Introduced by		_	
First Reading	Second Reading		
Ordinance No.	Council Bill No.	B 373-12	

AN ORDINANCE

amending Chapter 2 of the City Code to recodify sections pertaining to Boards and Commissions; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 2 of the Code of Ordinances of the City of Columbia, Missouri, is hereby amended by repealing Articles V, VII and XIV and enacting a new Article V to read as follows:

ARTICLE V. BOARDS AND COMMISSIONS

DIVISION 1. GENERALLY

Secs. 2-221 – 230. Reserved.

DIVISION 2. CULTURAL AFFAIRS

Sec. 2-231. Commission established; purposes.

There is hereby established a commission on cultural affairs to plan, promote and encourage programs to further public awareness of, accessibility to, participation in, and support for the artistic and cultural development of the city.

Sec. 2-232. Membership; appointment; qualifications; terms; vacancies.

The commission on cultural affairs shall be composed of twelve (12) members, appointed by the city council. Four (4) members shall have significant knowledge and demonstrated interest in one or more areas of the arts, including music, dance, literature, visual arts, theater, folk arts, media arts, design and arts education. Two (2) members shall be from the business and professional community, one of which shall be from a business or professional office in the special business district. Two (2) members shall be involved in education. One member shall be a lay person with no specialized knowledge in the arts. The commission shall have representation from at least four (4) of the six (6) city wards. Appointments shall be for terms of three (3) years, except that appointments to fill

vacancies shall be for unexpired terms only. Terms shall begin on November 1. No member shall serve more than two (2) consecutive full three-year terms. Members shall serve without compensation. At least nine (9) members shall be qualified voters of the city. The city manager shall appoint a staff liaison to work with the commission.

Sec. 2-233. Duties and responsibilities.

The commission shall have the following duties and responsibilities:

- (1) To act in an advisory capacity to the city council in all matters pertaining to the arts and cultural environment of the city;
- (2) To hold regular public meetings and maintain a written record of its proceedings;
- (3) To make recommendations on city funding of arts programs and services;
- (4) To recommend applications and solicitations for grants, gifts and donations from individuals, groups, organization and agencies, both private and public, for any purpose consistent with the purposes of the commission;
- (5) To make recommendations regarding city initiation or sponsorship, either alone or in cooperation with other agencies, of public programs to further the development of public awareness of and accessibility to arts programs and activities;
- (6) To make recommendations regarding technical and professional assistance to arts and arts administrators;
- (7) At the request of the city council, to work with area agencies on broad community issues in which a cultural perspective is relevant and desirable;
- (8) To engage in comprehensive planning for the cultural development of the city.

Sec. 2-234. Meetings; quorum; attendance.

The commission shall hold a minimum of six (6) meetings annually at times and places to be determined by the commission. Special meetings may be called by the chair of the commission or by the city council. Seven (7) members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent,

without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. The chair shall promptly notify the city council through the city clerk of such vacancy.

Sec. 2-235. Election of officers; terms.

The commission shall elect from its membership a chair, a vice-chair and a secretary. Officers shall serve terms of one (1) year, and may serve a maximum of two (2) consecutive terms in each office. The commission may adopt rules and procedures for the conduct and transaction of its business.

Sec. 2-236. Conflicts of interest.

Commission members shall not serve on the board of directors or be employed by any agency which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any commission member who violates this section shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

Sec. 2-237. Gifts of works of art; procedures and guidelines for acceptance.

- (a) Persons wishing to donate works of art to the city shall submit the following information to the manager of cultural affairs:
 - (1) A description of the work of art including the dimensions;
 - (2) The proposed display site, if a particular site is preferred;
 - (3) If the work of art has not been completed, relevant information on the artists;
 - (4) The estimated value of the work of art;
 - (5) An estimate of any cost to the city for installing the work (including such items as cost of removal from and restoration of an existing site, relocation costs and site preparation costs);
 - (6) If applicable, the identity of the persons installing the work and the manner in which the installation shall be accomplished;
 - (7) A description of any repair or restoration work needed and an estimate of the cost of such repair or restoration.

(8) A description of any necessary maintenance procedures and an estimate of the annual cost of such maintenance.

The manager of cultural affairs, to the extent feasible, shall assist potential donors in assembling this information.

- (b) The manager of cultural affairs shall forward information received on a proposed gift of a work of art to the commission on cultural affairs and, if applicable, to the department head in charge of the proposed display site.
- (c) The commission on cultural affairs shall make a recommendation to the city council on whether to accept the proposed gift of a work of art. In making its recommendation, the commission shall consider the following factors:
 - (1) The quality of the work of art;
 - (2) If the work has not been completed, the ability of the artist;
 - (3) The appropriateness of locating the work of art at the proposed display site;
 - (4) Any proposed restrictions on the gift;
 - (5) The technical feasibility of accepting and installing the work of art;
 - (6) The cost to the city of accepting the work of art.

In considering a proposed gift of a work of art, the commission shall consider the comments of the department head in charge of the proposed display site and the comments of any authorities or experts with whom the commission has consulted.

(d) The city council shall decide whether to accept or reject works of art offered to the city.

Secs. 2-238—2-240. Reserved.

DIVISION 3. BICYCLE/PEDESTRIAN COMMISSION

Sec. 2-241. Establishment; members; qualifications; appointment; terms.

The bicycle/pedestrian commission is hereby established. The commission shall be composed of ten (10) members. One (1) member shall be a member of the parks and recreation commission chosen by that commission; one (1) member shall have knowledge of street construction and maintenance; four (4) members shall have knowledge of bicycling, bicycle safety, or bikeways; and four (4) members shall have an interest in

pedestrian safety and infrastructure. All members shall be qualified voters of the city. The members succeeding the original members shall be appointed by the city council for three-year terms. The member from the parks and recreation commission shall be a voting member but shall not be eligible to serve as an officer of the bicycle/pedestrian commission.

Sec. 2-242. Meetings; quorum; attendance.

The commission shall meet at the call of the chair. A quorum for the transaction of business shall consist of not less than six (6) members. The commission shall elect from its members a chair, vice-chair and a secretary. The chair shall preside at all meetings, and in the absence of the chair or the inability of the chair to preside at any meeting, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the commission and forward a report of such proceedings to the city council. The commission shall establish its own rules and procedures. The members appointed shall serve for the terms of their appointments, and until their successors are appointed and qualified, and each shall serve without compensation. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the appointing authority of the vacancy.

Sec. 2-243. Powers and duties.

The powers and duties of the commission shall be to:

- (1) Develop a master bike plan for the city, such master plan being subject to periodic review and revision by the commission based on changes in traffic patterns and other changes associated with the growth of Columbia.
- (2) Work in concert with the administration in preparation and submission of yearly grant requests.
- (3) Implement the plan as money becomes available according to priorities based on need and cost of bike routes.
- (4) Develop programs and methodology for teaching proper bike use and registration.
- (5) Advise the city council on issues relating to city sidewalks, walkways and trails.

DIVISION 4. BOONE COUNTY COMMUNITY SERVICES ADVISORY COMMISSION

Sec. 2-251. Establishment of commission; powers and duties.

There is hereby established the Boone County Community Services Advisory Commission whose purpose is to advise the city council and county commission in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens of the City of Columbia and Boone County, especially the low-income. To meet this responsibility, the commission shall:

- (1) Determine the social service needs of the citizens of Columbia and Boone County. This process would include the awareness of existing social services and of any proposed changes in programs and funding which would affect the community.
- (2) Prepare each year, in conjunction with the office of community services, a comprehensive plan for Columbia and Boone County which outlines the needs and services essential to meet those needs. The commission shall encourage and seek public input in the discussion and decision-making process. The plan shall include the recommended amount of funds to be allocated for each service and shall be reviewed by and subject to approval of the city council and county commission.
- (3) Recommend to the city council and county commission the appropriate providers of the approved services, including the quality, quantity and cost of each service. Recommendations shall be submitted to the city council and county commission as a part of the annual budget process. No requests for funding of human services shall be considered by the city council or county commission without accompanying written recommendations from the advisory commission.
- (4) Review, as necessary, the provision of social services in the City of Columbia and Boone County and recommend measures for increasing effectiveness and efficiency whenever possible.
- (5) Maintain liaison with and review the actions of state and federal government and other funding sources having an effect, on social services in Columbia and Boone County, and develop strategies for providing input into any decisions affecting the city or county.

- (6) Exercise such other powers and duties as the city council and/or county commission may from time to time direct.
- (7) The provisions of this section related to the powers and duties of the Boone County Community Services Advisory Commission do not apply to funding requests, activities or services administered by or under the supervision of any department of the City of Columbia or Boone County.

Sec. 2-252. Members, terms.

The Boone County Community Services Advisory Commission shall be composed of ten (10) members. Three (3) members shall be appointed by the county commission and seven (7) members shall be appointed by the city council. The city manager shall designate the staff of the office of community services as consultant and advisor to the commission. Members appointed by the city council shall be qualified voters and residents of the City of Columbia, shall service without compensation, and shall not be paid officers or employees of the city. Selection of members will be made so as to encourage representation of social service professionals. Appointments shall be made to become effective January 1 of each year and the term of office shall be three (3) years. The first appointments made shall be for staggered terms as follows: Two (2) members for three (3) years, two (2) members for two (2) years and three (3) members will complete their present two-year terms; thereafter, appointments for all seven (7) member shall be for three (3) years. Appointments to fill vacancies shall be unexpired terms only.

Sec. 2-253. Meetings; quorum; attendance.

Meetings shall be held in accordance with rules established by the commission. A simple majority of all members shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent from fifty (50) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.

Sec. 2-254. Election of officers; terms.

The commission shall elect annually a chair, two (2) vice-chairs (one (1) each from the county and city appointees), and a secretary. Each officer shall hold office for a term of one (1) year and shall be eligible for re-election. When there is a vacancy of any elected office, the commission shall elect an officer to serve until the next regular annual election. Duties of the officers shall be outlined in the commission's rules of procedure.

Sec. 2-255. Conflicts of interest.

Commission members shall not serve on the board of directors or be employed by any agency which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any commission member who violates this section shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

Secs. 2-256—2-260. Reserved.

DIVISION 5. DOWNTOWN COLUMBIA LEADERSHIP COUNCIL

Sec. 2-261. Established.

The Downtown Columbia Leadership Council is hereby established.

Sec. 2-262. Membership; officers.

The Downtown Columbia Leadership Council shall consist of sixteen (16) members, three (3) of whom shall be nonvoting members. Six (6) members shall be appointed by the city council. At least two (2) members appointed by the city council shall be representatives of recognized neighborhood associations. Applicants for these positions must submit with their application, a letter from an officer of the neighborhood association certifying that the applicant has been designated by the association as its representative. At least one (1) member appointed by the city council shall reside in the expanded downtown development concept plan and study area as defined in the "Downtown Columbia Leadership Council Interim Report" dated May, 2009. The director of community development and director of economic development shall be nonvoting members. Each of the following shall appoint one (1) member: the planning and zoning commission, the Boone County Commission, the Chancellor of the Columbia Campus of the University of Missouri, the President of Columbia College, the President of Stephens College, the Downtown Community Improvement District and the Historic Preservation Commission. The Columbia Housing Authority shall appoint a nonvoting member. Two (2) of the initial members appointed by the city council shall serve a term of one (1) year, two (2) shall serve a term of two (2) years and two (2) shall serve a term of three (3) years. Thereafter, appointments shall be for terms of three (3) years, except that appointments to fill vacancies shall be for unexpired terms only. Members shall serve without compensation. The Downtown Columbia Leadership Council shall elect from its members a chair, vice-chair and secretary. The chair shall preside at meetings. If the chair is absent or unable to preside, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the leadership council.

