

# **AGENDA ITEM SUMMARY**

## **FORT COLLINS CITY COUNCIL**

**ITEM NUMBER: 34A**  
**OTHER BUSINESS**

**DATE: January 16, 2007**

**Staff: Wanda Krajcek**

### **SUBJECT**

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Boards and Commissions Work Plan Revisions.

### **EXECUTIVE SUMMARY**

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Council Liaisons have reviewed the Boards and Commissions Work Plans for 2007. Council comments are summarized on the attached table. This review process has been established to comply with Council's request to review and make recommendations to City Council regarding board and commission work plans.

In order to amend any of the Work Plans, Councilmembers need to propose specific amendments at the January 16, 2007 Council Meeting, pursuant to previously established policy for initiating and developing Council Ordinances and Resolutions (support of 3 Councilmembers needed to initiate item – Resolution 1996-140 attached).

Staff will prepare a Resolution for the February 6 Council Meeting if changes are proposed at the January 16 Council Meeting.

### **ATTACHMENTS**

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1. Councilmember Comments 2007 Work Plan Review Boards and Commissions.
2. Resolution 1996-140.

**Councilmember Comments  
2007 Work Plan Review Boards and Commissions**

Board or Commission	Council Liaison	No Comments Received	Reviewed Have No Comments	Specific Comments Received
<b>In order to amend any of the work plans, Councilmembers need to propose specific amendments pursuant to previously established policy for initiating and developing Council Ordinances and Resolutions (support of 3 Councilmembers needed to initiate item) at the January 16 Council Meeting.</b>				
Affordable Housing Bd.	Kastein			Suggested change (not intended for AHB feedback) referring to item 2) – Identify how current and future funding levels meet the needs identified by existing City policy (e.g. Affordable Housing Needs and Strategies report). Good Work. Thanks!
Air Quality Adv. Bd.	Roy	X		
Art in Public Places Bd.	Weitkunat			Kudos on the APP DVD and brochure. There still needs to be an accounting since 1998 of the monies set aside (yearly), projects begun-completed, artist, etc. The city and board need to see the big picture on finances for APP.
Building Review Board	Ohlson	X		
Citizen Review Board	Brown		X	
Com. on Disability	Hutchinson	X		
CDBG	Manvel		X	
Cultural Resources Bd.	Weitkunat			A common cultural vision is extremely important to the success of the arts in Fort Collins. Great job of rethinking the board's involvement. It might be time to look at Fort Fund distribution and a new direction for dispersal. It's been 20 years and "business as usual" is not acceptable anymore.
Electric Board	Kastein		X	
Golf Board	Brown		X	
Human Relations Com.	Roy	X		
Land Conserv. & Stewardship Board	Hutchinson	X		
Landmark Pres. Com.	Roy	X		

NRAB	Manvel			<p>1. Move the "General actions....." bulleted list at the top of page 2 to be the second paragraph, right after the intro.</p> <p>2. Following the list of nine priorities, replace the two paragraphs on the bottom of page 1 with one paragraph:  We are committed to providing Council with sound advice on issues related to natural resources throughout the year. Our priorities are reflected in the attached list of action items for 2007, which identifies issues that are already scheduled or that we anticipate will be considered during the year 2007 either by the full NRAB or by Board committees. The NRAB closely monitors Council's six-month planning calendar for upcoming topics on which to provide recommendations. Unforeseen issues may also be addressed by the Board as they are brought before us by Council or staff. To the extent practicable, the timing of our consideration of items will closely parallel Council's schedule, since many of the issues identified in this work plan are also in City Council's Policy Agenda.</p> <p>3. Finish up with the last two paragraphs on page 2, changing some things around to read better.</p> <p>4. Under Electric Supply Policy add "and distribution" after "power generation" (re: undergrounding of lines)</p> <p>5. Under Solid Waste Reduction remove the construction and demolition waste recycling project, which no longer exists.</p> <p>6. Under Downtown and River Corridor reword with ..."Downtown Strategic Plan and other projects with...."</p> <p>7. Under Regional Planning delete the "and as necessary.." phrase, which is obsolete.</p> <p>8. Do a few other very minor tweaks and reformattings.</p>
Parks & Rec. Bd.	Ohlson	X		
P&Z Bd.	Weitkunat		X	
Retirement Committee	Manvel			<p><b>Revise 11th bullet to make parallel with other bullets:</b>  Monitor web site for the General Employees' Retirement Committee and request City Clerk's Office to update as needed. Provide City Clerk's Office approved and signed minutes to post on web site.</p>
Senior Advisory Bd.	Hutchinson	X		
Telecommunications Bd.	Roy	X		
Transportation Bd.	Kastein		X	
Water Board	Roy	X		

WC	Weitkunat			<b>Great work and a lot of thought in improving the commission!</b>
Youth Advisory Bd.	Kastein		X	
Zoning Bd. of Appeal	Ohlson	X		

