



# CITY OF HORSESHOE BAY



## **2019 Long Range Planning Advisory Committee (LRPAC) Charter**

*Adopted by City Council June 18, 2019*

### **Committee Purpose**

Per our Leadership Philosophies, ***United, we build a culture based on trust, mutual respect, creativity, professionalism and communication.*** The purpose of this committee is to ensure future long-term challenges for the City of Horseshoe Bay's citizens are identified. The purpose of this committee is to develop a document that will act as a blueprint for the future planning of Horseshoe Bay for the next 3-5 years. Information derived from various sources, such as the city's elected leaders and staff, citizens, and other stakeholders, will help guide the development of a long range plan that will proactively address the needs of the community.

### **Committee Responsibilities**

- To meet as an advisory committee and work collaboratively with city officials, city staff, the community, and others to review, assess, and identify long-term challenges and opportunities for all present and future citizens of the City.
- This committee is NOT a consulting group tasked with identifying and suggesting process improvements and procedures for current staff pushing a specific agenda for the City.

### **Committee Membership**

Committee members will be appointed by the City Council.

- There will be a maximum of 7 members, including the Chair.
- City Council will appoint the Chair. The members will appoint a Vice Chair and Secretary.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.
- In addition to the 7 members, 2 to 3 prior LRPAC members will be appointed by Council to assist the 2019 LRPAC. These will be non-voting members.
- Last, there will be one City Council Member appointed by Council serving in a liaison capacity.

Ultimately, City Council will be mindful of the professional background of each member when making the final appointments.

### **Committee Member Skills**

Team members should possess the following skills, knowledge, experience and other attributes:

- The ability and willingness to work in a team environment.
- Good understanding and support of the City of Horseshoe Bay's Mission Statement, Vision Statement, Leadership Philosophy, and Values.
- General communication and team facilitation skills.
- Must be open-minded and able to work collaboratively with others.
- Exhibit a positive and constructive attitude.

### **Conduct of the Members**

Members will act in a professional and confidential manner. Each member will actively participate in the committee's deliberations, reviews and approvals. Members will respect the process, this Charter, and one another by considering all ideas expressed, being thoroughly prepared for each meeting, maintaining the confidentiality agreed upon and sharing equally in the responsibility to reach consensus successfully.

### **Meeting Schedule**

The committee will meet regularly with a schedule to be determined as needed by the LRPAC to meet the goals outlined in this Charter.

### **Deadline**

The Council expectation is for a final report to be presented to the Council per this Charter 12 to 18 months from the date the 2019 LRPAC is formed/appointed.

### **City Council Expectations**

- The members will operate with the understanding that each member has equal standing.
- The members will review and absorb the findings of the previous LRPAC and the final Long Rangel Plan (LRP) adopted by Council in 2016.
- The committee will develop a short General Plan (GP) of how to proceed. This GP will lay out how the LRPAC agrees to proceed as a "mini-strategic plan" to guide the process. This will help alleviate potential long-term challenges among committee members' expectations.
- Execute the GP.
- Produce a final document that encapsulates the arduous work and findings/recommendations.
- All committee members will share the responsibility to inform, collaborate and consult with all necessary parties in a positive professional manner.
- All committee recommendations must be supportive of any possible implementation.
- The committee will vote to forward this final *proposed* LRP document to City Council. The committee will make every effort to reach consensus. If full consensus cannot be reached, the process will be re-reviewed. A second vote will be taken. If consensus is still not reached, a super-majority of 2/3 will rule for forwarding the *proposed* LRP document to City Council.
- In addition, the issues, proposals, actions, and the explanation of opposing views (if consensus is not reached) discussed by the committee will be documented in the final document.
- City Council has the final word on the content of the final LRP *adopted* by Council vote. City Council will accept this final *proposed* document forwarded from the LRPAC and 1) vote to adopt as is, 2) return with comments to the LRPAC for further consideration, or 3) modify slightly, as is their prerogative, and have a final vote for adoption.