



NOTICE OF SPECIAL MEETING

LANCASTER CITY COUNCIL

James R. Williams Pump Station
Training Room, 1999 Jefferson
Lancaster, Texas



Tuesday, August 21, 2012 - 6:00 P.M.

6:00 p.m.

SPECIAL MEETING AGENDA

CALL TO ORDER

1. Conduct interviews for City of Lancaster Boards and Commissions.
2. Discuss process for appointment of council liaisons to City 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 Meeting was posted at the Lancaster City Hall on August 16, 2012 @ 5:00 pm and copies thereof were hand delivered to the Mayor, Mayor Pro-Tempore, Deputy Mayor Pro-Tempore and Council members.

Dolle K. Downe

Dolle K. Downe, TRMC
City Secretary

LANCASTER CITY COUNCIL
Agenda Communication for
August 21, 2012

1

AG12-001

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

This request supports the City Council 2012-2013 Policy Agenda.

Goal: Civic Engagement

Background

In preparation for annual appointments to City boards and commissions, an article soliciting applications ran in the Summer issue of the *Lancaster Connection*, which was mailed to all Lancaster households on July 20. In addition, board and commission applications were solicited through the City's website, in weekly *Lancaster Live* emails, on the City's electronic message board, and through a letter sent to the Civic Leadership Academy graduates. A total of eleven applications were received.

Included are the following to help facilitate the interview and appointment process:

- Alphabetical list of all applicants (indicates board preferences)
- Interview schedule (an updated schedule will be provided, if needed, the evening of the interviews)
- Applications in order of interview schedule; remaining applications not on interview schedule
- Expiring Terms and Vacancies Recap (indicates those current members desiring reappointment)
- 2012 Worksheet for appointments
- Overview of City's boards and commissions
- City of Lancaster Board and Commission Policy and Attendance Policy

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.

Boards and Commissions Applicants

August 15, 2012



Applicants	Airport	PSAB	HLPC	Library	ZBA	LEDC	P&Z	Parks/4B	Animal SAB	Comments
Browning, LaToya				1				2	3	
Burk, Carol							1			
Jaglowski, Stacey				2					1	
Jones, Bettie J.								1		
Lee, Donna				1		3	2			
McCauley, Jack					3	1		2		
Nichols, Roosevelt							1			
Robinson, Genevieve	1						3	2		
Smith, Arlandre R.	3			1				2		
Weeks, Donald J.					2		1			
Wilson, Doniele		2				1				



Boards and Commissions Interview Schedule August 21, 2012



Times	Boards/Commissions Applicants	Present	Absent	Comments
6:00	Donna Lee			
6:00	Genevieve Robinson			
6:05	Jack McCauley			
6:10	Stacey Jaglowski			
6:15	Arlandre R. Smith			
6:20	Doniele Wilson			
6:25	Betty Jones			
6:30	LaToya Browning			
6:35				
6:40	Roosevelt Nichols			
6:45	Carol Burk			



**BOARDS COMMISSIONS
EXPIRING TERMS AND VACANCIES
RECAP - 2012**

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			YES	NO	
Planning and Zoning Commission	2012	Quinnie Wright	√		
	2012	Mary Jane Colton		√	
Airport Advisory Board	2012	Andy Mungenast	√		
	2012	Charles Waldrop, Jr.	√		
	2012	Keith Hutchinson	√		
	2012	Chris Chatmon (Alternate)	√		Verbal 8.13
Property Standards and Appeals Board	2012	Carlton Terry			Wrong Number
	2012	Richard Wilson	√		
	2012	Sue Wyrick	√		
	2012	Carolyn Morris (Alternate)	√		
Lancaster Recreational Development Corp. and Parks & Recreation Advisory Board	2012	Willene Watson	√		
	2012	Cecelia Rutherford	√		
	2012	Spencer Hervey	√		
	2012	Jerry W. Giles	√		
	2012	Donald R. May (Alternate)	√		



