

**CITY OF SEABROOK
RESOLUTION NO. 2021-21**

**UPDATE OF THE CITY'S BOARDS AND
COMMISSIONS APPOINTMENT PROCEDURES**

**A RESOLUTION UPDATING THE CITY OF SEABROOK'S BOARDS
AND COMMISSIONS APPOINTMENT PROCEDURES, INCLUDING AN
UPDATE TO THE APPLICATION FORMS AND AN UPDATE TO THE
CITY'S WEBSITE; AND REPEALING RESOLUTION 92-05 IN ITS
ENTIRETY**

WHEREAS, the City of Seabrook's boards and commissions procedures have been used for many years, since 1992, to interview and appoint volunteers in the community who are willing to serve as often as once per month for two or three years to advise the City Council on various aspects of municipal operations; and

WHEREAS, as the City continues to work toward more efficient and effective methods of doing business to provide residents with better and better quality of life, policies and procedures are important to review and update to achieve best overall function; and

WHEREAS, the City Council of the City of Seabrook desires to update the boards and commissions appointment procedures in order to encourage residents to get involved, feel comfortable with the interview process, and know that the appointments are made matching the skills and experience to the purpose for which the board or commission was created.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF SEABROOK, STATE OF TEXAS:**

That the City of Seabrook hereby repeals Resolution 92-05 and formally adopts updated boards and commissions appointment procedures as shown on Exhibit A which is hereby attached and made part of this resolution.

PASSED, APPROVED AND ADOPTED THIS 16th DAY OF NOVEMBER, 2021.

Thomas G. Kolupski

Thomas G. Kolupski
Mayor

ATTEST:

Robin Lenio

Robin Lenio, TRMC
City Secretary

**City of Seabrook
BOARDS AND COMMISSIONS
APPOINTMENT PROCEDURES**

Boards and Commissions Overview

Board of Adjustment

The Board of Adjustment consists of five (5) citizen members with up to two (2) alternate members. The board meets in order to hear variance requests and special exceptions to the Comprehensive Zoning Ordinance, the Flood Ordinance and the Building Codes.

Building & Standards Commission

This commission consists of five (5) citizen members and up to two (2) alternate members, who meet during the evening as needed to hear cases and determine if a property poses a threat to the welfare of the general public and is a nuisance. Members of the Building & Standards Commission also serve on the Board of Adjustment. Members serve two-year terms.

Charter Review Commission

The Charter Review Commission is a temporary commission which is appointed by Seabrook City Council every five years. The commission consists of seven citizens to review the city's charter and make recommendations for possible changes to the charter.

Civil Service Commission

In May 2011, the voters approved civil service for the Seabrook police officers. On October 30, 2011, the Seabrook Civil Service Rules and Regulations became effective and in compliance with Chapter 143, Municipal Civil Service Act. The purpose of this act is to secure an efficient department composed of capable personnel who are free from political influence and who have an expectation of secure employment tenure as public servants.

Ethics Review Commission

The purpose of the Ethics Review Commission is to make recommendations to City Council regarding the appropriate disposition of allegations of violations against the ethics ordinance. Members serve two-year terms. Members may not serve on any other board or commission.

Master Plan Review

The Master Plan Review Commission is a temporary commission which is appointed by Seabrook City Council every five years. The commission consists of seven citizens to review the city's master plan including possible recommendations for changes to the plan.

Open Space and Trails Committee

The Open Space and Trails Committee was formed on May 12, 2009, with the primary purpose of beautifying and preserving the city's natural resources. This includes creating a master plan for parks, trails and other recreational facilities throughout the city such as Carothers Coastal Gardens and the Seabrook Community House.

Planning & Zoning Commission

The commission reviews the City's zoning ordinance and subdivision ordinance and makes recommendations to City Council. In addition, the commission reviews all plats, conditional use permit requests and zoning change requests.

Seabrook Economic Development Corporation

Seven dedicated individuals serve on the Seabrook Economic Development Corporation (EDC) board of directors and manage its affairs. Five members are appointed by the Seabrook City Council. The mayor serves a three-year term, while the mayor pro tem serves a one-year term.

Applications

Board and Commission applications will be made available online year-round at www.seabrooktx.gov/113/Boards-Commissions.

An application for each board is attached hereto as Exhibit A.

Civil Service Commission (application deadline of April 1)

In mid to late April, the City Manager will interview applicants. City Council will ratify the City Manager's nomination and appointment at its second meeting in May.

Ethics Review Commission (application deadline of August 1)

In mid August/early September the procedures outlined below will occur for making appointments/re-appointments to the Ethics Review Commission. At an Ethics Review Commission meeting in January, February, or March of 2022, the ordinance establishing term expiration date for the Ethics Review Commission will be reviewed and a recommendation to Council will be submitted regarding changing the term expiration date to coincide with all other boards and commissions term expiration date of January 1. Once the new term expiration date is approved by City Council, the Ethics Review Commission application deadline will be amended to be October 15 each year.

All other Boards & Commissions (application deadline of October 15)

Beginning late October/early November, a two-member City Council panel will meet all new applicants prior to making their nominations for appointments. This is an opportunity for both Councilmembers and the applicant to visit informally about the appointment, the board/commission purpose, and the expectations of the particular board or commission for which the applicant has applied. At a City Council meeting, the City Council will make all nominations and appointments in open session. All applicants will be contacted after the appointments are approved by City Council.

All persons interested in volunteering his/her time to serve on a City board or commission must fill out an application, regardless of whether it is a first time appointment and a re-appointment.

Applications of those not appointed to a board or commission will be kept on file for one year, should a vacancy occur at a time other than the regularly scheduled appointment/re-appointment deadline. Should an unexpected vacancy occur, the City will advertise to fill the vacant position and will notify those whose applications have been kept on file to inquire as to whether there is still interest in serving on the specific board or commission.

Qualifications

Applicants must:

Be a resident of the City of Seabrook for at least 12 months prior to date of appointment, except for the Civil Service Commission, which is 3 years.

Be a registered voter for the City of Seabrook.

Have no felony conviction for which applicant has not been pardoned.

Not be an adversary party to pending litigation against the City

Not be in arrears on any City taxes, water service charges or other obligations owed the City.

Procedures

City Council will appoint a two member Council Interview Panel at its first meeting in August each year.

The Interview Panel will interview applicants for all boards, except the Civil Service Commission, in late October/early November.

On the same evening and prior to the applicant interviews, the Panel will interview staff liaisons to get their input and needs, etc. Attendance records for those board and commission members who wish to be reappointed will be included in the interview packet for the Interview Panel.

All interviews will be scheduled for 15 minutes each.

The Panel will make appointment/re-appointment recommendations for each open position to the City Council at the second Council meeting in November and City Council will make the appointments/re-appointments at the same meeting or at the first Council meeting in December.

Should an unexpected vacancy occur at a time other than the regularly scheduled appointment/re-appointment deadline, the Interview Panel will convene as soon as possible after the advertised application deadline to conduct interviews and make recommendations to the City Council within two months of the vacancy occurring.

City Website

The Board and Commission page on the City's website will reflect the new process with deadlines, the updated application for each board, and links to the required Open Meetings Act and Public Information Act training provided online by the Texas Attorney General's Office.

In addition, the website page will include an updated list of current appointments for each board or commission with member names and term expiration dates.