

**CITY OF CORPUS CHRISTI
CITY SECRETARY'S OFFICE**

MEMORANDUM

TO: City Board, Commission and Committee Chairs

FROM: Rebecca Huerta, City Secretary

CC: Peter Zaroni, City Manager
City Department Directors and Assistant Directors
Executive Leadership Team members

DATE: October 24, 2024

SUBJECT: Annual Report for Boards, Commissions and Committees

Per City Council Policy 10.3.8, all boards, commissions, and committees shall file an annual review report of their goals and objectives for each calendar year and the goals for the upcoming year. The board chair conducts the annual review of board activities and prepares the annual report using the template provided by the City Secretary's Office. The report must be ratified by the board and filed with the City Secretary and City Manager by **January 31, 2025**.

Please complete and submit your annual report electronically using the following link:
<https://www.cctexas.com/boardsannualform>.

Once the board chair submits the report, the report will be automatically emailed to the appropriate department director. The department director will review the report, provide comments if any, sign, and submit. Upon completion, the report will be automatically emailed to the City Secretary and City Manager for filing, with a courtesy copy provided to Executive Leadership Team members. The City Secretary's Office provide the final reports to the City Council.

As a reminder, approved minutes of board, commission and committee meetings should be sent to the City Secretary's Office each month or emailed to ccboards@cctexas.com.

Thank you for your assistance. If you have any questions, please contact me or Norma Duran at (361) 826-3893, normad2@cctexas.com.