

Agenda
PARKS AND ENVIRONMENTAL COMMISSION
March 14, 2016
6:00 P.M.

Be It Known That the Converse Parks and Environmental Commission Will Meet For A Regular Meeting on Monday, March 14, 2016 at 6:00 P.M. in the City Hall Conference Room located at 405 South Seguin Street to Discuss and Act On The Following Agenda:

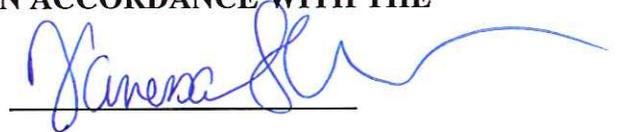
A quorum of the following commissions may be present: Building & Standards Commission, City Council, Economic Development Corporation, and/or Planning & Zoning Commission.

1. Call To Order. (Chairman)
2. Opening Ceremonies. (Chairman)
 - a. Moment of silence.
 - b. Pledge of Allegiance.
3. Roll Call, Establishment of Quorum & Recognition of Visitors. (Chairman)
 - a. Introduction of new member, LeRoy Rouse
4. Citizens to be heard: This time is provided for Citizens to address the Parks and Environmental Commission on any issues and concerns under the commission's purview. No Parks and Environmental Commission Discussion or Action can be taken if an item is not on the Agenda. Please state your name and address for the record. Remarks should be limited to three minutes (3 min.).
5. Discussion and Appropriate Action of Consent Agenda. (Chairman)
 - a. February 8, 2016 minutes
6. Report from City Council Liaison (Councilwoman N. Droneburg)
7. Park and Environmental Commission membership - update. (Chairman)
8. Report from the Public Works Director (M. Longoria)
 - a. Calendar of upcoming rentals (six-month view)
 - b. Financial Report, included in agenda attachments
 - c. Financial Forecast (estimation)
 - d. Updates on grants being applied for / status of grants already applied for

9. Discussion on any new updates or details for potential future events. (Chairman)
 - a. Movies in the Park (Chairman)
 - i. Select location for June 4 event at City Park
 - b. End of School event (I. Hollowell)
 - c. Back to School event (Chairman)
 - d. Holiday Lights Competition (Chairman)
 - e. Fishing event – discussion
10. Update on Parks Master / Vision Plan (Chairman)
 - a. Strategic plan update (M. Longoria)
 - b. Community garden update (W. Santiago)
11. Discussion and Appropriate Action to Allocate \$1,100 for the strategic planning consultant fee for use to facilitate the formation of the strategic plan for the implementation of the parks master/vision plan. (M. Longoria and Chairman)
12. Discussion and Appropriate Action to Allocate \$1,250 for the End of School Event to be held at City Park in June 2016. (Chairman, I. Hollowell)
13. Discussion on Back to School Event to be held at City Park in August 2016. (Chairman)
14. Agenda items for next meeting.
15. Set date and time for next meeting.
16. Adjournment.

CERTIFICATION

I, VANESSA LIMONES, SECRETARY OF THE PARKS AND ENVIRONMENTAL COMMISSION FOR THE CITY OF CONVERSE, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 1th of March AT 3:00 P.M WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH THE CHAPTER 551, TEXAS GOVERNMENT CODE.



Vanessa Limones, Secretary

I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE PARKS AND ENVIRONMENTAL COMMISSION WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON DAY OF _____ 2016.

_____ Title: _____

This facility is wheelchair accessible and parking spaces are available. Requests for accommodations for interpretive services must be made within 48 hours prior to this meeting. Please contact the City Secretary's Office at (210) 658-5356 or fax (210) 659-0964 for further information.

AGENDA ITEM

8C

To: Parks and Environmental Commission Members
From: Rick Smith, Chairman of the Parks and Environmental Commission
Date: March 1, 2016
RE: Financial Forecast

Please review the financial forecast below. The forecast is to be used for budgeting purposes and should not be considered absolute. Not all encumbered funds have been spent, nor do they HAVE to be spent.

Thank you,

Rick Smith

FINANCIAL FORECAST

Starting Budget	\$7,500.00	
Movie in the Park	\$3,000.00 ¹	(money set aside but not all has been spent)
Spent to date	\$1,602.00 ²	(including expenses and encumbrances)
Advertising in newspaper	<u>\$ 250.00</u>	
Total remaining to date	\$4,500.00	(inclusive of encumbered funds)
Forecasting projected expenses		
Facilitator for strategic plan – April	\$1,100.00	
End of School event – June	\$1,250.00	
Food, music, prizes, entertainment		
Back to School event – August	\$2,000.00	(action item for April meeting)
Backpacks, supplies, food		
Projected expenses	<u>\$4,350.00</u>	
PROJECTED TOTAL REMAINING	\$150.00	(total remaining minus projected expenses)

Footnotes

1: \$3,000 was approved and set aside. Only \$1,852.00 has been spent so far, leaving \$1,148.00 remaining. There are no other expected expenses other than food, beverage, and pool floats, if the commission decides to purchase them.

2: Movies in the Park events (April and June). Expenses are for audio/visual rental and movie licensing.

AGENDA ITEM

8C

To: Parks and Environmental Commission Members
From: Irvin Hollowell, Member of the Parks and Environmental Commission
Date: March 7, 2016
RE: Outline of End of School Year Party

Proposed Event Dates: Saturday, May 27 (before pool officially opens)
Saturday, June 11

Key Points for 2016 End of School Bash:

1. Use the pool during standard working hours to alleviate added employee staffing costs: Pool is open from said hour to said hour; utilize 4 hours of normal operations to have bash. This alleviates a second cost simultaneously in security. The pool has a maximum occupancy and does not require security during normal operating hours.
2. Allow only citizens which have paid for pool entry to participate in free additional event. This allows for pool financing/expenses and reduces committee expenses to cover staff and fixed costs.
3. Secure the following: Nacho machine with fryer, hot dog rotisserie and hot dog steamer, popcorn machine, snow cone machine, drinks, and associated materials for aforementioned machines. I would recommend these items be free to event goers.
4. Purchase additional pool recreational supplies for event and add music component to liven up the event. *Buying pool floats/noodles could also work for the June 4 "Dive In" Move in the Park.*
5. Judson ISD's last day of school is June 3.
6. Advertise using city assets (website, marque, billboards (?), flyers in offices, social media sites, etc.)
7. Use basic layout from last summer's bash, food in rear of facility and allow for peaceful movement throughout facility with snacks and drinks.
8. Committee members would set-up and clean up.

Funding Request: \$1,250.00

AGENDA ITEM

11

To: Parks and Environmental Commission Members
From: Rick Smith, Chairman of the Parks and Environmental Commission Members
Date: March 1, 2016
RE: Facilitator Scope of Work and Background

Please see the scope of work and short biography of the proposed facilitator below. The facilitator will spearhead a strategic planning session, which is the next logical step in the implementation of the parks mission/vision master plan.

Facilitator cost:	\$1,000
Food and beverage for session:	\$ 100
Total cost:	\$1,100

Thanks,

Rick Smith

DATES: We are considering a four-hour facilitation session, open to the public, on a Saturday morning in March, April or May. Here are the proposed dates from the facilitator:

March 26 April 9 April 30 May 7 May 14 May 21

TIME: 8:30 a.m. to 12:30 p.m..

SCOPE: I can facilitate this effort — providing an agenda and program for the session — to assist in developing a short-term development plan of action. In addition to preparing the agenda and facilitating the session, I would author and present a report summarizing the proceedings — including the recommendations for moving forward.

FACILITATOR:

Mike De La Garza
President and Chief Provider
MDLG + Company
MDLGandC.com

Biography attached