

Title 2 ADMINISTRATION AND PERSONNEL

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Chapter 2.02 RESERVED [\[1\]](#)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 1, adopted Dec. 14, 2015, repealed Ch. 2.02, §§ 2.02.010—2.02.070, which pertained to candidates and derived from Ord. No. 2008-006, §§ 2—8, adopted July 28, 2008. [\(Back\)](#)

Chapter 2.04 COUNCIL MEETINGS [\[2\]](#)

[2.04.010 Times of meetings.](#)

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2.04.010 Times of meetings.

The council shall hold a regular meeting at least once each month. The council shall hold its regular meetings at seven p.m. on the second and/or fourth Monday of each month except when the day falls on a legal holiday.

(Ord. 2001-4 § 1: Ord. 2002-2 § 1: prior code § 1.205)

2.04.020 Place of meetings.

The place of meeting for the council shall be the City Hall, unless changed by motion or resolution at a prior meeting, or unless upon consent of all the members of the council and the mayor, and due notice thereof having been given to the public.

In no event shall the place of meeting for the council be held in a place where discrimination on the basis of race, creed, color, sex, age or national origin or disability is practiced and all meetings shall be held in a place accessible to the disabled or upon request of a deaf or heard of hearing person, reasonable accommodation such as having an interpreter or assisted hearing devices shall be provided. In order to provide accommodation, the city recorder's office must be given notice that accommodation is needed at least forty-eight (48) hours prior to the date and time of the meeting.

(Ord. 2007-3 § 2: prior code § 1.200)

2.04.030 Meeting notification.

All meetings of the council shall be posted in the front window of city hall at least twenty-four (24) hours prior to a meeting. The recorder shall certify that the said notices were posted as required.

(Ord. No. 2015-011, § 3, 12-14-2015)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 2, adopted Dec. 14, 2015, retitled Ch. 2.04 from "City Council" to read as herein set out. [\(Back\)](#)

Chapter 2.05 RESERVED ^[3]

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 4, adopted Dec. 14, 2015, repealed Ch. 2.05, § 2.05.010, which pertained to initiative petitions and derived from Ord. No. 2009-001, § 1, adopted Feb. 9, 2009. [\(Back\)](#)

Chapter 2.06 RESERVED ^[4]

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 5, adopted Dec. 14, 2015, repealed Ch. 2.06, § 2.06.010, which pertained to chief petitioners and derived from Ord. No. 2009-001, § 1, adopted Feb. 9, 2009. [\(Back\)](#)

Chapter 2.08 BONDING OF OFFICIALS ^[5]

[2.08.010 Bonding of officials.](#)

2.08.010 Bonding of officials.

Before entering upon the duties of their respective offices, the city manager, the recorder, and the treasurer [shall] be bonded in an amount determined by the council. The bond shall be conditioned that the official faithfully discharge his or her duties, account for and pay over all the money that comes into his or her hands by virtue of his or her office and turn over to his or her successor in office all books, papers and property belonging to the city that come into his or her hands by virtue of his or her office.

(Ord. 2000-16 § 1: prior code § 1.100)

(Ord. No. 2015-011, § 6, 12-14-2015)

FOOTNOTE(S):

--- (5) ---

Editor's note—Ord. No. 2015-011, § 6, adopted Dec. 14, 2015, retitled Ch. 2.08 from "City Officers" to read as herein set out. ([Back](#))

Chapter 2.12 POLICE DEPARTMENT ⁶¹

[2.12.010 Police force.](#)

[2.12.020 Rules and regulations.](#)

[2.12.030 Police power outside city limits.](#)

[2.12.040 Contracted agency as police force.](#)

2.12.010 Police force.

The police force of the city shall consist of a chief of police and police officers appointed by the city manager under the authority of Charter Section 33(e)(4).

(Ord. No. 2015-011, § 7, 12-14-2015)

2.12.020 Rules and regulations.

The chief of police shall make all necessary rules and regulations in the government of the police department, and they shall have full force and effect when approved by the mayor and council.

(Ord. No. 2015-011, § 7, 12-14-2015)

2.12.030 Police power outside city limits.

The police power of the city shall extend to all real property owned by the city outside of the city boundaries.

(Ord. No. 2015-011, § 7, 12-14-2015)

2.12.040 Contracted agency as police force.

During any period of time when the city shall have a valid and existing agreement with another agency transferring the duties of law enforcement within the city, all references contained in the Estacada Municipal Code to the police department shall mean the agency holding the police contract; all references to the police chief shall mean the chief of the agency holding the contract; and all references to police officers shall mean the officers of the agency holding the contract assigned to perform police functions within the city.

(Ord. No. 2015-011, § 7, 12-14-2015)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 7, adopted Dec. 14, 2015, amended Ch. 2.12 in its entirety to read as herein set out. Former Ch. 2.12, §§ 2.12.010—2.12.040, pertained to similar subject matter, and derived from prior code §§ 1.300, 1.310, 1.340, 1.345; Ord. 2002-2 § 2; Ord. No. 2013-004, § 1, adopted Nov. 25, 2013. ([Back](#))

Chapter 2.16 ESTACADA AREA ARTS COMMISSION

Sections:

[2.16.010 Establishment.](#)

[2.16.020 Membership.](#)

[2.16.030 Reserved.](#)

[2.16.040 Reserved.](#)

[2.16.050 Responsibilities.](#)

2.16.010 Establishment.

There is created an Estacada area arts commission whose duties and responsibilities shall be as follows:

- A. To increase the availability of the arts/artists to the residents of the Estacada area;
- B. To survey arts/artists needs and recommend the roles the city should or ought to pursue in meeting such needs;
- C. Encourage greater opportunities for a recognition of arts/artists of the Estacada area;
- D. To identify groups or organizations which could bring cultural enrichment to the Estacada area; this includes, but is not limited to music, art, drama, dance, lectures and other areas as may be designated by the commission;
- E. To act as a contact/intermediary with those groups and organizations as to the possibility of an appearance/performance in this area, and identify the details of that appearance;
- F. To identify funding sources and help to secure such funding as necessary;
- G. To work cooperatively with other community groups and sources including, but not restricted to the park and recreation commission, Estacada Chamber of Commerce, Estacada School District, and other groups already existing, or may hereafter be established, to promote the arts in the community; and

- H. To provide liaison and representation of the Estacada area to county, regional and state arts agencies.

(Prior code § 1.750)

2.16.020 Membership.

- A. The commission shall consist of seven members appointed by the mayor with the consent of the city council. No fewer than three members shall be residents of the city. Any nonresident member shall reside within the Estacada School District No. 108 boundaries.
- B. Whenever possible, persons will be appointed who have demonstrated interest, experience and expertise in this area.
- C. Members shall serve without compensation.
- D. Initially four members shall serve a three-year term and three shall serve a two-year term. At the expiration of the initial terms, each position shall be filled for a two-year term.
- E. Any vacancies shall be filled for the unexpired term by appointment by the mayor with the consent of the council. Any member of the commission may be removed from office for cause. A member who is absent from two consecutive meetings without an excuse as approved by the commission is presumed to be in nonperformance of duty and the city council shall declare the position vacant, unless informed otherwise.

(Prior code § 1.755)

(Ord. No. 2014-002, § 1, 2-24-2014)

2.16.030 Reserved.

Editor's note— Ord. No. 2014-002, § 2, adopted Feb. 24, 2014, repealed § 2.16.030, which pertained to term of office and derived from prior code § 1.760.

2.16.040 Reserved.

Editor's note— Ord. No. 2014-002, § 2, adopted Feb. 24, 2014, repealed § 2.16.040, which pertained to vacancies and removal and derived from prior code § 1.765.

2.16.050 Responsibilities.

The commission shall adopt its own rules for the appointment of officers and the frequency and conduct of its meetings. All meetings shall be subject to the requirements of ORS 192.610 to 192.690. A majority of the members of the commission shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. The commission shall report to the city council at least four times a year and provide minutes of each meeting to the council. (Editorially amended during 2000 codification; prior code § 1.770)

Chapter 2.20 PARK AND RECREATION COMMISSION

Sections:

[2.20.010 Reserved.](#)

[2.20.020 Establishment.](#)

[2.20.030 Membership.](#)

[2.20.040 Responsibilities.](#)

2.20.010 Reserved.

Editor's note— Ord. No. 2014-002, § 3, adopted Feb. 24, 2014, repealed § 2.20.010, which pertained to findings and derived from prior code § 1.650.

2.20.020 Establishment.

There is created a park and recreation commission whose duties and responsibilities shall be as follows:

- A. To serve in an advisory capacity to the city council and planning commission on the location, service areas, siting, standards, class, numbers and needs for existing and future parks within the community;
- B. To identify desirable future park locations consistent with established plans and standards;
- C. To explore the feasibility of meeting community park and recreation needs through consolidating grounds and programs with local schools;
- D. To identify park acquisition and development priorities and recommend methods of financing;
- E. To survey recreation and leisure time needs and recommend the roles the city should or ought to pursue in meeting such needs; and
- F. To serve in an advisory capacity to such commissions or committees as now exist or may hereafter be established, when matters under consideration relate to the park and recreation function.

(Prior code § 1.655)

(Ord. No. 2014-002, § 4, 2-24-2014)

Editor's note— Ord. No. 2014-002, § 4, adopted Feb. 24, 2014, retitled § 2.20.020 from "Created" to read as herein set out.

2.20.030 Membership.

- A. The commission shall consist of five members appointed by the mayor with the consent of the city council. No fewer than two members of the commission shall be residents of the city. Any nonresident member of the commission shall reside within the boundaries of the Estacada School District No. 108.
- B. Whenever possible, persons will be appointed who have demonstrated interest, experience and expertise in some area of parks, recreation or related services.
- C. Members shall serve without compensation.

- D. Initially, four members shall serve a three-year term and three shall serve a two-year term. At the expiration of the initial terms, each position shall be filled for a two-year term. Any vacancies shall be filled for the unexpired term by appointment by the mayor with the consent of the council. Any member of the commission may be removed from office for cause. A member who is absent from two consecutive meetings without an excuse as approved by the commission is presumed to be in nonperformance of duty and the city council shall declare the position vacant, unless informed otherwise.

(Ord. 2001-2 § 1; Ord. 2000-2 § 3; prior code § 1.660)

(Ord. No. 2014-001, § 1, 1-27-2014)

2.20.040 Responsibilities.

The commission shall adopt its own rules for the appointment of officers and the number and conduct of its meetings. All meetings shall be subject to the requirements of ORS 192.610 to 192.690. A majority of the members of the commission shall constitute a quorum for the conduct of business and the concurrence of a majority of those members present shall be required to decide any matter. The commission shall report at least quarterly to the city council of its activities.

(Prior code § 1.665)

Chapter 2.24 PLANNING COMMISSION

Sections:

[2.24.010 Establishment.](#)

[2.24.020 State law adopted.](#)

[2.24.030 Membership.](#)

[2.24.040 Term of office.](#)

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[2.24.060 Presiding members.](#)

[2.24.070 Staff services.](#)

[2.24.080 Meetings.](#)

[2.24.090 Powers and duties.](#)

[2.24.100 Recommendations to council.](#)

[2.24.110 Expenses.](#)

2.24.010 Establishment.

There is created a planning commission.

(Prior code § 10.000)

2.24.020 State law adopted.

The following provisions and sections of Oregon Revised Statutes are incorporated by reference and made a part of this code as though fully set forth herein. ORS 227.010 through ORS 227.120.

(Prior code § 10.001)

2.24.030 Membership.

The commission shall consist of seven members who are not officials or employees of the city. The mayor or a council member designated by the mayor shall be entitled to sit with the commission and take part in its discussions, but shall not have the right to vote. No fewer than four members of the commission shall be residents of the city. Any nonresident member of the commission shall reside within the area designated by the United States Postal Service for Zip Code No. 97023.

(Prior code § 10.010)

2.24.040 Term of office.

Members of the planning commission shall be appointed by the city council for a term of four years.

(Prior code § 10.015)

2.24.050 Vacancies and removal.

A position shall be deemed vacant upon the incumbent's death or resignation. A member may be removed from office by the city council, after hearing, for incompetence, conviction of a felony, or nonperformance of duty. A member who is absent from two consecutive meetings without an excuse as approved by the planning commission is presumed to be in nonperformance of duty and the city council shall declare the position vacant unless finding otherwise following the hearing.

(Prior code § 10.020)

2.24.060 Presiding members.

At its first meeting of each calendar year, the commission shall elect a chairperson and vicechairperson to serve one-year terms.

(Prior code § 10.022)

2.24.070 Staff services.

The city manager shall provide a secretary to the commission and such other staff and consultation services as may be appropriate. The secretary shall keep a record of commission proceedings.

(Prior code § 10.025)

2.24.080 Meetings.

A majority of the members of the planning commission shall constitute a quorum. Meetings of the commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. The chair upon their own motion may, or at the request of three members of the commission shall, by giving notice to members of the commission, call a previously unannounced special meeting of the commission for a time not earlier than twenty-four (24) hours after the notice is given.

(Prior code § 10.030)

2.24.090 Powers and duties.

The commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this city and general laws of this state.

(Prior code § 10.040)

2.24.100 Recommendations to council.

All recommendations made to the council by the planning commission shall be in writing.

(Prior code § 10.060)

2.24.110 Expenses.

The planning commission shall have no authority to make any expenditures on behalf of the city, or to obligate the city for the payment of any sums of money, except as provided in this section, and then only after the council first authorizes such expenditures by resolution which shall provide the administrative method by which said funds shall be drawn and expended.

(Prior code § 10.065)

Chapter 2.28 PUBLIC LIBRARY BOARD

Sections:

[2.28.010 Establishment.](#)

[2.28.020 Membership.](#)

[2.28.030 Responsibilities.](#)

2.28.010 Establishment.

A free public library within the city, to be known as the "Estacada Public Library," is established under the provisions of ORS Chapters 357.400 through 357.621.

(Prior code 1.700)

(Ord. No. 2008-005, § 1, 6-9-2008)

2.28.020 Membership.

- A. The public library board shall consist of five members. No fewer than two members of the library board shall be residents of the city. Any nonresident member of the board shall reside within the boundaries of the Estacada Library District. The members of the library board shall be appointed by the mayor and confirmed by the council.
- B. Members shall serve without compensation.
- C. The members of the library board shall hold office for a term of four years, or until their successors are appointed and qualified. At the expiration of the term of any member of the library board, a successor shall be appointed for a term of four years. Vacancies shall be filled by appointment for the unexpired term. No person shall hold appointment as a member for more than two full consecutive terms, but any person may be appointed again to the board after an interval of one year.

(Prior code § 1.710)

(Ord. No. 2008-005, § 2, 6-9-2008; Ord. No. 2014-002, § 5, 2-24-2014)

Editor's note— Ord. No. 2014-002, § 5, adopted Feb. 24, 2014, retitled § 2.28.020 from "Public library board" to read as herein set out.

2.28.030 Responsibilities.

The library board shall generally have all powers and duties and shall operate and administer the library as provided in ORS Chapter 357. Specifically, the library board shall have the following powers and duties:

- A. Make recommendations to the city manager concerning the selection of the librarian and staff, compensation, determining their working conditions and prescribing their duties.
- B. Recommend to the city council rules and policies for the governance of the library.
- C. Prepare and submit to the city manager an annual budget request.
- D. Have the opportunity to review and provide recommendations to the city manager on all budgeted expenditures from the library fund prior to disbursement.
- E. Interview prospective appointees to the library board and make recommendations to the council regarding appointments.
- F. Such other activities as the city council may assign.

(Prior code § 1.720)

(Ord. No. 2008-005, § 3, 6-9-2008; Ord. No. 2014-002, § 6, 2-24-2014)

Editor's note— Ord. No. 2014-002, § 6, adopted Feb. 24, 2014, retitled § 2.28.030 from "Powers and duties" to read as herein set out.

Chapter 2.32 RESERVED

Editor's note— Ord. No. 2011-002, adopted March 28, 2011, repealed Ch. 2.32, §§ 2.32.010—2.32.040, which pertained to senior center advisory board and derived from Prior Code §§ 1.891—1.894.

Chapter 2.34 RESERVED

Editor's note— Ord. No. 2014-001, § 2, adopted Jan. 27, 2014, repealed Ch. 2.34, §§ 2.34.010—2.34.080, which pertained to Urban Renewal Advisory Committee and derived from Ord. No. 2009-002, § 1, adopted March 23, 2009.

Chapter 2.36 EMERGENCY MANAGEMENT [\[1\]](#)

[2.36.010 Purpose.](#)

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2.36.010 Purpose.

The purpose of this chapter is to define the authority and responsibility for emergency planning, to provide a procedure to minimize injury to persons and property, and to preserve the established civil authority in the event a state of emergency exists within the city.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.020 Definitions.

"Disaster" means an occurrence of imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural, technological or human made cause including fire, flood, earthquake, wind storm, wave action, oil spill or other contamination, radioactive incident, epidemic, air contamination, blight, draught, infestation, explosion, riot, hostile or paramilitary action or structural failure of a dam, building, or infrastructure or other public calamity requiring emergency action.

"Emergency" means any human made, technological, or natural event or circumstance causing or threatening loss of life, injury to persons or property, human suffering or financial loss including, but not limited to fire, explosions, flood, severe weather, draught, earthquake, volcanic activity, spills or releases of petroleum products or other hazardous material, contamination, utilities or transportation emergencies, disease, blight, infestation, unmanageable crisis, civil disturbance, riot, sabotage and war.

