



AGENDA
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
WEDNESDAY, SEPTEMBER 1, 2021
2:00 PM

CALL TO ORDER

ROLL CALL

PRESENTATIONS

1. Presentation and discussion on Parks Projects Report
Chad Stephens, Interim Parks & Community Services Director
2. Presentation and discussion on the FY2021-22 Parks Budget
Chad Stephens, Interim Parks & Community Services Director
3. Oath of Office administered to reappointed members of the Parks Advisory Board
Andrea Gardner, City Manager

PUBLIC COMMENT Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the Parks Advisory Board may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Board member and the citizen will not count toward the time limit and Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

PUBLIC TESTIMONY FOR ACTION ITEMS Only those persons who submit a completed Request to Speak form prior to the agenda item being introduced by the Chair will be allowed to speak on agenda items set for action (this doesn't include presentations or reports). The Chair shall ask each person requesting to speak to approach the podium when called to speak. Speakers time shall generally not exceed three (3) minutes in their comments and all comments must be germane to the specific agenda item being discussed; however, the Chair may extend or reduce the speaker's allotted time. Speakers shall not be permitted to donate their time to other speakers. Members of the Parks Advisory Board may ask questions or discuss the item directly with the citizen during the citizen's testimony if necessary. Any discussion between a Board member and the citizen will not count toward the time limit and Board Members are encouraged not to speak until the citizen has first utilized their allocated time.

ACTION ITEMS

1. Discuss and provide direction on the Annual Holiday Outdoor Decoration Contest and the Yard of the Month for the City of Watauga Parks and Community Services Department
Chad Stephens, Interim Parks & Community Services Director
2. Discuss and consider action to select officers of the Parks Advisory Board
Andrea Gardner, City Manager

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 FOR FURTHER INFORMATION.

I, Andrea Gardner, 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 Friday, August 27, 2021 before 6:30 p.m., in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: August 25, 2021
TO: Parks Advisory Board
FROM: Chad Stephens, Interim Parks & Community Services Director
THROUGH:
SUBJECT: Parks Projects Report

BACKGROUND/INFORMATION:

The City has incorporated a long-term approach to budgeting capital expenditures. The Capital Improvement Plan (CIP) is a 5-year plan and long range financial planning document that includes park improvements and building improvement projects. There are currently five park projects from the CIP plan that are underway.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

No action required.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

CIP Projects
Parks Projects Status -Aug 2021

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary
Andrea Gardner, City Manager
Andrea Gardner, City Manager
Raquel Guajardo, Deputy City Secretary
Approved as to form for inclusion on Agenda