**BOARDS COMMISSIONS
EXPIRING TERMS AND VACANCIES
RECAP - 2012**

Boards/Commissions	Term Expires	Member Name	Desires Reappointment		Notes
			Yes	No	
Library Advisory Board	2012	Sarah Barber	√		
	2012	Sian Whitfield		√	
	2012	Lana Filgo		√	
	2012	Laurie Telfair	√		
	2012	Vacant (Alternate)			
Animal Shelter Advisory Committee	2012	Dr. Alleice Summers	√		
	2012	Larry King	√		
	2012	Thomas Hail	√		
	2012	Barbara Weatherspoon (Alternate)	√		
Historic Landmark Preservation Committee	2012	Carolyn Miller		√	
<i>(P & Z appoints, Council confirms)</i>	2012	Dee Hinkle	√		
	2012	Patricia Siegfried-Giles (Alternate)	√		
Zoning Board of Adjustment	2012	Sharon Brooks		√	
<i>(Mayor appoints, Council confirms)</i>	2012	Keith Burnett			Sent Email
	2012	Rebecca Torres-Swanson (Alternate)	√		
Civil Service Commission	2012	Will Armstead		√	
<i>(City Manager appoints, Council confirms)</i>					



**Worksheet
Board & Commission Appointments
August 27, 2012**

Planning and Zoning Commission – 2 regular positions

Desiring Reappt. / Notes

1. _____

Quinnie Wright

2. _____

Airport Advisory Board – 3 regular positions; 1 alternate

1. _____

Charles Waldrop, Jr.

2. _____

Keith Hutchinson

3. _____

Andy Mungenast

4. _____ (alternate)

Chris Chatmon

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

1. _____

Richard Wilson

2. _____

Sue Wyrick

3. _____

4. _____ (alternate)

Carolyn Morris

Parks & Recreation Advisory/

Recreational Development Board – 4 regular positions; 1 alternate

1. _____

Willene Watson

2. _____

Cecelia Rutherford

3. _____

Spencer Hervey

4. _____

Jerry Giles

5. _____ (alternate)

Donald May

Worksheet (Cont'd)
Board & Commission Appointments
August 27, 2012

Desiring Reappt. / Notes

Library Advisory Board – 4 regular positions, 1 alternate

- | | |
|----------------------|----------------|
| 1. _____ | Sarah Barker |
| 2. _____ | Laurie Telfair |
| 3. _____ | |
| 4. _____ | |
| 5. _____ (alternate) | vacant |

Animal Shelter Advisory Committee – 3 regular positions, 1 alternate

- | | |
|----------------------|----------------------|
| 1. _____ | Dr. Alleice Summers* |
| 2. _____ | Larry King* |
| 3. _____ | Thomas Hail* |
| 4. _____ (alternate) | Barbara Weatherspoon |

*fills state requirement

Zoning Board of Adjustment (Mayor appoints; Council confirms)

- | | |
|----------------------|------------------------|
| 1. _____ | |
| 2. _____ | |
| 3. _____ (alternate) | Rebecca Torres-Swanson |

Notes:

1. Historic Landmark Preservation Committee – P & Z appoints; Council confirms
2. Civil Service Commission – City Manager appoints; Council confirms
3. Youth Advisory Committee appointments by City Manager or her designee
4. Economic Development Corp. (3 year terms) no expiring positions in 2012



LANCASTER
wants interested citizens to serve on
Boards and Commissions

Do you have specialized knowledge, an ability to plan for the future, or an enthusiastic interest in improving the quality of life right in your own community? Do you want to be more involved at a local level where you see the results of your time and efforts? The City of Lancaster needs people who have a strong interest in the community to serve on one of the City's many boards and commissions. Read about our various boards and commissions below. Join others who volunteer on a City of Lancaster board or commission. Submit your application today! It's a great investment in Lancaster's future.

AIRPORT ADVISORY BOARD

The Airport Board has six members appointed to two-year terms and an alternate member appointed annually. Residency within the city limits is not required; a working knowledge of airport operations is recommended. Meetings are held at 7:00 p.m., on the second Tuesday of the month. This Board serves in an advisory capacity and makes proposals to Council regarding the operation, expansion, improvement, and maintenance of the Airport.

