

Issue No 0	City of Hot Springs – City Council	Page 1 of 2
Date 04/21/2022	Park, Recreation and Cultural & Development Committee (PRCDC) Charter	Approved by: COHS Mayor

Purpose

The purpose of the PRCDC is to provide advice to the City Council on matters relating to the execution of the Parks Master Plan, Implementation of the City of Hot Springs Recreation Program and consultation of cultural events, issues and resources associated with the City; so that decisions can be made by the Council that enables growth that aligns with the Parks Master Plan, annual recreation program, parks maintenance and development as well as needs, trends and activities associated with the City parks, recreation and cultural development.

Attendance

PUBLIC

- Size and makeup of the Committee may be adjusted based on identified needs from the Committee and approved by the Mayor.

COHS:

- City Administrator
- Recreation Director
- Maintenance Department Parks representative

COHS Elected Officials

- Mayor
- Council representative appointed by the Mayor

Leadership

- The PRCDC will be chaired by the designated Council representative who will preside over the monthly meetings of the PRCDC.
- The PRCDC Chair, is responsible for compiling the agenda for the monthly meeting and providing a copy of the agenda to City Hall for posting at City Hall and the City web site at least 24 hours prior to the meeting.
 - Attendees are responsible for providing suggested agenda items to the Chair in writing or via email on the Friday preceding the monthly meeting.
- The Council representative is responsible for compiling minutes of the meeting, providing a copy of those minutes to the Finance Officer and providing a report to the Council on Committee activities during regular Council meetings.

Public Attendees Criteria and Activity Limitations

- Contributing public attendees must be residents of the City of Hot Springs.
- Attendees' activities are limited to information and consultation in preparation for and during the meetings. Attendees are not to undertake physical maintenance and repair activities on City parks or equipment or other property that the City is responsible for, without written authorization by the City Administrator.

Key Activities

- Meet monthly, typically on the first Wednesday of each month.
- Review and recommend to the Council proposed PRCD projects.
- Review and comment on various documents and issues as requested by the Council.
- Submit, for approval by the Public Works Committee, all activities and recreational associated physical additions within the Fall River Flood Control Channel

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Deliverables

- Meeting agenda;
- Meeting minutes;
- Annual Recreation Plan

Key Interfaces

- Public Works Committee
- Public Safety Committee

Critical Success Factors

- Parks maintenance and improvement plans and projects are identified in a timely manner for inclusion in the COHS Budget Planning Process
- Parks improvement and expansion of facilities are validated and made in conformance with the Parks Master Plan
- Parks are appropriately maintained by the City and utilized by the general public
- Improvements and changes are identified, prioritize and scheduled by the Committee and are in alignment with budget authority and COHS purchasing, personnel and other regulatory policies and procedures

Change Log

Rev #	Changes	Date