



## **CITY of REEDSPORT**

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Reedsport, OR 97467-1597  
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### **DESCRIPTION OF CITY BOARDS, COMMITTEES, COMMISSIONS**

The following are brief descriptions of the Boards and Committees in the City of Reedsport. Also included is the authority that established each group.

#### **I. CITY COUNCIL**

- A. Established - 2006 City Charter Chapter III.
- B. Appointment - Members of the City Council are elected by the City voters at large. Vacancies on the Council are filled by a majority of the remaining members of the Council. Appointees filling a vacant unexpired term will serve until the next countywide election and elected member then serves until expiration of the original term.
- C. Term - Mayor's term - two years. Election held even numbered years. City Council positions – four years. One position expires every other year.
- D. Size - Six City Council members and the Mayor.
- E. Requirements - City Council members are nominated by numbered positions and elected by the voters at large. Any eligible voter that has lived in the City of Reedsport for the last one-year period is eligible to serve on the City Council. Residence must be maintained in the City throughout the term of office.
- F. Duties - Mayor and the City Council are the legislative body for the City of Reedsport. They are responsible for setting all the policies and regulations for the City. They also serve on the City Budget Committee and make most of the final decisions on the City's financial activities. The City Council also appoints a City Manager, City Attorney and Municipal Court Judge.
- G. Meeting Schedule – (At least one meeting per month) currently, the first Monday of the month at 7:00 p.m.

## II. **PARKS AND BEAUTIFICATION COMMITTEE**

- A. Established - Resolution 2009-021
- B. Appointment - Appointed by City Council.
- C. Term – Three years.
- D. Size – At least 3 and no more than 5 citizens of Reedsport, one member of the City Council, one member of the Planning Commission
- E. Requirements –All interested citizens.
- F. Duties – Advise the City Council on issues concerning citywide beautification and City park properties.
- G. Meeting Schedule – At least three annually.

## III. **BUDGET COMMITTEE**

- A. Established - ORS 294.336.
- B. Appointment - Appointed by City Council.
- C. Term – Staggered three-year terms.
- D. Size - Seven positions (Equal to the number of governing body positions).
- E. Requirements - Eligible voters of the residents of the City of Reedsport.
- F. Duties - The duty of the Budget Committee is to receive the proposed budget from the Budgeting Officer, review the proposed budget, make revisions as desired, and approve the budget for presentation to the City Council. The Budget Committee members serve with the City Council on the Budget Committee which has the responsibility to approve the City Budget each fiscal year and establish a final tax levy amount or a tax levy rate for the City.
- G. Meeting Schedule – Weekly during the budget preparation schedule, thereafter, quarterly.

#### IV. **DANGEROUS BUILDINGS ABATEMENT BOARD OF APPEALS**

- A. Established – Resolution 99-17.
- B. Appointment – Appointed by the Mayor.
- C. Term – Three-year term.
- D. Size – Seven positions.
- E. Requirements – Appointed committee positions shall represent the building construction industry, specifically framing, plumbing, electrical, foundations, with the building official serving as an ex officio, nonvoting member.
- F. Duties – To enforce on behalf of City Council the preservation of public peace, health and safety.
- G. Meeting Schedule – As needed.

#### V. **PLANNING COMMISSION**

- A. Established - City Ordinance 98-275-D.
- B. Appointment - Appointed by City Council.
- C. Term – Staggered four-years terms.
- D. Size - Seven members.
- E. Requirements - At least five members of the Planning Commission must be City residents. Positions #1, #2, #3, #4, #5, #6, #7. Two members may be non-City residents who either reside in the Urban Growth Boundary or have ownership of property within the City limits.
- F. Duties - Propose policy and legislation to the Council. Implement regulations relating to growth and development of the community.
- G. Meeting Schedule – Monthly and additional meetings as needed.

**VI. REEDSPORT BRANCH LIBRARY ADVISORY BOARD**

- A. Established - Resolution 2001-007.
- B. Appointment - Appointed by the Mayor.
- C. Term - Four-year terms. No Board member may serve more than two (2) consecutive terms.
- D. Size - Five Board positions. The Branch Librarian is an ex-officio member of the Board.
- E. Requirements - Must be residents of Lower Umpqua Hospital District boundaries.
- F. Duties - To act in an advisory capacity to the Branch Librarian and to communicate with the County Library Board regarding branch services and needs. To act as a liaison group between community members, City Manager, City Council, the branch library staff and the Douglas County Library System.
- G. Meeting Schedule – Five Meetings per year as determined by the Library Board.

**VII. SENIOR CITIZEN CENTER ADVISORY BOARD**

- A. Established - Resolution 87-6-A (amended 2007-017).
- B. Appointment - Appointed by City Council.
- C. Term - Three-year term.
- D. Size - Nine Members.
- E. Requirements - Seven Reedsport City residents. Two members may be from outside the City limits but within the surrounding communities. All members must be over the age of 55.
- F. Duties - Advise the City Council on issues concerning the Lower Umpqua Senior Citizen Center.
- G. Meeting Schedule – Monthly on the fourth Tuesday at 1:00 p.m.

**VIII. TRAFFIC SAFETY ADVISORY COMMITTEE**

- A. Established - Council Motion February 5, 2001.
- B. Appointment - Appointed by City Council.
- C. Term - Undetermined length of time.
- D. Size - Five members.
- E. Requirement - Five members are to be residents within the Reedsport City limits at large.
- F. Duties - Advise the City Council on traffic safety issues.
- G. Meeting Schedule -Thursdays at 1:30 p.m. every three months.

**IX. UMPQUA EXPERIENCE STEERING COMMITTEE**

- A. Established - Resolution 94-02 A in January 1994.
- B. Appointment - Appointed by City Council.
- C. Term - Three-year term.
- D. Size - Eight members.
- E. Requirements - One member is to be from City Council. Six members are to be residents within the Reedsport School District #105 boundaries, with at least three living inside Reedsport City limits. One member is a non-voting student member.
- F. Duties - Advise City Council on issues concerning development and operational policies of the Umpqua Experience. Assist Director in implementing policy adopted by City Council. Assist in formation and transition of a non-profit Umpqua Experience organization. Assist in annual membership drive.