

Exhibit "A"

TITLE III: - ADMINISTRATION
CHAPTER 30: - OFFICIALS, EMPLOYEES AND ORGANIZATIONS
PARKS AND TREES BOARD

PARKS AND TREES BOARD

§ 30.10 POPULAR NAME.

This subchapter shall be commonly cited as the "Parks and Trees Board."

§ 30.11 PURPOSE.

This subchapter creates a Parks and Trees Board whose purpose shall be to plan park and green space improvements and shall oversee the care of all trees located on city-owned properties. The scope of this work shall include, but not be limited to the following:

1. Create and maintain a "tree inventory" including species and location of all trees located in public parks, right-of-way greenspaces, and other public land.
2. Study, investigate, provide counsel, develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, right-of-way greenspaces, and in other public areas. Such a plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City Tree Plan for the City of Woodcreek. Any actions taken in accordance with this plan shall require the approval of City Council.
3. Participate in or ensure the City holds an annual Arbor Day event. This event may occur in conjunction with the celebration of other natural resources and/or protective organizations.
4. Create a plan for future development of the City parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes;
5. Make recommendations to Council for improvements in the maintenance, operation, and general welfare of the City's parks, playgrounds, and recreational facilities and their use by the public; an
6. Assist in the application of grants or other funding for such projects; and
7. Advise the City Council on tasks given to them to be considered by the City Council and prepare reports accordingly.

§ 30.12 CREATION AND COMPOSITION.

(A) Membership: The Parks and Trees Board shall consist of five (5) Committee Members. No member of the Parks and Trees Board may be a member of the City Council.

(B) Appointment: Members shall be selected by majority vote of the Council. The Mayor will bring forth nominations for consideration and appointment.

§ 30.13 TERMS, RESIGNATION, VACANCY, AND REMOVAL.

(A) Terms shall be for one calendar year, starting in January and ending in December.

(B) Any Committee Member may resign by submitting written notice to the City Secretary. Resignations will be effective when received. Upon receipt of resignation, the City Secretary shall send such resignation to the Chairperson and the Mayor.

(C) All vacancies shall be filled by a majority vote of the City Council. The Mayor shall bring forth nominations for consideration. The newly appointed Committee Member shall fill the unexpired term of the vacated seat.

(D) Members may be removed from the Parks and Trees Board by a majority vote of the Council Members. By a majority vote, the Parks and Trees Board may make a recommendation to the Council regarding the removal of a member of their Committee.

(E) Members of the Parks and Trees Board shall continue to serve on the Committee until their replacement has been appointed by Council, unless the Committee Member submits a letter of resignation, in which case, the Committee Member shall have no further authority, duties or obligations in regard to the Committee.

(F) To be considered for appointment or re-appointment to the Parks and Trees Board the committee member shall notify the City Secretary and Mayor of their intention to be considered for reappointment. The Mayor may bring this application forth to be considered by City Council.

§ 30.14 DUTIES AND MEETINGS.

(A) The Parks and Trees Board shall meet publicly at City Hall for regular meetings for which action may be taken. Such meetings shall be posted on the City bulletin board and website 72 hours prior to their meeting. Meetings may or may not follow a set monthly schedule, but appropriate and due public notice will be given for all meetings.

(B) Due to this Board's nature, some meetings may be offsite at specific park and greenspace locations. Such meetings shall be publicly noticed and posted in the same manner as regular meetings and shall follow the same procedures and process. However, recordings will not be possible in these circumstances. No actions or votes shall be taken during these meetings.

(C) The Parks and Trees Board agendas shall include a Public Comments section, whereby members of the audience in attendance shall be allowed to speak up to three (3) minutes and where any written comments submitted in a timely manner shall be read aloud into the record.

(D) Audio and visual recordings of Parks and Trees Board meetings shall be made available to the public via the City website.

(E) Any recommendation of the Parks and Trees Board shall result from a majority vote of the Regular Board Members. However, any recommendation is merely a recommendation and is not binding on the City Council. Any final decision on topics for which the Parks and Trees Board has made a recommendation rest with the City Council. This is specific to the expenditures of funds, alteration of existing parks and greenspaces, and installation of infrastructure improvements, and the planting of trees, shrubs, and other plants.

(F) Other non-governmental volunteer groups may be stakeholders in greenspace and parks areas. The Parks and Trees Board shall work with these individuals in a cooperative and inclusive manner to facilitate ongoing park and greenspace maintenance or the implementation of new projects.

§ 30.15 OFFICERS.

(A) The Parks and Trees Board shall choose its own officers from among its members. Officers shall be elected for terms of one year by majority vote of all its membership present. Officers shall include Chairperson and Vice-Chairperson and a Secretary.

(B) The Chairperson's sole duty shall be to preside over at all meetings in accordance with any rules the Parks and Trees Board may establish. The Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the Chairperson and Vice Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business. (C) The Secretary's sole duty shall be to record the minutes of the meetings. Minutes are to be held by the City.

§ 30.16 OPEN MEETINGS ACT.

The Parks and Trees Board shall comply with the provisions of Tex. Gov't Code Ch. 551, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Parks and Trees Board agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Parks and Trees Board so that all members of the governing body may attend all meetings of the Parks and Trees Board.