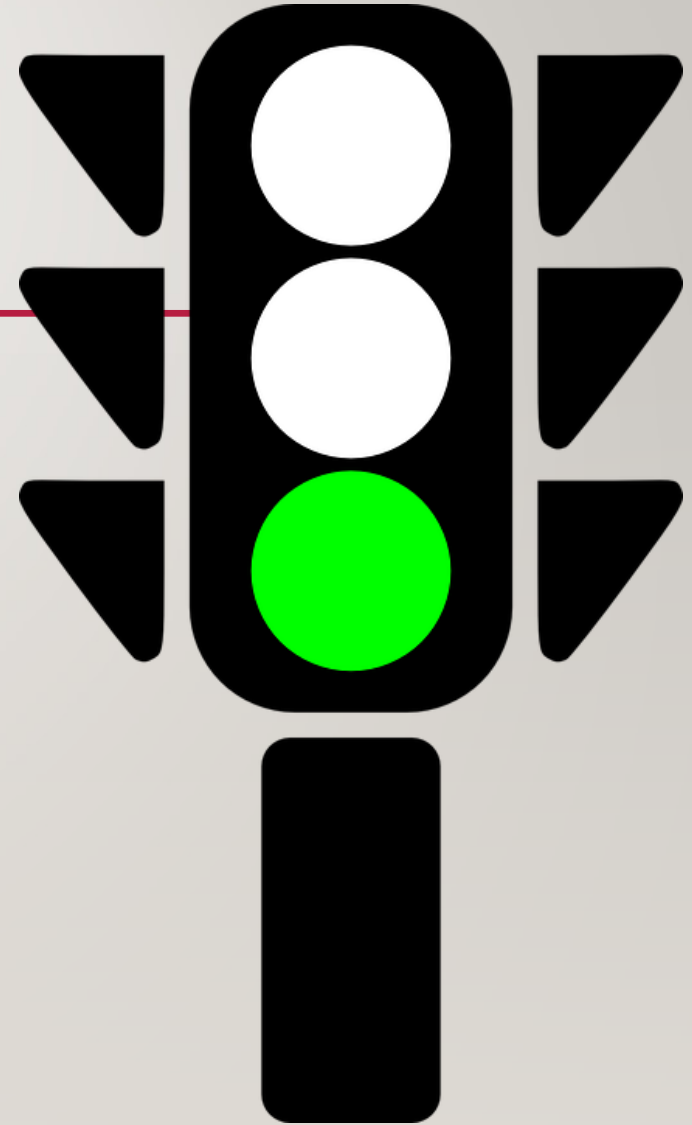

**Welcome to the
Transportation Committee
& the City Team!**



WHAT WE WILL COVER

Overview of City Government & Committee

Public Meeting Law

Oregon Ethics Law & Fraud Policy

Non-Discrimination / Non-Harassment

Code of Conduct



City of Florence
A City in Motion

City of Florence Committee & Commission Policy Manual

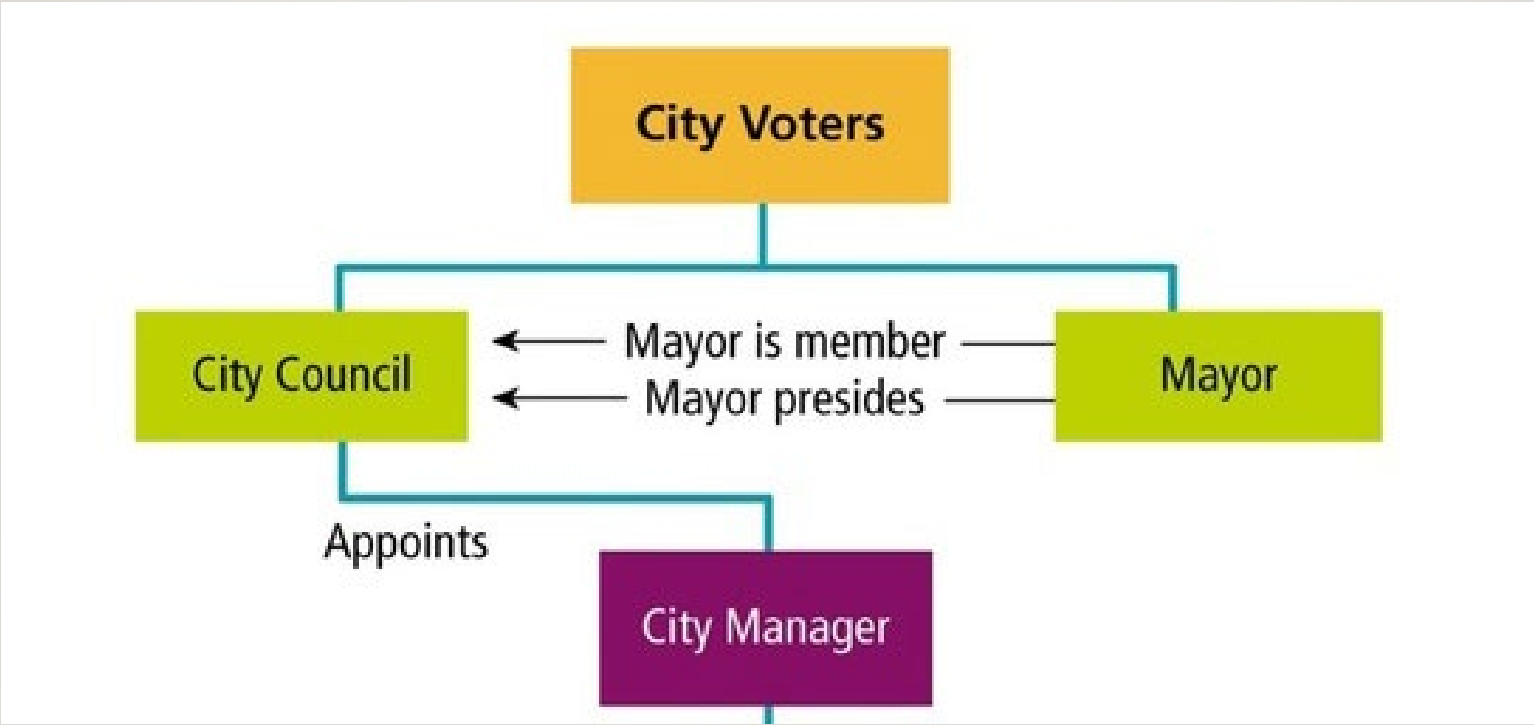
Adopted November 5, 2018
Resolution No. 21 Series 2018
Exhibit A

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STRUCTURE OF CITY GOVERNMENT

- Florence Operates Under a Council – Manager form of government



OVERVIEW OF CITY GOVERNMENT

- Form of government functions similar to a publicly traded corporation.



In a corporation...

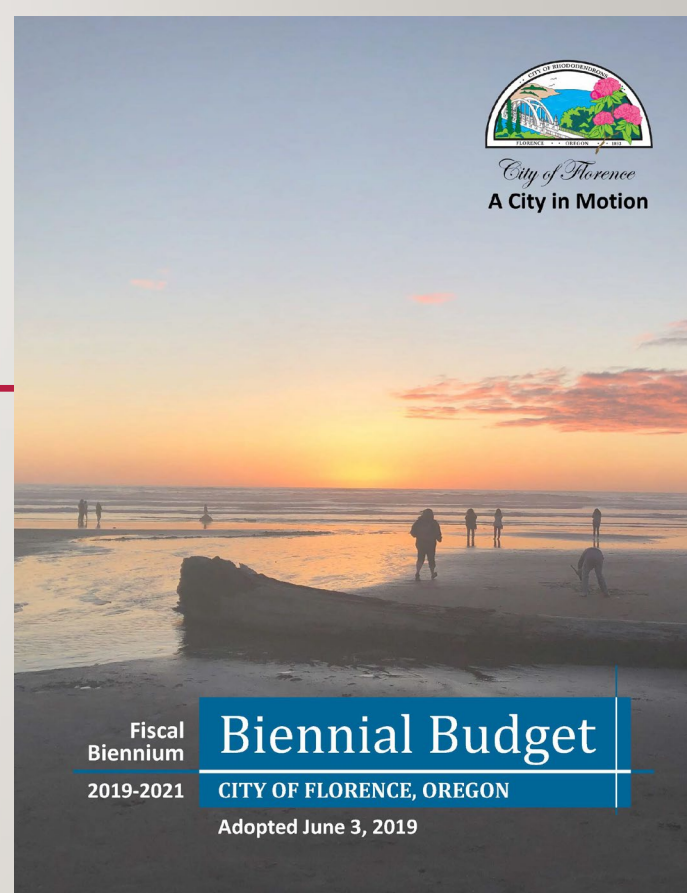
- The Board of Directors (City Council) appoints a CEO (City Manager) and
- Makes major decisions and wields representative power on behalf of the shareholders (citizens)

