

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: August 7, 2023
RE: CDBG Grant: Downtown Plan

As we all know, Sheridan is in a challenging time and desperate state of need to do something with its core commercial area downtown as well as market itself. We must understand that downtown revitalization is a long-term project and that it needs a successful streamlined plan to help leaders and community members stay focused. A downtown plan is something that a professional puts together through a lot of community participation including holding interest groups and attending local meetings like Rotary and Chamber. Before we can become great, we need to establish a vision, strategies, and actions; all are a part of a downtown revitalization plan. This is a path to bring in more business and support our existing local businesses, which I know is a priority to us all.

The State of Oregon's Business Oregon division oversees the Community Development Block Grants (CDBG) for the State. We already have two other CDBGs open with the State, but we are allowed to have a third as long as we are making progress on the other two. These grants are the Grand Sheramina Food Bank Covid-19 items and the Wastewater Engineering project on Yamhill ST to address capacity issues; and we are.

I found out that Business Oregon has a newer CDBG for a maximum of \$50,000 to do a downtown plan, and the pre-application is due September 19, 2023. I am willing to do the pre-application work since I can utilize a lot of the info from the other grants. If we are approved and invited to apply for a full application, we may need to ask the COG to help with the full app.

With the help of Jon Legarza, the City submitted an initial interest letter to the State to see if our idea seemed like a fit for this grant; and we received positive confirmation. The letter is included to give you a better idea about the grant's work.

One of the important steps for any CDBG money is to hold a public hearing and to advertise (in the News Register) the public hearing, which we did. Tonight, Council will hold this public hearing to complete this application requirement.

Sheridan Revitalization Movement (SRM) is the City's Main Street Oregon group. I have communicated with the President of the SRM, Tkeisha Wydro and she assures me that the group has the capacity and the excitement to help with the downtown plan work. One of the major components of the grant will be to move the City up in the ranking of the Main Street Oregon group. We are currently the lowest rank, a Connected Community, and we will shoot for being the second rank of Affiliated Main Street. If you are unfamiliar with the Main Street Program it is a good time

to become familiar, it is funded through the Oregon State Parks, under the Oregon Heritage: State Historic Preservation Office. Below are links to the organizations that can help provide info on the success stories, methodology, and economic impact of the program. Additionally, a Google Search will help you to see the benefits of the Main Street America program in all kinds of communities throughout the US.

This year the Oregon Main Street Conference is in Independence Oregon. I will encourage someone from the SRM to attend.

Resources:

Oregon Main Street: <https://www.oregon.gov/oprd/oh/pages/oms.aspx>

Main Street America: <https://www.mainstreet.org/home>

The City of Sheridan

Public Notice and Notice of Public Hearing

The City of Sheridan is eligible to apply and is preparing an application for a 2023 Community Development Block Grant from the Oregon Business Development Department. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for Downtown Revitalization Planning. Approximately \$11 million will be awarded to Oregon non-metropolitan cities and counties in 2023. The maximum grant is \$50,000.

The purpose of the project is to hire an outside consultant to identify opportunities to improve the economic and physical conditions of the community. The consultant will create an Economic Vitality Plan that will identify key opportunities for enhancing the economic base; specific economic improvement strategies that will help ensure the long-term sustainability of the community, particular the downtown area, and how the community will implement priority strategies. The City and consultant will work with Sheridan's private and public partners, schools, and non-profits to engage them throughout the process. A key partner is the Sheridan Revitalization Group, since they serve as the Sheridan Main Street Group.

The proposed project is estimated to benefit 6,394 people of approximately 70% will be low or moderate income.

The City Council will hold a public hearing at **7:00 pm on August 7th at the Sheridan City Hall, 120 SW Mill Street, Sheridan, Oregon**. This meeting can be attended in-person or virtually. The link and meeting number are on the city website at www.cityofsheridanor.com/

The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about the proposed project:

- Community development and economic needs downtown, especially the needs of low- and moderate-income persons.
- Provide support to be a local partner in this project.
- Other needs in the community that might be assisted with a Community Development Block Grant project.

Written comments are also welcome and must be received by **4 pm August 7th at Sheridan City Hall, 120 SW Mill Street, Sheridan, Oregon**. The City Council will consider both oral and written comments in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact **Heidi Bell** at **503-843-2347** if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City's past use of Community Development Block Grant funds is available for public review at City Hall during regular office hours.

Permanent involuntary displacement of persons or businesses is not anticipated due to the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing demolished or converted to another use will be replaced.

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: August 7, 2023
RE: Public Hearings for CDBG Funding – Downtown Plan Application

With this Community Development Block Grant (CDBG) application we are required to hold a public hearing. The public hearing announcement, attached in English, was also required to be posted and published in Spanish because we have a certain number of Spanish-speaking population that triggers this requirement. The public hearing announcements were posted on the City's website, City Hall Community Board, and at the Sheridan Library Community Board. They were published in the *News Register* and placed in the *Bulletin Board*. Please read the Notice and hold the required public hearing.

Script For Public Hearing

Mayor: I am opening a public hearing. It is August 7, 2023, at ____ pm. The Sheridan City Council is holding a public hearing because it is preparing an application for a 2023 Community Development Block Grant from Oregon Business Development Department. The City will apply for their Economic Development Planning grant. As part of the grant application this public hearing is necessary.

The purpose of the project is to hire an outside consultant to identify opportunities to improve the economic and physical conditions of the community. The consultant will create an Economic Vitality Plan that will identify key opportunities for enhancing the economic base; specific economic improvement strategies that will help ensure the long-term sustainability of the community, particular the downtown area, and how the community will implement priority strategies. The City and consultant will work with Sheridan's private and public partners, schools, and non-profits to engage them throughout the process. A key partner is the Sheridan Revitalization Group, since they serve as the Sheridan Main Street Group.

