City of San Marcos  
Regular Meeting Agenda  
Parks and Recreation Board  
June 20, 2024 at 5:30 pm  
Grant Harris, Jr Building  
401 E Hopkins Street  
San Marcos, TX 78666

Please follow the link below to join the meeting:  
https://us02web.zoom.us/j/86257117268  
or 888-788-0099 (Toll Free)  
Webinar ID: 862 5711 7268

The presiding officer for this meeting will be present at the meeting location described above.

I. Call to Order

II. Roll Call

Citizen Comment Period: Each speaker will be provided up to three minutes to speak. Persons wishing to participate (speak) during the Citizen Comment portion of the meeting virtually must email jcase@sanmarcostx.gov prior to 12:00 p.m. the day of the meeting. A call-in number/link will be provided for participation. Written comments can also be submitted to jcase@sanmarcostx.gov for distribution to the board prior to the meeting. Those wishing to speak in person may sign up in person on the day of the meeting. Each speaker signed up prior to the meeting being called to order will be called in the order in which they signed-up.

III. MINUTES

1. Consider approval, by motion of the May 16, 2024, Regular Meeting minutes.  

ACTION

2. Consider approval of the updated Parks and Recreation Board Bylaws as recently updated by the City Council and if desired discuss and consider possible recommendations to the Finance Audit Committee for edits made to the Parks and Recreation Board Bylaws.

3. Consider approval of Recommendation Resolution 2024-02RR-PRB to City Council to request additional funding for Increased Security in San Marcos Parks.

DISCUSSION
4. Receive a staff update regarding Reuse at the River implementation and river park use.

5. Receive a staff update regarding the Parks and Recreation Board's recommendation to implement paid parking in the Rio Vista Park area.

6. Receive a staff update regarding Cottonwood Creek Natural Area trail development.

7. Receive a Staff update regarding the San Marcos River Design Plan and Quail Creek Masterplan and hold a discussion regarding implementation of a disc golf course at Quail Creek and other parks.

REPORTS


FUTURE AGENDA ITEMS

9. Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

IV. Question and Answer Session with Press and Public. This is an opportunity for the Press and Public to ask questions related to items on this agenda.

V. Adjournment

Notice of Assistance at the Public Meetings

The City of San Marcos is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days (48 hours) before the meeting date. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 855-461-6674 or sent by e-mail to ADArequest@sanmarcostx.gov.

For more information on the Parks and Recreation Board, please contact Jamie Lee Case at jcase@sanmarcostx.gov
I. Call to Order
The meeting was called to order at 5:30 pm by Board Chair Mitch Hoffman

II. Roll Call

<table>
<thead>
<tr>
<th>Board Members Present</th>
<th>Board Members Absent</th>
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<tbody>
<tr>
<td>Amanda Hargrave</td>
<td>Dan Alden</td>
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<td>Mitch Hoffman</td>
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<td>Benjamin Peck</td>
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<td>Peter Tschirhart</td>
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<td>Derek Griblin</td>
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<td>Lara Sears</td>
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<td>Amanda Fox</td>
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<td>John Thomaides</td>
<td>Staff Present</td>
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Staff Present
- Jamie Lee Case, Director
- Jessica Ramos, Assistant Director
- Bert Stratemann, Operations Manager
- Valerie Valdez, Administrative Coordinator

Citizen Comment Period: Persons wishing to speak during the citizen comment period please submit your written comments to parksinfo@sanmarcostx.gov no later than 12:00pm on the day of the meeting. The first 10 comments will be read aloud during the citizen comment portion of the meeting. Comments shall have a time limit of three minutes each. Any threatening, defamatory, or other similar comments prohibited by Chapter 2 of the San Marcos City Code will not be read.

Johann Wong stated he would like to suggest placing a disco golf course at Quail Creek. He explained the conditions of the park are great for a disco golf course. He also noted the location would help generate revenue for the city.

Michael Lambert is the owner of Flying Armadillo disco golf course. The sport is low level cost and fun for the entire family. He echoed Mr. Wong’s points that a disco golf course would fit well at Quail Creek and generate revenue.

III.

MINUTES

1. Consider approval, by motion of the April 18, 2024 Regular Meeting minutes.

   A motion was made by Mitch Hoffman, seconded by Amanda Fox, to approve the April 18, 2024 Regular Meeting minutes.

   The motion carried by the following vote:
ACTION

2. Receive a staff presentation and consider approval of the updated Parks and Recreation Board Bylaws as recently updated by the City Council.

Jamie Case presented the changes made to the bylaws using PowerPoint. The board members voiced concerns about Article 3.G. Subsection 3. regarding written or public comment to city council, and Article 3.K. regarding gifts. Amanda Hargrave requested further clarification on what is considered a gift. Several members requested further clarification regarding the board members making public comments at City Council meetings. They were not in favor of being removed from the board if they spoke against an item that was approved by the board. Many of them referred to this change as a gag order. They requested additional clarification as to why they are not able to speak on these matters, and why would they need to be removed from the board if they do so. Jamie Case explained that if the board does not approve the bylaws at this meeting, then they would need to place an agenda item for the next meeting, in which the board will need to approve recommended edits of the council approved bylaws. Those recommendation edits will then be sent to the Finance and Audit committee. The committee could then approve or deny the proposed edits. At that time, the parks board would have to approve the bylaws since there is an ordinance that states the board will do so. Jamie Case stated she will request clarification from the legal department. The board agreed to place an action item on the next meeting agenda to approve recommended edits.

A motion was made by Mitch Hoffman, seconded by Benjamin Peck, to approve the updated Parks and Recreation Board Bylaws as recently updated by the City Council.

The motion failed by the following vote:

For: 1 – Mitch Hoffman
Against: 7 - Amanda Hargrave, Benjamin Peck, Peter Tschirhart, Derek Griblin, Lara Sears, Amanda Fox, John Thomaides
Absent: 1 – Dan Alden
DISCUSSION

3. Receive a staff update regarding Reuse at the River implementation.

Bert Stratemann stated Reuse at the River signs are posted at Rio Vista Park, and the parks crews are working their way to City Park. Jamie Case stated additional trash cans and picnic tables are on order and should arrive next week. She noted the Park Ambassadors begin work on Monday May 20th.

*Note John Thomaides logged off at 6:21PM

4. Receive a staff update regarding park security measures and hold discussion regarding a possible Recommendation Resolution to City Council to request additional funding for Security Cameras at Children's Park.

