



# City of Duncanville

**PARKS AND RECREATION ADVISORY BOARD MEETING  
NOVEMBER 14, 2016  
CITY COUNCIL BRIEFING ROOM  
203 E. WHEATLAND ROAD  
REGULAR MEETING – 6:30 P.M.**

## AGENDA

ITEM NO.	EXPLANATION
1.	PUBLIC DISCUSSION PERIOD
2.	DISCUSS AND CONSIDER APPROVAL OF MINUTES
3.	STAFF REPORTS: A. PARK RANGER – REPORT B. RECENT AND UPCOMING EVENTS AND PROGRAMS C. FY17 INNOVATION FUND PROJECTS
4.	DISCUSS PARK MASTER PLAN CONSULTANT SELECTION PROCESS
5.	DISCUSS THE VIABILITY OF PLACING GATES AT HARRINGTON PARK AND CONSIDER HOSTING A PUBLIC HEARING ON THE MATTER AT THE DECEMBER 12 MEETING
6.	DISCUSS THE PRIORITAZATION OF PROJECTS FOR THE SENIOR CENTER RE-BRANDING EFFORTS FOR FY17
7.	ADJOURN REGULAR MEETING

POSTED: November 11, 2016 DATE 4:30 pm TIME

Pam Willis (bs)  
PAM WILLIS, BOARD SECRETARY

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# City of Duncanville

## MEMORANDUM

TO: All Park Board Members

FROM: Bart Stevenson, Director of Parks and Recreation

DATE: November 11, 2016

SUBJECT: **Park Board Meeting  
Monday, November 14, 2016  
Regular Meeting: 6:30 p.m.  
City Council Briefing Room**

1. **PUBLIC DISCUSSION PERIOD:**

This time is available for those individuals who have signed in and wish to address the Park Board. We will follow our "Public Discussion Guidelines" during this agenda item.

2. **DISCUSSION AND CONSIDER APPROVAL OF MINUTES:**

Discussion will be held regarding the minutes from the October 10, 2016 meeting. Following discussion, the Board will consider approval of the minutes.

3. **STAFF REPORTS:**

- A. PARK RANGER – REPORT
- B. RECENT AND UPCOMING EVENTS AND PROGRAMS
- C. FY17 INNOVATION FUND PROJECTS

4. **DISCUSS PARK MASTER PLAN CONSULTANT SELECTION PROCESS**

Staff and the Steering Committee will update the Board on the selection process.

5. **DISCUSS THE VIABILITY OF PLACING GATES AT HARRINGTON PARK AND CONSIDER HOSTING A PUBLIC HEARING ON THE MATTER AT THE DECEMBER 12 MEETING**

Councilmember Dotson hosted a community meeting in August for the neighborhood surrounding Harrington Park. One of the requests heard that night was for the road in Harrington Park to be gated and locked when not in use (late evenings) to prevent access to the park where possible illegal activities could take place. Prior to moving forward, the Park Board should consider this request and may want to include a public hearing at an upcoming meeting.

6. **DISCUSS THE PRIORITIZATION OF PROJECTS FOR THE SENIOR CENTER RE-BRANDING EFFORTS FOR FY17**

The Senior Advisory Commission discussed the prioritization of the projects proposed in the FY17 Senior Center Re-branding supplemental request that was partially funded by the Council. Staff will update the Board on the Commission's priorities.

**7. ADJOURN REGULAR MEETING**

**DATES TO REMEMBER:**

Next Board Meeting: December 12, 2016

Christmas Parade – December 2, 2016

## MINUTES

PARKS AND RECREATION ADVISORY BOARD MEETING – OCTOBER 10, 2016  
COUNCIL BRIEFING ROOM, CITY HALL

### MEMBERS PRESENT:

Leo Bell, Jr., Vice-Chairperson  
Reginald Hurd  
Roderick Lee  
Alexander (Sandy) McLachlan  
Ed Priest  
Eugenia Rodgers

### MEMBERS ABSENT:

Don Johnson, Chairperson

Bart Stevenson, Staff Liaison, Timothy Hamilton, Parks Superintendent, Lieutenant Stan Estell, Duncanville Police Department and Pam Willis, Recording Secretary, were city staff members in attendance

Vice-Chairperson Bell noted that there was a quorum present and began the meeting at 6:30 p.m.

### **Item #1 – Public Discussion Period:**

There was no one present to speak during the public discussion period.

### **Item #2 – Discussion and Consider Approval of Minutes:**

Vice-Chairperson Bell asked if everyone had read over the September 12, 2016 minutes. A motion for approval was made by Board member Priest; a second was made by Board member Hurd to approve the September 12, 2016 minutes as written. A vote was taken with 6 for and 0 opposed. Chairperson Johnson was not present for the vote. Minutes were approved as written.

### **Item #3 – Staff Reports:**

- A. **Park Ranger Report** – Lieutenant Estell sat in for Park Ranger Johnston. He recounted the stats for the month of September. He noted that there were 211 Directed Patrols. There were five (5) Suspicious Activity and eight (8) Traffic Stops. He also included one (1) Abandoned Vehicle and one (1) Assist Motorist for the stats of September.
- B. **Recent and Upcoming Events and Programs** – Staff Liaison Stevenson told the Board that the Festival en Duncanville was a well-attended event with approximately 1500 people in attendance. He invited the Board to participate with Boo Bash on Friday, October 28, 2016. He encouraged them to attend/participate with the Community in Unity on Saturday, October 29, 2016. That event is being hosted by 11 churches in the City and should be a fun time for all.
- C. **Park Master Plan Update** – Mr. Stevenson explained to the Board that the Committee had interviewed all four (4) consultants. The Committee then narrowed it down to one (1). He announced that KSA had been chosen by the Committee as the best fit for what they were looking for in a consultant. Mr. Stevenson told the Board that he had received their Scope of Services and hopefully could get that on the 1<sup>st</sup> Council Agenda in November. Each Board/Committee member gave their opinion on why they considered KSA to be the best fit for the Park Master Plan. At this time, Board members and Committee members engaged in discussion regarding their choice.

D. **Senior Center Meals** – Mr. Stevenson began discussion by telling the Board that he and Rashidah Madyun, Senior Center Supervisor would be visiting VNA on Tuesday of the next week. Board member Priest told the Board that he had visited the senior center during lunch. He noted the lunches were okay, but not necessarily a meal he would order from a restaurant. Vice-Chair Bell and Board member Priest agreed that having some type of music be played during lunch. Vice-Chair Bell commented that he was thanked by 30 people or so for the lunch he and his wife Elaine provided from Taco City. He noted that he was told that it made the seniors feel special. It was discussed by the Board to improve meal selection; increase membership and to possibly provide more “special” meals during the month.

**Item #4 – :Discuss FY17 Projects and Workplan Items:**

Mr. Stevenson handed out an Organizational Workplan – FY17 and Parks and Recreation FY17 list of projects that would be funded through the Innovation Fund. He asked the Board to pay special attention to the areas highlighted in blue on the Workplan. This designated them as Parks and Recreation projects to be worked on and completed during the FY17. He informed the Board that he would keep them advised on progress. The other handout was for Parks and Recreation Projects for FY17 that will be funded through the Innovation Fund. Twelve projects were listed and the approximate cost as well. Mr. Stevenson went over each project and its cost telling the Board that some of the projects like the “Replace Wood Flooring at the Fieldhouse” had been setup to begin in mid-November and finish in mid-December. There are also two (2) projects on the list Replace Kidsville and add a Splash Pad at Armstrong that Council added at their workshop; however, these projects are currently unfunded. He asked the Board if there were other projects that might be considered. Two projects were given of Striping the Armstrong Parking Lot and turning one of the Tennis Courts at Armstrong Park into a basketball court.

**Item #5 – Adjourn Regular Meeting:**

A motion was made by Board member Priest for adjournment at 7:27 p.m.; a second was given by Board member Lee

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Pam Willis  
Recording Secretary

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Leo Bell, Jr.  
Vice-Chair