

PARKS AND RECREATION
BOARD MEETING
10/9/2023
6:15 PM

AGENDA

- I. Call to Order
- II. Welcome and Introductions
- III. Background
- IV. Organization
 - a. The board shall select from among its members a chairperson and vice-chairperson and may adopt, subject to the approval of the council, such rules and regulations for the government of its proceedings as it may deem proper.
 - i. Elect Chair
 - ii. Elect Vice-Chair
 - iii. Designate member to take minutes and deliver to City

V. Orientation

- a. Board information- Code of Ordinances Article 1.12 Parks and Recreation
 - i. See attached Ordinance
 - ii. See attached Organization Chart
- b. Parks Information
 - i. See Parks Information
 - ii. See attached 2023-2024 Budget Excerpt
- VI. Brainstorming & Strategic Planning
 - See attached Strategic Planning Worksheet. Please identify the group top short-term and longterm goals.

Parks & Recreation Ordinance



Parks and Recreation Advisory Board

Establishment: City Ordinance No. 011497B

<u>Purpose</u>: The Parks and Recreation Advisory Board is responsible for advising and making recommendations to the City Council on all matters relating to the establishment, maintenance and operation of city parks and recreation programs for the City of Leonard and its inhabitants, and to carry out other duties as may be assigned by the City Council.



Duties:

- Study the recreation and park facilities programs of the City including various Sports Associations and confer with the City Administrator and advise him with respect to the development and use of the City's parks and the recreation programs.
- Recommend to the Council rules for the use of parks, public grounds and recreation facilities consistent with the ordinances of the City and the statutes of the State of Texas.
- Review and recommend the capital improvement budget for the Parks and Recreation Department.

Board Members	Term Expiration
Mark Blackerby Chairperson	April 2024
Jessica Lewis	April 2024
Teresa Nixon	April 2024
Jennifer Evanko	April 2025
Stephanie Arsenault	April 2025

Term:

Members are appointed for two-year terms.

Board Application

Ethics Guide

§ 1.12.041 § 1.12.044

DIVISION 2 Parks and Recreation Board

§ 1.12.041. Creation; membership; terms; compensation.

A parks and recreation board is created and shall consist of five members. Members shall be residents of the municipality living within the city limits and extraterritorial jurisdiction (ETJ) and shall be appointed by the council. Two of the original five members shall be appointed for one-year terms and three shall be appointed for two-year terms. Subsequent members shall serve for two-year terms and until their successors are duly appointed and qualified. Members of the board shall serve without pay. In the event that there are not enough qualified applicants, city council may grant exceptions to the residential requirements or other restrictions as needed to create a fully functioning board.

(2002 Code, sec. 96.20; Ordinance 3082022-2O adopted 3/8/2022)

§ 1.12.042. Officers; rules of procedure.

The board shall select from among its members a chairperson and vice-chairperson and may adopt, subject to the approval of the council, such rules and regulations for the government of its proceedings as it may deem proper. (2002 Code, sec. 96.21)

§ 1.12.043. Dual office holding prohibited.

No member of the parks and recreation board shall hold any other office or position with the municipality.

(2002 Code, sec. 96.22)

§ 1.12.044. Duties.

- (a) It shall be the duty of the parks and recreation board to:
 - (1) Recommend policies and procedures for the proper administration of the parks and recreation program of the municipality, subject to the approval of the council;
 - (2) Encourage and facilitate the establishment and maintenance of parks, playgrounds, playfields, centers, swimming pools, and other park and recreational facilities of the properties owned and controlled by the municipality or on private or public properties with the consent of the owners and managers thereof;
 - (3) Encourage the establishment of a supervised recreation program for all ages, on properties owned and controlled by the municipality or on private or public properties with the consent of the owners and managers thereof;
 - (4) Recommend acquisition by the municipality of such land and buildings as are deemed necessary for a parks and recreation program and subject to location

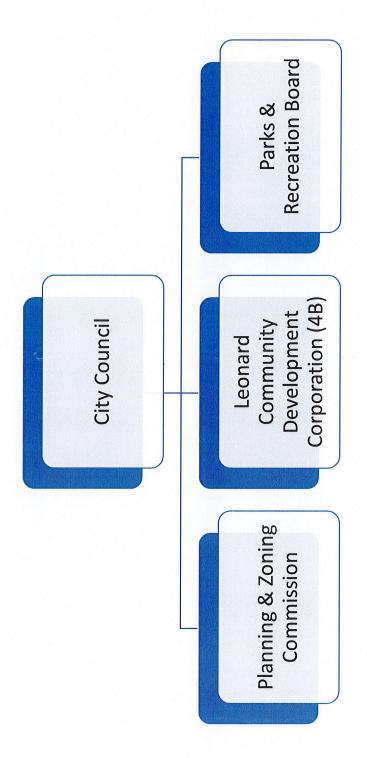
§ 1.12.044 § 1.12.045

approval by the planning and zoning commission;

- (5) Study and submit recommendations for improvement and expansion of the parks and recreation facilities and programs of the municipality;
- (6) Cooperate with all agencies, groups, and clubs concerned with recreation in the municipality; and
- (7) Make such studies concerning parks and recreation as may be requested by the council.
- (b) The parks and recreation board shall have such additional duties as may be conferred on such board by ordinance.(2002 Code, sec. 96.23)
- § 1.12.045. through § 1.12.070. (Reserved)



Organization Chart



- Structure: Boards and commissions serve under and report to the City Council.
- Membership: Positions are appointed by the Council, with the Boards' recommendations.
- Role: Every group has a function in the city. See guiding ordinance Section 1.12 for Parks & Rec.
- Funding: Some funding may be provided by the City or other sources, such as 4B can fund park projects, or the Board can seek outside funds, such as through grants or fundraisers.

GENERAL FUND (01)-- Voter Approval Rate "This budget assumes an M&O tax rate of \$0,409058/\$100, the voter approval rate.

PREVIOUS YEARS CITY OF LEONARD 2023-2024 OPERATING BUDGET Draft 5 9/19/2023 APPROVED ACC ADM 01 13 4

	MINISTRATI	ACC ADMINISTRATIVE REVENUES	001	NOV	DEC	JAN	81	MAR	APR	MAY	NOT	TOT .	AUG	SEP 20	2024 BUDGET PROPOSED	PROJECTED Y EOY	YTD ACTUAL 2023 BUDGET 8/18/23 APPROVED		2022 ACTUAL 2021 ACTUAL	2021 ACTUAL	2020 ACTUALS	2019 ACTUALS	2018 ACTUALS	10000000000000000000000000000000000000
	10 4010	Advalorem	58,917	58,917	58,917	58,917	58,917	58,917	58,917	58,917	58,917	58,917 5	58,917 51	58,917 \$	707,003	\$613,791.52	613,791.52	613,658.00	532,015	\$481,454.52	459,913	416,854	494,660.92	SESSUMING A SOCIODOSOS SAZON TAKATE, EQUAL TO THE VOTER APPERDAVA MATE CALCULATED BY THE FACO. CONSISTS OF OGSGEGO 2023 MACO BATTE PULL UNIVERD INCE ARTE OGSGEO 2023 MACO BATTE PULL UNIVERD INCE ARTE OGSGEO 2023 MACO BATTE PULL SAZON
	13 4025	RV Park Revenue	3,238	3,238	3,238	3,238	3,238	3,238	3,238	3,238	3,238	3,238	3,238	3,238 \$	38,857	38,849	33,993.00	43,200.00	39,789	\$44,001.00	42,932	26,299	22,207.00	FUNDS RECEIVED FOR RENT OF 12 LOTS AT THE PARK. \$600/MO, \$200/WEEK, \$30/DAY. BASED ON PROJECTED YE.
	13 4030	Pavilion Revenue	29	29	29	29	53	59	59	59	59	59	59	29 \$	350	350	350.00	•	200	\$575.00	325	750	300.00	300.00 FUNDS RECEIVED FOR THE RENTAL OF PAVILION \$50/DAY
	13 4118	Donations- Parks														51,015	51,015.00							
		TOTAL GENERAL FUND REVENUES	3,267	3,267	3,267	3,267	3,267	3,267	3,267	3,267	3,267	3,267	3,267	3,267 \$	39,207	90,214	85,358.00	43,200.00	40,289	\$44,576.00	43,257	27,049	22,507.00	
	PARKS EXPENDITURES	iES									2													
	3	PARKS EXPENDITURES	0CT	NOV	DEC	JAN	FEB	MAR	APR	MAY	NOT	Jūr	AUG	SEP 20	2024 BUDGET I	PROJECTED Y EOY	YTD ACTUAL 20 8/18/23	2023 BUDGET PROPOSED	2022 ACTUAL	2021 ACTUAL	2020 ACTUALS	2019 ACTUALS	2018 ACTUALS	NOTES
13	2000	PURCHASE EQUIPMENT	25	25	25	25	. 25	25	25	25	25	25	25	25 \$	300	•	•	350.00	965	82,094.79	329	1,165	11,010.58	PROVIDES FUNDS FOR THE PURCHASE OF EQUIPMENT FOR THE BENEFIT OF PARKS
13	5020	R&M BUILDING	•								•		•	•		•	•	1,000.00	14,926	43.65	•		278.48	
	13 5030	R&M EQUIPMENT	09	09	09	09	09	09	09	09	09	09	09	\$ 09	720	21.7	655.22	1,000.00	984	1,830.95	2,863	1,569	1,532.50	
	13 5043	PARK MAINTENANCE	833	833	833	833	833	833	833	833	833	833	833	833	10,000	108,299	99,273.86	2,000.00	23,984	12,788.35	15,706	8,600	24,242.51	PROVIDES FUNDS FOR THE MAINTENANCE TO THE PARK/ GROWINDS. THIS TAYESTS OVEREACE CLAUSED BY THEE REPLACEMENT OF ALL THE UGHT POLES AT THE PARK REIMBUNSED BY LCDC (\$51K REFLECTED IN OTHER INCOME)
13	5055	FUEL & OIL	54	54	54	54	54	52	54	54	54	54	54	54 \$	650	694	636.08	20.00	766	86.628	315	2,391	969.89	PROVIDES FUNDS FOR THE FUEL & OIL FOR USE BY PARKS EQUIPMENT OR DEPT
	13 5065	JANITORIAL SUPPLIES	13	13	13	13	13	13	13	13	13	13	13	13 \$	150	161	147.74	250.00	193	700.00	84	186	426.02	426.02 PROVIDES FUNDS FOR JANITORIAL SUPPLIES BENEFITTING PARK
13	5070	UTILITIES	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583	1,583 \$	19,000	19,543	17,914.16	15,000.00	16,314	12,929.09	14,247	13,376	17,108.16	PROVIDES FUNDS FOR THE UTILITIES TO THE PARK INCLUDING RV ELECTRICAL
13	2605	OPERATING SUPPLIES	100	100	100	100	100	100	100	100	100	100	100	100 \$	1,200	1,267	1,161.24	200.00	754	1,251.04	172	820	1,765.01	PROVIDES FUNDS FOR THE PURCHASE OF SUPPLIES BENEFITTING PARK
13	5112	REAL & PERSONAL PROPERTY	1,355	•	•	•		•	•	•				•	1,355	1,601	1,467.17	1,467.17	1,292		300	593	1,284.66	
		TOTAL PARKS- EXPENDITURES	4,023	2,668	2,668	2,668	2,668	2,668	2,668	2,668	2,668	2,668	2,668	2,668 \$	33,375	132,279	121,255.47	24,617	60.178	112.518	34,115	28.699	58.617.81	