"State of emergency" means a situation which involves an emergency or disaster.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.030 Responsibility for emergency management program.

- A. There is hereby created an office of emergency management. The office of emergency management shall be directly responsible to the mayor and shall be supervised by the emergency manager. It shall be the responsibility of the office of emergency management to recommend to the city council an emergency operations plan to assist the mayor in the performance of his or her duties by this code. In order to develop and maintain an emergency operations plan, the duties of the office of emergency management shall include, but not be limited to, the following:
1. To have the authority to and cause those officials of city departments or offices with emergency services capabilities to prepare a coordinated application of the emergency operations plan. Such departments and offices shall include, but not be limited to, the department of public works, and the city manager's office;
 2. To provide a plan for the procurement of personnel, equipment, materials, and supplies from city and private sources for use in the event of a state of emergency and to provide for the accounting of the procurement;
 3. To provide a plan for the coordination of emergency plans, programs, and operations of federal, state and county agencies and other public or private agencies and other public or private agencies and corporations with emergency service capabilities;
 4. To periodically review the emergency operations plan and submit to the city council the results of the review and any recommendation for revision;
 5. To provide for, with the consent of the council, coordinated operations under simulated state of emergency conditions;
 6. To provide training and exercises to keep city emergency personnel proficient in the emergency response and recovery roles.
- B. For the purposes of this chapter, emergency planning and management will be done according to the city's emergency operations plan, developed in coordination with Clackamas County, Sandy Police Department, Estacada Fire District and other emergency responders.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.040 Succession of authority.

The mayor is the chief executive of the city of Estacada. If the mayor for any reason is unable or unavailable to perform the duties of office under this code during a state of emergency, the duties shall be performed by the first of the following who is able and available:

- A. The president of the council;
- B. The council member who has most recently served as president of the council;
- C. The city manager.

The powers of the successor to the mayor shall be the same as the mayor and the duration of the succession shall be until such time as the mayor is able to perform the duties of office.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.050 Declaration of state of emergency.

A state of emergency exists when:

- A. The situation requires a coordinated response beyond that which occurs routinely;
- B. The required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements; and
- C. The mayor or the mayor's successor has declared that a state of emergency or disaster exists by resolution. The resolution shall be in writing, shall designate the geographic boundaries of the area in which the state of emergency exists, and shall fix the duration of time in which the state of emergency shall exist. The initial duration shall not exceed a two-week period but may be extended in two-week increments. The resolution will be placed on the next regular council meeting agenda for the approval of the city council. The mayor shall have the power to request the governor to declare a state of emergency or disaster within the city. The request must be submitted by the mayor through the governing body of Clackamas County. The mayor shall terminate the state of emergency by proclamation when the emergency no longer exists or when the threat of an emergency has passed and if the governor has declared a state of emergency shall ask the governor to terminate the declaration.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.060 Regulation and control.

- A. Upon the declaration of a state of emergency, the mayor shall assume centralized control and shall have authority over all departments and other city offices and shall coordinate emergency management with partnering agencies as necessary. The emergency management agency of the city, state or county shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the city of Estacada.
- B. The mayor or his successor may:
 - 1. Utilize all city-owned resources;
 - 2. Designate persons to coordinate the work of public and private relief agencies operating in the area and exclude from the area any person or agency refusing to cooperate and work under the coordinator or to coordinate with other agencies engaged in the emergency work;
 - 3. Regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing allocation or other means, the use, sale or distribution of food, feed, fuel, clothing and other commodities, materials, goods and services;
 - 4. Order the removal of debris and wreckage which may threaten the public health or safety on public or private property;
 - 5. Barricade streets and prohibit vehicular or pedestrian traffic or regulate the same on any public street leading to the area designated as an emergency area for such distance as may be deemed necessary under the circumstances;
 - 6. Prohibit or limit the number of persons who may gather or congregate upon any public street, public place or any outdoor place within the area designated as an emergency area;
 - 7. Establish a curfew for the designated emergency area which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places;
 - 8. To the extent allowed by law, prohibit the sale, carrying or possession of any weapons or explosives of any kind on public streets or public places;

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9. Establish rent controls and provide temporary or permanent housing by purchase, lease or otherwise and to enter into arrangements necessary to prepare or equip the living units for occupancy;
10. Order the evacuation of persons from designated areas as necessary;
11. Order such other measures as may be necessary to protect the life, safety and health of persons or the safety of property;
12. Adopt rules for the expeditious issuance of permits necessary to address issues that arise from the emergency or disaster.

(Ord. No. 2015-011, § 8, 12-14-2015)

2.36.070 Penalty.

- A. Any person, firm, corporation, association or entity who interferes with the city's execution of any emergency measures shall be subject, upon conviction, to a fine of not more than five hundred dollars (\$500.00) per offense.
- B. Each day of violation be deemed a separate offense for purposes of imposition of penalty.
- C. Where the Oregon Revised Statutes provide for a penalty for the act, commission or omission, the penalty prescribed herein shall be no greater than prescribed by said Oregon Revised Statutes.

(Ord. No. 2015-011, § 8, 12-14-2015)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 8, adopted Dec. 14, 2015, amended Ch. 2.36 in its entirety to read as herein set out. Former Ch. 2.36, §§ 2.36.010—2.36.070, pertained to similar subject matter, and derived from Ord. 2000-24 § 1 (part): prior code §§ 1.400—1.406; Ord. No. 2008-008, § 1, adopted Oct. 27, 2008. ([Back](#))

Chapter 2.40 PERSONNEL SYSTEM ⁽⁶⁾

[2.40.010 Short title.](#)

[2.40.020 Adoption and amendment of rules.](#)

[2.40.030 Administration of the rules.](#)

2.40.010 Short title.

This chapter shall be known as the "personnel ordinance of the city of Estacada."

(Ord. No. 2015-011, § 9, 12-14-2015)

2.40.020 Adoption and amendment of rules.

Personnel rules shall be adopted and amended by resolution of the council. The rules shall provide means to recruit, select, develop and maintain an effective and responsive work force, and shall include policies and procedures for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline, discharge, and other related activities. All appointments and promotions shall be made in accordance with the personnel rules without regard to sex, race, color, age, religion or political affiliation; and, furthermore, shall be based on merit and fitness.

(Ord. No. 2015-011, § 9, 12-14-2015)

2.40.030 Administration of the rules.

The city manager, with the consent of the council, shall be responsible for:

- A. Administering all the provisions of this chapter and of the personnel rules not specifically reserved to the council;
- B. Preparing or causing to be prepared and recommending to the council personnel rules and revisions and amendments to such rules.

(Ord. No. 2015-011, § 9, 12-14-2015)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 9, adopted Dec. 14, 2015, amended Ch. 2.40 in its entirety to read as herein set out. Former Ch. 2.40, §§ 2.40.010—2.40.030, pertained to similar subject matter, and derived from prior code §§ 1.820—1.830. [\(Back\)](#)

Chapter 2.44 PUBLIC RECORDS ¹⁹¹

[2.44.010 Preservation of records.](#)

[2.44.020 Determination of records to be destroyed.](#)

[2.44.030 Retention schedule.](#)

2.44.010 Preservation of records.

The city manager is authorized and directed to cause to have all papers, documents and records received in all city departments maintained and preserved, as necessary, to assure an expeditious and orderly filing system.

(Ord. No. 2015-011, § 10, 12-14-2015)

2.44.020 Determination of records to be destroyed.

Within a reasonable time after the completion of the post audit of the city's affairs for each fiscal year, the city recorder is authorized and directed to have each department head examine records of such department for classification as to time of retention as set forth under Section 2.44.030. All documents and records thereby determined to be eligible by the passage of time, as set forth in Section 2.44.030, for disposal shall be segregated from all other records. The department head shall prepare a certificate in the form prescribed by the city recorder and shall attach thereto a general description of the records proposed thereby to be destroyed. Such certificate shall be tendered to the city manager for examination; and if the city manager shall determine that the records thus described are no longer required for any known purpose of the city and otherwise meet the prescribed time classification for disposal, the city manager is authorized to approve the destruction of the records and documents. A suitable file of certificates of records authorized to be destroyed shall be maintained permanently.

(Ord. No. 2015-011, § 10, 12-14-2015)

2.44.030 Retention schedule.

For purposes of classification of records and documents for retention, or disposal, the city shall follow the "City Records Retention Schedule" as transmitted by the Oregon State Archivist. This retention schedule can be found in the city recorder's office, Estacada City Hall.

(Ord. No. 2015-011, § 10, 12-14-2015)

FOOTNOTE(S):

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Editor's note—Ord. No. 2015-011, § 10, adopted Dec. 14, 2015, amended Ch. 2.44 in its entirety to read as herein set out. Former Ch. 2.44, §§ 2.44.010—2.44.030, pertained to similar subject matter, and derived from prior code §§ 1.800—1.810; Ord. 2000-2 § 4. ([Back](#))