AGENDA
CITY OF WINDCREST, TEXAS
PARKS AND RECREATION COMMISSION MEETING

November 14, 2012

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 14th DAY OF NOVEMBER 2012 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 NOVEMBER 14, 2012 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, NOVEMBER 15, 2012 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. Old Business

1. Members of the Parks and Recreation Commission will discuss and may take action on the participation of city parks in the annual Windcrest Light Up event.

2. Members of the Parks and Recreation Commission will discuss and may take action on the lighting for the Baseball Complex.

3. Members of the Parks and Recreation Commission will discuss and may take action on AV renovations to the Civic Center.

IV. Work In Progress

1. Members of the Parks and Recreation Commission will discuss and may take action on a report from Tom Garcia, Director of Public Works regarding an update on the renovations at the baseball complex.

2. Members of the Parks and Recreation Commission will discuss and may take action on the procurement and installation of light fixtures for city parks.

3. Members of the Parks and Recreation Commission will discuss and may take action on renovations and repairs to the Windcrest Pool.

4. Members of the Parks and Recreation Commission will discuss and may take action on the Soccer Complex.

V. Capital Improvement Projects

NONE

VI. New Business

1. Members of the Parks and Recreation Commission will disucss and may take action on changes to the Civic Center Rental Agreement. (Att. 1)

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 November 14, 2012.

By: Kelly Rodriguez**, Asst. 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, Assistant 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 ____ November, 2012.

_____ Title: _____

WINDCREST CIVIC CENTER
Private Event Rental Agreement
9310 Jim Seal Drive
Windcrest, TX 78239

Civic Center Manager 210-655-0022 Ext. 2150 / Civic Center Tech 210-722-7861

Thank you for considering Windcrest Civic Center 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 recently undergone a renovation and boasts 6,657 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 186 people**. The Windcrest Civic Center is equipped with 22-sixty four inch round tables~~-54-~~ 22-,six foot rectangular folding tables, 3-three foot rectangular folding tables, ~~275-~~256 folding ~~stackable~~ chairs, a full service kitchen with two microwaves, an attached 1,400 square foot covered pavilion, a state of the art sound system, and 2 video screens (Please see table of additional rental charges). You may call to set up a viewing of the facility Monday thru Friday 9:00 a.m. to 3:00 p.m. Planning any event is a daunting task if you are in need of further assistance please do not hesitate to contact the Civic Center Manager, Heather Weidenbach at 655-0022 ext. 2150.

Booking

Any group booking an event must submit a building deposit for damage and cleaning 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 for residents: $100, non-residents: $200. **The City reserves the right to cancel any private event for a City event. This will only be done in an extreme situation. INT____**

Rates

(Please initial either Resident or Non-Resident)

Resident: $100 building deposit, $50 per hour, minimum four (4) hour rental, no partial hours. At no time ~~should~~ shall you use your residency to lease the Windcrest Civic Center for any one living outside the City of Windcrest. The Windcrest Civic Center belongs to the City and is provided at a discounted rate for use by its residents only.
INT_____

Non-Resident: $200 building deposit, $80 per hour, minimum four (4) hour rental, no partial hours.
INT_____

Sound System

If you wish to use the sound system which includes a 6 disc CD changer, 2 wireless microphones, projection screen, the deposit is $100 and will be fully refunded as long as none of the equipment is damaged or lost. **INT_____ (if applicable)**

Cancellation

Any function that cancels two (2) or more weeks prior to the date of the function will be entitled to an 80% refund of the building deposit. Cancellations made after two (2) weeks prior to the date of the function will forfeit the deposit. **INT____**

Scheduling

All functions **must end at 10:00pm** and guests must leave at that time. If the function fails to end at 10:00pm, any additional time will be deducted from the building deposit. Clean up of the facility must be completed as soon as function ends. There will be no extensions of time unless approved prior to the beginning of the function by the Civic Center Manager. In the event that the Lessee is running late, we ask that you please ~~page~~ call the Civic Center Technician at (210) ~~203-6204~~722-7861. **INT____**

Payment & Deadline

Payment for lease of the building and the police officer must be received ~~thirty~~ fifteen (~~30~~15) days prior to the function. If payment is not ~~received thirty~~received fifteen (~~30~~15) days prior to the function, the function will be cancelled with no reimbursement of the building deposit. INT_____

Set Up / Clean Up Fees

A maximum of two (2) hours total will be allowed for set up before the function at no charge. If you would like for the Civic Center Technician to assist with set up, there is a charge of $25.00 per hour which **must be paid two weeks prior to the event**. **A clean up fee of $100 will be charged for all events**. At the end of your event, you will be required to immediately remove any personal property from the Civic Center so that the Civic Center Technician can clean, put up tables and chairs, etc. **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 $25.00 per hour. **This fee must be ~~thirty~~ fifteen (~~30~~15) days prior to the function.** If alcohol is being served/consumed during the event to include from the opening of the facility for set up through clean up and a Windcrest Police Officer is not present at the fault of the Lessee, the full building deposit will be forfeited. **INT____ (if applicable)**

Rules of Use

1. **No nails, staples or penetration 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 so as not to disturb the surrounding area.
6. If beer is being served from a keg, the **keg must remain outside** the building.
7. No ~~stackable~~ folding chairs may be used in any area outside of the Civic Center.

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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 building deposit. Should infractions be deemed severe all of the building deposit may be retained by the City of Windcrest. In addition subsequent rentals of the facility shall be at the sole discretion of the City of Windcrest and may require the presence of a Windcrest Police Officer. **INT_____**

Damage

1. 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.
2. A City official and the Lessee will complete a pre-event and post-event walk through.
3. 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 final disposition of the damage.

The Civic Center Technician will inspect the building prior to returning 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 building deposit will be forfeited and additional fees assessed should replacement or refurbishment be required. **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 10-14 days after the function. **INT_____**

Civic Related Functions

Windcrest Civic related functions may be exempt from some of the responsibilities as set forth in this agreement if agreed upon prior to scheduling event; exceptions must be approved by Civic Center Manager.

Agreement for Rental

Name_____ Organization_____

Address_____ City_____ State _____ Zip_____

Phone#_____ 2nd Phone_____ email_____

Type of Function_____ ____Number of Guests_____

Date of Use_____ Day of Week_____ Hours of Event_____

Resident _____ Non- Resident _____ 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 this 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 in the form of a check which will be mailed to the address above within 14 days. I agree to either pay the total rental sum of _____ by _____ or cancel my event by said date or risk forfeiture of my deposit. 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 shall hold harmless 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 also 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_____

Building Deposit . . . . . _____

Sound System Deposit . . . . . _____

Security Fee $25 per hour. . . . . _____

Facility Rental . . . . . _____

Optional Setup Fee $25 per hour . . . . . _____

Mandatory Cleaning Fee. $100.00

For Office Use Only: Date of Payment Received
Building Deposit _____ Sound System _____ Security_____ Facility Fee_____
Optional Set Up_____ Cleaning Fee_____