Jamie Case stated board member Derek Griblin and Chair Mitch Hoffman added this agenda item. She noted since the last Parks Board meeting staff has been working on installing cameras. Jessica Ramos stated the Parks Department is working with I.T. to install a solar powered Wi-Fi tower at Children's Park. The Wi-Fi is needed for security cameras to work. This project is funded by ARPA (American Rescue Plan Act) dollars. Jessica has a meeting scheduled on Tuesday with the IT Security Manager for suggestions to increase security within the parks. Jamie Case stated park development funds may be available next fiscal year. She said depending on the dollar amount of the quote for cameras, the department can possibly list that amount as a park improvement within the budget. She noted that if the dollar amount is too high then they will not be able to list security cameras as a park improvement line item. Jessica stated this project is a trial run for other parks. If the Wi-Fi tower works, then they can place additional towers throughout other parks and natural areas. Derek Griblin asked if the Parks Board could make a recommendation to City Council to make a mid-year budget amendment to approve funds for security cameras. Jamie Case stated that the Parks Board can make the recommendation for a mid-year budget amendment, however the funds would not be available until October 1st. She explained the Parks Department has been instructed to cut their spending due to funding shortages. Amanda Fox asked if SMPD owns poll cameras that the Parks Department could borrow until funds become available. Jessica Ramos said she would reach out to SMPD to inquire about the poll cameras. Mitch Hoffmann asked if security cameras could be gifted to the Parks Department. Jamie Case said that the Parks department could accept the cameras as a gift. Bert Stratemann stated that another aspect to look at while placing cameras is how well the Wi-Fi works at the different locations. If the Wi-Fi is not working, then the cameras will not work either. Mitch Hoffman noted that Derek mentioned his concern for security in the parks after 5PM. Jamie Case stated that she has had conversations with the City Marshals and a private security contractor about paying a private company to help cover shifts in the park. She has not received feedback on that recommendation from the City Manager’s office. Derek Griblin stated he would like a Recommendation Resolution drafted for the consideration at the next meeting.
5. Receive a staff update regarding the Parks and Recreation Board’s recommendation to implement paid parking in the Rio Vista Park area.

Jamie Case stated concerned citizens from the Rio Vista neighborhood are requesting a possible modification to the Recommendation Resolution or the current ordinance for neighborhood parking permits. The City Park parking kiosks will be ready by October or November.

REPORTS


Jamie Case gave an overview of the reports. Mitch Hoffman asked if there are plans for pickle ball courts at Quail Creek Park. Bert Stratemann stated the City Park bridge is scheduled to be replanked in six weeks with an expected completion date in June. Bert stated the Dunbar restrooms should be completed. The Paul Pena playground will be installed next week. Jessica Ramos stated the bridge at Gary Baseball fields is complete. The next phase for utilities started last week with an expected completion date in October. Jamie Case stated the lights at 5 Mile Dam are expected to be installed on July 2nd. The Parks Department and SMGA are planning work for Cottonwood Creek in the fall. Amanda Hargrave asked if Fee-In-Lieu funds can be used for the Cottonwood Creek project. Jamie Case replied yes. Benjamin Peck asked if Cape’s Dam is scheduled to be repaired or replaced. Jamie Case stated restoration RFP (request for proposals) should be posted next week. A project manager will be selected and working by the end of the year.

FUTURE AGENDA ITEMS

7. Board Members may provide requests for discussion items for a future agenda in accordance with the board’s approved bylaws. No further discussion will be held related to topics proposed until they are posted on a future agenda in accordance with the Texas Open Meetings Act.

- Amanda Hargrave requested a discussion item for possibility of a disc golf course at Quail Creek.
- Derek Griblin requested a discussion item for additional disc golf courses at other parks.
- Derek Griblin to consider approval of a Recommendation Resolution requesting additional funding for Security Cameras at Children’s Park.

IV. Question and Answer Session with Press and Public. This is an opportunity for the Press and Public to ask questions related to items on this agenda.

V. Adjournment

The meeting was adjourned at 6:59pm by Mitch Hoffman.
Notice of Assistance at the Public Meetings

The City of San Marcos does not discriminate on the basis of disability in the admission or access to its services, programs, or activities. Individuals who require auxiliary aids and services for this meeting should contact the City of San Marcos ADA Coordinator at 512-393-8000 (voice) or call Texas Relay Service (TRS) by dialing 7-1-1. Requests can also be faxed to 512-393-8074 or sent by e-mail to ADArequest@sanmarcostx.gov
BYLAWS OF THE
PARKS AND RECREATION BOARD

ARTICLE 1. NAME.

The name of the board is Parks and Recreation Board

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is defined within Chapter 2, Article 3, Division 13: Parks and Recreation Board of the San Marcos Code as follows:

A. The parks and recreation board will act generally in an advisory capacity to the city council and the city manager in the acquisition, development, improvement, equipment and maintenance of all parks and public playgrounds owned or controlled by the city within and without the city.

B. The board, subject to organizations and activities set up as the board may itself determine within its own organization, will:

1) Advise the city manager and the city council concerning future development of the public parks, playgrounds, and recreational facilities of the city;

2) Study and recommend the purchase of additional land and sites therefor;

3) Advise the city council concerning improvements in the maintenance, operation and general welfare of public parks, playgrounds and recreational facilities and the use of the public parks, playgrounds, and recreational facilities by the public; and

4) Make recommendations to the city council for proposed locations for permanent display art. The city council will make the final decision on locations for permanent display art.

C. With reference to the development of any new parks and playgrounds, the parks and recreation board will review and approve general plans for park development, which will be submitted to the city planning and zoning commission and the department of public works for detail development, and then submitted to the city council for adoption or change as may be advisable.
ARTICLE 3. MEMBERSHIP.

A. The Parks and Recreation board is composed of nine (9) members appointed by the city council.

B. A member serves at the pleasure of the city council and may be removed if not in compliance with these bylaws.

C. Qualifications: Members must reside within the city limits and who are known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.

D. Board members serve for a term of three (3) years beginning March 1st on the year of appointment. If a member is appointed to fill a vacancy, that member will serve for the unexpired portion of the term to which they are appointed. All members must complete required orientation and training as applicable prior to their first meeting.

E. Prior to taking office all newly appointed members shall attend an orientation. This orientation will include, but may not be limited to, a review of Bylaws, Specific Board Ordinance and Charge, Open Meetings Act, Public Information Act, Ethics, parliamentary procedure, how to run a meeting, and procedures on how to file a complaint with the city.

F. All vacancies shall be filled in accordance with Section 2.071, Vacancies of the City Code and posted on the city council agenda.

G. Except as specifically duly authorized by their respective board or the City Council, an individual board member may not:

1) act in an official capacity on behalf of the board;

2) make any representations to third party or any governing body before which such member appears that the member is authorized to speak for or on behalf of the board (or commission); or

3) participate through written or public comment on a matter being considered by another board or commission or the city council that is an appeal of the decision of or succeeds the recommendation of the board or commission member’s respective board or commission.

