



Sachse, Texas

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

Meeting Agenda Parks and Recreation Commission

Thursday, September 13, 2012

7:00 PM

City Hall

The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, September 13, 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:

1. **Call to Order**
2. **Invocation and Pledge of Allegiance to the U.S. and Texas Flags**
3. 12-1062 Consider approval of the minutes of the August 9, 2012 meeting.

Executive Summary

Review and consider approval of meeting minutes.

Attachments: parks minutes 080912.pdf

4. **Introduction of new Parks and Recreation Commission member.**
5. 12-1085 Discuss and consider Parks & Recreation Department's Proposed 2012-2013 Budget

Executive Summary

City Council will consider the proposed budget on September 10, 2012 for approval. The Parks and Recreation Department's proposed budget will be reviewed and discussed.

Attachments: parks department fy 2012-13 budget.pdf

6. **Discuss and consider the City's program on diseased/dead trees and brush.**
7. **Discuss and consider Firefighter's Park located at 2837 5th Street.**
8. **Staff updates regarding current activities, special events, and personnel.**
9. **Request for future agenda items.**
10. **Set upcoming meeting.**
11. **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: September 7, 2012; 5:00 p.m.

Lance Whitworth, Director Parks and Recreation

W. Lance Whitworth
C.W.

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 #: 12-1062 **Version:** 1 **Name:** Consider approval of the minutes of the August 9, 2012 meeting.
Type: Agenda Item **Status:** Agenda Ready
File created: 9/5/2012 **In control:** Parks and Recreation Commission
On agenda: 9/13/2012 **Final action:**
Title: Consider approval of the minutes of the August 9, 2012 meeting.

Executive Summary
Review and consider approval of meeting minutes.

Sponsors:

Indexes:

Code sections:

Attachments: [parks minutes 080912.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Consider approval of the minutes of the August 9, 2012 meeting.

Executive Summary

Review and consider approval of meeting minutes.

Background

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

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the minutes of the August 9, 2012 meeting.



Sachse, Texas

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

Minutes - Full Report Parks and Recreation Commission

Thursday, August 9, 2012

7:00 PM

City Hall

The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, August 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 6 - Commission Member Kirsten Hill, Commission Member Diana Smith, Commission Member Spencer Hauenstein, Chairman Jeff Bickerstaff, Commission Member Juanita Miller, and Vice Chair Darlene Putman

Also present: City Council Liaison Brett Franks, Parks Director Lance Whitworth and Activity Coordinator Cynthia Wiseman.

Call to Order

The meeting was called to order at 7:01 PM by Chairman, Jeff Bickerstaff.

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

The invocation and pledge of allegiance to the U.S. and Texas flags was led by Chairman, Jeff Bickerstaff.

3. 12-0984

Consider approval of the July 12, 2012 Parks and Recreation Commission meeting minutes.

Executive Summary

Review and consider approval of meeting minutes.

A motion was made by Spencer Hauenstein and seconded by Darlene Putman to approve the minutes as written. Motion passed unanimously.

Discuss and consider City Ordinance 7-2 (3) and (5) in regards to amphitheater rental policy and fees.

Mr. Whitworth reported to the board that staff will take a revised amphitheater rental policy to the September 4, 2012, City Council meeting. The board discussed the changes that staff is proposing to make to the current policy. The master fee schedule would also be amended and if restrooms are needed during the reservation, an additional \$25/hr would be added to the reservation fee. The board discussed making some changes to (m) in order to clear up what is meant by "profit making." Staff made the changes and will take these changes to the September 4, 2012, City Council meeting. It will be a consent agenda item at that meeting.

Discuss and consider the City's recycling program at the ballfields.