The maximum grant that can be received by an Oregon city, county, or tribe is \$50,000. The proposed project is estimated to benefit 6,394 people of approximately 70% will be low or moderate income.

- Are there any members of the Council that have a bias or conflict of interest?
- Are there any objections to the jurisdiction to hear this matter?
- Are there any objections to the notice that was posted? Notice was posted on the City's website, City Hall outdoor community board, and the Sheridan Public Library community board. Notice was published in the News Register and the West Valley Bulletin Board.
- Are there any questions for staff at this time regarding this matter?
- At this time, if there are any members of the public here to speak in favor please state your name, city of residence, and your statement. (Note: Not to be read aloud: People Speak - *People have up to three minutes to speak.*)
- If there are any people who wish to speak in opposition now is the time, please state your name, city of residence, and statement. (Note: Not to be read aloud: People Speak - *People have up to three minutes to speak.*)
- Lastly, if you wish to speak and are neither in support nor opposition but wish to speak regarding the application, please do so now and state your name, city of residence, and make your statement. (Note: Not to be read aloud: People Speak - *People have up to three minutes to speak.*)

With no further comments, the public hearing in the matter of the City of Sheridan applying for the Community Development Block Grant for the purpose of a Downtown Revitalization Planning Grant is now closed. It is _____pm.

- ✓ Also, Council – please make a motion to authorize Heidi Bell City Manager to submit and sign the grant paperwork for the 2023 Community Development Block Grant Community and Economic Development Planning application for the City of Sheridan to create a Downtown Revitalization Plan.

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: August 7, 2023
RE: ODOT Presentation from Jenna Berman, Active Transportation Liaison

Jenna will come to the Sheridan Council Special Session as a presenter and give information about the regional work that ODOT is doing regarding the ADA ramps on Main Street. Main Street is under the jurisdiction of ODOT. There are also several other projects that she will give updates on including the Safe Routes to School work and the transportation issues that come up regarding cyclists in the West Valley.

Jenna also wants to share with you more about her job and the resources that she can offer to the City of Sheridan.

This will also be a good opportunity for you to learn about specific transportation-related jargon like “sharrows” or a “greenway”. I hope that you find this presentation insightful and educational. Kie and I both enjoy working with Jenna. She is always available and has always made time to be involved in Sheridan.

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: August 7, 2023
RE: Sample Wording for Ordinance

1) *Ordinance 2023-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Related to the Floodplain Overlay District (Case No. LA 2023-01)*

Script:

- Councilor makes a motion to read Ordinance by title only, followed by a second.
 - **Sample motion:** I move to introduce Ordinance 2023-03, An Ordinance Amending the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Related to the Floodplain Overlay District (Case No. LA 2023-01).
- Discussion can happen at this stage.
- Vote by voice.
- City Attorney will read the Ordinance for the first time by title only.
- Councilor makes a motion to accept the first reading of Ordinance, followed by a second.
 - **Sample motion:** I move to accept the first reading of Ordinance 2023-03.
- Discussion can happen at this stage.
- Mayor directs the Recorder to take a Roll Call Vote.
- Councilor makes a motion to read Ordinance for the second time by title only, followed by a second.
 - **Sample motion:** I move to read Ordinance 2023-03 for the second time by title only.
- Discussion can happen at this stage.
- Vote by voice.
- City Attorney will read the Ordinance for the second time by title only.
- Councilor makes a motion to accept the second reading of Ordinance, followed by a second.
 - **Sample motion:** I move to accept the second reading of Ordinance 2023-03.
- Discussion can happen at this stage.
- Mayor directs the Recorder to take a Roll Call Vote.

ORDINANCE 2023-03

AN ORDINANCE AMENDING THE SHERIDAN DEVELOPMENT CODE, TITLE 16 OF THE SHERIDAN MUNICIPAL CODE, RELATED TO THE FLOODPLAIN OVERLAY DISTRICT (Case No. LA 2023-01).

WHEREAS, the Sheridan Development Code, Title 16 of the Sheridan Municipal Code, Section 16.280, Floodplain Overlay District, includes regulations concerning development in the 100-year floodplain (Special Flood Hazard Area) within the City of Sheridan; and

WHEREAS, on January 30, 2023 the Oregon Department of Land Conservation and Development (DLCD) and the City of Sheridan met for a community assistance visit to review the City's floodplain program and one of the recommendations was for the City to amend its floodplain provisions to be consistent with the 2019 DLCD Model Flood Hazard Management Ordinance; and

WHEREAS, the City of Sheridan staff conducted an Open House on June 1, 2023 at which time interested parties were given full opportunity to attend, ask questions and discuss the proposed amendments; and

WHEREAS, the Sheridan Planning Commission conducted a public hearing on June 12, 2023 at which time interested parties were given full opportunity to be present and heard on the proposed amendments, and passed a motion recommending the City Council approve the proposed amendments; and

WHEREAS, the Sheridan City Council conducted a public hearing on July 17, 2023 at which time interested parties were given full opportunity to be present and heard on the proposed amendments.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY SHERIDAN DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Sheridan does hereby adopt the staff report dated July 17, 2023, including those certain findings of fact and conclusionary findings and supporting documentation, including the staff report's Attachment 1, a "mark-up" copy of the proposed amendments, Attachment 2, a copy of the current Floodplain Overlay District, Attachment 3, seven comments from the June 1, 2023 Open House, and Attachment 4, a "clean" copy of the proposed amendments as they would read as adopted, all attached hereto as Exhibit "A" and by this reference made a part hereof.

Section 2. The City Council of the City of Sheridan does hereby adopt the amended language to Title 16, Sheridan Development Code, Floodplain Overlay District, attached hereto as Exhibit "B" and by this reference made a part hereof.

