



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, February 6, 2017
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

July 18, 2016

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 Recommendation and consideration of representatives to serve on subcommittees

3d Discussion of future meeting dates

3e Review recommendation of FY17 Parks, Recreation, Open Space, and Trails Master Plan vendor candidate

4. REPORTS

4a Recreation, Athletics, and Senior Center report

4b Parks overview of ongoing and accomplished 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, February 3, 2017 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
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Monday, July 18, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

Chair Michelle McGarry called the meeting of the Parks and Recreation Advisory board to order on July 18, 2016, at 6:03 p.m.

ROLL CALL

Present: Chair Michelle McGarry and Board members Debra Minea, Charles Bethards, Mitali Mandlekar, and Hillary Schwanbeck. City staff: Assistant City Manager/Director of Public Safety Mike Holder, Recreation and City Events Manager Lisa Escobedo, Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

Absent: Vice Chair Ajit Purandare and Board members Leti Carson and Ken Llewellyn; Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson, 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

April 4, 2016

Board member Debra Minea moved to approve the April 4, 2016 meeting minutes as written. Board Member Hillary Schwanbeck seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Voluntary Park Fund Programming Presentation

Parks Manager, Heather Dowell, informed the board her presentation is the beginning of streamline funding requests as she helps create the vision for Colleyville's Parks through the Parks Master Plan. Manager Dowell presented an outline of six (6) items to be considered for funding from the Voluntary Park Fund not to exceed \$137,000 over the next six months.

1-Shade structures in Pleasant Run Park: requesting replacement of fabric and painting of 7 shade structures, 2 new concrete bleacher pads, and 6 new shade structure frames and fabric not to exceed \$45,000.

Board member Charlie Bethards asked what caused the holes in the fabric? Manager Dowell stated age, sun, and hail; there are a multitude of causes for the holes. Once fabric is 5 – 7 years old sun begins to fade and deteriorate fabric. Board member Charlie Bethards asked if there will be a request every 5 years for \$45,000 to replace fabric. Manager Dowell informed the board the plan is to replace the fabric in approximately seven years, average life of fabric. Board member Hillary Schwanbeck asked if it would be the full \$45,000. Manager Dowell stated request would be for \$15,000 to \$20,000 to install and replace fabric. Board member Mitali Mandlekar wanted to know if we would be able to select the vendor for fabric and select a fabric that would last longer. Manager Dowell let the board know parks is currently seeking different vendors and options. Board member Charlie Bethards wanted to know if fabric was the right material. Manager Dowell stated fabric is a good option, because it is less expensive initially and metal covers become damaged with hail and paint fades. The metal covers would still require re-painting and you would have structure with damage unless it could be replaced. Additionally, metal retains more heat. Board member Hillary Schwanbeck noted metal will add to the noise when it rains.

2 – Trash and recycle receptacles at Pleasant Run Park: requesting to replace 20 trash and 20 recycling receptacles in Pleasant Run Park to create a unified and consistent look throughout our parks not to exceed \$36,000. Board member Hillary Schwanbeck expressed concern over the high cost of the receptacles, and Manager Dowell informed board the cost is \$800 to \$1,000 each. There are less expensive ones available but, they do not last as long; this investment will be rewarded with only needing repainting in the future. Board member Hillary Schwanbeck asked if pricing was based on perfect match to other receptacles being used or a close match. Manager Dowell explained the receptacles being proposed are exactly the same and this will allow the parks department to keep parts on hand for any repairs needed and keep Colleyville's high standards. Board member Mitali Mandlekar asked if the new receptacles could have lids, like the current models. Manager Dowell stated rain guards can be added to the receptacles, and the parks department has reviewed purchasing this item. Assistant City Manager/Director of Public Safety, Mike Holder, informed the board maintaining cans that tip over and require trash to be cleaned up incur increased staff time expense. The new receptacles would affix to the ground and alleviate this expense.

3 – Landscape and irrigation conversion at Pleasant Run Park: requesting to remove old plant material, replacing with new beds and retro-fit irrigation to a drip system not to exceed \$20,000. Chair Michelle McGarry expressed concern that the request did not include enough funding to cover scope of work. Manager Dowell explained the project would be completed using funding from the Voluntary Park Fund and utilizing City landscaping funds and staff. Board member Debra Minea asked if there

would be more maintenance costs associated with the new larger beds. Manager Dowell stated associated costs would be dependent on choosing the right plant material that would not require a lot of trimming. It also would include staff checking irrigation, which is a service already in place, and then weeding the beds. Board member Debra Minea inquired if the area in question was up on a mound and will the beds be on top? Manager Dowell informed the board the beds will be towards the top of the berms and visible from the road; in addition to plants, trees will be added to that area.

4 – Repaint restroom interior floors and walls at Sparger Park and City Park: requesting to repair cracks and seal floors, remove peeling paint, and repaint to clean and brighten area not to exceed \$12,000.

5 – Fence replacement at Sparger Park: requesting to remove current fence by city staff and replace fence along the large parking lot and private property for safety and aesthetics not to exceed \$15,000. Board member Debra Minea inquired if the same kind of fence would be installed. Manager Dowell stated plan is to use the same material, it should last approximately 15 years.

6 – Replace City Park softball scoreboards: requesting to remove and replace the current 18 year old scoreboards with basic scoreboards that will include timers and wireless controllers not to exceed \$9,000. The current boards have been experiencing issues with buried wires connecting controllers, and controllers requiring repair taking two – six weeks. The goal is to attract more softball tournaments to create additional revenue to off-set upkeep expenses already being incurred. The Colleyville Girls Softball Association would like to partner with the City providing \$6,000 towards the total costs of \$15,000. The baseball association is currently in need of more fields with lighting, focusing their current funding on this issue. They will keep scoreboards for the fields on their list of priorities. Board member Charlie Bethards expressed concern on the ease of use. Manager Dowell stated new boards will be easy to use and will include wireless control boxes, eliminating the issues with the underground wiring. The scoreboards will include a 5 year warranty. Board member Charlie Bethards inquired about type of batteries wireless controllers will use. Manager Dowell responded the controllers will use inexpensive AA batteries.

Board member Hillary Schwanbeck requested a review of Voluntary Park funding source. Manager Dowell informed the board when a new water connection is established the water bill includes an additional voluntary charge of \$2.00 or \$5.00 paid to the fund monthly. The payments are constant and consistent. Board member Charlie Bethards inquired if there would be further requests for a significant amount of funding at every meeting. Manager Dowell informed the board the presentation proposes funding projects over the next six months and to make updates at the next meeting; going forward the plan is to present projects

covering six months to a year. There is a large fund balance and would like to make plans accordingly to line up with the Parks Master Plan and maintain the current park system.

Board member Debra Minea inquired if current focus is on soccer fields and Sparger Park, do you anticipate other parks requiring updating, what's left? Manager Dowell responded the baseball fields, the shade structures at the baseball fields; every park could use updating, she would really like to do one park at a time, bringing it up to standards.

Board member Charlie Bethards moved to approve the use of Voluntary Park Funds for the improvement of shade structures in Pleasant Run Park, replace trash receptacles, repaint restroom interior floors and walls, landscape and irrigation at Pleasant Run Park, fence replacement at Sparger Park and City Park softball scoreboards in an amount not to exceed \$137,000. Board member Debra Minea seconded the motion. Motion passed unanimously and recommendation will be forwarded to City Council.

Assistant City Manager/Director of Public Safety Mike Holder informed the board Manager Dowell has worked hard on reviewing the parks program and putting together a long range plan, instead of piecing items together. They have a long range plan to operate similar to the Colleyville Crime Control Prevention District, presenting a one year budget for annual approval, with a five year vision.

Board member Debra Minea reviewed the funding data and informed the board the annual donations will cover the requested funding. Board member Charlie Bethards questioned whether this was only funding available. Manager Dowell stated, no, there are different funds that have different dedicated purposes. We target the fund that best suites the need. Board member Mitali Mandlekar inquired if there were impact fees that could go towards new park construction? Manager Dowell responded, yes, Park Land Dedication Fund; when new projects are started they pay into it. Funds in Park Land Dedication have been earmarked for the next big park development/addition. Most projects being considered have 2 to 4 different funds covering the costs, allowing a reserve to be left in each fund.

Board member Mitali Mandlekar inquired if Voluntary Park Fund mainly used for maintenance projects or include: trails, areas along trails, erosion control? Manager Dowell informed the board it covers all basis.

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 April, May and

June 2016. Manager Escobedo informed the Board members about the Texas Junior Anglers event held April 23, 2016 at the Colleyville Nature Center, over 150 people attended this free event. Manager Escobedo stated all youth sport associations finished their spring seasons and in June the summer recreation classes and programs began. Manager Escobedo reported Youth Summer Volleyball League began June 20th with a total of 14 teams participating and Fall Volleyball registration will begin July 25th. Summer Tennis Leagues in City Park have begun with 7 teams generating \$1,530 in revenue. Manager Escobedo updated the board on Senior Center activities including AARP tax help assisting 156 people and April 15, 2016 the Annual Senior Prom was held providing free dancing, food and fun. Manager Escobedo reported the Senior Center received a Grant from the Colleyville Woman's Club in the amount of \$4,000 to purchase new furniture for the Senior Center's entryway. Upcoming items of interest: Summer Reading Finale will be held on July 29, 2016 and the Senior Health Fair is scheduled for September 9, 2016.

4b Parks Department Update

Heather Dowell, Parks Manager, informed the Board L.D. Lockett project is in the final stages of review; previously project had been approved on old standards and had to be reevaluated. Manager Dowell will request to be placed back on contractor's calendar once final approval is received and will inform the board of projected start date once she receives the date from contractor.

Manager Dowell stated Parks has re-landscaped front beds at Webb House, keeping in the time period of the house, utilizing \$1,285.40 donated by Colleyville Garden club.

Manager Dowell advised the Board that the plant material has been removed from the circle bed at Pleasant Run Soccer Complex and she will design a new bed. Work is almost complete on the lower Pleasant Run Practice Soccer Fields; grading was completed and irrigation is almost done and then final grading will be performed. Parks department plans to start seeding the practice fields on Thursday.

Manager Dowell informed the board about the recent collaboration between parks and GIS departments recording all the park's asset information into the GIS system to be used during Parks Master Plan conception. This will allow tracking of what the City has now and plan for future growth and replacement. Manager Dowell advised that the RFP for Parks Master Plan is currently being reviewed and is scheduled to go out by the end of the month.

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

Board member Charlie Bethards moved to adjourn the meeting, and Board member Hillary Schwanbeck seconded. Motion carried unanimously. Chair Michelle McGarry adjourned the meeting at 6:57 p.m.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE ____ DAY OF ____ 2016.

Minutes taken and prepared by:

*Julie Prewitt
Administrative Support Specialist*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 3a	Agenda Date 02/06/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
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 and allow Parks Manager, Heather Dowell, give an overview of the City of Colleyville's Parks.

Attachments

1. Parks and Recreation Advisory Board Members
2. Parks Business Plan - FY17

PARKS AND RECREATION ADVISORY BOARD

PLACE 1

Rich Hendler

2100 Highland Meadows
Colleyville, TX 76034

H: (817) 821-0005

W: (682) 220-4651

rjhen52@gmail.com

TERM: Dec 2016 - Dec 2018

PLACE 2

Cliff LeBlanc

6013 Volterra Court
Colleyville, TX 76034

H: (817) 800-6383

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cliff@leblanc.net

TERM: Dec 2016 - Dec 2017

PLACE 3

John Hillebrand

7804 Tillman Hill Court
Colleyville, TX 76034

H: (817) 798-0112

hille@sbcglobal.net

TERM: Dec 2016 - Dec 2018

PLACE 4

Mitali Mandlekar

4701 Mill Crossing West
Colleyville, TX 76034

H: (817) 524-9310

mitali.mandlekar@gmail.com

TERM: Dec 2015 - Dec 2017

PLACE 5

Natalie Genco

1104 John McCain Road
Colleyville, TX 76034

H: (817) 421-6828

nataliegenco@gmail.com

TERM: Dec 2016 - Dec 2018

PLACE 6

Ajit Purandare

1109 Riverwalk Court
Colleyville, TX 76034

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apurandoc@aol.com

TERM: Dec 2015 - Dec 2017

PLACE 7

Jim Hasenpflug

6609 Kennedy Drive
Colleyville, TX 76034

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TERM: Dec 2016 - Dec 2018

PLACE 8

Hillary Schwanbeck

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hillary.schwanbeck@gmail.com

TERM: Dec 2015 - Dec 2017

YOUTH SPORT ASSOCIATIONS LIAISONS

Colleyville Baseball Association

Brenton Johnson

BrentonJohnson@me.com

Colleyville Lacrosse Association

Erika Davis-Noble

erikadavisnoblecpa@sbcglobal.net

Colleyville Soccer Association

Patrick Dunagan

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Colleyville Softball Association

Matt Koch

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Parks Department

FY 2017 Department Business Plan

Department Description

The Parks Department serves the community by managing and maintaining the City's parks and open spaces. Department staff take special care to provide unique and highly aesthetic places for Colleyville's park patrons to get connected and experience community in the outdoors. Department efforts are focused primarily in the areas of park and athletic field maintenance, but Parks staff also perform a myriad of other services throughout the City that serve to protect public assets, beautify public spaces, and meet the needs and desires of our citizens. The Parks Department consistently and strategically evaluates the services and amenities that it provides in an effort to stay relevant to the citizens of Colleyville.

Core Services

To successfully accomplish the duties of the Department, Parks is responsible for the following core services:

1. Park and Facility Maintenance

C1-Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C5-Achieve the highest standards of safety and security

B2-Proactively seek process improvements and sustainable solutions



F2-Invest to provide and maintain high quality public assets

The Parks Department is responsible for the maintenance of approximately 270 acres of parkland and public property within Colleyville. These properties, located throughout the city, include community parks such as City Park, McPherson

Park, and Pleasant Run Park as well as neighborhood parks such as Kimzey, Sparger, and Woodbriar Parks. Additionally, the Parks Department oversees the maintenance of medians and other open space on City-owned property and land leased to the City (such as the Cotton Belt railroad right-of-way).

Park and open space mowing and horticulture maintenance is performed by an outside vendor for the aforementioned areas. Parks staff are responsible for the maintenance and operation of restroom facilities, pavilions, trails and other amenities such as tennis courts and sand volleyball courts at each park. Playground safety inspections, routine maintenance, and repairs are also a critical role performed within the scope of this service. The Parks Department also works to protect, care for, and maintain trees throughout the City, often times working closely with the City's Urban Forester.

2. Athletic Field Maintenance

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C5- Achieve the highest standards of safety and security

B2- Proactively seek process improvements and sustainable solutions

F2- Invest to provide and maintain high quality public assets

Athletic Field Maintenance staff maintains approximately twenty two acres of hybrid turfgrass at four sports complexes. The primary facilities include game fields at City Park and the Pleasant Run Soccer Complex as well as practice facilities at Pleasant Run Park and Reagan Park.



The Parks Department provides fine-cut mowing, and assorted horticultural maintenance to maintain the health and quality of the turfgrass and associated ancillary facilities. These services ensure that the City's athletic fields are both safe and highly aesthetic. Colleyville's award winning athletic fields have become a staple of the community, which boost participation in the youth sports and provide an economic benefit to the City.

3. Youth Sports Association Management

C2-Deliver high quality and unique customer service

B3-Utilize partnerships to implement cost-effective service solutions

The Parks Department has the privilege of working with the Colleyville Baseball Association, the Colleyville Girls Softball Association, and the Colleyville Soccer Association to deliver wide reaching and high quality opportunities for residents and visitors to utilize the athletic

complexes in the city. The Associations serve to promote and market the youth sports programs and to coordinate participant registration, game schedules, team formation, concession operations, and fund raising for park enhancements.

