



Board and Commission Recommendations

Sabine Romero, Law Department
Bob Guz, Office of the City Clerk

April 1, 2013

Resolution 20120301-049

- **Requires posting all Board and Commission Recommendations on the City's website via the Boards and Commissions Information Center (BCIC)**
- **Requires that the City Council be notified when Recommendations have been posted**
- **If a Recommendation is related to a Council agenda item, requires including the Recommendation in the item's backup**
- **Note distinction between approved Board *Recommendations* and Council *Resolutions***

Scope

- **Routine, business-as-usual recommendations do not require the creation and posting of this new document type**
- **Intended for cases where a Board/Commission**
 - Would currently pass a Resolution, or create a Memo or Letter to Council
 - Wants to issue a formal communication to Council on a significant issue
 - Wants to share with Council the details, explanations, and rationale for their decision
- **In these cases a Recommendation document should be created and uploaded to BCIC**
 - Use the template/guidelines provided by OCC

Example

Public Safety Commission

Monday, March 4, 2012

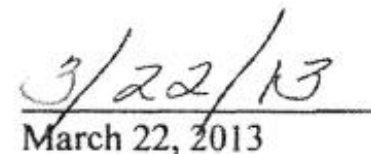
Regular Meeting

Item for Action

Discussion and Possible Action Items: Chief of Staff David Carter presented an update to the Public Safety Commission about four ARIC Privacy Policy Committee Recommendations that have been implemented to govern the dissemination of information, public information requests, the use of peer to peer external audits and training document maintenance. This led to questions and discussion from the Commission about the City of Austin's vacancy on the Committee.

Commissioner Ko moved to strongly urge the Austin City Council to act quickly to fill their vacancy on the ARIC Privacy Policy Committee particularly because the City of Austin is responsible for appointing the community advocate to the Committee. Commission Rossmo offered a second and the motion passed unanimously.


Tara Long, Support Staff Liaison
Public Safety Commission


March 22, 2013

Goals

- **Increase transparency internally and externally**
- **Establish standardized practices, indexing conventions, and records management controls**
- **Ensure that the City Council is notified of all Board and Commission Recommendations**
- **Make the procedure as simple as possible, using existing processes**
- **Implementation Date: Monday, April 1**

BCIC Meeting Page



2013 Meetings: Page 1 of 1

2013 Meetings: Public Safety Commission

Meeting documents are also available for: [2012](#) | [2011](#) | [2010](#) | [2009](#)

April 1, 2013

Regular Meeting of the Public Safety Commission

-  [Agenda](#) (125KB)
-  [Backup](#) - AFD Grant Summary (26KB)
-  [Backup](#) - APD Grant Summary (67KB)
-  [Backup](#) - EMS Grant Summary (58KB)

March 4, 2013

Regular Meeting of the Public Safety Commission

-  [Agenda](#) (126KB)
-  [Play video](#)
-  [Backup](#) - AFD Grant Summary (26KB)
-  [Backup](#) - APD Grant Summary (67KB)

Mayor and Council Notification

- **Affects all documents uploaded into BCIC as “Recommendations”**
- **At the next posting time (10:00am and 3:00pm), the document is posted to the Board’s BCIC page on the public website**
- **An email notification is sent to Mayor and Council staff and ACMs indicating:**
 - Name of the Board/Commission
 - Meeting/approval date
 - Brief description entered by the staff liaison, including the Recommendation number
 - A link to the posted document

BCIC/Board Liaison Responsibilities

- **Ensure all approved Board Recommendations are uploaded to BCIC**
- **Do not email documents to Candy Parham for distribution, or directly to Council offices**
- **Use Board Recommendation template and/or standard indexing guidelines**

Recommendation Template

Recommendation Number



Name of Board or Commission

BOARD/COMMISSION RECOMMENDATION

[Name of Board or Commission]

Recommendation Number: yyyyymmdd-###

Brief Description of the Topic

[Brief Description of the Topic]

Background for the Recommendation

WHEREAS, there is a significantly larger number of beds for homeless women, to the point that homeless women cannot find a place to stay for days, or even weeks; and

WHEREAS, Ending Community Homelessness Organization (ECHO) is a coalition of service providers is collaborating in an effort to address the urgent lack of shelter beds for homeless women;

WHEREAS, that coalition is advocating with the City of Austin to dramatically increase the number of shelter beds available for homeless women.

NOW, THEREFORE, BE IT RESOLVED that the _____ encourages the Austin City Council to allocate funds and explore all available means in order to create short, medium, and long term solutions for homeless women in Austin.

What the Board requests Council to do

Recommendation Template

WHEREAS, there is a significantly larger number of beds for homeless men in Austin than for homeless women, to the point that homeless women cannot find a safe place to spend the night without waiting days, or even weeks; and

WHEREAS, Ending Community Homelessness Organization (ECHO) is a coalition of service providers is collaborating in an effort to address the urgent lack of shelter beds for homeless women; and ..

WHEREAS, that coalition is advocating with the City of Austin to dramatically increase the number of beds available for homeless women.

NOW, THEREFORE, BE IT RESOLVED that the _____ encourages the Austin City Council to allocate funds and explore all available means in order to create short, medium, and long term solutions for homeless women in Austin.

Date of Approval:

**Date of Approval:
Meeting date**

Record of the vote:

Record of the Vote

Attest:

**Attest: Staff or Board
member can sign**

Recommendation Template

- **Board Recommendations use the same naming convention as Council Resolutions**
- **Every Recommendation must have a unique number in the format: `yyyymmdd-###`**
 - `yyyymmdd` = The meeting date
 - `###` = The agenda item number, padded to three digits
 - Example: 20130315-001
- **If letters are also part of the agenda item number, use them as well**
 - Example: 20130201-003A

Recommendation Template

- **Record of the vote - language could be copied directly from the meeting minutes**
 - If the vote is unanimous, for example:
 - Unanimously approved on a 7-0 vote.
 - If a member abstains or is absent, for example:
 - Approved on a 6-0 vote with Commissioner Smith abstaining.
 - If a vote passes with opposition, state the names of the members who voted against, for example:
 - Approved by on a 5-2 vote with Commissioners Smith and Roberts voting against.

Recommendation Template

- **Must be signed by either a Board member (Chair preferred, but not required) or staff liaison**
 - Signature attests that it is the final, approved version of the document and that the vote is correctly recorded
 - Does not indicate agreement with the content of the Recommendation

Posting Using BCIC

- **Document Note**

- Maximum of 150 characters including Recommendation number
- Recommendation Number + “:” + Description
- Example:
 - 20130304-002: Urging the Austin City Council to act quickly to fill their vacancy on the ARIC Privacy Policy Committee

Responsibilities of a SIRE Agenda SPOC

- **If a Recommendation is related to a Council agenda item, the Recommendation must be attached as agenda backup**
- **Include the following:**
 - Date of the Recommendation
 - Action of a Board or Commission
(Example: Approved by, Not approved by, etc.)
 - Vote that the Board or Commission took
 - If a vote is unanimous, state so and include the Recommendation number
 - If a vote passes with opposition, state the names of the members who voted against the item and Recommendation number
 - If a vote is not approved, briefly state why

Thank You