ROLE OF CITY COUNCIL

- The City Council is the governing body of the City of Florence.
- Responsible for establishing policy and overall vision
 - Responsible for passing of...
 - laws,
 - fees,
 - policies,
 - budget
 - Responsible for the appointment & supervision of the City Manager and Municipal Court Judge Positions



City of Florence
A City in Motion

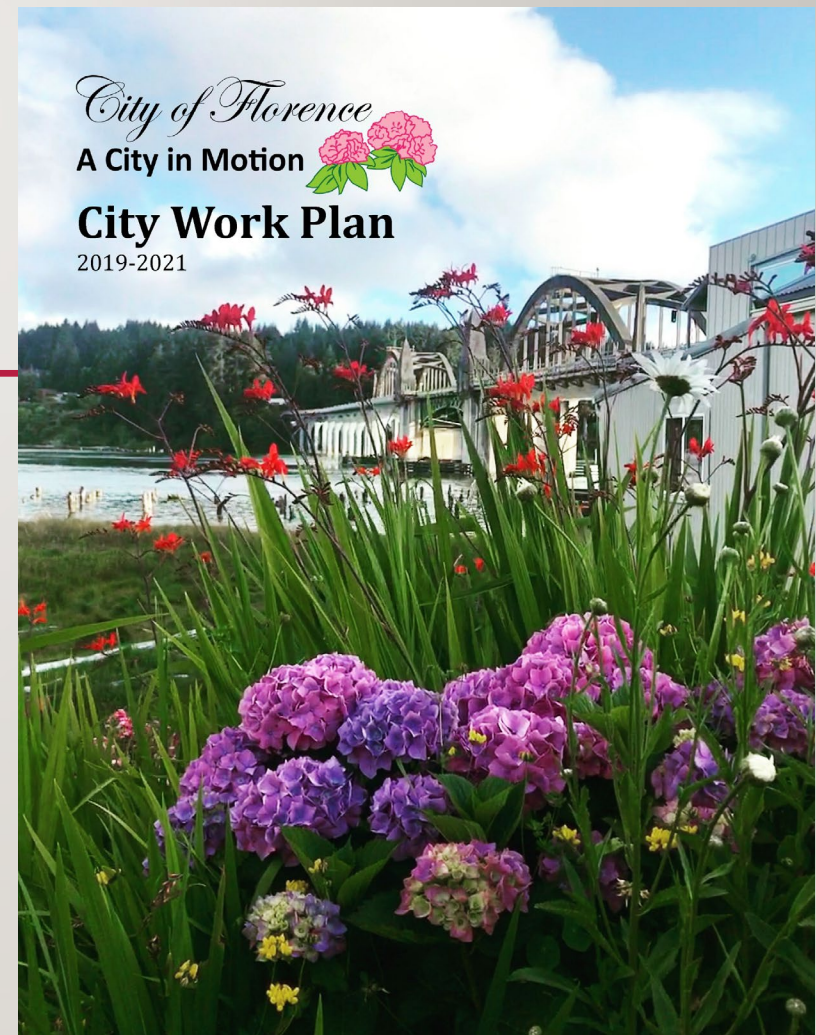


ROLE OF THE MAYOR

- Mayor has no additional executive functions aside from their position on the Council. (*Some do but ours does not*)
 - The role provides for the facilitation of the Council by...
 - presiding over Council deliberations & preserving order,
 - determining order of business,
 - appointing positions to commissions & committees, and
 - performing ceremonial functions.

ROLE OF CITY MANAGER

- City Manager - Administrative head of the government.
 - Responsible for enforcement of ordinances (laws),
 - Appointing & removing City employees,
 - Acts as purchasing agent
 - Supervises all City departments

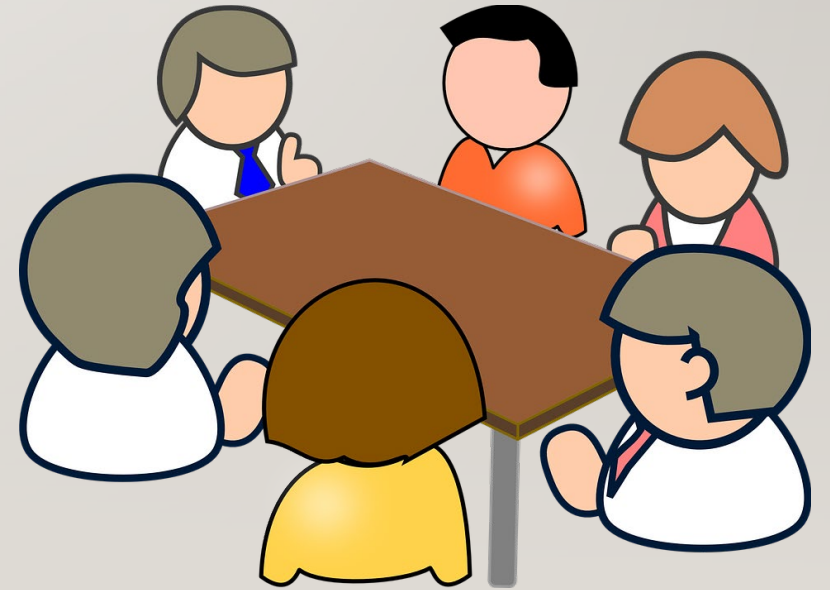


CITY'S COMMITTEES & COMMISSIONS

- City Committees & Commissions Report to the City Council
 - Planning Commission (PC)
 - Budget Committee (BC)
 - Community & Economic Development Committee (CEDC)
 - Environmental Management Advisory Committee (EMAC)
 - Public Arts Committee (PAC)
 - Transportation Committee (TC)

Roles:

1. Advise the Council (*Policy*)
2. Provide volunteer work (*Administrative*)



TRANSPORTATION COMMITTEE MEMBERSHIP *(TITLE 2 CHAPTER 6)*



- Membership = 5-11 voting members
 - Residency Requirement – Majority live in City limits
 - Voting Member Representation
 - At least one representative from the following interests – Traffic & vehicular safety; Bike & Pedestrian Infrastructure; Public and/or Private Transit Opportunities; Air and/or Rail Transportation
 - Citizens at large (grant writing / administration; public contracting / construction)
 - Ex-Officio Membership
 - One City Councilor – Woody Woodbury
 - One City Staff Member – Sarah Moehrke
 - One Rep. of the Community & Economic Development Committee – TBD
 - One Rep. from each involved State, Federal, Tribal, or Transit Agency or each City-funded transit organization
 - Josh Haring – River Cities Taxi; John Ahlen – LTD; Kelly Clarke – LCOG
 - Currently – TC has 10 voting members, and opportunity for an additional 6+ Ex-Officios

ROLE OF COMMITTEE

- Advise the Council & implement provisions of Goals / Work Plan concerning development of City's transportation system
 - Traffic & Vehicular
 - Bike & Pedestrian
 - Public & Private Transit
 - Air & Rail



SUB-COMMITTEE OPPORTUNITY

- Committees encouraged to form subcommittees if useful to complete Committee's work plan. - Valuable tool to getting work done
- Role of Subcommittees:
 1. Perform volunteer work by assisting in administrative tasks normally performed by staff
 2. Research future decisions to come before the Committee

MEETINGS HELD



- Recurring Date / Time to be set
 - Dates / Times can be adjusted depending on schedules
 - Committee may meet more / less often depending on work load
 - General city policy - not to meet more than 1x per month
- Note: Standard meeting date/time established and meetings set in advance to allow public notification

QUORUM

- A quorum of members is required to hold a meeting
 - Quorum = Majority of members of a committee (i.e. 6)
- If do not have 6 (or more) members for a meeting within 15 minutes of scheduled start time, then meeting can't take place



COMMITTEE EXPECTATIONS



- Read & Study Meeting Materials & Attend Meetings
- If you have **to miss a meeting** –
 - Must notify Chair, Vice-Chair, & Staff Rep. *ASAP (Ensure Quorum)*
 - Must make up meeting by...
 - Requesting Digital Recording from Staff Rep.
 - Meeting with Chair *(person/phone/email)* to determine results & work allocations for next meeting

** Chairperson responsible for tracking absences in conjunction with Staff Representative

EXCESSIVE LACK OF ATTENDANCE



- Absence from 3 consecutive meetings without an excuse
(as approved by Chair)

And / Or

- Absence from 5 or more meetings over service year

ATTENDANCE POLICY



- Implementation
 - Chairperson & staff representative report instances of excessive lack of attendance to City Recorder;
 - City Recorder...
 - Notifies committee member & Mayor of excessive lack of attendance, then...
 - Deems the position vacant and notes the position on the next recruitment cycle.

WORKING WITH THE MEDIA & THE PUBLIC

- Media / Public Outreach Comments:
 - Committee Chair appointed representative for Committee (*or Vice-Chair if Chair is unavailable*)
 - May only state...
 - the official position of the committee as approved by the majority, and/or
 - Overview / history of what has been discussed / reviewed
 - NO Personal Opinions – without disclaimer (*see upcoming slide*)
 - Individual committee members (*other than Chairperson*) **may not** represent committee before any other committee, outside agency, media, the general public, or City Council – unless authorized by Committee in committee meeting

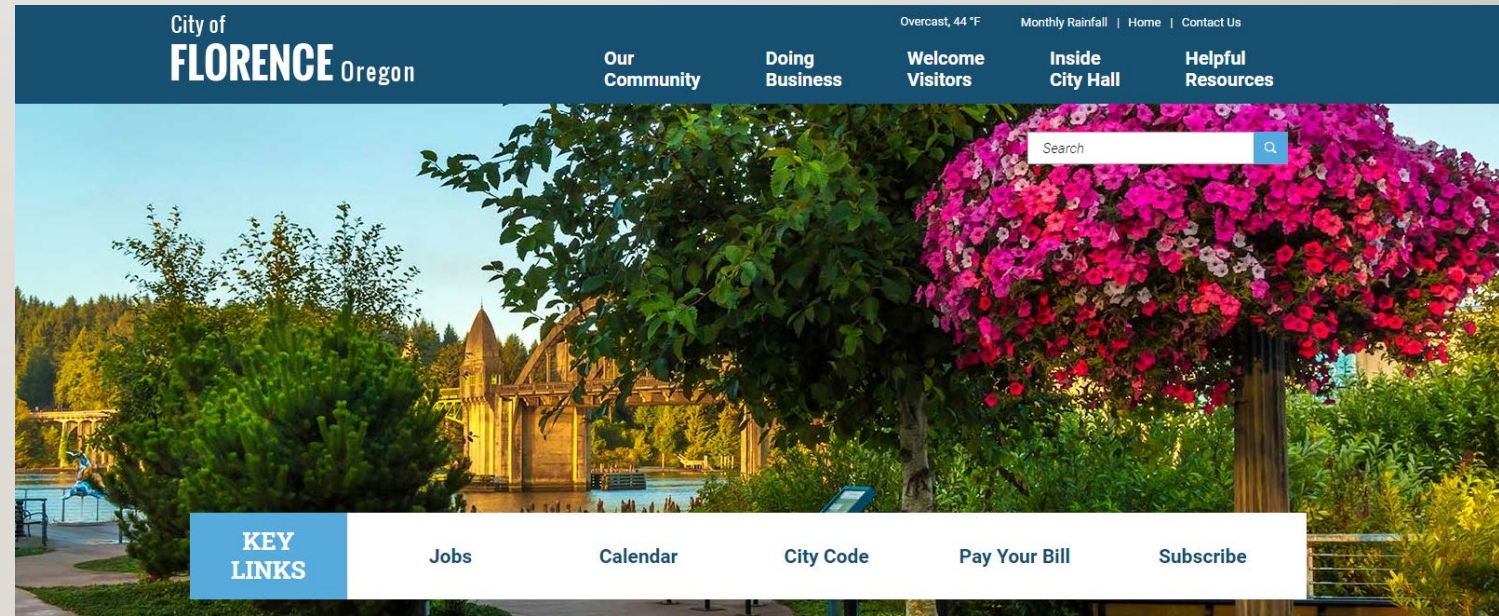
WHAT ABOUT OFFICIAL OUTREACH?

- Official City Outreach –

May be drafted by Committee, but must be submitted through Staff Representative and the City's Public Information Officer

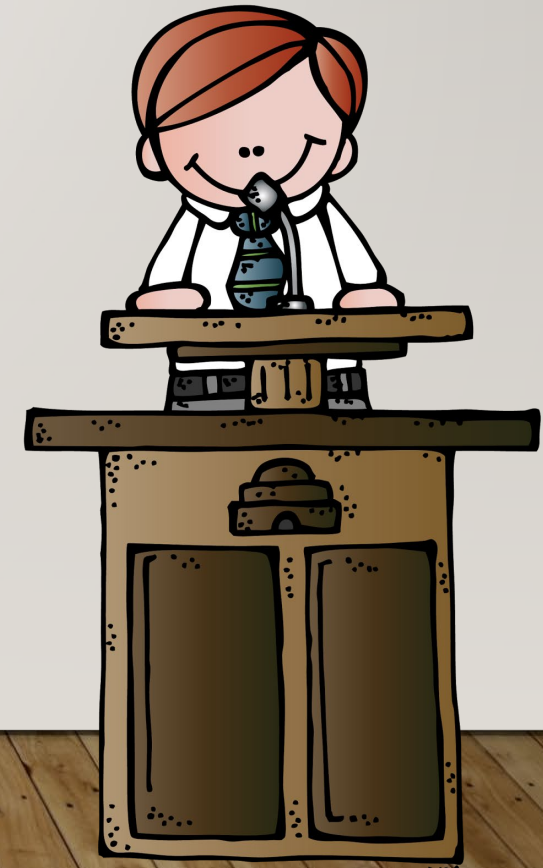
- Examples:

- Public Service Announcements,
- Brochures / Marketing Materials,
- Website Updates,
- Social Media Posts,
- Presentation Slides,



PERSONAL OPINIONS

- You have a right to testify / state your opinion as a citizen at meetings / to the media.
- **Need to specify:**
“I am a member of the Transportation Committee, but today I am speaking as a private individual”
 - Do so at the beginning of your comments, **prior** to anything else being said.
- Courtesy: Tell the Chair / Staff Ex-Officio in advance
- Consider: How your role as a Committee Member will be perceived.
i.e. Comment respectfully.



ROLE OF CHAIRPERSON & VICE-CHAIRPERSON

- Established first meeting in February
- Chair presides over meeting
 - Responsible for making sure meeting proceeds in a fashion conducive to rational decision making
 - Sets tone for meeting, keeps discussions on track, encourages fairness, moderates and contributes to discussions



ROLE OF CHAIR - IN A MEETING

- Chair will...
 - Open the meeting & lead role call
 - Moderate discussion
 - Ask speakers (if any) to identify themselves
 - Lead deliberations
 - Summarize the issues, Ask for input from agency as a whole, make sure motions are understandable before full vote is taken, encourage the meeting to move in a timely manner
 - Official signature on decisions



ROLE OF CHAIR – OUTSIDE OF A MEETING

- Approves agenda prior to distribution
- Works with Council Ex-Officio to keep Council and the Committee informed of relevant City or committee information
 - Coordinates all reports to Council (Monthly Report, Work Plan etc.)
- Approves Committee member absences and meets with absent members to assist them in making up their absence



CHAIRPERSON TERM LIMITS & SUCCESSION PLAN

- Chairperson shall serve for a period not to exceed two-consecutive years (*starting 2.1.19*)
- Vice-Chairperson Role:
 - Fulfill the role of Chair when Chair is unavailable
 - Expectation – Vice-Chair will be next party in succession to the role of Chairperson & will fulfill position during a vacancy or when the Chair has reached their term limit
 - Transition in leadership – Vice-Chair should be involved in all correspondence / work of Chair

