

PARKS & RECREATION ADVISORY BOARD
AGENDA
REGULAR MEETING
September 4, 2013
CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE

REGULAR SESSION - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES APPROVAL

- A. Consider approval of minutes from July 3, 2013 regular meeting.

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Parks and Recreation Advisory Board may speak to the Board. All comments must be directed towards the Chair, rather than individual board members or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Discuss and consider revisions to the Pavilion Rental Policy.

VI. REPORTS/ANNOUNCEMENTS

- A. General updates and information, if any.

- B. Update on Parks and Recreation Board composition, mission, responsibilities and on the new appointment and application process.

- C. Discussion of annual Christmas Tree Lighting Festival.

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirmo, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the September 4, 2013, Parks & Recreation Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Gloria Rangel, Board Secretary



Date: September 4, 2013

Agenda Item No: MINUTES APPROVAL - A.

I. Subject:

Consider approval of minutes from July 3, 2013 regular meeting.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

Please see the attached minutes for approval.

IV. Recommendation:

Approve

V. Alternative Actions:

VI. Attachments:

1.	07.03.2013 PRB Minutes	07.03.2013 PRB Minutes.docx
----	------------------------	-----------------------------

PARKS AND RECREATION BOARD
MINUTES
REGULAR MEETING
July 3, 2013
CITY HALL COUNCIL CHAMBERS, 405 MUNICIPAL DRIVE

I. CALL TO ORDER

II. ROLL CALL

Present: Cruz Pitre, Stephen Brim, and Jill Turner, Alan Pederson

Absent: David Deaver, Michael Chandler, Donna Geron

As Chair David Deaver was not present, Vice-Chair Stephen Brim lead the meeting.

Staff liaison Larry Hoover was out of town, Public Works Director Larry Ledbetter filled in.

III. MINUTES APPROVAL

A. Approval of minutes dated June 5, 2013

Motion To approve the June 5, 2013 minutes. **Action** Approve, **Moved By** Alan Pederson, **Seconded By** Donna Geron
Motion Passed Unanimously

IV. VISITORS/CITIZENS FORUM

No one signed up to speak.

V. REGULAR ITEMS

A. Discuss and consider hosting a jousting event in Sonora Park

Troy Dupuc from a regional jousting group approached the board, noting an interest in hosting an event in Sonora Park in November. He also noted that the event could be a potential revenue source for the city.

No action was taken on this item.

B. Discuss City Council's approval of proposed pavilion rental rates increase

Larry Ledbetter noted that while City Council had approved the recommended changes to the rental fees, those fees would not go into effect until the annual fee schedule update in October.

VI. REPORTS & ANNOUNCEMENTS

A. Larry Ledbetter - Road Construction Updates. There were no updates for this item.

B. Larry Ledbetter - The board was notified that due to stage one water restrictions from the Tarrant Regional Water District, operational hours for the Sonora Park splash pad had been decreased.

C. KYA Storage - Larry Ledbetter noted that the Ballfield storage unit was broken into again.

VII. ADJOURNMENT

The meeting was adjourned at 7:30pm.

ATTEST:

APPROVED:



KENNEDALE
Interim Board Secretary
Parks and Recreation Board
www.cityofkennedale.com

David Deaver, Chair

Date: September 4, 2013

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Discuss and consider revisions to the Pavilion Rental Policy.

II. Originated by:

III. Summary:

In order to keep up with our new online capabilities, increase efficiencies, and standardize process across departments, staff has developed a new reservation policy. This policy has been created to function as the policy governing all rentals of any city facility (community center, park pavilions, ballfields).

The attached policy has already been reviewed by library staff and the police chief for usability and legality.

General notes and highlights:

We now offer residents the ability to request a reservation online. However the request is made (phone, online, etc), we would like to ensure that individuals make their payment, in full, within 2 business days of their request. This will allow staff to track requests and ensure that residents are not holding dates without prompt payment. If requests are not paid for within that time frame they will be denied. If the resident still wishes to reserve the facility they are more than welcome to submit another request for the same time.

- As per the City Attorney, the previous clause related to political activity has been removed
- We have been operating under the 90-days out rule for some time and need to officially add it to the policy
- We have been operating under the assumption that anyone within the KISD boundaries qualifies as a resident, this also needed to be added. City Council agrees.
- Changed the notification time for rain-outs to two business days, the same as for cancellation.

We hope that this combined, simplified policy will make the process more efficient and understandable for both residents and staff.

Also, please note that while City Council has approved your recommended changes to rental rates, these rates will not come into effect until the fee schedule ordinance has been changes. This will occur through the adoption of the FY13/14 budget in September. (specific rates were not written into the policy so negate the need to update the document every time the fee scheduled is changed).

IV. Recommendation:

V. Alternative Actions:

VI. Attachments:

1.	Facility Reservation Policy	Facility Reservation Policy.docx
----	-----------------------------	----------------------------------

CITY FACILITY RENTAL POLICY

The following policy pertains to all reservable facilities offered by the City of Kennedale. **Policies specific to a particular facility will be described as such at the end of this document.**

The City of Kennedale reserves the right to change the rental rates, deposit amounts, rules, regulations, and/or any verbiage of this policy at any time and without notice.

The City of Kennedale shall have the right to schedule City events, programs, and/or activities at any time, which will have priority over any and all private reservations.

RESERVATION PROCESS & POLICIES FOR ALL CITY FACILITIES:

1. Reservation requests can be made [online](#) or in person at City Hall (405 Municipal Drive Kennedale TX 76060) or the Library (316 W Third St Kennedale TX 76060), depending upon the facility. Reservation requests cannot be taken over the phone.
2. Reservation requests will be considered on a first come, first served basis.
3. Reservations must be paid for in full no later than two (2) business days after a request is made. Requests that have not been paid for by 5:00PM on the second business day will be denied at that time. Reservations will not be confirmed until full payment has been received.
4. Payment must include the required deposit fee. The value of this fee may vary by facility. Reservation requests for a date more than ninety (90) days in advance will not be accepted. Reservation requests for recurring events will not be accepted, unless specifically authorized by the City Manager.
5. Reservation requests must be made at least two (2) business days in advance. Reservation requests for same-day reservations will not be accepted.
6. Reservation times must include any time needed for setup and cleanup.
7. **The renter must be at least 21 years of age.** This will be verified by a form of official personal photo-identification containing the renter's birthday, such as a valid driver's license.
8. The discounted 'Resident' rate available for some facilities will be applied to:
 - Renters who live within the corporate boundaries of the City of Kennedale; and
 - Renters who live within the boundaries of the Kennedale ISD
9. In order to receive the discounted resident rate, proof of residency must be provided at the time of payment. The renter will be required to supply one of the following documents:
 - City of Kennedale water bill in their name for the indicated address; or
 - Their valid Texas driver's license reflecting the indicated address

CITY FACILITY RENTAL POLICY

GENERAL RESERVATION POLICIES FOR ALL CITY FACILITIES:

1. The renter must conduct all activities in a safe manner. Any activity that creates a nuisance such as loud noise, or would promote unrest, cause civil strife, mob violence, and/or property damage is strictly forbidden. Any request that is would, in reasonable probability, cause any of the aforementioned situations will not be accepted. Any requestor whose reservation has been denied based on this policy shall have three (3) days to bring an appeal to the City Manager. The City Manager's decision will be final.
2. All individuals under the age of 21 years must be supervised at all times or renter will be asked to leave the premises and the event will be cancelled without a refund.
3. No renter will be allowed to conduct financial transactions as part of the use of the facility. Therefore, no lotteries, auctions, games of chance drawings, raffles or any sale of merchandise, unless specifically authorized by the City Manager prior to the submission of a request for reservation.
4. Any forms of alcoholic beverages are strictly prohibited as in accordance with City Ordinance. Any renter found to be in violation of this policy will be asked to leave the premises and the event will be cancelled without a refund.
5. Any and all emergencies that occur during a reservation should be reported to 9-1-1 immediately.

CLEANUP/DAMAGE DEPOSIT POLICIES FOR ALL FACILITIES:

1. Cleanup of the facility is the responsibility of the renter. The facility will be inspected by designated staff following the event and must be found in the same condition, or better, than before the rental took place. If clean-up is not completed to an appropriate standard, to be determined by the inspector, the rental deposit will be forfeited.
2. The renter assumes all responsibility for any and all damage done to the facility. Any cost of repair or replacement related to damage of the property will be the responsibility of the renter. The renter will be charged for the total cost of the repair and/or replacement based on the assessment of any damages or violations of any rules. The deposit will be forfeited to pay the extent of the damages. If the damage cost is less than the deposit amount, the difference will be refunded back to the applicant. If the damage cost is greater than the deposit amount, the applicant will be responsible for paying the difference and will be subject to prevention of future rentals. It will be at the discretion of the City Manager to deny future rentals from an individual or group that is responsible for previous damages to any facility.
3. Allow 15 days after the event date to receive the refunded deposit, or a portion thereof.

CITY FACILITY RENTAL POLICY

CANCELLATION/CHANGE POLICY FOR ALL FACILITIES:

1. All cancellations must be made at least two days prior to the date of the rental in order to get a full refund. Fees will be forfeited if not done in this time.
2. Outdoor activities/facilities are subject to inclement weather. The City of Kennedale cannot take responsibility for the weather with regard to this type of facility. **It is the renter's responsibility to contact the city the next business day** after a rain out to reschedule within one week. Full refunds may be issued due to poor weather conditions if notification is provided in the above manner.

FACILITY-SPECIFIC POLICIES:

Community Center

1. Availability for reservations:

MONDAY	8:00 AM	10:00 PM
TUESDAY	8:00 AM	10:00 PM
WEDNESDAY	8:00 AM	10:00 PM
THURSDAY	8:00 AM	10:00 PM
FRIDAY	8:00 AM	11:59 PM
SATURDAY	8:00 AM	11:59 PM
SUNDAY	8:00 AM	10:00 PM

2. Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
3. If the reservation begins/ends at a time before/after normal library hours, or if your reservation is on a day when the Library is closed, the renter must acquire keys to the facility. Keys can be picked up/dropped off in either of the following ways:
 - *At the Library front desk during normal library hours; or*
 - *At the Police Department (401 Municipal Dr Kennedale TX 76060) when the Library is closed*
4. The renter can gain access to the building no more than 10 minutes prior to the scheduled reservation and must vacate the building promptly at the end of the reservation time. Please ensure that you allow for setup and cleanup time when making your reservation.
5. Decorations are allowed in the Community Center but are limited to those that do not cause damage to the walls, doors, ceiling (including sprinkler heads), and fixtures of the facility. Under no circumstances will anything be hung on/attached to walls, doors, sprinklers or light fixtures.

CITY FACILITY RENTAL POLICY

Park Pavilions (Sonora & TownCenter)

1. Availability for reservations:

MONDAY	6:00 AM	10:00 PM
TUESDAY	6:00 AM	10:00 PM
WEDNESDAY	6:00 AM	10:00 PM
THURSDAY	6:00 AM	10:00 PM
FRIDAY	6:00 AM	10:00 PM
SATURDAY	6:00 AM	10:00 PM
SUNDAY	6:00 AM	10:00 PM

2. Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
3. Parking is permitted in designated parking areas only.
4. The Splash Pad is not available to reserve, however, if your reservation occurs during a time when the Splash Pad is operating, please feel free to use the facility with the public.

Ballfields

1. Availability for reservations:

MONDAY	6:00 AM	10:00 PM
TUESDAY	6:00 AM	10:00 PM
WEDNESDAY	6:00 AM	10:00 PM
THURSDAY	6:00 AM	10:00 PM
FRIDAY	6:00 AM	10:00 PM
SATURDAY	6:00 AM	10:00 PM
SUNDAY	6:00 AM	10:00 PM

2. Rental rates and deposit rates are listed in the city's Schedule of Fees, which can be viewed here:
 - [Schedule of Fees](#) (link to a PDF); or
 - [City of Kennedale Municipal Code](#) (Chapter 2, Article 1, Section 2-3)
3. Ballfield lights are not available at this time.
4. Parking is permitted in designated parking areas only.
5. Renter may perform maintenance to Ballfields such as dragging or striping in preparation of use.
6. Renter is responsible for providing their own equipment. Bases and other equipment are not provided or available.



