



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, April 10, 2017
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

February 6, 2017

3. REGULAR AGENDA ITEMS

3a Update on Utility Bill Donation

3b Update on Voluntary Park Fund and Park Land Dedication

3c Consideration of forming Nature Center Pond Naming Committee and current request by the Friends of Nature Center

4. REPORTS

4a Recreation, Athletics, and Senior Center report

4b Parks Report

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

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards April 7, 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 DRAFT

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 in Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Parks Manager, Heather Dowell, called the meeting of the Parks and Recreation Advisory board to order on February 6, 2017, at 6:03 p.m.

ROLL CALL

Present: Board Members Cliff LeBlanc, John Hillebrand, Mitali Mandlekar, Natalie Genco, Jim Hasenpflug and Hillary Schwanbeck. City staff: Recreation and City Events Manager Lisa Escobedo, Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

Absent: Board Members Rich Hendler and Ajit Purandare. Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson, Colleyville Girls Softball Association representative Matt Koch, Colleyville Lacrosse Association representative Erika Davis-Noble, and Colleyville Soccer Association representative Patrick Dunagan.

2. APPROVAL OF MINUTES July 18, 2016

Board member Hillary Schwanbeck moved to approve the July 18, 2016 meeting minutes as written. Board Member Mitali Mandlekar seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Introduction of new Parks and Recreation Advisory Board members

Parks Manager, Heather Dowell, facilitated introductions around the room, starting with city staff. The Parks and Recreation Advisory Board have five new members: Rich Hendler, Cliff LeBlanc, John Hillebrand, Natalie Genco and Jim Hasenpflug.

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

Parks Manager, Heather Dowell, reviewed Section 3.2 of the Parks and Recreation Advisory Board Bylaws with the board indicating the need to elect a Chair and Vice-Chair. Manager Dowell asked if anyone would like to make a motion to elect. Board member Natalie Genco wanted to know if we could defer until next meeting. Manager Dowell stated that board members could self-nominate. Board member Mitali Mandlekar nominated Hillary Schwanbeck as Chair, and board member Hillary Schwanbeck nominated Mitali Mandlekar as Vice Chair. Board member Cliff LeBlanc moved to elect Hillary Schwanbeck as the 2017 Chair and Mitali Mandlekar as Vice Chair for the Parks and Recreation Advisory Board. Board Member John Hillebrand seconded the motion. The motion carried with a unanimous vote.

Parks Manager, Heather Dowell, turned the running of the meeting over to newly elected Chair Hillary Schwanbeck.

3c Recommendation and consideration of representatives to serve on Subcommittees

Chair Hillary Schwanbeck informed the board of the need to make a recommendation to City Council for two board members to fill open seats on the Park Land Dedication Committee and three members to fill open seats on the Colleyville Tree Board.

Board member Cliff LeBlanc asked if Board Member Natalie Genco already counted as a member of the Colleyville Tree Board, since she is already a member. Board member Natalie Genco stated her term ends when the new term starts and would like to continue to be on the Colleyville Tree Board.

Chair Hillary Schwanbeck requested an outline of the Park Land Dedication and Colleyville Tree Board purposes and duties. Board member Natalie Genco gave an overview of the Colleyville Tree Board. Parks Manager, Heather Dowell, gave an overview of the Park Land Dedication Committee.

Board member Genco stated that there are generally two different funds used for park development, Park Land Dedication and general fund. Parks Manager Dowell clarified funds can be used from Voluntary Park Fund, Park Land Dedication, Colleyville Economic Development Corporation (CEDC), and general fund which is used for general maintenance and day to day projects. Manager Dowell concluded when we consider large projects we come to the Park and Recreation Advisory Board for Voluntary Park funds and to Park Land Dedication for Park Land funds.

Board member Cliff LeBlanc asked Manager Dowell if the additional money paid with your utility bill is what goes into the Voluntary Park fund. Manager Dowell confirmed.

Board member Mitali Mandlekar stated that the Park Land Dedication committee looks at the land, location, and traffic flow to see if it is the right location for a public park. Manager Dowell clarified the Park Land Dedication committee is looking at how the funds are spent. When someone comes into Colleyville and builds, they deposit a set fee into the Park Land Dedication Fund and those funds can only be used for parks, improvements, buildings or amenities.

Board members Cliff LeBlanc and Jim Hasenpflug volunteered to serve on the Park Land Dedication Committee.

Board member Jim Hasenpflug asked if the fund includes anything for acquisition of land for parks, and does it fall under the purview of the Park Land Dedication Committee. Manager Dowell stated if a property purchase was being considered using Park Land Dedication funds it would be brought to the Park Land Dedication Committee.

Board member Natalie Genco requested to know approximate Park Land Dedication fund balance and how much is added to the fund each year. Manager Dowell stated approximate \$900,000 to \$1 million is in the fund, updated reports are due out soon. The fund is very limited due to not much new land development occurring, and that is where funds originate. The Voluntary Park Fund was projected to have \$873,000, as of September 2016. The Voluntary Park Fund receives approximately \$100,000 in donations each year.

