



“A GREAT PLACE TO LIVE”

**AMENDED AGENDA
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, MARCH 15, 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 February 2016
Sandra Gibson, Director of Finance & Administration
2. Parks and Community Services Report for the month of February 2016
Sal Torres, Director of Parks & Community Services

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of February 16, 2016

NEW BUSINESS

1. Discussion and action on selection of Parks Development Corporation Officers
 - (a) President
 - (b) Vice-President
 - (c) Secretary
2. Discussion and action on approval and recommendation to Council of purchase and installation of shade structure at Capp Smith Park Playground, in an amount not to exceed \$22,000
Deby Woodard, Assistant Finance Director/Purchasing Manager
Sal Torres, Director of Parks and Community Services

PUBLIC MEETING

1. Public Meeting to provide citizens an opportunity to share ideas, suggestions and recommendations with regard to the Watauga Parks Master Plan
Sal Torres, Director of Parks and Community Services

ADJOURNMENT

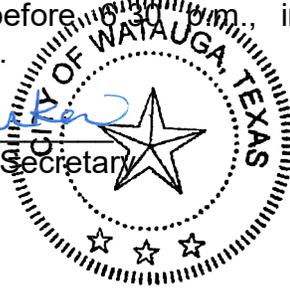
NOTICE

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 Friday, March 11, 2016, before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.



