



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** June 13, 2016  
**SUBJECT:** Discuss boards and commissions – appointment, review, and attendance.  
**PRESENTER:** Mark Hindman, City Manager

### **SUMMARY:**

The purpose of this item is to discuss and provide direction to staff regarding attendance of board and commission members.

### **GENERAL DESCRIPTION:**

The City Council approved legislation ([Article III. – Board, Commissions and Committees](#), City Code of Ordinances) that outlines the appointment, review, removal, and training for boards and commissions.

Each year elected officials submit nominees to the city secretary, which are placed on the City Council agenda for discussion and action. The terms of office for appointed board/commission members is two years, unless stated otherwise in state law or local ordinances. The appointments coincide with the place number of elected officials. Those elected officials serving in odd-numbered places appoint volunteers to serve in the respective place on such board/commission, likewise for elected officials in even-numbered places. The Mayor recommends nominees who serve as alternates, ex-officio, and as outlined by local ordinances. The terms of office begin on July 1 and end on June 30 of the last year of the appointment.

In an effort to assist City Council with the annual appointments, a citizens' pool is maintained by the City Secretary's Office. Citizens interested in serving their community complete and submit applications to the city, which are kept on file for one year. The City Secretary's Office utilizes the "Notify Me" module on the city's website that allows interested citizens to sign up for information, news, or announcements regarding vacancies or annual appointments. As of today, we have 57 subscribers.

At the May 16 work session, Mayor Trevino asked that staff place an item on work session to provide Council the opportunity to discuss the boards, commissions, and committees that are appointed by City Council. Attached for City Council's review are the most current attendance reports for all boards, commissions and committees.