

STATE OF TEXAS :
COUNTIES OF POTTER :
AND RANDALL :

On this the 11th day of March 2014, the Parks and Recreation Commission of Amarillo, Texas convened at 1:30 PM in regular session in Room 306, City Hall at 509 E. 7th Avenue, with the following members present:

ATTENDANCE					
	PRESENT TODAY	NO. REGULAR MEETINGS HELD SINCE APPOINTMENT	NO. REGULAR MEETINGS ATTENDED SINCE APPOINTMENT	TERM STARTED	TERM EXPIRES
Mr. Cameron Monroe	Yes	56	45	08/12/08	07/01/14
Ms. Jackie Payne	No	66	53	07/24/07	07/01/15
Mr. Mike Rivera	Yes	25	17	09/13/11	07/01/14
Ms. Renee McCown	No	25	17	09/13/11	07/01/14
Mr. David Hudson	Yes	12	11	01/02/13	07/01/16
Mr. Rob Chafin	Yes	12	9	01/02/13	07/01/16
Mr. Terry Easterling	Yes	6	4	09/10/13	07/01/16

and the following staff members:

Rod Tweet	Director of Parks & Recreation
Robert Vogt	Park Supervisor
Pam Cognasi	Recreation Supervisor
Andy Tarkington	Athletic Supervisor
Bryan Shelhamer	Park Development Manager
Stephanie Evans	Administrative Assistant I
Sherylene Morris	Recording Secretary

There being a quorum established, the meeting was called to order by Chairman, Mr. Cameron Monroe, and the following business was conducted.

ITEM 1. APPROVAL OF MINUTES FROM FEBRUARY 11, 2014 MEETING

Mr. Terry Easterling made a MOTION to approve the February 11, 2014 minutes as amended. Mr. Mike Rivera seconded the MOTION. MOTION passed by a vote of 5-0.

ITEM 2. MONTHLY REPORTS

Rod Tweet stated that the budget preparation is currently underway. Parks staff has already started preparing the revenue budgets that are due by March 21st. The expense side of the budget along with the capital improvement project requests is due to city administration by early May.

Rod reminded the Park Commissioners of the upcoming Arbor Day Celebration that will be held at Windsor Elementary School on Friday, April 25th at 1:30 PM. A total of 30 trees will be planted at this location.

The Parks & Recreation Division along with Brian Scott, Texas A&M Forest Service representative will be hosting the 10th Annual Tree Care & Safety Workshop on Thursday, April 24th from 8:00 AM to 4:00 PM at the Amarillo College Business and Industry Center. This workshop provides hands on training and educational information and updates on various tree care and safety related topics. We are very grateful to our sponsors that help to make this workshop possible: Amarillo College, Teas A&M Forest Service, Amarillo Arborological, Pro Chem/Arbor Systems, Vermeer, Amarillo Outdoor Power and Equipment (Stihl), Beef O'Brady's and Xcel Energy. Park Commissioners are encouraged to attend this workshop.

Robert Vogt, Park Supervisor, stated that a total of 249 trees have been planted on city property and a total of 270 trees have been removed since October 2013. Park staff has continued to add another ten new horseshoe courts at Southeast Park. Six new picnic shelters have been installed at Martin Road Park. Park staff prepped Rick Klein Complex for the first baseball tournament. Park staff in Section IV started the landscaping project around the new playground at Ellwood Park. Total zoo revenue for the

month of February was \$9,088.00. The year to date total overall was \$58,178.61 as compared to the same time last year with the amount of \$52,009.41.

Cameron Monroe asked if we were still losing trees since the drought has not let up. Robert stated that he has seen a decrease in tree loss at Thompson Park. Maintenance staff is running two vehicles with water tanks behind them to supplemental watering the trees with irrigation water. He also explained how the districts are structured with him as Supervisor over District 1 & 5 which is covered by two foremen and their crews. He stated that his district foreperson is in charge of seventeen parks to include all irrigation, litter routes, restroom cleaning and mowing. Seasonal staff is hired each summer to help with weed eating and edging in the parks. Rod stated that Parks staff is looking into adding another district to help upgrade our services in the parks.

Pam Cognasi, Recreation Supervisor, stated that the Recreation Program has seventeen day sites with three supervisors managing five or six of these sites each during the week. These supervisors may be able to visit each of these sites twice a day depending on whether or not there are any complications with one site or another. There is one supervisor over the three night gyms.

