



DALLAS PARK AND RECREATION BOARD AGENDA

THURSDAY, MAY 19, 2022
DALLAS CITY HALL
1500 MARILLA STREET, ROOM 6FN
DALLAS, TEXAS 75201
214-670-4078

- 8:30 am: Administration and Finance Committee 6FN – **CANCELLED**
Videoconference/ in person
- 9:00 am: Planning and Design Committee, Room 6FS –
Videoconference/ in person
- 10:00 am: Park and Recreation Board, Room 6FN-
Videoconference/ in person

RECEIVED

2022 MAY-12 PM 2:37
CITY SECRETARY
DALLAS, TEXAS



Dallas
Park and Recreation

Robb P. Stewart, Chair
Maria Hasbany, Vice Chair
Calvert Collins-Bratton
Timothy W. Dickey
Bo Slaughter

Public Notice

220509

POSTED CITY SECRETARY
DALLAS, TX

DALLAS PARK AND RECREATION BOARD
ADMINISTRATION AND FINANCE COMMITTEE
DALLAS CITY HALL Room 6FN / Videoconference
THURSDAY, MAY 19, 2022
(8:30 A.M.)

CANCELLED

Handgun Prohibition Notice for Meetings of Governmental Entities

"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."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

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Dallas
Park and Recreation

Public Notice

220510

POSTED CITY SECRETARY
DALLAS, TX

Lane Conner, Chair
Fonya Naomi Mondell, Vice Chair
Harrison Blair
JR Huerta
Rudy Karimi
Jeff Kitner
Daniel Wood

DALLAS PARK AND RECREATION BOARD
PLANNING AND DESIGN COMMITTEE
DALLAS CITY HALL Room 6FS- VIDEOCONFERENCE
THURSDAY MAY 19, 2022
(9:00 A.M.)

This meeting will be held by videoconference and in the 6FS Conference room at City Hall.

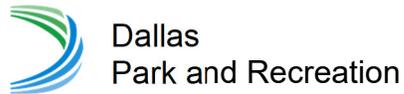
Public are encouraged to attend the meeting virtually via the link below. City Hall is available for those wishing to attend the meeting in person following all current pandemic-related public health protocols

Link: <https://bit.ly/37Fp50b>

Password: ZWmSbyWP334

CONSENT ITEMS

1. Paul Dyer Administration Building (10) – Authorize a Design-Build services contract to provide pre-design and pre-construction services, an early construction package, and architectural and engineering services for the design and construction completion of the partially completed Paul Dyer Administration Building located at 10031 East Northwest Highway to Phoenix 1 Restoration and Construction Ltd. - Not to exceed \$975,809.00 - Financing: Park and Recreation Facilities 2006 Bond Fund
2. Park Hill Dog Park (12) - Authorize supplemental agreement No.1 to the interlocal agreement between the City of Dallas and the Richardson Independent School District for additional amenities to the park – Not to exceed \$158,295.20 - Financing: Capital Gifts Donation & Development Fund (See Fiscal Information for further details) (**committee only item**)
3. Willie B. Recreation Center (10) – Authorize Authorize Change Order No. 15 to the construction services contract with J.C. Commercial Inc. for additional work at the Willie B. Johnson Recreation Center in Hamilton Park, located at 12225 Willowdell Drive - Not to exceed \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33 - Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund)



DALLAS PARK AND RECREATION BOARD – PAGE 2
PLANNING AND DESIGN COMMITTEE
DALLAS CITY HALL Room 6FS / Videoconference
THURSDAY, MAY 19, 2022
(9:00 A.M.)

Handgun Prohibition Notice for Meetings of Governmental Entities

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2022 MAY-12 PM 2:37
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DALLAS, TEXAS



Dallas
Park and Recreation

Public Notice

220511

POSTED CITY SECRETARY
DALLAS, TX

**AGENDA
DALLAS PARK AND RECREATION BOARD
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY, MAY 19, 2022 10:00 A.M.**

Arun Agarwal, President (District 15)

JR Huerta, District 1	Bo Slaughter, District 8
Fonya Naomi Mondell, District 2	Maria Hasbany, District 9
VACANT, District 3	Robb P. Stewart, District 10
Harrison Blair District 4	Jeff Kitner, District 11
VACANT, District 5	Lane Conner, District 12
Timothy W. Dickey, District 6	Calvert Collins-Bratton 13
Daniel Wood, Vice President District 7	Rudy Karimi, District 14

This meeting will be held by videoconference and in the 6FN Conference Room at City Hall.

Public are encouraged to attend the meeting via the link below. City hall is available for those wishing to attend the meeting in person following ALL current pandemic-related public health protocols

Link: <https://bit.ly/3Md4grN>

Password: v7FjPqmqz75

Members of the public wishing to speak in accordance with speaker guidelines should register at <https://www.dallasparks.org/107/Park-and-Recreation-Board> before 12 pm Wednesday, May 18, 2022

1. Public Speakers (on any business)
2. Approval of Minutes of the May 5, 2022 Park and Recreation Board Meeting
3. Seating Selection

CONSENT AGENDA (4-7)

ADMINISTRATION AND FINANCE

4. Management Agreement (6) – Authorize a Supplemental Agreement to amend Sections 5.1, 7.1a, 7.1b, 7.1c, 9.4 and 9.6 of the management agreement between the City of Dallas and FCD Management, LLC who manages the Soccer Park at Elm Fork – Financing: No cost consideration to the City (**committee considered this item May 5, 2022**)
5. Encroachment Policy (All) - Authorize approval of the Park and Recreation Encroachment Policy– Financing: No cost consideration to the City (**committee considered this item on May 5, 2022**)

PLANNING AND DESIGN

6. Paul Dyer Administration Building (10) – Authorize a Design-Build services contract to provide pre-design and pre-construction services, an early construction package, and architectural and engineering services for the design and construction completion of the partially completed Paul Dyer Administration Building located at 10031 East Northwest Highway to Phoenix 1 Restoration and Construction Ltd. - Not to exceed \$975,809.00 - Financing: Park and Recreation Facilities 2006 Bond Fund (**committee considered this item on May 19, 2022**)

DALLAS PARK AND RECREATION BOARD – PAGE 2
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY MAY 19, 2022 10:00 A.M

PLANNING AND DESIGN CONT'D

7. Willie B. Recreation Center (10) - Authorize Change Order No. 15 to the construction services contract with J.C. Commercial Inc. for additional work at the Willie B. Johnson Recreation Center in Hamilton Park, located at 12225 Willowdell Drive - Not to exceed \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33 - Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund) (**committee considered this item on May 19, 2022**)

ITEMS FOR INDIVIDUAL CONSIDERATION

8. Park Board Policy Partnership Match Funding (All) - Authorize the adoption of Park Board Policy that establishes approval authority and award requirements for the partnership match policy – Financing – No cost consideration to the City (**Board deferred this item on April 21, 2022**)
9. Park Board Rules of Procedure (All) – Authorize proposed language to the Park Board Rules of Procedure Section 7.2 (f) (1) and 7.2 (f) (2), and 7.2(m) Agenda Items by Members of the Park Board (5-person memo) – Financing: No Cost consideration to the City (**committee considered this item on May 19, 2022**)

BRIEFING

10. Dallas Water Commons – Ryan O'Connor, Assistant Director
11. Leaf Blower Consideration – M. Renee Johnson, Assistant Director
12. Santa Fe Trail Master Plan – Christina Turner-Noteware, Assistant Director

OTHER/NON-ACTION ITEMS

13. Staff Announcements – Upcoming Park and Recreation Department Events
14. Park and Recreation Board Members Liaison Reports: Arts and Culture Advisory Committee, Audubon Dallas/Cedar Ridge Preserve, Dallas Arboretum and Botanical Society, Dallas Zoological Society, Downtown Dallas Inc./Downtown Parks, Friends of Bachman Lake, Friends of Fair Park, The Friends of Katy Trail, Friends of Northaven Trail, Friends of Preston Ridge Trail, Friends of Santa Fe Trail, Send a Kid To Camp, Senior Affairs Commission, State Fair of Texas, Texas Discovery Gardens, The Loop (Circuit Trail), The Trinity Commons Foundation, Trinity River Audubon Center, Turtle Creek Association, Turtle Creek Park Conservancy, The Woodall Rodgers Park Foundation/Klyde Warren Park
15. Next Park Board meeting, 10:00 am Thursday, June 2, 2022
16. Adjournment

DALLAS PARK AND RECREATION BOARD – PAGE 3
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY, MAY 19, 2022 10:00 A.M

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex. Govt. Code §551.089]

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Regular Meeting: Arun Agarwal, President, presiding

Present: Arun Agarwal, President; Daniel Wood, Vice-President; Harrison Blair, Calvert Collins-Bratton, Lane Conner, Timothy W. Dickey, Maria Hasbany, JR Huerta, Rudy Karimi, Jeff Kitner, Fonya Naomi Mondell, Bo Slaughter, Robb Stewart – 13

Absent: NONE

Vacant: District 3, District 5

This was a virtual meeting held via Cisco Webex and in person in the 6FN conference room. The public were able to view the Open Session meeting on the internet. The public were also able to attend in person.

President Agarwal called the meeting to order at 10:04 a.m.

Agenda Item 1. Speakers – The following people registered to speak. Some of the speakers might no longer have been available or connected when it was their turn to speak.

Ted Ellis – 2017 Bond Funding request for Winfrey Point

Monica Lira-Bravo – Adelfa B. Callejo statue signage

Kirk Myers – Juneteenth liquor variance

Agenda Item 2. Minutes - A motion by Bo Slaughter, seconded by JR Huerta, to approve the minutes of the April 21, 2022 Park and Recreation Board meeting was carried by unanimous vote.

QUARTERLY UPDATE OF PARK SAFETY AND SECURITY

- M. Renee' Johnson, Assistant Director
- Chief Rick Watson, DPD; Chief Clifton Knight, Dallas Marshalls

Ms. Johnson presented and was available for questions.

Chief Rick Watson and Chief Clifton Knight presented and were available for questions.

CONSENT AGENDA (3-6)

ADMINISTRATION AND FINANCE

Agenda Item 3. Samuel Grand (2) – A motion by Daniel Wood, seconded by Bo Slaughter, to authorize an alcohol permit to Alison Matis, to serve alcohol at the Pride's Unity Celebration to be held at Samuel Grand, located at 6200 East Grand. The event will be held on Saturday, June 18, 2022 from 4:00 p.m. to 10:00 p.m. Estimated Revenue: \$250, was carried by a unanimous vote.

Agenda Item 4. Reverchon Park (2) – A motion by Daniel Wood, seconded by Bo Slaughter, to authorize an alcohol permit to George Smith, to serve alcohol at the Sunday in the Park event to be held at Reverchon Park, located at 3505 Maple Ave. The event will be held on Sunday, July 24, 2022 from 5:00 p.m. to 9:30 p.m. Estimated Revenue: \$250, was carried by a unanimous vote.

PLANNING AND DESIGN

Agenda Item 5. Main Street Garden (14) – A motion by Daniel Wood, seconded by Bo Slaughter, to authorize a revision of interpretive signage in connection with the Adelfa Callejo sculpture, located at Main Street Garden 1902 Main Street, to include The Callejo Botello Foundation to the donor panel. – Financing: No cost consideration to the City (see fiscal section), was carried by a unanimous vote.

Agenda Item 6. Carpenter Park (14) – A motion by Daniel Wood, seconded by Bo Slaughter, to authorize a dedication plaque for Carpenter Park, located at 2201 Pacific Ave – Financing: No cost consideration to the City (**committee considered this item on April 21, 2022**), was carried by a unanimous vote.

ITEMS FOR INDIVIDUAL CONSIDERATION

Agenda Item 7. Sprayground Dedication Plaques (2,6,8) – A motion by Maria Hasbany, seconded by JR Huerta, to authorize dedication plaques for five spraygrounds at Grauwylar Park located at 7780 Harry Hines Boulevard; Jaycee/Zaragoza Park located at 3114 Clymer Street; Kleberg Park located at 1515 Edd Road; Nash/Davis Park located at 3700 North Hampton Road; and K.B. Polk Park located at 3860 Thedford Avenue – Not to exceed \$23,085.85 – Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Funds), was carried by a unanimous vote.

Agenda Item 8. Reverchon Interlocal Agreement (2) – A motion by Calvert Collins-Bratton, seconded by Robb Stewart, to authorize an amendment of contract terms from twenty-year Interlocal Agreement with the Dallas Independent School District to a thirty-year agreement for the joint development, operation, and use of Reverchon Park Baseball Field – Financing: No cost consideration to the City (this action, see Fiscal section for future costs), was carried by a majority vote.

Ms. Collins Bratton made a motion to call the question, Bo Slaughter seconded the motion.

Ms. Collins-Bratton rescinded her motion, Board Members continued the discussion on the original motion to approve the item.

Voting in **favor** of the original motion: JR Huerta, Harrison Blair, Tim Dickey, Bo Slaughter, Maria Hasbany, Robb Stewart, Lane Conner, Calvert Collins-Bratton, Rudy Karimi

Voting **against** the original motion: Fonya Mondell

Abstained: Jeff Kitner

BRIEFINGS

President Agarwal considered agenda item 11 before agenda item 10.

Agenda Item 9. Hensley Field Update – Christina Turner-Noteware, Assistant Director

Ms. Turner-Noteware introduced Sarah Fitzgerald and Leah Hales with SWA Group.

Ms. Fitzgerald and Ms. Hales presented and were available for questions and feedback from the Board.

Also present for questions and feedback from the board was Arturo Del Castillo and Don Raines with the Planning and Urban Design Department.

Agenda Item 11. Gameify Children’s Health Partnership – M. Renee Johnson, Assistant Director

Ms. Johnson introduced Micky Fokken and Cristal Retana with Children’s Hospital.

Mr. Fokken and Ms. Retana presented and were available for questions and feedback from the Board.

Also present for questions and feedback from the Board was Amanda Le – Marketing and Public Relations Specialist.

At 12:40pm Chair Agarwal called for a recess until 1:20pm

At 1:20pm Chair Agarwal reconvened the meeting.

Agenda Item 10. Summer Programs/Recreation – Crystal R. Ross, Deputy Director

Ms. Ross introduced John King – Manager.

Mr. King presented and was available for questions and feedback from the Board.

DISCUSSION

Agenda Item 12. Partnership Match Funding Policy – Ryan O’Connor, Assistant Director (**board deferred this item on April 21, 2022**)

Mr. O’Connor presented and was available for questions and feedback from the board.

Honorable Mayor Johnson attended the meeting and thanked the board for their service.

WORKSHOP

Agenda Item 13. Budget Update – Rachael Berry, Interim Assistant Director

Ms. Berry presented and was available for questions and feedback from the Board.

OTHER/NON-ACTION ITEMS

Agenda Item 14. Staff Announcements – Upcoming Park and Recreation Department Events.

Staff announced the following events:

Annual Mother's Day Luncheon at various recreation centers on Friday, May 6, 2022

Flick N' Float event at Bachman indoor pool on Friday, May 6, 2022

Birding at the Farm at Samuell Farm on Saturday, May 7, 2022

Block Party at the Forest Audelia Youth Boxing Gym on Saturday, May 7, 2022

Cinco De Mayo Celebration at the Santos Rodriguez Recreation Center on Saturday, May 7, 2022

Tony Becker – Board Secretary, announced the registration for the National Recreation and Park Association annual conference will open on May 9, 2022. If any Board Member is interested in attending the conference, please let him know. Mr. Becker also reminded the Board of the Greater Greener Conference in Philadelphia, June 17 through June 21, 2022. He encouraged Board members to attend the May 19, 2022 meeting in-person to receive their seating assignments.

Agenda Item 15. The Park and Recreation Board Members liaison reports regarding Audubon Dallas/Cedar Ridge Preserve, Cultural Affairs Commission, Dallas Arboretum and Botanical Society, Dallas Zoological Society, Downtown Dallas, Inc./Downtown Parks, Friends of Fair Park, The Friends of Katy Trail, Friends of Preston Ridge Trail, Senior Affairs Commission, State Fair of Texas, Texas Discovery Gardens, The Trinity Commons Foundation, Trinity River Audubon Center, Turtle Creek Association, Turtle Creek Creek Conservancy, The Woodall Rodgers Park Foundation/Klyde Warren Park were as follows: NONE.

Board announcements:

Jeff Kitner announced May was Bike Month and invited the Board Members to participate.

Tim Dickey announced the Trinity River Audubon Center will be hosting a fundraiser on May 19, 2022.

Daniel Wood invited the Board members to Participate in DART's Bike to work event on May 20, 2022.

Agenda Item 16. Next Park Board meeting. The next Park Board meeting will be Thursday, May 19, 2022 at 10:00 a.m.

Agenda Item 17. President Agarwal adjourned the Board meeting at 3:15 pm.

Anthony M. Becker, Secretary
Park and Recreation Board

Arun Agarwal, President
Park and Recreation Board
Date: _____

NOTE: For more information on discussion of any issue heard during this meeting, refer to the tape recording retained in the Park Department's Central File.

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: May 19, 2022

COUNCIL DISTRICT(S): 6

STAFF: John Lawrence, (214) 670-4073

Authorize a Supplemental Agreement to amend Sections 5.1, 7.1a, 7.1b, 7.1c, 9.4 and 9.6 of the management agreement between the City of Dallas and FCD Management, LLC who manages the Soccer Park at Elm Fork – Financing: No cost consideration to the City (**committee considered this item on May 5, 2022**)

BACKGROUND

On October 23, 2013, the Park and Recreation Board and the City Council adopted Resolution No. 13-1884, entering into a five-year management contract commencing on January 1, 2014, and ending on December 31, 2018, with two (2) five-year renewal options, which authorized FCD Management LLC (FCD) to manage, operate and maintain the Soccer Park at Elm Fork, also known as MoneyGram Soccer Park, as a premier competition-grade soccer venue for the use and enjoyment of the public.

On January 1, 2019, per Resolution No. 13-1884, FCD served the Park and Recreation Director notice to exercise its first renewal option commencing on December 31, 2018 and ending on December 31, 2023.

ARTICLE II: TERM

Approve FC Dallas' second five (5) year renewal, commencing on January 1, 2024, and ending on December 31, 2028.

ARTICLE V: MANAGEMENT FEE

Amend Section 5.1, Management Fee and Bonus Fee, to increase FC Dallas' management fee to \$150,000 annually, beginning in 2023.

ARTICLE VII: CITY OBLIGATIONS

Amend Section 7.1A City's Obligations, to increase FC Dallas' management fee to \$150,000 annually, beginning in 2023.

Amend Section 7.1B, City's Obligations, to reduce the reimbursement of total allowable expenses beginning January 1, 2024, to \$0.00.

BACKGROUND Continued

- 2023 will remain at \$400,000
- 2024 will be reduced to \$0
- 2025 will be reduced to \$0
- 2026 will be reduced to \$0
- 2027 will be reduced to \$0
- 2028 will be reduced to \$0

Amend Section 7.1C, City's Obligations, to provide an energy audit which will establish the optimum energy usage. FCD will be responsible for reimbursing the City for energy usage exceeding the optimum energy usage as determined by the energy audit.

ARTICLE IX: OPERATION AT THE SOCCER PARK

Amend Section 9.4, Performance Standards, to submit the performance standards upon the approval of the Park and Recreation no later than sixty (60) day before January 1st of each calendar year, during the term of the Agreement to include the following minimum indicators:

- Provide percent of actual field rentals based on availability of fields/hours and maintain an 80% field reservation percentage.
- In partnership with the Park and Recreation Department and non-profit organizations, offer two (2) community youth soccer clinics to City Dallas youth ages 6 to 17; while providing instructors and working with other local organizations to market and provide for instruction.
- Commit to a minimum of \$25,000 per year to be applied to the Elm Fork Soccer Complex as part of capital improvements, structural, or fixed assets to the premises as agreed to by both parties (FCD Management and Director of PKR).
- Commit to using environmentally friendly products in their operations and increasing their use by 10% over the next three years
- Encourage tournament organizers to stay in the City of Dallas hotels. FCD will provide an annual report showing the number of days organizers stay in Dallas hotels.

Amend Section 9.6, Scheduling at the Soccer Park, for City of Dallas Park and Recreation youth soccer programs to include open play dates. FC Dallas will provide the City with a minimum of 700 hours up to 1,000 hours of field use.

FISCAL INFORMATION

No cost consideration to the City

COMMITTEE ACTION

The Park and Recreation Board Administration and Finance Committee considered this item on May 5, 2022 and will provide a recommendation to the full Park and Recreation Board on May 19, 2022.

STAFF RECOMMENDATION

Staff recommends approval.

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: May 19, 2022

COUNCIL DISTRICT(S): All

STAFF: M. Renee' Johnson, (214) 670-8871

SUBJECT

Authorize approval of the Park and Recreation Encroachment Policy– Financing: No cost consideration to the City (**committee considered this item on May 5, 2022**)

BACKGROUND

The Park and Recreation Board approves policies pertaining to encroachments in parks. The Encroachment Policy establishes a process to assess, review, and remediate encroachments. All policies established by the Park and Recreation Board must comply with City Code, City Charter, and State Law.

This action requests the Board to adopt the Encroachment Policy.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

No previous action on this item.

FISCAL INFORMATION

No cost consideration to the City.

COMMITTEE ACTION

The Administration and Finance Committee discussed this item on April 7, 2022, and May 5, 2022. The full Park and Recreation Board will consider this item on May 19, 2022. This item does not require City Council action.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Encroachment Policy

Title: Encroachment Policy
No. 28: XX-XX-2022

I. Preamble

The following guidelines are to apply to encroachments on City of Dallas public parks and other real property under the control and jurisdiction of the City of Dallas Park and Recreation Board (“Park Board”) and the Dallas Park and Recreation Department (“Park Department”). These guidelines set out recommended procedures as approved by the Park Board to assist staff to address unlawful encroachments on Park Property.

The City of Dallas Charter provides the Park Board with “jurisdiction over the control, management and maintenance of the public parks in the City of Dallas.” The Charter further grants the Park Board the authority “to establish all rules and regulations for the protection of rights and property under the control of the said board for use, care, maintenance and management of all parks and the activities conducted therein.” Pursuant to its authority the Park Board acts to ensure Park Property is protected from unlawful use and by adoption of these guidelines provides direction to the Park Department for resolving encroachments on Park Property. Generally, all encroachments on Park Property are inappropriate and should be removed. However, as outlined in the procedures set forth below, the Park Board recognizes that there may be instances where an encroachment, upon appropriate review and assessment, may be resolved to serve the impacted Park Property and further the public’s use or enjoyment of the impacted Park Property.

II. Definitions

‘Director’ means the senior executive within the Park Department

‘Board’ means the Park and Recreation Board of the City of Dallas, Texas.