HISTORIC LANDMARK PRESERVATION COMMITTEE

This Committee is composed of five members and one alternate who are appointed to staggered terms by the Planning and Zoning Commission and confirmed by the City Council. Meetings are conducted on the 4th Tuesday of the month at 6:30 p.m. Qualifications to serve on HLPC are as follows: two members must have expertise in architecture, planning, landscape architecture, interior architecture or real estate appraisal. One member must be a representative from the Lancaster Historical Society. All must have knowledge and experience in the history, art, or architecture of Lancaster. The purpose of the Committee is to become familiar with the buildings, land, areas, and districts within the City that may be eligible for designation as historic landmarks. The Committee serves in an advisory capacity to P & Z.

PROPERTY STANDARDS AND APPEALS BOARD

The Property Standards and Appeals Board has five regular and one alternate members who serve pursuant to State Law and the Lancaster City Code. Meetings are held on the first Wednesday of each month at 5:30 p.m. Members must be residents of Lancaster and must be qualified by experience, common knowledge, and/or training regarding matters of construction and the provisions of the Housing and Substandard Building Code. The Board is charged with the protection of the health, safety, morals and welfare of the citizens of Lancaster. The Board must also establish minimum standards applicable to residential and non-residential structures. The Board's decisions are authoritative in nature.

LANCASTER ECONOMIC DEVELOPMENT CORPORATION (Type A)

The Board is composed of five members who serve three-year terms. Members are required to be residents of the City. The Board administers funds and projects using the ¼ cents sales tax receipts dedicated to economic development purposes pursuant to the Development Corporation Act of 1979, Article 5190.6. Meetings are held quarterly on the third Thursday at 6:30 p.m. This Board is commissioned to review applications for incentives and make recommendations to the City Council for approval.

PARKS AND RECREATION ADVISORY BOARD

LANCASTER RECREATIONAL DEVELOPMENT CORPORATION (Type B)

The seven appointed members serve both boards for two-year terms. An alternate member serves a one year term. The Development Corporation administers projects using the ½ cent sales tax to help develop and diversify the recreational, educational, and cultural aspects of the City. The Parks and Recreation Advisory Board advises City Council on present and future parks and program development and on use policy for the parks and recreation system. Members must be residents of the City. Meetings are held on the third Monday of the month at 6:00 p.m.

LIBRARY ADVISORY BOARD

The Library Board has seven members who serve two-year terms. An alternate member is appointed annually. Members must be residents of Lancaster. The purpose of the Board is to promote public interest in the Library; to coordinate projects and services for the Library; and to recommend Library policies to the City Council. Meetings are held at 6:30 p.m. on the third Thursday of every month. The Board serves in an advisory capacity.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission is a statutory board created pursuant to State Law and Lancaster City Code. Members must be residents of the City. Five members are appointed to two-year terms. Members review, hold public hearings, and make recommendations to the City Council regarding requests for change in zoning district classifications; text changes to the City's Zoning Ordinance; and permanent zoning to be given newly annexed areas. The Commission makes recommendations of persons to be appointed to the Historic Landmark Preservation Committee, with confirmation of appointments by the City Council. The Commission also makes some final decisions on matters forwarded to the Commission from HLPC. Meetings are held at 7:00 p.m. on the first Tuesday of the month.

ZONING BOARD OF ADJUSTMENT

This Board is a statutory board created pursuant to State Law. Members must be residents of the City. Five members are appointed to serve staggered two-year terms. An alternate member is appointed annually. Meetings are currently held at 6:30 p.m. on the second Tuesday of the month. The Board hears appeals based on determinations made in the enforcement of the zoning ordinance and decides special exceptions to the terms of the zoning ordinance in certain cases. This Board renders authoritative decisions.

ANIMAL SHELTER ADVISORY COMMITTEE

This five member and one alternate Committee serves in an advisory capacity to help the Animal Shelter meet state requirements for animal welfare. This Committee meets as needed.

