

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

<b>MEETING DATE</b> December 6, 2016	<b>AGENDA ITEM NUMBER</b>
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**TO:** Mayor Benetti and City Councilors

**FROM:** Rodger Craddock, City Manager

**ISSUE:** Council Committee, Boards, and Commission Appointments

**Summary:**

During the November 22<sup>nd</sup> Council work-session, the Council reviewed and discussed the lists of existing City, intergovernmental, other governmental and community boards, commissions & committees. During the review of the City created boards, commissions, and committees, it was a consensus of the Council that the following committees should be dissolved and that committee related topics could be conducted during the bi-weekly Council/URA work sessions:

- Council Promotions Committee
- Council Finance Committee
- Council Charter / Rules Advisory Committee
- Council Wastewater Committee
- City Logo Advisory Committee

By consensus, the Council chose the following board, commission, and committee assignments:

Elected or Appointed Official	Community Boards, Commissions & Committees Assignments
<b>Mayor Joe Benetti</b>	Budget Committee Coos Bay Urban Renewal Agency Coos County Urban Renewal Agency
<b>Council President Jennifer Groth</b>	Coos Bay Urban Renewal Agency Budget Committee Coos Bay Library Board Enterprise Zone Committee Coos County Urban Renewal Agency Library Facilities Steering Committee (Chair) Streets Task Force (Chair) Community Enhancement Plan Workgroup (Chair)
<b>Councilor Stephanie (Steph) Kramer</b>	Coos Bay Urban Renewal Agency (Chair) Budget Committee URA Advisory Committee (Chair)

<b>Councilor Stephanie Kilmer</b>	Coos Bay URA Budget Committee Community Enhancement Plan Workgroup Coos Bay Downtown Association
<b>Councilor Lucinda DiNovo</b>	Coos Bay Urban Renewal Agency Budget Committee Brownfields Action Committee Waterfront Development Partnership Committee
<b>Councilor Drew Farmer</b>	Coos Bay Urban Renewal Agency Budget Committee Library Facilities Steering Committee South Coast Community Foundation
<b>Councilor Phil Marler</b>	Budget Committee Coos Bay Urban Renewal Agency Streets Task Force
<b>City Manager Rodger Craddock</b>	Budget Committee (Budget Officer) Coos Bay Urban Renewal Agency (Agency Manager) Oregon Coast Zone Management Association Mingus Park Pool Management Board Coos County Solid Waste Committee Coos/Curry Household Hazardous Waste Committee Bay Area Chamber of Commerce South Coast Development Council Community Enhancement Plan Workgroup Waterfront Development Partnership Committee Library Facilities Steering Committee Egyptian Theatre Preservation Association

**ACTION REQUESTED:**

If it pleases the Council, approve the above list of board, commission and committee appointments.

Attachments:

Updated list of City, intergovernmental, other governmental and community boards, commissions & committees.

November 22, 2016 Council / URA Work Session Staff Agenda Report

City of Coos Bay Boards, Commissions & Committees			
Board, Commission or Committee Name	Board, Commission or Committee Membership	Meeting Dates, Times and Locations	Role of Elected Official
Urban Renewal Agency	These boards, commissions & committees are comprised of elected officials and/or a combination of elected and appointed officials and appointed community members	Meets the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesdays evenings after Council Meeting when needed.	Voting Member
Budget Committee		Meets the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Thurs., and the 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday in April at 7 p.m. in the City Hall Council Chambers.	Voting Member
Library Board		Meets the 3 <sup>rd</sup> Wed. each month at 5:15 p.m. at the Library's Cedar Room	Voting Member
Parks Commission		Meets the 2 <sup>nd</sup> Thursday each month at 12:00 p.m. in the City Hall Conference Room	Voting Member
Tree Board		Meets on an as needed basis on the 1 <sup>st</sup> Thursday each month at 12:00 p.m. at various locations	Voting Member
Brownfields Action Committee		Meets on an as needed basis.	Voting Member
Urban Renewal Advisory Committee		Meets on an as needed basis	Voting Member
Street Task Force		Meets on an as needed basis.	Voting Member
Library Facilities Steering Committee		Meets on an as needed basis.	Voting Member
Design Assistance Team	These boards, commissions & committees are comprised of appointed community members	Meets on an as needed basis.	N/A
Planning Commission		Meets on the 2 <sup>nd</sup> Tuesday of each month at 6:00 pm in the City Council Chambers	N/A

