



Board and Commission Recommendations

Bob Guz
Office of the City Clerk

April 17, 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**

Goals

- **Increase transparency internally and externally**
- **Establish standardized practices, naming conventions, and records management**
- **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: April 1, 2013**

Scope

- **Intended for cases where a Board/Commission**
 - Would previously approve a Resolution, or issue a Memorandum 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
- **Not intended for routine matters**

Example

E. DISCUSSION AND ACTION ITEMS

1. Discussion and recommendation of possible action for submittal of UFB comments on the proposed Urban Wildland Interface code to lessen fire hazards in the Austin Area. Presenter: UFB Working Group – Urban Wildland Interface working Group.



TO: Mayor Leffingwell and City Council members; Chief Evans, AFD; Marc Ott, City Manager; Bert Lumbreras, Assistant City Manager; Sue Edwards, Assistant City Manager; Sara Hensley, PARD Director; Victoria Li, WPD Director; Michael Embesi, City Arborist; William Conrad, BCCP Secretary

FROM: City of Austin Urban Forestry Board

DATE: December 19, 2012

SUBJECT: Recommendations Regarding the Proposed Wildland Urban Interface Code

The City of Austin Urban Forestry Board (UFB) recognizes that Wildland Urban Interface (WUI) fire is a serious concern. However, fire risk reduction is not only just a fire issue, but a critical ecological and environmental issue that impacts the entire community. A rational approach is needed to balance the needs for fire risk reduction with protecting the urban forest environment.

Example



2013 Meetings: Page 1 of 1

2013 Meetings: Urban Forestry Board

January 16, 2013

Regular Meeting of the Urban Forestry Board - *Meeting location for 2013 will be: Northwest Recreation Center 2913 Northland Austin, Texas*

-  **Agenda** (107KB)
-  **Backup** (82KB)
-  **Backup** (179KB)
-  **Backup** - City Arborist Heritage Tree Report - December 2012 (36KB)
-  **Backup** - City Arborist Tree Preservation and Replenishment Report - December 2012 (110KB)
-  **Backup** - Draft Minutes of 12-19-2012 Meeting (87KB)
-  **Backup** - FINAL WILDLAND URBAN INTERFACE CODE RECOMMENDATIONS TO COUNCIL (38KB)
-  **Backup** - HERITAGE OAKS PARKS BRIEFING (3.5MB)

New Procedure

- 1. Board approves Recommendation**
- 2. Recommendation document finalized and signed**
- 3. Upload Recommendation document into BCIC**
- 4. Document posted to Board's meeting documentation page**
- 5. An email notification is sent to Mayor and Council staff and ACMS indicating:**
 - Name of the Board/Commission
 - Meeting/approval date
 - Brief description of the Recommendation
 - A link to the posted document

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]

Recommendation Content

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; 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.

Recommendation Number

- 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: 20121219-001
- If letters are also part of the agenda item number, use them as well
 - Example: 20121219-E001

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 number of beds available for homeless women.

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

**Date of Approval:
Meeting date**

Record of the Vote

Date of Approval:

Record of the vote:

Attest:

**Signature of Board member
(Chair preferred, but not required)
or staff liaison**

Record of the Vote

- **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 Board Member 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 Board Members Smith and Roberts voting against.

Summary

- 1. Board approves Recommendation**
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Discussion / Questions

Thank You

