

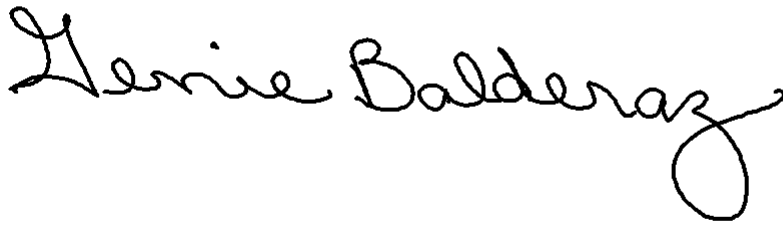
Regular Meeting

NOTICE OF THE FRIENDSWOOD SENIOR CITIZENS ADVISORY COMMITTEE MEETING

NOTICE IS HEREBY GIVEN of a meeting of the Friendswood Senior Citizens Advisory Committee will be held **Tuesday, October 8, 2019 at 9:00 AM**. The meeting will be held at the Friendswood Activity Building in Meeting Room D, at 416 Morningside, Friendswood, Texas at which time the following subjects will be considered.

- 1. Call to order**
- 2. Invocation**
- 3. Communications from the Public**
(To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. The Council may refer this item to the City Manager or direct this item to be placed on the next regular Council agenda. PowerPoint presentations are not conducted during the citizen comment period. Out of respect for those speaking during public comment, please refrain from any outbursts or interjections to include, but not limited to, applause and/or disparaging noises from the audience. Doing so discourages others from voicing their thoughts and opinions, and disrupts the meeting.)
- 4. Approval of DATE meeting minutes**
 - A. Approval of the September 10, 2019 meeting minutes.**
- 5. Discussion and possible actions regarding the upcoming trips and events**
- 6. Discussion and possible actions regarding the Budget and Purchasing**
- 7. Discussion and possible actions regarding the Veteran's Luncheon.**
- 8. Discussion and possible actions regarding the Volunteer Luncheon.**
- 9. Discussion and possible actions regarding the Thanksgiving Potluck.**
- 10. Report from the Christmas in September.**
- 11. Report from the Assistant Director**
- 12. Comments made by the Committee Members**
- 13. Adjournment**

Regular Meeting



**Genie
Balderaz
Senior
Program
Manager**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made two (2) business days or more prior to this meeting. Please contact the City Secretary's Office at (281) 996-3270 for further information.

**I, MELINDA WELSH, CITY SECRETARY OF THE CITY OF FRIENDSWOOD DO
HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE FRIENDSWOOD
SENIOR CITIZENS ADVISORY BOARD WAS POSTED IN A PLACE CONVENIENT TO
THE GENERAL PUBLIC IN COMPLIANCE WITH CHAPTER 551, TEXAS GOVERNMENT
CODE, ON**

**OCTOBER 3,
2019**

DATE

AT TIME

MELINDA WELSH, TRMC
CITY SECRETARY

REGULAR MEETING

Senior Citizens Advisory Committee

September 10, 2019

Minutes for the Regular Meeting of the Senior Citizens Advisory Committee held on September 10, 2019 at 9:00 am in the Activity Building in Meeting Room D, with seven board members present, constituting a quorum of:

Committee Members:

Ms. Nancy Mastrofrancesco, Chair

Mr. Dennis Rundell, Vice Chair

Ms. Vickie Hefner, Regular Member

Mr. David O'Brien, Regular Member

Ms. Doris Ochoa, Regular Member

Ms. Mona Palmer, Regular Member

Ms. Charlene Mizener, Alternate

Staff/ Liaison/Guest:

Genie Balderaz, Senior Program Manager

Shadey Caraveo-Saldaña, Assistant Senior Program Manager

Michael Boyett, Assistant Director of Parks and Recreation

Mr. Robert J. Griffon, City Council Liaison

The following items were discussed:

1. Ms. Nancy Mastrofrancesco called the meeting to order at 9:15 am.
2. The invocation was given by Ms. Mona Palmer.
3. Minutes from August 13, 2019 were approved with the following modifications.
 - a. (5.a.) Change the word *donations* to *sponsorships*
 - b. (6.b.) Add *Committee members unanimously approved purchase*.
4. Discussion and possible actions regarding the upcoming trips and events:
 - a. Trips: Wednesday, October 2, 2019, Amazon Distribution Center Tour and Buc-ee's, 9:30 am – 3:00 pm, \$3 per person; Thursday, October 3, 2019, Out

to Lunch & Shopping: Baybrook Mall and Food Court, 10:00 am – 1:00 pm, Free; Friday, October 11, 2019, Pasadena Opry, 5:30 pm – 10:00 pm, \$12 per person; Tuesday, October 15, 2019, Hotel Blessing Coffee Shop & City by the Sea Museum, 9:00 am – 4:30 pm, \$8 per person, *Lunch on own*; Wednesday, October 23, 2019, Downtown Aquarium, 9:00 am – 3:00 pm, \$8 per person, *Lunch on own at Luby's*; Friday, October 25, 2019, Purple Box: Death Trap, 6:00 pm – 10:00 pm, \$12 per person

- b. Events: Monday, October 7, 2019, Walmart, 9:30 am – 11:30 am, Free; Monday, October 7, 2019, Breakfast Donuts, 9:00 am – 9:30 am, *Sponsored by South Region Driving School*; Tuesday, October 8, 2019, Crafting with Brandy, 12:00 pm – 1:30 pm, Free; Thursday, October 10, 2019, Fall Picnic, 11:00 am – 1:00 pm, Free; Thursday, October 17, 2019, National Pasta Day: Green, White & Red Pasta, 11:00 am – 12:00 pm, Free; Friday, October 18, 2019, Guest Speaker: David Montz, DDS, Topic: A Goodnight's Sleep – Sleep Apnea and How a Dentist Can Help, 12:00 pm – 1:00 pm, Free; Monday, October 21, 2019, Breakfast Tacos, 9:00 am – 9:30 am, Free; Monday, October 21, 2019, Bingo with Linda Richard, 1:00 pm – 3:00 pm, Free; Tuesday, October 22, 2019, Health Fair, 10:00 am – 1:00 pm, Free; Thursday, October 24, 2019, National Food Day: Cooking Demonstration (Dessert), 10:00 am – 11:00 am, Free; Monday, October 28, 2019, Movie Matinee: All is Lost, 1:00 pm – 3:00 pm, Free; Monday, October 28, 2019, Hand & Foot Tournament, 1:00 pm – 3:00 pm, Free; Tuesday, October 29, 2019, Pie Social, 12:00 pm – 12:30 pm; Wednesday, October 30, 2019, Bingo, 1:00 pm – 3:00 pm, Sponsored by: Apostle Home Health.
- c. Ms. Mona Palmer asked how the budget for trips and events was decided. She felt that some of the costs for trips didn't really add up considering the distance of some locations. Michael Boyett explained that staff was trying to recover some of the cost for each trip (gas mileage, driver's lunch, ticket pricing etc.), and not looking to make a profit. However, he responded that staff would take a closer look at some of the budgeting and establish a clearer guideline to follow when determining cost for activities.
- d. Multiple committee members requested more information on who Brandy with *Crafting with Brandy* was and what kind of craft she would offer. Genie Balderaz explained that Brandy participates at the Christmas in September event and offered to make bracelets diffused with essential oils. Brandy proposed for the first class to be free with the intention of gathering participants who would hopefully be interested in a crafting class to continue.

5. Discussion and possible actions regarding the Budget and Purchasing:

a.

Revenue Received (as of August 29, 2019)	\$ 18,325.00
Less Expenditures (as of September 9, 2019)	\$ 13,457.52
Total Senior Funds Available as of September 9, 2019	\$ 4,867.48

- b. The deadline to use remaining funds is Friday, September 13, 2019. The new fiscal year will begin on Tuesday, October 1, 2019. Michael Boyett asked the Senior Advisory Board to brainstorm for items that could be purchased before the deadline. He requested that any items suggested not be anything that would be permanently fixed to the current facility, to avoid spending money on items that would need to be repurchased in the event a new facility is approved.
- i. In previous meetings the board members have expressed the need for sturdier chairs. Michael Boyett addressed this concern by suggesting that the chairs need to be rotated more often. The same chairs are constantly being used which have caused some chairs to sag or break due to overuse. If chairs keep breaking even with better care, then new chairs would be purchased using the department's budget.
 - ii. The following are options suggested by committee members and staff:
 - 1. A portable stage – Useful at events such as the Veterans Day Celebration, being foldable would make it easy to store.
 - 2. iPads and Kiosks – Would allow for a more professional way of checking in members and keeping better records of participants. Some committee members felt this wouldn't be good use of money, since most participants may not like the idea of using this technology to sign in.
 - 3. Digital Score Board
 - 4. Arts and Crafts Supplies – The only class that would use this is painting, and the instructor charges a fee to cover those costs.
 - 5. Sound Barrier – This is something that would be fixed to the building
 - 6. Benches (out in front of entrance) – Most members felt there is enough seating in front of the building.
 - 7. Ping Pong Table – There hasn't been much interest but when available it wasn't used.
 - 8. Badminton Equipment
 - 9. New pots, pans and silverware
 - 10. Electric Leaf Blower
 - 11. Microphones – Michael Boyett will find out with a sound specialist if the facility sound issues are due to old microphones or if the current sound system is outdated. This will offer insight on which items would really need to be purchased.
 - 12. Thick Cushions for the Bus – This idea was suggested after Mr. David O'Brien asked if there were any repairs or replacements that could be done on the bus to ensure a smoother ride.
 - iii. The committee members ranked the items they felt were necessary in order from most needed to least. Below is their final request:

1. 1st – Portable Stage;
 2. 2nd – Cushions for Bus (24);
 3. 3rd – Microphones (after assessment of current sound system);
 4. 4th – Pots, Pans and Silverware;
 5. 5th – Leaf Blower
- c. Mr. Robert Griffon wondered why the board was in a hurry to spend surplus funds. He had spoken with some people in the finance department and was assured the surplus funds would be available to the Senior Citizens Program at any time. Michael Boyett explained that the understanding between the departments is that surplus money is rolled over and available to the program, even after the fiscal year ends. However, in an attempt to help the finance department make a smoother transition between fiscal years, it is best to make final purchases by their set timeline.
 - d. Ms. Doris Ochoa mentioned that donations made by 987 Aesthetics & Wellness were not listed on the line item budget report for the Casino Extravaganza. After further review it was also discovered that the donation made by Hometown Bank had not been added to the report either. These corrections would need to be made immediately.
6. Discussion and possible actions regarding the Fall Picnic at Stevenson Park [Thursday, October 10, 2019, 11:00 am – 1:00 pm]:
 - a. The Jeters Memorial Funeral Home will be sponsoring the food as they have done in previous years.
 - b. Sonic will be providing condiments and hamburger buns.
 7. Discussion and possible actions regarding the Health Fair [Tuesday, October 22, 2019, 10:00 am – 1:00 pm]:
 - a. As of September 10, 2019 there are two confirmed vendors attending. Staff is still working on getting more. The booth fee for this event is \$50.
 - b. Staff will provide sandwiches, fruit, and veggie trays to the vendors.
 8. Report from Casino Extravaganza:
 - a. There were a total of 124 participants signed in for the event and \$24 in donations at the door. Many participants expressed how much they enjoyed the gifts that were raffled this year.
 - b. Committee members felt that some of the changes that were made for this year's event worked great and should be implemented in future events. Some of these changes are:
 1. Only being able to win once, but having the ability to upgrade prizes if you have multiple winning tickets.

2. Having the dealers at each table rotate participants every 45 minutes. Not only did this allow for people to try different games, but it also allowed more people a chance to play.
 3. Since participants were given the choice to pick which prize they wanted to win, the chances of winning for a Friendswood Senior Citizen Program participant increased.
- c. Genie Balderaz felt that having committee members help finding prize sponsors was a success, because a larger variety of gifts were available to raffle.
 - d. Since Bingo was not available at this year's event, there were a few people that came with the Nessler Center that were unhappy.
 - e. There were multiple people complaining that the DJs music was too loud. Since there weren't very many people dancing this year, Genie Balderaz suggested not hiring a DJ and using that money to purchase something else needed for the event. Committee members felt this was a good idea.

9. Report from the Assistant Director:

- a. The Dog Park's Grand Opening was a success. The park opens at 7:00 am and gates automatically lock at 8:00 pm. There have been several requests for the department to add lights at the park, but there are no plans to do so at this time.
- b. Staff are diligently working on opening the restrooms at Old City Park. They are also working on adding a main entrance gate with a timer.

10. Comments made by the Public:

- a. Mr. Robert Griffon reported that City Council is working hard on the budget. The City recommends leaving a flat tax rate, but that will be decided by October 7, 2019.
- b. Mr. Griffon also responded to Mr. David O'Brien asking how much longer the dump trucks would be driving around the City. He said that there are about 62 trucks working on making Clear Creek wider to hopefully prevent the overflow of the creek and flooding of the City. He also mentioned that if the Drainage bond proposal passes, many more dump trucks will be seen for a longer period of time.

11. Comments made by the Committee Members:

- a. Ms. Mona Palmer asked if the Parks and Rec Department had considered promoting all programs and activities at the Friendswood Chamber of Commerce Business Expo. The next Expo is scheduled for September 19, 2019. Though the current department schedule would not permit participation so soon, it would be a great event to attend in the year 2020.
- b. Ms. Nancy Mastrofrancesco reported that the Vote Friendswood PAC was formed in order to educate the public on the different Bond Proposals. The

group will have informational flyers and presentations that can be shared at different organizations such as HOAs. She also reminded everyone that the bond election is in November and asked that committee members remind Friendswood senior citizens to register to vote and to update their address if they have recently moved.

12. Adjournment at 10:30 am. (David moved to adjourn; Dennis seconded.)

Genie Balderaz, Senior Program Manager

Date Approved