Parks Projects

Park Vista/Whites Branch Creek Trail



Location

Park Vista/Whites
Branch
Creek Trail near
Cedar View Ct

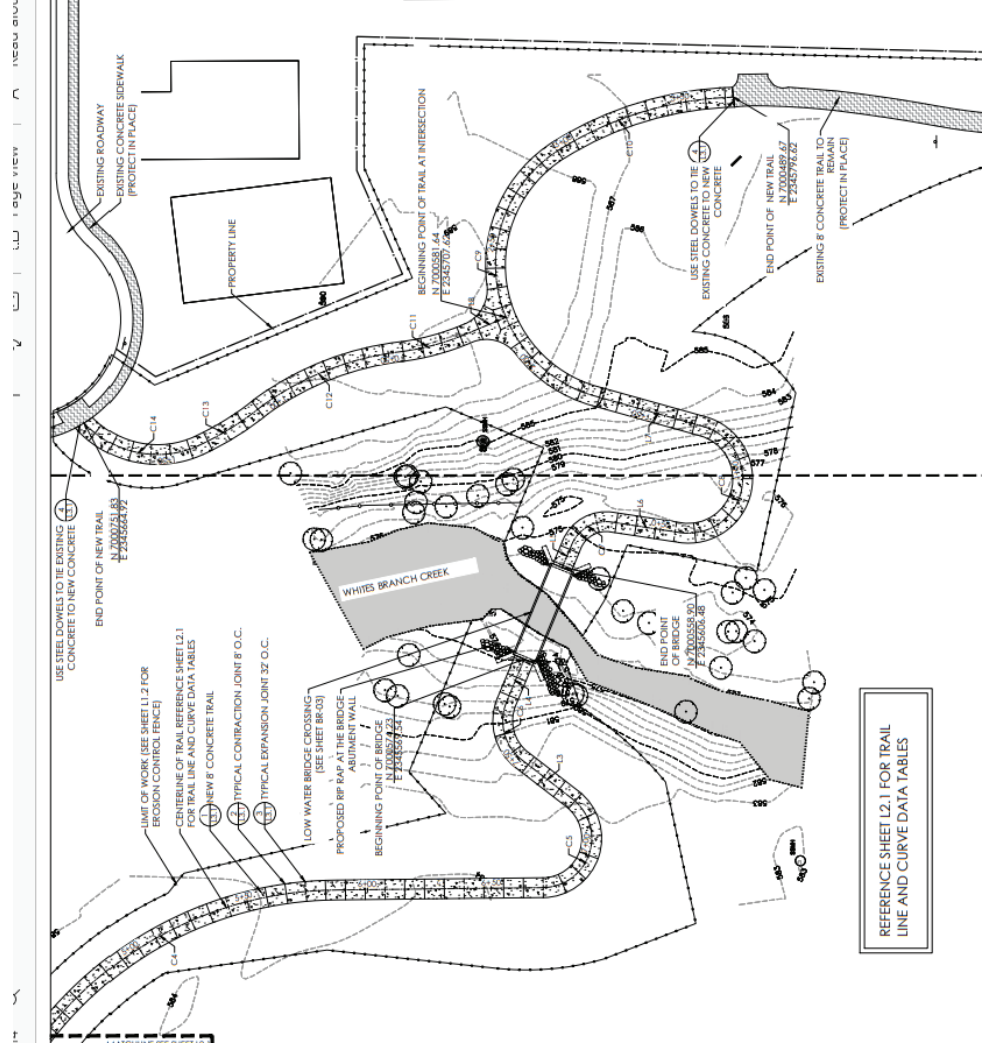
Part of Interlocal
Agreement with the
City of Fort Worth

Construction

Estimate:

Bidding delayed
due to WW Project
Sept. 2021?

Construction Cost:
\$300,000



Park Vista Park, Phase 1



Location
Yampa Trail at Bison Trail

Design
February 2021
\$38,500

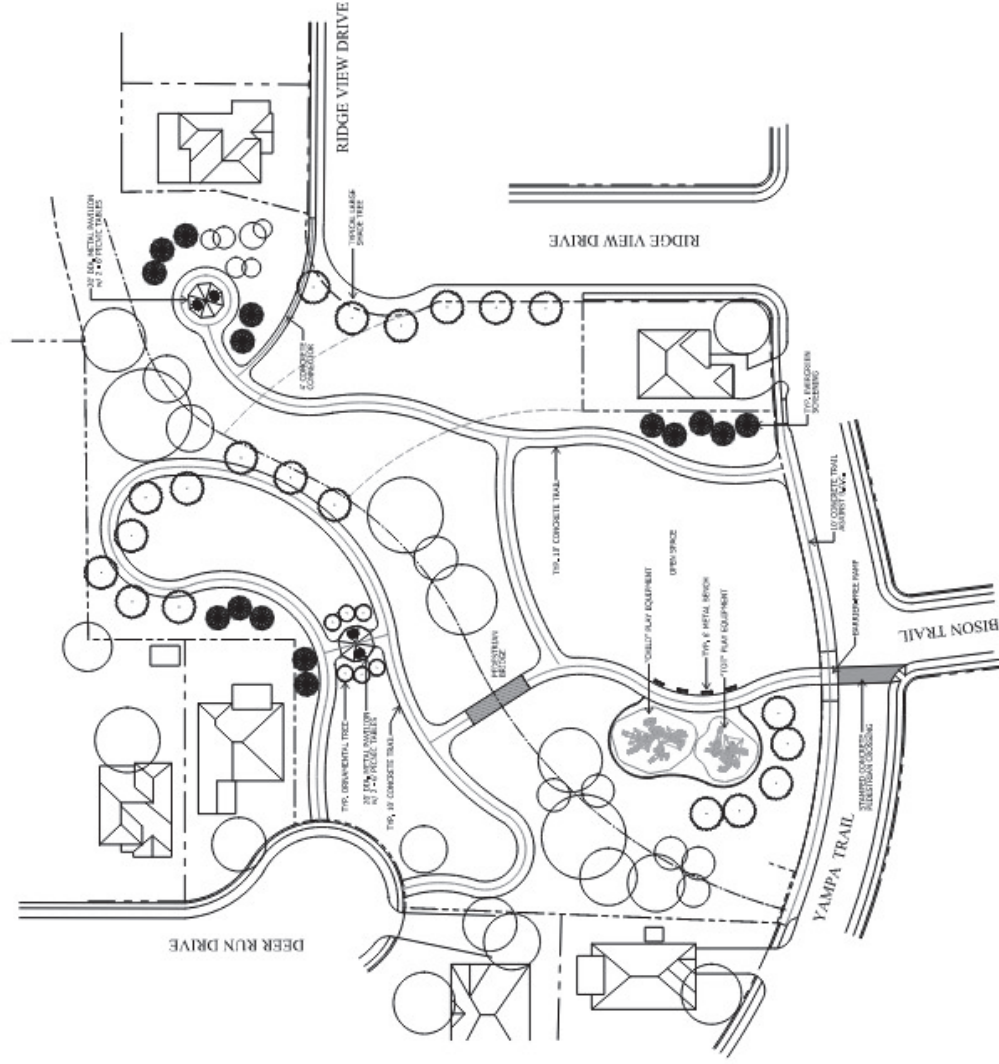
Project Funded by 2018 C.O.

Estimated Construction Cost:
\$482,000

Estimated Construction
Start: Fall 2021
Completion: Spring 2022

Amenities:

Trails, sidewalks, pedestrian
bridge, landscaping & trees



Status Report for Parks Advisory Board

Meeting Date - September 1, 2021

Capp Smith Trail Lighting Replacement

- 95% complete overall
 - Pole installation 100%
 - Bollard demolition/removal 98%
 - Additional electrical work 100%
 - Site cleanup 95%

Capp Smith Weir Repair

- Awarded to contractor
- To be completed by end of year

Whites Branch Creek Trail Crossing

- Design 100%
- Construction bid status is pending until a Fort Worth sewer line project bid has been completed for the project area

Yampa Trail Park

- Design phase
- Estimated construction completion date in spring 2022

Parks Maintenance Facility Pole Barn/ Material Bin Replacement

- On hold
- Alternative options being explored due to substantial cost increases of material and labor

New Projects for FY 2021-22

- Continued expansion of wildflower areas at Capp Smith Park
- Continued informational sign replacement at Capp Smith Park
- Tree planting at Capp Smith Park



AGENDA MEMORANDUM

DATE: August 25, 2021
TO: Honorable City Council Members
FROM: Chad Stephens, Interim Parks & Community Services Department
SUBJECT: Parks FY2021-22 Budget Presentation

BACKGROUND/INFORMATION:

The Proposed Annual Budget for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022 will be presented in summary form.

The Annual Operating Budget represents the single most crucial management tool of the governing body and staff. The Proposed Budget for the Fiscal Year 2021-2022 connects the priorities and financial planning as outlined in the Council Strategic Planning Session held in April 2021. The primary concerns while preparing this budget were continuing as many programs and services for our citizens as feasible within budgetary constraints, maintaining or improving appropriate staffing levels, and maintaining reserve levels in accordance with the City's fiscal policies. The overall Parks Department budget will increase by 11.3% or \$63,405.

FINANCIAL IMPLICATIONS:

N/A

RECOMMENDATION/ACTION DESIRED:

No action required.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

FY 2021-2022 Proposed Budget Document

REVIEWED BY:

Raquel Guajardo, Deputy City Secretary

Andrea Gardner, City Manager

Andrea Gardner, City Manager

Raquel Guajardo, Deputy City Secretary

Approved as to form for inclusion on Agenda



SPECIAL REVENUE FUND

SIGNIFICANT BUDGET CHANGES

Fiscal Year 2021-2022 Compared to Fiscal Year 2020-2021 Original Budget

DEPARTMENT: RECREATION AND COMMUNITY SERVICES

DIVISION / ACTIVITY: PARKS - FUND 01-075

DESCRIPTION	CATEGORY	ONE-TIME	ON-GOING	CHANGE EXPLANATION
CHANGES:				
Personnel	Personnel Services		\$17,500	Salary, Benefits, Retention, TMRS & Position Adjustments
Wearing Apparel	Supplies		(\$400)	Staffing Adjustment
Vehicle Parts & Supplies	Supplies		(\$2,000)	Analysis & Outsource Expansion Adjustment
Vehicle Fuels & Lubricants	Supplies		(\$1,000)	Analysis & Outsource Expansion Adjustment
Janitorial Supplies	Supplies		\$1,000	Usage Adjustment
Chemicals	Supplies		(\$500)	Usage Adjustment
Recreation Supplies	Supplies		(\$1,500)	Usage Adjustment
Agricultural/Botanical	Supplies		(\$9,000)	Usage & Outsource Expansion Adjustment
Equipment Parts & Supplies	Supplies		(\$500)	Usage & Outsource Expansion Adjustment
Park Trail Repairs	Maintenance		\$4,000	Needs Adjustment
Communications	Contractual/Sundry		(\$2,055)	Positions Adjustment
Rental of Equipment	Contractual/Sundry		\$860	Special Events Rental Adjustment
Special Services	Contractual/Sundry		\$1,000	Fish Restocking @ Capp Smith Park Lake
Travel Expense	Contractual/Sundry		(\$300)	Analysis Adjustment
Dues & Subscriptions	Contractual/Sundry		\$300	License Renewals Adjustment
Contract/Outsource Services	Contractual/Sundry		\$50,000	Grounds Maintenance Contract Expansion
Contract/Outsource Services	Contractual/Sundry		\$6,000	Capp Smith Park Lake Weed Maintenance
TOTALS:		\$0	\$63,405	

\$63,405 NET INCREASE/DECREASE

NOTE: No reallocations for this Department



AGENDA MEMORANDUM

DATE: August 27, 2021
TO: Parks Advisory Board Members
FROM: Andrea Gardner, City Secretary
SUBJECT: Oath of Office administered to members of the Parks Advisory Board

BACKGROUND/INFORMATION:

City Council reappointed the following members to the Parks Advisory Board on August 23, 2021. The motion to reappoint the following passed unanimously and the Oath of Office must be administered to members in order to fully participate.

Place 1	Jim McDonald	Term to expire August 2023
Place 3	Natasha Havrda	Term to expire August 2023
Place 5	Lindy Riggall	Term to expire August 2023

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board Members recently reappointed be administered the Oath of Office.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/2/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: August 27, 2021

TO: Parks Advisory Board Members

FROM: Chad Stephens, Interim Parks & Community Services Director

SUBJECT: Discuss and provide direction on the Annual Holiday Outdoor Decoration Contest and the Yard of the Month for the City of Watauga Parks and Community Services Department

BACKGROUND/INFORMATION:

Each year, the Watauga Parks and Community Services Department conducts a holiday decoration contest for outdoor decorations only during the month of December and during the months of May, June and July the "Yard of the Month" contest. The practice has been for staff to complete the judging for both programs. Staff would also like to discuss the possibility of adding an additional contest for the Halloween season.

City staff prefer to transfer the judging responsibilities to the Advisory Board to ensure biases are not created.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the Parks Advisory Board discuss and provide direction to staff on the preferred process for judging of the Annual Outdoor Holiday Decoration and Yard of the Month contests and the possibility of adding a contest for the Halloween season.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Andrea Gardner, City Manager

Final Approval - 7/2/2021

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: August 27, 2021
TO: Parks Advisory Board Members
FROM: Andrea Gardner, City Secretary
SUBJECT: Discuss and consider action to select officers of the Parks Advisory Board

BACKGROUND/INFORMATION:

On November 12, 2019, City Council approved the Parks Advisory Board Bylaws. Article III, Section B states the following:

The Board shall elect from its members a Chairperson, Vice-Chairperson, and a Secretary by majority vote. Officers shall be elected at the first meeting of the Board after August 31. Officers of the Board shall serve a term of office of one year that shall begin on October 1 and expire on September 30.

