

Council Business Meeting

August 2, 2022

Agenda Item	Resolution creating Standing Advisory Committees to the City Council	
From	Joseph Lessard	City Manager
Contact	joe.lessard@ashland.or.us ; 541-522-2103	

SUMMARY

The City council voted by informal ballot at the May 23, 2022, Special Called Business Meeting to restructure (reduce and rename) advisory bodies reporting to the City Commission from an approximate seventeen commissions to the following:

- Commissions (continuing) – with specific areas of program discretion or policy implementation responsibility
 - Park and Recreation Commissions
 - Planning Commission
- Standing Advisory Committees – with continuing areas of Council advisory responsibility
 - Climate and Environment Policy Advisory Committee (CEPAC; combining Climate Policy and Conservation & Climate Outreach Commissions)
 - Historic Preservation Advisory Committee (HPAC; to support historic dist. certifications)
 - Housing & Human Services Advisory Committee (HHSAC)
 - Public Arts Advisory Committee (PAAC)
 - Social Equity and Racial Justice Advisory Committee (SERJAC)
- Management Advisory Committees
 - A number of ad hoc management advisory committees can be established by City management to providing support technical assistance in the review and development of recommendations for the City Council and continuing commissions, including:
 - Airport
 - System Development Charge (SDC)
 - Transportation
 - Forest Advisory (Wildfire Safety, Forest Land and Urban Tree/Forest)
 - Etc.

The first step in restructuring the City Council advisory bodies is the establishment of the above identified Standing Advisory Committees and acknowledgment of potential ad hoc Management Advisory Committees. The next step will include the City Attorney returning to the City Council with updates and deletions of current Ashland Municipal Codes (AMC) related to the restructuring of City commissions. Members of Standing Advisory Committees will be appointed by the Mayor with the consent of the City Council. Resolution 2022-24 is proposed to establish/acknowledge the advisory committee structure. The resolution also directs the City Attorney to return to the City Council with any corresponding necessary AMC changes to finalize the advisory body restructuring.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move the City Council adopt Resolution 2022-24 establishing City Council Standing Advisory Committees and Management Advisory Committees.

STAFF RECOMMENDATION

City staff recommends adoption of Resolution 2022-24 establishing City Council and Management Advisory Committees

FISCAL IMPACTS

The restructuring of City commissions as outlined above is intended to reduce the need for staff support of formal commissions and adjust the number and character of advisory bodies.

REFERENCES & ATTACHMENTS

- Memo regarding Resolution on City Advisory Committees – Request for Comment (includes original draft of Resolution 2022-24)
- Resolution 2022-24 (Word document with staff recommended edits tracked)
- Comments Received on Proposed Resolution 2022-24

Memo

TO: Mayor & City Council
City Commissions
City Recorder
Acting City Attorney
Department Directors

FROM: Joseph Lessard, City Manager; joe.lessard@ashland.or.us

DATE: July 22, 2022

RE: **Resolution on City Advisory Committees – Request for Comment**

During the City Council’s deliberations at the special called Business Meetings of May 23rd & 24th and June 14th, the City Council gave consensus direction to me to update and restructure its advisory commissions. The Council’s consensus direction was to reduce the number of advisory commissions, and then redesignate the remaining bodies as Standing Advisory Committees to the City Council. The direction also included acknowledgement that the responsibilities now assigned to discontinued commissions should continue as needed in the form of Management Advisory Committees. Presentation of a resolution to accomplish the restructuring of City commissions is currently planned for the August 2nd City Council Business Meeting. A draft resolution is attached here for your review and comment. The City Council will be able to consider amendments to the resolution during their deliberations, but I would appreciate receiving any initial comments or feedback on the draft by end of day Thursday, July 28th, before distribution in the August 2nd Council Business Meeting agenda packet.

The proposed Standing Advisory Committees in the attached resolution include the following:

- Climate and Environment Policy Advisory Committee (CEPAC)
- Historic Preservation Advisory Committee (HPAC)
- Housing and Human Services Advisory Committee (HHSAC)
- Public Arts Advisory Committee (PAAC)
- Social Equity and Racial Justice Advisory Committee (SERJAC)

The need for various Management Advisory Committees is also acknowledged in the resolution. These committees are important to maintaining community involvement and providing technical advice in the development of policy or implementation recommendations for City Council’s consideration.

Please note that the draft resolution was developed by reviewing existing Ashland Municipal Code (AMC) text and generally incorporating it into the corresponding new Standing Advisory Committees’ responsibilities. Each of the Committees are set at a standard nine (9) voting members with some also having ex-officio members. A Committee may also have Mayor appointed and Council approved alternate members recommended as a means of transitioning to

Memo

the restructuring. It is also important to note that, in addition to Standing Advisory Committees, the Mayor and City Council have the option to appoint ad-hoc committees when needed under AMC 2.04.090. City staff will act in an expeditious fashion to form and convene Management Advisory Committees whose assistance is immediately needed.

I have requested the City Recorder forward this memo to inform current members of City commissions of the potential restructuring and suggest that their interest in appointment to a corresponding new Standing Advisory Committee will be forwarded by her to the Mayor for appointment consideration per AMC 2.04.090. If a commission member's appointment has not expired, please continue in your current commission capacity until Council concludes its decision making on the restructuring issue.

RESOLUTION NO. 2022-XX

**A RESOLUTION ESTABLISHING CITY COUNCIL AND
MANAGEMENT ADVISORY COMMITTEES**

RECITALS:

- A. Whereas the citizens of Ashland have a strong history of voluntary service to their community, including on advisory bodies to the City of Ashland (City); and
- B. Whereas Ashland citizens have important practical and technical knowledge on issues and topics important to sustaining the quality of life in the city and on the operational effectiveness of the City of Ashland organization; and
- C. Whereas the City Council of the City has an interest in promoting continued community participation in advising the City Council and City management; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,
RESOLVES AS FOLLOWS:**

SECTION 1. Procedure and Guidance for advisory committees to the City Council and City staff include the following:

- A. Each advisory committee shall serve solely as an advisory body whose recommendations shall not be final decisions and are therefore not subject to administrative or judicial appeal.

Each advisory committee will provide service that does not conflict with the functioning of City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. The City Council may require attendance at an orientation or training session for standing advisory committee members before they are permitted to exercise voting rights at committee meetings. The City Manager will be responsible for assigning City 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 City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of the City's 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 (1/2) of the total number of its current Council-confirmed voting members, but in no case fewer than five (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 City Manager appointed 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 or respond to questions.
- E. Advisory bodies may consult with other city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the City Council or City Management. 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 ex officio) will be appointed by the Mayor with the consent of the City Council. Members of city commissions with corresponding responsibilities as the standing advisory committees will be invited by the City Recorder to apply for appointment by the Mayor. The Mayor and City Council may also appoint Council liaisons to each of the standing advisory

committees which shall be non-voting ex-officio members of the corresponding committees.

- G. Standing advisory committees will be reviewed by the City Council approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.
- H. The City Attorney is directed to return to the City Council in a timely manner with any updates, changes, or deletions to the Ashland Municipal Code to establish the here identified standing advisory committees as replacements for their corresponding city commissions or boards and to establish them as “Regular” advisory bodies per AMC 2.04.

SECTION 2. Standing Advisory Committees to the City Council are established and responsible for the purposes indicated in the following:

A. Climate and Environment Policy Advisory Committee (CEPAC)

A Climate and Environment Policy Advisory Committee (CEPAC) is established by the City Council. The CEPAC should reflect and represent a wide range of community interests and perspectives. Such interests should include, but not be limited to, environment and health, energy efficiency and renewable energy, low income and economic development, and social diversity, including individuals of color and the elderly. The CEPAC will consist of nine (9) voting members and up to six (6) optional ex-officio members. The CEPAC will strive to include at least two (2) voting members who are 35 years old or younger at the time of appointment. Ex-officio members may include one (1) representative of the solid waste franchisee for the City; and one (1) representative each from Southern Oregon University (SOU) administration/faculty and from the current student body; one (1) representative each from the Ashland School District administration/facility and from the current student body (student members must be over 18-years of age), and one (1) representative appointed by the City Manager to provide support to the committee.

In addition to the voting members, the CEPAC may have up to two (2) individuals designated as alternate members. Alternative committee members may be seated to fill the role and responsibility of a voting member at a meeting of the CEPAC that does not have a quorum of voting members in attendance at roll call of the meeting. The rotating seating order between the two (2) alternative committee members in attendance at a CEPAC meeting, shall be established by Mayoral designated order at the time of their appointment. Faculty or student ex-officio members of CEPAC may be appointed to be alternative members.

The CEPAC shall be responsible for assisting the City in the following:

- i. Making recommendations on strategies, actions, and programs related to the wise and efficient use of community resources and environment related issues or programs, including:

- Materials management, waste prevention, reduction, and recycling
 - Electricity, water, and natural resource usage
 - Renewable resource options
 - Air and water quality action planning
 - Climate resilience and preparedness initiatives, including Ashland’s Climate and Energy Action Plan (CEAP)
- ii. Work to ensure the following:
- That benchmarks, targets, or actions develop for or by the City of Ashland incorporate the best available science and practices to achieve the intended climate or environmental related goals and targets.
 - That the City of Ashland’s climate and environmental planning incorporates long-term social, economic, and environmental goals.
 - That the City of Ashland’s climate and environmental planning and programs are socially equitable for all community members including low-income, young people, persons of color, the elderly, and those living with disabilities.

B. Historic Preservation Advisory Committee (HPAC)

An Historic Preservation Advisory Committee (HPAC) is established by the City Council. The HPAC will consist of nine (9) voting members, and two nonvoting ex officio members including the Chairperson of the Planning Commission, and one (1) representative appointed by the City Manager from the City’s Community Development Department. To qualify the HPAC’s as the City of Ashland’s Certified Local Government (CLG) Commission, some of the members of the HPAC will meet the professional qualifications under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:

- i. To recommend to the Planning Commission and the City Council, areas or properties of significant historical value and interest for consideration to be designated historical properties.
- ii. To recommend ordinances and other measures designed to protect and foster interest in the improvement of designated historical properties.
- iii. To review literature and sources of funding concerning the protection and improvement of designated historic properties.
- iv. To advise City staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III Planning Action involving new construction or alterations to existing historic resources.

- v. To advise applicants and staff upon request on sign permits, building permits and other projects involving new construction or alterations within Ashland's designated Historic Districts.
- vi. To advise the Planning Commission, the Ashland Park Commission, other city advisory commissions, boards and committees, and city departments regarding historic components of government projects under consideration within Ashland's designated Historic Districts.
- vii. To advise City staff and the Planning Commission on project applications for funding.
- viii. To assist in promoting public support for the preservation of Ashland's historic past.
- ix. Advise City staff and the Planning Commission on aesthetic standards for historic areas.

C. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. The mission of the HHSAC is to assess and make recommendations to the City for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being.

The HHSAC will consist of nine (9) voting members, one (1) nonvoting ex-officio student liaison from Southern Oregon University (SOU), and one (1) nonvoting ex-officio member appointed by the City Manager to provide housing program support.

The HHSAC shall be responsible for assisting the City in the following:

- i. Monitoring and assessing the continuum of housing and human services needs of the community and utilize this information to advise the City Council regarding policy and funding strategies relating to housing and human services.
- ii. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs.
- iii. Making recommendations to the City Council on Community Development Block Grant (CDBG) related allocations.
- iv. Making recommendations to the City Council on the Housing Trust Fund and related allocations.

- v. Monitoring projects funded with the Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and the Housing Trust Fund.
- vi. Assisting in identifying federal, state, county, and private funding for implementation of Housing and human services programs.
- vii. Fostering public knowledge and support of official city housing and human services Programs.
- viii. To enhance cooperation between the public and private sectors by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons.
- ix. To evaluate, review, and recommend to the Planning Commission and City Council innovative land use strategies targeted at promoting a broad variety of housing types.
- x. To monitor housing discrimination complaints and corrective actions within the City, and to advise the City Council on potential measures to be taken to further equal opportunity to all persons to live in decent housing facilities regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, source of income, or familial status.

D. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. The mission of the PAAC is to enhance the cultural and aesthetic quality of life in Ashland by actively supporting the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them. Several organizations which exist in Ashland are active in the arts and provide leadership to the community on arts related matters. The PAAC will advise the City of Ashland on how to best assist those organizations, and other organizations and individuals, to make arts a more important part of the City's life. Recommendations from the PAAC regarding the acquisition and placement of public art should be based upon accepted standards and guidelines as opposed to personal opinion. This resolution establishes the PAAC to advise the City Council and City Management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art.

The PAAC will consist of nine (9) voting members of which six (6) voting members will be from a broad spectrum of citizens including artists and those with a background in the arts, arts organizations, education, structural and landscape architecture. The three (3) remaining voting members of the PAAC members will be citizens at-large. At least six (6) voting members of the PACC shall reside inside the City limits. The City Manager

will also appoint one (1) non-voting ex-officio member to the PAAC to provide support to the committee.

The PAAC shall adhere to and fill the role of the Public Art Commission as it may be designated in AMC 2.29 – Public Art. The PAAC shall also be responsible for assisting the City in the following:

- i. Providing advice to ensure the arts continue to be of value as an integral part of Ashland.
- ii. Assisting to promote the arts in Ashland to enrich the lives of its citizens through education and demonstration.
- iii. Assisting the City council, the Ashland Parks Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- iv. Advising the Planning Commission, the Ashland Parks Commission, other city advisory commission and committees, and city departments regarding artistic components of all municipal government projects under consideration by the City. The PAAC may also serve as a resource for artistic components of land use developments.
- v. Advising the City Council on policies and programs that would enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community.
- vi. Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
- vii. Recognizing and encourage groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the City.
- viii. Assist in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art.

E. Social Equity and Racial Justice Advisory Committee (SERJAC)

A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. The SERJAC will consist of nine (9) voting members and one (1) nonvoting ex-officio member designated by the City Manager to provide support. Voting members will include six (6) core members from a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or

underrepresented groups, such as Black, Indigenous, people of color, LGBTQ+, and disabled persons. The three (3) remaining voting members of the SERJAC will be citizens at-large, specifically including as available, individuals with backgrounds in Ashland businesses, non-profit entities, or public sector organizations. Voting SERJAC members shall serve as individuals exercising their own best judgments and not as delegates or spokespersons for their respective organizations or groups. All core members shall reside within the corporate limits of the City of Ashland. The City Manager will also appoint one (1) non-voting ex-officio member to the SERJAC to provide support to the committee.

The SERJAC shall be responsible for assisting the City in the following:

- i. To encourage understanding and celebration of the diversity of the City's population and visitors and promote amicable intergroup relations within the City.
- ii. To recommend policies, measures, and practices to bring about social and racial equity and a greater inclusion for all who live, work, or visit in the City, including counter measures to systematic racism, homophobia, sexism, classism, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iii. To recommend efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iv. To advise on diversity, equity, and inclusion (DEI) and human rights training for the City of Ashland's staff, and the City's programs, commissions/boards, advisory committees, and the City Council.
- v. To seek, at least every two (2) years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to DEI, human rights, and intergroup relations.
- vi. To deliver to the Council annual report on its activities and accomplishments in the preceding year and to provide to the Council for its approval the SERJAC's priorities and workplan for the succeeding year.

