



RECREATION AND PARKS BOARD MEETING

Wednesday, May 15, 2024 at 12:00 PM
City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

PUBLIC NOTICE OF MEETING

AGENDA

MEETING PROCEDURE

Public notice is hereby given that the Recreation and Parks Board of the City of Port Lavaca, Texas, will hold a regular meeting Wednesday, May 15, 2024 beginning at 12:00 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

[After publication, any information in a packet is subject to change during the meeting]

Join Zoom Meeting:

<https://us02web.zoom.us/j/81565387132?pwd=b0UvZW9SVWxsY1lPWjBwNnZDcTFLUT09>

Meeting ID: 815 6538 7132

Passcode: 166573

One Tap Mobile

+13462487799,,82182482989#,,,,*912619# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

ROLL CALL

CALL TO ORDER

COMMENTS FROM THE PUBLIC - *(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).*

1. General discussion and hear statements from citizens.

ACTION ITEMS - *Council will consider/discuss the following items and take any action deemed necessary*

- [2.](#) Approve minutes from the regular meeting held March 20, 2024.
- [3.](#) Approve minutes from the regular meeting held April 17, 2024.
- [4.](#) Receive Parks & Recreation Operations and Maintenance report from Director of Public Works.
- [5.](#) Receive Monthly Inspections Report from Public Works Department.
- [6.](#) Receive update on park assignments from park board members.
- [7.](#) Receive financial status report on the Parks Recreation Department.
- [8.](#) Discuss potential projects for the 2024-2025 Capital Improvement Plan (CIP).
- [9.](#) Discuss Request for Qualifications solicitation for a consultant to prepare a Parks Master Plan.
- [10.](#) Discuss location of new Restroom Facility at Wilson Park.
- [11.](#) Discuss Gate entry system at Lighthouse Beach Park.
- [12.](#) Discuss various sign projects at the Port Lavaca Parks.
- [13.](#) Discuss idea of a Port Lavaca Parks promotion campaign #We Love Port Lavaca Parks.

ADJOURNMENT

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a regular meeting of the Recreation and Parks Board of The City of Port Lavaca, scheduled for **Wednesday, May 15, 2024**, beginning at 6:30 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Friday, May 10, 2024**.

Lorena Perez-Diaz, *Assistant City Secretary*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

COMMUNICATION

SUBJECT: General discussion and hear statements from citizens.

INFORMATION:

COMMUNICATION

SUBJECT: Approve minutes from the regular meeting held March 20, 2024.

INFORMATION:



RECREATION AND PARKS BOARD MEETING

Wednesday, March 20, 2024 at 12:00 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

MINUTES

STATE OF TEXAS §
COUNTY OF CALHOUN §
CITY OF PORT LAVACA §

On this the 20th day of March, 2024, the Recreation and Parks Board of the City of Port Lavaca, Texas, convened in regular session at 12:00 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas with the following members in attendance:

ROLL CALL

Mac Sistrunk	Chairman
Olga Szela	Vice Chairwoman
Mary Lou Tharling	Board Member
William “Bill” Reagan	Board Member
Kevin Kuntschik	Board Member

And with the following absent:

Dina Smith	Board Member
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Constituting a quorum for the transaction of business, at which time the following business was transacted:

CALL TO ORDER

Chairman Mac Sistrunk called the meeting to order at 12:01 p.m. and presided.

COMMENTS FROM THE PUBLIC - (Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

1. General discussion and hear statements from citizens.

Chairman, Mac Sistrunk announced that the next Recreation and Parks Board Meeting would be Wednesday, April 17, 2024, at 12:00 p.m.

2. Approve minutes from the regular meeting held February 21, 2024.

Motion made by Vice Chairwoman Szela,

THAT, the Recreation and Parks Board hereby approve the minutes of the regular meeting held on February 21, 2024.

Second by Board Member Kuntschik.

Voting Yea: Chairman Sistrunk, Vice Chairwoman Szela, Board Member Reagan, Board Member Tharling, and Board Member Kuntschik

3. Receive Parks & Recreation Operations and Maintenance report from Director of Public Works.

Public Works Director, Wayne Shaffer, presented two flyers to the board. The first flyer was pertaining the Annual Beautification event for Friday, May 17, 2024 - Saturday, May 18, 2024. He explained that this event is an effort to keep the community clean. Citizens can get rid of household furniture, appliances, and tires that they no longer utilize. The second flyer he presented was for the Port Lavaca Public Works Show & Tell event. He stated this free event is aimed towards hands-on learning for kids of all ages and would be taking place at the Bayfront Peninsula.

Furthermore, Shaffer stated that the parks department has been doing regular maintenance at all of the parks. He added that the crew is continuing to work on parks signs throughout the parks. Shaffer ended by telling the board that the swimming pool slide would be installed within the next couple of weeks in time for the opening day of the pool.

4. Receive Monthly Inspections Report from Public Works Department.

The board reviewed and discussed the playground inspections report.

No additional comments were made.

5. Receive updates on park assignments from park board members.

Board Member Bill Reagan's Park assignments Wilson Park. Reagan stated that the park signs at Wilson Park look very good. He also stated that the coaches from the Little League inquired about the fields being maintained more often during baseball season. Board member Olga Szela asked if anyone had seen the graffiti on the skate park. She stated it was small but nevertheless it was there.

Vice Chairwoman Olga Szela's Park assignment is City Park. She stated that the park looks good overall. She stated it needed mowing and that there were some ant piles in the playground.

Board Member Kevin Kuntschik's Park assignments are Claret Crossing. He reported that the park overall looks good.

Chairman Sistrunk Park assignment is Bayfront Park, he stated looks very good. Sistrunk added that he drove by Faye Bauer Sterling Park and it also looked very good.

Board Member Mary Lou Tharling's Park assignment is George Adams. She stated the park looked very good. the trash had been picked up and the playground and everything looked good.

6. Receive financial status report on the Parks Recreation Department.

The financial status was reviewed and discussed.

7. Discuss and discuss current Lighthouse Beach rental rates and make any amendments necessary.

Interim City Manager, Jody Weaver, presented information with current and potential fee increases. She also explained that there would be a workshop session with City Council to further discuss these fees and later take action at a regular scheduled meeting.

Motion made by Board Member Kuntschik,

THAT, the Recreation and Parks Board hereby approves the initiative to increase rate fees at the Lighthouse Beach park for the hill sites, waterfront sites, and the tent sites as presented.

Second by Board Member Reagan.

Voting Yea: Chairman Sistrunk, Vice Chairwoman Szela, Board Member Reagan, Board Member Tharling, and Board Member Kuntschik

Further discussed was initiated and the board made the following motion.

Motion made by Board Member Kuntschik,

THAT, the Recreation and Parks Board hereby approve gated structure at Lighthouse Beach to reinstate admission fees to the park.

Second by Board Member Reagan.

Voting Yea: Chairman Sistrunk, Vice Chairwoman Szela, Board Member Reagan, Board Member Tharling, and Board Member Kuntschik

8. Receive survey results for Butterfly Park in Brookhollow Estates.

Interim City Manager, Jody Weaver, presented the survey results for Butterfly Park in Brookhollow Estates. The board discussed different ideas based on the survey results. The stronger idea was to remove the workout equipment and replace it with new playscape equipment to complement the current playscape equipment already there.

9. Receive information regarding GLO CEPR (Coastal Planning and Response Act) Grant for Lighthouse Beach.

Jody Weaver informed the board that the City of Port Lavaca was recently awarded a CEPR (Coastal Erosion Planning & Response Act) grant to perform a feasibility study to determine optimal solutions for the following at Lighthouse Beach and the adjacent wetlands to the southwest.

- Potential project types to evaluate during the feasibility study include shoreline nourishment to public beach to combat erosion, possibly revise groin structures to better retain sand on the beach/infilling of adjacent boat ramp, potentially dredge material from boat ramp to use and crate beach and/or marsh depending on the quality of material dredged.
- The main project goals are to nourish the recreational beach, protect and enhance the adjacent wetlands using living shoreline techniques and marsh creation, and modify the exiting coastal structures around the beach to retain sand on the beach.

On Thursday, January 4, Weaver stated she met with Abigail Richardson and Kevin Frenzel with the General Land Office to kick-off the CEPR grant the city received for the feasibility study for the shoreline protection projects at Lighthouse Beach.

She explained that the first step was to receive and execute the contract between the City of Port Lavaca and the State of Texas for this grant. Ms. Richardson is the GLO project manager for this grant and she will begin working on the contract language. The next step following would be to execute an engineering agreement with Mott McDonald for these projects. She informed the board that the total cost of the study is \$125,000. She said \$75,000 is CEPR funds and \$50,000 from the General Fund.

ADJOURN

Motion made by Vice Chairwoman Szela

Second by Board Member Tharling

Voting Yea: Chairman Sistrunk, Vice Chairwoman Szela, Board Member Reagan, and Board Member Tharling

Meeting adjourned at 1:20 P.M.