H. Attendance at board meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.

I. A member who seeks to resign from the board shall submit a written resignation to the chair of the board and the staff liaison, who shall notify the city clerk’s office. If possible, the resignation should allow for a thirty-day notice.
J. Members must comply with Chapter 2, Article 5, Code of Ethics, of the San Marcos City Code of Ordinances. If, in connection with a decision or matter before the board or commission, a conflict of interest or appearance of impropriety as to a board or commission member is identified, the affected member shall:

1) notify the staff liaison who shall provide a conflict of interest disclosure form to the member;
2) complete and submit the conflict of interest disclosure form;
3) when the matter is taken up by the board or commission, announce the nature of the conflict or appearance of impropriety;
4) thereafter, leave the room until consideration of the matter is concluded; and
5) abstain from any participation in the matter whether before the board or commission, a city department, another board or commission or the city council until the matter is finally concluded.

K. In accordance with Chapter 36 of the Texas Penal Code, members of the board (or commission) shall not accept gifts from persons in connection with the member’s official duties and responsibilities.

ARTICLE 4. OFFICERS.

A. The officers of the board shall consist of a chair and a vice-chair.

B. Officers shall be elected annually by a majority vote of the board at the first regular meeting on or after March 1 during the agenda item posted for this purpose.

1) In accordance with Section. 12.09 of the City Charter, if the previous chair continues on the board or commission they will preside over the meeting and conduct the election.
2) If the previous chair is no longer on the board and the vice chair continues on the board the vice chair will preside over the meeting and conduct the election.
3) If neither the chair nor the vice-chair remain on the board the staff liaison shall conduct the election of the chair, at which point the newly elected chair will preside over the remainder of the meeting, including the election of the vice-chair.

C. In the event of a vacancy of the chair or vice-chair during the term, the board may hold an election at the next regular meeting. As needed, the vice-chair shall conduct the election of the chair, or the chair shall conduct the election of the vice-chair.

D. The term of office shall be one year, beginning the first day of March and ending the last day of February.

E. A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.
A. The chair shall be in person at the meeting location, preside at board meetings, review each final meeting agenda, and execute approved meeting minutes.

B. In the absence of the chair, the vice-chair may preside, if in person, and shall perform all duties of the chair.

C. In the absence of both the Chair and the Vice-Chair at the meeting location, the board should elect a temporary chair for that meeting, or until the Chair or Vice-Chair arrives. The staff liaison may conduct the election of a temporary chair, who shall serve only for the current meeting. The temporary chair must be present at the meeting location.

D. The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.

E. The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted. See also Article 7 (B).

**ARTICLE 6. AGENDAS.**

A. Agenda items must comply with Article 2. PURPOSE AND DUTIES.

B. The following general order of business should be used for regular meetings of the board:
   1. Call to order
   2. Roll call
   3. Citizen Comments – 3 minutes per speaker
   4. Consent Agenda (includes routine items which normally do not need separate discussion such as minutes from the previous meeting,)
   5. Presentations by city staff or outside entities invited by the board (or commission.)
   6. Public Hearings as needed
   7. Items for action or discussion/direction
   8. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
   9. Executive Session (in accordance with Open Meetings Act exceptions)
   10. Question and Answer Session.
   11. Adjournment

C. The board may only discuss or consider an item on the agenda that is stated within the assigned scope of work or charge of the board as provided in Article 2.

D. The chair or two or more members may place a discussion item on an agenda for a regular board meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison and the chair in writing or by email with the specific topic. The agenda item must comply with Article 2 PURPOSE AND DUTIES.

E. After first consulting with and receiving input from the staff liaison, the chair shall review each final meeting agenda as prepared by the staff liaison. The chair may not remove an
item placed on an agenda by the staff liaison, prior direction of the board under subsection (B) above or placed on an agenda as a discussion item by two members under subsection (C) above.

F. The staff liaison will submit the meeting agenda, and packet as applicable, to the City Clerk’s Office for posting no later than 72 hours before the meeting. If the 72-hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk’s Office by noon on the last business day before the weekend or holiday.

G. Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

A. The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act) in that discussion and action is limited to the items listed on the agenda for this meeting.

B. If a quorum (a majority of the voting members) does not convene within fifteen minutes of the posted time for the meeting, then the meeting may be cancelled. If there is not a quorum, no business can be conducted, no votes or action can be taken, and there are no minutes.

C. The board will conduct its meetings by the rules of common courtesy and procedure identified in Article 10.

D. The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the board.

E. The following types of actions may be taken, or motions can be made during a meeting:
   1. Approval - Means the item is approved as proposed.
   2. Conditional approval - Means approval for the item will take effect upon the occurrence of the conditions.
   3. Approval as amended - Means the item is approved with changes from the original proposal.
   4. To Table - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
   5. Remove from Table – Means to bring back the previously delayed item for consideration.
   6. Postpone - Means postponement of consideration of the item, either until a definite date or event, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
   7. Reconsider - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a
person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.

8. **Withdraw** - Made by the person who made the motion. Does not require a formal vote unless a member objects to the withdrawal.

9. **Close debate ("calling for the question")** – Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.

10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences, or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion.

11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.

12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit on each person addressing the board, or upon each board member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

F. The board shall meet monthly or when the board is legally required to meet in order to comply with a legal deadline. In October of each year, the board shall adopt a schedule of the meetings for the upcoming year.

G. Special meetings of the board shall be called by the staff liaison to comply with a statutory deadline, or a deadline established by Council or by a vote by the board. A special meeting may be called upon the written request of the chair or three members of the board no more often than once a quarter.

H. Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

I. A majority of the voting membership of the board members constitute a quorum regardless of vacancies.

J. To be effective, a board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

K. All votes shall be conducted by roll call rather than simple voice vote.

L. The chair has the same voting privilege as any other member. The voting privileges of members is defined in the Ordinance defining that board.

M. The board will allow citizens to address the board during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes, may speak only once per time period, and may not yield time to others. See Section 2.045 of the City Code for details.
N. The staff liaison shall prepare the meeting minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member voted in favor, against, abstained or is absent.

Example:
For: Member 1, Member 2, Member 3, Member 4
Against: Member 6
Absent: Member 5 (line only needed if someone is absent)
Recused: Member 7 (line only needed if someone has recused)

O. The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Park Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

P. The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

ARTICLE 8. RECOMMENDATIONS.

A. The board is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

B. In order to communicate recommendations by a board (or commission) to the City Council, the board (or commission) must develop a recommendation resolution. If the recommendation resolution is approved by a majority of the membership, the staff liaison must submit the recommendation resolution to the city clerk and city manager for distribution to the city council within 30 days. In addition, the staff liaison will prepare a cover memo including Staff Recommendations for Implementation which may include budget impacts, staff time required, and/or other considerations.

