

Job Descriptions for City Commissions

The commissions shall have the powers and duties hereinafter set forth, and such further and additional powers and duties as conferred upon such commissions by laws of the state of Oregon, City Charter, comprehensive plan, ordinances and resolutions of the city council. All authority of the commissions shall be derived from the City Council. Each commission shall perform such other responsibilities and duties as the City Council, from time to time, may delegate by ordinance, resolution or motion.

Planning Commission

- The commission shall have the powers and duties provided for by ORS 227.090, other state law, City Charter, comprehensive plan and other city ordinances.
- The commission shall function primarily as a comprehensive planning body proposing policy and legislation to the council related to the growth and development of the community. In addition to the authority provided in subsection A of this section, the commission:
 - Shall review the comprehensive plan every two years and make recommendations to the council concerning plan amendments which it has determined are necessary based on further study or changed concepts, circumstances, or conditions;
 - May formulate and recommend legislation to implement the comprehensive plan;
 - Shall conduct hearings, prepare findings of fact, and take such actions concerning specific land development proposals as required by city ordinance.
- The commission shall perform such other responsibilities and duties as the city council, from time to time, may delegate by ordinance, resolution or motion.

Public Works and Streets Commission

- Formulate rules, regulations and standards for the operation and use of the City's public works; recommend such to City Council for adoption.
- Plan for future growth, development and improvement of the City's public works.
- Advise the City Superintendent on improvements and maintenance for the City's public works.
- Recommend improvements or repairs to the City's streets, culverts, drainage and curbing.
- Review all rates and fees including, but not limited to, water, sewer, and system development yearly and report to the City Council by March 1st of each year and recommend any changes in rates, fees, charges or policy.
- Serve as the City's Public and Traffic Safety Committee as follows:
 - Hear suggestions and complaints from citizens concerning issues of public and traffic safety;
 - Research and develop remedies for public and traffic safety concerns as needed;
 - Recommend public and traffic safety priorities for the City;
 - Review and recommend project application for funding;
 - Serve as liaison between the City and the Oregon Traffic Safety Commission in developing the statewide highway safety program, and in meeting the National Highway Safety Program Standards;
 - Act in an advisory capacity to the Yachats City Council in the implementation of safety activities;

- Foster public knowledge and support of traffic law enforcement and traffic engineering problems and needs;
- Monitor the Village Circulation Plan portion of the Comprehensive Plan, including implementation, funding, and signage; and
- Serve as a franchise review committee responsible for initially reviewing, negotiating, and recommending to City Council all franchise agreements.

Library Commission

- Operate and manage the Yachats Public Library;
- Formulate rules, regulations and standards for operation of the library;
- Receive gifts, grants, bequests and devises to carry out the purpose of the library;
- Prepare and submit to the budget officer an annual budget which will be forwarded to the budget committee.

Parks and Commons Commission

- Formulate rules, regulations and standards for the operation of the City's Parks and Commons building and grounds in a manner which assures security of the City's assets and encourages use by tenants, residents and visitors alike and recommend them to City Council for adoption;
- Establish rental rates for various uses of the Commons; recommend such to City Council for adoption;
- Maximize income through promotion or co-promotion of appropriate events;
- Work with the Commons Director in development and implementation of a marketing program for tenants and special programs;
- Plan for the regulation, development and improvement of the City's parks;
- Receive gifts, grants, bequests and devises to carry out the purpose of the Commons and parks;
- Cooperate with volunteer organizations and City groups in the advancement of the Commons and parks planning and programming process; and
- Work with the Commons Director in the development of the budget for the Commons. Prepare the annual budget for all City parks and submit to the Budget Officer the budget proposals for the parks and the Commons building for forwarding to the Budget Committee.

Budget Committee – Meets in May (normally one or two meetings)

- At the first meeting, the Committee shall elect the Chair, hear the budget message, hear from interested citizens. The Budget Committee may request any information the Committee requires for the preparation or revision of the Budget Document from any officer or any city employee.
- The Budget Committee does not approve new personnel, employee contracts, or salary schedules, nor does it negotiate salary contracts. However, the adopted salary schedules, negotiated contracts and other materials having a fiscal impact on the budget document may be requested for review by the Budget Committee. Through its authority, the Budget Committee may direct the administration to make dollar adjustments (increases or decreases) in the proposed budget.

- By the time the Budget Committee receives the budget message and proposed budget document, many hours of work have been put into budget development. The Budget Officer coordinates these efforts with department heads and staff. The Committee process is then to review the budget as proposed.
- The Budget Committee ultimately will approve the budget as submitted or as revised. Their approval sets a maximum spending level for the year.
- The Budget Committee establishes and approves the amount and/or rate of property taxes to be imposed. This is a very important responsibility of the Budget Committee. The Committee may choose to impose less tax than the local government's taxing authority. The amount and/or rate of tax approved can only be changed by the governing body under specific conditions.
- After the approval of either the revised budget document or the budget document as submitted by the Budget Officer, the budget is sent to the governing body for adoption. The Council may make additional limited adjustments as necessary.
- The Budget Committee members may also made suggestions regarding the format and backup information that the Budget Officer provides in the budget document.