

CORE AREA ADVISORY BOARD CHARTER



CITY OF BEND

PREPARED FOR: Core Area Advisory Board

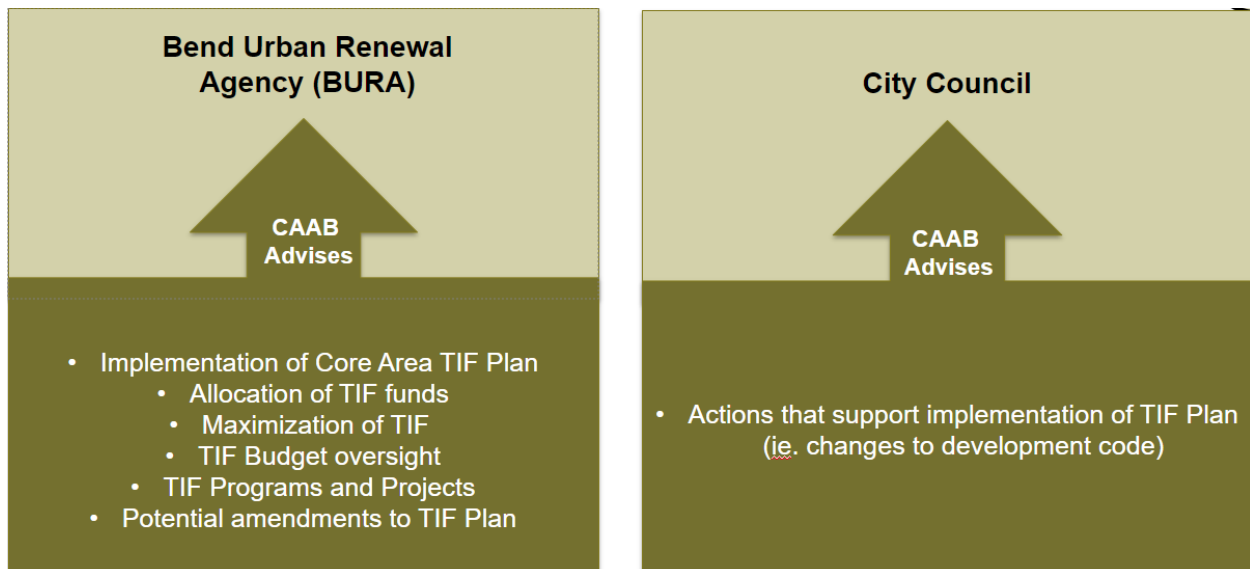
PREPARED BY: Allison Platt

UPDATED: January 20, 2022

OVERVIEW

This memo describes the purpose, decision making structure, responsibilities, membership, staffing, meeting guidelines, communication guidelines, and meeting commitment for the Core Area Advisory Board (CAAB).

PURPOSE AND ROLE OF CAAB



As outlined in Bend Municipal Code 17.10.005, the purpose of the CAAB is to conduct public meetings to obtain public input in order to advise the Bend Urban Renewal Agency (BURA) on:

- Implementation of the Core Area Tax Increment Financing (TIF) Plan
- Policy decisions on implementation of the Plan
- Other City and BURA policies for the Core Area TIF District including policy, budget, and implementation of urban renewal projects and programs identified within the Plan
- Recommendations that focus on the maximization of tax increment in the Core Area through catalytic investments

Community & Economic Development

Urban Renewal
January 2022

CORE AREA ADVISORY BOARD CHARTER

CAAB may also directly advise the Bend City Council on City actions to support implementation of the Plan and development in the Core Area, including but not limited to changes to the Bend Development Code.

DECISION MAKING STRUCTURE

CAAB will make recommendations to BURA, and BURA will make final decisions on the implementation of the Core Area TIF Plan and use of TIF funds.

Similarly, CAAB may make recommendations to City Council on actions to support implementation of the Core Area TIF Plan and development in the Core Area. However, City Council will ultimately make any final decisions on Core Area related actions.

