

**Charge from the Laredo Mayor and City Council  
To the Laredo Telecommunications Advisory Committee  
March 16, 2009**

I. General powers and duties:

The Laredo Telecommunications Advisory Committee is a standing committee that shall advise the Mayor and City Council on telecommunications matters; shall prepare and submit reports to the City Manager and City Council; conduct inquiries, surveys, investigations and the like and to receive testimony of witnesses; adopt bylaws and other rules governing its operation and take such action necessary for the performance of its official duties.

II. Vision:

Provide a mechanism for the citizenry to bring forward issues dealing with telecommunication related matters.

III. Goals, responsibilities

Goals:

To assist the citizens of Laredo in resolving problems with telecommunication matters.

To assist the City Manager and City Council in providing a more efficient and effective Public Access Channel operation and meet the needs of the public.

To assist in the education of the citizenry regarding Public Access Channel benefits.

Responsibilities:

Hear consumer complaints related to cable television or satellite service and insure that there is a clearing house for consumer complaints related to cable and satellite television service; insure a consumer complaint database is maintained by the Information Services and Telecommunications Department of the city; hear and make recommendations regarding any grievance arising from the Public Access

Channel rules, regulations, procedures and rates for use of the public access facilities.

#### IV. Officers, members

##### A. Officers:

1. Members shall elect a Chair and a Vice Chair.
2. Members also may elect other officers by majority vote.
3. Officers shall serve one-year terms and may be re-elected.
4. Officers shall be elected by majority vote from among the members whose terms are equal to or longer than the officer's term.
5. Officers shall be elected by a majority vote of members voting in the presence of a quorum.
6. Members may authorize the Chair to appoint other officers, including a Parliamentarian and/or a Sergeant-at-Arms, provided the authorization to appoint is by majority vote.
  - a) Appointed officers serve at the will of the appointing official, but may be removed by a majority of the members.
  - b) Appointed officers may be re-appointed to one-year terms, provided they were not removed by majority vote.

##### B. Members

1. Number of members: There shall be nine (9) members
2. Appointed by: The Mayor and City Council shall each appoint one member each.

#### V. Qualifications

- A. Residency: The Mayor and Council shall appoint City residents.
- B. Expertise: Members shall have a general knowledge of Telecommunications and/or the Telecommunications industry
- C. Other: None

#### VI. Ethics and standards of performance

A. Members are City Appointed Officials and shall reflect the highest standards of ethics, performance and excellence in customer service.

B. They also shall reflect professionalism, courtesy and proper decorum in interacting with each other and with the public and while serving as City Appointed Officials.

C. They shall comply with the standards, parliamentary authority (Robert's Rules of Procedure, 10th edition, 2000), policies and procedures defined in the protocol and procedures handbooks adopted by the Mayor and Council.

VII. Training requirements

A. Initial requirements, 2009: Members shall comply with the required orientation defined by the Mayor and Council.

B. Additional training: Members shall participate in additional training as required by the Mayor and Council and may expect a focus on topics such as protocol, procedures and customer service, including the following elements:

1. Review of charge
2. Parliamentary procedure and rules of decorum
3. Techniques for successful meetings, hearings, forums
4. Accountability and responsibility
5. Public information and feedback
6. Customer service in specific areas

C. Failure to comply: Failure to participate in required orientation and training shall be grounds for removal, including denial of confirmation and/or of the oath of office.

VIII. Timeline, schedule, required reports

A. Timeline: The Committee shall deal with issues on a continuing basis.

B. Schedule: The Committee shall determine a convenient to members of their regular meetings.

C. Required reports:

1. Biannual reports: Members shall submit biannual reports to the Mayor and Council by January 1 and by July 1.

- a) The January 1 report shall be the annual report and shall evaluate the work, activities and accomplishments of the previous year and the plans for the next year. Its required content is reflected in Template 10 of the Priority Procedures for the Mayor and City Council handbook.
- b) The July 1 report shall be submitted by the City Secretary with the assistance of designated City staff liaisons and shall include a progress report and required records.

2. Minutes: The designated staff liaison shall submit the minutes of each meeting within a week of the meeting.

- a) The minutes shall include records of attendance, excused and unexcused absences and whether a quorum was established.
- b) The minutes shall be signed by the Chair and designated staff liaison.
- c) The Chair and designated staff liaison shall be responsible for recording the subsequent approval of the minutes.

#### IX. Meeting requirements

A. Members shall meet at least three times during the calendar year.

B. If the Chair fails to call the required number of meetings, other members may call meetings according to requirements in the priority procedures handbook adopted by the Mayor and Council.

C. Additional meetings may be called by the Chairman upon consultation or request of the Designated Staff Liaison.

D. The agenda for each meeting shall be established by the Chairman in consultation with the Designated Staff Liaison.

#### X. Accountability to the Mayor and Council

A. Appointees of the Mayor and Council are accountable to the Mayor and Council.

B. Annual reports, minutes and additional oral and written reports requested by the Mayor and Council shall reflect that accountability.

C. The Mayor and Council hold all City Appointed Officials accountable for the highest standards of ethics, performance and excellence in customer service.

XI. Accountability and accessibility to the public

A. Reports submitted to the Mayor and Council shall be public information and reflect accountability to the public.

B. The Telecommunications Advisory Committee is subject to the Priority Procedures for the Laredo Mayor and City Council as amended from time to time.

C. Members shall be subject to the notice and openness requirements of the Texas Open Meetings Act.

1. All meetings shall be posted in compliance with the procedures defined for the Mayor and Council in the priority procedures handbook.

2. All meetings shall be held in compliance with the openness provisions of the Texas Open Meetings Act defined for the Mayor and Council in the priority procedures handbook.

XII. Liaison with City Staff

A. The designated City staff liaison shall be a representative of the Information Services and Telecommunications Department.

B. The designated City staff liaison shall submit all required reports and records to the Mayor and Council via the City Secretary or the City Secretary's designee.

C. The City Manager shall ensure that the designated City staff liaison works with members to comply with all directives of the Laredo Mayor and Council, including complying with provisions of the protocol and procedures handbooks adopted by the Mayor and Council.

**Charge Recommendation and Adoption**

This charge was recommended to the Laredo Mayor and Council by

Designated Staff Liaison Gerardo J. Leal, Department Information Services and Telecommunications Department Date March 16, 2009 for the Laredo Telecommunications Advisory Committee created by MOTION ON \_\_\_\_\_ on April 6, 2009.

This charge was approved and issued by the Laredo Mayor and Council on the 16<sup>th</sup> day of March, 2009

Raul G. Salinas  
Raul G. Salinas, Mayor  
City of Laredo

Gustavo Guevara Jr.  
Gustavo Guevara Jr.  
City Secretary



## COUNCIL COMMUNICATION

<b>DATE:</b> 03-16-09	<b>SUBJECT: MOTION</b> <b>RE-ACTIVATING AND CREATING/AMENDING THE MAYOR AND CITY COUNCIL CHARGE TO THE TELECOMMUNICATIONS ADVISORY COMMITTEE; ITS MEMBERSHIP, TERMS OF OFFICE, METHODS OF APPOINTMENT, AUTHORITY, DUTIES, AND OTHER TERMS AND CONDITIONS.</b>	
<b>INITIATED BY:</b> Horacio de Leon, Asst. City Manager		<b>STAFF SOURCE:</b> Heberto L. Ramirez, IST Director
<b>PREVIOUS COUNCIL ACTION:</b> None.		
<b>BACKGROUND:</b> <p>On September 4, 1984 the City Council adopted Ordinance No. 84-O-130 establishing the Laredo Cable Commission with duties related to Cable Franchise Administration and Public Access Channels. The general authority of the commission included the authority to accept funds from any source, to conduct inquiries, surveys, and investigations; to receive testimony of witnesses; hold public hearings, and the like pertaining to the operations of a cable television system in the city as may be required for the conduct of its business and the discharge of the duties assigned to it; and administration of the access channels.</p> <p>On August 19, 1996, the City Council adopted Ordinance No. 96-O-125 granting a franchise to KBL Cablesystems of the Southwest, Inc. to construct and operate a cable television system and setting for the terms and conditions thereof. The Laredo Cable Television System Franchise Ordinance of 1982, as it is known, attempted to change the name of the Laredo Cable Commission to Laredo Telecommunications Committee.</p> <p>On January 2001 the City Council, by motion, adopted the "Priority Procedures for the Mayor and City Council" (revised August 2005) and designated the Telecommunications Advisory Committee a standing committee created whose members are appointed by the Mayor and Council Members.</p> <p>On September 5, 2005 Texas Governor Rick Perry signed Senate Bill 5 into law, thereby designating the Public Utilities Commission (PUC) franchising authority for a state-issued franchise for the provision of cable service or video service. Since the duties of the Laredo Cable Commission, as they related to franchises were diminished by the SB 5, the commissioners determined that the commission was no longer empowered to perform many of duties set forth in Ordinance No. 84-O-130. The Laredo Telecommunications Commission similarly continued to meet and similarly fell into a period of dormancy.</p> <p>The confusion that exists between the Cable Commission and the Laredo Telecommunications Commission is being resolved by abolishing the Laredo Cable Commission and re-activating and amending the charge to the Telecommunications Advisory Commission (as it was so designated by the Priority Procedures for the Mayor and City Council").</p> <p>On February 17, 2009, the City Council voted unanimously to re-activate the Telecommunications Advisory Committee and create/amend a new charge to address issues of public access, consumer advocacy, and community telecommunication needs.</p>		
<b>FINANCIAL IMPACT:</b> None.		
<b>COMMITTEE RECOMMENDATION:</b>		<b>STAFF RECOMMENDATION:</b> Staff recommends approval.