

Transportation Advisory Board Meeting Minutes Record

February 5, 2018

Members Present

Dave Martinez
Bruce Croissant
Mark Taylor
Jim Paulmeno
Mayor Jacki Marsh

City Staff Present

Brenda Browning
Jeff Bailey
Katie Guthrie
Dave Klockeman

Members Absent

Irene Fortune
Robert Massaro
Sal Gomez

Citizens Present

Robin Stoneman

Meeting called to order at 4:03 p.m. by Vice-Chair Dave Martinez

Minutes for the January 8, 2017 Meeting Record - approved

Citizens Report

None

Regular Agenda Items

Boards and Commissions Roles and Duties Discussion and Direction

Jeff Bailey, City of Loveland

Handouts distributed and reviewed:

- City of Loveland Handbook for Boards and Commissions
- City Code Chapter 2.60 Boards and Commissions

Jeff Bailey references 2.60.250 of the code – Transportation Advisory Board. Asks if there are any comments about the Board's responsibilities. No comments received. Jeff also asks the members to decide if, after reviewing these items, the 2018 Objectives were acceptable or needed amended. Board members agreed that the six items listed in the code were guidelines and the 2018 Objectives were projects.

Upcoming Council Items: Reviewed.

February 6, 2018

- IGA with CDOT US287/US34 VMS Boards – Two permanent message board signs to be placed on the south and north end of Highway 287
- SH 402 Access Control Plan – Using the CDOT PEL study to develop plan from Highway 287 to I-25
- Street Resurfacing Concrete Rehabilitation Contract Renewal - \$1.6 million for concrete repairs and ADA upgrades throughout the City. Mayor Marsh states that she believes all sidewalks should be repaired by the City. Currently places residents in a position to repair a small portion of sidewalk in front of their home without sufficient information on how to do so. The City has more knowledge and contacts. Staff explains that would be very expensive. Mayor Marsh states an increase in the mill levy could raise those funds. Jeff Bailey further explains that sidewalks do not usually fail all at once in one area and that is why small areas are identified. The most common reason for failure is when residents apply ice melt salt to the concrete. This deteriorates the concrete more rapidly. Jim Paulmeno

City of Loveland
Transportation Advisory Board
Meeting Minutes Record
Page 1 of 3

Transportation Advisory Board Meeting Minutes Record

adds that proper soil prep is also a factor. Jeff reports there are now new sidewalk standards and concrete must now be 6" thick.

- Dave Klockeman reports a Supplemental for the Transportation Plans has now been added to the Council agenda.

February 20, 2018

- IGA with CDOT US287/US34 VMS Boards-2nd reading
- N Boyd Lake Ave/Mountain Lion Drive Intersection Improvement Project Contract – This contract will allow this project to move forward. The first bid opening on this project produced bids that were well above the estimated cost the City had allocated. The second round of bids were much more favorable and resulted in this contract award request.

Council Report:

Mayor Jacki Marsh mentions her attendance at a meeting where discussions included the inclusion of a bike and pedestrian underpass in the I-25 Widening projects. Jeff mentions this item will most likely not be considered as CDOT has moved past this stage of planning. Katie states the NoCo Bike and Pedestrian collaborative had hoped this would be included; however, a new memo will be drafted, as there is a lot of interest and may be addressed in the future.

Mayor Marsh also reports there has been much interest in bringing commercial flights back into the airport because of the new virtual tower. There are increased inquiries to develop business around the airport and the event center area.

Staff Report:

Jeff Bailey:

- Highway 287 Curves Project – Jeff reports this project is finished as of today. The goal was to slow speeds in that area and to provide a safer environment for residents. A follow-up meeting will be scheduled with residents to ensure this goal was achieved. Jim Paulmeno asks if the City will continue to monitor the accident rate. Jeff confirms this will continue.
- Boards and Commissions "World Café" Summit – Jeff explains the annual Boards and Commissions summit has been re-worked into a "World Café" style event. All board members are invited to attend. It will be an opportunity for all Board and Commission members to interact with each other, ask questions and learn about the objectives of each. Dave Martinez asks members to send their ideas of table topics directly to TAB Chair Irene Fortune for review. Further discussion will be added to the March 5 agenda.
- Katie Guthrie reports the Youth Advisory Commission will be sharing their Transit Survey data at the World Café. They will also share their Washington DC trip information. The survey has been on Open City hall and has had the highest response rate of any item ever placed on that site. There has been over 300 responses to date.

Board Member Reports:

Bruce Croissant:

Hoped to attend the Larimer County data group meeting, but was unable to do so due to the snow. Shared concern over the future of the group since the leader left. Katie clarifies that this group will continue as a new grant has been received for the next three years.

Jim Paulmeno:

Went to the Loveland Cycling Club meeting. About 25-30 people showed up. Had a very good discussion. Katie adds this club will be involved in Bike to Work month activities. The club's next meeting will be Monday, 2/12, 6:30 p.p. at Verboten if anyone is interested in attending.

Transportation Advisory Board Meeting Minutes Record

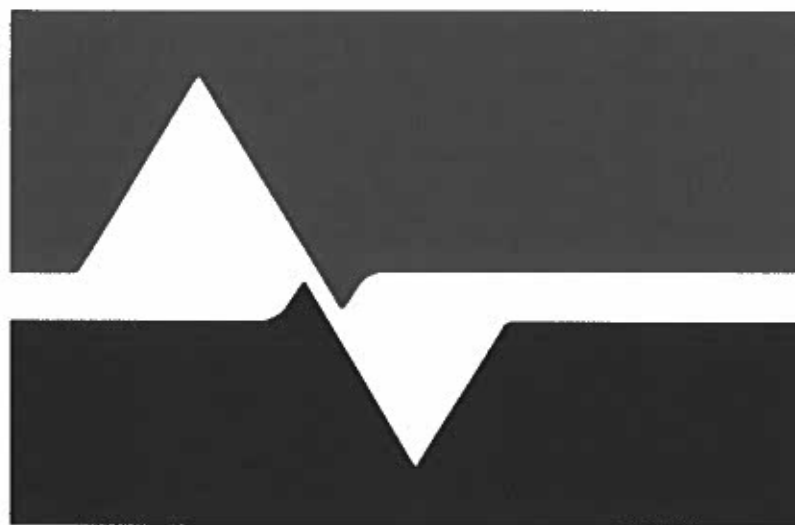
Mark Taylor:

Nothing to report, but wants to state the congestion on 34 is unbelievable. Mayor Marsh asks where we are at with the 37th Street connection. Jeff reports the design will be done this year with the project starting in 2019. Adds the connection will be to Boise only.

