



Ad Hoc Committee for Boards and Commissions

June 15, 2023

- Review progress of ad hoc committee
- What does full Council need to consider for approval?
- Assessment and Tools to be used to evaluate boards
- Youth Advisory Board code changes
- Golf Board consolidation
- Recruitment efforts
 - Housing Catalyst
- Add Council liaison responsibilities to Code
- Final draft of Anti-Discrimination Anti-Harassment policy
- Final draft of code of conduct and complaint process
- Key Dates

Legend

Direction received from Committee and will be done administratively by staff

Recommendation from Committee for full Council consideration

- Improvements to board and commission orientation
- Provide training for board chair (how to conduct a meeting, de-escalation training, etc)
- Application improvements
 - Verify workload for each board to include as part of application and interview process
 - Add question – “have you applied for this board before”
 - Add question – “how many hours are you willing to contribute to the board”
 - Ensure that current board members resign if they want to apply for a different board (already part of code)
 - Policy for no show to interview applicants
 - Continuous improvement to Council summary sheets
- Subscription so that interested residents are notified when vacancy becomes available
- Conduct exit interviews for board members if there are issues
- Remove one-year terms except for youth advisory board (January)
- Need to improve communication between Council and staff liaisons (February/March)
- Shorten interview process (February/March meeting)

- Recruitment timing changes as a result of election timing change (February/March)
 - **Resolution needed to extend current terms
- Consideration of 7 members for all boards unless there are enough quality applications for 9 (February/March)
- Review process to add and delete boards (March-May)
- Update code related to joint meetings to provide more flexibility for boards to meet with each other (March)
- Review super issues meeting purpose – March meeting
- Review draft Code of Conduct (April/May meeting)
- Incumbents process – establish criteria (April meeting)
- Update the Council liaison role responsibilities and will be described in City Code– April/May meeting
- Surveyed members indicate don't have enough guidance from Council liaison, lack of feedback from Council – (will be incorporated into Council onboarding and B&C orientation)
- Review format and scope of work for youth advisory board (June)
- Recruitment efforts to increase diversity on boards (June)
- Housing Catalyst recruitment (June)

- Remove 1 year term from all boards and commissions from Code except for Youth Advisory Board
- Need to update the composition of Type 1 and Type 2 boards due to the removal of 1 year terms
- Potential of other composition updates to Type 1 and Type 2 boards
- Add Anti-Discrimination Anti-Harassment Policy, Code of Conduct to Manual as appendix
- Anti-Discrimination Anti-Harassment Policy + Code of conduct adopted separately via resolution
- Add Code of Conduct complaint process to City Code
- Update Council liaison role responsibilities and add to City Code
- Update Joint Meeting language in code
- Resolution to extend current terms due to recruitment timing change
- Update Youth Advisory Board section of the code (*TBD*)
- Consolidate Golf Board with Parks and Recreation Board (*TBD*)
- Women's Advisory Board (*TBD*)

What are we trying to achieve with a board evaluation process?

Goal 1: Regular/predictable review to ensure high performance of boards and commissions

Goal 2: An established process for evaluating the sunset of a board and/or repurposing the board on an as needed basis

Goal 3: An established process for adding a new board on an as needed basis

Goal 1: Regular/predictable review to ensure high performance of boards and commissions

In order to determine if this is being met, staff will conduct an annual, high-level review to include the following:

- Highlights from annual work plan
- Pulse survey/status check data
- Feedback from boards and commission members
- Feedback from staff liaisons
- Data on cancelled meetings due to lack of quorum or business items

Assessment Tools and Indicators

- The original goals have been achieved or run its course
 - One way to determine this if there is a consistent lack of business items
- Not submitting an annual work plan
- Not submitting an annual report
- The Board does not provide recommendations to Council
 - Direct advice is not needed so maybe not necessary to provide regular recommendations
- Pulse survey data indicates caution
- Data shows a lack of quorum
 - Is this due to structural issues with the board?
- Data shows there is a lack of applications to fill vacancies
- Overlap in scope/redundancy with another board or commission

