

# ASHLAND PARKS & RECREATION COMMISSION

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## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Interim Director Eldridge

**DATE:** November 1, 2023

**SUBJECT:** Advisory Bodies to APRC (Information)  
(Goal #1 Employ best management practices)

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### Situation

APRC has several advisory bodies that serve to provide recommendations to the Parks Commission. Staff has drafted a comprehensive compilation of the existing Standing Advisory Committees, dissolved inactive or concluded bodies, and proposed the creation of Management Advisory Committees (MACs) modeled after the City Council action.

### Background

Earlier this year, City Council approved an update and organization of its advisory bodies. All advisory bodies were classified into either 1) Advisory Committees or 2) Management Advisory Committees (MACs). The draft document presented in this packet utilizes the structure and format of the City Council action to achieve alignment with the needs of APRC staff and commissioners. It also brings management and staff efficiencies while still providing a vital community feedback mechanism.

Standing Advisory Committees are subject to public meeting laws, have staff support and serve to make recommendations to the elected group of Parks Commissioners. Management Advisory Committees (MACs) are created at the request of the Parks Director and serve to make management recommendations to the Director. MACs do not require strict adherence to public meeting laws, though as much public transparency as possible is recommended. For example, APRC may choose to have all MACs provide public notice of future meetings, as well as short action item-only style notes to the public.

### Assessment

The policies and guidance presented in this packet impose structure and order on our advisory groups. They establish consistent policies for all Advisory Committees and establish MACs, which allow for informal management feedback to the director. The draft APRC policy preserves the following Standing Advisory Committees:

- Ashland Senior Advisory Committee (ASAC)
- Recreation Division Advisory Committee (RDAC)
- Ashland Trails Advisory Committee (ATAC)

The draft APRC policy creates the following Management Advisory Committees:

- Bee City USA
- Current Parks, Conservation, and Maintenance
- Ashland Japanese Garden
- Oak Knoll Golf Course

APRC advisory bodies that have completed their work or are inactive (Dissolved):

- Long Range Planning
- East Main Park
- Lithia Park Master Plan
- Parks, Trails, and Open Space Map Update

Staff seeks feedback from Commissioners on the overall draft policies that apply to Advisory Committees, as well as the specific designation of each group as either an Advisory Committee or Management Advisory Committee.



**Ashland Parks and  
Recreation Commission**

**COMMISSION POLICY**

<b>TITLE</b> ADVISORY COMMITTEES AND MANAGEMENT ADVISORY COMMITTEES	<b>POLICY No.</b> CP.2023.10.25
<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>

**ADVISORY COMMITTEES AND  
MANAGEMENT ADVISORY COMMITTEES POLICY**

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the *“power to formulate and adopt rules and regulations for their government.”* This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

- I. **PURPOSE:** To update and consolidate policies, procedures and guidance as it relates to Advisory Committees and create Management Advisory Committees.
  
- II. **Procedure and Guidance**  
 Advisory committees to the Ashland Parks and Recreation Commission and the APRC Board of Commissioners include the following:
  - A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be considered as APRC policy or the establishing of APRC policy or as final decisions of APRC and are therefore not subject to administrative or judicial appeal. Each advisory committee will provide service that does not conflict with the functioning of APRC, other 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 Parks Director or designee will provide at least an annual orientation or training session update to all standing advisory committees and will be responsible for assigning APRC 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 APRC or the City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of APRC 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 APRC Board of Commissioners-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 Parks Director 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 APRC or city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the APRC Board of Commissioners. 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 APRC Chair with the consent of the APRC Board of Commissioners. APRC confirmed standing advisory committee appointments shall have three (3) year terms. All regular terms commence with appointment and shall expire on June 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 reappointment at the end of the partial term they are completing. The Parks Director will appoint all ex-officio APRC staff support committee members which shall not have a vote on advisory committee matters.
- G. Standing advisory committees shall be governed by AMC 2.10 - Uniform Policies and Operating Procedures for Advisory Commission and Boards. Standing

