functions.

WORKING CONDITION and PHYSICAL ABILITIES

Work is performed in office setting. Hand-eye coordination and fine manipulations are necessary to operate computers and various office machinery. This position requires occasional lifting of up to 50 pounds.

FLSA EXEMPTION STATUS

Non-exempt

Approved by the Common Council on December 11, 2000.

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ACCOUNTANT

GENERAL DUTIES

Plan, direct, and coordinate the activities relating to accounting, fiscal reporting, debt management, treasury functions including cash management, investments, business licensing administration, and transient lodging tax administration, real estate, risk management, purchasing, and warehousing. Perform various accounts payable, payroll, and general accounting duties including necessary reporting to outside agencies. Reconciliation of reports and documents to general ledger accounting system. Prepare monthly, quarterly, and yearly reports for Council and Management review; prepares information for City Auditor to perform year end audits. Prepare information for Budget Committee to deliberate and approve budget for fiscal year. Perform other accounting duties as required.

GENERAL FEATURES OF THE CLASSIFICATION

Responsible to the City Administrator for assigned duties. Work involves considerable contact with the general public and City officials. Generally expected to work independently, but refers extraordinary situations to the appropriate authority.

SUPERVISION RECEIVED

Work is under the general direction of the City Administrator.

SUPERVISION EXERCISED

This position class provides supervision for the finance department.

KEY PERFORMANCE AREAS

Maintain accurate financial records and ledgers with supporting data/documents.

Review invoices, prepare warrants, and issue checks for accounts payable.

Post accounts receivable cash receipts to general ledgers. Reconciliation of utility billing accounts receivable balance to general ledgers.

Prepare journal entries as required for posting to general ledger including direct deposits received from Federal and State agencies.

Responsible for transferring funds to Local Governments Investment Pool or City bank account. Reconciliation of bank statements, checks, and cash in bank accounts.

Prepares monthly, quarterly, and yearly financial reports to City Administrator, City Council, department heads, and general public for review.

Reconciliation and closing process of general ledger system on a monthly basis.

Provide information to City Auditor for year-end audit

Prepare other financial reports as requested by City Administrator or City Council.

Responsible for accounting and reconciliation of grant funds and cash requests.

Review and process time sheets, prepare payroll; monthly and quarterly payroll reports, including insurance, retirement, and tax withholdings. Process W-2 and 1099 forms as needed.

Administer City insurance coverage and process claims.

Oversee inventory of City assets.

Prepare budget documents, schedule budget sessions, and public notice of budget hearings.

Responsible for providing information to Budget Committee during budget sessions.

Prepare resolutions for appropriation of funds.

Implement and monitor procedures to ensure proper compliance with internal controls.

Administer transient lodging tax, business license fees, other City fees and receivables.

Other duties as required.

MINIMUM QUALIFICATIONS

Ability to understand and follow detailed verbal and written instructions. Adhere to prescribed departmental routines; a basic knowledge of accounting principles. Any combination of experience and training which demonstrates the knowledge, skills and ability to perform the described duties.

KNOWLEDGE

Skilled in word processing, accounting spreadsheet and database operations; principles and methods used in accounting, finance, and budgeting; general office practices and procedures; appropriate cash posting procedures, bank account reconciliation, general ledger reconciliation, balance sheets and income statements; principles and practices of municipal finance administration, risk management and insurance; municipal debt administration.

SKILLS

Operation of standard office equipment, including computer document processing in the Windows environment; typing; understand and follow verbal/written instructions and adhere to prescribed departmental routines. Proficiency in general accounting, finance, and budget functions.

ABILITIES

Properly record and document accounting transactions including accounts payable, accounts receivable, finance, payroll, and budgeting; establish priorities and organize own workload. Use independent judgement and work with limited supervision. Communicate effectively verbally and in writing; use tact and courtesy in dealing with the public and other officials.

EDUCATIONAL REQUIREMENTS

High school graduation or equivalency. Minimum of one year post-secondary education in accounting/finance related area.

EXPERIENCE

Sufficient experience and education to successfully perform the duties of Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of three years progressively responsible experience in financial and statical record keeping work involved in the processing of a public agency of a jurisdiction of comparable size to the City of Port Orford.

ESSENTIAL FUNCTIONS

Must be able to demonstrate: ability to type 45 wpm; familiarity with Windows based word processing and spreadsheets; familiarity with all office equipment. Adhere to strict confidentiality requirements.

LICENSES AND OTHER REQUIREMENTS

Must be bondable.

PRE-EMPLOYMENT REQUIREMENTS

Drug screening may be required, dependability, education and experience verification. Demonstrated ability to perform essential functions.