Assessment Tools and Indicators

Charter requires that Council establish a board or commission whose purpose is to advise Council

- Is the proposed purpose legally permissible?
- The purpose of the board aligns with a community priority
- New policy work is needed and there is a gap in existing boards
- Does it fit under the purview of an existing board or commission?
- There is a community desire to give extended input
- Does Council want ongoing input from the public on this topic?
- Does staff want input from the public on this topic?
- Input desired or needed is for defined period of time. Other options could include:
 - Task Force to advise City Manager
 - Example West Nile Virus, Connexion, holiday lighting
 - Ad hoc committee
 - Housing (Council ad hoc)
 - Board subcommittee

1) The request for board sunset/repurpose or new board can come from a variety of sources:

- Board chair or Board member(s)
- Staff liaison
- Department Director
- Community member
- Public Engagement Specialist
- City Manager
- Councilmember(s)

2) CCO coordinates with the requester to answer: What is the need, intent? What would the new board's scope of work and goals be? Is this a 7- or 9-member board?

3) Staff provides the information to Council via a memo

4) Council may give direction to staff to proceed with evaluation process under Other Business

5) Staff will run the request through a series of questions, collect data, and provide options and/or recommendations to Council during a work session for Council's consideration

- Youth Advisory Board
 - Request from Department Director
 - Lack of quorum
 - Lack of applications to fill vacancies
- Golf Board
 - Resulted from Ad Hoc Committee considerations of simplification
 - Difficulties meeting quorum
 - Has original goals been met?

(a) The City shall have a Youth Advisory Board, hereafter referred to in this Section as the "Board." The Board ~~shall consist of no less than five (5) and no more than nine (9) members~~ **no more than 12 members** appointed by the City Council. All members shall be qualified by experience, training, age, ethnicity or socioeconomic background to represent a diverse cross section of youth in the Fort Collins community. Each member of the Board shall be under the age of nineteen (19) years at the time of appointment and currently enrolled in high school or an equivalent program such as home school or distance learning. ~~A quorum of the Board shall consist of a majority number of members: three (3) members for a five-member Board or four (4) members for a Board consisting of six (6) to nine (9) members.~~

(b) Each member shall serve for a term of one (1) year unless otherwise specified by the City Council, and no member may serve for more than four (4) consecutive years regardless of term length. Appointments shall specify the term of office of each individual.

(c) The Board shall have the following functions:

- (1) To gather information from, **hold joint meetings**, and otherwise communicate with, other groups, organizations and agencies regarding youth-oriented issues and problems;
- (2) To document and discuss issues of importance to youth in the Fort Collins community, specifically as they affect City-operated services;
- (3) To review and discuss legislation that may affect youth; ~~and~~
- (4) To recommend to City Council local legislation and policy actions or changes which would enhance the status of youth in the Fort Collins community; **and**
- (5) To complete an annual project consistent with the other listed functions**

Assessment Tools and Indicators

- The original goals have been achieved or run its course
 - Original intent of the board
- Not submitting an annual work plan
- Not submitting an annual report
- The Board does not provide recommendations to Council
 - Direct advice is not needed so maybe not necessary to provide regular recommendations
- Pulse survey data indicates caution
- Data shows a lack of quorum
- Data shows there is a lack of applications to fill vacancies
- Overlap in scope/redundancy with another board or commission

- (a) The City shall have a Golf Board, hereafter referred to in this Section as the "Board." The Board shall consist of seven (7) members.
- (b) The Board shall have the following functions:
- (1) To advise and make recommendations to the Director of Community Services (the "Director") and the City Council as to rules, regulations, policies, administrative and budgetary matters pertaining to the operation and maintenance of all City-owned golf courses;
 - (2) To advise and make recommendations to the Director concerning the terms and conditions of any agreements to be entered into with golf professionals and other concessionaires in connection with City-owned golf courses as well as any other agreements which may affect the management, operation, maintenance, construction or acquisition of City-owned golf courses;
 - (3) To assist in the procurement of goods and services for City-owned golf courses, including the selection of golf professionals, concessionaires and other contractors, by appointing two (2) Board members to serve on any review committee that may be established by the City under the provisions of [§8-158](#) of this Code for the purpose of making such procurements; and
 - (4) To advise and make recommendations to the City Manager concerning approval of annual fees and charges at City-owned golf courses.

