



City of Farmers Branch

Minutes

Parks & Recreation Board

Farmers Branch
Community Recreation Center
14050 Heartside
Farmers Branch, TX 75234

Thursday, August 20, 2020

6:30 PM

Community Recreation Center

Meeting held at 6:30 PM via ZOOM

PRESIDING: Jan Wooldridge, Chair

**PRESENT: Barbara Leedy
Christy Dimon
Sarah Langhorst
David Merritt
Steve Root
Robert Stewart
Susan Mathis**

**ABSENT: Marc Traynor
Margaret Young (Emeritus)**

**STAFF: Mike Mashburn, Director
Rachael Arroyo, Recreation Superintendent
Charles Cancellare, Parks Superintendent
Denise Winger, Development Manager
Maria Minter, Recreation Center Manager
Paul Macias, Aquatics Manager
Geoff Fairchild, Special Events Manager**

A. AGENDA ITEMS

Jan Wooldridge called the meeting to order at 6:30 PM on Thursday, August 20, 2020.

A.1 CONSIDER APPROVAL OF MINUTES FOR THE JULY 16, 2020 MEETING; AND TAKE APPROPRIATE ACTION.

Christy Dimon made a motion to approve the minutes for the July 16, 2020 meeting as presented. The motion was seconded by Sarah Langhorst. Motion Carried.

A.2 CONSIDER EXCUSING THE ABSENCE OF BOARD MEMBERS FROM THE JULY 16, 2020 MEETING; AND TAKE APPROPRIATE ACTION.

Christy Dimon made a motion to excuse the absence of Steve Root from the July 16, 2020 Park Board meeting. The motion was seconded by Sarah Langhorst. Motion carried.

A.3 DISCUSS THE CURRENT STATE OF CITY PARKS AND PLAYGROUND EQUIPMENT; AND TAKE APPROPRIATE ACTION.

Rachael Arroyo discussed the on-going compilation of the individual assessments of the city's parks by the Board members. Denise Winger is taking the individual reports as provided, and compiling them into an Excel spreadsheet. Once compiled, these can be compared with the parks capital replacement plan included in the Master Plan which, is anticipated to be presented to the City Council at their next meeting.

David Merritt asked if there were any "aha" comments. Charles Cancellare reported that there were a few instances where a board member found the park to be acceptable, but in the opinion of city staff, we could do better. Mike Mashburn reiterated that the Parks and Recreation Department has set a higher-level standard that the residents have come to expect.

No action taken.

A.4 RECEIVE AN UPDATE ON THE FARMERS BRANCH COMMUNITY RECREATION CENTER RENOVATION PROJECT.

Mike Mashburn informed the Board that the renovation is on schedule; demolition is finished; and plans are 90% complete. The goal is for the first floor renovations to be finished by February 2021. Plans for the second floor finish are on-going. Some of these items can possibly/potentially be included in the first phase with the reallocation of some funding.

No action taken.

A.5 RECEIVE 3RD QUARTER FINANCIAL REPORT ON THE RECREATION CENTER.

Maria Minter provided the Board with the third quarter and year-to-date revenue and expense breakdown for the Community Recreation Center. The impacts of both the COVID-19 restrictions and the renovation construction have negatively impacted revenues when compared with prior year's history. While programs and facilities have been suspended and/or restricted, a cost recovery of 40% was attained. Staff is actively maintaining COVID-19 protocols and has released a video highlighting their efforts on social media. This attention to health and safety, as well as on-going efforts, are helping to build traffic to the Center.

Report accepted as presented. No action taken.

A.6 RECEIVE 3RD QUARTER FINANCIAL REPORT ON THE AQUATICS CENTER.

Paul Macias provided the Board with the 3rd quarter revenue and expense information for the Aquatics Center. COVID-19 restrictions caused the Aquatics Center to close from March 13 through June 14. Once reopened, capacity was held at 50% of normal levels. This closure and capacity restrictions had a negative impact on facility revenues. Expenses show a 5% decrease year-over-year.

Report accepted as presented. No action taken.

A.7 RECEIVE 3RD QUARTER FINANCIAL REPORT ON SPECIAL EVENTS.

Geoff Fairchild reported that in April, May, and June four events were canceled due to COVID-19 restrictions. Talent booked for these events agreed to reschedule once restrictions are lifted. The Special Events division was able to put together a virtual concert with 'Walkin' the Line' in May.

Event staff has had to become more nimble and agile while working from home and helping other areas of Parks and Recreation, as well as, other city facilities and departments.

Going forward, there is a Family Night in the Park planned for August. COVID-19 protocols will be in place. Additionally, staff is actively working on the Bloomin' Bluegrass and Christmas events.

Christy Dimon asked how social distancing will be accommodated at Bloomin' Bluegrass. Geoff replied that attendance would be limited to 2500/day. VIP cabanas will not be offered this year to free up space; and food options will be reduced to increase space for lines. In addition, other recommended COVID-19 related protocols will be followed.

Tickets will go on sale this week. Some talent has opted out of the event and other acts are being booked.

Report accepted as presented. No action taken.

A.8 RECEIVE AN UPDATE FROM BOARD MEMBERS ON PARKS, PROGRAMS, EVENTS OR FACILITIES ATTENDED IN THE CITY OF FARMERS BRANCH.

No action taken.

A.9 DISCUSS AGENDA ITEMS FOR FUTURE PARKS & RECREATION BOARD MEETINGS; AND TAKE APPROPRIATE ACTION.

Once all data is compiled on the individual park assessments by the Board, the Board will review the information.

A.10 ACCEPT THE FINAL DRAFT OF THE PARKS MASTER PLAN; AND TAKE APPROPRIATE ACTION.

Mike Mashburn led the discussion on the final draft of the Master Plan. With the Board's approval and recommendation, he would like to present it to the City Council for adoption. David Merritt asked about the future proposal to move The Branch Connection to Don Showman to incorporate it with the Community Recreation Center and the Aquatics Center to create a multi-generational facility. Mike replied that this is a proposal to enhance the options available to the residents. It is not binding and will be revisited as part of the on-going review of the plan.

A motion was made by Christy Dimon to accept the plan as presented and recommend to City Council to adopt the City-Wide Parks, Recreation and Open Space Master Plan. The motion was seconded by David Merritt seconded. Motion carried.

B. CITIZEN COMMENTS

No action taken.

C. ADJOURNMENT

Given no more business, the meeting adjourned at 7:15 PM.

Jan Wooldridge, Chair

Barbara Leedy, Secretary