



VILLAGE OF SALADO

RESOLUTION No. R-2016-134

ESTABLISHING COMMITTEES AND ADVISORY BOARDS

A RESOLUTION OF THE VILLAGE OF SALADO, TEXAS (“VILLAGE”) SETTING FORTH A POLICY FOR THE ESTABLISHMENT, MEMBERSHIP, SCOPE, TERM, AND CONDUCT OF EXISTING AND FUTURE COMMITTEES AND ADVISORY BOARDS APPOINTED BY THE BOARD OF ALDERMEN.

WHEREAS, the Board of Aldermen (BOA) of the Village of Salado has a number of committees and advisory boards that specialize in specific areas; and

WHEREAS, Aldermen dedicate time to specific issues and become knowledgeable in those areas; and

WHEREAS, these committees and advisory boards include citizen members and subject-matter experts, who assist with making recommendations to the Board of Aldermen; and

WHEREAS, it is prudent to set forth a policy as to the establishment, scope, term, and conduct for these committees and advisory boards.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of Salado, Texas:

Section 1

1. The Committees and Advisory Boards Policy is hereby adopted and shall be effective upon passage.
2. Terms of appointment outlined in the Policy are generally for two years with renewal options beginning each year in the month of June. For the initial appointment which is anticipated to occur in January 2016, members shall be appointed for twenty-nine months (January 2016 through May 2018).

2. It is hereby found and determined that the meeting at which this Resolution is passed was open to the public as required, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

Section 2


3. This Resolution shall become effective immediately upon adoption.

PASSED & APPROVED this, the 7th day of January, 2016, by a vote of 5 (ayes) to 0 (nays) to 0 (abstentions) of the Board of Aldermen of Salado, Texas.

VILLAGE OF SALADO:


Skip Blancett, Mayor

ATTEST:


Mary Ann Ray, Village Secretary

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POLICY FOR VILLAGE OF SALADO
COMMITTEES AND ADVISORY BOARDS

PURPOSE

This policy sets forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Board of Aldermen Committees (Committees), and Citizen Advisory Boards (Advisory Boards) appointed by the Village of Salado Board of Aldermen to review and make recommendations on specific issues or interest areas. Requirements for statutorily established Boards and Commissions are not addressed by this policy and are established by ordinance.

BOARDS AND COMMITTEES DEFINED (PERMANENT, STANDING, AD HOC)

Ad Hoc Committee: A committee formed for a specific task or objective, and dissolved after the completion of the task or achievement of the objective.

Standing Committee: Committee with a continued existence formed to do its assigned work on an ongoing basis. Standing committees are subject to sunset.

Permanent Committee: Committee with a permanent existence, formed to do its assigned work on an ongoing basis.

ADVISORY BOARD AND COMMITTEE TYPES

Joint Governmental Committees (Permanent or Standing)

These are committees comprised of representatives from several governmental agencies. Representatives to these committees can be either Salado Board of Aldermen members or Village staff.

Citizen Advisory Boards (Standing or Ad Hoc)

These Boards shall be comprised solely of citizens. A staff liaison will be provided. The primary purpose of advisory boards is to provide judicious advice, from a citizen perspective to the BOA. Advisory Board activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations.

Council/Citizen Committees (Standing or Ad Hoc)

These Committees shall consist of two Board of Aldermen members and citizens. A staff liaison will be provided. Generally, Committees are established to: 1) perform research regarding a particular issue, 2) review and make recommendations to the BOA regarding proposed initiatives, 3) seek public input, and 4) review and make recommendations to the BOA for master plans, ordinances, and programs.

GENERAL GUIDELINES

The following shall apply:

- A. Committees and Advisory Boards shall be established by Resolution of the Board of Aldermen (BOA) in accordance with this policy.
- B. The purpose and scope of a Committee or Advisory Board shall be outlined in its establishing Resolution. (See Advisory Board and Committee types.)
- C. Committees and Advisory Boards shall be designated by resolution as either Permanent, Standing, or Ad Hoc. Ad Hoc Advisory Boards and Committees having a definite termination date may be extended by BOA action. Standing Committees shall be reviewed for sunset in June of each year.
- D. The number of members of a Committee or Advisory Board will consist of an odd number as established by resolution. Two Aldermen shall serve on each Committee.
- E. All members of Committees (except Aldermen) and Advisory Boards shall be appointed by the BOA and must be electorates, property owners, and/or residents of the Village of Salado. When exceptions are warranted such as technical expertise, the reasons shall be so stated in the enabling Resolution.
- F. Terms of member appointment will be established by resolution. Generally, members will be appointed for two years with the option of reappointment for one additional term of two years. However, it may be necessary to reappoint members more than once based upon a member's technical expertise or position on another Board or Commission.
- G. With the assistance of the Village Secretary, all Committees and Advisory Boards shall determine the applicability of and comply with open meeting and open records laws.
- H. From time to time, Committees and Advisory Boards may hold public meetings and forums to provide the public an opportunity to comment on committee/board initiatives and findings.
- I. Standing Committees shall be reviewed in June of each year for any needed additions, changes or sunset by the BOA. Within this review, Aldermen shall consider whether the work done by committees/boards is duplicative of other committees'/boards' work, and shall consider merging or disbanding committees/ boards as appropriate. This provision shall not prevent such changes at other times of the year.
- J. Each Committee and Advisory Board shall be assigned a staff liaison to provide support, research, technical advice, and organizational assistance.
- K. If any member has a conflict of interest regarding any item on the Committee or Advisory Board's agenda, that member shall refrain from participating in discussion on the item for which a conflict exists.
- L. Meeting dates and times shall be determined by mutual consent of the membership of the Committee and or Advisory Board and will be at such intervals as may be necessary to

orderly and properly carry out its purpose.

- M. Meetings shall be held at an established public facility unless tours or research is required in the field.
- N. Each Committee and Advisory Board shall report their activities and recommendations to the BOA during a regularly scheduled BOA meeting. Advisory Board reports shall occur at least quarterly unless otherwise stipulated. Committees shall report their activities and recommendations to the BOA during a regularly scheduled BOA meeting no less than a quarterly basis.
- O. Committees and Advisory Boards are recommending bodies only. Any recommendation of an Advisory Board or Committee shall first be placed on a BOA Workshop prior to being placed on a Regular BOA Meeting for final approval or action.

THE APPOINTMENT PROCESS

Appointments are made pursuant to the process listed below:

- A. Appointments of citizens to Committees and Advisory Boards are made by the BOA. Members are nominated by the Aldermen and each person so nominated must be approved by a simple majority vote of the BOA.

Appointments to joint governmental committees shall be made annually by the Mayor subject to confirmation by BOA vote.

Appointments of Aldermen to Committees shall be made annually by the Mayor, subject to confirmation by BOA vote. On an annual basis, the Mayor may alternate BOA members on various Committees.

- B. Members of Committees and Advisory Boards will be appointed and or reappointed annually at the first BOA meeting of June. Vacancies may be filled at any time of the year as the position becomes available and shall be filled via appointment by a simple majority vote of the BOA.
- C. The Chairperson and Vice Chairperson for Advisory Boards shall be appointed by its membership.
- D. The Chairperson and Vice Chairperson of Committees will also be appointed or reappointed annually at the first BOA meeting of June by the Mayor, unless an existing policy or resolution sets forth an alternative structure or appointment.
- E. Qualified individuals who wish to be considered for service must complete an application and submit it to the Village Secretary's office in the Village Municipal Building. Copies of applications will be provided to Aldermen for consideration. Individuals who have not made application will not be considered. Current members who wish to be reappointed for an additional term must turn in a letter of request indicating willingness to continue service.

- F. Members of a Committee or Advisory Board may be removed from office at any time by a simple majority vote of the BOA upon its own motion. Failure to attend three (3) consecutive scheduled meetings shall be deemed as neglect and cause for removal from a Committee or Advisory Board, unless such absences were due to unusual circumstances beyond the member's control such as sickness of the member or someone within the member's immediate family. A vote to remove a member shall be placed on the appropriate agenda as a regular item, and shall be voted upon accordingly.

