



RECREATION AND PARKS BOARD MEETING

Wednesday, December 20, 2023 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, December 20, 2023 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 council packet is subject to change during the meeting]

Join Zoom Meeting:

<https://us02web.zoom.us/j/86241646824?pwd=S1JlSWtGY1MrMUt0ZzZnNai8vWEhRdz09>

Meeting ID: 862 4164 6824

Passcode: 031611

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 November 15, 2023.
- [3.](#) Receive Parks & Recreation Operations and Maintenance report from Director of Public Works.
- [4.](#) Receive Monthly Inspections Report from Public Works Department.
- [5.](#) Receive update on park assignments from park board members.
- [6.](#) Receive financial status report on the Parks Recreation Department.
- [7.](#) Discuss establishment of a "We Love Port Lavaca Parks" campaign and proposed policies for use of funds donated to the campaign by the public.
- [8.](#) Receive status report on continued mural project at Lighthouse Beach bathroom by Michael Sanchez.

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, December 20, 2023**, beginning at 12:00 p.m., was posted at city hall, easily accessible to the public, as of **5:00 p.m. Friday, December 15, 2023**.

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 November 15, 2023.

INFORMATION:



RECREATION AND PARKS BOARD MEETING

Wednesday, November 15, 2023 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 November, 2023, 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 |
| William “Bill” Reagan | Board Member |
| Mark Howell | Board Member |
| Mary Lou Tharling | Board Member |
| Kevin Kuntschik | Board Member |
| Tracy Hefley | Board Member |

And with the following absent:

- | | |
|----------------|--------------|
| Dina Smith | Board Member |
| Nicholas Lowry | Board Member |

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 12:00 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, December 20, 2023 at 12:00 p.m.

The board had a brief discussion on upcoming Christmas activities coming up in the city.

2. Approve minutes from the regular meeting held October 18, 2023.

Motion made by Vice Chairwoman,

THAT, the Recreation and Parks Board hereby approve the minutes of the regular meeting held on October 18, 2023.

Second by Board Member Kuntschik.

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

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

Public Works Director Wayne Shaffer was absent. Public Works Office Manager, Cyndi Heysquierdo, reported that the park's crew has been continuing regular maintenance at all the parks. She advised that the Monster Mas and the Veterans Day events were both a success. She added that the pier lights and the parking lot slots at Lighthouse beach were replaced successfully.

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 update on park assignments from park board members.

Board Member Tracy Hefley's Park assignment is Faye Sterling Park. Howell stated the park overall looks very good.

Board Member Kevin Kuntschik's Park assignments are Claret Crossing. He reported that the park needs mowing but overall the park look good.

Board Member Mark Howells's Park assignment is George Adams. Howell's stated the park overall looks good.

Vice Chairwoman Olga Szela's Park assignment is City Park. She stated that the volleyball court looks great. She added that the paint on the Born Learning Trail still looks good.

Chairman Sistrunk Park assignment is Bayfront Park looks very good.

Board Member Kevin Kuntschik's Park assignment is Clarett Crossing Park. Lowry stated the park overall looks very good. He commented about the possibility of placing plastic covering over the chain on the swings to avoid a child's injury.

Board Member Bill Regan's Park assignment is Wilson Park. Regan stated the park overall looks very good.

6. Receive financial status report on the Parks Recreation Department

The financial status were reviewed and discussed.

Interim City Manager Jody Weaver stated that October 1st starts a new budget year for the City of Port Lavaca. Weaver gave a brief explanation on how the budget process for the city parks works.

ADJOURN

Motion made by Board Member Kuntschik

Second by Board Member Howell.

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

Meeting adjourned at 12:31 P.M.

These minutes were approved on December 20, 2023

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.)

LH Beach

Pavillion Play ground

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"/>	<i>Age Signs</i>
Playground area is properly fenced.	<input checked="" 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 type="checkbox"/>	<input checked="" 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"/>	<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.)

LH Beach

Pavilion 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: James Carter

Date: 11-30-23

Signature: [Handwritten Signature]

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

LH Beach

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"/>	<i>Age Range Signage</i>
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"/>	
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>Mount bases & screws (minor)</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 type="checkbox"/>	<input type="checkbox"/>	
Swings are a safe distance from other playground equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<i>None</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.)

LH Beach

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"/>	

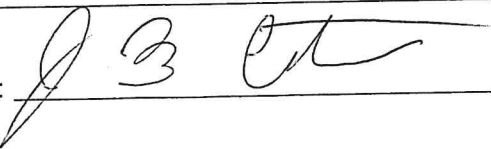
Climbing Equipment	Pass	Fail	Problem / Solution
Hand grips are secured and do not rotate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rope or chain ladders are anchored at both ends.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Foot holds/rungs are in good condition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

Date: 11-30-23

Signature: 

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

LH Beach

Splash Pad Play

General Inspection	Pass	Fail	Problem / Solution
Playground area is free of litter and debris.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ant hills have been treated
Playground area is free of anthills/hazardous insects or toxic plants.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✓ ↓
Playground area is free of holes and other tripping hazards.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	next to climbing rings
Proper signage with rules, hours, and age-appropriate use is posted.	<input type="checkbox"/>	<input checked="" 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 obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

LH Bench

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"/>	None
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: Darius Corferron

Signature: [Signature]

Date: 11-30-23

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

Butterfly 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>N/A</i>
Self-latching gate works as designed.	<input checked="" 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 screw bases</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 Lavaca Playground Safety Checklist

(To be completed monthly.)

