



**City of Dallas**

# **PARK AND RECREATION BOARD AGENDA**

**THURSDAY, SEPTEMBER 3, 2015  
DALLAS CITY HALL  
1500 MARILLA STREET, ROOM 6FN  
DALLAS, TEXAS 75201  
214-670-4078**

- 8:45 am: Administration and Finance Committee, Room 6FS**
- 9:15 am: Planning and Design Committee, Room 6FN**
- 10:00 am: Park and Recreation Board, Room 6FN**
- 12:00 pm: Recreation Facilities Strategic Planning Committee, Room 6FN**

**MEMORANDUM**

RECEIVED

2015 AUG 28 PM 1:21



**DATE:** August 28, 2015

**TO:** Members of the Administration and Finance Committee of the Dallas Park and Recreation Board: Jean F. Milligan, Chair; Rodney Schlosser, Interim Vice Chair  
Barbara A. Barbee, Matthew L. Houston, Sean Johnson, Lawrence S. Jones, Raquel A. Rollins

**SUBJECT:** Notice of Meeting - Thursday – September 3, 2015 - 8:45 a.m.  
Dallas City Hall - 1500 Marilla Street – Room 6FS - Dallas, Texas 75201

A meeting of the Administration and Finance Committee of the Dallas Park and Recreation Board is scheduled on Thursday, September 3, 2015, at Dallas City Hall, 1500 Marilla Street, Room 6FS, Dallas, Texas 75201 at 8:45 a.m.

**AGENDA**

**ACTION ITEMS**

**PARK BOARD AGENDA ITEM NO. 3** - Park and Recreation Department (All) - Consider document to amend and restate as of August 2015 the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City

**PARK BOARD AGENDA ITEM NO. 4** - Park and Recreation Department (All) - Consider a five-year contract, with two five-year renewal options, with Bank of Texas N.A. to act as custodian and trustee of the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City

**PARK BOARD AGENDA ITEM NO. 5** - Watercrest Park (10) - Consider an alcohol permit request for Doug Hale, representing the Lake Highlands Exchange Club, to serve alcohol at their Oktoberfest at Watercrest Park located at Skillman Street and Church Road on Saturday, October 3, 2015, from 7:00 a.m. - 11:00 p.m. - Estimated Revenue: \$1,250

**PARK BOARD AGENDA ITEM NO. 6** - Park and Recreation Department (All) - Consider approval of the FY 15-16 Proposed List of Assets to support the Sponsorship and Marketing Revenue Policy - Estimated Revenue: \$85,000

**DISCUSSION ITEMS**


1. Proposed Smoking Ordinance (continued)
2. Park and Recreation Board Policy Review - Alcohol Special Use Permit



**DATE:** August 28, 2015

**TO:** Members of the Administration and Finance Committee of the Dallas Park and Recreation Board: Jean F. Milligan, Chair; Rodney Schlosser, Interim Vice Chair  
Barbara A. Barbee, Matthew L. Houston, Sean Johnson, Lawrence S. Jones, Raquel A. Rollins

**SUBJECT:** Notice of Meeting - Thursday - September 3, 2015 - 8:45 a.m.  
Dallas City Hall - 1500 Marilla Street - Room 6FS - Dallas, Texas 75201

  
Dawna M. Ray, Secretary  
Park and Recreation Board

c: Dallas Park and Recreation Board Members  
Willis C. Winters, Director, Park and Recreation Board  
John D. Jenkins, Assistant Director, Park and Recreation Department  
Christine Lanners, Assistant City Attorney  
Rosa A. Rios, City Secretary

**“A quorum of the Dallas Park and Recreation Board may attend this Dallas Park and Recreation Board Sub-Committee meeting.”**

# MEMORANDUM



**DATE:** August 28, 2015

**TO:** Members of the Planning and Design Committee of the Dallas Park and Recreation Board: Gerald Worrall III, Chair; Robin Moss Norcross, Vice Chair  
Celina Barajas, Amy W. Monier, Jesse Moreno, Paul Sims, Yolanda F. Williams

**SUBJECT:** Notice of Meeting – Thursday – September 3, 2015 – 9:15 a.m.  
Dallas City Hall – 1500 Marilla Street – Room 6FN – Dallas, Texas 75201

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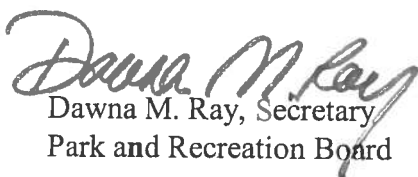
A meeting of the Planning and Design Committee of the Dallas Park and Recreation Board is scheduled on Thursday, September 3, 2015 at Dallas City Hall, 1500 Marilla Street, Room 6FN, Dallas, Texas 75201 at 9:15 a.m.

## AGENDA

### ACTION ITEMS

**PARK BOARD AGENDA ITEM NO. 7 -** Briscoe Carpenter Livestock Center in Fair Park (7) - Consider Supplemental Agreement No. 1 to the professional services contract with GME Consulting Services, Inc. for services to include construction materials observation and testing, laboratory and field testing of earthwork and concrete stabilization along with other miscellaneous items for the Briscoe Carpenter Livestock Center in Fair Park located at 1419 South Washington Street - Not to exceed \$127,312, from \$48,303 to \$175,615 - Financing: 2003 Bond Funds (\$60,001) and 2006 Bond Funds (\$67,311)

**PARK BOARD AGENDA ITEM NO. 8 -** Park and Recreation Department - 2015 Pavement Repairs Schedule E (All) - Consider a contract for pavement improvements at various locations for the Park and Recreation Department - APAC-Texas, Inc., lowest responsible bidder of two - Not to exceed \$4,165,683 - Financing: Current Funds (\$2,000,000), Park and Recreation Program Funds (\$750,000), Golf Improvement Funds (\$500,000) and Fair Park Improvement Funds (\$915,683)

  
Dawna M. Ray, Secretary  
Park and Recreation Board

c: Dallas Park and Recreation Board Members  
Willis C. Winters, Director, Park and Recreation Department  
Louise Elam, Interim Assistant Director, Park and Recreation Department  
Christine Lanners, Assistant City Attorney  
Rosa A. Rios, City Secretary

**“A quorum of the Dallas Park and Recreation Board may attend this Dallas Park and Recreation Board Sub-Committee meeting.”**

# MEMORANDUM

2015 AUG 28 PM 1:22



**DATE:** August 28, 2015

**TO:** Max W. Wells, President, and  
Members of the Dallas Park and Recreation Board

**SUBJECT:** Notice of Regular Meeting – Thursday – September 3, 2015 – 10:00 a.m.  
Dallas City Hall – 1500 Marilla Street – Room 6FN – Dallas, Texas 75201

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A Regular Meeting of the Dallas Park and Recreation Board is scheduled on Thursday, September 3, 2015, at Dallas City Hall, 1500 Marilla Street, Room 6FN, Dallas, Texas 75201 at 10:00 a.m. A copy of the agenda is attached.

  
Dawna M. Ray, Secretary  
Park and Recreation Board

- c: Barbara A. Barbee, Park Boardmember, Council District 1
- Jesse Moreno, Vice President, Council District 2
- Jean F. Milligan, Park Boardmember, Council District 3
- Matthew L. Houston, Park Boardmember, Council District 4
- Yolanda F. Williams, Park Boardmember, Council District 5
- Celina Barajas, Park Boardmember, Council District 6
- Sean Johnson, Park Boardmember, Council District 7
- Raquel A. Rollins, Park Boardmember, Council District 8
- Gerald Worrall III, Park Boardmember, Council District 9
- Robin Moss Norcross, Park Boardmember, Council District 10
- Amy W. Monier, Park Boardmember, Council District 11
- Rodney Schlosser, Park Boardmember, Council District 12
- Lawrence S. Jones, Park Boardmember, Council District 13
- Paul Sims, Park Boardmember, Council District 14
- Willis C. Winters, Director, Park and Recreation Department
- John D. Jenkins, Assistant Director, Park and Recreation Department
- Christine Lanners, Assistant City Attorney
- Rosa A. Rios, City Secretary

**DALLAS PARK AND RECREATION BOARD AGENDA**  
**DALLAS CITY HALL**  
**1500 MARILLA STREET, ROOM 6FN**  
**DALLAS, TEXAS 75201**  
**THURSDAY, SEPTEMBER 3, 2015**  
**(10:00 A.M.)**

2015 AUG 20 PM 1:22  
Dallas TX

**MEETINGS:**

- 8:45 am: Administration and Finance Committee, Dallas City Hall, 6FS
  - 9:15 am: Planning and Design Committee, Dallas City Hall, 6FN
  - 10:00 am: Park and Recreation Board, Dallas City Hall, 6FN
  - 12:00 pm: Recreation Facilities Strategic Planning Committee, Dallas City Hall, 6FN - 12:00 pm or  
Upon Conclusion of Park and Recreation Board Meeting  
(Public Speakers sign in by 9:30 a.m.)
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- 1. Speakers

**MINUTES**

- 2. Approval of Minutes of the August 20, 2015 Park and Recreation Board Meeting

**CONSENT AGENDA** (ITEMS 3 - 8)

**ADMINISTRATION AND FINANCE COMMITTEE – MISCELLANEOUS**

- 3. Park and Recreation Department (All) - Authorize document to amend and restate as of August 2015 the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City
- 4. Park and Recreation Department (All) - Authorize a five-year contract, with two five-year renewal options, with Bank of Texas N.A. to act as custodian and trustee of the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City
- 5. Watercrest Park (10) - Authorize an alcohol permit request for Doug Hale, representing the Lake Highlands Exchange Club, to serve alcohol at their Oktoberfest at Watercrest Park located at Skillman Street and Church Road on Saturday, October 3, 2015, from 7:00 a.m. - 11:00 p.m. - Estimated Revenue: \$1,250
- 6. Park and Recreation Department (All) - Authorize approval of the FY 15-16 Proposed List of Assets to support the Sponsorship and Marketing Revenue Policy - Estimated Revenue: \$85,000

**PLANNING AND DESIGN COMMITTEE – CONTRACT AWARDS**

- 7. Briscoe Carpenter Livestock Center in Fair Park (7) - Authorize Supplemental Agreement No. 1 to the professional services contract with GME Consulting Services, Inc. for services to include construction materials observation and testing, laboratory and field testing of earthwork and concrete stabilization along with other miscellaneous items for the Briscoe Carpenter Livestock Center in Fair Park located at 1419 South Washington Street - Not to exceed \$127,312, from \$48,303 to \$175,615 - Financing: 2003 Bond Funds (\$60,001) and 2006 Bond Funds (\$67,311)

**DALLAS PARK AND RECREATION BOARD – PAGE 2**  
**DALLAS CITY HALL, 1500 MARILLA STREET, ROOM 6FN**  
**DALLAS, TEXAS 75201**  
**THURSDAY, SEPTEMBER 3, 2015**  
**(10:00 A.M.)**

**CONSENT AGENDA (CONTINUED)**

**PLANNING AND DESIGN COMMITTEE – CONTRACT AWARDS**

8. Park and Recreation Department - 2015 Pavement Repairs Schedule E (All) - Authorize a contract for pavement improvements at various locations for the Park and Recreation Department - APAC-Texas, Inc., lowest responsible bidder of two - Not to exceed \$4,165,683 - Financing: Current Funds (\$2,000,000), Park and Recreation Program Funds (\$750,000), Golf Improvement Funds (\$500,000) and Fair Park Improvement Funds (\$915,683)

**ITEM FOR INDIVIDUAL CONSIDERATION**

9. Park and Recreation Department (All) - Adoption of a resolution of the Dallas Park and Recreation Board requesting the Texas Recreation and Park Society host its annual conference in Dallas Texas in 2017 or 2018 - Financing: This action has no cost consideration to the City

