

RESOLUTION 2014-105
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING THE BOARD AND COMMISSION MANUAL
CONCERNING PERIODIC REVIEWS

WHEREAS, the City Council has created several boards and commissions whose members are appointed by the City Council; and

WHEREAS, the City Clerk's Office annually prepares a manual (hereafter referred to as the "Manual") for members of boards and commissions that includes general information such as board and commission membership lists, conflict of interest guidelines, general information regarding attendance policies and a description of the City Council's periodic review of the boards and commissions; and

WHEREAS, the City Council first adopted the Manual by resolution in 1990 and has since adopted many revisions to the Manual on numerous occasions; and

WHEREAS, Plan Fort Collins and City Council's 2011-2012 Work Plan included a project to "convene a representative group of boards and commissions members to assess and suggest improvements to the boards and commissions processes;" and

WHEREAS, in February and April of 2012, staff met with board and commission chairs, vice-chairs and staff liaisons to review the current processes; and

WHEREAS, staff gathered feedback regarding communication between boards and City Council, goal alignment, City Council liaisons, recruitment and selection of members, training, and funding/budget process improvements; and

WHEREAS, the Futures Committee addressed the board and commission system in August 2012, June 2013, and January 2014 and decided to recommend to the City Council that boards and commissions be more aligned with City Council policies and programs; and

WHEREAS, a meeting was held on October 29, 2012, with board and commission chairs and staff liaisons to discuss the August 2012 Futures Committee recommendations; and

WHEREAS, staff created a matrix ("the Matrix") shown in Exhibit "A", attached hereto and incorporated herein by this reference, describing the alignment of boards and commissions to seven key outcome areas used in the City's budgeting process ("Outcome Areas") and the Matrix was discussed by City Council during a November 2013 Council Retreat; and

WHEREAS, over 90 board and commission members attended a meeting on February 24, 2014, to discuss improvements to the board and commission system and learn about the Matrix, and they provided feedback indicating that aligning board and commission work plans and goals with the Outcome Areas was an important element to ensuring that the boards and commission are aligned with City Council policies and programs; and

WHEREAS, since May 2014, staff has gathered feedback from board and commission members, through their respective staff liaisons and officers, regarding their alignment to the seven key Outcome Areas as described in the Matrix; and

WHEREAS, the Board and Commission Manual outlines the schedule that City Council uses to periodically review the Boards and Commissions; and

WHEREAS, the City Clerk has received feedback from individual Councilmembers regarding amendments to the periodic review questionnaire found at pages 17 and 18 of the Manual and the Clerk has incorporated those suggested revisions into the Boards and Commissions Periodic Review Questionnaire (the "Questionnaire") shown in Exhibit "B", attached hereto and incorporated herein by the reference; and

WHEREAS, the City Council desires to amend the Periodic Review Schedule contained in the Manual so that periodic reviews are conducted every four years on a rotating schedule according to Outcome Area.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FORT COLLINS as follows:

Section 1. That the City Council adopts and approves the Matrix describing each board and commission's assignment to an Outcome Area. The Matrix is incorporated into the Manual as an appendix. Boards and commissions will be reviewed by their largest connection to an Outcome Area, as described on the Matrix.

Section 2. That the provisions relating to Periodic Review and Periodic Review Schedule, contained on pages 14, 15 and 16 of the Manual dated June 2014, are hereby deleted and replaced with the following:

Periodic Review

The City Council will conduct a periodic review for all boards and commissions. The initial review dates will be staggered, and thereafter each board or commission will be reviewed every four years according to its primary alignment with a Key Outcome Area, as outlined in the matrix found at Appendix A of this manual. A review schedule is provided at the end of this section.

The City Council will conduct reviews annually at a work session prior to the annual recruitment process in the Fall. Prior to Council's review, each board or commission scheduled for review in that calendar year will prepare a periodic review self-assessment questionnaire ("Questionnaire") which staff will provide to the Council as part of its work session materials.

The periodic review questions are included in the Questionnaire at the end of this section.

The City Clerk's Office will send the Questionnaire to the staff liaison of each board or commission, along with a schedule indicating the submission deadline and date of Council's work session.

Council requests that the chair and vice chair (or designees) of each board being reviewed attend the work session to answer questions; however, the Council's review is not intended as a dialogue with the board. At the work session, Council review will consist of the following questions:

- What does the board do? (Current functions)
- Does the City need a board that does this?
- If so, should any of the duties of the board be changed?
- Can any of the duties of this board be consolidated with another board?
- Is the size of the board appropriate?
- Is the work done by the board beneficial and useful to the Council?

The discussion at the work session will assist the Council in determining whether it should:

- Continue the board without alteration of duties or composition.
- Continue the board with amendment to duties and/or composition.
- Eliminate the board and its duties.
- Eliminate the board and transfer of some or all duties to other existing board(s).

The work session will conclude either with (a) a statement that the board should continue without alteration, or (b) direction to staff to prepare legislation making any changes (number of members, duties, etc.).

