



**Thursday, September 12, 2019
Parks and Recreation Board Meeting**

**Council Chambers
3815 Sachse Road, Building B
6:30 p.m.**

A. Regular Meeting

1. Call to Order: The Parks and Recreation Board of the City of Sachse will hold a Regular Meeting on Thursday, September 12, 2019 at 6:30 p.m. at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
3. Consider approval of the August 8, 2019, meeting minutes.
4. Discuss and make a recommendation to the City Council on the naming of the Sachse Community Center.
5. Discuss the policies and procedures for the Community Center.
6. Discuss proper etiquette on sending emails regarding City business.
7. Discuss and consider potential sand volleyball locations in Sachse.
8. Discuss and consider potential park amenities for the parkland that was donated on Ranch Road by PMB Acquisitions, LLC.
9. Discuss the Red, White, and Blue Blast.
10. Receive staff updates regarding current activities, special events, and personnel.
11. Request for future agenda items.
12. Set upcoming Parks and Recreation Board meeting date.
13. Adjournment.

I, the undersigned authority, do hereby certify that this notice of meeting was posted in accordance with the regulations of the Texas Open meetings Act and was posted on the bulletin board, an accessible location at Sachse City Hall.


Michelle Lewis Sirianni, City Secretary

Accommodation requests for persons with disabilities should be made at least 48 hours prior to the meeting by contacting Lauren Rose, ADA Coordinator, via phone at 972.429.4770, via email at lrose@cityofsachse.com, or by appointment at 3815 Sachse Road, Building B, Sachse, Texas 75048.

**Agenda Item Details**

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	3. Consider approval of the August 8, 2019, meeting minutes.
Access	Public
Type	Action, Minutes
Recommended Action	Approve the minutes of the August 8, 2019, meeting minutes as presented.
Minutes	View Minutes for Aug 8, 2019 - Parks and Recreation Board Meeting

Public Content

Parks and Recreation Board Meeting (Thursday, August 8, 2019)**Members present**

Cyndi Mitchell, Diana Smith, Nieves Marquez, Jermaine McDaniel, Terry Bennett, Lindsay Buhler

Youth Advisor, Caleb Casteel

Members absent

George Kemper

1. Call to Order: The Parks and Recreation Board of the City of Sachse will hold a Regular Meeting on Thursday, August 8, 2019 at 7:00 p.m. at Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

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

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

The invocation was given by Lance Whitworth and the pledge to the U.S. and Texas Flags was led by Caleb Casteel.

3. Consider approval of the June 13, 2019 meeting minutes.

A motion was made by Terry Bennett and seconded by Lindsay Buhler to approve the minutes as written. Motion passed unanimously.

4. Discuss and make a recommendation to the City Council on the naming of the Sachse Community Center.

Bill Adams, 6219 Crestmont Ln., Sachse, TX - Mr. Adams read a letter for public record to the Parks & Recreation Board regarding his request to name the Community Center the Michael J. Felix Community Center.

If there is one name that is synonymous with Sachse, it is Mike Felix. Sachse is not just a place or a city to Mike; it is his home. Mike has spent more than 30 years, nearly half of his life, completely dedicated to Sachse.

Mike and Kelley Felix moved to Sachse in 1985 to raise their young family. Mike quickly got involved with serving his community by taking on leadership roles with the Lion's Club, the Parent-Teacher Associations at both Sewell Elementary and Hudson Middle School, the Sachse Fallfest event, and the City Council. During his tenure as a Councilmember and Mayor, Mike was instrumental in countless projects that would put Sachse on the map. Among these accomplishments are the widening of State Highway 78, the development of Woodbridge, the establishment of the Sachse Economic Development Corporation, the development of the Kroger shopping center, significant enhancements to public safety, and the passage of the 2006 bond, which led to the construction of the City Hall Complex. He has certainly played a vital role in shaping this community's future.

Above all, it is Mike's love and support of the parks programming that is truly remarkable. He embraced this passion both personally and professionally. On the Council, Mike helped usher in major components of Sachse's park system including Heritage Park, Joe and Patricia Stone Park, Dave Sanford Park, and Firefighters Park. Additionally, Mike served as the founder of Sachse's signature Red, White, and Blue Blast, the Sachse High School Turkey Trot, and the Christmas Parade. He also was an early supporter of Sachse's Municipal Development District. When he was not busy with City projects, you could find Mike out on the ball field, where he served as a longtime coach with the Sachse Sports Association.

