



Meeting: Ashland Downtown Parking and Multi-Modal Circulation Project Kick-off
Date: December 5, 2013
Time: 11:00 AM – 1:00 PM
Location: TBD

- I. Introductions (CPW) (5 minutes)**
 - a. Name and affiliation

- II. Downtown Advisory Committee Overview (Staff) (15 minutes)**
 - a. Purpose
 - b. Rules of Order
 - c. Chair Elections

- III. Project Overview (CPW) (20 minutes)**
 - a. Schedule & Tasks
 - b. Questions

- IV. Work to Date (CPW) (20 minutes)**
 - a. Labor Day Weekend Data Monitoring
 - b. Questions

- V. Goals, Issues, Opportunities (Everyone) (45 minutes)**
 - a. Group break out
 - b. Summary

- VI. Closing/Next Steps (CPW) (5 minutes)**
 - a. Next meeting: TBD

Council Communication

November 5, 2013, Business Meeting

Downtown Parking Management and Multi-modal Circulation Advisory Committee Appointments

FROM:

Michael R. Faught, Public Works Director, faughtm@ashland.or.us

SUMMARY

The Mayor is seeking City Council ratification of his appointments to a new Downtown Parking Management and Multi-modal Circulation Advisory Committee. The Committee will work with the City's hired consultant on a plan to address parking, delivery truck, multi-modal and streetscape issues downtown.

BACKGROUND AND POLICY IMPLICATIONS:

Pursuant to a recommendation in the recently adopted Transportation Systems Plan, the City has hired the University of Oregon's Community Service Center (CSC) to conduct a new downtown parking management and multi-modal circulation study. The CSC has already begun collecting data in the downtown area. They are now prepared to begin working with the City's appointed advisory committee to complete their work.

The Mayor is recommending that the Council create a Downtown Parking Management and Multi-modal Circulation Ad Hoc Committee with members appointed by the Mayor, subject to Council ratification. A scope of work has been developed for the committee and is included as an attachment. The proposed committee will include 13 voting members and eight to nine ex officio members as recommended below:

Ex Officio (non-voting) Members (8-9)

2 Chamber of Commerce Staff members:

1 Trucking expert:

3-4 City Staff:

Sandra Slattery and Katherine Flanagan

Mike Gardiner

Community Development Director or designee

Public Works Director or designee

Finance Director or designee

(Optional) City Administrator or designee

Dennis Slattery and Rich Rosenthal

2 City Council Liaisons:

Regular Members (13)

2 Chamber of Commerce Board Members:

2 Planning Commissioners:

2 Transportation Commissioners:

Lisa Beam and Marie Donovan

Michael Dawkins and Rich Kaplan

Dave Young and Craig Anderson



Down Town Committee Members

Ex Officio (non-voting) Members (8-9)

2 Chamber of Commerce Staff members:

1 Trucking expert:

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Regular Members (13)

2 Chamber of Commerce Board Members:

2 Planning Commissioners:

2 Transportation Commissioners:

Lisa Beam and Marie Donovan

Michael Dawkins and Rich Kaplan

Dave Young and Craig Anderson

7 Stakeholder members:

- John Williams
- Emile Amarotico
- Joe Colonge
- Pam Hammond
- Liz Murphy
- John Fields
- Cynthia Rider

Stakeholder Members representing the following areas:

- Merchants/Business Owners-Managers
- Property Owners
- Downtown Residents
- OSF
- Plaza
- Uptown (i.e. Library area)
- Pioneer/A Street
- Fourth/A Street
- Residential Neighborhoods
- One Citizen At Large from anywhere in Ashland.

(Any Regular Member can be counted toward meeting Stakeholder representation goals.)

Downtown Parking Management and Circulation Study Ad Hoc Advisory Committee

Scope of Work

The downtown parking and circulation study ad hoc advisory committee will work with the City's hired consultant to evaluate findings and recommendations regarding downtown parking management, truck loading zones, travel demand management and other transportation alternatives identified in the transportation system master plan. The committee will review information and data collected by the consultant, and identify, prioritize and provide input to the consultant on goals and concerns relating to these issues. Specific issues within the committee's purview include, but are not limited to:

- Parking management (pricing, signage, structures, turnover, etc.) strategy
- Delivery management strategy
- Multi-modal (bike parking, bike lanes, transit, pedestrian travel and safety)
- Downtown streetscape recommendations

The advisory committee will provide critical planning and policy input that will guide the City to defining goals, objectives that maintains or improves the economic vitality of Ashland's downtown core.

The committee meetings shall be governed by the City of Ashland uniform policies and operating procedures for advisory boards and commissions (AMC Chapter 2.10).

The advisory committee will use the objectives contained in the transportation element of comprehensive plan and the adopted transportation system plan to evaluate potential policies, programs and/or solutions.

The advisory committee chair shall make sure that each meeting agenda includes time for public input.

**City Council Goals
2013**

PUBLIC SAFETY GOAL

Public safety and other city agencies, along with the community, collaborate effectively to ensure security for all and improve overall livability.

Objectives:

- Increase safety and security downtown
- Review the Emergency Preparedness Plan to include food security and other shortages of necessities
- Mitigate fire hazards in the urban interface
- Reduce risks of fire in the city via weed abatement and Firewise landscaping and building practices
- Improve public communication and community partnerships re: public safety policies and best practices
- Provide modern, fully equipped facilities and equipment for city public safety functions

MUNICIPAL INFRASTRUCTURE GOAL

Collaborate with the community to ensure safe, cost-effective, and sustainable public services, facilities and utilities to meet the urgent, immediate and future needs of Ashland.

