



**AGENDA
CITY OF WINDCREST, TEXAS**

PARKS AND RECREATION COMMISSION MEETING

September 11, 2013

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE WINDCREST PARKS AND RECREATION COMMISSION WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 11th DAY OF SEPTEMBER 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 SEPTEMBER 11, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, SEPTEMBER 12, 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. Oath of Office

1. Steven Kohn, the newly appointed Commission Member of the Parks and Recreation Commission will be sworn in. (Ref: 08.19.13 RCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1110 01:32:58)

III. 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.

IV. Presentations

1. The Parks and Recreation Commission will receive an update from Doug Winnek regarding the status of the Civic Center Audio Visual system project. (Ref 07.01.13 http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1087 00:18:33
07.10.13 P&R http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1087 00:18:33
/ 08.14.13 P&R
http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1107 00:01:27)

V. Old Business

1. The Parks and Recreation Commission will discuss the possibility of having Bike Lanes placed within the City limits of Windcrest. (REF 07.10.13 http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1087 01:16:58 / 08.14.13 P&R http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1107 00:46:03)
2. The Parks and Recreation Commission will discuss having an additional marquee / “community information board” with new site location to be determined. (Ref: 12.03.12 SCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=991 01:05:30 / 08.14.13 P&R http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1107 00:57:17)
3. The Parks and Recreation Commission will discuss placing bike racks within the city limits of Windcrest. (Ref: 08.14.13 P&R http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1107 00:58:53)

VI. Work In Progress

NONE

VII. Capital Improvement Projects

1. The Parks and Recreation Commission will discuss and may take action on a breakdown of Parks and Recreation Commission and Civic Center expenses. (Att. 1) (Ref 08.14.13 P&R http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1107 00:51:21)

VIII. New Business

1. The Parks and Recreation Commission will discuss and may take action on the benches and Crepe Myrtles at the Tennis Court.
2. The Parks and Recreation Commission will discuss and may take action on the tree at the main concrete entrance of the Civic Center.
3. The Parks and Recreation Commission will discuss and may take action on a standardized maintenance for trees.

IX. 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.

XI. 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 September 11, 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 Parks & Recreation 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 ____ September, 2013.

____ Title: _____

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
06-PARKS & RECREATION							
=====							
SALARIES & BENEFITS							
01-506-010 POOL SALARIES	0	0	0.00	0.00	321.62	0.00	0.00
01-506-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-506-020 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
01-506-030 SOCIAL SECURITY	0	0	0.00	0.00	24.60	0.00	0.00
01-506-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-506-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-506-060 WORKERS' COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00
01-506-070 UNEMPLOYMENT COMP-POOL	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	346.22	0.00	0.00
OTHER EXPENSES							
01-506-100 UTILITIES	0	0	1,658.56	15,955.20	8,258.46	0.00	0.00
01-506-130 TRAINING	2,000	2,000	0.00	176.51	1,448.96	0.00	8.83
01-506-240 CONTRACT MAINTENANCE OUTS	3,500	3,500	319.84	4,105.27	2,036.36	0.00	117.29
01-506-250 CONTRACT MAINT.-GREEN BEL	85,000	56,183	18,940.24	31,817.32	28,171.00	0.00	56.63
01-506-255 CONTRACT SERVICES - POOL	0	0	0.00	0.00	9,132.00	0.00	0.00
01-506-260 GREEN BELT CLEANING	2,500	7,500	0.00	3,366.50	7,885.74	0.00	44.89
01-506-430 SUPPLIES	12,000	9,504	200.04	6,555.58	16,175.08	0.00	68.98
01-506-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	75.00	75.00	0.00	100.00
01-506-520 EQUIPMENT REPAIR	4,000	4,000	429.87	3,433.67	4,623.82	0.00	85.84
01-506-630 FACILITY MAINTENANCE	17,000	17,000	1,016.45	13,918.07	485.53	0.00	81.87
01-506-631 POND MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-506-635 TREES / SHRUBS/LANDSCAPING	25,000	20,000	579.49	14,046.39	18,346.36	0.00	70.23
01-506-700 CONTINGENCIES	500	500	315.90	315.90	836.96	0.00	63.18
TOTAL OTHER EXPENSES	151,575	120,262	23,460.39	93,765.41	97,475.27	0.00	77.97
CAPITAL EXPENSES							
01-506-800 CAPITAL EXPENDITURE	0	0	0.00	30,291.21	11,332.70	0.00	0.00
01-506-810 CAPITAL IMPROVEMENTS	150,000	150,000	3,203.69	59,697.64	32,579.94	0.00	39.80
TOTAL CAPITAL EXPENSES	150,000	150,000	3,203.69	89,988.85	43,912.64	0.00	59.99
TOTAL 06-PARKS & RECREATION	301,575	270,262	26,664.08	183,754.26	141,734.13	0.00	67.99

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
11-CIVIC CENTER =====							
SALARIES & BENEFITS							
01-511-010 CIVIC CENTER SALARIES	56,514	56,514	4,149.07	48,513.83	52,386.04	0.00	85.84
01-511-011 CIVIC CENTER LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-511-012 STIPEND	2,584	2,584	0.00	2,543.72	1,745.27	0.00	98.44
01-511-020 OVERTIME - CIVIC CENTER	4,800	15,500	1,341.29	15,154.63	11,091.63	0.00	97.77
01-511-030 SOCIAL SECURITY	5,167	5,167	382.34	4,902.10	4,655.37	0.00	94.87
01-511-040 HEALTH INSURANCE	8,658	8,658	191.40	9,141.24	7,496.38	0.00	105.58
01-511-050 RETIREMENT	5,071	5,071	0.00	4,225.71 (	3,162.22)	0.00	83.33
01-511-060 WORKERS' COMPENSATION	3,589	270	0.00	270.00	2,249.21	0.00	100.00
01-511-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	270.00	0.00	0.00
01-511-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	86,653	94,034	6,064.10	84,751.23	76,731.68	0.00	90.13
OTHER EXPENSES							
01-511-100 UTILITIES	17,000	19,200	1,942.79	19,309.44	8,048.71	0.00	100.57
01-511-430 SUPPLIES	5,500	5,500	0.00	2,373.53	3,652.21	0.00	43.16
01-511-431 EMPLOYEE APPRECIATION LUNCHE	150	150	0.00	150.00	75.00	0.00	100.00
01-511-512 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00
01-511-630 FACILITY MAINTENANCE	25,000	26,291	0.00	29,098.44	22,792.58	0.00	110.68
01-511-700 CONTINGENCIES	750	750	0.00	0.00	424.09	0.00	0.00
TOTAL OTHER EXPENSES	48,400	51,891	1,942.79	50,931.41	34,992.59	0.00	98.15
CAPITAL EXPENSES							
01-511-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	40,808.16	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	40,808.16	0.00	0.00
TOTAL 11-CIVIC CENTER	135,053	145,925	8,006.89	135,682.64	152,532.43	0.00	92.98