As someone who was instrumental in the formation of parks and recreation programming in Sachse, Mike knew that, despite all of the City's accomplishments, it still needed something more. Sachse lacked a common space where residents could come together. Sachse needed a community center. Sachse needed a place where families could bring their kids to practice indoors, away from the summer heat; a place where friends could meet-up in the morning to get in a good jog on a walking trail; a place where a Girl Scouts troop could plan their next project.

Mike understands that while police, fire, and public works are critical public services; the parks and recreation programming is what truly elevates the quality of life in a community. The forthcoming Sachse Community Center is a quality of life enhancer for Sachse. It gives our residents a safe place to play and to convene. It is exactly the place this community needs.

Mike Felix has left an indelible mark on Sachse. I can think of no better way to recognize all of his contributions to Sachse by naming the Community Center after him. It is my honor to submit this nomination for Mayor Michael J. Felix.

Sincerely,

Bill Adams

The Park Board discussed the request. Terry Bennett stated that while he has a lot of respect for Mayor Felix and what he has accomplished he does not feel comfortable naming it after a seated politician. Jermaine McDaniel stated that he thinks it's ok to honor someone while they are here to see it because often we name things after someone once they have already passed and they don't get to see how people feel while they are living. He asked if there was a petition that went out to the Community.

Terry Bennett emphasized that while he doesn't feel that you have to wait until someone is deceased to name something after them, he does think that there is a difference between someone that is seated and someone that is retired. Lindsay Buhler asked staff if this is normally done and if other community centers in the area are named after someone? Mr. Whitworth stated that the Senior Center is named after Laurie Schwenk who was an active member of the Senior Center and had donated money to the building. Joe and Patricia Stone Park was named after residents that donated land. Dave Sanford Park is named after a resident that was an active citizen in the parks. Ms. Buhler would like to wait and think about this for a month and possibly send it out to the community to get their input.

Bill Adams pointed out that this recommendation follows the City's policies on the naming of city facilities.

Diana Smith stated that while she thinks that Mayor Felix is deserving of this, she doesn't know since he is still seated on the council.

Brett Franks gave advice to the board. He mentioned that they do have the policy in front of them to help with

questions on the policy. There are timing issues because signage has to be ordered. However, if there are hesitations he advised the board does not make a motion either way. If you table it then you have to pick a date to bring it back.

A motion was made by Terry Bennett and seconded by Lindsay Buhler to table the item until the next park board meeting. The motion passed unanimously.

5. Discuss and receive update on Community Center project.

Mr. Whitworth reported that the Community Center is on schedule. Mr. Hobbs will update the City Council in September. There will be a tour at the City Council workshop on August 19 and the Park Board members can also attend that meeting at 6:30 PM to take a tour of the Community Center.

6. Receive staff updates regarding current activities, special events, and personnel.

Lindsay Buhler thanked staff for the Red, White, and Blue Blast and asked what the estimated attendance was for the event. Mr. Whitworth reported that while we don't have exact numbers, some have estimated around 12,000-14,000. The Park Board discussed the possibility of adding more food trucks next year and emphasizing to the food trucks at the event that they need to be prepared for a large crowd so as not to run out of food.

7. Request for future agenda items.

Diana Smith would like to discuss reply all on board emails and receive a new typed up version of the priority list. Jermaine McDaniel would like to discuss the sand volleyball court location and Ranch Road project and amenities at the park as well as a budget for the project. A request was made to discuss the Red, White, and Blue Blast.

8. Set upcoming Parks and Recreation Board meeting date.

The next meeting was set for September 12, 2019 at 6:30 PM.

9. Adjournment.

The meeting was adjourned at 7:47 PM.

ATTEST:

APPROVED:

Diana Smith, Secretary

Cyndi Mitchell, Chair

**Agenda Item Details**

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	4. Discuss and make a recommendation to the City Council on the naming of the Sachse Community Center.
Access	Public
Type	Action, Discussion
Recommended Action	Make a recommendation on the naming of the Sachse Community Center.

Public Content**BACKGROUND**

Staff received a citizen request from Bill Adams to name the community center the Michael J. Felix Community Center after the current Mayor of Sachse. The Park Board discussed this item at the August 8, 2019, meeting and recommended tabling the item until the September 12 meeting.

RECOMMENDATION

Staff is here to receive a recommendation to the City Council from the Parks & Recreation Board on the naming of the community center.

[Community Center Naming Request.pdf \(80 KB\)](#)[Namingofpublicfacilities.pdf \(112 KB\)](#)

If there is one name that is synonymous with Sachse, it is Mike Felix. Sachse is not just a place or a city to Mike; it is his home. Mike has spent more than 30 years, nearly half of his life, completely dedicated to Sachse.