These minutes were approved on April 17, 2024

Mac Sistrunk, Chairman

ATTEST:

Lorena Perez-Diaz, Assistant City Secretary

COMMUNICATION

SUBJECT: Approve minutes from the regular meeting held April 17, 2024.

INFORMATION:



RECREATION AND PARKS BOARD MEETING

Wednesday, April 17, 2024 at 12:00 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

MINUTES

STATE OF TEXAS §
COUNTY OF CALHOUN §
CITY OF PORT LAVACA §

On this the 17th day of April, 2024, the Recreation and Parks Board of the City of Port Lavaca, Texas, convened in regular session at 12:00 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas with the following members in attendance:

ROLL CALL

Mac Sistrunk	Chairman
Mary Lou Tharling	Board Member
Kevin Kuntschik	Board Member

And with the following absent:

Olga Szela	Vice Chairwoman
William "Bill" Reagan	Board Member
Dina Smith	Board Member

Not Constituting in a quorum for the transaction of business, this meeting was cancelled:

These minutes were approved on May 15, 2024

Mac Sistrunk, Chairman

ATTEST:

Lorena Perez-Diaz, Assistant City Secretary

COMMUNICATION

SUBJECT: Receive Parks & Recreation Operations and Maintenance report from Director of Public Works.

INFORMATION:

COMMUNICATION

SUBJECT: Receive Monthly Inspections Report from Public Works Department.

INFORMATION:

Port Lavaca Playground Safety Checklist

(To be completed monthly)

Cito Park

Pavillion

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	/	☐	
Playground area is free of anthills/hazardous insects or toxic plants.	/	☐	
Playground area is free of holes and other tripping hazards.	/	☐	
Proper signage with rules, hours, and age-appropriate use is posted.	/	☐	
Playground area is properly fenced.	/	☐	
Self-latching gate works as designed.	/	☐	
Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	/	☐	
Surfacing material under and around equipment is adequate depth (6-12 inches).	/	☐	
Surfacing material is free of glass, debris, or other foreign objects.	/	☐	
Surfacing material is not compacting or deteriorating.	/	☐	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	/	☐	
Proper drainage prevents water from forming puddles.	/	☐	
Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	/	☐	
Equipment is free from sharp points, corners, or edges.	/	☐	
Protective caps or plugs are not missing or damaged.	/	☐	
Equipment is free of potential clothing entanglement hazards.	/	☐	
Equipment free of pinch and crush points or exposed moving parts.	/	☐	
Equipment is free of rust, rot, cracks, and splinters.	/	☐	
Equipment is free of entrapments.	/	☐	
Equipment is safely anchored.	/	☐	
Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	/	☐	
Swings are a safe distance from other playground equipment.	/	☐	
Swings are 24 inches apart.	/	☐	
Edges of seats are smooth and free from	/	☐	

Port Haven Playground Safety Checklist
(To be completed monthly)

City Park

Pavilions

Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Inspector name: James B. Carter

Signature: [Handwritten Signature]

Date: 4-10-24

Portland Area Playground Safety Checklist

(to be completed monthly)

City Park

Ashley Field

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Some around bolts/chairs
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Swings are 24 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playgrounds Safety Checklist

(To be completed monthly)

City Park

Ashley Field

Slides

Pass

Fail

Problem / Solution

Slides are free of obstructions and protrusions.

Equipped with platforms to facilitate access to the sitting position.

Platforms are equipped with guardrails or equivalent protective equipment.

Average incline is less than 30 degrees.

Exit regions are level.

Metal slides are shaded to prevent overheating.

Climbing Equipment

Pass

Fail

Problem / Solution

Hand grips are secured and do not rotate.

Rope or chain ladders are anchored at both ends.

Foot holds/rungs are in good condition and adequately spaced.

Seesaws

Pass

Fail

Problem / Solution

Seesaws are free of cracks, corrosion, and other obvious structural defects.

Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground. N/A

Fulcrums/pivot points are free of pinch or crush hazards.

Handholds are provided at each seating position.

Inspector name, signature, and completion date

Inspector name: James Costar

Signature: [Handwritten Signature]

Date: 4-10-24

Pennsylvania Playground Safety Checklist
 (To be completed monthly)

Wilson Park

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Some about screw heads</i>
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are 24 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Port Laticia Playground Safety Checklist

(to be completed monthly)

Wilson Park

Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Inspector name: James Corter

Signature: [Signature]

Date: 4-10-24

Port Lavaca Playground Safety Checklist
 (To be completed monthly)

Claret Crossing

General Inspection	Pass	Fail	Problem / Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem / Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem / Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem / Solution
Hardware and chains are in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are 24 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Pottsville Playground Safety Checklist

(to be completed monthly)

Slides	Pass	Fail	Problem/Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees:	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating:	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem/Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem/Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fulcrums/pivot points are free of pinch or crush hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: James B Carter

Date: 4-10-24

Signature: [Handwritten Signature]

Pott Baraga Playground Safety Checklist

(To be completed monthly)

George Adams

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surface rust on some screw mounts
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are 24 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Pottsville Playground Safety Checklist
(To be completed monthly)

George Adams

Slides	Pass	Fail	Problem/Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem/Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem/Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fulcrums/pivot points are free of pinch or crush hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: James Carter

Signature: J B Carter

Date: 4-10-24

Port Lavaca Playground Safety Checklist
 (To be completed monthly)

Bayfront Park

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	No Swings
Swings are 24 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playground Safety Checklist
(To be completed monthly)

Bayfront Park

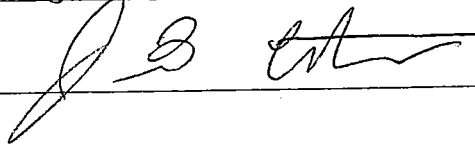
Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: James Carter

Signature: 

Date: 4-10-24

Port District Playground Safety Checklist

(To be completed monthly)

Lighthouse

Splashpad

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	one surface irregularity by climbing rings
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	No Swings
Swings are 24 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playground Safety Checklist

(to be completed monthly)

Lighthouse

Splash pad

Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: James Cartea Date: 4-10-24
 Signature: [Signature]

Port Davis Playground Safety Checklist

(To be completed annually)

Lighthouse

Milford White

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Swings are 24 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input type="checkbox"/>	<input type="checkbox"/>	

Pontchartraine Playground Safety Checklist
(To be completed monthly)

Lighthouse

Milford White

Slides	Pass	Fail	Problem/Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem/Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem/Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Inspector name: James Carter

Date: 4-10-24

Signature: [Handwritten Signature]

Point Loma Playground Safety Checklist

(To be completed monthly)

Bull Horn Fly

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Treated a few in the ^{park}
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Self-latching gate works as designed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Some surface rust.
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Swings are 24 inches apart.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playground Safety Checklist

(To be completed monthly)

Becky H

Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: James Carter

Signature: *[Signature]*

Date: 4-10-24

Port Lavaca Playground Safety Checklist

(To be completed monthly)

Lighthouse

Beach Playground.

General Inspection	Pass	Fail	Problem/Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of anthills/hazardous insects or toxic plants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is free of holes and other tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Proper signage with rules, hours, and age-appropriate use is posted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Playground area is properly fenced.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Self-latching gate works as designed.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>

Surfacing	Pass	Fail	Problem/Solution
Approved surfacing material is used (i.e. solid rubber, artificial grass or turf, play sand, pea gravel, wood chips, rubber mulch).	<input type="checkbox"/>	<input type="checkbox"/>	<i>Sand base</i>
Surfacing material under and around equipment is adequate depth (6-12 inches).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is free of glass, debris, or other foreign objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Surfacing material is not compacting or deteriorating.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rubber wear mats are used under high-traffic-use areas and covered by sufficient depth of surfacing material.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Soft sand</i>
Proper drainage prevents water from forming puddles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Equipment Hazards	Pass	Fail	Problem/Solution
Equipment is not damaged or vandalized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free from sharp points, corners, or edges.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Protective caps or plugs are not missing or damaged.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of potential clothing entanglement hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment free of pinch and crush points or exposed moving parts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of rust, rot, cracks, and splinters.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is free of entrapments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipment is safely anchored.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Swings	Pass	Fail	Problem/Solution
Hardware and chains are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Swings are 24 inches apart.	<input type="checkbox"/>	<input type="checkbox"/>	
Edges of seats are smooth and free from	<input type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

Lighthouse

Beach Playground

Slides	Pass	Fail	Problem / Solution
Slides are free of obstructions and protrusions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Equipped with platforms to facilitate access to the sitting position.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Platforms are equipped with guardrails or equivalent protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Average incline is less than 30 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input type="checkbox"/>	<input type="checkbox"/>	

Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition and adequately spaced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Seesaws	Pass	Fail	Problem / Solution
Seesaws are free of cracks, corrosion, and other obvious structural defects.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment is provided with spring centering devices or cushioning material to prevent abrupt contact with the ground.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Fulcrums/pivot points are free of pinch or crush hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
Handholds are provided at each seating position.	<input type="checkbox"/>	<input type="checkbox"/>	

Inspector name, signature, and completion date

Name: Blair Carter

Date: 4-10-24

Signature: [Handwritten Signature]

COMMUNICATION

SUBJECT: Receive update on park assignments from park board members.

