

# Boards and Commissions Transition Taskforce

**September 26, 2017**

**Austin City Council Work Session**

**Austin City Hall, Boards and Commissions Room**

# Taskforce Members

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- Victor Martinez (Chair)
  - Angela-Jo Touza-Medina (Vice Chair)
  - Dave Anderson
  - Bernie Bernfeld
  - Scott Daigle
  - Babette Ellis
  - Dale Gray
  - Jeff Jack
  - Norman Kieke
  - Peggy Maceo
  - Mary Gay Maxwell
  - Lori Cervenak-Renteria
  - Gabriel Rojas
  - Dave Sullivan
  - Olga Wise

# Agenda

- **Task and Scope**
- **Methodology**
- **Transition Workgroup Recommendations**
- **Planning and Development Review  
Workgroup Recommendations**
- **Additional Discussion Items**

# Task and Scope

- Resolution 20131121-056 directed the City Clerk to form a taskforce of current Boards and Commissions members
- 15 Taskforce members were selected by the Clerk's office and composed of members that currently serve on a Board or Commission (B&C)
  - Average length of service for Taskforce is 8 years
  - Combined more than 130 years of experience

# Task and Scope

- **Provide recommendations on:**
  - A transition plan for appointments
  - The number of members per B&C
  - The appointment process
  - Redistributing board responsibilities
  - Updates to Chapter 2-1

# Methodology

- **Survey**

- Current B&C Chairs and Vice Chairs received a survey to gauge their input regarding various matters around the transition to 10-1
  - Value added to the City
  - Recommendations on merger and membership size
  - Appointment by district or at-large
  - Skills and expertise for membership
  - Diversity, recruitment and quorum issues
  - Meeting frequency
  - Staff support
- 22 of 60 B&C responded

# Methodology

- **Workgroups**

- Taskforce created several work groups to undertake specific topics and streamline progress
  - Transition
  - Planning & Development Review
  - Survey Workgroup
  - Diversity and Recruitment

# Methodology

- **Peer Cities**

- City Clerk staff benchmarked board and commission process from various cities including any who have completed a similar transition
  - Seattle
  - San Antonio
  - Chicago
  - Portland
  - Dallas
- Results were taken into consideration during discussions on the transition plan

- **Imagine Austin**

- Greg Guernsey, Director of PDR gave a presentation on Imagine Austin to the Taskforce



# Transition Workgroup

- **Goal of the Workgroup**
  - Minimize disruption in the work of the B&C while affording the new Mayor and Council the best opportunity to find, interview, nominate and train new members
- **Transition Workgroup**
  - Dale Gray and Mary Gay Maxwell

# Transition Workgroup

- **Transition Plan for Boards & Commissions**

- Establish a Board Transition Period beginning January 6, 2015 and ending June 30, 2015 (approx. 6 months)
- Boards & Commissions remain as described in Chapter 2-1
- Members, Officers, Committees, Working Groups, etc. remain through transition period
- Quorum and Action: Majority of appointed members
- Vacancies during Board Transition Period: New Mayor to nominate with majority Council approval
- Members filling vacancies may receive administrative waiver from City Clerk for certain training requirements

# Transition Workgroup

- Transition Process

- Notification to existing B&C members of transition plan. Ask for commitment through June 30, 2015.
- Application process for new B&C appointments begins January 6, 2015.
- New Mayor & Council can nominate, approve, and train new members during the Board Transition Period.
- New member terms begin on July 1, 2015 and run concurrently with the council member that appointed them.

# Planning & Development Review (PDR)

- **Goal of PDR Workgroup**
  - To analyze positive/negative impacts that may be realized by integrating, separating, or re-defining the roles and responsibilities of each B&C associated with PDR

# Planning & Development Review

- **PDR Workgroup**

- Dave Anderson, Jeff Jack, Gabriel Rojas and Dave Sullivan
- Met March 10, 17, 22, 24, 28 and 31
- Continuing to meet

- **Discussions focused on:**

- Understanding B&C roles and membership requirements
- Analyzing how the number of appointees to each B&C impacts the ability of that entity to operate effectively

# Planning & Development Review

- **Boards & Commissions Analyzed**

- Board of Adjustment
- Bond Oversight Commission
- Building and Fire Code Board of Appeals
- Building and Standards Commission
- CodeNEXT Citizens Advisory Group
- Construction Advisory Commission
- Design Commission
- Downtown Commission

# Planning & Development Review

- **Boards & Commissions Analyzed**
  - Electric Board
  - Mechanical, Plumbing & Solar Board
  - Historic Landmark Commission
  - Planning Commission
  - Residential Design & Compatibility Commission
  - Sign Review Board
  - Waterfront Planning Advisory Board
  - Zoning and Platting Commission

# Planning & Development Review

## Discussion to Date

Board/Commission	Recommended Action	Recommended # Members	Notes
Board of Adjustment	Keep	11	Incorporate Sign Review Board
Life Safety Board of Appeals	Integrates 3 Boards	11	Incorporates Building & Fire Code, Electric, and Mechanical, Plumbing, & Solar Boards. Will require specific technical expertise
Design Commission	Keep	11	Incorporate Residential Design Compatibility Commission.
Construction Advisory	Keep	11	This Commission does not meet regularly, but it is the only Commission with oversight of construction issues.
Building & Standards	Keep	11	No changes envisioned.
CodeNEXT CAG	Keep	As is	No changes envisioned, but this entity will only exist to 2015 unless re-appointed by Council.



# Planning & Development Review

## Discussion to Date

Board/Commission	Recommended Action	Recommended # Members	Notes
Planning Commission	Keep, but modify responsibilities	11+2	Change focus to deal with planning oriented activities, including the Comprehensive Plan, neighborhood plans, area plans, codes & ordinances, etc.
Zoning & Platting Commission	Keep, but modify responsibilities	11	Change focus to deal with zoning and platting oriented activities, including re-zoning, site plans, conditional overlays, etc. The final list of responsibilities has yet to be decided upon.
Joint Subcommittee Structure	Subcommittees filled by members of both PC & ZAP	7-11	Four joint subcommittees envisioned: 1. Codes & Ordinances: Charge stays as is 2. Area Planning: Neighborhood Plans, Area Plans, Downtown Plan, Waterfront Plan, TODs, Corridors 3. Economics & CIP: CIP, Long Range Plan, Bond Oversight, Economic Planning 4. Comprehensive Plan: Charge stays as is

# Planning & Development Review

- **Potential New PDR Boards & Commissions Roster**

- Board of Adjustment
- Building and Standards Commission
- CodeNEXT Citizen Advisory Group
- Design Commission
- Historic Landmark Commission
- Life Safety Code of Appeals
- Planning Commission
- Zoning and Platting Commission

# Planning & Development Review

- **Remaining items**

- How do Planning Commission and Zoning & Platting Commission balance workload?
- How do Planning Commission and Zoning & Platting ensure zoning decisions match planning decisions?
- Do we open Joint Committee membership to community at large?
- How best to handle Historic Landmark Commission?
- Do the duties of the Downtown Commission and the Waterfront Planning Advisory Board belong as duties of a Joint Area Planning Committee?
- Need for better coordination between Planning Commission, Urban Transportation Commission and others

# Additional Discussion Items

- **Board and Commission Mergers**
  - Improve communication by removing silos
  - Make it easier for the community to participate in their government
  - Optimize limited resources supporting the B&C
  - Align B&C with Imagine Austin where ever possible

# Additional Discussion Items

- **Recommend an Annual Board & Commission Conference**
  - Annual Saturday beginning in September 2015
  - Speakers
    - Mayor
    - City Manager
    - Leadership Austin
    - Various Commission Chairs
  - Topics
    - Leadership
    - Parliamentary procedures
    - Communication

# Additional Discussion Items

- Incorporate Council feedback into preliminary recommendations
- Finalize transition plan
- Finalize list of proposed B&C mergers
- Finalize recommendations for Chapter 2-1 updates
- Submit final recommendations to Council
- Post the recommendations to the Board and Commission Information Center
- Distribute recommendations to all boards and commissions

# QUESTIONS