WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
TUESDAY, JUNE 19, 2018
6:00 PM

CALL TO ORDER

CITIZEN'S OPEN FORUM Individuals requesting to speak during Citizen's Open Forum will be required to complete a "REQUEST TO SPEAK FORM" and present it to the Secretary of the Parks Development Corporation prior to commencement of the meeting. Speakers are limited to three minutes. The purpose of this item is to allow citizens an opportunity to address the Parks Development Corporation on issues that are not the subject of a public hearing. Items which require a public hearing will allow citizens or visitors to speak at the time that item is introduced on the agenda. No deliberation or comments will be made with regard to citizen comments and no formal action can be taken by the Parks Development Corporation on items that are not posted on the agenda.

REPORTS FROM STAFF

1. Financial Report for May 2018
   Sandra Gibson, Director of Finance

2. Parks and Community Services Report for May 2018
   Sal Torres, Parks and Community Services Director

APPROVAL OF MINUTES

1. Minutes of Regular Meeting of May 15, 2018

NEW BUSINESS

1. Discuss proposed 2018-2019 Watauga Parks Development Corporation Budget; provide update on Watauga Parks Development Corporation revenues and expenditures

2. Discussion and action on recommendations of changes to the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget

3. Discussion and action on setting a public hearing to discuss the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget during the Regular meeting scheduled for July 17, 2018 at 6:00 p.m.

4. Discussion and action on setting the date of July 17, 2018 immediately following the Public Hearing at 6:00 p.m., to adopt the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625.

I, Zolaina R. Parker, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on June 14, 2018, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

Zolaina R. Parker

Zolaina R. Parker, City Secretary, TRMC

CITY OF WATAUGA, TEXAS

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: June 6, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for May 2018

BACKGROUND/INFORMATION:
Please review attached financial report for the period ending May, 2018.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Review of Monthly Financial Report for period ending May, 2018.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. PDC Monthly Financial - MAY 2018 REPORT
2. 17-18 May 2018 Rev Exp Report-PDC

REVIEWED BY:

Sandra Gibson, Director of Finance	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018

