

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 9-2018 THE CITY OF OAKRIDGE ADMINISTRATION ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Administration Advisory Committee resolutions; and

WHEREAS, the purpose of the Administration Committee is to be an advisory body to the Council and to aid City staff by providing input in the preparation of resolutions, Ordinances and rules for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Administration Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor and six (6) citizens at large. Ex officio member(s): City Administrator and City Recorder. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the board shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Administration Advisory Committee shall be as follows:

1. Formulating recommended resolutions, ordinances and rules for the governance of the City for council approval for council approval.
2. Other activities assigned by the Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Administration Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS , DAY OF .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS ,
DAY OF .

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 15-2013 and 2-2012 THE CITY OF OAKRIDGE AUDIT COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Audit Committee resolutions; and

WHEREAS, the purpose of the Audit Committee will be to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Audit Committee is hereby established. The committee shall consist of three (3) voting members: two (2) City Councilors and one (1) Oakridge Budget Committee member. Ex officio member(s): City Finance Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen Budget Committee member of the Committee shall be appointed for a two (2) year term. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Two (2) voting members of the Committee shall constitute a quorum. The vote of two (2) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Audit Committee shall be as follows:

1. Review with the Finance Department and/or staff those firms or individuals proposed for appointment as City Auditors in succeeding years.
2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss, as necessary, with the City auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the Communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices Recommendation(s) (if any) with the Finance Department and/or staff. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council.
5. Other activities assigned by the council.

6. Keep records of minutes for each meeting per ORS. 192.650
7. Annual reports will be completed in the fourth-quarter of the calendar year.
8. Reports or recommendations of the Audit Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 13-2015 THE CITY OF OAKRIDGE LIBRARY BOARD

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Library Board resolution; and

WHEREAS, the purpose of the Library Board is to be an advisory body to the Council and to aid City staff by providing oversight and assisting in the preparation of policies and rules for the Library for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Library Board is hereby established. The board shall consist of seven (7) voting members: one (1) City Councilor and six (6) 97463 and 97492 citizens at large with at least three (4) of the citizens residing within Oakridge city limits. Ex officio member(s): Volunteer Library Coordinator. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the Committee shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next board meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Library Board shall be as follows:

1. Formulating recommended rules and policies for the governance of the library for council approval. Oversight of recruitment, training, and retention of volunteers.
2. All requests for expenditures of Library funds requested by the board will be presented to the Volunteer Library Coordinator for transmittal to the proper authority. Expenditures will be made in accordance with the procedures that are in place at the time of the request. All requests that are not budgeted regardless of amount will be reviewed by the City Administrator prior to expenditure. Any request for expenditures beyond the City Administrators authority will be forwarded to the City Council for approval of fund expenditures.
3. Oversight of programs, fundraisers and other activities that will utilize the Library.
4. Other activities assigned by the council.
5. Keep records of minutes for each meeting per ORS. 192.650

6. Providing recommendations to the City Council of long term goals and objectives for the library. Pursuant to ORS 357.520, each public library shall make an annual report to the State Library and to the governing body on a form supplied to the State Library. Annual reports will be completed in the fourth-quarter of the calendar year.
7. Reports or recommendations of the Library Board shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 11-2018 THE CITY OF OAKRIDGE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Economic Development Advisory Committee resolutions; and

WHEREAS, the purpose of the Oakridge Economic Development Advisory Committee is an advisory body to the City Council and the City staff by providing input concerning economic development within the City of Oakridge or the Oakridge Industrial Park;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Economic Development Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor and six (6) citizens at large. Ex officio member(s): City Administrator and Community Services Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for four (4) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the board shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Economic Development Advisory Committee shall be as follows:

1. Committee members shall receive no compensation but shall be reimbursed for duly authorized expenses after prior approval from the City Administrator. The Committee shall have no authority to obligate the city for payment of any sums of money.
2. No member of the Committee shall participate in any Committee proceedings, action or vote in which any of the following has a direct or substantial financial interest: member or the spouse, brother, sister, child, parent, father-in-law, mother-in-law, of the member, any business in which the member is then serving or has served within the previous two (2) years, or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflicts of interests shall be disclosed at the commencement of the meeting of the Committee where the proceedings, action or vote is being taken.

3. Other activities assigned by the Council.
4. Keep records of minutes for each meeting per ORS 192.650
5. Annual reports will be completed in the fourth-quarter of the calendar year.
6. Reports or recommendations of the Economic Development Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.
7. OEDAC shall operate in accordance to operating guidelines that may be revised by the public body as needed.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED] .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 12-2017 THE CITY OF OAKRIDGE PARKS AND COMMUNITY SERVICES COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Parks and Community Services Committee resolutions; and

WHEREAS, the purpose of the Parks and Community Services Committee is to be an advisory body to the council and aid staff by providing input on City Streets, Water, Wastewater, Stormwater Systems, Parks, Trails, and Outdoor Spaces;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Parks and Community Services Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor and six (6) 97463 and 97492 citizens at large with at least three (4) of the citizens residing within Oakridge city limits. Ex officio member(s): Community Services Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for four (4) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the Committee shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Parks and Community Services Committee shall be as follows:

1. Providing oversight for the Comprehensive Plan, Transportation System Plan, Stormwater Plan, Community Trails Plan, Parks Master Plan.
2. Other activities assigned by the council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Parks and Community Services Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the

Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED] .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED] .

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 06-2019 THE CITY OF OAKRIDGE PUBLIC SAFETY ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Public Safety Advisory Committee resolution; and

WHEREAS, the purpose of the Public Safety Advisory Committee is to advise and make recommendations to City Council regarding public safety issues to the Council and to aid City staff by providing input to aid in the development of public safety policies and procedures;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Public Safety Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor, and six (6) citizens within the emergency response area, with at least three (3) of the citizens residing within Oakridge city limits. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

The Committee may also include the following non-voting liaisons:

1. The Chief of Police or designee
2. The Fire Chief or designee
3. The Hazeldell Rural Fire Protection District designated by the board
4. The City of Westfir designated by the board
5. A representative from the Oakridge School District designated by the Superintendent
6. Public Works Director or designee

The Committee may involve additional people as adjunct, non-voting advisors for special projects based on expertise.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the Committee shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. (See Attachment A: Bylaws)

SECTION 4: RESPONSIBILITIES: The responsibilities of the Public Safety Advisory Committee shall be as follows:

1. To advise the City Council and make recommendations regarding public safety policy, service levels, fiscal budgetary impacts, and sustain safe, healthy and livable neighborhoods.
2. To advise Council on educating the community about public safety and health issues, concerns and programs.
3. To review and recommend public safety and health policies and plans.
4. To facilitate Oakridge community involvement in public safety and health and increase citizen awareness of both.
5. In line with the above stated objectives, the following are examples of issues for the Public Safety Advisory Committee:
 - a. Advise the City Council on:
 - i. Disaster preparedness
 - ii. Emergency management
 - iii. Emergency Medical Services
 - iv. Fire and Rescue services
 - v. Police services
 - vi. Public safety at city facilities
 - vii. Public safety legislation
 - viii. Post-incident management
 - ix. Traffic Management
 - b. Identify public safety and health needs in Oakridge.
 - c. Develop educational programs and materials to increase community awareness.
 - d. Organize and conduct public forums on public safety and health agencies.
 - e. Promote opportunities for citizens to assist public safety agencies through volunteer activities like: Neighborhood Watch Program, volunteer firefighters, police reserve program, community emergency response teams, Red Cross volunteers and Search and Rescue.
6. Other activities assigned by the council.
7. Keep records of minutes for each meeting per ORS. 192.650
8. Annual reports will be completed in the fourth-quarter of the calendar year.
9. Reports or recommendations of the Public Safety Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED] .

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED],
DAY OF [REDACTED] .

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays:

EXHIBIT A
CITY OF OAKRIDGE PUBLIC SAFETY
ADVISORY COMMITTEE BYLAWS

Mission:

The mission of the Public Safety Advisory Committee is to serve as ambassadors focused on promoting and supporting efforts to keep Oakridge a safe and healthy community.