‘Encroachment’ means unauthorized, unlawful, unpermitted use of the Park Property by another; including removal or planting of vegetation, placement of structures or materials, or other alterations of surface and subsurface or landscape, that may affect public use or enjoyment of or access to Park Property, or that alters visual character of Park Property.

‘Park Property’ includes all City of Dallas public parks and other real property under the control and jurisdiction of the Park Board and Park Department.

Title: Encroachment Policy
No. 28: XX-XX-2022

'Aerial Encroachment' means a projection of an object, including but not limited to a building structure, other than a tree or other planting, that is located on personal property and projects at least 12 inches above the surface of Park Property. An aerial encroachment shall be considered a Tier 1 Minor Encroachment if it projects: (1) at least 12 inches over, into, or above the park property, (2) is located at least eight feet above grade level, and (3) projects no more than 4 feet over the park property and is fully supported by a building or other structure not located on park property. An aerial encroachment that projects more than 4 feet over the park property, shall be assessed as a Tier 2 or 3 encroachment.

III. Examples of Park Property Encroachments

Examples include, but are not limited to, the following:

- Unauthorized installing of structures, fixtures, or structural elements on Park Property (e.g., fences, tree-houses, swing sets, decks, pools, sheds, bird boxes, ornamental beds, irrigation, and retaining walls), or altering the Park Property's non-structural features (e.g., pits, ditches, grading, tunnels, and channels).
- Unauthorized clearing, planting, or disturbing of Park Property vegetation (e.g., mowing, harvesting, grooming, applying pesticides, landscaping, gardening, and pruning). Planting, cutting or removing trees and shrubs.
- Unauthorized disposing of, or otherwise discarding or dumping any material or objects on Park Property (e.g., grass clippings, brush, yard waste, trash, debris, and recycling materials).
- Unauthorized storing of personal property, equipment, or materials on Park Property (e.g., boats, recreational or other vehicles, firewood, supplies, storage units and tools).
-

IV. Encroachment Impact Considerations:

The Park Board by and through its Park Department seeks to assess and resolve encroachments on Park Property based on the following concerns, but not limited to the following:

- A) The negative impact on water quality, urban forest health, and recreational experiences, or detrimental impact on future park improvements.

- B) The restriction or limitation of public use and enjoyment of Parkland and other resources maintained by the Park and Recreation Department for the benefit of all residents.
- C) The potential safety hazard(s) posed to the public.
- D) Damage to the natural environment which undermine the Park Department and Park Board's role in protecting natural features.
- E) Destabilization of public lands and an increase in the risk of consequential damage to adjacent private lands.
- F) Results in and increase in taxpayer costs for the restoration of degraded public lands.
- G) The use of Park Property for commercial/private interest(s). It is the responsibility of a property owner to know the location of private property lines adjacent to Park Property, in particular when use of that private property causes physical change to ground or vegetation within the Park Property, or is a regulated or prohibited use of Park Property. Voluntary elimination of the encroaching party does not relieve property owner from prosecution of violations under Federal, State or local law.

Overhang of trees and shrubs from private property onto Park property will not be considered an encroachment unless the following impacts, or similar, are present: (1) restrict or limit public use and enjoyment, (2) pose a potential safety hazard, (3) damages the environment of Park Land and other resources, or (4) interferes with the park improvement project pursuant to the Dallas City Code.

V. Tier Levels of Encroachment

The Park Department shall develop landscape, improvement, and maintenance standards and guidelines to preserve the public character and natural resource value of park lands, assure availability to the public, and to the extent possible accommodate private concerns of adjoining property owners.

All encroachments into Park Property, shall be categorized into the following tiers.

Title: Encroachment Policy
No. 28: XX-XX-2022

Tier 1 - Minor Encroachments – Minor Encroachments are those that, by their size or construction method, are simple in nature, that may be removed from Park Property in a short period of time, with minimal efforts, and that have only a minor impact on Park Property; or removal of the encroachment may or may not utilize, occupy, or impact the Park Property to the exclusion of the general public and are not authorized by the Park Board or the City.

Tier 1 Minor Encroachments include but are not limited to those shown in the following table.

Tier 1 Minor Encroachments	
Awnings	Vegetation
Bay windows	Canopies
Planters	Irrigation lines
Stairs	Security Cameras
Compost Bins	Trash Receptacles
Landscaping	Decks
Art Installations	Planters
RV's	Boats

Tier 2 - Moderate Encroachments – Moderate Encroachments are those that are larger or more complex in nature than Tier 1 Minor Encroachments but are not as sustainable or complex as Tier 3 Major Encroachments. Tier 2 Moderate Encroachments may or may not utilize, occupy, or impact the Park Property to the exclusion of the general public and are not authorized by the Park Board or the City. Tier 2 Moderate Encroachments include but are not limited to those shown in the following table.

Tier 2 Moderate Encroachments	
Decks/Stairs	Balconies
Fences	Gates
Retaining Walls	Bridges
Storage Units	Substantial Landscaping

Title: Encroachment Policy
No. 28: XX-XX-2022

Tier 3 - Major Encroachments – Major Encroachments are those encroachments that, due to their size, complexity, or construction method, have a substantial impact on Park Property; and are of a type that utilize, occupy, or impact the Park Property to the exclusion of the general public and are not authorized by the Park Board or the City. Tier 3 Major Encroachments but are not limited to those shown in the following table.

Tier 3 Major Encroachments	
Parking Lots	Bridges
Commercial Improvements	Structures
Buildings	Roadways
Clearing for any purpose	Subsurface Drainage
A/C units, Building appurtenances	Surface Drainage
Gravel Pits	

VI. Park Department Encroachment Actions

Except where otherwise specifically authorized by the Park Department and/or Park Board, encroachments on Park Property shall be removed and Park Property restored to its original condition to the extent possible.

Upon review, report or discovery of an encroachment on Park Property, Park Department staff shall:

Title: Encroachment Policy

No. 28: XX-XX-2022

1. Determine if encroachment is on Park land.
 - a. Inspect the encroachment to confirm that the reported encroachment area is or appears to be within the boundaries of Park Property (i.e. land survey or aerial mapping). Document the nature and extent of the encroachment and evaluate to designate the Tier level.
 - b. Digitally photograph the encroachment.
2. Notwithstanding the Tier level, for all encroachments on Park Property, the Park Department shall be responsible to deliver the initial notification to property owner that they are encroaching on Park Property and request the Park Department's remedial action, if any, including whether immediate action/removal is required as follows:
 - a. An initial notification will be issued to the property owner of the encroachment by regular mail. The notification will include a request to the property owner for information regarding the encroachment. The property owner is requested to respond to the notice within 30 days of receipt. The notice shall seek voluntary elimination of encroachment(s). If remediation, including restoration, of the encroached area has been determined by Park Department to be necessary, the notice shall request the property owner to provide information to the Park Department to verify and plan for the adequacy of remediation required. The notice shall also inform the property owner of the timeframe that remediation shall be completed as soon as reasonably possible by the responsible party.
 - b. A second notification will be issued to the property owner of the encroachment, by certified mail, if (1) no response to the initial notice is received, and (2) the encroachment continues to remain within 30 days of the initial notice. The property owner is requested to respond to the second notice within 30 days of receipt.
3. Remediation of park land shall include, but is not limited to, the removal of the encroachment, repair of park land encroached, and ceasing of further encroachment activities on park land. A timeline to remediate the encroachment is listed by Tier Level:
 - a. Tier 1 Minor Encroachment: 90 days to remediate park land
 - b. Tier 2 Moderate Encroachment: 120 days to remediate park land

Park and Recreation Board Policy



Title: Encroachment Policy
No. 28: XX-XX-2022

~~c. Tier 3 Major Encroachment: 180 days to remediate park land~~

4. If the remediation has not occurred, the Director is informed, and further action, including referring the encroachment matter to the Park Board for direction, and/or to the City Attorney's Office for legal assistance shall be pursued.
5. Any formal agreements between the property owner and the City will be approved by the Park Board.

REFERENCES

City of Dallas Code
City Charter

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: May 19, 2022
COUNCIL DISTRICT: 10
STAFF: Christina Turner-Noteware P.E., (214) 671- 7966

SUBJECT

Authorize a Design-Build services contract to provide pre-design and pre-construction services, an early construction package, and architectural and engineering services for the design and construction completion of the partially completed Paul Dyer Administration Building located at 10031 East Northwest Highway to Phoenix 1 Restoration and Construction Ltd. - Not to exceed \$975,809.00 - Financing: Park and Recreation Facilities 2006 Bond Fund

BACKGROUND

This action will authorize a Design-Build services contract to provide architectural and engineering services for the design and construction completion of the partially completed Paul Dyer Administration Building located at 10031 East Northwest Highway.

This Design-Build services contract for the Paul Dyer Administration Building Construction Completion will assess the condition of the existing facilities as well as prioritize and provide design solutions and construction for the scope below:

Phase 1: Complete construction on the exterior envelope of the building; install exterior glass storefronts and curtain wall, exterior doors and hardware to complete the building envelope; and Alternate #1a – Phase 1 electrical scope to include installation of power service to the main building, install and energize all electrical panels, and furnish and install wire to connect all panels to main distribution panel.

ESTIMATED SCHEDULE OF PROJECT

Begin Design- Build	June 2022
Begin Construction	July 2022
Complete Construction	January 2023

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

There has been no prior action on this item.

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
Park and Recreation Facilities 2006 Bond Fund.	\$975,809.00	\$0	\$0

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Plan adopted on September 30, 2020, by Resolution No. 20-1430 as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE%	M/WBE \$
\$975,809.00	Construction	25.00%	33.96 %	\$331,421.00
<ul style="list-style-type: none"> This contract exceeds the M/WBE goal. 				

PROCUREMENT INFORMATION

On September 15, 2021, the City of Dallas advertised a solicitation for Design-Build Services for the Paul Dyer Administration Building Construction Completion located at 10031 East Northwest Highway. In response to the advertisement, the Office of Procurement Services received qualifications from two (2) firms on October 8, 2021, as follows:

- 3i Contracting LLC
- Phoenix I Restoration and Construction, Ltd.

A Request for Proposals (RFP) was issued to both firms and on November 30, 2021, two (2) proposals were received. On December 3, 2021, Phoenix I Restoration and Construction, Ltd. received the highest ranking, making them the most qualified proposer as the result of a qualifications-based selection process in accordance with City of Dallas Administrative Directive 4-05 for the Base Bid and Alternate No. 1a, in an amount not to exceed \$975,809.00.

Preconstruction Services	\$102,610.00
Phase 1 price	\$657,590.00
Alternate 1a price	\$215,690.00
Total Phase 1 Design Build Price	\$975,809.00

Authorize a Design-Build services contract to provide architectural and engineering services for the design and construction completion of the partially completed Paul Dyer Administration Building located at 10031 East Northwest Highway - Phoenix 1 Restoration and Construction Ltd. - Not to exceed \$975,809.00 - Financing: Park and Recreation Facilities 2006 Bond Fund.– page 3

COMMITTEE ACTION

The Planning and Design Committee will consider this item on May 19, 2022 and will present its recommendation to the full Park and Recreation Board on the same day.

This item will be scheduled for City Council approval on June 22, 2022.

STAFF RECOMMENDATION

Staff recommends approval.

OWNER

Phoenix I Restoration and Construction, Ltd.