WORKING CONDITION AND PHYSICAL ABILITIES

Position requires prolonged sitting in the performance of daily duties and frequent repetitive keyboarding motion for inputting data and preparing reports and other documents. The position also requires walking, standing, stooping, some pushing, dragging, light and heavy lifting while handling bound records, printouts, or boxes or paper and documents. The incumbent often juggles multiple tasks, works under pressure of deadlines with frequent interruptions.

FLSA EXEMPTION STATUS

Non-Exempt

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Council Rules

CITY OF PORT ORFORD

COUNCIL RULES

1.0 MEETINGS; GENERAL:

- 1.1 Meeting times: The council regular meeting shall be held on the third Thursday of each month at 3:30 p.m. in the council chambers. A City Council workshop session may be held in the small conference room 30-60 minutes before each Council meeting. The public is invited to attend the workshop sessions as well as the regular Council meetings immediately following the workshops. In the event a specified employee holiday falls on that Thursday, the council will meet on the first Friday following. The council may, at a regular or special meeting, designate a different day, time, and/or place for an upcoming regular meeting.
- 1.1.1 Council members and city staff whose presence at meetings is required shall be at the meeting place five (5) minutes prior to the scheduled start of the meeting so that the meeting can begin promptly.
- 1.2 Mayors Absence: In the event the Mayor is absent, the Council President shall preside over the council meeting with full voting powers. In the event the Mayor and Council President are both absent the council shall move by motion and vote to elect another council member to be acting president, retaining full voting powers.
- 1.3 Council Absence: In the event that a council member knows he or she will not be able to attend a scheduled meeting, he or she will so notify either the Mayor or the City Administrator as soon as practicable.
- 1.4 Work Sessions: Work sessions shall be held in accordance with applicable state law. Such sessions shall be called by the Mayor, City Administrator or at the request of at least three council members in writing¹.
- 1.5 Special Meetings: A special meeting may be called by the Mayor or at the request of at least three council members, in writing, to the City Administrator.
- 1.5.1 No special meeting shall be held without at least 24 hours notice to the members of the governing body, the news media that have requested notice and the general public. In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours notice.
- 1.6 Executive Sessions: Executive Sessions may be held during regular, or special sessions, so long as applicable statutes are met.
- 1.7 Public Hearings: Public Hearings shall be held in conjunction with regular scheduled council meetings whenever possible.
- 1.7.1 Hearings Officer: The presiding officer shall designate a Hearing Officer to conduct the public hearing when appropriate.

2.0 MEETINGS GUIDELINES

- 2.1 Quorums: A quorum shall consist of four (4) of the six (6) council members. If a quorum is not present at the time the meeting is called to order, the City Recorder shall immediately inform the absent members, except for those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent members do not appear after said notice, the meeting shall be adjourned.
- 2.2 Roberts Rules of Order: Robert's Rules of Order Revised shall be used as a general guide for conduct of Council meetings. The Council has an obligation to be clear and simple in its procedures and the consideration of issues before it. It should avoid invoking the finer points of Parliamentary procedure, which may serve only to obscure the issues and to arouse the suspicion of the audience.
- 2.3 Agenda: The City Recorder shall, upon consultation with the City Administrator, prepare an agenda of the business to be conducted at regular Council meetings for the approval of the Mayor. No item shall be added to the agenda after Noon on the Friday preceding the meeting. The agenda shall be prepared in accordance with paragraph 2.3.1. The Council shall consider only those items on the agenda. Council members and the Mayor shall endeavor to have subjects they wish considered submitted to the City Recorder in time to be placed on the agenda. Additional material to be added to the agenda after the Friday before the council meeting should be submitted to staff for distribution to the council.
- 2.3.1 Order of Business: The order of business at regular council meetings shall be determined by the Mayor and City Administrator per the following items including but not limited to:

- Call to Order / Flag Salute
- Presentations to the Council/Citizens
- Consent Calendar
- Citizen's Concerns (Sign-up required)—Citizens may comment on or provide information on old or new business agenda items.
- Departmental Reports
 - a) Administrative
 - b) Finance
 - c) Public Works
 - d) Police Department
 - e) Planning Commission
 - f) Mayors Report
 - g) Liaison Reports
 - 1) Port
 - 2) School District
 - 3) Fire Board
 - 4) Chamber of Commerce
 - 5) Watershed
 - 6) Parks/TLT
 - 7) Curry County
 - 8) Others as appropriate
 - h) Other Committee Reports, if applicable
- Old Business
- New Business
- Continuing Action Items
- Considerations

- a) Citizen Considerations—Citizens may bring up any matters of concern for future consideration by the Council.
 - b) Staff Considerations
 - c) Councilor Considerations
 - d) Mayor Considerations
- Future Meetings Date / Time
Adjourn

2.3.2 Consent Calendar items: Items on the consent calendar shall be removed from the consent calendar and placed under Continuing Action Items, Old Business, or New Business as appropriate upon the request of the Mayor, or at least one Councilor.

2.3.3 The Council shall, by consensus or majority vote, approve Mayor Appointments and removals of all officers of the City, members of all committees, commissions, and boards.

2.4 Citizen Concerns: Citizens desiring to have an issue placed on the agenda for discussion by the council shall, prior to Noon of the Friday preceding the council meeting, submit a letter explaining the issue to the Mayor and City Administrator. The issue shall be placed on the agenda if appropriate. It is expected that the petitioning party shall appear at the Council meeting to address the Council. The petitioning party shall confine their remarks to a five (5) minute presentation. (Additional time may be granted should the Mayor or members of the Council wish to question the petitioner.) Citizens shall also have the opportunity to address the Council under “Citizens Considerations” at the end of the meeting without going through the agenda process. Items brought up under Citizens Considerations may be considered by the Council at a future meeting.

2.4 Documents prepared by citizen groups working under the auspices of the City Council shall be submitted to the Council for approval only. There shall be no editing or changes made to the document, except correction of typographical errors, during the open Council meeting. Each document shall be submitted to a Council vote. If the vote to approve fails, then the document shall be returned to the originating organization for correction or amendment. Each of the council members who voted in the negative for editing changes may submit in writing to the originating group their comments for consideration and inclusion into the amended document. These written comments shall be submitted to the originating organization within ten (10) days after the Council vote.

2.4.2 Issues rose by a citizen during the Citizen Considerations period of the agenda, but not communicated to the Mayor and City Administrator by Noon of the Friday preceding the council meeting shall only be discussed by the Council if the Council first votes to consider said item.

2.4.3 Citizens are encouraged to provide comments, and to communicate their views to the City Council. Comments and suggestions may be submitted in writing or given at public meetings. Written comments may be read into the record of a public meeting, however, City Councilors, the Mayor, and City staff shall not be required to read submitted statements into the record. Citizens may read their own statements, or enlist the aid of another Citizen to read a letter to the Council.

2.5 Speaking by Council Members: Council members wishing to speak shall first receive recognition by the chair and shall confine his or her remarks to the topic under debate. Each council member shall be allowed an initial three (3) minutes to state his or her position on each agenda item. The presiding officer shall be required to ask the councilors to state their

positions if they desire to do so. All councilors shall be given equal opportunity to speak.

When each councilor has been given the opportunity to state his or her views, the presiding officer shall once again offer each councilor a chance to comment on the views previously presented. Here again, the maximum comment period shall be limited to no more than three (3) minutes. The Mayor or presiding officer shall have, and be required to exercise authority to limit the speaker's time to three (3) minutes. However, the Council may extend any speaker's time limit by majority vote.

2.6 Speaking by Members of the Audience at a Public Hearing:

2.6.1 Members of the audience wishing to speak at the public comment period at a public hearing shall raise their hand and wait to be recognized by the chair. After recognition, that person shall come to the microphone provided, state his or her name and place of residence for the record, and limit his or her remarks to the issue under consideration. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member or other person. The chair may then designate a staff member or council member to answer the question, if appropriate. Public comment shall be limited to 5 3 minutes unless extended by the chair.

2.6.2 No member of the audience shall be allowed to speak at a Public Hearing more than once on any subject until other members of the audience choosing to speak have so spoken. In any event, no member of the audience shall speak more than twice on the same issue at any one hearing.

2.6.3 After a public hearing has been closed, no member of the audience shall address the Council without first securing permission from the chair.

2.7 Speaking by Members of the Audience at City Council meetings:

2.7.1 The Oregon Public Meetings law is a public attendance law, not a public participation law. Members of the public must be allowed to attend meetings, but public comment is not a requirement under the law. The City of Port Orford wishes to receive appropriate public input at its meetings, and therefore, has promulgated these rules to maintain an orderly public comment process.

2.7.2 No person, be it a council member, city staff, or member of the audience, shall enter into any discussion unless first recognized by the chair.

2.7.3 Those members of the audience addressing the council at the beginning of a meeting under citizen concerns shall be limited to five (5) minutes. Public comment at this portion of the meeting shall be related to agenda items to be considered at the meeting. No member of the audience shall be allowed to speak at a City Council meeting more than once on any subject until other members of the audience choosing to speak have so spoken. In any event, no member of the audience shall speak more than twice on the same issue at any one meeting.

2.7.4 After a motion has been made and seconded no member of the audience shall address the council without first securing permission from the chair.

