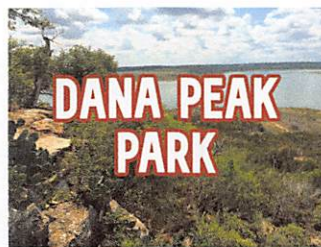




OCTOBER 06, 2020

3:00 P.M.

**CITY COUNCIL
WORKSHOP AGENDA**





**NOTICE OF WORKSHOP OF THE CITY COUNCIL OF
THE CITY OF HARKER HEIGHTS, TEXAS
VIA TELECONFERENCE**

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Notice is hereby given that, beginning at 3:00 p.m. on Tuesday, October 6, 2020, and continuing from day to day thereafter if necessary the City Council of the City of Harker Heights, Texas, will conduct a telephonic workshop meeting to contain the spread of COVID-19 in accordance with Governor Abbott's declaration of the COVID-19 public health emergency and action to temporarily suspend certain provisions of the Texas Open Meetings Act issued on March 16, 2020. The subjects to be discussed are listed in the following agenda:

WORKSHOP AGENDA

Mayor
Spencer H. Smith

Mayor Protem
Michael Blomquist

City Council
Jennifer McCann
Jackeline Soriano Fountain
John Reider
Jody Nicholas

I. Roll Call:

II. Presentations by Citizens:

Citizens who desire to address the Council on any matter may do so during this item. Please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda. Please state your name and address for the record and limit your comments to three minutes.

III. New Business:

1. Receive and discuss a virtual ribbon cutting for Warrior's Path reconstruction. (Assistant City Manager)
2. Receive and discuss a presentation by the Harker Heights Police Department regarding the implementation of the Healthy Homes "Take Me Home" Program. (Police Chief)
3. Receive and discuss a presentation regarding the Mask and Sanitizer Kit (M.A.S.K) Program. (Assistant City Manager)
4. Receive and discuss a proposed Ordinance to authorize the keeping of Backyard Chickens by providing regulations regarding the location, maintenance of Backyard Chickens, and prohibiting Backyard Chickens from walking or flying onto adjacent property. (IT Director)
5. Receive and discuss a presentation regarding the Lease of Dana Peak Park, 560 acres of the Corps of Engineers Property, located at 3800 Comanche Gap Road, Harker Heights, Texas. (Parks and Recreation Director)

IV. Adjournment:

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Harker Heights, Texas, a place readily accessible to the general public at all times, on the 2nd day of

October 2020, by 2:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.



Juliette Helsham
City Secretary

The public may participate remotely in this meeting by dialing-in using the toll-free number: [\(866\) 899-4679](tel:(866)899-4679) and use Access Code: 533-668-973

To join the meeting from your computer, tablet or smartphone, use the following meeting link: <https://global.gotomeeting.com/join/533668973>

The public will be permitted to offer public comments telephonically as provided by the agenda. Written questions or comments may be submitted two hours before the meeting to the City Secretary's Office. When submitting your written questions or comments, you must include your Name and Address. Agenda packet and recording of the telephonic meeting will be available on the City of Harker Heights website at www.ci.harker-heights.tx.us.

"This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 254-953-5600, or FAX 254-953-5614, or email jhelsham@harkerheights.gov for further information."

"Pursuant to Chapter 551 of the Government Code the City Council reserves the right to go into Closed Meeting on any item listed above if deemed necessary."



CITY COUNCIL MEMORANDUM

AGENDA ITEM #III-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: OCTOBER 6, 2020

RECEIVE AND DISCUSS A VIRTUAL RIBBON CUTTING FOR WARRIOR'S PATH RECONSTRUCTION.

BACKGROUND:

The Warrior's Path project involved a collaboration of a number of entities and to celebrate this project, a virtual ribbon cutting video was developed. The video was put together by Walker Partners.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # III-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: OCTOBER 6, 2020

RECEIVE AND DISCUSS A PRESENTATION BY THE HARKER HEIGHTS POLICE DEPARTMENT REGARDING THE IMPLEMENTATION OF THE HEALTHY HOMES "TAKE ME HOME" PROGRAM.

EXPLANATION:

On October 7th, the Harker Heights Police Department will implement a new program called the "Take Me Home" program. This program is a free service available to any resident of the City of Harker Heights. The program allows for the identification and safe return of citizens who are unable to adequately communicate vital information, such as their name and address to law enforcement officers and telecommunicators. Families or individuals will have the option to participate in this service by completing an intake form and begin the intake process at the Harker Heights Police Department with the Healthy Homes Division.

