
Council Policy and Valuation Committee

DEPARTMENT: City Secretary's Office
FROM: Amanda Campos, City Secretary
MEETING: June 4, 2025

SUBJECT:

Receive a report, discuss, and provide possible recommendations for all boards, commissions, and committees - Council Policy #40 and various chapters in Code of Ordinances amendments. (Staff Contact; Amanda Campos, City Secretary)

SUMMARY:

This committee met on April 16, 2025 to begin the process of review of all the city boards, commissions, and committee ("boards") to evaluate the function, structure, and process of the boards. The majority of the boards have not been reviewed in over 10 years as it relates to function and it's relation to the community growth. The committee reviewed the creation, purpose, and membership of all boards. This is a continuation of the review prior to bringing any recommendations forward to the full city council.

The city council reviewed the membership in 2022 and 2023 including terms, and after review by the committee there is no recommendation for changes to the memberships or terms of the boards. In accordance with Chapter 2 of the Code of Ordinances the membership of each board will remain at 9 members except the Planning & Zoning Commission that will have 10 with the added ex-officio youth member. The terms will also remain unchanged with term limits of 2 full terms for all boards except Planning & Zoning commission which is 3 full terms. All youth appointments will have no term limits as their age regulates their term of service.

The committee reviewed the absence rule as stated in the code Chapter 2 Section 2-34 and provided the following recommendations for amendment:

- Section 2-34 (a) When a member of any city board or commission is absent for three consecutive meetings unless prevented by sickness **and notice provided to the city secretary in accordance with the process of absences in Council Policy #40**, ~~without first having obtained a leave of absence at a regular meeting~~, the member shall be deemed to have vacated the member's position. The city secretary shall notify the city council of such absences within ten days of the third consecutive unexcused absence.
- Section 2-34 (b) ~~If any~~ board or commission member shall fail to attend at least 75 percent of the called meetings during the 12-month period between October 1 through September 30, 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)~~ **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.**

Review of all the boards, commissions, and committees function, process of recommendations made to the city council, and quorum requirements. The following amendments were made:

Texas Open Meetings Act (TOMA)– “ an advisory committee that does not control or supervise public business or policy is not subject to the Act”

- Advisory Committee on People with Disabilities, Animal Shelter Advisory Committee, Cemetery Board, and Citizens Public Art Committee were reviewed to see if we could remove the Texas Open Meetings Act helping with distance attendance and strict quorum requirements. After review by our legal department although not required best practice would keep them under TOMA but we are allowed to make policy determinations as it pertains to quorum needed to call to order.
- Boren Property Advisory Council – was created by an agreement in acceptance of property donation and therefore can be changed by amending the agreement. This will allow the membership that is all over the state meet virtually.
- Amendments will be made to Council Policy #40 to address the requirement quorum, functions, and process for bringing forward anything to the city council.

Functions of all boards, commissions, and committees. (“boards”)

- The city council via Council Policy #40 add definition of boards role and consideration of items presented to them. Remove from their purview any items that concern budget, finances of the city, fees/fines, and maintenance operation functions or actions.
- Boards should not “vote” on any item presented to the boards; consensus will move a recommendation forward.
- Any recommendations by the boards will be first presented by the Director to either a council committee or directly to the full council as a report presentation to be fully discussed by the city council before being added to any agenda for action. Items presented by this process does not automatically determine it will be added for action.
- Items referred to a board by the city council will be an item that council is requesting more public feedback prior to consideration. This item will likely be sent out a survey or marketing item.

Current boards structure and number of boards

- Full review keep unchanged because of their legal requirements
Planning & Zoning Commission
Board of Adjustments
Capital Improvement Advisory
- Combine into new board
Cemetery
Citizens Public Art
- Rename
Park to become Parks & Recreation Board
- Change

Parks & Recreation Board – Remove Russell Farms this property will continue under the Boren Property Advisory
Animal Shelter Advisory - Remove cost effectiveness from their function – it is stated in the code

- Expand
Old Town Development Standards
- New
Public Spaces & Cultural Heritage

This new board would encompass cemetery, public art, senior citizens, and public spaces that are not parks or the recreations center operations.

RECOMMENDATION:

Staff recommends reviewing these proposed changes to move forward to the city council as a report item.

PRIOR ACTION/INPUT (Council, Boards, Citizens):

Council Policies and Valuation Committee meeting April 16, 2025

REFERENCE:

Chapter 2 Code and Policy #40

FISCAL IMPACT:

N/A

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