Date: September 4, 2013

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

General updates and information, if any.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

At this time Larry Hoover/board members will provide updates on city/board projects, events, etc.

- Introduction of Gloria Rangel, the new Parks Board Secretary.
- 10/19 Bring It Recycling Event in Kennedale TownCenter

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:



Date: September 4, 2013

Agenda Item No: REPORTS/ANNOUNCEMENTS - B.

I. Subject:

Update on Parks and Recreation Board composition, mission, responsibilities and on the new appointment and application process.

II. Originated by:

Bob Hart, City Manager

III. Summary:

At this time Larry Hoover will provide an update on recent changes and amendments to city boards and board responsibilities.

The Parks and Recreation Board now has 9 regular members. Places 6 and 7 have been converted to regular positions, and Place 8 and 7 have been added. There are no longer alternate positions on this board. The Board will also have an expanded responsibility with regard to the use of city space and community events.

Please see the attached copy of the ordinance that was passed by city council on July 11, 2013.

The application and reappointment process has begin this year. Any current members who would like to be considered to reappointment must submit an application (online) by September 30. Odd numbered placed are up this year, so the following members need to reapply:

Place 1: David Deaver

Place 3: Michael Chandler (already reapplied)

Place 5: Cruz Pitre

Place 7: Jill Turner

Thus far we only have one new application in, and as we have 2 brand new Places to fill (Places 8 & 9), please consider going out into the community to recruit new members for the board.

City Council has also adopted a brand new appointment process, which is also attached. This year's application schedule and process is as follows:

9/10: Board Orientation Meeting (voluntary but suggested)

9/20: APPLICATIONS DUE

9/25 & 9/26: Individual interviews of ALL applicants (including re-applicants) by City Council

10/3: Applicants notified of Council's decisions

10/10: Official appointments made at regular Council meeting

Please call Amethyst with any questions.

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments:

1.	Updated Ordinance	Parks-1.pdf
2.	R494	R404 - Board Appointment Process.docx

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 16, ARTICLE II, "PARKS AND RECREATION BOARD", OF THE CODE OF ORDINANCES OF THE CITY OF KENNEDALE, TEXAS, AS AMENDED, BY ESTABLISHING NEW SECTIONS PROVIDING FOR CREATION AND PURPOSE, MEMBERSHIP, ORGANIZATION, RULES AND REQUIREMENTS, AND POWERS AND DUTIES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kennedale is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City Council previously adopted an ordinance providing for the creation and appointment of the Parks and Recreation Board; and

WHEREAS, the City Council now desires to amend said ordinance to revise the provisions regarding membership on the board.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS:

SECTION 1.

Chapter 16, Article II of the Kennedale City Code is hereby amended in its entirety to read as follows:

"ARTICLE II. PARKS AND RECREATION BOARD

Sec. 16-10. Creation and Purpose.

There is hereby created and established a parks, and recreation board. Such board shall be officially designated as the Parks and Recreation Board of the City of Kennedale, Texas. The board shall provide recommendations and advice to the city council on policies, projects, and other matters pertaining to parks, recreation, public space, and community events in the City of Kennedale

Sec. 16-11. Membership.

(a) Appointed by majority vote of the City Council, this board shall consist of nine (9) regular members designated by Places 1 through 9. Appointments shall take place in October of each year, with Places 1, 3, 5, 7, and 9 appointed in odd numbered years and Places 2, 4, 6, and 8 appointed in even numbered years. The term for each place shall be two (2) years. Members must meet the following qualifications:

- (1) Be a registered voter of the city;
 - (2) Shall have resided in the corporate limits of the city for at least one (1) year; and
 - (3) Continue residency in the city during the term of office.
- (b) The City Council shall appoint a replacement to fill any vacancy for the unexpired term of the members whose place has become vacant.
- (c) The City Council shall have the authority to remove any member at any time, with or without cause.

