

City of Nacogdoches

BOARDS / COMMISSIONS Handbook



City Council

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Airport Advisory Board

COMPOSITION: Five (5) regular members and two (2) alternate members

TERMS: Two (2) years

CITY DEPARTMENT: Airport

DUTIES AND RESPONSIBILITIES:

Airport Advisory Board shall be an advisory board to City Council. It may establish its own rules and regulations for meetings and proceedings. Its recommendations may be presented to City Council as needed. Airport Advisory Board shall advise City Council and make recommendations on the following matters:

- Master planning for use, expansion and development of the airport and its property;
- Construction, expansion, improvements, maintenance and operation of the airport;
- Consultant selection for various planning and construction projects;
- Selection of all fixed base operators and other lessees of airport property;
- Terms, conditions, duties, responsibilities, consideration and other lease provisions to be contained in all lease arrangements concerning airport property;
- Methods and matters in recruiting and creating interest at the airport;
- Planning and developing airport services and working toward general improvement of the airport as an air transportation center; and
- All other matters that may arise regarding the operation, facilities or services provided at the airport.

MEETINGS: Once per quarter.

Building Standards Commission

COMPOSITION: Six (6) regular members and two (2) alternate members

To the extent possible, members of the Building Standards Commission should be qualified in one or more fields of fire prevention, building construction, sanitation, plumbing, electricity, mechanical systems, engineering, architecture or public health. Failure to be qualified in any of said fields shall not prevent or disqualify a person from sitting on the commission.

TERMS: Two (2) years

CITY DEPARTMENT: Inspection Services

DUTIES AND RESPONSIBILITIES:

The purpose and responsibilities of the commission shall include:

- Hear appeals of decisions and interpretations of the building official;
- Hear appeals of decisions and interpretations of the fire marshal regarding City fire code;
- Consider or grant variances for special conditions and periodically review construction and fire codes;
- Suspend building trade licenses issued by the City for due cause;
- Hear appeals of decisions and interpretations of the city engineer regarding City's driveway access policy;
- Make recommendations to City Council pertaining to minimum construction, fire code safety standards and amendments; and,
- Make recommendations to City Council pertaining to condemning of dilapidated structures.

In addition, the Commission shall be the successor to all authority, responsibility and functions as set out in any and all ordinances of the City of Nacogdoches previously exercised by the Building Code Board of Adjustments and Appeals, Plumbing Appeals and Advisory Board, Heating/Air Conditioning and Mechanical Refrigeration Board, Board of Electrical Examiners, Fire Prevention Board, and Urban Standards Board of Adjustments and Appeals.

MEETINGS: Four (4) members shall constitute a quorum and majority vote of members present is required to take action. To take official action, affirmative votes of the majority of members present shall be required. Meetings are held as needed.

City Naming Committee

COMPOSITION: Five (5) members

TERMS: Ad Hoc Committee – will serve at the end of City Council

DUTIES AND RESPONSIBILITIES:

Review applications for naming/renaming of City facilities, streets and park land and make a recommendation to City Council for final approval.

MEETINGS: As needed.

Convention and Visitors Bureau Board

COMPOSITION: Seven (7) members appointed or removed by City Council and may represent the following: retail merchants, including restaurants; hotel/motel and/or bed and breakfast industry; university interests.

TERMS: Three (3) years

DUTIES AND RESPONSIBILITIES:

The Convention and Visitors Bureau (CVB) shall promote, market and sell convention and tourism-related business in the Nacogdoches area; to further the promotion of tourism and publicity for the area; and promote Nacogdoches as a tourist destination through the state, region, nationally and internationally. The CVB Board of Directors is the governing body of the CVB, setting policies, goals and objectives. The CVB Board of Directors is responsible for hiring the CVB Executive Director.

MEETINGS: The CVB Board meets monthly on the 3rd Wednesday at 8:30 a.m. at the Convention and Visitors Bureau.

Health Code Advisory Committee

COMPOSITION: Nine (9) members

TERMS: Three (3) years

CITY DEPARTMENT: Inspection Services

DUTIES AND RESPONSIBILITIES:

The Health Code Advisory Committee's primary function is to advise City Council of any issues involving health and safety of the citizens of Nacogdoches. The committee will review City health department and animal control department ordinances and is composed of City Health Officer, one licensed veterinarian, at least one representative from an animal welfare organization, at least one member from food service industry, and at least one member from child-care service industry. The committee, at a minimum, shall provide guidance to promote:

- Environmental health programs for enforcement of health and safety laws relating to food, water, waste control, general sanitation, and vector control;
- Personal health promotion;
- Animal health promotion; and
- Environmental health education and information services.

MEETINGS: As needed.

Historic Landmark Preservation Committee

COMPOSITION: Seven (7) members

TERMS: 3 year terms

CITY DEPARTMENT: Community Services

DUTIES AND RESPONSIBILITIES:

All members of the Historic Landmark Preservation Committee (HLPC), regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the City. Consideration will be given to the following recommended professions: architecture, planning or other design profession; historian; licensed real estate broker; property owner of a landmark or in a historic district; attorney; or archaeologist or related discipline. The powers of HLPC shall include:

- Prepare rules, procedures, reports and specific design guidelines;
- Adopt criteria, conduct surveys, maintain inventory and recommend designation of historic, architectural and cultural landmarks;
- Prepare rules and procedures, create subcommittees and maintain minutes recording all actions of HLPC;
- Make recommendations for use of funds to promote preservation of landmarks and historic districts;
- Approve or disapprove certificates of appropriateness;
- Prepare and submit annual report to City Council and prepare design guidelines; and
- Recommend incentive programs and acquisition of landmark structure.

MEETINGS: NHLPC shall meet on the first Monday of each month at 4 p.m. Special meetings may be called at any time by the chair or at the written request of two committee members.

Housing Authority Board

COMPOSITION: Five (5) members

SPECIAL REQUIREMENTS: Members cannot have tenants in Section 8 HUD Housing Program.

TERM: Two (2) years

CITY DEPARTMENT: City Secretary

DUTIES AND RESPONSIBILITIES:

On April 22, 1975 the Housing Authority of the City of Nacogdoches was created by resolution of Nacogdoches City Council. City Council appoints members of the Housing Authority Board who serve voluntarily as the policy-making body for Nacogdoches Housing Authority. Once appointed, this Board serves and functions autonomously from City Council. Nacogdoches Housing Authority provides safe, decent and sanitary housing for low income families throughout Nacogdoches County, and works toward providing home ownership opportunities and self-sufficiency for these families.

MEETINGS: As needed.

Industrial Development Authority

COMPOSITION: Five (5) members

TERM: Three (3) years

CITY DEPARTMENT: City Manager

DUTIES AND RESPONSIBILITIES:

The Industrial Development Authority was created in the 1970's as a non-profit corporation to act as a conduit through which all Industrial Revenue Bonds are channeled under the Texas Industrial Revenue Bond Program. This program provides tax exempt financing of land and depreciable property for eligible industrial or manufacturing

projects. The purpose of the Industrial Development Authority is to issue taxable and tax exempt bonds for eligible projects within the City of Nacogdoches.

MEETINGS: Bylaws require the Industrial Development Authority to meet annually on the 1st Monday of December at 1:30 p.m. or at such time and place as shall be fixed by the consent in writing of all the directors. Special meetings may be called as needed.

Main Street Advisory Committee

COMPOSITION: Eleven (11) members

TERM: Three (3) years

CITY DEPARTMENT: Main Street

DUTIES AND RESPONSIBILITIES:

The Main Street Advisory Committee's mission is to preserve and promote historic downtown Nacogdoches through economic, historic and cultural revitalization. Envisioning a year round destination where visitors and locals experience the heart of our community rich with history, commerce, entertainment, cultural, and educational opportunities.

The Main Street Advisory Committee works directly with the Main Street Manager.

MEETINGS: Meeting times and dates will be set by agreement of the Committee.

Mayor's Committee on People with Disabilities

COMPOSITION: Eleven (11) members

TERM: Two (2) years

CITY DEPARTMENT: City Secretary

DUTIES AND RESPONSIBILITIES:

Mayor's Committee on People with Disabilities (NMCPD) envisions a community dedicated to inclusion of citizens at whatever level of ability they possess. The mission of the NMCPD is to keep City Council advised of living conditions and needs of people with disabilities in the community and to further opportunities for people with disabilities to enjoy a life of independence, productivity, and self-determination. NMCPD is an affiliate of the Texas Governor's Committee on People with Disabilities and operates at the discretion of City Council. The committee objectives are to:

- Promote better public understanding concerning needs and contributions of persons with disabilities;
- Promote increased enjoyment of workers with disabilities on a year-round basis;
- Encourage retention and advancement of those workers presently employed;
- Develop better understanding by persons with disabilities of services available to them;
- Encourage persons with disabilities to use these services;
- Remove all architectural barriers; and
- Promote participation in community life by people with disabilities.

MEETINGS: The committee shall meet at least four times per year. Regular meetings are held every three months in March, June, September and December. The committee may meet more often if needed. Currently, the committee meets monthly on the 2nd Thursday at 12:00 noon.

Parks and Recreation Advisory Board

COMPOSITION: Seven (7) members

TERM: Three (3) years

CITY DEPARTMENT: Community Services

DUTIES AND RESPONSIBILITIES:

Parks and Recreation Advisory Board shall be consulted regarding advice on operation and general administration of the parks, park playgrounds and other recreational property and facilities as may be requested by City Council. The Board shall never obligate the City in any manner or for any purpose. The Board works closely with the Director of Community Services, or designee on matters involving parks, trails and other recreation activities in the City of Nacogdoches.

MEETINGS: The Parks and Recreation Advisory Board meets as needed.

Pine Grove Cemetery Board

COMPOSITION: Five (5) members

TERMS: Two (2) years

CITY DEPARTMENT: Community Services

DUTIES AND RESPONSIBILITIES:

The mission of the Pine Grove Cemetery Board is to maintain and beautify Pine Grove Cemetery in honor of those interred.

MEETINGS: The Pine Grove Cemetery Board meets quarterly.

Planning and Zoning Commission

COMPOSITION: Five (5) members

TERMS: Two (2) years

CITY DEPARTMENT: Municipal Services

DUTIES AND RESPONSIBILITIES:

Actions of the Planning and Zoning Commission on zoning related items are to conduct public hearings and make recommendations to City Council on:

- Zoning changes and map amendments, including reclassification of zoning designation on land, planned developments, and overlay districts;
- Amendments to the comprehensive plan and thoroughfare plan;
- Specific use permit applications; and
- Make final determinations on detailed site plans for planned development districts.

MEETINGS: The Planning and Zoning Commission holds regular meetings on the second Monday of each month at 5:00 p.m.

Zoning Board of Adjustment

COMPOSITION: Five (5) regular members and four (4) alternate members

TERMS: Two (2) years

CITY DEPARTMENT: Municipal Services

DUTIES AND RESPONSIBILITIES:

Zoning Board of Adjustment has the power to decide appeals of decisions of the Director of Municipal Services, to hear and decide appeals where it is alleged there is error in any order, requirement, decision or determination made by the Director of Municipal Services in the enforcement of the zoning ordinance and City rules and regulations. Alternate members serve in the absence of one or more regular board members when required to do so. City Council may remove a member or alternate member of the board for cause, as found by City Council on a written charge, after a public hearing.

MEETINGS: The Zoning Board of Adjustments meets the third Thursday at 4:00 p.m. as needed



Board and Commission Appointment Policy

Purpose:

Twice a year, City Council considers appointments for the City's various Boards and Committees. Upcoming openings are posted at www.ci.nacogdoches.tx.us, with further information available through the City Secretary.

Application/Appointment Process

Individuals interested in seeking appointment may submit application via:

- Email: vinsonj@ci.nacogdoches.tx.us
- Mail: Nacogdoches City Secretary / PO Box 635030 / Nacogdoches, TX 75963-5030,
- Fax: 936-559-2506
- In person to: Nacogdoches City Hall—202 E. Pilar Street, Room 320
- Or the application is available for online submission, at: www.ci.nacogdoches.tx.us

Applications will be held for nine months from the date of submission. Individuals must reapply if their application is more than nine months old.

All appointees serve at the will of the City Council (Ord. No. 1534-11-09, § 3, 11-17-2009).

Eligibility

Eligible voters residing or working in Nacogdoches (City or County) may serve on the various Boards and Committees.

Attendance Requirement

Board members are expected to maintain excellent attendance at meetings. Failure to do so may result in removal by City Council.

Selection Process

City Council will interview applicants. If an applicant cannot make the interview, they may submit a letter further explaining their qualifications and interest in serving.

Texas Public Information Act

Information submitted by applicants is subject to the Texas Public Information Act. All board members are required to complete Texas Open Meetings Act training within 90 days of being appointed and must produce a certificate of completion to the appropriate City staff or the City Secretary upon completion of training.

Applications must be received in person by end of business the 2nd Friday in June for July appointments and the 2nd Friday in December for January appointments.

Application for Appointment
Boards, Commissions, and Committees



Thank you for your interest in serving the City of Nacogdoches. Please contact the City of Nacogdoches Administration Department at (936) 559-2506 with questions.

Personal Information

Name _____ Application Date _____
Physical Address _____
Mailing Address _____
Phone (H) _____ Phone (C) _____
Email _____

Business Information (if retired or unemployed, write N/A)

Business Name _____ Occupation _____
Business Address _____
Phone (O) _____

I am applying to serve on the following boards/committees (Rank by number in order of preference):

- | | |
|--|---|
| _____ Airport Advisory Board | _____ Main Street Advisory Committee |
| _____ Building Standards Commission | _____ Mayor's Committee on People w/ Disabilities |
| _____ Convention and Visitors Bureau Board | _____ Parks and Recreation Advisory Board |
| _____ Historic Landmark Preservation Committee | _____ Planning and Zoning Board |
| _____ Housing Authority Board | _____ Zoning Board of Adjustments |
| _____ Industrial Development Authority | _____ Health Code Advisory Committee |
| _____ Pine Grove Cemetery Board | |

Yes/No

Are you eligible to vote? _____

Do you, your spouse, or your employer have any financial interest, (direct or indirect) in the following?
1) In any contract with the City of Nacogdoches? 2) Regarding the sale of land, materials, supplies, or services to the City of Nacogdoches? 3) In matters that might come before the Board/Committees to which you are seeking appointment? Please explain:

