

**CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: **Parks and Recreation**

AGENDA DATE: **April 7, 2009**

CONTACT PERSON/PHONE: **Nanette Smejkal (915) 541-4331 or Bill Blaziek (915) 534-0603**

DISTRICT(S) AFFECTED: **All Districts**

SUBJECT:

Discussion and action on a Resolution authorizing the Convention and Visitors Bureau with the support of the Parks and Recreation Department to submit a bid to host the 2012 Texas Recreation and Park Society (TRAPS) Annual Institute in cooperation with the Texas Parks and Wildlife Department (TPW) and the Southwest Region of the National Recreation and Park Association (NRPA).

BACKGROUND / DISCUSSION:

Tourism is one of the top industries in Texas and parks and recreation is a vital component of this industry. The Texas Recreation and Park Society is a non-profit professional and educational organization committed to advancing the field of parks, recreation and leisure services in Texas. Hosting the 2012 Texas Recreation and Park Society (TRAPS) Annual Institute would provide an economic benefit to the City of El Paso, and showcase the City's advances in quality of life services to over 500 attendees.

The 2012 TRAPS Institute will be the 75th Anniversary of TRAPS as an organization. Staff from the Parks and Recreation Department are available to serve on the local host committee. The Convention and Visitors Bureau will compile the information for the bid application (format attached for information).

PRIOR COUNCIL ACTION:

NA

AMOUNT AND SOURCE OF FUNDING:

Support from the Parks and Recreation Department for this Institute is in-kind.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: **if RCA is initiated by Purchasing, client department should sign also**
Information copy to appropriate Deputy City Manager)

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

A RESOLUTION COMMITTING TO PROVIDE RESOURCES TO SUPPORT THE BID FOR THE 2012 TEXAS RECREATION AND PARK SOCIETY INSTITUTE AND TRADE SHOW IN COOPERATION WITH THE TEXAS PARK AND WILDLIFE DEPARTMENT SUBMITTED BY CITY OF EL PASO AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the El Paso Convention and Visitors Bureau is authorized to submit a bid to host the 2012 Texas Recreation and Park Society (TRAPS) Annual Institute in cooperation with the Texas Parks and Wildlife Department (TPW) and the Southwest Region of the National Recreation and Park Association (NRPA), and

WHEREAS, the City of El Paso, the El Paso Convention and Visitors Bureau, and the Parks and Recreation Department acknowledge the criteria and requirements specified in the site selection criteria for bid to host the Annual TRAPS Institute, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the City Council endorses the bid submission and is committed, through its Convention and Visitors Bureau and Parks and Recreation Department, to providing the necessary resources to perform all functions consistent with the bid to host the 2012 Texas Recreation and Park Society Annual Institute, in cooperation with the Texas Parks and Wildlife Department and Southwest Region of the National Recreation and Park Association.
2. This Resolution shall be and become effective immediately upon and after its adoption and approval.

(Signatures Follow On Next Page)

PASSED AND APPROVED this the _____ day of _____ 2009.

CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Kristen L. Choi
Assistant City Attorney

APPROVED AS TO CONTENT:

Nanette L. Smejkal, Director
Department of Parks and Recreation

William Blaziek, General Manager
Convention and Visitors Bureau

TEXAS RECREATION & PARK SOCIETY ANNUAL INSTITUTE
in cooperation with the TEXAS PARKS AND WILDLIFE
BID APPLICATION

Host City: _____

I. HOTEL ACCOMMODATIONS

Headquarter Hotel:

1. Is the proposed headquarters hotel able to meet requirements for sleeping rooms, meeting rooms, exhibit space, and social events, under one roof? If not, please state what is available at the proposed headquarters hotel and outline other arrangements that are proposed.
2. Other than the headquarters hotel, what other hotel(s) would be required to accommodate the TRAPS Institute? What is the distance between the headquarters hotel and other hotel(s)?
3. Please list sleeping and meeting room capabilities for the proposed hotel(s) listed above.
4. Is student housing (e.g. youth hostel, camp or "Y" facility) available? If so, how far is it from the headquarters hotel?
5. Will the hotel(s) provide a convention sleeping room rate?
6. If so, list the sleeping room rates for each type of room available (single, double, double/ double, suite) at the hotel(s).
7. What are the sleeping room rates for children under 12, and for extra people in a room?
8. What is the hotel(s) rack rate for each of the sleeping rooms?
9. How many sleeping rooms will the hotel(s) block for TRAPS three (3) days prior to the Institute, and during the Institute?
10. Is the hotel(s) ADA compliant (i.e., wheelchair accessible, fire alarms have visual and auditory signals etc.)?
11. How many sleeping rooms does the hotel(s) offer that is/are ADA compliant?
12. Does the hotel(s) offer non-smoking sleeping rooms? If yes, how many?
13. How many complimentary suites are available to TRAPS at the hotel(s)? Minimum: one two-bedroom suite for staff, plus the TRAPS President's suite.
14. How many complimentary sleeping rooms would the hotel(s) provide to TRAPS?
15. Are special discount rates (less than conference rates) available for designated VIP's, such as TRAPS Board members, the Program Planning Committee, the keynote speaker? If yes, what is the discount rate?

16. The August Board meeting will be held at the Institute site the year prior to the Institute. Will the headquarters hotel provide complimentary sleeping rooms for one night's stay for the President, President-Elect, and up to three sleeping rooms for the TRAPS staff? Will the hotel waive all meeting room charges for the duration of the meeting?

17. Will the headquarters hotel provide conference sleeping room rates for board members and the Program Planning Committee at the August Board meeting the year prior to the Institute?

II. MEETING ROOMS AND EXHIBIT ACCOMMODATIONS

1. How many meeting/breakout rooms are available at the hotel(s) or convention center? Is there a fee for the use of the meeting rooms? If yes, please list the room rates for each room. Is the fee waived with number of sleeping rooms?

2. If proposal does not reflect all functions "under one roof", please describe the advantages of holding the TRAPS Institute in the convention center or designated facility.

3. Are all facilities (meeting rooms, exhibit area, restaurants, restrooms etc.) ADA compliant?

4. Is exhibit space available at the headquarters hotel or convention center? Is free electricity available for exhibit spaces?

5. Is there a fee for the exhibit area? If yes, what is the fee? (If using convention center attach current rate sheet)

6. Does the headquarters hotel/convention center have banquet facilities available? Will the hotel/ convention center waive all charges for the space?

7. Can audio-visual equipment be brought into the hotel/convention center at no charge?

8. Is the headquarters hotel/ convention center able to provide audio-visual equipment? If yes, please attach a current list of the equipment available, and if applicable, any charges for use.

9. Will lecterns, speaker tables & chairs and microphones be provided by the headquarters hotel/convention center for all sessions at no charge? If not, what is the charge?

10. How far in advance will the headquarters hotel guarantee meal prices? What is the deadline for confirmation of the number of meals prior to events?

11. Can donated beer and soft drinks be brought into the exhibit area and not purchased through the hotel/convention center? If not, would the hotel/convention center waive the corkage fee if purchased through the hotel/convention center?

12. Can alcoholic beverages and soft drinks be brought into the hospitality/VIP suites at the hotel(s)? If not, would the hotel(s) waive the corkage fee if purchased through the hotel (s)?

III. RESTAURANT FACILITIES

1. How many restaurants are located in the hotel(s)? What are the hours of operation? What are the hours of room service?
2. List low to moderately priced restaurants within walking distance of the hotel(s) or convention center (i.e., conference site).

IV. TRANSPORTATION

1. If the distance from the convention site (if used) to the hotel(s) is too far to comfortably walk, what kind of shuttle service do you propose, and what is the cost? Is it ADA compliant? What types of transportation will be provided for attendees between hotels? Who will be responsible for providing?
2. Is there airport service? What airline services are available? What is the distance from the airport to the hotel(s)?
3. What are the costs and types of transportation available to and from the airport/hotel(s)?
4. Will the hotel(s) waive all parking fees? If not, what would the fees be?
5. If evening transportation is required for social events, what method will be used, and what is the cost?

V. HOST CITY CAPABILITIES

1. How many staff members (please indicate full time and volunteers) does your department have that can be depended on for active participation in planning and implementing (including physical work) of the TRAPS Institute?
2. How many TRAPS members are currently in your department?
3. Who will coordinate your staff's involvement and community's resources (e.g. Chair Program Planning Committee or Host/Local Site Committee)?
4. Is your city or Convention/Visitors Bureau willing to pay for one convention mailing to the entire TRAPS membership (conference brochure, printing and bulk rate postage)?

VI. SOCIAL FUNCTIONS

1. What types of entertaining evening activities will be available as part of the convention package? What is the approximate cost per person?

VII. OTHER

Please submit with this questionnaire a detailed diagram of the entire hotel(s) and/or convention center showing the location and size (measured by length and width of meeting rooms, banquet facilities, exhibit area, etc.) Show all stairs and doors, and give measurements of hallways in meeting and exhibit areas. A detailed plan of the proposed site(s) should show suggested or typical exhibit booth arrangement.

Please submit the proposed hotel(s) brochures, community brochures, points of interest brochures, and city map indicating the location of the hotels and convention center (if applicable) and any other additional information you feel is necessary.

Please include any other support materials (i.e., diagrams, brochures) with regards to *preferred "specialty" areas/facilities*