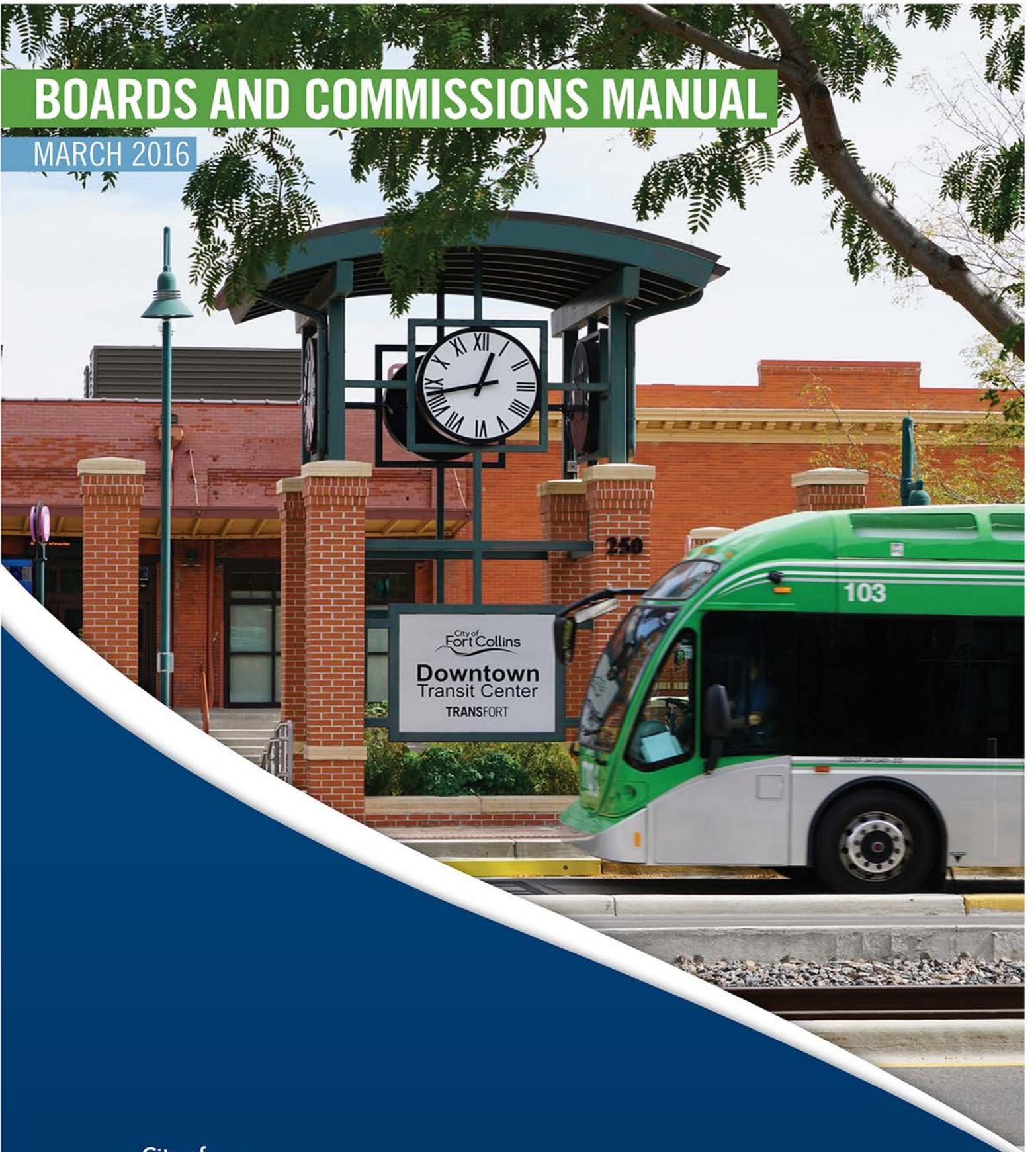


BOARDS AND COMMISSIONS MANUAL

MARCH 2016



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GUIDELINES FOR BOARD AND COMMISSION MEMBERS

Welcome

Welcome to the City of Fort Collins! Your selection as an active member of a board or commission provides you with a valuable opportunity for genuine public service and we thank you for your contribution. Although the specific duties of each board and commission vary widely, there are certain responsibilities common to all board and commission members. These guidelines will assist you in maximizing your contribution to our community.

Representation of a Board or Commission

As an individual member of a board or commission, you must not represent your own views or recommendations as those of the board or commission unless the majority of the body has officially voted to approve such action. Board or commission members making recommendations or expressing views which have not been approved by a majority of the board should indicate they are expressing individual opinions and are not speaking on behalf of the board or the City.

Public statements should not contain promises that may be construed to be binding on a board or commission, staff, or the City Council. When making a public statement, members should remind listeners that board actions are recommendations (unless otherwise provided by law) and that final action will be taken by the City Council. Remember that your actions and statements as a board or commission member assume special significance, and if not responsibly discharged, could result in a situation detrimental to the City's best interests.

Although board and commission members may be selected, in part, on the basis of representing specific interest groups, each member should represent the overall public good and not that of an exclusive group or interest.

Relationship with Other Members

On many occasions, the success or failure of the efforts of a board or commission is dependent upon the degree of cooperation evident among the individual members of the body. We encourage you to keep the following points in mind in your interactions with other members:

- ▶ Show respect for another's viewpoint.
- ▶ Allow others adequate time to present their views fully before making comments.
- ▶ Be open and honest.
- ▶ Welcome new members and help them become acquainted with their duties.
- ▶ Strive to minimize political action among members.

CHARGE: A Checklist for Effectiveness

C – Charter

Am I familiar with . . .

- The Charter of the City of Fort Collins in general?
- The specific function of my board or commission, as outlined in the City Code?
- What my fellow board members and I expect to achieve for the community?
- The name of the Council liaison and staff liaison to my board or commission?

H – Hierarchy

Do I understand . . .

- How my board or commission's work affects the community?
- The scope of authority of my board or commission?
- The role of my board's staff liaison, Council liaison and chair?
- My role as a board or commission member?

A – Accountability

Do I understand . . .

- My board or commission's liability and my own liability as an individual member?
- What constitutes a conflict of interest?
- Exactly how the law requires that a conflict of interest be handled?
- My board's accountability to the public?

R – Responsibility

Do I . . .

- Attend all board and commission meetings?
- Prepare for the meetings by studying the agenda and supplemental materials ahead of time?
- Complete the tasks I have volunteered to take on?
- Know what responsibilities each of us, as individual board members, has to our board colleagues?

G – Goals

Do I know . . .

- My board or commission's goals for the next 12 months?
- What tasks must be completed to reach each of our goals?
- Deadlines for the tasks for which I'm responsible?

E – Evaluation

Have I . . .

- Discussed with other members and staff what our board or commission can do to improve our performance?

INTRODUCTION TO CITY GOVERNMENT

City Council

The Fort Collins City Council is composed of six district Councilmembers who are elected on a nonpartisan basis for a term of four years, and a Mayor who is elected at-large for a two-year term. The Mayor Pro Tem is chosen from among the entire Council and serves a term of two years.

City Council serves as the community’s legislative body, having responsibilities for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to City staff. By provision of the City Charter, City Councilmembers are specifically prohibited from giving direction to any of the City staff members, except for the City Manager, City Attorney, and Municipal Judge.

City Manager

The City of Fort Collins operates within a council-manager form of government. The City Manager is the chief executive officer of the City and is responsible for the overall management of City operations.

Functions of the City Manager include:

- ▶ Implement policy decisions and legislative actions taken by the City Council
- ▶ Make recommendations to City Council
- ▶ Oversee the operations of the City
- ▶ Prepare the City budget

Council Manager Form of Government

	City Council	City Manager
Responsible for:	Policy Decisions	Day-to-day operations
Hires and Supervises:	City Manager City Attorney Municipal Judge	All other City staff members/employees

GENERAL INFORMATION

General Provisions

Details about boards and commissions may be found in Article III, Chapter 2 of the City Code. The City Council may, by ordinance, establish appointive boards and commissions to advise the Council on various issues and perform functions as the Council may designate. The ordinance establishing each board or commission prescribes the powers, duties, and operating procedures of the board or commission; and establishes the terms of office of the board or commission members, including initial overlapping terms.

