



RECREATION AND PARKS BOARD MEETING

Wednesday, June 19, 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, June 19, 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/85204428900?pwd=MjdM1scu7j3xuHoI1tcJbe0C1gbrGo.1>

Meeting ID: 852 0442 8900

Passcode: 946864

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 cancelled April 17, 2024.
- [4.](#) Approve minutes from the regular meeting cancelled May 15, 2024.
- [5.](#) Receive Parks & Recreation Operations and Maintenance report from Director of Public Works.
- [6.](#) Receive Monthly Inspections Report from Public Works Department.
- [7.](#) Receive update on park assignments from park board members.
- [8.](#) Receive financial status report on the Parks Recreation Department.
- [9.](#) Discuss potential projects for the 2024-2025 Capital Improvement Plan (CIP).
- [10.](#) Discuss Request for Qualifications solicitation for a consultant to prepare a Parks Master Plan.
- [11.](#) Discuss location of new Restroom Facility at Wilson Park.
- [12.](#) Discuss Gate entry system at Lighthouse Beach Park.

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, June 19, 2024**, beginning at 12:00 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Friday, June 14, 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 June 19, 2024

Mac Sistrunk, Chairman

ATTEST:

Lorena Perez-Diaz, Assistant City Secretary

COMMUNICATION

SUBJECT: Approve minutes from the regular meeting cancelled 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 June 19, 2024

Mac Sistrunk, Chairman

ATTEST:

Lorena Perez-Diaz, Assistant City Secretary

COMMUNICATION

SUBJECT: Approve minutes from the regular meeting cancelled May 15, 2024.

INFORMATION:



RECREATION AND PARKS BOARD MEETING

Wednesday, May 15, 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 15th day of May, 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 June 19, 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:

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: MAY 31ST, 2024

Item #8.

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	0.00	100,264.59	0.00	129,735.41	43.59
OTHER REVENUE	4,500	4,500	0	2,507.82	24,909.29	0.00	(20,409.29)	553.54
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	2,507.82	125,173.88	0.00	109,326.12	53.38
<u>EXPENDITURE SUMMARY</u>								
TECHNOLOGY SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
OPERATIONS	210,294	210,294	0	13,481.82	91,263.35	0.00	119,030.65	43.40
TOTAL EXPENDITURES	210,294	210,294	0	13,481.82	91,263.35	0.00	119,030.65	43.40
REVENUES OVER/ (UNDER) EXPENDITURES	24,206	24,206	0	(10,974.00)	33,910.53	0.00	(9,704.53)	140.09

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

Item #8.

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	230,000	230,000	0	0.00	96,264.59	0.00	133,735.41	41.85
R V RENTALS								
433.30	0	0	0	0.00	2,826.00	0.00	(2,826.00)	0.00
PAVILLION RENTALS								
433.50	0	0	0	0.00	1,174.00	0.00	(1,174.00)	0.00
TENT RENTALS								
TOTAL USER & SERVICE CHARGES	230,000	230,000	0	0.00	100,264.59	0.00	129,735.41	43.59
<u>OTHER REVENUE</u>								
451.01	2,000	2,000	0	2,507.82	23,195.29	0.00	(21,195.29)	1,159.76
INTEREST INCOME								
459.11	0	0	0	0.00	0.00	0.00	0.00	0.00
AUCTION PROCEEDS								
459.12	0	0	0	0.00	0.00	0.00	0.00	0.00
TML REIMBURSEMENTS								
459.71	2,500	2,500	0	0.00	1,714.00	0.00	786.00	68.56
WASHER-DRYER INCOME								
459.90	0	0	0	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS								
459.92	0	0	0	0.00	0.00	0.00	0.00	0.00
EQUITY BALANCE FORWARD								
TOTAL OTHER REVENUE	4,500	4,500	0	2,507.82	24,909.29	0.00	(20,409.29)	553.54
<u>GRANT AND CONTRIBUTION R</u>								
481.00	0	0	0	0.00	0.00	0.00	0.00	0.00
CAPITAL CONTRIBUTIONS								
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	0	0	0	0.00	0.00	0.00	0.00	0.00
XFER IN - FUND 001								
TOTAL INTERGOVERNMENTAL REVENUE	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	234,500	234,500	0	2,507.82	125,173.88	0.00	109,326.12	53.38

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

Item #8.

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: MAY 31ST, 2024

Item #8.

