

City Council Agenda Item Memo

From: Bonnie Foster, City Clerk

Council Meeting: January 20, 2026

Subject: New Volunteer Board Management System: OnBoardGOV

Presenter: Bonnie Foster, City Clerk

Summary and Recommended Action:

The City recently launched a new board and committee management system: OnBoardGOV. This system will save time and make reports regarding term expiration and vacancies more user-friendly and transparent for the city and the public.

Item Details:

The City has used a paper application process for individuals wishing to serve on a Volunteer Board. OnBoardGOV will allow citizens to apply online, and city staff to receive and manage applications through the OnBoardGOV program.

OnBoardGOV will provide staff with the ability to easily update contact information; share information; track membership over time and across boards; create mailing lists, labels and mail merges; store mail, email, and phone numbers for each member; and generate reports, including term expirations and vacancies.

Implementing OnBoardGOV has provided an updated front-facing display for each of the boards, with the staff liaison's contact information, detailed information on the board seats, who is currently seated, as well as the seat's successors, and easy access to a board member's emails.

Legal Consideration:

None.

Strategic Plan Consideration:

Safe, Inclusive, Connected Community – The City of Brookings will create an environment for inclusive programs, gathering places, and events where the community can safely live, work and come together to participate in opportunities for learning, recreation and enjoyment.

Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.

Financial Consideration:

The software is a budgeted expenditure with a first-year cost, including implementation

fee, of \$3,500. Paid from the City Clerk's software budget.

Supporting Documentation:
Presentation