Staff work year-round with the associations to coordinate special events, tournaments, park enhancement projects, practice locations, and special requests. The Parks Department also staffs weekend games and tournaments to provide players, coaches, and spectators a world class experience at our Parks.



4. Trail System Management

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C4- Provide mobility enhancements that complement neighborhoods

C5- Achieve the highest standards of safety and security

F3- Forecast needs and plan for the future, balancing priorities with resources

Management of Colleyville's trail system consists of routine inspections and maintenance coupled with planning and prioritizing for future expansion of the system. The Parks Department currently maintains over fourteen miles of trail with the Cotton Belt Trail serving as the central core of the system. Staff serve to ensure that trails remain safe and clean by addressing items such as the encroachment of low hanging tree limbs and litter.



To meet the expressed desires of Colleyville citizens, Parks Department staff work closely with the Public Works and Community Development departments to develop trail system expansion plans that promote active recreation, good health, and access to schools, stores and workplaces.

5. Public Property Management

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

B1-Seek innovative technology solutions where appropriate

B2- Proactively seek process improvements and sustainable solutions

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

In addition to the park properties, Parks Department responsibilities also include maintenance of the grounds and landscaping on the premises of public buildings which include City Hall, the Public Library, the Colleyville Center, Justice Center and the Senior Center, and turf maintenance for four Fire Stations. The Parks Department also manages the maintenance of the landscaping in various rights-of-way such as the roundabouts and medians along Glade Road.

Water is a necessary component in maintaining highly attractive parks, athletic fields, and landscaped areas. The proper management of public irrigation systems is a critical component in the responsible use of water. Parks Department staff ensure the proper function of over forty irrigation systems located throughout the city. These systems are located in roadway medians and roundabouts as well as on athletic fields and on the premises of public buildings, such as the Justice Center and City Hall. The evaluation and upkeep of irrigation systems through routine inspections and maintenance constitute a large part of this core service.

Additionally, staff serve to review irrigation plans for various public improvement projects, prioritize the replacement of current systems, and increase water conservation by modernizing components within each system. Staff also custom tailor system programming and closely monitor system use through a centralized computer system.

The Parks Department is constantly evaluating innovative solutions in the areas of field maintenance techniques and irrigation technology that reduce the amount of water necessary to maintain safe and attractive parks and athletic fields.

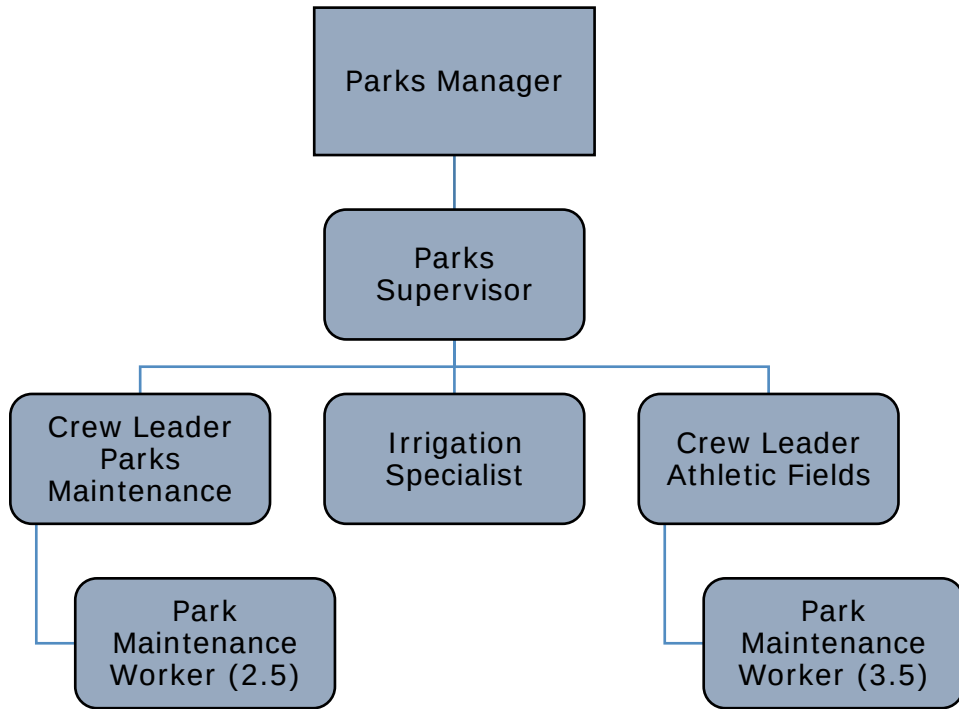


Performance Measures & Vital Statistics

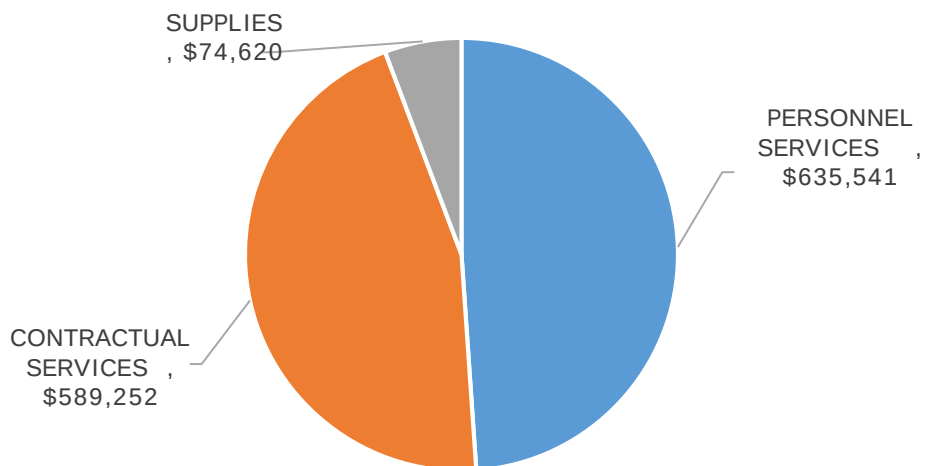
Performance Measures	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Target
Percentage of competitive athletic fields meeting departmental maintenance standards	New Measure	New Measure	80%	80%	80%	≥ 85%
Percentage of park inspections meeting standards	85%	87%	80%	95%	95%	≥ 85%

Vital Statistics	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
Number of staff hours dedicated to athletic field maintenance and game preparation	4,725	4,884	3,697	4,032	
Percentage of revenue recovery	N/A	12%	12%	20%	
Number of youth sports participants	4,750	4,063	4,315	4,434	
Percentage of participants that are non-residents for all youth sports	51%	49%	52%	52%	

Department Resources



FY 2016 Budget: \$1,299,413



5-Year + Outlook

The 2011 Parks, Recreation and Open Space Master Plan has served as the guiding document for park enhancements and planning since its adoption in December. In order to ensure relevance of the plan with the community, and its desires, an update is expected to commence in mid-2016. A facility condition assessment will be conducted as part of the update and will provide the data necessary to prioritize park projects and to develop sound reinvestment strategies. Additionally, the plan will include an update to the trails master plan focused on providing connectivity throughout the community.

People are at the center of the services that the Parks Department provides, but technology must be used to greater enable them to perform their jobs at a high level. The use of Geographic Information Systems (GIS) will be largely increased within the department. GIS will enable staff to more accurately account for assets throughout the parks and to make more decisions based on quantifiable data. Furthermore use of technology, such as a work order tracking system and electronic document storage is also being explored as part of the effort to proactively seek process improvements and sustainable solutions.

Trees are a unique staple of Colleyville and highly valued by our citizenry. The Parks Department aims to develop a comprehensive “Tree Planting Program” with a goal of planting new trees throughout the parks to maintain the beauty and quality of life that only nature can provide. The plan will be based on data gathered as part of the department’s initiative to inventory and assess trees currently at each park.

A critical element of the department’s ability to provide highly maintained and aesthetic parks and athletic fields is water. Great attention must be paid to water conservation efforts and projects that seek to reduce water use. As turfgrass fields are the most significant consumers of water use by the department, staff will work to formalize a “Turf Management Program” introducing new organic and mechanical processes to improve turf quality, while reducing water usage. Natural resource conservation and sustainability will be a key factor in all decisions we make.

Standardizing and documenting processes is necessary to improve accountability, training and information sharing. For that reason, the department will be working to define our roles, responsibilities and work processes through the development of standard operating guidelines throughout the next five years.

Departmental Assessment

Strengths and Opportunities

1. Parks and Facility Maintenance

C1-Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C5-Achieve the highest standards of safety and security

B2-Proactively seek process improvements and sustainable solutions

F2-Invest to provide and maintain high quality public assets

Strengths

Staff has the tools and knowledge to address the majority of common facility related maintenance and repair issues.

Selective use of contractual services allows staff to focus on their primary roles.

Playground safety and inspection program headed by three staff Certified Playground Safety Inspectors (CPSI)

Highly maintained and aesthetic park grounds, facilities and amenities.

Use of Geographic Information Systems (GIS) as a decision making tool.

Tennis court resurfacing program.

Opportunities

Performance of a facility condition assessment (FCA) throughout the park system. Utilizing GIS mapping to identify all assets and provide conditional assessments to identify maintenance and replacement needs. A tree inventory will be conducted as part of the asset collection process; as they are one of our most valuable assets.

Development of a Parks Department capital projects list that is integrated with the citywide CIP.

Continue to evaluate the use of contractual services that are mutually beneficial to staff, park patrons and the bottom line.

Standardize signage and entry signs throughout the park system.

Increase public outreach to ensure that projects align with community needs and desires and provide educational outreach to improve natural resource conservation and a better understanding of what the Parks Department provides.

Formalize a preventative maintenance routine for each park/facility.

Implement a recycling program for all parks, athletic fields and trails.

Plan landscape improvements, to provide more aesthetically pleasing designs, utilizing native and adaptive plants. Retrofit all spray heads in landscape beds to drip irrigation, in order to improve water conservation.

Assess all turf irrigation and create a plan to change heads over to low-trajectory heads and implement cycle and soak programming, to further improve our water conservation practices.

Create a plan to continue to improve landscape bed maintenance and turf maintenance with organic and mechanical processes.

2. Athletic Field Maintenance

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C5- Achieve the highest standards of safety and security

B2- Proactively seek process improvements and sustainable solutions

F2- Invest to provide and maintain high quality public assets

Strengths

Cross-training program that ensures all staff have the knowledge to perform athletic field maintenance.

The Parks Department benefits from having high quality and up-to-date equipment.

All routine maintenance and mowing of athletic fields is handled in-house.

Laser leveling program targeting three softball or baseball fields annually.

Opportunities

Establish a defined "Turf Management Program that includes new organic and mechanical process that will improve field turf quality and water conservation practices (including the practice fields).

Evaluate additional species of grass for their ability to better withstand high traffic and drought conditions.

Assess all turf irrigation and create a plan to change heads over to low-trajectory heads and implement cycle and soak programming, to further improve our water conservation practices.

Increase the frequency of turf maintenance aimed at reducing field wear such as aerification, include the common areas around the fields in these processes to improve the overall health and look of the entire area (including the practice fields).

Level and improve our maintenance processes on the non-formal practice spaces, to provide a better quality playing surface for the sports associations.

Seek out partnerships to provide additional practice spaces for the youth sports associations.

3. Youth Sports Association Management

C2-Deliver high quality and unique customer service

B3-Utilize partnerships to implement cost-effective service solutions

Strengths

Flexibility in staffing allows weekend games and tournaments to be staffed with minimal overtime.

Ability to respond quickly to special requests made by the Associations.

The Associations have a history of partnering with the City to enhance parks through donations and contributions.

Automated field lighting system allowing the Associations to set light schedules to their specific needs.

Opportunities

Improve communication between staff and the Associations in regards to playing field conditions, concerns, and usage.

Increase staff presence at Association functions and Board meetings.

Develop a standardized scheduling template for use by all Associations.

Improve contract process to improve communication and timeliness of executed contracts.

Work with associations to share and better utilize available practice spaces for the greater good of all involved.

4. Trail System Management

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

C4-Provide mobility enhancements that complement neighborhoods

C5- Achieve the highest standards of safety and security

F3-Forecast needs and plan for the future, balancing priorities with resources

Strengths

Maintenance and inspection process to ensure that trails are clean and safe.

Oversight and management of the "Parks and Trails Master Plan" to include review through the development process and recommendation of amendments to increase connectivity.

Opportunities

Perform and inventory an assessment of all trail segments to include the creation of a comprehensive map.

Broaden the scope of trail inspections which primarily target the Cotton Belt Trail and trails within parks.

Continually seek to promote the trail system by evaluating opportunities to provide additional connections in line with citizen desires.

Coordination with Grapevine, Hurst, and North Richland Hills to develop a standardized trail marking/signage scheme along the Cotton Belt Trail.

Create and implement a plan for safety markings on the Cotton Belt Trail, to further improve the importance of safe trails.

Perform and inventory of all amenities located on the trail, such as: benches, trash cans, bike racks, dog waste stations and etc. Utilize this inventory to assess what we need to add (recycling receptacles) and create a replacement/maintenance timeline to keep the trail aesthetically pleasing and in good working order for our citizens. This assessment will be utilized for the Master Plan.

5. Public Property Management

C1- Provide attractive and unique spaces for enjoyment of personal interests and community interaction

B1- Seek innovative technology solutions where appropriate

B2- Proactively seek process improvements and sustainable solutions

F2- Invest to provide and maintain high quality public assets

F3- Forecast needs and plan for the future, balancing priorities with resources

Strengths

Management of contractual services custom tailored to the needs of each specific property.

Proactive planning and implementation of cost effective and sustainable improvements.

Monthly inspection process of properties and all irrigation systems.

Opportunities

Development of a work order type tracking system for repairs made at each property and throughout the irrigation systems.

Conduct an inventory and assessment of all irrigation systems to include mapping critical components utilizing Geographic Information Systems (GIS) technology. Perform an inventory of all amenities located on the properties, such as: benches, trash cans, bike racks, dog waste stations and etc. Utilize this inventory to assess what we need to add and create a replacement/maintenance timeline to keep properties aesthetically pleasing and in good working order for our citizens. This assessment will be utilized for the Master Plan.

Assess the functionality of the system, what improvement could be made to make it irrigate more efficiently and the life expectancy of the system. Create a maintenance plan to improve or replace systems.

Define roles and responsibilities for each property with the Facilities Manager.

Plan landscape improvements, to provide more aesthetically pleasing designs, utilizing native and adaptive plants. Retrofit all spray heads in landscape beds to drip irrigation, in order to improve water conservation.

Assess all turf irrigation and create a plan to change heads over to low-trajectory heads and implement cycle and soak programming, to further improve our water conservation practices.

Create a plan to continue to improve landscape bed maintenance and turf maintenance with organic and mechanical processes.

Business Risk Assessment

In October 2014, the City identified five (5) key business risks that have: (a) a high likelihood of occurrence; and (b) a high significance of impact to the organization. The five key business risks are:

1. Externally driven risks
2. Organizational sustainability
3. Physical evolution of our built environment
4. Change in community priorities
5. Expectations

For the purposes of the Parks Department, the risks that have the potential of having a large impact upon the department have been identified in the chart below.

Parks Department Business Risk Assessment					
Risk Category	Risk Description	Likelihood of Occurrence (high, medium, low)	Mitigation plans in place?	Action required?	If action is required, briefly describe
Externally driven risks	Drought Conditions (Elevated water restrictions)	High	Yes	Yes	Additional hand watering/drip irrigation And use of organic materials and “wetting” agents.
Externally driven risks	Severe weather	High	In Progress; “Winter Weather Operating Procedures”.	Yes	The City is participating with the NCTCOG to develop a hazardous mitigation action plan.
Organizational stability	Loss of institutional knowledge /	Medium	Continue the staff rotation process started in	Yes	Begin a staffing rotation to broaden each

	lack of bench strength		early 2015. Increase the use of GIS and the development of documented processes will offset information loss.		employee's knowledge. Document processes and procedures. Use technology (GIS) to keep better records. Create processes and procedures so some practices are spelled out.
Physical evolution of our built environments	Aging infrastructure	Medium	In progress The new master plan will line out infrastructure replacements for the next 5-10 years.	Yes	Performance of a facility condition assessment (FCA) and development of a capital projects list.
Change in community priorities	Shifting priorities / methodologies complicate planning	Medium	No	Yes	Respond as required and adjust as necessary. Ensure that planning is done transparently and communicated publicly.
Expectations	Gaps between needs and resources available	Medium	No Create a plan utilizing all funding sources	Yes	Continue to incorporate private sector business and management strategies.

