



City of Colleyville

Parks and Recreation Advisory Board Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Monday, October 21, 2013
6:30 p.m.

Colleyville Public Library
110 Main Street
2nd Floor Meeting Room

1. CALL TO ORDER

2. APPROVAL OF MINUTES

April 1, 2013

3. REGULAR AGENDA ITEMS

3a Discussion of the Longwood Property Designation

3b Update of Trail Construction

3c Overview of Colleyville Youth Athletic Associations

3d Update of the Senior Center Rebranding Study

3e Approval of Voluntary Park Funds for annual maintenance leveling, of athletic fields at City Park

3f Update of the Improvements at L.D. Lockett Park and trail head

3g Discussion of Items for Future Agendas

4. REPORTS

4a Recreation, Athletics, Tennis, and Senior Reports

4b Parks Operations and Capital Improvement Status Report

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, October 18, 2013 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

A quorum of the Colleyville City Council may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Administrative Assistant at least 48 hours in advance at 817.503.1180, and reasonable accommodations will be made to assist you.



City of Colleyville

Parks and Recreation Advisory Board Minutes

City Hall
100 Main Street
Colleyville, Texas 76034
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Monday, April 1, 2013
6:00 p.m.

Colleyville Public Library
110 Main Street
2nd Floor Meeting Room

1. CALL TO ORDER

Chairperson Suzanne Hughes called the meeting of the Parks and Recreation Advisory Board to order on April 1, 2013 at 6:01 p.m.

ROLL CALL

Present: Chairperson Suzanne Hughes, Board Members Ken Llewellyn, Charles Bethards, Carel Tornes, Michelle McGarry. City staff: Library, Parks and Recreation Director Mary Rodne, Assistant City Manager/Chief Financial Officer Terry Leake, Park Superintendant Tim Hightshoe, Recreation Manager Lisa Escobedo, and Administrative Assistant Kathy Moore.

Absent: Board Member Thomas Parker, Kathryn Wheat and Brett Oliver

2. APPROVAL OF MINUTES

January 7, 2013

Board Member Carel Tornes moved to approve the January 7, 2013 minutes as written. Charles Bethards seconded the motion. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Recreation, Athletics, Tennis, and Senior Reports

Lisa Escobedo, Recreation and City Events Manager updated the Board on Recreation, Athletics, Tennis and the Senior Center activities for the months of January through March. Noted highlights for the Recreation Department included the Daddy Daughter Dance in February with over 200 in attendance. The Candy-Free Hoppin' Good Egg Hunt was held on March 23, due to rain the event was moved indoors to the Library and some activities had to be cancelled; she noted that with the rain, attendance was good with approximately 500 patrons.

Escobedo stated that the spring athletic season is in full swing with the start of baseball, softball, soccer, lacrosse and girls volleyball; she noted that volleyball had the highest number of teams this season, with 151 players forming 17 teams. The tennis program is also underway and continues to have good participation; along with the spring tennis leagues which had the largest number of teams playing out of Colleyville to date.

Highlights from the Senior Center included the annual Senior Prom hosted by the Colleyville Heritage High School leadership class, AARP free tax help started on February 5 and will continue through April 9. Additionally, the seniors took a trip to Covenant Christian Academy for their production of Oliver.

3b Parks Operations and Capital Improvement Status Report

Tim Hightshoe, Parks Superintendant gave an update on the Parks and Recreation CIP Project for Pleasant Run Trail, noting that on February 19 City Council approved funding for the Pleasant Run Road improvements which includes the design of the trail. Additionally, he reported on other miscellaneous projects preformed by the Parks Department, which included the addition of "quick start" lines on tennis courts 1 and 2; and the demolition and removal of the pole barn at L.D. Lockett Park, which had become a safety concern.

Tim informed the Board on the upcoming items of interest, to include the Clean Sweep event scheduled for April 20, and Texas Junior Anglers on April 27.

3c Update on the Colleyville Senior Center Rebranding Study

Library, Parks and Recreation Director Mary Rodne gave an update on the rebranding study for the Colleyville Senior Center. Rodne stated that she and Lisa Escobedo have researched similar projects throughout the country and now have the first draft of necessary components ready for the request for proposals (RFP). She stated that some components to the project would include community input; analysis of the current condition of the Center; a space needs assessment; current programming; community needs; and an overall implementation plan. Additionally, Rodne noted that the Senior Center rebranding project would be coordinated with the upcoming update of the City's Master Plan.

3d Update of Future Park Plans

Tim Hightshoe presented an update on future park projects, stating that along with the rebranding study, the consultant will look at the Pleasant Glade property adjacent to the Senior Center. He noted that a conceptual plan for the property was completed several years ago.

Hightshoe stated that there was \$100,000 in CEDC funds available for park improvements at the L.D. Lockett Park. The City plans to hire a consultant to look at possible uses and/or improvements for the park.

Board Chairperson, Suzanne Hughes stated that the Colleyville Garden Club wanted to help fund a botanical garden project, with the possibility of using parkland. Several areas of interest were discussed, noting that she would get with management at a later date.

3e Discussion on items for future agendas

Parks and Recreation Board Chair Suzanne Hughes introduced new member Michelle McGarry to the Board, along with Board member and staff introductions.

The Board had questions and concerns on connectivity within the trail system, along with issues for funding. Assistant City Manager/Chief Financial Officer Terry Leake stated that she would request City Engineer, Jeremy Hutt to attend the next Parks and Recreation Advisory Board meeting to answer questions and concerns voiced by the Board members.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

Colleyville citizen Chuck Mogged was in attendance for the meeting. There were no citizen comments/presentations regarding items not on the agenda.

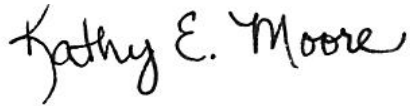
Board member Carel Tornes suggested the need for citywide training on drought resistant plantings. Mary Rodne informed the group that the Colleyville Garden Club would be hosting a four-part gardening series at the Colleyville Public Library on Saturdays through the month of April; noting that each class would be taught by a master gardener and that one class would cover drought tolerant gardening information.

Suzanne Hughes reminded the Board that the next regularly scheduled meeting would be July 1; noting that this date may have to be adjusted due to summer vacation schedules. She requested that members inform staff of any such conflicts.

5. ADJOURNMENT

Charles Bethards moved to adjourn the meeting at 6:58 p.m. Carel Tornes seconded the motion. The motion carried with a unanimous vote.

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The script is cursive and fluid.

Kathy E. Moore
Administrative Assistant



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
100 Main Street
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www.colleyville.com

Agenda Number 3a

Agenda Date 10/21/2013

Number 3a

Type Regular Agenda Items

Department Parks and Recreation

Title

Discussion of the Longwood Property Designation

Explanation

At the April 2, 2013 Pre Council meeting, City Council discussed the designation of the two parcels of donated land totaling approximately 8.1 acres at 7201 Colleyville Boulevard, on the southeast corner of Colleyville Boulevard and Longwood Drive, as park land. These two parcels of land were used in 1999 to obtain a matching grant from the Texas Parks and Wildlife Department (TPWD) for the development of Kimzey Park. At the conclusion of the discussion, the Council recommended that the Parks and Recreation Board review the designation of the land and possible future use. Below is history regarding the land and attached is the presentation from the April 2, 2013 Pre Council meeting.

While these two parcels are not now, nor have ever been, a part of Kimzey Park, the grant agreement with TPWD provides that the parcels must be dedicated and held as open space in perpetuity as match for the TPWD grant. A Certificate of Land Dedication for Park Use provided that the property cannot be converted to other than public recreation use without the written approval of the TPWD. TPWD's approval will not be granted unless the City can prove a competing public necessity for the alternative use and upon the City making a new dedication of matching open space to replace same.

Currently, Kimzey Park is comprised of 20.45 acres and is the City's largest neighborhood park. Amenities include a large pond with a fountain and adjacent fishing pier, pavilion, playground, sand volleyball court and a basketball half-court. There are sidewalks and walkways throughout Kimzey Park. There is a narrow portion of the park extending to the northeast, which connects Kimzey Park to the Big Bear Creek corridor. This portion of the park is in its natural state and is adjacent to the property at 7201 Colleyville Boulevard.

