

PUBLIC NOTICE

THE AUSTIN PARKS AND RECREATION BOARD WILL
HOLD A
PUBLIC HEARING ON
TUESDAY, JANUARY 27th AT 6:30 P.M.,

Parks and Recreation Department Administrative
Office, 200 S. Lamar Blvd.

**TO RECEIVE PUBLIC COMMENTS ON THE TOWN
LAKE TENNIS CENTER CONCESSION.**

Should you have any further questions, please call the PARD Director's Office
at 974-6716. Thank you

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PITCH AND PUTT GOLF COURSE CONCESSION.**

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at 974-6716. Thank you



City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512/974-2000

January 7, 2004

1

Mr. Hugo A. Bazan, AIA
Construction Manager
4308 Eilers Avenue
Austin, Texas 78751-3926


Dear Mr. Bazan:

Thank you for your recent letter regarding the Landa Boat Dock, Permit No. 03005284, and its non-compliance issues.

At your request, I have scheduled this item for reconsideration at the Parks and Recreation Board on January 27, 2004. The Navigation Committee of the Board will meet at 5:30 p.m. to reconsider their recommendation to the full Board. The full Board will meet at 6:30 p.m. on the same day. The meeting will be held at the Parks and Recreation Department Headquarters, 200 South Lamar Blvd.

If you have any questions or concerns prior to this meeting, please feel free to contact Randy Scott, Park Planner, at 974-6737.

Sincerely,


Jesus M. Olivares, Director
Parks and Recreation Department

JMO:RS:dgb

Cc: Pedro Landa, Owner
Sergio Lozano-Sanchez, P.E.
Way Atmadja, P.E.
Randy Scott, Parks and Recreation Department



CONSTRUCTION MANAGEMENT

RECEIVED

December 17, 2003

DEC 17 2003

IRM/PR-01

Mr. Jesus Olivares
Director
Austin Parks & Recreation Department
200 S. Lamar Blvd.
Austin, Texas 78767

PARD Planning & Design

REF: LANDA BOAT DOCK
Permit No: 03005284

Dear Mr. Olivares:

We would like to express our sincere appreciation for granting the unscheduled meeting with us on Friday, December 12 regarding the problem currently facing us with dock construction that is in non-compliance with the approved variance issued in January of 2003.

Our discussion centered on the Park & Recreation Board's unanimous denial for a second variance due to a non-compliant boat dock that the board stated was 10 feet too long. As you know, the problem arose when the Architect of Record revised the design of the boat dock increasing it to fit the owner's boat size. The Architect neglected to submit the revised Construction Documents with a request for correction. The drawings were simply issued without the Parks & Recreation's approval, but sealed by the Architect and Structural Engineer. We had a permit and received the drawings issuing them to Trade Contractors for bids, awarded the contract and built it in accordance with the Construction Documents. We went on to explain that the Structural prime Trade Contractor, Signor Enterprises, Inc., who has a contract with us, followed the Construction Documents and Approved Architect & Engineer Shop Drawings to construct the dock.

We also made you aware that the Owner, Mr. Pedro Landa, has terminated the professional services and filed a lawsuit against the Architect, Hobson Crow, regarding this issue.

The conclusion reached at our meeting was that Randal Scott, Planner/GIS Specialist, would meet with us this week to evaluate as-built conditions and discuss options for corrective action to bring the dock into compliance. We met with Sergio Lozano and Randal Scott on Monday, December 15, 2003 on site at 1906 Scenic Drive for the purpose of on-site verification. A thorough examination of the existing conditions, Permit Drawings and Construction Documents revealed that the actual non-compliant distance is 5'-8" not 10'-0" as previously stated at the board meeting on 12/9/03. We discussed options available for the correction of the built dock as being only one: cut the end of the dock 2'-5" bringing the distance down to 3'-3" of non-compliance. There is no other viable option except completely dismantling the entire dock since the design dictates that the cantilevered structure be supported by two rows of columns on the back side of the dock with piers going 36'-0" below the water into bedrock. We agreed to forward a drawing explaining our position on this matter as well as our willingness to cooperate in every way with Governing Authorities.

The aforementioned drawing was forwarded to Mr. Scott on December 16 by LOC Consultants with the requested information showing the existing conditions versus the permitted footprint.

One other issue we would like to bring to your attention has to do with safety. The current dock is 95% structurally complete except for the structural cables that hold up the cantilevered pipe roof beams, stairs and handrails. We are very concerned that we will have structural damage due to wind as well as posing as a safety issue if we continue to experience the kind of wind velocities that we have had every time there is a new cold front. The other day, we had in excess of 45 miles per hour wind on the lakeside. As an experienced governing official, you know what potential exists for serious damage to the structural integrity of the dock and the safety issues that may arise due to wind damage. This situation is exacerbated by the fact that LVRA plans to lower the level of Lake Austin from January through February of 2004. This would place us in a position where no work could be done from the only side we can access the dock...lakeside.

LVRA

irm

We would respectfully request that you allow us to complete the structural components that will secure the dock and insure its safety until this issue is resolved, or better yet, allow us to do the corrections and proceed to finish the construction of the dock. It is very important that this issue be resolved as soon as possible since we are in the midst of the Christmas Holidays. Our company will be off from December 23, 2003 through January 2, 2004.

Please call us if you require any additional information or would like to discuss any other issues regarding to this matter.

Once again, we would like to express our sincere appreciation for the quality time, effort and prompt response that you and your staff have given to this matter.

Cordially yours,



Hugo A. Bazan, AIA
Construction Manager

Fcc: Pedro Landa, Owner
Sergio Lozano-Sanchez, PE, LOC Consultants
Way Atmadja, PE, Way Engineering



MEMORANDUM

#2

TO: Rosemary Castleberry, Chair, Parks Board
Joyce Basciano, Chair, Forestry Board
David Mintz, Chair, Library Commission

FROM: Jesus M. Olivares, Director
Parks and Recreation Department

DATE: October 27, 2003

SUBJECT: Utility Bill Check Off

This is to summarize our meeting of Monday, October 20, 2003, regarding the utility bill check off for the Parks/Library/Tree Fund. The meeting was called to hear Board Chairs' concerns and to work through them in order to satisfy the City Council resolution for a joint check-off fund.

Some questions and concerns that were raised at the meeting on Monday include:

- What is the plan for the Utility Bill Check-Off for the Parks/Library/Tree Planting Fund? It is unclear what the plan is and it is ever changing.
- The proposed "cap" for the Tree Planting Fund of \$24,000 is too low, as it does not reflect the average over the last 3-10 year period.
- The utility ratepayer may not be aware of what the money is going towards. Will the ratepayer know the first amount of money is going to the tree planting fund and not the other funds? The ratepayer may not be clear on what the fund is about.
- Where will the money be spent? There needs to be public documentation for accountability such as a public annual reporting mechanism.
- Once the cap for the tree-planting fund is reached, how is the remainder of the money divided?
- The administrative cost to process bill payment that have contributions included is higher than in instances where a check matches the utility bill amount.

As everyone is aware, Austin Energy is limited on the space on the utility bill for this check-off, so only one line of 22 characters is available for a combined fund. Also, processing costs are higher when contribution monies are added to a customer's payment amount, because the process switches from an automated to a manual operation. Recent timed studies demonstrate that the processing costs of contribution-increased payments are more than three times that of payments that match billed amounts. The proposal below will not add any steps or costs to the check processing procedures.