INFORMATION:

COMMUNICATION

SUBJECT: Receive financial status report on the Parks Recreation Department.

INFORMATION:

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 FINANCIAL SUMMARY

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>								
USER & SERVICE CHARGES	230,000	230,000	0	17,903.37	100,264.59	0.00	129,735.41	43.59
OTHER REVENUE	4,500	4,500	0	2,998.94	22,401.47	0.00 (17,901.47)	497.81
GRANT AND CONTRIBUTION R	0	0	0	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUE	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	234,500	234,500	0	20,902.31	122,666.06	0.00	111,833.94	52.31
<u>EXPENDITURE SUMMARY</u>								
TECHNOLOGY SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
OPERATIONS	0	0	0	0.00	0.00	0.00	0.00	0.00
OPERATIONS	210,294	210,294	0	14,478.65	77,038.65	0.00	133,255.35	36.63
TOTAL EXPENDITURES	210,294	210,294	0	14,478.65	77,038.65	0.00	133,255.35	36.63
REVENUES OVER/(UNDER) EXPENDITURES	24,206	24,206	0	6,423.66	45,627.41	0.00 (21,421.41)	188.50

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 REVENUES

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
<u>USER & SERVICE CHARGES</u>								
433.01 BEACH FEES	0	0	0	0.00	0.00	0.00	0.00	0.00
433.10 R V RENTALS	230,000	230,000	0	16,829.37	96,264.59	0.00	133,735.41	41.85
433.30 PAVILLION RENTALS	0	0	0	1,010.00	2,826.00	0.00	(2,826.00)	0.00
433.50 TENT RENTALS	0	0	0	64.00	1,174.00	0.00	(1,174.00)	0.00
TOTAL USER & SERVICE CHARGES	230,000	230,000	0	17,903.37	100,264.59	0.00	129,735.41	43.59
<u>OTHER REVENUE</u>								
451.01 INTEREST INCOME	2,000	2,000	0	2,862.94	20,687.47	0.00	(18,687.47)	1,034.37
459.11 AUCTION PROCEEDS	0	0	0	0.00	0.00	0.00	0.00	0.00
459.12 TML REIMBURSEMENTS	0	0	0	0.00	0.00	0.00	0.00	0.00
459.71 WASHER-DRYER INCOME	2,500	2,500	0	136.00	1,714.00	0.00	786.00	68.56
459.90 MISCELLANEOUS	0	0	0	0.00	0.00	0.00	0.00	0.00
459.92 EQUITY BALANCE FORWARD	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER REVENUE	4,500	4,500	0	2,998.94	22,401.47	0.00	(17,901.47)	497.81
<u>GRANT AND CONTRIBUTION R</u>								
481.00 CAPITAL CONTRIBUTIONS	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANT AND CONTRIBUTION R	0	0	0	0.00	0.00	0.00	0.00	0.00
<u>INTERGOVERNMENTAL REVENUE</u>								
493.00.1 XFER IN - FUND 001	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REVENUE	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	234,500	234,500	0	20,902.31	122,666.06	0.00	111,833.94	52.31

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 TECHNOLOGY SERVICES
 DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
<u>SERVICES</u>								
50070536.503 CABLE & INTERNET	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
<hr/>								
TOTAL TECHNOLOGY SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 OPERATIONS
 DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
<u>PERSONNEL SERVICES</u>								
59800512.05 EMPLOYER SOCIAL SECURI	0	0	0	0.00	0.00	0.00	0.00	0.00
59800512.10 EMPLOYER - TMRS	0	0	0	0.00	0.00	0.00	0.00	0.00
59800512.40 SAFETY PAY	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
<u>SERVICES</u>								
59800532.06 HEALTH & FITNESS	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OPERATIONS	0	0	0	0.00	0.00	0.00	0.00	0.00

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 OPERATIONS
 DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
PERSONNEL SERVICES								
51000511.01 SALARIES & WAGES	41,418	41,418	0	2,584.17	18,834.47	0.00	22,583.53	45.47
51000511.06 SALARIES & WAGES-TEMP	0	0	0	0.00	0.00	0.00	0.00	0.00
51000511.07 SALARIES & WAGES-OVERT	5,000	5,000	0	74.46	754.30	0.00	4,245.70	15.09
51000512.05 EMPLOYER-SOCIAL SECURI	3,168	3,168	0	196.02	1,526.39	0.00	1,641.61	48.18
51000512.10 EMPLOYER-T.M.R.S.	2,634	2,634	0	173.61	1,289.93	0.00	1,344.07	48.97
51000512.20 GROUP H/D INS PREMIUMS	21,545	21,545	0	611.27	4,278.40	0.00	17,266.60	19.86
51000512.30 WORKER'S COMPENSATION	1,013	1,013	0	0.00	0.00	0.00	1,013.00	0.00
TOTAL PERSONNEL SERVICES	74,778	74,778	0	3,639.53	26,683.49	0.00	48,094.51	35.68
MATERIALS & SUPPLIES								
51000521.01 OFFICE	1,000	1,000	0	0.00	0.00	0.00	1,000.00	0.00
51000523.01 FOOD	0	0	0	0.00	0.00	0.00	0.00	0.00
51000523.03 CLEANING & JANITORIAL	500	500	0	0.00	93.14	0.00	406.86	18.63
51000524.19 COVID-19 EXPENDITURES	0	0	0	0.00	0.00	0.00	0.00	0.00
51000526.01 GENERAL SAFETY & TOOLS	250	250	0	0.00	122.34	0.00	127.66	48.94
51000528.03 NON-CAPITALIZED ASSETS	250	250	0	0.00	0.00	0.00	250.00	0.00
TOTAL MATERIALS & SUPPLIES	2,000	2,000	0	0.00	215.48	0.00	1,784.52	10.77
SERVICES								
51000532.01 AUDIT FEES	4,050	4,050	0	0.00	0.00	0.00	4,050.00	0.00
51000532.06 HEALTH & FITNESS	0	0	0	0.00	74.00	0.00	74.00	0.00
51000532.07 LEGAL - REGULAR	0	0	0	0.00	0.00	0.00	0.00	0.00
51000533.14 CONTRACTED SERVICES	1,500	1,500	0	0.00	0.00	0.00	1,500.00	0.00
51000534.90 LEASES & RENTALS	0	0	0	0.00	0.00	0.00	0.00	0.00
51000535.01 GENERAL LIABILITY INSU	5,259	5,259	0	0.00	5,312.87	0.00	53.87	101.02
51000535.10 WINDSTORM INS	8,500	8,500	0	0.00	0.00	0.00	8,500.00	0.00
51000536.01 ELECTRICITY	35,000	35,000	0	2,437.01	8,936.12	0.00	26,063.88	25.53
51000536.02 TELEPHONE	550	550	0	0.00	305.84	0.00	244.16	55.61
51000536.03 WATER	30,000	30,000	0	471.13	5,280.45	0.00	24,719.55	17.60
51000536.07 CABLE & INTERNET	0	0	0	0.00	0.00	0.00	0.00	0.00
51000536.503 CABLE & INTERNET	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SERVICES	84,859	84,859	0	2,908.14	19,761.28	0.00	65,097.72	23.29
MAINTENANCE								
51000541.02 LANDSCAPING	0	0	0	0.00	0.00	0.00	0.00	0.00
51000542.03 R & M- BUILDING	3,500	3,500	0	65.97	1,664.01	0.00	1,835.99	47.54
51000543.04 R & M- IMPROVEMENT OTB	10,000	10,000	0	4,829.66	8,541.52	0.00	1,458.48	85.42
51000544.50 R & M- FURNITURE & EQU	1,000	1,000	0	0.00	347.88	0.00	652.12	34.79
51000544.55 R & M- VEHICLES & TRAI	0	0	0	0.00	7.34	0.00	7.34	0.00
51000544.65 R & M- MACHINERY & EQU	1,000	1,000	0	0.00	757.59	0.00	242.41	75.76
TOTAL MAINTENANCE	15,500	15,500	0	4,895.63	11,318.34	0.00	4,181.66	73.02

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2024

Item #7.