Dale Sellers, President and CEO

MAP(S)

Attached



CITY OF DALLAS
Small Business Center – Business Inclusion and Development
Ethnic Workforce Composition Report (BID-FRM-627)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. *Please DO NOT use the “Enter” key.*)

Company name: Phoenix I Restoration and Construction LLC

Address: 14032 Distribution Way, Farmers Branch, TX 75234

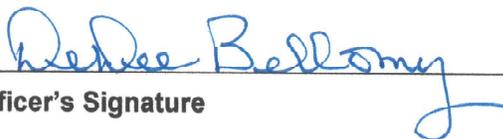
Bid #: Paul Dyer Administration Building – CIZ21-PKR-2014

Telephone Number: 214 - 902 - 0111 Ext.

Email Address: dbellomy@phoenix1.org

Please complete the following sections based on the ethnic composition of the (location) entity in the address line above.

Employee Classification	Total No. Employees		White		Black		Hispanic		Other	
	Male	Female	M	F	M	F	M	F	M	F
Administrative/ Managerial	2	2	2	2						
Professional	2		2							
Technical	1		1							
Office/Clerical		8		8						
Skilled	74		41		1		32			
Semiskilled	25	1	10	1			15			
Unskilled										
Seasonal										
Totals:	104	11	56	11	1		47			
# of employees living in Dallas:	34	4								
Total % of employees living in Dallas			33%							



Officer's Signature

DeDee Bellomy

Typed or Printed Name

Office Manager

Title

3/18/22

Date



CITY OF DALLAS
Small Business Center - Business Inclusion and Development
Contractor's Affidavit - Schedule of Work and Actual Payment (BID-FRM-213)

Project Name: Paul D. Dyer Administration Building

Bid/Contract #: CIZ21-PKR-2014

Instructions:

Column 1: List type of work to be performed by Prime and 1st tier subcontractors.

Column 2: City of Dallas Vendor Number for Prime and Subcontractors/Suppliers (if none, register online: www.bids.dallascityhall.org). ALL Prime and Subcontractors/Suppliers must be registered with the City of Dallas.

Column 3: List name of firm; M/WBE Certification Number (if applicable).

Column 4: List firm(s); contact name; address; telephone number.

Column 5: List ethnicity of firm(s) owner as B=Hispanic; I=Asian Indian; N=Native American; P=Asian Pacific; W=Woman; NON=other than M/WBE.

Column 6: Indicate firm's location as L=local (within Dallas county limits); N=Non-local (Outside Dallas county limits).

Column 7: Indicate dollar amount of value of work for the Prime contractor, subcontractors, and suppliers.

Column 8: Indicate percentage of total contract amount.

Column 9: Indicate total payments to date.

Column 10: Indicate payments during current pay period.

Type of Work	City of Dallas Vendor Number	Name of Firm & M/WBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
General Construction	VC0000003594	Phoenix I Restoration and Construction, LLC	Dale Sellers, 14032 Distribution Way, Farmers Branch, TX 75234, 214.902.0111			\$ 644,388.00	66.04%		
Notes:									
Structural Engineering		JQ Engineering IMMB10992N0123	Steve Lucy, 100 Glass St, Dallas, TX 75207, 214.623.5844	I		\$ 25,000.00	2.56%		
Notes:									
Electric		Integrus Electric WFSB70861N1021	Tammy Fudge, 11421 Chairman Dr, Dallas, TX 75234, 972.364.7916	W		\$ 169,771.00	17.40%		
Notes:									
Roofing		Texas Roof Management WFWB64069N0822	Mike Cieri, 728 Lingco Drive, Richardson, TX, 75081, 972.272.7663	W		\$ 136,650.00	14.00%		
							0.00%		
							0.00%		

Type of Work	City of Dallas Vendor Number	Name of Firm & MWBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Notes:							0.00%		
Total Bid Amount:							\$ 975,809.00	100.00%	\$ -

[Note: Totals and Percentages will automatically calculate.]

The undersigned intends to enter into a formal agreement with the subcontractors listed, conditioned upon being awarded the City of Dallas contract. If any changes are made to this list, the Prime contractor must submit to the City for approval a revised schedule with documented explanations for the changes and the Change of MWBE Subcontractor Form. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City contracts.

Officer's Signature:  Title: President/CEO

Printed Name: Dale C. Sellers Date: March 18, 2022

Company Name: Phoenix I Restoration and Construction, LLC



CITY OF DALLAS
Small Business Center – Business Inclusion and Development
Subcontractor Intent Form (BID-FRM-214)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

TO: City of Dallas DATE: 3-18-2022
 Small Business Center - Business Inclusion and Development

Project Name: Paul D. Dyer Administration Building Bid # CIZ21-PKR-2014

Integrus Electric will provide the following
 M/WBE Subcontractor on the project

good(s)/service(s): Electricity

to Phoenix I Restoration and Construction, LLC
 Prime Contractor on the project

MWBE subcontractor is currently certified by the following agency: NCTRCA

M/WBE Certification Number: # WFSB70861N1021

Certification must be kept current / valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.

For the purpose of M/WBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime	<u>\$ 975,809.00</u>		<u> </u> NCTRCA
MWBE/DBE Sub Participation Amount	<u>\$ 169,771.00</u>	<u> </u> %	<u> </u> DFWMSDC
			<u> </u> WBCSW

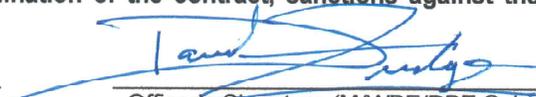
The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, the prime contractor must submit a Change of M/WBE subcontractor/supplier form to the Business Inclusion and Development division for approval prior to any changes in the team make-up. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.


 Officer's Signature (Prime Contractor)

Dale C. Sellers
 Printed Name (Prime Contractor)

President / CEO
 Title (Prime Contractor)

3-18-2022
 Date


 Officer's Signature (M/WBE/DBE Subcontractor)

David Fudge
 Printed Name (M/WBE/DBE Subcontractor)

General Manager
 Title (M/WBE/DBE Subcontractor)

3-18-2022
 Date

Please select or list all Chambers or Advocacy groups you are a member of:

- | | | | |
|---|---|---|---|
| Greater Dallas Asian American Chamber of Commerce | <input type="checkbox"/> Prime <input type="checkbox"/> Sub | Asian Contractors Association | <input type="checkbox"/> Prime <input type="checkbox"/> Sub |
| Greater Dallas Black Chamber of Commerce | <input type="checkbox"/> <input type="checkbox"/> | Regional Black Contractors Association | <input type="checkbox"/> <input type="checkbox"/> |
| Greater Dallas Hispanic Chamber of Commerce | <input type="checkbox"/> <input type="checkbox"/> | Regional Hispanic Contractors Association | <input type="checkbox"/> <input type="checkbox"/> |
| U.S. Pan Asian American Chamber of Commerce | <input type="checkbox"/> <input type="checkbox"/> | | |

Other _____



CITY OF DALLAS
Small Business Center – Business Inclusion and Development
Subcontractor Intent Form (BID-FRM-214)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

TO: City of Dallas DATE: 3-18-2022

Small Business Center - Business Inclusion and Development

Project Name: Paul D. Dyer Administration Building Bid # CIZ21-PKR-2014

JQ Infrastructure, LLC will provide the following
M/WBE Subcontractor on the project

good(s)/service(s): Structural Engineering

to Phoenix I Restoration and Construction, LLC
Prime Contractor on the project

MWBE subcontractor is currently certified by the following agency: NCTRCA

M/WBE Certification Number: # IMMB10992N0123

Certification must be kept current / valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.

For the purpose of M/WBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime	<u>\$ 975,809.00</u>		<u> </u> NCTRCA
MWBE/DBE Sub Participation Amount	<u>\$ 25,000.00</u>	<u> </u> %	<u> </u> DFWMSDC
			<u> </u> WBCSW

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, the prime contractor must submit a Change of M/WBE subcontractor/supplier form to the Business Inclusion and Development division for approval prior to any changes in the team make-up. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.

Officer's Signature (Prime Contractor)

Dale C. Sellers
Printed Name (Prime Contractor)

President / CEO
Title (Prime Contractor)

3-18-2022
Date

Officer's Signature (M/WBE/DBE Subcontractor)

Stephen H. Lucy
Printed Name (M/WBE/DBE Subcontractor)

Vice President
Title (M/WBE/DBE Subcontractor)

3-18-2022
Date

Please select or list all Chambers or Advocacy groups you are a member of:

- | | | | |
|---|---|---|---|
| Greater Dallas Asian American Chamber of Commerce | <input type="checkbox"/> Prime <input type="checkbox"/> Sub | Asian Contractors Association | <input type="checkbox"/> Prime <input type="checkbox"/> Sub |
| Greater Dallas Black Chamber of Commerce | <input type="checkbox"/> Prime <input type="checkbox"/> Sub | Regional Black Contractors Association | <input type="checkbox"/> Prime <input type="checkbox"/> Sub |
| Greater Dallas Hispanic Chamber of Commerce | <input type="checkbox"/> Prime <input type="checkbox"/> Sub | Regional Hispanic Contractors Association | <input type="checkbox"/> Prime <input type="checkbox"/> Sub |
| U.S. Pan Asian American Chamber of Commerce | <input type="checkbox"/> Prime <input type="checkbox"/> Sub | | |

Other _____



CITY OF DALLAS
Small Business Center – Business Inclusion and Development
Subcontractor Intent Form (BID-FRM-214)

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

TO: City of Dallas DATE: 3-18-2022
 Small Business Center - Business Inclusion and Development

Project Name: Paul D. Dyer Administration Building Bid # CIZ21-PKR-2014
Texas Room Management / TRM will provide the following
 MWBE Subcontractor on the project

good(s)/service(s): Roofing

to Phoenix I Restoration and Construction, LLC
 Prime Contractor on the project

MWBE subcontractor is currently certified by the following agency: NCTRCA

M/WBE Certification Number: # WFWB64069N0822
Certification must be kept current / valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.

For the purpose of MWBE subcontracting participation, the City of Dallas does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime \$ 975,809.00 NCTRCA
 MWBE/DBE Sub Participation Amount \$ 136,650.00 14 % DFWMSDC
 WBCSW

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the City of Dallas contract. The undersigned understands that, for the purpose of M/WBE subcontracting participation, any amounts paid to the prime from the sub contractor should not be included in the above listed participation amount. Finally, the prime contractor must submit a Change of M/WBE subcontractor/supplier form to the Business Inclusion and Development division for approval prior to any changes in the team make-up. Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.

