



City of Corpus Christi

1201 Leopard Street
Corpus Christi, Texas
forward.cctexas.com

Meeting Agenda - Final

Parks and Recreation Advisory Committee

Wednesday, November 13, 2024

5:30 PM

City Hall, Basement Training Room

The Parks & Recreation Advisory Committee shall advise the City Council as to all public parks and the buildings therein, public outdoor recreation areas and centers, and any other grounds placed under its purview by the City Manager.

A. Call To Order/Roll Call

B. Public Comment

Members of the audience will be provided an opportunity to speak at the Committee meeting. When addressing the committee, please give your name, address & state your point as briefly as possible. Please be advised that the Open Meetings Act prohibits the board members from responding to or discussing your comments at length. The law only authorizes them to do the following:

- 1) Make a statement of factual information;*
- 2) Recite an existing policy in response to the inquiry; or*
- 3) Advise the citizen that this subject will be placed on an agenda at a later date.*

C. Approval of Absences: Mark Borgeson

D. Approval of Minutes

1. [24-0972](#) Regular Meeting Minutes of September 11, 2024

Attachments: [MeetingMinutes09.11.2024](#)

E. Director's Report

2. [24-0351](#) Parks & Recreation Updates for November 2024

Attachments: [Directors Report - 11.2024](#)

[11 PRR-CCPR-Nov-2024-Calendar-of-Programs-and-Special-Events_D1](#)

F. New Business for Discussion

3. [24-1850](#) Annual Presentation - PRAC Mission & Open Meetings Act Refresher, Adelita Cavada, City Attorney

Attachments: [2024 Update - PRAC Mission and Open Meeting Presentation](#)

4. [24-1849](#) Discussion Regarding Grant Funding for Potential Projects

G. Subcommittee & Committee Liaison Reports

- *Island Strategic Action Committee*
- *Water Shore & Beach Advisory Committee*
- *Pedestrian & Bicycle Connectivity Subcommittee*
- *Adopt -A -Park Subcommittee*
- *PRAC Strategic Action Plan Subcommittee*

H Nomination & Action Regarding PRAC Chair Elections

I. Future Agenda Items

J. Adjournment

The City of Corpus Christi promotes participation regardless of race, color, national origin, sex, age, religion, disability or political belief. Reasonable accommodation is provided upon request and in accordance with the Americans with Disabilities Act. For assistance or to request a reasonable accommodation, contact (361) 826-3300 at least 48 hours in advance. Upon request, this information can be available in larger print and/or in electronic format.



Meeting Minutes

Parks and Recreation Advisory Committee

Wednesday, September 11, 2024

5:30 PM

City Hall, Basement Training Room

A. Call To Order/Roll Call

Chair Lindsey called the meeting to order and a quorum was established.

Present: 9 - Linda Lindsey, Shawn Flanagan, James Lehnert, Adam Rios, Thomas Cronnon, Joan Adams-Wolfe, Joe De La Paz, George Woods, and Jay N. Gardner

Absent: 1 - Mark Borgeson

B. Public Comment

Jackson McGinley at 822 St. Columban Place addressed the Committee and spoke to parking issues at Waldron Park due to the high attendance during soccer games. He said the issue has become very serious for the adjacent neighborhood as visitors are not being mindful and are blocking driveways, etc. He mentioned that unfavorable altercations have occurred between visitors and neighbors which is unacceptable.

C. Approval of Absences: Thomas Cronnon

A motion was made by Shawn Flanagan to approve/excuse the absence listed above and it was seconded by Mike Lehnert. The motion passed.

D. Approval of Minutes

1. [24-0972](#) Regular Meeting Minutes of September 11, 2024

A motion was made by Joan Wolfe to approve the minutes listed above and it was seconded by Joe De La Paz. The motion passed.

E. Director's Report

2. [24-0351](#) Parks & Recreation Updates for November 2024

Robert Dodd, Director of Parks and Recreation, gave the following updates:

- September Events
- National Senior Center Month
- Beach Rescue Operations
- Adopt-A-Park Signage
- 1st Annual CC Beach Rescue Lifeguard Camp

F. Unfinished Business for Discussion or Possible Action

3. [24-1328](#) Proposed Project - Agreement for the Acceptance of Art, South Texas Alliance of Indigenous People of Corpus Christi

A motion of support was made by Mike Lehnert and it was seconded by Adam Rios. The motion passed unanimously.

