



Boards, Commissions, & Committees

Council Meeting July 21, 2025



What are we reviewing?

The main focus of the review:

- Creation & Purpose of Boards, Commissions, & Committees
- Membership & Terms
- Current boards structure & Number of boards



Creation and Purpose

Is the original creation and purpose meeting the needs of community?

Yes, however not in the most ideal way. There is room for improvements.

Recommendations from committee:

- Increase the guidance to the boards for their purpose and to staff and reporting to the full council
- Allow more focus on development and community needs by removing items concerning budget, finances of the city, fees/fines, and maintenance operation functions of the city

How do we accomplish the recommendations:

Edit Chapter 2; section 2-35:

(a) Each board and commission shall review data and circumstances pertaining to their respective boards and commissions and formulate recommendations to the city council, ~~on for its adoption~~, policies and regulations consistent with the overall city plan and ordinances. **This should exclude items concerning budget, finances of the city, fees/fines, and maintenance operation functions of the city.**

Edit Council Policy #40:

Add a new subsection under Section VI. Board/Commission/Committee Member responsibilities.

The members should fully consider the items presented to them at a meeting providing recommendations to be forwarded to the city council or council committee by the Director or designee with consideration given to the necessary timeframe for the item.

All recommendations of the board, commission, or committee should be presented in a report that provides the council full consensus of the members, understanding the recommendations may not all be unanimous. The reports should reflect the discussion and questions of the members present at the meeting in a high level executive summary format. This is not intended to be verbatim minutes.



Membership & Terms

Does membership and terms still work?

Short answer YES on membership numbers and Needs Improvement to terms.

Memberships = 9 (exception P&Z with 10 that includes ex-officio youth member)

Terms = 2 full terms (exception P&Z = 3; Youth no limit, age will determine)

Recommendation: Change Parks Board to 3 full terms like the P&Z

How do we accomplish the recommendations:

Edit Chapter 2; section 2-31:

The term of each member shall not exceed two (2) consecutive full terms and a member must have remained off of that particular board, commission, or committee for one (1) full term before the member can be reappointed.

Planning and Zoning Commission **and Park Board** members terms shall not exceed three (3) consecutive full terms.

Youth members terms have no limit except that they must remain qualified members.



Membership & Terms - Attendance

Do we need a rule change on attendance?

YES let's change Chapter 2-34 and add a new section to Council Policy #40 to better serve the members.

Section 2-34 (b) ~~If any Board members shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30. If a such board or commission member shall be deemed to have vacated their position on that board or commission (the 75 percent rule shall only apply to boards or commissions which meet at least once a month on a called basis)~~ **fails to attend 75 percent that member may not be eligible to continue to serve their current term or not be re-appointed as determined by the city council in their review of membership when presented by the city secretary.**

Addition of new section to council Policy #40:

Absences – Members should notify City Secretary's Office and board liaison with at least 72 hour notice of absences due to illness, realizing emergencies arise. If emergency notify City Secretary's Office as soon as possible. The City Secretary's Office will note the absence in the attendance roll to be presented to the council committee during appointment process.



Quorum and the Texas Open Meeting Act - TOMA

We are NOT saying people can't talk! We just need help to meet.

The Committee discussed the following boards and Texas Open Meeting Act (TOMA): General discussion was quorum issues, ability to hold virtual meetings, items not requiring council actions, and general ability to utilize the full potential

- Advisory Committee on People with Disabilities, Animal Shelter Advisory Committee, and Citizens Public Art Committee
 - All have membership specific to their board and are not all are residents making meeting difficult. Virtual meeting would help.
 - The committee reviewed and agreed we still needed to notice the meetings and allow the public to speak. Legal recommends remaining under TOMA but adding verbiage for quorum that would help with quorum issues.

Boren Property Advisory Council – created via agreement of donation will be amended in the agreement to better serve Russell Farm

How do we accomplish the recommendations:

Edit Council Policy #40:

Addition of new section

Quorum - Establishing the number required to hold a meeting. The Deputy City Attorney will craft the wording for this section.

Amend the Russell Farm Facility Use Agreement and Resolution establishing Boren Property Advisory Council allowing membership to meet virtually

How Many?



Current Boards structure & Number of Boards

Do we keep the same or make changes?

Committee Recommendations:

Keep unchanged – legal requirements

Planning & Zoning Commission

Board of Adjustments

Capital Improvement Advisory

Combine into new board

Cemetery

Citizens Public Art

Rename

Park Board to Parks & Recreation Board

Change

Parks & Recreation Board – Remove Russell Farm this property will continue under Boren Property Advisory

Animal Shelter Advisory – Remove cost effectiveness from their function as stated in the code of ordinances – follow state law

Expand

Old Town Development Standards

New

Public Spaces & Cultural Heritage

(Cemetery, Citizen Public Art, Senior Center, etc)



Direction based on Recommendations?