

**CITY OF NEWARK  
DELAWARE  
BOARDS AND COMMISSIONS REVIEW COMMITTEE  
MEETING AGENDA**

**REVISED AGENDA #1**

**March 31, 2015 – 7:00 PM  
Council Chamber**

1. Call to Order – Mayor Polly Sierer
2. Election of Chairperson
3. Review of Charge from Council and Approval of Evaluation Format
4. Discussion and Potential Approval of Boards and Commissions Review Schedule
5. Discussion and Potential Approval of Agenda Format for Future Meetings
6. Setting of Future Meeting Dates
7. Delaware FOIA Overview
8. Adjournment

The above agenda is intended to be followed, but is subject to changes, deletions, additions, and modifications, as permitted under the Freedom of Information Act of the State of Delaware. The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004 (e)(2). Copies may be obtained at the City Secretary's Office, 220 South Main Street, or online at [www.cityofnewarkde.us](http://www.cityofnewarkde.us).

Revised Agenda #1 has added an overview of Delaware FOIA per the request of a Committee member received after the initial agenda was posted.

**Agenda Posted – March 24, 2015  
Revised Agenda #1 Posted – March 25, 2015**

Attest:

Sworn by:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Notary Public

(Seal)

**CITY OF NEWARK  
DELAWARE**

**March 24, 2015**

**TO: Boards & Commission Review Committee Members**

**FROM: Renee Bensley, City Secretary**

**CC: Mayor and Council  
Carol Houck, City Manager**

**SUBJECT: Boards and Commissions Review Committee Agenda Items**

Charge from Council/Evaluation Format

On March 17, 2014, Council held a workshop where it was the desire of Council to create and appoint a Boards and Commissions Review Committee (hereafter known as "the Committee"). This was intended by Council to be a temporary seven member committee appointed by Council to review all of the boards, commissions, and committees of the City over an 18 to 24 month period, which led to the appointment of the seven current Committee members.

On February 9, 2015, Council approved a formal charge for the Committee as follows:

1. Evaluation and the submission of recommendations to Council regarding the City's general rules, procedures and provisions surrounding all boards. This includes evaluation of the new boards and commissions form, review of the recruitment and nomination process for members, open meetings requirements, formal guidelines for the creation of new boards, etc.
2. Assessment of any City Code sections or resolutions pertaining to individual boards.
3. Evaluation of the activity level of the board (i.e. frequency of meetings, membership levels/vacancies, etc.).
4. Review of the necessity of each board as well as whether some boards may be consolidated.
5. Review of the qualifications necessary to serve on the board. This should not be construed as an evaluation of the particular qualifications or merits of any sitting board member, rather as a suggestion of skill sets or knowledge that may be helpful in performing the duties of the board to assist in future recruitment efforts.
6. Assessment of any orientation and/or training offered to board members during their service on the board.
7. Evaluation of the number of board members necessary to execute the board's charge and the length of board members' terms.

8. Review of the internal rules of procedure of the boards, including the selection or appointment of a chair and other officers.
9. Review of existing and potential compensation for board members.
10. Assessment of the reporting requirements for boards.
11. Submission of recommendations to Council regarding any changes the Committee deems necessary by majority vote after each board is reviewed.

Attached is a draft evaluation form to be considered by the Committee for use in its review of each board.

#### Boards and Commissions Review Schedule

There are 13 boards that the Committee has been charged with reviewing. Those boards are as follows:

- Board of Adjustment;
- Board of Building Appeals;
- Board of Business License Review;
- Community Development/Revenue Sharing Advisory Committee;
- Conservation Advisory Commission;
- Downtown Newark Partnership;
- Election Board;
- Board of Ethics;
- Newark Memorial Day Parade Committee;
- Personnel Review Committee;
- Planning Commission;
- Property Maintenance Appeals Board; and
- Board of Sidewalk Appeals

Additionally, the Committee has been asked to evaluate the City's general rules, procedures and provisions surrounding all boards. This includes evaluation of the new boards and commissions form, review of the recruitment and nomination process for members, open meetings requirements, formal guidelines for the creation of new boards, etc.