PASSED and adopted by the City Council of the City of Sheridan on this 21st day of August, 2023 by the following votes:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

Approved by the Mayor on this 21st day of August, 2023.

SIGNED: _____
Marianne Thomson, Mayor Date

ATTEST: _____
Yvonne Hamilton, City Recorder Date

RESOLUTION 2023-DD

A RESOLUTION ADOPTING A PURCHASING POLICY FOR THE CITY OF SHERIDAN

WHEREAS, the City’s current purchasing authority for the City Manager has not been increased in many years; and

WHEREAS, the current value limitation applicable to the City Manager for entering into contracts and making purchases has not kept pace with inflation and is inadequate to allow for the efficient administration of City affairs; and

WHEREAS, the City desires to streamline administrative practices to best suit the needs of the City; and

WHEREAS, the City Council has determined that the needs of the City will be best served by increasing the purchasing authority of the City Manager.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHERIDAN, OREGON AS FOLLOWS:

- Section 1: The City Council does hereby adopt the City of Sheridan Purchasing Authority Policy as described in the attached Exhibit A, incorporated hereto by this reference.
- Section 2: Any prior ordinance or resolution that is in conflict with this Purchasing Authority Policy is superseded by this Resolution and the conflicting provisions shall no longer apply.
- Section 3: This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council this 7th day of August, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

DATED this 7th day of August, 2023

Marianne Thomson, Mayor

ATTEST: _____
Yvonne Hamilton, CMC, City Recorder

EXHIBIT A
City of Sheridan
Purchasing Authority Policy

- I. **Authority of City Manager.** For contracts and/or purchases not specifically covered by another Policy of the City of Sheridan, and subject to any and all applicable provisions of the Oregon Public Contracting Code, the City Manager is authorized to enter into contracts and make purchases as outlined below:
- a. As the purchasing agent for the City, the City Manager is authorized to:
 - i. Advertise for bids or proposals without specific authorization from the City Council, when the proposed purchase or contract is specifically identified within the current fiscal year budget.
 - ii. Purchase goods, services and/or property without specific authorization by the City Council whenever the amount is \$50,000 or less and the proposed expenditures are identified in the current fiscal year budget.
 - iii. Purchase goods, services, and/or property with specific authorization by the City Council whenever the amount is greater than \$50,000 and the proposed expenditure is identified in the current fiscal year budget.
 - iv. Purchases of any goods or services from City employees require specific authorization of the City Council, except in the case of emergencies.
 - v. Departments shall communicate purchase requirements to the City Manager and plan sufficiently in advance so that orders can be placed in economical quantities and on beneficial terms.
 - b. Award contracts without specific authorization by the City Council whenever the contract amount is \$50,000 or less and the proposed expenditure is specifically identified in the current fiscal year budget.
 - i. The City Manager may execute or enter into contract amendments that do not exceed the original contract amount by greater than 5%. Any contract amendment which increases the original contract amount by more than 5% requires Council approval, unless the Council preapproves the City Manager to execute or enter into contract amendments which exceed the original contract amount by more than 5%.
 - c. Execute contracts and amendments with specific authorization by the City Council, contained in a resolution, whenever the contract or amendment amount is greater than \$50,000, and the proposed expenditure is specifically identified in the current fiscal year budget.
 - i. City Manager has the authority to execute contract amendments, regardless of the dollar value of such amendment, so long as that authority is preapproved by the Council.
 - d. If the expenditure for any purchase or contract would put the City in violation of Oregon's public budget regulations, the purchase must be pre-approved by the City Council and the City Council shall approve the necessary budget transfer in order to comply with the provisions of ORS 294. The City Manager is not authorized to

make any expenditure, regardless of the dollar amount, if such expenditure would create a violation of any provisions of ORS 294.

II. Delegation Authority

- a. Department Heads: The City Manager may delegate, in writing, the authority described in Section I, to the applicable Department Head, where the contract and/or purchase does not exceed \$20,000. Such delegation of authority is subject to the same limitations outlined above, and may be revoked or limited by the City Manager at any time.
- b. Director-level Staff: The City Manager may delegate, in writing, the authority described Section I, to the appropriate Director-level staff member, where the contract and/or purchase does not exceed \$3,000. Such delegation of authority is subject to the same limitations outlined above, and may be revoked or limited by the City Manager at any time.
- c. Other Employees: City Employees are authorized to make routine purchases that fall within a specific budgeted line item for their Department when the purchase cost is \$1,000 or less, and the employee has received prior authorization to make such purchases from their direct supervisor or the City Manager. This authority may be revoked or limited by the City Manager, applicable Department Head, or direct supervisor. Employees may make routine purchases of less than \$200 without prior approval.

III. Additional Authorized Acts. The City Manager may adopt forms, procedures, computer software, and/or policies for all City purchases regardless of the amount, without requiring any additional or specific authority from the City Council.

- a. When adopting the forms, procedures, computer software, and/or policies for all City purchases, the City Manager shall establish documentation and practices that:
 - i. Do not encourage favoritism or substantially diminish competition;
 - ii. Allow the City to take advantage of the cost-saving benefits of alternative contracting or purchase methods and practices; and
 - iii. Where feasible, encourage purchases from local businesses when the cost is not more than 10% greater compared to the cost of the same purchase from a non-local business.
- b. The City shall use these forms, procedures, computer software and policies, unless they conflict with another applicable policy, regulation, or law.

IV. General Purchasing Terms. Subject to any and all applicable policies, limitations, regulations, statutes (including ORS 244 relating to ethical obligations of public officials), or any other restrictions applicable to the City Manager's purchasing authority, all contracts and purchases made by the City Manager are subject to the following terms:

- a. Contracts and purchases shall be negotiated on the most favorable terms for the City.
- b. Contracts entered into or purchases made contrary to the provisions of this policy are voidable by the City.

