



CITY OF HORSESHOE BAY



2021 Transportation Advisory Committee Charter

Adopted by City Council October 12, 2021

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 identify any potential new transportation goals and strategies. The Committee will develop a document "plan" that will act as a blueprint for future transportation planning of Horseshoe Bay for the next 3-5 years. Information derived from various sources, such as the City's elected officials and staff, citizens, and other stakeholders, will help guide the development of a transportation 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 challenges and opportunities for all present and future citizens of the City with regard to transportation.
- This Committee is not a consulting group tasked with identifying and suggesting process improvements and procedures for any one individual 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.
- Council will appoint one Council Member and one City Staff member to serve as liaisons.

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 Committee to meet the goals outlined in this Charter.

Deadline

The Council expectation is for a final report/plan to be presented to the Council no later than by the end of the calendar year 2022.

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 current Long Range Plan (LRP).
- 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* Transportation Plan 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* plan 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 Transportation Plan *adopted* by Council vote. City Council will accept this final *proposed* document forwarded from the Transportation Committee and 1) vote to adopt as is, 2) return with comments to the Committee for further consideration, or 3) modify slightly, as is their prerogative, and have a final vote for adoption.