



City of Albany City Councilor Manual

Endorsed by Council February 26, 2018

City Clerk's Office
333 Broadalbin Street SW
P.O. Box 490
Albany, OR 97321

Email:
mary.dibble@cityofalbany.net
allison.liesse@cityofalbany.net



OUR MISSION

Providing quality public services for a better Albany community.

OUR VISION

A vital and diverse community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services.

Table of Contents

General Information about Albany and Albany’s Form of Government.....	1
Documents on the City of Albany website.....	2
City Council Protocols.....	3
City Council Meetings.....	4
City Council Agenda.....	5
Boards, Committees, and Commissions.....	6
Parliamentary Procedure.....	7
Public Meetings Laws.....	7
Ethics and Conflicts of Interest	8
Statement of Economic Interest Forms.....	8
Payroll Forms.....	8
Departments of the City of Albany.....	9-12
Mandates.....	12
Additional Resources.....	13

General Information about Albany

Founded in 1848, incorporated in 1864, the City of Albany adopted a home rule charter in 1891. The current Albany City Charter became effective on January 1, 1957, and amendments were passed by the voters in May 2010. The home rule charter divides authority between the City Manager and the City Council. The City Council is composed of a Mayor and six councilors, with two councilors elected from each of three geographic wards. Each councilor serves a term of four years, and the Mayor serves a term of two years.

The **Charter** creates the offices of City Manager and Municipal Judge, both of whom are appointed by the Council. The Council holds regular meetings on the second and fourth Wednesdays of each month. Council meetings may be held in City Hall or at any place in the City that the Council designates. Four members of the Council constitute a quorum for business. Deliberations of the Council are conducted in public.

Albany's Form of Government

Council/Manager System: By Charter, the City of Albany adopted a council-manager form of government on January 1, 1957. The Charter provides that the City Manager is the administrative head of the City, and s/he serves at the pleasure of the Council and is charged with administering the policies as established by the Council.

Mayor: The Mayor, elected for a two-year term, chairs the Council and presides over deliberations. S/he enforces the rules of the Council, determines the order of business under the rules, and reads proclamations. S/he has no vote except in the case of a tie vote of the Council. The Mayor appoints the members of the City boards, committees, and commissions, unless other procedures are specified by law or Council policy. The Mayor is also the ceremonial head of the City, and s/he is frequently asked to preside at ceremonies and events.

City Council: The City Council, Albany's legislative body, has six members. Councilors are elected on a nonpartisan ballot for four-year terms, with two members elected from each of the three wards. The Council sets City goals, enacts legislation, adopts a budget, develops policies, and determines the services the City provides. Councilors have no authority as individuals but only as members of the collective legislative body.

City Manager: The Council appoints a City Manager who manages the City's staff and departments. The City Manager is responsible for implementing the Council's policies and Strategic Plan, managing the day-to-day operations of the City, and hiring department directors to assist in providing City services and enforcing City Council policies, resolutions, and ordinances.

Documents on the City of Albany Website

The City's website, www.cityofalbany.net, has links to many City documents available to the public. Following are the locations of some common documents:

- The public meetings calendar is a link at the bottom of the home page:
<https://www.cityofalbany.net/calendar>
- The Adopted Budget, Comprehensive Annual Financial Report (CAFR), Financial Trends, and Urban Renewal District budgets are located on the Finance home page:
<https://www.cityofalbany.net/departments/finance/>

A budget is a financial plan that outlines revenues and expenditures. The budget process is one of the key ways that the City Council sets policy because the budget translates public policy goals into actual expenditures and activities. All local governments in Oregon are required to have a budget committee. The Budget Committee receives the budget message, takes public comment on the Proposed Budget, and approves a budget for adoption by the City Council. Once the Budget Committee has approved the budget, there are limits on how much the City Council can increase the City's budget.

