



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-1286

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**Agenda Item Number:** 3.

**Agenda Date:** 1/18/2017

**In Control:** Governance Committee

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**DEPARTMENT:** City Manager's Office

**DEPARTMENT HEAD:** Sheryl Sculley, City Manager

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:** Board and Commission Sunset Review Process

### **SUMMARY:**

In May 2015, the Governance Committee voted to convene an Ad Hoc Committee on Board and Commission Sunset Review, in accordance with Sec. 2-541 of City Code. The Ad Hoc committee met three times to develop recommendations to sunset, consolidate, modify, or review the City's 92 boards and commissions. During this process, staff analyzed the legal basis of all boards and commissions, gathered data about vacancies and meeting frequency, gathered staff input, and surveyed members of several boards and commissions.

Based on analysis and feedback from the Ad Hoc committee, staff recommends sunset of 7 boards/commissions and consolidation of 3 other boards/commissions into a new Diversity and Inclusion Commission.

### **BACKGROUND INFORMATION:**

There are 92 City boards and commissions with memberships managed by the Office of the City Clerk. 69 boards/commissions were created by the City, and 23 were created through an external authority but have City representation. Of the 69 City boards, 19 are tax increment reinvestment zone (TIRZ) boards, and 22 fall into one of the following special categories: the SAWS and CPS Energy boards, City Charter requirements, the Housing Trust and related bodies, the Pre-K 4 SA board and its subcommittees, and a handful of active local government corporations.

The remaining 28 City boards/commissions are created by ordinance. These boards and commissions were analyzed most closely for review because they are legally and practically feasible for sunset or consolidation by the City Council.

The City Manager's Office, in coordination with the City Attorney's Office, researched the legal basis of all 92 boards and commissions. In addition, staff gathered the following data about each board/commission:

- Vacancy rate
- Meeting frequency
- Meeting attendance rate

Staff also surveyed City staff liaisons to board/commissions regarding:

- Time spent supporting meetings
- How often the group's recommendations were considered by Council
- How often the group was likely to deadlock on issues

Finally, staff surveyed board/commission members on groups recommended in September for sunset or reorganization, regarding same questions posed to liaisons.

## **ISSUE:**

Based on the analysis conducted, and in consultation with the Ad Hoc committee, staff recommends sunset of the following boards/commissions:

- Citizens Environmental Advisory Committee
- Community Development Authority Committee
- Joint City/County Citizens Bond Oversight Commission
- SA2020 Commission on Education
- SA2020 Commission on Strengthening Family Well-being
- Transportation Advisory Board
- Convention and Visitors Commission

In addition, staff recommends consolidation of the following into a new Diversity and Inclusion Commission:

- Affirmative Action Advisory Commission
- City/County Joint Commission on Elderly Affairs
- Disability Access Advisory Committee

## **ALTERNATIVES:**

The boards/commissions recommended for sunset or consolidation can continue as they are currently organized. In addition, other boards/commissions can be recommended to the full Council for sunset or consolidation, in accordance with varying legal obligations of boards/commissions.

## **FISCAL IMPACT:**

The staff recommendation to sunset 7 boards/commissions and to consolidate 3 others will realize a small savings in staff time and materials currently allocated to support these boards/commissions.

## **RECOMMENDATION:**

Staff recommends forwarding the recommendation to sunset 7 boards/commissions and to consolidate 3 others to the full City Council for approval.