SECTION 3. Management Advisory Committees (MAC) may be established to serve at the request of the City Manager or Department Heads to provide technical advice, and community support and input that can assist in preparing recommendations to enhance City operations or program implementation or for City Council 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 occasional when requested while others may meet regularly or semi-regularly over extended periods of time per the requested 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 requested role/participation, availability of City 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 City Manager or appointing Department Director at the time of corresponding MAC's establishment. The City Council may refer issues or tasks to consideration by a MAC by vote of the City Council request to the City Manager. These Committees may include project or program topics related, but not limited to the following:

- Airport Operations
- Transportation
- Wildfire Safety
- Urban Trees/Forest
- Wildland Forest
- City Band

SECTION 2. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 2022.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2022.

Julie Akins, Mayor

Reviewed as to form:

Doug McGeary, Interim City Attorney

**A RESOLUTION ESTABLISHING CITY COUNCIL AND
MANAGEMENT ADVISORY COMMITTEES**

RECITALS:

- A. Whereas the citizens of Ashland have a strong history of voluntary service to their community, including on advisory bodies to the City of Ashland (City); and
- B. Whereas Ashland citizens have important practical and technical knowledge on issues and topics important to sustaining the quality of life in the city and on the operational effectiveness of the City of Ashland organization; and
- C. Whereas the City Council of the City has an interest in promoting continued community participation in advising the City Council and City management; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON,
RESOLVES AS FOLLOWS:**

SECTION 1. Procedure and Guidance for advisory committees to the City Council and City staff include the following:

- A. Each advisory committee shall serve solely as an advisory body whose actions or recommendations shall not be final decisions considered as City policy or the establishing of City policy or as final decisions of the City and are therefore not subject to administrative or judicial appeal.

Each advisory committee will provide service that does not conflict with the functioning of City departments or other government agency and shall have no executive or administrative powers or civil rights investigatory or enforcement authority. The City Council may require attendance at an orientation or training session for standing advisory committee members before they are permitted to exercise voting rights at committee meetings. The City Manager will be responsible for assigning City 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 City of Ashland and may not present their committees recommendations or their personal opinions or points of view as representative of the City's 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 (½) of the total number of its current Council-confirmed voting members, but in no case fewer than ~~five~~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 City Manager appointed 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 or respond to questions.
- E. Advisory bodies may consult with other city advisory committees on matters of mutual interest in the course of developing recommendations to bring to the City Council or City Management. 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 ex officio) will be appointed by the Mayor with the consent of the City Council. Standing advisory committee appointments shall have three (3) year terms. Members of city commissions

with corresponding responsibilities as the standing advisory committees will be invited by the City Recorder to confirm their interest in ~~apply for~~ appointment by the Mayor without the necessity of submitting a formal new appointment application. New applicants must submit formal application with the City Recorder for Committee appointment. All regular terms commence with appointment and shall expire on April 30 of the third year. The Mayor and City Council may also appoint Council liaisons to each of the standing advisory committees which shall be non-voting ex-officio members of the corresponding committees.

- G. Standing advisory committees will be reviewed by the City Council approximately every three years as to their assigned responsibilities, level of effectiveness and the need for their continued role and existence.
- H. The City Attorney is directed to return to the City Council in a timely manner with any updates, changes, or deletions to the Ashland Municipal Code to establish the here identified standing advisory committees as replacements for their corresponding city commissions or boards and to establish them as “Regular” advisory bodies per AMC 2.04.

SECTION 2. Standing Advisory Committees to the City Council are established and responsible for the purposes indicated in the following:

- A. Climate and Environment Policy Advisory Committee (CEPAC)
A Climate and Environment Policy Advisory Committee (CEPAC) is established by the City Council. The CEPAC should reflect and represent a wide range of community interests and perspectives. Such interests should include, but not be limited to, climate and environment, ~~and public~~ health, energy efficiency and renewable energy, low income and economic development, and social diversity, including individuals of color and the elderly. The CEPAC will consist of nine (9) voting members and up to six (6) optional ex-officio members. The CEPAC will strive to include at least two (2) voting members who are 35 years old or younger at the time of appointment. Ex-officio members may include one (1) representative of the solid waste franchisee for the City; and one (1) representative each from Southern Oregon University (SOU) administration/faculty and from the current student body; one (1) representative each from the Ashland School District administration/facility and from the current student body (student members must be over 18-years of age), and one (1) representative appointed by the City Manager to provide support to the committee.

In addition to the voting members, the CEPAC may have up to two (2) individuals designated as alternate members. Alternative committee members may be seated to fill the role and responsibility of a voting member at a meeting of the CEPAC that does not have a quorum of voting members in attendance at roll call of the meeting. The rotating seating order between the two (2) alternative committee members in attendance at a CEPAC meeting, shall be established by Mayoral designated order at the time of their

appointment. Faculty or student ex-officio members of CEPAC may be appointed to be alternative members.

The CEPAC shall be responsible for assisting the City in the following:

- i. Making recommendations on strategies, actions, and programs related to the wise and efficient use of community resources and environment related issues or programs, including:
 - Materials management, waste prevention, reduction, and recycling
 - Electricity, water, and natural resource usage
 - Renewable resource options
 - Air and water quality action planning
 - Climate mitigation, resilience and preparedness initiatives, including Ashland's Climate and Energy Action Plan (CEAP)
- ii. Work to ensure the following:
 - That benchmarks, targets, or actions develop for or by the City of Ashland incorporate the best available science and practices to achieve the intended climate or environmental related goals and targets.
 - That the City of Ashland's climate and environmental planning incorporates long-term social, economic, and environmental goals.
 - That the City of Ashland's climate and environmental planning and programs are socially equitable for all community members including low-income, young people, persons of color, the elderly, and those living with disabilities.

B. Historic Preservation Advisory Committee (HPAC)

An Historic Preservation Advisory Committee (HPAC) is established by the City Council. The HPAC will consist of nine (9) voting members, and two nonvoting ex officio members including the Chairperson of the Planning Commission, and one (1) representative appointed by the City Manager from the City's Community Development Department. To qualify the HPAC's as the City of Ashland's Certified Local Government (CLG) Commission, some of the members of the HPAC will meet the professional qualifications under Oregon State Historic Preservation Office requirements.

The HPAC shall be responsible for assisting the City in the following:

- i. To recommend to the Planning Commission and the City Council, areas or properties of significant historical value and interest for consideration to be designated historical properties.
- ii. To recommend ordinances and other measures designed to protect and foster interest in the improvement of designated historical properties.
- iii. To review literature and sources of funding concerning the protection and improvement of designated historic properties.

- iv. To advise City staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type II and Type III Planning Action involving new construction or alterations to existing historic resources.
- v. To advise applicants and staff upon request on sign permits, building permits and other projects involving new construction or alterations within Ashland's designated Historic Districts.
- vi. To advise the Planning Commission, the Ashland Park Commission, other city advisory commissions, boards and committees, and city departments regarding historic components of government projects under consideration within Ashland's designated Historic Districts.
- vii. To advise City staff and the Planning Commission on project applications for funding.
- viii. To assist in promoting public support for the preservation of Ashland's historic past.
- ix. Advise City staff and the Planning Commission on aesthetic standards for historic areas.

C. Housing and Human Services Advisory Committee (HHSAC)

A Housing and Human Services Advisory Committee (HHSAC) is established by the City Council. The mission of the HHSAC is to assess and make recommendations to the City for addressing the continuum of housing and human services needs for the purpose of enhancing community health and well-being. Members will be from a broad spectrum of citizens including individuals with a background in social services, unhoused and marginal income population services, economic and housing development, universal housing design, and elderly and disabled persons needs.

The HHSAC will consist of nine (9) voting members, one (1) nonvoting ex-officio student liaison from Southern Oregon University (SOU), and one (1) nonvoting ex-officio member appointed by the City Manager to provide housing program support.

The HHSAC shall be responsible for assisting the City in the following:

- i. Monitoring and assessing the continuum of housing and human services needs of the community and utilize this information to advise the City Council regarding policy and funding strategies relating to housing and human services.
- ii. Advising the City Council on programs that assist in addressing the unmet utility, medical, transportation, and food needs of seniors, children and families in Ashland, and other related human services programs.

iii. Making recommendations to the City Council on Community Development Block Grant (CDBG), City of Ashland Social Service Grant, Housing Trust Fund and related allocations.

~~iv. Making recommendations to the City Council on the Housing Trust Fund and related allocations.~~

~~iv.~~ Monitoring projects funded with the Community Development Block Grant (CDBG), City of Ashland Social Service Grants, and the Housing Trust Fund.

~~vi.~~ Assisting in identifying federal, state, county, and private funding for implementation of Housing and human services programs.

~~vii.~~ Fostering public knowledge and support of official city housing and human services Programs.

~~viii.~~ To enhance cooperation between the public and private sectors by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons.

~~ix.~~ To evaluate, review, and recommend to the Planning Commission and City Council innovative land use strategies targeted at promoting a broad variety of housing types.

~~x.~~ To monitor housing discrimination complaints and corrective actions within the City, and to advise the City Council on potential measures to be taken to further equal opportunity to all persons to live in decent housing facilities regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, source of income, or familial status.

D. Public Arts Advisory Committee (PAAC)

A Public Arts Advisory Committee (PAAC) is established by the City Council. The mission of the PAAC is to enhance the cultural and aesthetic quality of life in Ashland by actively supporting the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the City as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them. Several organizations which exist in Ashland are active in the arts and provide leadership to the community on arts related matters. The PAAC will advise the City of Ashland on how to best assist those organizations, and other organizations and individuals, to make arts a more important part of the City's life. Recommendations from the PAAC regarding the acquisition and placement of public art should be based upon accepted standards and guidelines as opposed to personal opinion. This resolution establishes the PAAC to

advise the City Council and City Management on standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art.

The PAAC will consist of nine (9) voting members of which six (6) voting members will be from a broad spectrum of citizens including artists and those with a background in the arts, arts organizations, education, structural and landscape architecture. The three (3) remaining voting members of the PAAC members will be citizens at-large. At least six (6) voting members of the PACC shall reside inside the City limits. The City Manager ~~will may~~ also appoint ~~one-two (42)~~ non-voting ex-officio members to the PAAC, one (1) of which will be from the City's Public Works Department, to provide support to the committee.

The PAAC shall adhere to and fill the role of the Public Art Commission as it may be designated in AMC 2.29 – Public Art. The PAAC shall also be responsible for assisting the City in the following:

- i. Providing advice to ensure the arts continue to be of value as an integral part of Ashland.
- ii. Assisting to promote the arts in Ashland to enrich the lives of its citizens through education and demonstration.
- iii. Assisting the City council, the Ashland Parks Commission, Historic Preservation Advisory Committee, and the Planning Commission in using public art to enhance existing development in public parks and other public lands and in public structures.
- iv. Advising the Planning Commission, the Ashland Parks Commission, other city advisory commission and committees, and city departments regarding artistic components of all municipal government projects under consideration by the City. The PAAC may also serve as a resource for artistic components of land use developments.
- v. Advising the City Council on policies and programs that would enhance and encourage the planning, placement, and maintenance of public displays of art in locations open to the public within the community.
- vi. Encouraging connections with other local, regional, and national organizations working for the benefit of art and preservation of artistic values, and other similar activities.
- vii. Recognizing and encourage groups and organizations that enrich Ashland life by bringing cultural and artistic values and artifacts to the City.
- viii. Assist in the pursuit of gifts and grants for support of arts programs and activities and the procurement of public art.

E. Social Equity and Racial Justice Advisory Committee (SERJAC)

A Social Equity and Racial Justice Advisory Committee (SERJAC) is established by the City Council. The SERJAC will consist of nine (9) voting members and one (1) nonvoting ex-officio member designated by the City Manager to provide support. Voting members will include six (6) core members from a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or underrepresented groups, such as Black, Indigenous, people of color, LGBTQ+, the elderly and disabled persons. The three (3) remaining voting members of the SERJAC will be citizens at-large, specifically including as available, individuals with backgrounds in Ashland businesses, non-profit entities, or public sector organizations. Voting SERJAC members shall serve as individuals exercising their own best judgments and not as delegates or spokespersons for their respective organizations or groups. All core members shall reside within the corporate limits of the City of Ashland. The City Manager will also appoint one (1) non-voting ex-officio member to the SERJAC to provide support to the committee.

The SERJAC shall be responsible for assisting the City in the following:

- i. To encourage understanding and celebration of the diversity of the City's population and visitors and promote amicable intergroup relations within the City.
- ii. To recommend policies, measures, and practices to bring about social and racial equity and a greater inclusion for all who live, work, or visit in the City, including counter measures to systematic racism, homophobia, sexism, classism, and other racial and social inequities impacting Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iii. To recommend efforts to increase economic opportunities for Black, Indigenous, people of color, LGBTQ+, and disabled persons, as well as other marginalized persons in the Ashland community.
- iv. To advise on diversity, equity, and inclusion (DEI) and human rights training for the City of Ashland's staff, and the City's programs, commissions/boards, advisory committees, and the City Council.
- v. To seek, at least every two (2) years, a broad spectrum of input from community members on emerging issues and needs of the Ashland community as they relate to DEI, human rights, and intergroup relations.
- vi. To deliver to the Council annual report on its activities and accomplishments in the preceding year and to provide to the Council for its approval the SERJAC's priorities and workplan for the succeeding year.

SECTION 3. Management Advisory Committees (MAC) may be established to serve at the request of the City Manager or Department Heads to provide technical advice, and community support and input that can assist in preparing recommendations to enhance City operations or program implementation or for City Council 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 occasional when requested while others may meet regularly or semi-regularly over extended periods of time per the requested 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 requested role/participation, availability of City 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 City Manager or appointing Department Director at the time of corresponding MAC's establishment. The City Council may refer issues or tasks to consideration by a MAC by vote of the City Council request to the City Manager. These Committees may include project or program topics related, but not limited to the following:

- Airport Operations
- Transportation
- Wildfire Safety
- Urban Trees/Forest
- Wildland Forest
- City Band

SECTION 2. This resolution is effective upon adoption.

ADOPTED by the City Council this _____ day of _____, 2022.

ATTEST:

Melissa Huhtala, City Recorder

SIGNED and APPROVED this _____ day of _____, 2022.

Julie Akins, Mayor

Reviewed as to form:

Doug McGeary, Interim City Attorney

Comments Received on the Proposed Resolution 2022-24

Resolution to Establish Standing Advisory Committees to the City Council

July 29, 2022

The following are copied from emails or letters received by City staff in response to the proposed resolution to establish Standing Advisory Committees to the City Council and to Management Advisory Committees to City staff.

Please note the responses are provided here in no particular order or priority.

Hi Joe,

I'm glad to see the overall direction for updating and restructuring the advisory commissions. The number of them has created an unreasonable staff burden and made it impossible for council to engage in depth with all of them.

1. Is the change from the use of the word Commission to Advisory Committee intended to fundamentally change the powers and duties of these groups? Perhaps this is only to clarify that these groups have no policy powers of their own, that they are strictly advisory to council?
2. In an attempt to understand the overall map from existing bodies to the proposed new ones I created the attached spread sheet. Some bodies, e.g. the planning commission, I believe are state mandated. However, there are others, e.g. municipal audit commission, which don't seem to be. Which of these, presuming the goal is to reduce staff and council burden, could be eliminated? Is the map otherwise correct?
3. Presuming those bodies which were not explicitly mentioned in the draft resolution will remain as they are it seems that the principal changes are to move a number of commissions to assisting city staff on an as-needed basis as management advisory committees and to combine the Water Advisory (the ongoing existence of which has not been clear for some time), CPC, and CCOC bodies.
4. Although I'm not tremendously familiar with the work of the bodies which are proposed to be management advisory committees it does seem those are bodies which have not needed ongoing council policy guidance and so do not justify the use of council time.
5. Unlike the proposed management advisory committees the proposed climate and environment policy advisory committee needs to work closely with staff and council to be effective. At minimum, analytic, management, and administrative staff support needs to be provided. A significant amount of council time, e.g. quarterly study sessions, needs to be dedicated. CEPAC members and/or associated staff need to serve as subject matter experts during regular council meetings when climate related issues are raised. Given that our energy system and environmental impacts affect much of what we do as individuals and as a city this may be at the majority of council meetings. It does no good to have an advisory body bring policy recommendations to council which are then rejected. There needs to be relatively continuous feedback between council and CEPAC to wrestle with these difficult topics.
6. While the overall direction seems good this reorganization has already and once again delayed Ashland city government's response to climate change. It has been 5 years since the CEAP was adopted. Action was delayed due to organizational questions, then by the usual startup issues associated with any new body coming into existence as CPC got started, then by the pandemic,

then by loss of staff, then by council's need to focus on budget, and now by this reorganization. It would be truly unfortunate if the momentum that CPC has built is about to be dissipated by, effectively, firing all the citizens who have worked tremendously hard. Using the blunt instrument of dissolving the existing bodies with no apparent thought to maintaining continuity does not seem like a good way to maintain citizen involvement. Instead, it breeds cynicism.

I've listed my affiliations so that my perspective is clear. My comments are entirely my own and do not necessarily reflect the positions of any of the listed organizations.

Rick Barth
 past chair, Climate Policy Commission
 board member, Ashland Climate Collaborative
 facilitator, Electrify Ashland Now
 member, OHRA Campaign Steering Committee

City of Ashland Advisory Committees

Existing	Proposed	
	Name	Standing / Management
Airport Commission	Airport Operations	Management
APRC		
Ashland Water Advisory Ad-Hoc Committee	Climate and Environment Policy Advisory Committee	Standing
Band Board	City Band	Management
Building Appeals Board		
Citizen's Budget Committee		
Climate Policy Commission	Climate and Environment Policy Advisory Committee	Standing
Community Center and Pioneer Hall Ad-Hoc Committee		
Conservation and Climate Outreach Commission	Climate and Environment Policy Advisory Committee	Standing
Forest Lands Commission	Wildland Forest Management Advisory Committee	Management
Historic Commission	Historic Preservation Advisory Committee	Standing
Housing and Human Services Commission	Housing and Human Services Advisory Committee	Standing
Municipal Audit Commission		
Planning Commission		
Planning Hearings Board		
Public Arts Commission	Public Arts Advisory Committee	Standing
Social Equity and Racial Justice Commission	Social Equity and Racial Justice Advisory Committee	Standing
SDC Review Committee		
Transportation Commission	Transportation	Management
Tree Commission	Urban Trees/Forest	Management
Wildfire Safety Commission	Wildfire Safety	Management

To; Joseph Lessard, City Manager

From: Emily Simon and Precious Yamaguchi, co-chairs of the Social Equity and Racial Justice Commission

Date: July 28, 2022

As you requested in your memo dated July 22,2022 but not received until July 26,2022, here are our comments and feedback to the resolution Establishing City Advisory Committees. As you referenced in your memo, please forward this document to the city council so that it can be included in their packets

We are deeply disturbed by the changes regarding the make up of the new SERJAC and that all current members of SERJ would need to apply for reappointment.

Page 2 of your cover memo states:

“I have requested the City Recorder forward this memo to inform current members of City commissions of the potential restructuring and suggest that their interest in appointment to a corresponding new Standing Advisory Committee will be forwarded by her to the Mayor for appointment”

Section 1F(at page 2) of the resolution mirrors this language.

“Standing advisory committee members(voting,alternative, and ex officio) will be appointed by the Mayor with the consent of the City Council. Members of City commissions with corresponding responsibilities as the Standing Advisory Committees will be invited by the City Recorder for appointment by the mayor.”

We suggest that city staff notify commissioners individually to assess their desire to continue on the committee, and that if the person indicates that they wish to do so, that this be communicated to the mayor via email and that no further paperwork is required.

After establishing that like all city advisory committees including SRJAC will have nine voting members; Section E of the resolution at pages 7-8 provides that *Voting members will include six (6) core members from a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or unrepresented groups, such as Black, Indigenous, people of color, LGBTQ+, and disabled people. The three (3) remaining voting members of the SERJAC will be citizens at large, specifically including as available, individuals with backgrounds in Ashland businesses, non-profit entities or public sector organizations.*

We are left in a quandary for how we function now. Obtaining a quorum is often tenuous at best, and recognizing that our numbers were thin, and without knowing about these new requirements,

we recruited two new individuals to be on the committee. We do not know if current members of the commission will want to reapply particularly in light of the fact that six of us may be qualified to be on the committee because of our status, and three of us would be “citizens at large”. Your division of potential members into these two categories will, we believe, severely limit both the pool of new applicants, and the desire of many of us to reapply, as it appears that a person’s status will be the basis for an appointment to the committee. Your delineation of the six and three smacks of quotas and is completely counter to all DEI work which is focused on broad inclusion, with people self identifying as they feel comfortable, not being identified, defined or selected solely because of their status. Many of us on the committee, in fact many people in Ashland, have identities in the first category (for the 6 people) and also are “citizens at large” in the second category (for the 3 people). You are completely ignoring the intersectionality of identification that makes this city tick. Worse yet, as co-chair of this commission, I believe that these designations will cause divisions on the committee if the City of Ashland is fortunate enough to get enough people to populate this committee.

I suggest that these changes be deleted and that the original language in Section 2.20(E) be reinserted which provides:

“Commission membership shall reflect a broad spectrum of community interests and perspectives, specifically including individuals with backgrounds in race and social equity work and a representative cross section of historically marginalized or unrepresented groups, such as Black, Indigenous, people of color, LGBTQ+, and disabled people. It seems to us that the inclusion of “reflecting a broad spectrum of community interests and perspectives” can incorporate any individuals that you are seeking to involve.

Alternatively, unlike for other commissions in the resolution, and despite the language on page 1 of your memo that *“A Committee may also have Mayor appointed and Council approved alternate members recommended as a means of transitioning to the restructuring.”*, there is no provision for alternate members for SERJAC. There is a provision for the *City Manager to appoint one(1) non-voting ex officio member to the SERJAC to provide support to the committee,* We believe that to be the staff person. Perhaps you would like to consider appointment of ex-officio or alternate members when the time comes for the roll out of any planned DEI initiatives, rather than using the language that you have proposed to constitute the commission.

We often do not have a quorum for our meetings. We have two individuals who put their names in to be on the commission. Unless they are appointed before our next meeting on September First and enough of our members reapply, we will be unable to have a meeting.

Hi Joe.

Thank you for sharing this with commissioners before presenting it to the City Council.

As current chair of the climate policy commission, I have encouraged commissioners to contact you directly as you suggested since there is not enough time for the commission to meet and present you with collective input from the commission as a whole.

My input regarding the proposed Climate and Environment Policy Advisory Committee is as follows:

1. The "interests" listed in the first paragraph should include climate. The Council established the Climate Policy Commission (CPC) three years ago to oversee implementation of the Climate and Energy Action Plan (CEAP). That work is not done; indeed, by some measures Ashland is farther from reaching its climate goals today than when the CEAP was approved by the Council in 2017. Around the time the Council established the CPC, it expanded the name of the Conservation Commission to include "climate outreach." Climate continues to be a pressing interest of Ashland (both resilience to climate changes we already experience and reducing our City and community's emissions of greenhouse gases), and it affects both livability and economics.

2. Overseeing implementation of the Climate and Energy Action Plan. As we discussed when we met a couple of weeks ago, the CEAP is embedded in AMC 9.40 Climate Recovery, which also specifically mentions a Climate and Energy Action Plan commission with responsibility to provide advisory input on CEAP implementation and updates. CPC oversight responsibility for the CEAP is further detailed in AMC 2.27 Climate Policy Commission. The many enumerated responsibilities of the proposed Climate and Environment Policy Advisory Committee (CEPAC) do not include oversight of CEAP implementation. Attention to "climate resilience and preparedness initiatives, including Ashland's Climate and Energy Action Plan (CEAP)," falls far short of what is required by AMC 9.40 and covers only one of the CEAP's two goals. Are you proposing to abandon citizens' oversight of CEAP implementation or are you proposing some other mechanism than a citizens' advisory committee to do it?

3. Setting the committee up for success (or disappointment). The proposed CEPAC would cover a wide range of issues without a clear link to a specific plan (or plans) with clear goals and indicators. It seems rather unwieldy to me. The fact that the CPC is explicitly tied to the Climate and Energy Action Plan approved by the City Council and embedded in municipal code has been a great help in prioritizing the commissioners' work for the benefit of the City. Without such clear planning guidance that comes ultimately from the City Council, it may be difficult for the CEPAC to prioritize its work effectively without much greater ongoing guidance from the City Council itself than has been the case for any of the current commissions.

Comments on the overall framework for all advisory committees:

1. Quorum. As I mentioned when we met, the current quorum rules for commissions (over half of all voting positions, whether or not filled) sometimes makes it difficult to meet quorum when there are several vacant seats. I like the quorum rule you propose as long as a minimum of three (3) members are in attendance. The text says "five (3)."

2. **Term of appointment.** Currently, commissioners serve three-year terms and may be reappointed (reappointments normally occurred in April of each year). I don't see anything about the term of appointment in the draft resolution. Is the intention that committee members serve indefinitely?

I'd be happy to discuss any of this at your convenience.

Allbest,

Bob Kaplan

Dear Mr. Lessard, Mayor Akins, City Council, City Counsel, and Public Works Director,

Thank you for the opportunity to comment on the upcoming resolution for City Advisory Committees. I currently serve on the Transportation Commission (TC) and do feel that it is a vital cog in the city's infrastructure future; from a health and safety perspective, traffic and pedestrian flow, and the environmental impact goals. In my opinion I do not believe it would be prudent to move it to a Management Advisory Committee (MAC) and that it should be in consideration for Standing Advisory Committee (SAC).

My reasoning is as follows:

1. Transportation is critical for the life of any city. If you look at the National League of Cities 2022 studies, Roads, Streets and Signs is always in the top 4 items in all regions of America (with regards to subtopics). Also, in the studies it has Infrastructure (which includes roadways, transportation and pedestrian infrastructure, along with downtown revitalization) as the most important item; Economic Development was second, followed by (in descending order) Budgets and Management, Public Safety, Health and Human Services, Housing, Energy and Environment, Government Data and Technology, Demographics, and lastly Education.
2. Transportation is vital to the City in many areas; from Economic Development (how are the tourist getting into Ashland?) to the Environment (things like green house gas admissions/carbon footprint). Transportation covers a wide swath of items such as; sidewalks, pedestrian safety, bicycle safety, driver safety, street safety, and fire evacuation to name a few. You know the new freeway (Interstate 5) emergency on ramp at the North Mountain overpass? That was done based on advice from the TC. Kind of important given the fire we had and potential fires in the future due to climate change.
3. The TC has put in a lot of effort into revising the Transportation System Plan (TSP) update (which I believe is a legal requirement) and I am not sure switching to a MAC would be good timing. The TSP should be completed (and approved by the Mayor and Council) before disbanding/moving the TC to a MAC. Again, my belief in moving the TC to a SAC would be more advisable. Just for context, there have been several public

comments made at TC meetings with regards to when the TSP update is going to be completed.

4. Public Works has recently implemented the Traffic Calming Program (TCP), which is getting a lot of interest from the community and is being requested regularly. In the TCP, it is set-up for the TC to review and advise/give direction to Public Works. This would need to be changed (verbiage mainly) and the City could possibly lose those of us who have work hard on it or lose the intention of it with new (which we need to get back to full members anyways) advisory committee members.

5.

For the record, the TC has and always will be an advisory commission to the City, contrary to what some people think. We do not and cannot make policy, again we just advise. It has no authority on decision making, just us putting in our input for a safer and more equitable city. The only TC meetings that have been cancelled during my time where due to COVID and not for a lack of work to do.

Lastly, moving/demoting the Transportation Commision (soon to be a Committee), seems disingenuous. Don't we all value being able to move around the city in whatever mode of transportation we want? Relegating the TC to the "minor" leagues doesn't send a good message to the public; hey we care about art but not how you move about our city. Not attacking the Art Commission (as they do have a budget and have to be in a SAC) just using it as a reference.

Again, thank you for the opportunity to have a voice in the decision-making process of our great and beloved city. I trust that you all will make the best decision for the City. Feel free to contact me with any questions or clarifications.

Kind regards,

Mark Brouillard
Vice-Chair, Ashland Transportation Commission

Hello Melissa--

I am currently the chair of the Housing and Human Services Commission. I am writing now because the deadline for input is today. We have a Commission meeting from 4-6 pm today, and

there may be additional comments after that meeting, but I want to forward my concern to you now, just in case.

In the section of the Advisory Committee description for Housing and Human Services, there is reference in item 5 regarding monitoring the Ashland Social Service Grants, but there is no reference above that for reviewing and making recommendations to the City Council regarding those grants, as is delineated for the Community Development Block Grants and the Housing Trust Fund grants. If that was intentional, I would like to know the reasoning. However, if it was an oversight, I am hoping it can be corrected before the final draft goes to the Council

Thank you so much.

Linda Reppond

Hi Mary and Joe, I am responding to the proposed resolution establishing city council and management advisory committees. Having only two days to respond to the memo is a tight timeframe. I recommend extending the response timeframe to at least two weeks. I am also CC'ing Marni Koopman, Bob Kaplanm, Mayor Akins, and City Councilors.

Hi Joe

Welcome to our small and traditionally citizen involved City. Below are my comments to the proposed resolution establishing city council and management advisory committees.

