



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Meeting Agenda Parks and Recreation Commission

Thursday, October 10, 2013

7:00 PM

Council Chambers

The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, October 10, 2013, at 7 00 p m. at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business

- 1 **Call to Order**
2. **Invocation and Pledge of Allegiance to the U S and Texas Flags**
3. 13-1765 Consider approval of the August 15, 2013 meeting minutes

 Executive Summary
 Review and approve the August 15, 2013 meeting minutes.
 Attachments: [parks minutes 081513.pdf](#)
- 4 **Discuss and consider a donation from First Baptist Church to the Sachse Parks and Recreation Department.**
5. **Discuss volunteers and how they may assist the Parks Department with City park maintenance.**
6. 13-1812 Discuss and consider the cost breakdown of features and equipment to be included in Firefighter's Park located at 2837 5th Street.

 Executive Summary
 Consider the cost breakdown of features previously discussed for inclusion in Firefighter's Park.
 Attachments: [parkboard ff park cost.pdf](#)
- 7 **Discuss Park Lake Park Partners' donation for improvements at Dave Sanford Park (formerly Park Lake Park)**
8. **Discuss Parks and Recreation Department's approved 2013-2014 budget.**
- 9 **Discuss and consider date for Spring Arbor Day/Cleanup Event.**

- 10** 13-1814 Discuss and consider having junior alternate non-voting members on the Parks and Recreation Commission

Executive Summary

The City Council has discussed having junior alternate members serving on the Parks and Recreation Commission to get input from the youth of Sachse on matters pertaining to park facilities and recreation programs

Attachments: [parks JuniorAlternateApplication.pdf](#)
 [parkboardordinance.pdf](#)

- 11** 13-1813 Discuss attendance requirements as listed in Chapter 7, Section 7-2 Parks and Recreation Commission , of the Sachse Code of Ordinances.

Executive Summary

Discuss attendance requirements as listed in Section 7-2 of the Sachse Code of Ordinances.

Attachments: [park code sec 7-2.pdf](#)

- 12. Discuss and consider posting reservation requirements at park pavilions.**
- 13. Staff updates regarding current activities, special events, and personnel.**
- 14. Requests for future agenda items.**
- 15. Set upcoming Parks and Recreation Commission meeting date.**
- 16. Adjournment**

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time

Posted October 4, 2013, 5 00 p m.

Lance Whitworth, Director of Parks and Recreation



If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Text File

File Number: 13-1765

Agenda Date 10/10/2013

Version. 1

Status: Agenda Ready

In Control. Parks and Recreation Commission

File Type: Agenda Item

Agenda Number 3

Title

Consider approval of the August 15, 2013 meeting minutes

Executive Summary

Review and approve the August 15, 2013 meeting minutes

Background

Review and consider the approval of the Parks and Recreation Commission meeting minutes of the August 15, 2013 meeting.

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Staff recommends approval of the August 15, 2013 meeting minutes



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Minutes - Full Report Parks and Recreation Commission

Thursday, August 15, 2013

7:00 PM

Council Chambers

The Parks and Recreation Commission of the City of Sachse will hold a Special Meeting on Thursday, August 15, 2013, at 7 00 p m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business

Present 5 - Commission Member J D Pruitt, Commission Member Diana Smith, Chairman Cyndi Mitchell, Commission Member Michael Kellam, and Commission Member Niloufer Watkins

Absent 2 - Commission Member Juanita Miller, and Committee Member Druce Reiley

Also present: City Council Liaison Brett Franks, Parks and Recreation Director Lance Whitworth, and Activity Coordinator Cynthia Wiseman.

Call to Order

The meeting was called to order at 7:00 PM.

Invocation and Pledge of Allegiance to the U.S. and Texas Flags

The invocation and pledge of allegiance to the U.S. and Texas Flags was led by City Council Liaison Brett Franks.

3. 13-1699

Consider approval of the minutes of the July 11, 2013 meeting

Executive Summary

Review and consider approval of the July 11, 2013 meeting minutes.

A motion was made by J.D Pruitt and seconded by Niloufer Watkins to approve the minutes as written. Motion passed unanimously

Discuss and consider forming a July 3rd Event Committee.

Mr Whitworth reported that the City does work closely with the Sachse Chamber of Commerce on this City Sponsored event. City Staff has met and discussed how we can improve next year and one of the thoughts is to divide tasks into subcommittees within different departments. This would help to distribute responsibilities to take the load off one person. Ms. Mitchell would like to see this event be recognized as more of a City sponsored event.

