



# Ad Hoc Committee for Boards and Commissions



Jan 4, 2023

- Purpose: Boards and Commissions are established for the purpose of acquiring and studying information in specific areas and to make recommendations to City Council on issues within the board's area of expertise.
- 23 Boards and Commissions Total
  - 6 Quasi-Judicial, 13 Type 1, 4 Type 2
- Type 1 and Type 2 members have 1, 2, and 4-year terms and consist of either 7 or 9 members

|                | 1 year term | 2-year term | 4-year term |
|----------------|-------------|-------------|-------------|
| 7-member board | 1           | 2           | 4           |
| 9-member board | 2           | 3           | 4           |

- A person can serve on only 1 board unless it is a temporary committee
- No member shall serve more than two consecutive terms. A term includes the balance of an unexpired term served by a person appointed to fill a vacancy if such unexpired term exceeds 12 months

## Advisory Boards - Type 1

**Type 1** advisory boards make recommendations to the City Council and City staff on particular areas of knowledge or expertise. Recommendations made by advisory boards are formal opinions to the City Council on items and subjects that are on the boards' approved workplans. These recommendations are limited to advisement and are not decisive actions.

- Affordable Housing Board (7 members)
- Air Quality Advisory Board (9 members)
- Disability Advisory Board (9 members)
- Economic Advisory Board (9 members)
  - Energy Board (9 members)
  - Golf Board (7 members)
- Land Conservation and Stewardship Board (9)
  - Natural Resources Advisory Board (9)
- Parks and Recreation Board (9 members)
  - Senior Advisory Board (9 members)
  - Transportation Board (9 members)
- Youth Advisory Board (btwn 5-9 members)

## Advisory Boards - Type 2

In addition to serving an advisory function to the City Council and City staff, the assigned functions of **Type 2** advisory boards give them the authority to make decisions on certain matters specified in the City Code. These decisions then serve as formal recommendations to City Council or City staff for their consideration and adoption.

- Art in Public Places Board (7 members)
  - Citizen Review Board (7 members)
  - Cultural Resources Board (7 members)
- Human Services and Housing Funding Board (9)

## Quasi-Judicial Commissions

**Quasi-judicial commissions** are non-judicial bodies that use formal procedures to objectively determine facts, interpret the law, and draw conclusions to provide the basis of an official action. Decisions of quasi-judicial commissions are subject to appeal to the City Council or the courts.

- Building Review Commission (7 members)
- Historic Preservation Commission (9)
- Human Relations Commission (9)
- Land Use Review Commission (7)
- Planning and Zoning Commission (7)
  - Water Commission (9 members)

## Resolution 2016-039 updating the responsibilities of Council liaisons to boards and commissions

- Serve as the primary two-way communications channel between Council and board
- Take the lead in filling vacancies, reviewing applications, and interviewing candidates
- Provide procedural direction and relay Council's position and to communicate that the liaison role is not to direct the board in its activities or work
- Review board's annual work plan and make recommendations to Council regarding the work plan
- Identify and help resolve any problems that may exist with the functioning of the board
- Facilitate training of new board members by providing suggestions and relevant information to City staff members responsible for providing such training
- Conduct a periodic review with their respective board or commission at a regular meeting outlined in the Boards and Commissions Manual and to provide an oral summation at a future Council meeting

- Length of terms, specifically the 1-year term
- Need for a cross-cutting board to cover overlap on issues/topics that some boards have in common
  - Per the code, it has to be written into their work plan or needs City Manager approval
- Tools and resources for board member conflicts
- Need to establish a code of conduct or a framework of ground rules for members
- Per the code, work plan is due on Nov 30. Concern from newly elected members whose appointment starts in January
- Scope of work of Youth Advisory Board
- Not a set number of members of the Youth Advisory board (code says between 5-9) so difficult to establish
- Pulling the bicycle advisory board subcommittee out from the transportation board and establishing a standalone board
- Scope of work of Women's advisory board



- Incumbents should not have to reapply
- Ok to keep vacant until next annual recruitment unless there are issues with quorum; however, can we notify people when the recruitment process opens?
- Applicants are applying for 5+ boards
- Applications are too general; needs to be more specific to the board
- If a board member is currently serving on a board and want to apply for a different board, they should resign from their current board before applying
- Council would like to conclude interviews prior to holidays
- Special recruitments due to quorum issues – how to handle members with short terms
- How should interview partners be selected?
- If someone applies for more than one board, it would be great if they could just do one interview
- Policy for no show applicants
- Council summary sheets

- Need for new and more diverse members
- Annual appreciation
- Board member benefits – bus pass, facility amenities?
- Need for accessibility
- Need for interpreters
- Government is intimidating – how do we engage?



What else?



- Structure
  - Cross cutting-board
    - Re-establish Super Issues meetings (4 per year, all scheduled for 2023)
    - February: East Mulberry Project
      - May: Housing Focused
      - September: Disability Advisory Board awards, Water Commission - Halligan Water Project
      - December: Water Efficiency Plan
  - Tools and resources for board member conflicts
    - Code of conduct to be included as part of onboarding to sign along with Respectful Workplace Policy
    - Staff & Council liaison communications protocol
- Recruitment
  - Newly structured Public Engagement Specialist to focus more on outreach. Will be working with Equity Officer on efforts

- Logistics
  - Applicants can only choose up to three boards and commissions to apply for
  - Applicants rank which board they want the most, middle, least
  - There is at least one board specific question on the application
  - The application notes the current meeting day and time to help applicants discern their availability easier
  - Improvement to summary sheets
  - Council to appoint members in November and December. This hopefully will allow new member the opportunity to attend a December board meeting as part of orientation
    - Interviews were intended to take place the last two week in October with flexibility into the first week of November. A lesson learned is to add the general interview time period to the application itself.

- January – July 2023 : Work of Ad Hoc Committee
- Ordinance 2021-49 Update
  - Tentative 1<sup>st</sup> reading – July 25 or August 8
  - Tentative 2<sup>nd</sup> reading – August 8 or 22
- Boards and Commissions Manual update
  - Council resolution tentative for July 25 or August 8
- Annual recruitment opens in September 2023
- Council interviews – concluded before Thanksgiving
- Council appointments – end of November – first week in December
- Boards and Commission member onboarding – January 2024
  - Welcome letter from Mayor, read and sign Code of Conduct and RWP policies in Engage, receive manual and attend live training with Public Engagement Specialist, sit in on a meeting in December if available
- Staff liaison onboarding

**THANK YOU!**