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	2,259.81	21,094.28	0.00	20,323.72	50.93
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	53.55	807.85	0.00	4,192.15	16.16
51000512.05 EMPLOYER-SOCIAL SECURI	3,168	3,168	0	169.61	1,696.00	0.00	1,472.00	53.54
51000512.10 EMPLOYER-T.M.R.S.	2,634	2,634	0	151.06	1,440.99	0.00	1,193.01	54.71
51000512.20 GROUP H/D INS PREMIUMS	21,545	21,545	0	611.78	4,890.18	0.00	16,654.82	22.70
51000512.30 WORKER'S COMPENSATION	1,013	1,013	0	0.00	742.88	0.00	270.12	73.33
TOTAL PERSONNEL SERVICES	74,778	74,778	0	3,245.81	30,672.18	0.00	44,105.82	41.02
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	17.43	139.77	0.00	110.23	55.91
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	17.43	232.91	0.00	1,767.09	11.65
SERVICES								
51000532.01 AUDIT FEES	4,050	4,050	0	1,500.00	1,500.00	0.00	2,550.00	37.04
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	2,732.08	11,668.20	0.00	23,331.80	33.34
51000536.02 TELEPHONE	550	550	0	100.09	405.93	0.00	144.07	73.81
51000536.03 WATER	30,000	30,000	0	423.37	5,703.82	0.00	24,296.18	19.01
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	4,755.54	24,516.82	0.00	60,342.18	28.89
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	9.96	1,673.97	0.00	1,826.03	47.83
51000543.04 R & M- IMPROVEMENT OTB	10,000	10,000	0	2,817.08	11,358.60	0.00	1,358.60	113.59
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	2,827.04	14,145.38	0.00	1,354.62	91.26

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: MAY 31ST, 2024

Item #8.

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
SUNDRY								
51000553.01	XFER OUT- FD 001- ADM	6,157	6,157	0	513.08	4,104.64	0.00	2,052.36 66.67
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	10,000.00	0.00	5,000.00 66.67
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	572.92	3,876.82	0.00	2,123.18 64.61
51000554.95	RV BOOKING FEES	6,000	6,000	0	300.00	3,594.60	0.00	2,405.40 59.91
TOTAL SUNDRY		33,157	33,157	0	2,636.00	21,696.06	0.00	11,460.94 65.43
CAPITAL EXPENDITURES								
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
TOTAL OPERATIONS	210,294	210,294	0	13,481.82	91,263.35	0.00	119,030.65	43.40
TOTAL EXPENDITURES	210,294	210,294	0	13,481.82	91,263.35	0.00	119,030.65	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	24,206	24,206	0 (10,974.00)	33,910.53	0.00 (9,704.53)	140.09

*** END OF REPORT ***

Item #8.

51000511.01		SALARIES & WAGES							
		B E G I N N I N G B A L A N C E							18,834.47
5/10/24	5/07	P06487	PYEXP	01600	BI-WEEKLY & SALARY PAYROLL			1,360.00	20,194.47
5/24/24	5/22	P06494	PYEXP	01603	BI-WEEKLY & SALARY PAYROLL			899.81	21,094.28
		=====		MAY ACTIVITY	DB: 2,259.81	CR: 0.00		2,259.81	

51000511.07		SALARIES & WAGES-OVERTIME							
		B E G I N N I N G B A L A N C E							754.30
5/10/24	5/07	P06487	PYEXP	01600	BI-WEEKLY & SALARY PAYROLL			53.55	807.85
		=====		MAY ACTIVITY	DB: 53.55	CR: 0.00		53.55	

51000512.05		EMPLOYER-SOCIAL SECURITY							
		B E G I N N I N G B A L A N C E							1,526.39
5/07/24	5/07	A39975	DFT: 000645	11258	FICA WITHHOLDING	100011		84.66	1,611.05
				INTERNAL REVENUE SERVICE	INV# T3 202405070647	/PO#			
5/07/24	5/07	A39975	DFT: 000645	11258	MEDICARE WITHHOLDING	100011		19.80	1,630.85
				INTERNAL REVENUE SERVICE	INV# T4 202405070647	/PO#			
5/22/24	5/22	A40337	DFT: 000657	11269	FICA WITHHOLDING	100011		52.80	1,683.65
				INTERNAL REVENUE SERVICE	INV# T3 202405220666	/PO#			
5/22/24	5/22	A40337	DFT: 000657	11269	MEDICARE WITHHOLDING	100011		12.35	1,696.00
				INTERNAL REVENUE SERVICE	INV# T4 202405220666	/PO#			
		=====		MAY ACTIVITY	DB: 169.61	CR: 0.00		169.61	

51000512.10		EMPLOYER-T.M.R.S.							
		B E G I N N I N G B A L A N C E							1,289.93
5/10/24	6/05	A40781	DFT: 000670	11259	TMRS-RETIREMENT	100008		92.30	1,382.23
				TEXAS MUNICIPAL	INV# 110202405070647	/PO#			
5/24/24	6/05	A40784	DFT: 000670	11259	TMRS-RETIREMENT	100008		58.76	1,440.99
				TEXAS MUNICIPAL	INV# 110202405220666	/PO#			
		=====		MAY ACTIVITY	DB: 151.06	CR: 0.00		151.06	

51000512.20		GROUP H/D INS PREMIUMS							
		B E G I N N I N G B A L A N C E							4,278.40
5/01/24	5/03	A39939	CHK: 065545	11232	COBRA ADMIN FEE	100419		0.51	4,278.91
				TML - IEBP	INV# PPORTLA12405	/PO#			