Butterfly 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

Date: 11-30-23

Signature: [Handwritten Signature]

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

Glovet Crossing

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.	☐	✓	6 around perimeter
Playground area is free of holes and other tripping hazards.	☐	✓	Cracks in surround
Proper signage with rules, hours, and age-appropriate use is posted.	✓	☐	
Playground area is properly fenced.	☐	☐	N/A
Self-latching gate works as designed.	☐	☐	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).	✓	☐	
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 Lavaca Playground Safety Checklist

(To be completed monthly.)

Claret Crossing

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

Date: 11-30-23

Signature: [Handwritten Signature]

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

Bay Front

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 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"/>	<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.)

Bay front

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"/>	None
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: Jaymes Carter

Signature: [Handwritten Signature]

Date: 11-30-23

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

George Adams

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.	☐	✓	<i>3 anthills</i>
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.	☐	☐	<i>N/A</i>
Self-latching gate works as designed.	☐	☐	<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).	✓	☐	
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 Lavaca 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*

Date: *11-30-23*

Signature: *JBC*

Port Lavaca 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 type="checkbox"/>	<input checked="" type="checkbox"/>	2 anthills located
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 type="checkbox"/>	<input checked="" 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"/>	

Port Lavaca 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Exit regions are level.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Metal slides are shaded to prevent overheating.	<input checked="" 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"/>	None
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: [Handwritten Signature]

Date: 11-30-23

Port Lavaca 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"/>	4 or 5 hills
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Around screw bases
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"/>	Note
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.)

City Park

Ashley Field

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"/>	None
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: J. Carter

Date: 11-30-23

Port Lavaca Playground Safety Checklist

(To be completed monthly.)

City 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.	☐	☐	<i>N/A</i>
Self-latching gate works as designed.	☐	☐	<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).	✓	☐	
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.	☐	✗	<i>crack screw caps</i>
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 Lavaca Playground Safety Checklist

(To be completed monthly.)

City Park

Pavillion

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"/>	None
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

Date: 11-30-23

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: NOVEMBER 30TH, 2023

Item #6.

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	182,500	230,000	(47,500)	12,773.20	27,648.62	0.00	202,351.38	12.02
OTHER REVENUE	4,500	4,500	0	2,661.95	6,186.43	0.00	(1,686.43)	137.48
GRANT AND CONTRIBUTION R	0	0	0	0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUE	176,703	0	176,703	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	363,703	234,500	129,203	15,435.15	33,835.05	0.00	200,664.95	14.43
<u>EXPENDITURE SUMMARY</u>								
TECHNOLOGY SERVICES	0	0	0	0.00	0.00	0.00	0.00	0.00
OPERATIONS	189,142	210,294	(21,152)	11,766.95	22,226.46	0.00	188,067.54	10.57
TOTAL EXPENDITURES	189,142	210,294	(21,152)	11,766.95	22,226.46	0.00	188,067.54	10.57
REVENUES OVER/ (UNDER) EXPENDITURES	174,561	24,206	150,355	3,668.20	11,608.59	0.00	12,597.41	47.96

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2023

Item #6.

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	180,000	230,000	(50,000)	12,569.20	27,242.62	0.00	202,757.38	11.84
433.30 PAVILLION RENTALS	2,500	0	2,500	0.00	202.00	0.00	(202.00)	0.00
433.50 TENT RENTALS	0	0	0	204.00	204.00	0.00	(204.00)	0.00
TOTAL USER & SERVICE CHARGES	182,500	230,000	(47,500)	12,773.20	27,648.62	0.00	202,351.38	12.02
<u>OTHER REVENUE</u>								
451.01 INTEREST INCOME	2,000	2,000	0	2,421.95	5,474.93	0.00	(3,474.93)	273.75
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	240.00	711.50	0.00	1,788.50	28.46
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	2,661.95	6,186.43	0.00	(1,686.43)	137.48
<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	176,703	0	176,703	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL REVENUE	176,703	0	176,703	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	363,703	234,500	129,203	15,435.15	33,835.05	0.00	200,664.95	14.43

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

Item #6.

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
<hr/>								
SERVICES								
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
<hr/>								

CITY OF PORT LAVACA
REVENUE AND EXPENDITURES REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2023

Item #6.

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	34,577	41,418 (6,841)	2,635.00	4,104.65	0.00	37,313.35	9.91
51000511.06 SALARIES & WAGES-TEMP	0	0	0	0.00	0.00	0.00	0.00	0.00
51000511.07 SALARIES & WAGES-OVERT	0	5,000 (5,000)	344.25	437.58	0.00	4,562.42	8.75
51000512.05 EMPLOYER-SOCIAL SECURI	2,645	3,168 (523)	220.55	412.16	0.00	2,755.84	13.01
51000512.10 EMPLOYER-T.M.R.S.	2,045	2,634 (589)	174.28	326.44	0.00	2,307.56	12.39
51000512.20 GROUP H/D INS PREMIUMS	19,664	21,545 (1,881)	611.26	1,222.55	0.00	20,322.45	5.67
51000512.30 WORKER'S COMPENSATION	846	1,013 (167)	0.00	0.00	0.00	1,013.00	0.00
TOTAL PERSONNEL SERVICES	59,777	74,778 (15,001)	3,985.34	6,503.38	0.00	68,274.62	8.70
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	300	500 (200)	0.00	0.00	0.00	500.00	0.00
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	64.58	64.58	0.00	185.42	25.83
51000528.03 NON-CAPITALIZED ASSETS	250	250	0	0.00	0.00	0.00	250.00	0.00
TOTAL MATERIALS & SUPPLIES	1,800	2,000 (200)	64.58	64.58	0.00	1,935.42	3.23
SERVICES								
51000532.01 AUDIT FEES	950	4,050 (3,100)	0.00	0.00	0.00	4,050.00	0.00
51000532.06 HEALTH & FITNESS	0	0	0 (74.00)	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	4,511	5,259 (748)	0.00	5,312.87	0.00 (53.87)	101.02
51000535.10 WINDSTORM INS	12,390	8,500	3,890	0.00	0.00	0.00	8,500.00	0.00
51000536.01 ELECTRICITY	35,000	35,000	0	1,544.42	1,544.42	0.00	33,455.58	4.41
51000536.02 TELEPHONE	450	550 (100)	47.39	101.89	0.00	448.11	18.53
51000536.03 WATER	30,000	30,000	0	1,330.81	1,330.81	0.00	28,669.19	4.44
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	84,801	84,859 (58)	2,848.62	8,215.99	0.00	76,643.01	9.68
MAINTENANCE								
51000541.02 LANDSCAPING	0	0	0	0.00	0.00	0.00	0.00	0.00
51000542.03 R & M- BUILDING	2,000	3,500 (1,500)	166.13	224.57	0.00	3,275.43	6.42
51000543.04 R & M- IMPROVEMENT OTB	10,000	10,000	0	2,113.64	2,298.75	0.00	7,701.25	22.99
51000544.50 R & M- FURNITURE & EQU	1,000	1,000	0	0.00	0.00	0.00	1,000.00	0.00
51000544.55 R & M- VEHICLES & TRAI	0	0	0	0.00	0.00	0.00	0.00	0.00
51000544.65 R & M- MACHINERY & EQU	1,000	1,000	0	0.00	0.00	0.00	1,000.00	0.00
TOTAL MAINTENANCE	14,000	15,500 (1,500)	2,279.77	2,523.32	0.00	12,976.68	16.28

CITY OF PORT LAVACA
 REVENUE AND EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2023

Item #6.

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	2,764	6,157 (3,393)	513.08	1,026.16	0.00	5,130.84	16.67
51000553.04	XFER OUT- FD 218 PIER	0	0	0	0.00	0.00	0.00	0.00	0.00
51000553.17	XFER OUT- FD 162 DREDG	15,000	15,000	0	1,250.00	2,500.00	0.00	12,500.00	16.67
51000554.01	CASH OVER/SHORT	0	0	0	0.00	0.00	0.00	0.00	0.00
51000554.81	DEPRECIATION EXPENSE	0	0	0	0.00	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	0.00
51000554.90	MISCELLANEOUS	0	0	0	30.00	60.00	0.00 (60.00)	0.00
51000554.91	CREDIT CARD FEES	6,000	6,000	0	482.56	1,020.03	0.00	4,979.97	17.00
51000554.95	RV BOOKING FEES	5,000	6,000 (1,000)	313.00	313.00	0.00	5,687.00	5.22
TOTAL SUNDRY	28,764	33,157 (4,393)	2,588.64	4,919.19	0.00	28,237.81	14.84	
CAPITAL EXPENDITURES									
51000561.02	LAND & IMPROVEMENTS OT	0	0	0	0.00	0.00	0.00	0.00	0.00
51000562.03	CE- BUILDING & IMPROVE	0	0	0	0.00	0.00	0.00	0.00	0.00
51000563.05	CE- INFRASTRUCTURE	0	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENDITURES	0	0	0	0.00	0.00	0.00	0.00	0.00	
TOTAL OPERATIONS	189,142	210,294 (21,152)	11,766.95	22,226.46	0.00	188,067.54	10.57	
TOTAL EXPENDITURES	189,142	210,294 (21,152)	11,766.95	22,226.46	0.00	188,067.54	0.00	
REVENUES OVER/(UNDER) EXPENDITURES	174,561	24,206	150,355	3,668.20	11,608.59	0.00	12,597.41	47.96	

*** END OF REPORT ***

FUN00231 : 503-BEACH OPERATING FUND

PERIOD TO USE: Nov-2023 THRU Nov-2023

DEPT : 1000 OPERATIONS

SUPPRESS ZEROS

ACCOUNTS: ALL

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

Item #6.

51000511.01		SALARIES & WAGES								
B E G I N N I N G B A L A N C E										
11/09/23	11/07	P06406	PYEXP		01566	BI-WEEKLY & SALARY PAYROLL			1,343.00	2,812.65
11/22/23	11/20	P06417	PYEXP		01571	BIWEEKLY & SALARY PAYROLL			1,292.00	4,104.65
=====										
NOVEMBER ACTIVITY DB: 2,635.00 CR: 0.00										

51000511.07		SALARIES & WAGES-OVERTIME								
B E G I N N I N G B A L A N C E										
11/09/23	11/07	P06406	PYEXP		01566	BI-WEEKLY & SALARY PAYROLL			102.00	195.33
11/22/23	11/20	P06417	PYEXP		01571	BIWEEKLY & SALARY PAYROLL			242.25	437.58
=====										
NOVEMBER ACTIVITY DB: 344.25 CR: 0.00										

