



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
www.cityofdenton.com

## Meeting Agenda

### Parks, Recreation and Beautification Board

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Monday, January 9, 2023

6:00 PM

Civic Center Community Room

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After determining that a quorum is present, the Parks, Recreation and Beautification Board of the City of Denton, Texas will convene in a Regular Meeting on Monday, January 9, 2023, at 6:00 p.m. in the Civic Center Community Room at 321 E. McKinney Street, Denton, Texas, at which the following items will be considered:

#### 1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC

This section of the agenda permits a person to make comments regarding public business on items not listed on the agenda. This is limited to two speakers per meeting with each speaker allowed a maximum of four (4) minutes. Such person(s) shall have filed a "Blue Card" requesting to speak during this period prior to the calling of this agenda item.

#### 2. ITEMS FOR CONSIDERATION

- A. [PRB22-088](#) Consider approval of the minutes of December 5, 2022.

Attachments: [Exhibit 1- December 5, 2022 Minutes](#)

- B. [PRB22-092](#) Receive a report and hold a discussion regarding the Aquatics Master Plan.

Attachments: [Exhibit 1- Agenda Information Sheet .docx](#)

[Exhibit 2- Presentation.pdf](#)

[Exhibit 3- Ordinance 22-1879.pdf](#)

- C. [PRB22-087](#) Receive a report, hold a discussion, and give staff direction regarding the accreditation application through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies.

Attachments: [Exhibit 1- Agenda Information Sheet](#)

[Exhibit 2- Chapter 1](#)

[Exhibit 3- Chapter 3](#)

[Exhibit 4- Chapter 6](#)

- D. [PRB22-089](#) Receive a report, hold a discussion, and consider recommending approval of the Briercliff Park Master Plan.

Attachments: [Exhibit 1- Agenda Information Sheet](#)

[Exhibit 2- Presentation](#)

[Exhibit 3- Conceptual Plan](#)

- E. [PRB22-090](#) Receive a report, hold a discussion, and consider recommending approval of the Pecan Creek Regional Trail Master Plan.

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Attachments:     [Exhibit 1- Agenda Information Sheet](#)  
[Exhibit 2- Presentation](#)  
[Exhibit 3- Final Pecan Creek Trail Alignment](#)

F. [PRB22-054](#)     Receive a report, hold a discussion, and consider recommending adoption of an ordinance of the City of Denton, Texas, amending Chapter 22 Parks and Recreation.

Attachments:     [Exhibit 1- Agenda Information Sheet](#)  
[Exhibit 2- Chapter 22 Merged with Edits](#)

G. [PRB23-001](#)     Receive a report and hold a discussion on the dedication plaque process.

Attachments:     [Exhibit 1- Agenda Information Sheet .docx](#)

### 3. CONCLUDING ITEMS

A. Under Section 551.042 of the Texas Open Meetings Act, respond to inquiries from the Parks, Recreation and Beautification Board or the public with specific factual information or recitation of policy, or accept a proposal to place the matter on the agenda for an upcoming meeting AND Under Section 551.0415 of the Texas Open Meetings Act, provide reports about items of community interest regarding which no action will be taken, to include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; or an announcement involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.

NOTE: The Parks, Recreation and Beautification Board reserves the right to adjourn into a Closed Meeting on any item on its Open Meeting agenda consistent with Chapter 551 of the Texas Government Code, as amended, or as otherwise allowed by law.

#### C E R T I F I C A T E

I certify that the above notice of meeting was posted on the official website (<https://tx-denton.civicplus.com/242/Public-Meetings-Agendas>) and bulletin board at City Hall, 215 E. McKinney Street, Denton, Texas, on January 5, 2023, in advance of the 72-hour posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

\_\_\_\_\_  
CITY SECRETARY

NOTE: THE CITY OF DENTON'S DESIGNATED PUBLIC MEETING FACILITIES ARE ACCESSIBLE IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. THE CITY WILL PROVIDE ACCOMMODATION, SUCH AS SIGN LANGUAGE INTERPRETERS FOR THE HEARING IMPAIRED, IF REQUESTED AT LEAST 48 HOURS IN ADVANCE OF THE SCHEDULED MEETING. PLEASE CALL THE CITY SECRETARY'S OFFICE AT 940-349-8309 OR USE TELECOMMUNICATIONS DEVICES FOR THE DEAF (TDD) BY CALLING 1-800-RELAY-TX SO THAT REASONABLE ACCOMMODATION CAN BE ARRANGED.



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## Legislation Text

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**File #:** PRB22-088, **Version:** 1

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### **AGENDA CAPTION**

Consider approval of the minutes of December 5, 2022.

**City of Denton Parks, Recreation, and Beautification Board**  
**Minutes**  
**December 5, 2022**

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After determining that a quorum of the City of Denton, Texas, Parks, Recreation, and Beautification Board was present, the Board convened in a Regular Meeting on Monday, December 5, 2022, at 6:00 p.m. in the Civic Center Community Room at 321 E. McKinney Street, Denton, Texas.

**Present:** Vice-Chair George Ferrie and Members Kwami Koto, Jerry Dooley, Frances Punch and Robert Aughtry

**Absent:** None

**1. PRESENTATIONS FROM MEMBERS OF THE PUBLIC**

- None

**2. ITEMS FOR CONSIDERATION**

A. PRB22-081 Consider approval of the minutes of November 7, 2022 and the amended minutes of October 3, 2022.

Member Dooley moved to adopt the item as presented; Member Koto seconded. Motion carried

AYES (5): Vice-Chair Ferrie, Members Punch, Koto, Aughtry and Dooley  
NAYS (0): None

B. PRB22-082 Receive a report, hold a discussion, and give staff direction regarding the Parks, Recreation and Beautification Advisory Board Annual 2023 meeting schedule.

Member Punch moved to adopt the item as presented; Member Dooley seconded. Motion carried

AYES (5): Vice-Chair Ferrie, Members Punch, Koto, Aughtry and Dooley  
NAYS (0): None

C. PRB22-083 Receive nominations and elect a Chair and Vice-Chair for the Parks, Recreation and Beautification Board.

Member Punch nominated Vice-Chair Ferrie as Chair; Member Dooley seconded. Motion carried

AYES (5): Vice-Chair Ferrie, Members Punch, Koto, Aughtry and Dooley  
NAYS (0): None

Chair Ferrie nominated Member Punch as Vice-Chair; Member Koto seconded motion carried

AYES (5): Vice-Chair Ferrie, Members Punch, Koto, Aughtry and Dooley  
NAYS (0): None

F. PRB22-086 Receive a report, hold a discussion, and give staff feedback regarding the process and collaboration on the removal of privet.

The item was presented, and discussion followed.

Following discussion, staff was provided the following direction:

- Master Naturalist are willing to volunteer to help

D PRB22-084 Receive a report, hold a discussion, and give staff direction regarding the accreditation application through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies

The item was presented, and discussion followed.

Following discussion, staff was provided the following direction:

- That Parks staff keep Board informed about the CAPRA process as it unfolds
- Expressed that accreditation may help the Parks and Recreation Department with further grant opportunities
- That Parks staff let Park Board know how Park Board may provide support for the CAPRA process

E. PRB22-086 Receive a report and hold a discussion regarding the stabilization of the Cooper Creek streambank within Avondale Park for the Parks and Drainage Departments.

The item was presented, and discussion followed.

Following discussion, staff was provided the following direction:

- Asked how public meetings will be communicated to the public.
- Asked staff for clarification of the costs of the options presented
- Asked staff to bring back updates on the progress and the options for stabilization

### 3. CONCLUDING ITEMS

- Member Punch provided the following input regarding the Quakertown Memorial Project public meetings:
  - That the information did not seem consistent meeting to meeting.
  - Some of the information provided to the board was not provided to the public.
  - Asked if public survey data available.
  - Concerns the public was feeling as though their input was not being shared
  - Confusion about the Woman's Club Building and what will happen with it.
  - Question as to why the ownership of the Women's Club building seemed to be a higher priority than the desires of the public.
  - If the Senior Center could be a place for a permanent structure or "museum" for Quakertown.
- Member Aughtry suggested buying the Woman's Club Building.
- Chair Ferrie suggested a permanent memorial structure for Quakertown is something the community wants.
- Member Dooley asked staff to keep the board updated on the Quakertown project and expressed satisfaction with the availability of Discuss Denton as a means for the public to get information and give input about projects.

- Member Punch asked that at the public input meetings staff provide information about the input that has already been received from the public.
- Member Punch re-iterated wanting a review of the dedication plaque policy. Director, Gary Packan replied that staff are looking into the issue, and that the dedication usually happens at the time of completion. The Vela plaque was an exception in the usual process because the dedication was moved forward due to the health of some members of the Vela family. Gary stated, as of right now, there is no stated policy, but we will continue with the “snapshot in time” dedication plaque policy. Staff will provide an AIS at the next meeting.
- Frances Punch asked about a replacement for Brooke. Gary suggested that the replacement will take a couple of months probably.
- Gary mentioned an informative presentation of estimated list of bond projects that Parks are suggesting to Council.

With no further business, the meeting was adjourned at 7:30 pm.

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GEORGE FERRIE  
VICE-CHAIR  
CITY OF DENTON, TEXAS

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CAROLINE SEWARD  
BUSINESS ADMINISTRATION MANAGER  
CITY OF DENTON, TEXAS

MINUTES APPROVED ON: \_\_\_\_\_



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## Legislation Text

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**File #:** PRB22-092, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion regarding the Aquatics Master Plan.



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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**CM:** Christine Taylor, Assistant City Manager  
**DATE:** January 9, 2022

### **SUBJECT**

Receive a report and hold a discussion regarding the Aquatics Master Plan.

### **BACKGROUND**

On September 20, 2023, Council approved a professional services agreement with Kimley-Horn and Associates, Inc. for the professional design and master plan services for aquatics and aquatic facilities for the Parks and Recreation Department (PAR) (Ordinance 22-1879).

Since the initial project kick off in September, staff have worked with the consultants and various community stakeholders, to assess the overall community aquatics needs, current service level, and plan for future projects. The process for the aquatics master plan consists of the stages below. The project is currently in step 4.

1. Hire consulting firm
2. Assessment, Review, & Alignment Creation
3. Community Engagement & Workshop Meetings
4. Board & Commissions Engagement
5. Final Adoption of Master Plan

A public meeting is scheduled for January 12, 2023, 6 p.m., to present and discuss the findings with the community.

It is planned that City Council will receive an Informal Staff Report on January 20, 2023, with anticipated Park, Recreation, and Beautification Board approval in February, and final adoption by Council in late February 2023.

### **RECOMMENDATION**

Continue exploring needs and funding for future projects and improvements.

### **ESTIMATED SCHEDULE OF PROJECT**

Anticipated adoption is February 2023.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

Council approved awarding a contract to Kimley Horn for the Aquatic Master Plan on September 20, 2023. Project kicked-off September 29, 2023 and the last update was received by Park Board on October 3, 2023.

### **FISCAL INFORMATION**

Contract number 197498 – Professional Services Agreement for landscape architect services awarded to Kimley-Horn and Associates, Inc., in the not-to-exceed amount of \$90,000.00

These services are funded from project account 400359469. Through this contract and upon completion of the plan, Kimley-Horn and Associates, Inc. will provide the Parks and Recreation Department with accurate and detailed cost estimates regarding operation and capital expenses in correlation with improvements to existing facilities, proposed facilities, programs, etc. The Parks and Recreation Department intends to seek funding for these projects through future CIP/CMP and/or bond programs.

**EXHIBITS**

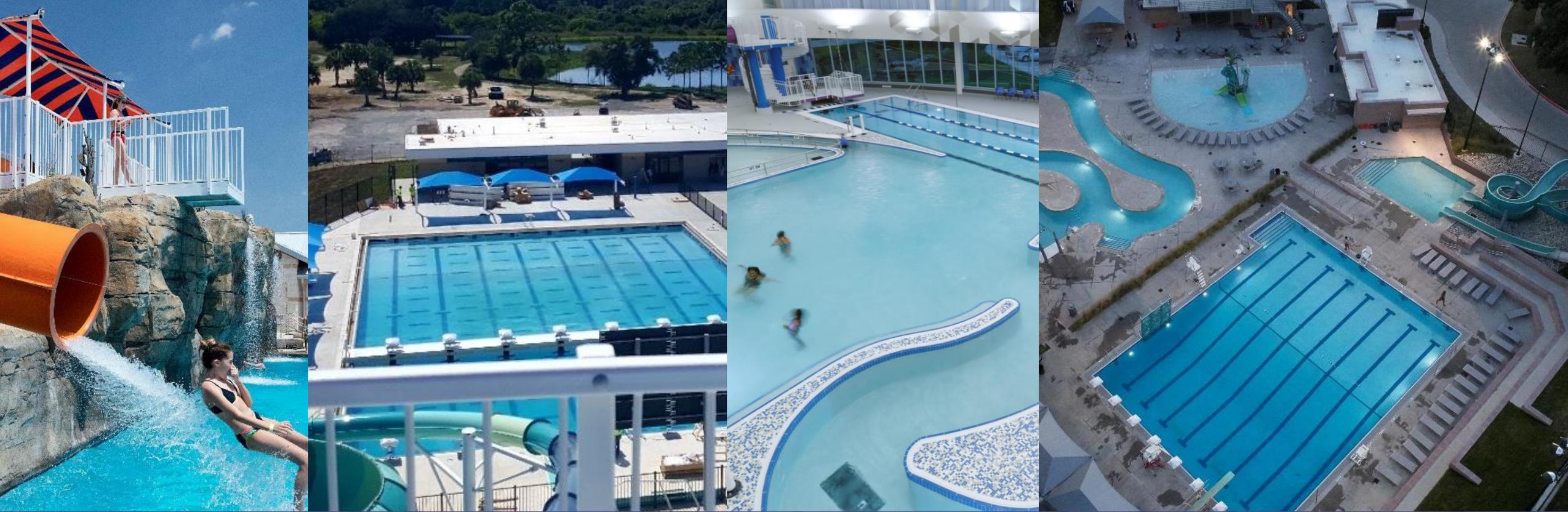
Exhibit 1- Agenda Information Sheet

Exhibit 2- Presentation

Exhibit 3- Ordinance 22-1879

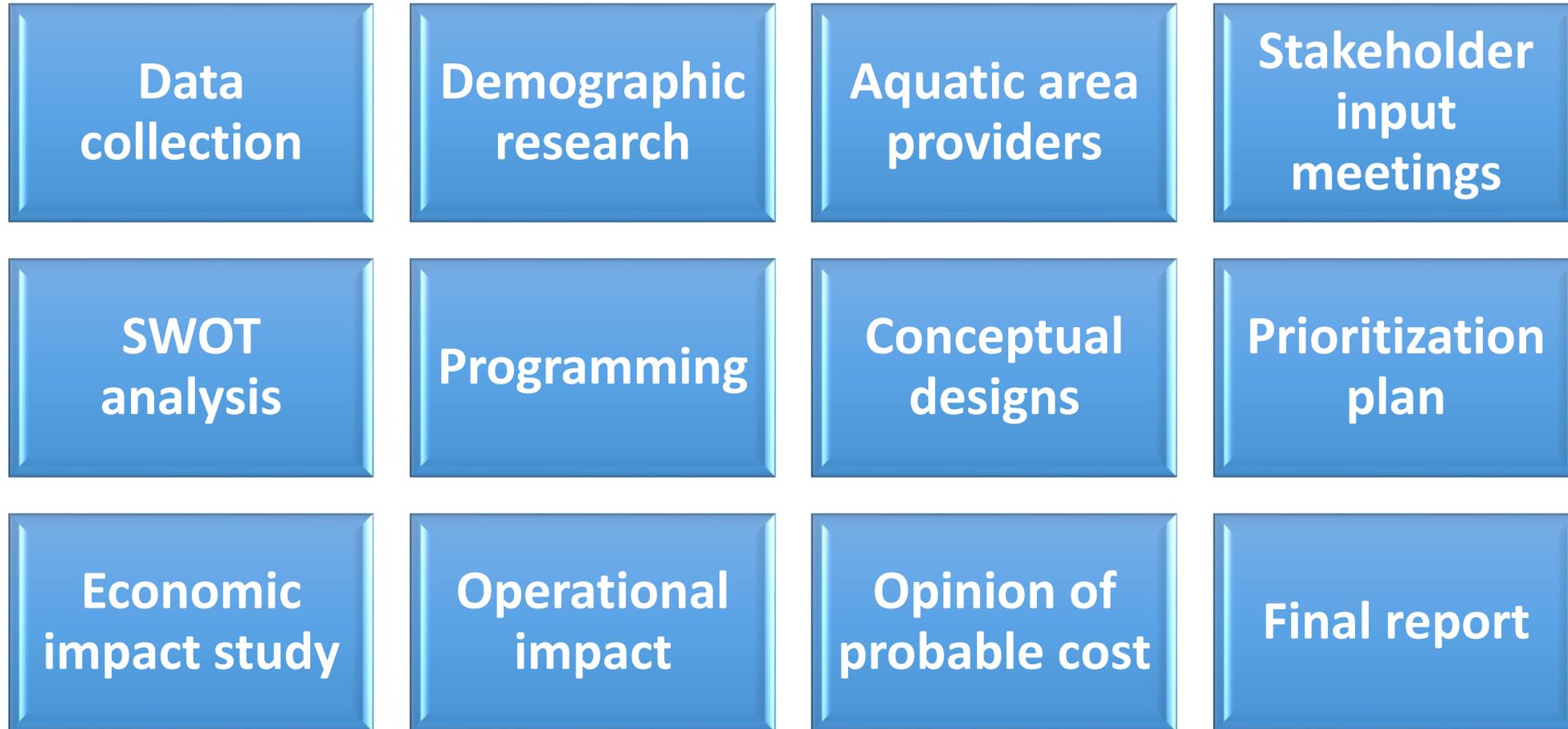
Respectfully submitted:  
Gary Packan, Parks and Recreation

Prepared by:  
Monica Martin, Program Area Manager



*City of Denton, Texas*  
**Aquatic Facility Master Plan  
Needs Analysis  
January 9, 2023**

# Process Overview



# Stakeholder Feedback

# Project Feedback (City of Denton)

- City of Denton wants to build relationships within the City of Denton and look for all opportunities to partner together
- Consider an aquatic facility that would drive economic impact to the City of Denton
- Current need to have more availability of programmable water with the City of Denton
  - Swim lessons at the NAT serve Argyle, Crossroads, Sanger and other surrounding communities
  - Summer swim lessons operates at 95% capacity
- City of Denton is currently undergoing a recreational facility assessment study – Recreation users would like to see recreation amenities combined with aquatics
- Consideration should be given to a senior-only aquatics facility – Natatorium is hard to access pools due to current schedule
- Projected operating budgets should be kept in mind during the planning process so all partners know the expectation for any financial commitments
- Need for year-round recreational aquatics

# Project Feedback (Univ. of North Texas)

- UNT Swim and Dive – success is recruiting swimmers based on aquatic facility reputation
  - UNT does not host outside swim meets which means swimmers do not get to see the existing Pohl Recreation Center pool through competitions
- UNT wants to forge good relationship with City where swim team has space and time to practice that is convenient for UNT
- UNT Rec Sports have lap and rec pool (not well used) that meets needs of the students and faculty
- UNT students will not travel outside of campus for athletic opportunities
- UNT has challenges with diving program – wants to maximize experience for student-athletes
- UNT vision is not to focus on daily monetization of an aquatic facility – has ample space for aquatic center on University property
- UNT needs team space lounge and meeting rooms
- Preferred amenities include a separate diving well needed with platform diving, a space for dryland diving equipment and a hot tub
- Meet management room

# Project Feedback (Denton ISD)

- Other surrounding community's school districts have 50-meter competition pools to support school district swim, dive and water polo teams (Rockwall, Garland, Lewisville, Northwest, Arlington)
- The School District has a lack of resources for north side aquatics – Braswell and Guyer can go to Metro, Colony, Lakeside Aquatics,
- Ryan HS and Denton HS have less access to club swimming
- When the Natatorium opened it was to support 2 high schools – DISD is currently planning for high school #5
- The diving area at the Natatorium is not well-used due to the spatial constraints
  - ISD do not have diving teams for any of the 4 high schools – Divers must dive for a private club to compete
- DISD has a current growth rate of 1,000 students per year
- Scheduling at the Natatorium for swim meets (Tuesdays) and water polo games (Friday) limits community uses

# Project Feedback (Texas Woman's Univ.)

- TWU wants to keep aquatic offerings on campus – targeting athletic competition space
- TWU pool used by students, artistic swim team, wellness users – hosting conference meet at The Colony – UCLA, Michigan, Stanford, Ohio State coming to Nationals – Hosting in Lewisville at Westside

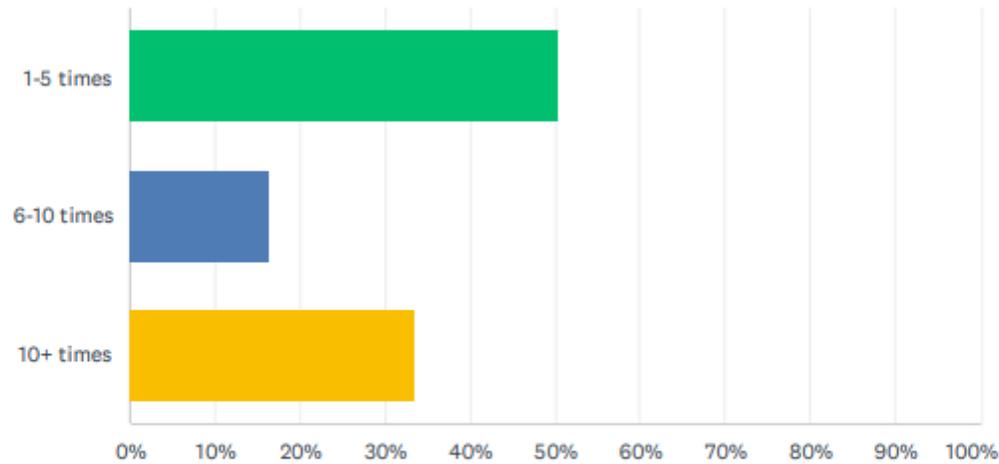
# Project Feedback (Current Constraints)

- The Natatorium is a 40-minute bus ride for student athletes from Guyer HS and Braswell HS
- Denton ISD does not currently have an on-site dryland training room for its athletes
- The Natatorium only has two family changing rooms for parents with young children
- Additional classroom space is needed at the Natatorium
- Existing lifeguard office is not large enough to support full staff during summer when both the Natatorium and Water Works are operating

# Community Survey

## Q1 About how many times did you or your family visit a City of Denton aquatic facility in 2022?

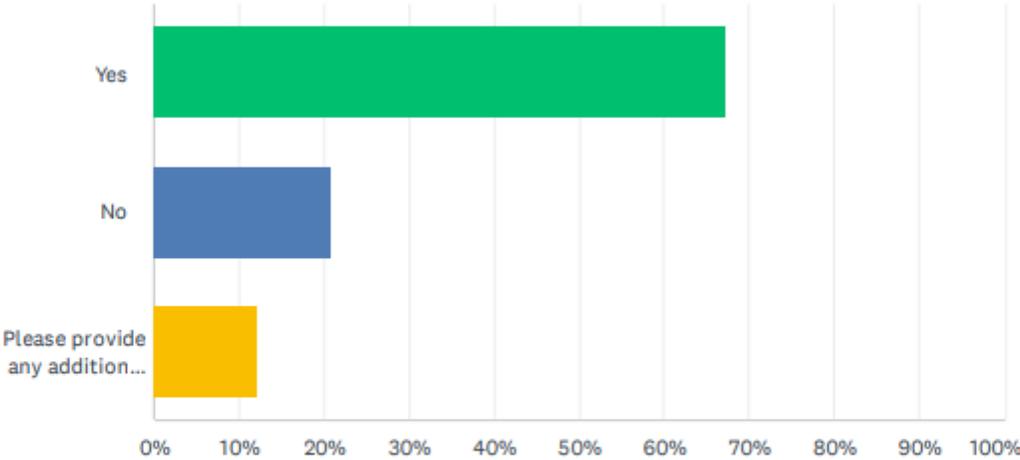
Answered: 886 Skipped: 4



ANSWER CHOICES	RESPONSES
1-5 times	50.23% 445
6-10 times	16.37% 145
10+ times	33.41% 296
TOTAL	886

### Q4 Does the aquatic center you visit most have adequate amounts of pool space and amenities to fit your needs?

Answered: 887 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	67.19%	596
No	20.63%	183
Please provide any additional comments	12.18%	108
<b>TOTAL</b>		<b>887</b>

# Natatorium User Comments

# Open-Ended Comments

## Outdoor comments (Water Works)

- More amenities (shade, seating, waterslides)
- Surfing simulator
- Larger area for smaller children
- Sensory-friendly features
- Open recreational water
- Addition of outdoor lap pool

## Outdoor comments (Civic Center)

- Updated bathhouse
- Adjust hours of operation

# Open-Ended Comments

## Indoor comments

- More lanes
- Larger warm-water pool
- Diving amenities
- Lack of competitive water
- Larger spectator seating area
- More water space for swimming lessons
- Addition of indoor recreational water
- Evening aquatic programs
- Needs better accessibility

## General comments

- Indoor natatorium on Denton's south side
- 50-meter pool
- Longer hours of operation for aquatic facilities
- Address air quality in natatorium
- Confusion over DISD / public-use schedule
- Additional spraypads around Denton
- Separate ISD natatorium
- Lack of aquatic exercise space

# Aquatic Facility Benchmarking

# City of Denton Aquatic Facilities

- Civic Center Pool at Quakertown Park
- Denton Water Works
- Natatorium
- Carl Gene Young, Sr. Sprayground



# Area Aquatic Facilities

Flower Mound



Frisco



Garland



Grapevine



Lewisville



McKinney



# Summary

City	Population	ISD Student Population	Indoor Aquatics (lap)	Indoor Aquatics (Program / Rec)	# of Indoor 25Y Lanes	Population per Lane (publicly accessible)	Student Population per Lane	Community Recreation / Aquatics Center	Outdoor Aquatics	Acres of Public Outdoor Aquatics	Population per Acre
Denton	155,357	30,189	1	1	11	14,123	2,744		2	5.16	30,108
Arlington	392,786	56,783	2	2	33	11,903	2,839	X	6	6.59	59,606
Flower Mound	89,545 (314,974)	49,253	1	1	34	8,140	1,449	X	1	0.87	102,925
Frisco	229,580	66,451	1	1	44	57,395	1,510	X	1	2.65	86,634
Garland	247,910 (303,026)	52,355	1	1	24	0	2,181		4	3.87	64,059
Grapevine	57,270 (86,198)	14,040	1	1	13	19,090	1,080	X	2	1.52	37,678
Lewisville	124,334 (314,974)	49,253	1	1	24	41,445	2,052	X	1	1.36	91,422
McKinney	228,266	24,500	1	2	11	20,751	2,227	X	3	2.03	112,446
Northwest ISD	101,401	27,612	1	1	24	0	1,151		N/A	N/A	N/A
Rockwall	60,369	16,859	1	1	24	0	702		2	0.49	123,202

# Demographical Data

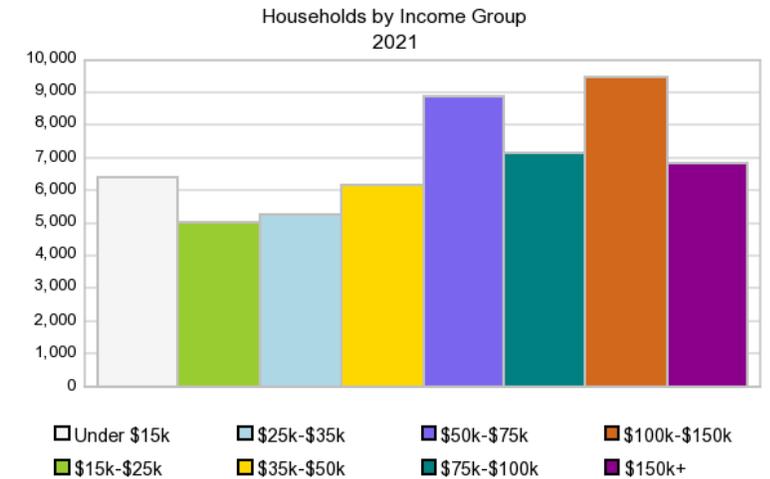
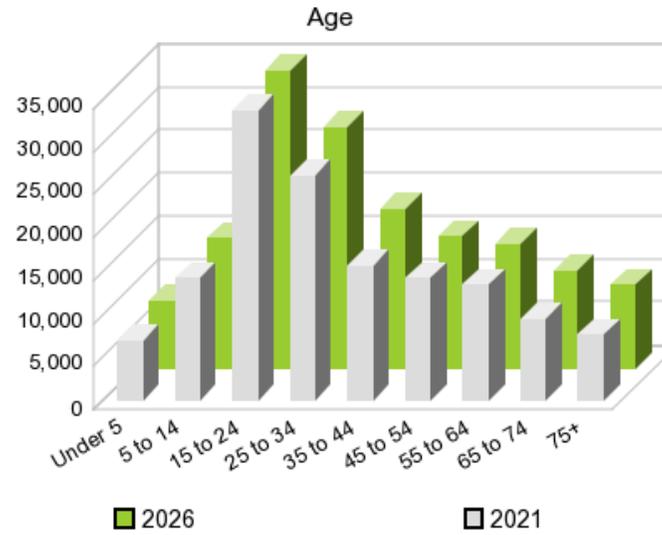
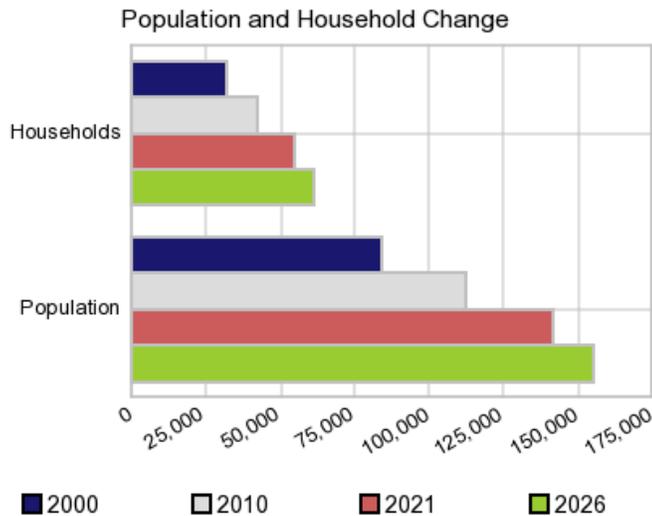
# Denton, Texas Overview

The household count in 2021 was 55,199 and the household projection for 2026 is 61,168, a change of 10.8%.

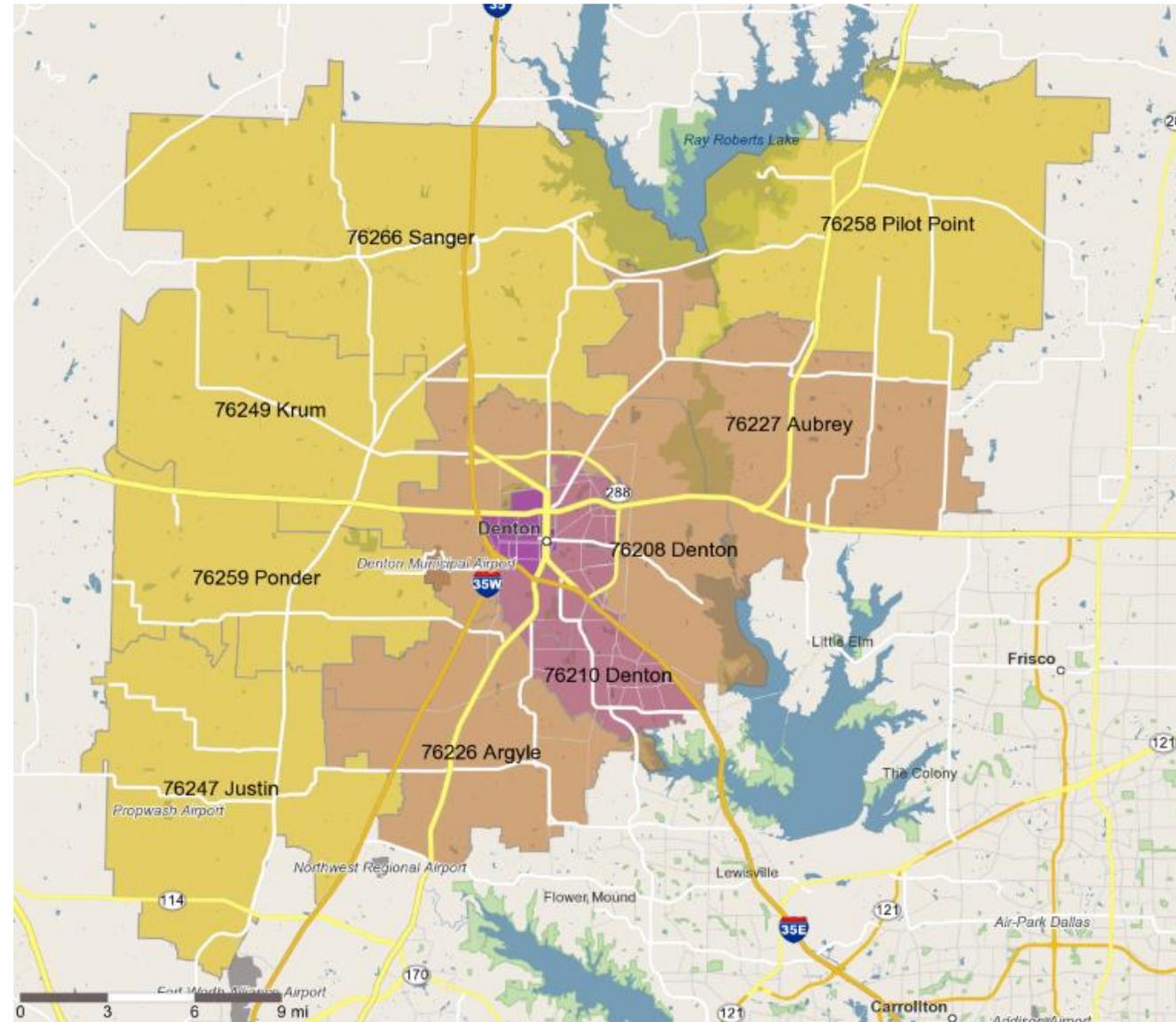
The population in 2021 was 141,780 and the projection for 2026 is 155,357 representing a change of 9.6%.

The median age in 2021 is 30.2 and it is predicted to change in five years to 31.6 years. In 2021, the most prominent age group in this geography is Age 25 to 34 years. The age group least represented in this geography is Age 0 to 4 years

In 2021 the predominant household Current Year income category in this study area is \$100K - \$150K, and the income group that is least represented in this geography is \$15K - \$25K.



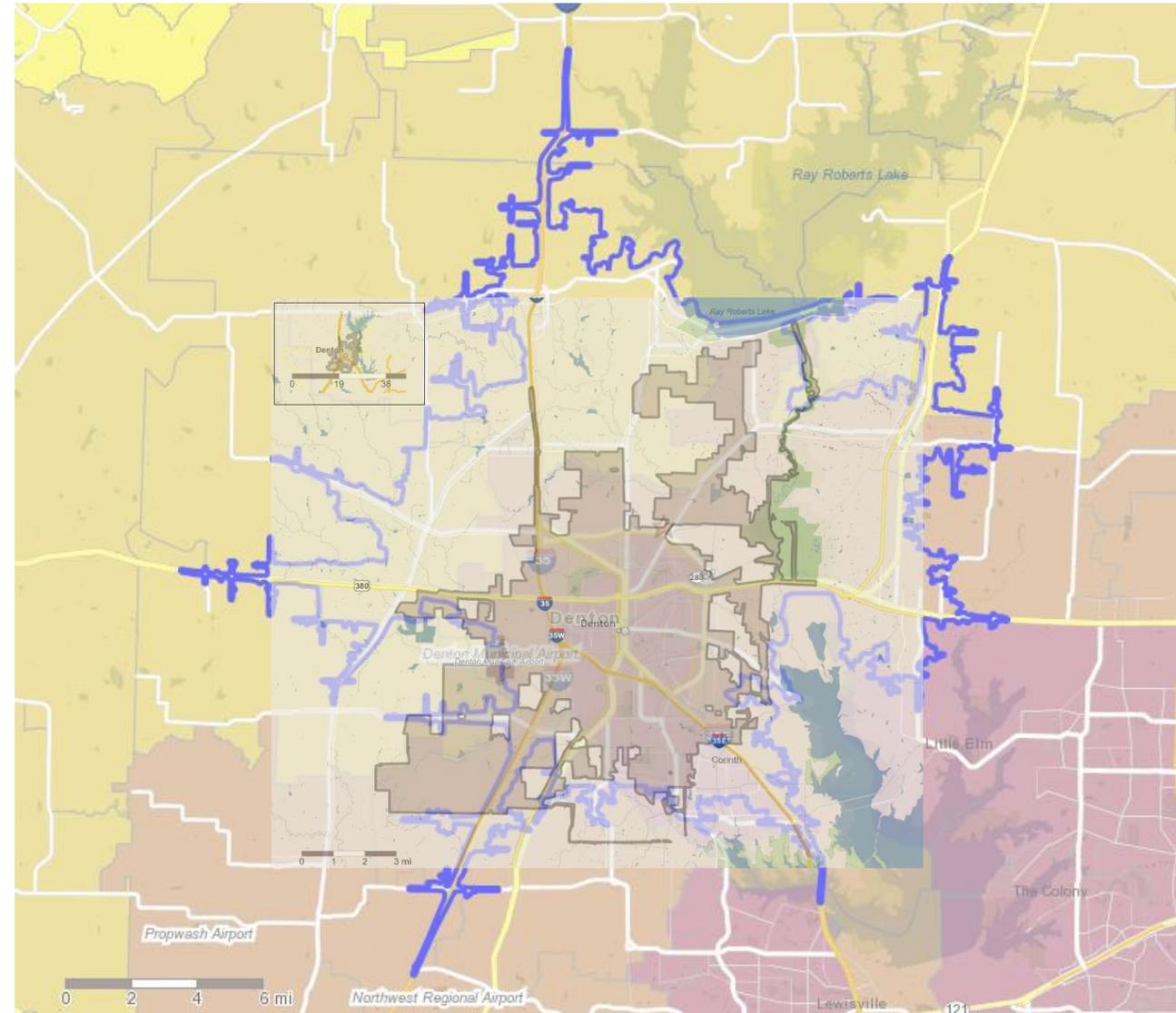
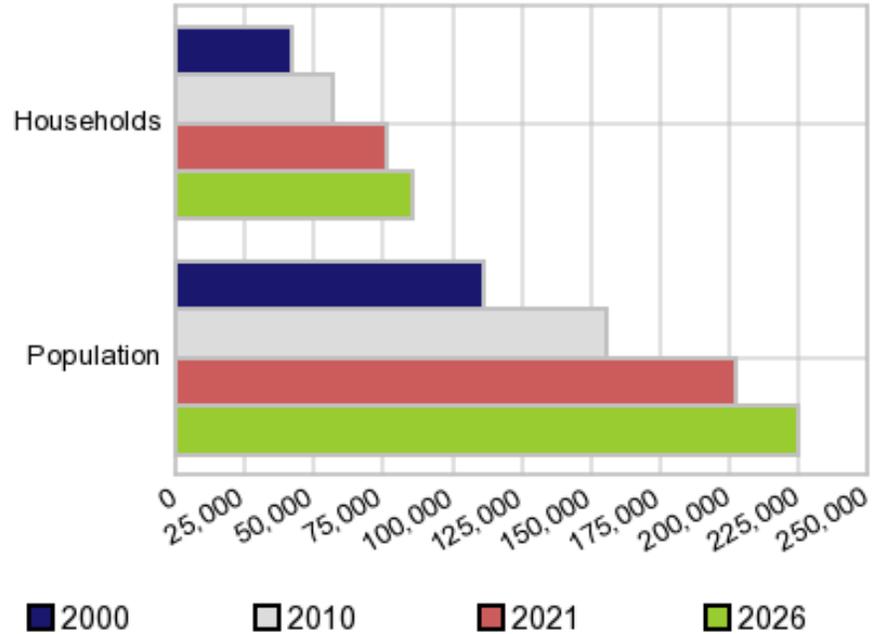
# Pop. Density



