

**RESOLUTION NO. 2023-06**

**A RESOLUTION UPDATING AND CONSOLIDATING RESOLUTIONS 2022-24 AND 2022-32 ESTABLISHING CITY COUNCIL AND MANAGEMENT ADVISORY COMMITTEES**

**RECITALS:**

- A. Whereas the citizens of Ashland have a strong history of voluntary service to their community, including on advisory bodies to the City of Ashland (City); and
- B. Whereas Ashland citizens have important practical and technical knowledge on issues and topics important to sustaining the quality of life in the city and on the operational effectiveness of the City of Ashland organization; and
- C. Whereas the City Council of the City of Ashland has an interest in promoting continued community participation in advising the City Council and City management.
- D. Whereas on September 20, 2022, the City Council adopted Resolution 2022-24 establishing the following Standing Advisory Committees:
  - Climate and Environment Advisory Committee (CEAC)
  - Historic Preservation Advisory Committee (HPAC)
  - Housing and Human Services Advisory Committee (HHSAC)
  - Public Arts Advisory Committee (PAAC)
  - Social Equity and Racial Justice Advisory Committee (SERJAC)
- E. Whereas on November 1, 2022 the City Council adopted Resolution 2022-32 also establishing the following Standing Advisory Committees:
  - Transportation Advisory Committee (TAC)
  - Forest Lands Advisory Committee (FLAC)
- F. Whereas the City Council wishes to update and consolidate the actions included in Resolutions 2022-24 and 2022-32 establishing Standing Advisory Committees.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON, RESOLVES AS FOLLOWS:**

**SECTION 1.** The City Council replaces Resolutions 2022-22 and 2022-32 with this resolution updating and consolidating their actions to create City Council Advisory Committees and Management Advisory Committees.

**SECTION 2. Procedure and Guidance** for advisory committees to the City Council and City staff include the following:

- A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as City policy or the establishing of City policy or as final decisions of the City and are therefore not subject to administrative or judicial appeal.

Each advisory committee will provide service that does not conflict with the functioning of City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. Attendance at an orientation or training session for standing advisory committee members, when offered, is required before they are permitted to further exercise voting rights at committee meetings. The City Manager will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning City staff support for the work of the advisory committees.

Except as otherwise expressly stated, standing advisory committees shall observe policies and meeting and conduct rules consistent with those set forth for commissions and boards in AMC 2.10, Uniform Policies and Operating Procedures for Advisory Commissions and Boards, including its meeting and attendance, and code of ethics provisions.

- B. Advisory committee members shall serve as individuals exercising their own best judgement and not as delegates for their respective organization or groups. Committees and their members are not official representatives of the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of the City's policy or operational perspectives. Prior to speaking publicly on behalf of their respective advisory committee, members must secure the permission of their committee to represent the activities or recommendations of their committee.
- C. A quorum of each standing advisory committee shall consist of more than one-half ( $\frac{1}{2}$ ) of the total number of its current Council-confirmed voting members, but in no case fewer than three (3) members. Appointed voting and alternative members of a standing advisory committee may not name a substitute or alternate member to attend a meeting of their advisory committee on their behalf. Nonvoting ex-officio members, staff, and liaisons do not count toward the quorum.

Appointed voting and alternate members of a standing advisory committee need not be physically present at a meeting if another means of attendance (e.g., telephonic, internet, etc.) has been established by the membership and public meetings law requirements are met. At least a majority of the quorum is necessary to adopt any motion; some motions may require the affirmative vote of at least two-thirds of the members present.

A voting or alternative member of a standing advisory committee should provide at least a 48-hour notice to both their committee's chairperson and the City Manager appointed

ex-officio committee staff support member regarding any planned absence from a scheduled meeting of the advisory committee. In the event an unexpected or emergency absence, the member should notify their advisory committee's chairperson, or the appointed staff support individual within a reasonable time in advance of the meeting.