In addition to the duties and functions specified in the City Code for any particular board or commission, boards and commissions are authorized to participate on a case-by-case basis in the review, discussion and advisement of Council regarding any policy or program matter, upon the request of the City Council or the City Manager. Participation Includes "Super Issue" meetings which engage a cross-section of board and commission members in discussions of broader policies issues and interests of the City, to further enhance the efficiency and effectiveness of City operations.

All board and commission members are subject to removal by the Council with or without cause. Any vacancy during the unexpired term of any member is filled by the Council for the remainder of the term. Each board and commission shall choose its own officers from among its members. The Council may change any or all of the powers, duties and procedures of any board or commission and may abolish any board or commission which is not required by the Charter or law.

A calendar summarizing annual deadlines and functions follows:

Boards and Commissions Yearly Planning Calendar

Board/Commission Deadlines	
January	Annual Report due January 31
	Onboarding of new members
February	Election of officers (February or March)
March	Election of officers (February or March)
April	Schedule Periodic Review to meet June or July deadline (NOTE: This is required once every 4 years per board – Clerk’s Office will contact affected boards)
May	
June	Periodic Reviews Due (June or July) (NOTE: This is required once every 4 years per board – Clerk’s Office will contact affected boards)
July	Periodic Reviews Due (June or July) (NOTE: This is required once every 4 years per board – Clerk’s Office will contact affected boards)
	Review adopted Council Policy
August	Begin creating or modifying Work Plans
September	Work Plan due September 30
October	
November	Annual Appreciation Event
December	Begin working on the Annual Report

Note: This calendar is not meant to be all-inclusive. Mid-year vacancy interviews are conducted as needed.

Membership Limitations

The following limitations and requirements are applied to board and commission membership:

No person may serve on any one board or commission for more than two complete terms. For the purpose of this provision, the balance of an unexpired term served by a person appointed to fill a vacancy shall be considered a “complete term” if such unexpired term exceeds 24 months.

No person will be appointed by the City Council to serve concurrently on more than one board or commission. This limitation does not apply to committees deemed to be temporary in nature.

Employees may not serve on any board or commission appointed by City Council, except the Retirement Committee. This restriction shall not apply to “Hourly with no Benefits” employees, provided that such employees do not serve on a board or commission which, in the judgment of the City Manager, directly affects the terms, conditions, or benefits of employment of any City employee. “Hourly with No Benefits” employees are required to obtain the written authorization of the City Manager prior to serving or continuing to serve on a board or commission.

All persons appointed, or reappointed, to any board or commission shall have resided within the Fort Collins Growth Management Area for at least one year. Any member serving on a board or commission who relocates outside of the Growth Management Area during his or her term of service on a board or commission, regardless of his or her date of appointment or reappointment, shall resign his or her membership. These limitations shall not apply to applicants for or members of the General Employees Retirement Committee.

Attendance Policy

Upon application for and acceptance of appointment, board and commission members demonstrate their intention and ability to attend meetings. If a member experiences recurring attendance problems, the chair of the board or commission (of if the chair is the person experiencing the attendance problems, then the vice chair) should contact the Boards and Commissions Coordinator located in the City Clerk’s Office, so that he or she can work with the Council liaison to the affected board or commission to address the issue. Either of the following shall automatically cause a member’s appointment to be terminated, and shall create a vacancy on the board or commission:

Three consecutive absences from regularly scheduled meetings of the board, if prior to the meetings where the absences occurred, no written notification of any such absence has been submitted to the staff liaison or the chair or, if the chair is the person experiencing the attendance problems, then to the vice chair.

Four absences from regularly scheduled meetings of the board in any calendar year, without written notification to the staff liaison or the chair or, if the chair is the person experiencing the attendance problems, then to the vice chair.

In the event that a vacancy occurs by reason of this policy, the staff liaison and the chair of the affected board or commission or, if the vacancy has occurred by reason of repeated absences

of the chair, then the vice chair, shall immediately notify the Boards and Commissions Coordinator so that the vacancy can be filled by the Council.

Meeting shall mean any gathering of a quorum or three (3) or more members, whichever is fewer, of any board or commission of the City, or any committee of such board or commission, at which any public business is discussed or at which any formal action may be taken, but shall not mean any chance meeting or social gathering at which the discussion of public business is not the central purpose. (City Code § 2-71)

Vacancies

Staff liaisons are responsible for notifying the City Clerk's Office when a member resigns or a vacancy exists for other reasons. The City Clerk's Office will work with the appropriate Council liaison to fill the vacancy.

Council will appoint replacements by official resolution as needed. The City Clerk's Office will notify the staff liaison of appointments.

Election of Officers

The election of officers should be held each year during the regular meeting in February or March. This time frame follows the annual appointment of new members. It is suggested that new board members attend at least one meeting prior to election of officers taking place. Staff liaisons must notify the City Clerk's Office when new officers are elected.

Staff Liaison Role

Staff support is available to boards and commissions through the various staff members assigned as liaisons to help each group. The boards and commissions staff liaison is responsible for the following:

- Upload yearly meeting dates to Event Calendar on fcgov.com.
- Upload current meeting agenda to fcgov.com.
- Prepare the agenda and review it with the chair prior to distribution.
- Distribute the agenda packet.
- Ensure the recording and distribution of meeting minutes. The length and content of minutes will vary with the needs and legal requirements of each board and shall include minimum requirements listed under "Meeting Responsibilities" in this Manual. Minutes distribution:
 - e-mail pdf of signed/approved copy to the Boards and Commissions Coordinator
- Handle logistics regarding meeting scheduling, setup and public notification. When appropriate, review the proposed Council Policy Agenda with the board.

- Coordinate the board's annual work plan:
 - ▶ Gather input from staff and board members
 - ▶ Include items on the Council Policy Agenda
 - ▶ Ensure work plan is scheduled and discussed with board at least one month prior to submission deadline
 - ▶ Ensure that the Service Area Director is familiar with the board's work plan and staff resources needed for implementation
 - ▶ Submit final work plan to City Clerk on or before September 30

- Ensure the board's annual report is prepared and submitted to the City Clerk in accordance with report guidelines.

- Inform the board when the budget cycle occurs and explain the board's opportunities to provide input.

- Ensure new members are oriented to the board, including procedures and projects.

- Prepare annual attendance record and submit to the City Clerk when requested.

- At the direction of the Service Area Director, coordinate response to miscellaneous service requests raised during the course of a board or commission meeting.

- If the board/commission desires to have bylaws, work with members and City Attorney's Office to write bylaws and send an original to the City Clerk after formal adoption by the board.

- Ensure the election of officers is held during February or March of each year.

- Inform the Boards and Commissions Coordinator of the results of each election.

- At the request of the Boards and Commissions Coordinator, provide information to the board/commission regarding policy changes and distribute updated information to all members.

- Work with the City Attorney's and City Clerk's Offices to write Agenda Item Summary for any changes to the functions, duties or membership as written in the City Code.

- Advise the Boards and Commissions Coordinator of the following:
 - Attendance problems
 - Resignations
 - Meeting schedule/location changes
 - Name/address/phone number changes for board members
 - Staff/name/title/phone number changes for staff liaisons

It should be noted that staff liaisons are **not** authorized to:

- Override a decision of the Council liaison (regarding a request by the board).
- Serve as a resource for projects not on the board's work plan.

- Serve as a communications link between the City Council and board members. (This is the role of the Council liaison.)

In order to initiate and dedicate staff time to policy investigation, consideration of an ordinance or other significant projects not on the board's work plan:

- The request must be supported by a majority of the entire board or commission.
- If a majority agrees, the board should first contact the City Manager and Council liaison.
- The City Manager and Council liaison will work with the board to seek direction from the Council subcommittee or the full Council on the appropriateness of the request and will provide direction on whether or not staff should proceed.
- From time to time, staff liaisons may prepare memorandums to Council at the request of the board or commission. These communications are sent directly to Council. It is the responsibility of Council to respond directly to the board or commission if Council so chooses. The staff liaison is not responsible to monitor or ensure a response from the Council.

