

# Boards and Committees Restructuring Working Group

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PRESENTATION – MARCH 29, 2017



# Working Group Task

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1. To create a structure in which volunteers and citizens effectively engage in order to drive change and address changing needs.
2. To make effective use of volunteer time and energy.
3. To create a structure in which volunteer committees can bring new ideas and initiatives forward to Council for adoption in an easy and consistent manner.

To also create a structure in which Council and/ or the Mayor can assign an emerging issue to a committee for research, public input, and analysis.

4. To define clearer relationships between City committees and Council.

# Working Group Task

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5. To better utilize staff resources in order to most effectively empower the committees.
6. To be even more responsive to the needs of our community.
7. To make recruitment of new board members easier.
8. To create a structure that is fluid enough to be both proactive and reactive depending on the situation or issue.
9. To provide citizens better visibility and access into government and how to create change.
10. To actively seek employees and volunteers with diverse backgrounds


# What the working group has done

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- ❖ Sent out surveys to all of the boards/committees
  - ❖ Conducted benchmarking research of other cities
  - ❖ Held a visioning meeting that was attended by members of many of our current boards and committees
  - ❖ Created goals for a new structure
  - ❖ Outlined a new structure
  - ❖ Analyzed proposed new structure for diversity & inclusion
  - ❖ Defined proposed council & staff roles & commissioner responsibilities
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# Goals

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- A. Incorporate a smaller number of umbrella commissions with broad topics that encompass some existing and some new groups
  - B. Clearly define what the umbrella commissions are charged with (i.e.; draft resolutions, research topics and prepare white papers, etc.)
  - C. Create a clear feeder system and reporting structure to the existing Common Council committee structure, with issues flowing logically
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# Goals

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- D. Take into consideration the constraints of both City staff and volunteer time, and comply with Open Meetings Law
  - E. Allow for adequate staffing from City Hall for both administrative and subject matter purposes
  - F. Include definitions and terminology for different configurations within the structure (commissions, working groups, subcommittees, etc.)
  - G. Provide tools and training for communicating and developing skills for chairs and members
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# Outline of New Structure

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**COMMON COUNCIL**

(10 CC MEMBERS)

**STANDING COMMITTEE: CITY ADMINISTRATION (5 CC MEMBERS)**

**STANDING COMMITTEE: PLANNING & ECONOMIC DEVELOPMENT (5 CC MEMBERS)**

<b>COMMISSION: Public Safety and Information</b>	<b>COMMISSION: Community and Quality of Life</b>	<b>COMMISSION: Mobility and Transportation</b>	<b>COMMISSION: Parks, Recreation and Natural Resources</b>
2 CC Liaisons - nonvoting 7 voting Commissioners City Staff/Community Experts (nonvoting)	2 CC Liaisons - nonvoting 7 voting Commissioners City Staff/Community Experts (nonvoting)	2 CC Liaisons - nonvoting 7 voting Commissioners City Staff/Community Experts (nonvoting)	2 CC Liaisons - nonvoting 7 voting Commissioners City Staff/Community Experts (nonvoting)
<ul style="list-style-type: none"> <li>▪ Fire</li> <li>▪ Police</li> <li>▪ Emergency Preparedness</li> <li>▪ Public Information &amp; Communication</li> <li>▪ Drug Abuse/Crime</li> <li>▪ Community Outreach/Education</li> <li>▪ Gorge Safety</li> </ul>	<ul style="list-style-type: none"> <li>▪ Art &amp; Culture</li> <li>▪ Diversity/Inclusion Initiatives</li> <li>▪ Community:                             <ul style="list-style-type: none"> <li>• Youth and Youth Development</li> <li>• Seniors and Aging</li> <li>• Refugees and Immigrants</li> <li>• LGBTQ</li> <li>• College Students</li> </ul> </li> <li>▪ Housing</li> <li>▪ Sustainability</li> <li>▪ Downtown and the Commons</li> <li>▪ Food and Food Systems</li> <li>▪ Environmental remediation</li> <li>▪ Noise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accessibility</li> <li>▪ Bicycles</li> <li>▪ Pedestrians</li> <li>▪ Sidewalks</li> <li>▪ Parking</li> <li>▪ Traffic Calming</li> <li>▪ Traffic Management</li> <li>▪ Public Transit</li> <li>▪ Multiuse Trails</li> <li>▪ Taxis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parks</li> <li>▪ Recreation</li> <li>▪ Natural Areas</li> <li>▪ Trees</li> <li>▪ Waterways/waterfront</li> <li>▪ Boating/Docks</li> <li>▪ Cemetery</li> <li>▪ Golf Course</li> </ul>

