

CITY OF COOS BAY CITY COUNCIL MEETING

October 16, 2012 – 7:00 p.m.

Council Chambers – 500 Central Avenue – Coos Bay, Oregon

- 1) Flag Salute
- 2) Public Comments
- 3) Consent Calendar
 - a) Approval of the minutes of October 2, 2012
 - b) Acceptance of the September Check Register
 - c) Acceptance of the September Combined Cash Report
 - d) Acceptance of a DUII Traffic Safety Enforcement Grant
 - e) Acceptance of a Safety Belt Enforcement Grant
- 4) Review of the Empire Business District Design Standards
- 5) Review of the Parks Master Plan Survey
- 6) Consideration of Approval of Amendments to the Rules of the City Council for the City of Coos Bay – Approval will Require Adoption of Resolution 12-23
- 7) City Attorney's Report
- 8) City Manager's Report
- 9) Council Comments
- 10) Adjourn

All citizens addressing the City Council under regular agenda items or public comments are required by City Council Rule 4.8.4 to sign-in on the forms provided on the agenda table and podium.

If you require a listening enhancement device please contact the City Recorder.
Please silence electronic devices – Thank you.

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

October 2, 2012

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Jennifer Groth, Jon Hanson, Stephanie Kramer, Gene Melton, John Muenchrath, and Mike Vaughan. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Deputy Finance Director Amy Kinnaman, Economic Revitalization Administrator Joyce Jansen, Public Works and Development Director Jim Hossley, Library Director Sami Pierson, Fire Chief Stan Gibson and Police Chief Gary McCullough.

Flag Salute

Mayor Shoji opened the meeting and asked Carolyn Slyter to lead the Council and assembly in the salute to the flag.

Public Comments

Steve Schneiderman, Coos Bay: recently attended the memorial service for former Fire Chief Andy Anderson; commended and thanked the Fire Department for hosting the event. Katie Prince, Coos Bay: stated she lived within the city limits of Coos Bay and owned one chicken; expressed concern about the \$50 annual license fee.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of September 18, 2012. Councilor Kramer moved to approve the consent calendar approving the minutes of September 18, 2012. Councilor Muenchrath seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Presentation of the Oregon Days of Culture Proclamation by Robert Sasanoff

Robert Sasanoff of the Coos County Cultural Coalition Planning Committee stated the Oregon Days of Culture proclamation celebrates the vibrancy of Oregon heritage, humanities, and arts. Mr. Sasanoff and Mayor Shoji read the proclamation aloud, declaring the week of October 1 – 8, 2012 as Oregon Days of Culture Week. Councilor Melton moved to approve the Oregon Days of Culture proclamation. Councilor Hanson seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Update on the Programs and Activities at the Coos Bay Public Library by Director Sami Pierson

Library Director Sami Pierson provided an annual report on the Coos Bay Library. Total library inventory included: 122,654 items in print, 9,683 audio, 7,404 videos, and 50,560 downloadable

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items. During 2011/2012 the library had 183,661 visitors, 209,591 items circulated, 24,184 computer users, and 19,952 reference questions. Ms. Pierson extended a special thanks to the Library Board Members, Library staff, and volunteers. Future goals for the Library included programming, quality materials, social media connections, and combining the traditional library with new approaches to service.

Update on the Wind Energy Conversion Ordinance

Public Works and Development Director Jim Hossley provided a brief history on the City's existing ordinance and moratorium on Wind Energy Conversion Systems (WECS). A draft ordinance was prepared based on the City of Astoria's WECS ordinance with additional considerations based on public input and a technical accuracy review by local engineer Shannon Souza. On Tuesday, September 11, 2012 the Planning Commission held a work session to discuss the draft WECS ordinance; the consensus was that wind turbines should not be sited in an urban area such as the City of Coos Bay. Mr. Hossley advised the Planning Commission would be meeting to consider the WECS ordinance and to make a formal recommendation to the City Council. Council consideration of the draft WECS ordinance was scheduled for the November 6, 2012 City Council meeting. Mayor Shoji inquired why the previous Council placed a moratorium on systems under 30 feet. Mr. Hossley advised the moratorium was placed to allow time for staff to research WECS to gain a better understanding of how the different systems worked and their potential impact. City Manager Rodger Craddock stated the City has not received any applications or requests for WECS.

Jody McCaffree, North Bend: stated she was in favor of WECS and suggested the proposed ordinance was too restrictive and recommended the Council and City should take more public input on the matter. Jonathan Hanson, Coos Bay: suggested there were many different types of wind turbines some of which could be incorporated into a building's architecture; requested a copy of the proposed ordinance. Mayor Shoji suggested placing a copy of the proposed ordinance on the City's website.

Consideration of an Ordinance to Ban Plastic Bags

City Manager Rodger Craddock advised at the September 18, 2012 Council meeting, Councilor Vaughan suggested the City should consider a ban on plastic grocery bags due to their impact on the City's wastewater infrastructure. Staff researched the matter and found there was an effort to ban plastic bags Statewide during the 2011 legislative session, but the effort failed; in October 2011 the City of Portland enacted an ordinance prohibiting plastic shopping bags at check stands of major grocers and certain big-box stores; in July 2012 the City of Corvallis established an ordinance to prohibit the distribution of plastic bags at retail checkout stands; and the cities of Eugene, Newport and Ashland were also considering similar ordinances. Mr. Craddock stated he spoke with OMI staff concerning the impact of plastic bags on the City's wastewater infrastructure as a whole and OMI staff advised that plastic bags were not noticeable or of immediate concern. However, Pump Station #8 did experience occasional downtime due to plastic bags floating to the surface.

Mr. Craddock suggested consideration of an ordinance prohibiting the use of point of purchase plastic bags was not necessary if the purpose was to mitigate adverse effects on the City's wastewater system. If the purpose of the ordinance was a pollution control measure and

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Council wished to proceed, staff recommended holding a council work session to aid in drafting the principal ordinance concepts. In the event the Council requested to move forward with drafting the ordinance, Mr. Craddock requested the Council's direction as to their priority on the following ordinance revisions: Wind Energy Conversion, Empire Design Standards, Vender Carts, Fats Oil & Grease (FOG), Flood Plain, Special Events, Business License, Towing, and Taxi.

Mr. Craddock noted staff received two letters in opposition and one in favor of the ban on plastic bags. David Petrie, Coos Bay: stated he was the founder of Coos Waterkeeper Alliance and was in favor of the plastic bag ban. Steve Schneiderman, Coos Bay: suggested there was a perception that Coos Bay was not business friendly and there was no point for Coos Bay to ban plastic bags if North Bend was going to continue to allow use of plastic bags. Steve Ramberg, Coos Bay: stated he was opposed to the plastic bag ban. Carolyn Slyter, Coos Bay: stated she was opposed to the plastic bag ban noting they were clean and convenient. Jody McCaffree, North Bend: suggested people were not recycling plastic bags and stated there was value in reusable bags. David Petrie, Coos Bay: invited the Council and public to attend a screening of a movie called "Bag It" which detailed the impact of plastics on the environment. Pat Backman, North Bend: stated she was the owner of Coos Bay Grocery Outlet; suggested educating the public about recycling opportunities; and noted cleanliness concerns with use of reusable bags.

Councilor Groth suggested there were a wide variety of uses for plastic bags and was not in support of pursuing the ban. Councilor Vaughan stated plastic bags were a problem for the garbage and wastewater systems and wished to pursue the ban. Councilor Melton stated he spoke with many different citizens over the past few days and was not in favor of a plastic bag ban. Councilor Kramer stated the plastic bag ban was not a Council goal and was not in favor of pursuing the ban. Councilor Muenchrath suggested a ban on plastic bags would not be well received but thought there was a good opportunity to further educate the public on the matter. Councilor Hanson suggested there was value in further researching the matter and providing more community education. Mayor Shoji stated she was not in favor of a ban and also suggested there was a need for more education on the matter. Councilor Vaughan motioned to postpone the matter pending further information from Les' Sanitary Service. Councilor Muenchrath suggested adding the plastic bag ban ordinance to the list of Council goals. Councilor Hanson seconded the motion which failed with Councilors Hanson, Muenchrath, and Vaughan voting aye and Mayor Shoji and Councilors Groth, Kramer, and Melton voting nay.

City Attorney's Report

City Attorney Nate McClintock attended the League of Oregon Cities conference and found value in the City Attorney meeting sessions. Mr. McClintock provided the Council with an update on the Lockhart building noting an action for foreclosure was filed and he was working to resolve a Coos County tax lien on the property.

City Manager's Report

City Manager Rodger Craddock reminded the Council tour of the Coos Bay-North Bend Water Board scheduled for Wednesday, October 3rd at 4:00 p.m.; the Council Rulemaking Subcommittee was scheduled to meet on October 4th at 2:00 p.m.; an open House scheduled at the downtown Fire Station on October 10, 2012 from 5:30 – 7:00 p.m. in celebration of National

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Fire Prevention week (October 7 – 13, 2012); and stated he would be out of the office next week to attend the International City Manager's Association (ICMA) conference.

Council Comments

Mayor Shoji stated a rededication and ribbon cutting ceremony for City Hall was scheduled for Tuesday, October 16, 2012 at 5:30 p.m. and there would include guided tours of the building, and refreshments; noted she recently attended the League of Oregon Cities (LOC) conference and stated the City was awarded a bronze safety award. City Manager Rodger Craddock advised the City received the award for limited on the job injuries. Councilor Kramer invited the Council and public to attend the Alternative Youth Activities open house on Thursday, October 4th at 6:30 p.m. Councilor Hanson expressed his thanks for the Library staff. Councilor Groth stated a couple of weeks ago she attend the LOC's City Hall week in Florence which provided her an opportunity to learn about upcoming legislation which could potentially impact Oregon communities; she also attended the LOC conference in Portland and attended some session on Urban Renewal. Councilor Vaughan also attended the LOC conference and suggested the City needed to work on the valuation of the City's assets.

Executive Session

An executive session was held pursuant to ORS 192.660 (2) (i) for the Purpose of Evaluating the Job Performance of the City Manager. No decisions were made.

Consideration of a Proposed City Manager Employment Contract Amendment

The Council reconvened into regular session. City Manager Rodger Craddock stated his current employment agreement with the City required the Council to consider an increase of the City Manager's compensation at the time of his annual review. Mr. Craddock requested the Council not increase his current salary compensation based upon the current economy, pending PERS increases, and salaries of other city managers in cities of comparable size. However, Mr. Craddock did request the Council consider a \$100 per month increase to his vehicle allowance (currently \$400 per month) and adding an additional month of severance (currently eight months). Councilor Groth moved to approve the amendment to the City Manager Employment Agreement. Councilor Kramer seconded the motion which carried with Mayor Shoji and Councilors Groth, Hanson, Kramer, Melton, Muenchrath, and Vaughan voting aye.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for October 16, 2012 in the Council Chambers at City Hall.

Crystal Shoji, Mayor

Attest:

Susanne Baker, City Recorder

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE October 16, 2012	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director

THROUGH: Rodger Craddock, City Manager *RC*

ISSUE: September 2012 Accounts Payable and Payroll Check Registers

BACKGROUND:

This report is being provided to the Council and public from a recommendation of our Auditor and the City Manager to provide transparency and full disclosure to all interested parties. Routinely, the accounts payable checks are issued weekly, and the payroll checks issued twice monthly. Attached are the September Accounts Payable (AP) and Payroll (PR) Check Registers totaling \$486,232.35 and \$636,534.42 respectively. The attached Accounts Payable Check Register includes a Payment Approval Report noting the details of all checks over \$25,000. For confidentiality, segregation of duties, and the best utilization of the accounting software program, payroll benefit checks and electronic transmittals are expensed from the payroll account. TABLE #1 reflects the payroll benefit checks greater than \$25,000.

TABLE #1

Payroll Transmittals Electronic Funds Transfer EFT	Payee	Amount	Description
PR Vendor 16 Transmittal #	City County Insurance	\$ 0.00	August Payroll: Health/Life Insurance/Premium due 9/10/12 (Paid in August)
PR Vendor 17 Transmittal #	Oregon PERS	\$ 0.00	August Retirement Contribution/ Invoice due 9/10/12 (Paid in August)
PR Vendor 1 Transmittal #5751	Internal Revenue Service	\$127,207.77	September 30, 2012 pay date Federal Withholding Taxes, Medicare and Social Security
PR Vendor 2 Transmittal #5752	Oregon Dept of Revenue	\$ 36,852.77	September 30, 2012 pay date State Withholding Taxes
PR Vendor 29 Transmittal #5755	City County Insurance	\$ 35,904.72	CIS Quarterly Worker's Compensation Payment Due 10/1/2012

ADVANTAGES:

This process provides for full public disclosure and transparency in government.

DISADVANTAGES:

None

BUDGET:

The Accounts Payable and the Payroll are within the budget appropriations for FYE13.

RECOMMENDATION:

None at this time

Attachments:

Check Register GL Posting Periods 09/12 – Accounts Payable 09/01/2012 through 09/30/2012 (6 pages)
Check Register AP – Payment Approval Report Invoices >\$25K – 09/01/2012 through 09/30/12 (2 page)
Check Register – Check Issue Date Check Register - Payroll – 09/01/2012 through 09/30/2012 (4 pages)

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/28/2012	95913	999348	VOID - Coos Bay Lions Club	01-000-200-2001	70.00 -M
09/12	09/10/2012	96140	1001547	Access Info Mgmt DBA	01-000-200-2001	30.00
09/12	09/10/2012	96141	103323	Agri-Tech Design	57-000-200-2001	292.50
09/12	09/10/2012	96142	999686	Amazon/GE Money	07-000-200-2001	245.19
09/12	09/10/2012	96143	999694	Aramark Uniform Ser. Inc.	07-000-200-2001	62.40
09/12	09/10/2012	96144	1001971	Bandon Rental & Equipment	57-000-200-2001	5,907.50
09/12	09/10/2012	96145	135616	Bassett-Hyland Energy Co	01-000-200-2001	283.15
09/12	09/10/2012	96146	138038	Bay Area Chamber of Comm	33-000-200-2001	891.61
09/12	09/10/2012	96147	139365	Bayshore Chevron	01-000-200-2001	154.00
09/12	09/10/2012	96148	952261	Bayshore Paints	03-000-200-2001	88.21
09/12	09/10/2012	96149	1000525	Brattain International Trucks	02-000-200-2001	1,066.98
09/12	09/10/2012	96150	999296	Bullfrog Enterprises	01-000-200-2001	209.71
09/12	09/10/2012	96151	223750	C J O'Neil & Co	03-000-200-2001	175.83
09/12	09/10/2012	96152	999829	Cardinal Employment Ser., Inc	33-000-200-2001	5,488.43
09/12	09/10/2012	96153	118918	Carquest of Coos Bay	02-000-200-2001	15.31
09/12	09/10/2012	96154	240539	CB-NB Water Board	34-000-200-2001	1,891.37
09/12	09/10/2012	96155	240539	CB-NB Water Board	07-000-200-2001	1,460.41
09/12	09/10/2012	96156	215505	CDW Government Inc	41-000-200-2001	799.20
09/12	09/10/2012	96157	217709	Chamber's Plumbing & HTG	01-000-200-2001	93.00
09/12	09/10/2012	96158	229900	Coastal Paper & Supply Inc	01-000-200-2001	292.16
09/12	09/10/2012	96159	1001142	Coastal Spas	01-000-200-2001	97.00
09/12	09/10/2012	96160	1001710	Concrete Cutting Concepts LLC	03-000-200-2001	265.00
09/12	09/10/2012	96161	1001523	Coos Bay Boat Build Center	05-000-200-2001	1,200.00
09/12	09/10/2012	96162	1001844	Coos Bay Printing DBA	01-000-200-2001	346.25
09/12	09/10/2012	96163	253685	Crutchfield, Daniel	01-000-200-2001	607.50
09/12	09/10/2012	96164	1001962	Delaris, LLC	40-000-200-2001	2,677.50
09/12	09/10/2012	96165	273219	DEMCO	07-000-200-2001	454.46
09/12	09/10/2012	96166	1001760	Dennett, Mark T	33-000-200-2001	1,450.00
09/12	09/10/2012	96167	1001862	Dixon, Joanne	01-000-200-2001	30.00
09/12	09/10/2012	96168	999200	Epuerto	33-000-200-2001	20.00
09/12	09/10/2012	96169	322621	Farwest Tire, Inc.	01-000-200-2001	2,233.64
09/12	09/10/2012	96170	323760	FedEx	01-000-200-2001	22.55
09/12	09/10/2012	96171	1001603	Frontier	10-000-200-2001	205.71
09/12	09/10/2012	96172	378130	Gold Coast Truck Repair Inc	01-000-200-2001	204.97
09/12	09/10/2012	96173		Information Only Check	01-000-200-2001	.00 V
09/12	09/10/2012	96174		Information Only Check	01-000-200-2001	.00 V
09/12	09/10/2012	96175	378513	Golder Company Inc	02-000-200-2001	323.52
09/12	09/10/2012	96176	1000865	Grami Photography, Bill	33-000-200-2001	1,000.00
09/12	09/10/2012	96177	1000866	Hoppe, Katherine	33-000-200-2001	249.20
09/12	09/10/2012	96178	1000604	IBS Incorporated	01-000-200-2001	221.79
09/12	09/10/2012	96179	476016	Industrial Steel & Supply	03-000-200-2001	72.15
09/12	09/10/2012	96180	476508	Ingram	07-000-200-2001	1,870.62
09/12	09/10/2012	96181	1000562	JanWay Company USA, Inc.	07-000-200-2001	519.00
09/12	09/10/2012	96182	1001987	Juul, Mary Jo	07-000-200-2001	17.00
09/12	09/10/2012	96183	575050	Lincoln Equipment Inc	01-000-200-2001	1,405.86
09/12	09/10/2012	96184	1001570	Lindahl, Thomas	01-000-200-2001	230.00
09/12	09/10/2012	96185	605350	McCullough, Gary	01-000-200-2001	91.00
09/12	09/10/2012	96186	999362	Myers, Patrick Tree Ser Inc.	01-000-200-2001	425.00
09/12	09/10/2012	96187	1001080	Northside Trucks & Equipment	02-000-200-2001	259.57
09/12	09/10/2012	96188	1001520	VOID - OACP	01-000-200-2001	.00
09/12	09/10/2012	96189	1001796	Offshore Adventures Charter	33-000-200-2001	197.88
09/12	09/10/2012	96190	706055	OMFOA	01-000-200-2001	590.00
09/12	09/10/2012	96191	706251	OMI, Inc	03-000-200-2001	161,796.25
09/12	09/10/2012	96192	1000026	OR Dept of Consumer & Business	01-000-200-2001	89.60
09/12	09/10/2012	96193	707838	Oregon Pacific Co	01-000-200-2001	195.00
09/12	09/10/2012	96194	708300	Oregon Tool & Supply Inc	01-000-200-2001	93.90
09/12	09/10/2012	96195	710235	Pacific Power & Light Co	02-000-200-2001	1,612.21

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/10/2012	96196	1000369	Random House, Inc	07-000-200-2001	101.25
09/12	09/10/2012	96197	1001988	Red Rose Catering	01-000-200-2001	26.00
09/12	09/10/2012	96198	352100	Reese Electric Co Inc	02-000-200-2001	454.00
09/12	09/10/2012	96199	1001986	Reiling, Richard	99-000-200-2001	384.57
09/12	09/10/2012	96200	1000673	RP & T Trucking LLC	03-000-200-2001	8,008.75
09/12	09/10/2012	96201	825500	Seawestern Fire Apparatus	01-000-200-2001	199.62
09/12	09/10/2012	96202	1001783	Sherwin-Williams Co	02-000-200-2001	644.53
09/12	09/10/2012	96203	862333	So Coast Bus Emp Corp	02-000-200-2001	1,072.50
09/12	09/10/2012	96204	1001985	South Coast Xterminating	01-000-200-2001	340.00
09/12	09/10/2012	96205	1001984	VOID - Spence, Christina	07-000-200-2001	.00
09/12	09/10/2012	96206	1001977	Staples Contract & Commercial	01-000-200-2001	392.00
09/12	09/10/2012	96207	1001751	Teeshirt Express	01-000-200-2001	399.82
09/12	09/10/2012	96208	999242	Teletron Communications	01-000-200-2001	60.00
09/12	09/10/2012	96209	999780	Umpqua Post, The	07-000-200-2001	37.50
09/12	09/10/2012	96210	1001975	United Rentals	01-000-200-2001	50.27
09/12	09/10/2012	96211	934000	Vend West Services Inc	01-000-200-2001	300.70
09/12	09/10/2012	96212	1001520	OACP	01-000-200-2001	30.00
09/12	09/13/2012	96213	1001018	Adkins, Jeff	01-000-200-2001	607.50
09/12	09/13/2012	96214	1000821	Computer Works	40-000-200-2001	3,349.00
09/12	09/13/2012	96215	240723	Coos County Clerk	08-000-200-2001	51.00
09/12	09/13/2012	96216	240723	Coos County Clerk	01-000-200-2001	81.00
09/12	09/13/2012	96217	249350	Craddock, Rodger	01-000-200-2001	79.00
09/12	09/13/2012	96218	1000189	Ereth, Mark	01-000-200-2001	138.00
09/12	09/13/2012	96219	1001805	Groth, Jennifer	01-000-200-2001	291.92
09/12	09/13/2012	96220	517195	Kendall, June	32-000-200-2001	233.31
09/12	09/13/2012	96221	560618	League of Oregon Cities	01-000-200-2001	1,900.00
09/12	09/13/2012	96222	1000038	McClintock, Nathan	01-000-200-2001	274.92
09/12	09/13/2012	96223	1001165	Melton, Gene	01-000-200-2001	274.92
09/12	09/13/2012	96224	999298	Merritt, Sean	01-000-200-2001	138.00
09/12	09/13/2012	96225	1001211	Mike Vaughan	01-000-200-2001	261.92
09/12	09/13/2012	96226	1001857	OCPSA	01-000-200-2001	50.00
09/12	09/13/2012	96227	707944	OPCA	01-000-200-2001	585.00
09/12	09/13/2012	96228	1000975	OPOA	01-000-200-2001	65.00
09/12	09/13/2012	96229	1001616	OR Homicide Investigators Asso	01-000-200-2001	225.00
09/12	09/13/2012	96230	1001905	Pregnancy Resource Center	34-000-200-2001	200.00
09/12	09/13/2012	96231	1000176	Shaffer, Mike	01-000-200-2001	138.00
09/12	09/13/2012	96232	1001703	Shoji, Crystal	01-000-200-2001	96.53
09/12	09/13/2012	96233	999135	Sparks, Randy	01-000-200-2001	139.00
09/12	09/13/2012	96234	1001984	Spence, Christina	07-000-200-2001	133.20
09/12	09/13/2012	96235	1001989	Stoddard, Danny	01-000-200-2001	235.58
09/12	09/13/2012	96236	1000126	Wilson, Jason	01-000-200-2001	459.00
09/12	09/18/2012	96237	1000378	3 B's Nursery	01-000-200-2001	905.00
09/12	09/18/2012	96238	999694	Aramark Uniform Ser. Inc.	02-000-200-2001	162.71
09/12	09/18/2012	96239	1001991	BAC Byram Archaeological	57-000-200-2001	2,101.00
09/12	09/18/2012	96240	1001704	Bandwidth.com INC	02-000-200-2001	114.93
09/12	09/18/2012	96241	1000587	Bay Area Enterprises Inc.	05-000-200-2001	265.50
09/12	09/18/2012	96242	216350	Centric Elevator Corp of	01-000-200-2001	183.24
09/12	09/18/2012	96243	999508	Charter Communications	01-000-200-2001	84.99
09/12	09/18/2012	96244	1001153	Civil West Engineering Inc	02-000-200-2001	1,455.33
09/12	09/18/2012	96245	1001412	Comspan Communications	33-000-200-2001	131.34
09/12	09/18/2012	96246	1001412	Comspan Communications	01-000-200-2001	115.83
09/12	09/18/2012	96247	1001412	Comspan Communications	02-000-200-2001	349.59
09/12	09/18/2012	96248	290650	Dyer Partnership, The	57-000-200-2001	525.00
09/12	09/18/2012	96249	1001973	Erickson, Donald	34-000-200-2001	18,400.00
09/12	09/18/2012	96250	1000061	Erskine, Theresa	07-000-200-2001	150.00
09/12	09/18/2012	96251	1001603	Frontier	05-000-200-2001	223.17
09/12	09/18/2012	96252	999814	Integra Telecom, Inc Billing	07-000-200-2001	388.38

