



LAKE OSWEGO

BOARD AND COMMISSION MANUAL

Published MARCH 2018



CITY OF LAKE OSWEGO

CITY COUNCIL

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Members of Boards and Commissions provide an invaluable service to our City. Over the years, the services and programs provided by the City have expanded. Boards and Commissions advise the Council on a wide variety of subjects. This advice and detailed studies are often catalysts for innovative programs and improved services.

Serving on a Board or Commission can be a rewarding experience for community service-minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. If we are to have effective government, we must have the continued participation of the many dedicated Board and Commission members. Your participation helps to maintain effective and responsive local government.

On behalf of the City Council, I wish to thank the members of each Board and Commission for their service and extend an invitation to all residents of the City to consider serving on a citizens' advisory board.

Sincerely,

Anne-Marie Simpson
City Recorder

503-534-4225

asimpson@lakeoswego.city

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LAKE OSWEGO'S FORM OF GOVERNMENT

The Lake Oswego City Charter establishes a council-manager form of government, which vests policy authority in a volunteer City Council and administrative authority for day-to-day operations in an appointed, professional City Manager. The Lake Oswego City Council consists of a mayor and six councilors who serve four-year terms.

Mayor

The Mayor serves as the City's political head and chairperson of the Council. He or she is elected by the city at large on a nonpartisan ballot for a four-year term of office. The Mayor does not receive a salary. The Mayor is the formal representative of the City.

City Council

The City Council, Lake Oswego's legislative body, has seven members (including the Mayor). The Councilors are elected on a nonpartisan ballot for four-year terms. Like the Mayor, City Councilors are not paid.

The Council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The Council adopts the City budget, which specifies how much money can be spent for each City service. The Mayor and Council also appoint citizen committees to advise the City on a wide range of issues.

The Council elects one of its members to serve as president. The president presides over the Council in the Mayor's absence and can represent the Mayor and Council on special occasions.

The Council takes official action at regular council meetings, which are held on the first and third Tuesdays of each month. Check the City website for exact start times. The Council may conduct study sessions on other days as needed. Council meetings are held in the Council Chambers at City Hall unless otherwise noted on the website and agenda. Special meetings are also held as needed. All Council proceedings are open to the public, except for properly called executive sessions.

Council agendas are posted on the city website on Wednesday afternoon preceding the meeting. Agendas are also published in the Lake Oswego Review and can be found in the City Manager's Office located on the third floor of City Hall. Citizens may subscribe to the Council Agenda list serv to receive notices of agenda posting by visiting the *Email Subscriptions and Notifications* page on the City website.

City Manager

Under the council-manager form of government, the Council appoints a City Manager who manages the City's staff and departments. The City Manager is responsible for the day-to-day operations of the City of Lake Oswego.

TYPES OF COMMISSIONS, ADVISORY BOARDS, AND COMMITTEES

The Council has created three distinct types of committees: Commissions, Advisory Boards, and Ad Hoc Committees. These committees originate from three different sources: City Code, Council action, and state statute.

Commissions

A commission is a standing committee that is required by state law or to which the Council has delegated final decision making authority.

The Commissions include:

- Planning Commission (also serves as Commission for Citizen Involvement)
- Development Review Commission

Advisory Boards

An advisory board is a standing committee that is not required by state law (with the exception of the Budget Committee). It is appointed by the Council to advise and make recommendations to the Council regarding topics as specified in the Board's enabling provision.

The Advisory Boards include:

- Budget Committee
- 50+ Advisory Board
- Historic Resources Advisory Board
- Library Advisory Board
- Parks, Recreation and Natural Resources Advisory Board
- Planning Commission
- Sustainability Advisory Board
- Transportation Advisory Board
- Tourism Advisory Committee

AD HOC COMMITTEES

An ad hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Ad hoc citizen committees shall be established by resolution of the Council. The resolution identifies the term of the committee, the task or project to be accomplished, the timeline for completion of the task or the project, and such other direction as the Council deems appropriate.

BOARD AND COMMISSION SUMMARY

The Council appoints all of the members to the City's boards, commissions, and committees. All terms for regular members are three years, except the Planning Commission which are four years. Youth members to advisory boards are appointed for one-year terms, which may be renewed for one additional year.

Position vacancies are advertised in the City's newsletter, *Hello L.O.*, and the City's website. Additional information about City boards, commissions, and committees or their meetings is available online.

Budget Committee

The Budget Committee reviews the City and the Redevelopment Agency budgets. It has seven citizen members in addition to the Mayor and Council.

Development Review Commission

The Development Review Commission reviews development proposals and administers procedures and standards to assure that the design of site and building improvements are consistent with applicable standards. It has seven members.

50+ Advisory Board

The 50+ Advisory Board reviews the needs and interests of City residents who are 50 years of age and over, and makes recommendations relating to current and potential services, programs and facilities intended to enhance the quality of life for City residents who are 50 years of age and over. It has seven members.

Historic Resources Advisory Board

The Historic Resources Advisory Board promotes the historic, educational, architectural, cultural, and economic welfare of the public through identification, preservation, restoration, and protection of Lake Oswego's structures, sites, objects, and districts of historic and cultural interest. It has five members and one member under 18-years-old.

Library Advisory Board

The Library Advisory Board recommends written policies to govern the operation, use, and programs of the Library, and makes recommendations with respect to services and facilities. It has seven members and one member under 18-years-old.

Parks, Recreation and Natural Resources Advisory Board

The Parks, Recreation and Natural Resources Advisory Board advises and assists the City Council and staff in the provision, operation, conservation and protection of the City's parks, open spaces, recreation facilities, community centers, programs and opportunities, natural resources and environmental quality for the health and well-being of the residents of Lake Oswego. It has nine members and up to two members under 18 years old.

Planning Commission

The Planning Commission holds public hearings and makes recommendations to the Council concerning Comprehensive Plan and Development Code amendments; applications for Plan and Zoning Map amendments; special district plans; neighborhood plans; review of the Capital Improvement Plan for consistency with the Comprehensive Plan; conducts studies and makes recommendations to the Council regarding matters such as growth management, transportation, protection of natural resources, etc.; and encourages citizen involvement in land use matters. It has seven members. The Planning Commission also serves as the Commission for Citizen Involvement charged with reviewing citizen involvement practices related to land use matters.

