



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, July 18, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

April 4, 2016

3. REGULAR AGENDA ITEMS

3a Voluntary Park Fund Programming Presentation

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

4b Parks Department Update

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, July 15, 2016, by 5:00 p.m.

Julie Prewitt
Administrative Support Specialist

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee 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
www.colleyville.com

Monday, April 4, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Chair Michelle McGarry called the meeting of the Parks and Recreation Advisory board to order on April 4, 2016, at 6:00 p.m.

ROLL CALL

Present: Chair Michelle McGarry and Board members Debra Minea, Charles Bethards, Mitali Mandlekar, Ken Llewellyn, Ajit Purandare, and Hillary Schwanbeck. City staff: Assistant City Manager/Director of Public Safety Mike Holder, Recreation and City Events Manager Lisa Escobedo, and Parks Manager Heather Dowell. Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson.

Absent: Board member Leti Carson; Youth Sport Associations Liaisons: Colleyville Girls Softball Association representative Brent Hines, Colleyville Lacrosse Association representative Erika Davis Noble, and Colleyville Soccer Association representative Patrick Dunagan.

2. APPROVAL OF MINUTES

January 11, 2016

Board member Debra Minea moved to approve the January 11, 2016 meeting minutes as written. Board Member Hillary Schwanbeck seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

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

Vice Chair Charles Bethards moved to appoint Michelle McGarry for another term as Chair of the Parks and Recreation Advisory Board. Board member Ajit Purandare seconded the motion. The motion carried unanimously. Vice Chair Charles Bethards moved to appoint Ajit Purandare as Vice Chair of the Parks and Recreation Advisory Board. Board member Debra Minea seconded the motion.

The motion carried unanimously. Michelle McGarry as Chair and Ajit Purandare as Vice Chair of the Parks and Recreation Advisory Board for 2016 will be forwarded to the City Secretary.

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

Lisa Escobedo, Recreation and City Events Manager, updated the Board on Recreation, Athletics, Tennis, and the Senior Center activities for January, February and March. Manager Escobedo informed the Board members the Winter Ball was held on January 29, 2016 and the Bunny Brunch on March 19, 2016. The brunch was sold out in two weeks. Manager Escobedo also stated summer classes and programs are available on-line for registration. Manager Escobedo informed the Board the Youth Volleyball League began March 28, 2016 with a large participation and is pleased with League progress. Tennis Leagues have also begun with twelve teams playing at City Park, generating \$3,066. Manager Escobedo updated the Board on the completion of the renovations at the Senior Center and AARP Tax Help will be available April 5th and 12th. Manager Escobedo announced upcoming events: Colleyville Clean Sweep, Senior Prom, Texas Junior Anglers, and Olde Tyme BBQ.

4b Parks update

Heather Dowell, Parks Manager, informed the Board the Cotton Belt Trail Phase III, located at John McCain and SH26, is almost complete. There will be a Ribbon Cutting ceremony held April 15, 2015, in combination with the official Arbor Day celebration. Manager Dowell stated the City of Colleyville will be giving away small White Oak Trees at the ribbon cutting to celebrate Arbor Day.

Manager Dowell stated Parks will be planting over 60 trees in three different parks: Kimzey, Cotton Belt Connection, and Sparger. The Garden Club will also be donating 14 trees to Sparger Park. Board Member Mitali Mandlekar questioned if the trees being planted will be around the playground area at Sparger Park? Manager Dowell explained the trees at Sparger Park will be focused at the playground area to provide shade, but far enough away to keep leaf and acorn debris from accumulating in the playground. Board Member Mitali Mandlekar requested to know the size of trees to be planted? Manager Dowell responded all the trees will be 30 gallon, with tree trunk diameter around 2 ¼ to 2 ½ inches.

Manager Dowell advised the Board work has started on the lower Pleasant Run Practice Soccer Fields; the survey has been completed and engineering is working on the grading plans. The City of Colleyville has already received the \$30,000 donation Colleyville Soccer Association pledged to the project. Manager Dowell also informed the Board the parks department has started in-house upgrading of upper fields at Pleasant Run Practice Soccer Fields as well.

Manager Dowell noted L. D. Lockett is about to break ground, one more final review, and then 120 consecutive day completion will start. Board Member Charlie Bethards questioned whether demolition had already occurred? Manager Dowell let the Board know the house had been removed along with other debris and tree protection had been installed. No earth has been moved yet.

Manager Dowell stated she is working on updating the Parks Master Plan. Request for Proposal (RFP) will go out soon and starting this summer Park staff will work on GIS survey tagging all assets and assess condition. Board Member Hillary Schwanbeck questioned if this is an update to the last Master Plan the City did and when was the last one? Manager Dowell responded yes, this an update and the last one was completed in 2011. The Parks Master Plan will set a vision enabling future plans, goals and budgets. The plan will also point out opportunities where the City parks and amenities can grow. Board Member Charlie Bethards questioned where is the park located you referenced as being a prime park? Manager Dowell responded the park is located behind the Senior Center.

Manager Dowell advised the Board she is working on future goals and opportunities for the Voluntary Park Fund, enabling a one year outlook for best use of funds.

Vice Chair Ajit Purandare questioned how many miles incorporate the Cotton Belt Trail? Dowell responded there are conflicting reports, she believes 13 miles, starting in Grapevine and ending in North Richland Hills.

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

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

6. ADJOURNMENT

Next meeting of Parks and Recreation Advisory Board will be held on July 18, 2016. Board Member Charlie Bethards moved to adjourn the meeting, and Vice Chair Ajit Purandare seconded. Motion carried unanimously. Chair Michelle McGarry adjourned the meeting at 6:23 p.m.

*APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS
THE _____ DAY OF _____.*

Minutes prepared by:

*Julie Prewitt
Administrative Support Specialist*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
100 Main Street
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www.colleyville.com

Agenda Number 3a	Agenda Date 07/18/2016	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
Voluntary Park Fund Programming Presentation		

Explanation

The purpose of the attached Voluntary Park Fund programming presentation is to discuss the use of Voluntary Park Funds to complete a list of park revitalization projects throughout the City. The projects range from restroom re-painting, landscape improvements to shade structures on athletic fields. These projects will update the parks and help us manage and maintain City assets.

Attachments

1. Voluntary Park Fund Overview
2. Current Voluntary Fund Financial Report
3. Parks Voluntary Fund Programing Presentation

Voluntary Park Fund Programing - July 2016 – January 2017

Shade Structures in Pleasant Run Park – Replace all current shade structures with new material that is all the same color. Current material is faded, stained and has holes. Repaint the structure supports to create a new and consistent look throughout the park. This will give the park a vibrant and updated look. Install two new bleacher pads on the big field; as it currently has no option for a shaded viewing area.

- 7 replacement shade fabric
- 7 support structures painted
- 2 new concrete bleacher pads
- 6 new shade structures frames and shade fabric

Total Cost = \$45,000.00

Trash Receptacles – Replace 55 gallon drum trash cans with the new standard park trash receptacles we are utilizing in all our parks for a unified and consistent look. Replace recycling plastic bottles with the new park standard receptacles.

- 20 Trash Receptacles
- 20 Recycling Receptacles

Cost = \$36,000.00

Repaint Restroom Interior Floors and Walls – Repair the cracks and seal the floors, remove the peeling paint from the walls and repaint interior to provide a clean and bright surface area in the restrooms.

- Sparger Park Restrooms
- City Park Restrooms – Pavilion and Concession

Cost = \$ 12,000.00

Landscape and Irrigation Conversion – Remove the sharp, dying Pampas grass at Pleasant Run and the spray head irrigation and replace with new beds and drip irrigation. This will allow us to naturally fence off some of the little kids soccer fields from the road, that we currently having to put up orange fencing to keep a barrier from the road. This new landscape and irrigation will include additional trees and native plants that will provide natural barriers, conserve water and upgrade the look of the park overall.

- Three long beds at the front of the park

Cost = \$ 20,000.00

Fence Replacement at Sparger Park – The current split rail fences at Sparger are in complete disrepair. Park Staff is going to remove the current fence around the small parking lot near the POW Memorial and we do not intend to replace this fence, as it serves no purpose. We desperately need to replace the fence along the large parking lot that separates parkland from private property.

- Replace fencing along park/private property line

Cost = \$15,000.00

City Park Softball Scoreboards – The current 3 softball scoreboards are approximately 18yrs old and starting to show their age. The scoreboards are the old bulb boards; which are inefficient with their power usage and we are having difficulty with their wiring allowing the score keeper boxes to work properly. We have had the most difficulties with field 1 and 3. We have replaced several parts during the spring season on these boards. The Colleyville Girls Softball Association would like to replace the scoreboards so they have timers for their games and to try and gain additional tournaments in Colleyville. CGSA would like to partner with us to help replace these scoreboards. The total cost is \$15,000.00 for the three scoreboards, CGSA is willing to pay almost half of the cost. That leaves us with \$ 6000.00 for this project.

Cost = \$ 9000.00

Total Cost \$137,000.00

FINANCIAL STATUS OF VOLUNTARY PARK FUND AT 5-31-2016

FUND BALANCE AT 9-30-2015: \$851,338

FY 2016 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$13,573	\$13,573
November	\$12,505	\$12,505
December	\$14,563	\$14,563
January	\$12,670	\$12,670
February	\$13,055	\$13,055
March	\$13,093	\$13,093
April	\$13,156	\$13,156
May	\$13,430	\$13,430
June	\$13,440	\$0
July	\$13,450	\$0
August	\$13,460	\$0
September	\$13,470	\$0
Total Donations	\$173,347	\$106,046
Interest income Received	\$2,500	\$3,893
TOTAL	\$175,847	\$109,939

FY 2016 EXPENDITURES

	RECOMMENDED (PARKS BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE	
BALANCE OF COTTONBELT TRAIL PHASE III --	\$44,954	\$44,954	\$21,305	Future projects for capital maintenance
BALANCE OF MCPHERSON - PHASE II <<	\$14,812	\$14,812	\$4,600	
BALANCE OF FY 2015 LASER LEVELING OF BASEBALL FIELDS ##	\$12,611	\$12,611	\$0	Heather to use this & include Reagan
FLASHING SIGNAGE AT TRAIL INTERSECTION**	\$23,000	\$23,000	\$21,808	
REPLACE KIMZEY PARK TRASH RECEPTACLES**	\$8,500	\$8,500	\$7,244	repaint bathrooms, trashcans, shade covers - \$15,000
REPLACE KIMZEY PARK FOUNTAIN**	\$8,000	\$8,000	\$7,097	retro fit spray heads in beds
PLEASANT RUN SOCCER FIELD IMPROVEMENTS^^^	\$70,000	\$70,000	\$0	update irrigation systems
PLEASANT RUN PLAYGROUND^^	\$55,000	\$55,000	\$55,732	resurfacing courts
TOTAL	\$236,877	\$236,877	\$117,786	replacing fountains
				park signage

UNENCUMBERED FUND BALANCE AT 5-31-2016 (COUNCIL APPROVED) \$724,399

PROJECTED FUND BALANCE AT 9-30-2016 \$790,307

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 JAN 2015 (R-15-3835)

**FY2015 PROJECT/APPROVED OCT 2015

^^FY2016 PROJECT/APPROVED FEB 2016 (R16-3957)

Must deauthorize funds if will
not spend left over funds.

Parks Voluntary Fund Programing

July 2016 – January 2017

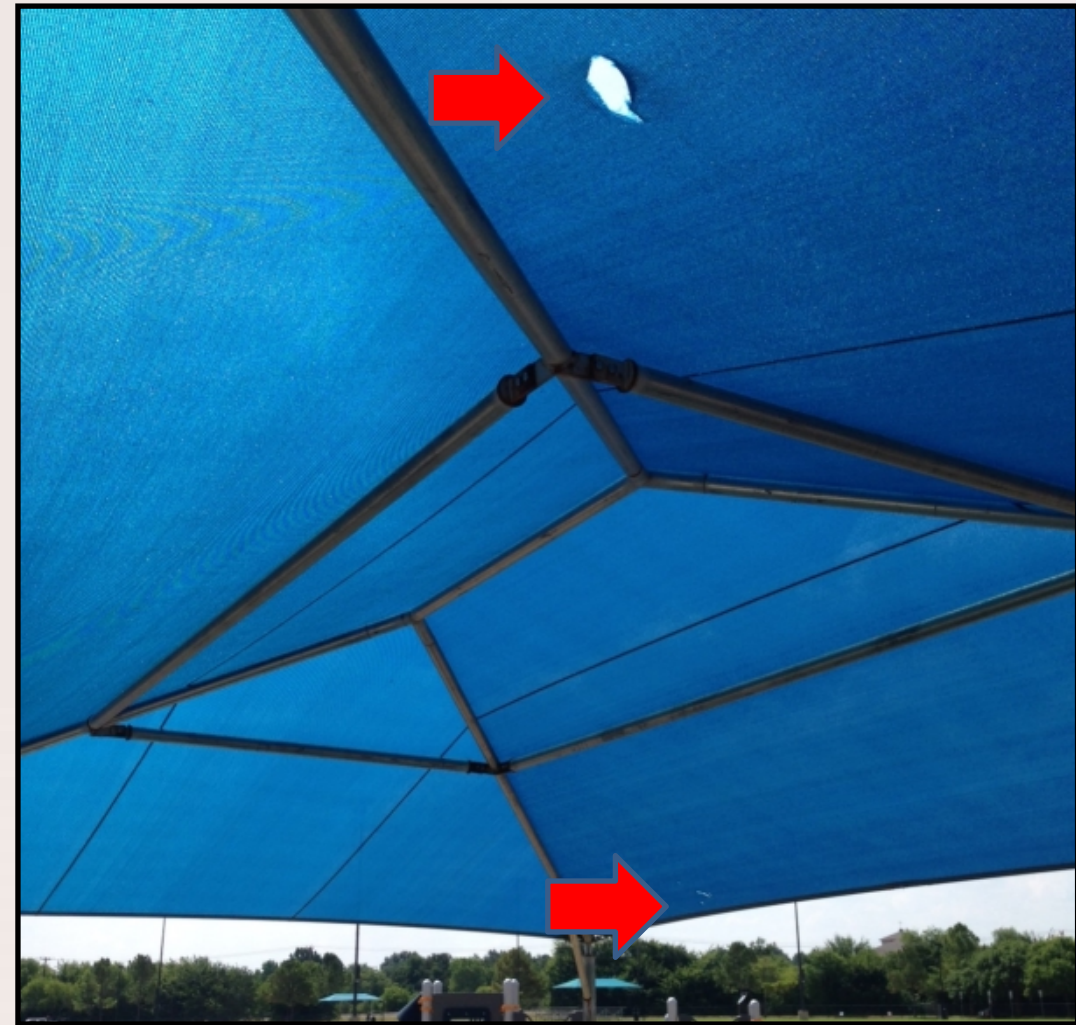
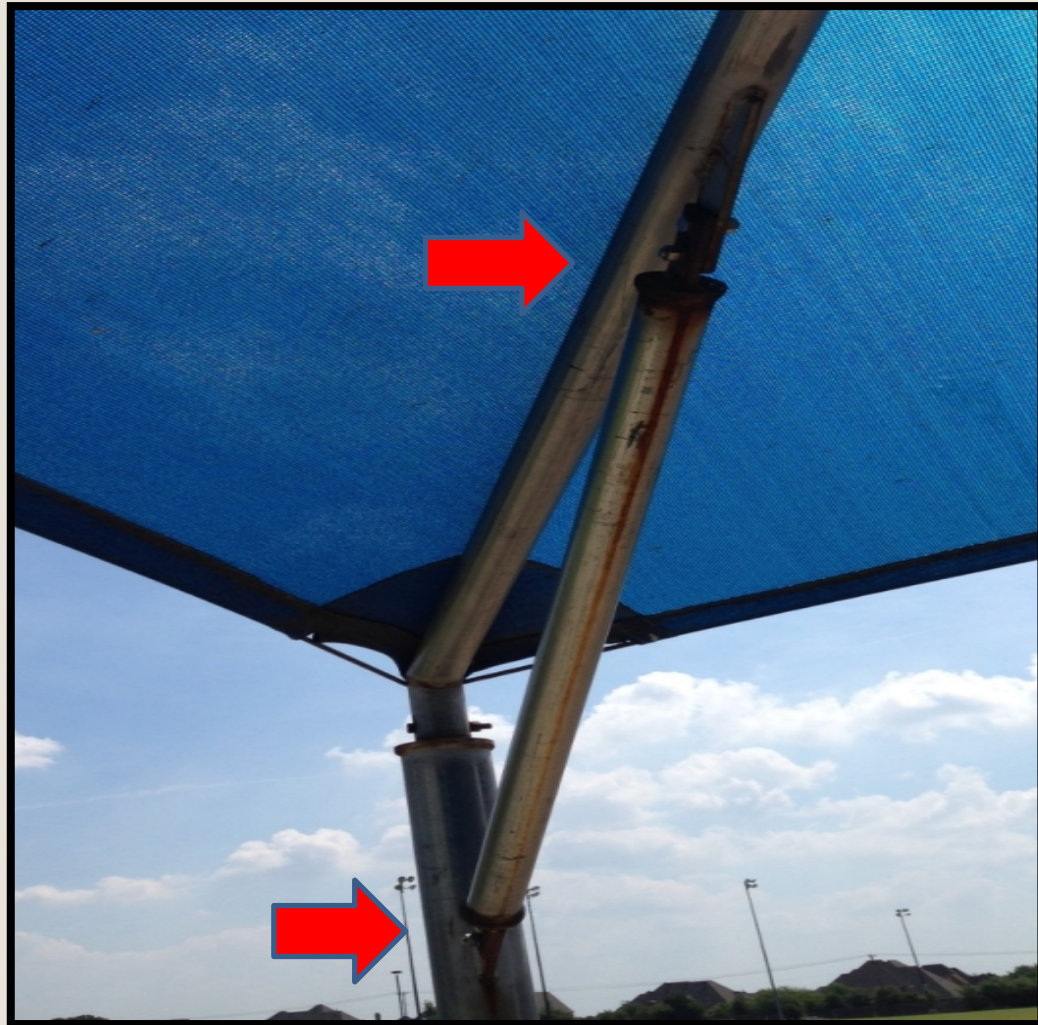
Pleasant Run Shade Structures



Shade Structures



Shade Structures



Shade Structure Revitalization

- Add 2 new concrete pads
- Add 6 new shade structure frames & shade fabric
- Replace 7 current shade fabric
- Repaint 7 current shade structure frames
- Total Cost of Revitalization = \$ 45,000.00

Litter & Recycling Receptacles



Current Receptacles



New Standard Receptacles



Litter and Recycling Receptacles

- 20 New Litter Receptacles
- 20 New Recycling Receptacles

- Total Cost of Replacements = \$ 36,000.00

Pleasant Run Current Grass Beds



Landscape Border Examples



Landscape Re-design

- Remove Pampas Grass
- Retro-fit spray heads to drip irrigation
- Install additional trees
- Create bed outline with stone border
- Install native grasses and plants
- Total Cost of redesign request = \$20,000.00

Restrooms



Restrooms



Restroom Repainting

- Sparger Park repair floor and repaint interior
- City Park Concession interior repainting
- City Park Pavilion interior repainting

- Total restroom repainting cost = \$ 12,000.00

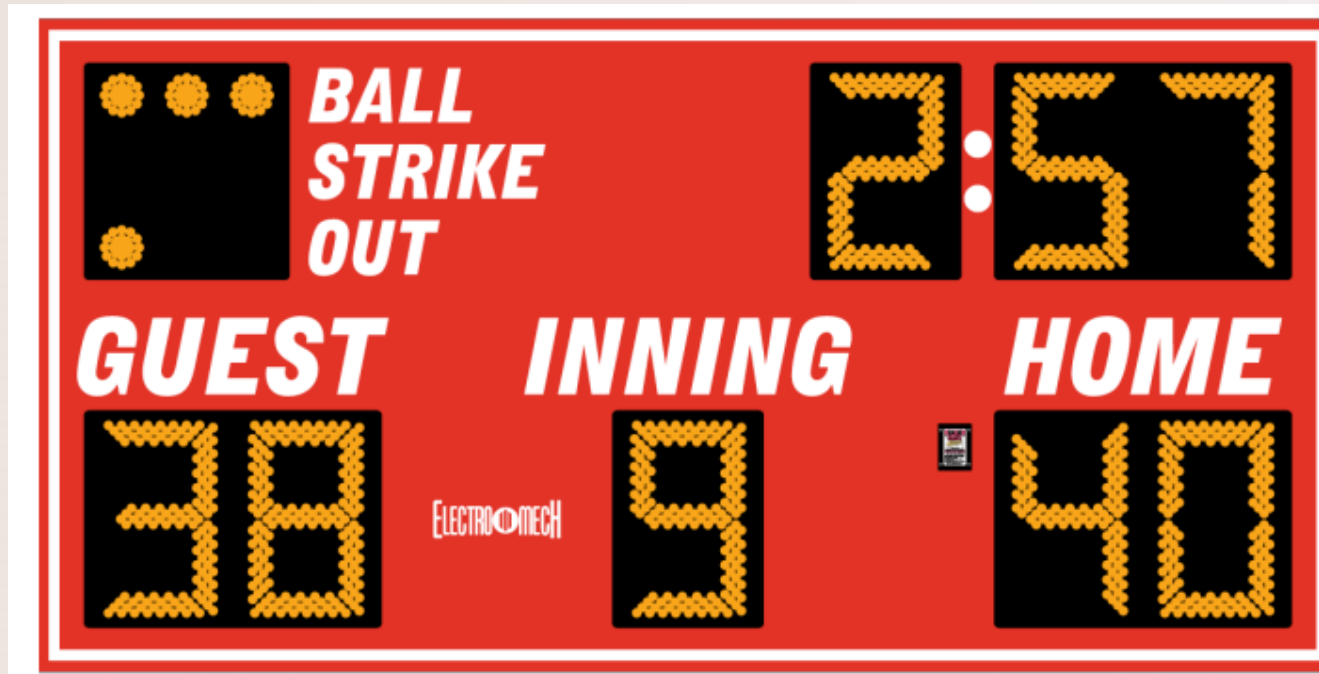
Sparger Park Fence Replacement



Sparger Park Fence Replacement

- Remove fence at Sparger Park
- Replace fence along private property line
- Total Fence Replacement Cost = \$15,000.00

Softball Scoreboards



Softball Scoreboards

- Remove 3 - 18 year old, light bulb 10' x 4' scoreboards
- Replace with 3 new LED, wireless remote 10' x 5' scoreboards
- Total Project Cost \$ 15,000.00
- Colleyville Softball Association \$ 6,000.00
- Total Request for Voluntary Park Fund **\$ 9,000.00**

Park Revitalization Projects

• Pleasant Run Shade Structures	\$45,000.00
• Litter and Recycling Receptacles	\$ 36,000.00
• Restroom Repair and Repainting	\$ 12,000.00
• Landscape and Irrigation Conversion	\$ 20,000.00
• City Park Softball Scoreboards	\$ 9,000.00
• Sparger Park Fence Replacement	<u>\$ 15,000.00</u>
• Total Cost of all Projects	\$ 137,000.00

Voluntary Park Funds

• Current Voluntary Park Fund Total	\$ 724,399.00
• Requested Amount	<u>\$ 137,000.00</u>
• Remaining Voluntary Park Fund	\$ 587,399.00

*Approx. Annual Donations – past 3 yrs.	\$150,000.00
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- Questions?



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Agenda Number 4a

Agenda Date 07/18/2016

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Recreation, Athletics, and Senior Center Report

Explanation

Recreation and City Events Manager Lisa Escobedo will provide a verbal update on third quarter recreation, athletics, and Senior Center accomplishments and activities.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 4b

Agenda Date 07/18/2016

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Parks Department Update

Explanation

Parks Department update report. Provide information about recently completed and current projects in the Colleyville Parks.

Attachments