



## **CITY OF BELMONT**

City Councilmember Agenda Item 9

FROM: Councilmember Braunstein

RE: Council Review of Commission Roles and Responsibilities

City Councilmembers:

### **Description of Issue/Request**

Throughout the last year, several commissioners have approached me with varying degrees of concern, about not fully understanding their roles and responsibilities as commissioners and not fully understanding the role and responsibility of the commission itself. Furthermore, subsequent informal conversations with councilmembers and city staff, together with the recently completed commission interviews, have proved to underscore these concerns.

I believe that some of the reasons for this lack of understanding are rooted in the fact that the council has not regularly performed an evaluation of the commissions and has not provided consistent guidance to the commissioners and to staff about how we want these commissions to perform.

In a year when council intends to pull back from a heavy agenda, council might consider reviewing the roles and responsibilities of the commissions in order to insure that the community's business is being addressed in a manner consistent with what the council desires.

Since commissioners serve at the pleasure of the council, and do not have responsibility for clarifying these issues, I am requesting that council consider reviewing the roles and responsibilities for the Finance, Planning and Park and Recreation Commissions. The format of this review and ultimately recommendations are for the council to discuss. However, it seems clear that the need exists.

### **Approximately how much staff involvement will this item take?**

Staff might need to spend several hours assisting the council with its work, however, this issue could be incorporated into regularly scheduled council and commission meetings, or separate joint meetings with each of the commissions.

### **Financial Implications?**

An opportunity cost always exists when council directs staff to work on one item rather than spend their time on another. However, not reviewing commission roles and responsibilities may have already had financial implications of having staff and commissioners spend time on items outside of their current roles and responsibilities.

**How time sensitive is this issue?**

The issue is time sensitive in that clarifying roles and responsibilities allows everyone involved – commissioners, staff, council and ultimately the public -- to have a much more focused and efficient commission structure.

**General Plan/Vision Statement**

The intention of this idea is key to matching the goals of the General Plan or Vision Statement.