

## Legislation Text

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Presenter/Contact

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**SUBJECT:**

Presentation and discussion regarding the City of New Braunfels Boards and Commissions.

**BACKGROUND / RATIONALE:**

The City of New Braunfels currently has 31 boards and commissions. Each board and commission have term dates, term lengths, and requirements for eligibility unique to the creating ordinance, state law or by-laws of the body.

Currently, there are 6 different ways in which a member can be appointed to a board or commission. They are the following:

1. City Council Appointment
2. City Councilmember Appointment
3. City Manager Appointment - Council Confirmation
4. Mayoral Appointment
5. Mayoral Appointment - Council Confirmation
6. Other - Appointment by Commission, Board, or Committee

Of the 31 boards and commissions 21 of them are City Council appointment. The remaining 10 follow into one of the other 5 appointment categories.

Historically, vacancies to boards and commissions are advertised for 30 days prior to the month in which they go to City Council for approval. The vacancies are listed on the City's website and posted on the bulletin board at City Hall. After the deadline listed on the posting, the City Secretary's Office will review the applications received, check to ensure applicants meet the qualifications of the board or commission and schedule the item for approval. After an individual is appointed, the City Secretary's Office will reach out to the individual and notify them of their appointment and ask that they take Open Meetings Act training and their Oath of Office.

The City Secretary's Office is currently working on several improvements including the recent procurement of Boards and Commission Management Software. The software will help the City better advertise information about Boards and Commissions to the community, will allow for a better managed application process to include email notifications to applicants, and will help streamline city administrative processes and allow for city staff to better maintain records relating to boards and commissions. In addition to the software, City staff is redesigning the application. The new application will be launched with the software in late March. Lastly, staff will be proposing city-wide term alignments so that appointments occur in the Summer and Fall versus various times throughout

the year. This will set a standard process for all Boards and Commissions which will allow the City to better advertise vacancies in the community and will streamline administrative processes.

**ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:**

This item is for presentation purposes only.

**FISCAL IMPACT:**

This item is for presentation purposes only.

**COMMITTEE RECOMMENDATION:**

This item is for presentation purposes only.

**STAFF RECOMMENDATION:**

This item is for presentation purposes only.