



City of Duncanville

**PARKS AND RECREATION ADVISORY BOARD MEETING
JUNE 12, 2017
CITY COUNCIL BRIEFING ROOM
203 E. WHEATLAND
REGULAR MEETING – 6:30 P.M.**

AGENDA

ITEM NO.	EXPLANATION
1.	PUBLIC DISCUSSION PERIOD
2.	DISCUSS AND CONSIDER APPROVAL OF MINUTES
3.	BOARDMEMBER ANNOUNCEMENTS
4.	STAFF REPORTS:
	A. RECENT AND UPCOMING EVENTS AND PROGRAMS
	B. FY17 INNOVATION FUND PROJECTS
	C. FY18 BUDGET PROCESS
	D. INDEPENDENCE DAY CELEBRATION
5.	DISCUSS THE PARK MASTER PLAN PROCESS AND PARK BOARD RANKINGS
6.	ADJOURN REGULAR MEETING

POSTED: June 9, 2017 DATE 4:00 pm TIME

Pam Willis (lcs)

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: June 9, 2017

SUBJECT: **Park Board Meeting
Monday, June 12, 2017
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 May 8, 2017 meeting. Following discussion, the Board will consider approval of the minutes.

3. **BOARDMEMBER ANNOUNCEMENTS:**

Opportunity for Boardmembers to make announcements.

4. **STAFF REPORTS:**

- A. RECENT AND UPCOMING EVENTS AND PROGRAMS
- B. FY17 INNOVATION FUND PROJECTS
- C. FY18 BUDGET PROCESS
- D. INDEPENDENCE DAY CELEBRATION

5. **DISCUSS THE PARK MASTER PLAN PROCESS AND PARK BOARD RANKINGS**

Dunaway has provided a preliminary report if the community engagement and this will be an opportunity to discuss anything within that report to share with Dunaway. They have also asked the Park Board to fill out a ranking form that they will use with the final report.

6. **ADJOURN REGULAR MEETING**

DATES TO REMEMBER:

- June 17: Best Southwest Juneteenth Celebration - Lancaster
- June 21: Town Hall Meeting – Comprehensive Plan
- July 4: Independence Day Celebration
- June-August: Summer Day Camp
- Next Board Meeting: July 10, 2017

MINUTES

PARKS AND RECREATION ADVISORY BOARD MEETING – MAY 8, 2017
CITY COUNCIL BRIEFING ROOM

MEMBERS PRESENT:

Leo Bell, Jr. Vice-Chair
Don Johnson, Chair
Reginald Hurd
Roderick Lee
Alexander (Sandy) McLachlan
Ed Priest

MEMBERS ABSENT:

Eugenia Rodgers

Bart Stevenson, Staff Liaison and Director of Parks and Recreation, Timothy Hamilton, Parks Superintendent, and Pam Willis, Recording Secretary, were city staff members in attendance. Lieutenant Rebecca Young and Park Ranger Officer Kamecha Johnston were in the attendance for the police department. Philip Neeley and Elizabeth McIlrath from Dunaway Associates and Andrea Thomas from National Service Research were also in attendance. Councilperson Leslie Thomas joined the meeting already in progress.

Chair Johnson noted that there was a quorum present and began the public meeting at 6:30 p.m.

Item #1 – Public Discussion Period:

No one was in attendance for public discussion.

Item #2 – Discussion and Consider Approval of Minutes:

Chair Johnson asked if everyone had read over the minutes from April 10, 2017. Vice-Chair Bell motioned for the minutes to be accepted as written; a second motion came from Board member Hurd. A vote was taken of 6 in favor and 0 opposed. Minutes were approved as written. Board member Rodgers was absent from the vote.

Item #3 – Board Member Announcements:

Board member Bell announced that there was a new Councilperson at Large, Patrick LeBlanc. He had also asked Councilperson Leslie Thomas to be the Parks and Recreation Advisory Board council liaison. She said she would. Board member McLachlan wanted to praise the parks department staff on Armstrong Park because he thought it looked great.

Item #4 – Staff Reports:

- A. **Park Ranger Report** – Before Park Ranger Johnston gave her report, she explained to the Board that since the Police Department was short-handed that she is temporarily being moved back to patrol until further notice. Ranger Johnston gave the following report. There were 187 Directed Patrols of which 29 were Calls for Service. Two (2) assaults were reported at Armstrong Park; one (1) Burglary of a Building at Alexander Park as well as a Documented Theft. A squatter was removed from Lakeside Park. All in all there were five (5) Citations written and three (3) Arrests made.
- B. **Recent and Upcoming Events and Programs** – Staff noted that the following events would take place later this month: Police Memorial (5/15); the Police/Fire Truck Pull (5/20); and the Memorial Day Celebration (5/29).

- C. **FY17 Innovation Fund Projects** – Staff acknowledged the Chemical Storage Building was almost finished. The post and cabling for fencing around the parks was underway. This would finish up most if not all of the FY17 Innovation Fund Projects.
- D. **Park Master Plan** – Staff introduced Philip Neeley and Elizabeth McIlrath from Dunaway Associates to the Board. Andrea Thomas was introduced from National Service Research. They would explain how the Park Master Plan was progressing. Mr. Neeley explained that they were at the end of Phase I of the plan and beginning Phase II. Ms. McIlrath talked about the benchmarking tour that was taken on April 19, 2017. The following cities were toured for comparison: Carrollton, Colleyville, Hurst and Mansfield. Each park visited presented new ideas and what could be accomplished with a new outlook.
- Ms. Thomas discussed how well the survey was received. She received 436 computer surveys and 70 paper ones. She noted that the delivery methods were used were a utility bill insert, email, website and on the LED Sign.
- E. **FY18 Budget Process** – Staff announced that the process for the FY18 Budget had begun. Staff had submitted their budgets to finance.

Item #5 – Receive a Duncanville Fieldhouse Report:

Staff introduced Craig Brasfield, General Manager, for the Duncanville Fieldhouse. Mr. Brasfield handed out flyers regarding camp and the programs that the Fieldhouse offers. He also gave the Board a list of 2017 Fieldhouse Projected Events. The ones listed in red were new events added. He announced that the Fieldhouse is booked with events until November. A few things mentioned by Mr. Brasfield were streamlining the concession stand; the new floor that covers 51,000 sq. ft.; a strong new website; repurpose of the front desk; adding a people counter and getting with Jessica James, Economic Development Director, regarding painting of the exterior. He is looking forward to a beverage sponsorship as well as naming rights to the building. Councilperson Thomas suggested that once everything was completed that they have a Grand Re-opening for the Fieldhouse. Mr. Brasfield added that a new class of Ballroom Dancing had been added recently. He was expecting 300± children at summer camp. Transportation is a problem. He would like to have the Fieldhouse on the Duncanville School bus route. It was mentioned by staff to have someone from the Board of Trustees attend a meeting in the near future for that possible discussion. The Board thanked Mr. Brasfield for his presentation.

A motion for adjournment was made by Board member Priest; a second was received from Board member Hurd. The meeting adjourned at 8:13 p.m.

Pam Willis
Recording Secretary

Don Johnson
Chair