



# AGENDA MEMO

## Business of the City Council City of Sweeny, Texas

<b>Meeting Date</b>	09.05.2023	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Lindsay Koskiniemi, City Manager
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Administration
<b>Subject</b>	Request to for procedural change in Boards and Commissions open application timeframe.		
<b>Attachments</b>	N/A		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

Historically, as positions on City boards and commissions vacate, applications are posted for open seats for a period that terminates after a couple of weeks. If no applications are received, Council will hear a request from chair persons or City staff to extend the application period.

Keeping applications open all the time is a strategic alternative to opening and closing application periods, that could address frequency of interested persons applying, reducing time to fill positions, and reducing time for discussion on items during open meetings.

If the City accepted applications fluidly without time constraints to apply for open seats on boards and commissions, city staff could maintain a file of received applications and call individuals who have submitted an application when there are openings. If there are more than one applicant for a seat, staff can conduct interviews to make a recommendation to City Council.

### Recommended Action

Staff recommends City Council consider changing the procedure for accepting applications for Boards and Commissions to keeping applications open year-round.