

Memorandum

REPORT TO: City Commission

FROM: Assistant City Manager Cola Rowley
City Manager Chuck Winn

SUBJECT: Advisory Board Work Session

MEETING DATE: July 21, 2026

AGENDA ITEM TYPE: Administration

RECOMMENDATION: Provide direction on boards.

STRATEGIC PLAN: 1.2 Community Engagement: Broaden and deepen engagement of the community in city government, innovating methods for inviting input from the community and stakeholders.

BACKGROUND: In 2021, the City consolidated numerous advisory boards, with a commitment to revisit the changes to ensure key functions remained intact. In alignment with that commitment, the Commission included this review in the 2026–27 Commission Priority: Engage Meaningfully with the Community. The scope included the five “superboards” created through consolidation (Community Development, Transportation, Sustainability, Economic Vitality, and Urban Parks and Forestry) and the independently structured Historic Preservation Advisory Board. See Figure A for the board consolidation map.

This report reflects input from staff liaisons, the Clerk's Office, board chairs, board members, and Commissioners, along with a review of foundational documents and public comment received to date (Note: this was public comment associated with the adoption of the priority; specific public comment will be gathered at a Commission work session and appropriate alterations can be made to this draft.) The late winter/spring 2026 review found that the 2021 consolidation was largely successful in establishing a more streamlined structure that continues to address major community issues. Furthermore, fewer boards have likely made public engagement clearer and helped concentrate high-quality candidates.

Several opportunities emerged to strengthen overall board functionality, particularly through structural adjustments, clearer processes, improved communication, and enhanced training and support. These improvements aim to reinforce alignment with Commission priorities, clarify roles, authority, and level of autonomy, enhance effectiveness, and improve meaningful participation, ensuring full use of board members' creativity and subject matter expertise. Appendix A lists all "considerations" in the report

and Appendix B provides a guide for a work session discussion.

The considerations focus on:

- Structural and organizational adjustments
- Process and communication improvements
- Modifications affecting autonomy and meaningful participation
- Enhanced training, education, and expectation setting

UNRESOLVED ISSUES: The report outlines numerous items for the Commission's consideration.

ALTERNATIVES: The Commission holds significant discretion over advisory boards, allowing for a wide range of possible alternatives.

FISCAL EFFECTS: Dependent on resources dedicated to the work.

Attachments:

[Advisory Board Report](#)

[Board Consolidation Crosswalk](#)

[Appendix A: Considerations](#)

[Appendix B: Work Session Guide](#)

Report compiled on: July 2, 2026