

**NOTICE OF REGULAR MEETING
CITY OF SOUTH PADRE ISLAND
Park, Recreation & Beautification**

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 MARCH 30, 2016
9:00AM AT THE MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS, 2nd FLOOR
4601 PADRE BOULEVARD, SOUTH PADRE ISLAND, TEXAS**

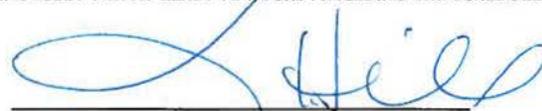
1. Call to order.
2. Pledge of Allegiance.
3. **Public Comments and Announcements:** *This is an opportunity for citizens to speak to PR&B relating to agenda or non-agenda items. Speakers are required to address Committee at the podium and give their name before addressing their concerns. [Note: State law will not permit the Committee to discuss debate or consider items that are not on the agenda. Citizen comments may be referred to City Staff or may be placed on the agenda of a future PRBC meeting]*
4. Approval of Minutes from February 17, 2016.
5. Discussion & action to approve the absence of Will Greenwood and Sally Scamen from the February 17, 2016 meeting. (Huffman)
6. Discussion and action regarding the second phase of John L. Tompkins Park. (Kim)
7. Conduct walk through of the South Padre Island Community Center at 4501 Padre Blvd. (Huffman/Gutierrez)
8. Discussion & action regarding recommendations to the City Council regarding the South Padre Island Community Center. (Greenwood / DiLibero)
 - A. South Padre Island Historical Museum display.
 - B. Proposed City policy, including but not limited to, budget for improvements, hours of operation, and public's purpose for use.
 - C. Proposed application and fee schedule for use of building.
9. Set new meeting date/agenda items for next meeting.
10. Adjourn

DATED THIS THE 24TH DAY OF MARCH 2016


Susan Hill, City Secretary

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF SOUTH PADRE ISLAND, TEXAS IS A TRUE AND CORRECT COPY OF SAID NOTICE AND THAT I POSTED A TRUE AND CORRECT COPY OF SAID NOTICE ON THE BULLETIN BOARD AT CITY HALL/MUNICIPAL BUILDING ON MARCH 24, 2016 AT/OR BEFORE 3PM AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID




Susan Hill, City Secretary

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 BUILDING OFFICIAL, JAY MITCHIM; ADA DESIGNATED RESPONSIBLE PARTY AT (956) 761-1025.

NOTE: One or more members of the South Padre Island City Council may attend this meeting; if so, this statement satisfies the requirements of the Open Meetings Act.

**PARKS, RECREATION & BEAUTIFICATION COMMITTEE
MINUTES
REGULAR MEETING
Wednesday, Feb 17, 2016 at 9:00 am
2nd Floor, 4601 Padre Boulevard, South Padre Island, Texas**

Committee Members Present: Carol Bolstad
Debbie Huffman, Chair
Kerry Schwartz, Vice Chair
Eleana Jones
Stormy Wall
Members not present: Will Greenwood, Sally Scaman

Staff Present: Sungman Kim, Development Director, Armando Gutiérrez, Public Works Director.

1. Call to order

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

2. Pledge of Allegiance

3. Public Comments and Announcements

Public comments and announcements were given at this time.

4. Approval of Minutes for Jan. 20 and Jan. 21, 2016 Special Meeting.

Motion to approve by Stormy Wall, second by Carol Bolstad. Motion passed unanimously.

NOTE: At this time Item 7 & 8 were moved up on agenda

7. Update, discussion & possible action regarding maintenance of City Parks. (Gutierrez)

No action taken on this item.

8. Update and discussion regarding the progress of the John L. Tompkins Park Project. (Gutierrez)

No action taken on this item.

5. Discussion & action regarding Phase I & II of John L. Tompkins Park “Design Concepts”. (Kim)

- Motion made to recommend Royal Blue and Lemon as colors for playground equipment by Kerry Schwartz, second by Eleana Jones. Motion passed unanimously.
- Motion made to recommend ‘sail’ treatment for shade over the children’s play area by Eleana Jones, second by Stormy Wall. Motion passes unanimously.