The staff recommended schedule for the Committee is as follows:

- March 31, 2015 – Introduction and overview of committee charge; approval of evaluation format, review schedule, agenda format and future meeting dates.
- April/May 2015 – Consideration of general boards and commissions processes (recruitment and nomination of members, open meetings requirements, formal guidelines for the creation of new boards and commissions, etc.)
- June 2015 – Board of Building Appeals, Property Maintenance Appeals Board, Board of Sidewalk Appeals
- July 2015 – Board of Business License Review, Personnel Review Committee
- August 2015 – Newark Memorial Day Parade Committee

- September 2015 – Board of Ethics
- October 2015 – Election Board
- November 2015 – Board of Adjustment
- December 2015 – Downtown Newark Partnership
- January 2016 – Planning Commission
- February 2016 – Community Development/Revenue Sharing Advisory Committee
- March 2016 – Conservation Advisory Commission

This schedule avoids reviewing certain committees during their “busy seasons”, while placing committees that may be of lesser public interest during the summer months. This schedule may be amended by the Committee as necessary, but is offered as a starting point for discussion. The Committee also may want to consider whether some boards may need more than one meeting for discussion in creating the final schedule.

#### Agenda Format

In an earlier e-mail, Ms. Powers requested a mechanism for the Committee to determine future meeting agendas. With that in mind, the following agenda format is proposed for the Committee’s consideration:

- Call to order.
- Approval of the previous meeting’s minutes.
- Approval of the consolidated Committee evaluation for the board reviewed at the previous meeting for submission to Council.
- Overview presentation by staff of the board being reviewed that evening.
- Discussion by and questions from the Committee regarding the board being reviewed that evening.
- Direction from the Committee to staff regarding the consolidated committee evaluation with associated motions.
- Adjournment.

The Committee may amend this agenda format as necessary, but it is offered as a starting point for discussion.

#### Setting of Future Meeting Dates

It is recommended that the Committee establish a set day and time to meet each month to allow for predictability in scheduling for the public, the boards being reviewed and staff preparation. As the meetings will be held in the Council chamber in the Newark Municipal Building, the availability of the chamber must be considered as part of the process. Available days when meetings are not already scheduled include:

- Third and fourth Tuesdays; and
- First, second and fourth Thursdays.

Monday evenings are not available due to Council meetings and workshops. Wednesday nights are reserved for the Newark Community Band practice, but could be

considered if needed. While it is not realistic to expect that every Committee member will be able to attend every meeting, a quorum of four or more members would be needed for the meeting to proceed.

Recommendations:

Staff recommends that the Boards and Commissions Review Committee take the following actions at its March 31, 2015 meeting:

- Approve the draft evaluation form for use in the Committee's evaluation and reporting of the City's boards, committees & commissions;
- Approve the review schedule for the evaluation of the boards;
- Approve an agenda format for use at future meetings; and
- Select a set day and time for the Committee to meet each month.

Thank you for your consideration and please contact me if you have any questions.

/rkb



## BOARDS AND COMMISSIONS REVIEW COMMITTEE REPORT

Name of Board/Commission/Committee:

CATEGORY	DESCRIPTION	RATING				
		1	2	3	4	5
Governing Authority	Major factors to consider are the City Code sections and/or resolutions governing the body, their effectiveness and if improvement is needed.					
Activity Level	Major factors to consider are meeting frequency, membership levels and number of vacancies.					
Necessity	Major factors to consider are the scope of duties addressed by the body, similarity to other bodies, and candidacy for consolidation.					
Qualifications	Major factors to consider are current qualifications required to serve on the body and if greater/fewer qualifications may be appropriate.					
Orientation/Training	Major factors to consider are existing orientation and/or training opportunities provided to new and existing members of the body and participation in those opportunities.					
Board Membership	Major factors to consider are evaluation of the number of members necessary to execute the charge of the body and the length of member terms.					
Rules of Procedure	Major factors to consider are evaluation of the rules of procedure of the body including the selection/appointment of a chair and other officers, meeting procedures, etc.					
Compensation	Major factors to consider are the existing compensation amount for the body and comparative compensation within other jurisdictions for similar bodies.					
Reporting	Major factors to consider are existing reporting requirements for the body and the compliance of the body with those requirements.					

**REVIEW COMMITTEE COMMENTS FOR EACH CATEGORY:**

<b>CATEGORY</b>	<b>COMMENTS</b>
Governing Authority	
Activity Level	
Necessity	
Qualifications	
Orientation/Training	
Board Membership	
Rules of Procedure	
Compensation	
Reporting	

**What are areas in which the board/committee/commission excelled?**

**What could be improved regarding the board/committee/commission?**

**What actions are recommended by the Boards and Commissions Review Committee regarding this board/committee/commission for City Council to consider?**

**Approved by the Boards and Commissions Review Committee on \_\_\_\_\_, 2015.**

**Vote: \_\_ to \_\_.**

Attest:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Chairperson  
Boards & Commissions Review Committee

**For Office Use Only:**

**Date Submitted to Council: \_\_\_\_\_, 2015**

**Action Taken by Council:**

DRAFT