503-BEACH OPERATING FUND
 OPERATIONS
 DEPARTMENTAL EXPENDITURES

	ORIGINAL BUDGET	AMENDED BUDGET	BUDGET ADJUSTMENT	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBRANCE	BUDEGT BALANCE	% OF BUDGET
<u>SUNDRY</u>								
51000553.01	XFER OUT- FD 001- ADM	6,157	6,157	0	513.08	3,591.56	0.00	2,565.44 58.33
51000553.04	XFER OUT- FD 218 PIER	0	0	0	0.00	0.00	0.00	0.00
51000553.17	XFER OUT- FD 162 DREDG	15,000	15,000	0	1,250.00	8,750.00	0.00	6,250.00 58.33
51000554.01	CASH OVER/SHORT	0	0	0	0.00	0.00	0.00	0.00
51000554.81	DEPRECIATION EXPENSE	0	0	0	0.00	0.00	0.00	0.00
51000554.83	LOSS ON DISPOSAL OF AS	0	0	0	0.00	0.00	0.00	0.00
51000554.90	MISCELLANEOUS	0	0	0	0.00	120.00	0.00 (120.00)	0.00
51000554.91	CREDIT CARD FEES	6,000	6,000	0	629.97	3,303.90	0.00	2,696.10 55.07
51000554.95	RV BOOKING FEES	6,000	6,000	0	642.30	3,294.60	0.00	2,705.40 54.91
	TOTAL SUNDRY	33,157	33,157	0	3,035.35	19,060.06	0.00	14,096.94 57.48
<u>CAPITAL EXPENDITURES</u>								
51000561.02	LAND & IMPROVEMENTS OT	0	0	0	0.00	0.00	0.00	0.00
51000562.03	CE- BUILDING & IMPROVE	0	0	0	0.00	0.00	0.00	0.00
51000563.05	CE- INFRASTRUCTURE	0	0	0	0.00	0.00	0.00	0.00
	TOTAL CAPITAL EXPENDITURES	0	0	0	0.00	0.00	0.00	0.00
<hr/>								
TOTAL OPERATIONS	210,294	210,294	0	14,478.65	77,038.65	0.00	133,255.35	36.63
<hr/>								
TOTAL EXPENDITURES	210,294	210,294	0	14,478.65	77,038.65	0.00	133,255.35	0.00
REVENUES OVER/(UNDER) EXPENDITURES	24,206	24,206	0	6,423.66	45,627.41	0.00 (21,421.41)	188.50

*** END OF REPORT ***

Item #7.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE

51000511.01	SALARIES & WAGES									
	B E G I N N I N G B A L A N C E									16,250.30
4/12/24	4/09	P06476	PYEXP		01596 BI-WEEKLY & SALARY PAYROLL				1,278.06	17,528.36
4/26/24	4/23	P06484	PYEXP		01599 BI-WEEKLY & SALARY PAYROLL				1,306.11	18,834.47
					APRIL ACTIVITY	DB:	2,584.17	CR:	0.00	2,584.17

51000511.07	SALARIES & WAGES-OVERTIME									
	B E G I N N I N G B A L A N C E									679.84
4/26/24	4/23	P06484	PYEXP		01599 BI-WEEKLY & SALARY PAYROLL				74.46	754.30
					APRIL ACTIVITY	DB:	74.46	CR:	0.00	74.46

51000512.05	EMPLOYER-SOCIAL SECURITY									
	B E G I N N I N G B A L A N C E									1,330.37
4/09/24	4/09	A39238	DFT: 000620		11231 FICA WITHHOLDING	100011			76.26	1,406.63
					INTERNAL REVENUE SERVICE	INV# T3 202404090615	/PO#			
4/09/24	4/09	A39238	DFT: 000620		11231 MEDICARE WITHHOLDING	100011			17.83	1,424.46
					INTERNAL REVENUE SERVICE	INV# T4 202404090615	/PO#			
4/23/24	4/23	A39544	DFT: 000627		11249 FICA WITHHOLDING	100011			82.61	1,507.07
					INTERNAL REVENUE SERVICE	INV# T3 202404230637	/PO#			
4/23/24	4/23	A39544	DFT: 000627		11249 MEDICARE WITHHOLDING	100011			19.32	1,526.39
					INTERNAL REVENUE SERVICE	INV# T4 202404230637	/PO#			
					APRIL ACTIVITY	DB:	196.02	CR:	0.00	196.02

51000512.10	EMPLOYER-T.M.R.S.									
	B E G I N N I N G B A L A N C E									1,116.32
4/12/24	5/03	A39916	DFT: 000644		11232 TMRS-RETIREMENT	100008			83.46	1,199.78
					TEXAS MUNICIPAL	INV# 110202404090615	/PO#			
4/26/24	5/03	A39917	DFT: 000644		11232 TMRS-RETIREMENT	100008			90.15	1,289.93
					TEXAS MUNICIPAL	INV# 110202404230637	/PO#			
					APRIL ACTIVITY	DB:	173.61	CR:	0.00	173.61

51000512.20	GROUP H/D INS PREMIUMS									
	B E G I N N I N G B A L A N C E									3,667.13
4/01/24	4/05	A39201	CHK: 065336		11204 COBRA ADMIN FEE	100419			0.53	3,667.66
					TML - IEBP	INV# PPORTLA12404	/PO#			

FUN00239 : 503-BEACH OPERATING FUND

PERIOD TO USE: Apr-2024 THRU Apr-2024

DEPT : 1000 OPERATIONS

SUPPRESS ZEROS

ACCOUNTS: ALL

Item #7.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
4/12/24	5/03	A39925	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			12.20	3,679.86
					TML - IEBP		INV# 1ED202404090615	/PO#		
4/12/24	5/03	A39927	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			293.17	3,973.03
					TML - IEBP		INV# 1EM202404090615	/PO#		
4/26/24	5/03	A39926	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			12.20	3,985.23
					TML - IEBP		INV# 1ED202404230637	/PO#		
4/26/24	5/03	A39928	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			293.17	4,278.40
					TML - IEBP		INV# 1EM202404230637	/PO#		
					APRIL ACTIVITY	DB:	611.27	CR: 0.00	611.27	

51000536.01	ELECTRICITY									
	B E G I N N I N G B A L A N C E									6,499.11
4/10/24	4/11	A39370	CHK: 065382	11230	ELECTRICITY SVCS MARCH 2	102645			2,437.01	8,936.12
					GEXA ENERGY, LP		INV# 33961002-4	/PO#		
					APRIL ACTIVITY	DB:	2,437.01	CR: 0.00	2,437.01	

51000536.03	WATER									
	B E G I N N I N G B A L A N C E									4,809.32
4/10/24	4/11	A39319	CHK: 065411	11230	WATER/ SEWER MARCH 2024	100335			471.13	5,280.45
					PORT LAVACA, CITY OF		INV# 03/2024	/PO#		
					APRIL ACTIVITY	DB:	471.13	CR: 0.00	471.13	

51000542.03	R & M- BUILDING									
	B E G I N N I N G B A L A N C E									1,598.04
4/24/24	4/25	A39727	CHK: 065446	11243	STEEL SHEET & KEY	101258			65.97	1,664.01
					ACE HARDWARE		INV# 186993	/PO#		
					APRIL ACTIVITY	DB:	65.97	CR: 0.00	65.97	

51000543.04	R & M- IMPROVEMENT OTB									
	B E G I N N I N G B A L A N C E									3,711.86
4/24/24	4/25	A39604	CHK: 065487	11243	SPLASH PAD UPGRADES	100253			4,588.82	8,300.68
					KRAFTSMAN, LP		INV# 40040	/PO#		
4/24/24	4/25	A39627	DFT: 000636	11243	HOOK	100461			14.90	8,315.58
					CAPITAL ONE		INV# 01870	/PO#		
4/24/24	4/25	A39696	CHK: 065446	11243	METAL SHEETS	101258			209.95	8,525.53
					ACE HARDWARE		INV# 186578	/PO#		
4/24/24	4/25	A39723	CHK: 065446	11243	ANT POISON	101258			15.99	8,541.52
					ACE HARDWARE		INV# 186930	/PO#		
					APRIL ACTIVITY	DB:	4,829.66	CR: 0.00	4,829.66	

SELECTION CRITERIA

Item #7.

FISCAL YEAR: Oct-2023 / Sep-2024
 FUND: Include: 503
 PERIOD TO USE: Apr-2024 THRU Apr-2024
 TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
 DEPARTMENT RANGE: 1000 THRU 1000
 ACTIVE FUNDS ONLY: NO
 ACTIVE ACCOUNT ONLY: NO
 INCLUDE RESTRICTED ACCOUNTS: NO
 DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES
 PRINT ENCUMBRANCES: NO
 PRINT VENDOR NAME: YES
 PRINT PROJECTS: NO
 PRINT JOURNAL ENTRY NOTES: NO
 PRINT MONTHLY TOTALS: YES
 PRINT GRAND TOTALS: NO
 PRINT: INVOICE/PO #
 PAGE BREAK BY: NONE