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/18/2012	96253	1001990	Jackson, Tom	01-000-200-2001	175.00
09/12	09/18/2012	96254	999149	Marshall Cavendish Corporation	07-000-200-2001	481.33
09/12	09/18/2012	96255	1001718	Maxner, Pearl	05-000-200-2001	55.00
09/12	09/18/2012	96256	1000653	NW Natural	01-000-200-2001	3,657.51
09/12	09/18/2012	96257	706080	One Call Concepts Inc	03-000-200-2001	97.68
09/12	09/18/2012	96258	710235	Pacific Power & Light Co	01-000-200-2001	428.86
09/12	09/18/2012	96259	710128	Pacific Power Products	01-000-200-2001	11.00
09/12	09/18/2012	96260	999223	Roto-Rooter, Inc	01-000-200-2001	1,241.40
09/12	09/18/2012	96261	882968	Stuntzner Engineering	34-000-200-2001	4,115.00
09/12	09/18/2012	96262	999120	Verizon Wireless	08-000-200-2001	246.55
09/12	09/18/2012	96263		Information Only Check	01-000-200-2001	.00 V
09/12	09/18/2012	96264		Information Only Check	01-000-200-2001	.00 V
09/12	09/18/2012	96265	1000160	Visa - Elan Financial Service	01-000-200-2001	8,639.69
09/12	09/18/2012	96266	986315	World, The	01-000-200-2001	861.99
09/12	09/18/2012	96267	986914	Xerox Corporation	07-000-200-2001	312.50
09/12	09/21/2012	96268	1001321	911 Supply Public Safety Gear	01-000-200-2001	154.81
09/12	09/21/2012	96269	1001547	Access Info Mgmt DBA	01-000-200-2001	82.00
09/12	09/21/2012	96270	101912	Action Trophies	01-000-200-2001	55.00
09/12	09/21/2012	96271	103323	Agri-Tech Design	07-000-200-2001	242.00
09/12	09/21/2012	96272	103324	Airgas USA LLC	02-000-200-2001	72.09
09/12	09/21/2012	96273	103324	Airgas USA LLC	02-000-200-2001	21.43
09/12	09/21/2012	96274	999372	Alert-all Corporation	01-000-200-2001	1,835.00
09/12	09/21/2012	96275	999686	Amazon/GE Money	07-000-200-2001	551.62
09/12	09/21/2012	96276	109177	American Library Association	07-000-200-2001	80.00
09/12	09/21/2012	96277	117940	Atco International	01-000-200-2001	185.90
09/12	09/21/2012	96278	999549	Auto Additions, Inc	01-000-200-2001	322.00
09/12	09/21/2012	96279		Information Only Check	01-000-200-2001	.00 V
09/12	09/21/2012	96280	135616	Bassett-Hyland Energy Co	03-000-200-2001	12,455.01
09/12	09/21/2012	96281	138038	Bay Area Chamber of Comm	33-000-200-2001	7.94
09/12	09/21/2012	96282	999888	Bay Area Copier Co., Inc.	01-000-200-2001	144.58
09/12	09/21/2012	96283	138353	Bay Area Hydraulics, Inc	02-000-200-2001	73.74
09/12	09/21/2012	96284	1001139	Bay Watch Security DBA	05-000-200-2001	28.00
09/12	09/21/2012	96285	952261	Bayshore Paints	01-000-200-2001	57.24
09/12	09/21/2012	96286	1001656	Billiter Marine LLC	01-000-200-2001	1,618.00
09/12	09/21/2012	96287	154948	Blackstone Audiobooks	07-000-200-2001	278.37
09/12	09/21/2012	96288	999424	Brilliance Audio, Inc.	07-000-200-2001	290.26
09/12	09/21/2012	96289	180500	Brock Construction	02-000-200-2001	5,875.00
09/12	09/21/2012	96290	1001175	C & S Fire Safe	01-000-200-2001	192.00
09/12	09/21/2012	96291	999209	Caselle, Inc.	01-000-200-2001	803.33
09/12	09/21/2012	96292	213750	Cash & Carry /United Grocers	01-000-200-2001	117.23
09/12	09/21/2012	96293	240539	CB-NB Water Board	01-000-200-2001	1,996.92
09/12	09/21/2012	96294	240539	CB-NB Water Board	01-000-200-2001	1,690.14
09/12	09/21/2012	96295	1001334	CDFX, LLC	33-000-200-2001	74.16
09/12	09/21/2012	96296	216200	Center Point Large Print	07-000-200-2001	127.02
09/12	09/21/2012	96297	1001993	Century Manufacturing Corp	01-000-200-2001	131.92
09/12	09/21/2012	96298	217709	Chamber's Plumbing & HTG	01-000-200-2001	5,263.44
09/12	09/21/2012	96299	1000208	Charlies Truck Service DBA	02-000-200-2001	250.00
09/12	09/21/2012	96300	999508	Charter Communications	07-000-200-2001	116.22
09/12	09/21/2012	96301	999616	CIS	01-000-200-2001	1,524.00
09/12	09/21/2012	96302	229900	Coastal Paper & Supply Inc	01-000-200-2001	1,809.77
09/12	09/21/2012	96303	1001710	Concrete Cutting Concepts LLC	57-000-200-2001	750.00
09/12	09/21/2012	96304	240886	Coos Grange Supply Co	01-000-200-2001	67.40
09/12	09/21/2012	96305	1000507	Creekridge Capital LB#17	07-000-200-2001	749.01
09/12	09/21/2012	96306	253670	Cruise Master Prisms, Inc	01-000-200-2001	66.30
09/12	09/21/2012	96307	1001389	Cummins Northwest LLC	01-000-200-2001	65.85
09/12	09/21/2012	96308	272250	Day Wireless Systems Inc	01-000-200-2001	251.21
09/12	09/21/2012	96309	273219	DEMCO	07-000-200-2001	93.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/21/2012	96310	1000641	DH McCowan Medical Lab INC	01-000-200-2001	40.00
09/12	09/21/2012	96311	260808	DJC	01-000-200-2001	162.00
09/12	09/21/2012	96312	1001359	Eileen Traylor	33-000-200-2001	600.00
09/12	09/21/2012	96313	322621	Farwest Tire, Inc.	03-000-200-2001	713.12
09/12	09/21/2012	96314	999188	Fastenal Company	02-000-200-2001	104.75
09/12	09/21/2012	96315	1000192	Ferguson Ent, Inc #3021	57-000-200-2001	729.60
09/12	09/21/2012	96316	352703	Gale	07-000-200-2001	38.92
09/12	09/21/2012	96317	1000913	Geryk, Barney	01-000-200-2001	500.00
09/12	09/21/2012	96318	378121	Gold Coast Security Inc	05-000-200-2001	110.50
09/12	09/21/2012	96319	378130	Gold Coast Truck Repair Inc	01-000-200-2001	79.75
09/12	09/21/2012	96320	378513	Golder Company Inc	03-000-200-2001	47.35
09/12	09/21/2012	96321	1001425	Government Ethics Commission	33-000-200-2001	910.54
09/12	09/21/2012	96322	1001994	I.P.S. Industrial Parts Servic	01-000-200-2001	749.70
09/12	09/21/2012	96323	476027	Industrial Source	02-000-200-2001	78.17
09/12	09/21/2012	96324		Information Only Check	07-000-200-2001	.00 V
09/12	09/21/2012	96325	476508	Ingram	07-000-200-2001	1,859.69
09/12	09/21/2012	96326	517196	KDCQ FM Radio	01-000-200-2001	197.10
09/12	09/21/2012	96327	1001112	Knife River, LTM Inc DBA	57-000-200-2001	19,984.43
09/12	09/21/2012	96328	1001886	Kramer & Company	57-000-200-2001	1,716.75
09/12	09/21/2012	96329	583300	Local Gov Personnel Institute	01-000-200-2001	540.00
09/12	09/21/2012	96330	1000219	Mack's Saw Shop	01-000-200-2001	7.50
09/12	09/21/2012	96331	625450	Main Rock Products Inc	57-000-200-2001	4,525.31
09/12	09/21/2012	96332	1001586	Meier, Ty	01-000-200-2001	430.00
09/12	09/21/2012	96333	1000723	Movie Licensing USA	07-000-200-2001	290.00
09/12	09/21/2012	96334	999362	Myers, Patrick Tree Ser Inc.	02-000-200-2001	1,200.00
09/12	09/21/2012	96335	999753	Net Assets Corporation	01-000-200-2001	420.00
09/12	09/21/2012	96336	696327	North Bend Medical Center	01-000-200-2001	8.00
09/12	09/21/2012	96337	696447	North Coast Electric	01-000-200-2001	14.48
09/12	09/21/2012	96338	706988	ODOT - Signal Maintenance	02-000-200-2001	20,462.26
09/12	09/21/2012	96339	1000652	ORCA Communications	07-000-200-2001	1,143.57
09/12	09/21/2012	96340	707599	Oregon Linen	05-000-200-2001	143.94
09/12	09/21/2012	96341	707838	Oregon Pacific Co	01-000-200-2001	340.61
09/12	09/21/2012	96342	708300	Oregon Tool & Supply Inc	01-000-200-2001	716.85
09/12	09/21/2012	96343	710235	Pacific Power & Light Co	02-000-200-2001	32,518.48
09/12	09/21/2012	96344	1000902	Pauly, Rogers and Co., P.C.	01-000-200-2001	9,480.00
09/12	09/21/2012	96345	736400	Pitney-Bowes - 8345191	07-000-200-2001	120.27
09/12	09/21/2012	96346	590000	PRO Build	01-000-200-2001	1,363.79
09/12	09/21/2012	96347	999197	Terry Stragey	01-000-200-2001	32.50
09/12	09/21/2012	96348	1001992	Washington County Sheriff	01-000-200-2001	300.00
09/12	09/21/2012	96349	1001138	Westways Press	05-000-200-2001	216.00
09/12	09/28/2012	96350	1001321	911 Supply Public Safety Gear	01-000-200-2001	85.60
09/12	09/28/2012	96351	999189	Abel Insurance Agency	01-000-200-2001	1,531.25
09/12	09/28/2012	96352	1001547	Access Info Mgmt DBA	01-000-200-2001	60.00
09/12	09/28/2012	96353	1001961	Advantage Security LLC	05-000-200-2001	35.95
09/12	09/28/2012	96354	1001720	Alison Wasson Photography LLC	40-000-200-2001	500.00
09/12	09/28/2012	96355	1001280	AT&T Mobility	33-000-200-2001	90.95
09/12	09/28/2012	96356	138038	Bay Area Chamber of Comm	05-000-200-2001	4,976.42
09/12	09/28/2012	96357	999888	Bay Area Copier Co., Inc.	01-000-200-2001	350.01
09/12	09/28/2012	96358	1000587	Bay Area Enterprises Inc.	01-000-200-2001	2,748.45
09/12	09/28/2012	96359	1001934	Brookwood Press Inc	33-000-200-2001	850.00
09/12	09/28/2012	96360	999829	Cardinal Employment Ser., Inc	01-000-200-2001	6,183.07
09/12	09/28/2012	96361	227058	Carl D Williams	07-000-200-2001	1,290.00
09/12	09/28/2012	96362	999850	Chapanar, Chris	01-000-200-2001	1,080.00
09/12	09/28/2012	96363	999508	Charter Communications	01-000-200-2001	84.99
09/12	09/28/2012	96364	220916	Chevron & Texaco Business	01-000-200-2001	154.07
09/12	09/28/2012	96365	240305	Coos Art Museum	05-000-200-2001	1,250.00
09/12	09/28/2012	96366	999348	Coos Bay Lions Club	01-000-200-2001	70.00

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/28/2012	96367	240723	Coos County Clerk	01-000-200-2001	66.00
09/12	09/28/2012	96368	1000641	DH McCowan Medical Lab INC	01-000-200-2001	55.00
09/12	09/28/2012	96369	1000039	Disc Golf Association INC	01-000-200-2001	928.29
09/12	09/28/2012	96370	707675	DMV Driver & Motor Vehicle Ser	01-000-200-2001	23.00
09/12	09/28/2012	96371	999200	Epuerto	33-000-200-2001	120.00
09/12	09/28/2012	96372	322621	Farwest Tire, Inc.	01-000-200-2001	1,987.64
09/12	09/28/2012	96373	1001603	Frontier	07-000-200-2001	850.90
09/12	09/28/2012	96374	352703	Gale	07-000-200-2001	186.47
09/12	09/28/2012	96375	355502	Gaylord Brothers Inc	07-000-200-2001	239.88
09/12	09/28/2012	96376	362130	General Fire Apparatus	01-000-200-2001	148.00
09/12	09/28/2012	96377		Information Only Check	01-000-200-2001	.00 V
09/12	09/28/2012	96378		Information Only Check	01-000-200-2001	.00 V
09/12	09/28/2012	96379		Information Only Check	01-000-200-2001	.00 V
09/12	09/28/2012	96380	378513	Golder Company Inc	03-000-200-2001	887.66
09/12	09/28/2012	96381	476508	Ingram	07-000-200-2001	590.23
09/12	09/28/2012	96382	999814	Integra Telecom, Inc Billing	33-000-200-2001	15.26
09/12	09/28/2012	96383	1001995	Lamb, Cathy	07-000-200-2001	75.00
09/12	09/28/2012	96384	1001790	Merchants Credit Bureau	01-000-200-2001	22.50
09/12	09/28/2012	96385	641775	Meyers, Beverly J	17-000-200-2001	196.83
09/12	09/28/2012	96386	1001211	Mike Vaughan	01-000-200-2001	30.53
09/12	09/28/2012	96387	1001485	Northwest Safety Clean	01-000-200-2001	587.15
09/12	09/28/2012	96388	1000231	Office Max	07-000-200-2001	108.83
09/12	09/28/2012	96389	1000975	OPOA	01-000-200-2001	130.00
09/12	09/28/2012	96390	999577	OR Dept of Admin Service	02-000-200-2001	6,500.00
09/12	09/28/2012	96391	706931	OR Dept of Corrections	02-000-200-2001	1,518.00
09/12	09/28/2012	96392	706845	Oregon Coast Visitors Assn	33-000-200-2001	15.00
09/12	09/28/2012	96393	708300	Oregon Tool & Supply Inc	01-000-200-2001	179.85
09/12	09/28/2012	96394	1000952	Pace, Matt	02-000-200-2001	175.00
09/12	09/28/2012	96395	1000902	Pauly, Rogers and Co., P.C.	33-000-200-2001	1,000.00
09/12	09/28/2012	96396	1001996	PCI Waste & Recycling Equip	02-000-200-2001	340.37
09/12	09/28/2012	96397	732721	Phil's Lock & Key	01-000-200-2001	13.85
09/12	09/28/2012	96398	737932	Platt Electric Supply	02-000-200-2001	144.15
09/12	09/28/2012	96399	999571	Public Safety Center, Inc.	01-000-200-2001	196.55
09/12	09/28/2012	96400	748100	Puppy Love	01-000-200-2001	238.62
09/12	09/28/2012	96401	1000794	Quilter's	07-000-200-2001	23.99
09/12	09/28/2012	96402	1000369	Random House, Inc	07-000-200-2001	172.46
09/12	09/28/2012	96403	757000	Recorded Books LLC	07-000-200-2001	33.00
09/12	09/28/2012	96404	352100	Reese Electric Co Inc	01-000-200-2001	331.25
09/12	09/28/2012	96405	1000842	Schwenninger, Eric	01-000-200-2001	489.99
09/12	09/28/2012	96406	1001783	Sherwin-Williams Co	01-000-200-2001	238.72
09/12	09/28/2012	96407	1001636	Shinglehouse Sawmill, Inc	01-000-200-2001	486.90
09/12	09/28/2012	96408	999390	Siuslaw News, The	07-000-200-2001	84.75
09/12	09/28/2012	96409	862333	So Coast Bus Emp Corp	01-000-200-2001	2,750.00
09/12	09/28/2012	96410	999775	So Coast Interagency NarcTeam	01-000-200-2001	257.40
09/12	09/28/2012	96411		Information Only Check	07-000-200-2001	.00 V
09/12	09/28/2012	96412		Information Only Check	07-000-200-2001	.00 V
09/12	09/28/2012	96413	862426	So Coast Office Supply	05-000-200-2001	14,360.02
09/12	09/28/2012	96414	862456	So Coast Saw & Garden	01-000-200-2001	158.50
09/12	09/28/2012	96415	1001985	South Coast Xterminating	01-000-200-2001	135.00
09/12	09/28/2012	96416	999408	Steven Winfrey	01-000-200-2001	75.00
09/12	09/28/2012	96417	999242	Teletron Communications	01-000-200-2001	40.00
09/12	09/28/2012	96418	918215	VOID - Tom's Lock & Key, DBA	34-000-200-2001	4,550.81
09/12	09/28/2012	96419	921422	Traffic Safety Supply Co	02-000-200-2001	842.17
09/12	09/28/2012	96420	1000838	Umpqua Valley Fire Services	01-000-200-2001	156.00
09/12	09/28/2012	96421	1000235	UPS Store, The DBA	01-000-200-2001	82.22
09/12	09/28/2012	96422	934000	Vend West Services Inc	01-000-200-2001	333.00
09/12	09/28/2012	96423	999120	Verizon Wireless	01-000-200-2001	697.99

M = Manual Check, V = Void Check

Per	Date	Check No	Vendor No	Payee	Check GL Acct	Amount
09/12	09/28/2012	96424	936279	Veterans Information Serv	07-000-200-2001	50.00
09/12	09/28/2012	96425		Information Only Check	01-000-200-2001	.00 V
09/12	09/28/2012	96426	1000160	Visa - Elan Financial Service	33-000-200-2001	4,106.11
09/12	09/28/2012	96427	986315	World, The	01-000-200-2001	239.55
09/12	09/28/2012	96428	1001492	ZCS Engineering INC	34-000-200-2001	3,764.87
09/12	09/28/2012	96429	1000977	Zoll Medical Corporation	01-000-200-2001	120.00
09/12	09/28/2012	96430	997804	Zumar Industries Inc	02-000-200-2001	437.57
Totals:						<u>486,232.35</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD	Job No
706251	OMI, Inc	201209	Waste Water Operations	09/01/2012	71,190.35	71,190.35	09/10/2012	
			Waste Water Operations		37,213.14	37,213.14	09/10/2012	
			Waste Water Operations		40,449.06	40,449.06	09/10/2012	
			Waste Water Operations		12,943.70	12,943.70	09/10/2012	
Total 706251					161,796.25	161,796.25		
710235	Pacific Power & Light Co	201209-2	12447751-001 8 - September	09/14/2012	1,636.83	1,636.83	09/21/2012	
			12447751-001 8 - September		770.34	770.34	09/21/2012	
			12447751-001 8 - September		10.53	10.53	09/21/2012	
			12447751-001 8 - September		3,042.07	3,042.07	09/21/2012	
			12447751-001 8 - September		498.42	498.42	09/21/2012	
			12447751-001 8 - September		2,458.01	2,458.01	09/21/2012	
			12447751-001 8 - September		17,591.16	17,591.16	09/21/2012	
			12447751-001 8 - September		895.20	895.20	09/21/2012	
			12447751-001 8 - September		1,307.85	1,307.85	09/21/2012	CAMUTILITIES1
			12447751-001 8 - September		429.48	429.48	09/21/2012	
			12447751-001 8 - September		2,686.08	2,686.08	09/21/2012	
			12447751-001 8 - September		1,014.36	1,014.36	09/21/2012	POOLUTILITY1
			12447751-001 8 - September		178.15	178.15	09/21/2012	EGYPTUTIL1
Total 710235					32,518.48	32,518.48		

Total Paid:	194,314.73
Total Unpaid:	-
Grand Total:	194,314.73

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____
City Treasurer: _____

Report Criteria:

Transmittal Checks Are Included

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
09/14/12	PC	09/14/12	5591	Fare, Matthew M	126002		99-000-100-1002	352.07
09/14/12	PC	09/14/12	5592	McAvoy, Daniel W	126008		99-000-100-1002	2,132.74
09/14/12	PC	09/14/12	5593	Seldon, Michael A	126017		99-000-100-1002	1,395.59
09/14/12	PC	09/14/12	5594	Wilson, Jason H	126018		99-000-100-1002	941.82
09/14/12	PC	09/14/12	5595	Miles, Randy S	126021		99-000-100-1002	1,120.46
09/14/12	PC	09/14/12	5596	Takis, Stephen P	126034		99-000-100-1002	1,149.71
09/14/12	PC	09/14/12	5597	Owens, Howard D	126035		99-000-100-1002	1,537.47
09/14/12	PC	09/14/12	5598	Argyle, Tanya	213019		99-000-100-1002	1,573.75
09/14/12	PC	09/14/12	5599	Kinnaman, Amelia J.	213020		99-000-100-1002	1,648.87
09/14/12	PC	09/14/12	5600	Frankenberger, Deborah M	213021		99-000-100-1002	819.29
09/14/12	PC	09/14/12	5601	Barr, Crystal C	226001		99-000-100-1002	1,243.70
09/14/12	PC	09/14/12	5602	Magill, Elisa A	227032		99-000-100-1002	765.07
09/14/12	PC	09/14/12	5603	Hossley, James G	227033		99-000-100-1002	1,661.99
09/14/12	PC	09/14/12	5604	Carlson, Amelia Berry	227035		99-000-100-1002	1,289.51
09/14/12	PC	09/14/12	5605	Spann, Jessica Joye	227041		99-000-100-1002	471.75
09/14/12	PC	09/14/12	5606	Baker, Susanne M	231002		99-000-100-1002	1,255.76
09/14/12	PC	09/14/12	5607	Neff, Kevin Lynn	231020		99-000-100-1002	1,315.21
09/14/12	PC	09/14/12	5608	Wirsing, Jennifer L	231023		99-000-100-1002	1,548.47
09/14/12	PC	09/14/12	5609	Moore, Joseph Michael	232001		99-000-100-1002	377.40
09/14/12	PC	09/14/12	5610	Anderson, Jared	232002		99-000-100-1002	898.32
09/14/12	PC	09/14/12	5611	Pace, Matthew James	232010		99-000-100-1002	1,087.38
09/14/12	PC	09/14/12	5612	La Praelm, Julie A	232012		99-000-100-1002	819.29
09/14/12	PC	09/14/12	5613	Jackson, Thomas T	232016		99-000-100-1002	806.79
09/14/12	PC	09/14/12	5614	Kaiser, Frank Lynn	232022		99-000-100-1002	633.28
09/14/12	PC	09/14/12	5615	Sheaffer, Walter P	232034		99-000-100-1002	564.79
09/14/12	PC	09/14/12	5616	Pierson, Samantha K	251003		99-000-100-1002	1,236.67
09/14/12	PC	09/14/12	5617	Price, Nancy Waterman	251009		99-000-100-1002	670.57
09/14/12	PC	09/14/12	5618	Shamet, Barbara J	251010		99-000-100-1002	594.40
09/14/12	PC	09/14/12	5619	Fisher, Valerie J	251029		99-000-100-1002	321.42
09/14/12	PC	09/14/12	5620	Knight, Dolores L	251031		99-000-100-1002	1,073.99
09/14/12	PC	09/14/12	5621	Sparks, Randy L	324007		99-000-100-1002	377.40
09/14/12	PC	09/14/12	5622	Wilson, Rhonda M	324035		99-000-100-1002	1,314.78
09/14/12	PC	09/14/12	5623	Akers, Tia D	324037		99-000-100-1002	840.45
09/14/12	PC	09/14/12	5624	Wetmore, Anthony S	324043		99-000-100-1002	507.19
09/14/12	PC	09/14/12	5625	Dubray, Ramona A	324054		99-000-100-1002	732.73
09/14/12	PC	09/14/12	5626	Cupp, Tessa M	324058		99-000-100-1002	576.66
09/14/12	PC	09/14/12	5627	Craddock Jr, Rodger E	324059		99-000-100-1002	1,836.00
09/14/12	PC	09/14/12	5628	McCullough, Gary L	324060		99-000-100-1002	1,689.02
09/14/12	PC	09/14/12	5629	Mitts, Cal Patrick	324061		99-000-100-1002	1,706.05
09/14/12	PC	09/14/12	5630	Rogers, Terry Scott	324065		99-000-100-1002	532.52
09/14/12	PC	09/14/12	5631	Kirk, Peter E	324067		99-000-100-1002	1,781.39
09/14/12	PC	09/14/12	5632	Merritt, Sean Trefle	324070		99-000-100-1002	1,509.36
09/14/12	PC	09/14/12	5633	Ereth, Mark W	324074		99-000-100-1002	330.73
09/14/12	PC	09/14/12	5634	Shaffer, Michael W	324075		99-000-100-1002	985.89
09/14/12	PC	09/14/12	5635	Thompson, Helen N	324079		99-000-100-1002	955.69
09/14/12	PC	09/14/12	5636	West, Timothy S	324082		99-000-100-1002	833.39
09/14/12	PC	09/14/12	5637	Esperance, Christine Marie	324101		99-000-100-1002	961.64
09/14/12	PC	09/14/12	5638	Lindahl, Thomas W	324103		99-000-100-1002	1,406.59
09/14/12	PC	09/14/12	5639	Pollin, Tracye K.	324105		99-000-100-1002	1,000.29
09/14/12	PC	09/14/12	5640	Lawson, Daniel R	324107		99-000-100-1002	1,318.75
09/14/12	PC	09/14/12	5641	Looney, Bryan R	324108		99-000-100-1002	732.73
09/14/12	PC	09/14/12	5642	Pickett, Jennifer M	324110		99-000-100-1002	377.40
09/14/12	PC	09/14/12	5643	McGarity, Kristen Marie	324112		99-000-100-1002	1,180.63
09/14/12	CDPT	09/14/12	5644	Internal Revenue Service	1	93-6002141 01-000-200-2031 S	01-000-200-2031	15,060.40
09/14/12	CDPT	09/14/12	5645	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	5,303.38
09/28/12	PC	09/28/12	5646	Fare, Matthew M	126002		99-000-100-1002	5,306.94
09/28/12	PC	09/28/12	5647	Anderson, Mark R	126003		99-000-100-1002	5,989.56
09/28/12	PC	09/28/12	5648	Gibson, Stanley L	126006		99-000-100-1002	4,941.75

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
09/28/12	PC	09/28/12	5649	McAvoy, Daniel W	126008		99-000-100-1002	2,476.67
09/28/12	PC	09/28/12	5650	Crutchfield, Daniel C	126016		99-000-100-1002	5,181.05
09/28/12	PC	09/28/12	5651	Seldon, Michael A	126017		99-000-100-1002	3,176.10
09/28/12	PC	09/28/12	5652	Wilson, Jason H	126018		99-000-100-1002	3,955.36
09/28/12	PC	09/28/12	5653	Haagen, Kevin J	126020		99-000-100-1002	4,070.87
09/28/12	PC	09/28/12	5654	Miles, Randy S	126021		99-000-100-1002	3,606.84
09/28/12	PC	09/28/12	5655	Cunningham, Kevin D	126023		99-000-100-1002	4,588.35
09/28/12	PC	09/28/12	5656	Vetter, Douglas J	126026		99-000-100-1002	4,226.01
09/28/12	PC	09/28/12	5657	Takis, Stephen P	126034		99-000-100-1002	2,909.38
09/28/12	PC	09/28/12	5658	Owens, Howard D	126035		99-000-100-1002	3,445.20
09/28/12	PC	09/28/12	5659	Martin, Dean E	126036		99-000-100-1002	5,287.97
09/28/12	PC	09/28/12	5660	Adkins, Jeffery S	126041		99-000-100-1002	4,754.40
09/28/12	PC	09/28/12	5661	Jansen, Joyce L	212002		99-000-100-1002	4,780.43
09/28/12	PC	09/28/12	5662	McClintock, Nathan Byron	212004		99-000-100-1002	4,245.85
09/28/12	PC	09/28/12	5663	Mickelson, Jackie Rose	212010		99-000-100-1002	2,713.66
09/28/12	PC	09/28/12	5664	Kremers, Julie L	213018		99-000-100-1002	2,890.08
09/28/12	PC	09/28/12	5665	Argyle, Tanya	213019		99-000-100-1002	1,622.79
09/28/12	PC	09/28/12	5666	Kinnaman, Amelia J.	213020		99-000-100-1002	2,281.98
09/28/12	PC	09/28/12	5667	Frankenberger, Deborah M	213021		99-000-100-1002	1,967.38
09/28/12	PC	09/28/12	5668	Barr, Crystal C	226001		99-000-100-1002	1,700.36
09/28/12	PC	09/28/12	5669	Erler, Debbie L	227004		99-000-100-1002	2,852.58
09/28/12	PC	09/28/12	5670	Barron, Laura J	227005		99-000-100-1002	4,131.76
09/28/12	PC	09/28/12	5671	Magill, Elisa A	227032		99-000-100-1002	2,162.37
09/28/12	PC	09/28/12	5672	Hossley, James G	227033		99-000-100-1002	4,560.66
09/28/12	PC	09/28/12	5673	Carlson, Amelia Berry	227035		99-000-100-1002	1,710.05
09/28/12	PC	09/28/12	5674	Patton, Pamela G	227038		99-000-100-1002	2,141.70
09/28/12	PC	09/28/12	5675	Smith, Michael J	227040		99-000-100-1002	4,788.68
09/28/12	PC	09/28/12	5676	Spann, Jessica Joye	227041		99-000-100-1002	2,528.59
09/28/12	PC	09/28/12	5677	Baker, Susanne M	231002		99-000-100-1002	3,147.38
09/28/12	PC	09/28/12	5678	Neff, Kevin Lynn	231020		99-000-100-1002	2,649.12
09/28/12	PC	09/28/12	5679	Dixon, Randy D.	231022		99-000-100-1002	5,330.82
09/28/12	PC	09/28/12	5680	Wirsing, Jennifer L	231023		99-000-100-1002	1,739.21
09/28/12	PC	09/28/12	5681	Moore, Joseph Michael	232001		99-000-100-1002	1,503.96
09/28/12	PC	09/28/12	5682	Anderson, Jared	232002		99-000-100-1002	1,910.15
09/28/12	PC	09/28/12	5683	Pace, Matthew James	232010		99-000-100-1002	3,130.87
09/28/12	PC	09/28/12	5684	La Prait, Julie A	232012		99-000-100-1002	2,130.18
09/28/12	PC	09/28/12	5685	Jackson, Thomas T	232016		99-000-100-1002	2,753.24
09/28/12	PC	09/28/12	5686	Kaiser, Frank Lynn	232022		99-000-100-1002	2,853.19
09/28/12	PC	09/28/12	5687	Eck, Lloyd J	232032		99-000-100-1002	3,007.52
09/28/12	PC	09/28/12	5688	Sheaffer, Walter P	232034		99-000-100-1002	2,034.55
09/28/12	PC	09/28/12	5689	Flitcroft, Iris P	251002		99-000-100-1002	2,611.56
09/28/12	PC	09/28/12	5690	Pierson, Samantha K	251003		99-000-100-1002	3,675.39
09/28/12	PC	09/28/12	5691	Couture, Beverly A	251005		99-000-100-1002	2,618.12
09/28/12	PC	09/28/12	5692	Granstrom, Pamela R	251007		99-000-100-1002	2,375.18
09/28/12	PC	09/28/12	5693	Price, Nancy Waterman	251009		99-000-100-1002	2,563.69
09/28/12	PC	09/28/12	5694	Shamet, Barbara J	251010		99-000-100-1002	842.96
09/28/12	PC	09/28/12	5695	Vaughan, Deborah Dilley	251014		99-000-100-1002	271.31
09/28/12	PC	09/28/12	5696	Fisher, Valerie J	251029		99-000-100-1002	1,726.64
09/28/12	PC	09/28/12	5697	Knight, Dolores L	251031		99-000-100-1002	1,477.90
09/28/12	PC	09/28/12	5698	Knutson, Margaret Diane	251055		99-000-100-1002	327.60
09/28/12	PC	09/28/12	5699	Collins, Laura R	251066		99-000-100-1002	16.68
09/28/12	PC	09/28/12	5700	Mikowski, Holly Ann	251069		99-000-100-1002	366.84
09/28/12	PC	09/28/12	5701	Suppes, Josephine M	251072		99-000-100-1002	92.21
09/28/12	PC	09/28/12	5702	Lesco, Barbara Claire	251080		99-000-100-1002	162.88
09/28/12	PC	09/28/12	5703	Spence, Christina Marie	251090		99-000-100-1002	572.27
09/28/12	PC	09/28/12	5704	Wright, Kimie	251091		99-000-100-1002	290.44
09/28/12	PC	09/28/12	5705	Smith, Phyllis J	251098		99-000-100-1002	285.46
09/28/12	PC	09/28/12	5706	Sparks, Randy L	324007		99-000-100-1002	7,023.05
09/28/12	PC	09/28/12	5707	Wilson, Rhonda M	324035		99-000-100-1002	1,885.76
09/28/12	PC	09/28/12	5708	Akers, Tia D	324037		99-000-100-1002	2,825.68
09/28/12	PC	09/28/12	5709	Larson, Catherine Elizabeth	324041		99-000-100-1002	3,499.56

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Tranmittal No/ Emp No	Description	GL Account	Amount
09/28/12	PC	09/28/12	5710	Wetmore, Anthony S	324043		99-000-100-1002	4,839.83
09/28/12	PC	09/28/12	5711	Lounsbury, Robert A	324044		99-000-100-1002	4,314.01
09/28/12	PC	09/28/12	5712	Dubray, Ramona A	324054		99-000-100-1002	2,216.80
09/28/12	PC	09/28/12	5713	Cupp, Tessa M	324058		99-000-100-1002	2,854.49
09/28/12	PC	09/28/12	5714	Craddock Jr, Rodger E	324059		99-000-100-1002	5,480.02
09/28/12	PC	09/28/12	5715	McCullough, Gary L	324060		99-000-100-1002	3,852.15
09/28/12	PC	09/28/12	5716	Mitts, Cal Patrick	324061		99-000-100-1002	3,674.46
09/28/12	PC	09/28/12	5717	Myers, Steven A	324063		99-000-100-1002	5,032.87
09/28/12	PC	09/28/12	5718	Rogers, Terry Scott	324065		99-000-100-1002	3,806.70
09/28/12	PC	09/28/12	5719	Babb Jr, Darrell D	324066		99-000-100-1002	4,941.51
09/28/12	PC	09/28/12	5720	Kirk, Peter E	324067		99-000-100-1002	5,142.30
09/28/12	PC	09/28/12	5721	Hatzel, Hugo J	324068		99-000-100-1002	6,156.01
09/28/12	PC	09/28/12	5722	Merritt, Sean Trefle	324070		99-000-100-1002	5,018.81
09/28/12	PC	09/28/12	5723	Labrousse, Kenneth James	324071		99-000-100-1002	4,506.03
09/28/12	PC	09/28/12	5724	Chapanar, Christopher J	324073		99-000-100-1002	5,520.34
09/28/12	PC	09/28/12	5725	Ereth, Mark W	324074		99-000-100-1002	4,397.99
09/28/12	PC	09/28/12	5726	Shaffer, Michael W	324075		99-000-100-1002	5,117.87
09/28/12	PC	09/28/12	5727	Wheeling, Mark E	324077		99-000-100-1002	4,900.88
09/28/12	PC	09/28/12	5728	Thompson, Helen N	324079		99-000-100-1002	1,902.70
09/28/12	PC	09/28/12	5729	Schwenninger, Eric Wayne	324081		99-000-100-1002	6,226.87
09/28/12	PC	09/28/12	5730	West, Timothy S	324082		99-000-100-1002	3,372.87
09/28/12	PC	09/28/12	5731	Gulbransen, Aaron D	324084		99-000-100-1002	4,499.72
09/28/12	PC	09/28/12	5732	Esperance, Christine Marie	324101		99-000-100-1002	2,175.19
09/28/12	PC	09/28/12	5733	Lindahl, Thomas W	324103		99-000-100-1002	4,800.71
09/28/12	PC	09/28/12	5734	Pollin, Tracye K.	324105		99-000-100-1002	2,767.47
09/28/12	PC	09/28/12	5735	Lawson, Daniel R	324107		99-000-100-1002	2,444.09
09/28/12	PC	09/28/12	5736	Looney, Bryan R	324108		99-000-100-1002	3,366.23
09/28/12	PC	09/28/12	5737	Meier, Ty David	324109		99-000-100-1002	3,285.30
09/28/12	PC	09/28/12	5738	Pickett, Jennifer M	324110		99-000-100-1002	2,722.42
09/28/12	PC	09/28/12	5739	McGarity, Kristen Marie	324112		99-000-100-1002	1,480.57
09/28/12	PC	09/28/12	5740	Westrum, Michelle Lee	324114		99-000-100-1002	740.85
09/28/12	CDPT	09/28/12	5741	ASIFlex	30	Flexible Spending - 01-000-200-20	01-000-200-2034	546.67
09/28/12	CDPT	09/28/12	5742	ASIFlex - Admin Fee	31	Admin Fee Flexible Spending - 01	01-000-200-2034	11.25
09/28/12	CDPT	09/28/12	5743	CB Volunteer Firefighter As	20	CBVFA 01-261-520-2109	01-261-520-2109	3,416.67
09/28/12	CDPT	09/28/12	5744	Coos Bay Police Officer Ass	12	Police Dues 01-000-200-2038	01-000-200-2036	1,428.00
09/28/12	CDPT	09/28/12	5745	HSA BANK	19	All Groups EE/ER Contributions	01-000-200-2034	8,417.39
09/28/12	CDPT	09/28/12	5746	IAFF	8	Fire Dues 01-000-200-2036	01-000-200-2036	900.00
09/28/12	CDPT	09/28/12	5747	ICMA	15	Employee 457 Contributions	01-000-200-2033	1,915.00
09/28/12	CDPT	09/28/12	5748	ING	18	Employee 457 Contributions	01-000-200-2033	2,750.67
09/28/12	CDPT	09/28/12	5749	Merrill Lynch	28	Merrill Lynch HSA HSA Merrill Ly	01-000-200-2034	187.50
09/28/12	CDPT	09/28/12	5750	Nationwide Retirement Solu	11	Employee 457 Contributions	01-000-200-2033	13,697.00
09/28/12	CDPT	09/28/12	5751	Internal Revenue Service	1	93-6002141 01-000-200-2031	01-000-200-2031	127,207.77
09/28/12	CDPT	09/28/12	5752	OR Dept of Revenue - SWT	2	State Withholding Tax 01-000-200	01-000-200-2032	36,852.77
09/28/12	CDPT	09/28/12	5753	OR Dept of Revenue - WC	3	Workers' Benefit Fund Assess 01-	01-000-200-2032	414.96
09/28/12	CDPT	09/28/12	5754	City County Insurance	29	FYE 12 Payroll Audit Adjustment	01-000-100-1101	4,922.22
09/28/12	CDPT	09/28/12	5755	City County Insurance	29	QUARTERLY WORKER'S COMPE	01-000-100-1101	35,904.72
09/14/12	PC	09/14/12	34908	Burris, Willy B	126040		99-000-100-1002	804.43
09/14/12	PC	09/14/12	34909	Thompson, Ellen Claire	251025		99-000-100-1002	761.96
09/14/12	PC	09/14/12	34910	Kirby, Michelle M	324042		99-000-100-1002	1,135.80
09/14/12	PC	09/14/12	34911	Westrum, Michelle Lee	324114		99-000-100-1002	737.75
09/28/12	PC	09/28/12	34912	Burris, Willy B	126040		99-000-100-1002	2,372.46
09/28/12	PC	09/28/12	34913	Bowers, Denise Renee	212012		99-000-100-1002	267.64
09/28/12	PC	09/28/12	34914	Corgill, Sheri Jo	227043		99-000-100-1002	259.10
09/28/12	PC	09/28/12	34915	Clausen, Nathan G	232033		99-000-100-1002	3,410.51
09/28/12	PC	09/28/12	34916	Thompson, Ellen Claire	251025		99-000-100-1002	2,777.37
09/28/12	PC	09/28/12	34917	Fitzhenry, Sarah Marie	251045		99-000-100-1002	1,622.29
09/28/12	PC	09/28/12	34918	Polenz, Jessie K	251083		99-000-100-1002	1,386.37
09/28/12	PC	09/28/12	34919	Rieck, Trevor L	251095		99-000-100-1002	268.42
09/28/12	PC	09/28/12	34920	Mauer, Larry P	324025		99-000-100-1002	1,400.83
09/28/12	PC	09/28/12	34921	Kirby, Michelle M	324042		99-000-100-1002	2,430.78
09/28/12	CDPT	09/28/12	34922	AFLAC	4	Employee Premium Contributions	01-000-200-2038	1,904.06

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Transmittal No/ Emp No	Description	GL Account	Amount
09/28/12	CDPT	09/28/12	34923	AFSCME	5	Employee Dues 01-200-200-2036	01-000-200-2036	1,365.14
09/28/12	CDPT	09/28/12	34924	Bay Area Athletic Club	6	Employee Dues 01-000-200-2036	01-000-200-2038	45.00
09/28/12	CDPT	09/28/12	34925	Downtown Health & Fitness	9	Employee Dues 01-000-200-2036	01-000-200-2038	206.00
09/28/12	CDPT	09/28/12	34926	Union Security Insurance Co	10	Addtl Life for Public Safety 01-00	01-261-510-1010	41.58
09/28/12	CDPT	09/28/12	34927	United Way of Southwestern	33	Employee Donations United Way	01-000-200-2038	50.95
Grand Totals:								636,534.42

Report Criteria:

Transmittal Checks Are Included

CITY OF COOS BAY CITY COUNCIL

Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Mayor Shoji and City Councilors

FROM: Susanne Baker, Finance Director
THROUGH: Rodger Craddock, City Manager *OK for RC*

ISSUE: September 2012 Fund Summary, Balance Sheet, and Combined Cash Investment Reports

BACKGROUND:

These reports are being provided to the Council and the public pursuant to a recommendation from the City's Auditor and City Manager to provide transparency and full disclosure to all interested parties. Routinely, the City's six bank statements (Accounts Payable, Payroll, Local Government Investment Pool, Umpqua Bank State Pool, Incoming Grants, and Local Government Investment Pool Money Market Investment Account) are balanced by the middle of the following month; a Certificate of Deposit (Library) is balanced quarterly when interest earned; expenditures and receipts are updated daily; deposits made daily; and the financial reports available upon request as well as uploaded monthly onto the Citywide drive.

ATTACHED REPORTS:

The **Fund Summary** shows all City funds are within appropriation levels for September with 25% of the fiscal year having elapsed. General Fund Property Tax Collections are at 1.6% of budget.

The **Balance Sheet** shows the unaudited Beginning Balance (Fund Balance 7/1/12); (Used or Earned) or the difference between what has been earned to what has been spent (7/1/2012 through 9/30/2012); and the Ending Balance or what amount remains as Fund Balance on 9/30/2012.

Balance Sheet Fund	Beginning Fund Balance FYE13 Unaudited	(Used) Earned	Ending Fund Balance
General	3,553,723.27	(1,821,696.50)	1,732,026.77
Gas Tax	228,603.22	(97,895.55)	130,707.67
Wastewater	2,632,654.07	89,766.36	2,722,420.43
Hotel/Motel	88,027.12	(107,977.99)	(19,950.87)
Library	451,506.77	(223,583.94)	227,922.83
Bldg. Codes	466,924.96	(31,419.51)	435,505.45
9-1-1	144,109.23	(38,772.27)	105,336.96

The **Combined Cash Investment Report** shows total combined cash of \$18,086,921.63 (see table below).

Combined Cash Accounts:

Accts Payable	*6,019.36	Sweep	Timing, checks paid in September; normal \$150,000 sweep balance
Payroll	*(90,808.09)	Sweep	Timing, checks paid in September; normal zero sweep balance
Local Government Investment Pool (LGIP)	1,517,806.14	Investment On Demand	0.6000 % annualized interest rate: 9/1/2012
Umpqua, State Pool Account	*11,784,742.96	Operations	0.2600 % annualized interest rate: 9/1/12; 100% collateralization effective 1-1-10; Division of State Finance Administrative Decision
Umpqua - CD Library Certificate	59,948.60	Unallocated compounded quarterly	0.40 % Library, 18 mos. Opened 9/2/2011, matures 3/2/2013
Umpqua Bank Incoming Grants	*0	Operations	Incoming grant account balance at 9/30/12
Umpqua Money Market - Jurisdictional	878.08	Unallocated	.2600% Jurisdictional Exchange, Money Market annualized interest rate: 9/1/2012
LGIP – Jurisdictional Account	4,808,334.58	Unallocated	0.6000 % annualized interest rate: 9/1/2012
Cash Allocated*	13,217,735.31	Across funds	See Cash Allocation Reconciliation
COMBINED CASH	(allocated* & unallocated)	Umpqua Bank LGIP Umpqua Bank Umpqua Bank	Operations (allocated) \$* 11,699,954.23 Investment(allocated) 1,517,806.14 CD (unallocated) 59,948.60 Investment(unallocated) **4,809,212.66
TOTAL COMBINED CASH			\$ 18,086,921.63
Less Unallocated Cash			\$ 4,869,161.26
Total Cash Allocated to Other Funds			\$ 13,217,760.37

*6,019.36 + (90,808.09) + 11,784,742.96 = \$11,699,954.23 Umpqua Operations Allocated

**\$25.06 difference due to banking fees paid out of LGIP, general fund. Difference will be corrected pending approval of supplemental budget.

Entities	Fund Numbers	Cash Allocated*
City of Coos Bay	1-32,34, 39-42	\$ 8,710,718.86
Total City		
Urban Renewal Agency	51-61	4,408,696.86
Visitors Convention Bureau	33	98,319.59
Total Cash Allocated		\$ 13,217,735.31

*Umpqua Operations \$11,699,954.23+ LGIP Investment \$1,517,806.14 = \$13,217,735.31 Cash Allocated

DISADVANTAGES:

None

BUDGET:

The cash carryover is secure (fully collateralized or held in State's Local Government Investment Pool) and available for operations.

ACTION:

If it pleases the Council, accept the monthly Fund Summary, Balance Sheet, and Combined Cash Reports for September 30, 2012.

Attachments:

Fund Summary September 30, 2012 (7 pages)

Balance Sheet September 30, 2012 (7 pages)

Combined Cash Investment September 30, 2012 (2 pages)

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

General Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	3,051,303.00	3,051,303.00	.0
Property Taxes	42,527.99	84,972.08	5,258,226.00	5,173,253.92	1.6
Franchise Taxes	78,829.47	167,653.83	1,538,000.00	1,370,346.17	10.9
Licenses & Permits	1,778.68	6,419.17	125,078.00	118,658.83	5.1
Fines, Grants & State Revenues	9,344.89	38,975.92	568,366.00	529,390.08	6.9
Use Of Money & Property	5,825.24	21,056.22	106,500.00	85,443.78	19.8
Services	5,384.04	14,314.94	513,283.00	498,968.06	2.8
Other Revenue	(490.00)	3,576.58	15,320.00	11,743.42	23.4
Other Financing Sources	31,545.00	31,545.00	5,115,403.00	5,083,858.00	.6
Total Fund Revenue	174,745.31	368,513.74	16,291,479.00	15,922,965.26	2.3
<u>Expenditures</u>					
City Council	13,203.62	37,549.93	94,400.00	56,850.07	39.8
City Manager	12,817.43	42,716.42	154,437.00	111,720.58	27.7
Urban Renewal Administration	24,409.38	89,646.79	318,183.00	228,536.21	28.2
Finance Department/accounting	17,998.92	51,565.74	246,569.00	195,003.26	20.9
City Attorney	4,919.15	14,058.60	61,687.00	47,628.40	22.8
City Hall	15,157.77	26,718.52	116,750.00	90,031.48	22.9
Community Promotion & Support	.00	.00	55,300.00	55,300.00	.0
Non-departmental	39,934.86	169,176.04	308,530.00	139,353.96	54.8
Other Financing Uses	.00	59,047.08	3,595,162.00	3,536,114.92	1.6
Police Administration	294,624.42	810,380.39	3,677,281.00	2,866,900.61	22.0
Police Support Services	47,778.77	145,091.98	755,506.00	610,414.02	19.2
Codes Enforcement	3,746.46	11,557.71	73,476.00	61,918.29	15.7
Fire Department Operations	187,662.42	547,560.97	2,379,872.00	1,832,311.03	23.0
Community Services Admin.	5,055.96	12,954.79	67,589.00	54,634.21	19.2
C.S. Planning Division	18,358.42	55,494.23	282,005.00	226,510.77	19.7
Coastal Implementation Grant	.00	.00	14,400.00	14,400.00	.0
Engineering Division	4,798.15	13,785.16	68,821.00	55,035.84	20.0
Parks Division	45,636.67	102,905.89	421,011.00	318,105.11	24.4
ODF&W Department	.00	.00	500.00	500.00	.0
CBNBWB Series 2010 Water Proj	.00	.00	3,600,000.00	3,600,000.00	.0
Total Fund Expenditures	736,102.40	2,190,210.24	16,291,479.00	14,101,268.76	13.4
Net Revenue Over Expenditures	(561,357.09)	(1,821,696.50)	.00	1,821,696.50	.0

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Gas Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	59,000.00	59,000.00	.0
Revenue From Other Agencies	73,278.58	136,014.11	800,000.00	663,985.89	17.0
Use Of Money & Property	37.94	253.35	150.00	(103.35)	168.9
Miscellaneous	346.08	1,231.77	30,000.00	28,768.23	4.1
Transfer From GF	.00	.00	188,972.00	188,972.00	.0
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	73,662.60	137,499.23	1,078,122.00	940,622.77	12.8
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
Maintenance Department	100,600.35	235,394.78	1,078,122.00	842,727.22	21.8
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	100,600.35	235,394.78	1,078,122.00	842,727.22	21.8
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	(26,937.75)	(97,895.55)	.00	97,895.55	.0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Wastewater Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	1,700,000.00	1,700,000.00	.0
Revenue From Other Agencies	.00	.00	175,000.00	175,000.00	.0
Use Of Money & Property	787.28	3,487.60	5,100.00	1,612.40	68.4
Current Services	416,853.64	808,612.22	4,536,535.00	3,727,922.78	17.8
Miscellaneous	7.50	7.50	.00	(7.50)	.0
Total Fund Revenue	417,648.42	812,107.32	6,416,635.00	5,604,527.68	12.7
<u>Expenditures</u>					
W/w Administration	14,769.60	39,873.65	3,329,662.00	3,289,788.35	1.2
Plant #1	81,782.20	266,311.07	1,114,442.00	848,130.93	23.9
Plant #2	49,842.64	166,543.53	725,686.00	559,142.47	23.0
Sanitary & Storm Drain	55,373.96	177,876.54	858,847.00	680,970.46	20.7
Stormwater	22,735.33	71,736.17	387,998.00	316,261.83	18.5
Total Fund Expenditures	224,503.73	722,340.96	6,416,635.00	5,694,294.04	11.3
Net Revenue Over Expenditures	193,144.69	89,766.36	.00	(89,766.36)	.0

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Hotel/Motel Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	36,000.00	36,000.00	.0
Taxes	.00	.00	466,000.00	466,000.00	.0
Use Of Money & Property	2.91	214.23	820.00	605.77	26.1
Visitor Center Revenue	645.04	3,228.22	8,000.00	4,771.78	40.4
Other Revenue	95.37	295.68	9,000.00	8,704.32	3.3
Transfer From General Fund	.00	.00	148,503.00	148,503.00	.0
	<u>743.32</u>	<u>3,738.13</u>	<u>668,323.00</u>	<u>664,584.87</u>	<u>.6</u>
<u>Expenditures</u>					
Hotel/motel Tax Fund	<u>32,973.14</u>	<u>111,716.12</u>	<u>668,323.00</u>	<u>556,606.88</u>	<u>16.7</u>
	<u>32,973.14</u>	<u>111,716.12</u>	<u>668,323.00</u>	<u>556,606.88</u>	<u>16.7</u>
Net Revenue Over Expenditures	<u>(32,229.82)</u>	<u>(107,977.99)</u>	<u>.00</u>	<u>107,977.99</u>	<u>.0</u>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Library Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	307,000.00	307,000.00	.0
Revenue From Other Agencies	.00	.00	931,900.00	931,900.00	.0
Use Of Money & Property	381.47	1,492.87	3,300.00	1,807.13	45.2
Current Services	6,543.49	10,197.21	92,451.00	82,253.79	11.0
Other Revenue	7,153.70	7,829.00	30,500.00	22,671.00	25.7
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Revenue	14,078.66	19,519.08	1,365,151.00	1,345,631.92	1.4
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<u>Expenditures</u>					
Library Fund	80,917.78	243,103.02	1,365,151.00	1,122,047.98	17.8
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Fund Expenditures	80,917.78	243,103.02	1,365,151.00	1,122,047.98	17.8
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net Revenue Over Expenditures	(66,839.12)	(223,583.94)	.00	223,583.94	.0
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

Building Codes Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	400,000.00	400,000.00	.0
Licenses & Permits	7,790.33	45,101.99	372,250.00	327,148.01	12.1
Use Of Money & Property	115.60	694.47	1,300.00	605.53	53.4
Other Income	.00	.00	1,000.00	1,000.00	.0
Total Fund Revenue	7,905.93	45,796.46	774,550.00	728,753.54	5.9
<u>Expenditures</u>					
Codes Department	23,482.56	77,215.97	774,550.00	697,334.03	10.0
Total Fund Expenditures	23,482.56	77,215.97	774,550.00	697,334.03	10.0
Net Revenue Over Expenditures	(15,576.63)	(31,419.51)	.00	31,419.51	.0

City of Coos Bay
Fund Summary
For the 3 Months Ending September 30, 2012

9-1-1 Tax Fund

	Period Actual	YTD Actual	Budget	Variance	Pcnt
<u>Revenue</u>					
Carryover	.00	.00	75,000.00	75,000.00	.0
Revenue From Other Agencies	.00	7,991.94	168,407.00	160,415.06	4.8
Use Of Money & Property	29.01	178.46	100.00	(78.46)	178.5
	<u>29.01</u>	<u>8,170.40</u>	<u>243,507.00</u>	<u>235,336.60</u>	<u>3.4</u>
Total Fund Revenue	29.01	8,170.40	243,507.00	235,336.60	3.4
<u>Expenditures</u>					
9-1-1 Tax Fund	15,209.77	46,942.67	243,507.00	196,564.33	19.3
	<u>15,209.77</u>	<u>46,942.67</u>	<u>243,507.00</u>	<u>196,564.33</u>	<u>19.3</u>
Total Fund Expenditures	15,209.77	46,942.67	243,507.00	196,564.33	19.3
Net Revenue Over Expenditures	(15,180.76)	(38,772.27)	.00	38,772.27	.0

City of Coos Bay
Balance Sheet
September 30, 2012

General Fund

ASSETS

01-000-100-1001	Cash - Combined Fund	1,872,030.75	
01-000-100-1015	Petty Cash	800.00	
01-000-100-1101	Prepaid Workers Comp Ins.	37,554.45	
01-000-100-1201	Accounts Receivable	4,059.36	
01-000-100-1202	Assessments Receivable Dist 72	216,409.03	
01-000-100-1204	Taxes Receivable	624,734.06	
01-000-100-1207	Accounts Receivable-Unapplied	(2,562.17)	
01-000-100-1208	Assessments Receivable Dist 78	21,413.03	
01-000-100-1209	Assessments Receivable Dist 99	439,071.54	
01-000-100-1299	AR/FS	1,299.49	
01-000-100-1350	Postage Inventory	439.59	
	Total Assets		3,215,249.13

LIABILITIES AND EQUITY

LIABILITIES

01-000-200-2001	Accounts Payable	310.94	
01-000-200-2015	Unclaimed Property Liability	30.00	
01-000-200-2034	Insurance Payable	80,538.82	
01-000-200-2035	P.E.R.S. Payable	100,714.94	
01-000-200-2040	Deferred Tax Revenue	624,734.06	
01-000-200-2041	Deferred Revenue - Dist 72	216,409.03	
01-000-200-2043	Deferred Revenue - District 78	21,413.03	
01-000-200-2044	Deferred Revenue - District 99	439,071.54	
	Total Liabilities		1,483,222.36

FUND EQUITY

	Unappropriated Fund Balance:		
01-000-200-2500	Fund Balance	3,553,723.27	
	Revenue over Expenditures - YTD	(1,821,696.50)	
	Balance - Current Date	1,732,026.77	
	Total Fund Equity		1,732,026.77
	Total Liabilities and Equity		3,215,249.13

City of Coos Bay
Balance Sheet
September 30, 2012

Gas Tax Fund

ASSETS

02-000-100-1001	Cash - Combined Fund	130,943.59	
	Total Assets		130,943.59

LIABILITIES AND EQUITY

LIABILITIES

02-000-200-2001	Accounts Payable	235.92	
	Total Liabilities		235.92

FUND EQUITY

	Unappropriated Fund Balance:		
02-000-200-2500	Fund Balance	228,603.22	
	Revenue over Expenditures - YTD	(97,895.55)	
	Balance - Current Date	130,707.67	
	Total Fund Equity		130,707.67
	Total Liabilities and Equity		130,943.59

City of Coos Bay
Balance Sheet
September 30, 2012

Wastewater Fund

ASSETS

03-000-100-1001	Cash - Combined Fund	2,622,456.58	
03-000-100-1201	Accounts Receivable	162,196.40	
	Total Assets		2,784,652.98

LIABILITIES AND EQUITY

FUND EQUITY

03-000-200-2520	Accrued Vac. & Comp. Liability	62,232.55	
	Unappropriated Fund Balance:		
03-000-200-2500	Fund Balance	2,632,654.07	
	Revenue over Expenditures - YTD	89,766.36	
	Balance - Current Date	2,722,420.43	
	Total Fund Equity		2,784,652.98
	Total Liabilities and Equity		2,784,652.98

City of Coos Bay
Balance Sheet
September 30, 2012

Hotel/Motel Tax Fund

ASSETS

05-000-100-1001	Cash - Combined Fund	(20,239.33)	
05-000-100-1201	Accounts Receivable		288.46	
	Total Assets	(19,950.87)	

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:			
05-000-200-2500	Fund Balance		88,027.12	
	Revenue over Expenditures - YTD	(107,977.99)	
	Balance - Current Date	(19,950.87)	
	Total Fund Equity	(19,950.87)	
	Total Liabilities and Equity	(19,950.87)	

City of Coos Bay
Balance Sheet
September 30, 2012

Library Fund

ASSETS

07-000-100-1001	Cash - Combined Fund	167,799.18	
07-000-100-1015	Petty Cash	200.00	
07-000-100-1150	Investments - Nonspendable	59,948.60	
	Total Assets		227,947.78

LIABILITIES AND EQUITY

LIABILITIES

07-000-200-2001	Accounts Payable	24.95	
	Total Liabilities		24.95

FUND EQUITY

07-000-200-2501	Fund Balance - Nonspendable	59,948.60	
	Unappropriated Fund Balance:		
07-000-200-2500	Fund Balance	391,558.17	
	Revenue over Expenditures - YTD	(223,583.94)	
	Balance - Current Date	167,974.23	
	Total Fund Equity		227,922.83
	Total Liabilities and Equity		227,947.78

City of Coos Bay
Balance Sheet
September 30, 2012

Building Codes Fund

ASSETS

08-000-100-1001	Cash - Combined Fund	465,151.38	
	Total Assets		465,151.38

LIABILITIES AND EQUITY

LIABILITIES

08-000-200-2116	Sur-charge Deposit	1,647.75	
08-000-200-2120	Chamber's Permit Deposit	8.56	
08-000-200-2121	Tri-county Plumbing Deposit	268.01	
08-000-200-2126	All Weather Heating Deposit	109.03	
	Total Liabilities		2,033.35

FUND EQUITY

08-000-200-2520	Accrued Vac. & Comp. Liability	27,612.58	
	Unappropriated Fund Balance:		
08-000-200-2500	Fund Balance	466,924.96	
	Revenue over Expenditures - YTD	(31,419.51)	
	Balance - Current Date	435,505.45	
	Total Fund Equity		463,118.03
	Total Liabilities and Equity		465,151.38

City of Coos Bay
Balance Sheet
September 30, 2012

9-1-1 Tax Fund

ASSETS

10-000-100-1001	Cash - Combined Fund	105,336.96	
	Total Assets		105,336.96

LIABILITIES AND EQUITY

FUND EQUITY

	Unappropriated Fund Balance:		
10-000-200-2500	Fund Balance	144,109.23	
	Revenue over Expenditures - YTD	(38,772.27)	
	Balance - Current Date	105,336.96	
	Total Fund Equity		105,336.96
	Total Liabilities and Equity		105,336.96

City of Coos Bay
Combined Cash Investment
September 30, 2012

Combined Cash Accounts

99-000-100-1001	Cash - Checking Accts Payable	6,019.36
99-000-100-1002	Cash - Checking Payroll	(90,808.09)
99-000-100-1003	Cash - Lgip State Pool	1,517,806.14
99-000-100-1004	Umpqua Bank - State Pool	11,784,742.96
99-000-100-1005	Umpqua Bank - CD Library	59,948.60
99-000-100-1008	Umpqua Bank - Jurisdictional	878.08
99-000-100-1009	LGIP - Jurisdictional	4,808,334.58
Total Combined Cash		18,086,921.63
99-000-100-1082	FB-Nonspendable Juris Exchange	(4,809,237.72)
99-000-100-1090	FB-Nonspendable Library CD	(59,948.60)
99-000-100-1000	Cash Allocated To Other Funds	(13,217,735.31)
Total Unallocated Cash		.00

Cash Allocation Reconciliation

1	Allocation to General Fund	1,872,030.75
2	Allocation to Gas Tax Fund	130,943.59
3	Allocation to Wastewater Fund	2,622,456.58
5	Allocation to Hotel/Motel Tax Fund	(20,239.33)
7	Allocation to Library Fund	167,799.18
8	Allocation to Building Codes Fund	465,151.38
10	Allocation to 9-1-1 Tax Fund	105,336.96
11	Allocation to G.O. Bond Redemption Fund	258,007.85
12	Allocation to Revenue Bond Fund	969,249.83
15	Allocation to Special Improvement Fund	143,429.29
16	Allocation to Street Improvement Fund	(4,811.85)
17	Allocation to Parks Improvement Fund	117,697.62
18	Allocation to Bike/pedestrian Path Fund	15,819.45
19	Allocation to Transportation SDC Fund	14,435.92
20	Allocation to Wastewater SDC Fund	243,585.08
21	Allocation to Stormwater SDC Fund	18,758.69
27	Allocation to Fire Dept. Equipment Reserve	76,839.40
29	Allocation to Wastewater Improvement Fund	107,294.98
32	Allocation to Trust Fund	60,327.75
33	Allocation to Coos Bay-North Bend VCB	98,319.59
34	Allocation to Major Capital Reserve Fund	890,747.71
39	Allocation to Jurisdictional Exchange Fund	278.65
40	Allocation to Technology Reserve Fund	141,531.56
41	Allocation to County-wide CAD Core Reserve	18,413.87
42	Allocation to Rainy Day Reserve Fund	295,633.95
51	Allocation to Downtown Special Revenue Fund	353,695.11
52	Allocation to Empire Special Revenue Fund	69,334.11
53	Allocation to Empire Program Fund	432,961.21
54	Allocation to Downtown Bond Fund	1,033.66
55	Allocation to Empire Bond Fund	.15
56	Allocation to Downtown Program Fund	23,247.27
57	Allocation to Downtown Capital Projects Fund	1,510,127.99
58	Allocation to Empire Capital Projects Fund	1,112,866.56
60	Allocation to Downtown Bond Reserve Fund	665,719.94
61	Allocation to Empire Bond Reserve Fund	239,710.86

City of Coos Bay
Combined Cash Investment
September 30, 2012

Total Allocations to Other Funds	13,217,735.31
Allocation from Combined Cash Fund - 99-000-100-1000	(13,217,735.31)
Zero Proof if Allocations Balance	.00

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
Through: Rodger Craddock, City Manager *gt for RC*

ISSUE: 2012/2013 DUII Task Force Grant

BACKGROUND:

For the last several years, the Coos Bay Police Department has submitted for and received yearly grant funds for participating in the DUII Enforcement Campaign. We have traditionally received between \$2,500.00 and \$3,000.00 annually for the department to schedule officers to work overtime for this type enforcement activity.

For the past three years, the Coos Bay Police Department has partnered with the other municipal law enforcement agencies within Coos and Curry Counties and submitted a grant proposal as a County Wide DUII Task Force. This task force enables the agencies in the county to work together during specific events and designated weekends throughout Coos and Curry Counties. Submitting as a group, the task force was awarded \$50,000.00 to pay for officer overtime for targeted enforcement. The task force is managed by members of each department that meet regularly to discuss and schedule enforcement events. At the completion of each enforcement event, a reimbursement request is submitted to the City of Coquille (Agency that administers the grant) for overtime hours spent working the event by members of the Coos Bay Police Department.

This campaign is sponsored by the Oregon Chiefs of Police Association and funded through the National Highway Traffic safety Association (NHTSA).

ADVANTAGES:

The availability of these overtime grant funds will enable the County DUII Task Force to conduct focused DUII enforcement within Coos County.

DISADVANTAGES:

None

BUDGET:

None

RECOMMENDATION:

If it pleases the City Council, approve Police Department staff to submit for reimbursement for overtime hours worked during DUII Task Force events.

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Mayor Shoji and City Councilors

FROM: Gary McCullough, Chief of Police
Through: Rodger Craddock, City Manager *qj for RC*

ISSUE: **Acceptance of 3 Flags Safety Belt Enforcement Grant**

BACKGROUND:

Beginning in 1996, the Coos Bay Police Department has submitted for and received yearly grant funds for participating in the 3 Flags Safety Belt Enforcement Campaign. The 3 Flags Safety Belt Enforcement campaign is aimed at creating a safer environment for both pedestrians and the motoring public through education and enforcement of the motor vehicle codes.

This campaign is sponsored by the Oregon Chiefs of Police Association, and it is funded through the National Highway Traffic safety Association (NHTSA). The 3 flags Safety Belt Enforcement Campaign is represented by law enforcement agencies from Oregon, Washington, and British Columbia.

For the 2012/2013 Campaign period, the Coos Bay Police Department was awarded \$3,000.00 to be used in overtime for Traffic Safety Enforcement with emphasis on safety belt use, child safety seat use, speed, and impaired drivers.

ADVANTAGES:

The availability of these overtime grant funds will enable the Coos Bay Police Department to conduct focused traffic enforcement within the city limits of Coos Bay.

DISADVANTAGES:

None

BUDGET:

None

RECOMMENDATION:

Approve to accept and disburse the \$3,000.00 in grant money.


CITY OF COOS BAY

Agenda Staff Report

MEETING DATE October 16, 2012	AGENDA ITEM NUMBER
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TO: Mayor Shoji and City Councilors

FROM: Jim Hossley, Director of Public Works and Development Department
Laura Barron Planning Administrator



ISSUE STATUS OF DESIGN STANDARDS – EMPIRE BUSINESS DISTRICT

At the City Council meeting on February 21, 2012, staff was directed to proceed with revising the design standards for the Empire business district area. In March, 2012 the City hired John Morgan, The Morgan CPS Group, Inc., Consultants in Community & Organizational Development, to develop "clear and objective" standards and a "two-prong" approach for review of applications.

On September 3, 2012, we received a draft from Mr. Morgan which focused on creating administrative review standards which would be the first prong for the review of applications.

As discussed previously, the design standards are intended to provide a framework to encourage economic development and to regulate how the exterior of buildings are modified in order to make the area more attractive to potential business/developers. It was also discussed that the standards require enhancing existing structures based their individual time period, and new buildings designed to be complementary to the neighborhood surroundings rather than a defined time period.

ANALYSIS

A core element for facilitating development is a system of clear and objective standards for reviewing any land use application. As proposed by Mr. Morgan, the first prong, in the two prong approach, can be evaluated by staff prior to approving a building permit. These are "yes" and "no" questions for such elements as window styles, size and placement, door locations, color pallet, siding or roofing materials. This meets the clear and objective test as required by Oregon law.

The second prong is for applicants proposing new buildings or who will be deviating from the clear and objective standards for reasons such as the location of the building, unique use (e.g., Chinese restaurant, jewelry store), a creative idea, etc. For this option the applicant chooses to use a more arbitrary process and must advocate for the design of his project before the Design Review Committee and the Planning Commission.

Staff will be communicating with Mr. Morgan our review of the administrative prong for the design standards.

BUDGET

No budgetary impact to tonight's actions. Mr. Morgan's fees have been paid out of the Public Works and Development Department Planning Division budgetary line item for contracting.

RECOMMENDATION

If the Council is so inclined, direct staff to continue working with Mr. Morgan in moving ahead with creating design standards and a two-prong approach for project approvals.

ATTACHMENT

John Morgan's preliminary proposal received September 3, 2012.

Empire Design Standards – design standards only

17.240.XXX. Option One - Administrative Review Design Standards

These design standards will be used when an applicant for remodel or new construction within the Empire Design Standard area chooses administrative review. These standards are intended to be clear and objective such that no discretionary decisions need to be made in the review, just a determination if the standard is met or not.

An applicant may choose this Administrative Review process in order to avoid a public review process where discretionary consideration will be used. The alternative is the Planning Commission review which allows flexibility as an applicant may propose alternatives to the standards.

Variances in accordance with 17.XXX may be considered however the variance must be for a dimensional standard, not a standard for architectural design, and all the criteria for a variance must be met.

In this Administrative Review process, the Community Development Director or designee, will utilize the following standards in evaluating an application.

17.240.XXX(A) Site planning

No parking area or driveway shall separate a building from the street frontage. The space between a building and a street frontage can only be used for recessed pedestrian entrances, circulation spaces including but not limited to plazas, outdoor eating spaces, landscaped areas, and widened sidewalks.

Buildings shall face the street or perpendicular to the street facing an internal parking lot.

The primary pedestrian access to a building shall be located facing the street within 50 feet of edge of curb, or if facing an internal parking lot, located within 50 feet of the edge of curb of the frontage street.

Loading docks and vehicular entrances shall be located to the side and rear of the building.

Ancillary equipment, devices, and building elements including, but not limited to: refuse storage, garbage and recycling bins and dumpsters, fuel storage tanks, generators, fire check valves, service and loading, solar panels, satellite dishes not mounted on the building, and mechanical equipment may not be located on the side of the building facing the street. Such areas shall be screened from view from the street, parking areas, and adjacent property. Screening materials shall incorporate the primary building materials in the design and shall be painted or stained the same color as the building. Screening shall not incorporate chain link or barbed wire.

Building Height. The maximum height for a building sited on the front property line is 25 feet. Additional height may be allowed with a setback from the front property line at a ratio of 2.5:1 to a maximum height of 45 feet. See Figure 17.240.030.

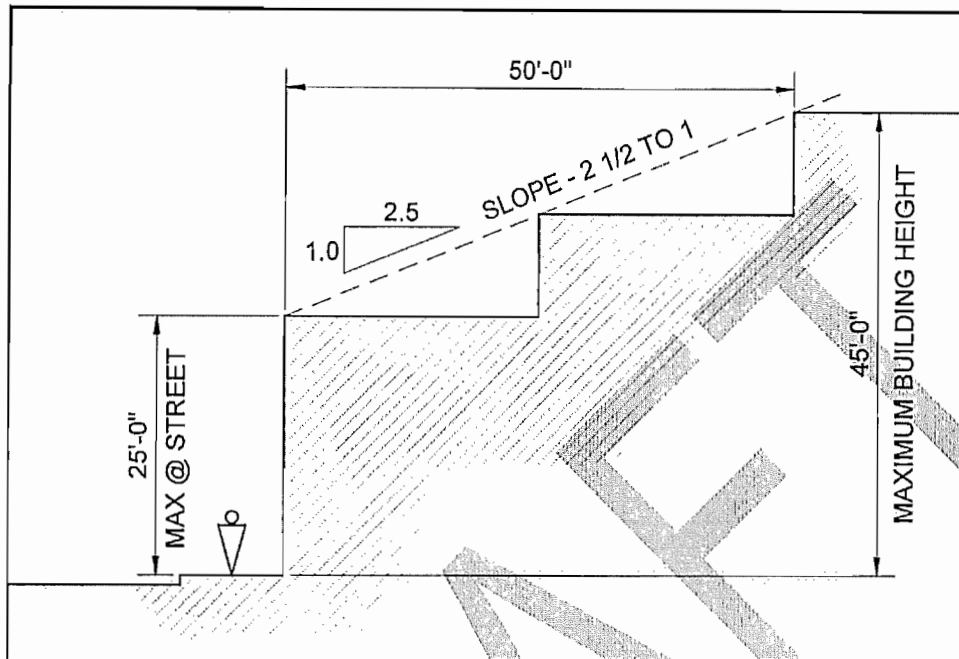
Exceptions to the building height limits are allowed for gables, turrets, towers or similar elements used to accent buildings at street corners or alley entrances, and for railings around balcony areas.

- Guardrails provided for decks/viewing areas created by using the setbacks

Empire Design Standards – design standards only

- Where a turret, tower, pediment, cupola, cornice, parapet enhances the visibility of a front entrance.

Figure 17.240.030



Drive up windows and the associated driveways must be accessory to a main use and shall not be located on the building's street frontage. No driveways area allowed between the building and the street.

Outdoor sales and service areas over 200 square feet in size are not permitted except for outdoor restaurant seating, farmers markets, and plant nurseries.

17.240.XXX(B) Landscaping.

Trees and shrubs used shall be selected from varieties compatible with the Southern Oregon Coast climate and which do not have destructive root systems that could damage either buildings or paved surfaces. Refer to the current edition of Sunset Western Garden Book for acceptable plants.

All areas not occupied by buildings or paved areas shall be landscaped. Landscaping shall be designed and installed so that within five years it will obscure the view from the street of any wall segment greater than 10 feet in width and devoid of windows or doors. Obscure means blocking 50% or more of the view of the lower 10 feet of the wall as viewed at 90 degrees from the street.

The landscaped area shall be planted with shrubs and/or ground cover to assure 50% coverage within one year and 90% coverage within five years.

Empire Design Standards – design standards only

Landscaping must not result in hiding places or entrapment areas or create a danger to pedestrians.

The owner of the property must maintain all landscaping in good condition in perpetuity. Maintenance shall include, but not be limited to, watering, pruning, trimming, mowing, debris and weed removal, and if necessary replanting or replacement of failed landscape elements. Failure to maintain the landscaping in good condition shall be considered a violation of the Coos Bay Municipal Code.

17.240.XXX(C) Architectural form and composition for development

Additions to existing buildings shall be of the same architectural style and character. See Figure 17.240.060(2)



Side and rear building facades must have a level of detail and finish compatible with the front façade.

Blank, windowless walls are not permitted on the front façade of a building. Blank, windowless side and rear façade shall incorporate wall articulation (pilasters, eaves, cornices, frieze lines) compatible with the prominent façade of the building.

Each storefront should be treated like a small building with its own base, roofline, and door and window pattern.

Display windows shall encompass a minimum of 65 percent of the first floor building façade facing the street.

The base panel (bulkhead) below the display window shall be no more than 36 inches above the exterior walking surface.

A recessed entry, porch or similar architectural feature at the main entrance is required.

Empire Design Standards – design standards only

Exterior lighting shall be designed as part of the overall architectural style of the building. Lighting shall not produce glare or spill onto adjacent properties or streets or into the sky.

Buildings must comply with the intent of the design standards by incorporating no less than ten of the following design elements appropriately scaled for their function and with respect to their surroundings.

- Recessed entrance
- Canopy
- Awning
- Eaves
- Cornice
- Upper story set back
- Decorative frieze
- Offsets on the building elevation
- Bay windows
- Parapet with decorative cornice
- Bat on board siding
- Shingles (wood or fiber cement)
- Horizontal lap siding (wood or fiber cement)
- Turret
- Tower
- Pillars
- Pilasters
- Gable end with raked cornice
- Exposed pitched roof
- Balcony
- Exterior decorative lighting

The following visible exterior building materials are *not* permitted:

- Smooth-faced concrete block
- Smooth-faced tilt-up concrete panels
- Imitation rock or brick work
- Unarticulated board siding (e.g., T1-11 siding, plain plywood, sheet pressboard) unless approved by the decision-making body.

All non-masonry or glass surfaces shall be stained in natural wood colors or painted or stained using muted colors from the Benjamin Moore historic range (HC) or equivalent. Building trim and accent areas may utilize black, white, primary, or secondary colors.

17.240.XXX(D) Site details

In order to comply with the intent of the design standards, new development shall include no less than three site enhancements from the following list:

- Colored or textured paving materials in walkways, patios, and plazas
- Public art, including sculpture and murals
- Landscaped beds
- Outdoor spaces for public use

Empire Design Standards – design standards only

- Street furniture in areas adjacent to the public sidewalk
- Courtyards adjacent to the public sidewalk
- Secondary pedestrian access from alleys

17.240.XXX(E) Signage.

The standards below are in addition to the standards in Chapter 17.230. If the provisions conflict, the stricter shall apply.

Signs on the building façade shall be clear, informative and made of high quality, durable materials.

The sign size shall complement the building façade by fitting within wall space between design elements such as windows and columns or fitting within a panel of a canopy or awning.

The sign shall be design so as to utilize the same materials, style, and color as the building upon which it is mounted.

Signs may be illuminated by very low level lighting during evening hours and the lighting shall not spill onto the adjacent property or street.

Signs are limited to one on each building face plus ancillary directional signs for vehicular or pedestrian access.

Sign types:

- (a) A wall sign must not extend across two storefronts or across separate buildings. Wall signage is included in the maximum allowable area for signage.
- (b) Business identification shall include signage at the pedestrian level clearly visible from the adjacent sidewalk. This may include one or more of the following: window or door sign, a projecting sign and/or an awning sign as described below.
- (c) Signs may be hung from or located on the face of any overhang or awning.
- (d) Projecting signs may be hung from the building face below upper floors so as to be visible to pedestrians.
- (e) New poles for pole-mounted signage are limited to businesses where other types of signage are not an option. A business may use an existing pole regardless of other signage options.
- (f) Roof signs are prohibited.
- (g) Neon signs no more than two square feet in size and hung within windows are not counted against the allowable sign area and are permitted without review.
- (h) Portable free-standing signs such as, but not limited to, sandwich boards, pedestal sign holders, and other types of portable free-standing signs shall be included as part of the maximum allowable area for signs and are prohibited in the right of way without a right of way use permit.

Prohibited signs:

- (a) Electrical or mechanical signs: No sign shall contain or be illuminated by any flashing, blinking, moving or rotating light.

Empire Design Standards – design standards only

- (b) Internally illuminated signs (neon tubing signs shall not be considered an internally illuminated sign)
- (c) Electric message display signs
- (d) Attraction devices (strings, groupings, or clusters of pennants and pinwheels; balloons, inflatables, etc.)

17.240.YYY. Option Two – Planning Commission Review Design Standards

These design standards will be used when an applicant for remodel or new construction within the Empire Design Standard area chooses Planning Commission review. These standards are intended to be discretionary giving the applicant the flexibility and creativity to create alternatives to the specific design standards outlined in section 17.242.XXX above. In exchange for allowing this flexibility, public review is required giving the opportunity for the Planning Commission to make a discretionary decision following the input of the Historic Design Review Committee and the public through a public hearing.

Variances in accordance with 17.XXX may be considered however the variance must be for a dimensional standard, not a standard for architectural design, and all the criteria for a variance must be met.

In this Review process the Historic Design Review Committee will utilize the following standards in evaluating an application.

17.240.YYY(A) Site planning.

(1) Buildings should be built to the front and side of property lines to form a continuous line of active building fronts along the street avoiding gaps.

Exceptions:

- Portions of buildings may be set back to provide recessed pedestrian entrances, circulation spaces including but not limited to plazas, outdoor eating spaces, small landscaped areas.
- Corner setbacks and cut offs at street intersections are encouraged to facilitate pedestrian movement and better visibility for drivers.

(2) Buildings should be sited so that pedestrian entrances and front facades face the public sidewalk or public access.

(3) Loading docks and vehicular entrances shall be located to the side and rear.

(4) The following ancillary utility/equipment, devices and building elements including, but not limited to refuse storage, fuel storage tanks, generators, fire check valves, service and loading, mechanical equipment should be screened and not be located on the public access side of the building. Screening materials should be compatible with the design of the building:

- Incorporate all/or some of the existing building materials in the design.
- Paint or stain the color(s) the same as the building.
- Chain link, barb wire or similar materials are not acceptable.
- Landscaping is encouraged to soften the appearance of the screens.
- Screening should not result in hiding places or entrapment areas.

(5) Solar panels and satellite dishes should be screened from public view.

Empire Design Standards – design standards only

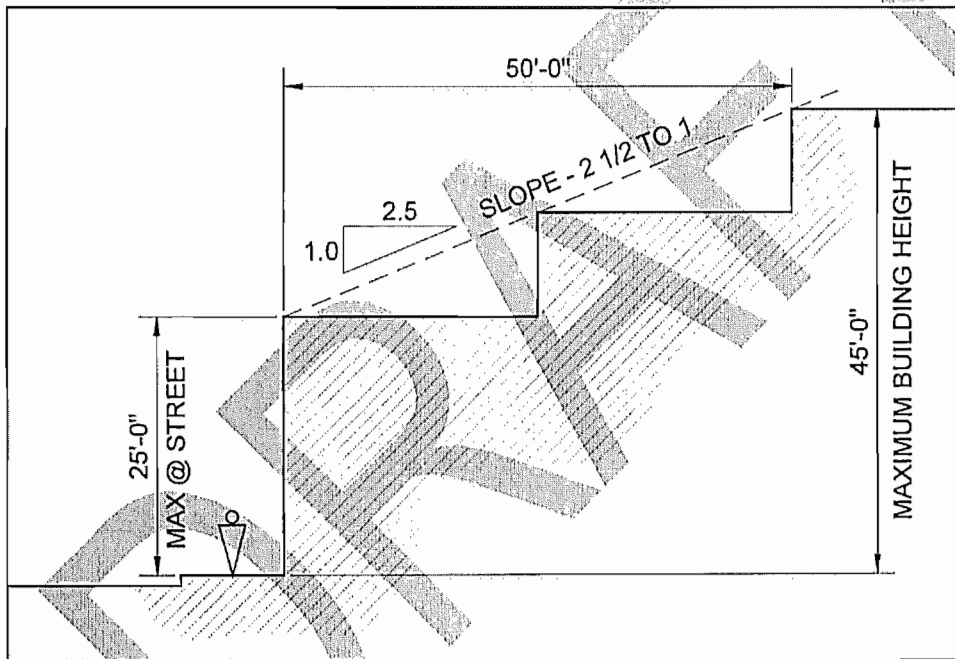
(6) Where refuse storage areas can be viewed from above (e.g. from a second floor of an apartment in the building or second floor of an adjacent building) an opaque or semi-opaque screen is encouraged to mitigate unsightly views.

(7) Building Height. In order to maintain pedestrian scale, the maximum height for a building sited on the front property line is 25 feet. Additional height may be allowed with a setback from the front property line at a ratio of 2.5:1 to a maximum height of 45 feet. See Figure 17.240.030.

Exceptions:

- Special architectural features such as gables, turrets, towers or similar elements used to accent buildings at street corners, and/or alley entrances
- Guardrails provided for decks/viewing areas created by using the setbacks
- Where a turret, tower, pediment, cupola, cornice, parapet enhances the visibility of a front entrance.

Figure 17.240.030



(9) Site Amenities. The addition of pedestrian amenities (seating, shelters, drinking fountains, lighting, trash receptacles, bicycle racks, etc.) is strongly encouraged. Plant material and public

Empire Design Standards – design standards only

art should be incorporated into courtyard, plaza, and mid-block passage design. All amenities must be maintained in good condition.

The relative size, design and placement of private outdoor furniture should be compatible with the architectural style of the building to which it relates.

(10) In order to maintain pedestrian continuity, drive-through/drive-in uses must be accessory to a main use and shall not have direct access from the street.

(11) Outdoor sales and/or service areas over 200 square feet in size are not permitted, except for restaurants, farmers markets and plant nurseries.

17.240.040 Landscaping.

All landscaping plans, including the plan for irrigation, shall be reviewed by the Design Review Committee and included in a recommendation. All landscaping must be maintained in good condition and in perpetuity by the owner of the property. Maintenance shall include, but not be limited to, watering, pruning, trimming, mowing, debris and weed removal, and if necessary replanting or replacement of failed landscape elements. Failure to maintain the landscaping in good condition shall be considered a violation of the Coos Bay Municipal Code.

(1) Landscaping should be in scale with adjacent buildings and be of appropriate size at maturity. Trees and shrubs used shall be selected from varieties compatible with the Southern Oregon Coast climate and which do not have destructive root systems which could damage either buildings or paved surfaces. Refer to the current edition of Sunset Western Garden Book for acceptable plants.

(2) An applicant is encouraged to soften the transition from the horizontal ground plane to the vertical built surface with either building elements or landscaping.

(3) The landscaped area shall be planted with shrubs and/or ground cover to assure 50% coverage within 1 year and 90% coverage within 5 years.

(4) Landscaping must not result in hiding places or entrapment areas or create a danger to pedestrians.

17.240.050 Reserved.

17.240.060 Architectural form and composition for development.

Site and building design shall be complementary to the neighborhood surroundings. Designs shall promote and encourage pedestrian access. See Figure 17.240.060(1)-(3).

- Allow for weather protection and solar access by including recesses, overhangs, and awnings.
- Buildings and additions shall be appropriately scaled with respect to the adjacent structures. See Figure 17.240.060(1).
- Design one story structures or additions with sufficient height to relate to adjacent structures.
- Consider using tall building elements (tower, or turret) to provide visual interest, frame view corridors or relate to larger scaled structures.
- Use the design, proportioning, and disposition of windows and other exterior openings of a building to provide visual interest. Avoid monotonous repetition.
- Relate buildings to the human scale through the use of architectural elements, e.g. cornices, windows, pilasters, awnings, canopies, eaves, incorporating the vertical and horizontal lines, proportion, materials, and surface articulation of adjacent or existing buildings.
- Incorporate upper story set backs to reduce the apparent building mass, preserve street level scale and allow for sun access to adjacent buildings and public spaces.

Empire Design Standards – design standards only

- Build upon rhythms (patterns) and proportions established by adjacent buildings. See Figure 17.240.060(2).
- Side and rear building facades must have a level of detail and finish compatible with the front façade.
- Blank windowless walls are not permitted on the front façade of a building. If proposed for the side and rear façade, incorporate wall articulation (pilasters, eaves, cornices, frieze lines) compatible with the prominent façade of the building.

Figure 17.240.060(1).



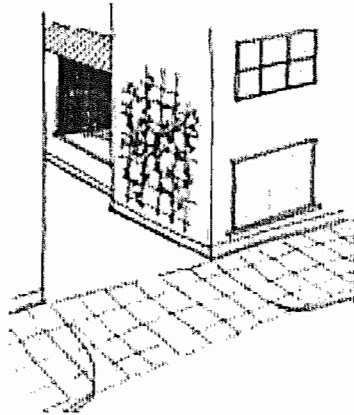
Figure 17.240.060(2)



Wall sign of consistent size and placement establish facade rhythm.

Figure 17.240.060(3)

Empire Design Standards – design standards only



(1) Windows. Each storefront should be treated like a small building with its own base, roofline and door and window pattern. See Figure 17.240.060(2). Important components are:

(a) Display windows should encompass a minimum of 65 percent of the storefront surface area.

(b) The base panel (bulkhead) below the display window shall be no more than 36 inches above the exterior walking surface.

(c) A recessed entry, porch or similar architectural feature at the main entrance is encouraged.

(2) Awnings. An "awning" is any structure made of canvas or acrylic coated canvas fabric, or similar non-corroding material (glass, metal, etc) with a painted or coated non-corroding frame which is attached to a building and projects over a public walkway. Backlit awnings are prohibited.

(3) Rear Entrances. Providing rear pedestrian entrances via alleys and parking lots is encouraged.

(4) Lighting. Exterior lighting should be designed as part of the overall architectural style of the building and should highlight interesting architectural features. Lighting should not produce glare or spill onto adjacent properties or streets or into the sky.

17.240.70 Building details.

Buildings must comply with the intent of the design standards by incorporating elements that are appropriately scaled for their function and with respect to their surroundings.

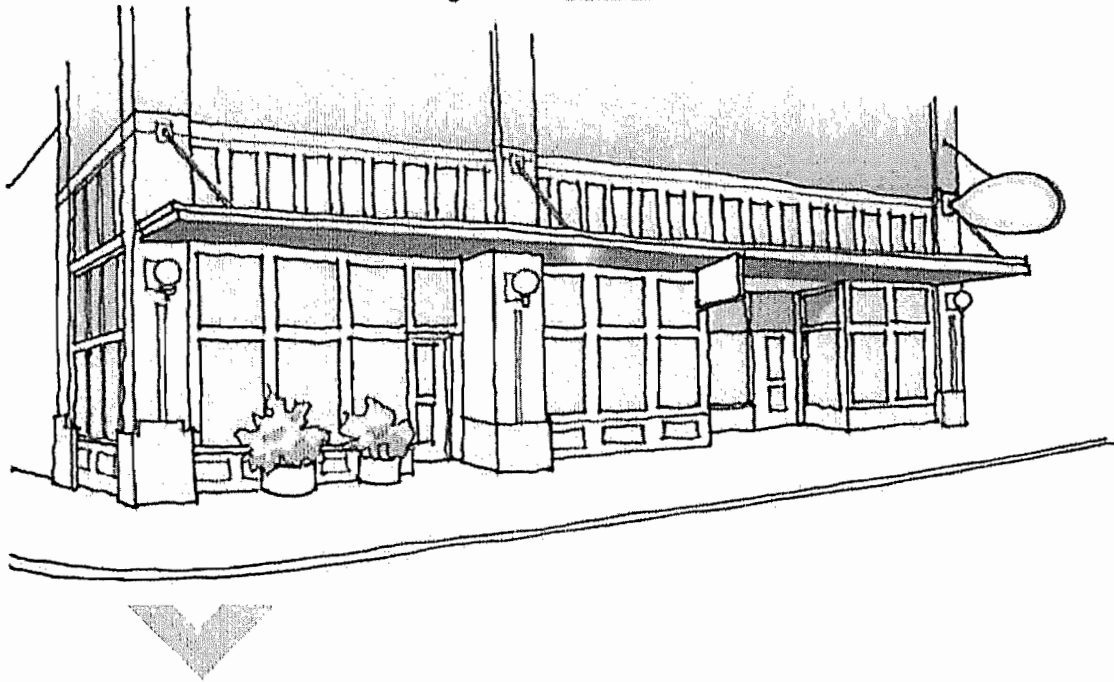
Examples of building elements that can assist in the creation of order, harmony, variety and high aesthetic quality include:

- Recessed entrance
- Canopy
- Awning
- Eaves
- Cornice
- Upper story set back
- Decorative frieze
- Offsets on the building elevation
- Bay windows
- Parapet with decorative cornice
- Bat on board siding
- Shingles (wood or fiber cement)

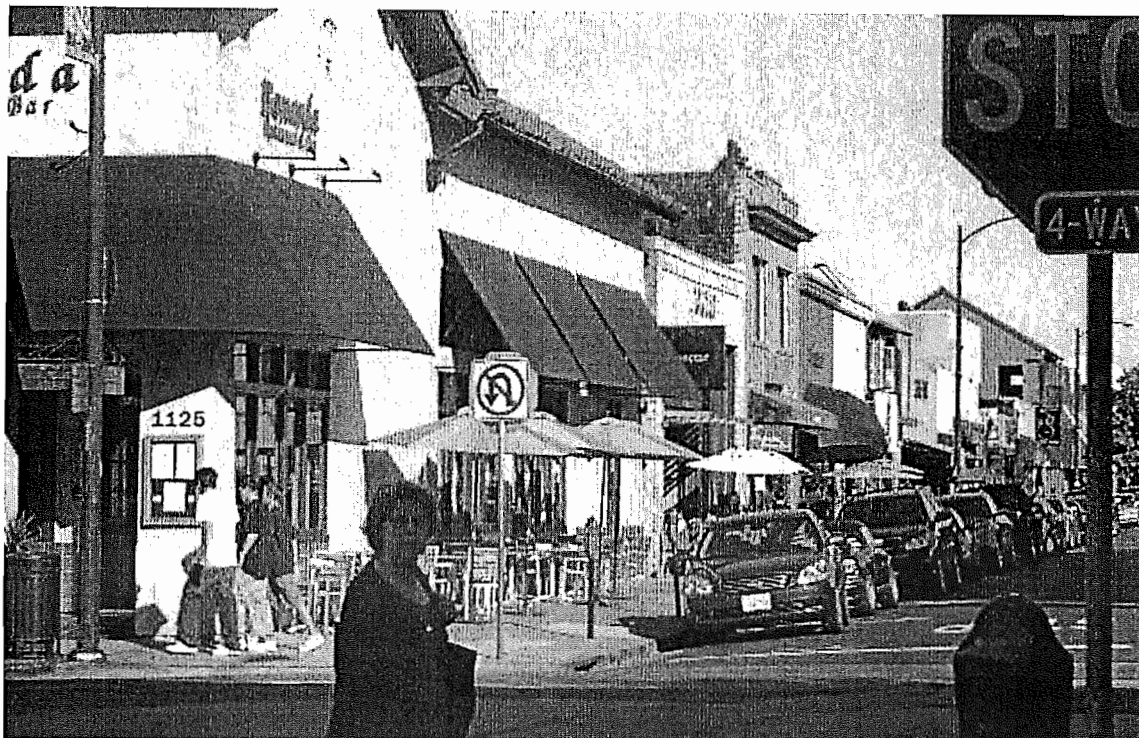
Empire Design Standards – design standards only

- Horizontal lap siding (wood or fiber cement)
- Turret
- Tower
- Pillars
- Pilasters
- Gable end with raked cornice
- Exposed pitched roof
- Balcony
- Exterior decorative lighting
- New signage
- Repair/restoration of historic architectural features
- Decorative exterior lighting
- Window box planters
- New windows
- New exterior doors

Figure 17.240.070



Empire Design Standards – design standards only



The following visible exterior building materials are *not* permitted:

- Smooth-faced concrete block
- Smooth-faced tilt-up concrete panels
- Imitation rock or brick work
- Unarticulated board siding (e.g., T-11 siding, plain plywood, sheet pressboard) unless approved by the decision-making body.

Use muted colors as predominant building colors, e.g., Benjamin Moore historic range (HC). Bright and highly reflective or extremely shiny finishes are discouraged unless used sparingly. Finishes with a high surface sheen, which may cause glare at the street level are not allowed. Building trim and accent areas may feature primary or other bright colors.

Painting/staining applied to the exterior of any element, feature, accent of a building and/or accessory enclosure (e.g., screen for mechanical or trash enclosure) involving any change of the existing color must be submitted for review to the Design Review Committee which will make a recommendation to city staff for a ministerial decision.

17.240.080 Site details.

In order to comply with the intent of the design standards, new development shall include site enhancements to assist in the creation of order, harmony, variety, and high aesthetic quality. Potential enhancements include, but are not limited to:

- Special paving materials in parking lots
- Public art, including sculpture and murals
- Landscaped beds
- Outdoor spaces for public use
- Street furniture
- Courtyards
- Secondary pedestrian access from alleys

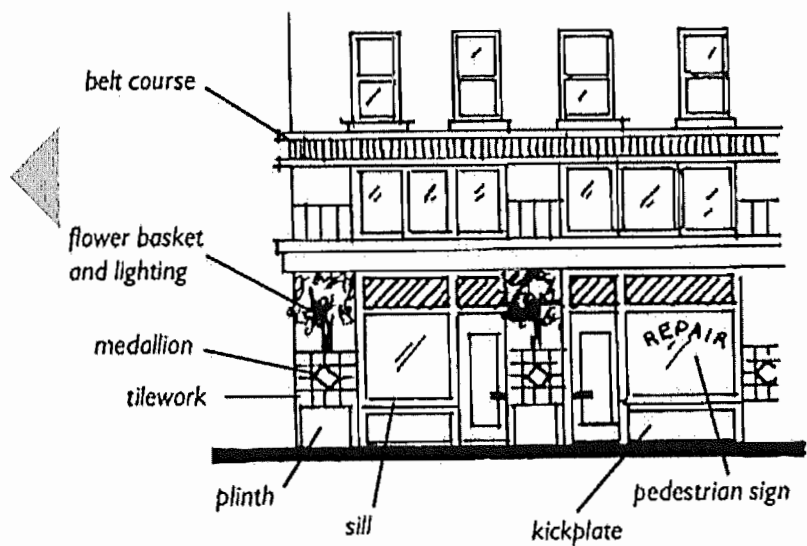
Empire Design Standards – design standards only

- Decorative exterior lighting
- Bike racks

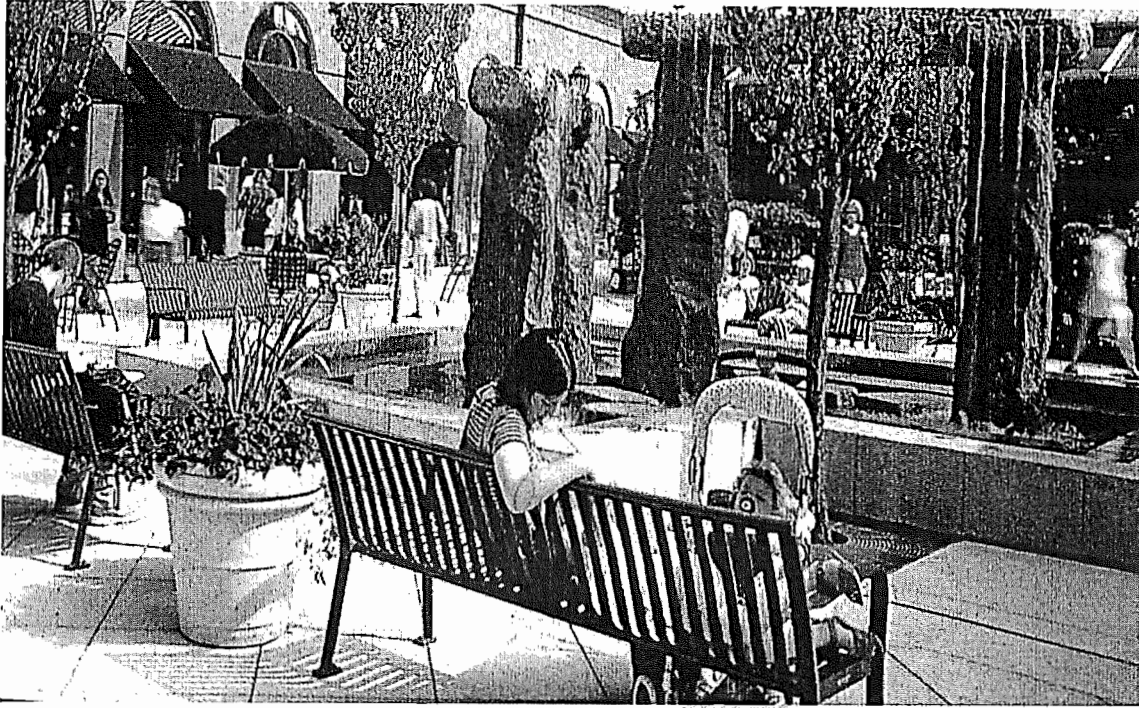
Figure 17.240.080(1)



Figure 17.240.080(2)



Empire Design Standards – design standards only



17.240.090 Signage.

The standards below are in addition to the standards in Chapter 17.230. If the provisions conflict, the stricter shall apply. Signs on the building façade should be clear, informative and made of high quality, durable materials for longevity. Oversized, glaring and excessive signage is prohibited. Signs shall take into account the scale of the building and the viewer, particularly, the pedestrian. All signage, unless specifically stated, is subject to review by CBMC 17.390, Architectural Design Review.

(1) Size, materials, style, position and color shall complement the building façade. Signs may be illuminated by very low level lighting during evening hours and the lighting shall not spill onto the adjacent property or street.

(2) Signs on a business front are limited to a building sign on each building face (identifying the building name) and a sign for each business entry (vehicular or pedestrian).

(3) Sign types:

(a) A wall/fascia sign must not extend across two storefronts or across separate buildings. Wall signage is included in the maximum allowable area for signage.

(b) Business identification shall include signage at the pedestrian level, clearly visible from the adjacent sidewalk. This may include one or more of the following: window or door sign, a projecting sign and/or an awning sign as described below.

(c) Temporary window signs may be allowed on storefronts. The area of the text and graphics shall not cover more than 30% of the window area.

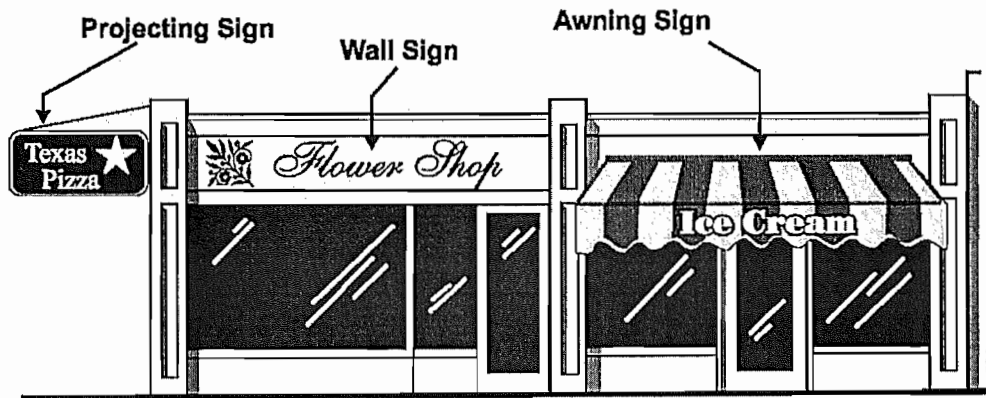
(d) Awning sign. Advertising material attached to an awning is an awning sign. Signs may be hung from or located on the face of any overhang or awning.

(e) Projecting sign. A projecting sign is defined as a sign where the message area is displayed perpendicular to the building façade. The sign should be hung from the building face below upper floors so as to be visible to pedestrians.

Empire Design Standards – design standards only

(f) Pole-mounted sign. New poles for pole-mounted signage are limited to businesses where other types of signage are not an option. A business may use an existing pole regardless of other signage options.

(g) Roof sign. A roof sign is any sign that is displayed upon or supported in any way by a roof. These signs are discouraged. Where the design of a building dictates that a roof sign is necessary, the sign must be related to the style and character of the building.



(h) Neon sign. Any sign where neon or other gas contained in tubing is illuminated by the application of electric current. Signs such as "open" or "closed," which are no more than 2 square feet in size, are permitted without review.

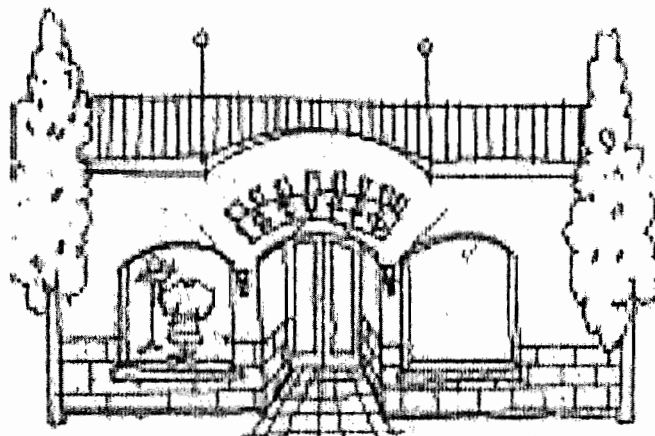
(i) Miscellaneous. In addition to the above sign types, other types of signing may be appropriate if it meets the criteria listed under 17.240.090 and 17.240.090(1).

(j) Free-standing signs such as, but not limited to, sandwich boards, pedestal sign holders, and other types of free-standing signs shall be included as part of the maximum allowable area for signs and are prohibited in the right of way without a right of way use permit.