AGENDA MEMORANDUM

DATE: June 11, 2018

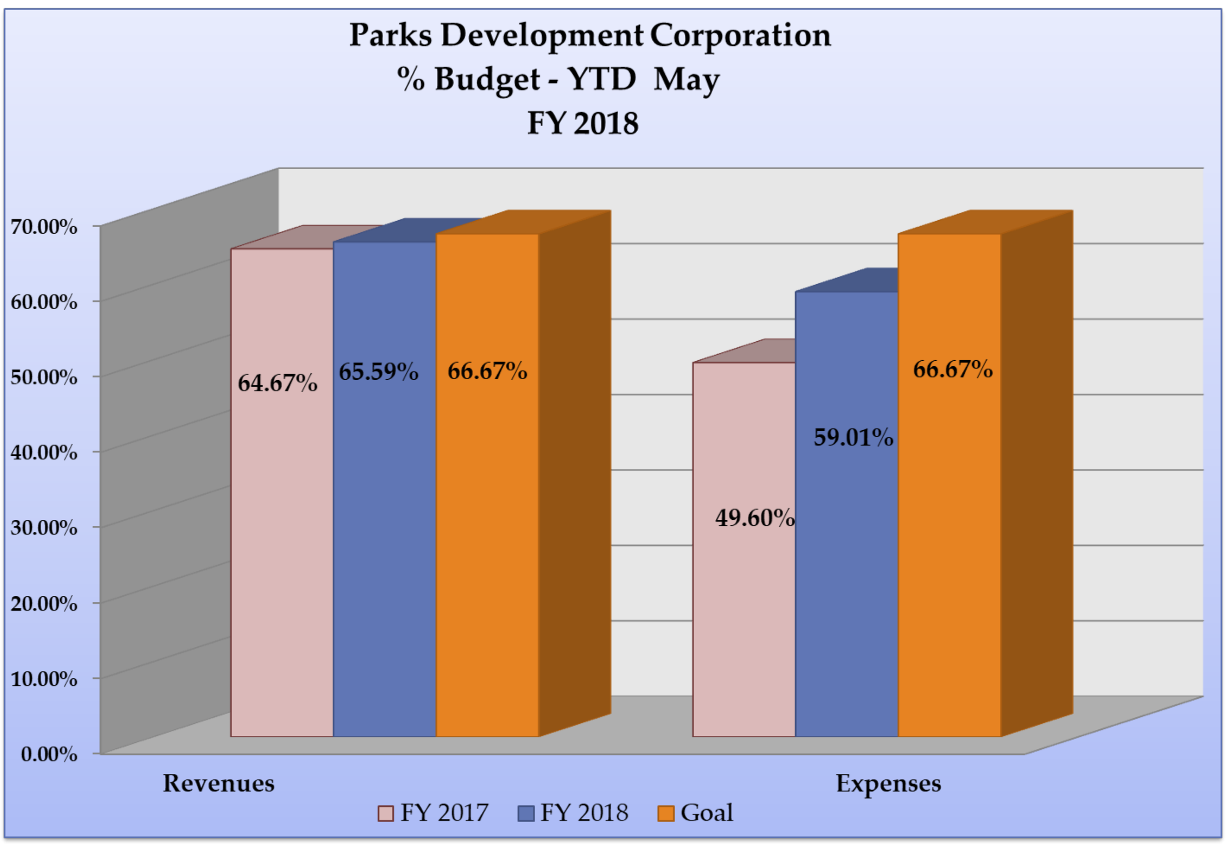
TO: Watauga Parks Development Board

FROM: Sandra Gibson, Director of Finance

SUBJECT: Financial Report for the Month of May 2018

The attached report and below graph represent the results of transactions through May 2018 which is the 8th month of the fiscal year and 67% through the FY2017-18 budget.

The year-to-date sales tax distribution is $477,088, which is 64.9% of budgeted revenues. Total year-to-date expenditures are $447,207 which is 59% of the budget expended for the year.



CITY OF WATAUGA
BUDGET TO ACTUAL COMPARISON
FISCAL YEAR 2018
For the period ending May 31, 2018 (3rd Qtr.)

PARKS DEVELOPMENT FUND - 04

REVENUE:	CURRENT BUDGET	5/31/2018 YTD ACTUAL	% USED	% REMAINING	5/31/2017 YTD ACTUAL	$ CHG 18 vs 17	% CHG 18 vs 17
SALES TAX	735,000	477,088	64.91%	35.09%	480,368	(3,279)	-0.68%
INTEREST EARNINGS	1,000	5,683	568.30%	-468.30%	1,993	3,690	185.15%
INTEREST/ESCROW	-	-	-	-	-	-	-
CONTRIBUTIONS/OTHER	-	-	-	-	-	-	-
TOTAL REVENUE	**$736,000**	**$482,771**	65.59%	34.41%	**$482,361**	411	**0.09%**
TOTAL EXPENDITURES	**757,850**	**447,207**	**59.01%**	40.99%	**$ 371,073**	76,134	20.52%
EXCESS REVENUE OVER (UNDER) EXPENDITURES	**($21,850)**	**$35,564**			**$111,287**	**-$75,723**	

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sal Torres, Parks and Community Services Director

SUBJECT: Parks and Community Services Report for May 2018

BACKGROUND/INFORMATION:
The Monthly Report for May 2018 is attached for review.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Review the monthly report for May 2018.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Monthly Report - May 2018

REVIEWED BY:

Sal Torres, Parks and Community Services Director	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018

MONTHLY REPORT FOR PARKS DEPARTMENT- May 2018
5/1-/31/2018

Turf Maintenance 1	**Cycles per month**	**Crew (3) hours per month**
Municipal Buildings 1	2	1
Park Grounds 7	5	62
Right of Ways 3	0	0
Undeveloped properties 3	5	13
Totals:	**12**	**76**

Sanitation 2	**Cycles per month**	**Man hours per month**
Capp-Smith	20	80
Foster Village	12	12
Parks-general	12	12
Recreation Center	12	12
Totals:	**56**	**116**

Landscape 3	**Sites per month**
Fertilize	7
Plant installation	6
Irrigation checks	12
Irrigation repairs	8
Herbicide spraying	48
Trimming/pruning	36

Sports field maintenance 4	**Mowing cycles**	**Game preparation cycles**
Baseball	5	8
Football	3	3
Kickball	5	8

MONTHLY REPORT FOR PARKS DEPARTMENT- May 2018
5/1-/31/2018
Additional work completed

Major repairs to lighting system at Capp-Smith Park.
Assisted Recreation Department with Watuaga Fest
Removed excess trash from lake.
Repaired fence panels at Capp-Smith park as needed.
Monthly playground safety inspections and repairs completed as needed.

[1] Includes mowing, string trimming, edging, blowing, debris and trash removal.

[2] Cleaning of restroom facilities, emptying trash cans, and removal of loose trash on grounds.

[3] All work associated with horticulture

[4] Field maintenance includes mowing, clay surface repair/preparation, striping, base anchor repair, and pitching mound repair.