**TEMPORARY WORKING GROUPS / AD HOC COMMITTEES / SPECIAL RESEARCH PROJECTS**

**COMMUNITY VOLUNTEER AND EXPERTISE DATABASE**

**Redistributed Committees, Boards, Commissions, Councils: 88+ Volunteer Assignments in 12 Groups (~14 staff)**

Bicycle-Pedestrian Advisory Council <i>11 voting/3 non-voting volunteers</i>	Board of Fire Commissioners <i>5 voting volunteers 1 Liaison (CC) 2 staff</i>	Commons Advisory Board <i>6 voting volunteers 2 voting Liaisons (CC + DIA) 4-5 staff</i>	Community Advisory Group
Conservation Advisory Council <i>9 voting/2 non-voting volunteers 1 CC Liaisons (non-voting)</i>	Disability Advisory Council <i>12 voting volunteers 1 Liaison (CC) 1 staff</i>	Natural Areas Commission <i>9 voting volunteers 2 Liaisons (CC + BPW) 1 staff</i>	Parks Commission <i>7 voting volunteers 2 Liaisons (CC + BPW) 3 staff</i>
Public Art Commission <i>7 voting volunteers 3 Liaisons (CC + CAP + DIA) 1 staff</i>	Rental Housing Advisory <i>9 voting volunteers 1 Liaison (CC)</i>	Shade Tree Advisory <i>6 voting volunteers 1 Liaison (CC) 1 staff</i>	Youth Bureau Advisory Board

**NON-CITY  
COMMON  
COUNCIL  
LIAISONS:**

Special Joint  
Committee  
(IAWWTF)

TCAT

Tompkins County  
Legislature

Tompkins County  
Council of  
Governments

City-Cornell  
Working Group

Downtown  
Ithaca Alliance

Tompkins County  
Chamber of  
Commerce

Human Services  
Coalition

Ithaca Housing  
Authority

Town of Ithaca

Recreation  
Partnership

GIAC

Southside  
Community  
Center

**QUASI-  
JUDICIAL or  
LEGALLY  
REQUIRED**

Board of Public  
Works

Board of Zoning  
Appeals

Civil Service  
Commission

Ithaca  
Landmarks  
Preservation

Ithaca Urban  
Renewal Agency

Planning and  
Development Bd

**OTHER  
GROUPS:**

Community  
Police Board

Workforce  
Diversity  
Advisory Comm.

