



# Spring Boards and Commissions



## Airport Advisory Board



### About:

The City of New Braunfels Airport Services Advisory Board serves in an advisory capacity to the City Council on matters concerning airport construction, improvement, and operation. Acts in advisory capacity towards the general improvement of the airport and the advancement of the City as an air transportation center.

### Board Makeup:

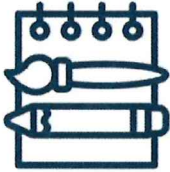
The board shall consist of five regular members who shall be resident citizens of the city and shall be appointed by a majority of the city council for three-year staggered terms. Two regular members shall reside in the city or its extra-territorial jurisdiction of the city have aviation-related experience. All members shall be appointed for a three-year term.

This board meets quarterly.





## Arts Commission



### About:

The City of New Braunfels Arts Commission serves in an advisory capacity to the City Council on matters relating to the arts, events, and projects to benefit the residents. Recommends use of funding to benefit the local arts activity, project, or organization.

### Board Makeup:

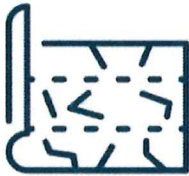
The board is composed of seven citizens of the city who are interested in arts such as theatre, music, dance, painting sculpture and similar activities, which shall not include any current paid employees or board members of any organization that requests funding from the New Braunfels Arts Commission. Such commission shall consist of seven members, no more than three of whom shall be chosen from a list of names submitted by the Greater New Braunfels Arts Council, with appointments being made by the city council so that the term of each member of such commission shall be for three years, staggered so that no more than three members shall be appointed each year.

This board meets at least once a year in December.





## Board of Adjustment



### About:

The Board of Adjustment shall render disinterested and diligent service to the public in the interpretation and public needs and necessities in the development of the City of New Braunfels. It shall have the power to hear and decide appeals to the Zoning Ordinance; hear and decide special exceptions to the Zoning Ordinance and in specific cases allow for a variance to the terms of the Zoning Ordinance.

### Board Makeup:

The Board of Adjustment consists of five members to be appointed by the City Council. Such members shall serve for two-year staggered terms. The City Council shall also appoint four alternate members of the board of adjustment, any of which shall serve in the absence of one of the regular members when requested to do so by the City Manager or his designee. The alternate members shall serve for two-year staggered terms.

This board meets once a month.







## Central Texas Technology Center Advisory Board



### About:

The City of New Braunfels, in partnership with the City of Seguin, established the Central Texas Technology Center (CTTC) Advisory Board to assist in the administration of the CTTC and its programs. The Board is charged with the responsibility of oversight for the CTTC and with keeping both City Councils informed.

### Board Makeup:

The Central Texas Technology Center Advisory Board has a total of ten members each serving a three-year term. Five appointed from New Braunfels and five appointed from Seguin. One 4B Board member, one New Braunfels Chamber of Commerce Braunfels representative, ISD one representative, one Comal ISD representative, and one City of New Braunfels resident.

This board meets every other month at 7:45 am at the CTTC.





## Construction Board of Appeals



### About:

The Construction Board of Appeals hears appeals of decisions made by the Building Official regarding the City's Building regulations.

### Board Makeup:

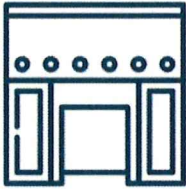
The construction board of appeals shall consist of seven individuals, one from each of the following professions or disciplines: A registered design professional with architectural experience or a builder or superintendent of building construction. A registered design professional with engineering experience. A registered mechanical contractor. A registered electrical contractor. A registered plumbing contractor. Two registered general contractors. Or the city council may appoint one person who is an attorney or a citizen of the city, in lieu of any of the previously listed qualified persons. Or the council may appoint an interim board with the persons of qualification determined by the council.

This board meets as needed.





## Downtown Board



### About:

The purpose of this Board is to stimulate downtown economic development in New Braunfels, Texas by following the National Main Street Center's Four-Point Approach; encouraging cooperation and building leadership in the business community; creating a positive image for downtown by promoting the downtown as an exciting place to live, shop, work and invest; guide and assist in improving the downtown appearance; to champion implementation of the Downtown Implementation Plan; to receive, administer and distribute funds in connection with any downtown activities related to the bylaws; and to take all other actions and activities that implement and advance the purposes as identified by the bylaws.

