

**Notice of Meeting for the
Parks and Recreation Advisory Board
of the City of Georgetown
March 12, 2020 at 6:00 PM
at 1101 N. College Street, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to Order - Danelle Houck, Parks and Recreation Advisory Board Chair
- B Roll Call - Danelle Houck, Parks and Recreation Advisory Board Chair
- C Welcome new members of the Parks and Recreation Advisory Board - Kimberly Garrett, Parks and Recreation Director
- D Discussion to set time and date for the Parks and Recreation Advisory Board tour of parks. - Kimberly Garrett, Parks and Recreation Director
- E Review and discussion of the Parks and Recreation Advisory Board by-laws and attendance policy for board members. - Kimberly Garrett, Parks and Recreation Director
- F Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director
- G Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Board Chair
- H Project Updates and Staff Report - Kimberly Garrett, Parks and Recreation Director
- I City of Georgetown City's Secretary's Office will hold a boards and commissions appreciation on March 25th at 6 pm. - Kimberly Garrett, Parks and Recreation Director

Legislative Regular Agenda

- J Consideration and possible action to set date and time for 2020 Parks and Recreation Advisory Board meetings - Kimberly Garrett, Parks and Recreation Director
- K Consideration and possible action to elect the Vice-Chair of the Parks and Recreation Advisory Board - Kimberly Garrett, Parks and Recreation Director
- L Consideration and possible action to elect the Secretary of the Parks and Recreation Advisory Board - Kimberly Garrett, Parks and Recreation Director
- M Consideration and possible action to approve minutes from the February 13, 2020 meeting - Jill Kellum, Administrative Supervisor

Adjournment

Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

Welcome new members of the Parks and Recreation Advisory Board - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

Discussion to set time and date for the Parks and Recreation Advisory Board tour of parks. - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

None

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

Review and discussion of the Parks and Recreation Advisory Board by-laws and attendance policy for board members. - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

ATTACHMENTS:

Description		Type
□	By Laws	Cover Memo

**CITY OF GEORGETOWN
PARKS AND RECREATION ADVISORY BOARD
BYLAWS**

ARTICLE I. NAME AND PURPOSE

Section 1.1. Name. Parks and Recreation Advisory Board ("Board").

Section 1.2. Purpose. The purpose of the Board shall be to review and recommend acquisition and uses of parkland and sports/recreation facilities and improvements in programs, activities, and facilities to meet current and future community needs for the City and its residents, including the Parks Master Plans, Park Bonds, and Park Capital Improvement Plans.

See Ordinance Chapter 2.104.

ARTICLE II. MEMBERSHIP

Section 2.1. Number of Members. The Board is composed of seven (7) Members.

Section 2.2. Eligibility. Each Member shall reside in the City of Georgetown corporate limits or extraterritorial jurisdiction.

Section 2.3. Appointment of Board Members. Members of the Board shall be appointed pursuant to and in accordance with the City Charter.

Section 2.4. Terms of Office. Generally, terms of office for each Member shall be two (2) years. Generally, a Member may serve two (2) consecutive terms. Refer to *Ordinance Section 2.36.030A* for additional provisions regarding terms of office.

Section 2.5. Vacancies. Vacancies that occur during a term shall be filled as soon as reasonably possible and in the same manner as an appointment in accordance with the City Charter. If possible, the Member shall continue to serve until the vacancy is filled. An appointment to fill a vacated term is not included as a term for purposes of counting consecutive terms.

Section 2.6. Compensation and Expenditure of Funds. Members serve without compensation. The Board and its Members have no authority to expend funds or to incur or make an obligation on behalf of the City unless authorized and approved by

the City Council. Members may be reimbursed for expenses authorized and approved by the City Council and the Board.

Section 2.7. Compliance with City Policy. Members will comply with City Ordinances, Rules and Policies applicable to the Board and the Members, including but not limited to *Ethics Ordinance Chapter 2.20* and *City Commissions, Committees and Boards Ordinance Chapter 2.36*.

Section 2.8. Removal. Any Member may be removed from their position on the Board for any reason, or for no reason, by a majority vote of the City Council.

ARTICLE III. BOARD OFFICERS

Section 3.1. Officers. The Board Officers are Chairman, Vice-Chairman and Secretary. The Chairman is recommended by the Mayor and the City Council shall approve the recommendation by a vote of the majority of the Council during the annual appointment process. Should the Mayor fail to recommend a Chairman for each board, committee, or commission, and/or the Council fails to approve any Chairman recommended by the Mayor, a majority of the Council plus one may approve appointment of a Chairman to serve as Chairman without a recommendation of the Mayor. The other Board Officers are elected by a majority vote of the Members at the first meeting after the annual appointment process.

Section 3.2. Terms of Office for Board Officers. Board Officers serve for a term of one year. In the event of vacancy in the office of Chairman, the Vice-Chairman shall serve as Chairman until the City Council appoints a replacement Chairman. A vacancy in the other offices shall be elected by majority vote of the Members at the next regularly scheduled meeting, or as soon as reasonably practical for the unexpired term. If possible, a Board Officer shall continue to serve until the vacancy is filled.

Section 3.3. Duties.

- a. The Chairman presides at Board meetings. The Chairman shall generally manage the business of the Board. The Chairman shall perform the duties delegated to the Chairman by the Board.
- b. The Vice-Chairman shall perform the duties delegated to the Vice-Chairman by the Board. The Vice-Chairman presides at Board meetings in the Chairman's absence.

The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability.

- c. The Secretary shall perform the duties delegated to the Secretary by the Board.

ARTICLE IV. MEETINGS

Section 4.1. Time and Date of Regular Meeting. The Board shall meet once a month on the same week of the month, the same day of the week, at the same time, and at the same place. The regular date, time and place of the Board meeting will be decided by the Members at the first meeting of the Board after the annual appointment process.

Section 4.2. Agenda. Items may be placed on the agenda by the Chairman, the City Manager or designee, or at the request of a Member. The party (or individual) requesting the agenda item will be responsible for preparing an agenda item cover sheet and for the initial presentation at the meeting. Items included on the agenda must be submitted to the Staff Liaison no later than one week before the Board meeting at which the agenda item will be considered. Agenda packets for regular meetings will be provided to the Members in advance of the scheduled Board meeting. Agenda packets will contain the posted agenda, agenda item cover sheets, and written minutes of the last meeting.

Section 4.3. Special Meetings. Special meetings may be called by the Chairman or by three (3) Members.

Section 4.4. Quorum. A quorum shall consist of a majority of the Members. A quorum is required for the Board to convene a meeting and to conduct business at a meeting.

Section 4.5. Call to Order. Board meetings will be called to order by the Chairman or, if absent, by the Vice-Chairman. In the absence of both the Chairman and Vice-Chairman, the meeting shall be called to order by the Secretary, and a temporary Chairman shall be elected to preside over the meeting.

Section 4.6. Conduct of Meeting. Board meetings will be conducted in accordance with these Bylaws and City Council Meeting Rules and Procedures, as applicable to the Board. See *Ordinance Chapter 2.24*.

Section 4.7. Voting. Each Member shall vote on all agenda items, except on matters involving a conflict of interest, substantial financial interest or substantial economic interest under state law, the City's Ethics Ordinance, or other applicable Laws, Rules and Policies. In such instances the Member shall make the required disclosures and shall refrain from participating in both the discussion and vote on the matter. The Member may remain at the dais or leave the dais, at the Member's option, while the matter is being considered and voted on by the other Board Members. Unless otherwise provided by law, if a quorum is present, an agenda item must be approved by a majority of the Board Members present at the meeting.

Section 4.8. Minutes. A recording or written minutes shall be made of all open sessions of Board meetings. The Staff Liaison is the custodian of all Board records and documents.

Section 4.9. Attendance. Members are required to attend Board meetings prepared to discuss the issues on the agenda. A Member shall notify the Chairman and the Staff Liaison if the Member is unable to attend a meeting. Excessive absenteeism will be subject to action under Council policy and may result in the Member being replaced on the Board. See *Ordinance Section 2.36.010D*. Excessive absenteeism means failure to attend at least 75% of regularly scheduled meetings, including Board meetings and Subcommittee meetings. If a Member is removed from the Board that position shall be considered vacant and a new Member shall be appointed to the Board in accordance with Section 2.5 above.

Section 4.10. Public Participation. In accordance with City policy, the public is welcome and invited to attend Board meetings and to speak on any item on the agenda. A person wishing to address the Board must sign up to speak in accordance with the policy of the Council concerning participation and general public comment at public meetings. Sign-up sheets will be available and should be submitted to the Chairman prior to the start of the meeting. If any written materials are to be provided to the Board, a copy shall also be provided to the Staff Liaison for inclusion in the minutes of the meeting. Speakers shall be allowed a maximum of three minutes to speak, but may take up to six minutes if another individual who signs up to speak yields the time to the speaker. If a person wishes to speak on an issue that is not posted on the agenda, they must file a written request with the Staff Liaison no later than one week before the scheduled meeting. The written request must state the specific topic to be addressed and include sufficient information to inform the Board and the public. A person who disrupts the meeting may be asked to leave and be removed.

Section 4.11. Open Meetings. Public notice of Board meetings shall be provided in accordance with the provisions of the Texas Open Meetings Act. All Board meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

Section 4.12. Closed Sessions. The Board may conduct closed sessions as allowed by law, on properly noticed closed session matters, such as consultation with attorney on legal matters, deliberation regarding the value of real property, competitive utility matters, and economic development negotiations. A recording or certified agenda shall be made of all closed sessions of Board meetings.

ARTICLE V. REPORTS TO CITY COUNCIL

The Board shall meet with City Council, as requested, to determine how the Board may best serve and assist City Council. City Council shall hear reports from the Board at regularly scheduled Council meetings.

ARTICLE VI. SUBCOMMITTEES

Section 6.1. Formation. When deemed necessary by a majority of the Board, Subcommittees may be formed for specific projects related to Board matters. Subcommittees comprised of non-Members may only be formed with the prior consent and confirmation of the City Council.

Section 6.2. Expenditure of Funds. No Subcommittee, or member of a Subcommittee, has the authority to expend funds or incur an obligation on behalf of the City or the Board. Subcommittee expenses may be reimbursed if authorized and approved by the Board or by City Council.

Section 6.3. Open Meetings. Subcommittee meetings and deliberations shall be open to the public, except for properly noticed closed session matters, and shall be conducted in accordance with the provisions of the Texas Open Meetings Act.

ARTICLE VII. BYLAW AMENDMENTS

These Bylaws may be amended by majority vote of the Board Members at any regular meeting of the Board. The Board's proposed amendments to the Bylaws must be

approved by City Council at the next Council meeting after the Board's approval.
Bylaw amendments are not effective until approved by City Council.

Approved and adopted at a meeting of the City Council on the 24 day of February, 2015.

ATTEST:

THE CITY OF GEORGETOWN



City Secretary




Mayor

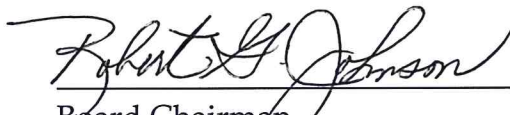
Approved and adopted at a meeting of the Board on the 9th day of April, 2015.

ATTEST:

BOARD



Board Secretary



Board Chairman

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

Project Updates and Staff Report - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Eric Nuner, Assistant Director of Parks and Recreation

ATTACHMENTS:

Description		Type
	March Project Update	Backup Material

Parks and Recreation

Capital Improvement Projects –March 2020

San Gabriel Park Phase II– Project is complete.

Katy Crossing Trail –The Katy Crossing Trail is 99% complete. Final contract items are being completed.



ADA Trail Reconstruction – Staff is restructuring the bid documents and reworking plans to have the project bid. Target dates for bidding are March/April of 2020. Project is moving forward.

Golden Bear Park –Documents are being prepared to submit to planning for permitting. A geologic assessment is currently being completed to be included in the submittal packet. The project is moving forward.

Heritage Gardens (Community Garden) – Staff is in process of restructuring process and procedure for management of the Heritage Gardens and meeting with stakeholders. Engineering contract is in process for design of the park. Staff is working to reduce scope and work within budget. Bidding and construction is scheduled for early summer.

Grace Heritage Plaza – Pavers have been installed. Next steps are planter box, landscape and lighting installation. No change.



Show Barn Demolition –Project is complete



Tennis Center Pool Demo – Project is currently on hold.

Wolf Crossing Trail –Task Order approved by Council. Site meeting with consultant to develop layout for the trail is scheduled for the week of March 2nd.

San Gabriel Park Phase III – Design kick off meeting was held on January 28th with design consultant to confirm project scope and elements. Design process is moving forward.

Village PID Park Renovation – The Village PID park renovations are being prepared for bid. Plans have been reviewed by staff for final revisions by design consultant. Final review and permitting is being completed by Planning. Project is scheduled for bid this month.

Parks, Recreation and Open Space Master Update – Draft master plan RFP has been completed and is currently being reviewed by Purchasing and Legal prior to bidding.

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

City of Georgetown City's Secretary's Office will hold a boards and commissions appreciation on March 25th at 6 pm. - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

City of Georgetown, Texas
Parks and Rec Advisory Board
March 12, 2020

SUBJECT:

Consideration and possible action to approve minutes from the February 13, 2020 meeting - Jill Kellum, Administrative Supervisor

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

ATTACHMENTS:

Description		Type
□	February 13, 2020 meeting	Backup Material

**Minutes of the Meeting of the
Parks and Recreation Advisory Board
City of Georgetown, Texas
February 13, 2020**

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to Order - Jim Hougnon, Parks and Recreation Advisory Board Chair

The meeting was called to order by Jim Hougnon at 6:00 pm.

B Roll Call - Jim Hougnon, Parks and Recreation Advisory Board Chair

Board Present: Jim Hougnon, Scott Macmurdo, Michael Simpson, Danelle Houck, Katherine Kainer, Larry Gambone, Wayne Beyer

Staff Present: Kimberly Garrett, Robert Gaylor, Chet Mikulencak and Jill Kellum

C Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett introduced Chet Mikulencak, Parks Foreman. He has been with the city for 12 years. Chet Mikulencak stated he is a Georgetown native and went to Tarlton State University and received a BS in AgriBusiness. After returning from college he stated he went to work in construction and worked as a superintendent. In 2008, Chet Mikulencak started with the department as a parks maintenance worker and moved up to park foreman. He stated he handles the construction maintenance, structure maintenance and the janitorial; cleaning and trash removal of all the parks and has 7 employees he supervises. He stated he supervises all the in house parks construction projects. He is a certified playground inspector and with that the department can install their own playscapes in house. Chet Mikulencak stated he has been a part of 8 playscapes builds in the city. He stated he now has an employee that is dedicated to playscape maintenance; this employee handles all the playscape maintenance. Kimberly Garrett stated at the regional TRAPS workshop, Chet was awarded the parks maintenance staff award for the low water bridge construction, for creativity and cost savings and in house maintenance. Chet Mikulencak was the lead on that project. Kimberly Garrett stated with Chet's background in construction and leadership he was able to get the bridge built. Chet Mikulencak stated that the other park foreman, Brandon Fonville and his crew work together on many projects. He stated the teams take a lot of pride in the work they do. Chet Mikulencak stated that peers from other cities comment on how clean our parks are. James Hougnon clarified the facilities that Chet Mikulencak handles and Chet Mikulencak stated all the restroom structures, pavilions, all the electrical and plumbing and any drainage issues he handles. Chet Mikulencak also helps with the cemetery. Scott Macmurdo asked what the biggest maintenance challenge was especially for the playscapes and safety. Chet Mikulencak stated up until staffing the biggest challenge was just having the time. He stated there are 38

playscapes and we did not have the staffing to do the maintenance inspections as often as needed.

D Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Boardmember

Danelle Houck stated the next meeting is March 2nd. The Friends group helped at the Cupid's Chase with the water table. Assurances have been picking up. There have been a lot of soccer registrations.

E Project Updates and Staff Report - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett stated San Gabriel Park is almost complete. There is a punch list they are going through. For the Katy Crossing Trail, staff is working on revegetation and there is some clearing being done. Heather Brewer, Urban Forester, is able to provide funds through the tree mitigation fund and is able to clear out the underbrush and some of the flooding debris. It has allowed the view corridor to be opened up. There will be a grand opening when it is complete. Funding was from a grant from Parks and Wildlife so it will have a special grand opening. For the ADA trail reconstruction, Kimberly Garrett stated they are taking the old plans of the trail and rework them a little and bid it out piece by piece. She stated they are making progress and it should be bid out this spring. Golden Bear Park, the public input was last May. She stated there are some learning curves with the planning department and the new processes and requirements they have with new legislation that has come in. Kimberly Garrett stated the playground has been ordered. For Kelly Park, the city doesn't own the park so improvements cannot be made. The Kelly's gave it to the city in the 70's but it was never formally transferred but we have been using it as a park for 50 years. The city is working through the legalities of that and it is on hold. Heritage Gardens is the neighborhood park focus this budget year and staff is working with the planning department on the drawings and the surveying. She stated what they wanted is more than the budget allowed. She stated they are having to refine what they can put there and scale down. Kimberly Garrett stated staff has been meeting with the people that are renting the plots and will allow them to rent the plots this spring, then in the summer they will not be available but should be available in the fall. Kimberly Garrett stated as soon as staff has a design they will present it to the gardeners and get their input. Mike Simpson, asked about the in ground gardens being removed and asked if it was going to be this year. Kimberly Garrett stated it will be removed. She explained there was a tractor out there and the only way to work the ground was with a tractor and the risk management department stated we could not have volunteers drive a tractor and the department does not have the staff to drive the tractor. The health department had been allowing that, so it was a transition, growing pain. There are also tillers there. Mike Simpson stated that eliminates a lot of garden. Kimberly Garrett stated there is no way to secure them and fencing. She also explained that no other gardens that staff had visited in the Austin area had them. They did site visits in Austin, Cedar Park and Pflugerville and none of them had that option. Mike Simpson asked if staff is planning on redoing the raised bed design. Kimberly Garrett stated staff is doing the redesign. It will be more efficient, with walkways. The idea is to have raised beds with a fence and gate that only the gardeners have access to and then it is secure. Grace Heritage plaza is a project

that staff had input on. It is next to Founders Park and the Grace Heritage Church. There is the area between the Watkins building. They are working on completion with some landscaping. Kimberly Garrett stated the Showbarn has been removed from the park. The Wolf Crossing Trail that was an item that was approved by the board to get the design done; this is the piece that goes behind the Wolf Crossing development and will tie into the Wolf Ranch Trail. Staff is having a kick off meeting next week. The San Gabriel Park Phase 3 project; there was a kick off meeting the end of January with RVI to get that project going. The Parks Masterplan was also an item that was approved in the CIP and staff is waiting for the legal and purchasing departments to make the final edits on the requests for proposals. There will be a selection committee that will review those proposals and make a recommendation on who to select for the masterplan. There was an update to council about the current masterplan and what the priorities were that had been accomplished and why you need a masterplan and why it is time to update and the process. They also did a cost recovery policy update with council. This will be worked on in conjunction with the masterplan. The city manager's office has asked staff to develop a cost recovery policy in relation to parks and rec programming. This was presented to council and it would be coming to them in the future and a methodology needs to be developed on how to subsidize the programs and what programs should be paid for fully.

F Recognize Outgoing Board Members - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett stated there are 3 people that have served their terms; Jim Hougnon, Michael Simpson and Scott Macmurdo. Kimberly Garrett stated she appreciated all their time and volunteer hours they have put forth.

Legislative Regular Agenda

G Presentation, discussion and possible action on the draft 2030 Plan Update. – Sofia Nelson, Planning Director

Summary:

The 2030 Comprehensive Plan Update is nearing completion and staff is providing City of Georgetown Boards and Commissions an opportunity to review the full draft plan, ask questions and possibly recommend adoption to the City Council. The schedule for adoption of the update is below:

- 2/18 P&Z meeting - Public Hearing and Recommendation*
- 2/25 City Council - Public Hearing and 1st Reading*
- 3/10 City Council - Public Hearing and 2nd Reading*

At this meeting, staff will provide a short overview of the draft 2030 Comprehensive Plan Update including goals and policies for Land Use, Williams Drive Gateway Plan, Gateways & Image Corridors, Housing and the Implementation Plan. A draft of the 2030 Comprehensive Plan update's implementation plan, the final part of the plan update, was presented to the Council in January. The implementation plan outlines three major strategies:

- Regulatory framework*
- Decision framework*
- Plans, programs and partnerships*

Each strategy relates to the goals outlined in the 2030 Plan update, which were drafted using public input from community surveys including the first On the Table, in which more than 1,400 people participated in conversations to envision Georgetown's future and an accompanying online public survey taken by an additional 1,460 people.

The full plan is available for review online at 2030.georgetown.org.

Susan Watkins, Housing Coordinator, introduced herself and stated she is in the planning department and has been working on this project for the last 2 years. She stated the plan is a guiding document for decision makers and it is the 2030 plan. The last time the plan was updated was in 2008. The comprehensive plan has 14 elements that the city charter requires; land use, parks, historic preservation, economic development, housing, conservation and environmental resources, traffic circulation. In this update they updated the land use and the housing sections. They also adopted a subarea plan for Williams Drive and introduced a new element which is the gateways and image corridor element. The purpose is to document the growth, prepare and cast a community vision for 2030; in 2018 a broad survey was done throughout the community. One of the responses was they want to keep the parks and the natural resources. Susan Watkins presented the plan to the board.

Mike Simpson had a question about inner loop and stated it was not on the map. Susan Watkins stated there was some discussion with the steering committee about the different roadways and inner loop did not come up as an important one

Kimberly Garrett stated the Parks Masterplan is an element of the comprehensive plan. They don't do the deep dive like the staff and board will. The comprehensive plan states it is a priority.

Scott Macmurdo asked how it works to modifying the plan; when you go to implement stuff because things change and how do you keep people informed and adapt the plan as you go to avoid situations. Susan Watkins stated there have been a few different concerns. The steering committee asked how do you keep this plan alive and people are referring to the plan. Best practice is to update your comprehensive plan every 5 years. There will be an annual reporting process; what was done last year, how much lines up still; is this still the vision we have for Georgetown. She stated a big part of this effort is documenting at this point in time, this is what the community thought. She stated it is the annual reporting and the need for an update before 2030. Scott Macmurdo asked if this includes stakeholder input as well; as far as bringing in neighborhoods that would be affected. Danelle Houck stated they had a lot of input from stakeholders. She also stated that every neighborhood has a different definition of what their neighborhood wants.

Motion made by Michael Simpson, second by Larry Gambone that the City of Georgetown Parks and Recreation Advisory Board offer their support to the draft 2030 Plan update to City Council.

Approved: 7 – 0

H Consideration and possible action to recommend the approval of a Facility Use Agreement with the Georgetown Youth Girls Softball Association – Kimberly Garrett, Parks and Recreation Director and Robert Gaylor, Parks and Recreation Superintendent

Summary:

The Georgetown Youth Girls Softball Association (YGSA) is a youth recreational softball league that rents the VFW fields annually to conduct their league practices and games. In the past, the rental agreement for field usage has been through the Parks and Recreation Department's software program. Staff was recently made aware that the State Constitution and City Charter require a use agreement for extended use of City property by an outside group. This use agreement outlines use of the facility including any improvements to the area, fees to be charged and required insurance.

The term of agreement is for one year beginning January 1, 2020. Upon expiration of the Initial Term, the Use Agreement may be renewed for up to four (4) additional one (1) year terms on the same terms and conditions. The agreement must be approved annually by City Council.

This agreement will be retroactive back to January 1, 2020. The delay in the document approval is due to staff just recently finding out about the approval requirement. Next year the agreement will be renewed prior to the expiration date.

Kimberly Garrett stated this is the YGSA group and they have been paying rent for the VFW Fields through the Parks and Recreation software. With some conversations with the legal department it was discovered that any long term use of a city facility requires a facilities use agreement. She stated we did not know that. We are trying to correct that. The document shows how we were charging them and there is an appendix. YGSA provides a lot of maintenance. She stated we do some of the maintenance, and we can rent out the fields during their off season. YGSA does not have exclusive use of the fields. The agreement can be 4 years of renewal but it does have to go the city council annually.

Motion made by Larry Gambone, second by Scott Macmurdo to recommend the approval of a Facility Use Agreement with the Georgetown Youth Girls Softball Association.

Approved: 7 – 0

I Consideration and possible action to recommend the annual approval of the Ordinance establishing standards of care that exempts the after-school and summer

recreation programs from state licensing requirements. - Kimberly Garrett, Parks and Recreation Director and Robert Gaylor, Parks and Recreation Superintendent

Summary:

Chapter 42 of the Texas Human Resource Code is established to regulate certain facilities, homes, and agencies that provide child care services. The purpose of the standards of care established in this chapter is to protect children who participate in City of Georgetown after-school and summer recreation programs. The Department of Family and Protective Services (DFPS) is the agency tasked with enforcement of this law.

Subchapter C. Sec 42.041, (b), (14) exempts:

“Elementary-age (ages 5-13) recreation programs operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.”

This ordinance establishes the standards of care requirements set forth by Chapter 42 of the Texas Human Resource Code after a public hearing. The standards are intended to be minimum standards by which the Georgetown Parks and Recreation Department will operate its youth recreation programs. These programs are recreation in nature and are not child care programs.

The Georgetown Parks and Recreation Department previously developed similar department minimum standards for recreation programs. Therefore, the minimum standards set forth in Exhibit A will create no additional staffing or financial burden to the City. Additionally, it will not impact the effected recreation program fees.

This ordinance was first adopted in 2015. It expires one year after its effective date and must be submitted to City Council for re-adoption no later than April 1st of each year.

There have been no changes to the minimum standards of care since the last adoption in 2019.

Kimberly Garrett stated this is the 6th year. Since we run a day camp and programs that involve children; we have to be upfront and forthright to the parents that we don't run a daycare and we are going to maintain a certain level of staffing ratio. She stated there are no changes from last time at all. This has to go to city council annually. There are no changes from last year's document.

Motion made by Scott Macmurdo, second by Larry Gambone to recommend the annual approval of the Ordinance establishing standards of care that exempts the after-school and summer recreation programs from state licensing requirements.

Approved: 7 – 0

J Consideration and possible action to approve minutes from the January 9, 2020 meeting - Jill Kellum, Administrative Supervisor

Motion made by Danelle Houck, second by Larry Gambone to approve minutes from the January 9, 2020 meeting.

Approved: 7 – 0

Adjournment

Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair

Motion made by Katherine Kainer, second by Larry Gambone to adjourn the meeting.

Adjourned 7:18 pm

Danelle Houck, Board Chair

Katherine Kainer, Secretary

Jill Kellum, Board Liaison