

### ***DIVISION 6. TRANSPORTATION COMMITTEE***

**Sec. 2.04.151. Title.**

This division shall be commonly cited as the "transportation committee ordinance."

**Sec. 2.04.152. Purpose.**

- (a) This article provides standards for the formation, function, and responsibilities of an advisory transportation committee tasked with representing various citizen groups and their interests as part of the city council's greater discussion of transportation, its planning, and its improvements.
- (b) This article is in furtherance of good government and public safety. Through these regulations, the city seeks to promote the safety of persons and property by preventing:
  - (1) Uncoordinated transportation development that threatens public safety; or
  - (2) Disconnected residential and business development that reduces the efficiency and operation of good government and order.

**Sec. 2.04.153. Scope.**

This article applies to all property within the incorporated municipal boundaries (i.e., city limits) and the extraterritorial jurisdiction (ETJ).

**Sec. 2.04.154. Definitions.**

- (a) Rules of interpretation. Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in the Code of Ordinances, shall be given the meanings set forth in the code. Words and phrases not defined in the Code of Ordinances shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense, words in the plural number shall include the singular number (and vice versa), and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.
- (b) Specific definitions.

Committee: The transportation committee created herein.

Transportation master plan: A nonbinding, guidance document utilized for municipal planning purposes, which contains a vision statement, capital improvement project options, and roadway maintenance project lists.

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**Sec. 2.04.155. Membership; meetings.**

(a) Number of members.

- (1) The committee will have ~~seven~~eight voting members, one of whom will be the committee chair appointed by the city council. A vice-chair will be selected by the chair and approved by a majority of the transportation committee members. The vice-chair will serve as the chair in the absence of the chair.
- (2) Four municipal members of the committee are:
  - (A) A member from city council;
  - (B) A member from planning and zoning commission;
  - (B) ~~The planning director~~public works coordinator; and
  - (C) The city engineer.

The city council and planning and zoning commission shall nominate and vote on their respective member to serve on the committee.

- (3) Four public members of the committee shall be residents of either the city limits or its ETJ. No less than one public member will reside within the city limits.
- (4) The committee may have subcommittees of at least three members, one of whom will be the subcommittee chair designated by the subcommittee at its first meeting. A vice-chair will be selected by the chair and approved by a majority of the subcommittee members. The vice chair will serve as the subcommittee chair in the absence of the chair. Subcommittees may invite input from non-committee members.
- (5) The committee may add non-voting members on an as-needed basis as approved by a majority of the committee.

(b) Terms of members and chair and vice-chair.

- (1) Municipal members of the committee will serve at the pleasure of the bodies that appointed them. The public committee members will serve a two-year term, at the will of the city council. There is no limit as to how many terms a member may serve.
- (2) The chair and vice-chair will serve a one-year term, at the will of city council. There is no limit as to how many terms the chair or vice-chair may serve.
- (3) Vacancies may be filled by appointment, with the appointed replacement member being bestowed the remainder of the unexpired term.

(c) Member selection.

- (1) Every two years on even years starting in June 2014, city staff will prepare a slate of nominees for city council consideration. The slate will include nominees including but not limited to those with a background and experience in civil engineering, land/transportation planning, real estate/development, business ownership, and alternative mobility. The slate will only include individuals that city staff has contacted

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and who have expressed an interest and availability to serve. Potential nominees may express interest in the committee by contacting the city secretary in writing.

- (2) The city council will approve, reject, or modify the list.
- (d) Resignation; vacancies. A committee member may resign by notifying the city secretary in writing of his or her intent to resign. A failure to attend three or more sequential committee meetings without approval from the chair will constitute a de facto notification of intent to resign. Members appointed to fill a vacancy will complete the unexpired portion of the term.
- (e) Meetings.
  - (1) The committee will meet monthly at city hall, as coordinated with and arranged by city staff. Agendas will be drafted by the committee chair, under the advisement of committee members.
  - (2) Committee designated subcommittees may meet more often, as coordinated with and arranged by city staff. Agendas will be drafted by the subcommittee chair, under the advisement of subcommittee members.
  - (3) The committee will make a report to the city council at the first meeting of each month to update the council on projects and progress.

**Sec. 2.04.156. Authority.**

The committee has no authority to make decisions binding on the city. The committee's functions are purely advisory and not subject to the Open Meetings Act.

**Sec. 2.04.157. Responsibilities.**

- (a) The committee is responsible for organizing an inclusive process for assessing community needs and priorities in an orderly fashion and providing the council with guidance via a proposed transportation master plan that reflects the skills, creativity, vision, and cooperation of the committee, its members, and any advisors.
- (b) After the final transportation master plan is adopted by city council, the committee will continue to advise the council on carrying out the plan. The committee may review proposed subdivision and site development plans and make recommendations to assure conformance with the transportation master plan.
- (c) The city council should consider updating the transportation master plan every five years, at which time the transportation master plan drafting process described below will begin again.
- (d) The committee shall advise the council on budgeting for transportation-related needs.

**Sec. 2.04.158. Drafting of transportation master plan.**

- (a) Functions of committee. The committee's function is to study the city's transportation status, assess opportunities for improvements, and suggest guidelines to the city council for

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collaboration and growth that will effectively move the city from its current status towards future opportunities for traffic safety and circulation enhancements.

- (b) Contents of plan. The committee is tasked with drafting a transportation master plan that identifies:
- (1) A vision statement to drive future transportation safety and circulation improvements and enhancements.
  - (2) Capital improvement project options the city can implement/complete in the next five years, along with each project's necessary participants, strengths, weaknesses, draft budget, and timeline.
  - (3) Roadway maintenance project options the city can implement/complete in the next three years, along with each project's necessary participants, strengths, weaknesses, draft budget, and timeline.

**Sec. 2.04.159. Presentation of transportation plan.**

- (a) Schedule. The transportation plan will be presented to the city council in written and presentation format in phases over the course of one year. The presentations over the course of the committee's first year will include:
- (1) Draft presentation to P&Z.
  - (2) Draft presentation to council.
  - (3) Public forums.
  - (4) Final presentation to P&Z.
  - (5) Final presentation to council.
- (b) Public access to information. The committee's work and work product will be subject to the Public Information Act, chapter 552 of the Texas Government Code.

**Sec. 2.04.160. Support.**

- (a) City staff will provide logistical support to the committee and its subcommittees, as defined by access to city facilities for purposes of public meetings, access to city resources for purposes of copies and communications, and a designated staff liaison to coordinate and direct such support.
- (b) The city website will provide a page via the staff liaison upon which the committee may post:
- (1) Meeting information;
  - (2) Agendas and minutes; and
  - (3) Resource materials, if any.

(Ordinance 7000.11, adopted 5/13/14)

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**Secs. 2.04.161—2.04.190. Reserved.**