



# Agenda Item Report

**Legislative Board:** City Council  
**Date:** January 20, 2026  
**Contact:** Alicia Ramirez, City Clerk  
**Agenda Item ID / Number:** 2026-25- / I.5

**ITEM TITLE:** Adoption of a Resolution authorizing the City of Buda 2026 Board and Commission Appointment Process and Procedure for the 2026 Appointment Process (City Clerk Alicia Ramirez)

## 1. EXECUTIVE SUMMARY

The City Council encourages citizens to participate in their city government through the various boards and commissions. The work done by citizens who serve is a vital part of our city government.

The review of the appointment process is considered in January. Council may suggest any changes to the policy for final consideration at the next meeting. The City Council shall direct any amendments to this process and shall direct the City Clerk to make any changes to the process and to advertise for applicants.

The City Council also appoints a Nomination Committee (NC) to review the applications, score a matrix, and make their recommendations for the nominations of the various boards, commissions, and committees. These appointments to the committee are made when all Committee appointments are considered or when a vacancy occurs.

On December 16, 2025, the Council amended the Board & Commissions Manual revising the appointment of the executive officers. This document also references the change assigning the appointment of offices to the Nomination Committee.

## 2. BACKGROUND/HISTORY

June 7, 2016: Council Members expressed the need to develop and establish an appointment process policy and procedure in order to provide consistency in the appointment process. Council also expressed the desire to advertise the various board vacancies utilizing various mediums.

July 5, 2016: Staff presented goals and strategies to accomplish those expressed needs. By unanimous vote, Council directed staff to move forward with their recommendations (see attachment).

October 11, 2017: Council approved an ordinance placing all boards and commissions on the same appointment schedule in April, with the exception of the Economic Development Board and the Dupre Local Government Corporation/Tax Increment Reinvestment Zone.

April 3, 2018: Council approved amendments to the Appointment Procedure to include the Economic Development Board and the Dupre Local Government Corporation/Tax Increment Reinvestment Zone on the same appointment schedule.

April 2, 2019: Council appointed an ad-hoc committee to review the applications, score a matrix, and make their recommendations for the nominations of the various boards, commissions, and committees.

Current Members: Councilmembers Cummings, Horne-Williams, and Smith currently serve on the committee.

The Appointment Procedure accomplishes the following goals:

Goal 1: Better advertise & improve citizen interest in serving on a Board or Commission

Goal 2: Make City Council aware of openings and new members aware of Board & Commission roles

Goal 3: Enable Staff to work efficiently in filling appointments

### **3. ANALYSIS**

Updated the list of commissions in Section III.

### **4. FINANCIAL IMPACT**

Staff time to coordinate the appointment process and advertisement costs at approximately \$1,500 per year.

### **5. STRATEGIC PLAN/GOALS**

OTHER

### **6. STRATEGIC PLAN OBJECTIVES**

N/A

### **7. PROS AND CONS**

Pros: The procedure offers a consistent process to follow. Additionally, the procedure consolidates the goals and strategies expressed by Council as well as mid-term vacancies.

Cons: Changes or a consistent process will not be available if not reviewed and authorized annually as allowed by the procedure.

### **8. ALTERNATIVES**

N/A

### **9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION**

Staff seeks Council's review and approval of the Appointment Process. Solicitation for Applications will begin once the procedure is approved.

### **Attachments:**

[Appointment Procedure DRAFT 2026-0120.pdf](#)

[RES Adopting BC Appointment Procedure.pdf](#)