

NOTICE OF REGULAR MEETING
THE CITY OF SOUTH PADRE ISLAND
PARKS, RECREATION AND BEAUTIFICATION COMMITTEE
November 20, 2013

Notice is hereby given that the Parks, Recreation and Beautification Committee of the City of South Padre Island, Texas will hold a **Regular Meeting on Wednesday, November 20, 2013 at 9:00a.m.,** in the **Municipal Building Joyce H. Adams Board Room, 2nd Floor, 4601 Padre Boulevard,** South Padre Island, Texas.

AGENDA

1. Call to order.
2. Pledge of Allegiance.
3. Public announcements and comments: *This is an opportunity for citizens to speak to the Parks, Recreation and Beautification Committee relating to agenda or non-agenda items. Speakers are required to address the Parks, Recreation and Beautification Committee at the podium and give their name before addressing their concerns. (Note: State law will not permit the Parks, Recreation and Beautification Committee to discuss, debate or consider items that are not on the agenda. Citizen comments may be referred to Convention and Visitors Bureau staff or may be placed on the agenda of a future Parks, Recreation and Beautification Committee meeting.)*
4. Consent agenda.
 - A. Approval of minutes of October 16, 2013.
5. Discussion and action concerning 2013/2014 Budget Balance. (Hancock)
6. Discussion and action regarding adopting South Padre Island Master Plan for Public Parks. (Hughes)
7. Discussion and action concerning Holiday and Christmas Events. (Hughes)
 - A. Breakfast with Santa
 - B. Kid's New Year's Eve Event
 - C. Holiday Parade
 - D. Holiday Lighting Contest
8. Discussion and action regarding Senior Prom January 24, 2014.(Ballou)
9. Discussion and action regarding bookmarks.(Huffman)
10. Set new meeting date/agenda items for next meeting.
11. Adjourn.

Dated this, the 15th day of November 2013.



CITY OF SOUTH PADRE ISLAND

Vedette Garza, Administrative Assistant

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the South Padre Island Parks, Recreation and Beautification Committee is a true and correct copy of said Notice on the bulletin board at the City Hall of said City of South Padre Island, Texas on 15th of Nov, 2013 at 9:45 AM and it remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

CITY OF SOUTH PADRE ISLAND

Vedette Garza, Administrative Assistant

NOTE: 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 Jay Mitchim, ADA designated responsible party, at (956) 761-1025.

NOTE: There may be one or more members of the South Padre Island City Council attending this meeting, and if so, this statement satisfies the requirements of the OPEN MEETINGS ACT.

**MINUTES
CITY OF SOUTH PADRE ISLAND
PARKS, RECREATION & BEAUTIFICATION COMMITTEE
REGULAR MEETING**

**Wednesday, November 20, 2013, at 9:00 am
2nd Floor, 4601 Padre Boulevard, South Padre Island, Texas**

Committee Members Present: Jody Hughes, Debbie Huffman, Wanda Ballou, Kathy Grebb
Robert Weiss

Committee Members Absent: Jim Helms

Staff Present: Mary K. Hancock, CVB, Special Events Manager

City Official: Dr. Kim Sungman
Councilman Sam Listi

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Meeting called to order at 9:00am by Chairman Jody Hughes.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Chairman Jody Hughes introduced and welcomed new Parks, Recreation and Beautification Committee member Robert Weiss. Mary K Hancock introduced Nina Garcia as the new Administrative Assistant to CVB Director, Sylvia Soliz. Councilman Sam Listi gave an update to the Committee on the proposed design for the park next to Travel Lodge. He stated the City Council has approved the monies for engineering on this new park design. The Councilman is also in the process of drafting a proposed budget for Dr. Kim Sungman to start the process of a grant proposal.

APPROVAL OF MINUTES FOR THE September 18, 2013 REGULAR MEETING

Chairman Jody Hughes motioned to approve the minutes of the September 18, 2013 regular meeting, seconded by Board Debbie Huffman. Motion passed unanimously.

PRESENTATION AND DISCUSSION OF PARKS & OPEN SPACE MASTER PLAN

Dr. Kim Sungman presented the Parks & Open Space Master Plan for the City. Dr. Kim stated the Council needs to adopt the master plan in order to move forward with grants, monies etc. Chairman Jody Hughes suggested a workshop for further discussion. Members will be notified of date and time based on room availability.

