

Oakridge Administrative Advisory Committee 2019 Annual Report

Staff: Bryan Cutchen - City Administrator
City Recorder (Vacant)

Councilor: Trisha Maxfield - Chair - Term: December 31, 2020

Citizens: Dawn Kinyon - Vice Chair - Term: December 31, 2021
Trudy Hammond - Secretary - Term: December 31, 2021
Amy Kelley - Term: December 31, 2020
Loren Hogue - Term: December 31, 2020

Meeting Date & Time: Second Tuesday
5:00 - 6:00PM

Meeting Frequency: Monthly

Meetings Held: 7

Goals and Objectives by Resolution

Resolution 9-2018

Purpose: 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.

Responsibilities:

1. Formulating recommended resolutions, ordinances and rules for the governance of the City for council approval.
2. Such other activities as the governing body may assign.
3. Reports or recommendations of the Administration Committee shall be considered advisory in nature and shall not be binding on the Mayor or City Council.

Activities and Accomplishments

The Administrative Advisory Committee (AC) first convened in April 2019 with Councilor Maxfield as the new Chair. In 2019 the AC met a total of 5 times with two cancelled meeting. Please note major accomplishments are in bold under 'Matters Considered'.

Matters Considered: Administrative Committee Ground Rules
Administrative Committee Priorities
City Administrator hiring process
Oakridge Economic Development Committee application form
Process for Committee Annual Reports and Evaluations
Committee Annual Report criteria
Internal Committee Evaluation Survey

City Council Committee Evaluation Survey
Ex parte contact conflicts between dual committee members

Matters Pending: External Committee Evaluation and Guidance
Create Consistency amongst Committee Resolutions & Ordinances
Develop Guidance for Committee Ex Parte Contacts

Committee Goals & Objectives:

Goal 1: Improve committee functions and oversight

Objectives:

1. Annual Report and Evaluation Process - *[Done]*
2. Annual Report Criteria - *[Done]*
3. Internal Committee Evaluation - *[Done]*
4. External Committee Evaluation and Guidance
5. Create Consistency amongst Committee Resolutions
6. Develop Guidance for Committee Ex Parte Contacts

Goal 2: Improve website to increase transparency and accessibility

Objectives:

1. Organize and add ordinances to website
2. Create fillable PDF City applications and forms

Membership Retention: The AC had two members resign from the committee in May 2019, with a third committee member resigning in June 2019. Three new members were appointed to the committee in October 2019.

Additional Comments: None