

**SUBJECT: DISCUSSION/DIRECTION – BOARD AND COMMISSION
ENGAGEMENT**

DATE: JULY 9, 2024

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

One of the City Council's 2024 Work Plan items is to increase its engagement with the City's boards and commissions. This year the Council resumed the practice of meeting with each of the advisory boards. All advisory boards have already met with City Council with the exception of the Revitalization Commission which is scheduled to meet with Council on July 30th. These meetings have proven to be a great chance for board members to discuss areas of interest with the Council and for Council to understand and approve the boards' work plans.

Staff has worked with the board staff liaisons to help keep the boards informed about City Council decisions which may impact them and also to include the boards in the budget process. Each board was asked to submit budget recommendations to the Finance Director so they could be included in the budget considerations this year.

Staff is currently planning a volunteer appreciation event for the fall. This will include inviting all of the members of all of the City's boards and commissions along with all other City volunteers. This will be a less formal opportunity for City Council to talk with board members and connect about areas of mutual interest.

Staff has also been working on some administrative changes to help clarify the roles and process of our boards and commissions. These changes include:

- At the end of 2023 the City Clerk's office rolled out Rules of Procedures for all of the boards to align their meeting processes with those of the City Council.
- Earlier this year City Council approved ordinances updating the names and roles of the Cultural Advisory Board and the Historical Museum Advisory Board. Additionally the ordinance establishing the duties of the Building Code Board of Appeals was updated to include the board reviewing building code amendments.
- An ordinance clarifying the quasi-judicial roles of the Parks and Public Landscaping Advisory Board and the Open Space Advisory Board has been drafted and staff is currently getting feedback on the draft from the two boards. The ordinance will come to the City Council for consideration later this year.

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- The City Clerk's Office is currently working on updating all of the boards' bylaws to ensure they all conform to City regulations and to incorporate the new rules of procedure.

If Council has other ideas for engagement with the boards or other goals for this work plan item please bring those up at the meeting for discussion.

FISCAL IMPACT:

Staff does not yet have an estimated cost for the volunteer event and will need to determine from which account that will be paid.

RECOMMENDATION:

Discussion/direction.

ATTACHMENT(S):

None.

STRATEGIC PLAN IMPACT:

☐	 Financial Stewardship & Asset Management	☐	 Reliable Core Services
☐	 Vibrant Economic Climate	☐	 Quality Programs & Amenities
☒	 Engaged Community	☐	 Healthy Workforce
☐	 Supportive Technology	☐	 Collaborative Regional Partner