



AGENDA MEMORANDUM

Action Item for the City Council Meeting June 25, 2019

DATE: June 12, 2019
TO: Mayor and Council
FROM: Rebecca Huerta, City Secretary
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<p align="center">Amend Council Policies – Deadline to Submit Board, Commission, and Committee Applications</p>

CAPTION:

Resolution amending City Council Policy No. 14 regarding board, commission, and committee appointment procedures to require applications to be submitted no later than 14 days prior to the appointment date.

PURPOSE:

To amend Council Policies to change the deadline to submit applications for boards, commissions and committees from the seventh calendar day to the 14th calendar day before the date appointments are considered by City Council.

BACKGROUND AND FINDINGS:

Per Council Policy No. 14, “all individuals considered for appointment by the City Council to a Board, Commission, Committee, or Corporation must have an application on file in the Office of the City Secretary **not later than 5:00 p.m. on the seventh calendar day** before the date appointments are considered by City Council.” City Council agendas are now being provided to the Council one week in advance of the Council meeting (the Monday before the regular Council meeting). In order to provide a complete board and committee applicant packet in the agenda, the City Secretary’s Office is recommending that the application deadline be changed to 14 calendar days before the date appointments are considered by the Council. Additionally, since most applicants apply online, staff is recommending that the 5:00 p.m. deadline be eliminated.

ALTERNATIVES:

The Council could decide not to change the deadline. This is not recommended because the Council would receive board applications separately from the rest of the agenda, resulting in a less streamlined process.

CONFORMITY TO CITY POLICY:

Council Policies

DEPARTMENTAL CLEARANCES:

City Manager's Office

FINANCIAL IMPACT:

☐ Operating ☐ Revenue ☐ Capital ☒ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget			
Encumbered / Expended Amount			
This item			
BALANCE			

Funding Detail:

Fund:

Organization/Activity:

Mission Element:

Project # **(CIP Only)**:

Account:

RECOMMENDATION:

Approval of the resolution.

SUPPORTING DOCUMENTS:

Resolution