Dave Martinez:

Wants to say the Garfield Avenue is great. He understands some of the sidewalk work still needs to be completed, but overall looks very good.

Meeting adjourned at 5:35 p.m.



City of Loveland

*Handbook for
Boards and Commissions*

Revised September 2017

TABLE OF CONTENTS

Introduction.....	3
Purpose.....	4
City Structure	4
Board Member Expectations.....	4
Attendance	
Conflicts of Interest	
Training for New Board Members	
Board Responsibilities	
Organization of the Board.....	7
Chair	
Vice Chair	
Recording Secretary	
Terms of Office	
Council Liaison	
Conduct of Meetings	8
Open Public Meetings	
Quorum	
Special Meetings	
Public Notice	
Rules of Order	
Public Hearings	
Appointment and Vacancies.....	9
Expense Reimbursements.....	11
Liability.....	11
Language or Local Government	11
Boards and Commissions.....	11

INTRODUCTION

The public is playing an ever increasing role in local government. Citizens concerned about quality of life for themselves and their families, taxes and governmental services are speaking out as never before, and are shaping local government in a way that meets their needs. Indeed, the governing body of a city like Loveland is composed of citizens elected by their fellow citizens to set policy and to guide and direct city government.

In order to assist it in setting direction for the city, the City Council considers the advice of its various boards and commissions. Citizens who serve on boards and commissions, therefore, play an important part in translating ideas into programs and suggestions and concerns into change. They also expand the knowledge and experience base of the elected decision makers.

The City Council has engaged more and more citizens in the process of government by creating new advisory boards when the need arises. At present, the City of Loveland has the following advisory bodies:

- Affordable Housing Commission (AHC)
- Citizens' Finance Advisory Commission (CFAC)
- Community Marking Commission (CMC)
- Construction Advisory Board (CAB)
- Cultural Services Board (CSB)
- Disabilities Advisory Commission (DAC)
- Fire & Rescue Advisory Commission (FRAC)
- Golf Advisory Board (GAB)
- Historic Preservation Commission (HPC)
- Human Services Commission (HSC)
- Library Board (LB)
- Loveland Utilities Commission (LUC)
- Open Lands Advisory Commission (OLAC)
- Parks and Recreation Commission (PRC)
- Planning Commission (PC)
- Police Citizen Advisory Board (PDCAB)
- Senior Advisory Board (SAB)
- Transportation Advisory Board (TAB)
- Visual Arts Commission (VAC)
- Youth Advisory Commission (YAC)

In addition to the above, the City Council is responsible for making appointments to several boards and commissions whose powers and duties are defined under state law, and whose functions go beyond advising and making recommendations to the City Council. Those boards and commissions are:

- Employees' Pension Board
- Housing Authority
- Local Licensing Authority
- Police Pension Board of Trustees
- Volunteer Firefighters' Pension Board of Trustees

PURPOSE

The purpose of this Handbook for Boards and Commissions is to explain the role of boards and commissions in advising the City Council and to set forth guidelines to assist in carrying out their work.

CITY STRUCTURE

In order to be more effective in fulfilling their purpose, board and commission members should understand the organizational structure of the city. The City of Loveland is a home rule municipality operating pursuant to the City of Loveland Charter, adopted by the citizens of Loveland in May, 1996. The citizens have chosen a council-manager form of government. Under this form, the citizens elect eight council members, two from each ward, and one mayor at large. The entire City Council elects the mayor pro tem.

The City Council sets the goals and policies for city government and annually adopts a budget in support of city activities. City staff, under the direction of the City Manager, is responsible for carrying out the direction of the City Council in implementing programs and services. The municipal judge, City Manager, and City Attorney report directly to the City Council. Department directors and their staffs are under the direction of the City Manager.

As the city's chief executive officer, the City Manager oversees responsibilities for the day-to-day administrative affairs of the city, including assigning staff to assist boards and commissions in carrying out their responsibilities. The City Manager is responsible for conveying and implementing City Council policy.

BOARD MEMBER EXPECTATIONS

Attendance

The effective operation of a board depends upon regular attendance of the members at meetings. Members shall be required to attend a minimum of 70% of the meetings each calendar year. If a member is unable to attend a meeting, he or she should contact the chairperson or staff liaison at least 24 hours in advance of the meeting, when possible. If a member has three unexcused absences in a row, the member shall automatically lose his or her position on the board or commission. For the purposes of this rule, "unexcused absences" shall be all absences other than for illness, family emergency, or participation in other City of Loveland business. The chairperson shall monitor attendance and forward attendance information to the City Manager's Office when a member fails to meet the attendance requirements stated herein. The City Manager's Office shall inform the member that his or her membership has been terminated for failure to meet the attendance requirements, and shall begin the process for appointment of a replacement member as set forth herein.

In addition, the chairperson shall provide attendance information to the City Clerk's Office upon request. Each calendar year, the City Clerk shall report to the City Council attendance information for every board and commission to include the number of meetings held by each board and commission, the number of meetings attended by each member, and the number of positions vacated due to failure to meet the attendance requirements.