Chairperson:

1. The chairperson is accountable to the Committee for the following designated functions in all respects. Specific responsibilities of the chairperson may be changed by Committee action at any time by a majority vote of the entire membership.
2. The routine functions and responsibilities of the chairperson shall include:
 - Developing a written agenda in sufficient time to allow for distribution to the Committee prior to any regular meeting. The agenda should identify items requiring a vote by members so members can vote per paragraph 5.b. below with prior approval of the chairperson.
 - Chairing all meetings. In the event the chairperson cannot be present the vice chairperson shall assume these duties.
 - Presenting the yearly major activity report to the Council. The report will be written and presented orally in a public forum with the assistance of staff.
 - Establishing the dates and times for regular and special meetings.
 - Facilitating a formal review of the Committee's mission and vision every four years.

Meetings (Regular and Special).

1. The Committee will schedule meetings at a designated time and day and will be guided by Oregon statute on public meetings. Special meetings may be called by a vote of the Committee at any regular meeting, by the chairperson or by written petition by three or more members. All regular and special meetings are open to the public. Citizens in attendance shall be given an opportunity to participate, without vote, in any discussion.
2. Meeting attendance is an expectation of Committee service. Absences known in advance should be communicated to the Chairperson as soon as possible. Should a Committee member miss three consecutive meetings without reasonable cause, the Chairperson may, after consultation with the member, recommend to the City Council that the member be removed from the Committee.

Voting and Decision making:

1. Consensus will be used during the meetings where possible or feasible. Any member may object to the use of a consensus decision at any time on any given issue. If there is an objection, the chairperson shall commit the issue to a vote by the Committee.
2. Decisions by voting shall be decided by a majority of those voting members present so long as a quorum of at least three (3) voting members exists. With prior approval of the chairperson, voting via teleconference or email is permissible if such votes are cast either

before or at the time of the meeting and are reliably documented.

3. A change in the voting procedure described in previous item 5b may be used on any specific item if the Committee, prior to the vote, agrees by consensus or vote to require more than a majority for passage.
4. The chairperson has the right to vote whenever a vote is cast. In case of a tie vote with the chairperson voting, the motion fails.

Issues:

The rules contained in Robert's Rules of Order Newly Revised for Small Boards and Committees shall govern this Committee in all cases where these by-laws are insufficient in specification of procedure. The OPSAC will operate in the general public interest serving the community as a whole. The OPSAC will serve no special interests and will not endorse any commercial product or enterprise.

Amending the OPSAC By-Laws:

A majority of all members must vote affirmatively to modify the committee's bylaws on at least two separate regular meetings. Final decisions on a by-law change shall not be made until at least the next regular meeting following the introduction of the motion. All by law changes adopted by the OPSAC must be approved by Council. The by-laws shall be reviewed annually in January.

Expenditures:

The Committee shall have no authorization to make expenditures on behalf of the City, or to obligate the City for the payment of any sums of money.

CITY OF OAKRIDGE

RES. [REDACTED]-2020 A RESOLUTION REPEALING AND REPLACING RES. 1-2015 THE CITY OF OAKRIDGE RURAL TOURISM MARKETING PROGRAM ADVISORY COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Rural Tourism Marketing Program Advisory Committee resolutions; and

WHEREAS, the purpose of the Rural Tourism Marketing Program Advisory Committee is to be an advisory body to the Council and to aid City staff by providing assistance in the preparation of policies and rules for the Rural Tourism Marketing Program Advisory Committee for ratification by the City Council;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Rural Tourism Marketing Program Advisory Committee is hereby established. The committee shall consist of seven (7) voting members: one (1) City Councilor and six (6) citizens at large. Ex officio member(s): City Administrator and City Finance Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen at large members of the Committee shall be appointed for three (3) year staggered terms. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Four (4) voting members of the Committee shall constitute a quorum. The vote of four (4) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting. Members of the Rural Tourism Marketing Program Advisory Committee cannot apply for funds.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Rural Tourism Marketing Program Advisory Committee shall be as follows:

1. Reviewing, prioritizing and submitting all requests for Rural Tourism Marketing Program funds to the City Council for approval.
2. Other activities assigned by the Council.
3. Keep records of minutes for each meeting per ORS. 192.650
4. Annual reports will be completed in the fourth-quarter of the calendar year.
5. Reports or recommendations of the Rural Tourism Marketing Program Advisory Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS [REDACTED], DAY OF [REDACTED].

Signed: _____, Mayor

ATTEST:

Signed: _____, City Recorder

Ayes:

Nays: