



AGENDA
PARKS & RECREATION ADVISORY BOARD
Leander Activity Center
11880 Hero Way West, Suite 600
Leander, TX 78641

February 13th 2023 – 5:30pm

Parks & Recreation Advisory Board

Jordan John - Secretary
Carlos St. James
Stephen Cook – Vice Chair
Paul Delafuente

Steve Hanes - Chair
Chris Czernek – Council Liaison
Mark Tummons – Director, Staff Liaison

1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of Minutes: December 13, 2022
5. City Council Liaison Update
6. Staff Liaison Update
 - a. Introduction of Greg Olmer – New Assistant Director
 - b. Update of brush drop-off from ice storm
 - c. Recreation and Fitness Center update
 - d. San Gabriel Athletic Complex citizen input survey
 - e. Update of Parkland Dedication Revisions and next steps
 - f. Golf Update: Larry Werner
7. Sub-Committee Updates:
 - a. Natural/Environmental Resources sub-committee
 - b. Recreation/Athletic/Event sub-committee
 - c. Parkland Development, Comp Plan sub-committee
8. Regular Agenda
 - a. Receive presentation of Advisory Board and Commission Reference Book
 - b. Discuss and consider action on Subcommittee structure and initiatives for 2023 and 2024.
 - c. Discuss and consider action on developing an initiative for adding additional batting cages at Benbrook Ranch Athletic Complex
 - d. Discuss and consider recommendations for draft department refund policy
 - e. Discuss and consider recommendations for Landscape Structures playground concepts for Bledsoe and Devine Lake Parks
 - f. Discuss and consider action on development and implementation of Feedback Team.
9. Future agenda items
10. Adjournment

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 Parks & Recreation Director at 512.528.9909 for information. Hearing impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 512.528.2800.

I certify that the above notice of the City of Leander Parks & Recreation Advisory Board was posted on the bulletin board at City Hall in Leander, Texas on the 10th day of February, 2023 by 5:00 pm pursuant to Chapter 551 of the Texas Government Code.



Mark Tummons, Parks & Recreation Director



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Approval of minutes for December 13, 2022.

BACKGROUND: Attached are the minutes for meeting held on December 13, 2022.

ATTACHMENTS:

1. Draft minutes for December 13, 2023

PREPARED BY: Mark Tummons



MINUTES
PARKS & RECREATION ADVISORY BOARD
Leander Activity Center
11880 Hero Way West, Suite 600
Leander, TX 78641

December 13, 2022 – 5:30 pm

Parks & Recreation Advisory Board

Jordan John - Chair
Carlos St. James- Assoc. Secretary
Stephen Cook
Paul Delafuente

Steve Hanes
Chris Czernek – Council Liaison
Mark Tummons – Director, Staff Liaison

1. Call to Order

Chair John called the meeting to order at 5:30 pm

2. Roll Call

All of the board members were present.

3. Introduction of New Board Member – Stephen Cook

Boardmember Cook was welcomed to the board by the members.

4. Introduction of Council Liaison – Chris Czernek

Council Liaison Czernek was welcomed to the board by the members.

5. Citizen Comments

Kathy Bonardi from the Active Adults Program and Jane Serna from Leander Youth Soccer Association (LYSA) were present and introduced themselves.

6. Approval of Minutes: October 11, 2022

Board Member Hanes motioned to approve the minutes. Board Member Delafuente seconded the motion. The motion was passed unanimously.

7. Directors Report (Mark Tummons, Director)

Director Tummons provided his Directors Report including a budget update and an update on finding a new Assistant Director.

Motion made by Chair John, seconded by Secretary St. James, to take item 9 following item 7. Vote casts 5 for, 0 against.

9. Election of Officers

Following discussion, Chair John nominated Boardmember Hanes for the position of Chair. No other nominations were received. Vote casts 5 for, 0 against.

Secretary St. James nominated Boardmember Cook for the position of Vice Chair. No other nominations were received. Vote casts 5 for, 0 against.

Chair John was nominated for position of Secretary. No other nominations were received. Vote casts 5 for, 0 against.

Boardmember Hanes left the meeting

8. Sub-Committee Reports:

- Natural/Environmental Resources sub-committee
 - There was no update for this sub-committee.
- Recreation/Athletic/Event sub-committee
 - Leander Youth Baseball/Softball Alliance Update included details from the meeting the sub-committee had with the Leander Youth Baseball/Softball Alliance, results from the survey Parks Department sent out to the youth baseball and softball participants, and the city leagues will play under CenTex Sports Association.
- Upcoming events included Pancakes and PJ's with 235 people in attendance, Polar Bear Plunge will take place on January 1st with shirts for sale, MLK Day March and Celebration will be held on January 16th; currently 25 marchers registered as of now and 9 vendors.
- Post-Christmas Parade & Festival Evaluation included discussion that the festival went very well, turnout est. 20,000 with 33 parade entries.
- Libertyfest Entertainment Recommendation included potentially moving the date to July 3rd, as well as music and vendors the city has solicited to participate at the event.
- Parkland Development, Comp Plan sub-committee included Director Tummons giving a brief update on the Parkland Development progress and how the Comp Plan is coming along.

10. Recommendations for Board discussion at February 2023 meeting

1. Subcommittee Assignments

11. Adjourned

Meeting was adjourned at 6:55 pm.

CHAIR

SECRETARY



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Receive presentation of Advisory Board and Commission Reference Book – City Secretary Crabtree.

BACKGROUND: City Secretary Crabtree will present the Advisory Board and Commissions Reference Book to the Commissioners of the Leander Public Arts and Culture Commission.

ATTACHMENTS:

1. Parks and Recreation Advisory Board Welcome Letter
2. Reference Book Table of Contents

PREPARED BY: Mark Tummons



Dear Boardmember,

On behalf of the City Council and City Staff of Leander, we would like to welcome you as you begin your service on the Parks & Recreation Advisory Board, and thank you for your willingness and desire to serve your community.

As we welcome you to the board, we would like to remind you that the Parks & Recreation Advisory Board is an advisory board. Advisory boards are tasked with taking on certain issues and concerns of the public, understanding and exploring possible options and providing feedback and making recommendations to departments and/or to council.

In an effort to assist you while serving on the Parks & Recreation Advisory Board, you are being provided with this Board & Commission Reference Book. Included in this reference book, among other things, are the board member's contact information, board description, the Code of Ethics, and parliamentary procedures.

We want to welcome you once again and hope that your valuable ideas will assist the City Council in future decisions.

Should you have any questions or concerns regarding your role while serving on the board please contact Mark Tummons, staff liaison for the Parks & Recreation Advisory Board, at Mtummons@leandertx.gov.

Sincerely,

Office of the City Secretary
Dara Crabtree, City Secretary



PARKS & RECREATION
ADVISORY BOARD
REFERENCE BOOK

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EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Discuss and consider action on Subcommittee structure and initiatives for calendar year 2023 and 2024.

BACKGROUND: The Boardmembers will discuss realigning the Subcommittees.

ATTACHMENTS:

1. Parks and Recreation Board Committees

PREPARED BY: Mark Tummons

Parks and Recreation Advisory Board

Sub-Committee Assignments

Updated September 2022

Natural/Environmental Resources sub-committee –

(Carlos, Scott, Vacant)

Staff Liaison: Greg Olmer, Assistant Director

This sub-committee provides research, analysis, data and programmatic planning and initiation in Leander's natural resource settings such as parks, trails, lakes, streams, rivers, greenspace, etc. The emphasis is on offering programs that teach and apply environmentally sound, culturally sensitive, and economically sustainable principles. Includes instruction in environmental studies; natural resource management and interpretation; tourism planning, management, and policies; public land use management and policies; communications; marketing; and public relations.

- Review and Finalize updated trail map and plan
- Parks Memorial Bench/Tree Program initiation
- Park Maintenance Plan Review/Update/Implementation
- Red Line Trail
- San Gabriel River Trail design review
- Establish Environmental-Conservation areas at Lakewood and Devine Lake Parks and eventually Horizon Lake Park
- Natural Resource Program Initiatives for 2023 – i.e. Nature Hikes; Living with Urban Wildlife; Native Plant Identification signage; Bird Hikes and Identification; Historical tours; Fishing programs; tree and urban forestry identification and conservation
- Seek partnerships with instructors; High School FFA Clubs; 4H Clubs; ACC or other University's to conduct programs
- Other:

Recreation/Athletic/Event sub-committee –

(Jordon, Paul, Vacant)

Staff Liaison: Leah Anderson, Parks and Recreation Program Manager

This sub-committee is committed to making Recreation, Athletics and Events along with an active lifestyles a major part of Leander life. The sub-committee's main goals include working with staff to create a plan to incorporate new programs that residents desire to implement; evaluate existing programs to determine vitality and usefulness; to be inclusive with programming for individuals with disabilities; constantly and consistently looking for citizen input and ideas along with volunteerism.