Mr. Whitworth gave a presentation on things that staff can do to help with the recycling program, including: education, signs, monitoring the current bins more closely and working with an Eagle Scout on creating better recycling bins. Ms. Wiseman spoke to the board about America Recycles Day and staff's plans on taking part in this event through an education/awareness campaign. Rather than making this a 1-day event, it will be a month long campaign that starts in mid-October and leads up to November 15. Ways that we can campaign will be spreading the work through e-mails, information handouts and a "Get Caught Green Handed" campaign. Staff has requested giveaways from America Recycles.org such as pencils, stickers, buttons, and bookmarks.

Discuss and consider the City's program on diseased/dead trees and brush.

Mr. Whitworth reported on the City's current policies on picking up diseased trees and brush. The railroad is responsible up to the road on Highway 78 and the City notifies the railroad if there is brush on the side of the road, then code enforcement gets involved and if it doesn't get picked up then we will go in there and pick up the brush. If there are dead and diseased trees that need to be removed, then we will remove them during the fall and winter months. Ms. Miller asked about removing the trees on Blackburn that are hanging under the power lines. Mr. Whitworth got a price on those and it was going to be about \$3,000 to remove. He also asked Oncor about removing them and they didn't qualify for removal at that time.

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

Mr. Whitworth reported that he received information on Firefighter's Park and the City is going to move forward and plat the park, excluding the piece of property in question. The brochure went to the printer and it will go out to citizens by the end of next week. Staff made some minor changes to the Council Chambers at the Old City Hall building and we are going to move some of our classes over there including Karate and Zumba in order to eliminate paying facility use fees for the use of Cheri Cox Elementary and Park Lake Church.

Request for future agenda items.

Requests were made to discuss the budget and Firefighter's Park.

Set upcoming Parks and Recreation Commission meeting date.

The next board meeting was set for September 13, 2012, at 7:00 PM.

Adjournment

A motion to adjourn was made at 7:56 PM by Spencer Hauenstein.

ATTEST:

APPROVED:

SECRETARY

CHAIRMAN



Sachse, Texas

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

Legislation Details (With Text)

File #: 12-1085 **Version:** 1 **Name:** Discuss Parks & Recreation Department's Proposed 2012-2013 Budget.
Type: Agenda Item **Status:** Agenda Ready
File created: 9/6/2012 **In control:** Parks and Recreation Commission
On agenda: 9/13/2012 **Final action:**
Title: Discuss and consider Parks & Recreation Department's Proposed 2012-2013 Budget

Executive Summary

City Council will consider the proposed budget on September 10, 2012 for approval. The Parks and Recreation Department's proposed budget will be reviewed and discussed.

Sponsors:

Indexes:

Code sections:

Attachments: [parks department fy 2012-13 budget.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

Discuss and consider Parks & Recreation Department's Proposed 2012-2013 Budget

Executive Summary

City Council will consider the proposed budget on September 10, 2012 for approval. The Parks and Recreation Department's proposed budget will be reviewed and discussed.

Background

Staff and City Council have concluded the budget process. It will be considered for adoption at a Special City Council meeting on Monday, September 10, 2012.

Policy Considerations

N/A

Budgetary Considerations

If the proposed budget is adopted, the department will operate within the parameters of the budget.

Staff Recommendations

This is a discussion item only. No action is required.

