

**WORK SESSION MEETING OF THE IRVING CITY COUNCIL
MEETING MINUTES
November 30, 2011**

The Irving City Council met in work session November 30, 2011 at approximately 1:10 p.m. The following members were present/absent:

Attendee Name	Organization	Title	Status	Arrived
Beth Van Duyne	Irving City Council	Mayor	Late	2:50 PM
Lewis Patrick	Irving City Council	Councilman	Present	
Rick Stopfer	Irving City Council	Councilman	Present	
Gerald Farris	Irving City Council	Councilman	Present	
Joe Philipp	Irving City Council	Councilman	Present	
Rose Cannaday	Irving City Council	Councilwoman	Present	
Roy Santoscoy	Irving City Council	Councilman	Present	
Mike Gallaway	Irving City Council	Councilman	Late	3:35 PM
Dennis Webb	Irving City Council	Councilman	Present	

DISCUSSION TOPIC

1 Discussion and Review of City of Irving Boards and Commissions

Shanae Jennings, City Secretary, reviewed the various City of Irving boards and commissions. Her presentation included purposes of each board, staff's effort to streamline and reduce redundancy and future enhancements to the appointment process. She noted the goal of staff is to be consistent with all boards and committees and have ordinances codifying every board's purpose and duties.

Council received a handout detailing each advisory, sovereign and corporation board.

Council and staff discussed the ad hoc committees and the need to continue or discontinue their efforts. The following was noted:

Green Committee: It was the consensus of the Council to have the Committee liaisons contact the committee members and get their input on a mission and purpose, and/or whether to continue this committee. Following this, the Council will bring back a recommendation to dissolve or continue this committee.

Mayor's Human Relations Advisory Committee: Mayor Van Duyne noted that this committee is being formally dissolved.

Senior Services Advisory Committee: It was noted that the committee will have a recommendation for a new senior center in four to six months. The consensus of the Council was to have the committee liaisons get input from the committee members on the mission and goal and a recommendation for a completion date for the committee to dissolve.

Mayor's Economic Development Council: Mayor Van Duyne described this group as 30 of the city's top business leaders to work with the city on legislative issues and recommend other initiatives but is not part of the formal board process.

Mayor's Education Advisory Council: Mayor Van Duyne clarified that this will be considered a council committee not a citizen board.

Heritage Crossing Communications Committee: Mayor Van Duyne suggested adding the Heritage Crossing development on the Council agenda regularly to

provide staff an opportunity to give updates and allows citizens an opportunity to ask questions. Council agreed with this suggestion.

Council discussed the future appointments of the Tax Increment Reinvestment Zone Board No. 2 (TIF No. 2). The following ideas were suggested: (1) targeting people with some financing background for a few of the positions, (2) getting input from the current Tax Increment Reinvestment Zone Board No. 1 members on needs and goals specific to this type of board.

It was the consensus of the Council to have staff recommend the purpose and mission of the TIF No. 2 board once input is received. Paul Gooch, Community Services Director, suggested staff coming back to Council at the January work session with its recommendation.

Ms. Jennings described staff's recommendation to create a general ordinance that provides guidelines for all board members. The following ideas were suggested: (1) changing the required attendance to 70% or removal by council action, (2) include a rule to limit appointments to one permanent board per citizen; excluding ad hoc committees. Staff will bring a draft ordinance to Council at a future meeting.

Ms. Jennings provided an overview of advisory board ordinances and recommended standard language throughout. It was a consensus of the Council to limit the applicants to registered voters of Irving unless otherwise stated. Staff will bring back recommendations to Council at a future meeting.

Staff and Council discussed the changes to the boards and commissions application and appointment process.

Ms. Jennings noted that staff is working on creating the applicant information in a database format for easy viewing and will be creating a one page quick-glance document with information on each board.

There was concern noted with the group interview process versus speaking with the applicants individually. Council established that smaller groups of three would be more desirable to interview.

Tommy Gonzalez, City Manager, stated that more discussion can be included in the Strategic Planning process.

Shanae Jennings confirmed that staff will bring back an "umbrella" ordinance, ordinances with proposed standard language for all advisory boards; and wait to hear on future ad hoc committees to keep or dissolve.

Council recessed at approximately 3:32 p.m.

Council reconvened at approximately 3:48 p.m.

2 Discussion and Review of the City of Irving Ethics Policy

Mayor Van Duyne stated that Joe Philipp, Gerald Farris, and Lewis Patrick are the Council members chosen to work on a proposed ethics policy.

Charles Anderson, City Attorney, discussed the current ethics policy and other benchmarking policies; noting the importance of drafting an ethics ordinance specific to the City of Irving, Council, and boards and commissions. He stated that the current policy does not have enforcement wording but informal enforcement is available; such as written communication, public hearing, and removal of board members. It was also mentioned that several state codes provide additional mandates for ethical behavior.

Mr. Anderson stated that a new ordinance should be based on principles, such as honesty, integrity and compliance with the law; while being simple, actionable, applicable, and current covering Council, board members, council appointees and possibly vendors, consultants and lobbyists. He noted the need to communicate the policy online and in meetings, while recognizing exceptional behavior.

Topics to consider: campaign finance, confidential information, subsequent representation, more transparency on council memberships and travel, and rules of procedure.

Councilman Farris noted the importance of guiding principles and the need for enforcement which is lacking in the current policy.

Mayor Van Duyne stated that Kimberly Clark will be presenting at the December 7, 2011 Work Session to discuss the benefits of their award-winning ethics policies.

Council discussed other resources to receive input and what aspects/categories should be included in a new policy.

It was discussed to schedule public input once the Council has drafted an updated policy after working with professionals.

Council adjourned the work session at approximately 4:42 p.m.

Beth Van Duyne, Mayor

ATTEST:

Shanae Jennings, TRMC
City Secretary