Citizen Survey – Opportunity Assessment

While not all questions on the Citizen Survey directly correlate to work performed by an individual department, some do have direct correlations, and others are influenced by a number of departments. This section allows each department to identify how their work contributes citizen satisfaction, and opportunities to improve performance in areas that directly touches citizens. Many opportunities for improvement may have already been identified in previous sections of the Department Business Plan. The items below are those that are only identified or brought to staff's attention through the Citizen Survey, such as customer service.

Citizen Survey Question:

Q3 – How satisfied are you with the City of Colleyville's performance of each of the following areas?

Results:

Planning for the future needs of residents, 77%

Strategy Map Connection: PC2 – Engage park patrons to ensure that our vision aligns with their needs. (C2)

Opportunities for Improvement: Park enhancement projects should always be focused around meeting the needs and desires of citizens. Shifts in the community's demographics make it increasingly important to engage park patrons to tailor projects to future needs. In an effort to positively impact the results of this response, Parks Department projects will continue to be designed around information gathered at public meetings and through other various sources.

Citizen Survey Question:

Q5 - How satisfied or dissatisfied are you with the overall appearance of your neighborhood?

Results:

Satisfied or very satisfied, 93%

Strategy Map Connection: PC1 – Maintain parks, athletic fields, and trails to the highest safety and aesthetic standards. (C1) (C3) (C5) (F2)

Opportunities for Improvement: Neighborhood parks, such as Kimzey and Woodbriar, are located within residential developments. The Parks Department's ability to maintain these parks to a high level certainly has an effect on the overall appearance of the surrounding neighborhoods.

Citizen Survey Question:

Q6 – If you have had contact with a City of Colleyville employee within the past year, how satisfied were you with the following?

Results:

General courtesy, 97%

Directing you to the appropriate dept. /person, 96%

Appropriate staff returned call/email promptly, 90%

Seemed concerned about my issue, 89%

My issue was addressed adequately, 84%

Received timely follow-up, 81%

Strategy Map Connection: C2 – Deliver high quality and unique customer service

Opportunities for Improvement: To address the areas of providing timely and adequate follow-up to our citizens it is necessary that Parks staff communicate consistently and effectively. In many cases citizens report their requests and concerns directly to Parks Department staff while visiting city parks. The importance of passing along these requests to the appropriate staff member will continue to be emphasized.



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 3b	Agenda Date 02/06/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
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 Bard 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
100 Main Street
Colleyville, Texas 76034
www.colleyville.com

Agenda Number 3c	Agenda Date 02/06/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		

Recommendation and consideration of representatives to serve on subcommittees

Explanation

Members from the Parks and Recreation Advisory Board are appointed by City Council to serve concurrent terms on subcommittees: Park Land Dedication Committee and Colleyville Tree Board.

The Park Land Dedication Committee was established by the City Council in 1991 to serve in an advisory capacity to the Planning and Zoning Commission and the City Council relating to proposed park land dedication fund expenditures and proposed updates to the Parks and Recreation Master Plan.

The committee consist of four (4) members; Two (2) members of the Planning and Zoning Commission and two (2) members of the Parks and Recreation Advisory Board. The Park Land Dedication Committee members are appointed by the City Council for a term that shall run concurrent with their terms on the Planning and Zoning Commission and the Parks and Recreation Advisory Board.

Currently the two (2) Parks and Recreation Advisory Board positions are vacant. The Board shall make a recommendation to the City Council for consideration of appointment to the Park Land Dedication Committee at a future meeting.

The Colleyville Tree Board was established by City Council in 1998 to serve in an advisory capacity to the Colleyville Parks and Recreation Advisory Board and through them to the City Council.

The board consists of six (6) members, consisting of three (3) members of the Parks and Recreation Advisory Board, and three (3) members of Keep Colleyville Beautiful and/or Colleyville Garden Club, who shall be appointed by the City Council for a term that shall run concurrent with their terms on the Parks and Recreation Advisory Board, Keep Colleyville Beautiful Committee and/or the Colleyville Garden Club.

Currently the three (3) Parks and Recreation Advisory Board positions are vacant. The Board shall make a recommendation to the City Council for consideration of appointment to the Colleyville Tree Board at a future meeting.

Attachments

1. Park Land Dedication Committee Bylaws
2. Colleyville Tree Board Bylaws

PARK LAND DEDICATION COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Park Land Dedication Committee was established by the City Council of Colleyville, Texas, by Ordinance O-91-823 on June 4, 1991 and was amended by Ordinance O-98-1129 on December 15, 1998. The purpose of the Park Land Dedication Committee is to serve in an advisory capacity to the Planning and Zoning Commission and the City Council relating to proposed park land dedication fund expenditures and proposed updates to the Parks and Recreation Master Plan.

ARTICLE II – Membership

- 2.1 The Park Land Dedication Committee shall consist of four (4) members; Two (2) members of the Planning and Zoning Commission and two (2) members of the Parks and Recreation Advisory Board. The Planning and Zoning Commission and Parks and Recreation Advisory Board shall make a recommendation from their respective membership to the City Council. The Park Land Dedication Committee members shall be appointed by the City Council for a term that shall run concurrent with their terms on the Planning and Zoning Commission and the Parks and Recreation Advisory Board.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Park Land Dedication Committee shall be reported to the City Secretary. The Planning and Zoning Commission and Parks and Recreation Advisory Board shall make a recommendation from their respective membership to the City Council. The vacancies will filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Park Land Dedication Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, City staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Meetings

- 3.1 Meetings shall be held on an as needed basis and meeting dates, times and location may be changed as necessary. Meetings must be held in accordance with the provisions of the Texas Open Meetings Act.
- 3.2 Members unable to attend a regular meeting shall notify the staff liaison by noon of the meeting day.
- 3.3 A majority of the voting Park Land Dedication Committee shall constitute a quorum to conduct business of the Park Land Dedication Committee. However, no action shall be approved with less than three affirmative votes of the Park Land Dedication Committee members. The actions of the Park Land Dedication Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the recommendations of the Park Land Dedication Committee.
- 3.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 3.5 Meeting agenda packets will be emailed to each committee member 72 hours prior to a meeting.
- 3.6 The City staff liaison shall preside at all meetings.
- 3.7 City staff shall take minutes of the meeting and serve as custodian of Park Land Dedication Committee records.
- 3.8 Special meetings may be called at the request of City Council, City staff liaison, or a Committee member of the Park Land Dedication Committee for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 3.9 The Park Land Dedication Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE IV – Duties and Responsibilities

- 4.1 The Park Land Dedication Committee acts in an advisory capacity to the Planning and Zoning Commission and City Council in all matters pertaining to proposed park land dedication fund expenditures.
- 4.2 The Park Land Dedication Committee shall review the Parks and Recreation Master Plan every three (3) years and make recommendations for modification and alteration.

- 4.3 The Planning and Zoning Commission representatives to the Park Land Dedication Committee shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 4.4 The Planning and Zoning Commission representatives to Park Land Dedication Committee shall meet the filing requirements of the Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 4.5 The Park Land Dedication Committee member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a dvd of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE V – Amendments

- 5.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.

COLLEYVILLE TREE BOARD BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Tree Board was established by the City Council of Colleyville, Texas, by Ordinance O-98-1130 on December 15, 1998 with amendments to Sections 2 and 3 by Ordinance O-09-1707 on February 3, 2009. The purpose of the Colleyville Tree Board is to serve in an advisory capacity to the Colleyville Parks and Recreation Advisory Board and through them, to the City Council.

ARTICLE II – Membership

- 2.1 The Colleyville Tree Board shall consist of six (6) members, consisting of three (3) members of the Parks and Recreation Advisory Board, and three (3) members of Keep Colleyville Beautiful and/or the Colleyville Garden Club, who shall be appointed by the City Council for a term that shall run concurrent with their terms on the Parks and Recreation Advisory Board, Keep Colleyville Beautiful Committee and/or the Colleyville Garden Club.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Tree Board shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Tree Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Tree Board shall be the Chair and the Vice Chair.

- 3.2 The Colleyville Tree Board shall elect the Chair and Vice Chair from among the members annually. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of the Colleyville Tree Board records.

ARTICLE IV – Meetings

- 4.1 Regular meetings shall be held annually or as needed in the 2nd floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day.
- 4.3 A majority of the voting Colleyville Tree Board shall constitute a quorum to conduct business of the Colleyville Tree Board. The act of the Colleyville Tree Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Tree Board.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available to the public on the City's website 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special meetings may be called at the request of the Chair or three members of the Colleyville Tree Board for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Tree Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Tree Board acts in an advisory capacity to the Parks and Recreation Advisory Board, when requested in matters pertaining to a comprehensive City Tree Plan.
- 5.2 The Colleyville Tree Board members shall sign the Acknowledgement Statement in accordance with the Colleyville City Charter, Section 14.02, Personal Financial Interest, Subsection G, Oath, which acknowledges familiarity with the referenced section and Chapter 171 of the Local Government Code pertaining to conflict of interest.
- 5.3 The Colleyville Tree Board member shall meet the filing requirements of The Disclosure Act. The City is required to place all Conflict Disclosure Statements submitted to the City on the City's web site.
- 5.4 The Colleyville Tree Board member will take the Attorney General Texas Open Meetings Act on-line training course or obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 3d	Agenda Date 02/06/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		

Discussion of future meeting dates

Explanation

Discussion of future 2017 meeting dates.

Attachments

1. 2017 Calendar

2017

January						
Su	M	Tu	W	Th	F	Sa
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24	25	26	27	28	29	30
31						



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 3e	Agenda Date 02/06/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Review recommendation of FY17 Parks, Recreation, Open Space, and Trails Master Plan vendor candidate		

Explanation

Parks Manager, Heather Dowell, will provide an overview of the City of Colleyville's selection committee candidate recommendation to help prepare FY17 Parks, Recreation, Open Space, and Trails Master Plan. The selection committee has reviewed proposals and interviewed the candidates. Manager Dowell will present the top candidate, Brandstetter Carroll Inc., for approval to submit to City Council.

Attachments

1. Brandstetter Carroll Inc - Parks, Recreation, and Open Space Master Plan Presentation



Qualifications to provide
Professional Services for

Parks, Recreation, and Open Space Master Plan

Colleyville, Texas

December 21, 2016



December 21, 2016

2360 Chauvin Dr
LEXINGTON
KY 40517
859.268.1933
FX: 859.268.3341

308 East 8th St
CINCINNATI
OH 45202
513.651.4224
FX: 513.651.0147

1220 West 6th St
Suite 300
CLEVELAND
OH 44113
216.241.4480
FX: 216.736.7155

17300 Preston Rd
Suite 310
DALLAS
TX 75252
469.941.4926
FX: 469.941.4112

Heather Dowell
Parks Manager
100 Main Street
Colleyville, TX 76034

RE: City of Colleyville Parks, Recreation and Open Space Master Plan

Dear Ms. Dowell:

Brandstetter Carroll Inc. (BCI) is pleased to present this proposal for the development of a Park System Plan for the City of Colleyville, Texas. Having met with you several times, and having visited most of the park sites, we are offering a Project Team and a Scope of Services which will address the needs of the Colleyville community. As you review this document, please consider the following points:

1. BCI has been an industry leader in the development of CITIZEN DRIVEN planning. While Colleyville enjoys an excellent Park System with first class facilities, there may be some facilities and programs not offered. In our process, citizens will have many opportunities to share their thoughts, perhaps revealing unmet needs
2. BCI understands the desire of citizens to participate in passive recreation, including hiking and walking. All of our survey data points to a continued need for trails and open space. This trend is not new, but elected officials are finally responding to the voices of their constituents.
3. BCI has seen the connection between Parks and Recreation and Quality of Life. This translates into greater citizen well-being and enhanced property values.
4. BCI has a record of implementation as a result of their process. The Scope of Services describes an ACTION PLAN which focuses upon both citizen need as well as available resources for implementation. The firm has historically examined the effect of its planning recommendations on the budget of a city in order to determine the practicality of its proposals.
5. BCI believes in practical and detailed recommendations, such that the ACTION PLAN reflects the best practices in the industry and a detailed "game plan" for Colleyville.
6. BCI understands that the Final Report is not a design exercise, but a consensus building document, built around citizen needs bringing forth serious policy recommendations.

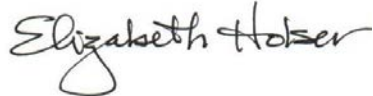
BCI is offering a team of planning professionals who have worked together on previous studies including the Texas cities of Kyle, Allen, Austin (2) and Grand Prairie. Patrick D. Hoagland ASLA will serve as Project Manager, bringing over 30 years experience, and having completed over 50 similar plans and a national constituency. Kathleen Grove Prasser is a nationally recognized parks and recreation advocate, recently serving as the CEO of the National Recreation and Park Association. Her effectiveness in Citizen Engagement is recognized nationwide. Jim Waldbauer P.E. of BW2 Engineers is our trails consultant and he has completed numerous trails in the MetroPlex. The remaining BCI

staff is well versed in the planning, design and implementation of recreational facilities and programs.

Our plans become REALITY because we urge the decision makers to LISTEN to their people.

We look forward to your due consideration.

Very truly yours,
Brandstetter Carroll Inc.

A handwritten signature in black ink that reads "Elizabeth Holser". The signature is written in a cursive, flowing style with a large, stylized initial "E".

Elizabeth Holser, AIA
Dallas Principal

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RELATED EXPERIENCE AND
REFERENCES

SECTION VI.
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Section I
Executive Summary

EXECUTIVE SUMMARY

PRIMARY CONTACT

The primary contact for this project will be Elizabeth Holser.

Street Address: 17300 Preston Road, Suite 310, Dallas, TX 75252

Phone Number: 469.941.4926

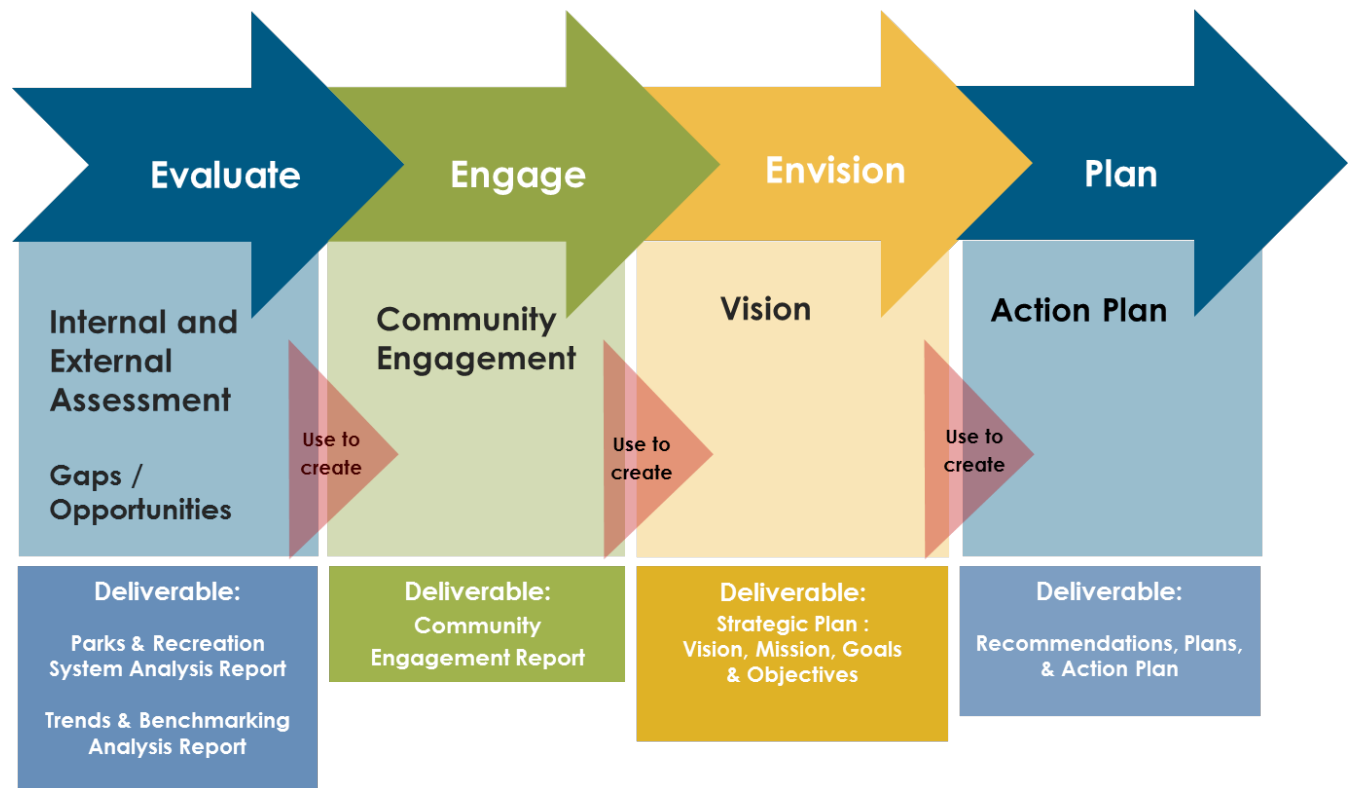
Fax Number: 469.941.4112

Email Address: eholser@bciaep.com

Web Address: www.brandstettercarroll.com

PROJECT APPROACH

Brandstetter Carroll Inc.'s vast experience has clearly identified that successful Master Plans are ones in which the community is truly engaged throughout the process and the recommendations are based upon the community engagement. To accomplish this, there must be a progression as shown below and as outlined in the Scope of Services:



Brandstetter Carroll Inc. (BCI) will use a variety of public engagement methods to gain the input needed for a successful plan. These methods include:

- An engaged Steering Committee
- FUN and interactive public workshops that are community events, not just the typical evening meetings.
- Stakeholder groups of interested groups and individuals to gain insight on the particulars of their organization's trends and needs.
- Web based and handout surveys



EXECUTIVE SUMMARY

- Web based community engagement through MySidewalk, which is a web site specifically for your project which allows interaction in a variety of ways, such as instant polls and idea generation.
- Promotion through social media.
- Public presentations of interim findings and the draft and final reports.



These methods build a solid platform on which to build strong recommendations that will be supported by the community.

PROPOSED SCOPE OF SERVICES

The Brandstetter Carroll Inc. Team proposes the following Scope of Services for the City of Colleyville Parks, Recreation and Open Space Master Plan. Upon selection, the Team would work closely with City Staff to refine the scope to meet its specific needs.

EVALUATE PHASE

1. Planning Context

- a. **Master Plan Steering Committee** – The City will appoint a Master Plan Steering Committee to work with the Consultants throughout the process. The Consultants will meet with them regularly with updates of the findings and the Committee will assist in establishing the future vision, goals and objectives, and priorities. The Steering Committee should include all members of the Parks and Recreation Advisory Board along with representatives from Parks and Recreation Department, Schools, City Council, and other organizations.
- b. **Demographic Analysis** - Using information provided by the City of Colleyville, the Council of Governments, and other sources, perform an analysis of the demographic and population characteristics of Colleyville.
 1. **Using ESRI Business Analyst Software** and by coordinating with the Colleyville City Staff, identify the demographic and land use trends and characteristics within the City limits. Information may include:
 - Demographic characteristics (quantity, ages, race, etc.)
 - Five year population projections
 - Household size
 - Average or median household income and per capita income
- c. **Review of Previous Studies** - Review all previous studies that will be provided by the Owner that pertain to the delivery of parks, recreation and leisure services, including, but not limited to: Comprehensive Plan, previous Master Plans, annual reports, Park Board Strategic Plan, program guides, newsletters, policies, use agreements, brochures, School District plans, and other planning studies. Summarize the key findings of each report to be included in an appendix to the report.
- d. **Review Progress on the 2011 Parks, Recreation and Open Space Plan** – Review the recommendations of the 2011 Plan and identify the status of the recommendations, including the trail and linkage connections.
- e. **City of Colleyville Policy Review** - Perform a review of City of Colleyville policies, and any mandated plans as they may impact park and recreation facilities, programs and services.
- f. **Management Structure** – Perform a review and analysis of the City of Colleyville's existing management structure, staff levels, and operations.

EXECUTIVE SUMMARY

- g. **Funding Analysis** - Review the past five year's budgets and the proposed future operating and capital budgets.
- h. **Benchmarking Comparisons to Similar Systems** - Using the NRPA (National Recreation and Parks Association) ParkMetrics (formerly called PRORAGIS) program, compare facilities, programs, operating budgets, etc. with other like agencies throughout Texas and similar agencies throughout the nation. Currently Colleyville is not included on the NRPA database for this program, but over 20 other cities in Texas have participated providing a quality database for comparison.
- i. **Report and Presentation** - Prepare a report summarizing this phase and present it to the Master Plan Steering Committee.

2. Existing Parks, Facilities, and Programs Analysis

- a. **Parks, Open Space and Facilities Inventory** - Inventory all existing parks and recreation facilities offered in and adjacent to the City of Colleyville, including parks and facilities operated by others including GCISD Schools. Make site visits to all of the City of Colleyville facilities with the purpose of identifying the existing conditions and assessing opportunities for improvements. A detailed Qualitative Assessment form will be completed for each City of Colleyville owned facility.
- b. **Trails Inventory** – Identify and map existing and planned trails and linkages in the City and immediate surrounding area including the North Texas Regional Veloweb.
- c. **Recreation Programs Assessment** - Use public input, staff input and the Consultant's observations to perform a review of current program and service offerings, levels of usage, attendance, and customer satisfaction levels. The Needs Assessment Survey will be utilized to identify existing satisfaction levels. The Stakeholder Groups in the Needs Analysis Phase will be part of this analysis. Identify the core programs that should be offered, competition for these program users, customer satisfaction, and the potential for market growth.
- d. **Program Provider Analysis** – The analysis will also include identification of other providers of community and recreation services and recommendations for minimizing duplication and enhancing possibilities for partnerships where appropriate.
- e. **City-Wide Park and Recreation Facilities Map** – Prepare a map using GIS software which illustrates all of the city-owned parks and recreation facilities and trails as well as those of the Schools and other providers in the area.
- f. **Geographic Distribution – Service Gap Analysis** – Prepare an analysis of the current service gaps by mapping the locations of current parks by park-type categories using walk and drive times. Specific facilities will also be mapped and will be overlaid with population density dots to compare the household locations with the facility locations. Individual maps will be prepared for picnic shelters, trails, playgrounds, soccer fields, aquatic facilities, baseball/softball diamonds, aquatic facilities, recreation centers, and more to identify the distribution of the specific facilities throughout the community. A Composite Service Areas Map will be prepared which identifies the overall service delivery throughout the City.
- g. **Report and Presentation** - Prepare a report summarizing this phase and make a presentation of the findings to the Master Plan Steering Committee.

EXECUTIVE SUMMARY

ENGAGE PHASE

1. Needs Assessment

- a. **Kick-Off Event** – In conjunction with the Parks and Recreation Department, conduct an event (possibly combined with an existing program event) in which participants will complete surveys, interact with Staff and the Consultants, use play money to vote on their priorities for various improvements, and become informed about the project interactive web site and on-line surveys.
- b. **Initial Public Workshop** - Conduct a more traditional public workshop at a convenient location to identify the public perception of park facilities and programming needs. The purpose of this public workshop will be to solicit input from the citizens and users regarding their concerns and opinions about existing facilities and programs, and their desires for future facilities and programs. The workshops will be interactive and involve all participants in a variety of methods.
- c. **Staff Input** - Conduct meetings, employee survey, and interviews with the City of Colleyville staff members regarding their perceptions of the public's needs and concerns, and the potential for improved services, facilities, programs, and public access. Identify the strengths, weaknesses, service needs and impediments (SWOT) to current operations. Staff will be invited from the following City Departments: Parks and Recreation, Public Works Department, Administration, Police, and Planning Commission. The public input process will assist in this exercise.
- d. **Stakeholder Groups** - Conduct up to 12 stakeholder group meetings and round table discussions with various special interest and user groups. The City of Colleyville will provide invitations and meeting space for these meetings. Anticipated groups may include: program users, parents of children in programs, partner organizations, organized athletic league officials, the park board, cultural arts organizations, School Board, senior citizens, YMCA, and other organizations to be identified between the Consultant, Steering Committee, and City of Colleyville. Questions will be prepared in advance to be approved by the Steering Committee. The questions will be sent to the stakeholder group participants for discussions with their organizations before the actual focus group.
- e. **School Student Workshops** – Conduct workshops in the schools to receive ideas and gain the perspective of youth from groups of fifth and sixth graders and high school students. The City will assist in establishing these meetings.
- f. **MySidewalk Web Based Public Engagement Program** –Set up and manage a web site to solicit public engagement. BCI currently uses MySidewalk, which is a web based on-line community collaboration program whereby residents can find out about the project, input their ideas, second ideas, respond to instant polls, respond to web surveys, and much more. The web site will be specifically for the City of Colleyville.
- g. **Household Needs Assessment Survey (Optional)**– The input from the workshops, stakeholder groups and staff input will be utilized to develop a statistically valid mail and/or phone survey with a minimum of 300 responses from planning areas of Colleyville. Surveys will be mailed to at least 1,500 households. The base survey included in this proposal is a 5-6 page survey. The responses will be geocoded to allow analysis by geographic area. Cross tables will be generated to analyze specific items such as priorities of families with children, households with seniors, etc. The survey will be used to identify:
 - Current satisfaction levels with programs and facilities;
 - Participation and satisfaction with current programs;
 - Parks currently used;

EXECUTIVE SUMMARY

- Needs for various indoor and outdoor facilities and programs;
- Identification of the most needed indoor and outdoor facilities;
- Identification of the primary functions that should be performed by the City of Colleyville regarding parks, recreation, open space, trail linkages, programs and facilities;
- Specific questions pertaining to any proposed new facilities.

The survey will be facilitated by ETC Institute which has performed over 700 similar surveys and worked with BCI on over 25 projects.

- h. **Web Based Survey** – Conduct a shorter web based survey asking similar questions to the Household Needs Assessment Survey. Whereas the statistically valid mail survey will reach a selected, random sample of residents, the goal of this survey is to engage as many residents as possible. The survey will utilize the BCI subscription to Survey Monkey. Questions will be approved by the Master Plan Steering Committee. The City of Colleyville will promote the use of the web survey through email blasts, newsletter announcements, placement on their web page, setting up a computer terminal in City Hall for use by patrons, and other methods.
- i. **Needs Analysis Report** - Prepare a summary report of the Needs Analysis for review by the Master Plan Steering Committee.
- j. **Needs Assessment Presentation** – Conduct a public workshop presentation of the preliminary findings of the Needs Assessment effort. The purpose of this meeting will be to inform the public of preliminary findings prior to the development of specific recommendations.

ENVISION PHASE

1. **Vision, Goals and Objectives** – Working with the Master Plan Steering Committee, Parks and Recreation Department, Parks and Recreation Advisory Board, and City Council - The Consultant will:

Vision, Goals & Objectives - Using all of the previous findings, identify the following:

- Develop a new mission statement for the Parks and Recreation Department;
- Identify the Future Vision for Parks and Recreation in Colleyville;
- Identify Proposed Level of Service Standards for park land and specific recreation facilities;
- Identify Short Term Goals and Objectives;
- Identify Long Term Goals and Objectives.

PLANNING PHASE

1. **Physical Planning, Program, and Services Recommendations** - The Consultant will:
 - a. **City Wide Park and Facility Improvement Recommendations** - Prepare a City wide map illustrating proposed general locations of new parks by park type categories (mini-park, neighborhood, community, special use, or linear park).
 - b. **Individual Park Recommendations and Costs**– Identify the specific needed improvements at each park or recreation facility. Prepare an opinion of probable construction cost for each capital improvement recommended in the plan.
 - c. **Park Concept Plans** - Prepare park concept plans for up to five parks to illustrate improvements to existing parks and any new parks recommended in the Plan. Prepare text recommendations for improvements to other existing parks.
 - d. **Partnership Opportunities** – Examine potential partnership opportunities with local schools, other park and recreation providers, and local businesses.

EXECUTIVE SUMMARY

- 
- e. **Capital Improvement and Land Acquisition Priorities** – Work with City of Colleyville staff and the Master Plan Steering Committee to prioritize, by selected facility type, the capital improvements and acquisitions. This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) recommendations. Proposed land acquisition will also be prioritized.
 - f. **Report** – Prepare a summary report of the Recommendations stage.
 - g. **Presentations** - Present the plan and recommendations to the Steering Committee and Park Board.
 2. **Action Plan** - The Consultant will develop:
 - a. **Phased Implementation Plan** with specific strategies and recommendations for:
 - Guidelines for prioritization of future capital improvements;
 - Land acquisition;
 - Trail recommendations;
 - Parks, greenway and open space land acquisition;
 - Facility recommendations;
 - Park and facility operations recommendations;
 - Programs and services recommendations;
 - Budgeting and funding/financial management recommendations and priorities;
 - This process will identify the short range (0-2 years), mid-range (3-5 years) and long-range (6-10 years) action steps along with the responsible party and potential funding sources
 - The strategies will be referenced to the City Comprehensive Plan.
 - b. **Funding Recommendations** – Identify potential funding sources and their applicability for the recommendations in the Master Plan.
 - c. **Draft Master Plan** - Prepare a Draft Master Plan for review by the city staff and Master Plan Steering Committee.
 - d. **Action Plan Presentation** - Make a presentation of the Draft Action Plan and Final Needs Assessment recommendations to the Master Plan Steering Committee and other groups as identified.
 - e. **Final Master Plan** - Following the reviews of each of the separate reports, prepare a Final Master Plan that includes all components of the planning process.
 - f. **Final Presentations** - Make presentations of the Final Master Plan to the Master Plan Steering Committee, Public, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Colleyville City Council.
 - g. **Executive Summary** - Prepare an Executive Summary that summarizes the findings, recommendations, and actions.
 3. **Deliverables** - Final deliverables will include:
 - a. A Service Area Map showing existing and proposed residential areas, existing park locations, existing park service areas, and proposed parks, walkways, bikeways and recreation facility locations. These items may be included as one map or separated into several maps, depending upon the clarity of the information and the need for separate maps.
 - b. Twenty (20) copies of the Draft Master Plan
 - c. Twenty (20) copies of the Final Master Plan and Executive Summary including all of the previous reports.

EXECUTIVE SUMMARY

- d. Four digital copies of all reports and graphics for use by the Owner.
- e. Maps will be prepared in digital shapefile format using ESRI ArcGIS 10.2 for use by the Owner.
- f. BCI has the in-house capability to print the reports and dry-mounted display boards at a relatively low cost compared to outsourcing.

PROJECT SCHEDULE

A proposed project schedule is provided on the following pages. This schedule identifies the delivery of the Draft Master Plan at the end of eight months. This schedule is driven by the public engagement process and a main factor is the length of the Statistically Valid Household Assessment Survey. The schedule can be accelerated if necessary.