Debbie Bellomy for Dale Sellers
 Officer's Signature (Prime Contractor)
Dale C. Sellers Office Mng.
 Printed Name (Prime Contractor)
President / CEO
 Title (Prime Contractor)

Mike Cieri
 Officer's Signature (M/WBE/DBE Subcontractor)
Mike Cieri
 Printed Name (M/WBE/DBE Subcontractor)
Chief Financial Officer
 Title (M/WBE/DBE Subcontractor)

3-18-2022
 Date

3-18-2022
 Date

Please select or list all Chambers or Advocacy groups you are a member of:

Greater Dallas Asian American Chamber of Commerce	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	Asian Contractors Association	<input type="checkbox"/> Prime <input type="checkbox"/> Sub
Greater Dallas Black Chamber of Commerce	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	Regional Black Contractors Association	<input type="checkbox"/> Prime <input type="checkbox"/> Sub
Greater Dallas Hispanic Chamber of Commerce	<input type="checkbox"/> Prime <input type="checkbox"/> Sub	Regional Hispanic Contractors Association	<input type="checkbox"/> Prime <input type="checkbox"/> Sub
U.S. Pan Asian American Chamber of Commerce	<input type="checkbox"/> Prime <input type="checkbox"/> Sub		

Other _____



CITY OF DALLAS
Office of Economic Development – Business and Workforce Inclusion
Project Information Sheet (BWI-FRM-211)

Date: 3/25/22

Proposed Agenda Date: 4/21/22

Construction

Amount: 975,809

Architecture and Engineering

Amount:

Supplemental Agreement #

Overall Amount:

Change Order #

Overall Amount:

Professional Services

Amount:

Supplemental Agreement #

Overall Amount:

Department: PKR

Project Name: Paul D Dyer Building Design Build - Phase 1

Contract Number: PKR-2022-00019020

Project Description/Scope of Work: Phase 1: Complete construction on the exterior envelope of the building. Installation of exterior glass storefronts and curtain wall, exterior doors and hardware, installation of new roof. (Alternate #1a) – Phase 1 of the electrical to include installat

Subcontracting Opportunities: yes

Project Manager: Mahbuba Khan

Phone: 214 670 4241

Email: mahbuba.khan@dallascityhall.com

Recommended Vendor: Phoenix 1 Restoration and Construction Ltd

Intent to Award On: 4/21/22

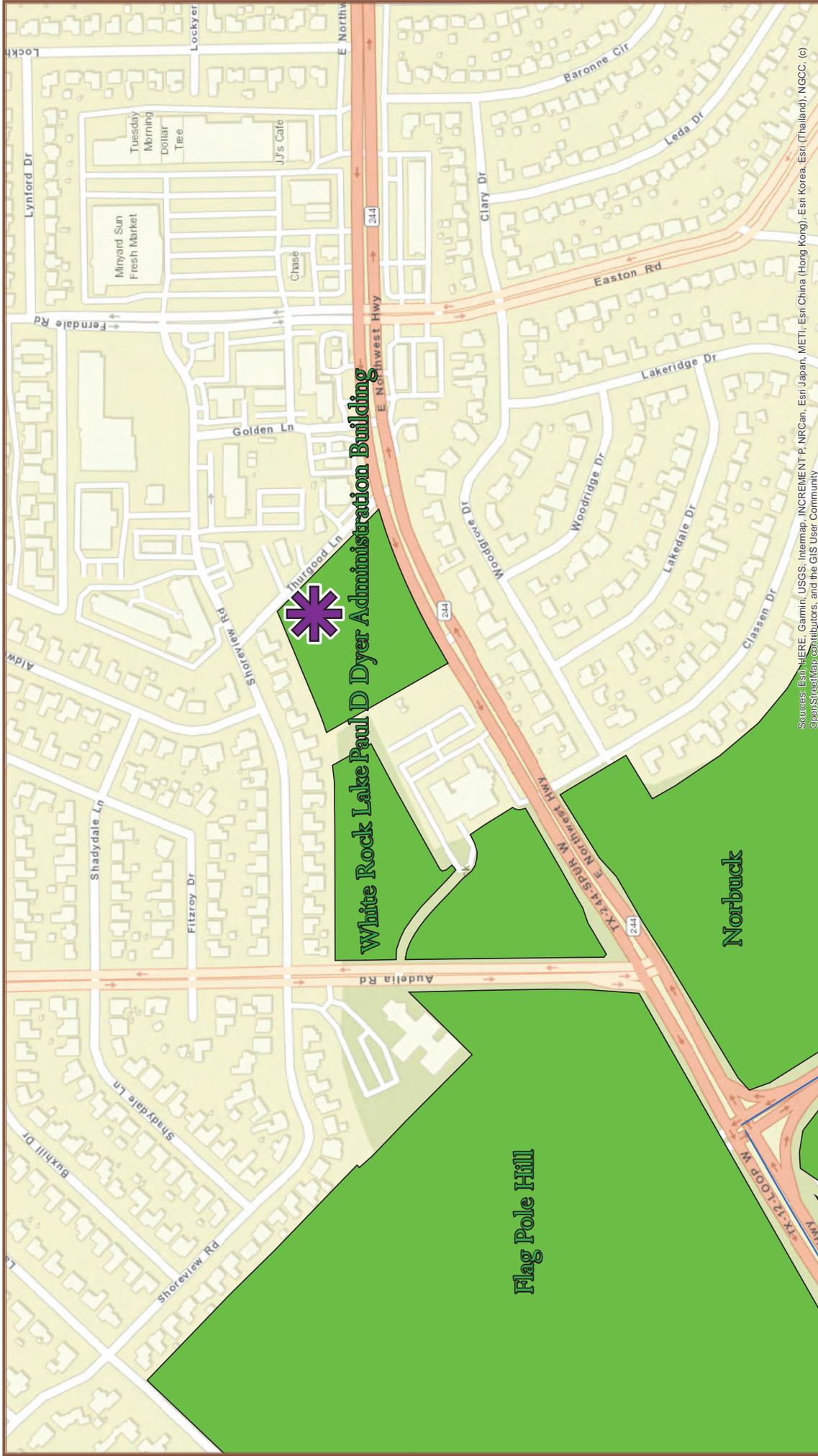
Contact Person: Kyle Moncrief

Phone: (214) 415-1202

Email: Kyle Moncrief <kmoncrief@phoenix1.org>

Does this project have federal funds? No

If applicable what is the DBE goal? 33%



White Rock Lake Paul D Dyer Administration Building



Paul D Dyer Administration Building
(10031 East Northwest Highway)



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: June 02, 2022
COUNCIL DISTRICT(S): 10
STAFF: Trent Williams (214) 670-1807
EXECUTIVE: Chris Turner-Noteware, P.E. (214) 671-7966

SUBJECT

Authorize Change Order No. 15 to the construction services contract with J.C. Commercial Inc. for additional work at the Willie B. Johnson Recreation Center in Hamilton Park, located at 12225 Willowdell Drive - Not to exceed \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33 - Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund)

BACKGROUND

This action will authorize Change Order No. 15 to the construction services contract with J.C. Commercial, Inc. The original scope of work was for the addition of a new senior activity center, new technology center, a new gymnasium, and the expansion of the existing parking lot.

The project scope addressed with this change order is necessary to: a) comply with building code upgrades to the original Recreation Center facility, b) address the revised work scope caused by the franchise electric utility company's (Oncor) decision to provide power to the site via underground power delivery in lieu of the planned aerial delivery, causing revisions to planned site features of the project due to a required power easement provision for the utility franchise company, c) address work scope to address 2021 Winter Storm Uri damages to existing interior space(s) and finishes to as well as to address damaged domestic water supply lines in the original recreation center building, and d) address additional unforeseen work items.

Change Order No. 15 results in an increase of \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33.

ESTIMATED SCHEDULE OF PROJECT

Began Construction April 2020
Complete Construction September 2022

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 12, 2019, the Park and Recreation Board authorized a contract with J.C. Commercial, Inc. for the construction of the addition of a senior activity center, technology center, and gymnasium and expansion of the parking lot at Willie B. Johnson Recreation Center located at 12225 Willowdell Drive.

On January 8, 2020 City Council authorized a contract with J.C. Commercial Inc. in an amount not to exceed \$7,199,777.00 by Resolution No. 20-0133.

On June 11, 2020, Administrative Action No. 20-0692 authorized Change Order No. 1 in an amount not to exceed \$41,786.39, from \$7,199,777.00 to \$7,241,563.39.

On August 5, 2020, Administrative Action No. 20-0948 authorized Change Order No. 2 in an amount not to exceed \$24,542.15, from \$7,241,563.39 to \$7,266,105.54.

On November 17, 2020, Administrative Action No. 20-1634 authorized Change Order No. 3 in an amount not to exceed \$24,174.15, from \$7,266,105.54 to \$7,290,279.69.

On December 15, 2020, Administrative Action No. 20-1655 authorized Change Order No. 4 in an amount not to exceed \$39,383.91, from \$7,290,279.69 to \$7,329,663.60.

On January 14, 2021, the Park and Recreation Board authorized Change Order No. 5 in an amount not to exceed \$81,651.92.

On January 27, 2021, City Council authorized Change Order No. 5 in an amount not to exceed \$81,651.92, from \$7,329,663.60 to \$7,411,315.52.

On March 17, 2021, Administrative Action No. 21-0182 authorized Change Order No. 6 in an amount not to exceed \$39,758.59, from \$7,411,315.52 to \$7,451,074.11.

On April 27, 2021, Administrative Action No. 21-0658 authorized Change Order No. 7 in an amount not to exceed \$48,014.80, from \$7,451,074.11 to \$7,499,088.91.

On June 3, 2021, the Park and Recreation Board authorized Change Order No. 8 in an amount not to exceed \$124,458.22.

On June 23, 2021, City Council authorized Change Order No. 8 in an amount not to exceed \$124,458.22 increasing the contract amount from \$7,499,088.91 to \$7,623,547.13.

On August 19, 2021, the Park and Recreation Board authorized Change Order No. 9 in an amount not to exceed (\$48,986.27).

Authorize Change Order No. 15 to the construction services contract with J.C. Commercial Inc. for additional work at the Willie B. Johnson Recreation Center in Hamilton Park, located at 12225 Willowdell Drive - Not to exceed \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33 - Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund - Page 3

On September 09, 2021, City Council authorized Change Order No. 9 in an amount not to exceed (\$48,986.27), decreasing the contract amount from \$7,623,547.13 to \$7,574,560.86.

On September 24, 2021, Administrative Action No. 21-1321 authorized Change Order No. 10 in an amount not to exceed \$49,890.21, increasing the contract amount from \$7,574,560.86 to \$7,624,451.07.

On November 22, 2021, Administrative Action No. 21-1728 authorized Change Order No. 11 in an amount not to exceed \$97,347.42, increasing the contract amount from \$7,624,451.07 to \$7,721,798.49

On January 21, 2022, Administrative Action No. 22-0078 authorized Change Order No. 12 in an amount not to exceed \$91,498.73, increasing the contract amount from \$7,721,798.49 to \$7,813,297.22.

On January 31, 2022, Administrative Action No. 22-0080 authorized Change Order No. 13 in an amount not to exceed \$99,000.12, increasing the contract amount from \$7,813,297.22 to \$7,912,297.34.

On February 04, 2022, Administrative Action No. 22-0096 authorized Change Order No. 14 in an amount not to exceed \$97,792.45, increasing the contract amount from \$7,912,297.34 to \$8,010,089.79.

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund)	\$560,431.54	\$0.00	\$0.00

Construction Contract	\$7,199,777.00
Change Order No. 1	\$ 41,786.39
Change Order No. 2	\$ 24,542.15
Change Order No. 3	\$ 24,174.15
Change Order No. 4	\$ 39,383.91
Change Order No. 5	\$ 81,651.92
Change Order No. 6	\$ 39,758.59
Change Order No. 7	\$ 48,014.80
Change Order No. 8	\$ 124,458.22
Change Order No. 9	\$ <48,986.27>

Authorize Change Order No. 15 to the construction services contract with J.C. Commercial Inc. for additional work at the Willie B. Johnson Recreation Center in Hamilton Park, located at 12225 Willowdell Drive - Not to exceed \$560,431.54, increasing the contract amount from \$8,010,089.79 to \$8,570,521.33 - Financing: Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Fund - Page 4

Change Order No. 10	\$ 49,890.21
Change Order No. 11	\$ 97,347.42
Change Order No. 12	\$ 91,498.73
Change Order No. 13	\$ 99,000.12
Change Order No. 14	\$ 97,792.45

<u>Change Order No. 15 (this action)</u>	<u>\$ 560,431.54</u>
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Total project amount	\$8,570,521.33
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M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$560,431.54	Construction	32.00%	62.33%	\$35,170.68
<ul style="list-style-type: none"> • This contract does not meet the M/WBE goal but complies with good faith efforts. • Change Order No. 15 - 27.25% overall M/WBE participation 				

COMMITTEE ACTION

The Planning and Design Committee will consider this item on May 19, 2022 and will present a recommendation to the Park and Recreation Board on the same day.

This item will be scheduled for City Council approval on May 25, 2022.

STAFF RECOMMENDATION

Staff recommends approval.

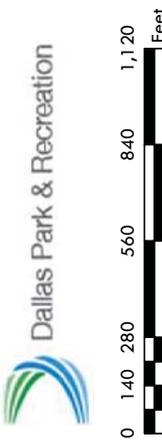
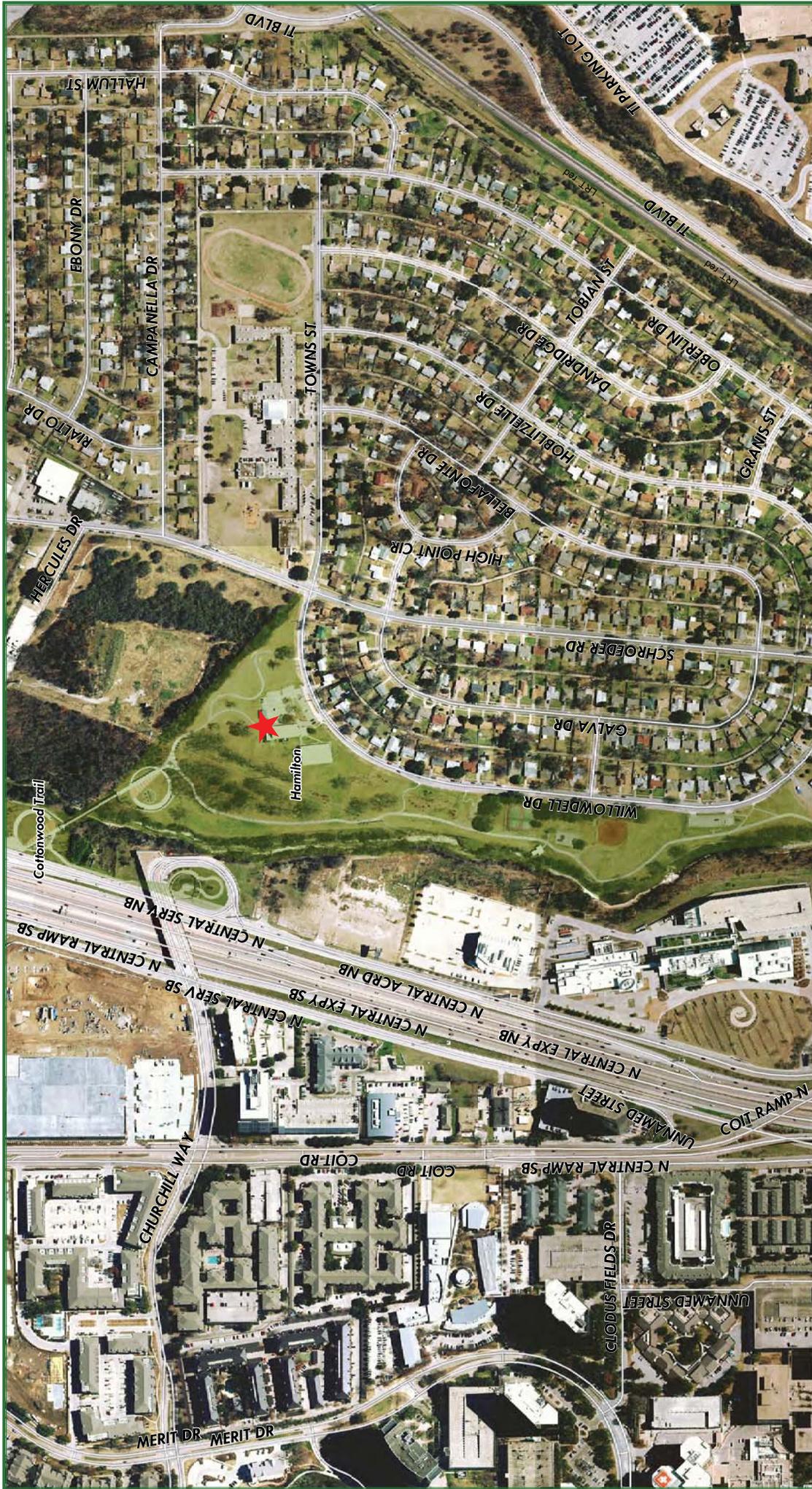
OWNER

J.C. Commercial, Inc.

Larry Wagnor, President

MAP

Attached



Willie B. Johnson Recreation Center
12225 Willowdell Drive



**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: May 19, 2022

COUNCIL DISTRICT: All

STAFF: Ryan O'Connor, (214) 670-4124

SUBJECT

Authorize the adoption of Park Board Policy No. 27 that establishes approval authority and award requirements for the partnership match policy – Financing – No cost to the City (**committee considered this item on May 5, 2022**)

BACKGROUND

The Park and Recreation Department provides parks and facilities that are attractive, and user-friendly. A match funding program has been created through approved bond monies to create funding opportunities for local interest groups desiring to make improvements.

The 2017 Bond Program included \$2.3 million in partnership match funding for projects throughout the City primarily focusing on park and facility improvements. There are several community groups that are currently seeking access to the remaining funds (\$613,000.00). In order to ensure fair and consistent practices, this policy identifies the requirements and approval authority for the matching funds policy.

This policy is intended by the Dallas Park and Recreation Board to be a catalyst for Dallas Park System and would grant staff authority to solicit partnership opportunities. The Dallas Park & Recreation Board authorizes a \$150,000 set-aside for projects located in low-income zip codes (15% or more of families in poverty). In addition, funding requests must be a minimum of \$5,000.00 and provide a 50% match requirement.

Recognizing that certain developments may never occur without some level of Public Private Partnership; a match funding program has been created to meet the “But For” gap in development possibilities. Additionally, the desire to complete smaller projects in an expeditious manner led the Board to create a tiered (less than \$50,000 /greater than \$50,000) approval process.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Park and Recreation Board deferred this item on April 21, 2022.

COMMITTEE ACTION

The Administration and Finance committee discussed this item on April 7, 2022 and was discussed by the Park and Recreation Board on May 5, 2022.

The Park and Recreation Board will consider this item on May 19, 2022.

STAFF RECOMMENDATION

Staff recommends approval

ATTACHMENT

Draft Policy

Park and Recreation Board Policy



City of Dallas

Title: Partnership Match Policy DRAFT
No. 27: XX-XX-2022

A. Preamble

The Park and Recreation Board (Board) approves and sets policies regarding the City of Dallas Parks, Recreation Centers, and components of the Dallas Park system, operations, maintenance, rules, and guidelines.

B. Policy Overview

To leverage resources through strategic partnerships with interested parties by offering a match funding program funded by capital improvement programs. **This match funding program applies to remaining unencumbered 2017 Bond Funds only.** This program seeks to encourage investment in parks by community and neighborhood groups to improve the park system for all citizens. This policy would grant authority to staff to approve projects under an investment threshold on a first come first serve basis. Recognizing that certain park improvements may never occur without some level of public private partnership, a match funding program has been created. Additionally, the desire to complete smaller projects in an expeditious manner led the Board to create a tiered (less than \$50,000 / equal to or greater than \$50,000) approval process.

C. General Partnership Match Procedures

- **The Dallas Park & Recreation Board authorizes a \$150,000 set-aside for projects located in low-income zip codes (15% or more of families in poverty)**
 - o **Applicants in these zip codes have six months to apply for funds before becoming accessible by applicants from ALL zip codes**
- The Dallas Park & Recreation Board authorizes staff to approve match funding applications up to \$49,999 in public funding. Allocations will be based on a “first come first serve” distribution methodology.
 - o Applicants shall have six months from date of policy approval to raise the private funds required to access the public funds
- All match funding applications seeking \$50,000 or greater in public funding shall be presented to the Dallas Park and Recreation Board for individual consideration on a case-by-case basis
 - o Applicants shall have six months from date of policy approval to raise the private funds required to access the public funds
- Minimum match fund award is \$5,000 in public funding
- Minimum 50% private funding match requirement
- Public notification about the existence of the program will be posted to dallasparcs.org along with a link to the application and the amount of available funding remaining

Park and Recreation Board Policy



City of Dallas

Title: Partnership Match Policy DRAFT
No. 27: XX-XX-2022

- Projects seeking public funding should be consistent with capital improvements typically funded by bond programs. Items such as park amenities (picnic tables, benches, fitness equipment, etc.), loop trails, playground equipment, shade structures, and other similar park improvements are preferred.

DRAFT

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET**

AGENDA DATE: May 19, 2022

COUNCIL DISTRICT(S): All

STAFF: Anthony Becker, (214) 670-4078

SUBJECT

Authorize proposed language to the Park Board Rules of Procedure Section 7.2 (f) (1) and 7.2 (f) (2), and 7.2(m) Agenda Items by Members of the Park Board (5-person memo) – Financing: No Cost consideration to the City (**committee considered May 5, 2022**)

BACKGROUND

This action will further clarify the specific placement of the 5-person memo on the Park Board Agenda. Currently, the rules do not specify whether the item on the memo be placed on the Board Agenda should be a voting item or a discussion item. The proposed language clarifies that a 5-person memo request to rename a park or park asset, once the submission requirements are met, should be placed on the agenda as a discussion item first, before voting.

The Park and Recreation Board Rules of Procedure Section 7.2 Agenda Items by Members of the Park Board describe the process by which a Park Board member may place an item on the Park Board Agenda. Section 7.2 was added in March of 2018 by vote of the Park Board.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

No previous action on this item.

FISCAL INFORMATION

No Cost consideration to the City.

COMMITTEE ACTION

The Administration and Finance Committee considered this item on May 5, 2022 and approved the additional amended language

This item will be considered by the full Park Board on May 19, 2022.

ATTACHMENT

Park Board Rules of Procedure with proposed language (section 7.2(f) (1), (f) (2), (m))

PARK AND RECREATION BOARD

RULES OF PROCEDURE

CITY OF DALLAS TEXAS

SECTION 1

AUTHORITY

There is hereby created a Park and Recreation Department (Park Department) of the City of Dallas which shall be administered by the Park and Recreation Director (Director) under the supervision of the Park and Recreation Board (Park Board). The Park Board shall have jurisdiction over the control, management and maintenance of the public parks of the city. (City Charter, Chapter XVII, Secs. 1 and 4).

SECTION 2

MEETINGS

2.1 Regular Meetings. The Park Board shall meet in two legislative meetings per month or as the responsibilities of the Board necessitate. Meetings are usually held in 6ES City Hall. Attendance is required at legislative meetings. Board members should be prepared to commit at least 40 hours per month on Board related matters.

2.2 Special Meetings. The Board will meet in special meetings as required.

2.3 Public Notice. The agenda for all regular meetings, special meetings, work sessions, committees and tours shall be provided by the Park Board Secretary to the City Secretary for posting on the City's official bulletin board in accordance with the Texas Open Meetings Act. (Texas Government Code, Chapter 551)

2.4 Quorum. A quorum exists when there are physically present a simple majority of the number of members officially appointed to the board, regardless of the total number of members actually provided for the board, except that no board composed of 15 or more members may have a quorum of fewer than six members. (Dallas City Code, Sec. 8-4)

2.5 Compelling Attendance. A less number than a quorum may adjourn from time to time and compel the attendance of absent members.