If the members in attendance do not constitute a quorum, staff or invitees may make informational presentations provided (1) Notes describing the presentations and discussions are made and posted on the City website; (2) no motion, debate or vote or any other official business other than adjournment takes place; and (3) all topics advertised are automatically added to the agenda for the next regularly scheduled meeting.

- D. Standing advisory committees may request voluntary testimony but may not compel an individual or organization to appear before it or respond to questions.
- E. Advisory bodies may consult with other city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the City Council or City Management. It will be the responsibility of advisory committee chairpersons to work or meet informally as needed to coordinate the activities or coordination of matters between their committee and other advisory committees.
- F. Standing advisory committee members (voting, alternative and non-City staff ex-officio) will be appointed by the Mayor with the consent of the City Council. Council confirmed standing advisory committee appointments shall have three (3) year terms. Members of city commissions with corresponding responsibilities as the standing advisory committees will be invited by the City Recorder to confirm their interest in appointment by the Mayor without the necessity of submitting a formal new appointment application. New applicants must submit formal application with the City Recorder for Committee appointment. All regular terms commence with appointment and shall expire on April 30 of the third year. In the case that a new committee member is appointed to fill the remainder of a recently vacated voting position, the new member will be eligible for re-appointment at the end of the partial term they are completing. The City Manager will appoint all ex-officio City staff support committee members which shall not have a vote on advisory committee matters. The Mayor, with City Council confirmation, will appoint Council liaisons to each of the standing advisory committees. Council liaisons shall be non-voting ex-officio members of the corresponding committees.
- G. Standing advisory committees shall be governed by AMC 2.10 – Uniform Policies and Operating Procedures for Advisory Commission and Boards. Council liaisons will be assigned for standing advisory committees per AMC 2.04.100. Standing advisory committees will be reviewed by the City Council approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.
- H. In keeping with the diversity, equity, and inclusion goals of the City of Ashland, efforts will be made to ensure that information regarding standing advisory committee vacancies and the application process is readily available and advisory committees are made up of

residents that represent the diverse populations within the City. All committees shall assist the City of Ashland in ensuring that city programs related to the charge of the committee are equitable for all community members, including low-income, young people, persons of color, the elderly, and those living with disabilities. Standing advisory committees may have up to two additional voting, ex-officio student/youth members who are of high school or college age (see also Section I below).

- I. Unless otherwise stipulated below, voting and alternate standing advisory committee members will be comprised of individuals who reside within the City except one (1) member from each advisory committee may be an at-large member living within the City's urban growth boundary. Unless otherwise provided, all nonvoting ex-officio members are not required to be residents within the City or the urban growth boundary. Voting and alternate members must be over eighteen (18) years of age.
- J. All standing advisory committees serve at the pleasure of the City Council and shall deliver to the Council an annual report on their activities and accomplishments in the preceding year and provide to the Council for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise the City Management and City Attorney to insure their committee recommendations are aligned with City Council priorities and can be implemented within the City's resources and legal authority.

Commissions transitioning under this resolution to become either standing advisory committees, or potentially to MAC status, are requested to complete any current work to develop recommendations for the City Council and advance them for consideration. These recommendations may advance either as a direct final report or presentation to the City Council or may be advanced to the corresponding advisory committee or City Manager for reporting to the City Council.

- K. The City Attorney is directed to return to the City Council in a timely manner with any updates, changes, or deletions to the Ashland Municipal Code to establish the here identified standing advisory committees as replacements for their corresponding city commissions or boards and to establish them as "Regular" advisory bodies per AMC 2.04.

**SECTION 3. Standing Advisory Committees** to the City Council are established and responsible for the purposes indicated in the following:

- A. Climate and Environment Policy Advisory Committee (CEPAC)  
A Climate and Environment Advisory Committee (CEAC) is established by the City Council. The CEAC should reflect and represent a wide range of community interests and perspectives. Such interests should include, but not be limited to, climate change and environment, public health, energy efficiency and renewable energy, low and moderate-income households needs, economic development, social equity, and sustainable economic development.

