



**Agenda**  
**PARKS AND ENVIRONMENTAL COMMISSION**  
**April 11, 2016**  
**6:00 P.M.**

**Be It Known That the Converse Parks and Environmental Commission Will Meet For A Regular Meeting on Monday, April 11, 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:**

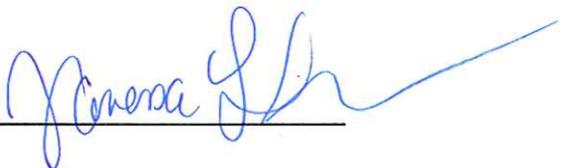
**A quorum of the following commissions may be present: Building & Standards Commission, City Council, Economic Development Corporation, and/or Planning & Zoning Commission.**

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
  - b. Welcome to Rodger Dennes, reappointed member
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. March 14, 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. Review of Movie in the Parks event (Chairman)
10. 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, June 11, 2016 (Chairman)
  - c. Back to School event, August 2016 (Chairman)
  - d. Holiday Lights Competition (Chairman)
  - e. Fishing event (S. Perez)
  - f. Community Garden (W. Santiago)
11. Update on Parks Master / Vision Plan and strategic plan facilitation session (M. Longoria)
12. Agenda items for next meeting.
13. Set date and time for next meeting.
- a. Strategic Planning Sessions: Saturday, April 30, 8:30 a.m. – 12:30 p.m.
14. 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 8<sup>th</sup> of April 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

## 5A

To: Parks and Environmental Commission Members  
From: Rick Smith, Chairman of the Parks and Environmental Commission  
Date: April 4, 2016  
RE: Minutes from March 14, 2016 meeting

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Please review the attached minutes.

Thank you,

Rick Smith

# AGENDA ITEM

## 8C

To: Parks and Environmental Commission Members  
From: Rick Smith, Chairman of the Parks and Environmental Commission  
Date: April 4, 2016  
RE: Financial Forecast

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### FINANCIAL FORECAST

Starting Budget	\$7,500.00	
Movie in the Park (April 9 & June 4)	\$3,000.00 <sup>1</sup>	(money set aside but not all has been spent)
Spent to date	\$1,602.00	(licensing and a audio/visual rental)
	\$ 200.00	(estimated food and beverage expense)
	<u>\$ 250.00</u>	(newspaper advertising)
	\$2,052.00	
		<i>(The "spent to date" expenses are not included in financial forecast end balance because they are already accounted for in the \$3,000 allocation)</i>
Facilitator for strategic plan, April 30	\$1,100.00	(money allocated, nothing spent yet)
End of School event, June 11	\$1,250.00	(money allocated, nothing spent yet)
<u>Total remaining to date</u>	<u>\$2,150.00</u>	<u>(inclusive of encumbered funds)</u>
Forecasting projected expenses		
Back to School event – August	\$2,000.00	(action item for April meeting)
Backpacks, supplies, food		
PROJECTED END BALANCE	\$150.00	

*Reminder: the movie in the park events have an encumbrance of \$3,000. That money is set aside for expenses. It is forecasted that the commission will not spend the full \$3,000 that has been allocated. Remaining funds will remain in the Parks and Environmental Commission's account for future use.*

#### Footnotes

1: \$3,000 was approved and set aside. Expenses so far include licensing, audio/visual rental, and food and beverage expenses.