



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

August 7, 2024 at 5:30 p.m.

Civic Center Municipal Center Meeting Room
16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 6-26-24**
3. **Citizen Comments**
Any person who desires to address the Recreation & Events Committee regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Committee Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments.
4. **Items for Individual Consideration**
 - a. July 4th Event Recap
 - b. Angler Education & Fishing Derby
 - c. End of Pool Season
 - d. PlayGuide Update
 - e. Fall Frolic
5. **Parks and Recreation Directors Report**
6. **Future Agenda Item Request: Please email all future agenda item requests to mthorne@jerseyvillagetx.com.**
7. **Next Meeting Date September 4, 2024**
8. **Adjournment**

I, Maria Thorne, Parks and Recreation Administrative Assistant, City of Jersey Village, do hereby certify that the foregoing notice was posted in a place convenient to the public at City Hall on the 30th day of July at 2:00pm.

Maria Thorne
Parks and Recreation Administrative Assistant

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending public meetings. Request for accommodations must be made to the Parks Administrative Secretary by calling 713-466-2174 forty-eight (48) hours prior to the meetings.

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

Notice removed on _____

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
6-26-2024

Call to Order

Doris called meeting to order at 5:31 pm.

Edward Lock	<i>present</i>	Karen Fitzgerald	<i>present</i>
Robyn Taylor		Molly Slaid	<i>present</i>
Heather Tuggle	<i>present</i>	Michelle Mitcham	
Lynda Schubring		Isaac Recinos	<i>present</i>
Ashley Brown		Alexander Harris	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	
Rachel Beazley		Robert Basford	<i>resent</i>
Thomas Huebner	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 6-5-24

A motion was made to approve the minutes by Edward and was seconded by Karen.

Citizens Comments

None

Items for individual consideration

July 4th Event

Staff had an internal department meeting to plan activities for the next week.

Tasks were assigned to Sebastian, Alec, and others, with a focus on setting up the event by Wednesday evening. Concerns about parking and float lineup were addressed, with plans to secure the Champions Forest parking lot on Wednesday evening. Volunteer support was discussed, particularly for the parade judging. The parade route and lineup were detailed, including a new staging process to organize floats by category (golf carts, regular vehicles, floats). Logistics for parade participants, including check-in and route details, were reviewed, with plans for a pre-parade meeting. The festival after the parade includes food trucks starting at 7 PM. Music starts at 7:15 PM, performed live by Seven Bridges, an Eagles tribute band. Fireworks are planned for later in the evening, with logistics managed to ensure smooth traffic flow and safety. Overall, the team is prepared with volunteers, lifeguards, and logistics to ensure a successful event.

Fall Frolic

Quick update - The possible merger with the radio station KSBJ will not happen because KSBJ is focusing on a women's health event instead. As a result, the Fall Frolic event will proceed independently. The merger outcome would have been the same regardless of any votes.

Fishing Tournament

Discussion with Michael from Fishing Futures is ongoing about potentially including older teenagers. One challenge is that participants over 17 need a fishing license, which involves an extra fee and liability issues. There is a consideration to require registrants to have a license. Collaboration with the Texas Parks and Wildlife Department will help with advertising, and at least one game warden is expected at the event.

Laura Capps in Human Resources, is being consulted about liability issues regarding licenses. A site visit is planned for next week to decide the best access points, likely in the southwestern quadrant. Marketing materials are being created, and sponsorships are being sought. The

marketing materials are expected to be online next week. The logistics of including food trucks and access are being considered. There is also a debate on whether to register participants individually or by family due to competition fairness. The next meeting is scheduled for August 7th, just before the event, and an email update will follow after the site visit. The event has been approved, and preparations will ramp up after July 4th.

Parks and Recreation Directors Report

The ADA chairs have been installed at the pool, with some delay due to the need to install an anchor and scheduling the work. Several meetings were held leading up to July 4th, including finalizing shuttle details with the golf course and discussing emergency contracts with MU Science for hurricane season, ensuring fuel supply for city vehicles.

Lifeguard policies have been implemented, and internal safety policies and SOPs are being improved. Efforts have been made to update the website, including adding a contact page and a reporting issues page to streamline communication and improve accessibility for residents. The senior fitness program is progressing well, and collaboration with the library is enhancing summer programming. The Carol Fox Art Day was successful, and efforts are underway with a high school student to host a fundraiser for replanting trees lost in the recent storm.

Lifeguards have received praise for their vigilance and professionalism, with three successful rescues this year. The pool has met and exceeded revenue goals for most aquatic programs and rentals, and new protocols and rules have been well-received. There is an emphasis on transparency and communication regarding pool and splash pad closures.

Marketing and social media efforts are ongoing to promote events and rentals. Town forums have been well-attended, and the department is working on next year's budget to introduce sustainable programs and events. The pool season attendance is strong, and new swim lesson sessions are being offered, with all lessons sold out.

The pickleball court at Clark Henry Park is operational, with lines painted under the pavilion. Currently, usage is managed by email requests, and equipment is provided by lifeguards. The process is being refined to potentially introduce structured programs or leagues as popularity grows.

A mural painting project is underway, with the base layer completed by the community and the final touches to be added by the artist over the next two weeks.

Robert provided an update on Carol Fox Park, focusing on new design plans developed by Kimley-Horn and staff. The team incorporated feedback from Founders Day, resulting in a beach-themed design with popular climbing features. Despite the inability to include a slide in a volcano due to maintenance issues, the goal was to create a combined 2-12 age range play area. Key highlights include a taller structure with rope climbing features and protective elements, retained features like the Kraken with additional climbing options, New beach-themed elements such as a whale, whale shark, and boats and old-school, ground-level merry-go-round spinners.

Robert showcased renderings of the designs, noting climbing aspects with netting for airflow. An alternative design included houses, which were somewhat opposed due to a recent addition of similar features. He emphasized the importance of interactive elements over expensive visual features.

Additional points discussed included ensuring compliance with code and space requirements between structures, intent to include a balance surfboard feature, and plans for rubberized flooring to connect new and existing play areas.

Robert addressed color preferences, noting some concerns about the loudness of purple but overall satisfaction with the oceanic theme. He highlighted the need for minor adjustments, like repositioning the Kraken's eyes for better visibility.

The project is budgeted, with final approvals and orders expected by August 20th. Construction completion is aimed for February-March, ideally before spring break. The playground will remain partially open during construction, with strategic closures. Additional improvements include engineered shade structures rated for high winds. Robert expressed excitement for the project and readiness to proceed pending any further feedback.

Doris asked the committee members to vote on whether they were in favor of Robert moving forward with the Carol Fox plan. The committee voted in favor of this unanimously.

Pool update – council said no pool next summer regardless of the bond election outcome. As a result of that, staff have been working on alternative programming featuring a summer camp for next year. The revenue would offset expenses. Will present program plans to council on July 12. Will keep the lifeguards to help run the programs.

The Bond Committee has met frequently, to discuss the pool project. Comprehensive information, including updated designs, maintenance reports, and public feedback, is available on the website. All documents and notes discussed by the council and committee are publicly accessible. The website provides detailed financial implications for homeowners regarding the bond costs.

Initial assessments by Progressive Commercial Aquatics and a more detailed one by Councilman Hunsaker identified the need for significant pool updates. The committee reviewed several concepts: a lap pool with a shallow entry and play structure, a similar setup with a slide, a larger two-body system with multiple slides, and renovations to the existing Z-shaped pool. An expanded Z-shape design with eight lanes was also considered. The committee leaned towards new pool options in the 10 million dollar range. A recommendation for the council is expected at the July 15th meeting.


Future agenda item request

Next Meeting Date

August 7, 2024

Adjournment

A motion was made to adjourn the meeting by Edward and was seconded by Thomas.



Maria Thorne, Administrative Assistant



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee
CC: Austin Bleess, City Manager
From: Robert Basford, Assistant City Manager
Date: August 7, 2024
Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report Recreation