Sec. 2-111 – Parks and Recreation Board

- (b) (1) To advise and make recommendations to the Director of Community Services and the City Council for their approval as to rules, regulations, policies, administrative and budgetary matters pertaining to the Department, ~~excluding~~ **including** matters relating to the operation and maintenance of City-owned golf courses and **excluding** cemeteries;

- 4 current, active Golf Board members
- Recommendation is to expand Parks and Rec Advisory Board from 9 to 13 seats until the Golf Board terms expire.
- Terms for members 10-13 would match the remainder of their terms on Golf Board
 - 2 terms expire Dec 31, 2024
 - 1 term expires Dec 31, 2025
 - 1 term expires Dec 31, 2026
 - When there are vacancies on the original 9-member board and they are interested in continuing to serve, they can apply to fill that seat
- At the July 12, 2023 Golf Board meeting, staff will gauge interest from the current Golf Board members as to their desire to serve the remainder of their term on the P&R board.
- Golf Board dissolution would be effective Jan 1, 2024

Sec. 2-568 - Ethical rules of conduct.

(8) With respect to any Councilmember serving as a liaison to a board or commission, such Councilmember must not direct the board in its activities or work. A liaison's role is to serve as a contact rather than an advocate for or ex-officio member of the board or commission.

Sec. 2-82 – City Council Liaison Responsibilities (*summarized*)

1. Communicate with the board when Council communication is needed and to serve as the primary two-way communication
2. To take the lead in filling vacancies by reviewing applications and conducting interviews with candidates
3. Make decisions about recommendations for appointment keeping in mind the need for fresh perspectives and not primarily on liaison's personal preferences
4. To service as the primary Council contact for the board
5. To help resolve questions the board may have about the role of Council, municipal government, and the board
6. To establish contact with chair and effectively communication the role of the liaison
7. To review the annual work plan of the board and make recommendations to Council regarding the work plan
8. To identify and help resolve any problems with the support of CCO, CMO and staff liaison that may exist with respect to the functioning of the board
9. To decide whether to grant a request from their assigned board to hold a joint meeting with other boards

- Recommendation to rename Respectful Workplace Policy to Anti-Discrimination Anti-Harassment Policy
- An example included under Protected characteristics as it relates to religion
- Code of conduct
 - Reviewed for language that may limit speech content
- Code of conduct complaint process
 - Includes an informal resolution under complaint process
 - Will be in the code

- Advertising on City website (Press Release and Spotlight), Social Media (Facebook and Instagram), and Newspaper
- Outreach efforts to the Poudre School District and Colorado State University.
- Outreach efforts to cultural organizations such as the Cultural Enrichment Center of Fort Collins and Heart and Sol
- Collaboration with CPIO to create new posters
- Collaboration with IT to improve website and boards and commission pages
- Informational Sessions to inform the public on what being a board or commission member entails
- Collaborate with Housing Catalyst to meet its needs

- July 19 - Final Ad Hoc Committee meeting
 - Women's advisory board
 - Bicycle Advisory Committee
 - Affordable Housing Board – request from Housing Catalyst
 - Formally vote on Committee recommendations

- August 8 – Council work session to review Committee recommendations

- September 5 – Regular Council meeting
 - 1st reading of ordinance(s) to adopt code changes
 - Includes Council liaison responsibilities
 - Resolution to update Board and Commissions Manual
 - Resolution to extend current terms and one-year term changes

- September 19 – 2nd Reading of ordinance

THANK YOU!