- i. The City may take appropriate action in response to execution of contracts or purchases made contrary to this policy or any other limitations on contracting or purchasing authority, including but not limited to providing educational guidance, imposing disciplinary measures, and/or holding individuals personally liable for such contracts or purchases.
- c. No contract shall be entered into or purchase made from any City employee or employee's immediate family member, or any business with which the employee is associated, unless:
 - i. The contract or purchase is expressly authorized and approved by the City Council; or
 - ii. The need for the contract or purchase occurs during a state of emergency, and the City Manager finds, in writing, that the acquisition from the employee, employee's immediate family member or business with which the employee is associated is the most expeditious means to eliminate the threat to public health, safety and welfare.
- d. For the purposes of this policy, the term "contract" means any agreement entered into by the City in exchange for goods or services, including agreements for professional or other services, agreements to design and/or construct public improvements, leases, and agreements for the purchase of goods.
- e. Verbal contracts or agreements to purchase are strongly discouraged. All contracts which the City enters should be in writing and executed by both parties.

RESOLUTION 2023-EE

A RESOLUTION DEFINING ROLES AND FUNCTIONS OF MAYOR, CITY COUNCIL, AND CITY MANAGER

WHEREAS, pursuant to the Municipal Charter of the City of Sheridan, and duly-adopted ordinances of the City, the City Council has the authority to establish the method and manner of the administrative and legislative functioning of the City; and

WHEREAS, the City Council may, consistent with the Municipal Charter of the City, delegate certain administrative roles and responsibilities relating to the day-to-day management of the City; and

WHEREAS, the City Council desires to further define and clarify the respective roles, responsibilities, and functions of the City Council, Mayor, and City Manager.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHERIDAN, OREGON AS FOLLOWS:

Section 1: The City Council does hereby adopt the definitions of roles and responsibilities of certain City Officers as set forth in the attached Exhibit A, incorporated hereto by this reference.

Section 2: Any ordinance or resolution previously adopted by the City Council which is in conflict with this Resolution is hereby repealed and shall not have any further force or effect.

Section 3: To the maximum extent possible, all existing or future policies, procedures, rules, resolutions, or ordinances of the City shall be construed in a manner which comports with the definitions of roles and responsibilities adopted by this Resolution.

Section 4: This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council this 7th day of August, 2023.

AYES: _____

ABSENT: _____

NAYS: _____

ABSTAIN: _____

DATED this 7th day of August, 2023

Marianne Thomson, Mayor

ATTEST: _____
Yvonne Hamilton, CMC, City Recorder

EXHIBIT A – Mayor, Council, Manager Roles**MAYOR**

Generally, the Mayor of the City of Sheridan shall serve as the executive officer of the City and shall work closely with the City Manager to oversee the general affairs of the City. Pursuant to the City Charter, the Mayor shall only vote on matters brought to the City Council to break a tie vote. More specifically, the role of the Mayor includes the following:

1. Presides at Council meetings.
2. Tie-breaker vote on Council decisions.
3. Appoints members of committees and commissions of the Council. The City Council shall be provided with applications received by members of the public for appointment to such committees and commissions, and must approve the Mayor's appointments when required by the Municipal Code or other method of establishing a committee or commission.
 - a. Where the Municipal Code or other method for establishing a committee or commission does not require approval of appointments of members by the Council, the Mayor may appoint members with or without providing application materials or requesting the advice of the Council. Members of committees or commissions whose appointment does not require Council approval may be removed from their committee or commission upon a majority vote of the Council.
4. Signs resolutions and ordinances approved by the Council, and shall also sign any other policies, contracts, or other documents when directed and approved by the Council.
5. Chairperson of any Executive Committee created by the Council on administrative matters.
6. Chief spokesperson to the public on behalf of the City on matters of approved City policy and other items of public concern.
7. Participates in and guides policy discussion at Council meetings.
8. Provides leadership for goal setting and long-range planning at Council meetings.
9. Receives public input and relays public concerns to the City Manager and/or the Council. The Mayor shall have discretion in determining whether to relay such public input/concerns, based upon the nature and circumstances surrounding the information received, and any additional criteria the Mayor deems relevant. Where the

Mayor determines public input/concerns will be relayed to the City Manager or Council:

a. The Mayor shall first direct public input/concerns to the City Manager where the basis of the public input/concern relates to the following:

i. Enactment/enforcement of established City policies, procedures, resolutions, and/or ordinances;

ii. The method, manner, and/or consequences of the implementation of City projects; or

iii. Interactions with, or conduct of, City employees.

b. The Mayor may provide public input/concerns directly to the Council when the basis of the public input/concern relates to a matter of discretionary policy of the City, including areas of public concern where no City policy has been formally implemented or adopted.

COUNCIL

Generally, the City Council of the City of Sheridan acts as the primary decision-making body for City affairs (subject to the delegation of certain authority), determines and oversees the implementation of public policy decisions, and provides high-level oversight of the administrative affairs of the City. More specifically, the role of the Council includes the following:

1. Reviews, revises, and sets all public policies for the City by resolution, ordinance, or other adopted action item.
2. Adopts the City budget approved by the Budget Committee, whether as presented or subject to Council modifications, and any amendments thereto.
3. Receives public input and concerns. In the event a member of the Council receives public input or concerns at a time other than at a public meeting, the member of the Council may relay such public input or concerns to the City Manager or to the rest of the Council in a public meeting, or both, as deemed appropriate by the member of the Council when considering the nature of the information received and the circumstances around which the member received the information.
4. Acts as the land use decision making body for certain types of land use applications, and appeals from City Manager and/or Planning Commission decisions.
5. Confirms appointments to committees or commissions by the Mayor, where required by the Municipal Code or other method of establishing a committee or commission. The Council may also remove members of committees or commissions, whether or not such member's appointment required confirmation by the Council.
6. Attends and participates in goal setting and long-range planning activities.
7. Receives reports from City Manager, department heads, committees, and commissions.
8. Hires and evaluates the performance of the City Manager.
9. Approves all disbursements of City funds, subject to any purchasing policy, contracting policy, or other adopted policy or procedure which delegates certain spending/purchasing authority.
10. Confirms appointment of the City Recorder, City Treasurer, City Attorney, and Municipal Judge.
11. Hears appeals of personnel decisions made by the City Manager.

