



Agenda Information Sheet

File #: 18-1387

Item #: 9.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 2
DEPARTMENT: Department of Convention and Event Services
EXECUTIVE: Joey Zapata

SUBJECT

Authorize appropriations in an amount not to exceed \$10,882,465.00 in the Convention Center Hotel Tax Rebate Fund for FY 2018-2019 in order to satisfy the terms of the 2009 Economic Development Agreement with the Dallas Convention Center Hotel Development Corporation - Not to exceed \$10,882,465.00 - Financing: Convention Center Hotel Tax Rebate Fund

BACKGROUND

On August 1, 2009, the City of Dallas entered into an Economic Development Agreement with the Dallas Convention Center Hotel Development Corporation to provide additional security for the Dallas Convention Center Hotel Development Corporation Hotel Revenue Bonds (Series 2009 Bonds). In the agreement the City adopted an economic development program under Chapter 380 of the Texas Local Government Code to pledge and grant all revenues derived from the 6% State Hotel Occupancy Tax ("HOT") from the Omni Dallas Hotel ("Hotel") during the first ten years after initial occupancy and all revenues derived from the 6.25% State Sales Tax collected at the Hotel, including from all businesses located in the Hotel, during the first ten years after initial occupancy; and, all revenues derived from the 7% Local HOT collected at the Hotel as long as any Series 2009 Bonds (or additional bonds) remain outstanding, along with all revenues from Appropriated Grant Payments, as long as any Series 2009 Bonds (or additional bonds) remain outstanding.

This action allows the City to satisfy the terms of the Economic Development Agreement for Fiscal Year 2018-2019 by adding appropriations for the Convention Center Hotel Tax Rebate Fund.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On August 29, 2012, City Council appropriated \$6,880,300.00 to the Convention Center Hotel Tax Rebate Fund through a mid-year appropriation adjustment by Resolution No. 12-2257; Ordinance No. 28768.

On September 10, 2013, City Council appropriated \$9,066,200.00 to the Convention Center Hotel Tax Rebate Fund by Resolution No. 13-1646; Ordinance No. 29146.

On September 17, 2014, City Council appropriated \$9,739,400.00 to the Convention Center Hotel Tax Rebate Fund by Resolution No. 14-1568; Ordinance No. 29474.

On September 18, 2015, City Council appropriated \$10,234,400.00 to the Convention Center Hotel Tax Rebate Fund by Resolution No. 15-1784; Ordinance No. 29876.

On September 21, 2016, City Council appropriated \$10,565,500.00 to the Convention Center Hotel Tax Rebate Fund by Resolution No. 16-1526; Ordinance No. 30178.

On September 20, 2017, City Council appropriated \$10,907,600.00 to the Convention Center Hotel Tax Rebate Fund by Resolution No. 17-1505; Ordinance No. 30651.

FISCAL INFORMATION

Convention Center Hotel Tax Rebate Fund - \$10,882,465.00



Agenda Information Sheet

File #: 18-1218

Item #: 67.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 10
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a professional services contract with Dunaway Associates, L.P. for schematic design, design development, construction documents, procurement and construction observation phases for the Flag Pole Hill - Phase 1 Master Plan Implementation Project located at 8015 Doran Circle - Not to exceed \$168,050.00 - Financing: Park and Recreation Facilities (B) Fund (2017 Bond Funds)

BACKGROUND

This action will authorize a professional services contract with Dunaway Associates, L.P. for schematic design, design development, construction documents, procurement and construction observation phases for the Flag Pole Hill - Phase 1 Master Plan Implementation Project. The 2017 Bond Program included funding for this project.

On May 9, 2018, a Request for Qualifications (RFQ) was issued for Engineering and Landscape Architecture Consulting Services for Park Site Development Projects in the 2017 Bond Program. The Projects included in this RFQ were considered "Simple Projects" which utilize the RFQ only selection process. Dunaway Associates, L.P. was selected as the most qualified firm for this project.

ESTIMATED SCHEDULE OF PROJECT

Begin Design	March 2019
Complete Design	March 2020
Begin Construction	August 2020
Complete Construction	March 2020

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 15, 2018, the Park and Recreation Board authorized a professional services contract with Dunaway Associates, L.P.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

Park and Recreation Facilities (B) Fund (2017 Bond Funds) - \$168,050.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE%	M/WBE \$
\$168,050.00	Architectural & Engineering	25.66%	25.74%	\$43,250.00
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. 				