FUND : 503-BEACH OPERATING FUND

PERIOD TO USE: May-2024 THRU May-2024

DEPT : 1000 OPERATIONS

SUPPRESS ZEROS

ACCOUNTS: ALL

Item #8.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
5/10/24	6/05	A40792	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			12.20	4,291.11
					TML - IEBP		INV# 1ED202405070647	/PO#		
5/10/24	6/05	A40794	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			293.17	4,584.28
					TML - IEBP		INV# 1EM202405070647	/PO#		
5/20/24	6/05	A40806	CHK: 065785	11259	COBRA ADMIN FEE	100419			0.53	4,584.81
					TML - IEBP		INV# PPORTLAL2406	/PO#		
5/24/24	6/05	A40793	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			12.20	4,597.01
					TML - IEBP		INV# 1ED202405220666	/PO#		
5/24/24	6/05	A40795	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			293.17	4,890.18
					TML - IEBP		INV# 1EM202405220666	/PO#		
					MAY ACTIVITY	DB:	611.78	CR:	0.00	611.78

51000526.01 GENERAL SAFETY & TOOLS
B E G I N N I N G B A L A N C E 122.34

5/22/24	5/23	A40477	CHK: 065663	11262	DUCT TAPE	101258			6.59	128.93
					ACE HARDWARE		INV# 187297	/PO#		
5/22/24	5/23	A40512	CHK: 065663	11262	HARDWARE	101258			1.25	130.18
					ACE HARDWARE		INV# 187733	/PO#		
5/22/24	5/23	A40531	CHK: 065663	11262	SPRAY PAINT	101258			9.59	139.77
					ACE HARDWARE		INV# 187865	/PO#		
					MAY ACTIVITY	DB:	17.43	CR:	0.00	17.43

51000532.01 AUDIT FEES
B E G I N N I N G B A L A N C E 0.00

5/08/24	5/09	A40161	CHK: 065625	11256	AUDIT FEES	104228			1,500.00	1,500.00
					PATTILLO, BROWN & HILL, L		INV# 482030	/PO#		
					MAY ACTIVITY	DB:	1,500.00	CR:	0.00	1,500.00

51000536.01 ELECTRICITY
B E G I N N I N G B A L A N C E 8,936.12

5/22/24	5/23	A40576	CHK: 065704	11262	ELECTRICITY SVCS APRIL 2	102645			2,732.08	11,668.20
					GEXA ENERGY, LP		INV# 34001579-4	/PO#		
					MAY ACTIVITY	DB:	2,732.08	CR:	0.00	2,732.08

51000536.02 TELEPHONE
B E G I N N I N G B A L A N C E 305.84

5/08/24	5/09	A40115	CHK: 065592	11256	PHONE CHARGES APRIL 2024	102882			49.15	354.99
					FRONTIER SOUTHWEST INC		INV# 18830907065/042024/PO#			

FUND : 503-BEACH OPERATING FUND

PERIOD TO USE: May-2024 THRU May-2024

DEPT : 1000 OPERATIONS

SUPPRESS ZEROS

ACCOUNTS: ALL

Item #8.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
5/22/24	5/23	A40583	CHK: 065700		11262 PHONE CHARGES MAY 2024	102882			50.94	405.93
					FRONTIER SOUTHWEST INC		INV# 18830907065/052024/PO#			
					MAY ACTIVITY	DB:	100.09	CR:	0.00	100.09

51000536.03 WATER
 BEGINNING BALANCE 5,280.45

5/08/24	5/09	A40018	CHK: 065628		11256 WATER/SEWER APRIL 2024	100335			423.37	5,703.82
					PORT LAVACA, CITY OF		INV# 04/2024	/PO#		
					MAY ACTIVITY	DB:	423.37	CR:	0.00	423.37

51000542.03 R & M- BUILDING
 BEGINNING BALANCE 1,664.01

5/22/24	5/23	A40425	DFT: 000661		11262 SHOWER CURTAIN ROD	100461			9.96	1,673.97
					CAPITAL ONE		INV# 01728	/PO#		
					MAY ACTIVITY	DB:	9.96	CR:	0.00	9.96

51000543.04 R & M- IMPROVEMENT OTB
 BEGINNING BALANCE 8,541.52

5/08/24	5/09	A40085	CHK: 065576		11256 LUMBER	102035			2,399.90	10,941.42
					COASTAL NAIL & TOOL LLC		INV# 2404-153723	/PO#		
5/22/24	5/23	A40431	DFT: 000661		11262 PAINT	100461			17.94	10,959.36
					CAPITAL ONE		INV# 637773893	/PO#		
5/22/24	5/23	A40432	DFT: 000661		11262 PAINT	100461			17.94	10,977.30
					CAPITAL ONE		INV# 637779503	/PO#		
5/22/24	5/23	A40494	CHK: 065663		11262 SPRAY PAINT	101258			9.59	10,986.89
					ACE HARDWARE		INV# 187506	/PO#		
5/22/24	5/23	A40498	CHK: 065663		11262 SPRAY PAINT	101258			9.59	10,996.48
					ACE HARDWARE		INV# 187513	/PO#		
5/22/24	5/23	A40521	CHK: 065663		11262 TAPE	101258			6.59	11,003.07
					ACE HARDWARE		INV# 187787	/PO#		
5/22/24	5/23	A40548	CHK: 065685		11262 SCREWS	102035			297.23	11,300.30
					COASTAL NAIL & TOOL LLC		INV# 240-154047	/PO#		
5/29/24	5/30	A40755	DFT: 000664		11279 AMAZON - SAFETY CONES	102565			58.30	11,358.60
					CARD SERVICE CENTER		INV# 0305/042024	/PO#		
					MAY ACTIVITY	DB:	2,817.08	CR:	0.00	2,817.08