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Zolaina Parker, City Secretary, TRMC

SUBJECT: Minutes of Regular Meeting of May 15, 2018

BACKGROUND/INFORMATION:
This item contains the Minutes for the Regular Meeting held on May 15, 2018.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend approval of the minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
1. Minutes Draft

REVIEWED BY:
Zolaina Parker, City Secretary, TRMC Final Approval - 06/12/2018

MINUTES
WATAUGA PARKS DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, MAY 15, 2018
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
6:00 PM

CALL TO ORDER

The Watauga Parks Development Corporation convened at 6:00 p.m., with the following members present:

Art Miner	President
Pete Beierschmitt	Vice-President
Jan Hil	Director
Leah Chauvin	Director
Chase Poorman	Director
Becky Hartless	Director

and

Sandra Gibson	Treasurer
Sal Torres	Staff Liaison

CITIZEN'S OPEN FORUM

None

REPORTS FROM STAFF

1. Parks and Community Services Report for April 2018

   Sal Torres, Parks and Community Services Director provided the Parks and Community Services Report for April 2018.

2. Monthly Financial Report for the period ending March 31, 2018

   Sandra Gibson, Director of Finance/Treasurer, provided the Monthly Financial Report for the period ending March 31, 2018.

APPROVAL OF MINUTES

1. Minutes of the March 20, 2018 Regular Meeting

   Vice-President Beierschmitt made a motion to approve the Minutes of the March 20, 2018, Regular Meeting. Director Hill seconded the motion, which passed as follows:

   AYES: Beierschmitt, Hill, Chauvin, Poorman, Hartless
   NAYS: None
   ABSENT: None
   ABSTAIN: Miner

NEW BUSINESS

1. Acceptance of the Watauga Parks Development Corporation audit for the period ending September 30, 2017

   Director Hill made a motion to accept the Watauga Parks Development Corporation audit for the period ending September 30, 2017. Vice-President Beierschmitt seconded the motion, which passed as follows:

   AYES: Beierschmitt, Hill, Chauvin, Poorman, Hartless
   NAYS: None
   ABSENT: None
   ABSTAIN: Miner

ADJOURNMENT

With there being no further business, President Miner adjourned the meeting at 6:13 p.m.

APPROVED: this ____ day of ____________,_____
SIGNED: this ____ day of ____________,_____

APPROVED:

____
Art Miner, President

ATTEST:

Becky Hartless, Secretary

NOTE: Original Audio and Video Recording of this meeting is preserved and maintained by the City Secretary's Office

WATAUGA
TEXAS
"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director

SUBJECT: Discuss proposed 2018-2019 Watauga Parks Development Corporation Budget; provide update on Watauga Parks Development Corporation revenues and expenditures

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BACKGROUND/INFORMATION:

This is item allows the Watauga Parks Development Corporation Directors to discuss the proposed Fiscal Year 2018-2019 Budget.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

Discuss the budget as deemed necessary.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. PDC PROPOSED BUDGET FY2018-2019