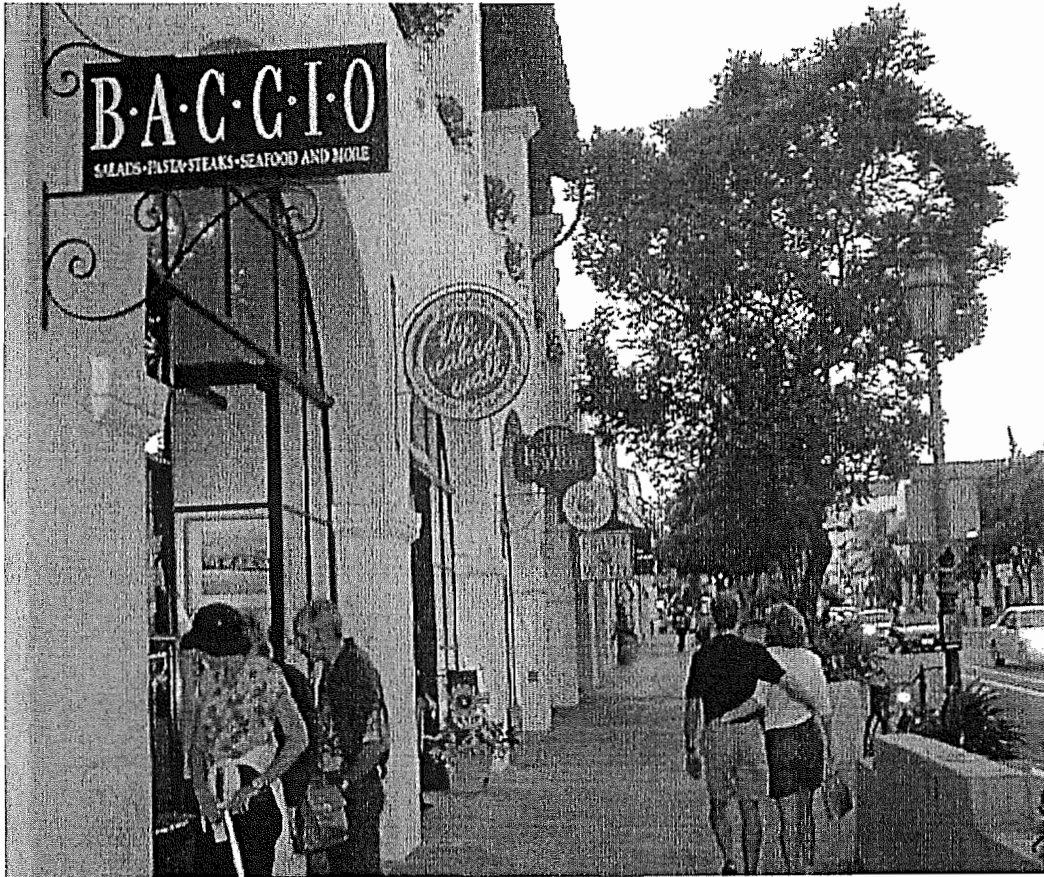
(4) Prohibited signs:

- Electrical or mechanical signs: No sign shall contain or be illuminated by any flashing, blinking, moving or rotating light.
- Billboards
- Internally illuminated signs (neon tubing signs shall not be considered an internally illuminated sign)
- Readerboards
- Electric message display signs
- Attraction devices (strings, groupings, or clusters of pennants and pinwheels)

Empire Design Standards – design standards only



Empire Design Standards – design standards only



Empire Design Standards – design standards only

17.240.100 Mural.

A mural is defined as any pictorial or graphic decoration, other than a sign, which is applied directly to a structure and is neither used for, nor intended to achieve the purposes of, advertising by the use of lettering or script to draw attention to or to direct the observer to a particular business or business location, nor to draw attention to current specific products, goods, or services by the use of a brand name, trademark, copyright, or any other device restricted in use without permission of the owner.

For the purposes of this chapter, whether or not a mural will be permitted is based on, but not limited to, the following:

- The subject matter, scale, proportion and composition of the proposed mural;
- The composition and format of the mural must be integrated into the composition and geometry of the surface on which it is located.

An accurate, small-scale replica of the proposed mural must be provided to the reviewing body along with samples of other work completed by the artist. A written plan for the maintenance of the mural, in perpetuity, must be submitted with the application and be signed and agreed to by the owner of the wall/surface where the mural will be located. A preliminary review of the feasibility of the project is suggested.

Amend 17.390.010(2) to read:

(2) Where architectural design review is required, no building or other general development permit shall be issued until plans are approved pursuant to the architectural design review goals and standards. The acceptability of proposals will be commented on by the historical design review committee (HDRC). The acceptability of proposals within the Empire Design District will be comment upon by the Design Review Committee in accordance with Chapter 17.240.

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Mayor Shoji and City Councilors

FROM: Randy Dixon, Operation Administrator
Jim Hossley, Public Works and Development Department Director
Rodger Craddock, City Manager

ISSUE: Parks Master Plan Survey Results Presentation.

BACKGROUND:

In late 2011, the Parks Commission requested City staff to upgrade the existing Parks Master Plan - the last update was completed around 1987-1991. January 2012 City staff began the process of creating a Parks Master Plan survey. In March, the survey was placed on the Survey Monkey's website with a link from the City's website to Survey Monkey so that the community could participate in taking the survey. The City also created a paper copy of the survey and distributed them to several local outlets throughout the community. In addition, the Parks Commission decided to establish zones for commissioners to actively communicate and promote the survey in the community. The City also advertised the survey through local media resources. Today's presentation is the results of that survey and to explain the next steps.

BUDGET IMPLICATIONS:

None noted.

ADVANTAGES:

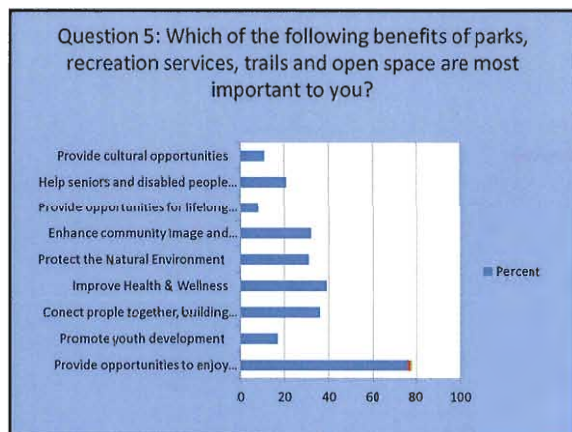
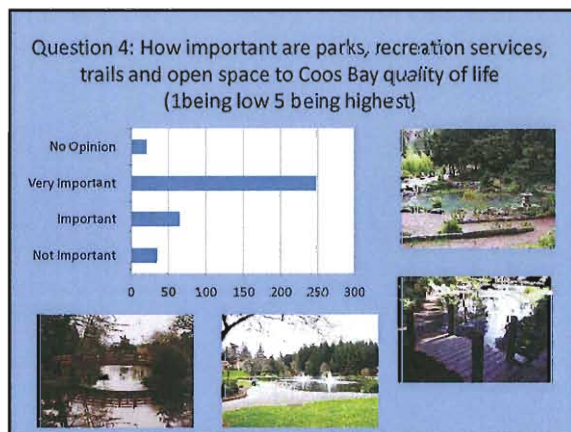
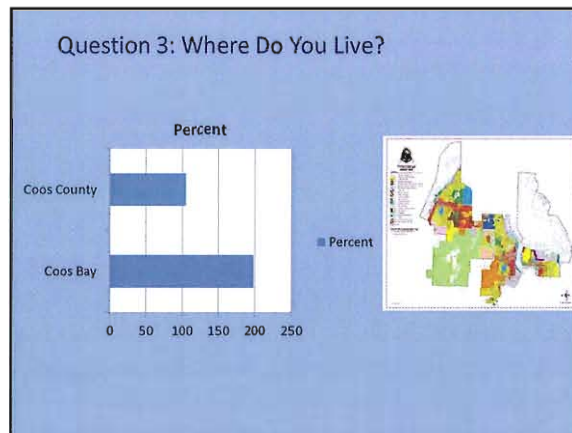
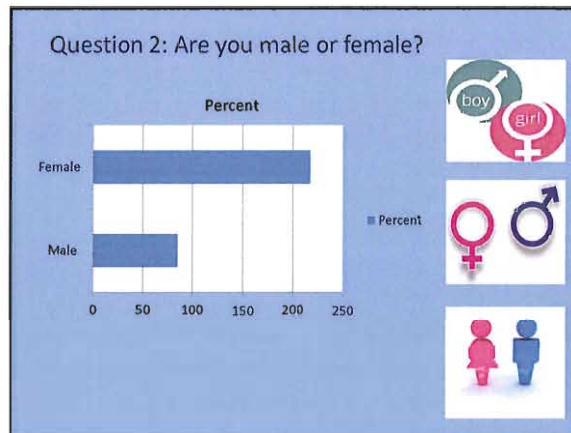
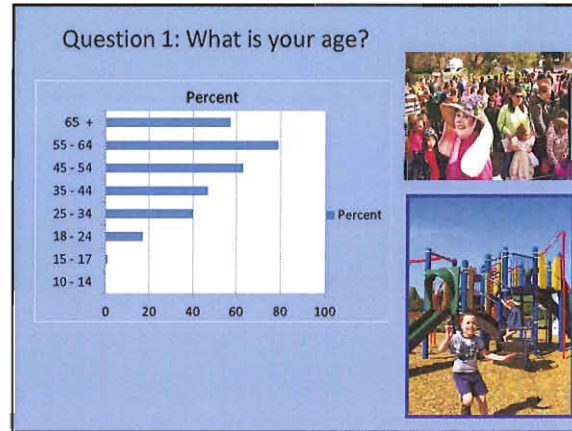
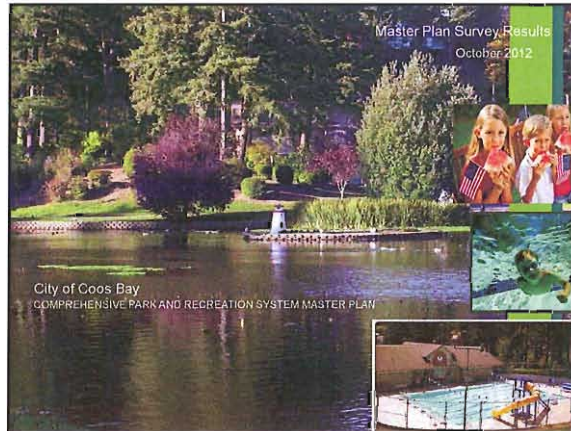
The City of Coos Bay's Parks Master Plan establishes a vision and sets goals for City's parks for the next ten years. Based on this vision, the Plan also identifies current and future park and recreation needs and the capital and non-capital projects that meet them. Lastly, the Master Plan presents strategies for implementing the projects that will most benefit the City and its residents. When implemented, the Plan will allow for grant opportunities; and it will help the City preserve natural resources, meet changing recreation needs, and foster economic development by attracting residents, businesses, and tourists. The Parks Master Plan also provides an opportunity for the City to reconnect with its citizens and help them build a connection to the City's valued natural and cultural resources.

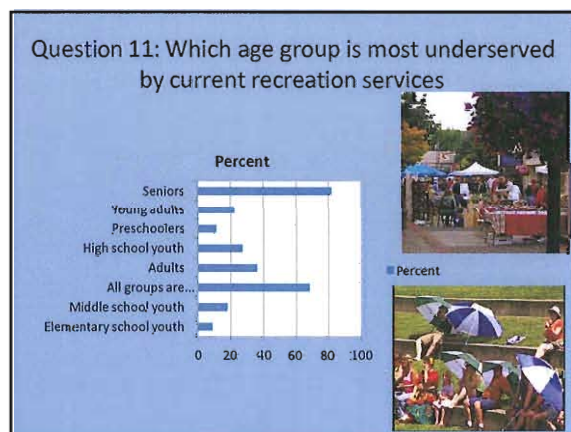
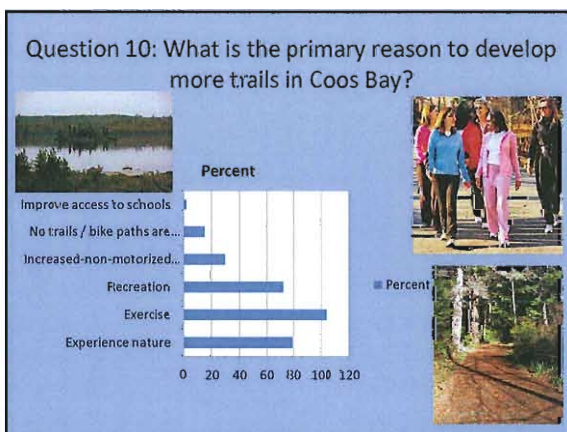
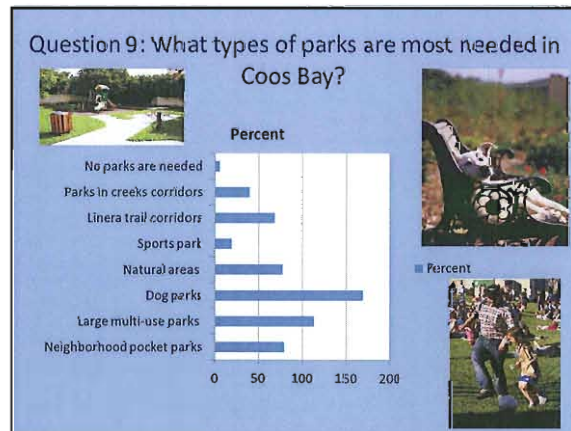
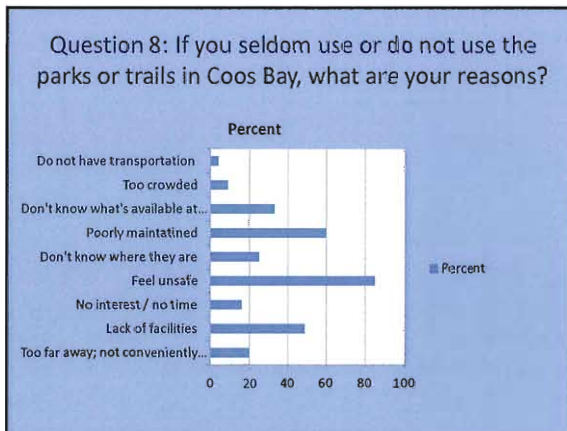
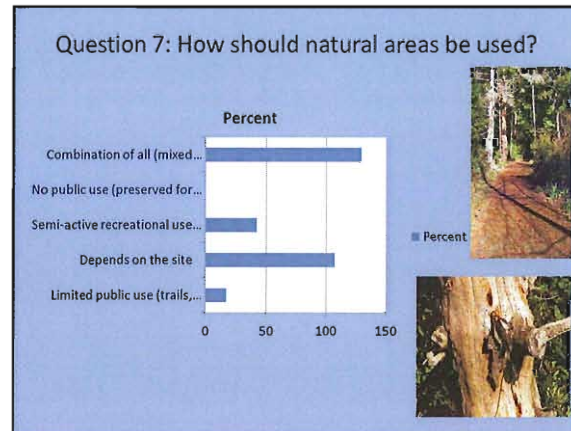
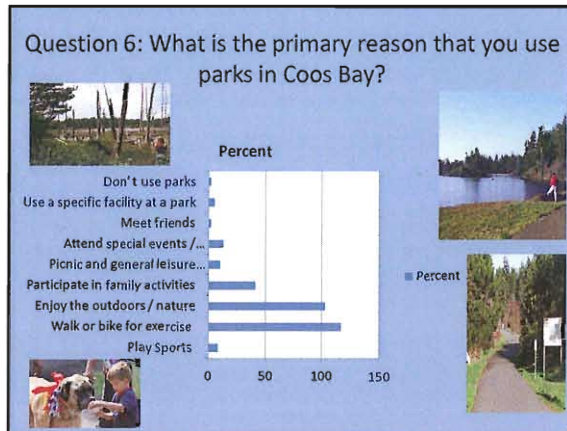
DISADVANTAGES:

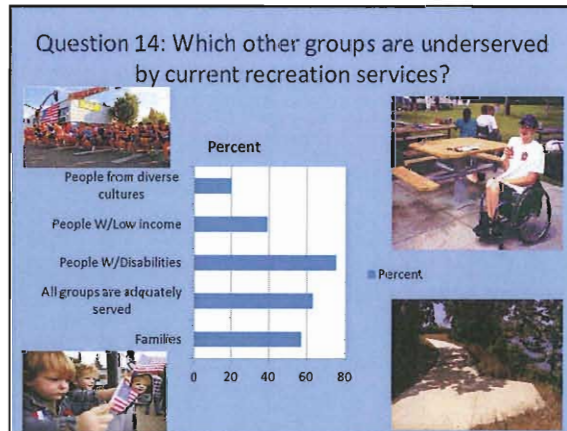
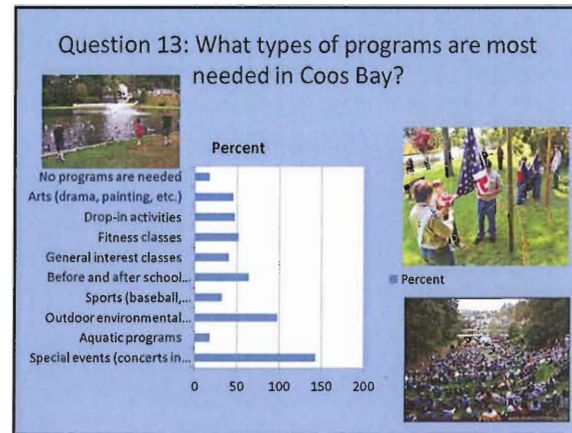
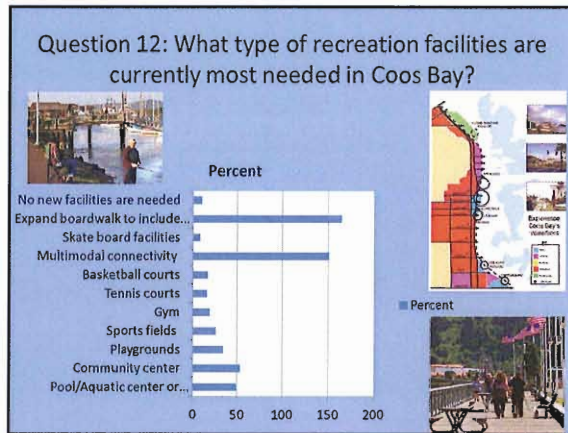
None noted.

ACTION REQUESTED:

Continue with the process of updating the City of Coos Bay's Parks Master Plan.







- NEXT STEP!**
- Parks Master Plan Analysis (November 8, 2012)
 - Community Intercept meetings (January 2013)
 - Parks Master Plan Policy Direction (January 14, 2013)
 - Parks Master Plan Capital Improvements (CIP) (February 11, 2013)
 - Parks Master Plan Funding Strategies (February 28, 2013)
 - Draft Parks Master Plan (April 15, 2013)
 - Council Adopt Parks Master Plan (May 7, 2013)

Questions?

Thank You!

CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
October 16, 2012	

TO: Mayor Shoji and City Councilors

FROM: Rodger Craddock, City Manager

for RC

ISSUE Proposed Changes to Council Rules

BACKGROUND

The current Council Rules (attachment 1) was adopted by Resolution 00-40 nearly twelve years ago. On March 6, 2012 a Charter / Rule Making Advisory Committee (Mayor Shoji, Councilors Kramer, and Muenchrath) was formed. The committee met four times over the last four months; and during which times, they reviewed the Coos Bay City Charter, current Coos Bay Council Rules, and various council rules from other jurisdictions. The Charter / Rule Making Advisory Committee have recommended a number of changes to the current Council Rules.

Attached you will find the proposed amended Council Rules (attachment 2) and an annotated copy of the proposed Council Rules which contains the proposed additions and deletions to the existing Council rules.

BUDGET IMPLICATIONS:

None

ADVANTAGES:

The proposed changes to the Council Rules more clearly defines the roles and authority of the City's elected and appointed officials as well as identifying the rules under which the Council will conduct its business. Council Rules are used to carry out the wishes of the majority of the Council.

DISADVANTAGES:

None

ACTION REQUESTED:

If it pleases the Council, adopt Resolution 12-23 (attachment four) amending the Coos Bay Council Rules.

RULES OF THE CITY COUNCIL

CITY OF COOS BAY

Rules of the City Council as provided in the Coos Bay City Charter Chapter IV, Section 4.1

4.1 COUNCIL MEETINGS

- 4.1.1 **Regular Council Meetings.** The Council shall hold two regular meetings, on the first and third Tuesday of each month, except in those cases where the Council finds it necessary to designate another date due to conflicts. Regular meetings shall be convened in the City Council Chambers in the City Hall, and shall be called to order at 7:00 p.m., and shall adjourn no later than 10:00 p.m.
- 4.1.2 **Executive Sessions.** Executive sessions may be called by the Presiding Officer, any two members of the Council, or the City Manager. Only Council members, the City Manager, and persons specifically invited by the Council or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations. No matter discussed during executive session may be disclosed by any person present during such session.
- 4.1.3 **Special Meetings.** Special meetings may be called by the Presiding Officer, by request of any three Councilors, or by the City Manager. Written notice of all special meetings shall be given at least twenty-four hours in advance of the scheduled meetings. Notice shall be given to each Councilor, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings, and may be delivered by mail, electronic facsimile (FAX), or by personal delivery.
- 4.1.4 **Public Attendance.** All regular and special meetings shall be open to the public.

4.2 THE PRESIDING OFFICER

- 4.2.1 **The Mayor.** The Mayor shall preside at all regular and special meetings and executive sessions of the Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall have all duties and privileges of any Councilor, and shall not be denied any right or privilege by reason of his or her position as presiding officer.
- 4.2.2 **Council President.** At the first meeting after each general biennial election, the Council shall by ballot elect a president from its membership as required by the City Charter. In the Mayor's absence from any Council meeting, the president shall act as the presiding officer. Whenever the Mayor is unable, on account of absence, illness or other cause, to perform the functions of the office, the President shall act as Mayor Pro Tem.

- 4.2.3 **Temporary Chairman.** In event of the absence of the Mayor and Council President, the Deputy Recorder shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Council.

4.3 EMPLOYEE DUTIES

- 4.3.1 **City Manager.** The City Manager shall attend all meetings of the Council, unless excused by the Council. He or she shall make recommendations to the Council and shall take part in all discussions concerning the welfare of the City.
- 4.3.2 **Deputy Recorder.** The Deputy Recorder shall be the Clerk for the Council and shall keep minutes of meetings and shall perform such other duties at the meetings as ordered by the Presiding Officer, the Council or the City Manager. The Deputy Recorder shall furnish each Councilor with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.
- 4.3.3 **City Attorney.** The City Attorney shall either in person or by deputy attend all regular Council sessions and other meetings as directed by the city manager. Any member of the Council may at any time call upon the City Attorney for an informal oral opinion. Written opinions shall be authorized by a majority of the Council. The City Attorney shall be the Parliamentarian, and shall advise the Presiding Officer on any questions of order.
- 4.3.4 **The Chief of Police.** The Chief of Police or his designee shall attend each Council meeting, and serve as the Sergeant-at-Arms. For the purpose of retaining order and decorum at the Council meetings, the Sergeant-at-Arms shall carry out all orders or instructions upon direction of the Presiding Officer or upon any other procedure specifically provided by these rules.
- 4.3.5 **Officers and Employees.** Any member of the City Council may request that the City Manager direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

4.4 DECORUM AND ORDER

- 4.4.1 **Presiding Officer.** The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.
- 4.4.2 **Councilors.** Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.

4.4.3 **Staff and Public.** Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.

4.4.4 **Removal of Any Person.** Any person who makes personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Council or attending a Council meeting shall be removed from the room if the Sergeant-at-Arms is so directed by the Presiding Officer. In case the Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed. Such person or persons may be barred from further audience before the Council and, in aggravated cases, an appropriate complaint shall be issued by the Presiding Officer and the person or persons prosecuted.

4.4.5 **Censure.**

(1) The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Councilor to the extent provided by law, including public reprimand.

(2) To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Committee of the Whole upon a finding that a reasonable ground exists that a substantial violation has occurred.

(3) The Committee of the Whole shall investigate the actions in executive session, and present a report to the Council in executive session. Neither the Committee of the Whole nor the Council or any member thereof shall have the right to make public any information obtained through such investigation.

(4) Any member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Councilor's ability to represent the interests of the City as a whole, the Council may, upon unanimous vote of Councilors other than the Councilor subject to censure proceedings, impose a proper sanction.

4.5 DUTIES AND PRIVILEGES OF MEMBERS

4.5.1 **Code of Ethics.** Councilors shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and

equal treatment of each citizen before the law, without regard to race, national origin, sex, social station or economic position.

4.5.2 **Debate**

(1) Any Councilor who has the floor shall confine himself or herself to the question under debate, avoid personalities and refrain from impugning the motives of any member argument or vote. No member shall address the chair or demand the floor while any vote is being taken.

(2) Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

(3) A Councilor once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order he or she shall be permitted to proceed; if ruled to be out of order he or she shall remain silent or shall alter his or her remarks as to comply with the ruling.

4.5.3 **Right to Appeal.** Any member may appeal to the Council from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state his reason for the appeal and the Presiding Officer may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.

4.5.3 **Dissent and Protest.** Any Councilor shall have the right to express dissent from or protest against any Ordinance, Resolution or decision of Council and have the reason therefore, entered upon the Council minutes. Such dissent or protest must be filed in writing, couched in respectful language and presented to Council not later than the next regular meeting following the date of passage or the Ordinance, Resolution or decision objected to.

4.5.4 **Excusal During the Meeting.** No member may leave the Council meeting while in regular session without permission from the Presiding Officer.

4.5.5 **Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character or motives are assailed, questioned or impugned.

4.6 **ORDER OF BUSINESS AND AGENDA**

4.6.1 **Order of Business.** The business of all regular meetings of the Council shall be transacted as follows; provided, however that when it appears to be in the best interest of the public, the Presiding Officer may change the Order of Business:

- 1) flag salute
- 2) special orders of business
- 3) consent calendar
- 4) citizen-requested agenda items
- 5) public hearings
- 6) public contracts and purchasing
- 7) ordinances and resolutions
- 8) miscellaneous items (including policy discussion and determination)
- 9) public comments
- 10) city attorney's report
- 11) city manager's report
- 12) mayor and council comments
- 13) executive session
- 14) adjournment

- 4.6.2 **Agendas.** Staff shall prepare an agenda for every regular, and if requested, for every special Council meeting. Items may be placed on the agenda by any person, but such items shall be presented to the City Manager in writing at least five days prior to the meeting at which they are to be discussed. Upon approval by the Mayor, the City Manager, or any member of the Council, the item shall be placed on the agenda for consideration.

Agendas and informational material for regular meetings shall be distributed to the Council at least four days prior to the meeting.

