



“A GREAT PLACE TO LIVE”

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

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of March 15, 2016

ADJOURNMENT

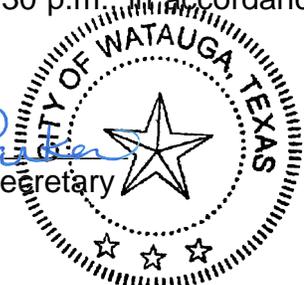
NOTICE

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 Thursday, April 14, 2016, before 6:30 p.m. in accordance with Chapter 551 of the Texas Government Code.

AAA

Zolaina R. Parker
Zolaina R. Parker, City Secretary





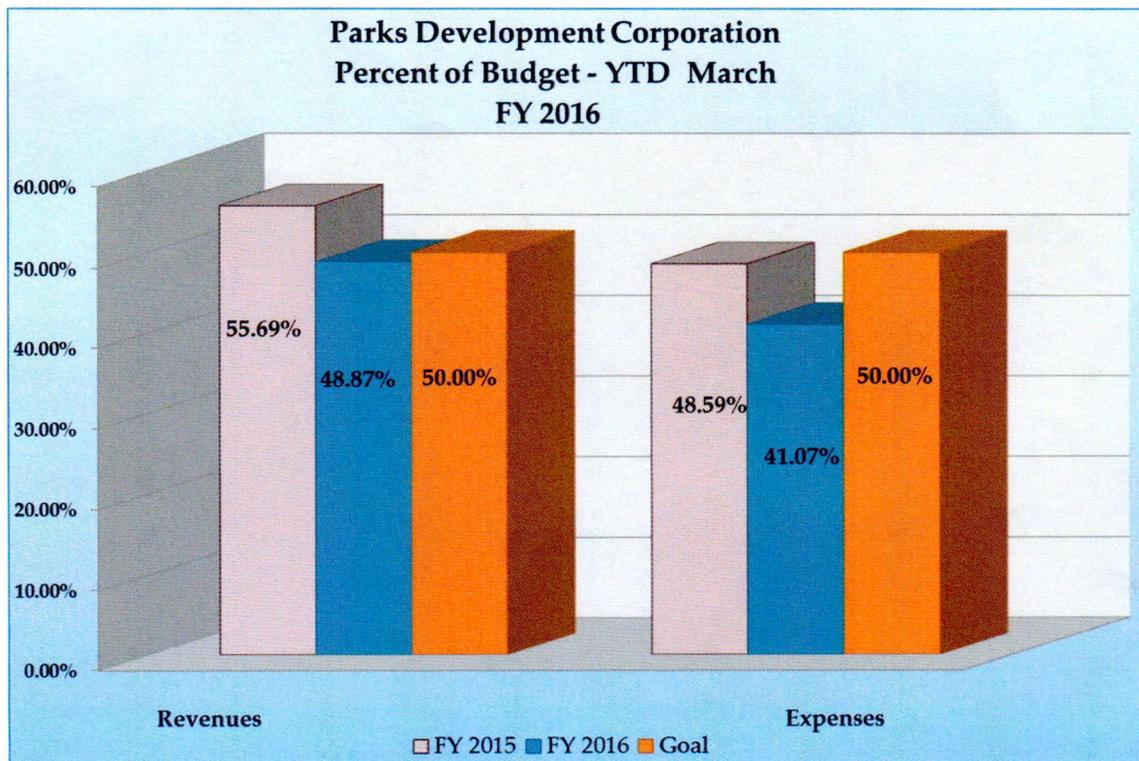
AGENDA MEMORANDUM

DATE: April 11, 2016
TO: Watauga Parks Development Board
FROM: Sandra Gibson, Director of Finance and Administration *S Gibson*
SUBJECT: Financial Report for the Month of March 2016

The attached report and below graph represent the results of transactions for March of this fiscal year, which is approximately 50% of the FY2015-16 budget and the end of the second quarter.

The PDC year-to-date sales tax receipts through March, 2016 decreased 5.17%, or \$20,583 from the same time last year. Sales tax revenues collected year-to-date total \$377,196.

Total year-to-date expenditures are \$326,702 which is approximately 41% of the budget expended for the year. The FY2016 expenditures through March decreased 33.03% or \$161,104 in comparison with FY2015 expenditures at this time. The decrease is largely due to personnel savings with the Grounds Maintenance outsource contract, low fuel prices, and the debt service payoff that was completed last fiscal year.



CITY OF WATAUGA
 BUDGET TO ACTUAL COMPARISON
 FISCAL YEAR 2016
 For the period ending March 31, 2016 (2nd Quarter)

PARKS DEVELOPMENT FUND - 04

REVENUE:	<u>CURRENT BUDGET</u>	<u>3/31/2016 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>3/31/2015 YTD ACTUAL</u>	<u>\$ CHG 16 vs 15</u>	<u>% CHG 16 vs 15</u>
SALES TAX	772,262	377,196	48.84%	51.16%	397,779	(20,583)	-5.17%
INTEREST EARNINGS	500	450	90.03%	9.97%	119	331	-
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	\$772,762	\$377,646	48.87%	51.13%	\$397,899	(20,252)	-5.17%
TOTAL EXPENDITURES	795,463	326,702	41.07%	58.93%	\$ 487,806	(161,104)	-33.03%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	(22,701)	\$50,945			(89,907)	\$140,852	

**MONTHLY REPORT FOR PARKS DEPARTMENT- March 2016
3/1-3/31/2016**

Turf Maintenance ₁	Cycles per month	Crew (3) hours per month
Municipal Buildings ①	4	9.5
Park Grounds ⑦	11	48.75
Right of Ways ③	5	2.5
Undeveloped properties ③	1	11
Totals:	21	71.75

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	2
Plant installation	0
Irrigation checks	11
Irrigation repairs	1
Herbicide spraying	10
Trimming/pruning	8

Sports field maintenance ₄	Mowing cycles	Game preparation cycles
Baseball	6	9
Football	4	4
Kickball	6	9

MONTHLY REPORT FOR PARKS DEPARTMENT- March 2016
3/1-3/31/2016

Additional work completed

Sprayed herbicides on sports fields.
Pruned trees throughout city parks as needed.
Trimmed all ornamental grasses.
Remove excess trash from lake
Minor repairs to restroom facility at Capp-Smith park.
Monthly playground safety inspections.
Repaired fence panels at Capp-Smith park as needed.
Removed graffiti and repaired vandalism damage as needed.
Awarded annual contract for mowing services to Whitmore & Sons Inc.
Major repairs to playground equipment at Capp-Smith Park completed.

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
Jan Hill	Director
Glenn Knight	Director
Kim Irving	Director

and

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

with

Director Roma Bowman, absent with notice.

CALL TO ORDER

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

CITIZEN'S OPEN FORUM

Mr. Majib Khalil, 6005 Chapman Road, Watauga, Texas, provided information about the sport of Cricket and gave his thanks for the location in Watauga where his team plays Cricket. Mr. Khalil, requested amenities such as flood lights and fencing.

REPORTS FROM STAFF

1. Financial Report for the month of February, 2016

Deby Woodard, Assistant Director of Finance & Administration/Purchasing Manager, presented the financial report for the Month of February 2016.

2. Parks and Community Services Report for February 2016

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

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of February 16, 2016

Vice-President Beierschmitt made a motion to approve the Minutes of the Regular Meeting of February 16, 2016. Director Knight seconded the motion, which prevailed as follows:

AYES: Beierschmitt, Chauvin, Hill, Knight, Irving
NAYS: None
ABSTAIN: Miner
ABSENT: Bowman

NEW BUSINESS

1. Discussion and action on selection of Parks Development Corporation Officers

(a) President

Director Beierschmitt nominated Director Miner to serve as President. Director Hill seconded the nomination which passed as follows:

AYES: Beierschmitt, Chauvin, Hill, Knight, Irving
NAYS: None
ABSTAIN: Miner
ABSENT: Bowman

(b) Vice-President

Director Miner nominated Director Beierschmitt to serve as Vice-President. Director Knight seconded the nomination which passed as follows:

AYES: Beierschmitt, Chauvin, Hill, Knight, Irving
NAYS: None
ABSTAIN: Miner
ABSENT: Bowman

(c) Secretary

Director Beierschmitt nominated Director Chauvin to serve as Secretary. Director Hill seconded the nomination which passed as follows:

AYES: Beierschmitt, Chauvin, Hill, Knight, Irving
NAYS: None
ABSTAIN: Miner
ABSENT: Bowman

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

Vice-Chairperson Beierschmitt made a motion to approve and recommend to Council the purchase and installation of a shade structure at Capp Smith Park Playground, in an amount not to exceed \$22,000. Director Hill seconded the nomination which passed as follows:

AYES: Beierschmitt, Chauvin, Hill, Knight, Irving
NAYS: None
ABSTAIN: Miner
ABSENT: Bowman

PUBLIC MEETING

1. Public Meeting to provide citizens an opportunity to share ideas, suggestions and recommendations with regard to the Watauga Parks Master Plan

President Miner recessed the Regular Meeting at 6:44 p.m., and opened the Public Meeting. During the Public Meeting citizens shared ideas, suggestions and recommendations with regard to the Watauga Parks Master Plan. President Miner closed the Public Meeting and reconvened the Regular Meeting at 8:01 p.m.

ADJOURNMENT

With there being no further business to conduct, President Miner adjourned the meeting at 8:01 p.m.

APPROVED: this 19th day of April, 2016

SIGNED: this 19th day of April, 2016

ATTEST:

Leah Chauvin, Secretary

APPROVED:

Art Miner, President