

**ORDINANCE NO. 208**

**AN ORDINANCE OF THE CITY OF PELICAN BAY, TEXAS CREATING A NEIGHBORHOOD AND COMMUNITY ADVISORY COMMITTEE; PROVIDING FOR THE COMPOSITION AND APPOINTMENT OF MEMBERS TO THE COMMITTEE AND OTHER PROCEDURES FOR THE COMMITTEE; CONTAINING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, all communities including the City of Pelican Bay develop expectations regarding the aesthetic character of the City and desire to ensure neighborhood stability and integrity; and

**WHEREAS**, maintaining and improving property values in residential neighborhoods and commercial districts is a desirable and important goal; and

**WHEREAS**, City codes and policies are an important part of maintaining and revitalizing the Pelican Bay community, along with the possible creation of programs currently used by other cities designed to assist homeowners, such as a Good Neighbor Program, a Paint Up the city program, a Employee Giving Day, and Housing Rehabilitation Programs; and

**WHEREAS**, developing and maintaining Parks & Recreational areas are in the best interest of the Citizens of Pelican Bay.

**WHEREAS**, the orderly Planning & Development of Pelican Bay may be obtained by the development of city-wide and neighborhood plans and programs. Including the creation, adoption, and maintenance of a General Plan and General Plan Map.

**WHEREAS**, the City Council of the City of Pelican Bay desires to create an advisory board to assist the City Council in meeting its expectations regarding the aesthetic character of the City, and to encourage citizen and business input, communication and effort on such issues;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PELICAN BAY, TEXAS:**

**Section 1:**

THAT a new article be added to the Pelican Bay Code of Ordinances which shall read as follows:  
"ARTICLE. NEIGHBORHOOD AND COMMUNITY ADVISORY COMMITTEE . Created.

There is hereby created a Neighborhood and Community Advisory Committee for the City of Pelican Bay.

**Section 1-a. Purpose**

The Neighborhood and Community Advisory Committee is charged with assisting the city council by reviewing and recommending projects and programs designed to maintain and improve residential and commercial property values throughout the City. The committee will review and provide recommendations to the city council regarding planning & development, community code, beautification and neighborhood revitalization programs and initiatives, parks & recreation revitalization programs and initiatives, and other projects as requested by the City Council. The

committee will function as an advisory and recommending body to the city council and will have no role in enforcement or inspection activities, which are the responsibility of duly-authorized city staff.

## **MISSION STATEMENT**

*The Mission of the Neighborhood and Community Advisory Committee is to strengthen and revitalize the City of Pelican Bay and to stabilize and transform our physical, social and economic environment.*

### **Section. 1-b. Appointment of members; term; composition**

The Neighborhood and Community Advisory Committee shall be made up of six (6) voting members comprised of Pelican Bay citizens, Pelican Bay business owners and or Pelican Bay property owners, appointed by the City Council. A city council member will be appointed by the majority vote of the city council, to serve as an ex officio member.

Members will be appointed for a term of two (2) years. Places 1, 3, and 5 will be appointed for an initial 2-year term. Places 2, 4 and 6 will be appointed for an initial 1-year term and then for subsequent 2-year terms.

All members shall be appointed by majority vote of the City Council and may be removed by majority vote of the City Council with or without cause. Vacancies in the Committee occurring other than by expiration of term shall be appointed by majority vote of the City Council for the remaining portion of the term.

**The composition of the Committee will be as follows:**

**Place 1-**

Citizen Member

**Place 2-**

Citizen Member, Pelican Bay Business Owner or Pelican Bay Property Owner

**Place 3-**

Citizen Member, Pelican Bay Business Owner or Pelican Bay Property Owner

**Place 4-**

Citizen Member

**Place 5-**

Citizen Member

**Place 6-**

Citizen Member, Pelican Bay Business Owner or Pelican Bay Property Owner

**Ex Officio-**

City Council Member

After the Committee is appointed, it shall meet and organize.

### **Section. 1-c. Meetings; Quorum.**

Meetings shall be held every month on the first Tuesday. Special meetings may be called as necessary. All meetings of the committee will be held in full compliance with the Texas Open

Meetings Act. A majority of the voting members shall constitute a quorum.

**Section. 1-d. Chair and Vice-Chair.**

The committee shall select a chair and vice-chair. The chair shall preside over meetings of the committee; and in the absence of the chair, the vice-chair shall preside.”

**Section, 1-e. Secretary.**

The committee shall select a Secretary. The Secretary shall create agendas, cause notice of meetings to be posted, and record minutes of the meetings of the committee; and in the absence of the Secretary, the Chair or Vice Chair will fill the duties of the Secretary.”

**Section, 1-f. Agenda.**

Any committee member or the Ex Officio may place items on the agenda.

**Section 2:**

THAT it is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, 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 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 3.**

THAT this ordinance shall become effective immediately upon final passage. AND IT IS SO ORDERED.


Adopted on first reading on the  
\_\_ day of April 2008, by a vote of \_\_ to \_\_.

Adopted on second reading on the  
8<sup>th</sup> day of April 2008, by a vote of 4 to 0.

CITY OF PELICAN BAY, TEXAS

\_\_\_\_\_  
Sandy Tolbert, Mayor

ATTEST:

  
\_\_\_\_\_  
Diane Hester, City Secretary

APPROVED AS TO FORM AND LEGALITY:

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City Attorney

## **PROCEDURES FOR DISBURSING MONEY FROM THE CITY OF PELICAN BAY, NEIGHBORHOOD AND COMMUNITY ADVISORY COMMITTEE LINE ITEM ACCOUNT**

This letter will establish procedures to request Money that is appropriated for costs related to the functions, operations, and duties of the Neighborhood and Community Advisory Committee.

This also establishes that the money allocated for the Neighborhood and Community Advisory Committee line item account can be used for both operating expenses and for neighborhood improvement projects.

### **REQUESTING MONEY FOR OPERATING EXPENSES**

The operating expenses of the Neighborhood and Community Advisory Committee include, but are not limited to, costs associated with printing and distributing newsletters, banners and signs, holding community events, specialized training and trainers, refreshments for public meetings, and advertising for the projects.

To receive money for operating expenses totally \$50 or less, the Neighborhood and Community Advisory Committee will be required to submit a request through a purchase order to the City Secretary, maintain copies of receipts and invoices, and delivery the original receipts and invoices to the City Secretary promptly. If the total requested is more than \$50, it must be approved by the City Council.

### **REQUESTING MONEY FOR PROJECT EXPENSES**

Expenses may include, but not be limited to: community outreach, training, licensed professional services, shipping and delivery, short-term rental of equipment, materials and supplies, printing, and design and planning.

To receive money for City Council approved neighborhood improvement projects, the Committee will submit a request to the City Secretary using a purchase order along with the details of the project. The original invoice from the vendor or contractor will have to be provided. The City Council will approve the request, and send it back to the City Secretary for payment. The Neighborhood & Community Advisory Committee and the City Council will monitor the progress of the work to make sure it was completed.

Any request made for project expenses shall include:

1. Project name.
2. Clear description of the project.
3. Location of project.
4. Name of property owner.
5. Cost of project.
6. Attach itemized original invoice.
7. Contact information.
8. Responsible person(s).
9. Evidence of insurance, if required.
10. Have appropriate permits and permission been obtained?
11. Is the project accessible to the public?
12. Estimated completion date.
13. Milestones or stages, so that the City Council can monitor progress.
14. Describe the intended benefits to the community.
15. Documentation of how the decision was reached, such as meeting minutes.