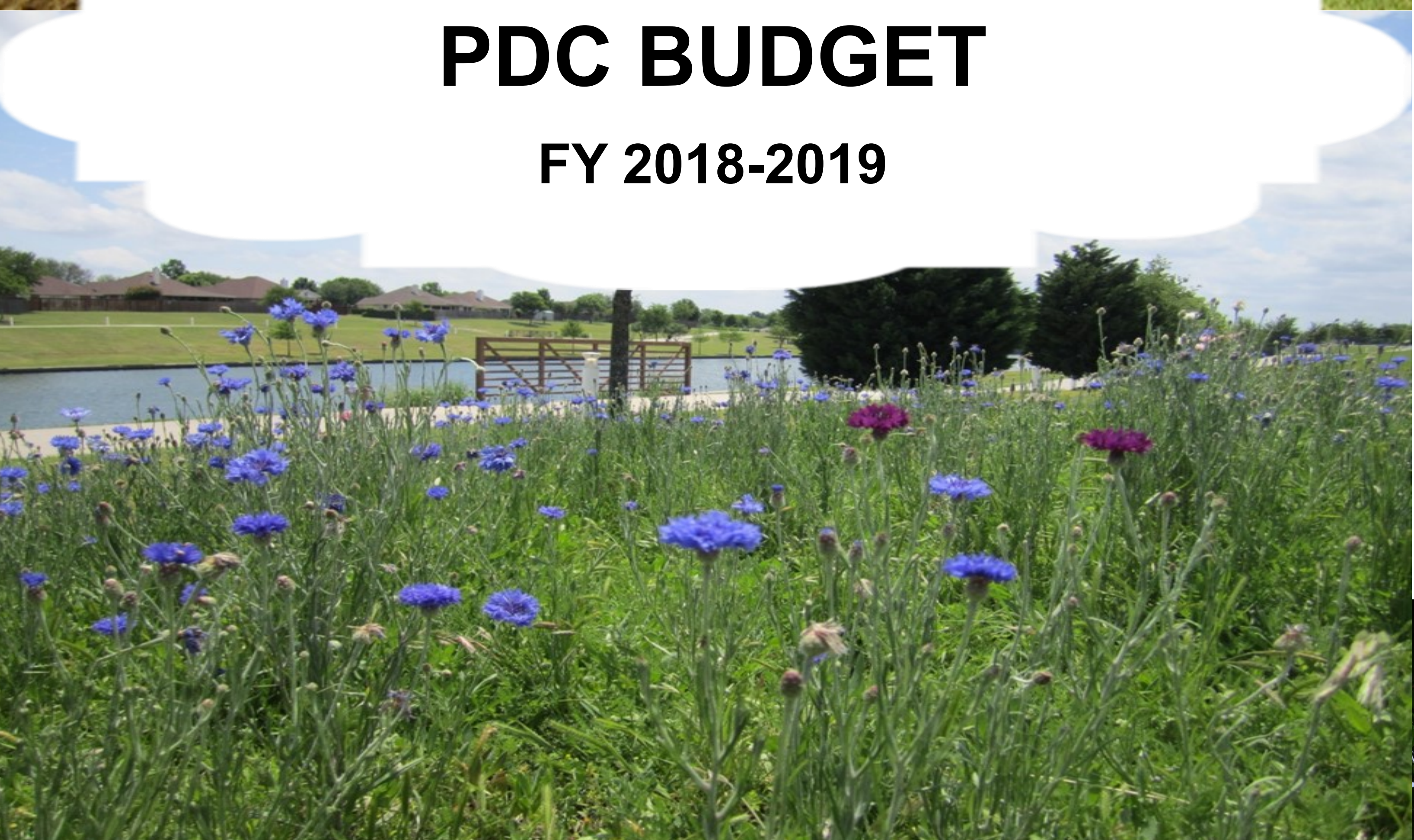
REVIEWED BY:

Sandra Gibson, Director of Finance	Approved - 06/12/2018
Sal Torres, Parks and Community Services Director	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018

CITY OF WATAUGA

PDC BUDGET

FY 2018-2019



SPECIAL REVENUE FUNDS

PARKS DEVELOPMENT CORPORATION BUDGET SUMMARY - FUND 04

	HISTORY		PROJECTED YEAR		BUDGET	%CHANGE
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Budget	FY2018-19 VS 2017-18
Fund Balance, October 1	**$682,920**	**$728,986**	**$773,641**	**$810,000**	**$798,375**	
Revenues:						
Sales Taxes	731,050	723,260	735,000	728,000	728,000	-1.0%
Other Transfers In	0.00	0.00	0.00	0.00	0.00	0.0%
Interest Earnings	4,282	4,699	1,000	6,000	7,500	100.0%
Proceeds from Sale of Assets	0.00	7,151	0.00	0.00	0.00	0.0%
Operating Revenues	**$ 735,332**	**$ 735,110**	**$ 736,000**	**$ 734,000**	**$ 735,500**	**-0.1%**
Total Available Resources	**$ 1,418,252**	**$ 1,464,096**	**$ 1,509,641**	**$ 1,544,000**	**$ 1,533,875**	0.0%
Expenditures:						
Non-Departmental	14,536	14,807	17,650	16,450	21,390	21.2%
Parks Department	589,188	603,004	703,200	692,775	722,300	2.7%
Operating Expenditures	603,724	617,811	720,850	709,225	743,690	3.2%
Operating Transfers-Out						
To General Fund	36,542	36,285	37,000	36,400	36,400	-1.6%
To PDC Construction	0.00	0.00	0.00	0.00	0.00	0.0%
To Internal Service Fund	49,000	0.00	0.00	0.00	14,500	0.0%
To Debt Service	0.00	0.00	0.00	0.00	0.00	0.0%
Total Operating Transfers-Out	85,542	36,285	37,000	36,400	50,900	39.2%
TOTAL OPERATING & TRANSFERS	$ 689,266	$ 654,096	$ 757,850	$ 745,625	$ 794,590	4.8%
Fund Balance, September 30	$728,986	$810,000	$751,791	$798,375	$739,285	
CHANGE IN FUND BALANCE	$46,066	$81,014	($21,850)	($11,625)	($59,090)	

