

FOR COUNCIL MEETING: February 28, 2011
AGENDA ITEM: 4.3 (i)

TO: CITY COUNCIL

FROM: COUNCIL BOARD AND COMMISSION APPOINTMENTS COMMITTEE

SUBJECT: BUDGET COMMITTEE AND PLANNING COMMISSION VACANCIES

ISSUE:

Appointments to the Budget Committee and Planning Commission.

RECOMMENDATION

The Council Board and Commission Appointments Committee recommends that Council set March 11, 2011 as the deadline for persons interested in serving on the Budget Committee or Planning Commission to submit their application materials.

BACKGROUND:

The Budget Committee is the City's local government's fiscal planning advisory committee. The Budget Committee is established by state law, which provides that the Committee shall consist of the Mayor, City Council, and an equal number of registered voters appointed by the City Council. State law provides that the appointed members shall not be officers, agents, or employees of the local government. In order to maintain geographic balance, Council Rule 18 requires the appointive members of the budget committee shall consist of one elector from each ward and one elector from the City at large. A vacancy currently exists on the Budget Committee for the Ward 8 appointed position.

The Salem Planning Commission acts as an advisory commission to the City Council with a broad scope of concern regarding the growth and orderly development of community. The Commission is established in SRC Chapter 6. SRC 6.010(b) provides that

"The Commission shall consist of seven members to be appointed by the City Council, not more than one of whom shall be a nonresident of the City of Salem. If the City Council appoints a nonresident member, that member shall reside within the Salem/Keizer Urban Growth Boundary. No more than one member shall be engaged principally in the buying, selling, or developing of real estate for profit as an individual or be a member of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than one member shall be engaged in the same kind of business, trade, or profession. In making appointments

to the Commission, the City Council shall encourage, but not require, geographic distribution of members throughout the City of Salem.”

A vacancy currently exists on the Planning Commission. The position was previously held by a person residing outside of the City but within the Urban Growth Boundary.

Under Council Rule 18, when a vacancy in the Budget Committee or Planning Commission occurs, the Council is to set a deadline for interested persons to submit their application materials. The City Manager will then provide notice of the vacancy requesting interested persons to submit a resume and a statement of the reasons the person wishes to fill the vacancy. The Council Board and Commission Appointments Committee then reviews the applications, and makes a recommendation to the City Council on who to interview. The Council then makes its appointments following the interviews.

FACTS AND FINDINGS:

The Council Board and Commission Appointments Committee recommends the Council set March 11, 2011 as the deadline for persons interested in serving on the Budget Committee or Planning Commission to submit their applications. The Committee found that March 11, provides sufficient time for interested persons to prepare and submit their materials while also ensuring there is sufficient time for the Council to complete the selection process prior to the Budget Committee undertaking its regular meetings to review the City Manager’s recommended budget.

Should Council approve the March 11, 2011 deadline, the Council Board and Commission Appointments Committee anticipates the following schedule for filling the vacancies:

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| March 11, 2011 | Deadline by which persons interested in filling the vacancies on the Budget Committee and Planning Commission must submit application materials. |
| March 15, 2011 | Council Board and Commission Appointments Committee meets to review the applications and make recommendation to the Council on who to interview. |
| March 28, 2011 | Council acts on Board and Commission Appointments Committee recommendations and sets a special meeting for April 4, 2011 to conduct interviews. Applicants selected for interviews will then be notified of the interview date and time. |
| April 4, 2011 | Special meeting of the Council to conduct interviews and make appointments to the Budget Committee and Planning Commission. |