C. The board will submit an annual report to the city clerk by February 28 of each year.

ARTICLE 9. COMMITTEES.

A. The Parks and Recreation Board does not have any standing committees but may have ad hoc committees as necessary.

B. Each committee must be established by an affirmative vote of the board. Each committee shall consist of at least two, maximum of board members approved by the board. A staff member shall be assigned to each committee by the director of the Parks and Recreation Department.

C. A committee may choose the chair, with the members’ consent, but is not required to do so.

D. Quorum requirements do not apply to committees.
E. Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

F. Each committee shall update the board at least quarterly on their work.

**ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.**

A. During meetings, members shall preserve order and decorum, and shall not interrupt or delay proceedings. Board (or commission) meetings will adhere to Section 2.046. - Rules of Decorum for City Council and City Board and Commission Meetings of the City Code.

B. Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the board.

C. Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other board members, or members of the public.

D. The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
   1. Call the person to order, advising the person of the infraction.
   2. Advise the person that the infraction must cease immediately, or the person will be ordered to leave the meeting.
   3. Order the person to leave the meeting. If the offending person is a member of the board, the Chair shall call for a vote on the expulsion of the member from the meeting.

**ARTICLE 11. GENERAL POWERS AND DUTIES**

A. Personnel Issues: Personnel matters are not within the purview of the Board/Commission and are not appropriate for posting on an agenda, discussion at a meeting, or as a subject for a board/commission recommendation. Neither the Board/Commission nor any of its members shall recommend, instruct, or request the City Manager or any of the City Manager’s subordinates to change the job qualifications for a current employee, appoint, or remove any person from, office or employment. The Board/Commission and its members are prohibited from giving order to subordinates of the City Manager either publicly or privately.

B. All Boards and Commissions shall adhere only to their specific general powers and duties within their Ordinance, as provided in Article 2.

**ARTICLE 12. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Finance and Audit Committee.
The bylaws were approved by the Parks and Recreation Board at their meeting held on May 16, 2024.

(Signature of Executive or Staff Liaison)  (Title of Executive or Staff Liaison)
ARTICLE 1. NAME.

The name of the board is ____________________________  (board or commission name as it appears in the City Code).

ARTICLE 2. PURPOSE AND DUTIES.

The purpose of the board is ____________________________.  (Insert the information directly from the City Code.)

Personnel matters are not within the purview of the Board/Commission  [Note: Concept is not to be deleted; it is now addressed in Article XI]

ARTICLE 3. MEMBERSHIP.

A. The board (or commission) is composed of _______ (Insert the number of members directly from the City Code.) members appointed by the city council.

B. A member serves at the pleasure of the city council and may be removed if not in compliance with these bylaws.

C. Qualifications:  (Insert the information directly from the City Code.)

D. Board (or commission) members serve for a term of _______  (Insert the number of members years directly from the City Code.) years beginning March 1st on the year of appointment.  If a member is appointed to fill a vacancy, the term begins on the date of appointment that member will serve for the unexpired portion of the term to which they are appointed.  All members must complete required orientation and training as applicable prior to their first meeting.

E. Prior to taking office all newly appointed members shall attend an orientation. This orientation will include, but may not be limited to, a review of Bylaws, Specific Board Ordinance and Charge, Open Meetings Act, Public Information Act, Ethics, parliamentary procedure, how to run a meeting, and procedures on how to file a complaint with the city.  [Note: Moved from Article 6, Agendas, item B.]

F. All vacancies shall be filled as provided for by in accordance with Section 2.071, Vacancies of the City Code and posted on the city council agenda.
FG. Except as specifically duly authorized by their respective board (or commission) or the City Council, an individual board (or commission) member may not:

1) act in an official capacity on behalf of the board (or commission) except through the action of the board (or commission);
2) make any representations to third party or any governing body before which such member appears that the member is authorized to speak for or on behalf of the board (or commission); or
3) participate through written or public comment on a matter being considered by another board or commission or the city council that is an appeal of the decision of or succeeds the recommendation of the board or commission member’s respective board or commission.

GH. Attendance at board (or commission) meetings shall conform to the requirements outlined in Section 2.069 - Absence from meetings of the City Code.

HI. A member who seeks to resign from the board (or commission) shall submit a written resignation to the chair of the board (or commission), and the staff liaison, or who shall notify the city clerk’s office. If possible, the resignation should allow for a thirty-day notice so the city council can appoint a replacement.

J. Members must comply with Chapter 2, Article 5, —Code of Ethics, of the San Marcos City Code of Ordinances. If, in connection with a decision or matter before the board or commission, a conflict of interest or appearance of impropriety as to a board or commission member is identified, the affected member shall: This includes recusals, benefits.

1) notify the staff liaison who shall provide a conflict of interest disclosure form to the member;
2) complete and submit the conflict of interest disclosure form;
3) when the matter is taken up by the board or commission, announce the nature of the conflict or appearance of impropriety;
4) thereafter, leave the room until consideration of the matter is concluded; and
5) abstain from any participation in the matter whether before the board or commission, a city department, another board or commission or the city council until the matter is finally concluded.

K. In accordance with Chapter 36 of the Texas Penal Code, members of the board (or commission) shall not accept gifts from persons in connection with the member’s official duties and responsibilities.

ARTICLE 4. OFFICERS.

A. The officers of the board (or commission) shall consist of a chair and a vice-chair.

B. Officers shall be elected annually by a majority vote of the board (or commission) at the first regular meeting on or after March 1 during the agenda item posted for this purpose.
1) Per In accordance with Section 12.09 of the City Charter — Holdover of officers of the City Code, if the previous chair continues on the board or commission they will preside over the meeting and conduct the election.

2) If the previous chair is no longer on the board (or commission) and the vice chair continues on the board (or commission) the vice chair will preside over the meeting and conduct the election.

3) If neither the chair nor the vice-chair remain on the board (or commission) the staff liaison shall conduct the election of the chair, at which point the newly elected chair will preside over the remainder of the meeting, including the election of the vice-chair.

C. In the event of a vacancy of the chair or vice-chair during the term a current officer becomes ineligible to serve as an officer, the board (or commission) may hold an election at the next regular meeting agenda. As needed, the vice-chair shall conduct the election of the chair or the chair shall conduct the election of the vice-chair.

C. The term of office shall be one year, beginning the first day of March April 1st and ending the last day of February March 31st.

D. A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

A. The chair shall be in person at the meeting location, preside at board (or commission) meetings, approve review each final meeting agenda, and execute approved meeting minutes.

