

**A BILL FOR AN ORDINANCE CREATING) ORDINANCE BILL NO. 2018-1
CHAPTER 2.19 OF THE LEBANON MUNICIPAL)
CODE ESTABLISHING A BUDGET COMMITTEE) ORDINANCE NO. 2908**

WHEREAS, the Budget Committee has a long record of a high number of vacancies in Ward 1 and Ward 3.

WHEREAS, the Lebanon City Council would like to assure equal representation of electors to Councilor Members.

WHEREAS, the Lebanon City Council would like to establish formal proceedings for the Budget Committee by changing previously established requirements.

NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:

2.19.010 Purpose. To formally establish rules and regulations governing the creation, organization and hearing procedures of the Lebanon Budget Committee referred to in this chapter as "Budget Committee."

2.19.020 Responsibilities. The Budget Committee acts as the City of Lebanon's fiscal planning advisory committee. The Committee shall have the powers and duties established by state law and act in accordance with state law, city laws, and City Council policies.

2.19.030 Membership. The Committee shall consist of fourteen (14) members. Each member of the Council, which includes the Mayor and six councilors, shall be a member of the Budget Committee. Seven electors (registered voters) of the City shall also be appointed to the Committee.

- A. Members shall not be officers, agents, employees or a spouse of an officer, agent, or employee of the municipal corporation and reside within the City limits.
- B. Members should develop a general understanding of the budget process, the departments or programs included in the budget document, and the legal constraints imposed on the local government's tax levy after budget committee approval.
- C. Appointive members shall receive no compensation for their services.

2.19.040 Appointment/Reappointment. The appointment or reappointment of Committee members will be made by the Mayor and confirmed by the City Council.

2.19.050 Terms. Members will be appointed for terms of three years and are eligible for reappointment.

2.19.060 Vacancy. If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the City Council shall fill the vacancy by appointment for the unexpired term.

- A. Notice of Vacancy. Public notice of all current or anticipated vacancies shall be prepared and published by the City Clerk's Office.

2.19.070 Budget Committee Meetings. The budget committee shall hold at least one or more meeting annually for the purposes outlined in ORS 294.426. The meeting agenda, meeting notices, budget message and budget documents are prepared by the Budget Officer (or designee).

- A. Call to Order. The Mayor shall call the members of the Committee to order at the established time and ask the City Clerk (or designee) to call roll.
- C. Presiding Officer. The budget committee shall at its first meeting elect a presiding officer from among its members. The presiding officer shall determine from the agenda the order of business to be followed.
- D. Clerk of the Committee. The City Clerk (or designee) shall serve as clerk of the committee, attend all its meetings and keep accurate record of its proceedings.
- D. Minutes. Once a quorum is established, the presiding officer shall ask for a motion to approve the minutes, as printed or amended, of the preceding meeting. Minutes shall meet the requirements of state law. Committee members with additions, corrections or deletions to the minutes shall propose such during the consideration of the minutes.

Section 1. This ordinance becomes effective March 16, 2018.

Passed by the Lebanon City Council and executed by the Mayor on this 14th day of February, 2018 by a vote of 6 yeas and 0 nays.

CITY OF LEBANON, OREGON



Paul R. Aziz, Mayor
Bob Elliott, Council President

ATTESTED BY:



Linda Kaser, City Clerk (Recorder)