The total acreage of the property at 7201 Colleyville Boulevard is 8.1 acres and 7.3 acres of that total acreage is located within the Federal Emergency Management Agency (FEMA) 100 year floodplain. One of the parcels is entirely located within the floodplain and Little Bear Creek flows through that piece of property. As the majority of the property is located within the FEMA 100 year flood plain, the City will be required to obtain approval from FEMA and possibly other federal agencies in order to build any structures in the flood plain. Attached is the excerpt from the Parks and Recreation and Open Space Master Plan

regarding floodplain protection strategy.

As a point of reference, there are two items that will effect the Longwood property in the short term future. One is the construction on Colleyville Boulevard / SH26 which abuts the property. The other is the Comprehensive Master Plan process approved by City Council on October 15, 2013. An element of the process is the review of the existing Parks and Recreation and Open Space Master Plan to incorporate citizen input related to parks, trails, and recreation issues during the planning process and develop summary chapter related to parks, trails, and recreation for inclusion in the Comprehensive Plan, after review with the Parks Advisory Board and City staff, and modify, as appropriate, per comments received.

Attachments

1. Master Plan Floodplain Protection Strategy
2. Longwood property - April 2, 2013 Pre Coucil meeting presentation

Chapter 5

Recommendations

This chapter contains a series of recommendations for the improvement and future expansion of Colleyville’s parks, recreation, and open space system. These recommendations are based upon the vision and goals (Chapter 1), the City’s context (Chapter 2) the analysis of existing conditions (Chapter 3), and the needs assessment (Chapter 4). The recommendations contained herein should be initiated or implemented over the general life of this Master Plan, which covers the next five to ten years. Recommended items in this chapter are prioritized in Chapter 6 – Implementation.

The recommendations fall into four general categories:

- **Strategic Policy** – Strategies and policies to ensure the maintenance of Colleyville’s unique rural character, to protect its natural beauty, and to expand the parks, recreation, and open space system parallel to the pace of growth.
- **Land Acquisition** – Recommendations for acquiring land based on needs and opportunities.
- **Park and Facility Development** – Guidelines for developing new parks, enhancing existing parks, and number and type of outdoor and indoor recreation facilities that should be implemented within the next five years.
- **Pathways Plan** – Recommended changes to the Pathways Plan, prioritization of future trail segments, and identification of future opportunities.

STRATEGIC POLICY

Based upon the symbiotic relationship between development and the quality and quantity of park land and open spaces, it would be beneficial to establish a paradigm in which the City can reach its maximum development potential while enhancing quality of life for its citizens. This Master Plan is not intended to replace the City’s policies and actions related to development and planning. The recommended strategic policies and implementation items go beyond the sole responsibility of the Colleyville Parks and Recreation Department (CVPARD) and will best be realized through integrated, cohesive efforts among City departments. The cumulative results of these implementation items greatly enhance the ability of the City as a whole to achieve its goals.

Floodplain Protection Strategy

In Colleyville, the majority of natural open space exists within the floodplains of Big Bear Creek and Little Bear Creek. Floodplains provide tremendous recreation opportunities within the City’s parks system. Therefore, the Master Plan recommends the development of a floodplain management strategy as shown on the following page. Protecting Colleyville’s floodplains will help the City achieve its goal of becoming the environmental leader in Tarrant County.

The areas along Colleyville’s creeks have great value for commercial and residential development, as well as open space preservation. Balancing these seemingly disparate functions

is a challenge, yet it is recommended that the City make it a goal to strike this balance in order to encourage economic development while preserving Colleyville's natural beauty. In addition to the existing Flood Damage Prevention Ordinance, it is recommended that the City of Colleyville adopt a floodplain protection strategy that preserves the city's creek corridors. The floodplain protection strategy should make use of guidelines, public-private partnerships, and developer incentives by including policies relative to six concepts:

- Strategically acquire a permanent trail easement where the 2005 Pathways Plan or this Master Plan shows a planned trail passing through the creek corridor. Access easements minimize the cost to the City to develop trails (versus purchasing land) and provide assistance to landowners for maintaining the area.
- Land and developments along creek corridors sell for a premium and benefit greatly when trails or other amenities are located along the corridor. To encourage the provision of publicly accessible trails and amenities in the corridor, the City should partner with private developers to encourage the provision of such amenities. Cost sharing and developer incentives should be considered.
- Avoid locating high-intensity recreation facilities within the floodplain. Ballfields and other high-intensity recreation facilities, like concession stands and restrooms, often require floodplain reclamation and the removal of trees and disturbance of floodplain vegetation, which has the function of slowing down surface water and filtering pollutants. While it is often desirable to have parks that include these types of facilities adjacent to creek corridors, it is important to ensure that the intensely developed portions of these parks are outside of the floodplain.
- Develop guidelines regarding the management of floodplain land (including the clearing/removal of vegetation, mowing, and wildlife management). Educate landowners (large and small) and developers on the value of floodplains and provide them with these floodplain management guidelines.
- Floodplain reclamation can impact public safety, water quality, aesthetics, and tree cover and can increase erosion locally and downstream. However, properties adjacent to creek corridors are some of the most desirable pieces of land in the city. Therefore, the City of Colleyville should provide best practice guidelines for floodplain reclamation, the placement and design of structures, and the provision of trails and other amenities in environmentally sensitive areas.
- The City should consider incentivizing developers for exercising Low Impact Development (stormwater best management practices) and Leadership in Energy and Environmental Design (LEED) Sustainable Sites practices.

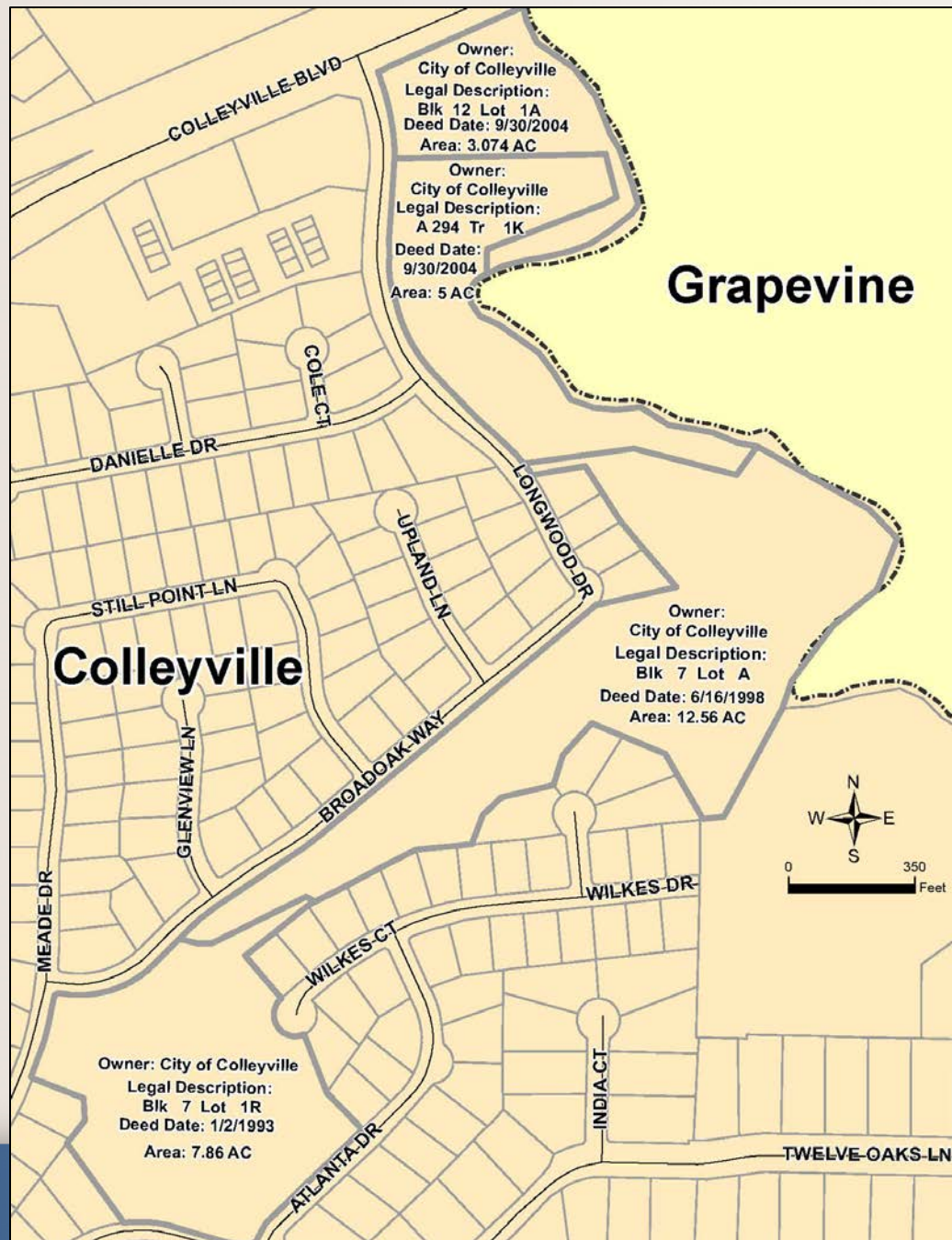


Discussion of the designation of park land for the Longwood Property

Pre Council Meeting
April 2, 2013

7201 Colleyville Boulevard properties

- Two parcels comprising 8.1 acres / 7.3 acres lie within FEMA 100 year floodplain
- Currently held as open space



