



Minutes  
PARKS AND ENVIRONMENTAL COMMISSION  
May 9, 2016  
5:00 P.M.

1. Call To Order. (Chairman)  
Meeting called to order at 5:05 p.m.
2. Opening Ceremonies. (Chairman)
  - a. Moment of silence.
  - b. Pledge of Allegiance.
3. Roll Call, Establishment of Quorum & Recognition of Visitors. (Chairman)

*Smith: At this present time, there is not quorum at the meeting. We will have quorum shortly.*

Members present:

Rick Smith, commission chairman  
Anthony Woods, commission member  
Wenceslao Santiago, commission member  
*Rodger Dennes (late arrival), commission member*  
Vanessa Limones, ex-officio member, recording secretary  
Manny Longoria, ex-officio member, director of public works  
Nancy Droneburg, ex-officio member, City Council liaison  
John Quintanilla, guest

**Excused absences:** LeRoy Rouse and Sam Perez, Jr.

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.).

**Sergio Marquez:** Mr. Marquez introduced his business concept to the commission. i9 Sports is a national franchise that provides sports leagues and clinics to children. He noted interest in hosting flag football, tee-ball and soccer at North Park. The commission asked that he work out a reservation/contract for facility usage with city staff.

5. Discussion on development and future park space in developments. (J. Quintanilla)

Quintanilla: Enclosed in the agenda were copies of ordinances from other cities around Texas to use as examples. (Cities of Round Rock, Kyle, League City)

***Commission Member Rodger Dennes has arrived at the meeting. The meeting now has quorum.***

Quintanilla: This ordinance would apply to any residential development, such as home or apartment subdivision. The discussion internally would be open to having a fee in lieu of dedicated park space for future park development. The commission and city council can consider that idea. A ratio must be developed as to what fee/park land should be dedicated per unit development.

Quintanilla: 30+ subdivisions account for over 90% of the subdivisions. In order to pull a building permit, you have to have a platted lot (with some exceptions). There are some large pieces of land zoned for residential development.

Smith: Is there an option besides the fee-in-lieu-of-development and dedicating parkland to have a developer who builds near a floodplain to develop the floodplain into hiking/biking trails that connect to existing hiking/biking trails?

Quintanilla: That would be acceptable.

Quintanilla: Next month I will bring ratios that could be included in an ordinance for you to consider.

Droneburg: The money raised from the fees could be used for future park development. Or, maybe dedicated parkland for that community could include a playground.

Smith: Would we be duplicating efforts if we require developers to put parkland inside of a development, but the developer already has plans for a pool or playground or other parkland?

Woods: Not necessarily. The developer would build it for *their* residents not the citizens of Converse.

Smith: But how do you keep other citizens out from using it?

Longoria: If you look at the study, we are okay with parkland we have. We need funds to improve current facilities. The disadvantage of bringing in more property is more maintenance is needed.

Droneburg: I'd like to see examples that are closer to our city, such as Schertz, Live Oak, etc.

6. Discussion and Appropriate Action of Consent Agenda. (Chairman)
  - a. April 11, 2016 minutes
  - b. April 19, 2016 minutes from facilitation session part I
  - c. April 30, 2016 minutes from facilitation session part II

Motion to approve: Woods

Second: Santiago

**Motion passes.**

7. Discussion and Update on Parks Master/Vision Plan and Strategic Plan Facilitation. (Manny Longoria)

Longoria: The report from the facilitation session is included in the agenda. There is some more work to be done on the report, such as definition of the projects; some items were missing, such as the linkage of the two existing parks. We need to look at it very closely. Some items may be missing or explained incorrectly, such as replacing campsites and focus more on picnic facilities with BBQ pits. But I think the report gives a good listing so staff can develop pricing and schedules.

Droneburg: Is this his final report?

Longoria: Yes, but he is open to changing it/refining it.

Droneburg: One of the next steps and something I want to see is price. This way we know which order we may do the projects.

