



# City of Corpus Christi

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

## Meeting Agenda - Final

### Parks and Recreation Advisory Committee

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Wednesday, November 8, 2023

5:30 PM

City Hall, Basement Training Room

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*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.*

**A. Call To Order/Roll Call**

**B. Public Comment**

*Members of the audience will be provided an opportunity to speak at the Committee meeting. A recording is made at these meetings. When addressing the committee, please give your name and address, and 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 Minutes**

1. [23-1795](#) Regular Meeting Minutes of October 11, 2023

**Attachments:** [MeetingMinutes10.11.23](#)

**D. Director's Report**

2. [23-1383](#) Parks & Recreation Department Updates - November

**Attachments:** [Directors Report - November](#)

**E. Unfinished Business for Discussion or Possible Action**

**F. New Business for Discussion or Possible Action**

3. [23-1794](#) Proposed Whitecap Seawall (North Padre Island) Photo Op Sign on Park Land

**Attachments:** [PRAC Presentation PIBA Photo Sign\\_V2](#)

4. [23-1792](#) PRAC Mission & Open Meetings Act Refresher

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

5. [23-1793](#) PRAC Bylaw Amendments Regarding Absences

*Attachments:* [231103 PRAC Bylaws - DRAFT](#)

**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. Future Agenda Items**

**I. Adjournment**



## Meeting Minutes

### Parks and Recreation Advisory Committee

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Wednesday, October 11, 2023

5:30 PM

City Hall, Basement Training Room

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#### A. Call To Order/Roll Call

The meeting was called to order and a quorum was established with Duke Canchola absent.

#### B. Public Comment

Nick Colosi at 13561 Camino de Plata addressed the Committee and spoke to the Riley P. Dog Park located on North Padre Island. He is a member of the establishments Board and mentioned that the park operates by donations. He also gave updated on the goals of the park.

#### C. Approval of Absences: Duke Canchola

A motion was made by Adam Rios to approve the absence listed above and it was seconded by Mike Lehnert. The motion passed.

#### D. Approval of Minutes

1. [23-1648](#) Regular Meeting Minutes of October 11, 2023

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

#### E. Director's Report

2. [23-1383](#) Parks & Recreation Department Updates - November

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

- Oso Bay Wetlands Preserve
- Billish Park (Soccer Goals)
- Collier Pool (Homeless Activity)
- Commodore Park Master Plan - Next Steps
- Riley P. Dog Park Agreement with CC Water
- Maintenance Initiative for Parks/Facilities (Maximo)
- Corpus Christi Beaches Facebook page (Beach Conditions)

It was noted that the Cole Park playground area will be closed to the public sometime in November. Discussion also took place regarding notifications for water quality/bacteria levels in local bay beaches.

**F. Old Business for Discussion**

Chair Lindsey spoke to Proposition A - Election to Expand Type A Funding and informed the Committee that it is important to be informed of this proposition and to pass along information to the public. At this time, she gave the floor to Heather Hurlbert, Assistant City Manager, to address the Committee. She gave a brief summary of the proposition in which was presented to the Committee on September 13, 2023. She informed the Committee that a public hearing for the proposition will be held on October 17, 2023 and encouraged the Committee to attend to give feedback. She distributed pamphlets/FAQ's regarding the proposition to the Committee and answered questions.

**G. Subcommittee & Committee Liaison Reports**

Twila Stevens gave the ISAC report. She mentioned the solar eclipse event which will draw a large crowd at the beaches; dredging/replenishment to take place in November at Packery Channel; Island Mobility Plan Meetings/Survey; Resolution regarding the increase in the rate of pay for lifeguards.

Howard Schauer gave the WBAC report. He mentioned the subcommittee regarding the long-term management of beach sand/permit issuance within the next 90 days (Corps of Engineers).

It was determined that Shawn Flanagan will join the subcommittee for Pedestrian/Bicycle Connectivity and Chair Lindsey stated they will reinstate the subcommittee for the Strategic Action Plan in January of 2024.

**H. Future Agenda Items**

- Riley P. Dog Park
- Commodore Park/Oakmotts/Birds
- CC Submarine Sail for Sherrill Park
- Proposed Bathrooms at Blucher Park
- Shade Structures at Bill Witt Dog Park
- Cole Park Playground Issues (Closure in November)

**I. Adjournment**

There being no further business to discuss, the meeting adjourned at 6:45 p.m.

# Parks & Recreation Department Updates

**Parks & Recreation Advisory Committee**  
**November 8, 2023**



# PRAC Follow-Up Questions



# COMMODORE PARK

Oakmont Trees



# Conservation of Oakmonts for Resident/Migratory Birds



# **RILEY P. DOG PARK**

## **Lease Agreement**



## Per the Lease Agreement:

“Riley P. Dog Park is a privately-managed dog park that must be open to the public and has not been designated a City park and should not be considered a City park”;

“The City reserves the right to cancel this lease at any time on ninety days’ advance written notice in the event that the City Manager determines that such cancellation is necessary for the operation of the adjacent wastewater treatment plant operations.”



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# Riley P. Dog Park

- To necessitate the growth of North Padre Island, it is expected that CC Water may eventually expand the use of the property currently leased by Riley P. Dog Park.
- It may not be beneficial to invest additional funds to assist the Park when there is a possibility for future expansion which is necessary for the operation of the wastewater treatment plant.
- Staff have discussed the consideration of a future dog park within an existing, City designated park located on the Island.



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# TEXAS BEACH WATCH

Water Quality



# Process

- Historically, PARD/Tourist District Team has assisted the Health District (HD) in updating the Texas Beach Watch signs.
- HD collects, runs the samples & sends the report.
- HD website: [Laboratory Services | City of Corpus Christi \(cctexas.com\)](https://www.cctexas.com/Laboratory-Services)
- To learn more & to view a map of the most current beach info, visit [TexasBeachWatch.com](https://www.texasbeachwatch.com).
- Tourist District receives email notifications from [BeachWatch@glo.texas.gov](mailto:BeachWatch@glo.texas.gov) for the following locations in which signs can be found:
  - Cole Park
  - Ropes Park
  - Poenisch Park
  - Palmetto Park
  - Magee Beach
  - North Beach locations



# Signs



# Sample of Email Notification:

The following are the most recent updates for the beaches you **subscribed** to on [TexasBeachWatch.com](https://www.texasbeachwatch.com).

**Ropes Park #2:** Station ID - NUE028  
Bacteria Count: **High 2359 cfu/100ml**  
Last Collection Date: 10/01/2023  
Last Collection Time: 01:37 AM

The EPA's recommended criterion for Enterococcus Bacteria is 104 Colony Forming Units (CFU's) or most probable number. When counts are above this level, swimming is not recommended.

## **Beach Advisory Levels:**

Low - Bacteria counts less than 35 cfu.

Medium - Bacteria counts are between 35 and 104 cfu.

High - Bacteria counts are higher than 104 cfu. An advisory for this beach is recommended.



# OTHER UPDATES



# Current Projects

## Bill Witt Aquatic Center

- The project is currently on schedule for July 2024 completion.
- Parking lot has been completed along with utilities, pool excavation & building pad; plumbing rough-in for the restrooms.

## Cole Park Splash Pad: Approximately 75% Complete.

- Remaining construction - Sidewalk, Roof on Mechanical Building, Water Features, Final Grading & Exterior fencing around the Splash Pad.
- Contractor expects to be 100% complete by the first week of December 2023.

## Submarine Sail for Sherrill Park

- The License Agreement has been completed & approved by both parties with a few minor questions pending regarding graffiti control and the possibility of a surveillance camera.
- Tentatively scheduled for Mayor/Council consideration in December.



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# Upcoming Events/Council Items

## **City Council – Tentatively Scheduled for November 28, 2023**

- Tuloso-Midway ISD License Agreement for use of land at West Guth Park
- PRAC Resolution Prohibiting Smoking in all City Parks

## **Next Tree Planting Event**

Saturday, December 2, 2023 at Hans & Pat Suter Wildlife Refuge



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Most Photographed Location

# The Concept





Restrooms

Parking

Sign Site

CONCEPTUAL DRAFT RENDERING



CONCEPTUAL DRAFT RENDERING

# Mission of Parks and Recreation Advisory Committee



# Purpose of PRAC

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➤ 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

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- PRAC is an advisory committee.
  - An advisory is one that does not control or supervise public business or policy.
  - Role of PRAC is to provide recommendations to City Council through the authorized method.
  - Recommendations should be limited to public parks and the buildings therein, public outdoor recreation areas and centers, and any other grounds placed under PRAC's purview by the City Manager.
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# Role of Committee Members

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- 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, Vice-Chair (in Chair’s absence) or two committee members when needed between regular meetings.
  - Chair will work 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, but such communication is not to be considered a recommendation from PRAC, even if communicated by Chair.
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# Method of Providing Recommendations

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- PRAC passes a resolution making the recommendation at a duly called meeting.
  - Staff liaison reviews the resolution with the Parks and Rec Department 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.
  - 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.
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# Open Meetings Act Refresher



# General Rule - Meetings

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- 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**

## Definition of “Meeting”

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- 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
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## 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.
- **Electronic communications** between a quorum – ex: email to at least a quorum, group texts, or Facebook.

# Required Notice for Items at Meetings

- At least 72 hours written notice of the:
  - Time & Date of Meeting
  - Place
  - Subjects to be considered
- Public comment must be allowed and may discuss items not on agenda, but Board cannot discuss or deliberate item brought up during public comment

# Quorum

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- Quorum – majority of committee (6) – required to convene meeting and conduct business
- If no quorum is present, gathering does not violate OMA (exception – circumvention or walking quorum)
- If quorum is lost, business may not be conducted

# Meetings must be Open

- Located in Texas
- Accessible to Public
- Accessible to persons with disabilities
- Governmental body may not vote in an open session by secret written ballot.
- Governmental body may not take action by circulated letter without a meeting.
- All action must be in open session.

# Treatment of Email by 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 oral. Meeting can be by written letter, email, memo, etc.
- Dangers:
  - Reply all to e-mails – Councilmembers have been prosecuted for replying to all in emails
  - Facebook, Twitter - Befriending other members

# Walking Quorum

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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.

Tex. Gov't Code Ann. § 551.143

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# Best Practices

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- Staff should bcc instead of cc'ing all Board Members in e-mails, to avoid accidental reply-to-all
  - No Public Business on Facebook or Twitter
  - Do not follow or friend other Board members on social media
  - No quorum present at meetings of other entities
  - No discussion of public business at social functions, especially if other Board members are present
  - No independent conversations regarding Board business that might constitute a walking quorum.
  - Always err on the side of caution.
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**Bylaws of the  
Park and Recreation Advisory Committee of Corpus Christi**

**Article 1. Committee Duties by Ordinance**

Chapter 2, Article IV, Sec. 2-72. - Duties.

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. Further, the Parks and Recreation Advisory Committee and the Water Shore and Beach Advisory Committee shall have joint jurisdiction over all waters adjacent to city parks located along Oso Creek and the Nueces River. However, the Parks and Recreation Advisory Committee will continue to have sole jurisdiction on the parkland adjoining the waterways.

(Ord. No. 19831, § 1, 7-7-1987; Ord. No. 21443, § 1, 7-28-1992; Ord. No. 027408, § 3, 9-11-2007)

Part 2, Section 6 - Naming of City parks and recreational facilities.

*See APPENDIX I – PROCEDURES FOR NAMING CITY PARKS AND FACILITIES*

**Article 2. Committee Membership by Ordinance**

Chapter 2, Article IV, Sec. 2-70. - Membership; organization changed.

The city park and recreation advisory committee is hereby changed and reorganized to hereafter consist of eleven (11) members, each a resident of the city. Each member shall serve without compensation; The committee shall elect a chairperson and adopt bylaws to govern its operations in cooperation with the city manager and the city council.

(Ord. No. 11046, § 1, 8-23-1972; Ord. No. 16511, § 1, 9-2-1981; Ord. No. 17748, § 5(b), 7-27-1983)

Chapter 2, Article IV, Sec. 2-71. – Terms of Members; Filling Vacancies

Each member shall be appointed for a term of two (2) years until their successor is appointed. Initially, five (5) members shall be designated to each serve a term of one (1) year only, and five (5) members appointed shall be designated to each serve a term of two (2) years only. Each successor to a member completing a one-year term as above provided shall be appointed to a regular two-year term. Whenever a vacancy occurs during a term, the appointment filling the vacancy shall be to fill the unexpired term.

(Ord. No. 11046, § 2, 8-23-1972; Ord. No. 17748, § 5(b), 7-27-1983)

**Article 3. Officers**

Section 1. The officers of the Committee shall be a Chair and Vice-chair. There will be an election of officers each year and those members will be elected to a one-year term.

- Section 2. The duties of these officers shall be those customarily assigned to them, as in Roberts Rules of Order, Revised.
- Section 3. Officers shall serve for one year from the date of their election or for the remainder of their individual term, if less than one year. Upon the occurrence of a vacancy in any office by resignation or removal of the officer, the Chair shall hold an election for that office at the next regular meeting of the Committee or at a called meeting.
- Section 4. Members are eligible to serve as chair or Vice-chair after serving for one year on the committee. All eligible members may be considered for office at the yearly election.
- Section 5. Ex-officio members are not eligible members under this Article and cannot serve as officers.

**Article 4. Meetings**

- Section 1. Regular meetings shall be held monthly at the Committee’s discretion.
- Section 2. Special meetings may be held by call of the Chair, or Vice-chair in the absence from town of the Chair, or by any three (3) members.
- Section 3. A majority of the Committee members will constitute a quorum.
- Section 4. In the absence of the Chair and Vice-chair, Chair Pro-tem shall be appointed by majority vote of the members.
- Section 5. The agenda for the regular meeting of the Park and Recreation Advisory Committee shall be closed on the Friday, noon, preceding the meeting. All regular meetings are open meetings.
- Section 6. Attendance requirements:
  - (a) Unexcused absences from more than 25% percent of regularly scheduled meetings during a term year on the part of any Member shall result in an automatic vacancy, which vacancy shall be promptly reported to the City Council. An absence shall be deemed unexcused unless excused by the committee for good cause no later than its next meeting after the absence.
  - (b) Good cause under this section will be in the event of an emergency or illness of the Member or family member of the Member. In the event of an emergency or illness, Member shall notify the staff liaison and Committee Chair at least 2 hours prior to the start of the meeting, or as soon as practical.
  - (c) Staff liaison shall keep attendance records and notify the City Secretary when a Member fails to comply with attendance requirements.