City Park

601 E Locust

Features:

Playground

Pavilion

Lake & Docs

Rest Rooms

Volleyball & horseshoe pits

Baseball practice field

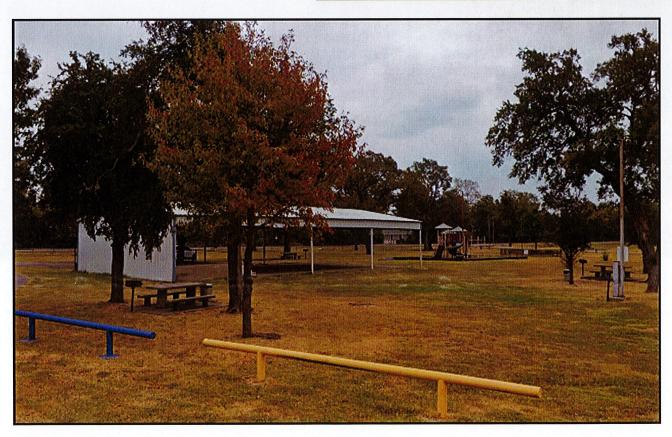
Site of:

Leonard Annual Picnic

RV Park



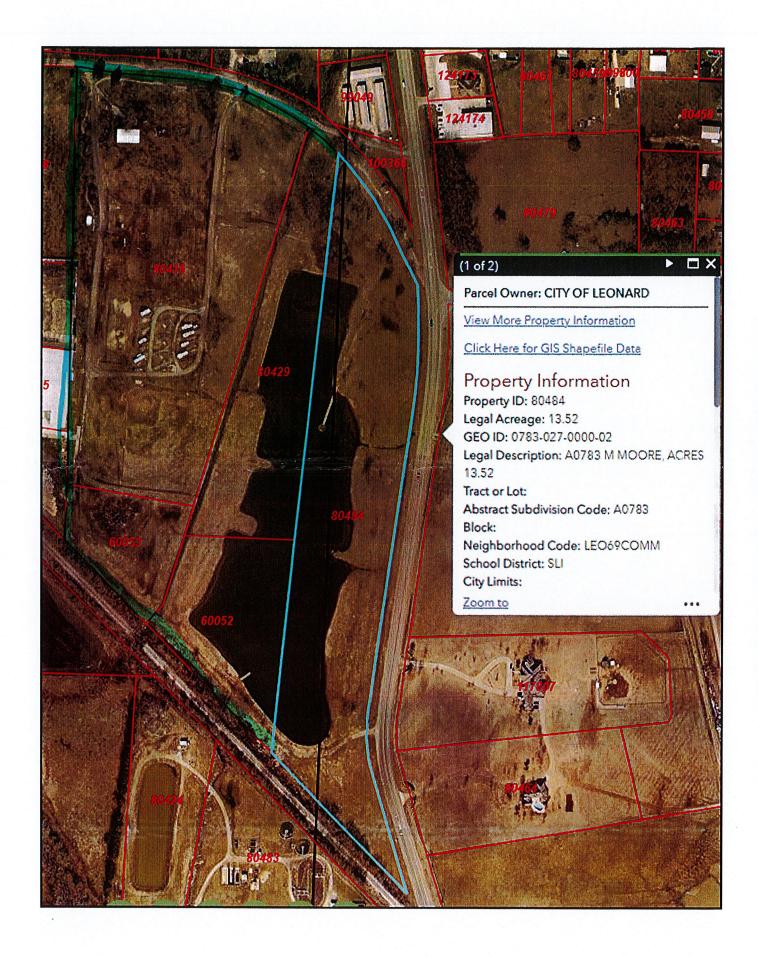












Kiwanis Park

603 N Connett St

Features:

Concession Stand

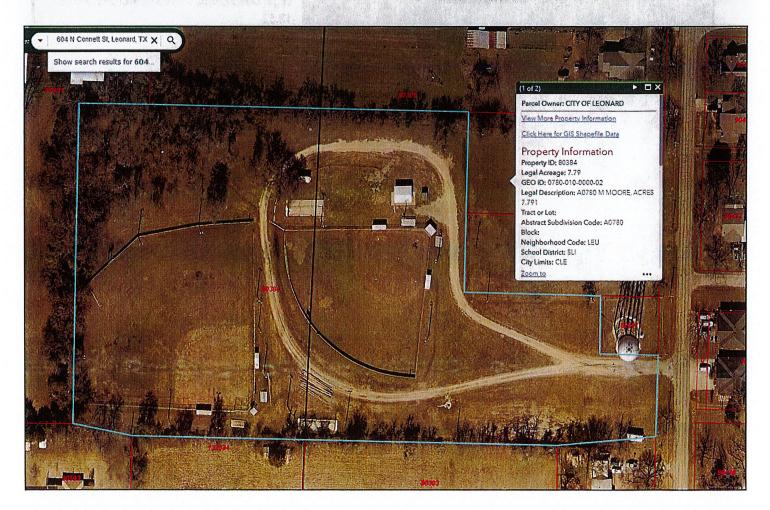
Baseball field

Site of:

Water Tower











Parks & Recreation Board 2023

Strategic planning is a process of defining the values, purpose, vision, mission, goals, and objectives the group has. A successful strategic plan consists of both "short–term" and "long-term" goals. Once the group decides on the priorities for both short- and long-term goals, a course of action can be implemented and passed on to future groups and will lead to the achievement of each goal.

• **Short-term goals** are ones that can be achieved in the near future (obtained within one year) – **Example**: More sand in the pits, painting, small repairs or upgrades.

	ls YOU feel are important to the City Parks and spaces as a whole:
1	
2	
3	
• Long-term goals are or	nes that can be achieved over a longer period of time (obtainable
 Long-term goals are or within two or five year Please list five long-term goals 	
Long-term goals are or within two or five year Please list five long-term goals 1.	nes that can be achieved over a longer period of time (obtainable s) – Example : Playground equipment at the park, walking trails. YOU feel are important to the City Parks and spaces as a whole:
Long-term goals are or within two or five year Please list five long-term goals 1. 2.	nes that can be achieved over a longer period of time (obtainable s) – Example : Playground equipment at the park, walking trails. YOU feel are important to the City Parks and spaces as a whole:
Long-term goals are or within two or five year Please list five long-term goals 1	nes that can be achieved over a longer period of time (obtainable s) — Example : Playground equipment at the park, walking trails. YOU feel are important to the City Parks and spaces as a whole:

This worksheet can be delivered by hand or emailed back to Cityadmin@cityofleonard.net

From this combined list, the group will determine the joint short and long-term goals for the City.