G. New Business for Discussion or Possible Action

4. [24-1479](#) Bayside Area Development Plan - Planning & Community Development Department

Annika Gunning-Yankee Manager with Planning & Community Development Department, presented item "4" for the record as shown above. She gave some background information on this project such as the area of study (approximately 16 square miles) and stated this project was initiated in June 2022. She stated this is considered a "long-range" plan which spans 20-30 years looking forward. She is presenting this to the Committee today because there are aspects of the plan under Parks and Recreation which refer to improving natural "Healthy Places"/"Green/Open Spaces", "Connected Networks" (trails/bicycle mobility), and Environmental aspects (bay water quality).

Ms. Yankee summarized the Vision Themes and Policy Initiatives of the Plan; the Top Action items from public input. A final draft will be completed soon and distributed to the public for a final round of input. Once any necessary edits are made to the Plan, the next steps include a first presentation to the Planning Commission and then a tentative schedule for City Council consideration and approval. After her presentation concluded, Chair Lindsey opened the floor for Committee comments/questions. Further discussion took place regarding key parks involved, erosion mitigation (short-term vs. long-term), trails adjacent to ditch/drainage canals and utilizing natural shade structures (Urban Forestry Management Plan). No action was taken on this item.

5. [24-1478](#) Parks & Recreation 10-Year Master Plan Updates

Mr. Dodd presented an update to item "5" for the record as shown above. He began by citing the goals of the Master Plan and followed with explaining the corresponding strategies that have been implemented/accomplished. Some of the progress updates he mentioned include an asset management plan (Maximo) and a branding program to replace deteriorated/outdated signage at recreation facilities; Master plans for Sherrill Veterans Memorial Park & Commodore Park have been completed. Athletic Field upgrades are in progress for the Greenwood Sports Complex; crews have been hired to concentrate on maintaining fields to competitive standards. Other progress updates included recreational program additions, promoting/expanding community events and the completion of PRAC's Strategic Action Plan. After the presentation the floor was opened for comments/questions. Further discussion took place regarding grant funding for future projects. No action was taken on this item.

H. Committee Liaison & Subcommittee Reports

For the Island Strategic Action Committee, it was determined that Linda Lindsey will act as liaison and Adam Rios would act as an alternate with Jay Gardner serving as backup.

For the Watershore and Beach Advisory Committee, it was determined that Jay Gardner would act as liaison.

Adopt-a-Park: Updates regarding the "Interest Form"

I. Future Agenda Items

- Budget/CIP
- Waldron Park
- Volunteers for litter removal

J. Adjournment

There being no further business to discuss, the meeting adjourned at 6:55 p.m.

Parks & Recreation Department Updates

Parks & Recreation Advisory Committee
November 13, 2024



Juan L. Rivera, Assistant Director of Parks & Recreation

- Retired U.S. Army, Command Sergeant Major with over 23 years experience in organizational leadership, operational management & team development.
- Highly skilled in strategic planning, crisis management & leading multidisciplinary teams to achieve mission-critical objectives.
- Led diverse teams through challenging, high-pressure environments, managing resources, ensuring mission success & improving operational efficiency for Special Operations Battalion.
- Developed abilities in community engagement & public relations, where he planned/executed programs to build stronger ties between military operations & local communities in diverse, multicultural environments.
- Decorated military career, including awards such as the Legion of Merit & the Bronze Star medal.
- Juan holds a Bachelor of Science & is working toward a Master's of Public Administration.



