

### **ALLOW ONE SEAT ON THREE COMMISSIONS TO BE FILLED BY YACHATS "COMMUNITY" MEMBER**

Commissions Handbook states that only Parks & Commons Commission may have a member who resides outside the city limits. [YMC 2.08.020(C)]

Ordinance 249, adopted Jan. 12, 2005 amended the Code to allow a member of the Library Commission to also live outside the city limits. The change was made because many community members utilize, serve voluntarily and donate to the Library.

Proposal: Amend Code to allow one position of any of three commissions (EXCEPT Planning Commission, which is established under state law) to be filled by a person who lives within the general Yachats community, but outside the city limits. That would specifically be Public Works & Streets Commission, Parks & Commons Commission and Library Commission. PW&S is the only one without that designation, at this time.

### **OFFICIALLY RECOGNIZE LONG-STANDING CITY COMMITTEES AS "OFFICIAL" COMMITTEES**

There is no mention in Yachats Municipal Code of any committees that serve as advisory groups to the Council. These long-standing volunteer bodies include Trails Committee, Emergency Planning Committee, Little Log Church & Museum Committee and Marketing Committee.

There is also nothing designating the position of each committee in relationship to the commission that serves the same area of need, such as, Trails – Parks & Commons Commission and Emergency Planning – Public Works & Streets Commission. It stands to reason that LLC&M should also act under Parks & Commons, and perhaps that is the best designation for Marketing, as well.

Proposal: Officially recognize these four long-standing committees of volunteers and designate them as acting to advise and benefit the specific commissions (which in turn serve the Council).

These proposals should be voted upon separately. If Council decides to enact, there will then need to be an ordinance written to amend the appropriate sections of Yachats Municipal Code and any related documents, such as Administrative Policy No. 9.

# Yachats Municipal Code - Commission Duties

## Chapter 2.08

### PUBLIC WORKS AND STREETS COMMISSION, PARKS AND COMMONS COMMISSION AND LIBRARY COMMISSION

#### Sections:

- 2.08.010 Continuation of commissions.
- 2.08.020 Membership--Compensation.
- 2.08.030 Terms of office--Vacancies.
- 2.08.040 Powers and duties.
- 2.08.050 Organization.
- 2.08.060 Report to the council.

#### **2.08.010 Continuation of commissions.**

The following commissions are continued; Public Works and Streets Commission, Parks and Commons Commission and Library Commission; and current commission members shall continue to serve their unexpired terms. (Ord. 177 § 1, 1995)

#### **2.08.020 Membership--Compensation.**

A. The commissions shall consist of seven members (except for the Library Commission which shall consist of five members), appointed by the Mayor, with the approval of the City Council.

B. The members of the commissions shall receive no compensation for their services.

C. All commission members must reside in the city. One member of the Parks and Commons Commission may reside outside the city limits. (Ord. 177 § 2, 1995)

#### **2.08.030 Terms of office--Vacancies.**

A. Terms of office on the commissions shall be three years and shall expire on December 31st of the third year.

B. Incumbent members at the time of adoption of the ordinance codified in this chapter shall continue in office until the expiration of the term as follows: public works and streets commission shall have three terms expire on December 31, 1996, two terms expire on December 31, 1997, and two terms expire on December 31, 1998; parks and commons commission shall have two terms expire on December 31, 1996, two terms expire on December 31, 1997, and three terms expire on December 31, 1998; library commission shall have two terms expire on December 31, 1996, one term expire on December 31, 1997, and two terms expire on December 31, 1998. After the expiration of the terms as stated the term of office hereinafter for all members shall be three years, or until their successors are appointed or qualified.

**CITY COUNCIL AGENDA COVER-SHEET**

**From: Nancy Otterson, City Recorder**

- Regular Meeting Agenda Item       Work Session Discussion Topic
- Add to agenda for \_\_\_\_\_ meeting.
- Table this item until \_\_\_\_\_.
- Item dismissed.

**DATE:** November 4, 2004

**Title:** Recommendation from the Library Commission - Membership

**Item:** The Chair of the Library Commission will be present at the meeting on Wednesday, November 10, 2004 to request that City Council approve a change in the make-up of the Commission to allow one member to reside outside the city limits.

**Related Goal:**

**Reference And Review Material:**

**Budget Impact:**

**Additional Information:** A large amount of donations received, patrons who use the Library, and members of the volunteer staff are from outside the city limits. The Commission feels that it is appropriate to recognize this and be able to appoint a Commission member from outside the city limits as well.

If City Council approves this concept an Ordinance to amend the Code would be drafted for adoption at the December meeting.

**Attachments:**

*Continued to the December meeting*

*Talked with Annette - she will be at the December meeting*

*approved by CC - Dec. 9, 2004*

*Need to do an Ord. to change Code for Jan. meeting*

library commission membership

**CITY OF YACHATS  
ORDINANCE NO. 249**

**AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 2.08 -  
PUBLIC WORKS AND STREETS COMMISSION, PARKS AND COMMONS  
COMMISSION AND LIBRARY COMMISSION, SECTION 2.08.020 MEMBERSHIP-  
COMPENSATION**

**NOW THEREFORE**, the City of Yachats ordains as follows:

**Section 1. Section 2.08.020 is hereby amended to read as follows**

**2.08.020 Membership--Compensation.**

A. The commissions shall consist of seven members (except for the library commission which shall consist of five members), appointed by the mayor, with the approval of the city council.

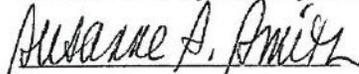
B. The members of the commissions shall receive no compensation for their services.

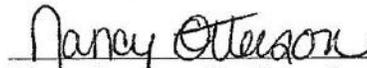
C. All commission members must reside in the city. One member of the parks and commons commission may reside outside the city limits. One member of the Library Commission may reside outside the city limits. (Ord. 177 § 2, 1995)

**PASSED AND ADOPTED** by the City Council of the City of Yachats on this 12th day of January 2005.

Ayes: 4 Nays: 0 Abstentions: 0 Absent: 0

**APPROVED** by the Mayor this 12th day of January 2005.

  
Sue Smith, Mayor

  
Nancy Otterson, City Recorder

## CITY OF YACHATS

### ADMINISTRATIVE POLICY NO. 9

### COMMISSION VACANCIES

#### OBJECTIVES

To establish an accepted procedure for filling Commission and Committee vacancies that is fair and consistent and conducive to establishing open access to City Government.

#### PROCEDURES AND OBJECTIVES

1. City Recorder shall maintain a working list of all citizens filing an application for service on City Commission, Boards, and Committees. Applications shall be kept until the person is appointed, becomes ineligible to serve, or withdraws the application.
2. The Commission, Board, or Committee shall consider the names of all persons currently on file and any person at the meeting that has expressed an interest in serving on that body.
3. Candidates shall be interviewed by the Commission, Board or Committee to discuss their qualifications and reasons for wanting to serve.
4. **Recommendations.** The Commission, Board or Committee shall then deliberate and present a recommendation to the Council of qualified candidates for the current vacancy.
5. Candidates and any person at the Council meeting who expresses a willingness to serve shall be interviewed by City Council at either a work session or regular meeting before being appointed. Incumbents seeking reappointment are not required to interview.