advisory committees will be reviewed by the APRC Board of Commissioners 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 APRC, 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 APRC 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 non-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 APRC Board of Commissioners and shall deliver to the Commissioners an annual report on their activities and accomplishments in the preceding year and provide to the Commissioners for its approval the priorities and workplan for the succeeding year. Standing advisory committees are expected to work with and advise APRC Management and City Attorney to insure their committee recommendations are aligned with APRC priorities and can be implemented within APRC resources and legal authority.
- K. Informal Working Groups composed of less than a quorum of voting committee members may be formed by Advisory Committees. Working groups report back to the assigned committee and do not make formal recommendations on behalf of any committee.

## **II. Standing Advisory Committees**

Standing Advisory Committees to the APRC Commissioners are established and responsible for the purposes indicated in the following:

### **A. The Recreation Division Advisory Committee (RDAC)**

RDAC's purpose is to advise the APRC on matters related to the Recreation Division programs and services and to coordinate with the APRC Director and the Deputy Director on matters related to the general operations, quality, promotions, diversity, equity and inclusion practices and programming.

The RDAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category
2. Two (2) Ashland Parks and Recreation Commissioners

### **B. The Ashland Senior Advisory Committee (ASAC)**

ASAC's purpose is to advise the APRC on matters related to the Senior Services Division and to coordinate with the APRC Director and the Senior Services Superintendent on matters related to the general operations, quality, promotion and programming of the Senior Services Division. The Committee may also advocate for senior needs in City policies, with partner agencies and within other contexts.

The ASAC membership shall be composed of up to nine (9) voting members, as follows:

1. Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category
2. One (1) Ashland Parks and Recreation Commissioner
3. One (1) City Councilor

ASAC members are appointed by the APRC chairperson, with the exception of the City Councilor, who is appointed by the Mayor.

### **C. Ashland Trails Advisory Committee (ATAC)**

DRAFT: ATAC's purpose is to advise the APRC on alterations or additions to the trails system whether internally proposed or proposed by an outside entity. This committee is charged to review and recommend changes to the Trails Master Plan on an as-needed basis.

The ATAC's membership shall be composed of up to nine (9) voting members, as follows:

1. Two (2) community members from the Hiking Community
2. Two (2) community members from the Mountain Biking Community
3. Two (2) Ashland Parks and Recreation Commissioners
4. Two (2) Ashland Forest Lands MAC members
5. One (1) Ashland City Council Liaison

ATAC shall be responsible for assisting APRC in the following:

1. Describe a system of trails for pedestrians and non-motorized vehicles on public lands and privately granted easements;
2. Increase trail connectivity between Ashland's neighborhoods and its varied environments, including downtown, commercial, educational, and surrounding rural areas;
3. Enhance Ashland's quality of life through improved recreation, health, and transportation opportunities;
4. Establish appropriate trail standards based on approved uses, site opportunities, and constraints.

### **III. Management Advisory Committees (MAC)**

Management Advisory Committees may be established to serve at the request of the APRC Director to provide technical advice, and community support and input that can assist in preparing recommendations to enhance APRC operations or program implementation or for APRC Board of Commissioner 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 APRC 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 APRC Director at the time of the corresponding MAC's establishment. The APRC Board of Commissioners may refer issues or tasks to consideration by a MAC by vote of Commission or request to the APRC Director. MACs may include project or program topics related, but not limited to the following:

1. Ashland Japanese Garden
2. Bee City USA
2. Current Parks, Conservation, and Maintenance
4. Oak Knoll Golf Course

**IV. Commissioner Liaison Appointment Process**

The Chair of the Commissioners, with the consent of a majority of the Commissioners, shall appoint the membership of APRC committees.

**V. Date of Effect of these Guidelines**

The guidelines become effective upon adoption by Commissioners.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rick Landt, APRC Chair

Approved, as to form: \_\_\_\_\_ Date: \_\_\_\_\_  
City Attorney