**NON-ACTION ITEM**

10. Dallas Police Department Update - Rick Watson, Deputy Chief of Police

**BRIEFINGS**

11. Aquatics Master Plan Update:  
Willis Winters, Director, Park and Recreation Department
12. 2015 State Fair of Texas:  
Daniel Huerta, Assistant Director, Park and Recreation Department
13. 2015 Zaxby's Heart of Dallas Bowl:  
Daniel Huerta, Assistant Director, Park and Recreation Department

**FOR INFORMATION ONLY**

14. Update on Current Legislation relating to Concealed and Open-Carry Fire Arms - Christine Lanners, Assistant City Attorney
15. Trinity Strand Trail, Phase II Correction Memorandum regarding June 18, 2015 Park and Recreation Board Agenda Item No. 5
16. Trinity Strand Trail, Phase I Correction Memorandum regarding June 18, 2015 Park and Recreation Board Agenda Item No. 6

**DALLAS PARK AND RECREATION BOARD – PAGE 3**  
**DALLAS CITY HALL, 1500 MARILLA STREET, ROOM 6FN**  
**DALLAS, TEXAS 75201**  
**THURSDAY, SEPTEMBER 3, 2015**  
**(10:00 A.M.)**

**NON-ACTION ITEMS**

17. Budget Updates

18. Committee Reports

19. Park and Recreation Board Members Liaison Reports: 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, Friends of the Katy Trail, Friends of Oak Cliff Parks, Lee Park and Arlington Hall Conservancy, Send A Kid To Camp, State Fair of Texas, Texas Discovery Gardens, Trinity Commons Foundation, Trinity River Audubon Center, White Rock Lake Conservancy/White Rock Lake Foundation/For the Love of the Lake, The Woodall Rodgers Park Foundation

20. Staff Announcements – Upcoming Park and Recreation Department Events

21. Next Park and Recreation Board Regular Meeting: Thursday, October 1, 2015

22. Adjournment

A closed executive session may be held if the deliberation on any agenda item concerns one of the following:

1. Contemplated or pending litigation or matters where legal advice is requested of the City Attorney. Section 551.071 of Texas Open Meetings Act (T.O.M.A.)
2. The purchase, exchange, lease or value of real property, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third person. Section 551.072 of the T.O.M.A.
3. A contract for a prospective gift or donation to the City, if the deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations –with a third person. Section 551.073 of the T.O.M.A.
4. Personnel matters involving the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee. Section 551.074 of the T.O.M.A.
5. The deployment, or specific occasions for implementation of security personnel or devices. Section 551.076 of the T.O.M.A. Deliberations regarding Economic Development negotiations. Section 551.087 of the T.O.M.A.
6. Deliberations regarding Economic Development negotiations. Section 551.087 of the T.O.M.A.



# MEMORANDUM



2015 AUG 28 PM 1:21

Date: August 28, 2015

To: Members of the Recreation Facilities Strategic Planning Committee of the Dallas Park and Recreation Board:  
Lawrence S. Jones, Chair; Barbara A. Barbee, Jesse Moreno, Robin Moss Norcross, Yolanda F. Williams


Subject: Notice of Meeting - Thursday - September 3, 2015 - 12:00 p.m.  
Dallas City Hall - 1500 Marilla Street – Room 6FN - Dallas, Texas 75201  
or Upon Conclusion of Park and Recreation Board meeting

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A meeting of the Recreation Facilities Strategic Planning Committee of the Dallas Park and Recreation Board is scheduled on Thursday, September 3, 2015, 12:00 p.m. at Dallas City Hall, 1500 Marilla Street, Room 6FN, Dallas, Texas 75201, or Upon Conclusion of Park and Recreation Board meeting.

## AGENDA

1. Aquatic Facilities Master Plan - 2015 Update

  
Dawna M. Ray, Secretary  
Park and Recreation Board

- c: Max W. Wells, President and Members of the Dallas Park and Recreation Board  
Willis C. Winters, Director, Park and Recreation Department  
John D. Jenkins, Assistant Director, Park and Recreation Department  
Daniel Huerta, Assistant Director, Park and Recreation Department  
Louise Elam, Interim Assistant Director, Park and Recreation Department  
Christine Lanners, Assistant City Attorney  
Rosa A. Rios, City Secretary

**“A quorum of the Dallas Park and Recreation Board may attend this Dallas Park and Recreation Board Sub-Committee meeting.”**

# DRAFT

Park and Recreation Board  
Dallas City Hall  
1500 Marilla Street – Room 6FN  
Dallas, Texas 75201  
August 20, 2015 – 10:00 A.M.

Regular Meeting: Max W. Wells, President, presiding

Present: Max W. Wells, President; Jesse Moreno, Vice President; Celina Barajas, Barbara A. Barbee, Matthew L. Houston, Sean Johnson, Lawrence S. Jones, Jean F. Milligan, Amy W. Monier, Robin Moss Norcross, Raquel Rollins, Rodney Schlosser, Paul Sims, Yolanda F. Williams, Gerald Worrall III – 15

Absent: None

President Wells convened the meeting at 10:00 a.m. A quorum of the Board was present.

Agenda Item 1. Speakers:

Elizabeth Akin regarding White Rock Lake.  
Jack Reese regarding Economic Value Benchmarking Findings.  
Philip Nirchi regarding Kidd Springs pool.  
Charles King regarding Church Hill Park.

## MINUTES

Agenda Item 2. A motion by Barbara Barbee, seconded by Matthew Houston, for approval of Minutes of the August 6, 2015 Park and Recreation Board Meeting, was carried. The vote was unanimous.

## CONSENT AGENDA (ITEMS 3 - 12)

### **ADMINISTRATION AND FINANCE COMMITTEE - MISCELLANEOUS**

Agenda Item 3. Kidd Springs Park (1) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize an alcohol permit request for Amy Cowan, with Go Oak Cliff Go, to serve alcohol at a barbecue cook off event at Kidd Springs Park, located at 711 W. Canty Street, on Friday, November 13, 2015 at 4:00 p.m. to 11:00 p.m. through Saturday, November 14, 2015 from 7:00 a.m. – 11:00 p.m. - Estimated Revenue: \$1,075, was carried. The vote was unanimous.

## BACKGROUND

The Park and Recreation Board has the authority by City Code Sec.32-11.2(3) to approve alcohol consumption on park property. Amy Cowan, with Go Oak Cliff Go, is requesting approval to serve alcohol at the Blues, Bandits, BBQ Festival to be held at Kidd Springs (711 W. Canty) on Friday, November 13 from 4:00 p.m. - 11:00 p.m. through Saturday, November 14, 2015 from 7:00 a.m. – 11:00 p.m., to serve alcohol from 9:00 am – 8:00 p.m. The event will include the sale of beer and wine, food sales, local musicians, a 5K Run, and kids activities. The estimated attendance is 1000. Park Board approval of an alcohol permit is requested.

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

Agenda Item 4. White Rock Lake (9) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize a special event waiver and an alcohol permit request for Elisabeth Akin, with For the Love of the Lake Foundation, to serve alcohol at the Foundation's 20<sup>th</sup> Anniversary event to be held at Winfrey Point adjacent park grounds at White Rock Lake located at 950 E. Lawther Drive - Estimated Revenue: \$560, was carried. The vote was unanimous.

**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 made by Elisabeth Akin, with For the Love of The Lake Foundation, to serve alcohol at the For the Love of Lake Foundation 20<sup>th</sup> Anniversary event. The event will be held at White Rock Lake's Winfrey Point adjacent park grounds, located at 950 E. Lawther Drive, on Saturday November 14, 2015 from 2:00 p.m. to 10:00 p.m. The event will include a festival with activities for kids, food vendors, and musical artists. The estimated attendance is 1500.

Park Board approval of an alcohol permit and a waiver of the \$110.00 special event fee for the For The Love of The Lake Foundation's 20<sup>th</sup> Anniversary are being requested.

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

Agenda Item 5. Fair Park (7) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize a one-year agreement beginning October 1, 2015 through September 30, 2016, with the Dallas Wind Symphony, now known as Dallas Winds, for use of the Band Shell at Fair Park - Estimated Revenue: \$1,000, was carried. The vote was unanimous.

**BACKGROUND**

The Dallas Wind Symphony has used the Band Shell at Fair Park for concerts, office space, and temporary storage and display of museum exhibits since 1993. The Park Board initially approved a five-year agreement with two one-year options for use of the Band Shell on September 16, 2004. Since that time the Board has authorized four one-year agreements, the current which will expire on September 30, 2015.

During the 2014-2015 season, the Dallas Wind Symphony performed at Fair Park Fourth and Dog Bowl. The Dallas Wind Symphony also performed at the Fair Park Sparks! and the Fair Park Fourth events to support efforts of Fair Park Administration and Friends of Fair Park.

The Dallas Wind Symphony wishes to enter into a one-year agreement with the City of Dallas in accordance with the following deal points:

1. Term of the agreement will be from October 1, 2015 to September 30, 2016.
2. City will provide office space and non-exclusive use of the Band Shell for the purpose of conducting concerts by the Dallas Wind Symphony.
3. Dallas Wind Symphony shall provide a minimum of three performances at Fair Park during the term of this agreement and schedule such in a manner which shall not conflict with other Fair Park activities.
4. City will retain all parking and food and beverage concession revenues.
5. City shall be responsible for all the utilities including electricity, gas, water and sanitation services.
6. Dallas Wind Symphony accepts that this agreement is subject to the contract between State Fair of Texas Association Inc. and the City of Dallas.
7. Dallas Wind Symphony accepts the Premises in its current condition and agrees to return the Premises to the same condition at the conclusion of the Agreement.
8. Dallas Wind Symphony shall be responsible for acquiring all equipment needed to facilitate its operation.

9. Dallas Wind Symphony will provide monthly attendance reports to Fair Park Administration by the 5<sup>th</sup> of each month during the term of the contract.
10. Dallas Wind Symphony shall exercise every necessary precaution for the safety of the Premises and the protection of any and all persons or property located adjacent to or making passage through the Premises.
11. Dallas Wind Symphony shall pay for telephone services, office equipment and all personnel necessary to operate and maintain the Premises during the Term of this Agreement.
12. Dallas Wind Symphony shall establish office hours of operation subject to Director's approval.
13. Dallas Wind Symphony shall be responsible for the supervision of its staff (including any volunteers).
14. Dallas Wind Symphony shall be responsible for all security inside the Premises and the Director reserves the right to determine whether a particular event requires security services. In addition, City will not be liable for any loss or damage sustained by Dallas Wind Symphony in the execution of this Agreement.
15. Dallas Wind Symphony agrees to acknowledge City for its support in all appropriate printed materials and electronic media. City reserves the right to approve, in whole or in part, the form of such acknowledgements which Dallas Wind Symphony proposes to include in any printed and electronic materials.
16. Dallas Wind Symphony shall commence, defend and settle in good faith such legal actions or proceedings concerning the maintenance and operation of the Premises as are necessary or required in the opinion of the Dallas Wind Symphony, without involving the City and at no cost or liability to the City.
17. Dallas Wind Symphony understands that Director's approval may be necessary for approving any plans and specifications (including modifications) before starting construction on any improvements to the Premises.
18. Dallas Wind Symphony shall maintain or cause to be maintained all necessary license, permits and authorizations for the operation of the Premises.
19. Dallas Wind Symphony shall comply with all applicable Park and Recreation Board policies, city ordinances and other laws.
20. Dallas Wind Symphony shall conduct its operations in a clean, orderly and responsible manner, and shall comply at all times with existing ordinances and laws.
21. Dallas Wind Symphony shall provide all required insurance for fire, commercial liability, accident and injury and shall indemnify the City and name the City as an additional insured.

Park Board consideration of this agreement with the Dallas Wind Symphony is being requested.

Agenda Item 6. Park and Recreation Department (All) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize a thirty-six-month Inter-local Agreement with Dallas County Schools to transport participants to various programs and activities for the period October 1, 2015 through September 30, 2018 - Total not to exceed \$875,000 - Financing: Current Funds (subject to annual appropriations), was carried. The vote was unanimous.