Sustainability Advisory Board

The Sustainability Advisory Board promotes the sustainability of the community as a whole, considers public and private actors and their effects on ecological, economic, and community systems. It has nine regular members plus two members under 18-years-old.

Transportation Advisory Board

The Transportation Advisory Board reviews and makes recommendations on requests for neighborhood traffic devices in accordance with the Neighborhood Traffic Management Program. It has seven members and one member under 18-years-old.

Tourism Advisory Committee

The Tourism Advisory Committee advises the Council and assists staff and community organizations in implementing tourism strategies, oversight and updating of the Tourism Action Plan and provide recommendations to the Council on the use of City hotel-motel tax dollars. It has 9 regular members.

COORDINATION WITH COUNCIL, STAFF, AND OTHERS

Boards and commissions make recommendations to the Council. The Council then accepts, rejects, or modifies those recommendations. The Council relies on the boards and commissions to increase the variety of viewpoints and talents available to approach City issues. By concentrating on specific areas, members can expand the level of expertise and can conduct detailed analyses that the Council itself may not have the time to pursue. It is expected that boards and commissions may adopt positions of advocacy within their specific spheres of interest. The Council's role, however, is to take into consideration the often varied and sometimes conflicting public needs and determine what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Boards and commissions advise the Council concerning policy, they do not create policy. It is the responsibility of the City Manager and the City staff to operate programs authorized by the Council.

Boards and commissions may offer findings and recommendations to the Council. The board or commission staff coordinator acts as liaison between the board and Council.

In some cases, a board or commission may request direction from the Council in order to accomplish a task. The staff coordinator can work with the board or commission on the best way to do this.

Reporting Completed Work

It is the responsibility of boards and commissions to provide complete, concise, and accurate reports to the Council. These documents should be prepared in such a manner that the Council fully understands the issue and what action, if any, it is to take. A report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the board or commission, and a minority recommendation, if any.

Quality board and commission reports and recommendations take into account the Council's need to view an issue from as wide an angle as possible. The Council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Submission of quality reports will enable the Council to act knowledgeably and expeditiously on reports and will reduce the likelihood of the Council referring the report back to the board or commission for clarification.

Council Liaison

Each year the Council may appoint a liaison from its members to each board and commission (see Council Liaison list in appendix). The purpose of the Council liaison is to provide a direct line of communication between the board or commission and the Council. The Council liaison and the chair of the affected committee shall have joint obligation to keep the Council and the committee informed of relevant City or committee information.

ROLE OF COMMITTEE SUPPORT STAFF

Each board or commission has at least one staff person assigned to the group. City staff perform the administrative and housekeeping functions outlined below and do not vote. These City employees also have a responsibility to assure that the committee is aware of laws and administrative processes affecting proposed policy and operational recommendations.

Staff must be constantly aware of the responsibility to represent overall Council priorities and administrative policies of the City.

The staff coordinator's responsibility is to assist the committee in its functions and to represent the City of Lake Oswego.

Other responsibilities include the following:

- Provide professional and technical advice
- Provide clerical assistance for the preparation, duplication, and distribution of committee materials
- Maintain public records created by the committee, including minutes, reports, recommendations, and letters, as required by state law (see "Retention of Public Records")
- Prepare the committee agenda in consultation with the Chair
- Notify committee members and the City Manager's Office of upcoming meetings
- Prepare appropriate reports based on the committee's action for the Council agenda
- Ensure adherence to the required Council report format and timetable for submittal
- Secure meeting rooms for committee meetings
- Assist in attaining resources needed for the research and preparation of committee reports

Relationship between Staff and the Committee

City staff members should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

If a committee desires information or a report which requires an excessive amount of staff time, the committee should request City Manager or Department Director approval prior to pursuing the project. The committee should direct the staff person with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects.

Training Process for New Members

The Chair will work with the staff liaison to develop specialized orientation for new members. The orientation should include a review of this manual, recent minutes, current projects, applicable policies, contact information for staff and other members, meeting time/place, Council goals, and a budget overview.

PROCESS FOR BOARD AND COMMISSION GOALS AND WORK PLANS

The Council meets with representatives of all the boards and commissions in a joint session each year. The purpose of the session is to provide Council with input regarding the boards and commissions prior year work programs and issues and to forward information regarding potential issues that may contribute to the Council's goal-setting work.

Each January, the Council develops goals and objectives for the City to meet over the next fiscal year in an annual goal-setting session. Clear goals provide the foundation for the future success of this process. This goal statement and any other background documentation for clarifying the Council's priorities are provided to the boards and commissions. The boards and commissions are then charged with developing an annual work plan. The work plan must be consistent, relevant, and supportive of the Council's goals.

PUBLIC MEETINGS

Meetings

Meetings must be held within the city limits of Lake Oswego and only at the place specified on the agenda. Once convened, such meetings may be adjourned to another location within the City if unusually large crowds or other circumstances warrant.

Requirement to Meet in Public

Virtually all meetings of governing bodies, which include standing and ad hoc committees, are open to the public in the State of Oregon. ORS 192.620 establishes Oregon's policy of open decision-making by governing bodies:

"The Oregon form of government requires an informed public aware of the deliberations and decisions of governing bodies and the information upon which such decisions were made. It is the intent of ORS 192.610 to 192.690 that decisions of governing bodies be arrived at openly."

Requirement to be Accessible to Public

All public meetings must be accessible to people with disabilities.

Wheelchair Access

All committee meetings must be held at wheelchair-accessible locations. This includes the approach to the facility entry, path of travel within the facility, and rest rooms.

Communication Access

All committees must provide communication access in the form of accommodation to members of the public so that they may have an equal opportunity to participate in and benefit from committee meetings. This particularly affects citizens who are vision or hearing impaired and may involve requests for such accommodations as providing meeting agendas in large print or Braille or the provision of a sign language interpreter at the meeting.

It is the responsibility of City staff coordinator to arrange for accommodations at no cost to the requesting individual. The City of Lake Oswego asks that requests be made 48 hours prior to the meeting.

Notice of Meetings

The City of Lake Oswego produces a calendar of public meetings available on line. Staff is responsible for providing notice of the meeting by placing it on the website's Community Calendar.

The Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special, and emergency meetings. The public notice requirements apply to any meetings of a governing body subject to the law, including committees, subcommittees, and advisory groups. A notice must be reasonably calculated to provide actual notice to the persons and the media that have stated in writing they wish to be notified of every meeting.