Council Liaison Role

Every two years, following the election of Councilmembers, the Council selects its liaisons to the boards and commissions. The role of Council liaisons is defined by Resolution 2000-076 as follows:

- To communicate with the board or commission when Council communication is needed and to serve as the primary two-way communications channel between Council and the board or commission.
- To take the lead in filling vacancies, reviewing applications, and interviewing candidates for the board or commission.
- To serve as the primary informal Council contact for the board or commission.
- To help resolve questions the board or commission may have about the role of Council, municipal government, and the board or commission.
- To establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.
- To provide procedural direction and relay Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
- To serve as Council contact rather than an advocate for or ex-officio member of the board or commission.
- To review the annual work plan of the board or commission and make recommendations to the City Council regarding the work plan.
- To identify and help resolve any problems that may exist with respect to the functioning of the board or commission.

- To facilitate the training of new board and commission members by providing suggestions and relevant information to the City staff members responsible for providing such training.
- 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.

Council liaisons do not normally attend monthly meetings of the boards and commissions. Liaisons are informed of boards and commissions activities through agendas and minutes, work plans, and annual reports. Liaisons may attend a meeting due to an interest in a specific agenda topic, or may “pop in” to observe. Attendance by a Council liaison should not affect the normal structure of a board meeting. Attention should **not** be focused on the Council liaison and his or her input.

If Council liaison participation is critical to a particular item, a direct invitation should be made to the Council liaison, explaining why participation is deemed to be critical. If appropriate, discuss with the liaison prior to the meeting what expectations are and whether the liaison can meet those expectations.

Orientation and Training

City staff provides yearly training with regard to the structure and operation of City government and the legal and ethical duties and responsibilities of board and commission members. All members of City boards and commissions are required to attend the training, either in person or in such other fashion as the City Manager and City Attorney may deem appropriate (such as viewing a training video). This requirement must be fulfilled within six months of the appointment of any member.

Record of compliance with this requirement will be maintained in the office of the City Clerk and retained for at least two years following the expiration of each board and commission member's term of office.

Additionally, staff liaisons should provide new board members with pertinent materials which will assist new members in becoming fully functioning members of the board. Established board members are encouraged to share their experience and knowledge with new members.

Budget

Generally, budgets are not established for boards and commissions. However, funds necessary for the routine business of boards and commissions are included in the departmental budget for each City department which provides staff support to a board or commission.

Bylaws

The City Code provides that all boards and commissions may adopt bylaws which are not inconsistent with the Charter, the Code or other policies that may be established by the Council. A copy of the bylaws must be filed with the City Clerk for the use of the City Council immediately after adoption by the board and they may be subject to the approval of the City Council.

Periodic Review

A periodic review will be conducted for all boards and commissions with their respective Council liaison at a regular meeting of the board or commission. The initial review dates will be staggered, and thereafter, each board or commission will be reviewed every four years according to their primary alignment with a Key Outcome Area, as outlined in the matrix on the following page. A review schedule is provided below.

The questions to be addressed in the board's self-assessment are included in the Periodic Review Questionnaire at the end of this section.

The City Clerk's Office will send a self-assessment questionnaire to the staff liaison of each board or commission, along with a schedule indicating the submission deadline.

Periodic Review Schedule:

2017 Economic Health, Safe Community

- Art in Public Places Board, Building Review Board, Citizen Review Board, Economic Advisory Commission, Parking Advisory Board, Planning and Zoning Board

2018 Environmental Health, High Performing Government

- Air Quality Advisory Board, Energy Board, Land Conservation Stewardship Board, Natural Resources Advisory Board, Retirement Committee, Water Board

2019 Neighborhood Livability

- Affordable Housing Board, Commission on Disability, Community Development Block Grant Commission, Human Relations Commission, Landmark Preservation Commission, Senior Advisory Board, Women's Commission, Zoning Board of Appeals

2020 Culture and Recreation, Transportation

- Cultural Resources Board, Golf Board, Parks and Recreation Board, Youth Advisory Board, Transportation Board

Boards and Commissions Alignment to the Seven Key Outcome Areas

 Neighborhood Livability	 Culture and Recreation	 Economic Health	 Environmental Health	 High Performing Government	 Safe Community	 Transportation
Affordable Housing Board	Cultural Resources Board	Art in Public Places Board	Air Quality Advisory Board	Retirement Committee	Citizen Review Board	Transportation Board
Commission on Disability	Golf Board	Building Review Board	Energy Board	Community Development Block Grant Commission	Building Review Board	Air Quality Advisory Board
Community Development Block Grant Commission	Parks and Recreation Board	Economic Advisory Commission	Land Conservation Stewardship Board	Zoning Board of Appeals	Human Relations Commission	Commission on Disability
Human Relations Commission	Youth Advisory Board	Parking Advisory Board	Natural Resources Advisory Board	Citizen Review Board	Water Board	Senior Advisory Board
Landmark Preservation Commission	Land Conservation Stewardship Board	Planning and Zoning Board	Water Board	Human Relations Commission	Women's Commission	Affordable Housing Board
Senior Advisory Board	Natural Resources Advisory Board	Affordable Housing Board	Parks and Recreation Board		Youth Advisory Board	Natural Resources Advisory Board
Women's Commission	Art in Public Places Board	Cultural Resources Board	Building Review Board		Commission on Disability	Parking Advisory Board
Zoning Board of Appeals		Landmark Preservation Commission	Landmark Preservation Commission		Energy Board	Youth Advisory Board
Art in Public Places Board		Transportation Board	Planning and Zoning Board		Transportation Board	
Citizen Review Board		Zoning Board of Appeals	Zoning Board of Appeals			
Economic Advisory Commission		Community Development Block Grant Commission				
Golf Board		Energy Board				
Parking Advisory Board		Golf Board				
Planning and Zoning Board		Water Board				
Air Quality Advisory Board		Senior Advisory Board				
Cultural Resources Board						
Land Conservation Stewardship Board						
Parks and Recreation Board						

■ Largest Connection
■ Secondary Connection
■ Third Largest Connection

Updated: November 2014

BOARD AND COMMISSION PERIODIC REVIEW QUESTIONNAIRE

BOARD/COMMISSION NAME: _____

DATE PREPARED: _____

LIST OF MEMBERS:

1.	Chair	7.
2.	Vice Chair	8.
3.		9.
4.		10.
5.		11.
6.		12.

1. Please indicate the Key Outcome Areas this Board/Commission is aligned with, using (1) for the primary connection, (2) for second largest connection, and (3) for third connection:

- | | | |
|----------------------------------------------------------------|-------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Community and Neighborhood Livability | <input type="checkbox"/> Culture and Recreation | |
| <input type="checkbox"/> Economic Health | <input type="checkbox"/> Environmental Health | |
| <input type="checkbox"/> High Performing Government | <input type="checkbox"/> Safe Community | <input type="checkbox"/> Transportation |

2. 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?

3. Regarding the board's annual Work Plan:

A. How is the Work Plan aligned with the Key Outcome(s) identified above?

B. How is the Work Plan aligned with the City's Strategic Plan?

C. How is the Work Plan aligned with the Agenda Planning Calendar (Six Month Calendar).

D. Does the board effectively accomplish its annual Work Plan?

4. Are board meetings conducted in an effective manner (do meetings start on time? Are discussions focused around the agenda topic, etc.)? What could be done to improve board meetings?
5. Is the current size of the board appropriate? If not, what suggestions would you make?
6. Please describe the effectiveness of the communications between the board and Council. What could be done to improve these communications?
7. Other comments:

Attachments:

City Code description of duties
Current Work Plan Current
Annual Report Current
Bylaws

Annual Reports

Each board and commission is required, by City Code, to prepare an annual report on or before January 31 of each year for the previous year.

Annual reports should directly correspond to the work plan prepared by the board or commission for the year. The status of each item identified on the work plan should be included, along with other items of business conducted by the board or commission. Annual reports are filed with the City Clerk for distribution to the City Council.

Work Plans

The City Code requires all boards and commissions to file work plans on or before September 30 for the following year. Work plans are filed with the City Clerk.

Work plans should set out major projects and issues for discussion for the following year. Timelines and scope of review should be provided when possible. If appropriate, an estimate of action to be taken should be included. Work plans should be concise and easily readable. The City Council will review the work plan for each board and commission. The following table includes the deadlines and action needed to complete the work plan review process:

WORK PLAN DEADLINES	ACTIONS
September 30	Work plans for boards and commissions must be filed with City Clerk
Second Thursday in October	City Clerk forwards specific work plans with comment forms to Council liaisons
Approximately 2 weeks after Clerk distributes work plans with comment forms	Council liaison comments due back to City Clerk
Early November	City Clerk circulates all work plans with Council liaison comments to City Council
Second City Council meeting in November	Councilmembers propose amendments to work plans pursuant to previously established policy for initiating and developing Council ordinances and resolutions. (Support of 3 Councilmembers needed to initiate item.)
First City Council meeting in December	Council consideration of resolution to make amendments (if any) to work plans.

