



City of Lancaster  
PARKS AND RECREATION DEPARTMENT

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**PARKS AND RECREATION ADVISORY BOARD**  
**JUNE 20, 2011**  
**MINUTES**

The Officers of the Lancaster Parks and Recreation Advisory Board met June 20, 2011 at 6:30 p.m. at the Lancaster Recreation Center, Classroom, 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

**Lancaster Parks and Recreation Advisory Board Officers Present:** Spencer Hervey, Willene Watson, Coy Poitier, Abe Cooper, Mary Sykes, Cccelia Rutherford, and Darwin Isham **Absent:** LaShonjia Harris.

**City Staff Present:** Parks and Recreation Director Sean Johnson, Parks Superintendent Jodi Griggs, Interim Assistant Finance Director Susan Cluse, and Administrative Secretary Cynthia D. Williams

**I. Call to Order**

Chairperson Willene Watson called the meeting to order at 6:49 p.m.

**II. Consider Approval of Minutes (April 25, 2011)**

Spencer Hervey made a motion seconded by Darwin Isham to approve the minutes of April 25, 2011. The motion carried unanimously.

**III. Update: YAC Ordinance 2009 – 09 – 30 (Sean Johnson)**

Parks and Recreation Director Sean Johnson reported that Council amended the YAC Ordinance this year to include the verbiage recommended derived from our March meeting. There was one correction. Staff recommended that versus the Council appointing members, the Parks and Recreation Director or his or her designee appoint members. Staff was advised by our City Attorney to have it state that the City Manager or his or her designee. This is consistent with other Resolutions. It will read that the "City Manager or his or her designee." Staff will brief Council semi-annually on the progress of the YAC. YAC will give the Board a report in May. Many of the members may be standing because they are on two-year terms. Staff made the terms for two years to keep people involved for two years of the program. Staff will check to see if there are any vacancies coming up. The original intent was to get members in as a junior so they have two years. After they select their officers, Staff will give them an invitation to attend one of the Parks and Recreation Advisory Board meetings.

**IV. Update: 2011 – 2012 Standards of Care (Sean Johnson)**

Mr. Johnson reported that the Standards of Care also was an Item that we worked on collectively. Staff appreciates the Board's feedback, especially one in particular, the cell phones, and electronic usage. We were able to put that verbiage in to be consistent with LISD as well as having the Standards of Care cover more than just summer camp. Originally, that was the only program offering covered under the Standards of Care. Now it

covers our after school program, as well as ongoing programming opportunities for youth as well as contracted instructors. Our goal is to increase our program offerings. With a reduced staff, we are required to out source program offering. Staff will give the Standards of Care to all youth contracted instructors for their review and adherence.

**V. Update: PTA Sports License and Usage Agreement (Sean Johnson)**

Mr. Johnson gave an update regarding the PTA Sports Agreement. Staff presented this item in Council Work Session and Council requested to see additional language added. Additions included PTA Sports offering camps for Lancaster youth at half price. There were no other changes. Requirements regarding PTA implementing three athletic leagues remained in the Agreement. The PTA Sports License and Usage Agreement and the Development Agreement will be on the Council Agenda for approval next Monday, June 27, 2011.

**VI. 2011 Summer Camp Update (Sean Johnson)**

Mr. Johnson reported to date we have 35 participants enrolled in our summer camp weekly and it cost \$75 per week. With the exception of week one, we are clearing \$1,000 per week. One of the unique things Staff did this year; an account was set up in our operating budget that all of our revenues generated from summer camp go into. Likewise, all expenses come out of this same account. This method assists staff to identify cost recovery with programming. Summer Camp is going well. The structure is great. The children are going on a field trip this week to the Ft. Worth Museum and Natural History. Every week they go on a field trip. They have camp T-shirts, so all of them look alike when they go places. We hired two camp instructors. Again, Staff will pay all of this out of the summer camp fund and there is no burden on our operating budget. Based on those 35 participants per week, the projected profit is \$1,000 per week. At the end of summer, if enrollment holds, we will clear \$10,000 with the exception of Week 10 because that is the big field trip to Six Flags. We have a skating and Dallas Zoo trip planned soon.

Mrs. Sykes asked if participants had to pay extra for water aerobic classes.

**VII. LISD Usage Agreement Update (Sean Johnson)**

Mr. Johnson reported that the LISD Usage Agreement went to City Council Agenda for approval and approved as presented. Council brought up one issue of concern regarding the usage of the new Tiger Stadium. In the Agreement, it states that we can use it; however, it will be under a separate agreement addendum, because of the cost associated with utilities. Again, we do not have a need for it. However, there is an amendment to that agreement. The amended agreement includes a statement, which requires an additional contract to share the cost. There is also an agreement that states, "Anything after normal hours; we share the cost." If we use the schools on Saturday, we share the cost. If we use the Gym for basketball on Friday night, there is no charge because they have staff there. Likewise, if they use our swimming pool it is at no cost. The Agricultural Barn is not in this agreement. Staff will address it later. That is a separate agreement.

**VIII. Subcommittee Update: Partnership/Sponsorships**

**a. Kaboom Playground Grant**

No update was available at this time. Mr. Hervey, briefly spoke with Ms. Harris (Subcommittee Chair), he conveyed to the members of the Advisory Board that due to an increase in business and professional opportunities she was contemplating her resignation. Staff will contact her with congratulations along with a

request for any contact and research information she may have obtained regarding a potential grant. The Board members and Staff can pick up where she left off.

Mr. Hervey requested that Staff look into a possible survey form and/or questionnaire for Board members terminating their service due to the end of a term or resigning. Call it an Exit interview. Staff will research.

**IX. Subcommittee Update: Lancaster Sports Council**

Ms. Jasmine Lcc, Recreation Superintendent has been indoctrinated and ready to work on this project. Because of new hire orientation taking place tonight, she was unavailable to attend tonight's meeting.

**X. Set Agenda for Next Meeting**

**Chairperson, Willene Watson advises that Staff set next Agenda.**

**XI. Adjournment**

Darwin Isham made a motion seconded by Mary Sykes to adjourn. All present approved and the meeting adjourned at 7:22pm.

**ATTEST:**



**Cynthia D. Williams, Administrative Secretary**

**APPROVED:**



**Willene Watson, Chairperson  
Lancaster Parks and Recreation Advisory Board**