The Public Meetings Law also requires that the notice of any meeting, "include a list of the principal subjects anticipated to be considered at the meeting." This list should be specific enough to permit members of the public to recognize the matters in which they are interested. This requirement is generally met by the distribution of an agenda. The agenda does not need to go into detail about subjects scheduled for discussion or action, but it should be descriptive enough so that interested persons will get an accurate picture of the agenda topics.

Agendas of public meetings are posted in City Hall and online at www.ci.oswego.or.us/calendar. Citizens can subscribe to a distribution listserv to be notified when agendas are available.

Closed Meetings

The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations (ORS 192.600). The occasions when an advisory body may legally meet in closed session are rare. The City Attorney and the City Manager's Office must be consulted if a committee feels it must conduct a meeting in executive session.

Public Hearings, Public Forums and Workshops

Public hearings are a relatively formal proceeding and are legally required steps preceding action by a committee sitting as a quasi-judicial body. A public hearing must include specific elements, which are recorded in the minutes, such as testimony from an applicant, appellant, interested citizens or an introduction into the record of pertinent facts and findings.

Public forums are an opportunity for committees to receive public input in a less formal atmosphere. It is a chance for citizens to ask questions and express support or concern for proposals being considered.

Workshops are designed to elicit citizen input in the least formal manner, allowing maximum interaction between citizens and committee members. Frequently, workshops are held on a

drop-in basis. Citizens can learn more about certain proposals and can register their impressions of the ideas. Workshop sessions do not culminate in action at that meeting. Legally required actions or recommendations should be taken either at the next regular meeting or at another publicly announced date and time.

Minutes

The Public Meetings Law requires that written minutes be taken at all meetings. Meeting minutes shall include at least the following:

- members present
- motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition
- results of all votes, and the vote of each member by name
- the substance of any discussion on any matter
- subject to the Public Records Law, ORS 192.410 to 192.505, a reference to any document discussed at the meeting

Minutes need not be verbatim transcript, and the meeting does not have to be recorded unless otherwise required by law, although this is good practice. The minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.

Minutes are generally presented to the board or commission for approval at the next regular meeting (or within a reasonable time). The board or commission may, by motion, make corrections to the minutes. The official copies of minutes, agendas, resolutions, indexes, and exhibits are retained permanently.

ETHICS

Members of the City Council, Planning Commission, Development Review Commission, and the Historic Resources Advisory Board are required to file Annual Verified Statement of Economic Interest, with the Oregon Government Ethics Commission. Additional information is available from the Oregon Government Ethics Commission at 503-378-5105 or on-line at <http://www.oregon.gov/OGEC/pages/index.aspx>.

**COUNCIL LIAISONS TO BOARDS AND COMMISSIONS
2018**

50+ Advisory Board (4 th Fri. 10:00 a.m.)	Jeff Gudman
Historic Resources Advisory Board (2 nd Wed. 7 p.m.)	Theresa Kohlhoff
Library Advisory Board (2 nd Wed. 7 p.m.)	Joe Buck
Parks, Recreation and Natural Resources Advisory Board (Wed. 6:00 p.m.)	Kent Studebaker
Planning Commission (2 nd & 4 th Mon. 6:30 p.m.)	Jackie Manz
Transportation Advisory Board (quarterly, 2 nd Wed. 7 p.m.)	Skip O’Neill
Sustainability Advisory Board (3 rd Mon. 6:30 p.m.)	John LaMotte
Development Review Commission (1 st & 3 rd Mon. 7 p.m.)	Theresa Kohlhoff
Budget Committee (as needed)	no liaison
Tourism Advisory Committee (quarterly, 2 nd Tues. 10 a.m.)	Skip O’Neill
Interview Coordinator(s)	Kent Studebaker Jackie Manz Skip O’Neill

2. Creation; Membership; Term. There is hereby created a Sustainability Advisory Board of the City of Lake Oswego consisting of nine regular members appointed for three-year terms, plus two members less than 18 years old at the time of appointment who shall be appointed for one-year terms which may be renewed for one additional year.

3. Qualifications. No less than a majority of the members of the Sustainability Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary or own a business located within the City or be employed full-time within the City. Appointments will endeavor to include representatives of diverse neighborhoods, local businesses, educational institutions, social service providers, and professionals in sustainability-related professions, such energy, transportation, development, and agriculture.

4. Mission and Duties. The mission of the Sustainability Advisory Board shall be to promote the sustainability of the community as a whole, considering public and private actors and their effects on ecological, economic, and community systems. The Sustainability Advisory Board shall be guided by the Sustainable City Principles embodied in the City's 2007 Sustainability Plan. The Sustainability Advisory Board shall:

- a. Advise and assist the City Council in efforts to make City operations more sustainable.
- b. Assist in the development of plans and policies to enhance the sustainability of the City as a whole.
- c. Educate and support other Lake Oswego organizations to become more sustainable.
- d. Educate and engage the public in efforts to make the community of Lake Oswego, including residents, businesses, and institutions, more sustainable.

(Ord. 2506, Add, 02/19/2008)

12.51.075 Tourism Advisory Committee

1. Creation; Membership; Term. There is hereby created a Tourism Advisory Committee of the City of Lake Oswego consisting of nine regular members appointed for three-year terms.

2. Qualifications. No less than a majority of the members shall represent organizations and community stakeholder groups involved with or associated with touristic activities and attractions in Lake Oswego. Such groups may include The Lake Oswego Arts Council, Lakewood Center for the Arts, Lake Oswego Chamber of Commerce, other business associations based in Lake Oswego, Lake Oswego Review or other local media, hotels located in Lake Oswego and marketing professionals who live or have their place of business in Lake Oswego.

3. Mission and Duties. The mission of the Tourism Advisory Committee is to advise the Council and assist staff and other community organizations in implementing tourism strategies. The committee is also tasked with the oversight and periodic updating of a Tourism Action Plan for the City of Lake Oswego and providing future recommendations on the expenditure of City hotel-motel tax dollars.

(Ord. 2715, Enacted, 06/07/2016)



CITY OF LAKE OSWEGO

BUDGET COMMITTEE

DESCRIPTION

History

The Lake Oswego Budget Committee was formed in accordance with state statute which requires that a Budget Committee be formed to review the City's budget. The Budget Committee shall be comprised of the Mayor and City Council and an equal number of lay citizens. There are seven citizen members on the Budget Committee, each serving terms of three years.