# Pop. Density

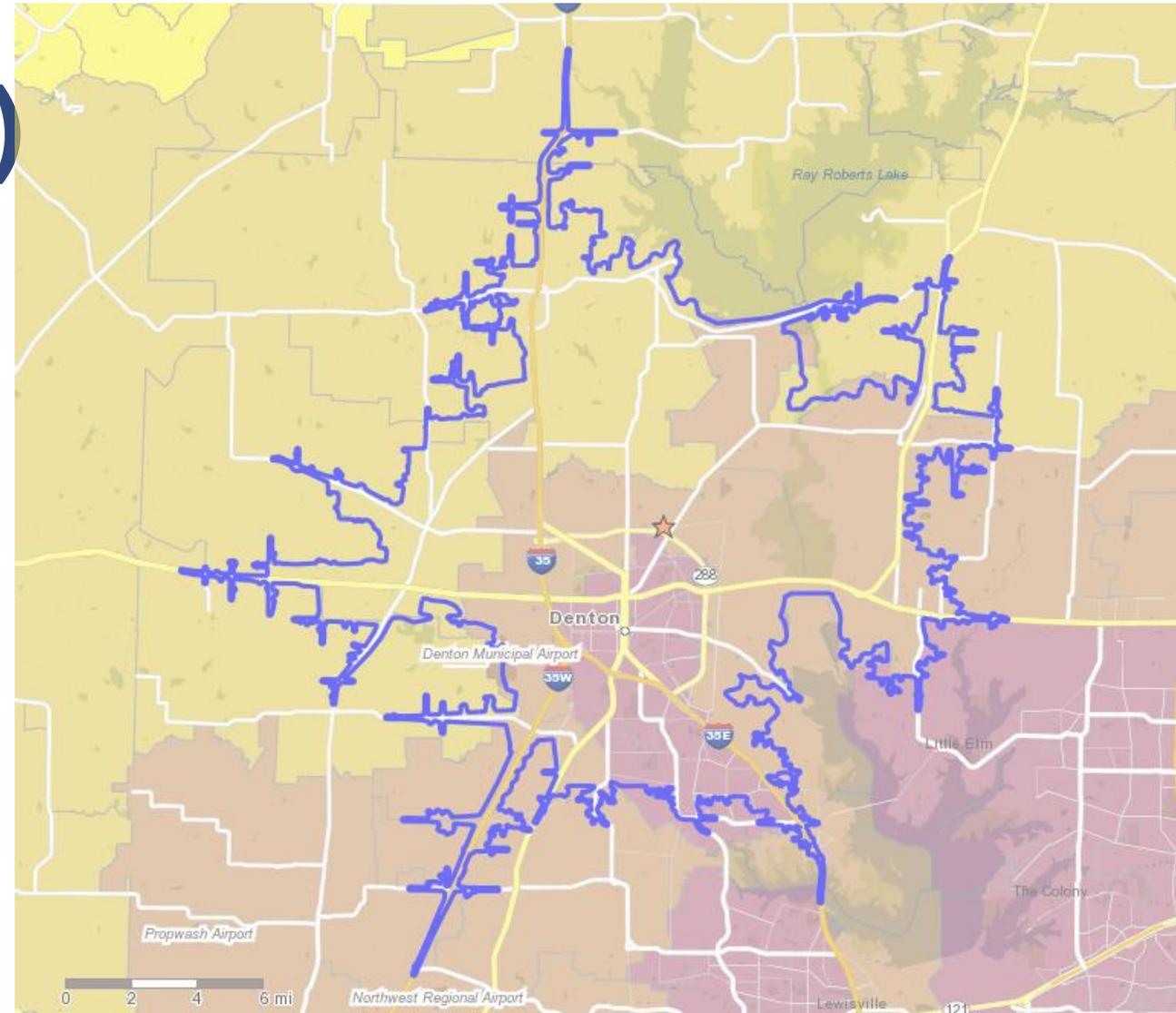
- 20-minute drive time of Natatorium
- Additional 80,000 people

Population and Household Change



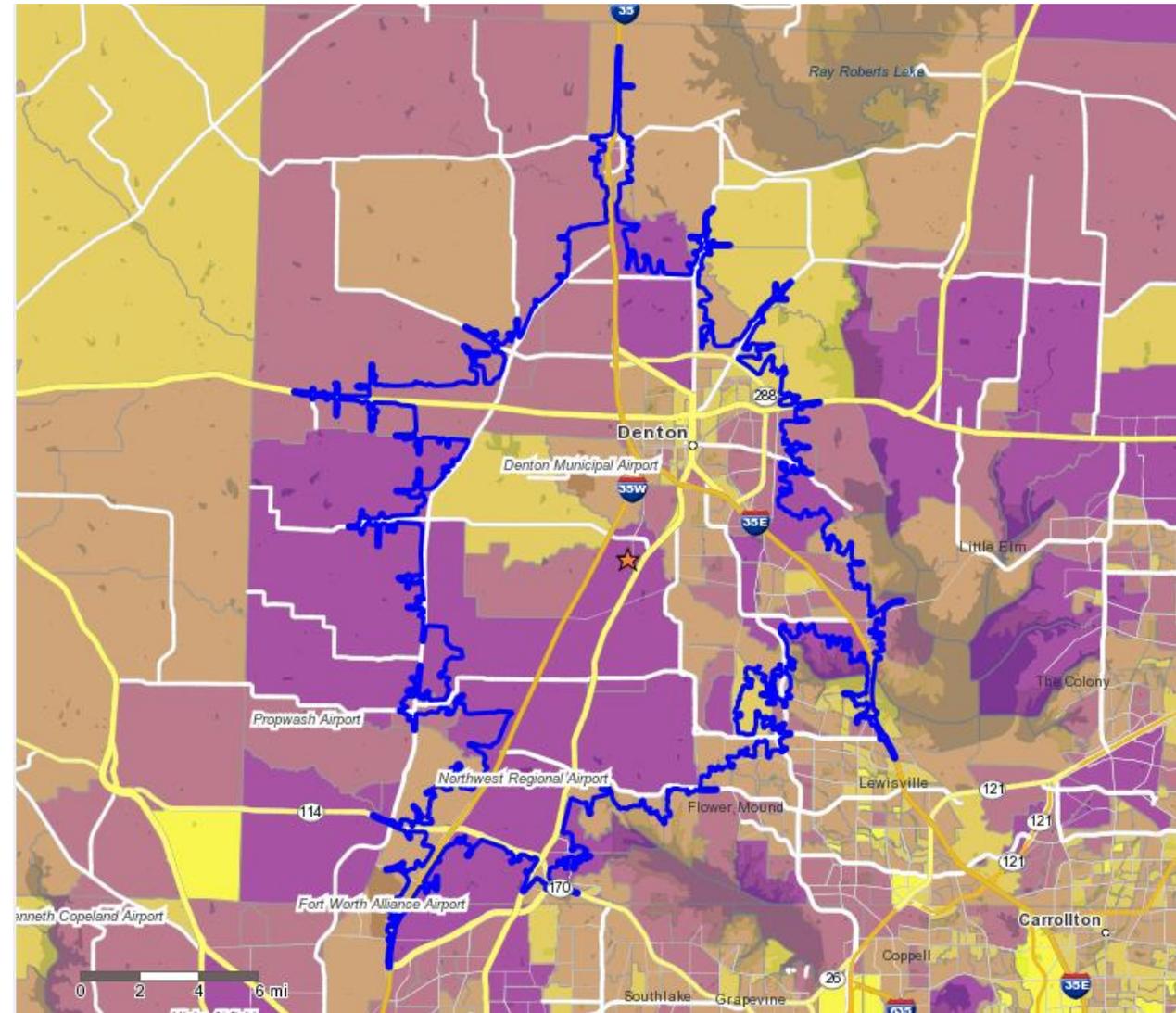
# Drive Times (North)

- Splashpad = 5-minute drive
- Traditional Pool = 5 to 10-minute- drive
- Family Aquatic Center = 10 to 15-minute drive
- Waterpark = 15 to 60-minute drive
- Competition
  - Nearest Traditional Pool and Family Aquatic Center = 20 to 35-minute drive (Flower Mound Community Activity Center or Lewisville Thrive)
  - Nearest Waterpark = 30 to 45 minute drive (The Cove-Little Elm, Hawaiian Falls, Roanoke)



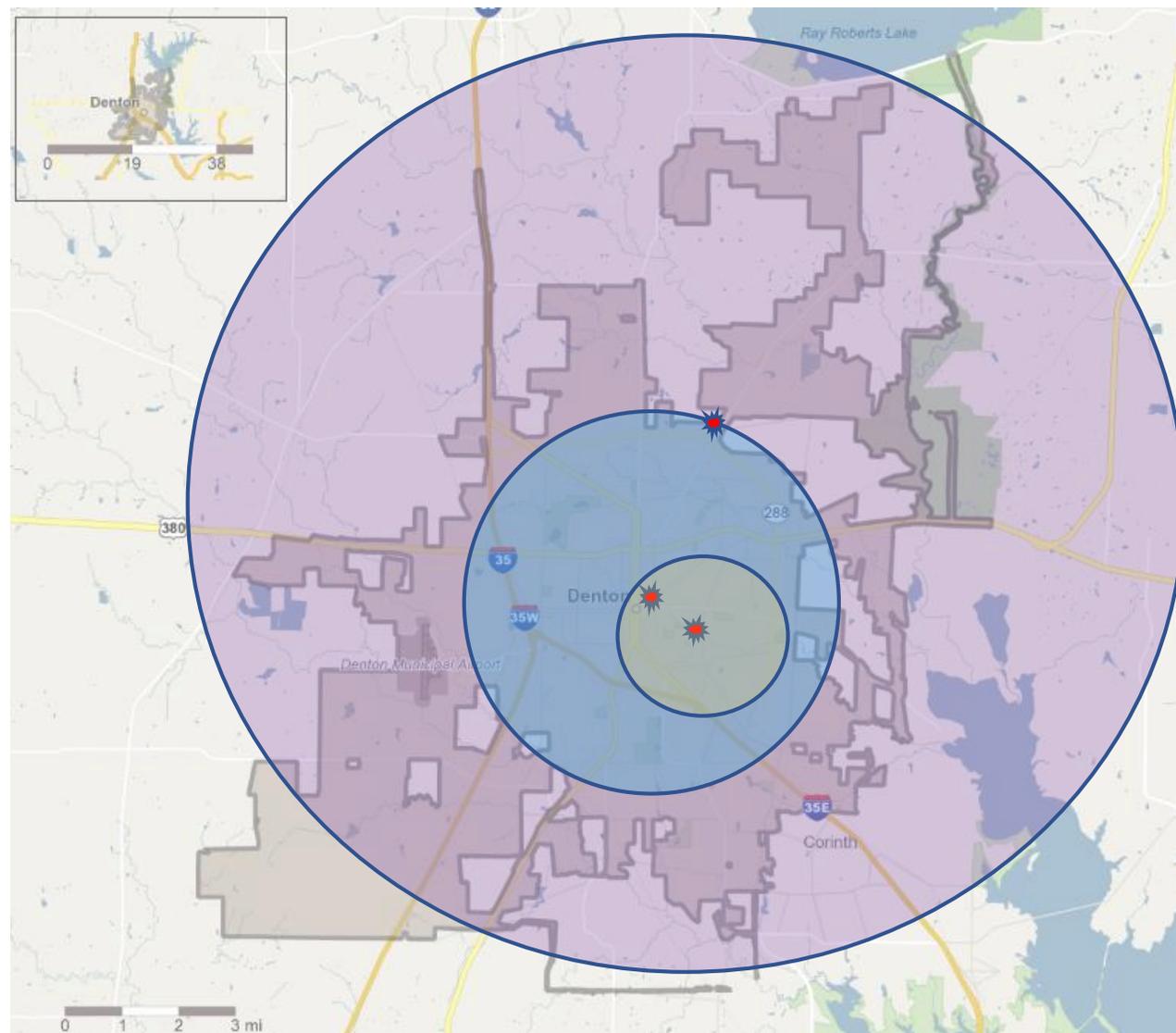
# Drive Times (South)

- Splashpad = 5-minute drive
- Traditional Pool = 5 to 10-minute- drive
- Family Aquatic Center = 10 to 15-minute drive
- Waterpark = 15 to 60-minute drive



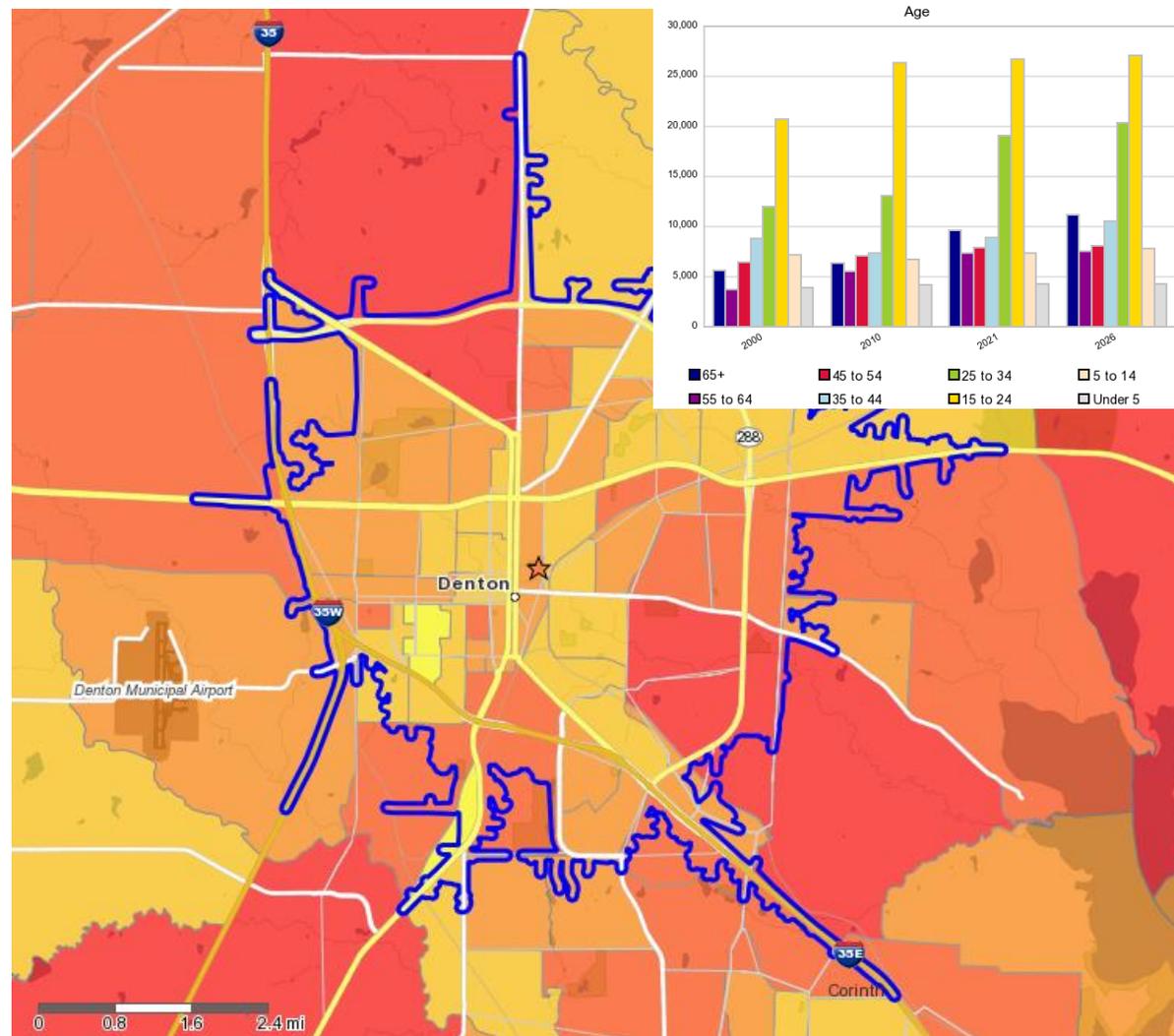
# Drive Times

- Splashpad = 5-minute drive
- Traditional Pool = 5 to 10-minute- drive
- Family Aquatic Center = 10 to 15-minute drive
- Waterpark = 15 to 60-minute drive
- Drive Time Radius
  - Yellow = splashpad 5-minute
  - Blue = CCP 10-minute radius
  - Purple = Water Works 20 to 30-minute



# Civic Center Pool

- 5-minute drive
  - 20,000 people
  - 70% are 1 to 2 people households
  - Less than 3,000 children under age 14
  - 60% of households make less than \$50,000
- 10-minute drive
  - Projections of 97,000 people within 10-minute drive by 2026
  - 12,500 children under age 14
  - 53% of population never married
- Summary
  - 2/3 of Denton's population is within 10-minute drive of Civic Center Pool
  - High percentage of population base is not within pool's target demographic



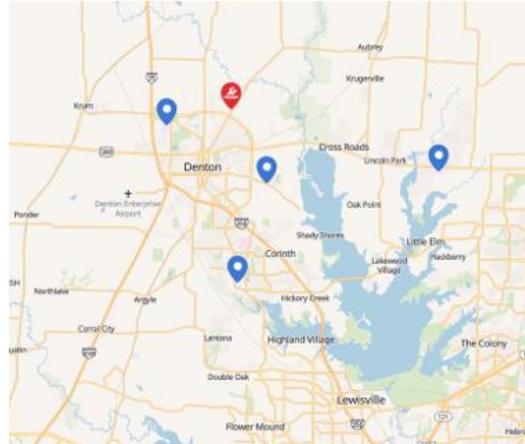
# Initial Considerations

## City of Denton



- Programmable water to enhance swim lesson and fitness offerings
- Greater capacity for community lap swim
- Better schedule for community use
- Southside access (indoor and outdoor aquatics)
- Invest and re-invest in Water Works Park
- Avoid attendance cannibalization at Water Works Park
- Monitor utilization and physical condition of Civic Center Pool

## Denton ISD



- Lane capacity for growing district
- Ability for multiple schools to practice at the same time
- Pool(s) to accommodate swim team, diving and water polo
- Convenient location to 4 high schools
- Growth capacity for future high schools
- Elementary water safety education
- Facility to host competitive events

## UNT Athletics



- Swim and Dive teams in same facility
- On-campus aquatic center
- Ability to host competitive swim and dive events
- Convenient practice schedule for athletes
- No operational responsibilities if aquatic center is community oriented

## TWU

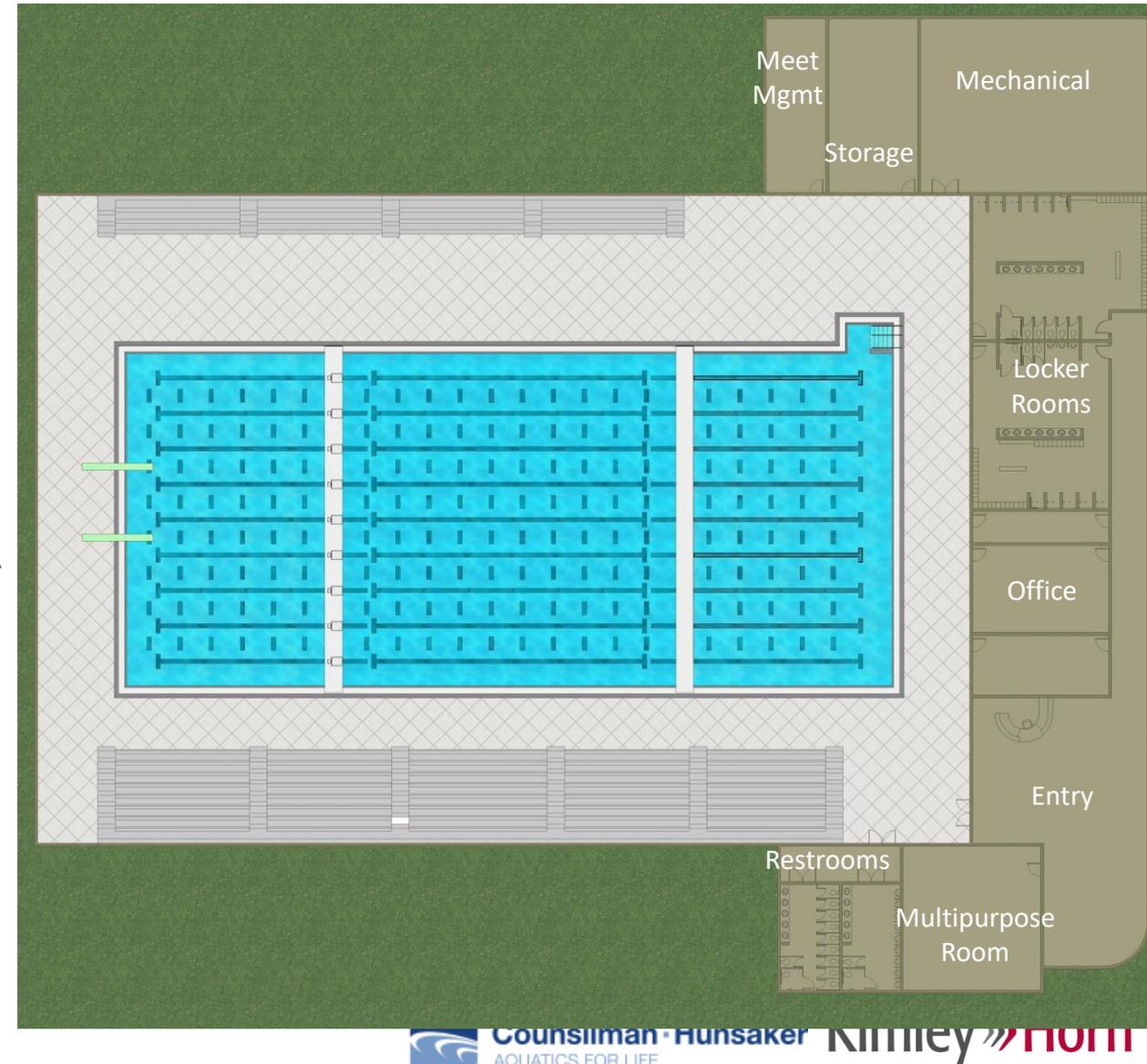


- On campus aquatics
- Designed to support artistic swimming
- Ability to host competitive artistic swimming events
- Support student, faculty and staff wellness
- Renovation of existing aquatic center
- Utilization of future City / School District natatorium

# Indoor Aquatics

- **Denton ISD Indoor Aquatic Center**
  - 20, 25-yard short-course lanes
  - Shallow program pool
  - Ability for water polo, competitive swimming, diving
  - Spectator seating for events
  - Centralized location
  - Increase community access at the existing Denton Natatorium
  - Ability to start school-district run competitive USA Swimming swim club

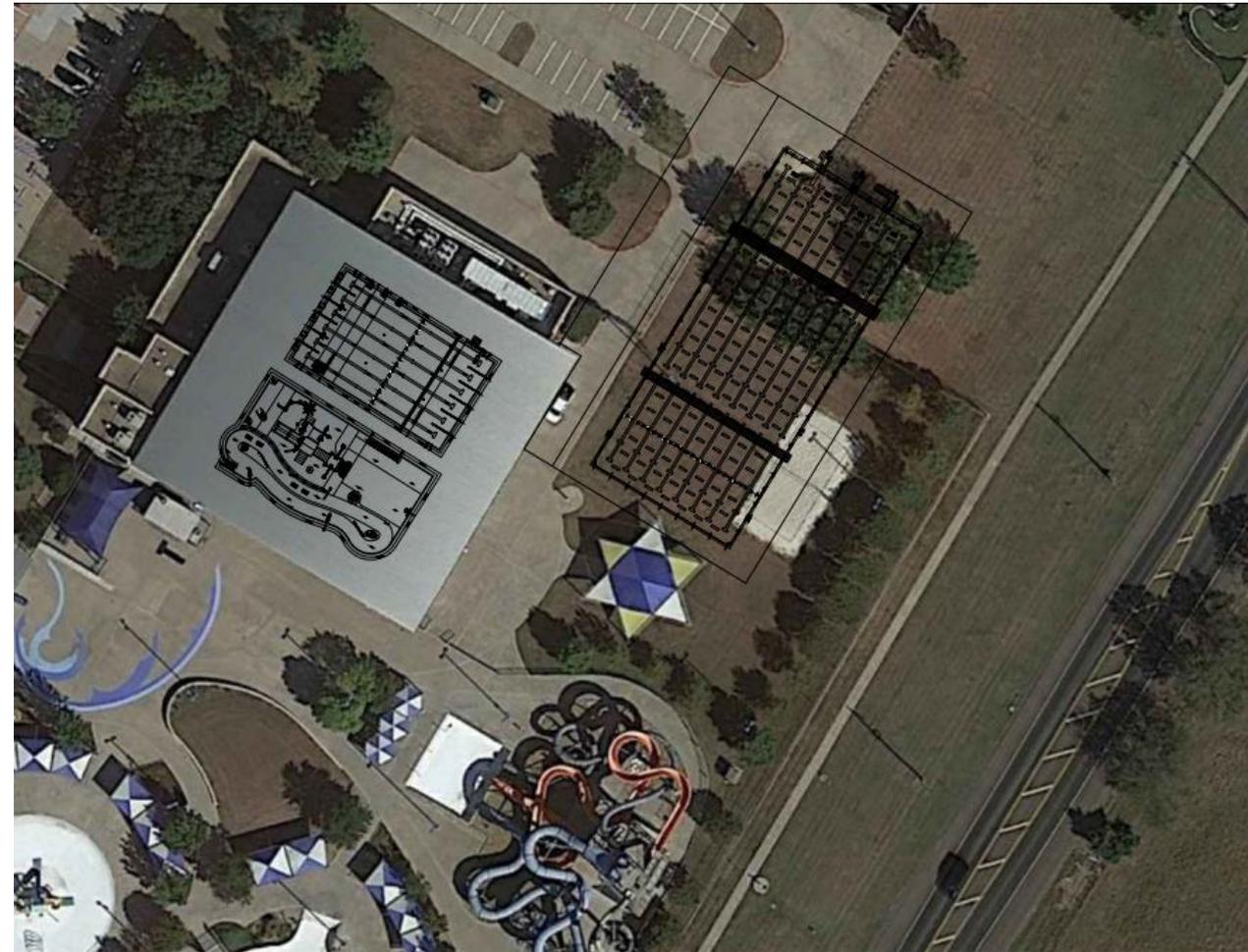
**OPTION A**  
(OR SEE NEXT SLIDE)



# Indoor Aquatics

- **Future of Natatorium**
  - Addition of indoor 50-meter by 25-yard competition pool
    - 20, 25-yard short-course lanes
    - Provides designated pool for school district use
    - Ability for water polo, competitive swimming, diving
    - Spectator seating for events
    - Least costly alternative to get indoor 50M
    - Ability to start USA Swimming swim team as a facility tenant
    - Most cost-efficient way to construct an indoor 50-meter pool
- **28,000 square foot addition**
- **\$14.9M Construction Cost**
- **\$550,000 in additional operational costs (staffing, utilities, maintenance, etc.)**

## OPTION B



# Indoor Aquatics

- **Future of Natatorium**
  - Addition of indoor 50-meter by 25-yard competition pool
    - 20, 25-yard short-course lanes
    - Provides designated pool for school district use
    - Ability for water polo, competitive swimming, diving
    - Spectator seating for events
    - Least costly alternative to get indoor 50M
    - Ability to start USA Swimming swim team as a facility tenant
  - Existing location



# Outdoor Aquatics

- Continue investment in Water Works Park
  - Amenity upgrades
    - Waterslide complex (body and multi-passenger)
    - Large children's play area
    - Activity pool
    - Shade / Pavilions
    - Enhance landscaping
    - Address technology
    - Office space expansion
- Expense budget: \$250,000
- Revenue budget: \$286,000
- Construction cost: \$10.5M
- Project cost: \$12.8M



*Budget projections are estimates based off of 2022 data, no escalation or other factors built in*

# Outdoor Aquatics

- Continue investment in Water Works Park
  - Amenity upgrades
    - Waterslide complex (body and multi-passenger)
    - Large children's play area
    - Activity pool
    - Shade / Pavilions
    - Enhance landscaping
    - Address technology
    - Office space expansion



# Outdoor Aquatics

- Continue investment in Water Works Park
  - Amenity upgrades
    - Waterslide complex (body and multi-passenger)
    - Large children's play area
    - Activity pool
    - Shade / Pavilions
    - Enhance landscaping
    - Address technology
    - Office space expansion

11/21/2022

Item	Unit	Quantity	Cost	Item Cost
General Conditions (+/- 6%)	LS	1	\$600,000.00	\$600,000.00
Demolition	LS	1	\$200,000.00	\$200,000.00
Tickets/Admin/Restroom/Filtration Building	SF	9,000	\$375.00	\$3,375,000.00
Leisure Pool	SF	4,900	\$275.00	\$1,347,500.00
Large Children's Play Structure Allowance	LS	1	\$2,000,000.00	\$2,000,000.00
Slide Structure Rehabilitation	LS	1	\$750,000.00	\$750,000.00
20' Dia. Umbrella Shade Structures	EA	6	\$8,500.00	\$51,000.00
30' Group Pavilion Allowance	EA	2	\$30,000.00	\$60,000.00
Cantilever Shade Structures	EA	15	\$15,000.00	\$225,000.00
20'x30' Shade Structures	EA	3	\$40,000.00	\$120,000.00
5" Concrete Pool Deck Allowance	SF	68,000	\$10.00	\$680,000.00
8' HT. Vinyl Coated Chain Link Fence Allowance	LF	400	\$80.00	\$32,000.00
Grading, Site Preparation Allowance	LS	1	\$200,000.00	\$200,000.00
Onsite Utilities and Drainage Allowance	LS	1	\$200,000.00	\$200,000.00
Landscape and Irrigation Allowance	LS	1	\$200,000.00	\$200,000.00
FFE	LS	1	\$250,000.00	\$250,000.00
Contingency	LS	1	\$200,000.00	\$200,000.00
Sub Total Construction Costs				\$10,490,500.00
<b>CONSTRUCTION COSTS (SAY)</b>				<b>\$10,500,000.00</b>
10% Indirect Costs (Topo, Geo-tech, Engineering)				\$1,050,000.00
Sub Total Project Costs w/ Indirect Expenses				\$11,550,000.00
10% Inflation				\$1,155,000.00
Sub Total Project Costs w/ Inflation				\$12,705,000.00
<b>TOTAL PROJECT COSTS w/ TWO YEARS INFLATION (SAY)</b>				<b>\$12,800,000.00</b>

# Outdoor Aquatics

- Civic Center Pool
  - Operate “as-is”
  - City of Denton Camp usage is significant at approximately 80% of total public swim (not including after hour rental attendance)
  - Continue to monitor condition for critical failure(s)
    - Substantial water loss
    - Failure to meet state codes (recirculation)
    - Lack of use / attendance
    - Major structural failure (cracking, concrete falling off)
  - Determine monetary threshold for reinvestment dollars
    - RFP bid limits
    - Personnel demand / hours
    - CIP allocation



# Indoor / Outdoor Aquatics

- Denton south-side Aquatic Center
  - Denton Natatorium “South”
    - Indoor lap pool (8 to 10 lanes)
    - Indoor program pool (4-lane, 25-yard)
    - Aquatic recreational amenities
  - Aquatic Options (Indoor/Outdoor)
    - Zero-depth entry
    - Waterslides
    - Deep pool
    - Open recreational area
    - Rentable pavilion
    - Shade



# Indoor / Outdoor Aquatics

- Denton south-side Aquatic Center

- Denton Natatorium “South”

- Indoor lap pool (8 to 10 lanes)
    - Indoor program pool (4-lane, 25-yard)
    - Aquatic recreational amenities

- Aquatic Options (Indoor/Outdoor)

- Zero-depth entry
    - Waterslides
    - Deep pool
    - Open recreational area
    - Rentable pavilion
    - Shade



# Indoor / Outdoor Aquatics

- Denton south-side Aquatic Center
  - Denton Natatorium “South”
    - Indoor lap pool (8 to 10 lanes, PARTNER)
    - Indoor program pool (4-lane, 25-yard, COD)
    - Aquatic recreational amenities (COD)
  - Indoor/Outdoor aquatics (COD)
    - Zero-depth entry
    - Waterslides
    - Deep pool
    - Open recreational area
    - Rentable pavilion
    - Shade



# Prioritization

	8-lane + Program + Outdoor	50M + Program + Outdoor	50M + Program + Dive + Outdoor
Site Requirement (Acres)	10.08	13.22	15.41
Attendance	95,845	122,645	125,045
Expense Budget	\$1,703,951	\$2,270,189	\$2,696,259
Revenue Budget	\$804,060	\$1,175,260	\$1,262,510
Cashflow	(\$899,891)	(\$1,094,928)	(\$1,433,749)
Cost Recovery	<b>47%</b>	<b>52%</b>	<b>47%</b>
Capacity	808	1,102	1,304

# Prioritization

## Priority #1

- Community aquatic access (recreation / fitness)
- School district competitive aquatics
- Plan of Action:
  - Development of new south side aquatics center
  - Denton ISD Aquatic Center

## Priority #2

- Reinvestment in Water Works Park and Natatorium
- Plan of Action:
  - Water Works Park renovation / expansion
  - Implement high priority CIP items for Natatorium

## Priority #3

- Determine monetary threshold for reinvestment dollars at Civic Center Pool

# Preliminary Summary

- Lane capacity and community access is a high priority and currently underserved
- Current aquatic system operates at a subsidy
  - Addition of indoor aquatics will require additional subsidy
- National trend data shows an average of two (2) pool for communities with a similar population
  - Currently have two well used facilities with Civic Center Pool open for community rec swim and summer camps and Water Works generating over 75,000 visits per year
- South side of Denton underserved for both indoor and outdoor aquatic offerings
- Significant City of Denton population growth expected by 2026
- Capital and operational partnerships would help single entity from being sole funding agent
- Spending too much capital on one facility would limit future opportunities
- Based on age, a continued reinvestment in Natatorium, Water Works and Civic Center pool will be necessary

# Partnerships

## City of Denton | Denton ISD

- Indoor aquatic center
- Located on school district or city land
- Capital and/or operational partners
- Community use and programs
- Program pool
- Serves as home pool for two high schools
- Continue existing partnership at Denton Natatorium

## UNT | Denton ISD | City

- Indoor aquatic center
  - 50-meter pool with diving
- Located on UNT/COD/DISD land
- Operated by City of Denton
- UNT receives preferred lane allocation for practice and competitive events
- Practice facility for Guyer and Denton HS?

## Denton ISD | UNT

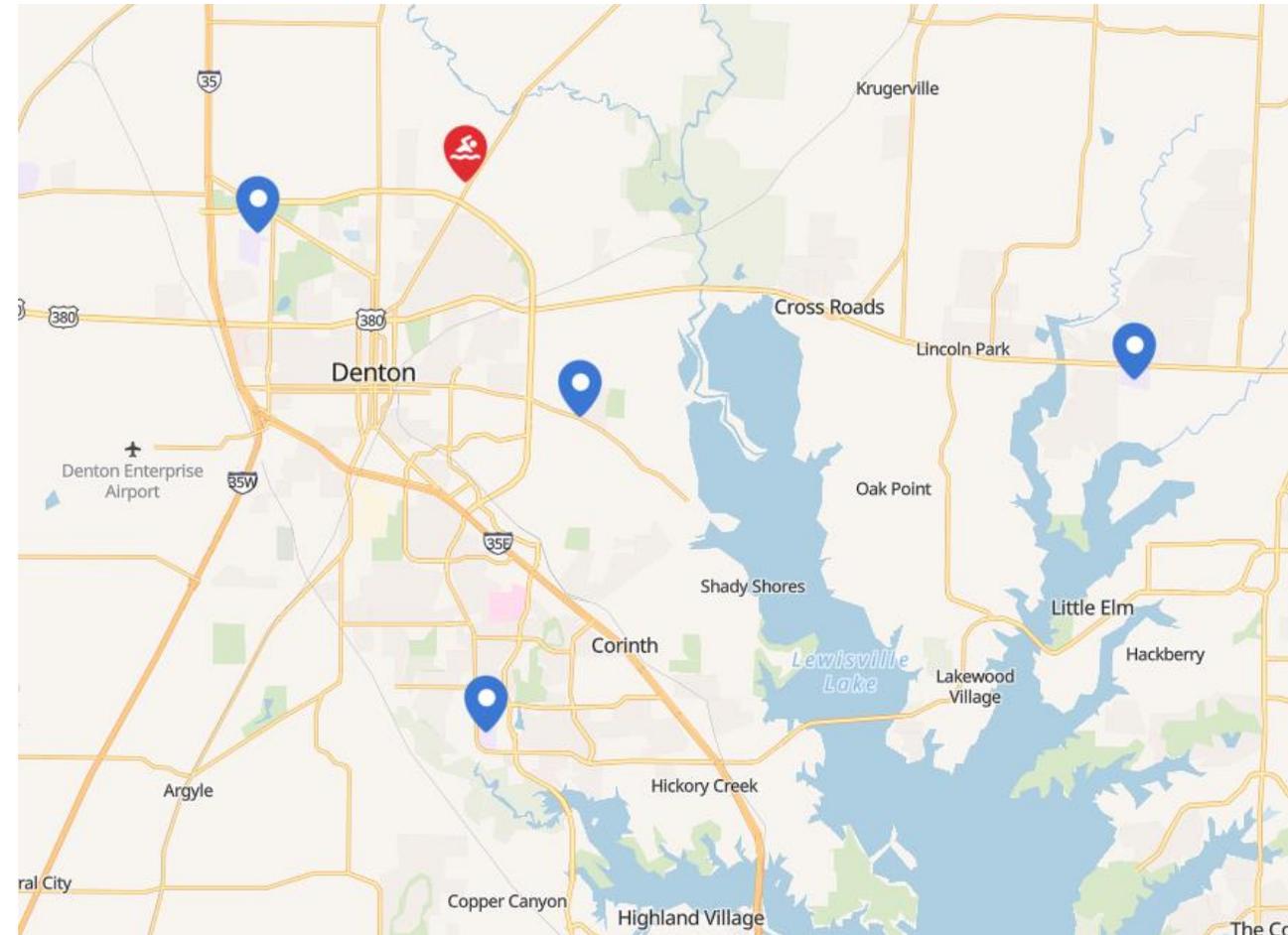
- Indoor competition pool
  - 50-meter pool with diving
- Natatorium on UNT Property
- Joint-use agreement
- Operated by DISD
- Practice and events facility
- Limited community access

## City of Denton | UNT

- Indoor aquatic center
  - 50-meter pool with diving
- Located on UNT land
- Operated by City of Denton
- UNT receives preferred lane allocation for practice and competitive events
- Community use and programs
- Program pool

# High School Locations

- Inconvenient location of Natatorium to Braswell and Guyer
- Centralized facility brings constraints with school locations
- Ryan HS most centralized school
- Continued joint-use agreement with City for use of natatorium for Denton HS
- Guyer in joint-use agreement with City of Denton new South-Side Aquatic Center
- Future HS scheduled to be located north of Natatorium, West of I-35W, and N of HW 380 in the Union Park area
- DISD growth at approx. 1,000 new students/year



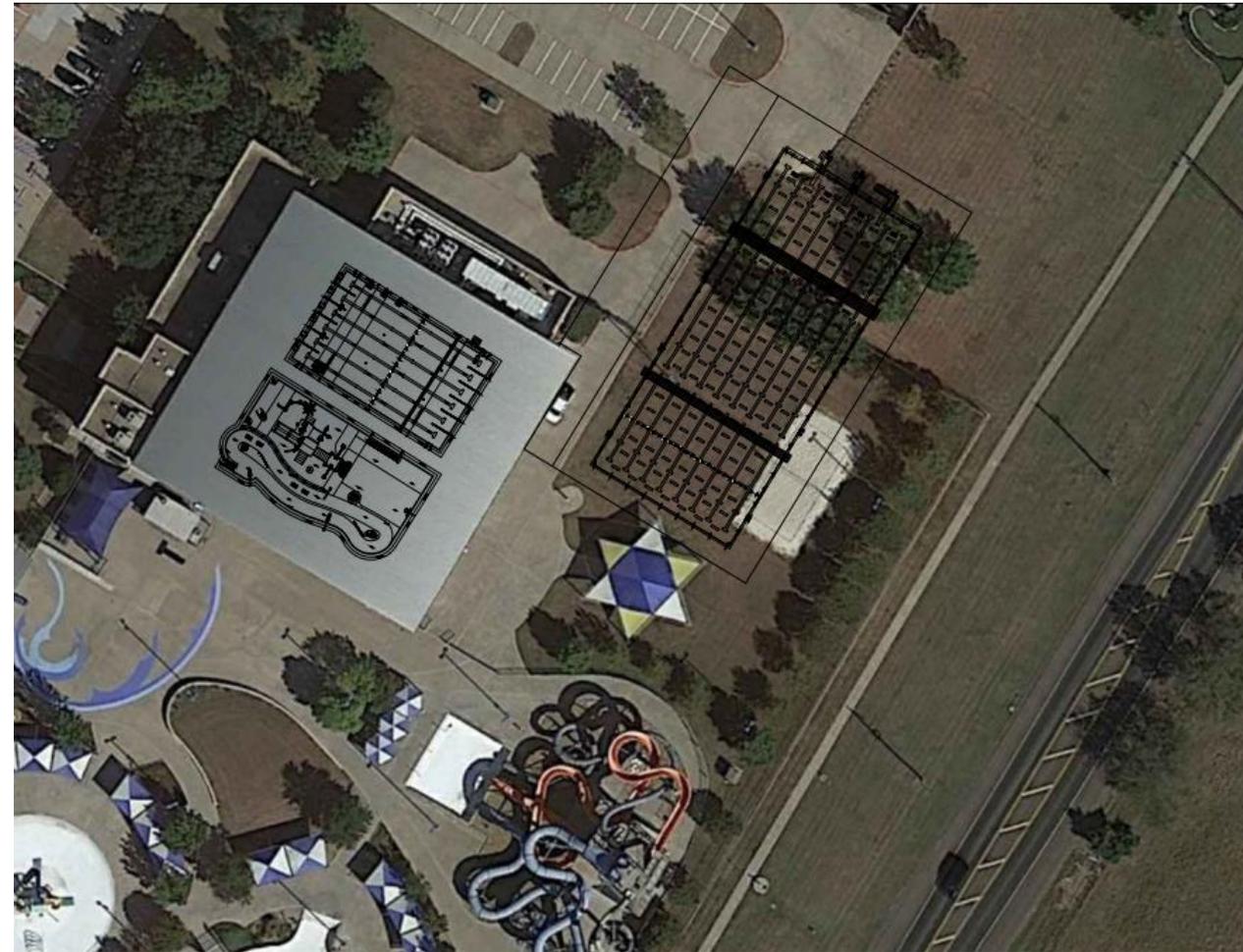
# December 20, 2022 Updates

# Summary

City	Population	ISD Student Population	Indoor Aquatics (lap)	Indoor Aquatics (Program / Rec)	# of Indoor 25Y Lanes	Population per Lane (publicly accessible)	Student Population per Lane	Community Recreation / Aquatics Center	Outdoor Aquatics	Acres of Public Outdoor Aquatics	Population per Acre
Denton	155,357	30,189	1	1	11	14,123	2,744		2	5.16	30,108
Arlington	392,786	56,783	2	2	33	11,903	2,839	X	6	6.59	59,606
Flower Mound	89,545 (314,974)	49,253	1	1	34	8,140	1,449	X	1	0.87	102,925
Frisco	229,580	66,451	1	1	44	57,395	1,510	X	1	2.65	86,634
Garland	247,910 (303,026)	52,355	1	1	24	0	2,181		4	3.87	64,059
Grapevine	57,270 (86,198)	14,040	1	1	13	19,090	1,080	X	2	1.52	37,678
Lewisville	124,334 (314,974)	49,253	1	1	24	41,445	2,052	X	1	1.36	91,422
McKinney	228,266	24,500	1	2	11	20,751	2,227	X	3	2.03	112,446
Northwest ISD	101,401	27,612	1	1	24	0	1,151		N/A	N/A	N/A
Rockwall	60,369	16,859	1	1	24	0	702		2	0.49	123,202

# Indoor Aquatics

- **Future of Natatorium**
  - Addition of indoor 50-meter by 25-yard competition pool
    - 20, 25-yard short-course lanes
    - Provides designated pool for school district use
    - Ability for water polo, competitive swimming, diving
    - Spectator seating for events
    - Least costly alternative to get indoor 50M
    - Ability to start USA Swimming swim team as a facility tenant
  - Repurpose existing natatorium space
  - Most cost-effective way to construct an indoor 50-meter pool
- **28,000 square foot addition**
- **\$14.9M Construction Cost**
- **\$550,000 in additional operational costs (staffing, utilities, maintenance, etc.)**



# Outdoor Aquatics

- Continue investment in Water Works Park
  - Amenity upgrades
    - Waterslide complex (body and multi-passenger)
    - Large children's play area
    - Activity pool
    - Shade / Pavilions
    - Enhance landscaping
    - Address technology
    - Office space expansion
- Construction cost: \$10.5M
- Project cost: \$12.8M
- Expense budget: \$250,000
- Revenue budget: \$286,000



# Indoor / Outdoor Aquatics

- Denton south-side Aquatic Center

- Denton Natatorium "South"

- Indoor lap pool (8 to 10 lanes)
    - Indoor program pool (4-lane, 25-yard)
    - Aquatic recreational amenities

- Outdoor aquatics

- Zero-depth entry
    - Waterslides
    - Deep pool
    - Open recreational area
    - Rentable pavilion
    - Shade

- Project Cost: \$29M to \$31M



# Indoor / Outdoor Aquatics

- Denton south-side Aquatic Center
  - Denton Natatorium “South”
    - Indoor lap pool (50-meter)
    - Indoor program pool (4-lane, 25-yard)
    - Aquatic recreational amenities
  - Outdoor aquatics
    - Zero-depth entry
    - Waterslides
    - Deep pool
    - Open recreational area
    - Rentable pavilion
    - Shade
- Project Cost: \$42M to \$44M
- \$11M additional cost for diving well with platform diving



# Prioritization

	8-lane + Program + Outdoor	50M + Program + Outdoor	50M + Program + Dive + Outdoor
Site Requirement (Acres)	10.08	13.22	15.41
Attendance	95,845	122,645	125,045
Expense Budget	\$1,703,951	\$2,270,189	\$2,696,259
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Cashflow	(\$899,891)	(\$1,094,928)	(\$1,433,749)
Cost Recovery	<b>47%</b>	<b>52%</b>	<b>47%</b>
Capacity	808	1,102	1,304

# Prioritization

## Priority #1

- Community aquatic access (recreation / fitness)
- School district competitive aquatics
- Plan of Action:
  - Development of new south side aquatics center
  - Denton ISD Aquatic Center

## Priority #2

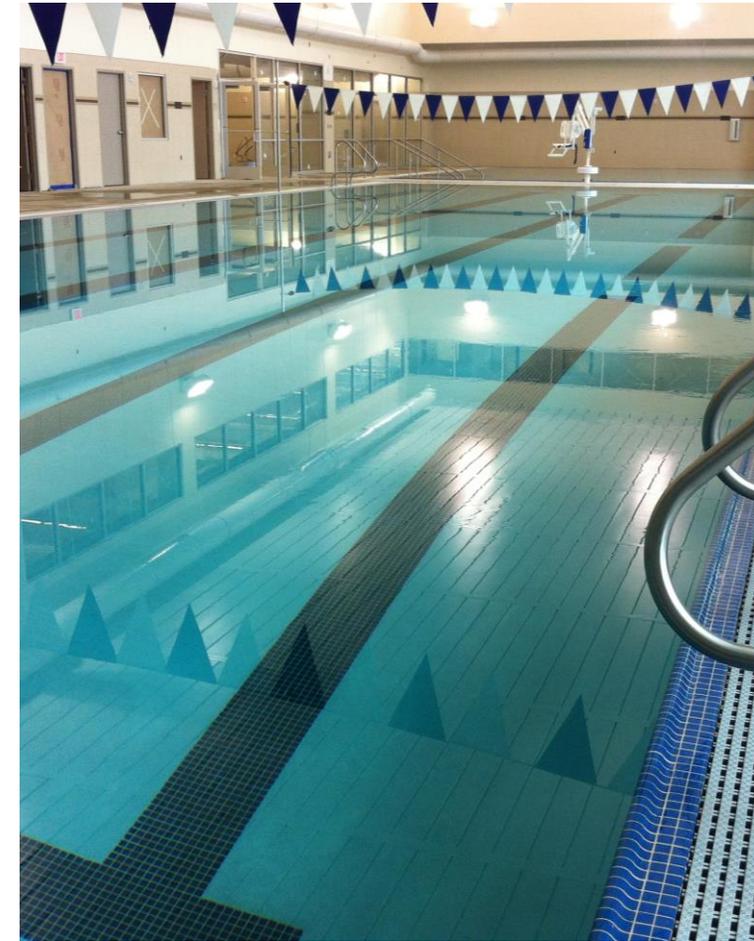
- Reinvestment in Water Works Park and Natatorium
- Community park splashpads
- Plan of Action:
  - Water Works Park renovation / expansion
  - Implement high priority CIP items for Natatorium
  - Splashpad development

## Priority #3

- Determine monetary threshold for reinvestment dollars at Civic Center Pool

# Senior Wellness Pool

- Shallow program / wellness pool
  - Lap lanes / open program area
  - Group programs
  - Combined with existing or new senior center
  - Warm water (86-90 degrees)
  - Current channel / lazy river
- Locker Rooms / Changing Rooms
- Equipment Storage Area



ORDINANCE NO. 22-1879

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC., FOR THE PROFESSIONAL DESIGN AND MASTER PLAN SERVICES FOR THE AQUATICS FACILITIES FOR THE PARKS AND RECREATION DEPARTMENT; PROVIDING FOR THE EXPENDITURE OF FUNDS THEREFOR; AND PROVIDING AN EFFECTIVE DATE (RFQ 7850-004 – PROFESSIONAL SERVICES AGREEMENT FOR PROFESSIONAL DESIGN SERVICES AWARDED TO KIMLEY-HORN AND ASSOCIATES, INC., IN THE NOT-TO-EXCEED AMOUNT OF \$80,000.00).