SPECIAL REVENUE FUNDS

PARKS DEVELOPMENT CORPORATION BUDGET SUMMARY
FUND 05 - CAPITAL PROJECTS

	HISTORY		PROJECTED YEAR		BUDGET
	2015-16 Actual	2016-17 Actual	2017-18 Budget	2017-18 Estimate	2018-19 Budget
Fund Balance, October 1	**$ 523,728**	**$ 504,545**	**$773,641**	**$430,389**	**$150,339**
Revenues:					
Interest Earnings	2,673	4,294	2,000	1,500	1,000
Proceeds from Sale of Assets	0.00	0.00	0.00	0.00	0.00
Transfer from PDC Sales Tax Fund	0.00	0.00	0.00	0.00	0.00
Other Financing Sources	0.00	0.00	0.00	0.00	0.00
Matching Grants	0.00	0.00	0.00	0.00	0.00
Total Revenues	**$ 2,673**	**$ 4,294**	**$ 2,000**	**$ 1,500**	**1,000**
Total Available Resources	**$ 526,401**	**$ 508,839**	**$ 775,641**	**$ 431,889**	**151,339**
Expenditures:					
Irrigation	0.00	0.00	0	0	0
Foster Village Improvements	0.00	0.00	50,000	50,000	50,000
Playground Equipment - BISD	0.00	0.00	0	0	0
Skate Park	0	0	0	0	0
Park Equipment (Picnic Pads, etc.)	0.00	44,000	66,000	66,000	25,000
Capp Smith Park Improvements	21,856	34,450	165,550	165,550	0
Veteran's Memorial	0	0	0	0	0
Trail System Improvements	0	0	0	0	0
Indian Springs Improvements	0.00	0.00	0	0	0
Furniture & Fixtures	0.00	0.00	0	0	0
Total Expenditures	**21,856**	**78,450**	**281,550**	**281,550**	**75,000**
Other Expenditures					
Transfer to PDC Debt Service	0	0	0	0	0
Total Other Soures (Uses)	0	0	0	0	0
REVENUES OVER (UNDER) EXPENSES	$ (19,183)	$ (74,156)	$ (279,550)	$ (280,050)	$ (74,000)
Fund Balance, September 30	$504,545	$430,389	$494,091	$150,339	$76,339
CHANGE IN FUND BALANCE	($19,183)	($74,156)	($279,550)	($280,050)	($74,000)

Parks Development Corporation
Fund 04-075

Director of Parks & Community Services
0.50 FTE

Parks Superintendent
1.00 FTE

Landscape Gardener
1.00 FTE

Parks Maintenance Worker II
2.00 FTE

Parks Maintenance Worker I
2.00 FTE

Summer Maintenance I Worker
.25 FTE

SPECIAL REVENUE FUNDS

DEPARTMENT: RECREATION AND COMMUNITY SERVICES
DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION FUND 04-075

LOCATION:	**HOURS OF OPERATION:**
7901 Indian Springs Road Watauga, Texas 76148 Phone Number: 817-514-5890	Monday – Friday 7:00 A.M. – 4:00 P.M.

MISSION / PROGRAMS / SERVICES:

To provide a commitment to excellence in leisure opportunities, giving government support by enhancing the quality, safety and diversity for the citizens of Watauga's way of life and to preserve them for future generations.

- Maintain quality athletic fields for 220 youth and adult teams
- Maintain ten park properties totaling 119 acres
- Assist Recreation Division with six annual special events
- Provide assistance to other City Departments as needed

FY2017-2018 HIGHLIGHTS / ACCOMPLISHMENTS:

- Completion of BISD Park new irrigation system
- Completion of new irrigation system and landscape plants at Recreation Center Expansion
- Installation of shade structure at Indian Springs Park
- Installation of amphitheater lighting system
- Installation of plumbing freeze protection system for Capp-Smith Park
- Installation of electrical outlets for tree lighting event at Capp-Smith Park
- Installation of new fencing and storage buildings at Foster Village Park
- Installation of additional kiosk sign structures at Capp-Smith Park
- Expansion of vegetation and wildflower areas at Capp-Smith Park
- Repairs to retaining wall at Capp-Smith Park
- Repairs to paving and sidewalk at Foster Village Park
- Continued sidewalk repairs to Capp-Smith Park
- Continuation of outsource mowing services and the resulting operating budget savings

FY2018-2019 GOALS/ OBJECTIVES:

- Initiate expanded natural vegetation and wildflower plantings at Capp-Smith Park and Whites Branch Creek
- Installation of sign kiosks in additional parks
- Initiate ideas and projects proposed in the 2016 Parks Master Plan
- Expand volunteer projects throughout city parks
- Installation of shade structure at Virgil Anthony Park playground
- Installation of Shade Structure at BISD Park playground
- Development of new Yampa Trail Park
- Installation of new splash pad at Capp-Smith Park
- Continued repairs to paving and sidewalk at Foster Village Park

MAJOR BUDGETARY ISSUES AND OPERATIONAL TRENDS:

- Declining or flat sales tax trends and its effects on operational revenue
- Future funding of capital improvement projects proposed in the 2016 Parks Master Plan

SPECIAL REVENUE FUNDS

DEPARTMENT: RECREATION AND COMMUNITY SERVICES
DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION - FUND 04

EXPENDITURES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 BUDGET	2017-2018 ESTIMATED	2018-2019 BUDGET
Non-Departmental	$6,300	$14,536	$14,807	$17,650	$16,450	$21,390
Personnel	$448,941	$443,838	$393,284	$412,000	$427,100	$447,400
Supplies	$45,182	$38,189	$44,874	$64,000	$55,000	$63,100
Maintenance	$42,208	$54,228	$62,453	$84,200	$83,875	$62,200
Contractual/Sundry	$53,490	$52,932	$94,699	$137,000	$120,600	$144,100
Capital Outlay	$0	$0	$7,695	$6,000	$6,200	$5,500
Transfers	$240,400	$85,542	$36,285	$37,000	$36,400	$50,900
TOTAL	$836,521	$689,265	$654,097	$757,850	$745,625	$794,590

PERSONNEL						
Director of Rec & Comm. Services	0.50	0.50	0.50	0.50	0.50	0.50
Parks Superintendent	1.00	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Worker I	7.00	6.00	3.00	2.00	2.00	2.00
Parks Maint. Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Landscape Gardener	1.00	1.00	1.00	1.00	1.00	1.00
Temp/PT Maint Worker I Summer	0.00	0.25	0.25	0.25	0.25	0.25
Chemical Applicator/Irrigation Technician	0.00	1.00	1.00	0.00	0.00	0.00
TOTAL	11.75	11.75	8.75	6.75	6.75	6.75

PERFORMANCE MEASURES / SERVICE LEVELS

Input / Demand	***Actual 16-17***	***Budget 17-18***	***Estimated 17-18***	***Budget 18-19***
Athletic Fields maintained	10	10	10	10
Park Acres maintained	85	85	85	85

Efficiency Measures / Impact	***Actual 16-17***	***Budget 17-18***	***Estimated 17-18***	***Budget 18-19***
M&O Budget per Capita	$26.87	$30.90	$30.40	$32.64
M&O Percentage of City Budget	1.33%	1.74%	1.72%	1.62%
Acres per FTE	10	13	13	13

Effectiveness Measures / Outcomes	***Goals***	***Actual 16-17***	***Budget 17-18***	***Estimated 17-18***	***Budget 18-19***
Mow and maintain developed facilities weekly	2, 3	95%	100%	95%	100%
Mow and maintain undeveloped facilities monthly	2, 3	95%	100%	100%	100%
Hours of personnel training	6, 3	80	80	32	80
Number of trees planted	3	1	3	3	1

SPECIAL REVENUE FUND

SIGNIFICANT BUDGET CHANGES

Fiscal Year 208-19 Compared to Fiscal Year 2017-18

DEPARTMENT: RECREATION AND COMMUNITY SERVICES
DIVISION / ACTIVITY: PARKS DEVELOPMENT CORPORATION - FUND 04

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
Personnel Services	Non-Departmental		$2,000	Increased usage in dependent supplement
Pymt. To Internal Services	Non-Departmental		$1,740	New expanded funding FY2018-19 - brush cutter
Medical Insurance	Personnel Services		$4,000	Estimated 9% increase
Longevity	Personnel Services		$300	Longevity adjustment
Personnel Services	Personnel Services		$11,000	3% pay injcrease
Personnel Services	Personnel Services		$20,100	Adjustments not included in FY17-18
Office Supplies	Supplies		($100)	Minimal adjustment
Wearing Apparel	Supplies		$700	FTE allocation adjustment
Vehicle Fuels & Lubricants	Supplies		($4,500)	Needs reduction
Minor Tools & Apparatus	Supplies		$500	Anticipated replacement needs
Janitorial Supplies	Supplies		$1,000	Increased needs for parks maintenance
Chemicals	Supplies		$1,000	Fertilizers & chemicals for parks
Equipment Parts & Supplies	Supplies		$500	Older equipment needs
Park Maintenance	Maintenance	($22,000)		New/expanded one-time FY2017-18 funding - fence repair & misc. park maintenance items
Communications	Contractual/Sundry		($900)	Cell stipend/acquisition
Contract/Outsource Services	Contractual/Sundry		$6,000	Expanded grounds maint. - parks common areas
Special Services	Contractual/Sundry		$2,000	Insurance broker fee allocation - charter increase
Park Equipment	Capital Outlay	($6,000)		New/expanded one-time funding FY2017-18 - storage containers
Other Equipment	Capital Outlay	$5,500		New expanded funding FY2018-19 - discharge bucket
Transfer to Internal Services	Transfers	$14,500		New expanded funding FY2018-19 - brush cutter
Transfer to General Fund	Transfers		($600)	Revenue adjustment
TOTALS:		**($8,000)**	**$44,740**	

$36,740 **NET INCREASE/DECREASE**

SPECIAL REVENUE FUNDS

FY2018-19
NEW AND EXPANDED PROGRAM REQUESTS

PARKS DEVELOPMENT CORPORATION

Rank	Item	One-Time FY2018-19	On-Going and/or Amort.	Total Requested	Funded Amount		Account
1	Shade Structure - BISD Park	$ 25,000		$ 25,000	$ 25,000	F	Playground & Park Equipment (05-020)
2	Side Discharge Bucket	$ 5,500		$ 5,500	$ 5,500	F	Other Equipment (04-075)
3	Flexwing Brush Cutter Replacement	$ 14,500	$ 1,740	$ 16,240	$ 16,240	F	Other Equipment (ERF) / amortization
	TOTAL	**$ 45,000**	**$ 1,740**	**$ 46,740**	**$ 46,740**		

F =FUNDED (INCLUDED IN BUDGET TOTALS)
T = TO BE DETERMINED (NOT INCLUDED IN BUDGET TOTALS)
C = IN CURRENT YEAR BUDGET
P = PARTIALLY FUNDED REQUEST
U = UNFUNDED

NEW/EXPANDED BUDGET WORKSHEET

FISCAL YEAR: **2018-2019**

DEPARTMENT: Parks Development Corporation
PROGRAM TITLE: Shade Structures for BISD Park
REQUEST TYPE: One-Time **RANKING:** 1
FUND/DEPT: 05-020 **GOAL #:** 2 3
FULL FY2018-2019 ONE-TIME COST: $25,000
ANY ON-GOING FUTURE COSTS:
FULL FY2018-2019 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

The Shade Structure Program for BISD Park is an ongoing part of the 2017-2027 Parks Master Plan needs assessment. With the addition of this shade structure, the City willbe continuing the project for the existing playgrounds in the park system.

SAVINGS/BENEFITS

There are no savings associated with this program however, the benefits will provide shaded coverage for playground users for many years. This program is in line with the priorities established in the current Parks Master Plan as well as the five year Capital Improvement Project list.

CONSEQUENCES OF NOT FUNDING PROGRAM

This program was designed to allow citizens and park patrons the opportunity to participate in playground activities during the hot summer days. By not funding this program, the city will experience limited use of the playground activity.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 ONE-TIME EXPENSE*	*ON-GOING EXPENSE*
05-020-85210	Playground/Park Equip.	$25,000	
	TOTALS:	**$25,000**	**$0**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**

NEW/EXPANDED BUDGET WORKSHEET

FISCAL YEAR: 2018-2019

DEPARTMENT: Parks Development Corporation
PROGRAM TITLE: Side Discharge Bucket
REQUEST TYPE: One-Time **RANKING:** 2
FUND/DEPT: 04-075 **GOAL #:** 2
FULL FY2018-2019 ONE-TIME COST: $5,500
ANY ON-GOING FUTURE COSTS:
FULL FY2018-2019 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST:
RECOMMENDATION FOR DISPOSITION:

PROGRAM DESCRIPTION

This request is for the purchase of a 60" side discharge bucket for use with the existing parks compact track loader.

SAVINGS/BENEFITS

Increasingly efficient means of accomplishing a manual labor task and increased safety for citizens and employees by mitigating the risks of injury due to unforeseen hazards such as sunken irrigation ditches and trip hazards of exposed sidewalk edges. This equipment will allow 2 personnel to accomplish the same task it would take 4-5 personnel to complete. City parks currently have thousands of feet of sunken irrigation ditches and miles of sidewalk edging that need to be filled with the use of this piece of equipment.