Responsibilities and Duties

The Budget Committee can meet at any time during the budget period; however, in the past, the Budget Committee usually met in the spring to begin a review of the proposed budget as submitted by City staff. Once the proposed budget has been submitted to the Budget Committee, meetings are scheduled for review and recommend the budget to the City Council for adoption. The Budget Committee also serves as the budget committee for the Redevelopment Agency.

Qualifications

Budget Committee members are appointed by the City Council for three (3) year terms. There are no specific requirements for serving on the Budget Committee other than being a qualified elector of the City of Lake Oswego.

Contact Person

For more information, call Shawn Cross, Finance Director, 503-697-7413.

Budget Committee
Revised 2/18/16



CITY OF LAKE OSWEGO

DEVELOPMENT REVIEW COMMISSION

DESCRIPTION

History

This Commission was formed on April 19, 1994, by Ordinance No. 2091 and amended by Ordinance No. 2316 on March 2, 2002, to review development proposals to ensure compliance with the Community Development Code or other City Standards.

Mission and Duties

It is the mission of the Commission to exercise the powers and duties as set forth in state law, the City Comprehensive Plan, the City Community Development Code (LOC Chapter 50), and other applicable City Codes.

Examples of responsibilities that might be included in service are:

1. Assure prompt review of development proposals, and the application of City standards.
2. Provide for public review and comment on development proposals which may have significant impact on the community.
3. Guide public and private policy and action to assure provision of adequate water, sewerage, transportation, drainage, parks, open space, and other public facilities and services for each development.
4. Administer procedures and standards assuring that the design of site improvements and buildings are consistent with applicable standards and minimize adverse impacts on surrounding land uses, and yet allow for and encourage flexibility in the design and layout of site improvements and buildings, and innovation in design and construction.
5. Provide for review and approval of the relationship between land uses and traffic circulation in order to minimize congestion, with particular emphasis on not exceeding the planned capacity of residential streets to carry projected traffic; to provide for safe pedestrian and bicycle circulation; to provide for the proper location of street rights-of-way, easement and building lines; to assure provision of adequate internal vehicle circulation; parking, loading, and pedestrian walkways.
6. Minimize pollution and damage to waterways and Oswego Lake; to assure the adequacy drainage facilities and to protect the natural character and functions of waterways.

7. Administer standards to regulate the impacts of development upon soils, trees and vegetation, distinctive areas, and other natural features.
8. Assure reasonable safety from flood, landslide, erosion, or other natural hazards.
9. Protect the City's aesthetic beauty and character.
10. Promote the conservation of energy through site and building design and orientation.
11. Protect historic buildings and sites.

Qualifications

The Commission has seven (7) members appointed by the City Council for three (3) year terms. At least four (4) members shall reside within the City limits of the City of Lake Oswego. The membership of the Commission is to be as follows:

- Three (3) members shall be from the fields of architecture, landscape architecture, or artistic design.
- One (1) member shall be from the field of civil engineering.
- One (1) member shall be engaged in the business of financing the purchase and development of real property. No more than two (2) members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit.

No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.

Each member must file annual Statement of Economic Interest with the Oregon Government Ethics Commission.

When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

Meeting Dates

The Commission meets on the first and third Mondays of the month at 7 p.m. and other days as needed.

Contact Person

For more information, call Jessica Numanoglu, Planning Manager, 503-635-0283.



CITY OF LAKE OSWEGO

50+ ADVISORY BOARD

DESCRIPTION

History

The 50+ Advisory Board was established by Ordinance 2457, May 16, 2006 and became effective July 15, 2006. The number of members was reduced to seven (7) by Ordinance 2555, adopted July 6, 2010, effective, August 5, 2010. The 50+ Advisory Board formerly was the Adult Community Center Advisory Board.

Mission and Duties

The 50+ Advisory Board shall:

1. Advise the City Council as to the needs and interests of City residents who are 50 years of age and over;
2. Monitor trends in aging, research new programs and services for people 50 years of age and over and provide the resulting information to the City Council;
3. Make recommendations to the City Council relating to current and potential services, programs and facilities intended to enhance the quality of life for City residents who are 50 years of age and over;
4. Advise and make recommendations relating to actions of the City Council that may affect residents who are 50 years of age and over.

Composition, Term

The 50+ Advisory Board shall consist of seven (7) members appointed by the City Council for three-year terms, plus one member less than 18 years old shall be appointed for a one-year term that may be renewed for one additional term.

Qualifications for Regular Members

No less than a majority (five) of the members of the 50+ Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. Members do not have to be over the age of 50 to apply for the 50+ Advisory Board.

No person shall be appointed to a position on a particular board or committee for more than two consecutive full terms. The Council may, in its discretion, make exceptions to this limitation in the event of extenuating circumstances including, but not limited to, occasions when a large change in board membership creates a need to retain experienced members.

When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

The 50+ Advisory Board meets the fourth Friday of the month at 10:00 a.m.

Contact Person

For more information, call: Ann Adrian, Adult Community Center Manager, 503-534-5757.



CITY OF LAKE OSWEGO

HISTORIC RESOURCES ADVISORY BOARD

DESCRIPTION

History

The Historic Review Board was established by Ordinance 2000 on March 14, 1990. The name was changed to “Historic Review Commission” by Ordinance 2091, adopted April 19, 1994, and then changed to the current name, “Historic Resources Advisory Board,” by Ordinance 2160, adopted November 18, 1977. Other amendments were approved in Ordinances 2192, 2336, 2344, 2579, 2660, and 2735.

Mission and Duties

The Historic Resources Advisory Board (“HRAB”) shall:

5. Carry out the purpose section and duties described in Lake Oswego Code, Section 50.06.009 and 50.07.004.4, (Historic Preservation) and otherwise assist the City Council on historic preservation matters;
6. Disseminate information to educate the public as to state and federal laws protecting antiquities and historic places;
7. Act as a coordinator for local preservation groups, educational workshops, signing and monumentation projects, and other similar programs;
8. Advise interest groups, agencies, boards, and citizens on matters relating to historic preservation within the City;
9. Conduct historic inventories on a periodic basis and ensure that information on inventoried historic properties is updated and maintained;
10. Research and recommend property owner incentives to City Council to assist in continued preservation of historic resources.