Objectives:

- Examine the anticipated impacts of climate change on city infrastructure
- Evaluate all city infrastructure regarding planning, management, and financial resources
- Implement the conservation plan for water and complete the 10-year plan for electric
- Promote conservation as a long-term strategy to protect the environment and public utility needs and implement a conservation program to reduce water and electricity usage by 5 to 10% over the next three years.
- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life-cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Develop a fee/rate structure that encourages conservation and pays the bills

COMMUNITY QUALITY OF LIFE GOAL

Anticipate and identify opportunities to provide for the physical, social, economic, and environmental health of the community.

Objectives:

- Minimize the incidence and impacts of homelessness
- Provide opportunities for those who are struggling to thrive and not just survive in Ashland
- Increase the number of internet-based businesses by 50% in two years
- Investigate land-use and funding strategies that provide affordable and workforce housing units

- Support and assist foundational relationships with community partners
- Establish a permanent jobs commission
- Implement Level I implementation strategies of the Economic Development Plan as approved by Council
- Review the Downtown Plan including zoning of areas around downtown and create a roadmap for the future planning of downtown
- Encourage private development of affordable housing options
- Analyze the impacts of increased preservation of historic buildings in Ashland

ORGANIZATION AND GOVERNANCE GOAL

Provide high quality and effective delivery of the full spectrum of city service and governance in a transparent, accessible and fiscally responsible manner.

Objectives:

- Examine and improve communication tools used to communicate with the public
- Improve budget and financial reports to be clear, realistic, and effective
- Review and evaluate current commissions for their mission and feasibility
- Improve communication between commissions and Council
- Ensure the efficient and effective use of technology to enhance customer satisfaction
- Ensure the availability of front-line personnel for customer contact during business hours

PARKS AND RECREATION GOAL

Maintain and expand park, recreational, and educational opportunities; provide high quality, efficient and safe services with positive experiences for guests and other participants while maintaining community participation in the decision-making processes and protecting the environment.

Objectives:

- Evaluate current conditions of facilities and identify deficiencies that need correction.
- Provide neighborhood park facilities within ¼-mile of every home.
- Provide opportunities for community members to interact and improve health and social well-being for our community.
- Contribute to the economic viability of our community.
- Preserve natural areas, protect and enhance our environment.
- Incorporate community input into planning processes for parks and recreation programs, activities and facilities.
- Ensure continued safety within the parks and recreation system.
- Support education related to environmental issues.
- Provide ongoing evaluation of recreation programs to ensure current and future relevance.

Chapter 2.04

RULES OF CITY COUNCIL

Sections:

- 2.04.010 Authority
- 2.04.020 Meetings
- 2.04.030 Agendas
- 2.04.040 Conduct of Meetings
- 2.04.050 Order of Business
- 2.04.060 Identification of Fiscal Impact of Policy Decisions
- 2.04.070 Rights of Citizens
- 2.04.080 Conduct with City Employees
- 2.04.081 Repealed by 2947
- 2.04.082 Repealed by 2947
- 2.04.090 Commissions and Boards
- 2.04.095 Repealed by 2947
- 2.04.100 Council Liaisons to City Advisory Boards and Commissions.
- 2.04.110 Council Representatives to State, Regional, Community and other External Organizations.
- 2.04.120 Councilor Expenses

Section 2.04.010 Authority

The Municipal Charter of the City, Article VIII Section 3, and the Ashland Municipal Code as well as the Oregon Revised Statutes governs many meeting requirements and actions of the Council.

These operating policies and procedures are established and adopted under the authority granted in the Ashland City Charter, Article VIII, Section 3.

(Ord 2947, Amended, 12/18/2007)

Section 2.04.020 Meetings

A. Regular Meetings.

The regular sessions of the Council are on the first and third Tuesday of each month unless otherwise arranged, beginning at 7:00 p.m. Meetings are required to end no later than 10:30 p.m.

B. Special Meeting.

A special meeting may be called either by the Mayor or two members of the Council. Notice of the time and place of such special meeting and the subjects to be acted upon shall be delivered to all members of the Council at least 36 hours in advance of the time of the meeting, except in the case of an emergency, and the Council may consider and act only upon such matters as contained in the notice.

C. Study Sessions.

The Mayor or two members of the Council may call a study session at any time with 36-hour notice for the purpose of informing members of the Council as to City affairs.

Study sessions are held so that Council can confer with staff and other experts on items under consideration that may eventually require official actions. Council may not deliberate towards a decision but can give staff direction to prepare materials for a regular Council meeting.

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D. Executive Sessions.

All meetings of the City Council shall be held in open sessions, except meetings that may be closed for those purposes specified in the Oregon Public Meetings Law (ORS 192.610 to 192.690). These purposes include, but are not limited to, the employment and dismissal of public employees, the performance evaluation of the City Administrator and City Attorney, labor negotiations, real property transaction negotiations, and consulting with legal counsel on pending or threatened litigation. If any Councilors do not feel that an item should be in executive session they should state so in the executive session.

Notice of executive sessions shall be given as required by State law and such notice must state the specific provision of law authorizing the session. The Mayor and City Councilors will act in accordance with State law regarding confidentiality of information discussed in Executive Sessions.

At the commencement of each executive session, the presiding officer must state on the record that executive session information is confidential and may not be reported. If it does not so specify, the proceedings may be reported.

E. Notice of Meetings.

Advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted prominently on the City's Web site. In the case of an emergency or when a state of emergency has been declared, public notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting.

F. Quorum.

As provided in Article VIII, Section 4 of the City Charter, the Mayor and not less than three Councilors, or four Councilors, constitute a quorum. A simple majority of the quorum present determines the action on any motion, question, ordinance, or resolution. On questions requiring a two-thirds vote of the Council, as provided in the City Charter, there shall be required an affirmative vote of at least four Councilors to exercise any such special powers. If the roll call shows no quorum present, as defined by Section 4 of Article VIII of the City Charter, the Councilors in attendance may direct the Chief of Police to notify the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed with business. Should any then fail soon to appear, the members present shall adjourn to a date fixed by them and all agenda items will be continued to the next regular meeting.

