



Boards, Commissions, & Committees

Council Meeting September 2, 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?

Yes on number of members. More discussion is needed for terms.

Current

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

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

Term limit = Must remain off board 1 full term (three years)

Term Options



Apply to All boards:

- ☐ 3 three year terms
- ☐ 2 three year terms
- ☐ 1 three year term

Include Park Board

- ☐ 3 three year terms

No changes remain the same

Apply to All boards concerning term limit:

- ☐ 1 year (Oct. – Sept)

No changes remain the same

How do we accomplish the recommendations:

Current 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 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

Let's help Boards meet.

Review of avenues to help the following boards meet. All have membership specific to these boards and are not all are residents making meeting difficult. Virtual meetings would help

- Advisory Committee on People with Disabilities
- Animal Shelter Advisory Committee
- Boren Property Advisory Council
- Citizen Public Art Committee (short term ends December 2025)

Solution:

Addition to Council Policy #40 establishing parameters for a defined quorum. Language to be crafted by City Attorney's Office

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

Keep unchanged – function correct

Advisory Committee on People with Disabilities

Animal Shelter Advisory

Building Codes & Standards

Library Board

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

Expand

Old Town Development Standards

New

Public Spaces & Cultural Heritage

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

How do we accomplish the recommendations:

Amend Chapter 2, Sec. 2-37 Parks & Recreation Board:

Addition of new section to Council Policy #40

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



Recommend Approval of Final Reading