EXHIBIT "A"
EXISTING ADVISORY BOARDS AND COMMITTEES

EXHIBIT "A"

EXISTING ADVISORY BOARDS, COMMITTEES & SUBCOMMITTEES SUMMARY

ORDINANCE COMMITTEE –

Membership: This is a five (5) member, standing committee consisting of the following members: Aldermen (2), commercial property or business owners (2), and At-Large (1). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. Two additional ex-officio members, including representatives from the Planning and Zoning Commission, may be temporarily appointed by the Committee from time to time, depending on the nature of the proposed ordinance.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Ordinance committee reviews, assists with drafting amendments, and makes recommendations to the BOA on Village of Salado past, present, and future ordinances and governance policies. The Committee may conduct public meetings to seek citizen and stakeholder input.

Reporting: This Committee reports its activities to the BOA on a monthly basis.

Meeting: This Committee meets, at a minimum on a monthly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Administrator

ETJ/ ANNEXATION COMMITTEE -

Membership: This is a five (5) member, standing committee consisting of the following members: Aldermen (2), real estate agent (1), technical expert (1), and At-Large (1). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The ETJ/Annexation Committee's role is to advise and provide research for bringing unincorporated property into the corporate limits of the Village of Salado. They provide guidance on the best way for new areas and developments to receive municipal services, such as police and fire protection, street maintenance, garbage collection, water service, and sewer service. The committee will work to establish prudent jurisdictional boundaries, facilitate economic development, foster coordinated land development, and evaluate cost/benefits of land in the ETJ. This Committee will also provide recommendations on policies to attract land into the Village limits.

Reporting: This Committee reports its activities to the BOA on a quarterly basis.

Meeting: This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Administrator

STREET IMPROVEMENT COMMITTEE -

Membership: This is a seven (7) member, standing committee consisting of the following members: Aldermen (2), engineer (1), technical expert (2), and At-Large (2). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Street Improvement Committee shall examine, consider, and recommend any changes, additions, or deletions to the Street Maintenance Plan, the Drainage Plan, and the Transportation Master Plan. In addition the Committee makes recommendations to the BOA regarding the TCCS Manual for street, drainage, and lighting improvements; street profiles; reviews maintenance methods, techniques and materials for streets; reviews and makes recommendations on the annual Streets Capital Improvement Plan and expenditures; and related policy issues.

Reporting: This Committee reports its activities to the BOA on a monthly basis.

Meeting: This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Administrator and Public Works Worker

WASTEWATER COMMITTEE

Membership: This is a five (5) member, standing committee consisting of the following members: Aldermen (2), engineer (1), Salado Water Supply Corporation (1), and At-Large (1). All members, except Aldermen and SWSC, are appointed by the Board of Aldermen. The member representing an organization shall be appointed to serve by its own membership. Members may be electorates, property owners, business owners, and/or residents of the Village of Salado.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The duties of the Wastewater committee are to make recommendations to the Board of Aldermen regarding wastewater ordinance adoption/ revisions/fees; review methods, techniques and materials for on-site sewage treatment and disposal; identify CCN; review Wastewater Capital Improvement Plan and expenditures; and policy issues.

Reporting: This Committee reports its activities to the BOA on a monthly basis.

Meeting: This Committee meets, at a minimum, on a monthly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Administrator

ENVIRONMENTAL COMMITTEE

Membership: This is a five (5) member, standing committee consisting of the following members: Aldermen (2), and At-Large (3). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Environmental Committee informs and advises the BOA and citizens on preserving and improving environmental quality for the benefit of the community. Issues addressed include air quality, hazardous waste, recycling, Salamander, Salado Creek, and all other natural resources. Aldermen members attend Clearwater Underground Water District Board meetings and provide updates to the BOA. The Committee coordinates its activities and recommendations with various state and federal agencies.

Reporting: This Committee reports its activities to the BOA on a quarterly basis.

Meeting: This Committee meets, at a minimum, on a quarterly basis, at a time and public place noted in the records of the Village Secretary...

Staff Liaison: Village Administrator

ECONOMIC DEVELOPMENT COMMITTEE – SANCTUARY DEVELOPMENT-

Membership: This is a two (2) member ad hoc committee consisting of the following members: Aldermen (2).

Term: Members appointments expire upon the execution of all contracts with the Sanctuary Development, including the Public Improvement District agreement.

Purpose/Scope: In cooperation with legal counsel, advises and negotiates on behalf of the Board of Aldermen relating to incentives and development standards and associated agreements, including the Public Improvement District agreement, with the Sanctuary Development.

