



# BOARDS AND COMMISSIONS

DS-20-051

July 7, 2020

# Boards and Commissions

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- Request for information on which boards and commissions have responsibilities to report to the City Council and when those reports occur.
- Presentation will cover boards and commissions with citizen appointments.

# Animal Advisory Committee

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- Texas Health and Safety Code, Sec. 823.005. Advisory Committee.** (Chapter covers animal shelters)
  - (a) The governing body of a county or municipality in which an animal shelter is located shall appoint an advisory committee to assist in complying with the requirements of this chapter.
- Sec. 6-34. Animal advisory committee.**

The animal advisory committee shall advise and make recommendations to the city council pertaining to animals and this chapter.

# Arts Commission

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## **Sec. 2-132. Hotel/Motel Tax Allocation.**

(e) The arts commission shall submit to the city council its recommendations for the allocation of funding for the arts under V.T.C.A., Tax Code ch. 351, as amended, regarding the use of municipal hotel occupancy tax revenue.

(f) Additionally, the arts commission shall make recommendations to the city council on long-range goals for the development of tourism and the convention and hotel industry through use of funding for the arts under V.T.C.A., Tax Code ch. 351.

# Arts Commission (continued)

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- **Sec. 2-133. Community encouragement of the arts and producing of activities.**

(b) The arts commission shall submit an annual advisory report to the city council prior to the council's budget consideration, recommending actions to be taken by the community and the city council to advance art and culture within the city.

# Audit Committee

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- Originally a committee of city councilmembers. In 2016, two citizen members were added.
- Duties to the City Council from committee charter:
  - Recommend to the City Council the selection of the external audit firm and approve any discharge of auditors when circumstances warrant.

# Audit Committee (continued)

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- Recommend to the City Council the approval of the independent auditor's reports.
- Ensure that the Audit Committee Charter accurately reflects the activities of the Committee and obtain approval from the City Council at least biennially.

# Bell County Health District Board

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- City appoints 2 members based on population
- 1994 Cooperative Agreement

## 4.9.3. Annual Report

Not later than December 31<sup>st</sup> of each year, the Health Board shall approve and send to the Members an Annual Report. The Annual report shall include a summary of the Health District's activities in the most recent fiscal year, a record of attendance, recommendations for changes in the operation of the Health District, the financial report and audit, and such other matters deemed appropriate by the Health Board.

# Board of Adjustment – Construction

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- The board primarily hears appeals and requests for variances from the orders of the Building Official.
- **Sec. 8-42. Advisory responsibility.**  
The board shall submit to the city council such recommendations for the adoption of the construction codes as it may from time to time deem necessary and to establish the minimum requirements to safeguard the public health, safety and general welfare, and provide safety to life and property from fire and other hazards attributed to the built environment.

# Community Development Advisory Committee

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- Duties to the City Council from the Citizen Participation Plan:
  - Evaluate and recommend proposals from community organizations requesting funding and assistance;
  - Develop goals for housing assistance by type and location in the Consolidated Plan and making recommendations to the City Council.

# Heritage Preservation Board

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- **31-824. Powers of the HPB.**
  - D. To provide input to the city council towards safeguarding the heritage of the city through the protection of its historic resources, buildings, structures, objects, cultural resources or sites of significance;
  - F. To make recommendations to staff, the planning & zoning commission and the city council on designations, policies and ordinances that may encourage historic preservation;

# Heritage Preservation Board (cont.)

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- H. To provide input to staff, the planning & zoning commission , and the city council on matters concerning the overall development of the city's historic preservation program;
- I. To make recommendations to the city council on the development of, and to administer, all city-sponsored preservation incentive programs;
- P. Recommend to the city council the purchase of interests in property for purposes of preserving the city's cultural resources;

# Heritage Preservation Board (cont.)

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- Q. Investigate and report to the city council on the use of federal, state, local, or private funding sources and mechanisms available to promote the preservation of the city's cultural resources;
- R. Recommend to the planning and zoning commission and the city council changes to the code of ordinances to reinforce the purpose of historic preservation;
- T. To perform any other functions related to the mission of the board as requested by the city council.

# Heritage Preservation Board (cont.)

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- **Sec. 31-826:** the Heritage Preservation Officer is to provide “regular updates” to the City Council on board activities.
  
- **Sec. 31-827. Design Guidelines.**
  - From time to time, the HPB may recommend changes to the design guidelines to the city council, provided that no changes in the guidelines shall take effect until adopted by resolution of the city council.

# Killeen Housing Authority

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- **Texas Local Government Code, Sec. 392.062. Reports.**
  - (a) At least once a year, each housing authority shall file a report of its activities for the preceding year and make recommendations for additional legislation or other action it considers necessary to carry out the purposes of this chapter.
  - (b) A municipal housing authority shall file the report with the clerk of the municipality.

# Planning and Zoning Commission

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- **Texas Local Government Code, 211.007(a)  
Zoning Commission.**

To exercise the powers authorized by this subchapter, the governing body of a home-rule municipality shall appoint a zoning commission.

- City Council has requested quarterly updates from the Planning and Zoning Commission.

# Recreation Services Advisory Board

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- Created in April 2020**
- Sec. 19-42. Establishment of Rec Services Board.**
- The board shall, when tasked by the city council, act in an advisory capacity to the city council with advice and recommendations on policies, rules, programs and regulations relating to the administration of the public park and recreation facilities. The board shall provide advisory oversight of public playgrounds, athletic fields, walking trails, recreation centers/facilities, golf course, cemetery, trees and tree care and other facilities and activities on any of the properties owned or controlled by the city.

# Senior Citizens Advisory Board

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- Bylaws adopted most recently:
  - MISSION: To provide advice and assistance to the City Council regarding senior citizen services, activities, and opportunities that would serve to promote healthy aging, independence, well-being, and recreation of the senior citizens to keep them active and involved in the life of the community.

# Senior Citizens Advisory Board (cont)

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## □ Purpose and Functions

- Section 3. To report annually, in writing, to the City Council concerning any issue deemed prudent, at the request of the City Council or at the initiative of the Board.

# Tax Increment Reinvestment Zone #2

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- **Ordinance 08-089**

The Board of Directors shall make recommendations to the City Council concerning the administration of the Zone.

# Youth Advisory Commission

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## YAC Bylaws

Section 8. By May 31<sup>st</sup> of each year, the Commission shall submit to City Council a written report of its activities for the previous year and an annual plan of work for the ensuing year.

# Others

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- No Reporting Required
  - Bell County Appraisal District
  - Board of Adjustments – Aviation
  - Board of Adjustments – Fire
  - Board of Adjustments – Zoning
  - Civil Service Commission
  - Killeen Volunteers, Inc.
- Currently Dormant
  - Capital Improvement Advisory Committee
  - Killeen Sister Cities