



CITY OF BEND

M E M O R A N D U M

To: Juniper Ridge Management Advisory Board
From: Matt Stuart, Urban Renewal Project Manager
Subject: Advisory Board Roles, Responsibilities, and Guidelines
Date: June 17, 2019

R O L E

As adopted in City Council Resolution No. 3143, the role of the Juniper Ridge Management Advisory Board (JRMAB) is to advise the City Council and the Bend Urban Renewal Agency (BURA) on the future development of Juniper Ridge with regard to Bend's changing economy, giving consideration to the following values:

- a) Assure quality development throughout Juniper Ridge;
- b) Generate revenue from land sales consistent with good business practices, ensuring land sale revenues support continued development at Juniper Ridge;
- c) Enhance sustainable building and development in Juniper Ridge by promoting a development pattern that is resource efficient; and,
- d) Guide the development of marketing strategies that serve existing Bend employers and specifically targets the identified economic clusters for Bend and Central Oregon.

C O M M I T T E E G U I D E L I N E S

The City Council appointed a Chair and Vice Chair to lead the committee during the appointment process. The Chair and Vice Chair will be responsible for:

- a) Meeting with staff between meetings to help develop agendas, meeting formats, and supporting staff in public outreach. Chair and Vice Chair may be responsible for commenting on or reviewing documents.
- b) At meeting, Chair and Vice Chair will be responsible for identifying strategies for moving group discussions forward.

- c) Chair and Vice Chair will be responsible for assisting in presenting JRMAB's advisory recommendations and a summary of JRMAB discussion to Council and/or BURA

If a member can no longer participate on the JRMAB, please let Matt Stuart know so that an alternate can be appointed at the earliest meeting date possible.

The Mayor has appointed two alternates to fill seats on JRMAB, if necessary. The Mayor must approve any replacement of JRMAB members.

Should a JRMAB member miss more than two JRMAB meetings without reason or notice, one of the JRMAB alternates will be appointed to the committee in that members place.

M E E T I N G G U I D E L I N E S

- a) The agenda and JRMAB discussions will be managed by the Chair, or someone designated by the Chair, which may include the project facilitator.
- b) Meetings will begin and end on time. If agenda items cannot be completed on time, the group will decide if the meeting should be extended or if an additional meeting should be scheduled.
- c) At times, the process will move quickly, so it will be essential to make decisions as efficiently as possible to stay on schedule. JRMAB members will review materials prior to meetings and actively participate in the discussion and decision-making process at each meeting.
- d) At the meetings, JRMAB members will:
 - Provide direct input as required to help reach group consensus;
 - Share the available speaking time so that all JRMAB members can be heard;
 - Be respectful of a range of opinions;
 - Strive to incorporate perspectives they hear throughout the community;
 - Focus on successfully completing the agreed upon agenda;
 - Avoid side discussions when others are speaking;
 - Express concerns, issues, and perspectives clearly, honestly, and early in the process;
 - Voice concerns regarding agenda items as needed at the meeting, rather than voice concerns to consultants and staff after the meeting; and
 - Strive for consensus and acknowledging points of mutual agreement.
- e) The Chair will gather comments and perspectives from other JRMAB members before a member speaks multiple times on an issue.
- f) The Chair will provide opportunities for brief public comment or announcements at the beginning or end of each meeting. Public comment will generally not exceed 20 minutes of allotted meeting time with a maximum of 3 minutes per individual, unless consent of JRMAB allows otherwise. Time permitting, the Chair may provide opportunities for public

comment at other times of the meeting with the consent of the committee, such as immediately before the JRMAB makes a decision. The agenda may indicate specific items where public comment is invited.

- g) Meeting minutes will be prepared for each meeting and distributed to JRMAB members for review and approval.
- h) When JRMAB members identify issues that are outside the scope of the committee's purpose or role, the ideas will be documented in an "idea bin" for future use by others, and the group will continue with the agenda.
- i) JRMAB meetings are "public meetings" under Oregon's public meeting statutes. They will be duly noticed and open to the public. Committee members will conduct substantive discussions about JRMAB business only at JRMAB meetings and not outside the public meeting setting. City staff will advise JRMAB of public meetings requirements.
- j) Before taking action on recommendations, JRMAB members will declare potential conflicts of interest, in accordance with Oregon law.

D E C I S I O N M A K I N G

- a) The JRMAB will make every effort to make decisions by consensus. Consensus is reached when all committee members either support or can live with the proposal, even if it is not each committee member's personal favorite.
- b) If consensus cannot be reached, a vote will be taken. A majority of the JRMAB members present must agree for a group decision to be made. Absent that, the opinions of the members, and vote tally, will be recorded and be represented as not reaching consensus or a decision.
- c) A quorum is required to record a consensus or voted position of JRMAB. A quorum of the JRMAB shall be a majority of the members appointed to serve.
- d) Prior decisions made by the JRMAB by consensus or vote may be reconsidered when there is a consensus or a majority vote approving a reconsideration. The City's project manager will inform JRMAB of potential impacts to the budget and schedule when substantive issues are proposed for reconsideration.