Reporting: This Committee reports its activities to the BOA on an as-needed basis as negotiations occur.

Meeting: This Committee meets as needed when needed.

Staff Liaison: None

ECONOMIC DEVELOPMENT COMMITTEE – BUSINESS GROWTH AND DEVELOPMENT COMMITTEE-

Note: This committee was referenced and designated by Resolution R-2015-119, Economic Development Incentive Policy, Criteria, and Procedure.

Membership: The Business Growth and Development Committee is an eleven (11) member Standing Committee comprised of the Chamber of Commerce President (1), Chamber of Commerce Board of Directors (2), retail representatives at large (2), a banker or financial advisor (1), a County representative of Salado's District (1), Board of Aldermen representatives (2*), a citizen at-large (1), and the Village Administrator (1). The Board of Aldermen appoint the citizen at large. Retail representatives and banker/financial advisor are appointed by the Board of Aldermen, with the recommendation of the Chamber of Commerce Board of Directors. The two members representing organizations shall be appointed to serve by their own membership.

*The Resolution provides for one Aldermen, however prior appointment has been two.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Village/Chamber of Commerce Business Growth and Development Committee / Economic Development Committee serves as the marketing, recruitment, evaluation, negotiation, and recommendation arm for prospective Target Businesses. The Committee will primarily focus its recruitment efforts on a *Top 20 Recruitment List* established, and amended from time to time, by the Committee. This policy does not prevent recruitment of other businesses in the listed Target Industries. A Recruitment Subcommittee will be established and prospective businesses will be encouraged to discuss their proposed projects with the Subcommittee early in the site selection and development stage process.

The Village of Salado Business Growth and Development Committee / Economic Development Committee will evaluate an application to determine if the project meets the requirements for consideration under this policy as well as coordinate with the applicant as it relates to:

- Type of operation
- Eligibility criteria
- Minimum standards
- Minimum thresholds
- The merit and value of the proposed project
- Recommendation for Village incentives to the Board of Aldermen

The Salado Business Growth and Development Committee will forward their findings and recommendations to the Village Administrator. Based on the outcome of the evaluation, the Village Administrator may present the application to the Board of Aldermen for consideration.

Reporting: This Committee reports its activities to the BOA on a bi-monthly basis.

Meeting: This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Executive Director of the Bureau

MAIN STREET COMMITTEE AND SUBCOMMITTEE-

Membership - Committee: The Main Street Committee is a seven (7) member, standing committee consisting of the following members: Aldermen (2), Chamber of Commerce (1), Main Street property owner (1); Main Street business owner (2); and At-Large (1). At-Large members, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

Membership – Subcommittee: The Main Street subcommittee is a eleven (11) member, ad hoc committee consisting of the following members: Aldermen (2), real estate agent (1), Chamber of Commerce (2), Chamber of Commerce and Tourism Bureau Executive Director (1), Main Street property owner (2); Main Street business owner (2); and At-Large (1). All members, except Aldermen, are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado.

Term: Standing members are appointed for two year service and may be reappointed for one additional term of two years. Members of the subcommittee are appointed through May 2016.

Purpose/Scope – Committee - Standing: The Main Street Committee’s purpose is to create an attractive, coordinated and quality image of Main Street by capitalizing on and enriching its unique assets and heritage. The committee’s responsibilities include activities and evaluations in all aspects of design that affect Main Street’s image. Such activities include analyzing parking, and making recommendations on capital improvements and related expenses, developing brand, street profile/designs, coordinated landscaping, and pocket parks. The Committee also makes recommendations for grant applications.

Purpose/Scope – Subcommittee - Ad Hoc: The Main Street Subcommittee’s purpose is to study and make recommendations to the Main Street Committee for landscape, streetscape, trails, bike lanes, and street profiles for Main Street that will ultimately be submitted to TXDOT for approval and funding.

Reporting: The Subcommittee reports to the Committee on a monthly basis. The Committee reports its activities to the BOA on a bi-monthly basis.