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

City staff respectfully recommends the following officer positions be selected: Chairperson, Vice-Chairperson and Secretary

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Parks Advisory Board Resolution & Bylaws

REVIEWED BY:

Andrea Gardner, City Manager

Approved as to form for inclusion on Agenda

New -

CITY OF WATAUGA, TEXAS
RESOLUTION NO. 2019-026

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WATAUGA, TEXAS APPROVING THE BYLAWS OF THE WATAUGA PARKS ADVISORY BOARD; PROVIDING FOR REPEAL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Watauga recognizes the substantial benefits from public input regarding the planning, development, and construction of city parks and coordinating activities and programs held at city park facilities; and

WHEREAS, the City Council, finds that a Parks Advisory Board will provide benefit to the City through recommendations to the City Council regarding the development of future park facilities or enhancements to existing park facilities and assisting staff in coordinating community activities and programs for the public benefit;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Watauga, Texas that:

I.

The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct.

II.

The bylaws of the Watauga Parks Advisory Board set forth in "EXHIBIT A," attached hereto and incorporated herein by reference, are hereby approved and adopted by the City Council of the City of Watauga, Texas.

III.

This Resolution shall be and is hereby cumulative of all other resolutions of the City of Watauga, Texas, and this Resolution shall not operate to repeal or affect any of such other resolutions, except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this resolution, in which event such conflicting provisions, if any, in such other resolution or resolutions are hereby repealed.

IV.

If any section, subsection, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining portions of this resolution.

V.

This Resolution shall become effective and shall be in full force and effect from and after the date of passage and adoption by the City Council of the City of Watauga, Texas, and upon application of law and in accordance with Section 3.13 of the Charter of the City of Watauga, Texas.

PASSED AND ADOPTED by the City of Watauga City Council on this 12th day of November 2019.

APPROVED


Arthur L. Miner, Mayor

ATTEST:


Andrea Gardner, City Secretary

APPROVED AS TO FORM AND LEGALITY:


George E. Hyde, Interim City Attorney

**Bylaws of the City of Watauga
Parks Advisory Board**

Article I. NAME

The name of this board is the Parks Advisory Board.

Article II. PURPOSE AND RESPONSIBILITIES

- A. The purpose of the Parks Advisory Board is to advise the City Council and the city manager regarding:
 - (1) the present and future development of city parks, playgrounds, and recreational facilities;
 - (2) the general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public; and
 - (3) ways and means by which the city's parks, playgrounds, and recreational facilities may be strengthened and supported.
- B. The board shall promote close cooperation between the City of Watauga and all citizens, institutions, and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest possible benefit to the public.
- C. The responsibilities of the Board include but are not necessarily limited to:
 - (1) monitoring and evaluation of parks and recreation programs and advising as needed;
 - (2) providing support for new parks, programs, and activities; and
 - (3) advising regarding the development of city parks and recreation facilities and programs.
- D. The board shall perform other duties as directed by the City Council or as prescribed by the Code of Ordinances.

Article III. ORGANIZATION

- A. The City of Watauga Parks Advisory Board shall consist of five (5) voting members who shall be appointed by the Mayor, subject to the approval and consent of the City Council. Places on the Board shall be numbered one through five, with all members appointed for two-year terms to expire August 31, except as provided by subsection (1) below.
 - (1) The first appointments to places one, three, and five on the Board shall be appointed for an initial term that expires August 31, 2021, regardless of when such members are first appointed. Thereafter, all terms shall be two years.
 - (2) Appointees' terms shall be staggered so that continuity among the board will be maintained. Odd-numbered places on the Board (places 1, 3, and 5) shall have their terms expire on each odd-numbered year and even-numbered places on the Board (places 2 and 4) shall have their terms expire on even-numbered years.