### Board Makeup:

The Downtown Advisory Board has four members from the following with a maximum of one designated representative per entity: Comal County, Schlitterbahn Water Park, New Braunfels Chamber of Commerce Board, New Braunfels Convention and Visitors Bureau Board, Downtown Association, Historic Landmark Commission, Planning Commission, New Braunfels Economic Development Corporation (4B Board), New Braunfels Economic Development Foundation Board, Main Street Partners, or any recognized arts and heritage organization. Five Downtown property owners or business owners (Downtown New Braunfels shall be defined as the area depicted in Exhibit A) or residents of the Downtown Residential Area (Exhibit B). No more than one member shall represent a single business. Two members at large selected from within the New Braunfels city limits. Each member serves a three-year term.

This board meets at least six times per year, generally on the third Tuesday of the month at 8:30am at City Hall.





## Ethics Commission



### About:

The Ethics Commission shall have jurisdiction of complaints involving the city council, city officers and city employees appointed by the City Council. The City Manager shall have jurisdiction of complaints involving city employees other than those employees appointed by the city council.

### Board Makeup:

The Ethics Commission consists of seven members, all of whom must reside within the corporate limits of the city and serve a three-year term. Each member of the city council will appoint a member to the commission after taking office and that individual's term in office will run concurrent with the term of the city councilmember who made the appointment. Members of the commission may not hold or be a candidate for any city elected or appointed office at the time of their service on the commission.

This board meets twice a year.







## Finance and Audit Committee



### **About:**

Finance staff will present regular updates including presentation of Quarterly Financial Reports, sales tax analysis and performance, Quarterly Investment Reports, hotel occupancy tax trends, status of the annual CAFR/audit, updates on the budget development process as well as an overview of the current debt issuance strategy.

### **Board Makeup:**

The Mayor, Mayor Pro Tem, and one City Councilmember.







## Heritage Commission

### About:



The Heritage Commission acts in an advisory capacity on matters relating to heritage and historic preservation activities, events and projects that will benefit the citizens of the City and advises the City Council on uses of funding available from private and/or public sources that will benefit any local heritage activity, project, or organization and annual HOT funding.

### Board Makeup:

The Commission shall be composed of seven citizens of the city who are interested in historic preservation and heritage activities, which shall not include any current paid employees or board members of any organization that requests funding from the New Braunfels Heritage Commission. Each member will serve a three-year term.

This board meets once a year in December.





## Historic Landmark Commission



### About:

The Historic Landmark Commission recommends to City Council policies to protect, enhance, and perpetuate landmarks or districts of historical and cultural importance and promote economic prosperity and welfare and encourage stabilization, restoration, and improvements of such properties.

### Board Makeup:

The commission shall consist of nine members who will serve four-year terms. A minimum of six members shall be residents of the city and/or Comal County, or Guadalupe County in the city extraterritorial jurisdiction. The members are appointed, to the extent available in the community, by the city council as follows: One person from the Comal County Historical Commission; Two property owners from any historic district; Six members-at-large. In addition to the nine appointed members the following persons, or their designated representatives, shall serve as ex officio members: The City Attorney of the City and the Planning Director of the City.

This board meets monthly.





## Housing Authority Board of Commissioners



### About:

The Housing Authority Board of Commissioners acts to provide safe, decent, and sanitary housing for families of low-income in the City of New Braunfels.

### Board Makeup:

The Housing Authority Board of Commissioners is comprised of five city residents, one of which is a tenant of a public housing project over which the authority has jurisdiction or who is a recipient of housing assistance administered through the authority's housing choice voucher program or project-based rental assistance program. Each member serves a two-year term.

This board meets three to four times a year.





## Planning Commission



### About:

The Planning Commission reviews and recommends for the adoption of the City's master plan; recommends ordinances for platting and zoning and other duties as prescribed by the City Council or state law. Members of the Planning Commission also serve as the Roadway Impact Fee Advisory Committee and New Braunfels Water and Wastewater Impact Fee Advisory Committee.

### Board Makeup:

The Planning Commission consists of nine members, of which at least seven members shall be citizens of the City of New Braunfels and of which not more than two members may live in the Extraterritorial Jurisdiction of the City of New Braunfels. Each member serves a three-year term.

This board meets once a month.







## Tax Increment Reinvestment Zone No. 1 - Creekside TIRZ



### About:

The Tax Reinvestment Zone No. 1 - Creekside (TIRZ 1) Board makes recommendations to Council concerning the administration of the Zone, prepares and adopts a project plan and reinvestment financing plan for the Zone and implements project plan and financing plan with power to employ consultants, subject to Council approval. This board also serves as the New Braunfels Development Authority as needed.

