

B&C Survey and Interview Dashboard

As part of the Boards and Commission Task Force evaluation of the City of Rockville's boards and commissions. The dashboard provides a format for evaluation and discussion of the five characteristics for each board and commission. These characteristics are Relevance, Effectiveness, Diversity, Operational Performance, and Transparency. Individual boards and commissions were classified in each of the five areas as (WOW!) outstanding performance, (OK) satisfactory, no major shortfalls, (I) improvement needed. Areas of potential improvement were also discussed for each group in each category, and specific recommendations developed through consensus. It is important to note that any deficiencies are related to process and structure, not the volunteers themselves.

Boards and Commissions Evaluation Dashboard

Group Name	Legal Requirement	Relevance	Effectiveness	Diversity	Operational Performance	Transparency	Key Recommendations to Mayor and Council
	Select: >> None >> City Resolution >> City code	Legend: >> WOW!: outstanding performance >> OK: satisfactory, no major shortfalls >> I: improvement needed					
Example: BCTF	City Resolution	OK	NA	OK	OK	I	1. Too early to evaluate Effectiveness as BCTF is in the process of gathering data for its report to Mayor and Council. 2. Operational Performance is strong. 3. Minutes to be posted to increase Transparency.
Animal Matters Board	City code	I	NA	I	I	NA	Need to revise or dissolve. If the board is maintained, the board needs (I) regular communication established between the City liaison and board members to keep them apprised of ongoing events and (ii) redefine the scope of the board's activities to address current issues.
Board of Appeals	State law	OK	OK	I	OK	OK	1. Meets high performance standards. Goals and objectives of each are met by current infrastructure, processes, and scheduling. 2. For improvement, (I) need mechanism to communicate with other boards and commissions dealing with the same issue/site, (ii) Need to fill vacancies expeditiously, (iii) diversity needs to improve
Board of Supervisors of Elections	State law	OK	OK	I	OK	OK	1. Meets high performance standards. Goals and objectives of each are met by current infrastructure, processes, and scheduling. 2. For improvement, expeditiously fill vacancies with knowledgeable members. Appointments should be made prior to the election cycle and consecutive terms for effective board members should be encouraged. Desired background and experience for members should be documented by City. 3. Diversity needs to improve.
Compensation Commission	City code	OK	OK	I	OK	OK	1. Meets high performance standards. Goals and objectives of each are met by current infrastructure, processes, and scheduling. 2. Need members with appropriate background/experience. Consider documenting necessary experience in City guideline. Prior experience is key. City should issue guidelines describing desired experience. Financial advisory board experience is useful. 3. Recruit members early in order to fill vacancies expeditiously; timeline for appointment of members should meet requirements for issuing recommendations on time for the next election cycle. Encourage consecutive terms for effective members.
Cultural Arts Commission	City Resolution	OK	OK	I	I	OK	1. improve process for recruiting and appointing new members. 2. Modify code to provide greater clarity on their mission and identify other ways to expand role, funding and visibility within the city. 3. Improve support from Mayor and Council and City, especially city staff liaison.

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Environment Commission		OK	I	I	I	I	1. Clarify roles, expectations and processes within commission, subcommittees, and with City. 2. Clarify M&C expectations for the commission. 3. Create annual written plan and align resources to meet written plan.
Ethics Commission	State law and City Code	OK	OK	OK	OK	OK	1. Change the Board and Commission Guidelines to require annual work plans for all self-initiated projects and annual reports on the work performed. 2. Change the Board and Commission guidelines to require more detail on the subjects of Advisory Opinions being discussed by the Commission. 3. Try to appoint female to board to fill upcoming vacancy to maintain gender diversity.
Historic District Commission	Federal law, State law, and City Code	OK	OK	OK	I	OK	1. Mayor and Council should explore alternative methods of appointing Commission members to see if the impasse on HDC appointments can be broken in the future. 2. HDC need to find more effective ways to communicate technical aspects of work to Mayor and Council in order to increase understanding of need for qualified board members to fill vacancies.
Financial Advisory Board	Chtr 2, Div. 2	OK	OK	OK	OK	OK	Explore strategies for attracting additional qualified, diverse members who want to stay committed for extended periods.
Human Rights Commission	Chapter 11 Code	OK	OK	OK	I	OK	expand to cover more events and other groups (LGBT and others)
Human Services Advisory Commission	None	I	I	OK	OK	OK	1. Grant program could be more efficient if grants were for 2 years instead of 1 year; otherwise grantees are constantly working on grant applications instead of actual work. 2. Direct communication with Mayor and Council and collaboration with other organizations could improve effectiveness. 3. Commissions role is primarily grant approval, monitoring and admin; could be more relevant with more advocacy work

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Landlord/Tenant Affairs Commission	Chtr 18	OK	OK	OK	OK	OK	guided by code and admin law operations
Personnel Appeals Board		OK	NA	NA	NA	NA	Consider automatic appointment of three staff or volunteers from related bodies that is triggered when there is a complaint.
Planning Commission	State Law	WOW!	WOW!	OK	WOW!	OK	The workload of volunteers on this commission should be considered when addressing resources during the budget process.
Rec & Parks Advisory Board		OK	I	I	I	I	Restructure with attention to proliferation of subgroups for improved operations and efficiency. Consider additional resources for the second largest department in City government.
REDI (Rockville Economic Development Inc.)		OK	I	I	OK	I	The Mayor and Council and REDI board could benefit for annual goal setting and review of opportunities as opposed to the REDI board identifying things that come to their attention through their own networking with the business community.
Retirement Board		OK	WOW!	I	OK	OK	no recommendations
Rockville Housing Enterprises		OK	WOW!	I	OK	OK	A succession plan is needed for the chair of the board and vacancy needs to be filled.
Rockville Seniors, Inc.		OK	OK	I	I	I	More collaboration with Senior Commission and County
Rockville Sister City Corporation		OK	OK	OK	OK	I	Develop additional Sister Cities with connections to Rockville population.
Senior Citizens Commission	City Resolution	OK	I	OK	I	I	Establish role-clarity between Rockville Seniors, Inc. and Senior Citizens Commission.

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Sign Review Board	City Code	I	I	OK	I	I	1. Eliminate the Sign Review Board. Update the City Code, as per staff recommendations. 2. Distribute the SRB's authority to City Staff and the Board of Appeals.
Traffic and Transportation Commission	City Code	OK	I	OK	I	OK	1. Improve data sharing with the Commission through city, county, and state agencies. 2. Adopt MOUs to grant access to preliminary data.
Recreation and Parks Foundation Inc.		NA	I	NA	NA	I	The Foundation's sole purpose is fundraising to augment the Parks and Recreation budget. Efforts have been minimal. Staff from this large department realize the need to rejuvenate the Foundation but resources are limited.
Charter Review Commission							
Asian American Task Force							
Bicycle Advisory Committee							
Pedestrian Advisory Commission							