

ORDINANCE NO. 550

AN ORDINANCE OF THE CITY OF KYLE, TEXAS, ESTABLISHING THE STRATEGIC PLANNING AND FINANCE COMMITTEE, THE COMMUNITY RELATIONS COMMITTEE, THE PUBLIC WORKS & SERVICE COMMITTEE, THE MOBILITY COMMITTEE, THE PARKS AND RECREATION COMMITTEE, AND THE SAFETY & EMERGENCY SERVICES COMMITTEE; RENAMING THE PARKS AND RECREATION BOARD AND REVISING TERMS OF OFFICE; AMENDING CONFLICTING ORDINANCES; PROVIDING FOR DUTIES, MEMBERSHIP, TERMS, APPOINTMENTS; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Kyle desires to establish committees to promote efficient governmental operations and involvement of citizens in community issues;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KYLE, TEXAS, THAT:

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Committees Established. The following committees of the City of Kyle are hereby created:

- (a) The Strategic Planning and Finance Committee;
- (b) The Community Relations Committee;
- (c) The Parks and Recreation Committee;
- (d) The Public Works & Service Committee;
- (e) The Mobility Committee; and
- (f) The Safety and Emergency Services Committee

Section 3. Duties.

(a) **General Duties.** The committees shall function in an advisory capacity only to the Council, and in such advisory capacity shall have the responsibilities and duties set forth in Section 3(b), as well as any other functions and duties assigned by Council. Each committee shall report to the Council once each quarter following the committee's quarterly meeting.

(b) **Specific Duties.** The committees shall have the following responsibilities and duties:

(1) **Strategic Planning and Finance Committee:** To study and recommend options for strategic planning and goal-setting; to assist in coordinating efforts to implementing City goals; and to recommend issues for in-depth study by the other committees.

(2) **Community Relations Committee:** To coordinate and promote the exchange of information

related to neighborhood and community issues; to provide information regarding City and community services; to study and recommend options for addressing neighborhood and community issues; to facilitate recognition of members of the community.

(3) Parks and Recreation Committee:

- a. Parks and Recreation Board Renamed. The Parks and Recreation Board shall hereinafter be known as the Parks and Recreation Committee.
- b. General Duties. To provide the Parks and Recreation Director with advice and recommendations on all policies, rules, and regulations relating to public parks and recreation programs. The Parks and Recreation Committee may act as a public forum for citizens to address concerns over city parks and recreation activities. The Parks and Recreation Committee shall provide advisory oversight of public playgrounds, athletic fields, recreation centers and other facilities and activities on property owned or controlled by the city and designated as a public park, or on other properties with the consent of the owners and authorities thereof. It shall have the responsibility to recommend any form of recreation activity that will employ the leisure time of the people in a constructive and wholesome manner. The Parks and Recreation Committee shall assist the City Council as needed or requested. Under certain circumstances and when deemed appropriate by the City Manager and/or Parks and Recreation Director, the Parks and Recreation Committee may review requests for permits and make a recommendation relative to said requests for use and/or reservation of city parks or city park facilities.
- c. Master Plan. The Parks and Recreation Committee is to recommend a comprehensive plan that shall address the city's park and recreation needs as a whole and each park within the system individually and present said plan to the City Council for approval. In the development of the Master Plan, the Parks and Recreation Committee shall employ all reasonable means to solicit input from the general public, including but not limited to the formation of a citizen advisory committee appointed by the Mayor and Council. Once approved by the City Council, the master plan may not be altered without the formal consent of the Council. The Parks and Recreation Committee, through the Parks and Recreation Director, is to present annual reports on the status of each park, and the master plan as a whole, on an annual basis.
- d. Gifts and Donations. The Parks and Recreation Committee is authorized to solicit gifts and bequests of money or other personal property, or donations to be applied, principle or income, for either temporary or permanent use for playgrounds or other recreational purposes. All such gifts and bequests shall be made and received directly by the city and placed in a special account or fund established for such purposes.
- e. Cooperation with Other Agencies. The Parks and Recreation Committee, working through the Parks and Recreation Director, is authorized to work jointly with the other city departments and, upon approval of an agreement by the City Council, with other political subdivisions to provide and establish, operate, conduct, and maintain a

supervised recreation system and to acquire, operate, improve, and maintain property, both real and personal, for parks, playgrounds, recreation centers and other recreation facilities and activities. The Parks and Recreation Committee is authorized to work and cooperate with local little league, soccer, softball and similar organizations with respect to the establishment and scheduling of leagues and activities.

- (4) Public Works and Service Committee: To study, inform/educate the public about, and recommend options related to community service programs, organizations, and facilities including, but not limited to the Library, seniors programs, and Meals on Wheels.
- (5) Mobility Committee: To study and recommend options for improvement of roads, mass transportation, and mobility and participation in CAPMetro opportunities.
- (6) Safety and Emergency Service Committee: To study and recommend options for emergency procedures and management and the promotion of the public safety.

Section 4. Membership and Appointments; Term of Office and Vacancy.