Longoria: That's something that staff will be doing and is the next step. I want to make sure what is in this report is what the commission wants us to work on. For example, the lighting for the parks is not in here. There is still time to look at the report closer and then staff can put numbers and a schedule to implementation.

Smith: Is there any plan to detail this anymore, such as putting strategic goals or objectives? To me, this looks like a wish list and tells us where to go, but doesn't tell us how to get there.

Woods: Should it be that detailed?

Smith: I go back to my personal definition of a strategic plan, and I think it does need to be detailed.

Woods: How detailed does it need to be? Should it tell us how to do it or give us a broad direction?

Smith: In my mind, it needs to be more detailed than "replace soccer fields." How long will it take? How long will other fields be out of commission? What part of the year should we be doing it? I feel, if not part of this project, as part of the overall approval, we need to have those details. Right now, this is a shopping list with no price tag on it.

Woods: That's something staff should be doing. We give the guidelines.

Longoria: I'm more interested in what projects the commission and the city council want. I think the report is a wish list, but I get a good sense from the report of what needs to be done. I want to make sure that things weren't left out. Some of the items in here, such as parking lots, staff has the ability to do. What I need to know is what was left off, and we can develop priorities.

Woods: I'm confused with our role here. Aren't those the details that you should be working on and getting back to us for approval? I see our role as giving general guidance.

Longoria: Some of these items are grant-eligible. Stella has a green light to begin looking and applying for grants.

8. Report from the Public Works Director (Manny Longoria)
  - a. Calendar of upcoming rentals – report on any new rentals  
Nothing to report.
  - b. Detailed Financial Report, included in agenda attachments  
Included in the agenda.
  - c. Updates:
    - i. Fences at ballfield are almost done. We are waiting for padding.
    - ii. Dugouts will be fixed and painted. That remains to be done.

- iii. Work on backstops came out nice.
- iv. Facilities have been painted to neutral colors.
- v. We have spent a lot of time preparing the pool. Vanessa has been interviewing lifeguards.

Woods: I'm curious about the grants. Why didn't the grants administrator attend the facilitation meeting?

Longoria: She was unavailable that day. She has been very active with grants so far. She has been on the ball and doing the work.

d. Limones: Shirts update?

Smith: I have not looked at the shirt yet, but we will order it soon.

Limones: I need Mr. Dennes' size

Rodger: I don't need another shirt.

Smith: shirts will be a dark green with gray piping. They look sharp.

9. Discussion on any new updates or details for potential future events. (Chairman)

a. Movies in the Park (Chairman)

i. June 4, 2016, City Park Ball Field #1, 8 p.m., "Minions"

- *Moving the movie to Ballfield #1 because there is a party at the pavilion.*

- Sam Perez Jr., event lead

- Assignments needed:

a. Popcorn, candy, popcorn scooper, and associated items pickup at Rico's

i. Rodger Dennes

1. Smith will email Rodger with the information and the address

ii. Limones will get the candy

b. Beverages, coolers, and associated items pickup – Santiago

i. Saturday, before the event, and bring those items to the event. City truck with tommy lift on the back needs to be used.

ii. Longoria: City staff can handle this.

c. Movie pickup – Sam Perez, Jr.

b. Back to School event, August 2016 (Chairman)

Smith: discussion upcoming

c. Holiday Lights Competition (Chairman)

Smith: nothing to report

d. Fishing event proposal (Sam Perez)

Smith: Sam is not at the meeting, we will have an update next meeting.

10. Discussion and Appropriate Action to Create and Propose the 2016 – 2017 Fiscal Year Budget for the Parks and Environmental Commission (Chairman)

Smith: Enclosed in the agenda is a proposed agenda that we can revise, approve, and send forward to city staff for approval. This year's budget was \$7,500; the proposal for next year is for \$12,200 broken down as:

- Four movies in the parks, each at about \$1,100 (total \$4,400)
- Fishing event, \$300
- Back to school bash, \$2,500
- Other park-related expenses and dedications: \$5,000

Smith: an idea to have a 4<sup>th</sup> of July spectacular was discussed. The planning can be assisted by the commission, but the budget line should come from the city and be managed by the city. Request: \$30,000 ask for a 4<sup>th</sup> of July spectacular (music, fireworks, etc.)

Woods: As we proceed, if we keep moving further away from the advisory role, and I'm speaking bluntly, that's why you've had four resignations in the past six months, people have other commitments, and as much as we should be involved in other things, we need to have a healthy balance between our roles for planning events and our role as an advisory commission.

Smith: I agree with you. The 4<sup>th</sup> of July spectacular event would be a large undertaking and we should have an advisory role on that, but the movies in the park, the back to school event is in our purview.

Woods: I agree.

Smith: That's why I don't think we should include the 4<sup>th</sup> of July Spectacular in this commission's budget request.

Woods: I like this request. I think we have the right balance here. What is included in "other park-related expenses and deductions?" Are you optimistic of the budget request being approved?

Smith: Yes, I am. We've had good success with the events we've had this year.

Smith: Things come up that are unexpected, such as the strategic plan (\$1,100). The holiday lights competition is not in this budget, if we have to do something with that or with the museum / heritage park dedication, that's what the category is there for. Example for the "other" budget line: \$1,000 for other items, \$1,000 for holiday lights, \$1,000 for dedication to new park land, \$1,500 for dog park/animal shelter trail dedication. So that's already \$4,500 of the \$5,000 request.

Move to approve: Woods  
Second: Santiago  
**Motion passes**

11. Discussion and Appropriate Action to Allocate an Additional \$50.82 for Facilitation-Session Expenses Related to the Increased Cost in Catering from the April 30, 2016 Facilitation Session

Smith: We originally budgeted \$100 for this, but we spent \$150.82 on catering.

Move to approve: Woods  
Second: Dennes  
**Motion passes**

12. Appropriate Action to Cancel End of School Event approved at March 14, 2016 meeting and reallocate/return the \$1,250 from the End of School Event to the Parks and Environmental Commission's General Budget. (Chairman)

Smith: last meeting we decided to cancel this event and move the allocated money back to the general budget.

Move to approve: Santiago  
Second: Woods  
**Motion passes**

13. Discussion and Appropriate Action to Allocate \$2,500 for the Back to School Event on August 6, 2016 at City Park Pool from 7 – 10 p.m. (Chairman)

Smith: This was discussed last meeting. Last year the backpacks had school supplies included. We talked about giveaway items, entertainment, etc.

Move to approve: Woods  
Second: Santiago  
Motion passes.

14. Report from City Council Liaison (Councilwoman Nancy Droneburg)
- a. Converse Museum Update – no update
  - b. Animal Shelter Update – Wednesday is the next meeting with the architects. It's supposed to be ready for business by June of this year.
  - c. Council business:
    - i. Speedbump proposal did not go through
    - ii. Proposal to hire two code compliance officers instead of using a police officer was approved.

Smith: Any other updates or business from commission members? Any items to be added to the next agenda?

15. Set date and time for next meeting.
- a. Meeting: June 13, 5 p.m.
  - b. Annual Parks and Environmental Commission's Report to City Council – Tuesday, June 21, 2016 at 7 p.m. at the regularly-scheduled City Council meeting
16. Adjournment.  
The meeting was adjourned at 6:36 p.m.

#### CERTIFICATION

**The Parks and Environmental Commission of the City of Converse Met for a Regular Meeting at City Hall Conference Room Located at 405 S. Seguin Road to Discuss and Act on the Following Agenda Items:**

#### CERTIFICATION

Passed and approved by the Parks and Environmental Commission this 14 day of June, 2016.

Attest:

  
Rick Smith, Chairman