



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



Development Services - San Gabriel Conference Room  
201 North Brushy Street - Leander, Texas  
Tuesday, June 10, 2025  
Regular Meeting at 5:30 PM

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

**Paul Delafuente  
Marcia Back  
Juan Alanis, Jr.  
Scott Gustafson  
Staff Liaison - Ashlea Boyle, Director of Parks  
and Recreation**

**REGULAR MEETING**

1. Open Meeting.
2. Roll Call.
3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

*[All comments are limited to no more than 3 minutes per individual.]*

4. Staff Report.

**CONSENT AGENDA: ACTION**

5. Approval of the minutes for meeting held on April 8, 2025.

**REGULAR AGENDA**

6. Discuss and consider action on the current Parks and Recreation Advisory Board by-laws.
7. Future Agenda Items.
8. Closing Statements.
9. Adjournment

**CERTIFICATION**

The City of Leander is committed to compliance with the Americans 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 June 2025 by 5:00 p.m. pursuant to Chapter 551 of the Texas Government Code.



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Ashlea Boyle, Director of Parks and Recreation



**EXECUTIVE SUMMARY**  
**6/10/2025**

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**AGENDA SUBJECT:**

Approval of the minutes for meeting held on April 8, 2025.

**BACKGROUND:**

Attached are the minutes for meeting held on April 8, 2025.

**HISTORY/TIMELINE:**

**APPLICANT/AGENT:**

**RECOMMENDATION:**

**PRESENTER:**

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**Fiscal Impact**

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**Attachments:**

1. April Mtg Minutes



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



Development Services - San Gabriel Conference Room  
201 North Brushy Street - Leander, Texas  
Tuesday, April 8, 2025  
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 - Ashlea Boyle**

**REGULAR MEETING**

1. Open Meeting.  
Meeting called to order at 5:35pm.
2. Roll Call.  
All board members were present except for board member Mogford and board member Delafuente.
3. Public comments on items not listed in the agenda.

Public comments on items listed in the agenda will be heard at the time each item is discussed.

*[All comments are limited to no more than 3 minutes per individual.]*

None.

4. City Council Liaison Update.

None.

5. Staff Report

- Department Updates
- Project Updates

Parks Leadership staff were present to give short updates on their divisions. Staff members present included:

Ashlea Boyle - Director of Parks and Recreation  
Greg Olmer - Assistant Director of Parks and Recreation  
Larry Werner - Crystal Falls Golf Course Manager  
Peggy Parrish - Library Director

There were also updates on projects and upcoming events, such as Senior Activity Center progress and splash pad opening day information.

**CONSENT AGENDA: ACTION**

Motion: Approve

By: Board Member Back

Seconded: Board Member McLaurin

**Vote:** 5 - 0 None

6. Approval of the minutes for meeting held on February 11, 2025.

**REGULAR AGENDA**

7. Discuss and consider action on the FY26 user fee amendments related to the Parks and Recreation Department.

Motion: Approve

By: Board Member McLaurin

Seconded: Board Member Blaylock

**Vote:** 5 - 0 None

8. Future Agenda Items [Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.]

None.

9. Closing Statements.

None.

10. Adjournment

Motion: Adjourn at 7:00pm.

By: Board Member McLaurin

Seconded: Board Member Cook

**Vote:** 5 - 0 None

APPROVED

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CHAIR

ATTEST:

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STAFF LIAISON



**EXECUTIVE SUMMARY**  
**6/10/2025**

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**AGENDA SUBJECT:**

Discuss and consider action on the current Parks and Recreation Advisory Board by-laws.

**BACKGROUND:**

Staff recommends that the Parks and Recreation Advisory Board review its bylaws, as the current version has not been revised since 2017. Regular review and updating the bylaws, as appropriate, is essential to ensure they remain consistent with the organization’s current practices, standards, and community needs, while remaining effective and relevant. Staff also recommends discussion and consideration of the board’s meeting frequency to ensure they are both productive and an efficient use of time.

**HISTORY/TIMELINE:**

The City of Leander Parks and Recreation Advisory Board Bylaws were adopted by the City Council on April 6, 2017.

**APPLICANT/AGENT:**

**RECOMMENDATION:**

Ashlea Boyle, Director of Parks and Recreation

**PRESENTER:**

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**Fiscal Impact**

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**Attachments:**

1. Parks & Recreation Bylaws - CC approved 4-6-17

## **City of Leander Parks and Recreation Advisory Board Bylaws**

### **Article I – Name**

The name of this organization shall be the Leander Parks and Recreation Advisory Board.

### **Article II – Purpose** (See Ordinance 16-094-00)

### **Article III – Membership**

Section 1: The Parks and Recreation Director cannot be used for the purpose of establishing a quorum for a meeting.

Section 2: Members of the Leander Parks and Recreation Advisory Board shall receive no compensation for the performance of their duties.

Section 3: No Board member shall represent itself to other local governments, organization, agencies, etc. as acting on behalf of the City Council and /or City of Leander without the prior approval of the City Council.

Section 4: Any member of the Leander Parks and Recreation Advisory Board shall automatically be removed from the Board upon the filing, with the City Secretary, of appropriate proof that such person has failed to meet attendance requirements as set forth in City ordinance that result in automatic removal.

Section 5: Attendance means presence at the meeting no later than ten (10) minutes after the meeting is called to order as verified by the Secretary on the attendance record. Any Board member who misses more than three (3) meetings in a Fiscal Year beginning October 1 through September 30 of each year is subject to dismissal.

Section 6: Any member that is unable to complete his/her term of office, should notify the City Secretary, and request to be dropped from the Board.

