City of Benbrook

CITY COUNCIL COMMUNICATION

Currently, terms for City Council appointed Board and Commission members run on a calendar-year basis, concluding on December 30 and beginning December 31. This timing coincides with major holidays, reduced staff and City Council availability, and an increase in community events.

As a result, several administrative and operational challenges occur at the end of each year. These include difficulties scheduling interviews for prospective applicants, coordinating appointment actions, onboarding new members, and ensuring continuity of service. Interview scheduling is particularly challenging during the holiday season when meeting availability is limited.

Additionally, the annual Boards and Commissions Recognition Dinner, intended to honor members who have completed their terms, has faced scheduling constraints due to holiday conflicts.

Boards and Commissions Application and Appointment Schedule

Under the proposed fiscal-year structure, the annual process would occur as follows:

- **Application Deadline:**
  Applications for Boards and Commissions will be due by the third Monday in July.

- **Acceptance of Applications:**
  City Council will formally accept the applications no later than the second City Council meeting in August. This timeline allows flexibility to extend the application filing period if additional outreach or recruitment is needed.

- **Interviews:**
  Board and Commission interviews will be conducted between the acceptance of applications and the appointment action, allowing adequate time for scheduling and deliberation.

- **Appointments:**
  Appointments to Boards and Commissions will be made by the second City Council meeting in September.

This schedule provides a predictable and efficient process while avoiding the challenges associated with the end-of-year holiday season.

SUBMITTED BY:	DISPOSITION BY COUNCIL: ϒ APPROVED ϒ OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY
CITY MANAGER		DATE:

Implementation

To implement the proposed October 1 to September 30 term cycle, the Council would approve a one-time transition adjustment by shortening the current Board and Commission terms so they conclude on September 30 rather than December 30. This adjustment is limited to the transition period and is intended solely to establish the revised term schedule. All subsequent appointments would continue to be made for the standard two-year term. This approach is consistent with the City Charter, which establishes term length but does not prescribe specific start or end dates.

Upon approval, staff will:

- Update appointment records and term expiration dates to reflect the fiscal-year cycle.

- Communicate the revised term structure and annual schedule to current and prospective Board and Commission members.

- Adjust internal timelines for recruitment, interviews, appointments, and the Boards and Commissions Recognition Dinner.

Conclusion

Changing Boards and Commissions terms to align with the fiscal year, along with adopting a consistent application and appointment schedule, will improve interview scheduling, reduce holiday-related conflicts, enhance recognition of volunteer service, and increase administrative efficiency.

RECOMMENDATION

Staff recommends that the City Council approve a one-time transition of City Boards and Commissions term dates by adjusting the expiration of current member terms to September 30, thereby establishing an October 1 to September 30 appointment cycle, and to align the associated application deadlines, interview process, and appointment schedule accordingly, with all subsequent appointments to be made for two-year terms consistent with the City Charter.