

ITEM	STAFF RECOMMENDATION	BOARD MEMBER RESPONSE TO RECOMMENDATION & COMMENTS
<b>Model Fort Collins City Council</b>	Staff feel this level of detail is too much for a volunteer Advisory Board, so we are providing other suggestions for your consideration. So first item of feedback is, do you agree or disagree on staffs decision?	<ul style="list-style-type: none"> <li>* As a start I suggest you look at the City of Fort Collins website and see how the city council agendas are presented. If something similar to those agenda items could be developed then I could make more detailed comments on what you draft.</li> <li>* Overall, I agree that staff's proposed level of detail better fits a volunteer.</li> <li>* Agree—we have a small staff here. We don't need the level of detail the FC Council has as we don't have the level of responsibility. Always great to step back and look for continuous improvement.</li> <li>* I agree. While the Council agenda packet has some very nice features, neither the staff preparation time nor the Board review time are justified based on the level of decision-making (i.e. advisory level) for this group.</li> <li>* Agree [w/ staff recommendation]</li> <li>* Agree [w/ staff recommendation]</li> <li>* Agree [w/ staff recommendation]</li> </ul>
<b>Draft Packet #1</b>	The entire packet (except news articles) as a single PDF	<ul style="list-style-type: none"> <li>* I like the first one a bit more for ease of reading but frankly the 2nd one is easier if I want to print out only certain items. (I try to take notes and not print out much if I can help it). So, pros and cons, really, not a big deal to me either way.)</li> <li>* I prefer the Draft #1, the single pdf, for use with my iPad during meetings. Having page numbers on the agenda is very helpful. I can live with #2 but it will be more fuss.</li> <li>* I like the entire packet as a PDF but would also like a hybrid. Attachments more than say 7 or 8 pages not in the packet, but everything else included.</li> <li>Either works for me.</li> <li>* Like #1 best</li> </ul>
<b>Draft Packet #2</b>	Number ordered attachments corresponding to the agenda.	<ul style="list-style-type: none"> <li>* I prefer Packet # 2 (numbered attachments).</li> <li>* If you are "stringing" the attachment they should have better names. At least my computer only shows "Attachment 1 ol" so I have to open it to figure out what it really is.</li> <li>* Either works for me.</li> </ul>

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<b>Agenda Overall Format</b>	See agenda	<p>* Agree with new system, and Decision and Update proposal.</p> <p>* I like this approach. Separating out the informational from the action items provides a clear focus and will be an efficient use of our time both in preparation and in the meetings. I like the agenda tied to the PDF as we all try to be more 'electronic' in our reviews.</p> <p>* I am ok with the changes in the agenda.</p> <p>* Everything in this email from you looks fine to me.</p> <p>* My concern has not been about the exact form but the lack of an agenda summary, information, analysis, financial impacts, public process, and staff recommendation supported by appropriate tables and graphics.</p>
<b>Information &amp; Announcement Items</b>	<p>Will be self explanatory and will be reviewed only if you have questions. Ongoing reports, like the Operations and Sales Tax reports will be included here. Anything requiring background information will be in Discussion.</p> <p><b>Will continue to review the top/important items as time permits.</b></p>	<p>* I think there are advantages to going through the Info &amp; Announcements. Takes place when people are still eating, so it is info that doesn't require great concentration when there is paper rustling, etc. Also, when people are a little late for the meeting, they are only missing the "warm-up" period. Also, some of the items are congratulatory items that allow us to cheer for accomplishments... always a good thing. And sometimes a verbal presentation of items can provide extra useful information. All that being said, if the rest of the agenda is very large, Info &amp; announcements could be skipped to expedite attention to discussion issues. It is hard on me when meetings last past 8:30.</p> <p>* Some of the informational items would need to be emphasized</p> <p>* I think that going through the information and announcement items sometimes leads to additional important information but I can see the value of this new system as it will offset the additional time that will now be spent on the Discussion items.</p> <p>* Agree with previous comment</p> <p>* I think this is fine—as a group we need to commit to reading and getting any questions together. The Staff should still have the option of highlighting something in the meeting that is very unique or you want to acknowledge the work done, etc. Love the links to documents—super convenient.</p>

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<p><b>Discussion &amp; Updates Items</b></p>	<p>These items will range in materials provided depending on the topic. Expectations of OLAB members are to listen, ask questions and make suggestions or comments. No decisions are made here.</p>	<p>* Really like splitting out discussions vs. decisions—though you may at your discretion swap these around. I think in the agenda review we can always change or add things—we need to be fleet on our feet! Any time we have a discussion on a natural area or decision, can we have the link to the current management plan listed right on the agenda—if not too much trouble? That provides great context and we need to make sure we’ve done our homework to have a good discussion.</p> <p>* I appreciate all of the extra work this will require of the staff.</p> <p>* Agree with previous comment</p> <p>* I agree with all of this.</p>
	<p>Sometimes, there may be a Discussion Item and an immediate subsequent Action Item. Ideally, this would rarely happen as we can plan ahead most of the time, however, this is not always the case as was the issue with last months Wildlands Restoration partnership budget request of \$10,000 for the Big Thompson Canyon. In these cases the Discussion item would note that there is a budget request, and the request or recommendation would show in the Capital Development &amp; Acquisition Summary.</p>	<p>* I think we must remain flexible to meet these situations and it is our (board members) responsibility to have reviewed the agenda, do research if we have questions BEFORE the meeting</p> <p>* Agree with previous comment</p> <p>* I think that is a good approach—things always happen.</p> <p>* <b>Disagree</b> with immediate subsequent Action Item proposal. wait for discussion at a meeting.</p>
	<p>Staff have discussed and recommend that any Power Point presentations (by staff or guests) will not be included in the packets.</p>	<p>* Power Points in advance? NO. This robs each presenter of the one-on-one Q &amp; A aspect of a meeting Power Point.</p> <p>* I concur that presentations should not be included allowing for flexibility in preparation.</p> <p>* Absolutely agree.</p> <p>* Agree with previous comment</p> <p>* Fine with out the power point if it’s not available. If you think it’d be helpful for us to have a draft of something so that we have better questions, I think it’s ok to include and mark it as a draft. I don’t think I’d worry about people not being engaged if they’ve read it—always so much richer in a presentation and the discussion is always helpful.</p> <p>* I agree regarding the power points</p>

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<p><b>Action Items</b></p>	<p>FOR BUDGET REQUESTS: Capital improvement and/or partnership budget requests over \$X (an amount TBD) will be accompanied by a budget request memo (see attached example). These budget requests will also be noted on the agenda and requested in the Capital Development &amp; Acquisition Summary sheet. Under \$X will either be listed in Information items or put on Discussion items if it requires some form of presentation. Land acquisition budget requests will come in the form of <i>Final Review</i> (per our BOCC approved process-attached) which includes a budget and map in the packet, as well as requested on the Capital Development &amp; Acquisition Summary sheet.</p> <p>Currently, staff recommend \$X as \$50,000 or below as the "flexibility" amount that would not need recommendation from the board. Keep in mind this is for the Capital Development &amp; Acquisition Budget only, not the Longterm Management (which does not come to the Board). The \$50k figure was thought of only because it matches our Procurement Policies and Procedures, meaning if total project cost is estimated over \$50,000 we must go through Purchasing and a formal bid process to do the work. Anything between \$5k-\$50k just requires 3 quotes obtained by staff. We are not stuck on this amount, but need your feedback to confirm our thoughts, or suggest another appropriate amount.</p> <p>FOR ANY OTHER KIND OF ACTION ITEM: for example the adoption of a planning document, will ideally have been reviewed in Discussion Items at least once prior to an Action request. Final reports or documents will be attached in the packet.</p>	<p>* While I am not sure we need to approve the smaller development projects, I would still like them to come before the board as informational or discussion items. We probably need more discussion on how this would work and the threshold amount. probably also need a refresher on which things are Longterm management and which are development and how that gets decided and by whom.</p> <p>* \$50,000 feels high to me, but that is because I live such a low-budget life! From a CD&amp;A budget perspective, what items in the last few years have been under 50K?        * I think this is fine.        * \$50K is acceptable to me.        * Agree with previous comment</p> <p>* If possible</p>
<p><b>Financial Reports</b></p>	<p>This section will no longer exist.</p> <p>Capital Development &amp; Acquisition Summary sheet - will only be included when a budget request is on the agenda and it will now accompany the topic under Action Items.</p> <p>Annual financial reviews or updates (like Cash Flow) will be in Discussion.</p>	<p>* Like an annual review—it's the time to bring up issues, then you need to be able to manage to that budget. Ok to be more often if needs change.</p>

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<b>Executive Session</b>	<p>Staff recommend that we do not indicate if we have an Executive session on the agenda, nor do we provide a separate agenda for it. Per our County Attorney, if we create an Executive Session agenda we have to stick to it. We cannot answer any questions from you about another project without going out of Executive session and then back in. This does not seem efficient.</p>	<p>* Executive Session need not be published, in my opinion.</p> <p>* That's fine—we need to just plan on the possibility of an Ex Session.</p>
	<p>Executive session attachments will be sent to just the Board in a separate email marked OLAB Executive Session - confidential.</p>	<p>* This sounds good. I appreciate the separate exec session email with the confidential marking.</p> <p>* Good idea, should be separate. In FC we don't see land purchase information ahead of time in an e-mail. But often, as in the County, we've reviewed it before.</p>
<b>News Articles</b>	<p>We propose News articles always be attached separately so as not to bog down the one big PDF (if that is the route everyone prefers via their feedback.)</p>	<p>* Routing separately is great—I appreciate the articles!</p> <p>* Good idea.</p> <p>* Yes</p> <p>* Yes</p>
<b>Other Comments</b>		<p>* Let's take a few minutes 1/year to ask if we have ideas for improvement, saving staff time, etc.; needs and ideas will evolve. We need you to be upfront if something becomes a burden to the Staff. Thank you!</p> <p>* First of all, good job! This is a good presentation of issues and options. I hope that this "fresh approach" will help keep us focused on the issues that we are called to address. My responses are imbedded below. Thank you for your attention to these issues.</p> <p>* Please see my responses following each request for feedback. Thank you and all of the staff for the extra effort they have put forth in addressing the issues raised at the last board meeting.</p>