51000553.01 XFER OUT- FD 001- ADMIN CHG
 BEGINNING BALANCE 3,591.56

6-18-2024 8:12 AM

DETAIL LISTING

PAGE: 4

FUND : 503-BEACH OPERATING FUND

PERIOD TO USE: May-2024 THRU May-2024

DEPT : 1000 OPERATIONS

SUPPRESS ZEROS

ACCOUNTS: ALL

Item #8.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
5/31/24	6/04	B48336			20817 ADMINISTRATIVE FEES		JE# 028771		513.08	4,104.64
					MAY ACTIVITY DB:				513.08	

		51000553.17			XFER OUT- FD 162 DREDGING					
					BEGINNING BALANCE					8,750.00
5/13/24	6/04	B48337			20817 DREDGING		JE# 028772		1,250.00	10,000.00
					MAY ACTIVITY DB:	1,250.00	CR:	0.00	1,250.00	

		51000554.91			CREDIT CARD FEES					
					BEGINNING BALANCE					3,303.90
5/03/24	5/03	B48170	E.F.T. 000000		20759 CARDCONNECT - APRIL 2024		JE# 028683		572.92	3,876.82
					MAY ACTIVITY DB:	572.92	CR:	0.00	572.92	

		51000554.95			RV BOOKING FEES					
					BEGINNING BALANCE					3,294.60
5/22/24	5/23	A40595	CHK: 065674		11262 ONLINE RESERVATION FEE 103882				300.00	3,594.60
					CAMPSPOT INV# 35707		/PO#			
					MAY ACTIVITY DB:	300.00	CR:	0.00	300.00	

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **	---	DEBITS	---	CREDITS	---
BEGINNING BALANCES:		77,855.53		74.00CR	
REPORTED ACTIVITY:		13,481.82		0.00	
ENDING BALANCES:		91,337.35		74.00CR	
TOTAL FUND ENDING BALANCE:		91,263.35			

SELECTION CRITERIA

Item #8.

FISCAL YEAR: Oct-2023 / Sep-2024
 FUND: Include: 503
 PERIOD TO USE: May-2024 THRU May-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 ***

Item #8.

50501511.01		SALARIES & WAGES							
		B E G I N N I N G		B A L A N C E					
								125,369.22	
5/10/24	5/07	P06487	PYEXP	01600	BI-WEEKLY & SALARY PAYROLL			8,518.79	133,888.01
5/24/24	5/22	P06494	PYEXP	01603	BI-WEEKLY & SALARY PAYROLL			8,628.26	142,516.27
		=====		MAY ACTIVITY	DB: 17,147.05	CR: 0.00		17,147.05	

50501511.07		SALARIES & WAGES-OVERTIME							
		B E G I N N I N G		B A L A N C E					
								12,988.14	
5/10/24	5/07	P06487	PYEXP	01600	BI-WEEKLY & SALARY PAYROLL			917.24	13,905.38
5/24/24	5/22	P06494	PYEXP	01603	BI-WEEKLY & SALARY PAYROLL			891.07	14,796.45
		=====		MAY ACTIVITY	DB: 1,808.31	CR: 0.00		1,808.31	

50501512.05		EMPLOYER-SOCIAL SECURITY							
		B E G I N N I N G		B A L A N C E					
								10,170.13	
5/07/24	5/07	A39975	DFT: 000645	11258	FICA WITHHOLDING	100011		539.10	10,709.23
				INTERNAL REVENUE SERVICE	INV# T3 202405070647	/PO#			
5/07/24	5/07	A39975	DFT: 000645	11258	MEDICARE WITHHOLDING	100011		126.07	10,835.30
				INTERNAL REVENUE SERVICE	INV# T4 202405070647	/PO#			
5/22/24	5/22	A40337	DFT: 000657	11269	FICA WITHHOLDING	100011		544.26	11,379.56
				INTERNAL REVENUE SERVICE	INV# T3 202405220666	/PO#			
5/22/24	5/22	A40337	DFT: 000657	11269	MEDICARE WITHHOLDING	100011		127.28	11,506.84
		=====		INTERNAL REVENUE SERVICE	INV# T4 202405220666	/PO#			
				MAY ACTIVITY	DB: 1,336.71	CR: 0.00		1,336.71	

