

Minutes
Parks & Recreation Advisory Board Meeting
September 6, 2017

On this 6th day of September, 2017, at 1:00 p.m., the Parks & Recreation Advisory Board convened in a Regular Meeting, and the same being opened to the public at their regular meeting place; thereof, at City Hall, 303 S. Teel Drive, Devine, Texas. Notice of said meeting having been prescribed in Chapter 551, Government Code, and Vernon's Texas Codes, Annotated, and the following members thereof, being present, namely:

Albert Garza
Linda Gunn
Mary Cadenhead Allison
Jennifer Schott
Debra Randall

Thus, constituting a quorum.

Personnel present: Dora V. Rodriguez, City Interim Administrator/City Secretary; Denise Duffy, City Accountant; Tom Cate, City Attorney; Ismael Carrillo, Director of Public Works; Rob Flores, Superintendent of Public Works; and Ofilia Pedroza, UB Clerk.

Others present: Marly Davis, Devine News; Sarah Martinez, Medina Valley Times; Mayor Herring; Councilman David Espinosa, District #3; and Councilwoman Kathy Wilkins, District #4, of Devine, Texas.

Mayor Herring called the very first meeting of the Parks & Recreation Advisory Board to order.

Before beginning business, City Attorney Tom Cate addressed the newly formed board and briefed them on their duties, and basically told them that they need to follow the Open Meetings Act, and that they must conduct their business inside the meeting and not outside of the meeting. He also informed them to follow the Robert's Rules of Order, and advised that the best thing is to avoid any discussion of city business at group events.

The first order of business was to discuss and consider appointing a Chairman for the Board.

Board Member Jennifer Schott was nominated for the Chairman position.

Motion by Board Member Allison, seconded by Board Member Randall to appoint Jennifer Schott as the Chairman for the Board.

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|------|----|------|
| Ayes | -- | Five |
| Nays | -- | None |

Motion carried.

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The second order of business was to discuss and consider appointing a Vice-Chair Person for the Board.

Chairman Schott called for a motion to nominate someone for Vice-Chair Person.

Motion by Board Member Randall to nominate Board Member Allison for Vice-Chair Person. There was no second.

Motion died.

Chairman Schott called for another motion to nominate someone for Vice-Chair Person.

Board Member Albert Garza was nominated for the Vice-Chair Person position.

Motion by Board Member Allison, seconded by Board Member Randall to appoint Board Member Garza as the Vice-Chair Person for the Board.

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| Ayes | -- | Five |
| Nays | -- | None |

Motion carried.

The third order of business was to discuss and consider appointing a Secretary for the Board.

Chairman Schott called for a motion to nominate someone for Secretary.

Board Member Debra Randall was nominated for Secretary.

Motion by Board Member Allison, seconded by Vice-Chairman Garza to appoint Board Member Randall as the Secretary for the Board.

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| Ayes | -- | Five |
| Nays | -- | None |

Motion carried.

The fourth order of business was a Presentation by Langford Community Management Services.

Ms. Judy Langford introduced herself to the Board. She's worked with the City for a long time working with grants for the City. She gave the Board handouts on the scoring criteria for a Parks Application. She pointed out that Indoor and Outdoor scoring is the same. Lengthy discussions were held. She went over some of the highlights, namely:

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- The Texas Parks & Wildlife has a grant application for parks once a year. Applications are due every October 1.
- Non-Urban Large Parks are \$500,000 – we would be participating in the non-urban money.
- Small Park Applications for cities under 20,000 population - \$75,000 grant.
- Both the Large and Small Park grants have a 1:1 match. For every \$2.00 the City puts in, we get back \$1.00. With Parks & Wildlife, we have to expend the monies first; once we've expended it, we send in all the documentation and they send us 50% of the funds back.
- They also have a Trail Grant Application that is due February 1 which is just for trails. These are not necessarily trails within parks but trails that connect things. These are 80% grant, 20% match. For example, we could apply for a \$200,000 grant, for a \$50,000 match.
- The City of Devine may be interested in a Large Park, a Small Park and Trails.
- With the Large Parks, we have to see what's going to get us the scores.

Ms. Judy Langford pointed out that one of the reasons she handed out the scoring criteria first is so that we could back up to see what needs to happen to the City to score high enough to be competitive.

Some of the points that she highlighted from the scoring system were:

- Master Park Plan – The City has already adopted that. She went over the Priority Facility List and discussed meeting 2 or 3 of the top 5 priority needs.
- Recreation Diversity – Can get 10 points if we do 10 of the items on the priority list. She explained that if we do 3 of the top 5 plus 7 others on the list, we get all of the points as well. If we do the Splash Pad and the City never wants to a Splash Pad again, that's the one we need for the next 10 years, because the plans are good for the next 10 years, then we can drop it off the list and everything else just moves up.
- Geographic Distribution – Usually for first time facilities. For example, we don't currently have a splash pad in the park so if we get one, that will give us 20 points.
- Local Resources and Partnerships – Discussion was held on matches and land donations. She emphasized not to let anyone deed any property to the City that is going to be used as a park match without talking to Langford Community Management Services first because there are things they need to do to maintain the match possibility. She spoke of different types of matches, including in-kind matches but we need dated and signed letters. This is the area where a parks board can play the biggest part in helping with the park application.
- Renovation and Adaptive Use – A 20-year old playground that needs renovation can receive points, or if we need to make it handicap accessible for children with challenges.
- Underserved Populations – This is based on the poverty and unemployment rate for the City.
- Texas Parks & Wildlife Department Goals – They want to make sure that we are meeting the state goals.
- Compliance – Texas Parks & Wildlife Department actually visits the parks every year or two to check that we are in compliance, and to make sure nothing has been torn down that they built.

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- Application Materials – If you submit a complete application by the deadline date, you'll get the points.

Texas Parks & Wildlife Project Priority Scoring Sheet attached as Exhibit A.

Lengthy discussion was held on the swimming pool. A brand new pool for the City of Devine will cost around \$1Million to \$5 Million. It is costly and we need to know that the City is never going to make money on a swimming pool.

Our current pool has a lot of structural issues and renovating it is going to cost a lot of money, and it needs to be made ADA compliant if we spend \$50,000 or more. The one to address the structural issues would be our City Engineer, Raul Garcia.

According to Interim City Administrator/City Secretary Dora V. Rodriguez, the last inspection on our pool was done around 2008 before Fred Morales took it over.

Chairman Schott inquired if we could have our city engineer look at it. She was told it could be placed on the next agenda.

Other discussion was held on the Splash Pad and the use of irrigated water and chlorinated water. The Splash Pad would cost \$200,000 or \$400,000 if we do recycled water.

A lot of discussion was held on the maintenance at the park, including the restrooms.

Interim City Administrator/City Secretary Dora V. Rodriguez pointed out that Council has already approved to move forward with the application only. Board Member Gunn mentioned that it's better to move forward with the October 1 deadline just to see what we can get and to get a better idea for next year.

Ms. Judy Langford encouraged the Board to review the Master Park Plan. She said it should be a fluid document. She advised not to make the priority list smaller; we need to add to it but if we need to eliminate anything, she advised to not eliminate a lot because we need to allow for wiggle room. Ms. Langford will provide sample letters for getting donations for the park.

City Attorney Tom Cate reminded the Board that they need to work closely with the City Secretary.

In summary, the Board decided that they want to discuss the following for the next agenda: swimming pool, donations, Master Park Plan, grant application, and land available. It was decided to meet again on Wednesday, September 13, 2017 for their next meeting.

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There being no further business to come before the Parks & Recreation Advisory Board, Chairman Schott called for a motion to adjourn the meeting.

Motion made by Board Member Allison, seconded by Board Member Gunn to adjourn the meeting.

