

ASHLAND PARKS & RECREATION COMMISSION

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STAFF MEMORANDUM

TO: Ashland Parks and Recreation Commissioners

FROM: Leslie Eldridge, Interim Director

DATE: December 6, 2023

SUBJECT: 2024 APCR Meeting Schedule (Action)

Situation

The dates for the Ashland Parks and Recreation Commission public meetings to be held in 2024 need to be finalized and approved at the Regular Business Meeting on December 6, 2023.

Background

The Commission currently holds Study Sessions on the first Wednesday of the month and Regular Business Meetings on the second Wednesday of the month (adjusted for holidays when applicable).

Assessment

Regular Business Meetings are live streamed and broadcast on cable television by RVTV (Rogue Valley Television) for both in-person and electronic meetings. A video archive of these meetings is maintained on the City of Ashland website. The biennial cost for this service is approximately \$5,000. Study Sessions are not included in the contract.

When Study Sessions are held electronically the Webinar feature in Zoom is utilized so the public can watch/participate in real-time. The recordings of these meetings are also posted online. Holding Study Sessions electronically has improved public access to these meetings. Staff believes that retaining an element of Zoom capability will be beneficial to the public. If Study Sessions are held in-person, it is necessary for the public to physically attend the meeting to watch in real time.

Recommendation

Staff recommend maintaining the schedule of meetings on the first and second Wednesday of the month with a start time of 6:00pm. Additionally, staff recommends holding Study Sessions electronically indefinitely while continuing in-person meetings for Regular Business Meetings. Staff also recommend that Special Business Meetings be held electronically, unless RVTV broadcasts the meeting. Additional broadcasts would either be no charge because of possible meeting cancellations or would cost roughly \$450 per meeting.

Possible Motion

I move to approve the 2024 meeting schedule as presented by staff with direction given on Special Meetings as the need to convene them arises.

Attachments

Draft 2024 APRC Meeting Schedule

Proposed 2024 APRC Meeting Schedule

January 3	6:00 p.m. Study Session	Electronic Meeting
January 10	6:00 p.m. Regular Business Meeting	Council Chambers
February 7	6:00 p.m. Study Session	Electronic Meeting
February 14	6:00p.m. Regular Business Meeting	Council Chambers
March 6	6:00 p.m. Study Session	Electronic Meeting
March 13	6:00 p.m. Regular Business Meeting	Council Chambers
April 3	6:00 p.m. Study Session	Electronic Meeting
April 10	6:00 p.m. Regular Business Meeting	Council Chambers
May 1	6:00 p.m. Study Session	Electronic Meeting
May 8	6:00 p.m. Regular Business Meeting	Council Chambers
June 5	6:00 p.m. Study Session	Electronic Meeting
June 12	6:00 p.m. Regular Business Meeting	Council Chambers
July 3	6:00 p.m. Study Session	Electronic Meeting
July 10	6:00 p.m. Regular Business Meeting	Council Chambers
August 7	6:00 p.m. Study Session	Electronic Meeting
August 14	6:00 p.m. Regular Business Meeting	Council Chambers
September 2	6:00 p.m. Study Session	Electronic Meeting
September 9	6:00 p.m. Regular Business Meeting	Council Chambers
October 4	6:00 p.m. Study Session	Electronic Meeting
October 11	6:00 p.m. Regular Business Meeting	Council Chambers
November 6	6:00 p.m. Study Session	Electronic Meeting
November 13	6:000 p.m. Regular Business Meeting	Council Chambers
December 4	6:00 p.m. Regular Business Meeting	Council Chambers

All meetings are held on the 1st and 2nd Wednesday each month, with the exception of December. There is one meeting scheduled in December on the 1st Wednesday