Wylie Parks and Recreation Board Regular Meeting

August 12, 2024 – 5:30 PM
Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER

PRESENTATIONS

PR1. Division Overview Presentation.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

1. Consider and act upon approval of the July 8, 2024, Parks and Recreation Board Regular Meeting Minutes.

2. Consider, and act upon, approval of the Non-Profit Park Event Application from the Wylie P.O.L.I.C.E. Club to hold their annual softball tournament at Founders Park on November 2nd and 3rd, 2024.

3. Consider, and act upon, approval of the Non-Profit Park Event Application from the Cure Sanfilippo Foundation to hold the 3rd Annual Do it for Declan 5K and Fun Run event at Founders Park on Saturday, December 14, 2024.

4. Consider and act upon approval of the amended 2024 Parks and Recreation Board Meeting and Tour Calendar.

5. Consider and act upon approval of the recommendation to amend the Parks and Recreation Board Bylaws.

WORK SESSION

WS1. Project Updates.

WS2. Program and Event Updates.

WS3. Volunteer Opportunities.

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 9, 2024, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

_____ _____

Stephanie Storm, City Secretary *Date Notice Removed*

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:
§ 551.071 – Private consultation with an attorney for the City.
§ 551.072 – Discussing purchase, exchange, lease or value of real property.
§ 551.073 – Discussing prospective gift or donation to the City.
§ 551.076 – Discussing deployment of security personnel or devices or security audit.

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Division Overview Presentation

Recommendation

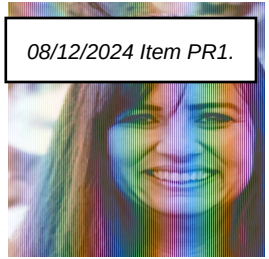
N/A

Discussion

Division overview presentation led by the Parks and Recreation Department Supervisors.

WYLIE PARKS & RECREATION SUPERVISOR OVERVIEW

Annika



REVENUE & PRODUCT DEVELOPMENT

Revenue

WRC, SRC, BH, Parks, and Athletics

- Budget
- Staffing
- Customer Service
- Auditing
- Purchasing
- Activities and Programs

Products

New Products

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions

Projects / Facilities

WRC, SRC, BH, Parks, and Athletics

- Large Projects at facilities
- Day to day facility needs
- Staffing
- Custodial Liaison
- Inventory
- Division offsite resources (storage units, etc.)

Brittany

WYLIE REC CENTER

Rec Center

Gym, Fitness Area, Indoor Walking Track, Childcare, Climbing Wall, Meeting Spaces, and Locker Rooms.

- Budget
- Staffing
- Customer Service
- Auditing
- Purchasing
- Activities and Programs

Operations

Annual, monthly, and day to day operations.

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions

Facilities

Division facility leader.

- Large Projects
- Day to day facility needs
- Staffing
- Custodial Liaison
- Inventory
- Division offsite resources (storage units, etc.)

Katy

SR REC CENTER & WELCOME CENTER

Sr Rec Center

Game Room, Fitness Area, Dining Room, and Meeting Space

- Budget / Purchasing
- Staffing
- Customer Service
- Auditing
- Activities and Programs
- Field Trips
- Meals on Wheels
- Special Events
- Community Outreach
- Partnerships/Sponsors

Brown House

Welcome Center Museum, Gift Shop, and Tours.

- Budget / Purchasing
- Staffing
- Museum Tours
- Special Events
- Wylie Historical Society and Rotary Liaison

Operations

Annual, monthly, and day to day operations.

- Policy
- Procedures
- Best Practices
- Reporting
- Online Software Administrator
- Record Retentions
- Large Projects

Julie

MARKETING & PROMOTIONS

Communications

Department marketing and promotions leader.

- Special Events
- Downtown Merchants Liaison
- Communication Requests
- Activity Menu
- Camp Catalog
- Activenet
- City Website
- Social Media

- Regular Promotions
- Registration Drives
- Print Ads
- Postcards
- Rack Cards
- Branding
- Surveys
- Mailers
- Promos
- Content

Products

Product development, quality control, and reporting.

- Programs and Activities
- Surveys
- Downtown Special Events
- Gift Shop Merchandise

Rico

PARKS SUPERVISOR - PARKS/PUBLIC SPACES

Parks/Pub. Spaces

Playgrounds, Trails, Green Spaces, Landscape Areas, and Outdoor Recreational Areas.

- Budget
- Staffing
- Customer Service
- Inspections
- Purchasing
- Activities and Programs
- Landscape Contract
- Irrigation Repairs

Operations

Annual, monthly, and day to day operations.

- Policy
- Procedures
- Best Practices
- Reporting
- PubWorks
- Division Safety Liaison
- Equipment Maint.
- Playground Maint.
- Facility Maint.
- Vandalism/Graffiti

Special Events

City-wide special event planning, and implementation.

- Downtown Merchant
- Wylie Chamber
- City-Sponsored
- Citizen
- WISD

Ron

PARKS SUPERVISOR - ATHLETICS

Athletics

Athletic Complexes and Parks.

- Budget
- Staffing
- Customer Service
- Inspections
- Purchasing
- Activities and Programs
- Mowing and Litter Contract

Operations

Annual, monthly, and day to day operations.

- Chemical Treatments
- Mowing
- Field Maint.
- Equipment Maint.
- Litter
- Interoffice Mail Delivery
- Vandalism/Graffiti

Leagues

City athletic leagues liaison.

- Scheduling
- Lighting
- Tournaments
- Restrooms
- Concessions

QUESTIONS?

Annika Sacco
annika.sacco@wylietexas.gov

Katy Burton
katy.burton@wylietexas.gov

Julie Pannell
julie.pannell@wylietexas.gov

Brittany Williams
brittany.williams@wylietexas.gov

Ron Thompson
ron.thompson@wylietexas.gov

Rico Govera
ricardo.govera@wylietexas.gov

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the July 8, 2024, Parks and Recreation Board Regular Meeting Minutes.

Recommendation

Motion to approve Item as presented.

Discussion

The minutes are attached for your consideration.

Wylie Parks and Recreation Board Regular Meeting Minutes

July 8, 2024 – 5:30 pm
Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER
Board Chair Beaux Dyson called the regular meeting to order at 5:31 p.m. The following Parks and Recreation Board members were present: Vice-Chair Gloria Suarez, Board Member Nick Puente, Board Member Brian Arnold, Board Member Tarah Harrison, and Board Member C'Ne Turner. Board Member Scott Hevel was absent from the meeting.

Staff present included Parks and Recreation Director Carmen Powlen, Parks and Recreation Administrative Assistant Janet Pieper, and Parks and Recreation Programmer Ally Holmen.

PRESENTATIONS
PR1. Parks and Recreation Administrative Assistant, Janet Pieper, summarized the role of a Parks and Recreation Board Member, highlighted key Board information, then directed each Board Member and staff liaison to give a brief introduction.

PR2. Recreation Center Programmer, Ally Holmen, gave a presentation overview of National Parks and Recreation Month.

CITIZEN COMMENTS ON NON-AGENDA ITEMS
No citizens came forward.

REGULAR AGENDA

1. **Consider, and act upon, the election of the Parks and Recreation Board Chair for the 2024-2025 term.**

   Board Action
   A motion was made by Board Member Puente, seconded by Board Member Arnold, to approve the nomination and reelection of Board Chair Beaux Dyson for the 2024-2025 term. A vote was taken, and the motion passed 6-0, with Board Member Hevel absent from the meeting.

2. **Consider, and act upon, the election of the Parks and Recreation Board Vice-Chair for the 2024-2025 term.**

   Board Action
   A motion was made by Board Vice-Chair Suarez, seconded by Board Chair Dyson, to approve the nomination and election of Board Member Nick Puente for the 2024-2025 term. A vote was taken, and the motion passed 6-0, with Board Member Hevel absent from the meeting.

3. **Consider and act upon approval of the July 8, 2024, Regular Parks and Recreation Board Meeting Minutes.**

Board Action
A motion was made by Board Member Suarez, seconded by Board Member Harrison, to approve the July 8, 2024, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 6-0, with Board Member Hevel absent from the meeting.

4. **Consider and act upon approval of the Wylie ISD Council of PTAs Back the Future fundraiser event at Olde City Park on September 21, 2024.**

Board Action
A motion was made by Board Vice-Chair Puente, seconded by Board Member Turner, to approve the Wylie ISD Council of PTAs Back the Future fundraiser event at Olde City Park on September 21, 2024. A vote was taken, and the motion passed 6-0, with Board Member Hevel absent from the meeting.

WORK SESSION
No Work Session items were included due to the Parks and Recreation Board Tour following the meeting adjournment.

ADJOURNMENT
A motion was made by Board Member Arnold, seconded by Board Member Suarez, to adjourn the meeting at 6:00 p.m. A vote was taken, and the motion passed 6-0, with Board Member Hevel absent from the meeting.

_____
Beaux Dyson, Board Chair

ATTEST:

_____
Janet Pieper, Administrative Assistant

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Consider, and act upon, approval of the Non-Profit Park Event Application from the Wylie P.O.L.I.C.E. Club to hold their annual softball tournament at Founders Park on November 2nd and 3rd, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

This is a repeat event hosted by the Wylie P.O.L.I.C.E. Club, a non-profit organization, at Founders Park on Saturday, November 2nd and 3rd, 2024, from 8:00 am to 10:00 pm. The organization gives students a better understanding of the law enforcement profession from the local to the federal level. The organization also teaches students the importance of good leadership and character traits. Wylie ISD Resource Officer Jose Serrato noted on his application that in addition to the team participation fees, they plan to sell prepackaged food and drinks items during their event. 16 teams are expected to participate in this co-ed slow pitch softball tournament with spectators attending from the surrounding communities.

Staff will work with the applicant on event support as needed if approved by PARB and City Council.

Parks & Recreation Department
300 Country Club Rd, Building 100
Wylie, TX 75098
972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: **https://anc.apm.activecommunities.com/wylie**

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of twelve weeks in advance, and no sooner than 6 months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- *Priority use is given to City Events and private rentals;*
- *All fees have been paid;*
- *The event does not:*
    a. *Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;*
    b. *Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);*
    c. *Present an unreasonable danger to health or safety;*
    d. *Cause loss or damage to City property;*
    e. *Interfere with or place a burden on Public Safety services;*
    f. *Interrupt the safe and orderly movement of pedestrians and vehicles.*
- *For events including food items, applicant provides documentation from the Collin County Environmental Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;*
    a. *Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.*
    b. *If permit is required by Environmental Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.*
- *There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.*
- *The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.*

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *
Wylie POLICE Club

Website
https://www.wylietexas.gov/community2/youth_programs/police_club.php

Are you a non profit? *
Yes No

Please upload 501c3 Documents

Contact Information

Primary Contact Name *
Jose Serrato

Event Information

Event Name/Title *
Co-ed Softball Tournament

Event Type *
Fundraiser

Purpose of event *
Money raised for this event gets used throughout the year for community events.

Event Location *
Founders Park

851 Hensley Lane

Proposed Event Date *
11/02/2024

Alternative Event Date *
11/09/2024

Start Time *
08:00:00 AM
Include Setup

End Time *
10:00:00 PM
Include Cleanup

Do you plan to sell items of any kind?
example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.
Yes No

Please specify all items you plan to sell
Individually Packaged Food and Drinks

Will there be food items provided?
Yes No

Please specify the types of food items to be provided
Individually Packaged Food and Drinks

Who is providing the food?
Applicant
Food Vendor
Other

Anticipated number of Participating Vendors *

1

Anticipated Event Attendance *

500

Event Target Audience *

Wylie Community

Event Details *

This event is a 16 team Co-Ed Slow pitch softball tournament meant for kids and the community to come together and enjoy a day of fun.

Event Announcement and/or Flyers

Signature

Jose Serrato

Date *

08/01/2024

TEXAS STATE®
TEXAS SCHOOL SAFETY CENTER

Texas School Safety Center Spotlight Award

Student/Peer-Led Groups and/or Programs Winner (2nd Quarter - FY2019)

The Wylie ISD P.O.L.I.C.E. (Practice of Leadership Integrity and Character Education) Club has been recognized by Texas State's Texas School Safety Center's Spotlight Program. This award recognizes individuals, schools and districts that foster education and learning through safe and secure campuses. Quarterly recipients will be considered for their annual overall awards presented at the Texas School Safety Conference in June 2019. Wylie ISD and Wylie PD won for Student/Peer-Led Groups and Programs. Officer Michael Stewart and Officer Mike Hashimoto run the program.

