



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** June 27, 2016  
**SUBJECT:** Discuss revisions to City Code of Ordinances, Article III. - Boards, Commissions, and Committees.  
**PRESENTER:** Alicia Richardson, City Secretary

### **SUMMARY:**

Discuss revisions to appointment, review and attendance of Boards, Commissions, and Committees.

### **GENERAL DESCRIPTION:**

At the June 13, 2016 Work Session meeting, City Council discussed expectations for their appointees, specifically the attendance requirement to maintain position on respective board, commission, or committee. Council also discussed the need to increase the minimum percentage from 50 to 75 of missed meetings.

The Council agreed to direct staff to strictly enforce the attendance requirement. Council asked that staff inform them of any appointee whose attendance was down and most likely not able to maintain the required minimum percentage.

Staff informed Council the City Charter outlined the method of appointment and removal of Planning and Zoning Commission members. The City Charter established the Planning and Zoning Commission, and provides the following:

#### ARTICLE XIV. - PLANNING; BUILDING REGULATIONS

##### A. - PLANNING

##### Section 1. - The planning and zoning commission.

There shall be established a planning and zoning commission which shall consist of seven (7) citizens of the City of North Richland Hills who own real property within the city. The members of said commission shall be appointed by the city council for a term of two (2) years. Three (3) members of the planning and zoning commission shall be so appointed each odd-numbered year and four (4) members shall be so appointed each even-numbered year. Vacancies and unexpired terms shall be filled by the city council for the remainder of that member's term. The commission shall elect a chairman from among its membership.



The commission shall meet at least once monthly and may schedule additional regular meetings as are required by the level of agenda activity. A quorum for any meeting of the commission shall be a majority of the members. Members of the commission may be removed by the mayor with the consent of the city council after a public hearing and for cause set forth in writing.

The commission shall keep minutes of its proceedings which shall be of public record. The commission shall serve without compensation.

The city appreciates the time and service of our volunteers, and it is not the city's intent to bring attention to a member's attendance record. However, in order to accomplish the goal of having members attend meetings; staff is proposing the following revisions to the City's Code of Ordinances:

### ARTICLE III. - BOARDS, COMMISSIONS AND COMMITTEES

#### DIVISION 1. - GENERALLY

Sec. 2-121. - Appointment, review, removal, and training for boards and commissions.

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- (m) *Attendance reports.* The staff person providing support to that particular board shall keep attendance records at all meetings. The staff person will forward the attendance reports to the city secretary on or before the last day of each month. The city secretary will prepare a report for the city council showing attendance records for each board and each member thereof. This report shall be made on September 15, December 15 and May 15 provided to city council each month of each year. A member who has missed 50-75 percent of the board's meetings from July 1 through May 15 shall automatically be dropped from membership on the board. The city secretary shall inform council if their appointee has missed three meetings within a six (6) month timeframe. The attendance reports referred to in this paragraph shall be made available to the city council and a copy furnished upon request. Attendance at all regular meetings, special meetings and workshops shall be recorded and used to calculate attendance percentages.

Staff is also recommending the language regarding removal of Planning and Zoning Commission members in the City Charter be considered at the next Charter Amendment Election.

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Below is a summary of staff's proposed recommendations:

- Increase minimum participation percentage from 50 to 75;
- Provide guideline for staff to initiate discussion regarding poor attendance records; and
- Proposed language for removal of Planning and Zoning Commission members for a future Charter Amendment Election

Finally, at the June 13<sup>th</sup> meeting Council discussed a ninety (90) day period before enforcing the attendance policy. There are several critical projects expected to go before some of the boards within this timeframe, and staff anticipates kicking off work on the strategic plan in September. It is important that board members be present and available through the year long process of developing the strategic plan. Staff will provide additional information on upcoming initiatives at the work session.

A red-lined version of Article III. – Boards, Commissions, and Committees is included as an attachment.