Board member Cliff LeBlanc asked how the donation made with the City of Colleyville's utility billing was allocated. Manager Dowell replied she believes the donation is \$4.00, it can be designated for the Voluntary Park fund, Library fund, or the citizen can opt out. She will verify options and report back.

Board member Mitali Mandlekar made a motion to recommend Cliff LeBlanc and Jim Hasenpflug to the Park Land Dedication Committee. Board member Natalie Genco seconded the motion. The motion passed unanimously.

Board members Natalie Genco, Hillary Schwanbeck, and John Hillebrand volunteered for the Colleyville Tree Board.

Board member Jim Hasenpflug moved to recommend Natalie Genco, Hillary Schwanbeck, and John Hillebrand to the Colleyville Tree Board. Board member Cliff LeBlanc seconded the motion. The motion passed unanimously.

The recommendations for Cliff LeBlanc and Jim Hasenpflug to serve on the Park Land Dedication Committee and Natalie Genco, Hillary Schwanbeck and John Hillebrand to serve on the Colleyville Tree Board will be passed on to City Council.

3d Discussion of future meeting dates

Chair Schwanbeck stated the dates for future meetings per the bylaws would be April 3rd, July 3rd, and October 2nd.

Board member Jim Hasenpflug made a motion for the future 2017 meetings to be April 10th, July 10th, and October 2nd. Mitali Mandlekar seconded the motion. The motion passed unanimously.

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

Parks Manager, Heather Dowell, gave a briefing to the board covering the Parks, Recreation, Open Space, and Trails Master Plan history, explaining the timing of undergoing an update to the plan. Manager Dowell recommended the board support the recommendation of Brandstetter Carroll Inc. as the best candidate to present to City Council. Brandstetter Carroll Inc. was selected from a candidate pool of four (4) groups by a committee comprised of six (6) staff members from different expertise throughout the city. The goal is to have a contract in place this month to present to City Council, start work in March, and start plan implementation in 2018.

Board member Natalie Genco asked what firm prepared the last Parks, Recreation and Open Space Plan and when. Manager Dowell stated Halff Associates prepared the plan in 2011.

Board member Cliff LeBlanc asked if Halff Associates sent in a proposal for the current Request for Proposal (RFP). Manager Dowell replied, they did not.

Board member Natalie Genco wanted to know how much of the last Parks, Recreation and Open Space Master Plan was accomplished. Manager Dowell informed the board that there was not a good implementation plan included with the 2011 plan. The current RFP includes the necessity of an implementation plan to be included, indicating what the citizens are looking for at this time.

Board member Natalie Genco requested to know the amount spent on the previous Master Plan. Manager Dowell stated she does not have the cost associated with the 2011 Master Plan. \$100,000 has been budgeted this fiscal year for a new Parks, Recreation, Open Space and Trails Master Plan.

Board Member Mitali Mandlekar wanted to know if Brandstetter Carroll Inc. had prepared a Parks Master Plan before. Manager Dowell confirmed the candidate has prepared many Parks Master Plans for cities of our size before and is currently working with Grand Prairie.

Board member Natalie Genco asked if there was a sidewalk committee at this time. Manager Dowell stated there is not a sidewalk committee at this time, but they are working with public works and all the new comprehensive plan updates. Freese & Nichols, Inc. is working on updating the City comprehensive plan changes; we will be working with Freese & Nichols, Inc., public works, and our citizens throughout all of this planning to create a cohesive plan.

Board member Cliff LeBlanc requested a clarification of the Parks and Recreation Advisory Board's function with this presentation. Manager Dowell stated to make a recommendation to City Council that we believe this is a good candidate to move forward with; the board is in an advisory position. As the plan moves forward the firm will meet with the board to seek the board's preferences.

Board member Mitali Mandlekar asked if the proposal submitted by Brandstetter Carroll Inc. included an implementation strategy. Manager Dowell informed the board the firm will create a plan, and prioritize all the desires laid out with pricing.

Board member Natalie Genco asked if Parks Manager Dowell had given the firm a cap of how much could be spent to implement the new plan. Manager Dowell stated no, we will review our budget and funding available during the plan development so they can incorporate realistic goals.

Board member Cliff LeBlanc asked if there were any concerns if Brandstetter Carroll Inc. could complete the project along with their other work commitments. Manager Dowell replied she does not have any concerns, they have a large team here in town and teams all over the country.

Board member Jim Hasenpflug wanted to know if the committee had reached out to other cities referenced in the proposal inquiring about the firms' work, and how the firm followed through with their plans. Manager Dowell stated the committee has not reached that step, it will be completed as part of the negotiations. This recommendation is to start negotiations, if we find unfavorable information we will move on to our second choice to start negotiations.

Board member Jim Hasenpflug inquired if the committee used a numerical scoring system to reduce the RFP pool from 7 to 1, and how close was the scoring between the firms. Manager Dowell informed the board there was a scoring system used; in the first round deciding which 4 firms to interview, they were very close. When the committee went through the interview process the top 2 were close, but the second ranked firm wanted a lot more work and information from the city. First ranked firm, Brandstetter Carroll Inc., citizen engagement concept was outstanding and won.