6. **Discussion and possible action regarding the Parks & Recreation & Beautification Resolution 2010-25.**
No action taken on this item

9. **Set new meeting date / agenda items for next meeting.**
Next meeting scheduled for *March 23, 2016.

11. **Chairman Huffman adjourned at 10:48am.**

APPROVED:

Debbie Huffman, Chair

ATTEST:

Sungman Kim, Development Director

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

MEETING DATE: March 30, 2016

NAME & TITLE: Mary K. Hancock, Parks Program Mgr.

DEPARTMENT: Coastal Resources

ITEM

Discussion & action to approve excused absence request for Committee Members Will Greenwood and Sally Scaman from the February 17, 2016 meeting. (Huffman)

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 & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: March 30, 2016

NAME & TITLE: Dr. Sungman Kim

DEPARTMENT: Development Director

ITEM

Discussion and action regarding the second phase of John L. Tompkins Park (Kim)

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____
Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**THE PARKS, RECREATION &
BEAUTIFICATION COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 30, 2016

TO: The Parks, Recreation & Beautification Committee

FROM: Sungman Kim, PhD, Director of Development Services

ITEM DESCRIPTION:

Discussion and action on the Second Phase John L. Thompkins Park Plan.

DISCUSSION:

The Issues

1. Skate Park (80' X 110') – If the Skate Park Subcommittee provides the final design, the design will be bided out for construction upon receiving the grant; if the Subcommittee cannot get into the final design, the total package including the design and construction will be bided out.
2. Small Play Equipment that will replace the Splash Pad – The Parks, Rec & Beautification Committee will pick and decide the equipment; so far, only the committee member Carol Bolstad sent a recommendation on an equipment that will cost at around \$20,000 (MSRP). Please find the shape of the equipment from the staff presentation material attached.
3. Sail Shade Structures – 2 large and 5 small shade structures are needed. Those will cost approximately \$210,000 (including shipping and installation).

Staff Recommendation

Staff now needs to formulate the plan so that we can initiate discussion with the State and Federal agencies for any necessary permits; formulate site plans; initiate formal public meetings with a newspaper notice; and adopt necessary resolutions.

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

MEETING DATE: March 30, 2016

NAME & TITLE: Mary K. Hancock, Program Manager

DEPARTMENT: Coastal Resources

ITEM

Conduct walk through of the South Padre Island Community Center at 4501 Padre Blvd.
(Huffman/Gutierrez)

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 & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: March 30, 2016

NAME & TITLE: Mary K. Hancock, Parks & Recreation Program Manager

DEPARTMENT: Coastal Resources

ITEM

Discussion & action regarding recommendations to the City Council regarding the South Padre Island Community Center. (Greenwood / Hancock)

- A. South Padre Island Historical Museum display.
- B. Proposed City policy, including but not limited to, budget for improvements, hours of operation, and public's purpose for use.
- C. Proposed application and fee schedule for use of building.

ITEM BACKGROUND

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Comments:
RECOMMENDATIONS/COMMENTS



**SOUTH PADRE ISLAND COMMUNITY CENTER
ROOM RESERVATION POLICY DRAFT**



Facility Hours: 8am-5pm, Monday – Friday
After hours until 10pm weekdays
After hours until 11pm weekends

Occupancy limit: 125 people

- Building will be unavailable on all recognized City holidays as follows:
Veterans Day, Thanksgiving (Thurs.-Fri.), Christmas Eve & Day, New Year's Eve & New Year's Day,
President's Day, Memorial Day, July 4th & Labor Day.