7201 Colleyville Boulevard properties

- Properties are adjacent to Kimzey Park (20.45 acre neighborhood park)
 - Kimzey Park's amenities:
 - Pond and fishing pier
 - Pavilion
 - Playground
 - Sand volleyball court
 - Basketball half-court



7201 Colleyville Boulevard properties

The current state of the two properties is similar to the nature preserve of the Colleyville Nature Center

- Nature Center is 46 acres located along Little Bear Creek



Questions and Discussion



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3b

Agenda Date 10/21/2013

Number 3b

Type Regular Agenda Items

Department Parks and Recreation

Title

Update of Trail Construction

Explanation

Staff will provide an update on the city's trail projects.

Attachments



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3c

Agenda Date 10/21/2013

Number 3c

Type Regular Agenda Items

Department Parks and Recreation

Title

Overview of Colleyville Youth Athletic Associations

Explanation

On May 14, 2013, staff provided a presentation to City Council with an Overview of Colleyville Youth Athletic Associations.

Staff provided data on the Colleyville Baseball Association, Colleyville Girls Softball Association, Colleyville Soccer Association, Colleyville Lacrosse Association and the Grapevine-Colleyville Youth Football Association.

City Council was informed on the current service and contractual relationship with local youth associations, which included a brief history of the associations, facility use, summary of the services and amenities provided by the City, resident and non-resident participation, Fiscal Year 2013 expenditure allocations, Fiscal Year 2013 revenue by associations, donation history, cost recovery, City field use time lines, interlocal agreements, comparison of area cities user fees, benefits of associations and potential items for future consideration.

Staff will present and review this information to the Parks and Recreation Advisory Board.

Attachments

1. May 2013 Athletic Association Presentation



Colleyville Athletic Associations Overview

**Pre Council Meeting
May 14, 2013**

History Of Athletic Associations

September 6, 1977

City Council passed Resolution R-77-143 that acknowledged the existence of the Colleyville Athletic Association, comprised of all formally organized sports known to the City Council, which at that time was football, soccer, baseball, and girls softball.

Colleyville Baseball Association (CBA)

Began in mid 1980's.

Colleyville Soccer Association (CSA)

Began in 1985.

Colleyville Girls Softball Association (CGSA)

Began in 1977.

Grapevine-Colleyville Youth Football Association

Began in mid-1970's.

Colleyville Lacrosse Association

High school boys began in 2003

High school girls began in 2010

Youth boys began in 2009

Youth girls began in 2012



Facility Use Per Association

City Facilities / GCISD Facilities



Colleyville Baseball Association

City Park (Games)

Reagan Park (Practices)

OC Taylor Elementary (Practices)

Grapevine High School (Practices)



Colleyville Girls Softball Association

City Park (Games and Practices)

Reagan Park (Practices)



Colleyville Soccer Association

Pleasant Run Soccer Complex (Games)

Pleasant Run Practice Facility (Practices)

Sparger Park (Practices)



Colleyville Lacrosse

Heritage Middle School (Games and Practices)

Colleyville Middle School (Games and Practices)

Colleyville Heritage High School (Practices)



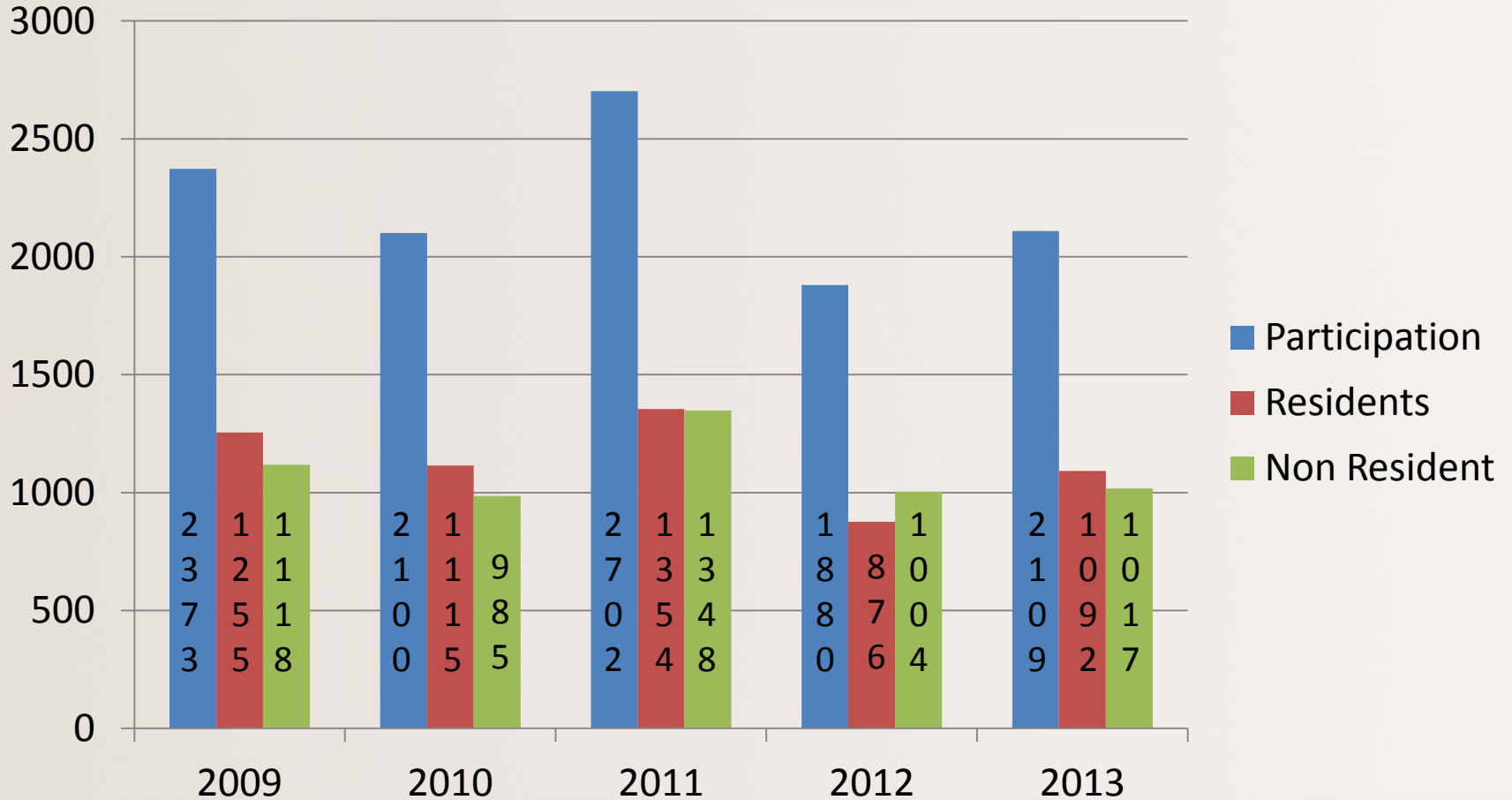
Grapevine-Colleyville Youth Football Association

Cross Timbers Middle School (Games and Practices)