MEETING RESPONSIBILITIES

Conduct of Meetings

It is important that boards and commissions conduct their meetings in a manner that is procedurally correct. It is recommended that boards and commissions follow the procedures for the conduct of meetings as established in *Robert's Rules of Order, Newly Revised* be followed, however, the chairs of City boards and commissions shall be permitted to participate in the debate of matters presented to such boards and commissions and shall also be permitted to vote on all motions made by members of such boards and commissions, to the same extent and with the same effect as other members. These rules of procedure may also be further modified by each board or commission, upon majority vote, if the board or commission believes that such modification would enable it to better meet its responsibilities under the Code or Charter and fulfill its functions. Additionally, in those instances where *Robert's Rules of Order* may be inconsistent with the provisions of the City Charter, the ordinances of the City, or this Manual, the Charter, ordinances, and this Manual shall take precedence.

Public Input

Each board or commission shall, at or near the beginning of each of its regular meetings, afford members of the public an opportunity to speak to any matter coming within the purview of the board or commission, regardless of whether such matter is scheduled for consideration at that particular meeting. Time limitations may be imposed by the chair of the board or commission on such public input as necessary to conduct the business of the board or commission in a timely and efficient manner.

Open Meetings

The City Code specifically requires that all meetings of a board or commission, and all meetings of any committee of a board or commission, shall be open to the public at all times, except when the board or commission is meeting in a validly convened executive session.

The term "meeting" is defined as a gathering of a quorum or three or more members, whichever is fewer, of any board or commission, or any committee of such board or commission, at which any public business is discussed or at which any formal action may be taken. It is important to remember that the open meeting requirements apply to more than just in-person gatherings. They also apply to telephone conference calls, electronic "chat room" conferences, or any other means of communication where conference-like communication can occur. However, the term "meeting" does not include a chance meeting or social gathering at which the discussion of public business is not the central purpose.

Notice Requirement

The notice requirement for meetings is slightly different from the public openness requirement. Full and timely notice to the public must be given prior to the holding of any meeting of a board or commission (or committee of a board or commission) at which a majority or quorum is in attendance or is expected to be in attendance or at which formal action could be taken. Therefore, a gathering of three members of a seven member board to discuss board business would be open to the public but there would be no notice requirement if a quorum of the board was not expected to be in attendance and no formal action to occur.

The City Code defines full and timely notice for regularly scheduled meetings as providing a statement with the City Clerk's Office with the regular meeting dates, times and locations. For special meetings, irregularly scheduled meetings, or rescheduled meetings, notice of the meeting must be filed with the City Clerk's Office and posted in the vestibule at the south entrance of City Hall West, 300 LaPorte Avenue at least 24 hours before the time of the meeting. The City Code provides that the chair is responsible for the posting.

Quorum Requirements

In order for a board or commission to conduct any business or take any formal action, it is necessary that a quorum of the membership be present at the meeting. A quorum consists of the majority of the total number of members specified by the City Code to comprise the board or commission. This quorum requirement does not change even if a position on the board or commission is vacant and the City Council has not appointed a replacement. In the event that a quorum is not present for a meeting, those present can adjourn the meeting to a later date and time. Unless otherwise provided in the board or commission bylaws or City Code, members present at the meeting by speaker phone shall be counted toward establishing a quorum, and may participate and vote in non-quasi-judicial portions of meetings. Attendance by speaker phone for purposes of establishing a quorum or participating and voting in the meeting is not permissible in quasi-judicial portions of meetings.

The quorum for the Youth Advisory Board shall consist of three (3) members for a five (5) member Board or four (4) members for a Board consisting of six (6) to nine (9) members.

The quorum for a board or commission subcommittee shall be a majority of those appointed to the subcommittee unless the Charter, City Code, or the board or commission establishing the subcommittee specifies otherwise.

Minutes

Minutes must be taken at any meeting of a board or commission (or committee of a board or commission) at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or could occur. The minutes must be open to public inspection and a copy must be filed with the City Clerk upon approval. Section 2-73 of the City Code requires that approval of minutes shall occur no later than the next regular meeting of the board, commission or committee, except in those instances when an audio or video recording has been made and maintained. Discussions that occur in an executive session shall be subject to the same audio recording requirements and related procedures and regulations as are contained in §2-33 of the City Code pertaining to executive sessions of the City Council and its committees. The minutes of a meeting during which an executive session is held shall reflect the topic of the discussion at the executive session.

Except with regard to the documentation of executive sessions, state law and City Code do not prescribe the level of detail to be contained in the minutes. As provided in the City Code, minutes of executive sessions are not taken. However, the City Code does require that the executive session be electronically recorded in most circumstances (see “Executive Sessions” for more details). At a minimum, the minutes of a meeting should contain the following information:

- Date, time and location of the meeting.
- Listing of members present and a statement that such members constituted a quorum.
- General outline of each major topic discussed, considered, and the outcome.
- Comments of individual board members which illustrate the individuals viewpoints and opinions.
- Verbatim (to the extent possible) recital of all motions along with the recording of how each member voted on each motion.
- Statements made by individual board members in explanation of their vote. (Note: it is especially important that board members state, and the minutes reflect, reasons for dissenting opinions.)
- Detailed recital of all formal action taken.
- If a motion is made to go into executive session, the minutes must reflect the topic for the executive session in as much detail as possible without compromising the purpose for which the executive session is held. The specific citation to the provision of the City Code that authorizes the board or commission to meet in executive session, as well as the vote on the motion, must be carefully documented. (See next section on executive sessions.) Additionally, the time of convening and adjourning the executive session should be noted.
- Time of adjournment.

In situations where the board or commission is acting in a quasi-judicial manner or is otherwise conducting an important or controversial meeting, the minutes of a meeting may not be sufficient to adequately record the events of the meeting. In those situations, City staff or the City Attorney’s Office may recommend that the meeting be electronically recorded or recorded with the assistance of a court reporter. Even in this situation, minutes should still be taken as the electronic recording or stenographer’s notes may never be transcribed.

Approval of Minutes

Any additions, deletions, or corrections to the minutes should be presented by board and staff members.

A motion should be made and seconded to approve the minutes of the last meeting as amended.

The approved minutes should be signed by the chair and secretary of the board or commission.

Discussion Items

While the minutes should be as accurate as possible, the secretary is not required to record every remark made at the meeting. The secretary should not make the minutes a verbatim transcript.

The minutes should include a description of each item being discussed. Listing questions and answers during discussion of each item is not necessary; however, comments that summarize board member positions on each item should be included as support for each board member's vote on each issue. The exact wording of any motion made should be included in the minutes, and the maker and second of the motion should be noted. If the motion is approved or defeated unanimously, such should be noted. If the vote on a motion is split, the record should reflect those voting in favor of the motion and those voting against the motion. Board member names must be listed along with the reason for the nay vote on motions. (NOTE: Special matters such as annexation and zoning hearings may require considerably more detail. Items being forwarded for City Council consideration should also include more detail.)

Adjournment

Recording adjournment of a meeting in the minutes is advisable, since it indicates whether the meeting was finally adjourned, or adjourned to another time prior to the next regular meeting. The adjournment should specify the time the meeting was adjourned to a later date and hour. The Chair may adjourn the meeting by declaration.

Filing and Distribution of Minutes

Written minutes of board and commission meetings are considered permanent records of the municipality. The Code of the City of Fort Collins requires boards and commissions to file minutes with the City Clerk for incorporation into the records of the municipality. After minutes have been approved, send:

- E-mail pdf of signed/approved minutes to the Boards and Commissions Coordinator (as required by City Code). The Clerk's Office will distribute to Council Liaisons, scan into CityDocs, and filed in Central Records.

Electronic recordings do not take the place of written minutes and should be used only in preparation of minutes. It is recommended that electronic recordings of meetings be retained at least until the minutes are approved, and ideally for 2 to 3 months.