YOUTH ADVISORY COMMITTEE

The Youth Advisory Committee provides for youth participation in municipal government in an advisory capacity. Student youth members must be fifteen years of age or older. Appointments to the Youth Advisory Committee are made by the City Manager or his/her designee. For more information regarding the Youth Advisory Committee or for an application, please contact Tiffiany Bizer-Mack with the Parks and Recreation Department at 972-218-3700

CITY OF LANCASTER, TEXAS

POLICIES AND PROCEDURES FOR LANCASTER BOARDS, COMMISSIONS AND COMMITTEES

I. PURPOSE AND SCOPE

The purpose of these policies and procedures is to establish uniform procedures for all boards and commissions of the City. Board and commission members are selected by the City Council in July of each year and typically serve a two-year term. Members serve at the pleasure of the Council and will not be granted special privileges because of their appointment.

II. MEMBER ELIGIBILITY

Applicant qualifications include the following:

- Must be at least eighteen (18) years of age, except for the Youth Advisory Committee;
- Must be a resident of the City, except for the Airport Advisory Board which permits members outside of the city limits;
- Must meet specific requirements as may be required by applicable City Code for specific boards, commissions or committees;
- In the event that state statute requires certain qualifications, those qualifications shall be required.

All qualified candidates applying for the first time must complete an application form and forward it to the City Secretary's office prior to the advertised deadline. Applicants may be interviewed by City Council prior to appointment.

Members shall be appointed for terms of two (2) years (except for the Economic Development Corporation which has three (3) year terms), and may be removed at any time by the City Council. Terms of office will be staggered so approximately one-half of the membership at any time has experience. In the event a vacancy occurs prior to the expiration of a full term, the City Council may appoint a new member to complete the unexpired term. Any member of a board or commission may be re-appointed by the City Council with a majority vote at a duly convened meeting of the City Council.

Alternate members are appointed to serve a one (1) year term. An alternate member shall serve in the absence of any regular member even if the alternate is not required to constitute a quorum. The Chair of the board shall recognize at the beginning of the meeting that an alternate is serving in the absence of a regular member. While serving in the absence of a regular member, an alternate shall have the same rights as a regular member, including the right to vote.

A member of a board or commission ceasing to reside in the City of Lancaster during his or her term of office shall immediately forfeit his or her position.

III. NEW MEMBERS

Upon completion of the selection process, all new members should make every effort to become as familiar as possible with all aspects of his or her particular board. To aid in the process, new members will be furnished copies of pertinent telephone numbers of other members, applicable information and regulations that govern that board.

Members of boards who are considered by state statute to be officers of the City must be administered a Statement of Officer and must receive the Oath of Office upon induction. The members must sign the Statement and Oath of Office. The documents must be notarized and retained in the City Secretary's office. The City Secretary or any notary public may administer the Statement and the Oath of Office.

Annually the City sponsors training provided by the City Attorney on the Texas Open Meetings Act for all board, commission and committee members. Newly appointed members of statutory boards and commissions shall be required to attend city-sponsored training on the Texas Open Meetings Act within three (3) months of their appointment. If unable to attend the city-sponsored training, the member shall contact the City Secretary's office for assistance in securing the required training through other resources or online at the Texas Attorney General's website. All board and commission members are strongly encouraged to attend the city-sponsored training on the Texas Open Meetings Act.

IV. DUTIES OF BOARD AND COMMISSIONS GENERALLY:

All boards and commissions shall act in an advisory capacity to the City Council with the exception of the following:

- Board of Adjustment whose decision is final as set out by state statutes
- Property Standards and Appeals Board as set out by state statutes
- The Lancaster Economic Development Corporation Board of Directors (Type A)
- The Lancaster Recreational Development Corporation Board of Directors (Type B)
- Planning and Zoning Commission in particular issues

Boards and commissions shall advise the Council on issues peculiar to their particular interests. No member of a board or commission shall become involved in the daily operations of the departments of the City or in personnel matters.