Sec. 2-263. Duties.

The Downtown Columbia Leadership Council (DCLC) shall have the following duties:

- (1) Periodically review the boundaries of the expanded downtown development concept plan and study area as defined in the "Downtown Columbia Leadership Columbia Interim Report" dated May, 2009 (roughly Garth Avenue to Business Loop 70 to Old Highway 63 to Stewart Road and the northern edge of the University of Missouri campus).
- (2) Monitor current assets and additional opportunities within the expanded study area that would assist in the area's redevelopment.
- (3) Advise city staff and consultants on preparation of a blight/conservation study and preparation of a Missouri Downtown and Rural Economic Stimulus Act (MODESA) application.
- (4) Work with city-funded consultants to conduct annual downtown planning activities and to create a comprehensive downtown strategic plan.
- (5) Recommend to the city council possible development guidelines and physical attributes for downtown Columbia.
- (6) Monitor the implementation of recommendations resulting from the downtown planning charrette project and future DCLC downtown planning projects.
- (7) Review and comment on all future downtown public finance mechanisms including tax increment financing (TIF), Brownfields and other economic incentives.
- (8) Provide downtown awareness and outreach to include, but not limited to, DCLC annual report (measurables, progress, investment, jobs, etc.), annual downtown awards program and quarterly downtown seminars and presentations.
- (9) The DCLC shall meet regularly and at the call of the chair. The chair is authorized to excuse any member from attendance at a meeting; provided, that the member had requested to be excused at least one (1) day before the meeting. Members who are absent, without being excused, from twenty-five (25) percent of the regular meetings held in a calendar year shall automatically forfeit their office. Members who are absent from three (3) consecutive regular meetings shall automatically forfeit their office. It shall be

the duty of the chair to promptly notify the city council of any such vacancy. The DCLC shall have the power to adopt its own additional procedural regulations, provided that such regulations are consistent with city ordinances and state law.

(10) Work on other projects requested by the city council.

Secs. 2-264—2-270. Reserved.

DIVISION 6. FINANCE ADVISORY AND AUDIT COMMITTEE

Sec. 2-271. Establishment; composition; terms.

The finance advisory and audit committee is hereby established. The committee shall be composed of five (5) members appointed by the city council to serve three-year staggered terms. Members shall be qualified voters and residents of the City of Columbia for at least one (1) year prior to their appointment. One (1) member appointed must be a commercial banker, with knowledge of public finance and investment banking. One (1) member appointed must be a certified public accountant with knowledge of public administration and finance. Consideration shall be given to the appointment of at least one (1) member who is an owner of a business. Members appointed by the city council shall serve without compensation. Appointments to fill vacancies shall be for unexpired terms only. Members shall serve until their successors are appointed. The committee shall elect its own chair annually. The finance director or the director's designee shall serve as a nonvoting ex-officio member. Staff for the committee shall be provided by the finance department.

Sec. 2-272. Meetings.

The committee shall meet as needed. Three (3) members appointed by the city council shall constitute a quorum for the transaction of business.

Sec. 2-273. Duties.

The finance advisory and audit committee shall be solely advisory to the city council. The committee shall make recommendations on financial matters to the city council as needed. In formulating reports, policies and recommendations to the city council, the committee may consider the following areas:

- (1) Accounting and financial reporting policies.
- (2) Debt management and fiscal policies.
- (3) Cash and investment management policies.

- (4) Purchasing policies.
- (5) Business services policies.
- (6) Other matters as may be referred by the city council.

Secs. 2-274—2-280. Reserved.

DIVISION 7. COMMUNITY DEVELOPMENT

Sec. 2-281. Established.

The Columbia Community Development Commission is hereby established.

Sec. 2-282. Members; qualifications; compensation; terms.

The community development commission shall be composed of nine (9) members, who shall be qualified voters of the city, and shall consist of one (1) member from the Boone County Community Services Advisory Commission chosen by that commission, one (1) member from each of the six (6) wards of the city, and two (2) at-large members. Selection of members shall be made so as to encourage substantial representation of low and moderate income citizens and members of minority groups in accordance with federal guidelines. They shall serve without compensation and shall not be paid officers or employees of the city. The terms of office shall be three (3) years. The city council shall, on or before the first day of November of each year, make appointments to fill the terms expiring at that time. The member from the Boone County Community Services Advisory Commission shall be a voting member but shall not be eligible to serve as an officer of the Columbia community development commission.

Sec. 2-283. Election and terms of officers; vacancies.

The commission shall elect three (3) of its members to serve as chair, vice-chair and secretary. Each officer shall hold office for a term of one (1) year. When any officer's appointment to the commission expires or becomes vacant, the commission shall elect a new officer.

Sec. 2-284. Meetings; quorum; attendance.

The community development commission shall hold meetings once each month at a time and place to be determined by the commission, and such special meetings as called for by the chair of the commission. When there is no business to conduct, the chair may cancel the monthly meeting. A simple majority of the current members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is

authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the city council of the vacancy.

Sec. 2-285. Duties and responsibilities.