Minutes shall be taken of any meeting of any board or commission of the City, or any committee of such board or commission, at which the adoption of any proposed policy, position, resolution, rule, regulation or formal action occurs or could occur. Such minutes shall be open to public inspection and shall be filed with the City Clerk upon approval by such board, commission or committee. Such approval shall occur no later than the next regular meeting of the board, commission or committee, except in those instances when an audio or video recording has been made and maintained by the City of the board, commission or committee meeting which is the subject of the minutes. The minutes of a meeting during which an executive session is held shall reflect the general topic of the discussion at the executive session.

Executive Sessions

The holding of an executive session is the only time that a meeting of a board or commission may lawfully be conducted privately. Because of the strong interest in maintaining an open and public government, the City Code and the courts have strictly limited the use of executive sessions to certain prescribed situations. For most boards and commissions, the use of executive sessions is a rare event and board and commission members are encouraged to obtain advice in advance from City staff and the City Attorney's Office if they contemplate requesting such a session.

The City Code provides that any board or commission, upon the affirmative vote of 2/3 of the quorum present, may go into executive session for the purpose of considering such matters as would be permissible for consideration by the City Council in executive session, insofar as such matters may be pertinent to the purposes for which the board or commission has been established. The permissible purposes are generally as follows:

- Meetings with the City Attorney or other attorneys representing the City regarding litigation or potential litigation involving the City and/or the manner in which particular policies, practices or regulations of the City may be affected by existing or proposed revisions of federal, state or local law. (City Code §2-31(a)(2))
- Consideration of actual or hypothetical situations involving potential conflicts of interests with individual board or commission members, provided that no executive session shall be held for the purpose of concealing the fact that a member has a financial or personal interest in the purchase, acquisition, lease, transfer or sale of any real, personal or other property interest from the City. (City Code §2-31(a)(1)c)
- Consideration of water and real property acquisitions and sales by the City, restricted to consideration of appraisals and other value estimates and the consideration of strategy for the acquisition or sale of such property. (City Code §2-31(a)(3))
- Personnel matters (unless the employee who is the subject of the session has requested an open meeting). This exception does not apply to the discussion of matters pertaining to board or commission members or to personnel policies that do not require the discussion of matters personal to particular employees. (City Code §2-31(a)(1)a,b,&d)
- Consideration of electric utility matters if such matters pertain to issues of competition in the electric utility industry. (City Code §2-31(a)(4))

Additionally, the City's pension boards may go into executive session for the purpose of reviewing pension applications, medical records, personnel records and reports and discussing pending as well as previously granted pensions with board attorneys. (City Code §2-71(d)(1)).

The Citizen Review Board review subcommittees may go into executive session for the purpose of receiving and considering evidence relating to internal investigations conducted by Police Services (City Code §2-71(d)(2)).

A motion to go into an executive session must contain a statement as to the topic for the executive session. The statement as to the topic for the executive session must provide as much detail as possible without compromising the purpose for which the executive session is to

be held. However, it is not necessary or advisable to identify a confidential component of the topic, such as the specific individual or specific property that the executive session will concern. Additionally the motion to go into an executive session must specifically cite the provision of the City Code that authorizes the board or commission to meet in executive session. An example of a valid motion to go into an executive session is as follows:

“As authorized by City Code Section 2-31(a)(2), I move to go into executive session for the purpose of meeting with the City Attorney to receive legal advice regarding potential litigation and the manner in which the board’s action may be affected by existing law.”

In order to convene an executive session, it is necessary that the motion to do so be made at an open and validly convened regular or special meeting of the board or commission. The motion must be approved by not less than two-thirds (2/3) of the quorum present at the meeting. The minutes of the regular or special meeting must specifically reflect the motion, the topic of the proposed executive session, the specific citation of the City Code authorizing the executive session, and the vote upon the motion.

An audio recording must be made of all discussions that occur in an executive session, except those discussions that constitute a privileged attorney-client communication. In that attorney-client situation, a recording need not be made so long as the attorney is present at the executive session and the audio recording of the executive session discussion reflects the fact that no further record was kept of the discussion based on the opinion of said attorney that the discussion constitutes a privileged attorney-client communication. The board or commission may choose to record the privileged attorney-client communication portion of the executive session so there is no question about the propriety of going “off the record.”

The audio recording of an executive session must be maintained for not less than 90 days, after which the recording may be destroyed pursuant to the City’s document retention policy. It is important to realize that any person may file an application with the District Court challenging the lawfulness of an executive session. In such a circumstance, the District Court Judge would review the recording to determine whether or not the requirements of the City Code were met. If the above described legal requirements were not met, the Court will make public that portion of the executive session that either strayed from the appropriate topic or where formal action was taken.

During an executive session, the board or commission cannot make final policy decisions, adopt resolutions, or take other formal action. If a board or commission does attempt to take formal or final action in an executive session, such action would be void and of no effect.

Information received by board and commission members in an executive session shall be kept confidential by the members. A member could become criminally liable for misuse of official information if a member used confidential information for his or her personal pecuniary gain or aided another in achieving a pecuniary benefit. Disclosure of confidential information could also result in the loss of liability protection under the Colorado Governmental Immunity Act for the individual making the disclosure and removal from membership on the board or commission.

CONFLICT OF INTEREST GUIDELINES

Introduction

The members of City boards and commission are subject to certain rules of ethical conduct established by the City Charter and Code. The following summary highlights the primary areas of concern addressed by these rules. When in doubt, a board or commission member should consult with the City Attorney's Office for clarification of any applicable regulations. Also, a board or commission's Council liaison is permitted under the City Code to submit an inquiry to the Ethics Review Board on behalf of a board or commission member for an advisory opinion and recommendation. Ultimately, each member is responsible for his or her own compliance with all applicable laws and regulations.

Conflicts of Interest

A board or commission member should refrain from voting on or attempting to influence any decision in which he or she has a financial or personal conflict of interest. Additionally, when a conflict exists under the rules contained in the City Charter, the member should file with the City Clerk's Office a written statement of disclosure as soon as the conflict of interest is discovered. A copy of the disclosure form is included with these materials and additional forms may be obtained from the City Clerk's Office.

Generally, a board or commission member has a financial interest in a decision when the decision entails some foreseeable, measurable financial benefit to the individual member or relative.

Even if a member does not have a financial interest in a decision or recommendation, a personal interest may also create a conflict of interest. The test for a personal interest is whether, in the judgement of a reasonably prudent person, the board or commission member would realize or experience some direct and substantial benefit or detriment different in kind from that experienced by the general public. In applying this test in a business context, a board or commission member should check with the City Attorney's Office before participating in any decision which directly and substantially benefits a business in which he or she either has a substantial financial interest or is engaged as a consultant or representative. Or, if a decision of the City might directly and substantially affect a particular business to its economic detriment, and a board or commission member has a substantial financial interest in a competing firm, the member should also exercise caution in deciding whether to participate in the decision.

Certain exceptions to the general rules pertaining to financial and personal conflicts of interest are contained in Article IV, Section 9(a) of the City Charter.

Contracts with the City

Board and commission members and their relatives are prohibited from having a financial interest in sales to the City, but only if they exercise, directly or indirectly, any decision-making or supervisory authority with regard to the goods or services to be sold to the City.

As to purchases from the City, such purchases are permitted only when the property is offered for sale at an established price and not by bid or auction, and the purchase must be on the same terms and conditions as would be available to all members of the general public.

Disclosure of Confidences

Board and commission members sometimes receive confidential information from City staff. Such information should not be used for the private benefit of the board or commission member or any other individual. Additionally, disclosure of the information is prohibited if a reasonable person would consider that the disclosure would injure the financial interests of the City.

Gifts and Favors

The acceptance of honoraria (compensation for speech or participation in public events as an official of the City) is prohibited. The acceptance of any other gift or favor from persons doing business with the City or desiring to do business with the City is also prohibited if the gift or favor might reasonably be construed as compensation for an official decision or as something that would tend to impair the board or commission member's independence of judgment in the performance of his or her official duties. The following specific items are excluded from the definition of prohibited gifts or favors and may be accepted:

- Nonpecuniary awards for public service.
- Reimbursement for expenditure for attending job-related conferences or other meetings.
- Invitations to social functions or meetings which are not extraordinary when viewed in the light of the position held by the board or commission member.
- Perishable or nonpermanent items that are insignificant in value, such as meals, lodging, travel expenses, tickets to sporting, recreation, educational or cultural events.
- Salary from outside employment.