EX-OFFICIO MEMBERS

- Appointed members of Committee. Sit with Committee and participates in discussions, but do not vote.
- TC Ex-Officio Members & Responsibilities:
 - City Council Ex-Officio: Communication between Committee & Council – Joint Obligation with Chair to keep Council & Committee informed.
 - Staff Ex-Officio: Communication concerning laws & administrative processes that may affect proposed policy and operational recommendations
 - Other Ex-Officio Members:
 - Opportunity for ex-officio members from each Related Transportation Agency
 - Opportunity for members of TC to serve as Ex-Officio to Community & Economic Development Committee

RELATIONSHIP BETWEEN COMMITTEE & STAFF

City Staff **do not** report to committee

- Each Committee Assigned 1-2 staff:
 - Ex-Officio Member
 - Staff Representative
 - *Responsible for Clerical Assistance for Meeting / Coordination*
- Staff work above required to be in annual committee work plan
- Requests for items not in approved work plan that exceed 15 min. of staff time made in writing to applicable department director



GOALS & WORK PLANS

General Commission & Committee Yearly Schedule

Approximate Date(s)	Action
February <i>(1st Committee meeting of service year)</i>	<ul style="list-style-type: none">• Welcome new members• Appoint Chairperson / Vice-Chairperson / Secretary (optional)
Spring	<ul style="list-style-type: none">• Review Council goals & work plan• Begin creation of committee work plan & prior year activities report
Spring	<ul style="list-style-type: none">• Committee approval of proposed work plan & prior year activities report• Committee work plan & prior year activities report submitted to City Manager & City Council for approval
Fall	<ul style="list-style-type: none">• Work session with City Council to:<ul style="list-style-type: none">• Review work performed thus far• Receive committee recommendations for overall City work plan & budget

CURRENT COMMITTEE WORK PLAN

- Transportation System Plan
 - Grant Application > if successful > Completion of Plan
- Public Transportation
 - Promotion (Rhody Express, Florence-Yachats Connector, Florence-Eugene, Florence-Coos Bay)
- Florence Municipal Airport
 - Marketing, Grants, Master Plan, Hangar Lease
- Old Town Parking
 - Research bike share, other communities, etc.

CITY OF FLORENCE TRANSPORTATION COMMITTEE

Recommendation to the City Council to Approve the 2019-2020 Transportation Committee Work Plan

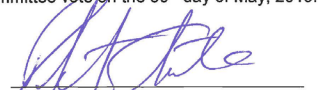
1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Transportation Committee has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE TRANSPORTATION COMMITTEE RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Transportation Committee Work Plan, Exhibit A.

COMMITTEE APPROVAL:

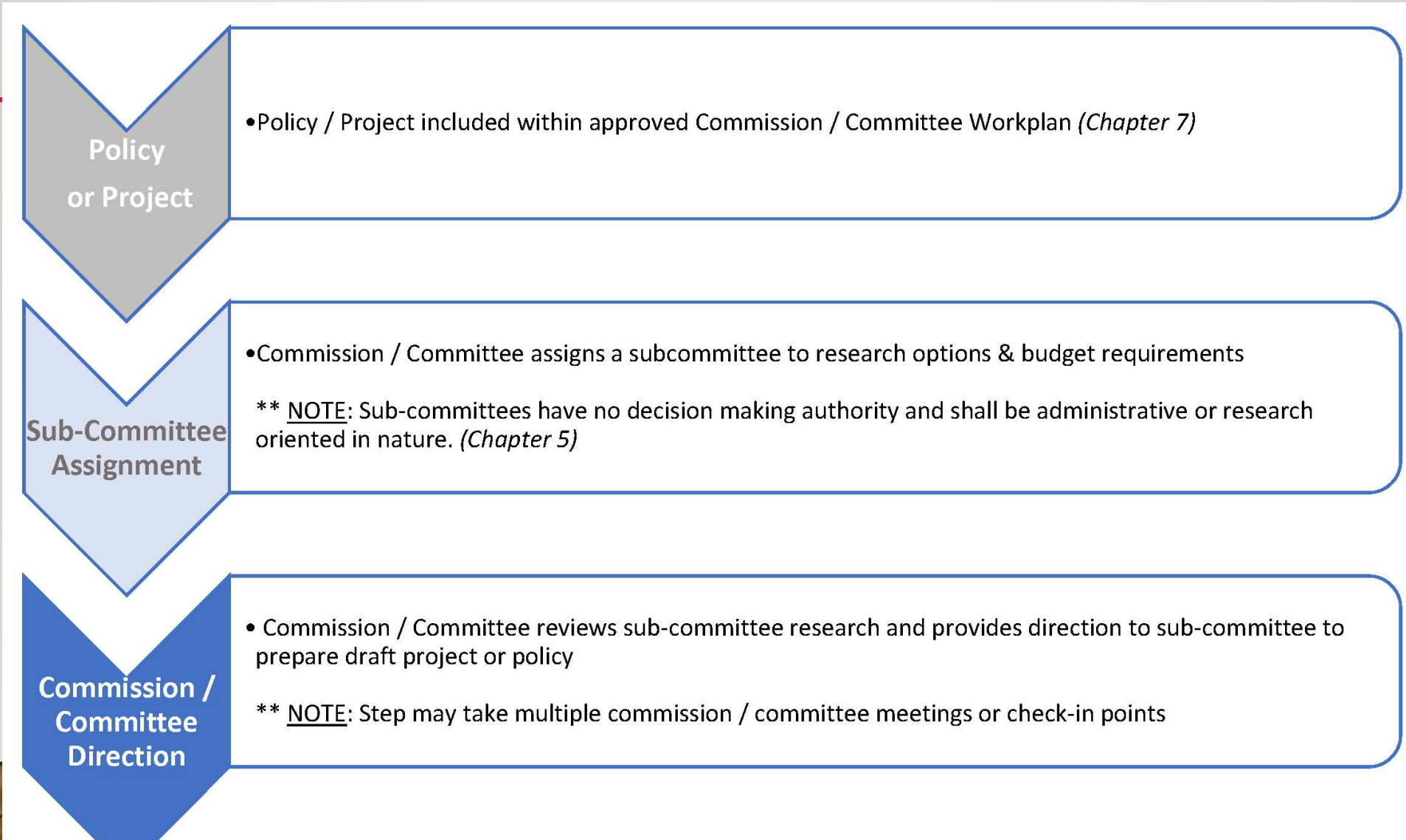
This Recommendation is passed by Transportation Committee vote on the 30th day of May, 2019.


Robert Steele
Transportation Committee Chairperson

REPORTS & RECOMMENDATIONS TO COUNCIL

- With exception of work plan & annual work session – All reports & recommendations presented to Council **shall** be documented in the approved work plan
- Presented to Council by Committee Chair or Authorized Committee Representative
- Reports shall include:
 - Clear recommendation,
 - Reason for the recommendation,
 - The facts on which it is based,
 - Points of disagreement with the committee, and
 - Any minority recommendation (if any)

GENERAL COMMISSION / COMMITTEE PROCESS TREE



GENERAL COMMISSION / COMMITTEE PROCESS TREE

Subcommittee Work

- Sub-committee prepares:
 - Memorandum summarizing committee recommendation
 - Draft policy and/or other additional materials necessary for consideration *(if applicable)*

Proposal Review

- Commission / Committee reviews memorandum and associated materials
- Commission/ Committee makes decision by committee vote, and
 - Project gets implemented, or
 - Submits memorandum and associated materials for Council consideration

Council Policy Consideration

- Receives commission / committee recommendation at City Council Work Session or Regular Meeting
- City Council makes determination to...
 - Proceed toward adoption of recommendation,
 - Direct Commission / Committee to make changes to proposed policy, or
 - Not move forward with recommendation and direct commission / committee to no longer proceed