*** END OF REPORT ***

FUN00239 : 001-GENERAL FUND

PERIOD TO USE: Apr-2024 THRU Apr-2024

DEPT : 0501 PARKS & RECREATION

SUPPRESS ZEROS

ACCOUNTS: ALL

Item #7.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
4/01/24	4/05	A39202	CHK: 065336	11204	HEALTH INSURANCE	100419			0.07	38,905.15
				TML - IEBP		INV# PPORTLA12404-1	/PO#			
4/12/24	5/03	A39925	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			12.20	38,917.35
				TML - IEBP		INV# 1ED202404090615	/PO#			
4/12/24	5/03	A39927	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			293.17	39,210.52
				TML - IEBP		INV# 1EM202404090615	/PO#			
4/12/24	5/03	A39931	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			125.28	39,335.80
				TML - IEBP		INV# 1FD202404090615	/PO#			
4/12/24	5/03	A39933	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			1,695.74	41,031.54
				TML - IEBP		INV# 1FM202404090615	/PO#			
4/12/24	5/03	A39937	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			1,112.72	42,144.26
				TML - IEBP		INV# 1SM202404090615	/PO#			
4/26/24	5/03	A39926	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			12.20	42,156.46
				TML - IEBP		INV# 1ED202404230637	/PO#			
4/26/24	5/03	A39928	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			293.17	42,449.63
				TML - IEBP		INV# 1EM202404230637	/PO#			
4/26/24	5/03	A39932	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			125.28	42,574.91
				TML - IEBP		INV# 1FD202404230637	/PO#			
4/26/24	5/03	A39934	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			1,695.74	44,270.65
				TML - IEBP		INV# 1FM202404230637	/PO#			
4/26/24	5/03	A39938	CHK: 065545	11232	HEALTH/DENTAL INSURANCE	100419			1,112.72	45,383.37
				TML - IEBP		INV# 1SM202404230637	/PO#			
				=====	APRIL ACTIVITY	DB: 6,484.11	CR: 0.00		6,484.11	

50501523.03 CLEANING & JANITORIAL
 BEGINNING BALANCE 7,510.86

4/10/24	4/11	A39310	CHK: 065387	11230	GULF COAST PAPER COMPANY	100190			1,447.50	8,958.36
				GULF COAST PAPER COMPANY		INV# 2519328	/PO#			
4/24/24	4/25	A39676	CHK: 065446	11243	CLEANING SUPPLIES	101258			80.53	9,038.89
				ACE HARDWARE		INV# 186318	/PO#			
4/24/24	4/25	A39702	CHK: 065446	11243	TOOLS & CLEANING SUPPLIE	101258			74.51	9,113.40
				ACE HARDWARE		INV# 186686	/PO#			
4/24/24	4/25	A39754	DFT: 000629	11243	AMAZON - TRASH BAGS	102565			286.45	9,399.85
				CARD SERVICE CENTER		INV# 0305/032024	/PO#			
				=====	APRIL ACTIVITY	DB: 1,888.99	CR: 0.00		1,888.99	

50501524.01 UNIFORMS
 BEGINNING BALANCE 1,020.00

4/10/24	4/11	A39282	CHK: 065361	11230	UNIFORMS	100109			42.78	1,062.78
				CINTAS - R.U.S., LP		INV# 4186321590	/PO#			
4/10/24	4/11	A39287	CHK: 065361	11230	UNIFORMS	100109			42.78	1,105.56
				CINTAS - R.U.S., LP		INV# 4187042907	/PO#			
4/10/24	4/11	A39294	CHK: 065361	11230	UNIFORMS	100109			42.78	1,148.34
				CINTAS - R.U.S., LP		INV# 4187767565	/PO#			

Item #7.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
4/10/24	4/11	A39300	CHK: 065361	11230	UNIFORMS	100109			42.78	1,191.12
					CINTAS - R.U.S., LP	4188478378		/PO#		
4/24/24	4/25	A39588	CHK: 065463	11243	UNIFORMS	100109			42.78	1,233.90
					CINTAS - R.U.S., LP	4189202928		/PO#		
					APRIL ACTIVITY DB:	213.90	CR:	0.00	213.90	

50501525.01 FUEL
 BEGINNING BALANCE 3,653.85

4/10/24	4/11	A39360	CHK: 065379	11230	FUEL MARCH 2024/ QTRLY R 102490				641.98	4,295.83
					U.S. BANK NATIONAL ASSOCI	03/2024		/PO#		
4/10/24	4/11	A39360	CHK: 065379	11230	FUEL MARCH 2024/ QTRLY R 102490				30.60CR	4,265.23
					U.S. BANK NATIONAL ASSOCI	03/2024		/PO#		
					APRIL ACTIVITY DB:	641.98	CR:	30.60CR	611.38	

50501526.01 GENERAL SAFETY & TOOLS
 BEGINNING BALANCE 2,396.18

4/24/24	4/25	A39707	CHK: 065446	11243	GRINDING WHEELS	101258			41.31	2,437.49
					ACE HARDWARE	186748		/PO#		
4/24/24	4/25	A39711	CHK: 065446	11243	HAMMER BIT	101258			33.97	2,471.46
					ACE HARDWARE	186795		/PO#		
					APRIL ACTIVITY DB:	75.28	CR:	0.00	75.28	

50501531.01 TRAVEL & TRAINING
 BEGINNING BALANCE 0.00

4/24/24	4/25	A39754	DFT: 000629	11243	TDA LICENSE - R.BARRAZA	102565			76.94	76.94
					CARD SERVICE CENTER	0305/032024		/PO#		
4/24/24	4/25	A39754	DFT: 000629	11243	TDA LICENSE - C.JUSTICE	102565			76.94	153.88
					CARD SERVICE CENTER	0305/032024		/PO#		
					APRIL ACTIVITY DB:	153.88	CR:	0.00	153.88	

50501533.14 CONTRACTED SERVICES
 BEGINNING BALANCE 41,927.50

4/10/24	4/11	A39264	CHK: 065409	11238	MOWING STREETS/PARKS	103938			2,562.50	44,490.00
					WARD, PAUL KEVIN	INV# INV0313		/PO# 24-00009		
4/10/24	4/11	A39261	CHK: 065398	11238	MOWING	102016			4,891.73	49,381.73
					MARVELOUS GARDENS INC.	INV# 12925		/PO# 24-00011		
4/10/24	4/11	A39262	CHK: 065398	11238	MOWING	102016			1,536.75	50,918.48
					MARVELOUS GARDENS INC.	INV# 12926		/PO# 24-00011		
					APRIL ACTIVITY DB:	8,990.98	CR:	0.00	8,990.98	

Item #7.

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/PO/JE # NOTE =====AMOUNT===== BALANCE

50501536.01 ELECTRICITY
 BEGINNING BALANCE 17,264.45

4/10/24 4/11 A39370 CHK: 065382 11230 ELECTRICITY SVCS MARCH 2 102645 4,395.25 21,659.70
 GEXA ENERGY, LP INV# 33961002-4 /PO#
 APRIL ACTIVITY DB: 4,395.25 CR: 0.00 4,395.25

50501536.03 WATER
 BEGINNING BALANCE 7,048.34

4/10/24 4/11 A39319 CHK: 065411 11230 WATER/ SEWER MARCH 2024 100335 786.81 7,835.15
 PORT LAVACA, CITY OF INV# 03/2024 /PO#
 APRIL ACTIVITY DB: 786.81 CR: 0.00 786.81

50501542.03 R & M- BUILDING
 BEGINNING BALANCE 9,432.86

4/10/24 4/11 A39344 CHK: 065362 11230 TRIM 102035 40.00 9,472.86
 COASTAL NAIL & TOOL LLC INV# 2403-15061 /PO#
 4/10/24 4/11 A39345 CHK: 065362 11230 MASONARY ANCHORS 102035 35.68 9,508.54
 COASTAL NAIL & TOOL LLC INV# 2403-152919 /PO#
 4/10/24 4/11 A39346 CHK: 065362 11230 TRIM & SAW BLADES 102035 312.72 9,821.26
 COASTAL NAIL & TOOL LLC INV# 2403-152991 /PO#
 4/10/24 4/11 A39347 CHK: 065362 11230 TRIM 102035 40.00 9,861.26
 COASTAL NAIL & TOOL LLC INV# 2403-153056 /PO#
 4/24/24 4/25 A39669 CHK: 065446 11243 KNIFE & SUPPLIES 101258 66.31 9,927.57
 ACE HARDWARE INV# 186202 /PO#
 4/24/24 4/25 A39670 CHK: 065446 11243 THIN-SET & SUPPLIES 101258 55.15 9,982.72
 ACE HARDWARE INV# 186208 /PO#
 4/24/24 4/25 A39706 CHK: 065446 11243 SAW BLADES 101258 49.98 10,032.70
 ACE HARDWARE INV# 186745 /PO#
 4/24/24 4/25 A39713 CHK: 065446 11243 DEAD BOLTS & DOOR HANDLE 101258 189.94 10,222.64
 ACE HARDWARE INV# 186827 /PO#
 4/24/24 4/25 A39721 CHK: 065446 11243 DOOR STOP & KEY 101258 21.94 10,244.58
 ACE HARDWARE INV# 186908 /PO#
 APRIL ACTIVITY DB: 811.72 CR: 0.00 811.72

50501543.04 R & M IMPROVEMENT OTB
 BEGINNING BALANCE 16,288.98

4/24/24 4/25 A39564 CHK: 065487 11253 SPLASH PAD REPAIR 100253 5,310.00 21,598.98
 KRAFTSMAN, LP INV# 40039 /PO# 24-00072