**Article 5. Committees**

Section 1. Standing or special committees may be appointed as needed by the Chair or by a majority vote of the members present at any meeting.

**Article 6. Amendments**

- Section 1. These Bylaws may be amended at any regular meeting, a quorum being present, by a majority vote of the Committee, provided notice of such proposed amendment has been sent to each member at least one week before the meeting.
- Section 2. If any conflict between Municipal Code Article 1, Article 2, and/or City of Corpus Christi Council policies, as amended from time to time, conflict with these bylaws, Municipal Code and City of Corpus Christi Council policies control.

**Article 7. Rules of Order**

- Section 1. In any cases not covered by these Bylaws, Roberts Rules of Order, Revised shall govern.

APPROVED: March 8, 2023  
REVISED: February 8, 2023

APPROVED: December 8, 2021  
REVISED: October 26, 2021

APPROVED: June 8, 2011  
REVIEWED: June 8, 2011

APPROVED: February 11, 2009  
REVISED: January 14, 2009

APPROVED: August 14, 2002  
REVISED: July 10, 2002

## APPENDIX I – PROCEDURES FOR NAMING CITY PARKS AND FACILITIES

Part 2, Section 6 - Naming of City parks and recreational facilities.

A formal policy for naming of parks and recreation facilities in the City of Corpus Christi is hereby adopted, and the guidelines shall be as follows:

- A. Donations. Upon donation of at least 51 percent of the value of a park or park facility and upon recommendation of the Parks and Recreation Advisory Committee, the City Council may name the park or park facility as the donating party designates if the park or park facility has not already been specifically named in honor of a person, group, or event.
  
- B. New Parks.
  - (1) Subdivision Dedication. Park land received through dedication under the City's Platting Ordinance shall be named by the Parks and Recreation Director or designee and shall be named after the platted subdivision or a geographic reference adjacent or related to the subdivision area. No formal action needs to be taken by the City Council.
  
  - (2) Naming Rights. The Director or designee may seek potential naming rights with contractual compensation for new parks or facilities where the potential exists and is deemed appropriate. Any such naming rights would require City Council approval.
  
- C. Name Change. Only the following facilities are eligible to be considered for name changes: (1) park or park facility which is not already named in honor of a person, group, or event; and (2) park or park facility which was named for the subdivision in which it is located. The following definitive steps shall be taken regarding a proposed name change for these eligible parks and park facilities.
  - (1) Persons, groups, or organizations desiring the name change shall complete a request for name change and submit the proposal to the staff of the Parks and Recreation Department for review and consultation with the requesting entity.
  
  - (2) Name change requests shall be submitted to the Parks and Recreation Advisory Committee. No action may be taken by the committee for a minimum of 60 days after receipt of the proposal.
  
  - (3) During the 60-day waiting period, legal notice shall be published twice in a newspaper of general circulation giving notice of the proposed name change.
  
  - (4) Written comments are to be submitted to the Parks and Recreation Advisory Committee and interested individuals are invited to come before the committee to address the issue.

(5) At the first meeting after the 60-day waiting period, the Parks and Recreation Advisory Committee will take one of the following actions:

- (a) Approve the request and refer the recommendation to the City Council;
- (b) Reject the request; or
- (c) Table the request for future action or additional information.

In the event the request is rejected by the committee, the requesting entity may appeal the rejection to the City Council.

(6) The Council shall consider the request and either approve or reject the request. The Council, at its option, can waive all provisions herein provided for eligible park and recreation facilities in commemorating or memorializing an individual, group or event. If approved, the Parks and Recreation Department shall arrange suitable renaming ceremonies. Costs associated with renaming ceremonies and the provisions of markers, signs, plaques, or memorials shall be borne by the entity proposing the name change.

D. Special Considerations. In choosing names after individuals, consideration may only be given to persons who have been deceased for at least one year. Special consideration shall be given to the contributions the person has made to the City, State, or Country. Names related to religious denominations will generally not be favorably considered unless the rules of donation apply. Input from neighborhood organizations in the immediate vicinity of the park or facility will be sought in the case of a name change request.

E. Renaming of Park or Park Facility. The renaming of a park or park facility which is already named in honor of a person, group, or event is not permitted.

(Res. No. 21901, § 1, 3-22-1994; Res. No. 028430, § 1, 12-8-2009; Res. No. 029190, § 1, 8-30-2011)