

**ORDINANCE 2018016 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE LEWISVILLE TOWN CODE CHAPTER 13-3
LEWISVILLE PUBLIC SAFETY ADVISORY COMMITTEE CHARTER**

WHEREAS, the Town Council is responsible for enacting and enforcing local laws protecting the health, safety, and welfare of its citizens and the peace and dignity of the town; and

WHEREAS, the Town Council has determined that a citizen's advisory committee is the vehicle to assist the Town Council in meeting this important responsibility; and

WHEREAS, the Town Council wishes to involve as many citizens as possible in the municipal process by allowing non-residents to participate; and

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the charter as follows and updates Chapter 13-3 of the Town Code:

1. **NAME OF COMMITTEE**: *The Lewisville Public Safety Advisory Committee* referred to herein as the Committee.
2. **TYPE OF COMMITTEE**: The Committee shall be advisory to the Town Council.
3. **MISSION STATEMENT**: The Committee shall examine ideas, and report on methods and concepts to improve citizens' safety and well-being of our community.
4. **DEPARTMENT FUNDING**: The Committee shall coordinate an annual budget for the Public Safety Department with the Town Manager by February 28 for approval by Town Council.
 - a. Expenditures must follow the Town's financial procedures.
5. **MEMBERSHIP**:
 - a. The Committee shall consist of an appropriate number of members, each serving without compensation.
 - b. Citizens wishing to serve on the Committee shall submit a letter of request and application form to the Town Clerk requesting appointment. The Town Clerk will forward to Council for action.
 - c. Persons desiring membership to the committee who do not reside within the corporate limits of the town may request appointment; however, he/she would be appointed as an ex-officio member and will not have voting privileges.
6. **TERMS OF APPOINTMENT**:
 - a. Appointments shall be for 2 years expiring on March 31, following municipal elections.

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- i. In 2006, Council determined that the terms should commence on April 1 and end on March 31 rather than November 30, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31.
- ii. Terms in effect as of the date of adoption of this resolution shall be extended to the next occurring March 31.
- b. Committee members shall be appointed by the Town Council, each to serve a 2-year term renewable without limitation to the number of consecutive terms.
- c. The Committee shall have a meetings attendance policy such that members failing to attend three consecutive regular Committee meetings, without notification to the Chair or Town Clerk, shall have their membership subject to review and possible replacement.
- d. Members who wish to resign their appointment shall submit their resignation to the Town Clerk who shall provide it to the Town Council for acceptance.

7. **COMMITTEE STRUCTURE:**

- a. Chair: The Committee membership shall select from among themselves a Chair.
 - i. The Chair shall serve for ~~two~~ 2-years.
 - ii. The Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.
- b. Vice-Chair: The Committee membership shall select from among themselves a Vice-Chair.
 - i. The Vice Chair shall serve for 2 years.
 - ii. The Vice Chair shall be selected at the next scheduled committee meeting after April 1 following the March Council meeting that follows municipal elections or, based on the Committee's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, which ever comes first.

8. **EX-OFFICIO MEMBERSHIP:** Persons occupying the following positions shall, by appointment to the position, serve in an ex-officio capacity on the Public Safety Advisory Committee:

- a. Community Policing Deputy

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- b. Fire Chief, Lewisville Volunteer Fire Department
 - c. Fire Chief, Vienna Volunteer Fire Department
 - d. Public Works Director or Designee
 - e. Town Manager or Designee.
9. **MEETINGS:**
- a. The Committee shall establish its own regular meeting schedule.
 - b. The Committee shall be required to meet at least six 6 times annually.
 - c. All Committee meetings are subject to the North Carolina Open Meetings Statutes.
 - d. The Committee meetings schedule shall be provided to the Town Clerk who shall make all the necessary announcements and postings.
 - e. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.
 - f. Fifty percent (50%) of members, one of which must be the Chair or Vice-Chair, constitute a quorum.
10. **MEETING NOTICES:** The Chair shall coordinate and request the Town Clerk to announce meetings of the *Lewisville Public Safety Advisory Committee*.
11. **REPORTS:**
- a. The Committee Chair shall submit an annual report of its activities and other important matters to the Town Council upon request.
12. **REQUESTS**
- a. All official requests should be in writing from the committee chair and must be presented to the Town Manager.

**CHARTERED NOVEMBER 14, 1996
AMENDED - JUNE 8, 2000
AMENDED - DECEMBER 11, 2003**

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AMENDED - JUNE 8, 2006
AMENDED - OCTOBER 9, 2008
AMENDED - MARCH 14, 2013
AMENDED - OCTOBER 9, 2014
AMENDED - FEBRUARY 12, 2015

Amended this the 8th day of March, 2018 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk