



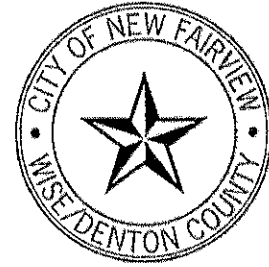
**City of New Fairview**  
**Parks and Recreation Board Regular Meeting**  
**999 Illinois Lane**  
**Tuesday, September 12, 2023, at 6:00 pm**

- 1. Call to Order and Determination of Quorum**
- 2. Pledge to the Flags.**
  - A. United States of America**
  - B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.**
- 3. Public Comment:** The Parks and Recreation Board invites persons with comments or observations related to parks and recreation issues, projects, or policies to briefly address the Board. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the Parks and Recreation Board Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the Board. State law prohibits the Parks and Recreation Board from discussing or taking action on any item not listed on the posted agenda.
- 4. Work Session:**
  - A. Receive, consider, and discuss the current park project.**
  - B. Receive, consider, and discuss the possible park projects including a park master plan.**
  - C. Discuss the City's Social Media Policy.**
- 5. New Business:** All matters listed in New Business will be discussed and considered separately.
  - A. Receive and consider approval of the minutes for the August 8, 2023, meeting.**
- 6. Board Announcements:** The Parks and Recreation Board members may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
- 7. Adjournment**

I, the undersigned authority, do hereby certify the above notice of the meeting of the Parks and Recreation Board of New Fairview, is a true and correct copy of the said notice that I posted on the official posting place at New Fairview City Hall, FM 407, New Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and on its website, said notice being posted this 8th day of September, 2023 at 5:00 PM at least 72 hours proceeding the meeting time.

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Susan Greenwood, Assistant City Secretary



SEAL:

This facility is wheelchair accessible; parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at City Hall 817-638-5366 or fax 817-638-5369 or by email at [citysecretary@newfairview.org](mailto:citysecretary@newfairview.org) for further information.



# **Social Media Policy: City Elected and Appointed Officials**

## **Social Media Policy City Public Officials**

The term “social media” refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages and other content. Some examples include, but are not limited to, Internet-based platforms such as Facebook, Twitter, Instagram, and YouTube.

Many local governments use social media as a tool to communicate with citizens. Rather than waiting until a regularly scheduled council meeting to receive citizen input, city officials are able to instantly interact with them via social media. Although this technology greatly increases communication outreach and efficiency, some restrictions are required in order to comply with federal and state law.

While elected officials and City Council-appointed board, committee and commission members (“Public Officials”) may maintain and use personal web pages and websites, blogs, and social networking sites, these elected/appointed officials should keep their status in mind with regard to the content of their activity on those sites.

The City's image as a professional organization is critical to maintaining the respect of its constituents. Although the City recognizes that elected and appointed officials (hereafter referred to collectively as "officials") may choose to express themselves by posting information upon social media platforms or by making comments on sites hosted by other persons, groups or organizations, by their having accepted the responsibilities of public service, officials likewise have a duty to the City of New Fairview and its operations.

If an official conducts any City business or communication from a personal account, business account, or an account created for a board/committee/ commission, officials should assume that City-related communications will be considered a public record subject to the Texas Public Information Act.

### **Professional and Personal Conduct Standards**

1. All City Public Officials (“Officials”) are expected to conduct themselves in a manner consistent with the City's policies and Standards of Conduct.
2. It is anticipated that from time to time, Officials will have access to information that is considered privileged or confidential under Texas State law. Such information is typically considered an exception to the public records law and may have specific penalties for inappropriate disclosure. By way of example, such information may include, but is not limited to, certain personnel information, non-public information from criminal investigations, and business trade secrets. Officials must not reveal any confidential or privileged information about the City, its constituents, its employees, or its contractors. Officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information.
3. Officials are encouraged to be honest and accurate when posting information or news, and should quickly correct any mistakes, misstatements, and/or factual errors in content upon discovery. Officials should not post or share information known to be false about the City, its employees, constituents, other public officials, suppliers, vendors, or contractors.

