



Annual Training for Citizen Advisory Group Members

February 15, 2024, Council Chambers

Two identical sessions:

11:30 a.m. – 12:30 p.m. for all members; 12:30 p.m. – 1:00 p.m. for land use

4:00 p.m. – 5:00 p.m. for all members; 5:00 p.m. - 5:30 p.m. for land use

SYLLABUS

- 4:00 p.m. Meet and Greet - CAG members, directors, support staff, City Attorney
- 4:15 p.m. Welcome – Peter Troedsson, City Manager
- 4:20 p.m. Role and Authority – Peter Troedsson
- Albany’s form of government
 - The role of an advisory board
 - Enabling legislation
 - Opportunity to make changes in your community
 - Role models for the community
 - Managing expectations (yours and those of other people)
- 4:35 p.m. Ethics and accountability – Sean Kidd, City Attorney
- Public body
 - Public officials
 - Open Meetings
 - Higher standard
 - Inadvertent and serial public meetings
 - [State of Oregon Ethics Guide](#)
- 4:45 p.m. Essentials of a public meeting – Allison Liesse, City Clerk
- Noticing and quorums
 - Records of a public meeting
 - Minutes
 - Parliamentary procedure
- 4:50 p.m. Human Resources policies – Amy Steele, Human Resources Programs Coordinator
- [HR-ER-04-002 Ethics.pdf \(albanyoregon.gov\)](#)
 - [HR-ER-05-002 Workplace Discriminatory Harassment.pdf \(albanyoregon.gov\)](#)
 - [HR-ER-20-001 Workplace Respect and Code of Conduct.pdf \(albanyoregon.gov\)](#)
- 4:55 p.m. Questions Stations in the Hallway
City Clerks, City Manager, CAG Recruitment, Communication & Engagement
- 5:00 p.m. Land use decisions – Sean Kidd, City Attorney
for Planning Commission and Landmarks Commission members
- 5:30 p.m. Adjournment

The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the event at: cityclerk@cityofalbany.net