

**Purpose:**

The City of Kyle Economic Development and Tourism (ED&T) Board serves in an advisory capacity only to the Kyle City Council, focusing on the areas of business recruitment, retention, marketing, and tourism; positioning the City of Kyle to properly prepare for future growth by promoting, assisting, and enhancing economic development and tourism activities in the City of Kyle.

**Duties & Responsibilities:**

The ED&T Board is comprised of volunteers and a City of Kyle staff liaison and operates under strict confidentiality guidelines. Individuals must have the sole focus of betterment of the community and not personal gain.

As the city continues to grow and remains an attractive place to live and do business, the ED&T Board and the Economic Development Department work to manage this growth for a positive effect on the community. Serving on the ED&T Board requires participants to attend monthly board meetings and show support to the board chair and Economic Development Department by attending appropriate council meetings. Additionally, Board members must attend an annual joint economic development workshop with the Kyle City Council and may be called upon to collaborate with the Kyle Planning & Zoning Commission regarding the creation and granting of business incentives.

The ED&T Board is responsible for reviewing and making recommendations regarding the content and implementation of the city's economic development strategic plan and incentive tools, including the Downtown Facade Improvement Grant program, development agreements, 380 agreements, and any other incentive programs approved by the Kyle City Council. The City of Kyle's economic development strategic plan, subject to the approval of the Kyle City Council, includes short- and long-term economic development and tourism objectives.

The Board has no authority to act beyond the scope and requirements of the ordinance which created the board and shall function in an advisory capacity only to the council. In such an advisory capacity, the Board shall study and recommend options for the promotion of economic development and tourism and communicate/coordinate with city staff. At the request of the City Council, the Board may be asked to provide updates regarding the status of activities and projects.

**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 Kyle at least twelve consecutive months;
- 4) not be delinquent on any indebtedness to the city; and
- 5) may not be a city employee.

The City of Kyle ED&T Board shall consist of seven members meeting the following requirements:

- Seat 1 – Executive-level Representative of a Healthcare Provider with a presence in Kyle city limits (residency not required)
- Seat 2 – Executive-level Representative of a Major Employer within Kyle city limits (residency not required)
- Seat 3 - Kyle Resident – Owner of a micro-business (1-9 employees including owner) within Kyle city limits
- Seat 4 - Kyle Resident – Owner of a small business (10-100 employees) within Kyle city limits
- Seat 5 - Kyle Resident - Owner of a small business (10-100 employees) within Kyle city limits
- Seat 6 - Kyle Resident interested in the promotion of Economic Development and Tourism in the City of Kyle
- Seat 7 - Kyle Resident interested in the promotion of Economic Development and Tourism in the City of Kyle

Ex Officio members may be appointed from key sectors and/or stakeholders.

Members shall maintain confidentiality and abide by all prevailing ethics, either professionally, legally or as a part of the city code of ethics. Conflicts of interest will be considered when determining eligibility on an individual basis.