At the meeting, there was some discussion about the year being split by months to have each individual fund designated that portion of the year's income. This proposal has been rejected by all parties.

Two proposals were discussed for the Parks/Library/Tree Fund.

1. The first proposal is to have the initial amount (to be determined) of the contributions to the Parks/Library/Tree Fund be dedicated solely to the Tree Planting Fund. The Parks and Library Funds would then split the amount received for the remainder of the year. However, if the Parks and Library Funds reached an equal amount to the tree-planting cap, the additional amount received thereafter would be split equally three ways by all funds. The average proposed cap for the Tree Planting Fund will be negotiated to the satisfaction of all parties as well as the division of the remaining funds in order to allocate the money equally for all funds once tree planting reaches its cap.

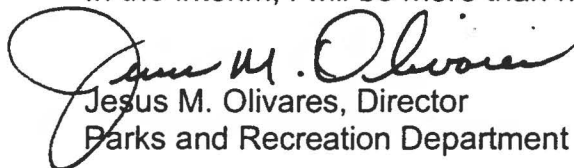
This proposal would require marketing by all parties to ensure the public is aware of how the money is to be allocated and spent. Austin Energy would dedicate some of their utility bill newsletter inserts to this effort as well as the other departments contributing to the public education of the check off.

2. The second proposal is to have the money donated to the fund be split evenly three ways. This would eliminate the cap for tree planting. This proposal would help alleviate concerns regarding possible ratepayer confusion as to how the money is divided, but will not ensure tree planting as a priority for the fund as in past years.

In addition, the appropriate departments are to provide an annual accounting of how the money is spent. The money received is earmarked for trees, books and Parks and Recreation maintenance. It is proposed that a breakdown of how the money is spent be published in the Austin Energy newsletter utility bill insert.

I am requesting that each board chair take these two options back to their full boards for their recommendations so a consensus may be reached on how this fund will operate. Once we receive the boards' recommendations, a joint recommendation by the participating Department Directors will be provided to the City Manager on the proposed fund's operations.

In the interim, I will be more than happy to answer any questions.



Jesus M. Olivares, Director
Parks and Recreation Department

Xc: Toby Hammett Futrell, City Manager
Michael McDonald, Acting Chief of Staff
Brenda Branch, Director, Library Department
Juan Garza, General Manager, Austin Energy

RESOLUTION NO. 030717-101

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

The Council directs the City Manager to create a Library and Parks Enhancement Fund to which utility customers may make contributions through the use of a check-off box on their utility bills.

ADOPTED: July 17, 2003

ATTEST: 
Shirley A. Brown
City Clerk

Haines, Dina

From: Esquivel, Joan
Sent: Tuesday, December 30, 2003 9:33 AM
To: Haines, Dina
Subject: RE: Minutes needed - Library Commission

From October 27, 2003:

UTILITY BILL CHECK OFF

Austin Energy collects funds and routes to PARD via a 'trust in agency' fund. Check-off funds are routed to a manual system. Commission discussed options proposed by the Director PARD for allocating funds. Commission made a motion:

"to adopt PARD option #2 with a request to change to seasonal collection when Austin Energy has the technical capability and explore options to allow donors to specify which of the 3 funds they target; and give the Forestry Board, as previous recipient, their choice of months."

1 vote opposed; 5 votes in favor of motion

From September 22, 2003:

UTILITY BILL CHECK OFF

Leonard Lyons and Joyce Basciano from the Urban Forestry Board made public comment to the Commission regarding their concerns about the utility check-off initiative that would include public libraries and parks. They requested Commission support for their position that the initiative be delayed until decisions regarding implementation are further discussed.

Action: A motion was made by Ira Strange that the Library Commission communicate to the City Council the Commission's request that the initiative to add the Austin Public Library to the City of Austin utilities bill check-off be delayed until all the affected parties (represented by the Austin Parks Board, The Austin Library Commission, and the Urban Forestry Board) can have a full discussion of the proposal.

From August 11, 2003:

UTILITY BILL CHECK OFF

It was reported that the City Council approved the concept of a utility bill check-off for Libraries, Parks and tree planting at a July meeting, but that details regarding how the check-off would work were still in negotiations between the relevant interest groups. Mr. Ornelas expressed his recommendation that each City department receive the check-off proceeds during a specific designated period of the year. Library staff and Commission representatives will continue to work on this initiative and present specific recommendations to the Commission at a future meeting.

From April 28, 2003:

Consideration of a combined check off box for APL and Parks on City utility bills

Scott Johnson asked Commission to support / endorse joint check-off box on City utility bills.

Discussion of how to distribute funds between 3 entities: Trees, Parks, Libraries. Mr. Ornelas proposed calendar schedule of donating contributions by month. Ms. Brady made motion to support the initiative, stipulating that the Commission be involved in all future discussions with Parks and Recreation on this issue. The motion passed, and Ms. McKay will submit.

-----Original Message-----

From: Haines, Dina

12/30/2003

Sent: Tuesday, December 30, 2003 9:03 AM
To: Esquivel, Joan
Subject: Minutes needed - Library Commission

Joan,

I am suppose to put Scott Johnston's "utility bill check off item" on my next scheduled Parks Board meeting agenda, Tuesday, January 27.

Could you please provide me with the minutes of the Library Commission pertaining to Scott's item. I need to include in the packet to Parks Board Members.

Thank you,

Dina Haines
Office of the Director
Parks and Recreation Department
974-6716



Note: Next meeting will be held on Wednesday, January 21, 2004
URBAN FORESTRY BOARD MEETING
Minutes for November 19, 2003

Board Members Present: Joyce Basciano, Heidi Dues, Brandi Clark, Leonard Lyons, Debbie Russell and Roberto Garcia.

Board Members Absent: None

Staff Present: PARD: Warren Struss, Division Manager, Operations and Maintenance Division; Jay Culver, acting Urban Forester; Rob Grotty, NeighborWoods Contract Manager. AUSTIN ENERGY: Ray Henning, Utility Forestry Superintendent, Michelle McAfee, Utility Forester.

- I. CALL TO ORDER: 6:30 pm
- II. APPROVAL OF MINUTES: October minutes approved as amended.
- III. ANNOUNCEMENTS:
 - A. From Jay: There will be tree plantings in West Austin, Clarksville and Red Bud Island Parks on Dec. 6th 2003.
 - B. From Joyce: The Annual Report will be ready for review at the next UFB meeting.
- IV. CITIZEN COMMUNICATIONS:
 - A. Reed Murray and Chris Rollig, two Downtown residents reported that some trees in their neighborhood (vicinity of 6th St and Trinity) are girdled by iron grates. Mr. Murray said the grates are not maintained and represent a hazard to trees and pedestrians. Mr. Rollig has spoken several times to Warren Struss, Jay Culver and Brack Green in the last 18 months about this problem. Warren acknowledged that trees and grates are major issues in the Downtown area and that Brack Green had cut 85 grates so far, and that there are still 100 more do. The problem is a limited number of qualified vendors and the unresponsiveness of some contractors. Bidding is now open. PARD's limited resources forces staff to prioritize street tree needs. Trimming trees to keep streets passable, for vehicles in the downtown area, is a higher priority.
 - B. Scott Johnson expressed his "original intent" for the "shared benefit fund" proposal (Utility Bill Check-off). He was aware that the UFB was going vote this evening on a proposal sent to the UFB, Parks Bd. and Library Commission by PARD Director, Jesus Olivares. Scott distributed his responses to some of the questions Joyce had asked in August 2003. These responses were also distributed to the Parks Board, September 23, 2003. Scott explained that the "plan" for the "shared benefit fund" proposal is still changing and that he would accept any "cap" value for the Tree Planting fund that would be agreed upon. Joyce reiterated the UFB's fundamental objection of being asked to vote for a "concept", rather than an actual "plan", at the July 2003 UFB meeting, in the absence of the actual City Council Item's language. Scott said he did not write the City Council Item's language, but had only "suggested some wording".
- V. STAFF REPORTS:
 - A. Forestry
 1. Warren Struss spoke to the UFB regarding the improvements at the 50 acre, Mable Davis Park (at Highway 71 and Parker Lane). The former dumpsite located within park grounds will be capped to remediate environmental problems. Nancy McClintock and Chuck Lezniak of the Watershed Protection Dept. are leading this project with the Texas Commission on Environmental Quality providing State oversight. Several trees, none of protected size, need to be removed from the site. To preserve the integrity of the cap, grass rather than trees, will be planted over it. Smaller trees may be planted in other areas around the park.

