

**City of Bend
Infrastructure Advisory Committee (IAC) Charter
(Final Draft, November 8, 2010)**

Overview and Purpose

In 2010, the Bend City Council identified the need for an Infrastructure Advisory Committee (IAC). The committee's purpose is to provide recommendations to City Council on infrastructure related issues relating to water, sewer, stormwater and streets.

Work of the IAC does not replace other City of Bend outreach or public involvement efforts. City staff will include the committee's input in its decision making process. Final decisions will reside with City staff and City Council.

Membership

The committee will consist of 7 volunteers and include members with the following general backgrounds:

- Engineering
- Utility Professional
- Citizen at Large
- Private Development

Qualifications

Committee members shall be Bend residents. Current City employees may not serve as members.

Committee members shall have demonstrated interest, experience and commitment to issues pertaining to infrastructure matters including water, sewer, stormwater, and streets projects and funding. The following qualifications are desirable:

- Experience as an engineer or other utility professional
- A practicable understanding of development considerations relative to public infrastructure
- A practicable understanding of economic development issue relative to public infrastructure

Additional areas of experience:

- May include a representative from Economic Development for Central Oregon (EDCO)

Committee Member Opening

The opening shall be advertised to promote broad response and interest in the position. Prospective appointees shall submit an application and participate in an interview process with the interview panel.

Length of Term of Appointments

The length of term of appointments for members of the IAC shall be 4 years. After the first term, committee members will be appointed to staggered terms of 2, 3, and 4 year terms. If any members resign within the first term, and new members are appointed, staggered terms may be established for all committee members at that time. There will be no limit on the number of terms a committee member may serve.

Absences

If a committee member is absent for three consecutive meetings without prior notice or justifiable reason, their membership will be reviewed by City staff. Staff may recommend to City Council that the committee member be replaced.

Developing Recommendations

Committee members will attend meetings and review technical documents to learn about infrastructure needs and projects. Committee members will ask questions, work collaboratively, respect differing views, and work together to provide guidance and recommendations. When the committee is not able to agree on a specific recommendation, the recommendation of a majority of the committee will be identified as the primary recommendation, and minority opinions may be included. Committee guidance and recommendations will be provided to City staff and City Council for their consideration during final decision making.

A quorum shall consist of a majority (4) of the committee members appointed to the committee. When necessary, or if requested, a simple majority vote of the quorum can be used to make a recommendation or decision.

Meeting Schedule

Meetings will be scheduled on the second and fourth Monday of each month. Meeting times will be from 3:00pm to 5:00pm or 5:30pm, depending on the subject matter and need.

Working Groups

The IAC may establish, as needed or requested, working groups to research and make recommendations with respect to specialized issues assigned to such working groups. A working group will be formed based on the request of the committee and/or City staff. Recommendations from these working groups will be considered by the IAC, and reported by the IAC to City Council.

Working groups may draw upon members from the IAC and may include individuals who are not members and City staff who are not regularly assigned to the committee, as well as outside resources.

Time Involved

Time will vary based on the subject matter. City staff will consider that IAC members are volunteers and respect their time constraints.

Staff

The Public Works Director, City Engineer / Assistant PW Director will staff the IAC. Additional staff from Public Works Department and City Manager's office will support the committee as needed.

Structure

The City Council's goal is to create an advisory group with such expertise as to provide recommendations to City Council on issues related to utilities and transportation, including:

- Major infrastructure projects
- CIP Prioritization
- Rates and Rate Structures
- Regulatory Requirements

IAC should formulate its work-plan for the year -- identifying key issues, how the issues will be addressed, and how recommendations will be developed. The committee should formulate guidelines for receiving or disseminating information, outcomes to seek or avoid, and how to address the issues and concerns of citizens.