

# 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

