



**CITY OF NEW BRAUNFELS, TEXAS
PARKS AND RECREATION ADVISORY BOARD
MEETING
CITY HALL - COUNCIL CHAMBERS
550 LANDA STREET**



TUESDAY, SEPTEMBER 14, 2021 at 6:00 PM

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

Discuss and consider approval of the August 17, 2021 [21-844](#) minutes of the Parks and Recreation Advisory Board.

4. RECOGNITIONS/ANNOUNCEMENTS

5. CITIZENS' COMMUNICATIONS

This time is for citizens to address the Park and Recreation Advisory Board on issues and items of concerns not on this agenda. There will be no Board action at this time.

6. PRESENTATIONS

Update on River Committee Activities [21-922](#)

City of New Braunfels Capital Improvement Program [21-924](#)
Update

Parks and Recreation Fiscal Year 2021-2022 Budget [21-926](#)
Overview

Park Development Update [21-925](#)

Park Project Updates [21-921](#)

7. DISCUSSION AND ACTION

9. ADJOURNMENT

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.

Parks and Recreation Advisory Board Agenda Item Report

9/14/2021

Agenda Item No.

PRESENTER:

Stacey Dicke, Director

SUBJECT:

Discuss and consider approval of the August 17, 2021 minutes of the Parks and Recreation Advisory Board.

DISCUSSION:

N/A

RECOMMENDATION:

N/A

Parks and Recreation Advisory Board Agenda Item Report

9/14/2021

Agenda Item No.

PRESENTER:

David Davenport, River Committee Chair

SUBJECT:

Update on River Committee Activities

DISCUSSION:

David Davenport will provide this report at the meeting.

RECOMMENDATION:

N/A

9/14/2021

Agenda Item No.

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

City of New Braunfels Capital Improvement Program Update

DISCUSSION:

The Capital Improvement Plan (CIP) is a community planning and fiscal management tool used to coordinate the timing and financing of city capital projects over a five-year period. The CIP was last updated in 2012 and staff proposed a new update in preparation for a potential bond election in 2023.

A Request for Qualifications was issued on May 11, 2021 for professional services to support City staff in updating the CIP and preparing for a potential bond election. The City received three (3) responses and staff is recommended Freese and Nichols, Inc for the services based on qualifications and selection interviews.

The scope of services was developed in two phases. The first phase, Phase I, includes identifying capital needs by reviewing current plans, coordinating with stakeholders, and engaging the community. Capital projects will be developed with objectives, descriptions, and “high level” capital cost estimates for inclusion in the CIP. It is anticipated that capital projects will be developed for transportation, drainage, parks, and facilities supporting various city departments and community needs. The CIP will include a preliminary list of capital projects to be evaluated and prioritized by the Bond Advisory Committee and City Council.

Phase II will include conducting preliminary design to finalize the CIP through the Bond Advisory Committee and City Council. It will also identify projects and prepare for a potential bond election in 2023.

The total cost for Phase I of professional services to update the CIP is \$300,000. Funding is incorporated into the FY 2022 Proposed Budget to support the services as described above. This contract with Freese and Nichols, Inc. was approved by City Council on July 26, 2021.

Freese and Nichols will be at the meeting to provide an overview of the process.

RECOMMENDATION:

N/A

9/14/2021

Agenda Item No.

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

Parks and Recreation Fiscal Year 2021-2022 Budget Overview

DISCUSSION:**PARD General Fund Budget**

The FY 2022 Parks and Recreation Proposed Budget increases compared to the FY 2021 Estimate. Employee expenditures increase for several reasons. The proposed budget includes compensation adjustments authorized mid FY 2021 as well as planned increases for FY 2022. The FY 2022 Proposed Budget fully funds all authorized positions whereas the FY 2021 estimate and FY 2020 actuals have been impacted by COVID-19 related closures and cancellations.

Operating expenditures remain relatively flat in comparison to the FY 2021 budget.

Resource Requests - As discussed during the five-year forecast as well as the budget message at the beginning of the document, our conservative budgeting over the past two years created a surplus within the General Fund. The FY 2022 budget primarily leverages those reserves for one-time equipment and technology initiatives.

The Proposed Budget for the Parks and Recreation Department includes \$1,250,189 in resource requests.

Recurring requests include three initiatives.

- First, additional seasonal camp counselors have been added (4) to provide better staffing flexibility for Camp Minnehaha. This initiative is cost neutral as it only adds additional positions, not funded hours to support the program.
- Second, three seasonal maintenance workers have been added (\$28,000 recurring and \$225 one time). These positions will be utilized during the summer months, primarily on weekends to support the seasonal increased demand on our park system. By adding these positions, our full-time park operations staff will not have as much mandatory weekend assignments, which has been a critical recruitment and retention issue.
- And last, funding has been included to support a second summer camp location. Demand remains at an all-time high for expanding our summer day care program. In fact, it only takes minutes for reservations to be completed for all available summer camp spots once it is opens in the spring. Staff is still working

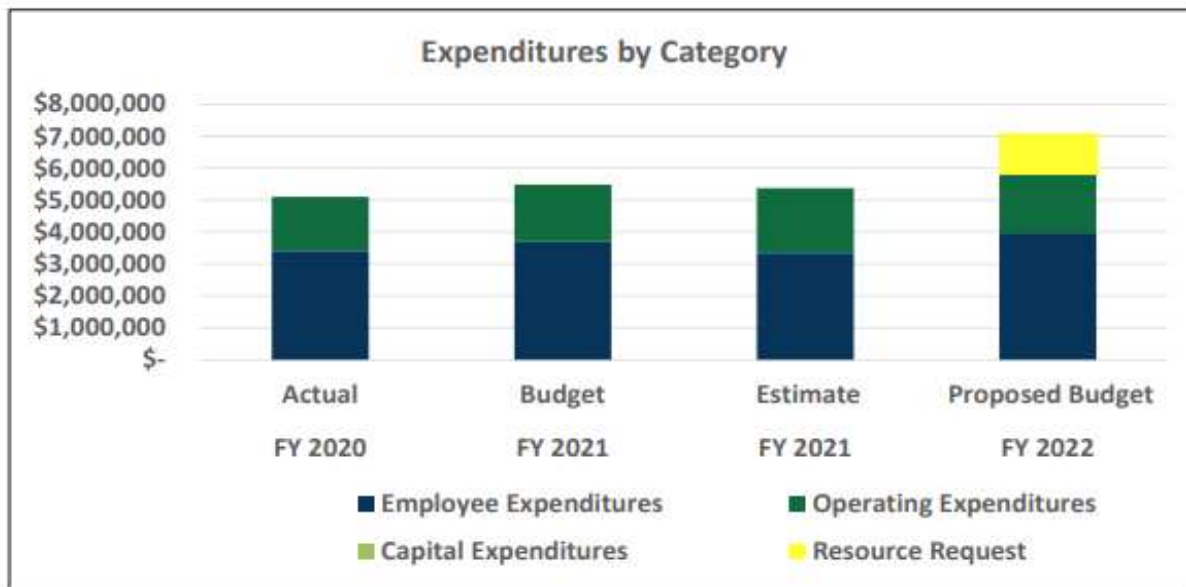
through logistical and facility details for the second location. The program will be cost neutral in FY 2022 as the direct revenues from the expanded program will cover direct expenditures (\$122,890).

- One-time funding of \$1,098,849 is included to support various one-time initiatives and equipment replacements. As the table below illustrates, there are a number of small capital improvement and equipment replacement needs within the parks department. The park operations equipment replacement will allow for the department to retire equipment that is well beyond its useful life. The Main Plaza brickwork will eliminate a current tripping hazard. The completion of the construction documents for the Alligator Creek park/trail is an important step in expanding our parks network throughout the city.

Parks and Recreation Department Resource Requests (One Time)	
Park Operations – Equipment Replacement (mowers, tractors, etc.)	\$212,056
Landa Park/Prince Solms Park Parking Lot Enhancements	250,000
Automatic Lift	52,493
Alligator Creek Trail/Park Construction Documents	120,000
Sand Volleyball Lights	60,000
Main Plaza Brickwork	21,300
Vehicles for Ranger Division	48,500
Bike Replacement – Ranger Division	4,000
Fisher Park Playground Replacement	250,000
Faust Bridge Resurfacing	47,500
Kerlick Park Features	17,000
Tube Chute Fence Replacement (Mill St. side)	16,000

PARD General Fund Budget Overview

	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed Budget
Employee Expenditures	\$ 3,411,651	\$ 3,694,999	\$ 3,353,069	\$ 3,981,582
Operating Expenditures	1,692,162	1,785,178	2,024,354	1,807,873
Capital Expenditures	10,980	18,295	18,295	-
Resource Request				1,250,189
Total Expenditures	\$ 5,114,793	\$ 5,498,472	\$ 5,395,718	\$ 7,039,644
As a percentage of total General Fund Expenditures	7%	7%	7%	8%
Total Full Time Equivalent	48.25	47.25	47.25	47.25
Seasonal Positions	123.00	123.00	123.00	142.00