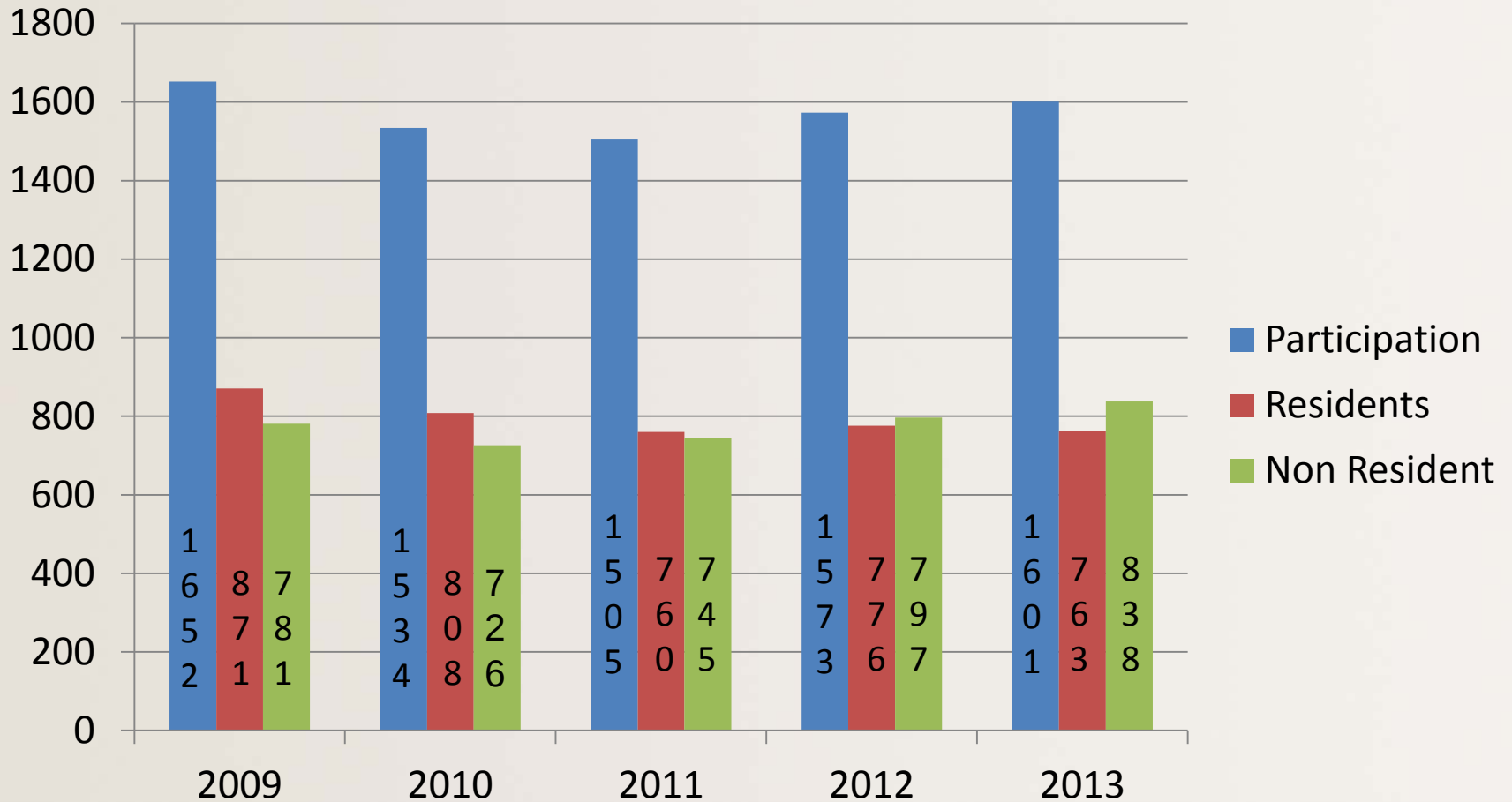
Grapevine Middle School (Games and Practices)

Colleyville Heritage High School (Practices)

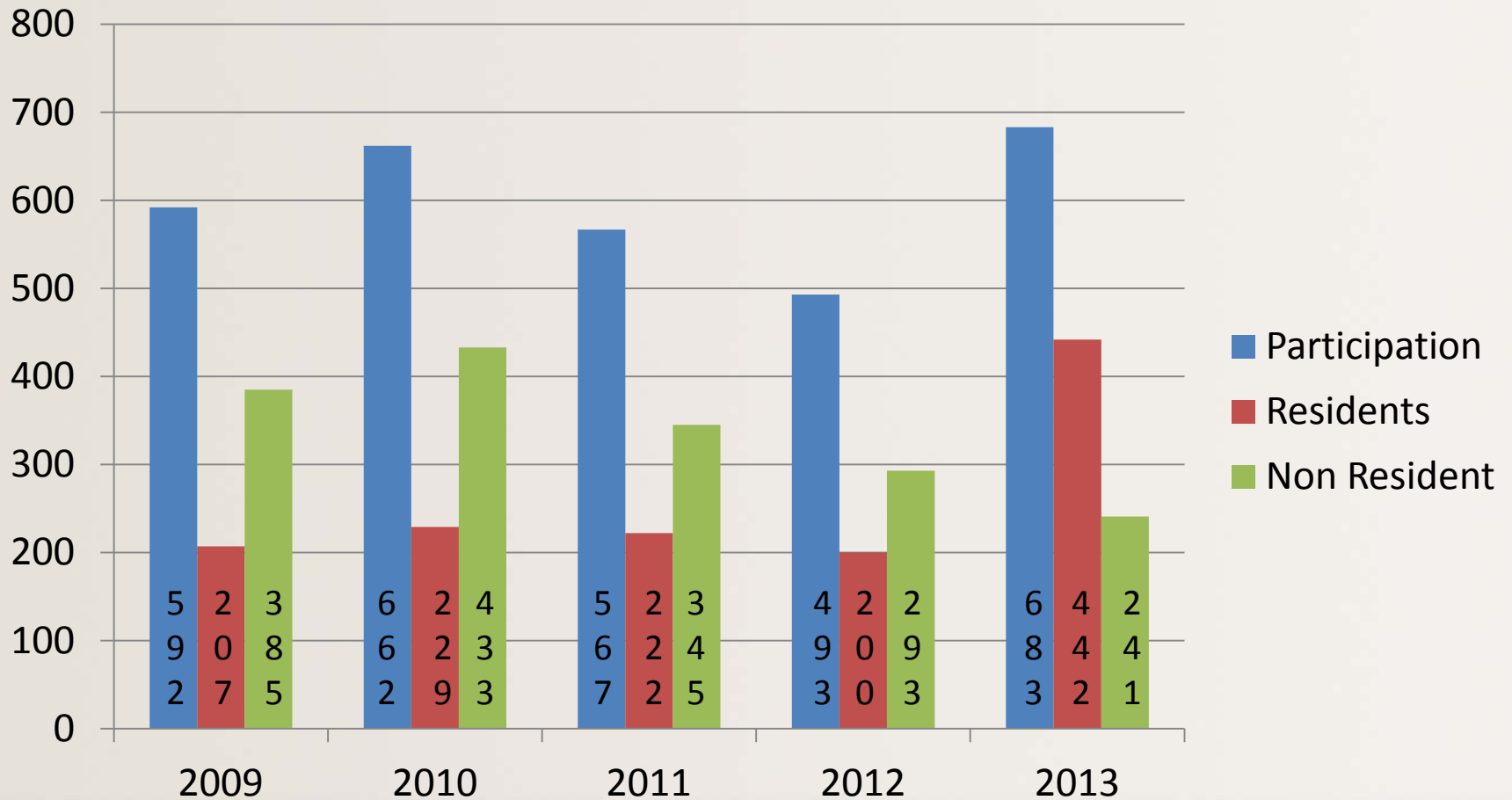
Five Year History of Soccer Participation



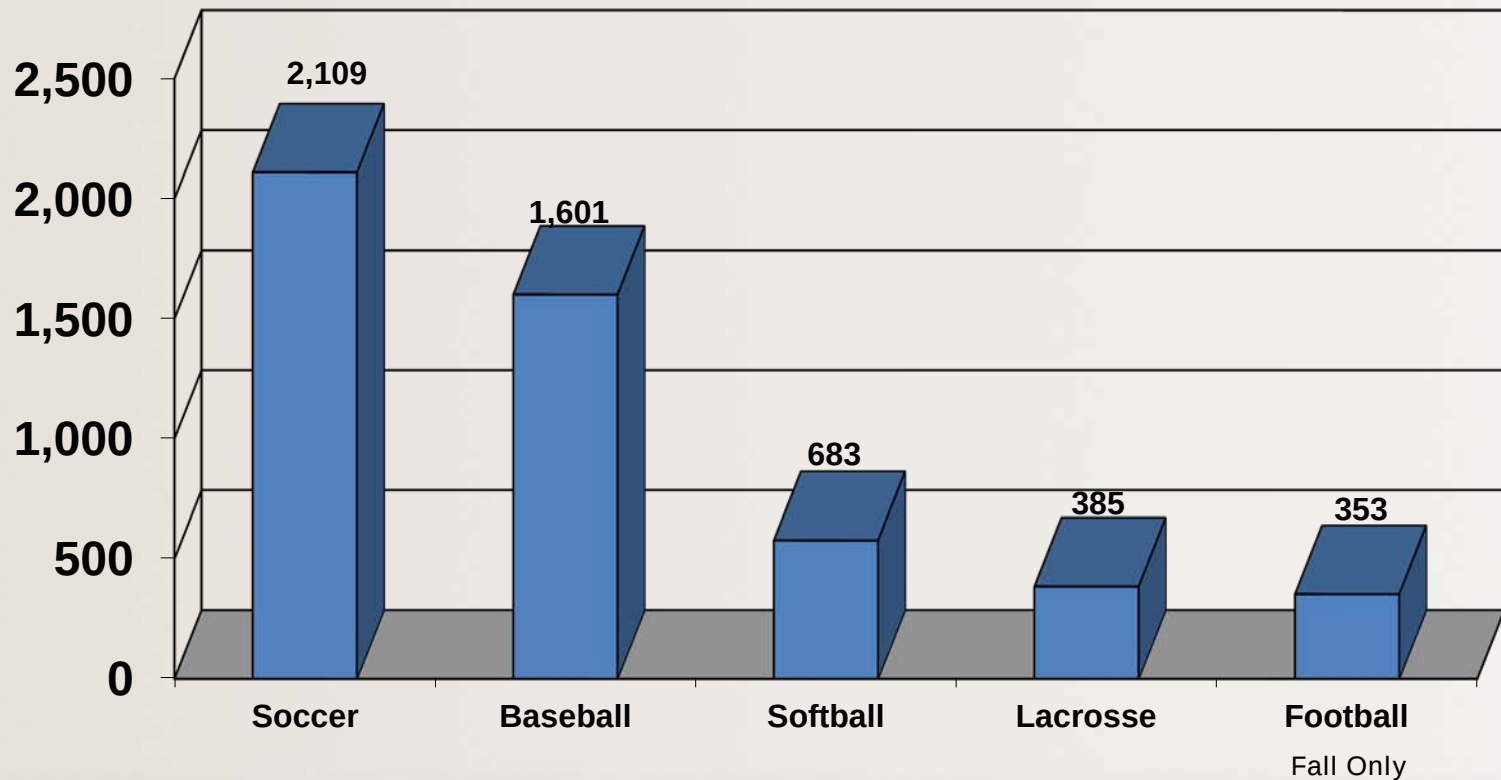
Five Year History of Baseball Participation



Five Year History of Softball Participation



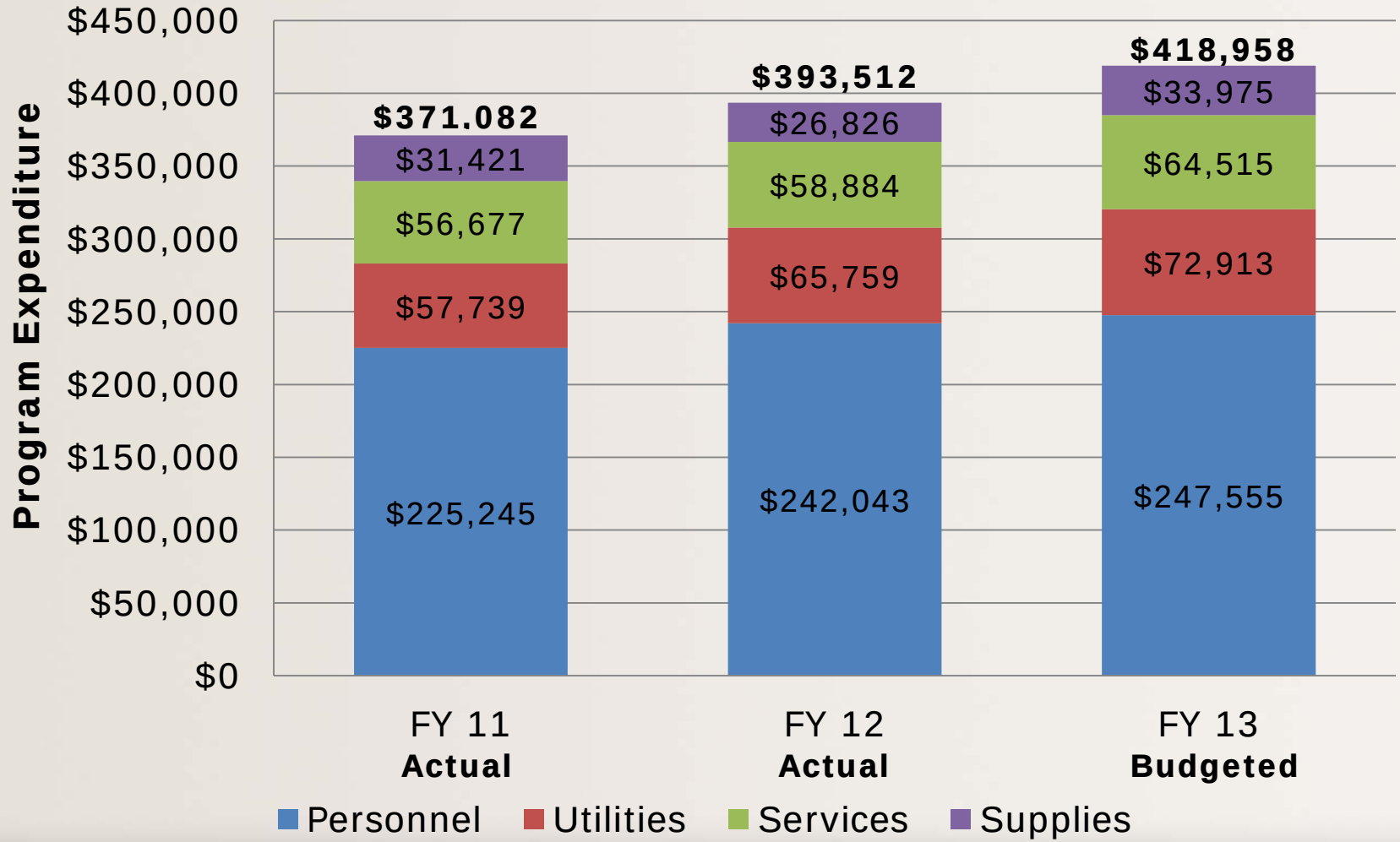
Annual Participation Fall 2012 - Spring 2013



