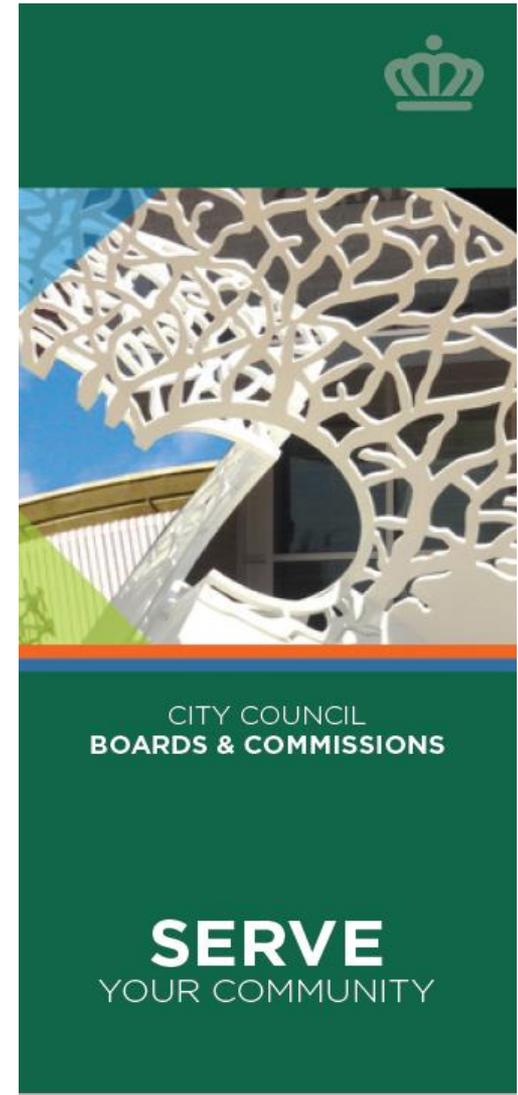




# Recommendations on Boards and Commissions - Updates

Office of the City Manager

- **At the December 3 Strategy Session, Council received several recommendations, directed staff to move forward with seven items, and come back with several follow up items for discussion.**
- **Reminder of Goals:**
  1. Streamline nomination process
  2. Strengthen relationship between Boards and Commissions and City Council
  3. Improve understanding and effectiveness of Boards and Commissions



**All Boards and Commissions have voter registration requirements unless a specific exception is made, according to the Council adopted resolution.**

**Section 4: Residency Requirements**

*A member of any board, committee, or commission must all times be registered to vote in Mecklenburg County.*

*Exceptions to the above statement may exist for some boards for purposes of regional membership (I.e. the Airport Advisory Committee). Any exceptions will be handled on a case by case basis.*

# FOLLOW-UP ITEM: VOTER REGISTRATION

City	Residency Requirement	Voter Registration Required
Austin	Yes	No
Denver	No	No
Durham (City)	Yes	No
Durham (County)	Yes	No
Ft. Worth	Yes	*No
Houston	Yes	Yes
Mecklenburg County	Yes	*No
Raleigh	Yes	No
San Jose	Yes	No

*\*Some jurisdictions have exceptions where voter registration is required for a small number of boards (e.g. quasi-judicial boards.)  
 Note: Most jurisdictions do not verify residency beyond the application. Others options jurisdictions use include GPS verification, voter registration as a verification, and if the person cannot be verified through that means, they secure additional verification documents.*

## Council Resolution

### Section 4: Residency Requirements

A member of any board, committee, or commission must **at all times be registered to vote in Mecklenburg County** be a resident of Mecklenburg County.

~~Exceptions to the above statement may exist for some boards for purposes of regional membership (i.e. the Airport Advisory Committee).~~ Any exceptions will be handled on a case by case basis.

**Note:** *This Resolution change would cover all Boards and Commissions with the exception of the following two Boards:*

- *The Civil Service Board (City Charter)*
- *The Citizens Review Board (City Code)*

THANK YOU!

# ADDITIONAL INFORMATION

## Provide Council with Relevant Information Only

1. Only include nomination information for applicants who meet qualifications.
  - ✓ **Implemented in 2019**
2. Prohibit members who do not meet attendance requirements for one Board or Commission from serving on other Boards and Commissions for 12 months.
  - ✓ **Implemented in 2019**
3. Request Boards and Commissions use template to make recommendations to City Council for member nominations.
  - ✓ **Implemented in 2018 and Clerk's Office is reinforcing use in 2019**
4. Create summary page for nominations to highlight key information.
  - *Implementation anticipated in February/March 2019*

## **Reinforce the Connection Between Focus Areas and Board and Commission Work**

5. Develop consistent template for Boards and Commissions to annually report on progress to Council Committees and compile all Boards and Commissions annual reports and provide to City Council in one packet.

✓ **Template created and annual compilation will go out in December 2019**

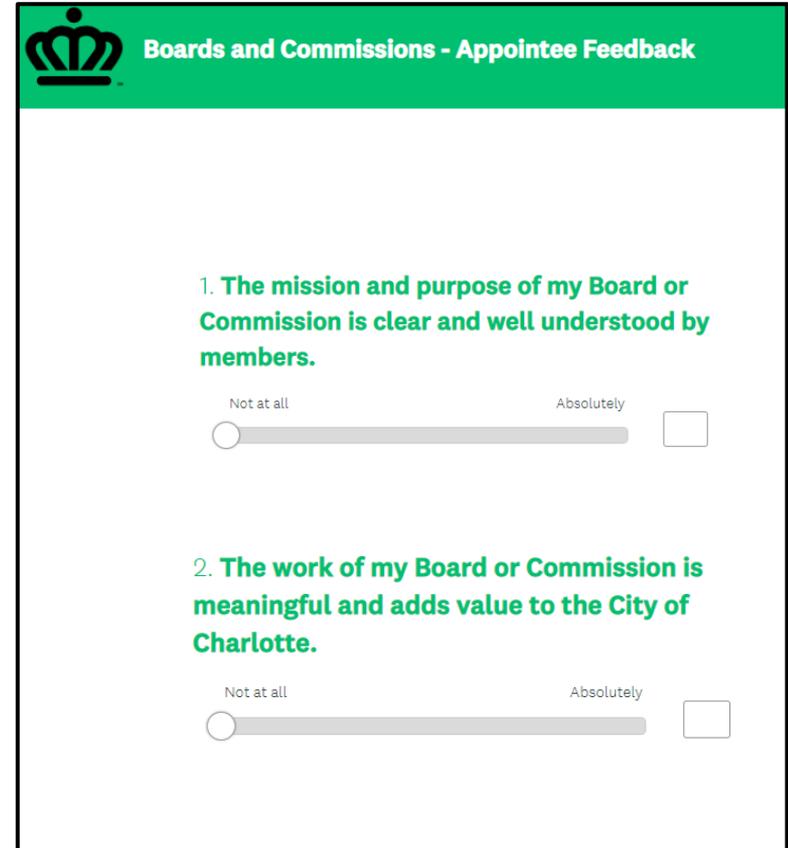
## **Seek Opportunities for Recognition**

6. Hold annual recognition night for all Board and Commission volunteers.

✓ **Office of the City Clerk and Office of Constituent Relations will hold recognition in April 2019- *volunteer month***

## 7. Hear Ideas and Feedback from Appointees

- ✓ Designed and implemented a short survey for all members of Charlotte's Boards and Commissions to get feedback
- ✓ Received information from 134 respondents

A screenshot of a survey titled "Boards and Commissions - Appointee Feedback". The survey is presented on a white background with a green header bar at the top containing the City of Charlotte logo and the title. The first question is "1. The mission and purpose of my Board or Commission is clear and well understood by members." Below the question is a horizontal Likert scale with a circle on the left, the text "Not at all" above it, a horizontal line with a grey fill, the text "Absolutely" above it, and a square on the right. The second question is "2. The work of my Board or Commission is meaningful and adds value to the City of Charlotte." Below the question is a similar horizontal Likert scale with a circle on the left, the text "Not at all" above it, a horizontal line with a grey fill, the text "Absolutely" above it, and a square on the right.

**Boards and Commissions - Appointee Feedback**

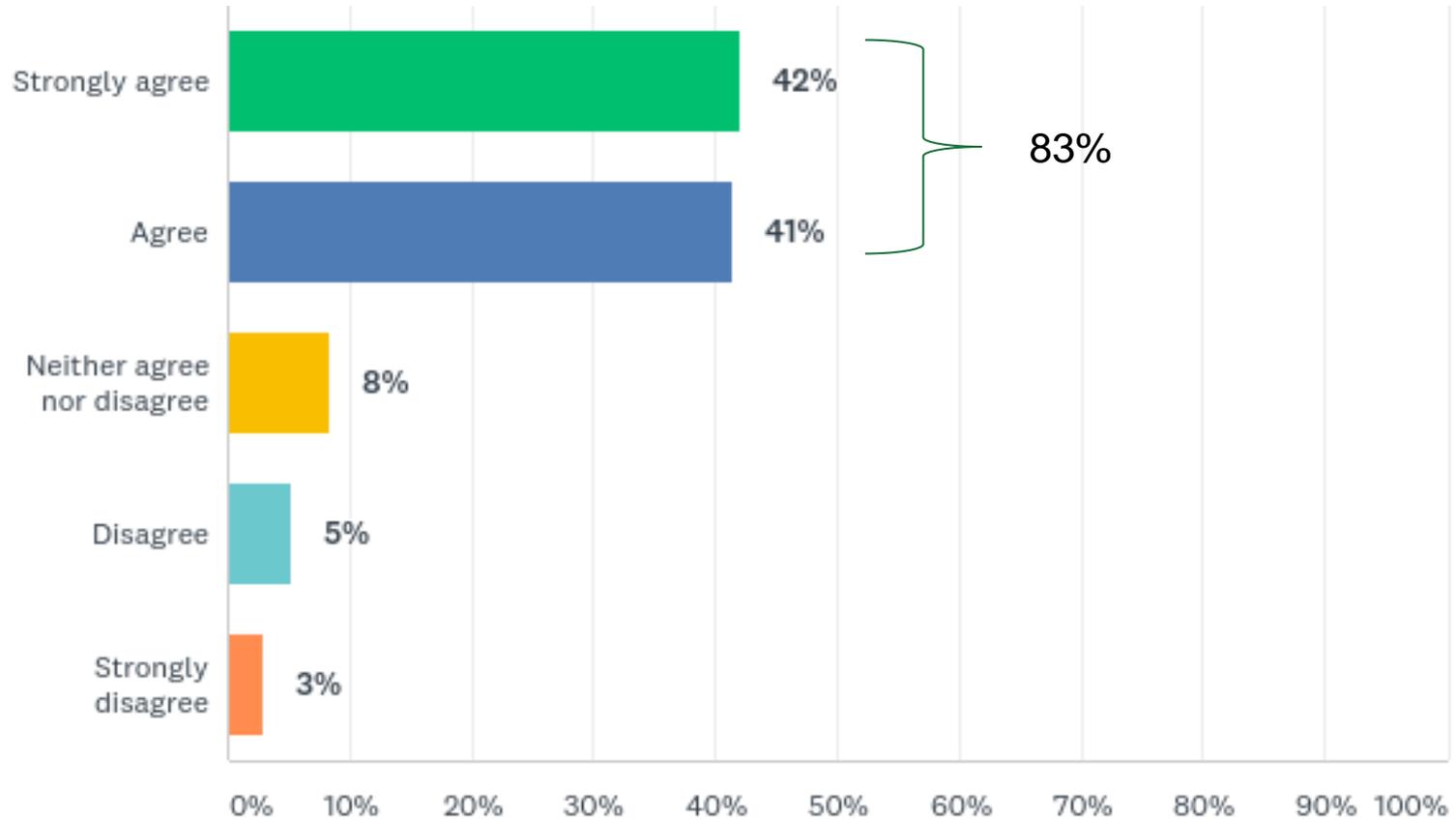
1. The mission and purpose of my Board or Commission is clear and well understood by members.

Not at all Absolutely

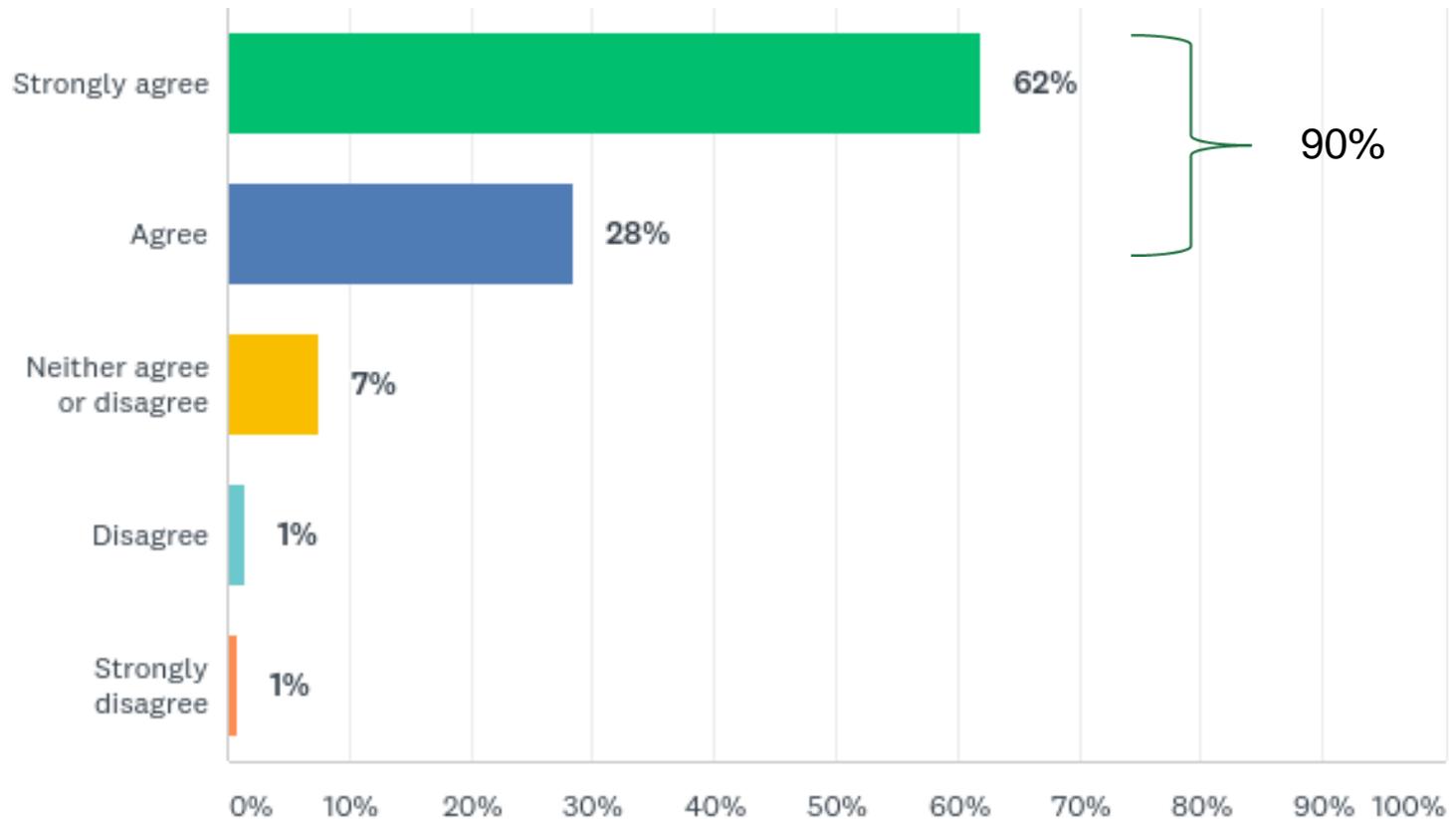
2. The work of my Board or Commission is meaningful and adds value to the City of Charlotte.

Not at all Absolutely

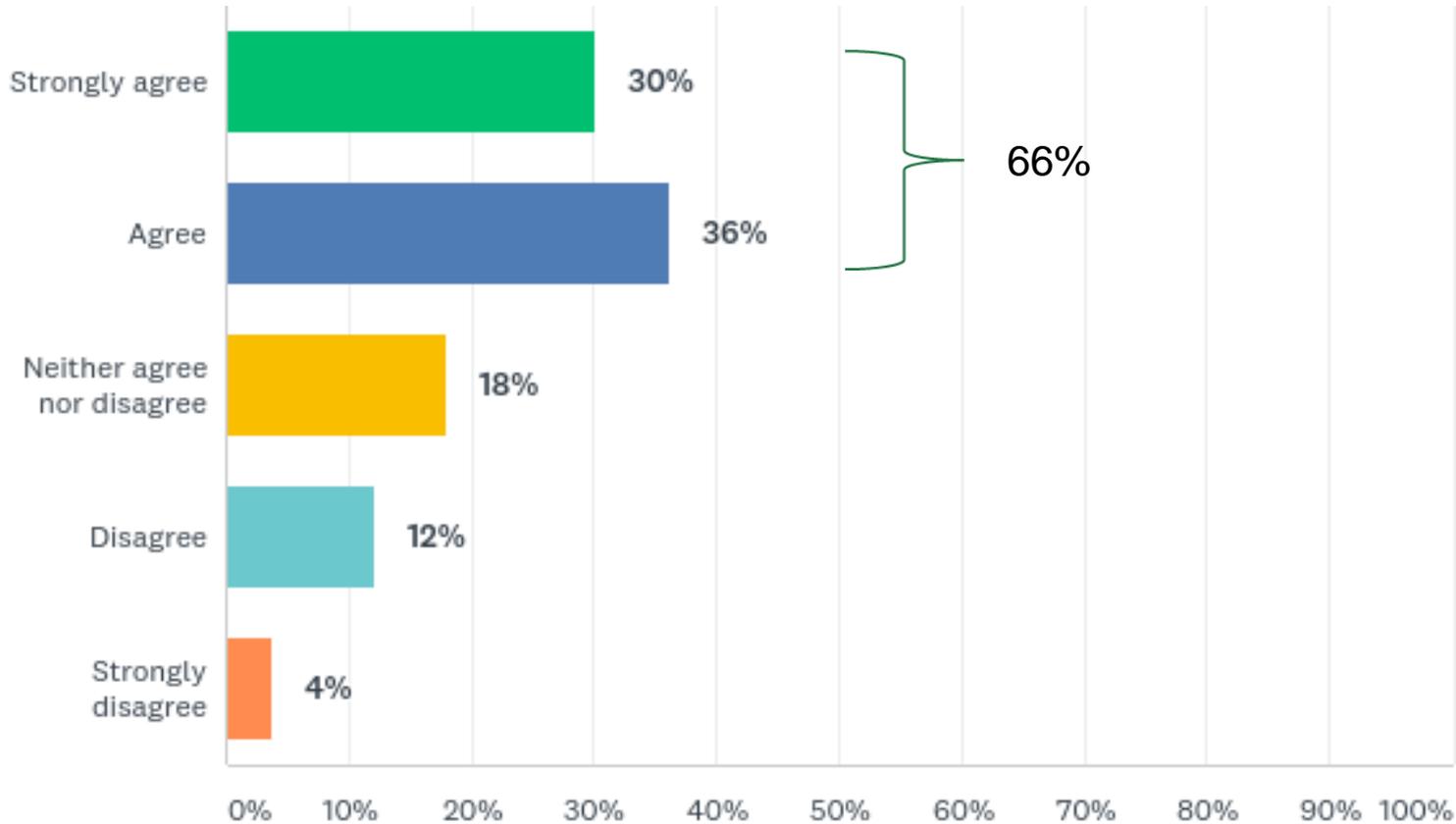
**The mission and purpose of my Board or Commission is clear and well understood by members.**



**The work of my Board or Commission is meaningful and adds value to the City of Charlotte.**



**The connection between the work of my Board or Commission and the work of the City Council is clear.**



## Strengths

**“Diverse board with a unique set of skills and experiences”**

**“Comradery coupled with spirited, informed discussions”**

**“The staff -- knowledgeable and helpful”**

**“Providing vetting of policy and practice”**

**“Our greatest strength is our board cohesion and commitment to creatively think outside of the box”**

**“Over the past year, the BAC has worked toward the goals we've set for ourselves... We have taken on a more proactive advisory role, suggesting rather than reacting to policy changes...”**

## Areas for Improvement

**“Membership. Our numbers have been very low and so it is sometimes tough to keep the momentum going”**

**“Increased interaction with the city and city council”**

**“We need to know our feedback makes a difference”**

**“Even more diversity on the board”**

**“ (Need) tangible deliverables”**

**“Clearly define goals and objectives”**

“Would like to see more **city field trips**”

“It would be nice if the city **organized a retreat or training session** for board members to give us ideas as to how to be effective boards”

“More **understanding of the budget**”

“Leveraging the intellectual capital of the board to **provide more direct services to the community through workshops** or forums”

## Additional Recommendations/Actions based on Survey

- Implement half-day Board and Commission retreat to provide Chairs with guidance and tools for effective management
- Share feedback from survey with staff liaisons to Boards and Commissions so they can consider changes in workplan
- Address Board and Commission connection with Council through streamlined board reporting, volunteer appreciation, and Council liaison approach



## Reinforce the Connection Between Council Committees and Board and Commission Work

- Council Committee Chairs appoint Council member liaisons to Boards and Commissions in their Committee's purview. Council requested further definition of this recommended role at the December Strategy Session. This role could include:
  - Acting as point of contact for Board Chair and Staff Advisors
  - Attending a Board or Commission meeting annually or meeting with Board Chair annually
  - Staying abreast of any recommendations to Council from Boards and Commissions and offering insight into Council adopted goals and policies
- **Greenville, NC example:**

*Roles of the Liaisons.*

*The liaison is **a communication link** between the City Council and the appointed board or commission. The liaison role is not to regularly and actively discuss subjects on the agenda with the board or commission members, but to **offer insight into overall City goals and policies that have been adopted by the City Council** as it may relate to an issue being considered by the board or commission. The liaison, **from time to time as appropriate, shall inform City Council of major activities** of the board or commission.*

## Align Boards & Commissions to City Council Committees

### Community Safety

- Citizens Review Board
- Civil Service Board
- Community Relations Committee
- Domestic Violence Advisory Board
- Fireman's Relief Board of Trustees
- Passenger Vehicle for Hire

### ED

- Airport Advisory
- Bechtler Arts Foundation
- Business Advisory
- Charlotte Business INclusion
- Charlotte Community Capital Loan
- Charlotte-Mecklenburg Public Access Corporation
- Charlotte Regional Visitors Authority
- Mint Museum Board of Trustees
- Public Art Commission
- NASCAR Hall of Fame Advisory Committee
- \*Privatization/Competition Advisory Committee

### Environment

- Charlotte Tree Advisory
- Charlotte Water Advisory
- Keep Charlotte Beautiful
- Storm Water Advisory Committee
- Waste Management Advisory Board

### HAND

- Charlotte Area Fund
- Charlotte Housing Authority
- Charlotte International Cabinet
- Historic District Commission
- Historic Landmarks Commission
- Housing Advisory Board of Charlotte-Mecklenburg
- Housing Appeals Board
- Neighborhood Matching Grants

### TAP

- Bicycle Advisory
- Citizens' Transit Advisory Group
- Planning Commission
- Transit Services Advisory Committee
- Zoning Board of Adjustment

*\*The Privatization/Competition Advisory Committee was instituted in an era where the City was using a run the business model, and it is now questionable whether it is relevant today.*

*Note: This is a draft alignment for Council discussion purposes only.*

## Streamline Nominations

- It is recommended that interested applicants can apply to up to three Boards at a time.

