

Modernized and Updated Boards and Commissions Handbook

April 18, 2017



Overview

- ▶ George Gabriel, Management Analyst
 - Proposed Changes to Handbook
- ▶ Parks and Recreation Director, Mark Leyman
 - Parks and Recreation Commissions
 - Work Plan Process
- ▶ Community Development Director, Anne McIntosh
 - Community Development Boards and Commissions
 - Work Plan Process



Boards and Commissions Handbook Proposed Changes

- ▶ Consistent Meeting Start Times
- ▶ Interview and Appointment Process
- ▶ Enhanced Clarity on Absence Policy
- ▶ Compensation Language
- ▶ Sunshine Policy Inclusion
- ▶ Trainings
- ▶ Annual Joint City Council/Commission Meetings
- ▶ Work Plan Process



Proposed Changes

Parks & Recreation Commissions

- ▶ Parks and Recreation Commission
 - Refine Language on Student Representative Seat
 - Meeting begins at 6:00 PM
- ▶ Cultural Arts Commission
 - Add Student Representative Seat
 - Meeting begins at 6:00 PM
- ▶ Library Commission
 - Add Student Representative Seat
 - Meeting begins at 6:00 PM



Proposed Changes Community Development Boards and Commissions

- ▶ **Planning Commission**
 - Meeting begins at 6:00 PM
- ▶ **Parking and Public Improvements Commission**
 - Meeting begins at 6:00 PM
- ▶ **Board of Building Appeals**
 - Reduce Membership to Three
- ▶ **Historic Preservation Commission**
 - Brief Overview of Commission Responsibilities
 - Initial Term Lengths
 - Qualifications



Current Work Plan Process

- ▶ One item at a time brought to City Council throughout the year.
- ▶ Items approved by attaching a memo to the minutes requesting permission to discuss, item must be pulled and approved by the majority of Councilmembers
- ▶ Takes 2-3 months for approval



Value of Proposed Work Plans Process

- ▶ Proposed Work Plan will increase the lines of communication with the City Council and Commissioners
- ▶ Work Plans are used successfully in other cities
- ▶ Provides a roadmap for the upcoming year for each Commission
- ▶ Provides a streamlined, efficient and collaborative process
- ▶ Allows the Commission to discuss their areas of interest and ideas with the City Council
- ▶ Ability to receive direction from the City Council
- ▶ Commissioners have expressed frustration with the current process, struggling to find items to discuss and the approval process for adding a discussion item



Proposed Work Plan Development Process

Joint Meeting with City Council

Idea Gathering
Session for Work
Plan Development



Board/Commission Meeting

Draft Work Plan for
City Council
Consideration



City Council Meeting

Consider
Commission Draft
Work Plans for City
Council Approval

City Staff Analyzes Work Plan Consistency with City Goals and Budget Considerations



Next Steps

April 18, 2017

City Council approval
of Boards and
Commissions
Handbook

May 2, 2017

Staff will bring the
appropriate
resolutions and/or
ordinances for City
Council consideration
on Consent Calendar

May 2, 2017

Boards and
Commissions
Interview &
Appointment Process



Next Steps

June 5, 2017

Joint City Council /
Parks and
Recreations
Department
Commissions Meeting

June 21, 2017

Joint City Council /
Community
Development
Department
Commissions Meeting

July 18, 2017

City Council considers
Draft Works Plans for
Approval



Questions