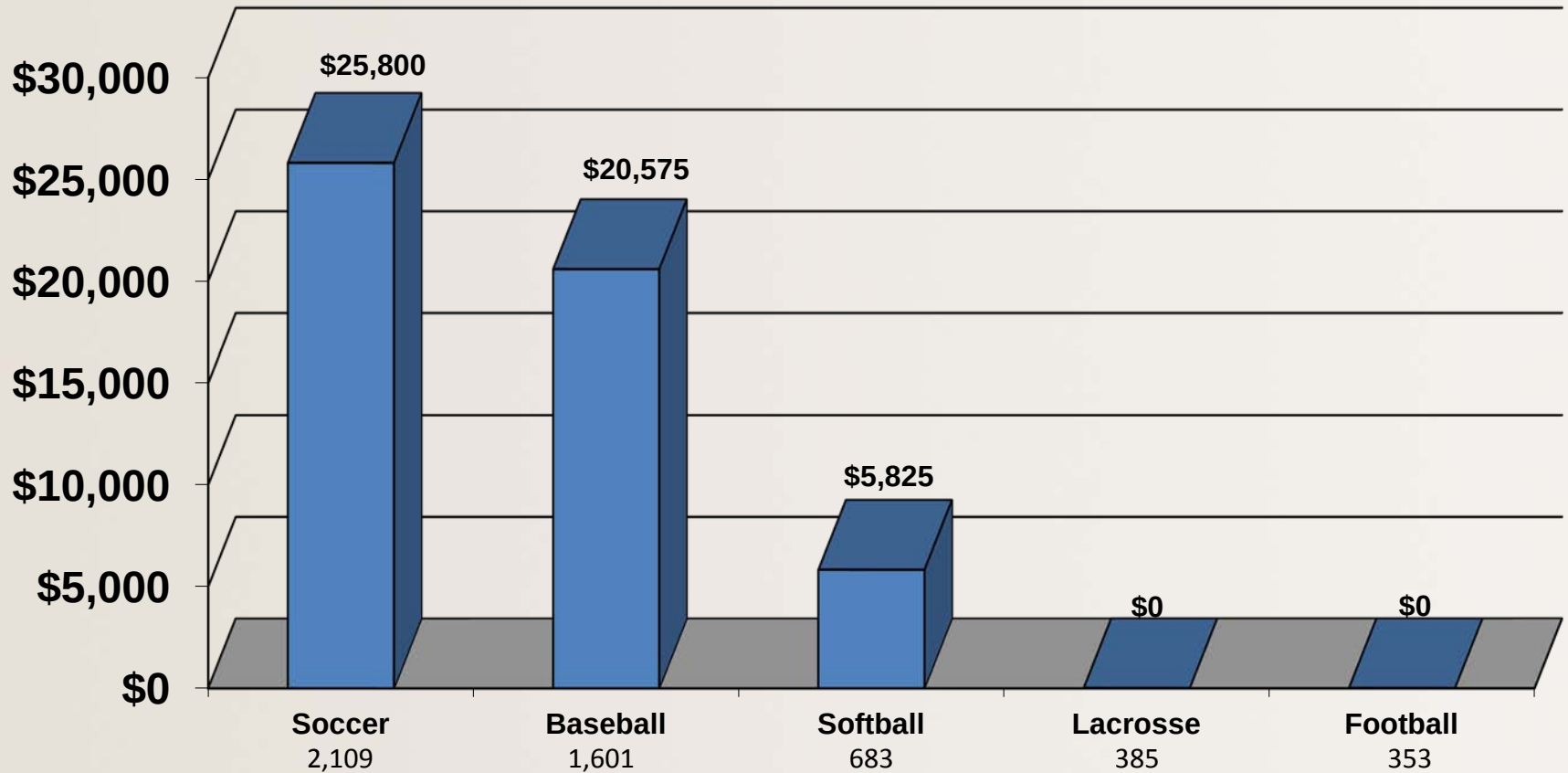
What Colleyville Provides

- Quality competition fields for baseball, softball, and soccer
- Practice facilities for baseball, softball, and soccer
- Maintenance of athletic fields including:
 - Mowing/edging
 - Aerification
 - Fertilization and herbicide program
 - Ant control
 - Field Preparation
 - Striping
 - Dragging
 - Set bases
 - Daily mound and plate repairs
 - Clean spectator area / restrooms
- Acts as liaison for lacrosse, securing game and practice sites
- Preparation and administration of seasonal contracts per association
- Training and passwords for scheduling of athletic field lighting
- Inspections and repairs of site amenities: goals, bleachers, scoreboards, etc.

