

# City Appointed Board and Commission Vacancies and Expired Seats Scope Statement – May 15, 2020

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## Background

About 100 city appointed boards and commissions (boards) have been created to fulfill a variety of functions for the city. These boards are comprised of citizen volunteers and some elected officials that are generally recruited, nominated, and appointed by the mayor and council. The Board of Parks and Recreation Commissioners, the Public Improvement Advisory Committee, the City Plan Commission, Port KC, and the Rental Housing Advisory Board are all examples of city appointed boards and commissions.

The city charter, ordinances, resolutions, or other non-city source such as state statutes establish the board and typically identify a board's make-up, nomination and appointment process, term, and scope of powers or authority. City staff typically facilitate board and commission meetings and activities.

The City Clerk's Office is required to keep a record of all board and commission appointments. Boards submit meeting notices, agendas, and minutes to the City Clerk who must post these documents on the Clerk's website for transparency.

## Why audit vacant and expired city appointed board seats?

City appointed boards have major authority and responsibilities within Kansas City government. Boards promote opportunities for public involvement, representation, transparency, and accountability in local governance of city affairs. In Fiscal Year 2018, combined spending of boards and commissions exceeded \$320 million dollars.<sup>1</sup> Because many city services and functions are carried out and influenced by appointed boards, it is important board seats are promptly filled.

We plan to use the information gathered in this audit to conduct additional audits related to board topics, which could include: board member compliance with financial disclosures and board transparency, consistency with established purpose, duplication of efforts, and demographic representation.

## Audit objective

Our objective is to answer the following question:

- Are city board and commission appointments current?

## Audit methods

We will interview current and past city appointing officials and city staff; review appointing boards and commissions enabling legislation; verify information on the clerk's website; assess professional staff's processes for identifying and reporting on vacant or expiring board seats; and determine the number of vacant or expired board seats.

## Anticipated release date

We plan to issue the audit report in September 2020.

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<sup>1</sup> [2019 Governance Assessment](#), Office of the City Auditor, Kansas City, Missouri, August 2019, p.3.  
Note: This number does not include all city appointed boards and commissions and excludes the Board of Police Commissioners.