B. In the absence of the chair, the vice-chair may preside, if in person, and shall perform all duties of the chair.

C. In the absence of both the Chair and the Vice-Chair at the meeting location, the board (or commission) should elect an interim a temporary chair for that meeting, or until the Chair or Vice-Chair arrives. The staff liaison may conduct the election of a temporary chair, who shall serve only for the current meeting. The temporary chair must be present at the meeting location.

D. The Chair is responsible for promoting and maintaining order in meetings. The Chair should ensure adherence to the agenda for the meeting.

E. The Chair should control discussion to ensure that it focuses on the issue and not on any person. Personal remarks and attacks are not permitted. See also Article 7 (B).

ARTICLE 6. AGENDAS.

A. Agenda items must comply with Article 2. PURPOSE AND DUTIES.

B. The following general order of business should be used for regular meetings of the board (or commission):
Template for Standard City Board/Commission Bylaws

1. Call to order
2. Roll call
3. Citizen Comments – 3 minutes per speaker
4. Consent Agenda (includes routine items which normally do not need separate discussion such as minutes from the previous meeting, which normally do not need separate discussion)
5. Presentations and/or by city staff or outside entities invited by the board (or commission.)
6. Public Hearings as needed
7. Items for action or discussion/direction
8. Reports (report items should be listed individually as needed to comply with Open Meetings Act requirements)
9. Items for future agendas
10. Executive Session (in accordance with Open Meetings Act exceptions)
11. Question and Answer Session.
12. Adjournment

B. Prior to taking office all newly appointed members shall attend an orientation. This orientation will include, but may not be limited to, a review of Bylaws, Specific Board Ordinance and Charge, Open Meetings Act, Public Information Act, Ethics, parliamentary procedure, how to run a meeting, and procedures on how to file a complaint with the city. [Moved to Article 3. Membership, item E.]

C. The board (or commission) may only discuss or consider an item on the agenda that is stated within the assigned scope of work or charge of the board (or commission) as provided in Article 2.

D. The chair or two or more members may place a discussion item on an agenda for a regular board (or commission) meeting no later than 10 business days prior to the meeting. If two or more members wish to place a discussion item on a meeting agenda, they must separately contact the staff liaison and the chair in writing or by email with the specific topic, by written request. The agenda item must comply with Article 2 PURPOSE AND DUTIES.

E. After first consulting with and receiving input from the staff liaison, the chair shall approve review each final meeting agenda as prepared by the staff liaison. The chair may not remove an item placed on an agenda by the staff liaison, prior direction of the board (or commission) under subsection (CB) above, or placed on an agenda as a discussion item by two members under subsection (C) above.

F. The staff liaison will submit the meeting agenda, and packet as applicable, to the City Clerk’s Office for posting no later than 72 hours before the meeting. If the 72 hour deadline should fall on a weekend or holiday it is the responsibility of the staff liaison to provide the meeting agenda to the City Clerk’s Office by 4:30 p.m. noon on the last business day before the weekend or holiday.
G. Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

ARTICLE 7. MEETINGS.

A. The board (or commission) meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act) in that discussion and action is limited to the items listed on the agenda for this meeting.

B. If a quorum (a majority of the voting members) does not convene within one half hour fifteen minutes of the posted time for the meeting, then the meeting is deemed may be cancelled. If there is not a quorum, no business can be conducted, no votes or action can be taken, and there are no minutes.

B-C. The board (or commission) will conduct its meetings by the rules of common courtesy and procedure identified in Article 10.

C-D. The Chair should introduce each item as it appears on the agenda, and in the order in which it appears on the agenda. The Chair may allow items to be considered out of order with the informal consent of the board (or commission).

D-E. The following types of actions may be taken or motions can be made during a meeting:
1. Approval - Means the item is approved as proposed.
2. Conditional approval - Means approval for the item will take effect upon the occurrence of the conditions.
3. Approval as amended - Means the item is approved with changes from the original proposal.
4. To Table - Means to temporarily delay the consideration of the item while another item is brought up for consideration.
5. Remove from Table – Means to bring back the previously delayed item for consideration.
6. Postpone - Means postponement of consideration of the item, either until a definite time date or event, or indefinitely. Action on the item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
7. Reconsider - Means to reopen discussion of an item that was already acted upon. Reconsideration may only occur at the same meeting, or at the next meeting after the one at which the original action occurred. A motion to reconsider may only be made by a person who voted on the prevailing side on the original action. Reconsideration of an item at a subsequent meeting requires the item to be placed on the agenda for that meeting.
8. Withdraw - Made by the person who made the motion. Does not require a formal vote unless a member objects to the withdrawal.
9. Close debate ("calling for the question") – Requires a motion and second and 2/3 vote. If it passes, a vote is then taken on the motion that was under discussion, without further debate. If it fails, debate resumes on the motion that was being discussed.
10. **Amend** - Usually consists of striking out, inserting, adding, or substituting words, sentences or paragraphs to the subject of the original motion. This motion is voted upon separately from the original motion.  
   *Note:* A friendly amendment, agreed to by persons who made and seconded a motion, does not require a separate vote from the original motion.

11. **Recess** - A temporary break in a meeting may be called by the Chair. This does not require a formal vote unless a member objects to the recess.

12. **Limited discussion or debate** - The Chair may establish a reasonable time limit for consideration of an item, or a reasonable time limit on each person addressing the board (*or commission*), or upon each board (*or commission*) member who comments on an issue. This does not require a formal vote unless a member objects to the limits.

**E.** In accordance with the Open Meetings Act, discussion and action is limited to the items listed on the agenda for a meeting. Discussion of any subject not listed on the agenda must be limited to whether to place the item on the agenda for a future meeting.  
   *Note:* Covered in item A above.

**F.** Board (*or commission*) meetings will adhere to Sec. 2.045. - Rules of decorum for city council and city board and commission meetings of the San Marcos City Code.  
   *Note:* Rules regarding citizen comment are addressed in M below. Rules regarding decorum are addressed in Article 10 A.

**G.F.** The board (*or commission*) shall meet (select one of the following: monthly, quarterly, or when the board is legally required to meet in order to comply with a legal deadline.) In October of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.

**H.G.** Special meetings of the board (*or commission*) shall be called by the staff liaison to comply with a statutory deadline or a deadline established by Council or by a vote by the board (*or commission*). A special meeting may be called upon the written request of the chair or any three (two for boards/commissions of less than 7) members of the board (*or commission*). A board (*or commission*) may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, no more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.

**I.H.** Executive sessions are permitted only when they have been posted in advance and conform to those requirements of the Texas Government Code Chapter 551 (Texas Open Meetings Act) which pertain to executive sessions.

**J.I.** A majority of the voting membership of the board (*or commission*) members constitute a quorum regardless of vacancies.

**K.** If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting is deemed cancelled.
L. To be effective, a board (or commission) action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.