DISCUSSION AND ACTION CONCERNING 2013/2014 BUDGET BALANCE

Mary K. Hancock stated that the beginning budget balance for Community Events is \$18,100.00. \$600 of this budget is dedicated to port a potties ordered for the Farmers Market. There is also an expense of \$600 for a new sound system for use at Community Events. Ms. Hancock requested that any deposits made from the ad sales on bookmarks be turned into her office in order to keep track of all deposits made.

DISCUSSION AND ACTION CONCERNING HOLIDAY AND CHRISTMAS EVENTS

Chairman Jody Hughes reviewed plans for the Veteran's Day Celebration on November 11, 2013 at the Hilton Garden Inn. Leslie and Chuck will be hired to perform. Wanda Ballou will see if Blue Marlin will donate a cake

for Veteran's Day. Motion was made by Chair Jody Hughes to budget \$1000.00 for ad placements and entertainment for Veteran's Day celebration. Second by Kathy Grebb.

Chairman Jody Hughes updated the Committee regarding plans for Dec. 12th Holiday Luncheon and ongoing plans for Dec. 13 Holiday Parade. Chairman Hughes motioned to budget second by Ballou, same as last year, for the Holiday Parade cash awards, as follows: 1st place per category \$250.00, 2nd place per category \$150.00 and 3rd place per category \$100.00. (Total of \$2500)

Breakfast with Santa is scheduled for December 14, 2013 at Schlitterbahn Beach Resort from 10am – 12pm. Kathy Grebb will check with Mike Bigelow from Schlitterbahn regarding the cost of food. Budget for this event will be decided at the next meeting.

Debbie Huffman will check with Griff Mangam to see if he will be Santa Clause for the Awards Ceremony at City Hall on Dec. 17. Mary K. Hancock will arrange for award certificates and checks for the winners. CVS Pharmacy will donate the water for attendees. Chairman Jody Hughes will talk to Blue Marlon about donating snacks.

The Kid's New Year's Eve Party is scheduled at Water Tower Park, December 31, 2013 at 2-4pm. Pizza Hut will donate ten pizzas. Order for décor and gifts will be ordered from Oriental Trading. Chairman Hughes will send list to Vedette Garza to place order.

DISCUSSION AND ACTION REGARDING BOOKMARKS

Debbie Huffman reported 12 Days of Christmas bookmark is scheduled for Thanksgiving release.

DISCUSSION AND ACTION REGARDING SENIOR PROM JANUARY 24, 2014

Wanda Ballou informed Committee that 'The Texas Showdown Band' might be a great entertainment for this event. Their cost is \$200. Wand motioned a budget for entertainment be set at \$200, second by Debbie Huffman.

SET NEW MEETING DATE/AGENDA ITEMS FOR NEXT MEETING

Next scheduled meeting is November 20, 2013 at 9:00a.m. New agenda items include Holiday Parade, possible Holiday Lighting Contest, Parks & Open Space Master Plan, Budget Review and Bookmarks.

ADJOURN

Jody Hughes adjourned the meeting at 10:26 a.m.

APPROVED:

Jody Hughes, Chair

ATTEST:

Vedette Garza, CVB Administrative Assistant

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Mary K. Hancock, Special Events Manager

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning 2013/2014 Budget Balance

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

2013-2014 Current Budget
09-572-9185

\$17,500 Starting Balance

-599.99 Yamaha Portable Pa for Parks, Recreation & Beautification Committee

-300 Leslie -Services for the Veteran's Day Celebration at the Hilton Garden Inn

-150 Chuck -Services for the Veteran's Day Celebration at the Hilton Garden Inn

\$16,450.01 Balance as of 11/14/2013

***2,500.00 Purchase order for cash awards for the Christmas Parade**

United States
T: 956-761-3000

Item	SKU	Availability	Qty	Subtotal
Yamaha STAGEPAS 300 Portable PA System AUDIO ESSENTIALS BUNDLE	YAM-STAGEPAS300AE	In Stock!	1	\$599.99
			Subtotal	\$599.99
			Shipping & Handling	\$0.00
			Grand Total	\$599.99

Thank you, from all of us at [Kraft Music](#).