Cable Access  
Oversight



Current Committee as of MARCH 2017	Redistribute topics to:				no	
	PSI	CQL	MT	PRNR	change:	other: notes:
Bicycle & Pedestrian Advisory Council			✓			
Board of Fire Commissioners	✓					
Board of Public Works					✓	<i>Quasi-Judicial</i>
Board of Zoning Appeals					✓	<i>Quasi-Judicial</i>
Building Code Board of Appeals					✓	<i>(only convenes as needed)</i>
Cable Access Oversight Committee					✓	<i>Per franchise agreement</i>
City Administration Committee					✓	<i>Standing Committee of Common Council</i>
Civil Service Commission					✓	<i>Quasi-Judicial</i>
Commons Advisory Board		✓				
Community Advisory Group		✓				
Community Police Board					✓	<i>Henceforth, will only convene as needed for investigations</i>
Conservation Advisory Council				✓		
Disability Advisory Council			✓			
Examining Board of Electricians					✓	<i>(only convenes as needed)</i>
Examining Board of Plumbers					✓	<i>(only convenes as needed)</i>
GIAC Board					✓	<i>As GIAC is also a 501(c)3, they require a separate board.</i>
Housing Board of Review					✓	<i>(only convenes as needed)</i>
Ithaca Landmarks Preservation Commission					✓	<i>Quasi-Judicial</i>
Ithaca Urban Renewal Agency Board					✓	<i>As a separate legal entity, IURA requires a separate board.</i>
Natural Areas Commission				✓		
Parks Commission				✓		
Planning and Development Board					✓	<i>Quasi-Judicial</i>
Planning and Economic Development Committee					✓	<i>Standing Committee of Common Council</i>
Public Art Commission		✓				
Rental Housing Advisory Commission		✓				
Shade Tree Advisory				✓		
Workforce Diversity Advisory Committee					✓	
Youth Bureau Advisory Board		✓				
Youth Council					✓	<i>This will remain, as it is more a 'program' of the Youth Bureau.</i>

PSI *Public Safety and Information Commission*  
CQL *Community and Quality of Life Commission*  
MT *Mobility and Transportation Commission*  
PRNR *Parks, Recreation and Natural Resources Commission*

# Each Commission will have:

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(1) Chair\*

(6) Commissioners\* and  
(2) Common Council Liaisons\*\*

Community Volunteer & SME Pool

(1) Admin staff and (3-4) City Staff as needed

\*Appointed by the Mayor through new application process

\*\*Appointed by the Mayor, CC Standing committee chairs not eligible

# Mobility and Transportation

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- ❖ Accessibility
- ❖ Bicycles
- ❖ Pedestrians
- ❖ Sidewalks
- ❖ Parking
- ❖ Traffic Calming
- ❖ Traffic Management
- ❖ Public Transit
- ❖ Multiuse Trails
- ❖ Taxis

# Parks/Recreation/Natural Resources

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- ❖ Parks
- ❖ Recreation
- ❖ Natural Areas
- ❖ Trees
- ❖ Waterways

# Public Safety and Information

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- ❖ Police
- ❖ Fire
- ❖ Emergency Preparedness
- ❖ Public Information
- ❖ Gorge Safety