During the intake process, they will provide the individual's, height, weight, and other identifying information, as well as emergency contact information. A digital photograph, taken at the time of enrollment, will also be recommended. The intake information will be entered into a database that can be quickly accessed by Police Officers and our Telecommunicators while on patrol or at the police station. During the intake process, a bracelet will be issued to the individual enrolled, and on the bracelet will be an assigned HHPD TMHP (Harker Heights Police Department Take Me Home Program) number and the phone number to the Harker Heights Police Department. The assigned HHPD TMHP number is unique to each individual who has completed the intake process with our department.

When Officers locate an individual, who is unable to speak or properly identify themselves, they can search the database by the description of the person and by the HHPD TMHP number that is on their bracelet. The individual can then be quickly and safely returned to their loved ones. The program can also assist in another way: if the individual goes missing and the incident is reported, our department personnel can immediately locate their intake information in the database to include a photo and description of the individual.

There is no enrollment fee for Harker Heights residents to participate in this program, and all information given to the department is kept confidential.

ATTACHMENTS:

1. Program Brochure
2. Program Flyer

RESOURCES

HEALTHY HOMES

Healthy Homes Program at the Harker Heights Police Department is designed to provide the individual with information, support, and advocacy services for individuals and their families while involved in the criminal justice system. As well as, general assistance to anyone who may need help in the community.

Healthy Homes may be helpful in cases of:

Assistance in filing for
Crime Victims' Compensation
Child Abuse or Neglect
Counseling Referrals
Domestic Violence
Food Bank Referrals
Juvenile Runaways
Parent/Child Difficulties
Sexual Assault
Substance Abuse

Important Contact Numbers

Families in Crisis Hotline: 1-800-799-7223
Killeen Families in Crisis: 254-634-1184
Temple Families in Crisis: 254-773-7765
Salvation Army: 254-774-9996

Central Texas Youth Services

Drop In Center: (254) 768-2863
Option House: 800-421-8336

Military Resources

Ft. Hood Child Abuse Hotline: 254-287-2273
Army Community Services: 254-287-4227
Department of Defense Sexual Assault Hotline:
1-877-995-5247
Ft. Hood Domestic Violence Line: 254-702-4953

Texas Department of Human Services

Killeen: 254-526-9011
Belton: 254-939-3561

Child Protective Services

Killeen: 254-526-9011
Belton: 254-939-3561

Center For Mental Health and Mental Retardation (MHMR)

Killeen: 254-526-4146
Temple: 254-778-4841

Victim Assistance Centers/Hotlines

Aware Central Texas: 254-939-7582
National Victim Center: 1-800-FYI-CALL
Missing Children's Hotline: 1-800-222-1464
Crime Victim Compensation: 1-800-983-9933
Suicide and Crisis Center: 1-800-SUICIDE
Texas Crime Stoppers: 1-800-252-8477

HARKER HEIGHTS POLICE DEPARTMENT

TAKE ME HOME PROGRAM



HARKER HEIGHTS POLICE DEPARTMENT
402 INDIAN TRAIL
HARKER HEIGHTS, TX 76548
254-953-5400

HEALTHY HOMES
254-953-5429

TAKE ME HOME PROGRAM



Take Me Home Program is a program that assists with individuals who are found by Harker Heights Police Department and are unable to speak, have trouble doing so or are unable to properly identify themselves.

This program is offered to the residents of the City of Harker Heights.

TAKE ME HOME PROGRAM CONTACT INFORMATION

If interested in the Take Me Home Program, please call the Healthy Homes Office at 254-953-5429 for more information on filling out an intake form and getting the individual's photo taken.

A parent, guardian, or caretaker and the individual being enrolled in the program must be present during the intake process.

All information is kept confidential.

TAKE ME HOME PROGRAM INTAKE INCLUDES

- First, Middle, Last name
- Address
- Phone Number
- Date of Birth
- Race
- Sex
- Hair Color
- Eye Color
- Height
- Weight
- Disability
- Markings
- Emergency Contact Information
- Listing of any sensitivities
- Method of preferred communication (**if nonverbal**): Picture boards, written words, etc.
- Method of preferred communication (**if verbal**): Preferred words, sounds, songs, and phrases they may respond to
- A designated spot for the parent/guardian to sign

Harker Heights Police Department

Healthy Homes Presents:

Take Me Home Program

- Take Me Home Program is a program that assists with individuals who are found by Harker Heights Police Department and are unable to speak, have trouble doing so or are unable to properly identify themselves.
- This program is offered to the City of Harker Heights families, caregivers, and/or guardians of individuals who have Cognitive Disabilities, such as Autism, Alzheimer's, Dementia, Down Syndrome, etc.
- If interested in the Take Me Home Program, please call the Healthy Homes Office at 254-953-5429 for more information on filling out an intake form and getting the individual's photo taken.



ALL information is kept confidential.

