

**RESOLUTION NO. 533-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
DEPOE BAY, OREGON, ESTABLISHING AN AD HOC  
HOUSELESS ADVISORY COMMITTEE**

**WHEREAS**, the issue of homelessness has become a pressing and highly visible public health, safety and welfare concern for the City of Depoe Bay and the Depoe Bay community; and

**WHEREAS**, the Mayor and City Council recognizes the desirability of providing a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to the current homelessness crisis, and to facilitate assistance for unsheltered persons in the Depoe Bay community; and

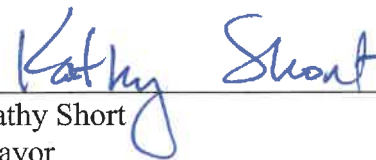
**WHEREAS**, the Mayor and City Council desires to establish an advisory committee to provide such a forum and to offer nonbinding, advisory recommendations to the Council as requested.

**NOW, THEREFORE**, THE CITY COUNCIL OF THE CITY OF DEPOE BAY, OREGON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Establishment of Houseless Advisory Committee. The City Council hereby approves the establishment of an advisory committee to be known as the Houseless Advisory Committee. The composition, membership criteria, responsibilities, and procedures of said committee shall be as provided in Exhibit A, attached hereto and incorporated herein by reference as if set forth in full.

Section 2. Effective Date. This resolution shall take effect immediately upon passage.

Passed and Approved by the Depoe Bay City Council this 3rd day January 2023.

  
\_\_\_\_\_  
Kathy Short  
Mayor

ATTEST

  
\_\_\_\_\_  
Kimberly Wollenburg  
City Recorder

## **Exhibit A**

### **1. Introduction**

The purpose of the Houseless Advisory Committee (HAC) is to provide a forum for the coordination of information among local citizens and stakeholders to seek thoughtful, effective, and lasting solutions to the City's houseless, and to facilitate assistance for unsheltered persons in the Depoe Bay community. Act as a resource and advocate on behalf of all stakeholders to educate and advance the awareness of Council representatives on matters pertaining to housing and homelessness. The HAC will provide the Mayor and City Council with nonbinding advice and recommendations regarding issues related to homelessness.

### **2. Authority**

The HAC is an advisory body established by Resolution No. 533-23, approved by the Depoe Bay City Council on January 3rd, 2023.

The HAC shall serve in a purely recommendatory, as-requested, capacity. Nothing herein shall be construed as requiring the City Council to solicit, accept, and/or follow any recommendation(s) proposed by the HAC as a prerequisite for any City Council action.

### **3. Responsibilities and Functions**

As may be requested by the Mayor and the City Council, the HAC will:

- a. Provide nonbinding advice and recommendations to the Mayor and City Council in the formulation, monitoring, implementation, and review of the City's homelessness programs and policies; and
- b. Provide nonbinding advice or assistance to the Mayor and City Council on any other issues related to homelessness.

In recognition of the key role that other organizations and agencies play in addressing the needs of homeless persons and issues related thereto, the HAC will consider and make recommendations concerning potential partnerships between the City and such organizations to ensure appropriate collaboration, maximize efficiencies, and coordinate efforts and resources.

### **4. Membership**

The HAC shall consist of up to five (5) members. Members shall be appointed by the Mayor and confirmed by the Council. Members may be removed by the Mayor. In addition to City staff who are non-voting members, the Committee shall consist of the following member types:

- City Councilor of Depoe Bay councilor (1)
- City business owner (2)
- Depoe Bay residents (2)

At the City Council's discretion, the HAC shall be disbanded upon completion of the objectives set forth herein.

5. **Chair/Vice Chair**

The Committee will elect a Chair and Vice Chair annually in January. The Chair will preside at all HAC meetings and represents the HAC before the City Council. The Chair will also call meetings and work with the City staff liaison to prepare an agenda. The Vice Chair will preside when the Chair is unable to attend a meeting.

6. **Terms**

The term of three (3) committee seats will be two (2) years; the term of two (2) committee seats will be one (1) year. Terms will be determined by drawing lots at the first meeting of the committee.

7. **Obligations of Members**

Members of the HAC, in performing their duties, shall:

- Act honestly and in good faith; no member shall participate in the discussion or vote on any item involving their own official conduct or direct financial interest. It is the responsibility of an individual member to bring to the attention of the entire committee any item for which there may be a conflict of interest; and
- Hold confidential any items discussed of a sensitive nature; and
- Participate in the work of the HAC; and
- Perform their duties in a manner ensuring that the public trust in the integrity, objectivity, and impartiality of the HAC is preserved and enhanced; and
- Attend each Committee meeting. Members missing more than 25% of meetings held in each twelve-month period from anniversary of their appointment are subject to removal as per Council policy.

8. **Meetings and Minutes**

The HAC will meet at 6:00 PM on the 2<sup>nd</sup> Tuesday of every month in the City Council Chambers of Depoe Bay City Hall. The meeting date and time and other meetings of the HAC may be scheduled as needed, with notice sent to the members with an agenda at least twenty-four hours in advance.

Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Meetings of the HAC shall be open to the public and shall comply with Chapter 192, the Open Public Meetings Act, to the extent required by law.

A quorum for purposes of any meeting shall be the number of HAC members who represent a simple majority of all members.

HAC meeting minutes will be approved at the beginning of each meeting. Minutes will be distributed to the committee members and available on the City's website.

9. **Committee Role and Responsibilities**

The Committee shall be advisory to the City Council and shall provide information to the City Council in written reports regarding housing and homeless issues within the City.

10. **Remuneration**

Members of the HAC shall serve without compensation.