G. Emergency Meeting Procedures and Quorum.

The City Administrator is responsible for implementation of the Emergency Management Plan. When the City Administrator determines that a state of emergency exists, the administrator will make a declaration to that effect and request the Mayor to call a special meeting of the Council in order to ratify the declaration of emergency. The special meeting of the Council will occur as soon as possible after the declaration of emergency. A quorum of the Council may not be possible due to emergency circumstances and is not required for the special meeting. Notice of the special meeting can be made in the most expedient manner determined by the Mayor and need not be 36 hours in advance.

H. Robert's Rules of Order.

Robert's Rules of Order shall be the authority for the ~~government~~ of the Council during its sessions, when not in conflict with the City Charter and these code rules. Failure to strictly follow Robert's

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Rules of Order shall not be cause to void or otherwise disturb a decision or action of the Council. The Council will strive to be clear in its proceedings.

I. Voting.

When a question or motion is put to a vote by the chair, each member present shall vote for or against the motion unless the Council excuses that member from so doing. If thereafter the Mayor or any member calls for a roll call vote, then each member must vote. The Mayor can only vote in the case of a tie, and then is required to vote.

J. Reconsidering a Vote.

A motion to reconsider a vote can be made only once and at the session at which the motion or matter was adopted, or at the next regular meeting of the Council, provided that no vote to reconsider shall be made after the ordinance, resolution, or act has been officially recorded, filed or transmitted or otherwise gone out of the possession of the Council.

K. Council Deliberation.

It is the duty of the Mayor or presiding officer to ensure that each Council member has the opportunity to speak. Councilors should ask the Mayor to be recognized. No member shall speak more than once until every member choosing to speak shall have spoken or waived their right to do so. No member shall speak twice on a motion on the floor without leave of the Mayor or presiding officer.

Council members speak only for themselves and shall be open, direct and candid. They work to keep discussion moving, and call for a "process check" if the discussion becomes bogged down. Time limits may be set on topics by the Mayor, by the presiding officer, or by a consensus of the Council.

L. City Attorney as Parliamentarian.

The City Attorney is designated as parliamentarian for the Council. Questions of parliamentary rules may be referred to the City Attorney through the presiding officer for interpretation. The final ruling rests with the presiding officer.

(Ord 2947, Amended, 12/18/2007)

Section 2.04.030 Agendas

The City Administrator is responsible for the preparation of the Council agenda.

A. Topics will be added to a Council agenda based on timeliness of the topic and with consideration of the number of items already scheduled for the Council. Matters to be considered by the Council shall be placed on an agenda to be prepared by the City Administrator from the following:

1. All items considered by the Council during study sessions, which require official action from the Council.
2. All items which are required by law or policy to be presented to the Council.
3. All other items that the City Administrator, City Attorney or Mayor present to the Council for action.
4. Items placed on the agenda in accordance with paragraphs B and C of this Section.
5. Requests of City Boards, Commissions, and Committees.

B. A Councilor may request that an item prior to initial Council discussion, that does not involve staff time, policy research, or drafting of an ordinance, be placed on the Council's agenda. The Councilor shall notify the City Administrator no later than noon of the Wednesday prior to the

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Council meeting. The City Administrator shall determine the order of business of the item. The City Administrator may request that the matter be deferred until a later meeting if the agenda of a particular meeting is already lengthy. Council members will endeavor to have subjects and any materials they wish considered submitted prior to finalization of the Council packet.

- C. A Councilor who desires major policy research and discussion or drafting of an ordinance should first raise the issue at a meeting under Other Business from Council members prior to more than two hours of any staff time being spent on the issue. The Councilor may also request that the discussion of this item be formally placed on the agenda in accordance with paragraph B of this Section. The Council should consider items in light of City priorities, including adopted City Council Goals, and workload. The Council must agree to proceed with an issue or ordinance before staff time is spent preparing the matter for Council action. The Councilor may present information or a position paper or ask for a department report or committee recommendation. Councilors who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before the Council for a vote.
- D. Any topic may be added to an agenda by a majority vote of the Councilors present. Generally these items should be limited to items of timeliness or emergencies.
- E. Postponing Agenda Items.
 - 1. If a Councilor will be absent from an upcoming regular meeting, the Councilor may request during a regular meeting that consideration of an agenda item be postponed to a future regular meeting. The request will be honored if the majority of the Council votes in favor of postponement and the matter is not time-sensitive.
 - 2. If the request to postpone is made outside a regular Council meeting the Councilor requesting the postponement shall submit a request to the Mayor or City Administrator in writing or by email as early as possible. The request to postpone will be honored unless the majority of the Council at the public meeting votes not to postpone the item or if the matter is time-sensitive.
 - 3. If time expires before the City Council can consider an item on the agenda including an advertised item, the unaddressed item shall automatically be continued to the next regularly scheduled meeting of the Council; re-advertisement shall not be required for such continued items. A note shall be placed on the Agenda referencing this continuance rule: "Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting. AMC 20.40.030.E."

F. Council Packets.

Written materials, from Councilors, staff and citizens, which are related to agenda items to be included in the Council packet, must be submitted to the City Administrator's office no later than 12:00 noon six days in advance of the Council meeting for which it is intended. Materials submitted must include author's name and address.

