



Commission on Aging Visioning

City Clerk's Office

October 10, 2018

ROLE IN CITY GOVERNMENT

- 15 City boards/commissions
- Ad hoc advisory committees
- Created by:
 - Charter; or
 - **Ordinance of the City Council**
- Advisory to the City Council
- Periodic report to the City Council
 - What you have been working on
 - What you anticipate in the future
 - How the Mayor and City Council can be of help

ROLE IN CITY GOVERNMENT

- May make recommendations by report to City Council at any time
- May forward recommendations to City Council Standing Committee
 - Mayor's Nominating and Screening Committee
 - Finance Committee
- City Council may refer matters to the Commission
- Agendized matters (within the scope of Commission)
 - Staff
 - The public
 - The Commission

COMMISSION'S POWERS AND DUTIES (RMC 2.64.030)

- A. To act in an advisory capacity to the City Council on all matters pertaining to older Americans and their needs;
- B. To assemble information on problems and their solutions for older Americans through all available means including public hearings;
- C. To be empowered on its own initiative to make recommendations to senior citizens' service agencies on matters within its purview;
- D. To act to facilitate coordination between existing and proposed programs for the elderly;

COMMISSION'S POWERS AND DUTIES

- E. To carry out such studies as may be assigned to it by the City Council;
- F. To, from time to time, report to the City Council its findings.

Nothing contained in this section shall be construed as vesting the Commission, or any member thereof, with supervisory powers over the actions or duties of City employees or the operation of City Departments.

HOW TO BE AN EFFECTIVE MEMBER

- Show up
- Call in advance, if unable to attend
- Be familiar with agenda materials
- Be prepared to participate
- Call staff with questions in advance of meeting
- Be aware of senior issues in the community (within scope)
- Share your ideas with staff and Commission (within scope)
- Participate on committees, if any

BROWN ACT BASICS

- Why – the people's business should be conducted in public
- How –
 - Agenda publication in advance
 - Discussion occurs in open and public meeting
 - Records are public
- Sunshine Ordinance – Greater transparency
 - Twelve-day advance agenda (regular meeting)
 - Five days advance agenda (special meeting)
 - Agenda materials published with agenda

BROWN ACT IN PRACTICE

- Discussions outside of meeting
 - Less than a quorum
 - Be aware of “collective concurrence”
- Group emails
 - Less than a quorum
 - Be aware of “collective concurrence”
 - Avoid “reply all”
 - Staff distribution of information
- Committees
 - Less than quorum (standing vs ad hoc)

AGENDA COMPONENTS

- Public Comment
 - Within subject matter jurisdiction
 - **Brief** response from staff/Commissioners
 - Schedule for future meeting
- Commissioner Comments
 - One-way communication
 - Schedule for future meeting
- Reports on agenda
 - Approve, deny, continue
 - Schedule additional matters for future meeting

FUNDING

- Budget adopted by City Council
- Any Commission funding is part of the Mayor's Department Budget
- Mayor's staff manages the day-to-day budget
- Purchasing procedures
- Expenditures processed by staff
- Commission requests for expenditures submitted to staff

Thank you

Questions?

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