

CONTACT INFORMATION

DIRECTOR	STAFF LIAISON	DEPT	BOARD-COMMISSION-COMMITTEE
Sheela Amin	Sheela Amin	Clerk	Adjustment, Board of
John Glascock	Kathy Frerking Tammy Puett	PW	Airport Advisory Board
Tim Teddy	Mitch Skov Denise Clark	PL	Bicycle/Pedestrian Commission
John Glascock	John Sudduth	PW	Building Construction Codes Commission
Mike Hood	Tammy Miller Kim Partney	PR	CARE Advisory Board
Fred Boeckmann	Fred Boeckmann Penny St. Romaine	LAW	Citizens Police Review Board
Bill Watkins	Paula Hertwig-Hopkins Billye Clemons	CMO	Columbia Vision Commission
Tim Teddy	Tom Lata Kathy Sides Denise Clark	PL	Community Development Commission
Stephanie Browning	Steve Hollis Shawna Victor	Health	Community Services Advisory Commission
Tim Teddy	Tim Teddy Pat Zenner Denise Clark	PL	Comprehensive Plan Task Force
Lorah Steiner	Lorah Steiner	CVB	Convention & Visitors Advisory Board
Marie Hunter	Marie Hunter	CA	Cultural Affairs Commission
Marie Hunter	Marie Hunter	CA	Cultural Affairs Standing Committee on Art
Margrace Buckler	Margrace Buckler Roxanne Combs	HR	Disabilities Commission
Bill Watkins	Tony St. Romaine Billye Clemons	CMO	Downtown Columbia Leadership Council
John Glascock	Nadine Davis	PW	Electrical Examiners, Board of
Mike Schmitz	Mike Schmitz Stephanie Brown Marilyn Thorpe	WL	Environment & Energy Commission
Lori Fleming	Lori Fleming Shirley Carden	Finance	Finance Advisory Audit Committee
Lori Fleming	Lori Fleming Shirley Carden	Finance	Firefighters' Retirement Board
John Glascock	John Glascock Jill Stedem	PW	GetAbout Columbia: Non-Motorized Transportation Pilot Project Advisory Committee
Stephanie Browning	Stephanie Browning Brett Loudermilk	Health	Health, Board of
Margrace Buckler	Margrace Buckler Roxanne Combs	HR	Health Insurance Appeals Board
Tim Teddy	Rachel Bacon Denise Clark	PL	Historic Preservation Commission
N/A	Phil Steinhaus Columbia Housing Authority; 201 Switzler Street; 65203; psteinhaus@columbiaha.com	n/a	Housing Authority Board
Stephanie Browning	Steve Hollis Shawna Victor	Health	Human Rights Commission
Toni Messina	Sam Shelby	CMO	Internet Citizens Advisory Group
N/A	Melissa Carr Daniel Boone Regional Library; P. O. Box 1267; 65205-1267; mcarr@dblr.org; (direct line 817-7011)	n/a	Library District Board
Lori Fleming	Lori Fleming Shirley Carden	Finance	Liquor License Review Board
Mike Hood	Tammy Miller Brian Higgenbotham	PR	Mayor's Committee on Physical Fitness
John Glascock	Daryl Brown	PW	Mechanical Examiners, Board of
Leigh Britt	Leigh Britt	Neighborhood Services	New Century Fund Board
Mike Hood	Tammy Miller	PR	Parks & Recreation Commission

DIRECTOR	STAFF LIAISON	DEPT	BOARD-COMMISSION-COMMITTEE
Margrace Buckler	Margrace Buckler Roxanne Combs	HR	Personnel Advisory Board
Tim Teddy	Pat Zenner Denise Clark	PL	Planning & Zoning Commission
John Glascock	John Simon	PW	Plumbing Examiners, Board of
Lori Fleming	Lori Fleming Shirley Carden	Finance	Police Retirement Board
Bill Watkins	Tony St. Romaine Billye Clemons	CMO	Public Building and Finance Committee
Bill Watkins	Paula Hertwig-Hopkins Billye Clemons	CMO	Public Communications Resource Advisory Committee
John Glascock	Unknown - Pending Commission	PW	Public Transportation Advisory Commission
Mike Schmitz	Mike Schmitz Marilyn Thorpe	WL	Railroad Advisory Board
Bill Watkins	Carrie Gartner 11 S. 10th Street; 65201; cgartner@discoverthedistrict.com Paula Hertwig-Hopkins	n/a CMO	Special Business District Board
Stephanie Browning	Steve Hollis Shawna Victor	Health	Substance Abuse Advisory Commission
N/A	Dan Kuebler P. O. Box 1092; 65205; Ph 573-657-1125; Cell 573-356-9388; dlkuebler@yahoo.com; http://sfc.missouri.org/index.html		Sustainable Farms & Communities Inc. Board
Bill Watkins	Tony St. Romaine Billye Clemons	CMO	Tax Increment Financing Commission
N/A	Frankle Anderson University of Missouri Extension Boone County; 1012 N. Highway UU; 65203; Ph 445-9792; Fx 445-9807; http://extension.missouri.edu/boone/	n/a	University of Missouri Extension Council of Boone County
Mike Schmitz	Mike Schmitz Marilyn Thorpe	WL	Water & Light Advisory Board

