

**Bastrop Parks and  
Public Tree Advisory Board Meeting**  
Bastrop City Hall  
City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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## **AGENDA - November 1, 2018, at 5:00 P.M.**

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*Bastrop Parks and Public Tree Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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**1. CALL TO ORDER**

**2. WORKSHOP SESSION**

2A. Discuss City of Bastrop Code of Ordinances Chapter 1 – GENERAL PROVISIONS, Article 1.10 – PARKS, and Appendix A – FEE SCHEDULE and provide feedback to staff for recommended revisions to be presented to the City Council.

**3. STAFF AND BOARD BRIEFINGS**

3A. Parks and Recreation Report

3B. Bastrop State Park Report

3C. Bastrop YMCA Report

3D. Youth Parks Activity Committee (YPAC) Report

3E. Task Force for Certified Habitat Report

**4. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Board, please submit a fully completed request card to the Board chairperson prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, city Boards cannot discuss issues raised or make any decision at this time. Instead, city Boards are limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to city staff for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the city's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.*

**5. APPROVAL OF THE MINUTES**

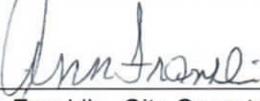
- 5A. Consider action to approve Parks and Public Tree Advisory Board minutes from the October 4, 2018 regular meeting.

**6. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 6A. Consider action on a recommendation of support by the Parks and Public Tree Advisory Board to the City Manager and City Council to pursue an application for Bird City Texas through sponsors Texas Parks Wildlife and Audubon Texas, and recommending the City move forward with the application process once an invitation is received.

**7. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: Tuesday, October 23, 2018 at 3:00 p.m. and will remain posted for at least two hours after said meeting is convened.

  
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Ann Franklin, City Secretary



# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 2A

**TITLE:**

Discuss City of Bastrop Code of Ordinances Chapter 1 – GENERAL PROVISIONS, Article 1.10 –PARKS, and Appendix A – FEE SCHEDULE and provide feedback to staff for recommended revisions to be presented to the City Council.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

The City of Bastrop Code of Ordinance Chapter 1 – GENERAL PROVISIONS, Article 1.10 PARKS, has had only minor revisions since 2016 and some of the provisions may no longer be pertinent or may need updating.

**POLICY EXPLANATION:**

The Parks Board is tasked with polling the community and developing guiding principles and policies that can be recommended to the City Council for approval.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

After an initial and brief review at the October 4, 2018 Parks and Public Tree Advisory Board meeting, the Board feels there may be portions of the ordinance for which they would recommend revisions to reflect the current rules and usage of the parks. The ordinance and fee schedule will be reviewed in workshop session with guidance provided to staff.

**ATTACHMENTS:**

City of Bastrop Code of Ordinances

- Chapter 1 – GENERAL PROVISIONS, Article 1.10 –PARKS
- Appendix A – FEE SCHEDULE

## ARTICLE 1.10 - PARKS

## Sec. 1.10.001 - Parks board.

(a) *Created; composition; compensation; appointment.*

- (1) There is hereby created a parks board of the city to be composed of eight (8) regular members and one (1) special member, for a total of nine (9) voting members. In addition, in their discretion, the parks board may identify and name one minor, who resides within the BISD jurisdiction, to serve on the board as an ex officio, nonvoting youth member of the board. The youth member shall be enrolled in grades 9—12 and serve a term in length identified by the parks board at the time of the youth member's selection, but not to exceed three (3) consecutive years. The regular and special voting members of the board shall be appointed by the mayor and confirmed by the City Council and shall serve without compensation by the city for terms of three (3) years. The members shall be known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.
- (2) The special member position on the board shall be held by the superintendent of the city's state park, or his/her designee, who may reside either within the city limits or in any other area within the BISD's jurisdiction.
- (3) A minimum of six (6) of the regular members on the board will be persons who reside within the city limits, however two (2) of the regular members may be a person who resides outside of the city limits but within the BISD's jurisdiction.

(b) *Terms of members.* Each seat on the board will be assigned a "place." Board members' terms of service shall be "staggered," so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into thirds. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-third ( $\frac{1}{3}$ ) of the places will draw for one-year terms, one-third ( $\frac{1}{3}$ ) of the places will draw for two-year terms, and the remaining one-third ( $\frac{1}{3}$ ) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.(c) *Vacancies.* In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.(d) *Attendance.* Attendance requirements for the board members are set forth in this Code, section 1.02.002(b), et seq.

(Ord. No. 2012-13, pt. 4(L), 6-26-12; Ord. No. 2014-3, 4-8-14; Ord. No. 2016-06, pt. 1, 3-22-16)

## Sec. 1.10.002 - Park rules.

(a) *Overnight camping; hours when closed.* There shall be no person, vehicle, equipment or activity within any publicly owned park or playground within the city limits from 10:00 p.m. to 6:00 a.m. each day, unless an exception to this rule is provided, in writing.(b) *Reserved areas.*

- (1) Unless controlled by a separate lease agreement, the following areas of the city's public parks may be

reserved and a permit obtained either for commercial or noncommercial purposes a minimum of three (3) business days in advance (excluding holidays) of the use on application to the parks department.

- (A) Multipurpose fields in Fisherman's Park and Bob Bryant Park;
- (B) Pavilions in Fisherman's Park and Bob Bryant Park (with associated BBQ's);
- (C) Pavilion in Kerr Park;
- (D) Pavilion in Hunter's Crossing Park;
- (E) Mayfest Park;
- (F) Mayfest Park rodeo arena;
- (G) Fireman's Park softball field;
- (H) Hunter's Crossing Park multipurpose field;
- (I) Concession stand at splash pad; and
- (J) Rusty Reynolds Little League Fields.

In the event of a conflict between the city ordinance and a lease agreement, the terms of the lease agreement shall control.

- (2) *Multipurpose fields (noncommercial use).* The noncommercial reservation policies of the multipurpose fields in Fisherman's Park, Hunter's Crossing Park and Bob Bryant Park are as stated below. For purposes of this section and determining whether a fee and reservation is required, a patron shall include all individuals attending the event including, as applicable to the event, players, participants, guests, children, spectators, coaches, relatives, family, friends, and parents. An area may not be reserved more than three (3) times in one month for a noncommercial use. See [section 1.10.003](#) below for information related to commercial uses of the multipurpose fields and section A1.10.002 of the fee schedule in appendix A for additional information related to fees.

Patrons	Fee	Deposit	Reservation
0—14	None	None	None
<u>15</u> —45	None	Required	Required
46+	Required	Required	Required

- (3) *Pavilions (noncommercial use and commercial use).* For reservation of city pavilions a fee and a deposit is required. See section A1.10.002 of the fee schedule in appendix A for additional information related to the applicable commercial and noncommercial uses and fees.
- (4) *Concessions stand.* The concession stand at the splash pad located in Fisherman Park shall be available for use by individuals under the age of 17 and for a period of no longer than fourteen (14) consecutive days. Parent or guardian adult supervision is required for use of the concession stand. For reservation of the city concession stand a deposit is required. All other concession stand will be handled through a spate permit. All individuals who reserve the concession stands shall comply with [chapter 4](#) of this Code

and shall be responsible for payment of all applicable vendor and permitting fees. Use of the concession stand will be on a first come, first served basis. See section A1.10.002 of the fee schedule in appendix A for additional information related to commercial and noncommercial uses and fees.

- (5) *Youth sports leagues.*
  - (A) Commercially sponsored and/or organized youth league sports play (ages 17 and under) that require a registration fee for participation shall contact the parks department for reservations, times, and field designations. All organized youth sports leagues shall submit their schedules to the parks department as soon as possible, but in no event later than thirty (30) days before the first scheduled practice to ensure that a field is available for use at the desired times and locations. Unless otherwise controlled by the terms of a lease agreement, no area of a park is specifically designated or reserved for one organization or youth team and areas will be provided on a first come, first served basis.
  - (B) No fee is required for a youth league that does not collect registration "fees" or "dues" to reserve an area. However, after the conclusion of an event, the area that was reserved shall be clean and free of trash and debris. In the event an area is not properly cleaned, the entity reserving the area may be prohibited from future use of city parks.
- (6) *Tennis courts and basketball courts.* Tennis courts and basketball courts located in city parks shall be used for their intended purposes, only. Activities other than the intended use of the courts will require approval by the parks department, or its designee.
- (7) *Permit.* On receipt of an application to reserve an area in a city park, the parks department, or its designee, will review the application to determine the applicable fee, deposit, and necessary insurance, if any. On approval and payment of same, the city will provide the applicant with a permit stating that the applicant has successfully reserved the area on the requested date.
- (8) *Refunds of deposits and fees.* Reservations must be made a minimum of three (3) business days in advance (excluding holidays) of the use. A reservation is not valid, and a permit will not be issued, until all fees, deposits, and proof of insurance, if necessary, are paid in full to the parks department. Deposits and fees paid in accord with this section may be refunded under the following conditions:
  - (A) Full refund of the reservation deposit and fee if the parks department is notified, in writing, of the cancellation not less than seven (7) days prior to the date of use of the reserved area.
  - (B) Refund of one-half (½) of the reservation deposit and fee if notice of cancellation is received by the parks department, in writing, between seven (7) days and twenty-four (24) hours prior to the date of use of the reserved area.
  - (C) The reservation deposit and fee will not be refunded if the event is cancelled less than twenty-four (24) hours before the day of the event.
  - (D) The reservation deposit will be returned to the individual or group reserving the area after the event so long as the area being reserved is clean and free of trash and debris at the conclusion of the event. Any damage, cleaning or maintenance required, in the sole discretion of the city and/or the parks department, will be charged against the deposit.
  - (E) In the event a field is closed by the parks department (or other applicable city personnel) due to inclement weather or necessary construction or maintenance which causes an event to be cancelled, the reservation deposit and fee will be returned or applied to the "rain date," if an alternative date is sought.
  - (F) Exceptions to the deposits and refunds are allowed only on written approval of the city manager.

- (9) *Tables.* Tables in city-owned parks may not be reserved and are available on a first come, first served basis.
- (10) *Reserved signs.* The parks department will be responsible for posting reserved signs at the reserved areas by 8:00 a.m. the day of the event. Reserved signs must include the name of the party and the time and date of the reservation.
- (c) *Control of park and recreation areas.*
- (1) The city shall have and shall exercise the power to control all activities, hours of visitation, and days and times in city parks in order to properly protect the citizens of this community. City parks and recreation areas shall be under the direct operation and control of the city manager or his/her designee. In accord herewith, the city manager, or his/her designee, shall be permitted to close the park or field in the event of inclement weather, field conditions, or necessary maintenance or construction which, in his/her sole discretion, renders the field's no playable or is a risk to person or property.
- (2) City park and recreation areas shall be open to the public during the hours from 6:00 a.m. to 10:00 p.m. each day, with the exception of the splash pad which shall be open between 10:00 a.m. and 8:00 p.m. Monday-Sunday beginning the second week of April and ending on Labor Day. Any area of a city park, including the splash pad may be closed by orders of the City Manager, or his/her designee, or the park's department, for the purposes of rehabilitation, cleaning, maintenance or general supervision, or upon reservation or general danger to the public. The City Manager shall have the authority to vary the splash pad hours and days of operation on request by the parks department.
- (3) Permission to use city parks from 10:00 p.m. to 6:00 a.m. may be granted by the City Council or the City Manager, as directed by city ordinance, at the discretion of the City Manager, or his/her designee, and in consideration of the requested use of the park. To request that a park be opened after hours (i.e. 10:00 p.m. to 6:00 a.m.), the parks department must be contacted with sufficient time in advance of the event to determine if a special event application is required or if City Council approval is necessary.
- (4) The city's police department is charged with the responsibility of supervising and maintaining law and order in city parks. In order to carry out this provision, officers of the police department shall have the authority to make any arrests for violation of any state law or city ordinance. In addition thereto, it is declared that a person commits an offense if he/she enters or remains in a city park, recreation area, or other designated park area, during hours other than those set out hereinabove, without written approval of the City Manager or the City Council, and the person:
- (A) Had notice that the entry was forbidden; or
- (B) Received notice to depart but failed to do so.
- (5) For purposes of this subsection, "entry" means the intrusion of the entire body and "notice" means an oral, written, or demonstrative communication by: (A) the City Manager or his/her authorized designee(s) or a city police officer; (B) fencing, gate or other enclosure obviously designed to exclude intruders during the closed hours; (C) signs posted to be reasonably likely to come to the attention of intruders. The director of public works and the park's superintendent are specifically authorized to control and regulate the use of the parks as the City Manager's designee.
- (6) For purposes of this article, streets and parking in city parks shall be treated the same as any other city streets, and shall be supervised and regulated by the police department in the same manner as all city streets. An individual sitting inside his/her vehicle shall be treated the same as any other individual in the park regardless of whether the vehicle is parked or is being driven.
- (7) Special items in city parks.
- (A) Due to the special risks associated with the use of the items listed below an application requesting a

special permit to allow the use, and proof of insurance in the amount of \$1,000,000 which names the city, and its officers, employees, volunteers, and officials as additionally insured, must be submitted to the parks department a minimum of three (3) business days (excluding holidays) prior to an event:

- (i) Moonwalks, bouncy castles, or other inflatable play areas;
  - (ii) Climbing walls; and
  - (iii) Any other item which, at the discretion of the parks department and/or the City Manager, poses a unique safety concern.
- (B) To avoid the potential removal of an item from the park during an event, it is advisable to notify the parks department of any specialty item a patron wishes to have at an event to confirm if insurance will be necessary.
- (8) Sale of food and drink in city parks. The sale of food and drink concessions in the city, including at the concession stand, is strictly prohibited without compliance with article 4.04 of this Code, including obtaining a vendor permit and certificate of health inspection, as well as any other applicable state and local permits and licensing.
- (9) The refusal of any person to carry out the orders and provisions of this subsection shall be deemed a misdemeanor, punishable by a fine as provided for in section 1.01.009 of this Code.
- (d) *Prohibited activities.*
- (1) Horses and farm animals are strictly prohibited in city parks, unless permitted pursuant to a special events permit or approved by the parks department and the city council, as applicable, in advance of the use.
  - (2) Jumping, diving, wading into waterways. It is an offense and a violation of this subsection for any person to enter a river, stream or waterway by jumping, diving or doing any other dangerous act on or off any bank, bridge, street, highway, or appurtenance of publicly owned land, city park or public right-of-way. It shall likewise be illegal for any person to jump, dive or do any other dangerous act from trees, platforms, high banks, dams or other walkways to enter streams, rivers, or waterways along, over or a part of public property or public right-of-way, including in a city park.
  - (3) Inflatable, plastic or other types of portable pools.
  - (4) Slip-n-slides (exceptions may be made for individual "family" size slides, on approval by the city's parks department).
  - (5) Sprinklers (hoses may be used for cleaning purposes only).
  - (6) No feeding wildlife including waterfowl such as ducks or geese and all other indigenous species native to the city.
- (e) *Swimming or wading in Colorado River.*
- (1) It is an offense and a violation of this subsection for any person, child or adult to enter, wade, swim, or engage in any aquatic activity in any portion of the Colorado River in the city parks.
  - (2) Exception: The public shall be allowed to enter the water while in the process of embarking or disembarking any boat, canoe or any other flotation device upon waters of the Colorado River.
- (f) *Littering.* It shall be unlawful for any person to throw, deposit, place or drop loose paper, cans, bottles, sacks, boxes, cloth, waste materials, or any kind of rubbish on or alongside any roadway, body of water, playground or recreation area of all park land within the city limits.
- (g) *Operation of vehicles.*

- (1) *Prohibited areas.* It shall be unlawful for any person to drive any motor-driven vehicle into, along or across : of a city park which is owned, operated or maintained by the city except upon public roadways maintained l operation of such vehicles. No such vehicles shall be driven upon any hike-bike trail, footpath, or foot bridge creek or stream located therein. This subsection shall not apply to vehicles being used strictly for the purpo unloading freight therein or in the construction, maintenance or repair of said public parks, public playgrou recreation areas which are owned or maintained by the city.
- (2) *Speed limit.* It shall be unlawful for any person to operate any vehicle on any street, drive, roadway, or surface within any city park property at a speed greater than twenty (20) miles per hour.
- (3) *Parking.* No person shall park a vehicle upon any public roadway, city-owned or -maintained park lands, public playground or public recreation area which is owned, operated or maintained by the city for the principal purpose of:
  - (A) Displaying such vehicle for sale;
  - (B) Washing, greasing, or repairing such vehicle, except repairs necessitated by an emergency.
- (4) *Barricades authorized.* The parks board is hereby authorized and directed to install barricades at the designated locations to prohibit vehicle traffic on designated streets.
- (h) *Alcoholic beverages.* Possession, use or consumption of any alcoholic beverage, as defined in the Texas Alcoholic Beverage Code, now or as amended, within the area of the city parks shall conform with the laws of the city and the state. For specific regulations related to the sale, possession and consumption of alcoholic beverages in Bastrop's public parks please refer to City Code, article 8.02, section 8.02.002, which provides additional information on this topic in addition to this general requirement to conform to all laws and codes.
- (i) *Destruction of trees and plants.* It shall be unlawful for any person to willfully pick, pull, pull up, tear up, dig up or out, mutilate, break, bruise, injure, burn, remove, carry away, or destroy any tree, shrub, plant, vine, flower, moss, foliage, berries, fruit, grass, turf, humus, cones, or dead or downed wood, except by written approval issued by the parks board for scientific or educational purposes.
- (j) *Glass containers.* It shall be considered a misdemeanor offense for anyone to exhibit, use, carry, or dispose of glass beverage containers in all city parks which have adjacent areas by rivers, lakes, and streams within the city limits.
- (k) *Weapons, firewood or dangerous items.* The use or display of any weapons, firearms, knives, firewood or any other dangerous item is prohibited without prior written consent of the parks board, unless otherwise permitted by applicable state law(s).

(1995 Code, § 1.1302; Ord. No. 2010-13, 6-8-10; Ord. No. 2013-18, pt. 1, 10-8-13; Ord. No. 2016-06, pt. 1, 3-22-16; Ord. No. 2016-07, pt. 1, 4-12-16)

#### Sec. 1.10.003 - Commercial use of parks.

(a) *Definitions:*

- (1) *Commercial use.* A use which is undertaken for a business purpose and for which a fee is collected. This definition specifically includes organized adult and youth sports leagues, teams, or groups where "fees" or "dues" are collected in order to participate in an activity and nonmembers are prohibited from joining the activity.
- (2) *Non-commercial use.* A use which is undertaken for a recreational purpose with no intention to gain commercial advantage and/or monetary compensation. The participation of patrons are not required to pay "dues" or "fees" while participating in a organized program, such as sports leagues, teams, or groups.

