



SPECIAL MEETING AGENDA ITEM

June 23, 2010

TO: The Honorable Mayor and City Council Members
 FROM: John Szerlag, City Manager
 SUBJECT: Staff Time Spent on Supporting Boards and Committees

The attached table indicates the estimated number of hours that departments spend in support of boards and committees.

The table does not include City Administration's involvement with City Council activities. The City Manager's, City Attorney's and City Clerk's Offices offer routine support to various boards and committees that are not quantified in this document.

Board or Committee	Department(s)	Estimated Hours/Year
Advisory Committee for Persons with Disabilities	Building	96
Advisory Committee for Senior Citizens	Parks and Recreation	60
Animal Control Appeals Board	Police	15
Board of Canvassers	City Clerk's Office	*
Board of Review	City Assessor's Office	175
Board of Zoning Appeals	Planning	312
Brownfield Redevelopment Authority	City Manager's Office	40
	Planning	10
	Risk Management	<u>25</u>
	Total	65
Building Code Board of Appeals	Building	150
Cable Advisory Committee	Community Affairs	16
Charter Revision Committee	City Clerk's Office	20
Civil Service Commission (Act 78)	City Clerk's Office	3
	Human Resources	10
	Police	<u>3</u>
	Total	16

Staff Time Spent on Supporting Boards and Committees, Continued
 June 23, 2010

Board or Committee	Department(s)	Estimated Hours/Year
Downtown Development Authority	City Manager's Office	110
	Engineering	10
	Planning	30
	Risk Management	<u>25</u>
	Total	175
Economic Development Corp.	City Manager's Office	***
Election Commission	City Clerk's Office	4
Employees' Retirement System	City Clerk's Office	3
	City Manager's Office	80
	Police	<u>45</u>
	Total	128
	Ethnic Issues Advisory Board	Community Affairs
Historic District Commission	Museum	48
Historic District Study Commission	Museum	44
Historical Commission	Museum	71
Library Advisory Board	Library	280
Liquor Advisory Committee	Police	164
Local Development Finance Authority	City Manager's Office	40
	Planning	10
	Risk Management	<u>25</u>
	Total	75
Municipal Building Authority	City Manager's Office	**
Parks and Recreation Board	Parks and Recreation	126
Personnel Board	City Clerk's Office	3
	City Manager's Office	2
	Human Resources	<u>20</u>
	Total	25
Planning Commission	Planning	720
Retiree Health Care Benefits, Plan & Trust	City Manager's Office	8
Traffic Committee	Engineering	500
	Fire	48
	Police	<u>30</u>
	Total	578

Staff Time Spent on Supporting Boards and Committees, Continued
 June 23, 2010

Board or Committee	Department(s)	Estimated Hours/Year
Troy Daze Festival Committee	Community Affairs	600
	Fire	200
	Parks and Recreation	1,400
	Police	<u>1,000</u>
	Total	<u>3,200</u>
Troy Youth Council	Parks and Recreation	35

- * The Board of Canvassers has been conveyed to the County and there is currently no contact with that board.
- ** No hours expended in support of the Municipal Building Authority in the last 10 years.
- *** This board doesn't meet; no staff time are expended in support of the Economic Development Corp.