Zolaina R. Parker, City Secretary





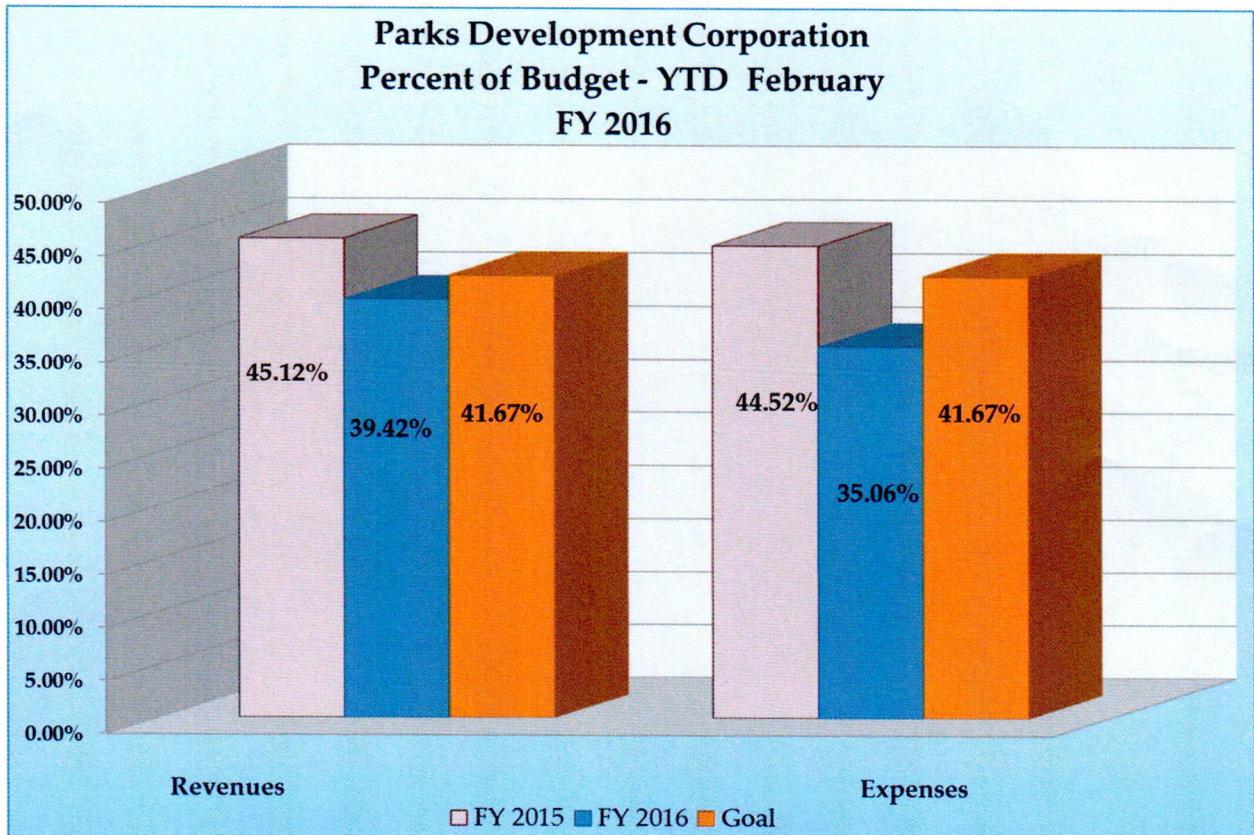
AGENDA MEMORANDUM

DATE: March 9, 2016
TO: Watauga Parks Development Board
FROM: Sandra Gibson, Director of Finance and Administration
SUBJECT: Financial Report for the Month of February 2016

The attached report and below graph represent the results of transactions for February of this fiscal year, which is approximately 42% of the FY2015-16 budget.

The PDC year-to-date sales tax receipts through February, 2016 decreased 5.59%, or \$18,006 from the same time last year. Sales tax revenues collected year-to-date total \$304,281.

Total year-to-date expenditures are \$278,886 which is approximately 35% of the budget expended for the year. The FY2016 expenditures through February decreased 37.60%, or \$168,064 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 February 29, 2016 (2nd Quarter)

PARKS DEVELOPMENT FUND - 04

	<u>CURRENT BUDGET</u>	<u>2/29/2016 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>2/28/2015 YTD ACTUAL</u>	<u>\$ CHG 16 vs 15</u>	<u>% CHG 16 vs 15</u>
REVENUE:							
SALES TAX	772,262	304,281	39.40%	60.60%	322,287	(18,006)	-5.59%
INTEREST EARNINGS	500	374	74.80%	25.20%	91	283	-
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$772,762	\$304,655	39.42%	60.58%	\$322,378	(17,724)	-5.59%
TOTAL EXPENDITURES	795,463	278,886	35.06%	64.94%	\$ 446,950	(168,064)	-37.60%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(\$22,701)	\$25,769			(\$124,571)	\$150,341	

MONTHLY REPORT FOR PARKS DEPARTMENT- February 2016
2/1-2/29/2016

Turf Maintenance ₁	Cycles per month	Crew (3) hours per month
Municipal Buildings ①	0	0
Park Grounds ⑦	0	0
Right of Ways ③	0	0
Undeveloped properties ③	0	0
Totals:	0	0

Sanitation ₂	Cycles per month	Man hours per mont
Capp-Smith	20	60
Foster Village	8	24
Parks-general	8	48
Recreation Center	8	24
Totals:	44	156

Landscape ₃	Sites per month
Fertilize	1
Plant installation	1
Irrigation checks	4
Irrigation repairs	2
Herbicide spraying	3
Trimming/pruning	5

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

MONTHLY REPORT FOR PARKS DEPARTMENT- February 2016
2/1-2/29/2016

Additional work completed

Prepared new dimensions and lines for upcoming football/soccer season
Measured and sod cut baseball fields for upcoming season.
Continued irrigation installation project at BISD.
Remove excess trash from lake
Performed annual pre-season services on maintenance equipment.
Monthly playground safety inspections.
Repaired fence panels at Capp-Smith park as needed.
Removed graffiti and repaired vandalism damage as needed.
Received proposals from prospective bidders for 2016 contract mowing services.
Planted new flowers at cityhall.

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, FEBRUARY 16, 2016
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
Glenn Knight	Director

and

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

with

Director Jan Hill and Director Kim Irving, absent with notice.

CALL TO ORDER

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

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Financial Report for the month of January, 2016

Deby Woodard, Assistant Director of Finance & Administration/Purchasing Manager, presented the financial report for the Month of January 2016.
2. Parks and Community Services Report for October 2015

Chad Stevens, Parks Supervisor, presented the Parks and Community Services Report for January 2016.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of January 19, 2016

Vice-President Bierschmitt made a motion to approve the Minutes of the Regular Meeting of January 19, 2016. Secretary Chauvin seconded the motion, which prevailed as follows:

AYES:	Beierschmitt, Chauvin, Bowman, Knight
NAYS:	None

ABSTAIN: None
ABSENT: Hill, Irving

PUBLIC HEARING

1. Public hearing regarding the shade structure installation at Capp Smith Park in an amount not to exceed \$22,000

President Miner recessed the Regular Meeting at 6:34 p.m. and opened the Public Hearing to allow for citizen input. No citizens came forward to speak. President Miner closed the Public Hearing at 6:35 p.m., and reconvened the Regular Meeting.

NEW BUSINESS

1. Discussion and action on selection of Parks Development Corporation Officers
 - (a) President
 - (b) Vice-President
 - (c) Secretary

No action was taken on this item.

ADJOURNMENT

With there being no further business to conduct, President Miner adjourned the meeting at 6:35 p.m.

APPROVED: this 15th day of March, 2016

SIGNED: this 15th day of March, 2016

ATTEST:

Leah Chauvin, Secretary

APPROVED:

Art Miner, President



AGENDA MEMORANDUM

DATE: March 9, 2016

TO: Watauga Parks Development Board

FROM: Deby Woodard, Assistant Finance Director/Purchasing Manager *Woodard*
Sal Torres, Parks & Community Services Director *Torres*

SUBJECT: Discussion and Action of Capp Smith Park Playground Shade Structure Purchase and Installation in an amount not to exceed \$22,000

BACKGROUND INFORMATION:

On January 19, 2016 the Watauga Parks Development Board declared the Capp Smith Park playground shade structure purchase and installation a project in an amount not to exceed \$22,000. A public hearing was held on February 16, 2016 regarding the project.

The quote provided by GameTime by Total Recreation Products utilizes Buyboard contract # 423-13. The City of Watauga is a member of Buyboard and per authority granted by the Local Government Code Section 271.102 and Texas Government Code Chapter 791, government entities may utilize cooperative purchasing between local government entities and cooperative purchasing organizations. The code is designed to allow government entities to utilize contracts for products and services that have already gone through the bid process, thereby meeting all State and Local purchasing laws and requirements. The City of Watauga as a member, may utilize contracts offered through the purchasing cooperatives, thus enhancing the purchasing power and reducing costs and man-hours.

FINANCIAL IMPLICATIONS:

Funds are available and budgeted for in the 2015-16 Fiscal Year
Total funds not to exceed \$22,000
Budget: 05-550-85360 Capp Smith Park Improvements

RECOMMENDATION/ACTION DESIRED:

Staff recommends the purchase and installation of the shade structure from GameTime by Total Recreation Products, Inc. in an amount not to exceed \$22,000 as presented. In addition, recommend forwarding this project to Council for final approval of the purchase and installation.

ATTACHMENTS/SUPPORTING DOCUMENTATION:

- 1) GameTime by Total Recreation Products Quote # 71139



A PLAYCORE Company

by Total Recreation Products, Inc.
17802 Grant Road Cypress, Texas 77429
Phone: 281-351-2402
Toll Free: 800-392-9909
Fax: 281-351-2493

QUOTE
#71139

05/04/2015

TJ-04050-15 Rev 1 - City of Watauga - Capps Smith Park - Shade

City of Watauga
Attn: SAL TORREZ
7901 Indian Springs Rd
Watauga, TX 76148
Phone: 817-514-5890
storres@cowtx.org