50501512.10		EMPLOYER-T.M.R.S.							
		B E G I N N I N G		B A L A N C E					
								8,964.57	
5/10/24	6/05	A40781	DFT: 000670	11259	TMRS-RETIREMENT	100008		616.17	9,580.74
				TEXAS MUNICIPAL	INV# 110202405070647	/PO#			
5/24/24	6/05	A40784	DFT: 000670	11259	TMRS-RETIREMENT	100008		621.62	10,202.36
				TEXAS MUNICIPAL	INV# 110202405220666	/PO#			
		=====		MAY ACTIVITY	DB: 1,237.79	CR: 0.00		1,237.79	

50501512.20		GROUP H/D INS PREMIUMS							
		B E G I N N I N G		B A L A N C E					
								45,383.37	
5/01/24	5/03	A39922	CHK: 065545	11232	HEALTH INSURANCE	100419		0.07	45,383.44
				TML - IEBP	INV# PPORTLA12405	/PO#			

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE	Item #8.
5/01/24	5/03	A39939	CHK: 065545	11232	COBRA ADMIN FEE	100419			5.64	45,389.08	
					TML - IEBP		INV# PPORTLA12405	/PO#			
5/10/24	6/05	A40792	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			12.20	45,401.28	
					TML - IEBP		INV# 1ED202405070647	/PO#			
5/10/24	6/05	A40794	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			293.17	45,694.45	
					TML - IEBP		INV# 1EM202405070647	/PO#			
5/10/24	6/05	A40798	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			125.28	45,819.73	
					TML - IEBP		INV# 1FD202405070647	/PO#			
5/10/24	6/05	A40800	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			1,695.74	47,515.47	
					TML - IEBP		INV# 1FM202405070647	/PO#			
5/10/24	6/05	A40804	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			1,112.72	48,628.19	
					TML - IEBP		INV# 1SM202405070647	/PO#			
5/20/24	6/05	A40789	CHK: 065785	11259	HEALTH INSURANCE	100419			0.07	48,628.26	
					TML - IEBP		INV# PPORTLA12406	/PO#			
5/20/24	6/05	A40806	CHK: 065785	11259	COBRA ADMIN FEE	100419			5.82	48,634.08	
					TML - IEBP		INV# PPORTLA12406	/PO#			
5/24/24	6/05	A40793	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			12.20	48,646.28	
					TML - IEBP		INV# 1ED202405220666	/PO#			
5/24/24	6/05	A40795	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			293.17	48,939.45	
					TML - IEBP		INV# 1EM202405220666	/PO#			
5/24/24	6/05	A40799	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			125.28	49,064.73	
					TML - IEBP		INV# 1FD202405220666	/PO#			
5/24/24	6/05	A40801	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			1,695.74	50,760.47	
					TML - IEBP		INV# 1FM202405220666	/PO#			
5/24/24	6/05	A40805	CHK: 065785	11259	HEALTH/DENTAL INSURANCE	100419			1,112.72	51,873.19	
					TML - IEBP		INV# 1SM202405220666	/PO#			
					=====	MAY ACTIVITY	DB: 6,489.82	CR: 0.00	6,489.82		

50501523.03 CLEANING & JANITORIAL
 B E G I N N I N G B A L A N C E 9,399.85

5/08/24	5/09	A40009	CHK: 065599	11256	CLEANING SUPPLIES	100190			1,162.40	10,562.25	
					GULF COAST PAPER COMPANY		INV# 2524732	/PO#			
5/22/24	5/23	A40394	CHK: 065707	11262	CLEANING SUPPLIES	100190			1,428.74	11,990.99	
					GULF COAST PAPER COMPANY		INV# 2532576	/PO#			
5/22/24	5/23	A40503	CHK: 065663	11262	PLUNGER & CAUTION TAPE	101258			8.99	11,999.98	
					ACE HARDWARE		INV# 187572	/PO#			
					=====	MAY ACTIVITY	DB: 2,600.13	CR: 0.00	2,600.13		

50501524.01 UNIFORMS
 B E G I N N I N G B A L A N C E 1,233.90

5/08/24	5/09	A40002	CHK: 065571	11256	UNIFORMS	100109			42.78	1,276.68	
					CINTAS - R.U.S., LP		INV# 4189924825	/PO#			
5/22/24	5/23	A40376	CHK: 065680	11262	UNIFORMS	100109			42.78	1,319.46	
					CINTAS - R.U.S., LP		INV# 4190641590	/PO#			

FUND : 001-GENERAL FUND

DEPT : 0501 PARKS & RECREATION

SUPPRESS ZEROS

ACCOUNTS: ALL

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE	Item #8.
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5/22/24	5/23	A40381	CHK: 065680		11262 UNIFORMS		100109		43.96	1,363.42	
					CINTAS - R.U.S., LP		INV# 4191355029	/PO#			
					MAY ACTIVITY	DB:	129.52	CR:	0.00	129.52	