Item #7.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
4/24/24	4/25	A39595	CHK: 065474	11243	BOLTS	100163			1.82	21,600.80
					FASTENAL COMPANY		INV# TXPOT267904	/PO#		
4/24/24	4/25	A39662	CHK: 065446	11243	SUPPLIES	101258			230.88	21,831.68
					ACE HARDWARE		INV# 186123	/PO#		
4/24/24	4/25	A39668	CHK: 065446	11243	SPRAY PAINT & SUPPLIES	101258			78.54	21,910.22
					ACE HARDWARE		INV# 186201	/PO#		
4/24/24	4/25	A39684	CHK: 065446	11243	PRIMER & CONCRETE	101258			52.96	21,963.18
					ACE HARDWARE		INV# 186364	/PO#		
4/24/24	4/25	A39686	CHK: 065446	11243	FUEL & ANT POISON	101258			90.95	22,054.13
					ACE HARDWARE		INV# 186439	/PO#		
4/24/24	4/25	A39690	CHK: 065446	11243	SAW, BLADES & HARDWARE	101258			78.11	22,132.24
					ACE HARDWARE		INV# 186515	/PO#		
4/24/24	4/25	A39709	CHK: 065446	11243	LUMBER	101258			45.96	22,178.20
					ACE HARDWARE		INV# 186759	/PO#		
4/24/24	4/25	A39712	CHK: 065446	11243	SCREWS & CAULKING	101258			49.96	22,228.16
					ACE HARDWARE		INV# 186812	/PO#		
4/24/24	4/25	A39716	CHK: 065446	11243	GRINDING WHEEL & CAULKIN	101258			51.48	22,279.64
					ACE HARDWARE		INV# 186869	/PO#		
4/24/24	4/25	A39717	CHK: 065446	11243	CLEANING SUPPLIES	101258			213.06	22,492.70
					ACE HARDWARE		INV# 186870	/PO#		
4/24/24	4/25	A39720	CHK: 065446	11243	PAINT STRIPPER & BRUSH	101258			49.97	22,542.67
					ACE HARDWARE		INV# 186901	/PO#		
4/24/24	4/25	A39722	CHK: 065446	11243	PAINT STRIPPER	101258			35.98	22,578.65
					ACE HARDWARE		INV# 186928	/PO#		
4/24/24	4/25	A39772	CHK: 065507	11243	LIGHT BULBS	102750			27.98	22,606.63
					POWER HARDWARE, LLC		INV# B73027	/PO#		
					APRIL ACTIVITY DB:	6,317.65	CR:	0.00	6,317.65	

50501543.10

SWIMMING POOL OPERATIONS

BEGINNING BALANCE

6,714.92

4/10/24	4/11	A39319	CHK: 065411	11230	WATER/ SEWER MARCH 2024	100335			234.28	6,949.20
					PORT LAVACA, CITY OF		INV# 03/2024	/PO#		
4/24/24	4/25	A39622	CHK: 065530	11243	POOL SUPPLIES	100455			817.75	7,766.95
					VICTORIA POOL SERVICE & S		INV# 557294	/PO#		
4/24/24	4/25	A39623	CHK: 065530	11243	POOL SUPPLIES	100455			41.76	7,808.71
					VICTORIA POOL SERVICE & S		INV# 557300	/PO#		
4/24/24	4/25	A39638	DFT: 000635	11243	UTILITY MAT	100537			74.99	7,883.70
					TSC STORES		INV# 522535	/PO#		
4/24/24	4/25	A39664	CHK: 065446	11243	SPRAY PAINT & HARDWARE	101258			58.47	7,942.17
					ACE HARDWARE		INV# 186180	/PO#		
4/24/24	4/25	A39672	CHK: 065446	11243	THIN-SET & SUPPLIES	101258			99.32	8,041.49
					ACE HARDWARE		INV# 186264	/PO#		
4/24/24	4/25	A39680	CHK: 065446	11243	ROLLERS & ANCHORS	101258			29.94	8,071.43
					ACE HARDWARE		INV# 186340	/PO#		
					APRIL ACTIVITY DB:	1,356.51	CR:	0.00	1,356.51	

SELECTION CRITERIA

Item #7.

FISCAL YEAR: Oct-2023 / Sep-2024
 FUND: Include: 001
 PERIOD TO USE: Apr-2024 THRU Apr-2024
 TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
 DEPARTMENT RANGE: 0501 THRU 0501
 ACTIVE FUNDS ONLY: NO
 ACTIVE ACCOUNT ONLY: NO
 INCLUDE RESTRICTED ACCOUNTS: NO
 DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES
 PRINT ENCUMBRANCES: NO
 PRINT VENDOR NAME: YES
 PRINT PROJECTS: NO
 PRINT JOURNAL ENTRY NOTES: NO
 PRINT MONTHLY TOTALS: YES
 PRINT GRAND TOTALS: NO
 PRINT: INVOICE/PO #
 PAGE BREAK BY: NONE

*** END OF REPORT ***

COMMUNICATION

SUBJECT: Discuss potential projects for the 2024-2025 Capital Improvement Plan (CIP).

INFORMATION:

COMMUNICATION

SUBJECT: Discuss Request for Qualifications solicitation for a consultant to prepare a Parks Master Plan

INFORMATION:

PARKS BOARD MEETING: May 15, 2024

DATE: 05.14.2024

TO: PARKS BOARD

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: RFQ FOR PARKS & RECREATION MASTER PLAN

Background: In order to be eligible to apply for certain grant opportunities, the City must have a Parks and Recreation Master plan that is less than 5 years old. Recently I completed a Request for Qualifications (RFQ) document for Professional Planning Services to prepare a Parks and Recreation Master Plan. This RFQ was advertised in the Port Lavaca Wave on May 8 and May 15 and the Statements of Qualifications are due on May 28, 2024 at 5:00 pm.

I'm asking the Parks Board to appoint 2 to 3 members to join myself and Wayne Shaffer as part of a scoring/selection committee to review the submitted Statements of Qualifications and make a recommendation to Council for selection in time for the June 10 Council meeting. The selection committee members will be asked to pick up copies of the SOQ's from City Hall on Thursday the 30th and then on their own review the SOQ's and complete the score sheets and return them to me the following Monday, so I can get a memo prepared for the Council packet.

Attached:

- Request for Qualifications (RFQ) Advertisement
- RFQ document – Professional Planning for Parks & Recreation Master Plan

CITY OF PORT LAVACA
REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL PLANNING SERVICES
for
PARKS AND RECREATION MASTER PLAN
RFQ 2024 05.08

The City of Port Lavaca, Texas is seeking to enter into a professional services agreement with a highly qualified planning consultant, urban designer, and/or a multi-disciplinary firm or teams to prepare a Parks and Recreation Master Plan.

The City will receive Statements of Qualifications from interested firms until **5:00 pm, Tuesday, May 28, 2024**, at the location stated below. Submittals received after this deadline will not be considered. The complete submittal, consisting of **1 original, 3 bound copies (4 total) and a USB drive with a PDF of the Statement of Qualifications**, must be delivered to City Hall in a sealed package, clearly marked on the outside **RFQ 2024-05.08** and addressed to:

City of Port Lavaca
Attn: Interim City Manager
RFQ 2024-05.08 – PARKS AND RECREATION MASTER PLAN
202 N. Virginia Street
Port Lavaca, Texas 77979

To receive a copy of this Request for Qualifications (RFQ) or for information concerning this RFQ, including specific requirements and evaluation criteria, please visit <https://portlavaca.org/city-departments/finance-department/bids-and-rfps/> or contact Jody Weaver, the Interim City Manager, at 361-827-3601 or jweaver@portlavaca.org. The CITY OF PORT LAVACA reserves the right to negotiate with any or all firms submitting qualifications, as per the Texas Professional Services Procurement Act. Small and Minority businesses, Women's business enterprises, and labor surplus area firms are encouraged to submit qualifications. The CITY OF PORT LAVACA is an equal opportunity employer without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency.

CITY OF PORT LAVACA

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL PLANNING SERVICES**

for

PARKS AND RECREATION MASTER PLAN

RFQ 2024 05.08

I. STATEMENT OF PURPOSE AND WORK TO BE PERFORMED

The City of Port Lavaca, Texas is seeking to enter into a professional services agreement with a highly qualified planning consultant, urban designer, and/or multi-disciplinary firms or teams to conduct and assist in the preparation of a Parks and Recreation Master Plan. The ideal consultant will have extensive experience with Texas Parks & Wildlife funding requirements as well as other State and Federal grant programs.

The selected consultant will conduct an in-depth review of the City's relevant planning documents (2016 Comprehensive Plan and updates, 2023 Downtown Waterfront Master Plan, Sidewalk Masterplan, existing park concept plans) to inform the development of a new comprehensive Parks & Recreation Master Plan that reflects the needs of today and the future.

The purpose of this Request is to receive proposals from highly qualified and innovative planning individuals and consultant teams who are interested in developing this new comprehensive Master Parks and Recreation Plan. The plan generated from this RFQ will incorporate the latest best management practices (BMP's) for resilience, coastal, economic development and park planning – providing a grounded and actionable plan which reflects the desired vision for the parks and recreation program in Port Lavaca as determined by citizens, appointed and elected officials, and other stakeholders through community participation.

