



Sachse, Texas

Sachse City Hall
3815 Sachse Road
Building B
Sachse, Texas 75048

Meeting Agenda Parks and Recreation Commission

Tuesday, March 6, 2012

6:30 PM

City Hall

The Parks and Recreation Commission of the City of Sachse will hold a Special Meeting on Tuesday, March 6, 2012, at 6:30 p.m. in the Community Development Conference Room, at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

1. Invocation and Pledge of Allegiance to the U.S. and Texas Flags

2. 12-0723 Consider approval of the minutes of the February 9, 2012 regular meeting.
- Executive Summary
Approval of the February 9, 2012 regular meeting minutes.
- Attachments:** Parks minutes 020912.pdf

3. Regular Agenda Items:

3a. Discuss and consider Arbor Day / Spring Cleanup Event.

- 3b. 12-0738 Discuss and consider future plans for Firefighter's Park, located at 2837 5th Street.
- Executive Summary
Discuss future plans for Firefighter's Park.
- Attachments:** parks Firefighter's Park Cost Breakdown.pdf

- 3c. 12-0739 Discuss and consider prioritization of funds for City parks.
- Executive Summary
Discuss prioritization of funds for City parks.
- Attachments:** Parks Priority List.pdf

- 3d. 12-0740 Discuss and consider Parks budget.
- Executive Summary
Discuss the 2011 - 2012 Parks and Recreation budget.
- Attachments:** ParksBudget 2011-12.pdf

4. Staff updates regarding current activities, special events, and personnel.

5. Request for future agenda items.

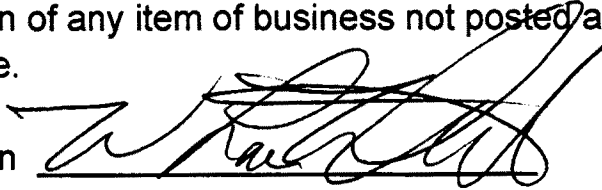
6. Set upcoming Parks and Recreation Commission meeting date.

7. Adjournment

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time.

Posted: March 2, 2012; 5:00 p.m.

Lance Whitworth, Director Parks and Recreation



If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #:	12-0723	Version:	1	Name:	Consider approval of the minutes of the February 9, 2012 regular meeting.
Type:	Regular Agenda Item	Status:			Agenda Ready
File created:	2/22/2012	In control:			Parks and Recreation Commission
On agenda:	3/6/2012	Final action:			
Title:	Consider approval of the minutes of the February 9, 2012 regular meeting.				
	Executive Summary				
	Approval of the February 9, 2012 regular meeting minutes.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Parks minutes 020912.pdf				

Date	Ver.	Action By	Action	Result
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Title

Consider approval of the minutes of the February 9, 2012 regular meeting.

Executive Summary

Approval of the February 9, 2012 regular meeting minutes.

Background

Review and consider approval of the February 9, 2012 regular meeting minutes.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends approval of the February 9, 2012 regular meeting minutes.





Sachse, Texas

Sachse City Hall
3815 Sachse Road
Building B
Sachse, Texas 75048

Minutes - Full Report Parks and Recreation Commission

Thursday, February 9, 2012

7:00 PM

City Hall

The Parks and Recreation Commission of the City of Sachse held a Regular Meeting on Thursday, February 9, 2012, at 7:00 p.m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Present 7 - Commission Member Kirsten Hill, Commission Member Brett Franks, Commission Member Diana Smith, Commission Member Spencer Hauenstein, Chairman Jeff Bickerstaff, Commission Member Juanita Miller, and Vice Chair Darlene Putman

Also present: Parks Director Lance Whitworth and Activity Coordinator Cynthia Wiseman.

Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

The meeting was called to order at 7:06 PM by Chairman, Jeff Bickerstaff.

2. 12-0688

Consider approval of the minutes of the January 19, 2012 Special Meeting.

Executive Summary

Approval of the January 19, 2012 Special Meeting minutes.

