

Oakridge Administrative Committee

Thursday, October 10, 2019 | 8:00 - 9:00 AM

City Hall Conference Room

48318 E 1st St, Oakridge, OR 97463

Present:

Bryan Cutchen/ City Administrator

Trisha Maxfield, Councilor / Chair

Dawn Kinyon, Citizen Member

Trudy Hammond, Citizen Member

Amy Kelley, Citizen Member

Loren Hogue, Citizen Member

1. Check-in

All members present.

2. Old Business

2.1 Review Minutes: Conclusion of prior minutes reviewed with no questions or concerns.

2.2 Review Running Tasks List: Agreement of members to include task reviews regularly.

2.3 Review Feedback from Council: Brief discussion of Oct. 10, 2019 Annual Report Criteria format and evaluation documents with presentation to city council November 7, 2019 City council meeting. Described changes of CA keeping anonymity and redactions as needed. Disclosure of omission of redundant question and edition of language of subjective question. Addition of standard criteria for meeting times and dates with total of annually accounted meetings geared for goal achievement. Trish asked for consensus to submit documents with the changes, all agree to move submission forward for City Council's review. Bryan mentioned Rick Zylstra to receive updated versions for Council Packet. Further discussion of the Annual Report Guidelines should proceed as a collaborative process with description of goals and objectives to be concurrent with each committee resolution. All members in favor of forwarding documents for council approval.

3. New business:

3.1 Review Annual Report Guidelines: Trish read Administrative committee resolution adopted in Sept. 2019. Discussion of Administrative Committee's description of our responsibilities, via review of Annual Report Guidelines are formulated according to the upcoming year of goals and objectives being consistent specific to current resolutions as all others should be also. Therefore continual formulating recommended resolutions, ordinances, rules, etc. for the government of City Council approval will also serve aid to city staff. Inclusive to advocacy of Administrative Committee's high functioning for goal achievement and lead by the chair- person of each committee for successful function. Revelation, ownership of all parties

and the content will need to be a collective effort in establishment. *Trish asked for questions regarding goals and objectives.

3.2 Annual Report Work Session: Trish defined the difference between goals and objectives with suggestion of putting effort to accomplish one goal per quarter with accepting capability to reel back within the three month allowed time frame. *Trish highlighted regarding the Annual Report and Evaluation process Trudy's comment to create an external process where City Council returns feedback. *Bryan has begun better organized documents of ordinances for online availability with minimal cost to initiate codification. Mentioned the importance for city, state, and county consistency. *Bryan's existing spreadsheet of Master ordinances is available to share among Administrative committee members. And spoke of the digitalization in progress with Rick Zylstra. *Amy offered to create PDF forms for online completion *Trish will send out via email Code of conduct documents for members to sign and/or present hard copy at next meeting also. *Dawn stressed the importance for the codification and complaint process to be prioritized.

Discussion held for online accessible policy and procedures in closure of meeting. Also, the topic of future potential goals and objectives such as: Add and organize ordinances achieving the improvement of City of Oakridge website and links by increasing easier accessibility, quick navigation, and recodification creating an umbrella of use for application and form processing and fostering transparency. To meet as a high functioning committee dedicated to more uniform resolutions with committee bylaws and review of consistency within independent committee resolutions.

4. Next Steps

Define and create major tasks at hand to work on as a committee members. Finish existing goal of reviewing comparisons of differences between committees. Present updated Annual Report and Evaluations to City Council. Add work session for Administrative Committee to future meeting schedule. Clarification of ExParte.