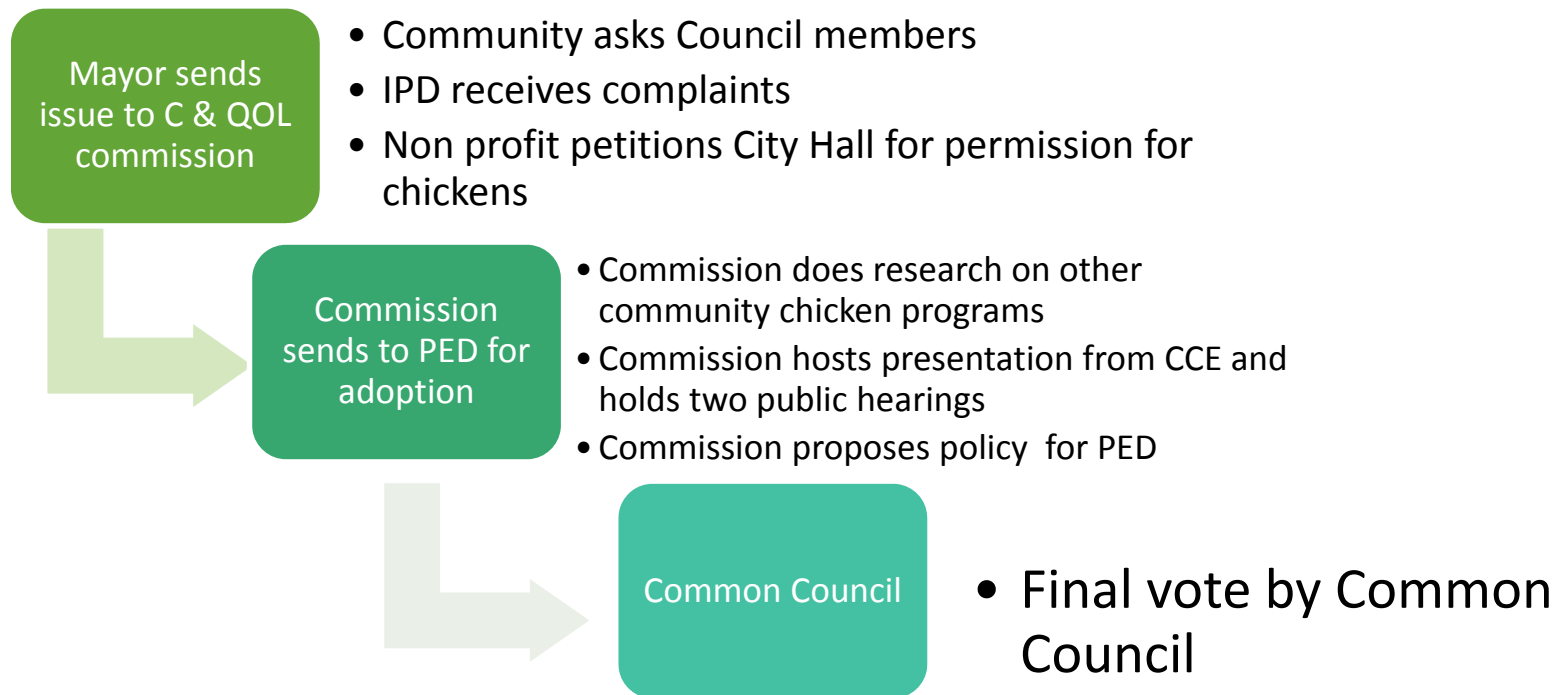
# Community and Quality of Life

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- ❖ Art and Culture
- ❖ Diversity/Inclusion
- ❖ Community (for example)
  - ❖ Youth and Youth Development
  - ❖ Seniors and Aging
  - ❖ Refugees and Immigrants
  - ❖ College Students
  - ❖ Low Income
  - ❖ People with Disabilities
  - ❖ LGBTQ
- ❖ Housing
- ❖ Quality of Life
- ❖ Sustainability
- ❖ Downtown and the Commons

# Sample Issue: Urban Chickens

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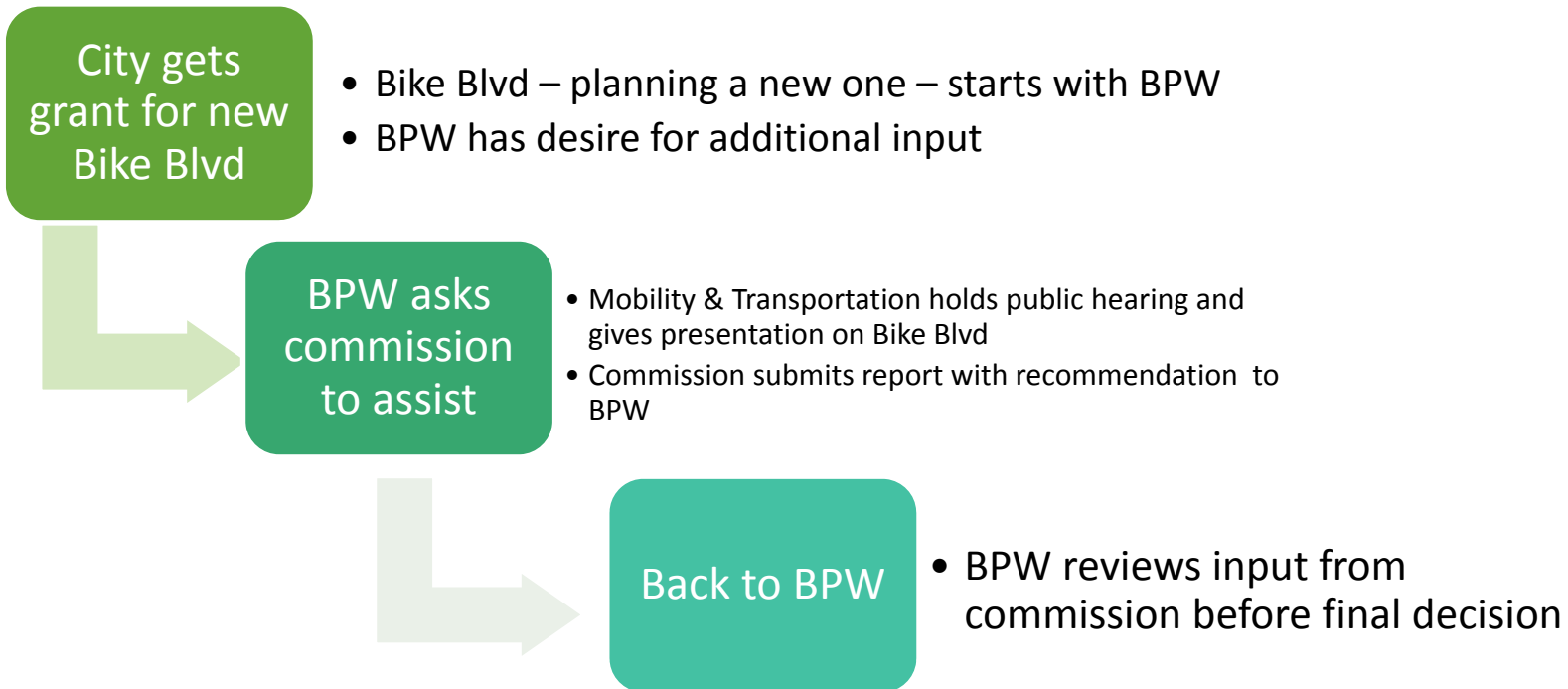


## Emergued from community



# Sample Issue: Bike Boulevard

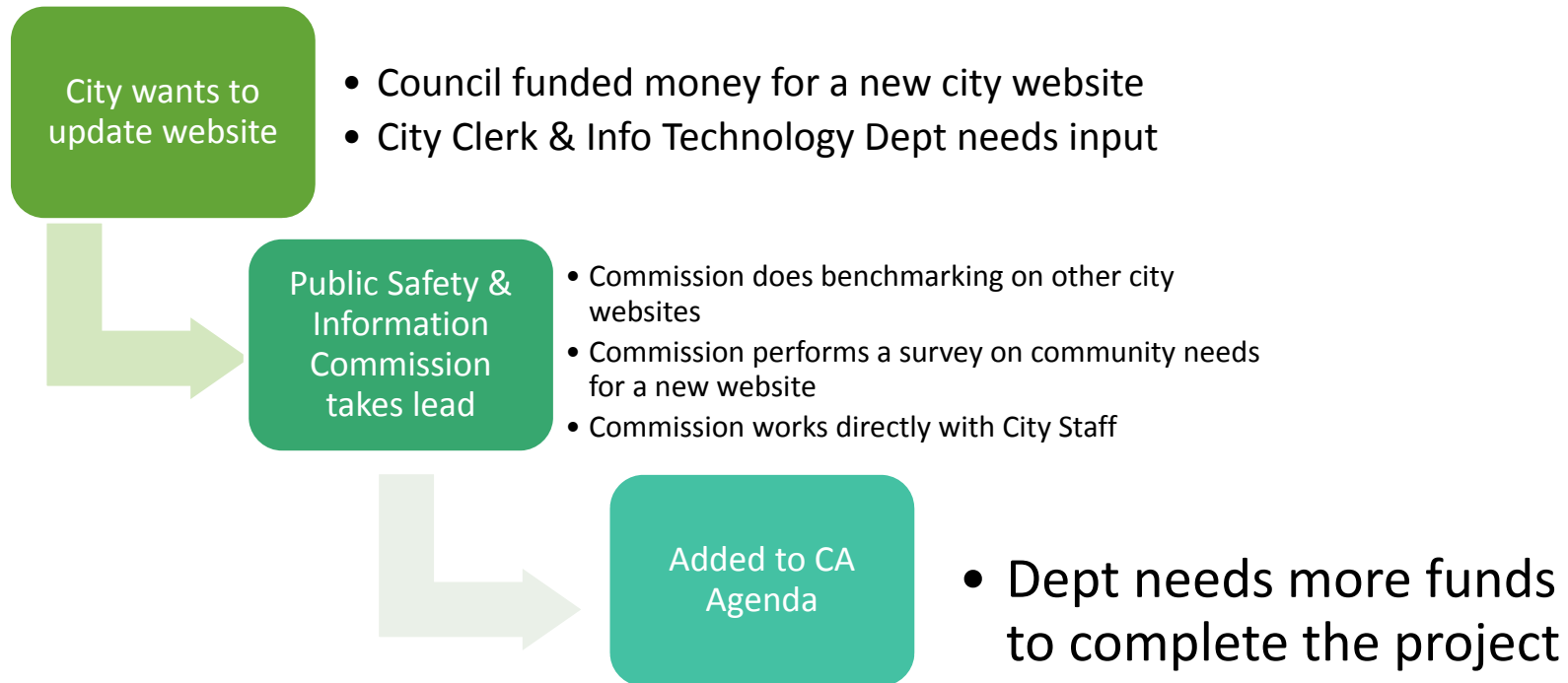
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## Emergued from Quasi-Judicial

