



**AGENDA
PARKS & RECREATION ADVISORY BOARD
MEETING
CITY OF LEANDER, TEXAS**



Leander Activity Center
11880 Hero Way West, Suite 600 - Leander, Texas
Tuesday, December 10, 2024
Regular Meeting at 5:30 PM

**Clint Blaylock
Joshua Mogford
Cheryl McLaurin
Stephen Cook
Paul Delafuente**

**Marcia Back
Juan Alanis, Jr.
Council Liaison - Chris Czernek
Staff Liaison - Greg Olmer**

REGULAR MEETING

1. Open Meeting.
2. Roll Call.
3. Public Comments.
4. City Council Liaison Update.
5. Staff Liaison Update.
6. Sub-Committee Updates.

CONSENT AGENDA: ACTION


7. Approval of the minutes for meeting held on October 8, 2024.

REGULAR AGENDA

8. Discuss and consider action on city pruning and landscaping procedures.
9. Receive presentation and discuss the Parks and Recreation FY2025 budget.
10. Receive and discuss presentation on San Gabriel Park Update and a Senior Center Update.
11. Future Agenda Items.
12. Closing Statements.
13. Adjournment

CERTIFICATION

The City of Leander is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary at (512) 528-2743 for information. Hearing impaired or speech disabled persons equipped with telecommunication devices for the deaf may call (512) 528-2800. I certify that the above agenda for this meeting of the Parks and Recreation Advisory Board of the City of Leander, Texas, was posted on the bulletin board at City Hall in Leander, Texas, on the 6th day of December 2024 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.



Greg Olmer, Parks and Recreation Assistant Director



EXECUTIVE SUMMARY
12/10/2024

AGENDA SUBJECT:

Approval of the minutes for meeting held on October 8, 2024.

BACKGROUND:

Attached are the minutes from the meeting held on October 8, 2024.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. October Minutes LPACC



**MINUTES
PARKS & RECREATION ADVISORY BOARD
MEETING
CITY OF LEANDER, TEXAS**



Leander Activity Center
11880 Hero Way West, Suite 600 - Leander, Texas
Tuesday, October 8, 2024
Regular Meeting at 5:30 PM

**Clint Blaylock
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Council Liaison - Chris Czernek
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REGULAR MEETING

1. Open Meeting. Called to order at 5:34pm.
2. Roll Call. All Boardmembers were present except for Boardmember Cook.
3. Public Comments. Kathy Bonardi was present and expressed interest in discovering more about potentially doing surveys after active adult trips and programs. Susan Redfield was present and commented that the active adults pay \$25 for their annual membership fee, and she would like to know where that money is going specifically. Jayne Serna was present and introduced herself to the board. She had an interest in more information on the new San Gabriel Park and upcoming events.
4. City Council Liaison Update. None.
5. Staff Liaison Update. Updates were provided on the following: Senior Center construction progress and upcoming special events.
6. Sub-Committee Updates. None.

CONSENT AGENDA: ACTION

7. Approval of the minutes for the meeting held on August 13, 2024. Motion to approve made by Boardmember Alanis, Jr. and seconded by Boardmember Back. Passed 5-0.

REGULAR AGENDA

8. Discuss and consider action on future goals and strategic plan options for Leander Parks and Recreation. Discussion ensued, no action was taken.
9. Discuss and consider action on participation in upcoming special events: Spooktacular - Oct. 26, Veteran's Day - Nov 11, Christmas Parade - Dec 7. Discussion ensued, no action was taken.
10. Discuss and consider action on suspending Sub-Committee Meetings for Leander Parks and Recreation Advisory Board. Discussion ensued, and a motion was made by Boardmember McLaurin to suspend Sub Committee meetings temporarily. The motion was seconded by Boardmember Back. Passed 5-0.

11. Future Agenda Items. Future items mentioned are as follows; Library update at the February Meeting, invite the City Manager, Todd Parton, to the next meeting, present and discuss proper pruning techniques for medians in the city, parks budget overview, and a San Gabriel Park update.
12. Closing Statements.
13. Adjournment Adjourned at 6:36pm.

APPROVED

CHAIR

ATTEST:

STAFF LIAISON



EXECUTIVE SUMMARY
12/10/2024

AGENDA SUBJECT:

Discuss and consider action on city pruning and landscaping procedures.

