



MEMORANDUM

To: Mayor and City Council

From: Ashley Owens, City Secretary

Date: May 14, 2024

Reference: Consider declaring a vacancy of an Alternate Member place on the Board of Adjustment.

2040: Sustainable Government

Introduction:

An alternate member appointment to the Board of Adjustment was made effective on January 1, 2024, for a two-year term. At that time, the alternate member was notified of the requirements outlined in the Elected and Appointed Officials Handbook. The City of Coppel Ethics Training is required to be completed within 30 days of an appointment. An Oath of Office and Statement of Appointment are required within 90 days to fully accept the appointment.

The alternate member has failed to take the oath of office or to submit any of the required documents and training that are needed to assume the appointment. At this time, staff is seeking direction on the alternate member appointment.

Legal Review:

Legal review is not required for this item.

Fiscal Impact:

There is no fiscal impact.

Recommendation:

There is no recommendation for this item.