RESOLUTION 96-140  
OF THE COUNCIL OF THE CITY OF FORT COLLINS  
ADOPTING GUIDELINES FOR INITIATING AND DEVELOPING COUNCIL  
ORDINANCES AND RESOLUTIONS

WHEREAS, the City Charter provides in Article II, Section 6, that the Council shall act by ordinance, resolution or motion; and

WHEREAS, under Section 2-30(a) of the Code, the City Manager, in consultation with the Mayor and Mayor Pro Tem, is to prepare the agenda for all regular and special meetings of the City Council, including all items requiring City Council action; and

WHEREAS, there has been some uncertainty in the past as to the manner in which proposed ordinances and resolutions should be initiated and developed for consideration by the Council; and

WHEREAS, the City Council wishes to adopt guidelines describing the circumstances under which it is appropriate for City staff to initiate and develop such items.

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

**1. INITIATING WORK ON AN ORDINANCE OR RESOLUTION.**

The source of ideas for new and revised policies may come from the Council policy agenda, individual Councilmembers, citizens, City boards and commissions, service clubs and organizations, ad hoc task forces, community groups, neighborhood associations, etc. The following procedures shall be followed in determining whether staff resources should be devoted to the initiation of an ordinance or resolution in response to such proposals.

- (a) *Council policy agenda.* Upon Council's adoption of its policy agenda, and without further direction from the Council, work on specific ordinances and resolutions implementing the policy agenda and the goals and projects established by the Council will be commenced by City staff as directed by the City Manager.
- (b) *Other Council initiated ordinances and resolutions.* Work on other ordinances or resolutions can be initiated by the support of three (3) Councilmembers, at a regular Council meeting, study session or Council committee meeting; provided, however, that if any Councilmember desires that formal action of the Council be taken with regard to such request, such formal action shall occur at a regular Council meeting and shall require the approval of a majority of the Councilmembers present and voting.

- (c) *Recommendations from City Boards and Commissions.* If a City board or commission would like Council to consider adopting a policy or revising or eliminating an existing policy, the board or commission should contact its Council liaison or another Councilmember and discuss the request. The Council liaison or other Councilmember would then forward the request to a Council committee or to the entire Council at a regular meeting or study session under the "Other Business" segment of such meeting or study session. The Council liaison may forward with the request his or her comments and/or recommendations with regard to the request. Councilmembers shall then provide direction on whether or not staff should proceed with initiating work on an ordinance or resolution with regard to the request, in accordance with subparagraph (b) above.
- (d) *Staff initiated ordinances and resolutions.* Staff requests and suggestions for other ordinances and resolutions will be reviewed by the City Manager and presented to the City Council as he or she deems appropriate.
- (e) *Staff follow-up.* Council will be informed of work proceeding on any ordinance or resolution. Such communications will be particularly important for work that it is initiated by a Council committee or the City Manager which is outside the context of full Council gatherings.

**2. DEVELOPMENT OF THE SUBSTANCE OF, AND OPTIONS FOR, AN ORDINANCE OR RESOLUTION.**

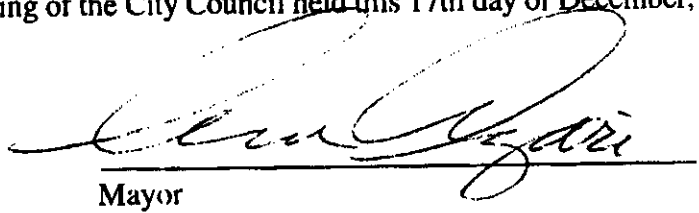
Once direction has been given to initiate work on a Council ordinance or resolution, preparation of the substance and, if warranted, optional approaches, will begin by the City Attorney and appropriate staff. Guidance may be offered by, or solicited from, Councilmembers as the ordinance or resolution is being developed. If the City Attorney or City Manager need clarification, additional direction, or resolution of conflicting approaches to the content in the course of preparing an ordinance or resolution, such direction is to be provided by Council in one of the following ways:

- (a) by a Council Committee through agreement of at least two (2) of the Council committee members;
- (b) by the Council Leadership Team (the Mayor and Mayor Pro Tem); or
- (c) if necessary, by a motion under "Other Business" at a regular Council meeting, as approved by a majority vote of the Councilmembers present.

If either the City Attorney or City Manager is unable to obtain clear direction or a resolution of conflicting approaches, staff work on a pending ordinance or resolution will be suspended until such clarification and resolution is provided by City Council.

City Council will be notified, in writing, when staff work on a pending ordinance or resolution has ceased.

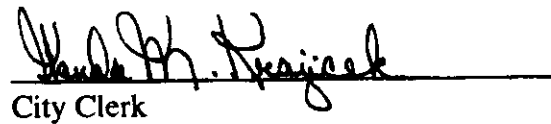
Passed and adopted at a regular meeting of the City Council held this 17th day of December, A.D. 1996.



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Mayor

ATTEST:



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City Clerk