Periodic Review Schedule:

- 2015 Community and Neighborhood Livability
 - Affordable Housing Board, Commission on Disability, Community Development Block Grant Commission, Human Relations Commission, Landmark Preservation Commission, Senior Advisory Board, Women's Commission, Zoning Board of Appeals
- 2016 Culture and Recreation, Transportation
 - Cultural Resources Board, Golf Board, Parks and Recreation Board, Youth Advisory Board, Transportation Board
- 2017 Economic Health, Safe Community
 - Art in Public Places Board, Building Review Board, Citizen Review Board, Economic Advisory Commission, Parking Advisory Board, Planning and Zoning Board
- 2018 Environmental Health, High Performing Government

- Air Quality Advisory Board, Energy Board, Land Conservation Stewardship Board, Natural Resources Advisory Board, Retirement Committee, Water Board

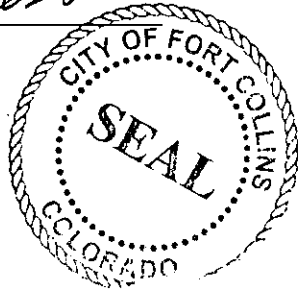
Section 3. That the provisions relating to the boards and commissions Questionnaire, contained on pages 17 and 18 of the Manual dated June 2014, are hereby amended to read as shown on the Questionnaire, Exhibit "B".

Passed and adopted at a regular meeting of the Council of the City of Fort Collins this 18th day of November, A.D. 2014.








Sara Weithorn
Mayor

ATTEST:

Wanda Nilso
City Clerk



Boards and Commissions Alignment to the Seven Key Outcome Areas

 Community and Neighborhood Livability	 Culture and Recreation	 Economic Health	 Environmental Health	 High Performing Government	 Safe Community	 Transportation
Affordable Housing Board	Cultural Resources Board	Art in Public Places Board	Air Quality Advisory Board	Retirement Committee	Citizen Review Board	Transportation Board
Commission on Disability	Golf Board	Building Review Board	Energy Board	Community Development Block Grant Commission	Building Review Board	Air Quality Advisory Board
Community Development Block Grant Commission	Parks and Recreation Board	Economic Advisory Commission	Land Conservation Stewardship Board	Zoning Board of Appeals	Human Relations Commission	Commission on Disability
Human Relations Commission	Youth Advisory Board	Parking Advisory Board	Natural Resources Advisory Board	Citizen Review Board	Water Board	Senior Advisory Board
Landmark Preservation Commission	Land Conservation Stewardship Board	Planning and Zoning Board	Water Board	Human Relations Commission	Women's Commission	Affordable Housing Board
Senior Advisory Board	Natural Resources Advisory Board	Affordable Housing Board	Parks and Recreation Board		Youth Advisory Board	Natural Resources Advisory Board
Women's Commission	Art in Public Places Board	Cultural Resources Board	Building Review Board		Commission on Disability	Parking Advisory Board
Zoning Board of Appeals		Landmark Preservation Commission	Landmark Preservation Commission		Energy Board	Youth Advisory Board
Art in Public Places Board		Transportation Board	Planning and Zoning Board		Transportation Board	
Citizen Review Board		Zoning Board of Appeals	Zoning Board of Appeals			
Economic Advisory Commission		Community Development Block Grant Commission				
Golf Board		Energy Board				
Parking Advisory Board		Golf Board				
Planning and Zoning Board		Water Board				
Air Quality Advisory Board		Senior Advisory Board				
Cultural Resources Board						
Land Conservation Stewardship Board						
Parks and Recreation Board						

■ Largest Connection
■ Secondary Connection
■ Third Largest Connection

Updated: November 2014

**BOARDS AND COMMISSIONS
PERIODIC REVIEW QUESTIONNAIRE**

**BOARD/
COMMISSION NAME:** _____

DATE PREPARED: _____

LIST OF MEMBERS:

1.	Chair	7.
2.	Vice Chair	8.
3.		9.
4.		10.
5.		11.
6.		12.

1. Please indicate the Key Outcome Areas this Board/Commission is aligned with, using (1) for the primary connection, (2) for second largest connection, and (3) for third connection:

_____ Community and Neighborhood Livability	_____ Culture and Recreation
_____ Economic Health	_____ Environmental Health
_____ High Performing Government	_____ Safe Community
	_____ Transportation

2. How do the current duties of the board, as defined by City Code, align with the Key Outcome Areas identified above? What duties would you suggest be added and/or deleted?

3. Regarding the board's annual Work Plan:

A. How is the Work Plan aligned with the Key Outcome(s) identified above?

B. How is the Work Plan aligned with the City's Strategic Plan?

- C. How is the Work Plan aligned with the Agenda Planning Calendar (Six Month Calendar)?
- D. Does the board effectively accomplish its annual Work Plan?
4. Are board meetings conducted in an effective manner (do the meetings start on time? Are discussions focused around the agenda topic, etc.)? What could be done to improve board meetings?
5. Is the current size of the board appropriate? If not, what suggestions would you make?
6. Please describe the effectiveness of the communications between the board and Council. What could be done to improve these communications?
7. Other comments:

Attachments:

- a. City Code description of duties
- b. Current Work Plan
- c. Current Annual Report
- d. Current Bylaws