<b>Other Governmental Boards, Commissions and Committees</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected or Appointed Official</b>
Household Hazardous Waste Advisory Committee	City and County Representatives from Coos and Curry Counties	Meets on an as needed basis.	Voting Member
Coos County Solid Waste Advisory Committee	Representatives from Coos County Solid Waste, DEQ, Coquille, Myrtle Point, North Bend, Bandon & Coos Bay	Meets on an as needed basis.	Voting Member
Coos County Library Service District Board	Appointed Representative from Coos Bay and North Bend	Meets quarterly	Voting Member
Coos County Urban Renewal Agency – North Bay District	Two representatives from Coos County, Port of Coos Bay, cities of Coos Bay & North Bend, and two citizens at large	Meets on an as needed basis, generally once or twice a year.	Voting Member

<b>Intergovernmental Boards, Commissions, Committees and Non-Profits</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected or Appointed Official</b>
CB-NB Visitors and Convention Bureau	Representatives from Coos Bay, North Bend, Coquille Tribe, Hotel Industry, & Chamber of Commerce	Meets the 2 <sup>nd</sup> Thursday of each month at 8:30 a.m. at the Mill Casino	Voting Member
Coos Bay / North Bend Water Board	Four representatives, two from Coos Bay and two from North Bend	Meets on the 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month at 7:00 a.m. at the CBNBWB.	Voting Member
Bay Area Enterprise Zone	One representative from Coos County, Port of Coos Bay, cities of Coos Bay & North Bend and a citizen at large	Meets on an as needed basis.	Voting Member
Oregon Coastal Zone Management Association, Inc.	Representatives from Oregon coastal cities, counties and ports.	Meets quarterly	Voting Member
Coos Bay / North Bend Water Board Budget Committee	CB/NB WB and Council representatives from the cities of Coos Bay and North Bend	Meets in the spring of each year.	Voting Member
Community Enhancement Plan Committee	Two representatives from Coos County, Port of Coos Bay, and cities of Coos Bay and North Bend	Meets on Mondays at 1:00 pm in the Coos Bay Council Chambers on an as needed basis.	Voting Member
Waterfront Development Partnership Committee	One representative from Coos County, Port of Coos Bay, and cities of Coos Bay and North Bend.	Meets on an as needed basis.	Voting Member
South Coast Community Foundation	One representative from Coos County, Port of Coos Bay, cities of North Bend and Coos Bay and three citizens at large.	Meets on an as needed basis.	Voting Member

<b>Community Boards, Commissions and Committees</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected or Appointed Official</b>
Coos Bay Downtown Association Board	Elected members of the CBDA membership	Last Friday of each month at 8:00 am at the VIC	Ex-official
Community Coalition of Empire	Members of the Community Coalition of Empire	Second Tuesday of each month at 6:00 pm at the Dolphin Theatre	Ex-official
Egyptian Theatre Preservation Association	Elected members of the ETPA membership	Meets the 2 <sup>nd</sup> Thursday of each month at 6:30 pm at Mike Gordon's office	Ex-official
OR Coast Historic Railway Museum Board	Members of the ORCHRM	Meets the 2 <sup>nd</sup> Monday of each month at 7:00 pm the museum.	Ex-official
Coos Art Museum Board	Elected members of the CAM membership	Meets the 4 <sup>th</sup> Wednesday of each month at the museum	Ex-official
Bay Area Chamber of Commerce Board	Elected members of the BACC membership	Meets the 1 <sup>st</sup> Wednesday of each month beginning at 7:00 am at the Mill Casino	Ex-official

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<b>MEETING DATE</b> November 22, 2016	<b>AGENDA ITEM NUMBER</b>
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**TO:** Mayor Benetti and City Councilors

**FROM:** Rodger Craddock, City Manager

**ISSUE:** Council Committee, Boards, and Commission Appointments

**BACKGROUND:**

Members of the City Council and/or appointed officials serve as City representatives on various city and community boards and committees (committees). These committees can be categorized as City Committees, Other Governmental Committees, Intergovernmental Committees, and Community Committees. Those committees along with the elected and/or appointed officials' committee role are as follows:

<b>City of Coos Bay Boards, Commissions &amp; Committees</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected Official</b>
Budget Committee	These boards, commissions & committees are comprised of a combination of elected officials and appointed community members	Meets the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Thurs., and the 2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday in April at 7 p.m. in the City Hall Council Chambers	Voting Member
Library Board		Meets the 3 <sup>rd</sup> Wed. each month at <b>5:15 p.m. at the Library's Cedar Room</b>	Voting Member
Parks Commission		Meets the 2 <sup>nd</sup> Thursday each month at 12:00 p.m. in the City Hall Conference Room	Voting Member
Tree Board		Meets on an as needed basis on the 1 <sup>st</sup> Thursday each month at 12:00 p.m. at various locations	Voting Member
City Council Charter / Rule Advisory Committee	These committees are made of selected council members	Meets on an as needed basis.	Voting Member
Council Finance Committee		Meets on an as needed basis.	Voting Member
Council Promotions Committee		Meets on an as needed basis.	Voting Member
Council Wastewater Committee		Meets on an as needed basis	Voting Member

