

DIVISION 2
Parks and Recreation Board

§ 1.11.031. Mission statement.

A park and recreation board is hereby organized in accordance with chapter 332 of the Local Government Code of Texas in order to accomplish the following purposes:

- (1) To serve in an advisory capacity to the city council, in the acquisition, development, improvement, equipment and maintenance of all parks, public playgrounds, athletic fields, community centers, senior citizen centers and other recreation facilities and activities on any of the properties owned or controlled by the city.
- (2) To recommend to council programs, policies and ordinances that will benefit and promote the leisure and recreational needs of the community.
- (3) Seek to promote close cooperation between the city and all private citizens, institutions, agencies and associations interested in or conducting recreational activities, to the end that all recreational resources within the city may be coordinated to secure the greatest public welfare.
- (4) Coordinate with the city administrator or his designee: all matters of an administrative or personnel nature requiring the attention of the chief administrative officer; a plan outline of development of any new parks and playgrounds, for council approval; and all matters of a budgetary nature, related to park and recreational matters.

(Ordinance 625, sec. I, adopted 5/22/95)

§ 1.11.032. Membership and appointment.

The park and recreation board shall be composed of five (5) qualified electors and two alternates of the city. The city council will consider for appointment to the board only those persons who have demonstrated their civic interest, personal knowledge of the community, independent judgment, interest in park and recreation program planning and availability to prepare for and attend meetings. It is the intent of the city council that members shall, by reason of diversity of their individual occupations, constitute a board which is broadly representative of the community.

(Ordinance 625, sec. II, adopted 5/22/95)

§ 1.11.033. Terms of office.

- (a) The terms of two (2) of the members and one (1) of the alternates shall expire on the first Monday in June of each odd-numbered year and the terms of three (3) of the members and one (1) of the alternates shall expire on the first Monday in June of each even-numbered year. The members of the board shall be identified by place numbers one (1) through five (5) and alternates shall be identified by place numbers A1 and A2. The odd-numbered places shall expire in the odd-numbered years; the even-numbered places shall expire in the even-numbered years. Places 1, 3, 5, and A1 shall be for two-year terms beginning in 1995 and expiring in odd-numbered years thereafter; places 2, 4, and A2 shall be for a one-year term expiring in 1996 and expiring in even-numbered years thereafter.

- (b) Vacancies shall be filled for unexpired terms by the alternate whose term runs concurrently with that of the vacancy to be filled. Newly appointed members shall be installed at the first regular board meeting after their appointment. The city council may remove a board member for cause on a written charge.

(Ordinance 625, sec. III, adopted 5/22/95; Ordinance 2019-1079 adopted 5/6/19)

§ 1.11.034. Organization.

- (a) The board shall hold an organizational meeting on the fourth Tuesday in July of each year, or soon thereafter as practicable, and shall elect a chair and vice-chair from among its members before proceeding to any other matters of business. The same person may not serve any longer than three (3) consecutive years as the chairperson.
- (b) A staff representative may be assigned by the city administrator of the city who will work with the board as secretary or a secretary for the board may be elected by the board members. The board shall meet regularly on the first Tuesday of each month at city hall. The board shall adhere to the park and recreation board rules of procedure as adopted by council and keep a record of its proceedings consistent with the provisions of this division and the requirements of law.

(Ordinance 670, sec. I, adopted 8/18/97; Ordinance 2019-1079 adopted 5/6/19)

§ 1.11.035. Duties and responsibilities.

The park and recreation board is hereby charged with the duty and invested with the authority to:

- (1) Under council direction, will review and recommend rules, procedures and ordinances, for consideration by the city administrator, relating to the management of a public park and recreation program.
- (2) The board shall provide recommendations to the city administrator, on behalf of council, on ordinances governing the conduct on public playgrounds, athletic field, recreation centers, community and senior center, concession rights, and other recreational facilities and activities on any of the properties owned or controlled by the city, or on properties controlled by the city with the consent of the owners or authorities thereof.
- (3) In accordance with administrative policies and procedures established by the city administrator, the board may solicit or receive any gifts or bequests of money or other personal property, or any donations to be applied, principal or income, for either temporary or permanent use for playgrounds or other recreational purposes.
- (4) The board shall, with the approval of the city administrator, on behalf of the council, coordinate recreational activities that employ the leisure time of the citizenry in a constructive and wholesome manner.
- (5) Prepare, submit, and review on an annual basis with the city administrator, recommendations to council for a five-year capital improvements plan.
- (6) Submit on October 1st of each year a progress report to the city council summarizing its activities, major accomplishments for the past year, and a proposed work program for the coming year. The report shall contain for the year the attendance record of all members and

the identity of board officers.

- (7) The board, at the direction of the council, shall study, hold public hearings and submit reports on any topics pertaining to recreational and leisure program planning that the council deems appropriate.
- (8) The board shall forward recommendations to the city administrator, on behalf of the council, with regards to the park and recreation budget.
(Ordinance 625, sec. V, adopted 5/22/95)

§ 1.11.036. Meeting and quorum.

A quorum for the conduct of business shall consist of three (3) members of the board. The members of the board shall regularly attend meetings and public hearing of the board and shall serve without compensation. Three (3) consecutive unexcused absences or absence from three (3) meetings in any six-month period shall constitute grounds for dismissal.
(Ordinance 625, sec. VI, adopted 5/22/95)

§ 1.11.037. Commission actions.

- (a) A motion may be made by any member other than the presiding officer.
- (b) A motion to approve any matter before the board or to recommend approval of any request requiring council action shall require three (3) favorable votes. When fewer than all the members are present for the voting and when all motions fail to carry by three (3) votes, consideration of the motion shall be continued to the next regular meeting upon motion carried by a majority of those present. Failure of the board to secure three (3) concurring votes to approve or recommend approval at said next regular meeting shall be recorded in the minutes as a denial of the proposal under this rule.
(Ordinance 625, sec. VII, adopted 5/22/95)

§ 1.11.038. Disqualification from voting.

A member shall disqualify himself from voting whenever he finds that he has a personal or monetary interest in the matter under discussion, or that he will be directly affected by the decision of the board.
(Ordinance 625, sec. VIII, adopted 5/22/95)

§ 1.11.039. through § 1.11.060. (Reserved)