



6030 William R. Carr Av.
Adair Village, OR 97330
541-745-5507

Commission/Committee You Are Applying To: _____

Prior to making a decision to submit this application, you are encouraged to contact the committee chair, a city councilor, or the City Administrator to ask any questions you may have.

Name: _____ Home Phone: _____

Residential Address: _____

Occupation, business, trade or profession: _____

May we contact you at work? Yes No Work Phone #: _____

May we contact you by e-mail? Yes No Address: _____

Briefly list your community and/or civic activities and any special qualifications, which you believe, are relevant to this position:

Why are you interested in serving on the this Commission or Committee?

Do you have any relevant philosophical attitudes with regard to the committee or commission for which you are applying?

List business or professional organizations to which you belong.

Signature

Date

----- *For Office Use Only* -----

Submittal Date: _____
Appointment Date: _____
Re-Appointment Date(s): _____



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PLANNING COMMISSION

Responsible for deciding or making recommendations on land use applications, and development of the Comprehensive Plan and Zoning Ordinance to insure that future development of the City is consistent with applicable laws and desires of citizens.

Following is general information about the Commission.

Length of Appointment: 2 years

Expected Time Commitment: 2 hours/meeting/month

Meeting Day and Time: 4th Monday of each month; 7:30 PM

Commission Responsibilities:

- Ability to hear and render impartial decisions on land use requests by applying facts to the adopted criteria.
- Willingness to learn how the legislative and quasi-judicial land use process works.
- Work to insure that planning efforts reflect the values of the entire community.

Background / Experience Which Will be Useful:

- Ability to make a decision and to accept the will of the majority of your fellow commissioners.
- Good communication skills.
- A conviction that planning is important.
- Prior committee membership in a private or public organization.
- Ability to accept public criticism.
- Sense of humor.



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PUBLIC SAFETY COMMISSION

Responsible for making recommendations to the City Council concerning a variety of Public Safety issues, including developing Police Services, Emergency Management Planning, Ordinance Enforcement, and Municipal Court.

Following is general information about the Commission.

- Length of Appointment:** 2 years
- Expected Time Commitment:** 2 hours/meeting/month
- Meeting Day and Time:** TBA

Commission Responsibilities:

- Provide oversight for all public safety services.
- Evaluate options and prepare recommendations to the City Council for providing improved public safety services.
- Assess timelines, budgets, and position descriptions for all public safety positions and activities.
- Develop an area-wide Emergency Management Plan.
- Review existing Enforcement Ordinances and make pertinent recommendations to the City Council.
- Evaluate Municipal Court needs of the City.

Background / Experience Which Will be Useful:

- Ability to make decisions and to accept the will of the majority of your fellow commissioners.
- Good communication skills.
- Any prior committee membership in a private or public organization.
- Ability to accept public criticism.
- Sense of humor.



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FINANCE COMMITTEE

Responsible for providing support to City staff by reviewing the tracking of budget performance, bank reconciliations, verification of resources and expenses, and the entry of resources and expenses into the City's accounting system.

Following is general information about the Commission.

Length of Appointment: 2 years (one initial appointment will be for one year)

Expected Time Commitment: 2-4 hours/month

Meeting Day and Time: As needed

Member Responsibilities:

- Review payment of bills;
- Monitor budget performance against approved budget;
- Verification of line item codes in postings;
- Review of bank reconciliation statements;
- Other duties as requested by City Council;
- Report to the City Council any issues of note that come to the Committee's attention.

Background / Experience Which Will be Useful:

Ability to understand and review basic accounting processes, including budgets, accounts receivable, accounts payable, and general ledger. Good communication skills. Ability to work as a member of a team. Sense of humor.



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BUDGET COMMITTEE

Responsible for is consistent with applicable laws and desires of citizens.

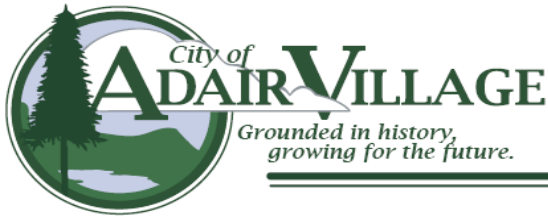
Following is general information about the Commission.

Length of Appointment: 2 years
Expected Time Commitment: 2 hours/meeting/month
Meeting Day and Time: 4th Monday of each month; 7:30 PM
Member Responsibilities:

Ability to hear and render impartial decisions on land use requests by applying facts to the adopted criteria. Willingness to learn how the legislative and quasi-judicial land use process works. Work to insure that planning efforts reflect the values of the entire community.

Background / Experience Which Will be Useful:

Ability to make a decision and to accept the will of the majority of your fellow commissioners. Good communication skills. A conviction that planning is important. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.



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PARKS COMMITTEE

Responsible for is consistent with applicable laws and desires of citizens.

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Length of Appointment: 2 years
Expected Time Commitment: 2 hours/meeting/month
Meeting Day and Time: 4th Monday of each month; 7:30 PM
Member Responsibilities:

Ability to hear and render impartial decisions on land use requests by applying facts to the adopted criteria. Willingness to learn how the legislative and quasi-judicial land use process works. Work to insure that planning efforts reflect the values of the entire community.

Background / Experience Which Will be Useful:

Ability to make a decision and to accept the will of the majority of your fellow commissioners. Good communication skills. A conviction that planning is important. Prior committee membership in a private or public organization. Ability to accept public criticism. Sense of humor.