Board member Jim Hasenpflug wanted to know if there was any benefit to leveraging the two top firms against each other. Manager Dowell and board

member Mitali Mandlekar informed the board about government professional negotiations ethics.

Board member Cliff LeBlanc inquired if the contract would have a fixed price. Manger Dowell stated when we make the contract it will include the overall project to be completed at a set price and line items detailing additional items the City may want/need to add with a fixed price for each or an hourly rate.

Board member Cliff LeBlanc moved to recommend Brandstetter Carroll Inc. as the vendor for the FY17 Parks, Recreation, Open Space and Trails Master Plan vendor. Board member Jim Hasenpflug seconded the motion. The motion passed unanimously.

The recommendation for Brandstetter Carroll Inc. will be passed on to City Council.

4. REPORTS

4a Recreation, Athletics, and Senior Center report

Recreation and City Events Manager, Lisa Escobedo, briefed the board covering events from the past fall to present, starting with the Winter Ball held on January 27, 2017 with a safari theme.

Board member Natalie Genco asked how many attended. Manager Escobedo stated 120 people participated.

Board member Jim Hasenpflug requested to know if the event breaks even or does the city pay for part of the expense. Manager Escobedo informed the board the event does use some budgeted funds from the recreation department and that she does seek sponsors to help cover expenses. The event is held at the Colleyville Center.

Board member Natalie Genco requested to know how much the Winter Ball cost the city. Manager Escobedo stated this year's budget was \$3,000 to cover the DJ, catering, decorations, picture supplies and a balloon artist.

Manager Escobedo updated the board on athletics: this past fall a high school fall softball league brought good exposure and revenue to City Park. Girls fall volleyball league held in the GCISD gyms had 24 teams and we are currently enrolling for the spring league. Close to 300 girls have enrolled to date, which will make 38 volleyball teams.

Board member Natalie Genco requested to know the cost per participant. Manger Escobedo replied \$75.00 per child.

The Tennis leagues continue to be popular and have steady growth. The Spring Tennis leagues will begin in February into early March.

Manager Escobedo continued to update the board on events at the Senior Center: Annual Senior Health Fair was held September 9, 2016 with 40 plus vendors; over sixty seniors enjoyed the first Senior Social Dance held on October 12, 2016; and dinner, dancing and pictures with Santa was enjoyed by 52 seniors at the Annual Senior Holiday Party held on December 14, 2016.

Board member Cliff LeBlanc asked if the events were held at night or during the day and if we helped get the seniors home. Manager Escobedo stated the Senior Holiday Party was held 6pm – 9pm. The seniors that participate are 50 plus years old, all mobile on their own.

Board member Mitali Mandlekar inquired whether the seniors purchased tickets for the events. Manager Escobedo replied, yes they do need to register. The Senior Holiday Party was \$15.00 per person.

Board member Cliff LeBlanc wanted to know if the participants were all Colleyville residents or is it open. Manager Escobedo replied it is open to anyone that is a Senior Center member.

Board member Natalie Genco asked, how much does the City subsidize the event or does it pay for itself? Manager Escobedo stated we pay for the majority of the event. We subsidize most of the recreation programs.

Upcoming events include AARP Tax Help, Colleyville Clean Sweep and annual Bunny Brunch.

4b Parks overview of ongoing and accomplished projects

Parks Manager, Heather Dowell, stated her goal is to come to the board once a year and inform the board about proposed projects and request the use of Voluntary Park funds. Requested funds will be for bigger projects and items beyond the parks maintenance budget.

Manager Dowell updated the board on the status of the projects covering the funding requested and approved at the July 18, 2016 Parks and Recreation Advisory Board meeting. The projects included: 7 new shade coverings which have been installed and 4 new shade structures at Pleasant Run Park, trash and recycle receptacles at Pleasant Run Park, improvements and implementation of organic practices to the Pleasant Run fields and beds, repaint restroom interiors at Sparger and City Park, installing a new fence at Sparger Park, and three new scoreboards for the softball fields at City Park have been ordered.

Board member Cliff LeBlanc inquired whether any temporary shade was going to be set up where the new shade structures are planned. Manager Dowell stated no, they would tear up the fields trying to do anything now.

Board member Cliff LeBlanc asked if the Sparger Park floods and any concern with using a wood fence. Manager Dowell replied yes, it floods terribly and the wood fence allows the water to pass through and does not collect debris.

Manager Dowell then updated the board on a few of the other recent big projects, with help from Colleyville Soccer Association they have improved the soccer practice fields – regraded, added an irrigation system, and reseeded them. The parks department has converted the Pleasant Run fields over to organic methods; re-landscaped the Webb House in conjunction with the Garden Club to add in native and adaptive plants and repair the drip system; worked on the City Park beds adding native adaptive plants and fixed the drip system; installed mow strips around all 9 ballfields at City Park; planted over 200 trees and then air-spaded some trees to expose the root flare.

Board member Natalie Genco requested an explanation of the mow strips. Manager Dowell stated they are a foot wide strip of concrete path placed under the chain link fences surrounding the ball fields to keep the grass from growing up into the fence keeping it neat and clean. It also saves staff time in maintenance.

Board member Natalie Genco asked to know if they had to take the fence down. Manager Dowell stated they disconnected and pulled the fence out to work underneath it.

Manager Dowell informed the board they have converted all the City Park athletic fields over to organics in the spring and added more aeration processes. They have also been reworking the soil to help the infields drain faster and added a new drain to field 9, to limit closures from the fields being too wet.

Board member Cliff LeBlanc asked where the water goes from the new drain on field 9. Manager Dowell stated it goes out with the other drainage towards the pond.

Board member Natalie Genco praised the change to organics and asked whose idea to make this change. Manager Dowell informed the board that organics was brought in when she started with the city. This change has helped staff with reactions to chemicals and the fields have responded tremendously, the grass is thicker, not browning out as fast, and using less water. This spring we will take the parks to organics, and they are working out a plan with the contractors.

The City received a grant from Coca Cola and Keep America Beautiful to install 18 new recycling bins in City Park dugouts and two at Reagan Park. This year they

have installed 39 recycling units in our parks. There will be a big media push this spring when the recycle bins are put out talking about the grant and organics.

L.D. Lockett Park construction of restrooms and pavilion continues and should be completed in April.

Other items this year will include redoing the landscape around the city to native and adaptive, all spray will be taken out and changed out to drip, and put appropriate compost in to have healthy soil.

Board member Cliff LeBlanc inquired if the council has been supportive of all the changes. Manager Dowell let the board know that the council has been supportive when she has presented her business plan.

The board expressed their appreciation of the positive changes Manager Dowell has implemented and plans to do.

Board member Cliff LeBlanc asked city staff if there were any concerns or risks that had not been previously addressed. Manager Escobedo stated she is looking forward to the Parks and Recreation Master Plan, to see where Recreation can go and grow. Manager Dowell stated she also feels that we need the citizens to speak up and let the city know what they want to help support the direction of growth Manager Escobedo is looking to do. Manager Dowell is excited about the prospects the master plan will bring and create, a plan for parks and recreation.

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 Natalie Genco moved to adjourn the meeting, and board member Jim Hasenpflug seconded. Motion carried unanimously. Chair Hillary Schwanbeck adjourned the meeting at 7:54 p.m.

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

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 04/10/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Update on Utility Bill Donation		

Explanation

At the February 6, 2017 board meeting, board members asked for clarification of the donation that can be made with The City of Colleyville's utility bill.

The amount that can be donated is \$4.00 per bill. The \$4.00 is split evenly, \$2.00 to Voluntary Park Fund and \$2.00 to Library Fund or the utility customer may opt out.

The Voluntary Park fund was first started in 1976.

Attachments

1. Samply Utility Bill



City of Colleyville
Utility Billing
P.O. Box 1016
Colleyville, TX 76034-1016

Utility Bill
OFFICE HOURS: 8:00 a.m. - 5:00 p.m. Monday - Friday with the exception of holidays.
An after-hours deposit is located in back foyer of City Hall 100 Main Street
AFTER HOURS EMERGENCY: (817) 743.4522 (after hours fee may apply)
CUSTOMER SERVICE - BILLING INQUIRIES: (817) 503.1020
GARBAGE/RECYCLE CUSTOMER SERVICE: (817) 222.2221
Residential yearly sewer calculations based on DEC., JAN., FEB., Water Usage.
Pay by phone @ 844-207-7417 or online at colleyville.com



Customer Name		Service Address						
[REDACTED]		[REDACTED]						
Bill Number	Bill Date	Account Number - Customer Number					Due Date	
[REDACTED]	03/28/2017	[REDACTED]					04/15/2017	
Description	Previous Read Date	Current Read Date	Previous Meter Reading	Current Meter Reading	Usage In 100's of Gallons	Rates Per 1,000 Gallons	Charge	
WATER-RESIDENTIAL	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	
BASE RATE							[REDACTED]	
RATE STEP GALLONS								
WATER VOLUMETRIC CHARGE					[REDACTED]	[REDACTED]	[REDACTED]	
SEWER-RESIDENTIAL							[REDACTED]	
GARBAGE PICKUP							[REDACTED]	
RECYCLE PICKUP							[REDACTED]	
GARBAGE/RECYCLE TAX							[REDACTED]	
DRAINAGE-RESIDENTIAL							[REDACTED]	
VOLUNTARY PARK/LIBRARY FUND							4.00	

BILLED USAGE

350
300
250
200
150
100
50
0

CURR 02/17 01/17 12/16 11/16 10/16 09/16 08/16 07/16 06/16 05/16 04/16 03/16

To avoid a 10% penalty, amount is due in our office by 5:00 P.M. on or before due date.
Services are subject to disconnection with a previous balance.

