



AGENDA
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, NOVEMBER 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 September 2016
Sandra Gibson, Director of Finance
2. Parks and Community Services Report for October 2016
Sal Torres, Director of Parks & Community Services

APPROVAL OF MINUTES

1. Minutes of Special Meeting of September 13, 2016

NEW BUSINESS

1. Discussion and action to declare the repair on Capp Smith Park Lake Retaining Wall a project in an amount not to exceed \$200,000; and setting a public hearing date on December 13, 2016 at 6:30 p.m., during a Special Meeting of the Watauga Parks Development Corporation, to be held at City Hall-Council Chamber, 7105 Whitley Road, Watauga, Texas 76148
2. Discussion and action to declare the purchase and installation of a shade structure to be located at Indian Springs Park a project in an amount not to exceed \$16,000; and setting a public hearing date on December 13, 2016 at 6:30 p.m., during a Special Meeting of the Watauga Parks Development Corporation, to be held at City Hall-Council Chamber, 7105 Whitley Road, Watauga, Texas 76148

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) 514-3625 FOR FURTHER INFORMATION.

I, Zolaina R. Parker, City Secretary for the City of Watauga, Texas, hereby certify that this agenda was posted at City Hall, 7105 Whitley Road, Watauga, Texas, on the official bulletin board on Thursday, November 10, 2016 before 6:30 p.m. in accordance with Chapter 551 of the Texas Government Code.


Zolaina R. Parker, City Secretary



REPORT 1



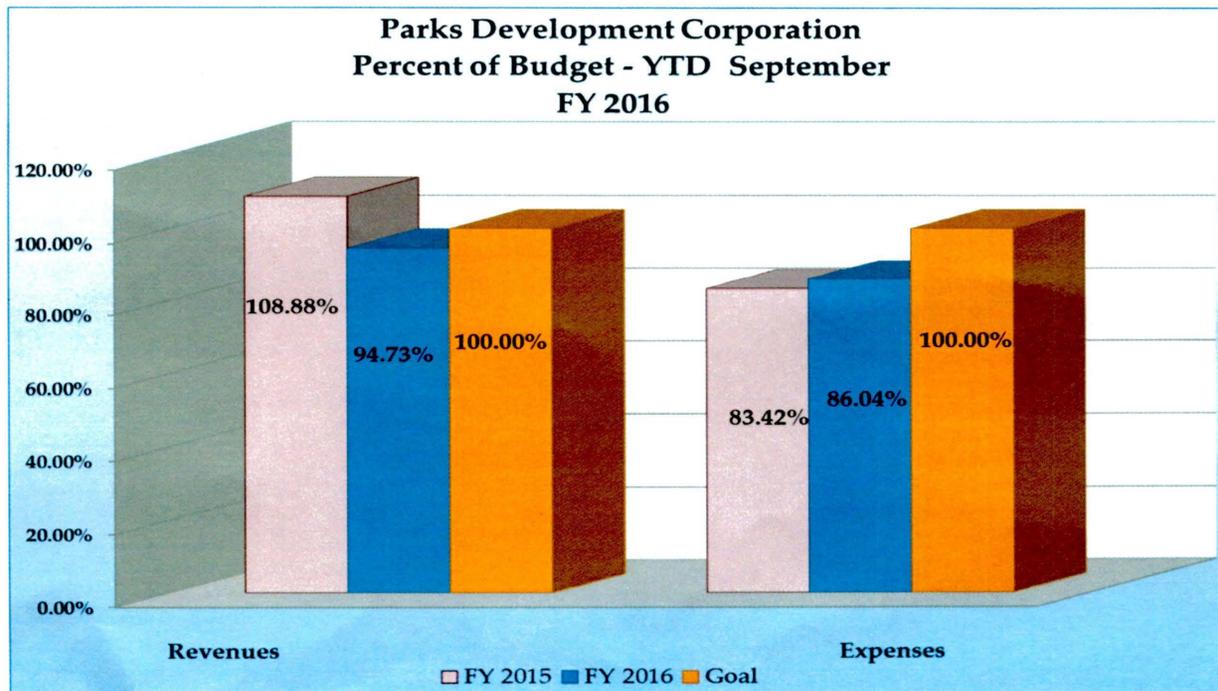
AGENDA MEMORANDUM

DATE: October 7, 2016
TO: Watauga Parks Development Board
FROM: Sandra Gibson, Director of Finance *S. Gibson*
SUBJECT: Financial Report for the Month of September 2016 (Pre-Audit)

The attached report and below graph represent the results of transactions for September of this fiscal year, which is 100% through the FY2015-16 budget. This report does not include any audit adjustments.

The PDC year-to-date sales tax receipts through September, 2016 decreased 6.01%, or \$46,705 from the same time last year. This has been a continuing trend throughout the fiscal year. Sales tax revenues collected year-to-date total \$730,846.

Total year-to-date expenditures are \$684,403 which is 86.04% of the budget expended for the year. Expenditure categories under budget expectations include personnel, supplies, and contractual. The FY2016 expenditures through September decreased \$153,082 in comparison with FY2015 expenditures at this time. This decrease is largely due to the continuing parks maintenance contract and discontinuation of transfers to the debt service fund for debt service payments since the debt was paid off in FY2014-15.



**CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2016
For the period ending September 30, 2016 (4th Quarter)**

PARKS DEVELOPMENT FUND - 04

REVENUE:	<u>CURRENT BUDGET</u>	<u>9/30/2016 YTD ACTUAL</u>	<u>% USED</u>	<u>% REMAINING</u>	<u>9/30/2015 YTD ACTUAL</u>	<u>\$ CHG 16 vs 15</u>	<u>% CHG 16 vs 15</u>
SALES TAX	772,262	734,267	95.08%	4.92%	777,551	(43,284)	-5.57%
INTEREST EARNINGS	500	1,206	241.19%	-141.19%	413	793	-
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	<u>\$772,762</u>	<u>\$735,473</u>	95.17%	4.83%	<u>\$777,964</u>	<u>(42,491)</u>	<u>-5.57%</u>
TOTAL EXPENDITURES	<u>795,463</u>	<u>684,403</u>	86.04%	13.96%	<u>\$ 837,485</u>	<u>(153,082)</u>	<u>-18.28%</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	<u>(\$22,701)</u>	<u>\$51,070</u>			<u>(\$59,521)</u>	<u>\$110,591</u>	

100.00%

REPORT 2

**MONTHLY REPORT FOR PARKS DEPARTMENT- October 2016
10/1-10/31/2016**

Turf Maintenance ₁	Cycles per month	Crew (3) hours per month
Municipal Buildings ①	2	1.5
Park Grounds ⑦	13	48.5
Right of Ways ③	3	1.5
Undeveloped properties ③	4	10.5
Totals:	22	62

Sanitation ₂	Cycles per month	Man hours per month
Capp-Smith	12	24
Foster Village	8	20
Parks-general	8	20
Recreation Center	1	1
Totals:	29	65

Landscape ₃	Sites per month
Fertilize	10
Plant installation	9
Irrigation checks	9
Irrigation repairs	6
Herbicide spraying	16
Trimming/pruning	10

Sports field maintenance ₄	Mowing cycles	Game preparation cycles
Baseball	5	6
Football	3	3
Kickball	5	6

MONTHLY REPORT FOR PARKS DEPARTMENT- October 2016
10/1-10/31/2016

Additional work completed

Took delivery of new spray equipment.
Remove excess trash from lake
Monthly playground safety inspections.
Repaired fence panels at Capp-Smith park as needed.
Removed graffiti and repaired vandalism damage as needed.
Repaired lighting system at Capp-Smith.
Minor repairs to electrical system at Capp-Smith.
Treated Ant mounds as needed throughout city.
Power washed pavilions at Capp-Smith park.
Cleaned fountain in lake at Capp-Smith park.
applied pre-emergent to park and municipal grounds locations.
Performed preventative maintenance on all mowing equipment.
Planted wildflower test area at Capp-Smith.
Assisted the recreation staff with 5K and Halloween bash
Planted pansies at parks and municipal buildings landscape beds.

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.

APPROVAL OF MINUTES
SEPT. 13, 2016

MINUTES
WATAUGA PARKS DEVELOPMENT CORPORATION
SPECIAL MEETING
TUESDAY, SEPTEMBER 13, 2016
CITY HALL COUNCIL CHAMBER
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:30 P.M.

Members present:

Art Miner	President
Pete Beierschmitt	Vice-President
Roma Bowman	Director
Jan Hill	Director
Kim Irving	Director

and

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

with

Secretary Leah Chauvin absent without 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 July 2016

Sandra Gibson, Director of Finance & Administration, presented the Financial Report for the month of July 2016.

2. Parks and Community Services Report for August 2016

Sal Torres, Director of Parks and Community Services, presented the Parks and Community Services Report for August 2016.

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of July 12, 2016

Vice-Chairperson Beierschmitt made a motion to approve the Minutes of the Regular Meeting of July 12, 2016 as presented. Director Hill seconded the motion, which prevailed as follows:

AYES:	Beierschmitt, Bowman, Hill, Irving
NAYS:	None

ABSTAIN: Miner
ABSENT: Chauvin

PUBLIC HEARING

1. Public Hearing for input regarding the proposed City of Watauga, Texas Parks and Open Space 2017-2027 Master Plan

a. Open Public Hearing

President Miner recessed the special meeting and opened the public hearing at 6:49 p.m.

b. Staff Presentation

Sal Torres, Director of Parks and Community Services presented information on the proposed Master Plan during the Reports portion of the Agenda.

c. Public Comments

There were no public comments.

d. Close Public Hearing

President Miner closed the public hearing and reconvened the special meeting at 6:50 p.m.

NEW BUSINESS

1. Discussion and action on approval of the proposed City of Watauga, Texas – Parks and Open Space 2017-2027 Master Plan and recommendation of approval to the Watauga City Council

Vice-President Beierschmitt made a motion to approve the proposed City of Watauga, Texas – Parks and Open Space 2017-2027 Master Plan and recommend approval to the City Council. Director Hill, seconded the motion, which passed as follows:

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

ADJOURNMENT

With there being no further business to conduct, President Miner adjourned the meeting at 6:56 p.m.

APPROVED: this 15th day of November, 2016

SIGNED: this 15th day of November, 2016

ATTEST:

APPROVED:

Leah Chauvin, Secretary

Art Miner, President

MINUTES DRAFT

NEW BUSINESS 1



AGENDA MEMORANDUM

DATE: November 8, 2016

TO: Watauga Parks Development Board

FROM: Sal Torres, Director of Parks & Community Services 

SUBJECT: Discussion and Action on Declaring a Project and Setting Public Hearing Date for Capp Smith Park Lake Retaining Wall Repair

Per Chapter 505 of the Local Government Code, Type B Corporations must declare any expenditure of sales tax proceeds as a project. In addition, the Type B Corporation Board must publish notice and hold at least one (1) public hearing for such project.

Within the Fiscal Year 2016-17 Budget, repair of the Capp Smith Park lake retaining wall was approved. Staff recommends the approval for declaration of this project be approved by the Watauga Parks Development Board in an amount not to exceed \$200,000.

In addition, staff requests the Watauga Parks Development Board set a public hearing date for this project for Tuesday, December 13, 2016.

NEW BUSINESS 2



AGENDA MEMORANDUM

DATE: November 8, 2016

TO: Watauga Parks Development Board

FROM: Sal Torres, Director of Parks & Community Services 

SUBJECT: Discussion and Action on Declaring a Project and Setting Public Hearing Date for the Purchase and Installation of a Playground Structure

Per Chapter 505 of the Local Government Code, Type B Corporations must declare any expenditure of sales tax proceeds as a project. In addition, the Type B Corporation Board must publish notice and hold at least one (1) public hearing for such project.

Within the Fiscal Year 2016-17 Budget, the purchase and installation of a playground shade structure located at Indian Springs Park was approved. Staff recommends the approval for declaration of this project be approved by the Watauga Parks Development Board in an amount not to exceed \$16,000.

In addition, staff requests the Watauga Parks Development Board set a public hearing date for this project for Tuesday, December 13, 2016.