

### **PROJECT ACTION PLAN**

This Project Action Plan is intended as a tool for planning and monitoring how management staff will achieve the goals and objectives set by the City Council in the 2020-2022 Strategic Workplan. Management staff will complete this form for each Council project, it will be updated periodically and shared during scheduled Council department reports. This information is public, posted on the city's website and used to ensure accountability and share with our community .

<b>Lead Department:</b>	Admin - John Walsh - jwalsh@ci.st-helens.or.us
<b>City Council Goal / Tactic:</b>	Goal 1 – Create/Maintain an effective Organization
<b>Project Summary:</b>	Review Rules and Roles for City Commissions and Boards
<b>Estimated Completion:</b>	November 2020

#### **ACTION PLAN**

##### **1. Background of Project:**

- City Administration will be reviewing Commissions and Board roles, rules, and responsibilities. Board and Commission roles and responsibilities are outlined in municipal code. With improvements, it will be practice reviewing these sections on a regular basis and update our practices to current and changing times.

##### **2. Current Status of Project:**

- City Administration staff is currently reviewing these rules, updating, and will be proposing changes in the future for City Council approval.
- In the process of creating an on/offboarding process for volunteers, each Board and Commission code section will be reviewed with the volunteer and department staff to identify suggestions for changes.
- Rules for operations of boards and commissions are governed generally by Oregon Public Meetings Law and the actual function is loosely based on Robert's Rules of Order and relevant code sections. In this time, meetings are also being conducted via video/phone conference or a hybrid of in person and video.
- The first review was conducted at a member orientation on July 6, 2020. This will be refined and offered to all new members on a rolling basis.

##### **3. Strategic Steps to Accomplish Project:**

- City Administration staff will review current rules and roles of Commissions and Boards.
- City Administration staff will propose changes to City Council by September 2020.
- City Council will discuss potential changes and approve any needed changes by November 2020.

##### **4. Estimated Cost of Project:**

- This project should have no financial impact on the City other than attorney review.

##### **5. Barriers to Complete:**

- There are no barriers to complete this project on time.