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|------|----|------|
| Ayes | -- | Five |
| Nays | -- | None |

Motion carried.

Chairman

Secretary



**Project Priority Scoring System
Texas Recreation & Parks Account
Non-Urban Indoor Recreation Grant Program
(Effective May 1, 2014)**

Applicant Eligibility

All previously completed Recreation Grant Projects must be in compliance with all program guidelines and all terms of the Project Agreement under which they received assistance.

For active grants, all required project documentation must be complete and have been received on schedule.

All active projects which are at least two years old must be reimbursed for a minimum of 50% of the approved grant amount at the time of application.

The total of approved grant funds which have not been reimbursed may not exceed \$2 million for all active grant projects at the time of application.

1. Master Plan

Total Range: 0-15 points

- Applicant has a current department-endorsed master plan or other comprehensive plan on file with the department at the time of application. (5 points); and
- Project meets 3 of the top 5 priority needs identified in the plan (10 points) or;
- Project meets 2 of the top 5 priority needs identified in the plan (6 points)

2. Recreation Diversity

Total Range: 0-10 points

Project will provide diversity of public indoor recreation facilities or opportunities. Points shall be awarded based on the number of indoor recreation facilities provided. One point will be awarded for each type of recreation facility provided that each recreation element is identified as a need in a locally adopted master plan

or, if the applicant does not have an adopted plan, by a documented public input process. The department will not consider project elements that do not support a recreational activity. (0-10 points)

3. Geographic Distribution

Total Range: 0-20 points

- Project provides the first public indoor recreation facility in the applicant's jurisdiction or intended service area. (20 points); or
- Project provides significantly new and different public indoor recreation facilities (other than school facilities) in the applicant's jurisdiction or intended service area, based on 5 points per opportunity, provided the individual recreation elements are identified as a need in a locally adopted master plan or, if the applicant does not have an adopted plan, by a documented public input process. (0-15 points)

4. Local Resources and Partnerships

Total Range: 0-20 points

- Project involves the contribution of resources, including publicly owned non-parkland, from sources other than the applicant, which serves as all or part of the applicant's matching share of funds. Points shall be awarded on a percentage basis, determined by dividing the total outside contribution value by the total match and multiplying the result by 15. (0-15 points); and/or
- Project includes documented contributions via the applicant or outside resources above the 50% required match. Up to five points will be awarded based on the following criteria: $(\text{Additional Contribution Amount} / \text{Required Match}) \times 5 =$ (0-5 points)

5. Renovation and Adaptive Reuse

Total Range: 0-25 points

Project provides for the renovation or adaptive reuse of an existing facility, determined by dividing the renovation cost by the total construction cost and multiplying the result by 25. (0-25 points)

6. Underserved Populations

Total Range: 0-12 points

- Project improves opportunities for low-income citizens: determined by multiplying the percentage of population qualifying as low-income by 5 and dividing by 100. (0-5 points); and/or

- Project improves opportunities for minority citizens: determined by multiplying the percentage of population qualifying as minority by 5 and dividing by 100. (0-5 points); and/or
- Project provides park and recreation opportunities for physically/mentally challenged citizens, which exceed the federal and state required accessibility standards. (2 points)

7. Sustainable Park Design

Total Range: 0-10 points

Points shall be awarded based on how the overall project embraces sustainable techniques in the design and construction of the facility including but not limited to the diversity, innovative nature and/or cost of the project elements. (0-10 points)

8. TPWD Goals

Total Range: 0-5 points

Project supports the department's Land and Water Resources Conservation and Recreation Plan. Applicant must address how the project meets the goals of the Plan in the proposal narrative. (0-5 points)

9. Compliance

Total Points Deducted: -5 points

Applicant is in compliance with previously funded projects. If applicant is not in compliance with existing grant obligations, 5 points will be deducted from the project score. (-5 points)

10. Application Materials

Total Points Available: 5 points

A complete application was received by the application deadline. (5 points)