1. The SPI Community Center accepts reservations in-person on a first come first serve basis. Each applicant must provide payment in full by cash, check or credit card with a signed application.
2. Reservations should be made a minimum of two weeks prior to requested date.
Time limits for reservations must include set-up and clean-up.
3. Reservations are available to South Padre Island & Laguna Madre residents & organizations serving the community.
* NOTE: Standing reservations will be considered on a case by case basis with approval from the Parks & Recreation Committee.
4. The Community Center may not be used for the following: commercial purposes, profit purposes, religious purposes, or political events.
5. City sponsored meetings and events will take precedence. The City of South Padre Island has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
6. Admission charges or the solicitation of funds in conjunction with a reservation is not allowed.
7. The approved activity must be under the on-site supervision of the person making the reservation.
8. All reservations are required to clean and return the building to the condition that it was previously in at the beginning of the scheduled reservation. Deposits will be held until final inspection of the facility.
9. Groups must remove all equipment, supplies, and trash at the end of their reservation time period. The City will not be held responsible for any property and equipment left after the conclusion of a reservation.
10. Cooking facilities are not offered or allowed within or outside the building.
11. Alcohol (limited to beer & wine) may be served with preapproval of application but may not be sold.
NOTE: On site security required on events involving alcohol with over 25 people in attendance.
12. Nails, push pins, tape etc. must never be used to attach signage or decorations to the walls.
13. Smoking is not allowed inside the building as per City Ordinance.

SPI COMMUNITY CENTER

KITCHEN (\$5000)

1-2 Commercial microwaves

Under Counter Icemaker

Garbage Disposal

Commercial coffee maker

Full size refrigerator

Dishwasher

Warming drawers

OTHER (\$1500)

1-2 Flat screen TVS (40"-50")

2 smoking towers

Bulletin Board Display (locking)

(4) Easels

Water dispenser

Recycle Containers

Garbage cans

TABLES (\$2500)

(10) 36" Commercial card tables, white or granite, plastic folding

(10) 8' by 30" Banquet tables, white or granite, plastic folding

(10) 6' by 30" Banquet tables, white or granite, plastic folding

**SOUTH PADRE ISLAND COMMUNITY CENTER
FACILITY USE APPLICATION**

A VALID ID IS REQUIRED UPON SUBMISSION OF APPLICATION.



- **\$25 ADMINISTRATIVE FEE** WITH APPROVED RESERVATION IS NON-REFUNDABLE.
- **\$100 REFUNDABLE DEPOSIT** IS REQUIRED ON ALL APPROVED APPLICATIONS.
- **\$ 20 HR. AFTER HOUR'S RENTAL RATE**

- **\$200-\$500 REFUNDABLE DEPOSIT** REQUIRED WITH APPROVED APPLICATIONS INVOLVING *ALCOHOL.
This fee will be based on proposed attendance (* LIMITED TO BEER & WINE ONLY)
SPECIAL EVENTS INVOLVING ALCOHOL, WITH OVER 25 PEOPLE, WILL REQUIRE ON SITE LICENSED SECURITY OFFICER FROM APPROVED LIST.
- CITY RESERVES THE RIGHT TO RETAIN DEPOSIT BASED ON FINAL INSPECTION OF THE FACILITIES.

DATE OF APPLICATION _____

APPLICANTS NAME _____

ORGANIZATION _____

NON PROFIT YES ___ NO ___ Documentation required.

MAILING ADDRESS _____

EMAIL _____ CELL PHONE _____

TYPE OF FUNCTION (PURPOSE) _____

DATE(S) REQUESTED _____

ALTERNATE DATES FOR CONSIDERATION _____

HOURS REQUESTED (minimum 4 hour increments) _____

ESTIMATED ATTENDANCE: Adults _____ Children _____

*ARE ALCOHOLIC BEVERAGES TO BE SERVED? YES ___ NO ___ (Pre-approval required)

*Limited to beer & wine only *Sale of alcoholic beverages is strictly prohibited.

CANCELLATION POLICY

If rental is cancelled with notification less than 5-7 business days before the date stated on the rental agreement, rental fee will be kept and deposit returned.

Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the SPI Community Center at least five working days prior to the date stated on the Rental Agreement.

The above named individual or organization agrees to follow the facility use policies detailed with this application.

SIGNATURE _____ DATE _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

We agree to hold harmless, indemnify and defend the City of South Padre Island from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our use of the South Padre Island Community Center.

SIGNATURE _____ Date _____