

Purpose:

The Kyle Economic Development and Tourism (ED&T) Board works to advise the city council in the areas of business recruitment, marketing, tourism and positioning the City to properly prepare for future growth. To promote, assist and enhance economic development and tourism activities in the City of Kyle.

Duties & Responsibilities:

The Kyle ED&T Board is comprised of volunteers and a City of Kyle staff liaison and operates under strict confidentiality guidelines. Individuals serve for the sole focus of betterment of the community and will not serve for personal gain. Serving on the Kyle ED&T Board requires participants to attend monthly board meetings and show support to the board chair and City of Kyle Economic Development Department (KEDD) staff by attending appropriate council meetings. Additionally board members must attend an annual joint economic development workshop with city council and planning and zoning and participate in an annual board planning retreat.

The city of Kyle, Texas will continue to grow, develop, and remain an attractive place to live and do business. Kyle ED&T and the City of Kyle Economic Development (ED) staff work to manage this growth. Effectively managing and positively affecting growth in Kyle is the overall purpose of the ED staff and the ED&T. The short- and long-term goals set forth by the board as well as the City of Kyle strategic plan for economic development supplement the ongoing purpose of the Kyle ED&T.

The Economic Development and Tourism Board is responsible for reviewing and making recommendations on the economic development needs of the City of Kyle and this guidelines the Downtown Exterior Improvement Grant Program, applications for incentives, development agreements, 380 agreements and other various incentive tools. This board is charged with developing, preparing and submitting an Economic Development Plan for approval by City Council, which includes short- and long-term objectives of the City of Kyle economic development efforts. The board has no authority to act beyond the scope and requirements of the ordinance creating the board. The board shall function in an advisory capacity only to the council, and in such advisory capacity shall study and recommend options for promotion of tourism and economic development; communicate/coordinate with city staff. The board shall report to the council once each quarter following the board's quarterly meeting.

Qualifications:

An individual shall not be eligible for appointment to a board unless the individual meets the following qualifications on the day prior to the date of appointment: 1) be at least eighteen years of age; 2) be a citizen of the United States; 3) have been a resident of the State of Texas and the city of at least twelve consecutive months or have significant presence in the community; and 4) not be delinquent on any indebtedness to the city. An appointee may not be a city employee. Seats for the Economic Development Board will include representation from key local stakeholders including a local Major Employer, locally serving Utility, local Healthcare, Hays CISD, Higher Education and Hotelier. Individuals serve for the sole focus of betterment of the community and will not serve for personal gain. Conflicts of interest will be considered when determining eligibility on an individual basis.



CITY OF KYLE



Policy on Appointments for City Boards, Committees and Commissions

The process for selecting members to fill existing and future board, committee and commission vacancies will comply with the following policy:

1. An official job description for the vacant position on the board or commission will be created and posted to the city's website under the volunteer applications page. The city may take any additional measures it determines necessary to ensure there is sufficient awareness of an appointment opportunity.
2. An application for the vacant position will be posted to the city's website on the volunteer applications page. The application must be completed by any person wishing to be considered for the position prior to 5:00 PM on the date identified in the posting as the final day for application submission.
3. City staff will evaluate applications from those citizens who meet the city charter's basic criteria for membership in a first-round evaluation. Staff may determine that the size and/or qualifications of those in the applicant pool are insufficient and reopen the application or otherwise extend the deadline to allow time for more citizens to apply. Staff shall notify Council: Send Council a list of names; notify council if no applications were received.
4. Based on the first round evaluation of the applications, applicants that are determined to best meet the requirements of the board or commission position, will be selected to participate in a second-round, personal interview conducted by employed, elected, and appointed city staff, to include: the city manager or his/her designee; and a council member appointed by majority council vote; and the department head that supports the board or commission being staffed. Other personnel may attend as required by the city manager. The personal interview will serve as an opportunity for both parties to familiarize themselves with the position(s) being filled, and the prospective candidate(s).
5. In those instances that multiple interviewees exhibit the virtues and qualifications necessary to fill a single position, those candidate(s) not chosen to fill the solicited Board/Commission vacancy, can and should be recommended to fill other city Board and Commission vacancies for which they are additionally qualified. With agreement from both the applicant and the city review panel, the City Council can alternatively

approve the recommendation from the review panel for an alternative appointment to a different Board or Commission vacancy, pursuant to the term length of that Board or Commission.

6. The final candidate(s) will be selected from the interview process and will be presented to the Mayor and City Council for confirmation at a regular city council meeting. Nominees are encouraged to attend but are not required.

Reappointments

1. The interview panel of the board or commission may recommend reappointment of a member with an expiring term for reappointment subject to confirmation by the Council. In such cases, the nomination shall go directly to the Council for confirmation without opening the position for additional applications. If the interview panel does not recommend reappointment, the member may reapply via the application and interview process defined herein.
2. If there is a vacancy for an unexpired term of one year or more, the Council may seat a person seeking reappointment to an unexpired vacant seat.

Consideration and selection of any appointment to a City of Kyle board or commission shall not discriminate based on actual or perceived race, color, national or ethnic origin, age, religion, disability, gender identity, sexual orientation, veteran status, or any other characteristic protected under applicable federal or state law.