G. Study Session Agenda Preparation.

The City Administrator prepares the agenda for the study sessions from:

- 1. Items requested by the Mayor and members of the Council to be listed on the agenda.
- 2. Items deemed appropriate by the City Administrator.
- 3. Business from the Council pertaining to committee reports and other business.
- 4. Items requested by City Commissions, Committees or Boards.

Items appearing on the Council study session agenda shall be assigned a time limit and the Mayor shall hold discussion to within the time frame, unless the consensus of the Council is to extend the time limit until an issue or item is discussed and resolved.

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(Ord 3002, amended, 02/08/2010; Ord 2947, Amended, 12/18/2007)

Section 2.04.040 Conduct of Meetings

- A. Presiding Officer. The Mayor, or in the Mayor's absence, the Chair of the Council, shall preside at the meetings of the City Council. In the absence of these officers at any meeting, the Councilors present shall appoint a Chair Pro-Tem and proceed with the meeting. The Chair, except the Mayor, may vote on all motions other than appeals from decisions made while acting as presiding officer.

The presiding officer shall be responsible for ensuring order and decorum is maintained. Comments and disagreements should be addressed to the topic at hand and avoid negative personal remarks. Attendees and speakers are required to strictly abide by the directions of the presiding officer. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Council meetings. Failure to abide by the presiding officer's instructions constitutes "disruption of a lawful assembly" as provided in ORS 166.025(1)(c). Disruptive behavior includes engaging in violent or distracting action, making loud or disruptive noise or using loud or disruptive language, and refusing to obey an order of the presiding officer. Signs are not permitted and will be considered disruptive.

The presiding officer may set time limits on agenda items.

(Ord 2947, Amended, 12/18/2007; Ord 2902, Amended, 11/18/2003)

Section 2.04.050 Order of Business

At the first meeting in January, after the roll call, the presentation of the Mayor's State of the City address shall be first in order.

The Mayor or presiding officer may change the order of business on the agenda. The required order of business has been established by ordinance is as follows:

- A. Roll Call.
- B. Approval of minutes of the previous meeting. If there are no corrections or objections to the minutes, they shall be considered approved; otherwise, to be approved by vote. The minutes as approved shall be signed by the Mayor and City Recorder.
- C. Special presentations, proclamations and awards. This item on the agenda is used to acknowledge special recognition and awards given to the City or for the Mayor to announce proclamations, which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor. Requests for recognition under this agenda item should be submitted in writing to the Mayor.
- D. Consent agenda. Routine business items may be listed by the City Administrator under this item, which shall be acted upon in its entirety, except that the Mayor or any member of the Council may request that any item be moved to the regular agenda under the appropriate section of business.
- E. Public hearings shall conclude at 9:00 p.m. and be continued to a future date to be set by the Council, unless the Council by a two-thirds vote of those present, extends the hearing(s) for one-half hour until 9:30 p.m. at which time the Council shall set a date for continuance and shall proceed with the balance of the agenda. Not more than two land-use appeal hearings shall be scheduled for any regular meeting of the Council. The City Administrator may, in the administrator's discretion, schedule additional legislative hearings depending on the anticipated length of the Council meeting.

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Persons wishing to speak are to submit a "speaker request form" prior to the commencement of the hearing and deliver the form to the City Recorder. The Mayor or presiding officer is to inform the audience of this requirement to submit the form prior to the commencement of the hearing. No testimony will be accepted on public hearings that have been closed.

- F. Public forum. Public forum is an opportunity for the public to comment on items which are not included on the agenda. The agenda for public forum is 15 minutes, unless a majority of the Council votes to extend the time. Persons wishing to speak are to submit a "speaker request form" prior to the commencement of the forum and deliver the form to the City Recorder. The Mayor or presiding officer is to inform the audience on requirements for submission of the form.

Members of the public may speak about any topic during the public forum, unless the topic is indeed on the agenda for the same meeting. If a member of the public wishes to speak on an agenda item or public hearing item they may do so at the time set aside for those topics (see Section E. above).

Public forum is not to be used to provide or gather additional testimony or information on a quasi-judicial matter. Public testimony will not be accepted on a public hearing where the record has been closed if the matter is still pending.

The Mayor will set time limits for people who ask to speak during public forum. In general the time limits should be set to enable all people who wish to speak to complete their testimony. Time limits shall not be so short as to not allow speakers to address their topic.

When possible and feasible, preference will be given to individuals who reside within the Ashland city limits. Persons who do not reside in the City may be placed at the end of the list of those wishing to speak at public forum.

- G. Unfinished business.

- H. New business.

- I. Ordinances, resolutions and contracts.

- a. Every ordinance is to be enacted in accordance with Article X of the City Charter. Copies of the ordinance shall be e-mailed to Council members and the Mayor at least fourteen days prior to the meeting. Council members may review the ordinance and forward suggestions for changes to the City Attorney for consideration. Minor changes may be incorporated, substantive changes will be considered at the time of first reading. Any substantive changes to the ordinance must be verbally noted at first reading. Council members must submit comments to the City Attorney no later than 12:00 noon on the Wednesday prior to Council meeting.

Titles of lengthy ordinances will be published in the local paper at least seven days in advance of the Council meeting thus allowing the ordinance to be read by title only at the Council meeting.

- b. Resolutions may be placed on the consent agenda and voted upon. Resolutions do not require a roll-call vote.
- c. The voting on all ordinances may be by roll-call vote and recorded in the minutes showing those numbers voting for and those voting against.

- J. Other business from Council members.