YOUR ACCOUNT WILL BE DRAFTED

CITY OFFICES WILL BE CLOSED APRIL 14th IN OBSERVATION OF GOOD FRIDAY

Total Current Billing	[REDACTED]
Previous Balance	[REDACTED]
Penalty/Adjustments	0.00
Deposits	0.00
Less Payments Received	[REDACTED]
Total Amount Due	[REDACTED]

Please detach and return bottom portion with your payment include account number on your check



CITY OF COLLEYVILLE
100 Main St.
Colleyville, TX 76034
Return Service Requested

**UTILITY BILL
REMIT PORTION**

Service Address	Bill Number	Account # - Customer #	Due Date	Amount Due
[REDACTED]	[REDACTED]	[REDACTED]	04/15/2017	[REDACTED]

YOUR ACCOUNT WILL BE DRAFTED

Please remit and make checks payable to:



CITY OF COLLEYVILLE
P.O. BOX 1016
COLLEYVILLE, TX 76034-1016



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
100 Main Street
Colleyville, Texas 76034
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Agenda Number 3b	Agenda Date 04/10/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		

Title

Update on Voluntary Park Fund and Park Land Dedication

Explanation

Parks Manager, Heather Dowell, will provide an update to the fund balances as of February 28, 2017.

Attachments

1. Voluntary Park Fund as of 2-28-17
2. Park Land Dedication Fund as of 2-28-17

FINANCIAL STATUS OF VOLUNTARY PARK FUND AT 2-28-2017

FUND BALANCE AT 9-30-2016: \$821,529

FY 2017 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$13,136	\$13,136
November	\$13,302	\$13,302
December	\$14,119	\$14,119
January	\$13,620	\$13,620
February	\$13,236	\$13,236
March	\$13,246	\$0
April	\$13,256	\$0
May	\$13,266	\$0
June	\$13,276	\$0
July	\$13,286	\$0
August	\$13,296	\$0
September	\$13,306	\$0
Total Donations	\$173,660	\$67,413
Interest income Received	\$2,500	(\$2,245)
TOTAL	\$176,160	\$65,167

FY 2016 EXPENDITURES

	<u>RECOMMENDED</u> <u>(PARKS BOARD)</u>	<u>APPROVED</u> <u>(COUNCIL)</u>	<u>EXPENDED</u> <u>YEAR-TO-DATE</u>	
BALANCE OF COTTONBELT TRAIL PHASE III --	\$22,214	\$22,214	\$0	NOTES:
BALANCE OF MCPHERSON - PHASE II <<	\$10,212	\$10,212	\$0	Future projects for capital maintenance
BALANCE OF FY 2015 LASER LEVELING OF BASEBALL FIELDS ##	\$3,761	\$3,761	\$0	
PARK IMPROVEMENTS >> - New Shade Structures	\$45,000	\$45,000	\$21,190	Heather to use this & include Reagan
PARK IMPROVEMENTS >> - Trash & Recycling Receptacles	\$36,000	\$36,000	\$34,856	
PARK IMPROVEMENTS >> - Pleasant Run Landscape Improvements	\$20,000	\$20,000	\$1,110	
PARK IMPROVEMENTS >> - Sparger Park Restroom Paint	\$12,000	\$12,000	\$5,162	
PARK IMPROVEMENTS >> - Sparger Park Fence Replacement	\$15,000	\$15,000	\$4,759	
PARK IMPROVEMENTS >> - 3 New Softball Scoreboards	\$9,000	\$9,000	\$0	
TOTAL	\$173,187	\$173,187	\$67,078	

UNENCUMBERED FUND BALANCE AT 2-28-2017 (COUNCIL APPROVED) \$713,509

PROJECTED FUND BALANCE AT 9-30-2017 \$824,502

AVAILABLE CASH BALANCE AT 2-28-2017 \$819,618

- check

EXPENDITURE KEY:

-- FY 2015 PROJECT/APPROVED JUNE 2001

<< FY 2015 PROJECT/APPROVED JAN 2006

FY 2015 PROJECT/APPROVED NOV 2013

^^FY 2015 PROJECT/APPROVED JAN 2015 (R-15-3835)

**FY2015 PROJECT/APPROVED OCT 2015

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

>>FY2016 PROJECT/APPROVED AUG 2016 (R16-4017)

Must deauthorize funds if will
not spend left over funds.