- City Council Work Sessions and Regular Sessions (including agendas, agenda packets, Council summaries, approved minutes, audios, and videos) are located under: City Council/Meeting Agendas, Minutes, and Video tabs:
<https://www.cityofalbany.net/city-council/meeting-agendas-minutes-and-video>
- Resolutions and Ordinances are uploaded shortly after approved by Council:
<https://www.cityofalbany.net/city-council/meeting-agendas-minutes-video/resolutions> and
<https://www.cityofalbany.net/city-council/meeting-agendas-minutes-video/ordinances>.
- The Strategic Plan is under City Council/Strategic Plan tabs:
<https://www.cityofalbany.net/images/stories/citymanager/coa-strategicplan.pdf>

Albany's Strategic Plan translates our Mission and Vision Statements into purposeful action. The plan, which was drafted in 2004 and has been updated annually since, specifies clear goals and actions to move Albany toward a desired future. The Strategic Plan guides the development of the Budget.

- The financial Dashboard program is on the City Data home page:
<https://www.cityofalbany.net/city-data/city-data-home-page>
- The City Charter and the Albany Municipal Code are under the City Council tab:
<https://www.cityofalbany.net/city-council/charter-link> and <http://www.cityofalbany.net/city-council/municipal-code>.
- Council Policies are categorized in a simple and intuitive manner: <https://www.cityofalbany.net/city-council/council-policies>

City Council Protocols

The following protocols were developed at an Albany City Council training session held on January 16, 2018. They are intended to set expectations for members of the Albany Council and provide a model to guide the conduct and working relationships of Council Members. While some protocols relate specifically to Council meetings, others are meant to apply broadly to the full scope of Council Members' official interactions. The list is not intended to be exhaustive, and may be augmented or amended by future action of the Council.

- Respect:** Council Members agree to use respectful speech and positive body language when interacting with each other, staff, and the public, and will follow meeting procedures/protocols as established by the Council.
- Civility:** Council Members agree to demonstrate civility in their professional interactions, both within and outside of the City organization. Comments during meetings will remain thoughtful and measured, avoiding exaggerated, provocative, or personal remarks.
- Compromise:** Open-mindedness and active listening will be practiced by Council Members during deliberations in an effort to pursue compromise whenever possible.
- Tolerance:** Council Members will endeavor to respectfully 'agree to disagree' in the event compromise is not possible.
- Brevity:** Council Members will ensure their comments during meetings are succinct and relevant to the topic at hand.
- Public Unity:** Out of respect for the institution and the process through which policy is made, Council Members will refrain from publicly denigrating Council decisions once they are made.
- Mayor's Role:** Council Members recognize that the Mayor's position requires balancing the important roles of facilitating meetings and contributing policy perspectives.
- Liaison Role:** Council Members serving as City liaisons to external boards, commissions, committees, and organizations will be responsible for sharing important news and pertinent developments with the Council at regular meetings.
- Communications with Staff:** Council Members will keep the City Manager informed of communications they may have with staff, including copying the City Manager on any emails to staff.

January 19, 2018

City Council Meetings

Regular Sessions

The City Council holds Regular Sessions on the second and fourth Wednesdays of every month at 7:15 p.m. Regular Sessions are generally held in the City Council Chambers at City Hall, 333 Broadalbin Street SW, Albany; but they may be held at another place if the Council designates. Most final decisions of the Council are deliberated and voted on at Regular Sessions. Regular Sessions are subject to Oregon public meetings law and must be open to the public.

Work Sessions

Council Work Sessions are scheduled on a regular basis, generally on the second and fourth Mondays of every month, although a Work Session may be scheduled on any Monday. The meeting is generally held at 4:00 p.m. in the Municipal Court Room at City Hall but may be held at another place if the Council so designates. Work Sessions are designed to allow the Council to gain more in-depth knowledge of a particular subject and to have a chance to debate many of the pros and cons of an issue without coming to resolution or a decision on a matter. The Council may make decisions at Work Sessions; in some instances, action may be necessary in order to meet a deadline. Public hearings are not scheduled at Work Sessions. Council Work Sessions are subject to Oregon public meetings law and must be open to the public.

Quorum of the Council

Four members of the Council constitute a quorum for business.

Decisions of the Council

A concurrence of at least four Councilors is necessary to decide any question before the Council.

Powers of the Mayor

The Mayor is Chair of the Council and presides over deliberations. S/he enforces the rules of the Council and determines the order of business under the rules. S/he has no vote, except in the case of a 3-3 tie vote of the Council. The Mayor appoints members of City Boards, Commissions, and Committees, unless other procedures are specified by law or Council policy.

Officers of the Council

Apart from the Mayor, the City Council has only one additional officer. A President of the Council is provided under the Charter, and a Council President is elected at the first meeting of each calendar year. The President of the Council presides over the Council meetings and performs the duties of the Mayor in the absence of the Mayor. The President of the Council is entitled to vote as a Councilor even when presiding over the Council.

Council Delegates

The City Council is represented on several community boards. Council members are appointed by the Mayor to serve as delegates of the Council.

City Council Agenda

City Council meeting agendas are posted to the website the Friday prior to the meeting. In general, the Regular Session agenda contains the following items:

➤ **Introductory Business:**

This includes the call to order, flag salute, and roll call.

➤ **Special Presentations/Proclamations:**

The Council receives and takes any necessary action on special presentations it has received. The Mayor reads any proclamations.

➤ **Scheduled Business:**

Public Hearings. Public hearings provide a chance for citizens to express their opinions and help the Council explore the pros and cons of particular issues. All persons wishing to be heard sign in before the hearing begins, listing their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in may not speak until all those who signed in have done so.

Business from the Public. The City Council provides time for citizens to raise issues that they would like the City Council to consider. The Council may ask staff to investigate issues raised under Business from the Public but does not typically discuss them at the meeting.

Readings and/or Adoption of Ordinances. Ordinances must be read two times in title only before adoption. The Council can take both readings and adopt an ordinance at the same meeting. For more complicated or controversial matters, first and second readings may occur at different Regular Sessions.

Adoption of Resolutions. Resolutions are used, among other things, to express general Council policy, to fulfill conditions of an ordinance, to authorize spending, and to award contracts.

Adoption of the Consent Calendar. The Consent Calendar is made up of minutes and noncontroversial items. All items are passed with a single motion and vote. To debate an item on the Consent Calendar, a Councilor must remove the item from the Consent Calendar before a vote to adopt has been taken.

Reports. Staff often forwards information to the City Council and requests further guidance for action before a particular decision is put before the Council.

Executive Sessions. Occasionally, the Council agenda may include an Executive Session, which can only be held for specific reasons outlined in ORS 192.660 (below). During this portion of the meeting, the public exits the room. The Council can give staff direction in an Executive Session, but formal action, such as a motion, can take place only after the Council reconvenes to the Regular Session. Executive Sessions can also be held independent of a Regular Sessions.

ORS 192.660 (2) The governing body of a public body may hold an executive session:

- (a) To consider the employment of a public officer, employee, staff member or individual agent.
- (b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- (c) To consider matters pertaining to the function of the medical staff of a public hospital licensed pursuant to ORS 441.015 to 441.063 and 441.196 including, but not limited to, all clinical committees,

executive, credentials, utilization review, peer review committees and all other matters relating to medical competency in the hospital.

- (d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- (f) To consider information or records that are exempt by law from public inspection.
- (g) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- (h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- (j) To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- (k) To consider matters relating to school safety or a plan that responds to safety threats made toward a school.

➤ **Business from the Council:**

Council members can raise specific issues that concern them for Council discussion or for staff direction.

➤ **Adjournment:**

The Mayor adjourns the meeting.

Boards, Committees, and Commissions

The City of Albany has more than a dozen standing advisory boards, committees, and commissions. These advisory bodies provide guidance and expertise on important policy issues that affect the community and city government. Citizen advisory bodies are key liaison groups between City government and the community. They develop in-depth knowledge about important issues. State law governs some City boards, commissions, and committees. For example, the City of Albany is required to maintain a Planning Commission, Budget Committee, Parks & Recreation Commission, and Library Board.

The Mayor and members of the City Council share in making appointments to the standing committees. The City Manager's Office maintains current member lists for boards, committees, and commissions.

Special Ad Hoc Citizen Advisory Committees

The Council may create special ad hoc citizen advisory committees for a particular assignment. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before the Council takes action. Once an ad hoc committee's assignment is completed, the committee is disbanded.

Parliamentary Procedure

Per AMC 2.04.050, the Council is guided by Robert's Rules of Order. There are Charter and AMC regulations related to voting that supersede Robert's Rules; City staff or the City Attorney can provide the most current voting regulations. The Parliamentary Procedures listed below are guidelines.

Call to Order – The Mayor calls the Council meeting to order.

Recognition – Councilors will address the Mayor and await recognition before speaking. No persons other than Councilors and the person having the floor shall enter into any discussion without the permission of the Mayor.

Motions – Councilors must clearly and concisely state a motion. Motions will die if they do not receive a second. Types of motions include:

- Main motions – Their purpose is to introduce items to the Council for their consideration.
- Subsidiary motions – Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
- Miscellaneous motions – Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business (e.g., to take a recess, to adjourn).

Withdrawal of Motions – Any Councilor may withdraw his or her motion prior to a second. Once a motion is seconded, the motion may not be withdrawn without the consent of the Councilor who seconded it.

Vote – The Mayor may ask for a roll call vote for all final decisions. Also, any Councilor may request a roll call vote on any motion. Secret votes are not allowed.

Adjournment – The Mayor will adjourn the meeting once all business has been considered or postponed.

Public Meetings Laws

Notice of Meetings: Oregon law requires that the City provide public notice of all meetings. City policy and public meetings law require that committees provide at least 24-hour notice to the news media and interested persons before conducting a meeting. If 24-hour notice cannot be provided, the meeting should be rescheduled.

Committees may hold, in rare circumstances, an emergency meeting without providing 24-hour notice. This may be done only in a genuine emergency and with the knowledge and concurrence of the City Manager.

Agendas: Agendas are posted to the website the Friday prior to the meeting.

Minutes/Public Records: All minutes and audio recordings are considered a public record subject to disclosure, except for Executive Session audio and attachments.

Oregon law requires that minutes contain the following information:

- Names of all members of the governing body present;
- all motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
- the results of votes;

- the substance of discussion on any matter; and
- a reference to any document discussed at the meeting.

Discussion and materials distributed during public meetings are public record. Any materials distributed at a meeting that are not included in the agenda packet must be provided to the minute taker to be preserved for the public record. For additional detailed information, please see the Attorney General's Public Records and Meetings Manual at <http://www.doj.state.or.us>.

Councilors may by motion make correction(s) to the proposed minutes in order to conform to fact. The changes shall be outlined in the minutes of the meeting at which the correction was proposed.

Ethics and Conflicts of Interest

Ethics: State law defines a code of ethics for public officials, including conflicts of interest, in ORS 244. A link for the Ethics Manual is on page 14.

Conflict of Interest: Councilors must avoid a conflict of interest or the appearance of a conflict of interest. In general, Councilors should not vote whenever they may derive any kind of direct or indirect financial benefit in the action or recommendation proposed. State law stipulates that public officials may not use their position for financial gain.

Respectful Environment: City Councilors are expected to adhere to City policies related to Ethics (HR-ER-04), Workplace Discriminatory Harassment (HR-ER-05), and Workplace Respect and Code of Conduct (HR-ER-20).

Statement of Economic Interest (SEI) Forms

ORS 244 requires certain public officials to file a Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) by April 15 of each year. City Councilor information will be provided to the OGEC and they will contact Councilors via email to explain filing obligations. It is extremely important for Councilors to file the SEI form by the April 15 deadline in order to avoid civil penalties. The form can be filled out and filed electronically.

The OGEC has prepared an Instructional Handout and video for SEI filers to reference on their website: <http://www.oregon.gov/ogec/pages/index.aspx>.

Questions regarding the SEI filing can be directed to the OGEC at 503-378-5105 or ogec.mail@oregon.gov.

Payroll Forms

New Councilors meet with Payroll and Human Resources to complete new-hire paperwork. This information helps the City to process the stipends that the Councilors receive and to meet other legal regulations. Human Resources and Payroll are located on the first floor of City Hall.

Departments of the City of Albany

CITY MANAGER’S OFFICE

LOCATION: City Hall, 333 Broadalbin Street SW

The City Manager oversees general administration of the City of Albany and provides support to the City Council and to City departments. Some key administrative tasks include carrying out the Council’s policies, directing the City’s daily operations, coordinating departments, overseeing economic development including the Urban Renewal District, and informing the Council. The City Manager’s Office also houses the Communications Officer and the City Clerk’s Office. In addition, the City Attorney reports to the City Manager. The City Attorney provides legal counsel to City officials, departments, commissions, and boards. S/he also prepares legal documents and ordinances concerning City business and represents the City in litigation.

COMMUNITY DEVELOPMENT AND PUBLIC WORKS ENGINEERING

LOCATION: City Hall, 333 Broadalbin Street SW

The Community Development Department has two divisions: Planning and Building. The Planning Division administers the Comprehensive Plan, which guides long-range plans for land development, and the Development Code, which contains the City’s zoning regulations and development standards. Other planning activities include floodplain management, historic preservation, and managing the Community Development Block Grant (CDBG) program. Day-to-day planning activities include evaluating applications for property improvement or land division and working with potential applicants. The Building Division ensures that buildings comply with the state building code. To protect public welfare, these standards regulate design and construction, materials, use, occupancy, and location of buildings and structures within the City limits. The Departments Code Compliance Officer works to resolve building and development code violations.

Public Works – Engineering staff is responsible for many long range planning, design, and construction efforts for public infrastructure including water, sewer, street, and stormwater. These responsibilities include master planning, financial planning, design, regulatory support, design review for development projects, construction inspection, and project management. Other construction related program management responsibilities include the Erosion Prevention and Sediment Control Program, Post-Construction Stormwater Quality Program, Sewer Lateral Replacement Program, and various right-of-way permit programs. Engineering staff is responsible for providing administrative and contract support for all of Community Development, Public Works Engineering, and Public Works Operations. Budgeting, time keeping, and purchasing for those divisions is also managed out of Engineering. Lastly, all Utility Billing functions are managed out of Engineering.

PUBLIC WORKS OPERATIONS

LOCATIONS: Operations – 310 Waverly Drive NE
Transit – 112 10th Avenue SW
Albany-Millersburg Water Reclamation Facility – 405 Davidson Street NE
Albany-Millersburg Water Treatment Plant – 33883 Berry Drive NE
Vine Street Water Treatment Plant – 300 Vine Street SW

Public Works Operations handles routine operations and maintenance activities for the Transportation, Water, Sewer and Stormwater systems. This includes maintenance of street and traffic signs and signals; striping, sweeping, and maintaining streets; maintaining sewers, stormdrains, and waterlines up to the customer's connection to the system; operating and maintaining the drinking water and wastewater treatment plants including Talking Water Gardens; maintenance and operation of the Santiam-Albany Canal and hydropower facility; and operating the City's transit services and the Albany Municipal Airport. PW Operations also takes the lead role in tracking, analyzing, and reviewing proposed and existing regulatory requirements such as changes to the Safe Drinking Water Act or Clean Water Act requirements. Internal support programs within Operations include the Instrumentation and Control group which provides automated control services to several of our critical water and sewer facilities, the Computerized Maintenance Management System group which maintains all data related to our assets that is used for our asset management programs, and the Facilities Mechanics who provide pump maintenance, fabrication, mechanical repairs, and electrical service and repair.

FINANCE

LOCATION: Finance Department and Municipal Court - City Hall, 333 Broadalbin Street SW

The Finance Department plans and directs the fiscal operations of the City including accounting and financial reporting, budgeting, purchasing, payroll, and risk management. In addition, the Finance Department oversees the operations of the municipal court.

FIRE

LOCATIONS: Fire Administration – 611 Lyon Street SE
Station 11 – 611 Lyon Street SE
Station 12 – 120 34th Avenue SE
Station 13 – 1980 Three Lakes Road SE
Station 14 – 2850 Gibson Hill Road NW

The Fire Department prevents and protects the community from harm through its focus on Life Safety, Community Risk Reduction and Emergency Response. Current programs stress public education, inspection, and investigation to make Albany a safer community. Emergency responders provide a full range of services for suppression, medical treatment and transport, rescue, and hazard mitigation.

Departments of the City of Albany, continued

HUMAN RESOURCES

LOCATION: City Hall, 333 Broadalbin Street SW

Human Resource management includes: Benefits administration; recruitment; classification & compensation; employee and labor relations; collective bargaining; employee records/HRIS management; Family and Medical Leave Act (FMLA); Title VII and American's with Disabilities Act (ADA) compliance; drug & alcohol testing; developing and revising Human Resources policies; Citywide training and development programs; and workers' compensation.

INFORMATION TECHNOLOGY

LOCATION: Information Technology (IT) Services and Geographic Information Systems (GIS) Services – City Hall, 333 Broadalbin Street SW

The Information Technology (IT) Department is responsible for the overall technology infrastructure, including support of network infrastructure, business applications, IT Project Management, VoIP system, data center operations, database systems, information system security, desktops, laptops, and mobile data terminals. The Geographic Information Systems (GIS) division of IT manages the planning, implementation, and support of a computerized GIS accessible to all departments. They provide mapping services, analysis, application development, GIS software, and training.

LIBRARY

LOCATIONS: Main Library - 2450 14th Avenue SE
Downtown Carnegie Library - 302 Ferry Street SW

The City of Albany operates two libraries, the Main Library and the Downtown Carnegie Library. In addition to making books, magazines, [music](#), [movies](#), and other materials available to the public, both the Libraries provide many types of equipment such as computers and office equipment for public use. They also provide a variety of programs for all ages.

PARKS & RECREATION

LOCATIONS: Administration - City Hall, 333 Broadalbin Street SW
Maple Lawn Preschool – 1950 Salem Avenue SE
Park & Facilities Maintenance – 3650 Dogwood Avenue SE
Senior Center – 489 Water Avenue NW
Albany Community Pool – 2150 36th Avenue SE
COOL! Swanson Park Action Center– 705 Railroad Street SE

The Parks & Recreation Department has two functions: maintaining City parks and buildings and organizing recreational activities for all age groups. The City's recreation programs involve sports, outdoor activities, games, crafts, and social and cultural activities. Two of the most visible of the City of Albany's recreational programs are the annual River Rhythms concert series in Monteith Riverpark and the Northwest Art & Air

Festival at Timber-Linn Memorial Park. In addition to maintaining parks and open spaces, the Parks & Recreation Department operates several facilities that serve the public, including COOL! Swanson Park Action Center, the Albany Community Pool, the Senior Center, and Maple Lawn Preschool.

POLICE

LOCATION: 2600 Pacific Boulevard SW

The Police Department's mission is to provide excellence through service by protecting people and property through enforcement, crime prevention, community education, and building community partnerships. The Department provides many educational and preventative services through community programs such as Neighborhood Watch, Citizens' Academy, Youth Safety Camp, School Resource Officers, and citizen ride-alongs.

Mandates

Mandates are laws, regulations, and standards that higher levels of government impose on other governments. Both federal and state governments have passed many mandates on to local governments, and many of these mandates come without funds to pay for the programs that must be created at the local level in order to comply.

The goals of many federal and state mandates are laudable, and support from the national and state governments is necessary to achieve many important social goals. However, mandates pose problems for local governments such as the City of Albany for the following reasons:

- Mandates tend to be “one-size-fits-all.” They often do not recognize the differences in regions of the country, state, or among various communities. In many cases, local governments waste energy and money when they are forced to comply with regulations that are designed to solve problems that do not exist in their jurisdiction.
- Mandates do not change based on a local government's need, capacity, or financial resources.
- Mandates restrict a local government's ability to set local priorities. Unfunded mandates are a particular problem because the federal or state government has decided how local resources will be spent. That means that mandates can squeeze out programs that may be a higher priority in a community such as Albany.

Additional Resources

- The Guide for Public Officials is posted on the state of Oregon's website:
<http://www.oregon.gov/ogec/Pages/index.aspx>
- ORS 192 – Records; Public Records and Meetings:
<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=590>
- ORS 244 – Government Ethics: https://www.oregonlegislature.gov/bills_laws/ors/ors244.html
- ORS 260.432 – Restrictions on Political Campaigning for Public Employees:
<https://www.oregonlegislature.gov/hayden/Documents/Restrictions%20on%20Political%20Employees%20and%20Campaigning.pdf>
- Robert's Rules of Order: www.robertsrules.com
- City policies related to Ethics (HR-ER-04), Workplace Discriminatory Harassment (HR-ER-05), or Workplace Respect and Code of Conduct (HR-ER-20), are available on the Human Resources Department webpage at <https://www.cityofalbany.net/departments/human-resources/policies>.