Composition, Term

The HRAB shall consist of seven members per Ordinance 26735 adopted February 7, 2017, appointed by the City Council for three-year terms, plus one member less than 18 years old who shall be appointed for a one-year term that may be renewed for one additional year.

Qualifications for Regular Members

No less than a majority of the members of the Historic Resources Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City’s Urban Services Boundary. At least one (1) member shall be an architect with knowledge of historic restoration.

No person shall be appointed to a position on a particular board or committee for more than two consecutive full terms. The Council may, in its discretion, make exceptions to this limitation in the event of extenuating circumstances including, but not limited to, occasions when a large change in board membership creates a need to retain experienced members.

When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

Each member must file annual Statement of Economic Interest with the Oregon Government Ethics Commission. Youth members under the age of 18 years of age are not required to file reports with the Oregon Government Ethics Commission.

The Historic Resources Advisory Board meets the second Wednesday of the month at 7:00 p.m.

Contact Person

For more information, call Paul Espe, Associate Planner, 503-697-6577.



CITY OF LAKE OSWEGO

LIBRARY ADVISORY BOARD

DESCRIPTION

History

On April 19, 1994, the City Council of the City of Lake Oswego passed Ordinance 2091, creating the Library Advisory Board. On June 1, 1999, Ordinance 2192 was adopted to add the Youth Member, and on November 5, 2002, Ordinance 2336 was adopted relating to the members if not residents of the City, then they had to be residents within the Urban Services Boundary.

Mission and Duties

The Library Advisory Board shall:

1. Uphold the right of all citizens to full access to information by providing open access to Library resources and services in accordance with the *Library Bill of Rights*.
2. Recommend written policies to govern the operation, use and programs of the Library, and review such policies on a regular basis.
3. Participate in long-range planning for library services.
4. Review and make recommendations regarding the annual budget request and any Capital Improvement Plan (CIP) proposal prepared by the Library Director. The Chair shall prepare a written report of the Advisory Board's review. The report shall either endorse or recommend modifications to the Director's proposed budget or CIP proposal. The report shall be submitted to the City Manager along with the Director's proposed budget or CIP proposal.
5. Make recommendations to the City Council with respect to services, facilities, and all other matters pertaining to the maintenance and improvement of the Public Library.
6. Submit an annual report to the City Council on the operation of the Public Library at the time of Council's annual meeting with the Advisory Board pursuant to Chapter 12 of the City Code.
7. Organize an annual fund-raising campaign to solicit contributions to the Library Endowment Fund.

Composition, Term

The Library Advisory Board shall consist of seven (7) members appointed by the City Council for three (3) year terms, plus one member less than 18 years old who shall be appointed for a one-year term that may be renewed for one additional term.

Qualifications for Regular Members

No less than five of the members of the Library Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. The Library Advisory Board meets on the second Wednesday of the month at 7:00 p.m.

Contact Person

For more information, call Bill Baars, Library Director, at 503-697-6584.



CITY OF LAKE OSWEGO

PARKS, RECREATION AND NATURAL RESOURCES ADVISORY BOARD

DESCRIPTION

History

On February 16, 2016, the City Council of the City of Lake Oswego passed Ordinance 2708, creating the “Parks, Recreation and Natural Resources Advisory Board”

Mission and Duties

The mission of the Parks, Recreation and Natural Resources Advisory Board (“PNAB”) is to advise and assist the City Council and staff in the provision, operation, conservation and protection of the City’s parks, open spaces, recreation facilities, community centers, programs and opportunities, natural resources and environmental quality for the health and well-being of the residents of Lake Oswego.

The PNAB shall:

1. Collaborate with the City Council and City staff on the following overall responsibilities:
 - a. Encourage and promote community awareness of park, recreation, natural resources and the environment by various means; develop strong relationships with the various sports leagues, community organizations and the Adult Community Center; and work cooperatively with the Commission for Citizen Involvement and the various neighborhood and community organizations.
 - b. Coordinate with other governmental and community organizations in park planning, use and programming, and natural resource protection and enhancement.
 - c. Monitor and communicate trends in local, regional and national recreation and natural resource protection and the needs of the public.
 - d. Advise on acquisition, easements, donations, and land use actions to preserve and provide parks, open spaces, trails, bikeways, and natural resources.
 - e. Advise on actions potentially affecting parks, recreation facilities, recreation programs and natural resources.
 - f. With City Council approval, establish citizen task forces or advisory board sub-committees to address parks, recreation and natural resource planning and strategic issues, to review

and update plans, and to provide detailed studies and reports on areas of new policy development.

2. Collaborate with the City Council and City staff on the following specific duties:
 - a. Assist in development of periodic long range strategic plans regarding parks, recreation, and natural resource management and protection.
 - b. Prepare an annual set of goals with recommended time frames to implement those strategic plans that:
 - i. Identify and prioritize potential acquisition and development projects, maintenance programs, and recreational and wellness opportunities for all age groups.
 - ii. Identify and prioritize natural resource protection, environmental quality and ecosystems enhancement projects and opportunities that address broad natural resource issues within the City and its Urban Service boundary.
 - iii. Advocate for adequate budget and capital improvement funding for these projects.
 - c. Dedicate one or more meetings per year to a discussion of plans and policies to protect, restore, and enhance environmental quality within the City's Urban Service Boundary, including conservation of natural resources and preservation and enhancement of ecosystems, open space, and natural corridors.
 - d. Assist City staff on management and maintenance issues, such as parks rules and regulations, City and School Board joint facility use agreements, specific recreational program offerings and program pricing, and other relevant issues.
 - e. Assist City staff and advise the City Council on creating, approving, managing and monitoring specific park friends groups and their activities.
 - f. Designate Lake Oswego Heritage Trees as provided in LOC 55.06.030.

Composition, Term

Parks, Recreation and Natural Advisory Board shall consist of nine members to be appointed by the City Council for a term of three years, plus up to two members less than 18 years old who shall be appointed for a one-year terms that may be renewed for one additional year.

