

## **Purpose**

The Parks and Recreation Board functions in an advisory capacity to the City Council. It studies and recommends options related to parks and recreation functions, involves citizens in planning and development, and supports programs and facilities citywide.

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## **General Duties**

### **1. Policy & Regulation**

- Provide the Parks and Recreation Director with advice and recommendations on all policies, rules, and regulations relating to public parks and recreation programs.
- The Director proposes rules and regulations for public recreation; these take effect upon City Council adoption.

### **2. Public Forum & Oversight**

- Act as a public forum for citizen concerns—everything from playgrounds and athletic fields to recreation centers.
- Review requests for permits or facility reservations when requested by the City Manager or Director, and recommend action to City Council.
- Recommend any form of recreation activity that promotes constructive, wholesome use of leisure time.

### **3. Support to Council**

- Assist the City Council as needed or requested.
  - Advise on the comprehensive master plan and report regularly on parks and programs.
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## **Master Plan**

- **Comprehensive Planning:** Recommend a plan addressing citywide park and recreation needs and individual park improvements; present it to City Council for approval.
  - **Public Input:** Employ all reasonable means—surveys, public meetings, a citizen advisory board—to gather community feedback.
  - **Formal Adoption:** Once Council-approved, no alterations may occur without its consent.
  - **Annual Reports:** Through the Director, present yearly status updates on each park and the master plan as a whole.
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## Gifts & Donations

- Authorized to solicit gifts, bequests, and donations (money or personal property) for playgrounds or other recreational purposes.
  - All contributions are received and managed directly by the City in a dedicated fund or account.
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## Cooperation with Other Agencies

- Work jointly with other City departments and, with Council-approved agreements, other political subdivisions to establish, operate, and maintain recreation systems and facilities.
  - Partner with local organizations—little league, soccer, softball, etc.—for league establishment and scheduling.
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## Board Meetings

- **Schedule:** Generally held on the last Monday of each month at Kyle City Hall or at one of the parks.
- **Details:** Next meeting date and location are listed under “Upcoming Meetings” on the left side of this page.

- **Member Training:** All Board members must complete Open Records training within 90 days of appointment.

**[View Parks and Recreation Board Current Members and Open Seats.](#)**

*To contact the members, send an email to*

*dlopez [at] cityofkyle.com (dlopez[at]cityofkyle[dot]com)*

- [Parks & Recreation Board Description and Requirements 146.27 KB](#)

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