- Had progressive investigate a pump failure incident. Our impeller was stuck to our diffuser. Progressive was able to resolve this issue.
- Helped the department prepare for the July 4th event. Held meetings with police, fire, parade participants and lifeguards.
- Attended the final pool bond committee meeting. The committee was able to come up with a number for a bond to recommend to the council.
- This month I started working on our department's policies. My goal is to have these policies complete by the end of August so that I can present them to staff in a formal meeting.
- This month I was able to successfully complete my CPSI certification.
- Helped review over Pool Manager application. I was able to attend the interviews as well. 3 Pool Managers were hired this month because our current managers are leaving for college on August 1st.
- Coded all outstanding invoices and P-card transactions for the month of July.
- Met with the Facilities team to discuss inventory and the needs for the rest of the fiscal year.
- Had meetings to prepare for upcoming events... Brewfest, Fishing Derby, Fall Frolic.
- Worked on employee reviews this month. A total of 4 were completed.
- Helped organize the lifeguard day on July 29th. We had a fun Inservice with the guards and then we took them to a movie.
- Currently working with TPWD to get Carp into the ponds at the golf course to help with algae and weed control.
- Senior Fitness had a slow July, we averaged roughly 7 people a class.
- This month our department was able to catch up on MyCivic orders. The goal is to make sure moving forward we do not fall behind again.
- Attended the Division Managers meeting.
- Hosted all weekly meetings with Supervisors.

Events

- Attended several meetings for the 4th of July event
- Ran a first aid in service for Lifeguards, solo
- Introduced several new protocols for Lifeguards
- Worked with HR to create and post the Pool Manager position in anticipation of Pool Managers leaving for school
- Set up and directed the Carol Fox Park mural event
- Completed several pieces of pool maintenance with Joey Schroeder and Landmark Aquatics
- Sought July 4th sponsorships by calling and emailing a variety of businesses
- Met with Robert Basford & Isaac to discuss the Summer Camp 2025 budget- did a LOT of work on this

- Water aerobics is going well. Had some sign up issues but that has been fixed.
- Updated various pages of the website
- Helped Landmark install the second ADA chair
- Walked lifeguards through various maintenance procedures for both splash pad and main pool pumps and chlorination systems
- Scheduled a fun Lifeguard in service day towards the end of the season
- Ran EAP meeting with Fire Dept, PD, and P&R Dept.
- Attended July 4th after action meeting with Polic and Fire Department
- Had several meetings about the JV Fishing Derby
 - Fishing's Future
 - Texas Parks and Wildlife Department
- Secured a sponsorship for the JV Youth Fishing Derby
- Had a meeting about a tree event
- Had a meeting with Andrew Mitcham regarding the JV Oktoberfest
- Conducted 11 interviews with Pool manager candidates (hiring process is ongoing)
- Created and submitted social media postings and updated website for events and programs
- Water Aerobics is going very well (hit a record attendance during a session this past week)
- Yoga with Jackie Rowan is going well (consistently 10+ people each session)
- Had a check in meeting with Parks and Recreation Manager
- Had a departmental meeting regarding plans for Fall Frolic 2024
- Processed and submitted payroll for Lifeguards (Laura helped make a correction)
- Submitted Parks and Rec Department materials for the JV Star
- Submitted Lifeguard pay for Hurricane Beryl for FEMA funding to ACM & Parks and Rec Manager
- Met with Michael of Braeswood Farmers Market to check in
- Secured second sponsorship for the JV Youth Fishing Derby
- Met with Parks and Recreation Manager regarding pool rules/policies
- Created social media postings for 'Oktoberfest'
- Conducted final pool manager phone interviews 7/21
- Conducted in person teaching testing for potential pool managers 7/22
- Directed in service with lifeguards to deep clean pool 7/22
- Scheduled group and private swim makeup lessons for Friday and Sunday this weekend (7/26-28)
- Met with Jackie Rowan teaching Yoga, coded invoice, received check and gave to Finance Department
- Had a check in meeting with Parks and Recreation Manager
- Had a departmental meeting regarding plans for Fall Frolic 2024
- Began work updating Fall - Winter 24-25 Play guide, seeking content from ACM, Golf Course, past sponsors and P&R Dept.
- Secured pool rental for this Saturday (7/27) and next Sunday (8/4)
- Started working on material and announcement for Pumpkin Carving party (10/9)
- Worked and fixed a variety of minor functional issues with the Splash Pad and Outdoor Pool
- Conducted further pool manager interviews and successfully hired a new candidate
- Rented equipment and coordinated food and movie for the Lifeguard appreciation day (7/29)
- Completed biweekly payroll and corrections for Lifeguards (7/29)
- Updated several pages of the Parks and Recreation Dept. website

Parks

- The Parks Supervisor played a pivotal role in preparing for the 4th of July event, involving the relocation and setup of picnic tables under designated tents. Additionally, the Supervisor managed the deployment of barricades for event and parade routes, and ensured generators were in place for band performances and restroom facilities
- Efforts were dedicated to enhancing security with a new door system implementation, ensuring seamless integration across required access points.
- Progress continued on optimizing the robot mower fleet, with most units operational and performing effectively. Ongoing refinement efforts are anticipated to resolve any remaining operational issues.
- Following the event, significant efforts were invested in post-event cleanup activities, nearly completing the entire cleanup process with the exception of picnic table retrieval
- Coordinated extensive preparation efforts under challenging conditions, ensuring all parks and facilities were storm-ready by meticulously preparing generators and provisioning Emergency Operations Center supplies.
- Spearheaded immediate post-hurricane cleanup across city roads and rights-of-way, swiftly restoring accessibility and safety citywide.
- Successfully facilitated operational continuity at the golf course pro shop post-storm by overseeing the setup of essential power infrastructure, enabling seamless service resumption.
- The Parks Supervisor reached out to Husqvarna to find out a time estimation for when they can come out and help us with satellite issues and a few programming issues.
- The Parks Supervisor with our Parks Crew Leader on our dump trailer door, we had an issue with one of the doors not closing. We worked together on getting the door bent back into alignment. We have gotten the door back into alignment for the time being we are going to have to remove the door to get it bent back to straight.
- The Parks Supervisor worked with an outside trailer company to fix our mowing equipment trailer, the trailer had bearing issues and brake issues. The company came out this week and replaced all the bearing and put new brake on one wheel, they also replaced the wheel studs on all the wheels. This trailer is now back in the normal operation.
- Completed programming for the robot mowers, ensuring they are fully operational and performing effectively in their mowing tasks. Addressed initial satellite connectivity issues; all issues have since been resolved through proactive troubleshooting and technical adjustments. We are still working on one of the robots it is not connecting to the satellite, I have reached out to Husqvarna and waiting for their response.
- Collaborated with the recreation team to finalize plans for the upcoming Fall Frolic event. Detailed event layout and placement strategies were established to optimize attendee experience and logistical flow.
- Conducted an after-action meeting with the recreation team to review the recent 4th of July event. The meeting focused on evaluating event success metrics and identifying areas for improvement in future event planning and execution.
- Conducted a comprehensive walkthrough of the clubhouse with the Infrastructure and Construction Services (ICS) team to assess completed work and outline next steps for the ongoing door project.
- Engaged with Lonestar Recreation to finalize the placement details for a new playground installation, ensuring alignment with safety standards and community needs.
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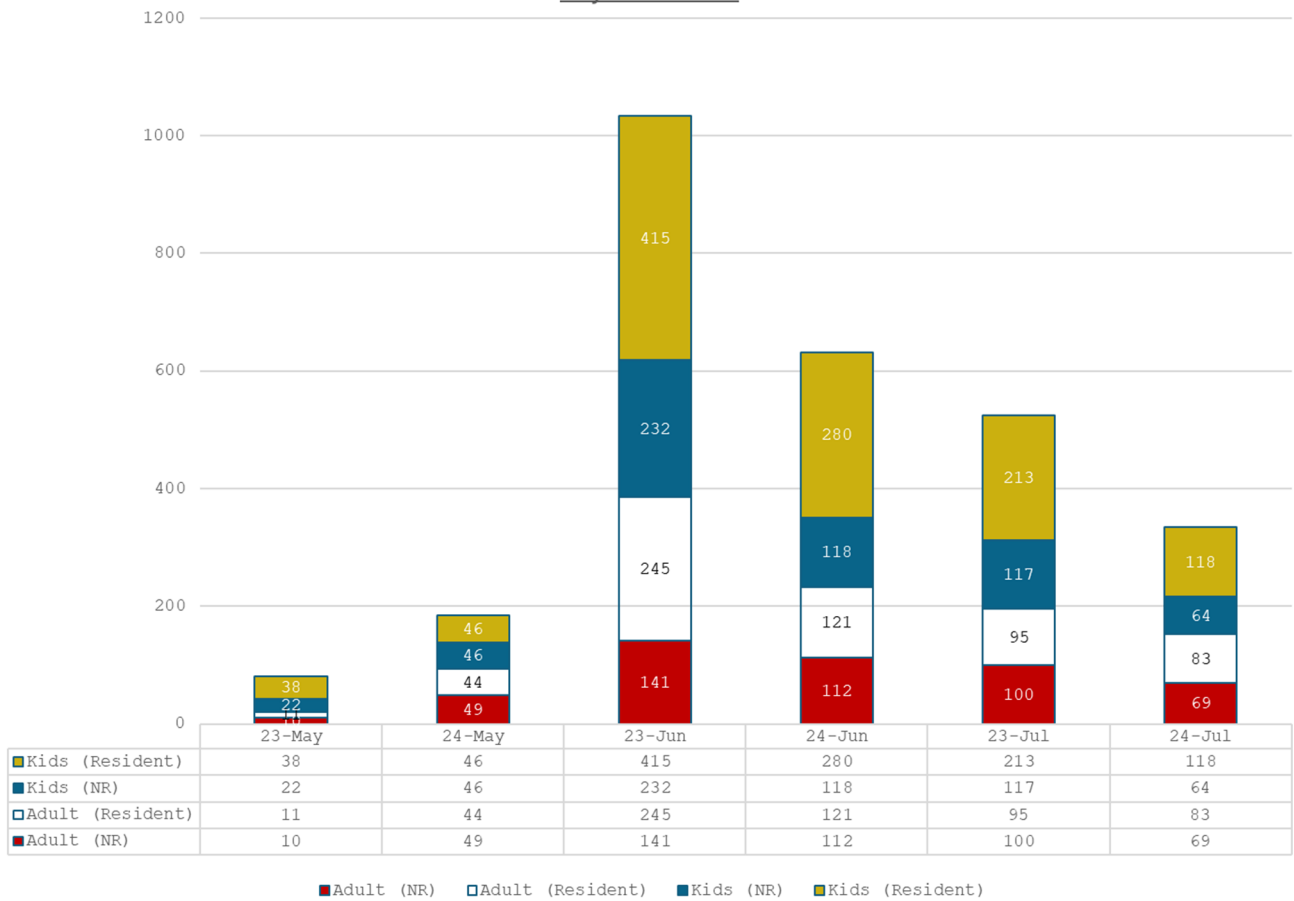
Day pass type	23-May	24-May	23-Jun	24-Jun	23-Jul	24-Jul
Adult (NR)	10	49	141	112	100	69
Adult (Resident)	11	44	245	121	95	83
Kids (NR)	22	46	232	118	117	64
Kids (Resident)	38	46	415	280	213	118

Pool analytics (June)				
Opening Through June 30	2024	2023	2022	Notes
Hours of Operation	307*	269	267	*2024 Season began earlier
Total Hourly Swimmer Count	3753	4358	4013	
Resident Day Passes Sold (Child)	347	453	340*	*excludes opening weekend
Resident Day Passes Sold (Adult)	41	256	182*	*excludes opening weekend
Resident Season Passes Sold	105	121	142	
Nonresident Day Passes Sold (Child)	69	245	378*	*excludes opening weekend
Nonresident Day Passes Sold (Adult)	161	151	272*	*excludes opening weekend
Nonresident Season Passes Sold	8	1	0	
Pool Membership Revenue	\$16,603	\$26,624	\$26,752	

Pool analytics (July)				
July 1 - 30	2024	2023	2022	Notes
Hours of Operation	239	257.5	262	
Total Hourly Swimmer Count	1826*	4358	4013	*Significant pool closures
Resident Day Passes Sold (Child)	118	358	225	
Resident Day Passes Sold (Adult)	83	182	152	
Resident Season Passes Sold	5	2	2	
Nonresident Day Passes Sold (Child)	64	170	182	
Nonresident Day Passes Sold (Adult)	69	155	157	
Nonresident Season Passes Sold	0	1	0	
Pool Membership Revenue	\$4,643	\$6,292	\$5,000	

Rentals and Season Passes	May-23	May-24	Jun-23	Jun-24	Jul-23	Jul-24
Rental Resident	1	1	5	3	6	3
Season Pass NR	9	6	4	2	3	0
Season Pass Resident	55	43	57	62	3	8

Day Passes Sold



Rentals and Season Pass Sales