No person shall be appointed to a position on a particular board or committee for more than two consecutive full terms. The Council may, in its discretion, make exceptions to this limitation in the event of extenuating circumstances including, but not limited to, occasions when a large change in board membership creates a need to retain experienced members. When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

Qualifications

No less than a majority of the members of the Parks, Recreation and Natural Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary. No fewer than two members shall have education or vocational experience in natural resources management, landscape planning and design, or

park planning and management. The City Council shall endeavor to ensure that membership is diverse in education, experience and interest so that all aspects of the Board's mission are adequately represented.

The Parks, Recreation and Natural Resources Advisory Board meets the third Wednesday of the month at 6:00 p.m.

Contact Person

For more information, call Ivan Anderholm, Parks & Recreation Director, 503-697-6500.



CITY OF LAKE OSWEGO

PLANNING COMMISSION

DESCRIPTION

History

On August 6, 1946, the City Council of the City of Lake Oswego passed Ordinance 332 creating the "Planning Commission." This Ordinance was amended by Ordinances 2091, 2316 and 2336. The Planning Commission is the City Council's advisory board on land use or planning issues.

Mission and Duties

In accordance with the provisions of Chapter 12 of the City Code, the Planning Commission shall exercise the powers and duties set forth in state law, the City Comprehensive Plan, the City Community Development Code, and other applicable City Codes.

Examples of duties include:

1. Holding public hearings and making recommendations to City Council concerning applications for Comprehensive Plan and Zoning Code text amendments.
2. Holding public hearings and making recommendations to City Council concerning Comprehensive Plan and Zoning map amendments.
3. Coordinating the preparation of neighborhood plans.
4. Reviewing the Capital Improvement Plan for consistency with the Comprehensive Plan.
5. Conducting studies and making recommendations to the City Council concerning such matters as growth management, transportation, protection of natural resources, special district plans, and the community's quality of life.
6. Encouraging citizen involvement in land use matters.
7. The Planning Commission also serves as the Commission for Citizen Involvement.

Composition, Term

The Planning Commission shall consist of seven (7) members to be appointed by the City Council for a term of four (4) years.

Qualifications

No less than a majority of the members of the Planning Commission shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban

Services Boundary. No more than two members of the Commission may engage principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade, or profession.

Planning Commissioners are required to file annual Statements of Economic Interest with the Oregon Government Ethics Commission.

The Planning Commission meets on the second and fourth Mondays at 6:30 p.m., and other days as needed.

Contact Person

For more information, call Scot Siegel, Planning Director, 503-699-7474.



CITY OF LAKE OSWEGO

SUSTAINABILITY ADVISORY BOARD

DESCRIPTION

History

The Sustainability Advisory Board was established by Ordinance 2506, on February 19, 2008 and with an effective date of March 20, 2008. Amendments were approved in Ordinance 2660.

Mission and Duties

The mission of the Sustainability Advisory Board shall be to promote the sustainability of the community as a whole, considering public and private actors and their effects on ecological, economic, and community systems. The Sustainability Advisory Board shall be guided by the Sustainable City Principles embodied in the City's 2007 Sustainability Plan.

The Sustainability Advisory Board shall:

11. Advise and assist the City Council in efforts to make City operations more sustainable.
12. Assist in the development of plans and policies to enhance the sustainability of the City as a whole.
13. Educate and support other Lake Oswego organizations to become more sustainable.
14. Educate and engage the public in efforts to make the community of Lake Oswego, including residents, businesses, and institutions, more sustainable.

Composition, Term

The Sustainability Advisory Board shall consist of nine (9) members appointed by the City Council for three-year terms, plus two members less than 18 years old shall be appointed for a one-year term that may be renewed for one additional term.

Qualifications for Regular Members

No less than a majority (five) of the members of the Sustainability Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City's Urban Services Boundary OR own a business located within the City, OR be employed full-time within the City. *(If you are a business owner, but do not live in the City or City's Urban*

Services Boundary, the business must have a current City Business License; If you are an employee of a business in the City of Lake Oswego, but live outside the City, or City's Urban Services Boundary, please submit a letter to that effect signed by the business owner or manager.)

Appointments will endeavor to include representatives of diverse neighborhoods, local businesses, educational institutions, social service providers, and professionals in sustainability-related professions, such as energy, transportation, development, and agriculture.

No person shall be appointed to a position on a particular board or committee for more than two consecutive full terms. The Council may, in its discretion, make exceptions to this limitation in the event of extenuating circumstances including, but not limited to, occasions when a large change in board membership creates a need to retain experienced members.

When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

The Sustainability Advisory Board meets the third Monday of the month at 6:30 p.m.

Contact Person

For more information, call Jenny Slepian, Sustainability and Management Analyst, 503-635-0291.



CITY OF LAKE OSWEGO

TRANSPORTATION ADVISORY BOARD

DESCRIPTION

History

On August 10, 1995, the City Council of the City of Lake Oswego passed Ordinance 2045, creating the “Neighborhood Traffic Advisory Board.” On December 21, 1994, the Council passed Ordinance 2109, amending Ordinance 2045. On July 21, 1999, the Council passed Ordinance 2207, changing the name to “Transportation Advisory Board” and expanding its duties. Amendments were approved in Ordinance 2336.

Mission and Duties

The Transportation Advisory Board (“TAB”) shall:

1. Exercise the powers and duties as expressly set forth in LOC Chapter 32;
2. Provide service concerning implementation of the City’s Transportation System Plan;
3. Review and make recommendations regarding transportation improvement projects for inclusion in the Capital Improvement Plan;
4. Monitor and evaluate the effectiveness of traffic demand management strategies and recommend actions for improvement;
5. Advise and make recommendations on rail transportation issues, including those involving the Willamette Shore Rail Line;
6. Advise as to the coordination of planning and programming of transportation projects and funding with other governmental agencies and private interests;
7. Advise and make recommendations to the City Council and City staff on transportation issues in general;
8. Perform such duties as may be assigned by the City Council.

Composition, Term

The TAB shall consist of seven (7) regular members appointed by the City Council for three-year terms, plus one member less than 18 years old who shall be appointed for a one-year term which may be renewed for one additional term.

Qualifications for Regular Members

No less than a majority of the members of the Transportation Advisory Board shall be residents of the City of Lake Oswego. Any members not residing in the City shall reside within the City’s Urban Services Boundary.

No person shall be appointed to a position on a particular board or committee or for more than two consecutive full terms. The Council may, in its discretion, make exceptions to this limitation in the event of extenuating circumstances including, but not limited to, occasions when a large change in board membership creates a need to retain experienced members.