Sponsor/Donation Opportunities

The Wylie P.O.L.I.C.E. Club holds several events throughout the school year to raise money for worthy causes and people in the community in need of assistance. These events include but are certainly not limited to the following:

- The annual Parents Night Out/Toy Drive to benefit families at Christmas
- The annual Slow Pitch Softball Tournament
- Fundraisers for Fallen Officers
- Fundraisers for the Collin County Child Advocacy Center
- AND LOTS MORE

If you or your company are interested in sponsoring an event or need help with an upcoming event please contact Officer Stewart (mailto:michael.stewart@wylietexas.gov).
If you would like to make a general donation to the Wylie P.O.L.I.C.E. Club to assist with its continuing efforts to support our community please contact Officer Stewart (mailto:michael.stewart@wylietexas.gov) to learn how.

Wylie Citizens Police Academy Alumni Association Scholarship

In 2013, the Wylie P.O.L.I.C.E. Club was established and is sponsored by the Wylie Police Department's School Resource Officers. This club is an organization at the high school level available to Wylie ISD students in ninth through 12th grade. These students give up countless hours to work community events and fundraisers throughout the school year in an effort to make our community better. The Wylie Citizens Police Academy Alumni Association has established a scholarship to recognize a Wylie P.O.L.I.C.E. Club member who has gone above and beyond in their efforts to help other people. The Wylie ISD senior selected to receive this award has shown to be a shining example of character, leadership, intelligence, and hard work.

(WEBSPACE EMAI

FIND INFO

YOUTH PROGRAMS (COMMUNITY2/YOUTH_PROGRAMS/INDEX.PHP)

P.O.L.I.C.E. Club

The P.O.L.I.C.E. (Practice of Leadership Integrity and Character Education) Club is an organization at the high school level available to Wylie ISD students in ninth through 12th grade.The club is sponsored by the Wylie Police Department's School Resource Officers. The organization gives students a better understanding of the law enforcement profession from the local to the federal level. The organization also teaches students the importance of good leadership and character traits. If your child is interested in joining the P.O.L.I.C.E. Club email SRO Michael Stewart (mailto:michael.stewart@wylietexas.gov).

The main purpose of the organization is to build better student leaders in our schools. This is done by educating the students on what it takes to be a good leader and how they as students have a major role in shaping the atmosphere of their school campus. This organization increases student involvement in their schools and in the community. It allows students to make a difference and change their community and schools for the better.

The P.O.L.I.C.E. Club is a great opportunity for students to learn about important issues that are affecting their lives today and will in the future. It gives the students a voice in dealing with issues in their schools that the students see as problems. It allows the students to form a positive relationship with their School Resource Officers, which in turn, makes for a better and safer school environment for both students and staff members.

FOLLOW US ON facebook

(https://www.facebook.com/WyliePoliceClub/)

FIND INFO

(WEBSPACE EMAI

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Consider, and act upon, approval of the Non-Profit Park Event Application from the Cure Sanfilippo Foundation to hold the 3rd Annual Do it for Declan 5K and Fun Run event at Founders Park on Saturday, December 14, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

This is a repeat event hosted by the Cure Sanfilippo Foundation, a non-profit organization, at Founders Park on Saturday, December 14, 2024, from 5:00 am to 12:00 pm. Representative Katharine Sink advised the organization plans to sell registrations and Cure Sanfilippo Foundation merchandise, schedule food vendor trucks, and set up sponsor booths. All proceeds go to the Cure Sanfilippo Foundation to fund critical research for treatments and a cure for Sanfilippo.

