



“A GREAT PLACE TO LIVE”

**AGENDA
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, JANUARY 19, 2016
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 P.M.**

CALL TO ORDER

CITIZEN’S OPEN FORUM

REPORTS FROM STAFF

1. Financial Report for the month of December 2015
Sandra Gibson, Director of Finance & Administration
2. Parks and Community Services Report for the month of December 2015
Sal Torres, Director of Parks & Community Services

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of November 17, 2015

NEW BUSINESS

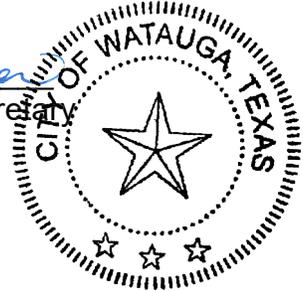
1. Discussion and action to recommend to Council to declare the installation of the shade structure at Capp Smith Park a project in an amount not to exceed \$22,000
2. Discussion and action on setting a public hearing for February 16, 2016, at 6:30 p.m., during the Regular Parks Development Corporation Meeting, regarding the shade structure installation at Capp Smith Park
3. Discussion and action on setting a Public Forum Meeting regarding the Park Master Plan, during the Regular Meeting scheduled on March 15, 2016 at 6:30 p.m.
4. Discussion and action on approval of proposed Park Master Plan Survey Questions

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 281-1991 FOR FURTHER INFORMATION.

I, Zolaina R. Parker, City Secretary for the City of Watauga, Texas, do hereby certify that this agenda was posted on the official bulletin board at City Hall, 7105 Whitley Road, Watauga, Texas, on Wednesday, January 13, 2016, before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary





AGENDA MEMORANDUM

DATE: January 1, 2016

TO: Watauga Parks Development Board

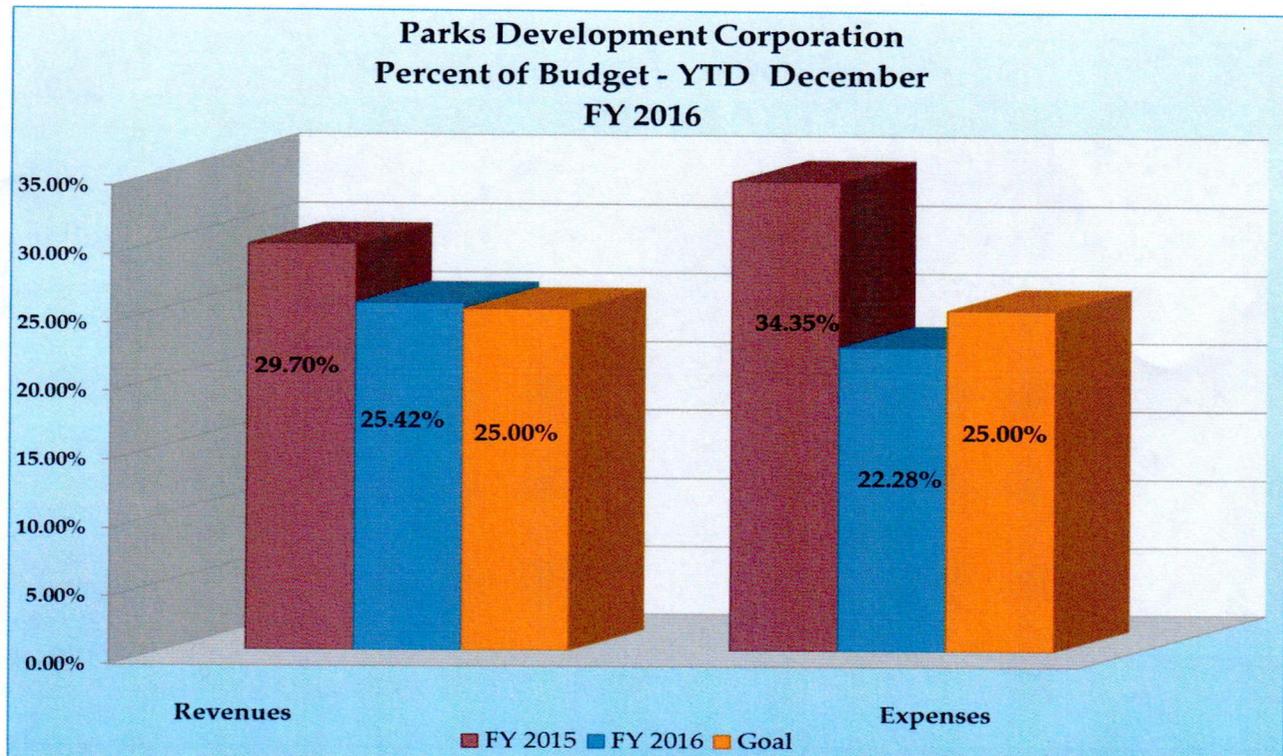
FROM: Sandra Gibson, Director of Finance and Administration

SUBJECT: Financial Report for the Month of December 2015

The attached report and below graph represent the results of transactions for December of this fiscal year, which is approximately 25% of the FY2015-16 budget.

The PDC year-to-date sales tax receipts through December, 2015 decreased 7.47%, or \$15,856 from the same time last year. Sales tax revenues collected year-to-date total \$196,293.

Total year-to-date expenditures are \$177,214 which is approximately 22% of the budget expended for the year. The FY2016 expenditures through December decreased \$167,669 in comparison with FY2015 expenditures at this time. This decrease is largely due to the debt service payoff that was completed last fiscal year.



CITY OF WATAUGA
 BUDGET TO ACTUAL COMPARISON
 FISCAL YEAR 2016
 For the period ending December 31, 2015 (1st Quarter)

PARKS DEVELOPMENT FUND - 04

| REVENUE: | <u>CURRENT BUDGET</u> | <u>12/31/2015 YTD ACTUAL</u> | <u>% USED</u> | <u>% REMAINING</u> | <u>12/31/2014 YTD ACTUAL</u> | <u>\$ CHG 16 vs 15</u> | <u>% CHG 16 vs 15</u> |
|---|---------------------------|----------------------------------|-------------------|------------------------|----------------------------------|----------------------------|---------------------------|
| SALES TAX | 772,262 | 196,293 | 25.42% | 74.58% | 212,148 | (15,856) | -7.47% |
| INTEREST EARNINGS | 500 | 181 | 36.11% | 63.89% | 41 | 140 | - |
| INTEREST/ESCROW | - | - | - | - | - | - | - |
| CONTRIBUTIONS/OTHER | - | - | - | - | - | - | - |
| TOTAL REVENUE | \$772,762 | \$196,473 | 25.42% | 74.58% | \$212,189 | (15,716) | -7.47% |
| TOTAL EXPENDITURES | 795,463 | 177,214 | 22.28% | 77.72% | \$ 344,883 | (167,669) | -48.62% |
| EXCESS REVENUE OVER (UNDER) EXPENDITURES | (\$22,701) | \$19,259 | | | (\$132,693) | \$151,952 | |

**MONTHLY REPORT FOR PARKS DEPARTMENT- December 2015
12/1-12/31/2015**

| Turf Maintenance ₁ | Cycles per month | Crew (3) hours per month |
|--------------------------------------|-------------------------|---------------------------------|
| Municipal Buildings ① | 1 | 0.5 |
| Park Grounds ⑦ | 5 | 14.25 |
| Right of Ways ③ | 3 | 2.75 |
| Undeveloped properties ③ | 3 | 6 |
| Totals: | 12 | 23.5 |

| Sanitation ₂ | Cycles per month | Man hours per mont |
|--------------------------------|-------------------------|---------------------------|
| Capp-Smith | 24 | 48 |
| Foster Village | 10 | 20 |
| Parks-general | 10 | 20 |
| Recreation Center | 10 | 20 |
| Totals: | 54 | 108 |

| Landscape ₃ | Sites per month |
|-------------------------------|------------------------|
| Fertilize | 0 |
| Plant installation | 0 |
| Irrigation checks | 0 |
| Irrigation repairs | 0 |
| Herbicide spraying | 8 |
| Trimming/pruning | 3 |

| Sports field maintenance ₄ | Mowing cycles | Game preparation cycles |
|--|----------------------|--------------------------------|
| Baseball | 2 | 3 |
| Football | 1 | 2 |
| Kickball | 2 | 3 |

**MONTHLY REPORT FOR PARKS DEPARTMENT- December 2015
12/1-12/31/2015**

Additional work completed

Completed installation of lighting under Watauga Rd for Whites Branch Trail.
Cleaned up debris and fence lines at Parks Maintenance Facility.
Rewrapped all trees at Capp-Smith park for beaver control.
Remove excess trash from lake
Repaired lighting system at Capp-Smith Park.
Monthly playground safety inspections.
Repaired fence panels at Capp-Smith park as needed.

Winterized all parks equipment.

Assisted recreation staff with Breakfast with Santa.

Assisted recreation staff with tree lighting ceremony at Capp Smith Park.

₁ Includes mowing, string trimming, edging, blowing, debris and trash removal.

₂ Cleaning of restroom facilities, emptying trash cans, and removal of loose trash on grounds.

₃ All work associated with horticulture

₄ Field maintenance includes mowing, clay surface repair/preparation, striping, base anchor repair, and pitching mound repair.

MINUTES
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, NOVEMBER 17, 2015
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 P.M.

Members present:

| | |
|-------------------|----------------|
| Art Miner | President |
| Pete Beierschmitt | Vice-President |
| Leah Chauvin | Secretary |
| Roma Bowman | Director |
| Jan Hill | Director |
| Kim Irving | Director |
| Glenn Knight | Director |

and

| | |
|---------------|--|
| Sandra Gibson | Director of Finance & Administration/Treasurer |
| Sal Torres | Director of Parks and Community Services |

CALL TO ORDER

President Miner called the meeting to order at 6:30 p.m.

CITIZEN'S OPEN FORUM

Mr. Greg Vick, City Manager, provided information about the incident which occurred on November 12, 2015, at City Hall.

REPORTS FROM STAFF

1. Financial Report for the month of October 20, 2015

Sandra Gibson Director of Finance & Administration/Treasurer, presented the financial report for the Month of October 2015.

2. Parks and Community Services Report for October 2015

Sal Torres, Director of Parks and Community Services, presented the Parks and Community Services Report for October 2015.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of October 20, 2015

Vice-President Beierschmitt made a motion to approve the Minutes of the Regular Meeting of October 20, 2015. Director Hill seconded the motion, which prevailed as follows:

AYES: Beierschmitt, Hill, Bowman, Chauvin, Irving, Knight

NAYS: None
ABSTAIN: Miner
ABSENT: None

NEW BUSINESS

1. Discussion regarding adding shade structures to playgrounds at all City of Watauga Parks

Sal Torres, Director of Parks and Community Services discussed adding shade structures to playgrounds at all City of Watauga Parks. The Watauga Parks Development Corporation presented ideas and suggestions regarding the shade structures.

ADJOURNMENT

With there being no further business to conduct, President Miner adjourned the meeting at 7:03 p.m.

APPROVED: this 19th day of January, 2016

SIGNED: this 19th day of January, 2016

ATTEST:

APPROVED:

Leah Chauvin, Secretary

Art Miner, President

NEW/EXPANDED OR REDUCTION BUDGET WORKSHEET

FISCAL YEAR: **2015-2016**

DEPARTMENT: Parks Development Corporation
PROGRAM TITLE: Playground Shade Structure for Capp Smith Playground
REQUEST TYPE: One-Time **RANKING:** 5
FUND/DEPT: 05-550
FULL FY2015-2016 COST: \$22,000
ANY ON-GOING COSTS:
FULL FY2015-2016 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

The purchase of a shade structure for the playground located at Capp Smith Park.

SAVINGS/BENEFITS

The installation of a shade structure over the Capp Smith Park playground will provide protective shade for citizens during the summer months. This has been a continued request by citizens.

CONSEQUENCES OF NOT FUNDING PROGRAM

Without a protective shade structure the playground utilization during summer months is limited due to sun exposure and excessive temperatures.

EXPENSE IMPACT

| ACCOUNT NUMBER | ACCOUNT NAME | FY2015-2016 COSTS | ON-GOING COSTS |
|----------------|-----------------------|----------------------|-------------------|
| 05-550-85360 | Capp Smith Park Impr. | \$22,000 | |
| | | | |
| TOTALS: | | \$22,000 | \$0 |

SAVINGS/OFFSET

| ACCOUNT NUMBER | ACCOUNT NAME | FY2015-2016 REVENUE | ON-GOING REVENUE |
|----------------|--------------|------------------------|---------------------|
| | | | |
| TOTALS: | | \$0 | \$0 |



Park Master Plan Survey

The Watauga Parks and Community Services Department would like to hear from you. Your input is very important on how we approach making decisions as they relate to the Watauga parks system. Our staff can better serve the needs of our citizens now and for future generations. If you will please take a few moments of your time to complete this survey, we will become more aware of what our citizens would like to see in our parks, and staff can move forward and continue to enhance the a “quality of life” in Watauga.

1. Is there a park in Watauga that is accessible to your residence? Yes – No

2. Which park in Watauga do you visit the most?
 - a. Foster Village
 - b. Capp Smith
 - c. Virgil Anthony
 - d. Indian Springs
 - e. BISD
 - f. Hillview
 - g. White’s Creek Branch

3. How would you rate the Parks in Watauga?
 - a. Excellent b. Average c. Below average

4. What new feature would you like to see in the Watauga Park System?

Please check five features with 1 as your top priority and 5 your lowest priority:

| Rank | Choice | Rank | Choice |
|------|---------------------------------|------|-----------------------|
| | Playgrounds | | Nature Areas |
| | Open Spaces | | Spray ground |
| | Sports Practice Fields | | Picnic Areas |
| | Shade structures on Playgrounds | | Tennis courts |
| | Skate Parks | | Hike and Bike Trails |
| | Fishing areas | | Swimming Pool |
| | Lighting for Sports Fields | | Youth Sports Complex |
| | Sand Volleyball court | | Adult Softball Fields |
| | Other(specify): | | Other (specify): |



"All For ONE, FUN For All"

WE WANT YOU!

Your ideas, wish lists, opinions, and views.

We are developing a Parks Master Plan to discover what our current and future Parks, Trails, and recreation activities could include.

Please plan to attend our first planning meeting on Tuesday, March 15th, in City Hall at 6: 30 PM.

**Brought to you by the City of Watauga
and Parks Development Corporation**

For Additional Information contact:

Watauga Parks and Community Services

817 514 5828

storres@cowtx.org