Discuss and consider a Disc Golf Course at Salmon Park.

Mr Whitworth reported that Chief Coleman would not be able to make it to the meeting to discuss this item. Ms. Mitchell stated that this item should be tabled until the disc golf group is ready to come to the board with their plans and ideas.

Discuss the online reservation process for rental of city facilities.

Mr Whitworth reported that it would be difficult to take online reservations for the pavilions. There is a payment that has to be made, as well as checking schedules, making contact with the renter, and getting a rental agreement signed. There are too many steps that require more phone or face to face contact which would make online reservations difficult. Staff will look into at least advertising that we have facilities available for rent by posting it on facebook.

Discuss and consider the design of Firefighter's Park located at 2837 5th Street.

Mr Whitworth showed the board a preliminary design of the park made by City Engineer, Greg Peters. Ms. Mitchell talked about possibly trying to get on the EDC agenda to ask for funding for this park at their next board meeting.

8. 13-1700

Discuss and consider a recommendation to the City Council to rename Park Lake Park to the David B Sanford Memorial Park.

Executive Summary

This item is to discuss and consider a request submitted to the Parks and Recreation Commission for the renaming of Park Lake Park to the David B Sanford Memorial Park in honor of the late Dave Sanford

The board received an e-mail from Mr Sanford's daughter regarding his contributions to the park. Mr Whitworth went over the current policies and guidelines on renaming of facilities. Charles Anderson, 5009 Springtree Ln. spoke about Mr Sanford's involvement in CERT, and Park Lake Partners. He feels that he did an excellent job for the City. A motion was made by J.D. Pruitt and seconded by Michael Kellam to rename Park Lake Park as David B. Sanford Memorial Park. Motion passed unanimously

Staff updates regarding current activities, special events, and personnel.

Mr Whitworth reported that the Fall 2013 brochure went out. We are preparing for the Pumpkin Prowl and Cookies with Santa events.

Requests for future agenda items.

Requests were made to discuss Firefighter's Park, and the disc golf course at Salmon Park if they are ready to present to the board.

Set upcoming Parks and Recreation Commission meeting date.

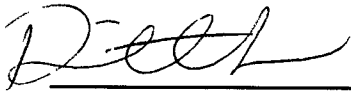
The next meeting was set for September 12, 2013.

Adjournment

A motion to adjourn was made at 7 41 PM by Cyndi Mitchell.

ATTEST

APPROVED



SECRETARY



CHAIRMAN



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Text File

File Number: 13-1814

Agenda Date: 10/10/2013

Version: 1

Status: Agenda Ready

In Control: Parks and Recreation Commission

File Type: Agenda Item

Agenda Number: 10

Title

Discuss and consider having junior alternate non-voting members on the Parks and Recreation Commission

Executive Summary

The City Council has discussed having junior alternate members serving on the Parks and Recreation Commission to get input from the youth of Sachse on matters pertaining to park facilities and recreation programs.

Background

At the February 4, 2013, City Council meeting, the Council discussed having a Sachse Youth Advisory Council or adding a single youth non-voting board member to the Sachse Parks and Recreation Commission for the City of Sachse. After discussion, the Council directed staff to pursue the option of adding one or two junior alternate non-voting members to the Parks and Recreation Commission.

Policy Considerations

The board would recommend to City Council to add one or two non-voting junior alternate members to serve on the Parks and Recreation Commission.

Budgetary Considerations

None

Staff Recommendations

Staff recommends the Parks and Recreation Commission make a recommendation to City Council to add one or two non-voting junior alternate members to the Parks and Recreation Commission.

City of Rowlett
JUNIOR ALTERNATE MEMBER
BOARDS AND COMMISSIONS APPLICATION

(Please Print)

Today's Date:				
Please choose from the following boards and commissions.				
•Animal Shelter Advisory Board		•Arts and Humanities Commission		
Golf Advisory Board		•Library Advisory Board		
•Parks and Recreation Advisory Board		•Senior Advisory Board		
Traffic and Safety Advisory Commission				
Board or Commission First Choice		Board of Commission Second Choice		
Last name:		First Name		
Street address.		ZIP Code.	Email Address	
Home phone no		Cell phone no	Emergency phone no	
Length of Residency in Rowlett		Emergency contact name and relationship to you		
High School Grade Level	☐ 9th	☐ 10th	☐ 11th	☐ 12th
Name of High School				
List all clubs and activities you are involved in:				
Please describe your reason for applying on a citizen board or commission. Please include any particular goals you have for the board or commission, and any unique talents, experiences, or interests that would help make you an excellent member.				

I, _____, hereby attest that I am the parent or legal guardian of the above mentioned minor child, and that I have the legal right to enter into this Agreement of Waiver of Liability. I have read and understand the duties and responsibilities that my child will have as a junior alternate member of the Advisory Board and/or Commission. As such, I hereby give my permission for my child, _____, who is under eighteen (18) years of age, to participate and serve on a City of Rowlett Board and/or Commission. As legal guardian, in consideration of accepting a position for my child on a Board and/or Commission, I do covenant with the City that I will never at any time, present or future, sue the City for or on account of any claim for damages arising out of my child's participation.

Signature of Parent/Legal Guardian

**STATE OF TEXAS
COUNTY OF DALLAS**

SUBSCRIBED AND SWORN TO BEFORE ME, this _____ day of _____, 20____ to certified which witnessed my hand and official seal

Notary Public, State of Texas

My Commission Expires

(seal)

Chapter 7 PERSONNEL

Sec 7-2. **Park and recreation** commission.

B *Created.*

(1) There is hereby created a **park and recreation** commission consisting of seven members and **one or two junior alternate members**. The commission shall elect a chairman from its membership who shall be a voting member

(2) Members shall be qualified voters of the City of Sachse, Texas

(3) Members of the commission shall be appointed by the city council for two-year terms.

(4) In the event the city council has not designated a replacement upon the end of a member's term, then that member shall continue his membership until a replacement has been named.

(5) Members shall serve without compensation.

(6) A majority of the members of the commission in attendance at any meeting shall constitute a quorum. However, a vacancy on the commission shall not be considered for this purpose.

(7) Whenever a member is absent from any meeting, it shall be so stated in the minutes of the meeting. In the absence of a quorum for a meeting, the chairman will submit, or cause to have submitted, a report to the city council stating all members absent.

(8) The city council, by a majority vote may remove any member of the commission at any time without cause.

(9) A youth member wanting to apply for the parks and recreation commission will be appointed as a **junior alternate member** by the city council and may participate as a non-voting member to the commission for a one-year term. Youth applicants must be residents of the City of Sachse in the ninth, tenth, eleventh or twelfth grade.



C *Officers*

(1) The commission shall elect a chairman, vice-chairman and secretary among its membership. The terms of office for each shall correspond with the terms of the designated member

(2) The chairman shall preside at all meetings when he is present. He shall implement or cause to have implemented any practice or procedure in the calling of meetings, conduct of meetings and reporting of activities, that he considers in the best interest of the commission and shall so inform the council or consult with them when necessary or desirable. It shall be the responsibility of the chairman to request support activity needed from any officer or employee of the city. It shall be the responsibility of the chairman to submit reports to the city council, when necessary or requested, relative to participation by members, effectiveness of the support given by the officers or employees of the city, and any other matter significant relative to the commission's functions. The chairman shall represent the commission at public functions.

(3) The vice-chairman shall assist the chairman in directing the total affairs of the commission and, in the absence of the chairman, shall assume all duties of the chairman.

(4) The secretary shall record the minutes of the meetings of the commission and shall assist the commission and the chairman with the submission of reports and preparation of correspondence.

D Powers and duties.

(1) The **park and recreation** commission shall have the duty of acting in an advisory capacity to the council in all matters pertaining to **parks and recreation**. It shall acquaint itself with and make a continuous study and inspection of the complete **park and recreation** system of the city, and shall advise the council as to present and future maintenance, operation, planning, acquisition, development, enlargement and use policy of the city **park and recreation** system, and naming of public facilities managed by the **parks and recreation** department.

(2) The commission shall study and encourage development of **park and recreation** areas and study and encourage the development of wholesome **recreation** for all residents of the city.

(3) The commission shall recommend standards to the council for the acquisition of **park and recreation** areas and facilities, and for the planning of programs and the securing of financial support.

(4) The commission shall undertake the preparation of a master planning guide of **park and recreation** facilities for the city. Such guide shall be submitted for consideration and action by the council. The master planning guide shall be reviewed at least annually and periodically updated by the commission. The commission shall review periodically all **recreation** services within the city and shall make recommendations to the council of services that may be needed. In the conduct of this activity, the commission shall, at the request of the city council, hold public hearings, provided that notice is published in the official city newspaper at least ten days prior to such public hearing.

(5) The commission shall aid in the coordination of programs for **parks and recreation** with other governmental agencies and voluntary organizations.

(6) The commission shall review the effectiveness of the support provided by the officers and employees of the city and shall report to the council.

(7) The commission shall, prior to the 15th day of July of each year, review and study, and make recommendations to the council for priorities of projects and activities considered to be desirable for the **park and recreation** department. Such recommendations shall include the commission's views on the inclusion of improvements within the budget or long-range capital improvement program of the city

(8) The city council may from time to time adopt additional rules and regulations for the conduct of business by the commission.

(9) The commission shall recommend to the city council rules and regulations governing the use of **park and recreation** facilities. The commission shall make any other recommendations to the city council regarding **park and recreation** matters that it considers advisable.

(10) The commission may solicit for the City of Sachse, revenues, gifts, bequests or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the city council.

(11) The commission shall meet monthly. Such meetings shall be conducted at a time, date and place designated by the chairman and all members of the commission shall be notified at least three days in advance, as prescribed by law. An agenda shall be posted at the city hall in accordance with the Texas Open Meetings Law and meeting shall be conducted under same.



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Text File

File Number 13-1813

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Version: 1

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In Control: City Council

File Type: Agenda Item

Agenda Number 11

Title

Discuss attendance requirements as listed in Chapter 7, Section 7-2 Parks and Recreation Commission , of the Sachse Code of Ordinances

Executive Summary

Discuss attendance requirements as listed in Section 7-2 of the Sachse Code of Ordinances.

Background

Section 7-2 of the Sachse Code of Ordinances addresses the Parks and Recreation Commission Sec 7-2 B specifically addresses the attendance requirements for its members and action to be taken in the event of non-compliance The Commission has recently added several new members to its roster and Mr Whitworth, Director of Parks and Recreation and staff liaison to the Commission, felt it would be beneficial to review the attendance requirements as stated in the Code

Policy Considerations

Review of Chapter 7, Section 7-2 Parks and Recreation Commission , Sachse Code of Ordinances, to ensure compliance

Budgetary Considerations

N/A

Staff Recommendations

This item is for discussion purposes only No action will be taken

Sec 7-2 Park and recreation commission.

A. *Definitions* The following terms, phrases, words and their derivations shall have the meaning given herein When not inconsistent with the context, words used in the present tense include the future

Words in the plural number include the singular number and words in the singular number include the plural number The word "shall" is always mandatory and not merely directory

City means the City of Sachse, Texas

City park shall mean any public park located wholly within the city limits of the City of Sachse, Texas.

Curfew shall mean a regulation enjoining the withdrawal of usage of a public park or facilities of a public park wholly within the city limits of the City of Sachse, Texas

Facilities shall mean any facilities in a public park of the City of Sachse, Texas

Park is a park, reservation, playground, recreation center or any other area in the city owned or used by the city, and devoted to active or passive recreation, including all areas within public rights-of-way and adjacent to a public street or highway within the city and which is planted with grass, shrubs or flowers

Permission shall mean the permission secured by the individual from the park and recreation commission authority to utilize any public park facilities for holding of recreational use under the provisions of this section

Person is any person, firm, partnership, corporation, association, company or organization of any kind

Vehicle is any conveyance employing wheels, track-laying devices, runners, fans or propellers, whether motor powered, animal-drawn, or self-propelled. The term shall include trailers of any size, kind or description. Exception is made for baby carriages and vehicles in the service of the city

B. *Created.*

- (1) There is hereby created a park and recreation commission consisting of seven members The commission shall elect a chairman from its membership who shall be a voting member
- (2) Members shall be qualified voters of the City of Sachse, Texas
- (3) Members of the commission shall be appointed by the city council for two-year terms
- (4) In the event the city council has not designated a replacement upon the end of a member's term, then that member shall continue his membership until a replacement has been named
- (5) Members shall serve without compensation.
- (6) A majority of the members of the commission in attendance at any meeting shall constitute a quorum. However, a vacancy on the commission shall not be considered for this purpose

- (7) Whenever a member is absent from any meeting, it shall be so stated in the minutes of the meeting. In the absence of a quorum for a meeting, the chairman will submit, or cause to have submitted, a report to the city council stating all members absent.
- (8) The city council, by a majority vote may remove any member of the commission at any time without cause.

If a member of the park and recreation commission is absent from three of five consecutive regular meetings, without explanation acceptable to a majority of the city council members, his office shall be declared vacant at the next regular meeting of the city council by resolution. In addition, any member of the park and recreation commission who has been absent for four consecutive regular meetings due to any reason shall have his seat declared vacant at the next regular meeting of the city council.

C *Officers.*

- (1) The commission shall elect a chairman, vice-chairman and secretary among its membership. The terms of office for each shall correspond with the terms of the designated member.
- (2) The chairman shall preside at all meetings when he is present. He shall implement or cause to have implemented any practice or procedure in the calling of meetings, conduct of meetings and reporting of activities, that he considers in the best interest of the commission and shall so inform the council or consult with them when necessary or desirable. It shall be the responsibility of the chairman to request support activity needed from any officer or employee of the city. It shall be the responsibility of the chairman to submit reports to the city council, when necessary or requested, relative to participation by members, effectiveness of the support given by the officers or employees of the city, and any other matter significant relative to the commission's functions. The chairman shall represent the commission at public functions.
- (3) The vice-chairman shall assist the chairman in directing the total affairs of the commission and, in the absence of the chairman, shall assume all duties of the chairman.
- (4) The secretary shall record the minutes of the meetings of the commission and shall assist the commission and the chairman with the submission of reports and preparation of correspondence.

D *Powers and duties.*

- (1) The park and recreation commission shall have the duty of acting in an advisory capacity to the council in all matters pertaining to parks and recreation. It shall acquaint itself with and make a continuous study and inspection of the complete park and recreation system of the city, and shall advise the council as to present and future maintenance, operation, planning, acquisition, development, enlargement and use policy of the city park and recreation system, and naming of public facilities managed by the parks and recreation department.
- (2) The commission shall study and encourage development of park and recreation areas and study and encourage the development of wholesome recreation for all residents of the city.
- (3) The commission shall recommend standards to the council for the acquisition of park and recreation areas and facilities, and for the planning of programs and the securing of financial support.
- (4) The commission shall undertake the preparation of a master planning guide of park and recreation facilities for the city. Such guide shall be submitted for consideration.

and action by the council. The master planning guide shall be reviewed at least annually and periodically updated by the commission. The commission shall review periodically all recreation services within the city and shall make recommendations to the council of services that may be needed. In the conduct of this activity, the commission shall, at the request of the city council, hold public hearings, provided that notice is published in the official city newspaper at least ten days prior to such public hearing.

- (5) The commission shall aid in the coordination of programs for parks and recreation with other governmental agencies and voluntary organizations.
- (6) The commission shall review the effectiveness of the support provided by the officers and employees of the city and shall report to the council.
- (7) The commission shall, prior to the 15th day of July of each year, review and study, and make recommendations to the council for priorities of projects and activities considered to be desirable for the park and recreation department. Such recommendations shall include the commission's views on the inclusion of improvements within the budget or long-range capital improvement program of the city.
- (8) The city council may from time to time adopt additional rules and regulations for the conduct of business by the commission.
- (9) The commission shall recommend to the city council rules and regulations governing the use of park and recreation facilities. The commission shall make any other recommendations to the city council regarding park and recreation matters that it considers advisable.
- (10) The commission may solicit for the City of Sachse, revenues, gifts, bequests or endowments of money or property as donations or grants from persons, firms or corporations, subject to the approval and acceptance by the city council.
- (11) The commission shall meet monthly. Such meetings shall be conducted at a time, date and place designated by the chairman and all members of the commission shall be notified at least three days in advance, as prescribed by law. An agenda shall be posted at the city hall in accordance with the Texas Open Meetings Law and meeting shall be conducted under same.

E *Policies. Rules and regulations for utilization of all city parks and park facilities.* The following rules shall apply to the utilization of all municipal parks and park facilities.

- (1) *General rules and regulations.*
 - (a) Any person(s) desiring to hold an occasional gathering in a city park shall be able to do so without permission so long as said gathering does not create a public disturbance or nuisance, and so long as said gathering disbands by curfew time described in paragraph (g).
 - (b) No unauthorized wheeled vehicles shall be allowed on park property outside of designated parking areas and park roadways.
 - (c) The consumption of alcoholic beverages is prohibited within the park area.
 - (d) Gambling is prohibited within the park area.
 - (e) Cutting or burning of any trees, shrubs, dead or alive located in the park area is prohibited.
 - (f) All fires shall be confined to the city's barbecue grills. Open fires in other than these designated areas are prohibited.
 - (g)

Any person(s) shall not be allowed in, on, about or around a public park and/or facility between curfew of 11 30 p.m. to 6:00 a.m. on week nights and 12:00 midnight to 6:00 a.m. on weekends. No exceptions shall be allowed without written permission from the parks and recreation commission.

(h) Smoking and tobacco use is prohibited in city parks.

(2) *Rules and regulations regarding the use of ball fields.*

- (a) Any persons desiring to reserve the ball field(s) for recreational entertainment or team practice may do so at the Sachse City Hall between the hours of 8:00 a.m. and 5:00 p.m. Reservations must be made in person. Telephone reservations will be held until 4:00 p.m. at which time a team representative must appear in person to complete the reservation form and make the required deposit. Reservations for practice will be accepted for the current week only. Teams will be placed on a calendar on a first come basis and will receive a card stating the date and time of reservation. Practice time will not exceed two hours.
- (b) The use of lights will be required 15 minutes prior to sunset for the safety of all players. The amount of these fees are specified in subsection (4), rules and regulations regarding fees and deposits.
- (c) No games played on the ball fields in the city parks shall begin before 8:00 a.m. All lights shall be turned off by 11:00 p.m. on Monday through Thursday and by 12:00 midnight on Friday and Saturday. The use of the lights on Sunday is prohibited.
- (d) The Sachse police department will be provided a list of all persons/teams which have reservations to use the ball field. A warning will be given first, and a citation may be issued for use of lights and/or ball fields without proper authority.
- (e) A clean up deposit, as scheduled in subsection (4)(a)(3) will be required for all tournaments. This clean up deposit is to be applied to the city's cost for clean up in the event the sponsoring group fails to properly clean up the reserved area. Deposits are to be paid two weeks in advance and will be refunded when the city manager's designee inspects the field on the day following the tournament and finds that all litter generated by the group's usage is placed in proper receptacles.
- (f) All tournament cancellations must be received at the Sachse city hall in writing not less than one week prior to the tournament date. Failure to cancel the fields one week prior to the tournament date will result in forfeit of the deposit. Rainouts are the exception.

(3) *Rules and regulations regarding the use of covered picnic facilities at city parks and the City Complex Amphitheater*

- (a) Covered picnic facilities and the City Complex Amphitheater are available for use by families, churches, businesses, and organizations for public purposes or related park activities.
- (b) Reservations for the use of a covered picnic facility and the City Complex Amphitheater can be made only by a Sachse resident who is a member of the group using the facility. Any person(s) desiring to reserve a covered picnic facility or City Complex Amphitheater shall secure written permission from the parks and recreation department at City Hall between the hours of 8:00 a.m. and 5:00 p.m.

- (c) The parks and recreation department has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facilities and/or grounds adjoining the facilities.
- (d) Advance request for reservations may be accepted up to 12 months in advance of the requested date, and may be made either in person or by telephone. Any reservation may not exceed seven consecutive days and only one facility may be reserved. Entire reservation must be completed before additional dates or facilities may be requested.
- (e) Rental agreement must be signed and fees received two weeks after the request for reservation(s) is submitted, if requested date is less than two weeks, rental agreement must be signed and fees received within two days after the request has been made. Failure to do so will void the reservation and facility will be opened for other requests.
- (f) If lessee wished to cancel, written notice signed by lessee must be received one week in advance of scheduled use date, and then refund in the amount of 75 percent will be made. If cancellation notice is given less than one week, all rental fees will be forfeited. If cancellation is initiated by the parks and recreation commission, due to park closing (i.e. flooding, damage, etc.) lessee will be notified as far in advance as possible. Lessee will be permitted to reschedule, and, if not able to reschedule, full refund will be made.
- (g) A deposit in the amount scheduled in section (4)(b)(2) is required for keys to lights. Keys must be returned the day following the reservation, or in the case of weekend, on the Monday following. If not returned as specified, the deposit will be forfeited.
- (h) Two chaperones (age 21 or over) shall be required for functions of 50 youth or less (age 18 and under) with one additional chaperone for each additional 25 youth.
- (i) All litter generated by group's usage shall be placed in proper receptacles.
- (j) Lessee shall be responsible for payment of repair costs for damages to city property and equipment caused as a result of group's use of facility.
- (k) Lessee, as additional consideration, shall covenant promise and agree to hold the City of Sachse fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the facility.
- (l) Amphitheater is not available for reservations during city business hours including, office hours, city council, boards and commission meetings, and other related city business.
- (m) Amphitheater is available for the following events.
 - (i) Public use activity held by the city and/or a public use activity cosponsored by the city for the interest of the community.
 - (ii) Private use by a person or persons for non-public use such as weddings, reunions, company picnics, etc. This shall be a rental where the public is generally not invited and the activity is not advertised.
- (n) Amphitheater may NOT be reserved for the following.
 - (i) Commercial use by an individual, organization, or company for the purpose of profit making. This would include charging admission fees, or the selling of merchandise on the premises.

- (o) Restroom facilities may be reserved for amphitheater rentals. Refer to the master fee schedule.
- (p) Sound levels at the amphitheater are not to exceed those levels established by the city.
- (4) *Rules and regulations regarding ball field reservations and deposits.*
 - (a) Ball field reservations and deposits shall be as follows:
 - (1) All sports associations or leagues approved by the City of Sachse requesting to reserve ball fields for league or season games, practices and tournaments shall make all field preparations for games and practices including dragging the fields, striping fields, setting up bases, scoreboards and goals for softball, baseball, soccer and football. Clean up and placing trash in proper containers is required after every event.
 - (2) Requests to reserve ball fields for league or season play must be submitted to the city two weeks before practice or league play begins. Proof of insurance and a complete season schedule must be provided to the city parks department at the time of request.
 - (3) Fees for the use of ball fields shall be established by city council resolution.
 - (4) Light key deposit shall be \$25.00.
 - (5) *Establishment of user fees for recreation facilities.*
 - (a) Fees for the use of park and recreation facilities shall be established by city council resolution.
 - (6) City approved Sports Associations or Leagues shall pay \$25.00 light key deposit, \$50.00 clean up deposit and comply with stipulations in (4)(a).
 - (1)
 - (b) Covered picnic facilities and deposits shall be as follows:
 - (1) Reservation fee shall be \$25.00 per day.
 - (2) Light key deposit shall be \$10.00.

(Ord. No. 187, 4-23-74, Ord. No. 299, 10-12-81, Ord. No. 317, 4-12-82, Ord. No. 1050, 11-2-92, Ord. No. 1103, 8-16-93, Ord. No. 1824, §§ I, II, 2-5-01, Ord. No. 2002, § 1, 3-17-03; Ord. No. 2227, § 2, 6-19-06, Ord. No. 3258, § 1, 11-1-10, Ord. No. 3344, § 1, 11-21-11, Ord. No. 3410, § 1, 9-4-12)



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Title

Discuss and consider the cost breakdown of features and equipment to be included in Firefighter's Park located at 2837 5th Street

Executive Summary

Consider the cost breakdown of features previously discussed for inclusion in Firefighter's Park

Background

The Parks and Recreation Commission has been discussing plans and features for the Firefighter's Park located at 2837 5th Street. Attached is a cost breakdown for items the Commission previously determined to be included in the park

Policy Considerations

N/A

Budgetary Considerations

None at this time.

Staff Recommendations

Staff recommends the Parks and Recreation Commission consider the cost breakdown of features and equipment to be included in Firefighter's Park located at 2837 5th Street.

Firefighter's Park Cost Breakdown

Playground -- Includes border and wood fiber	\$38,000
Parking Lot (depends on if there is on street front end parking or parking with an entrance and exit)	\$15,000-\$30,000
Parking Lot ADA accessibility to the park & playground	\$3,000
Entrance Sign (Decorative Wood Sign)	\$3,000
Shelter (16 X 16/ metal roof/ all steel)	\$23,000
Concrete Pad for Shelter	\$4,500
Playground Shade Structure	\$18,000
Backstop	\$3,000
Irrigation	\$6,000-\$10,000
1 Grill	\$250
2 Picnic Tables (\$800 each)	\$1,600
Park Bench	\$400
Drinking Fountain	\$2,800
2 Trash Cans (\$350 each)	\$700
Total	\$119,250-\$138,250