

# ***Boards & Commissions Committee***

*Mayor Michael John Pantelides, 2014 Citizen Advisory Transition Team*

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### **Timeline Key**

ONGOING	Continuation of existing activity.
IMMEDIATE	Commencement within 3 months.
SHORT-TERM	Commencement within 3-12 months.
MEDIUM-TERM	Commencement within 1-2 years.
LONG-TERM	Commencement after 2 years.

### Abbreviations Used

AAC	Anne Arundel County, Maryland
AAACCVB	Annapolis and Anne Arundel County Conference and Visitors Bureau
AAEDC	Anne Arundel Economic Development Corporation
AIPPC	Arts in Public Places Commission
BMPs	“best management practices”
DNEP	City Department of Neighborhood and Environmental Programs
MIT	City Management Information Technology Department
PNZ	City Department of Planning & Zoning
POS	Program Open Space

# **ALL BOARDS & COMMISSIONS ISSUES 1-7**

Adopted October 27, 2014  
Boards & Commissions

## ALL BOARDS & COMMISSIONS: ISSUE 1

*Vacancies take a long time to fill, and there is no consistent strategy on outreach by the City to fill these vacancies.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. More transparency in monthly vacancy report to alert Mayor's Office of extended vacancies, which report should include current vacancies, length of vacancy, any applicants, and outreach being utilized.	Boards and Commissions Coordinator	Ongoing

## ALL BOARDS & COMMISSIONS: ISSUE 2

*Board and Commission members should not have to use their own funds to carry out the mission of their Board or Commission, including paying to park for meetings.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Members should be informed about City resources to make copies and to acquire other incidentals.	Boards and Commissions Coordinator	Immediate
2. Members meeting in downtown Annapolis should receive free parking at Hillman garage. Issue eleven one-time parking passes each year, or an amount of passes/money that will cover all meetings.	City Manager	Immediate

### ALL BOARDS & COMMISSIONS: ISSUE 3

*The City provides general training to Board/Commission members every few years, but this is insufficient to educate members on their Board/Commission's function.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Each member should have a copy of the Boards and Commissions handbook.	Boards and Commissions Coordinator	Short-Term
2. Each member should be trained yearly on Robert's Rules of Order, open meetings, conflicts of interest, document archiving, best practices, etc.	Boards and Commissions Coordinator	Short-Term
3. City should solicit Board and Commission chairs for input on needed training.	Boards and Commissions Coordinator	Short-Term

## ALL BOARDS & COMMISSIONS: ISSUE 4

*The City website is not current regarding members of Boards and Commissions, or dates, times and locations of meetings.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. If the City staff responsible for the City website are overwhelmed by these ongoing updates, consider enlisting additional temporary help from other City Departments.	City Manager	Ongoing
2. Create standard reporting and updating procedures for the City website.	Boards and Commissions Coordinator	Immediate
3. Create a schedule for chairs to submit updates to City staff responsible for the website.	MIT Manager	Immediate

## ALL BOARDS & COMMISSIONS: ISSUE 5

*Board and Commission annual reports.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Annual reports should be written in a common format, and should contain a description of issues dealt with instead of just referencing the meeting minutes.	Boards and Commissions Coordinator	Immediate

## ALL BOARDS & COMMISSIONS: ISSUE 6

*Currently Board and Commission members are honored by invitations to the Mayor's Open House and sometimes at City Council meetings, but with no consistency.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Members should be recognized for serving five, ten, fifteen and twenty year increments.	Mayor	Ongoing
2. Member recognition should be standardized. Examples include: certificate or plaque, media-published photo, Annual Mayor's Annapolitan Awards, special service pins, wall of fame photos or plaques, and dedication of City benches.	Mayor	Ongoing

## ALL BOARDS & COMMISSIONS: ISSUE 7

*Political Endorsements by Board and Commission Members.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. City should create a policy on whether and how Board and Commission members should refer to their service when endorsing political candidates.	City Attorney	Short-Term

# **ADVISORY BOARDS & COMMISSIONS ISSUES 8-10**

## ADVISORY BOARDS & COMMISSIONS: ISSUE 8

*There is little interaction or attention from City Council members or the Mayor with Advisory Boards and Commissions, which creates feelings of frustration.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. At least once per year, each Advisory Board and Commission should report to the full City Council at a scheduled work session.	Mayor	Ongoing
2. Each Advisory Board and Commission should have one Alderperson assigned to it, who would attend at least one Board or Commission meeting a year.	Mayor	Immediate