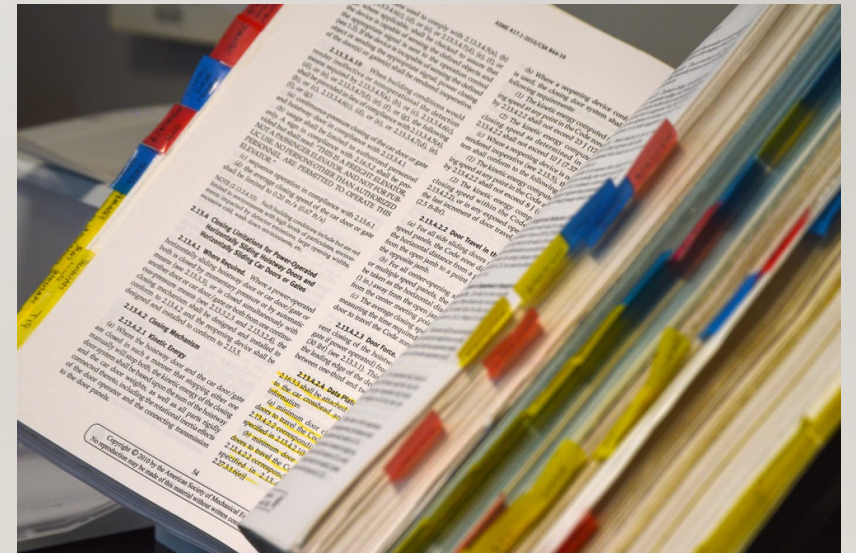
MONTHLY COMMITTEE REPORT

- Responsibility of Chairperson to coordinate with their committee to complete monthly committee report to Council.
- These reports are concise, accurate reports of...
 - issues before the committee,
 - work completed by the committee, and
 - action at the committee level during the prior month.
- Reports are due to City Recorder by 5pm on the First Friday of every month (for month prior)

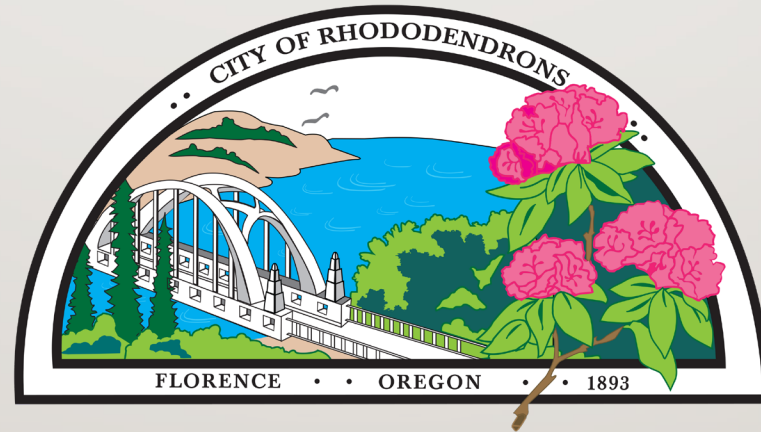
AGENDA ITEM SUMMARY		ITEM NO:	
FLORENCE CITY COUNCIL		Meeting Date:	November 18, 2019
		Department:	All
ITEM TITLE:		Commission, Committee & Volunteers Report – October 2019	
DISCUSSION/ISSUE:			
Airport Volunteers			
<u>Department:</u> Public Works		<u>Staff:</u> Mike Miller – Public Works Director	
15 volunteers from the Airport Volunteer Group provided 248 hours of labor greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office.			
Audit Ad-Hoc Committee			
<u>Department:</u> Finance		<u>Staff:</u> TBD	
No report.			
Budget Committee			
<u>Department:</u> Finance		<u>Chairperson:</u> TBD	
No report.			
Community & Economic Development Committee			
<u>Department:</u> Administration		<u>Chairperson:</u> Robbie Wright	
The CEDC has been busy with many sub-committee meetings, including Economic Development and Housing. Updates from both will be provided at the next full committee meeting. Sadly, we've had two CEDC members resign from the committee in order to dedicate more time to a personal economic development project. While we're sad to lose their expertise and passion on the committee, we're equally excited about the possibilities of the project they're working on.			
Environmental Management Advisory Committee (EMAC)			
<u>Department:</u> Planning		<u>Chair:</u> Maureen Miltenberger	
No Report.			
Florence Events Center Volunteers / Friends of the FEC			
<u>Department:</u> Florence Events Center		<u>President:</u> Kirk Mlinek	
No Report.			

OTHER ITEMS INCLUDED IN MANUAL

- Process for Appointments, vacancies, resignation procedures, removal, etc.
- Public Meetings Requirements
- Agendas & Meeting Procedures
- Ethics & Accountability



QUESTIONS ABOUT ROLE IN CITY GOVERNMENT



City of Florence
A City in Motion

PUBLIC MEETINGS LAW

- Regulated by State of Oregon – Department of Justice
 - From ORS 192
 - Attorney General's Public Meetings and Open Records Manual

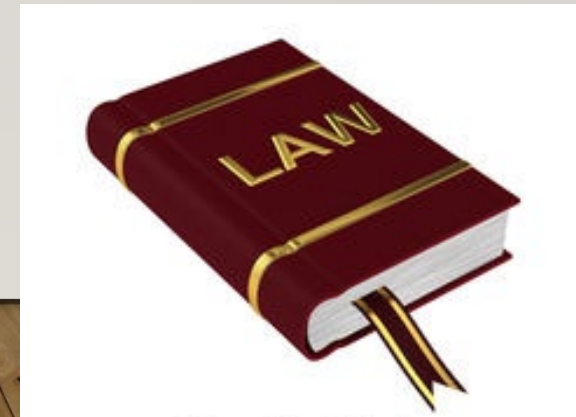


WHO MUST FOLLOW?

- The City governing body (*City Council*) and
- Any committee or sub-group tasked with making decisions or deliberating toward a decision on any matter
 - Aka the Transportation Committee

WHAT IS THE LAW?

- ORS 192.620:“The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly.”
- ‘A quorum of a governing body may not meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690”
- Note: Public Participation does not always mean public conversation



WHAT IS A MEETING?

- Any instance where a quorum (6 or more) members are discussing / deliberating toward a decision:
- This includes:
 - Standard meetings where a quorum is present
 - Electronic meetings (Emails, IMs, Texts, Social Media)
 - Serial Discussions
- Does NOT include Social Gatherings:
If possible, staff publishes agenda noting the social nature of event

PROCEDURAL REQUIREMENTS FOR MEETINGS

- **Public Notice at least 24 hours in advance** (*Agenda*)
- **Space, Location, Accessibility and Attendance**
(*Meeting location must be accessible to all public*)
- **Voting** (*Decisions must be made and recorded*)
- **Records** (*Digital Recording / Minutes, Public Records Law*)

PRACTICAL TIPS

- Avoid replying to emails when City business information is shared
 - To request agenda item ask Chairperson to add to future agenda
- Avoid conversations (*in person or via email*) between committee members where the views of fellow members are shared
- Avoid sharing opinions on items the TC would need to vote on

PUBLIC RECORDS



Public
Records

- What is a public record?
 - Any document that contains public business information that is prepared, owned, used or retained by a public body regardless of physical form or characteristics
 - All items before TC are public records
 - Emails, formal letters, photos, handwritten napkin drawings, etc.
 - Must be available to the public
 - Records used for decision deliberation (i.e. distributed at meeting)
= Permanent Retention

OKAY – SO HOW DOES THE CITY COMPLY WITH THESE LAWS?