2. [Jay Culver reported this and the next 5 items.] An employee's broken wrist ends Forestry's record period of 659 days without a lost time accident.
 3. Both brush trucks are in the shop. PARD Forestry considering purchasing a brush truck similar to the one Solid Waste Services recently purchased for \$126K.
 4. Chips are still available at Walnut Creek Park. Leonard suggested that making the chips smaller would encourage more people to use the plentiful mulch PARD produces.
 5. Two park plantings occurred: one in Govalle (62 trees) and the other at the Montopolis Ball Field (an Arbor Day planting of 68 trees).
 6. Two Yaupon Holly trees in front of Manuel's restaurant in the 300 block of Congress Ave were removed as per the agreement between PARD and the parties involved. The Downtown Austin Alliance paid \$500 for each tree, but there still a balance due by the restaurateurs. The large public trees in front of Manuel's were lion-tailed by a crew from Davy Tree's Residential Service last Thursday. Fortunately, Jay Culver was able to speak with the Davy Tree Service foreman before the crew left the scene. PARD will determine who is responsible for this damaging act. PARD's options include taking civil action for any damage done to trees in the Right-of-Way, or doing a damage evaluation, which will be sent to the City Legal Dept. for handling. Forestry staff does not believe there was any criminal intent involved, but both the staff and UFB agree that there needs to be compensation for the damage done. Forestry staff is also considering a letter of advisory concerning tree trimming in the Right-of-Way; customers and contractors need to be reminded of the Ordinance.
 7. There is a purchase order for 9 trees to be planted at Deep Eddy Pool, Dec 13th, 2003.
 8. Rob Grotty reported the NeighborWoods 2002-2003 inventory results. Total trees planted were 2967; dead trees = 129; missing trees = 562 for a total mortality of 23.29%. With the possibility that 57 trees are now "backyard" trees, the total mortality is 21.37%. Rob opined that this year's higher mortality rate may have been due to late delivery and a hot, dry summer. Bids are going out this week for 6 to 8 distribution cycles of 500 each for the 2004/2005 planting season. Ester Matthews, Austin Energy, will be invited to the next UFB meeting to explain the NeighborWoods 2004/2005 program. Joyce commented that the program is not the most cost-effective. Warren is open to suggestions to improve the tree-planting program.
- B. Austin Energy
1. Ray Henning reported that 40 trees were planted Oct. 18th in Lamplight Village, a community that lost many trees in the September storms.
 2. Ray relayed some interesting facts from the Dept of Energy's report on the August Blackout in the Northeastern U.S. The transmission lines were only 43% loaded but still made contact with trees. It is possible industry practices will be re-evaluated because of this extensive blackout.
 3. Michelle reported that a new brochure was prepared for AE's sapling days.
- C. Watershed Protection – No report, Jim Rhoades was absent.

VI. ITEMS FOR ACTION

A. New Business

1. The UFB voted unanimously to change the meeting schedule as follows: the UFB will have a regular "business" board meeting in odd-numbered months and a "work session" meeting, to focus on the Urban Forest Management Plan, during even-numbered months. The UFB will continue to meet the 3rd Weds of the month.

B. Unfinished Business

1. The UFB considered the two proposals offered by Jesus Olivares, Director of PARD in his October 27th, 2003 letter to the Chairs of the Parks Board, UFB and Library Commission, concerning the Utility Bill Check-off. After a discussion a motion was made against both options and in favor of leaving the fund as a Tree Planting only fund. The motion was seconded and unanimously approved by the UFB.
2. Heidi Dues showed the board a report on Melbourne, Australia trees which could serve as a model for our Management Plan. She also suggested that we have a photo contest for outstanding and unusual trees to use as illustrations for our plan.

VII. ADJOURN: 8:20 p.m.

**Summarized by Joyce Basciano, Chair
Urban Forestry Board**



#3

MEMORANDUM

TO: Parks and Recreation Board


FROM: Jesus M. Olivares, Director
Parks and Recreation Department

DATE: January 22, 2004

SUBJECT: Local Standards for Child Care Ordinance

Attached please find the Local Standards for Child Care Ordinance No. 030227-69 for your approval. This Ordinance is reviewed annually by the Parks Board and City Council for recommended approval.

Programs Sub-Committee of the Parks Board reviewed the Ordinance on December 11, 2003 and recommended to re-adopt the current Ordinance relating to Local Standards for Care for the Parks and Recreation Department Programs for Children.


Jesus M. Olivares, Director
Parks and Recreation Department

ORDINANCE NO. 030227-69

AN ORDINANCE ADOPTING LOCAL STANDARDS OF CARE FOR THE CITY'S CHILDREN'S RECREATION PROGRAMS, AND REPEALING CHAPTER 11-5 OF THE CITY CODE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. AUTHORITY.

The Council adopts these local standards of care for the Parks and Recreation Department children's recreational programs under Texas Human Resources Code Section 42.041 (b)(14) and its home rule authority.

PART 2. DEFINITIONS.

In this ordinance:

- (1) **ACTIVITY ASSISTANT** means a department employee who assists an activity leader with the care or supervision of participants.
- (2) **ACTIVITY LEADER** means a department employee responsible for the direct care or supervision of participants, excluding a person whose primary duties include administration, clerical support, food preparation, or facility maintenance. The department may count the following as an adult supervisor:
 - (a) a volunteer 18 years old or older; or
 - (b) an activity assistant between the ages of 15 and 18 years old, if the assistant is supervised by an activity leader.
- (3) **DEPARTMENT** means the Parks and Recreation Department.
- (4) **DIRECTOR** means the director of the Parks and Recreation Department.
- (5) **FACILITY** means a building or improvement operated or used by the department in conducting a recreational program.
- (6) **PARTICIPANT** means a child under the age of 18 who is enrolled in a recreational program.

- (7) RECREATIONAL PROGRAM means a children's program or activity offered and supervised by the department that requires a child to enroll or register to participate.
- (8) STAFF means a person who is employed by the department to work in a recreational program.
- (9) VOLUNTEER means a person assisting without remuneration in the care or supervision of participants.

PART 3. PROGRAM ADMINISTRATION.

- (A) The department shall operate recreational programs in compliance with this ordinance and the department's rules adopted under this ordinance.
- (B) The director shall administer the programs.

