



DALLAS PARK AND RECREATION BOARD AGENDA

THURSDAY, MAY 5, 2022
DALLAS CITY HALL
1500 MARILLA STREET, ROOM 6FN
DALLAS, TEXAS 75201
214-670-4078

8:30 am: Administration and Finance Committee 6FS –
Videoconference/ in person

8:30 am: Planning and Design Committee, Room – **CANCELLED**
Videoconference/ in person

10:00 am: Park and Recreation Board, Room 6FN-
Videoconference/ in person

RECEIVED

2022 APR-29 PM 12:00

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

220454

POSTED CITY SECRETARY
DALLAS, T.X

DALLAS PARK AND RECREATION BOARD
ADMINISTRATION AND FINANCE COMMITTEE
DALLAS CITY HALL Room 6FS / Videoconference
THURSDAY, MAY 5, 2022
(8:30 A.M.)

This meeting will be held by videoconference and in the 6FN 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/3vrplJ4>

Password: RNjfQPfF737

CONSENT ITEMS

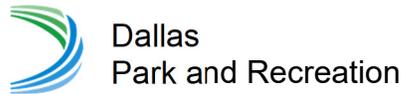
1. Samuell Grand (2) - Authorize an alcohol permit to Alison Matis, to serve alcohol at the Pride's Unity Celebration to be held at Samuel Grand, located at 6200 East Grand. The event will be held on Saturday, June 18, 2022 from 4:00 p.m. to 10:00 p.m. Estimated Revenue: \$250
2. Reverchon Park (2) - 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.

ITEMS FOR INDIVIDUAL CONSIDERATION

3. 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 only item**)
4. Park Board Rules of Procedure (All) – Authorize proposed language to the Park Board Rules of Procedure Section 7.2 (m) Agenda Items by Members of the Park Board (5-person memo) – Financing: No Cost consideration to the City (**committee only item**)
5. Reverchon Interlocal Agreement (2) – 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)

Note: Agenda Item Nos. 6 and 7 must be considered collectively

6. Encroachment Policy Discussion – M. Renee Johnson, Assistant Director
7. Encroachment Policy (All) - Authorize approval of the Park and Recreation Encroachment Policy– Financing: No cost consideration to the City (**committee only item**)



DALLAS PARK AND RECREATION BOARD
ADMINISTRATION AND FINANCE COMMITTEE
DALLAS CITY HALL Room 6FS / Videoconference
THURSDAY, MAY 5, 2022
(8:30 A.M.)

DISCUSSION ITEMS

Review of the Park Naming Policy – M. Renee Johnson, Assistant Director
Sailing Discussion – John Lawrence, Assistant Director

FUTURE DISCUSSION ITEMS

Business Partner Audit Update – John Lawrence, Assistant Director

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."

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

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RECEIVED

2022 APR-29 PM 12:00

CITY SECRETARY
DALLAS, TEXAS



Dallas
Park and Recreation

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

Public Notice

220455

POSTED CITY SECRETARY
DALLAS, T.X

DALLAS PARK AND RECREATION BOARD
PLANNING AND DESIGN COMMITTEE
DALLAS CITY HALL Room 6FN / VIDEOCONFERENCE
THURSDAY MAY 5, 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."

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RECEIVED

2022 APR-29 PM 12:00

CITY SECRETARY
DALLAS, TEXAS



Dallas
Park and Recreation

Public Notice

220456

POSTED CITY SECRETARY
DALLAS, T.X

AGENDA
DALLAS PARK AND RECREATION BOARD
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY, MAY 5, 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, District 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/3vVv3Sr>

Password: gF6Zesv4Z2T

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 4, 2022

1. Public Speakers (on any business)
2. Approval of Minutes of the April 21, 2022 Park and Recreation Board Meeting

QUARTERLY UPDATE OF PARK SAFETY AND SECURITY

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

CONSENT AGENDA (3-6)

ADMINISTRATION AND FINANCE

3. Samuell Grand (2) - 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
4. Reverchon Park (2) - 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.

PLANNING AND DESIGN

5. Main Street Garden (14) - 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).

DALLAS PARK AND RECREATION BOARD – PAGE 2
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY MAY 5, 2022 10:00 A.M

PLANNING AND DESIGN CONT'D

6. Carpenter Park (14) – 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**)

ITEMS FOR INDIVIDUAL CONSIDERATION

7. Sprayground Dedication Plaques (2,6,8) - Authorize dedication plaques for five spraygrounds at Grauwlyer 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)
8. Reverchon Interlocal Agreement (2) – 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)

BRIEFINGS

9. Hensley Field Update – Christina Turner-Noteware, Assistant Director
10. Summer Programs/Recreation – Crystal R. Ross, Deputy Director
11. Gameify Children’s Health Partnership – M. Renee Johnson, Assistant Director

DISCUSSION

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

WORKSHOP

13. Budget Update – Rachael Berry, Interim Assistant Director

OTHER/NON-ACTION ITEMS

14. Staff Announcements – Upcoming Park and Recreation Department Events
15. 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
16. Next Park Board meeting (virtual option available), 10:00 am Thursday, May 19, 2022
17. Adjournment

DALLAS PARK AND RECREATION BOARD – PAGE 3
DALLAS CITY HALL Room 6FN - VIDEOCONFERENCE
1500 MARILLA STREET
DALLAS, TEXAS 75201
THURSDAY, MAY 5, 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, Lane Conner, Timothy W. Dickey, Maria Hasbany, JR Huerta, Rudy Karimi, Jeff Kitner, Fonya Naomi Mondell, Bo Slaughter, Robb Stewart – 12

Absent: Calvert Collins-Bratton – 1

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.

Sophia Cordova – Hoops for Jose Fundraiser

Vance Yellowfish – Hoops for Jose Fundraiser

Dustin Gadberry – Hi Line Connector Trail

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.

SPECIAL RECOGNITION

- Special Recognition of Richard Ritz for his 18 years of service and dedication to the City and Park and Recreation Department

Mr. Ritz received recognition from Director Jenkins and President Agarwal.

CONSENT AGENDA (3-5)

ADMINISTRATION AND FINANCE

Agenda Item 3. Park Board Policy Athletic Field Use (All) – A motion by Maria Hasbany, seconded by Robb Stewart, to authorize approval of the Park Board Policy: Athletic Field Use Policy: Youth – Financing: No cost consideration to the City (**committee considered this item on April 7, 2022**), was carried by unanimous vote.

PLANNING AND DESIGN

Agenda Item 4. Harry Stone Art Installation (9) – A motion by Maria Hasbany, seconded by Robb Stewart, to authorize site approval for a new public art installation at Harry Stone Recreation Center, located at 2403 Millmar Drive - Financing: No cost consideration to the City, was carried by a unanimous vote.

Agenda Item 5. Kleberg Rylie Art Installation (8) – A motion by Maria Hasbany, seconded by Robb Stewart, to authorize site approval for a new public art installation at Kleberg Rylie Recreation Center, located at 1515 Edd Road – Financing: No cost consideration to the City, was carried by a unanimous vote.

ITEMS FOR INDIVIDUAL CONSIDERATION

President Agarwal considered Agenda item 9 first.

Agenda Item 6. Service Agreement (2,6,8,9,12) – A motion by Maria Hasbany, seconded by Robb Stewart, to authorize a three-year service price agreement for commercial janitorial services for Park and Recreation Department aquatic sprayground restroom facilities – Superior Commercial Cleaning in the estimated amount of \$784,913.10 most advantageous proposer of two - Total award not to exceed \$784,913.10 - Financing: Current Funds (subject to annual appropriations), was carried by a unanimous vote.

Agenda Item 7. Hi-Line Connector Trail (2,6) – A motion by Daniel Wood, Seconded by Tim Dickey, to authorize a construction services contract for the construction of the Hi-Line Connector Trail – The Fain Group, Inc. lowest responsive and responsible bidder of six – Not to exceed \$11,531,424.84 – Financing: Circuit Trail Connector Fund (\$8,000,000.00), Circuit Trail Conservancy Fund (\$3,531,424.84) (**board deferred this item on April 7, 2022**), was carried by a majority vote.

Voting in favor: JR Huerta, Harrison Blair, Tim Dickey, Daniel Wood, Bo Slaughter, Maria Hasbany, Robb Stewart, Jeff Kitner, Lane Conner, Calvert Collins-Bratton, and Rudy Karimi

Voting against: Fonya Mondell

Director Jenkins and Assistant Director Christina Turner-Noteware were available for questions.

Obeng Opoku – Senior Assistant City attorney and Philip Hiatt Haigh – Executive Director of The Circuit Trail Conservancy answered questions from the Board.

Agenda Item 8. Park Board Policy Partnership Match Funding (All) – a motion by Daniel Wood, seconded by Bo Slaughter, to **defer until May 5, 2022 as a discussion item and as a voting item on May 19, 2022** 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 (committee considered this item on April 7, 2022), was carried by a majority vote.

Voting in favor: JR Huerta, Fonya Mondell, Harrison Blair, Tim Dickey, Daniel Wood, Bo Slaughter, and Lane Conner

Voting against: Maria Hasbany, Robb Stewart, Jeff Kitner, Rudy Karimi, and Arun Agarwal

Absent when vote taken: Calvert Collins-Bratton

Agenda Item 9. [Beckley Beckley](#)-Saner Recreation Center (4) – a motion by Daniel Wood, seconded by Harrison Blair, to authorize (1) Avance Program Inc. the use of Beckley-Saner Recreation Center located at 114 West Hobson Avenue, and (2) the waiver of rental fees for the Hoops for Jose Fundraiser. The event will be held on Saturday May 14, 2022 from 9:00 a.m. to 6:00 p.m. Financing: revenue forgone \$1140.00 (rental fee waiver), was carried by a unanimous vote.

BRIEFINGS

Agenda Item 10. Park and Recreation Hiring/Onboarding Update – Vanessa Gray, Human Capital Manager

Ms. Gray Presented and was available for questions and feedback from the Board.

Agenda Item 11. CARES Division Introduction – John Lawrence, Assistant Director

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

The following staff members of the CARE Division were also present and available for questions:

Charli Jackson, Kevin Redburn, Melissa De La Cruz, Robin Steinshnider, Sergio Garza, and Nicole Chauncey.

OTHER/NON-ACTION ITEMS

Agenda Item 12. 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 Conservancy, The Woodall Rodgers Park Foundation/Klyde Warren Park were as follows:

Board announcements:

Daniel Wood announced Fair Park and Fair Park First have a new website and video.

Tim Dickey announced the Trinity River Audubon Center was hosting a fundraising event on May 19, 2022.

Bo Slaughter invited the Board to visit the Trinity River Golf Club.

Jeff Kitner announced the success of the ribbon cutting of Arapaho park on April 9,2022, and the installation of a portion of the Northaven Trail bridge would be installed between 10:30pm and 5:00am on April 21, 2022

Lane Conner announced the ribbon cutting for the pickle ball court at Campbell Green on April 30, 2022 at 11:00am.

JR Huerta announced Farm Fest at Samuell Farm on April 30, 2022 at 10:00am.

Rudy Karimi announced all British and European car day at Dreyfuss Club Point at White Rock Lake on May 1, 2022 at 11:00am.

Fonya Mondell announced the It's My Park Day taking place at various parks around the City on April 23, 2022 from 9:00am to noon.

Chair Agarwal announced the Southern Gateway Foundation has raised more than \$62 million needed for the first phase of the Southern Gateway Park.

Agenda Item 13. Staff Announcements – Upcoming Park and Recreation Department Events.

Yesenia Valdez reminded the Board Members to file their Financial Disclosure and Gift Disclosure forms with the City Secretary's office by May 2, 2022.

Agenda Item 14. Next Park Board meeting. The next Park Board meeting will be Thursday, May 5, 2022 at 10:00 a.m.

Agenda Item 15. President Agarwal adjourned the Board meeting at 1:09 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 SHEET**

DATE: May 5, 2022
COUNCIL DISTRICT: 2
STAFF: John Lawrence, 214-670-8860

SUBJECT

Authorize an alcohol permit to Alison Matis, to serve alcohol at the Pride's Unity Celebration to be held at Samuell 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

BACKGROUND

The Park and Recreation Board has the authority by City Code Sec.32-11.2(3) to approve alcohol consumption on park property. A request has been received by Alison Matis, with Pride's Unity Celebration, to serve alcohol from 4:00 p.m. to 10:00 p.m. on Saturday, June 18, 2022. This will be the first (1) year for this event. The estimated attendance is 2,500 participants.

The Alcoholic Beverage Permit Conditions document has been given to the event organizers, who will be required to meet all the conditions to include naming the City of Dallas as an additional Insured as specified by the City's Risk Management Office. Alcohol consumption will be restricted to a designated enclosed area staffed by Dallas Police.

FISCAL INFORMATION

Event organizers will pay a \$200 alcohol permit deposit and a \$250 non-refundable alcohol permit fee. Estimated Revenue: \$250.

COMMITTEE ACTION

The Administration and Finance Committee will consider this request on May 5, 2022 and will present its recommendation to the full Park and Recreation Board on the same day.

This item does not require Council action.

STAFF RECOMMENDATION

Staff recommends approval.

**DALLAS PARK AND RECREATION BOARD
AGENDA SHEET**

DATE: May 5, 2022
COUNCIL DISTRICT: 2
STAFF: John Lawrence, (214) 670-4073

SUBJECT

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.

BACKGROUND

The Park and Recreation Board has the authority by City Code Sec.32-11.2(3) to approve alcohol consumption on park property. A request has been received by George Smith, with Sunday in the Park, to serve alcohol from 5:00 p.m. to 9:30 p.m. on Sunday, July 24, 2022. This will be the second (2) year for this event with no issues reported from past events. The estimated attendance is 300 participants.

The Alcoholic Beverage Permit Conditions document has been given to the event organizers, who will be required to meet all the conditions to include naming the City of Dallas as an additional Insured as specified by the City's Risk Management Office. Alcohol consumption will be restricted to a designated enclosed area staffed by Dallas Police.

FISCAL INFORMATION

Event organizers will pay a \$200 alcohol permit deposit and a \$250 non-refundable alcohol permit fee. Estimated Revenue: \$250.

COMMITTEE ACTION

The Administration and Finance Committee will consider this request on May 5, 2022 and will present its recommendation to the full Park and Recreation Board on the same day.

This item does not require Council action.

STAFF RECOMMENDATION

Staff recommends approval.

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

DATE: May 5, 2022

COUNCIL DISTRICT: 14

STAFF: Trent Williams, (214) 670-1807
Kay Kallos, (214) 670-3281

SUBJECT

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).

BACKGROUND

Signage is an integral part of the Adelfa Callejo sculpture donation from the Callejo-Botello Foundation. The Callejo-Botello Foundation requests the revision of the donor information to include their name, which was not included in the donor panel approved by the Park Board on October 2, 2021. The approved signage will feature a brief biography of Adelfa Callejo, description of the artwork and artist. The Office of Arts and Culture (OAC) Public Art Staff has reviewed and supports the revision requested by the Callejo-Botello Foundation.

This action will support section “B” of the Park and Recreation Board’s Interpretive Signage Policy, effective December 15, 2016, which states:

- B. Historical and interpretive signs can be in honor or recognition of an individual or group but should not be used for the purpose of a memorial.*

The signage provides information about Adelfa Callejo.

PRIOR ACTION/ REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 17, 2019, the Arts and Culture Advisory Commission recommended acceptance of this donation.

On November 12, 2019, City Council deferred this action to the Quality of Life, Arts and Culture Committee.

On January 21, 2020, the Quality of Life, Arts and Culture Committee authorized the acceptance of the sculpture.

On May 7, 2020, the Park and Recreation Board approved installation of the donation of sculpture at Main Street Garden Park at 1901 Main Street.

On October 2, 2021, the Park and Recreation Board approved the signage proposed by the Callejo-Botello Foundation.

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.

FISCAL INFORMATION

This item has no cost consideration to the City. This sculpture was a donation. Any future costs will be funded by the donor.

COMMITTEE ACTION

The Planning and Design committee does not meet on May 5, 2022, therefore; the full Park and Recreation Board will consider this item.

This item does not require Council action.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Sign language

Sample signage design

Park and Recreation Board Interpretive Signage Policy

Recommended text for public art signage

English

Adelfa Botello Callejo (1961-2014)
German Michel Leal, artist
2019
Donation to the City of Dallas Public Art Collection

In 1961, Adelfa Botello Callejo became the first woman of Hispanic heritage to graduate from SMU Dedman School of Law and the first Latina to practice law in Dallas, Texas. Mrs. Callejo dedicated her life to advocacy and social justice in the areas of education, immigration, and human rights. A recognized civil rights attorney, Mrs. Callejo advocated for equity in education for the underprivileged and for communities of color. Mrs. Callejo was a founder of the Mexican American Bar Association of Texas. She has been honored by the University of North Texas at Dallas College of Law as one of its Texas Legal Legends and by the Texas Bar Association as one of twelve lawyers on its Legal Legends list. Because of her contributions as the first Latina lawyer, a lifelong and fearless activist, and community leader, Mrs. Callejo's memory lives on forever as "La Madrina" or "godmother" of Dallas.

Spanish

Adelfa Botello Callejo (1961-2014)
German Michel Leal, artista
2019
Donación a la Colección de arte público de la Ciudad de Dallas

En 1961, Adelfa Botello Callejo se convirtió la primera mujer de ascendencia hispana en graduarse de la Facultad de Derecho de SMU Dedman y fue la primer Latina en ejercer su Carrera en Derecho en Dallas, Texas. La Sra. Callejo dedicó su vida a la abogacía y la justicia social en las áreas de educación, inmigración y derechos humanos. Como abogada reconocida en derecho civil, la Sra. Callejo defendió la equidad en la educación para los desfavorecidos y para las comunidades de color. La Sra. Callejo fue una fundadora de la Asociación de Abogados México Americanos de Texas. Fue honrada por la Universidad del Norte de Texas en la Facultad de Derecho de Dallas como una de sus Leyendas Legales de Texas y por la Asociación de Abogados de Texas como una de doce abogados en su lista de Leyendas Legales. Debido a sus contribuciones como la primera abogada Latina, una activista intrépida durante toda su vida, y líder de la comunidad, la memoria de la Sra. Callejo continúa viviendo para siempre como "La Madrina" de Dallas.

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.

Donor Plaque to be placed on the base of the sculpture

Patrona

The Callejo-Botello Foundation

Padrinos

Jorge Baldor

Dallas Hispanic Bar Association

M. Elizabeth Cedillo-Pereira & Oscar Pereira

Eric & Laurie Cedillo

Edwin & Jessica Flores

Matthew Malouf

Erle Nye

Marcos G. Ronquillo

Compadres

Alberto Bravo & Monica Lira Bravo

Ricardo Flores-Kastanis

Hilda & Mike Galvan

Domingo & Elba Garcia

Alice & John David Gonzales

Rebecca L. Garza Greenan & John Greenan

Angel & Marie Reyes

Alice Rodriguez & Tom Kendall

Sommerman & Quesada

Cynthia Sutherland

Amigos

Atmos Energy

Michele Bobadilla

Susan & Dan Borinsky

Connie Botello Gonzales & Jeri-Ann Mullaley

Laurence Cottingham

Rebecca A. Gonzalez & Guadalupe Monreal

Danielle D. Gonzalez

Juan Gonzales

Doug & Opal Lord

Juan Medrano & Carla Echeverria-Medrano

Dr. Jim Rodriguez

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.

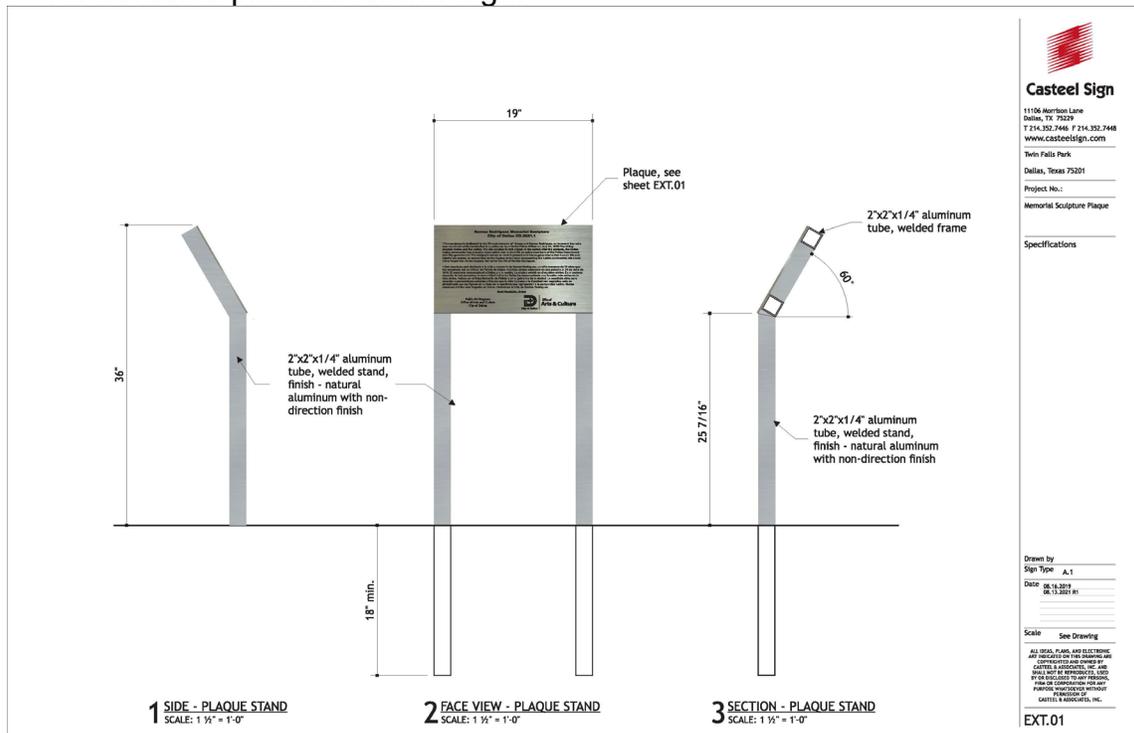
Exhibit A – Proposed Sign

Public Art signage for this commissions will be

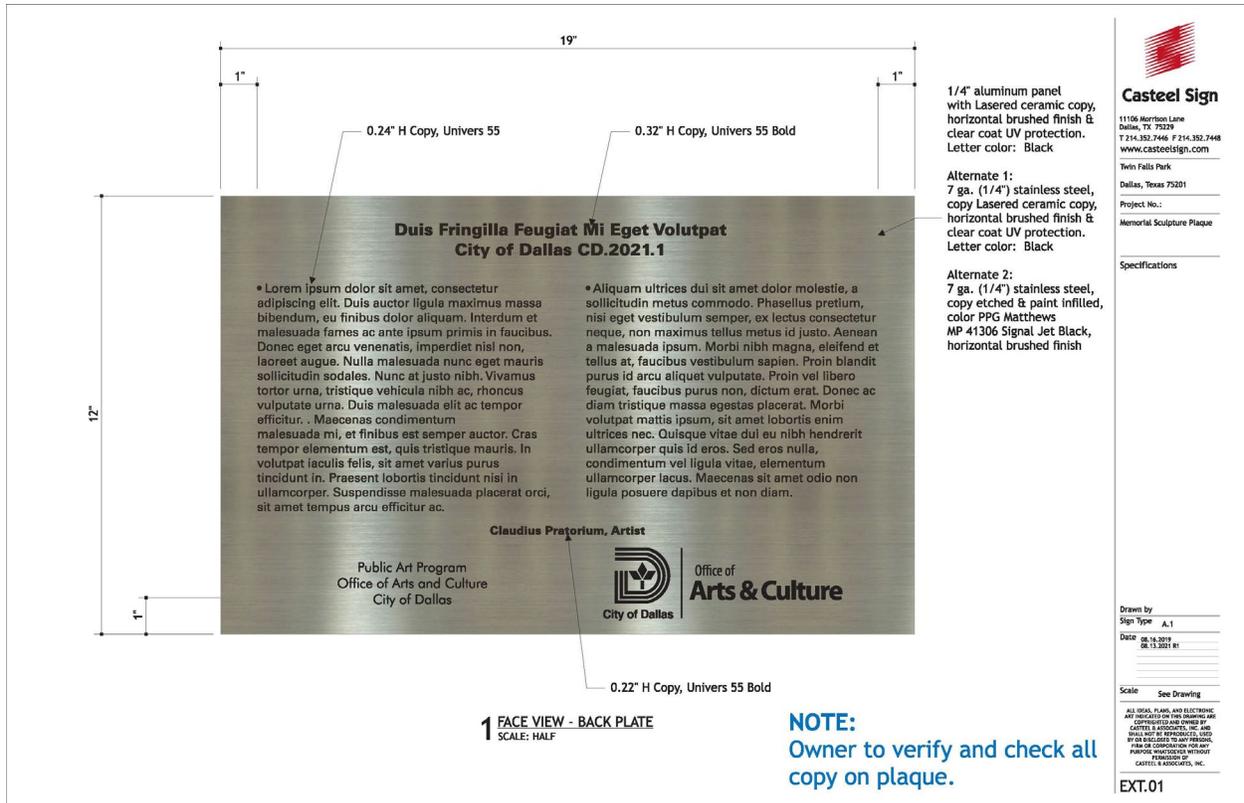
- 7gauge (1/4") Lasered ceramic copy horizontal brushed stainless steel, black copy

The signage for this project will be in Spanish and English with dimensions of

- One (1) 12" x 19" Stanchion Park Sign
- on an aluminum pedestal of 36-inch overall height.
- The stand is a 2x2 1/4" welded metal tube.
- No border is planned for this sign.



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.



PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16

Scope of Policy

It is sometimes the intent to install signs, panels, plaques and other structures which are primarily used to communicate information to residents and visitors about the historical and cultural environment of an area. Interpretive signage incorporates descriptive or narrative details to present historical information about a person, group of people, place, object or event to reveal new insights and understandings about that person, group of people, place, object or event by linking and referencing what visitors may already know with the new information presented.

Refer to the Park Naming Policy for the naming of parks, buildings, or components of parks and buildings. Refer to the Plaque Policy for Donation and Dedication Plaques.

This Interpretive Signage Policy does not apply to interpretation or identification of natural elements in the environment, botanical exhibits, zoological exhibits, wayfinding or directional signage. This Interpretive Signage Policy will apply to all parks except as exempted by separate agreement. Fair Park is exempted from this policy by Ordinance 27079, Fair Park Historical Overlay District.

- A. Historical and interpretive signs placed at a park site should interpret important events and/or people associated with the park and/or the history of the park where the sign is located. Historical and interpretive signs at a park should not be used to interpret events or people unrelated to the park site or events that took place in other parts of the city.
- B. Historical and interpretive signs can be in honor or recognition of an individual or group, but should not be used for the purpose of a memorial.
- C. Donors requesting the installation of historical or interpretive signs at a park shall bear the cost of design, manufacturing, installation (including the mounting structure), maintenance, repair and replacement of all plaques and/or signage (due to loss, damage, vandalism or deterioration).

PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16

- D. Historical and interpretive signs can be manufactured from cast bronze, aluminum or similar durable materials; engraved in glass, stone or a similar durable material as an applied sign; or engraved into a wall, or horizontal surface of a hardscape element.
- E. Wording on historical and interpretive signs should be as concise as possible to convey the message and the use of high-resolution photographs to help convey the message is encouraged. All photographs used on signs shall have permission secured for their use and include the proper credits from the party that holds the copyright, if applicable.
- F. Historical and interpretive signs shall be placed in a location where they are not easily damaged by landscape maintenance.
- G. The size of interpretive signs should be a maximum of 4 feet by 10 feet.
- H. A drawing indicating the form, materials, size, content and wording of interpretive signs regarding historical or cultural content will be approved by the Park Board upon recommendation from the Planning and Design Committee. Any Board-requested revisions or modifications will be incorporated into the final design prior to its fabrication and installation. Signs which interpret natural elements in the landscape can be approved by the Director.
- I. It is recommended that interpretive signs include information that tells the visitor where they can find further details on the subject (example: QR code that provides a link to a website).
- J. Signage shall comply with all applicable codes and ordinances.
- K. Refer to Exhibit "A" for examples of interpretive signage.



PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16

OTHER POLICIES REFERENCED

Plaque Policy
Park Naming Policy

LEGAL REFERENCE

None

PRIOR ACTION

Initial Policy Approval: N.A.

RESPONSIBLE DIVISION

Planning and Design

PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16

EXHIBIT A

EXAMPLES OF INTERPRETIVE SIGNAGE



PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16



Exhibit A - continued



PARK AND RECREATION BOARD POLICY

Title: Interpretive Signage Policy
No. 12-15-16



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

DATE: May 5, 2022
COUNCIL DISTRICT(S): 14
STAFF: Ryan O'Connor, (214) 670-4124

SUBJECT

Authorize a dedication plaque for Carpenter Park, located at 2201 Pacific Ave – Financing: No cost consideration to the City

BACKGROUND

This action is for approval of a dedication sign for Carpenter Park, pursuant to Park and Recreation Plaque Policy, effective as of December 15, 2016. Parks for Downtown Dallas has sought and received Park and Recreation Board approval for the dedication plaques at West End Plaza and Pacific Plaza.

PRIOR ACTION/REVIEW

None

FISCAL INFORMATION

No cost consideration to the City

COMMITTEE ACTION

This item was presented to the Planning and Design Committee on April 21, 2022 and will be considered for approval by the full Park and Recreation Board on May 5, 2022.

STAFF RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Map
Park and Recreation Board Plaque Policy
Plaque Exhibits

City of Dallas required dedication plaque

(final approval must be given by the Park Board; tentatively scheduled May 5, 2022)

CARPENTER PARK DEDICATED MAY 2022



DALLAS PARK & RECREATION

CITY COUNCIL

MAYOR ERIC JOHNSON

MAYOR PRO TEM CHAD WEST

DEPUTY MAYOR PRO TEM JAIME RESENDEZ

CAROLYN KING ARNOLD

TENNELL ATKINS

ADAM BAZALDUA

PAULA BLACKMON

ADAM MCGOUGH

CARA MENDELSON

JESSE MORENO

OMAR NARVAEZ

T. C. BROADNAX, CITY MANAGER

PAUL E. RIDLEY

JAYNIE SCHULTZ

CASEY THOMAS, II

GAY DONNELL WILLIS

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DANIEL WOOD, VICE PRESIDENT

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CALVERT COLLINS-BRATTON

LANE CONNER

TIMOTHY W. DICKEY

MARIA HASBANY

JR HUERTA

RUDY KARIMI

JEFF KITNER

FONYA NAOMI MONDELL

BO SLAUGHTER

ROBB P. STEWART

PARK AND RECREATION DEPARTMENT

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CRYSTAL R. ROSS, DEPUTY DIRECTOR

CHRISTINA TURNER-NOTEWARE, ASSISTANT DIRECTOR

JOHN W. REYNOLDS, PLA, PROJECT MANAGER

PARKS FOR DOWNTOWN DALLAS

DEVELOPER

HARGREAVES JONES

LANDSCAPE ARCHITECT

THE BECK GROUP

GENERAL CONTRACTOR



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

Table of Contents

Scope of Policy

- I. Donation Plaques
- II. Dedication Plaques

Scope of Policy

It is the intent of the Park Board to provide parks and park facilities that are attractive, and user-friendly. From time to time, the opportunity arises to recognize groups or individuals for donating items or funding to provide furnishings and/or improvements in parks and park facilities. In order to ensure consistent, attractive, high quality plaques with appropriate content, this policy identifies the requirements and specifications for recognition plaques, or a recognition system; and building dedication plaques. This policy will apply to all parks except as exempted by separate agreement.

Fair Park is exempted from this policy by Ordinance 27079, Fair Park Historical Overlay District. Refer to the Interpretive Signage Policy for historical or interpretive plaques. Refer to the Naming Policy for the naming of parks, buildings, or components of parks and buildings.

I. Donation Plaques

- A. Plaques will be considered for donations greater than \$1,500 or equivalent contributions related to park furnishings or other permanent improvements to the park system.
- B. For plaques recognizing donations under \$25,000, the Director, or his/her designee will determine the appropriate quality, design, size and materials. For park furnishings (benches, trash receptacles, picnic tables, etc.) a 2"x5" plaque size is appropriate.



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

- C. Signage to recognize volunteer efforts shall be in accordance with the Park Beautification and/or Maintenance Agreement.
- D. Plaques for donations or donated items with a value greater than \$25,000 require Park Board approval upon recommendation from the Planning and Design Committee. Plaques for donations or donated items with a value less than \$25,000 require the approval of the Director or his/her designee in accordance with this policy and prior to such approval the Director or his/her designee shall notify the Park Board representative from the District in which the plaque will be located.
- E. Plaques may also be part of a recognition system. A "recognition system" is defined as a framework that provides unification of multiple plaques, pavers, bricks, or other elements in certain location(s). Recognition systems require approval by the Park Board upon recommendation from the Planning and Design Committee. This approval may be combined with approval of plans and specifications for a larger project. Once a recognition system is approved by the Park Board, individual recognition system elements will be consistent with this policy.
- F. All stipulations and conditions regarding the plaque must be contained in a letter of agreement signed by the sponsoring party and the Director or his/her designee.
- G. Plaques may be given in honor or recognition of an individual or group and should not serve the purpose of a memorial. Refer to Exhibit A for examples of plaques which honor or recognize individuals.
- H. Sponsors shall bear the cost of design, manufacturing, installation (including the mounting structure), maintenance, repair and replacement of all plaques (due to loss, damage, vandalism or deterioration).

PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

- I. Once the useful life of the donated item has expired or the item has been replaced, the plaque will be removed.
- J. For plaques that are installed as a requirement of a grant program, the rules of the grant are to be followed even in the event that they are in conflict with the stipulations of this policy. This action requires approval of the Park Board upon recommendation from the Planning and Design Committee.
- K. Recognition or commemorative elements associated with tree plantings or tree groves at park sites must comply with the provisions of this policy.
- L. Other recognition for significant contributions to the Park and Recreation Department will be in the form of certificates, resolutions, and other formats that the Board may determine to be appropriate. Annual award and recognition events, special mention at Board meetings, etc. are examples of how significant contributions may be recognized when a plaque is not considered appropriate.
- M. Building dedication plaques are covered under Section II of this policy.

II. Dedication Plaques

It is the policy of the Park and Recreation Department to provide a dedication plaque in conjunction with the construction of all new Park and Recreation Department buildings, significant additions and other major projects.

- A. Dedication plaques can be manufactured from cast bronze, aluminum or similar durable materials; engraved in glass, stone or a similar material as an applied sign; or engraved into the wall, glass or floor surface of the building.



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

- B. Dedication plaques will be placed inside or outside the building near the entrance or at a prominent location.
- C. Dedication plaques include the name of the facility in prominent letters, "City of Dallas" under the facility name, and the date of the dedication (year) in smaller font size below "City of Dallas."
- D. The City Council seated at the time of approval of the plaque (prior to the dedication) will be listed on the left side, or top of the plaque with the Mayor, Mayor Pro Tem and Deputy Mayor Pro Tem listed at the top. The remaining Council Members will be listed alphabetically below the officers. In the event the approval of the plaque occurs after 1) the dedication of the project, or 2) the substantial completion of the project, and there has been a change in the membership of the City Council, then the Council Members seated at the time of the dedication, or substantial completion of the project, will be listed.
- E. The Park and Recreation Board seated at the time of approval of the plaque (prior to the dedication) will be listed on the right side, or bottom of, the plaque with the President and Vice-President listed at the top. The remaining Board Members will be listed alphabetically below the officers. In the event the approval of the plaque occurs after 1) the dedication of the project, or 2) the substantial completion of the project, and there has been a change in the membership of the Park and Recreation Board, then the Board members seated at the time of the dedication, or substantial completion of the project, will be listed.
- F. The City Manager and other appropriate staff will be listed in the area underneath the City Council, but not necessarily in the same column.
- G. The Park and Recreation Department Director, Assistant Director of Planning, Design and Construction and other appropriate staff will be listed under the Park and Recreation Board, but not necessarily in the same column.



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

-
- H. The architect, general contractor, and/or when applicable, the construction manager or design/build firm will be listed either under the City Council and Park and Recreation Board lists or in a separate column.
 - I. It will be the option of the Park and Recreation Board to recognize individuals, groups, past Board or City Council Members, organizations, donors, other City departments or other funding agencies. This recognition can be either underneath the City Council and Park and Recreation Board lists, or as a separate column, depending on the nature of the list.
 - J. A plaque may include an approved graphic or logo meaningful to the park site or project. The City of Dallas and Park and Recreation Department graphic logos are deemed approved.
 - K. A drawing indicating the dedication plaque's form, materials, size and wording will be approved by the Park Board upon recommendation from the Planning and Design Committee. Any Board-requested revisions or modifications will be incorporated into the final design prior to its fabrication and installation.

OTHER POLICIES REFERENCED

Park Naming Policy
Interpretive Signage Policy

LEGAL REFERENCE

None

PRIOR ACTION

Initial Policy Approval: 11-21-1996
Revised: 12-5-1996
Revised: 12-17-2009
Revised: 04-01-2010

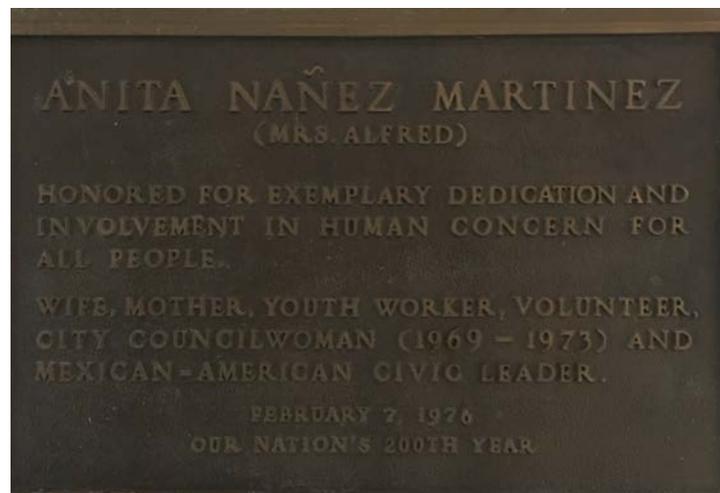
PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

RESPONSIBLE DIVISION
Planning and Design

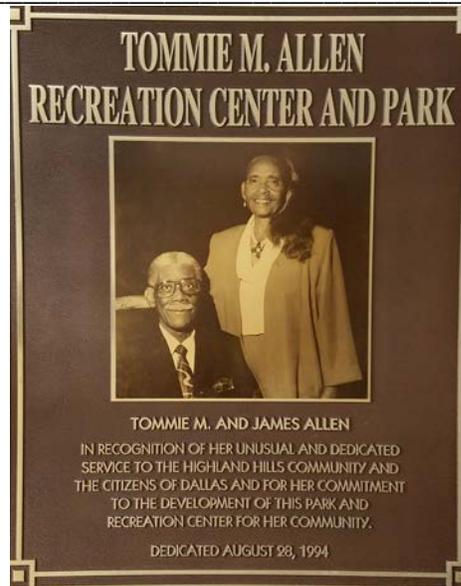
Exhibit A

Example of Signs Which Honor or Recognize Individuals



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96



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

DATE: May 5, 2022
COUNCIL DISTRICT(S): 2, 6, 8
STAFF: Chris Turner-Noteware, (214) 671-7966

SUBJECT

Authorize dedication plaques for five spraygrounds at Grauwlyer 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)

BACKGROUND

This action will authorize dedication plaques for five spraygrounds at Grauwlyer 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. The proposed plaques are in accordance with Section II of the Park and Recreation Board Plaque Policy No. 11-21-96, with December 15, 2016 as the effective date of the last revisions to the Policy.

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
Park and Recreation Facilities (B) Fund (2017 General Obligation Bond Funds)	\$23,085.85	\$0.00	\$0.00

Council District 2 \$9,234.34
Council District 6 \$9,234.34
Council District 8 \$4,617.17

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

Revisions to the Park and Recreation Board Plaque Policy No. 11-21-96 became effective on December 15, 2016.

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)– Page 2

COMMITTEE ACTION

There is no Planning and Design Committee on May 5, 2022; therefore, this item will be considered by the full Park and Recreation Board.

This action does not require City Council approval.

STAFF RECOMMENDATION

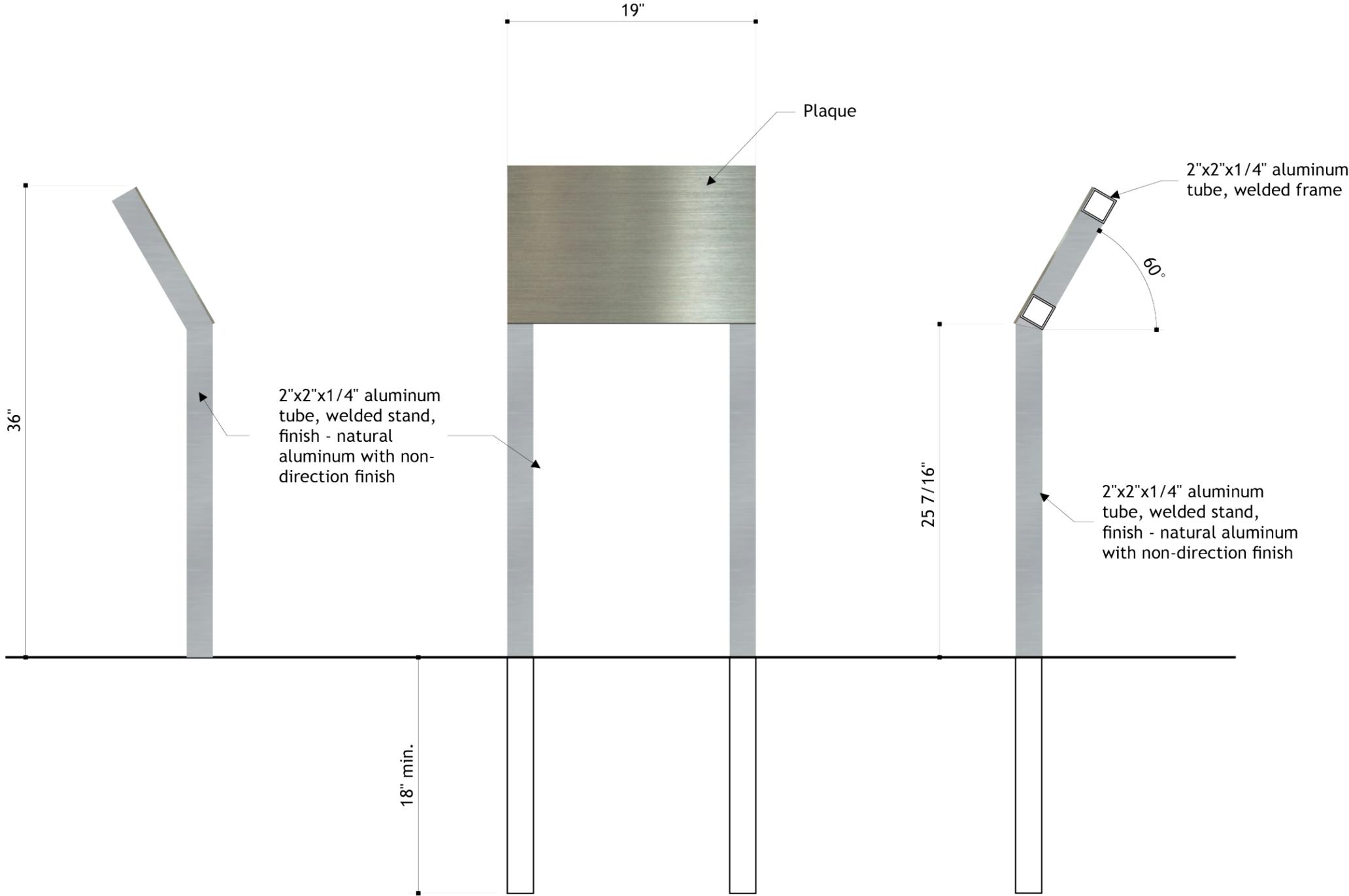
Staff recommends approval.

ATTACHMENTS

Maps
Renderings of Plaques
Park and Recreation Board Plaque Policy

SPRAYGROUND DEDICATION PLAQUES

Plaque Stand



1 SIDE - PLAQUE STAND
SCALE: 1 1/2" = 1'-0"

2 FACE VIEW - PLAQUE STAND
SCALE: 1 1/2" = 1'-0"

3 SECTION - PLAQUE STAND
SCALE: 1 1/2" = 1'-0"



City of Dallas

GRAUWYLER SPRAYGROUND CITY OF DALLAS 2019



Dallas Park & Recreation

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PROJECT MANAGER

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City of Dallas

JAYCEE ZARAGOZA SPRAYGROUND CITY OF DALLAS

2019



Dallas Park & Recreation

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City of Dallas

KLEBERG SPRAYGROUND CITY OF DALLAS 2019



Dallas Park & Recreation

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COUNSILMAN-HUNSAKER

GENERAL CONTRACTOR
KRAFTSMAN COMMERCIAL
PLAYGROUNDS & WATERPARKS



City of Dallas

NASH-DAVIS SPRAYGROUND CITY OF DALLAS 2019



Dallas Park & Recreation

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BO SLAUGHTER
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YOLANDA F. WILLIAMS
SONYA WOODS

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KRAFTSMAN COMMERCIAL
PLAYGROUNDS & WATERPARKS



City of Dallas

K.B. POLK SPRAYGROUND CITY OF DALLAS 2019



Dallas Park & Recreation

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MAYOR PRO TEM

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TENNEL ATKINS
RICKEY D. CALLAHAN
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KEVIN FELDER
JENNIFER S. GATES

T.C. BROADNAX
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ADAM MEDRANO
DEPUTY MAYOR PRO TEM

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B. ADAM McGOUGH
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SONYA WOODS

PARK AND RECREATION DEPARTMENT

WILLIS C. WINTERS, FAIA
DIRECTOR

LOUISE ELAM
ASSISTANT DIRECTOR

R. TRENT WILLIAMS
SENIOR PROGRAM MANAGER

DAVID J. MILLS
PROJECT MANAGER

LANDSCAPE ARCHITECT
DUNAWAY ASSOCIATES

AQUATIC ENGINEER
COUNSILMAN-HUNSAKER

GENERAL CONTRACTOR
KRAFTSMAN COMMERCIAL
PLAYGROUNDS & WATERPARKS



PARK AND RECREATION BOARD POLICY

Title: Plaque Policy
No. 11-21-96

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Scope of Policy

- I. Donation Plaques
- II. Dedication Plaques

Scope of Policy

It is the intent of the Park Board to provide parks and park facilities that are attractive, and user-friendly. From time to time, the opportunity arises to recognize groups or individuals for donating items or funding to provide furnishings and/or improvements in parks and park facilities. In order to ensure consistent, attractive, high quality plaques with appropriate content, this policy identifies the requirements and specifications for recognition plaques, or a recognition system; and building dedication plaques. This policy will apply to all parks except as exempted by separate agreement.

Fair Park is exempted from this policy by Ordinance 27079, Fair Park Historical Overlay District. Refer to the Interpretive Signage Policy for historical or interpretive plaques. Refer to the Naming Policy for the naming of parks, buildings, or components of parks and buildings.

I. Donation Plaques

- A. Plaques will be considered for donations greater than \$1,500 or equivalent contributions related to park furnishings or other permanent improvements to the park system.
- B. For plaques recognizing donations under \$25,000, the Director, or his/her designee will determine the appropriate quality, design, size and materials. For park furnishings (benches, trash receptacles, picnic tables, etc.) a 2"x5" plaque size is appropriate.



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- C. Signage to recognize volunteer efforts shall be in accordance with the Park Beautification and/or Maintenance Agreement.
- D. Plaques for donations or donated items with a value greater than \$25,000 require Park Board approval upon recommendation from the Planning and Design Committee. Plaques for donations or donated items with a value less than \$25,000 require the approval of the Director or his/her designee in accordance with this policy and prior to such approval the Director or his/her designee shall notify the Park Board representative from the District in which the plaque will be located.
- E. Plaques may also be part of a recognition system. A "recognition system" is defined as a framework that provides unification of multiple plaques, pavers, bricks, or other elements in certain location(s). Recognition systems require approval by the Park Board upon recommendation from the Planning and Design Committee. This approval may be combined with approval of plans and specifications for a larger project. Once a recognition system is approved by the Park Board, individual recognition system elements will be consistent with this policy.
- F. All stipulations and conditions regarding the plaque must be contained in a letter of agreement signed by the sponsoring party and the Director or his/her designee.
- G. Plaques may be given in honor or recognition of an individual or group and should not serve the purpose of a memorial. Refer to Exhibit A for examples of plaques which honor or recognize individuals.
- H. Sponsors shall bear the cost of design, manufacturing, installation (including the mounting structure), maintenance, repair and replacement of all plaques (due to loss, damage, vandalism or deterioration).

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- I. Once the useful life of the donated item has expired or the item has been replaced, the plaque will be removed.
- J. For plaques that are installed as a requirement of a grant program, the rules of the grant are to be followed even in the event that they are in conflict with the stipulations of this policy. This action requires approval of the Park Board upon recommendation from the Planning and Design Committee.
- K. Recognition or commemorative elements associated with tree plantings or tree groves at park sites must comply with the provisions of this policy.
- L. Other recognition for significant contributions to the Park and Recreation Department will be in the form of certificates, resolutions, and other formats that the Board may determine to be appropriate. Annual award and recognition events, special mention at Board meetings, etc. are examples of how significant contributions may be recognized when a plaque is not considered appropriate.
- M. Building dedication plaques are covered under Section II of this policy.

II. Dedication Plaques

It is the policy of the Park and Recreation Department to provide a dedication plaque in conjunction with the construction of all new Park and Recreation Department buildings, significant additions and other major projects.

- A. Dedication plaques can be manufactured from cast bronze, aluminum or similar durable materials; engraved in glass, stone or a similar material as an applied sign; or engraved into the wall, glass or floor surface of the building.



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- B. Dedication plaques will be placed inside or outside the building near the entrance or at a prominent location.
 - C. Dedication plaques include the name of the facility in prominent letters, "City of Dallas" under the facility name, and the date of the dedication (year) in smaller font size below "City of Dallas."
 - D. The City Council seated at the time of approval of the plaque (prior to the dedication) will be listed on the left side, or top of the plaque with the Mayor, Mayor Pro Tem and Deputy Mayor Pro Tem listed at the top. The remaining Council Members will be listed alphabetically below the officers. In the event the approval of the plaque occurs after 1) the dedication of the project, or 2) the substantial completion of the project, and there has been a change in the membership of the City Council, then the Council Members seated at the time of the dedication, or substantial completion of the project, will be listed.
 - E. The Park and Recreation Board seated at the time of approval of the plaque (prior to the dedication) will be listed on the right side, or bottom of, the plaque with the President and Vice-President listed at the top. The remaining Board Members will be listed alphabetically below the officers. In the event the approval of the plaque occurs after 1) the dedication of the project, or 2) the substantial completion of the project, and there has been a change in the membership of the Park and Recreation Board, then the Board members seated at the time of the dedication, or substantial completion of the project, will be listed.
 - F. The City Manager and other appropriate staff will be listed in the area underneath the City Council, but not necessarily in the same column.
 - G. The Park and Recreation Department Director, Assistant Director of Planning, Design and Construction and other appropriate staff will be listed under the Park and Recreation Board, but not necessarily in the same column.



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- H. The architect, general contractor, and/or when applicable, the construction manager or design/build firm will be listed either under the City Council and Park and Recreation Board lists or in a separate column.
- I. It will be the option of the Park and Recreation Board to recognize individuals, groups, past Board or City Council Members, organizations, donors, other City departments or other funding agencies. This recognition can be either underneath the City Council and Park and Recreation Board lists, or as a separate column, depending on the nature of the list.
- J. A plaque may include an approved graphic or logo meaningful to the park site or project. The City of Dallas and Park and Recreation Department graphic logos are deemed approved.
- K. A drawing indicating the dedication plaque's form, materials, size and wording will be approved by the Park Board upon recommendation from the Planning and Design Committee. Any Board-requested revisions or modifications will be incorporated into the final design prior to its fabrication and installation.

OTHER POLICIES REFERENCED

Park Naming Policy
Interpretive Signage Policy

LEGAL REFERENCE

None

PRIOR ACTION

Initial Policy Approval: 11-21-1996
Revised: 12-5-1996
Revised: 12-17-2009
Revised: 04-01-2010

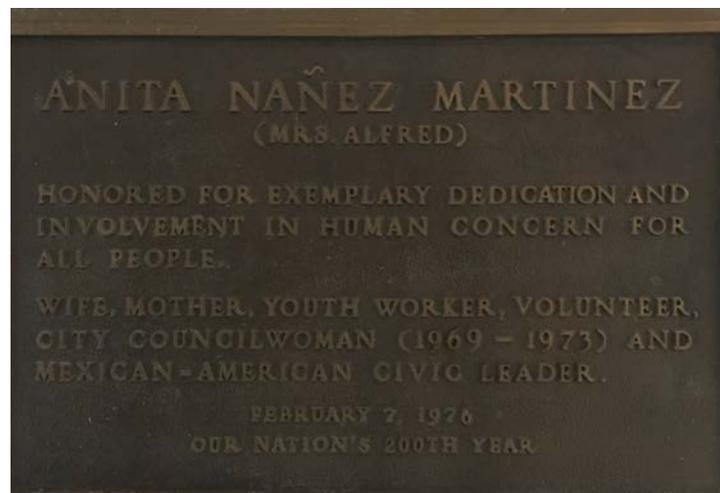
PARK AND RECREATION BOARD POLICY

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RESPONSIBLE DIVISION
Planning and Design

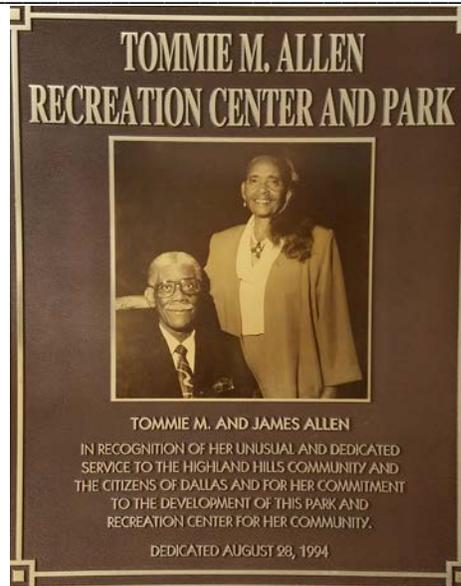
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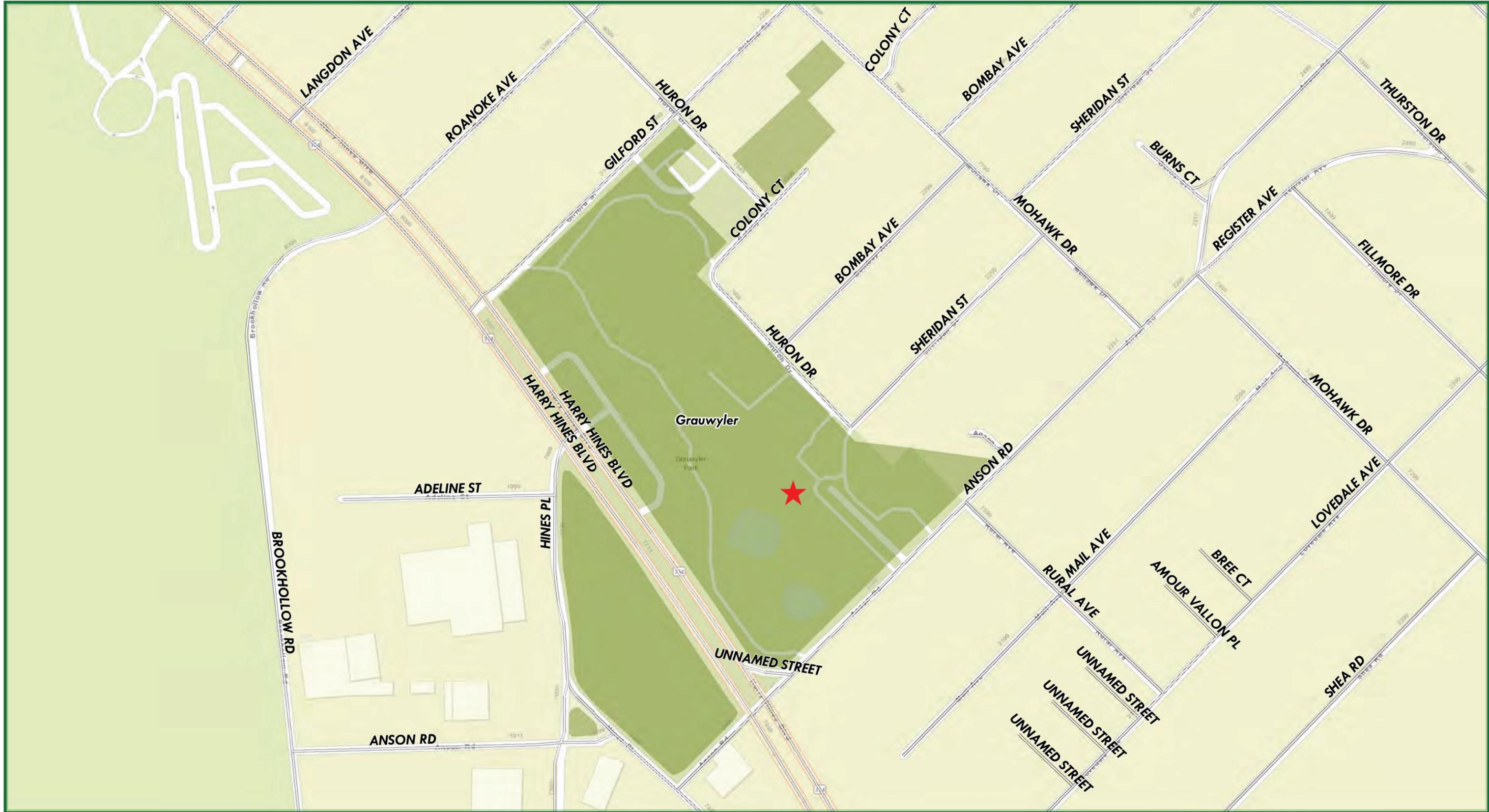
Example of Signs Which Honor or Recognize Individuals



