City of San Antonio

Legislation Details (With Text)

File #:	19-7927
Type:	Staff Briefing - Without Ordinance
	In control: Community Health and Equity Committee
On agenda:	10/24/2019
Title:	Update on Boards and Commissions Application System and Processes Recommendations [Leticia M. Vacek, City Clerk]
Sponsors:	
Indexes:	
Code sections:	
Attachments:	

Date	Ver.	Action By	Action	Result

DEPARTMENT: Office of the City Clerk

DEPARTMENT HEAD: Leticia M. Vacek (OCC)

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Update on Boards and Commissions Application System and Processes Recommendations

SUMMARY:

The Office of Innovation conducted a joint review with the Office of the City Clerk (OCC) of the Boards and Commissions Application System and Processes. Recommendations have been provided and outlined below. OCC in coordination with the Information Technology Services Department (ITSD) meets regularly to discuss items that can enhance the current system as well as items that may be considered in the future.

Items Already in Place:
- Prequalification/Pre-screen - Applications are reviewed by City Attorney's Office (CAO)
- Consistent Selection Criteria - Selection of Applicants are made by Councilmembers and Council Committees
- Term Limits of Advisory Board Members - Terms are Concurrent with City Council Terms
- Attendance Accountability - Removal Process in place for District Appointments. For At-Large Appointments, it is recommended that the City Clerk meet with the Mayor's Office.

Items Completed by OCC & ITSD:
- Automation Process is being addressed with New System
- Vacancies are posted on the Boards and Commissions Webpage
- Incorporated feedback from Office of Equity on Board Application
- Link to Boards and Commissions Webpage was added to the main COSA Webpage

Items in Process with OCC & ITSD:
- Automation Process is being addressed with New System
- Update all Descriptions for each of the 86+ Boards and Commissions (to be implemented concurrently by ITSD)
- Attaching Enabling Ordinances for each Board and Commission (to be implemented concurrently by ITSD)
- Translation of Board and Commission Applications (GPA)
- Mandatory vs. Non-Mandatory Fields on Applications (CAO/ITSD)
- Link respective City Department to the corresponding Board or Commission (ITSD)

Councilmember Sandoval presented an amendment during the Adoption of the FY2020 Budget to initiate the Design and Development of a New (total replacement) Boards and Commissions System. Said funds will be derived from the ITSD Governance Project Review Fund. The Office of the City Clerk was also granted in the FY2020 Budget a new Senior Administrative Assistant position for Boards and Commissions.

BACKGROUND INFORMATION:

The Office of Innovation conducted a joint review with the Office of the City Clerk (OCC) of the Boards and Commissions Application System and Processes. Recommendations have been provided and outlined below. OCC in coordination with the Information Technology Services Department (ITSD) meets regularly to discuss items that can enhance the current system as well as items that may be considered in the future.

ISSUE:

N/A

ALTERNATIVES:

N/A

FISCAL IMPACT:

New Boards and Commissions Application System provided for in ITSD FY20 Budget.

RECOMMENDATION:

The Office of the City Clerk continues to meet with relevant departments to implement recommendations.