

Fort Collins City Council Ad Hoc Committee for Boards and Commissions Agenda

Regular Meeting

4 p.m., Wednesday, March 1, 2023

CIC Conference Room at City Hall, 300 Laporte Ave, Fort Collins, CO 80521

Zoom link: <https://fcgov.zoom.us/j/99319941882>

Committee Members:

Emily Francis, District 6, Chair

Tricia Canonico, District 3

Julie Pignataro, District 2

Kelly Ohlson, District 5, alternate

NOTICE:

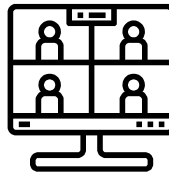
Regular meetings of the Ad Hoc Committee for Boards and Commissions are held on the 1st Wednesday of each month at 4:00 p.m. unless otherwise stated. Meetings are conducted in a hybrid format, with a Zoom webinar in addition to the in-person meeting in the CIC Conference Room at City Hall.

Councilmembers may participate in this meeting via electronic means pursuant to their adopted policies and protocol.

How to view this Meeting:



Meetings are open to the public and can be attended in person by anyone.



Meetings are available through the Zoom platform, electronically or by phone.

Call in: +1 720 928 9299

Meeting ID: 993 1994 1882

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There are four options for members of the public who would like to participate in or provide input regarding Council Committee meetings:

Comment in real time:



In person attendees can address the Committee in the Meeting room.



During the public participation portion of the meeting and discussion items:

The public can join the Zoom meeting and comment from the remote meeting, joining online or via phone.

Join the online meeting using the link in this agenda to log in on an internet-enabled smartphone, laptop or computer with a speaker and microphone. Using earphones with a microphone will greatly improve audio experience. To be recognized to speak during public participation portions of the meeting, click the 'Raise Hand' button.

Participate via phone using the call-in number and meeting ID below. Enter the meeting ID when prompted, and then hit the # key.

Call-in number: 720 928 9299

Meeting ID: 993 1994 1882

During public participation opportunities in the meeting, press *9 to indicate a desire to speak.

Submit written comments:



Email comments about any item on the agenda to cityleaders@fcgov.com



Written comments can be mailed or dropped off at the City Clerk's Office at City Hall, at 300 Laporte Ave, or by mail to PO Box 580, Fort Collins, CO 80522

The Ad Hoc Committee is supported by the Office of the City Clerk
cityclerk@fcgov.com 970.221.6515



Agenda

Ad Hoc Committee for Boards and Commissions

March 01, 2023 – 4:00 PM

CIC Conference Room, City Hall, 300 Laporte Ave & via Zoom at
<https://fcgov.zoom.us/j/99319941882>

Remote Participation Available

A) Call Meeting to Order

B) Roll Call

C) Approval of Minutes

1. **Consideration and approval of the minutes of February 1, 2023.**

The purpose of this item is to approve the draft minutes of the February 1, 2023, Ad Hoc Committee for Boards and Commissions meeting.

D) Discussion / Informational Items

2. **Reviewing and discussing recruitment processes, the purpose of Super Issues Meetings, simplifying boards, and board composition.**

The purpose of this item is to review potential changes to the recruitment processes and to discuss modifying the Code surrounding joint meetings, the purpose of Super Issues Meetings, simplifying boards, and the numbers of members on boards.

3. **Review and take formal action regarding interview options.**

The purpose of this item is to review options surrounding interview processes and to take formal action.

E) Review of Upcoming Calendar

F) Other Business

G) Adjournment

Next Scheduled Committee Meeting: H:MM PM, Month DD, 20YY

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970.221.6515 (V/TDD: Marque 711 para Relay Colorado). Por favor proporcione aviso previo cuando sea posible. Las solicitudes de interpretación en una reunión deben realizarse antes del mediodía del día anterior.



Minutes

Ad Hoc Committee for Boards and Commissions

February 01, 2023 – 4:00 PM

CIC Conference Room, City Hall, 300 Laporte Avenue & via Zoom at
<https://fcgov.zoom.us/j/92427789756>

Remote Participation Available

A) Call Meeting to Order

- 4:00 PM

B) Roll Call

- Committee Members Present: Emily Francis (Chair), Julie Pignataro, Tricia Canonico
- Staff Members Present: Davina Lau, Rupa Venkatesh, Honoré Depew, Anissa Hollingshead, Jenny Lopez Filkins
- Members of the Public: Kelly Ohlson

C) Approval of Minutes

1. Consideration and approval of the minutes of January 4, 2023.

The purpose of this item is to approve the draft minutes of the January 4, 2023, Ad Hoc Committee for Boards and Commissions meeting.

- Committee Member Julie Pignataro moved to approve the January 4, 2023 minutes. Committee Member Tricia Canonico seconded. The motion was adopted unanimously.

D) Discussion / Informational Items

2. Discussing and evaluating the purpose of Boards and Commissions, Council's role, recruitment and interview processes, and member composition of Boards and Commissions.

The purpose of this item is to discuss the purpose of Boards and Commissions, as well as options for process changes and the implications, pros, and cons that would come with those changes.

- *Discussion Highlights:* Staff Member Davina Lau outlined the current purpose of Boards and Commissions: to acquire and study information in specific areas and to make recommendations to City Council on issues related to the Board's area of expertise. She noted Boards and Commissions bridge the gap between Council and the public and provide the opportunity for members of the public to voice concerns and shape the community and its quality of life. She noted Council should consider how it sees Boards and Commissions in Council's role in policy development and where it wants Boards and Commissions to engage.

Staff Member Rupa Venkatesh discussed instances in which Boards and Commissions made recommendations to Council, including a Human Relations Commission recommendation related to foreign policy.

Staff Member Lau outlined public impressions of Boards and Commissions and associated feedback, including changes to increase the Council communication loop and Board effectiveness, and opportunities to improve Board Member orientation and onboarding.

Chair Emily Francis commented on the lack of consistency in how Boards and Commissions provide input to Council.

Committee Member Julie Pignataro stated a Board or Commission could influence policy as little or as much as determined by Council. She stated she does not believe looking at how Boards and Commissions influence policy is the right question; how they communicate to Council should be the consideration. She also commented on possible disconnects between staff liaisons and what they might understand is happening with Council.

Chair Francis stated Boards and Commissions have the greatest impact when staff members seek input on specific items.

Staff Member Lau stated her research through the 'reimagining' process showed Boards and Commission members want additional feedback from Council, either through work plans or annual reports; however, she questioned how best to address that.

Committee members commented on ensuring Boards and Commissions members have proper expectations set during the onboarding process regarding the input they can provide. Committee Member Pignataro suggested Council not change its relationship with Boards and Commissions and reiterated her thought that realistic expectations be set during onboarding and retroactively for current members. She also suggested staff liaisons be provided with expectations for conveying to their Boards the ways in which they can communicate with Council.

Kelly Ohlson commented on the origin of Boards and Commissions feeling as though they cannot bring forth issues that are not on their work plans.

Committee members discussed conducting periodic reviews of Boards and Commissions and what role a Council liaison should take in dealing with an identified problem.

Staff Member Lau outlined the 'reimagine' research which suggested an opportunity to simplify Boards and Commissions by creating 'super' Boards that share key outcome areas. Chair Francis asked what problem was being solved by this suggestion. Staff Member Honoré Depew stated the main impetus behind the work to reimagine was from the 2017 public participation report that analyzed Boards and Commissions and found that, from a demographic standpoint, their membership make-up did not match that of the community. He stated the potential consolidation of Boards had less to do with the diversity question and more to make things more functional and provide alignment with peer cities. Staff Member Lau noted Fort Collins has an average of 7.65 more Boards than its peer cities.

Committee Member Pignataro asked if some Boards do not hold regular meetings due to a lack of agenda items. Staff Member Lau replied there are some Boards, such as the Golf Board and Youth Advisory Board, that do not meet for certain months out of the year.

Committee Member Pignataro opposed the idea of 'super' Boards; however, she stated she would be open to a discussion of looking at the effectiveness of Boards in general, particularly if they are not meeting due to a lack of agenda items or the lack of a quorum, or if they are not having much interaction on Council topics.

Chair Francis stated it would be helpful to know more about what makes an effective Board.

Committee Member Canonico asked if there is information related to what types of extra Boards Fort Collins has over its peer cities. Staff members stated they would research that information. Kelly Ohlson commented on the city's pride in its Boards and Commissions. Chair Francis stated the issue is more around the time commitment for Council members related to Boards and Commissions than it is an issue of having more Boards than average.