- Agendas & Meeting Materials are prepared in advance
 - Posted Online and at City Hall
 - Distributed to all interested parties
- Public Hearing notices published as required by state law
- Public records for body retained according to records law, including...
 - Agenda
 - Meeting Materials
 - Items Distributed at Meeting
 - Digital Recording / Minutes

AGENDA PREPARATION

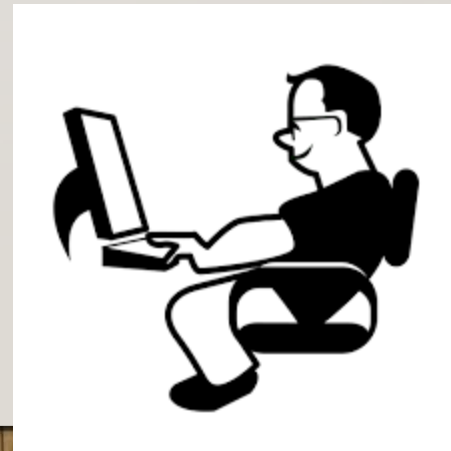
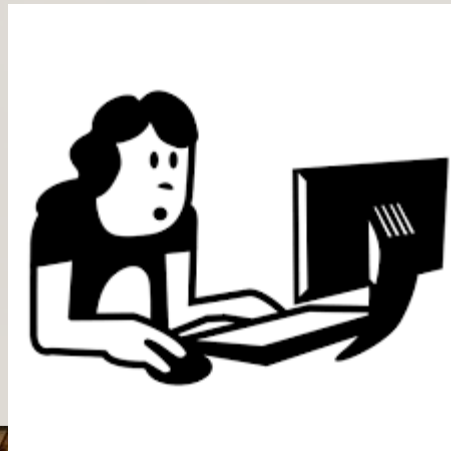
- Agenda prepared by staff representative & approved by Chairperson
- If you would like to request something on the agenda:
 - Notify chairperson – who will determine best timeline for discussion
- Can always bring things up at end of meeting for further discussion later on
- All items (*pertinent to body*) can be discussed at meeting, all decisions need to be specified on agenda
- The Point: To allow the public enough information to understand what the agency will discuss and decide whether or not to attend the meeting

PREPARING FOR THE MEETING

- **Agenda & Meeting materials distributed to Committee:**
 - At least 3 days prior to the meeting (*Monday prior to Thursday*)
- **If Possible:**
 - If you have questions about information provided, ask Staff prior to the meeting.
 - This allows staff to address thoughts in advance, and relay information to all commission members at the meeting.
 - Saves everyone time!

WHAT ABOUT SUBCOMMITTEES?

- Role of Subcommittees:
 1. Perform volunteer work by assisting in administrative tasks that would alternatively not be completed or be performed by staff
 2. Research future decisions to come before the Committee



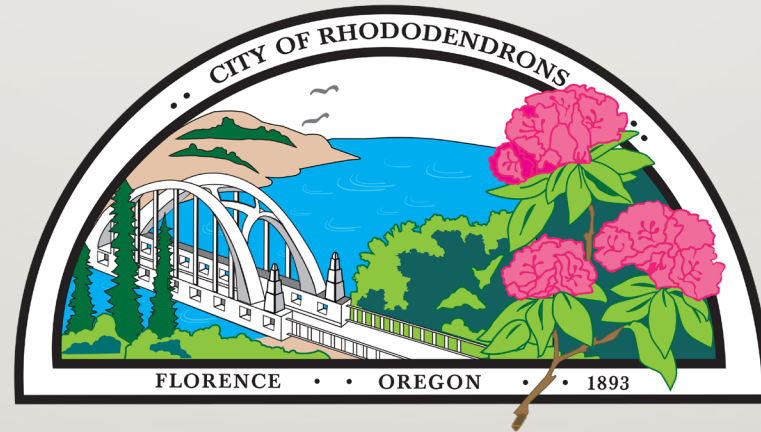
SUB-COMMITTEE RULES

- Not made up of a quorum of voting members (i.e. 5 or less)
- Tasks of subcommittee must be administrative in nature
(i.e. something staff would have the authority to do or providing input to staff)
 - Examples include:
 - Researching alternatives to a potential action and putting together a packet of information for the Committee to review,
 - Putting together a brochure, website or marketing materials for staff to publish,
 - Planning for and staffing an event / booth,
- Subcommittees may NOT provide recommendations to the Committee without holding a public meeting to come to their recommendation (i.e. deliberate).

SUB-COMMITTEE AUTHORITY

- Actions of sub-committee must be approved by TC as a whole
- OR
- Authority must be given to subcommittee by TC action at a publicly held meeting prior to action taking place

QUESTIONS ON PUBLIC MEETINGS LAW?



City of Florence
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OREGON GOVERNMENT ETHICS LAW

- ORS Chapter 244
- Oregon Government Ethics Commission
 - 503-378-5105
 - www.Oregon.gov/ogec



WILL COVER RULES FOR:

- Public Officials
- Prohibited use of office
- Gifts
- Conflicts of interest
- Violations & Sanctions



AM I A PUBLIC OFFICIAL?

- ORS 244.020(14):“Any person who, when an alleged violation of this chapter occurs, is serving the State of Oregon or any of its political subdivisions or any other public body as defined in ORS 174.109 as an elected official, appointed official, employee or agent, irrespective of whether the person is compensated for their services.”
- Includes Elected & Appointed Officials, Employees, Members of Boards and Committees and Volunteers



KELLI'S ETHICS CLIFF NOTES

- Don't use your position on TC for personal gain



PROHIBITED USE OF OFFICE (ORS 244.040(I))

- A public official may not use or attempt to use official position or office to:
 - obtain financial gain or avoidance of financial detriment
- Who applies?:
 - The public official, a relative, or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated
- Disclaimer:
 - If the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office (The 'But-For' Test)

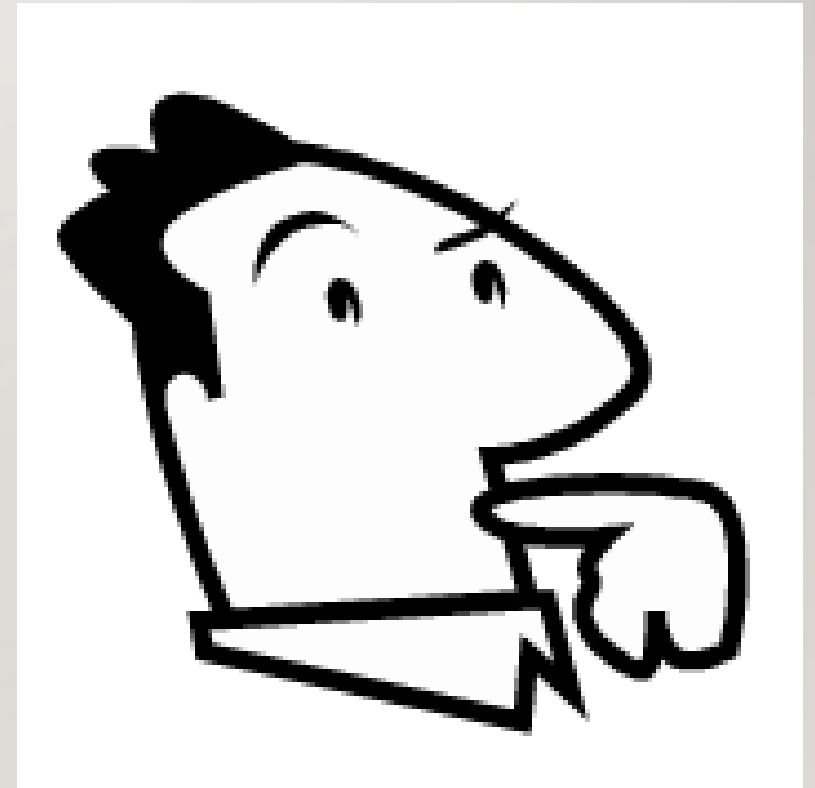
RELATIVE (ORS 244.020(15))



- Spouse
- Children of the Public Official or the Public Official's Spouse
- The following of Public Official or Public Officials Spouse
 - Brother / Sister, Stepbrother / Stepsister, Parent / Step Parent, Son-in-law / Daughter-in-Law
- Anyone for whom the public official has a legal support obligation or provides employment benefits
- Note: Don't forget member of the Public Officials Household (i.e. anyone living with public official irrespective of relationship)

SIMPLE QUESTION

- Would I have this opportunity if I was NOT a public official?
- If NO – Then Don't Do It



DOES NOT APPLY TO:

- Compensation or Reimbursement
- Unsolicited awards
- Gifts or Honoraria (within limits)

GIFTS (ORS 244.020(6)(A))

- Something of value given to a:
 - Public Official, Candidate, Relative, Or Member of the Household
- Without valuable consideration of equivalent value (i.e. not a trade)
 - Including: Full or partial forgiveness of indebtedness
- Which is not extended to others on the same terms or conditions

- Gifts are limited to \$50 per year, per giver

THE GIFT RULE:

1. You (your relative or member of household)
2. Cannot ask for, receive, or give
3. Or even hint at getting / giving
4. Gifts over \$50 from any single source in one year
5. IF your source has an interest in your official actions: i.e., a decision or vote



A GIFT IS NOT LIMITED IF IT IS A:

