

CITY COUNCIL ADVISORY BOARDS

Operating Guidelines

The City Council appoints a number of boards and commissions to serve in an advisory role to Council decision making. Board members are selected based on their level of interest, experience and expertise in matters coming before their respective boards. Board members are appointed to serve fixed terms, and are eligible for reappointment at the discretion of the City Council.

Each advisory board and commission is guided by a defined mission statement and scope of work. Each board selects one of its members to serve as chair person. The duties of the chairperson include organizing meeting schedules, leading meetings, and managing related administrative functions of the board. The responsibilities also include making periodic appearances before the City Council to address issues of common interest, and on an annual basis presenting to the City Council a proposed agenda of activities for the respective board to undertake during the next fiscal year. From time to time, the City Council may call on a board chair to provide an update or status on projects and activities undertaken on behalf of the Council.

For each appointed advisory board, the City Council designates a member of the Council to serve as liaison to the board. The Council liaison acts as a conduit to keep the council apprised of activities of the board, and to convey any information to the board that results from relevant council discussion, a council vote or consensus. The council liaison is not a voting member of the advisory board and therefore is not designated to make administrative or operational decisions for the board on behalf of the council.

The City Manager designates one or more staff members to attend advisory board meetings to support respective board activities. Typically, the staff support includes providing information related to policy decisions and operational activities of the city organization, projects and priorities that may have been established for staff, and related operational issues. The advisory board is not empowered to assign tasks to staff members; although staff may provide information and guidance on issues and policy that are readily available. Staff members are not empowered to create or introduce advisory board agenda items, engage in task assignments on behalf of the advisory board, or vote on advisory board issues.

Each year, each advisory board presents for City Council approval a proposed agenda of activities to undertake. The council may accept or modify the proposed agenda to conform to relevant City Council goals and objectives. Subsequently, if during the ensuing fiscal period the advisory board desires to amend or supplement the annual approved agenda, it may schedule a follow-up presentation to the City Council to propose and discuss the recommended changes to advisory board schedule of approved activities. Such changes may evolve from presentations or suggestions brought to the attention of the advisory board during their regularly scheduled meetings. Suggestions may be presented by advisory board members or by citizens attending the open public meetings. If the suggested activities or projects have the collective support of the board, then the advisory board chair may request a follow-up presentation to the City Council to request support amending the annual approved agenda of activities.

CITY COUNCIL ADVISORY BOARDS & COMMISSIONS

Each advisory board has a codified mission that outlines the activities and areas of interest assigned to their regular review and analysis. For discussion and review of those subjects, the advisory boards need not annually obtain Council approval; unless the Council elects to change the mission statement or scope of work defined for the advisory board.

For purposes of adding activities beyond those identified in the mission statement, and those tasks approved by the Council during the advisory board's annual presentation of tasks to the Council, the advisory board uses the Legislative Referral form to propose to the City Council added specific tasks. The process is as follows:

- The advisory board determines through their regular meeting process that they desire to add a specific task to their list of annual approved activities, and recommend that the advisory board chair prepare a legislative referral form describing such activity for consideration by the City Council. The referral form is sent to the City Clerk for placement on a City Council agenda.
- The Agenda Committee will then determine an appropriate time when the Legislative Referral form may be added to the City Council agenda, and at which time presented by the advisory board chair to the Council for consideration.
- If following the presentation by the advisory board chair, the Council approves the addition of the proposed activity, it shall be added to the list of approved advisory board activities for the year. If denied, then the proposal may not be presented again for at least one year, unless otherwise dictated by the City Council
- If the activity is approved by the Council as presented, then the advisory board may proceed to undertake the designated advisory board actions related to the new activity
- Following the completion of research, analysis, and other background work, the advisory board chair may return to the city council with a finding and recommendation related to the completed activity. The advisory board chair's finding may be to accept, adopt, implement, or install the specific researched activity; or to abort, suspend, or deny the activity
- The City Council shall make the final determination on accepting or denying the recommendations of the advisory board and the specific activity or action under consideration