Checklist

The following questions are suggested when examining a potential conflict of interest or question of ethical conduct. If the answer to the question is “yes,” the board or commission member should avoid participating in the decision of engaging in the proposed transaction:

- Sales to the City:** Will I or my relative receive some foreseeable, measurable financial benefit? Am I involved in the procurement or supervision?
- Purchases from the City:** Am I, or is my relative, buying this at auction? Are we buying it under any different terms and conditions than would be available to members of the general public?
- Financial Interest in a Decision:** Will I or my relative receive some foreseeable, measurable financial benefit?
- Personal Interests:** Would a reasonably prudent person believe that I or my relative will realize or experience some direct and substantial benefit or detriment from this decision that is different in kind from that experienced by the general public? Will the business that either of us represents directly and substantially benefit? Will a competing firm be directly and substantially harmed?
- Gifts or Favors:** Is this gift or favor being offered to me because of a decision I have made or am about to make? Would a reasonably prudent person think that this gift or favor would impair my independence of judgment? (Before deciding to accept a gift, it should fit under one of the exemptions in the Code.)
- Confidences:** Am I about to use or disclose a confidence which, in the judgment of a reasonably prudent person, would injure the financial interests of the City? Will I be using it for private gain, either for myself or for another person?

CONFLICT OF INTEREST DISCLOSURE STATEMENT CITY OF FORT COLLINS, COLORADO

The following disclosure statement is submitted to the Clerk of the City of Fort Collins pursuant to the requirements of Article IV, Section 9 of the City Charter and, to the extent applicable, Section 24-18-109(3)(a), C.R.S. or pursuant to City of Fort Collins Personnel Policy 5.7.2.F.	
Name:	
Title:	
Decision(s) or contract affected (give description of item to be addressed by Council, Board, Service Area Director, etc.):	
Brief statement of interest:	
Date:	Signature:
REMOVAL OF CONFLICT OF INTEREST	
I affirm that the above-stated conflict of interest no longer exists.	
Date:	Signature:

cc (if Councilmember or Board or Commission member): City Attorney and City Manager
cc (if City employee): HR Director

Updated: March 2014

APPEALS PROCEDURE

The decisions of certain boards, commissions, and other decision makers can be appealed to the City Council. The procedure for filing an appeal is specified in Chapter 2 of the City Code. In an effort to assist citizens with the appeal process, the City Clerk's Office has developed Appeal Guidelines which are available on the City's website.

Questions regarding the appeal process should be directed to the City Clerk's Office by calling 970.221.6515.

TYPES OF BOARDS AND COMMISSIONS

Boards and commissions are established for the purpose of reviewing information and making recommendations to City Council on City policy issues. There is no difference between a board and commission. Specific duties and functions are established individually for each board or commission. The majority of boards and commissions are advisory to the City Council and/or City administration. These boards and commissions do not have decision-making powers. The advisory boards are as follows:

Advisory to Council:

Affordable Housing Board	Land Conservation and Stewardship Board
Air Quality Advisory Board	Natural Resources Advisory Board
Art in Public Places Board	Parking Advisory Board
Commission on Disability	Parks and Recreation Board
Community Development Block Grant Commission	Senior Advisory Board
Cultural Resources Board	Transportation Board
Economic Advisory Commission	Women's Commission
Energy Board	Youth Advisory Board
Golf Board	

Advisory to Council and City Administration: Citizen Review Board

Various boards and commissions are quasi-judicial and have decision-making powers within their areas of expertise. Their decisions are subject to appeal to the City Council or the courts. The following are quasi-judicial boards:

Quasi-Judicial:

Building Review Board	Retirement Committee
Human Relations Commission	Water Board
Landmark Preservation Commission	Zoning Board of Appeals
Planning and Zoning Board	

BOARDS AND COMMISSIONS FUNCTIONS

Affordable Housing Board

The Affordable Housing Board advises the City Council on matters pertaining to affordable housing issues of concern to the City. The City has established several programs designed to stimulate the construction of additional affordable housing units and retention of existing housing units in the community. These programs include development review priority processing, impact fee collection delay and sales tax rebates.

Air Quality Advisory Board

The Air Quality Advisory Board advises the City Council regarding policies, plans and programs to improve and maintain the city's air quality. The Board may, without limitation, biennially review air quality indicators; review and recommend revisions as needed to the Air Quality 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 strategies. The Board coordinates its work with the Energy Board, Transportation Board, Natural Resources Advisory Board and the Planning and Zoning Board.

Art in Public Places Board

The Art in Public Places Board advises and makes recommendations to the City Council regarding incorporation of works of art into construction projects; advises and makes recommendations to the City Council regarding the acceptance of offers to donate art to be placed in public areas; and advises and makes recommendations to the Community Services Director and the City Council as to rules, regulations, guidelines, policy, administrative and budgetary matters pertaining to the Art in Public Places Program.

Building Review Board

The Building Review Board is charged with the responsibility to hear appeals and requests for variances related to the Fort Collins building codes and contractor licensing regulations. The BRB hearing provides a formal recourse to building permit and contractor license applicants who disagree with an interpretation or ruling by the Fort Collins Building Official. The BRB is authorized to rule in favor of the applicant and to approve alternative building methods and materials that are not specifically prescribed in the building codes. This board may also revoke or suspend a contractor license when it determines that a licensee has violated the building codes or licensing rules. In an advisory capacity, the BRB makes recommendations to City Council concerning the revision of existing codes or the adoption of new building codes and contractor regulations.

Citizen Review Board

At the request of the City Manager or the Chief of Police the Citizen Review Board makes recommendations concerning interpretation of police policies and procedures. The Board reviews internal investigations where a peace officer is alleged to have used force, discharged a firearm, committed a crime, when a person sustained severe injury, death, or alleged their civil rights were violated by a peace officer, or other investigations requested by the City Manager or Police Chief. Use of deadly force would be a mandatory review by the Board even if no complaint is filed. The Citizen Review Board also offers reviews for outside law enforcement agencies operated within the City and makes annual reports to the City Council and City Manager concerning activities and recommendations of the Board.

Commission on Disability

The Commission on Disability serves as an advisor to the City of Fort Collins City Council on issues relating to citizens with disabilities. In its role as an advocate for citizens with disabilities, the Commission on Disability: develops educational programs to acquaint citizens with issues affecting individuals with disabilities; forms special committees to review and address particular issues; works together with other boards and commissions and the City Council to provide recommendations to assure compliance with Section 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disability Act (ADA), the Fair Housing Act and other legislation relating to persons with disabilities; and serves as ombudsman between City departments, the private business sector and the community of citizens who have disabilities.

Community Development Block Grant (CDBG) Commission

The CDBG Commission advises the City Council on matters pertaining to the City's Competitive Process which includes funding from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and Home Investment Partnership (HOME) Program, and the City's Affordable Housing Fund (AHF) and Human Services Program (HSP). HUD provides federal grant funds to the City to meet affordable housing and community development needs of low and moderate income people. The City receives about \$1.5 million from HUD and just under \$1 million from the General Fund annually. Program funds are typically used for housing, human services, and community development programs, projects, and activities.

Cultural Resources Board

The Cultural Resources Board's primary function is to advise City Council on issues relating to the Lincoln Center and the Fort Collins Museum. In addition, the Board reviews applications and makes recommendations for funding from the City of Fort Collins' Cultural Development and Programming Account and Tourism Programming Account (Fort Fund).

Economic Advisory Commission

The duties and functions of the Commission shall be:

- (1) To advise the City Council on matters pertaining to the economic health and sustainability of the city, including, but not limited to,
 - (a) events and trends occurring outside the Fort Collins community that may affect the local economy;
 - (b) immediate and long-term threats to the local economy;
 - (c) ways in which to enhance the City's competitive position in relation to other communities; and
 - (d) possible partnerships with other public and private entities;
- (2) To recommend programs and strategies that may enhance the economic health and sustainability of the city;
- (3) To be aware of and coordinate with other City boards and commissions whose actions may affect the economic health and sustainability of the City;
- (4) To advise Council on existing or proposed policies, practices or regulations of the City that may affect the local economy; and
- (5) To perform other such duties and functions as provided by the City Council.

Energy Board

The duties and functions of the Board shall be:

- (1) To advise the City Council and staff regarding the development and implementation of the City's energy policy;
- (2) To advise the City Council and staff in developing City policies that encourage the incorporation of energy conservation and efficiency, carbon emissions reduction, and renewable energy into the development and provision of City utility services, the design and construction of City transportation projects, and the way in which the City impacts the overall built environment within the City.
- (3) To advise the City Council and staff regarding the alignment of energy programs and policies with City, ratepayer and community values and service delivery expectations;
- (4) To advise the City Council and staff regarding the recommendations for improvements to City energy systems;
- (5) To coordinate with other City boards and commissions regarding energy issues;
- (6) To advise the City Council and staff regarding budgetary, rate-making and operational matters related to the electric utility.
- (7) To annually review and provide advice to City Council and staff on the City's Legislative Policy Agenda regarding energy and energy-related carbon issues; and
- (8) To perform such other duties and functions and have such other powers as may be provided by ordinance of the City Council.

Golf Board

The Golf Board advises and makes recommendations to the Community Services Director and the City Council as to rules, regulations, policies, administrative and budgetary matters pertaining to the operation and maintenance of all City-owned golf courses. The Board advises and makes recommendations to the Director concerning the terms and conditions of any agreements to be entered into with golf professionals and other concessionaires in connection with City-owned golf courses, as well as other agreements which may affect the management, operation, maintenance, construction or acquisition of City-owned golf courses; assists in the procurement of goods and services for City-owned golf courses, including the selection of golf professionals, concessionaires and other contractors, as defined; and advises and makes recommendations to the City Manager concerning approval of annual fees and charges at City-owned golf courses.

Human Relations Commission

The Human Relations Commission was established by City Council to promote the acceptance and respect for diversity through educational programs and activities, and to discourage all forms of discrimination based on race, religion, age, gender, disability, etc. The commission often coordinates these efforts with other City boards and commissions, community groups and organizations. The commission also oversees the Citizen Liaison Program, and presents the annual Human Relations Awards to recognize those citizens who have advanced the cause of human rights through their volunteer efforts.

Land Conservation and Stewardship Board

The duties and functions of the Land Conservation and Stewardship Board shall be as follows:

- (1) To advise City Council regarding policy and budgetary matters pertaining to the Natural Areas Program, including but not limited to the expenditure of Open Space, Yes! and Larimer County Help Preserve Open Space dedicated sales tax revenues.
- (2) To advise Natural Areas Program staff and the City Council in connection with the proposed acquisition or disposition of land, interests in land, interests in water and other interests in real property for the Natural Areas Program. To advise Natural Areas Program staff regarding the development of management plans and public improvements for Natural Areas Program properties.
- (3) Upon request of the City Manager or at the direction of the City Council, to advise City Council regarding any positive or negative impacts that particular plans or projects of the City or of other public or private entities may have on Natural Areas Program properties or properties that may be of interest to the Natural Areas Program. This provision shall not apply to development projects for which applications have been submitted to the City for approval under the Land Use Code.
- (4) Upon request of the City Manager or at the direction of the City Council, to advise City Council in connection with the proposed acquisition or disposition of land, interests in land, interests in water and other interests in real property for City programs other than the Natural Areas Program.

Landmark Preservation Commission

The Commission shall perform all duties relating to preservation of historic landmarks as set out in Chapter 14, including the designation of sites, structures, objects or districts as landmarks and the review and approval or rejection of plans for the construction, alteration, demolition or relocation of any such site, structure, object or district. Decisions of the Commission are final unless appealed to the City Council.

The Commission shall also perform the following additional functions:

- (1) To promote awareness and understanding of, and appreciation for, the value of historic resource preservation in contributing to the quality of life in the City, and actively encourage property owners to voluntarily designate their properties as historic landmarks;
- (2) To advise the City Council and City staff with regard to the identification and evaluation of historic resources within the Growth Management Area and provide information regarding the significance of the resources, the nature and degree of threat to their preservation, and methods for their protection;
- (3) To advise the City Council and City staff with regard to appropriate policies, incentives and regulations for encouraging and/or requiring preservation and rehabilitation of historic resources;
- (4) To coordinate with the various other City boards, commissions and City staff members whose actions may affect the preservation of historic resources in the community; and

- (5) To establish a committee of its members to provide advice and, if required under Section 2.10.2(H) of the Land Use Code, written recommendations to the owners of eligible historic properties, and of properties located near eligible historic properties, regarding historically appropriate design and site planning for additions, alterations, and new construction in the City; provided, however, that any members of such committee who provide such advice or recommendations to property owners under this provision shall refrain from participating in any subsequent decisions of the Commission related to such properties; and
- (6) To provide advice and written recommendations to the appropriate decision maker and/or administrative body regarding plans for properties containing or adjacent to sites, structures, objects or districts that:
 - (a) have been determined to be individually eligible for local landmark designation or for individual listing in the State or National Registers of Historic Places;
 - (b) are officially designated as a local or state landmark, or are listed on the National Register of Historic Places; or
 - (c) are located within an officially designated historic district or area.
- (7) To perform such other duties and functions as may be provided by the City Council by an ordinance or resolution.

Natural Resources Advisory Board

The Natural Resources Advisory Board shall have the following functions:

- (1) Advise City Council on all matters pertaining to natural resources and environmental protection issues of concern to the city;
- (2) Analyze various natural resources issues and to aid and guide the development of city-wide natural resources programs to address currently existing and potential natural resources and environmental issues;
- (3) Promote citizen participation and public education on city-wide natural resources and environmental protection issues;
- (4) To be aware of and coordinate with the various Department of Natural Resources' technical advisory committees;
- (5) Perform other duties and functions as provided by the City Council.

Parking Advisory Board

The Parking Advisory Board shall have the following functions:

- (1) To make recommendations to the City Council regarding the implementation of the City's parking policies and plans;
- (2) To provide an avenue for ongoing stakeholder input and involvement in parking decisions that affect the public;
- (3) To support and advocate for parking initiatives and programs;
- (4) To help educate the public about parking issues;
- (5) To work with other boards and commissions of the City or other community organizations that have an interest in parking issues; and
- (6) To perform such other duties and functions and have such other powers as provided by the City Council.

Parks and Recreation Board

The Parks and Recreation Board shall have the following functions:

- (1) To advise and make recommendations to the Community Services Director and the City Council for their approval as to rules, regulations, policies, administrative and budgetary matters pertaining to parks and recreation but excluding matters relating to the operation and maintenance of City-owned golf courses and cemeteries;
- (2) To assist the City in cooperating with the Poudre School District and other organizations and individuals interested in the City's parks and recreation programs; and
- (3) To promote community awareness and understanding of, and appreciation for, the value of parks and recreation as a resource contributing to the quality of life in Fort Collins.

Planning and Zoning Board

The Planning and Zoning Board's responsibilities include making recommendations to the City Council regarding zoning, annexations, major public and private projects and any long range planning activities (such as City Plan or subarea plans) that require Council approval. The Board is also the final decision making authority regarding land use proposals including overall development plans, project development plans and any planned unit developments that remain from the City's previous land use regulations. In addition, the Board coordinates with the Poudre R1 and Thompson school districts and the Larimer County Planning Commission.

Retirement Committee

The General Employees Retirement Committee's charges are: manage/administer the Retirement Plan for members and retirees and manage accumulated Retirement Fund money; determine the eligibility in credited service of members under Plan rules; interpret the Plan's provisions; and authorize payment of retirement benefits and bills for expenses of Plan and Committee. The Committee sets the policies and procedures for these responsibilities and directs staff personnel and actuarial consulting firm to carry out the functions. The Committee also: seeks information and advice to benefit the Plan and members; recommends Plan changes to City Council for approval; recommends to City Council enhancements to the Plan's provisions and benefits; educates Committee's and Plan's members; keeps abreast of legislation that could affect the Plan; keeps the members informed of their current/projected benefits; encourages Plan members to accumulate other sources of retirement income; and provides minutes of each meeting and files documents as required.

Senior Advisory Board

The Senior Advisory Board is comprised of individuals of all ages who share a concern for the aging members of our community. The primary objective is to help aging citizens in Fort Collins and the surrounding area live full and interesting lives so that they might continue to contribute, participate and share in the life of the community. The Board assumes responsibility for involvement in a network of senior agencies and organizations so that they can remain aware of issues, needs and occurrences that may be relevant to their work. Their primary concern is to provide education in this community about the aging process, to inform and be informed, to advocate for a good quality of life, and to encourage networking among the various groups who deal with senior issues.

