

AMENDMENT TO ORDINANCE NO. 215

**ORDINANCE FOR CREATION OF A SUPERVISORY BOARD
TO MANAGE OPERATIONS OF THE GREY FOREST COMMUNITY
PROPERTY & FACILITIES**

Purpose of Ordinance: To establish a Supervisory Board under the municipal government body in order to protect the investment in certain real and personal property of the City of Grey Forest, hereinafter referred to as “City”, limit the risk to the City, assure effective and efficient cooperation with the Mayor, Police Chief, Public Works Director, and City Secretary/Treasurer, hereinafter referred to as “City Administration” and its established functions, provide for open records to the public, provide a public educational and recreational facility and grounds, and manage and maintain the property/facilities.

WHEREAS, the City has the obligation to satisfy terms of the Special Warranty Deed dated November 24, 2015 which conveyed the property from the Scenic Loop Playground Club to the City, and

WHEREAS, the City Council of the City is accountable to the citizens of Grey Forest for expenditures and risks incurred by purchasing the property for use by all citizens, and

WHEREAS, the City does not have a Municipal Department for park or property management and operations, and

WHEREAS, improvement and operation of the property will involve City personnel such as City Public Works, City Attorney, City Engineer, City Police, and may involve contracted services such as garbage service, maintenance, improvements and others, and will require management by the City in such things as emergency situations, access to the area, and enforcement of environmental rules and regulations, and

WHEREAS, the efficient and cost effective development and management of the property/facilities is considered best accomplished by a dedicated Board that focuses on the property/facilities and directly manages the details, initiates and follows through on improvements, develops property rules and manages operation with the help of City personnel, directly interfaces with the City Administration and City Council, recommends and implements plans and budgets for the property/facilities, creates appropriate reports for all parties, creates all documents necessary for funding and operation, maintains detailed records of activities, and assures compliance with approved plans and budgets and agreements with other entities, and

WHEREAS, a Municipal Supervisory Board, under and answerable to the City, is subject to laws and provisions for government bodies, and

WHEREAS, a Municipal Supervisory Board will assure an appropriate dedication to the property/facilities and be free of conflicting interests that might jeopardize operations and create risk for the City;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GREY FOREST, TEXAS: that the City Council of the City of Grey Forest establishes a Supervisory Board hereinafter referred to as “**Board**” of the Grey Forest Community area in accordance with the following:

Section 1: Establishment and Purpose of the Board

1.1 Establishment

Council shall establish a Supervisory Board of the Grey Forest Community area also to be known as the Grey Forest Community Board (GFCB). Board members will serve without compensation, unless otherwise authorized and approved by City Council, but will be reimbursed for reasonable and necessary expenses incurred in their official duties.

1.2 Purpose and Responsibilities

The purpose and responsibilities of the Supervisory Board of the Grey Forest Community area are as follows:

1. Property Operations:
 - a. oversee property area operations
 - b. establish property area policies and rules
 - c. establish rental rates for property facilities (e.g. Clubhouse Rental)
 - d. determine procedures and working agreements for managing property facility rentals
 - e. Work with the Scenic Loop Playground Club to allow use of the clubhouse facility and grounds for Club activities on a noninterference basis with City or Clubhouse rental activities.
2. Programs and Activities
 - a. plan, organize, and schedule city-wide recreation activities including working with other organizations within the City (e.g. Scenic Loop Playground Club, Artist communities, etc.)
 - b. plan, organize, and schedule city-wide education programs including working with other organizations within and outside of the City
 - c. plan, organize, and schedule fundraising events
3. Planning, Budgeting, and Executing
 - a. establish a property area development and maintenance master plan
 - b. determine and prioritize maintenance and development items for budget recommendation
 - c. submit line item budget recommendations not later than May 15th of each year to the Mayor for inclusion and planning of the next fiscal year City budget.
 - d. execute the approved projects and maintenance work within the approved budget
 - e. work with the City Administration on payment of bills/invoices for approved work
 - f. work with the City Police Department on matters of property security
 - g. work with City Public Works to establish routine maintenance
4. Protect the investment of the City,
5. Limit the risk to the City,

6. Together with City Administration and Council create a cooperative environment and processes for an efficient, auditable, open public record, and controlled operation and administration of the property/facilities,
7. Manage volunteers for supporting the property/facilities
8. Provide operations and financial reports at regular City Council meetings as directed by the Mayor.

Section 2: Board Membership

2.1 Number and Quorum

The Board shall consist of 5 members and the Mayor, who shall serve as an ex-officio non-voting member. A quorum of the Board is 3. One voting member shall be from City Council and the other four voting members shall be from outside of City of Grey Forest Administration and City Council.

2.2 Mayor

The Mayor will be a non-voting member not subject to any attendance requirements that may be established for the Board.

2.3 Council Person

One member of the Board will consist of a Council Person appointed by the City Council.

2.4 Appointed Four Members

- (a) Four other members will be appointed by the City Council. All members shall be land owning citizens of the City.
- (b) Candidate qualifications as a general guideline include such things as: interest in property/facilities, natural areas or conservation through employment or volunteer work, ability to manage projects, ability to follow through, and organizational and communication skills. Candidates shall have demonstrated the ability to work well in a group setting.
- (c) Initial Appointments
 - (1) The Mayor will solicit resumes for candidate Board members from land owning citizens willing to serve on the Board.
 - (2) The Mayor shall select two City Council members to serve with the Mayor as a committee to recommend the four candidate Board Members from the submitted resumes
 - (3) The committee will make a recommendation for the initial four candidate Board members to City Council at a regular City Council meeting.
 - (4) City Council will vote on the appointment of each candidate Board member.
 - (5) If the City Council does not approve the appointment of a candidate, then the committee will submit another candidate from the submitted resumes until all four positions are appointed.
- (d) Subsequent Appointments for expired terms or vacancies
 - (1) Three months prior to the expiration of a Board position or as soon as possible after a Board position becomes vacant for other reasons, the Board will solicit resumes from land owning citizens to fill the position.

- (2) The Board will select a candidate to fill the position and make a recommendation to City Council for appointment of that candidate.
- (3) If City Council approves the appointment, the candidate will become a board member for the new or remaining portion of the term for that Board Position
- (4) If City Council does not approve the appointment, then the Board will submit additional candidates until the position is filled.

2.5 Terms of Office and Appointment Date

- (a) Council Person - The Council Person appointed will be a member on the Board until the following June 1 or the shorter of expiration of her/his term on the City Council, resignation, or removal by the City Council. A Councilperson will be appointed by City Council as necessary to assure presence on the Board typically in June. Upon reelection the same Councilperson may be appointed by Council to serve again.
- (b) Mayor - The Mayor will serve for the term of office.
- (c) Appointed four (4) other than Council Person
 - (1) Terms and Limit - The appointed four (4) members from outside City Administration and City Council will serve 2 year terms.
 - (2) Initial Term - Upon initial establishment of the Board, initial terms will start as set by Council and shortened for members, two (2) for 1 year after the first June 1, two (2) for 2 years after the first June 1, so that there is overlap in subsequent appointments allowing part of the Board to remain as new members are appointed.
 - (3) Date of Appointment - After initial appointment, two (2) members shall be appointed at each May Council Meeting by City Council to begin terms in June.

Section 3: Ethics Agreement

Board members shall each agree to abide by and sign the same ethics agreement as does a City Councilperson. Board members shall be bound by this agreement and subject to removal from the Board upon breach of the agreement.

Section 4: Roles of Board Members

4.1 Chairperson

The Board shall elect a Chairperson who shall set the agenda and preside over the Board Meeting in accordance with accepted rules of order and as determined by the Board. The Chairperson shall sign Board approved requests for financial actions by the City. The Chairperson will serve a term of one year and may be reappointed. The Chairperson shall not be the Council Person or Mayor.

4.2 Secretary

The Board shall appoint a secretary who may be a member of the Board or a person outside the Board. The secretary shall assist with communication to all members, record minutes, keep accurate records of meetings, interface with the City Secretary and assure all documentation, meeting minutes, etc. are placed on file at City Hall in a timely manner. The secretary has a one year term and may be reappointed. The Secretary shall not be the Council Person or Mayor. The secretary should have word processing, computer and internet skills suitable for communication,

recording of the minutes, and correspondence. The secretary appointment may be rescinded by the Board with majority vote at any time without cause.

4.3 Treasurer

The City Secretary/Treasurer shall serve as treasurer for the Board. The Board shall work cooperatively with the City Secretary/Treasurer to assure the proper accounting of property/facilities finances on the City Budget. The Chairperson shall sign financial request documents for action by the City Secretary/Treasurer and Mayor in the normal function of check writing, deposit handling, etc. All banking activities, such as deposits and check writing, related to the Board's activities and its operations will be conducted by the City Secretary in accordance with current city financial management practices.

Section 5: Meetings

Meetings shall be scheduled once a month at least 11 months out of the year on days other than regular City Council, Madla Park, or Grey Forest Utilities meeting times. More than one meeting a month may be held. Meetings and Board members shall be subject to the Open Meetings Act and comply with its requirements. Minutes will be kept and, once approved, filed at City Hall.

Section 6: Compliance with Government Laws

The Board shall operate in compliance with appropriate municipal, county, state and federal laws. The City Attorney shall advise the City and Board on applicable laws governing actions by the Board upon request of the City.

Section 7: Removal of Board Members

City Council through majority vote may remove a Board member other than the Mayor from the Board.

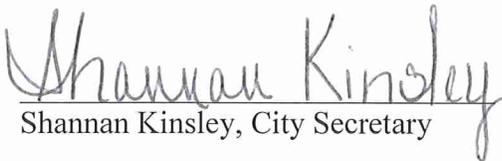
PASSED AND APPROVED this 22nd day of March, 2016.

APPROVED:



Ronald G. Reinhard, Mayor

ATTEST:



Shannan Kinsley, City Secretary