PART 4. ENFORCEMENT OF STANDARDS, RULES, AND GUIDELINES.

- (A) The director shall adopt rules and guidelines relating to the operation of the programs. A rule adopted under this ordinance may be more restrictive than the minimum standards adopted by this ordinance.
- (B) The director shall monitor the programs to ensure compliance with the standards adopted in this ordinance and the rules.

PART 5. REQUIRED ADULT SUPERVISION FOR NON-AQUATIC RECREATIONAL PROGRAMS.

- (A) Except as provided in Subsection (B) and Part 6 (*Required Adult Supervision for Aquatic Recreational Programs*), the department shall provide adult supervision during a recreational program at a minimum as follows:
 - (1) one adult for each eight children five years old or younger;
 - (2) one adult for each 10 children between the ages of six and nine years old; and
 - (3) one adult for each 12 children between the ages of 10 and 15 years old.
- (B) The department shall provide adult supervision during a recreational program for children with a disability at a minimum as follows:
 - (1) one adult for each four children 12 years old or younger; and
 - (2) one adult for each eight children between the ages of 13 and 18 years old.

PART 6. STAFFING RATIOS FOR AQUATIC RECREATIONAL PROGRAMS.

- (A) Except as provided in Subsections (B) and (C), the department shall provide adult supervision during a recreational program that includes swimming in a swimming pool at a minimum as follows:
- (1) one adult for each two children four years old or younger;
 - (2) one adult for each eight children between the ages of five and seven years old; and
 - (3) one adult for each 12 children between the ages of eight and 12 years old.
- (B) The department shall provide adult supervision during a recreational program that includes swimming in a wading pool at a minimum as follows:
- (1) one adult for each two children two years old or younger;
 - (2) one adult for each five children three years old; and
 - (3) one adult for each 12 children four years old or older.
- (C) The department shall provide adult supervision during a recreational program for children with a disability that includes recreational swimming in a swimming pool or a wading pool at a minimum as follows:
- (1) one adult for each child four years old or younger; and
 - (2) one adult for each eight children five years old or older.
- (D) The department may not conduct a recreational program at a swimming pool or wading pool outside a City park unless the pool is supervised by one certified lifeguard for each 30 swimmers.

PART 7. CERTIFICATION AND AGE REQUIREMENTS FOR ADULT SUPERVISOR.

- (A) The department shall provide a minimum of one activity leader for each class or group enrolled in a recreational program.
- (B) A person who supervises children as an activity leader must be at least 18 years old.
- (C) A person who supervises children as an activity leader must obtain the following certification from a nationally recognized organization:

- (1) community water safety, if applicable;
 - (2) community cardiac pulmonary resuscitation or equivalent; and
 - (3) community first aid.
- (D) A person who supervises children as an activity assistant:
- (1) must be at least 15 years old; and
 - (2) may not supervise a group of children if an adult supervisor is not present.

PART 8. STAFF AND VOLUNTEER TRAINING REQUIREMENTS.

- (A) The director shall establish training requirements for all staff and volunteers who provide direct care or supervision to participants.
- (B) An activity leader must have current training in first aid with rescue breathing and choking. At least one staff member at each facility must have current training in cardio pulmonary resuscitation for children.
- (C) Each staff member who supervises children in swimming or other water activities in more than two feet of water must be able to swim and shall be trained in water safety. A person who is not counted in the minimum staff-to-participant ratio is not required to meet these requirements.

PART 9. PERSONNEL RESTRICTION.

- (A) A person may not be employed or serve as a volunteer in a recreational program if:
 - (1) the person would be permanently barred from being present at a child care operation while children are in care under the rules adopted by the Texas Department of Protective and Regulatory Services; or
 - (2) the director determines that, based on the criminal history and other relevant and credible information, the person poses a risk to the safety and health of participants.
- (B) The director may obtain a criminal history record of any employee or volunteer working or applying to work in a recreational program.

PART 10. FACILITY OPERATION; PHYSICAL ENVIRONMENT.

- (A) The department may not operate a recreational program at a facility unless the facility meets the following requirements:

- (1) The facility and equipment used in the program do not present fire, health or safety hazards and are kept free of refuse and debris.
 - (2) The facility is inspected annually for safety by the department.
 - (3) The facility is kept free of insects, rodents and stray animals.
 - (4) The facility has clearly marked emergency exits.
 - (5) The facility has a disaster and evacuation procedure posted in a visible location.
 - (6) The facility is used and maintained in accordance with fire prevention requirements adopted by ordinance and the fire chief's directives, including not fewer than four annual fire drills.
 - (7) First aid and infection control kit are kept at the facility, including sufficient additional kits to be taken to other locations at which participants engage in a program activity.
 - (8) First aid guidelines are on file and visibly posted at the facility, including:
 - (a) cardio pulmonary resuscitation/rescue breathing sequence guidelines;
 - (b) first aid review; and
 - (c) medical emergency procedures.
 - (9) The facility has a sufficient number of restrooms equipped for independent use by children, and designed to permit staff supervision if necessary.
- (B) The department shall maintain a campground or primitive facility used for a recreation program in compliance with the requirements of Subsection (A) to the extent possible.
- (C) The department shall maintain equipment used in the programs in good condition. Department staff shall remove a defective tool, machinery, appliance, or other equipment and report the defective item to a supervisor. Unauthorized staff may not repair defective equipment.

PART 11. PHYSICAL HEALTH STANDARDS.

- (A) A staff member shall supervise a child who is ill or injured until the parent or other authorized adult removes the child from the facility.
- (B) Staff shall keep child whose illness or medical condition requires a degree of supervision by staff that would compromise the health or safety of the other participants separate from the other participants until the child is removed from the facility.
- (C) Staff may not admit or readmit a child whose illness or medical condition prevents the child from comfortably participating in program activities or places other participants at risk to the facility for the duration of the illness or condition.
- (D) In the case of an acute illness or injury to a child, staff shall call for an emergency vehicle to transport the child to an authorized medical facility.

PART 12. MEDICATION STANDARDS.

- (A) A staff member may not administer medication to a participant without a parental medication authorization. Staff may not administer medication that is not in its original container or past the expiration date on the container.
- (B) A staff member may not administer an injection, or administer an amount of medication that is inconsistent with the prescribed dosage.
- (C) A staff member may not accept more than a one-week supply of medication for a participant and the member shall return the unused medication to the parent on the last program day of the week.
- (D) Staff must keep medication in a secured location that is not accessible by participants.
- (E) A staff member shall maintain a medication log that includes the name of the child to whom the medication is administered, the time the medication is dispensed, and the name of the person dispensing the medication.

PART 13. DISTRIBUTION OF STANDARDS.

- (A) The department shall post and make available copies of the standards adopted in this ordinance or by rules adopted under this ordinance.
- (B) The department shall inform the parents of each participant that the recreational programs are not licensed by the state. The programs may not be advertised as child-care facilities.

PART 14. RECOMMENDATION FOR AMENDMENT OR RE-ADOPTION.

Not later than October 1 of each year the director shall recommend to the Council the amendment or re-adoption of the local standards adopted under this ordinance.

PART 15. APPLICABILITY.

This ordinance supercedes Chapter 11-1 (*General Regulations*) of the City Code to the extent of any conflict.

PART 16. EXPIRATION.

This ordinance expires one year after its effective date.

PART 17. Chapter 11-5 of the City Code is repealed.

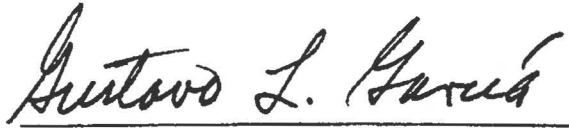
PART 18. The Council waives the requirements of Sections 2-2-3 and 2-2-7 of the City Code for this ordinance.

PART 19. This ordinance takes effect on March 10, 2003

PASSED AND APPROVED

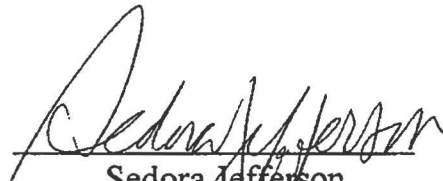
February 27, 2003

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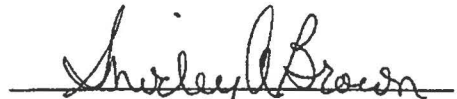


Gustavo L. Garcia
Mayor

APPROVED:


Sedora Jefferson
City Attorney

ATTEST:


Shirley A. Brown
City Clerk



**RULES AND
STANDARDS OF CARE FOR CHILDREN'S
RECREATIONAL PROGRAMS**

I. Authority and Intent

These rules are adopted under City Code Chapter 11-4.

II. Administration and Communication

A. Enrollment Information and Records

1. Records required by these standards shall be maintained and made available for inspection during regular hours of operation.
2. An enrollment agreement, signed by a parent prior to the child's admission into the recreational program, shall be on file with the following information:
 - a. the child's name, birth date, home address, and telephone number; date of enrollment;
 - b. name and address of parents/guardian and telephone numbers at which the parents can be reached while the child is in attendance;
 - c. names and telephone numbers of other persons designated to be contacted when a parent cannot be reached;
 - d. names and of persons to whom the child may be released;
 - e. name and telephone number of the child's physician;
 - f. a statement of the child's special problems or needs, including known allergies, existing illnesses, previous illnesses and injuries and any medication prescribed for long-term, continuous use;

Forms: Enrollment Registration Form;
Permission for Transportation (if applicable);
Authorization for Out of Town Field Trips (if applicable);
Emergency medical treatment authorization.

B. Parental Communication

1. Parents shall be allowed to observe recreational program activities at a facility anytime during its hours of operation. The participation or involvement of a parent in the activities of a recreational program shall require the prior approval of staff.
2. Staff shall promptly notify a parent or other person designated by the parent when a child:
 - a. is injured or becomes ill;
 - b. has a sign or symptom requiring exclusion from the facility as listed in Appendix III, (attached);
 - c. when there is an outbreak of a communicable disease in the facility required to be reported to the State Department of Health.

III. Personnel Responsibilities, Records and Training

A. Staff Responsibilities

1. If one staff member leaves and another staff member is given responsibility for the children (as in shift change), the staff member leaving must provide the incoming staff with written note(s) and/or verbal acknowledgements of:
 - a. any significant information about a child;
 - b. a list of children present in the group.
2. Staff members shall be required to:
 - a. know and be aware of the object and purpose of these standards;
 - b. report suspected abuse and neglect to the Department and to law enforcement as required by the Texas Family Code;
 - c. supervise children at all times while participating in a recreational program;
 - d. be free from other duties except those directly involving the care and supervision of children, which includes keeping the group's area clean. Administrative and clerical functions that take staff member's attention away from the children, meal preparation, or janitorial duties must not be included in the responsibilities of a staff member while the staff member is counted in the child/staff ratio.

B. Staff Records

1. Staff records shall be kept on file and shall include the following:
 - a. the date of employment;
 - b. verification that the minimum age and experience qualifications have been met;
 - c. a record of staff training hours;
 - d. verification of orientation and of having met any pre-service training requirement;

C. Staff Training

1. Staff shall be trained on:
 - a. the requirements of these standards;
 - b. the facility's policies and procedures;
 - c. the procedures to follow in handling emergencies, including building evacuations;
 - d. use and location of fire extinguishers;
 - e. evaluating and reporting suspected child abuse.

Forms: Staff Records and Staff Training

IV. Conduct, Activities at the Facility

A. Discipline and Guidance

1. Discipline and guidance of children must be consistent and based on an understanding of program and individual needs. The Discipline Guidelines attached to these standards shall be followed as much as possible.
2. Positive methods which encourage self-esteem, self-control, and self-direction shall be used.

3. There shall be no harsh, cruel, corporal or humiliating punishment.
4. Staff shall refrain from using abusive or profane language.
5. Staff may use brief, supervised separation from the group if necessary, but children shall not be placed in a locked room or in a dark room with the door closed.

B. Program Activities

1. Program activities shall be age-appropriate.
2. Outdoors activities, weather permitting, shall be encouraged.
3. Opportunity for individual and group activities shall be encouraged.

Forms: Discipline Guidelines

Incident Report

V. Physical Health and Well being

A. Illness, Personal Hygiene

1. A child with uncontrolled diarrhea or vomiting should be given care apart from other children until the child is picked up.
2. A medical evaluation may be requested for the readmission of a participant:
 - a. having experienced a fever or temperature (oral temperature of 100.4 or armpit temperature of 99.4 degrees, or greater) within the past 24 hours, or
 - b. having had symptoms of severe illness, rash or wheezing.
3. A participant whose illness or condition requires a degree of supervision by staff that may compromise the safety of other participants or whose illness or condition poses a health risk to others may not attend the program for the duration of the illness or condition.
4. A participant whose illness or condition prevents him or her from safely or comfortably participating in program activities may not attend the program for the duration of the illness.
5. Participants unaccompanied by parents shall be toilet trained.
6. Participants shall present good personal hygiene.

B. Medications

1. Every effort should be made by parents to administer medication prior to or after program hours.
2. The City shall not be responsible for lost, stolen or damaged medications.
3. Program directors may choose to accept only one-day's supply of medication.

C. Stray Animals

1. Participant exposure to insects, rodents, and stray animals shall be reduced to the extent possible. Exterminations or removals shall be performed by professional or appropriate personnel.

Forms: Procedures for Storing and Dispensing Medications
Participant injury report

VI. Transportation, Field Trips

- A. Vehicles used for transporting participants shall have met annual safety inspection or certification requirements. Seatbelts shall be worn if provided.
- B. A driver transporting participants must hold the appropriate driver's license as required by the State of Texas. Staff whose duties include driving must pass the driver's license check by PARD during the hiring process.
- C. All out-of-town and water activity field trips require authorization by the PARD Director.
- D. At least two staff members shall accompany participants on any out-of-town or water activity field trip.
- E. Participants shall not be transported in private vehicles.

Form: Authorization for Out of Town Field Trip

VI. Reporting Suspected Abuse of a Child

- A. Any staff member having cause to believe that the physical or mental health or welfare of an individual has been or may be adversely affected by abuse or neglect by any person, shall promptly report it to local law enforcement authorities: Austin Police Department (APD) or Texas Department of Protective and Regulatory Services (PRS) 1-800-252-5400. This report may be of a non-accusatory nature.
- B. One hour after the end of the program, if a participant has not been picked up and/or the parent has not contacted PARD staff or management to make arrangements for the child's pickup, the staff will:
 - 1. call 911;
 - 2. request a Park Police officer, advising the 911 operator that we have a "child in need of supervision";
 - 3. call immediate supervisor and advise of action being taken;
 - 4. upon arrival, advise the officer of the problem.