<b>City of Coos Bay Boards, Commissions &amp; Committees (continued)</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected Official</b>
Design Assistance Team	These boards, commissions & committees are comprised of appointed community members	Meets on an as needed basis.	N/A
Planning Commission		Meets on the 2 <sup>nd</sup> Tuesday of each month at 6:00 pm in the City Council Chambers	N/A
Library Facilities Steering Committee		Meets on an as needed basis.	NA
Street Task Force		Meets on an as needed basis.	NA
Brownfields Action Committee		Meets on an as needed basis.	NA
City Logo Advisory Committee		Meets on an as needed basis.	NA
Urban Renewal Advisory Committee		Meets on an as needed basis	NA

<b>Other Governmental Boards, Commissions and Committees</b>			
<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected or Appointed Official</b>
Household Hazardous Waste Advisory Committee	City and County Representatives from Coos and Curry Counties	Meets on an as needed basis.	Voting Member
Coos County Solid Waste Advisory Committee	Representatives from Coos County Solid Waste, DEQ, Coquille, Myrtle Point, North Bend, Bandon & Coos Bay	Meets on an as needed basis.	Voting Member
Coos County Library Service District Board	Appointed Representative from Coos Bay and North Bend	Meets quarterly	Voting Member
Coos County Urban Renewal Agency – North Bay District	Two representatives from Coos County, Port of Coos Bay, cities of Coos Bay & North Bend, and two citizens at large	Meets on an as needed basis, generally once or twice a year.	Voting Member



Intergovernmental Boards, Commissions, Committees and Non-Profits

<b>Board, Commission or Committee Name</b>	<b>Board, Commission or Committee Membership</b>	<b>Meeting Dates, Times and Locations</b>	<b>Role of Elected or Appointed Official</b>
CB-NB Visitors and Convention Bureau	Representatives from Coos Bay, North Bend, Coquille Tribe, Hotel Industry, & Chamber of Commerce	Meets the 2 <sup>nd</sup> Thursday of each month at 8:30 a.m. at the Mill Casino	Voting Member
Coos Bay / North Bend Water Board	Four representatives, two from Coos Bay and two from North Bend	Meets on the 1 <sup>st</sup> and 3 <sup>rd</sup> Thursday of each month at 7:00 a.m. at the CBNBWB.	Voting Member
Bay Area Enterprise Zone	One representative from Coos County, Port of Coos Bay, cities of Coos Bay & North Bend and an citizen at large	Meets on an as needed basis.	Voting Member
Oregon Coastal Zone Management Association, Inc.	Representatives from Oregon coastal cities, counties and ports.	Meets quarterly	Voting Member
Coos Bay / North Bend Water Board Budget Committee	CB/NB WB and Council representatives from the cities of Coos Bay and North Bend	Meets in the spring of each year.	Voting Member
Community Enhancement Plan Committee	Two representatives from Coos County, Port of Coos Bay, and cities of Coos Bay and North Bend	Meets on Mondays at 1:00 pm in the Coos Bay Council Chambers on an as needed basis.	Voting Member
Waterfront Development Partnership Committee	One representative from Coos County, Port of Coos Bay, and cities of Coos Bay and North Bend.	Meets on an as needed basis.	Voting Member
South Coast Community Foundation	One representative from Coos County, Port of Coos Bay, cities of North Bend and Coos Bay and three citizens at large.	Meets on an as needed basis.	Voting Member

Community Boards, Commissions and Committees			
Board, Commission or Committee Name	Board, Commission or Committee Membership	Meeting Dates, Times and Locations	Role of Elected or Appointed Official
Coos Bay Downtown Association Board	Elected members of the CBDA membership	Last Friday of each month at 8:00 am at the VIC	Ex-official
Community Coalition of Empire	Members of the Community Coalition of Empire	Second Tuesday of each month at 6:00 pm at the Dolphin Theatre	Ex-official
Egyptian Theatre Preservation Association	Elected members of the ETPA membership	Meets the 2 <sup>nd</sup> Thursday of each month at 6:30 pm at <b>Mike Gordon's office</b>	Ex-official
OR Coast Historic Railway Museum Board	Members of the ORCHRM	Meets the 2 <sup>nd</sup> Monday of each month at 7:00 pm the museum.	Ex-official
Coos Art Museum Board	Elected members of the CAM membership	Meets the 4 <sup>th</sup> Wednesday of each month at the museum	Ex-official
Bay Area Chamber of Commerce Board	Elected members of the BACC membership	Meets the 1 <sup>st</sup> Wednesday of each month beginning at 7:00 am at the Mill Casino	Ex-official