The community development commission shall have responsibility and be required to:

- (1) Act in an advisory capacity in all matters pertaining to community development.
- (2) Consider the annual application for the expenditures of federal funds under the Housing and Community Development Act of 1974 and make recommendations with respect thereto to the city manager and the city council.
- (3) Assist in the planning of such funded activities, promote and stimulate public interest therein; and to that end, solicit to the fullest possible extent the cooperation of the neighborhood associations and other public and private agencies.
- (4) Provide citizens with an adequate opportunity to participate in an advisory role in planning, implementing and assessing the program in accordance with federal regulations now or hereafter adopted by providing adequate information to citizens. holding public hearings to obtain views of citizens, and providing citizens an opportunity to comment on the city's community development performance.

Sec. 2-286. Conflict of interest.

Commission members shall not serve on the board of directors or be employed by any agency which applies for funding through the commission or which receives funding upon recommendation of the commission. For purposes of this section, each academic and administrative unit of the University of Missouri shall be considered a separate agency and each school of the Columbia Public School District shall be considered a separate agency. Any commission members who violates this section shall automatically forfeit his office. It shall be the duty of the chairman of the board to promptly notify the city council of the vacancy.

Secs. 2-287—2-290. Reserved.

DIVISION 8. ENVIRONMENT AND ENERGY

Sec. 2-291. Established.

The Columbia Environment and Energy Commission is hereby established.

Sec. 2-292. Members; qualifications; compensation; terms.

The environment and energy commission shall be composed of ten (10) members. Four (4) members shall be appointed by the Boone County Commission. Six (6) members shall be appointed by the city council. The six (6) members appointed by the city council shall be qualified voters of the city. Members shall serve without compensation and shall not be paid officers or employees of the city. The terms of office shall be three (3) years. Appointments shall be made on or about the first day of June of each year.

Sec. 2-293. Election of officers; terms; vacancies.

The commission shall elect three (3) of its members to serve as chair, vice-chair and secretary. Each officer shall hold office for a term of one (1) year. When any officer's appointment to the commission expires or becomes vacant, the commission shall elect a new officer.

Sec. 2-294. Meetings; quorum; attendance.

The commission shall hold meetings once each month at a time and place to be determined by the commission, and such special meetings as called for by the chair of the commission. Six (6) members of the commission shall constitute a quorum for the transaction of business. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair of the commission to promptly notify the appointing authority of the vacancy.

Sec. 2-295. Duties and responsibilities.

The environment and energy commission shall have the responsibility for and be required to:

(1) Prepare a commission report to the city council on how a plan for energy conservation might be developed. In order to prepare this report, the commission should gather information from other parts of the country,

particularly those cities who have such a plan in place; the commission, or representatives of the commission, should visit certain model cities who have ongoing plans in place, to see how that particular model has worked; and, in limited situations, may require the services of a consultant. The final report should be a blueprint for the city to proceed in the development of a comprehensive energy conservation plan.

- (2) Act in an advisory capacity to the council in all matters pertaining to environmental protection, which could include questions of energy efficiency and conservation, and of changing technology.
- (3) Assist in the planning of environmental improvements, promote and stimulate public interest thereon; and to that end, solicit to the fullest possible extent the cooperation of other public and private agencies.

Secs. 2-296—2-300. Reserved.

DIVISION 9. COLUMBIA VISION COMMISSION

Sec. 2-301. Established.

The Columbia Vision Commission is hereby established for the purpose of tracking and monitoring and otherwise assisting with the implementation of visioning, all as further provided below.

Sec. 2-302. Visioning defined.

Visioning refers to the process that (i) began as "Imagine Columbia's Future," (ii) resulted in the preparation of the final vision report which was accepted by the city council on February 4, 2008, and (iii) is continuing with the ongoing implementation of the vision set forth in that report. As is recognized in the final vision report, visioning is a continuing and evolving process where information in the final vision report is integrated with other ongoing activities within the community, new information is obtained, and new people become involved. The vision and goal statements in the final vision report will, however, serve to both inform the changes to be made and set a standard against which the outcomes of various changes can be measured.

Sec. 2-303. Duties; staff liaison.

The commission shall have the following duties and authority:

(a) Tracking measuring and reporting. The commission shall conduct periodic reviews and, beginning in December 2009, issue an annual report on the progress of visioning implementation to the community. This report shall also include a summary and

analysis of the commission's own efforts in the areas set forth below. The commission shall, by March 31, 2009, select an initial reporting format and identify the information to be tracked and included in such report. The annual progress report shall be provided to the city council and made available to the public.

- (b) Coordination with other governmental boards, commissions, departments and nongovernmental entities. The commission shall have the authority to solicit the cooperation of other boards and commissions in the city and throughout the region as needed to assist with its reporting and other duties, and also to solicit and receive information from other entities involved in visioning implementation.
- (c) Recommendation of implementation tasks. Beginning one year after the city council's approval of the initial implementation report as provided in section 2-533, and every two years thereafter, the commission shall, after seeking the input of other city boards, commissions, and departments, recommend implementation tasks to be undertaken over the two years following the period covered in the then effective implementation report, and the additional resources needed to accomplish such tasks. In preparing these recommendations, the commission shall also coordinate with other relevant boards and commissions, including the Boone County Commission, and with the city manager's office. A discussion draft of the commission's recommendations should be (i) posted for public comment for at least thirty (30) days, (ii) revised as may be appropriate to incorporate comments received, and (iii) included in the progress report provided for in subsection (a).
- (d) Public education and outreach. The commission should offer public programs on the visioning process, track the groups involved in various implementation tasks, and work to recruit a diverse participant base in such tasks. The commission may, as independent resources become available, either on its own or in conjunction with others, operate a website that is separate from the city website for the purposes of public education, outreach and engagement.
- (e) Convening of public dialogues. The commission shall convene community-wide dialogues at five-year intervals, beginning in 2014, to review the vision and the progress being made in implementation. These dialogues shall be structured in a way that is consistent with the principles of inclusiveness and transparency. The commission may in its discretion also convene dialogues to address conflicts that arise within the community over implementation of different goals or strategies, including disputes that arise over the allocation of scarce resources. The commission may request that the city hire facilitators to help with such dialogues.
- (f) Fundraising and administration. The commission shall have the authority to seek grants and other funds to be used to offset the costs of its work and to aid in the administration of visioning implementation efforts by citizen and other groups. The city shall serve as the fiscal agent for any such funds.