2.7.5 Public comment under the "Citizen Considerations" portion of the meeting may be on any subject of concern to the speaker. Any Council action on the item of concern will be at a future meeting.

3.0 ORDER AND DECORUM:

- 3.1 Order by the Chair: The presiding officer (usually the Mayor) will have complete control of the meeting. Any attempt to override a decision of the presiding officer must be supported by a majority vote of the council members.
- 3.2 Council Etiquette: No council member will *ever* chastise, denigrate, or criticize anyone during an open council meeting. If attempts to deal with these problems in a private two-way conversation fail, then the council member may petition the Mayor to convene a full council executive session to deal with the problem. In no case shall a council member deal with any city employee personnel problems except through the City Administrator. The chain of command must be observed.
- 3.3 Sergeant-At-Arms: The Sergeant-At-Arms shall be a Police Officer
- 3.3.1 It shall be the duty of the Sergeant-At-Arms to assist the chair, as to maintain order and decorum at all meetings.
- 3.3.2 Any of the following shall be sufficient cause to remove any person from the council chambers for the duration of the meeting if such conduct, in the opinion of the Sergeant at arms rises to the level of Disorderly Conduct.
- A. The use of unreasonably loud, offensive or disruptive language.
 - B. The making of loud or disruptive noise.
 - C. The willful damage of furnishing or of the interior of the council chamber.
 - D. The refusal to obey any of the rules of conduct provided within this article, the limitations on occupancy and seating capacity.
 - E. The engaging of violent or distracting actions.
- 3.4 Meeting Disruptions: Unreasonably loud noise, or disruptive language or conduct, is hereby defined as that which obstructs the work or the conduct of business of the council.
- 3.4.1 Before the Sergeant-At-Arms removes any person from the meeting room for conduct described in paragraph 3.3.2, that person shall be given a warning by the chair to cease his or her conduct.
- 3.4.2 If the meeting is disrupted by members of the audience, the chair or a majority of the council members present may order that the council chambers be cleared.
- 3.5. Media: The taking of photographs, motion picture filming, and video recording in the council chambers shall be allowed except when the taking of such photographs, motion pictures or video recordings is disruptive to the business of the council.
- 3.5.1 No unofficial flags, posters, placards or signs, shall be allowed within the council chambers. This restriction does not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such a size and nature do not interfere with vision, hearing or seating of other members of the audience.
- 3.5.2. MAYOR AND COUNCIL MEMBER CONDUCT
1. Representing City. If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must state:
 - a) Whether the statement reflects personal opinion or is the official position of the City; and
 - b) Whether the statement is supported by a majority of the Council. If the Council member is representing the city, the Council member must support and advocate for the official city position on the issue rather than a personal viewpoint.

4.0 VOTING:

- 4.1 Duty to Vote: All council members present, when a question is called shall be entitled to vote unless otherwise disqualified by a conflict of interest as provided by Oregon Law. Unless an abstention is declared, it shall be considered a negative vote.
- 4.2 Method of Voting: Those council members voting for the question will so signify by roll call. The vote on every question shall be entered into the record. It shall not be in order for council members to explain their vote.
- 4.2.1 When not otherwise provided by City Charter, the concurrence of a majority of the members of the Council present shall be necessary to decide any question. In the event of a tie vote, the Mayor will have the deciding vote.

5.0 PUBLIC RECORDS/EMAIL POLICY:

- 5.1.1 Public Record Defined. A public record includes any document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, regardless of physical form or characteristics, made, received, filed or recorded in connection with the transaction of public business, whether or not confidential or restricted in use.
- 5.1.2 Electronic Records. All communications on electronic office equipment have the same Public records character as they would have had they been sent on paper. Any electronic communications that may be exempt from disclosure under state public records law should be clearly marked as confidential and exempt from disclosure. Electronic records in any way relating to the business of the city created on electronic equipment not owned or provided by the city may also be subject review and disclosure under Oregon Public Records law.
- 5.1.3 Public Records. Public records created or received by Council members, including electronic mail messages, will be retained in accordance with Oregon Public Records Law and the rules of the Secretary of State and State Archivist.
- 5.1.4 Electronic Communications between Councilors. City Councilors will be provided a City email account specifically for City business. While Councilors can communicate amongst themselves via email, those emails may not include a quorum and may not be forwarded to others in a manner which creates a quorum. All emails must be copied to the City Administrator for retention purposes.
- 5.1.5 Information to the City Council. Council agendas, Council packets, and minutes of previous Council meetings will be posted to the City website. An email message will be sent to each Councilor when information is posted to the website. Other information to the Council will be sent out via email. Councilors may request printed copies of individual correspondence if desired.

¹ For the purpose of these rules, electronic mail (email) may be used to make a request in writing.

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