AGENDA ITEM SUMMARY FORM

MEETING DATE: 11/9/26

PREPARED BY: Melissa Marsh, City Manager

AGENDA ITEM CONTENT: Board and Commission Handbook and Workplan Template Update

AGENDA ITEM SECTION: Reports

BUDGETED AMOUNT: $0

FUNDS REQUESTED: $

FUND:

EXECUTIVE SUMMARY:

At the October 5, 2026, City Council Special Workshop, Council discussed the City's boards and commissions, including opportunities to improve accountability, strengthen coordination, and establish clearer expectations for volunteer members and City staff. Following that discussion, staff has incorporated several revisions into the Boards and Commissions Handbook and developed a standardized Annual Board and Commission Workplan Template. These updates reflect the direction provided by City Council and are intended to improve consistency, accountability, and coordination while ensuring that board and commission activities are aligned with City priorities and can be effectively supported by City staff.

RECOMMENDATION:

Staff recommends that City Council approve the revised Boards and Commissions Handbook and standardized Annual Board and Commission Workplan Template.