BACKGROUND:

Advisory Board Member Cook will present on current observations in the City along R.O.W. and median areas and current techniques being used. Mr. Cook will also discuss recommended seasonal timeframes for optimal outcomes. A handout will be provided.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

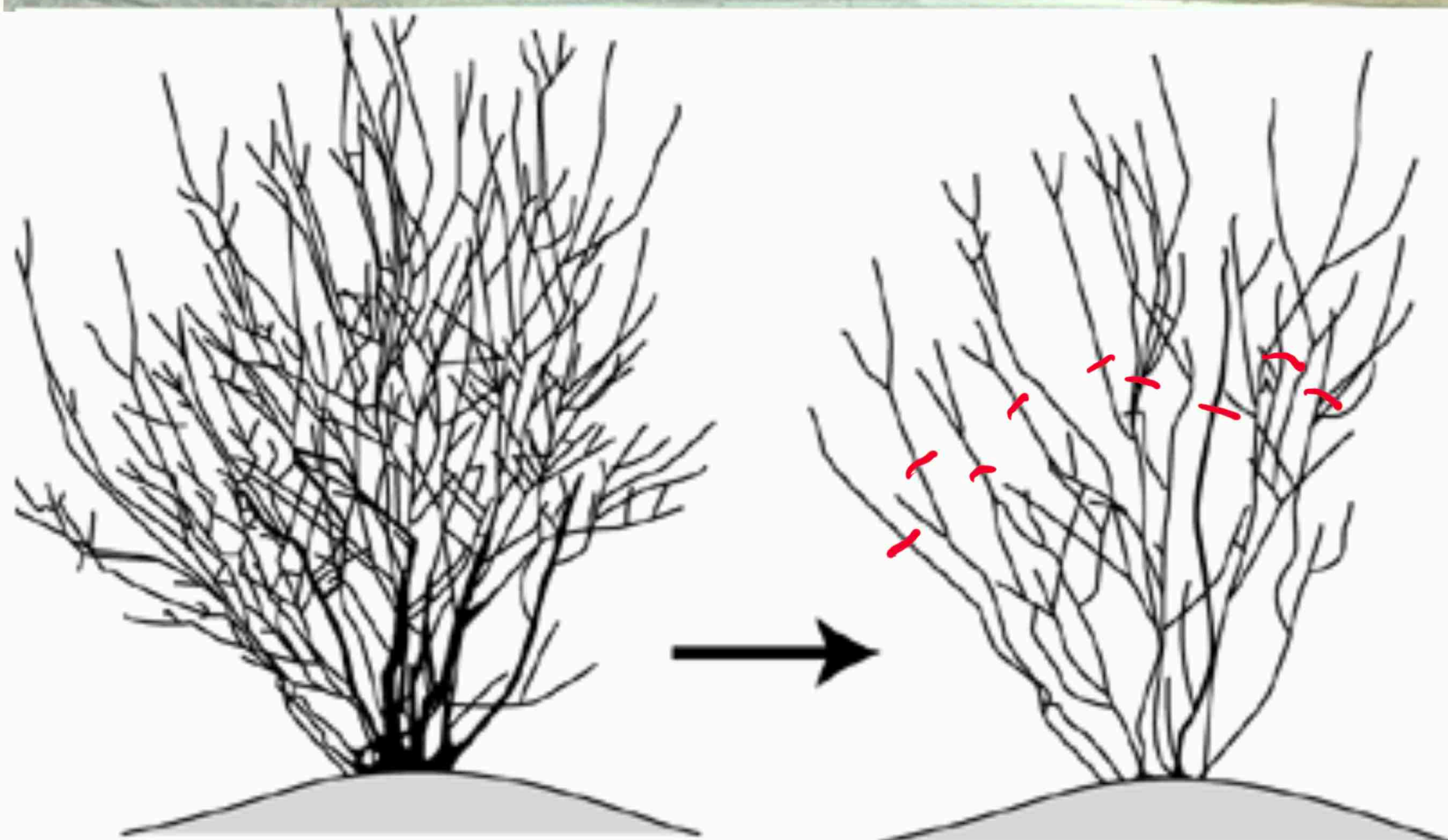
1. Texas_Sage_Pruning



Texas sage -*Leucophyllum frutescens* is native to Texas, New Mexico and northern Mexico. The plant can mature to a 4-6' spread and 5-8' tall. There are several compact varieties that should be considered as replacements. Context for the use of this plant should also be considered. Planting design style, sight lines and maintenance are but a few of the considerations when using this plant.

Best Time to Prune:

Late winter/early spring. This puts less stress on the plant, generate more new growth with more flowering, and reduces labor. Properly done dormant pruning done correctly, once per year may only need to be done once per year.





EXECUTIVE SUMMARY
12/10/2024

AGENDA SUBJECT:

Receive presentation and discuss the Parks and Recreation FY2025 budget.

BACKGROUND:

Parks and Recreation staff will present an overview of current budget that runs from Oct. 1, 2024-Sept. 30, 2025.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments:

1. Budget Worksheet 2025 PARKS

BUDGET WORKSHEET

GL Number 01 – General Fund	FY 24/25 Budget	Items:
23-5214 Chemicals	34,000	Aquatic Chemicals/Youth Athletic Field Fertilizer/Herbicides
23-5215 Computer Hardware	9,563	Office Workstations:LAC site
23-5217 Minor Equipment	49,950	Push mowers, trash cans, picnic tables, park benches grills
23-5220 Janitorial Supplies	19,000	Toilet Paper, trash bags, cleaning supplies, dog waste bags
23-5221 Materials & Supplies	75,000	Aquatic O&M Supplies, Material and Supplies for grounds.
23-5240 Gas & Oil	32,250	Fuel and Oil for fleet-trucks, mowers, heavy equipment.
23-5250 Office Supplies	16,000	General office supplies: copy paper, pens, copier toner, plotter supplies for Admin and LAC.
23-5280 Uniforms	28,200	Maintenance Staff Uniforms and work boots
23-5485 Software Maintenance	15,000	Software subscriptions: Civic Rec, Adobe, Survey Monkey, Productive Parks
23-5503 Building Maintenance	59,250	Cleaning of Homestead, LAC, Pest Control, Repair and upkeep of LAC per lease, Park restrooms, Christmas lights
23-5520 Equipment Repair & Maintenance	20,000	Maintenance and parts for mowers, blowers, gators, trimmers, tractors, trail upkeep
23-5530 Grounds Maintenance	117,000	Playground safety surface-all parks, baseball field maintenance, concrete work, gate and fence repair
23-5580 Vehicle Repairs & Maintenance	20,000	Maintenance and repair of (7) pickups and (1) van and (1) bus
23-5600 Contract Labor	17,000	Roll off dumpsters at sites, janitorial contract-LAC, background checks fees
23-5609 Equipment Rental	17,000	Light tower rental, Boom lift for Christmas events, other sp. Events.
23-5612 Contract SVCS – Mowing	135,600.00	Contract with Yellowstone for some city parks, city facility buildings, Mason Homestead, Library.

BUDGET WORKSHEET

23-5626 Equipment Leases	12,000	Plotter lease, Copier for LAC/Admin,	
23-5627 Facility Lease	315,408	LAC Lease-year 3. Extension of 2 years due in March.	
23-5663 Physical/Wellness	750	Drug testing fees	
23-5807 Cell Phone/Pager	6,850	Cell phones/stipend for select positions of Parks and Recreation divisions.	
23-5810 Telephone	1,425	Emergency phone (AT&T)-pool, 2 new phones for LAC.	
23-5911 Credit Card Merchant Fees	36,000	Convenience fees associated with processing rentals/registrations in CivicRec. Software	
23-5915 Postage	0	Mailing Postage costs associated with mailers to neighborhoods impacted by Sp. Events.	
23-5916 Wireless Cards	7,700	Verizon wireless fees for laptops, Ipads for work order system-Productive Parks.	
23-6201 Dues & Subscriptions	20,800.00	Dues for: NRPA, TRAPS, IFEA, Turf Grass, Pesticide Cert, Music Licenses, Internet at LAC and Bledsoe for security cameras.	
23-6202 Advertising & Printing	14,000.00	Paid ads for sp. Events, rack cards, facebook ads, LISD, Leander Playguide (2)	
23-6309 Liberty Fest	95,000.00	Cost for Entertainment-bands, equipment rentals, site preparation.	
23-6313 Movies in the Park	0		
23-6314 Concerts & Events	88,000.00	Recreation Program Events: 22	
23-6315 Senior Recreation	35,000	Activities for Active Adults: Contract Instructors for classes, Fitness Classes, Rental fees for facilities; Increase for new Senior Activity Center	69% increase compared to FY24
23-6322 Liberty Fest Donation	20,000.00	Donation/Sponsorship for L.F.	
23-6380 Travel & Training	22,000	Professional Development workshops/conferences/certification fees	
23-6850 Fleet Reserve Fund	48,381	New Trucks-10 year plan.	
23-7000 Vehicles	0		

BUDGET WORKSHEET

23-7100 Major Equipment	0		
23-7503 Building Improvements	20,000	Office/Breakroom expansion: Parks Maint.	



EXECUTIVE SUMMARY
12/10/2024

AGENDA SUBJECT:

Receive and discuss presentation on San Gabriel Park Update and a Senior Center Update.

BACKGROUND:

Parks and Recreation Staff will present progress updates on both the San Gabriel Park Project and the Senior Center Construction project. Updates will include timelines as well as milestones of the projects.

HISTORY/TIMELINE:

APPLICANT/AGENT:

RECOMMENDATION:

PRESENTER:

Fiscal Impact

Attachments: