



City of Colleyville

Parks and Recreation Advisory Board Agenda

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

Monday, January 5, 2015
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 1, 2014

3. REGULAR AGENDA ITEMS

3a Introduction of new Parks and Recreation Advisory Board members

3b Election of a Parks and Recreation Advisory Board Chair and Vice Chair

3c Discussion and consideration of appointments of representatives to serve on subcommittees

3d Update on shade structures for City Park

3e Approval of the use of Voluntary Park Funds for a playground at Pleasant Run Park

4. REPORTS

Update on the previous quarter's recreation, athletics and Senior Center activities

Parks accomplishments for the quarter ended December 31, 2014 and overview of ongoing and upcoming projects.

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, January 2, 2015 by 5:00 p.m.

James Hubbard
Parks Manager

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
817.503.1000
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Wednesday, October 1, 2014
6:00 p.m.

Colleyville Public Library
110 Main Street
2nd Floor Meeting Room

1. CALL TO ORDER

Chairperson Michelle McGarry called the meeting of the Parks and Recreation Advisory Board to order on October 1, 2014 at 6:02 p.m.

ROLL CALL

Present: Chairperson Michelle McGarry, Board Members Carel Tornes, Charles Bethards, David Hays, Suzanne Hughes and Hillary Schwanbeck. City Staff: Assistant City Manager/Chief Financial Officer Terry Leake, Library and Recreation Director Mary Rodne, Parks Manager James Hubbard, Recreation and City Events Manager Lisa Escobedo, Administrative Assistant Kathy Moore

Absent: Board Member Ajit Purandare and Leti Carson

2. APPROVAL OF MINUTES

July 28, 2014

Board Member Suzanne Hughes moved to approve the July 28, 2014 meeting minutes as written. Carel Tornes seconded the motion. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

- 3a** Approval of the use of Voluntary Park Funds for professional services for laser grading of City Park competitive athletic fields, in an amount not to exceed \$30,000 annually

Parks Manager James Hubbard gave a brief review on the process of field laser leveling. He noted that in October 2013, the Board approved the use of \$30,000 from Voluntary Park Funds for the laser leveling of fields 4, 5, 6, and 7 with work being completed by Sports Field Solutions in February 2014. Hubbard stated that staff is now requesting a recommendation from the Parks and Recreation Advisory Board to use an additional \$30,000 from the Voluntary Park Funds for laser grading of softball fields 1, 2, and 3 at City Park, which would only leave fields 8 and 9 to be laser leveled. He noted that staff added clay to field 9 this past year and plans to do the

same to field 8 this year. He noted that this could potentially extend the period of time between laser leveling. However, he stated that staff would review the need as the fields have additional play on them. Hubbard added that if the request is approved, improvements would take place in January 2015.

Charles Bethards questioned what the cost was for the fields that have already been leveled; Assistant City Manager/Chief Financial Officer Terry Leake stated that the cost came in just under \$26,000. Suzanne Hughes questioned if this would be an annual cost; James Hubbard stated that there are nine fields at City Park and staff would recommend the implementation of a three-year rotation with three fields being leveled each year. Discussion continued concerning revenues received from the Associations for field use and non-resident fees; along with funds received through the Voluntary Park Fund. Assistant City Manager Leake stated that our cost recovery is at approximately 15%.

Charles Bethards made a motion to approve the use of \$30,000 from Voluntary Park Fund for the laser leveling of softball fields 1, 2, and 3 in Fiscal Year 2015 (FY 2015). Carel Tornes seconded the motion. The motion carried with a unanimous vote.

3b Approval of the use of Voluntary Park Funds for the replacement of shade fabric panels on athletic field shade structures at City Park

Parks Manager James Hubbard informed the Board that staff has identified nineteen panels of shade fabric within the nine athletic fields at City Park that are in need of replacement. Hubbard stated that some are torn, while others have extreme fading from long term exposure to the sun; he added that replacement would greatly enhance the aesthetics of City Park by restoring uniformity to the condition and wear patterns of the panels.

Discussion ensued concerning the total number of panels within the park and the service life expectancy of the panels. It was noted that there are a total of 69 panels at City Park, each having a service life of 5-8 years. Hubbard stated that the current request is for approximately one-third of the panels and that the request is for the baseball and softball fields only (not only tennis courts).

David Hays suggested that staff look into the cost for permanent shade structures, which would last much longer. A lengthy discussion continued in regard to various options and cost. Carel Tornes made a motion to approve \$25,000 at this time, for the replacement of the numbered panels on the dugouts and the shade fabric over the spectator's bleachers, with the understanding that staff would research the cost to install permanent top structures. Charles Bethards seconded the motion. It was agreed that staff would present proposals for the cost of permanent top structures at the January 2015 Parks and Recreation Advisory Board meeting.

3c Discussion and consideration of approval to use Park Land Dedication Fund monies for the acquisition of park land and amenities to be included in the Cotton Belt Trail Phase III project

Assistant City Manager/Chief Financial Officer Terry Leake gave a brief history on the Longwood property, noting that 8.1 acres of property were used in 1999 to obtain a matching grant from the Texas Parks and Wildlife Department (TPWD). Leake informed the Board members that the grant agreement with TPWD states that the parcels must be dedicated and held as open space in perpetuity as match for the TPWD grant; stating that the property cannot be converted to other than public recreation use without TPWD approval.

Assistant City Manager Leake stated that as part of the SH 26 Phase I reconstruction project, a portion of the Longwood property was acquired by TxDOT as right-of-way for the project; in order to meet the provisions of the grant for the land acquired by TxDOT, the City is seeking to acquire property to enhance the Cotton Belt Trail Phase III project, which is being built in conjunction with the SH 26 Phase I reconstruction project.

Terry Leake stated that staff is seeking approval from the Board to use up to \$150,000 from Park Land Dedication Fund monies for the acquisition of park land and amenities to be included in the Cotton Belt Trail Phase III project. She noted that the property to be acquired for the Cotton Belt Trail Phase III project is greater than the property originally acquired by TxDOT. Leake informed the Board that the City would use the proceeds received from TxDOT, along with the additional requested funds from the Park Land Dedication Fund to provide for the acquisition of the additional land and amenities needed for the project.

Discussion ensued concerning the Cotton Belt Trail project, amenities to be included in the project, and the unallocated funds available in the Park Land Dedication Fund. Board member Carel Tornes questioned if the City would come back to the Board when the acquired property is ready to be developed. Leake stated that they would. Carel Tornes made a motion to approve the use of up to \$150,000 from the Park Land Dedication Fund monies for the acquisition of park land and amenities for the Cotton Belt Trail Phase III project. David Hays seconded the motion. The motion carried with a unanimous vote.

4. REPORTS

4a Recreation, Athletics, Tennis and Senior Report

Lisa Escobedo, Recreation and City Events Manager updated the Board on Recreation, Athletics, Tennis and the Senior Center activities for the months of July, August and September. She informed Board members that summer classes, camps and programs had over 800 participants this year. Escobedo stated that fall programing was

underway and that new programs being offered for the fall includes Yoga in the Park, which is located at McPherson Park, along with two craft workshops, and a Kidz Love Soccer program.

Escobedo stated that all the Association's fall seasons are underway and will run through the end of November. The fall volleyball league had 198 participants, with 12 teams in Division 1 and 9 teams in Division 2; noting that this was our largest fall volleyball league to date. Additionally, the fall tennis leagues are also underway with 13 teams playing out of Colleyville, generating \$3192 in revenue.

Manager Escobedo continued, stating that the trips remain very popular at the Senior Center; staff accompanied the Seniors to the Dr. Pepper Museum, the Texas Freshwater Fisheries Center, and Perot Museum during this quarter. Additionally, the Senior Center held their annual Health Fair on September 12, with 35 vendors offering various health related services and information, along with flu and pneumonia shots.

Lisa Escobedo updated the group on upcoming items of interest, which included the National Night Out community event, the Haunted Trail Fest, the Senior Center holiday party, and the Annual Holiday Tree Lighting and Open House event.

4b Parks Capital Improvement and Operations Status Report

James Hubbard, Parks Manager updated the Board on Capital Improvement Projects including Pleasant Run Trail, LD Lockett Park, the Webb House Trail, and City Park Landscape and Amenity Improvements.

Hubbard reported on miscellaneous projects performed by the Parks Department, which included painting the restrooms at Pleasant Run Park and City Park, along with pressure washing the existing wood at the pavilion and concession pavilion at City Park. Additionally, he noted that the basketball court at Kimzey Park was resurfaced, and the fence was replaced at Pleasant Run Park, north of the parking lot and around the irrigation and electric components.

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

It was agreed by all Board members that the next regularly scheduled meeting would be January 5, 2015 at 6:00 p.m.

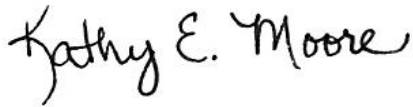
There were no additional citizen comments/presentations regarding items not on the agenda.

6. ADJOURNMENT

A motion was made by Charles Bethards and seconded by Suzanne Hughes to adjourn the meeting. The motion carried with a unanimous vote. The meeting of the Parks and Recreation Advisory Board was adjourned at 6:49 p.m.