Forms: PARD Incident Report
Pickup Policy



4

MEMORANDUM

TO: Parks and Recreation Board
FROM: Jesus M. Olivares, Director
DATE: January 22, 2004
SUBJECT: Concession Policy

Attached please find the Policy for Concession of City Parkland for your approval. The last time the policy was updated was in 1998.

During the week of January 12th the Concessions Sub-Committee reviewed and approved the following changes to the policy:

- * Page 2 - remove dates from outline of the new permanent concession development process. This will allow staff more flexibility in reviewing concepts proposed to the department.
- * Page 3 - add statement regarding contract limits for new concessions.
- * Page 3 - add statement requiring staff to gather public input and present RFPs to Board prior to soliciting proposals for existing concessions.
- * Page 3 - add statement regarding contract limits for existing concessions.


Jesus M. Olivares, Director
Parks and Recreation Department

Attachment: A

PARKS AND RECREATION DEPARTMENT POLICY/PROCEDURE

Title: Policy for Concessions on City Parkland Effective Date: 3/13/98

Council Approval: March 12, 1998 Revised Date: October 21, 1997

Purpose: To establish a policy for concessions on all City parkland.

Reference:

Policy: The Parks and Recreation Department (PARD) has developed this policy regarding the limited private commercial use within the City's park system in the form of concessions, including permanent and temporary concessions. These policies are intended to maintain the aesthetic and environmental quality of the City's park system and to ensure a financial return to the City of Austin from such uses or to provide a public good to the citizens of Austin.

All proposals for concessions on Town Lake will be reviewed in compliance with Chapter 11-3 of the City code. The definition of a concession is as follows: " Any privately operated business on parkland serving park users, authorized by the City in accordance with applicable ordinance requirements. Types of businesses operated as concessions may include without limitation, food and beverage stands, boat rentals, excursion boats, boating lessons, bicycle rentals, and pushcarts." Concessions also include businesses which provide souvenirs and other goods and services to park users and which generally pay a portion of their revenue to the City or provide a public good to the citizens of Austin.

There are three categories of concessions: 1) new permanent concessions, 2) existing permanent concessions, whose contracts have expired, and 3) unsolicited temporary concessions. The following policies will address the development of permanent concessions on parkland and establish guidelines for temporary concessions.

New Permanent Concession Development¹

In order to comply in a timely manner with the Town Lake Ordinance the following time line will be followed annually:

April 1 — June 30	Staff will accept input for new concession ideas through various methods e.g., surveys of boards, commissions, advisory groups and park users; public notice; and requests for written suggestions from the general public.
By July 31	Staff will submit a report to the Parks and Recreation Board and the Environmental Boards, describing all proposals received for new concessions ideas.
By August 31	A subcommittee made up of City staff, representatives of the Parks and Recreation Board and the Environmental Board will review concepts and make recommendations to each Board.
By September 30	The Environmental Board and the Parks and Recreation Board will recommend which of the concession concepts (if any) should go forward to a public hearing. Potential locations of all the concessions must be determined prior to the setting of the public hearing. No less than 21 days prior to the public hearing, signs will be posted at the prospective locations of the concession(s). Notices will be sent to all interested parties including the media.
By October 31	Staff will present the annual concession report ¹ . This report will provide a synopsis of this process and will include the Environmental Board, Parks and Recreation Board and staff recommendations.
By November 30	The Parks and Recreation Board and the Environmental Board will forward to the City Council their response to the annual report.
By January 31	Staff will issue RFPs for new concessions approved by Council.

RFPs for new permanent concessions will require payments based on a flat fee schedule or on a percentage basis of gross sales less sales tax. The method of payment for each concession will be determined on a case by case basis by the Parks and Recreation Director. The flat fee or percentage of sales methods will be determined based on an analysis of the location and type of concession and will be calculated by City staff. The contracts will require an annual review of the concession to determine incremental increases to the fees after the second year of the contract. Additionally, for the flat fee, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

An evaluation team will review RFP responses and make recommendations to Council. (As allowed by chapter 11-3 of the City code, the evaluation team will include staff and may include one representative from each of the following organizations: Parks and Recreation Board, Environmental Board, and Design Commission.) Recommendations for award of contracts as a result of this process will be forwarded to the Parks and Recreation Board for review and

¹ A permanent concession is defined as a concession, which has or is eligible for a contract of a year or more and generally has a permanent structure.

² As required by Town Lake Ordinance No. 890126.

recommendation prior to the City Council action. Following Council approval, a contract will be negotiated and executed.

Contract periods for new permanent concession contracts will be limited to five years during the initial contract period, and one, five year extension.

Permanent Concession Policy for Existing Contracts About to Expire.

Staff will gather public input concerning items that should be addressed in a new contract, for an existing concessions 90 days prior to contract's expiring.

Staff will present the information gathered from the public input process and RFPs to the Parks and Recreation Board prior to soliciting proposals.

RFPs will be issued for new contract periods for existing concessions. An evaluation team will review the proposals and make recommendations to the Parks and Recreation Board. The evaluation team will include staff and may include one representative from the Parks and Recreation Board, Environmental Board, and Design Commission. Requests for Council Action (RCAs) will be submitted to Council for contract award.

RFPs for existing concessions will require payments based on a flat fee schedule or on a percentage basis (as they stand now) for the term of the contract. The method of payment for concessions will be determined on a case by case basis, by the Parks and Recreation Director. The flat fee or percentage of sales payment will be based on an analysis of the location and type of concession and on a five-year history of that particular concession. City staff will calculate this fee. For the flat fee method, the contracts will require an annual review of the concession to determine incremental increases to the flat fee after the first year of the contract. Additionally, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

New contracts on existing concessions will be limited to five years for the initial contract period with one, five year extension.

Temporary - Seasonal Concession Policy

A temporary or seasonal concession is defined as a concession which does not require a building or other type of permanent structure from which to operate and has a contract term limited to one year or less. Fees for temporary or seasonal contracts will be established by the City Council in the annual budget. Any temporary concession granted a temporary/seasonal permit two times within a 12 month period will be considered in the annual process for new permanent concessions. The Director of Parks and Recreation is authorized to negotiate and enter into temporary or seasonal concession contracts based on predetermined criteria to include impact, location, service level, revenues to the City, and any other criteria which may be in the best interest of the City and the use of its parkland.

Single Day – Temporary Permits

A single day temporary permit is defined as a concession set up outside of a special event taking place in a City Park. This concessionaire would have the opportunity to purchase a one-day permit for \$50.00 at the site of the event or cease and remove the operation of the concession from the area immediately.

Performing Artists in the Parks

Performing artists are allowed to entertain in the parks provided they register with and are approved by the Director of the City of Austin Parks and Recreation Department. Performing artists are categorized under the single day – temporary permit fee structure. The fee for performing artists will be \$10.00 a day and may be purchased in 2-week increments. When applying, the performing artist must provide specific days of operation, so this can be reflected on the permit.