# Sample Issue: City Website


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## Emergenced from City Staff

# Other recommendations

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- ❖ Commissions would have seven members
  - ❖ Each commission would include two members of Common Council as liaisons
  - ❖ Chairperson of each commission would be designated by the Mayor
  - ❖ Commissions could designate subcommittees or working groups that ideally would not require minutes or additional staff support
  - ❖ Commissions would have administrative staff assigned to assemble agendas and take minutes
  - ❖ Commissions should allow for more public input, perhaps with back and forth discussion and questions asked by the public during the meetings
  - ❖ Some tasks currently handled by boards/committees would be handled administratively
  - ❖ The application process will be completely redesigned for a more accessible and open vetting process.
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# Diversity Analysis

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Barrier or Challenge	Potential Fix
Holding meetings only in City Hall discourages participation	<ul style="list-style-type: none"><li>▪ Consider that 2 times per year the commissions meet at a location outside of City Hall that meets open meetings law requirements</li></ul>
Current boards and committees are not diverse	<ul style="list-style-type: none"><li>▪ New recruiting 'open house' events</li><li>▪ Online application process with new format</li><li>▪ Direct recruiting to underserved populations</li></ul>
People do not have time to serve	<ul style="list-style-type: none"><li>▪ Broadening scope of how you can participate (SMEs &amp; working groups)</li></ul>
People are not able to bring important issues to the government and feel heard	<ul style="list-style-type: none"><li>▪ Generate a community database with local organizations that relate to the topics</li><li>▪ Commissions can add new issues or topics to agendas by a vote or by petition</li><li>▪ Commissions can provide supplemental arenas for public comment and interactive discussion</li></ul>

# Timeline & Next Steps

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## April 2017

- ❖ Council Meeting – public comment
- ❖ CA Meeting – discussion of feedback; public comment
- ❖ Working group takes feedback and prepares items for May or June CA agenda (City Attorney may need additional time to prepare legislation)

## May-June 2017

- ❖ CA Meetings – item on agenda for discussion and vote
- ❖ Committee continues to meet to work on manual and implementation plan

No later than August Council Meeting – vote on all items

## Oct 2017

- ❖ Committee design new application/onboarding process & set recruitment events/dates to prep for January 2018 appointments



WHAT  
DO  
YOU  
THiNK?



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FEEDBACK & QUESTIONS?

