

August 4, 2022 at 6:00pm
City Council Meeting
Audio/Video Teleconference
City Hall Conference Room
48318 E. 1st Street
Oakridge OR, 97463



REGULAR MEETING

1. CALL MEETING TO ORDER

2. Pledge of Allegiance

3. Roll Call

4. Additions, Corrections or Adjustments to the Agenda

5. Public Comment – 30 Minutes

Individual speakers must be recognized by the presiding officer, provide their name and address, and will be allowed up to 3 minutes or less with Council approval. The Council will not engage in any discussion or make any decisions based on public comment at this time. The Council may take comments under advisement for discussion and action at a future Council meeting. The Mayor may direct the city administrator to follow up on comments received.

6. Mayor Comments / Announcements / Proclamations

7. Council Comments / Announcements

8. Consent Agenda

9. Business from the City Council

9.1 Committee Vacancies and Recruitment (33 open seats)

9.2 Event Signage TRT Request

9.3 Sheri Kendall Addiction Recovery Program Fee Waiver Request & Presentation

9.4 Budget Process Posting Error (*see attached letter from Finance Director*)

9.5 WAC Update

9.6 Fires Update

10. Business from the City Administrator

11. Staff Reports

12. Items Removed from the Consent Agenda

13. Ordinances, Resolutions and Public Comments

14. Public Hearings

15. Appointments

16. Public Comment

17. Adjourn

18. Executive Session

This will be a remote participation meeting. Citizens have four ways of attending and commenting:

1. **On your computer, tablet or smartphone go to <https://us02web.zoom.us/j/3664311610>**
2. **On your telephone, dial: 669-900-9128, then enter Meeting ID: 366 431 1610.**
3. **Send comments by email to: cityadministrator@ci.oakridge.or.us by 2pm the day of the meeting.**
4. **While discouraged due to the pandemic, you may attend in person at City Hall.**

Detailed instructions are available at City Hall, on the city website, and the city Facebook page.

Accommodation for Physical Impairments: In order to accommodate persons with physical impairments, please notify the City of any special physical or language accommodations you may require as far in advance of the meeting as possible. To make arrangements, Contact City Hall at 541-782-2258. For the hearing impaired, City's TTD Number is 541-782-4232.



August 1, 2022

To: Oakridge Mayor and City Council

From: Colleen Shirley, Finance Director for the City of Oakridge

It has recently been brought to my attention that we missed a required public posting deadline during the budget process. Specifically, when the Budget Committee approved the FY 2022-2023 budget with their requested changes, the version of the budget with the Budget Committee's requested changes to the budget was not posted for at least 5 days before it went to City Council for final approval, as required by law. The draft budget was posted, just not the one with the requested changes. However, I would like to point out that although the version of the budget approved by the Budget Committee was not properly posted at least 5 days prior to City Council voting on it, there were **no changes** made between the version of the budget approved by the Budget Committee and the final version approved by City Council on 6/28/22, which is posted online at the City's website.

At the direction of our new City Administrator James Cleavenger, on 7/27/22, I contacted the Oregon Department of Revenue and received advice and instructions from them on how to make this error public, as per ORS 294.451 (see below), and to place the matter on the agenda for discussion and public comment during the next City Council meeting on 8/4/22, where I will be available to answer any further questions.

Moving forward, we are putting procedures in place for next year's budget process, including implementing a budget calendar and checklist, to make sure errors like this do not reoccur. It is my intention to be fully transparent to our citizens, which is why this inadvertent error has been brought to your attention as soon as it was realized.

Sincerely,

Colleen Shirley
City of Oakridge Finance Director

ORS 294.451 - Sufficiency of publication of budget documents; notice to governing body and assessor of publication error. (1) When a notice, budget summary or other document is required to be published under any provision of ORS 294.305 to 294.565, publication of the document shall be considered sufficient for all purposes if a good faith effort is made by the budget officer of the municipal corporation to publish by any one or more of the methods described in ORS 294.311 (35), notwithstanding any defect in the publication, including but not limited to:

- (a) Typographical or scrivener's errors in the published material;
- (b) Failure of the published materials to be mailed or hand delivered to each street and postal mailing address within the jurisdictional boundaries of the municipal corporation;
- (c) Arithmetic errors in computing numerical information, including tax levies or tax rates;
- (d) Calculations of ad valorem property taxes not made in accordance with the applicable requirements of law; *or*
- (e) Failure to publish within the time periods required by law.

(2) At the first regularly scheduled meeting of the governing body of the municipal corporation that is held following the discovery of any publication error described in subsection (1)(a), (c) or (d) of this section, the budget officer shall advise the governing body in writing of the error and shall correct the error by testimony before the governing body at the meeting. If the error relates to the calculation of ad valorem property taxes, the budget officer shall immediately notify the county assessor of the error in writing, identifying the correct ad valorem property tax. [Formerly 294.425]