The CEAC will consist of up to twelve (12) voting members. The CEAC will strive to include at least two (2) voting members who are 35 years old or younger at the time of appointment. Three of the voting member positions are reserved for one (1) representative of the solid waste franchisee for the City; and one (1) representative from Southern Oregon University (SOU) administration/faculty; one (1) representative from the Ashland School District administration/facility. The City Manager will appoint one (1) nonvoting ex-officio member to provide support to the committee.

The CEAC shall be responsible for assisting the City in the following:

- i. Making recommendations on strategies, actions and programs related to the implementation and updating of the Climate and Energy Action Plan in furtherance of its climate mitigation and adaption goals and strategies per AMC 9.40, recognizing that the Council may also request advice on other environmental matters from time to time. The issues the Climate and Environmental Policy Advisory Committee shall advise Council on include, but are not limited to:
  - A. Recommendations for the City of Ashland's Climate and Energy Action Plan (CEAP) and any updates to the CEAP.
  - B. Modifications to benchmarks, targets, or actions contained in the climate plan as needed to incorporate the best available science and practices to achieve the City of Ashland's climate-related goals and targets.
  - C. The process for considering amendments and updates to the CEAP.
  - D. Monitoring CEAP implementation progress for the community and for the City operations.
  - E. Ensuring that the CEAP incorporates long-term social, economic, and environmental goals.
  - F. Climate education
- ii. Recommending CEAP implementation steps or improvements on behalf of the community and for City operations
- iii. Providing information to staff and the City Council to ensure that benchmarks, targets, or actions develop for, or by the City of Ashland incorporate the best available science and practices to achieve the intended climate or environmental related goals and targets.
- iv. Providing recommendations to ensure the City of Ashland's climate and environmental planning incorporates long-term social, economic, and environmental goals, including social equity for low-income households, persons of color, the young and elderly, and those with disabilities.
- v. Educating and advocating for Ashland's environmental goals, including its Community Climate Recovery Goals.

**B. Forest Land Advisory Committee (FLAC)**

The Forest Lands Advisory Committee (FLAC) is established and shall consist of up to nine (9) voting members, including a member of the Ashland Parks Commission, and up

to eight (8) nonvoting ex-officio members who will participate as needed. The ex-officio, non-voting member positions are reserved for representatives from the USDA Forest Service Ashland Ranger District, the Oregon Department of Forestry, the City's Director of Public Works, Director of Community Development, Fire Chief, Police Chief, and Director of Parks and Recreation Department or their designees. The City Manager will also appoint one (1) nonvoting ex-officio member to provide support to the committee.

The FLAC shall be responsible for assisting the City in the following:

- i. Supporting the implementation of the Ashland Forest Plan, originally developed and adopted by the City of Ashland in June, 1992, including City adopted updates or revisions.
- ii. Recommending integrated, interdisciplinary approaches and programs for the development of forest ecosystem management plans and related activities in the Ashland watershed.
- iii. Developing a strong community volunteer program to assist in the implementation of the Ashland Forest Plan.
- iv. Recommending forest management practices to the City Council and City staff.
- v. Helping to ensure that plans integrate forest management needs and concerns of the City and of private land owners in the wildland urban interface.
- vi. Promoting public knowledge and acceptance of the Ashland Forest Plan's programs.

C. Historic Preservation Advisory Committee (HPAC)

An Historic Preservation Advisory Committee (HPAC) is established by the City Council. The HPAC will consist of up to nine (9) voting members, and two nonvoting ex-officio members including the Chairperson of the Planning Commission, and one (1) representative appointed by the City Manager to provide support to the committee from the City's Community Development Department. To qualify the HPAC's as the City of Ashland's Certified Local Government (CLG) Commission, the majority of appointments for voting members of the HPAC, to the extent volunteer members are available in the City, will have direct historic preservation experience or meet the professional qualifications (including archaeology, architectural history, conservation, cultural anthropology, curation, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning and history) under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:

- vii. Recommending to the Planning Commission and the City Council, areas or properties of significant historical value and interest for consideration to be designated historical properties.
- viii. Recommending ordinances and other measures designed to protect and foster interest in the improvement of designated historical properties.
- ix. Reviewing literature and sources of funding concerning the protection and improvement of designated historic properties.
- x. Advising City staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III Planning Action involving new construction or alterations to existing historic resources.
- xi. Advising applicants and staff upon request on sign permits, building permits and other projects involving new construction or alterations within Ashland's designated Historic Districts.
- xii. Advising the Planning Commission, the Ashland Park Commission, other city advisory commissions, boards and committees, and city departments regarding historic components of government projects under consideration within Ashland's designated Historic Districts.
- xiii. Advising City staff and the Planning Commission on project applications for funding.
- xiv. Assisting in promoting public support for the preservation and recognition of Ashland's historic past.
- xv. Advising City staff and the Planning Commission on aesthetic standards for historic areas.

D. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. The mission of the HHSAC is to assess and make recommendations to the City for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. Members will be from a broad spectrum of citizens including individuals with a background in social services, unhoused and marginal income population services, economic and housing development, universal housing design, and elderly and disabled persons needs.

The HHSAC will consist of nine (9) voting members, one (1) nonvoting ex-officio liaison from Southern Oregon University (SOU), and one (1) nonvoting ex-officio member appointed by the City Manager to provide housing program support.

The HHSAC shall be responsible for assisting the City in the following:

- i. Assessing the making recommendations on the continuum of housing and human services needs of the community and funding strategies relating to housing and human services.
- ii. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs.
- iii. Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and Housing Trust Fund and related allocations.
- iv. Assisting in identifying federal, state, county, and private funding for implementation of housing and human services programs.
- v. Fostering public knowledge of and support for official city housing and human services Programs.
- vi. Enhancing cooperation between the public and private sectors by promoting integrated approaches that provide suitable housing, a healthy living environment, and expanded economic opportunities for low and moderate-income persons.
- vii. Evaluate, reviewing, and recommending to the Planning Commission and City Council innovative land use strategies targeted to promote a broad variety of needed housing types.
- viii. Monitoring housing discrimination complaints and corrective actions within the City, and advising the City Council on potential measures to be taken to further equal opportunity to all persons to live in suitable housing facilities regardless of race, color, religion, sexual orientation, gender identity, national origin, source of income, or familial status.

E. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. The mission of the PAAC is to enhance the cultural and aesthetic quality of life in Ashland by actively supporting the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them.

The PAAC will consist of nine (9) voting members of which six (6) voting members will be from a broad spectrum of citizens including artists and those with a background in the



arts, arts organizations, education, structural and landscape architecture. Up to three (3) of these six (6) voting members of the PACC may reside outside the City limits. The three (3) remaining voting members of the PAAC will be citizens at-large and residents of the City. The City Manager may also appoint two (2) non-voting ex-officio members to the PAAC, one (1) of which will be from the City's Public Works Department, to provide support to the committee.

The PAAC shall adhere to and fill the role of the Public Art Commission as it may be designated in AMC 2.29 – Public Art. The PAAC shall also be responsible for assisting the City in the following:

- i. Providing advice to ensure the arts continue to be of value as an integral part of Ashland.
- ii. Assisting in promoting the arts in Ashland to enrich the lives of its citizens through education and demonstration.
- iii. Advising the City Council and City management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art.
- iv. Advising the City of Ashland on how best to assist local organizations that provide local leadership on arts related matters to make the arts a more important part of community life.
- v. Assisting the City council, the Ashland Parks Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- vi. Advising the Planning Commission, the Ashland Parks Commission, other city advisory commission and committees, and city departments regarding artistic components of all municipal government projects under consideration by the City. The PAAC may also serve as a resource for assessing the artistic components of land use developments.
- vii. Advising the City Council on policies and programs to enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community.
- viii. Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values.
- ix. Recognizing and encourage groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the City.
- x. Assist in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art.

F. Transportation Advisory Committee (TAC)

A Transportation Advisory Committee (TAC) is established by the City Council. The TAC shall provide advice and guidance to the City Council, other Standing Advisory Committees, and City departments on transportation matters.