Ship To Zip: 75126

Quantity	Part #	Description	Unit Price	Amount
1	PSQ40S-14-FB	UltraShade - Square 40' Shade, 14' Eave Height, P/C Structure - <i>Price Includes Discount of \$1,850.54</i>	\$10,486.38	\$10,486.38
1	Drawings	UltraShade - Signed and Sealed Engineering Drawings, Calculations and Footing Design - <i>Price Includes Discount of \$107.25</i>	\$607.75	\$607.75
1	INSTALL	Game Time - Installation of above shade only No other site work, demolition or concrete work included. Acquisition of any and all permits is the sole responsibility of the customer.	\$8,081.63	\$8,081.63

Freight calculated to Installer's Zip 75126:

SubTotal:	\$19,175.76
Freight:	\$2,680.08
Total Amount:	\$21,855.84

DUE TO FLUCTUATING FUEL COSTS, FREIGHT SHOWN IS ESTIMATED FREIGHT. ACTUAL FREIGHT WILL BE DETERMINED AT THE TIME OF YOUR ORDER.

PLEASE CONTACT US TO VERIFY CURRENT FREIGHT CHARGES PRIOR TO PLACING YOUR ORDER.

Contract: Buy Board Contract #423-13

Important Terms & Conditions - Please Review

To place an order, you must provide one of the following: a Purchase Order assigned to GameTime; or this Price Quotation, signed by an authorized purchaser, with a check made payable to GameTime. GameTime will also accept payment by Visa, MasterCard, or American Express. A current approved credit application is required for Net 30 terms.

05/04/2015

This quotation explicitly excludes any and all items not expressly specified or identified above. No other product, equipment, or service is included, regardless of any Contract Document, Contract Section, Plans, Specifications, Drawing, or Addendum. Delivery for most GameTime equipment is approximately 5-6 weeks after all order documents have been received and payment terms have been approved. A current, approved credit application is required for N30 terms. To place an order, you must provide a purchase order or a signed Total Recreation Products, Inc. (hereafter described as TRP) quote, assigned to GameTime. Neither general contractor nor subcontractor contracts can be accepted. Purchase documents that contain indemnity or hold harmless conditions cannot be accepted. Retainage is not permitted. The following must be received before your order can be processed: complete billing and shipping addresses, a contact name and phone #, and all color choices. Manufacturer's colors may vary from year to year. You are responsible for ensuring that any required submittal approvals are completed before placing your order for processing. TRP reserves the right to limit submittals to one copy. Shop drawings, blueprints, sepias, are not available. Closeout documents may be limited to GameTime or TRP standard issue. If Sales Tax Exempt, a copy of your tax exemption form or resale certificate must accompany your order, or any applicable sales tax, will be added to your invoice. Most GameTime products are shipped from the Ft. Payne, AL plant. GameTime cannot hold orders or store equipment. Equipment is invoiced when shipped. If a cash sale, your payment must be received in full before the order will be processed. Contractors must also provide copies of current, fully executed bid/performance/payment bonds, as applicable. Pricing shown does not include any charges for permits, bonding, prevailing wage, or additional insured certifications. Unless otherwise noted, any quantity of surfacing or playcurbs quoted has been calculated specifically for the equipment and layout shown. No additional surfacing or curbing is included, and no allowance has been made, for an unlevelled, convoluted or larger site, or for a different layout. Neither GameTime nor TRP is responsible for any surface, curbing, border, or drain that is provided by others. Also please confirm that your area is adequate for the equipment that you are purchasing.

Installation charges, if quoted, are for a "standard" installation unless specifically noted to be otherwise. Installation charges are due upon completion. Standard installations are based upon a soil work site, that is freely accessible by truck, (no fencing, tree/landscaping or utility obstacles, etc.), and level, (+/- 1-2% maximum slope). An accessible water source must be available to the installer. Any site work that is not expressly described is excluded. Standard installation does not include any extra or additional machinery, drillers, etc., for rock excavation. If rock conditions are encountered, additional charges will apply.

Standard installations generally require from 2-10 business days to complete, depending upon the amount and type of equipment, site conditions, weather, and the installer's schedule. Work may or may not be performed in consecutive days. Playcurbs are staked in, not set in concrete. Engineered wood fiber and shredded rubber surfacings are spread, not compacted, rolled, or watered. Landscape timbers are not warranted. The Customer is responsible for locating and clearly marking all underground utilities in the installation area before any installation work can begin. The installer is not responsible for damages, repairs, or discontinuance of business due to damaged utilities.

If applicable, sprinkler system locates, re-working and repairs are excluded from installation charges. Installation of all products, (equipment, borders, fall surfacing and amenities) are as quoted and approved by acceptance of quotes and drawings. As a precautionary measure, work in progress areas will be taped off at the end of the workday. Pier spoils from installation shall be spread at site, site will be left rough grade. Trash disposal is the responsibility of the Customer. The installer is not responsible for any damages or re-work resulting from after hours events or activities during the work in progress period. Temporary fencing is only provided by specific request, and additional charges will apply. Collectively and/or individually, not the manufacturer, TRP, their representatives, nor the installation company shall be held liable for any damages resulting from misuse, vandalism, or neglect. Any deviations from approved and accepted placement of all items, along with additional work, over and above quoted items, will be chargeable to the customer. Once work is completed the customer will be notified if present at the job site, and all responsibility of any new work will be transferred to the customer. The customer is responsible for maintaining the integrity of completed installation work until all components have seated and/or cured (concrete footings, etc.). Your project site must be completely prepared and ready to receive your equipment before any installation work begins. Acquisition of any and all permits is the sole responsibility of the customer. Additional charges may be billed for any extra hours or trips needed as a result of the work site not being ready. Neither the installation contractor, GameTime nor TRP will be responsible for delays caused by shortages, incorrect parts, weather conditions, other contractors, or lack of site readiness.

If you are receiving your equipment, you are responsible for unloading and accepting delivery from the freight company and reporting any damaged freight or shortages on the freight bill at the time. You will also be responsible for a complete inventory of your received equipment and reporting any discrepancies to us immediately. Neither the freight company nor the manufacturer will resolve shipment discrepancies that are not reported immediately. Make sure that all items have been received before any type of installation work is scheduled. The freight carrier will be instructed to call your designated contact 24 hours before delivery to arrange a delivery appointment.

Once accepted, orders can only be changed or canceled with the consent of GameTime and TRP, and on terms that will indemnify them against loss. Changed or canceled orders are subject to a \$100.00 service charge. Additionally, canceled orders are subject to a 25% restocking fee, plus freight charges (to and from). Built-to-order equipment orders are non-cancelable. Changes to orders that have been shipped and invoiced are subject to the above \$100.00 service charge plus additional restocking/return charges of 25%. Non-returnable items shall be charged at full invoice value. Any return transportation charges shall be for the Buyer's account. Replacement parts are also subject to the cancellation/returns policy. Please carefully review any research information that has been sent to you and confirm that you are ordering the correct replacement parts for your equipment. This quotation is valid 30 days. After 30 days, please request an updated quote. Prices may be subject to material and fuel surcharges at the time of shipment and are subject to change without notice. Current prices will apply at the time of shipment. Acceptance of this quote indicates your agreement to GameTime's credit terms, which are net 30 days, FOB shipping with approved credit. Any deviations from this proposal may invalidate the quoted pricing and/or terms.

TJ-04050-15 Rev 1 - City of Watauga - Capps Smith Park - Shade

QUOTE
#71139

05/04/2015

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF \$1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O TOTAL RECREATION.

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimilie: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: **\$21,855.84**

Order Information:

Bill To: _____

Company: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Email Address: _____

Tel: _____

Fax: _____

Ship To: _____

Company: _____

Attn: _____

Address: _____

City, State, Zip: _____

Contact: _____

Email Address: _____

Tel: _____

Fax: _____