Harker Heights Police Department
402 Indian Trail Dr, Harker Heights, TX 76548



CITY COUNCIL MEMORANDUM

AGENDA ITEM #III-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: OCTOBER 6, 2020

RECEIVE AND DISCUSS A PRESENTATION REGARDING THE MASK AND SANITIZER KIT (M.A.S.K) PROGRAM.

BACKGROUND:

This idea of sanitizing kits was originally initiated by citizen conversations concerning the health and well being of our community. After further discussions and to promote safety measures against COVID-19, the City of Harker Heights will have available a Mask and Sanitizer Kit (M.A.S.K.). This program will be administered through our Police Department's Healthy Homes Program. Angel Carroll and Destinee Barton have been instrumental in developing this program.

Each kit will include the following items:

- Drawstring Backpack
- Disposal Mask
- Cloth Mask
- Hand Sanitizer
- Pair of Rubber Gloves
- Alcohol Wipes
- Thermometer
- Bar Soap
- Face Tissue
- Band-aids
- Bathroom Tissue

Eligibility requirements – must be a Harker Heights resident who needs these items. Staff currently has 100 M.A.S.K. bags available.



COUNCIL MEMORANDUM

AGENDA ITEM #III-4

FROM: THE OFFICE OF THE CITY MANAGER

DATE: OCTOBER 6, 2020

RECEIVE AND DISCUSS A PROPOSED ORDINANCE TO AUTHORIZE THE KEEPING OF BACKYARD CHICKENS BY PROVIDING REGULATIONS REGARDING THE LOCATION, MAINTENANCE OF BACKYARD CHICKENS, AND PROHIBITING BACKYARD CHICKENS FROM WALKING OR FLYING ONTO ADJACENT PROPERTY.

EXPLANATION:

Residents of the City of Harker Heights have expressed an interest in keeping of chickens to provide fresh eggs for their family. These requests have increased since March of 2020. The increase is primarily due to the recent pandemic.

Chapter 90.39 of the Harker Heights Code of Ordinances restricts the ownership of chickens, along with other fowl and other types of animals such as cows and horses to property owners that have a 250 ft. offset from where the animals are housed to their neighbor's place of dwelling. This offset can be waived down to 75ft with the approval of a waiver by the City Manager.

Our current Ordinance immediately precluded individuals that rent a house because only the property owner can request a waiver. Additionally, the property owner would need to submit a written request to the City Manager. The City Manager would forward that request to the Pet Adoption Center. An Animal Service Officer would work with the Planning Department to determine if the individual had adequate amount of property to meet the 75ft requirement. If they did and based on the amount of area the individual had, the Animal Service Officer would write a recommendation that stipulated that the individual could have a certain number of hens and where the hens could be housed. The recommendation would then be forwarded back to the City Manager for approval. Upon, the City Manager's approval the waiver would be forwarded to the property owner. The waiver, if approved is good for one year.

Based on the increased inquiries for chickens, staff looked at the surrounding Cities' ordinances, evaluated information on different forums dedicated to raising backyard chickens, and researched information from different agricultural science institutions such as Texas A&M.

We used the knowledge gathered from these different sources of information to develop the following draft ordinance and then submitted to the City's legal counsel for review.

The ordinance in summary implements the following:

- Establishes the following definitions:
 - Backyard Chicken – a female chicken (hen) possessed or harbored to provide eggs and egg production for personal consumption by persons residing on the lot or tract where the Backyard Chicken is kept.
 - Chicken Coop – an enclosed structure constructed with three or more sides, with a roof or other cover capable of allowing chickens kept inside the coop to remain dry and protected from the elements and which provides direct access by an enclosed passage between the roosting area and any adjacent Exercise Yard. A Chicken Coop must have a floor and a door that allows the chickens to move back and forth between the Chicken Coop and the adjacent Exercise Yard.
 - Exercise yard – an enclosed pen outside of the Chicken Coop in which chickens can move about in a confined space. The Exercise Yard must be covered with wire or solid material to ensure that chickens remain confined and are unable to escape. An Exercise Yard must have more than ten (10) square feet of surface area for each Backyard Chicken that is kept within the Exercise Yard and shall not exceed a total of one hundred twenty (120) square feet in area.
- The ordinance modifies section 90.39 to include the provisions of Backyard Chickens while keeping the rest of the code to include the 200 ft offset and the waiver requirements for all other animals at 75 ft.
- The ordinance establishes 90.39 (B) which adds the following requirements:
 - A property owner or occupant of the property with written permission of the property owner may have no less than 3 chickens and no more than 6 chickens provided that the Backyard Chickens are confined in a Chicken Coop with an Exercise Yard; and provided they have a minimum of 50ft from any building or dwelling occupied by a person other than the owner of the Backyard Chickens.
 - The ordinance stipulates that the Chicken Coop and Exercise Yard must be maintained in a sanitary condition and accumulation of chicken waste on the property is prohibited.
 - Any person building a permanent non-moveable Chicken Coop and/or Exercise yard must obtain the proper permits and inspection through the City prior to construction.
 - Requires proper food, water and medical treatment be provided.
 - Allows for the chickens to “free roam” in the backyard of the property provided an individual of 18 years of age or older is physically present to supervise the Backyard Chickens to prevent the chickens from leaving the owners property or cross property boundary lines.

ATTACHMENT:

1. Draft Backyard Chicken Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF HARKER HEIGHTS, TEXAS AMENDING SECTION 90.01 – DEFINITIONS TO THE CODE OF ORDINANCES TO ADD DEFINITIONS OF “BACKYARD CHICKEN,” “CHICKEN COOP,” AND “EXERCISE YARD;” AMENDING SECTION 90.39 TO AUTHORIZE THE KEEPING OF BACKYARD CHICKENS; PROVIDING REGULATIONS REGARDING THE LOCATION AND MAINTENANCE OF BACKYARD CHICKENS; AND PROHIBITING BACKYARDS CHICKENS FROM WALKING OR FLYING ONTO ADJACENT PROPERTY

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS AS FOLLOWS:

Section 1. Section 90.01 of the Code of Ordinances is amended to add the following definitions:

BACKYARD CHICKEN means a female chicken (hen) which is possessed or harbored to provide eggs and egg production for personal consumption by persons residing on the lot or tract where the Backyard Chicken is kept.

CHICKEN COOP means an enclosed structure constructed with three or more sides, with a roof or other cover capable of allowing chickens kept inside the coop to remain dry and protected from the elements and which provides direct access by an enclosed passage between the roosting area and any adjacent Exercise Yard. A Chicken Coop must have a floor and a door that allows the chickens to move back and forth between the Chicken Coop and the adjacent Exercise Yard.

EXERCISE YARD means an enclosed pen outside of the Chicken Coop in which chickens can move about in a confined space. The Exercise Yard must be covered with wire or solid material to ensure that chickens remain confined and are unable to escape. An Exercise Yard must have more than ten (10) square feet of surface area for each Backyard Chicken that is kept within the Exercise Yard and shall not exceed a total of one hundred twenty (120) square feet in area.

Section 2. Section 90.39 – Keeping Animals, Fowl and Bees Other Than Swine or Hares of the Code of Ordinances is amended to read as follows:

A. Subject to the provisions of Section 90.39(B), it shall be unlawful for any person to introduce, keep, or maintain any guinea fowl, horses, mules, donkeys, cattle, goats, sheep, chickens, turkeys, geese, ducks, or pigeons, bees, or the feed or feed area for such in any pen, barn, building, or structure, excluding property perimeter fences within the City limits, within two hundred feet (200') of the residence of any person other than the owner. In the event the property owner can establish that the literal application of this section to the particular circumstances of his property present an unreasonable burden, said property owner may request a permit by letter to the City Manager. The City Manager will review such request and may approve an exception to the two hundred foot (200') distance required above; however, the minimum distance shall not be less than seventy-five feet (75'). In reviewing such request, the City Manager will consider the health and safety of all adjacent property owners, as well as issues relating to noise, sanitation and privacy. Such permits shall be revocable at will upon ninety (90) days notice or upon lesser notice if the City Manager deems such revocation to be necessary to protect the public health or safety or public property.

B. The following provisions shall apply to the keeping of Backyard Chickens:

1. A property owner, or the occupant of property that has obtained written permission from the property owner, may possess not less than three (3) nor more than six (6) Backyard Chickens on residential property located in areas zoned _____ provided that the Backyard Chickens are confined in an enclosed Chicken Coop with Exercise Yard attached which is located no less than fifty feet (50') from any building or dwelling occupied by a person other than the owner of the Backyard Chickens.

2. A person keeping Backyard Chickens shall comply with the following regulations:

(a) No more than one (1) Chicken Coop and Exercise Yard is permitted on a residential tract and the Chicken Coop and Exercise Yard must be located in the rear yard of the residential tract not less than fifty feet (50') from any building or dwelling occupied by a person other than the owner of the Backyard Chickens.

(b) The Chicken Coop and Exercise Yard must be maintained in a sanitary condition and the accumulation of chicken waste on the property is prohibited.

(c) Any person building a permanent non-moveable Chicken Coop and/or Exercise Yard must obtain any necessary permits and inspections through the City as required prior to construction.

(d) Nuisance odors and excessive noise shall not be allowed to travel beyond the property line and disturb neighbors of ordinary sensibilities.

(e) Adequate food, water and medical treatment shall be provided to any Backyard Chickens maintained within the City limits of the City of Harker Heights.

(f) No roosters (male chickens) can be kept or maintained within the City limits of the City of Harker Heights. It shall be a defense to the prosecution of a violation of this section if on the date of the offense the rooster was sixty (60) days old or younger.

(g) When a person eighteen (18) years of age or older is physically present to supervise the Backyard Chickens, such Backyard Chickens may be allowed to roam outside of the confines of the Chicken Coop and Exercise Yard for so long as the Backyard Chickens do not leave the tract of property upon which the Backyard Chickens are kept or cross any property line onto a tract of property other than that upon which the Backyard Chickens are kept.

3. It is an offense to allow any Backyard Chickens to walk or fly onto any tract of property adjacent to the property upon which the Backyard Chickens are kept unless the adjacent property is owned by the owner of the Backyard Chickens or the owner of the Backyard Chickens has written consent authorizing the Backyard Chickens to cross onto an adjacent tract of property.

PASSED on this the _____ day of _____, 2020.

CITY OF HARKER HEIGHTS, TEXAS

By: _____
Mayor

ATTEST:

City Secretary



COUNCIL MEMORANDUM

AGENDA ITEM # III-5

FROM: THE OFFICE OF THE CITY MANAGER

DATE: OCTOBER 6, 2020

RECEIVE AND DISCUSS A PRESENTATION REGARDING THE LEASE OF DANA PEAK PARK, 560 ACRES OF THE CORPS OF ENGINEERS PROPERTY, LOCATED AT 3800 COMANCHE GAP ROAD, HARKER HEIGHTS, TEXAS.

EXPLANATION:

This workshop will be utilized to discuss the Harker Heights Parks and Recreation Department's Dana Peak Park Management Proposal, which details the potential lease agreement between the City of Harker Heights and the US Army Corps of Engineers. The proposal contains an overview of the project, a tentative calendar, proposed budget, personnel information, and details regarding maintenance, programming, marketing, and fees.

ATTACHMENTS:

1. Dana Peak Park Management Proposal PowerPoint Presentation
2. Dana Peak Park Management Proposal
3. Option 1 Dana Peak Park Revenues and Expenses
4. Option 2 Dana Peak Park Revenues and Expenses
5. Option 3 Dana Peak Park Revenues and Expenses



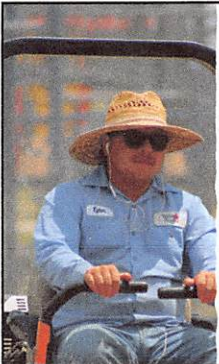
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PARK OPERATIONS

- Proposed Personnel
 - Contracted Gate Attendants
 - Two-Person Mowing Crew that will maintain Dana Peak Park, future Comanche Gap Park land, and rights of way in the area
 - Park Host Program
 - Recreation Coordinator - Outdoor Programs

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PARK OPERATIONS (CONTINUED)

- Proposed Maintenance Plan
 - Yearly mowing schedule
 - Develop DDP-specific Maintenance Standards
 - Make Minor Repairs, as Needed
 - Restroom facilities
 - Roadways (stripping, potholes, etc)
 - Boat Ramp and Floating Dock Area



5

PARK OPERATIONS (CONTINUED)



Reservation System




Park Hours





Park Fees

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PARK
OPERATIONS
(CONTINUED)

Programming

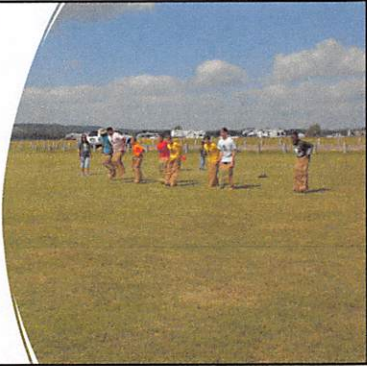
Marketing

Concessions

7

PARK BUDGET

- Estimates
- Revenues
- Expenses
- Revenues and 'Profits' must be utilized at park within 5 years



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ITEMS TO THINK ABOUT

- Hurdles
 - Annexation
 - Employment Requirements

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Dana Peak Park

MANAGEMENT PROPOSAL

Revised 9.29.2020

Table of Contents

- Page 2: Overview of Project
- Page 3: Tentative Calendar
- Page 3: Proposed Budget
- Page 4: Personnel
- Page 4: Maintenance
- Page 5: Reservation System, Fees, and Hours
- Page 6: Programming, Marketing, and Concessions

Project Overview

In order to better serve the needs of our community through natural recreation, the City of Harker Heights is proposing a lease agreement between the City and the Army Corps of Engineers (ACOE) for the management of Dana Peak Park, 560 acres according to the survey conducted by the ACOE in 2019, to include 100 feet from the designated shoreline along the lake. The lease will include the management and maintenance of all amenities within this area.