- Athletic Complex Maintenance Plan review/implementation (Benbrook)

- Review Little League BOD 5 year evaluation report – make recommendations for future direction
- Youth Softball Program Review and recommendations
- Event Planning, Recommendations, and Evaluation and Analysis (MLK March and Celebration; Juneteenth; Libertyfest; Bluegrass Festival, Christmas Parade and Festival, others)
- Active Adult program and budget review (annual)
- New Athletic/Fitness Event Research, Recommendations and Analysis – i.e. Masters basketball; Kids Triathlon; Harvestfest 5K; Half Marathon Planning;; other
- New Special Event Analysis – (work in conjunction with staff)
- Review Hill Country Hyzers Disc Golf Initiatives at Benbrook Ranch
- Initiate Volunteer Program for events and other P&R needs
- Review fees and policies for Crystal Falls Golf Club.
- Assist with Crystal Falls Golf Club Master Planning/future renovations
- Other:

Parkland Development/Comprehensive Plan Review sub-committee -

(Steve, Carlos, Vacant) –

Staff Liaison: Mark Tummons – Director

This sub-committee currently focuses its efforts on potential sites; facility development and construction, including potential programming aspects of each facility. Additionally, this subcommittee is also charged with ensuring compliance with the City's Park, Public Spaces and Recreation Comprehensive Plan. They are also charged with providing recommendations on the capital project planning, construction, renovation and repair program for existing parks and facilities.

- San Gabriel Athletic Complex RFQ, work with Architect A&E/Design Team
- Parkland Dedication Program - assist staff in revising/reviewing ordinance
- Senior Activity Center - move forward with construction bid
- Recreation Center Site Selection
- Old Town Park/Old Town Master Plan
- Bryson Farmstead
- Initiate the dedication of the Williams Dugan Memorial Plaza at Veterans Park 11-2023
- Tot Playground planning and development at Lakewood Park – Ages 2-8 with additional swings (most requested item)
- PARD Survey Finalization and Data
- Grants and Fundraising Initiatives
- Other:



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Discuss and consider action on developing an initiative for adding additional batting cages at Benbrook Ranch Athletic Complex

BACKGROUND: Secretary John will present an opportunity on developing an initiative for additional batting cages at Benbrook Ranch Athletic Complex to the Commissioners who will discuss and consider.

PREPARED BY: Mark Tummons



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Discuss and consider recommendations for draft of department refund policy.

BACKGROUND: The Parks and Recreation Department's current refund policy is not adequate and doesn't provide staff nor citizens with specific direction on when refunds can be requested and/or made. A new refund policy will clear up confusion and lead to better management of programs and events. The refund policy will be consistent for all departments under Parks and Recreation including the golf course and library.

ATTACHMENTS:

1. DRAFT PARD Policy and Procedures

PREPARED BY: Mark Tummons



City of Leander

PARKS AND RECREATION



Refund Policy and Procedures

City of Leander Parks and Recreation Refund Policy & Procedures

General Policy Statement

The City of Leander hosts many programs, activities, events, and rental facilities and encourages its residents to engage with these opportunities that enhance the quality of life, provide entertainment, promote health, and contribute to the dynamic atmosphere of the community.

It is the purpose of this policy and related procedures to regulate the process in which refunds are given so as to not impact the overall outcome of the program while also allowing flexibility for the public when unplanned circumstances arise.

Refund processes have been divided into several categories in order to accommodate the public, the City of Leander, contracted instructors, and established timelines for various programs. The following policies are to be followed for patron-initiated refund requests. Cancellations made internally will be fully refunded.

Refund Processing

Refund request timelines are based on the date that the Refund Request Form is received by the Parks and Recreation Department. Requests not using the Refund Request Form will not be accepted.

Once a request has been approved by the Parks and Recreation Department, refunds will be processed to the same account and payment type that was originally registered.

Credit card refunds will be issued within 3 - 4 business days of acceptance and processing. Refunds made by check will be mailed within 21 business days of acceptance and processing.

Refunds of less than \$10.00, convenience fees, and credit card fees will not be processed.

Updated: February 2023

Active Adult Program Membership

Refunds will not be offered for the Active Adult Program annual membership fees or fees associated with trips.

Due to lower fees associated with active adult enrichment classes and programs, a 100% refund will only be offered if a refund request is submitted more than 14 days prior to the program date. Refunds will not be offered within 14 days of the class or program date.

Aquatics

Refunds will not be offered for annual pool passes or day pass admission.

The Recreation/Aquatic Coordinator may offer rain check cards for use at a later date in the same season on days when inclement weather, accidents, or chemical adjustments cause the pool to close unexpectedly.

Athletics

14 to 3 days prior to the registration deadline
1 to 2 days prior to the registration deadline
Day of registration deadline or later

50% refund of the base fee
25% refund of the base fee
Refunds will not be offered

Camps (Athletic or Other)

14 to 3 days prior to the registration deadline
1 to 2 days prior to the registration deadline
Day of registration deadline or later

50% refund of the base fee
25% refund of the base fee
Refunds will not be offered

Recreation Programs

14 to 3 days prior to the registration deadline
1 to 2 days prior to the registration deadline
Day of registration deadline or later

50% refund of the base fee
25% refund of the base fee
Refunds will not be offered

Rentals

For locations with a deposit:

30 to 15 days prior to the rental date
14 days prior through the day of rental

50% of deposit, 100% of rental fee refunded
25% of deposit, 100% of rental fee refunded

For locations without a deposit:

14 to 3 days prior to the rental date
1 to 2 days prior to the rental date
Day of rental or later

50% refund of the base fee
25% refund of the base fee
Refunds will not be offered

Vendor Fees (Special Event or Programs)

Vendor fee refunds will not be offered in the case of a no call/no show, late arrival, dismissal due to vendor rule infractions, or permitting issues.

Prior to 14 days before the scheduled event or program, vendor fees may receive a refund of 50%. Vendor fee refunds will not be offered within 14 days of the scheduled program or event.



REFUND REQUEST FORM

PARTICIPANT INFORMATION

Name: _____ Date: _____

Address: _____

Phone: _____ DOB: _____

Email: _____

REFUND INFORMATION

What category or activity does your refund request pertain to?

☐ Active Adults

☐ Athletics

☐ Camps

☐ Recreation Programs

☐ Rentals

☐ Vendor Fees

Does your refund request involve another person in your household? ☐ Yes ☐ No

If yes, who is your request for: _____

USE FOR RENTALS

Rental Facility

Rental Date

USE FOR OTHER REFUNDS

Activity / Program Name

Program Start Date

What is the reason for your refund request?

REFUND POLICY OUTLINE

Active Adult Program Membership: Refunds will not be offered for annual membership fees or fees associated with trips. Enrichment classes and programs will receive a 100% refund if a refund request is submitted more than 14 days prior to the program date. Refunds will not be offered within 14 days of the class or program date.

Aquatics: Refunds will not be offered for annual pool passes or day pass admission.

Athletics, Camps, and Recreation Programs

14 to 3 days prior to the reg. deadline - 50% refund of base fee | 1 to 2 days prior to the reg. deadline - 25% refund of base fee

Day of registration deadline or later - Refunds will not be offered

Rentals: For locations with a deposit: 30 to 15 days prior to the rental date - 50% of deposit, 100% of rental fee refunded

14 days prior through the day of rental - 25% of deposit, 100% of rental fee refunded.

For locations without a deposit: 14 to 3 days prior to the rental date - 50% refund of rental fee | 1 to 2 days prior to the rental date - 25% refund of rental fee. Day of rental or later, refunds will not be offered

Vendor Fees (Special Event or Programs): Vendor fee refunds will not be offered in the case of a no call/no show, late arrival, dismissal due to vendor rule infractions, or permitting issues. Prior to 14 days before the scheduled event or program, vendor fees may receive a refund of 50%. Vendor fee refunds will not be offered within 14 days of the scheduled program or event.

INTERNAL USE ONLY

Date of Request: _____ Days Prior: _____

Percent of Refund: 0% 25% 50% 100% Refunded Amount: \$ _____

Date Processed: _____ Staff Processed: _____



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Discuss and consider recommendations for landscape structures playground concepts for Bledsoe and Devine Lake Parks

BACKGROUND: The Parks and Recreation Department initiated a playground/playscape replacement program within the FY 2023 budget. Bledsoe and Devine Lake Parks, being the two oldest playgrounds in the system (both over 18 years old) were selected for replacement. Landscape Structures Incorporated has provided concepts for review and discussion. This item will provide the boardmembers an opportunity to provide feedback to staff.

PREPARED BY: Mark Tummons



EXECUTIVE SUMMARY

02/13/2023

AGENDA SUBJECT: Discuss and consider action on development and implementation of Feedback Team.

BACKGROUND: The Board, Recreation/Athletics/Event Subcommittee has recommended that a “Board Feedback Team” be created. The Team will allow all Boardmembers to select, volunteer and participate in various events throughout the year. The primary purpose is to not only be involved with Departmental activities, but to provide staff with critical feedback and analysis to enhance future events/programs. It is not mandatory that Boardmembers participate but encouraged.

PREPARED BY: Mark Tummons