



Memorandum

Date: 12/11/2018
To: Council Subcommittee on Board and Commission Bylaws
From: Lupita Alamos, Senior Management Analyst
Subject: Joint Council and Board and Commission Chair and Vice Chair Study Session Notes

The City Council held a joint study session on November 13, 2018 with Board and Commission (B/C) Chairs and Vice Chairs. The purpose of the study session was to discuss issues related to board and commission operations and to refer issues in need of resolution to the Council Subcommittee on Board and Commission Bylaws. Staff has organized board and commission member comments by topic and identified whether the comment is an operational or policy issue. The Subcommittee may make recommendations to the City Council on changes to Council Policy 7.2.19 *Boards and Commissions* and the *Code of Ethics and Conduct for Elected and Appointed Officials* (both attached).

Communication:

Policy-

- Commissioners expressed interest in having business cards to hand out at networking events.
- Several commissioners expressed a desire to respond directly to members of the public on emails addressed to the commission, instead of having the commission liaisons respond on their behalf.

Administrative Process-

- Would like to ensure that public inquiries/requests made through the Customer Relationship Management System (CRM) are being forwarded to commissions, specifically CRMs about bicycle issues.
- Commissioners expressed a desire to improve the communication process and feel there is a current gap in communication. Commissioner did not elaborate on what communication process should be improved.
- Would like to have a best practices forum/networking event where B/C chairs and vice chairs from all B/Cs discuss and share best practices and experiences.
- Regarding community outreach/engagement: how can B/Cs better access the community to solicit input?



Memorandum

- It would be helpful to coordinate and work with other commissions on topics in common to avoid the feeling of working in silos and isolation.
- Commissioner expressed the idea of hosting a networking event with prospective commission members to attract public interest and participation.

Study Issues:

Policy-

None

Administrative Process-

- There have been many changes to the study issues process over the years, it would be helpful to track and have an accounting of changes over the years.
- Would like to see improved communication to Board and Commissions from Council on study issues, what would Council like to see recommended by B/Cs?
- Would like to see a history of past study issues to review what has been brought forth in the past and reduce redundancies in ideas and process.
- Would like to see progress and updates on approved Study Issues.
- Would like staff to create a webinar on the study issues process and made available online to educate the public on the process.
- The finalized study issue doesn't always reflect all the points made by the B/C, commissioners would like the opportunity to view the study before it is finalized by the City Manager.

Budget Review:

Policy-

- B/C should have a budget for special/project initiatives, and to attend conferences and meetings.
- Explore the idea of community based budgeting (for trails that span several jurisdictions, for example).

Administrative Process-

- Would like to see advanced notification of projects to allow enough time for participation in the review process and feedback (i.e. Washington Pool).
- Commissioners would like more clarification/education on review expectations of Capital Improvement Projects.



Memorandum

- Budget review period is not long enough to provide meaningful discussion and input.

Agenda Planning:

Policy-

None

Administrative Process-

- Clarification and education on how to place items on the agenda.
- The process of adding and managing items on the agenda is not clear and consistent across B/Cs, would like clarification of chair involvement in agenda setting.

Onboarding New B/C Members:

Policy-

None

Administrative Process-

- Would be helpful to provide onboarding on the specific duties of each B/C in addition to the general orientation on parliamentary procedures provided by the City Clerk.
- Develop a new B/C member toolkit that includes scope of duties specific to the that B/C, review of past work plans and study issues, etc.
- Would like to see chair and vice chair orientation focused on meeting effectiveness and leadership, including agenda preparation policies.

Workplan/Project Review

Policy-

None

Administrative Process-

- Would like more opportunities for early input on items going to Council, such as was the process for the Civic Center.

Attachments

Council Policy 7.2.19 *Boards and Commissions*

Code of Ethics and Conduct for Elected and Appointed Officials