Below you will find the current elected and appointed official committee assignments:

Elected or Appointed Official	Community Boards, Commissions & Committees Assignments
<b>Mayor Joe Benetti</b>	Budget Committee Coos Bay Urban Renewal Agency
<b>Council President Jennifer Groth</b>	Budget Committee Coos Bay Library Board Coos Bay URA Council Economic Dev, Committee (Alt.) Council Finance Committee Enterprise Zone Committee Library Board URA Advisory Committee Streets Task Force Community Enhancement Plan Workgroup (Chair)

<b>Council President Stephanie (Steph) Kramer</b>	Budget Committee Coos Bay Urban Renewal Agency (Chair) Council Economic Development Committee Council Finance Committee Council Rule Making Committee Enterprise Zone (Alternate)
<b>Councilor Stephanie Kilmer</b>	Coos Bay URA Budget Committee
<b>Councilor Lucinda DiNovo</b>	Budget Committee Coos Bay Urban Renewal Agency
<b>Councilor Drew Farmer</b>	Budget Committee Coos Bay Urban Renewal Agency
<b>Councilor Brian Bowers</b>	Coos Bay URA Budget Committee
<b>City Manager Rodger Craddock</b>	Budget Officer for the Budget Committee Coos Bay Urban Renewal Agency Manager Oregon Coast Zone Management Association Mingus Park Pool Management Board Coos County Solid Waste Committee Coos/Curry Household Hazardous Waste Committee Bay Area Chamber of Commerce South Coast Development Council Community Enhancement Plan Workgroup Waterfront Development Partnership Library Facilities Steering Committee

The Council has decided to meet twice a month for work sessions the Council could consider dissolving the following Council created committees:

- City Council Charter / Rule Advisory Committee
- Council Finance Committee
- Council Promotions Committee
- Council Wastewater Committee

The Council may want to dissolve the City Logo Advisory Committee if the Council chooses to move forward with the proposed logo or decide to keep the current logo.

Currently the following appointments are vacant or unassigned (not counting the above committees which may be dissolved):

- Coos County Urban Renewal Agency (2 positions)
- Brownfields Action Committee (2 positions)

- Community Enhancement Plan Workgroup (1 position)
- South Coast Community Fund (1 position)
- Coos Art Museum Board (1 position)
- Coos Bay Downtown Association Board (1 position)
- OR Coast Historic Railway Museum Board (1 position)
- Egyptian Theatre Preservation Association (1 position)
- Coos Bay Downtown Association (1 position)
- South Coast Community Foundation (1 position)
- Waterfront Development Partnership (1 position)
- Community Enhancement Plan Committee (1 position)
- Library Facilities Steering Committee (1 position)
- Community Coalition of Empire (1 position)
- Tree Board (1 position)

**ADVANTAGES:**

City representation on the various city, county, and community committees provides an opportunity for the City Council to be involved in the community.

**DISADVANTAGES:**

None

**BUDGET IMPLICATIONS**

None.

**ACTION REQUESTED:**

Please advise staff on the status of the following committees:

- City Council Charter / Rule Advisory Committee
- Council Finance Committee
- Council Promotions Committee
- Council Wastewater Committee
- City Logo Advisory Committee

Consider appointments to the following committees and/or boards

- Coos County Urban Renewal Agency (2 positions)
- Brownfields Action Committee (2 positions)
- Community Enhancement Plan Workgroup (1 position)
- South Coast Community Fund (1 position)
- Coos Art Museum Board (1 position)
- Coos Bay Downtown Association Board (1 position)
- OR Coast Historic Railway Museum Board (1 position)
- Egyptian Theatre Preservation Association (1 position)
- Coos Bay Downtown Association (1 position)
- South Coast Community Foundation (1 position)
- Waterfront Development Partnership (1 position)
- Community Enhancement Plan Committee (1 position)
- Library Facilities Steering Committee (1 position)
- Community Coalition of Empire (1 position)
- Tree Board (1 position)