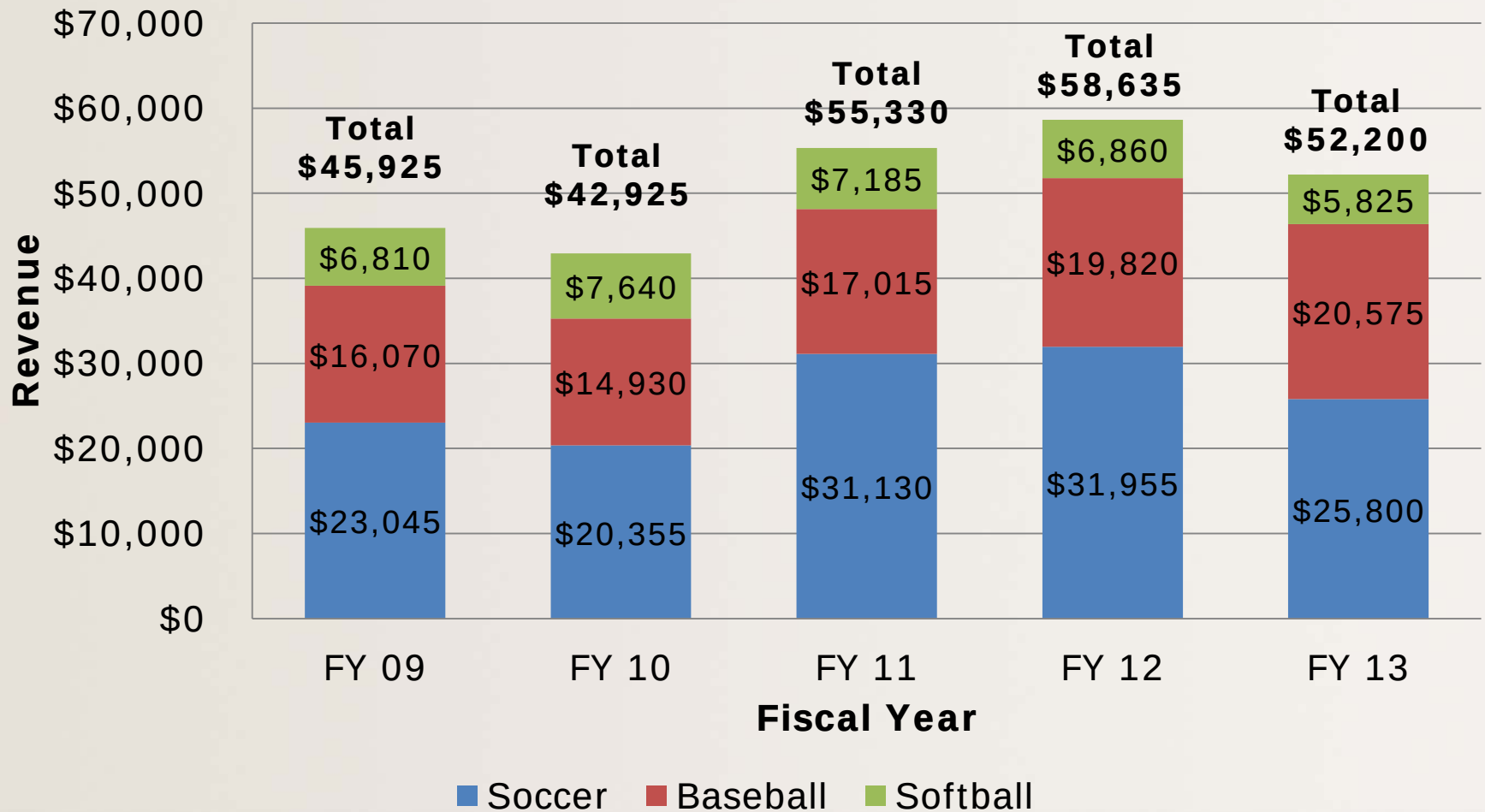
Expenditure History



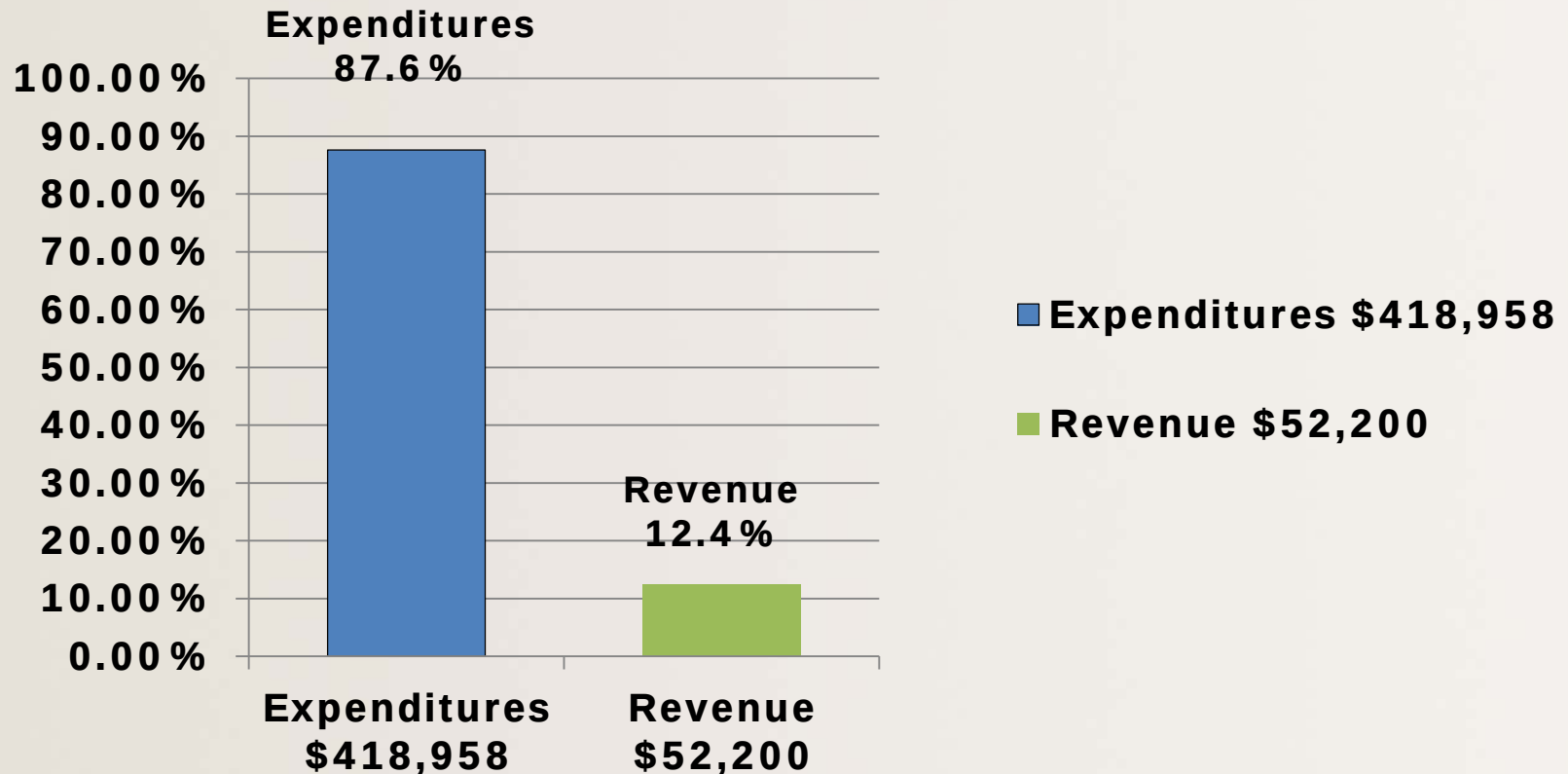
FY 2013 Annual Revenue Fall 2012 - Spring 2013



Five Year Revenue History



Cost Recovery – All Associations



What Athletic Associations Provide

- Volunteers consisting of coaches, board members, concessions
- Promotion and marketing of programs
- Registration and drafting of all participants
- Coordination of game officials
- Scheduling of practices and games
- Communication with coaches and participants
- Enforcement of policies and bylaws
- Fundraising opportunities for site and amenity enhancements

Donation History

Colleyville Baseball Association

2007	\$10,000	Lightning Detection System
	\$ 5,000	Artificial Turf Reagan Park
2010	\$ 5,780	Shade Structure
	\$ 760	Drying Agent
	\$ 760	Drying Agent
2012	<u>\$ 70,000</u>	Batting Cages
	\$92,300	

Colleyville Girls Softball Association

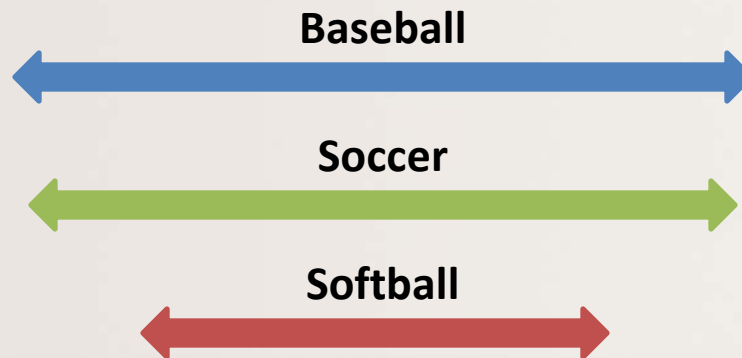
2007	\$ 2,500	Artificial Turf Reagan Park
2011	\$ 1,500	Grass Seed
2013	<u>\$ 400</u>	Helmet and Bat Racks
	\$ 4,400	

Colleyville Soccer Association

2006	\$ 12,000	Field Lighting and Shade Pavilion
2007	\$ 10,000	Lightning Detection System
	\$ 3,825	Soccer Goals
2010	\$ 3,500	Paint and Supplies
	\$ 14,000	Signage Pleasant Run Soccer Complex
2013	<u>\$ 400</u>	Corner Markers
	\$43,725	

City Field Use League Play Timelines

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
←							←				
←							←				
		←					←				



Grapevine-Colleyville Independent School District Interlocal License Agreement

- Colleyville staff serves as a liaison for field or facility reservations
- Provides practice and or game fields for Colleyville Baseball Association, Colleyville Lacrosse Association
- All GCISD activities will have priority over Colleyville's field and facility requests
- Trash removal, restroom cleaning, and any costs associated with electrical services, are the responsibility of the City of Colleyville and reimbursed by the association

Proposed Future Changes To The Grapevine-Colleyville Independent School District Interlocal License Agreement

GCISD is in the process of reviewing and evaluating the district's security measures. Due to this, the possible forthcoming changes to the agreement have been discussed.

- Presence of a field or gymnasium monitor for all scheduled activities for the duration of any scheduled event
- Monitor may consist of only a GCISD employee at an estimated cost of \$20-\$25 per hour or a City of Colleyville employee
- A set fee may be established for any field or facility use

Area Cities User Fee Comparison

Colleyville

\$ 5 Resident fee \$15 non-resident fee

Southlake

\$12 Resident fee \$17 non-resident fee

North Richland Hills

\$13 Resident fee	\$16 non-resident fee	Baseball and Softball
\$11 Resident fee	\$14 non-resident fee	Kickball
\$5 Resident fee	\$6 non-resident fee	Soccer and Football

Plus actual electrical cost for lights charged to associations

Keller

No participation fees

\$15 per 2 hour use light fee	Soccer
\$17 per 2 hour use light fee	Multi-use fields
\$20 per 2 hour use light fee	Baseball and Softball

Area Cities User Fee Comparison

Hurst

\$7.50 fee per participant, per season, resident and non-resident

Bedford

\$7.50 fee per participant, per season, resident and non-resident

Grapevine

\$5.00 fee per participant, per season, resident and non-resident

Eules

Parks department runs all athletic programs

Registration fees

Soccer Club pays \$3,250 per month to use facilities

Baseball / Softball \$80-\$100 per game

Coppell

\$15 Resident fee

\$35 non-resident fee

Potential Items Of Consideration

Baseball and Softball

A rotation of fields, for high end maintenance, that would allow competitive fields to have the skinned infields leveled and laser graded every three years

Soccer

Site enhancements to the Pleasant Run Practice Facility to include full irrigation, sod, and evaluation of possible additional lighting

Football and Lacrosse

Analyze pros versus cons of continued partnership

All Associations

Analyze contracts for continuity and fine tune dates requested by organization to allow maximum public use and rental opportunities

Analyze resident and non-resident user fees to identify maximum cost recovery without detriment to athletic programs

Questions and Discussion



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

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Agenda Number 3d	Agenda Date 10/21/2013	Number 3d
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Update of the Senior Center Rebranding Study

Explanation

Library, Parks and Recreation Director Mary Rodne will provide an update and time line to the Parks and Recreation Advisory Board on the progress of the Colleyville Senior Center Rebranding Study.

Attachments



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

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Agenda Number 3e

Agenda Date 10/21/2013

Number 3e

Type Regular Agenda Items

Department Parks and Recreation

Title

Approval of Voluntary Park Funds for annual maintenance leveling, of athletic fields at City Park

Explanation

The park maintenance division identified a need for continued professional contractual maintenance to the City Park baseball and softball fields.

Approval of funding would allow for annual maintenance of three athletic fields to have the required amount of clay incorporated into the skinned area and then laser leveled, making the transition areas balanced. This maintenance increases the safety of the athletic fields by eliminating edges where the skinned area meets the turf.

The current conditions pose a safety hazard when the ball is in play and rolls over these areas. The ball will hit the lip and bounce in the air, sometimes striking players and creating injuries. Funding would allow for a three year rotation of game fields to be laser leveled at City Park.

Staff met with a contractor and estimates an annual expense of \$30,000 is required to perform this service. The current fund balance for the Voluntary Park Fund is \$553,287. The Voluntary Park Fund had an average monthly donation amount of \$12,963 in revenues during the 2013 Fiscal Year.

Attachments

1. Lip Picture 1
2. Lip Picture 2
3. Lip Picture 3









City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
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Agenda Number 3f

Agenda Date 10/21/2013

Number 3f

Type Regular Agenda Items

Department Parks and Recreation

Title

Update of the Improvements at L.D. Lockett Park and trail head

Explanation

City Council approved the Fiscal Year 2014 Colleyville Economic Development Corporation (CEDC) Budget at the September 17, 2013 meeting. As identified in that budget \$100,000 has been allocated for improvements at the L.D. Lockett Park and Trailhead.

Staff has retained the services of Hidell Associates Architects to provide conceptual site drawings with proposed renovations, to establish an outline building program with site amenities, and to develop an estimate of construction cost.

Estimated time line:

- January 30, 2014 - Host and facilitate public meeting, obtaining data for community needs and usage requirements for the property.
- February 10, 2014 - Meet with Park and Recreation Advisory Board to discuss data and conceptual site drawings.
- February 18, 2014 - Submit conceptual site drawings to City Council for approval.
- April or May - Submit bid documents to City Council for approval.
- June through September - Project construction.

Attachments

1. LD Lockett Contract

August 26, 2013

Tim Hightshoe,
City of Colleyville Parks and Recreation Department
5109 Bransford Road
Colleyville, Texas 76034

Re: City of Colleyville L.D. Lockett Park Renovation

Dear Mr. Hightshoe,

Hidell and Associates Architects, is pleased to offer this fee proposal and description of work for our services for the City of Colleyville L.D. Lockett Park Renovation.

We understand the project to consist of two phases. The first phase would include programming to establish conceptual criteria and associated cost. The second phase would include all architectural, engineering, and landscape drawings required for construction of the approved design.

Phase I: Programming

Tasks: 1. Kick-off meeting

- Establish Role of team members
- Establish Project budget parameters
- Establish a project schedule
- Identify community focus group participants
- Identify community key stakeholders for individual interviews
- Discuss needs of community as they relate to the 2011 Parks Master Plan

2. Community Focus Group Session

Facilitate meetings to assess public need and usage requirement for park area. Future changes to the park will also be discussed, driven by user behavior, community needs, land availability, and cost.

- Architectural team will present information in a non bias, visual manner to establish a common vocabulary between architect and participants
- Discuss current, required, and future space need requirements
- Establish priority list of public needs, use functions.

3. Conceptual Design

- Establish conceptual site drawings with proposed renovations
- Establish outline building program with site amenities.
- Develop an estimate of probable construction cost.

Deliverables:

- Ten bound and one electronic copy of outline building program that includes all drawings and cost.
- Rendered presentation boards of conceptual design.

Phase II: Construction Documents

Tasks: 1. Schematic Design

- Confirm conceptual design concept
- Develop site plan, floor plan and site amenities to establish visual character, materials, quantities and cost.
- Present for owner validation, all design characteristics and associated cost.

2. Construction Documents

- Develop detailed drawings with all associated design characteristics including landscape design, site, structural, mechanical, plumbing, and electrical improvements.
- Provide drawings and specifications to owner for bid/pricing
- Provide drawings and specifications for permit and construction.
- Develop detail drawings

Deliverables:

- PDF of all construction documents and specifications.

The following is our proposed fee for the phase one and two tasks.

Proposed Fee:

Phase I	Programming	\$ 4,200.00
Phase II	Construction Documents	\$ 7,800.00

Total proposed Fee	\$ 12,000.00
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Reimbursable expenses for travel, printing and presentation material will be billed at direct cost.

Optional service(s):

- Programming cost includes one Community Focus Group Work Sessions and one Public presentation of conceptual design. Each public meeting required above the two allocated in the cost will be billed at \$750.00 ea
- Construction Documents fee is an estimate of architectural fees only. The Phase I programming process will establish a conceptual design that may require additional design professional consultant services (Landscape Architect, Civil Engineer, Structural Engineer, MEP Engineer) Any additional professional services will be provided as needed and billed at cost.

We look forward to working with you on this project.

Sincerely,
Hidell and Associates Architects



Bill Hidell, AIA
President
Hidell and Associates Architects, Inc.



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3g

Agenda Date 10/21/2013

Number 3g

Type Regular Agenda Items

Department Parks and Recreation

Title

Discussion of Items for Future Agendas

Explanation

This item allows the opportunity for the Parks and Recreation Advisory Board members to suggest items for consideration on future Park Board agendas, and to confirm the next regularly scheduled meeting date.

Attachments



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
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Agenda Number 4a

Agenda Date 10/21/2013

Number 4a

Type Report

Department Parks and Recreation Advisory Board

Title

Recreation, Athletics, Tennis, and Senior Reports

Explanation

Recreation

- The Texas Junior Anglers free fishing event was held at the Colleyville Nature Center on Saturday, April 27 with 100 participants. Prizes were awarded for the biggest fish according to age and gender
- On Saturday, April 27, the Senior Center hosted a National Scrapbooking Day event with 56 women in attendance. A Scrapbooking Crop Day is now being offered on the 3rd Saturday of the month and is open to anyone interested in scrapbooking.
- In honor of Parks and Recreation Month, the department along with the help of the Library, hosted a Mid-Summer Movie in the Park. There were 75 participants that enjoyed *A Night at the Museum: Battle of the Smithsonian* on a 38' screen. Kona Ice was there to provide snow cones, Urgent Care for Kids provided bottled water and the Library, Parks and Recreation department provided free popcorn. The event was held at the Village at Colleyville.
- The Haunted Trail Fest was held on Saturday, October 19 from 7-9 pm at the Colleyville Nature Center.

Athletics

- Colleyville Soccer Association had a new Girls Select Summer Soccer Program offered June 8-August 18.
- The Spring Volleyball Season finished on June 1 with 152 girls participating, forming 10 Division 1 teams (ages 9-11) and 7 Division 2 teams (ages 11-13).
- The Fall Volleyball Season (Sept. 16 - Nov. 16) has 164 girls participating, forming 12 Division 1 teams (ages 9-11) and 5 Division 2 teams (ages 11-13).
- Colleyville Baseball, Softball, Soccer & Lacrosse began their fall seasons in September and will run through November.

Tennis

- Mid-Cities Tennis Tournament was held July 19 with 114 participants; the

- highest number of participants for the summer tournament to date.
- Summer Tennis leagues had 5 teams participating from various organizations, generating \$1,286 in revenue.
 - Fall Tennis leagues began September 3 with 16 teams that generated \$3832 in revenue.
 - Colleyville Junior Tennis Team participated in a charity event for Cook Children's Health Foundation specifically for children with Leukemia Lymphoma; They raised \$1,517 through T-shirt sales and donations. The 12 and under tennis team qualified for the state tournament and finished 8th out of 12.

Senior Center

- AARP Free Tax Help was offered February 5 through April 9 with 177 tax returns prepared.
- A pie baking contest and social was sponsored by Woodridge Health and Rehabilitation of Grapevine on July 3; prizes were presented for the four top pies.
- A wide variety of trips are now being offered at the Center, with nine trips in the months of April through September.
- The annual Senior Health Fair was held September 13 with 47 vendors participating, and approximately 80 seniors.

Attachments



City of Colleyville Parks and Recreation Advisory Committee Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 4b

Agenda Date 10/21/2013

Number 4b

Type Report

Department Parks and Recreation

Title

Parks Operations and Capital Improvement Status Report

Explanation

Parks and Recreation CIP Projects

- Pleasant Run Trail (Bogart Drive to Mission Lane) - under design with Schrickel, Rollins and Associates; construction anticipated to begin early 2014.
- Cotton Belt - L.D. Lockett Park Trailhead Improvements - under design with Hidell Associates.

Miscellaneous Park Projects

- Repaired storm damage on pole barn at McPherson Park
- Added a doggie station to the trail loop at Sparger Park
- Fire retardant treatment on log cabin at McPherson Park
- Staff has developed a "Park Condition Index" which identifies detailed expectations for inspection of each site. Locations will have an individual inspection sheet that includes all site amenities and grounds.
- Monitoring City ponds for aquatic deterioration.
- Installation of trash can lids throughout Parks to assist in litter control.
- Coordinate with DART Railworks per the right-of-way maintenance agreement with the City.

Items of Interest

- Donation of three wind sculptures by the Colleyville Garden Club to be incorporated into the wild flower area at Bransford Park.
- The Holly Colley Holiday Event is scheduled for December 6.
- The Senior Center's annual Holiday Party is scheduled for December 12.

Attachments