2.6 Park Department Director Participation. The Director or the Director's designee shall attend all meetings of the Park Board unless excused. The Director or the Director's designee may make recommendations to the Board and shall have the right to take part in all discussions, but shall not be a voting member of the Park Board.

2.7 City Attorney Participation. The City Attorney or designee may attend meetings of the Park Board when deemed necessary by the Park Board or Park Department Director.

2.8 Park Board Secretary Participation. The Park Board Secretary or designated assistant shall attend all meetings of the Park Board and shall keep accurate records including audio tapes of all actions taken by the Park Board. Tapes shall be retained in accordance with the City's records retention schedule.

2.9 Executive Sessions. The Park Board may meet in executive session when it is deemed necessary by the Director or the Director's designee, the President or three members of the Park Board and when it is in compliance with the Texas Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration nor shall any Park Board member enter into a commitment with another respecting a vote to be taken subsequently in a public

meeting of the Park Board. The Park Board shall follow the letter and the spirit of the Texas Open Meetings Act.

2.10 Punctuality and Breaks. Park Board members shall arrive at Park Board and committee meetings at or before the scheduled time for the meeting to begin. The President shall call for periodic breaks during the meeting.

SECTION 3

CODE OF CONDUCT

3.1 Park Board Members.

a) During Park Board meetings, Park Board members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Park Board.

b) A Park Board member desiring to speak shall address the President and, upon recognition by the presiding officer, shall confine discussion to the question under debate, avoid discussion of personalities and indecorous language and refrain from personal attack and verbal abuse. No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak on the subject has spoken, and no member shall be allowed to speak more than twice upon any one subject, nor for a longer time than five minutes, without a two-thirds affirmative vote of the Board. (City Code, Sec. 8-16). Responses by the staff or citizens to a Park Board member's questions will not be included in the Park Board member's speaking time. The Chair shall take care that responses are brief and to the point.

c) A Park Board member desiring to question the administrative staff shall address questions to the Park Department Director who shall be entitled either to answer the inquiries or to designate some member of the staff for that purpose. Park Board members shall not berate nor admonish staff members.

d) A Park Board member, once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Park Board member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or make additional remarks so as to comply with rules of the Park Board.

e) Park Board members shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Park Board.

f) When there is more than one speaker on the same subject, Park Board members will delay their comments until after all speakers on the subject have been heard.

3.2 Administrative Staff.

a) Members of the administrative staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the Park Board.

b) Although the presiding officer has the authority to preserve decorum in meetings, the Park Department Director also is responsible for the orderly conduct and decorum of all City employees under the Park Department Director's direction and control.

c) The Park Department Director shall take such disciplinary action as may be necessary to insure that decorum is preserved at all times by City employees in Park Board meetings.

d) All persons addressing the Park Board, including the Park Department Director, other staff members or members of the public shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.

e) All remarks and questions addressed to the Park Board shall be addressed to the Park Board as a whole and not to any individual member.

f) No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.

3.3 Citizens and Other Visitors.

a) Citizens and other visitors are welcome to attend all public meetings of the Park Board and will be admitted to the room in which the Park Board is meeting up to the fire safety capacity of the room.

b) Everyone attending the meeting will refrain from private conversations while the Park Board is in session.

c) Citizens and other visitors attending Park Board meetings shall observe the same rules of propriety, decorum and good conduct applicable to members of the Park Board. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the Park Board or while attending the Park Board meeting shall be removed from the room if the Director is so directed by the presiding officer, and the person shall be barred from further audience before the Park Board during that session of the Park Board. If the presiding officer fails to act, any member of the Park Board may move to require enforcement of the rules, and the affirmative vote of a majority of the Park Board shall require the presiding officer to act.

d) No placards, banners or signs will be permitted in the Park Board meeting room. Exhibits, displays and visual aids used in connection with presentations to the Park Board, however, are permitted.

3.4 Enforcement. The Park Department Director or the Director's designee shall act as sergeant-at-arms for the Park Board, and shall furnish whatever assistance is needed to enforce the rules of the Park Board.

SECTION 4

DUTIES AND PRIVILEGES OF MEMBERS

4.1 Seating Arrangement. Park Board members shall occupy the seats in the Park Board meeting room(s) assigned to them by the President, but any two or more members may exchange seats.

4.2 Right of Floor. A Park Board member who desires to speak must be recognized by the presiding officer.

4.3 Conflict of Interest. A member prevented from voting by conflict of interest shall leave the Park Board room during the debate, shall not vote on the matter, and shall otherwise comply with the state law and city ordinances concerning conflict of interests.

4.4 Attendance. Park Board members are expected to attend each meeting and stay in attendance during each meeting.

4.5 Excusal During Meeting. No member should leave the Park Board meeting while in session without advising the presiding officer. A member who leaves a Board meeting after the Board has been duly called to order and absents him/herself from the remainder of the meeting without first obtaining the consent of the Chair shall be charged with an unexcused absence for that meeting. The consent of the chair may be given only in the case of an emergency condition beyond the control of the member and which requires that member to leave the meeting. (Sec. 8-21, Dallas City Code)

4.6 Tardiness. A member who arrives at a meeting before adjournment shall, upon arriving, vote on all questions put to a vote during his absence. A member counted present who does not vote and is not prevented from voting by conflict of interest shall be recorded as having voted in the affirmative. (Sec. 8-17, Dallas City Code)

4.7 Absence Because of Official City Business. If a Park Board member is absent from a Park Board meeting because he or she is on official city business, as an officially designated city representative, the member may request that the Park Board Secretary record in the minutes for that meeting that the member was absent because of official city business. However, the member will be counted absent and can only be excused by the Board and City Council.

4.8 Policies. Park Board members must follow the Approved Travel Policy.

4.9 Dallas City Code. Certain provisions of prior Rules of Procedure have been codified in Chapter 8 of the Dallas City Code, as amended. Such provisions include provisions related to Duties and Privileges of Members which are addressed in Article IV of Chapter 8. The provisions of Chapter 8 of the Dallas City Code, as amended are incorporated into these Rules of Procedure. All references to the Chair and Vice Chair in such Chapter shall refer to the President and Vice President of the Park Board. For these rules all references to the Chair shall mean the President and President shall also mean Chair, and all references to the Vice Chair shall mean the Vice President and Vice President shall also mean Vice Chair. A copy of Chapter 8 of the Dallas City Code, as in effect on the date of adoption of these rules is attached hereto but Chapter 8, as amended from time to time shall govern.

SECTION 5

OFFICERS

The Mayor shall appoint the President and the full city council will appoint the vice President. There shall be only one vice President. (City Ordinance No. 22259).

SECTION 6

PRESIDENT AND DUTIES

6.1 Chair. The President, if present, shall preside as chair at all meetings of the Park Board. In the absence of the President, the Vice President shall preside. In the absence of the President and the Vice President, at the beginning of a meeting, allowing 15 minutes, the Board shall elect a temporary Chair.

6.2 Preservation of Order. The chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules and confine members in debate to the question under discussion.

6.3 Questions to be Stated. The chair shall state all questions submitted for a vote and announce the result. A roll call vote shall be taken when requested by a member in accordance with the appropriate provision of the Dallas City Code, as amended.

SECTION 7

ORDER OF BUSINESS

7.1 Agenda.

a) Preparation and Distribution. The order of business of each meeting shall be contained in the agenda prepared as follows:

(1) The agenda shall be a listing by topic of subjects to be considered by the Park Board, and shall be provided to members of the Park Board in advance of each meeting;

(2) The President shall determine the contents of the agenda relating to policy items. The President shall transmit these items to the Park Department Director in time for distribution to the Park Board at the same time operational items are distributed.

(3) The Park Department Director, or the Director's designee, shall present the operational agenda to the Park Board.

b) Work Sessions. On the second Thursday of each month or as set forth in the meeting schedule adopted by the Park Board, unless otherwise scheduled, the Park Board will meet in committees, work sessions and occasionally special meetings. Park Board members are encouraged to attend these meetings although attendance is not mandatory. i.e. absences at work sessions will not be counted against Park Board members' attendance record.

7.2 Agenda Items by Members of the Park Board.

- a) The President shall include on an agenda any item requested by:
 - (1) five Park Board members if the item is presented on an approved five-signature memorandum form, which includes, for a voting agenda, a draft resolution or policy; or
 - (2) a majority of a Park Board committee to be brought before the Park Board.
- b) The five-signature memorandum form must include:
 - (1) an accurate description of the voting item or briefing request;
 - (2) the background information for the agenda posting; and
 - (3) the printed names and district numbers of the five Park Board members signing (which may be an electronic signature) the five-signature memorandum form.
- c) The five-signature memorandum form must identify the lead Park Board member who must work with the City Attorney's Office on the substance and wording of the subject matter, and any resolution or policy before the five-signature memorandum form is signed.
- d) For a voting item, the lead Park Board member must attach the draft resolution or policy to the five-signature memorandum form and all five Park Board members signing the five-signature memorandum form must also date, initial, and print their district numbers on the draft resolution or ordinance.
- e) The completed five-signature memorandum form with any necessary attachments must be date-stamped by the Park Board secretary and the date-stamped five-signature memorandum form must be submitted to the President with copies provided to each of the other members of the Park Board Secretary, Director, and the City Attorney's office. The Park Board Secretary shall promptly upon receipt provide copies of the memorandum and all necessary attachments to the other members of the Park Board.
- f) Unless the request is withdrawn by any of the five Park Board members or by a majority of the Park Board committee, whichever applies, the President shall place the item on:
 - (1) the first briefing agenda scheduled ~~at least 30~~ **not more than 45** calendar days after receipt of the request by the President on an approved five-signature memorandum form that is date-stamped by the Park Board secretary, if the item is requested to be placed on a **Park Board** briefing agenda; or
 - (2) the first voting agenda scheduled ~~at least 30~~ **not more than 45** calendar days after **the briefing to the Park Board** ~~receipt of the request by the President~~ on an approved five-signature memorandum form that is date-stamped by the Park Board secretary, if the item is requested to be placed on a voting agenda;

with respect to any item covered by (1) or (2) if the last day of the ~~30-45~~-calendar-day period would fall during a period of recess (such as the July Board recess), the ~~30-45~~-day period shall be extended to the first Park Board meeting after such recess.

g) Any change to a five-signature memorandum form or its attached resolution or ordinance made after it is submitted to the President will require a new five-signature memorandum form, restarting the calendaring of the item.

h) The resolution or policy being considered must be posted with the agenda item.

i) The President shall not place on the agenda any five-signature memorandum that is not on a complete five-signature memorandum form, including any necessary resolution or ordinance.

j) The President shall not place on an agenda any item that has been voted on by the Park Board within the one-year period preceding the date requested for placement of the item on the agenda.

k) Park Board members may contact the appropriate Park Board committee chair and request that an item be considered by committee for placement on the full Board agenda. In such case the same rules, procedures, notices and information as in Section 7.2 (a) through (j) shall apply, except that (1) the number of Park Board Members required for the Memorandum shall be three, (2) any notices to the Park Board President shall also be sent the Chair of the applicable committee, and (3) with respect to the committee only, the references to the President shall be the Committee Chair. At the Committee meeting, by a majority vote, the committee may elect not to forward such item to the full Park Board or may modify such request and present an alternate resolution or policy for consideration.