CITY MANAGER

Generally, the City Manager of the City of Sheridan shall serve as the chief administrative officer of the City and shall oversee the general day-to-day affairs of the City, including personnel matters. More specifically, the role of the City Manager includes the following:

1. Manages all City government operations not otherwise specifically delegated by Council action.
2. Responsible for all hiring of City employees, including department heads, subject to personnel policies adopted by the Council.
3. Responsible for all evaluations and promotions of City employees.
4. Responsible for all discipline of employees, including dismissal, subject to personnel policies adopted by the Council and consultation with legal counsel (including CIS and the City Attorney).
5. Exercises spending authority for line items approved in adopted budget. Exercises discretionary spending authority as authorized by the Council by ordinance or resolution, including any purchasing policy adopted by the Council.
6. Reports to the Council and any Executive Committee of the Council. The City Manager is accountable to the Council.
7. Supervises enforcement of all City ordinances, resolutions, franchises, contracts, and any other agreements in accordance with Council priorities and adopted/approved policies.
8. Participates in goal setting and long-range planning of the City Council.
9. Assists the Council in establishing City policies, and implements Council goals, priorities, and policies.
10. In cooperation with department heads, prepares and proposes City budgets.
11. Responsible for inter-agency interactions and relations.
12. Makes recommendations to the Mayor for committee and commission appointments.
13. Carries out all duties delegated and assigned to the City Manager.
14. Seeks out economic and community development opportunities for Council review and action.

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: August 7, 2023
RE: Resolution 2023- FF: A Resolution to Accept, Appropriate, and Expend
Community Development Block Grant COVID-19 Program Funds from Oregon
Business Development Department by Amending the Fiscal Year 2023-2024
Budget

The City is the recipient of the CDBG Food Bank grant. This means that the City must be the administrator of the program, including all the funds. We only receive the funds AFTER they are spent, through a reimbursement process. This is complicated because the Food Bank doesn't have money to purchase and then be reimbursed by the City. So, several City staff, Food Bank staff, and Mayor are coordinating the purchases so that everyone complies, and the Food Bank can make purchases quickly to serve their needs. I need the Council to allow me to oversee the funding and reimbursement process between the City, Food Bank, and the State.

The Food Bank grant was not included in the new City Budget. We do not have a "Grant" budget line in the Administration Department. This Resolution also allows staff to amend the budget and create an expense line. We already have a grant revenue line and will use that one.

- I move to approve Resolution 2023-FF.

RESOLUTION 2023-FF

A RESOLUTION TO ACCEPT, APPROPRIATE, AND EXPEND COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 PROGRAM FUNDS FROM OREGON BUSINESS DEVELOPMENT DEPARTMENT BY AMENDING THE FISCAL YEAR 2023-2024 BUDGET

WHEREAS, on October 17, 2022 the Sheridan City Council held a public hearing for its intended application for the Community Development Block Grant (CDBG) COVID-19 Program for funds specifically to provide additional financial support the Grand Sheramina Food Bank due to the financial stress COVID-19 placed on our local food bank; and

WHEREAS, City Manager Heidi Bell received notification from Business Oregon that the City of Sheridan was awarded \$250,000 to fund the Grand Sheramina Food Bank’s additional financial needs from the CDBG; and

WHEREAS, the grant funds will add a temporary staff, walk-in freezer delivery van, delivery van upgrades (i.e. refrigeration), equipment, food and supplies, and grand administration; and

WHEREAS, there is no requirement for match funds from either the City or Grand Sheramina; and

WHEREAS, the City acknowledges the stipulations as provided in Attachment A: *Community Development Block Grant Care Act (CDBG-CV) Program Funds for COVID-19 Impact Assistance*; and

WHEREAS, the City of Sheridan is the recipient of these funds, and therefore, must setup a funding and reimbursement process with the Grand Sheramina Food Bank and the City Council directs the City Manager to create and oversee this program so that it complies will all regulations; and

WHEREAS, the Fiscal Year 2023-2024 Budget did not anticipate the award of these funds and so the City’s budget must be amended to allow for acceptance and expenditure; and

WHEREAS, Oregon Budget Law 294.338(2) authorizes cities to expend grants for specific purpose without the need for a supplemental budget; and

WHEREAS, the following are the necessary changes to the General Fund, Administration Department Fiscal Year 2023-2024 Budget to accept, appropriate, and expend \$250,000 from the Business Oregon *Community Development Block Grant Care Act (CDBG-CV) Program Funds for COVID-19 Impact Assistance* including adding a line for tracking this grant’s expenses in the Administration Department; and

General Fund: Administration Fund

Revenue: <i>Grants</i>	Approved Amount	Amended Amount	New Total
Line: 10-427	\$651,134	\$250,000	\$ 901,134
Total Resources	\$4,260,695	\$250,000	\$4,510,695

Expenditure: <i>Grants</i>			
Line: 655-11	\$0	\$250,000	\$250,000
Total Admin. Expend.	\$2,170,456	\$250,000	\$2,420,456
Total GF Expend.	\$4,260,695	\$250,000	\$4,260,695
TOTAL FY 23-24 Budget	\$19,270,238	\$250,000	\$19,520,238

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHERIDAN, OREGON AS FOLLOWS:

Section 1: The City Council approves amending, appropriations, and expenditures of the Fiscal Year 2023-2024 Budget in the amount of \$250,000 for the specific purpose of accepting and expending grant funds for the *Community Development Block Grant Care Act (CDBG-CV) Program Funds for COVID-19 Impact Assistance*.