PROCUREMENT INFORMATION

In accordance with the City of Dallas Administrative Directive 4-5 procurement guidelines, Dunaway Associates, L.P. was selected as the most qualified consultant for this project.

OWNER

Dunaway Associates, L.P.

Tom Galbreath, President

MAP

Attached



Agenda Information Sheet

File #: 18-1255

Item #: 68.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 1
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a professional services contract with Urban Engineers Group, Inc. for schematic design, design development, construction documents, procurement and construction observation phases for Elmwood Trail Phase Three located north of the existing Elmwood Parkway Trail Phase One - Not to exceed \$238,815.00 - Financing: Park and Recreation Facilities (B) (2017 Bond Funds)

BACKGROUND

This action will authorize a professional services contract with Urban Engineers Group, Inc. for Elmwood Trail Phase Three. This contract will provide professional services for all phases of the project, including schematic design, design development, construction documents and construction observation services.

On May 9, 2018, a Request for Qualifications (RFQ) was issued for Engineering and Landscape Architecture Consulting Services for Park Site Development Projects in the 2017 Bond Program. The Projects included in this RFQ were considered "Simple Projects" which utilize the RFQ only selection process. Urban Engineers Group, Inc. was selected as the most qualified consultant for this project.

ESTIMATED SCHEDULE OF PROJECT

Begin Design	January 2019
Complete Design	July 2019
Begin Construction	October 2019
Complete Construction	October 2020

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 15, 2018, the Park and Recreation Board authorized a professional services contract with Urban Engineers Group, Inc.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

Park and Recreation Facilities (B) (2017 Bond Funds) - \$238,815.00

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE%	M/WBE \$
\$238,815.00	Architectural & Engineering	25.66%	95.73%	\$228,615.00
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. 				

PROCUREMENT INFORMATION

In accordance with Administrative Directive 4-5, Urban Engineers Group, Inc. was selected by the Request for Qualifications process and identified as the most qualified consultant, due to their previous programming, public input and schematic design work for previous phases of the Elmwood Parkway Trail, the most recent completed in 2016 which extended the trail from just north of Illinois Avenue south to Kiest Park.

OWNER

Urban Engineers Group, Inc.

Faisal Syed, P.E., President

MAP

Attached



Agenda Information Sheet

File #: 18-1264

Item #: 69.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 9
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the city of Dallas for the period October 1, 2018 through September 30, 2019 - Not to exceed \$394,098.00 - Financing: General Fund

BACKGROUND

On March 23, 1988, the City entered into a multi-year agreement with the Dallas Arboretum and Botanical Society, Inc. (DABS), a non-profit organization, to manage and operate the Dallas Arboretum. On February 27, 2013, the agreement was extended for ten more years. The agreement with DABS requires the execution of a separate funding contract to authorize the stipend payable during the current year. The funds have been identified and appropriated in the City's General Fund for FY 2018-2019.

The stipend payment will help provide access to the general public, special educational programs, community outreach services and special events. DABS will distribute 24,000 complimentary tickets for entry into the Dallas Arboretum grounds as approved by the Park and Recreation Board.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 21, 2013, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

On December 11, 2013, City Council authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the City of Dallas for the period October 1, 2013 through September 30, 2014, by Resolution No. 13-2065.

On October 2, 2014, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

On November 12, 2014, City Council authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the City of Dallas for the period October 1, 2014 through September 30, 2015, by Resolution No. 14-1906.

On October 15, 2015, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

On November 10, 2015, City Council authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the City of Dallas for the period October 1, 2015 through September 30, 2016, by Resolution No. 15-2075.

On November 17, 2016, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

On December 14, 2016, City Council authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the City of Dallas for the period October 1, 2016 through September 30, 2017, by Resolution No. 16-1933.

On November 16, 2017, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

On December 13, 2017, City Council authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc. to provide services and programs within the City of Dallas for the period October 1, 2017 through September 30, 2018, by Resolution No. 17-1884.

On November 1, 2018, the Park and Recreation Board authorized a twelve-month funding agreement with the Dallas Arboretum and Botanical Society, Inc.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

General Fund - \$394,098.00

OWNER

Dallas Arboretum and Botanical Society, Inc.

Mary Brinegar, President and Chief Executive Officer
Mark Wolf, Chairman
Alan Walye, Vice Chairman
John Cuellar, Secretary
Will McDaniel, Treasurer



Agenda Information Sheet

File #: 18-1269

Item #: 70.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 3
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas for the Cedar Ridge Preserve to provide services and programs within the city of Dallas for the period January 1, 2019 through December 31, 2019 - Not to exceed \$58,949.00 - Financing: General Fund

BACKGROUND

On January 24, 2018, the City Council authorized a five-year management, maintenance and operating agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas (to manage, maintain and operate the Cedar Ridge Preserve, providing accessibility to open space properties and trails located at 7171 Mountain Creek Parkway by Resolution No. 18-0212. This agreement requires the execution of a separate funding contract to authorize the stipends payable during the current year. The funds have been identified and appropriated in the City's General Fund for FY 2018-19.

The stipend payment will help operate and maintain the Cedar Ridge Preserve for 12 months and provide access to the general public to 633 acres of escarpment and trails in Southwest Dallas, environmental education programs on the ecosystem and presentations at community centers and schools.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 2, 2014, the Park and Recreation Board authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas.

On November 12, 2014, City Council authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas for the Cedar Ridge Preserve to provide services and programs within the city of Dallas for the period January 1, 2015 through December 31, 2015, by Resolution No. 14-1904.

On October 15, 2015, the Park and Recreation Board authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas.

Information about this item was provided to the Quality of Life & Environment Committee on November 9, 2015.

On November 10, 2015, City Council authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas for the Cedar Ridge Preserve to provide services and programs within the City of Dallas for the period January 1, 2016 through December 31, 2016, by Resolution No. 15-2076.

On November 17, 2016, the Park and Recreation Board authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas.

Information about this item was provided to the Quality of Life & Environment Committee on December 12, 2016.

On December 14, 2016, City Council authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas for the Cedar Ridge Preserve to provide services and programs within the City of Dallas for the period January 1, 2017 through December 31, 2017, by Resolution No. 16-1934.

On November 16, 2017, the Park and Recreation Board authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas.

Information about this item was provided to the Quality of Life, Arts and Culture Committee on January 8, 2018.

On November 1, 2018, the Park and Recreation Board authorized a twelve-month funding agreement with Dallas County Audubon Society, Inc. dba Audubon Dallas.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

General Fund - \$58,949.00

OWNER

Dallas County Audubon Society, Inc. dba Audubon Dallas

Anna Palmer, President
Guadalupe M. Robles, Secretary
Lynn Pierce, Vice President, Membership
Kat Nelson, Vice President, Fundraising
Lee Kelton, Vice President, Sanctuary
Janet Maltons, Vice President, Programs



Agenda Information Sheet

File #: 18-1258

Item #: 71.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 7
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a twelve-month funding agreement with Texas Discovery Gardens to provide services and programs within the city of Dallas for the period October 1, 2018 through September 30, 2019 - Not to exceed \$145,862.00 - Financing: General Fund

BACKGROUND

On June 25, 2003, the City entered into a ten-year agreement with Texas Discovery Gardens, a nonprofit organization, to manage and operate the Texas Discovery Gardens building and surrounding grounds at Fair Park. On November 7, 2013, the agreement was extended for ten more years. The Management Agreement with Texas Discovery Gardens does not automatically authorize funding, therefore a separate program funding contract to authorize the stipends payable during the current year is requested. The funds have been identified and appropriated in the City's General Fund by authorization of the City Council and after approval by the Park and Recreation Board for the current fiscal year.

The stipend payments will allow Texas Discovery Gardens to provide access to the general public and community outreach services for schools, horticulture information services and presentations at community centers and special facilities for the period October 1, 2018 through September 30, 2019.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 19, 2013, the Park and Recreation Board authorized a twelve-month funding agreement with Texas Discovery Gardens.

On January 8, 2014, City Council authorized a twelve-month funding agreement with the Texas Discovery Gardens to manage the Texas Discovery Gardens facilities, provide programs and services within the city of Dallas for the period October 1, 2013 through September 30, 2014, by Resolution No. 14-0116.

On October 15, 2015, the Park and Recreation Board authorized a twelve-month funding agreement with Texas Discovery Gardens.

Information about this item was provided to the Quality of Life & Environment Committee on November 9, 2015.

On November 10, 2015, City Council authorized a twelve-month funding agreement with Texas Discovery Gardens to provide programs and services within the City of Dallas for the period October 1, 2015 through September 30, 2016, by Resolution No. 15-2077.