- Present from relatives or household members
- Unsolicited award / token of appreciation with a resale value <\$25
- Discounted registration at a professional education event
- Informational material related to your official duties
- Part of a customary private business practice and not related to your public office
- Food, beverage, and entertainment when acting in official capacity (i.e. representing City)

CONFLICTS OF INTEREST

- Kelli's Cliff Note Definition:
- Situations that affect your ability to make a decision in an ethical manner



ORS 244.020(12) DEFINITION:

- Any action or any decision or recommendation by a person acting in a capacity as a public official
- The effect of which would/could
- Be to the private pecuniary (*financial*) benefit or detriment of:
- The person or the person's relative or any business with which the person or relative of the person is associated

“BUSINESS WITH WHICH PERSON IS ASSOCIATED”

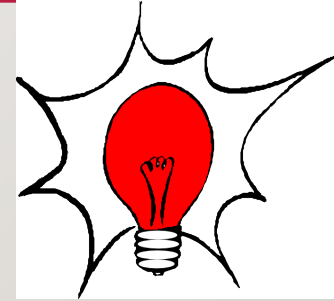
- Any private business in which you or a relative are:
 - an owner, director, officer,
 - Employee, or
 - in which you or a relative has \$1,000+ worth of interest
- Any publicly held corporation in which you or a relative has:
 - \$100,000 of interest, or
 - an officer / director



TWO TYPES OF CONFLICTS

- Actual Conflicts

- Would result in financial benefit or detriment



- Potential Conflicts

- Could results in financial benefit or detriment



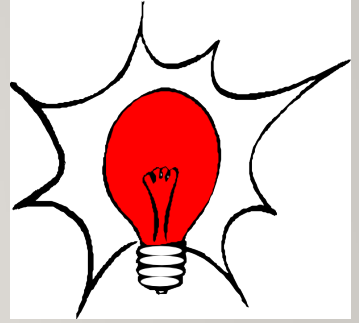
HOW TO DEAL WITH A CONFLICT (BOTH ACTUAL & POTENTIAL)



When in doubt: Shout it Out!

- State the nature of your conflict
- Do it **before** voting or discussing the manner
- Do it **on the record**
- Do it **each meeting** issue is discussed

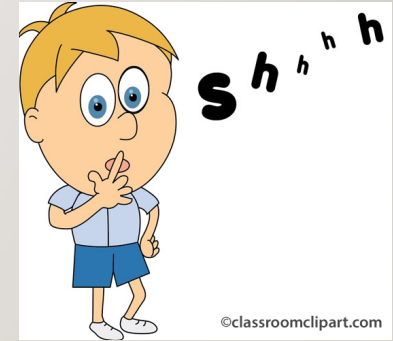
IF ACTUAL CONFLICT OF INTEREST



When in doubt: Shout it Out...and then....

In addition to Declaring the conflict:

- **No** talking and **No** voting
- Unless Agency cannot act without you (but still no talking)
- We recommend you leave the room during agenda item



DISCLAIMERS:

It is **Not** a conflict if the financial benefit happens because of:

- Membership in a class (any large, distinguishable group of citizens that the Oregon Government Ethics Commission determines is a class – *must be submitted in advance to OGE*)
- Membership in a non-profit (501c status)

SANCTIONS

- Civil penalty = Up to \$5,000 per violation
- Forfeiture = twice the amount of financial benefit realized
- Letters of reprimand, explanation or education

RESOURCES & INFORMATION

Oregon Government Ethics Commission

3218 Pringle Rd SE, Suite 220

Salem, OR 97302

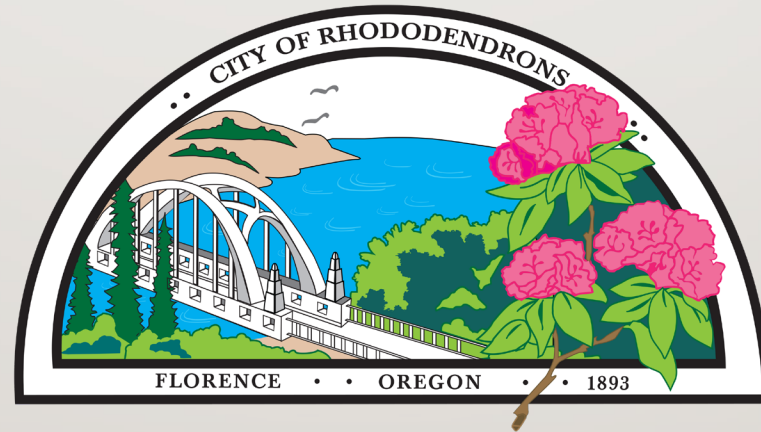
(503) 378-5105

(503) 373-1456 – Fax

ogec.mail@state.or.us – E-mail

ogec.state.or.us - Web

QUESTION ON ETHICS LAW?



City of Florence
A City in Motion

CITY'S FRAUD POLICY



FRAUD

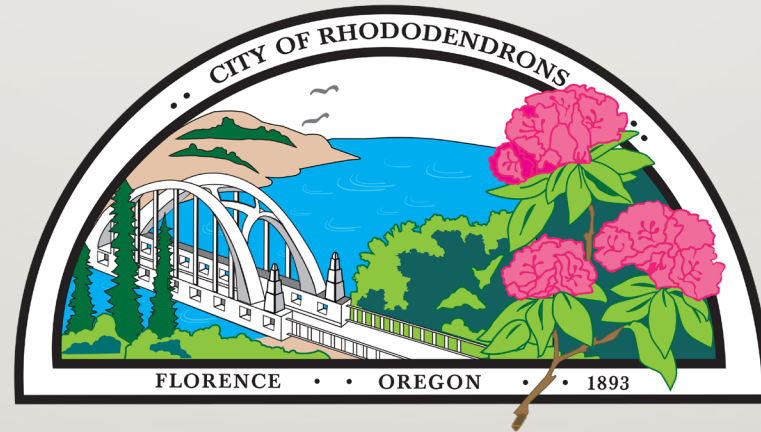
- Purpose: Codify and communicate the City's commitment to the highest standards of moral and ethical behavior for its employees, elected and appointed officials, and volunteers.
- What's Contained: Details responsibilities and procedures for reporting, investigating, and resolving suspected acts of fraud, theft, waste, abuse and ethical misconduct.
 - Examples:
 - Unauthorized use or willful destruction of City Equipment / Supplies
 - Accepting or seeking anything of material value from contractors or vendors
 - Many More.....

FRAUD POLICY - IMPLICATIONS

- If you see a violation, you are required to report it
 - City will then investigate the activity in accordance with policy.
 - Suspected or detected violations must be reported to City Manager, Human Resources, or Mayor.
(Can report to Staff Ex-Officio as well)



QUESTIONS ON FRAUD POLICY?