Conflicts of Interest

The objective of City Council is that the appointed member avoids any conflicts of interest. A member should also carefully consider for himself or herself avoiding even the appearance of impropriety. Since there may be areas where board members are unsure or unaware that a conflict exists, the following guidelines should be considered.

If a board member has acquired confidential information in the course of official duties that information cannot be used to substantially further the member's personal financial interests.

Occasionally gifts are offered to board members. Rules regarding acceptance of gifts are set forth in Chapter 2.73 of the City Code.

State law provides that a board member shall not hold an interest in a business or undertaking that may possibly be directly and substantially economically affected by any official action of the member's board. A board member shall not perform an official act causing an economic detriment to the member's business or personal competitors.

For six months following termination of office, a board member should not obtain employment in which a direct advantage, unavailable to others, will be gained in matters with which the board member was directly involved.

A board member shall not engage in a substantial financial transaction for private business purposes with a person under the direction of that member's board.

If a member has a personal or private interest in any matter before the board, the member must disclose the interest to the board, must not vote on the matter, and must refrain from attempting to influence the other board members in voting on the matter. However, if that member's participation is necessary to obtain a quorum or to otherwise enable the board to act, the member may vote if, prior to acting, the interested member discloses the nature of his private interest. The disclosure shall be made in writing to the Secretary of State, listing the amount of his financial interest, if any; the purpose and duration of his services rendered, if any; and the compensation received for the services and such other information as is necessary to describe his interest. Following this procedure, if the interested member then proceeds to vote, the member shall state for the record that the member has an interest and shall summarize the nature of the interest. The member should consider not only his or her financial interests and investments, but also those of spouse and children.

If you are unsure of your legal responsibilities on any matter coming before your advisory body, you should seek the advice of the City Attorney's Office as soon as possible before the meeting.

Training for New Board Members

Recognizing that a newly appointed board or commission member will need a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission, the city will provide informal and/or formal training opportunities for each newly appointed member. The Council liaison, staff liaison, and chairperson of the board or commission shall work cooperatively to establish a training process which will provide to the new member a basic foundation of knowledge concerning the subject matter having to do with the particular board or commission. Where appropriate, in-service training should be provided which may include presentations on the responsibility of board and commission members, parliamentary procedure, conflicts of interest, specific board or commission

mission, consensus and decision making model, city administration overview, open meetings, and language of local government and commonly used abbreviations and acronyms.

Board and commission members should be invited to in-service opportunities offered by the city. Board and commission members should be encouraged to identify in-service opportunities which would be specifically beneficial to their particular board or commission. When possible, exit interviews should be conducted with departing board and commission members to determine areas in which the city can be more helpful to the board or commission. The city should provide funding for appropriate in-service training for board and commission members

Board Responsibilities

Each advisory board and commission is responsible to investigate and make thoughtful recommendations to the City Council and city staff on issues coming before it. Such recommendations are often most useful if they include alternatives that were considered and an analysis of the pros and cons of the alternatives.

Matters upon which a board makes recommendations can come from the City Council, from city staff, the citizens of Loveland, and from the board members themselves. The City Council does not wish to impose a rigid structure upon the thoughts and ideas of any board or commission, but instead believes that creative and innovative ideas can come from many different sources. Often, however, ideas will originate with the consideration and adoption of goals by the City Council, and boards and commissions will be asked to consider such goals.

The normal channels for communication between the City Council and the boards and commissions are through the City Council liaison to the board and city staff in the affected department. Such persons will report to the Council the deliberations and recommendations of the board. The boards and commissions, and their individual members, are always free to communicate directly with the City Council on any matter concerning their areas of responsibility.

In considering recommendations from boards and commissions, the City Council will attempt to balance the many diverse interests in our community.

ORGANIZATION OF THE BOARD

Each board shall choose a chairperson and a vice chairperson. Additional offices may be created by the board from time to time as necessary. If a city staff person is not made available to serve as recording secretary, a board shall also choose a recording secretary.

Chairperson

The chairperson serves as the presiding officer over all meetings. It is the responsibility of the chairperson to conduct meetings, keep the discussion on track, encourage the input of ideas and facilitate the overall decision process. The chairperson should clarify ideas as they are discussed and should repeat motions to ensure that all members fully understand the wording of the item upon which they are voting. It is also the chairperson's responsibility to sign all documents on behalf of the board, see that all of the decisions of the board are carried out properly, and perform any other duties and functions requested by the board.

The chairperson, working with the recording secretary, is responsible for preparing an agenda for each meeting, and assuring its circulation in advance to all members of the board and other persons who have requested notification and to ensure public notice of the board's regular and, if any, special meetings.

Vice Chairperson

The vice chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice chairperson shall also perform any other duties assigned to his office by the board. The vice chairperson may request the assistance of other members of the board in carrying out the duties of the office.

Recording Secretary

The recording secretary keeps the record of the board, is responsible for the minutes of the meeting, and keeps a record of the proceedings of the board. The secretary also performs any additional duties or functions that the board may assign. The secretary prepares an agenda in advance of each meeting. A copy of the approved minutes from each meeting shall be deposited with the Loveland city clerk. Minutes from meetings shall be recorded as soon as possible.

Officers' Terms of Office

The term of office for the chairperson and the vice chairperson shall be 1 year. Each officer shall be eligible for reelection. However, chairpersons are encouraged not to serve for more than 2 consecutive years so that other board or commission members may gain experience as a chairperson. Officers shall be elected at the next regular meeting following the month of the year in which the terms of office of the members of the board expire.

Council Liaison

The City Council liaison assigned to a board or commission shall serve the following roles:

1. Communicate with the board or commission when City Council communication is needed and to serve as the primary two-way communications channel between the City Council and the board or commission.
2. Participate in filling vacancies, reviewing applications, and interviewing candidates for the board or commission.
3. Serve as the primary informal City Council contact.
4. Help resolve questions the board or commission may have about the role of the City Council, municipal government, and the board or commission.
5. Establish formal or informal contact with the chairperson of the board or commission and effectively communicate the role of the liaison.

6. Provide procedural direction and relay the City Council's position to the board or commission, and to communicate to the board or commission that the liaison's role is not to direct the board in its activities or work.
7. Serve as City Council contact rather than an advocate for or ex-officio member of the board or commission.

CONDUCT OF MEETINGS

Open Public Meetings

All meetings at which any public business is discussed where a quorum of the board is present are public meetings open to the public at all times. No board or commission shall conduct any closed meeting without first consulting with the City Attorney's Office concerning its propriety.

Quorum

The majority of all of the members of a board shall constitute a quorum. In order to conduct business at any meeting, a quorum shall be present. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a future date.

Special Meetings

A special meeting may be called by the chairperson or vice chairperson, or upon the written request of three members of the board. Notice should be given to each of the board members by personally serving them or by leaving notice at their usual place of residence. Notice of special meetings should be given as much in advance as possible. The notice of a special meeting shall set forth the time, place, date and purpose of the meeting. Attendance at a special meeting constitutes a waiver of the notice of the meeting.

Public Notice

Public notice of all meetings where the board may take any formal action or at which a majority or quorum of the board is expected to attend shall be given. The public notice shall be given no less than twenty-four hours in advance of the meeting and shall be posted at a location designated by the City Council, including the bulletin board outside the City Council Chambers. The public notice should also be posted on the City's website. The notice shall contain a specific agenda if possible, and should be in the format specified by the City Clerk.

Rules of Order

Generally, meetings can be held in any manner that assures an orderly and focused discussion, and facilitates the input of all members of the board. When necessary, in order to effectively conduct business, as determined by a majority vote of those present, Robert's Rules of Order shall be in effect.

Public Hearings

Occasionally, a board will be called upon to conduct a public hearing on a matter coming before it. A public hearing is a process by which official input on a matter coming before a board is received from all those wishing to present testimony. It is a matter of fundamental due process that decisions made as a result of the public hearing are based solely upon the evidence presented at the public hearing, and no prior investigation or discussion should be conducted by any member. If members have acquired information from outside the hearing, they should state during the hearing what the information is and allow public comment.

The chairperson should declare the public hearing open, and after hearing public testimony, declare the hearing closed. Following the public hearing, board members should discuss the matter among themselves (still in open meeting), and reach a decision by adopting a motion that sets forth the basis for the decision. Any such decision should be set out in the minutes of the meeting.

Further information regarding the conduct of public hearings is available from the City Attorney's Office.

APPOINTMENT AND VACANCIES

Unless otherwise provided by state law or by the ordinance establishing the particular board or commission, the following guidelines will be used in dealing with appointments and vacancies to boards and commissions.

When a vacancy occurs on a board or commission by removal of a member or resignation, with approval of the interview committee, the Council-appointed alternate shall be recommended to the City Council for appointment to the position. If there is no alternate, or if the vacancy occurs due to expiration of term of office, the following steps will be taken unless otherwise directed by the City Council:

1. The chairperson shall notify the City Manager's Office of the vacancy.
2. Upon notice of the vacancy or not less than 75 days prior to the expiration of a term, whichever is applicable, the City Manager's Office will notify the City Council of the vacancy and advertise for the position. Said advertisement shall include, at minimum, publication of a notice in a newspaper of general circulation within the city. The City Manager's Office shall establish a closing date for the receipt of applications, which date shall be not less than 30 days from the date of first newspaper advertisement. Applications received after the closing date shall not be considered by the interview committee.
3. The chairperson should announce the vacancy at the first meeting after being notified of the vacancy and urge the members to solicit qualified candidates.
4. Applications shall be in a form determined by the City Manager, but shall include, without limitation, a question related to the applicant's current service on other city boards and commissions.
5. Interviews shall not be required when the only applicants are current members seeking reappointment for a new term and there are no other applicants for the vacancy. Private interviews for a vacant position shall be required for new applicants or where there are more applicants than there are vacancies, except that interviews shall not be required for members of the Youth Advisory Commission who have successfully completed a term of office and desire to be reappointed to a new term. Interviews shall occur within a reasonable time following the

closing date for receipt of applications and shall be scheduled by the staff liaison. Except as otherwise provided by a formal action of the City Council, the interview committee shall consist of the following persons: the City Council liaison; the staff liaison; and the chairperson.

6. Immediately following the interviews, the interview committee, or in the case of the Youth Advisory Commission where no interviews are held, the staff liaison, shall advise the City Manager's Office of the recommendation. The City Manager's Office will endeavor to place the matter on the next available City Council agenda for consideration of appointment.
7. The recommendation of the interview committee and the appointment by the City Council shall be based upon qualification, experience, knowledge, interest, willingness to serve, ward residency, the need for a diverse cross-section of the community, past and current service on other city boards and commissions, and other factors deemed relevant by the City Council. The recommendation of the interview committee shall be considered but shall not be binding upon the City Council.
8. The City Manager's Office shall forward a letter of appointment and a Handbook for Boards and Commissions to the newly appointed member.

Members shall serve for their appointed term as specified in the City Code. Alternates appointments shall be effective until the expiration of the term of any other member on the board or commission for which the alternate appointment was made. Alternates shall be available to assume unexpired terms in instances of resignation or removal, but shall not be appointed to serve where a vacancy is created by expiration of a term. However, in such circumstances, alternates are encouraged to apply for the position.

There shall be no term limits for board and commission members unless the term limits for the board or commission are specifically set forth in state law or in the City Charter or Code. In addition, board and commission members may not serve on more than one board and commission at a time, unless: (i) the member is the only qualified applicant for the position; or (ii) the member resigns his or her position on the first board or commission prior to or upon appointment to the second board or commission.

Unless otherwise provided by state law or by the City Charter or Code, a person shall not be eligible for appointment to a board or commission unless either: (a) such person resides within or has substantial ties within the corporate limits of the city; or (b) where the City Council determines that the duties and functions of a board or commission impact, or are likely to impact, areas beyond the corporate limits, such person resides within or has substantial ties to the affected area. Factors which may be considered in determining whether a person has substantial ties to the city or an affected area are property ownership, employment, conduct of a business or profession or other factors deemed relevant by the City Council. Any person who ceases to reside in, or have substantial ties to, the area which was determined to be the basis for appointment may be removed from the board or commission by the City Council.

Further, unless otherwise provided by state law or by the City Charter or Code, no appointment of a person to any board or commission shall have the effect of increasing the number of nonresident members on that board or commission to more than 50% of the total membership of the board or commission.

A person shall not be eligible for appointment to any city board or commission if that person's spouse, parent, sibling, or child (whether related by blood, marriage, or adoption) is a city employee who in his or her capacity as a city employee regularly appears before or advises that board or commission. This does

not prohibit such person from being eligible for appointment to any other city board or commission not affected by this eligibility limitation.

EXPENSE REIMBURSEMENT

The city will reimburse any member of a board or commission who incurs expense for travel, lodging, registration fees and the like where such expenses have been provided for in the budget of the department with which the board is connected. To make sure that an anticipated expense is authorized, all subject expenditures must be cleared in advance through the City Manager's Office.

LIABILITY

When performing the function for which a member is appointed, such member is an authorized volunteer of the City of Loveland, and is entitled to the protection of the Governmental Immunity Act. The Act, generally speaking, protects the board member from personal liability for any action within the scope of such appointment, except where the act is willful or wanton. Many homeowners' insurance policies provide some coverage for acts undertaken as a volunteer. Please consult your insurance agent regarding any such coverage. The City Attorney's Office is available for further discussions regarding liability.

BOARDS AND COMMISSIONS

For specific information regarding the City's boards and commissions and a description of their membership requirements and duties, please see City Code Chapter 2.60, available online at www.cityofloveland.org, or contact the City Manager's Office at (970) 962-2303, or the City Clerk's Office at (970) 962-2322.

Chapter 2.60

BOARDS AND COMMISSIONS

Sections:

2.60.010	Generally.
2.60.020	Membership.
2.60.030	Council and staff liaisons.
2.60.040	Funding.
2.60.050	Affordable housing commission.
2.60.060	Citizens' finance advisory commission.
2.60.075	Community marketing commission.
2.60.080	Construction advisory board.
2.60.090	Cultural services board.
2.60.100	Disabilities advisory commission.
2.60.120	Golf advisory board.
2.60.130	Historic preservation commission.
2.60.140	Housing Authority.
2.60.150	Human services commission.
2.60.160	Library board.
2.60.180	Loveland utilities commission.
2.60.190	Open lands advisory commission.
2.60.200	Parks and recreation commission.
2.60.210	Planning commission.
2.60.220	Police citizen advisory board.
2.60.230	Police pension board of trustees.
2.60.240	Senior advisory board.
2.60.250	Transportation advisory board.
2.60.260	Visual arts commission.
2.60.270	Volunteer firefighters' pension board of trustees.
2.60.280	Youth advisory commission.
2.60.290	Creative Sector Development Advisory Commission *(exp. 12-31-2013)

2.60.010 Generally.

Except as otherwise provided in state statutes, the boards and commissions established for the city shall perform the activities and functions as set forth in this chapter and shall adhere to and be governed by the procedures and policies as set forth in the Handbook for Boards and Commissions adopted by resolution of the city council.

2.60.020 Membership.

- A. Except as otherwise provided in state statutes or this chapter, members of city boards and commissions shall be residents of the city or have substantial ties within the corporate limits of the city, as determined by the city council. For the purposes of this chapter, "substantial ties" shall include, without limitation, ownership of real property, employment, or conduct of a business or profession within the corporate limits of the city.
- B. A person shall not be eligible for appointment to any city board or commission if that person's spouse, parent, sibling, or child (whether related by blood, marriage, or adoption) is a city employee who in his or her capacity as a city employee regularly

appears before or advises that board or commission. This shall not prohibit such person from being eligible for appointment to any other city board or commission not affected by this eligibility limitation.

- C. A person shall not serve on more than one city board or commission at a time; provided, however, that a board or commission member may apply for and be appointed to another board or commission if: (i) said member is the only qualified applicant for the position; or (ii) said member resigns his or her position on the first board or commission prior to or upon appointment to the second board or commission.
- D. Members of city boards and commissions shall serve for the term provided in the statutes or ordinances establishing the applicable board or commission. Whenever such statute or ordinance provides for terms of office which overlap one another, the city council shall make appointments shorter than the full term in order to space the expiration dates of the terms of the members as evenly as practicable. Whenever a member is appointed for a specific term of years, such member shall serve for the specified term or until a successor is appointed, whichever occurs last.
- E. Members of city boards and commissions shall be eligible for reappointment without regard to the number of terms served. Members shall serve until their replacement has been appointed. Any member appointed to fill a vacancy shall serve the remainder of the unexpired term.
- F. Removal of any city board or commission member shall require the affirmative vote of a majority of the entire city council.
- G. Members of city boards and commissions shall serve without compensation. (Ord. 5324 § 1, 2008)

2.60.030 City council and staff liaisons.

- A. The city council shall have the authority to appoint one or more members of the city council to serve as non-voting council liaisons to any board or commission. The term of office of said liaisons shall coincide with the city's biennial municipal election.
- B. The city manager shall have the authority to appoint one staff member to serve as a non-voting staff liaison to any board or commission. Such staff member shall serve as the staff liaison until termination of employment or until appointment of a new staff liaison, whichever occurs first.
- C. The city manager shall be a non-voting, ex officio member of all boards and commissions. The city manager and the city attorney, upon request and after consultation with each board and commission, shall provide such staff assistance as may be appropriate to carry out the duties and responsibilities of the board or commission.

2.60.040 Funding.

- A. Requests for budget appropriations shall be submitted to the city manager for review and inclusion in the annual budget submitted to the city council by the city manager. Expenditures of appropriations shall be made in accordance with the city's purchasing policies and procedures.
- B. The city shall reimburse members of city boards and commissions for the reasonable and necessary costs and expenses incurred by such members in attending conferences and training programs relevant to their service and which have been authorized in advance by the city manager.

2.60.050 Affordable housing commission.

- A. There is established an affordable housing commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the affordable housing commission shall be to serve as an advisory body to the city council and staff on all matters pertaining to affordable housing in Loveland. In addition to any other duties as may be delegated to it by the city council, the commission shall:
 - 1. study the dimension and scope of the need for affordable housing and make recommendations to the city council regarding specific market targets;
 - 2. review existing affordable housing incentives and policies and make recommendations to the city council regarding policy changes;
 - 3. develop specific incentives and regulatory-based strategies to increase, preserve, and rehabilitate affordable housing in Loveland; and
 - 4. review all “bricks and mortar” grant applications made to the city for community development block grant funds related to housing, hear presentations from applicant agencies, and make a recommendation to the city council regarding such grant funding applications.

2.60.060 Citizens’ finance advisory commission.

- A. There is established a citizens’ finance advisory commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the citizens’ finance advisory commission shall be to review the city’s budget in detail and to report to the city council on its findings, to evaluate and recommend auditors for use by the city, to review city financial reports, and to review the city’s financial policies and recommend changes to the city council.

2.60.075 Community marketing commission.

- A. There is established a community marketing commission consisting of seven members appointed by the city council. Members on the commission shall have backgrounds in the fields and businesses of lodging, tourism, the arts, marketing, economic development and community development. The term for two of the initial members appointed shall be for one year, two other initial members shall be appointed for a term of two years, and the remaining initial three members shall be appointed for three-year terms. After these initial terms expire, members shall be appointed for a three year term.
- B. The purpose of the community marketing commission shall be to serve as an advisory body to the city council concerning the city’s use of the revenues received from the lodging tax levied under Code Chapter 3.24. The commission shall make recommendations to the city council as to how the funds should be specifically spent consistent with the purpose authorized in Code Section 3.24.005 and Section 3.24.105. (Ord. 5445 § 2, 2009)

2.60.080 Construction advisory board.

- A. There is established a construction advisory board consisting of eleven members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the construction advisory board shall be to serve as an advisory body to the city council on all matters pertaining to the regulation of construction activities within the jurisdiction of the city. In addition to any other duties as may be delegated to it by the city council, the board shall:
 - 1. review uniform codes and recommend updates, as needed; and
 - 2. review subdivision improvement requirements and development standards and recommend updates, as needed.

- C. The construction advisory board shall be the board of appeals in connection with all codes adopted by reference in Title 15 and shall exercise the powers delegated to it by the city council in Chapter 15.04.

2.60.090 Cultural services board.

- A. There is established a cultural services board consisting of seven members appointed by the city council. The term of office of each member shall be four years.
- B. The purpose of the cultural services board shall be to serve as an advisory body to the city council on such policies, procedures, rules, and regulations and other matters as the board believes necessary and proper for the administration, management, and development of the cultural services department and its facilities. In addition to any other duties as may be delegated to it by the city council, the board shall:
 - 1. review and make recommendations regarding the establishment of policies and fees affecting the cultural services department;
 - 2. support communication and cooperation between the cultural services department and other cultural service organizations in the community;
 - 3. represent the cultural services department at local events, activities, and functions in the cultural services department; (Ord. 5569 § 6, 2011)
 - 4. review exhibit and programming ideas and offer conceptual ideas to staff for future exhibits and programs;
 - 5. assist with fundraising for special cultural services department projects when appropriate;
 - 6. advise city staff on the development of the annual budget for the cultural services department and serve as advocates for the cultural services department; and
 - 7. make final decisions on deaccessioning and disposition of collection items in accordance with the policies established by the city council.

2.60.100 Disabilities advisory commission.

- A. There is established a disabilities advisory commission consisting of twelve members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the disabilities advisory commission shall be to study problems relating to disabled persons and their interaction with the community and to serve as an advisory body to the city council on such matters.

2.60.120 Golf advisory board.

- A. There is established a golf advisory board consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the golf advisory board shall be to serve as an advisory body to the city council and to assist the department of parks and recreation in matters pertaining to golf and the municipal golf courses for the common benefit of the city, its golf courses, and the golfing public.

2.60.130 Historic preservation commission.

- A. There is established a historic preservation commission consisting of eight members appointed by the city council. Members shall have demonstrated interest, competence, or knowledge in historic preservation. The commission shall be comprised of both professionals and lay members and shall be selected, as much as possible, from the fields of history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, or related disciplines such as the building trades, cultural

geography, cultural anthropology, real estate, or law. One member of the commission shall be a board member of the Loveland Historical Society. One member shall be a high school student residing within the city who shall be under the age of twenty-one at the time of appointment and whose term of office shall be for one year coinciding with the school year and the summer months immediately subsequent to such school year; provided that such member shall be excused from meeting attendance during school breaks. Three members of the commission shall be professionals or shall have extensive expertise in a preservation-related discipline including, but not limited to, history, architecture, planning, or archaeology. Recognizing that professionals may not be available, this requirement may be waived by the city council following a good faith effort to recruit such professionals. Other than as provided above, the term of office of each member shall be three years. (Ord. 5962 § 1, 2015; Ord. 5718 § 1, 2012)

B. The purpose of the historic preservation commission shall be to serve as an advisory body to the city council on matters related to preserving the historic character of the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:

1. review resources nominated for designation as either an historic landmark or district based upon the criteria outlined in Section 15.56.090, and recommend that the city council designate by ordinance those resources qualifying for such designation;
2. review and make decisions on any application for alterations to a designated historic landmark or district based upon the criteria outlined in Section 15.56.100;
3. review and make decisions on any application for moving an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.110;
4. review and make decisions on any application for demolishing an historic landmark or structure within an historic district based upon the criteria outlined in Section 15.56.120;
5. advise and assist owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nomination to the local, state, or National Register of Historic Places;
6. develop and assist in public education programs including, but not limited to, walking tours, brochures, a marker program for historic properties, lectures, exhibits, and conferences;
7. conduct surveys of historic sites, properties, and areas for the purpose of defining those of historic significance, and prioritizing their importance;
8. actively pursue financial assistance and incentive programs for preservation-related programs;
9. review all applications made to the city for the rehabilitation loan program created in Section 15.56.170 and make a recommendation to staff regarding allocation of loan funds; and
10. review and make recommendations to the city council regarding amendments to the Loveland Historic Preservation Plan. The Loveland Historic Preservation Plan, and any amendments thereto, shall be adopted by resolution of the city council.

2.60.140 Housing authority.

The public housing authority of the city, as heretofore established by resolution of the city council, shall have all the powers necessary or convenient to carry out the purposes of such authorities as set forth in Article 4, Part 2 of Title 29, Colorado Revised Statutes, including solving the problem of unsafe and unsanitary dwelling accommodations in the city.

2.60.150 Human services commission.

- A. There is established a human services commission consisting of eleven members appointed by the city council. Two of the eleven members shall be high school students enrolled in secondary schools located within the city who shall be under the age of twenty-one at time of appointment. The term of office of each member shall be three years.
- B. The purpose of the human services commission shall be to serve as an advisory body to the city council on all matters pertaining to human services offered by the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:
 - 1. review all grant applications made to the city for human services commission grant funds and for community development block grant funds except for “bricks and mortar” applications that are housing related, hear presentations from applicant agencies, and make a recommendation to the city council regarding grant funding allocation;
 - 2. perform site visits at the offices of grant recipients;
 - 3. provide citizen input on consolidated planning documents and reports as required by the United States Department of Housing and Urban Development;
 - 4. review and amend grant program guidelines and goals as needed; and
 - 5. act as a sounding board for social concerns of Loveland citizens.

2.60.160 Library board.

- A. There is established a library board consisting of seven members appointed by the city council. The term of office of each member shall be five years.
- B. The purpose of the library board shall be to serve as an advisory body to the city council on all issues pertaining to the operation of the library. In addition to any other duties as may be delegated to it by the city council, the board shall:
 - 1. advise the city council on such policies, procedures, rules, regulations, and other matters as the board believes necessary and proper for the administration, management, and development of the library and its facilities, collection, and equipment;
 - 2. take such actions as the board believes necessary and proper to encourage the making of grants and gifts in support of the library;
 - 3. accept on behalf of the city such gifts of money or property for use for library purposes in accordance with city policies;
 - 4. make an employment recommendation to the city manager on hiring and retaining the library director;
 - 5. recommend an annual operations and capital budget and report on the expenditure of library funds and operations after the close of the fiscal year; and
 - 6. to the extent authorized by any policy adopted by the city council by resolution, hear and decide appeals taken by users of the library concerning the application of library policies, rules, regulations, or procedures.

2.60.180 Loveland utilities commission.

- A. There is established a Loveland utilities commission consisting of nine members appointed by the city council. Any person who is a customer of the city’s water, waste water, or electric utility, or who is an authorized representative of such a customer, shall

be eligible for appointment to the commission. The term of office of each member shall be three years.

B. The purpose of the Loveland utilities commission shall be to serve as an advisory body to the city council on all matters pertaining to the water, waste water, and electric utility operations and services provided by the city. In addition to any other duties as may be delegated to it by the city council, the commission shall:

1. advise the city council on matters pertaining to rates, charges, and fees for water, waste water, and electric services provided by the city;
2. approve procurement contracts, and change orders to procurement contracts, pursuant to Section 3.12.060;
3. develop, approve, and adopt policies, practices, and guidelines to assist the water and power department in the efficient operation of the city's water, waste water, and electric utilities, and in the event a change to the municipal code is required in order to effectuate policies to be adopted by the commission, to recommend such changes to the city council;
4. review the proposed annual budget for the water and power department;
5. conduct public hearings on issues of policy concerning all water, waste water, and electric utility matters within the jurisdiction of the commission; and
6. provide policy recommendations to the city manager and the director of the water and power department, consistent with any previously adopted city council policies, concerning all water, waste water, and electric utility matters within the jurisdiction of the commission. (Ord. 5401 § 1, 2009)

2.60.190 Open lands advisory commission.

- A. There is established an open lands advisory commission consisting of nine members appointed by the city council. The term of office of each member shall be four years. One person appointed by the Larimer County open lands advisory board shall serve as a non-voting liaison to the commission for a term to be determined by the county.
- B. The purpose of the open lands advisory commission shall be to make recommendations to the city council regarding the attributable revenue share to the city of the Larimer County open space sales and use tax. Further, the commission shall make recommendations concerning the acquisition, disposal, jurisdictional transfers, planning, preservation, development, use, and management of open space, natural areas, wildlife habitat, and other associated open lands issues.

2.60.200 Parks and recreation commission.

- A. There is established a parks and recreation commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the parks and recreation commission shall be to serve as an advisory body to the city council with regard to the maintenance, administration, expansion, and development of the city's parks and the city's parks and recreation programs.

2.60.210 Planning commission.

- A. There is established a planning commission consisting of nine members appointed by the city council. All nine members shall be bona fide residents of the city of Loveland. The term of office of each member shall be three years.
- B. The purpose of the planning commission shall be to consider and pass upon all plats and make recommendations as to approval, modification, and disapproval thereof to the city council. The commission also shall consider and advise the city council on all proposed

changes to the zoning and subdivision ordinances and recommend adoption of comprehensive plans for the physical development of the city, which plans may be adopted by resolution of the city council, and perform such other duties as required by state statutes and as the city council may by ordinance or resolution prescribe.