### **Article IV – Officers**

Section 1: The Leander Parks and Recreation Advisory Board shall annually elect one (1) of its members as Chair; one (1) as Vice-chair, and, one (1) as Associate Secretary. (The Parks and Recreation Department Administrative Assistant shall serve as the official recorder/secretary)

Section 2: The term of office for all officers shall be for one (1) year or until their successors are elected at the next regularly scheduled Board meeting.

*Leander Parks and Recreation Advisory Board Bylaws*

Section 3: Elections will be held at the first meeting following the City Council appointments. New officers will assume duties immediately following the election of officers.

Section 4: Duties of officers are as follows:

- A. Chair: The Chair shall have the role, for and in the name of the Board, to perform the normal duties of the chief officer of the Board. (S)he shall preside at all meetings of the Board. The Chair shall have further powers and duties as may be assigned by the Leander City Council such as:
  - 1. Presiding over and conducting meetings of the Board generally according to Robert's Rules of Order, Revised (See Article VII);
  - 2. Calling special meetings as needed;
  - 3. Assisting and in conjunction with the Parks and Recreation Director in the preparation and distribution of the meeting agenda; and
  - 4. Appointing subcommittees if necessary.
- B. Vice-chair: In the absence of the Chair, or in the event of his/her inability to act, the Vice-chair shall exercise all roles and duties of the Chair.
- C. Secretary/Associate Secretary:
  - 1. Associate Secretary works in conjunction with the Secretary (Parks and Recreation Department Administrative Assistant) to provide notice of each meeting to the City Secretary at least seventy-two (72) hours (excluding Saturdays, Sundays and Holidays) prior to the meeting;
  - 2. Make, or cause to be made, the minutes of each meeting;
  - 3. Verify the attendance of Board members at each meeting; and
  - 4. File the attendance record with the City Secretary as soon as practicable.

**Article V – Meetings**

Section 1: The Leander Parks and Recreation Advisory Board shall meet on a monthly basis as determined by the Board.

Section 2: Special meetings may be called by the Chair or by any three (3) members of the Board upon seventy-two (72) hours written notice to all members and to the Parks and Recreation Director.

Section 3: A quorum for the conduct of business shall consist of a simple majority of three (3) of the filled Board positions.. Recommendations and decisions of the Board must be made by a majority vote of those present and vote.

Section 4: The meeting agenda is the responsibility of the Chair. The Parks and Recreation Director's Office shall aid the Chair in preparing and distributing the agenda, which, except

## *Leander Parks and Recreation Advisory Board Bylaws*

for special meetings, shall be electronically mailed to each member of the Leander Parks and Recreation Board at least three (3) days prior to the next meeting date.

Section 5: Any Board member may place an item on the agenda by notifying the Chair seven (7) days prior to the regularly scheduled meeting.

Section 6: The Parks and Recreation Director, or his/her designee, shall attend and may participate in all meetings of the Leander Parks and Recreation Advisory Board, but shall not vote on any matter.

Section 7: All meetings of the Leander Parks and Recreation Advisory Board and its Subcommittees are open to the public.

Section 8: The Chair, in consultation with the Parks and Recreation Director, may cancel up to three (3) meetings per year, if there is no business of a pressing nature.

Section 9: Individuals or groups requesting to address the Board will be limited to ten (10) minutes per topic.

### **Article VI – Reports**

All recommendations of the Leander Parks and Recreation Advisory Board will be placed in writing and will be forwarded to the City Manager's Office and City Council.

### **Article VII – Rules of Procedure**

The Chair and the Board shall generally conduct each meeting of the Board in general compliance with the latest edition of Robert's Rules of Order; provided that the failure of the Chair or the Board to follow Robert's Rules of Order shall not create any right or violate any right of any third party, person or citizen that is not the Chair or a member of the Board, or create or give rise to any due process claim for or on behalf of any third party, person or citizen who is not the Chair and/or a member of the Board. This provision may be enforced exclusively by the Chair, or a majority vote of the Board.

### **Article VIII – Conflict of Interest**

Any member who has a conflict of interest on any given issue shall announce the existence of the conflict prior to discussion and shall refrain from voting on that issue.

### **Article IX – Amendment of Bylaws**

Section 1: These Bylaws may be amended by a two-thirds (2/3) vote of the membership and voting at any regular or special meeting of the Leander Parks and Recreation Advisory Board, subject to Council approval.

*Leander Parks and Recreation Advisory Board Bylaws*

Section 2: The Chair shall submit notice of any proposed amendments in writing to all members of the Board not less than thirty (30) days prior to the meeting at which such amendments are to be considered.

**Article X – Subcommittees**

Section 1: Subcommittees needed by the Parks and Recreation Advisory Board, will for the most part be temporary in nature and may be established either by the chairman and/or with a majority vote of the board. These subcommittees must then be approved by the City Council.

Section 2: Temporary subcommittees will be formed as necessary, under the following guidelines.

- A. Subcommittee(s) will consist of volunteers in a number decided by both the Chair and the full Leander Parks and Recreation Advisory Board.
- B. If volunteers do not fill the Subcommittee(s), the Chair shall appoint members until the Subcommittee(s) is full.
- C. Subcommittee(s) shall be disbanded following final report to the Leander Parks and Recreation Advisory Board.
- D. It shall be the responsibility of the Chair to properly provide notice of all formed Subcommittee(s) to the City Secretary for approval by the City Council before the Subcommittee(s) meeting.
- E. The following is a potential list (but not exclusive) of temporary Subcommittee(s) the Board may establish:
  - 1. Accreditation Process Subcommittee.
  - 2. Sign Policy Subcommittee.
  - 3. Health and Wellness Subcommittee.
  - 4. Youth/Teen Inclusion Subcommittee.
  - 5. Evaluation and Survey Subcommittee.

**PASSED AND APPROVED** by the City of Leander City Council on the 6<sup>th</sup> day of April, 2017.