(l) If an item has been placed on the Park Board Agenda as a result of compliance with the five signature memorandum process, neither the Park Board President nor the Park Department Director shall have the authority to remove from the Park Board agenda any such item that has been placed on the agenda, except that any such an item may be removed from the Park Board agenda upon a majority vote of a quorum of Park Board Members.

m) If the five-signature memorandum form is being used to place an item requesting the renaming of a park or park department asset, and, if the completed memorandum meets the criteria in sections 'd' and 'e', then the item will be placed on the Park Board agenda as a DISCUSSION item. Prior to the item being placed on the Park Board Agenda as a voting item, after the discussion session, there shall be notices posted on the name change (which shall provide adequate information on the history of the current name and the proposed name) and there shall be a minimum of two public meetings in the community (which may have a virtual component) to apprise the public of the proposed renaming and to seek community input.

7.3 Citizen Speakers. At special meetings and regular meetings, a person may address the Park Board concerning voting items on the agenda. At work sessions, members of the public will not be invited to speak unless arrangements are made in advance with the President or Director. At regular meetings a person may present a subject for the Park Board's consideration during the open microphone period in accordance with the following rules:

a) Speakers to Register. A person wishing to address the Park Board must first register with the Park Board Secretary and provide the following information: Name, residence

address, daytime telephone number, the subject matter to be presented and whether the subject is on the current Park Board meeting agenda. A person may register by completing a “speaker card” provided by the Park Board Secretary. The deadline for registering to address the Park Board is the starting time on the day of the meeting.

b) Speaker Rules.

(1) Speakers will address only issues concerning the Park and Recreation Department.

(2) Speakers will be limited to three minutes. The Board may request speakers to continue. The President may choose to impose more restrictive time limits when a large number of persons have registered to speak and/or limit the number of persons who can speak in favor or against an issue.

(3) Speakers must address their comments to the presiding officer.

(4) Speakers may file copies of remarks or supporting information with the Park Board Secretary, The Park Board Secretary will make the information available to the Park Board members and Park Department Director.

(5) The order in which speakers will be called will be determined by the presiding officer.

(6) During designated speaker times Park Board members may ask questions or make brief acknowledgement of speakers. Speakers will have one minute to respond. More time may be granted to the speaker for a response at the discretion of the presiding officer or by a consensus of the Park Board.

7.4 Communications to Park Board Members. The Park Department Director shall provide the Park Board with an analysis of major items to be acted upon by the Park Board at its meetings. The analysis shall be provided to the Park Board members prior to the meeting at which the item is to be discussed.

7.5 Oral Presentations. Matters requiring the Park Board’s attention or action may be presented orally by the Park Department Director. If matters have developed since the deadline for delivery of the agenda, the Park Department Director, or any Park Board member may make an oral report to the Park Board prior to the Board’s consideration of the item.

SECTION 8

CONSIDERATION OF RESOLUTIONS AND MOTIONS

8.1 Printed Form. All agenda items shall be presented to the Park Board in printed form.

8.2 Rules of Order. The most recent edition of Roberts Rules of Order Revised shall govern the proceedings of the Park Board unless they are in conflict with these rules, the City Charter or the Dallas City Code.

8.3 Order of Precedence of Motions. The following motions shall have priority in the order indicated:

- | | | |
|-----|----------------------------------|-----------------|
| 1. | Adjourn (when privileged) | See notes 1 & 2 |
| 2. | Take a recess (when privileged) | See notes 1 & 3 |
| 3. | Raise a question of privilege | |
| 4. | Lay on the table | |
| 5. | Previous question | See note 5 |
| 6. | Limit or extend limits of debate | See notes 3 & 5 |
| 7. | Postpone to a certain time | See note 3 |
| 8. | Commit or refer | See note 3 |
| 9. | Amend | See notes 3 & 4 |
| 10. | Postpone indefinitely | |
| 11. | Main motion | See note 3 |

Note 1: The first two motions are not always privileged. To adjourn shall lose its privileged character and be a main motion if in any way qualified. To take a recess shall be privileged only when other business is pending.

Note 2: A motion to adjourn is not in order: 1) When repeated without intervening business or discussion; 2) when made as an interruption of a member while speaking; 3) while a vote is being taken.

Note 3: Can be amended – others cannot be amended.

Note 4: A motion to amend shall be undebatable when the question to be amended is undebatable.

Note 5: Two-thirds vote of members present required.

8.4 Reconsideration. A motion to reconsider any action of the Park Board may be made not later than the next succeeding voting agenda meeting of the Park Board. Such a motion may only be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered, except by unanimous vote of the Park Board. Notwithstanding the foregoing an action relating to any contract may be reconsidered at any time (and may be reconsidered more than once) before the final execution thereof, by a motion made by a member who voted with the prevailing side. It can be seconded by any member.

8.5 The Previous Question. When the previous question is moved and seconded, it shall be put as follows: “Shall the main question be now put?” There shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If the motion for the previous question is lost, the main question remains before the Park Board. An affirmative vote of two-thirds of the Park Board members present shall be required to approve the previous question. (To demand the previous question is equivalent in effect to moving “that debate now cease, and the Park Board immediately proceed to vote on the pending motion.” In practice, this is done with the phrase “Call for the Question,” or simply, saying “Question.”)

8.6 Withdrawal of Motions. A motion may be withdrawn, or modified, by its mover without asking permission until the motion has been stated by the chair. If the mover modifies the motion, the seconder may withdraw the second. After the question has been stated the mover shall neither withdraw it nor modify it without the consent of the Park Board.

8.7 Amendments to Motions. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.

8.8 Appropriations of Money. Before formal approval by the Park Board of motions providing for appropriation of money, information must be presented to the Park Board showing the purpose of the appropriation and the account to which it is to be credited. In addition, before finally acting on the appropriation, the Park Board shall obtain a report from the Director as to the availability of funds and the Director's recommendations as to the desirability of the appropriation.

SECTION 9

VOTES REQUIRED

Approval of every motion shall require on final passage the affirmative vote of a majority of Park Board members present, except where the City Charter, and certain state statutes or these rules impose other voting requirements of various questions.

SECTION 10

PARK BOARD COMMITTEES

10.1 Committees Established.

a) The following standing committees of the Park Board are established:

- (1) Administration and Finance
- (2) Planning and Design
- (3) Employee Grievance

b) Each standing committee shall review matters in its area of responsibility that are referred to it by the Park Board. Park Department Director, or an individual Park Board member. A standing committee may recommend action to the Park Board, but a committee recommendation is not necessary for a matter to be placed on the Park Board agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the Park Board.

10.2 Appointment.

a) A standing committee shall consist of not less than three members of the Park Board appointed by the President.

b) The President may remove and reassign committee chairs and members to and from the various standing committees.

c) The chair or vice chair of any committee (standing or ad hoc) may appoint any member of the Board as a temporary member of such committee for the sole purpose of meeting quorum requirements. The first adjournment puts an end to this appointment.

10.3 Committee Meetings.

a) Standing committees may meet at any time deemed necessary by the chair of the committee, the President or the Director.

b) The chair of the committee must place an item on the agenda of a committee meeting at the request of any three members of the committee. The request must allow for at least 72 hours public notice that the item will be considered at the committee meeting.

c) Committee meetings must be conducted in accordance with the Texas Open Meetings Act.

10.4 Ad Hoc Committees. The President may appoint ad hoc committees from time to time to study and review specific issues. The President shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time which may be extended by the President and shall meet as needed.

10.5 Agenda and Information. Before each committee meeting, the Park Department Director shall provide an agenda and supporting information for each committee meeting, to the entire Park Board.

SECTION 11

RULES SUSPENSION OR AMENDMENT

11.1 Suspension of Rules. Any provision of these rules not governed by the City Charter, City Code or State law may be temporarily suspended by a two-thirds vote of the members of the Park Board present.

11.2 Amendment of Rules. These rules may be amended or new rules adopted by a majority vote of the members of the Park Board present.

**DALLAS PARK AND RECREATION BOARD
AGENDA INFORMATION SHEET
COMMITTEE ONLY**

AGENDA DATE: May 19, 2022

COUNCIL DISTRICT(S) 12

STAFF: Ryan O'Connor (214) 670-4124

SUBJECT

Authorize supplemental agreement No.1 to the interlocal agreement between the City of Dallas and the Richardson Independent School District for additional amenities to the park – Not to exceed \$158,295.20 - Financing: Capital Gifts Donation & Development Fund (See Fiscal Information for further details) (**committee only item**)

BACKGROUND

On October 27, 2021, City of Dallas authorized an interlocal agreement with Richardson Independent School District for shared access of campus grounds and the design and construction of park improvements (dog park installation) at Parkhill Junior School. This action increases the scope to add additional amenities to the park including trash receptacle, new service gate, park benches, drinking fountain with dog bowl, meter and tap, dog activity stations, additional trash receptacles, waste stations, and turn and irrigations installation. The supplement will only increase the scope to add additional amenities and not the contract terms.

This agreement focuses on an underutilized portion on the southeast portion of the Parkhill Junior High School campus. Currently, residents adjacent to the campus are utilizing the tract of land as a dog park.

Deal Points:

- City of Dallas Park and Recreation agrees to:
 - Maintain the site for the length of the agreement
 - Make improvements to the site including fencing, gate, and other amenities as needed
- RISD agrees to:
 - Allow public access to the site during normal park hours for the length of the agreement
 - Partner on improvements to site if funding is available

BACKGROUND (continued)

Deal Points (continued):

- Other terms
 - Boundary to be defined by attached image (generally bounded by intersection and tree line/creek)
 - Term to expire on December 31, 2026
 - 10-year renewal period if RISD does not require the site for new Parkhill Junior High building
 - Termination for cause
 - Cause to be defined as City negligence, abandoning maintenance requirements of site, and/or other reasons to be defined

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Park and Recreation Board approved this item September 15, 2021.

On October 27, 2021, City Council authorized an Interlocal agreement between the City of Dallas and Richardson Independent School District for shared access of campus grounds and the design and construction of park improvements (dog park installation) at Parkhill Junior School located at 16500 Shadybank Drive by Resolution No. 211762.

FISCAL INFORMATION

Financing (cost consideration to add additional amenities): \$158,295.20 - Capital Gifts Donation & Development Fund

Fund	FY 2022	FY 2023	Future Years
Maintenance and Operation Cost	\$56,652	\$56,652	\$56,652

COMMITTEE ACTION

The Planning and Design Committee will consider this item May 19, 2022.

This item will go for a full vote by the Park and Recreation Board on June 2, 2022.

It is tentatively schedule for City Council consideration in June 2022.

STAFF RECOMMEDATION

Staff recommends approval

MAP

Attached



PARKHILL DOG PARK

SCHEMATIC DESIGN



LEGEND

- DOG PARK BOUNDARY
- EXISTING CHAINLINK
- NEW CHAINLINK FENCE
- NEW ENTRANCE
- NEW BENCH
- NEW DOG BAG STATION
- NEW TRASH RECEPTACLE
- NEW DOG DRINKING FOUNTAIN

EXISTING TREE LINED CREEK
 • Extend Existing Fence Line - 4' Chainlink



SEATING

MAINTENANCE GATE

AGILITY
 • Consider Adding Dog Agility Equipment



DRINKING FOUNTAIN



EXISTING BENCH
 • Eagle Scout Project To Remain In Place



ENHANCE MAIN ENTRANCE
 • Paddocks Entry



LA MANGE DRIVE

MEADOWCREEK DRIVE