**BACKGROUND**

The City of Dallas has contracted with Dallas County Schools since 1988 to provide economical transportation for the participants in the summer programs and activities of the Dallas Park and Recreation Department.

From October 2015 through September 2018 the following divisions of the Park Department will utilize the bus services: Recreation Services, Special Services, Community Development Block Grant, Youth Services, After-School Program, and Send-A-Kid-to-Camp sites.

State law authorizes the procurement of services provided by another subdivision of the State without submitting the contract for competitive bidding. This may be accomplished by means of an Interlocal Agreement approved by the City Council and Dallas County.

Agenda Item 7. Cedar Crest Golf Course (4) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize the purchase of a five-year service agreement and extended warranty for the Toro Site Pro irrigation system central computer and components at Cedar Crest Golf Course from The Toro Company dba Toro NSN, sole source provider - Total not to exceed \$7,789 - Financing: Current Funds, was carried. The vote was unanimous.

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD AND THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the President of the Park and Recreation Board and the City Manager are authorized to execute a five-year service agreement and extended warranty in the amount of \$7,789 with The Toro Company dba Toro NSN (VS0000022385), upon approval as to form by the City Attorney, for the Toro Site Pro irrigation system central computer and components at Cedar Crest Golf Course.

**SECTION 2.** That the Chief Financial Officer is hereby authorized to disburse funds from the following appropriation in the amount not to exceed \$7,789:

<u>FUND</u>	<u>DEPT</u>	<u>UNIT</u>	<u>OBJ</u>	<u>ENCUMBERANCE</u>	<u>AMOUNT</u>
0001	PKR	5272	3099	PKRCT16G008	\$7,789

**SECTION 3.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

Agenda Item 8. Park and Recreation Department (All) – A motion by Jean Milligan, seconded by Barbara Barbee, to authorize approval of proposed Park and Recreation Board Sponsorship and Marketing Revenue Policy - Estimated Annual Revenue: \$85,000, was carried. The vote is unanimous.

**BACKGROUND**

On May 21, 2009, Mike Conduff, President of the Elm Group, presented a briefing titled “True Leadership – What Every Board Must Do” to the Park and Recreation Board. The briefing included information on board policies and identified the characteristics of the most effective policies. Subsequent to that briefing, Mike Anglin, former Park and Recreation Board Member was appointed to work with Mike Conduff and executive staff to undertake a review of each of the Park and Recreation Board policies.

On April 1, 2010, Mike Conduff conducted a work session with the Park and Recreation Board to review the existing list of Park and Recreation Board Policies. The conclusion of the work session identified certain Park and Recreation Board policies recommended to be sunset. (See attached chart).

On April 15, 2010, the item was presented and approved unanimously by the Park and Recreation Board to sunset the policies as identified on the attached chart and that the

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Director is authorized to develop and implement procedures for the sunsetted polices. This was further clarified by the Park and Recreation Board on November 8, 2012.

In 2014, Max Wells, President of the Park and Recreation Board appointed a park board committee to review the remaining polices for needed updates. Executive staff presented the "Marketing Income Policy-Park Board" on December 11, 2014 and recommended to the committee that the policy be updated and renamed "Sponsorship and Marketing Revenue" (attached).

The proposed policy, reviewed and discussed at August 6, 2015 Administration and Finance Committee meeting, is intended to provide greater flexibility in generating marketing revenue. These revenues are to be deposited into a City of Dallas Park and Recreation Department multi-year fund to be solely distributed as detailed in the sponsorship agreement with a sponsor or corporate partner.

On an annual basis, the Dallas Park Board will review and approve a list of all programs, events or other known activities with a sponsorship valuation in excess of \$50,000. Once approved, the Director or their designee may solicit sponsorship opportunities for the benefit of DPR. Any sponsorship with a value of more than \$50,000 will be presented to the Park Board for approval. All other sponsorships with a value of \$50,000 or less would be approved by the Director.

Sponsorship agreements may not conflict with existing contracts for goods, services, or concessions.

**PLANNING AND DESIGN COMMITTEE – CONTRACT AWARDS**

Agenda Item 9. Coombs Creek Trail (1)[This item was deferred] – Authorize a contract with artist Christopher Blay for a public art project at the Coombs Creek Parkway Public Art Project located at the intersection of Kessler Parkway and North Clinton Avenue - Not to exceed \$65,000 - Financing: 2006 Bond Funds, was carried.

**BACKGROUND**

This action is for approval of a contract for the fabrication and installation for the public art at Coombs Creek Parkway as approved by the Public Art Committee and the Cultural Affairs Commission.

The consulting Engineering Firm of Frank W. Neal and Associates, Inc. has provided the artist with the following:

General Conditions:

- A. Design/wind load
- B. Structure was designed in accordance with the International Building Code, 2012 Edition
- C. All existing conditions shall be field verified
- D. Contractor shall verify all dimensions prior to start of construction.
- E. General contractor shall be responsible for coordination of other trades prior to fabrication and installation of materials.

Site:

- A. Footings shall be placed on undisturbed soil

Location:

- A. The artwork will be installed 40 feet from the creek

Concrete:

- A. Concrete shall have a minimum compressive strength of 3000 PSI at 28 days
- B. Reinforcing steel shall be ASTM grade 60 unless noted otherwise
- C. Lap reinforcing splices #6 and smaller bars
- D. All reinforcement shall be detailed in accordance with the latest ACI detailing manual
- E. Contractor shall coordinate all penetrations, conduit, chamfers and embedded items prior to concrete placement.

The City of Dallas Public Art Ordinance provides that all appropriations for City capital improvement projects shall include an amount equal to 1.5% (or .75%) of the total capital improvement project appropriation to be used for the design services of artists and for the creation of artworks for new City facilities (Dallas City Code Article X, SEC. 2-103(a). The public art project for Coombs Creek Parkway was included in the list of 2006 Bond Fund Program public art projects approved by City Council on April 23, 2014, Resolution No. 14-0664. The artist Christopher Blay was selected via competitive selection process as directed by the City of Dallas Cultural Policy, and was approved by the Public Art Committee and the Cultural Affairs Commission.

Coombs Creek Trail is part of the Dallas Trail Network Plan offering access to the Trinity River Levee Trails.

Phase I of the trail completed within the last year sits at about 1.5 miles in length with another half mile of soft surface dirt trail on the north end that skirts the edge of a dirt berm and levee spillway for the creek. The trail runs from the Stevens Park Golf Course near the Tennis Courts (south end) and terminates behind the Lone Star Doughnuts Bakery on Beckley (north end). The Coombs Creek Trail affords easier access to the Trinity River Levee than most other routes coming from Oak Cliff.

This action is for approval of a public art design for the Coombs Creek Parkway Public Art Project only.

#### SCOPE OF PROJECT

Artist or Artist Team, selected by the short-list selection process, has prepared a conceptual design responsive to the following:

- Be highly visible in the landscape,
- Respond to the history, environment, vegetation, fauna or current location within the City of Dallas of the Oak Cliff community and the Coombs Creek Trail.
- Complement the existing elements of the trail landscape and environment
- Be resistant to graffiti and vandalism
- Require little or no maintenance,
- Be free of safety hazards for bikers, hikers and anyone using the trail.
- There is no electrical access at these locations.
- Works need to compete with the trees and the scale needs to be taken into consideration.

#### Artist's background

- a) The proposed artist currently works in the public realm, has demonstrated past experience and proven technical and aesthetic ability to successfully create artwork responsive to the site and community; and
- b) The proposed artist will employ local contractors from the geographical area surrounding the Dallas/Fort Worth Metroplex, thereby contributing to the quality of life in the region.

The concept design complies with the goals, objects, and eligible criteria of the Public Art Program outlined in the City's Cultural Policy as follows.

- a) The artwork shall be accessible to the public;
- b) The high quality artwork shall enhance the cultural appeal of the city of Dallas.

Agenda Item 10. Elmwood Parkway (1,4) – A motion by Gerald Worrall III, seconded by Robin Norcross, to authorize a contract award for Elmwood Parkway trail improvements located along Rugged Drive - RoeschCo Construction, Inc., lowest responsible bidder of six - Not to exceed \$619,781 - Financing: 2012 Bond Funds, was carried. The vote was unanimous.

**WHEREAS**, on June 3, 2015, six bids were received for Elmwood Parkway trail improvements located along Rugged Drive.

**DRAFT**

<u>Bidders</u>	<u>Base Bid</u>	<u>Alternate No. 1**</u>	<u>Total</u>
RoeschCo Construction, Inc.	\$526,816.00	\$92,965.00	\$619,781.00
HQS Construction, LLC	\$552,410.00	\$95,000.00	\$647,410.00
A S Con, Inc.	\$547,300.00	\$106,200.00	\$653,500.00
Denco CS Corporation	\$600,981.15	\$110,000.00	\$710,981.15
Forward Concept, LLC	\$702,606.75	\$109,791.36	\$812,398.11
Pavecon Public Works L.P.	\$788,944.20	\$222,000.00	\$1,010,944.20

\*\*Alternate No. 1 - provides for installation of a 70-foot pedestrian bridge.

**Now, Therefore,**

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD AND THE CITY COUNCIL OF THE CITY OF DALLAS:**

**SECTION 1.** That the City Manager is hereby authorized to enter into a contract with RoeschCo Construction, Inc. for Elmwood Parkway trail improvements located along Rugged Drive, in an amount not to exceed \$619,781.

**SECTION 2.** That the President of the Park and Recreation Board and the City Manager are hereby authorized to execute a contract with RoeschCo Construction, Inc., after approval as to form by the City Attorney.

**SECTION 3.** That the Chief Financial Officer is hereby authorized to disburse an amount not to exceed \$619,781 to RoeschCo Construction, Inc. from (2012) Street and Transportation Improvement Funds, Fund 3U22, Department PBW, Unit S615, Object 4599, Activity HIBT, Program PB12S615, CT-PKR15019521, Commodity 91200, Vendor VS0000057213.

**SECTION 4.** That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.

**PLANNING AND DESIGN COMMITTEE - MISCELLANEOUS**

Agenda Item 11. Abrams Road Triangles Park (14) – A motion by Gerald Worrall III, seconded by Robin Norcross, to authorize a dedication plaque for the Junius Heights Historic District at Abrams Road Triangles Park located at 1621 Abrams Road, in accordance with the Park and Recreation Board Plaque Policy - Financing: No cost consideration to the City, was carried. The vote was unanimous.

**BACKGROUND**

This action is for approval of an historical marker to be located in the 1621 Abrams Road parcel of Abrams Road Triangles Park which describes Junius Heights. The cost and fabrication of the historical marker will be provided by the Junius Heights Historic District Neighborhood Association (JHHDNA). With Park Board approval JHHDNA will take the historical marker to their Landmark Committee for approval before installation.

Agenda Item 12. Bluff View Park (13) - Authorize adoption of the Bluff View Park Master Plan located at 4524 Pomona Road - Financing: No cost consideration to the City, was carried. The vote was unanimous.



**BACKGROUND**

In June of 2014 the Park and Recreation Department held a public meeting to receive neighborhood feedback for a master plan created by a Bluff View area resident, Treasure Hickman. As a result of the wide-ranging comments and reaction at the public meeting, Councilmember Gates, who was in attendance, subsequently formed a Task Force to create a new master plan which addressed the neighborhood's concerns. The Task Force consisted of neighborhood residents, staff, and Park Board member Lawrence Jones.

After regular monthly meetings the Task Force was ready to present a master plan to the community which addressed the varied neighborhood-specific issues. On May 26, 2015 the Task Force presented the plan to the neighborhood. The neighborhood approved the plan with only minor modifications.

The master plan will be used as a basis for future development of the park. A 501c3 organization, *BluffView Park Improvement Project* (BPIP), is in the process of raising funds for the development of the park.

**NON-ACTION ITEM**

Agenda Item 13. Dallas Police Department Update presented by Rick Watson, Deputy Chief of Police.

