

## Municipal Code

### 2.035. Membership

All citizen advisory groups shall consist of seven members, and an alternate, each, except for the Citizens' Budget Committee, which shall consist of five members, and an alternate. All members shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in Sections 2.080 to 2.090. An alternate is appointed to fill the vacancy of unfinished term until the end of the calendar year.

**REASONING:** Avoid having vacancies go unfilled for long periods of time, which could prevent the body from performing its necessary duties.

**DISCUSSION:**

- Wait list will have several people on it who have been interviewed for the position and can be brought up when there is a vacancy.
  - Should every group have an alternate or just Planning Commission?
  - Discussion over having a time limit on when an opening should be filled
  - Original discussion started with amending section 2.080 to ensure Planning Commission vacancies were filled in a timely manner.
- Future: Look into have a list of "temps" to serve in case of emergencies.

### 2.045 Meetings; Rules of Procedure; Attendance.

(3) Recommendations. All recommendations to the Council shall be in writing. The staff liaison shall prepare a memorandum to the Council, signed by the Chair of the advisory group, stating the citizen advisory group's recommendation.

**REASONING:** To ensure staff recommendation accurately reflects what group wanted.

### 2.065 Staff Liaison

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and coordinates with the chair to sets the agenda, which is reviewed-then approved by the chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

**REASONING:** Ensure agenda is reflective of citizens needs/concerns.

**DISCUSSION:** Martin: We want the citizens to set the agenda.

### 2.075 Citizen Advisory Groups

#### Add 11) Arts Commission (Arts Advisory Board?)

**REASONING:** An Arts Commission meets rarely to determine how funding for the West Linn Public Art Trust Fund should be spent. An Arts Commission can determine this and expand awareness on arts and culture in the West Linn community.

**DISCUSSION:** Oakes would like to see an Arts Commission reinstituted and have their meetings made more public.

Wolfe see this an outlet to improve/update city welcome signs.

Axelrod would look to push this forward sooner than later.

**ADD 2.077**

Council members may not chair a citizen advisory board.

**ADD 2.079**

Advisory board and Planning Commission members are appointed in January after newly elected council members are sworn in.