

# MEMORANDUM

**To:** City of Seguin Mayor and Council  
Steve Parker, City Manager

**From:** Jack Jones, Director of Parks & Recreation

**Through:** Rick Cortes, Deputy City Manager

**Subject:** Ordinance on first reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article II, Parks, and Recreation Advisory Board; providing for publication of this ordinance; providing a severability clause; providing for an effective date; and authorizing city staff to prepare this ordinance for submission as a supplement to the Code of Ordinances.

**Date:** September 6, 2022

As currently written in the Seguin Code of Ordinances regarding the Parks and Recreation Advisory Board membership, all Board members shall reside within the corporate limits of the City of Seguin. On August 1, 2022, the Parks and Recreation Advisory Board recommended for City Council consideration amending the Ordinance allowing up to two (2) residents of Seguin's extraterritorial jurisdiction (ETJ) to serve on the seven (7) member Parks and Recreation Advisory Board.

The Parks and Recreation Advisory Board's purview related to parks and recreation does include Seguin's ETJ based on the duties and responsibilities as written in the Ordinance:

1. Make studies and project plans for the improvement and acquisition of the public parks, open spaces, facilities, and trails with a view of their development and extension and recommend all matters for the development and advancement of the city park and open space facilities and trails, layouts, and appearance to perform the duties of advance planning for future acquisition and development of potential park and open space lands, facilities, and trails.
2. Act with and assist all other municipal boards, governmental agencies, regional associations and especially the city council in formulating proper plans for municipal park and open space development.
3. Respond to any requests from the planning and zoning commission for recommendations regarding dedications of park property in any newly platted or replatted subdivision within the city.
4. Recommend general rules and regulations governing use of parks, open spaces, community recreational facilities, buildings, and trail systems.

5. Recommend programs to the city council to originate, plan and coordinate a recreation program for all segments of the population throughout all seasons of the year. Efforts by the board should be made to ensure that all recommendations will utilize existing facilities and organizations to provide recreational and leisure-time activities to the citizens. The board should concern itself with the possibilities of gaining cooperative use of non-city-owned facilities and implementing proven programs to attract participants for recreational activities.
6. Make recommendations to the director concerning annual park and recreation capital appropriations.

In addition, it can be challenging at times to find residents that live within the city limits of Seguin that are willing to volunteer their valuable time to serve the community on a board or commission. There are residents living in Seguin's ETJ that have a passion for parks and recreation and are willing to serve the city. Staff knows of other cities with a similar arrangement for their Parks Boards. The Seguin Commission on the Arts is structured similarly whereby its members shall be residents of Seguin or in Seguin's ETJ.

Included in the recommended changes in the by-laws are the following cleanup items:

- All terms of Parks and Recreation Advisory Board currently expire on September 30 as written in the by-laws. A few years ago, City Council approved all Board and Commission terms to expire on December 31. This was not included in Boards by-laws.
- Parks and Recreation Advisory Board officers shall be elected at the first regular meeting in October of each year. With Board terms expiring on December 31, officer elections should occur at the first regular meeting in January.

City staff recommends approval of an Ordinance on first reading amending the Seguin Code of Ordinances Chapter 74, Parks, amending Article II, Parks and Recreation Advisory Board; providing for publication of this ordinance; providing a severability clause; providing for an effective date; and authorizing city staff to prepare this ordinance for submission as a supplement to the Code of Ordinances.