# **Council Business Meeting**

### **August 6, 2019**

Agenda Item	First Reading of Ordinance 3180 relating to the rules of the City Council; Amending AMC 2.04.100	
From	Kelly A. Madding	City Administrator
Contact	Kelly.madding@ashland.or.us; (541) 488-6002	

#### **SUMMARY**

The City Council is being asked to review and approve the amended Ashland Municipal Code (AMC) Section 2.04.100 to allow a City Councilor to serve as the Chair and/or voting member of an Ad Hoc Committee.

#### POLICIES, PLANS & GOALS SUPPORTED

N/A

#### **PREVIOUS COUNCIL ACTION**

N/A

#### BACKGROUND AND ADDITIONAL INFORMATION

On July 8, 2019, the City Council approved the formation of the Cost Reduction/Efficiency/Alternative Funding/PERS & Healthcare Ad Hoc Committee. During that meeting the Mayor discussed Councilor Slattery being a voting member and the Chair of the Ad Hoc Committee. City Attorney, David Lohman stated that per the AMC a City Councilor is not able to be a Chair nor a voting member of a City Advisory Board or Commission. The City Council directed staff to bring back a change to the AMC to allow for it.

#### **FISCAL IMPACTS**

There is no cost to the City.

#### **STAFF RECOMMENDATION**

Staff recommends that the City Council adopt Ordinance 3180.

#### **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

- 1) I move to approve first reading of Ordinance 3180, an Ordinance relating to the rules of the City Council; amending AMC 2.04.100, allowing the Mayor to propose and the City Council to approve the appointment of a Council Liaison to act in a voting capacity and/or as the Chair to City Advisory Boards and Commissions.
- 2) I move to amend Ordinance 3180 in the following way(s) . . .

#### **REFERENCES & ATTACHMENTS**

Attachment 1: Ordinance 3180, an Ordinance relating to the rules of the City Council; amending AMC 2.04.100



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#### **ORDINANCE NO. 3180** AN ORDINANCE RELATING TO THE RULES OF THE CITY COUNCIL: AMENDING AMC 2.04.100

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are bold lined through, and additions are bold underlined.

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#### THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

7 **SECTION 1.** Ashland Municipal Code Section 2.04.100 is hereby amended to read as follows:

- 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 shall be is an ex officio ex officio nonvoting member of the advisory body, not a regular voting member, and shall not serve as
- 13 Chair, unless the Mayor specifically proposes, and Council approves, the appointment of
- the Council Liaison in a voting capacity or as Chair, or both, or unless the Ashland 14
- Municipal Code specifically requires the Liaison to serve as Chair or in a voting capacity. 15
- 16 Notwithstanding the above, the Council Liaison to the Planning Commission shall be
- 17 considered a nonmember Liaison and not an ex-officio member as regards quasi-judicial
- 18 matters.
- 19 2. City Councilors serve as liaisons to the City's Regular and ad hoc advisory bodies and are
- 20 expected to represent the full City Council objectively and accurately in interacting with such
- entities. 21
- 3. City Councilors may attend meetings of the City's Regular and ad hoc advisory bodies as 22
- 23 citizens of Ashland. When attending as a citizen, Council members must identify their
- 24 comments as personal views or opinions and not as a representation of City Council policy.
- B. Attendance. Liaisons should attend Regular meetings of the Regular and ad hoc advisory 25
- 26 bodies to which they have been assigned as time permits and should make special efforts to
- 27 attend meetings in response to specific requests to participate in discussions on topics the
- 28 Council may need to be aware of or provide input on. In the event a **Council Liaison** has
- difficulty attending, the **Liaison** liaison should find an alternate to attend or review the video or 29
- 30 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 **to** or could come before the City Council.
- 3 C. Deliberations. The City Council values diversity of opinion. A significant role of an
- 4 | advisory body is to represent many points of view in the community and to provide the Council
- 5 with advice based on a full spectrum of concerns and perspectives. Accordingly, Council
- 6 Liaisons liaisons to City advisory bodies should not attempt to direct debate, lobby, or otherwise
- 7 | influence the direction or decisions of any advisory bodies to which they have been assigned.
- 8 | Council **<u>Liaisons</u>** are encouraged to field and answer questions as appropriate for an <u>ex</u>
- 9 | <u>officio</u> ex-officio member of the advisory body. Undue influence over the decisions of any City
- 10 advisory body shall be grounds for removal of a Liaison assignment as set forth in Subsection
- 11 **under paragraph** H below.
- 12 D. Respect for Presiding Officer. City Councilors attending advisory body meetings as
- 13 Liaisons liaisons shall accord the same respect toward the Chair and other members as they do
- 14 towards the Mayor, **the** presiding officer or each other.
- 15 E. Council Information. City Councilors will inform the advisory bodies to which they have
- 16 | been appointed <u>Liaison</u> about Council agenda items and Council decisions that may be of
- 17 | interest to the advisory body. Liaisons shall also encourage advisory board members to attend
- 18 | Council meetings to keep abreast of Council action, policy matters and the activities of the City.
- 19 F. Advice on Filling Vacancies. The Council Liaison for each advisory body, together with the
- 20 advisory body chair and assigned staff liaison will make recommendations to the Mayor for
- 21 appointment of citizens to fill vacancies on their respective advisory bodies.
- 22 | G. Liaison Appointment Process and Term. The Mayor will appoint Councilors to act as
- 23 | Council Liaisons to each and every Regular advisory commission or board. Councilors interested
- 24 | in a particular subject area should inform the Mayor of their interest, and the Mayor should take
- 25 | the expression of interest and/or a Councilor's preference into account when making
- 26 appointment decisions. Liaison appointments shall be for a term of one year unless otherwise
- 27 | expressly stated. Appointments are generally made on an annual basis in January, and the Mayor
- shall make an effort to rotate **Liaison** liaison assignments if there is more than one Councilor
- 29 expressing a preference for a specific appointment.

1	H. Removal from a Liaison Assignment. The Mayor or a Councilor may be removed for any		
2	reason from a specific <u>Liaison</u> liaison position or assignment upon <u>a</u> two-thirds vote of the		
3	entire Council.		
4	<b>SECTION 2.</b> Codification. In preparing this ordinance for publication and distribution, the		
5	City Recorder shall not alter the sense, meaning, effect, or substance of the ordinance, but within		
6	such limitations, may:		
7	(a) Renumber and rearrange sections and parts of sections of the ordinance;		
8	(b) Change reference numbers to agree with renumbered chapters, sections or other parts;		
9	(c) Delete references to repealed sections;		
10	(d) Substitute the proper subsection, section, or chapter numbers;		
11	(e) Change capitalization and spelling for the purpose of uniformity; and		
12	(f) Correct manifest clerical, grammatical, or typographical errors.		
13	<b>SECTION 3. Severability.</b> Each section of this ordinance, and any part thereof, is severable,		
14	and if any part of this ordinance is held invalid by a court of competent jurisdiction, the		
15	remainder of this ordinance shall remain in full force and effect.		
16	PASSED by the City Council this day of, 2019.		
17	ATTEST:		
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20	Melissa Huhtala, City Recorder		
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22	SIGNED and APPROVED this day of, 2019.		
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26	John Stromberg, Mayor		
27	Reviewed as to form:		
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30	David H. Lohman, City Attorney		