The following outlines this request for proposals.

1. Scope of Work. The consultant will take the lead role in all public forums, workshops, meetings and hearings. City staff will provide a supporting role during this process. It is expected that the consultant will utilize a variety of methods to gather input from stakeholders in the community, including but not limited to, town hall meetings, public hearings, open houses, and through social media. The consultant will furnish all required labor, materials, supplies and travel required in connection with the project.

The plan shall incorporate:

- An evaluation of existing park lands and amenities
- Major Park requirements and locations
- Neighborhood park requirements and standards that meet community needs and guide planning
- Cost projections of recommendations with funding alternatives
- Community needs assessment based on recreational trend analysis and stakeholder engagement

- Park Development Guidelines
- Implementation strategies

2. Deliverables

Deliverables to be included with the Comprehensive Master Plan are expected to be, but not limited to the items below. Other areas of emphasis may be identified during the Plan Update process.

Documents/files:

- Ten (10) bound hardcopy final documents submission
- One (1) electronic submission, consisting of all Plan elements in pdf format
- All editable files in Word
- All pictures and graphics in a separate file in 300 dpi minimum
- All spreadsheets with calculations
- All relevant GIS data and digital map documents used in the creation of maps and other supporting documentation in the Plan Update shall be provided to the City at the end of the project such that all maps and planning data can be recreated/reproduced.

Engagement:

- Facilitation aids for public outreach and citizen participation
- The consultant shall provide a demand-based assessment which identifies what the community wants and what they are willing to support.
- Information gathering sessions with various City Boards and Commissions
- At least one public workshop with periodic updates for the public throughout the development of the Master Plan
- Introduction and conclusion presentations to both the Parks Board and to City Council.

II STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL FORMAT

Submittals should be organized in a clear and concise manner. The format should be as follows:

- Cover Letter - Provide an introductory letter serving as an Executive Summary on firm letterhead indicating the name of the firm, contact person, address, phone, email, and a complete statement regarding the understanding of the project, the team composition and strengths of the firm/team as it relates to this project. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
- Personnel Qualifications – Project team organization chart, names, and resumes of key personnel/team members. Please identify individual roles and responsibilities on the team. The project manager shall be clearly identified. If different consultants will be teaming together or if any portion of the scope of work will be subcontracted, indicate the lead Consultant.
- References – Provide names and contact information (phone and email) for three (3) individuals who can speak to the firm's past performance on similar projects.

- Relevant Experience – A description of the firm's relevant experience and capabilities, with description of at least five (5) comparable projects.
 - o Identify key personnel who participated in each project and describe their roles.
 - o Provide a reference for each of the projects described. References should be current.
- Approach and Scope – Provide a written description of your firm's intended approach to the project that demonstrates an understanding of the scope of services, including how the Consultant will complete project milestones, meetings, and deliverables. **Please feel free to add recommendations for additional scope items that may not be listed herein, but you believe would greatly benefit the City in these planning efforts.**
- Work Samples - List and provide in electronic format only (either a webpage link to the document or other electronic format) three (3) examples of master park plans or other applicable writing samples recently completed by the firm or team members.
- Timeframe - Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the Master Park Plan Update, based on an estimated consultant selection date of mid July 2024.
- Provide any other supporting information you feel may help us further evaluate firm qualifications and fit for completing the Master Park Plan Update.

III SELECTION CRITERIA

Responding planning and consultant firms will be considered by the City of Port Lavaca and a selection will be made at the discretion of the City Council. The firms will be evaluated and ranked on the basis of the following criteria.

	<u>Maximum Points</u>
Project Team’s Capabilities to Accomplish Work	30 points
Project Team’s Organization and Experience	40 points
Project Approach and Proposal Content	<u>30 points</u>
Total	100 Points

The City of Port Lavaca is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, age, religion, national origin, persons with disabilities, or limited English proficiency. Small, minority, and women-owned business enterprises are encouraged to submit statements of qualifications.

IV SOQ DELIVERABLES AND DEADLINE

SOQ’S shall be prepared simply and economically, providing a straightforward, concise description of the respondent’s ability to meet the requirements of the RFQ. One (1) original and Three (3) hard copies and one digital PDF on a thumb drive of the SOQ are required. The SOQ must be signed by a person having authority to bond the firm in a contract.

The SOQ must clearly indicate “City of Port Lavaca – RFQ 2024-05.08 – PARKS AND RECREATION MASTER PLAN.”

Compliance with HB 1295:

Prior to entering into an agreement, the successful respondent shall be required to complete Form 1295 in accordance with Texas HB 1295. The required form is completed online at www.ethics.state.tx.us/file.

Due Date and Contact:

Submittals must be received by Tuesday, May 28, 2024 at 5:00 pm CST. No late submissions will be evaluated.

Submittals shall be delivered to:

City of Port Lavaca
Attn: City Manager – RFQ 2024-05.08
202 N. Virginia Street
Port Lavaca, Texas 77979
361-552-9793 ext. 222

Requests for additional information regarding this Request for Qualifications shall be addressed to Interim City Manager Jody Weaver jweaver@portlavaca.org 361-827-3601.

Award Timeline:

It is anticipated that a recommendation for selection to negotiate at Professional Services Contract for this work would be made at the Council meeting on June 10, 2024. It is hoped that a contract could be negotiated and ready for Council award at the Council meeting on July 8, 2024. For contractual responsibilities required under this solicitation, the City of Port Lavaca will use the standard contract for professional services provider by the firm or consultant selected, as may be amended by the City Attorney.

Available Online resources:

The following are available online resources that may be helpful to the respondent in preparing the SOQ submittal for this RFQ.

- City of Port Lavaca Comprehensive Plan, 5-year Plan Review, Port Lavaca Sidewalk Plan <https://portlavaca.org/city-departments/city-manager/comprehensive-plan/>
- City of Port Lavaca Downtown Waterfront Master Plan <https://cleargov.com/texas/calhoun/city/port-lavaca/dashboards/935/community-development>
- City of Port Lavaca Parks & Recreation Department webpage with Googlemap of Public Parks, and Parks Board meetings and agendas <https://portlavaca.org/city-departments/parks/>
- Videos of City of Port Lavaca Parks Board, City Council and meetings of other boards and commissions. <https://www.youtube.com/@cityofportlavaca/videos>

CITY OF PORT LAVACA
REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL PLANNING SERVICES
for
PARKS AND RECREATION MASTER PLAN
RFQ 2024 05.08

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City of Port Lavaca
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COMMUNICATION

SUBJECT: Discuss location of new Restroom Facility at Wilson Park

INFORMATION:

COMMUNICATION

SUBJECT: Discuss Gate entry system at Lighthouse Beach Park

INFORMATION:

COMMUNICATION

SUBJECT: Discuss various sign projects at the Port Lavaca Parks

INFORMATION:

CITY OF PORT LAVACA

PARKS BOARD MEETING: May 15, 2024

DATE: 05.14.2024

TO: PARKS BOARD

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: Various sign projects underway

1) BAYFRONT PARK – Walk/Bike Path

- We are working on a map sign depicting the 0.97 mi walk path and the 0.45 mi Shared Use Path at Bayfront Park with an accompanying sign along the shared use path to provide Shared Use Path Etiquette tips.
- I'm estimating 4 of the map signs and 2 etiquette signs.
- Drafts of these are attached for your review and input

2) BAYFRONT PARK – La Belle Playscape

- We are working on a sign that will be placed near the LaBelle Playscape that provides some basic historical information about the LaBelle shipwreck with a QR code to link to the THC website on the LaBelle

3) CITY PARK:

- We are working on a sign that will be positioned just below the Welcome to City of Port Lavaca sign at the corner of Half League and SH 35 which will say "United Way Born Learning Trail"
- We are working on a sign to thank the Lester family and honor the memory of Ken Lester, Sr., former City Public Works Director, councilman and mayor, for their generous donation towards the Story-telling Station on the Born Learning Trail.
- Jody is working with the United Way and Rotary to construct a child-size stage and Music Park in City Park and is working on applicable signage to thank donors.

4) LIGHTHOUSE BEACH:

- We are working with Formosa Plastics to install a sign at the entrance of the Formosa Wetlands Walkway which depicts a wetlands scene and says "Formosa Wetlands Walkway". The sign posts will be similar to those educational signs that are currently seen along the Bayfront Park Shared Use Path.