Introduced by Hindman Council Bill No. PR 127-97A

Permanent Record
Filed in Clerk's Office

A POLICY RESOLUTION

establishing policies relating to appointments to City boards and commissions.

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

SECTION 1. The following actions shall be taken to advertise vacancies on City boards and commissions:

A. News releases which list all vacancies on City boards and commissions shall be distributed to local news media. The news releases shall include a brief description of the boards and commissions which have vacancies, the eligibility requirements for each vacant position and relevant information on filing an application with the City Clerk. The information in the news releases shall also be placed on COIN.

B. Board and commission vacancies shall be listed in the Thursday "City Source" ad in the Columbia Daily Tribune.

C. Board and commission vacancies shall be announced during the City Manager's agenda press conferences.

D. Ads shall be placed in the front section of the Columbia Daily Tribune announcing vacancies on City boards and commissions. The ads shall include brief descriptions of the boards and commissions which have vacancies, the eligibility requirements for each vacant position and relevant information on filing an application with the City Clerk.

SECTION 2. Applications for City board and commission positions shall be submitted to the City Clerk's office and must be received no later than 12:00 noon on the second Friday following an advertised vacancy. If the second Friday is a holiday, the deadline shall be extended to 12:00 noon on the following business day. Applications received after the deadline shall be marked "Late." If there is an insufficient number of qualified applicants to fill all vacant positions on a board or commission, the vacancy will be readvertised and all late applications will be forwarded to the City Council for consideration, along with any new applications received in response to the advertising. If there is a sufficient number of qualified applicants to fill all vacant positions on the board or commission, a late application for the position shall be kept on file for one year. During this period, the applicant may apply for any board or commission vacancy by submitting to the City Clerk's office a timely written request for consideration in lieu of an application form.

ADOPTED this 2nd day of September, 1997.

ATTEST:

Derry St. Rouane
City Clerk

L. Ann Hindman
Mayor and Presiding Officer

APPROVED AS TO FORM:

Fred R. Bushman
City Counselor

Introduced by Hindman Council Bill No. PR 127-97A

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B. Board and commission vacancies shall be listed in the Thursday "City Source" ad in the Columbia Daily Tribune. ^{- This is no longer done b/c not an efficient use of funds per Public}

C. Board and commission vacancies shall be announced during the City Manager's agenda press conferences. ^{- This is generally not done and would be difficult due to timing for all to be included.}

D. Ads shall be placed in the front section of the Columbia Daily Tribune announcing vacancies on City boards and commissions. The ads shall include brief descriptions of the boards and commissions which have vacancies, the eligibility requirements for each vacant position and relevant information on filing an application with the City Clerk. ^{done in both Missouri & Tribune}

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^{would prefer to minimize b/c info tends to be outdated}

ADOPTED this 2nd day of September, 1997.

ATTEST:

Derry St. Lawrence
City Clerk

L. W. Hindman
Mayor and Presiding Officer

APPROVED AS TO FORM:

Frank Hindman
City Counselor

We might want to be less specific... say something like:
The City Clerk shall notify the public regarding vacancies on City boards and commissions using a variety of methods, which may include news releases, paid notices, placing the notice on the website, etc.

CITY OF COLUMBIA BOARDS & COMMISSIONS VACANCY NOTICE

The City Clerk is accepting applications for the following boards and commissions. Applications must be in the Clerk's Office, 701 E. Broadway, 4th floor, by **noon, Friday, December 4, 2009**. Applications may be obtained at the City Clerk's Office or can be found at the City's web site: "www.GoColumbiaMo.com".

BOARD OF MECHANICAL EXAMINERS: 1 vacancy with term to expire June 17, 2011. Must be a general contractor not in the HVACR business and a resident of the City of Columbia. The Board is empowered to give examinations for mechanical heating, ventilation, air conditioning and refrigeration licenses and certificates. Monthly meetings held on the second Tuesday of the month at 5:00 p.m.

BUILDING CONSTRUCTION CODES COMMISSION: 2 vacancies for alternate members (to serve in absence of the regular member) with terms expiring August 1, 2010 are needed for the following categories: professional engineer with experience in electrical/mechanical engineering and a master plumber. The Commission periodically reviews and makes recommendations relating to building construction codes. Monthly meetings held on the fourth Monday of the month at 4:30 p.m.

COLUMBIA VISION COMMISSION: 2 vacancies for coordinating committee members. One must be a qualified voter residing within the City of Columbia (term to expire December 15, 2011) and one must be a resident of Boone County, not residing within the city limits of Columbia (term to expire December 15, 2012). Both must have demonstrated a commitment to the visioning process. Candidates will be evaluated on the ability to work with data and understand systematic relationships, the ability to work collaboratively, management skills, independence, existing memberships or positions, and contributions to the diversity of the Commission. The Commission tracks, monitors and assists with the implementation of the visioning process. Meetings held on call.

COMMUNITY DEVELOPMENT COMMISSION: 1 vacancy with term to expire November 1, 2012. Must be a resident of Ward 4 and a qualified voter of the City of Columbia. 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. The Commission acts in an advisory capacity in all matters pertaining to community development. Monthly meetings held on call.

COMMUNITY SERVICES ADVISORY COMMISSION: 2 vacancies with terms to expire December 31, 2012. Must be qualified voters and residents of the City of Columbia. 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. (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.) The Commission advises the City and County in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens. Monthly meetings held on the third Tuesday of the month at 7:00 p.m.

FIREFIGHTERS RETIREMENT BOARD: 1 vacancy with term to expire December 31, 2011. Must be a registered voter and resident of the City. The Board oversees and establishes policies for the fire retirement trust. Quarterly meetings held on call.

MAYOR'S COMMITTEE ON PHYSICAL FITNESS: 2 vacancies with terms to expire November 30, 2012. The Committee educates the public about the importance of regular physical fitness activity and promotes, initiates and encourages local physical fitness and sports programs in the community. Monthly meetings held as needed; quarterly meetings held the first Tuesday of the designated month at 12:30 p.m. **(MAYOR'S APPOINTMENT)**

POLICE RETIREMENT BOARD: 1 vacancy with term to expire December 31, 2011. Must be a registered voter and resident of the City. The Board oversees and establishes policies for the police retirement trust. Quarterly meetings held on call.

PUBLIC COMMUNICATIONS RESOURCE ADVISORY COMMITTEE: 5 vacancies. One member each is needed from Ward 1 (term to expire December 31, 2010), Ward 2, Ward 3, Ward 6 and one member may be from any Ward (with terms to expire December 31, 2011). All must be qualified voters and residents of the City of Columbia, and be experienced in the field of communications, citizenship or management of not-for-profit organizations. Members shall not be paid officers or employees of the City, nor shall they serve on the board of

directors or be employed by any entity that applies for funding through the committee or which receives funding upon recommendation of the committee. The Committee advises the City Council in allocating designated revenue to entities that provide public communication services to Columbia citizens. Monthly meetings held on the fourth Thursday of the month at 4:00 p.m.

SPECIAL BUSINESS DISTRICT BOARD: 3 vacancies with terms to expire January 1, 2013. Must be a resident of the district or be employed by, own, manage, or operate a business located within the Special Business District or must be an owner of real property within the Special Business District. The Board makes recommendations to the Council regarding the Special Business District. Monthly meetings held on the second Tuesday of the month at 4:00 p.m.

SUBSTANCE ABUSE ADVISORY COMMISSION: 1 vacancy with term to expire October 31, 2010. Shall have demonstrated interest in and concern for substance and alcohol abuse problems in the community. The Commission promotes coordination of programs intended to prevent and eliminate alcohol and substance abuse. Monthly meetings held on the second Wednesday of the month at 12:00 p.m.

SUSTAINABLE FARMS AND COMMUNITIES BOARD: 2 vacancies with terms to expire December 31, 2011. Must be a resident of the City. Members are responsible for overseeing the future construction, maintenance and operations of a farmers market community center. The Sustainable Farms and Communities, Inc. is a Missouri not-for-profit corporation. Meetings held on call.