

# MYC Departments



## Animal Services



## Neighborhood Services



## Parks & Recreation



## Library



## Economic Development

# Department Options

Department	Description
Animal Services	Provides animal care, control and adoption for Burleson residents. Responds to calls regarding stray animals, nuisance animals, animal bites, animal welfare, lost or stolen animals, injured animals, wild or aggressive animals, and loose livestock.
Neighborhood Services	Code Compliance involves abandoned properties, junked vehicles, overflowing dumpsters, unclean premise, weeds and high grass. Environmental Services includes household hazardous waste, and Keep Burleson Beautiful.
Parks & Recreation	Encompasses all city parks, the BRiCK, Golf Course, Softball/Baseball fields, Disc Golf, and the Trail System.
Library	The Library functions under the community services department and has numerous services available including computers and technology, children's programs, operation remember, Bricks for Veterans, and continuing education.
Economic Development	This department supports business location or expansion projects with a central point of contact. Their mission is to create and foster opportunities for the expansion and diversification of the local economy.

# Plan of Action

- Each department will receive a "Plan of Action."
  - Departments will have specific tasks to complete prior to each meeting.
- Tasks may include: volunteer hours, presentations, board meetings, social media postings, cross departmental participation.



## Parks & Recreation Department Plan of Action

June	Set a time to meet with your group members. Send an introductory email to a staff member in the Parks & Recreation Department introducing yourselves. Ask how you can be involved in the upcoming Be Healthy Run.			
August	Develop a plan to participate in the Be Healthy Run on September 17th.	Create a presentation about your proposed involvement in the Be Healthy Run. Include a budget for any expenses you can think of: give aways, booth fee, etc.	Give the presentation at the August 29th Meeting and invite members to sign up to help. Let Jessica Martinez (jmartinez@burlesontx.com) know who will be there.	
September	Use social media, and GroupMe to motivate MYC members to join you at the Be Healthy Run.	Take photos during the run - be sure to post Insta stories and other social media updates throughout the day.	Create a presentation about your experience working the Be Healthy Run. to Present at the September 26th Meeting	Give a 1-2 Slide presentation at September 26th meeting about Boo Bash. Include a budget for approval.
October	Volunteer to help Economic Development at Founder's Day on October 8th from 10-4PM on the Plaza.	Send reminders to members, and push Boo Bash details on social media (Saturday, October 22 6:30-8:30PM at Chislenhall Fields) Andrea will need a list of materials needed by 10/11.	Give a VERBAL report (10/24) on Boo Bash - How many participants? Who attended from MYC? What did you do? How was it received? Would you do it again? If so, what changes would you make?	
November/December	Present Santa's Breakfast to MYC at the November 14th meeting. Include a budget for materials for approval. This one is Saturday, December 3 from 7-11AM. Create "shifts" and Jobs for each shift and ask your fellow MYC members to sign up. Push out a social media campaign with the communications officer.	Volunteer for Santa's Breakfast at Russell Farm - take pictures, and send them to the communications officer so they make it on MYC social media outlets.	December is a busy time for Parks & Recreation. Create Insta Stories that promote all the City has to offer through the Month of December. Be sure to highlight the "Bursting Character" that Economic Development will be doing on the Plaza.	Send any photos to the Historian to be compiled into the MYC yearbook.
January	Attend a Park Board Meeting	Prepare a 1-2 slide presentation about what you learned at the Park Board meeting and present it at the January 30th meeting.	Volunteer at CityFest with MYC. Visit at the booths, and meet city staff members. Post photos to social media. Create 1 slide about how Parks & Rec was involved in City Fest and send it to Andrea by January 22th.	Be prepared to present the Park Board meeting slides at the January 30th meeting.

# Choose Your Department

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**1**

Elected officers will choose their department first; they will assume the role of department chair.

**2**

Members with seniority will choose their departments next, followed by new members.

**3**

Department handbooks will be distributed, and each member will fill out the member information page in the handbook and look over the plan of action.