



STAFF REPORT

DATE: January 19, 2021

TO: Kent Cagle, City Manager

FROM: Traci Briggs, City Attorney

SUBJECT: Appointing Citizen Members to Various Boards & Commissions

BACKGROUND AND FINDINGS:

The Mayor and City Council make annual appointments to the various boards, commissions, and committees each year and throughout the year as vacancies occur.

Section 2-118 of the Code of Ordinances states that persons appointed to city boards, commissions or committees can be effective members only if they attend the group's meetings regularly. In case of excessive absences, a board, commission, or committee member can be removed from office. Missing three (3) consecutive meetings or more than twenty-five (25) percent of meetings in a twelve-month period where the board meets more than four times per year shall constitute excessive absences. The city manager has been notified by the chairperson of the Senior Citizen Advisory Board that a member has missed more than three (3) consecutive meetings as defined by the code. The member with the attendance infraction is identified in the chart below in the status column as "Attendance."

In addition, Section 3-20(o) of the City Council's Governing Standards and Expectations states that citizen committees are most effective when members are able to communicate freely and that no city councilmember will be appointed as a member of a citizen committee. Two of the newly-elected councilmembers, Ken Wilkerson and Mellisa Brown, serve on several boards.

In October 2020 shortly after being appointed, a Planning and Zoning member resigned from their seat creating a vacancy. The member who resigned is identified in the chart below in the status column as "Resigned."

In order to declare vacancies and make appointments to fill the unexpired terms of the vacancies, City Council action is required.

Also, based on City Council direction in December 2020 regarding potential impact fees, the Capital Improvements Advisory Committee (CIAC) is required to be reinstated. This committee was previously created, but all member terms have since expired. The Committee is required by Texas Local Government Code Chapter 395 for all municipalities that desire to impose an impact fee. By statute, the committee must have a minimum of five (5) members. Forty percent (40%) of the members must be members of the real estate, development or building industry, and at least one member must reside in the City's extraterritorial jurisdiction.

THE ALTERNATIVES CONSIDERED:

No other alternatives were considered.

CONFORMITY TO CITY POLICY:

Making these appointments conforms to relevant city ordinances and policies.

Board of Adjustment - Zoning (Sub-committee: K, Wilkerson, M. Brown)

Current Member	Status	New Member	Comments
Ken Wilkerson	Councilmember		Alternate (unexpired term 20-22)
Vacant	No Apps (09/20)		Alternate (unexpired term 19-21)

Planning and Zoning (Sub-committee: All Council)

Current Member	Status	New Member	Comments
Mark Manning	Resigned		Citizen Rep (unexpired term 20-23)

Recreation Services Advisory Committee (Sub-committee: All Council)

Current Member	Status	New Member	Comments
Ken Wilkerson	Councilmember		District 4 Rep (unexpired term 20-22)

Senior Citizen Advisory (Sub-committee: S. Fleming, D. Nash-King)

Current Member	Status	New Member	Comments
Mellisa Brown	Councilmember		Citizen Rep (unexpired term 19-22)
Llewellyn Walker	Attendance		Citizen Rep (unexpired term 20-23)

Capital Improvement Advisory Committee (Sub-committee: All Council)

Current Member	New Member	Comments
Place 1		Real estate, development or building industry
Place 2		Real estate, development or building industry
Place 3		Real estate, development or building industry
Place 4		Real estate, development or building industry
Place 5		ETJ Resident
Place 6		Community Representative
Place 7		Community Representative
Place 8		Community Representative
Place 9		Community Representative

FINANCIAL IMPACT:**What is the amount of the expenditure in the current fiscal year? For future years?**

There is no current or future expenditure with these appointments.

Is this a one-time or recurring expenditure?

N/A

Is this expenditure budgeted?

N/A

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

N/A

RECOMMENDATION:

Recommendation is to declare vacancies on various citizen appointed boards and commissions and appoint citizen members to fill the identified unexpired terms, and to appoint members to the reinstated Capital Improvement Advisory Committee.

DEPARTMENTAL CLEARANCES:

City Attorney

ATTACHED SUPPORTING DOCUMENTS:

N/A