



TO: FRUITA CITY COUNCIL AND MAYOR

FROM: MIKE BENNETT, CITY MANAGER

DATE: SEPTEMBER 26, 2023

AGENDA TEXT: BOARDS AND COMMISSIONS REVIEW FOLLOWING ALL BOARD UPDATES TO THE CITY COUNCIL

PURPOSE

To review the recent updates and discussions City Council had with each of the City's Boards and Commissions and identify any action items, and/or direction from Council to the commissions to further priorities in Fruita's strategic plan and/or comprehensive/master plans.

BACKGROUND

At the February 7, 2023 regular City Council meeting, Downtown Advisory Board (DAB) Chair Jared Prochnow gave the Council a presentation on the board and requested Council's input concerning the board's purpose moving forward. City Council subsequently discussed the need to step back, review the original purpose of each board and commission and set forth a schedule to address those needing this direction, including and in addition to the DAB.

Presentations were given to the City Council and/or the City Council and staff had discussions concerning Fruita's boards and commissions as follows (excerpts from minutes attached):

Board	Meeting Type	Date	Minutes
General Discussion	Workshop	February 28, 2023	2_m.2.28.23_workshop_.pdf
Downtown Advisory Board	Workshop	March 28, 2023	3_m.3.28.23_workshop_.pdf
Historic Preservation Board	Regular	April 18, 2023	4_m.04.18.23_min.pdf
Livability Commission	Workshop	April 25, 2023	5_m.4.25.23_workshop_.pdf
Tourism Advisory Council	Regular	May 2, 2023	6_m.05.02.23_min.pdf
Parks and Recreation Advisory Board	Workshop	May 23, 2023	7_m.5.23.23_workshop_.pdf
Planning Commission	Special Joint Workshop	July 11, 2023	8_m.7.11.23.joint_with_planning.workshop_.pdf

Historic Preservation Board	Workshop	July 25, 2023	9 m.7.25.23 workshop .pdf
Tourism Advisory Council	Workshop	July 25, 2023	10 m.7.25.23 workshop .pdf

Below are the roles of the liaisons per the City's Boards and Commissions policy and general guidelines for both staff and Council Liaison traditionally practiced.

STAFF LIAISONS:

A member of City staff is appointed to each board to assist the board in their duties and responsibilities. The staff's role is to:

1. Schedule meetings based on input from the board and publish on the monthly meeting calendar,
 2. Prepare and post agendas and packets for the board based on input from the board or City Council,
 3. Post minutes of meetings on the City's website,
 4. Ensure that recommendations of the board get forwarded to the City Council for action,
 5. Provide guidance and information to the board,
 6. Communicate vacancies and resignations to the City Clerk's office,
 7. Communicate with the Mayor and Council liaison regarding excessive absences of members,
 8. Schedule annual appointments of officers of the board on the agenda as required by bylaws or other documents, and
 9. Provide orientation and training as needed to board members.
- The practice is for staff liaisons to provide neutral technical assistance and support, provide operational updates related to the board efforts, coordinate efforts with City operations, help keep the focus of the board on relevant City goals, and keep the City Manager updated as to efforts and needs for updates to the City Council or requests to be made to City Council.

COUNCIL LIAISONS:

In addition to serving as a member of the board, the Council liaison's role is to:

1. Serve as a communications link between the City Council and board members,
2. Work with the Mayor to fill vacancies, review applications, and interview candidates if required, and
3. Resolve questions the board may have about the role of Council, city government and the board or commission.

- The practice is for Council liaisons to provide updates to Council on the efforts of the board, provide direction from the Council to the board, mainly listen and not lead the discussions and efforts, and remind the board of relevant goals and plans approved by Council. Since City Council members cannot speak for the Council unless the Council has discussed and provided group direction or a group decision, the Council liaison role is mainly to funnel information between the Council and the board rather than advocate for individual preferences or lead the group discussions; however, Council liaisons do participate with ideas and brainstorming with their fellow board members.

ATTACHMENTS:

1. Boards and Commissions Policy
2. A summary of each board and commission is attached noting the name, by what means the board was established and the state powers and duties of the board found in the relevant Charter language and/or ordinance language, which documents are also attached.
3. List of current vacancies for all Boards and Commissions