



Legislation Details (With Text)

File #: 22-017 **Version:** 1 **Name:**
Type: Information/Discussion Item **Status:** Agenda Ready
File created: 11/16/2021 **In control:** City Council
On agenda: 1/11/2022 **Final action:**
Title: Update and discussion on Board and Commission Governance Effectiveness Review.
Sponsors:
Indexes:
Code sections:

Attachments: 1. 1 - 2021 Board and Commission Survey Results - Members, 2. 2 - 2021 Board and Commission Survey Results - Staff, 3. 3 - Northfield Board and Commission Comparison Review, 4. 4 - Comparable City Board and Commission Overview, 5. 5 - Comparable City Board and Commission Detailed, 6. 6 - 4.32 Legal Hold, 7. 7 - 4.37 Respectful Workplace, 8. 8 - 4.50 Ethical Standards of Conduct, 9. 9 - 4.57 Travel and Training Expenses, 10. 10 - Board and Commission Governance Effectiveness Review Presentation

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: January 11, 2022

To: Mayor and City Council

From: Sara Hoffman, Deputy Clerk Clerk (continued temporary interim position)
Ben Martig, City Administrator

Update and discussion on Board and Commission Governance Effectiveness Review.

Action Requested:

The Northfield City Council will discuss the Board and Commission Governance Effectiveness Review in context of 2021-2024 Strategic Plan initiatives and provide feedback and guidance to staff on next steps.

Summary Report:

City Administrator Martig will give a presentation on the Board and Commission Governance Effectiveness Review completed by staff in response to a 2021-2024 Strategic Plan initiative. The review looked at 2021 board and commission survey results, current board and commission processes, gaps in these processes, opportunities for improvement, what initiatives other cities have executed, and suggestions/additions to the current board and commission process.

Attachments include: (1) 2021 Board and Commission Survey Member Results, (2) 2021 Board and Commission Survey Staff Results, (3) Northfield Board and Commission Comparison Review, (4) Comparable City Board and Commission Overview, (5) Comparable City Board and Commission Detailed Review, (6-9) Northfield Employee Handbook documents currently referencing Council and Board/Commission Members, and (10) Meeting Presentation.

Staff requests feedback and guidance from Council regarding the priorities presented to them.

Financial Impacts:

N/A.

Tentative Timelines:

- **Bylaws:** Update bylaws with uniform formatting and standardized content for boards and commissions by the second quarter of 2022.
- **Training/Guidance:** Create and/or modify training and onboarding presentations and documents for board and commission members by the end of the third quarter of 2022 for use in late 2022/early 2023 training.
- **Collaboration:** Design and implement a process to closer align board and commission output to the City Council strategic direction by mid-2023 for the start of implementation in late 2023 and full execution in 2024.