Responsibilities of Participants

Members of CAAB will:

- Attend meetings. It is anticipated CAAB will meet monthly initially and may meet quarterly in the future depending on CAAB's work plan and with consensus to reduce meetings from the BURA Chair, Staff, and CAAB Chairs.
- Abide by the agreed upon meeting guidelines.
- Strive to incorporate perspectives they hear throughout the community.
- Ask questions and seek information to ensure understanding. Express concerns, issues and perspectives clearly, honestly, and early in the process.
- Consider input from the public and project team in making advisory recommendations.
- As possible, attend Core Area-related public events.
- Share differences of opinion on ideas; silence is considered consent.
- Help create an atmosphere where differences of opinion can be raised, discussed, and melded into group decisions. Divergent views and opinions are expected and are to be respected.
- Talk to others in the community to give and receive information about the Core Area.
- Consider input from the public and staff in making advisory recommendations.

Board Membership

As outlined in Bend Municipal Code, 17.10.005, CAAB consists of up to nine (9) voting members appointed by the BURA Chair with confirmation by motion of BURA, with the following representation:

1. Up to four (4) members that are residents, business owners, property owners, and/or designated management representatives of a business or property owner whose business or property is located within the Core Area TIF District. At least one of these

CORE AREA ADVISORY BOARD CHARTER



CITY OF BEND

members shall be a business representative or resident that rents or leases within the Core Area.

2. Up to four (4) members with expertise in the following:
 - a. Real estate or affordable housing development, finance, or lending, or urban planning or design;
 - b. Mobility, transit and/or multi-modal transportation;
 - c. Social services and/or social justice;
 - d. Sustainability and environmental justice.
3. Up to two (2) at-large community members.

The Board may also be advised by nonvoting representatives of the following agencies:

- Bend Chamber of Commerce
- Bend LaPine School District
- Bend Park and Recreation District
- Deschutes County
- Deschutes Library District
- Central Oregon Community College
- Central Oregon Intergovernmental Council (if adopted, effective February 19, 2022)

Non-voting members will be designated by their respective agencies. Agency representatives may participate in committee discussions but are not voting members of CAAB and are not counted toward a quorum of CAAB members for conducting committee business.

Board Structure

- Members have been appointed by the BURA Chair. Non-voting members will be designated by their respective agencies, and agencies may change their designated representatives as desired.
- If a vacancy in a CAAB member position occurs, the BURA Chair must appoint a replacement CAAB member. BURA has identified two alternates to fill seats on CAAB if necessary. In the case of a vacancy, any alternates who have been identified shall be appointed to fill the vacancy before others are appointed to the body. If the identified alternates do not maintain the required representation on the committee, as set forth in code, BURA may seek applicants to maintain the required balance of representation, without first using identified alternates.
- CAAB meetings will be facilitated and staffed by the Core Area Project Manager with assistance from City staff or consultants as needed.

Community & Economic Development

Urban Renewal
January 2022

CORE AREA ADVISORY BOARD CHARTER

- CAAB meetings will be led by an appointed Chair. The Chair will be primarily responsible for running meetings and the Vice-Chair will run meetings in the Chair's absence.
 - Chair and Vice Chair will be appointed by CAAB members annually at each January meeting.
 - Between meetings, the Chair and Vice-Chair will assist staff to develop agendas and meeting formats, and support staff in conducting public outreach. They may also be responsible for commenting on or reviewing documents.
 - At meetings, the Facilitator (Core Area Project Manager) will be responsible for identifying strategies for moving group discussions forward.
 - The Chair and/or Vice-Chair will be responsible for presenting CAAB recommendations to BURA and City Council, as needed. Other CAAB members may present to BURA and City Council if the Chair or Vice-Chair are not available, or if desired by the committee.
- CAAB may be informed by ad hoc working groups, as needed.
 - Working groups may be formed by the CAAB Chair and Vice Chair, in consultation with CAAB membership, and approval of staff as needed.
 - Working groups may be comprised of staff and CAAB members.
 - Working groups will be a forum for more in-depth information sharing and discussion to inform CAAB recommendations. Working groups may make recommendations to CAAB, as directed by CAAB, but will not make decisions or recommendations to BURA or the Bend City Council, or substitute for CAAB discussion. Working group meetings will be subject to public meetings rules.
 - Working groups will abide by CAAB protocols.