City of Florence
A City in Motion

NON-DISCRIMINATION / NON-HARASSMENT

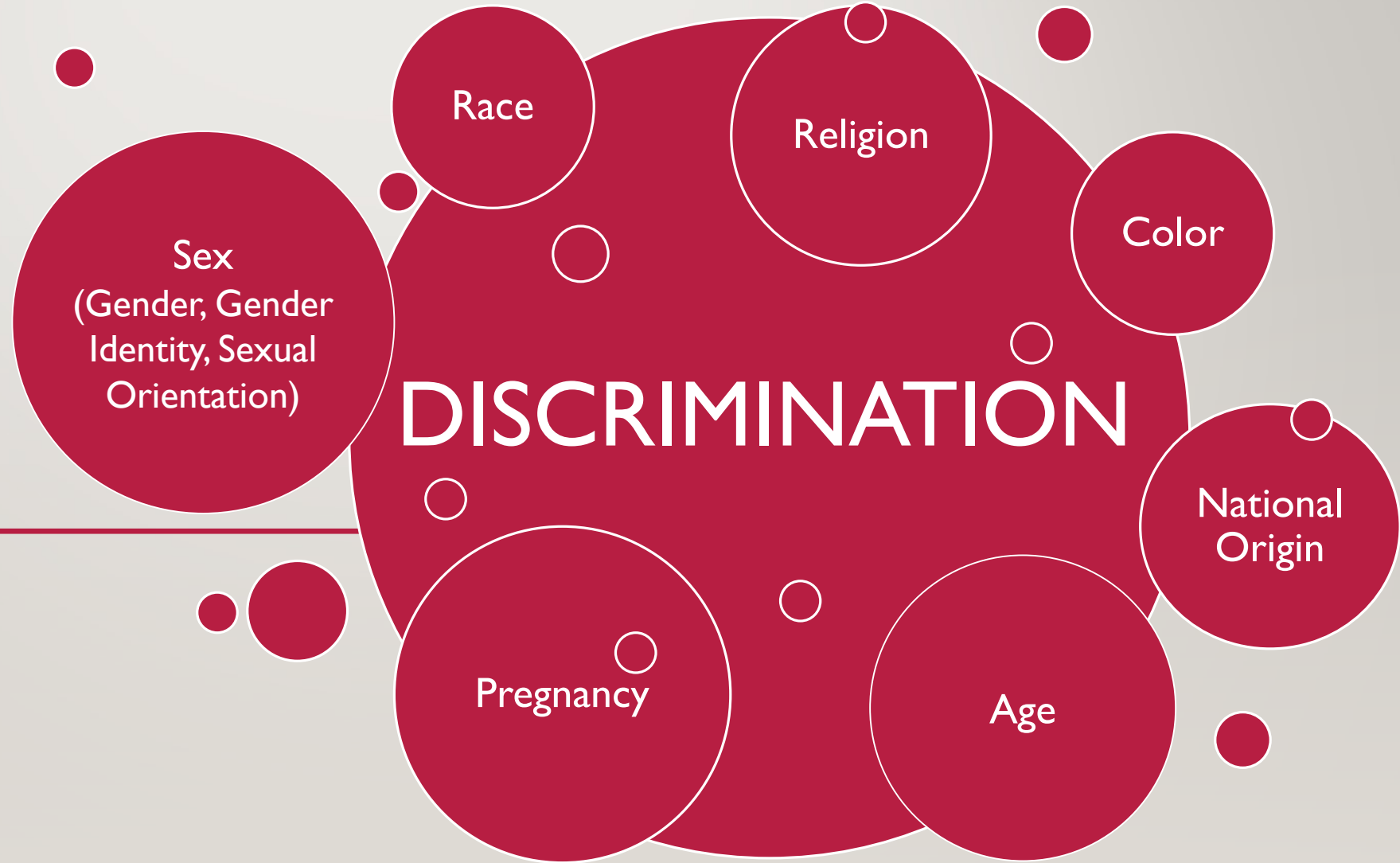
- Purpose: Affirm the City's commitment to equal employment opportunity and to providing a discrimination, harassment, and bully free work environment for all employees, elected and appointed officials and volunteers.
- The City is *legally* responsible for the acts of:
 - It's supervisors, managers, elected officials, and volunteers
 - Residents / taxpayers, vendors, and other outsiders who interact with the Organization's employees and volunteers as part of the employees' / volunteers jobs

BULLYING & MICROAGGRESSIONS

- **Subtle:** The comments are usually subtle – which is what makes this hard for some people to realize what they said.
- **Acts:** They are things people say and do - again often not intended
- **Exclusion:** They create exclusion of people

- Examples:
 - ‘Everyone knows Asians are Smart!’
 - The ‘Girls in the Office’
 - Using ‘gay’ to describe something you don’t like.

Employers may not refuse to hire, discharge, or otherwise discriminate against any individual with respect to compensation, or terms, conditions, or privileges of employment because of that individual's ...

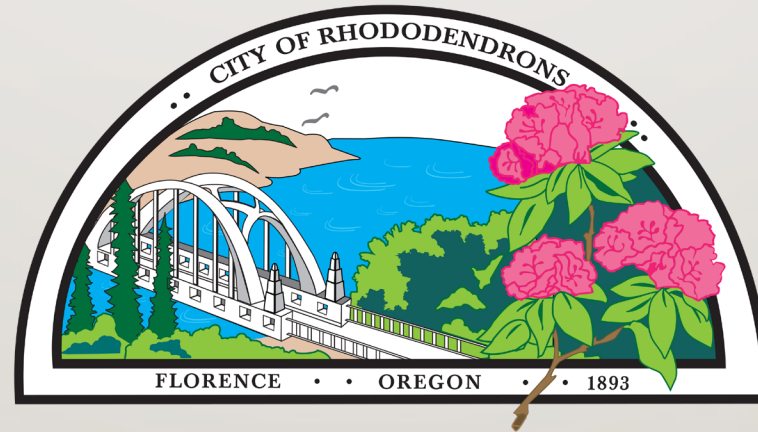


COMMON CLAIMS AGAINST PUBLIC OFFICIALS

1. Employment decisions: termination, layoff
2. Defamation
3. Causing a “hostile work environment” for staff
 - Usually outside the scope of your authority
4. Failure to provide due process when terminating



QUESTIONS ON NON-DISCRIMINATION / NON-HARASSMENT?



City of Florence
A City in Motion

CODE OF CONDUCT

- Purpose: The purpose of the policy is to protect the health, safety, and welfare of citizens, staff, and officials present inside City buildings.
- What is contained in the policy: All members of the public have the responsibility to use City facilities in a manner that doesn't...
 - Interfere with the rights of others to access or use City facilities;
 - Limit or impair the ability of City staff to conduct City business; or
 - Threaten the safety and security of any public city facilities

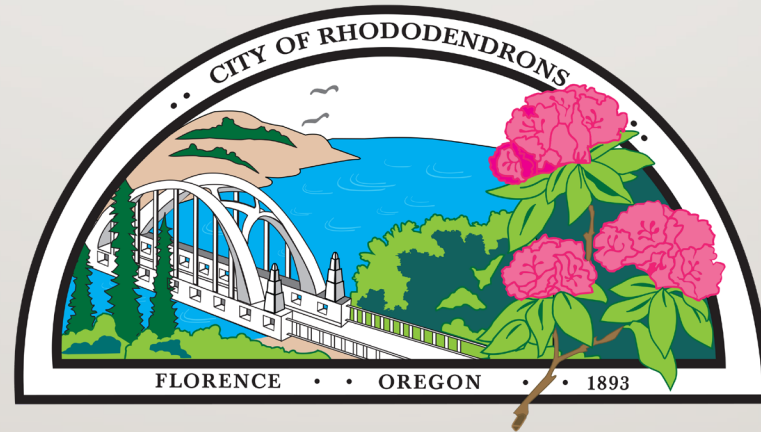
EXAMPLES OF CODE OF CONDUCT VIOLATIONS

- Creating an unsafe or insecure environment;
- Engaging in conduct that makes a reasonable person feel uncomfortable;
- Threatening conduct that may damage City property;
- Obstructing access to government services;
- Entering or attempting to enter non-public areas without prior authorization from a City staff member;
- Disorderly conduct or behavior

ENFORCEMENT

- Given a warning by City staff and afforded reasonable opportunity to cease or correct their behavior,
- If not corrected, City staff may tell the individual to leave the facility immediately,
 - Given a copy of the code of conduct violation form,
- Failure to leave will result in contact to the Police Department

QUESTIONS ABOUT CODE OF CONDUCT?



City of Florence
A City in Motion

LOTS MORE INFORMATION ON ALL THESE TOPICS:

- TC Related Items - <https://www.ci.florence.or.us/bc-tc>
- Transportation System Plan - <https://www.ci.florence.or.us/planning/transportation-system-plan-2012>
- Public Meetings / Records Law –
 - League of Oregon Cities: Public vs. Private Meetings Training – <http://www.orcities.org/Training/LOCTV/tabid/6768/language/en-US/Default.aspx>
 - Oregon Public Records and Meetings Manual - http://www.doj.state.or.us/pdf/public_records_and_meetings_manual.pdf

LOTS MORE INFORMATION ON ALL THESE TOPICS:

- Oregon Government Ethics Law –
 - League of Oregon Cities: Avoiding Problems – Conflicts of Interest –
<http://www.orcities.org/Training/LOCTV/tabiod/6768/language/en-US/Default.aspx>
 - League of Oregon Cities: Gifts –
<http://www.orcities.org/Training/LOCTV/tabiod/6768/language/en-US/Default.aspx>
 - Oregon Government Ethics Commission “Guide for Public Officials” -
<https://www.oregon.gov/OGEC/pages/training.aspx>

The End