Sec. 16-12. Organization, Rules, and Requirements.

- (a) By November of each year, the membership shall determine, by simple majority vote, a chair and a vice chair. The terms of the chair and vice chair shall be one (1) year. It will be the duty of the Chair to preside over meetings and to assist in setting meeting agendas. If the chair is absent the vice chair shall assume the duties of that office.
- (b) Members of the board shall meet at least ten (10) times per year, on a regular day and time selected by its members. The chair may call special meetings as necessary.
- (c) The board shall conduct meetings and govern its proceedings according to the City Council's adopted rules of order, abide by the Texas Open Meetings Law, and shall keep a record of its proceedings, including votes and attendance, and shall submit these records to the City Secretary's Office.
- (d) Members of the board shall not take any action unless a quorum is present. A quorum shall consist of five (5) members. Each member, including the Chair, is entitled to one (1) vote, and action of the board shall require a majority of those members present.
- (e) The City Manager shall designate a city employee to serve as staff liaison to the board.
- (f) Members of the board shall receive five dollars (\$5.00) for each regular meeting attended as compensation for the performance of their duties, but no compensation shall be paid for special meetings. In addition, members may receive reimbursement of authorized expenses attendant to the performance of their duties.

Sec. 16-13. Powers and Duties.

- (a) This board is advisory only and shall not have any decision-making authority.
- (b) The board shall have the following duties:
- (1) To make studies and project plans for the improvement and acquisition of public parks and open spaces with a view of park development and extension, and to recommend all matters for the development and advancement of the city parks and open space facilities, layout and appearance, and to perform the duties of

advance planning for future acquisition and development of potential park and open space lands;

- (2) To aid and assist the city in the procuring of financial and other aids and assistance for the city from the state and federal governments and their agencies for each and all of the purposes herein enumerated;
- (3) To act with and assist all other municipal boards, governmental agencies, regional associations and especially the city council in formulating proper plans for municipal park and open space development;
- (4) To plan and recommend the location, plan, and extent of city parks, playgrounds, and other public grounds and public improvements, for the location and planning of public buildings, schools and other properties, and of recreational facilities, including those public and privately owned improvements for water, lights, sanitation, sewer disposal, and drainage;
- (5) To recommend general rules and regulations governing use of parks, open spaces, community, recreational facilities and buildings;
- (6) To recommend plans for improving, developing, expanding and beautifying the parks and public buildings in or adjacent to the city and to cooperate with the city council and other agencies of the city in advising, establishing, locating, improving, selecting, expanding and maintaining the public parks, playgrounds and lakes for public recreation;
- (7) To recommend programs and community events to the city council, to originate, plan and coordinate recreation programs and community events for all segments of the population, throughout all seasons of the year. Efforts by the board should be made to assure that all recommendations will utilize existing facilities and organizations to provide recreational, leisure, and community event activities to the citizens. The board should concern itself with the possibilities of gaining cooperative use of noncity-owned facilities and implementing proven programs to attract participants for recreational activities.
- (8) To accomplish these duties, the board may establish subcommittees as necessary. Any subcommittee shall be chaired by a Parks and Recreation Board member, and an unspecified number of community volunteers may be chosen by the commission as working subcommittee members.”

Secs. 16-14 - 16-19. Reserved.”

SECTION 2.

The two alternates serving on the board at the time of this Ordinance’s approval shall serve as regular members until October 2013 or until his or her successor is appointed by the City Council.

SECTION. 3

This Ordinance shall be cumulative of all other ordinances of the City of Kennedale, and shall not repeal any of the provisions of such ordinance except in those instances when provisions of such ordinances are in direct conflict with the provisions of this ordinance, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 4.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5.

This ordinance shall be in full force and effect from and after its passage and it is so ordained.

PASSED AND APPROVED on this 11th day of July, 2013.

Mayor, John Clark

Attest:

Amethyst G. Cirimo, City Secretary

Effective Date: _____

Approved As To Form And Legality:

Wayne Olson, City Attorney

RESOLUTION NO. 404

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS ESTABLISHING AN APPOINTMENT PROCESS FOR BOARDS AND COMMISSIONS APPOINTED BY CITY COUNCIL.

WHEREAS, it is the desire of the Mayor and City Council to encourage participation by citizens, elected officials and appointed officials in the selection process for all appointments to the City's Boards, Commissions, and Committees; and

WHEREAS, the City Council wishes to recruit and appoint highly qualified individuals to serve on behalf of the residents of Kennedale in various capacities; and

WHEREAS, the City Council believes that the establishment of an official annual appointment process will increase awareness and public interest in serving on city boards.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS:

SECTION 1.

The following appointment process shall be used for appointments to existing Boards, Commissions and Committees established and appointed by the City Council and to those Boards, Commissions and Committees subsequently established and appointed by the City Council.

Any existing or subsequently established boards, commissions, or committees whose members are not appointed by City Council shall be filled through a separate application process.

SECTION 2.

Current board and commission members whose terms expire that year must provide notification to the City Secretary's office by July 31st indicating either their interest in reapplying for their current seat or their intent to vacate that seat.

SECTION 3.

For annual appointments, the City Secretary shall advertise vacancies and term expirations for at least sixty (60) days in any of the following ways: on the City's website, in the City newsletter, and with announcements at city council and board meetings.

SECTION 4.

Applications will be made available both online and in paper format for a minimum of thirty (30) days prior to the regular City Council meeting in October. Applications must be fully completed and submitted to the City Secretary's Office on or before the advertised due date. Incomplete

applications will not be considered. Applicants must agree to abide by the city's Code of Ethics and to the guidelines established by the City of Kennedale Board and Commission Handbook. Applicants will be able to indicate specific boards of interest; however, final placement is left to the discretion of City Council.

Reappointments are not automatic and are subject to the discretion of City Council. Present members who wish to continue to serve in their current seat must abide by the process described herein, including the application and interview process.

SECTION 5.

Upon closure of the application period, all applications and any supporting documents shall be sent to City Council. Interviews of all applicants will be conducted by City Council as a whole prior to the official appointment date in October. Applicants will be expected to attend an interview and be familiar with city initiatives and plans. All applicants will be notified of the status of their application prior to the official appointment date.

SECTION 6.

Official appointments will be made at the regular City Council meeting in October.

SECTION 7.

All applications and supporting documentation shall be kept on file in the City Secretary's office for one (1) year. Should a vacancy occur, the applications on file and any new applications received shall be sent to the City Council for review and consideration for appointment by the City Council.

SECTION 8.

This resolution shall be effective upon its approval by the City Council.

APPROVED this 11th day of July, 2013.

APPROVED:

Mayor John Clark

ATTEST:

Amethyst G. Cirno, City Secretary



Date: September 4, 2013

Agenda Item No: REPORTS/ANNOUNCEMENTS - C.

I. Subject:

Discussion of annual Christmas Tree Lighting Festival.

II. Originated by:

Larry Hoover, Streets and Parks Supervisor

III. Summary:

As part of the board's expanded responsibilities with regard to community events, the board will be tasked with the coordination of the annual Christmas Tree Lighting Festival.

While large in attendance, this is one of the city's simplest events to organize. The organization of musical groups with the school district will still be coordinated by city staff. Staff will relay this schedule to you and ensure that the board is aware of the general schedule.

The board, or a subcommittee of the board, will be responsible for organizing and coordinating vendors (churches, burger box, etc), additional entertainment (Santa Clause, reindeer, other paid-for vendors, etc), and whatever other activities the board would like to pursue. The city will be involved and will provide the board with all relevant information, contact numbers, etc from the past few years.

We look forward to working with the board on this year's event!

IV. Recommendation:

None

V. Alternative Actions:

VI. Attachments: