



# Council Business Meeting

January 16, 2023

<b>Agenda Item</b>	Council Liaison Appointments		
<b>From</b>	Alissa Kolodzinski	City Recorder	
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<b>Item Type</b>	Requested by Council <input type="checkbox"/>	Update <input type="checkbox"/>	Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/> Consent <input type="checkbox"/> Public Hearing <input type="checkbox"/> New Business <input checked="" type="checkbox"/> Old Business <input type="checkbox"/>

## **SUMMARY**

This agenda item is to discuss the role of City Council liaisons to City Commissions, Standing Advisory Committees and Regional Boards. The attached copy of AMC 2.04.100 delineates the current role of Council liaisons.

Liaison appointments are made by the Mayor per AMC 2.04.100, Section G.

## **REFERENCES & ATTACHMENTS**

Attachment 1: AMC 2.024.100

Attachment 2: Council Liaison Assignments



## **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 an ex officio nonvoting member of the advisory body, not a regular voting member, and shall not serve as Chair, unless the Mayor specifically proposes, and Council approves, the appointment of the Council Liaison to act in a voting capacity and/or as the Chair to City advisory boards and/or ad-hoc committees, or 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 nonmember Liaison and not an ex officio member as regards quasi-judicial matters.
2. City Councilors serve as liaisons to the City's regular and ad hoc advisory bodies and are expected to represent the full City Council objectively and accurately in interacting with such entities.
3. City Councilors may attend meetings of the City's regular and ad hoc advisory bodies as citizens of Ashland. When attending as a citizen, Council members must identify their 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 bodies to which they have been assigned as time permits and should make special efforts to attend meetings in response to specific requests to participate in discussions on topics the Council may need to be aware of or provide input on. In the event a Council Liaison has difficulty attending, the 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 to 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 bodies to which they have 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 as set forth in subsection [H](#) of this section.

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, the presiding officer or each other.

E. *Council Information.* City Councilors will inform the advisory bodies to which they have been appointed Liaison about 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.

F. *Advice on Filling 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. *Liaison Appointment Process and Term.* The Mayor will appoint Councilors to act as Council Liaisons to each and every regular 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 a specific appointment.

H. *Removal from a Liaison Assignment.* The Mayor or a Councilor may be removed for any reason from a specific Liaison assignment upon a two-thirds vote of the entire Council. (Ord. 3180 § 1, amended, 08/20/2019; Ord. 3100, amended, 2014; Ord. 3002, amended, 02/18/2010)

**The Ashland Municipal Code is current through Ordinance 3203, passed November 2, 2021.**

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashland.or.us](http://www.ashland.or.us)

City Telephone: (541) 488-5307

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## City Council Liaison Assignments

January 9, 2024

<b>Commissions &amp; Standing Advisory Committees</b>	<b>2024 First Assignment</b>	<b>2024 Second Assignment</b>
Parks & Recreation Commission (City Charter)	Hansen	Dahle
Planning Commission	Hyatt	
Climate and Environmental Policy	Kaplan	Dahle
Historic Preservation	Dahle	
Housing and Human Services	Bloom	Kaplan
Public Art	DuQuenne	
Social Equity and Racial Justice	DuQuenne	Dahle
Transportation	Hansen	Bloom

<b>City Ad Hoc Committees</b>	<b>2024 First Assignment</b>	<b>2024 Second Assignment</b>
Ashland Water Advisory Committee	Kaplan	
Ashland Senior Advisory Committee	DuQuenne	
Early Learning Committee	Hyatt	Bloom

<b>Regional Boards &amp; Committees</b>	<b>2024 First Assignment</b>	<b>2024 Second Assignment</b>
Chamber of Commerce / Travel Ashland	DuQuenne	Hansen
Rogue Valley Council of Governments (RVCOG)	Bloom	
Rogue Valley Metropolitan Planning Organization (RVMPO)	Graham	
Rogue Valley Transportation District (RVTD)	Hansen	
Southern Oregon Regional Economic Development Inc.	Hyatt	Dahle

## Community Relationships

January 9, 2024

At the recent Strategy Retreat, Council discussed assigning members of the Ashland City Council to serve as Community Liaisons to specific anchor institutions in the Ashland community. Unlike typical Council Liaison assignments where the councilor is expected to regularly attend committee or commission meetings, the Community Liaison would be expected to open a line of communication with the leadership of the organization and check in quarterly to understand how things might be changing for that organization, learn about new activities, and discuss any challenges. The purpose of this structure is to help the City Council as a body understand the current reality of the City's primary community partners as we, and they, navigate this time of great change. As Community Liaisons, Ashland City Council members would share similar information with those community organizations at their request.

<b>Community Organizations</b>	<b>2024 First Assignment</b>	<b>2024 Second Assignment</b>
Ashland Community Hospital	Dahle	
Ashland School District	Hyatt	
Continuum of Care (CoC)	Kaplan	
Crisis Response Network	DuQuenne	
Mount Ashland	Hansen	
Opportunities for Housing, Resources & Assistance	Bloom	
Oregon Shakespeare Festival (OSF)	Graham	Kaplan
Rogue Valley Mountain Bike Association (RVMBA)	Hansen	
Southern Oregon University (SOU)	Graham	DuQuenne