M. All votes shall be conducted by roll call rather than simple voice vote.

N. The chair has the same voting privilege as any other member. (Unless otherwise stated within the board or commission’s Ordinance), The voting privileges of members is defined in the Ordinance defining that board (or commission).

O. The board (or commission) will allow citizens to address the board (or commission) during a period of time set aside for citizen communications during their regular meeting. Each speaker will be limited to three minutes, may speak only once per time period, and may not yield time to others. See Section 2.045 of the City Code for details.

P. The staff liaison shall prepare the meeting minutes. The minutes of each board (or commission) meeting must include the vote of each member on each item before the board (or commission) and indicate whether a member voted in favor, against, abstained or is absent, or failed to vote on an item. Example: For: Member 1, Member 2, Member 3, Member 4 Against: Member 6 Absent: Member 5 (line only needed if someone is absent) Recused: Member 7 (line only needed if someone has recused)

Q. The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The ________ (liaison’s department name) shall retain all other board (or commission) documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).

R. The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

ARTICLE 8. RECOMMENDATIONS.

A. The board (or commission) is encouraged to provide the city council with advisory recommendations on matters of city policy within their purpose and duties provided in Article 2 as necessary.

B. In order to communicate recommendations by a board (or commission) to the City Council, the board (or commission) must develop a recommendation resolution. If the recommendation resolution is approved by a majority of the membership, The staff liaison must submit a policy-the recommendation resolution that has been approved by a majority of the membership in the form of a resolution to the city clerk and city manager for distribution to the city council within 30 days. In addition, the staff liaison will prepare a cover memo including Staff Recommendations for Implementation which may include budget impacts, staff time required, and/or other considerations.
C. The board (or commission) will submit an annual report to the city clerk by February 28 of each year.

**ARTICLE 9. COMMITTEES.**

A. The ______________________ (Name of the board or commission) shall have the following standing committees: (Name and describe the duties of each Committee.) If the board does not have any committees, use the following alternate language:

B. The__________________ (Name of the board or commission) does not have any standing committees, but may have ad hoc committees as necessary.

C. Each committee must be established by an affirmative vote of the board (or commission). Each committee shall consist of at least three-two, maximum of three (limit of two if the board has less than 7 members) board (or commission) members approved by the board (or commission). A staff member shall be assigned to each committee by the director of the (department name).

D. A committee may designate a choose the chair, with the member’s members’ consent, but is not required to do so.

E. Quorum requirements do not apply to committees.

F. Committees are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act). A quorum of the membership is not allowed to be present.

G. Each committee shall update the board (or commission) at least quarterly on their work.

**ARTICLE 10. RULES OF COMMON COURTESY AND PROCEDURE.**

A. During meetings, members shall preserve order and decorum, and shall not interrupt or delay proceedings. Board (or commission) meetings will adhere to Section. 2.046. - Rules of Decorum for City Council and City Board and Commission Meetings of the City Code.

B. Members shall demonstrate respect and courtesy to each other, to city staff members, and to members of the public appearing before the board (or commission).

C. Members shall refrain from rude and derogatory remarks and shall not belittle staff members, other board (or commission) members, or members of the public.

D. The Chair should exercise control over persons who abridge this policy or disrupt a meeting in the following ascending order of action:
   1. Call the person to order, advising the person of the infraction.
2. Advise the person that the infraction must cease immediately or the person will be ordered to leave the meeting.
3. Order the person to leave the meeting. If the offending person is a member of the board (or commission), the Chair shall call for a vote on the expulsion of the member from the meeting.

ARTICLE 11. GENERAL POWERS AND DUTIES

A. Personnel Issues: Personnel matters are not within the purview of the Board/Commission and are not appropriate for posting on an agenda, discussion at a meeting, or as a subject for a board/commission recommendation. Neither the Board/Commission nor any of its members shall recommend, instruct or request the City Manager or any of the City Manager’s subordinates to change the job qualifications for a current employee, appoint, or remove any person from, office or employment. The Board/Commission and its members are prohibited from giving order to subordinates of the City Manager either publicly or privately.

B All Boards and Commissions shall adhere only to their specific general powers and duties within their Ordinance, as provided in Article 2.

ARTICLE 12. AMENDMENT OF BYLAWS.

A bylaw amendment is not effective unless approved by the Council Finance and Audit Committee.

The bylaws were approved by the ___________________________ (insert - board or commission name) at their meeting held on ___________________________ (insert – month date, year).

(Signature of Executive or Staff Liaison) ___________________________ (Title of Executive or Staff Liaison) ___________________________
RECOMMENDATION RESOLUTION

PARKS AND RECREATION BOARD

Recommendation Number: 2024-02RR – PRB
Increased Security in San Marcos Parks

WHEREAS, the Parks and Recreation Board has held discussions regarding the need to increase security within San Marcos Parks.

WHEREAS, the Parks and Recreation Board recognizes that the current staffing levels of the City Marshals division is insufficient to provide more coverage within San Marcos Parks without the addition of staff.

WHEREAS, the Parks and Recreation Board has held discussions regarding the addition of covert and overt camera systems within San Marcos Parks, and Parks and Recreation staff is currently exploring these options, including budgetary planning for FY25.

WHEREAS, following discussions with the City Marshal and Parks and Recreation staff the resources in which to make the necessary staffing increases in the City Marshal’s division was not provided despite previous budget requests.

NOW, THEREFORE, BE IT RESOLVED that the Parks and Recreation Board recommends that the City Council prioritize funding additional staffing for the City Marshals Department.

Date of Approval: _____________________________

Record of the vote:

Attest: _____________________________________________
(Staff or board/commission chair can sign)
Activity Center basketball courts are being utilized for Pickleball, Homeschool Basketball, Youth Basketball, Pickleball Tournaments, and Open Play Basketball.

Activity Center continues to see a high interest in Pickleball activity. Allocated time for this activity is Monday-Friday, 8:30am-11:30am.

Activity Center closed on Thursday May 9th at Noon for Parks Department staff development.

Activity Center closed on Monday May 27th for observance of Memorial Day.