On November 17, 2016, the Park and Recreation Board authorized a twelve-month funding agreement with Texas Discovery Gardens.

Information about this item was provided to the Quality of Life & Environment Committee on December 12, 2016.

On December 14, 2016, City Council authorized a twelve-month funding agreement with Texas Discovery Gardens to provide services and programs within the City of Dallas for the period October 1, 2016 through September 30, 2017, by Resolution No. 16-1935.

On November 16, 2017, the Park and Recreation Board authorized a twelve-month funding agreement with Texas Discovery Gardens.

Information about this item was provided to the Quality of Life, Arts and Culture Committee on December 11, 2017.

On November 1, 2018, the Park and Recreation Board authorized a twelve-month funding agreement with Texas Discovery Gardens.

Information about this item will be provided to the Quality of Live & Environment Committee on December 10, 2018.

FISCAL INFORMATION

General Fund - \$145,862.00

OWNER

Texas Discovery Gardens

Board of Directors

Michael Bosco, Board Chair
Barbara Hunt Crow, Historian
Michelle Robberson, Secretary
John Fox Holt III, Treasurer



Agenda Information Sheet

File #: 18-1221

Item #: 72.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 1
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize an increase in the construction services contract with A S Con, Inc. to provide additional erosion control on the dam, landscape and lighting modifications at Kidd Springs Park located at 700 West Canty Street - Not to exceed \$78,579.48, from \$726,578.00 to \$805,157.48 - Financing: Park and Recreation Facilities Fund (2006 Bond Funds)

BACKGROUND

On September 27, 2017, City Council authorized a construction services contract with A S Con, Inc. for dam safety and shoreline improvements at Kidd Springs Park by Resolution No. 17-1551.

This action will authorize Change Order No. 1 to the construction services contract with A S Con, Inc., in an amount not to exceed \$78,579.48, from \$726,578.00 to \$805,157.48, for an increase in the contract to include additional tree removal on the dam, reinforcement, gabion mattress, rill expansion, re-routing of electrical service, cleaning and painting of light pole bases, and landscape modifications.

This change order adds 30 working days to the contract time.

ESTIMATED SCHEDULE OF PROJECT

Began Construction	November 2017
Complete Construction	January 2019

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 7, 2017, the Park and Recreation Board authorized a contract with A S Con, Inc.

Information about this item was provided to the Quality of Life, Culture and Arts Committee on September 25, 2017.

On September 27, 2017, City Council authorized a construction services contract with A S Con, Inc. for dam safety and shoreline improvements at Kidd Springs Park located at 700 West Canty Street by Resolution No. 17-1551.

On November 15, 2018, the Park and Recreation Board authorized an increase in the construction services contract with A S Con, Inc.

Information about this item will be provided to Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

Park and Recreation Facilities Fund (2006 Bond Funds) - \$78,579.48

Construction Contract	\$726,578.00
Change Order No. 1 (this action)	<u>\$ 78,579.48</u>
Total not to exceed	\$805,157.48

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE%	M/WBE \$
\$78,579.48	Construction	25.00%	8.70%	\$6,838.20
<ul style="list-style-type: none"> • This contract does not meet the M/WBE goal, but complies with good faith efforts. • Change Order No. 1 - 24.04% Overall M/WBE participation 				

OWNER

A S Con, Inc.

Ali Safdarinia, President

MAP

Attached



Agenda Information Sheet

File #: 18-1284

Item #: 73.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 14
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize a five-year maintenance agreement, with an automatic one-year extension with Parks for Downtown Dallas for the operation and maintenance of Belo Garden Park located at 1014 Main Street - Financing: This action has no cost consideration to the City (see Fiscal Information)

BACKGROUND

On November 14, 2012, City Council authorized a five-year maintenance agreement between the City of Dallas and Belo Foundation, a Texas nonprofit corporation, to provide supplemental maintenance for certain repairs, improvements and enhancements above the normal operating expenses for Belo Garden Park by Resolution No. 12-2752. This agreement expired by its own terms, with an automatic one-year extension, on September 30, 2018.

The following responsibilities between the Park & Recreation Department (City) and Parks for Downtown Dallas (PfDD) are for consideration.

The term of this of this agreement is five years beginning on January 1, 2019 and ending on December 31, 2024. The agreement shall be automatically extended for a period of one year, unless either party gives written notice of termination no later than March 31 of the calendar year in which the agreement will end.

PfDD responsibilities:

1. Mowing and trimming the park site on a weekly basis throughout the year.
2. Regular maintenance and plant replacement, as necessary, in the perennial planting beds and seasonal trimming of ornamental grasses.
3. Display fountain maintenance on a weekly schedule, Monday through Friday, throughout the year.
4. Irrigation will be repaired on a weekly basis throughout the year, Monday through Friday, 7:00

a.m. - 3:30 p.m.

5. Tree care and maintenance provided on a daily basis, as needed, Monday through Friday, 7:00 a.m. - 3:30 p.m.
6. Fertilization, aerification, and top dressing performed on a scheduled basis during the year.
7. Decomposed granite walks leveled and refurbished as needed to ensure a level walk-way for park patrons.

City responsibilities:

1. Litter pick-up and removal on a daily basis at multiple times throughout the day, Monday through Sunday, 7:00 a.m. - 3:30 p.m.
2. Graffiti abatement performed within a minimum of eight hours of notification, Monday through Friday, 7:00 a.m. - 3:30 p.m.
3. Replacing lighting elements as they become worn or broken on a daily schedule throughout the year Monday through Friday. Provide electrical repairs in the evenings and weekends on an on-call basis. Additional support for Special Event set-up and monitoring will require reimbursement from Downtown Dallas Inc. to City.
4. Repair and replace permanent and/or fixed park furniture as needed. Replacement and/or repair to conform with the original furnishing design.
5. Integrated Pest Management Program performed as needed to address fire ants, rodents, aphids, fungus, etc.
6. Park signage repair or replacement as needed.
7. Migratory bird control program performed at the park site as needed in the evening hours to address large gatherings of migratory birds during the fall and winter months.
8. Utilities, including, but not limited to, water and electricity.
9. Drinking fountain maintenance.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 18, 2018, the Park and Recreation Board authorized a five-year maintenance agreement, with an automatic one-year extension with Parks for Downtown Dallas.

Information about this item will be provided to the Quality of Life, Arts and Culture on December 10, 2018.

FISCAL INFORMATION

This action has no cost consideration to the City. Litter pick-up and removal, graffiti abatement, and repair/maintenance services to be provided at Belo Garden Park are standard park system services appropriated in the Park and Recreation Department's current fiscal year budget. Future year appropriations will be established through the annual General Fund budget development process, subject to City Council approval after approval by the Park and Recreation Board.



Agenda Information Sheet

File #: 18-1270

Item #: 74.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 4
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize the sixty-month extension option to the concession contract with IAMJ Enterprises, Inc. for the operation of the banquet facility at Cedar Crest Golf Course - Estimated Annual Revenue: \$4,000.00

BACKGROUND

The concession contract has been held by IAMJ Enterprises, Inc. since August 27, 2008. The concession contract was for one hundred twenty-six months, or ten and one-half years, with one sixty-month extension option and ended on September 30, 2018. The City, through the Park and Recreation Department Director, notified Ira Malayo of its intent to consider consolidating the Cedar Crest banquet facility concession contract with the Cedar Crest Golf Course Golf Professional Concession Contract when the golf contracts come up for renewal. Following this notification, staff was informed by the City Attorney's Office that the two contracts could not be combined. The City at its sole option may renew this agreement for a period of sixty months.

The contract provides for operation of the banquet facility at Cedar Crest Golf Course, which includes reservations and catering. The 6,000 square foot banquet facility is located on the second floor of the Cedar Crest Golf Course Clubhouse. This reservation facility was constructed and opened in 2004 as the first reservation facility in Dallas, south of the Trinity River. The facility houses a banquet room, balcony and warming kitchen. It can accommodate up to 200 guests for weddings, receptions, dinner parties, seminars and special events.

General requirements of IAMJ Enterprises, Inc (Concessionaire):

- Concessionaire will be the sole event planner and provider for all upstairs events including weddings, reunions, receptions, dinner parties, luncheons, seminars and golf events requiring the use of the banquet facility.
- Concessionaire will be responsible for maintenance, repair, and replacement of all City furnished equipment and furniture. All other equipment and fixtures required for this operation

shall be provided by the Concessionaire and be of modern design, quality material, sufficient in number to adequately serve the public, and provided by the Concessionaire at his or her expense and subject to approval by the Park and Recreation Director. Equipment shall be maintained by the Concessionaire.