50501525.01 FUEL
 BEGINNING BALANCE 4,265.23

5/08/24	5/09	A40097	CHK: 065593		11256 FUEL APRIL 2024		102490		567.01	4,832.24	
					U.S. BANK NATIONAL ASSOCI		INV# 04/2024	/PO#			
					MAY ACTIVITY	DB:	567.01	CR:	0.00	567.01	

50501526.01 GENERAL SAFETY & TOOLS
 BEGINNING BALANCE 2,471.46

5/22/24	5/23	A40451	CHK: 065663		11262 CHALK POWDER & LINE REEL		101258		11.78	2,483.24	
					ACE HARDWARE		INV# 187037	/PO#			
5/22/24	5/23	A40453	CHK: 065663		11262 POST DRIVER & SUPPLIES		101258		125.81	2,609.05	
					ACE HARDWARE		INV# 187042	/PO#			
5/22/24	5/23	A40461	CHK: 065663		11262 INSECT SPRAY		101258		18.78	2,627.83	
					ACE HARDWARE		INV# 187105	/PO#			
5/22/24	5/23	A40473	CHK: 065663		11262 EXTENSION CORD		101258		28.99	2,656.82	
					ACE HARDWARE		INV# 187247	/PO#			
5/22/24	5/23	A40474	CHK: 065663		11262 DRILL BIT & SUPPLIES		101258		43.99	2,700.81	
					ACE HARDWARE		INV# 187282	/PO#			
5/22/24	5/23	A40503	CHK: 065663		11262 PLUNGER & CAUTION TAPE		101258		13.99	2,714.80	
					ACE HARDWARE		INV# 187572	/PO#			
5/22/24	5/23	A40533	CHK: 065663		11262 HOSE & SHUTOFF VALVE		101258		93.98	2,808.78	
					ACE HARDWARE		INV# 187897	/PO#			
					MAY ACTIVITY	DB:	337.32	CR:	0.00	337.32	

50501533.14 CONTRACTED SERVICES
 BEGINNING BALANCE 50,918.48

5/08/24	5/09	A40209	CHK: 065611		11261 MOWING		102016		4,415.00	55,333.48	
					MARVELOUS GARDENS INC.		INV# 13101	/PO# 24-00011			
5/22/24	5/28	A40749	CHK: 065767		11275 MOWING		102016		4,415.00	59,748.48	
					MARVELOUS GARDENS INC.		INV# 13403	/PO# 24-00011			
					MAY ACTIVITY	DB:	8,830.00	CR:	0.00	8,830.00	

50501536.01 ELECTRICITY
 BEGINNING BALANCE 21,659.70

FUND : 001-GENERAL FUND

PERIOD TO USE: May-2024 THRU May-2024

DEPT : 0501 PARKS & RECREATION

SUPPRESS ZEROS

ACCOUNTS: ALL

POST DATE TRAN # REFERENCE PACKET=====DESCRIPTION===== VEND INV/PO/JE # NOTE =====AMOUNT===== ==BALANC Item #8.

5/22/24 5/23 A40576 CHK: 065704 11262 ELECTRICITY SVCS APRIL 2 102645 4,837.70 26,497.40
GEXA ENERGY, LP INV# 34001579-4 /PO#
MAY ACTIVITY DB: 4,837.70 CR: 0.00 4,837.70

50501536.02 TELEPHONE
B E G I N N I N G B A L A N C E 994.27

5/08/24 5/09 A40082 CHK: 065652 11256 CELL PHONE CHARGES 102014 198.83 1,193.10
VERIZON WIRELESS INV# 9961820967 /PO#
MAY ACTIVITY DB: 198.83 CR: 0.00 198.83

50501536.03 WATER
B E G I N N I N G B A L A N C E 7,835.15

5/08/24 5/09 A40018 CHK: 065628 11256 WATER/SEWER APRIL 2024 100335 837.55 8,672.70
PORT LAVACA, CITY OF INV# 04/2024 /PO#
MAY ACTIVITY DB: 837.55 CR: 0.00 837.55

50501542.03 R & M- BUILDING
B E G I N N I N G B A L A N C E 10,244.58

5/22/24 5/23 A40467 CHK: 065663 11262 WATER REPAIR PARTS 101258 16.56 10,261.14
ACE HARDWARE INV# 187161 /PO#
5/22/24 5/23 A40484 CHK: 065663 11262 DEADBOLT & KNOB 101258 79.99 10,341.13
ACE HARDWARE INV# 187426 /PO#
MAY ACTIVITY DB: 96.55 CR: 0.00 96.55