Specific duties of all boards and commissions are outlined in the Code of Ordinances as follows:

Planning and Zoning Commission	Lancaster Development Code, Section 14.209
Board of Adjustment	Lancaster Development Code, Section 14.210
Sign Control Board	Lancaster Development Code, Section 12.211
Historic Landmark Preservation Committee	Lancaster Development Code, Section 14.212
Tree Advisory Board	Lancaster Development Code, Section 14.213

Property Standards and Appeals Board
Economic Development Corporation
Recreational Development Corporation
Parks and Recreation Advisory Board
Airport Advisory Board
Animal Shelter Advisory Committee
Library Advisory Board
Youth Advisory Committee

Property Maintenance Code, Section 8.1013
Articles of Incorporation & Bylaws
Articles of Incorporation & Bylaws
Code of Ordinances, Article 16.100, Section 16.116
Resolution No. 4-78
Resolution No. 2009-10-98
Code of Ordinances, Article 9.900, Section 9.903
Ordinance No. 2009-09-30

V. ATTENDANCE AT MEETINGS

It is imperative that members maintain regular attendance. The following procedure has been established in order to assist in maintaining the record.

The Chairman should announce, for the record, the names of members absent. Members who cannot attend the meeting should contact the chairman or appropriate staff member concerning his or her absence prior to the meeting. Advance notice of an anticipated absence is simply a courtesy to other members and staff. The Attendance Policy set by Council does not provide for “excused” or “unexcused” absences.

Three (3) consecutive absences or a total of five (5) absences during a twelve month period, as reported quarterly to the City Council by the City Secretary’s office, shall cause the City Council to consider removal of the board member in accordance with the Attendance Policy.

The Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. Decisions reached by any of these boards impact the entire community. Therefore, if a quorum is not present because of absenteeism by certain members, the integrity of the board as a whole is affected.

VI. ETHICS

All members of boards and commissions shall comply with the City of Lancaster Code of Ethics as established in Article 9.100 of the Lancaster Code of Ordinances and as provided in Section 3.19 Boards and Commissions of Lancaster’s Home Rule Charter.

Article 9.600 of the Lancaster Code of Ordinances requires that any board or commission member who shall become a candidate for a place on the city council shall automatically be terminated from such board or commission position held.

VII. ROLE OF STAFF LIAISON

A staff member (usually a department director) is assigned to each respective board to perform support services, provide technical data, prepare agendas, post notices of meetings, prepare minutes of the meetings, and other related functions. The staff member is an ex-officio member

of the board, but is not entitled to vote or preside over meetings.

The staff member should arrange a meeting with all new members prior to the first meeting date for briefings on procedures, legal responsibilities, duties of the board, and background information on items that may be considered at the next meeting. A new member orientation may be conducted in a duly posted meeting of the board to facilitate this process.

VIII. ROLE OF COUNCIL LIAISON

The role of the liaison is to act as a communication conduit between the City Council and the board or commission. The liaison shall take no part in the board or commission discussions unless requested.

IX. RECORD OF MEETINGS:

A record of all meetings is to be kept. Pertinent items to be included are as follows:

A. AGENDA

The agenda will serve as the order of business and provide the form for posting of the notice of meetings. The official posting of the agenda must be at least 72 hours in advance of the meeting in a place(s) readily accessible to the public. Agenda postings are made at City Hall (bulletin board) with public copies available at the information kiosk near the reception desk at City Hall and on the City's website. Copies of the agenda, along with supporting data, shall be provided to each board member at least 72 hours in advance of the meeting date.

Some boards meet periodically or on an as-needed basis; however, others meet on a specified schedule. In the event a regularly scheduled meeting is cancelled, a notice should be posted stating that the meeting has been cancelled and giving the reason for such cancellation.

B. MINUTES OF MEETINGS

The staff member will be responsible for keeping an accurate record of all meetings. The minutes shall include a record of attendance, brief summary of the discussion, recommendations and/or voting record, indicating by name members voting "for" or "against" all items of business, unless the vote was unanimous. Written minutes shall be Action Minutes (not verbatim); thereby recording what was done rather than what was said. For all citizen comments made during a public hearing, the minutes shall include the name and address of the person speaking and summarize their comments.

Draft minutes shall be provided to the board in the agenda packet for review prior

to consideration at the duly posted meeting. Any questions regarding minutes shall be directed to the staff member preparing the minutes prior to the board meeting. Any proposed revision(s) or correction(s) to the draft minutes, as submitted to the board by the staff liaison, must be presented for consideration by all of the members of the board.

After minutes are approved by the board and signed by the chairperson, the minutes shall be a permanent record of the City and maintained as such by the staff liaison.

C. GENERAL CITIZEN COMMENTS

General citizen comments are not required under the Texas Open Meetings Act. The best forum for general citizen comments is before the governing body (City Council) whose members are elected to represent their constituents and who may direct staff or remand a matter to the appropriate board or commission for review and recommendations. General Citizen Comments shall not be a part of a board or commission agenda except for the Planning and Zoning Commission as provided herein. The Planning and Zoning Commission agenda may contain an item for "Citizen Comments" where citizens may speak only on matters contained on the Planning and Zoning Commission agenda.

This policy in no way prevents citizen comments at a public hearing conducted by a board or commission.

X. CONDUCT OF MEETINGS

A. The Chair shall preside at the meetings and in his/her absence the Vice-Chair shall preside. The Chair shall call the meeting to order and announce those members present and absent.

B. The Chair may address the posted items on the agenda in any order he/she chooses, as long as each and every item is addressed in some fashion.

C. A motion may be made by any member other than the presiding officer. A second to the motion is required before a vote can be taken. Any motion will die from a lack of a second.

D. Generally accepted parliamentary procedures will determine the precedence of motions and the general conduct and composition of meetings except as otherwise provided by state law.

E. If a City board or commission member has a conflict of interest, as defined under Chapter 171 of the Texas Local Government Code, on a matter being considered by the board or commission, an Affidavit of Conflict of Interest disclosing the nature of the conflict must be filed with the City Secretary prior to the meeting and any discussion of the matter. If there is a question as to whether or not a conflict of interest exists, the potential conflict should be discussed with the staff liaison, City Secretary or City Attorney prior to the meeting. When it is time to discuss the matter for which the member has filed a Conflict of Interest Affidavit, the member shall recuse him/herself from the meeting stating that he/she has a conflict of interest on the matter to be considered and that an Affidavit of Conflict of Interest has been filed. The member shall not participate in any discussion regarding the matter and shall promptly leave the dais. The City's Code of Ethics requires the member to leave the room if there is a financial interest in the matter. The Chair shall signal when the business on the matter is completed and allow time for the member to resume his/her place at the dais.

F. All meetings will be held in compliance with the Open Meetings Act and, with the exception of allowable executive sessions, shall be open to the public.

XI. VIOLATION OF POLICY

A violation of this policy may result in a member's removal by a majority vote of the City Council at a duly convened meeting of the City Council. Report of a violation shall be made to the City Council through the office of the City Secretary. After receiving notice of such violation, the City Secretary shall place the item on an agenda for consideration by the City Council.



**City of Lancaster
Boards, Commissions and Committees
Attendance Policy**

Persons appointed to city boards, commissions or committees can only be effective members or alternates if they attend the groups' meetings regularly. Attendance Reports will be maintained by City staff liaisons to the boards/commissions/committees and provided to the City Council on a quarterly basis for their review. In case of excessive absences, the following shall apply:

- (a) In case of excessive absences, a board, commission or committee member or alternate shall be removed from office. Absences from three (3) consecutive meetings or a total of five (5) absences within a twelve-month period shall constitute excessive absences. This provision shall apply even if such meeting is subsequently canceled or postponed due to lack of a quorum.
- (b) The procedure for removal of a member or alternate is as follows: Immediately after a member or alternate has three (3) consecutive absences or a total of five (5) absences within a twelve-month period, the staff liaison of the board, commission or committee shall notify the president or chair in writing. The staff liaison shall notify the city secretary with recommendations in writing within five (5) days of receiving notification. The city secretary shall notify the mayor and city council in writing within five (5) days of receiving notification. The council, at its next regularly scheduled meeting, shall declare the position vacant and instruct the city secretary to notify the board or commission member in question to that effect. The council shall then appoint someone to fill the vacancy from the available alternates or publish the vacancy and make an appointment after sufficient time has passed to receive applications for the position.

LANCASTER CITY COUNCIL
Agenda Communication for
August 21, 2012

2

AG12-002

**Discuss process for appointment of council liaisons to City
Boards and Commissions.**

This request supports the City Council 2012-2013 Policy Agenda.

Goal 6: Civic Engagement

Background

This agenda item provides councilmembers an opportunity to discuss the process related to selection of council liaisons to boards and commissions.

Annually, following board and commission appointments, Councilmembers select the boards/commissions that they would like to serve as Council liaison.

In accordance with Resolution 2007-09-105, appointments are based on seniority with the most tenured member choosing from the boards/commissions first. Following is a list of councilmembers by seniority:

Deputy Mayor Pro Tem James Daniels
Councilmember Nina Morris
(tie) Councilmember Walter Weaver and Mayor Pro Tem Marco Mejia
Councilmember Stanley Jaglowski
Councilmember LaShonjia Harris

At the Council meeting on September 12, 2011, a motion was made and approved to rotate the order of selection between the tied councilmembers with Mayor Pro Tem Mejia selecting first in 2012.

Considerations

Currently serving as liaisons are the following:

Board/Commission

Airport Board

Animal Shelter Advisory Committee

Councilmember

Weaver

Mejia

Civil Service Commission	Weaver
Economic Development Corp.	Morris
Historic Landmark Preservation Committee	Daniels
Property Standards & Appeals Board	Mejia
Library Advisory Board	vacant (formerly Hairston)
Parks and Recreation Advisory Board/ Recreational Development Corp.	vacant (formerly Hairston)
Planning & Zoning Commission	Daniels
Youth Advisory Committee	Morris
Zoning Board of Adjustment	Jaglowski

Council is scheduled to select the boards/commission they wish to serve at the Council meeting on September 10, 2012.

Attachments

- Resolution 2007-09-105

Prepared and submitted by:
Dolle K. Downe, City Secretary

Date: August 14, 2012

RESOLUTION NO. 2007-09-105

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, ESTABLISHING A POLICY FOR COUNCILMEMBERS TO SERVE AS LIAISONS TO ALL BOARDS AND COMMISSIONS OF THE CITY; REPEALING ALL RESOLUTIONS IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the intention of the City Council of the City of Lancaster to provide effective communication to all the boards and commissions; and

WHEREAS, Councilmembers serving as liaisons to the various City's boards and commissions will be able to provide necessary resources and information to the boards and commissions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANCASTER, TEXAS, THAT:

Section 1. All City Councilmembers, with the exception of the Mayor, will serve as Council liaisons to all the boards and commissions of the City for a period of one year. Councilmembers will select different boards and/or commissions to serve as liaisons after or around the completion of the boards and commissions appointments in July.

Section 2. Each Councilmember will be allowed to select the board or commission they would like to serve as liaisons to by order of seniority.

Section 3. Each Councilmember may submit a quarterly report to the entire council through the City Secretary on their respective board and/or commission's activity.

Section 4. Councilmembers are strongly encouraged, rather than required, to attend all meetings of their selected boards and/or commissions.

Section 5. Any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed or revoked.

Section 6. Should any part of this Resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 7. This Resolution shall take effective immediately from and after its passage, and it is accordingly so resolved.

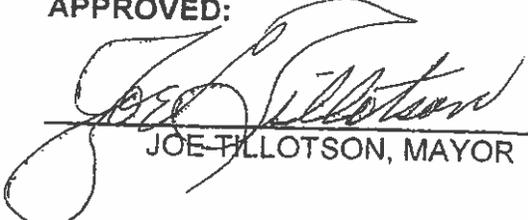
DULY PASSED and approved by the City Council of the City of Lancaster, Texas, on this the 24th day of September 2007.

ATTEST:



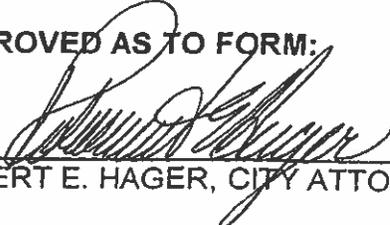
DOLLE K. SHANE, CITY SECRETARY

APPROVED:



JOE TILLOTSON, MAYOR

APPROVED AS TO FORM:



ROBERT E. HAGER, CITY ATTORNEY