- (g) Incidental authority. The commission shall have such other authority as may be assigned by the city council from time to time and shall act in an advisory capacity in making recommendations to improve the ongoing process of visioning implementation.
- (h) Staff liaison. The city manager shall appoint a staff liaison to work with the commission.

Sec. 2-304. Composition; compensation; terms; vacancies.

- (a) The commission shall consist of nine (9) members that are designated as the "coordinating committee." The commission may also include up to five (5) resource members as defined below, and liaison members as defined below. The majority of members of both the coordinating committee and resource members shall be qualified voters residing within the City of Columbia. Two members of the coordinating committee shall be residents of Boone County, not residing within the city limits of Columbia. The members of the commission should, to the extent practicable, reflect a broad cross section of the community. "Liaison members" are nonvoting members of the commission who are appointed by the commission to help with outreach to the community or to communicate with identified citizen groups that are assisting with visioning, and to otherwise work with the commission on public education and outreach. "Resource members" are nonvoting members of the commission and are appointed by the coordinating committee to help in the work of the commission and share their expertise in one or more substantive areas such as, but not limited to, data collection, fundraising, intergovernmental cooperation, management, or process design.
- (b) The coordinating committee shall be appointed by the city council following the nominating and application process set forth in section 2-530 below. All members of the commission shall serve without compensation.
- (c) Members of the coordinating committee shall serve for a term of three (3) years, except as otherwise provided below in relation to initial terms, and until their successors are appointed and qualified. The first three (3) members appointed to the coordinating committee shall serve for five (5) years, the second two (2) members appointed shall serve for four (4) years, the third two (2) members shall serve for three (3) years and the final two (2) members shall serve for two (2) years. Thereafter, each new member of the coordinating committee shall be appointed for three (3) years or until a successor has been appointed. Resource members shall serve for two (2) year terms and liaison members shall serve for one (1) year terms. Members whose terms expire may be reappointed for successive terms.
- (d) Vacancies in any coordinating committee position shall be filled by the city council. Vacancies shall be filled for the unexpired term only. The council shall as near as possible appoint someone with similar qualifications to fill a vacated seat.

Sec. 2-305. Nominating and application process.

- (a) Citizens and organizations may nominate candidates for the commission by a process approved by the council and all such nominees shall be invited to apply for a position on the commission. This includes self-nominations. In order to be considered for appointment, candidates must fill out an application detailing their background and interest in serving on the commission, and addressing the factors set forth in subsection (b) below. In appointing members to the coordinating committee, preference shall be given to citizens previously involved in the visioning process, and the appointment of members currently serving on other city boards and commissions to the coordinating committee is not encouraged.
- (b) Candidates shall be evaluated based on their demonstrated commitment to the visioning process, ability to work with data and understand systemic relationships, ability to work collaboratively, management skills, independence and existing memberships or positions, and contributions to the diversity of the commission.

Sec. 2-306. Officers; meetings; quorum.

- (a) The commission shall select its chair who shall preside over meetings, and a vice chair who shall preside in the absence of the chair. The commission shall annually appoint a secretary who shall keep a record of its activities and actions, and shall also fill any vacancy in such position for the remainder of the term.
- (b) A majority of those duly appointed and acting members of the commission required to vote on a matter shall be a quorum for making decisions.
- (c) The commission shall hold monthly meetings during at least ten (10) months of the year. Other meetings may be scheduled at the call of the chair. One of the monthly meetings shall be a regularly scheduled annual meeting which shall include the appointment of officers. Special meetings may also be called at the request of any three (3) or more voting members of the commission. Notice of any special meeting shall be provided as prescribed by law prior to such meeting. The city manager or the manager's designee shall receive notice of all meetings of the commission. The commission shall designate a regular place for its meetings which can be changed from time to time. In scheduling and conducting meetings, the commission shall comply with the sunshine law and other applicable laws and regulations.
- (d) The chair of the commission is authorized to excuse any member from attendance at a board meeting if the member requests to be excused prior to that meeting. Any member of the commission who is absent without asking to be excused from four (4) or more of the regular meetings held in a calendar year shall automatically forfeit the office. Any such member who is absent without being excused from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of any vacancy on the coordinating committee.

- (e) The commission may from time to time adopt such rules for the conduct of its meetings and business as it may deem proper provided that such rules are not inconsistent with city ordinances or other applicable law.
- (f) Attendance at commission meetings may be by teleconference or such other electronic medium to the extent such is allowed by law.

Sec. 2-307. Conflicts of interest.

- (a) In order to promote public trust in the impartiality and independence of the vision commission, members of the commission should avoid conflicts of interest as defined below and the appearance of conflicts of interest.
- (b) A conflict of interest may exist when the current personal, financial, or professional interests or activities of a member of the commission could reasonably be viewed as competing with the interests or activities of the commission, and particularly when the member or their immediate families or an organization owned or controlled by such member or their immediate families could derive a financial or other material gain arising out of action by the commission. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the commission, excluding the person that is the subject of the potential conflict. For purposes of this section "personal interest" means a more than nominal interest arising from family; close business, political or other associations; location of property owned by a member; or other factor likely to affect the welfare of the member or the member's family or close associate; and is something more than a well known opinion, or interest in, or academic study of, a subject matter.
- (c) When any conflict of interest relates to a matter requiring action by the commission, the interested person shall call it to the attention of the commission and such interested person shall not vote on any question or matter in which that board member has a financial interest or a personal interest. Such person may, however, be counted in determining the presence of a quorum for a vote. Unless requested to remain present during the meeting, the interested person shall retire from the room when the commission is voting on the matter related to the conflict and shall not participate in the final deliberation or decision regarding the matter under consideration, but shall provide the commission with any relevant information on the matter before retiring.
- (d) The minutes of the meeting of the commission shall reflect that a conflict of interest was disclosed and that the interested person was not present during the final discussion or vote and did not vote.
- (e) A copy of this conflict policy shall be provided to each member of the coordinating committee or resource member at the beginning of each calendar year. The commission may adopt other procedures and guidelines, not inconsistent with the above to

ensure the independence of commission members and the confidence of the public in its impartiality.

