



CITY OF HORSESHOE BAY



Parks Advisory Committee (PAC) Charter

Adopted by City Council June 16, 2020

Purpose

The Parks Advisory Committee, established by City Council on January 17, 2012, serves as an advisory committee to the City Council recommending policies and procedures for proper administration of the parks program. It also serves to encourage and facilitate establishment and maintenance of recreational facilities and programs, as well as acquisition of new areas for parks and recreation programs or expansion and improvement of current programs and facilities. The committee participates in the development and ongoing management of the Parks Master Plan and other long-term plans related to parks and recreation. The committee also coordinates its efforts with plans of the various property owners' associations in the City and the plans of the Horseshoe Bay Resort as appropriate.

Responsibilities

- To act as an advisory committee to the City Council in the development, supervision, and administration of the affairs of the City parks and recreation programs.
- To ensure City parks are designed and maintained in a manner which makes them accessible to all age groups and physical capabilities.
- The committee does not have the power to make final decisions or the power to adopt rules regarding public business.

Qualifications of Applicants

Committee members shall meet (and continue to maintain for the duration of their service on the committee) the following qualifications for appointment:

- Registered voter of the City of Horseshoe Bay;
- Must have resided in the City for at least 12 months prior to appointment;
- Must not be in arrears in the payment of any taxes or other liability due to the City;
- Must be known to be interested in parks;
- Must have an active application on file with the City Secretary;
- Must meet any certain requirements as set out in city ordinance or state statute; and
- May not hold any other public office, except that of a Notary Public or as a member of the Armed Services or National Guard.

Required Member Skills

Committee 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.

Ultimately, City Council will be mindful of the professional background of each current and potential member when making the final appointments, including any prior experience in parks related fields.

Formal education in related fields is not required, but some demonstrated experience or involvement in parks and recreation projects or planning is preferred.

Membership

- Committee members will be appointed by the City Council.
- There will be a maximum of 5 members, including the Chair.
- One of the five members will be the nominee of the Board of Directors of the Horseshoe Bay Property Owners' Association;
- City Council will appoint the Chair each year in December. The members will appoint a Vice Chair and Secretary each year in January or at the first meeting after the Chair is appointed. The Vice-Chair shall act in the place of the Chair when the Chair is absent. The Secretary shall take minutes of the meetings and arrange meeting dates, times and locations.
- To the greatest extent possible, members will be past graduates of a Citizens' Academy.
- Members will serve two-year terms. Three of the five members shall have terms expiring December 31st of odd-numbered years and the other two members shall have terms expiring December 31st of even-numbered years. There shall be a limit of two successive terms (four years total) that a member may serve. A partial term to which a member is appointed shall not be counted as a full two-year term for the purpose of this limit.
- City Council will appoint a maximum of two (2) Council Members to serve as liaison(s) to the Committee.
- Any vacancy shall be filled for the unexpired term via appointment by a simple majority vote of the City Council for the remainder of the term.
- Members may be removed from office at any time by a simple majority vote of the Council.

Meeting Schedule and Attendance

The meetings of the committee shall be held on a regular basis, but not less than once every three months. As an advisory committee to the City Council, committee meetings are not required to be open to the public pursuant to the Open Meetings Act. The committee can have private meetings or meetings open to the public as it deems appropriate. Meetings may be called by the Chair or at the request of two or more committee members.

A member's position is automatically considered vacant if the member is absent for:

- 1) Three consecutive, regular meetings; or
- 2) Four meetings (cumulative) during the preceding twelve-month period.

Exceptions may be granted if the member has first obtained a written leave of absence from the Chair and absences are due to unusual circumstances beyond the member's control.

Conduct of the Members

The committee shall at all times seek to promote close cooperation between the City and all private citizens, home owners' associations within the City, institutions and agencies interested in the establishment and development of park activities. Members will act in a professional and confidential manner as representatives of the City. Each member will actively participate in deliberations, reviews and recommendations. 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. Members will treat citizens who attend the meetings with respect and fairness. Any member who has, or may have, a conflict of interest related to any item being considered by the committee must complete and submit a Conflict of Interest Affidavit to the City Secretary immediately, whether such interest is direct, indirect, financial or otherwise.