FINANCIAL STATUS OF PARK LAND DEDICATION FUND AT 2-28-2017		FY17 Detail =>												Prior Balance
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	August	September	
TOTAL REVENUES	\$4,726,156													4,726,156.00
TOTAL INTEREST INCOME REC'D	\$572,541	(2,669.51)	(923.60)	1,939.98	-	-								574,194.00
LESS EXPENSES:														
KIDSVILLE DONATION	\$1,000													\$1,000
LANDSCAPING NATURE CENTER	\$1,169													\$1,169
NATURE CENTER TREES	\$1,035													\$1,035
KIMSEY PARK APPRAISALS	\$4,700													\$4,700
CITY PARK SOD	\$72,881													\$72,881
TPWD KIMSEY PARK GRANT	\$8,800													\$8,800
COTTONBELT TRAIL I	\$161,447													\$161,447
COTTONBELT TRAIL I ROW ACQUISITION	\$32,323													\$32,323
WEBB HOUSE RESTORATION	\$98,584													\$98,584
COTTONBELT TRAIL II	\$147,006													\$147,006
MC DONWELL SCHOOL TRAIL	\$162,790													\$162,790
PARK PROPERTY	\$508,047													\$508,047
CASTLETON TRAIL	\$18,956													\$18,956
MC PHERSON PARK PHASE I	\$1,084,147													\$1,084,147
LOG BARN	\$111,000													\$111,000
SPARGER PARK TRAIL	\$82,838													\$82,838
COTTONBELT TRAIL III	\$392,953													\$392,953
PLEASANT RUN SOCCER COMPLEX IMPVS/PLAYGROUND	\$192,705													\$192,705
LD LOCKETT / COTTON BELT TRAILHEAD IMPROVEMENTS	\$178,839		18,267.30	40,615.73	98,465.79									\$21,490
WEBB HOUSE TRAIL	\$20,000													\$20,000
COTTONBELT TRAIL III - 6950 COLLEYVILLE BLVD PURCHASE	\$150,000													\$150,000
COTTONBELT TRAIL III - 6950 COLLEYVILLE BLVD PURCHASE-	\$250,587													\$250,587
TOTAL EXPENSES	\$3,681,806													\$3,524,457
LESS ENCUMBERANCES:														
COTTONBELT TRAIL II	\$61,292 1/	0123210-7162												
COTTONBELT TRAIL III	\$21,549 2/	0123210-7209; C. Green Scaping												
PLEASANT RUN SOCCER COMPLEX IMPROVEMENTS	\$7,295 3/													
LD LOCKETT / COTTON BELT TRAILHEAD IMPROVEMENTS	\$171,161 4/	0123210-7162												
COTTONBELT TRAIL III - TO REIMBURSE TIF (R-15-3877)	\$0 5/	R-15-3877 stated \$244,602 + all closing costs												
TOTAL ENCUMBRANCES	\$261,297													
TOTAL AVAILABLE AT 2-28-2017	<u>\$1,355,594</u>													
	check													
	\$1,616,891 cash available													
\$0	\$1,616,891 cash operating (1110) + Inv-operating (1172)													

NOTES:

- 1/ will be re-authorized to be used for LD Lockett Trailhead
- 2/ R-15-3891 change order done for \$109,204.67
R-15-3921 \$120,000 approved for completion of Cottonbelt Trail III
- 3/ R-14-3744 \$200,000 for improvements at Pleasant Run soccer field including a playground
- 4/ R-14-3773 \$350,000 for L.D. Lockett Park/Cotton Belt Trailhead Enhancement Project
- 5/ R-15-3877 for the amount to reimburse TIF Fund for purchase of property

Parkland Dedication Fund only used for Acquisition or Improvements



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 04/10/2017	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		

Consideration of forming Nature Center Pond Naming Committee and current request by the Friends of Nature Center

Explanation

Parks Manager, Heather Dowell, and the Parks and Recreation Advisory Board has been approached by the Friends/Colleyville Nature Center Facebook group to name the ponds at the Nature Center.

Background on the Facebook group:

On August 3, 2016 four nature custodians Janet Hix, Richard Hix, John Ferris and Judy Keown, formed a Facebook page named Friends/Colleyville Nature Center to promote awareness of this beautiful refuge. Our mission is to enhance the quality of life in our Northeast Texas community by engaging and educating the nearby residents and visitors in the pleasures, preservation and protection of the Colleyville Nature Center. Our page is found here:

<https://www.facebook.com/groups/friendsofcnc/>

To date we have 519 members and continue to gain more every day. Numerous professional as well as amateur photographers post their magnificent photos to this page.

The City of Colleyville has established procedures for naming facilities, park lands and facilities, streets and renaming. Please review the attached briefing and City policies concerning naming and renaming in consideration of the request made by the Friends/Colleyville Nature Center Facebook group.

Attachments

1. Facility Naming Policy 05062014
2. City Council Resolution R-14-3744
3. Friends/Colleyville Nature Center March 13, 2017 Email



City of Colleyville City Council Agenda Briefing

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

Agenda Number 4c
Type Resolution
Department City Manager

Agenda Date 05/06/2014

Number Resolution R-14-3744

Title

Approval of a Facility Naming Policy

Explanation

Reading and Public Hearing

On November 16, 2004, through attached Resolution R-04-2470, the City Council approved a policy for naming and renaming park lands and facilities, which was recommended by the Parks and Recreation Advisory Board on November 1, 2004. At this time, the policy for naming and renaming park lands and facilities is the only naming policy in place for the City of Colleyville.

At the April 1, 2014 Pre Council meeting, staff brought forward for discussion a recommendation to expand the current policy to also include City facilities, park lands and facilities, street names, and other types of recognition. Establishing a broader, more comprehensive policy, will better ensure that consistent criteria and procedures are followed, regardless of the type of City facility. A proposed Facility Naming Policy, which has been expanded to include the items mentioned above, is attached for City Council consideration. The procedures relating to park lands and facilities, and guidelines for the manner in which facilities should be named, are unchanged from the current policy; additional sections, however, have been added. The guidelines for naming or renaming state that facilities should be named in the following manner: in honor of individuals who donate land or funds for park space, in honor of historical events, in honor of deceased national or state heroes, in honor of deceased community leaders, in relation to predominant characteristics or physical features of the land, in relation to subdivisions within the City, in relation to streets adjacent to the park, or in recognition of an individual due to special circumstances or events. Per the discussion at the Pre Council meeting, a five year waiting period for naming or renaming facilities after a deceased community leader has been added to the proposed policy. Staff has also contacted surrounding cities and of those with a naming policy, the City of Keller had the only policy with a waiting period, which is five years.

Financial Impact

There is no financial impact to the City.

Recommendation

Approve

Attachments

1. Resolution R-04-2470
2. City of Colleyville Parks and Recreation Department Policy for Naming and Renaming Park Lands and Facilities
3. Proposed Facility Naming Policy

RESOLUTION R-04-2470

A RESOLUTION APPROVING COUNCIL ACTION
UNDER CONSENT ITEMS AT THE REGULAR
COUNCIL MEETING NOVEMBER 16, 2004

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

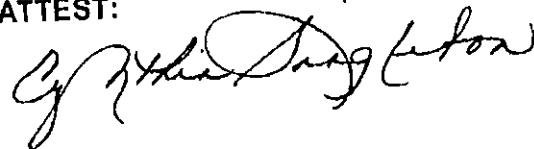
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT the agenda decisions approved by Council action under Consent Items as follows are hereby adopted:
- a. THAT the minutes of the regular City Council meeting of November 3, 2004, are hereby approved.
 - b. THAT the minutes of the Joint City Council and Ethics Commission Worksession of October 27, 2004, are hereby approved.
 - c. THAT the donation of an oak tree from Goodacre Limited Partnership to be planted at Fire Station Number 3, is hereby approved.
 - d. That the Policy for naming and renaming park lands and facilities, are hereby approved.
 - e. THAT the approval to vacate a 10-foot wide water easement on Lot 1, Block 1, Brown Trail, located at 4109 and 4201 Brown Trail, is hereby approved.

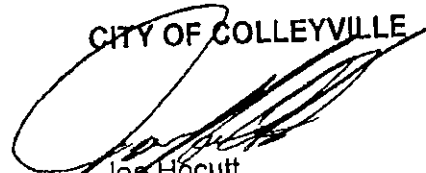
AND IT IS SO RESOLVED.

APPROVED ON THIS THE 16th DAY OF November 2004, BY A
VOTE OF 5 AYES, 0 NAYS AND 0 ABSTENTIONS.

ATTEST:



Cynthia Singleton, TRMC
City Secretary

CITY OF COLLEYVILLE

Joe Hocutt
Mayor

**CITY OF COLLEYVILLE
PARKS AND RECREATION DEPARTMENT**

POLICY FOR NAMING AND RENAMING PARK LANDS AND FACILITIES

A. PROCEDURE FOR NAMING AND RENAMING PARK LANDS AND FACILITIES

1. All requests for naming and renaming park land and facilities shall be made in writing to the Colleyville Parks and Recreation Advisory Board
2. The Chairman of the Colleyville Parks and Recreation Advisory Board shall name a committee that will be responsible for recommending a name for all park lands and facilities to the Board.
3. The committee shall be responsible for research, study and recommendation of a proposed name to the Advisory Board. Rationale for the selection of the recommended name shall be given in writing.
4. The Parks and Recreation Advisory Board shall approve or disapprove of the name recommended by the committee.
5. If the committee's recommendation is disapproved by the Advisory Board, then the matter may be referred back to the committee for further action.
6. Upon approval, the recommended name will be forwarded to the City Council for their final consideration and action.

B. GUIDELINES FOR NAMING OR RENAMING PARK LANDS AND FACILITIES

1. Park lands and facilities shall be named within sixty days after acquisition, construction completion or at the earliest possible time.
2. Park lands and facilities shall be named in the following manner:
 - a. In honor of individuals who donate land or funds for park space;
 - b. In honor of historical events;
 - c. In honor of deceased national or state heroes;
 - d. In honor of deceased community leaders;
 - e. In relation to predominant characteristics or physical features (lake, trees, stream, river) of the land;
 - f. In relation to sub-divisions within the City;
 - g. In relation to streets adjacent to the park;
 - h. In recognition of an individual due to special circumstances or events.
3. Facilities that are a part of or lie within the boundaries of a park will normally bear the name of that park unless otherwise determined by the Parks and Recreation Advisory Board and/or City Council.

Proposed

CITY OF COLLEYVILLE

FACILITY NAMING POLICY

I. PROCEDURE FOR NAMING AND RENAMING

A. FACILITIES

1. All requests for naming and renaming City facilities shall be made in writing to the Colleyville City Council, with a stated justification for the particular recommendation.
2. Following a review of recommendations, suggestions, and public comments, the City Council shall determine the name for City facilities.

B. PARK LANDS AND FACILITIES

Note: Facilities that are a part of or lie within the boundaries of a park will normally bear the name of that park, unless otherwise determined by the Parks and Recreation Advisory Board and/or City Council.