The TAC will consist of up to nine (9) voting members and ten (10) ex-officio members who will participate as needed. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation. The ex-officio, non-voting member positions are reserved for four (4) representatives from the City's Community Development, Police, Fire and Rescue Departments, and Parks and Recreation Departments; one (1) representative from Southern Oregon University (SOU) administration/faculty; one (1) representative from the Ashland School District administration/facility; one (1) representative from the Oregon Transportation Department; one (1) representative from the Rogue Valley Transportation District; one (1) representative from the Jackson County Roads Department; and, the City's Director of Public Works (1), or their designee, to provide support to the committee.

The TAC shall assist the City in by reviewing and advising on issues or topics as they relate to all modes of transportation, including the following:

- i. Transportation safety policies and programs
- ii. Long range transportation plans and ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.);
- iii. Type III Planning Actions during the pre-application process;
- iv. The transportation section of the City's Capital Improvements Program (CIP);
- v. Multi-modal transportation issues; and
- vi. Traffic implementation designs.

The Committee may also advocate to promote all modes of transportation to ensure that modal equity is a reality in Ashland.

The TAC may assign subcommittees to focus on specific transportation topics of concern and report their information to the full TAC for final review and recommendations. Subcommittees will be established for a specified purpose and duration and will consist of at least three voting members appointed by the TAC. The TAC Chair and Director of Public Works shall determine what matters warrant subcommittee involvement, and meetings shall be convened on an as-needed basis.

G. Social Equity and Racial Justice Advisory Committee (SERJAC)

A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. The SERJAC will consist of nine (9) voting members and one (1) nonvoting ex-officio member designated by the City Manager to provide support to the committee. Voting members will include members from a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or underrepresented groups, such as Black, Aboriginal peoples, people of color, LGBTQ+, the elderly and disabled persons.

The SERJAC shall be responsible for assisting the City in the following:

- i. Encouraging understanding and celebration of the diversity of the City's population and visitors and promote amicable intergroup relations within the City.
- ii. Recommending policies, measures, and practices to bring about social and racial equity and a greater inclusion for all who live, work, or visit in the City, including counter measures to systematic racism, homophobia, sexism, classism, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iii. Recommending efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iv. Advising on diversity, equity, and inclusion (DEI) and human rights training for the City of Ashland's staff, commissions/boards, other advisory committees, and the City Council.
- v. To seek, at least every two (2) years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to diversity, equity, inclusion, human rights, and intergroup relations.

**SECTION 4. Management Advisory Committees (MAC)** may be established to serve at the request of the City Manager or Department Heads to provide technical advice, and community support and input that can assist in preparing recommendations to enhance City operations or program implementation or for City Council consideration.

MACs are generally intended to be project or program specific but can meet as often and as long as necessary to meet their requested role or functions. Some MACs may meet only occasionally when requested, while others may meet regularly or semi-regularly over extended periods of time per the role assignment or needed term for their assistance. Membership on MACs will be established based on the type of advice sought and availability of potential qualified participants, urgency of issue or program being addressed, timeframe for the committee's role/participation, availability of City staff support resources, and/or other circumstances or considerations

affecting the ability for effective MAC role participation. The rules of procedure, if necessary, for each MAC will also be established by the City Manager or appointing Department Director at the time of the corresponding MAC's establishment. The City Council may refer issues or tasks to consideration by a MAC by vote of the City Council request to the City Manager. MACs may include project or program topics related, but not limited to the following:

- Airport Operations
- City Band
- System Development Charges
- Transportation
- Trees and Urban Forest
- Wildfire Safety

**SECTION 5.** This resolution is effective upon adoption.

ADOPTED by the City Council this 16<sup>th</sup> day of May, 2023.

ATTEST:

DocuSigned by:  
Melissa Huhtala  
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Melissa Huhtala, City Recorder

SIGNED and APPROVED this 16 day of May, 2023.

Tonya Graham

Tonya Graham, Mayor

Reviewed as to form:

Doug McGear

Doug McGear, Interim City Attorney