



# Boards and Commissions Review

**Audit and Finance Committee**

**July 16, 2025**

Jess Ferrari, City Manager's Office

Stephanie Hall, Office of City Clerk

## Resolution 20241212-133

### **Directs the City Manager and City Clerk to report to Audit & Finance Committee**

1. Notify and solicit feedback of all bodies listed in Appendix A. – **Completed.**
2. Develop a sunset review process of governance bodies that would allow regular and staggered consideration of each body's current scope and duties. – **In Process.**
3. Draft Ordinance for single section of the City Code that clearly establishes the responsibilities of Council appointments to intergovernmental bodies. – **In Process. A proposed ordinance will be posted for an upcoming Council meeting.**
4. Develop a single website that publicly archives recommendations to the Mayor and Council from boards and commissions, similar to the searchable database for memos to Mayor and Council. – **Completed.**
5. Review translation services needs of governance bodies, including but not limited to the Commission on Immigrant Affairs, and to offer recommendations for supporting these services as a part of the Fiscal Year 2025-2026 Budget. – **Completed. Updated guidance on providing Language Access support for boards and commissions will be issued later this month.**

# Review Process – Proposed Framework

## 1. Identifying Boards or Commissions for Review

**Responsible Party:** Office of the City Clerk

**Step:** Identify the boards or commissions up for assessment

### **Assessment Questions:**

- Has the board or commission met basic requirements for remaining active?
  - Have they held meetings as outlined in bylaws (typically monthly)?
  - Have they met at least quarterly as required in City Code?
  - Have they failed to meet for 6 consecutive months?

# Review Process – Proposed Framework

## 2. Legal and Regulatory Considerations

**Responsible Party:** Law Department

**Step:** Review the legal or regulatory requirements that would prevent or complicate the evaluation or dissolution process

**Assessment Questions:**

- Does the board or commission have any legal mandates or statutory obligations that must be addressed before sunseting?
- Are there laws that necessitate the continuation of the board or commission?
- Would discontinuing the board or commission violate any local, federal, or state law?

# Review Process – Proposed Framework

## 3. Boards & Commissions Self-Evaluation

**Responsible Party:** Respective Board or Commission and Executive Liaisons

**Step:** Each board or commission under review must complete a self-evaluation

### **Potential Assessment Questions:**

- Has the board or commission's action throughout the year complied with City Council directive and bylaws? This should address all elements of the board's mission statement as provided in the relevant sections of the City Code.
- What recommendations were approved by the Board or Commission? How do they align with City Council directives and bylaws?
- Is there another body that aligns with or is similar to the role and work of the board or commission you serve? (yes, no) If yes, which body?
- Do the bylaws need to be updated? (yes, no) If yes, what section?
- How engaged are the board or commission members? (on a scale, 1-10)
- How engaged is the community? (on a scale, 1-10)
- Do you see any gaps in important policies that are not currently covered by a board or commission? (yes, no) If yes, please explain.

# Review Process – Proposed Framework

## 4. Public and Stakeholder Input

**Responsible Party:** Respective Board or Commission and Staff Liaisons

**Step:** The Board or Commission will include an item on their agenda to collect public feedback

### **Potential Assessment Questions:**

- How do stakeholders view the board or commission effectiveness and relevance?
- Are there any significant concerns or recommendations from the public or impacted groups?
- Is the board or commission meeting the needs of its beneficiaries, or are there gaps in service?

# Review Process – Proposed Framework

## 5. Evaluation of Boards or Commissions

**Responsible Party:** Audit and Finance Committee

**Step:** The Audit and Finance Committee will use results of steps 1-4 to evaluate performance and assess the effect of sunseting or restructuring on impacted populations

**Assessment Questions:**

- Does the board or commission have a clearly defined mission that aligns with current City goals and priorities?
- Are there any new or emerging needs that the board or commission should address to remain relevant?
- Could other boards or commissions take over the functions of this board or commission?
- Are City resources being used efficiently to support this body?
- Will sunseting this board or commission impact the community?

# Review Process – Proposed Framework

## 6. Initial Recommendation

**Responsible Party:** Audit and Finance Committee

**Step:** After collecting all data, reviewing performance, and analyzing the findings, the Audit and Finance Committee makes an initial recommendation regarding whether the board or commission should be continued, restructured, or sunset.



# Review Process – Proposed Framework

## 7. Final Recommendation and Action

**Responsible Party:** City Council

**Step:** The City Council either approves or denies the recommendation from the Audit and Finance Committee on continuing, restructuring, or sunseting the Board or Commission.

# Next Steps

1. Approve the proposed draft framework or revise as needed.
2. Conduct a pilot and apply the proposed framework to the following:
  - Four commissions from Appendix A:
    - Airport Advisory Commission
    - Technology Commission
    - Economic Prosperity Commission
    - MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee
  - All bodies noted as “inactive” from Appendix A:
    - Project Connect: Central Corridor Advisory Group
    - Austin Local Solar Advisory Committee
    - Airport Boulevard Advisory Group
    - Austin-Travis County EMS Advisory Board
    - Lone Star Rail District
    - Mobility Transformation Advisory Council
    - Regional Affordability Committee
    - Texas Colorado River Floodplain Coalition
    - Austin Regeneration Fund Board of Directors
    - Austin Industrial Development Corporation
3. Return to Audit and Finance Committee with pilot results on October 15, 2025.



Q & A