Kelly Ohlson commented on the possibility of shortening interview times and automatically reappointing members who reapply as long as there are no issues. Committee members discussed options for Boards and Commissions interviews, including involving staff liaisons in interviews for non-quasi-judicial Boards.

Kelly Ohlson stated he does not believe staff or management should be involved in the Boards and Commissions appointment process as many staff members have no desire to have a Board to manage. He stated some of the most impactful Board members have been some of the most challenging for staff and the organization. Committee Member Pignataro suggested Council members may not be immune to having the desire to appoint accommodating members to the Boards. Additionally, she stated having staff liaisons involved would help bridge the gap between them and Council.

Kelly Ohlson commented interviews being one of the only ways for Council members to have influence on Board and Commissions, and in some cases, a member may be the liaison for several Boards whereas another member may be a liaison for only one. He also commented on the relationships that are built between Council members when doing Boards and Commissions interviews.

Committee Member Canonico supported the idea of staff liaisons being involved, though she did express concern with decreasing the number of Council interviewers to one. Chair Francis noted the Council liaison is the one who ultimately appoints members. She stated having the staff liaisons present could be beneficial and she disagreed staff liaisons only want amenable Board members.

Kelly Ohlson disagreed that the Council liaison is the final decision-maker; he stated both Council interviewers have always worked together to make appointment decisions in his experience.

Staff Member Lau clarified the role of the Council liaison is to take the lead in filling vacancies, reviewing applications, and interviewing candidates. She noted staff wanted to provide the Committee members with options because the interview process is time consuming and there is a disconnect between the Council liaisons and Boards so the goal is to begin to bridge those gaps.

Committee Member Pignataro opposed options one, three, and four. She supported a combination of options two, five, and six. She suggested staff return with other options after considering the discussion and time, responsibility, and knowledge.

Chair Francis also asked staff to consider tightening up the interview scheduling process.

Staff Member Venkatesh discussed recruitment timing and the incumbent process and questioned whether there should be changes made. She noted incumbents currently have to reapply; however, they do have a slightly different application process which can save some time during the interview process, though there is a public perception issue related to the differing process.

Chair Francis suggested incumbents who have had a formal complaint filed against them or who have missed a certain number of meetings should be required to go through the entire application and interview process.

Committee Member Pignataro stated incumbents should have to complete an application as they may have a different perspective from the first time they served. She also suggested the staff liaison and Council liaison look at all applications and discuss any issues with the incumbents, and if there are no issues, then they do not need to be re-interviewed.

Chair Francis reiterated her suggestion about the complaint and/or missed meetings and stated that makes the process less subjective.

Staff Member Venkatesh suggested staff bring back an incumbent criteria process for the Committee's consideration.

Staff Member Lau stated recruitment currently occurs annually with applications opening September 1st and closing around the 26th, unless there are quorum issues, with appointments made in November and December after interviews. She noted there is currently a concern with that timing due to the Council elections now being in November and she provided other options for timing of the process. Committee Member Canonico generally opposed having two separate recruitment cycles.

Kelly Ohlson cited an issue with the Air Quality Advisory Board in terms of recruitment timing. Staff Member Lau noted the current practice is that a special recruitment does not occur unless there are quorum issues. She asked if the Committee would like to consider opening applications any time there is a vacancy. Chair Francis noted there were issues with that in the past because the public was not aware of the one-off vacancies and applications tended to be driven by staff liaisons encouraging people to apply.

Committee Member Pignataro expressed support for bi-annual recruitment. Chair Francis suggested that would allow for recruitment for all open positions twice a year.

Committee Member Canonico suggested recruiting in the summer could be problematic given travel and children not being in school.

Kelly Ohlson suggested there may need to be a systemic look at where to save time for Council members in general as it seems a great deal of time is being spent on how to save a few hours of interviews, which is an important use of Council's time.

Staff Member Lau outlined the effects to the timeline of shifting the recruiting cycles.

Committee Member Pignataro stated leaving the recruitment timeline the way it is currently is not an option. She reiterated her support for bi-annual recruitment.

Committee Member Canonico and Chair Francis expressed support for annual recruitment. Chair Francis supported option one, which would provide annual recruitment but avoid the summer months.

Staff Member Venkatesh noted this Committee will cover recruitment in more detail.

Kelly Ohlson suggested bi-annual recruitment with some Boards recruiting during each cycle could get confusing to the public.

Committee members expressed support for the timing of option one, which shifts the calendar for the annual recruitment. Committee Member Pignataro suggested opening the application period from December 1st through January 30th so as to allow students the opportunity to apply prior to them leaving for the holiday break.

Staff Member Lau opened discussion on whether all Boards should be comprised of seven members unless there are enough applications for nine. She outlined which Boards currently have nine members.

Committee Member Pignataro asked if quorum would need to change depending on how many people are on the Board. Staff Member Lau replied in the affirmative and noted odd numbers are better than even, though that could be considered.

Committee Member Pignataro asked how many Boards and Commissions currently exist. Staff Member Lau replied there are 23, or 24 including the Women's Commission which currently still exists.

Committee Member Pignataro suggested allowing all Boards except quasi-judicial and type 2 Boards to have between seven and nine members. Committee Member Canonico asked if it would be up to the discretion of the Council liaison to decide the number of members based on the applicants. Chair Francis opposed using a sliding number as it may be confusing. She suggested postponing the conversation to the next meeting.

E) Other Business

- None

F) Adjournment

- 5:50 PM

Next Scheduled Committee Meeting: 4:00 PM, March 1, 2023

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March 1, 2023



AGENDA ITEM SUMMARY

City Council

STAFF

Davina Lau, Public Engagement Specialist

Rupa Venkatesh, Assistant City Manager

SUBJECT

Reviewing and discussing recruitment processes, the purpose of Super Issues Meetings, simplifying boards, and board composition.

EXECUTIVE SUMMARY

The purpose of this item is to review potential changes to the recruitment processes and to discuss modifying the Code surrounding joint meetings, the purpose of Super Issues Meetings, simplifying boards, and the numbers of members on boards.

STAFF RECOMMENDATION

None

BACKGROUND / DISCUSSION

None

CITY FINANCIAL IMPACTS

None

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None

PUBLIC OUTREACH

None

ATTACHMENTS

1. 3-1 Ad Hoc PowerPoint.pptx
2. 2-6 Super Issues Meeting Memo.pdf
3. Ordinance 092, 2022.pdf



Ad Hoc Committee for Boards and Commissions

- Review progress of ad hoc committee
- Confirm recruitment timing change
- Review and take formal action regarding interview options
- Review joint meeting language in code to allow for more flexibility
- Review of Super Issues meeting purpose
- Criteria for board or commission effectiveness
- Incumbent process criteria
- Board member composition – 7 or 9?

Legend

** indicates an item that needs consideration of Council during a regular meeting, likely in August.

3 or more individual councilmembers may direct City Manager to initiate and move forward with preparing resolutions and ordinances

Direction received from Committee and will be done administratively by staff

Discussed during January meeting

Discussed during February and/or March meeting

Will be discussed during April meeting

- Improvements to board and commission orientation
- Provide training for board chair (how to conduct a meeting, de-escalation training, etc)
- Application improvements
 - Verify workload for each board to include as part of application and interview process
 - Add question – “have you applied for this board before”
 - Add question – “how many hours are you willing to contribute to the board”
 - Ensure that current board members resign if they want to apply for a different board (already part of code)
 - Policy for no show to interview applicants
 - Continuous improvement to Council summary sheets
- Subscription so that interested residents are notified when vacancy becomes available
- Conduct exit interviews for board members if there are issues
- **Remove one-year terms except for youth advisory board (January)
- Need to improve communication between Council and staff liaisons (February/March)
- Shorten interview process (February/March meeting)

- Recruitment timing changes as a result of election timing change (February/March)
 - **Resolution needed to extend current terms
- **Consideration of 7 members for all boards unless there are enough quality applications for 9 (February/March)
- **Review process to add and delete boards (March)
- **Review code related to joint meetings to provide more flexibility for boards to meet with each other (March)
- Review super issues meetings purpose – March meeting
- **Review draft Code of Conduct (April meeting)
- Incumbents process – establish criteria (April meeting)
- **Update the Council liaison role resolution – April meeting
- **Review scope of work for youth advisory board (future meeting)
- Recruitment efforts to increase diversity on boards (future meeting with Equity Officer)
- Housing Catalyst recruitment (future meeting)
- Surveyed members indicate don't have enough guidance from Council liaison, lack of feedback from Council (future meeting)



What else would the Committee
like to discuss?

- Recruitment timing
 - Annual recruitment will now be Dec 1 – Jan 30
 - Interviews in mid Feb
 - Council appointment in March
 - Term begins in April
- For 2023 only to fill current vacancies
 - April – applications open
 - May – current process for interviews
 - Early to mid June – Council appointment
 - July – term starts
- All terms will be extended 3 months until March 31 of the year their term expires
 - Need to consider a resolution prior to December 31, 2023 for each term change needed

- *Problem to solve with interviews/appointment process*
 - Increase communication w/ staff liaison to understand gaps in knowledge, knowledge of what board does, reduce interview time commitment
- Council continues to use the current interview process for quasi-judicial boards only.
- Type 1 and Type 2 boards options:
 - Option 1: One Councilmember and staff liaison interview
 - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
 - Pro: solves for time commitment
 - Con: could politicize process if only 1 Councilmember
 - Option 2: Two Councilmembers interview with staff liaison in the room
 - Pro: can de-politicize process with 2 Councilmembers
 - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
 - Con: does not solve time commitment
- ***Consider a motion to move forward with one of these options***

Problem to solve: provide more flexibility for boards to meet together

Note: Charter requires Council to prescribe powers, duties, and operating procedures of each board and commission

Section 2-72. Open meetings required; exceptions; joint meetings

(d) Two or more board or commissions, committees of boards or commissions, or representatives from each such board, commission or committee may hold a joint meeting if the subject of the meeting specifically relates to **the functions of** ~~an item or project in the work plan~~ of each participating board or commission, or if the City Manager or City Council has approved the joint meeting

Does the Committee want to review the functions of individual boards to broaden scope?

Sec. 2-103. - Air Quality Advisory Board.

- The duties and functions of the Board shall be to advise the City Council regarding policies, plans and pro-grams to improve and maintain the City's air quality. The Board may, without limitation, biennially review air quality indicators and recommend adjustments to the Air Quality Action Plan; review and recommend revisions, as needed, to the Air Quality Policy Plan and to any other City plans that may have significant impacts on air quality; and advise the Governor-designated lead agency for air quality planning on matters pertaining to the Fort Collins element of the State Implementation Plan. The Board may also convene ad hoc citizen task groups to provide additional technical expertise to the Board for the planning of specific action strategies.
- The Board shall coordinate its work with the Transportation Board, Natural Resources Advisory Board and the Planning and Zoning Commission, recognizing that certain transportation and land use decisions, policies and programs affect future air quality.

Sec. 2-145. - Cultural Resources Board.

The Board shall have the following functions:

- To advise and make recommendations to the Director of Cultural Services and Facilities and the City Council as to rules, regulations, policies, administrative and budgetary matters pertaining to the Cultural Services Department's programs, services and facilities and any other cultural facility constructed or operated by the City;
- To review proposals for funding from the Cultural Development and Programming Account and the Tourism Programming Account, following established and published guidelines, and to submit recommendations regarding such proposals to the City Council to be approved by the City Council by resolution

Sec. 2-115. – Youth Advisory Board.

- 1) To gather information from, and otherwise communication with, other groups, organizations and agencies regarding youth-oriented issues and problems;
- 2) To document and discuss issues of importance to youth in the Fort Collins community, specifically as they affect City-operated services;
- 3) To review and discuss legislation that may affect youth; and
- 4) To recommend to City Council local legislation and policy actions or changes which would enhance the status of youth in the Fort Collins community.

Sec. 2-175. – Human Relations Commission.

- 1) To promote interaction among all City residents and to discourage all forms of discrimination based upon the diversified values and individual differences of such residents by...
 - b) Cooperating with and providing leadership and support for other groups interested in promoting value and respect for diversity and positive intergroup relations
- 2) To assist residents of the City in utilizing the complaint procedure under Chapter 13, Article II of the Code and to hear appeals from decisions of the City Manager as provided in Subsection 13-23(b) of the Code
- 3) To facilitate the review of citizen complaints concerning the actions of City police officers or community service officers
 - d) Communicating with other similar Commissions in order to share experiences and become more sensitive to potential problems

- Provide opportunities for staff to educate and seek feedback on array of topics that have city-wide impact.
- Outreach to staff liaisons and see if they or any leaders in their departments have an issue that they would like to present to our boards. This can be helpful depending on current policies and projects in the city (e.g., Land Use Development Code, Halligan Water Supply Project, etc.).
- Staff uses the feedback to inform next steps in their process, including public outreach.
- Public Engagement Specialist in Clerk's Office submits a memorandum to Council after the meeting outlining the topics and insights gained.
- Board and Commission members bring information that they obtained from the meeting back to their fellow board members.
- Engagement between various boards and commissions that might have overlap between their work plans.



- How often do they have a lack of quorum?
- Has lack of quorum prevented the board from taking action directly related to a function of the board?
- How often are they providing recommendations to Council?
- Is staff or Council asking the board for feedback?
- Do board members and staff believe there is effective communication between the board and city staff?
- Is there an agenda that requires and results in board action taken?
- Does the board action taken or their work plan align with Council's established purpose for that board?
- Have any complaints unrelated to Respectful Workplace Policy been made by board members about the conduct of another board member?
- When there are vacancies, is there a sufficient amount of applications received to indicate community interest?

- Highly effective boards have clearly outlined functions and responsibilities that align with the purpose that Council desires and effectively achieve those functions
- The purpose and functions of the board are relevant to current Council needs plus the advisory role they play for staff is productive.
- The agenda items calling for board action or make recommendations on serve the purpose Council intends or the board functions in the Code.

Examples of ineffective boards

- Women's Advisory Board
- Parking Advisory Board (functions added to Transportation Board scope)
- Golf Board (suggest these functions are added to Parks and Recreation Board)

Does the Committee want to consider removing these boards? Any other boards to review?

Examples of effective boards

- Human Relations Commission
- Land Conservation and Stewardship Board
- Air Quality Advisory Board

Board/Commission	Dates Cancelled	Reason	Notes
Art in Public Places Board	January 19, March 16, May 18, August 17, December 21	Not Listed	Did meet on March 30 and December 14
Building Review Commission	January 27, March 24, December 15	Lack of Business Items	
Cultural Resources Board	April 28, July 28, November 17	Lack of Business Items	
Disability Advisory Board	January 20, April 21, May 19	Lack of Quorum, Chair is ill (May)	
Economic Advisory Board	March 16, July 20	Lack of Business Items	
Energy Board	April 28, August 11, August 25, October 27	Lack of Business Items	Did meet on October 13
Golf Board	September 14, October 12	Lack of Quorum	Does not meet June - August
Historic Preservation Commission	June 15, September 14, November 9	Lack of Quorum & Business Items	
Human Services and Housing Funding Board	June 8, August 10, September 14, December 14	Lack of business Items	
Natural Resources Advisory Board	May 18, July 14, September 21	Lack of Business Items & Quorum	
Parks and Recreation Board	May 25, June 22	Lack of Quorum	
Water Commission	February 3, June 2, September 15	Rescheduled	Did meet on February 17
Watershed Advisory Board	October 16, November 3, December 1	Lack of Quorum	Does not meet in Summer

- Periodic Reviews are not in the City Code or Charter but in Manual and Resolution 2016-039
- They ask the following:
 - Indicate the top 3 Key Outcome Areas this Board/Commission is aligned with
 - 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?
 - Regarding the board's annual Work Plan:
 - How is the Work Plan aligned with the Key Outcome(s) identified above?
 - How is the Work Plan aligned with the City's Strategic Plan?
 - How is the Work Plan aligned with the Agenda Planning Calendar (Six Month Calendar)?
 - Does the board effectively accomplish its annual Work Plan?
 - Are board meetings conducted in an effective manner (do the meetings start on time)?
 - Are discussions focused on the agenda (topic, etc.)? What could be done to improve board meetings?
 - Is the current size of the board appropriate? If not, what suggestions would you make?
 - Please describe the effectiveness of the communications between the board and Council. What could be done to improve these communications?

Review Year	Strategic Plan Outcome Area	Board/Commission
2022	Environmental Health	<ul style="list-style-type: none"> Air Quality Advisory Board Energy Board Land Conservation and Stewardship Board Natural Resources Advisory Board Water Commission
	High Performing Government	<ul style="list-style-type: none"> Retirement Committee
2023	Neighborhood Livability and Social Health	<ul style="list-style-type: none"> Affordable Housing Board Disability Advisory Board Human Services and Housing Funding Board Human Relations Commission Historic Preservation Commission Land Use Review Commission Senior Advisory Board
2024	Culture and Recreation	<ul style="list-style-type: none"> Cultural Resources Board Golf Board Parks and Recreation Board Youth Advisory Board
	Transportation and Mobility	<ul style="list-style-type: none"> Transportation Board
2025	Economic Health	<ul style="list-style-type: none"> Art in Public Places Board Economic Advisory Board Planning and Zoning Commission
	Safe Community	<ul style="list-style-type: none"> Building Review Commission Citizen Review Board

- During the February ad hoc meeting, Committee gave direction to remove #11 from Resolution 2016-039
 - To conduct a periodic review with their respective board or commission at a regular meeting according to the schedule outlined in Boards and Commissions Manual and to provide an oral summation at a future regular City Council meeting.

Confirmation from Committee that this is still desired

- What process would the Committee like to consider to as to when to add or delete boards?
 - Create a Boards and Commissions Council Committee that meets as needed. For example, if Public Engagement Specialist identifies a board that does not meet criteria for board effectiveness, the Committee can be convened to evaluate.
 - Staff and/or board could initiate the conversation, similar to Parking Advisory Board
 - Something else?

- Incumbent process
 - Incumbents still need to complete the general application
 - Council liaison & staff liaison meet to review application and determine if any complaints have been received
 - If no complaints received and application is sufficient, no need for interview
 - If yes, need to interview
 - If an investigation into a RWP complaint takes place, the investigation report will be disclosed confidentially to the City Council when complete.
- Board member composition – 7 or 9?
 - If boards are allowed to have 9 members, would it help quorum?
 - If there are applicants that are not a good fit, the board would reduce the number of vacancies.

- Recap March meeting and follow up on items
- Review draft code of conduct
- Review draft of council liaison resolution update

THANK YOU!



- No expressed interest in establishing super boards by outcome areas .
- What makes a board effective?
- How many boards have had to cancel meetings because lack of agenda items, no quorum or otherwise?
- What are our extra boards that other cities don't have?
 - Asheville has a Public Art and Cultural Commission.
 - Other cities don't have a Golf Board, Air Quality, Energy Board, Retirement, Human Services and Housing Funding Board (combined with other boards).







City Clerk's Office
 300 LaPorte Avenue
 PO Box 580
 Fort Collins, CO 80522
970.221.6515
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Boardsandcommissions@fcgov.com

MEMORANDUM

DATE: February 9, 2023

TO: Mayor and City Councilmembers

FROM: Davina Lau, Public Engagement Specialist ^{DS} 

THRU: Kelly DiMartino, City Manager ^{DS} 
 Rupa Venkatesh, Assistant City Manager ^{DS} 
 Anissa Hollingshead, City Clerk 

RE: February 6 Super Issues Meeting

Purpose:

The purpose of this memorandum is to provide the Mayor and City Councilmembers with a brief overview of the February 6th Super Issues Meeting which took place at The Lincoln Center (Columbine Room) at 5:30pm.

Boards and Commissions that had at least one member present:

- Art in Public Places Board
- Air Quality Advisory Board
- Economic Advisory Board
- Energy Board
- Land Use Review Commission
- Natural Resources Advisory Board
- Parks and Recreation Board
- Planning and Zoning Commission
- Transportation Board
- Water Commission

Total Members Present:

16

Staff Members Present:

Megan Keith (Senior Planner), Rebecca Everette (Senior Manager), and Sylvia Tatman-Burruss (Senior Project Manager), Davina Lau (Public Engagement Specialist).

Summary:

Staff presented on the East Mulberry Plan. They provided examples of thresholds for annexation and outlined character areas. They also informed attendees of impending outreach plans in order to obtain more public input. Staff then divided the room into breakout groups and had them answer the following questions:

1. From the perspective of your board/area of expertise, what other thresholds would you identify, and which ones do you think need to be advanced first?
2. What issues or community priorities within the East Mulberry Enclave do you think deserve the most focus?

Section D, Item 2.

Many portions of the East Mulberry area do not meet current City standards for services and infrastructure. What types of improvements should be the highest priority as this area is annexed into the city?

During a question-and-answer period, attendees asked questions and shared thoughts on some of the following key topic areas:

- Ensuring that the updated East Mulberry Plan is aligned with and coordinated with other subarea plans in place in northeastern Fort Collins. Particularly as it relates to achieving connectivity and continuity of key roadway and trail connections.
- Thorough outreach to residents and businesses about what to expect if and when they are to be annexed is critical.
- Maintaining affordability and the viability of small businesses is essential and should be part of the strategies within this plan.
- Conduct ongoing outreach to boards and commissions throughout the plan update process.

Staff appreciated the participation of the Super Issues Meeting attendees and have identified these key takeaways from the breakout groups to guide their work moving forward:

- Aesthetic improvements along Mulberry should be prioritized, particularly as it relates to creating a gateway into Fort Collins. Landscaping, screening, and establishing tree canopy were also mentioned.
- Create safe streets for all road users, not just vehicles. Increase and prioritize connectivity for all active modes.
- Existing areas of business and industrial uses should be preserved through appropriate zoning designations to ensure their longevity into the future.

ORDINANCE NO. 092, 2022
OF THE COUNCIL OF THE CITY OF FORT COLLINS
DISSOLVING THE PARKING ADVISORY BOARD AND AMENDING THE CODE OF
THE CITY OF FORT COLLINS BY REPEALING SECTION 2-110 RELATING TO THE
PARKING ADVISORY BOARD

WHEREAS, the Parking Advisory Board is a City board established by ordinance for the purpose of advising the City Council and staff regarding the implementation of parking plans, advocate for parking initiatives and programs, and educate the public about parking issues; and

WHEREAS, beginning in November 2021, members of the Parking Advisory Board (the "Board"), as well as staff began a review of the focus and format of its meetings and work plan; and

WHEREAS, staff and the Board concluded that any future topics regarding parking could easily be absorbed by the still existing Transportation Board; and

WHEREAS, staff has requested that the Parking Advisory Board be dissolved.

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

Section 1. That the City Council hereby makes and adopts the determinations and findings contained in the recitals set forth above.

Section 2. That Section 2-110 of the Code of the City of Fort Collins is hereby deleted in its entirety and said section number held in reserve for future use.

Introduced, considered favorably on first reading and ordered published this 16th day of August, A.D. 2022, and to be presented for final passage on the 6th day of September, A.D. 2022.

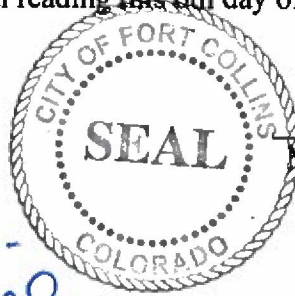
ATTEST:


City Clerk




Mayor

Passed and adopted on final reading this 6th day of September, A.D. 2022.



Mayor

ATTEST:

City Clerk

March 1, 2023



AGENDA ITEM SUMMARY

City Council

STAFF

Davina Lau, Public Engagement Specialist

Rupa Venkatesh, Assistant City Manager

SUBJECT

Review and take formal action regarding interview options.

EXECUTIVE SUMMARY

The purpose of this item is to review options surrounding interview processes and to take formal action.

STAFF RECOMMENDATION

None

BACKGROUND / DISCUSSION

None

CITY FINANCIAL IMPACTS

None

BOARD / COMMISSION / COMMITTEE RECOMMENDATION

None

PUBLIC OUTREACH

None

ATTACHMENTS

1. Interview Process.pptx

- *Problem to solve with interviews/appointment process*
 - Increase communication w/ staff liaison to understand gaps in knowledge, knowledge of what board does, reduce interview time commitment
- Council interviews continue to use the current process for quasi-judicial boards only.
- Type 1 and Type 2 boards options:
 - Option 1: One Councilmember and staff liaison interview
 - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
 - Pro: solves for time commitment
 - Con: could politicize process if only 1 Councilmember
 - Option 2: Two Councilmembers interview with staff liaison in the room
 - Pro: can de-politicize process with 2 Councilmembers
 - Pro: staff liaison has knowledge of board accomplishments, dynamics, gaps
 - Con: doesn't solve time commitment
- *Consider a motion to move forward with one of these options*