### Board Makeup:

This board shall consist of seven members. Positions One through Five on the Board of Directors shall be reserved for the City. Positions Six and Seven shall be reserved for other taxing units levying taxes within the Zone, each of whom may appoint one director. Any other taxing unit that appoints a director shall be assigned a Board position number in the order the City receives the appointment. If more than two taxing units (other than the City) levying taxes within the Zone appoint a director, the number of directors on the Board of Directors shall be increased by one for each taxing unit ( other than the City) above two that appoints a director to the board; provided, if more than four taxing units ( other than the City) levying taxes within the Zone appoint a director, the number of directors on the Board of Directors shall be increased by two for each taxing unit above four that appoints a director to the board, provided, further, that the maximum number of directors shall not exceed fifteen (15).

This board meets as needed.







### **Tax Increment Reinvestment Zone #3 - Downtown TIRZ**



#### **About:**

The duties of the New Braunfels Tax Reinvestment Zone #3 (TIRZ#3) Board will include making recommendations to the City Council concerning the administration, management, and operation of the TIRZ3. The Board shall perform all duties imposed upon by Chapter 311 of the Texas Tax Code and all other applicable laws. Recent work includes reviewing applications for the Business Improvement & Preservation Grant Program and making recommendations to City Council for grant approvals.

#### **Board Makeup:**

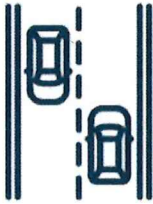
The New Braunfels Tax Reinvestment Zone #3 Board shall consist of seven members serving two-year terms. Five of these members shall be individuals owning property within the zone and two shall be at-large residents residing in Comal or adjacent counties.

This board meets as needed.





## Transportation and Traffic Advisory Board



### About:

The purpose of the Transportation and Traffic Advisory Board of the City of New Braunfels is to serve in an advisory capacity to the City Council on matters relating to transportation and traffic issues, including but not limited to vehicles for hire (shuttle vehicles, taxis, horse drawn carriages and other forms of surface transportation); emergency warning systems and evacuation routes and procedures; stop signs, school zones, no parking zones and other traffic controls, including street markings; street and bridge improvements; tuber exits; and any other transportation related matters referred by City Council.

### Board Makeup:

The Transportation and Traffic Advisory Board is composed of seven members, one member from each of the city voting districts and one member to serve at large from the entire city, as broadly representative of all aspects of the community as possible. Each member of the City Council will appoint a member to the board from his or her district after taking office and the mayor will appoint the at large member after taking office. Each member will serve a three year term.

This board meets about once a month.





## Water and Wastewater Impact Fee Advisory Committee



### About:

The Water and Wastewater Impact Fee Advisory Committee advises and assists the City Council and NBU Board of Trustees in adopting land use assumptions; reviews CIP; monitors and evaluates CIP implementation; advises City Council on updates or revisions to land use assumptions, CIP, and impact fees.

### Board Makeup:

The Water and Wastewater Impact Fee Advisory Committee is comprised of the Planning Commission members, the NBU General Manager, NBU Board of Trustees President and one representative who resides within the ETJ.

This board meets at least once a year.





## Watershed Advisory Committee



### About:

The Watershed Advisory Committee shall review information and material regarding stormwater, water, and watershed issues and make recommendations to the City Council concerning the same.

### Board Makeup:

The Committee shall consist of the following representatives from within the City limits or the City's Extraterritorial Jurisdiction (ETJ): one engineer; one developer; one landscape planner, architect, or arborist; one member representing the business community; one member representing biological or environmental interests; two citizens -at large; and two representatives from different homeowner associations. ETJ membership on the committee shall be limited to three total members. All members will serve a three-year term.

This board meets about once a year.





# Fall Boards and Commissions





### Animal Services Advisory Board



#### **About:**

The City of New Braunfels Animal Services Advisory Board serves in an advisory capacity to the City Council on matters concerning airport construction, improvement, and operation. Acts in advisory capacity towards the general improvement of the airport and the advancement of the City as an air transportation center.

#### **Board Makeup:**

The board shall consist of seven appointed members with a three year term. The board shall consist of one licensed veterinarian, who is a member of the Comal County Veterinary Medical Association, one non-voting Municipal Official, one person whose duties include the daily operation of an animal shelter, one representative from an animal welfare organization who resides within the city limits, three citizens who reside within the city limits, and one commercial animal establishment business owner or operator, whose business is located within the city limits. All members shall be appointed by City Council for staggered terms of three years. There shall not be more than one (1) representative appointed to the board from the same organization.





### Building Standards Commission



The City of New Braunfels Building Standards Commission can order the repair, within a fixed period, of buildings found to be in violation of City codes. Declare a building substandard, order person(s) or property found on private property removed under certain conditions; determine the amount and duration of any civil penalty assessed against the property owner.

The Building Standards Commission shall be comprised of 5 residents. The City Council shall attempt to appoint one member with experience in each of the following areas: a) real estate profession; b) home building profession; c) development profession; and d) legal profession. One member of the commission and the two alternate members shall be chosen from the public at large.

Meetings of this commission shall be held at the call of the chairman who shall be elected by the commission from among its members. Meetings shall be held at other times as determined by the commission.





## Cemetery Committee



The purpose of the City of New Braunfels Cemetery Committee shall be to assist in an advisory capacity to the New Braunfels Parks and Recreation Advisory Board in matters pertaining to the municipal cemeteries and to cooperate with other agencies and civic groups in the historic preservation, operations, activities, and planning of those cemeteries

The Committee shall be composed of seven (7) members, appointed by the Parks and Recreation Advisory Board, who shall be residents of the City of New Braunfels or the ETJ. At least, three members shall have relatives interred in one of the City's cemeteries.

The regular meetings shall be held on the fourth Thursday of the month, at the hour of 5:30 p.m. at a place designated on the meeting agenda.





## Civil Service Commission – City Manager Appointment



To assist in the administration of the Civil Service Code  
The Civil Service Commission is governed by the Local Government Code Chapter 143:  
<https://statutes.capitol.texas.gov/Docs/LG/htm/LG.143.htm>

The commission consists of three members appointed by the municipality's chief executive and confirmed by the governing body of the municipality. Members serve staggered three-year terms with the term of one member expiring each year.





### **Community Development Advisory Committee**



The Community Development Advisory Committee (CDAC) is appointed by the city council to serve in an advisory capacity to the city council on matters relating to the Community Development Block Grant (CDBG) program funds provided to the city by the U.S. Department of Housing & Urban Development (HUD). These funds are used for eligible programs and projects designed to assist low- and moderate-income citizens, to eliminate slum and blight within the city, and/or to meet an urgent need during disasters.

The committee is composed of nine citizens of the city, as broadly representative of all aspects of the community as possible and including at least two low-to-moderate income residents. Members serve three-year terms and responsibilities include reviewing competitive applications from eligible applicants for funding requests, hosting agency presentations, and making recommendations for funding allocations to be considered and approved by the city council. Funding allocations are subsequently included in the City's Action Plan that is submitted to HUD.







## Landa Park Golf Course Advisory Board

The Landa Park Golf Course Advisory Board shall act in an advisory capacity to the Parks and Recreation Department, the City Council and the City Manager in matters pertaining to the golf course, including fees and fee structures, and shall cooperate with other agencies and civic groups in the advancement of sound golf course operations, activities, planning and programming.



Appointments shall be as follows: (1) Four members of such board shall be appointed at-large and the only qualification for these members shall be that they will be residents of the city or the extraterritorial jurisdiction of the city and do not hold membership in a local golf association such as the Landa Park Golf Association, the Landa Legends Golf Association, or the Landa Park Ladies Golf Association. (2) One member of the board shall be a resident of the city or the extraterritorial jurisdiction of the city and a member of the Landa Park Golf Association, if such an association or organization is active. The member of the Landa Park Golf Association must submit an application and be recommended by the Landa Park Golf Association. If the Landa Park Golf Association or organization is not active, such member's only qualifications will be that he/she be a resident of the city or its extraterritorial jurisdiction. (3) One member of the board shall be a resident of the city or the extraterritorial jurisdiction of the city and a member of a Landa Park ladies' golf association, if such an association or organization is active. The member of the ladies' golf association must submit an application and be recommended by the ladies' golf association. If a ladies' golf association is not active, such female member's only qualification will be that she be a resident of the city or the extraterritorial jurisdiction of the city. (4) One member of the board shall be a resident of the city or the extraterritorial jurisdiction of the city and a member of the Landa Legends Golf Association, if such an association or organization is active. The member of the Landa Legends Golf Association must submit an application and be recommended by the Landa Legends Golf Association. If a Landa Legends Golf Association is not active, such member's only qualification will be that he/she be a resident of the city or its extraterritorial jurisdiction.





### **Library Advisory Board**



The Library Advisory Board acts in an advisory capacity to the City Council for the continued improvement and development of the City public library and promotes close communications between the City and all private residents to secure the greatest degree of public benefit from the library resources and services.

Five or more members of the Library Advisory Board shall be resident citizens of the city. All members must be resident citizens of the city or the extraterritorial jurisdiction of the city and possess a current New Braunfels Public Library card.





### **New Braunfels Economic Development Corporation (NBEDC)**



The NBEDC board governs the use of the economic development sales tax and makes recommendations to the City Council for projects that encourage and promote the general economic welfare of New Braunfels for its residents and businesses. The board makes recommendations to expend resources for projects, offer approved economic development incentives, and enhance the community through the development and/or expansion of public improvements, such as, but not limited to, athletics, parks, tourism, and entertainment facilities. The board may also assist in certain public facilities, transportation, infrastructure improvements, or other business-related improvements relating to existing or anticipated business entities.

The NBEDC has assisted on the following projects, so far, in 2022: final design of Last Tuber's Exit, approved incentives to Texas State Technical College for the creation of a workforce training program, engineering and design of the Landa Lake Dam improvements, final design for Phase 1 of the Castell Avenue Drainage project, final design of city-wide pedestrian improvements, final design of Phase 1 of the Downtown ROW enhancements, and feasibility studies for segments 2 and 3 of the Dry Comal Creek Hike and Bike Trail. Additional projects are in queue.

NBEDC is composed of 7 residents who will be required to complete the Texas Open Meetings Act training, take an official oath of office, and attend regular monthly meeting. The Mayor and City Manager serve as ex-officio, non-voting members.





New Braunfels Utilities (NBU) is a municipally owned utility operating under a five-member Board of Trustees. The board consists of four individuals appointed by the New Braunfels City Council to five-year terms and the city's current mayor.



The NBU vision is to be recognized as a trusted community partner dedicated to excellence in service through the mission of "Strengthening our community by providing resilient essential services."



Pursuant to the City of New Braunfels Code of Ordinances, the city has delegated to the NBU Board of Trustees the complete management and control of the city's waterworks, sanitary sewer, and electric systems. The Board has also been charged with the authority to manage and operate the systems with the same freedom and in the same manner as enjoyed and followed by boards of directors of private corporations operating properties of a similar nature.







### **Parks and Recreation Advisory Board**



The Watershed Advisory Committee shall review information and material regarding stormwater, water, and watershed issues and make recommendations to the City Council concerning the same.

The Parks and Recreation Advisory Board is comprised of seven city residents serving three year terms.







### Partnership Committee – Mayoral Appointment



The purpose of the Committee is to create and strengthen partnerships between the City of New Braunfels and its citizens and Braunfels, Germany, and its citizens, and any other city and its citizens outside the United States approved by the City Council as a "sister city" of New Braunfels in an effort to foster and promote cultural, economic, recreational, and educational understanding between the cities and its citizens.

The Committee is composed of fifteen (15) citizens residing within the City or the extraterritorial jurisdiction of the City serving staggered three-year terms. The Mayor shall nominate individuals to the Committee and the City Council shall approve such nominations. The nominations and appointments of Committee members shall be on a rotating basis so that five ( 5) members shall be appointed each year. When nominating individuals to the Committee, the Mayor shall attempt to assure that Wurstfest, the German American Society, and a representative from the Historic Museums Association are represented on the Committee.





### River Advisory Committee



The River Advisory Committee advises City Council in river-related matters and issues in the advancement of prudent river planning, activities, programming and recommends capital improvement projects and distributes public information.

The Committee shall consist of the following representatives: three ( 3) members representing local river, attraction /destination, and tourism professionals; and three (3) citizens -at- large, with one ( 1) citizen -at -large that resides along the Comal River, one ( 1) citizen -at -large not owning riverfront property on any river within the city limits, and none ( 0) of the three ( 3) citizens -at -large members may own, be employed by, or have a financial interest in any river - related tourism business; and one ( 1) member representing the Parks and Recreation Advisory Board that does not necessarily serve on the Parks and Recreation Advisory Board; and does not own riverfront property on any river within the city limits; and does not own, is employed by, or have a financial interest in any river-related tourism business.





### Workforce Housing Advisory Committee



The purpose of the Workforce Housing Advisory Committee is to address the communities affordable and workforce housing needs. The Committee will raise awareness about the challenges of affordable and available workforce housing. The WHAC will advise the City Council on providing solutions for a full range of workforce housing choices for households of all incomes, ages, and abilities.

The WHAC shall be comprised of eleven (11) members who are residents of New Braunfels and serve three year terms. The committee shall be composed of one representative from each of the following: Planning Commission, Greater New Braunfels Chamber of Commerce, New Braunfels Economic Development Corporation, New Braunfels Housing Authority, New Braunfels Utilities, and Habitat for Humanity. The remaining five (5) spots are selected at-large.