WHEREAS, on February 1, 2022, the City Council approved a pre-qualified professional services list of state certified firms to provide landscape architectural services as needed for projects for the Parks and Recreation Department (Ordinance 22-192), and the professional services provider (the “Provider”) mentioned in this ordinance is being selected as the most highly qualified on the basis of its demonstrated competence and qualifications to perform the proposed professional services; and

WHEREAS, this procurement was undertaken as part of the City’s governmental function; and

WHEREAS, the fees under the proposed contract are fair and reasonable and are consistent with, and not higher than, the recommended practices and fees published by the professional associations applicable to the Provider’s profession, and such fees do not exceed the maximum provided by law; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The City Manager, or their designee, is hereby authorized to enter into an agreement with Kimley-Horn and Associates, Inc., to provide professional design services for the City of Denton, a copy of which is attached hereto and incorporated by reference herein.

SECTION 2. The City Manager, or their designee, is authorized to expend funds as required by the attached contract.

SECTION 3. The City Council of the City of Denton, hereby expressly delegates the authority to take any actions that may be required or permitted to be performed by the City of Denton under this ordinance to the City Manager of the City of Denton, or their designee.

SECTION 4. The findings in the preamble of this ordinance are incorporated herein by reference.

SECTION 5. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by Alison Maguire and seconded by Brian Beck. This ordinance was passed and approved by the following vote [6 - 0]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vicki Byrd, District 1:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Beck, District 2:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jesse Davis, District 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Alison Maguire, District 4:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brandon Chase McGee, At Large Place 5:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Watts, At Large Place 6:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

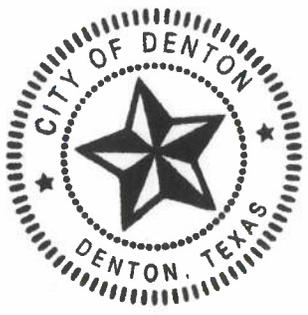
PASSED AND APPROVED this the 20<sup>th</sup> day of September, 2022.

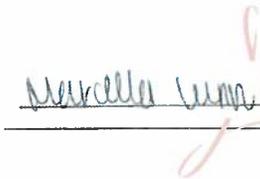
  
 \_\_\_\_\_  
 GERARD HUDSPETH, MAYOR

ATTEST:  
 ROSA RIOS, CITY SECRETARY

BY:  \_\_\_\_\_

APPROVED AS TO LEGAL FORM:  
 MACK REINWAND, CITY ATTORNEY



BY:  \_\_\_\_\_  
 Digitally signed by Marcella Lunn  
 DN: cn=Marcella Lunn, o,  
 ou=City of Denton,  
 email=marcella.lunn@cityofdent  
 on.com, c=US  
 Date: 2022.09.07 09:18:24 -05'00'



## DocuSign City Council Transmittal Coversheet

PSA	7850-004
File Name	Aquatics Masterplan
Purchasing Contact	Erica Garcia
City Council Target Date	SEPTEMBER 20, 2022
Piggy Back Option	Not Applicable
Contract Expiration	N/A
Ordinance	22-1879

## CITY OF DENTON, TEXAS

### STANDARD AGREEMENT FOR ENGINEERING RELATED PROFESSIONAL SERVICES

This AGREEMENT is between the City of Denton, a Texas home-rule municipality ("CITY"), and Kimley-Horn and Associates, Inc., with its corporate office at 421 Fayetteville Street, Suite 600, Raleigh, NC 27601 and authorized to do business in Texas, ("ENGINEER"), for a PROJECT generally described as: Aquatics Master Plan (the "PROJECT").

#### SECTION 1 Scope of Services

- A. The CITY hereby agrees to retain the ENGINEER, and the ENGINEER hereby agrees to perform, professional engineering services set forth in the Scope of Services attached hereto as Attachment A. These services shall be performed in connection with the PROJECT.
- B. Additional services, if any, will be requested in writing by the CITY. CITY shall not pay for any work performed by ENGINEER or its consultants, subcontractors and/or suppliers that has not been ordered in advance and in writing. It is specifically agreed that ENGINEER shall not be compensated for any additional work resulting from oral orders of any person.

#### SECTION 2 Compensation and Term of Agreement

- A. The ENGINEER shall be compensated for all services provided pursuant to this AGREEMENT in an amount not to exceed \$80,000 in the manner and in accordance with the fee schedule as set forth in Attachment A. Payment shall be considered full compensation for all labor, materials, supplies, and equipment necessary to complete the services described in Attachment A.
- B. Unless otherwise terminated pursuant to Section 6. D. herein, this AGREEMENT shall be for a term beginning upon the effective date, as described below, and shall continue for a period which may reasonably be required for the completion of the PROJECT, until the expiration of the funds, or completion of the PROJECT and acceptance by the CITY, whichever occurs first. ENGINEER shall proceed diligently with the PROJECT to completion as described in the PROJECT schedule as set forth in Attachment A.

#### SECTION 3 Terms of Payment

Payments to the ENGINEER will be made as follows:

## **A. Invoice and Payment**

- (1) The Engineer shall provide the City sufficient documentation, including but not limited to meeting the requirements set forth in the PROJECT schedule as set forth in Attachment A to reasonably substantiate the invoices.
- (2) The ENGINEER will issue monthly invoices for all work performed under this AGREEMENT. Invoices for the uncontested performance of the particular services are due and payable within 30 days of receipt by City.
- (3) Upon completion of services enumerated in Section 1, the final payment of any balance for the uncontested performance of the services will be due within 30 days of receipt of the final invoice.
- (4) In the event of a disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The CITY will exercise reasonableness in contesting any bill or portion thereof. No interest will accrue on any contested portion of the billing until mutually resolved.
- (5) If the CITY fails to make payment in full to ENGINEER for billings contested in good faith within 60 days of the amount due, the ENGINEER may, after giving 7 days' written notice to CITY, suspend services under this AGREEMENT until paid in full. In the event of suspension of services, the ENGINEER shall have no liability to CITY for delays or damages caused the CITY because of such suspension of services.

## **SECTION 4 Obligations of the Engineer**

### **A. General**

The ENGINEER will serve as the CITY's professional engineering representative under this AGREEMENT, providing professional engineering consultation and advice and furnishing customary services incidental thereto.

### **B. Standard of Care**

The ENGINEER shall perform its services:

- (1) with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license; and
- (2) as expeditiously as is prudent considering the ordinary professional skill and

care of a competent engineer.

### **C. Subsurface Investigations**

- (1) The ENGINEER shall advise the CITY with regard to the necessity for subcontract work such as special surveys, tests, test borings, or other subsurface investigations in connection with design and engineering work to be performed hereunder. The ENGINEER shall also advise the CITY concerning the results of same. Such surveys, tests, and investigations shall be furnished by the CITY, unless otherwise specified in Attachment A.
- (2) In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect the total PROJECT cost and/or execution. These conditions and cost/execution effects are not the responsibility of the ENGINEER.

### **D. Preparation of Engineering Drawings**

The ENGINEER will provide to the CITY the original drawings of all plans in ink on reproducible mylar sheets and electronic files in .pdf format, or as otherwise approved by CITY, which shall become the property of the CITY. CITY may use such drawings in any manner it desires; provided, however, that the ENGINEER shall not be liable for the use of such drawings for any project other than the PROJECT described herein.

### **E. Engineer's Personnel at Construction Site**

- (1) The presence or duties of the ENGINEER's personnel at a construction site, whether as on-site representatives or otherwise, do not make the ENGINEER or its personnel in any way responsible for those duties that belong to the CITY and/or the CITY's construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the AGREEMENT Documents and any health or safety precautions required by such construction work. The ENGINEER and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.
- (2) Except to the extent of specific site visits expressly detailed and set forth in Attachment A, the ENGINEER or its personnel shall have no obligation or

responsibility to visit the construction site to become familiar with the progress or quality of the completed work on the PROJECT or to determine, in general, if the work on the PROJECT is being performed in a manner indicating that the PROJECT, when completed, will be in accordance with the AGREEMENT Documents, nor shall anything in the AGREEMENT Documents or this AGREEMENT between CITY and ENGINEER be construed as requiring ENGINEER to make exhaustive or continuous on-site inspections to discover latent defects in the work or otherwise check the quality or quantity of the work on the PROJECT. If the ENGINEER makes on-site observation(s) of a deviation from the AGREEMENT Documents, the ENGINEER shall inform the CITY.

- (3) When professional certification of performance or characteristics of materials, systems or equipment is reasonably required to perform the services set forth in the Scope of Services, the ENGINEER shall be entitled to rely upon such certification to establish materials, systems or equipment and performance criteria to be required in the AGREEMENT Documents.

#### **F. Opinions of Probable Cost, Financial Considerations, and Schedules**

- (1) The ENGINEER shall provide opinions of probable costs based on the current available information at the time of preparation, in accordance with Attachment A.
- (2) In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the PROJECT, the ENGINEER has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate PROJECT cost or schedule. Therefore, the ENGINEER makes no warranty that the CITY's actual PROJECT costs, financial aspects, economic feasibility, or schedules will not vary from the ENGINEER's opinions, analyses, projections, or estimates.

#### **G. Construction Progress Payments**

Recommendations by the ENGINEER to the CITY for periodic construction progress payments to the construction contractor will be based on the ENGINEER's knowledge, information, and belief from selective sampling and observation that the work has progressed to the point indicated. Such recommendations do not represent that continuous or detailed examinations have been made by the ENGINEER to ascertain that the construction contractor has completed the work in exact accordance with the AGREEMENT Documents; that the final work will be acceptable in all respects; that the

ENGINEER has made an examination to ascertain how or for what purpose the construction contractor has used the moneys paid; that title to any of the work, materials, or equipment has passed to the CITY free and clear of liens, claims, security interests, or encumbrances; or that there are not other matters at issue between the CITY and the construction contractor that affect the amount that should be paid.

#### **H. Record Drawings**

Record drawings, if required, will be prepared, in part, on the basis of information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact manner in which the PROJECT was finally constructed. The ENGINEER is not responsible for any errors or omissions in the information from others that is incorporated into the record drawings.

#### **I. Right to Audit**

- (1) ENGINEER agrees that the CITY shall, until the expiration of five (5) years after final payment under this AGREEMENT, have access to and the right to examine and photocopy any directly pertinent books, documents, papers and records of the ENGINEER involving transactions relating to this AGREEMENT. ENGINEER agrees that the CITY shall have access during normal working hours to all necessary ENGINEER facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The CITY shall give ENGINEER reasonable advance notice of intended audits.
- (2) ENGINEER further agrees to include in all its subconsultant agreements hereunder a provision to the effect that the subconsultant agrees that the CITY shall, until the expiration of five (5) years after final payment under the subcontract, have access to and the right to examine and photocopy any directly pertinent books, documents, papers and records of such subconsultant, involving transactions to the subcontract, and further, that the CITY shall have access during normal working hours to all subconsultant facilities, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of this section together with subsection (3) hereof. CITY shall give subconsultant reasonable advance notice of intended audits.
- (3) ENGINEER and subconsultant agree to photocopy such documents as may be requested by the CITY. The CITY agrees to reimburse ENGINEER for the cost of copies at the rate published in the Texas Administrative Code in effect as of the time copying is performed.

## J. INSURANCE

### (1) ENGINEER'S INSURANCE

- a. Commercial General Liability – the ENGINEER shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000.00 per each occurrence with a \$2,000,000.00 aggregate. If such Commercial General Liability insurance contains a general aggregate limit, it shall apply separately to this PROJECT or location.
  - i. The CITY shall be included as an additional insured with all rights of defense under the CGL, using ISO additional insured endorsement or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to the CITY. The Commercial General Liability insurance policy shall have no exclusions or endorsements that would alter or nullify: premises/operations, products/completed operations, contractual, personal injury, or advertising injury, which are normally contained within the policy, unless the CITY specifically approves such exclusions in writing.
  - ii. ENGINEER waives all rights against the CITY and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained in accordance with this AGREEMENT.
- b. Business Auto – the ENGINEER shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of “any auto”, including owned, hired, and non-owned autos, when said vehicle is used in the course of the PROJECT. If the engineer owns no vehicles, coverage for hired or non-owned is acceptable.
  - i. ENGINEER waives all rights against the CITY and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella liability insurance obtained by ENGINEER pursuant to this AGREEMENT or under any applicable auto physical damage coverage.
- c. Workers' Compensation – ENGINEER shall maintain workers

compensation and employers liability insurance and, if necessary, commercial umbrella liability insurance with a limit of not less than \$100,000.00 each accident for bodily injury by accident or \$100,000.00 each employee for bodily injury by disease, with \$500,000.00 policy limit.

- i. ENGINEER waives all rights against the CITY and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by workers compensation and employer's liability or commercial umbrella insurance obtained by ENGINEER pursuant to this AGREEMENT.
- d. Professional Liability – ENGINEER shall maintain professional liability, a claims-made policy, with a minimum of \$1,000,000.00 per claim and aggregate. The policy shall contain a retroactive date prior to the date of the AGREEMENT or the first date of services to be performed, whichever is earlier. Coverage shall be maintained for a period of 5 years following the completion of the AGREEMENT. An annual certificate of insurance specifically referencing this PROJECT shall be submitted to the CITY for each year following completion of the AGREEMENT.

## (2) GENERAL INSURANCE REQUIREMENTS

- a. Certificates of insurance evidencing that the ENGINEER has obtained all required insurance shall be attached to this AGREEMENT prior to its execution.
- b. Applicable policies shall be endorsed to name the CITY an Additional Insured thereon, subject to any defense provided by the policy, as its interests may appear. The term CITY shall include its employees, officers, officials, agents, and volunteers as respects the contracted services.
- c. Certificate(s) of insurance shall document that insurance coverage specified in this AGREEMENT are provided under applicable policies documented thereon.
- d. Any failure on part of the CITY to attach the required insurance documentation hereto shall not constitute a waiver of the insurance requirements.
- e. A minimum of thirty (30) days notice of cancellation or material change in coverage shall be provided to the CITY. A ten (10) days notice shall be acceptable in the event of non-payment of premium. Notice shall be sent to the respective Department Director (by name), City of Denton, 901 Texas Street, Denton, Texas 76209.

- f. Insurers for all policies must be authorized to do business in the State of Texas and have a minimum rating of A:V or greater, in the current A.M. Best Key Rating Guide or have reasonably equivalent financial strength and solvency to the satisfaction of Risk Management.
- g. Any deductible or self insured retention in excess of \$25,000.00 that would change or alter the requirements herein is subject to approval by the CITY in writing, if coverage is not provided on a first-dollar basis. The CITY, at its sole discretion, may consent to alternative coverage maintained through insurance pools or risk retention groups. Dedicated financial resources or letters of credit may also be acceptable to the CITY.
- h. Applicable policies shall each be endorsed with a waiver of subrogation in favor of the CITY as respects the PROJECT.
- i. The CITY shall be entitled, upon its request and without incurring expense, to review the ENGINEER's insurance policies including endorsements thereto and, at the CITY's discretion; the ENGINEER may be required to provide proof of insurance premium payments.
- j. Lines of coverage, other than Professional Liability, underwritten on a claims-made basis, shall contain a retroactive date coincident with or prior to the date of the AGREEMENT. The certificate of insurance shall state both the retroactive date and that the coverage is claims-made.
- k. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption nor restrictive modification or changes from date of commencement of the PROJECT until final payment and termination of any coverage required to be maintained after final payments.
- l. The CITY shall not be responsible for the direct payment of any insurance premiums required by this AGREEMENT.
- m. Sub consultants and subcontractors to/of the ENGINEER shall be required by the ENGINEER to maintain the same or reasonably equivalent insurance coverage as required for the ENGINEER. When sub consultants/subcontractors maintain insurance coverage, ENGINEER shall provide CITY with documentation thereof on a certificate of insurance.

#### **K. Independent Consultant**

The ENGINEER agrees to perform all services as an independent consultant and not as a subcontractor, agent, or employee of the CITY. The doctrine of *respondeat superior* shall not apply.

#### **L. Disclosure**

The ENGINEER acknowledges to the CITY that it has made full disclosure in writing of any existing conflicts of interest or potential conflicts of interest, including personal financial interest, direct or indirect, in property abutting the proposed PROJECT and business relationships with abutting property cities. The ENGINEER further acknowledges that it will make disclosure in writing of any conflicts of interest that develop subsequent to the signing of this AGREEMENT and prior to final payment under the AGREEMENT.

#### **M. Asbestos or Hazardous Substances**

- (1) If asbestos or hazardous substances in any form are encountered or suspected, the ENGINEER will stop its own work in the affected portions of the PROJECT to permit testing and evaluation.
- (2) If asbestos or other hazardous substances are suspected, the CITY may request the ENGINEER to assist in obtaining the services of a qualified subcontractor to manage the remediation activities of the PROJECT.

#### **N. Permitting Authorities - Design Changes**

If permitting authorities require design changes so as to comply with published design criteria and/or current engineering practice standards which the ENGINEER should have been aware of at the time this AGREEMENT was executed, the ENGINEER shall revise plans and specifications, as required, at its own cost and expense. However, if design changes are required due to the changes in the permitting authorities' published design criteria and/or practice standards criteria which are published after the date of this AGREEMENT which the ENGINEER could not have been reasonably aware of, the ENGINEER shall notify the CITY of such changes and an adjustment in compensation will be made through an amendment to this AGREEMENT.

#### **O. Schedule**

ENGINEER shall manage the PROJECT in accordance with the schedule developed per Attachment A to this AGREEMENT.

#### **P. Equal Opportunity**

- (1) **Equal Employment Opportunity:** ENGINEER and ENGINEER's agents

shall engage in any discriminatory employment practice. No person shall, on the grounds of race, sex, sexual orientation, age, disability, creed, color, genetic testing, or national origin, be refused the benefits of, or be otherwise subjected to discrimination under any activities resulting from this AGREEMENT.

- (2) **Americans with Disabilities Act (ADA) Compliance:** ENGINEER and ENGINEER's agents shall not engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

## **SECTION 5** **Obligations of the City**

### **A. City-Furnished Data**

ENGINEER may rely upon the accuracy, timeliness, and completeness of the information provided by the CITY.

### **B. Access to Facilities and Property**

The CITY will make its facilities accessible to the ENGINEER as required for the ENGINEER's performance of its services. The CITY will perform, at no cost to the ENGINEER, such tests of equipment, machinery, pipelines, and other components of the CITY's facilities as may be required in connection with the ENGINEER's services. The CITY will be responsible for all acts of the CITY's personnel.

### **C. Advertisements, Permits, and Access**

Unless otherwise agreed to in the Scope of Services, the CITY will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for the ENGINEER's services or PROJECT construction.

### **D. Timely Review**

The CITY will examine the ENGINEER's studies, reports, sketches, drawings, specifications, proposals, and other documents; obtain advice of an attorney, insurance counselor, accountant, auditor, bond and financial advisors, and other consultants as the CITY deems appropriate; and render in writing decisions required by the CITY in a timely manner in accordance with the PROJECT schedule prepared in accordance with Attachment A.

### **E. Prompt Notice**

The CITY will give prompt written notice to the ENGINEER whenever CITY observes or

becomes aware of any development that affects the scope or timing of the ENGINEER's services or of any defect in the work of the ENGINEER or construction contractors.

#### **F. Asbestos or Hazardous Substances Release.**

- (1) CITY acknowledges ENGINEER will perform part of the work at CITY's facilities that may contain hazardous materials, including asbestos containing materials, or conditions, and that ENGINEER had no prior role in the generation, treatment, storage, or disposition of such materials. In consideration of the associated risks that may give rise to claims by third parties or employees of City, City hereby releases ENGINEER from any damage or liability related to the presence of such materials.
- (2) The release required above shall not apply in the event the discharge, release or escape of hazardous substances, contaminants, or asbestos is a result of ENGINEER's negligence or if ENGINEER brings such hazardous substance, contaminant or asbestos onto the PROJECT.

#### **G. Contractor Indemnification and Claims**

The CITY agrees to include in all construction contracts the provisions of Article IV.E. regarding the ENGINEER's Personnel at Construction Site, and provisions providing for contractor indemnification of the CITY and the ENGINEER for contractor's negligence.

#### **H. Contractor Claims and Third-Party Beneficiaries**

- (1) The CITY agrees to include the following clause in all contracts with construction contractors and equipment or materials suppliers:

"Contractors, subcontractors and equipment and materials suppliers on the PROJECT, or their sureties, shall maintain no direct action against the ENGINEER, its officers, employees, and subcontractors, for any claim arising out of, in connection with, or resulting from the engineering services performed. Only the CITY will be the beneficiary of any undertaking by the ENGINEER."
- (2) This AGREEMENT gives no rights or benefits to anyone other than the CITY and the ENGINEER and there are no third-party beneficiaries.
- (3) The CITY will include in each agreement it enters into with any other entity or person regarding the PROJECT a provision that such entity or person shall have no third-party beneficiary rights under this AGREEMENT.
- (4) Nothing contained in this Section H. shall be construed as a waiver of any right the CITY has to bring a claim against ENGINEER.

## **I. CITY's Insurance**

- (1) The CITY may maintain property insurance on certain pre-existing structures associated with the PROJECT.
- (2) The CITY may secure Builders Risk/Installation insurance at the replacement cost value of the PROJECT. The CITY may provide ENGINEER a copy of the policy or documentation of such on a certificate of insurance.

## **J. Litigation Assistance**

The Scope of Services does not include costs of the ENGINEER for required or requested assistance to support, prepare, document, bring, defend, or assist in litigation undertaken or defended by the CITY. In the event CITY requests such services of the ENGINEER, this AGREEMENT shall be amended or a separate agreement will be negotiated between the parties.

## **K. Changes**

The CITY may make or approve changes within the general Scope of Services in this AGREEMENT. If such changes affect the ENGINEER's cost of or time required for performance of the services, an equitable adjustment will be made through an amendment to this AGREEMENT with appropriate CITY approval.

## **SECTION 6** **General Legal Provisions**

### **A. Authorization to Proceed**

ENGINEER shall be authorized to proceed with this AGREEMENT upon receipt of a written Notice to Proceed from the CITY.

### **B. Reuse of Project Documents**

All designs, drawings, specifications, documents, and other work products of the ENGINEER, whether in hard copy or in electronic form, are instruments of service for this PROJECT, whether the PROJECT is completed or not. Reuse, change, or alteration by the CITY or by others acting through or on behalf of the CITY of any such instruments of service without the written permission of the ENGINEER will be at the CITY's sole risk. The CITY shall own the final designs, drawings, specifications and documents.

### **C. Force Majeure**

The ENGINEER is not responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the control of the ENGINEER that prevent ENGINEER's performance of its obligations hereunder.

### **D. Termination**

(1) This AGREEMENT may be terminated:

- a. by the City for its convenience upon 30 days' written notice to ENGINEER.
- b. by either the CITY or the ENGINEER for cause if either party fails substantially to perform through no fault of the other and the nonperforming party does not commence correction of such nonperformance within 5 days' written notice or thereafter fails to diligently complete the correction.

(2) If this AGREEMENT is terminated for the convenience of the City, the ENGINEER will be paid for termination expenses as follows:

- a. Cost of reproduction of partial or complete studies, plans, specifications or other forms of ENGINEER'S work product;
- b. Out-of-pocket expenses for purchasing electronic data files and other data storage supplies or services;
- c. The time requirements for the ENGINEER'S personnel to document the work underway at the time of the CITY'S termination for convenience so that the work effort is suitable for long time storage.

(3) Prior to proceeding with termination services, the ENGINEER will submit to the CITY an itemized statement of all termination expenses. The CITY'S approval will be obtained in writing prior to proceeding with termination services.

### **E. Suspension, Delay, or Interruption to Work**

The CITY may suspend, delay, or interrupt the services of the ENGINEER for the convenience of the CITY. In the event of such suspension, delay, or interruption, an equitable adjustment in the PROJECT's schedule, commitment and cost of the ENGINEER's personnel and subcontractors, and ENGINEER's compensation will be made.

### **F. Indemnification**

**IN ACCORDANCE WITH TEXAS LOCAL GOVERNMENT CODE SECTION 271.904, THE ENGINEER SHALL INDEMNIFY OR HOLD HARMLESS THE CITY AGAINST LIABILITY FOR ANY DAMAGE COMMITTED BY THE ENGINEER OR ENGINEER'S AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH THE ENGINEER EXERCISES CONTROL TO THE EXTENT THAT THE DAMAGE IS CAUSED BY OR RESULTING FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER. CITY IS ENTITLED TO RECOVER ITS REASONABLE ATTORNEY'S FEES IN PROPORTION TO THE ENGINEER'S LIABILITY.**

**G. Assignment**

Neither party shall assign all or any part of this AGREEMENT without the prior written consent of the other party.

**H. Jurisdiction**

The law of the State of Texas shall govern the validity of this AGREEMENT, its interpretation and performance, and any other claims related to it. The venue for any litigation related to this AGREEMENT shall be Denton County, Texas.

**I. Severability and Survival**

If any of the provisions contained in this AGREEMENT are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision, and this AGREEMENT shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. Sections 5.F., 6.B., 6.D., 6.F., 6.H., and 6.I. shall survive termination of this AGREEMENT for any cause.

**J. Observe and Comply**

ENGINEER shall at all times observe and comply with all federal and State laws and regulations and with all City ordinances and regulations which in any way affect this AGREEMENT and the work hereunder, and shall observe and comply with all orders, laws ordinances and regulations which may exist or may be enacted later by governing bodies having jurisdiction or authority for such enactment. No plea of misunderstanding or ignorance thereof shall be considered. **ENGINEER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS CITY AND ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS OR LIABILITY ARISING OUT OF THE VIOLATION OF ANY SUCH ORDER, LAW, ORDINANCE, OR REGULATION, WHETHER IT BE BY ITSELF OR ITS EMPLOYEES.**

**K. Immigration Nationality Act**

ENGINEER shall verify the identity and employment eligibility of its employees who perform work under this AGREEMENT, including completing the Employment Eligibility Verification Form (I-9). Upon request by CITY, ENGINEER shall provide CITY with copies of all I-9 forms and supporting eligibility documentation for each employee who performs work under this AGREEMENT. ENGINEER shall adhere to all Federal and State laws as well as establish appropriate procedures and controls so that no services will be performed by any ENGINEER employee who is not legally eligible to perform such services. **ENGINEER SHALL INDEMNIFY CITY AND HOLD CITY HARMLESS FROM ANY PENALTIES, LIABILITIES, OR LOSSES DUE TO VIOLATIONS OF THIS PARAGRAPH BY ENGINEER, ENGINEER'S EMPLOYEES, SUBCONTRACTORS, AGENTS, OR LICENSEES.** CITY, upon written notice to ENGINEER, shall have the right to immediately terminate this AGREEMENT for violations of this provision by ENGINEER.

#### **L. Prohibition On Contracts With Companies Boycotting Israel**

ENGINEER acknowledges that in accordance with Chapter 2270 of the Texas Government Code, CITY is prohibited from entering into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. The terms "boycott Israel" and "company" shall have the meanings ascribed to those terms in Section 808.001 of the Texas Government Code. ***By signing this AGREEMENT, ENGINEER certifies that ENGINEER'S signature provides written verification to the CITY that ENGINEER: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the AGREEMENT.*** Failure to meet or maintain the requirements under this provision will be considered a material breach.

#### **M. Prohibition On Contracts With Companies Doing Business with Iran, Sudan, or a Foreign Terrorist Organization**

Section 2252 of the Texas Government Code restricts CITY from contracting with companies that do business with Iran, Sudan, or a foreign terrorist organization. ***By signing this AGREEMENT, ENGINEER certifies that ENGINEER'S signature provides written verification to the CITY that ENGINEER, pursuant to Chapter 2252, is not ineligible to enter into this AGREEMENT and will not become ineligible to receive payments under this AGREEMENT by doing business with Iran, Sudan, or a foreign terrorist organization.*** Failure to meet or maintain the requirements under this provision will be considered a material breach.

#### **N. Prohibition on Contracts with Companies Boycotting Certain Energy Companies**

Engineer acknowledges that in accordance with Chapter 2274 of the Texas

Government Code, City is prohibited from entering into a contract with a company for goods or services unless the contract contains written verification from the company that it (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract. The terms “boycott energy company” and “company” shall have the meanings ascribed to those terms in Section 809.001 of the Texas Government Code. ***By signing this agreement, Engineer certifies that Engineer’s signature provides written verification to the City that Engineer: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the agreement.*** Failure to meet or maintain the requirements under this provision will be considered a material breach.

#### **O. Prohibition on Contracts with Companies Boycotting Certain Firearm Entities and Firearm Trade Associations**

Engineer acknowledges that in accordance with Chapter 2274 of the Texas Government Code, City is prohibited from entering into a contract with a company for goods or services unless the contract contains written verification from the company that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. The terms “discriminate against a firearm entity or firearm trade association,” “firearm entity” and “firearm trade association” shall have the meanings ascribed to those terms in Chapter 2274 of the Texas Government Code. ***By signing this agreement, Engineer certifies that Engineer’s signature provides written verification to the City that Engineer: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.*** Failure to meet or maintain the requirements under this provision will be considered a material breach.

#### **P. Termination Right for Contracts with Companies Doing Business with Certain Foreign-Owned Companies**

The City of Denton may terminate this Contract immediately without any further liability if the City of Denton determines, in its sole judgment, that this Contract meets the requirements under Chapter 2274, and Engineer is, or will be in the future, (i) owned by or the majority of stock or other ownership interest of the company is held or controlled by individuals who are citizens of China, Iran, North Korea, Russia, or other designated country (ii) directly controlled by the Government of China, Iran, North Korea, Russia, or other designated country, or (iii) is headquartered in China, Iran, North Korea, Russia, or other designated country.

## **Q. Certificate of Interested Parties Electronic Filing**

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that the City may not enter into this contract unless the Contractor submits a disclosure of interested parties (Form 1295) to the City at the time the Engineer submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Engineer will be required to furnish a Certificate of Interest Parties before the contract is awarded, in accordance with Government Code 2252.908.

The contractor shall:

1. Log onto the State Ethics Commission Website at :  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)
2. Register utilizing the tutorial provided by the State
3. Print a copy of the completed Form 1295
4. Enter the Certificate Number on page 2 of this contract.
5. Complete and sign the Form 1295
6. Email the form to [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com) with the contract number in the subject line. (EX: Contract 1234 – Form 1295)

The City must acknowledge the receipt of the filed Form 1295 not later than the 30th day after Council award. Once a Form 1295 is acknowledged, it will be posted to the Texas Ethics Commission's website within seven business days.

## **R. Prohibition Against Personal Interest In Contracts**

No officer, employee, independent consultant, or elected official of the City who is involved in the development, evaluation, or decision-making process of the performance of any solicitation shall have a financial interest, direct or indirect, in the Contract resulting from that solicitation as defined in the City's Ethic Ordinance 18-757 and in the City Charter chapter 2 article XI(Ethics). Any willful violation of this section shall constitute impropriety in office, and any officer or employee guilty thereof shall be subject to disciplinary action up to and including dismissal. Any violation of this provision, with the knowledge, expressed or implied, of the Contractor shall render the Contract voidable by the City. The Engineer shall complete and submit the City's Conflict of Interest Questionnaire.

## **S. Agreement Documents**

This AGREEMENT, including its attachments and schedules, constitutes the entire AGREEMENT, which supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. This AGREEMENT may be

executed in one or more counterparts and each counterpart shall, for all purposes, be deemed an original, but all such counterparts shall together constitute but one and the same instrument. The following attachments and schedules are hereby made a part of this AGREEMENT:

Attachment A - Scope of Service, Compensation and Schedule

These documents make up the AGREEMENT documents and what is called for by one shall be as binding as if called for by all. In the event of an inconsistency or conflict in any of the provisions of the AGREEMENT documents, the inconsistency or conflict shall be resolved by giving precedence first to the written AGREEMENT then to the AGREEMENT documents in the order in which they are listed above.

Duly executed by each party's designated representative to be effective on the date subscribed by the City Manager.

ENGINEER

BY: DocuSigned by:  
Scott Arnold  
D1B5A80061EE4E9...

AUTHORIZED SIGNATURE

Scott Arnold

Printed Name: \_\_\_\_\_

Vice President

Title: \_\_\_\_\_

817-335-6511

PHONE NUMBER

Scott Arnold

EMAIL ADDRESS

2022-929052

TEXAS ETHICS COMMISSION  
1295 CERTIFICATE NUMBER

CITY OF DENTON, TEXAS

BY: DocuSigned by:  
Sara Hensley  
523008296270423...  
SARA HENSLEY, CITY MANAGER

ATTEST:

ROSA RIOS, CITY SECRETARY

BY: DocuSigned by:  
Rosa Rios  
1C5CA8C5E175493...

APPROVED AS TO LEGAL FORM:  
MACK REINWAND, CITY ATTORNEY

BY: DocuSigned by:  
Marcella Lunn  
4B070B31B44A438...

THIS AGREEMENT HAS BEEN BOTH REVIEWED AND APPROVED as to financial and operational obligations and business terms.

BY: DocuSigned by:  
Gary Packan  
AC6AE9F7A4264A9... Gary Packan  
SIGNATURE PRINTED NAME

Director of Parks and Recreation

TITLE

Parks and Recreation

DEPARTMENT



August 15, 2022

City of Denton  
Chris Escoto, CPRP  
601 East Hickory Street  
Denton, TX 76205

Via Email: [chris.escoto@cityofdenton.com](mailto:chris.escoto@cityofdenton.com)

Re: City of Denton – Aquatics Master Plan Services

Dear Mr. Escoto:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to The City of Denton ("Client" or "City") for providing an Aquatics Master Plan.

### **Project Understanding**

The City intends to enter an Agreement with Kimley-Horn to provide a community driven needs assessment of the Aquatic operation culminating to an Aquatics Master Plan. Denton has three outdoor aquatic facilities: the Water Works Park (WWP), Civic Center Pool (CCP), and the Carl Gene Young Sr. Sprayground. The City also shares the Denton Natatorium with the Denton Independent School District (DISD).

### **Scope of Services**

Kimley-Horn will provide the services specifically set forth below.

#### **Task 1 Data Collection**

Prior to beginning this task, the City will furnish the Consultant any existing information on the site including topographic surveys, geo-technical reports, as-built plans, data and maps from prior master plans, and plat with utility easements and locations shown. This task includes a one-day in-person visit from the Consultant and team members. The City will also provide the Consultant with existing funding sources and operational data.

##### **1.1 Initial Communication and Coordination**

Prior to and during this task the Consultant will finalize timelines with the City, set up communication protocol, hold a project kick-off meeting, and establish procedures for providing project status reports on a bi-monthly basis.

##### **1.2 Facility Visit**

The Consultant will need to become familiar with the location, condition, and programming offered at all existing aquatic facilities (City of Denton, University of North Texas and Texas Women's University). The basic approach to this task will consist of the following:

- A. Prior to visiting the pools – the City will provide the Consultant any existing information on



- the pools including age, known condition issues, chemical usage, recent renovations, current operating costs, attendance, and revenue.
- B. The Consultant will visit the three outdoor aquatic facilities (WWP, CCP and Carl Gene Young Sr. Sprayground) and perform a general evaluation of the condition of the facility. The facilities will be photographed and information about condition and operational issues will be documented in the form of descriptive meeting notes.
  - C. Overview comments will be developed and submitted regarding support spaces, parking, ADA compliance, and other site issues.
  - D. The deliverable will consist of a one-to-two-page report for each location noting the type of pool, program elements, systems, condition issues, and opinion of contribution of the facility to the overall city-wide aquatic program.

### **1.3 Research and Compile Demographics**

The Consultant will conduct research and compile demographic information, including population, age distribution, income, weather analysis and economic considerations that could affect the future viability of the aquatic facilities.

### **1.4 Aquatic Area Providers Study**

The Consultant will study other area aquatic providers to better understand the aquatic services and facilities that are provided in the region and the fees that are being charged for those services. This information will also be used as a benchmark when comparing the services offered by the City's aquatic facilities as opposed to the similar area providers.

### **1.5 Meetings**

Meetings will include a one-day site visit from the Consultant and a follow up internet meeting to review and discuss findings with the City. The City's project manager and aquatics manager will attend meetings and site visits with the Consultant.

## **Task 2            Goals, Objectives, Public Meetings**

### **2.1 Community Workshops and Local Community Stakeholder Input**

The City will lead community workshops to analyze needs and determine objectives. The Consultant will provide the City with a presentation that will include images and/or video presentations with commentary on the existing pools and features of other aquatic centers that could be considered for this project; background information on historic and contemporary issues in the industry; and an open-forum question-and-answer session to discuss concerns and needs of those individuals and groups attending the meeting.

The Consultant will coordinate with local community stakeholders including Denton ISD, University of North Texas Representatives and Texas Women's University to identify consistency and shared interest.



A matrix of programming priorities will be developed and discussed to prioritize programming and facility features. The Consultant will use the results of the interviews and public workshop to develop a needs profile.

## **2.2 SWOT Analysis**

The Consultant will meet with the City Staff and individuals involved in the project to complete a **Strengths Weakness Opportunities and Threats (SWOT)** analysis of existing amenities and programs.

## **2.3 Programming**

Based upon the findings, a program for the proposed aquatic facility modifications will be developed from the community meetings, City aquatic staff, facilitated focus groups, and interviews. The program will reflect the desires submitted by these groups.

## **2.4 Meetings**

The Consultant will attend three (3) in-person City staff led public meetings and up to three (3) internet meetings during this task.

## **Task 3 Conceptual Designs and Prioritization**

### **3.1 Conceptual Designs**

The Consultant will provide a generic conceptual plan of each aquatic facility identified through the needs analysis and programming. The plan will illustrate ways to organize the spaces in a functional arrangement and confirm that the facility footprint will contain the areas proposed in the design program. Concepts with varying space requirements will be identified along with budgeting considerations. Based on results of the meetings and programming sessions – conceptual plans will be developed that could address:

- A. Spray grounds or splash pad additions.
- B. Swimming pool additions for competition, practice, leisure or therapeutic uses
- C. Waterslides, Spray/Play Features, Lazy Rivers
- D. Shade Structures
- E. General layouts of support areas (Locker Rooms, Meeting Room, Office Area and Pool Mechanical Areas) will be considered as part of the overall concept. Conceptual design of the support areas will not be included.



An Opinion of Probable Cost will be developed for the concept plan. Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost.

### **3.2 Prioritization Plan**

Using the concept plans and Opinion of Probable Costs, the Consultant will discuss prioritization plans for infrastructure and capital improvement projects with the City. Scenarios will offer solutions regarding additions or modifications based on needs with the goal of providing the needed services at a more sustainable operations cost.

### **3.3 Meetings**

The Consultant will attend up to three (3) internet meetings during this task.

## **Task 4 Economic and Operational Impact Study (Optional)**

### **4.1 Economic Impact Study**

Based upon any final public and Client comments - the Consultant will finalize the analysis of the economic impact of the facilities to the Parks and Recreation Department. In this segment of the study the following will be researched, analyzed, and reported:

- A. Demographic research will be completed to appropriately evaluate the proposed facilities. Analysis will include population and age distribution, income, weather analysis, and local economic considerations that could affect the project's viability.
- B. An opinion of probable expenses will be developed and it will include demands on labor, contract services, supplies, utilities, maintenance, and funds needed for future repair.
- C. An opinion of revenue will be developed. Market area demographics for population, age, and income will be analyzed to understand the economics of the region and the level of discretionary income that may be used for leisure and competitive aquatic activity.
- D. Revenue projections will be derived from the likely market penetration, special user groups through creative programming, and the potential of income. The analysis will include a commentary on the influence of the tourism. This analysis will incorporate an opinion of attendance and offer recommendations of a competitive fee structure for all facilities.



#### **4.2 Operational Impact**

Based upon any final public and City comments - the Consultant will finalize the analysis of the operational impact of the facility to the Parks and Recreation Department. In this segment of the study the following will be researched, analyzed, and reported:

- A. A facility management outline will be completed that includes a facility operating schedule, facility capacity limits, organization chart, job descriptions, and a wage structure for all employees.
- B. Area aquatic user groups will be identified to determine organizations that will contribute to filling available capacity in the facility.
- C. A marketing program will be prepared to aid in creatively promoting the proposed projects once the project is completed.

#### **Task 5 Final Report & Presentation**

##### **5.1 Finalize the Plans and Opinions of Probable Cost**

The Consultant will finalize the report and presentation for the master plan.

##### **5.2 Deliverables**

Deliverables will consist of one (1) digital copy of the plan document and presentations. The master plan report will include professionally written text and graphic exhibits documenting methodology, implementation scenarios, meeting notes, program elements, final conceptual designs for each proposed location, and opinions of probable cost.

#### **Services Not Included**

Any other services, including but not limited to the following, are not included in this Agreement:

- Franchise Utility Coordination
- Traffic Impact Studies or Signal Design
- Preparation of Traffic control plans
- Revisions due to changes in regulations
- Construction Documents of any kind
- Archaeological Survey
- Off-Site Easement Descriptions, other than noted
- Detailed Labor/Materials Cost Estimates (As Prepared by an Estimating Service)
- Record Drawing Survey
- Wetlands Permitting / Delineation
- Environmental Impact Statement



3D Architectural Renderings and Computer Animations  
Specialty Audio/Visual or Food Service Consultant Services  
Operations and Training Consultation

**Information Provided By City**

We shall be entitled to rely on the completeness and accuracy of all information as requested in the scope of services above provided by the City or the City's consultants or representatives.

**Schedule**

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Task 1-5	Data Collection, Goals, Objectives, Public Meetings, Concept Design and Prioritization, Final Report	4 Months
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**Fee and Expenses**

Kimley-Horn will perform the services in Tasks 1-5 for the total lump sum fee below (inclusive of expenses).

Task 1	Data Collection	\$15,000
Task 2	Goals, Objectives, Public Meetings	\$26,000
Task 3	Concept Design and Prioritization	\$26,000
Task 4	Economic and Operational Impact Study (Optional)	\$ 5,000
Task 5	Final Report	\$ 8,000
Total Lump Sum Fee (Tasks 1-5)		\$80,000

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Austin Powers  
Associate

Brian J. Parker, P.E.  
Senior Vice President

**CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ**

**For vendor or other person doing business with local governmental entity**

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a) and by City of Denton Ethics Code, Ordinance 18-757.

By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**1 Name of vendor who has a business relationship with local governmental entity.**  
Kimley Horn and Associates, Inc.

**2**  **Check this box if you are filing an update to a previously filed questionnaire.**  
(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7<sup>th</sup> business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information in this section is being disclosed.**  
n/a  
\_\_\_\_\_  
Name of Officer

Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relations hip with the local government officer. This section, (item 3 including subparts A, B, C & D), must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

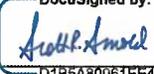
A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?  
 Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?  
 Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of one percent or more?  
 Yes       No

D. Describe each employment or business and family relationship with the local government officer named in this section.

**4**  **I have no Conflict of Interest to disclose.**

**5** DocuSigned by:  
  
\_\_\_\_\_  
Signature of vendor doing business with the governmental entity      9/2/2022  
\_\_\_\_\_  
Date

## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at [http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG176.htm](http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG176.htm). For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (A) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
  - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
  - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
  - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
  - (1) the date that the vendor:
    - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
    - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
  - (2) the date the vendor becomes aware:
    - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
    - (B) that the vendor has given one or more gifts described by Subsection (a); or
    - (C) of a family relationship with a local government officer.

### **City of Denton Ethics Code Ordinance Number 18-757**

**Definitions:**

**Relative:** a family member related to a City Official within the third 3<sup>rd</sup> degree of affinity (marriage) or consanguinity (blood or adoption)

**City Official:** for purpose of this article, the term consists of the Council Members, Department Heads, or member of the Board of Ethics, Planning and zoning Commission Members, Board of Adjustment, Historic Landmark Commission, or Public Utilities Board

**Vendor:** a person who provides or seeks to provide goods, services, and/or real property to the City in exchange for compensation. This definition does not include those property owners from whom the City acquires public right-of-way or other real property interests for public use.

Per the City of Denton Ethics Code, Section 2-273. – Prohibitions

- (3) It shall be a violation of this Article for a Vendor to offer or give a Gift to City Official exceeding fifty dollars (\$50.00) per gift, or multiple gifts cumulatively valued at more than two hundred dollars (\$200.00) per a single fiscal year.

Per the City of Denton Ethics Code, Section 2-282. – Disposition (b), (5) Ineligibility

If the Board of Ethics finds that a Vendor has violated this Article, the Board may recommend to the City Manager that the Vendor be deemed ineligible to enter into a City contract or other arrangement for goods, services, or real property, for a period of one (1) year.

**Certificate Of Completion**

Envelope Id: 20B5AA6959054D35BF039108C70576C8  
 Subject: Please DocuSign: City Council Contract 7850-004  
 Source Envelope:  
 Document Pages: 27  
 Certificate Pages: 6  
 AutoNav: Enabled  
 Envelope Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:  
 Erica Garcia  
 901B Texas Street  
 Denton, TX 76209  
 erica.garcia@cityofdenton.com  
 IP Address: 198.49.140.104

**Record Tracking**

Status: Original  
 9/2/2022 10:32:06 AM  
 Holder: Erica Garcia  
 erica.garcia@cityofdenton.com

Location: DocuSign

**Signer Events**

Erica Garcia  
 erica.garcia@cityofdenton.com  
 Buyer  
 City of Denton  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

**Signature**

**Completed**  
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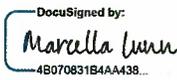
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 Signed: 9/2/2022 11:15:22 AM

Lori Hewell  
 lori.hewell@cityofdenton.com  
 Purchasing Manager  
 City of Denton  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

  
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Marcella Lunn  
 marcella.lunn@cityofdenton.com  
 Deputy City Attorney  
 City of Denton  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.140.10

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Scott Arnold  
 scott.arnold@kimley-horn.com  
 Vice President  
 Kimley-Horn and Associates, Inc.  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

  
 Signature Adoption: Uploaded Signature Image  
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**Signer Events**

Gary Packan  
 Gary.Packan@cityofdenton.com  
 Director of Parks and Recreation  
 Parks and Recreation  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/2/2022 11:21:48 AM  
 ID: 646dc881-39af-44db-a865-9b042f2e5e2a

Cheyenne Defee  
 cheyenne.defee@cityofdenton.com  
 Procurement Administration Supervisor  
 City of Denton  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Sara Hensley  
 sara.hensley@cityofdenton.com  
 City Manager  
 City of Denton  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Rosa Rios  
 rosa.rios@cityofdenton.com  
 City Secretary  
 Security Level: Email, Account Authentication  
 (None)

**Electronic Record and Signature Disclosure:**  
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Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
Gretna Jones gretna.jones@cityofdenton.com Legal Secretary City of Denton Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/2/2022 11:22:16 AM Viewed: 9/2/2022 11:25:52 AM
City Secretary Office citysecretary@cityofdenton.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/21/2022 8:38:14 AM Viewed: 9/21/2022 9:24:52 AM
Chris Escoto Chris.Escoto@cityofdenton.com Park Planner City of Denton Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 9/21/2022 8:38:17 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	9/21/2022 8:38:10 AM
Completed	Security Checked	9/21/2022 8:38:17 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, City of Denton (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact City of Denton:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com)

**To advise City of Denton of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [melissa.kraft@cityofdenton.com](mailto:melissa.kraft@cityofdenton.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from City of Denton**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with City of Denton**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>•Allow per session cookies</li> <li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Denton as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Denton during the course of my relationship with you.



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** PRB22-087, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and give staff direction regarding the accreditation application through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies.



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
www.cityofdenton.com

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation

**CM:** Christine Taylor, Assistant City Manager

**DATE:** January 9, 2022

### **SUBJECT**

Receive a report, hold a discussion, and give staff direction regarding the accreditation application through the National Recreation and Park Association Commission for Accreditation of Park and Recreation Agencies.

### **BACKGROUND**

National Recreation and Park Association's (NRPA) Commission for Accreditation of Park and Recreation Agencies (CAPRA) provides quality assurance and quality improvement of accredited park and recreation agencies throughout the United States by providing agencies with a management system of best practices. CAPRA is the only national accreditation of park and recreation agencies.

#### Benefits of Accreditation

- Demonstrates that the agency meets national standards of best practice.
- Recognizes the community as a great place to live.
- Holds an agency accountable to the public and ensures responsiveness to meet their needs.
- Ensures that all staff are providing quality customer service.
- Provides positive public and political recognition.
- Proves to decision makers, stakeholders, and the public that the agency is operating with the best practices of the profession.
- Increases credibility and can improve internal and external funding.
- Improves overall operations and increases efficiency.
- Creates an environment for regular review of operations, policies and procedures, and promotes continual improvement.

#### Accreditation Process

- Complete application.
- Attend training session for accreditation process.
- Prepare a self-assessment report with 151 standards.
- Host onsite visit.
- Attend in-person hearing during NRPA's annual conference.

Accreditation is based on an agency's compliance with 151 standards. To achieve accreditation, agencies must comply with all 37 Fundamental Standards and 103 (90%) of the 114 Non-Fundamental Standards. The self-assessment report is due 10 weeks prior to the visit.

Over the next few months, the Parks and Recreation department will present various chapters for input and review.

**RECOMMENDATION**

Continue the accreditation process.

**ESTIMATED SCHEDULE OF PROJECT**

Application submitted Fall 2022

Self-Assessment due February 10, 2023

Site visitation April 24-28, 2023

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

The Parks, Recreation and Beautification Board has received several updates over the last few years.

**FISCAL INFORMATION**

The preliminary application fee was \$130. The initial review fee, which will be billed late December, is \$3,750 and the annual fee after accreditation is \$650.

**EXHIBITS**

Exhibit 1- Agenda Information Sheet

Exhibit 2- Chapter 1

Exhibit 3- Chapter 3

Exhibit 4- Chapter 6

Respectfully submitted:  
Gary Packan, Parks and Recreation

Prepared by:  
Caroline Seward, Business Administration Manager

## **1.0 - Agency Authority, Role, and Responsibility**

*NOTE: Standards marked with a star (★) are fundamental standards and are required of all agencies seeking accreditation.*

Delineation of jurisdiction and authority are the foundation upon which the park and recreation agency is organized. Policy and rule-making functions and the development of procedures to implement policy create the organizational framework. The mission establishes the organizational purpose, and goals and objectives establish the strategic direction. Organization values affect how the agency through its leadership and staff relate to other governing bodies, agencies, organizations and how it incorporates input from citizens and staff.

## 1.1- Source of Authority ★

**Standard:** The source of agency authority or legal basis of operation and the extent of powers shall be identified in a legal document such as the state statute, local charter, city ordinance, or park district code.

*Suggested Evidence of Compliance:* Provide legal citation and, if appropriate, date of resolution by local governing entity or legal authority (i.e., enabling act, support documentation, ordinance; if permissive state authority, provide charter).

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 2 – Law and Jurisdiction, pp. 36-37; Chapter 3 - Politics and Advocacy, pp. 61-62.

The Texas Constitution (Article 11, Section 5) allows for cities with a population of over 5,000 residents to approve home rule by a majority vote. Under home rule a city can adopt and amend its own City Charter. The City Charter is considered the fundamental law of a home rule municipality in Texas. The City Charter describes city boundaries and delineates the council-manager form of government, establishes the number of representatives on the City Council, and defines the terms of office as well as how the City Council will be elected. The City Charter also describes the powers of the City Council and officers appointed by the City Council. The City Charter of Denton was initially adopted on April 4, 1914.

The City Charter of Denton (Article V, Section 5.05) allows the City Manager to "organize the employees of the city into various departments and divisions with the concurrence of the City Council." Ordinance 1979-086 includes amendments that were made to the original City Charter regarding Council composition and term limits. This ordinance was first adopted on December 11, 1979, and ratified January 19, 1980.

[1.1 EOC 1 City of Denton Charter](#) (municode link)

[1.1 EOC 2 Code of Ordinances- City Manager](#) (municode link)

[1.1 EOC 3 Ordinance 1979-086.pdf](#)

### 1.1.1– Approving Authority/Policy Body

**Standard:** The agency organizational structure shall provide for one public entity responsible for policy-making functions. This entity usually has taxing power and must approve the budget; it holds title to property. It also serves an important function in providing input to improve and expand park and recreation programs, services, and facilities.

*Suggested Evidence of Compliance:* Provide a chart or diagram and narrative description of the organizational structure, interrelationship of organizational components and powers of authority over policy-making; show the relationship of the agency to its approving authority and provide the approving authority bylaws or charter.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 2 - Law and Jurisdiction, pp. 41-45.

The City of Denton is a council-manager government: “Pursuant to its provisions and subject only to the limitations imposed by the Texas Constitution and by the charter, all powers of the City shall be vested in an elective council, hereinafter referred to as "the council," which shall enact local legislation, adopt budgets, determine policies and appoint the city manager, who shall execute the laws and administer the government of the City. All powers of the City shall be exercised in the manner prescribed by the City of Denton Charter, or if the manner be not prescribed, then in such manner as may be prescribed by ordinance.” (Article I, Sec. 1.04., “Form of government,” City of Denton Code of Ordinances)

[1.1.1 EOC 1 City of Denton Charter](#) (municode link)

[1.1.1 EOC 2 Code of Ordinances](#) (municode link)

[1.1.1 EOC 3 City of Denton Organizational Chart.pdf](#) (folder link)

### 1.1.2 – Citizen Advisory Boards/Committees

**Standard:** There shall be citizen boards/committees that are advisory to the agency and the approving authority that appoints them. Advisory boards engage the community and serve as advocates for the advancement of programs, facilities, and services.

*Suggested Evidence of Compliance:* Provide list of formal and ad-hoc boards/committees with membership, authority, responsibilities and duties, terms of office, meeting minutes.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 2 - Law and Jurisdiction, pp. 44-51.

Ordinance No. 99-057 (City Charter Article XI, Sec. 11.02) establishing a Parks, Recreation, and Beautification Board was created February 16, 1999 and ratified May 1, 1999. City Council appoints seven members to the Parks, Recreation, and Beautification Board for 2-year terms to serve in an advisory capacity to the City Council and the Director of Parks and Recreation. The purpose of the Parks, Recreation, and Beautification board is delineated in the code of ordinances as follows:

“The Parks, Recreation, and Beautification Board shall endeavor to stimulate public interest in the development and maintenance of parks and playgrounds and a well-rounded community-wide program; it shall endeavor to interpret the work of the Parks and Recreation Department and promote close cooperation between the City and all private citizens, institutions, and agencies, to the end that all park and recreational facilities and resources within, or controlled by, the City may make their maximum contribution to the public welfare.

The Parks, Recreation, and Beautification Board shall also be responsible for making recommendations to the City Council and the Director of Parks and Recreation regarding issues and ordinances related to community appearance, beautification and the environment of the City and the entrances into the City.” (Sec. 22-4, City of Denton Code of Ordinances, 1991)

#### **Public Art Committee**

Denton Parks and Recreation Department also works with the Public Art Committee (PAC) to facilitate the City’s public art program by developing, procuring, and installing various art projects throughout the City of Denton. Most recently, the Public Art Committee oversaw the installation of a number of sculptures on a main thoroughfare and determined public art for the new tennis center. Other resident committees that help guide and inform the department’s work include the Historical Landmark Commission and the Committee on Persons with Disabilities.

1.1.2 EOC 1 City Code Art. XI, Sec. 11.02 Establishing Park and Recreation Board (municode link)

[1.1.2 EOC 2 Code of Ordinance Chapter 22 - Parks and Recreation Board](#) (municode link)

[1.1.2 EOC 3 Parks, Recreation and Beautification Board Minutes](#) (Folder link)

[1.2.3 EOC 4 Parks, Recreation and Beautification Board Member Roster](#) (folder link or link to city website)

## 1.2 – Periodic Review of Documents

**Standard:** All documents designated for periodic review shall be reviewed on a regular basis according to an established agency review schedule. For example, if the agency has determined that a document should be reviewed annually, the agency shall provide evidence that the document is reviewed annually and include a copy of the most recent annual review. Several standards in the accreditation process require that adopted plans, policies and procedures be reviewed and updated at various intervals. In those cases, the agency shall provide evidence that the document was reviewed and updated pursuant to the period specified in the standard.

**Standards with a review requirement are:**

- 1.4.1 Agency Goals and Objectives
- 1.6.1 Administrative Policies and Procedures
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 3.4.2 Community Relations Plan
- 3.4.3 Marketing Plan
- 3.6 Records Management Policy and Procedures
- 3.6.1 Records Disaster Mitigation and Recovery Plan and Procedures
- 4.1 Personnel Policies and Procedures Manual
- 4.1.2 Recruitment Process
- 4.1.8 Compensation Plan
- 4.3 Job Analyses for Job Descriptions
- 4.5 Workforce Health and Wellness Program
- 4.6.1 Employee Training and Development Program
- 5.1.1 Comprehensive Revenue Policy
- 6.1 Recreation Programming Plan
- 6.2 Program Objectives
- 6.4 Community Education for Leisure Process
- 7.1 Parkland Acquisition Procedures
- 7.2 Area and Facilities Development Policies and Procedures
- 7.5 Maintenance and Operations Management Standards
- 7.5.1 Facility Legal Requirements
- 7.9.1 Recycling and/or Zero Waste Plan
- 8.5 General Security Plan

8.6.2 Emergency Risk Communications Plan and Procedures

9.1.1 Risk Management Plan and Procedures

10.4 Needs Assessment

10.5.1 Recreation and Leisure Trends Analysis

*Suggested Evidence of Compliance:* Provide the agency review schedule for the document, program, policy or procedure referenced in the enumerated standards.

1.4.1 – *Agency Goals and Objectives:* Agency Goals and Objectives are reviewed every 2-3 years by the Director of Parks and Recreation. The last review was completed January 2020.

1.6.1 – *Administrative Policies and Procedures:* The City of Denton Administrative Policies and Procedures are updated every 2 (two) years by the City Manager, and City Council. The most up to date version of the policies can be found online.

[City of Denton Policies and Procedures](#)

2.4 – *Park and Recreation System Master Plan:* The Parks and Recreation Master Plan is updated every 5 years, and complete redevelopment every 10 years. The plan was redeveloped and approved by both the Parks, Recreation and Beautification Board, and City Council in 2022.

[Denton Parks and Recreation Master Plan](#)

2.5 - *Strategic Plan:* The Department Strategic Plan is reviewed annually and redeveloped every 3 years. The Strategic Plan is reviewed by the Director of Parks and Recreation. Once it has been developed, it is shared with the Parks, Recreation and Beautification Board.

3.4.2 - *Community Relations Plan:* This item is reviewed every 3 years by the Director of Parks and Recreation.

3.4.3 - *Marketing Plan:* The Marketing Plan was completed in 2020 and is updated every 3 years. It is currently being reviewed and updated. The current plan and a work plan have been submitted below.

[2020 Marketing Plan](#)

3.6 - *Records Management Policy and Procedures:* The Department's records management policy is guided by the City Secretary's office who acts as Records Management Officer for the City of Denton. It is then proposed to City Council for adoption. The plan is updated periodically as required.

[Records Management Policy](#)

3.6.1 - *Records Disaster Mitigation and Recovery Plan and Procedures*: The Records Disaster Mitigation and Recovery Plan and Procedures are reviewed every 3 years, and approved by the City Secretary and City Council. The current plan was last updated in July 2018.

4.1 – *Personnel Policies and Procedures Manual*: The City of Denton Human Resources maintains the Policies and Procedures manual.

#### [City of Denton Policies and Procedures](#)

4.1.2 - *Recruitment Process*: The recruitment process is reviewed every 2 years, and updated as needed by the Human Resources department.

#### [Employee Recruitment Policy](#)

4.1.8 - *Compensation Plan*: The City of Denton is currently working through a compensation study that was organized by the Human Resources Dept. This process is generally reviewed every 5 years.

4.3 - *Job Analyses for Job Descriptions*: Job Descriptions are reviewed as needed by the Human Resources Dept. All Job Descriptions are being reviewed as part of the ongoing compensation study.

4.5 - *Workforce Health and Wellness Program*: The City of Denton Health and Wellness program is maintained by Human Resources, and is updated annually.

4.6.1 - *Employee Training and Development Program*: The City of Denton Employee Training and Development Program is reviewed annually, and is currently undergoing an update. This process is guided by the Director of Human Resources.

5.1.1 - *Comprehensive Revenue Policy*: The Department's fees and charges are reviewed annually and approved by the City Council.

6.1 - *Recreation Programming Plan*: This plan is typically updated annually by the Director of Parks and Recreation. The plan was last updated in March 2020 and needs to be updated.

6.2 - *Program Objectives*: The Recreation Program Plan and Service Delivery Matrix spreadsheet outlines the objectives of more than 400 programs and services provided by the Parks and Recreation Department. The Parks and Recreation Department also publishes the PLAY! guide three times a year. This publication provides program descriptions, participant age limits, pricing information, and the location of each program or service.

6.4 - *Community Education for Leisure Process*: The Parks and Recreation Department educates and promotes the benefits of leisure recreation, health and fitness, and wellness programs seasonally and through various platforms. Most classes and program contractors and staff educate the community on the outcomes, benefits, values, and positive impacts of leisure and recreation activities. The marketing and communications employees promote programs to segmented

audiences, both online and offline maximizing hybrid deliverables based on generational demographics.

7.1 - Parkland Acquisition Procedures: The Denton Parks and Recreation Department has a package of policies and approaches that, taken together, represent the Department's overarching land acquisition strategy. Driving the City's land acquisition is the Parks, Recreation, and Trails Master Plan, with its focus on building a cohesive and connected network of parks and trails within Denton. Furthermore, the City of Denton has approved Resolution 19-379 which commits the city to improving park access by using the Trust for Public Land's 10-Minute Walk metric as a guiding instrument in tracking resident park access.

7.2 - Area and Facilities Development Policies and Procedures: The 2022 Parks, Recreation, and Trail System Master Plan defines and establishes guidelines and design standards that include park types and amenities, mobility features, indoor and outdoor facilities, landscaping, wayfinding, technology, and utilities. The master plan and appendix will be used internally by the department and externally by developers during the construction of parks and facilities.

#### [Denton Parks and Recreation Master Plan](#)

7.5 - Maintenance Operations Management Standards: The Departments Maintenance Operations Management Standards are updated every 3 years. The last update took place March 2020, and new revision will be completed soon.

7.5.1 - Facility Legal Requirements: The Parks and Recreation Department proactively reviews and inspects facilities, equipment, and programming to ensure compliance with local, state, and federal regulations regarding operations, facility maintenance, and safety requirements. The department coordinates and works with internal City departments, state regulatory agencies, and third-party contractors to meet licensing, certification, and inspection requirements.

7.9.1 - Recycling and/or Zero Waste Plan: The City of Denton has a Comprehensive Solid Waste Management Strategy that was adopted by City Council. This strategy is updated every 3 years, with the last update taking place in May 2021.

8.5 - General Security Plan: Each facility in the City of Denton has a Emergency Action Plan that coincides with that building. We have attached the EAP for the Denton Senior Center as a reference. These plans are reviewed every 3 years.

8.6.2 - Emergency Risk Communications Plan: The City of Denton has a program called Alert Denton that sends out notification alerts when any type of inclement weather is possible. There is also a Risk plan that is updated by the Public Information office every 3 years.

9.1.1 - Risk Management Plan and Procedures: The City of Denton is in the process of drafting a new Risk Management Plan.

10.4 - Needs Assessment: The City of Denton conducts a Needs Assessment under the direction of the Director of Parks and Recreation every 5 years. The previous assessment was completed in 2021.

10.5.1 - Recreation and Leisure Trends Analysis: Historically, the analysis was completed every 5 years with the last being done in June 2017. We are in the process of moving this to an annual/ongoing review to ensure we are staying up to date with latest trends.

The Parks and Recreation Department regularly reviews documents and the schedule can be seen in the form below.

### 1.2.1 – Document Approval Authority

**Standard:** All documents designated for approval by the appropriate approving authority shall be approved or adopted in a manner consistent with the agency process and procedure for adoption of policies, rules, regulations, and operational procedures, except that the agency budget and park and recreation system master plan must be adopted or approved by the entity responsible for policy-making.

Standards with an adoption or approval requirement are:

- 1.5 Vision
- 2.3.1 Community Comprehensive Plan with Park and Recreation Component
- 2.4 Park and Recreation System Master Plan
- 2.5 Strategic Plan
- 2.10 ADA Transition Plan
- 3.4 Public Information Policy and Procedure
- 4.4.1 Leadership Succession Procedure
- 5.4 Annual or Biennial Budget
- 8.1 Codes, Laws, and Ordinances
- 9.1 Risk Management Policy
- 9.1.1 Risk Management Plan and Procedures

*Suggested Evidence of Compliance:* Provide documentation that the agency budget and park and recreation system master plan have been duly adopted or approved by the entity responsible for policy-making and that other documents designated for approval by the appropriate approving authority have been approved in a manner consistent with the agency process and procedure for approval of policies, rules, regulations, and operational procedures.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 2 – Law and Jurisdiction, pp. 37; Chapter 4 - Organizational Structure and Administrative Operations, pp. 93.

[1.2.1 EOC Parks and Recreation Master Plan w/Resolution.](#)

[1.2.1 EOC 1 Annual Budget 22-23 Resolution.pdf](#)

1.5 - Vision: The City of Denton Parks department operates under an overarching vision statement that encompasses all administrative functions of the City of Denton and a more particular vision statement that defines and guides the department’s specific goals. This vision is updated annually.

2.3.1 - Community Comprehensive Plan with Park and Recreation Component: Denton Plan 2040 is the City of Denton’s current long-range plan to manage growth, promote reinvestment, and

improve quality of life for the next two decades, inspired and motivated by the values and aspirations expressed by Denton residents in the Community Vision Statement. Among the ten chapters in the finalized Denton Plan 2040, an entire chapter is devoted to the role played by the Parks system in providing quality of life assets and in assuring conservation and environmental preservation.

2.4 Park and Recreation System Master Plan: The Denton Parks and Recreation adopted a new Master Plan in 2022.

2.10 ADA Transition Plan: The City of Denton ADA Self Evaluation and Transition Plan was approved by City Council in January 2022.

[ADA Transition Plan Facility Maps.pdf](#)

3.4 Public Information Policy and Procedure: The City of Denton of Denton's Public Information policy is outlined in the City's Policies and Procedures manual that is available on the City's Website.

4.4.1 Leadership Succession Procedure: The department's **Continuity of Operations Plan** lists key decision-makers (by position) and their successors to whom authority is transferred to, under which circumstances, and when that authority is activated and terminated.

5.4 Annual or Biennial Budget: The Departments annual budget was approved by City Council on October 4, 2022.

8.1 Codes, Laws and Ordinances: The most up to date Department Codes can be found in the City Charter Sec. 22-26.

9.1 Risk Management Policy: The City of Denton is in the process of drafting a new Risk Management Plan. The new plan is scheduled to be complete in January 2023.

9.1.1 - Risk Management Plan and Procedures: The City of Denton is in the process of drafting a new Risk Management Plan.

## 1.3 – Jurisdiction

**Standard:** The specific geographical boundaries of the agency's jurisdiction shall be set forth by geographical description and map.

*Suggested Evidence of Compliance:* Provide the most recent map of the geographical boundaries of agency jurisdiction, service areas, and location of facilities.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 2 - Law and Jurisdiction, pp. 42.

The City of Denton map identifies the city limits, parks, trails, facilities, and current projects. According to the municipal code, “boundaries are more fully set out and described by metes and bound in a book entitled ‘Official Corporate Limits of the City of Denton, Texas,’ which is now, and shall hereafter be, on file in the office of the city secretary of the City of Denton.” (Code of Ordinances, Article 1, Section 1.02)

1.3 EOC 1 City Map with Parks (Link

<https://dentontxgis.maps.arcgis.com/apps/webappviewer/index.html?id=9dd50f220d6d467fa9841746bf08dabb>)

[1.3 EOC 1 Parks, Recreation and Trails System Master Plan Map Feb 2022.pdf](#)

[1.3 EOC 2 City Boundary with ETJ1-ETJ2.pdf](#)

## 1.4 – Mission ★

**Standard:** There shall be an established mission statement that defines the direction and purpose of the agency. The agency mission is the purpose or reason for the existence of the agency and establishes the long-term direction for the agency services and activities.

*Suggested Evidence of Compliance:* Provide the established mission statement.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 71-72; Chapter 12 - Contemporary Marketing, pp. 383-384.

The City of Denton Parks and Recreation Department created a mission statement to encompass the deep variety of services the department offers. The mission statement was developed with close consultation and input from Parks and Recreation employees. The department's mission statement, in its entirety, as follows:

“To unite and grow lives by preserving parks and encouraging play.”

- Unite the Parks and Recreation Department internally and help unite the community
- Grow lives physically, mentally, and emotionally
- Preserve parks by being good stewards
- Encourage PLAY”

[1.4 EOC 1 Parks and Recreation Strategic Plan](#)

[1.4 EOC 2 PLAY Guide](#) - pg. 3

[1.4 EOC 3 Parks and Recreation Master Plan](#) – pg. 32

### 1.4.1 – Agency Goals and Objectives ★

**Standard:** There shall be established, measurable goals and objectives for the agency and for each organizational component within the agency. Such goals and objectives shall be directed toward accomplishing the agency mission, be reviewed periodically, and distributed to all appropriate personnel.

*Suggested Evidence of Compliance:* Provide the measurable goals and objectives for each organizational component, with evidence of periodic review and distribution.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 72-74; Chapter 5 - Planning for Strategic Management, pp. 111-112; Chapter 6 - Program and Services Management, pp. 135-140; Chapter 14 - Human Resource Management, pp. 465.

The Parks and Recreation Department uses a strategic plan as a roadmap to achieve long-term goals and objectives that capture the Departments' Vision, Mission, and Value statements. Staff presented the Strategic Plan to the Parks, Recreation and Beautification Board, and the plan has been updated periodically since that time. Staff receive updates on the Strategic Plan in the weekly chat with Admin and through automatic emails.

The Strategic Plan serves as the basis for resource allocation decisions, which inform budget development. There are five Key Focus Areas (KFAs) in the Strategic Plan, and each KFA includes major identified goals. The working document for the Strategic Plan is housed in a SmartSheet that designates staff members responsible for each goal. Staff update strategic initiatives and performance measures on a quarterly basis.

[1.4.1 EOC 1 Five Year Strategic plan](#)

## 1.4.2 – Personnel Involvement

**Standard:** The agency shall have an established process for acquiring and considering input from personnel at various levels of the organization in the development of goals and objectives.

*Suggested Evidence of Compliance:* Provide examples of the methods utilized to obtain input from personnel at various levels of the organization (e.g., surveys, focus groups, etc.) and how the organization’s goals and objectives are communicated to all personnel.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 5 - Planning for Strategic Management, pp. 112; Chapter 13 - Human Resource Management, pp 419.

The Parks and Recreation Department uses many different methods to encourage input from staff at all levels. These methods include surveys, quarterly reports, strategic plan teams, and meetings. Examples of methods to obtain and disseminate information include:

- Citywide Employee Forums
- Bi-Monthly Department-wide meetings
- Quarterly reports
- Weekly staff email updates

[1.4.2 EOC 1 Top 10 Park Challenges](#)

[1.4.2 EOC 1 Parks and Recreation Strategic Plan](#)

[1.4.2 EOC 3 Weekly Staff Employee Email](#)

[1.4.2 EOC 4 Citywide Employee Forum](#)

1.4.2 EOC 5 Employee Forum Video ([Watch 'December 15, 2021 Employee Forum' | Microsoft Stream](#))

## 1.5 – Vision ★

**Standard:** The agency shall provide an adopted Vision Statement that is aspirational, far reaching, and states where the agency is going. It should be available to the approving authority, staff, and participants.

*Suggested Evidence of Compliance:* Provide evidence of adopted Vision statement that is available to the approving authority, staff, and participants.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 73; Chapter 5 - Planning for Strategic Management, pp. 109-114; Chapter 6 - Program and Services Management, pp. 138.

The City of Denton Parks department operates under an overarching vision statement that encompasses all administrative functions of the City of Denton and a more particular vision statement that defines and guides the department’s specific goals.

City of Denton Vision:

“Denton is an identifiable and memorable destination and a community of opportunities. We achieve this by providing high quality of life through excellence in education, entertainment, and employment; neighborhood vitality and sustainability; environmental and financial stewardship; and superior public facilities and services.”

The City of Denton’s vision is adopted each year as part of the Annual Program of Services.

The Parks and Recreation Department uses the following goal-oriented vision statement to guide current and future actions:

- Develop 2020 Capital Improvement Projects
- Develop operational and capital standards
- Revise Park dedication and development ordinance
- Develop Master Plan
- Adopt a resolution setting a 10-minute walk to parks

The Department’s vision is part of the strategic plan that is approved by the Parks and Recreation Director.

[1.5 EOC 1 Annual Program of Service](#) (Folder Link)

[1.5 EOC 2 Parks and Recreation Strategic Plan](#) (Folder Link)

[1.5 EOC 3 Parks and Recreation Master Plan pg. 32](#)

[1.5 EOC 4 Adopted Annual Program of Services pg. 6](#)

(The 2022-2023 Annual Program of Services has not been fully adopted as of 11/30/2022)

## 1.6 – Policies, Rules, Regulations, and Operational Procedures

**Standard:** There shall be delegation of responsibilities for the policy-making functions of the approving authority and the administrative functions of the chief administrator and staff.

*Suggested Evidence of Compliance:* Show delegation of responsibilities among approving authority, chief administrator, and staff regarding development and implementation of policies, rules, regulations, and operational procedures.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 92-94.

Article V of the City of Denton Charter outlines the powers and duties of the City Manager. One of the City Manager's responsibilities is to organize employees of the City into various departments and divisions. The current organization chart outlines the departments of the City of Denton. As such, the City of Denton has a Parks and Recreation Department with a director responsible for adopting rules and regulations governing the specific use of parks and recreation facilities within the City. Some of these rules have been approved by City Council and are listed in Chapter 22 of the Code of Ordinances. Anything not outlined in the Code of Ordinances is up to Director discretion.

1.6 EOC 1 [City Charter Article V, The City Manager](#)

([https://library.municode.com/tx/denton/codes/code\\_of\\_ordinances?nodeId=PTICH\\_ARTVTHMA](https://library.municode.com/tx/denton/codes/code_of_ordinances?nodeId=PTICH_ARTVTHMA))

[1.6 EOC 2 Organizational Chart](#) (folder)

1.6 EOC 3 Code of Ordinances Chapter 22 Parks and Recreation

([https://library.municode.com/tx/denton/codes/code\\_of\\_ordinances?nodeId=SPACOOOR\\_CH22PA RE\\_ARTIIPARU](https://library.municode.com/tx/denton/codes/code_of_ordinances?nodeId=SPACOOOR_CH22PA RE_ARTIIPARU))

### 1.6.1 – Administrative Policies and Procedures ★

**Standard:** There shall be policies and procedures, encompassing administrative aspects of the organization that are kept up-to date, reviewed periodically, and made available to pertinent administrative and supervisory personnel.

*Suggested Evidence of Compliance:* Provide access to the agency policies and procedures, demonstrate how they are made available to personnel, and provide evidence of periodic review by the approving authority and administrators.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 91-92.

The Denton Parks and Recreation Department follows the City of Denton’s Policies and Procedures. Section 1.00 of the Policies and Procedures Manual states, “The purpose of this manual is to provide supervisors and department directors with a permanent, written source of information about the policies, procedures, and administrative directives of the City of Denton.” The most current version of the Policies and Procedures Manual is available for all staff on the City’s website. New employees review the policy and procedure information at their new employee orientation. The Human Resources Department has a committee that meets regularly to update policies as needed. In addition to the City Policies and Procedures each area has policy manuals that are reviewed with new staff during orientation.

- [1.6.1 EOC 1 Policies and Procedures Manual](#)  
<https://www.cityofdenton.com/441/Policies-Procedures>
- [1.6.1 EOC 2 Lifeguard Manual 2022](#)
- [1.6.1 EOC 3 After School Care Staff Manual 2022](#)

## 1.7 – Agency Relationships ★

**Standard:** There shall be ongoing liaison roles with complementary organizations, such as nearby park and recreation agencies, social service organizations, and other governmental units and regulatory bodies.

*Suggested Evidence of Compliance:* Provide evidence of cooperative efforts, including a list of staff with liaison responsibility. This information may be evidenced through Memoranda of Agreement, Memoranda of Understanding, Cooperative Agreements, etc.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 77-82.

The City of Denton recognizes the importance of working with community organizations. Several partnership examples included in the corresponding EOCs demonstrate that the Parks and Recreation Department routinely partners with local agencies for the community's greater good.

- 1.7 EOC 1 Staff Liaisons
- 1.7 EOC 2 DISD-City Interlocal Agreement for Natatorium
- 1.7 EOC 3 Denton Parks Foundation Agreement
- 1.7 EOC 4 DCTA Interlocal Agreement
- 1.7 EOC 5 STHProject Summer Food Contract
- 1.7 EOC 6 McMath Middle School Interlocal Agreement

### **1.7.1 – Operational Coordination and Cooperation Agreements**

**Standard:** There shall be established agreements with other agencies, organizations, or individuals that entail cooperative use and maintenance of facilities, programing, facility design, land development, finances, etc.

*Suggested Evidence of Compliance:* Provide examples of cooperative agreements.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 12 - Contemporary Marketing, pp. 388-390; Chapter 15 – Partnerships, pp. 491-520; Chapter 16 - Financial Management, pp. 559.

The City of Denton recognizes the importance of working with local agencies and community organizations. Several partnership examples were collected, demonstrating how the Parks and Recreation Department partners with local agencies for the community's greater good.

[1.7.1 EOC 1 DCTA Interlocal Agreement](#)

[1.7.1 EOC 2 DISD-City Interlocal Agreement](#)

[1.7.1 EOC 3 UNT Interlocal Agreement](#)

[1.7.1 EOC 4 Park Development Agreement](#)

1.7.1 EOC 5 McMath Middle School Interlocal Agreement

### 3.1– Organization and Administration

*NOTE: Standards marked with a star (★) are fundamental standards and are required of all agencies seeking accreditation.*

The organizational structure provides alignment of responsibility and delegation of authority to enable the agency to carry out its mission. The roles, responsibilities and structure should be clearly understood by staff and the public.

Administrative reporting systems provide management information on the activities of the agency. Properly designed administrative reports will reflect comparative data and trends on activities. An effective administrative reporting system ensures communications throughout the chain of command.

Public information, community relations, and marketing are complementary functions within the agency. The functions overlap because they all deal with an organization's relationships and employ similar communication tools. While they have the same ultimate purpose of helping assure an organization's success, the purpose of each differs and each approaches the task from a different perspective.

To operate effectively, a park and recreation agency must have the support of its community. An agency can obtain such support by informing the public and news media of events that affect the lives of citizens in the community. By providing the news media and the community with information on agency administration and operations, a relationship of mutual trust, cooperation, and respect can be maintained.

An agency should make use of the many community organizations that exist in its jurisdiction and establish relationships with them. The park and recreation agency should play an active role in organizing community groups where they do not exist. By establishing such links with the community, the park and recreation agency learns of issues, needs, and opportunities and responds to them before they become problems. A well-organized community relations effort can act as an effective means of eliciting public support and can serve to identify problems in the making.

Effective market research, planning, product and program development, strategies, and objectives for delivering demand-driven, high-quality programs and services contribute to successful park and recreation operations. Marketing is a process for accomplishing agency mission and objectives by developing, pricing, making accessible, and providing accurate and timely information about recreational opportunities that satisfy the wants/desires of target markets.

All park and recreation agencies perform certain marketing functions; the scope of their work, however, depends on their size and mandate. Among the functions are user inquiry, development of an agency

marketing philosophy and marketing plan, and development of operational procedures and policy guidelines to implement that philosophy. The complexities of marketing and related research functions require that all agency staff be appropriately educated about marketing and its application across functions.

## 3.2 - Organizational Structure ★

**Standard:** The agency shall establish a staff organizational structure that reflects its methods of operation, its relationship to the community, and the relationships among the different organization components.

*Suggested Evidence of Compliance:* Provide a chart showing the agency's organizational structure, interrelationships among organizational components, and the function of each component. Organizational components are the major subdivisions of the organization, e.g. departments and divisions. Indicate how this information is made available to staff and the public.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 74-88.*

The Denton Parks and Recreation Department has 99 FTE's full and part-time employees and 77.93 FTE's seasonal employees, for a department-wide total of 176.93 FTE. The department has four divisions with staff that oversee additional sub-divisions that are organized financially as Home Business Units (HBUs).

The three major department divisions include Leisure Services, Park Maintenance and Planning, and Administration,. The Parks and Recreation Department website includes a description of the department's structure that is publicly available. City Council learns of any changes to departmental structure through memorandums, Informal Staff Reports, and weekly Friday Reports.

### **Leisure Services Division**

The Leisure Services Division includes four Home Business Units: recreation centers/recreational care, aquatics, athletics, and Beautification, Education and Events Services (BEES).

#### *Recreation Centers/Recreational Care*

This sub-division oversees the operations of three recreation centers, two senior centers, and related program areas of interest that include health and fitness, childcare and camps, outdoor recreation, adapted recreation, community events, and fellowship and enrichment programs. Facilities represented include MLK Jr. Recreation Center, Denia Recreation Center, North Lakes Recreation Center, Denton Senior Center, and American Legion Hall Senior Center.

#### *Aquatics*

This sub-division oversees the operations of an outdoor community pool, natatorium, water park, and program areas that include swim lessons, aquatic exercise, training, and camps. Facilities managed by the Aquatics sub-division include Civic Center Pool, Denton Natatorium/Water Works Park. The latter operates under a joint-use agreement between the City of Denton and Denton Independent School District (DISD).

#### *Athletics*

This sub-division oversees the operations of athletic complexes, sports facilities, and program areas that include sports instruction, leagues, tournaments, and pastime activities. Facilities managed by the Athletics sub-division include Denia Sports Complex, North Lakes Sports Complex, Vela Sports Complex, North Lakes Driving Range, and Goldfield Tennis Center.

*Beatification, Education, and Event Services (BEES)*

The BEES sub-division operates through the Keep Denton Beautiful nonprofit that is staffed by City employees. Keep Denton Beautiful oversees program areas that include beautification, community improvement, litter prevention, waste reduction, urban forestry, and mural initiatives. Civic Center staff plan large-scale community events, organize rentals, special events, and oversee the City's Special Event permitting process.

**Park Planning and Operations Division**

The Park Planning and Operations division operates three sub-divisions that oversee park maintenance, park planning, and urban forestry. Management and maintenance areas also include integrated pest management, cemetery management, landscape and beautification, preservation, and GIS mapping.

*Park Maintenance*

This sub-division oversees the maintenance of developed and undeveloped parkland, ball fields, parks, playgrounds, trails, cemeteries, and the amenities found in each of these types of parks properties. Areas of management and maintenance include irrigation, park signage, lighting, landscaping, public irrigation, turf, trees, shrubs, and groundcover throughout the City's streetscapes, right of ways, and medians.

*Park Planning*

This sub-division oversees park planning and design, CIP project implementation, parkland dedication and development management, grant funding, and land acquisition.

*Urban Forestry*

This sub-division oversees and implements the city-wide Urban Forest Master Plan with areas of interest that include long-range tree canopy, preservation, tree mitigation, and developer and project compliance.

**Administration Division**

The Administration division include the director and administrative support positions that oversee the department's payroll, purchasing, budget, special project research and high-level administrative support.

- 3.2 EOC 1 Leisure Services Organizational Chart including Administration
- 3.2 EOC 2 Park Planning and Operations Organizational Chart

### 3.3 – Administrative Offices

**Standard:** The agency administrative offices shall be accessible to the public and staff. There shall be administrative, meeting and storage space, and equipment adequate to perform the agency's functions and responsibilities.

*Suggested Evidence of Compliance:* Provide documentation that describes the types of office space and administrative equipment used by the agency and how access is provided to the staff and the public.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 96.

The Parks and Recreation Department's administrative office is on the second floor of the City of Denton Service Center at 901-A Texas Street, Denton, Texas. The following staff are in the administrative office: director, assistant directors, business manager, management analyst, program area managers, athletics manager and supervisor, parks planning manager, park planners, administrative assistants, and BEES manager. The marketing and outreach coordinator assigned to the Parks and Recreation Department from Marketing & Communications also has a secondary office at the Service Center.

The administrative office is open to the public Monday through Friday from 8 a.m. to 5 p.m.; however, they must be escorted in by ringing a doorbell or using an available landline to alert staff of their arrival. During the prolonged COVID emergency, the administrative offices were closed to the general public, but they will re-open when staff determine it is safe to welcome the public into the facility once more.

In addition to office space, there is a break room and access to several conference rooms, one equipped with presentation and conferencing technology. All staff have access to office supplies stored in a hallway cabinet, two small closets that serve as storage, a networked copier/scanner/printer, and a large format printer. The Technology Services Department manages all laptop and desktop computers, printing equipment, and the CISCO phone system. The Facilities Maintenance Department manages building-related requests such as facility repairs and light build replacements.

The department also has a customer service office at 321 E. McKinney Street, in the Denton Civic Center. This office is the primary location for customer inquiries and assistance. The Denton Civic Center is open to the public Monday through Friday from 7:30 a.m. to 7 p.m. A full-time customer service supervisor attends to both walk-in customers and inquiries received online or by phone.

#### 3.3 EOC 1 Parks and Recreation Administrative Offices

### **3.2.1 – Support Services**

**Standard:** Sufficient and appropriate equipment, technology, clerical and administrative staff shall be provided to enable the professional staff to perform their appropriate functions.

*Suggested Evidence of Compliance:* Describe the equipment, technology, and services used to support professional staff.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 95-96.*

#### **Parks and Recreation Department**

The Parks and Recreation Department's Business Management area has two administrative assistants who provide professional staff support for Kronos payroll software, Questica budget management software, and JD Edwards accounting software for purchase order requests. The Leisure Services Division's front-desk staff at Denton Natatorium, Denton Civic Center, and each recreation center provide professional administrative support that includes managing CivicRec registration software. The front-desk staff at the Denton Civic Center provide department-wide customer services to the public. The Park Maintenance Division has an administrative assistant who provides professional staff support, making use of Kronos payroll software, MicroMain asset management software, and performing other daily clerical and administrative duties.

Members of the Parks and Recreation Department are provided with electronic and other equipment, as well as a space from which to office that is appropriate to their position within the department. For example, Parks staff at the Administrative offices have either an enclosed office or cubicle office space. Each of these contains a telephone, a laptop computer, computer dock, and at least one large computer monitor. Additionally, the laptop computers all have access to the department's networked printer and large-format printer.

Park Department staff are also helped in their work by other City departments that provide ancillary and support services. These departments and the support they provide to the Parks Department are listed below.

#### **Marketing & Communications Department**

The Marketing & Communications Department manages the City's communications, including press releases, videos, and public meetings. They provide professional staff support to the Parks and Recreation department in the form of two full-time marketing and communication employees. These employees oversee all program marketing and strategic communication needs for the Parks and Recreation Department.

#### **Technology Services Department**

The Technology Services Department manages the City's network infrastructure, telecommunications, cybersecurity, and all information system implementations. They provide professional staff support in the form of laptop and desktop technical support and assist staff as needed with security cameras, audio-visual equipment, printers, copiers, and scanners. They also provide Geographic Information System (GIS) support in developing current and future maps and help with asset data collection.

### **Procurement and Compliance Department**

The Procurement and Compliance Department manages the City's purchasing process for all materials, supplies, equipment, and services. They provide professional staff support oversight of contract and purchasing compliance requirements, insurance requirements, and risk management regarding waivers and certificates of insurance received by staff for public events and events that serve alcohol on park property.

### **Finance Department**

The Finance Department is responsible for communicating the City's fiscal policies, operational, and financial plans through the publication of the Annual Program of Services, Capital Improvement Program, and Comprehensive Annual Financial Report. They provide professional staff support in the form of budget, payroll, check requisitions, accounting, program management, software accessibility, training, bond management and funding identification for challenging projects.

### **Transportation Department**

The Transportation Department manages the City's traffic operations, traffic engineering, and bicycle and pedestrian program. Fleet Services, a division of the Transportation Department manages the maintenance and repair of city-owned vehicles and equipment. They provide professional staff support in the form of department vehicle maintenance and repair and provide fuel dispensing stations accessible by staff.

### **Human Resources Department**

The Human Resources Department manages the City's employee benefits program, classification and compensation plan, employee-related policies and procedures, and talent acquisition. They provide professional staff support in the form of job training and development, employee relations, and wellness and learning opportunities. Risk management and safety also provide services within the Human Resources Department.

### **Fire Department**

The Fire Department manages the City's emergency medical and rescue services, fire suppression, fire prevention and education, and disaster preparedness. They provide professional staff support in the form of disaster preparedness training and special event support services.

### **Police Department**

The Police Department manages the City's patrol and neighborhood services, investigation, crime and special operation services, and traffic enforcement. They provide professional staff support in the form of active shooter training, special event support services, and public safety services on parks properties.

### **City Secretary's Office**

The City Secretary's Office manages the City's public notices for official meetings and public hearings as required by the Texas Open Meetings Act. They maintain custody of city records, including council

minutes, resolutions, ordinances, and contracts. They provide professional staff support in the form of posting meeting agendas and public hearings for the Park, Recreation, and Beautification Board, and facilitating communication between the Parks and Recreation Department, City Council, and wider City Staff.

**Development Services**

Development Services includes Planning, Land Development, Building Safety, and Food and Health Safety Divisions. Together, these divisions provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services intended to ensure residents' health, safety, and quality of life. This department provides strategic support in the development process organization, which provides opportunities for park development in concert with the private sector.

**City Attorney's Office**

The City Attorney's Office is committed to providing outstanding, professional legal services for the City Council, City Manager, and all City operations. The Office serves as general counsel for the City, and also provides transactional, advisory, and litigation services. The Office is responsible for drafting and reviewing proposed ordinances and resolutions, reviewing legal documents and papers, assisting in the development of contracts and other binding documents, and providing legal counsel in other matters in which the City may be interested. The Parks Department regularly consults the City Attorney's Office when drafting new ordinances or conducting other business that requires legal expertise.

- 3.2.1 EOC 1 Administrative Assistant Job Description
- 3.2.1 EOC 2 Recreation Coordinator Job Description
- 3.2.1 EOC 3 Management Analyst Job Description
- 3.2.1 EOC 4 Civic Center Recreation Leader Job Description

### 3.3 – Internal Communication ★

**Standard:** A communication system shall be established to ensure the accurate and timely transfer of internal information among staff.

*Suggested Evidence of Compliance:* Provide a communication matrix illustrating how internal communications are managed by the agency.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 91, 97-98.

Frequent and open communication is a constant focus of city leadership and Parks and Recreation leadership and staff. City and Departmental staff use Microsoft Outlook, Cisco telephones, SharePoint, quarterly reports, Microsoft Teams meetings and messaging, City Limits employee newsletters, and employee forums to share and distribute information.

3.3 EOC 1 Communications Matrix

### 3.4 – Public Information Policy and Procedure ★

**Standard:** The agency shall have approved policies that govern what information shall be released, when it should be released, and by whom it should be released and that demonstrate the agency's commitment to inform the community and news media of events involving the agency.

*Suggested Evidence of Compliance:* Provide the written statement of policy and procedure, indicating approval by the proper authority.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 9 - Environmental Resource Management, pp. 250-251.*

The City of Denton of Denton's Public Information policy is outlined in the City's Policies and Procedures manual that is available on the City's Website. The overarching public information policy is found in Section 504.01 of the Policies and Procedures Manual and states the following with regard to employee treatment public records and their distribution, upon request, to the public:

"Employees of the City of Denton shall observe the requirements of the Texas Public Information Act, and related statutory and case law, in responding to citizen requests for information. This Act requires that public records be made available for public inspection and copying; that the records be carefully protected and preserved from deterioration, loss, removal, or destruction; and those public records be repaired, renovated, or rebound whenever necessary to preserve them properly." (City of Denton, Policies and Procedures, Sec. 504.01))

3.4 EOC 1 Policy 504.01 Responding to Citizen Requests for Information

### 3.4.1 – Public Information and Community Relations Responsibility

**Standard:** A specific position in the agency shall be designated to direct the public information and community relations functions. The position serves as a point of control for information dissemination to the community and the media. The intent of the standard is to establish the authority and responsibility for developing and coordinating the agency's community relations function in an identifiable position.

*Suggested Evidence of Compliance:* Provide the position description that reflects responsibilities for public information and community relations functions.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 12 - Contemporary Marketing, pp. 377-387; Chapter 16 - Financial Management, pp. 529.

Denton Parks and Recreation Department is supported by one full-time marketing staff member who coordinates and disseminates public information and cultivates positive relationships with established and potential community partners, leaders, advocates, and volunteers.

The Marketing and Outreach Coordinator serves as the primary point person for public relations and communication and is responsible for ensuring that the department's outreach initiatives, messages, and execution are in sync with the City's Marketing & Communications Office.

Agency Evidence of Compliance:

3.4.1 EOC 1 Marketing & Communications Marketing and Outreach Coordinator Job Description

3.4.1 EOC 2 Marketing and Communications Organizational Chart

### 3.4.2 – Community Relations Plan

**Standard:** The agency shall have an established community relations plan that identifies and addresses community needs for all segments of its service population, which is evaluated periodically for effectiveness.

*Suggested Evidence of Compliance:* Provide the community relations plan and latest evaluation. The community relations plan shall address the following:

- a. Community relations policies for the agency;
- b. Process and procedure for establishing contact with community organizations and other community groups;
- c. Training needs for staff and community. The community relations plan and marketing plan is often included in a single document.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 12 - Contemporary Marketing, pp. 381-382.*

The Marketing & Communications marketing and outreach coordinator collaborates with Parks and Recreation to coordinate, develop, and maintain a community relations plan as a component of the overall marketing plan for the Department. The marketing and outreach coordinator ensures operational compliance, coordinates on-going efforts, and maintains an evaluation of the effectiveness of communication efforts.

- 3.4.2 EOC 1 Marketing Annual Work Plan
- 3.4.2 EOC 2 Parks and Recreation Game Plan
- 3.4.2 EOC 3 Communications Strategy (Stephanie to update)

### 3.4.3 – Marketing Plan

**Standard:** The agency shall have an established marketing plan, based on market research that is evaluated periodically for effectiveness. The fundamental principle of marketing is to gain an understanding of customer needs, wants, concerns and behaviors. The marketing plan addresses the appropriate mix of communications tools to promote agency programs, facilities, events and services and to provide accurate, timely and useful information to the various segments of the target audience.

*Suggested Evidence of Compliance:* Provide the plan and latest evaluation. The plan shall include:

- a. Marketing objectives;
- b. Situation assessment, to include:
  - a. Examination of demographic trends
  - b. Economic climate
- c. Market coverage by alternative providers;
- d. Segmentation, targeting, and positioning;
- e. Marketing mix;
- f. Marketing methods
- g. Evaluation criteria and methods.

Research is important to support segmentation, targeting, and positioning. Common evaluation methods include surveys, focus groups, customer comment cards, and mystery shopping.

[Informational reference in the Management of Park and Recreation Agencies, \(2016\), 4th Ed., Chapter 12 - Contemporary Marketing, pp. 360-395.](#)

The City of Denton Marketing & Communications marketing staff manages the Parks and Recreation Department's marketing plan that includes marketing, public outreach, promotions, advertising, and communications. The marketing and outreach coordinator collaborates with staff and City stakeholders to develop, update, and maintain the marketing plan to support the City and Department's strategic plans. The marketing and outreach coordinator ensures it's the plan's effectiveness as a holistic road map for public outreach, marketing, promotions, advertising, and communication strategies.

The marketing plan includes objectives, guiding principles, and a situational analysis that helps staff

understand the strategies used to identify and reach target audiences using geographic, demographic, psychographic, and generational and tapestry segmentation. Additional elements of the marketing and communications plan include community input and needs assessment survey results, strategic marketing objectives and game plans, brand and style guides, and performance measures.

Agency Evidence of Compliance:

3.4.3 EOC 1 Marketing and Public Communications Plan

### 3.4.3.1 – Marketing Responsibility

**Standard:** A specific position shall be designated to direct the marketing function. Marketing functions shall be the responsibility of a permanent position of the agency that works closely with all agency units in developing, coordinating, and implementing the agency marketing plan.

*Suggested Evidence of Compliance:* Provide the position description that includes responsibility for marketing.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 12 - Contemporary Marketing, pp. 357.

The Denton Parks and Recreation Department has one designated marketing and communication staff from the Marketing & Communications office, the marketing and outreach coordinator. They develop, coordinate, and implement the department's holistic marketing and communications plan, in addition to destination-specific marketing plans for Water Works Park and the Denton Civic Center.

3.4.3.1 EOC 1 Marketing & Communications Marketing and Outreach Coordinator Job Description

### 3.4.3.2- Social Media Policy

**Standard:** An agency shall have a policy on the use of social media in their public relations and marketing efforts. The policy should include how social media is issued in both community relations and marketing programs, identification of social media platforms, types of content and designated person for management and operation of the platforms.

*Suggested Evidence of Compliance:* Provide a copy of the Social Media Policy

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 12 – Contemporary Marketing, pp. 379-381.

The City of Denton includes a Social Media directive within its Policies and Procedures Manual that is available to employees and the general public on the City of Denton’s public-facing website. The guidelines included within this policy statement advise City employees in the best practices of social media usage. Among the requirements of this policy are that City staff remain informative in social media comments, avoid posting personal information, and refrain from back-and-forth conversations with the public on social media comment threads. The City’s social media policy also has a number of guidelines for resident engagement. Among these rules for the public are requirements that comments not be anonymous, that comments remain civil and respectful, that nothing in a resident’s comments represent a threat of violence, include sexual content, or promote individual economic interests.

#### 3.4.3.2 EOC 1 Social Media Policy

### 3.5 – Utilization of Technology

**Standard:** Technology shall be used to enable the agency to operate more efficiently and effectively. The agency should research and apply such resources progressively.

*Suggested Evidence of Compliance:* Provide examples of progressive adoption, upgrade, installation, and/or use of technology. Examples could include but are not limited to communications and security systems, energy and records management systems, data management and sharing systems, lighting and irrigation systems, work orders and work assignment applications, financial systems, and class registration systems.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 11 - Information Technology, pp. 303-352; Chapter 12 - Contemporary Marketing, pp. 378-381.

The Denton Parks and Recreation Department maximizes innovation and technology to serve the community and our customers better. The Technology Services Department facilitates the Park and Recreation Department's implementation of technology with designated staff assigned to leverage, implement, support, and manage software and applications related to the department's different functions. The Department also makes use of web-based technology to actively track certain park metrics and to use those metrics within digital dashboards that allow for a dynamic view across Parks Department activities.

3.5 EOC 1 Parks and Recreation Master List of Technology and Application Descriptions

3.5 EOC 2 Technology Projects & Governance Policy NO 506.10

### 3.5.1 – Management Information Systems ★

**Standard:** The Agency shall have management information systems that can produce reliable statistical and data summaries of agency activities, such as daily, monthly, and annual reports for use in management decision-making. The reports shall provide comparative data and statistics.

*Suggested Evidence of Compliance:* Provide examples of recent statistical and data summaries and describe their use in management decision-making.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 11 - Information Technology, pp. 303-356.*

The City of Denton’s management information systems generates various reports to evaluate the effectiveness of facilities, personnel, programs, and policies. Managed information includes employee payroll, facility attendance, registration enrollment/trends, fiscal management, and inventory. The following list reviews the commonly-used statistical and data reports.

The Leisure Services Division uses CivicRec as the primary recreation management software. CivicRec provides dozens of reports, including financial, registration, facility usage, maintenance, and communication reports. Reports are customizable and are used by staff to determine successes, weaknesses, and opportunities in planning programs, memberships, facility usage, cash handling, and more.

JDEdwards and Questica provide a comparative glance at revenues and expenses. These applications compare expenses to revenues by division, assess projected budget to actual budget, include time elapsed reporting functions, and compare year-to-year expenses and revenues to track trends.

WhentoWork centralizes and streamlines most aspects of staff scheduling by the leisure services division. Employees can receive email and text notifications, drop and pick up shifts, submit availability, and other scheduling functions. WhentoWork also allows supervisors to see all shifts an employee is scheduled for, regardless of division.

Kronos is used to record and manage daily, weekly, monthly, and annual time records for all staff, part-time and full-time. Kronos also provides time off tracking for full-time employees. Part-time employee schedules are managed by each supervisor independently. The Kronos app is available for employees to use to clock in and out at off-site locations.

3.5.1 EOC 1 CivicRec Report

3.5.1 EOC 2 Questica Report

3.5.1 EOC 3 WhentoWork Schedule

3.5.1 EOC 4 Kronos Report

### 3.6 – Records Management Policy and Procedures

**Standard:** The agency shall have established policy and procedures for control, maintenance, and retention of records that are periodically reviewed. Records management policies and procedures address retention, disposal, access, disclosure and distribution of documents, including freedom of information requests, and they must be consistent with legal requirements.

*Suggested Evidence of Compliance:* Provide records management policy and procedures and a copy of the most recent review.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 4 - Organizational Structure and Administrative Operations, pp. 96-97; Chapter 11 - Information Technology, pp. 309-313; Chapter 14 - Human Resource Management, pp. 475-476; Chapter 18 - Risk Management, pp. 649-650.

The City of Denton follows Texas Government Code, Section 441.158 on record retention. This schedule establishes mandatory minimum retention periods for records usually found in all local governments, regardless of type. Under this regulation, no local government office may dispose of a record listed in this schedule prior to the expiration of its retention period. Destruction of local government records contrary to the provisions of the Local Government Records Act of 1989 and administrative rules adopted under it, including this schedule, is a Class A misdemeanor and, under certain circumstances, a third-degree felony (Penal Code, Section 37.10). Anyone destroying local government records without legal authorization may also be subject to criminal penalties and fines under the Public Information Act. (Texas Government Code, Section 441.158, 2020)

The City of Denton observes the Texas Public Information Act requirements when responding to citizen requests for information. The City clarifies its adherence to the Texas Public Information act in its own Policy and Procedures guidelines which explains specific mechanisms and procedures that operationalize the Texas Public Information Act for City of Denton record-keeping (see City of Denton, Policies and Procedures, Section 504.01). This Act, and subsequent City policy, requires that public records be made available for public inspection and copying; that the records be carefully protected and preserved from deterioration, loss, removal, or destruction; and those public records be repaired, renovated, or rebound whenever necessary to preserve them properly (Texas Public Information Act Handbook, 2020).

3.6 EOC 1 Retention Schedule for Records Common to All Local Governments

3.6 EOC 2 Records Management Policy

### **3.6.1 – Records Disaster Mitigation and Recovery Plan and Procedures**

***Standard:*** There shall be an established records disaster mitigation and recovery plan and procedures that are periodically reviewed for protecting records, storing them and recovering critical information after a disaster.

*Suggested Evidence of Compliance:* Provide the records disaster mitigation and recovery plan and procedures and a copy of the most recent review.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 11 - Information Technology, pp. 331-336.*

The Technology Services Department provides the records disaster mitigation and recovery plan. The Technology Services Business Continuity Plan outlines the response recovery times and required resources for survival/return to normal operations.

3.6.1 EOC 1 City of Denton Technology Services Business Continuity Plan

## 6– Programs and Services Management

*NOTE: Standards marked with a star (★) are fundamental standards and are required of all agencies seeking accreditation.*

A program is a means to leisure and recreation as well as a vehicle to deliver benefits to participants. High-quality programming is a dynamic process that continues as the recreation experience unfolds. A systematic and well-researched analysis should be completed in determining what programs and services should be provided by the agency. The public park and recreation program should be coordinated with related programs of other governmental, for-profit and non-profit organizations in the community, such as schools, voluntary agencies, and churches, to provide maximum coverage with a minimum of duplication, as well as to reduce competition.

The primary responsibility of the park and recreation professional is to provide programs by which leisure and recreation experiences and environments enhance the well-being and quality of life for participants. Certain program and service determinants give direction to what is provided and assessed. These determinants are: conceptual foundations of play, recreation, and leisure; agency philosophy, goals and objectives; constituent interests and desired needs; and community opportunities for the public. Program and service objectives must be benefits-focused. Many agencies put objectives in “SMART” format (specific, measurable, achievable, realistic, and timed) to assure that objectives are measurable, and they use logic modeling to focus their objectives on outcomes and impacts.

The recreation programming plan includes all elements and services of the public park and recreation agency’s programming functions, including activity selection, type and scope of programs and outreach initiatives. While related to a master or comprehensive plan, the recreation programming plan shall be an outgrowth of other strategic and program forecasting tools.

Park and recreation agencies should have a program that educates the public about the intrinsic and extrinsic benefits that leisure (time, activity, experience) and participation in self-directed and leader-directed recreation activities provide. It should include the three (3) behavior domains: psychomotor (manipulation and coordination of physical skills and abilities), affective (interests, appreciations, attitudes and values) and cognitive (intellectual skills and abilities).

A leisure education program consists of six (6) components:

1. Awareness of self in leisure;
2. Appreciation of leisure;
3. Understanding self-determination in leisure;
4. Making decisions regarding leisure participation;
5. Knowledge and use of resources for facilitating leisure; and
6. Promoting social interaction.

Examples include:

- Cooperative agreements with local schools to develop classes, workshops or events to inform children and adolescents of leisure benefits.
- Community presentations regarding leisure benefits at libraries, senior citizen centers, special recreation associations, and at business and industry meetings.
- Distributing a “benefits” CD or website hyperlink to educate, publicize, and inform of agency programs and services through various social media outlets (Facebook, Twitter, etc.) and public cable TV channels.
- Organizing and categorizing agency publications and photos according to the benefits associated with targeted programs and services, e.g., benefits of nature walks for senior populations and benefits of outdoor play for children.
- Marketing and advertising the benefits message in agency telephone messages, employee newsletters, and policy manuals, on staff apparel, facility and vehicle signage.
- Including benefit statements in brochures and program descriptions so that prospective participants will see what they can gain from participating in programs.
- Including the question of “How have you benefited from this program?” in program evaluations, causing the participant to reflect on the benefits of the program.
- Including the benefits of programs and services on agency websites and in email/e-blasts, press releases and public service announcements.
- Conducting benefits-based program research studies.
- Conducting and reporting follow-up assessments and data analyses.

## 6.1– Recreation Programming Plan ★

**Standard:** Leisure and recreation are integral to a community’s social, cultural and economic development. The agency shall have a Recreation Program Plan (RPP) covering 2-3 years that is updated periodically and shall address all leisure and recreation programs and services. Show the agency’s program planning model, services management matrix, orientation to those served, including activity development and selection, type and scope of programs and outreach initiatives as well as an organizational chart.

*Suggested Evidence of Compliance:* Provide the current Recreation Program Plan and describe the implementation process. This RPP shall address how the agency delivers programs and services to persons of all ages and abilities and shall show how it develops and addresses the lifecycle of high-quality offerings (how programs are developed, evaluated and discontinued). Mission, goals, and evaluation measures shall be included in a planning and framework model.

Provide evidence of how the RPP connects with the Master and Strategic Plans while referring to the following enumerated components in the Plan (to be explained in greater detail in Standards 5, 6 and 10):

- a. Cover page with visible approval signature and date;
- b. Table of contents (electronically linked to the page where the section begins);
- c. Introduction (vision, mission, core program/organizational philosophy, conceptual foundations, community opportunities/participant involvement, commitment to community education for the leisure process (6.4), connection to strategic plan and master plan);
- d. Staff organizational chart
- e. Program Planning Model and Framework
  - i. Program and service determinants (6.1.1);
  - ii. Program goals (with broad outcomes/benefits) (10.3);
  - iii. Program and service statistics (10.5);
  - vi. Recreation and leisure trends analysis (10.5.1);
  - v. Community inventory (10.5.2)
  - vi. Fees and charges policy and schedules (5.1.1)
  - vii. Measurement, evaluation with data collection (10.3) (show how programs are developed, evaluated and improved; include how new programs are introduced and, when appropriate, programs are discontinued).

- f. Programs and Services Management Matrix (include agency's matrix for a sample facility, program, service and special event with the following categories):
  - i. Program types (self-directed [6.1.3], leader-directed [6.1.4], etc.);
  - ii. Genders, life stage/age groups (pre-school, teen, senior, family, etc.);
  - iii. Data/statistical collection (surveys, demographic reports, etc.);
  - iv. SMART (specific, measurable, relevant, achievable, time-bound) program objectives and evaluation (6.2\*);
  - v. Scope of program opportunities/classification formats (6.3) (special event, drop-in, etc.; equipment rental and checkout, etc.; leisure education open house, checklist, etc.; aquatics, after-school, arts, etc.);
  - vi. Outreach to diverse and underserved populations (6.31\*);
  - vii. Health and wellness promotion (6.4.1) (physical, emotional, social, etc.); and
  - viii. Program promotion
- g. Appendices
  - i. Agency Organization Charts
  - ii. Evaluation Forms
  - iv. Participant and Spectator Code of Conduct (6.5)

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 125-127.

#### **Agency Evidence of Compliance:**

The Recreation Program Plan outlines program management objectives designed in collaboration with the Denton 2030 Plan, the department's Strategic Plan, marketing plan, and the Program Analysis Worksheet. The plan's primary purpose is to condition staff to be responsive to statistics, determinants, community input, surveys, program and community demographics, and local and industry trends, so that the programs and services provided by the department match what is needed according to market trends and resident preferences.

The Parks, Recreation, and Trail Master Plan provides guidance and policy direction clarifying the Parks and Recreation Department's role in the community. It includes policies, long-range goals, and initiatives that allow staff to serve the community's highest indicated priorities and be responsible stewards of public assets and funds. With flexibility in mind, the master plan provides the foundation that will help the department build appropriate systems, processes, and programs for the next coming decades.

6.1 EOC 1 Recreation Program Plan

6.1 EOC 2 [Parks and Recreation and Trails System Master Plan](#)

### 6.1.1 – Program and Service Determinants

**Standard:** A systematic and studied approach shall be taken in determining what programs and services shall be provided by the agency.

*Suggested Evidence of Compliance:* Provide documentation and examples demonstrating that the six (6) program and service determinants are used in providing programs and services. The programs and services provided by the agency shall be based on the

- a. Conceptual foundations of play, recreation, and leisure;
- b. Organizational agency philosophy, mission and vision, and goals and objectives;
- c. Constituent interests and desired needs;
- d. Creation of a constituent-centered culture;
- e. Experiences desirable for clientele; and
- f. Community opportunities.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 127-128.

#### **Agency Evidence of Compliance:**

The Parks and Recreation Strategic Program Plan meets all six programs and service determinants. The strategic program plan includes our mission, values, PEST analysis, and SWOT analysis. The plan reviews our constituents, financial perspective, internal processes, and organization capacity.

Many of our programs are offered through agreements with local individuals wishing to share their talents with the community. The Independent Contractor Guide was created to explain the process of becoming an Independent Contractor with the Denton Parks and Rec Department. It is also designed to serve as a resource for current Independent Contractors on the City's expectations for its instructors.

6.1.1 EOC 1 Parks and Recreation Strategic Plan

6.1.1 EOC 2 [Independent Contractor Guide \(PDF\)](#)

6.1.1 EOC 3 Recreation Programs and Service Delivery Matrix

6.1.1 EOC 4 Strategic Program Planning Form

## 6.1.2 – Participant Involvement

**Standard:** The development of agency programs and services shall involve participants.

*Suggested Evidence of Compliance:* Describe the process and provide examples of how the agency obtains and utilizes participant input. Participants shall have involvement in:

- a. Recommending policy;
- b. Planning activities;
- c. Conducting activities; and
- d. Sponsoring activities.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 130-133.*

### **Agency Evidence of Compliance:**

The Parks and Recreation Department obtains and uses participant input in several ways including, but not limited to, surveys, public meetings, and public outreach forms. Through Discuss Denton, our internet-based portal, residents can receive project updates, ask questions about specific projects, and provide more general feedback. The input received from program participants, specifically, is used to guide the creation of new policy and improve program planning. Additionally, the Department relies on some participants to help conduct programs and provide sponsorships for existing program offerings. The Parks and Recreation Department welcomes participation from all members of the local community to ensure that parks and recreational offerings in Denton speak to the needs of all residents.

#### *Recommending Policy*

The department solicits resident and participant feedback as part of the master planning process for proposed improvements or park developments. The department holds numerous public input meetings to discuss the current and future park projects and needs. Additionally, the Parks Department actively engages in a direct conversation with concerned residents through the Discuss Denton website. The Parks, Recreation and Beautification Board also welcomes residents to provide feedback on policies, services, or park development issues. This advisory council votes on recommendations with feedback from the community and offers their recommendations to Council regarding new policies, programs, and park amenities.

In a more general sense policy creation is informed by participant input in the survey instruments the Parks and Recreation Department uses to track participant satisfaction after a given event or

program. Survey data, broadly speaking, has also informed the strategic direction the Department and proved an important source of information in the drafting of the Parks, Recreation, and Trails Master Plan.

### *Planning Activities*

Survey data is also used more directly in helping Parks and Recreation staff to craft and plan future activities. Customers receive an emailed survey after every program they attend. The survey asks directly for future program ideas. Participants can also provide input about future programming during the Senior Advisory Council monthly meetings where suggestions are solicited for new senior programs or trips, and through the contact information on the Department's website ([dentonparks.com](http://dentonparks.com)) that directly links participants to City Parks and Recreation Staff. Discuss Denton also provides a space for residents and participants to ask questions about planned and current projects, and to provide input to the Department more generally.

### *Conducting Activities*

Independent contractors and volunteers teach many of the programs offered by the department. People interested in teaching a class are given the independent contractor guide and asked to fill out the program proposal form. Additionally, staff reach out to organizations and volunteer groups such as the Texas Agrilife Extension, Master Gardeners and Master Naturalists to help facilitate programs offered by the department such as the Junior Master Gardener and Master Naturalist Camps, Dementia Friendly Nature Walks, and more.

### *Sponsoring activities*

The department offers numerous opportunities for the community to sponsor programs and special events. Sponsors help keep program fees lower for the community. Sponsored programs include Breakfast with the Easter Bunny, Breakfast with the Grinch, Halloween Harvest, Liberty Run, Keep Denton Beautiful special events, and the MLK Jr. Day program and dinner.

6.1.2 EOC 1 Notice of Public Meeting for Subsidy and Resource Allocation Study

6.1.2 EOC 2 Bowling Green Public Meeting and Survey Results

6.1.2 EOC 3 [Discuss Denton Online Portal](#)

6.1.2 EOC 4 Parks, Recreation, and Beautification Board [Minutes](#)

6.1.2 EOC 5 Public Outreach Summary Form- Briercliff Park Master Plan

6.1.2 EOC 6 Senior Advisory Council Minutes

6.1.2 EOC 7 Program Survey Results 21-22

6.1.2 EOC 8 [Independent Contractor Guide \(PDF\)](#)

6.1.2 EOC 9 [City of Denton – Become a Volunteer](#)

6.1.2 EOC 10 Liberty Run Sponsorship Request Letter

### 6.1.3 – Self-Directed Programs and Services

**Standard:** The agency shall offer self-directed recreation opportunities for individuals and groups to participate without leadership, under only general supervision. Examples include picnic facilities, tennis courts, roadways in scenic areas, bridle trails, self-guiding nature trails, and open playgrounds.

*Suggested Evidence of Compliance:* Provide examples of how the agency provides self-directed recreation opportunities, including a list of such opportunities.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 133.

#### **Agency Evidence of Compliance:**

The Parks and Recreation Department maintains 32 parks, 27 playgrounds, two dog parks, one skate park, one splash park, a mountain bike trail, over 50 miles of trails, and more than 40 athletic fields available for drop-in use or rental. The City of Denton Park and Trail Map provides locations of trails, parks, facilities, schools, and other points of interest for people to enjoy self-directed recreational opportunities.

The department also hosts several special events throughout the year that are mostly self-directed, including Movies in the Park, an Easter Egg Hunt, and the Fourth of July Jubilee.

The PLAY! Guide shows several self-directed opportunities. The location and hours of these opportunities are also searchable on the department's website and online catalog. The recreation program plan and service delivery matrix list self-directed programs and services.

6.1.3 EOC 1 Park and Trail Map

6.1.3 EOC 2 [Denton Parks and Trails webpage](#)

6.1.3 EOC 3 [Denton Parks and Rec PLAY Guide Winter/Spring 2022-2023](#)

6.1.3 EOC 4 Recreation Program and Service Delivery Matrix

6.1.3 EOC 5 [YouTube: Outdoor Activities](#)

#### 6.1.4 – Leader-Directed Programs and Services

**Standard:** The agency shall offer leader-directed recreation opportunities that provide recreation opportunities where participant involvement is directed by a leader, including skills instruction classes. Examples include tennis, crafts, dance; synchronized swimming performance; creative dramatics for children.

*Suggested Evidence of Compliance:* Provide examples of how the agency provides leader-directed recreation opportunities, including a list of such opportunities.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 134

The Parks and Recreation Department provides numerous leader-directed classes, programs, and recreational activities. These include, but are not limited to, adapted recreation, arts and crafts, aquatics, camps, certifications and trainings, dance and tumbling, fitness and wellness, outdoor recreation, sports instruction, STEM-related instruction, trips, and sports for youth, adults, and seniors.

Employees and contract instructors facilitate these programs. The department's PLAY! Guide provides specific information regarding leader-directed programs and services. The recreation program plan and service delivery matrix lists leader-directed programs and services.

6.1.4 EOC 1 [Denton Parks and Rec PLAY Guide Winter/Spring 2022-2023](#)

6.1.4 EOC 2 Recreation Program and Service Delivery Matrix

### 6.1.5 – Facilitated Programs and Services

**Standard:** The agency shall facilitate assistance to individuals and groups of individuals that provide or want to provide recreation programs and leisure services independently from the agency. An example of facilitated programs and services is an individual or group that wishes to start a community theater organization; the agency may help initially by providing a meeting place, some administrative help in publicity, and "seed money" with the intent that the organization will become self-sustaining. Demonstration projects may be utilized for this purpose.

*Suggested Evidence of Compliance:* Provide examples of how the agency provides facilitated recreation opportunities, including a list of such opportunities.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 134-135.

#### **Agency Evidence of Compliance:**

The Parks and Recreation Department strives to meet the various recreational needs within the community by coordinating with many community groups that make use of the department's facilities and amenities. By facilitating and encouraging the use of Parks resources by external community groups, the Parks Department and staff helps provide a broader spectrum of activities to Denton residents. Staff work to ensure that outside organizations' use of parks facilities helps to supplement the offerings that PARD already provides. Specific facilitated programs and services include, but are not limited to:

- Denton Soccer Association and Denton Boys Baseball – These are independent, local youth sports organizations that receive priority field/facility rentals. They rely heavily on the Parks and Recreation Department for the success of their programs.
- Park, field, pavilion and tennis court rentals
- Race event organizers – Mustache Dash, Denton Dash for Public Schools, and numerous other races hosted on park property.
- Special events – Arts & Jazz Festival, Blues Festival, Juneteenth, and numerous other special events hosted in Denton parks.
- Use of recreation centers for various groups such as the North Texas Air Modelers club, Writing club, and Running club
- Denton Sports and Physical Therapy – Uses aquatics facilities to provide year-round aquatic therapy
- Twilight Tunes

#### 6.1.5 EOC 1 Sport Utilization Agreement

- 6.1.5 EOC 2 [Special Event Permit Application Webpage](#)
- 6.1.5 EOC 3 [Special Event Permit Master Application](#)
- 6.1.5 EOC 4 [Policy 500.06 Use of City Facilities and Meeting Rooms](#)
- 6.1.5 EOC 5 Tejas Storytelling Festival Co-Sponsorship Approval
- 6.1.5 EOC 6 Denton Festival Foundation Co-Sponsorship Approval
- 6.1.5 EOC 7 Denton Physical Therapy Agreement

## 6.1.6 – Cooperative Programming

**Standard:** The agency shall enter into cooperative agreements with public, commercial, and nonprofit entities to provide programming.

*Suggested Evidence of Compliance:* Provide current examples of cooperative programming with documentation, such as Memoranda of Understanding (MOU), Memoranda of Agreement (MOA), or partnership agreements.

Informational reference in the *Management of Park and Recreation Agencies, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 135.*

### **Agency Evidence of Compliance:**

The Parks and Recreation Department has entered into numerous cooperative partnerships to provide more recreational and enrichment opportunities for its constituents. Some examples of the cooperative programming provided by the department and affiliated organizations are local youth sports associations, Texas Parks and Wildlife, Texas Agrilife Extension, Osher Lifelong Learning Institute (OLLI) at UNT, and Denton ISD Adult Education.

- 6.1.6 EOC 1 Facility Utilization Youth Sports DCYFL
- 6.1.6 EOC 2 Facility Utilization Youth Sports DBBI
- 6.1.6 EOC 3 Facility Utilization Youth Sports DSA
- 6.1.6 EOC 4 Joint Use Agreement With DISD
- 6.1.6 EOC 5 TPWD or TX Agrilife cooperative
- 6.1.6 EOC 6 Osher Lifelong Learning Institute (OLLI) at UNT
- 6.1.6 EOC 7 DISD Adult Ed\_ GED & ESL Classes

## 6.2 – Program Objectives ★

**Standard:** There shall be specific objectives established for programs and services that are reviewed periodically. Objectives shall be specific and measurable as to the actual outcome or impact desired by the program or service so that progress on meeting objectives can be evaluated (see standard 10.2 Outcomes Assessment). Objectives shall be defined by program area, such as nature, dance, music, sports, fitness, special events and they can be further defined into levels such as beginner, intermediate and advanced.

*Suggested Evidence of Compliance:* Provide measurable objectives for each program and service area and the last review.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 135-140.

The Recreation Program Plan and Service Delivery Matrix spreadsheet outlines the objectives of more than 400 programs and services provided by the Parks and Recreation Department. The Parks and Recreation Department also publishes the PLAY! guide three times a year. This publication provides program descriptions, participant age limits, pricing information, and the location of each program or service.

Contract instructors for individual programs submit specific written objectives during each program guide period. Development begins with the assistance of staff at all levels to ensure consistent quality of programs and services. Participants receive an emailed survey at the end of a program asking them to assess the objectives of the program and whether objectives were properly met.

6.2 EOC 1 Recreation Program and Service Delivery Matrix

6.2 EOC 2 [Denton Parks and Rec PLAY Guide Winter/Spring 2022-2023](#)

6.2 EOC 3 [Independent Contractor Guide \(PDF\)](#)

6.2 EOC 4 Program Survey Results 21-22

### 6.3 – Scope of Program Opportunities

**Standard:** The content of agency programs shall be related directly to stated program objectives and shall provide for individual differences of interests, abilities (mental, social, physical), and backgrounds. Activities selected shall be suited to and contribute toward fulfillment of the basic physical, emotional, social, and intellectual requirements of individuals. The agency should take into consideration the total community offerings; some opportunities may be offered by other organizations, private, public, and non-profit.

*Suggested Evidence of Compliance:* Provide a matrix or listing of programs by fields, demonstrating clearly how the agency provides opportunities for proficiency levels, socioeconomic levels, racial and ethnic backgrounds, ages, and genders.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 140.

The Parks and Recreation Department's mission statement defines a commitment "*to unite and grow lives by preserving parks and encouraging play.*" The Parks and Recreation Department fulfills this mission by providing a wide offering of programs . The Parks and Recreation Department makes every effort to provide impactful and comprehensive programs that meets the needs of Denton's diverse community. The Parks and Recreation Department provides programs for all proficiency levels, socioeconomic levels, racial and ethnic backgrounds, ages, and genders. The department does not track user socioeconomic levels or ethnic backgrounds; however, there are program scholarship applications that ask for that information. Provided below is a matrix of all programs offered by the Parks and Recreation Department, grouped into categories and listed individually.

6.3 EOC 1 Recreation Program Plan and Service Delivery Matrix

6.3 EOC 2 Parks and Recreation Partial Scholarship Policy

6.3 EOC 3 Parks and Recreation Free Camp Scholarship Policy

6.3 EOC 4 [Denton Parks and Rec PLAY Guide Winter/Spring 2022-2023](#)

6.3 EOC 5 [Denton Senior Recreation Magazine 2022](#)

### 6.3.1 – Outreach to Diverse Underserved Populations ★

**Standard:** The agency shall proactively extend programs and services to residents who may be underserved in the community. To encourage participation in parks and recreation programs and services, agencies shall identify and address barriers that may limit access as demonstrated by the demographic profile of the community. Agencies should offer inclusionary support services to ensure access to programs and services for people of all abilities and all socioeconomic status.

*Suggested Evidence of Compliance:* Identify underserved populations (provide methodology and data used for this analysis), describe specific barriers including physical, social, financial, geographic, and cultural that limit participation and provide examples of outreach programs and services offered by the agency to meet the needs of these populations and overcome barriers to access.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 140.

#### **Agency Evidence of Compliance:**

The Parks and Recreation Department offers recreational and leisure opportunities to support a healthy, active lifestyle for all community members. Opportunities include adaptive programs, fitness classes, day trips, and organized recreational classes. There are options for community members of all ages, backgrounds, and social-economic statuses in our programs and services.

Additionally, the Parks and Recreation Department encourages access by offering multiple scholarship level. All scholarships are income-based. Scholarship information is shared with school counselors, past participants, and posted on the department's website. Scholarships offered include:

- Partial scholarships - Provided by Denton Parks Foundation, qualifying individuals receive 50 percent off the registration price of any program, up to \$150.
- Full Senior Fitness scholarship- Provided by the Denton Parks Foundation, qualifying seniors 50+ may receive a scholarship up to \$150 to cover the full cost of an annual gym membership or contribute to the overall cost of an annual group exercise membership.
- Free Summer Camp Scholarship- Funded by a community development block grant, this scholarship provides 56 full-scholarships for recipients to apply towards up to 10 weeks of full-day summer day camp care.

The department also offers a free summer food program at four locations in conjunction with the nonprofit S. Tracy Howard (STH) Project. Anyone under the age of 18 can receive meals from the

program. Two recreation centers offer an afterschool free dinner program during the school year. Parents can find out about the food program from the yard signs at the serving locations, through department email blasts and social media posts, and on the Department of Agriculture's summer food website.

The department partners with the local nonprofit, Our Daily Bread, to offer rec passes to the homeless community in Denton. Additionally, the department has set-up 24-hour emergency shelters on three different occasions in March of 2021 and February of 2022 to serve the community during prolonged power outages and extreme weather conditions. The City of Denton recently (December 2022) opened a full-service homeless shelter that will take over emergency shelter operations and offer homeless residents wraparound services that intend to serve as a bridge to permanent housing.

The department continues to grow the adapted recreation program to provide various recreational opportunities for people with special needs. While all programs are open to anyone, there are also many classes, dances, and events designed specifically for people with special needs. The PLAY! guide, regional magazines, and social media provide information about this programming to the general public. The department is currently undergoing a rebranding of the adaptive program, titling it “Adaptive and Inclusive Recreation” (AIR). A draft Inclusion Statement, Adapted Recreation Guidelines, and participant intake form are currently under review. Additionally, adaptive equipment such as the GRIT Freedom Chair and Overcomer have been purchased so that individuals with mobility issues can enjoy outdoor activities such as hiking and kayaking.

The City of Denton has many active programs that revolve around the ethnic and cultural history of Denton. These events include, among others, a cultural series hosted by MLK Jr. Rec Center focusing activities around national months such as Black History, Women’s History, Hispanic Heritage, and Asian/Pacific Islander American Heritage, and Native American Heritage. Other multicultural events and programs include MLK Jr. Day, Juneteenth, Dia De Los Muertos, and various public art projects recognizing the different cultures and influential figures in Denton.

Underserved communities are identified in the Marketing Plan on page 51 using GIS data, the CARES Engagement Network, and through the Denton County, United Way Needs Assessment Survey.

- 6.3.1 EOC 1 Parks and Rec Partial Scholarship Policy- English/Spanish
- 6.3.1 EOC 2 Parks and Rec Free Camp Scholarship Policy- English/Spanish
- 6.3.1 EOC 3 Scholarship Demographics
- 6.3.1 EOC 4 Ordinance 22-600 Summer Food Contract
- 6.3.1 EOC 5 Adapted Recreation Programs
- 6.3.1.EOC 6 PARD Inclusion Statement & Accommodations Request Form
- 6.3.1 EOC 7 Cultural Series Flier

- 6.3.1 EOC 8 [You Tube Video- Foundations of Our History Mural](#)
- 6.3.1 EOC 9 Marketing and Public Communications Plan
- 6.3.1 EOC 10 [United Way of Denton County 2022 Needs Assessment](#)
- [6.3.1.EOC 11 Quakertown Memorialization Public Meeting, MLK Rec Center \(Dec 8, 2022\)](#)

## 6.4 – Community Education for Leisure Process

**Standard:** The agency shall have a process to educate the general citizenry about the use of leisure time and the outcomes, benefits, values, and positive impacts of leisure and recreation services. The process shall be periodically evaluated for effectiveness. Educating the public about leisure and recreation shall be ongoing and systematic and should be done in cooperation with the community, e.g., schools, other leisure agencies, business, industry, and commercial recreation establishments.

*Suggested Evidence of Compliance:* Provide examples of the methods utilized by the agency to educate the community on the benefits, values, and impacts of leisure and recreation services to a diverse range of participants and non-participants. **Provide the last review of effectiveness.**

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 140-144.

### **Agency Evidence of Compliance:**

The Parks and Recreation Department educates and promotes the benefits of leisure recreation, health and fitness, and wellness programs seasonally and through various platforms. The benefits of a healthy lifestyle that includes leisure recreation as a means to reach health outcomes is communicated to program participants by program contractors, instructors, and Parks and Recreation staff. The marketing and communications employees promote programs to various audiences, both online and offline to maximize the delivery of programs and services to all generational demographics..

### *User-Generated Testimonies*

The Parks Department uses social media outlets such as Facebook, Instagram, and YouTube and encourages user-generated content on these platforms. Parks staff encourages and creates content emphasizing the benefits and value of Parks and Recreation programming through participant testimonies and experiences. Unite, Grow, Play branded "iPlay" videos are created in-house through the City's video production department. The iPlay videos are a micro-series set of short stories designed for social media, and they feature members or park users and how they've benefited from parks and recreation. These videos are also linked throughout our digital PLAY! Guide.

Our hashtag campaigns encourage residents to share photos of themselves participating in our programs and events by posting to their social media platforms using #dentonplays or seasonal hashtags such as #tistheseasonontoplay.

### *PLAY! Guide and Senior Recreation Magazine*

The PLAY! Guide advertises all programs, events, and services, offered by the Parks and

Recreation Department. The guide combines registration summaries with statistics, articles, instructor spotlights, and user testimonials highlighting the benefits of the programs being offered.

The Denton Senior Recreation magazine similarly promotes programs to residents who are 50+ years old. The magazine promotes annual services, trips, programs, and events for this age group and includes various articles describing the health and wellness benefits of programs offered by Parks and Recreation. Both publications are available online year-round.

*Health Fairs, Launch Weeks, Open House Events, and More*

Staff host a variety of events annually that invite residents to experience health, fitness, and wellness programs free for a limited time. These events serve to promote and educate the public and city employees about the services offered by the Parks and Recreation Department. Additionally, contractors and other local health professionals participate in annual open house events to provide hands-on experiences and demonstrations. Wellness seminars and presentations also serve to educate the public and improve the overall community health. These efforts, combined with the services and programming offered by the Parks and Recreation Department, help bring the physical, social, psychological, and economic benefits of outdoor recreation to as wide an audience as possible. By foregrounding the benefits of outdoor recreation and an active lifestyle Denton Parks and Recreation encourages a better quality of life for residents and helps reduce the impact and prevalence of chronic illnesses that occur because of inadequate fitness

6.4 EOC 1 Denton Parks and Recreation Play! Guide Winter/Spring 2022/23

6.4 EOC 2 [Denton Senior Recreation Magazine 2022](#)

6.4 EOC 3 Parks and Rec Open House

6.4 EOC 4 [Denton Parks Blogs](#)

6.4 EOC 5 [YouTube: iPlay Swim Lessons](#)

6.4 EOC 6 [YouTube: iPlay Pickleball](#)

6.4 EOC 7 [YouTube: iPlay Natatorium](#)

6.4 EOC 8 [YouTube: iPlay Tennis](#)

6.4 EOC 9 [YouTube: Senior Center Line Dance](#)

## 6.4.1 – Community Health and Wellness Education and Promotion

**Standard:** The agency shall have policies, procedures, or programs to educate and promote health and wellness in the community.

*Suggested Evidence of Compliance:* Provide the agency's policies, procedures, or programs to educate and promote health and wellness in the community such as:

- a. Physical activity;
- b. Healthy food and beverage offerings;
- c. Nutrition education;
- d. Substance abuse prevention.

Also provide examples of implementation.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 144.

### **Agency Evidence of Compliance:**

The Parks and Recreation Department offers numerous educational programs to promote community health and wellness. Some of the physical activity programs offered include Silver Sneakers, a nationwide senior fitness program; personal training; fitness room orientations; fitness assessments; and Matter of Balance, a program designed to help seniors overcome concerns about balance and the risk of falls. Programming aimed at nutrition and health education include seminars on living with diabetes, being active, mental health awareness, Medicare 101, benefits counseling, and monthly blood pressure and blood sugar checks in partnership with the Denton Fire Department. The Department also frequently hosts support groups (cancer, Alzheimer's, Hodgkins, etc.) and health fairs. All programs are listed in the semi-annual PLAY! Guide.

6.4.1 EOC 1 Denton [Parks and Recreation PLAY Guide Winter/Spring 2022-2023](#)

6.4.1 EOC 2 [Denton Senior Recreation Magazine 2022](#)

6.4.1 EOC 3 [Online Registration Catalog – Health & Wellness](#)

6.4.1 EOC 4 SPAN Congregate Meals and MOW Agreement

6.4.1 EOC 5 Silver Sneakers Agreement

6.4.1 EOC 6 Couch to 5k Planning Form

6.4.1 EOC 7 [YouTube: Senior Center Month: Healthy Aging](#)

## 6.5 – Code of Conduct

**Standard:** The agency shall have “code of conduct” guidelines for appropriate participant and spectator conduct at programs and events, and the agency shall proactively inform and remind staff and all users about the code of conduct.

*Suggested Evident of Compliance:* Provide a copy of approved code of conduct for all users and describe how the users are informed of the code of conduct.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 6 - Program and Services Management, pp. 147; Chapter 14 - Human Resources Management, pp. 473-474.

### **Agency Evidence of Compliance:**

The City of Denton has developed code of conduct guidelines for participants and spectators at all programs and events. The Marketing & Communications Department, through Parks and Recreation staff liaisons, distributes this information through formal and informal means of communication. Each of the recreation centers has the rules of conduct posted in multiple locations. At the time of registration, participants must acknowledge the Denton Parks and Recreation Code of Conduct which includes the City’s Anti-Bullying and Anti-Harassment Policy and Computer, Internet, and WI-FI Policy. Participants, spectators, and coaches are reminded of the code of conduct at all programs and events.

6.5 EOC 1 PARD Rules of Conduct

[6.5 EOC 2 Policy 510.01 Anti-Bullying & Anti-Harassment](#)

6.5 EOC 3 Computer, Internet, and WI-FI Policy

6.5 EOC 4 Adult Flag Football- Code of Conduct

6.5 EOC 5 Outdoor Soccer Code of Conduct

### 6.5.1 – Concussion Protocol

**Standard:** The agency shall have an established policy and procedures for potential concussion injury in any agency program or any authorized third-party program that use the agency’s facilities.

*Suggested Evident of Compliance:* Provide a copy of an approved concussion policy and /or procedure for addressing concussion protocol.

Informational reference in the *Management of Park and Recreation Agencies*, (2016), 4th Ed., Chapter 16 - Financial Management, pp. 536-560.

It is policy of the Denton Parks and Recreation Department to educate coaches, referees, staff, parents, and participants of the signs, symptoms or behaviors consistent with sports induced concussions, with the intent to reduce the potentially serious health risks associated with sports related concussions and head injuries. Participants suspected of a concussion or head injury, are required to be removed immediately from the activity, must seek medical attention, and then follow the proper procedure for return to play. The principle that guides the Parks and Recreation Department regarding sports injuries and concussion injuries is: “When in doubt, sit them out!”

6.5.1 EOC 1 - 2022 Youth Volleyball Official Rules with Concussion Protocol



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** PRB22-089, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and consider recommending approval of the Briercliff Park Master Plan.



## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**ACM:** Christine Taylor, Assistant City Manager  
**DATE:** January 9, 2023

### **SUBJECT**

Receive a report, hold a discussion, and consider recommending approval of the Briercliff Park Master Plan.

### **BACKGROUND**

The City of Denton Parks and Recreation Department owns a 9.62-acre developed parcel named Briercliff Park, located at 3200 State School Road, Denton, TX 76201. On May 17, 2022, City Council approved John R McAdams Inc. for professional design services for the Briercliff Park Master Plan. (Ordinance 22-986) The master plan project consists of public engagement, needs assessment, conceptual designs, construction documents, and probable cost for the development.

The life cycle for a park master plan consists of the stages below. The project is currently in step 5.

1. Hire consulting firm
2. Assessment & Rendering Creation
3. Community Engagement & Workshop Meetings
4. Board & Commissions Engagement
5. Final Adoption of Master Plan
6. Construction Document Creation
7. If applicable, Grant Writing/Application
8. Funding Allocation
9. Procurement Process/Construction
10. Grand Opening

The initial scope of the master plan project consisted of items such as, but not limited to, an expansion of trail, splash pad, restroom facility, parking lot, and typical park amenities. Over the last eight months, staff conducted steps 2-4 of the master plan life cycle to identify the final scope to provide recommendations for a final plan. The following items provide additional information on the engagement process that staff conducted.

- From June to August 2022, McAdams Co. and Parks and Recreation staff held a series of meetings and conducted a site analysis of the existing park. Through this process, McAdams produced an initial conceptual rendering that would be used for community feedback. In addition, the Development Service Review Team (Planning, Engineering, Wastewater, Solid Waste, Fire, Transportation) reviewed the initial conceptual plan and provided input to McAdams Co.

- On September 1, 2022, the Parks and Recreation Department (PARD) started the community engagement phase by conducting a virtual community input meeting to seek feedback on the conceptual renderings. As part of the community engagement process, PARD staff attended numerous events highlighted in Chart A below. These events were beneficial in achieving the final conceptual plan. The feedback from the general public consisted of the following amenities to be considered:
  - Tennis Court
  - Skate Park/Spot
  - Shift the basketball court N/S to avoid sunset on the east & add another court
  - More trees and plants
  - More picnic tables, shade, and seating
  - Sand Volleyball court
  - Exercise amenities throughout the trail or dedicated area
  - Public Art

In addition, the City has an online engagement platform, Discuss Denton. This project has a dedicated page featured in Discuss Denton that also provided an opportunity to solicit feedback and engage additional residents. The impressions from the website are highlighted in Chart A.

<b>Chart A: Public Engagement Recap</b>			
<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Estimated Attendance</b>
9/1/2022	Virtual Input Meeting	Zoom	5
9/29/2022	PARKing Day	Downtown Square	250
9/29/2022	National Night Out	Wolff's Park	500
10/3/2022	1 <sup>st</sup> Park Board Presentation	Civic Center	
10/4/2022	National Night Out	Joe Skiles Park	250
10/5/2022	Denton 360	North Branch Library	18
10/5/2022	Twilight Tunes	Wolff's Park	125
10/7/2022	Arts & Jazz Festival	Quakertown Park	800
10/8/2022	Arts & Jazz Festival	Quakertown Park	2500
10/9/2022	Arts & Jazz Festival	Quakertown Park	1500
10/15/2022	Dia de Los Muertos	MLK Rec Center	25
10/20/2022	Twilight Tunes	Wolff's Park	100
11/17/2022	State of the City	Embassy Suites	25
<b>TOTAL EVENTS: 13</b>		<b>ESTIMATED TOTALS</b>	<b>6,093</b>
<b>Discuss Denton.com Engagement</b>	<b>Website Visits</b>	<b>Subscription (Following Project)</b>	<b>Comments /Posts</b>
	134	46	12

Lastly, the project's initial scope called for adding a splash pad. The consultants prepared a storyboard that allowed community members to vote for their favorite splash pad amenity to be featured on-site. PARD staff received 419 votes through multiple events. Chart B highlights the final voting results.

<b>Chart B: Splashpad Voting Results</b>					
<b>Small Features</b>	<b>Voting %</b>	<b>Medium Features</b>	<b>Voting %</b>	<b>Large Features</b>	<b>Voting %</b>

Half Splash	42%	Water Rings	55%	Shimmer Sheet	27%
Triple Bit	24%	Water Rail	16%	Under Umbrella	34%
Twinkle Twist	25%	Water Way	21%	Splash Tower	24%
Split Pea	9%	Sun Shower	8%	Weeping Water	16%

- Based on all the findings, McAdams Co. and staff created a final conceptual plan that will feature the following improvements depicted in Exhibit 4.
  - Restroom/Maintenance/Storage Facility
  - Loop Trail
  - New Splashpad
  - Canopy shade over playground & splash pad
  - Additional trees and landscaping
  - Replacement of old playground structure
  - Skate Spot
  - Additional parking space

**OPTION**

Approve or Deny

**RECOMMENDATION**

Staff recommends the approval of the Briercliff Park Master Plan.

**ESTIMATED SCHEDULE OF PROJECT**

If Council approves the final plan, the consultant will finalize the construction documents in preparation to submit/receive approval from the Denton Development Review team to receive “Shovel Ready” set of documents. Staff anticipates having these items completed by July 2023 to have the ability to submit a grant application for a potential funding match to Texas Parks and Wildlife by August 1, 2023.

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

On October 3, 2022, staff provided a presentation to Park Board to receive feedback on the conceptual plan.

On December 30, 2022, staff provided City Council with an Informal Staff Report of the Briercliff Park Master Plan.

**FISCAL INFORMATION**

The John R. McAdams Co. contract is funded by Parkland Dedication and Development fees for \$85,150.00. Staff anticipates applying to Texas Parks and Wildlife on August 1, 2023, for the potential of receiving a competitive matching grant to assist in constructing the park improvements.

**EXHIBITS**

- Exhibit 1- Agenda Information Sheet
- Exhibit 2- Presentation
- Exhibit 3- Conceptual Plan

Respectfully submitted:  
Gary Packan, Director, Parks and Recreation

Prepared by: Chris Escoto, Park Planner, Parks and Recreation



# Briercliff Park Master Plan

Parks, Recreation, and Beautification Board

Parks and Recreation

January 9, 2023

# Project Background

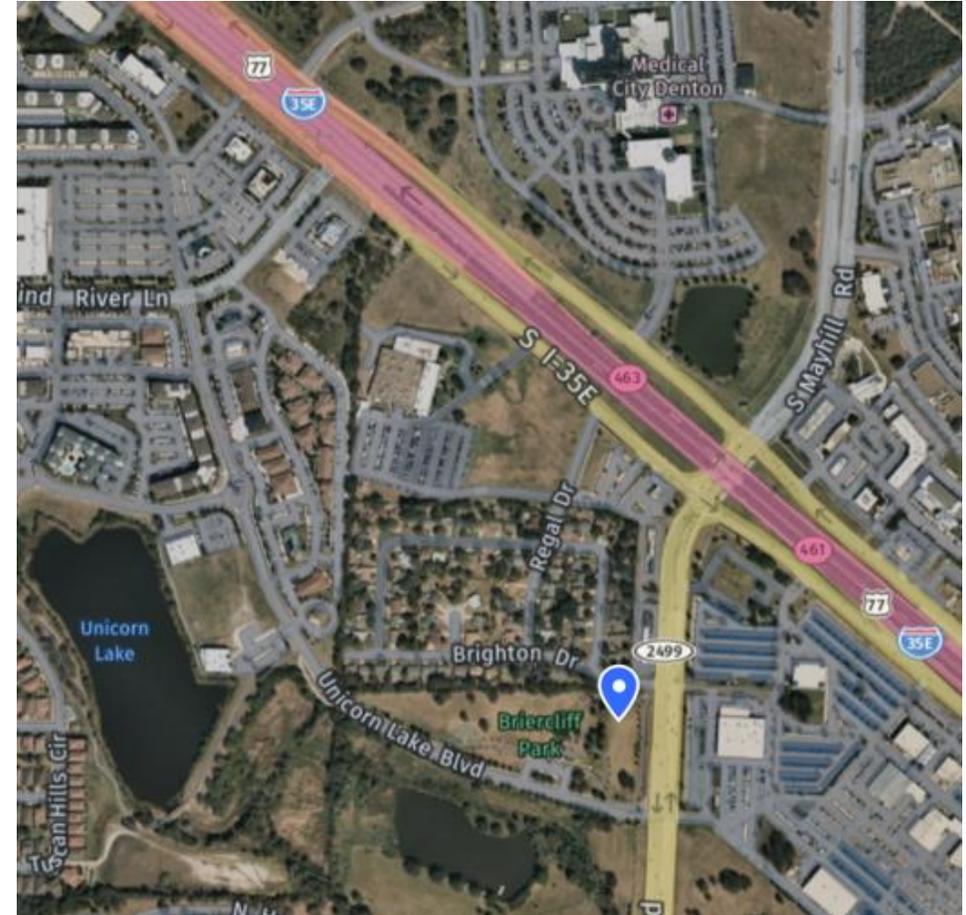
**Location:** 3200 State School Rd. Denton, 76209

**Consultant:** The John McAdams Company

**Project Kickoff:** June 2022

## Initial Project Scope of Work:

- Extension of trail & parking lot
- Restroom
- Accessible sprayground
- Playground replacement & shade
- Enhanced landscaping
- Additional considerations based on public engagement
- Creation of construction documents



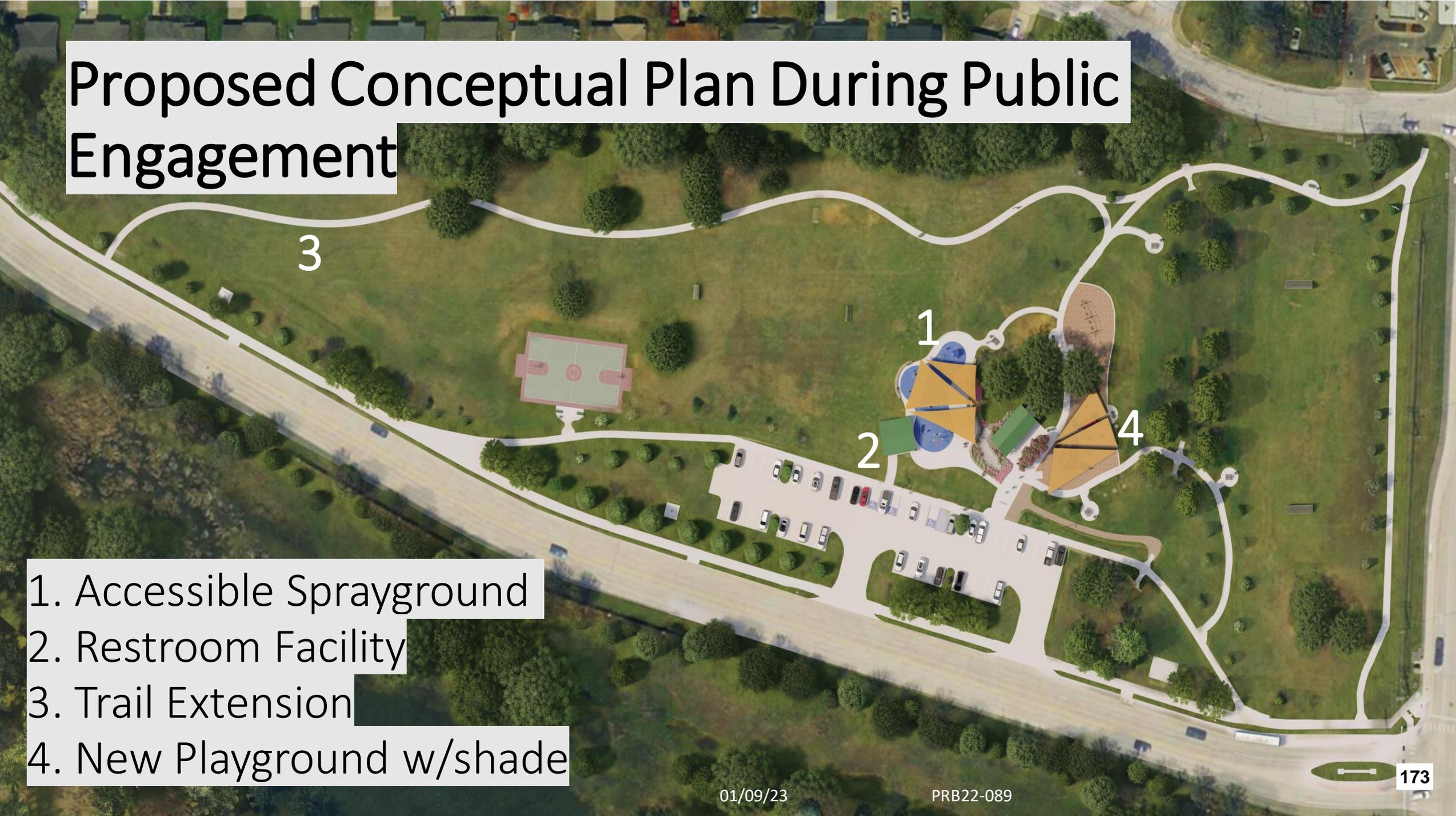
# Master Plan Process

1. Hire consulting firm
2. Assessment & Rendering Creation
3. Community Engagement & Workshop Meetings
4. Board & Commissions Engagement
5. Final Adoption of Master Plan
6. Construction Document Creation
7. If applicable, Grant Writing/Application
8. Funding Allocation
9. Procurement Process/Construction
10. Grand Opening





# Proposed Conceptual Plan During Public Engagement



- 1. Accessible Sprayground
- 2. Restroom Facility
- 3. Trail Extension
- 4. New Playground w/shade

# Public Engagement - Part 1 (419 votes)



**SMALL**  
(3-5 GPM)  
(2' 5" - 3' 8")



**MEDIUM**  
(25-50 GPM)  
(4' 3" - 8' 4")



**LARGE**  
(32-250 GPM)



- Preliminary Conceptual Rendering. This is not the final design.
- Splashpad amenities are featured for representation of scale and for public input.
- Image represents various features, not all will be included in final design.



## Splashpad Voting Results

Small Features	Half Splash	Triple Bit	Twinkle Twist	Split Pea
Voting %	42%	24%	25%	9%
Medium Features	Water Rings	Water Rail	Water Way	Sun Shower
Voting %	55%	16%	21%	8%
Large Features	Shimmer Sheet	Under Umbrella	Splash Tower	Weeping Water
Voting %	27%	34%	24%	16%



# Public Engagement – Part 2

## Public Engagement - Summary

Date	Event	Location	Estimated Attendance
June-July 2022	Field Assessments with Staff	On-Site Field Assessment	4 staff & 3 Consultant
Sep. 1, 2022	Virtual Community Meeting	Zoom	5
Sep. 29, 2022	PARKing Day	Downtown Square	250
Sep. 29, 2022	National Night Out Event	Industrial St./Wolff's Park	500
Oct. 3, 2022	Parks, Recreation, and Beautification Board Meeting	Civic Center	
Oct. 4, 2022	National Night Out Event	Joe Skiles Park	250
Oct. 5, 2022	Twilight Tunes	Wolff's Park	125
Oct. 5, 2022	Denton 360	North Branch Library	18
Oct. 7-9, 2022 (3 days)	Denton Arts & Jazz Festival	Civic Center Park	4,800
Oct. 15, 2022	Dia De Los Muertos	MLK Jr. Recreation Center	25
Oct. 20, 2022	Twilight Tunes	Wolff's Park	100
Nov. 17, 2022	State of the City	Embassy Suites	25
June-December 2022	Discuss Denton.com Engagement	Online	

### In-Person Statistics

Total Public Events: **13**

Estimated Total Attendance: **6,150**

### Online Statistics

Website Visits: **134**

Subscriptions (Follow Project): **46**

Comments/Posts: **12**



# Engagement Feedback

The feedback from the community consisted of the following amenities to be considered:

- Tennis Court
- Skate Park/Spot
- Shift the basketball court N/S to avoid sunset on the east & add another court
- More trees and plants
- More picnic tables, shade, and seating
- Sand Volleyball court
- Exercise amenities throughout the trail or dedicated area
- Public Art



# Final Conceptual Plan



# Next Steps

- If final plan is approved today, will seek Council approval late-January.
- If final plan is approved by Council, McAdams will complete 100% Construction Documents.
- Submit/receive approval from the Denton Development Review team to receive “Shovel Ready” set of documents.
- Staff anticipates applying to Texas Parks and Wildlife on August 1, 2023, for the potential of receiving a competitive matching grant to assist in constructing the park improvements.



---

# Thank you!



# Briercliff Park Master Plan



Brighton Dr.

1/2 Mile Trail

Trail Rest Area's  
(Bench seats with Garbage Cans)

Skate Spot  
(Future Phase)

Enhanced Tree Canopy

Splashpad - 1,988 Sq.Ft

Canvas Shade  
Structure

Existing Soccer  
Field

Existing Basketball Court

Native Stone Seating

Restroom/Mechanical  
Building

1/4 Mile Trail

Increased Parking Area

Trail Connections

Unicorn Lake Blvd.

State School Rd.





# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** PRB22-090, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and consider recommending approval of the Pecan Creek Regional Trail Master Plan.



---

**AGENDA INFORMATION SHEET**

**DEPARTMENT:** Parks and Recreation  
**ACM:** Christine Taylor, Assistant City Manager  
**DATE:** January 9, 2022

**SUBJECT**

Receive a report, hold a discussion, and consider recommending approval of the Pecan Creek Regional Trail Master Plan.

**BACKGROUND**

City Council adopted the Parks, Recreation, and Trails System Master Plan (PRTSMP) on March 1, 2022. The PRTSMP identifies trails as one of the community's main priorities and mentions a future trail along the Pecan Creek Corridor. Hence, on May 17, 2022, City Council approved a professional services agreement with Halff Associates, Inc., for professional design services for the Pecan Creek Regional Trail Master Plan.

The City of Denton owns a significant amount of land within the Pecan Creek corridor. The path is proposed to go through both private and City land. The regional trail length is estimated to be between seven to ten miles long. The trail's starting point is from the DCTA Rail Trail/Fred Moore Park, with the endpoint providing a connection towards Lewisville Lake.

The life cycle for a trail master plan consists of the stages below. The project is currently in step 5.

1. Hire consulting firm
2. Assessment, Review, & Alignment Creation
3. Community Engagement & Workshop Meetings
4. Board & Commissions Engagement
5. Final Adoption of Master Plan
6. Construction Document Creation
7. If applicable, Grant Writing/Application
8. Funding Allocation
9. Procurement Process/Construction
10. Grand Opening

The contract scope entails creating a 30% schematic design to provide the primary alignment/blueprint of the trail. Over the last eight months, staff conducted steps 2-4 of the master plan life cycle to identify the final scope to provide recommendations for a final plan. The following items provide additional information on the engagement process that staff conducted.

- From June to August 2022, Halff Associates, Inc. and Parks and Recreation staff held numerous meetings and on-site visits in collaboration with City staff from the following departments: Environmental Services and Sustainability, Capital Projects/Engineering Department, and the Development Service Review Team (Planning, Engineering, Wastewater, Solid Waste, Fire,

Transportation). Through this process, Halff understood the trail limits, hydrology, and surrounding ecological barriers that may exist. With this information, Halff provided an initial conceptual alignment graphic for community feedback.

- On August 30, 2022, the Parks and Recreation Department (PARC) started the community engagement phase by conducting a virtual community input meeting to seek feedback on the conceptual alignment. As part of the community engagement process, staff attended numerous events highlighted in Chart A below. These events were beneficial in achieving the final conceptual plan. The feedback received was positive, and residents agreed with the proposed alignment. In addition, most of the comments received were more specific to details that will be accomplished in future public meetings as the trail design goes towards 100% design plans. Below are some of those comments:
  - Trail surfacing
  - Construction timeline
  - Connection to DCTA Rail Trail
  - Shade along trail
  - Park furnishings: Benches, water fountains, E-bike chargers, bicycle maintenance stations, and workout stations along the trail.

<b>Chart A: Public Engagement Recap</b>			
<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Estimated Attendance</b>
08/30/2022	Virtual Input Meeting	Zoom	23
09/14/2022	Preserve at Pecan Creek HOA Committee	Preserve at Pecan Creek Clubhouse	6
09/29/2022	PARKing Day	Downtown Square	250
09/29/2022	National Night Out	Wolff's Park	500
10/03/2022	1 <sup>st</sup> Park Board Presentation	Civic Center	
10/04/2022	National Night Out	Joe Skiles Park	250
10/05/2022	Denton 360	North Branch Library	18
10/05/2022	Twilight Tunes	Wolff's Park	125
10/07/2022	Arts & Jazz Festival	Quakertown Park	800
10/08/2022	Arts & Jazz Festival	Quakertown Park	2500
10/09/2022	Arts & Jazz Festival	Quakertown Park	1500
10/15/2022	Dia de Los Muertos	MLK Rec Center	25
10/20/2022	Twilight Tunes	Wolff's Park	100
11/17/2022	State of the City	Embassy Suites	25
12/06/2022	ALH Lunch Discussion	American Legion Hall Sr. Center	12
12/08/2022	SEDNA Community Meeting	MLK Jr. Recreation Center	16
<b>TOTAL EVENTS: 16</b>		<b>ESTIMATED TOTALS</b>	<b>6,150</b>
<b>Discuss Denton.com Engagement</b>	<b>Website Visits</b>	<b>Subscription (Following Project)</b>	<b>Comments /Posts</b>
	<b>236</b>	<b>91</b>	<b>4</b>

- Based on all the findings, Halff Associates and PARC staff identified a final alignment plan that will feature the following and depicted in Exhibit 3.
  - Seven to eight miles of the primary trail.

- Minimum of ten-foot-wide concrete trail
- Identified potential trailhead locations (Park & Walk/Park Bike)
- The trail plan is portrayed in segments (phases) for flexibility of implementation.

## **OPTION**

Approve or Deny

## **RECOMMENDATION**

Staff recommends the approval of the Pecan Creek Regional Trail Master Plan.

## **ESTIMATED SCHEDULE OF PROJECT**

If Council approves the final plan, Halff Associates will finalize the 30% schematic plan. The 30% milestone will provide PARD with documents for grant funding consideration. PARD staff intends to submit grant applications through various organizations that offer grant funding for further design and construction of trails, such as:

- North Central Texas Council of Governments (NCTCOG)
- Texas Parks and Wildlife (TPWD)
- Texas Department of Transportation (TXDOT)

PARD staff anticipates submitting a preliminary application for a Transportation Alternative Grant through TXDOT in January 2023. If TXDOT authorizes approval of the initial application, the main application will be due in June 2023. Halff Associates will need three to four months to complete the 30% schematic plan, which meets the TXDOT grant deadline window.

## **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

On October 3, 2022, staff provided a presentation to Park Board to receive feedback on the conceptual plan.

On December 30, 2022, staff provided City Council with an Informal Staff Report of the Pecan Creek Regional Trail Master Plan.

## **FISCAL INFORMATION**

Halff Associates Inc. contract is funded by Parkland Dedication and Development fees for the total amount of amount \$145,000.00. Staff is looking at ways to reduce costs by making adjustments such as eliminating bridge crossings with, at grade crossings in certain sections. This will be looked at further as designs documents progress. The provided cost incorporates the installation of bridge crossings.

PARD staff intends to submit grant applications through various organizations that offer grant funding for further design and construction of trails. Currently, \$1,000,000 is allocated to this project from Park Dedication/Development and the American Rescue Plan Act (ARPA) funds. PARD staff anticipates using this funding to potentially receive a competitive matching grant for further design and construction of trails.

## **EXHIBITS**

Exhibit 1- Agenda Information Sheet

Exhibit 2- Presentation

Exhibit 3- Final Pecan Creek Trail Alignment

Respectfully submitted:

Gary Packan

Director of Parks and Recreation

Prepared by:

Chris Escoto, Park Planner, Parks and Recreation



# Pecan Creek Regional Trail Master Plan

Parks, Recreation, and Beautification Board

Parks and Recreation

January 9, 2023

# Project Background

**Location:** Pecan Creek (Starting point DCTA Rail Trail/Fred Moore Park heading east towards Lewisville Lake)

**Consultant:** Halff & Associates

**City Staff:** Parks and Recreation, Environmental Services, Engineering, and Development Services Review Team

**Project Kickoff:** June 2022

**Project Scope:** Parks, Recreation, and Trails System Master Plan adopted March 2022. Pecan Creek Trail was identified within the plan. First trail project from plan.

- 30% schematic level & project cost estimations.
  - This is the blueprint and will identify the trail alignment.
- Intent of project is to identify the trail alignment and pursue the remaining Design & Construction through grant funding. (Federal, State, Regional Grants)



# Master Plan Process

1. Hire consulting firm
2. Assessment & Rendering Creation
3. Community Engagement & Workshop Meetings
4. Board & Commissions Engagement
5. Final Adoption of Master Plan
6. Construction Document Creation
7. If applicable, Grant Writing/Application
8. Funding Allocation
9. Procurement Process/Construction
10. Grand Opening



# Project Vision & Goals

1. Trails were identified as a priority in our public engagement meetings for the City's Parks, Recreation and Trails System Master Plan

**GOALS:**

- Create a safe, accessible connection from DCTA Rail Trail to the City's eastern limits towards Lewisville Lake.

2. Greenbelts & Easements become a focus for limited interrupted connectivity

**GOALS:**

- Reveal the corridors natural beauty
- Preserve existing ecology limiting environmental impact

3. Promote connectivity and accessibility

**GOALS:**

- Design for all users to promote safety, exploration and social benefits
- The main trail path will consist of a minimum of 10 ft. wide concrete trails with secondary access points such as granite, asphalt, etc.



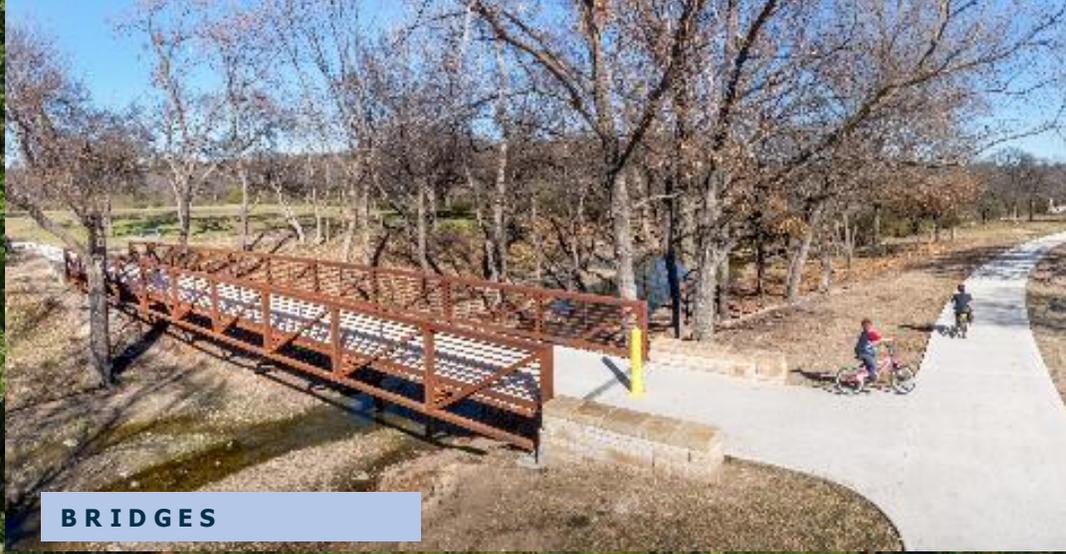
# Examples of Trail Corridor



TYPICAL TRAIL

01/09/23

PRB22-090



BRIDGES

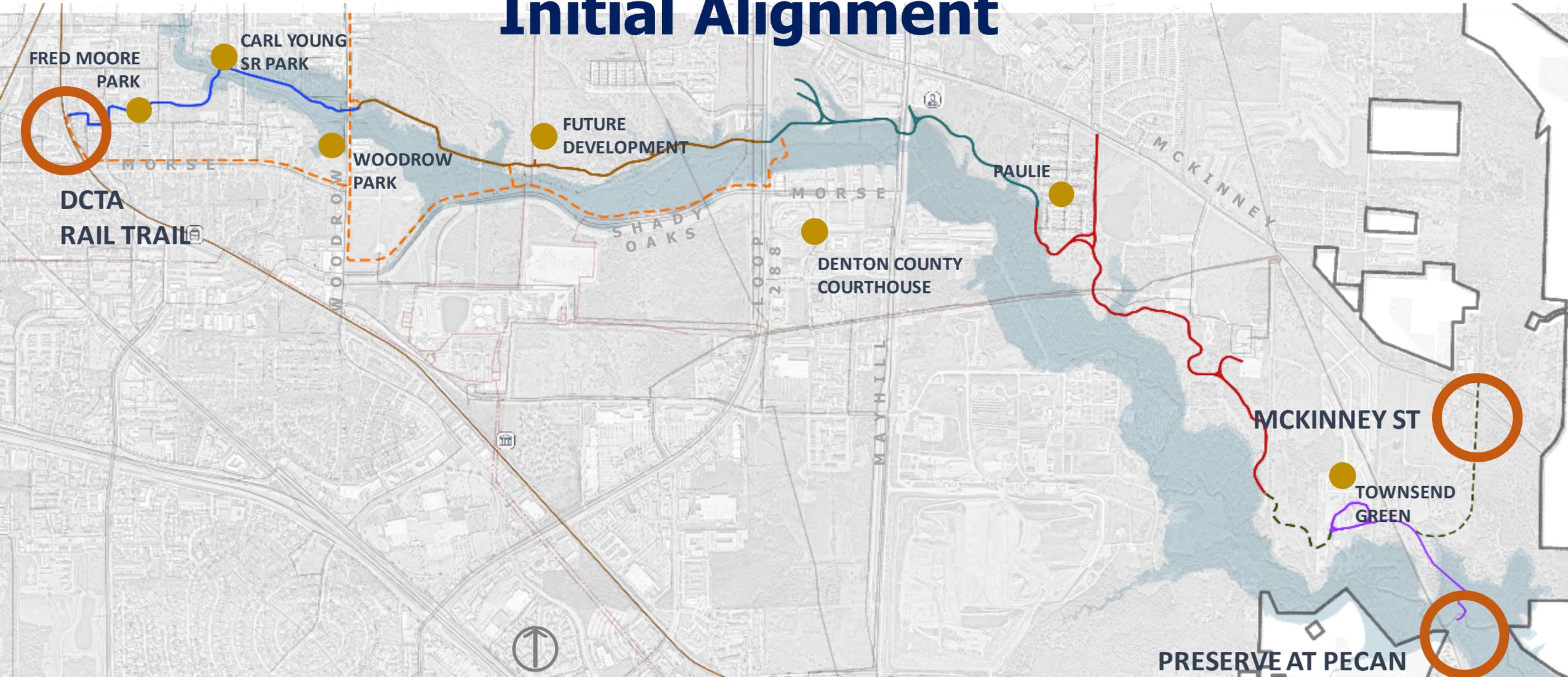


TRAILHEADS



ROAD CROSSINGS

# Initial Alignment



# Public Engagement - Summary

Date	Event	Location	Estimated Attendance
June-July 2022	Field Assessments with Urban Forester, Engineering Staff	On-Site Field Assessment	7 staff & 4 Consultant
Aug. 30, 2022	Virtual Community Meeting	Zoom	23
Sep. 14, 2022	Preserve at Pecan Creek HOA	Preserve at Pecan Creek Clubhouse	6
Sep. 29, 2022	PARKing Day	Downtown Square	250
Sep. 29, 2022	National Night Out Event	Industrial St./Wolff's Park	500
Oct. 3, 2022	Parks, Recreation, and Beautification Board Meeting	Civic Center	
Oct. 4, 2022	National Night Out Event	Joe Skiles Park	250
Oct. 5, 2022	Twilight Tunes	Wolff's Park	125
Oct. 5, 2022	Denton 360	North Branch Library	18
Oct. 7-9, 2022 (3 days)	Denton Arts & Jazz Festival	Civic Center Park	4,800
Oct. 15, 2022	Dia De Los Muertos	MLK Jr. Recreation Center	25
Oct. 20, 2022	Twilight Tunes	Wolff's Park	100
Nov. 17, 2022	State of the City	Embassy Suites	25
Dec. 6, 2022	ALH Community Lunch	ALH Senior Center	12
Dec. 8, 2022	SED City Community Meeting	MLK Jr. Recreation Center	16
June-December 2022	Discuss Denton.com Engagement	01/09/23 Online PRB22-090	



## In-Person Statistics

Total Public Events: **16**

Estimated Total Attendance: **6,150**

## Online Statistics

Website Visits: **236**

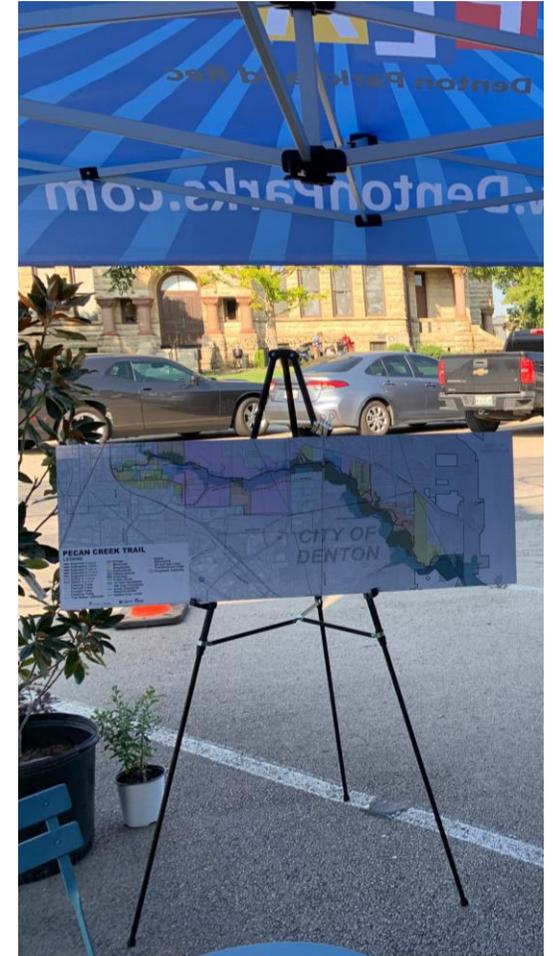
Subscriptions (Follow Project): **91**

Comments/Posts: **4**

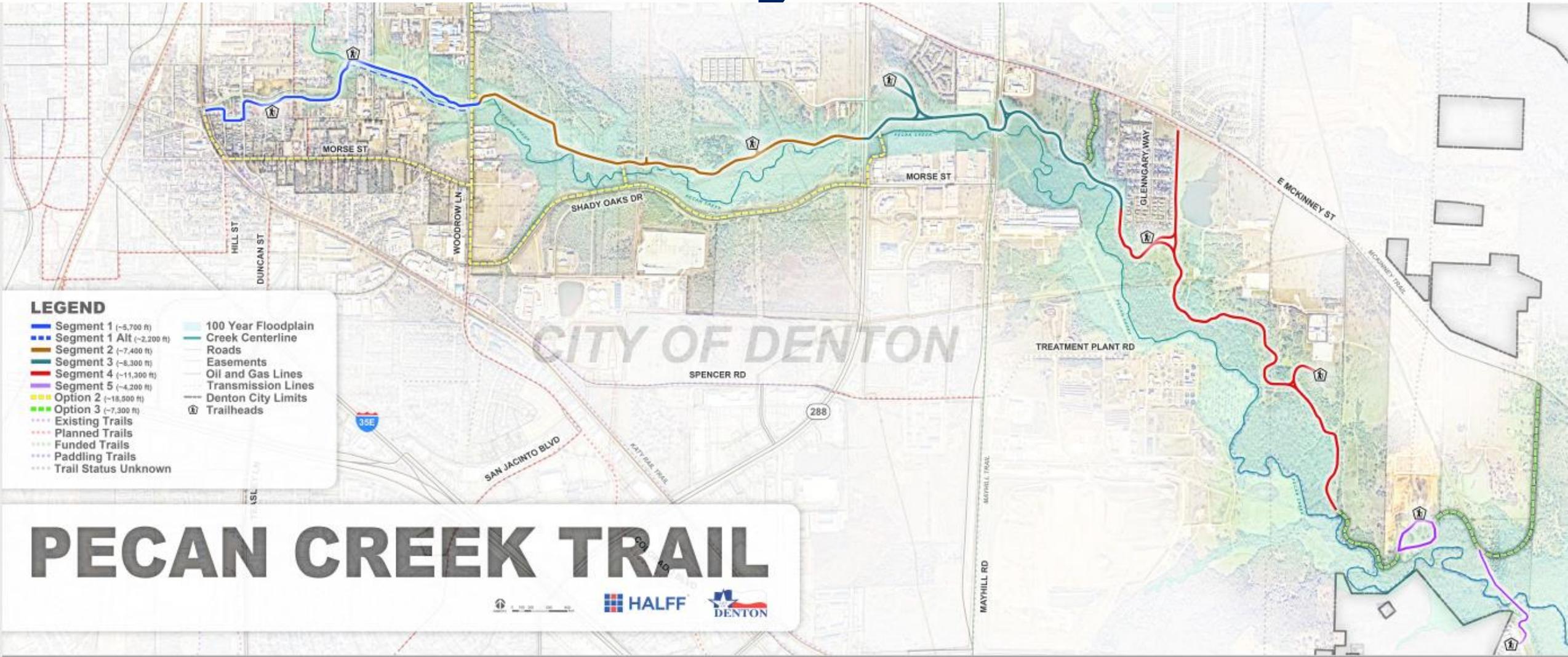
**191**

# Engagement Feedback

- Overall, comments about the alignment were positive.
- Most comments are specific to the timeline and related to the amenities residents want to see featured.
  - Unfortunately, these specifics aren't necessarily known yet, but will be identified in the future plans for this project. (I.E)
    - Construction timelines
    - Park furnishing/amenities along trail



# Final Alignment



# Next Steps

- If final plan is approved today, will seek Council approval late-January.
- If approved, Halff Associates will finalize the 30% schematic plan.
  - The 30% milestone will provide PARD with documents for grant funding consideration.
- Halff Associates anticipates submitting a preliminary application for a Transportation Alternative Grant through TXDOT in January 2023. If TXDOT authorizes approval of the initial application, the main application will be due in June 2023.
- Halff Associates will need three to four months to complete the 30% schematic plan, which meets the TXDOT grant deadline window.

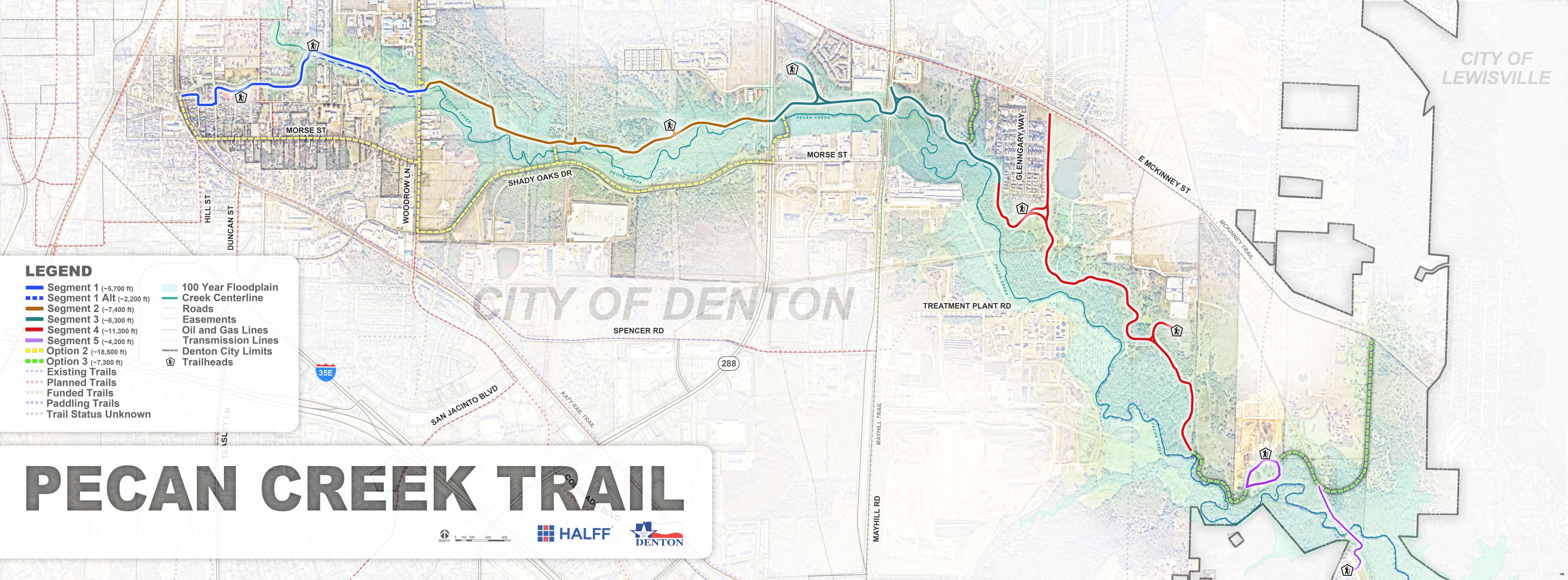


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# Thank you!



CITY OF LEWISVILLE



**LEGEND**

- Segment 1 (~5,700 ft)
- Segment 1 Alt (~2,200 ft)
- Segment 2 (~7,400 ft)
- Segment 3 (~8,300 ft)
- Segment 4 (~11,300 ft)
- Segment 5 (~4,200 ft)
- Option 2 (~18,500 ft)
- Option 3 (~7,300 ft)
- Existing Trails
- Planned Trails
- Funded Trails
- Paddling Trails
- Trail Status Unknown
- 100 Year Floodplain
- Creek Centerline
- Roads
- Easements
- Oil and Gas Lines
- Transmission Lines
- Denton City Limits
- Trailheads

# PECAN CREEK TRAIL








# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** PRB22-054, **Version:** 1

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### **AGENDA CAPTION**

Receive a report, hold a discussion, and consider recommending adoption of an ordinance of the City of Denton, Texas, amending Chapter 22 Parks and Recreation.



# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas  
www.cityofdenton.com

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**DCM:** Christine Taylor, Assistant City Manager  
**DATE:** January 9, 2023

### **SUBJECT**

Receive a report, hold a discussion, and consider recommending adoption of an ordinance of the City of Denton, Texas, amending Chapter 22 Parks and Recreation.

### **BACKGROUND**

Periodically from time to time, the City of Denton Code of Ordinances, Parks and Recreation Chapter 22, requires updates. After review from staff from the City Attorney's Office and Parks and Recreation Department, amendments are being requested to Chapter 22 to update and conform to policies, procedures and general operations of the department.

Parks and Recreation is proposing the following changes to Chapter 22 as proposed in the "marked up" version of the ordinance within the following sections of the ordinance.

- **Sec. 22-5 Temporary additions to the board**
  - Deleted this entire section as it is no longer needed.
- **Sec 22-6 Public art committee**
  - Deleted the economic development department director
- **Sec. 22-26 Use of public parks; concessions; food trucks; special use of park spaces; facility rentals; unauthorized athletic field usage; posting of signs**
  - (c) Added regulations for the permitting of Food Trucks in public parks
  - (d) Added delegation of authority to the city manager, or their designee, to enter into a Park Usage Agreement for the use of park spaces by individuals or businesses.
  - (e) Added: Facility Rentals. The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, the following facility use agreements for use of recreation facilities and fields by groups or individuals, substantially in a form to be approved by city council within the parameters set forth herein:
    - (i) Agreement cannot be for a duration of longer than one (1) year.

- (ii) A usage fee, as established by the city council and on file with the Parks and Recreation Department, shall be collected in accordance with the terms set forth in the agreement.
  - Tournament Rental Agreement
  - Cross Country Agreement
  - Long Term Field Rental Agreement
  - Mountain Bike Trail Agreement
- **Sec. 22-28 Facility and program fees; specialty instructors; personal trainers; program partner**
  - (a) Minor editing added “annually and periodically throughout the year”.
  - (i) Added “Fees may be adjusted on an interim basis throughout the year as new services are added or to maintain parity with market trends”.
  - (ii) Added “Some programs and services are provided by independent contractors which determine their fees and are thereby not listed in the “Schedule of Fees”.
  - (iii) Added “Marketing promotions that affect fees will be approved prior to implementation by the City Manager or his/her designee”.
  - (b) Added delegation of authority to the city manager, or their designee, to enter into a Special Instructor Agreement with individuals wishing to provide programs, special instruction, and classes.
  - (c) Added delegation of authority to the city manager, or their designee, to enter into a Personal Trainer Facility Use Agreement with individuals wishing to provide personal training services at city facilities.
  - (d) Added: Program Partner. The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Program Partner Agreement to provide additional recreation opportunities, substantially in a form to be approved by city council, within the parameters set forth herein:
    - (i) The Program Partner Agreement cannot be for a duration of longer than one (1) year.
- **Sec. 22-31 Prohibited acts**
  - (8) Updated to conform with State of Texas law. Removed “Possess, bring into to discharge in a park any firearm, air- or gas-operated gun, bow, crossbow or other missile throwing device”. “Added “During privately leased or rented events, the renter may set forth restrictions on the allowance of firearms within the designated area being leased or rented provided signs are posts indicating such terms. Within public space, all State of Texas applicable laws are in affect regarding the possession of firearms on government owned property”.
  - (12) Added “or electrical” in regarding engines clarify both combustion and electrical engines cannot be operated on any body of water in any park.
- **Sec. 22-32 Possession and consumption of alcoholic beverages**
  - (b) Removed North Lakes Annex building and added Rayzor Ranch Park.
- **Sec. 22-34 Definition of Terms**

- (2) Added information regarding to the definition of Residential Development.
  - The division or redivision of land into five (5) or more lots within one year for the purpose of developing single-family detached dwelling units or townhomes.
  - The division or redivision of land into three (3) or more lots within one year for the purpose of developing duplexes.
  - The division or redivision of land into two (2) or more lots for the purpose of developing triplexes or fourplexes.
  - The platting and/or construction of multifamily dwellings.
- (3) Added a definition of Dwelling, Multifamily: One or more buildings on a single lot containing five or more dwelling units. This definition includes single room occupancy, co-housing, and residential condominiums developed on a single lot. This definition does not include duplex, triplex, fourplex, or tiny home development. (From DDC 9.2 Definitions)
- (4) Added a definition of Dwelling Unit. Dwelling unit means a building or portion of a building which is arranged, occupied or intended to be occupied as living quarters and includes facilities for food preparation and sleeping.
- 
- **Sec. 22-35 Applicability**
  - (a) Added clarification regarding the implementation of the new fees
    - The park land dedication requirements of this Article shall apply to every Residential Development for which a preliminary plat application or, for Residential Developments that have not submitted a preliminary plat application, a building permit, has been submitted after the effective date of the ordinance, except as expressly provided to the contrary herein.
  - (b) Added clarification regarding the implementation of the new fees
    - The park development requirements of this Article shall apply with respect to every building permit associated with a Residential Development submitted after the effective date of the ordinance, except as hereinafter expressly provided to the contrary.
  - (e) Added clarification by deleting “plat application for residential subdivisions” and added “Residential Development”.
  - (f) Added clarification by deleting “residential subdivisions” and added “Residential Development”.
- **Section 22-36. General Requirements**
  - (b) Added clarification by deleting “residential subdivisions” and added “Residential Development”. Also deleted “of residential property”.
- **Section 22-39 Payment of park development fees**

- (a) Added clarification on dwelling units. Fees shall be established separately for single-family, “duplex, triplex, fourplex, townhome”, and multi-family dwelling units.
- (c) Added “All projects that submitted preliminary plat by August 1, 2022, will be subject to the Park Dedication Ordinance 98-039 fee structure” to conform with the original proposed plan as discussed with the focus group and as presented to City Council on May 3, 2022.
- **Section 22-43 Timing of Payment of Park Fees**
  - (a) Added clarification: Land dedication and/or construction requirements for park facilities shall be “determined” at the time of preliminary plat approval; or
  - (b) Added clarification: Fees in lieu of park land dedication for “Residential Development” shall be paid “prior to approval of” the final plat for any portion of the subdivision; however

**OPTIONS**

- Approve as presented
- Approve with modification
- Deny with requested edits

**RECOMMENDATION**

Staff recommends approval of the ordinance.

**ESTIMATED SCHEDULE OF PROJECT**

These edits would be effective immediately once adopted by City Council.

**PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

April 21, 2015 - City Council adopted Ordinance No. 2015-121.

April 17, 2018 - City Council requested staff review the Code of Ordinances and ensure consistency with Ordinance No. 2015-121.

April 24, 2018 - City Council specifically referenced Chapter 22, Article II, Park Rules, Section 22-31(13) and Section 22-31.1 as areas that need revision to be consistent with Ordinance No. 2015-121.

May 3, 2022 – City Council adopted Ordinance No. 22-254.

**FISCAL INFORMATION**

N/A

**BID INFORMATION**

N/A

**EXHIBITS**

Exhibit 1- Agenda Information Sheet

Exhibit 2- Draft Chapter 22 Merged with Edits

Respectfully submitted:  
Gary Packan, Parks and Recreation Director

## Chapter 22 PARKS AND RECREATION<sup>1</sup>

### ARTICLE I. IN GENERAL

#### Sec. 22-1. Board appointed.

There is hereby created a park and recreation board which shall consist of seven (7) residents of the City of Denton, Texas. The members of the park and recreation board shall be appointed by the city council for a term of two (2) years. Board members shall be eligible for reappointment in accordance with section 2-65 of the Code. The board shall elect its chairperson from among its members, and he or she shall serve for two (2) years, or until his or her successor is elected and qualified. All members of the board shall serve without pay, and the board shall adopt such rules of procedure and other rules as may be necessary for the regulation of its business and affairs. The board shall be referred to as the parks, recreation, and beautification board and any reference to parks and recreation board, in this Code, shall be construed as referring to the parks, recreation, and beautification board.

(Code 1966, § 15-2; Ord. No. 99-219, § 1, 6-15-99; Ord. No. 2000-436, § 1, 11-28-00)

Charter reference(s)—Park and recreation board, § 11.02; boards and commissions, § 14.16.

Cross reference(s)—Boards, commissions and committees, § 2-61 et seq.

#### Sec. 22-2. Attendance.

All members of the board shall comply with the provisions pertaining to all boards and commissions set forth in sections 2-61 through 2-65 and 2-81 through 2-84 of this Code. Section 2-83(c) states that the unexcused absence of any board member for more than three (3) regularly called and scheduled meetings of the board in any one (1) year or lack of attendance of more than fifty (50) percent of the number of regular meetings in a year, unless such absence is the result of a personal or family illness or death, shall be considered "cause," as that term is used in section 14.16 of the Charter, for removal of the member by the city council from such board. Board members shall be subject to removal in accordance with this section and other applicable provisions of this Code, the City Charter, and other applicable laws.

(Ord. No. 99-219, § 1, 6-15-99)

#### Sec. 22-3. Advisory board.

The board shall serve in an advisory capacity to the city council and the director of parks and recreation. The board and the director of parks and recreation shall meet bi-monthly and at such other times as the board may, by resolution, determine. The board shall submit to the city council an annual report of its operations, together with its recommendations for the improvement of the park and recreation program as it may deem appropriate.

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<sup>1</sup>Charter reference(s)—Parks and recreation, art. XI.

Cross reference(s)—Animals generally, Ch. 6; recreation areas in mobile home or recreational vehicle parks, § 32-85.

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(Ord. No. 99-219, § 1, 6-15-99)

#### **Sec. 22-4. Duties.**

The board shall endeavor to stimulate public interest in the development and maintenance of parks and playgrounds and a well-rounded community-wide program, it shall endeavor to interpret the work of the park and recreation department and promote close cooperation between the city and all private citizens, institutions, and agencies, to the end that all park and recreational facilities and resources within, or controlled by, the city may make their maximum contribution to the public welfare.

The board shall also be responsible for making recommendations to the city council and the parks and recreation director regarding issues and ordinances related to community appearance, beautification and the environment of the city and the entrances into the city.

(Ord. No. 99-219, § 1, 6-15-99; Ord. No. 2000-436, § 2, 11-28-00; Ord. No. 2006-105, § 1, 4-18-06; Ord. No. 2013-207, § 1, 8-20-13)

#### **Sec. 22-6. Public art committee.**

The city council shall establish and appoint a public art committee that will serve in an advisory capacity to the city council. The board shall meet bi-monthly and at such other times as the board may, by resolution, determine. The public art committee will make recommendations on the:

~~The city council shall establish and appoint a public art committee that will serve in an advisory capacity to the city council. The public art committee will make recommendations on the:~~

- Commissioning, placing, and the installing of public art.
- Implementation of funding mechanism(s) for public art.
- Effective and efficient management of public art.
- Ongoing maintenance of public art.
- Accessioning, deaccessioning and resiting of public art.
- Oversight of cultural districts.

The public art committee will provide as appropriate an annual report detailing its goals and accomplishments related to the implementation of the public art policy.

The public art committee will develop detailed guidelines outlining all aspects involved with the implementation of the public art policy.

The public art committee will be a nine-member advisory committee, appointed by the city council. The city council will appoint two members representing the Greater Denton Arts Council. The Greater Denton Arts Council will nominate these two (2) members. The Greater Denton Arts Council Executive Director, ~~the economic development department director,~~ and the parks and recreation department director will serve as ex-officio members on the public art committee.

The appointed members' terms, attendance and meeting structure will follow those established for all City of Denton boards and commissions in sections 2-61 through 2-83 in the Code and in the council-approved City of Denton Handbook for Boards, Commissions, and Council Committees.

(Ord. No. 2006-105, § 2, 4-18-06; Ord. No. 2013-207, § 2, 8-20-13; Ord. No. 2019-1156, § 1, 6-4-19)

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Secs. 22-7—22-25. Reserved.

## ARTICLE II. PARK RULES

### Sec. 22-26. Use of public parks; concessions; food trucks; special use of park spaces; unauthorized athletic field usage; posting of signs.

- (a) *Public use.* All parks and playgrounds acquired and maintained by the city shall be open to the use of the public under such reasonable rules and regulations as the city council may prescribe upon the recommendation of the park and recreation board.
- (b) *Concessions.* It shall be unlawful for any person to offer anything for barter or sale, exhibit anything for pay, conduct any place of amusement for which an admission fee is charged or render personal service or transportation of any character for hire in any public park in the city without first obtaining the privilege of doing so by contract with the city under such terms and conditions as may be provided by the city council after receiving the recommendation of the park and recreation board on each such contract.
- (c) *Food Trucks.* It shall be unlawful for any person or business to sell any food or beverage from any mobile food unit located within or upon any city park or recreation facility except by permit. Food truck permits will be administered by the Parks and Recreation Department.
- (i) A permit fee, as established by the city council and on file with the Parks and Recreation Department, shall be collected prior to issuance.
- (ii) Food truck permits will only be issued to vendors who meet the minimum standards for food service operations within the corporate limits of the City of Denton as set forth in Chapter 13 and first obtain a valid food service permit as administered by Consumer Health Department.
- Cross reference—** Food and Food Establishment Rules generally, Ch 13.
- (d) *Special Use of Park Spaces.* The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Park Use Agreements for use of park spaces, substantially in a form to be approved by city council, within the parameters set forth herein:
- (i) The Park Use Agreement cannot be for a duration of longer than one (1) year.
- (ii) A usage fee, as established by the city council and on file with the Parks and Recreation Department, shall be collected in accordance with the terms set forth in the agreement.
- (e) *Facility Rentals.* The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, the following facility use agreements for use of recreation facilities and fields by groups or individuals, substantially in a form to be approved by city council within the parameters set forth herein:
- (i) The Park Use Agreement cannot be for a duration of longer than one (1) year.
- (ii) A usage fee, as established by the city council and on file with the Parks and Recreation Department, shall be collected in accordance with the terms set forth in the agreement.
- a) Tournament Rental Agreement

- 
- b) Cross Country Agreement
  - c) Long Term Field Rental Agreement
  - d) Mountain Bike Trail Agreement

(f) *Unauthorized use.* It shall be unlawful for any person to:

- (i) Enter upon a City of Denton athletic field that has a sign posted "Closed due to Maintenance/Field Conditions" unless such person is a city employee or contractor performing athletic field maintenance, or
- (ii) Enter upon a City of Denton athletic field that has a sign posted "Field use with permit only" without having a City of Denton reservation permit that states the dates and times of usage, unless such person is a city employee or contractor performing athletic field maintenance.

The city manager, or his designee, is authorized and directed to post the signs provided for above on or adjacent to City of Denton athletic fields.

(Code 1966, § 15-3; Ord. No. 2003-070, § 2, 3-4-03)

#### **Sec. 22-27. Hours of operation.**

The city parks shall be closed to the public between the hours of 10:00 p.m. and 6:00 a.m. on the following day, and it shall be unlawful for any person to enter or be found in city parks between such hours, except for events approved or scheduled by the parks and recreation department or city council.

(Code 1966, § 15-8)

#### **Sec. 22-28. Facility and program fees; specialty instructors; personal trainers; program partner**

- (a) Facility and Program Fees. The department of parks and recreation shall charge and collect the fees for the use of buildings, facilities, amenities, and for recreational programs, services, and merchandise offered by the department in the amounts established in a "Schedule of Fees"\* adopted annually and periodically throughout the year by ordinance of the city council.
  - (i) The director of the department may set, charge and collect fees for classes, trips, equipment, merchandise, police or supervisory services, and other programs, services, events and merchandise provided or offered by the department where no fee is established in the "Schedule of Fees"\*. The fee or charge shall be based on the costs of providing the event, service, equipment, or goods. Fees may be adjusted on an interim basis throughout the year as new services are added or to maintain parity with market trends.
  - (ii) Some programs and services are provided by independent contractors which determine their fees and are thereby not listed in the "Schedule of Fees"\*.
  - (iii) Marketing promotions that affect fees will be approved prior to implementation by the City Manager or his/her designee.
- (b) ~~The director of the department may set, charge and collect fees for classes, trips, equipment, merchandise, police or supervisory services, and other programs, services, events and merchandise provided or offered by the department where no fee is established in the "Schedule of Fees"\*. The fee or charge shall be based on the costs of providing the event, service, equipment or goods.~~ Special Instructors. The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Special

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Instructor Agreements for independent contractors to provide programs, special instruction, and classes, substantially in a form to be approved by city council, within the parameters set forth herein:

(i) The Special Instructor Agreement cannot be for a duration of longer than one (1) year.

(c) *Personal Trainers.* The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Personal Trainer Facility Use Agreement for independent contractors to provide instruction in recreation facilities, substantially in a form to be approved by city council, within the parameters set forth herein:

(i) The Personal Trainer Facility Use Agreement cannot be for a duration of longer than one (1) year.

d) *Program Partner.* The city manager, or their designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Program Partner Agreement to provide additional recreation opportunities, substantially in a form to be approved by city council, within the parameters set forth herein:

(i) The Program Partner Agreement cannot be for a duration of longer than one (1) year.

(Code 1966 § 15-3.1; Ord. No. 91-055, § I, 4-2-91; Ord. No. 93-206, § I, 11-2-93; Ord. No. 99-311, § 1, 9-7-99; Ord. No. 2003-267, § 1, 9-2-03; Ord. No. 2004-262, § 1, 9-21-04; Ord. No. 2005-015, § 1, 1-18-05; Ord. No. 2009-224, § 1, 9-22-09)

\***Note**—Said "Schedule of Fees" is not set out herein but is available for inspection in the offices of the city.

#### **Sec. 22-29. Signs and other advertising devices on city-owned park property.**

- (a) It shall be unlawful for any person to place or erect any structure, sign, bulletin board, post, pole or advertising device of any kind in any park or playground or to attach any notice, bill, poster, sign, wire, rope or cord to any tree, shrub, fence, railing, post or other structure in any park or playground in the city without specific permission from the city council.
- (b) The city manager, or his designee, is authorized to make, execute, and deliver, for and on behalf of the City of Denton, Facility Utilization Agreements for Youth Sports Associations, substantially in a form to be approved by city council, within the parameters set forth herein:
- (i) The Facility Utilization Agreement cannot be for a duration of longer than one (1) year.
  - (ii) The Facility Utilization Agreement may allow for the placement of advertisements on city property only as permitted under chapter 33 of the Code of Ordinances.
  - (ii) No sign placed on city property under this delegation may advertise for any of the following: Political campaigns, alcoholic beverages, establishments or businesses where the majority of gross income is obtained from the sale of alcoholic beverages, tobacco products of any type, sexually oriented businesses, and/or products or services sold by sexually oriented businesses.

(Code 1966, § 15-4; Ord. No. 2018-246, § 3, 2-6-18)

Cross reference(s)—Signs and advertising devices generally, Ch. 33; see § 33-2 Definition of "Sign", exception "u".

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**Sec. 22-30. Vehicles and animals.**

- (a) *Commercial vehicles prohibited.* It shall be unlawful for any person to operate any heavily laden vehicle, or any vehicle engaged in business or commercial transportation or activity of any kind over any street, drive, parkway or boulevard in any public park in the city, except under authority expressly granted by the director of parks and recreation.
- (b) *Vehicles and animals limited to certain areas.* It shall be unlawful for any person to operate or drive any automobile, motorcycle or other vehicle or to lead, drive or ride any animal over or through any park, except along and upon park streets, drives, parkways or boulevards.
- (c) *Hitching, tethering or pasturing animals prohibited.* It shall be unlawful for any person to tether or pasture any animal in or upon any park or playground or to hitch any horse or other animal to any tree, shrub, fence, railing or other structure in any park or playground.
- (d) *Parking restrictions.* It shall be unlawful for any person to park any vehicle in a park, except in places designated by the city for such purposes, and it shall be unlawful for any person to park or permit to remain parked any vehicle owned by or under such person's control on park property after 10:00 p.m. or before 6:00 a.m., unless participating in an activity which is scheduled by or with the approval of the city.

(Code 1966, § 15-5)

Cross reference(s)—Animals generally, Ch. 6; motor vehicles and traffic generally, Ch. 18.

**Sec. 22-31. Prohibited acts.**

In addition to the prohibitions set forth in section 14-87 of this Code, it shall be unlawful for any person to either perform or permit to be performed any of the following acts:

- (1) Mark, deface, disfigure, injure, tamper with or displace or remove any buildings; bridges; tables; benches; fireplaces; railings; paving or paving material; water lines or other public utilities or parts or appurtenances thereof; signs, notices or placards, whether temporary or permanent; monuments, stakes, posts or other boundary markers; or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal;
- (2) Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or any tributary, stream, storm sewer or drain flowing into such waters any substance, matter or thing, liquid or solid, which will or may result in the pollution of the waters;
- (3) Bring in the park to dump, deposit or leave any bottles, broken glass, ashes, paper, boxes, cans, dirt, rock, rubbish, waste, wood, garbage, refuse or other household or commercial trash, containers, equipment or appliances. All refuse, trash or other material created through the use of the parks shall not be placed in any waters in or contiguous to any park or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where provided, and if not provided all such rubbish, trash or waste shall be carried away from the park by the person responsible for its presence and properly deposited of elsewhere;
- (4) Swim, bathe or wade in any waters or waterways in or adjacent to any park, except in such waters and at such places as are provided therefor and in compliance with such regulations as are set forth in this chapter or may be hereafter adopted;
- (5) Bring in or dump, deposit or leave any noxious, hazardous or flammable materials or substances, either solid or liquid, on park property;

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- (6) Start or maintain a fire in a park except in a fireplace or grill at a site designated by the parks and recreation department; to leave the park without extinguishing a fire started or maintained by that person; to burn wood found in the park or to deposit hot coals in trash receptacles;
- (7) Camp in a park other than in an area designated by and with the written permission of the parks and recreation department;
- (8) During privately leased or rented events, the lessee/renter may set forth restrictions on the allowance of firearms within the designated area being leased/rented provided signs are posted that set forth those restrictions and comply with the mandates of Texas Penal Code Chapter 30.06 and 30.07. Within all other public spaces not under the control of the renter, Penal Code Chapters 30.06, 30.07, and 46.03 are in effect regarding the possession of firearms on government owned property.
- (9) Move or carry away any sod, sand, earth, tree, wood, shrub, flower or other landscaping in a park or to trample, injure or destroy plant material and park fixtures or facilities, except as required by article IV of chapter 6 of this Code;
- (10) Hit a golf ball in a park except in areas designated by the parks and recreation department;
- (11) Take any fish or other aquatic life from park water areas by any means except a hook and line using natural or artificial baits. All seines are prohibited;
- (12) Operate or cause to be operated on any body of water in any park any vessel or vehicle equipped with an internal combustion or electrical engine designed or altered to propel such vessel or vehicle in water.

(Code 1966, § 15-6; Ord. No. 89-013, § I, 1-17-89; Ord. No. 2003-091, § 2, 3-25-03; Ord. No. 2018-1045, § 2, 6-26-18; Ord. No. 2018-1123, § 7, 11-6-18)

**Sec. 22-31.1. Reserved.**

Editor's note(s)—Ord. No. 2018-1123, § 8, adopted November 6, 2018, repealed § 22-31.1, which pertained to smoking or other use of tobacco products prohibited. See Code Comparative Table for complete derivation.

**Commented [PGR1]:** Should we add the non smoking text from Section 14-87 (22) in the park section as well?

**Sec. 22-32. Possession and consumption of alcoholic beverages.**

- (a) It shall be unlawful for any person to consume or possess any alcoholic beverage while on the premises of any:
  - (i) City park;
  - (ii) Public Improvement located within a city park; or
  - (iii) Vehicle parking area of any city park.
- (b) The prohibition contained in section 22-32(a) shall not apply to the possession or consumption of an alcoholic beverage in Quakertown Park, which includes the Civic Center Building, Wolf's Park, Rayzor Ranch Park and North Lakes Park, excluding North Lakes Recreation Center, during an activity, event or rental of space approved by the city in advance. The approval contemplated by this subsection may be granted by the city manager or his designee.
- (c) For purposes of this section, the term "alcoholic beverage" is as defined in the Texas Alcoholic Beverage Code.

(Ord. No. 2004-081, § 2, 3-23-04; Ord. No. 2009-251, § 2, 10-6-09; Ord. No. 2011-236, § 2, 12-6-11)

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Editor's note(s)—Ord. No. 2004-081, § 2, adopted Mar. 23, 2004, repealed § 22-32, in its entirety and enacted new provisions to read as herein set out. Prior to amendment, § 22-32 pertained to consumption of alcoholic beverages and derived from Code 1966, § 15-7; Ord. No. 89-081, § 1, adopted June 20, 1989; and Ord. No. 95-153, § 1, adopted Aug. 15, 1995.

Cross reference(s)—Alcoholic beverages generally, Ch. 5.

### **ARTICLE III. PARK DEDICATION**

#### **Sec. 22-33. Purpose.**

Commented [PR2]: Period or no period?

- (a) This Article is enacted in accordance with the home rule powers of the City of Denton granted under the Texas Constitution, and the statutes of the State of Texas, including, but not by way of limitation, Texas Local Government Code § 51.071 et seq. and § 212.001 et seq. as may be amended from time to time.
- (b) Parks provide for a variety of outdoor recreational opportunities that serve areas within a park zone. The acquisition of land and development of the infrastructure and facilities necessary to facilitate usage of these parks should be based upon the demand from the area residents they are intended to serve. The primary cost of parks should be borne by the owners of residential property who shall be the primary beneficiaries of such facilities. That any residence is located within the same park zone as any park shall be *prima facie* proof that the owner(s) of such residence is a beneficiary of such park.
- (c) The ordinance recognizes two types of parks: parks that provide outdoor recreation opportunities for residents within the same park zone as their homes such as neighborhood and community parks; and city-wide parks that provide outdoor opportunities for all city residents. The primary cost of new, expanded or renovated city parks should be borne by all new city residents who have created the demand for them. Development fees collected for neighborhood or community parks in park zones may be used to acquire or improve city parks if it can be shown they benefit residents within that zone.
- (d) To ensure a rough proportionality between the dedication required from a developer and the demand from occupants of residents in a new development, the City has determined that new residents' demands for parks will be the same as those of existing residents in the area of the City surrounding any new development.

#### **Section 22-34. Definition of Terms.**

- (a) For purposes of this Article, the following terms shall be defined as follows:
  - (1) *Developer/owner* means the legal or beneficial owner or owners of a lot or any land proposed to be included in a proposed development including the holder of an option or contract to purchase, or other person having an enforceable proprietary interest in such land.
  - (2) *Residential Development may include the following:*

- a. The division or redivision of land into five (5) or more lots within one year for the purpose of developing single-family detached dwelling units or townhomes.
- b. The division or redivision of land into three (3) or more lots within one year for the purpose of developing duplexes,
- c. The division or redivision of land into two (2) or more lots for the purpose of developing triplexes or fourplexes
- d. The platting and/or construction of multifamily dwellings

**Commented [PR3]:** @Bray, Scott Does this have to be 5 or more? or could it two or more?

**Commented [BS4R3]:** It can be whatever number we choose.

**Commented [BS5]:** added timing language to capture developers who might divide a property multiple times. Could extend period to capture phased projects

(3) *Multifamily Dwelling means* one or more buildings on a single lot containing five or more dwelling units. This definition includes single room occupancy, co-housing, and residential condominiums developed on a single lot. This definition does not include duplex, triplex, fourplex, or tiny home development. (From DDC 9.2 Definitions)

**Commented [ZH6]:** Council updated the DDC definition of multifamily on 10/18. New definition: "A single lot containing five or more dwelling units. This definition includes residential condominiums developed on a single lot."

(4) *Dwelling unit means* a building or portion of a building which is arranged, occupied or intended to be occupied as living quarters and includes facilities for food preparation and sleeping.

**Commented [BS7R6]:** We do not need to use the DDC definition of multifamily. Make sure the definition we provide here meets our purposes for this policy

(5) *Park zone means* one of several zones within the City as established or amended by City Council as a park zone by ordinance. The park zones shall be large enough to offer flexibility for acquiring parkland, while being responsive to the needs of new development.

**Commented [EF8]:** Julie made the comment about this not being applicable to multi-family since the definition for residential is 5 or more lots. Typically multifamily is one lot but fees still apply.

(6) *Neighborhood / Community Parks means* open space area that provides recreational land and opportunities for outdoor activity for residents who reside within the same park zone as the open space area. The primary cost of a neighborhood park should be borne by residents within the same park zone as the neighborhood park.

Need a way to define this?

(7) *City Park means* open space area that provides recreational land and opportunities for outdoor activity for all city residents. The primary cost of a city park should be borne by all new city residents who have created the demand for the park.

(8) *Park dedication requirements means*, collectively, dedication and/or construction of park facilities, in-lieu dedication fee, and park development fee.

**Section 22-35. Applicability.**

- (a) The park land dedication requirements of this Article shall apply to every Residential Development for which a preliminary plat application or, for Residential Developments that have not submitted a preliminary plat application, a building permit, has been submitted after the effective date of the ordinance, except as expressly provided to the contrary herein.
- (b) The park development requirements of this Article shall apply with respect to every building permit associated with a Residential Development submitted after the effective date of the ordinance, except as hereinafter expressly provided to the contrary.
- (c) This Article does not apply to the remodeling, rehabilitation or other improvement of an existing residential structure, or to the rebuilding of a structure, except to the extent to which such activity results in the creation of additional dwelling units.

**Commented [BS9]:** What is getting submitted here?

- (d) Pursuant to Chapter 245 of the Texas Local Government Code, applications for building permits shall be subject to the dedication requirements of this Code, if any, in effect at the time of the application or at the time of any increase in the number of dwelling units over an original application.
- (e) To the extent that any revised applications for Residential Development or renewed applications for building permits to construct residential dwellings would result in an increase in the number of dwelling units, the park dedication requirements of this Article shall apply to the additional dwelling units proposed in the application.
- (f) Where a proposed Residential Development contains multifamily dwelling units and information is not provided concerning the number of such units, the City shall assume the highest density allowed for the property to determine the project population for the development.
- (g) This Article does not apply where a detailed development agreement has been approved by City Council and:
  - (1) Identifies the land to be dedicated, value of the land, site condition, maintenance agreement, conveyance process, and credits associated with the agreed upon dedication to be developed and executed; and / or
  - (2) Outlines the improvements, value of the improvements, and fee credits associated with the agreed upon public improvement to be developed pursuant to Section 22-40.

**Commented [WJ10]:** This may be difficult to determine, as the 2019 does not include maximum densities.

**Section 22-36. General Requirements.**

- (a) The City Manager or his/her designee shall administer this Article, with certain review, recommendation and approval authorities being assigned to the Parks, Recreation and Beautification Board and other city departments as needed.
- (b) As a condition of Residential Development, a developer shall be required to dedicate land for neighborhood, community, and city parks, pay a fee-in-lieu thereof, construct park improvements, or a combination of these options. The particular form of the requirement will be at the sole discretion of the City. In addition to the land dedication, a developer of residential property shall pay a park development fee as provided in Section 22-39 of this Article for neighborhood, community, and city parks, which will be used to pay the costs of developing the raw dedicated land into a functioning park.
- (c) Requirements herein are based on actual dwelling units for an entire development. Increases or decreases in final unit count may require an adjustment in fees paid or land dedicated.
- (d) The total amount of land dedicated for the development shall be dedicated in fee simple by filed deed if dedicated to the city and
  - (1) Prior to the issuance of any site development building permits for multi-family development or
  - (2) Prior to recordation of the final plat for a single family, duplex, or townhouse development.

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- (e) Notwithstanding subsection (d) above, for a phased development the entire park shall be platted concurrently with the plat of the first phase of the development, or the developer may provide the City with financial security against the future dedication by providing a bond, irrevocable letter of credit, or other alternative financial guarantee such as a cash deposit in the amount equal to the number of acres park land required, and in a form acceptable to the City. The amount of the financial guarantee shall be the amount of fee in lieu of land dedication. The financial guarantee will be released to the developer, without interest, upon the filing of the final plat for the subsequent phase that dedicates the required park land.

**Section 22-37. Park Land Dedication Guidelines and Requirements.**

- (a) Any land dedicated under this Article must be suitable for park uses and meet requirements in this Article and the Denton Development Code. The guidelines and requirements in this Section shall be used in the dedication and design of park land in conjunction with the Park Land Dedication and Development Handbook.
- (b) When considering park land dedication, the developer should meet with the Parks and Recreation Department (PAR) before a development application is submitted to evaluate the suitability of the land. Additionally, PAR may request a site visit as a part of its determination. The following information may be required as a part of the process prior to accepting land for a public park dedication:
  - (1) Lot dimensions or metes and bounds acreage of park land to be dedicated;
  - (2) Total acreage of floodplain, and the acreage of land located outside the floodplain;
  - (3) A tree survey;
  - (4) A slope analysis; and
  - (5) A Phase 1 Environmental Site Assessment identifying potential or existing environmental contamination liabilities.

(c) General Guidelines

Any park land dedicated to the City pursuant to the terms, conditions and requirements under this Article must be suitable for park uses and meet the following guidelines:

- (1) A current title report must be provided with the land dedication.
- (2) Wherever possible, park sites should be located contiguous with school sites or other public or nonprofit agency land in order to make maximum use of common facilities.
- (3) Encumbrances. Free and clear of any and all liens and encumbrances that may interfere with its use for park purposes. This includes overhead utility lines or easements of any type which might limit the land's use as a park. The City's representatives must be authorized to make onsite inspections of the property for the purposes of determining site suitability and identification of any visual hazards or impediments to park development and use.
- (4) Environmental Assessment. A Phase 1 Environmental Assessment is required on any land planned for dedication to the City. If the property owner or developer has any form of environmental assessment previously conducted on the tract, a copy of that assessment may be submitted for this requirement. The City may initiate and/or require the developer to initiate additional specific environmental studies or assessments if the visual inspection

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of the site gives rise to the belief that an environmental problem may exist on the site. The employment of consultants necessary to evaluate any environmental issues relating to the site may be required by the City, providing the City makes such determination in good faith. If an environmental hazard is identified on the site, the developer must remove the hazard prior to its acceptance into the park system of the City. The City will not accept park land dedication sites encumbered by hazardous and or waste materials or dump sites.

- (5) Utilities. The developer shall be responsible for the provision of minimum utilities as outlined in the Park Land Dedication and Development Handbook, the Denton Development Code and other adopted design and construction guidelines as they apply to neighborhood, community, or city park. The City will be required to approve such location prior to final acceptance and release of fiscal requirements of a subdivision.
- (6) Parks should be easy to access and open to public view so they benefit area development, enhance the visual character of the City, protect public safety, and minimize conflict with adjacent land use.
- (7) Where appropriate, sites with existing trees or other scenic elements are preferred and may be reviewed by the City's Urban Forester to make recommendations.
- (8) Rare, unique, endangered, historic or other significant natural areas will be given a high priority for dedication pursuant to this article. Areas that provide an opportunity for linkages between parks and/or trails or that preserve the natural character of the surrounding environment may be required by the City to be included in the park land dedication.
- (9) Land for dedication may be accepted by the City if it provides an opportunity to expand an existing or future city park or trail.
- (10) The property owner shall pay all taxes or assessments owed on the property up to the date of acceptance of the dedication by the City. A tax certificate from the County Tax Assessor shall be submitted with the dedication or plat.
- (11) Identified land that does not otherwise comply with the standards for park land dedication may be accepted as dedicated park land if the Director determines that the land will provide recreational, educational, or preservation opportunities for the surrounding community. A detailed development agreement including but not limited to identifying the land to be dedicated, value of the land, site condition, maintenance agreement, conveyance process, and credits associated with the agreed upon dedication will be developed and executed upon City Council approval.

(d) Land Requirements

- (1) The city in most cases will not accept a dedication that is smaller than 5 acres of contiguous land.

- (2) Land parcels that are unsuitable for development are typically unsuitable for a park. Hence, potential land to be dedicated should be selected prior to a subdivision being platted and acquired as a part of the development process.
- (3) Consideration may be given to land that is in the floodplain or may be considered "floodable" even though not in a federally regulated floodplain if, due to its elevation, it is suitable for park improvements. At the discretion of the City, land in floodplains may be considered as part of a dedication requirement on a three for one (3:1) basis. That is, three (3) acres of floodplain will be equal to one (1) acre of park land, but not more than 75% of the required land dedication shall be allowed in a floodplain.
- (4) Detention/retention areas may be used to meet dedication requirements provided the area enhances recreational opportunities and does not increase maintenance above normal standards. If accepted as part of the park, the detention/retention area design must meet the City's standards and specifications.
- (5) Sites with existing trees or other scenic elements are preferred. The health and suitability of existing trees may be reviewed by the City's Urban Forester for inclusion into a park.

(e) Calculation of Land Dedication Amount

The city shall base park dedication requirements on the number of persons expected to reside in a development and the present demand for park space by applying the following formula:

$$\frac{\text{No. of Units} * \text{Density Factor}}{\text{Population Service Level}} = \text{No. of acres to be dedicated}$$

Where "population service level" is the population of the City of Denton divided by the number of existing acres of developed neighborhood and community park land in the City at the time of City Council's regular review pursuant to Section 22-45 of this Article and "density factor" is:

- (1) 2.6 persons per unit for single-family dwelling units and
- (2) 1.8 persons per unit for multi-family dwelling units.

**Section 22-38. Fee-in-Lieu of Park Land.**

The City may, at its discretion, require that a fee be submitted in lieu of land dedication. The amount of the fee in lieu of park land dedication shall be calculated by dividing the average estimated value of a residential parcel in the City by the total amount of land required to be dedicated in accordance with section 22-37. The average estimated value of a residential parcel in the City shall be determined by City Council during its regular review pursuant to Section 22-45 of this Article by dividing the total value of all residential parcels in the City by the total number of residential parcels in the City. For the purposes of this Section, the total value of all residential parcels in the City shall be based on the valuations provided by the Denton County Appraisal District at the time of City Council's determination.

An amount equal to 10 percent of the assessed fee in lieu of park land dedication will be allocated to city parks. The funding will be used in accordance with Section 22-44 for any park that serves the entire geographic area of the City.

**Section 22-39. Park Development Fee.**

- (a) Park development fees shall be established for the purpose of funding park improvements. Fees shall be proportional to the cost of neighborhood and community park facilities, the demand for which is generated by each new dwelling unit. Fees shall be established separately for single-family, duplex, triplex, fourplex, townhome, and multi-family dwelling units. Park development fees shall be used to develop and improve public parks in ways that meet the City of Denton's standards as set forth in the Park Land Dedication and Development Handbook, the Denton Development Code and other adopted specification documents
- (b) Park development fees shall be determined at the time of building permit application and shall be paid prior to issuance of building permits for the number of dwelling units designated in the application.
- (c) Residential Developments for which a preliminary plat was submitted before August 1, 2022, will be subject to the development fee structure set out in Ordinance 98-039.
- (d) Ten percent (10%) of the park development fees shall be expended on park improvements located in city parks, and the remaining portion of the park development fees shall be expended on neighborhood and community parks that benefit the dwelling unit paying the fee. The funding will be used in accordance with Section 22-44 on any park that serves the entire geographic area of the City.
- (e) The park development fee per unit is determined by the following formula:

$$\frac{\text{Cost of Park Development Per Acre}}{\text{Number of Dwelling Units per Park Acre}} = \text{Park Development Fee per Dwelling Unit}$$

Where the cost of park development per acre and number of dwelling units per park acre are amounts determined by City Council during its regular review pursuant to Section 22-45 of this Article.

**Section 22-40. Public Park Improvement In-Lieu of Park Development Fees.**

- (a) With approval of the City, a developer may elect to construct required park improvements in lieu of paying the park development fee as set forth herein and in conjunction with the Park Land Dedication and Development Handbook. Structures and improvements provided by a developer shall be constructed on lands dedicated as public park land and shall be designed and installed to meet the requirements of the Park Land Dedication and Development Handbook and in accordance with related federal, national, state or local codes.
- (b) The City and a developer may agree to terms and conditions in the construction of public park improvements specific to and serving a residential development. A detailed development agreement outlining the improvements, value of the improvements, and fee credits associated with the agreed-upon public improvement will be developed and executed upon City Council approval.
- (c) General Requirements for Public Park Improvements In-Lieu of Park Development Fees
  - (1) A park site plan, developed in cooperation with the City must be submitted and approved by the City prior to submission of final plat or upon application for a site building permit, as applicable.

Commented [EF11]: addition

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- (2) Any public park improvements must be shown on the site plan or construction plan unless the City authorizes another method of approval.
  - (3) Detailed plans and specifications for park improvements shall be due and processed in accordance with the procedures and requirements pertaining to public improvements for final plats and for building permit issuance, as applicable.
  - (4) All plans and specifications shall meet or exceed the City's standards in effect at the time of submission of final plat or application for site building permit.
  - (5) If the improvements are constructed on land that has already been dedicated to or is owned by the City, then the developer must post payment and performance bonds equal to park development fees or value of the park as determined by City, whichever is greater, to guarantee payment to subcontractors and suppliers and to guarantee that developer completes the work in accordance with the approved plans, specifications, ordinances, and other applicable laws.
  - (6) Park improvements may be constructed on park land dedicated to the City or, if approved by the City, improvements may be made in an existing or proposed City park that is located in the same park zone as the development.
  - (7) For a public park, the developer will provide to City a two-year maintenance bond that is equal in amount to the twenty percent (20%) of the construction cost of said park improvements and a manufacturer's letter stating any play structure, equipment, and safety surfaces were installed in accordance with the manufacturers' installation requirement.
  - (8) For a public park, the developer shall provide a copy of the application and subsequent inspection report prepared by the State Department of Licensing and Regulation's contracted reviewer for compliance with the Architectural Barriers Act, codified as Texas Government Code Chapter 469.
  - (9) For a public park, all manufacturers' warranties shall be provided for any equipment installed in the park as part of these improvements.
  - (10) For a public park, upon issuance of a Certificate of Completion and Acceptance, the developer shall warrant the improvements for a period of two (2) years.
  - (11) For a public park, the developer shall be liable for any costs required to complete park development if Developer fails to complete the improvements in accordance with the approved plans or Developer fails to complete any warranty work.
  - (12) All public park improvements shall be inspected by the City while construction is in progress and when complete to verify park requirements have been satisfied.

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(13) Once the public park improvements are constructed, and after the City has accepted such improvements, the developer shall convey such improvements to the city free and clear of any lien or other encumbrances as approved by the Director of Parks and Recreation.

(14) The public park improvements will be considered complete, and City will issue a Letter of Completion and Acceptance after the following requirements are met:

- (i) Improvements have been constructed in accordance with the approved plans;
- (ii) A set of revised or as-built drawings are provided to the City in digital format;
- (iii) Improvements have been inspected and reviewed by City staff and City staff has confirmed that the improvements have been constructed in accordance with the requirements of this Article.

**Section 22-41 Credit for Park-like Facilities included in a Development.**

- (a) Up to fifty percent (50%) of the fee-in-lieu of land and park development fees paid by a developer may be reimbursed at City's discretion if Developer installs or constructs private park-like amenities within a subdivision.
- (b) Eligible private park improvements include various active and passive outdoor amenities outlined in the Park Land Dedication and Development Handbook.
- (c) To receive reimbursement for private facilities, Developer must provide for future private ownership and maintenance of the open space or facilities by recorded agreement, covenants, or restrictions.
- (d) The use of the private open space or facilities must be restricted for park purposes by recorded covenant, which runs with the land in favor of future owners of the property and which cannot be defeated or eliminated without the written consent of the City or its successors.
- (e) Developer's reimbursement under this Section shall not exceed its cost to install or construct the private park-like amenities in the subdivision. Developer must provide proof of such costs to City prior to reimbursement.
- (f) Developer must construct or install all facilities subject to reimbursement prior to completion of the final unit of the development or completion of the related phase of the development.

**Section 22-42. Reimbursement for City Acquired Park Land.**

The City may from time to time acquire land for parks in advance of actual or potential development. If the City does acquire park land in a park zone for a neighborhood/community or city park, the City may require developers of subsequent developments to provide a fee-in-lieu of land dedication only. This will be used to reimburse the City for the cost(s) of acquisition.

**Section 22-43. Timing of Payment of Park Fees.**

Any fees required to be paid pursuant to this article shall be paid as follows:

- (a) Land dedication and/or construction requirements for park facilities shall be determined at the time of preliminary plat approval; or
- (b) Fees in lieu of park land dedication for Residential Development shall be paid prior to approval of the final plat for any portion of the subdivision; however
- (c) Park development fees for all other residential building permits shall be paid prior to issuance of such permits.

**Commented [EF12]:** Should this be final since this is the practice.

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**Section 22-44. Use of Park Fees.**

All park land dedication and park development fees for neighborhood/community parks will be deposited in a fund referenced to the park zone to which they relate. The fees for neighborhood/community parks must be spent in the same park zone in which they were collected and in accordance with Use and Expenditure priorities outlined in the Handbook. Park land dedication and park development fees for neighborhood/community parks can be used in an adjacent zone in contexts where a development occurs close to a zone border if it meets the Use and Expenditure priorities outlined in the Handbook. City park land dedication and development allocations will be deposited in a fund referenced to city parks. All expenditures shall be administered in accordance with the current purchasing requirements of the City.

Funds shall not be used for the operation and maintenance of parks or city staff overhead expenses. Funds shall be used solely for the acquisition or leasing of park land and the development, improvement, upgrades, or restoration/renovation of new and existing parks. Indirect costs reasonably incurred in connection with park acquisition and improvement, such as appraisal fees, environmental assessment costs, legal expenses, engineering and design, and construction labor costs are limited to a maximum of 20 percent of total acquisition or improvement costs.

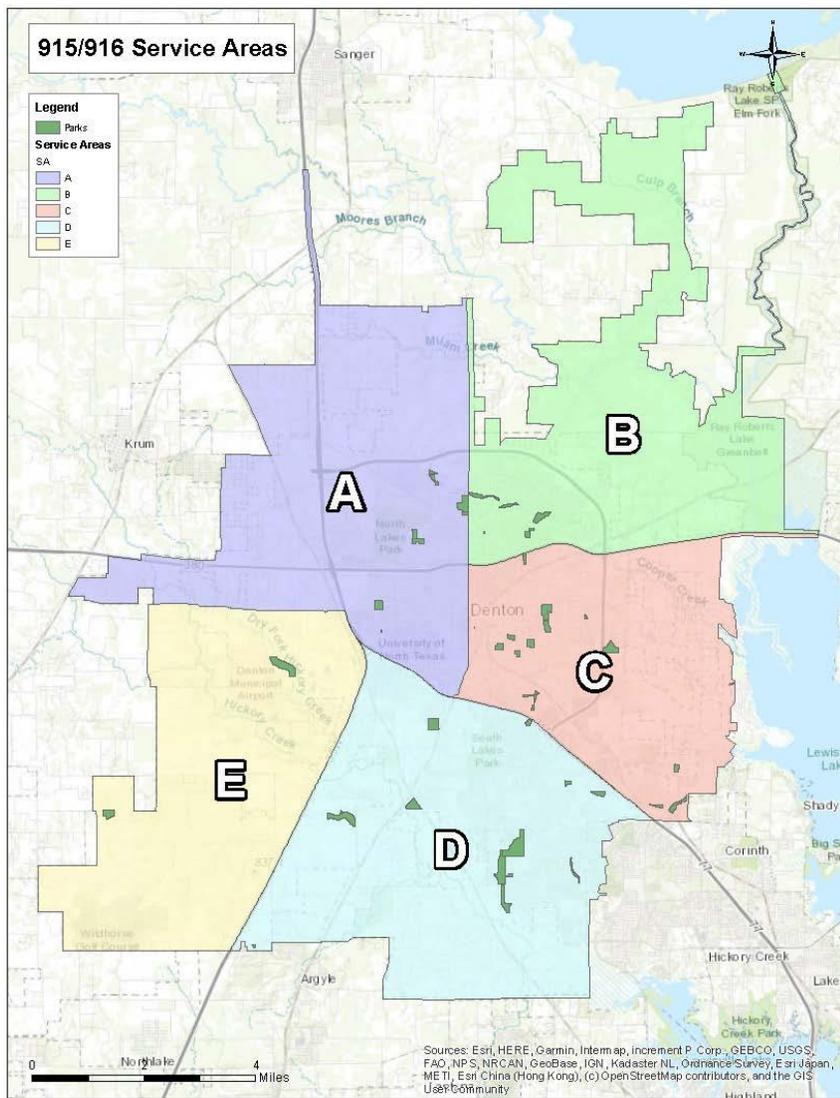
**Section 22-45. Ordinance Review.**

The City shall review the fees established and the amount of park land dedication required in this Article at least once every three (3) years during its consideration of the annual budget. Failure to review by the City Council shall not invalidate this ordinance.

**Section 22-46. Right to Refund.**

- (a) There is hereby established a special fund for the deposit of all fees in lieu of park land dedication collected under this article, which fund shall be known as the park land dedication fund. Within the fund, fees paid shall be earmarked for acquisition of new neighborhood parks or for improvements in existing parks located within the same park zone as the residential subdivision upon which the fee is imposed.
- (b) There is hereby established a special fund for the deposit of all park development fees collected under this article, which fund shall be known as the park development fund. Within the fund, park development fees paid shall be earmarked for expenditure on park improvements in a neighborhood park located within the same park zone as the subdivision in which the dwelling unit for which the fee is paid is located.
- (c) All fees in lieu of park land dedication and all park development fees paid must be expended within seven (7) years from the date of receipt for park facilities benefiting the residential subdivision or dwelling unit for which the fees are paid. Fees shall be considered expended on a first-in-first-out basis. If fees are not expended within such period, the developer/owner shall be entitled to a refund of the principal deposited by the developer/owner in such fund, together with accrued interest. The developer/owner must request such refund in writing within three hundred sixty-five (365) days of entitlement or such right shall be waived.
- (d) Interest accruing to the park land dedication fund and to the park development fund shall be expended on neighborhood park land acquisition and for neighborhood park improvements, respectively.

**Exhibit A**  
**Parkland Dedication Fee Service Areas**



**Exhibit B**  
**915 / 916 Park Inventory by Zone**

Park Name	Park Type	Address	Service Area	Acres			
Bowling Green Park	Neighborhood	2200 Bowling Green St., Denton, TX, 76207	A	17.88	<b>Acres Total</b>		
McKenna Park	Neighborhood	700 N Bonnie Brae St, Denton, TX 76201	A	15.03			
North Lakes Park	City	2001 W Windsor Dr, Denton, TX 76207	A	389.49			
Evers Park	Community	3201 N Locust St, Denton, TX 76209	A	32.01			
North Pointe Park	Neighborhood	1400 W Hercules Ln, Denton, TX 76207	A	10.34			
Owsley Park	Neighborhood	2425 Stella St, Denton, TX 76201	A	0.53			
Rayzor Ranch Property	Neighborhood	3230 Heritage Trail, Denton, TX 76201	A	9.86		<b>85.65</b>	<b>A</b>
Avondale Park	Neighborhood	2021 Devonshire Dr. , Denton, TX 76209	B	18.23			
Clear Creek Natural Heritage Center	Preserve	3310 Collins Rd, Denton, TX 76208	B	2835			
Hartlee Field Mtn Bike Lease	Special Use	TBD	B	195			
Cooper Creek Linear Park	Linear	1511 Stuart Rd, Denton, TX 76209	B	3.65			
Cooper Glen Park	Neighborhood	3330 N Locust St, Denton, TX 76207	B	9.61			
Jimmy Carter Park	Neighborhood	2603 N Bell Ave, Denton, TX 76209	B	0.31			
Nette Shultz Park	Neighborhood	1517 Mistywood Ln, Denton, TX 76209	B	8.7			
Skate Works	Special Use	2400 Long Rd, Denton, TX 76207	B	1.16			
Water Works Park	Special Use	2400 Long Rd, Denton, TX 76207	B	15.76	<b>40.5</b>	<b>B</b>	
Carl Gene Young Sr. Park	Neighborhood	327 S. Wood St, Denton, TX 76205	C	6.76			
Fred Moore Park	Neighborhood	500 S Bradshaw St, Denton, TX 76205	C	9.69			
Industrial Street Park	Neighborhood	108 Industrial St, Denton, TX 76201	C	0.11			
Mack Park	Community	1800 E McKinney St, Denton, TX 76209	C	37.55			
Martin Luther King Jr. Park	Neighborhood	1300 Wilson St, Denton, TX 76205	C	4.74			
Milam Park	Neighborhood	256 Mockingbird Ln, Denton, TX 76209	C	1.86			
Quakertown Park	City	700 Oakland St, Denton, TX 76201	C	32.32			
Sequoia Park	Neighborhood	1404 E University Dr, Denton, TX 76209	C	5.54			
Spc. Ernest W. Dallas Jr. Veterans Memorial Park	Neighborhood	6100 Sun Ray Dr, Denton, TX 76208	C	4.99			
Township II	Neighborhood	1561 Angelina Bend Dr, Denton, TX 76205	C	10.22			
Villages of Carmel Property	Neighborhood	5493 Edwards Rd, Denton, TX 76208	C	6.42	<b>87.88</b>	<b>C</b>	
Briercliff Park	Neighborhood	3200 State School Rd, Denton, TX 76210	D	9.07			
Carnegie Ridge Property	Neighborhood	6500 Rigma Ct, Argyle, TX 76226	D	1.4			
Cross Timbers Park North	Community	7601 Waterside Pl, Denton, TX 76210	D	45.98			
Cross Timbers Park South	Neighborhood	8402 Clear River Ln, Denton, TX 76210	D	22.64			
Denia Park	Community	1001 Parvin St, Denton, TX 76205	D	23.52			
Frontier Park	Neighborhood	3001 Frontier Dr, Denton, TX 76210	D	4.89			
Joe Skiles Park	Neighborhood	1721 Stonegate Dr, Denton, TX 76205	D	5.78			
Lake Forest Park	Community	1760 Ryan Rd, Denton, TX 76210	D	64.81			
South Lakes Park	City	556 Hobson Ln, Denton, TX 76205	D	184.43			
Southwest Park Property	City	4300 S Bonnie Brae St, Denton, TX 76226	D	198.97			
Wheeler Ridge Park	Linear	3100 Lipizzan Dr, Denton, TX 76210	D	7.84	<b>185.93</b>	<b>D</b>	
Robson Ranch Property	Neighborhood	11200 H Lively Rd, Denton, Texas, United States	E	17.04	<b>17.04</b>	<b>E</b>	
<b>Total Acres</b>				<b>4,269.13</b>	<b>417</b>		

**Exhibit C**  
**Land Dedication Assessment**

Variables	Calculation Factor	Description
Land Dedication		
Population	139,869	2020 Census
Park Acres	417	Community and Neighborhood parks
Population Service Level	335.42 people per 1 acre	Population / Park Acres
Single Family Density	2.6	People per dwelling unit (DU)
Multi-family Density	1.8	People per dwelling unit (DU)
Fee In Lieu of Land		
# of Residential Parcels	30,832	Single family and Multi-family residences listed in DCAD
Total Value of Residential Parcels	\$1,728,789,052	DCAD land value
Average Value of Residential Parcels	\$56,071.26	Total Value / # of Parcels

**Land Dedication Formula**

*STEP 1: Population Service Level / Density Factor = DU's per Park Acre*

335.42 / 2.6 = 129.01 Single Family DU's per Park Acre

335.42 / 1.8 = 186.34 Multi-family DU's per Park Acre

Dedication Requirement (Minimum 5 acres)

1 Park Acre for every 129 Single Family DU's

1 Park Acre for every 186 Multi-family DU's

**Fee in Lieu of Land Formula**

*STEP 1: Total Residential Land Value / # of Residential Parcels = Average Value of Residential Parcel*

*STEP 2: Average Value of Residential Parcel / Dedication Requirement = Fee in Lieu*

\$1,728,789,052 / 30,832 = \$56,071.26

\$56,071.26 / 129.01 = \$434.64 per Single Family DU

\$56,071.26 / 186.34 = \$300.90 per Multi-family DU

Fee in Lieu of Requirement

\$435 per Single Family DU

\$301 per Multi-family DU

**Exhibit D**  
**Park Development Fee**

Variable	Calculation Factor	Description
Park Development		
Single Family DU per Park Acre	129	# of Single Family DU's per park acre
Multi-family DU per Park Acre	186	# of Multi-family DU's per park acre
Average Cost of Park Development per Acre	\$324,412	Average cost per acre to develop a neighborhood and community park

**Park Dedication Formula**

*STEP 1: Average Cost of Park Development per Acre / DU's per Park Acre = Development Fee per DU*

\$324,412 / 129 = \$2,514.69 per Single Family DU

\$324,412 / 186 = \$1,740.94 per Multi-family DU

Development Fee Requirement

\$2,515 per Single Family DU

\$1,741 per Multi-family DU

Subpart A - CODE OF ORDINANCES  
 Chapter 22 - PARKS AND RECREATION  
 ARTICLE III. PARK DEDICATION

Exhibit E

City of Denton Neighborhood and Community Park Development Costs

City of Denton Parks and Recreation Neighborhood Park (Based on 3-5 acre park)					City of Denton Parks and Recreation Community Park (Based on 10-12 acre park)				
Item	Unit	Qty	Unit Cost	Total Amount	Item	Unit	Qty	Unit Cost	Total Amount
<b>Professional Service</b>					<b>Professional Service</b>				
Arch/Eng/Survey Design Services	Percentage		10%	\$ 84,357.16	Arch/Eng/Survey Design Services	Percentage		10%	\$ 363,382.50
Project Management	Percentage		3%	\$ 25,307.15	Project Management	Percentage		3%	\$ 151,409.38
Geotech/Construction Testing	Percentage		2%	\$ 16,871.43	Geotech/Construction Testing	Percentage		2%	\$ 60,563.75
				\$ 126,535.75					\$ 575,355.63
<b>Mobilization</b>					<b>Mobilization</b>				
Mobilization	Percentage		5.00%	\$ 14,352.43	Mobilization	Percentage		5.00%	\$ 131,875.00
Bond and Insurance	Percentage		3%	\$ 21,528.65	Bond and Insurance	Percentage		3%	\$ 79,125.00
General Conditions	Percentage		2.00%	\$ 14,352.43	General Conditions	Percentage		2.00%	\$ 52,750.00
Contractor Profit	Percentage		10.00%	\$ 71,762.16	Contractor Profit	Percentage		10.00%	\$ 263,750.00
				\$ 121,995.68					\$ 527,500.00
<b>Sitework</b>					<b>Sitework</b>				
Permits	LS	1	\$ 10,000.00	\$ 10,000.00	Permits	LS	1	\$ 25,000.00	\$ 25,000.00
SWPPP	AC	4	\$ 1,000.00	\$ 4,000.00	SWPPP	AC	12.5	\$ 1,000.00	\$ 12,500.00
Tree Protection	AC	4	\$ 1,200.00	\$ 4,800.00	Tree Protection	AC	12.5	\$ 1,200.00	\$ 15,000.00
Clearing and Grubbing	AC	4	\$ 2,500.00	\$ 10,000.00	Clearing and Grubbing	AC	12.5	\$ 2,500.00	\$ 31,250.00
Excavation (50% of Avg. Site)	SY	3200	\$ 24.00	\$ 76,800.00	Excavation (50% of Avg. Site)	SY	10000	\$ 24.00	\$ 240,000.00
Embankment (50% of Avg. Site)	SY	3200	\$ 8.00	\$ 25,600.00	Embankment (50% of Avg. Site)	SY	10000	\$ 8.00	\$ 80,000.00
Demolition/Removal/Remediation	LS	1	\$ 14,000.00	\$ 14,000.00	Demolition/Removal/Remediation	LS	1	\$ 30,000.00	\$ 30,000.00
Drainage/Detention Structure	LS	1	\$ 15,000.00	\$ 15,000.00	Drainage/Detention Structure	LS	1	\$ 110,000.00	\$ 110,000.00
				\$ 160,200.00					\$ 543,750.00
<b>Parking/Roadway</b>					<b>Parking/Roadway</b>				
Excavation	CY	225	\$ 26.00	\$ -	Excavation	CY	700	\$ 26.00	\$ 18,200.00
Lime Treated Subgrade (8")	SY	650	\$ 15.00	\$ -	Lime Treated Subgrade (8")	SY	1680	\$ 15.00	\$ 25,200.00
Geogrid	SY	650	\$ 10.00	\$ -	Geogrid	SY	1680	\$ 10.00	\$ 16,800.00
Flexible Base	SY	650	\$ 35.00	\$ -	Flexible Base	SY	1680	\$ 35.00	\$ 58,800.00
HMAC 2"	SY	650	\$ 17.50	\$ -	HMAC 2"	SY	1680	\$ 17.50	\$ 29,400.00
Curb	LF	1000	\$ 15.00	\$ -	Curb	LF	2100	\$ 15.00	\$ 31,500.00
Striping	LF	1000	\$ 5.00	\$ -	Striping	LF	2100	\$ 5.00	\$ 10,500.00
Stops/Bollards	EA	25.0	\$ 150.00	\$ -	Stops/Bollards	EA	70.0	\$ 150.00	\$ 10,500.00
				\$ -					\$ 200,900.00
<b>Utilities</b>					<b>Utilities</b>				
Water Impact Fee	LS	1	\$ 53,321.64	\$ 53,321.64	Water Impact Fee	LS	1	\$ 75,000.00	\$ 75,000.00
Water Pipe	LF	250	\$ 185.00	\$ -	Water Pipe	LF	100	\$ 55.00	\$ 5,500.00
Sewer Impact Fee	LS	0	\$ 35,000.00	\$ -	Sewer Impact Fee	LS	1	\$ 65,000.00	\$ 65,000.00
Sewer Pipe (6")	LF	0	\$ 185.00	\$ -	Sewer Pipe (6")	LF	100	\$ 55.00	\$ 5,500.00
Manholes	EA	1	\$ 4,000.00	\$ -	Manholes	EA	10	\$ 4,000.00	\$ -
Irrigation Impact Fee	LS	1	\$ 12,000.00	\$ 12,000.00	Irrigation Impact Fee	LS	1	\$ 30,000.00	\$ 30,000.00
Electric Connection	LS	1	\$ 20,000.00	\$ 20,000.00	Electric Connection	LS	1	\$ 20,000.00	\$ 20,000.00
Light Poles	EA	6	\$ 3,500.00	\$ 21,000.00	Light Poles	EA	25	\$ 3,500.00	\$ 87,500.00
Electric Infrastructure	LS	1	\$ 15,000.00	\$ 15,000.00	Electric Infrastructure	LS	1	\$ 115,000.00	\$ 115,000.00
				\$ 121,321.64					\$ 403,500.00
<b>Typical Park Amenities</b>					<b>Typical Park Amenities</b>				
Misc Park Amenities - Bridges, retaining walls, stage, etc.	LS	1	\$ 30,000.00	\$ 30,000.00	Misc Park Amenities - Bridges, retaining walls, stage, etc.	LS	2	\$ 60,000.00	\$ 120,000.00
Restroom Building	EA	0	\$ -	\$ -	Restroom Building	EA	1	\$ 500,000.00	\$ 500,000.00
Playground Equipment/Support	EA	1	\$ 175,000.00	\$ 175,000.00	Playground Equipment	EA	1	\$ 300,000.00	\$ 300,000.00
Shade Structures	LS	1	\$ 55,000.00	\$ 55,000.00	Shade Structures	LS	1	\$ 90,000.00	\$ 90,000.00
10' wide concrete paths	SY	950	\$ 60.00	\$ 57,000.00	10' wide concrete paths	SY	3000	\$ 60.00	\$ 180,000.00
Concrete multi-sport court (50'x85' area)(lazer grade, soil improvements and sod)	SY	420	\$ 65.00	\$ 27,300.00	Concrete multi-sport courts	SY	840	\$ 65.00	\$ 54,600.00
Protective Fencing	LF	875	\$ 35.00	\$ -	Protective Fencing	LF	3000	\$ 35.00	\$ -
Trash Receptacles with pads	EA	2	\$ 1,250.00	\$ 2,500.00	Trash Receptacles with pads	EA	15	\$ 1,250.00	\$ 18,750.00
Pavilion	EA	1	\$ 30,000.00	\$ 30,000.00	Pavilion	EA	2	\$ 30,000.00	\$ 60,000.00
Picnic tables with pads	EA	2	\$ 1,400.00	\$ 2,800.00	Picnic tables with pads	EA	20	\$ 1,400.00	\$ 28,000.00
Drinking fountain w/ slab	EA	1	\$ 3,500.00	\$ 3,500.00	Drinking fountain w/ slab	EA	6	\$ 3,500.00	\$ 21,000.00
Bike rack	EA	1	\$ 1,000.00	\$ 1,000.00	Bike rack	EA	4	\$ 1,000.00	\$ 4,000.00
Benches	EA	4	\$ 2,000.00	\$ 8,000.00	Benches	EA	10	\$ 2,000.00	\$ 20,000.00
				\$ 427,100.00					\$ 1,471,350.00
<b>Miscellaneous</b>					<b>Miscellaneous</b>				
Park Sign	EA	1	\$ 8,300.00	\$ 8,300.00	Park Sign	EA	2	\$ 8,300.00	\$ 16,600.00
Dog Bag Dispenser	EA	2	\$ 350.00	\$ 700.00	Dog Bag Dispenser	EA	4	\$ 350.00	\$ 1,400.00
				\$ 9,000.00					\$ 18,000.00
<b>Landscape/Irrigation</b>					<b>Landscape/Irrigation</b>				
Irrigation System	AC	2	\$ 25,000.00	\$ 50,000.00	Irrigation System	AC	4.0	\$ 25,000.00	\$ 100,000.00
Landscaping	EA	1	\$ 50,000.00	\$ 50,000.00	Landscaping	EA	1	\$ 200,000.00	\$ 200,000.00
Hydroseed (70%)	AC	3	\$ 2,650.00	\$ 7,950.00	Hydroseed (70%)	AC	9	\$ 2,650.00	\$ 23,875.00
Sod (30%)	AC	1	\$ 18,000.00	\$ 18,000.00	Sod (30%)	AC	4	\$ 18,000.00	\$ 72,000.00
				\$ 125,950.00					\$ 390,875.00
<b>Hard Cost (Formula Ref Only)</b>				\$ 717,621.64	<b>Hard Cost (Formula Ref Only)</b>				\$ 2,637,500.00
<b>Construction Cost</b>				\$ 843,571.64	<b>Construction Cost</b>				\$ 3,028,187.50
<b>Professional Service/Mobilization</b>				\$ 248,531.42	<b>Professional Service/Mobilization</b>				\$ 1,102,855.63
<b>Contingency (10%)</b>				\$ 84,357.16	<b>Contingency (10%)</b>				\$ 302,818.75
<b>Total Project Cost</b>				\$ 1,176,460.23	<b>Total Project Cost</b>				\$ 4,433,861.88





# City of Denton

City Hall  
215 E. McKinney St.  
Denton, Texas 76201  
[www.cityofdenton.com](http://www.cityofdenton.com)

## Legislation Text

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**File #:** PRB23-001, **Version:** 1

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### **AGENDA CAPTION**

Receive a report and hold a discussion on the dedication plaque process.



# City of Denton

City Hall  
215 E. McKinney Street  
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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Parks and Recreation  
**ACM:** Christine Taylor, Assistant City Manager  
**DATE:** January 9, 2022

### **SUBJECT**

Receive a report and hold a discussion on the dedication plaque process.

### **BACKGROUND**

The City of Denton supports the practice of installing a dedication plaque(s) in municipal buildings to recognize activities such as the official opening of a new, or significantly renovated, municipal building.

The purpose of the policy is to:

- Identify guidelines for the installation of plaques in municipal buildings; and,
- Provide guidance on the information to be generally contained within a dedication plaque for a municipal building.

Parks and Recreation has discussed the project with the Marketing and Communications and Facilities Department. Facilities is in the process of drafting a city-wide policy.

### **RECOMMENDATION**

Implement a city-wide dedication plaque SOP based on the direction of the City Manager's Office.

### **ESTIMATED SCHEDULE OF PROJECT**

Plaques are installed as projects are completed.

### **PRIOR ACTION/REVIEW (Council, Boards, Commissions)**

None.

### **FISCAL INFORMATION**

Plaques are purchased through the construction funds for a project.

### **EXHIBITS**

Exhibit 1- Agenda Information Sheet

Respectfully submitted:  
Gary Packan, Parks and Recreation

Prepared by:  
Caroline Seward, Business Administration Manager