2.60.220 Police citizen advisory board.

- A. There is established a police citizen advisory board consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the police citizen advisory board shall be to support communication and education between the community and the Loveland police department. Additionally, the board shall serve as an advisory body to the Loveland police department and the city council concerning police policy, planning, and program issues.

2.60.230 Police pension board of trustees.

The police pension board of trustees shall be vested with the general administration, management, and responsibility for the proper operation of the police pension system. The board of trustees shall have such powers and duties as are prescribed by state statutes.

2.60.240 Senior advisory board.

- A. There is established a senior advisory board consisting of fifteen members. Nine members shall be appointed by the city council to serve terms of three years. Six members shall be nominated by the senior advisory board, and approved by the city council, to serve terms of two years. These six members shall consist of one at large member, and one member from each of the following organizations: Chilson Senior Advisory Committee, Housing Authority of the City of Loveland, Colorado, McKee Senior Services, the UCH Aspen Club/Senior Services, and the McKee Medical Center Seasons Club. (Ord. 5747 §1, 2013; Ord. 5665 § 1, 2012; Ord. 5449 § 1, 2009; Ord. 5481 § 1, 2010)
- B. The purpose of the senior advisory board shall be to assist senior citizens in the Loveland area to live full and interesting lives, so that they might continue to contribute, participate, and share in the life of the community. Additionally, the board shall:
 - 1. serve as a coordinating agency for senior services and activities;
 - 2. assess, publicize, and support present senior services and activities in the community;
 - 3. investigate and evaluate requests for new senior citizen services and activities;
 - 4. plan, initiate, develop, and encourage new senior citizen programs as need is indicated; and
 - 5. establish and maintain communications with local, state, and federal government agencies concerning senior citizens.

2.60.250 Transportation advisory board.

- A. There is established a transportation advisory board consisting of seven members appointed by the city council. The term of office of each member shall be three years.
- B. The purpose of the transportation advisory board shall be to serve as an advisory body to the city council and staff to assist in the planning and development of multi-modal transportation systems, other than those considered solely recreational. In addition to any other duties as may be delegated to it by the city council, the board shall provide the city council with advice and recommendations relating to the following:
 - 1. local and regional transportation and transit matters, including, without limitation, those matters related to local and regional transportation projects and organizations;
 - 2. policies, standards, and code amendments concerning transportation and transit;

3. the city's annual budget for the transit, project engineering, traffic, and streets divisions of the city's public works department;
4. the city's ten-year capital improvements plan as it relates to transportation and transit revenues and expenditures;
5. proposed amendments to the city's transportation master plan; and
6. transportation and transit fees, rates, and other charges to be approved by the city council.

2.60.260 Visual arts commission.

- A. There is established a visual arts commission consisting of nine members appointed by the city council. The term of office of each member shall be three years.
- B. The function of such commission shall be to perform the duties set forth in Chapter 12.60 pertaining to the city's art in public places program.

2.60.270 Volunteer firefighters' pension board of trustees.

The volunteer firefighters' pension board of trustees shall be vested with the general administration, management, and responsibility for the proper operation of the volunteer firefighters' pension system. The board of trustees shall have such powers and duties as are prescribed by state statutes. The volunteer firefighters' pension system shall be the Consolidated Firemen's Pension Fund of Loveland and Rural District and the general composition of the board of trustees shall be determined by mutual agreement of the city and the Loveland Rural Fire Protection District. (Ord. 5598 § 1, 2011)

2.60.280 Youth advisory commission.

- A. There is established a youth advisory commission consisting of twelve members appointed by the city council. Members shall be high school or middle school students enrolled in the Thompson School District or shall be residents of the city who are under the age of twenty-one at the time of appointment. The term of office of each member shall be one year and shall run from June 1st of any year through May 31st of the subsequent year. In addition to the twelve members, up to four alternates may be appointed by the city council to serve on the commission in the event of a vacancy. Said alternates shall be ranked at the time of appointment and shall automatically fill successive vacancies provided they meet all membership criteria at the time the vacancy is filled.
- B. The purpose of the youth advisory commission shall be to identify issues in the community that concern and relate to the youth in the community. The commission may provide such advice to the city council as it deems appropriate, but at a minimum shall prepare an annual statement setting forth the issues concerning and relating to youth and suggesting actions to be taken by the city council and others.

2.60.290 Creative Sector Development Advisory Commission. *(exp. 12-31-2013)

- A. There is established a creative sector development advisory commission consisting of seven members appointed by the city council. Members on the commission shall have a background in, experience in, or a commitment to the arts, arts education, or other creative sector fields, including but not limited to marketing, economic development and community development related to the creative sector. Each member of the commission shall be appointed for a three-year term. In addition to city council and staff liaisons as provided in City Code section 2.60.030, a representative appointed by Aims Community College shall be a non-voting ex-officio member of the commission.

- B. The purpose of the creative sector development advisory commission shall be to serve as an advisory body to the staff of the office of creative sector development and city council concerning the business plan and the vision, mission, goals and objectives of the office of creative sector development.
- *C. The office of creative sector development is intended to be pilot program operated and funded on an annual basis for a period of approximately three years ending December 31, 2013. The creative sector development advisory commission shall expire and this Section 2.60.290 shall be repealed on December 31, 2013 unless extended by ordinance of the city council. (Ord. 5556 § 1, 2011)

*You are cordially
invited to join us for...*

THE 2018
BOARDS and COMMISSIONS
APPRECIATION EVENT

5:30 p.m. to 7:30 p.m.

Thursday, March 8

Police and Courts Building

810 E. Tenth St.

Hors d'oeuvres will be served

Business-Casual dress



City of Loveland

For more information
call 962-2343

