



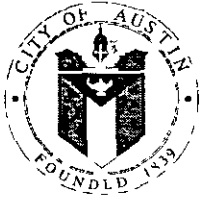
Presentation on Boards and Commission Ordinance

City Council Meeting
10/11/2007



Introduction

- Board and Commission system vital to City of Austin government
- Members expend considerable resources in support of this system
- Imperative to have these resources be used in most prudent way possible



History

- April 5, 2001- Council created a task force to review Boards and Commissions
- Two years of Extensive Study and Research
- October 28, 2003-Task Force presents their final report to Council



Resolution

- April 5th 2007- Council passed resolution directing the City Manager to report back to Council



Recommendations

- **Naming**

- A board would mean a permanent advisory or decision making body and having a life of more than 3 years
- Task Forces would mean a non-codified temporary advisory body established by the City Council for a specific purpose that expires upon the completion of its assigned task or according to a specified deadline

*Future
bodies
called
'boards'*

*Template
for Council
use.*



Recommendations

- **Size and Quorum**

- A board will consist of seven (7) members, one from each Council office
- Any board required to be more or less than seven (7) members, the Mayor will nominate positions subject to confirmation by Council.
- A majority of the total number of authorized board members constitutes a quorum for the conduct of business
- To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.



Recommendations

- **Member Qualifications**

- Except where stated otherwise by federal or state law or City Charter, the board composition and membership qualifications will be directory and not mandatory

- **Staff Liaison**

- The City Manager will be required to appoint an executive level staff person that will be called a “liaison” to support each body that is created. The department director will appoint an administrative staff person to help prepare agendas, post meeting notices, maintain minutes and keep attendance records



Recommendations

- **Eligibility**

- Complete a written application and have it on file with the City
- The person is not eligible to begin service until the person has signed a written acknowledgement
- Appointees must complete the required training within ninety (90) days of appointment



Recommendations

- **Length of Terms**

- Board members would be appointed for a term of three (3) years.
- The term of office for each board member would run concurrently with the term of office for the Council member that makes the appointment
- All board members would be limited to serving no more than nine (9) consecutive years
- All service years for current members will be reduced to zero and the nine (9) year term limit will begin.



Recommendations

- **Financial Reporting**
 - Financial reporting requirements to those boards that have authority to review City contracts or are involved in land development activities
 - These boards are:
 - Zoning and Platting Commission
 - Planning Commission
 - Solid Waste Advisory Commission
 - Environmental Board
 - Water and Wastewater Commission
 - Arts Commission
 - Board of Adjustment
 - Historic Landmark
 - Housing Authority
 - Parks and Recreation Board
 - Urban Renewal Agency



Recommendations

- **Conflict of Interest**

- Before each meeting, a member must state;

- the board member has no conflict of interest related to any item on the agenda or
 - the number of an agenda item for which the board member has a conflict of interest



Recommendations

- **Attendance**

- If a board member misses three (3) consecutive regular meetings, for reasons other than serious illness or injury, they automatically vacate the position

- **Bylaws**

- A standardized set of bylaws for each board that addresses election of officers, roles and responsibilities and Robert's Rules of Order
- Changes to the bylaws can only be made after approval of the Council Committee on Boards and Commissions. Staff recommends all boards adopt the standard set of bylaws, within forty-five (45) days from passage of this ordinance



Recommendations

- **Meeting Requirements**

- Citizen Communication
- Action minutes of meetings
- Each board shall not meet less frequently than quarterly
- Boards may not conduct a closed meeting
- The City Clerk shall post each board meeting agendas and keep a record of postings for all board meetings



Recommendations

- **Annual Review**

- The Council Audit and Finance Committee will determine which boards will conduct a self-assessment
- Each Council office will review the reports generated from these annual review and refer any comments to the Audit and Finance Committee for inclusion in the City Auditor's Service Plan
- Upon completion of a board audit, the City Auditor will present the results to the Council Audit and Finance Committee who will schedule further review



Recommendations

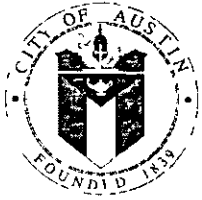
• Training

- All new board members would be required to complete the training within ninety (90) days of their appointment.
- Training will include the following:
 - Introduction and the Austin form of government
 - Board and commission members' roles and responsibilities
 - City's Business Planning Process
 - Ethics
 - Open Meetings Act
 - Robert's Rules of Order
 - Conflict management



Implementation

- All but one of the recommendations can be done immediately and at no cost
- The training recommendation will:
 - Be implemented 45 days after the passage of the ordinance
 - Have outsourced production costs of about \$1,000/video



Next Steps

- October 22, 2007-Present recommendations to the Ethics Commission
- November 8, 2007-Conduct a public hearing on the proposed changes
- Council consider adopting the ordinance with the proposed changes