

CITY OF LAGO VISTA, TEXAS

RESOLUTION 16-1664

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS ESTABLISHING A FORMALIZED PROCESS DESIGNATING DEPARTMENT RESPONSIBILITY FOR MONITORING APPOINTED BOARD VACANCIES, MINIMUM ADVERTISING STANDARDS OF BOARD VACANCIES, RETENTION OF APPOINTED BOARD APPLICATIONS BY CITY, STEPS TO FOLLOW WHEN VACANCY OCCURS ON APPOINTED BOARDS.

WHEREAS, the City of Lago Vista does not have an approved process for the items stated above in the header, and

WHEREAS, the City of Lago Vista has had previous issues occur because a formalized process is not in place, and

WHEREAS, this Resolution will establish a formalized process that Council and Staff will follow concerning our appointed boards.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS:

THAT, the City Council does hereby adopt this Resolution with the permanent appointed boards represented and the Department assigned as below, and

Name of Appointed Board	Responsibility
Planning & Zoning Commission	Development Services
Impact Fee Advisory Committee	Development Services
Board of Adjustment	Development Services
Building Committee	Development Services
Airport Advisory Board	Development Services
Parks and Recreation Advisory Committee	Public Works
Library Advisory Board	Library

1. Temporary appointed boards approved by Resolution shall be assigned responsibility by the City Manager.

THAT, the City Council does hereby adopt this Resolution with the following processes concerning any appointed boards:

1. Staff within the listed responsibility list will keep track of the individual board member terms and notify when their term is about to expire.
2. When a vacancy occurs the responsible Department shall, no more than a maximum of fourteen (14) calendar days after the vacancy, advertise the vacancy at a minimum with a newspaper of general City-wide circulation, City's website, and City's social media sites. This shall be advertised for a minimum of thirty (30) calendar days.
3. Current appointed board members who are wishing to renew their term shall file an application with the Department responsible for their appointed board.
4. Advertising for the vacancies shall occur in October, the end of advertising shall occur in November, with scheduling in December for Council.

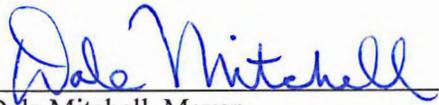
5. All applications shall be submitted through the City Secretary.
6. All applications submitted to the City Secretary shall be retained for a period of one (1) calendar year. If any separate board vacancy occurs within that window, provided the citizens indicates an interest in that specific appointed board, their application shall be considered by the Council.
7. The City Secretary will transfer to the appropriate Department head any applications after the thirty (30) calendar days. After transfer the Department head will prepare the item as necessary to schedule before Council for selection.

AND, IT IS SO RESOLVED.

PASSED AND APPROVED this 3rd day of November, 2016.

Attest:


Sandra Barton
Sandra Barton, City Secretary


Dale Mitchell, Mayor

On a motion by Council Member Tidwell, seconded by Council Member Bland, the above and foregoing instrument was passed and approved.