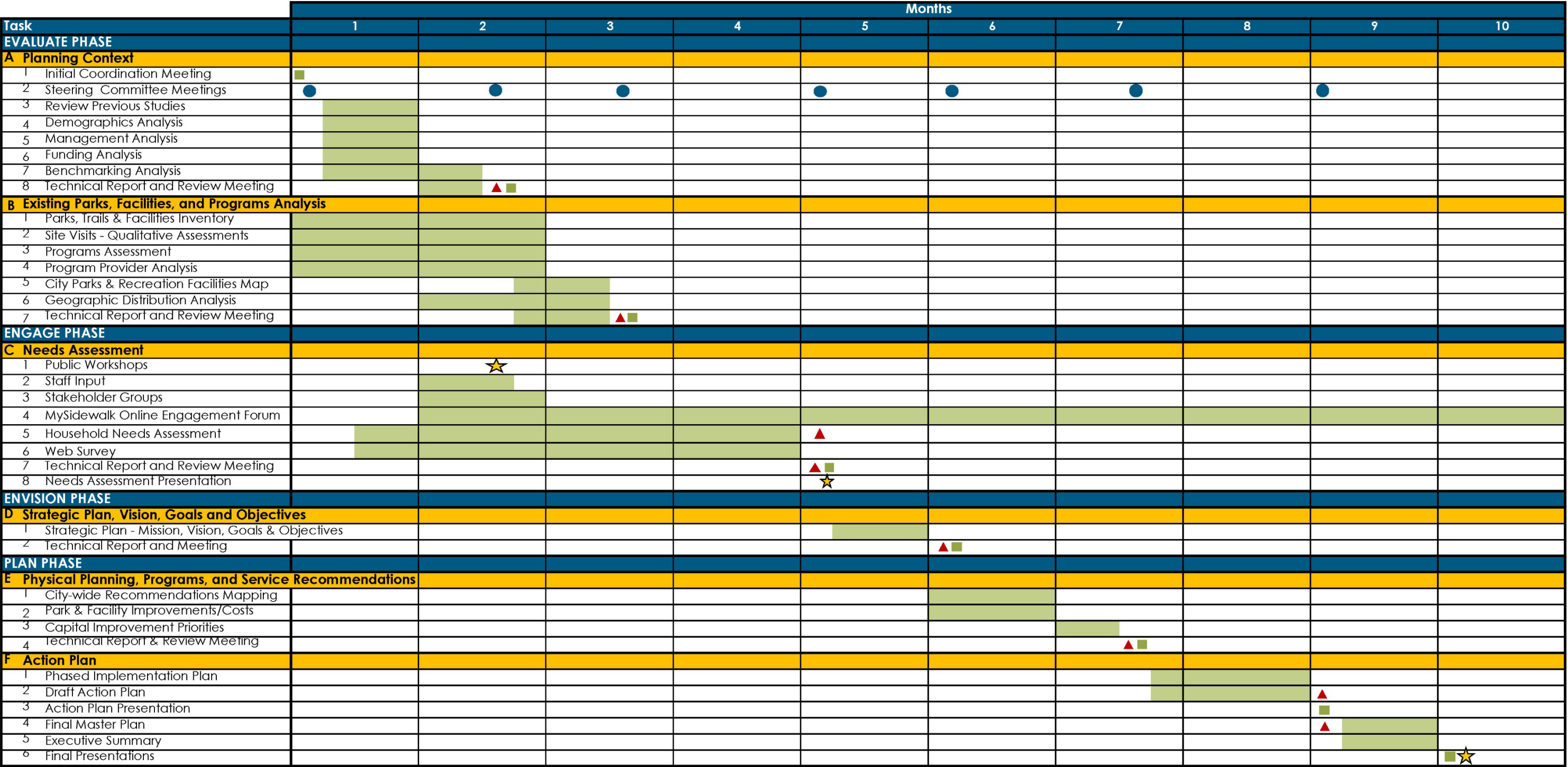
PROJECT FEE PROPOSAL

The following table identifies the overall hours and fee by phase.

PHASE	HOURS	FEE
EVALUATE PHASE		
Planning Context	93	\$12,700
Existing Parks, Facilities, and Programs Assessment	167	\$17,385
ENGAGE PHASE		
Needs Assessment	147	\$22,615
ENVISION PHASE		
Strategic Plan	55	\$8,215
PLAN PHASE		
Physical Planning, Programs, and Service Recommendations	96	\$8,870
Action Plan	262	\$27,400
TOTAL	732	\$97,815
Optional Statistically Valid Needs Assessment Survey		\$14,720
TOTAL WITH OPTIONAL SERVICES		\$111,720

EXECUTIVE SUMMARY

SCHEDULE



● Steering Committee Meeting ■ Review / Progress Meeting ▲ Technical Memo ★ Public Presentation / Workshop

EXECUTIVE SUMMARY

QUALITATIVE PUBLIC ENGAGEMENT PROCESS

Engagement Type	Selection Method	Participants	Engagement Method	Goal	Advantage
Kick-Off Event & Public Workshops	General invitation, email blasts, social media	General public	Regional locations; facilitated; Kick-off Event is Open House format	Identify key issues and perceptions; promote the web interaction	Open to all residents; Identify public perceptions; issues identification; priorities; gaps in services
Stakeholder Groups	Targeted user groups by invitation	Partner organizations, user groups, sponsors, donors	1-3 participants from the same organization; 45-60 minutes; questionnaire; facilitated	Identify key issues and perceptions; promote the web interaction	Obtain in-depth information about organizations' trends, needs, and priorities
In-Park User Surveys	Targeted user groups at program locations	Key park and facility user groups, partners	Face-to-face interview; 1-2 page survey;	Identify key issues; facility and program evaluation; promote the web interaction	Users have first-hand knowledge of facilities and programs; can be facilitated by staff
Staff Focus Groups	Representative sample of staff & Management Team	Representative sample of staff & Management Team	Facilitated session with staff	Identify key issues; Discuss staff perceptions of issues and needs.	Staff are at the front lines of customer interface
School Student Workshops	Coordination with local schools	High School Student leaders and 5th or 6th grade students	Group discussion of facilities / programs currently used and vision for future needs	Identify needs and gaps from the youth perspective.	Students are often left out of the process. Their input is critical to the long-term growth of the Department
Statistically Valid Mail Survey (Mail, Phone, Web Link)	Random Selection of households	Sample of all households	Targeted number of 300+ returned with minimum of 100 per planning area.	Statistically valid survey of participation, perceptions, preferences, priorities, needs, etc.	Statistically valid; Represents whole community (including non-users); results geocoded for geographic trends analyses; allows cross tabulation by various factors
Web/Handout Survey (Web Link, Printed Handout)	General public; Email invitations; Handouts at various locations	Web users and park/event participants	Unlimited participation (goal is as many as possible)	Maximum participation; similar questions to mail survey	Reaches the largest number of people; allows more to participate
MySidewalk (Website)	General public; Email invitations; Social media promotion	General public; all previous groups; web users	Unlimited participation (goal is as many as possible); changing topics; posting of findings for review.	Maintain community engagement throughout the process.	Quickly updated throughout process; allows all to participate at their convenience.



Section II
Firm Information

FIRM INFORMATION

FIRM OVERVIEW

Brandstetter Carroll Inc. (BCI) began in 1979 in Lexington Kentucky, with the express purpose of providing architectural, engineering and planning services to cities, counties and other units of local government. Since that time, the firm has grown to include a staff of over 55 people with additional offices in Dallas, Texas, Cincinnati and Cleveland, Ohio. BCI has completed over \$2.6 Billion in construction volume including all phases of public infrastructure for local public clients.

BCI actually began by providing planning and design services for parks and recreation clients on a regional basis. The firm has been a leader in the evolution of Park System Planning, spearheading the first "Master Plan for Service Delivery" for the Cincinnati Recreation Commission in 1996. This plan raised Citizen Participation to new levels by holding local meetings in over 17 city neighborhoods. This plan resulted in the implementation of over \$60 Million in improvements over 10 years. Many other communities around the nation followed this example, creating a new paradigm in the industry. This became a prototype Vision Plan.

BCI has taken other leading roles in the development of park facilities in aquatics, recreation center design, senior facilities and facilities for special populations. The firm has also recently assisted several cities in implementing voter-approved bond levies for capital construction. Finally, BCI has assisted many cities in forming partnerships with nonprofit providers (P3) in the implementation of joint facilities and programs. Some of these providers include The Cleveland Clinic, Parma Hospital, The Kroger Company, The Salvation Army and several YMCAs.



PRINCIPALS

The following individuals are Principals of BCI.

Lawrence W. Brandstetter, AIA	President
Michael E. Carroll, AIA	Senior Vice President
Bruce G. Brandstetter, P.E.	Senior Vice President
Monica G. Sumner, RA, CID	Vice President
Benjamin E. Brandstetter, P.E., LEED GA	Vice President
Nancy K. Nozik, AIA	Principal
Richard T. Parker, AIA, LEED AP	Principal
Patrick D. Hoagland, ASLA	Principal
Elizabeth S. Holser, AIA	Principal

FIRM INFORMATION

NUMBER OF PERSONNEL

Administrative	10	Transportation Engineer	2
Architect	16	Interior Designer	2
CADD Technician	9	Landscape Architect	4
Civil Engineer	7	Technician Analyst	5
Construction Inspector	4	LEED AP/LEED GA	10

TECHNICAL RESOURCES

All BCI offices maintain appropriate hardware and updated software to produce the documents required for managing, designing, and producing the professional services provided to clients. BCI is proficient in the following software applications that may be used on this project:

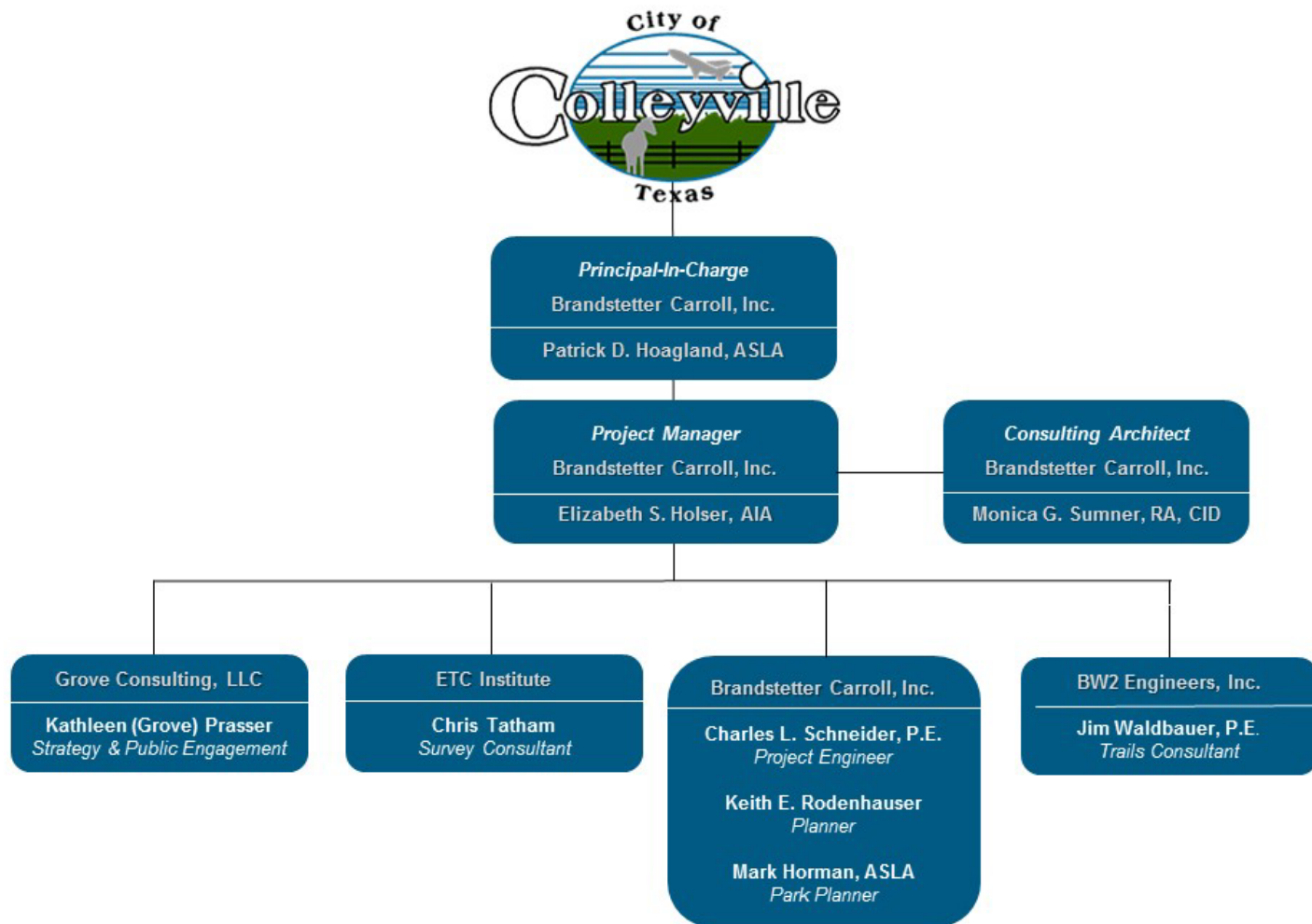
- Microsoft Excel
- Microsoft Word
- Adobe InDesign
- Bluebeam
- Adobe Photoshop
- Revit
- Sketch-up
- AutoCAD
- Masterspec
- Arc GIS 10.5
- ESRI Business Analyst
- Microsoft PowerPoint



Section III
Consultant Team

CONSULTANT TEAM

ORGANIZATIONAL CHART



STAFF TIME COMMITMENT

The following table identifies the estimated percent of the staff person's overall time that will be dedicated to the project over the duration of the project.

<u>Team Member</u>	<u>Percent of Time</u>
Patrick Hoagland	30%
Elizabeth Holser	20%
Keith Rodenhauser	30%
Monica Sumner	5%
Mark Horman	10%
Charles Schneider	5%
Kathleen Prasser	15%
James Waldbauer	15%
Chris Tatham	5%

CONSULTANT TEAM

KATHLEEN (GROVE) PRASSER, GROVE CONSULTING INC. – STRATEGY & PUBLIC ENGAGEMENT CONSULTANT

Ms. Prasser has assisted BCI on several community engagement efforts including: Fairfax, Virginia, Lexington, Kentucky and Grand Prairie, Texas. Her particular style is conducive to the generation of "group thinking" and response. In addition, her enthusiasm for public recreation and subsequent "Quality of Life" enhancement has been the core of her professional career since her days as Parks Director in Manassas Virginia, through her time as CEO of NRPA on to her nationwide consulting practice.

Ms. Prasser will assist the City in leading the strategic planning process to develop an updated mission, vision, and goals. She will also utilize her outstanding facilitation skills in the public engagement phase.

Ms. Prasser brings over 30 years' experience to the Team. Prior to starting Grove Consulting Inc. in 2008, she had been the CEO for the National Recreation and Park Association in Ashburn, Virginia. Her career began as Recreation Director in Manassas, Virginia.

Following that, she served in several Human Resource and Organizational Development positions in the private sector including the Canadian International Bank Corporation. Her experience with BCI includes the BCI Strategic Plan in 2011 as well as several planning assignments including the City of Fairfax, Virginia Park System Plan and City of Lexington Parks and Recreation Master Plan.

BW2 ENGINEERING INC. – TRAILS CONSULTANT

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 has experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). In addition, BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

ETC INSTITUTE – SURVEY CONSULTANT

The efforts of ETC Institute will be led by Chris Tatham, who has over 20 years of experience in market research and consulting experience in a wide range of parks, recreation, sports, fitness, health and general governmental projects. He has overseen the completion over 600 parks and recreation needs assessments, master plans, strategic plans, and feasibility studies. Mr. Tatham has designed and managed nearly 2,000 community surveys in more than 700 communities.





Section IV Qualifications of Key Personnel

PATRICK D. HOAGLAND, ASLA

Principal-in-Charge



EDUCATION

The Ohio State University,
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:

Texas – 2781
Commonwealth of Kentucky –
316, Ohio – 663, Commonwealth
of Virginia – 0406001787,
Tennessee – 0487, West Virginia –
352, CLARB – 1339, Georgia –
LA001486, New Jersey -
21AS00096200

Council of Landscape Architectural
Registration Boards Certificate

AFFILIATIONS

- American Society of Landscape Architects
- (KY Chapter – President, 1984 and Trustee, 1991-1996)
- Kentucky Recreation and Park Society
- Ohio Parks and Recreation Association



PARKS AND RECREATION NEEDS ANALYSIS AND SYSTEM MASTER PLANNING

- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **Somerset County Park Commission Capital Facilities Plan**
Somerset County, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Princeton Parks and Recreation Master Plan and Community Park Design**
Princeton, New Jersey
- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Master Plan for Service Delivery**
Cincinnati Recreation Commission
- **Cincinnati Parks and Greenways Master Plan**
Cincinnati Park Board
- **Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Fairfax Parks, Recreation, Open Space, Trails, and Cultural Arts Master Plan**
Fairfax, Virginia
- **Muhlenberg County Parks and Recreation Master Plan (Established New Parks and Recreation Department)**
Muhlenberg County, Kentucky
- **Bowling Green Parks & Recreation Master Plan**
Bowling Green, Kentucky
- **Strongsville Parks & Recreation Master Plan**
Strongsville, Ohio
- **Westlake Parks & Recreation Master Plan**
Westlake, Ohio



Morris County Park Commission Strategic Plan

ELIZABETH S. HOLSER, AIA

Project Manager



EDUCATION

Texas Tech University, College of Architecture

Bachelor of Architecture, 1990

REGISTRATION

Registered Architect:

State of Texas, #17103

PROFESSIONAL AFFILIATIONS

American Institute of Architects:

Member # 30204881

Texas Society of Architects

Dallas Chapter AIA



MUNICIPAL/ RECREATION

- **Grand Prairie Parks, Recreation and Open Space Master Plan**
Grand Prairie, TX
- **Ford Pool**
Allen, TX
- **Grapevine/Colleyville ISD Natatorium**
Grapevine, TX
- **City of Plano Senior Citizen's Center**
Plano, TX
- **City of Plano – Harrington Park Improvements/Pavilion**
Plano, TX
- **University of Texas at Austin – Gregory Gymnasium Additions and Renovations**
Austin, TX
- **Temple ISD - Temple High School Stadium and Athletic Facility Renovation**
Temple, TX
- **Brownsville Public Library – New Main Library**
Brownsville, TX
- **Brownsville Public Library – Southmost Branch Library**
Brownsville, TX

NON-PROFIT ORGANIZATIONS/RELIGIOUS

- **Christ The King Parish Community Center**
Dallas, TX
- **University Park United Methodist Church – Multi-purpose/Gymnasium and Education Additions**
Dallas, TX
- **First United Methodist Church of Rockwall, Phase II Education Building/Playgrounds**
Rockwall, TX
- **Stonebriar Community Church Master Plan + Phase I Worship**
Frisco, TX
- **Stonebriar Community Church Master Plan - Phase II Children's Education Building**
Frisco, TX



Ford Pool Site Plan

KATHLEEN (GROVE) PRASSER

Strategy & Public Engagement



EDUCATION

National-Louis University, Evanston, IL
Master of Science, Management
Bachelor of Arts, Applied Behavioral Science

CAREER HIGHLIGHTS

- President, Grove Consulting, LLC (2008-present)
- CEO/COO, National Recreation & Park Association (2003-2008)
- Human Resources & Organization Development, Canadian Imperial Bank of Commerce (2001-2003)
- Human Resources & Organization Development, Network Equipment Technologies, Inc. (1997-2001)
- Human Resources, Synectics Corp (1994-1997)
- Human Resources, TeleLink Research, Inc. (1989-1994)
- Director, City of Manassas Recreation & Parks (1991-1992)
- Management Analyst, Fairfax County Park Authority (1980-1991)

AFFILIATIONS

Association of Change Management Professionals

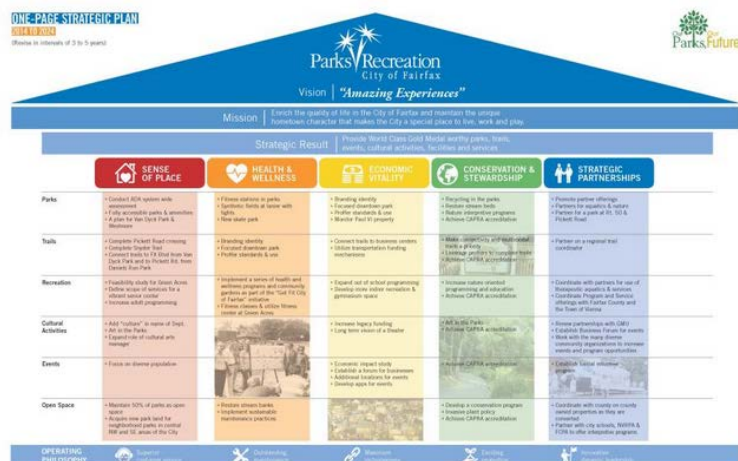
Society of Human Resource Management

STRATEGIC PLANNING

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **Fairfax County Park Authority Board of Directors Strategic Planning**
Fairfax, VA
- **Fairfax County Office of Emergency Management Strategic Plan**
Fairfax, VA
- **Almond Board of California Strategic Plan**
Modesto, CA
- **USDA National Organic Program Strategic Plan**
Washington, DC

COMMUNITY & STAKEHOLDER ENGAGEMENT

- **City of Fairfax Recreation & Parks Strategic Master Plan**
City of Fairfax, VA
- **Grand Prairie Recreation & Parks Strategic Master Plan**
Grand Prairie, TX
- **Lexington – Fayette Urban County Government Recreation & Parks Strategic Master Plan**
Lexington, KY
- **US Forest Service**
Washington, DC
- **Walter Reed National Military Medical Center, National Intrepid Center of Excellence**
Bethesda, MD
- **Federal Aviation Administration, Future Flight Program Stakeholder Engagement Strategy**
Washington, DC



MONICA G. SUMNER

Consulting Architect



EDUCATION

University of Kentucky, Bachelor of Architecture

REGISTRATION

Registered Architect:

Commonwealth of Kentucky # 5641

Certified Interior Designer:

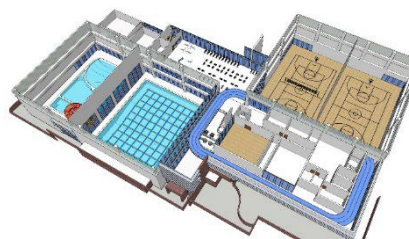
Commonwealth of Kentucky #55

AFFILIATIONS

- AIAS, 1988 - 1993
- President Student Body - College of Architecture, '92,'93
- NCARB (Intern Development Program)
- President Local Chapter-Business Network International
- Advisory Committee, Lexington Community College Architectural Technology Program, 2001 – 2003
- President Spindletop Homemakers 2007 - 2008
- Kentucky Library Association Member
- Lexington Architectural Review Board 2008-2010
- President Spindletop Community Association 2010 – 2012

RECREATION/COMMUNITY CENTERS/AQUATIC

- **Kyle Vista Recreation Center, Park Design & Operations Plan**
Kyle, Texas
- **Hamburg Pavilion YMCA**
Lexington, Kentucky
- **Jessamine County YMCA**
Nicholasville, Kentucky
- **Ray and Joan Kroc Community Center**
Ashland, Ohio
- **Don Umerley Civic Center Addition**
Rocky River, Ohio
- **Tri-Health Indoor and Outdoor Aquatic Addition**
Cincinnati, Ohio
- **Groveport Recreation Center**
Groveport, Ohio
- **Mt. Washington Community Center**
Cincinnati Recreation Commission
- **Madisonville Community Center**
Cincinnati Recreation Commission
- **Bowling Green Recreation Center**
Bowling Green, Kentucky
- **Paducah Recreation Center Feasibility Study**
Paducah, Kentucky
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Tipp City Aquatic Center**
Tipp City, Ohio
- **Marietta Family Aquatic Center**
Marietta, Ohio
- **Groveport Outdoor; Indoor Aquatic Centers**
Groveport, Ohio
- **Shelbyville Indoor and Outdoor Aquatic Center**
Shelbyville, Kentucky
- **Mt. Lookout Swim Club and Pool**
Cincinnati, Ohio
- **Parky's Pirate Cove**
Cincinnati, Ohio



Kyle Vista Recreation Center

CHARLES L. SCHNEIDER, P.E.

Project Engineer



EDUCATION

University of Texas
University of Kentucky, B.S.C.E.
Major Area of Study – Hydrology
and Hydraulics

REGISTRATION

Professional Engineer:
Commonwealth of Kentucky
#22599

CERTIFICATIONS

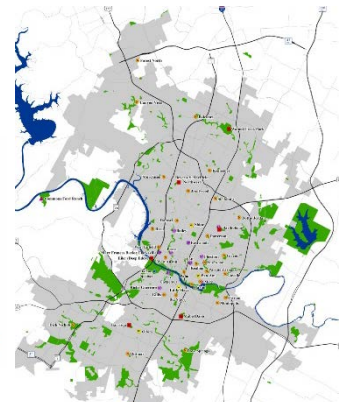
Certified Pool Operator, Ohio Aquatic
Council, LTD—2008

SPECIALTIES

- Site Development and Utilities
- Aquatic Facilities Design
- Aquatic Mechanical Design
- Water and Waste Water Treatment

PARK AND AQUATIC DESIGN

- **Ford Pool**
Allen, Texas
- **Kyle Vista Recreation Center and Park**
Kyle, Texas
- **City of Austin Aquatic Facilities Needs Assessment**
Austin, Texas
- **Oak Grove Park**
Centerville-Washington Park District, Ohio
- **Patricia Allyn Park**
Clearcreek Township, Ohio
- **Kincaid State Park Lodge Study**
Pendleton County, Kentucky
- **Grant County Park**
Grant County, Kentucky
- **Beech Acres Park, Anderson Park District**
Anderson Township, Ohio
- **Colerain Park**
Colerain Township, Ohio
- **Veterans Bartlett Park**
Newport, Kentucky
- **Plain City Family Aquatic Center**
Plain City, Ohio
- **Lincoln Park Pool**
Marion, Ohio
- **Community Park Pool Redevelopment**
Princeton, New Jersey
- **Paradise Cove Family Aquatic Center**
Richmond, Kentucky
- **Aquatic and Recreation Complex at The Heights**
Huber Heights, Ohio
- **Indian Acres Family Aquatic Center**
Marietta, Ohio
- **Roosevelt Commons Indoor Natatorium**
Dayton, Ohio
- **Fairview Commons Sprayground**
Dayton, Ohio
- **Clippard Park and Sprayground**
Colerain Township, Ohio



Austin, Texas Aquatic Facilities Master Plan

KEITH E. RODENHAUSER

Planner



EDUCATION

University of Cincinnati
Master of Community Planning
Environmental Planning
Graduate Certificate – Geographic
Information Systems

The Ohio State University, BA
Sociology

PREVIOUS EMPLOYMENT

North Avondale Neighborhood
Association
Planning Intern

Bond Hill CURC, Planning Intern

PREVIOUS PROJECTS

- Comprehensive Plan for the Village of Morrow
- *Morrow, Ohio*
- Neighborhood Business District Analysis for
- *North Avondale Neighborhood Association*
- Housing Assessment for Bond Hill CURC
- *United Way GIS Analysis*
- *Safe Routes to Schools Plan for Fairfield Township, Ohio*

AFFILIATIONS

- American Planning Association
- Ohio Chapter APA

Mr. Rodenhauser is a Planner and GIS Specialist in the Recreation, Planning and Landscape Architecture Division. His responsibilities include GIS mapping and analysis, demographic analysis, public engagement facilitation, environmental planning, and related analyses. Mr. Rodenhauser is proficient in geoprocessing, map production, spatial analysis, statistical analysis, land use, zoning, watershed management, land conservation, and development regulations.

PARKS, RECREATION, TRAIL, & OPEN SPACE PLANNING

- **City of Grand Prairie Parks, Recreation, and Open Space Master Plan**
Grand Prairie, Texas
- **City of Austin Aquatics Master Plan**
Austin, Texas
- **Monroe Parks and Recreation Master Plan**
Monroe, Ohio
- **Bowling Green Parks and Recreation Master Plan**
Bowling Green, Kentucky
- **Lofino Plaza Needs Assessment**
Beavercreek, Ohio
- **Recreation Center Study**
Frankfort, Kentucky
- **Morris County Preservation Trust Analysis & Strategy Report**
Morris County, New Jersey
- **Strategic Plan for Parks, Recreation, Open Space, Trails, Events, and Cultural Arts**
Fairfax, Virginia
- **Westlake Parks and Recreation Master Plan**
Westlake, Ohio
- **Aquatic Facilities Needs Assessment and Strategic Plan**
Austin, Texas
- **Great Miami River Trail**
Monroe, Ohio
- **Lexington Parks and Recreation Master Plan**
Lexington, Kentucky
- **Portage Park District Master Plan**
Portage County, Ohio



Westlake, Ohio Parks and Recreation Master Plan

MARK E. HORMAN, ASLA

Park Planner



EDUCATION

University of Kentucky
B.S. Landscape Architecture

REGISTRATION

Registered Landscape Architect:
Commonwealth of Kentucky

AFFILIATIONS

- Council of Landscape Architectural Registration Boards - Kentucky State Board of Examiners and Registration of Landscape Architects Governor Appointed: 1984-1987, Re-appointed: 1987-1990, 1990 – 1993
- Elected Kentucky delegate to the National Meeting of the Council of Landscape Architectural Registration Boards 1985, 1986, 1987, 1988, 1990
- President of the Kentucky State Board of Examiners and Registration of Landscape Architects, 1991-1993
- Additional: Participated in the joint authorship of Kentucky's newly ratified registration laws and CLARB National Committee on Continuing Education for Landscape Architects



PARKS AND RECREATION SYSTEM MASTER PLANNING

- **Dayton Parks, Recreation and Culture Master Plan**
Dayton, Ohio
- **Osborne and Sunset Parks Master Plans**
Willoughby, Ohio
- **South Park Master Plan**
Brunswick, Ohio
- **Boardman Parks and Recreation Master Plan**
Boardman Township Park District, Ohio
- **Beavercreek Parks and Recreation Master Plan**
Beavercreek, Ohio
- **Franklin Township Preservation and Recreation Needs Assessment and Action Plan**
Franklin Township, New Jersey
- **Belle Mead GSA Depot Master Plan**
Somerset County, New Jersey
- **Middletown Parks and Recreation Master Plan**
Middletown, New Jersey
- **Morris County Park Commission Strategic Plan**
Morris County, New Jersey
- **Capital Facilities Plan, Somerset Park Commission**
Somerset County, New Jersey
- **Princeton Parks and Recreation Master Plan**
Princeton, New Jersey
- **Harrison County-Cynthiana Master Plan**
Cynthiana, Kentucky
- **Miles Property Master Plan**
Louisville/Jefferson County, Kentucky

PARK DESIGN

- **Charles Pointe Park**
Bridgeport, West Virginia
- **Colerain Park Expansion**
Colerain Township, Ohio
- **Clippard and Groesbeck Parks**
Colerain Township, Ohio
- **Oak Grove Park**
Centerville-Washington Park District
- **Winton Woods Harbor Renovation**
Hamilton County, Ohio
- **Sailorway Park**
Vermilion, Ohio
- **Sycamore Township Nature Park**
Sycamore Township, Ohio
- **Tipp City Park**
Tipp City, Ohio
- **Patricia Allyn Park**
Warren County, Ohio
- **Millennium Park**
Danville, Kentucky

FIRM BACKGROUND

BW2 Engineers, Inc. (BW2) is a professional civil engineering and surveying firm established in 2002. BW2 is a veteran-owned firm and a certified Small Business Enterprise (SBE). BW2's office locations are as follows:

BW2 Engineers Main Office:

1919 S. Shiloh Road
Suite 500, LB 27
Garland, Texas 75042
Telephone (972) 864-8200
Fax (972) 864-8220

BW2 Engineers Branch Office

1836 W. Virginia Street
Suite 206
McKinney, Texas 75069
Telephone (469) 429-0342

BW2 provides professional surveying and engineering services for a wide range of projects, including pedestrian hike and bike trail planning and design, water system improvements, wastewater system planning and design, roadway (paving) infrastructure design, hydraulics design for drainage improvements, and civil infrastructure design for site development projects (for municipal facilities).

The principals of BW2, Jim Waldbauer, P.E., Mike Burge, P.E., and Jack Wilder, R.P.L.S., have worked together for over 25 years in the Dallas Metroplex area including several years at a large, Texas-based consulting engineering firm. BW2's client base consists almost exclusively of municipal and governmental clients and other design professionals who work directly for municipal and governmental clients. BW2 and our professional staff have experience with numerous municipalities such as the Cities of Addison, Allen, Carrollton, Cedar Hill, Coppell, Garland, Grapevine, Highland Village, Little Elm, Lucas, McKinney, Mesquite, Plano, Prosper, Richardson, and Sachse, and other agencies such as Dallas County, Dallas Area Rapid Transit (DART), D/FW International Airport, and the Trinity River Authority (TRA). BW2's staff is very familiar with the requirements of public agencies and municipalities. Over 90% of BW2's business is repeat business from these clients. BW2 personnel are pre-certified with the Texas Department of Transportation (TxDOT) for both engineering and surveying services.

KEY PERSONNEL

Mr. Jim Waldbauer, P.E., President and founding partner, has over 28 years of civil engineering experience with consulting engineering firms. He will serve as the project manager for this project. He has worked on a wide range of civil engineering projects including, paving, drainage, trails, site planning, and water and wastewater improvement projects for municipalities. His trail design experience encompasses over 12 years in relation to multi-use (shared use), urban, concrete hike and bike trail projects along with other park-related projects. These trail projects have totaled over 28 miles of trail design in the DFW metroplex. As a licensed civil engineer, Mr. Waldbauer has a strong personal commitment and background with regard to quality of life initiatives and is an advocate for the parks and recreation industry. He has served over nine years on his local Parks and Recreation Board, currently serves as President of the Allen Parks Foundation, which he formed in 2001, and currently serves as Treasurer and Board Member for the Texas Trails Network. Mr. Waldbauer was recently awarded the Individual Outstanding Service Award from the Texas Recreation and Parks Society in 2014 for his community volunteer efforts in the field of Parks and Recreation. He was also named Engineer of the Year of the Preston Trail Chapter of the Texas Society of Professional Engineers in 2008.

CHRISTOPHER E. TATHAM, CEO, ETC INSTITUTE

Education

M.B.A., Management, Kansas State University

B.A., Princeton University, Political Science/Economics

Certificate of Proficiency in Latin American Studies, Princeton University, 1990

Current Position

Mr. Tatham is currently serving as the Chief Executive Officer for ETC Institute. Under his leadership, ETC Institute has become the nation's leading market research firm in the field of community-based research for local governments. The company has extensive research experience with issues that affect local governments including: parks and recreation, transportation, planning and zoning, public safety, and more. In addition, ETC Institute was selected as one "One of the Best Places to Work in Kansas City" by the Kansas City Business Journal. ETC Institute also received the prestigious "Top 10 Small Businesses in Greater Kansas City" award from the Greater Kansas City Chamber of Commerce; the firm was selected from more than 1700 nominees.

Mr. Tatham is also considered to be one of the nation's leading authorities on the development of qualitative and quantitative research for state and local governments. During the past 20 years, he has designed and managed nearly 2,000 community surveys in more than 700 communities, including many of the nation's largest communities (a few of which are listed below):

- | | | |
|------------------|-------------------------|------------------------|
| ○ Anchorage, AK | ○ Durham, NC | ○ Oklahoma City, OK |
| ○ Atlanta, GA | ○ Fort Worth, TX | ○ Phoenix, AZ |
| ○ Austin, TX | ○ Honolulu, HI | ○ Providence, RI |
| ○ Cleveland, OH | ○ Houston, TX | ○ Riverside County, CA |
| ○ Charlotte, NC | ○ Kansas City, MO | ○ San Antonio, TX |
| ○ Columbus, OH | ○ Las Vegas, NV | ○ San Diego, CA |
| ○ Dallas, TX | ○ Miami-Dade County, FL | ○ San Francisco |
| ○ Denver, CO | ○ Nashville, TN | ○ San Jose, CA |
| ○ Des Moines, IA | ○ New York, NY | ○ Seattle, WA |

In 1999, Mr. Tatham designed ETC Institute's national benchmarking database. He developed the database and supporting analytical tools to give local governments the ability to objectively assess community needs, service delivery, and priorities against regional and national norms. Today, the database is used by leaders in hundreds of communities to assess issues for parks and recreation systems, libraries, public safety providers, utilities, planning organizations, transportation agencies, military installations, and many others.

Mr. Tatham has served as political advisor and conducted survey research that led to voter approval of projects of sales taxes and bond issues valued at more than \$4 billion during the past ten years. He received an award from the Midwest Region of NRPA for his efforts to help local communities secure funding for parks and recreation system improvements.

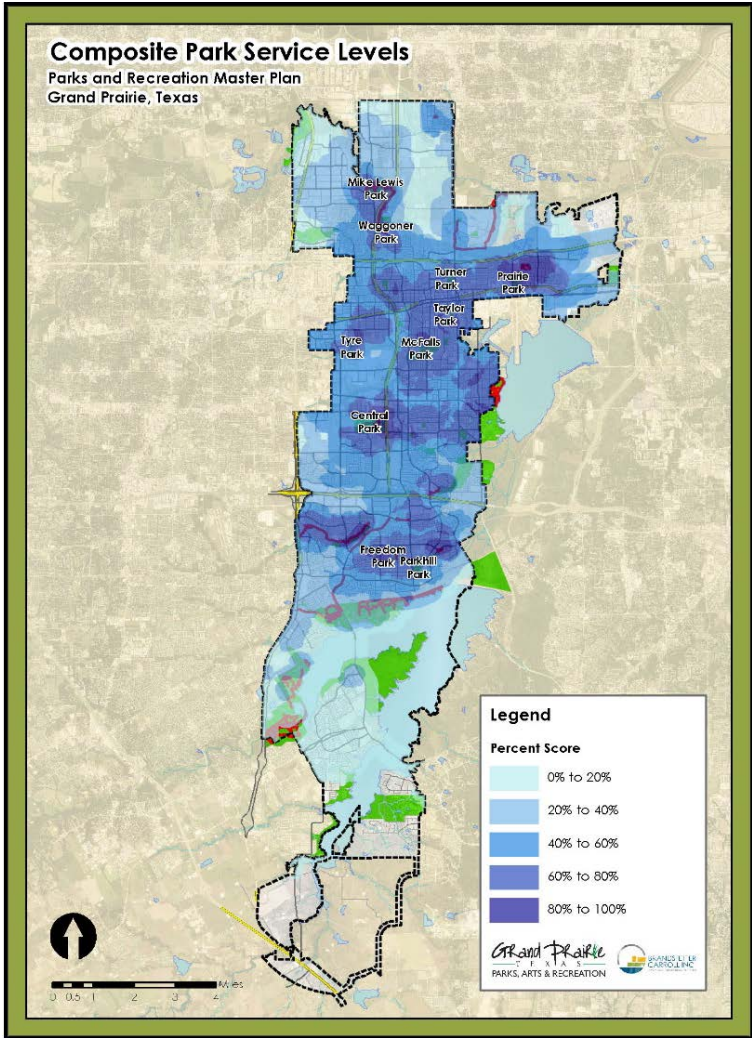
ETC Institute (2015)



Section V
Related Experience and References

PARKS AND RECREATION MASTER PLAN

Grand Prairie, Texas



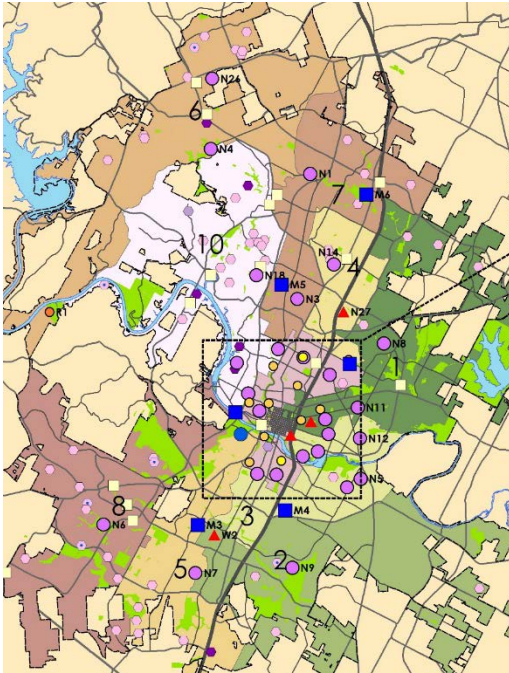
Brandstetter Carroll Inc. assisted the City of Grand Prairie, Texas with the preparation of an update to their Parks, Recreation, and Open Space Master Plan which was expanded to include a master plan for trails. The plan, *Project Discovery: Creating a Grand Park System*, involved a variety of public input methods, including surveys (statistically valid and web-based), public workshops/events, stakeholder group meetings, and an online public engagement website (powered by mySidewalk). The project also included detailed mapping analysis to determine gaps in service, detailed demographic and social needs analysis, a benchmarking analysis (to similar Texas departments), and a review of parks and recreation trends. Finally, BCI helped develop level of service guidelines, park concepts with detailed cost estimates, and a strategic plan that contained a series of goals, objectives, and specific actions intended to aid in the implementation of the master plan. These recommendations will guide the CAPRA accredited Parks, Arts, and Recreation Department as they endeavor to meet the needs of Grand Prairie residents over the next ten years and beyond.



Project Details	
Owner:	City of Grand Prairie
Contact:	Mr. Tim Shinogle, Superintendent of Park Planning 400 College Street P.O. Box 534045 Grand Prairie, Texas 75053-4045 972.237.8100
Key Dates:	February 2016 to present

City of Austin, Texas Parks and Recreation Department

AQUATIC FACILITIES NEEDS ASSESSMENT - 2014



Map of pool locations – excerpt from study

BCI lead the City of Austin through an assessment of all aquatic related facilities. The comprehensive process included an evaluation of 36 current pools of varying age and condition, with many being over 40 years old.

The process identified strategies to better serve the City residents based upon an extensive public engagement process; analysis of neighborhood trends and needs; and extensive evaluation of their existing facilities, especially analyzing factors such as compliance with VGB, ADA and State and local health codes.

The goal was to develop strategies and recommendations to allow the City to provide quality aquatic experiences for the next 20 years and beyond. BCI assembled a team of local design professionals to supplement the firm's aquatic expertise.

AQUATICS MASTER PLAN - 2016



Bartholomew Pool – suggested upgrades

Upon the success of the Needs Assessment, BCI is now continuing planning work for the City's aquatic facilities. This project dives deeper into service delivery for the citizens.

The study will consider which pools will remain operational, which pools might get replaced or renovated, staffing models, rates and charges, and many other things related to delivering quality aquatic programming and services to the citizens of Austin.

The planning project is currently underway and is to be completed in early 2017.



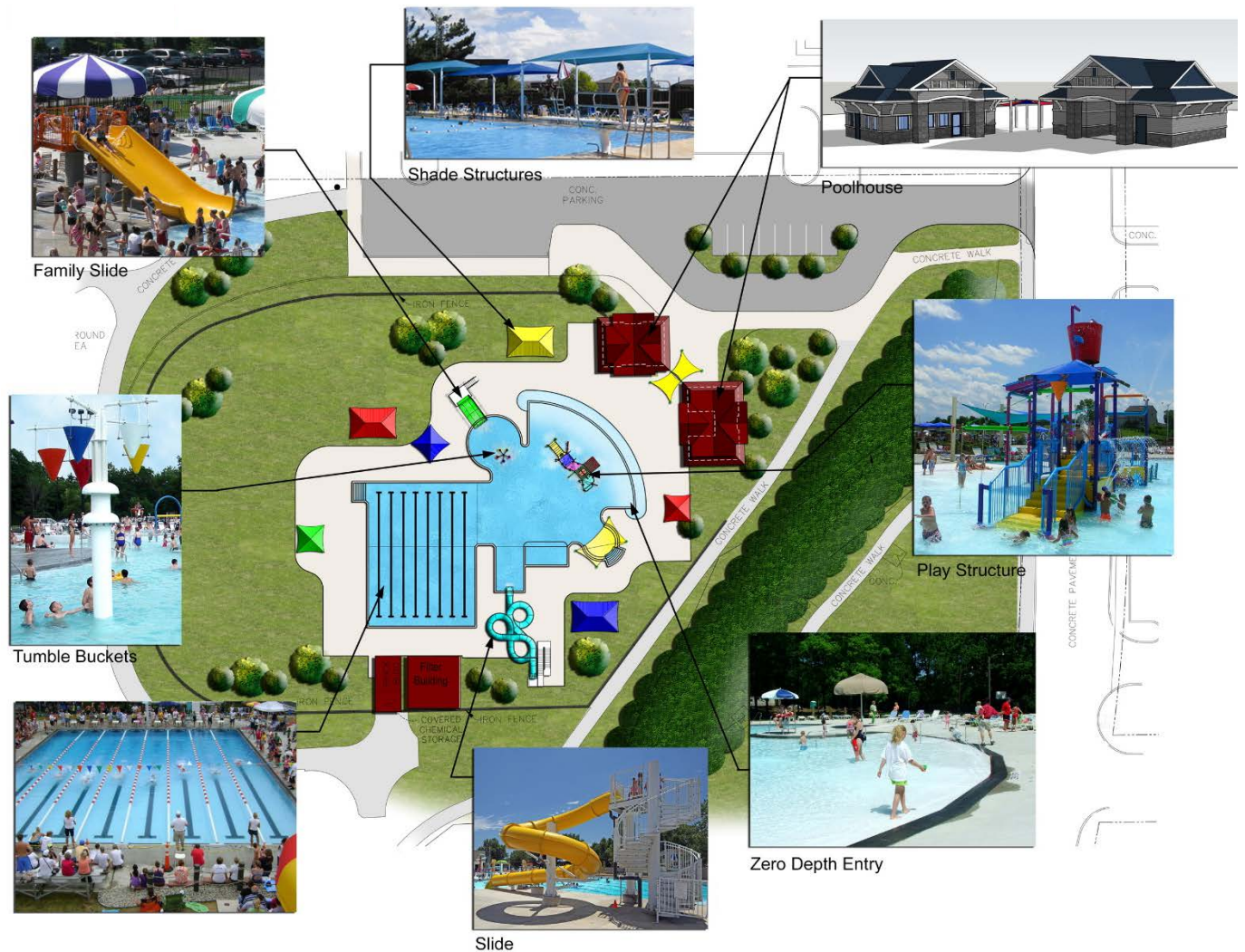
West Enfield Pool – suggested improvements

Project Details

Owner:	City of Austin
Contact:	Mr. Reynaldo Hernandez, JR. RLA 919 West 28 ½ Street Austin, TX 78705 512.974.9464 Reynaldo.hernandex@austintexas.gov
Key Dates:	Needs Assessment: January 2013- December 2014, Master Plan: January 2016-Present

FORD POOL COMPLEX RENOVATION MASTER PLAN

Allen, Texas



Project Details

Owner:	City of Allen
Contact:	Mr. Tim Dentler, Director 301 Century Parkway Allen, TX 75013 214.509.4700 tdentler@cityofallen.org
Key Dates:	Master Plan completed 2014 Currently under construction

Brandstetter Carroll Inc. was selected to conduct a feasibility study for renovating the Ford Pool Complex for the City of Allen, Texas in 2007. Allen, Texas is located in Collin County, Texas approximately 20 miles northeast of Dallas. In 2014, The City of Allen asked BCI to update the study to create a “community” pool feel instead of a Family Aquatic Center.