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(Ord 2947, Amended, 12/18/2007)

Section 2.04.060 Identification of Fiscal Impact of Policy Decisions

- A. When the City Council adopts a program or policy, it shall indicate how it expects that program or policy will be funded; e.g., which existing taxes or fees the Council expects to increase and by how much, or which current City programs or department expenditures the Council expects to reduce to fund the new program or policy. However, if the Council cannot reasonably identify a potential funding source, it shall so indicate.
- B. As used in this Section the term "program or policy with significant revenue implications" includes an ordinance or a resolution in which implementation may entail expenditures in any budget year in excess of one and one-half percent (1.5%) of the City's annual General Fund budget, and which may require an increase to existing taxes or fees or an imposition of new taxes or fees.
- C. The provisions of this Section shall not apply to extraordinary expenditures in situations of, or necessitated by, public emergencies.

(Ord 2947, Amended, 12/18/2007)

Section 2.04.070 Rights of Citizens

Citizens may speak on any item not on the agenda during public forum. Any citizen has the right to present an item to the City Council during public forum. On behalf of the City, any Councilor may request the item be placed on a future agenda.

(Ord 2947, Amended, 12/18/2007)

Section 2.04.080 Conduct with City Employees

The City Council will work with City staff in a spirit of teamwork and mutual cooperation.

- A. Councilors may make inquiries of staff to increase their understanding of an issue or action. Councilors should limit requests for information from staff to questions that may be answered with minimal research. Requests that require significant staff time or resources (two hours or more) should be directed to the City Administrator and must be approved by the Mayor, City Administrator, City Attorney or by a majority vote of the City Council.
- B. Written information given by the Mayor, Councilors, City Administrator, City Attorney, or City Staff, including materials requested by individual Councilors and the Mayor, generally will be distributed to all Councilors with a notation indicating who has requested that the information be provided.
- C. Individual Councilors should respect the separation between policy-making and administration. They shall not pressure or direct City employees in a way that could contravene the will of the Council as a whole or limits the options of the council. They must not interfere with work performance, undermine the authority of supervisors, or prevent the full council from having access to relevant information. Notwithstanding this paragraph, nothing shall hamper the Council's ability to evaluate the performance of the City Administrator or the City Attorney.
- D. The Mayor and council members should strive not to criticize any person in a public meeting or in public electronic mail messages. The same expectation applies to City staff in the exercise of their

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official duties. Discussions and disagreements should focus on the content of the topic at hand. Nothing should limit a Councilor or staff person's right to report wrongdoing.

- E. Councilors with a concern about the performance of a particular staff person should express that concern to the Mayor, City Administrator, City Attorney.
(Ord 2947, Amended, 12/18/2007)

Section 2.04.090 Commissions and Boards

A. Establishing Commissions and Boards.

Commissions and boards originate from different sources, including Oregon State Statute, City Charter and Municipal Code; others are established by direction of the Mayor or the City Council. Advisory Commissions and Boards which are permanent [Regular] shall be codified in AMC Chapter 2, including but not limited to Forest Lands Commission, Planning Commission, Transportation Commission, Planning Hearings Board, Public Recreation Commission, Public Arts Commission, Conservation Commission, Ashland Airport Commission, Housing Commission, Historic Commission, Tree Commission, and the Municipal Audit Commission. AMC 2.10 contains code common to all Appointed Commissions and Boards.

B. Ad-hoc Committees and Task Forces.

The Mayor shall have the authority, with the consent of the Council, to form ad-hoc committees or task forces to deal with specific tasks within specific time frames. Such ad hoc committees or task forces shall abide by uniform rules and procedures set forth in AMC 2.10 and such other rules as prescribed by the order establishing such ad hoc entities. Committees or task forces shall make recommendations by way of a formal report to the City Council. The Mayor or City Administrator may refer matters to the appropriate ad hoc committee or task force. The Mayor with the consent of the Council shall appoint the membership of such committees or task forces. Members of Regular Boards and Commissions may be appointed to ad hoc committees and task forces. The City Administrator shall by order establish the ad hoc body's scope of the work and rules of procedure, if necessary. The Council has the authority to follow the recommendations, change the recommendations, take no action, remand the matter back to the ad hoc body or take any other action it sees fit. The Council by majority vote may remove a member of an ad hoc committee or task force at any time, with or without cause. The City Council by majority vote may amend or dissolve an ad hoc committee or task force.

C. Regular Commission and Board Membership Appointments.

Except for the Municipal Audit Commission (AMC 2.11), all committees and boards not required by state law to be appointed by the City Council shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments. In the Mayor's absence, any necessary appointment may be made by the presiding officer with the consent of the Council. When necessary, the Mayor shall stagger the initial expiration of terms of appointees, such as in the case of a new commission or board. The Mayor shall not appoint, nor shall the Council consent to the appointment of a person to more than two (2) regular board or commission positions at a time. This rule shall not apply to the Planning Hearing Board. Because broad citizen participation is encouraged, the Mayor and Council shall give due consideration to appointment of new qualified members before re-appointing a person to more than three (3) full terms on any single regular board or commission.

D. Mayor Membership on Ashland Budget Committee.

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For the purpose of local budget law, the Mayor is a member of the governing body of the City of Ashland, and shall be a voting member of the budget committee.

E. Student Membership on Regular Commissions and Boards.

The Mayor with the consent of the City Council may add to the membership of any city commission or board up to two positions for student liaisons. The student liaisons shall be non-voting ex officio members of their respective commissions or boards. Once the liaison positions have been added, the liaison from the high school shall be a high school student chosen by the Ashland High School Leadership class and the liaison from the university shall be a university student chosen by the Associated Students of Southern Oregon University Student Senate. Student Liaisons need not be appointed to every advisory commission or board.

F. Regular Membership Removal Process.

The City Council, with or without cause, may by majority vote of the City Council at a regular meeting, remove any regular commission or board member prior to the expiration of the term of the appointment. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with paragraph C. above. Notwithstanding the above procedure, removal of a Planning Commissioner shall be governed by the procedures in ORS 227.030. Hearings under ORS 227.030 are hereby delegated by the governing body to the City Administrator or Hearings Officer in accordance with the AMC. 2.30, the Uniform Administrative Appeals Ordinance.

G. Changing or Dissolving a Regular Commission, Committee or Board.

After the commission, committee or board has been formed and codified, any change or dissolution requires an ordinance amending the Municipal Code.

(Ord 3002, amended, 02/18/2010; Ord 2947, Amended, 12/18/2007)

Section 2.04.100 Council Liaisons to City Advisory Boards and Commissions.

A. Role and Responsibilities of Council Liaisons.

1. The primary role of a Council liaison is to facilitate communication between the City advisory body and the Council. A Council Liaison is an ex officio non-voting member of the advisory body, not a regular voting member and shall not serve as Chair, unless the Ashland Municipal Code specifically requires the Liaison to serve as Chair or in a voting capacity. Notwithstanding the above, the Council Liaison to the Planning Commission shall be considered a non-member Liaison and not an ex-officio member as regards quasi-judicial matters.
2. City Councilors serve as liaisons to City commissions and boards, as well as ad hoc committees and task forces and are expected to represent the full City Council in interacting with the such entities.
3. City Councilors may attend meetings of City Advisory Boards and Commissions and other ad hoc entities as citizens of Ashland. When attending as a citizen, Council members must identify their comments as personal views or opinions not a representation of City Council policy.

B. Attendance.

Liaisons should attend all regular meetings of the Commissions and Boards, or Ad hoc Committees or Task Forces to which they have assigned. In the event a liaison has difficulty attending, the

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liaison should find an alternate to attend or review the video or other record of the proceeding. In the event of a continuing scheduling conflict, the Liaison should ask the Mayor to be reassigned. Liaisons shall not attend quasi-judicial proceedings when the final appeal or final decision is or could come before the City Council.

C. Deliberations.

The City Council values diversity of opinion. A significant role of an advisory body is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Accordingly, Council liaisons to City advisory bodies should not attempt to direct debate, lobby, or otherwise influence the direction or decisions of any advisory body to which he or she has been assigned. Council liaisons are encouraged to field and answer questions as appropriate for an ex-officio member of the advisory body. Undue influence over the decisions of any City advisory body shall be grounds for removal of a Liaison assignment under paragraph I below.

D. Respect for Presiding Officer.

City Councilors attending advisory body meetings as liaisons shall accord the same respect toward the Chair and other members as they do towards the Mayor, Presiding officer or each other.

E. Council Information.

City Councilors will inform the advisory bodies to which they have been appointed liaison of Council agenda items and Council decisions that may be of interest to the advisory body. Liaisons shall also encourage advisory board members to attend Council meetings to keep abreast of Council action, policy matters and the activities of the city. To facilitate the above, and notwithstanding any other provision of the Code, the Chair of an advisory body shall periodically place on the Agenda for the advisory body, an item labeled "Report of Council Liaison".

F. Role of Liaison as Regards Vacancies.

The Council liaison for each advisory body, together with the advisory body chair and assigned staff liaison will make recommendations to the Mayor for appointment of citizens to fill vacancies on their respective advisory bodies.

G. Reporting to the Council.

Council liaisons shall periodically report to the entire Council on significant and important activities of each advisory body to which they have been assigned. Each advisory body should be invited to give a short annual presentation to the Council. Liaisons may seek assistance from the relevant staff liaison to accomplish this reporting responsibility.

H. Liaison Appointment Process and Term.

The Mayor will appoint a Councilor to act as a Council liaison to each and every advisory commission or board. Councilors interested in a particular subject area should inform the Mayor of their interest and the Mayor should take the expression of interest and/or a Councilor's preference into account when making appointment decisions. Liaison appointments shall be for a term of one year unless otherwise expressly stated. Appointments are generally made on an annual basis in January and the Mayor shall make an effort to rotate liaison assignments if there is more than one Councilor expressing a preference for an specific appointment..

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I. Removal from a Liaison Assignment.

The Mayor or a Councilor may be removed for any reason from a specific liaison position or assignment upon two-thirds vote of the entire Council.

(Ord 3002, amended, 02/18/2010)

Section 2.04.110 Council Representatives to State, Regional, Community and other External Organizations.

A. Role and Responsibilities of Council Representatives.

1. City Councilors may be appointed, either by the City or by another entity, to serve as the City of Ashland's representative to State, Regional, and Community organizations. In all cases, the City's representative will follow the bylaws and guidelines for service of the organization to which they have been appointed.
2. The purposes of serving as an official Representative to State, Regional, Community, and other external organizations are to ensure effective working relationships with other agencies and organizations, ensure that Ashland uses all possible avenues to achieve community goals; achieve City Council goals both within the community and in the Rogue Valley; protect the home rule authority of the City of Ashland to make decisions that are best for the community; ensure that key City revenue streams are protected; and secure federal and state funds for projects that benefit the City of Ashland and other community institutions.
3. City Councilors are expected to represent the full City Council in their work as Representatives. Representing a position other than the official position of the City of Ashland is grounds for removal under paragraph E.
4. City Representatives serving as voting members on another organization's Board of Directors (such as the Rogue Valley Council of Governments) should work in the best interest of that organization when not in conflict with best interest of the City of Ashland. When presented with a conflict, the member shall declare the conflict and, if necessary, recuse himself / herself from the matter.
5. If the City Councilor serving as a Representative is asked to take an official position on an issue that affects the City of Ashland and the City's official position is unknown or unclear, the City Councilor should request that the item be placed on a City Council agenda in accordance with AMC 2.04.030 for full City Council action.
6. City Council members may attend meetings of state, regional, and community organizations as citizens of Ashland. When attending as a citizen, Council members must identify their comments as personal views or opinions not a representation of City Council policy.

