

TITLE III: - ADMINISTRATION  
CHAPTER 30: - OFFICIALS, EMPLOYEES AND ORGANIZATIONS  
PARKS AND RECREATION BOARD

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK, TEXAS, CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“OFFICIALS, EMPLOYEES AND ORGANIZATIONS”) TO ESTABLISH A PARKS AND RECREATION BOARD AND TO REMOVE TITLE XV (“LAND USAGE”), CHAPTER 157 (“PARKS AND RECREATION”); PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.**

**WHEREAS,** The City of Woodcreek has in existence boards, commissions, panels, and committees; and these entities are advisory bodies and accountable to the City Council, and, thereby, to the electorate; and

**WHEREAS,** The City of Woodcreek seeks to be inclusive and transparent regarding its business thus subjecting boards, commissions, panels, and committees to the Open Meetings Act; and

**WHEREAS,** The City of Woodcreek values its citizens' talents, input, and ideas in helping shape our city and seeks to involve its citizens in their local government thus appointing willing volunteers to positions on existing boards, commissions, panels and committees; and

**WHEREAS,** The City of Woodcreek City Council finds that it is prudent for all boards, commissions, panels, and committees to have uniform appointment structures, member numbers, and staggered term limits to create fairness and streamline City business; and

**WHEREAS,** the City Councils finds the creation of this ordinance aligns with the best interests of its citizens and is for good government and order of the City.

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**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. ENACTMENT**

The Code of Ordinances of the City of Woodcreek is amended at Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") so as to read in accordance with Attachment A attached hereto and incorporated into this Ordinance for all intents and purposes and to remove Title XV ("Land Usage"), Chapter 157 ("Parks and Recreation") as it is in conflict with this new addition as read in Attachment A.

**3. REPEALER**

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**5. CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of Title III, Chapter 30, as written by this Ordinance, in the City's Code of Ordinances.

**6. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance as provided by law.

**7. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. 27

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**PASSED & APPROVED** this, the \_\_\_\_ day of July 2022, by a vote of \_\_\_\_ (ayes) to \_\_\_\_ (nays) and \_\_\_\_ (abstentions) of the City Council of Woodcreek, Texas.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

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**Attachment "A"**

**City of Woodcreek**

**CODE OF ORDINANCES**

**TITLE III: ADMINISTRATION**

**CHAPTER 30: OFFICIALS, EMPLOYEES AND ORGANIZATIONS**

**§ 30.90 POPULAR NAME.**

This subchapter shall be commonly cited as the "Parks and Recreation Board."

**§ 30.91 PURPOSE.**

The purpose of this subchapter is to create a Parks and Recreation Board which shall advise the City Council as it relates to the city of Woodcreek's Parks and Recreation. The Parks and Recreation Board shall be viewed as an independent advisory body.

**§ 30.92 CREATION AND COMPOSITION.**

The Parks and Recreation Board is hereby created. The Parks and Recreation Board shall consist of seven members: five regular members and two alternate members. Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Parks and Recreation Board. The Mayor will make two alternate member appointments to the Parks and Recreation Board, specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Parks and Recreation Board may be a present member of the City Council.

**§ 30.93 TERMS, RESIGNATION, VACANCY, AND REMOVAL.**

(A) The terms of each member (regular and alternate) of the Parks and Recreation Board shall be concurrent with the Councilmember who appointed each member and will expire upon the appointing Councilmember's term in office ending, either by expiration or resignation. Members shall serve terms of two years, and may be reappointed with no limitation on the number of terms one may serve. Terms will begin on January 1 and end on December 31, two years thereafter.

(B) Any member of the Parks and Recreation Board may resign by submitting written notice to the Chairperson of the Parks and Recreation Board. Resignation will be effective when sent. Upon receipt of written notice of resignation, the Chairperson of the Parks and Recreation Board shall promptly send such resignation to the Mayor.

(C) If a vacancy occurs on the Parks and Recreation Board, the vacancy may be filled by the Councilmember who appointed the resigning member.

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(D) Members of the Parks and Recreation Board may be removed from the Parks and Recreation Board by a simple majority vote of the Councilmembers, and at a meeting of the Woodcreek City Council for which such a vote has been properly noticed.

**§ 30.94 DUTIES AND MEETINGS.**

(A) The Parks and Recreation Board shall meet to consider advising the City Council as it relates to the city of Woodcreek's Parks and Recreation including, but not limited to, the following:

- (1) The acquisition, development, improvement, equipment, and maintenance of City parks and public playgrounds;
- (2) The future development of the City parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes;
- (3) Improvements in the maintenance, operation, and general welfare of the City's parks, playgrounds, and recreational facilities and their use by the public; and
- (4) The application of grants or other funding for such projects; and
- (5) The planning and holding of public recreational events to encourage community and promote connectivity among the residents of Woodcreek.

(B) The Parks and Recreation Board shall advise the City Council on tasks given to them to consider by the City Council. To accomplish these tasks, the Parks and Recreation Board shall study, investigate and develop a recommendation or plan in response to the task given to them by Council, and under any deadlines established by the City Council.

(C) The Parks and Recreation Board should be prepared to provide monthly reports at regular meetings of the City Council.

(D) The Parks and Recreation Board shall meet at least once a month if they are presently considering advising the City Council as it relates to the city of Woodcreek's Parks and Recreation, but as often as necessary to accomplish the tasks at hand.

(E) Any recommendation of the Parks and Recreation Board shall result from a majority vote of the regular members of the Parks and Recreation Board. However, any recommendation of the Parks and Recreation Board is merely a recommendation and is not binding on the City Council. Any final decision as it relates to the city of Woodcreek's Parks and Recreation rests with the City Council.

(F) The board shall deliberate and draft a general Parks and Recreation Plan for the development of new parks and playgrounds, including landscaping, roads, trails, buildings, and equipment. That plan shall be submitted to the City Council for review and further elaboration. After approval by the City Council of the Parks and Recreation Plan any subsequent evaluations or reviews of the same may be submitted to the board for consideration and advice.

**§ 30.95 OFFICERS.**

(A) The Parks and Recreation Board shall choose its own officers from among its members. Officers shall be elected for terms of one year by majority vote of all its membership present. Officers shall include Chairperson and Vice-Chairperson.

(B) The Chairperson's sole duty shall be to preside over at all meetings in accordance with any rules the Parks and Recreation Board may establish. The Chairperson may vote. If the Chairperson fails or refuses to

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act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice-Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business.

**§ 30.96 OPEN MEETINGS ACT.**

The Parks and Recreation Board shall comply with the provisions of Tex. Gov't Code Ch. 551, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Parks and Recreation Board agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Parks and Recreation Board so that all members of the governing body may attend all meetings of the Parks and Recreation Board.