City of Sachse, Texas
Budget Summary
General Fund
2013 Budget Workbook

		2010-2011	2011-2012		2012-2013 BUDGET			
		Actual	Budget	Actual YTD (5-31-12)	Original Request	Review	Final	
Dept 15 Parks and Recreation								
Personnel Costs								
50000	Wages and Salaries	272,917	294,386	178,606	294,386	33,402	(22,652)	305,136
50010	Overtime	7,588	6,000	5,579	6,000	-	-	6,000
50020	Other Pay	305	300	191	300	-	-	300
50030	Longevity Pay	1,600	1,848	1,764	2,016	-	-	2,016
50050	Social Security and Med Fica	20,486	23,425	13,376	23,379	-	822	24,202
50060	TMRS Contributions	32,077	32,870	20,481	33,397	-	1,184	34,580
50070	Vacation/Sick Leave Buy Back	2,958	3,678	2,958	3,679	-	-	3,679
50100	Workers Compensation	5,550	7,425	7,273	7,400	-	-	7,400
50110	Unemployment Tax	663	1,620	2,163	2,349	-	-	2,349
Personnel Costs TOTAL		344,144	371,552	232,392	372,905	33,402	(20,646)	385,661
Supplies and Materials								
51000	Utilities - Electric	36,349	36,000	21,832	36,428	-	-	36,428
51010	Utilities - Gas	40	-	-	-	-	-	-
51020	Utilities - Water	81,235	59,000	28,382	71,309	-	-	71,309
51030	Utilities - Communications	5,651	4,835	3,422	6,240	-	-	6,240
51050	Office Supplies	1,720	1,500	880	1,500	-	-	1,500
51070	Postage	1,792	2,000	848	2,000	-	-	2,000
51200	Chemical Supplies	5,300	5,900	4,040	5,900	-	-	5,900
51500	Uniforms and Accessories	1,682	1,450	1,455	2,508	-	(508)	2,000
51510	Small Tools and Equipment	3,983	7,900	4,519	8,000	-	(100)	7,900
51550	Fuel and Lubricants	17,047	16,300	9,437	16,300	-	-	16,300
51700	Special Events and Programs	6,232	6,500	5,893	6,500	6,700	(6,700)	6,500
51720	Park Promotions	627	910	975	910	-	-	910
51800	Dues and Subscriptions	660	610	485	610	-	-	610
51810	Employee Training	2,973	1,200	1,271	1,200	-	-	1,200
51820	Mileage Reimbursement	-	100	-	100	-	-	100
Supplies and Materials TOTAL		165,290	144,205	83,438	159,505	6,700	(7,308)	158,897
Maintenance and Repairs								
52000	Vehicle Repairs and Maintena	4,991	5,000	1,185	5,000	-	-	5,000
52010	Machinery Repairs and Mainte	8,100	5,000	8,807	5,000	-	-	5,000
52050	Building Repairs and Mainten	8,991	2,000	1,066	2,000	-	-	2,000
52200	Parking Lot Maintenance	1,210	-	358	-	-	-	-
52210	Ballfield Maintenance	8,360	10,000	11,298	10,000	-	-	10,000
52220	Playground Repairs and Maint	7,083	12,000	7,216	12,000	-	-	12,000

**City of Sachse, Texas
Budget Summary
General Fund
2013 Budget Workbook**

	2010-2011	2011-2012		2012-2013 BUDGET		
	Actual	Budget	Actual YTD (5-31-12)	Original Request	Review	Final
52230 Irrigation Repairs and Maint	4,996	4,000	3,416	4,000	-	4,000
52240 Erosion Repairs and Maintena	1,211	3,000	-	3,000	-	3,000
52250 Parks Maintenance and Repair	9,685	8,000	2,826	8,000	-	8,000
Maintenance and Repairs TOTAL	54,628	49,000	36,171	49,000	-	49,000
Contractual Services						
53060 Printer Services	4,493	6,700	2,900	6,400	-	6,400
53170 Contract Mowing Services	77,165	100,300	38,709	85,000	-	85,000
53190 Recreation Program Contracts	58,430	50,000	35,174	50,000	-	50,000
53600 Copier Rental & Maint	357	500	331	684	-	684
53610 Equipment & Machinery Rental	-	2,000	344	2,000	-	2,000
	140,445	159,500	77,458	144,084	-	144,084
Capital Projects						
Park Improvement	-	-	-	-	160,100	(160,100)
Equipment	-	-	-	-	38,500	(38,500)
Contractual Services TOTAL	-	-	-	-	198,600	(198,600)
Parks and Recreation TOTAL	704,507	724,257	429,458	725,494	238,702	(226,554)



**Sachse, Texas
Minutes – Full Report
Parks and Recreation Commission**

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

Thursday, September 13, 2012

7:00 PM

City Hall

The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, August 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 6 - Commission Member Diana Smith, Commission Member Spencer Hauenstein, Commission Member Juanita Miller, Commission Member J. D. Pruitt, Chairman Jeff Bickerstaff, and Vice-Chair Darlene Putman

Also present: City Council Liaison Brett Franks, Parks Director Lance Whitworth, and Activity Coordinator Cynthia Wiseman.

1. **Call to Order** The meeting was called to order at 7:00 PM by Chairman Jeff Bickerstaff.
2. **Invocation and Pledge of Allegiance to the U.S. and Texas Flags**
The invocation and pledge of allegiance to the U.S. and Texas flags was led by Chairman Jeff Bickerstaff.
3. **12-1062 Consider approval of the August 9, 2012 meeting.**

A motion was made by Spencer Hauenstein and seconded by Darlene Putman to approve the minutes as written. Motion passed unanimously.
4. **Introduction of new Parks and Recreation Commission member.**

Mr. Bickerstaff introduced and welcomed the new Parks and Recreation Commission member Mr. J. D. Pruitt.
5. **12-1085 Discuss and consider Parks and Recreation Department's proposed 2012-2013 Budget.**

Mr. Whitworth discussed the adopted budget for the Parks & Recreation Department. There have been no major increases in the budget. Ms. Putman asked how the addition of trees on Bunker Hill will affect staff with no increases in the budget. Mr. Whitworth reported that he will be able to allow the contract mowing service to maintain that portion of Bunker Hill to help with the upkeep of the trees.

6. **Discuss and consider the City's program on diseased/dead trees and brush.**

Mr. Whitworth reported that we are engaged in tree care throughout the City by going through proper procedures on removing diseased and dead trees. We have cleaned up Salmon Park as well as contacted the railroad about removing trees along the railroad right-of-way on Highway 78. When the railroad doesn't comply after being notified by both the Parks & Recreation Department and Code enforcement, we go in and clear the trees out.

7. **Discuss and consider Firefighter's Park located at 2837 5th Street.**

The City hasn't been able to acquire the piece of land in the back portion of Firefighter's Park. We are going to go ahead with the project and replat the piece of property with the piece of land removed. When the City begins building, we won't build anything on that piece of property.

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

Mr. Whitworth asked for volunteers from the Park Board to read stories at the November 8, library storytime for the America Recycles Day campaign. Jeff Bickerstaff, Diana Smith, and J.D. Pruitt volunteered to each read a story. We are on the Council agenda for the November 5 America Recycles Day Proclamation. Mr. Whitworth also asked for Park Board volunteers to assist with the Pumpkin Hunt on October 27. We have a sponsor that is donating three bounce houses for the event and we'll need volunteers to help monitor each of the bounce houses. Diana Smith and Jeff Bickerstaff both volunteered to help with this event.

9. **Request for future agenda items.**

Requests were made to discuss Firefighter's Park and Fallfest.

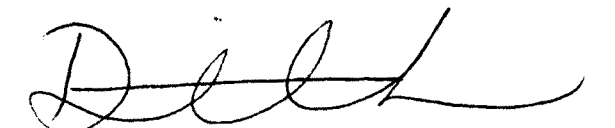
10. **Set upcoming Parks and Recreation Commission meeting date.**

The next board meeting was set for October 11, 2012 at 7:00 PM.

11. **Adjournment**

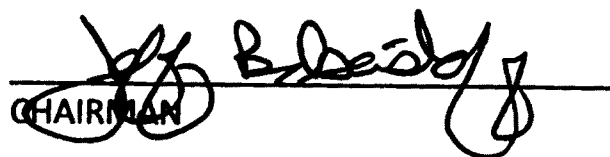
A motion to adjourn was made at 7:35 PM by Spencer Hauenstein.

ATTEST:



SECRETARY

APPROVED:



CHAIRMAN