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Parks & Recreation FY 2025 Budget

MANDATES:

Bill Witt Aquatic Center Annual Maintenance:

- Reduce operating hours to align with seasonal schedule
- Annual need - \$435k;
- Increased operating budget by \$54,566 & reduced 10 Winter Lifeguards (FY25)
- No security in operating budget

Water Garden - Annual Maintenance:

- Increase budget by \$297,830
- Add 3 Park Tech positions

Cole Park Splash Pad:

- Annual Maintenance need - \$25,500
- Increased operating budget in FY25 by \$6,375

Beach Parking Permits (Printing Costs): Increase - \$45,000

IMPROVEMENTS:

- Replace 12-Yard Dump Truck - \$250,000
- North Beach Kiwanis Baseball Fields - \$100,000
- Average annual, Employee Performance Evaluations/Pay Increases - 0%, 1%, 3%, or 5%

REDUCTIONS:

- Reduced budgets associated with CCISD fees - \$127,000
- Reduced One Welder & One Park Planner position - \$120,071
- Oso Bay Wetlands Preserve - Restored funding for 3 months - \$269,822
- Transferred Safe-Fun-Fit to Health Special Revenue Fund - \$28,000
- Transferred Endurance Fest to Health Special Revenue Fund - \$21,000
- Restored Greenwood Senior Center Operations - \$180,191



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Bond 2024 – Approved by Voters (Unofficial)

Parks & Recreation: Proposition B - \$37,650,000

- Oso Golf Center - Club House Replacement - \$10M (Citywide)
- TC Ayers Aquatic Center \$4.5M
- Labonte Park Expansion \$3.15M
- Sherrill Veteran's Memorial Park \$3M
- Cole Park Parking Lot Improvements \$1M
- Greenwood Baseball Complex Renovations \$2.75M
- St. Andrews Park \$2.5M
- Commodore Park Improvements \$5M
- Peary Place Improvements \$2M
- Dimmit Pier Boat Ramp (Design Only) \$1M
- Bill Witt Park Improvements \$2.75M



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Bond 2024 – Approved by Voters (Unofficial)

Cultural Facilities: Proposition D - \$2,850,000

- Lichenstein House, Little Martins House & Tex-Mex Railroad House Heritage Park: Design & construction of building improvements
- New Community/Senior Center Complex (including Dr. Clotilde P. Garcia Library): Location to be determined – Design Only

Sales Tax Reauthorization – Proposition E & F:

- 50% of annual revenue (currently estimated at \$4.5 million) allocated to city-wide arterial & collector street projects; 50% of annual revenue (currently estimated at \$4.5 million) allocated for city-owned recreational & community facility projects
- Annual revenue (currently estimated at \$9 million) allocated for downtown seawall, city-wide flood control, drainage & stormwater projects.



Elections: City Council Runoff Election on December 14, 2024

Early Voting: December 2 to December 10:

- Election day locations will be announced at a later date.
- Canvassing for the runoff election will be on December 23.
- The 2024 - 2026 Council will be sworn in at 10:00 a.m. on January 14, 2025, before the regularly scheduled City Council meeting.

The unofficial winners for City Council races of the November 5 General Election are:

- | | |
|------------------|------------|
| • Sylvia Campos | District 2 |
| • Eric Cantu | District 3 |
| • Gil Hernandez | District 5 |
| • Carolyn Vaughn | At-Large |
| • Mark Scott | At-Large |
| • Roland Barrera | At-Large |

The following races will be in the runoff election:

