



**NOTICE OF SPECIAL WORK SESSION AGENDA  
LANCASTER CITY COUNCIL  
MUNICIPAL CENTER CITY HALL CONFERENCE ROOM  
211 N. HENRY STREET, LANCASTER, TEXAS**



**Thursday, November 30, 2017 - 6:00 PM**

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**CALL TO ORDER**

**Regular Items:**

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

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The City Council reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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**ACCESSIBILITY STATEMENT:** Meetings of the City Council are held in municipal facilities are 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.

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**PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

**CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.**

**PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.**

**CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.**

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**Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on November 22, 2017 @ 5:00 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

## City Council Special Work Session

1.

**Meeting Date:** 11/30/2017

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Civic Engagement

**Submitted by:** Sorangel O. Arenas, City Secretary

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### **Agenda Caption:**

Conduct interviews for City of Lancaster's Boards and Commissions.

### **Background:**

For boards and commissions appointments, recruiting efforts for applications were made through various sources including:

- Lancaster Connection - Spring and Fall Issues
- Lancaster Live - weekly mail for 47 weeks
- Lancaster Today - monthly for 11 months
- Invitation to the participants of the 2017 Civic Leadership Academy
- Invitation to the participants of the 2017 Citizens Public Safety Academy
- City of Lancaster's website
- Cable Channel 16
- Social media: Facebook, Twitter, Instagram and Next Door
- Marquee signs
- Town Hall Meetings
- Trash-Off
- Recreation Center
- Library
- LISD's Public Relations and Multimedia Marketing
- Utility Billing and monthly Statement

A total of thirty (30) applications were received in which six (6) of the applicants are currently serving. Included are the following to help facilitate the interview process:

- Alphabetical list of all applicants (indicates board preferences)
- Applications (alphabetical)
- 2017 Expiring Terms and Vacancies Recap
- 2017 Appointment Worksheet

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

### **Operational 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:

<b>Member</b>	<b>Role / Capacity</b>	<b>Terms Expires</b>
Dr. Jean Eye	veterinarian*	2018
Katherine Hail	involved in operations of shelter*	2018
Vacant	municipal officer*	2017
Stacey Jaglowski	regular position	2017**
Vacant	animal welfare*	2017
Ivory Williams	alternate	2017**
	<i>*state requirement</i>	<i>**desires reappointment</i>

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 the Regular Meeting in December. Currently appointed board and commission members serve until their successor is appointed.

#### Public Information Considerations:

This item is being considered at a meeting of the City Council noticed in accordance with the Texas Open Meetings Act.

#### Recommendation:

Boards and commissions appointments are solely at Council's discretion.

#### Attachments

Alphabetical list of all applicants (indicates board preferences)

2017 Expiring Terms and Vacancies Recap

2017 Appointment Worksheet

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# Boards and Commissions Applicants

2017



Applicants	Airport	PSAB	HLPC	Library	ZBA	LEDC	P&Z	Parks/4B	Animal SAB	Museum	Comments
Adams, Cheryl		1				2	3				
Allen, Frances						1	3	2			
Anthony, Jr., Ronald G						1	3	2			Interviewed in 2016
Ayers, Dan		2				1	3				Youth Advisory Committee - 3
Cocanower, Allen								2			Civil Service Commission - 1
Day, Lolecia						1	2				
De La Rosa Green, Carol									1		Animal Welfare - State Requirement
Gibbons, Kyshia				3		1		2			
Hill, Charlene						3		1		2	
Hudson, Robert						2	1			3	
Kabona, Fabrice									1		City Employee - State Requirement
Marish, Becky						1					
Mathews, Antionette								1			Youth Advisory Committee - 2
McMorris, Kerris	3						2	1			
Mixon, Sean						1					
Mixon, Zaychiana		3				1	2				
Monroe, Meriem						1					
Odie, James								1			Youth Advisory Committee - 2
Osegueda, Judith "Jo"								3			Civil Service Commission - 1 Youth Advisory Committee - 2
Richardson, Elizabeth				2		1				3	
Samples, Kurtis K	1										
Stiggers-LaGrange, Alleeta						3	1				Youth Advisory Committee - 2 Civil Service Commission - 1
Teklegeorge, Kamila						2		1			Interested in any other boards
Thomas, Barbara J.							1				
Weaver, Gretchen			1	2			3				
Wright, Cheryl			1								Interviewed in 2016
Yeargin, Pamela						1					Interviewed in 2016



**BOARDS COMMISSIONS  
EXPIRING TERMS AND VACANCIES  
RECAP - 2017**

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			YES	NO	
Airport Advisory Board	2017	Dean Byers	✓		
	2017	John Stewart	✓		
	2017	Tim Fagan	✓		
ALTERNATE	2017	Vacant		✓	Resigned
Animal Shelter Advisory Committee	2017	Vacant			State Requirement
	2017	Stacey Jaglowski	✓		
	2017	Rosanna Ross		✓	
ALTERNATE	2017	Ivory Williams	✓		
Historic Landmark Preservation Committee	2017	Mindy Truly	✓		
<i>(P &amp; Z appoints, Council confirms)</i>	2017	Gilles Delaisse	✓		
	2017	Glenn Hooper	✓		
ALTERNATE	2017	Mary Guinn			No response
Lancaster Economic Development Corp.	2017	Ellen Clark	✓		
	2017	Ted Burk	✓		
	2017	Octavia Giadolor	✓		
Library Advisory Board	2017	Quinnest Banks			No response
	2017	Vacant		✓	Resigned
	2017	Candace Gardner		✓	
ALTERNATE	2017	Cecelia J. Smith Whitson	✓		
Museum Advisory Board					
ALTERNATE	2017	Joann Harrell	✓		



**BOARDS COMMISSIONS  
EXPIRING TERMS AND VACANCIES  
RECAP - 2017**

<i>Boards/Commissions</i>	<i>Term Expires</i>	<i>Member Name</i>	<i>Desires Reappointment</i>		<i>Notes</i>
			<i>YES</i>	<i>NO</i>	
<b>Lancaster Recreational Development Corp.</b>	2017	Abe Cooper	✓		
<b>and Parks &amp; Recreation Advisory Board</b>	2017	Darwin Isham	✓		
	2017	Mary Sykes			No response
<b>ALTERNATE</b>	2017	Aderiance Ragland			No response
<b>Planning and Zoning Commission</b>	2017	Karen Collins	✓		
	2017	Jeremy Reed	✓		
	2017	Cynthia Johnson	✓		
<b>Property Standards and Appeals Board</b>	2017	Cossondra Andrews	✓		
	2017	Donna Lee	✓		
<b>Alternate</b>	2017	Charlene Cade			No response
<b>Zoning Board of Adjustment</b>	2017	Deborah Taylor	✓		
<i>(Mayor appoints, Council confirms)</i>	2017	Sherri Williams	✓		
	2017	Margaret Brooks	✓		
<b>Alternate</b>	2017	Lawrence Smith	✓		
<b>Civil Service Commission</b>	2017	Lafayette Miles	✓		
<i>(City Manager appoints, City Council Confirms)</i>					



**Worksheet  
Board & Commission Appointments  
December 4, 2017**

**Desiring Reappt. / Notes**

**Animal Shelter Advisory Committee – 3 regular positions, 1 alternate**

- |                      |                  |
|----------------------|------------------|
| 1. _____             | Vacant*          |
| 2. _____             | Stacey Jaglowski |
| 3. _____             | Vacant           |
| 4. _____ (alternate) | Ivory Williams   |

\*fills state requirement

**Airport Advisory Board – 3 regular positions; 1 alternate (vacancy)**

- |                      |              |
|----------------------|--------------|
| 1. _____             | Dean Byers   |
| 2. _____             | John Stewart |
| 3. _____             | Tim Fagan    |
| 4. _____ (alternate) | Vacant       |

**Historic Landmark Preservation Committee – 3 regular positions, 1 alternate**

- |                      |                 |
|----------------------|-----------------|
| 1. _____             | Mindy Truly     |
| 2. _____             | Gilles Delaisse |
| 3. _____             | Glenn Hooper    |
| 4. _____ (alternate) | Mary Guinn      |

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

- |          |                  |
|----------|------------------|
| 1. _____ | Ellen Clark      |
| 2. _____ | Ted Burk         |
| 3. _____ | Octavia Giadolor |

**Desiring Reappt. / Notes**

**Library Advisory Board – 3 regular positions, 1 alternate**

- 1. \_\_\_\_\_ Quinnest Banks
- 2. \_\_\_\_\_ Vacant
- 3. \_\_\_\_\_ Vacant
- 4. \_\_\_\_\_ (alternate) Cecelia J. Smith-Whitson

**Museum Advisory Board –1 alternate**

- 1. \_\_\_\_\_ (alternate) Joann Harrell

**Parks & Recreation Advisory/  
Recreational Development Board – 4 regular positions, 1 alternate**

- 1. \_\_\_\_\_ Abe Cooper
- 2. \_\_\_\_\_ Darwin Isham
- 3. \_\_\_\_\_ Mary Sykes
- 4. \_\_\_\_\_ Petra Covington
- 5. \_\_\_\_\_ (alternate) Vacant

**Planning and Zoning Commission – 3 regular positions**

**Desiring Reappt. / Notes**

- 1. \_\_\_\_\_ Karen Collins
- 2. \_\_\_\_\_ Jeremy Reed
- 3. \_\_\_\_\_ Cynthia Johnson

**Property Standards & Appeals Board – 2 regular positions; 1 alternate**

- 1. \_\_\_\_\_ Cassandra Andrews
- 2. \_\_\_\_\_ Donna Lee
- 3. \_\_\_\_\_ (alternate) Charlene Cade



**Desiring Reappt. / Notes**

**Zoning Board of Adjustment** (Mayor appoints; Council confirms)

- 1. \_\_\_\_\_ Deborah Taylor
- 2. \_\_\_\_\_ Sherri Williams
- 3. \_\_\_\_\_ Margaret Brooks
- 4. \_\_\_\_\_ (alternate) Lawrence Smith

*Notes:*

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