City officials called upon Brandstetter Carroll Inc. to conduct a detailed feasibility study to modernize the existing Ford Pool Complex in order to increase attendance and its overall revenue. As part of the process, Brandstetter Carroll Inc. worked with National polling experts in order to develop a citizen driven survey, and will be conducting several public meetings to discuss the aquatic needs of the citizens of Allen.

LEXINGTON PARKS AND RECREATION MASTER PLAN

Lexington, Kentucky



LEXINGTON

Project Details	
Owner:	City of Lexington
Contact:	Monica Conrad, Director of Lexington Parks and Recreation 859.425.2255 mconrad@lexingtonky.gov
Key Dates:	Scheduled to be completed by the end of 2017

BCI was selected for this assignment to develop a long range Master Plan for the CAPRA Accredited system serving over 300,000 residents with over 100 parks and 4,415 acres of park land. The system includes a variety of neighborhood and community parks with athletic complexes, golf courses, nature parks, arts facilities, aquatic facilities, community centers, trails, and a wide variety of programs and special events. The process involved a detailed assessment of all of the City’s parks and recreation facilities, programs assessment, extensive public engagement, an active Citizen Steering Committee, benchmarking to other communities, strategic visioning and detailed Action Plan. The Plan is scheduled to be completed by the end of 2017.

CITY OF FAIRFAX STRATEGIC PLAN FOR PARKS, RECREATION, TRAILS, OPEN SPACE, EVENTS AND CULTURAL ACTIVITIES

City of Fairfax, Virginia



Project Details

Owner:	City of Fairfax
Contact:	Mitzi Taylor, CPRP, Special Event and Athletic Manager 10455 Armstrong Street Fairfax, Virginia 22030 703.385.7858 mitzi.taylor@fairfaxva.gov
Key Dates:	February 2016 to Completion in January 2014

BCI assisted the City of Fairfax, Virginia in preparing their first Strategic Plan for Parks, Recreation, Trails, Open Space, Events and Cultural Arts. The first phase included the establishment of a Strategic Vision which was based upon extensive public engagement. The process involved public workshops/events and over 20 stakeholder groups which involved over 500 residents. In addition, nearly 2,400 residents participated in an on-line community engagement web site (hosted by MindMixer) which allowed residents to share ideas, vote on instant polls, and respond to drafts of the Plan. A statistically valid survey was performed by George Mason University. Phase 2 included detailed facility assessments, Gap Analysis Mapping, development of Level of Service Guidelines, park concept planning, and a detailed Action Plan with goals, objectives and 130 detailed strategies in a timeline format.

PRINCETON PARKS AND RECREATION MASTER PLAN

Princeton, New Jersey



Project Details

Owner:	Princeton Recreation Department
Contact:	Ben Stentz, Director Princeton Recreation Department 380 Witherspoon Street Princeton, New Jersey 08540 609.921.9480 bstentz@princetonnj.gov
Key Dates:	February 2007 to June 2008

Brandstetter Carroll Inc. prepared a comprehensive Parks & Recreation Master Plan for the Borough and Township of Princeton and the Princeton Recreation Department. The process involved extensive public input with over 35 stakeholder group meetings, public workshops, focus groups of teens, and a statistically valid household needs assessment. The process also involved the evaluation of improvements to their outdoor pool, needs for an indoor recreation center, and potential to develop synthetic turf athletic fields to meet many of the community's needs. The process identified strong needs for preservation of open space, trail systems, athletic fields, and indoor recreation facilities.

WESTLAKE PARKS AND RECREATION MASTER PLAN

Westlake, Ohio



Clague Park



Project Details	
Owner:	City of Westlake
Contact:	Bob DeMinico, Director of Parks and Recreation 28955 Hilliard Blvd. Westlake, Ohio 44145 440.808.5699 bdeminico@cityofwestlake.org
Key Dates:	February 2014 to November 2014 (adoption in February 2015)

Brandstetter Carol Inc. recently completed a city-wide parks and recreation Master Plan for this city of 33,000 residents. Extensive public engagement was used to develop a new vision for the future of parks and recreation services and to prepare an Action Plan which established implementation steps and priorities for park improvements. Public engagement included over 3,000 participants in a project web site, 700 statistically valid surveys, 545 web surveys, over 150 participants in interactive public workshops, and over 20 stakeholder groups to identify a clear vision for the future. Concept plans were prepared for the major parks.

CRC MASTER PLAN FOR SERVICE DELIVERY

Cincinnati Recreation Commission, Ohio



Project Details

Owner:	City of Cincinnati
Contact:	Dan Jones, Planning and Development 805 Central Avenue, Suite 800 Cincinnati, Ohio 45202 513.352.4045 dan.jones@cincinnati-oh.gov
Key Dates:	May 1995 to June 1996

The study investigated current conditions and usage levels for all facilities and programs, evaluated the quality and service delivery of programming, recommended future facility and programming improvements, and identified strategies and administrative policies necessary for implementation of recommendations. This project included the development of a city-wide Social Needs and Conditions Index for each of the city's forty-eight statistical neighborhoods for evaluating both the total population and target populations such as teens and senior citizens. The final plan is a product of extensive public participation by utilizing statistically valid telephone surveys, 26 community-based workshops, focus groups representing special needs and concerns, a "Blue Ribbon" Advisory Committee and CRC's staff. To date, all of the new development projects in the \$60 million 10 year Capital Plan have been accomplished.



Section VI
Appendix



BRANCAR-03

EEVERMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Energy Insurance Agency, Inc. P O Box 55268 Lexington, KY 40555	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(859) 273-1549	FAX (A/C, No): (859) 272-0075
	E-MAIL ADDRESS:	eia@energyinsagency.com	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Brandstetter Carroll Inc 17300 Preston Rd Ste 310 Dallas, TX 75252	INSURER A :	State Auto Property and Casualty Insurance Co 25127	
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:			BOP2744362	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BAP2379693	04/23/2016	04/23/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			CXS2117619	04/23/2016	04/23/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WCP2213992	04/23/2016	04/23/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Ohio Stop Gap			BOP2744362	04/23/2016	04/23/2017	Employers Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The following applies to the Workers' Compensation coverage under Item 3.C. Other States Insurance: All States not shown in 3.A. except AK, CA, HI, LA, ME, NV, NH, ND, OH, RI, VT, WA, WY.

CERTIFICATE HOLDER

CANCELLATION

City of Colleyville 100 Main St 2nd Floor Engineering Office Colleyville, TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pearl Insurance 1200 E Glen Ave Peoria Heights IL 61616		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Continental Casualty Company	
		NAIC # 20443	
INSURED Brandstetter Carroll Inc. 17300 Preston Road Suite 310 Dallas TX 75252		INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☐ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						WC STATUTORY LIMITS ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	N	Y	AEH288364175	11/27/2016	11/27/2017	\$1,000,000 per claim/\$2,000,000 aggregate \$50,000 deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

As written in the policy: Insurer hereby waives subrogation rights against the Insured's client to the extent that the Insured had a written agreement to waive such rights prior to a claim or circumstance.

CERTIFICATE HOLDER**CANCELLATION**

City of Colleyville 100 Main Street Second Floor, Engineering Office Colleyville TX 76034	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Brandstetter Carroll Inc.
Dallas, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Colleyville

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFCPMP-2016
Parks Master Plan

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Holser, Elizabeth	Dallas, TX United States		X

5 Check only if there is NO Interested Party.

☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Lawrence W. Brandstetter, this the 20 day of December,
20 16, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ**For vendor doing business with local governmental entity**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Brandstetter Carroll, Inc

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

Brandstetter Carroll, Inc., or any of its employees, does not have any type of relationship with any local officer.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

12/20/16

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 4a

Agenda Date 02/06/2017

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 the previous quarter's and upcoming recreation, athletics, and Senior Center activities.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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

Agenda Number 4b	Agenda Date 02/06/2017	Number
Type Report		
Department Parks and Recreation Advisory Board		
Title		

Parks overview of ongoing and accomplished projects

Explanation

Parks manager, Heather Dowell, will provide a verbal update on previous quarters accomplishments and give an overview of ongoing projects.

Attachments

1. Parks Voluntary Fund Programming Presentation

Parks Voluntary Fund Programing

July 2016 – January 2017

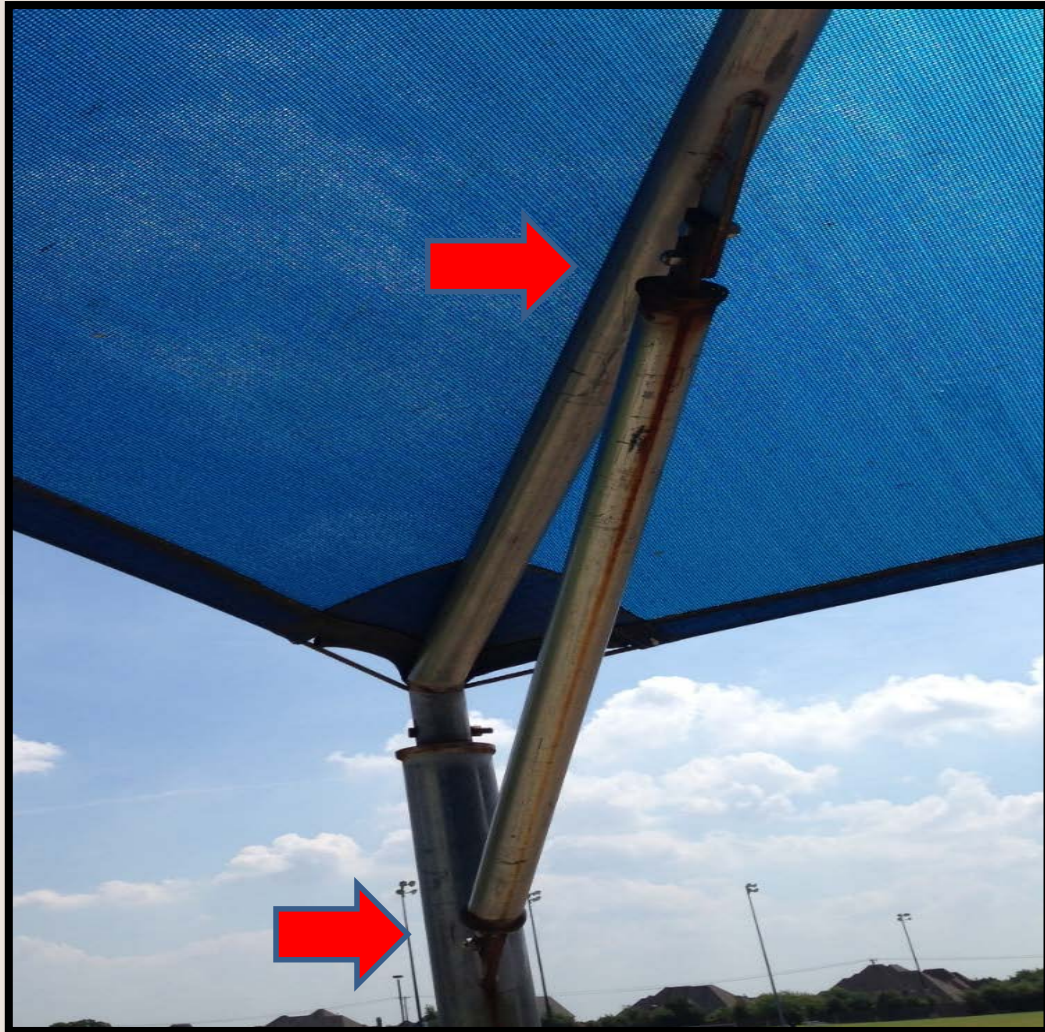
Pleasant Run Shade Structures



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 & Recycling Receptacles

Before



After



Installed



Litter and Recycling Receptacles

- 20 New Litter Receptacles
- 20 New Recycling Receptacles

- Total Cost of Replacements = \$ 36,000.00

Pleasant Run Current Grass Beds



Pleasant Run New Beds



Pleasant Run New Beds



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



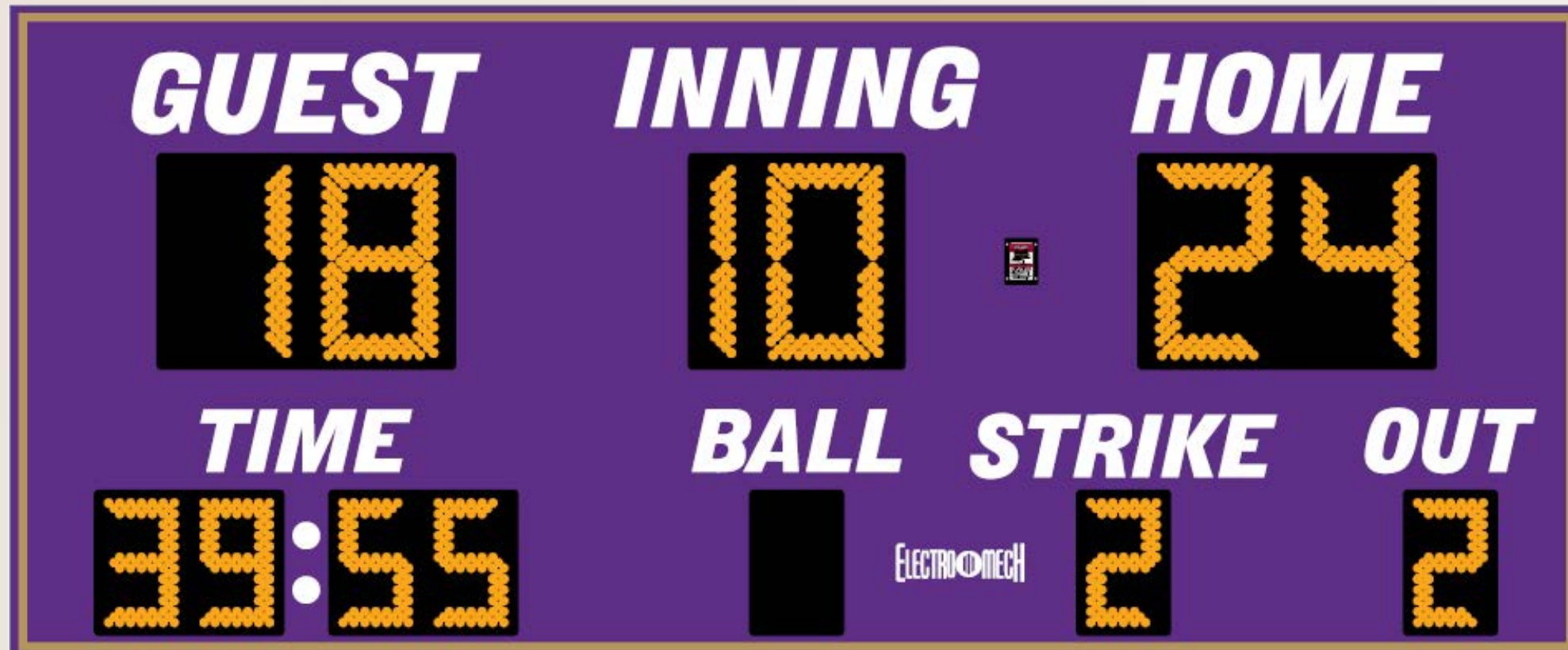
Sparger Park Fence Replacement



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

- Questions?