



## Fairhaven Parking Task Force

### Guidelines and Functions – Updated March 6, 2019

Approved April 17, 2019

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The Fairhaven Parking Task Force (FPTF) convened in May 2013, following the City Council's request to review the Fairhaven Parking Plan and make recommendations to the Transportation Commission and the City Council for implementation of various parking management tools and cost mechanisms. The task force completed their work by March of 2015 with a Final Report, which was adopted by the City Council on June 15, 2015 through Resolution 2015-11.

The FPTF reconvened on March 6, 2019.

#### **Meeting Structure:**

The task force will meet on the third Wednesday of each month at 5:30 p.m. in the Fairhaven Library Fireplace Room. Meetings will last approximately 1 ½ hours. The taskforce will schedule additional meeting as needed.

There are 11 members on the task force. A quorum (6 members), 1 person from each group must be represented to comprise a quorum, substitutes may attend and vote.

Each meeting will include a 15-minute public comment period. Guests are asked to provide their comments in writing, and to limit their comments to 3 minutes.

#### **Member Responsibilities:**

The role of the task force is advisory only. Members should respect the limitations of their role and collective authority. Members shall be respectful to staff, each other, and members of the public.

#### **Meeting Materials:**

Draft meeting minutes will be provided electronically to the task force within two weeks of a regularly scheduled meeting.

Staff will provide other meeting materials (agendas, etc.) electronically one week prior to a regularly scheduled meeting.

#### **Role of City Staff:**

Eric Johnston, Assistant Director of Public Works Operations, will facilitate meetings. City staff will participate in an advisory and/or technical expertise role, and do not have voting authority.

Members should funnel all communications regarding the taskforce through Iris Kaneshige, Public Works Administrative Supervisor, to ensure public disclosure laws are met.

Additional City staff will be invited to task force meetings as additional, specific information is needed.

#### **Questions:**

Eric Johnston, Assistant Director, Public Works Operations

[ecjohnston@cob.org](mailto:ecjohnston@cob.org) or (360) 778-7700

Iris Kaneshige, Administrative Supervisor, Public Works Operations

[iskaneshige@cob.org](mailto:iskaneshige@cob.org) or (360) 778-7719