4700 W. Ryan Rd. Franklin, WI 53132, Call 1-800-783-3368

FROM:

LESLIE BLASING

PO BOX 2563

SOUTH PADRE ISLAND, TX 78597

INVOICE

TO:

CITY OF SOUTH PADRE ISLAND

4506 PADRE BLVD

SOUTH PADRE ISLAND, TX 78597

Invoice # 0001122013

Invoice Date 11/12/13

Due Date 11/12/13

DESCRIPTION: ENTERTAINMENT FOR THE SPI PARKS. RECREATION & BEAUTIFICATION COMMITTEE

SERVICE FOR THE VETERAN'S DAY CELEBRATION AT THE HILTON GARDEN INN

\$ 300.00

BALANCE DUE:

\$ 300.00

DATE

11-12-13

ACCT.

09-572-9185

P.O.

APPROVAL

Sylvia S

FROM:

CHUCK COMEAUX

218 WEST GARDENIA

SOUTH PADRE ISLAND, TX 78597

INVOICE

TO:

CITY OF SOUTH PADRE ISLAND

~~4506~~ 4001 PADRE BLVD

SOUTH PADRE ISLAND, TX 78597

Invoice # 00011122013

Invoice Date 11/12/13

Due Date 11/12/13

DESCRIPTION: ENTERTAINMENT FOR THE SPI PARKS. RECREATION & BEAUTIFICATION COMMITTEE

SERVICE FOR THE VETERAN'S DAY CELEBRATION AT THE HILTON GARDEN INN

\$ 150.00

BALANCE DUE:

\$ 150.00

DATE

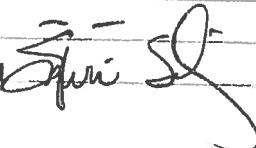
11-12-13

ACCT.

09-572-9185

P.O.

APPROVAL



**South Padre
Island, Texas
CONVENTION &
VISITOR'S
BUREAU**

PURCHASE ORDER
City of South Padre Island
P. O. Box 3410 / 4601 Padre Blvd.
SOUTH PADRE ISLAND, TEXAS 78597
REQUEST FORM

P.O. # _____
DEPT. _____

VENDOR CASH
ADDRESS _____
CITY/STATE _____
TELEPHONE _____

DATE Oct 25 2013
DEPT. Community Events
SHIP VIA _____
DELIVERY DATE _____

QUANTITY	ITEMS	DESCRIPTION	PRICE	TOTAL	RCV'D	PAID
15		Checks made to cash for Holiday Parade Awards December 17, 2013 presentation		\$2500.00		
	1 st Place Motorized Float	\$250				
	2 nd Place Motorized Float	\$150				
	3 rd Place Motorized Float	\$100				
	1 st Place Business	\$250				
	2 nd Place Business	\$150				
	3 rd Place Business	\$100				
	1 st Place Club/Organization	\$250				
	2 nd Place Club / Organization	\$150				
	3 rd Place Club / Organization	\$100				
	1 st Place Non Float	\$250				
	2 nd Place Non Float	\$150				
	3 rd Place Non Float	\$100				
	1 st Place Children	\$250				
	2 nd Place Children	\$150				
	3 rd Place Children	\$100				

Rod, 10/25/13
This is what Mary K
has submitted for the
cash prizes for parade.
Plz call her w/ how you
want to proceed - Lou

GRAND TOTAL

CHARGE AS FOLLOWS:

Acct. # 09-572-9185

FUND _____

Acct. # _____

ORIGINATOR Mary K. Hancock

Mary K Hancock

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action regarding adopting South Padre Island Master Plan for Public Parks

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning Holiday and Christmas Events

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning Holiday and Christmas Events –Breakfast with Santa

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning Holiday and Christmas Events –Kid’s New Year’s Eve Event

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning Holiday and Christmas Events –Holiday Parade

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Jody Hughes, Chairman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action concerning Holiday and Christmas Events –Holiday Lighting Contest

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Wanda Ballou

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action regarding Senior Prom January 24, 2014

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation and Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: November 20, 2013

NAME & TITLE: Debbie Huffman

DEPARTMENT: Parks, Recreation and Beautification Committee

ITEM

Discussion and action regarding bookmarks

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____

Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS