

**AGENDA
BENBROOK PARKS AND RECREATION BOARD MEETING
BENBROOK CITY HALL
CENTRAL CONFERENCE ROOM
911 WINSCOTT ROAD
BENBROOK, TEXAS 76126
WEDNESDAY, APRIL 8, 2009
7:00 PM**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES – December 10, 2008**
- III. Park Reservation Policy**
- IV. Discussion items**
 - a. Directional Signs for City Park Locations**
- V. Reports from the Public Services Director**
 - a. YMCA expansion update**
 - b. Irrigation contract update**
 - c. Website Information**
 - d. Park Road street name changes**
- VI. SUGGESTED TOPICS FOR FUTURE AGENDAS**
- VII. ADJOURNMENT**

This facility is handicapped accessible. For accommodations or to inform us of inaccessibility to this meeting, please contact Walter Shumac III, Public Services Director at 817-249-3000, ext: 6063. For Sign Interpretive services, please call 48-hours in advance.

**BENBROOK PARKS AND RECREATION BOARD MEETING
MINUTES
WEDNESDAY, DECEMBER 10, 2008
7:00 PM**

The regular meeting of the Parks and Recreation Board of the City of Benbrook was held on Wednesday, December 10, 2008 at 7:00 p.m. in the Council Chambers at 911 Winscott Road with the following Board Members present:

Steven Cook
Carol Stacy
Karen Henderson
Vanessa Adia
Daniel Reilley
Donna Mayes

Also Present:

Walter Shumac III, P.E., Public Services Director
Dave Gattis, FAICP, CFM, ICMA-CM, Deputy City
Manager
Mario Rodriguez, Parks Superintendent
Leslie Harris, Permit Clerk

I. CALL TO ORDER

Meeting called to order at 7:05 p.m. by Karen Henderson.

II. MINUTES

1. Minutes of the regular meeting held December 10, 2008.

Motion made by Mr. Reilley and seconded by Mrs. Adia to approve the minutes of the regular meeting held October 22, 2008.

Vote on the Motion:

Ayes: Ms. Stacy, Mr. Reilley, Mrs. Adia, and Mrs. Henderson.
Noes: None

Motion carries unanimously.

III. OATH OF OFFICE FOR NEW BOARD MEMBERS

Teresa Gattis (notary public) administered the Oath of Office to Steven Cook, Place 2 and Donna Mayes, Place 6.

IV. SELECTION OF BOARD CHAIRPERSON

Motion made by Mrs. Adia and seconded by Mr. Reilly to elect Mrs. Henderson board chairperson.

Vote on the Motion:

Ayes: Ms. Stacy, Mr. Reilley, Mrs. Adia, Mrs. Mayes, Mrs. Henderson and Mr. Cook.

Motion carries unanimously.

V. SELECTION OF BOARD VICE CHAIRPERSON

Motion made by Mrs. Henderson and seconded by Mr. Reilley to elect Mrs. Adia as Vice Chairperson.

Vote on Motion:

Ayes: Mr. Cook, Mrs. Adia, Mrs. Henderson, Mrs. Mayes, Mrs. Stacy, and Mr. Reilley.

Motion carries unanimously.

VI. REVIEW OF 2008 CITIZEN SURVEY

Dave Gattis gave a review of the 2008 Citizen Survey as it relates to parks and recreation.

VII. PRESENTATION OF MEETING PROCEDURES AND ROBERT'S RULES OF ORDER

Dave Gattis gave a presentation on meeting procedures and Roberts Rules of Order.

VIII. SUGGESTED TOPICS FOR FUTURE AGENDAS

None suggested

IX. ADJOURNMENT

Meeting adjourned at 8:34 p.m.

APPROVED: _____



City of Benbrook

PARKS AND RECREATION BOARD

DATE: 04-8-09	REFERENCE NUMBER: PB-2009-01	SUBJECT: CONSIDER AMENDING THE PARK POLICY FOR FIELD RESERVATIONS	PAGE: 1 of 1
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BACKGROUND

Earlier this year, reservations for ball fields were made available through the City's website utilizing a new reservation software package. Using this system, reservations can now be made twenty-four hours a day, seven days a week using the Internet, in addition to by telephone or in person during business hours.

The existing policy for reserving ball fields and lighting do not conform with the new reservation policy and current practice. The staff has revised the policy to clarify some issues such as lighted field hours and to include information about the new software package.

RECOMMENDATION

Staff recommends that the Parks Board recommend that the City Council adopt the amended Park Policy for field reservations.

SUBMITTED BY: Walter Shumac III Public Services Director	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY: CITY SECRETARY DATE:
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BYBSA Policy Information

The City of Benbrook is committed to providing an enjoyable and safe environment for kids to play ball, including our commitment to a close working relationship between the City and the Benbrook Youth Baseball Softball Association (BYBSA.) Toward accomplishing this objective, the City has established the following policies:

General Responsibilities of BYBSA

- Practice and game schedules need to be submitted to the City for review two weeks prior to start of the season.
- Reservations for practice need to be made 24 hours prior to use.
- All ball field lights must be turned off and boxes locked after games or practice.
- Two light box keys will be issued to the BYBSA President. The president may elect to give a key to his or her second-in-command, but will be held responsible for the misuse of any key. No copies shall be made without the Park Superintendents permission.
- The BYBSA is responsible for the maintenance of score boards, bulbs and circuitry. The City will maintain any buried cable.
- All trash must be removed from the dugouts and stands after each game and placed in receptacles. Also, the BYBSA shall remove trash from any trash receptacles that are full and replace the liner bags as needed.
- All banners on field fences need to be removed and stored at the end of the season.
- The BYBSA shall assist in cleaning and stocking of the restrooms during the seasons and tournaments.

General Responsibilities of Parks Department

- The City shall maintain the fields, including turf and clay management, field-marking, fence repair and sign placement, to the extent allowable under City budget and manpower constraints.
- The City will remove trash from containers, Monday through Friday, during normal work hours.
- The City will clean and stock restrooms, Monday through Friday, during normal work hours.
- The City will maintain ball field lights.
- The City will unlock light boxes during normal work hours for reserved fields for any fields reserved during or immediately after normal business hours (8:00 AM to 5:00 PM weekdays, excluding holidays.)

Ball Field Lighting Reservation Policy

- See separate "*Lighted Field Reservations*" policy.

BYBSA Games and Tournaments

- Schedules for games and tournaments must be turned in two weeks prior to start of the season and or any tournaments.
- The game scheduled must fit the field where it is played. No fields shall be altered to accommodate games and teams that are overbooked.
- No parking or admission fees shall be charged during tournaments. Any methods for generating revenue other than team entry fees, concession stand revenues, ball field advertising, and booth sales shall be approved by the City.
- Outside vendors must be approved by the City of Benbrook prior to the beginning of the season. No additional vendors can be added after the season starts without prior approval of the City.

Electric Usage

The BYBSA shall reimburse the City on an annual basis for the following electric power costs:

\$10 per hour for each hour of league play and tournament play, plus
\$10 per player, plus
BYBSA shall be responsible for the actual electric costs for Field #7 and
the concession stand.

The City and BYBSA recognize that these fees are inadequate to cover the actual costs of electricity used by the BYBSA and the City and BYBSA may revisit the fee schedule as needed.

Improvements to Fields

The City will continue to offer labor assistance to the BYBSA for field improvement projects initiated by the Association, as manpower and budget permit. All proposed projects must be proposed to the City in writing.

Lighted Field Reservations through the Active Net Website

Reservations for lights on Athletic fields can be made 24 hours a day, 7 days a week on the City of Benbrook website:

<http://www.ci.benbrook.tx.us>

On homepage, click on: *Online Reservation System for Park Facilities*

Limits to reservations are as follows:

- The Benbrook Youth Baseball/Softball Association has priority use of all fields during official practice, league play, and tournaments. The website will reflect these times.
- All other available reservations will be accessible to the public.
- Lighted fields are available for reservation Monday through Friday, and between the hours of 5:30pm and 10:00pm. During daylight savings time although lights may not be needed, the light fee will be charged to hold a reservation for use during the above listed times.
- The fields must be reserved 24 hours prior to use to allow time for staff to unlock lighting enclosure. The fields may be reserved up to 14 days in advance.
- Rain outs, rescheduling, and refunds will be handled by City Hall staff.
- Light usage is \$10.00 an hour. Light fees can be divided up into one-half ($\frac{1}{2}$) hour increments (\$5.00 for each $\frac{1}{2}$ hour).
- A team, group, or individual commits a violation of City Ordinance # 595 when athletic field lights are used without payment of appropriate fees.