50501543.04 R & M IMPROVEMENT OTB
B E G I N N I N G B A L A N C E 22,606.63

5/08/24 5/09 A40152 CHK: 065596 11256 PLEXI GLASS 103800 583.00 23,189.63
GRACE FLOORING AND GLASS INV# 3703 /PO#
5/22/24 5/23 A40464 CHK: 065663 11262 KEYS & KEY RINGS 101258 6.08 23,195.71
ACE HARDWARE INV# 187145 /PO#
5/22/24 5/23 A40474 CHK: 065663 11262 DRILL BIT & SUPPLIES 101258 42.86 23,238.57
ACE HARDWARE INV# 187282 /PO#
5/22/24 5/23 A40485 CHK: 065663 11262 LIGHTS & SUPPLIES 101258 53.95 23,292.52
ACE HARDWARE INV# 187427 /PO#
5/22/24 5/23 A40492 CHK: 065663 11262 SEALANT & CAP 101258 73.94 23,366.46
ACE HARDWARE INV# 187483 /PO#
5/22/24 5/23 A40496 CHK: 065663 11262 HARDWARE 101258 24.14 23,390.60
ACE HARDWARE INV# 187509 /PO#

FUND : 001-GENERAL FUND		DEPT : 0501 PARKS & RECREATION		SUPPRESS ZEROS		PERIOD TO USE: May-2024 THRU May-2024		ACCOUNTS: ALL		PAGE: 3		
POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE	Item #8.	
5/22/24	5/23	A40499	CHK: 065663	11262	CONCRETE MIX		101258		109.89	23,500.49		
					ACE HARDWARE		INV# 187532	/PO#				
					MAY ACTIVITY	DB:	893.86	CR: 0.00	893.86			

50501543.10		SWIMMING POOL OPERATIONS										
		B E G I N N I N G B A L A N C E										8,071.43
5/08/24	5/09	A40018	CHK: 065628	11256	WATER/SEWER APRIL 2024	100335			1,999.27	10,070.70		
					PORT LAVACA, CITY OF		INV# 04/2024	/PO#				
5/08/24	5/09	A40115	CHK: 065592	11256	PHONE CHARGES APRIL 2024	102882			49.15	10,119.85		
					FRONTIER SOUTHWEST INC		INV# 18830907065/042024	/PO#				
5/22/24	5/23	A40418	CHK: 065765	11262	POOL SUPPLIES	100455			955.75	11,075.60		
					VICTORIA POOL SERVICE & S		INV# 557891	/PO#				
5/22/24	5/23	A40510	CHK: 065663	11262	MARKING PAINT & SUPPLIES	101258			334.55	11,410.15		
					ACE HARDWARE		INV# 187726	/PO#				
5/22/24	5/23	A40511	CHK: 065663	11262	LUMBER	101258			89.95	11,500.10		
					ACE HARDWARE		INV# 187730	/PO#				
5/22/24	5/23	A40513	CHK: 065663	11262	MARKING PAINT	101258			163.96	11,664.06		
					ACE HARDWARE		INV# 187737	/PO#				
5/22/24	5/23	A40514	CHK: 065663	11262	BRUSH & PAINT MIXER	101258			14.37	11,678.43		
					ACE HARDWARE		INV# 187745	/PO#				
5/22/24	5/23	A40516	CHK: 065663	11262	CONCRETE SEALER & SUPPLI	101258			134.86	11,813.29		
					ACE HARDWARE		INV# 187762	/PO#				
5/22/24	5/23	A40517	CHK: 065663	11262	BATTERIES	101258			53.97	11,867.26		
					ACE HARDWARE		INV# 187763	/PO#				
5/22/24	5/23	A40524	CHK: 065663	11262	FLOOR PATCH & SUPPLIES	101258			255.01	12,122.27		
					ACE HARDWARE		INV# 187807	/PO#				
5/22/24	5/23	A40528	CHK: 065663	11262	TILE GLUE & SUPPLIES	101258			220.89	12,343.16		
					ACE HARDWARE		INV# 187840	/PO#				
5/22/24	5/23	A40529	CHK: 065663	11262	ROOF CEMENT & SUPPLIES	101258			162.48	12,505.64		
					ACE HARDWARE		INV# 187841	/PO#				
5/22/24	5/23	A40530	CHK: 065663	11262	KNIFE & TROWEL	101258			17.77	12,523.41		
					ACE HARDWARE		INV# 187853	/PO#				
5/22/24	5/23	A40532	CHK: 065663	11262	TILE GLUE & SUPPLIES	101258			145.45	12,668.86		
					ACE HARDWARE		INV# 187866	/PO#				
5/22/24	5/23	A40536	CHK: 065663	11262	TILE GLUE & SUPPLIES	101258			103.97	12,772.83		
					ACE HARDWARE		INV# 187923	/PO#				
5/22/24	5/23	A40549	CHK: 065685	11262	POOL BEAM REPAIR	102035			313.32	13,086.15		
					COASTAL NAIL & TOOL LLC		INV# 2404-153862	/PO#				
5/22/24	5/23	A40583	CHK: 065700	11262	PHONE CHARGES MAY 2024	102882			50.94	13,137.09		
					FRONTIER SOUTHWEST INC		INV# 18830907065/052024	/PO#				
5/22/24	5/23	A40587	CHK: 065756	11262	LIGHT & WIRE CONNECTOR	103091			356.59	13,493.68		
					TURTLE & HUGHES, INC.		INV# 6354210-00	/PO#				
5/22/24	5/23	A40596	CHK: 065670	11262	CHLORINE	103949			3,467.80	16,961.48		
					BIG TEX POOL SUPPLIES		INV# 6492	/PO#				
					MAY ACTIVITY	DB:	8,890.05	CR: 0.00	8,890.05			

FUND : 001-GENERAL FUND

PERIOD TO USE: May-2024 THRU May-2024

DEPT : 0501 PARKS & RECREATION

SUPPRESS ZEROS

ACCOUNTS: ALL

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

Item #8.

50501544.55 R & M- VEHICLES & TRAILERS
B E G I N N I N G B A L A N C E 1,382.09

5/08/24	5/09	A40157	CHK: 065585	11256 MAINTENANCE MANAGEMENT	104071			90.07	1,472.16
				ENTERPRISE FLEET MANAGEME	INV# FBN4993163	/PO#			
5/08/24	5/09	A40169	CHK: 065621	11256 RETURN	104345			10.45CR	1,461.71
				THIRD COAST DISTRIBUTING,	INV# 025110	/PO#			
5/08/24	5/09	A40181	CHK: 065621	11256 LIGHT BULB	104345			10.45	1,472.16
				THIRD COAST DISTRIBUTING,	INV# 025054	/PO#			
5/22/24	5/23	A40515	CHK: 065663	11262 CLOTHS	101258			26.99	1,499.15
				ACE HARDWARE	INV# 187751	/PO#			
5/22/24	5/23	A40525	CHK: 065663	11262 CLOTHS	101258			26.99	1,526.14
				ACE HARDWARE	INV# 187820	/PO#			
				MAY ACTIVITY	DB: 154.50	CR: 10.45CR		144.05	

50501544.65 R & M- MACHINERY & EQUIPMENT
B E G I N N I N G B A L A N C E 8,558.24

5/08/24	5/09	A40049	CHK: 065567	11256 BELT FOR TABLE SAW	100424			13.99	8,572.23
				TRI WHOLESALE CO., INC	INV# 9301-114317	/PO#			
5/08/24	5/09	A40148	CHK: 065580	11256 SHARPEN CHAIN SAWS	103239			95.00	8,667.23
				D.I. POWER EQUIPMENT	INV# 11400	/PO#			
5/08/24	5/09	A40149	CHK: 065580	11256 LAWNMOWER REPAIRS	103239			306.60	8,973.83
				D.I. POWER EQUIPMENT	INV# 11401	/PO#			
5/08/24	5/09	A40150	CHK: 065580	11256 FLAT TIRE REPAIR	103239			135.00	9,108.83
				D.I. POWER EQUIPMENT	INV# 11402	/PO#			
5/08/24	5/09	A40171	CHK: 065621	11256 OIL & SHOP TOWELS	104345			23.95	9,132.78
				THIRD COAST DISTRIBUTING,	INV# 023489	/PO#			
5/08/24	5/09	A40176	CHK: 065621	11256 OIL & CLEANER	104345			24.36	9,157.14
				THIRD COAST DISTRIBUTING,	INV# 024524	/PO#			
5/22/24	5/23	A40468	CHK: 065663	11262 CHAIN	101258			25.99	9,183.13
				ACE HARDWARE	INV# 187184	/PO#			
5/22/24	5/23	A40478	CHK: 065663	11262 CHAIN	101258			25.99	9,209.12
				ACE HARDWARE	INV# 187299	/PO#			
5/22/24	5/23	A40506	CHK: 065663	11262 HARDWARE	101258			2.48	9,211.60
				ACE HARDWARE	INV# 187601	/PO#			
				MAY ACTIVITY	DB: 653.36	CR: 0.00		653.36	

50501551.11 VEHICLE LEASES
B E G I N N I N G B A L A N C E 9,488.70

5/08/24	5/09	A40157	CHK: 065585	11256 MAINTENANCE MANAGEMENT	104071			4,358.56	13,847.26
				ENTERPRISE FLEET MANAGEME	INV# FBN4993163	/PO#			
				MAY ACTIVITY	DB: 4,358.56	CR: 0.00		4,358.56	

FUND : 001-GENERAL FUND
 DEPT : 0501 PARKS & RECREATION
 SUPPRESS ZEROS
 PERIOD TO USE: May-2024 THRU May-2024
 ACCOUNTS: ALL
 POST DATE TRAN # REFERENCE PACKET====DESCRIPTION===== VEND INV/PO/JE # NOTE =====AMOUNT===== BALANC

Item #8.

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **	---	DEBITS ---	---	CREDITS ---
BEGINNING BALANCES:		466,537.88		0.00
REPORTED ACTIVITY:		61,404.62		10.45CR
ENDING BALANCES:		527,942.50		10.45CR
TOTAL FUND ENDING BALANCE:		527,932.05		

SELECTION CRITERIA

Item #8.

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

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.

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

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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>

COMMUNICATION

SUBJECT: Discuss location of new Restroom Facility at Wilson Park

INFORMATION:

COMMUNICATION

SUBJECT: Discuss Gate entry system at Lighthouse Beach Park

INFORMATION:

