

City of Windcrest



AGENDA

PARKS AND RECREATION COMMISSION

AUGUST 28, 2019

CITY COUNCIL CHAMBERS @ 8601 MIDCROWN

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST PARKS AND RECREATION COMMISSION MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 28TH DAY OF AUGUST, 2019, STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL 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 AUGUST 28TH, 2019, AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, AUGUST 29TH, 2019, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers is wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

- I. Call to Order**
- II. Roll Call**
- III. Pledge of Allegiance and Invocation**
- IV. Citizens to be Heard.**
 - Citizens may address the Parks and Recreation Commission on topics not on the agenda for no more than three (3) minutes.
 - In addition to the foregoing, citizens shall also have the opportunity to address the Parks and Recreation Commission during consideration of posted agenda items for no more than six (6) minutes.
 - A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.
- V. Discussion & Action**
 - a) Parks and Recreation Commission with review, discuss, and may take action the Proposed FY 19/20 Parks and Recreation Commission budget. [David C. Hook, P & R Chairman]
 - i. Improvements and Repairs to the Windcrest swimming pool for the FY19/20 season. [Robin Alva, P & R Vice Chairwoman]
 - ii. Proposal on restriping and striping multi-use bike and golf cart lanes in coordination with the upcoming Capital Improvement Street projects. [Jay Eldridge, P & R Commissioner, Place 3]

- b) Parks Recreation Commission will review, discuss, and may take action on the preliminary Parks and Recreations Master Plan. [David C. Hook, P & R Chairman]
 - i. Establishing an outline and timeline.
 - ii. Defining/identifying goals, vision, and mission statement.
 - iii. Results/Outcomes of individual research.
 - iv. Drafting a community input survey.
 - v. Identify dates for community input meetings and outreach efforts.

VI. 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.

Adjournment

The Parks and Recreation Commission reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

It is anticipated that members of other city boards, commissions and committees may attend the meeting in numbers that may constitute a quorum of such other city boards, commissions and committees, so that notice is hereby given that the meeting is also a meeting of the other city boards, commissions and committees whose members are in attendance. The members of the other city boards, commissions and committees may participate in discussions which occur at the meeting, but no action will be taken by the other boards, commissions and committees whose members are in attendance.

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 (72) hours prior to the meeting on August 28, 2019.

By: /s/ Rachel C. Dominguez, City Secretary



Street Improvements - Mill and Overlay

The following generally describes the scope of work for the first phase of Street Improvements projects. Methods may vary slightly on some streets.

Step 1 - Base Failure Repair

This is the removal of any distressed areas whereby the pavement is fractured and broken and is allowing water to weaken the base materials under the roadway.

1. Repairs are normally made to a depth of 4 to 10 inches.
2. New base material is added to a height of 2 inches below finished asphalt grade. A new layer of finished asphalt is laid during Step 3.
3. Until Step 2 is completed there will be 2" depressions in the roadway causing slight driving roughness.
4. Two way traffic will be allowed with no complete street closures required; however, some temporary no parking restriction may be required in front of some homes if base failure repairs are needed in front of homes. Normally the parking restriction is for no longer than a day.
5. Barricades and flagmen will be used for safety controls.

Step 2 - Milling

The removal of the top inches 2 inches of old asphalt by grinding the materials and hauling the ground materials from the site.

1. During this process there will be two way traffic allowed with varying lane changes. The riding surface will be rough until Step 3 is completed.
2. On street parking will not be permitted during milling process. Normally the parking restriction is for no longer than a day.
3. Barricades and flagmen will be used for safety controls. When one traffic lane is being milled traffic is diverted to a temporary lane. This process continues until all street is milled.

Step 3 - Asphalt Overlay

A 2" layer of asphalt is applied.

1. The milled area is swept
2. A thin coat of "tack coat" is applied. Tack Coat is a thin layer of asphalt that is formulated to bind new asphalt to existing surfaces.
3. Immediately after the tack coat is applied a new 2" layer of asphalt is applied.
4. The is new rolled and compacted and then temporary pavement marking are placed allowing traffic drive over the new surface in a couple of hours after application.
5. Barricades and flagmen will be used for safety controls. When one traffic lane is being overlaid traffic is diverted to a temporary lane. This process continues until all street is overlaid.

Step 4 - Permanent Pavement Marking

Permanent pavement markings are applied after 5-7 days the new asphalt is laid.

Note: Curbs, sidewalks or driveways are only replaced when necessary to correct street conditions. If curbs, sidewalks or driveways have be replaced the work is normally performed at the same time as Steps 1 and 2

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SCALE : 1" = 400'

2019 STREET PROGRAM

- 2019 MAINTENANCE PROJECT
- PRASE I BOND PROJECT

YOUNG PROFESSIONAL RESOURCES O:
8209 Roughrider Drive, Suite 101
Win dcr est , TX 78239
Tel. (210) 590-9215 Fax (210)590-9346
Registration No. F-8635



August 21, 2019

Leonard D Young, PE
Young Professional Resources
8209 Roughrider Dr.
Suite 101
Windcrest, Texas 78238

Dear Mr. Young:

We appreciate the opportunity to provide you with the following outline for planning services for a new Park and Recreation and Open Space Master Plan for Windcrest, Texas. This outline of services meets the application requirements for Texas Parks and Wildlife Local Park Grant and Recreational Trails Grant funding.

PROPOSED OUTLINE OF MASTER PLANNING SERVICES

1. Introduction
 - a. Master Plan Purpose & Duration
 - b. City of Windcrest Parks & Recreation Department Role
 - i. Past Success
 - c. Windcrest Community Profile
 - i. Community Growth
2. Goals & Objectives
 - a. Community Vision
 - b. Community Mission
 - c. Master Plan Goals
3. Plan Preparation & Input Process
 - a. Overview of Process
 - b. Review of Public Meetings, Minutes, and Notices
 - c. Review of Surveys, Distribution Methods, & Results
4. Park Unit Concepts & Standards
 - a. Standards Development & Basis
 - b. Overall Availability of Parks
 - c. Basic Park Units
5. Park System Portfolio & Inventory

- a. Jurisdictional Park Unit Summary Tables
 - b. Park Amenity Inventory
- 6. Park System Assessment of Needs
 - a. Identify Needs and Methodology
- 7. Priorities & Justification
 - a. Priorities & Rankings
 - b. Matrix of Neighborhood & Community Park Need
 - c. Mapped Areas of Need for Acquisition & Development
- 8. Implementation and Action Plan
 - a. Implementation Guidelines
 - b. 5 Year Action Plan
 - c. Conclusion with Implementation Timeline, Possible Funding Sources
 - d. Identification of possible "Quick Victory" Projects
- 9. Appendix
 - a. Portfolio of Existing Parks, Facilities and Open Space
 - b. Outline of 2014 Parks, Recreation & Open Space Master Plan.

Please contact me should you have any questions or need additional information. I look forward to working with to develop a final scope of services and fee for our project.

Respectively,

TERRA DESIGN GROUP, INC.



Walter Heard, RLA
President