

CITY OF GLADSTONE ADVISORY BOARDS & COMMISSIONS

Budget Committee:

The Budget Committee consists of the seven members of the City Council and an equal number of citizens at large. Appointments are made by the City Council for three year terms, which are staggered so that about one-third of appointed terms end each year (Chapter 294 of the Oregon Revised Statutes).

Usually in early spring, the Budget Committee receives a copy of the proposed budget and the budget message. When the Committee is satisfied with the proposed budget, including any additions to or deletions from the one prepared by the budget officer, it is approved. The budget is then referred to the City Council and Urban Renewal Agency for Public Hearings prior to adoption, appropriations and levying of taxes. In recent years, the Budget Committee has discharged its duties in one Tuesday evening meeting, although additional meetings may be called.

Library Board:

The Library Board consists of five (5) members who are not officers or employees of the city and are appointed by the City Council to four (4) year terms. Members are eligible for re-appointment to a second four year consecutive term (Resolution No. 618.). The Board meets monthly on first Tuesday evenings.

Duties of the Library Board include:

- ◆ Advise the Library Director on policy matters pertaining to the Gladstone Public Library.
- ◆ Assist in the formulation of policies for the operation and development of library services and facilities to best meet the current and long-standing needs of the community.
- ◆ Make recommendations to the City Council regarding matters as outlined above.
- ◆ Recommend to the City Council prospective Board members based upon review of a standard application form and possible personal interview as Board vacancies occur.
- ◆ Serve as an autonomous body to represent the needs, interests, and desires of the entire service area of the library.

Planning Commission:

The Planning Commission consists of seven residents who are appointed by the City Council based on their qualifications. The Commission meets on most third Tuesday evenings of a month, which are usually attended by the City Attorney, who offers legal and procedural advice on relatively complex matters.

Planning Commission Members are appointed for four year terms. Considering qualifications for membership, Section 2.28.080 of the Municipal Code states:

- "A. The City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade or prior or present governmental service.
- B. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling or developing of real estate for profit.
- C. No more than two voting members shall be engaged in the same kind of business, trade or profession."

Park and Recreation Board:

The Park and Recreation Board consists of nine (9) members, one of whom is a City Council Member and one is a Planning Commission Member. The remaining seven (7) members of the Board shall be lay members who are residents of the city. Members are appointed by the Mayor with the approval of the Council for terms of three years (Resolution No. 603). Recently, the Park and Recreation Board has met infrequently, two or three times a year, largely because most parks in Gladstone have been developed. The Board typically meets on the fourth Monday evening of a month.

Duties of the Park and Recreation Board include:

- ◆ Maintain citizen and agency involvement in park and recreation.
- ◆ Serve in an advisory capacity to the City Council in matters pertaining to park and recreation programs, developing park master plans.
- ◆ Act as an advisory board regarding development of the Gladstone Comprehensive Plan and its periodic review and update (Resolution No. 438 and 556).

Senior Center Advisory Board:

The Senior Center Board of Directors consists of seven (7) voting members; the immediate past president and six (6) members at large, two thirds (2/3) of whom shall be fifty-five (55) years of age or older who are not officers or employees of the city; one (1) representative from each of the following groups shall sit on the Board but shall hold no vote: City Council, Loaves and Fishes, and Senior Center Staff. The Board is appointed by the Mayor with the approval of the Council for terms of three years (Resolution No. 624.) and is scheduled to meet quarterly, usually on a Tuesday afternoon.

Duties of the Senior Center Board of Directors include:

- ◆ Serve in an advisory capacity to the City of Gladstone, City Council, and Senior Center staff on matters affecting program and policy and to serve as the Loaves & Fishes Steering Committee.
- ◆ Provide for educational, recreational, nutritional, social and cultural needs, and promote mutual friendliness between individuals and groups who participate.
- ◆ Ascertain the needs of older persons, to coordinate and mobilize public and private resources at all levels, and to gain, build, develop and maintain such programs.
- ◆ Develop volunteer opportunities for all individuals to serve one another and their community.
- ◆ Cooperate with the city and other agencies to provide enhanced senior services for the center and its community.

Traffic Safety Commission:

The Traffic Safety Commission consists of seven (7) members appointed to a three year term by the Mayor with the approval of the City Council. One member is a City Councilor who has full voting rights on the Commission but is not be eligible for election as an officer. Applicants must be city residents. Recently the Traffic Safety Commission has met infrequently, probably two or three times per year, in large part due to use by the Police Department of a Speed Monitoring Awareness Radar Trailer that is placed on streets in response to complaints. The Traffic Safety Commission usually meets on the fourth Monday evening of a month.

Duties of the Traffic Safety Commission include:

- ◆ Researching, developing, and implementing coordinated traffic safety programs which meet local needs.
- ◆ Acting in an advisory capacity to the City Council and the City Administrator in the coordination of traffic safety activities of the official agencies and departments of the City of Gladstone.
- ◆ Upon request, providing research and furnishing information to other official agencies of the City of Gladstone.
- ◆ Promoting public acceptance of official programs proposed or instigated by the city.
- ◆ Fostering public knowledge and support of traffic law enforcement and traffic engineering problems.
- ◆ Coordinating with the public and private school systems of the city in promoting traffic safety aids in the schools and promoting the education of the public on traffic safety.
- ◆ Assisting in the overall reduction of traffic accidents, injuries, and deaths on the city's streets.

Audit Committee:

Council approved January 10, 2017, Resolution 1099. The Audit Committee will be made up of 5 members who are not employees, an immediate family member of an employee, and have independence from the City as an employee, contractor or vendor. Term limits will be set at two (2) or three (3) years staggered.

Duties of the Audit Committee include:

- Provide recommendations regarding the selection of the external auditor to City Council.
- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the city's system of internal controls, and, working directly with the external auditor, assist the City Council in interpreting such documents.
- Make a recommendation to City Council on accepting the annual audit report.
- Review every corrective action plan developed by the city and assist the City Council in the implementation of such plans.