When making appointments, the Council shall consider the geographic diversity of the membership of boards, committees and commissions.

The Transportation Advisory Board meets the second Wednesday of the month at 7:00 p.m.

Contact Person

For more information, call Erica Rooney, City Engineer, 503-635-0264.



CITY OF LAKE OSWEGO

TOURISM ADVISORY COMMITTEE

DESCRIPTION

History

On June 7, 2016, the City Council enacted Ordinance No. 2715, which amended Article 12.51 of the Lake Oswego City Code and established a “Tourism Advisory Committee.”

Mission and Duties

The mission of the Tourism Advisory Committee is to advise the Council and assist staff and other community organizations in implementing tourism strategies. The committee is also tasked with the oversight and periodic updating of a Tourism Action Plan for the City of Lake Oswego and providing future recommendations on the expenditure of City hotel-motel tax dollars. Seventy percent of these tax dollars are mandated by Oregon statute to be spent on tourism promotion or tourism-related facilities.¹

The Tourism Advisory Committee shall:

1. Advise and assist the City Council in the development and implementation of effective strategies for maximizing the use of tourism dollars in order to grow, build, and promote tourism assets in Lake Oswego.
2. Provide annual recommendations to the City Council on the use of City hotel-motel tax dollars.
3. Update, maintain, and coordinate implementation of a Tourism Action Plan for Lake Oswego.
4. Build and promote partnerships between community organizations to effectively implement tourism marketing and attraction-building strategies.

¹ HB 2267 (2003), “Transient Lodging Taxes”
https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2003orLaw0818ses.html

Composition, Term

The Tourism Advisory Committee shall consist of nine (9) regular members appointed by the City Council for three-year terms.

Qualifications

No less than a majority of the members shall represent organizations and community stakeholder groups involved with or associated with touristic activities and attractions in Lake Oswego. Such groups may include:

1. The Lake Oswego Arts Council
2. Lakewood Center for the Arts
3. Lake Oswego Chamber of Commerce
4. Other business associations based in Lake Oswego
5. Lake Oswego Review or other local media
6. Hotels located in Lake Oswego
7. Marketing professionals who live or have their place of business in Lake Oswego.

Meeting Dates

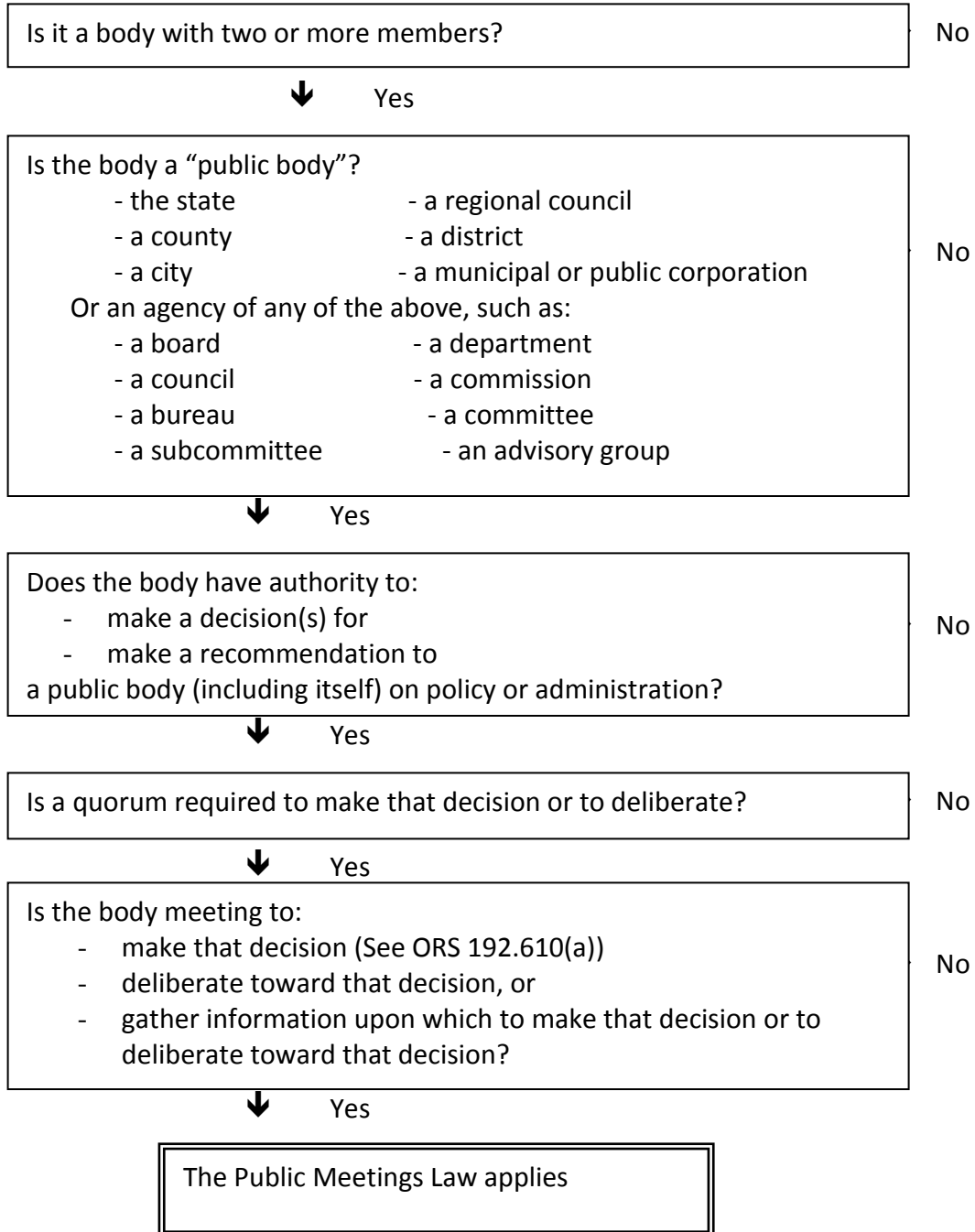
The Tourism Advisory Committee meets quarterly on the second Tuesday of the month at 10:00 a.m. with additional meetings scheduled as needed.

Contact Person

For more information, contact Jordan Wheeler, Deputy City Manager, 503-697-7414.

Guide to Bodies Subject to Public Meetings Law

This is a simplified guide to understand when the meetings of a particular body are subject to the Public Meetings law. For a discussion of the various elements, refer to the text of the Attorney General's *Public Records and Meetings Manual*.



Public Meetings Checklist

The Public Meetings Law applies to all meetings of a governing body of a public body for which a quorum is required to make a decision or to deliberate toward a decision on any matter. This checklist is intended to assist governing bodies in complying with the provisions of this law; however, you should consult the appropriate section(s) of the Attorney General's Public Records and Meetings Manual for a complete description of the laws' requirements.

- OPEN TO THE PUBLIC. Unless an executive session is authorized by statute, the meeting must be open to the public.
- NOTICE. The governing body must notify the public of the time and place of the meeting, as well as the principal subjects to be discussed. Notice should be sent to:
 - News Media
 - Mailing Lists
 - Other Interested persons

The notice for regular meetings must be reasonably calculated to give "actual" notice of the meeting's time and place. Special meetings require at least 24 hours notice. Emergency meetings may be called on less than 24 hours notice, but the minutes must describe the emergency justifying less than 24 hours notice.

- SPACE AND LOCATION
 - Space. The governing body should consider the probable public attendance and should meet where there is sufficient room for that expected attendance.
 - Geographic location. Meetings must be held within the geographic boundaries over which the public body has jurisdiction, at its administrative headquarters or at "the other nearest practical location."
 - Nondiscriminatory site. The governing body may not meet at a place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced.
 - Smoking is prohibited.
- ACCESSIBILITY TO PERSONS WITH DISABILITIES
 - Accessibility. Meetings must be held in places accessible to individuals with mobility and other impairments.

- Interpreters. The governing body must make a good faith effort to provide an interpreter for hearing impaired persons.
- Americans with Disabilities Act (ADA). The governing body should familiarize itself with the ADA, which may impose requirements beyond state law.
- VOTING. All official actions by governing bodies must be taken by public vote. Secret ballots are prohibited.
- MINUTES AND RECORDKEEPING. Written minutes must be taken at all meetings except executive sessions, which may be tape recorded. Minutes must include at least the following:
 - Members present;
 - Motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
 - Results of all votes and, except for bodies with more than 25 members unless requested by a member, the vote of each member by name;
 - The substance of any discussion on any matter; and
 - A reference to any document discussed at the meeting. (Reference to a document except from disclosure under the Public Records Law does not affect its exempt status.)

A governing body must prepare minutes and have them available within a “reasonable time after the meeting.”

Meetings are permanent record and must be archived according Oregon Revised Statute 192.005.

For executive sessions, see separate **Checklist for Executive Sessions**.

EXECUTIVE SESSION CHECKLIST

ORS	PERMISSIBLE GROUNDS TO HOLD EXECUTIVE SESSION	DOES <u>NOT</u> INCLUDE
192.660(2)(a) 192.660(7)	To consider the employment of an officer, employee, staff member or agent	<input type="checkbox"/> Not for establishing hiring criteria <input type="checkbox"/> Not for filling vacancies on the board or committees <input type="checkbox"/> Not to discuss general employment policies
192.660(2)(b)	To consider dismissal or discipline of or complaints against an officer, employee, staff or agent	Only if the individual does not request an open meeting
192.660(2)(d)	To conduct deliberations with persons you have designated to carry on labor negotiations	
192.660(2)(e)	To conduct deliberations with persons you have designated to negotiate real property transactions	
192.660(2)(f)	To consider information or records that are exempt from disclosure by law, including written advice from your attorney	
192.660(2)(h)	To consult with your attorney regarding current litigation or litigation that is more likely than not to be filed.	
192.660(2)(i) 192.660(8)	To evaluate the performance of an officer, employee or staff member	<input type="checkbox"/> Only if the individual does not request an open meeting <input type="checkbox"/> Not to review a district goal, operation or policy directive
192.660(2)(i)	To negotiate under ORS Chapter 293 with private persons or businesses to acquire, exchange or liquidate public investments	
OTHERS		
192.660(2)(c) 192.660(2)(g) 192.660(2)(k) 192.660(2)(l) 192.660(2)(m) 192.660(3)	Pertains to medical staff Pertains to interstate and international trade negotiations Pertains to health professional regulatory boards Pertains to State Landscape Architect Board Pertains to security of public utility installations Pertains to labor negotiations with union represented employees	

Notice: Provide notice of an executive session in the same manner you give notice of a public meeting. The notice must cite the specific statutory provision(s) authorizing the executive session.

Voting: All final decisions must be made outside of the executive session. The public must have a chance to be aware of the final decision. A vote of the district board relating to information discussed in the executive session can satisfy this requirement. However, executive sessions may not be held for the purpose of taking any final action or making any final decision.

When to call: Executive sessions may be called during regular meetings, special, or emergency meetings, for which proper notice has been given. Also, a meeting may be called which is only an executive session.

Citing the statute: The presiding officer must first announce the statutory authority for the executive session before going into session.

Media Representatives: The media cannot be excluded from an executive session, except for sessions regarding labor negotiations. Media representatives in attendance at an executive session should be instructed not to report or disclose matters discussed at the session; if such instruction is not given, the media may disclose the discussions. The presiding officer may prohibit the media from recording an executive session. The media includes news-gathering representatives (i.e., reporters) of news media that ordinarily reports activities of the public body, or ordinarily report matters of the nature under consideration by the public body.

Other participants: Even though certain persons can be excluded from executive sessions, it does not restrict the authority of the governing body to invite persons not part of the board to attend executive sessions.

Checklist courtesy of:

http://www.oregon.gov/ODA/SWCD/docs/Word/tools/exec_sess_cklst.doc

Sample Script to Announce Start of Executive Session

The [governing body] will now meet in executive session for the purpose of _____ (limited to enumerated purposes in ORS 192.660) _____. The executive session is held pursuant to ORS 192.660(____) [choose appropriate section(s) for this session], which allows the Commission to meet in executive session to _____ (list activities)_____.

Representatives of the news media and designated staff shall be allowed to attend the executive session.* All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room.

*The governing body may choose to allow other specified persons to attend the executive session. (*See Barker v. City of Portland*, 67 Or App 23, 676 P2d 1391 (1984).