The purpose of this lease would be to enhance the public outdoor recreation opportunities that support and meet the wants and needs of our community in regards to improving the quality of life of our citizens through a healthy and active lifestyle. This will be done by also maintaining the natural terrain and conserving the natural resources contained within the Dana Peak property. The City of Harker Heights has had continued communication with the local ACOE office, which manages both Belton and Stillhouse Hollow Lakes, in an effort to ensure that both sides are well represented throughout this process.

The proposed length of lease, beginning in 2021, is a 5-year initial lease with the option to renew the lease for another 25 years when City is ready apply for a TPWD local parks grant; the lease must have at least 25 years left in order to be considered. In addition to protecting investments made by the city in regards to long-term management of the park, the 25 year lease term is also the minimum needed to secure grants from Texas Parks and Wildlife that will contribute to the ensuring that the facility evolves to meet the needs of our community. The City will also have the opportunity to renew for an additional 25 years once the lease expires.

Tentative Calendar

October 2020

- City Council Workshop to discuss Management Proposal

November/December 2020

- City Council Workshop to discuss terms of Lease Agreement and Annexation with US Army Corps of Engineers (USACOE)
- Meet with US Army Corps of Engineers to discuss Lease Agreement and Annexation
- Review agreement with City Attorney
- City Council Workshop to finalize terms of Lease Agreement and Annexation with US Army Corps of Engineers
- Review agreement with City Attorney

January/February 2021

- City Council Meeting to approve/disapprove allowing City Manager to sign lease agreement
- Request for Qualifications (RFQ) for Park Specific Master Plan
- Master Plan process to begin with public input
- Final reservation system demos with Parks and Rec, Finance, and IT staff

March/April 2021

- Marketing and Communication with public about changes
- City Council Meeting to approve entering contract with reservation and point-of-sale software
- Begin purchasing of Fixed Assets related to management of Dana Peak Park
- Staff walkthroughs at Dana Peak Park with USACOE to observe park maintenance and operations

May/June 2021

- Marketing and Communication with public about new programs/fees/schedules
- Begin taking online reservations for 2021-2022 campsite and pavilion reservations
- Finalize Maintenance, Operations, and Cash Handling Policies and Procedures
- Finalize signage plan for gatehouse, boat ramp, day-use areas, trails and trailheads, and campsites
- Receive applications and interview contracted Gate Attendants

July/August 2021

- Finalize Gate Attendant contracts
- Post full-time Light Equipment Operator position and begin interviewing process
- Post Park Host Program positions and begin interviewing process

September 2021

- Finalize Personnel
- Training for Personnel
- Install pertinent signage at Dana Peak gatehouse, boat ramp, day-use areas, trails and trailheads, and campsites regarding updated rules and regulations for park
- Begin allowing patrons to purchase Annual Passes at the Recreation Center front desk

October 1, 2021

- Begin regular Park Operations on October 1, 2021

Proposed Budget

See attached Dana Peak Revenues and Expenses worksheets

Proposed Personnel

Gate Attendants

- Gate attendants will be independent contractors, tasked with the day-to-day operations of the main gatehouse located at the entrance to the developed area of Dana Peak Park
- Duties and Obligations of the Gate Attendant Contractors
 - The City will contract two (2) Gate Attendants
 - Contractors are responsible for operation of gatehouse during hours needed to ensure entry permits are obtained by anyone entering the park during regular hours. The schedule will be decided by the Parks and Recreation Director and her/his designee.
 - Provide a self-contained trailer that shall be parked in an area designated for that purpose. The contractor will maintain the area around the trailer in a clean/uncluttered, and sanitary condition at all times. Contractor will receive this site without charge and will receive water and electricity to this site at no additional charge.
 - Each Contractor will be compensated at a rate of \$800/bi-weekly.
 - Contractors will work together to ensure that gate is covered in the case of any absences. A temporary replacement can be arranged, but contractor must provide contact information to the City.
 - Contractors will wear uniform provide by City

Maintenance Personnel

- An additional Light Equipment Operator will be added to current Parks and Recreation staff
- A current Light Equipment Operator will be moved from an existing crew to create a second mowing crew which will maintain Dana Peak Park

Programming Personnel

- In future budget request, staff will request the hiring of a Recreation Coordinator to oversee outdoor recreation programming and act as a liaison between outside organizations and Dana Peak Park and all other current Parks and Rec facilities

Park Host Program

- City will establish a Park Host program, in which volunteers are given a campsite with water and electricity in exchange for 30 hours per week worked/per campsite
- This program will mimic the Texas State Parks Park Host program

Proposed Maintenance Plan

- All grounds maintenance will be performed by City Staff
- Cleaning/trash will be performed by Park Hosts and City Staff in conjunction with one another
- City will add one (1) Light Equipment Operator to current staff
- Create yearly schedule with current mowing crews to include developed areas of the park
- Develop maintenance standards specific to Dana Peak Park
- Make minor repairs, as needed
 - Restroom facilities
 - Roadways (striping, potholes)

- Boat ramp and floating dock area

Reservation System, Fees, and Hours

Reservation System

The Parks and Recreation and Finance Departments held joint demos with CivicPlus, BookKing, and RecTrac.

- The best system for the needs of Dana Peak Park is RecTrac (Vermont Systems) at this time
 - Can also be adapted to our current athletic/recreation programs and facility rentals
 - Compatible with InCode and other finance software
 - Most able system in terms of Camping reservations and park entrance fee collection
 - Capabilities to print out yearly passes and keep track of expiration dates
 - Fees for system use
 - \$21,334 one-time fee for setup, training, and equipment
 - \$11,340 flat yearly fee for services

Park Hours and Dates

- Park will remain open all year
- Park Hours will remain the same as they are currently
 - Park Hours are from 6am-10pm
 - Gate hours are from 10am-8pm
 - There will be an unmanned pay station at the entrance for users that arrive at the park before or after gate hours. Self-pay permit will need to be adhered to user's windshield.

Park Fees

- ***Park fees are tentative as must be approved by City Council. Fees are subject to change pending further discussions with Elected City Leadership, City Staff, and the public.***
- **Entrance Fees**
 - City Council will be given three options for entrance fees:
 - HH Resident: \$7, \$8, or \$10 per vehicle
 - Non-Resident: \$10, \$12, or \$15 per vehicle
 - *Trail Use Donation Station at Main Trailhead on Comanche Gap*
 - *Signage that details needs and costs associated with trail maintenance*
 - *Information on volunteering for trail maintenance*
- **Annual Pass**
 - City Council will be given three options for Annual Pass fees
 - Boat Ramp users must purchase Annual Pass
 - PER CAR (good for one year when purchased)
 - First Car per household
 - HH Resident: \$50, \$60, or \$75
 - Non-Resident: \$80, \$90, or \$105
 - Second Car per household
 - HH Resident: \$30, \$40, or \$50
 - Non-Resident: \$60, \$70, or \$80
 - *Seniors (62+) receive \$10 discount on price of annual pass*

- **Facility Reservations**
 - Pavilion
 - Resident: \$60/daily
 - Non-Resident: \$100/daily
 - \$100 refundable cleaning deposit
 - *Does not include entrance fees*
 - Standard Electric (includes entrance fee)
 - Res: \$25/night
 - Non: \$35/night
 - Tent Only Electric (includes entrance)
 - Res: \$17/night
 - Non: \$25/night
 - Tent Only Non-Electric (includes entrance)
 - Res: \$12/night
 - Non: \$20/night

Programming, Marketing, and Concessions

The Parks and Recreation Department will use their current capabilities in marketing to expand the reach of Dana Peak Park to the surrounding community and beyond. The opportunities provided by the Dana Peak Park area can have lasting economic and health-related benefits on the City.

The Parks and Recreation Department is always looking to improve events and programming offered to the community. Among the programs that can be offered or improved upon leasing Dana Peak Park are:

- **Camping Program**
- **Pop-Up Park Program**
- **Outdoor Classroom**
- Birdwatching
- Archery Programs (temporary)
- Trail Runs/Bike Races
- Guided Hikes
- Movie Nights on the Beach
- Interpretive programs and educational signage
- Trail Maintenance Day

Dana Peak Park will be a perfect host for occasional events hosted by the City and our partners. The City will allow large scale events at the park; such as,

- Food, Wine & Brew Festival (Chamber of Commerce)
- Movie events
- Music events

Dana Peak Park will host concessionaires that provide value to the overall experience of the park without compromising the conservation and natural resource management of the facility.

- Kayak, Stand-Up Paddle Board, Canoe rentals
- Small, mobile concessions and mobile bait shop

Option 1

Resident Vehicles \$7.00 *per vehicle*
 Non-Resident Vehicles \$10.00 *per vehicle*

Estimated Attendance per year

Resident vehicles 14,789 *< Total number of vehicles taken from FY18 attendance (FY18 was a flood year)*
 Non-Resident vehicles 6,339 *< 30% estimated total vehicles as non-resident*

REVENUES

Gate Attendance

Resident Vehicles \$ 103,523
 Non-Resident vehicles \$ 63,390
Gate Attendance Revenues \$ 166,913

Pavilion Rental 4,010
 Tent Sites 14,305 *< Numbers taken from FY17 numbers (Did not have FY18 rental revenues available from ACOE, FY17 was not a flood year, park closed Oct-March)*
 RV Sites 39,375 *< Numbers do not reflect small price increases that are included in Management Proposal*
Total Revenues \$ 224,603

OPERATING EXPENSES

Personnel Service

Contracted Gate Attendants (2) \$ 49,600
Total Personnel Service 49,600

Supplies

General 500
 Vehicle 1,000
 Equipment 3,000
 Uniforms 1,000
Total Supplies 5,500

Maintenance

Vehicle 1,000
 Equipment 2,000
 Building 2,000
 Ground 20,000
Total Maintenance 25,000

Insurance 0

Services

Reservation System 11,340
 Utilities
 Electric 30,000
 Water 10,000
 Trash Disposal/ Septic Tank 20,000
 Law Enforcement 15,500
Total Services 75,500

Total Operating Expense \$ 166,940

Net Increase/Decrease \$ 57,663

Park Specific Master Plan Est \$23,000

Option 2

Resident Vehicles	\$8.00 <i>per vehicle</i>
Non-Resident Vehicles	\$12.00 <i>per vehicle</i>

Estimated Attendance per year

Resident vehicles	14,789	<i>< Total number of vehicles taken from FY18 attendance (FY18 was a flood year)</i>
Non-Resident vehicles	6,339	<i>< 30% estimated total vehicles as non-resident</i>

REVENUES

<u>Gate Attendance</u>	
Resident Vehicles	\$ 118,312
Non-Resident vehicles	\$ 76,068
Gate Attendance Revenues	<u>\$ 194,380</u>

Pavilion Rental	4,010	
Tent Sites	14,305	<i>< Numbers taken from FY17 numbers (Did not have FY18 rental revenues available from ACOE, FY17 was not a flood year, park closed Oct-March)</i>
RV Sites	39,375	<i>< Numbers do not reflect small price increases that are included in Management Proposal</i>
Total Revenues	<u>\$ 252,070</u>	

OPERATING EXPENSES

<u>Personnel Service</u>	
Contracted Gate Attendants (2)	\$ 49,600
Total Personnel Service	49,600

<u>Supplies</u>	
General	500
Vehicle	1,000
Equipment	3,000
Uniforms	1,000
Total Supplies	<u>5,500</u>

<u>Maintenance</u>	
Vehicle	1,000
Equipment	2,000
Building	2,000
Ground	20,000
Total Maintenance	<u>25,000</u>

Insurance	0
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<u>Services</u>	
Reservation System	11,340
Utilities	
Electric	30,000
Water	10,000
Trash Disposal/ Septic Tank	20,000
Law Enforcement	15,500
Total Services	<u>75,500</u>

Total Operating Expense	<u>\$ 166,940</u>
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Net Increase/Decrease	<u>\$ 85,130</u>
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Park Specific Master Plan	Est \$23,000
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Option 3

Resident Vehicles	\$10.00 <i>per vehicle</i>
Non-Resident Vehicles	\$15.00 <i>per vehicle</i>

Estimated Attendance per year

Resident vehicles	14,789	<i>< Total number of vehicles taken from FY18 attendance (FY18 was a flood year)</i>
Non-Resident vehicles	6,339	<i>< 30% estimated total vehicles as non-resident</i>

REVENUES

Gate Attendance

Resident Vehicles	\$ 147,890
Non-Resident vehicles	\$ 95,085
Gate Attendance Revenues	\$ 242,975

Pavilion Rental	4,010
Tent Sites	14,305 <i>< Numbers taken from FY17 numbers (Did not have FY18 rental revenues available from ACOE, FY17 was not a flood year, park closed Oct-March)</i>
RV Sites	39,375 <i>< Numbers do not reflect small price increases that are included in Management Proposal</i>
Total Revenues	\$ 300,685

OPERATING EXPENSES

Personnel Service

Contracted Gate Attendants	\$ 49,600
Total Personnel Service	49,600

Supplies

General	500
Vehicle	1,000
Equipment	3,000
Uniforms	1,000
Total Supplies	5,500

Maintenance

Vehicle	1,000
Equipment	2,000
Building	2,000
Ground	20,000
Total Maintenance	25,000

Insurance	0
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Services

Reservation System	11,340
Utilities	
Electric	30,000
Water	10,000
Trash Disposal/ Septic Tank	20,000
Law Enforcement	15,500
Total Services	75,500

Total Operating Expense	\$ 168,940
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Net Increase/Decrease	\$ 133,725
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Park Specific Master Plan	Est \$23,000
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