I appreciate that the City of Austin Texas, adopted a Climate Equity Plan in 2021. I assume that you played a key role in its development and approval and understand the importance for everyone to step up. I see that the Austin CEP focuses on sustainable buildings, transportation and land use, transportation electrification, food and product consumption and natural systems.

I have been a resident of Ashland since 1983 and have deeply appreciated that the City Council has encouraged citizen involvement in the form of committees and commissions. Beginning in 2008 I and several Conservation Commissioners and Ashland residents (young and old)

worked closely with the Mayor, City Council, City Manager (Martha Bennett, and subsequent other City Managers), and outreach and input from City residents and businesses. This culminated in the City Council approval of the CEAP in 2017. This was no small effort.

I understand the budget dilemma that the city is in and know that it needs to be addressed promptly. Personally, as a homeowner, I responded to the budget survey choosing the only option that makes sense to me (option 11) ... to increase property taxes by \$17/mo. in order to prevail over the current deficit and to hire needed police and firefighters. What better can we do than to support one another as a community... to provide the best to our citizens and to our reintegration to being of harmony with this beautiful earth that supports us?

In the first couple of years after CEAP approval, we got off to a good start. The city hired Stu Green as an analyst to support the plan implementation at a staff level and adopt the [Climate Recovery Ordinance](#). The ordinance was the basis of rechartering/creating two commissions (recharter of the Conservation Commission into the Conservation and Climate Outreach Commission) and creating a new Climate Policy Commission.

In May of 2021, Stu Green presented the annual [Climate and Energy Action Plan report](#) to the city council. A highlight of the report was that “Ashland is not meeting our goals to reduce greenhouse gas emissions... and that it is important for the city to lead the way with investment choices that reduce emissions and increase resilience to likely climate impacts”. The words “investment choices” stand out to me. By investing now there is a chance that the future for our children and their families will not be as grim. At least we can say that we did our part. Wise investments include funding for CEAP goals and actions.

I appreciate that the City Council included a Climate and Environment Policy Advisory Committee (CEPAC) as one of the proposed Standing Advisory Committees. However, I am concerned that the current City Council does not yet grasp the critical importance of implementing the goals and actions identified in the CEAP.

- A small but significant step is for the city to hire Stu’s replacement ASAP, especially in light of the fact that funding for that position is not affected by the current budget issues.

Regarding the proposed CEPAC. I notice that under the responsibility section the last bullet states “Climate resilience and preparedness initiatives, including Ashland’s Climate and Energy Action Plan (CEAP)”. Reducing GHG emissions will lead to better climate resilience. The CEAP makes it abundantly clear that we need to reduce our emissions.

- Would you please include the words **climate mitigation** in this bullet? Recommended wording: “Climate mitigation, resilience and preparedness initiatives, including Ashland’s Climate and Energy Action Plan”.

On another note, missing from the proposed list of standing advisory committees is planning, transportation and forest lands representation. Albeit that public arts and historic preservation advisory committees are important, the aforementioned commissions also play very important roles as citizen representation bodies. Purely from the CEAP perspective we need planning - AKA providing support toward sustainable (net zero) buildings, transportation - AKA transportation

electrification and cycle/ped issues, and forest lands - AKA natural systems including the WUI (wildland urban interface).

➤ I recommend that you reconsider including planning, transportation, and forest lands (WUI) in the list of potential standing committees.

Thank you for asking for my input. If you have any questions, I am happy to meet with you. And, welcome to our beautiful little City!

James McGinnis

Mr. Lessard,

Below and attached, please find my comments regarding the above topic. Thank you for the opportunity to provide input. If you want to talk further, please feel free to respond to this Email address or my cell phone.

Best regards.

Joseph Graf.

Member, Ashland Transportation Commission

July 28, 2022

From: Joseph Graf, Member Ashland Transportation Commission

TO: Joseph Lessard, City Manager; joe.lessard@ashland.or.us

RE; Proposed Restructuring of Ashland City Commissions

Thank you for the opportunity to comment on the proposed restructuring of City Commissions. Although the recommendation and proposed resolution do not include a rationale for making these changes, we all want to ensure that City staff and Council make the best decisions with the most effective public input to these decisions. As a long-time member of the current Transportation Commission and as a former member of three ad hoc advisory committees (Water, Waste-Water, and Downtown Parking and Multi-Modal), I understand that there are different ways for citizen volunteers to help the City and that having a Commission for each of them is not the only option.

Having said the above, I do worry about what I perceive as a proposed reduction of the role and value of a global view of transportation under the new organization. Based upon my experience, I we need an advisory group charged with advising Council and other Commissions or Advisory Committees on transportation issues, because the safety and efficiency of the transportation system is often affected by the decisions that these other groups make. My preferred way to accomplish this is to bring the current Transportation Commission and its existing charge into the group of Standing Advisory Committees. Otherwise, I see a real risk that the important charges to the current commission will get lost in this new organization, if not under the current City Manager and Public Works Director at some future time.

You likely are receiving input from members of many Commissions affected by this proposal with long lists of reasons arguing for the status quo. My list arguing for the Transportation Commission to be a Standing Advisory Committee in the proposed reorganization follows this note. Use what makes sense

for you. Lastly, please note that in my role in these groups, I gained great respect for and had very good working relationships with the current and previous two Public Works Directors. Working with City staff has always been a pleasure for me.

Thank you for listening.

Please feel free to contact me with any questions.

Graf Rationale for Transportation as a Standing Advisory Committee:

1. The safety and efficiency of the transportation system is essential to Ashland's long-term health.
2. When we are revising Ashland's 12-year old Transportation System Plan is not a good time to dissolve the Transportation Commission.
3. Transportation issues overlap with the role of many of the other advisory groups, but none of them has the focus on safety and efficiency of our streets, sidewalks and bikeways as a primary major focus. Thus, an advisory group equal in status whose charge includes advising other groups on transportation issues will improve decision making in many areas.
4. Transportation issues continuously arise that need solutions, some of which can be handled by Public Works and some of which require Council action. Many of these issues start with public input, most recently through our new Traffic Calming Program. This in addition to the TSP Update will require the transportation advisory group to meet on a continuous and regular basis. Thus, it will be a standing committee in practice whatever name is assigned to it.
5. The proposed restructuring of advisory groups sends the message, intentional or not, that transportation is not highly valued and that having a group advising council on the issues in the current charge to the Transportation Commission is not wanted by the City. This may very well discourage citizen input, interest in joining the advisory group and potential for grants in support of transportation projects.

Dear Mr. Lessard and Council, City Interim Counsel, City Recorder, Public Works Director,

The restructuring of the Commission System comes at a time for a multitude of changes to our City government. Thank you for inviting my input and comment through the Public Works Director on the Resolution on Citizen Advisory Committees.

I have made comment before in front of Council as a citizen and as a member and Chair of the Transportation Commission to the importance of the existing structure and the need for it to be strengthened in terms of facilitating the flow of communication from Staff to Council to Citizens. This communication, and the lack thereof, is part of the reason, in my opinion, for the dissemination of misinformation on social media in particular. Critical information and programs and projects that have been developed by the Wildfire Commission, The Climate Policy Commission, the Housing and Human Services the Transportation Commission and others have been inadequately communicated to the public, much to the detriment of the need for an informed and engaged citizenry. I hope that this restructuring can be part of what leads us out of that quagmire to a more truthful telling of the

challenges we face, the manageable solutions we have within our grasp and the importance of citizen participation in the endeavor to proceed to building a resilient and sustainable Ashland.

It is not clear to me why the Transportation Element has not been mentioned in the Climate and Environment Policy Commission, in particular, and other Commissions, in general. The Transportation Sector is responsible for 30-35% of GHG emissions. Access to transportation is critical in making sure that all ages and abilities are given the equitable ability to move through the community safely, no matter what mode they choose. Planning for development of housing and all other uses is not only critical in having a complete transportation plan, it is also State law.

It is not clear to me why the Transportation Commission has been placed in the category of Management Advisory Committee, nor is it clear to me why the City Manager did not meet with the Transportation Commission or at least send a memo explaining the reasoning behind the categorization. It was also disappointing to be stuck in limbo as reappointments were not authorized, a pro forma measure which could have been in place even before the Council Special Sessions of May 23rd and 24th when the Commission Reorganization was first made public.

However, in my conversations with our Public Works Director, I feel that the work that all past, present and future Commissioners have done and will do for this community is appreciated, is important and will continue to fulfill the Transportation Commission's mission and vision for our community. I would hope that the City Manager and the Council agrees with our Public Works Director with that continuance as the Transportation Management Advisory Committee is established. Setting Public Meeting requirements, if any are needed, to set the Procedures for establishing the Transportation Management Advisory Committee would be helpful.

Thank you for your time and service to our community.

Linda Peterson Adams
642 Oak Street
(541)554-1544

Joe, I like the change to the quorum definition basing it on the number of currently approved members vs total number of slots available. Did you mean to state three in the bold text below?

'A quorum of each standing advisory committee shall consist of more than one-half (1/2) of the total number of its current Council-confirmed voting members, but in no case fewer than **five** (3) members.'

With the change to the quorum definition I do not see the need for alternate members to step in to make a quorum. I think it is confusing on what their role would be for responsibilities and attendance and we would be better served to have them apply for a voting member role in the standing advisory committee.

Thanks,

Ray Mallette CPC member

To City Manager Joe Lessard:

I have read closely the memo for the coming Council meeting regarding a restructuring of our city's excellent civic engagement structure with a broad array of citizen committees/ commissions.

1. With so many critical issues now facing Ashland not the least finding the time to have Council consideration of the recommendations for emergency weather policies this memo is taking time and political energy for an reform where is No problem. The best solution would be to drop this issue now and get on to more pressing problems. I have been involved in civic engagement with several cities in Oregon and other state. And Ashland's broad public participation in voluntary commission is one of the best I've seen.
2. While the Housing and Human Services Commission and other Standing Committees will likely continue with much the same roles and advisory power there are other committees that will be disbanded. I would hope that the volunteer members in those committees would be heard about how their essential work will be able to be continued.
3. The section of Management Advisory Committees MAC is to me a big step backward. This sections seems to make those MAC only subject to administration with a mission only determined by admin. Having a permanent mission is a key part of why folks take the time to be involved. They seem to be much more ad hoc and more directed at a small role to provide advise that the Admin wants. That to me is not a very rewarding role for engagement.
4. While there is some history of council discussion my contacts with other commission folks says that many have not heard much about this until now with just VERY SHORT time to give feedback. My suggestion is to give the community and commission members more time to give their advise.

Thank you for your consideration of a better approach to civic engagement
Rich Rohde 124 Ohio St Ashland rvoarich@yahoo.com

Rich Rohde

Bill –

I have reviewed the City Managers July 22, 2022 memorandum regarding City Advisory Committees. I can agree with all the City Manager's recommendations with one exception. The one exception is his recommendation regarding the Tree Commission where the Tree Commission would become a Management Advisory Committee (MAC) rather than a Standing Advisory Committee as presently structured.

The City Manager recommends that the Historic Commission remain a Standing Advisory Commission (SAC). The proposed Resolution recommends that the Historic Commission as a SAC continue to advise City staff and the Planning Commission concerning the improvement of designated historic properties in connection with Type 1 and Type 2 Planning Action involving new construction or existing historic resources.

Presently the Tree Commission as a SAC serves in a similar advisory role as the Historic Commission except the Tree Commission advises on tree resources rather than historic resources.

I have talked to Planning Commissioner Kerry KenCairn who is a licensed landscape architect and a former Tree Commission member. Also, I talked to Planning Commissioner Michael Dawkins who has long worked in the landscape and horticultural field. Both said that while they are pretty well versed in trees, they do not feel they have the expertise needed to best advise the Planning Commission about the preservation or removal of trees as part of development projects.

As presently structured, the Historic and Tree Commissions as SAC's are structured so as not to add additional review time to development projects. The Tree Commission is proposed to become a MAC which as proposed to be structured does not provide for immediate timely action as is the case with a SAC. All I can see with the MAC as proposed is more review time for a project when compared to the consistent, ongoing functioning of a SAC.

In talking to Kerry, she said she feels strong enough about the Tree Commission remaining on an equal level with the Historic Commission as a SAC that she may attend the August 2nd City Council meeting and speak. I plan to attend but do not plan to speak if Kerry speaks. As stated at tonight's Planning Commission meeting, other Commissioners are welcomed to pass along any thoughts they have.

Haywood
Planning Commission Chair, Haywood Norton

Is the Airport Commission an active Management Advisory Committee, or is it to be appointed still? If it's continuing, am I approved to serve again?

Patt Herdklotz
Once Vice-Chair of the Airport Commission

Hi Melissa,

Can you tell me what this means vis-à-vis the Ashland City Band? Would the band come within the purview of the Public Arts Advisory Committee?

Thanks!

Bruce

Hi Melissa! :-)

Just a few questions:

- In section 2. A. under “Climate and Environmental Policy Advisory Committee” I noticed there’s a potential for 9 voting members, **and** up to 6 ex-officio members. Does that mean the 6 ex-officio members will not be voting members?
- In the same section, I see that among the ex-officio members, there’s one representative of the solid waste franchisee. Does that mean I don’t need to express interest in appointment to the CEPAC?

Thanks for your clarification!

Jamie Rosenthal
Recology Ashland

July 27, 2022

**Johanna Tuthill, Associate Planner
Planning Department, City of Ashland**

Johanna, in response to the request for comments on the City Manager’s Memo for the proposed future structure of City Commissions, following are my thoughts for consideration.

With regard to appointment to “Advisory Committees” and in particular to the proposed Public Art Advisory Committee (PAAC) I recommend:

- 1) Codify in code or rule or practice that applicants interview the current Chair (of the PAAC) and the current Council liaison for their written interview comments to be provided to the Mayor or City Manager prior to a recommendation to appoint the applicant to the Advisory Committee. City equal opportunity procedures for diversity inclusion and equity apply to all discussions and interviews.**
- 2) Codify or create a rule or practice that the PAAC will be provided quarterly reports on the balance of the Public Art Account in order for the PAAC to consider short term and long term public art project recommendations to the City Council. (E.g., the public art acquisition prior to Golden Connections between the library and Fire Station took a few years to be awarded, completed and installed).**
- 3) Codify a rule or practice that the City staff will provide information about donors to the Public Art Funds from individuals or grant of foundations, etc., in order to allow for appropriate thank you correspondence and where appropriate for public acknowledgements and appreciation for the**

donation(s), and where requested by granting organizations in order to meet grant requirements.

4) Codify or create a rule or practice that the City staff liaison will maintain a file of current members of the PAAC with regard to their city residence and background to comply with the eligibility criteria outlined in the City Manager's Memo. This info will be shared with the Mayor, Council Liaison and Chair for consideration and in meetings with applicants and making appointments or recommendations.

5) Codify a rule or code that the City Attorney or designated staff will conduct a regularly occurring (as needed) orientation of new Advisory Committee Members. Codify that the City Liaison to each Advisory Committee together with the Chair will hold an orientation on projects and current activities with newly appointed members.

Ken, Chair, PAC.