Mike and Kelley Felix moved to Sachse in 1985 to raise their young family. Mike quickly got involved with serving his community by taking on leadership roles with the Lion's Club, the Parent-Teacher Associations at both Sewell Elementary and Hudson Middle School, the Sachse Fallfest event, and the City Council. During his tenure as a Councilmember and Mayor, Mike was instrumental in countless projects that would put Sachse on the map. Among these accomplishments are the widening of State Highway 78, the development of Woodbridge, the establishment of the Sachse Economic Development Corporation, the development of the Kroger shopping center, significant enhancements to public safety, and the passage of the 2006 bond, which led to the construction of the City Hall Complex. He has certainly played a vital role in shaping this community's future.

Above all, it is Mike's love and support of the parks programming that is truly remarkable. He embraced this passion both personally and professionally. On the Council, Mike helped usher in major components of Sachse's park system including Heritage Park, Joe and Patricia Stone Park, Dave Sanford Park, and Firefighters Park. Additionally, Mike served as the founder of Sachse's signature Red, White, and Blue Blast, the Sachse High School Turkey Trot, and the Christmas Parade. He also was an early supporter of Sachse's Municipal Development District. When he was not busy with City projects, you could find Mike out on the ball field, where he served as a longtime coach with the Sachse Sports Association.

As someone who was instrumental in the formation of parks and recreation programming in Sachse, Mike knew that, despite all of the City's accomplishments, it still needed something more. Sachse lacked a common space where residents could come together. Sachse needed a community center. Sachse needed a place where families could bring their kids to practice indoors, away from the summer heat; a place where friends could meet-up in the morning to get in a good jog on a walking trail; a place where a Girl Scouts troop could plan their next project.

Mike understands that while police, fire, and public works are critical public services; the parks and recreation programming is what truly elevates the quality of life in a community. The forthcoming Sachse Community Center is a quality of life enhancer for Sachse. It gives our residents a safe place to play and to convene. It is exactly the place this community needs.

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Sincerely,

Bill Adams

CITY OF SACHSE NAMING OF PUBLIC FACILITIES

Purpose:

This policy serves as a guide for the naming of park and recreation facilities and other properties managed by the Parks and Recreation Department. It is intended to guide the Parks and Recreation Board in their preparation of a name for consideration by the Sachse City Council. The Parks and Recreation Board will follow these guidelines in order to bring consistency to their evaluation of names. City Council has the final decision on naming of parks and recreation facilities and can overrule any name recommended by the Board.

Guidelines:

- I. Parks and recreation facilities and other properties operated by the Parks and Recreation Department shall be named under the following guidelines:
 - A. For geographical or physical features;
 - B. For historical features/events; or,
 - C. For individuals or organizations who have made significant contributions of property, money, or services to the Parks and Recreation Department or other city departments.
- II. Geographical and physical features will include those naturally occurring, such as creeks and forested areas.
- III. Historical features will include names attached to early residents and events that were of significance to the area's development.
- IV. Significant contributions by individuals will be those that constitute more than 50% (or a major portion) of the total cost of a project, or that consist of outstanding public service of great duration and/or diligence to the community, in particular, the development of the parks and recreation system, and where City Council so approves. Contributions by individuals that do not meet the criteria established above, but that are nevertheless of major proportions will be recognized in a manner suitable to the particular facility and recommended by City Council.
- V. Naming of parks after a person(s) can be made posthumously or after a living person. If named after a living person, a background check shall be conducted to insure no improprieties have been committed.

Rescinding Name:

The Board may recommend to the Sachse City Council the rescinding of a name granted to a park if:

- I. The park is named after an individual who has been found guilty for any criminal act that discredits the name of the individual or organization or imposes an unfavorable image on the City.
- II. The name of a park is found to be offensive in anyway to a class of citizens or an organization.

Procedure:

Person or persons requesting the naming of a park or recreation facility shall do so in writing to the Parks and Recreation Director. The Parks and Recreation Director will review the recommendation as to the merits of this policy. The applicant's recommendation and the director's review will be placed on the next available Parks and Recreation Board agenda. The Board will have the right to ask for any follow-up research or support of the proposal. All follow-up information will be prepared by a staff report to the Board. The Board will vote on the proposal with majority rule.

Action:

If the Board approves the proposed name, the recommendation will be forwarded by staff to the Sachse City Council with the recommendation of the Parks and Recreation Board. If the Board denies the proposal, the proponent may appeal the decision of the Board by requesting that the proposal be placed on the next available City Council agenda. In this case, the proposal will be forwarded to the City Council with recommendation from the Board for denial.

**Agenda Item Details**

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	5. Discuss the policies and procedures for the Community Center.
Access	Public
Type	Discussion, Information

Public Content**BACKGROUND**

Staff has researched policies and procedures for recreation centers in the area including policies on reservations, guests and members. Staff will be presenting a draft created for the Community Center for the park board to review and discuss. After discussion staff will take the Park Board comments along with the draft and present these to City Council at the October 7, 2019, workshop. Then the City Council comments will be brought back to the Park Board at the October 10, 2019, Park Board meeting for review and discussion.



Agenda Item Details

Meeting Sep 12, 2019 - Parks and Recreation Board Meeting

Category A. Regular Meeting

Subject 6. Discuss proper etiquette on sending emails regarding City business.

Access Public

Type Discussion, Information

Public Content

Information Subject to Public Information.pdf (22 KB)

III. INFORMATION SUBJECT TO THE PUBLIC INFORMATION ACT

A. Public Information is Contained in Records of All Forms

Section 552.002(b) of the Government Code states the Public Information Act applies to recorded information in practically any medium, including: paper; film; a magnetic, optical, solid state or other device that can store an electronic signal; tape; Mylar; and any physical material on which information may be recorded, including linen, silk, and vellum.³⁵ Section 552.002(c) specifies that “[t]he general forms in which the media containing public information exist include a book, paper, letter, document, e-mail, Internet posting, text message, instant message, other electronic communication, printout, photograph, film, tape, microfiche, microfilm, photostat, sound recording, map, and drawing and a voice, data, or video representation held in computer memory.”

B. Exclusion of Tangible Items

Despite the assumption in Open Records Decision No. 252 (1980) that the Public Information Act applies to physical evidence, the prevailing view is that tangible items such as a tool or a key are not “information” within the Act, even though they may be copied or analyzed to produce information. In Open Records Decision No. 581 (1990), the attorney general dealt with a request for the source code, documentation, and computer program documentation standards of computer programs used by a state university. The requested codes, documentation, and documentation standards contained security measures designed to prevent unauthorized access to student records. The attorney general noted the sole significance of the computer source code, documentation, and documentation standards was “as a tool for the storage, manipulation, and security of other information.”³⁶ While acknowledging the comprehensive scope of the term “information,” the attorney general nevertheless determined the legislature could not have intended that the Public Information Act compromise the physical security of information management systems or other government property.³⁷ The attorney general concluded that information used solely as a tool to maintain, manipulate, or protect public property was not the kind of information made public by the statutory predecessor to section 552.021 of the Public Information Act.³⁸

³⁵ See also Open Records Decision Nos. 660 (1999) (Section 52(a) of article III of Texas Constitution does not prohibit Port of Corpus Christi Authority from releasing computer generated digital map), 492 (1988) (raw data collected by outside consultant, but accessed by comptroller through data link and stored on comptroller’s computer system), 432 (1985) (photographic negatives), 413 (1984) (sketches), 364 (1983) (videotapes), 352 (1982) (computer tapes), 32 (1974) (tape recordings).

³⁶ Open Records Decision No. 581 at 6 (1990).

³⁷ Open Records Decision No. 581 at 5–6 (1990) (drawing comparison to door key, whose sole significance as “information” is its utility as tool in matching internal mechanism of lock).

³⁸ Open Records Decision No. 581 at 6 (1990) (overruling in part Open Records Decision No. 401 (1983), which had suggested implied exception to required public disclosure applied to requested computer programs); see also Attorney General Opinion DM-41 (1991) (formatting codes are not “information” subject to Act).

C. Personal Notes and E-mail in Personal Accounts or Devices

A few early decisions of the attorney general found certain personal notes of public employees were not “information collected, assembled, or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business.”³⁹ Thus, such personal notes were not considered subject to the Public Information Act.⁴⁰ Governmental bodies are advised to use caution in relying on early open records decisions that address “personal notes.”

More recent decisions have concluded personal notes are not necessarily excluded from the definition of “public information” and may be subject to the Act.⁴¹ The characterization of information as “public information” under the Act is not dependent on whether the requested records are in the possession of an individual, rather than a governmental body, or whether a governmental body has a particular policy or procedure that establishes a governmental body’s access to the information.⁴² If information was made, transmitted, maintained, or received in connection with a governmental body’s official business, the mere fact that the governmental body does not possess the information does not take the information outside the scope of the Act.⁴³ In *Adkisson v. Paxton*, the court of appeals considered a request for correspondence related to a county commissioner’s official capacity from his personal and county e-mail accounts. The court concluded the information in the commissioner’s official-capacity e-mails is necessarily connected with the transaction of the county’s official business, and the county owns the information regardless of whether the information is created or received in a personal e-mail account or an official county e-mail account. Thus, the court held the requested information is “public information” subject to the Act. This case construes a prior version section 552.002 of the Act, which the 83rd Legislature amended, along with section 552.003, in 2013.⁴⁴

The amended definition of “public information” in section 552.002(a-2) now specifically includes:

any electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business.

³⁹ Open Records Decision No. 77 (1975) (quoting statutory predecessor to Gov’t Code § 552.021).

⁴⁰ See Open Records Decision No. 116 (1975) (portions of desk calendar kept by governor’s aide comprising notes of private activities and aide’s notes made solely for his own informational purposes are not public information); see also Open Records Decision No. 145 (1976) (handwritten notes on university president’s calendar are not public information).

⁴¹ See, e.g., Open Records Decision Nos. 635 (1995) (public official’s or employee’s appointment calendar, including personal entries, may be subject to Act), 626 (1994) (handwritten notes taken during oral interview by Texas Department of Public Safety promotion board members are subject to Act), 450 (1986) (handwritten notes taken by appraiser while observing teacher’s classroom performance are subject to Act), 120 (1976) (faculty members’ written evaluations of doctoral student’s qualifying exam are subject to Act).

⁴² See Open Records Decision No. 635 at 3-4 (1995) (information does not fall outside definition of “public information” in Act merely because individual member of governmental body possesses information rather than governmental body as whole); see also Open Records Decision No. 425 (1985) (information sent to individual school trustees’ homes was public information because it related to official business of governmental body) (overruled on other grounds by Open Records Decision No. 439 (1986)).

⁴³ See Open Records Decision No. 635 at 6-8 (1995) (information maintained on privately-owned medium and actually used in connection with transaction of official business would be subject to Act).

⁴⁴ *Adkisson v. Paxton*, 459 S.W.3d 761 (Tex. App.—Austin 2015, no pet.).

Section 552.002(a-1) further defines “information . . . in connection with the transaction of official business” as:

information . . . created by, transmitted to, received by, or maintained by an officer or employee of the governmental body in the officer’s or employee’s official capacity, or a person or entity performing official business or a governmental function on behalf of a governmental body, and pertains to official business of the governmental body.

Adopting the attorney general’s long-standing interpretation, the definition of “public information” now takes into account the use of electronic devices and cellular phones by public employees and officials in the transaction of official business. The Act does not distinguish between personal or employer-issued devices, but rather focuses on the nature of the communication or document. If the information was created, transmitted, received, or maintained in connection with the transaction of “official business,” meaning, “any matter over which a governmental body has any authority, administrative duties, or advisory duties,” the information constitutes public information subject to disclosure under the Act.⁴⁵

There are no cases or formal decisions applying these amendments to section 552.002 or 552.003.

D. Commercially Available Information

Section 552.027 provides:

- (a) **A governmental body is not required under the Act to allow the inspection of or to provide a copy of information in a commercial book or publication purchased or acquired by the governmental body for research purposes if the book or publication is commercially available to the public.**
- (b) **Although information in a book or publication may be made available to the public as a resource material, such as a library book, a governmental body is not required to make a copy of the information in response to a request for public information.**
- (c) **A governmental body shall allow the inspection of information in a book or publication that is made part of, incorporated into, or referred to in a rule or policy of a governmental body.**

This section is designed to alleviate the burden of providing copies of commercially available books, publications, and resource materials maintained by governmental bodies, such as telephone directories, dictionaries, encyclopedias, statutes, and periodicals. Therefore, section 552.027 provides exemptions from the definition of “public information” under section 552.002 for commercially available research material. However, pursuant to subsection (c) of section 552.027, a governmental body must allow inspection of a publication that is made a part of, or referred to in, a rule or policy of the governmental body.

⁴⁵ Gov’t Code § 552.003(2-a).



Agenda Item Details

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	7. Discuss and consider potential sand volleyball locations in Sachse.
Access	Public
Type	Action, Discussion

Public Content



Agenda Item Details

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	8. Discuss and consider potential park amenities for the parkland that was donated on Ranch Road by PMB Acquisitions, LLC.
Access	Public
Type	Action, Discussion

Public Content



Agenda Item Details

Meeting	Sep 12, 2019 - Parks and Recreation Board Meeting
Category	A. Regular Meeting
Subject	9. Discuss the Red, White, and Blue Blast.
Access	Public
Type	Discussion

Public Content