CONSEQUENCES OF NOT FUNDING PROGRAM

Increase in labor time to complete a necessary job due to the lack of personnel. Continued trip hazard to patrons that utilize parks for recreational purposes.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 ONE-TIME EXPENSE*	*ON-GOING EXPENSE*
04-075-85170	Other Equipment	$5,500	
	TOTALS:	**$5,500**	**$0**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**

NEW/EXPANDED BUDGET WORKSHEET

FISCAL YEAR: **2018-2019**

DEPARTMENT: Parks Development Corporation
PROGRAM TITLE: Flexwing Brush Cutter Replacement
REQUEST TYPE: One-Time & On-Going **RANKING:** 3
FUND/DEPT: 22-070 **GOAL #:** 2
FULL FY2018-2019 ONE-TIME COST: $14,500 Equip. Replacement
ANY ON-GOING FUTURE COSTS: $1,740 10 year life
FULL FY2018-2019 SAVINGS OFFSET:
LIST ANY EQUIPMENT TO BE REPLACED BY REQUEST: 603A
RECOMMENDATION FOR DISPOSITION: Trade-In

PROGRAM DESCRIPTION

Request for the purchase of a replacement brush cutter for use at undeveloped park property acreage.

SAVINGS/BENEFITS

This piece of equipment is used for mowing brush at large acreage areas and during times of excessive growth in parks that zero -turn equipment cannot handle. It provides control of flash fuel (brush) for fires in an urban area. Current unit is in need of multiple structure and driveline repairs to continue safe operation. The current unit was purchased in 1997 and has RTA logged repair cost to date of $2,500. The current unit is in need of repairs which have been estimated at a cost of $8,700.

CONSEQUENCES OF NOT FUNDING PROGRAM

Extreme safety hazard to operator due to flying driveline components during failure. Loss of ability to regularly control combustible fuels . Rental and labor increase if taken out of service. Ongoing repair costs to 21 year old unit.

EXPENSE IMPACT

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 ONE-TIME EXPENSE*	*ON-GOING EXPENSE*
22-070-85170	Other Equipment	$14,500	
10 year amort.			$1,740
	TOTALS:	**$14,500**	**$1,740**

SAVINGS IMPACT/OFFSET

ACCOUNT NUMBER	*ACCOUNT NAME*	*FY2018-2019 SAVINGS*	*ON-GOING SAVINGS*
	TOTALS:	**$0**	**$0**

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director

SUBJECT: Discussion and action on recommendations of changes to the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget

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BACKGROUND/INFORMATION:
This item allows the Watauga Parks Development Corporation Directors with an opportunity to recommend changes to the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Discuss and recommend changes as deemed necessary.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
None

REVIEWED BY:

Sandra Gibson, Director of Finance	Approved - 06/12/2018
Sal Torres, Parks and Community Services Director	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018

WATAUGA
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"A GREAT PLACE TO LIVE"

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director

SUBJECT: Discussion and action on setting a public hearing to discuss the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget during the Regular meeting scheduled for July 17, 2018 at 6:00 p.m.

BACKGROUND/INFORMATION:
The Watauga Parks Development Corporation is required to conduct a Public Hearing to provide citizens with an opportunity to discuss the proposed Fiscal Year 2018-2019 Budget.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend setting a public hearing to discuss the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget during the Regular Meeting scheduled for July 17, 2018, at 6:00 p.m.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
None

REVIEWED BY:

Sandra Gibson, Director of Finance	Approved - 06/12/2018
Sal Torres, Parks and Community Services Director	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018

AGENDA MEMORANDUM

DATE: June 12, 2018

TO: Watauga Parks Development Corporation Directors

FROM: Sandra Gibson, Director of Finance
Sal Torres, Parks and Community Services Director

SUBJECT: Discussion and action on setting the date of July 17, 2018 immediately following the Public Hearing at 6:00 p.m., to adopt the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget

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BACKGROUND/INFORMATION:
After the required public hearing is conducted on the proposed budget, the Watauga Parks Development Corporation Directors are required to set the date and time to adopt the Proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget.

FINANCIAL IMPLICATIONS:
N/A

RECOMMENDATION/ACTION DESIRED:
Respectfully recommend setting the date of July 17, 2018, immediately following the Public Hearing at 6:00 p.m., to adopt the proposed Fiscal Year 2018-2019 Watauga Parks Development Corporation Budget.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:
None

REVIEWED BY:

Sandra Gibson, Director of Finance	Approved - 06/12/2018
Sal Torres, Parks and Community Services Director	Approved - 06/12/2018
Zolaina Parker, City Secretary, TRMC	Final Approval - 06/12/2018