CITY OF
PORT LAVACA

- 0.97 MI WALK PATH
- 0.45 MI SHARED USE BIKE PATH

VETERANS
MEMORIAL



WETLANDS

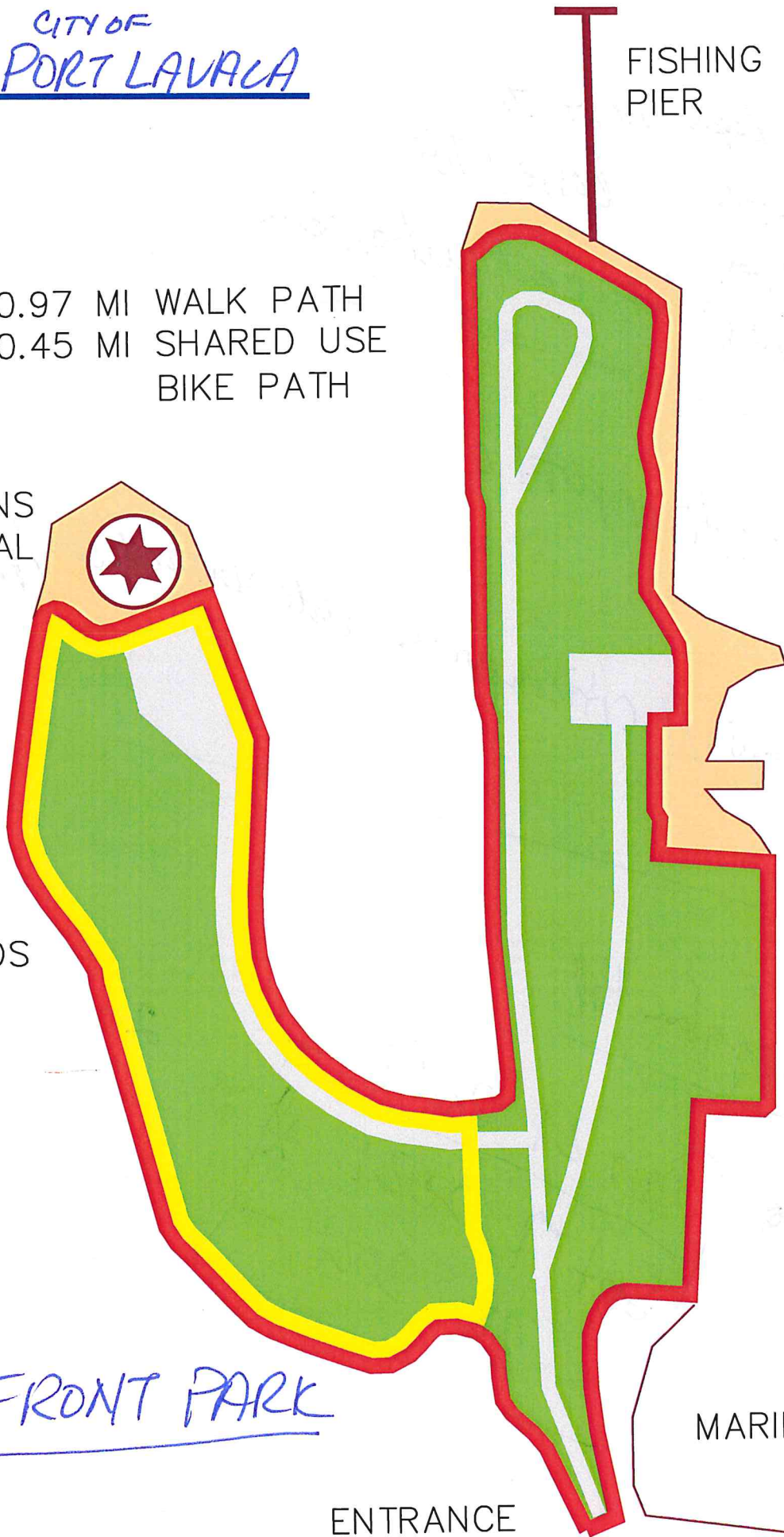
FISHING
PIER

BOAT
RAMP

BAYFRONT PARK

MARINA

ENTRANCE



SHARED USE PATH ETIQUETTE

- Respect the rights of others. Respond to encounters on the path in the safest and most courteous way possible and acknowledge that everyone is out to enjoy the path in their own way.
- Walk, Run, Roll, or Ride - Stay to the Right side of the path and allow ample room for faster users to pass.
- Keep your dog on a short lease. Don't allow the dog to lurch toward other walkers or bicyclists.
- If you need to stop, move completely off the path.
- Yield when entering and crossing paths.
- Always look ahead and behind you before changing position on the path.
- Give audible warning when passing others. Try to avoid startling the people you are passing.

URL code to <https://cyclingsavvy.org/2020/05/shared-use-paths-part-1-etiquette/>

COMMUNICATION

SUBJECT: Discuss idea of a Port Lavaca Parks promotion campaign #We Love Port Lavaca Parks

INFORMATION:

PARKS BOARD MEETING: December 20, 2023

DATE: 12.15.2023

TO: PARKS BOARD

FROM: JODY WEAVER, INTERIM CITY MANAGER

SUBJECT: “We Love Port Lavaca Parks” Campaign (LPLP)

Background:

As you recall in December we discussed establishing a “WE LOVE PORT LAVACA PARKS” campaign and the 1st step was to establish a Parks Donation Fund. This fund has been established and Council’s resolution is attached. ds in it that have been earmarked for the following:

- \$5,000 toward a shade structure and a thank you sign honoring former public works director, councilman and mayor Ken Lester, Sr. for the “Story-Telling station” in the Born Learning Trail at City Park
- \$5,000 from Jody’s 65th Birthday Wish to help fund a music and theatre park area along the Born Learning Trail.

I would like the Parks Board to consider the establishment of an ongoing “We Love Port Lavaca Parks” campaign to support our City Parks by providing an easy way for people (local citizens and visitors), who especially enjoy the parks and have an interest in seeing new amenities, signage, etc. added, to contribute financially to a fund specific for parks improvements.

We are envisioning signs at the parks that would read something like ... *This park is provided for the enjoyment of those that live, work, play or visit Port Lavaca. There is no fee to use the park, but if you have particularly enjoyed your visit and want to help us bring more improvements to our parks, please consider a contribution to our “We Love Port Lavaca Parks” fund.* A QR code would be scanned in or a text number provided where small (or large) donations can be accepted.

To do this requires us to establish a bank account specifically dedicated to these donated funds.

We presented the concept to the City Council at the December meeting and the consensus was that they thought it was a great idea, but wanted a written policy on how the funds would be spent before setting up the bank account.

A few things for consideration as we envision this proposed campaign are:

- 1) For reference, this is what the City Charter says about Recreation and Parks:

There shall be established a department of recreation and parks. This department shall be responsible for the creation, maintenance and improvement of public parks and beaches and various facilities therein.

The Council is to allocate each year in the budget an amount of not less than five (.05) cents* the total valuation of property within the City for the exclusive use by this department for the purposes outlined above.

The Council may establish by ordinance a Recreation and Parks Board, which in addition to any duties set forth in the ordinance creating such board, shall review and provide recommendations on the budget for the Department of Recreation and Parks each year at the regular budget time for the City, and in no case may the annual expenditures be in excess of the amount budgeted and approved in the regular City budget.

**

FY2023-24: Taxable ad valorem values = \$655,865,622; $\$655,865,622/100 \times \$0.5 = \$327,933$
PARKS & REC BUDGET FOR FY 2023-24 = \$1,064,950 including \$350,000 of Capital improvements – OK!

Texas Local Government Code:

Sec. 332.006. GRANTS. A municipality or county may accept a grant, a lease, a loan or devise of real estate, a gift or bequest of money, either principal or income, or any other personal property for temporary or permanent use for the establishment, operation, or support of public recreation facilities and programs.

In general terms, it is hoped that donations to this fund would help in providing more shade structures, benches, picnic tables, special features, trees, irrigation and landscaping, recreation, special parks events, etc. The fund would not be used for maintenance activities that would be funded in the Parks General Fund Budget.

More specifically, I’m thinking:

Eligible use of donated funds:

- Capital improvements of public parks
- Landscaping, irrigation and maintenance of landscaping*
- Purchase, planting, and irrigation of trees
- Picnic tables, benches, shade structures, specialty park amenities
- Educational and wayfinding signage in parks
- Seasonal decorations in the Parks
- Recreation programs in the Parks
- Special Park events

Donated funds shall NOT be used for

- Repairs and Maintenance except for landscaping or to repair/maintain capital improvements which are purchased solely with donated funds*.
- Salaries & Benefits
- Normal operating expenses
- Utilities
- Advertising

** There was discussion at the Council meeting that the funds should not be used for ANY maintenance activities, but I think we might consider proposing that maintenance of landscaping and other capital improvements that are funded with these special funds be an eligible use of the fund.*

In order to get the bank account set up and start a campaign to receive cash donations, we need establish a policy for use of the funds donated to this account, but to establish a more comprehensive policy for this ongoing campaign, we should also consider establishing a policy regarding Donation Acceptance. Below is a link to a sample policy I found on the internet. <https://publiccounsel.org/wp-content/uploads/2021/12/Sample-Gift-Acceptance-Policy.pdf>

If the Board would like to establish a committee to help draft a comprehensive Donation policy, staff would welcome the input and assistance.

Recommendation:

Staff recommends that Council establish a bank account for exclusive use of receiving funds donated for our City Parks and adopt a policy which establishes eligible and ineligible activities for use of these funds as outlined.