- Mayor
- City Council - District 1
- City Council - District 4

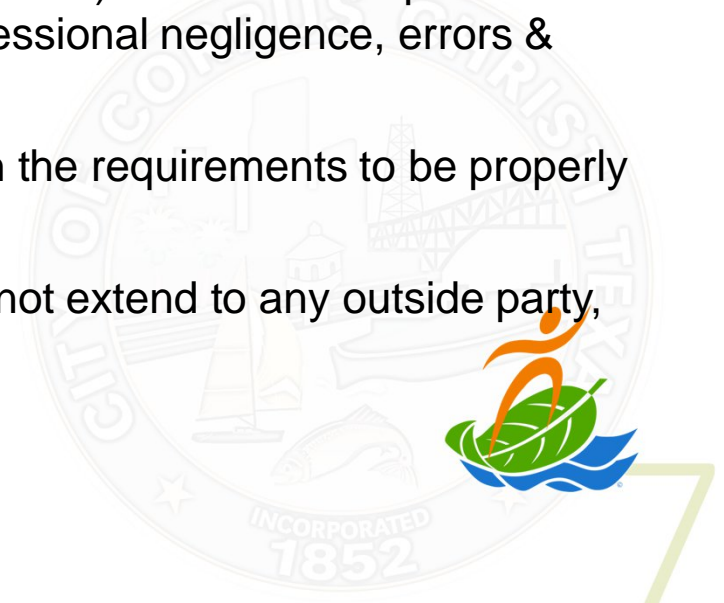


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Follow-Up

Volunteer Lifeguards

- Customarily, volunteer opportunities are utilized at Animal Control Services or for other educational purposes.
- Not necessarily a legal prohibition & more of a policy decision (not a legal one).
- Considerations - Independent lifeguards (or lifeguard volunteers) would have to provide their own professional liability insurance to cover claims for professional negligence, errors & mistakes, etc.
- Volunteers must meet this minimum requirement along with the requirements to be properly certified.
- The City's self-insurance covers City employees, but does not extend to any outside party, including volunteers.





**OPEN CALL FOR
2025 ARTS GRANT**

APPLICATION DEADLINE: NOVEMBER 15 AT 5PM
MATCHING GRANTS OF UP TO \$15,000

BE PART OF THE THRIVING ARTS
AND CULTURE IN CORPUS CHRISTI



CORPUS CHRISTI
PARKS &
RECREATION

Upcoming Events





Wranosky Park SK8 Games 2024 - September





Kids Catch A Special Thrill (C.A.S.T.) Fishing Event

- Beach Operations & Catch A Special Thrill (C.A.S.T.) for Kids Foundation, took 36 children ages 6 to 18, with special abilities, fishing on Saturday, October 19, from 8:30 a.m. to 1 p.m.
- Each child had a volunteer buddy to spend a half-day fishing at the Texas Parks & Wildlife Department's Hatchery, Flour Bluff.
- There were 48 volunteers that assisted in this event in partnership with Texas Farm Bureau.



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On August 1, Jeannine Leal, Corpus Christi Senior Companion Program Director, received the IMPACTFUL SERVICE AWARD at the 2024 AmeriCorps Seniors Convening!

Join us in applauding her outstanding national accomplishment!

Impactful Service Award honors program directors who have significantly impacted their communities through volunteer service, addressing local challenges that are also national priorities.

- Jeannine is known for her dedication to the Corpus Christi community & has utilized volunteerism to ensure inclusive access to books & nature.
- She initiated a book club for visually impaired individuals & launched the City of Corpus Christi Parks & Recreation Passport program, promoting outdoor activities/civic engagement.
- Her efforts have significantly improved community engagement & the quality of life for older adults.
- This initiative not only promoted the joy of reading but also fostered social connections.



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National Recreation & Park Association 2024 Annual Conference – Atlanta, Georgia October 8 – 10, 2024

Staff attending:

Robert Dodd, Tyler Florence, Lisa Oliver,
Kimberly Hernandez & Joe Guzman

- Kimberly Hernandez, Park Operations Superintendent, attained her Certified Parks & Recreation Professional Certification.
- Recipients were recognized at the Best of the Best ceremony.
- Joe Guzman, Assistant Athletics Program Manager, was a Session Presenter on the topic of Youth Sports.



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November 2024 Calendar of Programs and Special Events