New business brought before the Council in a meeting may be referred to the City Manager for a report at a future Council meeting.

- 4.6.3 **Additions to Agenda.** A request to add an item for Council consideration to the Council agenda may be presented at the Council meeting but shall require a majority concurrence of the members present to be so added.
- 4.6.4 **Special Orders of Business.** Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except Flag Salute.
- 4.6.5 **Consent Calendar.** The approval of minutes, and other routine agenda items may be placed on the Consent Calendar. Discussion of the Consent Calendar shall be limited to five minutes. Any item may be removed from the Calendar and placed in its otherwise appropriate position in the order of business at the request of the Presiding Officer or of any two members of the Council.

4.7 CONSIDERATION OF BUSINESS

- 4.7.1 **Quorum.** A majority of the Council shall constitute a quorum to do business. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.
- 4.7.2 **Voting.** Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice; provided, however, upon demand by any member of the

Council, a roll call vote shall be made upon any question before the Council. No Councilor may explain the reasons for his or her vote during the roll call.

- 4.7.3 **Procedure Generally.** When the question has been called for the Presiding Officer shall first ask for the Ayes followed by the Noes. After a vote has been taken the Presiding Officer shall announce the results of the vote.
- 4.7.4 **Voting Required.** Every member present when a question is called shall vote either Aye or No, unless the Council, by unanimous consent, excuses a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There shall be no debate on such a request. If any member declines to vote, and the result of such action would be to create a tie, that member's vote shall be counted as an aye; in all other situations, that member's vote shall be counted with the majority.
- 4.7.5 **Minimum Votes Required in Certain Situations.** The passage of any ordinance shall require the affirmative vote of at least a majority of the whole membership of the Council.
- 4.7.6 **Ayes and Noes.** On the passage of every Ordinance the vote shall be taken by Ayes and Noes and entered upon the record.
- 4.7.7 **Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be considered lost.

4.8 PUBLIC COMMENT

- 4.8.1 **Policy.** The Council recognizes that public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all citizens shall have the right to speak before the Council on matters of public concern, but each citizen shall be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council shall have the duty to exercise this right in a manner which furthers the greater public interest.
- 4.8.2 **Public Comment Generally.** Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council shall be limited to a period of five minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.
- 4.8.3 **Persons Sharing Common Concerns.** If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group shall select a spokesperson, who shall present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.

4.8.4 **Roster.** All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, sign the roster provided by the Deputy Recorder, indicating the name of the person, the residence of the person, and the subject of public concern on which the persons or groups wishes to address the Council.

4.8.5 **Complaints and suggestions to the Council.** When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

(1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, a committee, the City Manager or the Committee of the Whole for study and recommendation.

(2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer shall then refer the complaint directly to the City Manager for his or her review if the complaint has not already been reviewed. The Council may direct the City Manager to report to the Council when his review has been made.

4.9 PROCEDURE FOR COUNCIL MEETINGS

4.9.1 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order.

4.9.2 **Construction of Rules of Order.** The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose, and Councilors should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole, and confuse the audience at public meetings and the citizens in general.

4.9.3 **Convening the Meeting.** At the time appointed, the presiding officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The Recorder shall enter in the minutes of the meeting the names of the members present.

4.9.4 **Recognition.** Every Councilor desiring to speak shall first address the chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

4.9.5 **Requirement of a Second Before Debate.** No motion shall be debated until it has been seconded and announced by the Presiding Officer.

4.9.6 **Motions Reduced to Writing.** Any Councilor may request that a motion be reduced to writing and read by the Deputy Recorder.

4.9.7 **Council Questions to Staff.** Every Councilor desiring to question the administrative staff shall address his or her question to the City Manager, who shall be entitled to either answer the inquiries or designate some member of the staff for that purpose. Questions of the City Attorney may be directed to the City Attorney.

4.9.8 **Citizen Participation.** Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Presiding Officer.

4.9.9 **Precedence of Motions.** When a question is before the Council no motion shall be entertained except:

- 1) to abide by the rules
- 2) to adjourn
- 3) to lay on the table
- 4) for the previous question
- 5) to postpone to a certain date
- 6) to refer
- 7) to amend
- 8) to postpone indefinitely

These motions shall have precedence in the order indicated. Any such motion except a motion to amend shall be put to a vote without debate.

4.9.10 **Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded it shall be stated by the originator or the Presiding Officer before debate. A motion may not be withdrawn without the consent of the member seconding it.

4.9.11 **Motion to Adjourn--When Not in Order--When Not Debatable.** A motion to adjourn will be in order at any time except as follows:

- 1) when made as an interruption of a member while speaking
- 2) when the previous question has been ordered
- 3) while a vote is being taken

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

4.9.12 **Motion to Lay on the Table.** A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.

- 4.9.13 **Division of Question.** If the question contains two or more divisionable propositions the Presiding Officer may upon request of the members shall, divide the same.
- 4.9.14 **Motion to Postpone.** All motions to postpone excepting to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared defeated.
- 4.9.15 **Suspension of Rules.** No rule shall be suspended except by the vote of the majority of Councilors present at the meeting. A motion to suspend a rule is not debatable.
- 4.9.16 **Adjourned Meetings.** Upon motion and majority vote of Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment shall be for a period longer than until the next regular meeting thereafter.

4.10 CITY BOARDS, COMMISSIONS, LAY-COMMITTEES AND COUNCIL COMMITTEES

- 4.10.1 **City Boards, Commissions, and Lay-Committees.** Unless otherwise provided by statute, ordinance or resolution, the following shall be the procedure for the creation of and appointments to all City Boards, Commissions, and Lay-Committees:

(1) **Creation and Dissolution.** At any time, the Council may by ordinance or resolution establish any City Board, Commission or Lay-Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as members. Unless otherwise provided, all City Boards, Commissions, and Lay-Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.

(2) **Qualifications.** All appointees to City Boards, Commissions and Lay-Committees shall be registered electors, and shall have resided in the City of Coos Bay for a period of one year. No appointee may serve on more than two City Boards, Commissions or Lay-Committees at any one time.

(3) **Term.** The term of all appointments shall be for three years. Appointments may be renewed for any number of terms.

(4) **Vacancies.** Any qualified citizen may submit a letter of interest for any open position on a city Board, Commission, or Lay-Committee. Vacancies shall be advertised in the local media, and letter of interest shall be received only during the time set forth in the advertisement.

(5) **Nomination and Confirmation.** Nominations for positions on City Boards, Commissions, or Lay-Committees may be made by the Mayor, or by any two

Councilors, and shall be subject to confirmation by the Council. Such nominations shall be in writing, and shall be submitted for consideration at least one week prior to the scheduled date for confirmation. Confirmation may be made by written ballot and shall require majority vote.

(6) **Notification of Expiration of Terms.** The Deputy Recorder shall give written notice to the Council of the expiration of the term of office of all members of City Boards, Commissions and Lay-Committees at least thirty (30) days prior to expiration date of any appointee's term of office.

(7) **Removal.** All lay members of City Boards, Commissions or Lay-Committees serve at the pleasure of the Council except as otherwise provided by law. All council seats on City Board of Commissions or Lay-Committees are reserved for sitting Councilors; upon expiration of any Councilor's term, or upon resignation, removal or death, the Councilor's seat on any City Board, Commission or Lay-Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed as a replacement.

4.10.2 **Council Committees**

(1) **Creation and Dissolution.** Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairman and Secretary, who may be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the Council without unnecessary delay upon matters referred to them. All Council Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.

(2) **Membership.** Membership on such Council Committees shall include only sitting Councilors, who shall be appointed by the Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, and Councilors may be reappointed for an indefinite number of terms.

(3) **Meetings.** Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.

(4) **Committee of the Whole.** There shall be one standing committee of the Council, which shall be known as the Committee of the Whole. This committee shall sit as a body for investigation or study, as the need may be. The committee shall not take any official action which in committee, but shall make findings which shall be the basis of further Council action.

4.10.3 **Meetings Subject to Oregon Open Meetings Law.** All meetings of any City Boards, Commissions, and Lay-Committees or Council Committee shall be subject

to and comply with the Oregon Public Meetings law, ORS 192.610-192.710.

4.10.4 **Quorums.** A majority of the then sitting members of any City Board, Commission, or Lay-Committee or Council Committee shall constitute a quorum to do business.

4.10.5 **Registry.** The Deputy Recorder shall prepare, keep current and retain on file in the Office of the Deputy Recorder a list of all appointees to all City Boards, Commissions, Lay-Committees and Council Committees, the date of their appointment, the length of their unexpired term, and their addressees and phone numbers. All councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Lay-Committee or Council Committee.

4.11 MISCELLANEOUS

4.11.1 **Amendments to Council Rules.** Amendments to these rules shall be by made by resolution.

4.11.2 **Anonymous Communications.** Anonymous and unsigned communications shall not be introduced in Council meetings.

The foregoing Council Rules were adopted as amended by the City Council on the 19th day of December, 2000 by Resolution 00-40.

RULES OF THE CITY COUNCIL
CITY OF COOS BAY

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Annotated to show the proposed additions and deletions to the existing Council rules. Proposed deletions are ~~lined through~~ and proposed additions are double underlined.

Subject matter of the original document was limited to Council meetings and thus it was formatted off the relevant section of the City Charter. While the rules have been modified over the years, the original formatting has not been adjusted. The proposed changes include the necessary reformatting.

Update as of 9/14/12

RULES OF THE CITY COUNCIL

CITY OF COOS BAY

~~Rules of the City Council as provided in the Coos Bay City Charter~~ Chapter IV, Section 4.4

1. AUTHORIZATION, AMENDMENT, AND WAIVER

These rules are authorized by the City Charter and the Coos Bay Municipal Ordinances. The Council shall review these rules periodically. Amendments shall be adopted by ordinance, as required by the Charter. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations or provisions of the City Charter. The Council may by majority vote in an open Council meeting waive any Council rule for a specific situation.

2. COUNCIL MEETINGS

2.1 Meetings of the Council

2.1.1 **Regular Council Meetings.** The Council shall hold two regular meetings, on the first and third Tuesday of each month, except in those cases where the Council finds it necessary to designate another date due to conflicts. Regular meetings shall be convened in the City Council Chambers in the City Hall, and shall be called to order at 7:00 p.m., and shall adjourn no later than 10:00 p.m.

2.1.2 **Executive Sessions.** Executive sessions may be called by the Presiding Officer, any two members of the Council, or the City Manager. Executive sessions shall be held in accordance with Oregon law. Only Council members, the City Manager, and persons specifically invited by the Council or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations. No matter discussed during executive session may be disclosed by any person present during such session, pursuant to State Statutes. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such

executive session discussion.

Prior to opening an executive session, the Presiding Officer shall:

- 1) Announce the purpose of the executive session.
- 2) Announce if the Council intends on returning to an open meeting at the conclusion of the executive session.
- 3) State statute authorizing the executive session.
- 4) Make notification to all present including the media that matters discussed in executive session are not to be disclosed or reported to the public.

An executive session may be held during any open meeting for which proper notice has been given or outside of any regular meeting when properly noticed. No formal or final action may be taken during an executive session, but an opinion or consensus of the Council may be gathered.

- 2.1.3 **Special Meetings.** Special meetings may be called by the Presiding Officer, by request of any ~~three~~ two Councilors, or by the City Manager. Written notice of all special meetings shall be given at least twenty-four hours in advance of the scheduled meetings. Notice shall be given to each Councilor, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings, and may be delivered by mail, email, electronic facsimile (FAX), or by personal delivery.
- 2.1.4 **Work Sessions.** Work sessions may be called by the Presiding Officer, by request of any two Councilors, or by the City Manager. Such sessions shall allow the City Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject provided that all discussions thereon shall be informal with no vote or formal action taken. While work sessions shall be open to the public, public testimony will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Council members.
- 2.1.5 **Emergency Meeting.** An "emergency meeting" is a special meeting called on less than 24 hours' notice. An "actual emergency," a random event which requires immediate action, must exist. The minutes of the meeting must describe the emergency justifying less than 24 hours' notice. Attempts will be made to contact the media to provide notice of the emergency meeting.

2.2 Meeting Rules

- 2.2.1 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order.

- 2.2.2 **Construction of Rules of Order.** The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose, and Councilors should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole, and confuse the audience at public meetings and the citizens in general.
- 2.2.3 **Public Attendance. Public Meetings Law.** ~~All regular and special meetings shall be open to the public. All meetings of the Council will be held in accordance with the Oregon public meeting requirements. No final action by the Council shall have legal effect unless the motion and the vote by which it is disposed of take place at a proceeding that is open to the public.~~
- 2.2.4 **Anonymous Communications.** Anonymous and unsigned communications shall not be introduced in Council meetings.
- 2.2.5 **Suspension of Rules.** No rule shall be suspended except by the vote of the majority of Councilors present at the meeting. A motion to suspend a rule is not debatable.

2.3 The Presiding Officer

- 2.3.1 **The Mayor.** The Mayor shall preside at all regular and special meetings and executive sessions of the Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall have all duties and privileges of any Councilor, and shall not be denied any right or privilege by reason of his or her position as presiding officer.
- 2.3.2 **Council President.** In the Mayor's absence from any Council meeting, the president shall act as the presiding officer. Whenever the Mayor is unable, on account of absence, illness or other cause, to perform the functions of the office, the President shall act as Mayor Pro Tem. At the first meeting after each general biennial election, the Council shall by ballot elect a president from its membership as required by the City Charter.
- 2.3.3 **Temporary Chairman.** In event of the absence of the Mayor and Council President, the Deputy Recorder shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Council.

2.4 Employee Duties at Meetings of the Council

- 2.4.1 **City Manager.** The City Manager shall attend all meetings of the Council, unless excused by the Council. He or she shall make recommendations to the Council and shall take part in all discussions concerning the welfare of

the City.

- 2.4.2 **Deputy Recorder.** The Deputy Recorder shall be the Clerk for the Council and shall keep minutes of meetings and shall perform such other duties at the meetings as ordered by the Presiding Officer, the Council or the City Manager. The Deputy Recorder shall furnish each Councilor with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.
- 2.4.3 **City Attorney.** The City Attorney shall either in person or by deputy attend all regular Council sessions and other meetings of the Council as directed by the city manager. Any member of the Council may at any time call upon the City Attorney for an informal oral opinion. Written opinions shall be authorized by a majority of the Council. The City Attorney shall be the Parliamentarian, and shall advise the Presiding Officer on any questions of order.
- 2.4.4 **The Chief of Police.** The Chief of Police or his designee shall attend each Council meeting, and serve as the Sergeant-at-Arms. For the purpose of retaining order and decorum at the Council meetings, the Sergeant-at-Arms shall carry out all orders or instructions upon direction of the Presiding Officer, or upon any other procedure specifically provided by these rules, as allowed by law.
- 2.4.5 **Officers and Employees.** Any member of the City Council may request that the City Manager direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

2.5 DECORUM AND ORDER

- 2.5.1 **Presiding Officer.** The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.
- 2.5.2 **Councilors.** Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.
- 2.5.3 **Staff and Public.** Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.
- 2.5.4 **Removal of Any Person.** Any person who makes personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Council or attending a Council meeting shall be removed

from the room if the Sergeant-at-Arms is so directed by the Presiding Officer. In case the Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, the Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed. Such person or persons may be barred from further audience before the Council and, in aggravated cases, an appropriate complaint shall be issued by the Presiding Officer and the person or persons prosecuted.

- 2.5.5 **Censure.** The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Councilor to the extent provided by law, including public reprimand.

To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Committee of the Whole upon a finding that a reasonable ground exists that a substantial violation has occurred.

The Committee of the Whole shall investigate the actions in executive session, and present a report to the Council in executive session, unless the Councilor requests the matter to be held in an open meeting. If held in and executive session. Neither the Committee of the Whole nor the Council or any member thereof shall have the right to make public any information obtained through such investigation.

Any member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Councilor's ability to represent the interests of the City as a whole, the Council may, upon unanimous vote of Councilors other than the Councilor subject to censure proceedings, impose a proper sanction.

2.6 Duties and Privileges of Council Members

- 2.6.1. **Code of Ethics.** Councilors shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social station or economic position.
- 2.6.2 **Debate.** Any Councilor who has the floor shall confine himself or herself to

the question under debate, avoid personalities and refrain from impugning the motives of any member argument or vote. No member shall address the chair or demand the floor while any vote is being taken.

Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the Presiding Officer or the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

A Councilor once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order he or she shall be permitted to proceed; if ruled to be out of order he or she shall remain silent or shall alter his or her remarks as to comply with the ruling.

- 2.6.3 **Right to Appeal.** Any member may appeal to the Council from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state his reason for the appeal and the Presiding Officer may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.
- 2.6.4 **Dissent and Protest.** Any Councilor shall have the right to express dissent from or protest against any Ordinance, Resolution or decision of Council and have the reason therefore, entered upon the Council minutes. Such dissent or protest must be filed in writing, couched in respectful language and presented to Council not later than the next regular meeting following the date of passage or the Ordinance, Resolution or decision objected to.
- 2.6.5 **Excusal During the Meeting.** No member may leave the Council meeting while in regular session without permission from the Presiding Officer.
- 2.6.6 **Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character or motives are assailed, questioned or impugned.

2.7 ORDER OF BUSINESS AND AGENDA

- 2.7.1 **Order of Business.** The business of all regular meetings of the Council shall be transacted as follows; provided, however that when it appears to be in the best interest of the public, the Presiding Officer may change the Order of Business:
- 1) Flag Salute
 - 2) ~~special orders of business~~ Public Comments
 - 3) Consent Calendar

- 4) ~~citizen requested agenda items~~ Special Orders of Business (proclamations & presentations)
- 5) Public Hearings
- 6) Public Contracts and Purchasing
- 7) Ordinances and Resolutions
- 8) Miscellaneous Items (including policy discussion and determination)
- 9) ~~public comments~~ City Attorney's Report
- 10) ~~city attorney's report~~ City Manager's Report
- 11) ~~city manager's report~~ Mayor and Council Comments
- 12) ~~mayor and council comments~~ Executive Session
- 13) ~~Executive Session~~ Adjournment
- 14) ~~Adjournment~~

2.7.2 Agendas.

- 2.7.2.1 Staff shall prepare an agenda for every regular, and if requested, for every special Council meeting.
- 2.7.2.2 Agendas and informational material for regular meetings shall be distributed to the Council at least four days prior to the meeting.
- 2.7.2.3 The City Manager or Mayor may change the agenda at any time prior to the start of the Council meeting, and the presiding officer may change the agenda after the start of the meeting. A request to add an item for Council consideration to the Council agenda may be presented at the Council meeting but shall require a majority concurrence of the members present to be so added.
- 2.7.2.4 The Mayor or a Councilor who wishes to have an item placed on the written council agenda will advise the City Manager at least one week prior to the meeting. The City Manager shall determine where the item is placed on the agenda as an action item or as a discussion item.
- 2.7.2.5 A Council member who wishes to have staff undertake major research or drafting to prepare an action item shall raise the issue at a Council meeting, and the City Manager will take direction from the Council as a whole. The Council should consider requests from individual Council members in light of Council goals and priorities and staff workload and availability. Direction to proceed with an item does not commit the Council or any individual Council member to supporting an action when it comes before Council for a final decision.
- 2.7.2.6 New business brought before the Council in a meeting may be referred to the City Manager for a report at a future Council meeting.
- 2.7.2.7 Placing a matter for reconsideration on an agenda will require a motion to reconsider an action of the City Council and must be made by a member who voted with the prevailing side. It can be

seconded by any member. No question shall be twice reconsidered except by unanimous vote of the City Council except that action relating to any contract may be reconsidered at any time before the final execution thereof.

- 2.7.3 **Special Orders of Business.** Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except the Flag Salute, Public Comments, and the Consent Calendar.
- 2.7.4 **Consent Calendar.** The approval of minutes, and other routine agenda items may be placed on the Consent Calendar. Discussion of the Consent Calendar shall be limited to five minutes. Any item may be removed from the Calendar and placed in its otherwise appropriate position in the order of business at the request of the Presiding Officer or of any two members of the Council.

2.8 CONSIDERATION OF BUSINESS

- 2.8.1 **Quorum.** A majority of the Council shall constitute a quorum to do business. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.
- 2.8.2 **Voting.** Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice; provided, however, upon demand by any member of the Council, a roll call vote shall be made upon any question before the Council. No Councilor may explain the reasons for his or her vote during the roll call.
- 2.8.3 **Procedure Generally.** When the question has been called for the Presiding Officer shall first ask for the Ayes followed by the Noes. After a vote has been taken the Presiding Officer shall announce the results of the vote.
- 2.8.4 **Voting Required.** Every member present when a question is called shall vote either Aye or No, unless the Council, by unanimous consent, excuses a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There shall be no debate on such a request. If any member declines to vote, and the result of such action would be to create a tie, that member's vote shall be counted as an aye; in all other situations, that member's vote shall be counted with the majority.
- ~~2.8.5 **Minimum Votes Required in Certain Situations.** The passage of any ordinance shall require the affirmative vote of at least a majority of the whole membership of the Council.~~
- 2.8.5 **Ayes and Noes.** On the passage of every Ordinance the vote shall be taken by Ayes and Noes and entered upon the record.
- 2.8.6 **Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be

Comment [r1]: This is inconsistent with section 4.5 of the Charter, which states that the vote of the majority of the Council present is needed to pass any question before the Council.

considered lost.

2.9 PUBLIC COMMENT

- 2.9.1 **Policy.** The Council recognizes that public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all citizens shall have the right to speak before the Council on matters of public concern, but each citizen shall be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council shall have the duty to exercise this right in a manner which furthers the greater public interest.
- 2.9.2 **Public Comment Generally.** Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council shall be limited to a period of five minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.
- 2.9.3 **Persons Sharing Common Concerns.** If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group shall select a spokesperson, who shall present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.
- 2.9.4 **Roster.** All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, sign the roster provided by the Deputy Recorder, indicating the name of the person, the residence of the person, and the subject of public concern on which the persons or groups wishes to address the Council.
- 2.9.5 **Complaints and suggestions to the Council.** When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:
- 1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, a committee, the City Manager or the Committee of the Whole for study and recommendation.
 - 2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of

legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer shall then refer the complaint directly to the City Manager for his or her review if the complaint has not already been reviewed. The Council may direct the City Manager to report to the Council when his review has been made.

2.10 PROCEDURE FOR COUNCIL MEETINGS

- 2.10.1 **Convening the Meeting.** At the time appointed, the presiding officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The Recorder shall enter in the minutes of the meeting the names of the members present.
- 2.10.2 **Recognition.** Every Councilor desiring to speak shall first address the chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.
- 2.10.3 **Requirement of a Second before Debate.** No motion shall be debated until it has been seconded and announced by the Presiding Officer.
- 2.10.4 **Motions Reduced to Writing.** Any Councilor may request that a motion be reduced to writing and read by the Deputy Recorder.
- 2.10.5 **Council Questions to Staff.** Every Councilor desiring to question the administrative staff shall address his or her question to the City Manager, who shall be entitled to either answer the inquiries or designate some member of the staff for that purpose. Questions of the City Attorney may be directed to the City Attorney.
- 2.10.6 **Citizen Participation.** Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Presiding Officer.
- 2.10.7 **Precedence of Motions.** When a question is before the Council no motion shall be entertained except:
- 1) To abide by the rules
 - 2) To adjourn
 - 3) To lay on the table
 - 4) For the previous question
 - 5) To postpone to a certain date
 - 6) To refer
 - 7) To amend
 - 8) To postpone indefinitely

These motions shall have precedence in the order indicated. Any such

motion except a motion to amend shall be put to a vote without debate.

- 2.10.8 **Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded it shall be stated by the originator or the Presiding Officer if requested, before debate. A motion may not be withdrawn without the consent of the member seconding ~~it~~ the motion.

- 2.10.9 **Motion to Adjourn--When Not in Order--When Not Debatable.** A motion to adjourn will be in order at any time except as follows:

- 1) When made as an interruption of a member while speaking
- 2) When the previous question has been ordered
- 3) While a vote is being taken

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

- 2.10.10 **Motion to Lay on the Table.** A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.

- 2.10.11 **Division of Question.** If the question contains two or more divisionable propositions the Presiding Officer may upon request of the members shall, divide the same.

- 2.10.12 **Motion to Postpone.** All motions to postpone excepting to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared defeated.

- 2.10.13 **Adjourned Meetings.** Upon motion and majority vote of Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment shall be for a period longer than until the next regular meeting thereafter.

3. CITY BOARDS, COMMISSIONS, LAY-COMMITTEES AND COUNCIL COMMITTEES

- 3.1 **City Boards, Commissions, and Lay-Committees.** Unless otherwise provided by statute, ordinance or resolution, the following shall be the procedure for the creation of and appointments to all City Boards, Commissions, and Lay-Committees:

- 3.1.1 **Creation and Dissolution.** At any time, the Council may by motion, ordinance or resolution establish any City Board, Commission or Lay-Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as a liaison(s) or members.

Unless otherwise provided, all City Boards, Commissions, and Lay-Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.

3.1.2 **Council Liaison Role.** As a council liaison to a City Board, Commission or Lay-Committee, a Council member's role is as follows:

- 1) As it is important for the City Board Commission or Lay-Committee (advisory body) to make objective recommendations to the Council on items before them, Council liaisons are prohibited from lobbying or attempting to influence the advisory body. However, nothing in this section precludes the Council member from explaining what the Council expects from the advisory body or explaining Council policy.
- 2) As a council liaison, Council members are precluded from voting on matters before the advisory body.
- 3) In the event a Council liaison is unable to attend a meeting of the advisory body, the liaison will either contact another Council member to act as a substitute or ask the Mayor to find a substitute.

These rules apply only when a Council member is acting in the capacity of a council liaison. It does not apply when the Council member is a member of a Board, Commission or Committee and does not apply to non-city bodies when the Council member is the representative of the City.