### Activity Center Membership Totals

<table>
<thead>
<tr>
<th>Package Name</th>
<th>Membership Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Non-Res Annual</td>
<td>97</td>
</tr>
<tr>
<td>Adult Res Annual</td>
<td>728</td>
</tr>
<tr>
<td>City Employee Family</td>
<td>82</td>
</tr>
<tr>
<td>City Employee</td>
<td>215</td>
</tr>
<tr>
<td>City Employee Retiree</td>
<td>40</td>
</tr>
<tr>
<td>Family Non-Res Annual</td>
<td>201</td>
</tr>
<tr>
<td>Family Res Annual</td>
<td>1,052</td>
</tr>
<tr>
<td>Senior Non-Res</td>
<td>376</td>
</tr>
<tr>
<td>Senior Res</td>
<td>887</td>
</tr>
<tr>
<td>TW Hybrid- Super Senior</td>
<td>16</td>
</tr>
<tr>
<td>TW Hybrid All Group Classes</td>
<td>92</td>
</tr>
<tr>
<td>WellCats TW Hybrid</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL ACTIVE MEMBERSHIPS</strong></td>
<td><strong>3910</strong></td>
</tr>
</tbody>
</table>
## Activity Center Visit Totals

<table>
<thead>
<tr>
<th>Package Name</th>
<th>Visitor Entries (Apr 2024)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult (Res/Non-Res)</td>
<td>1688/217</td>
</tr>
<tr>
<td>City Employee (Family/Ind./Ret.)</td>
<td>65/152/85</td>
</tr>
<tr>
<td>Family (Res/Non-Res)</td>
<td>1057/157</td>
</tr>
<tr>
<td>Senior (Res/Non-Res)</td>
<td>2709/1471</td>
</tr>
<tr>
<td>TW Hybrid All Group Classes</td>
<td>202</td>
</tr>
<tr>
<td>TW Hybrid Super Senior</td>
<td>44</td>
</tr>
<tr>
<td>Youth (Res/Non-Res)</td>
<td>44/16</td>
</tr>
<tr>
<td><strong>TOTAL CHECK-INS</strong></td>
<td><strong>7,909</strong></td>
</tr>
</tbody>
</table>
Aquatics:
• Rio Vista Pool opened for the summer season on May 28
• Seasonal staff orientation took place on May 21
• New entrance sign, rules and regulations sign, and several cotton clothing signs installed and updated around Rio Vista Pool
• Swim Lessons opened on May 6th and filled immediately. They remain in high demand.

Fitness:
• City employee benefits now include free access to Total Wellness classes, beginning June 1
• SilverSneakers will go live at the Activity Center on June 10
• Fitness Machine Technicians completing several repairs:
  • New grip tape for several machines in weight room
  • New walking belt for treadmill #4
  • New drive belt for treadmill #3
<table>
<thead>
<tr>
<th>Program Name</th>
<th># of Participants</th>
<th>Expenses</th>
<th>Revenue</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Wellness- May</td>
<td>Hybrid All Group Classes: 47 70+ All Group Classes: 7 PT/Ind: 1 POS: 5 WellCats: 0 Total: 60</td>
<td>$1,933.75</td>
<td>Total Revenue from Memberships: $2,225 Total Revenue POS: $50 15% = $341.25</td>
<td>The expenses represent payment to TW for the 85% of total revenue; revenue represents our 15%</td>
</tr>
<tr>
<td>Rio Vista Pool</td>
<td>City Employee: 5 Under 5: 9 Youth: 88 Adult: 173 Season Pass: 5 Total: 280</td>
<td>N/A</td>
<td>$956</td>
<td>City Employees and Youth Under 5 are not charged admission.</td>
</tr>
</tbody>
</table>
- The Athletics Division continues to keep the community engaged through youth and adult sport programming.
- Gary Softball Tournaments- Entrance Construction
- Youth Basketball league play
- May the 4th Pickleball Tournament
- Corporate Challenge Billiards & Darts
- Pickleball open play numbers average 48 per day
List of Next Month’s Events/Projects:

- Pickleball open play Mon-Fri, 8:30AM – 11:30AM
- Youth Basketball Play
- Slam Volleyball Registration
- Co-Ed Volleyball Rec & Competitive League Registration
- Co-Ed Co-Ed Vollyball Rec & Competitive League Registration
- Pickleball Tournament Play
- Mixed Pickleball Tournament Registration
- Firecracker 5k Registration and Race (June 27)
- Corporate Challenge Events Registration and Play:
  - Indoor Soccer

<table>
<thead>
<tr>
<th>Program</th>
<th># of Participants</th>
<th>Revenue</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Basketball</td>
<td>153</td>
<td>$7,176</td>
<td>League Play</td>
</tr>
<tr>
<td>Corporate Challenge Darts</td>
<td>22</td>
<td>$375</td>
<td>Complete</td>
</tr>
<tr>
<td>Corporate Challenge Billiards</td>
<td>24</td>
<td>$425</td>
<td>Complete</td>
</tr>
<tr>
<td>Pickleball Tournament</td>
<td>20</td>
<td>$680</td>
<td>Complete</td>
</tr>
</tbody>
</table>
Homeschool PE
Homeschool PE had their graduation party on May 10th at Dunbar Recreation Center. They ended this semester with games, snacks, music, and more!

Summer Camp Staff Hiring
In Mid-February, Youth Services began interviewing for summer leadership staff for the upcoming camp season. Positions include: Summer Fun Coordinator, Summer Fun Assistant Coordinator, Summer Fun Site Supervisor, and Discovery Camp Site Supervisor. Staff also began the process of hiring Activity Leaders for summer camps. Summer Fun will hire eight Activity Leaders and Discovery Camp will hire three. Staff hiring is complete and the planning stages for camp activities is underway.

Mini & Me Tea Party
The Youth Services Division hosted the 6th Annual Mini & Me Tea Party on Saturday, May 4th from 10AM – 1PM at the Pauline Espinoza Community Hall. For $6 per person, young women and the influential ladies in their life were invited to snacks, beverages, crafts, yard games, bingo, and a photo station. Guests also had the option of painting ceramics with the Happy Painter at an additional cost. A total of 100 tickets were purchased and had 85 patrons attend.

Party In Your Park
On May 10th from 5PM-8PM at Anita Reyes Park, members of the community gathered for the May Party In Your Park. We had about to 25 guests attend the event. Vendors included Hays Co. Health Department, KSMB, SMPD, Emergency Management, Discovery Center, and the Marshals. The event was marketed through SMCISD, Civic Rec emails, flyers, and social media.
<table>
<thead>
<tr>
<th>Program Name</th>
<th># of Participants</th>
<th>Expenses</th>
<th>Revenue</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini &amp; Me Tea</td>
<td>85</td>
<td>$636.27</td>
<td>$600</td>
<td>*separate document for full budget</td>
</tr>
<tr>
<td>Party In Your Park</td>
<td>25</td>
<td>$69.60</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Homeschool PE</td>
<td>May 3: Cancelled</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>May 10: Graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Youth Activity Scholarship Usage:**

<table>
<thead>
<tr>
<th># of Approved Participants</th>
<th>Funds Used</th>
<th>Funds Remaining</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>163</td>
<td>$3,927</td>
<td>$21,892</td>
<td></td>
</tr>
</tbody>
</table>

