



**NOTICE OF SPECIAL MEETING
LANCASTER CITY COUNCIL**

**James R. Williams Pump Station
Training Room, 1999 Jefferson**



Thursday, September 04, 2014 – 6:00 PM

6:00 p.m.

SPECIAL MEETING AGENDA

CALL TO ORDER

1. Conduct interviews for City of Lancaster Boards and Commissions.

ADJOURN

ACCESSIBILITY STATEMENT: The Municipal Center is wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

Certificate

I hereby certify the above Notice of Special Meeting was posted at the Lancaster City Hall on August 29, 2014 @ 12:30 p.m. and copies thereof were provided to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

Sorangel O. Arenas
City Secretary

LANCASTER CITY COUNCIL

Item 1

Agenda Communication

September 4, 2014

Conduct interviews for City of Lancaster Boards and Commissions.

This request supports the City Council 2014-2015 Policy Agenda.

Goal: Civic Engagement

Background

This year for board and commission appointments, we expanded recruiting efforts to include several new areas including social media and invitation letters to homeowners associations. Requests for applications were made through various sources including:

- Spring Issue - *Lancaster Connection*
- *Lancaster Live* – weekly email for 5 weeks
- Invitation letter to 2013 graduates of the Civic Leadership Academy
- Invitation letter to representatives for Homeowners Associations
- City of Lancaster website home page
- Press release
- Social media: Facebook and Twitter

A total of seventeen applications were received. Included are the following to help facilitate the interview process:

- Alphabetical list of all applicants (indicates board preferences)
- Applications (alphabetical)
- 2014 Expiring Terms and Vacancies Recap
- 2014 Appointment Worksheet

An interview schedule will be provided prior to the start of the interviews.

Considerations

Animal Shelter Advisory Board

Please note that there are state requirements for appointment to the Animal Shelter Advisory Board. Under Section 823.005 of the Texas Health and Safety Code, a municipality in which an animal shelter is located is required to appoint an advisory committee to assist in complying with state requirements.

Under the state code, the advisory committee must be composed of at least:

- one licensed veterinarian
- one municipal officer
- one person whose duties include the daily operation of animal shelter
- one representative from an animal welfare organization

In addition, a resolution adopted by Council in October 2009 provides for a councilmember and a resident to be on the advisory committee for a total of five regular members and one alternate. A resident and councilmember are not required by the state code. Currently a councilmember is not seated on the advisory committee. Council may choose to seat a councilmember if desired. The Animal Shelter Advisory Committee consists of the following five members and alternate:

<u>Member</u>	<u>Role / Capacity</u>	<u>Term Expires</u>
Dr. Jean Eye	veterinarian*	2015
Thomas Hail	involved in operations of shelter*	2014
vacant	municipal officer*	2014
Stacey Jaglowski		2015
Mark Wilson	animal welfare*	2015
vacant	alternate	2014

**state requirement*

It is necessary that Council make appointments such that state requirements are met.

Other Appointment Notes

Zoning Board of Adjustment members are appointed by the Mayor and confirmed by City Council. The Planning & Zoning Commission makes recommendations for appointments to the Historic Landmark Preservation Committee, which are confirmed by City Council. Civil Service Commission appointments are recommended by the City Manager and confirmed by City Council. Appointments to the Youth Advisory Committee are made by the City Manager or her designee.

City Council is scheduled to make appointments for boards and commission at their meeting on September 8, 2014. Currently appointed board and commission members serve until their successor is appointed. Board and commission appointments are solely at Council's discretion.

Attachments

- Alphabetical list of all applicants (indicates board preferences)
 - Applications (alphabetical)
 - 2014 Expiring Terms and Vacancies Recap
 - 2014 Appointment Worksheet
-