## ADVISORY BOARDS & COMMISSIONS: ISSUE 9

*Advisory Boards and Commissions need a better understanding of the City budget, since many of the initiatives they propose require funding from the City.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Every year Advisory Boards and Commissions should receive a written summary of the City budget.	Finance Director	Ongoing
2. City staff should review the City budget with Advisory Boards and Commissions once a year.	Finance Director	Ongoing
3. City staff should enlist Advisory Board and Commission members in grant seeking and grant writing.	City Manager	Ongoing

## ADVISORY BOARDS & COMMISSIONS: ISSUE 10

*The duties and powers described for several Advisory Boards and Commissions do not fit the actual functions they engage in, and are sometimes too narrowly written.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Each Advisory Board and Commission should review its powers, duties and authority under the City Code.	City Attorney	Short-Term
2. Each Advisory Board and Commission should work with City staff to suggest City Code revisions to more accurately reflect their work.	City Attorney	Short-Term

# **QUASI-JUDICIAL BOARDS ISSUE 11**

Adopted October 27, 2014  
Boards & Commissions

## QUASI-JUDICIAL BOARDS: ISSUE 11

*Boards whose decisions may be appealed to a court, need to receive more training and education about how their decisions may be upheld or overturned.*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Boards should be briefed on all decisions they made that have been appealed to a court, regardless of court outcome.	City Attorney	Immediate
2. Board members should be educated on how to avoid technical or other mistakes that may cause their decisions to be overturned by a court.	City Attorney	Immediate

# **SPECIFIC BOARDS & COMMISSIONS ISSUES 12-36**

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 12**

*Alcohol Beverage Control Board (City Code §7.12.040).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill member vacancies more quickly, and announce vacancies at start of City Council meetings.	Mayor	Immediate
2. Develop a communication plan to improve communication with City Council.	Boards and Commissions Coordinator	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 13**

*Board of Appeals (City Code §21.08.040).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Members need hard copies of applicable City Code provisions.	City Attorney	Immediate
2. Board should have counsel independent from City Attorney's Office, because that Office also advises City Departments whose decisions are appealed to Board.	Mayor	Immediate
3. Need more training on topics like standing, constitutional taking, critical area law, special exceptions law, variances, rules of evidence, and administrative evidentiary rules.	City Attorney	Immediate

## SPECIFIC BOARDS & COMMISSIONS: ISSUE 13, CONTINUED

*Board of Appeals (City Code §21.08.040).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
4. Need to improve audio system in Council Chambers to improve quality of hearings before Board.	Public Works Director	Immediate
5. Need clear understanding on how and when to advise City Council of matters.	City Attorney	Immediate
6. Funds needed to make copies, so that Board members do not pay out of pocket.	Boards and Commissions Coordinator	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 14**

*Building Board of Appeals (City Code §02.48.050).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. One vacancy currently on this Board, which is an opportunity to bring diversity to the Board.	Mayor	Immediate
2. Members should be briefed by City Attorney on all cases appealed to courts.	City Attorney	Immediate
3. City must decide if this Board has jurisdiction to hear cases on Forest Stand delineations.	City Attorney	Immediate
4. Applicants and general public need to be informed about their right to appeal from DNEP decisions on DNEP forms.	DNEP Director	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 14, CONTINUED**

*Building Board of Appeals (City Code §02.48.050).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
5. Board should have counsel independent from City Attorney's Office, because that Office also advises City Departments whose decisions are appealed to Board.	Mayor	Immediate
6. Board should continue recommending City Code revisions to Mayor and City Council to clarify ambiguous laws.	City Attorney	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 15**

*Planning Commission (City Code §21.08.030).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Retain the position of Chief of Current Planning.	City Manager	Ongoing
2. Fill vacancies faster by announcing vacancies at the start of each City Council meeting.	Mayor	Ongoing & Immediate
3. Evaluate respective roles of this Commission and the Board of Appeals. This Commission should play a bigger role in the City's long-term development.	City Attorney	Immediate
4. Develop a plan to acquire resources so this Commission can obtain independent evaluations on key issues.	City Manager	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 15, CONTINUED**

*Planning Commission (City Code §21.08.030).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
5. Develop a plan to improve collaboration between this Commission and other Boards and Commissions on traffic and the environment.	City Manager	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 16**

*Historic Preservation Commission (City Code §21.08.060).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Consider the creation of a list of qualifications/requirements for members, including a relevant background in architecture to demonstrate credibility and knowledge, and to defend historic preservation projects.	Mayor	Immediate
2. Provide a line item in PNZ budget to fund inspector, expert consultants, and architectural analysis and research.	Finance Director	Short-Term
3. Consider approving a position for an additional historic preservation professional.	City Manager	Short-Term

## SPECIFIC BOARDS & COMMISSIONS: ISSUE 16, CONTINUED

*Historic Preservation Commission (City Code §21.08.060).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
4. Consider requiring applicants requesting a certificate of approval from this Commission to provide written notice to those immediate neighbors affected, in addition to the Commission's posting notification requirements.	Chief of Historic Preservation Commission	Short-Term
5. Commission Guidelines need to be revised to make them less subjective and to include objective criteria.	City Attorney	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 17**

*Annapolis Conservancy Board (City Code §02.50.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Mayor should meet with Board to help set priorities, and assign Alderperson to assist Board.	Mayor	Immediate
2. Consider filling vacancy on this Board with a real estate lawyer or a real estate executive.	Mayor	Immediate
3. Formalize agreement with AAC on City allocation of POS funds.	Mayor	Medium-Term
4. The City should evaluate the viability of the request by residents to obtain POS funds for a playground on Clay Street.	City Manager	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 17, CONTINUED**

*Annapolis Conservancy Board (City Code §02.50.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
5. The City should evaluate the viability of consulting with a storm water professional on installing pollution reducing BMPs at head of College Creek.	DNEP Director	Medium-Term
6. The City should evaluate the viability of not accepting strip easements.	PNZ Director	Medium-Term
7. The City should evaluate the viability of using City funds to pay for the Board's membership with land trust organization and for posting public notice signs.	City Manager	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 17, CONTINUED**

*Annapolis Conservancy Board (City Code §02.50.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
8. Consider a change to the City Code so Board's automatic seat is on Environmental Commission instead of Maritime Advisory Board.	Mayor	Medium-Term
ALSO SEE THIS REPORT'S ISSUE NO. 6 FOR RECOMMENDATIONS, RESPONSIBLE PARTIES AND TIMELINE.		

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 18**

*Annapolis Environmental Commission (City Code §02.48.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Clarify the interpretation of the Forest Conservation Act concerning developments and environmental impact in the City.	City Attorney	Immediate
2. Evaluate the statutory requirement for this Commission to review development proposals and provide comments to the Planning Commission.	City Manager	Medium-Term
3. The City should evaluate the return of Greenscape to a Board function instead of with City's Recreation and Parks.	City Manager	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 19**

*Arts in Public Places Commission (City Code Chapter 06.24).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Review the funding needs of this Commission.	City Manager	Short-Term
2. Develop a communication plan to improve communication between this Commission and City administration.	Boards and Commissions Coordinator	Short-Term
3. Evaluate the approval process for public art in the City.	City Manager	Medium-Term
4. Create a plan to improve Commission outreach to the public (i.e. e-mails on meetings and issues).	Boards and Commissions Coordinator	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 19, CONTINUED**

*Arts in Public Places Commission (City Code Chapter 06.24).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
5. Create a plan to create a diversity of taste and experience on this Commission.	Boards and Commissions Coordinator	Medium-Term
6. Create an action plan to enlist the AAEDC and AAACCVB to support better marketing of the City as an arts destination.	Mayor	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 20**

*Board of Supervisors of Elections (City Code Chapter 04.08).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Eliminate gap in term between March and April.	City Attorney	Immediate
2. Develop briefing book with rules of election procedures for City Clerk's Office.	City Attorney	Short-Term
3. Consider contracting an election administrator starting eighteen months before each election.	City Manager	Short-Term
4. Consider revising the appointment process for this Board.	City Manager	Short-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 21**

*Civil Service Board (City Code §03.12.040).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill vacancies in a timely manner.	Mayor	Ongoing
2. Finalize Board rules and regulations that have been in draft form for 3-4 years.	City Attorney	Short-Term
3. Evaluate the need for an allowance for a court reporter.	City Manager	Short-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 22**

*Commission on Aging (City Code §02.48.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
None.		

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 23**

*Education Commission (City Code §02.48.005).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill vacancies in a timely manner.	Mayor	Ongoing
2. Timely post meeting locations, in advance, on the City's website.	Boards and Commissions Coordinator	Ongoing
3. Evaluate membership requirements and vacancy filling procedures.	Boards and Commissions Coordinator	Medium-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 24**

*Ethics Commission (City Code §02.08.030).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill vacancies in a timely manner.	Mayor	Ongoing
ALSO SEE THIS REPORT'S ISSUE NO. 6 FOR RECOMMENDATIONS, RESPONSIBLE PARTIES AND TIMELINE.		

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 25**

*Financial Advisory Commission (City Code §02.48.110).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. The City should develop a plan to refer issues for this Commission's review in a timely manner.	Mayor	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 26**

*Heritage Commission (City Code §02.48.360).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Develop a plan for the ongoing maintenance of interpretative history signs.	Chief of Historic Preservation Commission	Ongoing
2. Complete and submit an annual report within ninety days of the conclusion of each City fiscal year.	Boards and Commissions Coordinator	Ongoing
3. Develop a strategic plan to meet its mission, to identify partners and festivals to celebrate City heritage, and to identify and promote programs to educate the public on City history and heritage.	Boards and Commissions Coordinator	Short-Term

## SPECIFIC BOARDS & COMMISSIONS: ISSUE 26, CONTINUED

*Heritage Commission (City Code §02.48.360).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
4. Develop a plan for stronger collaboration with economic development professionals, AAACCVB, and City's Recreation and Parks.	Boards and Commissions Coordinator	Short-Term
5. Evaluate and revise the representation of City residents on this Commission.	Boards and Commissions Coordinator	Medium-Term
ALSO SEE THIS REPORT'S ISSUE NO. 19, RECOMMENDATION NO. 3.		

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 27**

*Housing and Community Development Committee (City Code §02.48.340).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Align this Committee's current program of work with its enabling legislation, and review/revise that legislation as appropriate.	City Attorney	Immediate
2. Establish objective measurement tools and review progress on City's 2009 Comprehensive Plan. Make and prioritize recommendations with a goal to streamline process.	PNZ Director	Immediate
3. Evaluate quorum requirements.	City Attorney	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 28**

*Human Relations Commission (City Code §02.48.104).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Make timely appointments to this Commission.	Mayor	Ongoing
2. Establish diversity goals for this Commission.	Mayor	Short-Term
3. Develop a communication plan to raise awareness of the Commission's services to City residents.	City Public Information Officer	Short-Term
4. Create a plan to expand the Commission's mission to include programs for defusing the escalation of community disputes.	City Manager	Short-Term

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 29**

*Maritime Advisory Board (City Code §02.48.230).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. The City should consult and engage this Board on maritime issues.	Boards and Commissions Coordinator	Ongoing
2. Mayor should attend Board meetings.	Mayor	Ongoing
3. Encourage Mayor and City Council to attend Board's annual boat tour of City waterfront.	Boards and Commissions Coordinator	Ongoing

**SPECIFIC BOARDS & COMMISSIONS: ISSUE 30**

*Police and Fire Retirement Plan Commission (City Code §03.36.280).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
NONE.		

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 31**

*Port Wardens (City Code §15.16.010).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Improve the City website to more effectively inform public of this Board's meetings and functions.	Boards and Commissions Coordinator	Ongoing
2. Create a training program for new appointees since Board's decisions are appealable to the Circuit Court.	City Attorney	Immediate

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 32**

*Public Safety Disability Retirement Board (City Code §03.36.175).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill vacancies in a timely manner.	Mayor	Ongoing

## **SPECIFIC BOARDS & COMMISSIONS: ISSUE 33**

*Recreation Advisory Board (City Code §02.48.170).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Create a training program for Board members, especially on pursuing grants.	Boards and Commissions Coordinator	Immediate
2. Establish diversity goals for this Commission.	Mayor	Short-Term

**SPECIFIC BOARDS & COMMISSIONS: ISSUE 34**

*Risk Management Committee (City Code §02.48.200).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
NONE.		

## SPECIFIC BOARDS & COMMISSIONS: ISSUE 35

*Transportation Board (City Code §02.48.320).*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
1. Fill vacancies in a timely manner.	Mayor	Ongoing
2. Hold work sessions with the City Council to set priorities.	Mayor	Ongoing
3. Review and evaluate member selection criteria with respect to the City Code.	City Attorney	Immediate
4. Consider extending the length of the chair's term to provide a sense of continuity.	Mayor	Immediate
5. Evaluate funding needs for professional consultants on comprehensive traffic planning.	City Manager	Short-Term

**SPECIFIC BOARDS & COMMISSIONS: ISSUE 36**

*Ad Hoc Hillman Garage Committee*

<u>RECOMMENDATIONS</u>	<u>RESPONSIBLE PARTY</u>	<u>TIMELINE</u>
NONE.		