

CITY COMMISSIONER Roles And Responsibilities

CITY COMMISSIONER ROLES, RESPONSIBILITIES, AND ACTIVITIES

A. Regulatory Authority---The City Commission is the ultimate authority in City affairs, excluding any litigation or legislation decisions from higher authorities. The City Commission is the contract review board for the City. The City Commission is also the final local appeal in City land use actions.

1. Regulatory Actions and Activities
 - a. Hold public hearings
 - b. Develop and implement other public involvement processes to aid in considerations of proposed ordinances, policies, and procedures
 - c. Pass ordinances, approve policies and procedures
 - d. Convene as quasi-judicial body to hear land use appeals and render decisions

B. Financial Authority

1. Fiduciary Actions and Activities
 - a. Approve contracts for city work (Contract Review Board)
 - b. Levy Taxes
 - c. Assess fees and other charges for service
 - d. Sell bonds
 - e. Consider and approve annual or bi-annual budget
 - f. Monitor budget throughout the year
 - g. Ensure rationality and legality between where money comes from and where money is spent
 - h. Ensure cost effectiveness and efficiency in local government service costs, where feasible

C. Employer Authority

1. Employer Actions and Activities
 - a. Hire, evaluate, and terminate, if necessary, the City Manager
 - b. Appoint the Municipal Court Judge
 - c. Provide resources to accomplish the work of the city and the goals and direction set by the Commission
 - d. Ensure a competitive and responsible wage and benefit program to aid retention and recruitment, where financial feasible
 - e. Provide means that City can provide a safe work place for all its employees
 - f. Appoints and evaluates performance of Municipal Court Judge and discusses desired direction for Court---Judge is final authority on Court proceedings.

D. Representative Authority

1. Representative Actions and Activities

- a. Be the eyes, ears, and voice for the community
- b. Represent all citizens
- c. Understand community issues and assist the community in understanding the issues
- d. Communicate city issues and position of the Commission and City on those issues
- e. Communicate city issues and concerns to other governmental agencies
- f. Provide transparency in all city deliberations where feasible and practical
- g. Make all decisions in public
- h. Adhere to all local, state, and federal laws in the execution of the office of City Commissioner
- i. Be an effective member and representative of the entire Commission
- j. Make decisions in the best interest of the City versus just what is popular
- k. Appoints citizens to advisory committees and receives their recommendations for deliberation and possible action

E. Visioning and Planning Responsibility

1. Visioning and Planning Actions and Activities

- a. Set direction for community and organization
- b. Determines mission and vision for community
- c. Communicate, and gain support for City's mission, vision, projects, programs, services, and actions
- d. Decide on implementation plan to accomplish mission and vision
- e. Determine branding for community

F. Other Points

1. Ethics

- a. Actual conflict of interest
- b. Perceived conflict of interest

2. Meetings

- a. City Commission---1st and 3rd Wednesdays---7:00 p.m.
- b. City Commission Work Session---Held the Tuesday between regular meetings each month---5: 30 p.m.
- c. Special Session of City Commission: Convened as needed; time and date set when needed
- d. Commission Retreat---Annually---May hold retreat to discuss specific issue or issues at other times of year as needed
- e. Executive Session (*examples below*)
 - i. Personnel Matters
 - ii. Labor Negotiations
 - iii. City Manager Evaluations
 - iv. Litigations
 - v. Real Estate Acquisition or Sale

3. Responsibilities of City Manager
 - a. Hires, directs, and terminates all City Employees including Department Heads
 - b. Oversees day-to-day operations and activities of City of Oregon City
 - c. Ensures Commission direction, goals, and policies are carried out
 - d. Develops policy issues and actions for Commission consideration and action
 - e. Advises Commission on policy issues and business operations of City organization
 - f. Communicates and explains action and activities of the City
 - g. Performs as organizational spokesperson when necessary
 - h. Acts as City liaisons to citizens and citizen groups
 - i. Acts as Economic Development / Urban Renewal Director for City of Oregon City
 - j. Acts as Emergency Management Director in emergencies
 - k. Is Budget Director for City---Prepares and delivers budget to Budget Committee and City Commission for their consideration, recommendations, modifications, and approval.

CITY MANAGER AND EXECUTIVE MANAGEMENT TEAM EXPECTATIONS

The executive management team (City Manager, Department Directors, and City Recorder) has the following expectations:

Staff will adhere to legal, ethical City procedural and moral laws, regulations, and guidelines.

The Mayor and City Commissioners will not attempt to influence or direct staff to make certain recommendations.

Personnel issues must be the sole discretion of the City Manager, or his/her designee, elected officials will not be involved, to include briefings and/or "lending a sympathetic ear" to the employee or department director, unless requested to do so by the City Manager.

Performance problems or concerns with members of the executive management team will be addressed through the City Manager. Performance problems or concerns with other employees will be brought to the attention of the appropriate department director. Concerns are not to be made in public, but rather individually.

Provide questions related to agenda items to City Manager in advance of a City Commission meeting. This provides staff with sufficient opportunity to conduct any necessary research as required.

Be cautious in "overacting" to a few citizens complaining/requesting action from the City on various issues. This is not to say that we should not be responsive, but should prioritize the issues accordingly.

Ensure that the intended direction at a City Commission meeting is made through a motion that is clear. Staff may be unclear about a specific direction when there is tacit "approval through silence."

During work sessions and regular City Commission meetings, allow staff to complete their presentation before getting into details.

INFORMAL RULES

Following are informal rules/guidelines which are currently in practice within the City.

Petitions Before City Commission and Boards and Commissions – The City Commission will not entertain, nor will staff process, proposals or requests from any person, group, or business that is shown to be substantially in non-compliance with prior commitments made to the City of Oregon City.

Time Limitations for the Re-Hearing of Petitions or Requests – Once the City Commission or planning Commission has heard a request on the part of any person, group, or business and a decision rendered, the applicant shall be prohibited from bringing substantially the same request before the governing board or authority for a period of one year.

Guidelines for City Commissioners' Request for Information – Mayor/Commissioners may make requests for information from the City Manager. If the request requires research, the City Manager may direct department directors or other staff to conduct the research.

Code Enforcement Policy Direction – City staff will utilize a systematic code enforcement approach in all commercial areas. Code enforcement in residential areas shall be on a complaint basis unless there is found to be an imminent threat to health and safety for which the inspector shall issue a complaint.

Guidelines for Mayor and City Commission Interaction with Boards and Commissions
The Mayor and/or members of the City Commission will not make direct presentation, appeals, testimony, etc. to boards or commissions as part of the formal board/commission process unless directed to do so by the City Commission.

OREGON GOVERNMENT ETHICS COMMISSION

ORS Chapter 244 requires certain city officials and elected officials to file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGE) by April 15 of each year. These officials include members of the City Commission, Planning Commission, and Historic Review Board; City Manager; and Municipal Judge.

Public officials who fail to file their SEI could be liable for a civil penalty of up to \$1,000 and/or suspension from performing their official duties.

OGE will distribute the SEI to officials in March for completion and submission by April 15. In addition, the city recorder will send the necessary forms to all elected officials and other city officials required to file the SEI.

For further information, please visit the state's Web site at <http://www.ogec.state.or.us>.