



## CITY COUNCIL MEMORANDUM

**FROM:** Office of the City Manager      **DATE:** July 11, 2016

**SUBJECT:** Consider Ordinance No. 3419, amending Article III. - Boards, Commissions and Committees.

**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

The purpose of the ordinance is to revise the City's Code of Ordinances regarding appointment, review and attendance of Boards, Commissions, and Committees.

### **GENERAL DESCRIPTION:**

City Council, at their June 13 and 27 work session meetings, discussed attendance records and expectations of appointees to adhere to attendance requirements. To ensure the City is providing good customer service to existing and potential businesses; Council directed staff to bring forward an ordinance to increase minimum participation percentage from 50 to 75. Council also directed staff to incorporate guidelines for staff to initiate discussion regarding attendance records with a downward trend. The proposed ordinance incorporates the wishes of the City Council

There are several critical projects expected to go before some of the boards within the next three months, and staff anticipates kicking off work on the strategic plan in September. It will be important that board members are present and available through the year long process of developing the strategic plan.

Traditionally, City Council takes action on their annual appointments at the first meeting in July. Staff preferred to have final action by Council prior to bringing forward the annual appointments. An item will be placed on the July 25 City Council agenda to take action on annual appointments.

Following the June 27 work session meeting, staff reviewed the ordinance language and proposes an additional, but minor change. The proposed ordinance provides for a 12 month (July 1 through June 30) period for the attendance report. The previous language provided for an 11month (July 1 through May 15) period.

### **RECOMMENDATION:**

Approve Ordinance No. 3419.