Transportation Board

The Transportation Board advises the Fort Collins City Council on transportation issues. The Board examines issues relating to financing; the development and implementation of master plans pertaining to pedestrian, streets, transit, bicycles, automobiles, congestion, traffic signalization, and transportation facilities; the use of technology; and education of the public and private industry on transportation topics. The Board acts as a forum for the citizens to express their needs and concerns. The Board coordinates with other City boards and commissions on projects and issues

that are of mutual interest. The Transportation Board works with other municipalities in the region to identify and develop solutions to key transportation issues.

Water Board

The City of Fort Collins Water Board advises the City Council regarding water, wastewater and stormwater policy issues such as water rights, planning, acquisition and management, conservation and public education, floodplain regulations, storm drainage and development design criteria. The Board reviews and makes recommendations on Water, Wastewater and Stormwater Utilities budgets, fees, water quality and local, state and federal water legislation. At times, the Board acts as a quasi-judicial body on floodplain regulation variances. It cooperates with regional entities to coordinate planning and maintain a dialogue on regional water issues. The Board is also involved in master planning and provides advice and citizen input regarding proposed policies and actions affecting Utilities customers.

Women's Commission

The Commission is created for the purpose of enhancing the status of and opportunities for all women in the City.

The Commission shall have the ability to:

- (1) Document issues of importance to the status of women in the City;
- (2) Conduct educational programs in the Fort Collins community to increase public awareness and sensitivity to the needs and capabilities of all women;
- (3) Cooperate with other organizations and individuals interested in issues affecting women in the Fort Collins area;
- (4) Review proposed legislation, policy changes or other governmental action at the federal, state or
 - a. local level that would enhance or otherwise affect the status of women in the City and make
 - b. recommendations to the City Council regarding the same.
- (5) Recommend to the City Council the adoption of local legislation or policies that would enhance the status of women in the City.

Youth Advisory Board

The Youth Advisory Board gathers information from local youth, other groups, organizations and agencies regarding youth-oriented issues and makes recommendations to City Council in reference to these issues.

Zoning Board of Appeals

The Zoning Board of appeals has the authority to approve variances from the requirements of the Land Use Code and to hear and decide appeals from any decision made by an administrative official pertaining to a specific property. The Board may grant variances when the members determine that there is some unusual feature of a property or some other exceptional situation unique to a property which creates an unfair burden to the applicant. Such features may include physical conditions like exceptional narrowness, shallowness, or topography. Additionally, the Board may grant a variance upon finding that the proposal will promote the general purpose of the standard for which the variance is requested equally well or better than would a proposal which complies with the standard for which the variance is requested. No variance can be granted which is determined to be a substantial detriment to the public good.

MEETING INFORMATION

POSTED 02/16/17

Boards and commissions routinely meet at the following times and places unless a specific change is announced.

BOARDS AND COMMISSIONS		
Board/Commission	Meeting Date/Time/Location	Contact
Affordable Housing Board	First Thursday of each month – 4:00 p.m. Community Room, 215 N. Mason	Sue Beck-Ferkiss 221-6753
Air Quality Advisory Board	Third Monday of each month – 5:30 p.m. 222 LaPorte Avenue, Colorado River Room	Cassie Archuleta 416-2648
Art in Public Places Board	Third Wednesday of each month – 3:30 p.m. Columbine Room, Lincoln Center, 417 W. Magnolia	Ellen Martin 416-2789
Building Review Board	Last Thursday of each month – 1:00 p.m. Council Chambers, City Hall West, 300 LaPorte Avenue	Mike Gebo 416-2618
Citizen Review Board	Second Wednesday of each month – 5:30 p.m. Council Information Center, City Hall West, 300 LaPorte Avenue	Dan Murphy 416-2660
Commission on Disability	Second Thursday each month – 12:15 p.m. Council Information Center, City Hall West, 300 LaPorte Avenue Subcommittees: Fourth Thursday of each month – 12:15 p.m. Council Information Center, City Hall West, 300 LaPorte Avenue.	Jennifer Harvey 221-6848
Community Development Block Grant (CDBG) Commission	Second Thursday of each month – 6:30 p.m. Community Room, 215 Mason	Sharon Thomas 221-6595
Cultural Resources Board	Last Thursday of each month – 12 Noon (except January, April & June), Lincoln Center, 417 W. Magnolia. Fort Fund sessions held fourth Wednesday (January, April and June) – 5:00 p.m., Lincoln Center, 417 W. Magnolia	Cheryl Donaldson, Interim 416-2709
Economic Advisory Commission	Third Wednesday of each month – 11 a.m. 222 LaPorte Avenue, Colorado River Room	Josh Birks 221-6324
Energy Board	Second Thursday of each month – 5:30 p.m. 222 LaPorte Avenue, Colorado River Community Room	Tim McCollough 416-2622
Golf Board	No meetings held January, February and December First Wednesday of March, 7:00 p.m. Third Wednesday April - September, 7:00 p.m. Third Wednesday of October, 6:00 p.m. First Wednesday of November, 6:00 p.m. Park Shop, 413 S. Bryan Avenue	Mike Calhoon 221-6301
Human Relations Commission	Second Thursday of each month – 5:30 p.m. Council Information Center, City Hall West, 300 LaPorte Avenue	Beth Sowder 221-6752
Land Conservation & Stewardship Board	Second Wednesday of each month – 6:00 p.m. Conference Room 1A, west entrance, 215 North Mason	Daylan Figgs, 416-2814

Landmark Preservation Commission	Work Sessions are held on the Second Wednesday and Regular meetings are held on the Third Wednesday of each month – 5:30 p.m., in the City Council Chambers, 300 LaPorte	Karen McWilliams 224-6078
Natural Resources Advisory Board	Third Wednesday of each month – 6:00 p.m. 222 LaPorte Avenue, Colorado River Room	Katie Bigner 221-6317
Parking Advisory Board	Second Monday of each month – 5:30 p.m. Community Room, 215 North Mason	Kurt Ravenschlag 416-2058
Parks and Recreation Board	Fourth Wednesday of each month – 5:30 p.m. Locations vary (check website and Parks and Recreation Board Public Notice)	Mike Calhoon 221-6301 Bob Adams 221-6354
Planning & Zoning Board	Third Thursday of each month – 6:00 p.m. City Council Chambers, City Hall West, 300 LaPorte Avenue Worksessions are held the Friday before scheduled hearing 12 noon, Conference Room A, 281 North College Avenue	Cameron Gloss 416-2313
Retirement Committee	Second Thursday of each month – 1:15 p.m. 2nd Floor Meeting Room 2A, 215 North Mason	Harold Hall 221-6784
Senior Advisory Board	Second Wednesday of each month – 1:30 p.m. Fort Collins Senior Center, 1200 Raintree Drive	Katie Stieber 224-6029
Transportation Board	Third Wednesday of each month – 6:00 p.m. Community Room, 215 North Mason	Paul Sizemore 224-6140
Water Board	Third Thursday of each month -- 5:30 p.m. 222 LaPorte Avenue, Colorado River Community Room Work Sessions are held on the first Thursday of even numbered months; i.e., February, April, June, August, October and December at 5:30-7:30 p.m. at 281 North College Avenue, Conference Room A	Carol Webb 221-6231
Women's Commission	Third Wednesday of each month – 6:30 p.m. Room 1B, west entrance, 215 North Mason	Suzanne Jarboe-Simpson 224-6137
Youth Advisory Board	First Wednesday of each month – 5:30 p.m. (no meetings held June - August) Foothills Activity Center, 241 E. Foothills Parkway.	Marc Rademacher 221-6309 Sara Stone 221-6308
Zoning Board of Appeals	Second Thursday of each month – 8:30 a.m. Council Chambers, City Hall West, 300 LaPorte Avenue	Noah Beals 416-2313

AUTHORITIES

Downtown Development Authority	<p>Second Thursday of each month - 7:30 a.m. Home State Bank, 303 E. Mountain Avenue Meeting Room</p> <p>DDA Executive Committee meets Wednesdays before the regularly scheduled DDA Board meetings – 7:30 a.m. DDA conference room at 19 Old Town Square, Suite 230.</p>	Matt Robenalt (970) 484-2020
Housing Catalyst	Fourth Thursday of each month - 7:30 a.m. Housing Authority Conference Room, 1715 W. Mountain Ave.	Julie Brewen (970) 416-2910
Liquor Licensing Authority	Contact Staff Liaison for schedule Municipal Court Room, 215 N. Mason	Aimee Jensen (970) 221-6315