B. Attendance.

Representatives should attend all regular meetings of the organizations to which they have assigned. In the event a Councilor has difficulty attending, the Representative should find an alternate to attend on the City's behalf. In the event of a continuing scheduling conflict, the City Representative should ask the Mayor to be reassigned.

C. Reporting to the Council.

Council Representatives shall periodically report to the entire Council on significant and important decisions activities of each state, regional, and community organizations to which they have been

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assigned. Council members may also request that representatives of these organizations may be invited to give a short annual presentation to the Council.

D. City Representative Appointment Process and Term.

1. The Mayor will appoint a Councilor to represent the City to state, regional, and community organizations to which the City is entitled to an official delegate. The City Council shall confirm these appointments.
2. The Mayor and City Councilors may also be invited by external organizations to represent either the City of Ashland or "Cities" in general. In these cases, the Mayor or Councilor that has been asked to serve will inform the City Council in a regular meeting of the assignment and request that the City Council confirm the appointment.
3. Councilors interested in a particular subject area should inform the Mayor of their interest and the Mayor should take the expression of interest and/or a Councilor's preference into account when making appointment decisions. City Representative appointments shall be for a term of one year unless otherwise expressly stated. Appointments are generally made on an annual basis in January and the Mayor shall make an effort to rotate liaison assignments if there is more than one Councilor expressing a preference for an specific appointment...

E. Removal from a Representative Assignment

The Mayor or a Councilor may be removed for any reason from a specific representative position or assignment upon two-thirds vote of the entire Council.

(Ord 3002, amended, 02/18/2010; Ord 2947, Amended, 12/18/2007)

Section 2.04.120 Councilor Expenses

- A. The City will reimburse a Councilor or the Mayor for expenses that are directly related to City business in accordance with the City's reimbursement policy.

Councilors are required to submit all statements as required by ORS 244.

(Ord 2947, Amended, 12/18/2007)

Chapter 2.10

UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY
COMMISSIONS AND BOARDS

Sections:

- 2.10.005 Purpose
- 2.10.010 Created or Established.
- 2.10.015 Appointment.
- 2.10.020 Terms, Term Limits and-Vacancies.
- 2.10.025 Meetings and Attendance.
- 2.10.030 Removal.
- 2.10.035. Public Meeting Law.
- 2.10.040 Quorum and Effect of Lack Thereof
- 2.10.045 Council Liaison.
- 2.10.050. Election of Officers, Secretary, and Subcommittees.
- 2.10.055. Role of Staff.
- 2.10.060 Agendas and Minutes.
- 2.10.065. Goals.
- 2.10.070. Rules and Regulations.
- 2.10.080. Code of Ethics.
- 2.10.085. Deliberation.
- 2.10.090 Council as Final Decision Maker
- 2.10.095 Gifts.
- 2.10.100 Budget, Compensation and Expenses
- 2.10.105 Reports.
- 2.10.110. Lobbying and Representing the City.

Section 2.10.005 Purpose

Advisory commissions and boards (advisory bodies) require uniform rules, policies and operating procedures to assure maximum productivity and fairness for members and the public. Except where otherwise provided in this Code, the following policies and procedures govern all the City's commissions and boards, as well as ad ho entities. Nothing herein removes the requirement for compliance with more specific regulations and guidelines set forth by state statute, administrative rule, ordinance, or resolution specific to the advisory body. These rules do not apply to the elected Parks and Recreation Commission. (Ord 3003, added, 02/18/2010)

Section 2.10.010 Created or Established.

See individual Commission or Board Code Chapters codified between AMC 2.11 and AMC 2.25. (Ord 3003, added, 02/18/2010)

Section 2.10.015 Appointment.

See AMC 2.04.090.C. (Ord 3003, added, 02/18/2010)

Section 2.10.020 Terms, Term Limits and-Vacancies.

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All successors to original members of an advisory commission or board, shall have a three (3) year term, except as otherwise provided in the appointment order. Notwithstanding the three year limitation, Planning Commissioners shall serve four (4) year terms. All regular terms shall commence with appointment and shall expire on April 30 of the third year, unless otherwise provided in the appointment order. The appointing authority may stagger terms in the original appointment order as necessary. Members may serve three (3) terms on any single commission or board, after which time the Mayor and Council will give due consideration to other qualified candidates before making a reappointment. Any vacancy shall be filled by appointment by the Mayor, with confirmation by the City Council, for any unexpired portion of the term as provided in AMC 2.04.090.C.

(Ord 3003, added, 02/18/2010)

Section 2.10.025 Meetings and Attendance.

Unless otherwise provided by law, the number of meetings related to business needs of an advisory commission, or boards may be set by the advisory body. All members are expected to attend all regularly scheduled meetings, study sessions and special meetings, when applicable. If a member will be absent from a meeting the member must notify the chair or the staff liaison at least two hours prior to the meeting. Any member who has two or more unexcused absences in a six month period [i.e. January 1- June 30 or July 1 - December 31] shall be considered inactive and the position vacant. Further any member not attending a minimum of two-thirds (2/3) of all scheduled meetings (inclusive of study sessions and special meetings) shall be considered inactive and the position vacant. Attendance shall be reviewed by the commission or board during the regularly scheduled meetings in January and July, with a report sent to the Mayor and City Council advising of the need for appointment or re-appointment, if necessary.

(Ord 3003, added, 02/18/2010)

Section 2.10.030 Removal.

See AMC 2.04.090.F.

(Ord 3003, added, 02/18/2010)

Section 2.10.035. Public Meeting Law.