3.1.3 **Qualifications.** All appointees to City Boards, Commissions and Lay-Committees shall be registered electors, and shall have resided in the City of Coos Bay for a period of one year. No appointee may serve on more than two City Boards, Commissions or Committees at any one time. No appointee should serve on more than two City Boards, Commissions, and Lay-Committees simultaneously. No appointee may serve as a chair of more than one City Board, Commission, or Lay-Committee at any one time.

3.1.4 **Term.** The term of all appointments shall be for three years. Appointments may be renewed for any number of terms.

3.1.5 **Vacancies.** Any qualified citizen may submit a letter of interest for any open position on a City Board, Commission, or Lay-Committee. Vacancies shall be advertised in the local media, and letter of interest shall be received only during the time set forth in the advertisement.

3.1.6 **Nomination and Confirmation.** Nominations for positions on City Boards,

Commissions, or Lay-Committees may be made by the Mayor, or by any two Councilors, and shall be subject to confirmation by the Council. Such nominations shall be in writing, and shall be submitted for consideration at least one week prior to the scheduled date for confirmation. Confirmation may be made by written ballot and shall require majority vote. Nominations may also be made by application.

- 3.1.7 **Notification of Expiration of Terms.** The Deputy Recorder shall give written notice to the Council of the expiration of the term of office of all members of City Boards, Commissions and Lay-Committees at least thirty (30) days prior to expiration date of any appointee's term of office.
- 3.1.8 **Removal.** All lay members of City Boards, Commissions or Lay-Committees serve at the pleasure of the Council except as otherwise provided by law. All council seats on City Board of Commissions or Lay-Committees are reserved for sitting Councilors; upon expiration of any Councilor's term, or upon resignation, removal or death, the Councilor's seat on any City Board, Commission or Lay-Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed as a replacement.

3.2 Council Committees

- 3.2.1 **Creation and Dissolution.** Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairman and Secretary, who may be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the Council without unnecessary delay upon matters referred to them. All Council Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.
- 3.2.2 **Membership.** Membership on such Council Committees shall include only sitting Councilors, who shall be appointed by the Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, and Councilors may be reappointed for an indefinite number of terms.
- 3.2.3 **Meetings.** Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.
- 3.2.4 **Committee of the Whole.** There shall be one standing committee of the Council, which shall be known as the Committee of the Whole. This committee shall sit as a body for investigation or study, as the need may be.

The committee shall not take any official action which in committee, but shall make findings which shall be the basis of further Council action.

- 3.2.5 **Meetings Subject to Oregon Open Meetings Law.** All meetings of any City Boards, Commissions, and Lay-Committees or Council Committee shall be subject to and comply with the Oregon Public Meetings law, ~~ORS 192.610-192.740~~.
- 3.2.6 **Quorums.** A majority of the then sitting members of any City Board, Commission, or Lay-Committee or Council Committee shall constitute a quorum to do business.
- 3.2.7 **Registry.** The Deputy Recorder shall prepare, keep current and retain on file in the Office of the Deputy Recorder a list of all appointees to all City Boards, Commissions, Lay-Committees and Council Committees, the date of their appointment, the length of their unexpired term, and their addresses and phone numbers. All councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Lay-Committee or Council Committee.

4. INTERACTION WITH CITY STAFF

Based on the City Charter, the City utilizes the Council-Manager form of government which combines the strong political leadership of local elected officials (mayor and councilors (City Council)) with the strong managerial experience of an appointed manager. All power and authority to set policy rests with the City Council. The City Council in turn hires a nonpartisan manager who has very broad authority to run the organization.

All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:

- 1) Refraining from interfering with the day-to-day administration of city business, which is the responsibility of the City Manager.
- 2) Working together as a team within a spirit of mutual confidence and support.
- 3) Respecting the administrative functions of the City manager and department heads by refraining from actions which could undermine their authority. The Council will abide by the City Charter in its dealings with the City Manager.
- 4) Limiting individual inquiries and requests for information from staff or department heads to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature will be directed to the City Manager. Questions from individual Council members requiring significant staff time or resources (two hours or more) should normally require approval of the Council, although the City Manager may determine to follow up on requests from individual Councilors.

- 5) Councilors should never express concerns about the performance of a City employee in public, to the employee directly, or other city employees. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- 6) Nothing in this section precludes Council members from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

5. PUBLIC RECORDS / EMAILS

- 5.1 **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.
- 5.2 **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.
- 5.3 **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.
- 5.4 **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 Recorder for retention purposes.

6. AMENDMENTS TO COUNCIL RULES

Amendments to these rules shall be by made by resolution.

RULES OF THE CITY COUNCIL

CITY OF COOS BAY

1. AUTHORIZATION, AMENDMENT, AND WAIVER

These rules are authorized by the City Charter and the Coos Bay Municipal Ordinances. The Council shall review these rules periodically. Amendments shall be adopted by ordinance, as required by the Charter. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations or provisions of the City Charter. The Council may by majority vote in an open Council meeting waive any Council rule for a specific situation.

2. COUNCIL MEETINGS

2.1 Meetings of the Council

2.1.1 Regular Council Meetings. The Council shall hold two regular meetings, on the first and third Tuesday of each month, except in those cases where the Council finds it necessary to designate another date due to conflicts. Regular meetings shall be convened in the City Council Chambers in the City Hall, and shall be called to order at 7:00 p.m., and shall adjourn no later than 10:00 p.m.

2.1.2 Executive Sessions. Executive sessions may be called by the Presiding Officer, any two members of the Council, or the City Manager. Executive sessions shall be held in accordance with Oregon law. Only Council members, the City Manager, and persons specifically invited by the Council or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations. No matter discussed during executive session may be disclosed by any person present during such session, pursuant to State Statutes. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.

Prior to opening an executive session, the Presiding Officer shall:

- 1) Announce the purpose of the executive session,
- 2) Announce if the Council intends on returning to an open meeting at the conclusion of the executive session.
- 3) State statute authorizing the executive session,
- 4) Make notification to all present including the media that matters discussed in executive session are not to be disclosed or reported to the public.

An executive session may be held during any open meeting for which proper notice has been given or outside of any regular meeting when

properly noticed. No formal or final action may be taken during an executive session, but an opinion or consensus of the Council may be gathered.

- 2.1.3 **Special Meetings.** Special meetings may be called by the Presiding Officer, by request of any ~~three~~ two Councilors, or by the City Manager. Written notice of all special meetings shall be given at least twenty-four hours in advance of the scheduled meetings. Notice shall be given to each Councilor, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings, and may be delivered by mail, email, electronic facsimile (FAX), or by personal delivery.
- 2.1.4 **Work Sessions.** Work sessions may be called by the Presiding Officer, by request of any two Councilors, or by the City Manager. Such sessions shall allow the City Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject provided that all discussions thereon shall be informal with **no vote** or **formal action** taken. While work sessions shall be open to the public, public testimony will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Council members.
- 2.1.5 **Emergency Meeting.** An "emergency meeting" is a special meeting called on less than 24 hours' notice. An "actual emergency," a random event which requires immediate action, must exist. The minutes of the meeting must describe the emergency justifying less than 24 hours' noticed. Attempts will be made to contact the media to provide notice of the emergency meeting.

2.2 Meeting Rules

- 2.2.1 **Rules of Order.** Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order.
- 2.2.2 **Construction of Rules of Order.** The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it. Therefore, the rules of procedure should be liberally construed to that purpose, and Councilors should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole, and confuse the audience at public meetings and the citizens in general.
- 2.2.3 **Public Meetings Law.** All meetings of the Council will be held in accordance with the Oregon public meeting requirements. No final action by the Council shall have legal effect unless the motion and the vote by which it is disposed of take place at a proceeding that is open to the public.
- 2.2.4 **Anonymous Communications.** Anonymous and unsigned communications shall not be introduced in Council meetings.

- 2.2.5 **Suspension of Rules.** No rule shall be suspended except by the vote of the majority of Councilors present at the meeting. A motion to suspend a rule is not debatable.

2.3 The Presiding Officer

- 2.3.1 **The Mayor.** The Mayor shall preside at all regular and special meetings and executive sessions of the Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall have all duties and privileges of any Councilor, and shall not be denied any right or privilege by reason of his or her position as presiding officer.
- 2.3.2 **Council President.** In the Mayor's absence from any Council meeting, the president shall act as the presiding officer. Whenever the Mayor is unable, on account of absence, illness or other cause, to perform the functions of the office, the President shall act as Mayor Pro Tem. At the first meeting after each general biennial election, the Council shall by ballot elect a president from its membership as required by the City Charter.
- 2.3.3 **Temporary Chairman.** In event of the absence of the Mayor and Council President, the Deputy Recorder shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Council.

2.4 Employee Duties at Meetings of the Council

- 2.4.1 **City Manager.** The City Manager shall attend all meetings of the Council, unless excused by the Council. He or she shall make recommendations to the Council and shall take part in all discussions concerning the welfare of the City.
- 2.4.2 **Deputy Recorder.** The Deputy Recorder shall be the Clerk for the Council and shall keep minutes of meetings and shall perform such other duties at the meetings as ordered by the Presiding Officer, the Council or the City Manager. The Deputy Recorder shall furnish each Councilor with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.
- 2.4.3 **City Attorney.** The City Attorney shall either in person or by deputy attend regular Council sessions and other meetings of the Council as directed by the city manager. Any member of the Council may at any time call upon the City Attorney for an informal oral opinion. Written opinions shall be authorized by a majority of the Council. The City Attorney shall be the Parliamentarian, and shall advise the Presiding Officer on any questions of order.
- 2.4.4 **The Chief of Police.** The Chief of Police or his designee shall attend each

Council meeting, and serve as the Sergeant-at-Arms. For the purpose of retaining order and decorum at the Council meetings, the Sergeant-at-Arms shall carry out all orders or instructions upon direction of the Presiding Officer, or upon any other procedure specifically provided by these rules, as allowed by law.

- 2.4.5 **Officers and Employees.** Any member of the City Council may request that the City Manager direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

2.5 DECORUM AND ORDER

- 2.5.1 **Presiding Officer.** The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Council.
- 2.5.2 **Councilors.** Councilors shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Councilors shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office.
- 2.5.3 **Staff and Public.** Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.
- 2.5.4 **Removal of Any Person.** Any person who makes personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Council or attending a Council meeting shall be removed from the room if the Sergeant-at-Arms is so directed by the Presiding Officer. In case the Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, the Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed. Such person or persons may be barred from further audience before the Council and, in aggravated cases, an appropriate complaint shall be issued by the Presiding Officer and the person or persons prosecuted.
- 2.5.5 **Censure.** The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Councilor act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Councilor to the extent provided by law, including public reprimand.

To exercise such inherent right, the Council has the right to investigate the

actions of any member of the Council. Such investigation shall be referred to the Committee of the Whole upon a finding that a reasonable ground exists that a substantial violation has occurred.

The Committee of the Whole shall investigate the actions in executive session, and present a report to the Council in executive session, unless the Councilor requests the matter to be held in an open meeting. If held in an executive session, neither the Committee of the Whole nor the Council or any member thereof shall have the right to make public any information obtained through such investigation.

Any member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Councilor's ability to represent the interests of the City as a whole, the Council may, upon unanimous vote of Councilors other than the Councilor subject to censure proceedings, impose a proper sanction.

2.6 Duties and Privileges of Council Members

2.6.1. **Code of Ethics.** Councilors shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social station or economic position.

2.6.2 **Debate.** Any Councilor who has the floor shall confine himself or herself to the question under debate, avoid personalities and refrain from impugning the motives of any member argument or vote. No member shall address the chair or demand the floor while any vote is being taken.

Councilors shall limit their remarks on a subject to five minutes unless granted additional time by the Presiding Officer or the majority of the Council. No Councilor shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken.

A Councilor once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Councilor while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order he or she shall be permitted to proceed; if ruled to be out of order he or she shall remain silent or shall alter his or her remarks as to comply with the ruling.

- 2.6.3 **Right to Appeal.** Any member may appeal to the Council from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state his reason for the appeal and the Presiding Officer may briefly explain his ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.
- 2.6.4 **Dissent and Protest.** Any Councilor shall have the right to express dissent from or protest against any Ordinance, Resolution or decision of Council and have the reason therefore, entered upon the Council minutes. Such dissent or protest must be filed in writing, couched in respectful language and presented to Council not later than the next regular meeting following the date of passage or the Ordinance, Resolution or decision objected to.
- 2.6.5 **Excusal During the Meeting.** No member may leave the Council meeting while in regular session without permission from the Presiding Officer.
- 2.6.6 **Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his integrity, character or motives are assailed, questioned or impugned.

2.7 ORDER OF BUSINESS AND AGENDA

- 2.7.1 **Order of Business.** The business of all regular meetings of the Council shall be transacted as follows; provided, however that when it appears to be in the best interest of the public, the Presiding Officer may change the Order of Business:

- 1) Flag Salute
- 2) Public Comments
- 3) Consent Calendar
- 4) Special Orders of Business (proclamations & presentations)
- 5) Public Hearings
- 6) Public Contracts and Purchasing
- 7) Ordinances and Resolutions
- 8) Miscellaneous Items (including policy discussion and determination)
- 9) City Attorney's Report
- 10) City Manager's Report
- 11) Mayor and Council Comments
- 12) Executive Session
- 13) Adjournment

2.7.2 Agendas.

- 2.7.2.1 Staff shall prepare an agenda for every regular, and if requested, for every special Council meeting.
- 2.7.2.2 Agendas and informational material for regular meetings shall be

distributed to the Council at least four days prior to the meeting.

- 2.7.2.3 The City Manager or Mayor may change the agenda at any time prior to the start of the Council meeting, and the presiding officer may change the agenda after the start of the meeting. A request to add an item to the Council agenda may be presented at the Council meeting but shall require a majority concurrence of the members present to be so added.
- 2.7.2.4 The Mayor or a Councilor who wishes to have an item placed on the written council agenda will advise the City Manager at least one week prior to the meeting. The City Manager shall determine where the item is placed on the agenda as an action item or as a discussion item.
- 2.7.2.5 A Council member who wishes to have staff undertake major research or drafting to prepare an action item shall raise the issue at a Council meeting, and the City Manager will take direction from the Council as a whole. The Council should consider requests from individual Council members in light of Council goals and priorities and staff workload and availability. Direction to proceed with an item does not commit the Council or any individual Council member to supporting an action when it comes before Council for a final decision.
- 2.7.2.6 New business brought before the Council in a meeting may be referred to the City Manager for a report at a future Council meeting.
- 2.7.2.7 Placing a matter for reconsideration on an agenda will require a motion to reconsider an action of the City Council and must be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the City Council except that action relating to any contract may be reconsidered at any time before the final execution thereof.
- 2.7.3 **Special Orders of Business.** Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except the Flag Salute, Public Comments, and the Consent Calendar.
- 2.7.4 **Consent Calendar.** The approval of minutes and other routine agenda items may be placed on the Consent Calendar. Discussion of the Consent Calendar shall be limited to five minutes. Any item may be removed from the Calendar and placed in its otherwise appropriate position in the order of business at the request of the Presiding Officer or of any two members of the Council.

2.8 CONSIDERATION OF BUSINESS

- 2.8.1 **Quorum.** A majority of the Council shall constitute a quorum to do

business. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

- 2.8.2 **Voting.** Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice; provided, however, upon demand by any member of the Council, a roll call vote shall be made upon any question before the Council. No Councilor may explain the reasons for his or her vote during the roll call.
- 2.8.3 **Procedure Generally.** When the question has been called for the Presiding Officer shall first ask for the Ayes followed by the Noes. After a vote has been taken the Presiding Officer shall announce the results of the vote.
- 2.8.4 **Voting Required.** Every member present when a question is called shall vote either Aye or No, unless the Council, by unanimous consent, excuses a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There shall be no debate on such a request. If any member declines to vote, and the result of such action would be to create a tie, that member's vote shall be counted as an aye; in all other situations, that member's vote shall be counted with the majority.
- 2.8.5 **Ayes and Noes.** On the passage of every Ordinance the vote shall be taken by Ayes and Noes and entered upon the record.
- 2.8.6 **Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be considered lost.

2.9 PUBLIC COMMENT

- 2.9.1 **Policy.** The Council recognizes that public input into the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all citizens shall have the right to speak before the Council on matters of public concern, but each citizen shall be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council shall have the duty to exercise this right in a manner which furthers the greater public interest.
- 2.9.2 **Public Comment Generally.** Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council shall be limited to a period of five minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.
- 2.9.3 **Persons Sharing Common Concerns.** If any group of three or more persons sharing a common viewpoint on any subject wishes to address the

Council during the time for public comment, the group shall select a spokesperson, who shall present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letter, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokesperson's remarks.

2.9.4 **Roster.** All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, sign the roster provided by the Deputy Recorder, indicating the name of the person, the residence of the person, and the subject of public concern on which the persons or groups wishes to address the Council.

2.9.5 **Complaints and suggestions to the Council.** When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- 1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, a committee, the City Manager or the Committee of the Whole for study and recommendation.
- 2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer shall then refer the complaint directly to the City Manager for his or her review if the complaint has not already been reviewed. The Council may direct the City Manager to report to the Council when his review has been made.

2.10 PROCEDURE FOR COUNCIL MEETINGS

2.10.1 **Convening the Meeting.** At the time appointed, the presiding officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The Recorder shall enter in the minutes of the meeting the names of the members present.

2.10.2 **Recognition.** Every Councilor desiring to speak shall first address the chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Presiding Officer.

2.10.3 **Requirement of a Second before Debate.** No motion shall be debated until it has been seconded and announced by the Presiding Officer.

2.10.4 **Motions Reduced to Writing.** Any Councilor may request that a motion be reduced to writing and read by the Deputy Recorder.

- 2.10.5 **Council Questions to Staff.** Every Councilor desiring to question the administrative staff shall address his or her question to the City Manager, who shall be entitled to either answer the inquiries or designate some member of the staff for that purpose. Questions of the City Attorney may be directed to the City Attorney.
- 2.10.6 **Citizen Participation.** Citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Councilor thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Presiding Officer.
- 2.10.7 **Precedence of Motions.** When a question is before the Council no motion shall be entertained except:
- 1) To abide by the rules
 - 2) To adjourn
 - 3) To lay on the table
 - 4) For the previous question
 - 5) To postpone to a certain date
 - 6) To refer
 - 7) To amend
 - 8) To postpone indefinitely

These motions shall have precedence in the order indicated. Any such motion except a motion to amend shall be put to a vote without debate.

- 2.10.8 **Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded it shall be stated by the originator or the Presiding Officer, if requested, before debate. A motion may not be withdrawn without the consent of the member seconding the motion.
- 2.10.9 **Motion to Adjourn--When Not in Order--When Not Debatable.** A motion to adjourn will be in order at any time except as follows:
- 1) When made as an interruption of a member while speaking
 - 2) When the previous question has been ordered
 - 3) While a vote is being taken

A motion to adjourn is debatable only as to the time to which the meeting is adjourned.

- 2.10.10 **Motion to Lay on the Table.** A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.

- 2.10.11 **Division of Question.** If the question contains two or more divisionable propositions the Presiding Officer may upon request of the members shall, divide the same.
- 2.10.12 **Motion to Postpone.** All motions to postpone excepting to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared defeated.
- 2.10.13 **Adjourned Meetings.** Upon motion and majority vote of Council members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment shall be for a period longer than until the next regular meeting thereafter.

3. CITY BOARDS, COMMISSIONS, LAY-COMMITTEES AND COUNCIL COMMITTEES

- 3.1 **City Boards, Commissions, and Lay-Committees.** Unless otherwise provided by statute, ordinance or resolution, the following shall be the procedure for the creation of and appointments to all City Boards, Commissions, and Lay-Committees:

- 3.1.1 **Creation and Dissolution.** At any time, the Council may by motion, ordinance or resolution establish any City Board, Commission or Lay-Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as a liaison(s) or members.

Unless otherwise provided, all City Boards, Commissions, and Lay-Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.

- 3.1.2 **Council Liaison Role.** As a council liaison to a City Board, Commission or Lay-Committee, a Council member's role is as follows:

- 1) As it is important for the City Board Commission or Lay-Committee (advisory body) to make objective recommendations to the Council on items before them, Council liaisons are prohibited from lobbying or attempting to influence the advisory body. However, nothing in this section precludes the Council member from explaining what the Council expects from the advisory body or explaining Council policy.
- 2) As a council liaison, Council members are precluded from voting on matters before the advisory body.
- 3) In the event a Council liaison is unable to attend a meeting of the advisory body, the liaison will either contact another Council

member to act as a substitute or ask the Mayor to find a substitute.

These rules apply only when a Council member is acting in the capacity of a council liaison. It does not apply when the Council member is a member of a Board, Commission or Committee and does not apply to non-city bodies when the Council member is the representative of the City.

- 3.1.3 **Qualifications.** All appointees to City Boards, Commissions and Lay-Committees shall be registered electors, and shall have resided in the City of Coos Bay for a period of one year. No appointee may serve on more than two City Boards, Commissions or Committees at any one time. No appointee should serve on more than two City Boards, Commissions, and Lay-Committees simultaneously. No appointee may serve as a chair of more than one City Board, Commission, or Lay-Committee at any one time.
- 3.1.4 **Term.** The term of all appointments shall be for three years. Appointments may be renewed for any number of terms.
- 3.1.5 **Vacancies.** Any qualified citizen may submit a letter of interest for any open position on a City Board, Commission, or Lay-Committee. Vacancies shall be advertised in the local media, and letter of interest shall be received only during the time set forth in the advertisement.
- 3.1.6 **Nomination and Confirmation.** Nominations for positions on City Boards, Commissions, or Lay-Committees may be made by the Mayor, or by any two Councilors, and shall be subject to confirmation by the Council. Such nominations shall be in writing, and shall be submitted for consideration at least one week prior to the scheduled date for confirmation. Confirmation may be made by written ballot and shall require majority vote. Nominations may also be made by application.
- 3.1.7 **Notification of Expiration of Terms.** The Deputy Recorder shall give written notice to the Council of the expiration of the term of office of all members of City Boards, Commissions and Lay-Committees at least thirty (30) days prior to expiration date of any appointee's term of office.
- 3.1.8 **Removal.** All lay members of City Boards, Commissions or Lay-Committees serve at the pleasure of the Council except as otherwise provided by law. All council seats on City Board of Commissions or Lay-Committees are reserved for sitting Councilors; upon expiration of any Councilor's term, or upon resignation, removal or death, the Councilor's seat on any City Board, Commission or Lay-Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed as a replacement.

3.2 Council Committees

- 3.2.1 **Creation and Dissolution.** Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairman and Secretary, who may be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the Council without unnecessary delay upon matters referred to them. All Council Committees so created shall sunset at the end of their mission, but in all events shall be reviewed at the end of a period three years from the date of initial creation, and at the end of each subsequent three year period after reauthorization, and at such time shall either be reauthorized or dissolved.
- 3.2.2 **Membership.** Membership on such Council Committees shall include only sitting Councilors, who shall be appointed by the Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, and Councilors may be reappointed for an indefinite number of terms.
- 3.2.3 **Meetings.** Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.
- 3.2.4 **Committee of the Whole.** There shall be one standing committee of the Council, which shall be known as the Committee of the Whole. This committee shall sit as a body for investigation or study, as the need may be. The committee shall not take any official action which in committee, but shall make findings which shall be the basis of further Council action.
- 3.2.5 **Meetings Subject to Oregon Open Meetings Law.** All meetings of any City Boards, Commissions, and Lay-Committees or Council Committee shall be subject to and comply with the Oregon Public Meetings law.
- 3.2.6 **Quorums.** A majority of the then sitting members of any City Board, Commission, or Lay-Committee or Council Committee shall constitute a quorum to do business.
- 3.2.7 **Registry.** The Deputy Recorder shall prepare, keep current and retain on file in the Office of the Deputy Recorder a list of all appointees to all City Boards, Commissions, Lay-Committees and Council Committees, the date of their appointment, the length of their unexpired term, and their addresses and phone numbers. All councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Lay-Committee or Council Committee.

4. INTERACTION WITH CITY STAFF

Based on the City Charter, the City utilizes the Council-Manager form of government which combines the strong political leadership of local elected officials (mayor and councilors (City Council)) with the strong managerial experience of an appointed manager. All power and authority to set policy rests with the City Council. The City Council in turn hires a nonpartisan manager who has very broad authority to run the organization.

All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:

- 1) Refraining from interfering with the day-to-day administration of city business, which is the responsibility of the City Manager.
- 2) Working together as a team within a spirit of mutual confidence and support.
- 3) Respecting the administrative functions of the City manager and department heads by refraining from actions which could undermine their authority. The Council will abide by the City Charter in its dealings with the City Manager.
- 4) Limiting individual inquiries and requests for information from staff or department heads to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature will be directed to the City Manager. Questions from individual Council members requiring significant staff time or resources (two hours or more) should normally require approval of the Council, although the City Manager may determine to follow up on requests from individual Councilors.
- 5) Councilors should never express concerns about the performance of a City employee in public, to the employee directly, or other city employees. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- 6) Nothing in this section precludes Council members from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

5. PUBLIC RECORDS / EMAILS

- 5.1 **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.
- 5.2 **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.

- 5.3 **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.
- 5.4 **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 Recorder for retention purposes.

6. AMENDMENTS TO COUNCIL RULES

Amendments to these rules shall be by made by resolution.

City of Coos Bay

Resolution 12-23

A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, AMENDING THE RULES OF THE CITY COUNCIL AS PROVIDED FOR IN THE CITY CHARTER AND THE OREGON REVISED STATUTES.

WHEREAS, Resolution 83-1 adopted December 29, 1983 and amended on December 1, 1986, March 23, 1987, October 17, 1995, and December 5, 2000 sets forth the rules by which the City Council conducts its business; and

WHEREAS, the City Council finds it desirable to amend the resolution to reflect changes which they chose to make in the rules;

NOW, THEREFORE, BE IT RESOLVED THAT, the Coos Bay City Council hereby adopts the amended Council Rules which are attached hereto and made a part thereby.

The foregoing resolution was duly adopted by the City Council of the City of Coos Bay, Coos County, Oregon this 16th day of October 2012.

Crystal Shoji, Mayor

ATTEST:

Susanne Baker, City Recorder