Date(s)	Event Name	Description	Location	Time (start/end)	Website
Tuesdays & Saturdays	Guided Nature Walks	Join Preserve staff for a guided walk through the trails to explore the ecosystems of the Preserve. Topics change weekly. No registration. For all ages.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	Tuesdays 8 am – 9 am & Saturdays 9 am – 10 am	www.osopreserve.com
Fridays	Adult Drop In Pickleball	Adult drop-in pickleball offers casual, and organized play for adults with all skill levels allowing players to join without commitment to a league or team. Fee: \$5/per player.	CC Gym 3202 Cabanis Parkway	6pm-8:30pm	Register.ccparkandrec.com
11/1/2024	Crafternoon	Pinecone Owl join us as we fashion an owl out of a pinecone and some other bits and pieces. Registration is NOT required and the event is FREE.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	2pm-4pm	www.osopreserve.com
11/2/24	Project WILD Training	Training for adults interested in using the Project WILD curriculum with their students. Registration is required, class size is limited. Registration fee \$40.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	9am-4pm	www.osopreserve.com
Wednesday 11/6/24- 12/18/24	Adult Co-ed Volleyball League	Adult co-ed volleyball involves both men and women. engaging in intense volleyball matches. The game follows standard volleyball rules, emphasizing teamwork, strategy, and skill.	Ben Garza Gym 1815 Howard St	6pm-9pm	Register.ccparkandrec.com
11/6/24	Nature Storytime	Join Preserve staff for a story or two. Registration is not required and event is FREE.	Oso Bay Wetlands Preserve N. Oso Parkway 2446	10am or 2pm	www.osopreserve.com
11/9/24	Meet Us on the Trails	Meet Preserve staff on the trails for various presentations and activities. Registration is NOT required and event is FREE for all ages. Children must be accompanied by an adult.	Oso Bay Wetlands Preserve N. Oso Parkway 2446	10am-12pm & 2pm-4pm	www.osopreserve.com
11/9/24	PLaY: Discovery Dojo	A STEAM event is geared towards children, but all ages are welcome to learn, explore, and discover new things in the science and art disciplines.	Ethel Eyerly Senior Center Graham Road 654	10am - 1pm	
11/11/2024	Growing Up WILD	Less is More: A class for ages 3-6 and their guardians to learn about wildlife and being outside. Registration is \$10 per child.	Oso Bay Wetlands Preserve N. Oso Parkway 2446	9:30 am - 11:00 am or 1:00 - 2:30 pm	www.osopreserve.com
11/16/24	Book Club	Join Sara Jose as we discuss Bethany Brookshire's book <i>Pests: How Humans Create Animal Villains</i> Registration is NOT required and the event is FREE.	Oso Bay Wetlands Preserve N. Oso Parkway 2446	11am-12pm	www.osopreserve.com

November 2024 Calendar of Programs and Special Events

Date(s)	Event Name	Description	Location	Time (start/end)	Website
11/16/24	Animal Meet & Greet	Come out and get up close and personal with our amazing Animal Ambassadors. Registration is NOT required and the event is FREE for all ages. Children must be accompanied by an adult.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	10am	www.osopreserve.com
11/18/2024	After Hour Kid Power CCISD Winter Break Vacation Station Interest List Opens	Winter Break Vacation Station Interest List for Calallen & CCISD Opens at 9:00 AM (Vacation Station location TBD, Dates of service 12/23, 12/24, 12/26 and 12/30, 12/31, 1/2, 1/3 7:30 AM - 6:00 PM.) Closed 12/25 and 1/1	register.ccparkandrec.com	9am	register.ccparkandrec.com
19-Nov	Homeschool Days	Crane Migration (Ages 7-9) Come imagine that you are a migratory bird. What dangers will you face? Where will you find food? Registration is \$10 per child	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	9:30am-11:30am	www.osopreserve.com
11/20/2024	Homeschool Days	Crane Migration (Ages 10-13) Come imagine that you are a migratory bird. What dangers will you face? Where will you find food? Registration is \$10 per child	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	9:30am-11:30am	www.osopreserve.com
11/21/2024	Cinema in the Park (weather permitting)	Join the Corpus Christi Parks & Recreation Department for our "Cinema in the Park" series! Bring your family, pets, lawn chairs, and blankets (no tents, please).	South Pope Park 3933 Ft. Worth St	5pm - 7:30pm	
11/21/24	Nature Storytime & Scavenger Hunt	Come join Preserve staff as we read a story and then go on a scavenger hunt adventure. Registration is NOT required and the event is FREE.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	10:00am or 2:00pm	www.osopreserve.com
11/22/24	SPARK Day Camp	SPARK Day Camps available for youth ages 6-16. Activities include arts and crafts, board games, game room, edible art, outdoor activities, special events, and more. Fee is \$15 per child/session/day.	Lindale Recreation Center 3133 Swantner Drive	AM Session 7:30am - 12:30pm PM Session 12:30pm - 5:30pm	Register.ccparkandrec.com
11/23/2024	BYC Turkey Day Regatta	Bay Yacht Club's Thanksgiving regatta	Corpus Christi Marina	9am-5pm	Turkey Day Regatta - Bay Yacht Club (ccbyc.org)
11/23/24	Turkey Circuit	Get ready to gobble all those Thanksgiving meals with this fun physical challenge above and below the water. Starting with a 100M back stroke swim, you will move into 20 jumping jacks, 100M breaststroke, 20 air squats, 100M front crawl, and finishing with 20 knee raises. Ages 14+. Free event.	Collier Pool 3801 Harris	2PM-4PM	register.ccparkandrec.com

November 2024 Calendar of Programs and Special Events

Date(s)	Event Name	Description	Location	Time (start/end)	Website
11/23/24	Parent's Night Out - Turkey Edition	Event provides an opportunity for parents to enjoy a night out knowing their children are safe with our staff so they can take a well-deserved break. Event hours are 4:30 pm to 9:30 pm. \$15 per child. Online registration only.	Lindale Recreation Center 3133 Swantner Drive	4:30 pm - 9:30 pm	https://www.cctexas.com/recreation-centers
11/25/24-11/27/24	Basketball Camp	Learn how to dribble, shoot, pass, and other basketball skills through drills. Experienced players will learn techniques to improve their game. Teamwork, sportsmanship, and fun will be emphasized. For ages 8-17. Fee: \$70 per player. Online registration dates: November 4 to 17.	CC Gym 3202 Cabanis Parkway	1pm-4pm	Register.ccparkandrec.com
11/25/24-11/27/24	Volleyball Camp	Learn how to bump, set, pass, and spike through drills. Experienced players will learn techniques to improve their game. Teamwork, sportsmanship, and fun will be emphasized. For ages 8-17. Fee: \$70 per player. Online registration dates: November 4 to 17.	CC Gym 3202 Cabanis Parkway	9am-12:00pm	Register.ccparkandrec.com
11/26/24	Craft Lesson	Our Preserve staff have a special craft lesson, "Greeting Card Make and Take". This will not be your regular "crafternoon" craft. Registration IS required and cost is \$5 per person. All ages welcome.	Oso Bay Wetlands Preserve 2446 N. Oso Parkway	5:30pm-7:00pm	www.osopreserve.com
Saturdays 10/26/24-11/23/24	Micro Soccer	This league is formatted for very young children ages 3-5 to learn the fundamentals of soccer. They will have fun exploring passing, dribbling and kicking GOALS!	Ben Garza Gym 1815 Howard St	9am-1pm	Register.ccparkandrec.com
11/25, & 11/26	SPARK Day Camp	SPARK Day Camps available for youth ages 6-16. Activities include arts and crafts, board games, game room, edible art, outdoor activities, special events, and more. Fee is \$15 per child/session/day.	Lindale Recreation Center 3133 Swantner Drive	AM Session 7:30am - 12:30pm PM Session 12:30pm - 5:30pm	

Programs and events may be subject to change.

Mission of Parks and Recreation Advisory Committee



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Purpose of PRAC

Per City Ordinance 2-72:

“The Parks and Recreation Advisory Committee shall advise the City Council as to **all public parks and the buildings** therein, public outdoor recreation areas and centers, and any other grounds **placed under its purview by the City Manager...**”

Advisory Committee

- Role of PRAC is to provide recommendations to City Council.

- Recommendations are focused on
 - public parks and the buildings in those parks, and
 - public outdoor recreation areas and centers.

Role of Committee Members

- PRAC consists of 11 committee members who may vote on items included on the agenda at a meeting.
- Two officers – Chair and Vice-Chair (who serves in Chair's absence).
- Regular meetings on second Wednesday of the month.
- Special meetings may be called by Chair (or Vice-Chair in Chair's absence) or two committee members when needed between regular meetings.

Role of Committee Members

- Chair works with staff liaison to place items on the agenda.
 - Other members wishing to place items on the agenda will need to provide to Chair at least 2 weeks before meeting.
- Committee members may discuss items relevant to the PRAC with City Councilmembers or staff in their role as a private citizen, but such communication is not to be considered a recommendation from PRAC nor communicated by that member as a recommendation on behalf of PRAC.

Recommendations to Council

- PRAC passes a resolution making the recommendation by majority vote at a duly called meeting.
- Staff liaison reviews the resolution with the PARD staff and prepares a response.
- PRAC reviews staff response at subsequent meeting.
 - PRAC may amend resolution based on staff response, or
 - PRAC may reaffirm resolution as originally approved.

Recommendations to Council

- Submit either amended resolution (if applicable) or original resolution and staff's response to City Secretary to be forwarded to City Council for review.
- Council may place recommendation on future Council agenda in accordance with its policies.

Open Meetings Act Refresher



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General Rule - Meetings

- Every regular, special, or called meeting of a governmental body shall be open to the public, except as provided by the Texas Open Meetings Act.

While the Texas Open Meetings Act does not apply to advisory committees, Council policy requires this committee to comply with the Open Meetings Act.

- TXOAG offers an online training video.

“Meeting”

- Meeting is a gathering of a **quorum** of the governmental body and a discussion about the public business between the members or with a third party.
- Gathering at a social function, regional/state/local convention or workshop, ceremonial event, or press conference is *not* a meeting **if**:
 - No formal action, **and**
 - Any discussion of public business is *merely incidental* to the organized event.

Examples of Meetings

- Quorum appears at regular meeting of the Board.
- Quorum meets at a social function related to board business and discusses public business.
- Quorum attends a meeting of another entity and discusses public business.
- Quorum meets with City Staff outside regular meeting.

Examples of Meetings

- **Electronic communications** between a quorum

For example:

email to at least a quorum
group texts
Facebook

Required Notice for Meetings

- At least 72 hours *written* notice of the:
 - Time and date of the meeting
 - Place the meeting will be held
 - Subjects to be considered

- Public comment *must be allowed* and may discuss items not on agenda, but the Committee cannot discuss or deliberate any item brought up during public comment.

Quorum

- Quorum for this Committee is 6 members.
- This majority is required to convene a meeting and to conduct business.
- If no quorum is present, this does not violate the OMA (exception – circumvention or walking quorum).

“Walking quorum” occurs when there is a series of meetings or discussions outside of a posted meeting that effectively constitute a quorum, even though a quorum is not physically present at one time in one place.

- If quorum is lost, business may not be conducted.
-

Walking Quorum:

Tex. Gov't Code Ann. § 551.143

Walking Quorum occurs when a board member:

(1) knowingly engages in at least one communication among a series of communications that each occur outside of a meeting authorized by this chapter and that concern an issue within the jurisdiction of the governmental body in which the members engaging in the individual communications constitute fewer than a quorum of members but the members engaging in the series of communications constitute a quorum of members; and

(2) knew at the time the member engaged in the communication that the series of communications:

(A) involved or would involve a quorum; and

(B) would constitute a deliberation once a quorum participated.

How to avoid a walking quorum?

Stay aware of with whom you have discussed committee business.

Remember that social media is also subject to walking quorum considerations.

Keep quorum discussion and decision making entirely within posted meetings

Meetings must be Open

- Located in Texas, accessible to the public, and accessible to persons with disabilities.
- May not vote in an open session by secret written ballot.
- May not take any action by a circulated letter without a meeting.
- All action must be in open session.

Email and the OMA

- A “deliberation” is a verbal exchange during a meeting between a quorum of a governmental body, or between a quorum of a governmental body and another person.
- AG has stated that deliberation need not be verbal: the meeting can be by written letter, email, memo, etc.
- Dangers:
 - Reply-all to emails – Councilmembers have been prosecuted for using “reply all” in email exchanges.
 - Facebook, Twitter, social media - connecting with other members.

Best Practices

- Staff should bcc instead of cc'ing all Committee members in e-mails to avoid an accidental “reply-all.”
- No public business discussions on Facebook, Twitter (X), Truth Social, or *any* social media platform account.
- Do not follow or friend other Committee members on social media.

Best Practices

- No quorum present at meetings of other entities.
- No discussion of public business at social functions, *especially* if other Committee members are present.
- No independent conversations regarding Committee business that might constitute a walking quorum.
- Always err on the side of caution.

Ethics

- Committee members are bound by the City's ethics code, including decorum.

Establishes rules of conduct for city council members, **board members**, and employees; provides a process for receiving and adjudicating complaints; and requires periodic financial disclosures.

The rules of conduct form the basis for possible sanctions, and are therefore intended to clearly define proper conduct so that those who must comply may understand the rules and carry out their responsibilities consistently with the rules.

- Ethics code: Council Policies, Chapter 2, Article V