Parks & Recreation Department
300 Country Club Rd, Building 100
Wylie, TX 75098
972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: **https://anc.apm.activecommunities.com/wylie**

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of twelve weeks in advance, and no sooner than 6 months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- *Priority use is given to City Events and private rentals;*
- *All fees have been paid;*
- *The event does not:*
    a. *Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;*
    b. *Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);*
    c. *Present an unreasonable danger to health or safety;*
    d. *Cause loss or damage to City property;*
    e. *Interfere with or place a burden on Public Safety services;*
    f. *Interrupt the safe and orderly movement of pedestrians and vehicles.*
- *For events including food items, applicant provides documentation from the Collin County Environmental Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;*
    a. *Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.*
    b. *If permit is required by Environmental Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.*
- *There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.*
- *The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.*

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *
Cure Sanfilippo Foundation

Website
https://curesanfilippofoundation.org/

Are you a non profit? *
(●) Yes ( ) No

Please upload 501c3 Documents

Contact Information

Primary Contact Name *
Katharine Sink

Event Information

Event Name/Title *
3rd Annual Do it for Declan 5K and Fun Run

Event Type *
5k/Walk

Purpose of event *
Raise funds for the Cure Sanfilippo Foundation

Event Location *
Founders Park

851 Hensley Lane

Proposed Event Date *
12/14/2024

Alternative Event Date *
12/21/2024

Start Time *
05:00:00 AM
Include Setup

End Time *
12:00:00 PM
Include Cleanup

Do you plan to sell items of any kind?
example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.
(●) Yes ( ) No

Please specify all items you plan to sell
T-shirts, CureSFF merchandise

Will there be food items provided?
(●) Yes ( ) No

Please specify the types of food items to be provided
Coffee, donuts, power bars, popsicles, bagels

Who is providing the food?
( ) Applicant
( ) Food Vendor
(●) Other Applicant and potential vendors

Anticipated number of Participating Vendors *
2

Anticipated Event Attendance *
150

Event Target Audience *

Ages 0 - 99

Event Details *

The event will be a one mile fun run followed by a 5K. There will be one or two food trucks, booths set up by sponsors (10 x 10 tent). All proceeds will go to the Cure Sanfilippo Foundation.

Event Announcement and/or Flyers

Flyer 2024.pdf	197.48KB
Do it For Declan 5K Sponsor 2024.pdf	312.19KB

Signature

Katharine Sink

Date *

06/22/2024

Race for a CURE for SANFILIPPO SYNDROME

3rd Annual

Do it for Declan
5K & Fun Run

Donations Welcome

www.doitfordeclan.com

December 14, 2024

Save the Unicorns

Founders Park
851 Hensley Ln
Wylie TX 75098

7:30am – Check in starts
8:30am – Fun Run
9:00am – 5K

All proceeds go directly to the **Cure Sanfilippo Foundation** to fund critical research for treatments and a cure for Sanfilippo

501c3 non-profit
Tax ID 46-4322131

CURE SANFILIPPO FOUNDATION

3RD ANNUAL DO IT FOR DECLAN 5K AND FUN RUN

Declan is 10 years old, and we are in a race to save his life. Sanfilippo syndrome is a **rare** and **terminal** condition in children. It is a rapidly degenerative disease, much like a childhood Alzheimer's. It causes children to lose all the skills they have gained, suffer seizures, movement disorders and dementia, experience pain and suffering, and then die, often in their teenage years. There is currently **no treatment or cure** available.

We invite you to participate as a sponsor of **3rd Annual Do it For Declan 5K and Fun Run**, which will benefit the **Cure Sanfilippo Foundation (Cure SFF)**. Cure SFF's mission is to advocate for patients and fund life-saving research to develop treatment options for Sanfilippo syndrome.

Please help us support the event in Declan's name by becoming a sponsor. Your sponsorship will not only help defray costs of the event but any remaining funds from your generosity will go directly toward our **fundraising goal of $20,000**. We humbly ask if you would consider helping us in our mission to save all children, including Declan, diagnosed with Sanfilippo. All contributions are tax deductible.

The event will be held on **December 14, 2024** at **Founders Park (851 Hensley Lane), Wylie**.

Your contribution helps by:

- Promoting your brand
- Receiving recognition within the Dallas/Fort Worth area
- Making a positive impact on the rare disease community
- Raising awareness for Sanfilippo
- Supporting research for a cure

Declan, age 10

Thank you in advance for your consideration.

Sincerely, The Sink Family and the Cure Sanfilippo Foundation

Contact Katharine Sink if you have any questions at doitfordeclan@gmail.com or 610-310-6863. For more information about Sanfilippo, the foundation, or Declan, please visit www.doitfordeclan.com.

The Cure Sanfilippo Foundation is a 501(c)(3) organization | curesff.org | curesff@gmail.com | Tax ID: 46 – 4322131

DO IT FOR DECLAN 5K AND FUN RUN SPONSORSHIPS

We offer **5 sponsorship opportunities**, but we are also happy to customize a package for you. If you are interested in becoming our presenting sponsor, please contact us at doitfordeclan@gmail.com.

Platinum Sponsor -- $2,000

- Listed as platinum level sponsor on event website with prominent logo and link
- Prominent logo on race t-shirts and displays
- Social media posts, flyers, emailing lists
- Recognition at the event
- Free booth space at the event
- 6 complimentary event registrations and t-shirts

Gold Sponsor -- $1,500

- Listed as gold level sponsor on event website with large logo and link
- Large logo on race t-shirts and displays
- Social media posts, flyers, emailing lists
- Recognition at the event
- Free booth space at the event
- 4 complimentary event registrations and t-shirts

Silver Sponsor -- $1,000

- Listed as silver level sponsor on event website with medium logo and link
- Medium logo on race t-shirts and displays
- Social media posts, flyers, emailing lists
- Recognition at the event
- Free booth space at the event
- 2 complimentary event registrations and t-shirts

Bronze Sponsor -- $500

- Listed as bronze sponsor on our website with small logo and link
- Small logo on race t-shirts and displays
- Social media posts, flyers, emailing lists
- Recognition at event
- Free booth space at event
- 1 complimentary event registration and t-shirt

Supporting Sponsor -- <$500

- Listed as supporting sponsor on event website with logo and link
- Company name on race t-shirts and displays

DO IT FOR DECLAN 5K AND FUN RUN SPONSORSHIPS

There are additional ways to participate in our event beyond monetary sponsorship. We are also looking for **in kind sponsors** to provide products or services. As an in-kind sponsor, you will receive acknowledgement of your support at the event, a free booth space, and your logo and link on event website and social media.

In-Kind Sponsor

- Bottled water, recovery drinks
- Energy gels or bars
- Coffee, hot chocolate
- Food/snacks (fruit, vegetables, donuts, bagels, etc.)
- Awards/prizes for top finishers
- Finisher medals
- PA system/DJ services
- Photography/videography services
- T-shirts
- Thank you gifts for volunteers

Sponsor Requirements and Information:

- Should you wish to display your promotional materials at the race, we will provide the 10 x 10 space. You will need to supply everything else (i.e. table, chairs, tent).
- Sponsors, please mail completed form and payment information by **November 18, 2024** to Do it For Declan, 4304 Oak Bluff Lane, Sachse, TX, 75048.
- Please email company logo in high resolution jpg format to Katharine Sink at dotifordeclan@gmail.com by **November 18, 2024** to ensure placement on t-shirts and signs.
- In kind donations must be received or made available for pickup by **December 6, 2024**.
- All items for race packets (i.e. pamphlet, flyer, coupon) must be received or made available for pickup by **December 6, 2024**.

All donations are tax deductible per 501(c)(3) status. All proceeds go to benefit the non-profit Cure Sanfilippo Foundation. Sponsors do not have to be corporate, and all donations are graciously accepted. Our event would not be possible without your contributions.

Thank you so much for your support!

Save the Unicorns!

Our sponsorship form is also available online at www.doitfordeclan.com

DO IT FOR DECLAN 5K SPONSORSHIP FORM

Please complete this form and return to: Do it for Declan
4304 Oak Bluff Lane, Sachse, TX 75048

COMPANY/ORGANIZATION INFORMATION:

Company Name: _____

Company URL: _____

Representative Name: _____

Mailing Address: _____

City: _____ Zip code: _____

Phone Number: _____ Email: _____

Signature: _____

SPONSORSHIP:

Select sponsorship level (check one):

☐Platinum ☐Gold ☐Silver ☐Bronze ☐Supporting ☐In Kind

BOOTH:

Do you plan to have a booth at the event? ☐Yes ☐No

PAYMENT INFORMATION:

☐Check ☐Cash ☐Credit card

Check enclosed for $_____ payable to *Cure Sanfilippo Foundation*

Credit Card Number _____ MM/YY_____ CVV_____

Cardholder Name_____

☐Visa ☐MasterCard ☐Discover ☐American Express

IN KIND SPONSOR INFORMATION:

Description of in-kind donation: _____

Estimated retail value: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 21 2014

CURE SANFILIPPO FOUNDATION-ELIZA S STORY
C/O GLENN ONEILL
6048 CEDAR RIDGE RD
COLUMBIA, SC 29206

Employer Identification Number:
46-4322131
DLN:
204057140
Contact Person:
CARA D FRANCZAK ID# 31452
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
November 20, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947

CURE SANFILIPPO FOUNDATION-ELIZA S

Sincerely,

Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the amended 2024 Parks and Recreation Board Meeting and Tour Calendar.

Recommendation

To approve the item as presented.

Discussion

Amendments are as shown below:

- October 7 PARB Agenda Submission Deadline was added
- October 14 Regular Meeting date was added
- October 19 tour date was removed
- November 4 PARB Agenda Submission Deadline was removed
- November 11 Regular Meeting date was removed due to it falling on a City holiday
- City Holiday Veterans Day observed was amended to reflect November 11

MEETING CALENDAR

2024

January

S	M	T	W	T	F	S
	1	3	4	5	6	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				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	26	27	28	29		

March

S	M	T	W	T	F	S
					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	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	3	9	10	11	12	13
14	10	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			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
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						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	26	27	28	29
30						

July

S	M	T	W	T	F	S
	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	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				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	26	27	28	29	30	31

September

S	M	T	W	T	F	S
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	26	27	28
29	30	28				

October

S	M	T	W	T	F	S
		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	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					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	26	27	28	29	30

December

S	M	T	W	T	F	S
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	26	27	28
29	30	31				

CITY HOLIDAYS:

January 1 - New Year's Day (observed)
January 15 - Martin Luther King Jr Day
March 29 - Good Friday
May 27 - Memorial Day
July 4 - Independence Day
September 2 - Labor Day
November 11 - Veterans Day
November 28 & 29 - Thanksgiving Holiday
December 24 & 25 - Christmas Holiday

CITY OF WYLIE

Parks & Recreation Board Meeting
5:30 pm, 2nd Monday of each month
Board 2-year terms end June 13
Board 2-year terms begin July 11

Parks & Recreation Board Tour

PARB Agenda Submission Deadline

Arbor Day

City Council Meeting
6:00 pm, 2nd & 4th Tuesday of each month

WISD Spring Break
March 11 through Mar 15

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the recommendation to amend the Parks and Recreation Board Bylaws.

Recommendation

To approve the item as presented.

Discussion

Discuss amendment as follows: Staff recommends removing the Bylaw requirement for Board approval of the annual meeting calendar. Meetings will continue to be scheduled on the second Monday of each month unless this coincides with a City holiday, WISD's Spring Break, there are no agenda items, or it is necessary for a special meeting to be called. In these cases, staff will issue a meeting cancellation notice. An updated annual calendar will continue to be provided to Board Members for their convenience.

WYLiE
Parks and Recreation

City of Wylie
Parks and Recreation Board Bylaws

ARTICLE I. Name

As authorized by the City Charter, City of Wylie, and City Ordinance No. 78-18. This body shall be known as the Parks and Recreation Board.

ARTICLE II. Meetings

A. The regular meeting of the Parks and Recreation Board shall be held monthly in the Municipal Complex Council Chambers unless staff determines otherwise.
B. Special meetings may be called by the Chairperson or at the call of any two members of the Board, provided that notice thereof be given to all Board Members.
C. A majority of the members shall constitute a quorum at all meetings of the Board.
D. All agenda items presented for a vote of the Parks and Recreation Board shall be decided by a simple majority of the quorum, including the vote of the Chairperson.
E. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.
F. The most current edition of Robert's Rules of Order will guide the parliamentary procedure of the Board. The Board is not strictly bound to comply with Robert's Rules of Order.
G. The Chairperson may request agenda items at least one week before the meeting. Agenda items requested by any member must be submitted and approved by the Chairperson before being submitted to the staff liaison. Any two Board Members (not including the Chairperson) may submit an item to the staff liaison to be placed on the Board Agenda at least one week before the meeting. Agenda items submitted must be made in writing to the staff liaison.