**Upcoming Events/Projects Next Month:**

- Camp Staff Training: June 3-7
- Summer Fun: June 10 – August 2
- Discovery Camp: June 10 – August 2
- Movies in the Park: June 25
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>LOCATION</th>
<th>TYPE</th>
<th>BUDGET</th>
<th>STATUS</th>
<th>EST. START DATE</th>
<th>EST. COMPLETION DATE</th>
<th>PROJECT MANAGER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cape's Camp Park and Dam</td>
<td>675 Cape Rd</td>
<td>Capital Improvement Project</td>
<td>$500,000 - CIP</td>
<td>RFP solicitation will be issued to contract with a Project Manager to conduct a feasibility study to evaluate the environmental, historical and safety of the dam as per the Interlocal Agreement between Hays County and COSM.</td>
<td>June 2024</td>
<td>TBD</td>
<td>J.L. Case / J. Ramos</td>
</tr>
<tr>
<td>City Park Playground Improvements</td>
<td>170 Charles Austin Dr</td>
<td>Capital Improvement Project</td>
<td>$850,000 - CIP $177,000 - Park Improvement Funds $176,500 - TML Insurance</td>
<td>Currently working on updating site design for procurement. Staff is submitting this project for grant funding to Texas Parks and Wildlife.</td>
<td>May 2024</td>
<td>December 2024</td>
<td>B. Stratemann</td>
</tr>
<tr>
<td>City Park/Plaza Park Bridge</td>
<td>206 N CM Allen Parkway</td>
<td>Capital Improvement Project</td>
<td>$150,000</td>
<td>Sullivan is the winning bidder coming in under budget. Waiting for contract to be awarded.</td>
<td>Late - June 2024</td>
<td>July 2024</td>
<td>J.L. Case/B. Stratemann</td>
</tr>
<tr>
<td>Quail Creek Design Plan</td>
<td>2701 Airport Highway 21</td>
<td>Capital Improvement Project</td>
<td>$250,000</td>
<td>Public process to develop design and cost estimate for development of 176.5 acres of eastside regional park.</td>
<td>September 2024</td>
<td>TBD</td>
<td>J.L. Case / J. Ramos</td>
</tr>
<tr>
<td>Parks Public WiFi Tower</td>
<td>Various Parks: Children's Park, City Park, Plaza Park, Conway Park</td>
<td>ARPA</td>
<td>$81,683</td>
<td>June installation has been pushed a couple of times due to weather of equipment delays. Will be completed by the end of the month.</td>
<td>June 2024</td>
<td>June 2024</td>
<td>J. Ramos</td>
</tr>
<tr>
<td>Project Name</td>
<td>Location</td>
<td>Agency</td>
<td>Funding</td>
<td>Start Date</td>
<td>End Date</td>
<td>Responsible Party</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------</td>
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<td>-----------</td>
<td>------------</td>
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<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>River Parks Design Plan</td>
<td>Riverfront Parks</td>
<td>Capital Improvement Project</td>
<td>$188,000</td>
<td>September 2024</td>
<td>TBD</td>
<td>J.L. Case / J. Ramos</td>
<td></td>
</tr>
<tr>
<td>Park Security Features</td>
<td>Various Parks and Trailheads</td>
<td>General Fund</td>
<td>TBD</td>
<td>May 2024</td>
<td>July 2024</td>
<td>J. Ramos</td>
<td></td>
</tr>
<tr>
<td>Dunbar Park Restrooms</td>
<td>801 W MLK Dr</td>
<td>ARPA</td>
<td>$150,000</td>
<td>Fall 2023</td>
<td>Fall 2024</td>
<td>B. Stratemann</td>
<td></td>
</tr>
<tr>
<td>Paul Pena Park Improvements</td>
<td>1209 Crystal River Pkwy</td>
<td>CDBG</td>
<td>$205,408</td>
<td>June 2024</td>
<td>June/early July 2024</td>
<td>B. Stratemann</td>
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<tr>
<td>Greenspace and Natural Areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cottonwood Creek Natural Area Trail</td>
<td>4300 Highway 123</td>
<td>Park Improvement</td>
<td>TBD</td>
<td>Fall 2024</td>
<td>TBD</td>
<td>B. Stratemann / J. Ramos</td>
<td></td>
</tr>
</tbody>
</table>

Staff is currently working with IT Security Manager to evaluate possible options to plan for FY25 park improvement funding.

Public engagement process by way of open houses and online survey to develop a strategic plan for the parks along the San Marcos River. Previous engagement was completed in 2022 and needs to be updated.

Neighborhood Parks

Site plan is complete. Awaiting procurement agreement to go to Council.

Construction is underway and will be complete late-June/early-July.

SMGA and the Trail Crew have been out multiple times to route the trail. They are completing another project in lower Purgatory and will shift over to Cottonwood Creek when that is complete.
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Type</th>
<th>Budget</th>
<th>Start Date</th>
<th>End Date</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>River Recharge Natural Area Development</td>
<td>Park Improvement</td>
<td>TBD</td>
<td>Fall 2024</td>
<td>Spring 2025</td>
<td>J.L. Case / J. Ramos</td>
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<tr>
<td>City Cemetery Expansion and Columbarium Installation</td>
<td>Capital Improvement Project</td>
<td>$3,167,000</td>
<td>Fall 2019</td>
<td>TBD</td>
<td>B. Stratemann</td>
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<tr>
<td>Five Mile Dam Soccer Complex Lighting Improvements</td>
<td>Capital Improvement Project</td>
<td>$800,000</td>
<td>Fall 2023</td>
<td>December 2024</td>
<td>J. Ramos</td>
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<tr>
<td>Gary Sports Complex Renovation, Phase 1</td>
<td>Capital Improvement Project</td>
<td>$2,750,000</td>
<td>Summer 2022</td>
<td>Summer 2024</td>
<td>J. Ramos</td>
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<tr>
<td>Activity Center Audio/Visual System upgrade and installation</td>
<td>Capital Improvement Project</td>
<td>$600,000</td>
<td>Fall 2025</td>
<td>Late Fall 2025</td>
<td>J. Ramos</td>
</tr>
</tbody>
</table>

**Special Use Parks**

Construction began on March 11, 2024 and is currently ahead of schedule.

Currently at 90% design.

Going to City Council to acquire materials and installation services on July 2. Installation will be between mid-November - late December.

Construction began on March 11, 2024 and is currently ahead of schedule.

This project is a complete re-construction and upgrade of the audio/visual components at the San Marcos Activity Center.
| Parks and Open Space Masterplan | All Parks and Open Spaces | Capital Improvement Project | $150,000 | Working on an RFP to issue for project. | TBD | TBD | J.L. Case / J. Ramos |