- (f) No member of the commission shall intentionally use or disclose confidential information that is received by the commission in a way that could result in anything of value for such member, the member's family, or other person or organization with which such member is affiliated, unless the information has already been communicated to the general public or entered into the public record.
- (g) If the commission determines that a member has failed to disclose a conflict of interest and voted on a matter affected by such conflict of interest, or has otherwise violated this conflict of interest policy, then such member shall forfeit the office. Any claim that this policy has been violated shall be raised within a year of the date of the vote or alleged violation.

Sec. 2-308. Visioning implementation.

- (a) The office of the city manager shall complete the process of developing the initial draft implementation report that was provided for in the final vision report and shall present a draft of that report to the city council for review on or before March 31, 2009. Drafts of the implementation report that are posted on the city's website for public comment prior to that date shall also be forwarded to members of the city council for their review and comment. The city council's review and approval of that report will be scheduled to coincide with the city council's review and approval of the budget for the following fiscal year.
- (b) After approval of the initial implementation reports, the preparation of periodic updates, including periods of public comment, should be scheduled so that any update is received by the city council on or before March 31 of the applicable year which will allow for the review and approval of such update to be coordinated with the city's budgeting process. Copies of drafts of updates to the implementation report that are presented for public comment shall also be provided to members of the city council for their review and comment at the same time as they are presented to the public for comment.
- (c) The council acknowledges that visioning implementation has already begun and does not intend by setting the above timeline to delay or defer actions being taken to implement visioning by existing boards, commissions, departments, or other entities. Such actions are encouraged and boards and commissions that make recommendations for council action both prior to and following approval of the draft implementation report are encouraged to provide explanations of how visioning guided or influenced such recommendations.

Sec. 2-309. Responsibilities of city boards and commissions in relation to visioning.

(a) Efficient use of resources. One goal of the visioning implementation process is to promote the efficient utilization of resources, both monetary and nonmonetary, and

both governmental and nongovernmental, in accomplishing identified goals. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of this goal, collaborate with other boards and commissions and with nongovernmental entities as needed to promote the efficient utilization of resources.

- (b) Transparency and citizen involvement. The visioning process has been built on the principles of inclusiveness, transparency and openness. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of these principles, seek to engage the public in their work in a manner consistent with the guidelines for convening, management, and coordination of citizen groups that are included in the implementation report approved by the city council, as such report may be amended from time to time.
- (c) Cooperation with Columbia Vision Commission. Boards and commissions who are assigned specific responsibilities in the visioning implementation report should, in furtherance of those responsibilities, respond to requests for information that are made by the Columbia Vision Commission, and participate as requested by that commission in preparing recommendations for implementation tasks and in such public dialogues as may be convened relating to their responsibilities.

Secs. 2-310—315. Reserved.

DIVISION 10. SUBSTANCE ABUSE ADVISORY COMMISSION

Sec. 2-316. Establishment of commission; objectives.

The substance abuse advisory commission of the City of Columbia is hereby established, and shall have the following purposes and objectives:

- (1) To advise the city council in matters pertaining to substance abuse.
- (2) To make recommendations intended to prevent and eliminate the abuse of alcohol and other controlled substances.
- (3) To promote the coordination of programs directed towards the youth of the community intended to prevent and eliminate alcohol and substance abuse.
- (4) To promote policies of inter-governmental cooperation in strengthening existing alcohol and drug abuse programs.

Sec. 2-317. Members; terms.

- (a) The commission shall be composed of ten (10) members with the following qualifications: One (1) member shall be a representative of the University of Missouri appointed by the chancellor of the University of Missouri Columbia; one (1) member shall be a representative of the Columbia Police Department appointed by the city manager; one (1) member shall be a representative of the Columbia School District appointed by the superintendent of Columbia Public Schools; one (1) member shall be a healthcare professional; one (1) member shall be a student under the age of twenty-five (25); and the five (5) remaining members shall have demonstrated interest in and concern for substance and alcohol abuse problems in the community.
- (b) The members shall be appointed for three-year terms, and shall serve without compensation. The first members of the commission shall be appointed for staggered terms as follows: Three (3) members three (3) years, three (3) members two (2) years, three (3) members one (1) year. Appointments to fill vacancies shall be for unexpired terms only.

Sec. 2-318. Meetings; quorum; attendance.

The commission shall meet at the call of the chair as necessary in accordance with the rules and procedures established by the commission. A quorum for the transaction of business shall consist of not less than five (5) members. Any member who is absent from fifty (50) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the council of the vacancy.

Sec. 2-319. Election of officers; terms.

The commission shall elect from its members a chair, vice-chair, and secretary. The chair shall preside at all meetings, and in the absence of the chair or the chair's inability to preside, the vice-chair shall preside. The secretary shall keep a permanent record of the proceedings of the commission, and forward a report of such proceedings to the council. The commission shall establish its own rules and procedures.

Secs. 2-320—325. Reserved.

DIVISION 11. TAX INCREMENT FINANCING COMMISSION

Sec. 2-326. Definitions.

The following definitions apply to this division:

Act means the Real Property Tax Increment Allocation Redevelopment Act, RSMo §§ 99.800 thru 99.865, as amended.

Redevelopment area means an area designated by the city in respect to which the city, after consideration and recommendation of its TIF Commission, has made a finding that there exist conditions which caused the area to be classified as a blighted area, a conservation area, an economic development area or an enterprise zone pursuant to RSMo §§ 135.200 to 135.256, or a combination thereof, which area includes only those parcels of real property directly and substantially benefited by the proposed redevelopment project.

Redevelopment plan means the comprehensive plan for redevelopment of a redevelopment area by the payment of redevelopment costs to reduce or eliminate those conditions, the existence of which qualified the redevelopment area as a blighted area, a conservation area, an economic development area or a combination thereof, and thereby enhance the tax base of the taxing districts which extend into the redevelopment area. Each redevelopment plan adopted shall conform to the requirements of Section 99.810 of the Act.

Redevelopment project means any redevelopment project within a designated redevelopment area in furtherance of the objectives of the redevelopment plan.

TIF Commission means the Tax Increment Financing Commission of the City of Columbia, Missouri.

Sec. 2-327. TIF commission established.

- (a) The Tax Increment Financing Commission of the City of Columbia, Missouri is hereby established.
- (b) The TIF commission shall consist of eleven (11) members. Six (6) members shall be appointed by the mayor with the consent of the city council. Two (2) members shall be appointed by the Board of Education of the Columbia School District. Two (2) members shall be appointed by the Presiding Commissioner of Boone County, Missouri with the consent of the Boone County Commission. One (1) member shall be appointed, in any manner agreed upon by the affected districts, to represent all other districts levying ad valorem taxes within the area selected for a redevelopment project or the redevelopment area, excluding representatives of the city council.
- (c) Of the members first appointed by the mayor, two shall serve terms of two (2) years, two shall serve terms of three (3) years and two shall serve terms of four (4) years. Thereafter, the members appointed by the mayor shall serve terms of four (4) years. Vacancies shall be filled for unexpired terms in the same manner as the original appointments.

- (d) Members who are appointed by taxing districts other than the city shall serve on the TIF commission for a term to coincide with the length of time a redevelopment project, redevelopment plan or designation of a redevelopment area is considered for approval by the TIF commission. Such terms shall terminate upon final approval of the project, plan or designation of the area by the city council. If any taxing jurisdiction fails to appoint members of the TIF commission within thirty (30) days of receipt of written notice of a proposed redevelopment plan, redevelopment project or designation or redevelopment area, the remaining members shall proceed to exercise the power of the TIF commission.
 - (e) All members shall serve without compensation.
- (f) The TIF commission shall elect from among its members a chair, vice-chair and secretary. Meetings of the TIF commission shall be open to the public to the extent provided by law and a record of each meeting shall be kept. The TIF commission shall have the authority to establish rules and procedures not in conflict with city ordinances or policies or the Act and shall meet as required to fulfill its obligations set forth in the Act.
- (g) The TIF commission shall serve as an advisory body to the city council as it relates to the consideration of tax increment financing proposals submitted by interested parties or initiated by any public agency in accordance with the Act. The TIF commission shall hold public hearings and give notice pursuant to Sections 99.825 and 99.830 of the Act on proposed redevelopment plans, redevelopment projects and designation of redevelopment areas and amendments thereto. The TIF commission shall vote on all proposed redevelopment plans, redevelopment projects and designations of redevelopment areas and amendments thereto, within thirty (30) days following completion of a hearing on any such plan, project, designation or amendment and shall make recommendations to the city council within ninety (90) days of a hearing referred to in Section 99.825 of the Act concerning adoption of or amendment to redevelopment plans, redevelopment projects or designation of redevelopment areas.

Sec. 2-328. Procedures for bids and proposals.

The city council hereby adopts the following procedures for bids and proposals for the implementation of redevelopment projects:

- (1) The city council or the TIF commission shall solicit proposals with respect to the implementation of proposed redevelopment projects.
- (2) Each request for proposals, or notice thereof, shall be published in a newspaper of general circulation in the city and shall be mailed to those persons or firms that the city manager or the city's planning consultant determines might be interested in submitting a bid. Each request for proposals shall provide at least thirty (30) days for the submission of a proposal.

(3) Criteria for the selection of proposals will include the impact of the proposed project on the city and other taxing jurisdictions, including the projected term for which tax increment financing will be utilized. The city council may establish such additional criteria as it deems appropriate for the selection of bids and proposals. The city council or the TIF commission shall provide reasonable opportunity for any person to submit alternative proposals or bids.

Secs. 2-329—335. Reserved.

DIVISION 12. PUBLIC TRANSPORTATION ADVISORY COMMISSION

Sec. 2-336. Established.

The public transportation advisory commission is hereby established.

Sec. 2-337. Duties.

The commission shall have the following duties:

- (1) Advise city staff with regard to transit policy and safety matters concerning all forms of transit issues affecting the city, for example, conventional vehicles, transit, alternative modes, accessibility and customer amenities.
- (2) Serve as a sounding board for citizen transit, pedestrian and safety and access issues and make recommendations to the city council and city staff for appropriate action.
- (3) Recommend rules and procedures governing public transit service programs, equipment and facilities considering regulatory guidelines, service improvements, and activities of persons utilizing transit services and facilities.
- (4) Aid in the development of a city transportation improvement program by providing citizen input on needed projects for submission to the metropolitan planning organization.
- (5) Create and review surveys and facilitate public input on public transit programming and facility usage.
- (6) Recommend and promote marketing strategies for community outreach programs in order to strengthen the transit image, increase usage, and integrate its role within the community.

- (7) Study issues arising under the Columbia Transit Master Plan as they relate to transportation, make recommendations to the city council and metropolitan planning organization, and prepare reports to aid in the development, implementation and general improvement of the master plan relating to the public transit in the city.
- (8) Other duties assigned by the city council.

Sec. 2-338. Membership.

- (a) The commission shall consist of nine (9) members. One (1) member shall be a representative of the University of Missouri appointed by the chancellor of the University of Missouri. One (1) member shall be a member of the disabilities commission appointed by the disabilities commission. One (1) member shall be a member of the bicycle/pedestrian commission appointed by the bicycle/pedestrian commission. The other members shall be appointed by the city council.
- (b) Three (3) of the initial members appointed by the city council shall serve terms of one (1) year and three (3) shall serve terms of two (2) years. The member appointed by the disabilities commission shall serve a term of two (2) years. The member appointed by the bicycle/pedestrian commission shall serve a term of two (2) years. Thereafter, appointments made by the council shall be for terms of two (2) years, except that appointments to fill vacancies, occurring other than by expiration of terms, shall be filled for the unexpired term only. It shall be the duty of the chair to promptly notify the city council of a vacancy.

Sec. 2-339. Officers.

The commission shall annually elect one of its members as chair at the first meeting after the beginning of each fiscal year. The chair shall appoint a vice-chair from the remaining commission members. The chair shall preside at all meetings. In the absence of the chair or the chair's inability to preside, the vice-chair shall preside. The commission rules may specify the duties of the officers.

Sec. 2-340. Meetings; quorum; rules.

The commission shall meet at least quarterly. Five (5) members shall constitute a quorum to do business. The commission may adopt rules for the conduct of its business.

Secs. 2-341—345. Reserved.

DIVISION 13. DISABILITIES COMMISSION

Sec. 2-346. Disabilities commission; establishment, composition, terms.

- (a) An advisory commission to be known as the Columbia Disabilities Commission is hereby established. The commission shall be composed of the city's ADA coordinator and twelve (12) members appointed by the mayor and approved by the city council. Seven (7) members shall be persons with significant disabilities as defined by the Americans with Disabilities Act. Two (2) members shall own or operate businesses in the Columbia area. Three (3) members shall have particular knowledge or experience in providing services to individuals with disabilities or an interest in the welfare of the city residents with disabilities. All appointed members shall be residents of the city.
- (b) Members shall serve three-year staggered terms. In order to establish staggered terms, four (4) members of the initial board shall be appointed to one-year terms, four (4) shall be appointed to two-year terms and four (4) shall be appointed to three-year terms. After the initial appointment, all members shall be appointed for three-year terms, except that appointments to fill vacancies shall be for unexpired terms only. Members shall serve until their replacements are appointed.

Sec. 2-347. Duties, meetings.

- (a) The commission shall meet at least quarterly. Seven (7) members shall constitute a quorum to do business. The commission shall elect a chair, a vice-chair and a secretary from its members. Each officer shall hold office for a term of one (1) year. The chair of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent, without being excused, from twenty-five (25) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member who is absent, without being excused, from three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the chair to promptly notify the city council of the vacancy.
- (b) The commission shall hold public meetings to consider the concerns of residents of the city with disabilities and advise the city council as necessary.
- (c) The commission shall review or monitor accessibility of public and private facilities and shall educate the business community, civic groups and the public as to the concerns of residents with disabilities.
- (d) The commission shall act as liaison between the city and other organizations working with persons with disabilities and shall encourage communication and cooperate among them.

Secs. 2-348—355. Reserved.

passa		This ordin	ance shall be	in full force	and effec	t from and after its
	PASSED	this	day of			, 2013.
ATTE	ST:					
City C	lerk			Mayor and	Presiding	Officer
APPR	OVED AS TO	FORM:				
City C	ounselor					



Source: Law

Agenda Item No:

To: City Council

From: City Manager and Staff

Council Meeting Date:

Dec 17, 2012

Re: Recodification of City Code Provisions Pertaining to City Boards and Commissions

EXECUTIVE SUMMARY:

The ordinances establishing many of the City's boards and commissions have been codified in Chapter 2 of the City Code. Most of these provisions are in Article V of Chapter 2. Staff has prepared an ordinance for Council consideration that would move sections related to three boards and commissions from different articles to Article V and that would renumber the sections of Article V. No substantive changes have been made to any of the sections pertaining to boards and commissions.

DISCUSSION:

The number of City boards and commissions has roughly doubled since the City ordinances were last codified in 1985. The ordinances establishing many of these boards and commissions were codified in Chapter 2, Article V of the City Code. There were insufficient section numbers available in Article V to handle the increase in boards and commissions. This was addressed by adding decimals to Section 2-375 for a number of boards and commissions and by placing the ordinances for several boards and commissions in different articles of Chapter 2.

The recent elimination of several boards and commissions has increased the number of available section numbers. Renumbering Article V will also eliminate some reserved section numbers.

The proposed ordinance would place all Chapter 2 boards and commissions in one article and would allow room for the addition of future boards and commissions.

The proposed ordinance would not make any changes (other than renumbering) to the sections pertaining to boards and commissions.

FISCAL IMPACT:

None.

VISION IMPACT:

http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php

None.

SUGGESTED COUNCIL ACTIONS:

Passage of the ordinance.

FISCAL and VISION NOTES:								
City Fiscal Impact Enter all that apply		Program Impact		Mandates				
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No			
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?	No	Vision Implementation impact				
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site				
Estimated 2 year net costs:		Resources Required		Vision Impact?	No			
One Time	\$0.00	Requires add'I FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #				
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #				
		Requires add'l capital equipment?	No	Fiscal year implementation Task #				