Pam stated that seasonal staff training for aquatics and recreation staff is underway. The Aquatics Supervisor attended a safety training class and brought back new ideas for this year to include wrist bands for the non-swimmers and parents. Recreational and Aquatics staff have attended job fairs to help recruit new staff. The Recreational Supervisor attended the State TRAPS Conference and returned with several new ideas for the upcoming summer. Members from the Alex O'Brien Foundation will be helping with this year's tennis camp. Jackie Payne, Park Commissioner was asked to help critique the tennis brochure this year with her input and suggestions. The Park Guide is 90% complete and should go to print by April.

Andy Tarkington, Athletic Supervisor, stated that the spring indoor volleyball season started on February 10th and will run through the first week in April. The adult Softball League will have its first softball tournament "the St. Patrick's Day Spring Smash" on March 14th – 16th at Southwest Complex. Regular league play will begin on March 21st with a total of 310 teams. Umpires and Scorekeepers are provided training prior to the beginning of tournament and league play. This year the Athletic Division will coordinate and supervise these city softball tournaments. The Amarillo Sports Associations have met with Athletic staff to plan for the 2014 season. Andy stated that a "sister field" plan has been implemented in order to help preserve all athletic turf fields. This plan will pair two fields together so that one will be used for spring and early summer and the other will be used for late summer and fall.

ITEM 3. CAPITAL PROJECT UPDATE

Bryan Shelhamer, Park Development Manager, provided some renderings of the Sleepy Hollow playground to be installed at the elementary school. He stated that the color scheme has been changed from the original concept. The playground will be functional for the park visitors as well as the school children. He stated that a sheltered area was added for the teachers in order for them to be able to be closer to the children at the play area. This playground is waiting for approval from the City Council. Exerplay is the contractor who will be installing this playground.

Bryan provided a rendering of the Eastridge School Park improvements that will include a splashpad, lighted walking trail and a restroom. The existing restroom will be converted into a recreational hut for the recreational program in the summer. The walkway will cut through the playground and go around a partial area of the park. There will be a shaded area covering part of the splashpad that is similar to the splashpad at Westover Village Park. This is a Community Development Block Grant Project and will have a ribbon cutting similar to the one at Hamlet School Park at the end of this school year to start off the summer. Kraftsman is the contractor for this project as well as the new splashpad at City View Park.

Cameron Monroe voiced his concern about the safety at the park and suggested a call box for anyone to call the police if needed. Bryan stated that the spacing between the lights will be at 100 feet instead of the 150 feet at Hamlet Park. Rod stated that there is a video camera around the splashpad area at Hamlet and that Parks Administration would certainly look into possibly installing one at Eastridge.

ITEM 4. CITY SAFETY PROGRAM OVERVIEW

Charlie Sanchez, City Safety Manager, provided the Park Commissioners with an overview of a city-wide comprehensive safety program and structure that helps to improve safety awareness in the work place. He stated that with every safety meeting held, a safety moment is shared by the department to get everyone thinking about safety. His safety moment for this meeting was about the importance of communication and eye contact by asking an individual, "What does that mean to you? Okay to proceed or okay to pause?" He specified by an example that if you don't communicate or have

direct eye contact it could lead to injury or a fatality. Due to a couple of fatalities within the city, the safety management system identified components that consisted of accident investigations, a near miss or near hit, safety observation and reporting that they felt were missing in this structure. A perceptual survey was given to city employees as well as management as to what they thought of the safety structure and how it can be better implemented. A safety company, DuPont was hired to conduct field interviews with city employees, conducted observations and then compiled their data and came back to the city with their recommendations. There was 82% participation of city employees that completed surveys. DuPont recognized that there were some key elements missing with this safety structure that included the safety observation, incident investigation, near miss reporting and to determine the root cause of the incident for the undesirable result. This company also recommended safety training for the areas of improvement. Part one of this training has already been completed with the Central Safety Committee. The National Safety Council was contracted to conduct these two day trainings that consisted of incident investigations and safety observation training. The Central Safety Committee will then train Department Heads and Supervisors on these same training procedures.

Each month the Division Director, Department Heads, Supervisors and employees meet. The Division Director will report once per quarter to the Central Safety Committee. In addition every Department meets one time per month on awareness, training and review of data. Charlie then commended Rod and Clint on ranking among the highest of all of the departments on the DuPont survey and being very safety conscious in the work place.

ITEM 5. PUBLIC FORUM

No public was present.

ITEM 6. PARK COMMISSION COMMENTS

No comments from the Park Commissioners.

ITEM 7. ANNOUNCEMENT – NEXT MEETING DATE

April 8, 2014

ITEM 8. ADJOURN

Meeting adjourned at 2:39 PM.

Rod Tweet,
Director of Parks and Recreation