

**AGENDA
CITY OF WINDCREST, TEXAS**

PARKS AND RECREATION COMMISSION MEETING

February 13, 2013

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A BOARD MEETING OF THE WINDCREST PARKS AND RECREATION COMMISSION WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 13th DAY OF February 2013 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COMMISSION MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE PARKS AND RECREATION COMMISSION RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF FEBRUARY 13, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, FEBRUARY 14, 2013 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance & Invocation

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items

A member of the public will have three (3) minutes to discuss non-subsequent agenda items.

A member of the public will have six (6) minutes to discuss subsequent agenda items.

Parks and Recreation Commission members may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Presentations

1. Members of the Parks and Recreation Commission will receive a presentation from Raba-Kistner regarding the design for Windy Hollow Pond.
(http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1019 01:42:37)

IV. Old Business

No Updates

V. Work In Progress

1. Members of the Parks and Recreation Commission will discuss and may take action on revisions of the Civic Center Contract. (Att. 1)

VI. Capital Improvement Projects

1. Members of the Parks and Recreation Commission will discuss and may take action on the status of the Texas Parks and Wildlife Department Outdoor Recreation Grant (PWD 1069-P4000).
2. Members of the Parks and Recreation Commission will discuss and may take action on the design for Windy Hollow Park.

VII. New Business

1. Members of the Parks and Recreation Commission will discuss and may take action on setting a date for a Town Hall meeting.

VII. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Parks and Recreation Commission of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on February 13, 2013.

By: , City Secretary

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Kelly Rodriguez, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the Parks and Recreation Board was removed by me from the City Hall bulletin board on the ____ February, 2013.

____ Title: _____

WINDCREST CIVIC CENTER

Private Event rental Agreement

9310 Jim Seal Drive

Windcrest, Tx 78239

Civic Center Manager 210-655-0022/Civic Center Tech 210-382-6777

Thank You for considering the Windcrest Civic Center can be held for your private event. We are committed to providing a premiere facility where a variety of functions can be held with great success. This beautiful facility has 6657 square feet of space that can be broken into two rooms for a variety of different functions. **Functions are limited to and may not exceed 196 people.** The Windcrest Civic Center is equipped with 24 60 inch-round tables, 10 six foot rectangular folding tables, 250 folding chairs, 6 Bistro tables with 2 chairs per table, a full service kitchen, an attached 1400 square foot covered pavilion, a state of the art sound system, (please see table of additional rental charges). You may call to set up a viewing of the facility Monday thru Friday 9:00 am to 3:00 pm. Planning any event is a daunting task if you are in need of further assistance please do not hesitate to contact Kelly Rodriguez, Civic Center Manager or Marlene Guel at 210-655-0022.

BOOKING

Any group booking an event must submit a building deposit for damage as well as a signed agreement for reservation of the facility for the selected date and time. All functions are considered tentative until such time as a building deposit and signed agreement are secured by the City of Windcrest. Building deposit is ½ of the total rental amount.

INT _____

Non-Resident Rate

\$ 1500.00 package rate (300.00 of that being the deposit) includes 4hrs of the facility (50.00 per additional hr.) as well as use of the kitchen, a technician on site during the event, Audio system which consists of A 6 cd changer, 1 microphone, A projection screen, Cleaning the facility after the event.

INT _____

Cancellation

Any function that cancels will forfeit the deposit.

INT _____

Scheduling

All functions must end at 10pm Sunday thru Thursday and 12am(midnight) on Friday and Saturday all guests must leave at that time. If the function fails to end at the predetermined time the additional time will be deducted from the deposit. Clean up of the facility must be completed as soon as the function ends. There will be no extension of time unless approved prior to the beginning of the function by the Civic Center Manager. In the event the Lessee is running late, we ask that you please contact the the Civic Center Technician at 210-382-6777.

INT_____

CLEANING REQUIREMENTS

1. Remove all items from the refrigerator.
2. Remove all decorations and personal items both inside and outside the building.
3. Place all garbage in the container provided by the city and located inside the kitchen.
4. The lessee will be responsible for removing any personal property from the Civic Center as soon as the function ends.

INT_____

REFUNDS

No refunds will be made for the use of the building for unused time. Refunds of deposits or any portion of the deposit will be mailed 30 days after the function.

INT_____

AGREEMENT OF RENTAL

Name: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ 2nd Phone _____ Email _____

Type of function: _____ Number of Guests _____

Date of Use: _____ Day of the Week _____ Hours of Event _____

Time to Open _____ Time to Lock up _____

I have read and understand all parts of this rental agreement. I agree to be the party responsible for the Windcrest Civic Center and pay all fines and fees associated with the use of the facility. I understand that my building deposit will be refunded to me upon completion of a favorable post-event walk through. I understand that I will receive my refund if the form of a check which will be mailed to the address above within 30 days. I agree to pay the rental sum of _____ By _____ or cancel my event by said date. The Lessee assumes the entire responsibility and liability for losses, damages, and claims arising out of damage to the Windcrest Civic Center's equipment and property and hold harmless to the Windcrest Civic Center, The City of Windcrest and its agents and employees from any and all such losses, damages and claims. In addition the Lessee assumes all responsibility for any and all personal injuries which may occur to any and all attendees of functions for which this agreement is being signed. I agree with all terms and conditions set forth in this document and will abide by all rules of use and vacating procedures.

Signature _____ Date _____

City Official Signature _____ Date _____

Security Fee \$ 35.00 Per hour..... _____

Facility Rate Package..... _____

TOTAL..... _____

Deposit..... _____

BALANCE..... _____

PAYMENT AND DEADLINE

Final payment for the lease of the building and the Police Officer must be received 30 days prior the function. If payment is not received thirty (30) days prior to the function, the function will be cancelled.

INT _____

Set up

A maximum of two (2) hours total will be allowed for set up before the function at no charge.

INT _____

SECURITY

For any function choosing to serve alcohol the City of Windcrest requires a Windcrest Police Officer to be present from the beginning of the function through to clean up. The fee for one officer is \$ 35.00 per hour. **This fee must be paid 30 days prior to the function.** If alcohol is being served/consumed during the event to include opening of the facility for set up through clean up and a Windcrest Officer is not present at the fault of the Lessee, the full deposited will be forfeited.

YES _____ NO _____ INT _____

RULES OF USE

1. No tape, nails, staples or penetrating fasteners are to be used on walls, ceilings, or floors inside or outside of the building.
2. Confetti, ticker tape (shredded paper) is prohibited.
3. Throwing of rice is prohibited; birdseed is recommended as a substitute.
4. Any function consisting of predominantly individuals under the age of twenty one (21) must have one chaperone per twenty-five (25) minor guests.
5. No music, speakers or noise makers of any kind shall be used outside of the Windcrest Civic Center, and must be kept at a level and **doors must remain closed** so as not to disturb the surrounding area.
6. If beer is being served from a keg, the **keg must remain in the kitchen.**
7. No stackable chairs may be used in any area outside of the Civic Center.

The rules set forth for use of the Windcrest Civic Center are in place to insure that the facility remains in the best condition possible. Any attempt by anyone to circumvent the rules set forth could result in forfeiture of a portion or the entire deposit. Should infractions be deemed severe all of the deposit may be retained by the City of Windcrest. In addition subsequent rentals of the facility shall be at the sole direction of the City of Windcrest and may require the presence of a Windcrest Police Officer. INT _____

DAMAGE

Lessee will be responsible for any and all damage occurring after the City of Windcrest has released responsibility of the Windcrest Civic Center to the Lessee.

1. A city official and the Lessee will complete a pre-event and a post-event walk through.
2. The post-event walk through is designed to make a final assessment of the condition of the facility as well as to sign off on a final disposition of the damage.

The Civic Center Technician will inspect the building prior responsibility back to the City. Should Lessee not be available for the final walk through the final assessment of the condition of the Civic Center will be at the sole opinion of the City official assigned to complete said walk through. Should it be found that damage to the Civic Center has occurred as a direct result of events transpiring at said function the entire deposit will be forfeited and additional fees assessed should replacement or refurbishment be required. INT _____