Individuals may perform as artists or entertainers in any City park as long as they meet the following conditions. They:

- A. May not block sidewalks or in any way impede pedestrian or vehicular traffic circulation.
- B. May not be within 100 feet of an existing concession's main operating location.
- C. May set up at special events only with written permission of event organizer.
- D. May not use Amplified sound.
- E. Juggling of potentially hazardous materials or items such as knives or fire is prohibited.
- F. Any money exchanged must be on a "tips" or donation basis only, with the amount to be determined by the donor.
- G. Entertainers must carry the permit issued by the Parks and Recreation Department allowing them to perform in the park. This permit is to be available on request by any park employee charged with patrolling or supervising park use or by any citizen.
- H. May not impede or interfere with the use of park facilities or scheduled activities.

Failure to produce the permit issued from the Parks and Recreation Department can result in immediate expulsion from the park.

Report(s) Required: This policy is to be reviewed by the Parks Board every three years from the date of original approval with changes to be approved by Council. The Director of Parks and Recreation is authorized to develop guidelines and make changes thereto for the implementation of this policy.



#5

MEMORANDUM

TO: Parks and Recreation Board

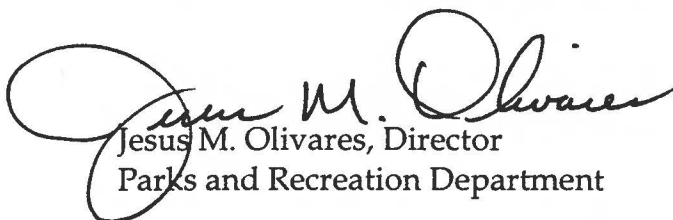
FROM: Jesus M. Olivares, Director

DATE: January 22, 2004

SUBJECT: Batting Cages Concession concept

Attached is the cover letter and a portion of a proposal to build a batting cage concession in the park system. Below is a summary of the proposal and the recommendations of the Concessions sub-committee for your approval to move forward to the public hearing and RFP stages of the process to establish a new concession.

- * Last year Emil Kresl and Christopher Moran submitted a proposal to build and operate a fully automated batting cage facility within the park system
- * Their concept included a nine-station batting cage facility to be located at 1200 West Cesar Chavez near the WAYA ball fields and the Town Lake Animal Shelter
- * Both staff and the concession sub-committee agree that this could be a viable concession within the park system both attracting new participants/park users and filling a void with in the baseball and softball community
- * However, both staff and the committee agree that the proposed site cannot handle the addition infrastructure or traffic that the batting cages would require. The committee and staff recommend the Krieg Softball Complex would be a better site.
- * Therefore it is recommended that if the Board elects to approve the concept and direct staff to move forward in the process.


Jesus M. Olivares, Director
Parks and Recreation Department

October 13, 2003

Austin Parks and Recreation Department
Concessions
200 South Lamar
Austin, TX 78704

To Whom It May Concern:

We, the principals of Austin State of Mind, propose to build and operate a fully automated batting cage facility as a "concession" within the Parks and Recreation Department of Austin, Texas. As with other PARD concessions, Austin State of Mind, the owners of the concession, would give a percentage of the annual gross to PARD.

The following pages are a synopsis of Austin State of Mind's full business proposal. Additional information will be supplied upon request.

Our sincerest thanks for your time and consideration.

The Company:

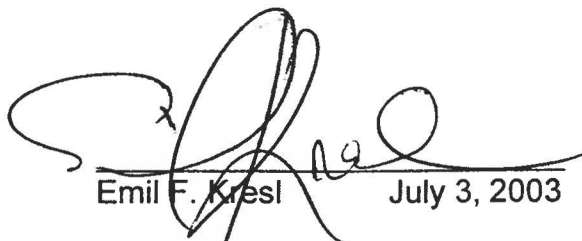
Austin State of Mind
Number 120
2611 Bee Caves Road
Austin, TX 78746

512-327-5025
kresl@mail.utexas.edu

The Principals:

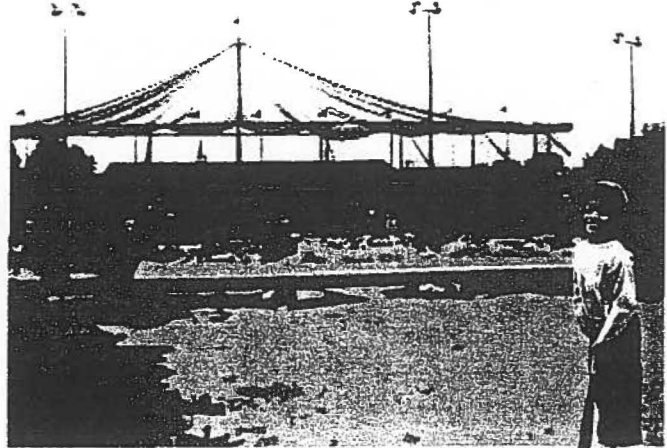
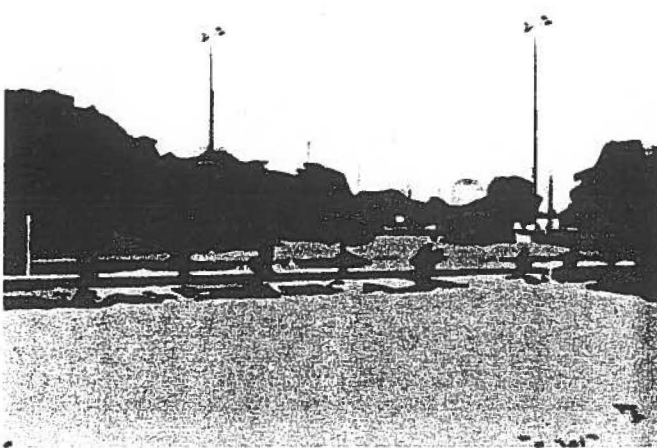

Christopher Moran July 3, 2003

512-732-0034
cpmoran33@yahoo.com


Emil F. Kresl July 3, 2003
512-327-5025
ekresl@yahoo.com

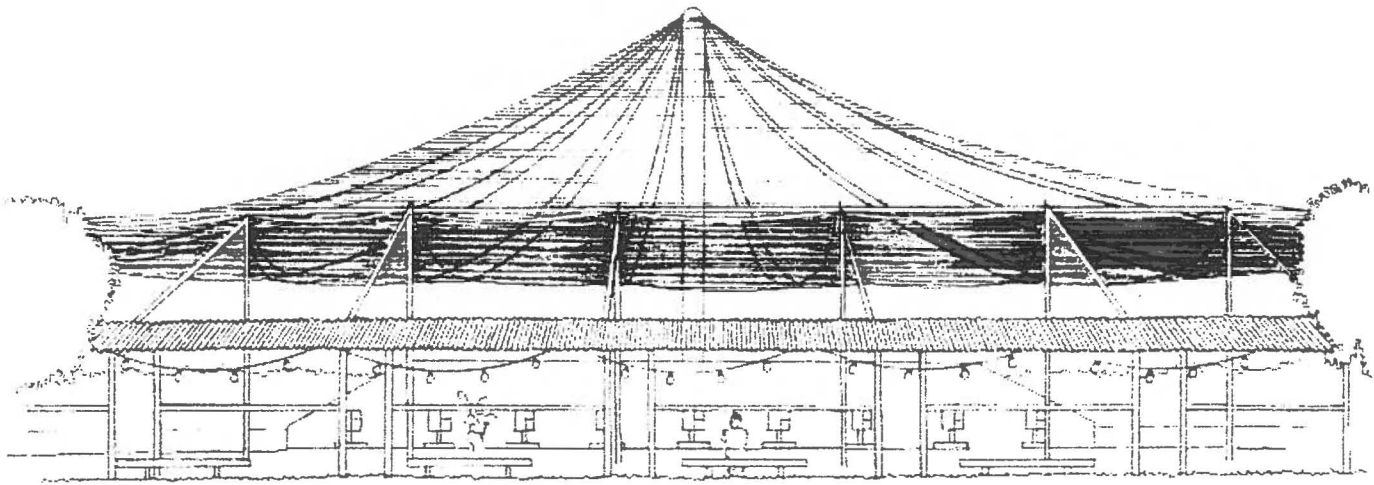
MISSION STATEMENT

To open and profitably maintain a fully automated, nine-station batting cage facility in the heart of Austin, Texas. Known as The Cages, the venture will provide a safe, fun, and beneficial service the Austin community, while positively contributing to the vitality of the overall parks system and the city's national reputation for quality of life.



THE CAGES

A Hit Waiting to Happen



A concession proposal to Austin Parks and Recreation
Department for a fully automated batting cage facility.

FYI

Austin Parks and Recreation Department

Upcoming Events

* Updates are highlighted

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Start Time</u>	<u>End Time</u>	<u>Facility/Park Name</u>	<u>Contact Number</u>
2/2/04		C-Day Activities	7:30 AM	6:00 PM	Austin Recreation Center	
2/2/04	2/29/04	Antique Valentine Exhibit (Wed-Sun)	12:00 PM	5:00 PM	O. Henry Museum	472-1903
2/2/04	3/8/04	"Hip-Hop & Hoops" Co-ed 3 on 3	9:00 AM	9:00 PM	Dittmar Park	(512) 441-4777
2/3/04	2/28/04	Basketball Tourney Registration Celebrate Black History Month			Montopolis Recreation Center	385-3951
2/4/04	2/28/04	Exhibit: All That Remains Life, Death and Rebirth: Kosova 1996-2002. Photographs by Martha Grenon	M-Th, 9AM-9:30PM F, 9AM-5:30PM Sat, 10AM-2PM		Julia C Buttridge Gallery at Dougherty Arts Center	397-1469
2/5/04		Opening Reception: All That Remains Life, Death and Rebirth: Kosova 1996- 2002. Photographs by Martha Grenon	6:00 PM	9:00 PM	Julia C Buttridge Gallery at Dougherty Arts Center	397-1469
2/6/04	2/8/04	Austin Stitchery Guild show			Northwest Recreation Center	458-4107
2/7/04		City Wide Annual Heritage Festival			Alamo Recreation Center	
2/7/04		Valentine's Classic Volleyball Tournament	7:30 AM	10:00 PM	Austin Recreation Center	
2/7/04		Jazz Onstage	7:00 PM		DAC Theater	397-1471
2/11/04	2/13/04	Spring II Registration Capital City Softball League	8:00 AM	5:00 PM	Athletics Office	445-6003
2/12/04	2/12/04	Youth Valentines Workshop & Party	4:00 PM	5:00 PM	Dove Springs Recreation	447-5875
2/13/04		Valentine Teen Dance			Alamo Recreation Center	

Last Updated: 1/20/2004

**Austin Parks and Recreation Department
Upcoming Events**

* Updates are highlighted

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Start Time</u>	<u>End Time</u>	<u>Facility/Park Name</u>	<u>Contact Number</u>
2/13/04		Easy Theater	6:30PM & 9:30PM		DAC Theater	397-1471
2/13/04	2/13/04	Austin Parks and Recreation 1st Annual Special Olympic Sports Awards anauet	6:30 PM	8:30 PM	Danny G McBeth Recreation Center	(512) 974-9011
2/14/04	2/14/04	Celebrate Valentine's Day	11:00 AM		Montopolis Recreation Center	385-5931
2/14/04		Valentine's Workshop	12:00 PM	1:00 PM	Austin Recreation Center	
2/14/04		ARC Open House	11:00 AM	4:00 PM	Austin Recreation Center	
2/14/04		Valentines Day Dance	6:00 PM	8:00 PM	St. John's Recreation Center	974-7865
2/14/04		Antique Valentine Reception (Saturday)	3:00 PM	5:00 PM	O. Henry Museum	472-1903
2/14/04		Easy Theater	6:30PM & 9:30PM		DAC Theater	397-1471
2/14/04	2/14/04	Parent's Night out	6:00 PM	10:00 PM	Northwest Recreation Center	(512) 458-4107
2/14/04	2/14/04	Valentine Escape	6:00 PM	11:30 PM	Dittmar Recreation Center	(512) 441-4777
2/16/04	2/16/04	Celebrate President's Day	3:00 PM		Montopolis Recreation Center	385-5931
2/17/04	5/28/04	Spring & Summer Camp Registration	9:00 AM	9:30 PM	Dougherty Arts School	397-1458
2/17/04	5/28/04	Adult Spring/Summer Registration	9:00 AM	9:30 PM	Dougherty Arts School	397-1458
2/19/04	2/19/04	Black History Program	6:30 PM		Givens Recreation Center	928-1982
2/19/04		Black History Program	6:00 PM	8:00 PM	St. John's Recreation Center	974-7865
2/19/04		Freddie Carnes: Aesop's Fables	10:00 AM		DAC Theater	397-1471

Last Updated: 1/20/2004

**Austin Parks and Recreation Department
Upcoming Events**

* Updates are highlighted

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Start Time</u>	<u>End Time</u>	<u>Facility/Park Name</u>	<u>Contact Number</u>
2/19/04	2/19/04	Givens Black History Celebration	6:30 PM	8:00 PM	Givens Recreation Center	(512) 928-1982
2/19/04	2/19/04	Annual Black History Program	6:30 PM	8:00 PM	Givens Recreation Center	(512) 928-1982
2/20/04	2/22/04	Karate Workshop	9:00 AM		Montopolis Recreation Center	385-5931
2/20/04	2/20/04	Teen Night	7:00 PM	10:00 PM	Northwest Recreation Center	(512) 458-4107
2/21/04		Mardi Gras Pot Luck Dinner	5:00 PM		Hancock Recreation Center	453-7765
2/27/04		Between Earth and Sky	8:00 PM		DAC Theater	397-1471
2/28/04		Kite Workshop and Show			Northwest Recreation Center	458-4107
2/28/04		Between Earth and Sky	8:00 PM		DAC Theater	397-1471
2/29/04		Jack and Jill of America	8:00 PM		DAC Theater	397-1471

2004 YEAR PLANNER

FIRST QUARTER

JANUARY						
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FEBRUARY						
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SECOND QUARTER

APRIL						
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30	31 USA					

JUNE						
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THIRD QUARTER

JULY						
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AUGUST						
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29	30	31				

SEPTEMBER						
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19	20	21	22	23	24	25 ★
26	27	28	29	30		

FOURTH QUARTER

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11 USA CAN	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11 USA CAN	12	13
14	15	16	17	18	19	20
21	22	23	24	25 USA	26	27
28	29	30				

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 ★	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 USA CAN
26 CAN	27	28	29	30	31	

USA UNITED STATES NATIONAL/STATE HOLIDAYS

CAN CANADIAN NATIONAL/PROVINCIAL HOLIDAYS

★ JEWISH HOLIDAYS

The Jewish day begins and ends at sundown, thus, all holidays begin at sundown of the day preceding the date shown.