*APPROVED BY A VOTE OF ___AYES, ___NAYS, AND ___ABSTENTIONS ON THIS THE 5th DAY OF **January, 2015.***

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive, flowing style.

Kathy Moore
Administrative Secretary



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 01/05/2015	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		

Introduction of new Parks and Recreation Advisory Board members

Explanation

This item provides an opportunity to introduce newly appointed Parks and Recreation Advisory Board members.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3b	Agenda Date 01/05/2015	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		

Election of a Parks and Recreation Advisory Board Chair and Vice Chair

Explanation

This item allows compliance with the Parks and Recreation Advisory Board bylaws, which state, *"the Parks and Recreation Advisory Board shall elect the Chair and Vice Chair from among the members annually at the first meeting in January and at such other times as these offices may become vacant. The officers shall serve one-year terms or until a successor is elected."*

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3c	Agenda Date 01/05/2015	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Discussion and consideration of appointments of representatives to serve on subcommittees

Explanation

Annually, the Parks and Recreation Advisory Board makes appointments of representatives from within the Board to serve on the Park Land Dedication Committee and the Colleyville Tree Board.

The Park Land Dedication Committee has one place to appoint; Suzanne Hughes' term expired on December 2014.

The Colleyville Tree Board has two places to appoint; Suzanne Hughes and Carel Tornes' terms expired December 2014.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3d	Agenda Date 01/05/2015	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Update on shade structures for City Park		

Explanation

At the Parks and Recreation Advisory Board meeting on October 1, 2014, staff requested approval to use Voluntary Park Funds, not to exceed \$35,000, for the replacement of 19 panels of shade fabric throughout City Park. Five of the panels identified for replacement, were dugout tops. The Board requested staff look into longer-lasting solutions for the dugout tops, such as metal. Per this request, the Board approved the expenditure of Voluntary Park Funds, not to exceed \$25,000, for the shade fabric; not to include the dugout tops.

Staff received a quote to install metal dugout covers, similar to the example shown in the attached photo "Metal Dugout Cover". The quoted price for these covers is \$2,200 each installed, as compared to approximately \$1,500 for each fabric panel. Additionally, as the metal covers are not offered in all of the current colors used throughout City Park, they would need to be painted at a cost of approximately \$750 each. According to our painting contractor, it would be necessary to repaint the metal covers every three years to maintain a uniform and new appearance. A concern with metal dugout covers is also their potential to dent as seen in the attached photo "Dented Dugout Cover" that was taken at the park of a neighboring city.

Staff is seeking direction from the Parks and Recreation Advisory Board before proceeding with the replacement of the dugout covers.

Attachments

1. Metal Dugout Cover
2. Dented Dugout Cover







City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3e	Agenda Date 01/05/2015	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
Approval of the use of Voluntary Park Funds for a playground at Pleasant Run Park		

Explanation

On May 6, 2014, the City Council approved attached Resolution R-14-3744, approving the use of \$200,000 of Park Land Dedication Fund monies for improvements at Pleasant Run Park. The use of the funds had been previously approved by the Parks and Recreation Advisory Board and the Park Land Dedication Committee on April 7, 2014 and April 29, 2014 respectively.

The funds were dedicated to the replacement of the fencing around the fields and the irrigation system, both of which were original to the park in 1994. Additionally, \$75,000 of the funding was allocated for the installation of a new playground at the park, which was identified as a need in the 2011 Parks, Recreation and Open Space Master Plan.

Over the past seven months staff has been working with a playground consultant on the design of a playground for the park. Per standards developed by the American Society for Testing and Materials (ASTM) and the U.S. Consumer Product Safety Commission (CPSC), playgrounds are designed for two primary age groups; children ages 2-5 years and children ages 5-12 years, with the age of 5 years serving as an overlap age. Staff, along with the playground consultant, feel that a playground targeting both age groups would be the best fit for Pleasant Run Park.

Staff has received a quote from Recreation Consultants of Texas, a Buy Board vendor, for the turn-key installation of a playground for children ages 2-5 years and children ages 5-12 years in the amount of \$124,593.00. The attachment titled "Proposed Rendering" is a conceptual rendering of the proposed playground. The site of the proposed playground can be seen in the attached "Playground Location Site Map".

While it is feasible to design a playground to the original budget, due to the cost of site preparation and drainage work, the remaining balance available for play elements would be less than desirable. Staff believes that this would lead to a future project to install additional equipment. Such project would lead to additional freight, mobilization costs, and inconvenience to park patrons.

Staff is seeking a recommendation for approval to use \$55,000 of Voluntary Park Fund monies to allow for the installation of the proposed design. There is an unallocated balance of \$652,811 in the Voluntary Park Fund as of November 30, 2014 per the attached Financial Status of the Voluntary Park Fund. Approval of this request would leave an unallocated balance of \$597,811. Pending the Board's approval, staff will present this request to the City Council for their consideration at a future meeting.

Attachments

1. Resolution R-14-3744
2. Proposed Rendering
3. Playground Site Location Map
4. Financial status of the Voluntary Park Fund at November 30, 2014

RESOLUTION R-14-3744

A RESOLUTION APPROVING CITY COUNCIL ACTION UNDER CONSENT ITEMS AT THE REGULAR CITY COUNCIL MEETING OF MAY 6, 2014

WHEREAS, City Council has taken action on certain items on the agenda under Consent Items.

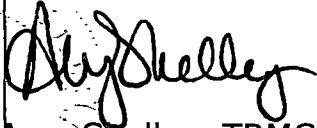
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT the agenda decisions approved by City Council action under Consent Items as follows are hereby adopted:
- a. Approval of the minutes of the regular City Council meeting of April 15, 2014
 - b. Approval of the minutes of the City Council Worksession of April 16, 2014
 - c. Approval of a Facility Naming Policy
 - d. Approval of a change order to the engineering services agreement with CTC, Inc., for the design of railroad quiet zones at Bransford Road, Pleasant Run Road, and John McCain Road, and authorize the city manager to execute the agreement
 - e. Approval of a construction contract with Saber Development, for Colleyville Boulevard (SH26) Water and Sanitary Sewer Relocations – Phase 3, in an amount not to exceed \$3,269,859.75, and authorize the city manager to execute the contract
 - f. Approval of an agreement between CTC, Inc. and the City of Colleyville to provide maintenance services on the active warning and advance pre-emption equipment installed at the Fort Worth and Western Railroad crossings at Bransford Road, Pleasant Run Road, and John McCain Road, and authorize the city manager to execute the agreement
 - g. Approval of the use of Park Land Dedication Fund monies for the Pleasant Run Soccer Field improvements

AND IT IS SO RESOLVED.

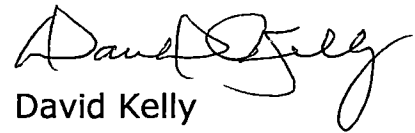
APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS
ON THIS THE 6TH DAY OF MAY 2014.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

Pleasant Run Park

Colleyville, Texas December 3, 2014 79314-1-3r



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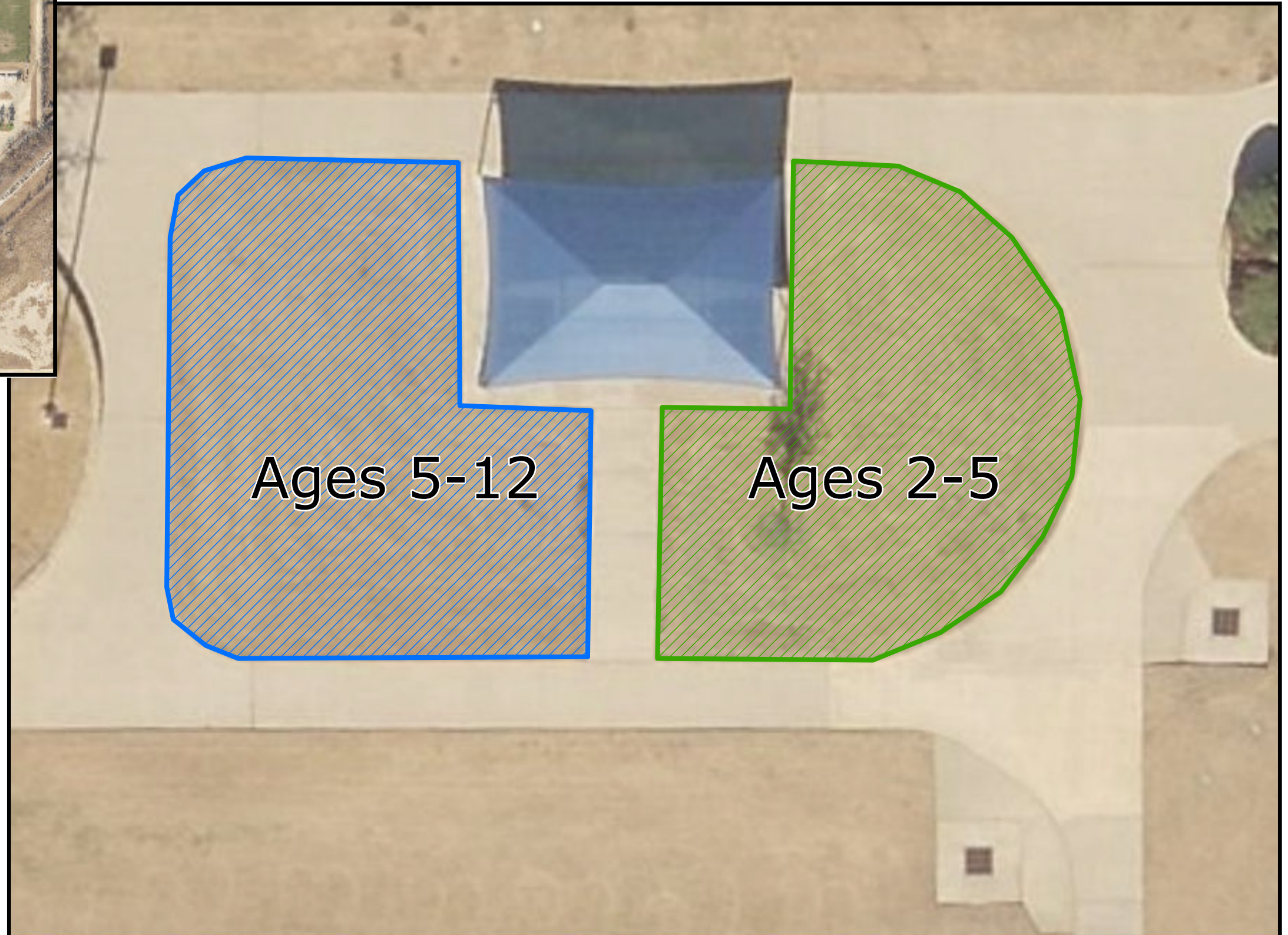
playlsi.com

Proudly presented by:
Jane Anne Sellars





Pleasant Run Park Playground Site Location Map



FINANCIAL STATUS OF VOLUNTARY PARK FUND AT 11-30-2014

FUND BALANCE AT 9-30-2014: \$760,669

FY 2015 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$13,151	\$13,182
November	\$13,161	\$11,901
December	\$13,171	\$0
January	\$13,181	\$0
February	\$13,191	\$0
March	\$13,201	\$0
April	\$13,211	\$0
May	\$13,221	\$0
June	\$13,231	\$0
July	\$13,241	\$0
August	\$13,251	\$0
September	\$13,261	\$0
Total Donations	\$158,472	\$25,083
Interest income Received	\$500	\$76
TOTAL	\$158,972	\$25,160

FY 2015 EXPENDITURES

	RECOMMENDED (PARKS BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE
BALANCE OF COTTONBELT TRAIL PHASE III ~~	\$44,954	\$44,954	\$0
BALANCE OF MCPHERSON - PHASE II <<	\$28,708	\$28,708	\$0
BALANCE OF FY 2014 LASER LEVELING OF BASEBALL FIELDS ##	\$4,355	\$4,355	\$0
REPLACEMENT OF SHADE PANELS - PHASE II **	\$0	\$25,000	\$0
LASER LEVELING OF SOFTBALL FIELDS **	\$30,000	\$30,000	\$0
TOTAL	\$108,018	\$133,018	\$0

UNENCUMBERED FUND BALANCE AT 11-30-2014 (COUNCIL APPROVED) \$652,811

PROJECTED FUND BALANCE AT 9-30-2015 \$786,623

EXPENDITURE KEY:

EXPENDITURE KEY:

~~ FY 2015 PROJECT/APPROVED JUNE 2001

<< FY 2015 PROJECT/APPROVED JAN 2006

FY 2015 PROJECT/APPROVED NOV 2013

** FY 2015 PROJECT/APPROVED OCT 2014



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Agenda Number	Agenda Date 01/05/2015	Number
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Type Report

Department Parks and Recreation

Title

Update on the previous quarter's recreation, athletics and Senior Center activities

Explanation

Recreation and City Events Manager Lisa Escobedo, will provide a verbal update on the previous quarter's recreation, athletics, and Senior Center activities.

Attachments



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Agenda Number	Agenda Date 01/05/2015	Number
Type Report		
Department Parks and Recreation		

Title

Parks accomplishments for the quarter ended December 31, 2014 and overview of ongoing and upcoming projects.

Explanation

Parks Manager James Hubbard, will provide a verbal update on accomplishments from the previous quarter, and give an overview of ongoing and upcoming projects.

Attachments