Role of Alternate Members

BURA can select “alternates” during recruitment processes for the Core Area Advisory Board. BURA will be able to select up to two (2) alternate members each recruitment cycle for CAAB (every 2 years). Alternate members, while in alternate status, are not members of CAAB. They don't vote, don't participate in discussions, and are not expected to attend meetings. Alternates can attend meetings and may comment on the same terms as members of the public.

In the case of a vacancy in a membership seat, any alternates who have been identified shall be appointed to fill the vacancy before others are appointed to CAAB, until the next regular recruitment cycle.

For example, an alternate who has not yet been appointed formally by BURA can't be “called up” to solve a quorum problem on short notice.

MEETING GUIDELINES

Initially, CAAB meetings are planned to take place virtually over Zoom. Meetings will be open to the public but will also be recorded and available for the public to view following the meeting. In

CORE AREA ADVISORY BOARD CHARTER



CITY OF BEND

the future, CAAB meetings may be in person or hybrid, at the direction of the City Manager for public health safety.

- Meeting agendas and materials will be distributed to CAAB members at least 72 hours in advance of meetings. In some cases, materials may need to be distributed at meetings.
- Discussions will work towards consensus, but consensus is not required to move forward. Consensus is defined as the point where all committee members agree on the best option for the group even if it is not each committee member's personal favorite.
- CAAB discussions will be informed by staff presentations and recommendations and any input from the public, whether at public comment or through informal communications between CAAB members, agency representatives, and community members.
- 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 the topic can be resolved at a later meeting or otherwise, outside of the meeting. In some cases, because of Scope and Budget limitations, Staff will determine if an additional meeting is necessary.
- Meeting minutes will be prepared for each meeting and distributed to CAAB members for review.
- At the meetings, members will:
 - Share available speaking time
 - Be respectful of a range of opinions
 - Focus on successfully completing the agreed upon agenda
 - Voice concerns and complaints at the meeting where they can be directly addressed rather than outside the meeting
 - Strive for consensus
 - Be punctual, if you are going to be late or can't attend, let staff know
 - Put phones on silent
- During virtual meetings, members will:
 - Be prepared for meetings by testing video/audio prior to any meeting
 - Keep their cameras on
 - Mute microphones when not speaking
 - Use the raise hand function to indicate that you'd like to speak so that the facilitator can call on you and to avoid everyone talking all at once
 - Avoid multitasking and working on other tasks during the meeting.
- During in-person meetings, members will:
 - Avoid side discussions when others are speaking
 - Follow any recommended guidance and requirements to ensure public health of all participants
- Meeting agendas will provide opportunities for public comment related to the Board's agenda and purpose, not to exceed 15 minutes of allotted meeting time with a maximum of 3 minutes per individual; more public comment time may be allotted as directed by the Chair. Time permitting, the facilitator and/or Chair may provide opportunities for public comment at other times of the meeting with the consent of the committee.

Community & Economic Development

Urban Renewal
January 2022

CORE AREA ADVISORY BOARD CHARTER

Communications outside of meetings

- City staff will be responsible for distributing information to members, so everyone has the same information. Relevant discussions of project issues should occur at CAAB meetings, for the benefit of allowing all members and staff to be informed and participate.
- CAAB members are responsible for providing the Core Area Project Manager with information they believe other committee members should have.
- CAAB members are encouraged to share the board's progress with their respective constituencies at meetings, by email, or through newsletters. (Note that all communications as CAAB members may be public records; see other materials provided.)
- If contacted by the media, CAAB members may speak to the media on their own behalf and not on behalf of the group or the City/BURA. It is helpful if CAAB members provide a brief account of discussions with the media to the Core Area Project Manager to improve communication and awareness. CAAB members should refer members of the media to the Core Area Project Manager for official statements.
- CAAB discussions and deliberations must take place in a public format, and a quorum of committee members may not discuss issues before the committee outside of a public setting, including on group email messages or online/social media. A majority of committee members should not discuss or deliberate issues before the committee in person, in emails, or other electronic communication. Please do not use "reply-all" when responding to any emails from CAAB members or staff. See additional information provided for guidance on public records and public meetings rules.