

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 11, 2017
SUBJECT: Approve Ordinance No. 3471, amending Section 2-121 of the City's Code of Ordinances – Appointment, review, removal, and training for boards and commissions.
PRESENTER: Alicia Richardson, City Secretary

SUMMARY:

This item is placed on the agenda to clarify attendance requirement language for board and commission members.

GENERAL DESCRIPTION:

The City Council approved Ordinance No. 3419 at its July 11, 2016 meeting. The ordinance addressed attendance records and expectations of appointees to adhere to attendance requirements.

- Increased minimum participation percentage from 50 to 75;
- Incorporated guidelines for staff to initiate discussion regarding attendance records with a downward trend; and
- Attendance report provided on a rolling twelve-month report

On August 14, 2017, the City Council discussed and directed staff to include language that exempts boards, commissions, and committees from the attendance requirement if they meet less than four times during the reporting period (July 1 – July 30). At this same meeting, staff was requested to clarify the language in Ordinance No. 3419 that addresses the minimum percentage of meetings a member must attend to remain on said board/commission. Currently, the language reads as:

...

"Sec. 2-121. - Appointment, review, removal, and training for boards and commissions.

...

(m)

Attendance reports. The staff person providing support to that particular board shall keep attendance reports at all meetings. The staff person will forward the attendance reports to the city secretary on or before the last day of each month. The city secretary will prepare a report for the city council showing attendance records for each board and each member thereof. This report shall be provided to the city council each month. A member who has missed 75 percent of the

board's meetings from July 1 through June 30 shall automatically be dropped from membership on the board. The city secretary shall inform a council member if their appointee has missed three meetings within a six month timeframe. The attendance reports referred to in this paragraph shall be made available to the city council and a copy furnished upon request. Attendance at all regular meetings, special meetings and workshops shall be recorded and used to calculate attendance percentages.

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Staff recommends the language be changed to read as follows:

...

"Sec. 2-121. - Appointment, review, removal, and training for boards and commissions.

...

(m) Attendance Reports. The staff person providing support to that particular board shall keep attendance reports at all meetings. The staff person will forward the attendance reports to the city secretary on or before the last day of each month. The city secretary will prepare a report for the city council showing attendance records for each board and each member thereof. This report shall be provided to the city council each month. A member shall attend a minimum of 75 percent (75%) of the board's meetings from July 1 through June 30, if not he/she shall automatically be dropped from membership on the board. Automatic removal for failure to meet this attendance requirement shall not apply to a board or commission that meets less than four times in a 12 month period (July 1 – June 30), or to a board or commission for which a separate removal process is set forth in the City Charter or the City Code of Ordinances. The city secretary shall inform a council member if his or her appointee has missed three meetings within a six (6) month timeframe. The attendance reports referred to in this paragraph shall be made available to the city council and a copy furnished upon request. Attendance at all regular meetings, special meetings and workshops shall be recorded and used to calculate attendance percentages.

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RECOMMENDATION:

Approve Ordinance No. 3471.