- (3) *General course/class.* A class that meets regularly for a certain specific period of time which is organized for teaching individuals and/or their pets a hobby, skill, or for other enjoyment or exercise and for which the owner is paid a fee or for which "dues" are collected, including dog (or other pet) training classes.
- (b) *Permit required.* Persons or entities shall not conduct the commercial sale or offer to sell any item nor render or offer to render any commercial service for hire, including coaching or organizing a commercial sports event, at any park or other location in the city without obtaining a reservation and a commercial use permit properly issued by the city's parks department. Examples of activities or services in city parks which may qualify as commercial uses include boot camps, yoga, dog training, organized adult sports leagues, fitness professionals, meditation groups, and running clubs.
- (c) *Fees and deposits.*
- (1) The parks department reserves the right to increase any fees, deposits or insurance, or to require additional assurances in the event an activity poses a unique safety concern or would be detrimental to the park or the citizens of the city. See section A1.10.002 of the fee schedule in Appendix A of this Code for information regarding city fees and deposits for commercial uses.
  - (2) All fees and reservations for commercial uses shall be made through the parks department. Fees and security deposits shall be made only by cash or check. Once the applicable fee and deposit is paid, a permit to conduct the requested activity, class or course will be issued. A failure to comply with any of the terms set forth herein will subject the applicant to loss of the deposit.
  - (3) Additional information regarding refunds of fees and deposits for commercial uses shall be as stated in section 1.10.002(b)(8).
- (d) *Waitlist for commercial use and other restrictions.*
- (1) The parks department shall maintain a "waitlist" of individuals or entities who wish to use the city parks for a commercial use. The maximum amount of time an applicant may continuously reserve space in a city park for a commercial use, as shown on the permit received by the parks department, is ten (10) weeks per six (6) months. Once the ten (10) weeks has been utilized, and six (6) months have passed, the applicant may notify the parks department that he/she would like to be placed back on the waitlist to apply for an additional ten-week period. At the discretion of the parks department, if there is no other individuals on the wait list, an applicant may immediately renew their ten (10) weeks of commercial use.
  - (2) The maximum number of patrons who may utilize Fisherman's Park at one time for a commercial use is five hundred (500). The maximum number of individuals who may utilize Bob Bryant Park for a commercial use at any one time is five hundred (500). The maximum number of individuals who may utilize Hunter's Crossing Park for a commercial use at any time is two hundred fifty (250). For purposes of calculating the restrictions set forth herein, a patron shall include all individuals attending the event including, as applicable, players, participants, guests, children, spectators, coaches, relatives, family, friends, and parents.
  - (3) The City Council shall have the right to vary the above restrictions in its discretion when in the best interest of the city and its citizens.
- (e) *Location and time of certain activities restricted.*
- (1) Dog trainers who use the park for commercial use purposes are prohibited from using any area other than the Bark Park located on Grady Tuck Avenue to conduct training classes.
  - (2) Unless otherwise stated herein, commercial use of a city park is restricted to the hours from 6:00 a.m. to 10:00 p.m. specific written permission must be secured from the parks board, for additional hours.
- (f) *Insurance.* The individual or entity involved in a commercial use of the park shall provide proof of insurance to

the city in the amount of \$250,000 which names the city, and its officers, employees, volunteers and officials as additionally insured. Proof of insurance must be received by the parks department prior to the issuance of a commercial use permit.

(Ord. No. 2013-18, pt. 2, 10-8-13; Ord. No. 2016-06, pt. 1, 3-22-16)

Sec. A1.10.002 - Parks.

(a) *Noncommercial fees and deposits.*

(1) *Pavilions (including BBQ pits when available) and concession stand.* Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.

Number of Patrons	Fee	Deposit
Less than 100	\$50.00	\$50.00
101—200	\$100.00	\$150.00
201—300	\$150.00	\$250.00
Concessions stands*	\$0.00	\$50.00

\* The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fees may apply (see chapter 4 of this code).

(2) *Multipurpose fields.* Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.

Number of Patrons	Fee	Deposit
0—100	\$50.00	\$100.00
101—300	\$75.00	\$150.00
301—500	\$100.00	\$200.00

(3) *Additional park amenities fees non-commercial use.*

Facility/Amenity	Fee	Additional Fee Rates & Information	Additional Fee Rates & Information	Deposit
Softball fields (daily/practice use)	\$20.00 per hour	Additional lighting fee	\$10.00 per hour (from 6pm—10pm)	\$50 flat fee
Softball fields (tournament use)	\$150.00 per day	Additional lighting fee	\$10.00 per hour (from 6pm—10pm)	\$100 flat fee
Sand volleyball court	\$40.00 per 4 hour block	No lighting available		
Pier/scenic outlook	\$40.00 per 4 hour block	Seating at additional cost	\$2.00 per chair	
Tennis & Basketball courts	\$40.00 per 4 hour block	Limited lighting available	\$10.00 per hour (from 6pm—10pm)	
City Staff	\$25.00 per hour	Required with 100+ patrons	If additional equipment is required standard FEMA rates apply.	
Barricades	Type I \$3.00 ea.	Type II \$10.00 ea.	Type III \$20.00 ea.	
Cones	24—36" \$1.00 ea.	48" \$2.00 ea.		

(b) *Commercial fees and deposits.*

(1) *Pavilions (including BBQ pits when available).* Schedule for commercial use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.

	Number of Patrons	Fee	Deposit
	Less than 100	\$100.00	\$200.00
	101—200	\$200.00	\$300.00
	201-300	\$300.00	\$400.00
Special event permit required	Greater than 300		

(2) *Multipurpose fields.* Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.

Number of Patrons	Fee	Deposit
0—100	\$100.00	\$200.00
101—300	\$250.00	\$400.00
301—500	\$400.00	\$600.00

(3) *Additional park amenities fees commercial use.*

Facility/Amenity	Fee	Additional Fee Rates & Information	Additional Fee Rates & Information	Deposit

Softball fields (daily/practice use)	\$30.00 per hour	Additional lighting fee	\$10.00 per hour (from 6pm—10pm)	\$100 flat fee
Softball fields (tournament use)	\$250.00 per day	Additional lighting fee	\$10.00 per hour (from 6pm—10pm)	\$200 flat fee
Sand volleyball court	\$ 80.00 per 4 hour block	No lighting available		
Pier/Scenic outlook	\$ 80.00 per 4 hour block	Additional seating	\$3.00 per chair	
Tennis & Basketball courts	\$80.00 per 4 hour block	Limited lighting available	\$10.00 per hour (from 6pm—10pm)	
City Staff	\$25.00 per hour	Required with 100+ patrons	If additional equipment is required standard FEMA rates apply	
Barricades	Type I \$5.00 ea.	Type II \$20.00 ea.	Type III \$25.00 ea.	
Cones	24-36" \$2.00 ea.	48" \$ 4.00 ea.		

(4) The fees and deposits provided for in this section are for one ten (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.

(c) *Rodeo Arena Rental Fees.*

Rental Fee	Security Deposit
------------	------------------

\$200 per day - includes lighting	\$400 for entire event
\$50 per 4 hour block before dark	\$100 per 4 hour block
\$100 per 4 hour block after dark	\$200 per 4 hour block

Services requested during event	Fee Schedule
Arena dirt work by city crew	\$50.00 per hour (tractor, drag)
City staff (litter, assistance, etc.)	\$20.00 per hour per person
Electricity for arena lights	\$10.00 per hour
Water for arena dirt work	\$5.00 per 1,000 gallons
RV and/or campsites with hook-ups	\$35.00 per day (includes electricity and water)
Concession stand/kitchen	See concession stand agreement

(d) *Youth sports league.* All organized youth sports leagues shall submit their schedules to the parks department as soon as possible, but in no event later than thirty (30) days before the first scheduled practice to ensure that a field is available for use at the desired times and locations. Unless otherwise controlled by a lease agreement, no area of a park is specifically designated or reserved for one organization or youth team and areas will be provided on a first come, first served basis.

(e) *Dog training.*

Dog Training Classes in Bark Park Only	Fee	Deposit
Per/class	\$25.00	\$50.00

- (f) *Refunds of deposits and fees.* In accord with section 1.10.002(b) (8), deposits and fees may be refunded as follows:
- (1) Reservations must be made a minimum three (3) business days in advance (excluding holidays) of the use. A reservation is not valid, and a permit will not be issued, until all fees, deposits, and proof of insurance, if necessary, are paid in full to the parks department.
  - (2) Deposits and fees paid in accord with this section may be refunded under the following conditions:
    - (A) Full refund of the reservation deposit and fee if the parks department is notified, in writing, of the cancellation not less than seven (7) days prior to the date of use of the reserved area.
    - (B) Refund of one-half of the reservation deposit and fee if notice of cancellation is received by the parks department, in writing, between seven (7) days and 24 hours prior to the date of use of the reserved area.
    - (C) The reservation deposit and fee will not be refunded if the event is cancelled less than 24 hours before the day of the event.
    - (D) The reservation deposit will be returned to the individual or group reserving the area after the event so long as the area being reserved is clean and free of trash and debris at the conclusion of the event. Any damage or maintenance required, in the sole discretion of the city and/or the parks department, will be charged against the deposit.
    - (E) In the event a field is closed by the parks department (or other applicable city personnel) due to inclement weather, construction and/or maintenance which cause an event to be cancelled, the reservation deposit and fee will be returned or applied to the "rain date."
    - (F) Exceptions to the above are allowed only on written approval of the city manager.
- (g) *Application to parks department (commercial and noncommercial use).* An application for a reservation and permit may be obtained from the parks department. All fees and deposits shall be paid in person by separate checks or cash from 7:00 a.m. until 3:30 p.m. (except city holidays). There will be a \$25.00 service charge for all returned checks. The person or organization reserving an area of a city park, including a pavilion, is responsible for the enforcement of city policies during the event and for the activities and behavior of the individuals at the event.
- (h) *General rules (commercial and noncommercial use).* Fees and deposits must be paid at the time the reservation is made or a permit will not be issued by the parks department for the use. This includes the use of a BBQ pit. ~~There~~ there is no additional fee for use of the BBQ pit, but

the renter will be required to pick up and return the required key from the parks department. Failure to return the key within seven (7) days after the event will cause the deposit to be forfeited. In the event of improper use of a city park or facility, or if the user fails to clean and restore city parks and facilities to the same condition in which they found them, the park's department, in its sole discretion, reserves the right to prohibit future use by that person or entity.

- (i) *Special events.* A request to use a park, or a portion of a park, or an application for a significant use that is likely to result in a substantial impact on the park, facilities, or public safety services must seek a special event permit in accord with article 4.06.
- (j) *Exceptions.* The fees and deposit described herein do not apply to the following local governmental entities which provide reciprocal privileges to the city: Bastrop Independent School District, the county, and the Lower Colorado River Authority. However, if such entities wish to close a city park, or if such use will result in a substantial impact on the park, facilities, or public safety, or the entity will charge admission fees to an event, such entities will be required to obtain a special event permit. In addition, the entities will be required to clean and restore city parks and facilities to the same condition in which they found them. Failure to do so will result in a claim by the city against the entity for the actual costs, including administrative costs, of restoring or repairing city property. In accord with general city policy, nonprofit organizations that can demonstrate proof of nonprofit status will receive a 15% discount.

(Ord. No. 2013-15, 7-23-13; Ord. No. 2016-06, pt. 2, 3-22-16)

#### ARTICLE A1.18 FILM AND BROADCASTING



# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 3A

**TITLE:**

Parks and Recreation Report

**STAFF REPRESENTATIVE:**

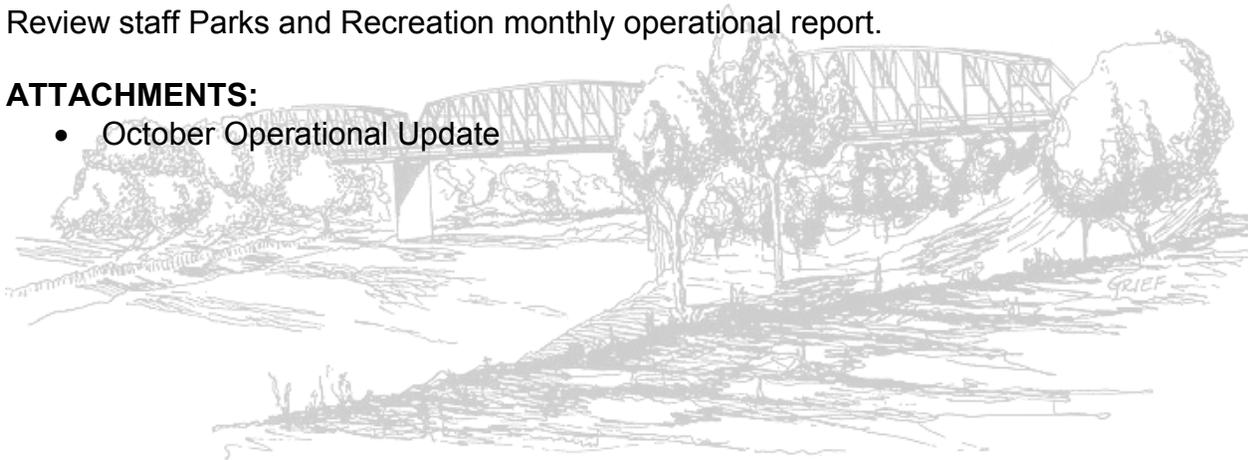
David Junek, Parks & Recreation Superintendent

**RECOMMENDATION:**

Review staff Parks and Recreation monthly operational report.

**ATTACHMENTS:**

- October Operational Update





# Operational Update

October 2018

## October

- We now have a certified arborist on staff! Congratulations to Thomas Martinez for passing his Certified Arborist Exam!
- 301 landscaping hours, 145 park maintenance hours, 58 tree maintenance hours.
- Built and installed gates at the Riverwalk entrances
- Monitored the Colorado River and shut down appropriate parts of the parks due to flooding
- Supported the BHS Homecoming Parade (20 man hours)
- Supported the Cody Hopkins Bull Riding Event (15 man hours)







# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 3B

**TITLE:**

Bastrop State Park Report

**STAFF REPRESENTATIVE:**

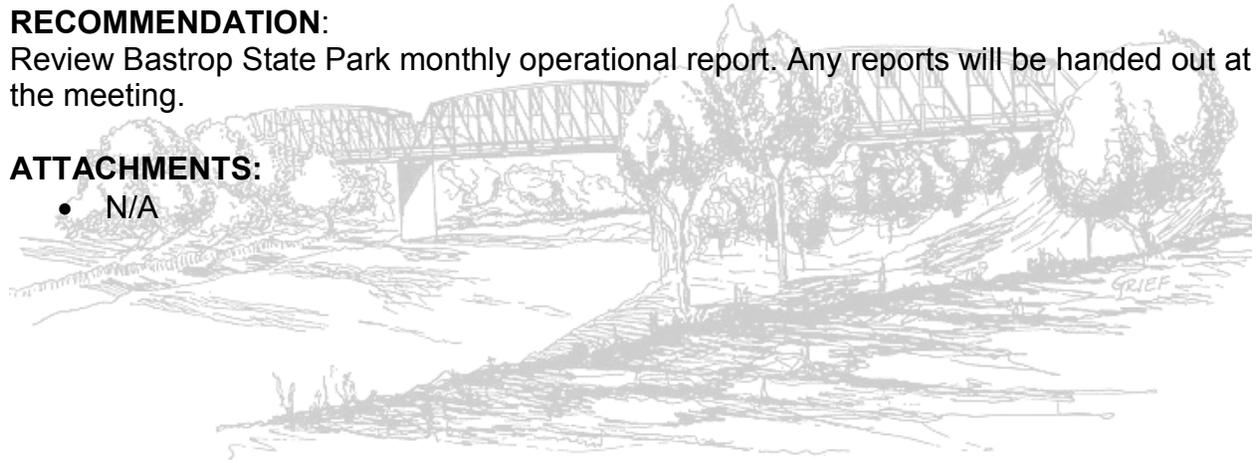
Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Review Bastrop State Park monthly operational report. Any reports will be handed out at the meeting.

**ATTACHMENTS:**

- N/A





# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 3C

**TITLE:**

Bastrop YMCA Report

**STAFF REPRESENTATIVE:**

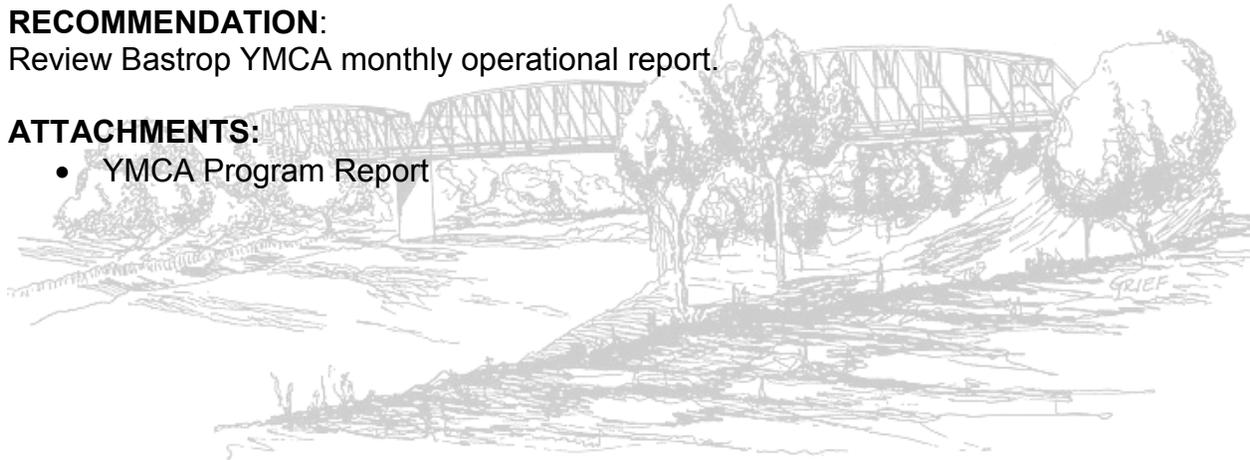
Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Review Bastrop YMCA monthly operational report.

**ATTACHMENTS:**

- YMCA Program Report





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Program Report October 20, 2018

Renovation is happening at 1112 Main Street. Offices have been moved from the back to the front, office walls in the back removed, entire space (front and back) painted, and a fitness floor put down in the back studio. The plan is to expand programming there.

The Executive Directors office was moved from City Hall to the Laake House across from the Convention Center.

### AQUATICS

The pool season was extended into October this year. The public seemed to appreciate it. We are evaluating the value and cost now to determine the plan for next year.

### SPORTS

Fall Soccer registration landed at 118 for the season. Practice is on Thursday evenings. Games are played at Bob Bryant Park on Saturday mornings.

Volleyball registration landed at 39 for the season. This is a little below registration from last year. We play games at the Bastrop Middle School on Saturday mornings as well.

### YOUTH & FAMILY

Dance has been fun! The children are really enjoying it. Increasing the space availability has been an encouragement to the program. The plan is to add more classes after the first of the year.

In partnership with CARTS we hosted the Transit Adventure on Oct 8<sup>th</sup>. Kids were taught how to read a bus schedule and learned the dos and don'ts of public transportation. It was an all day event starting at 10:15 by getting on the bus and riding to Burleson Crossing for lunch, then to the Schulman Theatre for bowling. It was a free event because of the partnerships with CARTS, Double Daves and Schulman Theatres. Based on the feedback from the parents, the kids had a great time.

### MEMBERSHIP & MARKETING

The Halloween Bash is scheduled for October 31<sup>st</sup>, 5 to 8pm at the Mayfest Park. It's going to be exciting! There are already 19 trick or treat vendors confirmed, three food vendors, bounce houses and a hayride confirmed.

Facebook has been our best source of getting the word out about the programs offer at the Y. I would ask that each parks board member like the Bastrop YMCA page to help us continue to expand the reach. We would also welcome any suggestions on how to market to the community.

### HEALTH & WELLNESS

Fitness classes will be suspended after 4pm on Oct 31 so staff and families can participate in the Halloween Bash event

The Bastrop Y hosted a Matter of Balance program at the Riverwood Commons with an average of 15 participating. It is a free 8 session free program to seniors. The participants enjoyed the program so much that they wanted to continue with the exercises after the conclusion of the session. Our team will host another session at Settlement Estates beginning the week of Oct 22<sup>nd</sup>.

The Outdoor Fitness Unit is scheduled for installation on Oct 29<sup>th</sup> in Bob Bryant Park. Delivery and installation has been delayed because of the rain. Grand Opening is scheduled for November 3<sup>rd</sup>. Pray, cross your fingers or whatever it is you do – that the rain stops and installation can happen on the 29<sup>th</sup>. It probably won't be much of a party if the Outdoor Fitness Unit is not there! 😊



# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 3D

**TITLE:**

Youth Parks Activity Committee (YPAC) Report

**STAFF REPRESENTATIVE:**

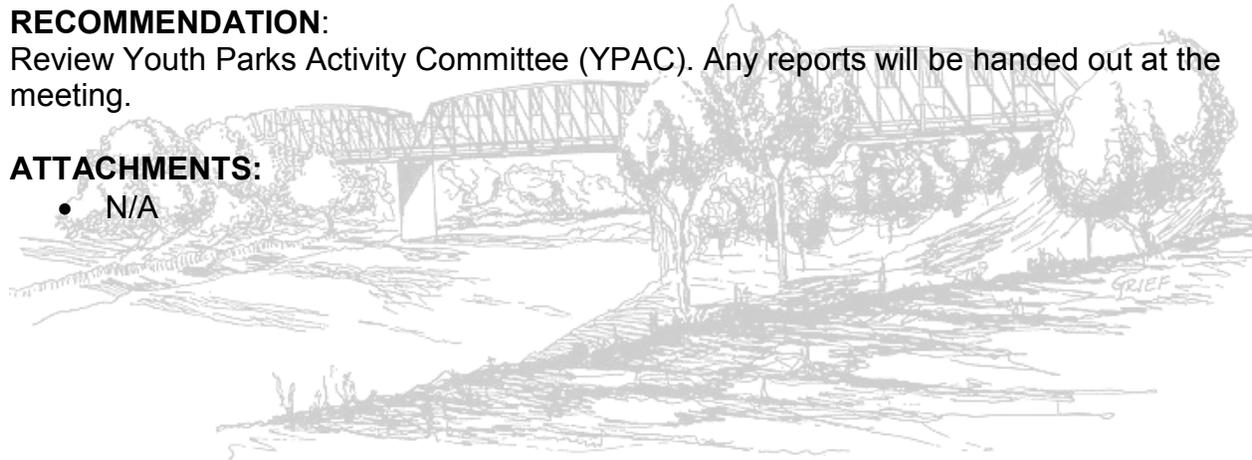
Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Review Youth Parks Activity Committee (YPAC). Any reports will be handed out at the meeting.

**ATTACHMENTS:**

- N/A





# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 3E

**TITLE:**

Task Force for Certified Habitat Report

**STAFF REPRESENTATIVE:**

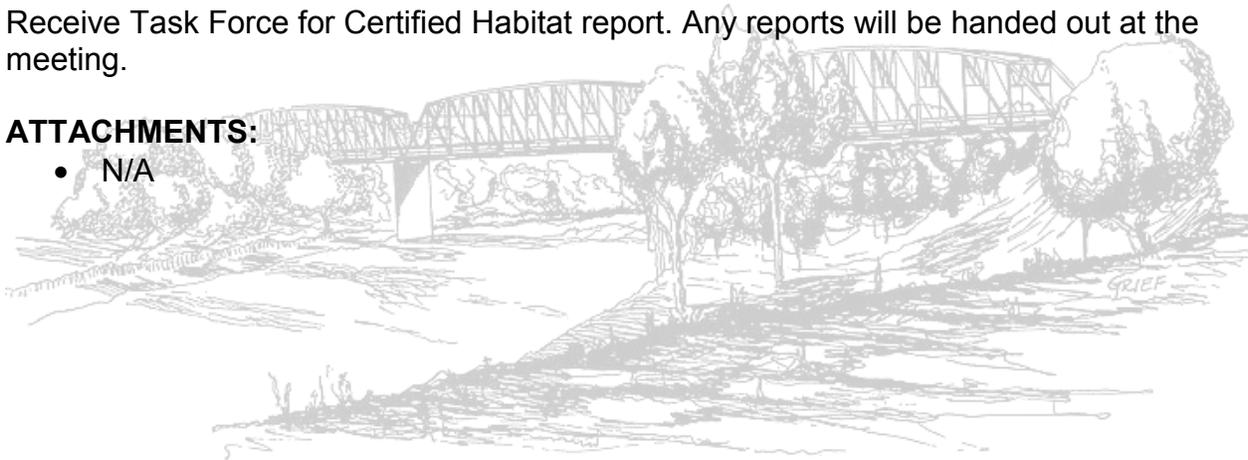
Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Receive Task Force for Certified Habitat report. Any reports will be handed out at the meeting.

**ATTACHMENTS:**

- N/A





# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 5A

**TITLE:**

Consider action to approve Parks and Public Tree Advisory Board minutes from the October 4, 2018 regular meeting.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services

**POLICY EXPLANATION:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  - 1. State the subject of each deliberation; and
  - 2. Indicate the vote, order, decision, or other action taken.

**RECOMMENDATION:**

Approve, amend, or correct the minutes of the October 4, 2018 Parks and Public Tree Advisory Board.

**ATTACHMENTS:**

October 4, 2018 DRAFT Parks and Public Tree Advisory Board meeting minutes

# DRAFT

## MINUTES OF BASTROP PARKS AND PUBLIC TREE ADVISORY BOARD MEETING OCTOBER 4, 2018

The Bastrop Parks and Public Tree Advisory Board met in a Regular Meeting on Thursday, October 4, 2018 at 6:00 p.m. at Bastrop City Hall, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Josh Gordon, Betty Rucker, Kelly Dawson, Dorothy Skarnulis, Barbara Wolanski, Jimmy Couch, and Jamie Creacy.

### CALL TO ORDER

At 6:00 p.m. Chair Josh Gordon called the meeting to order with a quorum being present. Board Member Allison Hewett was absent.

### STAFF, BOARD, AND COMMITTEE MONTHLY OPERATIONAL REPORTS

- 3A. PARKS & RECREATION REPORT  
Presentation was made by Parks Superintendent David Junek.
- 3B. BASTROP STATE PARK REPORT  
Presentation was made by Board Member Jamie Creacy, Parks Superintendent, Lost Pines State Park Complex.
- 3C. BASTROP YMCA REPORT  
Terry Moore was not in attendance to present the report. A written report was included in the packet.
- 3D. YOUTH PARKS ACTIVITY COMMITTEE (YPAC) REPORT  
Youth Representative Allison Hewett was not in attendance and no written report was provided.
- 3E. TASK FORCE FOR CERTIFIED HABITAT REPORT  
Presentation was made by Board Member Dorothy Skarnulis.

### 4. CITIZEN COMMENTS

Joan Bohls, representing Bastrop Audubon Society, spoke relative to the group's interest in favor of the Bird City Texas Initiative.

Margaret Silbernagel, representing Lost Pines Master Naturalists, spoke in favor of the Bird City Texas initiative.

### 5. PARKS AND RECREATION WORKSHOP

- 5A RECEIVED PRESENTATION FROM DOROTHY SKARNULIS, BASTROP PARKS AND PUBLIC TREE ADVISORY BOARD MEMBER, RELATED TO THE NEW BIRD CITY TEXAS PROGRAM.

A motion was made by Board Member Barbara Wolanski that when the City receives the Parks Board Recognition Invitation from Texas Parks Wildlife for the Bird City Texas, that

# DRAFT

they City move forward with the application process when it is received. The Parks Board approved this motion with no objections.

- 5B. DISCUSSION REGARDING ENFORCEMENT OF CITY PARKS POLICIES.  
A motion was made by Board Member Barbara Wolanski to hold a workshop on this topic at the November 1, 2018 meeting with the meeting to start at 5:00 p.m. Motion was seconded by Board Member Dorothy Skarnulis and approved on a 7-0 vote.
- 5C. DISCUSSION REGARDING REVENUE GENERATING POLICIES FOR COMMERCIAL USE OF CITY PARKS: FOOD/VENDORS POLICY.  
A motion was made by Board Member Barbara Wolanski to table the fee schedule discussion to the next month's workshop, seconded by Board Member Jimmy Crouch and approved on a 7-0 vote.
- 5D. UPDATE ON HEALTHY PARKS PLAN IN BASTROP.
- 5E. GENERAL DISCUSSION BY PARKS BOARDS MEMBERS RELATING TO ISSUES ARISING SINCE LAST MEETING.
- 6. ITEMS FOR INDIVIDUAL CONSIDERATION**
- 6A. CONSIDER ACTION TO APPROVE PARKS AND PUBLIC TREE ADVISORY BOARD MINUTES FROM THE JULY 5, 2018 REGULAR MEETING.  
A motion was made by Board Member Barbara Wolanski to approve the meeting minutes for the July 5, 2018 Bastrop Parks and Public Tree Advisory Board regular meeting, seconded by Board Member Kelly Dawson, and approved on a 7-0 vote.
- 6B. DISCUSS AND CONSIDER RECOMMENDATIONS ON ITEMS TO BE PLACED ON NEXT MONTH'S AGENDA.  
A motion was made by Board Member Dorothy Skarnulis to have a workshop session at the beginning of the November 1, 2018 meeting with the meeting time revised to start at 5:00 p.m., seconded by Board Member Kelly Dawson, and approved on a 7-0 vote.
- 7. ADJOURNMENT**  
Josh Gordon adjourned the meeting at 8:00 p.m. without objection.

**APPROVED:**

**ATTEST:**

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**Josh Gordon, Chair**

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**Betty Rucker, Secretary**



# STAFF REPORT

**MEETING DATE:** November 1, 2018

**AGENDA ITEM:** 6A

**TITLE:**

Consider action on a recommendation of support by the Parks and Public Tree Advisory Board to the City Manager and City Council to pursue an application for Bird City Texas through sponsors Texas Parks Wildlife and Audubon Texas, and recommending the City move forward with the application process once an invitation is received.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

At the October 4, 2018 Parks and Public Tree Advisory Board meeting, Board Member Dorothy Skarnulis gave a presentation during workshop session related to the Bird City Texas program and what it involves, and the possibility of the City of Bastrop submitting an application if selected. The Board agreed they were interested in recommending that the City move forward with the application if an invitation is received.

**POLICY EXPLANATION:**

The Board could not make a recommendation at the October 4, 2018 meeting due to the fact it was not posted as an action item.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to support and recommend that the City move forward with the application process for Bird City Texas once an invitation is received.

**ATTACHMENTS:**

NA