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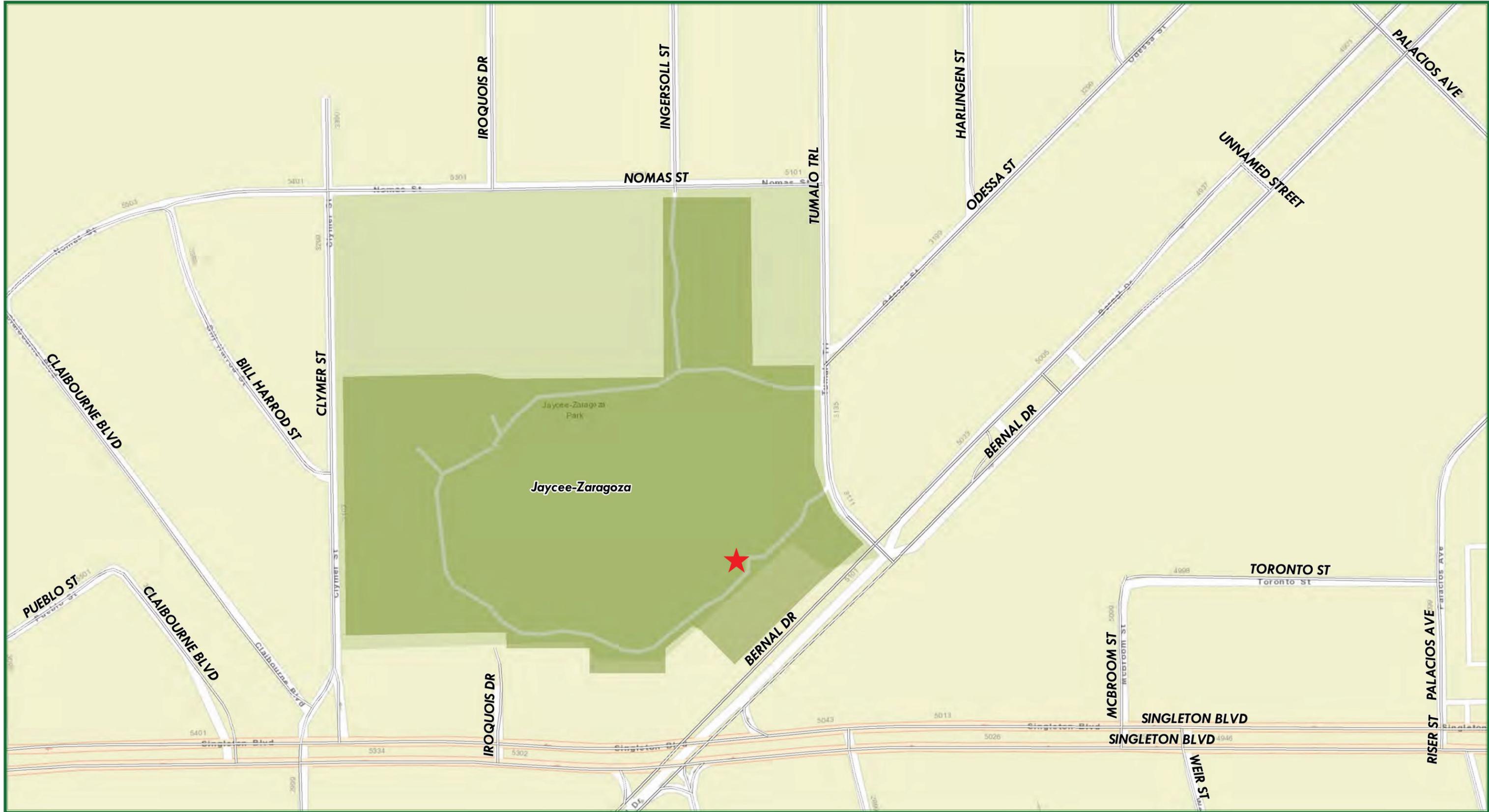




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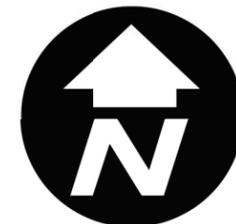
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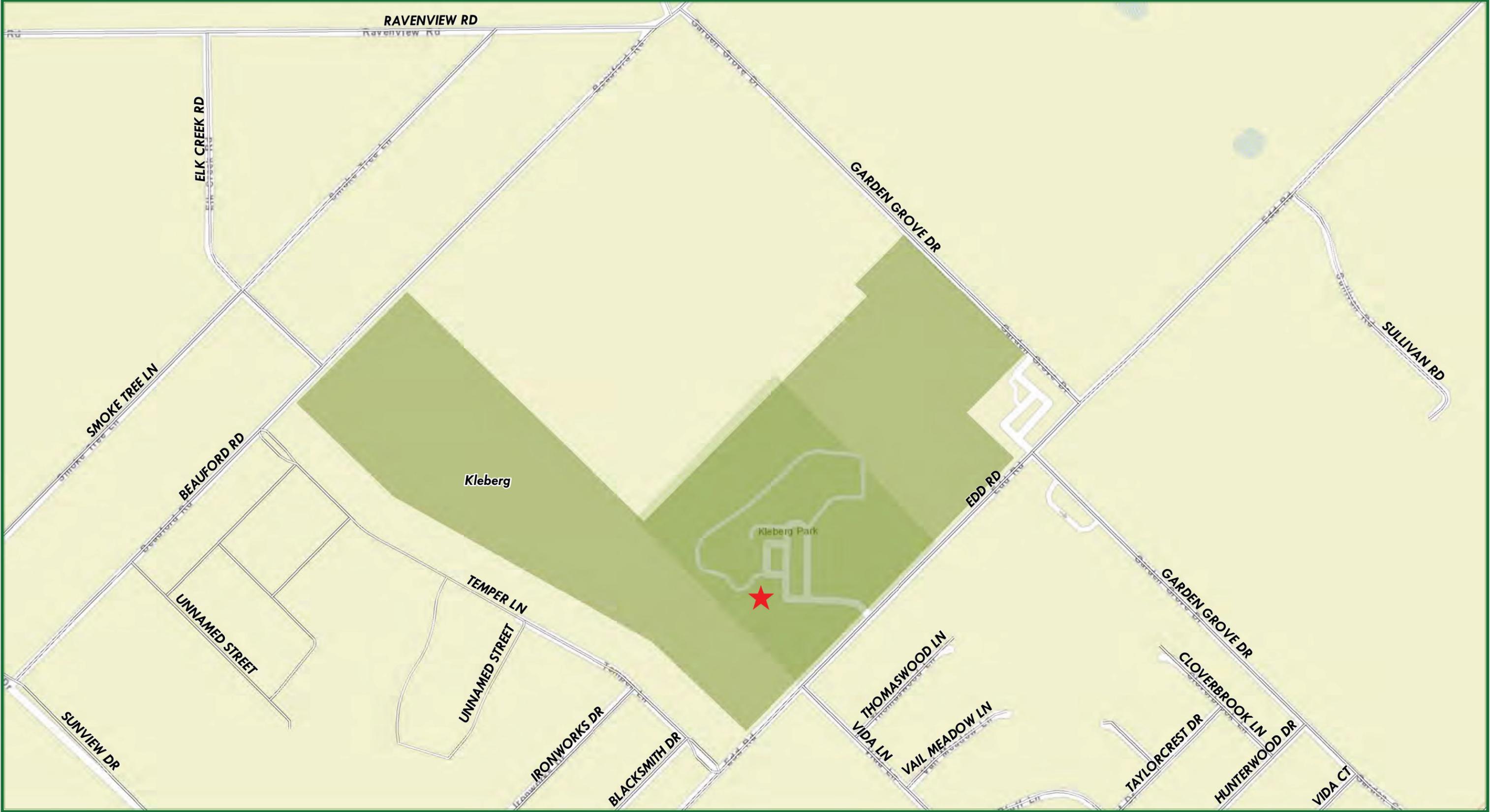
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3114 Clymer Street



Mapsco CD
42 Q 6



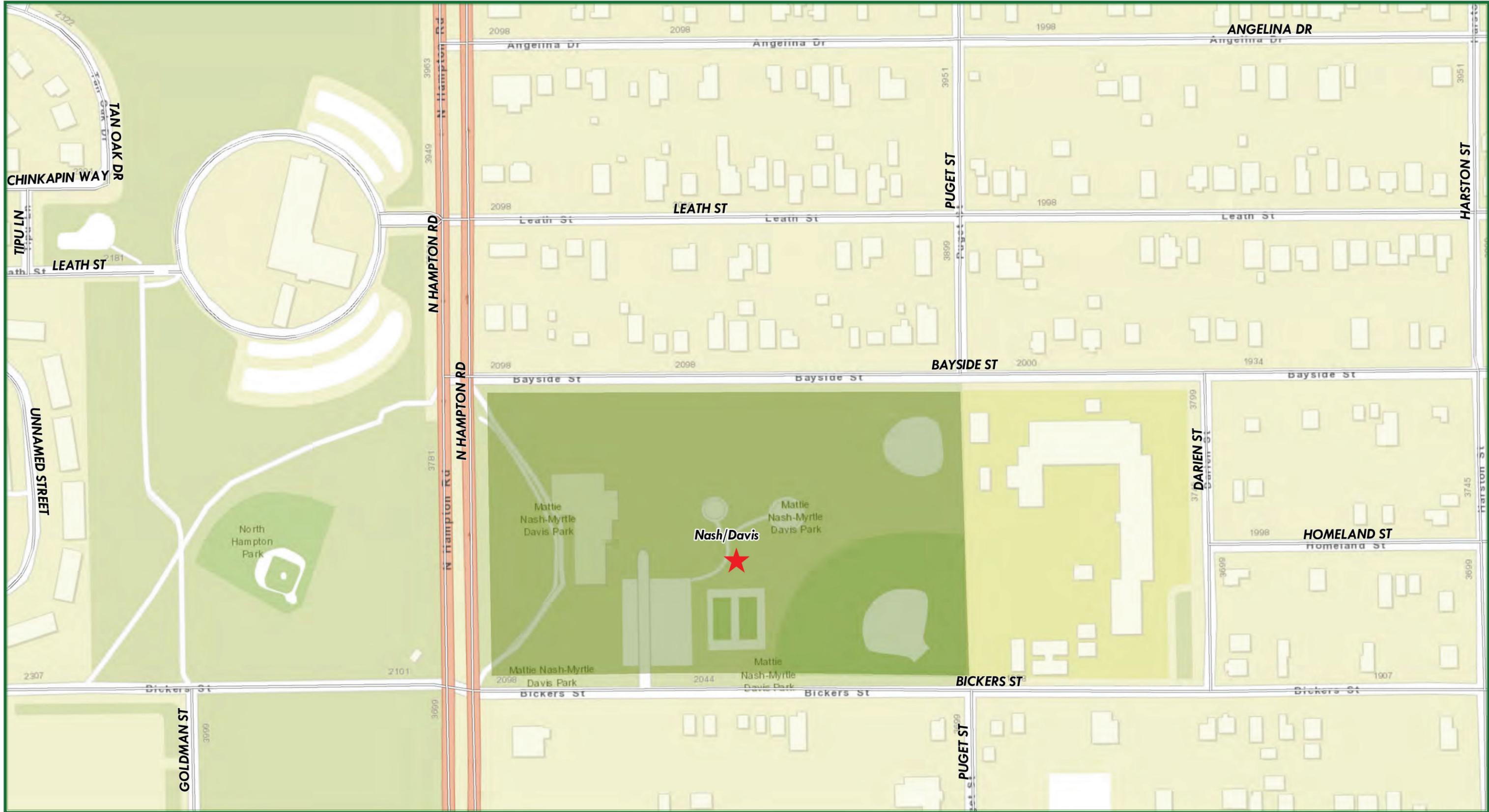


Kleberg Park

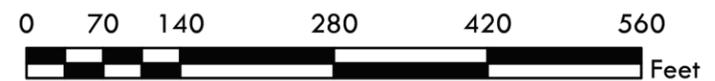
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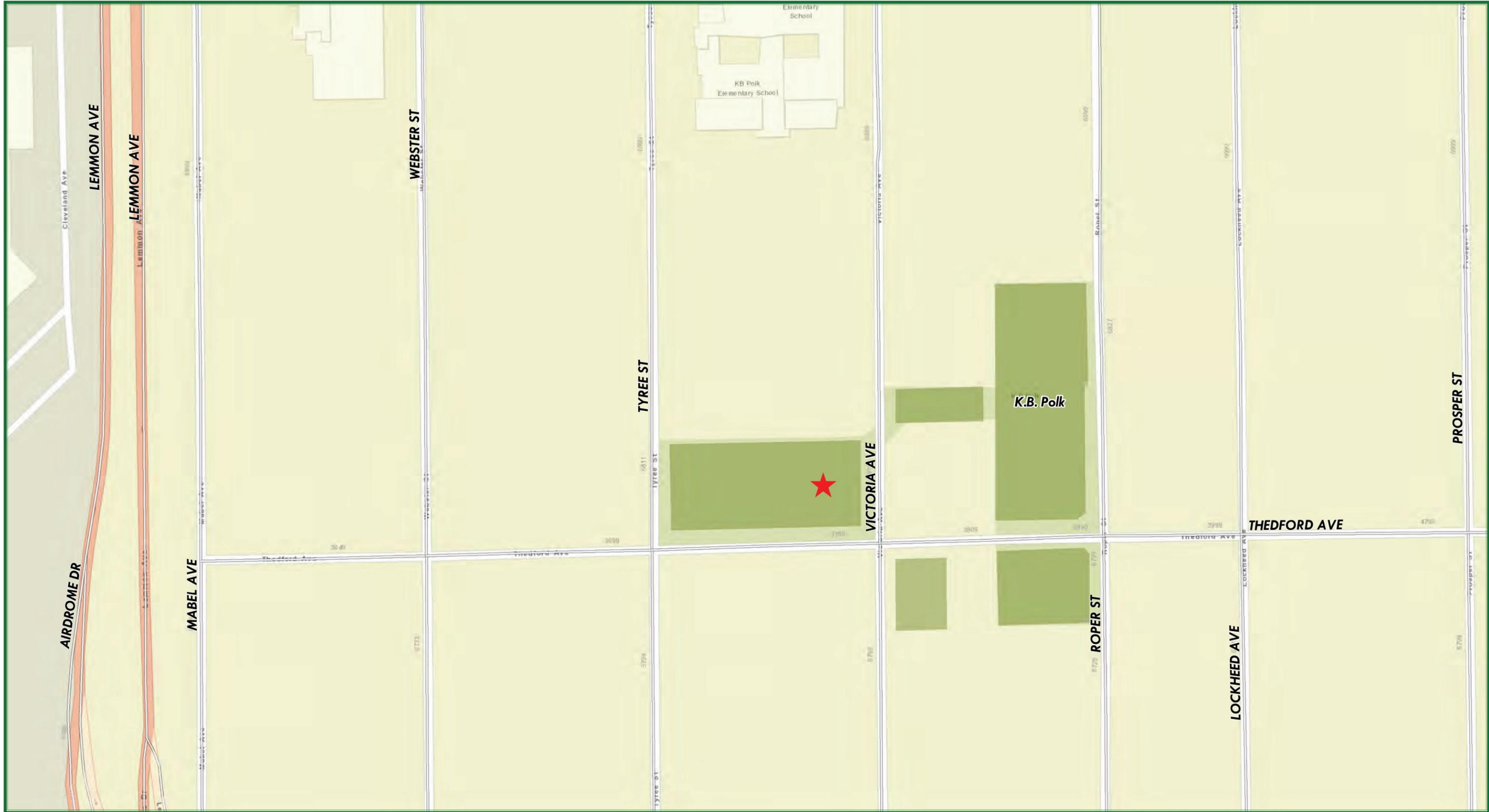


Mapsco CD
69A M 8



Nash Davis Park ***3700 North Hampton Road***





K. B. Polk Park ***3800 Thedford Avenue***



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34 G
CD
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**DALLAS PARK AND RECREATION BOARD
AGENDA SHEET**

DATE: May 5, 2022
COUNCIL DISTRICT: 2
STAFF: Ryan O'Connor, (214) 670-4124

SUBJECT

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)

BACKGROUND

This item authorizes an amendment of contract terms to previously approved twenty-year Interlocal Agreement (ILA) with the Dallas Independent School District (DISD) to a thirty-year agreement for the joint development, operation, and use of Reverchon Park Baseball Field. DISD will use bond funds for this project, in order to comply with bond requirements the agreement has to be the same as the life of the bond, resulting in change of contract terms.

After the agreement with Reverchon Park Sports and Entertainment (RPSE) to redevelop the field for professional baseball was rescinded, Park and Recreation Department staff sought other partners to assist with the restoration of the facility. The Department engaged DSGN to engage the public, develop scope of work, and prepare concepts and ultimately produce a schematic design package. Further, a Task Force comprising Park Board members, league users, historic preservationists, adjacent businesses and community members was formed to assist with vetting scope of work elements for the project. The efforts resulted in staff and the consultant team presenting concept options to the Park Board in the Fall 2021 and Winter 2022.

The deal points are modeled on existing shared facility agreements the Park and Recreation Department has with DISD including Winter Winters Park/Woodrow Wilson HS and Fair Oaks Park/Conrad High School. The deal points for the use, construction and operation and maintenance include the following:

- Park and Recreation Department Reservation Office shall administer all reservations and scheduling
- DISD shall have priority scheduling rights for baseball activities
- DISD to provide needed dates for games and practices for the upcoming semester by August 15 and November 1

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) (committee considered on March 24, 2022) – Page 2

- DISD agrees to use field at 2021 level with ability to increase usage by 10%
- Usage beyond a 10% increase requires mutual agreement
- Park Department recreational leagues, amateur leagues, and other users (including DISD, if needed) can make reservations on a first come first serve basis on other available dates
- Neither party shall intentionally over-reserve the field
- DISD is solely responsible for the control and supervision of its students, faculty, employees and guests whenever DISD is using the field
- DISD police shall have authority to enforce all applicable statutes, ordinances and policies within the facility
- DISD will pay to City a cash sum of not to exceed \$5,000,000 for use by the City in construction of the facilities
- City shall own all improvements
- DISD shall not make any improvements without City's written consent
- City to provide general maintenance of the field and facilities
- For seasonal/major maintenance City and DISD propose to cost share (50/50) in order to maintain a high-quality playing surface
- DISD shall have right to store personal equipment at the field in a secure storage facility
- City and DISD will assess capital improvement needs at the facility every four years
- City shall control and must approve all signage, advertising and naming involving the field including school logos
- City retains exclusive authority to generate revenues from the sale of naming rights and advertising provided that naming rights be submitted to DISD for comment and approval, which shall not be unreasonably withheld
- DISD failure to deny approval within 30 days constitutes approval
- City shall have exclusive authority to provide concessions and products in the park and retain all generated revenues
- DISD and its affiliated groups may provide refreshments and products only with written consent of City and retain those revenues during District reservations
- PTAs/booster clubs/parents groups may sell school spirit and booster type novelties as fund raisers within the field when being used by DISD
- DISD can charge admission fees and retain those revenues for any DISD game at the facility
- If facility is damaged, City shall promptly repair damaged and destroyed areas
- City and DISD shall share (50/50) in the cost to repair the damaged areas
- Each party must carry insurance or self-insurance
- Each party shall be responsible for its own acts of negligence

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) (committee considered on March 24, 2022) – Page 3

The estimated cost to maintain the improved field and associated amenities is \$134,909.00, which includes routine maintenance activities inside and outside the field. The seasonal or major maintenance activity cost is estimated to be \$40,000.00 per year.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

The Park and Recreation Board approved this item April 7, 2022.

FISCAL INFORMATION

The annual estimated cost to maintain the improved field and associated amenities is \$134,909.00. The major maintenance cost is an additional \$40,000.00 per year on an as needed basis that will be a 50/50 cost share with DISD.

COMMITTEE ACTION

The Administration and Finance Committee was briefed on the Interlocal Agreement deal points on a special called meeting on March 24, 2022.

The Administration and Finance Committee will consider and make a recommendation to the full Board on May 5, 2022.

This item is tentatively scheduled for Council consideration in May 2022.

STAFF RECOMMENDATION

Staff recommends approval.

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

AGENDA DATE: May 5, 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

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 reimbursement of total allowable expenses beginning January 1, 2023.

BACKGROUND Continued

- 2023 will be reduced to \$250,000
- 2024 will be reduced to \$175,000
- 2025 will be reduced to \$100,000
- 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

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.- Page 2

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
COMMITTEE ONLY**

AGENDA DATE: May 5, 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 (m) Agenda Items by Members of the Park Board (5-person memo) – Financing: No Cost consideration to the City

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 will consider this item on May 5, 2022.

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 (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 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 briefing agenda; or
 - (2) the first voting agenda scheduled at least 30 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 voting agenda;
- with respect to any item covered by (1) or (2) if the last day of the 30-calendar-day period would fall during a period of recess (such as the July Board recess), the 30-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 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 5, 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

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 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