4. Unless the official has been designated to serve as a spokesperson, officials should not represent themselves as a spokesperson for the City Council, a City board or committee, the City administration, or any City department.
5. Officials are expressly prohibited from using personal or professional social media to engage in any activity or conduct that violates federal, state, or local law. Officials are also prohibited from using professional social media accounts to circumvent election or campaign requirements, in campaigning for re-election, or endorsing other candidates for public office.
6. Social media content created by elected and appointed officials may be subject to the Texas Public Information Act and the City's records retention policy. Specific inquiries should be directed to the City Administrator.
7. Officials are subject to the Texas Open Meetings Act. As an example, officials should be mindful that posting content regarding City-related matters could inadvertently result in the violation of the Open Meetings Act if enough other public officials engage on the post, resulting in a quorum. If this occurs, the online conversation should immediately cease with no further posts by the officials and the City Secretary should be notified accordingly.
8. Officials are prohibited from using social media to engage in any activity that conflicts with their elected or appointed duties to the City.

### **Commenting on City Accounts**

The City of New Fairview uses social media to send and receive messages about city information, services and related programs with community stakeholders, including employees, vendors, citizens, media and other members of the public.

1. As with others who engage with the City on social media, elected or appointed officials should understand the City's current guidelines for public participation, which are subject to change as new technology and tools emerge, as well as new regulations and caselaw.
2. Currently, public comments are not allowed on the City-administered social media accounts.

### **Use of Personal Accounts**

As a policy-making body, Council members and City appointees may have latitude to publicly express thoughts and opinions on local issues. However, elected as well as appointed officials should be aware of additional risks related to their general participation on social media.

Public Officials should consider the following when using personal social media accounts:

- a. Removing elected titles from profiles used to identify a personal social media account.
- b. Include an introductory statement in the profile or about section of the account that defines the purpose and topical scope of the page, marking it as a personal and not a public official or governmental page:

*“This account is intended for personal use only. The views, postings, positions or opinions expressed on this site are my own and do not represent those of the City of New Fairview. If you are a citizen of New Fairview and would like to discuss city business, please go to [official page] or contact me at [official email].”*

- c. Redirect information to official government sources and avoid making posts related to official duties or governmental bodies.
- d. Redirect political dialogue requests to an alternative means of communication (i.e. email, phone or other preferred social media account).
- e. Avoid commenting on local issues where other Council/Commission/Board members are also participating in discussion.
- f. Avoid making posts and/or comments on behalf of the City and/or the City Council and/or Planning and Zoning Commission or the Board/Committee to which elected, or to which appointed.
- g. Avoid making posts and/or comments in your official capacity as an elected – or appointed - official.
- h. Avoid making posts and/or comments regarding City business.
- i. Avoid responding to inappropriate comments or personal attacks on social media. If the commenter persists, redirect them to an alternate method of communication (i.e. email).
- j. Be aware that a personal social media account, depending on its content, may still be subject to the Public Information Act. Limit open-ended political and city business discussions from your personal social media accounts and redirect dialogue requests to an alternate channel.

## **Definitions**

For the purposes of this policy, unless otherwise stated, the following definitions apply:

1. Comment – a message posted by site visitors, either in response to an existing topic or introducing a new topic. In general, the user solely controls the content of comments, but often can be deleted, accepted or rejected prior to publishing by the site.
2. Connections – Any deliberate links between a user and a social media channel or page, whether it is initiated by the individual or by the site moderator. Terms used by various sites to describe a connection include friend, fan, follower, or subscriber.
3. Limited forum – a public forum created by the government voluntarily for expressive activity that may be restricted as to subject matter or class of speaker. Forum restrictions must be able to withstand strict judicial scrutiny of its effect on First Amendment rights.
4. Post – In relation to social media accounts or online activity, anything published in an online forum or social media account.

5. Social media – Internet based third-party platforms that facilitate interaction and engagement among individuals in a network or virtual community. Social media often offers a participatory environment and includes user-generated content such as videos, photos, videos, blogs, and wikis.
6. Professional social media accounts are those accounts which are used for the promotion and exchange of information in a person's occupational capacity and or which are primarily associated with a job, business or enterprise.

### **Violation of Policy**

This policy is not meant to circumvent or bypass any of the other processes, policies or laws that are applicable to the City Council, Planning and Zoning Commission or City appointed Boards and Committees. Social media activity and conduct by Council members and appointed officials should not only comply with these policy terms, but all other processes, policies and laws that may apply as well.

### **Policy Updates**

The City Council reserves the right to update these terms of use at any time.



**City of New Fairview**

**Parks and Recreation Board Regular Meeting**

**999 Illinois Lane**

**Tuesday, August 8, 2023, at 6:00 pm**

**State of Texas**

**County of Wise**

**City of New Fairview**

**THE PARKS AND RECREATION BOARD CONVENED INTO A PARKS AND RECREATION BOARD MEETING THE SAME BEING OPEN TO THE PUBLIC, THE 13<sup>TH</sup> DAY OF JUNE IN THE NEW FAIRVIEW CITY HALL AND NOTICE OF SAID MEETING GIVING THE TIME AND PLACE AND SUBJECT THEREFORE HAVING BEEN POSTED AS PRESCRIBED BY ARTICLE 5 OF THE TEXAS GOVERNMENT CODE WITH THE FOLLOWING MEMBERS PRESENT.**

**PARKS AND RECREATION BOARD MEMBERS**

**Place 1 Deborah Greene**

**Place 2 Jennifer Kozlowski**

**Place 3 Julie Burger**

**Place 4 John Rodriguez**

**CITY STAFF**

**John Cabrales Jr, City Administrator**

**Susan Greenwood, Court Administrator/Assistant City Secretary**

**Joshua W. Barnwell, City Operations Administrator**



1. Call to Order and Determination of Quorum (**meeting called to order by City Administrator John Cabrales Jr. at 6:02pm; Roll Call with the above-mentioned names.**)
2. **Pledge to the Flags**
  - A. United States of America
  - B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.
3. **Public Comment:** The parks and Recreation Board invites persons with comments or observations related to city issues, projects, or policies to briefly address the Parks and Recreation Board. Anyone wishing to speak should sign-in with the City Operations Administrator before the beginning of the Parks and Recreation Board meeting. In order to expedite the flow of business and to provide all citizens with the opportunity to speak, there is a three-minute limitation on any person addressing the Parks and Recreation Board. State law prohibits the Parks and Recreation Board from discussing or acting on any item not listed on the posted agenda.
4. **Work Session:** None
5. **New Business:**

- A. Receive, Consider, and discuss the current park project.

**John Cabrales Jr.: Gave update on the progress of the park. All concrete has been poured, walking trail is complete, as are the stub outs, etc. Play ground area is full of base, rubber product has been delivered and expected to be completed this week.**

**Joshua W. Barnwell: The handicap swing is good to go, remaining benches will be installed in short order.**

**Mr. Cabrales: The benches, swing and remaining hard construction will be done. Topsoil will be next after that. We have contracted Aspen services for the porta potties to be placed there.**

**Mr. Barnwell: The toilets will be placed once the park is presentable.**

**Mr. Cabrales: We do have water coming, it has taken an act of congress.**

**Place 3 Julie Burger: Don't get me started.**

**Mr. Cabrales: They will bring the water line 200 feet; we will extend it further to put it in a good spot.**

**Place 3 Julie Burger: Will they charge us.**

**Mr. Cabrales: Around eight hundred dollars and some change. This will allow us to put in a water fountain, such as a pet/ person fountain. We will talk more about this**

during the park master plan discussion. The water will be helpful for the plantings, and future irrigation needs. Having water will go a long way in helping us.

**Mr. Barnwell:** The water spigot will lock.

**Mr. Cabrales:** Absolutely, we do not want a massive water bill.

**Mr. Cabrales:** The park project is concluding. We did miss the back-to-school event. Lets look to September for our ribbon cutting event. Does anyone know if there are any competing events.

**Place 3 Julie Burger:** I do not know.

**Place 1 Deborah Greene:** Check the Messenger.

**Mr. Cabrales:** We will have council, Texas Parks and Wildlife, Co Serve, the Media Etc, come out for this event. We can have a good event. Are there any questions?

**Place 3 Julie Burger:** No, I do not have any.

B. Receive, consider, and discuss the proposed Parks Budget for FY 2023-24

**John Cabrales Jr.** This is the time of year for the cities budget process. One of the departments is Parks and Recreation. I typically involve the board in what we will do with the funds. On the screen you will see the budget numbers. You will see we have money budgeted for special events, and event signs.

**Place 1 Deborah Greene:** Porta Poty is that the service.

**John Cabrales:** We are getting an a standard and ada porta potty.

**Place 3 Julie Burger:** We do have that need here.

**John Cabrales:** Yes, we do have residents with special needs.

**John Cabrales:** We have \$20,000 for consultants, either for a master plan, or for the tpwd grant application. I am going to recommend a parks master plan. However, we want a very narrow scope for the master plan.

**Place 3 Julie Burger:** What would the budget be for what we want to put there?

**Mr. Cabrales:** You guys get to be the dreamers. We will break it up into different parts.

**Place 3 Julie Burger:** Is there a way we can ask the citizens.

**Mr. Cabrales:** We can put out a survey, through survey monkey. On the survey we need to give the residents options. This is why we have the money here, so we can come up with a plan. We will need graphite remover for example, this stuff is not cheap.

**Place 3 Julie Burger:** We you say expensive, do you mean like thousands of dollars.

**Joshua W. Barnwell:** It typically comes in aerosol cans, at around \$45 a can.

**Mr. Cabrales:** Any questions about our proposed budget.

**Place 1 Deborah Greene:** Do we have any money for park directional signs.

**Mr. Barnwell:** we have them in our shop ready to deploy as soon as the park is ready.

**Mr. Cabrales:** We were able to absorb this into this year's budget

**6. New Business:**

**A. Receive and consider approval of the minutes for the July 11, 2023 meeting.**

**Motion:** Place 1 Deborah Greene

**Second:** Pace 2 Jennifer Kozlowski

**Vote:** All in Favor

**Result:** Minutes Approved

**Board Announcements:** The Parks and Recreation Board members may hear or make reports of community interest provided no action is taken or discussed. Community interest items may include information regarding upcoming schedules of events, honorary recognitions, and announcements involving imminent public health and safety threats to the city. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.

**Adjournment:**

**Motion:** Place Member 3 Julie Burger Motions to Adjourn

**Second:** Place Member 2 Jennifer Kozlowski 2nds the motion

**Vote:** All in Favor

**Result:** Parks and Recreation Board adjourning the meeting at 6:39 pm.

**MINTUES APPROVED ON THIS THE 12<sup>th</sup> DAY OF September 2023**



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**Julie Burger, Chair**

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**Susan Greenwood, Assistant City Secretary**

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PLEASE JOIN THE CITY OF NEW FAIRVIEW &  
NEW FAIRVIEW FIRE RESCUE IN THE RIBBON  
CUTTING OF OUR FIRST CITY PARK AND  
ANNUAL HALLOWEEN EVENT



# TRICK OR TREAT

SATURDAY  
**OCTOBER 14**

NEW FAIRVIEW  
CITY PARK

04:00PM - 06:00PM

150 Stewart Street, New Fairview, TX 76078

CANDY • SNOW CONES • GAMES  
HAY RIDES • BOUNCY HOUSE

*Don't forget to wear your costume!*

For Volunteer & Sponsorship Opportunities, Please email  
[events@newfairview.org](mailto:events@newfairview.org)