Submitted by:
Sorangel O. Arenas, City Secretary



BOARDS COMMISSIONS EXPIRING TERMS AND VACANCIES RECAP - 2014

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			YES	NO	
Planning and Zoning Commission	2014	Genevieve Robinson	✓		
	2014	Quinnie Wright		✓	
Airport Advisory Board	2014	Andy Mungenast	✓		
	2014	Dr. Charles Waldrop, Jr.	✓		
	2014	Keith Hutchinson	✓		
	2014	James O. Knight, Jr. (Alternate)	✓		
	2014				
Property Standards and Appeals Board	2014	Carolyn Morris	✓		
	2014	Richard Wilson		✓	
	2014	Sue Wyrick	✓		
	2014	Don McCoo (Alternate)	✓		
Lancaster Recreational Development Corp. and Parks & Recreation Advisory Board	2014	Cecelia Rutherford	✓		
	2014	Jerry W. Giles	✓		
	2014	Spencer Hervey	✓		
	2014	Willene Watson	✓		
	2014	VACANT (Alternate)			
Lancaster Economic Development Corp.	2014	Burleigh Foreman			No Response
	2014	Jon Cole	✓		
	2014	Vanessa Sheffield	✓		
	2014				

BOARDS COMMISSIONS EXPIRING TERMS AND VACANCIES RECAP - 2014



Boards/Commissions	Term Expires	Member Name	Desires Reappointment YES NO	Notes
Library Advisory Board	2015	VACANT		
	2015	VACANT		
	2014	Angela McCowan	✓	
	2014	Bettie Jones		✓
	2014	Laurie Telfair		✓
	2014	Sarah Barber		✓
	2014	Tiffany Devereaux (Alternate)	✓	
Animal Shelter Advisory Committee	2014	VACANT		
	2014	Thomas Hail		✓
	2014	Joe Johnson (Alternate)		✓
Historic Landmark Preservation Committee (P & Z appoints, Council confirms)	2014	Dee Hinkle	✓	
	2014	Patricia Siegfried-Giles		
	2014	VACANT (Alternate)		
	2014	Jack McCauley	✓	
Zoning Board of Adjustment (Mayor appoints, Council confirms)	2014	Rebecca Torres-Swanson		
	2014	Edward Sutton(Alternate)	✓	
Civil Service Commission (City Manager appoints, City Council Confirms)	2014	Lafayette Miles	✓	



**Worksheet
Board & Commission Appointments
September 4, 2014**

Planning and Zoning Commission – 2 regular positions

Desiring Reappt. / Notes

1. _____

Genevieve Robinson

2. _____

vacant

Airport Advisory Board – 3 regular positions; 1 alternate

1. _____

Andy Mungenast

2. _____

Charles Waldrop Jr.

3. _____

Keith Hutchinson

4. _____ (alternate)

James O. Knight Jr.

Property Standards & Appeals Board – 3 regular positions; 1 alternate)

1. _____

Carolyn Morris

2. _____

vacant

3. _____

Sue Wyrick

4. _____ (alternate)

Don McCoo

Parks & Recreation Advisory/

Recreational Development Board – 3 regular positions; 1 alternate

1. _____

Cecelia Rutherford

2. _____

Jerry W. Giles

3. _____

Spencer Hervey

4. _____

Willene Watson

5. _____ (alternate)

Vacant

**Board & Commission Appointments
September 4, 2014**

Desiring Reappt. / Notes

Economic Development Corp. – 3 regular positions (3 year terms)

- | | |
|----------|-------------------|
| 1. _____ | vacant |
| 2. _____ | Jon Cole |
| 3. _____ | Vanessa Sheffield |

Library Advisory Board – 4 regular positions, 1 alternate, 2 Vacancies

- | | |
|----------------------|---------------------------|
| 1. _____ | vacant (term to exp 2015) |
| 2. _____ | vacant (term to exp 2015) |
| 3. _____ | Angela McCowan |
| 4. _____ | vacant |
| 5. _____ | vacant |
| 6. _____ | vacant |
| 7. _____ (alternate) | Tiffany Devereaux |

Animal Shelter Advisory Committee – 2 regular positions, 1 alternate

- | | |
|----------------------|-----------------|
| 1. _____ | vacant |
| 2. _____ | vacant (staff)* |
| 3. _____ (alternate) | vacant |

*fills state requirement

Zoning Board of Adjustment (Mayor appoints; Council confirms)

- | | |
|----------------------|------------------------|
| 1. _____ | Jack McCauley |
| 2. _____ | Rebecca Torres Swanson |
| 3. _____ (alternate) | Edward Sutton |

Notes:

1. Historic Landmark Preservation Committee – P & Z appoints; Council confirms
2. Youth Advisory Committee appointments by City Manager or her designee

updated 08.30.13