ARTICLE III. Officers

A. The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary (a City Staff member will serve as Secretary).

B. Officers shall be elected and take office at the first regular meeting after the new Board Members have been appointed and sworn in.
C. Vacancies shall be handled as follows:
    a. In the event of the resignation or incapacity of the Chairperson, the Vice-Chairperson shall become the Chairperson for the unexpired portion of the term.
    b. Vacancies in officers other than the Chairperson shall be filled for the unexpired term by election from the remaining Parks and Recreation Board Members.
D. The duties of the officers shall be as follows:
    a. Chairperson:
        i. Preside at all meetings.
        ii. Represent the Parks and Recreation Board at public functions.
        iii. Appoint special committees.
        iv. Assist Parks and Recreation staff in establishing the agenda for each meeting, as needed.
    b. Vice-Chairperson:
        i. Assist the Chairperson in directing the affairs of the Board and act in the Chairperson's absence.
    c. Secretary:
        i. The City Secretary's office will record and maintain the minutes. This "Secretary position" will be occupied by a City Staff member, not an official Board position.
        ii. The Staff Liaison will be responsible for producing the agenda and distributing the agenda and minutes to the Parks and Recreation Board and City Manager. An official record of attendance will be kept in the minutes. ~~The Board will approve a yearly calendar of monthly meetings by the regular December meeting.~~

ARTICLE IV. Board Members

A. The City Council appoints Board Members.
B. No member shall serve on the board for more than three consecutive, two-year terms or six consecutive years, whichever is less, unless extended by the affirmative vote of at least three-fourths of the full membership of the City Council. Except for a board member whose tenure has been extended by the City Council as provided in subsection (b) of this section, a board member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the board may be reappointed to serve on the board after being off the board for at least one year, and upon reappointment, the board member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such board member is eligible, however, for appointment to a different board or commission without waiting. (Per Chapter 78 Section 78-23)

ARTICLE V. Committees

A. Committees may be appointed for particular purposes by the Chairperson and with the consent of the majority of the Board. All committees will have at least one Parks and Recreation Board member serving on them. These committees are automatically dissolved upon completion of the assignment.
B. Progress reports and a final report on completion of assignments will be given at each Board Meeting.

ARTICLE VI. Powers and Duties of Board Members

A. Abide by applicable ordinances of the City of Wylie.
B. Act in an advisory capacity to the City Council, City Manager, and Parks and Recreation Staff.
C. Make ordinance and bylaw recommendations.
D. Assist in planning and guiding the improvement of parks and recreation facilities.
E. Assist in interpreting the ordinances and functions of the Parks and Recreation Department to the public. Encourage the development and advancement of the Parks and Recreation Department in every possible way.
F. Provide an opinion on dedications and donations.
G. Recommend ordinance variance regarding fundraising events.
H. Advocate the benefits of Parks and Recreation by:
    a. volunteering assistance at Parks and Recreation Department events.
    b. participating in public education and information engagements as needed.

ARTICLE VII. Amendments

A. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days before such meeting. Such an amendment would then be subject to approval by the City Council.

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Project Updates.

Recommendation

N/A

Discussion

Discuss the Parks and Recreation Department's ongoing and upcoming projects.

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Program and Event Updates.

Recommendation

N/A

Discussion

Discuss the Parks and Recreation Department's recent and upcoming programs and events.

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Volunteer Opportunities.

Recommendation

N/A

Discussion

Julie Pannell will discuss opportunities for Board Members to volunteer during upcoming Parks and Recreation Department events.

SPECIAL EVENT VOLUNTEER OPPORTUNITIES

Overview

Board Members receive a volunteer t-shirt and name badge that is requested to be worn during events for which they volunteer. Volunteer contact is Julie Pannell.

Volunteer Sign Up

PARB Community Event Volunteer Sign Up

Children of Board Members

Children of Board Members, ages 7 through 11 years of age, may volunteer when directly supervised by the Board Member; ages 12 - 15 may volunteer when the Board Member parent is in the same area or vicinity as the child; ages 16 and up may volunteer separately from the Board Member's participation.