- Concessionaire agrees to hire, train and supervise and staff the operation to ensure satisfactory performance to the Park and Recreation Department and efficient service to the public. Concessionaire agrees that personnel will be outfitted in a standardized uniform.
- Reservations can be made up to 12 months in advance. A reservations contract must be completed for each reservation; a deposit may be required. Reservations must be made by an adult 21-years old or older. One adult chaperon is required for each 20 children under the age of 18.
- Room reservations can be made from 8 a.m. - 12 midnight. Special requests for extended hours beyond midnight may be approved on an individual basis by the Park and Recreation Department Director.
- Room rental rates will be determined by the Concessionaire. Rates shall be established by comparing like reservation facility rates in the Dallas area along with determining specific services needed for each specific event.
- The Concessionaire has the right to charge additional service fees for set-up and clean-up of the banquet facility.
- Concessionaire is responsible for routine cleaning of the banquet facility. Contracted premises shall be kept in a clean, orderly and legitimate manner and in accordance with existing ordinances and laws regulating food concession. No rubbish, glass, plastic, or cardboard boxes of any kind shall be thrown on the floor in the building by the Concessionaire or anyone working for Concessionaire. All cleaning supplies for the Banquet facility will be provided by the vendor. Concessionaire is responsible for carpet cleaning twice each year and all window cleaning except for eyelid windows and glass work not reasonably accessible.
- Reservations are required to pay an additional charge per hour for security officers. Dallas Police off-duty officers are required for:
 - All groups of 100 or more
 - When beer/alcohol is served for any number of patrons
 - For events when minors are present
- The Cedar Crest Golf Course Pro will own the Texas Alcoholic Beverage Commission permit for sale of alcoholic beverages on the golf course property. The purchase of alcoholic beverages will be coordinated and sold by the Golf Pro under the provisions of the Golf Pro Concessions Contract. All alcoholic beverages must be purchased on-site.
- Concessionaire may provide decorating services, decorations and/or special set-ups at an additional charge. Interior furnishings (including plants, equipment, displays, wall decorations, etc.) must remain in the upstairs reservation area. Concessionaire will not use, or allow to be used, tacks, staples, or tape of any kind on walls, floors, furniture or carpet. Votive or dripless candles only are permitted.
- Concessionaire will be required to market and advertise the banquet facility to promote interest and reservations. The Concessionaire will host a website, email addresses and social media sites in sufficient numbers to adequately market and promote the banquet facility. The City will provide a link on the Park and Recreation Department website to assist in promoting the facility.
- The Concessionaire must at its own expense procure and keep in force during the entire

period of the contract all permits and licenses required by such laws and regulations.

- The Concessionaire is responsible for reimbursing the City 6.25 percent of the monthly electricity bill for the premises.

General requirements of the City:

- Provide a dishwasher, refrigerator, ice machine, warming oven, preparation counters and multiple sinks.
- Provide indoor tables and chairs for 200 people and provides outdoor tables and chairs for the balcony area.
- Make payment for all utilities for the Premises but the Concessionaire reimburses the City at the agreed rate of 6.25 percent.
- Maintain the facility and the surrounding landscape.
- Provide cleaning services of windows, inspection of fire extinguishers and provides phone line.

Renewal terms will also include the following additional requirements identified in a Supplemental Agreement to the concession contract.

Concessionaire shall provide certified public accountant attestations of: (1) the annual gross sales and (2) monthly gross sales reported for the payment of monthly commissions are fairly stated in accordance with Generally Accepted Accounting Principles.

City, through its Park and Recreation Department Director, and Concessionaire shall agree to performance standards on an annual basis, no later than January 31 for the year 2019 and October 1 for each year thereafter, during the term of the agreement. Standard performance measures, e.g., annual number of events, will be based on IAMJ Enterprises, Inc. forecasted event reservations and reservation days as presented to the department.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On August 27, 2008, City Council authorized a one-hundred-twenty month concession contract, with a sixty-month renewal option, for operation of the banquet facility at Cedar Crest Golf Course by Resolution No. 05-2229.

On November 1, 2018, the Park and Recreation Board authorized the sixty-month extension option to the concession contract with IAMJ Enterprises, Inc.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

Estimated Annual Revenue: \$4,000.00

OWNER

IAMJ Enterprises, Inc.

Ira Malayo, President



Agenda Information Sheet

File #: 18-1321

Item #: 75.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 1, 2, 4, 5, 6
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize the sixty-month extension option to five concession contracts for Golf Pro Shop Managers with Bob Smith at Tenison Park Golf Courses in the amount of \$1,558,384.00, Mickey Ray Piersall at Luna Vista Golf Course in the amount of \$847,876.00, IAMJ Enterprises, Inc. at Cedar Crest Golf Course in the amount of \$526,848.00, James R. Henderson at Stevens Park Golf Course in the amount of \$1,158,353.00, and Tony Martinez at Grover C. Keeton Park Golf Course in the amount of \$469,830.00 - Estimated Annual Revenue: \$4,561,291.00

BACKGROUND

The City owns the following six golf courses:

Cedar Crest Golf Course	1800 Southerland Avenue
Luna Vista Golf Course (formerly L.B. Houston)	11223 Luna Road
Stevens Park Golf Course	1005 North Montclair Avenue
Tenison Park Golf Courses	3501 Samuell Boulevard
(Tenison Highlands and Tenison Glen)	
Grover C. Keeton Park Golf Course	2323 North Jim Miller Road

For the past 34 years, the Park and Recreation Department has utilized a public/private partnership to manage and operate the City's golf courses which operate 364 days per year. The pro shop operations at each golf course are managed by a Class A Professional Golfers Association Golf Professional via a concessions contract with the City. The Golf Professional is responsible for, but not limited to, operating and managing the golf pro shop, golf play, golf cart rental, food and drink concessions, merchandise, alcohol sales and the use of the golf courses by providing lessons and organized play.

The current golf professional concession contracts pay revenue to the City. The City receives 100 percent of greens fee revenue, less state sales tax, and a percentage of other revenues received from all other golf professional activities generating revenue on the premises that is not part of the green fees as follows:

Cedar Crest Golf Course	5.0%
Stevens Park Golf Course	6.5%
Luna Vista Golf Course	6.0%
Tenison Park Golf Courses	9.0%
Grover C. Keeton Park	1.5%

The current contracts, authorized by City Council on June 11, 2008, by Resolution No. 08-1654, expire on December 31, 2018. As the contract stipulates, the City, at its sole option, may renew the agreement for one sixty-month term as long as the Golf Professional is not in default. None of the existing Golf Professionals are in default per the terms of the current agreement.

Renewal terms may also include the following additional requirements:

The Golf Professional providing certified public accountant attestations of: (1) the annual gross sales; and (2) monthly gross sales reported for the payment of monthly commissions are fairly stated in accordance with generally accepted accounting principles.

The City, through its Park and Recreation Department Director, and the Golf Professional shall agree to performance standards on an annual basis, no later than January 31 of each calendar year, during the term of the agreement.

Standard performance measures (may be adjusted for individual pro shop operations):

- Reduce waived or comped rounds to no more than 2 percent of total rounds (based on FY 2017-18 totals)
- 95 percent of carts properly maintained and in good working order at all times
- Provide the required number of carts per the Agreement at all times
- Maintain merchandise inventory levels of more than \$20,000.00 during the terms of the agreement
- Increase revenue per person ratios annually based on FY 2017-18 end of year average (Café sales per person, beer sales per person, merchandise sales per person, golf cart rental per person)
- Maintain an average survey response rate of 90 percent or higher (response satisfactory or above) on the following annual survey results as reported by October 30
 - Pro shop cleanliness
 - Pace of play
 - Cart condition
 - Restaurant condition and quality of service
 - Customer Service

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 11, 2008, City Council authorized five concession contracts for one hundred twenty-six months, or ten and one-half years, each, with one sixty-month extension option each, for Golf Pro Shop Manager with Bob Smith at Tenison Park Golf Courses, Mickey Ray Piersall at L. B. Houston Golf Course, Ira McGraw at Cedar Crest Golf Course, James R. Henderson at Stevens Park Golf Course and Tony Martinez at Grover C. Keeton Park Golf Course by Resolution No. 08-1654.

On September 20, 2018, the Park and Recreation Board authorized the sixty-month extension option to five concession contracts for Golf Pro Shop Managers.

Information about this item will be provided to the Quality of Life, Arts and Culture Committee on December 10, 2018.

FISCAL INFORMATION

Estimated Annual Revenue: \$4,561,291.00

OWNERS

Bob Smith Golf Shop, Inc.

Bob Smith, President

Mickey Ray Piersall Golf Shop

Mickey Piersall, Owner

IAMJ Enterprises, Inc.

Ira Malayo, President

James R. Henderson

James R. Henderson, Director of Golf Operations

Tony Martinez Golf Management

Tony Martinez, Owner



Agenda Information Sheet

File #: 18-1440

Item #: 86.

STRATEGIC PRIORITY: Quality of Life
AGENDA DATE: December 12, 2018
COUNCIL DISTRICT(S): 14
DEPARTMENT: Park & Recreation Department
EXECUTIVE: Willis C. Winters

SUBJECT

Authorize **(1)** a development and maintenance agreement with Lincoln LAG LTD. and HEB Grocery Company, LP for the purpose of constructing the Matilda Trail, an enhanced sidewalk, hike and bike trail, and appurtenances located at East Lovers Lane and Matilda Street; **(2)** the establishment of appropriations in an amount not to exceed \$30,000.00 in the Mowmentum Park Improvement Fund; **(3)** the receipt and deposit of endowment funds in an amount not to exceed \$30,000.00 in the Mowmentum Park Improvement Fund; and **(4)** execution of the development and maintenance agreement - Financing: Revenue: \$30,000.00 (This item was deferred on November 28, 2018)

BACKGROUND

This action will authorize a development and maintenance agreement with the City of Dallas Park and Recreation Department (City) and Lincoln LAG LTD. (Lincoln) and HEB Grocery Company, LP (HEB) for the construction and maintenance of the Matilda Trail as identified in the 2008 Dallas Trail and Network Plan. Lincoln is the owner of property at the southwest corner of East Lovers Lane and Matilda Street and HEB is the tenant of the same property. The trail will be located on Oncor property and partially within abutting public rights-of-way (ROW) adjacent to Matilda Street. Lincoln and HEB will construct the Matilda Trail. Upon acceptance of the improvements by the City, Lincoln and HEB shall make a payment into a maintenance fund in an amount not to exceed \$30,000.00, to fund maintenance of the trail until the beginning of the City's fiscal year in which the trail is accepted by the City.

In 2017, Lincoln submitted a request to abandon a portion of Matilda Street to facilitate the expansion of HEB development of the property in the ROW which consists primarily of parking and landscaping. This agreement is one condition of that abandonment ordinance which requires Lincoln to construct the Matilda Trail as consideration for the waiver of the abandonment fee that would otherwise be required by the City for the abandoned ROW. The ordinance also requires Lincoln to execute a development and maintenance agreement with the City and the Park and Recreation Board. Lincoln desires to assign its obligation for the construction and maintenance of the Matilda Trail to HEB.

The agreement will be subject to the following terms:

1. The term is from execution of the agreement to completion and acceptance of the trail by the City and payment to the City by Lincoln/HEB in an amount not to exceed \$30,000.00 into a maintenance endowment fund.
2. Lincoln desires that HEB undertake its obligations under the abandonment ordinance for as long as HEB maintains its leasehold interest on Lincoln property, including but not limited to, all design and construction costs of the project. City shall not be responsible for any costs for design, development, and construction of the Trail and all project costs shall be the sole responsibility of Lincoln/HEB.
3. HEB is willing to undertake Lincoln's obligations under the abandonment ordinance for as long as HEB maintains its leasehold interest on Lincoln property.
4. Lincoln/HEB shall submit the design to the Park and Recreation Department for review and approval prior to commencement of construction.
5. Lincoln/HEB will manage the design and construction through its own consultants and contractors and will be responsible for all permits and other approvals. All consultants and contractors are required to provide insurance that is consistent with what is required by City consultants and contractors.
6. Upon completion and acceptance of the project by the Director of the Park and Recreation Department, Lincoln/HEB shall pay an amount not to exceed \$30,000.00 into a maintenance endowment fund for maintenance of the trail for the remainder of the fiscal year as enumerated in the agreement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 30, 2018, the Park and Recreation Board authorized a hike and bike trail license agreement with Oncor for the use of Oncor property for the construction, operation, and maintenance of the Matilda Trail. This action will be processed by a Short Form Resolution.

On November 1, 2018, the Park and Recreation Board authorized a development and maintenance agreement with Lincoln LAG LTD. and HEB Grocery Company, LP.

Information about this item was provided to the Quality of Life, Arts and Culture Committee on November 26, 2018.

On November 28, 2018, this item was deferred by Councilmember Philip T. Kingston.

FISCAL INFORMATION

Revenue: \$30,000.00

MAP

Attached