



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

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| Meeting Date: | Department: | Presented By: |
| November 17, 2025 | Administration | Toni Fisher, Interim City Manager |

AGENDA ITEM:

Discussion & Action: To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions And Committees”, Division 1 adding §1.05.001 “Commissions And Advisory Boards”, adding §1.05.002 “Appointments for Committees, Boards and Commissions”, adding §1.05.003 “Member Conduct and Removal from Committees, Boards and Commissions”, and adding §1.05.004 “Operations of Committees, Boards and Commissions”; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.

BACKGROUND:

The City of Willow Park currently has no procedures in place for the creation, advertisement, application process, and selection of and for Boards, Commissions, and Committees. The following Ordinance creates a definitive, clear, and transparent procedure for City Council, City Staff, and Residents. It should be noted that this Ordinance may conflict with some of the provisions of §1.05.032 “Parks and Recreation Advisory Board”, but it, too, will also be revised to coincide with this revision.

STAFF RECOMMENDATION:

Staff recommend approval of Ordinance, as presented.

EXHIBITS:

- City of Willow Park Ordinance regarding Code of Ordinances, Chapter 1, Article 1.05, “Boards, Commissions, and Committees”, Division 1.

RECOMMENDED MOTION:

To approve an Ordinance of the City Of Willow Park, Texas amending the City Of Willow Park Code Of Ordinances, Chapter 1 “General Provisions”, Article 1.05 “Boards, Commissions And Committees”, Division 1 adding §1.05.001 “Commissions And Advisory Boards”, adding §1.05.002 “Appointments for Committees, Boards and Commissions”, adding §1.05.003 “Member Conduct and Removal from Committees, Boards and Commissions”, and adding §1.05.004 “Operations of Committees, Boards and Commissions”; Providing For Repeal, Savings And Severability Clauses; And Providing For An Effective Date Of This Ordinance.