



# BOARDS AND COMMISSIONS' STRUCTURE AND ROLE

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**Parks, Recreation and Community Services Department**

Commission on Aging  
August 18, 2025

# BACKGROUND

## PREVIOUS COMMITTEE/COUNCIL MEETINGS



**July 2022** – ICGC received and discussed an update to the City Council Rules of Procedure and Order of Business related to the number and role of Boards and Commissions. It was requested that the item be continued for further discussion.



**Septembers 2022** – ICGC once again discussed the number and role of Boards and Commissions. Staff was directed to review the topic outside of the City Council Rules of Procedure and Order of Business and bring to a later discussion.



**June 2023** – As a preliminary exploration of structural changes, the Airport Commission received a proposal to merge with the Transportation Board. The Airport Commission did not support the merge, citing distinct responsibilities and technical focus.



**March 2024** – The Budget Engagement Commission received a proposal to reduce their membership from 18 to 11. Following discussion, the Commission voted to recommend amending the RMC to move forward with the reduction in membership.



# GUIDING QUESTIONS

- Are the number and scope of Boards and Commissions appropriate?
- Is membership size optimized for functionality?
- Are quorum and attendance issues affecting performance?
- Are there opportunities to consolidate or streamline?
- Is there a need for a standard governance framework?

# DISCUSSION

Boards and Commissions serve as advisory bodies that provide recommendations to the Mayor and the City Council.

**16** Boards & Commissions

**150+** Volunteer members

# GOVERNING DOCUMENT

## City Charter

1. Planning Commission
2. Human Resources Board
3. Board of Library Trustees
4. Park and Recreation Commission
5. Community Police Review Commission
6. Board of Public Utilities

❖ **9 members each**

## Municipal Code

- All 10 other Boards and Commissions

❖ **Varying membership numbers**



# MEMBERSHIP ISSUES

## **Difficulty Meeting Quorum**

- 18 Board and Commission meetings canceled in 2024 due to lack of quorum

## **Challenges Filling Vacancies and Maintaining Appointments**

- 31 vacant seats across all Boards and Commissions

# BOARD AND COMMISSION RESOLUTION



- Each Board or Commission is currently governed by their own unique set of Standing Rules or Bylaws
- Is there a need for a standard Board and Commission Resolution similar to the City Council Rules of Procedure and Order of Business?

# RECOMMENDATIONS

## **That the Commission on Aging:**

Conduct a review of the Commission on Aging membership structure, roles, potential consolidation opportunities and the development of Citywide Governance Resolution and provide any recommendations to the Parks, Recreation and Community Services Department Staff.