

Title 2

ADMINISTRATION AND PERSONNEL

PLANNING COMMISSION

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1 **2.04.060 Quorum.**

2 A majority of the member of the commission appointed by the mayor shall constitute a
3 quorum. (Ord. II 3 § 3 (part), 198 1: Ord. 26 § 6 (part), 1959)
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5 **2.04.070 Rules and regulations.**

6 The commission may make and alter rules and regulations for its government and
7 procedure consistent with laws of this state and with the city charter and ordinances.
8 (Ord. 113 § 3 (part), 1981: Ord. 26 § 6- (part), 1959)
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10 **2.04.080 Meetings.**

11 The planning commission shall meet at least once a month, at such times and places as
12 may be fixed by the commission. Special meetings may be called at any time by the
13 chairman or by three members by written notice served upon each member of the
14 commission at least twenty-four (24) hours before the time specified for the proposed
15 meeting. (Ord. 113 § 3 (part), 1981: Ord.26 § 6 (part), 1959)
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17 **2.04.090 Consulting advice.**

18 The commission may employ consulting advice on municipal problems a secretary and
19 such clerks as may be necessary; and pay for their services, and for such other expenses
20 as the commission may lawfully incur, including the necessary disbursements incurred by
21 its members in the performance of their duties as members of the commission out of
22 funds at the disposal of the commission, as authorized by the city council (Ord. 26 § 7,
23 1959)
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25 **2.04.100 Powers and Authority.**
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27 A. The commission shall have all the powers which are now or hereafter granted to it by
28 ordinances of this city or by general laws of the state of Oregon. The commission
29 shall control the subdivision of land and may make recommendations to the city
30 council, to public officials and to individuals regarding land use; location of
31 thorough-fares, public buildings, parks and other public facilities; and, regarding any
32 other matter relating to the planning and development of the city and the surrounding
33 area. The commission may make studies, hold hearings and prepare reports and
34 recommendations on its own initiative or at the request of the city council. All
35 recommendations and suggestions made to the city council by the commission shall
36 be in writing.
37

38 B. The commission shall have no authority to make expenditures on behalf of the city, or
39 to obligate the city for the payment of any sums of money, except as herein provided,
40 and then only after the city council shall have first authorized such expenditures by
41 appropriate ordinance (or resolution), which ordinance (or resolution) shall provide
42 the administrative method by which such funds shall be drawn and expended. (Ord.
43 26 §§ 8-10, 1959)
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PUBLIC RECORDS

Sections:

2.08.010 Participation in records management program.

2.08.020 Designation of records officer-Duties.

2.08.010 Participation in records management program.

The city council meeting in duly and regularly constituted session, does find and determine that it is in the best interest of the city to have a records officer and records management program, and does, by the ordinance codified in this chapter, state such intent and election to so participate in the records management program as defined by the State Archivist. (Ord. 177 (part), 1991)

2.08.020 Designation of records officer-Duties.

Whereas, among the conditions set forth in ORS 192.105 each state agency and political subdivision shall designate a records officer to coordinate its records management program and to serve as liaison with the State Archivist, the city recorder is designated as the records officer for the city. The records officer shall have the duty:

- A. To create, maintain, monitor and update the citywide records retention schedule through coordination with the State Archivist and department supervisors;
- B. To create a records management manual providing for proper records handling, retention and storage for all city departments;
- C. To review requests for new records equipment;
- D. To assist in establishing storage facilities;
- E. To keep updated on records law and procedures in order to implement required procedures and/or educate staff regarding record retention; and
- F. Report to the State Archivist regarding the records management program as required. (Ord. 177 (part), 1991)

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PERSONNEL SYSTEM

Sections:

- 2.12.010 Purpose.**
- 2.12.020 Administration.**
- 2.12.030 Adoption of rules and regulations.**

2.12.010 Purpose.

This chapter is adopted to establish fair and equitable personnel procedures in recruiting, hiring, paying, promoting, disciplining and retaining employees of the city. (Ord. 102 § 1, 1981)

2.12.020 Administration.

The personnel policies and programs established by this chapter shall be administered by the mayor of Metolius or his designee, subject to this chapter, adopted personnel rules and regulations, the Metolius city charter and Oregon Revised Statutes. (Ord. 102 § 2, 1981)

2.12.030 Adoption of rules and regulations.

The mayor is authorized to prepare rules and regulations for the personnel program to be administered in the city and, from time to time, to prepare amendments as needed. The mayor shall submit the rules and regulations and any amendments to the city council, and they shall become effective upon approval by the council by resolution. (Ord. 102 § 3, 1981)