**BRIEFINGS**

Agenda Item 14. Economic Value/Benchmarking Preliminary Findings presented by Ryan O'Connor, Senior Program Manager, Park and Recreation Department; Reginald Hurd, Project Manager, Park and Recreation Department; and HRA Consultants.

Agenda Item 15. 2015 Summer Camp Review presented by Jennifer McRorey, Assistant Director, Park and Recreation Department.

**NON-ACTION ITEMS**

Agenda Item 16. Budget Updates presented by John Jenkins, Assistant Director, Park and Recreation Department.

Agenda Item 17. Committee Reports:

Lawrence Jones: Recreation Facilities Strategic Planning Committee updates. Committee meeting scheduled on Tuesday, August 25, 2015.

**NON-ACTION ITEMS**

Agenda Item 18. Park and Recreation Board Members Liaison Reports: 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, Friends of the Katy Trail, Friends of Oak Cliff Parks, Lee Park and Arlington Hall Conservancy, Send A Kid To Camp, State Fair of Texas, Texas Discovery Gardens, Trinity Commons Foundation, Trinity River Audubon Center, White Rock Lake Conservancy/White Rock Lake Foundation/For the Love of the Lake, The Woodall Rodgers Park Foundation

Matthew Houston: Trinity River Audubon Center and For Oak Cliff Back-to-School Event at Glendale Park.

Jesse Moreno: Friends of Santa Fe Trail and trail improvement updates.

Jean Milligan: Texas Discovery Gardens.

Barbara Barbee: Friends of Oak Cliff Parks and Kiest Park Memorial Garden.

Yolanda Williams: For Oak Cliff Back-to-School Event at Glendale Park.

Agenda Item 19. Staff Announcements – Upcoming Park and Recreation Department Events:

Daniel Huerta: Dogs Day at Samuel Grand Park and Dogs Day at Bahama Beach.

Willis Winters: Klyde Warren Park awarded Texas Society of Architects Honor Award.

Agenda Item 20. President Wells announced next Park and Recreation Board regular meeting on Thursday, September 3, 2015.

Agenda Item 21. President Wells adjourned the meeting at 1:02 p.m.

Dawna M. Ray, Secretary  
Park and Recreation Board

Max W. Wells, President  
Park and Recreation Board

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.

DRAFT

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

**DATE:** September 3, 2015

**COUNCIL DISTRICTS:** All

**STAFF:** John Jenkins, 214-670-4073

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**SUBJECT**

Approve document to amend and restate as of August 2015 the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City

**BACKGROUND**

On May 4, 1970, the Park and Recreation Board authorized the creation of a discretionary investment account with Republic National Bank of Texas entitled "Park and Recreation Trust Fund of the City of Dallas". Assets totaling \$257,886 from the Grauwylar Memorial Fund, Martin Weiss Park Fund and Craddock Park Fund were combined to establish the trust. Earnings from the combined assets were to be prorated on the following ratio of original participating deposits to the total value of the corpus: Craddock Park Fund 83%, Grauwylar Park Fund 9%, and Martin Weiss Park Fund 8%.

Initial trust guidelines were set forth in 1970. These guidelines are now over 45 years old and need to be updated. The amended and restated document defines purpose, asset details and investment policy for the trust. The Department seeks approval of the document to amend and restate the Park and Recreation Trust of the City of Dallas.

**PRIOR ACTION/REVIEW**

The Administration and Finance Committee considered this item on August 20, 2015.

**FISCAL INFORMATION**

No cost consideration to the City.

**COMMITTEE ACTION**

The Administration and Finance Committee will consider this item on September 3, 2015. A recommendation will be presented to the Park and Recreation Board on the same day. This item does not require City Council approval.

**STAFF RECOMMENDATION**

Staff recommends approval.

**ATTACHMENTS**

1. Original Trust Document
2. Restated and Amended Trust Document
3. Trust Fund Details

CITY OF DALLAS

TEXAS

LEGAL DEPARTMENT

DO NOT REMOVE-OFFICIAL FILE COPY  
Park & Recreation Board, Dallas, Texas

N. ALEX BICKLEY  
CITY ATTORNEY

MUNICIPAL BUILDING  
DALLAS, TEXAS 75201

May 7, 1970

Republic National Bank of Dallas  
Pacific and Irvay Streets  
Dallas, Texas

RE: Trust Department - Creation - Common Trust Fund for Park and  
Recreation Board of the City of Dallas

Gentlemen:

Please open and maintain as our trustee, a discretionary investment account entitled "Park and Recreation Trust Fund of the City of Dallas". You are to hold, as custodian and trustee under the Texas Trust Act, Article 7425b, Vernon's Annotated Civil Statutes of the State of Texas, adopted and incorporated as part of this agreement as though written herein word for word. We authorize you to transfer our securities in registered form to the name of a nominee provided by you.

We request you to review the securities held in the account regularly and, without obtaining our instructions and in accordance with your own judgment and discretion, to make such sales, exchanges, investments or reinvestments or to take any action which you deem necessary or desirable in connection with the property of the Park and Recreation Department of the City of Dallas, held for it in trust. As its trustee, in exercising your investment discretion you shall be limited to investing in securities of the type normally deemed appropriate for trust funds, and you shall not be liable for any loss resulting from an action taken or inaction, so long as you are acting in good faith in conformity with the Prudent Man Rule as the test specified in the Texas Trust Act, that is; in acquiring, investing, reinvesting, exchanging, retaining, selling, supervising, and managing property for the benefit of another, the trustee shall exercise the judgment and care under the circumstances then prevailing, which men of ordinary prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income therefrom, as well as, the probable safety of their capital.

As trustee you shall render quarter-annual statements to the Park and Recreation Board of the City of Dallas setting forth the property held in trust for it in said account and the transactions therein including the amount of interest earned by said trust fund during the previous quarter. You will also advise the Park and Recreation Board of changes as they are made in the trust fund in accordance with your normal procedures.

When in your opinion security transactions can be effected as well or better without the employment of a broker, you may negotiate such security transactions and take a handling charge which is the equivalent of but never more than the minimum New York Stock Exchange commission for a similar transaction.

For your services you shall transmit a statement to the Park and Recreation Board of the City of Dallas quarterly with one-quarter of the annual fee at the regular rates charged by you for acting as trust for a similar type of trust calculated on the combined market value held at the end of each quarter. Within ten (10) days after this trust instrument is executed by you, the Park and Recreation Board of the City of Dallas will deliver to you, as trustee the sum of \$246,344.06 in cash and the following list of stocks having a low value of \$11,542.00 as quoted stocks on March 25, 1970, said stocks and the value thereof be set forth as follows:

11-16-70

<u>Oak Cliff Bank</u>	<u>High</u>	<u>Low</u>	
122 Shares @ \$26.00			
122 Shares @ \$28.00	\$3,472.00	\$3,172.00	5 824.00
 <u>Mercantile National Bank</u>			
102 Shares @ \$45.00	45.00	\$4,590.00	5 40.00
102 Shares @ \$45.75	\$4,666.50		
 <u>United Fidelity Life</u>			
126 Shares @ \$30.00	30.00	\$3,780.00	3,720.00
<u>Total Stock Quotes</u>	\$11,918.50	\$11,542.00	

You agree to accept the combined trust assets in the amount of \$257,886.06 being the trust assets tendered herewith for which you agree to execute a receipt. Therefore, you will prorate anticipated earnings, based on the following ratio of original participating deposits to the total value of corpus and make the checks payable to the respective funds:

Craddock Park Fund	83%
Martin Weiss Park Fund	8%
Grauwylar Park Fund	9%
	100%

The Park and Recreation Board is concerned with receiving earnings from this foundation in order to carry out its purposes and in conjunction therewith said Board simultaneously expects to achieve growth of the funds placed in the trust. Moreover, the Park and Recreation Board expects to supplement this trust, from time to time, as additional funds become available for such purposes.

Also, the Park and Recreation Board reserves the right to withdraw any or all of the corpus, or any growth which might accrue to the original corpus, of this trust and foundation by the passage of a Park and Recreation Board resolution

to this effect which when certified by the Secretary of the Board and de to the undersigned trustee shall become effective for such withdrawal. trust agreement may be terminated at any time on written notice either b Park and Recreation Board of the City of Dallas or by Republic National of Dallas, trustee.

Very truly yours,

CITY OF DALLAS

Attest:

Harold G. Shank  
HAROLD G. SHANK, City Secretary

By: W. S. McDonald  
W. S. McDONALD, City Manager

PARK AND RECREATION BOARD OF THE CITY OF DALLAS

Attest:

Jean Craft  
JEAN CRAFT, Secretary  
Park and Recreation Board

By: Julius Schepps  
JULIUS SCHEPPS, Vice-President

COUNTERSIGNED:

E. Lynn Crossley  
E. LYNN CROSSLEY, City Auditor

APPROVED AS TO FORM:  
N. ALEX BICKLEY, City Attorney

By: J. P. [Signature]  
Assistant City Attorney

ACCEPTED:  
REPUBLIC NATIONAL BANK OF DALLAS

By: [Signature]  
VICE-PRESIDENT & TRUST OFFICER

DATE: May 20, 1914

**Park and Recreation Trust Fund of the City of Dallas  
Amended and Restated as of August 2015**

**WHEREAS**, on May 4, 1970, the Park and Recreation Board approved a proposed agreement dated May 7, 1970 creating an express charitable trust, titled the “Park and Recreation Trust Fund of the City of Dallas”; and

**WHEREAS**, the City Council, in its capacity as the settlor of this Park and Recreation Trust Fund of the City of Dallas ratified the approval by the Park and Recreation Board on May 11, 1970; and

**WHEREAS**, the City Council granted the Park and Recreation Board the power to hire and terminate the services of a trustee for the Trust; and

**WHEREAS**, statutes relevant to the operation of trusts have been amended and revised the creation of this trust; and

**WHEREAS**, this Trust is and has been invested consistent with the Texas Trust Code, as approved by the City Council and the Park and Recreation Board; and

**WHEREAS**, investment markets have changed since this trust was created; and

**WHEREAS**, the Board wishes to restate and amend this Trust to carry out the wishes of the donors of funds; to provide economical investing under current market practices; and to ensure compliance with relevant laws.

**BE IT RESOLVED BY THE PARK AND RECREATION BOARD OF THE CITY OF DALLAS:**

The Park and Recreation Trust is amended and restated to read as follows:

**Section 1. Purpose.**

The purpose of this trust is to hold assets donated through testamentary, intervivos, and other transfers to the Park and Recreation Board of the City of Dallas for the express purpose of maintaining certain parks.

This trust is exempt from certain taxes imposed by the Internal Revenue Code of 1986, amended (the “Code”) as a governmental function pursuant to section 115 of the Code, because maintaining the City’s parks is an essential governmental function.

**Section 2. Definitions.**

“Account” means the six separate accounts that are established within the Trust to account for the assets that are invested by the Trustee. Grauwylar Principal Account; Grauwylar Growth

Account, Weiss Principal Account; Weiss Growth Account, and Craddock Principal Account; Craddock Growth Account.

“Asset Groups” means the three pairs of principal and growth accounts that hold the original donation and provide funds for maintenance and improvements to a Designated Park. The Grauwlyer Asset Group is composed of the Grauwlyer Principal Account and the Grauwlyer Growth Account. The Weiss Asset Group is composed of the Weiss Principal Account and the Weiss Growth Account. The Craddock Asset Group is composed of the Craddock Principal Account and the Craddock Growth Account.

“Board” means the City of Dallas Park and Recreation Board.

“Designated Park” means either the Grauwlyer Park, Martin Weiss Park, or Craddock Park. In the plural form this term collectively refers to all three of these parks.

“Director” means the Director of the Park and Recreation Department of the City of Dallas, or his/her designee.

“Trust” means the City of Dallas Park and Recreation Trust.

“Trustee” means the vendor appointed by the Board to hold and administer the Trust. The Trustee is a fiduciary of the Trust.

### Section 3. Appointment of Trustee as a Fiduciary to the Trust.

Appointment. The Park and Recreation Board of the City of Dallas may appoint a trustee to hold and administer the funds of this Trust for investment purposes by a majority of the members of the Board voting in a meeting where a quorum is present.

Trustee an Independent Contractor. Any Trustee appointed by the Board will serve as an independent contractor. The Trustee is a fiduciary of the Trust; will exercise independent judgment in performing all duties assigned by this Trust; and will make all investment decisions as a fiduciary in accordance with the Investment Policy Objectives stated in this Trust. Trustee will not be construed as an agent, servant, or employee of City or the Board. The Trustee and its employees will not be eligible for any benefits, such as retirement, health care coverage or worker’s compensation coverage from the City.

Fiduciary Duty of Trustee. Trustee will be responsible as a fiduciary to the Trust and will be fully responsible for services performed by third parties who serve as subcontractors of Trustee. Trustee shall not sell, assign, transfer or convey any responsibilities to any other party without the consent of the Board.



Section 4. Duties of Trustee.

- A. Hold and administer the Trust assets in the State of Texas.
- B. Invest assets of the Trust as a passive investor in a manner consistent with the the Investment Policy Objectives and other provisions of this Trust document.
- C. Invest Assets with the care, skill, prudence, and diligence that a prudent person in a similar situation would exercise under the circumstances then prevailing, and in a manner the Trustee reasonably believes to be in the best interest of the Trust to provide income to the Board that will be used to maintain the Designated Parks.
- D. Review investments held in the Trust at least annually to ensure the investments are appropriate for the Trust.
- E. Annually brief the Board on the overall performance of the Trust.
- F. Provide monthly statements to the Park and Recreation Department indicating the investments held including any earnings or other gains on the investments during the previous period.
- G. Provide quarterly billing statements detailing the fees for services to be approved by the Director.
- H. Assets held in the Grauwylar Principal Account; Weiss Principal Account; and Craddock Principal Account (collectively, the "Principal Accounts") will be invested. The value of the assets in each Principal Account will be maintained and not disbursed, unless the Trust is terminated in accordance with Section 6.
- I. Assets held in the Grauwylar Growth Account, Weiss Growth Account, and Craddock Growth Account (collectively, the "Growth Accounts") will be available for disbursement upon request.
- J. All requests for disbursement below \$50,000 are required to be signed by the Director. All requests for disbursement equal to or greater than \$50,000 are required to be signed by the Director and approved by a majority of the voting members of the Board at a meeting where a quorum is present.
- K. Vote all proxies in the interest of the Trust and consistent with Trust's Investment Policy Objectives.

Section 5. Trust Assets Accounts.

- A. Grauwlyer Assets. Assets held in the Grauwlyer Principal Account are restricted. These assets cannot be disbursed, unless the Trust is terminated in accordance with Section 6. All gains and losses allocated to the Grauwlyer Assets will be credited or debited to the Grauwlyer Growth Account. The Grauwlyer Assets are 9% of the total Trust assets as of the effective date of this amended and restated trust document.
- B. Weiss Assets. Assets held in the Weiss Principal Account are restricted. All gains and losses allocated to the Weiss Assets will be credited or debited to the Weiss Growth Account. These assets cannot be disbursed, unless the Trust is terminated in accordance with Section 6. The Weiss Assets are 8% of the total Trust assets as of the effective date of this amended and restated trust document.
- C. Craddock Assets. Assets held in the Craddock Principal Account are restricted. All gains and losses allocated to the Craddock Assets will be credited or debited to the Craddock Growth Account. The Craddock Assets are 83% of the total Trust assets as of the effective date of this amended and restated trust document.
- D. Income Allocation. Income will be allocated to each Asset Group based on the value of that Asset Group as a percentage of the value of the total Trust. The initial proportions are as stated above: Grauwlyer Assets are nine percent of the Trust. Weiss Assets are eight percent of the Trust. Craddock Assets are eighty-three percent of the Trust. If a disbursement is made from one of the Asset Groups, these proportions will be revised and all income attributed to Asset Groups after the date of the disbursement, will be allocated based on the revised proportions.

Section 6. Termination of Trust.

This trust may be terminated by a resolution of the Park and Recreation Board of the City of Dallas approved by a majority of members of the Board voting at a meeting where a quorum is present.

Section 7. Investment Policy Objectives

All assets of the Trust will be invested by the Trustee based on the following priorities:

- A. Preserve capital;

- B. Maintain liquidity;
- C. Defray investment expenses; and
- D. Seek total shareholder return in the form of capital gains, interest, dividends, or similar returns on investment.

#### Section 8. Types of Investments

Investments will be limited to the following types of investments, as the Trustee deems appropriate to meet the Investment Policy Objectives for long term investments stated above:

- A. U.S. securities issued by the US Government and its agencies and instrumentalities;
- B. Publicly-traded equities of a quality that is suitable for the Investment Policy Objectives stated above;
- C. Corporate bonds rated at least "A" or the equivalent by a nationally recognized statistical rating agency.
- D. Mutual funds with holdings that are otherwise consistent with the Investment Policy Statement and the holdings allowed by this Section 8.

#### Section 9. Accounting for Trust Assets.

The Trustee of this Trust will be accountable to the Board to provide an accounting of the Trust assets, as requested by the Board. Board may review any and all of the services performed by the Trustee or any other service provider. Board is granted the right to audit, at Board's election, all Trust records. Trustee is responsible for maintaining records of the Trust. Trustee will invest assets of the Trust as a passive investor.

#### Section 10. Miscellaneous

**Acceptance by Trustee.** A Trustee accepts the Trust, by executing a contract to provide trustee services to the Trust and agrees to administer the Trust in accordance with the Texas Trust Code.

**Amendments.** This Trust may be amended by a written amendment adopted by a resolution of the Board approved by a majority of members of the Board voting at a meeting where a quorum is present.

Governing Law. This Trust will be administered in accordance with the laws of court decisions of the State of Texas, without regard to conflict of law or choice of law principles of Texas or of any other state. The obligations of all parties performing services for this Trust will be performable in Dallas County, Texas, and if action is necessary in connection with or to enforce rights under this Trust exclusive venue shall lie in Dallas County, Texas.

Captions. The captions to the various clauses of this Contract are for informational purposes only and shall not alter the substance of the terms and conditions of this Contract.

Executed this \_\_\_\_ day of \_\_\_\_\_ 2015 and effective immediately.

APPROVED AS TO FORM:  
WARREN M. S. ERNST  
City Attorney

CITY OF DALLAS:  
A. C. GONZALEZ  
City Manager

BY \_\_\_\_\_  
Assistant City Attorney

BY \_\_\_\_\_  
Assistant City Manager

ATTEST:

PARK AND RECREATION BOARD:  
CITY OF DALLAS, TEXAS

BY \_\_\_\_\_  
Secretary

BY \_\_\_\_\_  
President

PARK AND RECREATION DEPARTMENT:

\_\_\_\_\_

BY \_\_\_\_\_  
Assistant Director

# Dallas Park and Recreation Department Trust Funds

September 3, 2015

# Background

- The Park and Recreation Department utilizes the City of Dallas General Fund along with Trusts and Multi-Year funds to cover Departmental expenses
- The Park and Recreation Department has two trusts funds
  1. **W. W. Samuell Trust** – Bank of America is the Trustee; the Park and Recreation Department is a beneficiary of the proceeds. The Park Board does not provide investment direction for the trust.
  2. **Park and Recreation Trust of the City of Dallas** – comprised of proceeds from the Grauwlyer estate, the Martin Weiss estate and Craddock Park. Bank of Texas is the trustee and custodian of the trust. Investment policies will be provided through an amended and restated trust document approved by Park Board.

# Trust Fund Details

CITY OF DALLAS FUND NAME	FUND	FUND PURPOSE	SPENDING RESTRICTIONS	REVENUE SOURCE	HELD BY TRUSTEE AS OF JULY 2015	CITY CASH BALANCE AS OF AUGUST 2015
<b>Samuell Park Exp. Trust</b>	<b>0330</b>	To accumulate interest from endowment, revenues from Samuell properties and accrued City interest. Corpus of \$5.34 million with Trustee Bank of America. <b>Established March 9, 1940</b>	Restricted to expenses associated with Samuel properties operation, maintenance and improvements. These properties are: Samuell Farm, Samuell-Grand Rec. Ctr., Samuell-Grand Park and Tennis Center, Buckner Park, Crawford Memorial Park, Oak Cliff Founders Park, Samuell-Elam Park, Samuell-Garland, Samuell-New Hope and Tenison Driving Range.	Interest earned and revenue from physical fitness fees, swimming pool fees and lessons, special events, contract fee, picnic/wedding site fees, room and gym rentals, tennis and golf fees, bldg. rentals, athletic field rentals, concessions	<b>\$ 8,089,561</b>	<b>\$ 2,079,872</b>
<b>Grauwyler Memorial E Trust</b>	<b>0331</b>	To accumulate trust earnings and accrued interest for the maintenance and/or improvement of Grauwyler Park. Corpus of \$23,210 with Trustee Bank of Texas. <b>Established May 11, 1970</b>	Restricted to improvements and maintenance at Grauwyler Park and placement of flowers at gravesite of John Grauwyler twice per year; Memorial Day and Christmas Day.	Dividends and interest on investments	<b>\$ 100,589</b>	<b>\$ 29,620</b>
<b>Martin Weiss Park E Trust</b>	<b>0333</b>	To accumulate trust earnings and accrued interest for the maintenance and/or improvement of Martin Weiss Park. Corpus of \$20,631 with Trustee Bank of Texas. <b>Established May 11, 1970</b>	Restricted to improvements and maintenance of Martin Weiss Park.	Dividends and interest on investments	<b>\$ 89,412</b>	<b>\$ 112,338</b>
<b>Craddock Park Exp Trust</b>	<b>0340</b>	To accumulate trust earnings and accrued interest for maintenance and/or improvement to Craddock Park. Corpus of \$214,045 with Trustee Bank of Texas. <b>Established May 11, 1970</b>	Restricted to improvements and maintenance of Craddock Park.	Dividends and interest on investments	<b>\$ 927,652</b>	<b>\$ 564,899</b>
<b>Total Trust Fund Balances</b>					<b>\$ 9,207,214</b>	<b>\$ 2,786,730</b>

# Appropriation Process

- Trust Funds are appropriated through the annual budget development process and are included in the proposed budget

## Key Focus Area 4: Culture, Arts, Recreation and Education

### Golf and Tennis Centers

Department: Park and Recreation

- 4.4 *Description:* This service provides for the management of six golf courses and five tennis centers. These facilities are open to the public 7 days per week, 365 days per year and are successfully managed through a combination of city staff and contracted professionals.

Source of Funds:	FY 2013-14 Budget		FY 2013-14 Estimate		FY 2014-15 Adopted	
	Dollars	FTE	Dollars	FTE	Dollars	FTE
General Fund	\$4,087,453	59.7	\$4,451,543	56.9	\$4,156,751	59.7
Enterprise/Internal Svc/Other	\$0	0.0	\$0	0.0	\$0	0.0
<b>Additional Resources</b>	\$2,916,385	11.5	\$2,916,385	11.5	<b>\$2,581,785</b>	11.5
<b>Total</b>	<b>\$7,003,838</b>	<b>71.2</b>	<b>\$7,367,928</b>	<b>68.4</b>	<b>\$6,738,536</b>	<b>71.2</b>

- Appropriation requests are determined by anticipated revenues, ensuring all funds are available for use if needed
- Unused appropriations carry forward to the following budget fiscal year



# Application Process

- Oversight of Trust Funds includes an application process for eligible expenditures
- Trust Funds cannot be expended without an approved application
- Applications require three signatures including the Department Director

APPLICATION FOR MULTI-YEAR/TRUST FUNDING					
Any project expenditure using Multi-Year or Trust Funding must be fully approved before any requisition on said funding will be processed. Full approval consists of this form being completely filled out and signed by all responsible parties. A project number must be assigned and a copy of the form must be 1) on file in the Multi-Year/Trust office or Park & Recreation, and 2) attached to all requisitions, price agreements, Administrative Actions, contracts and/or petty cash expenditures before being processed.					
PROJECT INFORMATION					
APPLICATION DATE:					
PROJECT NAME:					
FUND/UNIT:					
DESCRIPTION OF PROJECT					
JUSTIFICATION FOR MULTI-YEAR/TRUST FUNDING					
PROPOSED MATERIALS/SERVICE					
LOCATION FOR USE					
PROJECT START DATE:					
PROJECT END DATE:					
PROPOSED \$ AMOUNT OF PROJECT:					
REQUESTING RESPONSIBLE PARTY:					
SPECIAL DONATION					
Name of Donor:					
Amount: Deposit Warrant #:					
MULTI-YEAR/TRUST OFFICE USE					
APPROVED AMOUNT	FUND	UNIT	PROJECT NUMBER	DATE	TFC
APPROVAL SIGNATURES:					
DIVISION ASSISTANT DIRECTOR				DATE	
INTERIM SENIOR FINANCIAL MANAGER				DATE	
DEPARTMENT DIRECTOR				DATE	

# Moving Forward

- The Park and Recreation Board will be briefed annually on the overall performance of the Trust Funds
- All requests for disbursements equal to or greater than \$50,000 will require Park and Recreation Board approval

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

**DATE:** September 3, 2015

**COUNCIL DISTRICTS:** All

**STAFF:** John Jenkins, 214-670-4073

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**SUBJECT**

Authorize a five-year contract, with two five-year renewal options, with Bank of Texas N.A. to act as custodian and trustee of the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City

**BACKGROUND**

On May 4, 1970, the Park and Recreation Board authorized the creation of a discretionary investment account with Republic National Bank of Texas entitled "Park and Recreation Trust Fund of the City of Dallas". Assets totaling \$257,886 from the Grauwlyer Memorial Fund, Martin Weiss Park Fund and Craddock Park Fund were combined to establish the trust. Earnings from the combined assets were to be prorated on the following ratio of original participating deposits to the total value of the corpus: Craddock Park Fund 83%, Grauwlyer Park Fund 9%, and Martin Weiss Park Fund 8%.

Over the course of many years, the trustee changed from Republic National Bank of Texas to U.S. Trust. In January 2014, U.S. Trust notified the City that it could no longer serve as Trustee of the Park and Recreation Trust Fund due to the passage of the Dodd-Frank Wall Street Reform and Consumer Protection Act and Municipal Advisor Regulations issued pursuant to the Dodd-Frank Act.

On June 26, 2014, via Administrative Action No. 15-5899, the trust fund was transferred from U.S. Trust to Bank of Texas N.A. The Department has since submitted a Request for Competitive Sealed Proposals to secure trustee services through a multi-year contract. Bank of Texas N.A. was the sole bidder. The Department now seeks authorization to enter into a contract with Bank of Texas N.A. establishing the financial entity as the custodian and trustee of the Park and Recreation Trust Fund of the City of Dallas.

The contract term is five years and includes options of up to two five-year contract renewals with the City of Dallas in accordance with the following deal points:

1. The initial term of the agreement will be from October 1, 2015 to September 30, 2020, with two five-year renewal options.

**BACKGROUND** (CONTINUED)

2. Bank of Texas N.A. shall open and maintain custodian and trustee, a discretionary investment account entitled Park and Recreation Trust Fund of the City of Dallas.
3. Bank of Texas N.A. will review investments held in the account regularly and, without obtaining additional instructions from the City and make such sales, exchanges or reinvestments or to take any action which the trustee deems necessary or desirable in connection with the property of the Park and Recreation Department of the City of Dallas, held for it in trust.
4. Bank of Texas N.A. when exercising investment discretion as trustee shall be limited to investing in securities of the type appropriate for trust funds with the needs and investment horizon that are consistent with the history of this trust. Trustee will be required to act in good faith and in conformity with Texas Trust Code, as amended from time to time.
5. Bank of Texas N.A. shall render quarterly statements to the Park and Recreation Board of the City of Dallas setting forth the property held in trust for it in the said account the transactions therein including the amount of interest or other income earned by said trust fund during the previous quarter.
6. Bank of Texas N.A. shall advise the Park and Recreation Board of changes as they are made in the trust fund in accordance with normal procedures.
7. Bank of Texas N.A. shall brief the Park and Recreation Board annually on the overall performance of the investments.
8. Bank of Texas N.A. shall transmit a statement to the Park and Recreation Board quarterly with one-quarter of the annual fee agreed upon by all parties involved.
9. Bank of Texas N.A. shall make available the option to open and maintain as our custodian and trustee additional discretionary investment accounts should the need arise.
10. The Park and Recreation Board reserves the right to withdraw any or all of the corpus, or any growth which might accrue to the original corpus, of this trust by the passage of a Park and Recreation Board resolution to this effect which when certified by the Secretary of the Board and delivered to the trustee shall become effective for such withdrawal.
11. The trust agreement may be terminated at any time by written notice either by the Park and Recreation Board or by Bank of Texas N.A..

Authorize a five-year contract with two five-year renewal options with Bank of Texas N.A. to act as custodian and trustee of the Park and Recreation Trust of the City of Dallas - Financing: No cost consideration to the City – September 3, 2015 – Page 3

**PRIOR ACTION/REVIEW**

On June 26, 2014, via Administrative Action No. 15-5899 the Park and Recreation Board authorized the transfer of the Park and Recreation Trust Fund of the City of Dallas from U.S. Trust to Bank of Texas N.A. The Administration and Finance Committee considered this item on August 20, 2015.

**FISCAL INFORMATION**

No cost consideration to the City.

Management fees are deducted directly from investment earnings held in the trust fund.

**BID INFORMATION**

The following application(s) were received from Request for Competitive Sealed Proposal BKZ1516. The contract is being awarded in its entirety to the responsive applicant with the most points.

\* Denotes successful applicant.

<b><u>Bidders</u></b>	<b><u>Address</u></b>	<b><u>Management Fee</u></b>
* Bank of Texas N.A.	5956 Sherry Lane, Suite 1201 Dallas, TX 75225	\$46,850.00

**OWNER**

Bank of Texas N.A.

Steven G. Bradshaw, President and Chief Executive Officer

**COMMITTEE ACTION**

The Administration and Finance Committee will consider this item on September 3, 2015. A recommendation will be presented to the Park and Recreation Board on the same day. This five-year contract will be scheduled for City Council.

**STAFF RECOMMENDATION**

Staff recommends approval.

**DALLAS PARK AND RECREATION BOARD  
AGENDA SHEET**

**DATE:** September 3, 2015  
**COUNCIL DISTRICT:** 10  
**STAFF:** Daniel Huerta, 214-670-8483

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**SUBJECT:**

Authorize an alcohol permit request for Doug Hale, representing the Lake Highlands Exchange Club, to serve alcohol at their Oktoberfest at Watercrest Park located at Skillman Street and Church Road on Saturday, October 3, 2015, from 7:00 a.m. - 11:00 p.m. - Estimated Revenue: \$1,250

**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 made by Doug Hale, with the Lake Highlands Exchange Club, to serve alcohol from 11:00 a.m. to 9:00 p.m. at the Oktoberfest being held at Watercrest Park (Skillman and Church Road) on Saturday, October 3, 2015. The event will include music, vendors, food, and beverage. The estimated attendance is 5,000.

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 and restricting alcohol consumption to a designated enclosed area staffed by Dallas Police.

**FISCAL INFORMATION**

Event organizers will pay a \$250 alcohol permit fee, \$1,000 special event fee and a \$450 refundable damage/cleanup deposit. Estimated Revenue is \$1,250.

**COMMITTEE ACTION**

The Administration and Finance Committee will consider this item on September 3, 2015. A recommendation will be presented to the Park and Recreation Board on the same day. This item does not require City Council approval.

**STAFF RECOMMENDATION**

Staff recommends approval.

**DALLAS PARK AND RECREATION BOARD  
AGENDA SHEET**

**DATE:** September 3, 2015

**COUNCIL DISTRICT(S):** All

**STAFF:** Daniel Huerta, 214-670-8483

**SUBJECT:**

Authorize approval of the FY 15-16 Proposed List of Assets to support the Sponsorship and Marketing Revenue Policy - Estimated Revenue: \$85,000

**BACKGROUND**

On August 20, 2015 the Park and Recreation Board approved the Sponsorship and Marketing Revenue Policy. The policy intent is to provide greater flexibility in generating sponsorship marketing revenue which would be deposited into a City of Dallas Park and Recreation Department multi-year fund to be solely distributed as detailed in the sponsorship agreement with a sponsor or corporate partner. Sponsorship agreements may not conflict with existing contracts for goods, services, or concessions.

This policy requires that on an annual basis, the Dallas Park Board review and approve a list of all programs, events or other known activities with a sponsorship valuation in excess of \$50,000. Once approved, the Director or their designee may solicit sponsorship opportunities for the benefit of the Dallas Park and Recreation Department.

The following list of assets is proposed for Park and Recreation Board consideration and approval for FY 15-16:

Asset Name	Division	Annual Impressions	Annual Market Value
Free Wi-fi	Various	6,000,000	\$3,000,000
Summer Camps	Recreation Services	200,000	\$50,000
Vehicle/Fleet	Various	6,000,000	\$15,000,000
Playground Equipment	Park Services	250,000	\$50,000-\$75,000
Trash Cans	Park Services	6,000,000	\$3,000,000
Media Sponsorship	Various	6,000,000	\$50,000 - \$100,000
Fair Park SPARKS!	Fair Park	35,000	\$50,000-\$100,000
Fair Park Fourth	Fair Park	75,000	\$50,000- \$100,000
Fair Park Holiday Event	Fair Park	30,000	\$50,000-\$100,000
Barricades	Fair Park	5,200,000	\$75,000

Authorize approval of the FY 15-16 Proposed List of Assets to support the Sponsorship and Marketing Revenue Policy - Estimated Revenue: \$85,000 – September 3, 2015 – Page 2

**FISCAL INFORMATION**

Estimated revenue: \$85,000

**COMMITTEE ACTION**

The Administration and Finance Committee will consider this item on September 3, 2015. A recommendation will be presented to the Park and Recreation Board on the same day. This item does not require City Council approval.

**STAFF RECOMMENDATION**

Staff recommends approval.



**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** September 22, 2015

**COUNCIL DISTRICT(S):** 7

**DEPARTMENT:** Park & Recreation

**CMO:** Louise Elam, 214-670-5275

**MAPSCO:** 46L, Q

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### **SUBJECT**

Authorize Supplemental Agreement No. 1 to the professional services contract with GME Consulting Services, Inc. for services to include construction materials observation and testing, laboratory and field testing of earthwork and concrete stabilization along with other miscellaneous items for the Briscoe Carpenter Livestock Center in Fair Park located at 1419 South Washington Street - Not to exceed \$127,312, from \$48,303 to \$175,615 - Financing: 2003 Bond Funds (\$60,001) and 2006 Bond Funds (\$67,311)

### **BACKGROUND**

The original professional services contract was awarded to GME Consulting Services, Inc. on March 27, 2015, by Administrative Action No. 15-0584, and provided for materials testing and site observation services for the Briscoe Carpenter Livestock Center in Fair Park, in an amount not to exceed \$48,303.00. This contract was for materials testing and site observation services for the site package.

This action will authorize Supplemental Agreement No. 1 to the professional services contract with GME Consulting Services, Inc. in an amount not to exceed \$127,311.90, increasing the contract amount from \$48,303.00 to \$175,614.90 for services to include construction materials observation and testing, laboratory and field testing of earthwork and concrete stabilization along with other miscellaneous items for the Briscoe Carpenter Livestock Center in Fair Park. This contract is for materials testing and site observation services for building construction.

### **ESTIMATED SCHEDULE OF PROJECT**

Begin Construction	November 2015
Complete Construction	August 2016

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

The Planning and Design Committee will consider this item on September 3, 2015 and will present a recommendation to the Park and Recreation Board on the same day.

This item will be scheduled for City Council approval on September 22, 2015.

**FISCAL INFORMATION**

2003 Bond Funds - \$60,000.63

2006 Bond Funds \$67,311.27

Design Contract	\$48,303.00
Supplemental Agreement No. 1 (this action)	<u>\$127,311.90</u>
Total not to exceed	\$175,614.90

**M/WBE INFORMATION**

See attached.

**ETHNIC COMPOSITION**

GME Consulting Services, Inc.

White Male	8	White Female	3
Black Male	2	Black Female	1
Hispanic Male	0	Hispanic Female	0
Other Male	0	Other Female	0

**OWNER**

**GME Consulting Services, Inc.**

Marcia S. Kawalek, Owner

**MAP**

Attached

## Anastacio, Vhee

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**From:** Williams, Regina T.  
**Sent:** Friday, August 28, 2015 10:19 AM  
**To:** Anastacio, Vhee  
**Cc:** Driggars, Dana; Driggars, Dana  
**Subject:** FW: BID APPROVAL BRISCOE LIVESTOCK PHASE II SA 1 100 OVERALL 100

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize Supplemental Agreement No. 1 to the professional services contract with GME Consulting Services, Inc. for services to include construction materials observation and testing, laboratory and field testing of earthwork and concrete stabilization along with other miscellaneous items for the Briscoe Carpenter Livestock Center in Fair Park located at 1419 South Washington Street - Not to exceed \$127,312, from \$48,303 to \$175,615 - Financing: 2003 Bond Funds (\$60,001) and 2006 Bond Funds (\$67,311)

GME Consulting Services, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractors.

PROJECT CATEGORY: Architecture & Engineering

### LOCAL/NON-LOCAL CONTRACT SUMMARY - THIS ACTION ONLY

	<u>Amount</u>	<u>Percent</u>
Local contracts	\$125,461.90	98.55%
Non-local contracts	\$1,850.00	1.45%
<b>TOTAL THIS ACTION</b>	<b>\$127,311.90</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION THIS ACTION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
GME Consulting Services, Inc.	WFWB62694N0716	\$117,556.90	93.70%
Bonded Inspections	WFDB78877Y0716	\$7,905.00	6.30%
<b>Total Minority - Local</b>		<b>\$125,461.90</b>	<b>100.00%</b>

#### Non-Local Contractors / Sub-Contractors

<u>Non-local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
GM Enterprises	HMDB63233Y1015	\$1,850.00	100.00%
<b>Total Minority - Non-local</b>		<b>\$1,850.00</b>	<b>100.00%</b>

### TOTAL M/WBE PARTICIPATION

	<u>This Action</u>		<u>Participation to Date</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$1,850.00	1.45%	\$1,850.00	1.05%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$125,461.90	98.55%	\$173,764.90	98.95%
<b>Total</b>	<b>\$127,311.90</b>	<b>100.00%</b>	<b>\$175,614.90</b>	<b>100.00%</b>



**CITY OF DALLAS  
CONTRACTOR'S AFFIDAVIT  
SCHEDULE OF WORK AND ACTUAL PAYMENT FORM**

SA-41

Project Name: Briscoe Carpenter Livestock Center Phase II

Bid/Contract # \_\_\_\_\_

**Instructions:**

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

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

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

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

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

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

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

Column 8: Indicate percentage of total contract amount.

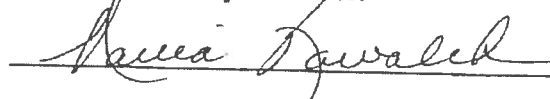
Column 9: Indicate total payments to date.

Column 10: Indicate payments during current pay period.

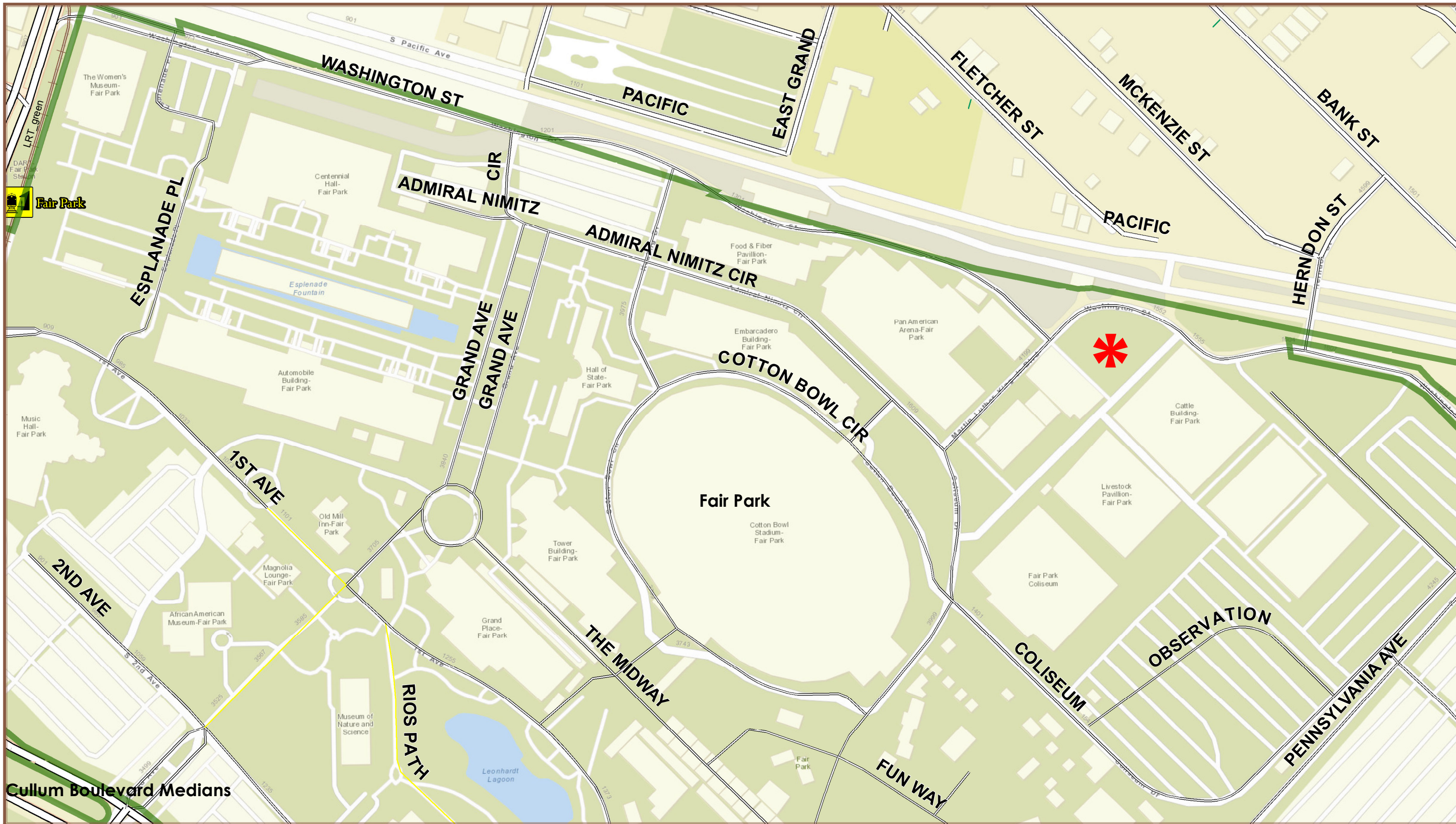
Type of Work [1]	City of Dallas Vendor Number [2]	Name of Firm & M/WBE Certification (if Applicable) [3]	Contact Name Address, City, State, Zip & Tel. Number [4]	Type of Firm [5]	L or N [6]	Value of Work (\$) [7]	Percent (%) [8]	Payments to Date (\$) [9]	Payment this Period (\$) [10]
Materials Testing	356975	GME Consulting Svcs, Inc. WBENC No. 2005118714 / NCTRCA No. WFWB62694N0716	Mark Kawalek 2526 Manana Dr., Suite 109 Dallas, TX 75220 214-351-5633	W	h	\$ 117,556.90	92.34%		
Notes:									
Non-Destructive Testing	511200	Bonded Inspections NCTRCA No. WFDB2255Y0615	Steve Fain 10817 Sanden Drive Dallas, TX 75238 972.276.0846	W	h	\$ 7,905.00	6.21%		
Notes: WFDB 7587740716									
Chemical Injection drilling and sampling	517591	GM Enterprises NCTRCA No. HMDB63233Y1015	Glenn Morales E. Kennedale Parkway Kennedale, TX 76060 817.572.3564	H	N	\$ 1,850.00	1.45%		
Notes:									

Type of Work	City of Dallas Vendor Number	Name of Firm & M/WBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)	
Notes:							0.00%			
Notes:							0.00%			
Notes:							0.00%			
[Note: Totals and Percentages will automatically calculate.]						<b>Total Bid Amount:</b>	\$ 127,311.90	100.00%	\$ -	\$ -

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

Officer's Signature:   
 Printed Name: Marcia Kawalek  
 Company Name: GME Consulting Services, Inc.

Title: CEO  
 Date: 8-25-15



**Briscoe Carpenter Livestock Center  
(1419 South Washington Street)**

MapSCO  
46 L Q

District  
7

September 3, 2015

**KEY FOCUS AREA:** Culture, Arts and Recreation and Educational Enhancements

**AGENDA DATE:** September 22, 2015

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Park & Recreation

**CMO:** Louise Elam, 214-670-5275

**MAPSCO:** N/A

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## **SUBJECT**

Authorize a contract for pavement improvements at various locations for the Park and Recreation Department - APAC-Texas, Inc., lowest responsible bidder of two - Not to exceed \$4,165,683 - Financing: Current Funds (\$2,000,000), Park and Recreation Program Funds (\$750,000), Golf Improvement Funds (\$500,000) and Fair Park Improvement Funds (\$915,683)

## **BACKGROUND**

In the past several years, Park Department had been utilizing contract capacity from another department (Street Services or the Dallas Water Utilities) to provide incidental and unanticipated paving needs. This June, Dallas Water Utilities staff solicited bids for a contract titled, "2015 Pavement Repair on City of Dallas Infrastructure at Various Locations" which included 5 schedules to accommodate various department needs. Schedule E was designated for the Park and Recreation Department needs.

On June 11, 2015, two bids were received for pavement improvements at various locations for the Park and Recreation Department. This item authorizes award of the construction contract to APAC-Texas, Inc. for total bid amount of \$4,165,682.70.

APAC-Texas, Inc. has had no contractual activities with the City of Dallas within the past three years. However, they have an on-going contract with the Public Works Department with a current completion date of December 30, 2015.

There are no new associated operating and maintenance costs for this project.

## **ESTIMATED SCHEDULE OF PROJECT**

Begin Construction	November 2015
Complete Construction	November 2017



**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

This item has no prior action.

The Planning and Design Committee will consider this item on September 3, 2015 and will present a recommendation to the Park and Recreation Board on the same day.

This item will be scheduled for City Council approval on September 22, 2015.

**FISCAL INFORMATION**

Current Funds - \$2,000,000  
Park and Recreation Program Funds - \$750,000  
Golf Improvement Funds - \$500,000  
Fair Park Improvement Funds - \$915,683

**M/WBE INFORMATION**

See attached.

**ETHNIC COMPOSITION**

APAC-Texas, Inc.

White Male	40	White Female	21
Black Male	15	Black Female	8
Hispanic Male	70	Hispanic Female	14
Other Male	0	Other Female	0

**BID INFORMATION**

The following two bids were received and opened on June 11, 2015:

\*Denotes the successful bidder

<b><u>Bidder</u></b>	<b><u>Total</u></b>
*APAC-Texas, Inc. 12801 North Central Expressway, Suite 460 Dallas, Texas 75243	\$4,164,682.70
NPL Construction Company	\$4,719,300.00

**OWNER**

**APAC-Texas, Inc.**

Stephen Koonce, President

Russell Lindsey, Vice President

Stephen Ross, Secretary

Michelle Ackerman, Treasurer

**Anastacio, Vhee**

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**From:** Williams, Regina T.  
**Sent:** Friday, August 14, 2015 10:38 AM  
**To:** Anastacio, Vhee  
**Cc:** Ragland, Dana  
**Subject:** FW: BID APPROVAL APAC TEXAS SCHEDULE E PAVEMENT PROJECT 62.22

## BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

PROJECT: Authorize a contract for pavement improvements at various locations for the Park and Recreation Department - APAC-Texas, Inc., lowest responsible bidder of two - Not to exceed \$4,165,683 - Financing: Current Funds (\$2,000,000), Park and Recreation Program Funds (\$750,000), Golf Improvement Funds (\$500,000) and Fair Park Improvement Funds (\$915,683)

APAC-Texas, Inc. is a local, minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use the following sub-contractors.

PROJECT CATEGORY: Construction

### LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$4,164,682.70	100.00%
Total non-local contracts	\$0.00	0.00%
<b>TOTAL CONTRACT</b>	<b>\$4,164,682.70</b>	<b>100.00%</b>

### LOCAL/NON-LOCAL M/WBE PARTICIPATION

#### Local Contractors / Sub-Contractors

<u>Local</u>	<u>Certification</u>	<u>Amount</u>	<u>Percent</u>
OCI	HMMB63334Y1016	\$2,512,610.00	60.33%
Roadmaster Striping	HMDB64683Y0316	\$78,800.00	1.89%
<b>Total Minority - Local</b>		<b>\$2,591,410.00</b>	<b>62.22%</b>

#### Non-Local Contractors / Sub-Contractors

None

### TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local &amp; Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$2,591,410.00	62.22%	\$2,591,410.00	62.22%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
<b>Total</b>	<b>\$2,591,410.00</b>	<b>62.22%</b>	<b>\$2,591,410.00</b>	<b>62.22%</b>



**CITY OF DALLAS  
CONTRACTOR'S AFFIDAVIT  
SCHEDULE OF WORK AND ACTUAL PAYMENT FORM**

Project Name: 2015 Pavement Repairs on City of Dallas Infrastructure at Various Locations

Bid/Contract #: \_\_\_\_\_

8

**Instructions:**

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

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

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

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

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

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

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

Column 8: Indicate percentage of total contract amount

Column 9: Indicate total payments to date.

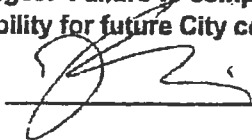
Column 10: Indicate payments during current pay period.

Type of Work [1]	City of Dallas Vendor Number [2]	Name of Firm & M/WBE Certification (if Applicable) [3]	Contact Name Address, City, State, Zip & Tel. Number [4]	Type of Firm [5]	L or N [6]	Value of Work (\$) [7]	Percent (%) [8]	Payments to Date (\$) [9]	Payment this Period (\$) [10]
Concrete	345379	OCI	2518 Chalk Hill Road, Dallas Texas 75212	H	L	\$2,512,810.00	60.33%		
Notes: <i>HARMIS 105334 V1016</i>									
Asphalt	4204	APAC Texas DBA Oldcastle Pavement Solutions	2121 Irving Blvd, Dallas Texas 75207	NON	L	\$1,573,272.70	37.78%		
Notes:									
Striping	44627	Roadmaster Striping	1301 S.E. McKinney St. Rice Texas 75155	H	N	\$ 78,800.00	1.89%		
Notes: <i>HARMIS 64683 40376</i>									
							0.00%		
Notes:									
							0.00%		
Notes:									
							0.00%		
Notes:									

Type of Work	City of Dallas Vendor Number	Name of Firm & M/WBE Certification (if Applicable)	Contact Name Address, City, State, Zip & Tel. Number	Type of Firm	L or N	Value of Work (\$)	Percent (%)	Payments to Date (\$)	Payment this Period (\$)	
							0.00%			
Notes:										
							0.00%			
Notes:										
[Note: Totals and Percentages will automatically calculate.]						<b>Total Bid Amount:</b>	<b>\$ 4,164,682.70</b>	<b>100.00%</b>	<b>\$ -</b>	<b>\$ -</b>

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

Officer's Signature:



Title: Vice President

Printed Name:

Russell Lindsey

Date: August 12, 2015

Company Name:

APAC Texas DBA Oldcastle Pavement Solutions

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

**DATE:** September 3, 2015

**COUNCIL DISTRICT(S):** All

**STAFF:** Louise Elam, 214-670-5275

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**SUBJECT**

Adoption of a resolution of the Dallas Park and Recreation Board requesting the Texas Recreation and Park Society host its annual conference in Dallas Texas in 2017 or 2018 – Financing: This action has no cost consideration to the City

**BACKGROUND**

The Texas Recreation and Park Society (TRAPS) is considering hosting its annual conference in Dallas in 2017 or 2018. A host city must issue a resolution in support of the hosting the conference.

**PRIOR ACTION/REVIEW**

This item will be considered by the Park and Recreation Board on the same day. This item does not require City Council approval.

**FISCAL INFORMATION**

This action has no cost consideration to the City

**STAFF RECOMMENDATION**

Staff recommends approval.

**ATTACHMENT**

Draft Resolution

**A RESOLUTION OF THE CITY OF DALLAS PARK AND RECREATION  
BOARD REQUESTING THE TEXAS RECREATION AND PARK  
SOCIETY TO HOST ITS ANNUAL CONFERENCE IN  
DALLAS, TEXAS IN 2017 OR 2018**

**WHEREAS**, the Texas Recreation and Park Society (TRAPS) is a 501 (c)3 nonprofit organization that consists of approximately 2,000 parks and recreation professionals, students and citizen advocates who share a common passion for advocacy, education, networking and offering quality services to their communities; and

**WHEREAS**, TRAPS hosts an annual conference at a Texas location; and

**WHEREAS**, it is the desire of this Park and Recreation Board that TRAPS host its annual conference in Dallas, Texas in 2017 or 2018.

**NOW, THEREFORE, BE IT RESOLVED BY THE PARK AND RECREATION BOARD OF DALLAS, TEXAS:**

**SECTION 1.** That the Texas Recreation and Park Society (TRAPS) host its annual conference in Dallas, Texas in 2017 or 2018.

**PASSED AND APPROVED** by the City of Dallas Park and Recreation Board on this the 3 day of September 2015.

APPROVED:

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Max W. Wells, President  
Park and Recreation Board

ATTEST:

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Dawna Ray, Secretary  
Park and Recreation Board

APPROVED AS TO FORM:

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Christine Lanners, Assistant City Attorney  
City of Dallas



**MEMORANDUM**



**DATE:** August 28, 2015

**TO:** Max W. Wells, President, and  
Members of the Dallas Park and Recreation Board

**SUBJECT:** September 3, 2015 Park and Recreation Board Briefings

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On Thursday, September 3, 2015, the following briefings will be presented to the Dallas Park and Recreation Board:

- Aquatics Master Plan Update:  
Willis Winters, Director, Park and Recreation Department
- 2015 State Fair of Texas:  
Daniel Huerta, Assistant Director, Park and Recreation Department
- 2015 Zaxby's Heart of Dallas Bowl:  
Daniel Huerta, Assistant Director, Park and Recreation Department

Should you have any questions, please contact me at 214-670-4071.

A handwritten signature in black ink, appearing to read 'Willis Winters'.

Willis C. Winters, FAIA, FAAPRA, Director  
Park and Recreation Department

# Memorandum



CITY OF DALLAS

DATE August 28, 2015

TO Max W. Wells, President, and  
Members of the Park and Recreation Board

SUBJECT **Trinity Strand Trail, Phase II (2) June 18, 2015 Park Board Agenda Item No. 5 – Financing and Fiscal Information Correction Memorandum**

On June 18, 2015, the Park and Recreation Board previously authorized a professional services contract with RoeschCo Construction, Inc. for **(1)** rescission of the professional services contract award with Schrickel, Rollins and Associates, Inc. for a trail extension for the Trinity Strand Trail Phase II as previously authorized by the Park and Recreation Board on November 21, 2013; and **(2)** preparation of a professional services contract with Pacheco Koch Consulting Engineers, Inc. for civil engineering, land surveying and landscape architectural services for the design and construction for the Trinity Strand Trail Phase II located between Interstate Highway 35 at Oak Lawn Avenue to the Inwood DART Station – Not to exceed \$422,000 - Financing: 2012 Bond Funds.

The original financing information included in the agenda information sheet within the Subject and Fiscal Information indicated only "2012 Bond Funds". This is to correct the agenda information sheet relevant to the financing and fiscal information for this project to reflect as follows:

## **SUBJECT:**

Authorize **(1)** rescission of the professional services contract award with Schrickel, Rollins and Associates, Inc. for a trail extension for the Trinity Strand Trail Phase II as previously authorized by the Park and Recreation Board on November 21, 2013; and **(2)** preparation of a professional services contract with Pacheco Koch Consulting Engineers, Inc. for civil engineering, land surveying and landscape architectural services for the design and construction for the Trinity Strand Trail Phase II located between Interstate Highway 35 at Oak Lawn Avenue to the Inwood DART Station – Not to exceed \$422,000 - Financing: 2012 Bond Funds (\$160,428) and 2006 Bond Funds (\$261,572)

## **FISCAL INFORMATION:**

2012 Bond Funds - ~~\$422,000~~ \$160,428.25

2006 Bond Funds - \$261,571.75

If you have any questions, please contact me at 214/670-4071.

A handwritten signature in black ink, appearing to read 'Willis C. Winters'.

Willis C. Winters, FAIA, FAAPRA, Director  
Park and Recreation Department

# Memorandum



CITY OF DALLAS

DATE August 28, 2015

TO Max W. Wells, President, and  
Members of the Park and Recreation Board

SUBJECT **Trinity Strand Trail, Phase I (6) June 18, 2015 Park Board Agenda Item No. 6 – Financing and Fiscal Information Correction Memorandum**

On June 18, 2015, the Park and Recreation Board previously authorized a professional services contract with RoeschCo Construction, Inc. for an increase in the contract with RoeschCo Construction, Inc. for additional scope of work to include: new trees, irrigation, signs, pipes, wood bollards and other miscellaneous items for the Trinity Strand Trail Phase I located between Stemmons Freeway to Motor-Farrington Street - Not to exceed \$165,686, from \$5,632,746 to \$5,798,432 - Financing: North Central Texas Council of Governments Grant Funds (\$128,068) and 2006 Bond Funds (\$37,618).

The original financing information included in the agenda information sheet within the Subject and Fiscal Information indicated "North Central Texas Council of Governments Grant Funds". This is to correct the agenda information sheet relevant to the financing and fiscal information for this project to reflect as follows:

## **SUBJECT:**

Authorize an increase in the contract with RoeschCo Construction, Inc. for additional scope of work to include: new trees, irrigation, signs, pipes, wood bollards and other miscellaneous items for the Trinity Strand Trail Phase I located between Stemmons Freeway to Motor-Farrington Street - Not to exceed \$165,686, from \$5,632,746 to \$5,798,432 - Financing: ~~North Central Texas Council of Governments Grant Funds~~ Texas Department of Transportation Grant Funds (\$128,068) and 2006 Bond Funds (\$37,618)

## **FISCAL INFORMATION:**

~~North Central Texas Council of Governments Grant Funds~~ Texas Department of Transportation Grant Funds - \$128,067.89

2006 Bond Funds - \$37,617.66

If you have any questions, please contact me at 214/670-4071.

A handwritten signature in black ink, appearing to read "Willis C. Winters".

Willis C. Winters, FAIA, FAAPRA, Director  
Park and Recreation Department