51000512.05		EMPLOYER-SOCIAL SECURITY								
B E G I N N I N G B A L A N C E										
11/07/23	11/07	A35219	DFT: 000499		11048	FICA WITHHOLDING	100011		86.61	278.22
					INTERNAL REVENUE SERVICE	INV# T3 202311070458	/PO#			
11/07/23	11/07	A35219	DFT: 000499		11048	MEDICARE WITHHOLDING	100011		20.25	298.47
					INTERNAL REVENUE SERVICE	INV# T4 202311070458	/PO#			
11/20/23	11/20	A35606	DFT: 000513		11076	FICA WITHHOLDING	100011		92.14	390.61
					INTERNAL REVENUE SERVICE	INV# T3 202311200475	/PO#			
11/20/23	11/20	A35606	DFT: 000513		11076	MEDICARE WITHHOLDING	100011		21.55	412.16
					INTERNAL REVENUE SERVICE	INV# T4 202311200475	/PO#			
=====										
NOVEMBER ACTIVITY DB: 220.55 CR: 0.00										

51000512.10		EMPLOYER-T.M.R.S.								
B E G I N N I N G B A L A N C E										
11/09/23	12/11	A36173	DFT: 000525		11077	TMRS-RETIREMENT	100008		84.53	236.69
					TEXAS MUNICIPAL	INV# 110202311070458	/PO#			
11/22/23	12/11	A36178	DFT: 000525		11077	TMRS-RETIREMENT	100008		89.75	326.44
					TEXAS MUNICIPAL	INV# 110202311200475	/PO#			
=====										
NOVEMBER ACTIVITY DB: 174.28 CR: 0.00										

51000512.20		GROUP H/D INS PREMIUMS								
B E G I N N I N G B A L A N C E										
11/09/23	12/11	A36185	CHK: 064519		11077	HEALTH/DENTAL INSURANCE	100419		12.20	623.49
					TML - IEBP	INV# 1ED202311070458	/PO#			

Item #6.

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANC
11/09/23	12/11	A36187	CHK: 064519	11077	HEALTH/DENTAL INSURANCE	100419			293.17	916.66
				TML - IEBP		INV# 1EM202311070458	/PO#			
11/20/23	12/11	A36199	CHK: 064519	11077	COBRA ADMIN FEE	100419			0.52	917.18
				TML - IEBP		INV# PPORTLA12312	/PO#			
11/22/23	12/11	A36186	CHK: 064519	11077	HEALTH/DENTAL INSURANCE	100419			12.20	929.38
				TML - IEBP		INV# 1ED202311200475	/PO#			
11/22/23	12/11	A36188	CHK: 064519	11077	HEALTH/DENTAL INSURANCE	100419			293.17	1,222.55
				TML - IEBP		INV# 1EM202311200475	/PO#			
				=====	NOVEMBER ACTIVITY DB:	611.26	CR:	0.00	611.26	

51000526.01	GENERAL SAFETY & TOOLS B E G I N N I N G B A L A N C E									0.00
11/22/23	11/21	A35787	CHK: 064349	11073	STAIN & NUT SET	101258			64.58	64.58
					ACE HARDWARE	INV# 182307	/PO#			
				=====	NOVEMBER ACTIVITY DB:	64.58	CR:	0.00	64.58	

51000532.06	HEALTH & FITNESS B E G I N N I N G B A L A N C E									0.00
11/08/23	11/09	C47347	RCPT 01199050	12101	YMCA REIMBURSMENT				37.00CR	37.00CR
11/20/23	11/21	C47407	RCPT 01200542	12137	YMCA REIMBURSMENT				37.00CR	74.00CR
				=====	NOVEMBER ACTIVITY DB:	0.00	CR:	74.00CR	74.00CR	

51000536.01	ELECTRICITY B E G I N N I N G B A L A N C E									0.00
11/08/23	11/08	A35343	CHK: 064243	11040	ELECTRICITY SVCS OCTOBER	102645			1,544.42	1,544.42
					GEXA ENERGY, LP	INV# 33773822-4	/PO#			
				=====	NOVEMBER ACTIVITY DB:	1,544.42	CR:	0.00	1,544.42	

51000536.02	TELEPHONE B E G I N N I N G B A L A N C E									54.50
11/22/23	11/21	A35831	CHK: 064380	11073	PHONE CHARGES NOVEMBER 2	102882			47.39	101.89
					FRONTIER SOUTHWEST INC	INV# 18830907065/112023/PO#				
				=====	NOVEMBER ACTIVITY DB:	47.39	CR:	0.00	47.39	

Item #6.

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

51000536.03 WATER BEGINNING BALANCE 0.00

11/08/23 11/08 A35286 CHK: 064272 11040 WATER / SEWER OCTOBER 20 100335 1,330.81 1,330.81
PORT LAVACA, CITY OF INV# 10/2023 /PO#
NOVEMBER ACTIVITY DB: 1,330.81 CR: 0.00 1,330.81

51000542.03 R & M- BUILDING BEGINNING BALANCE 58.44

11/08/23 11/08 A35293 CHK: 064277 11040 PAINT 100387 27.99 86.43
SHERWIN-WILLIAMS CO. INV# 1955-4 /PO#
11/22/23 11/21 A35710 CHK: 064349 11073 PADLOCK & KEYS 101258 16.16 102.59
ACE HARDWARE INV# 181307 /PO#
11/22/23 11/21 A35713 CHK: 064349 11073 SELF ADHESIVE NUMBERS 101258 13.98 116.57
ACE HARDWARE INV# 181370 /PO#
11/22/23 11/21 A35732 CHK: 064349 11073 BRUSH SET 101258 9.58 126.15
ACE HARDWARE INV# 181572 /PO#
11/22/23 11/21 A35756 CHK: 064349 11073 MAILBOX 101258 54.08 180.23
ACE HARDWARE INV# 181779 /PO#
11/22/23 11/21 A35837 CHK: 064420 11073 RECEPTACLE 103091 44.34 224.57
TURTL & HUGHES, INC. INV# 6123931-00 /PO#
NOVEMBER ACTIVITY DB: 166.13 CR: 0.00 166.13

51000543.04 R & M- IMPROVEMENT OTB BEGINNING BALANCE 185.11

11/22/23 11/21 A35801 CHK: 064367 11073 PLYWOOD 102035 153.00 338.11
COASTAL NAIL & TOOL LLC INV# 2310-149466 /PO#
11/22/23 11/21 A35829 CHK: 064409 11073 SMARTLOCK SELF TEST 102750 83.94 422.05
POWER HARDWARE, LLC INV# A101887 /PO#
11/22/23 11/21 A35838 CHK: 064420 11073 LED LIGHTS 103091 938.35 1,360.40
TURTL & HUGHES, INC. INV# 6124819-00 /PO#
11/22/23 11/21 A35841 CHK: 064420 11073 LED LIGHTS 103091 938.35 2,298.75
TURTL & HUGHES, INC. INV# 6142986-00 /PO#
NOVEMBER ACTIVITY DB: 2,113.64 CR: 0.00 2,113.64

51000553.01 XFER OUT- FD 001- ADMIN CHG BEGINNING BALANCE 513.08

11/30/23 12/11 B47467 20508 ADMINISTRATIVE FEES JE# 028246 513.08 1,026.16
NOVEMBER ACTIVITY DB: 513.08 CR: 0.00 513.08

Item #6.

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

51000553.17 XFER OUT- FD 162 DREDGING
 BEGINNING BALANCE 1,250.00

11/30/23 12/11 B47468 20508 DREDGING JE# 028247 1,250.00 2,500.00
 NOVEMBER ACTIVITY DB: 1,250.00 CR: 0.00 1,250.00

51000554.90 MISCELLANEOUS
 BEGINNING BALANCE 30.00

11/22/23 11/21 A35816 DFT: 000518 11073 AUTHORIZE.NET 102565 30.00 60.00
 CARD SERVICE CENTER INV# 0305-102023 /PO#
 NOVEMBER ACTIVITY DB: 30.00 CR: 0.00 30.00

51000554.91 CREDIT CARD FEES
 BEGINNING BALANCE 537.47

11/03/23 11/08 B47320 E.F.T. 000000 20480 CARDCONNECT FEE - OCTOBER 2023 JE# 028193 482.56 1,020.03
 NOVEMBER ACTIVITY DB: 482.56 CR: 0.00 482.56

51000554.95 RV BOOKING FEES
 BEGINNING BALANCE 0.00

11/22/23 11/21 A35850 CHK: 064360 11073 ONLINE RESERVATION FEE 103882 313.00 313.00
 CAMSPOT INV# 21622 /PO#
 NOVEMBER ACTIVITY DB: 313.00 CR: 0.00 313.00

000 ERRORS IN THIS REPORT!

** REPORT TOTALS **

	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	10,459.51	0.00
REPORTED ACTIVITY:	11,840.95	74.00CR
ENDING BALANCES:	22,300.46	74.00CR
TOTAL FUND ENDING BALANCE:	22,226.46	

SELECTION CRITERIA

Item #6.

FISCAL YEAR: Oct-2022 / Sep-2023
 FUND: Include: 503
 PERIOD TO USE: Nov-2023 THRU Nov-2023
 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 ***

FUN00231 : 503-BEACH OPERATING FUND

PERIOD TO USE: Nov-2023 THRU Nov-2023

DEPT : 9800 NON DEPARTMENTAL

SUPPRESS ZEROS

ACCOUNTS: ALL

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

Item #6.

59800532.06 HEALTH & FITNESS
B E G I N N I N G B A L A N C E 37.00

11/09/23	12/11	A36201	CHK: 064516	11077 YMCA DEDUCTION	101569			18.50	55.50
				CALHOUN COUNTY YMCA	INV# YPE202311070458	/PO#			
11/22/23	12/11	A36202	CHK: 064516	11077 YMCA DEDUCTION	101569			18.50CR	37.00
				CALHOUN COUNTY YMCA	INV# YPE202311200475	/PO#			
				NOVEMBER ACTIVITY DB:	18.50	CR:	18.50CR	0.00	

***** 000 ERRORS IN THIS REPORT! *****

** REPORT TOTALS **	---	DEBITS	---	CREDITS	---
BEGINNING BALANCES:		37.00		0.00	
REPORTED ACTIVITY:		18.50		18.50CR	
ENDING BALANCES:		55.50		18.50CR	
TOTAL FUND ENDING BALANCE:		37.00			

SELECTION CRITERIA

Item #6.

FISCAL YEAR: Oct-2022 / Sep-2023
 FUND: Include: 503
 PERIOD TO USE: Nov-2023 THRU Nov-2023
 TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZ
 DEPARTMENT RANGE: 9800 THRU 9800
 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 ***

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

50501511.01		SALARIES & WAGES								
		B E G I N N I N G B A L A N C E								12,371.39
11/09/23	11/07	P06406	PYEXP		01566	BI-WEEKLY & SALARY PAYROLL			8,809.83	21,181.22
11/13/23	11/13	P06411	PYEXP		01568	SERVICE PAY			50.00	21,231.22
11/22/23	11/20	P06417	PYEXP		01571	BIWEEKLY & SALARY PAYROLL			8,701.77	29,932.99
				=====	NOVEMBER ACTIVITY	DB:	17,561.60	CR:	0.00	17,561.60

50501511.07		SALARIES & WAGES-OVERTIME								
		B E G I N N I N G B A L A N C E								1,621.89
11/09/23	11/07	P06406	PYEXP		01566	BI-WEEKLY & SALARY PAYROLL			923.11	2,545.00
11/22/23	11/20	P06417	PYEXP		01571	BIWEEKLY & SALARY PAYROLL			924.34	3,469.34
				=====	NOVEMBER ACTIVITY	DB:	1,847.45	CR:	0.00	1,847.45

50501512.05		EMPLOYER-SOCIAL SECURITY								
		B E G I N N I N G B A L A N C E								1,336.40
11/07/23	11/07	A35219	DFT: 000499		11048	FICA WITHHOLDING	100011		557.52	1,893.92
						INTERNAL REVENUE SERVICE	INV# T3 202311070458	/PO#		
11/07/23	11/07	A35219	DFT: 000499		11048	MEDICARE WITHHOLDING	100011		130.39	2,024.31
						INTERNAL REVENUE SERVICE	INV# T4 202311070458	/PO#		
11/13/23	11/13	A35593	DFT: 000507		11060	FICA WITHHOLDING	100011		3.10	2,027.41
						INTERNAL REVENUE SERVICE	INV# T3 202311130464	/PO#		
11/13/23	11/13	A35593	DFT: 000507		11060	MEDICARE WITHHOLDING	100011		0.73	2,028.14
						INTERNAL REVENUE SERVICE	INV# T4 202311130464	/PO#		
11/20/23	11/20	A35606	DFT: 000513		11076	FICA WITHHOLDING	100011		550.89	2,579.03
						INTERNAL REVENUE SERVICE	INV# T3 202311200475	/PO#		
11/20/23	11/20	A35606	DFT: 000513		11076	MEDICARE WITHHOLDING	100011		128.83	2,707.86
						INTERNAL REVENUE SERVICE	INV# T4 202311200475	/PO#		
				=====	NOVEMBER ACTIVITY	DB:	1,371.46	CR:	0.00	1,371.46

50501512.10		EMPLOYER-T.M.R.S.								
		B E G I N N I N G B A L A N C E								1,108.65
11/09/23	12/11	A36173	DFT: 000525		11077	TMRS-RETIREMENT	100008		569.37	1,678.02
						TEXAS MUNICIPAL	INV# 110202311070458	/PO#		
11/13/23	12/11	A36175	DFT: 000525		11077	TMRS-RETIREMENT	100008		2.93	1,680.95
						TEXAS MUNICIPAL	INV# 110202311130464	/PO#		
11/22/23	12/11	A36178	DFT: 000525		11077	TMRS-RETIREMENT	100008		563.13	2,244.08
						TEXAS MUNICIPAL	INV# 110202311200475	/PO#		
				=====	NOVEMBER ACTIVITY	DB:	1,135.43	CR:	0.00	1,135.43

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

50501512.20 GROUP H/D INS PREMIUMS
 BEGINNING BALANCE 6,484.31

11/09/23	12/11	A36185	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			12.20	6,496.51
				TML - IEBP	INV# 1ED202311070458	/PO#			
11/09/23	12/11	A36187	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			293.17	6,789.68
				TML - IEBP	INV# 1EM202311070458	/PO#			
11/09/23	12/11	A36191	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			125.28	6,914.96
				TML - IEBP	INV# 1FD202311070458	/PO#			
11/09/23	12/11	A36193	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			1,695.74	8,610.70
				TML - IEBP	INV# 1FM202311070458	/PO#			
11/09/23	12/11	A36197	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			1,112.72	9,723.42
				TML - IEBP	INV# 1SM202311070458	/PO#			
11/20/23	12/11	A36199	CHK: 064519	11077 COBRA ADMIN FEE	100419			5.75	9,729.17
				TML - IEBP	INV# PPORTLA12312	/PO#			
11/20/23	12/11	A36200	CHK: 064519	11077 HEALTH INSURANCE	100419			0.07	9,729.24
				TML - IEBP	INV# PPORTLA12312-1	/PO#			
11/22/23	12/11	A36186	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			12.20	9,741.44
				TML - IEBP	INV# 1ED202311200475	/PO#			
11/22/23	12/11	A36188	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			293.17	10,034.61
				TML - IEBP	INV# 1EM202311200475	/PO#			
11/22/23	12/11	A36192	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			125.28	10,159.89
				TML - IEBP	INV# 1FD202311200475	/PO#			
11/22/23	12/11	A36194	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			1,695.74	11,855.63
				TML - IEBP	INV# 1FM202311200475	/PO#			
11/22/23	12/11	A36198	CHK: 064519	11077 HEALTH/DENTAL INSURANCE	100419			1,112.72	12,968.35
				TML - IEBP	INV# 1SM202311200475	/PO#			
				=====	NOVEMBER ACTIVITY DB:		6,484.04	CR: 0.00	6,484.04

50501523.03 CLEANING & JANITORIAL
 BEGINNING BALANCE 713.95

11/08/23	11/08	A35282	CHK: 064251	11040 CLEANING SUPPLIES	100190			1,605.50	2,319.45
				GULF COAST PAPER COMPANY	INV# 2460485	/PO#			
11/22/23	11/21	A35675	CHK: 064386	11073 TOILET PAPER	100190			527.60	2,847.05
				GULF COAST PAPER COMPANY	INV# 2469235	/PO#			
11/22/23	11/21	A35733	CHK: 064349	11073 CLEANING SUPPLIES	101258			70.11	2,917.16
				ACE HARDWARE	INV# 181587	/PO#			
11/22/23	11/21	A35816	DFT: 000518	11073 AMAZON - LINERS	102565			286.45	3,203.61
				CARD SERVICE CENTER	INV# 0305-102023	/PO#			
				=====	NOVEMBER ACTIVITY DB:		2,489.66	CR: 0.00	2,489.66

50501524.01 UNIFORMS
 BEGINNING BALANCE 0.00

Item #6.

POST	DATE	TRAN #	REFERENCE	PACKET=====DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
11/08/23	11/08	A35247	CHK: 064231	11040 UNIFORMS		100109		41.52	41.52
				CINTAS - R.U.S., LP	INV#	4169839872	/PO#		
11/08/23	11/08	A35252	CHK: 064231	11040 UNIFORMS		100109		41.52	83.04
				CINTAS - R.U.S., LP	INV#	4170551654	/PO#		
11/08/23	11/08	A35259	CHK: 064231	11040 UNIFORMS		100109		41.52	124.56
				CINTAS - R.U.S., LP	INV#	4171252687	/PO#		
11/08/23	11/08	A35264	CHK: 064231	11040 UNIFORMS		100109		41.52	166.08
				CINTAS - R.U.S., LP	INV#	4171964153	/PO#		
11/08/23	11/08	A35270	CHK: 064231	11040 UNIFORMS		100109		41.52	207.60
				CINTAS - R.U.S., LP	INV#	4172676675	/PO#		
11/22/23	11/21	A35662	CHK: 064365	11073 UNIFORMS		100109		41.52	249.12
				CINTAS - R.U.S., LP	INV#	4173391335	/PO#		
				=====					
				NOVEMBER ACTIVITY DB:		249.12	CR:	0.00	249.12

50501525.01 FUEL
 BEGINNING BALANCE 0.00

11/08/23	11/08	A35330	CHK: 064242	11040 FUEL OCTOBER 2023		102490		1,095.80	1,095.80
				U.S. BANK NATIONAL ASSOCI	INV#	10/2023	/PO#		
				=====					
				NOVEMBER ACTIVITY DB:		1,095.80	CR:	0.00	1,095.80

50501526.01 GENERAL SAFETY & TOOLS
 BEGINNING BALANCE 31.97

11/08/23	11/08	A35372	CHK: 064266	11040 BUG REPELLANT		104345		17.58	49.55
				THIRD COAST DISTRIBUTING,	INV#	015954	/PO#		
11/22/23	11/21	A35721	CHK: 064349	11073 LIGHT BULBS		101258		155.29	204.84
				ACE HARDWARE	INV#	181448	/PO#		
11/22/23	11/21	A35728	CHK: 064349	11073 PAINT BRUSH		101258		35.98	240.82
				ACE HARDWARE	INV#	181534	/PO#		
11/22/23	11/21	A35731	CHK: 064349	11073 BROOM & SUPPLIES		101258		43.95	284.77
				ACE HARDWARE	INV#	181567	/PO#		
11/22/23	11/21	A35742	CHK: 064349	11073 MOP & BROOM		101258		67.62	352.39
				ACE HARDWARE	INV#	181637	/PO#		
11/22/23	11/21	A35767	CHK: 064349	11073 SUPPLIES		101258		68.72	421.11
				ACE HARDWARE	INV#	182003	/PO#		
11/22/23	11/21	A35785	CHK: 064349	11073 HARDWOOD DOWEL		101258		9.99	431.10
				ACE HARDWARE	INV#	182281	/PO#		
				=====					
				NOVEMBER ACTIVITY DB:		399.13	CR:	0.00	399.13

50501529.11 LIGHTING & DECORATION
 BEGINNING BALANCE 0.00

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
11/08/23	11/08	A35294	CHK: 064277	11040	PAINT		100387		146.34	146.34
					SHERWIN-WILLIAMS CO.		INV# 2237-6	/PO#		
11/22/23	11/21	A35671	CHK: 064377	11073	RATCHET STRAP & TIE DOWN		100163		148.14	294.48
					FASTENAL COMPANY		INV# TXPOT264722	/PO#		
11/22/23	11/21	A35802	CHK: 064367	11073	PLYWOOD		102035		55.20	349.68
					COASTAL NAIL & TOOL LLC		INV# 2310-149714	/PO#		
11/22/23	11/21	A35803	CHK: 064367	11073	PLYWOOD		102035		82.80	432.48
					COASTAL NAIL & TOOL LLC		INV# 2310-149715	/PO#		
					NOVEMBER ACTIVITY DB:		432.48 CR:	0.00	432.48	

50501533.14 CONTRACTED SERVICES
 BEGINNING BALANCE 0.00

11/08/23	11/08	A35401	CHK: 064269	11051	MOWING STREETS/PARKS		103938		3,087.50	3,087.50
					WARD, PAUL KEVIN		INV# INV0281	/PO# 24-00009		
11/22/23	11/22	A35876	CHK: 064395	11082	MOWING		102016		4,415.00	7,502.50
					MARVELOUS GARDENS INC.		INV# 11749	/PO# 24-00011		
11/22/23	11/22	A35877	CHK: 064395	11082	MOWING		102016		4,415.00	11,917.50
					MARVELOUS GARDENS INC.		INV# 11978	/PO# 24-00011		
11/22/23	11/22	A35880	CHK: 064406	11082	MOWING STREETS/PARKS		103938		3,087.50	15,005.00
					WARD, PAUL KEVIN		INV# INV0283	/PO# 24-00009		
					NOVEMBER ACTIVITY DB:		15,005.00 CR:	0.00	15,005.00	

50501536.01 ELECTRICITY
 BEGINNING BALANCE 0.00

11/08/23	11/08	A35343	CHK: 064243	11040	ELECTRICITY SVCS OCTOBER		102645		3,175.17	3,175.17
					GEXA ENERGY, LP		INV# 33773822-4	/PO#		
					NOVEMBER ACTIVITY DB:		3,175.17 CR:	0.00	3,175.17	

50501536.03 WATER
 BEGINNING BALANCE 0.00

11/08/23	11/08	A35286	CHK: 064272	11040	WATER / SEWER OCTOBER 20		100335		2,213.25	2,213.25
					PORT LAVACA, CITY OF		INV# 10/2023	/PO#		
					NOVEMBER ACTIVITY DB:		2,213.25 CR:	0.00	2,213.25	

50501542.03 R & M- BUILDING
 BEGINNING BALANCE 11.99

11/22/23	11/21	A35734	CHK: 064349	11073	LED BULBS		101258		25.98	37.97
					ACE HARDWARE		INV# 181589	/PO#		

Item #6.

POST	DATE	TRAN #	REFERENCE	PACKET	DESCRIPTION	VEND	INV/PO/JE #	NOTE	AMOUNT	BALANCE
11/22/23	11/21	A35743	CHK: 064349	11073	GLUE		101258		91.96	129.93
					ACE HARDWARE		INV# 181639	/PO#		
11/22/23	11/21	A35774	CHK: 064349	11073	LEATHER GLOVES		101258		30.17	160.10
					ACE HARDWARE		INV# 182112	/PO#		
11/22/23	11/21	A35776	CHK: 064349	11073	DRILLBIT SET		101258		65.37	225.47
					ACE HARDWARE		INV# 182128	/PO#		
11/22/23	11/21	A35792	CHK: 064349	11073	RESPIRATOR & POLISH		101258		55.10	280.57
					ACE HARDWARE		INV# 182379	/PO#		
11/22/23	11/21	A35793	CHK: 064349	11073	SUPPLIES		101258		274.79	555.36
					ACE HARDWARE		INV# 182383	/PO#		
					NOVEMBER ACTIVITY DB:		543.37	CR: 0.00	543.37	

50501543.04 R & M IMPROVEMENT OTB
 B E G I N N I N G B A L A N C E 103.74

11/08/23	11/08	A35292	CHK: 064277	11040	PAINT		100387		232.40	336.14
					SHERWIN-WILLIAMS CO.		INV# 1541-2	/PO#		
11/08/23	11/08	A35350	CHK: 064248	11040	PLEXIGLASS		103800		576.00	912.14
					GRACE FLOORING AND GLASS		INV# 2524	/PO#		
11/22/23	11/21	A35729	CHK: 064349	11073	ADHESIVE & PUTTY KNIFE		101258		39.97	952.11
					ACE HARDWARE		INV# 181537	/PO#		
11/22/23	11/21	A35804	CHK: 064367	11073	PLYWOOD		102035		1,392.03	2,344.14
					COASTAL NAIL & TOOL LLC		INV# 2311-150117	/PO#		
					NOVEMBER ACTIVITY DB:		2,240.40	CR: 0.00	2,240.40	

50501543.10 SWIMMING POOL OPERATIONS
 B E G I N N I N G B A L A N C E 54.50

11/08/23	11/08	A35286	CHK: 064272	11040	WATER / SEWER OCTOBER 20		100335		130.01	184.51
					PORT LAVACA, CITY OF		INV# 10/2023	/PO#		
11/08/23	11/08	A35343	CHK: 064243	11040	ELECTRICITY SVCS OCTOBER		102645		286.03	470.54
					GEXA ENERGY, LP		INV# 33773822-4	/PO#		
11/22/23	11/21	A35831	CHK: 064380	11073	PHONE CHARGES NOVEMBER 2		102882		47.39	517.93
					FRONTIER SOUTHWEST INC		INV# 18830907065/112023/PO#			
					NOVEMBER ACTIVITY DB:		463.43	CR: 0.00	463.43	

50501544.55 R & M- VEHICLES & TRAILERS
 B E G I N N I N G B A L A N C E 52.83

11/08/23	11/08	A35351	CHK: 064255	11040	FLAT TIRE REPAIR		103884		30.00	82.83
					LALO GARCIA TIRE CENTER		INV# 1161	/PO#		
11/08/23	11/08	A35366	CHK: 064266	11040	BATTERY		104345		221.29	304.12
					THIRD COAST DISTRIBUTING,		INV# 015647	/PO#		

SELECTION CRITERIA

Item #6.

FISCAL YEAR: Oct-2022 / Sep-2023
 FUND: Include: 001
 PERIOD TO USE: Nov-2023 THRU Nov-2023
 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 establishment of a "We Love Port Lavaca Parks" campaign and proposed policies for use of funds donated to the campaign by the public.

INFORMATION:

CITY OF PORT LAVACA

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:

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** on 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 only 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.

COMMUNICATION

SUBJECT: Receive status report on continued mural project at Lighthouse Beach bathroom by Michael Sanchez.

INFORMATION:

