

**CITY OF CORPUS CHRISTI
OFFICE OF THE CITY SECRETARY**

TO: City Advisory Board, Commission & Committee Chairs

FROM: City Secretary Rebecca L. Huerta *Rebecca Huerta*

Cc: Staff Liaisons
Department Heads

DATE: June 27, 2022

SUBJECT: Council Policy No. 10.3.2 - Submittal of Recommendations to City Council

In 2019, city staff conducted a comprehensive review of City Council Policy No. 10 regarding City-created boards, committees, and commissions ("boards"). It was clear from the review that most advisory boards are tasked with advising the City Council, but it was unclear what process boards could use to forward their recommendations.

On March 17, 2019, the City Council approved Council Policy No. 10.3.2, Submittal of Recommendations to the City Council 10. - General Provisions for City-Created Boards/Ad Hoc Committees/Task Forces. | Code of Ordinances | Corpus Christi, TX | Municode Library. The policy created a formal process for boards and commissions to present recommendations to the City Council.

10.3.2 SUBMITTAL OF RECOMMENDATIONS TO CITY COUNCIL.

A Board/Ad Hoc Committee/Task Force may submit its recommendations to City Council only by utilizing the following procedure:

First, there must be approval of a Resolution of the Board/Ad Hoc Committee/Task Force at a duly called meeting.

Second, upon passage of such Resolution, the City staff liaison shall review the Resolution for staff evaluation and response.

Third, the Board/Ad Hoc Committee/Task Force shall review the staff response at a duly called meeting.

After the Board/Ad Hoc Committee/Task Force reviews the staff response at a duly called meeting, the Board/Ad Hoc Committee/Task Force may vote to: 1) amend the Resolution to include staff's comments, or 2) submit the Resolution in its original form along with staff response to the City Secretary to be forwarded to City Council for consideration for placement on City Council agenda.

Adherence to the policy ensures the following:

- 1) Boards and commissions pass a resolution regarding their recommendation. This requirement creates clarity regarding the board's recommendation. It also assures the Council that a majority of the board is in favor of the recommendation, not just the chair or a few members.
- 2) Staff has an opportunity to weigh in regarding the board's recommendation. If staff has concerns about implementation or budget issues, for example, staff will have the opportunity to discuss them with the committee at a meeting and provide a formal response.
- 3) If the committee agrees with any staff's concerns, they can vote to amend their original resolution during a meeting. The resolution would then be sent to the City Secretary to forward to the City Council.
- 4) If staff and the committee do not agree, the board can still submit their original recommendation, along with staff's response, for Council consideration. This information would be sent to the City Secretary to forward to the Council.

This policy is not intended to prevent the chair or board members from communicating with the City Council as individuals. Individual communication, however, will not be considered a recommendation unless the board has approved a resolution in an open meeting.

As an example, attached is a resolution from the Human Relations Commission making a recommendation to the City Council.

Also, for more information, board members can review the online training modules for newly-appointed board and committee members at [Boards, Commissions & Committees | City of Corpus Christi \(cctexas.com\)](#), under "Additional Information."

If you have any questions, feel free to contact me or your staff liaison.

**RESOLUTION OF THE HUMAN RELATIONS COMMISSION FOR THE CITY OF CORPUS CHRISTI
RE: 4 YEAR SCHOLARSHIP PROGRAM**

Whereas, according to the U.S. Census Bureau, the city of Corpus Christi had a population of 231,999 in 1980, 257,453 in 1990, 277,454 in 2000, and 305,215 in 2010, and

Whereas, according to the U.S. Census Bureau, in 2010 20.7% of Corpus Christi's residents age 25 years and over had no High School diploma or equivalent, and 79.5% of this same age group had no Bachelor's Degree, and

Whereas, according to the 2010 U.S. Census Bureau, 8.2% of Anglos, 30.3% of Hispanics, 18.9% of African Americans, 19.8% of Native Americans, and 21.3% of all women residing in Corpus Christi do not have a High School Diploma or equivalent, and

Whereas, according to the 2010 U.S. Census Bureau, 67.9% of Anglos, 88.3% of Hispanics, 85.3% of African Americans, 75.9% of Native Americans, and 80.0% of all women residing in Corpus Christi do not have a Bachelor's Degree, and

Whereas, articles written by Rene Cantu and Dorothy Gattis and published by the Texas Labor Market Review projected that Texas' fastest growing industries from 2000-2010 will require a skilled workforce and a demand for individuals to move towards higher education to meet industry demands, and

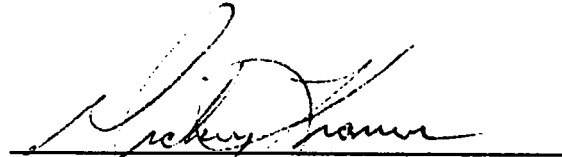
Whereas, increased economic development is dependent upon an educated workforce and potential employers and business enterprises have expressed concern with the lack of a well-balanced educated workforce necessary to do business in the Corpus Christi area, and

Whereas, there is a nexus between the lack of education and individual opportunity for all races and genders, and prejudice and intolerance in all groups and their relations with one another, and

Whereas, the Human Relations Commission of the City of Corpus Christi is charged with making recommendations to the Mayor and the City Council for the betterment of the community,

BE IT RESOLVED that the Human Relations Commission of the City of Corpus Christi recommends that the City of Corpus Christi invest in its own future by establishing an ad hoc committee that would include a broad spectrum of stakeholders, including government officials, community and industry leaders, women, minorities and small businesses, representatives of secondary and higher education, commissioner(s) of the Corpus Christi Human Relations Commission, and student bodies to explore the development of a Scholarship Program sponsored by the City of Corpus Christi. The program would be designed to enhance higher education opportunities for all local citizens at local colleges, universities, and technical training schools with the goal of retaining that educated workforce within our community. Key program components may include quid pro quo, funding, internships, management, and monitoring.

Approved this 6th day of October, 2016.

A handwritten signature in black ink, appearing to read "Mickey Kramer", is written over a horizontal line.

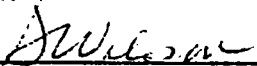
Mickey Kramer, Chairperson
Human Relations Commission
City of Corpus Christi Texas

On October 6, 2016 the Corpus Christi Human Relations Commission voted to pass a Resolution for a City sponsored Four Year Scholarship Program by the following vote:

Carlos Aguinaga:	Absent	Richard Balli:	Aye
April Bassett:	Aye	Dr. Bilaye Benibo:	Nay
Linda Cantu:	Aye	Laura Commons:	Aye
Melody Guerrero:	Aye	Mickey Kramer:	Aye
Nora Mireles:	Aye	Maria Rodriguez:	Absent
Rene Saenz:	Aye	Lyndon Smiling:	Aye
Dr. Roy Stock:	Aye	Saherish Surani:	Absent
Zoya Surani:	Absent		

PASSED AND APPROVED, this the 6th day of October, 2016.

ATTEST:



Sylvia V. Wilson
Human Relations Administrator