- (3) In the event that a position with an unexpired term becomes vacant, the Mayor shall, subject to the approval and consent of City Council, appoint a member to the vacant position on the Board to serve the unexpired portion of the position's term.
- (4) All members of the Board must be in good standing with the City.
- (5) The Mayor shall appoint two City Council members to serve as liaisons to the board.
- B. The Board shall elect from its members a Chairperson, Vice-Chairperson, and a Secretary by majority vote. Officers shall be elected at the first meeting of the Board after August 31. Officers of the Board shall serve a term of office of one year that shall begin on October 1 and expire on September 30.
- C. The Board may remove the Chairperson, Vice-Chairperson, or Secretary from their offices upon good cause for their removal and upon majority vote of its members.
- D. The Board may select a person by majority vote to fill a vacancy in the office of Chairperson, Vice-Chairperson, or Secretary for the unexpired portion of that officer's term.
- E. Members of the Board shall serve without compensation.
- F. Members of the Board serve at the pleasure of City Council and may be removed at the discretion of the council.
- G. No city staff member or employee shall be a member of the board.

Article IV. MEMBERSHIP

- A. An individual board member may not act in an official capacity except through the action of the board.
- B. A board member who is absent without a valid excuse under this section for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month period automatically vacates the member's position. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member's immediate family member, or the birth or adoption of the board member's child for ninety (90) days after the event. The board member must notify a board liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- C. The Chairperson retains his or her ability to discuss, make motions, and vote on issues before the Board. The Chairperson shall:
 - (1) preside at all meetings with all powers under parliamentary procedure and operate meetings in accordance with the edition of Robert's Rules of Order adopted by the city council pursuant to section 2-21 of the City of Watauga Code of Ordinances, except as otherwise provided by City Council or these bylaws;

- (2) coordinate with the Parks and Recreation Director and other board members in order to provide an agenda for Board meetings; and
 - (3) call special meetings when deemed appropriate or necessary.
- D. If the Chairperson is unable to attend a Board meeting, all duties of the Chairperson will be assumed by the Vice-Chairperson.
- E. The Secretary shall:
 - (1) ensure that minutes of the board's meetings are prepared;
 - (2) maintain attendance records and submit all original board records to the City Secretary; and
 - (3) perform duties as assigned by the Chairperson or by majority vote of the Board.
- F. A member who seeks to resign from the board shall submit a written resignation to the chair of the board or the city secretary's office.

Article V. MEETINGS

- A. All board meetings shall be conducted in accordance with Texas Government Code Chapter 551, the Texas Open Meetings Act.
- B. Board meetings shall be governed by the specific edition of Robert's Rules of Order adopted by the city council pursuant to section 2-21 of the City of Watauga Code of Ordinances, except as otherwise provided by City Council or these bylaws.
- C. The board may not conduct a closed meeting without prior approval from the City Attorney's office.
- D. Agendas
 - a. Two or more board members may place an item on the agenda by oral or written request to the chairperson. After consulting with and receiving input from board members the chair shall approve each final meeting agenda.
 - b. The chair shall submit the meeting agenda for each meeting to be posted not less than fourteen days before the meeting.
 - c. Posting of the agenda shall comply with the Texas Open Meetings Act.
- E. A quorum shall consist of three members of the board and is required to conduct official business; no action taken by the board in the absence of a quorum shall be effective.
- F. The board shall meet at least once every other month. By November 1 of each year, the board shall determine and adopt a schedule of the planned meetings for the upcoming year.
 - (1) Future meetings may be rescheduled if a majority of board members so vote at any meeting at which a quorum is present.
- G. Special meetings may be called by the Chairperson. The Chairperson shall call a special meeting if so requested by any three members of the Board.

- (1) Notice of special meetings shall be given to the city secretary to be posted at least fourteen days prior to such a special meeting and shall state the purpose, time, day, month, date, year, and location of the meeting.
- H. For a board action to be effective, it must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- I. The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- J. The secretary of the board shall ensure that minutes of each board meeting are prepared. The minutes of each board meeting must include the vote of each member on each item before the board and must indicate whether a member is absent or failed to vote on an item.
- K. The city secretary shall retain agendas, approved minutes, internal review reports and bylaws. The Parks and Community Services Department shall retain all other Board documents. These documents are public records under the Texas Public Information Act.
- L. A member of the public may not address the board at a meeting on an item posted as a briefing.

Article VI. PARLIAMENTARY AUTHORITY

The rules contained in the edition of Robert's Rules of Order adopted by City Council pursuant to section 2-21 of the City of Watauga Code of Ordinances shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

Article VII. AMENDMENT OF BYLAWS

These bylaws may be amended by City Council as it deems appropriate.