- (a) Membership and Appointment. Each committee shall be composed of one City Council member (the "Council committee member") and six (6) residents of the City (the "citizen members"), with one citizen member chosen from each single member voting district and three citizen members chosen from the City at large (the "citizen members"). It is the intent of this ordinance that each Council member shall serve on one committee, but Council members may be appointed to serve on more than one committee. The City Council shall appoint the members of the committees upon the recommendation of the Mayor. The Chairperson of each committee shall recommend citizen members to the Mayor, with consultation from a City staff liaison from the department that performs duties most similar to that of the committee. In making citizen member appointments, preference shall be given to persons who do not already serve on one of the committees or another City board or commission.
- (b) Citizen Members' Terms and Vacancy. The citizen members of each Committee shall serve for a two (2) year term; provided that the citizen members appointed to the odd-numbered places in 2008 shall serve until September 30, 2009. The places occupied by the citizen members of each Committee shall be identified by Place Numbers Two (2) through Seven (7). The citizen members from District 2, District 4, and District 6 shall hold Place Number 2, Place Number 4, and Place Number 6, respectively. The term of the odd-numbered places shall expire on September 30 of odd-numbered years; the term of the even-numbered places shall expire on September 30 of even-numbered years. Citizen members may be appointed to succeed themselves; provided that citizen members shall be limited to serving two terms on each committee. Vacancies shall be filled for unexpired terms by appointment by the City Council upon the recommendation of the Mayor in accordance with Section 4(a), but no member shall be appointed for a term in excess of two years. Newly appointed members shall be installed at the first regular committee meeting after their appointment. Members shall be eligible for re-appointment at any time following the termination of their two (2) year term, subject to term limitations.

- (c) Council Committee Members' Terms and Vacancies. The place occupied by the Council committee member shall be identified as Place Number One (1). The City Council shall assign Council committee members to any vacant places in June of each year; provided that the initial appointments may be made at anytime after the effective date of this Ordinance. Council committee member's term shall expire upon the expiration of the member's term on the City Council. Council committee members may be appointed to succeed themselves. Vacancies shall be filled for unexpired terms by appointment by the City Council. Newly appointed members shall be installed at the first regular committee meeting after their appointment.
- (d) Transition of Parks and Recreation Committee Members. The current members of the Parks and Recreation Committee shall serve until expiration of their terms. The seat numbers assigned to the current members shall correspond to the Place Numbers established in Section 4(b). Vacancies shall thereafter be filled in accordance with this Ordinance.
- (e) Continued Service. When the term of office for a member expires, the member shall continue to serve until a new member is appointed to the member's place.
- (f) Compensation. Committee members shall serve without compensation.
- (g) Chairperson and Vice-Chairperson. The Council committee member shall serve as the Chairperson and the Vice-Chairperson shall be appointed by the Committee. The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson.
- (h) Dismissal of Members. The Council shall have the authority to dismiss members with or without cause or to abolish any committee with or without cause.

Section 5. Committee Meetings.

- (a) Regular Meetings. Each committee shall hold at least one (1) regular meeting each quarter and shall prescribe by rule regular meeting dates at a regular meeting place. The Chairperson shall prepare an agenda of each meeting and shall post a copy of the agenda in the City Hall for a period of at least 72 hours prior to the time of the meeting.
- (b) Special Meetings. The committees may hold special meetings upon the request of the Chairperson, the Mayor, the City Administrator, City Attorney, or upon the written request of three (3) committee members.
- (c) Quorum. A quorum shall consist of four (4) members. A motion to approve any matter before a committee or to recommend approval of any request requiring City Council action shall require a majority vote of the quorum members present.
- (d) Voting. Voting shall be by role call vote, and the Chairperson shall be entitled to vote on any matter before the committee.

Section 6. Removal Upon Excessive Unexcused Absences From Meetings or Moving Outside City Limits.

(a) Unexcused Absences. If a member of a committee is absent for three regular consecutive meetings, the member's office is considered vacant unless the member is sick or has first obtained a leave of absence at a regular meeting. The committee in question shall be the judge of whether the member has had three such consecutive unexcused absences.

(b) Moving Outside City Limits. Membership on a committee is automatically terminated if a member moves outside the City limits.

Section 7. Repeal of Conflicting Ordinances. Sections 1, 2, 3, 4, and 5, Article I, Ordinance Number 461 are hereby repealed. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

Section 8. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

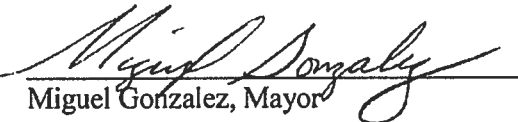
PASSED AND APPROVED on this the 2nd day of September, 2008.

FINALLY PASSED AND APPROVED on this the 7th day of October, 2008.

ATTEST:

THE CITY OF KYLE, TEXAS


Amelia Sanchez, City Secretary


Miguel Gorizalez, Mayor



CITY OF KYLE

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Strategic Planning & Finance Committee

	<u>APPOINTED</u>	<u>TERM EXPIRES</u>
Russ Huebner Council Committee Member, District 6 130 Brent Blvd. Kyle, TX 78640 Home: (512) 262-7753 Cell: (512) 659-9474	02/13/10	02/13/12
	Email: russhuebner@gmail.com	
Greg Blackwell 137 Salado Drive Kyle, TX 78640 Phone: (361) 813-5833	12/16/08 04/05/11	12/16/10 04/05/13
	Email: Greg.Blackwell@mccoys.com	
Dennis Guilliams 292 Leonardo Kyle, TX 78640 Phone: (210) 313-2495	08/03/10	08/03/12
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Brian Ziegler 254 San Felipe Drive Kyle, TX 78640 Work: (512) 314-8460 Cell: (512) 627-7158	08/17/10	08/17/12
	Email: brian.a.ziegler@wellsfargo.com	
David Robertson 1525 Brandi Circle Kyle, TX 78640 Phone: (512) 504-9090	08/17/10	08/17/12
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Alejandro Correa 130 Amber Oak Drive Kyle, TX 78640 Phone: (512) 644-9752	08/17/10	08/17/12
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Janine Smalley 350 Mistletoe Lane Kyle, TX 78640 Phone: (512) 944-2282	11/03/10	11/03/12
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Staff Liaison:

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