Meeting: This Subcommittee meets on an on-call basis. This Committee meets, at a minimum, on a bi-monthly basis, at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Administrator

TRAIL AND PARKS COMMITTEE –

Membership: This is a seven (7) member, standing committee consisting of the following members: Aldermen (2), Keep Salado Beautiful (1), a cyclist (1), and At-Large (3). At-Large members and cyclist are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The member representing an organization shall be appointed to serve by their own membership.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Trail and Parks Committee is to foster the implementation of recommendations contained within the Village of Salado's Hike and Bike Trail Master Plan and further the Village's goals for trail network development in Salado. The Trail committee provides recommendations for: 1) trail maintenance and improvement; 2) standards for Village-approved trail features; 3) conducts examinations of existing trail conditions; 4) assists with identification and preparation of grant applications; 5) conducts public meetings to seek input on plans; and 6) makes recommendations to the BOA on revisions to the Hike and Bike Trail Master Plan.

Reporting: This Committee reports its activities to the BOA on a quarterly basis.

Meeting: This Committee meets on an on-call basis, but no less than quarterly. Meetings are held at a time and public place noted in the records of the Village Secretary

Staff Liaison: Village Administrator

NAMING / RENAMING ADVISORY BOARD

Membership: This is a five (5) member, standing advisory board consisting of the following members: the Salado Historical Society (1), Public Art League of Salado (1), Keep Salado Beautiful (1), and At-Large (2). At-Large members are appointed by the Board of Aldermen and may be electorates, property owners, and/or residents of the Village of Salado. The three members representing organizations shall be appointed to serve by their own membership.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: This Advisory Board shall research and review the request and all its supporting documentation with careful review as it relates to the Naming/Renaming Village Facility, Public Lands, Sites, and Public Streets Policy, shall hold a meeting to receive public input, and shall make a recommendation to the Board of Aldermen. In addition, the Advisory Board will make a recommendation on whether a plaque, marker, or sign should be erected including a specific design and verbiage that should be utilized.

Reporting: This Board reports its activities to the BOA on a semi-annual basis.

Meeting: This Board meets on an on-call basis whenever an application is submitted to the Village Secretary or if the Board of Aldermen has a specific request. Meetings are held at a time and public place noted in the records of the Village Secretary.

Staff Liaison: Village Secretary

PUBLIC SAFETY / EMERGENCY MANAGEMENT COMMITTEE

Membership: This is a seven (7) member, standing committee consisting of the following members: Aldermen (2), technical expert (2), County Emergency Management or Public Safety Official (1), Fire Chief (1), and At-Large (1). At-Large members and technical experts are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The members representing organizations shall be appointed to serve by their own membership.

Term: Members are appointed for two year service and may be reappointed for one additional term of two years.

Purpose/Scope: The Public Safety Committee shall examine, consider, and recommend any changes, additions, or deletions to the General Orders, Standard Operating Procedures and public safety related ordinances; reviews and makes recommendations regarding the Public Safety Long Range Plan; seeks and prepares emergency management and public safety related grants; reviews and makes recommendations to revise the Emergency Management Plan; monitors staff training; makes recommendations regarding methodologies, scope, and approaches for assessment of the public safety functions; and review of other public safety initiatives. The committee may review criminal justice, Village Court, animal control, fire, and emergency medical safety initiatives.

Reporting: This Committee reports its activities to the BOA on a bi-monthly basis.

Meeting: This Committee meets, at a minimum, on a bi-monthly basis at a time and public place noted in the records of the Village Secretary

Staff Liaison: Police Chief

DEER ADVISORY BOARD

Membership: This is a five (5) member, ad hoc committee consisting of the following members: technical expert (2) and At-Large (3). All members are appointed by the Board of Aldermen and may be electorates, property owners, business owners, and/or residents of the Village of Salado. The Board of Aldermen will strive to achieve a balance of opinion on the issue when making appointments to this committee.

Term: Membership terms expire upon providing a recommendation and plan to the Board of Aldermen.

Purpose/Scope: The Deer Advisory Board shall examine, consider, and recommend a plan and any associated tracking system to assist with managing the deer population within the Village City Limits. Attention will be given to ordinances or policies regarding feeding of deer, population control, health and welfare of deer and human populations, and property damage. The Deer Advisory Board will offer a recommended plan to the Board of Aldermen

Reporting: This Committee reports its activities to the BOA on a bi-monthly basis.

Meeting: This Committee meets, at a minimum, on a bi-monthly basis at a time and public place

noted in the records of the Village Secretary.