Section 2: The City Council approves the amending the Fiscal Year 2023-2024 Budget by creating a line in the General Fund, Administration Department, line called *Grants* under the expenses; and allocating \$250,000 in this line for the specific purpose to expend the Grand Sheramina Food Bank grant award as detailed above.

Section 3: The City Council directs the City Manager to setup a funding and reimbursement process with the Grand Sheramina Food Bank to create and oversee this program so that it complies will all regulations.

Section 4: This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council this 7th day of August, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

DATED this 7th day of August, 2023

Marianne Thomson, Mayor

ATTEST: _____
Yvonne Hamilton, CMC, City Recorder

RESOLUTION 2023-GG

A RESOLUTION DIRECTING THE CITY MANAGER TO APPLY FOR A GRANT TO DEVELOP A DOWNTOWN ECONOMIC DEVELOPMENT PLAN

WHEREAS, the City of Sheridan does not currently have an established plan to advance the economic development within and around the City’s downtown area; and

WHEREAS, the City Council recognizes that creating an economic development plan for the City’s downtown area is important to ensure and support the ongoing economic vitality of the City; and

WHEREAS, the City Manager has been in contact with Business Oregon regarding the availability of grant funding to assist cities in preparing economic development plans; and

WHEREAS, the City Council has determined that it is in the best interest of the City to apply for grant funding to create an economic development plan for the City’s downtown area.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SHERIDAN, OREGON AS FOLLOWS:

Section 1: The City Council hereby directs the City Manager to submit a grant application to acquire funding to develop a downtown economic development plan.

Section 2: The City Manager is hereby authorized to execute any documentation necessary to complete and submit the grant application, and any further documentation necessary to accept such grant funds, if awarded to the City.

Section 3: This Resolution shall take effect immediately.

PASSED AND ADOPTED by the City Council this 7th day of August, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

DATED this 7th day of August, 2023

Marianne Thomson, Mayor

ATTEST: _____
Yvonne Hamilton, CMC, City Recorder

To: Sheridan Mayor and City Council

From: Heidi Bell, City Manager

Date: August 7, 2023

RE: Discussion of Proposed Changes to the City Council Rules of Procedure/ Council Agenda Order of Business

Recently, council meetings are going long. Marianne, Tyler, Yvonne, and I have all thought of ways to shorten the meeting. I revisited the Council Rules of Procedure, specifically looking at the Order of Business for the Council Agenda. Will the Council please look at the proposed changes and give feedback? After you are satisfied, and if any changes occur, a resolution will come to the Council for adoption of the changes to the Council Rules of Procedure.

PROPOSED CHANGES CHAPTER 1, SECTION VI:

Order of Business. The order of business for all regular meetings shall be as follows; however, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the mayor or a member of the council with council consensus:

- A. Call to order
- B. Roll call
- C. Pledge of Allegiance
- D. Announcements: Add or Remove Items to the Agenda and Proclamations
- E. Public comment on any item (other than public hearings)
- F. Public hearings
- G. Consent agenda
- H. Approval of council minutes
- I. Approval of voucher directory
- J. Unfinished business
- K. New business
- L. Department Reports
- M. City Manager report
 - a. Minutes/Reports from Commissions and Committees
- N. Public comment on any item
- O. Mayor/Council comments
- P. Adjournment

- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.

- B. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
 - i. The attendance shall be properly reflected in the minutes.
 - ii. If roll call determines that a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting provided they take no action or deliberate toward any decisions.

- C. Pledge of Allegiance: shall be led by the person presiding over the meeting.

- D. Announcements: Add or Remove Items to the Agenda and Proclamations.
Announcements are intended to be procedural in nature, such as an item being added to or removed from the agenda. Proclamations are awards or recognition of individuals by the mayor or the council.

Question: Does the Mayor have the ability to add or remove items from the Agenda without the council's approval? (or is it with the council's approval?)

- E. Public Comment:
 - 1. Two periods for public comment will be reserved for every regular meeting of the council. It is the discretion of the Mayor or City Manager if a public comment period is needed during any other type of meeting.
 - 2. Each period shall not exceed a maximum of 30 minutes unless a majority of council members present vote to extend the time.
 - 3. Members of the public may speak about any topic, including items placed on the agenda other than public hearings, at either the public comment period at the beginning or end of the meeting.

4. Persons wishing to speak during public comment must sign the “Public Comment Form” with the person’s name, phone number, and place of residence and the topic upon which the person wishes to speak, not later than the call to order. This Form is delivered to the Mayor/City Recorder. The Recorder collects all the Public Comment Forms by the close of the meeting and they are to be preserved for the City’s Record in accordance with State Record Retention Laws.
5. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
6. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have delivered their Public Comment Form to the City Recorder/Mayor. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their address. The presiding officer may allow additional persons to speak if they have not delivered a “Public Comment Form” to the Mayor or City Recorder and sufficient time is left in the 30-minute period.
7. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
8. Council members may, after obtaining the floor, ask questions of speakers during public comment. Council members shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a council member is violating the spirit of this guideline.

9. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting. The material must be in a format preservable in the City's Record to uphold State Record Laws.
 10. The Council Agenda shall have the following information for the public on it regarding public comments: *The Public Comment portion of the agenda is the opportunity for the Council to listen to the public, but not for dialogue. The public is allowed up to 3 minutes to present information relevant to the City. The topic/issue brought up may be referred by the Council to the City Manager for inclusion on a subsequent Council agenda. Council has the discretion to ask questions after comments are concluded. Please note: Complaints should first be addressed to the appropriate City department and/or the City Manager prior to directly addressing the Council.*
- F. Public Hearings:
1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
 2. Persons wishing to speak shall sign the "Public Hearing Form" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
 3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
 4. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.
 5. Speakers at hearings on legislative or administrative matters, other than

legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:

- i. Staff presentation (15 minutes total or as allowed by the presiding officer).
 - ii. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - iii. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - iv. Other interested persons (3 minutes per person).
 - v. Questions of staff (No time limit).
 - vi. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Council members may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a council member is violating the spirit of this guideline.
 7. Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city council members should be to provide clarification or additional information on testimony provided.
 8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matters. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or

number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer may, to expedite the hearing, call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes, in lieu of individual testimony.

9. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations, and the council takes action by motion on the matter, continue the hearing, or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence that a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, email address, and telephone number are part of a public record, this information will be generally disseminated to the public and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety and who wishes to exempt his or her address, email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

1. (Note: Conduct of Hearings on Land Use Matters – See [Chapter 4](#))

- G. Consent Agenda. In order to expedite the council’s business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

Question – do you want to go back to a Consent Agenda: two items on there are the minutes and voucher directory?

- H. Approval of Council Minutes: The City Recorder shall produce the minutes from any council meeting within 60 days of the meeting. The Council shall review and approve the minutes.
- I. Approval of Voucher Directory: The Council shall review checks and payments made for the period between meetings. The Council may ask questions about the payments to the City Manager, but it is encouraged to ask them prior to the meeting.

Note: Unfinished Business and New Business: There is a limit of 10 items in combination that can be placed under Unfinished Business and New Business.

- J. Unfinished Business: This is a business item that originally appeared under New Business but has not been resolved by the Council. To be removed from Unfinished Business an item must be voted on or be removed by vote or consensus from the

Council. Otherwise, the item will remain on the Council’s Agenda until it is formally removed.

- K. New Business: New Business is a business item that could potentially result in a vote by the Council, or items that require a Council vote. All voting items start in New Business. Items can be placed on an agenda by the Mayor, City Manager, or two/three members of the Council.

Question – how many councilor members to put an agenda item on the agenda?

- L. Department Reports: the department heads and/or outside consultants to give regular reports is determined by the City Manager. The Council may request the City Manager to include reports from other employees or consultants. The purpose of these reports is to build communication between the Council and staff work.
 1. Reports are preferred to be in written format and included in the packet.
 2. Oral reports to the council should generally not exceed 10 minutes in length.
 3. The council may ask questions of the presenter upon conclusion of the report being given. The person presiding over the meeting can shorten the presentation, calling it to a conclusion.

- M. City Manager Report: The City Manager is required to submit a monthly report providing a summary of activities, programs, policy changes, etc. to the City Council. The report is to be included in the packet. Oral reports cannot exceed 10 minutes in length. The Council may ask questions of the report being given and the person presiding over the meeting has the ability to shorten the dialogue, calling it to a conclusion.

1. Minutes/Reports from Commissions and Committees: This will include any approved minutes from a City Commission or Committee. The purpose is to build communication with the Council as to the work of a Commission or Committee. The City Manager, Attorney, or City Recorder can determine that putting the minutes in the packet would not in the best interest of the City, this would include any pending land use case that could result in an appeal or are coming to the Council for consideration. Minutes with this content should appear after the appeal period has lapsed.

- N. Second Public Comment Period: This is a second opportunity for people to make comments to the Council. All rules from the first comment period apply to the second period as well.
- O. Mayor and Council Comments: This is reserved for announcements, comments, or concerns to be added to a future Council meeting.
- P. Adjournment: Must be voted on by the Council, or the presiding officer of the meeting can adjourn the meeting early if an emergency arises.
- Q. Written Communications to Council.
1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet but shall not be individually itemized on the agenda.
 2. Unsolicited communications to the mayor and/or council concerning matters that are not on the agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
 3. The city manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

CURRENT CHAPTER 1, SECTION VI:

VI. Order of Business. The order of business for all regular meetings shall be as follows; however, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the mayor or a member of the council with council consensus:

1. Call to order.
 2. Roll call.
 3. Pledge of Allegiance.
 4. Announcements/Proclamations.
 5. Public comment on any item (other than public hearings).
 6. Public hearings.
 7. Consent agenda.
 8. Approval of minutes.
 9. Approval of voucher directory.
 10. Reports of boards, commissions, committees, elected officials, and city employees.
 11. Ordinances and resolutions.
 12. Unfinished business.
 13. New business.
 14. City Manager report.
 15. Public comment on any item.
 16. Mayor/Council comments.
 17. Adjournment.
- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
 2. If roll call determines that a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting provided they take no action or deliberate toward any decisions.
- C. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition of individuals by the mayor or the council.

D. Reports of Boards, Commissions, Committees, Elected Officials, and City Employees. When necessary, reports can be given to the council by boards, commissions, committees, elected officials and/or city employees.

1. When appropriate, reports to the council should include written materials which are provided to the council at least three days in advance of the meeting.
2. Oral reports to the council should generally not exceed 10 minutes in length.
3. The council may ask questions of the presenter upon conclusion of the report being given.

E. Public Comment.

1. Two periods for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes unless a majority of council members present vote to extend the time. Members of the public may speak about any topic, including items placed on the agenda other than public hearings.
2. Persons wishing to speak during public comment must sign the “speaker’s roster” with the person’s name and place of residence and the topic upon which the person wishes to speak, not later than the call to order.
3. Members of the public may speak about any topic during the last period for public comment.
4. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
5. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the speaker’s roster. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker’s roster and sufficient time is left in the 30-minute period.
6. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
7. Council members may, after obtaining the floor, ask questions of speakers

during public comment. Council members shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a council member is violating the spirit of this guideline.

8. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.

F. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

G. Minutes/Voucher Directory.

H. Ordinances and Resolutions – See [Chapter 3](#)

I. Public Hearings Generally.

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a

hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall be subject to the following time limits:

- a. Staff presentation (15 minutes total or as allowed by the presiding officer).
 - b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
 - c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
 - d. Other interested persons (3 minutes per person).
 - e. Questions of staff (No time limit).
 - f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).
6. Council members may, after recognition by the presiding officer, ask clarifying or follow-up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a council member is violating the spirit of this guideline.
 7. Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city council members should be to provide clarification or additional information on testimony provided.
 8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matters. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer may, to expedite the hearing, call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes, in lieu of individual testimony.
 9. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations, and the council takes action by motion on the matter, continue the hearing, or keep the record open for additional written testimony.

During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.

10. A copy of any written testimony or physical evidence that a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, email address, and telephone number are part of a public record, this information will be generally disseminated to the public and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety and who wishes to exempt his or her address, email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

J. Conduct of Hearings on Land Use Matters – See [Chapter 4](#)

K. Written Communications to Council.

1. Unsolicited communications to the mayor and/or council concerning matters on the agenda shall be forwarded to the council in the agenda packet but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or council concerning matters that are not on the agenda shall be forwarded to the mayor and/or council but shall not be included in the agenda packet.
3. The city manager may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the council, and making a recommendation for council action.

Project Tracking Sheet from Council -Open

Council Packet Page 47 of 48

Date	Issue Raised	Lead Person	Status	Long Term or Short Term *
11/15/2021	City Water Rights To Be Done with Water Master Plan	Tyler, Kie, Civil West, GSI	In-progress	Long Term
11/15/2021	Selling bulk water outside City limits	Kie and Heidi - Follow up w/RV Park	In-progress	Short Term
11/15/2021	Meter showing river water level	Kie, Parks & Rec Subcommittee	In-progress	Short Term
12/6/2021	Employee Handbook Update	Heidi, Yvonne, and Tyler	In-progress	Short Term
1/3/2022	Storm Water Master Plan - Elm Street Basin Review	Heidi, Kie, Civil West	Need to do	Long Term
1/3/2022	Water Master Plan Update	Heidi, Kie, Civil West, Water Dept Staff	In-progress	Short Term
1/3/2022	Sheridan Road Improvements	Heidi, Kie, Civil West	In-progress	Long Term
6/21/2022	Research cost for full-time Planner	Heidi, Council	FY 22-23	Short Term
7/18/2022	Recreation space in Bockes Loop area	Kie	Need to do	Long Term
8/1/2022	SDC Fee increases on Ballot	Heidi, Tyler, Yvonne	In-progress	On Hold
10/3/2022	Psilocybin Time, Place, Manner	Heidi, Tyler, Council	In-progress	Short Term
11/7/2022	Wastewater Master Plan Update	Heidi, Tyler, Civil West	FY 23-24	Long Term
11/7/2022	Park Master Plan Update	Heidi, Tyler, Civil West, Parks & Rec Com	In-progress	Short Term
11/7/2022	Hiring Authority/Council Approval	Heidi, Tyler	In-progress	Short Term
11/7/2022	Emergency Management Plan	Kie, Deycia, Heidi, and Roxie	In-progress	Short Term
12/5/2022	List of Properties to sell	Heidi, Kie, Realtors	In-progress	Short Term
12/5/2022	Civic Center	Heidi	In-progress	Short Term
12/5/2022	Public Works Facility	Heidi, Kie, Gary	In-progress	Short Term
12/19/2022	Southside Park Renaming & Memorial Area Next Steps	Council, Parks & Rec Com	In-progress	Short Term
1/17/2023	Vaping, Bicycles etc. on Sidewalks	Heidi, Kie, Tyler, Deycia	In-progress	Short Term
3/6/2023	Yamhill Street Sewer Improvements	Heidi, Kie, Tyler, Deycia	In-progress	Short Term
3/6/2023	106 S Bridge/Hebert Plaza	Heidi, Parks & Rec Subcommittee	In-progress	Short Term
4/3/2023	Letter to Cities on Measure 110	Heidi, Tyler, Mayor, Cale	In-progress	Short Term

* Long Term > 2 years

* Short Term < 2 years

Projects Completed

Summary of City owned properties
West Main water line problems
Summary of flood affected areas from storm 11/12
Improvement to Yard Debris Hours
January 2022 Schedule
New Cleaners
Budget Committee App
Round Table discussion regarding trainings
Update on Park surveillance cameras & PGE
City Hall & Library Hours
Park Surveillance Camera
Planning Commission App
Flood Insurance Report
Yamhill Valley Visitor Guide
Add'l Debris Removal @ 245 SW Morgan
Address Heider Bldg Fencing
CCR /Water
Election Information updated on website
Speed Trailer for Sheridan Road
Address traffic problems around food bank
Website Report a Concern Photos
Free Dumpster Neighborhood Program
Restart Park & Recreation Committee
Community Grant Program
Update on 106 S Bridge
Real Estate Agent Qualifications
RFP for Engineers
Town Hall Meeting mailing
Real Estate Agent Qualifications
Ash trays 600 block Sheridan Road area
Hire full-time Code Enforcement Officer
Park Survey Forms EDDM
Water Leak Credit Application
Feedback Forms for Public Comment
Microphones/Speakers for Council Chambers
Research City Attorney
Sheridan Museum Tour
Prison population information
Homelessness Ordinance Update for ORS
Brochure of available resources in Sheridan
Stoney Mountain History
Municipal Finance & Utility Billing Software