



Date: September 26, 2023

Honorable Mayor and Council Members:

Author and title: Kelly Carpenter, Town Clerk.

Title: **Introduction of Ordinance Update for Board and Commission Appointment Process and Attendance.**

Jen Callaway, Town Manager

Recommended Action: Introduce Ordinance 2023-07 modifying Title 2 of the Truckee Municipal Code to address the appointment process and attendance for the Town’s board and commission members.

Discussion: On August 22, 2023, Council provided direction to staff to return with Ordinance 2023-07 to address board and commission member attendance, but to continue the historical method of appointing Planning Commissioners. The original code is not accurate in that the Town has historically appointed all other board and commission members by vote of the Council. Staff addressed this difference in the amended proposed Ordinance 2023-07 (redlined Titled 2 included for reference as Attachment 2).

Municipal Code Modifications – Title 2 Administration-Personnel

- Modified language in sections 2.04.010 and 2.04.020 to include “in consultation with Council”.
- Modified language in section 2.06.020 to include “...in a resolution establishing the board or commission or as set forth herein,...”
- Deleted section 2.06.040 applying retention period to applications. (Retention periods are tracked, modified and adopted through the Town’s retention schedule.)
- The significant changes are to memorialize the method in which the board and commission members are appointed. Sections 2.06.050 through 2.06.090.
 - Section 2.06.050 recognizes the difference between how members are appointed to the Planning Commission and all other boards and commissions.
 - Section 2.06.060 seeks to clarify the term of office and Council member(s) right to replace board and commission members.
 - Section 2.06.070 refers the process of member replacement back to section 2.06.050 Appointments.
 - Section 2.06.080 recognizes that many of our board and commissions are larger than five members and that the meeting schedule is often set by the board or commission.
 - Section 2.06.090 is modified to strengthen the attendance policy for board and commission members.

Priority:

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|----------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Enhanced Communication | <input type="checkbox"/> Climate and Greenhouse Gas Reduction | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Infrastructure Investment | <input type="checkbox"/> Emergency and Wildfire Preparedness | <input checked="" type="checkbox"/> Core Service |

Fiscal Impact: none.

Public Communication: This staff report and previous Council discussion and direction on August 22, 2023.

Attachments:

Attachment 1 - Ordinance 2023-07 modifying Title 2 address the appointment process and attendance for the Town's board and commission members.

Attachment 2 – Redlined Title 2 Amendments for Board and Commission Appointments and Attendance.