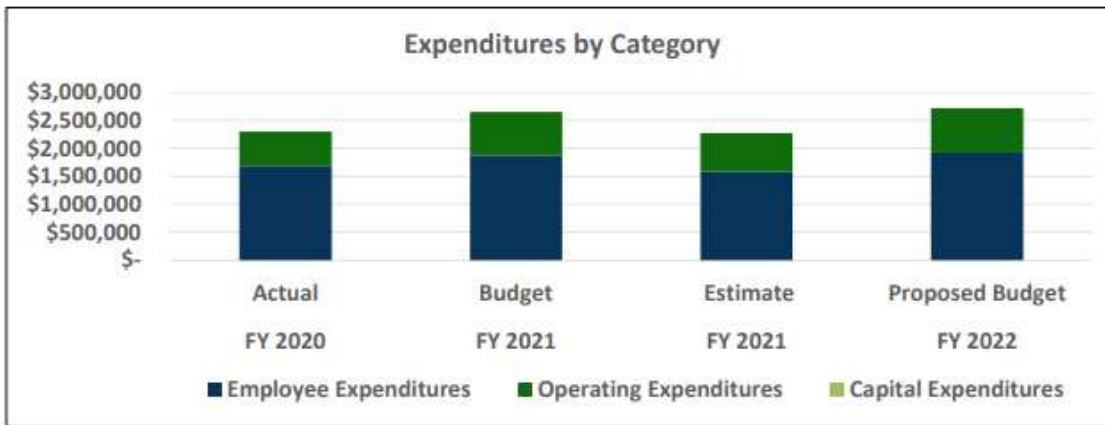
Das Rec Budget

Das Rec memberships were significantly impacted by COVID-19, however since the spring they have been recovering consistently. It is likely that Das Rec will achieve 100 percent cost recovery in FY 2022. However, like FY 2020 and FY 2021, it may require an interfund transfer from the Recreation Center Improvement Fund. Finance and the Das Rec team will work continue to work collaboratively throughout the year to control costs in an attempt to meet cost recovery targets.

Funding was included in the proposed budget (\$91,347) to make some minor facility modifications to increase the outdoor programming space and kinder care area. They are proposed to be funded with capital funds.

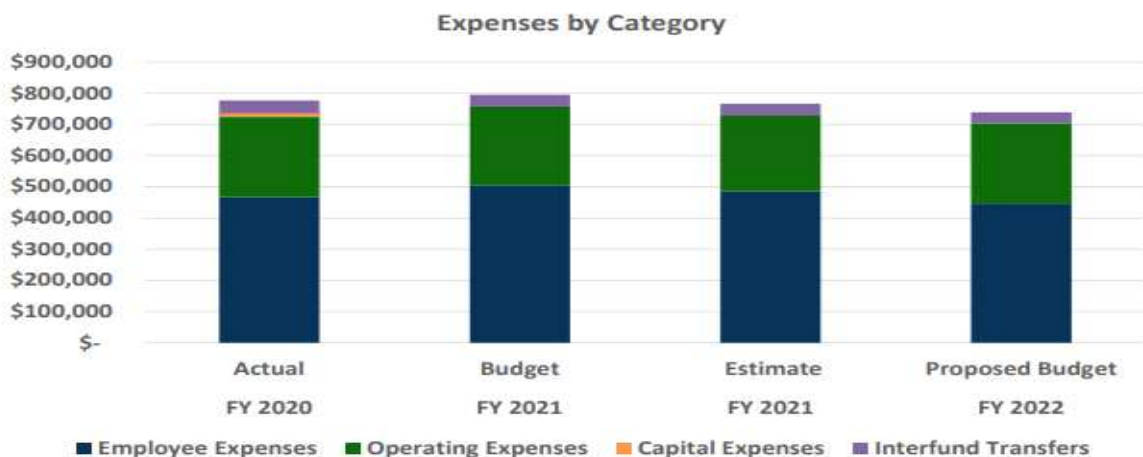
Das Rec Budget Overview

	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed Budget
Employee Expenditures	\$ 1,692,063	\$ 1,879,103	\$ 1,581,638	\$ 1,925,795
Operating Expenditures	609,133	773,839	694,756	794,399
Capital Expenditures	-	-	-	-
Resource Request				-
Total Expenditures	\$ 2,301,196	\$ 2,652,942	\$ 2,276,394	\$ 2,720,194
Cost Recovery	85.3%	96.0%	84.4%	86.1%
As a percentage of total General Fund Expenditures	3%	4%	3%	3%
Total Full Time Equivalent	101.75	101.75	101.25	101.25



Civic Center Budget Overview

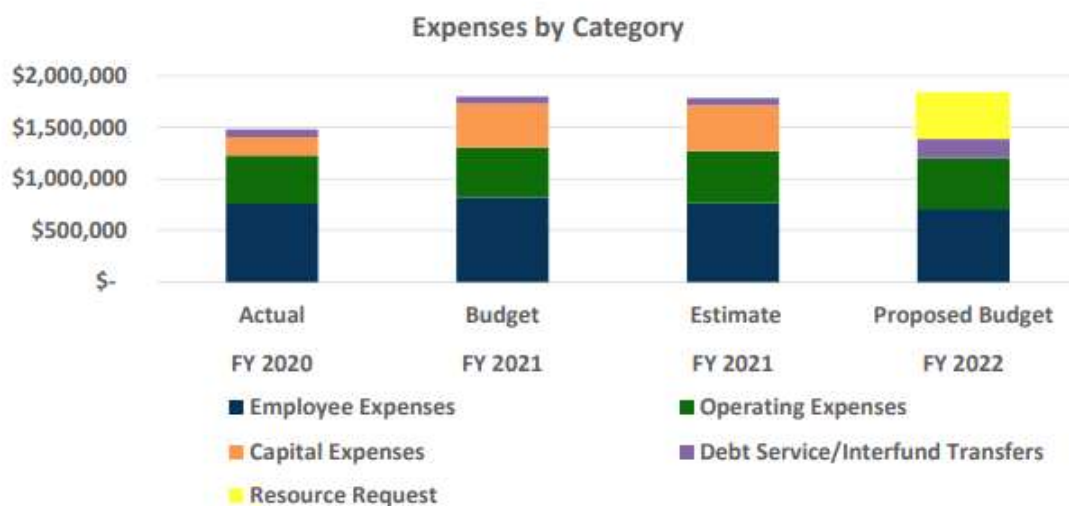
	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed Budget
Employee Expenses	\$ 467,758	\$ 505,596	\$ 486,018	\$ 446,503
Operating Expenses	255,800	251,528	242,887	257,065
Capital Expenses	12,724	-	-	-
Interfund Transfers	40,548	37,856	37,856	35,178
Total Expenses	\$ 776,830	\$ 794,980	\$ 766,762	\$ 738,746
Total Full Time Equivalent	8.5	9.0	9.0	9.0



Golf Course Budget Overview

	FY 2020 Actual	FY 2021 Budget	FY 2021 Estimate	FY 2022 Proposed Budget
Employee Expenses	\$ 761,742	\$ 821,269	\$ 766,076	\$ 707,125
Operating Expenses	465,819	484,200	506,923	494,200
Capital Expenses	178,504	426,000	443,986	-
Debt Service/Interfund Transfers	75,025	69,364	69,364	184,781
Resource Request				453,497
Total Expenses	\$ 1,481,090	\$ 1,800,832	\$ 1,786,349	\$ 1,839,603

Total Full Time Equivalent	15.0	15.0	15.0	18.0
Seasonal Positions	2.0	2.0	2.0	2.0



RECOMMENDATION:

[Enter Text Here]

9/14/2021

Agenda Item No.

PRESENTER:

Ylda Capriccioso, Park Development Manager

SUBJECT:

Park Development Update

DISCUSSION:**Perk Your Park Contest**

The online voting contest began on September 1 and will go through September 29. Please continue to vote daily and encourage your colleagues, friends, family and neighbors to vote for Fischer Park.

NRPA and Niagara Bottling are partnering to give two communities a \$90,000 grant to improve a park. It is an online daily voting contest called “Perk Your Park.” Four communities were hand selected by NRPA and Niagara, including New Braunfels. The other cities include Missouri City, Texas, Clermont, FL and Riviera Beach, FL. Two winners will be selected based on the highest number of votes received. Votes are cast daily. The contest runs September 1-29, 2021. Winners will be notified October 6, 2021.

Park Ordinance 3-Year Review

In 2018, the City updated the 10-year-old park land dedication and development ordinance to reflect current population, parkland level of service (LOS), and costs of construction. In the effort, the code requires that the staff review the ordinance every three years looking at population, costs of construction, and level of service for neighborhood and community parks. Changes made to the ordinance in 2018 include:

- Land requirements are set at 1 acre/168 dwelling units
- Fee in-lieu of park land is set at \$208 and not eligible for private park credit
- Park development fee was set at \$2,038/dwelling unit and phased-in over a three-year period
- 75% of the fees are eligible for credit with the construction of a private park or 100% for a public park
 - Year 1 - \$1,736 (\$208+\$1,528) (\$590)
 - Year 2 - \$1,940 (\$208+\$1,732) (\$641)
 - Year 3 - \$2,246 (\$208+2,038) (\$717.50)
- Park fees are deposited into one of four park districts and can only be used within the district
- Park fees must be spent within seven years

As of today, the parkland ordinance fees are fully implemented at \$2,246 per dwelling unit for any new residential development or replat. A formal update will occur in 2022 and align with larger citywide efforts related the Unified Development Code update.

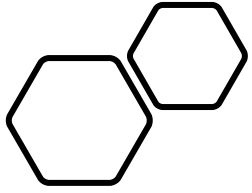
RECOMMENDATION:

N/A



Fischer Park
NATURE EDUCATION CENTER

Fischer Park is a 62-acre hilltop park with a Nature Education Center, playground and swings, a splashpad, large pavilions, and 30-acres of restored Blackland Prairie.



Park Conditions

- The “enchanted forest” is a favorite of staff and campers. They’ve even built some forts and huts to encourage nature play.
- Nature-play equipment would make the space more program-friendly for camps and visitors.
- The area is overrun with invasive huisache trees. Huisache is a tough, aggressive, invasive species that limits forage production and decreases the value of wildlife habitat.





Urban Tree Canopy Restoration

Restoring the urban canopy will benefit the city and human health, by managing stormwater runoff, improving air quality, , improving habitats, and enhancing the visual character of a place.







New nature play equipment for the “enchanted forest” could include new play equipment to promote imagination and nature play



9/14/2021

Agenda Item No.

PRESENTER:

Stacey Dicke, Parks and Recreation Director

SUBJECT:

Park Project Updates

DISCUSSION:

1. Alligator Creek Trail Master Plan Update

Public Open House is scheduled for Sept. 15 at the NBU Service Center located on FM 306. This public engagement effort will allow the community to learn more about the preliminary design effort and Alligator Creek. Also, the city will launch a public survey in coordination with the public meeting for those who may not be able to attend. The survey will be on the project webpage.

2. Dry Comal Trail Update

The MPO Policy Board approved recommended projects on August 28, 2021 with several projects from New Braunfels receiving funding approval. Dry Comal Creek Greenway Segment 1 was approved for \$1,556,000.

The Comal Trails Alliance (CTA) was awarded a grant from NB Women Go to build a flow track as an added feature at the Dry Comal Nature Trail. Parks and CTA are working on an MOU to facilitate this partnership for construction and maintenance. The picture below is an example of a flow track at a park in Colorado.



3. Mission Hill Park Update

Revised drainage plans have been submitted to TCEQ. TCEQ has a 30 minimum and 90 day max to review the plans. The THC report has been submitted and they have 30 days to review, however we don't anticipate any issues with the review. Tentatively, bidding is planned for mid-October.

4. Cypress Bend Restroom Update

The Environmental Constraints Report has been completed. The Engineering team is now refining their proposed recommendations/options based on that report.

5. Elizabeth Street Parking Project

- First course of pavement scheduled for 9/10/21.
- Initial site demo for water quality pond underway.
- Targeting mid-November (after Wurstfest) for roadway reopening and December 2021 for final completion.

6. NBU Sewer Line Replacement - Hinman Island Drive

Contractor is completing final paving Hinman Island Drive and currently working on landscape sign replacement.

Related to this project is the NBU 24" water line replacement. Contractors will dig an 8' bore pit along Hinman Island Drive (on the golf Course property) to bore under #17 green and tie to water line coming from Elizabeth Street. After Wurstfest, a 55' deep bore pit will be dug at the same location along to tie the water coming from Landa RV Park.

7. Sports Complex Update

The Design Team continues to work on preparing construction documents for bidding. Bidding is tentatively scheduled for January, 2022.

Staff is refining the Operations and Maintenance Plan and beginning to develop a list of FF&E that is needed for the opening of the facility.

RECOMMENDATION:

N/A