

CITY OF MOSIER

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COUNCIL MEETING

September 4, 2019 at 6:30 P.M.

Mosier Senior Center, 500 E. Second Ave, Mosier, OR 97040

AGENDA

| | | | |
|-----|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| I | 6:30 pm | City Council Meeting Call to Order – Mayor Burns | 05 mins |
| II | 6:35 pm | Agenda corrections or additions | 05 mins |
| III | 6:40 pm | Public Comment - This is for Mosier residents and anyone else to express concerns, needs, or opportunities. Please keep your comments succinct and under two minutes. You may bring in written materials for Committee and Staff to review. The Facilitator can assign the issue to a future Committee meeting, or to an appropriate Committee or staff member. Please realize that we cannot always offer a response immediately but will give the matter due consideration. We encourage the participation of all stakeholders in our community. | 10 mins |
| IV | 6:50 pm | Approval of: 08/21/2019 - City Council Meeting Minutes | 5 mins |
| V | | BUSINESS | |
| 1. | 6:55 pm | Charlie Cannon Council Application | 20 mins |
| 2. | 7:15 pm | Council Policies / Document Review/ Request | 15 mins |
| 3. | 7:30 pm | Pat Cimmyotti, ODOT – Hwy 30 Chip Seal | 15 mins |
| 4. | 7:45 pm | City Manager Vacation Staffing Plan | 10 mins |
| 5. | 8:05 pm | Mosier Center Project Update – Energy Workshop | 15 mins |
| 6. | 8:20 pm | Announcements | 10 mins |
| VI | 8:30 pm | ADJOURN | |

CITY COUNCIL MEETING

August 21, 2019 at 6:30 P.M.

Mosier Senior Center at 500 Second Ave.

Mosier, Oregon 97040

MINUTES

Mayor Burns 6:30pm Call to order

Present: Mayor Burns, Emily Reed, Lacy Greis, Witt Anderson, Acasia Berry

Absent Excused: Peny Wallace

City Staff: Colleen Coleman, Jayme Bennett

Additions to the Agenda: introduction to new Wasco County Emergency Manager Sheridan McClellan

Corrections to the August 7, 2019 minutes:

Emily Reed inquired on the information to be added to sentence as well as a \$

Lacy Greis: add presenters for the census

(Donahough near bird section and census guy in census section)

Motion to approve August 7, 2019 minutes with corrections:

1st: Lacy Gries

2nd: Witt Anderson

All in 6:36

Wasco County Emergency Manager: Sheridan McClellan has been introducing himself to the communities of Wasco County by attending public meetings. Also, to encourage Everbridge enrollment - Wasco County's citizens alert program. Sept 14th is the community outreach event or The Dalles.

Requests City of Mosier reach out to the school and senior center and ensure they have a generator when the power goes down. Neither have the resources currently. Colleen Coleman and Chief Renault recommended to attend the School Board meeting. Chief is the point of contact for critical infrastructure and emergency management.

Once a week Sheridan McClellan will post an update on the Wasco County Sheriff page. Encourages Council and City staff to reach out for any questions concerns or additional resources needed. Here to also reach out to city council and obtain feedback to improve the information provided. Inquiries into the ability as a city to evacuate the Senior Center. City will reach out to Ann Van Osdol to assist with needs assessment per unit for inventory on vulnerable population.

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City Manager performance review criteria:

Review of existing performance review criteria on file - Mayor suggests calendar year review vs. hire date: (January each year to avoid tracking hire dates). Witt Anderson suggests the Mayor reviews and City Council endorses evaluations that are completed. Framework for goals and objectives, requests for support, and training. SMART: objectives are Specific Measurable Achievable Relevant Timely. Also, to ensure ongoing strengths are nurtured and the review criteria be job description based.

Colleen suggests changing the ordinance and charter to reflect the suggestions from council.

Council suggests we start with an annual work plan January 2020: Set priorities - how do we get there - what do we need - delegate. Quarterly check in. Also, having the review go both ways to ensure council is providing the support they need to, and to ensure they are meeting their goals. Also, that it is important to be aware of when the city staff is at capacity -we need to know when that is - not when it is too late.

Mayor Burns: should we consider office hours that are more conducive to staff requirements, given the size of the building? Staff is arranging for VPN to coordinate schedules allowing for quiet office time. Witt Anderson: 9:00-1:00, three days a week - is this enough for the community? Will the new facility be open full time? Colleen recommends we have a clerk at the entrance for the new Mosier Center so it can be open full time and staff can get their work done in offices.

Mayor: Colleen vacation September 19th - October 4th - take that opportunity to designate acting City Manager in absence of Emergency Authority. Some decision-making authority. Should we have Jayme available to redirect inquiries as needed?

Rock Creek Park security cameras:

State Patrol assisting with cameras - Wasco County coordination to be consistent with theft reports to ensure data is captured. Witt Anderson and Lacy Gries and any other member of the Council that visits the park will coordinate the routine removal of day use fee envelopes to assist the City Staff.

Union Pacific (UP)/ Rock Creek Park restoration: Colleen and UP going to talk soon - no date set -

Crosswalks:

ODOT currently going through lawsuit around pedestrian access, accessibility and right of way - Colleen has concerns around cross walk liability. Crosswalk study requested from city manager to ODOT for the Gateway project. ODOT liability and budget has resulted in reduction of scope of project - Mayor requests ensuring efforts are made to retain tree, Emily Reed requests artwork be included in the design. Second Street is closing near MoCo - throughway traffic closed with removable bollards. Transportation Safety Plan (TSP) calls out for this option- ODOT feels it is dangerous.

Timeline: design 2020 implement 2021

Mosier Center Update (JUF):

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Lacy Gries: gives example of Portland State University: reversal for parking and bike lanes which would facilitate less interference with pedestrians along HWY 30. Energy Trust: Subject Matter Expert meeting for capacity for solar and net zero August 29th at Senior Center – all day.

Mosier Mile (Witt Anderson):

Friends of the Gorge is working on the trail from Discovery Center to the plateau - no connections through the Mosier mile – we met with ODOT about the Old HWY section (Discovery Center to Mt. Olga)- positive indication there is potential for ODOT to allow highway shoulder trail along a portion of Scenic Highway in the Mosier area which may assist connecting the Mosier plateau trail with the Discovery Center trail.

Community member requested bumps to slow the traffic at the one-way bridge and expressed concerns about the safety of the bridge.

Announcements:

October: Happiness Month is coming!

Emily Reed announces her family has had their cars broken into recently.

Ann van Osdol regrettably had to resign from her position at City Council due to health concerns. Ann is Deeply respected in the community, we will miss her perspective, we appreciated her service - she is still actively involved in security and neighborhood watch, so we will continue to work with her.

Adjourn: 8:06

Approved this 18th day of September:

Attest:

Mayor Arlene Burns

Jayne Bennett, City Recorder

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APPLICATION FOR COUNCIL VACANCY

| Applicant Information | |
|------------------------------|------------------------------------|
| Name: | Charlie Cannon |
| Phone Number: | 541-399-1022 |
| Mailing Address: | P.O. Box 573, Mosier, OR 97040 |
| Email Address: | |
| Physical Address of Home: | 209 Riverside St. Mosier, OR 97040 |
| Position Applied For: | City Council Member |

| Declaration of Interest: | |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience: | <p>2011/2012 - Oregon College of Oriental Medicine School Government board member</p> <p>2012-Current – Small Business Owner – Columbia River Acupuncture, locations: Mosier, Hood River</p> |
| Special Skills: | <p>Communication; Comfortable asking questions and engaging questions from community members with an interest in collective community building.</p> <p>Writing/Computer Skills (Word, Excel, Photoshop); able to type and produce materials which are organized and concise which can be used to disseminate information.</p> |

Explain Interest:

Having grown up in the Gorge, I've observed the many changes, growth and seasonal tourism that has ballooned in the last 20 + years. The increased growth has changed and continues to change that which we call home. I am interested in becoming more aware of town dealings so that I may act on behalf of those who choose to call Mosier home and advocate for those citizens whom contribute to our town and reside in our town and outer limits. It is my hope that by better understanding the many issues and ways in which city government operates I can advocate for and vote as of voice of our residents.

In addition, Mosier's current and future water supply, treatment, and distribution is an area of concern I'm very interested in.

Thank you,

Charlie Cannon

The Applicant:

Received by City:

By: Charlie Cannon

By:

Title: LAc (Licensed Acupuncturist)

Title:

Date: 08/23/2019

Date:

Staff Report

Meeting Date: 09/04/19

| | |
|------------------------------|--------------------------------------------------------------------------------------------|
| <u>Staff:</u> | Colleen Coleman, City Manager |
| <u>Agenda Title:</u> | Council Policies |
| <u>Agenda Action:</u> | Need Council Volunteer to Review/Edit/Recommend Document to Adopt |
| <u>Fiscal Impact:</u> | Standard Procedures |
| <u>Staff Recommendation:</u> | Volunteer Council member to Work with City Manager to Prepare Policy Document for Adoption |

The attached Council Policies document was found in the City of Mosier's City Council files by the City Manager last year. It looks to be a standard Council policy document written for generic City Council/City Manager form of government.

The City Manager is requesting Council assistance to review/edit and recommend an appropriate set of policies for the City of Mosier's City Council/City Manager form of government.

City of Mosier Council Policies

Policy I: *City Council Job Description Policy*

Type: Council Process Policy

The job of the council is to represent the citizens and taxpayers and to lead the city by requiring excellent organizational performance. To distinguish the council's own unique job from the jobs of the City Manager and staff, the council will concentrate its efforts on the following:

1. Develop positive strategies to promote input from staff and citizens to focus the entire city around establishing and achieving Community Goals; and
2. Developing written policies which, at the broadest levels, address:
 - a. Council Process Policies: how the council will conceive, carry out and monitor its own work, including the Council Code of Conduct Policy;
 - b. Council/City Manager Relationship Policies: how authority is delegated and its proper use monitored; the City Manager's role and his/her authority and accountability;
 - c. City Manager Accountability Policies: constraints on City Manager authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored; and
 - d. Strategic Direction Policies: what the council intends for the city to achieve.
3. Ensuring City Manager performance by monitoring of the
 - a. Annual Performance Plan,
 - b. City Manager's Accountability Policies, and
 - c. Results of an annual assessment on City Manager performance.
4. Ensuring council performance through monitoring Council Process Policies and Council/City Manager Relationship Policies.
5. Ensuring that the Annual Performance Plan is the focus of organizational performance.

Unless expressly stated otherwise, nothing in this or any other City Council Rule or Policy shall change any collective bargaining agreement, employment contract or "at will" employment of any city employee.

Monitoring Method: Council Self-Assessment

Monitoring Frequency: Annually in January

Policy II: *Code of Conduct Policy*

Type: Council Process Policy

The council commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as council members.

Accordingly:

1. Council members will represent the interests of the citizens of the entire city. This accountability to the whole city supersedes:
 - a. Any conflicting loyalty a member may have to other advocacy or

City of Mosier Council Policies

- interest groups.
 - b. Loyalty based upon membership on other councils or staffs.
 - c. Conflicts based upon the personal interest of any council member.
 - d. Conflicts based upon being a relative of an employee of the city.
 - e. Any other conflicts of interest as outlined by the Oregon Standards and Practices Commission.
2. Council members may not attempt to exercise individual authority over the organization. As such:
 - a. Council member interaction with the City Manager, or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the council, and
 - b. Council member interaction with the public, press or other entities must recognize the same limitation and the inability of any council member to speak for the council except to repeat explicitly stated council decisions. The Mayor may respond to requests for information on issues that have not yet been decided by council. The City Manager may respond to requests for information on issues that have been decided by council.
 3. Council members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the council and/or city, especially those matters discussed in closed session.
 4. Council members shall abide by the current Municipal Charter, the City of Mosier Municipal Code, and the Code of Conduct for council members. Changes or additions to the current Council Code of Conduct require a majority vote of the council.

City of Mosier Council Policies

The City Council shall hold themselves accountable to the following principles and guidelines for Code of Conduct.

Council Member Conduct with One Another

This council is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, each council member has chosen to serve in public office in order to preserve and protect the present and the future of the City of Mosier. This common goal should be acknowledged even as council members may “agree to disagree” on contentious issues.

In Public Meetings

- 1. Practice Civility and Decorum in Discussions and Debate.** Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.
- 2. Honor the Role of the Mayor in Maintaining Order.** It is the responsibility of the Mayor to keep the comments of the council members on track during all meetings. Council members should honor efforts by the Mayor to focus discussion on current agenda items. If there is a disagreement about the agenda or the Mayor’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedures.
- 3. Avoid Personal Comments that Could Offend other Council Members.** If a council member is personally offended by remarks of another council member, the offended council member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other council member to justify or apologize for the language used. The Mayor will maintain control of this discussion. If the Mayor is challenged, the council member acting as process observer shall step in to control the discussion.
- 4. Demonstrate Effective Problem Solving Approaches.** Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

City of Mosier Council Policies

In Private Encounters

5. **Continue Respectful Behavior in Private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
6. **Be Aware of the Insecurity (Non Confidentiality) of Written Notes, Voicemail, and Email.** Technology allows words written or said without much forethought to be distributed wide and far. *Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speakerphone in a full office? What would happen if this Email message were forwarded to others?* Written notes, voicemail messages and email should be treated as potentially “public” communication!
7. **Even Private Conversations can have Public Presence.** Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noticed.
8. **Quick Tips.**
 - a. **Preserve dignity and self-respect.**
 - b. **Listen for the message even if you don’t agree with it.**
 - c. **Respect others as they are.**
 - d. **Express your independent perspective.**
 - e. **Participate intelligently.**
 - f. **Be willing to delegate and let others make decisions.**
 - g. **Lead from the front of the parade.**
 - h. **Control all you should not all you can.**
 - i. **Use few words after much thought rather than many words after little thought.**
 - j. **Seek to create change and overcome the influence of conventional wisdom.**
 - k. **Recognize when you need outside experts.**
 - l. **Recognize the efforts of others.**
 - m. **Continuously pursue excellence**

City of Mosier Council Policies

Council Member Conduct with City Staff

Governance of the City of Mosier relies on the cooperative efforts of all council members, who set policy, and city staff, who implements and administers the council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- 9. Treat all Staff as Professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.
- 10. Direct Administrative and Operational Questions to City Management.** Questions of city staff and/or requests for additional information that may take staff time in excess of fifteen minutes should be directed only to the City Manager or designee. The City Manager should be copied on any request. Materials supplied to a council member regarding pertinent, urgent or important issues that would be of interest to other councilors will be made available to all members of the council so that all have equal access to information.
- 11. When Possible, Keep Communication with City Staff Short, to the Point and at the Best Possible Time.** Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff that are in meetings, on the phone, or engrossed in performing their job functions.
- 12. Never Publicly Criticize an Individual Employee.** Council members should never express concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
- 13. Do Not Get Involved in Administrative Functions.** Council members must not attempt to influence city staff on the hiring process, awarding of contracts, selecting of consultants, or other such administrative functions except when council input is requested by the City Manager.
- 14. Check with City Staff on Correspondence Before Taking Action.** Before sending correspondence, council members should check with the City Manager or Mayor to see if an official city response has already been sent or is in progress.
- 15. Do not Attend Meetings with City Staff Unless Requested by Staff.** Even if the council member does not say anything, the council member's presence implies support, or may show partiality, intimidate staff, and hamper staff's ability to do their job objectively.

Council Member Conduct with the Public

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual council members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

In Public Meetings

- 16. Be Welcoming to Speakers and Treat Them with Care and Gentleness.** Because personal concerns are often the issue of those who come to present to the council, council members should remember that how they treat the speaker will either help them relax or push their emotions to a higher level of intensity.
- 17. Give the Appearance of Active Listening.** It is disconcerting to speakers to have council members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger, or boredom.
- 18. Ask for Clarification, But Avoid Debate and Argument With the Public.** Only the Mayor (and not individual council members) may interrupt a speaker during a presentation. However, a council member may ask the Mayor for a “point of order” if the speaker is off the topic or exhibiting behavior or language the council member finds disturbing.

If speakers become flustered or defensive by council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by council members to members of the public should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council member’s personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing.

- 19. No Personal Attacks of any Kind, Under any Circumstances.** Council members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

In Unofficial Meetings

- 20. Make no Promises on Behalf of the Council or Staff.** It is inappropriate to overtly or implicitly promise council action, or to promise city staff will do something specific (i.e. fix a pothole, replace flowers, fix a leak, etc.)
- 21. Speak with One Voice.** Council members will frequently be asked to explain a council action or to give their opinion about an issue as they meet and talk with

City of Mosier Council Policies

constituents in the community. It is appropriate to give a brief overview of the facts or city policies as they relate to council action. Objectively present the council's collective decision or direction, even when you may not agree. If you feel the need to express your own opinion, state it in terms such as: "I would have preferred "x" but the council wanted "y" so that's what we will be doing." Explaining council decisions, without giving your personal criticism of the council's actions, will serve to strengthen the community's image of the City Council.

22. Make no Personal Comments About Other Council Members. It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other council members, their opinions, and their actions. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by council members. **It is a serious and continuous responsibility.**

23. Public Comment

- a. Citizen and community group sign-up forms will be available at each regular business meeting. At the time on the agenda designated for public comment and during any public hearing, any member of the public desiring to address the Council must first request to be recognized by the Mayor and then state their name and address for the record. The Council may set time limits for comments. The Council may request that groups with like comments choose a spokesperson to present joint remarks.
- b. During public hearings, all public comment must relate to the matter under discussion and addressed to the Mayor.
- c. In general, **Council members will not respond to comments made during the public comment agenda time, except to ask clarifying questions.** Any public requests for Council action will be referred to staff for review before placing on a future agenda.

The Council Principles of Proper Conduct

- Keep promises...
- Be dependable...
- Build a solid reputation...
- Participate and being available...
- Demonstrate patience...
- Show empathy...
- Hold onto ethical principles under stress...
- Listen attentively...
- Study thoroughly...
- Keep integrity intact...
- Overcome discouragement...
- Go above and beyond, time and time again...
- Model a professional manner...
- Respect one another as individuals...
- Respect the validity of different opinions...
- Respect the democratic process...
- Respect the community we serve.

Monitoring Method: Council Self-Assessment

Monitoring Frequency: Annually in January

City of Mosier Council Policies

Policy III: Delegation to the City Manager Policy

Type: Council/City Manager Relationship Policy

The council will instruct the City Manager through written policies that prescribe the city goals to be achieved and describe organizational situations and actions to be avoided. The council will support any reasonable and consistent interpretation of those policies by the City Manager.

Accordingly:

1. Council will develop policies instructing the City Manager to achieve defined goal results. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Strategic Direction Policies.
2. Council will develop policies to let the City Manager know what practices and circumstances to avoid and to establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called City Manager Accountability Policies.
3. As long as the City Manager uses any reasonable and consistent interpretation of the council's Strategic Direction Policies and City Manager Accountability Policies the City Manager is authorized to establish administrative procedures, make all decisions, establish all practices and develop all activities the City Manager deems appropriate to achieve the council's vision, goals, and policy expectations.
4. The council may change its Strategic Direction Policies and/or City Manager Accountability Policies at any time after input from staff and by majority vote of council members, thereby shifting the boundary between council and City Manager domains. By doing so, the council changes the latitude of choice given to the City Manager. However, as long as any council-specified delegation of authority is in place, the council will respect and support any reasonable and consistent interpretation of its policies, even though City Manager choices may not be the choices the council or its members may have made.

Monitoring Method: Council Self-Assessment

Monitoring Frequency: Annually in January

City of Mosier Council Policies

Policy IV: City Manager Accountability Policy

Type: City Manager Accountability Policy

The City Manager shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted business and professional ethics including but not limited to the following:

1. The City Manager shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly the City Manager may not:
 - a. Allow unauthorized personnel access to material amounts of funds.
 - b. Subject facilities or equipment to improper wear and tear or insufficient routine maintenance.
 - c. Unnecessarily expose the city, council, or staff to claims of liability.
 - d. Make any purchase without following the city's current Purchasing Policy, state statute and city code.
 - e. Fail to protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
 - f. Receive, distribute and/or account for funds under controls that are insufficient to meet standard accounting practices and/or to protect the city.
 - g. Invest or hold operating capital in insecure instruments, including uninsured checking accounts or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it does not benefit the city.
 - h. Endanger the city's image or credibility, particularly in ways that would hinder its accomplishment of its mission.
 - i. Fail to timely provide council, staff, contract vendors and the public information necessary to carry on the city's business.
2. The Annual Performance Plan established in City Council Policy VI is an integral part of performance, and the City Manager shall not fail to assure the completion of the Annual Performance Plan.
3. Financial planning in any fiscal year shall not deviate from actual expenditures approved in the Adopted Annual Budget, except for approved budget adjustments, or risk fiscal jeopardy for the city. Accordingly, the City Manager shall not allow budgeting that:
 - a. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions.
 - b. Acquire, encumber or dispose of real property without the council's approval.
4. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Manager shall not cause or allow jeopardy to fiscal integrity or city image. Accordingly the City Manager may not:
 - a. Change his/her own compensation and/or approved benefits.
 - b. Promise or imply benefits that are outside approved benefit policies.
 - c. Promise or imply permanent or guaranteed employment.
 - d. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.

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5. The City Manager shall not permit the council to be uninformed or unsupported in its work. Accordingly, the City Manager shall not:
 - a. Neglect to submit monitoring data, status reports, financial information or other pertinent information required by the council in a timely, accurate, and understandable manner.
 - b. Let the council be unaware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
 - c. Fail to report in a timely manner an actual or anticipated non-compliance with local, state, and federal rules and statutes.
6. Regarding city insurance, employee benefit providers and employee wages, the City Manager shall not:
 - a. Fail to review annually, all benefits providers for cost, and comparative services.
 - b. Fail to do wage research and analysis at least every three years.
7. Regarding City Manager absences from work, the City Manager shall not fail to:
 1. Notify the Mayor in advance if he or she will be out of the office for an entire workday.
 2. Notify the entire council if he or she will be out of the office for two (2) or more workdays.
 3. Follow City of City of Mosier Employee Handbook regarding notification for vacation, sick leave, and personal leave of absence.

Monitoring Method: City Council Monitoring

Frequency: Semi-Annually

City of Mosier Council Policies

Policy V: Staff Treatment Policy

Type: City Manager Accountability Policy

With respect to treatment of paid and volunteer staff, the City Manager shall not knowingly cause or knowingly allow conditions, procedures, actions or decisions which are unlawful, unethical, unsafe, disrespectful, undignified, immoral, disreputable, disruptive of city operations, or in violation of council policy.

Accordingly, the City Manager shall:

1. Develop procedures for reasonable background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers;
2. Operate with written personnel and administrative policies which:
 - a. Clarify personnel rules and procedures for staff.
 - b. Provide for effective handling of grievances.
 - c. Include adequate job descriptions for all staff positions.
 - d. Include salary and compensation plans that comply with state law.
 - e. Include an effective personnel performance evaluation system.
 - f. Establish procedures for reductions in workforce.
 - g. Protect against sexual harassment.
 - h. Protect against racial, religious, gender, age, disability and ethnic bias or discrimination or any known legal infraction against a protected groups(s).
 - i. Provide for a workplace that is free from illegal drugs; misuse of legal drugs; and alcohol.
3. Protect confidential information;
4. Provide for open communication and the sharing of ideas; and
5. Provide staff with an opportunity to become familiar with the provisions of this policy.

Monitoring Method: City Council Monitoring

Frequency: Semi-Annually

City of Mosier Council Policies

Policy VI: Monitoring City Performance Policy

Type: Council/Manager Relationship Policy

While the council is encouraged to communicate with staff, the council's connection to the city's daily operations, its achievements, and conduct will be through the City Manager.

1. The City Manager is the council's only link to operational achievement and conduct, so that all authority and accountability of employees, as far as the council is concerned, is considered the authority and accountability of the City Manager. Accordingly:
 - a. The council will not give instructions to persons who report directly or indirectly to the City Manager.
 - b. The council will not evaluate the performance of any employee other than the City Manager.
 - c. The council will review City Manager performance semi-annually. Systematic and rigorous monitoring of, and feedback on, City Manager job performance will use the expected progress of the Annual Performance Plan and compliance with the boundaries specified in City Manager Accountabilities Policies. The council will acquire monitoring data by one or more of three methods:
 - By internal report, in which the City Manager discloses compliance information to the council.
 - By external report, in which an external, disinterested third party selected by the council assesses compliance with city policy.
 - By direct council member inspection, in which the member assesses compliance with the appropriate policy criteria.
2. All policies that set boundaries for the City Manager will be monitored at a frequency and by a method recommended and approved by the council. The council can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

MANAGER EVALUATION

1. Criteria. The standards, criteria, and policy directives used in the evaluation of the Manager will be adopted at a regular Council meeting in accordance with state law.
2. Process.
 - a. The Manager will prepare a written assessment identifying major accomplishments.
 - b. Council members may make written comments in response to the Manager assessment.
 - c. At evaluation sessions, Council summary comments and individual Council member comments will be made. The Manager will have an opportunity to respond to all comments. The effect of the evaluation on the Manager's employment contract will be discussed. Sufficient time will be allotted for the evaluation discussion with the Manager.
 - d. Contract. The City Attorney will prepare any employment contract amendments to the Manager's contract. Contracts normally will be approved as a consent agenda item at the next regular Council meeting.

City of Mosier Council Policies

Policy VII Annual Work Plan Policy Type: Strategic Direction Policy

The City Council has established broad goals that will serve the city for many years as part of the city's overall strategic direction. It will be the responsibility of the City Manager to produce an Annual Work Plan for council review and approval. The Annual Work Plan will demonstrate through Objectives and Action Plans what the city intends to accomplish in the coming year in support of city goals and budget priorities. Accordingly:

1. Each year within the budget timeline, the City Manager will present the city's Annual Work Plan to the council.
2. Each year in April the council will adopt the city's Annual Work Plan as is or with recommended changes or additions. If there are additions, both council and staff must agree that the overall plan is doable in a one-year period of time or modify the plan until such agreement is reached.
3. The Annual Work Plan will be presented in a table showing:
 - a. **Objectives** that will be accomplished in the coming year to support city goals.
 - b. The city **Goal** that the Objective supports.
 - c. The **Responsible Person** for Objective achievement.
 - d. The **Target Date for Objective Completion**
4. The Objectives in the Annual Work Plan should state specifically what will be accomplished in one year.
5. Moving Objective achievement to a new year shall occur only if the council agrees by majority vote, after reviewing supporting argument for the move, that unforeseen circumstances warrant delaying Objective achievement.
6. If the council determines it is in the best interest of the city to add an Objective to the Annual Work Plan any time other than at the April council meeting, the council, working with the City Manager, shall determine which of the existing Objectives shall be moved to next year's Annual Performance Plan to allow adequate time and other resources for the new Objective.
7. Success or failure in the achievement of the Objectives in the Annual Work Plan shall be considered the success or failure of the City Manager's performance and will be considered as one part of the City Manager's annual review.
8. The City Manager will be responsible for all Objective achievement either by his/her own effort or through the efforts of the management team.

Monitoring Method: City Council

Monitoring Frequency: Semi-Annually

Staff Report

Meeting Date: 09/04/19

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| <u>Staff:</u> | Colleen Coleman, City Manager |
| <u>Agenda Title:</u> | Staffing Plan – City Mgr. Vacation 09/19/19 - 10/4/19 |
| <u>Agenda Action:</u> | Allocate Public Response to Key Technical Discipline |
| <u>Fiscal Impact:</u> | Standard Procedures per Staff Discipline |
| <u>Staff Recommendation:</u> | City Recorder to communicate key staff contact information for related inquire |

City Operations During City Manager Vacation

1. Communications and Capital Projects –

- Colleen will provide an automatic email reply and voicemail that lets citizens and associates know she is on vacation and will return to work October 7th.
- Reply will include appropriate contact information for City Recorder, City Water Operator, City Planner, City Engineer and Fire Chief.
- Message will recommend that if this is an emergency please call 911.
- There are no project meetings or special public meetings scheduled during her absence.

2. Emergency Response Plan –

- City staff have all read the city's emergency response plan and have full understanding of the appropriate communications and operations protocols.
- We also have a coordinated phone/text warning system for emergencies.
- First responders include Andy Wells, John Grim, Jon Carter (telemetry), Philip Merrill (DRC) and me. While I'm on vacation, Councilor Anderson has volunteered to be on call as a back-up first responder.
- Colleen will have a computer with her and international phone service for assistance with trouble shooting, should there be a need.

3. Finance / City Hall Operations – Jayme Bennett (primary contact)

- Jayme Bennett, Finance Officer (Interim City Manager) will focus on Water Billing/AR/AP and Audit Adjustments (if there's time), leaving room for public inquiry.
- Depending on the subject, she'll provide contact information as appropriate for water operator/public works officer, city planner, city engineer, fire chief, Councilor Anderson and Mayor Burns (business cards available in the office).
- Jayme's work schedule: M – F, 9am to 5pm

4. Public Works / Water Operations – Andy Wells (primary contact)

- Andy Wells will focus on water operations, repair and maintenance with assistance from Philip Merrill and John Grim if needed. Next meeting he'll also provide Council with a list of public works projects underway for streets, cemetery and parks maintenance and ask for input on current public works requests.
- Andy's work schedule: M-F, 7am to 1pm

5. Professional Staff – John Grim, City Engineer (primary contact)

- John will be sure all planning and engineering projects are moving forward on schedule.

6. Project Status – City Manager Report

- Sept 18th Council Meeting, City Manager will provide Council with an update on all housing and development starts, as well as USDA Water Project, Mosier Center, Rock Creek Site Restoration, Mosier Hub and West Gateway Projects.