A motion was made by Brett Franks and seconded by Darlene Putman to approve the minutes. Motion passed unanimously.

3. Regular Agenda Items:

3a. Discuss and consider Arbor Day / Spring Cleanup / City-wide Trash Collection event.

Mr. Whitworth reported to the board that he spoke with the Home Chemical Collection Center with Dallas County. They will come and do a mobile collection unit if the City is outside of the 15 miles radius from the collection center but there would be fees associated with this. There are setup fees in the amount of \$1,000 plus a disposal fee that is determined by the number of participants, as well as labor costs in the amount of \$26/hour for trained handlers to unload cars. Mr. Whitworth suggested that we just promote within our event that currently Sachse residents can drop off their hazardous wastes at this collection site for free. He also reported that we can collect cell phones and take them to the local AT&T site and they would be donated to the Phones for Soldiers program.

3b. Discuss American Recycles Day.

Mr. Whitworth reported that we are working with Sachse High School BETA Club on the possibility of the students taking over this event. Ms. Wiseman will keep the board updated on the progress with the school's involvement.

3c. Discuss future plans for Firefighter's Park (located at 2837 5th Street).

Mr. Whitworth reported that he has spoken with the new City Engineer about this project. The Engineer would like us to have this area re-platted. Mr. Bickerstaff reported to the board that he and Ms. Putman met with Carlos Vigil, with the EDC, to request funds donated to Park Development projects. There is a possibility that the EDC will match up to \$50,000 in funds to Firefighter's Park. Spencer Hauenstein would like for the board to put together a plan for the park and take it to EDC in requesting for funds towards this project. The board would like staff to put together a list of items and the cost of each item for the completion of Firefighter's Park.

4. Staff updates regarding current activities, special events, and personnel.

Mr. Whitworth reported that the brochure went out in the mail and registrations are coming in. We are currently still in the process of hiring a park maintenance technician.

5. Request for future agenda items.

Requests were made to discuss Arbor Day, Firefighter's Park, prioritization of money for parks, and discuss the Park's budget.

6. Set upcoming Parks and Recreation Commission meeting date.

The meeting was set for Tuesday, March 6, 2012, at 6:30 PM.

7. Adjournment

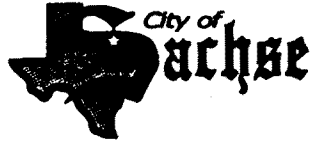
A motion to adjourn was made at 7:57 PM. Motion passed unanimously.

ATTEST:

APPROVED:

SECRETARY

CHAIRMAN



Sachse, Texas

Sachse City Hall
3815 Sachse Road Building
B
Sachse, Texas 75048

Legislation Details (With Text)

File #: 12-0738 **Version:** 1 **Name:** Discuss and consider future plans for Firefighter's Park, located at 2837 5th Street.
Type: Regular Agenda Item **Status:** Agenda Ready
File created: 2/28/2012 **In control:** Parks and Recreation Commission
On agenda: 3/6/2012 **Final action:**
Title: Discuss and consider future plans for Firefighter's Park, located at 2837 5th Street.

Executive Summary
Discuss future plans for Firefighter's Park.

Sponsors:

Indexes:

Code sections:

Attachments: [parks Firefighter's Park Cost Breakdown.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider future plans for Firefighter's Park, located at 2837 5th Street.

Executive Summary

Discuss future plans for Firefighter's Park.

Background

This item was discussed at the February 9th meeting. The Parks and Recreation Commission would like to approach the Sachse EDC to request funds from the EDC to assist with the completion of this park. In order to make a formal request, it was determined that staff put together a plan that will include a list of items and costs associated with those items for the completion of Firefighter's Park.

Policy Considerations

N/A

Budgetary Considerations

The Parks and Recreation Commission is considering requesting the Sachse EDC match up to \$50,000 to Firefighter's Park.

Staff Recommendations

Discuss the future plans for Firefighter's Park.

Firefighter's Park Cost Breakdown

Playground – Includes border and wood fiber	\$38,000
Parking Lot (depends on if there is on street front end parking or parking with an entrance and exit)	\$15,000-\$30,000
Parking Lot ADA accessibility to the park & playground	\$3,000
Entrance Sign (Decorative Wood Sign)	\$3,000
Shelter (16 X 16/ metal roof/ all steel)	\$23,000
Concrete Pad for Shelter	\$4,500
Playground Shade Structure	\$18,000
Backstop	\$3,000
Irrigation	\$6,000-\$10,000
1 Grill	\$250
2 Picnic Tables (\$800 each)	\$1,600
Park Bench	\$400
Drinking Fountain	\$2,800
2 Trash Cans (\$350 each)	\$700
Total	\$119,250-\$138,250



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Legislation Details (With Text)

File #: 12-0739 **Version:** 1 **Name:** Discuss and consider prioritization of funds for City parks.
Type: Regular Agenda Item **Status:** Agenda Ready
File created: 2/28/2012 **In control:** Parks and Recreation Commission
On agenda: 3/6/2012 **Final action:**
Title: Discuss and consider prioritization of funds for City parks.

Executive Summary
Discuss prioritization of funds for City parks.

Sponsors:

Indexes:

Code sections:

Attachments: [Parks Priority List.pdf](#)

Date	Ver.	Action By	Action	Result
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Title

Discuss and consider prioritization of funds for City parks.

Executive Summary

Discuss prioritization of funds for City parks.

Background

This item was requested in order to assist the Parks and Recreation Commission in the prioritization of parks and recreation projects for the City.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Discuss and consider prioritization of funds for City parks.

Priority List – created on May 26, 2011 with one amendment on June 9, 2011

1. Create a sidewalk ordinance
2. Install playground shade structures for these parks
 - a. Salmon Park
 - b. Firefighters Park
3. Install a sand volleyball court
4. Complete the trail around Joe and Patricia Stone park
5. Install a pavilion at Firefighters Park
6. Build tennis/basketball court complex
7. Build a splash pad
8. Participate in a Tri-City Recreation Center



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Legislation Details (With Text)

File #: 12-0740 **Version:** 1 **Name:** Discuss and consider Parks budget.
Type: Regular Agenda Item **Status:** Agenda Ready
File created: 2/28/2012 **In control:** Parks and Recreation Commission
On agenda: 3/6/2012 **Final action:**
Title: Discuss and consider Parks budget.

Executive Summary
Discuss the 2011 - 2012 Parks and Recreation budget.

Sponsors:

Indexes:

Code sections:

Attachments: [ParksBudget 2011-12.pdf](#)

Date	Ver.	Action By	Action	Result
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Title
Discuss and consider Parks budget.

Executive Summary
Discuss the 2011 - 2012 Parks and Recreation budget.

Background
This item was requested in order to discuss and examine the 2011-2012 FY Parks and Recreation budget. The budget will be considered in prioritizing future Parks and Recreation projects.

Policy Considerations
N/A

Budgetary Considerations
N/A

Staff Recommendations
Discuss and consider Parks budget.



Budget to Actual

		Prior Year Budget	Prior Year Actual	2011 - 2012 Budget
015 - Parks and Recreation				
<u>01-015-50000</u>	Wages and Salaries	268,967.00	272,098.81	294,386.00
<u>01-015-50010</u>	Overtime	6,000.00	7,211.71	6,000.00
<u>01-015-50020</u>	Other Pay	300.00	304.72	300.00
<u>01-015-50030</u>	Longevity Pay	1,584.00	1,600.00	1,848.00
<u>01-015-50050</u>	Social Security and Med Fica Contribut	21,384.00	20,189.67	23,425.00
<u>01-015-50060</u>	TMRS Contributions	31,391.00	31,625.19	32,870.00
<u>01-015-50070</u>	Vacation/Sick Leave Buy Back	2,680.00	0.00	3,678.00
<u>01-015-50100</u>	Workers Compensation	5,468.00	5,549.61	7,425.00
<u>01-015-50110</u>	Unemployment Tax	1,800.00	656.11	1,620.00
<u>01-015-51000</u>	Utilities - Electric	36,000.00	36,349.21	36,000.00
<u>01-015-51020</u>	Utilities - Water	59,000.00	81,234.76	59,000.00
<u>01-015-51030</u>	Utilities - Communications	4,773.01	5,650.65	4,835.00
<u>01-015-51050</u>	Office Supplies	2,000.00	1,719.58	1,500.00
<u>01-015-51070</u>	Postage	2,500.00	1,792.47	2,000.00
<u>01-015-51200</u>	Chemical Supplies	5,900.00	5,299.83	5,900.00
<u>01-015-51500</u>	Uniforms and Assessories	1,450.00	1,682.08	1,450.00
<u>01-015-51510</u>	Small Tools and Equipment	8,000.00	3,982.63	7,900.00
<u>01-015-51550</u>	Fuel and Lubricants	16,300.00	17,046.96	16,300.00
<u>01-015-51702</u>	Special Events and Programs	7,500.00	6,231.79	6,500.00
<u>01-015-51720</u>	Park Promotions	910.00	627.28	910.00
<u>01-015-51800</u>	Dues and Subscriptions	610.00	659.55	610.00
<u>01-015-51810</u>	Employee Training	3,000.00	2,973.03	1,200.00
<u>01-015-51820</u>	Mileage Reimbursement	200.00	0.00	100.00
<u>01-015-52000</u>	Vehicle Repairs and Maintenance	5,000.00	4,991.44	5,000.00
<u>01-015-52010</u>	Machinery Repairs and Maintenance	5,000.00	8,100.35	5,000.00
<u>01-015-52050</u>	Building Repairs and Maintenance	2,000.00	8,991.10	2,000.00
<u>01-015-52210</u>	Ballfield Maintenance	10,000.00	8,360.05	10,000.00
<u>01-015-52220</u>	Playground Repairs and Maintenance	8,000.00	7,083.31	12,000.00
<u>01-015-52230</u>	Irrigation Repairs and Maintenance	5,000.00	4,995.83	4,000.00
<u>01-015-52240</u>	Erosion Repairs and Maintenance	8,000.00	1,211.33	3,000.00
<u>01-015-52250</u>	Parks Maintenance and Repairs	8,000.00	9,684.50	8,000.00
<u>01-015-53060</u>	Printer Services	6,700.00	4,492.80	6,700.00
<u>01-015-53170</u>	Contract Mowing Services	85,000.00	77,165.00	100,300.00
<u>01-015-53190</u>	Recreation Program Contracts	42,000.00	58,430.18	50,000.00
<u>01-015-53600</u>	Copier Rental & Maint	0.00	357.17	500.00
<u>01-015-53610</u>	Equipment & Machinery Rental	2,000.00	0.00	2,000.00
	015 - Parks and Recreation Total:	674,417.01	698,348.70	724,257.00

Sachse, Texas

*Sachse City Hall
3815 Sachse Road Building B
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Minutes - Full Report

Tuesday, March 6, 2012

6:30 PM

City Hall

Parks and Recreation Commission

The Parks and Recreation Commission of the City of Sachse will hold a Special Meeting on Tuesday, March 6, 2012, at 6:30 p.m. in the Community Development Conference Room, at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Present 7 - Commission Member Kirsten Hill, Commission Member Brett Franks, Commission Member Diana Smith, Commission Member Spencer Hauenstein, Chairman Jeff Bickerstaff, Commission Member Juanita Miller, and Vice Chair Darlene Putman

Also present: Council Liaison Jared Patterson, Parks Director Lance Whitworth and Activity Coordinator Cynthia Wiseman.

Invocation and Pledge of Allegiance to the U.S. and Texas Flags

The meeting was called to order at 6:32 PM by Chairman, Jeff Bickerstaff.

2. Consider approval of the minutes of the February 9, 2012 regular meeting.

Executive Summary

Approval of the February 9, 2012 regular meeting minutes.

A motion was made by Brett Franks and seconded by Juanita Miller to approve the minutes. Motion passed unanimously.

Regular Agenda Items:

- 3a. Discuss and consider Arbor Day / Spring Cleanup Event.

Ms. Wiseman reported to the board that 6 groups have turned in their registration forms for the cleanup event. The event will go similar to last year and the initial meeting time will be 9 AM in the City Hall Amphitheater. The Mayor will read the proclamations and the groups will be given final instructions and their cleanup supplies. Once the groups return, lunch will be served between 11:30 AM and 1:30 PM and the band will play from 11:45 AM-12:45 PM. Ms. Wiseman also reported that items should be received from KTB by the end of this week or next week and once they are received we can begin putting together volunteer bags. Mr. Whitworth reported that Sachse was named Tree City USA for the 4th year. He also reported that the Trash Collection event will be held on April 13 and 14 and dumpsters will be located in front of the Sachse Animal Shelter.

- 3b. Discuss and consider future plans for Firefighter's Park, located at 2837 5th Street.

Executive Summary

Discuss future plans for Firefighter's Park.

Mr. Whitworth reported that there is a small lot adjacent to Firefighter's Park that was discovered was not purchased in the original purchase of the land for the park. The City would like to gain ownership of this piece of land and Mr. Whitworth is working on locating the gentleman that owns the property to see if he will donate it to the City. Mr. Whitworth reported to the board cost estimates on each piece of the project for completing the park. The board discussed various options in cutting cost and asked staff to find out if building a parking lot was necessary, as well as if we could build an on street parking area, rather than having parking with an entrance and exit. There was also discussion of the possibility of talking to Charles Smith Funeral Home about having shared use of the portion of the funeral home's parking lot that backs up to the park.

- 3c. Discuss and consider prioritization of funds for City parks.

Executive Summary

Discuss prioritization of funds for City parks.

After discussion of the current priority list, the board would like to check off priority number one, create a sidewalk ordinance, and move the completion of Firefighter's Park up to the top priority. The board discussed dividing up the completion of Firefighter's Park into the following 4 phases: Phase 1 - Playground installation and parking lot, along with meeting all ADA requirements for accessibility, entrance sign, drum trash cans, and a park bench; Phase 2 - Shade structure for the playground; Phase 3 - Irrigation installation and shelter with concrete pad; Phase 4 - Backstop, grill, picnic tables, drinking fountain, and nicer trash cans.

- 3d. Discuss and consider Parks budget.

Executive Summary

Discuss the 2011 - 2012 Parks and Recreation budget.

Mr. Whitworth reported to the board that staff has attended the first budget meeting. The budget will be similar to last year, with no expected increase in department budgets.

Staff updates regarding current activities, special events, and personnel.

Mr. Whitworth reported that the Easter Egg Hunts are on March 31: Egg Scramble at 10 am, Doggie Bone Hunt at 7:30 PM, and the Flashlight Egg Hunt at 8:15 PM. The new Park Maintenance Tech will start on Monday. The Parks Crew has moved their equipment and is now using the Old Fire Station on Highway 78. He also reported that opening day for baseball is on March 24.

Request for future agenda items.

Requests were made to discuss Firefighter's Park and the Arbor Day/Spring Cleanup event.

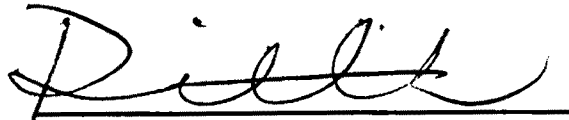
Set upcoming Parks and Recreation Commission meeting date.

The meeting was set for April 12, 2012, at 7:00 pm.

Adjournment

A motion to adjourn was made at 8:11 PM by Brett Franks. Motion passed unanimously.

ATTEST:


Commission Secretary

APPROVED:


Commission Chairman