All meetings of advisory commissions and boards are subject to strict compliance with public meeting laws of the State of Oregon. Notwithstanding notice requirements under Oregon law, advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the city's website. In the case of emergency or when a state of emergency has been declared, notice appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting.

(Ord 3003, added, 02/18/2010)

Section 2.10.040 Quorum and Effect of Lack Thereof

Unless otherwise ordained, a meeting quorum shall consist of more than one-half of the total number of authorized members of the body, including any vacant positions. Non-voting ex officio members, staff and liaisons do not count toward the quorum. A majority of the quorum is necessary to adopt any motion. Members 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. If there is no quorum for a meeting, no official business shall be conducted and all matters advertised shall automatically be continued to the next regularly scheduled meeting.

(Ord-3050, amended, 11/18/2011; Ord 3003, added, 02/18/2010)

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Section 2.10.045 Council Liaison.

See AMC 2.04.100.

(Ord 3003, added, 02/18/2010)

Section 2.10.050. Election of Officers, Secretary, and Subcommittees.

At its first meeting of the year the advisory commission or board shall elect a chair and a vice chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than two consecutive terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Provided however, only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law.

(Ord 3003, added, 02/18/2010)

Section 2.10.055. Role of Staff.

At least one staff person is assigned to work with each advisory commission or board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all regular and special meetings and workshops. The staff liaison supports the group as a whole and shall not do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City Administrator or appropriate Department Head.

(Ord 3003, added, 02/18/2010)

Section 2.10.060 Agendas and Minutes.

The chair or staff liaison will be responsible for the agenda of all meetings of advisory commissions and boards. A member or staff liaison will be responsible for taking minutes. Agendas and minutes will be posted on the city's web site. Members are encouraged to access those documents from the web site. Staff will email or mail documents to members upon request. The Council Liaison shall periodically be given the opportunity to report to the commission or board.

(Ord 3003, added, 02/18/2010)

Section 2.10.065. Goals.

Advisory commissions and boards are encouraged to establish annual goals and action items that reflect the body's charge as stated in the specific commission ordinance. Advisory bodies are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so.

(Ord 3003, added, 02/18/2010)

Section 2.10.070. Rules and Regulations.

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The advisory commission or board may make such rules and regulations as are necessary for its governance, including the conduct of meetings, when not inconsistent with Ashland City Charter, Ashland Municipal Code or Oregon law. These rules may be less formal than Roberts Rules of Order. In the event of conflicts that cannot be resolved less formally, Roberts Rules of Order shall be used as the standard for meeting rules and procedures. Failure to strictly follow Roberts Rules of Order shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings.

(Ord 3003, added, 02/18/2010)

Section 2.10.080. Code of Ethics.

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of advisory commissions and boards must be independent, impartial, responsible and not use their position for personal gain or to benefit or harm others. Advisory commissions and boards shall operate in the general public interest serving the community as a whole and shall serve no special interests. Advisory commission and board members shall not endorse in their official capacity any commercial product or enterprise. Members should be aware the criminal codes, ethics and conflict of interest laws set forth in state statutes and city ordinances, including but not limited to the State of Oregon Criminal Code, ORS 244 and in AMC Chapter 3.08.

(Ord 3003, added, 02/18/2010)

Section 2.10.085. Deliberation.

It is the duty of the chair or presiding officer to ensure that each member has the opportunity to speak. Members speak only for themselves and shall be open, direct and candid. Members shall strive to deliberate to a decision and shall rely upon the chair to keep the discussion moving. No member shall speak more than once until every member choosing to speak shall have spoken or waived their right to do so. No member shall speak more than twice on the same motion without leave of the presiding officer.

(Ord 3003, added, 02/18/2010)

Section 2.10.090 Council as Final Decision Maker

With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions subject to appeal but rather make recommendations to, or act in an advisory capacity to the council. The City Council is the final decision-maker on all city policies and the use of city resources. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution.

(ORD 3057, amended, 04/03/2012)

Section 2.10.095 Gifts.

Subject to the acceptance of the City Council, an advisory body may receive gifts, bequests or devises of property in the name of the City to carry out any of the purposes of the advisory commission or board, which funds, if required by the terms of the gift, bequest or devise, shall be segregated from other funds for use with the approval of the City Council.

(Ord 3003, added, 02/18/2010)

Section 2.10.100 Budget, Compensation and Expenses

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Money is set aside in department budgets for Commission and Board expenses. Should an advisory body require additional funds, requests should be submitted to the department head through the staff liaison. Regular members of the advisory commissions and boards shall receive no compensation for services rendered. Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to official business. Procedures and criteria for boards and commissions to obtain approval of expenditures are established by Resolution.

(ORD 3057, amended, 04/03/2012; Ord 3003, added, 02/18/2010)

Section 2.10.105 Reports.

Advisory commissions and boards shall submit copies of its minutes to the city council and shall prepare and submit such reports as from time to time may be requested by the Mayor and City Council. Unless otherwise expressly provide in the Ashland Municipal Code or State Law, all reports or recommendations of City advisory bodies committee shall be considered advisory in nature and shall not be binding on the mayor or city council.

(Ord 3003, added, 02/18/2010)

Section 2.10.110. Lobbying and Representing the City.

Members shall only represent the opinion or position of the advisory body if specifically authorized by the full membership at a duly advertised meeting. Unless specifically directed by the City Council to state the city's official position on federal, state or county legislative matters, no lobbying before other elected bodies or committees will be undertaken by members of advisory commissions and boards. An individual member is free to voice a position on any issue as long as it is made clear that the speaker is not speaking as a representative of the city or as a member of an advisory commission or board.

Advisory body members are prohibited from engaging in political activity in accordance with ORS 260.432.

(Ord 3003, added, 02/18/2010)