1. All requests for naming and renaming park lands and facilities shall be made in writing to the Colleyville Parks and Recreation Advisory Board.
2. The chairman of the Colleyville Parks and Recreation Advisory Board shall name a committee that will be responsible for recommending a name for all park lands and facilities to the Advisory Board.
3. The committee shall be responsible for research, study, and recommendation of a proposed name to the Advisory Board. Rationale for the selection of the recommended name shall be given in writing.
4. The Parks and Recreation Advisory Board shall approve or disapprove of the name recommended by the committee.
5. If the committee's recommendation is disapproved by the Advisory Board, then the matter may be referred back to the committee for further action.
6. Upon approval, the recommended name will be forwarded to the City Council for their final consideration and action.

C. STREET NAMES

1. Proposed street names shall be submitted by the developer to the Community Development Director for approval.
2. Proposed changes to existing street names shall be submitted to the Community Development Director, but must be approved by the City Council.

D. OTHER RECOGNITION

1. The City of Colleyville Facility Naming Policy does not preclude additional opportunities for recognition. For example, the City Council may honor an individual or event with a memorial or permanent marker at a City facility or park. Donations made by individuals or businesses may also be recognized on a donor wall or other appropriate manner.

II. GUIDELINES FOR NAMING OR RENAMING

- A. Facilities should be named within sixty days after acquisition, construction completion, or at the earliest possible time.
- B. Once adopted, name changes should occur on an exceptional basis only and must follow the same criteria for naming new facilities.
- C. Facilities shall be named in the following manner:
 1. In honor of individuals who donate land or funds for park space;
 2. In honor of historical events;
 3. In honor of deceased national or state heroes;
 4. In honor of deceased community leaders, but not prior to five years after the date of their death;
 5. In relation to predominant characteristics or physical features (lake, trees, stream, river) of the land;
 6. In relation to sub-divisions within the City;
 7. In relation to streets adjacent to the park;
 8. In recognition of an individual due to special circumstances or events.
- D. Streets shall be named in the following manner:
 1. Based on the recommendation of the developer and approval by the Community Development Director.
 2. In general, every effort should be made to avoid using the same name on more than one street, even if the name would vary by designation as a Street, Lane, Circle, Drive, etc.

RESOLUTION R-14-3744

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

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

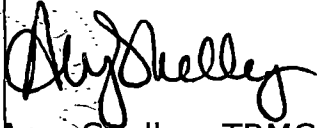
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

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

AND IT IS SO RESOLVED.

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

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor

From: Janet Hix [<mailto:jlhix@mac.com>]

Sent: Monday, March 13, 2017 12:33 PM

To: rjhen52@gmail.com; cliff@leblanc.net; hille@sbcglobal.net; Mitali Mandlekar <mitali.mandlekar@gmail.com>; nataliegenco@gmail.com; apurandoc@aol.com; jim@hasenpflug.net; hillary.schwanbeck@gmail.com

Cc: John Ferris <johnsferris@yahoo.com>; RICHARD HIX <rbhix@mac.com>; Judy Keown <Jkeownphotography@hotmail.com>; Heather Dowell <HDowell@colleyville.com>

Subject: Adoption of Pond Names at the Colleyville Nature Center

TO: Colleyville Parks and Recreation Advisory Board

Thank you for your service to the City of Colleyville!

The purpose of this letter is to make a formal request to adopt the following names for the 9 ponds located within the Colleyville Nature Center.

The Colleyville Nature Center (CNC) was established in 1989 by Herman Smith as a result of a generous donation. Since this time the CNC has become one of the leading bird refuge sites in Northeast Texas with 181 different bird species having been reported to Cornell University's eBird database. These reports were submitted by visitors to the Colleyville Nature Center over the past 22 years.

On August 3, 2016 four nature custodians Janet Hix, Richard Hix, John Ferris and Judy Keown, formed a Facebook page named Friends/Colleyville Nature Center to promote awareness of this beautiful refuge. Our mission is to enhance the quality of life in our Northeast Texas community by engaging and educating the nearby residents and visitors in the pleasures, preservation and protection of the Colleyville Nature Center. Our page is found here:

<https://www.facebook.com/groups/friendsofcnc/>

To date we have 519 members and continue to gain more every day. Numerous professional as well as amateur photographers post their magnificent photos to this page.

Currently, the CNC is one of the top 10 birding hotspots in Tarrant County. Visitors come from all over the state to see and photograph birds; many that are not found where they live. For example: two pair of Barred Owls are nesting in the CNC this spring. Coyotes, raccoons, opossums, snakes and a huge assortment of dragonflies and other insects have been spotted here too.

The many ponds and trails which enhance the CNC each hold their own unique characteristics and beauty. Because the CNC is an expansive 46 acres, it was difficult to describe the location of certain activities, meeting places, bird sightings or possibly an emergency, thus the pond naming contest was created. The members of our Facebook group submitted pond name ideas. The final pond names were decided upon by the administrators ensuring they encompass the natural surroundings and essence of each individual pond.

See map below for the 5 west side ponds.



The ponds with numbers and proposed names are:

Long Pond (pond #1) is the 'longest' pond and is a popular pond for catching Wide-mouth Bass. In the winter, the Double-crested Cormorants perch in the trees here. In the summer, Yellow-crowned Night Herons encircle the pond searching for a crawfish meal. Great Blue Herons and Great Egrets are seen here year-round. See Guideines, C5

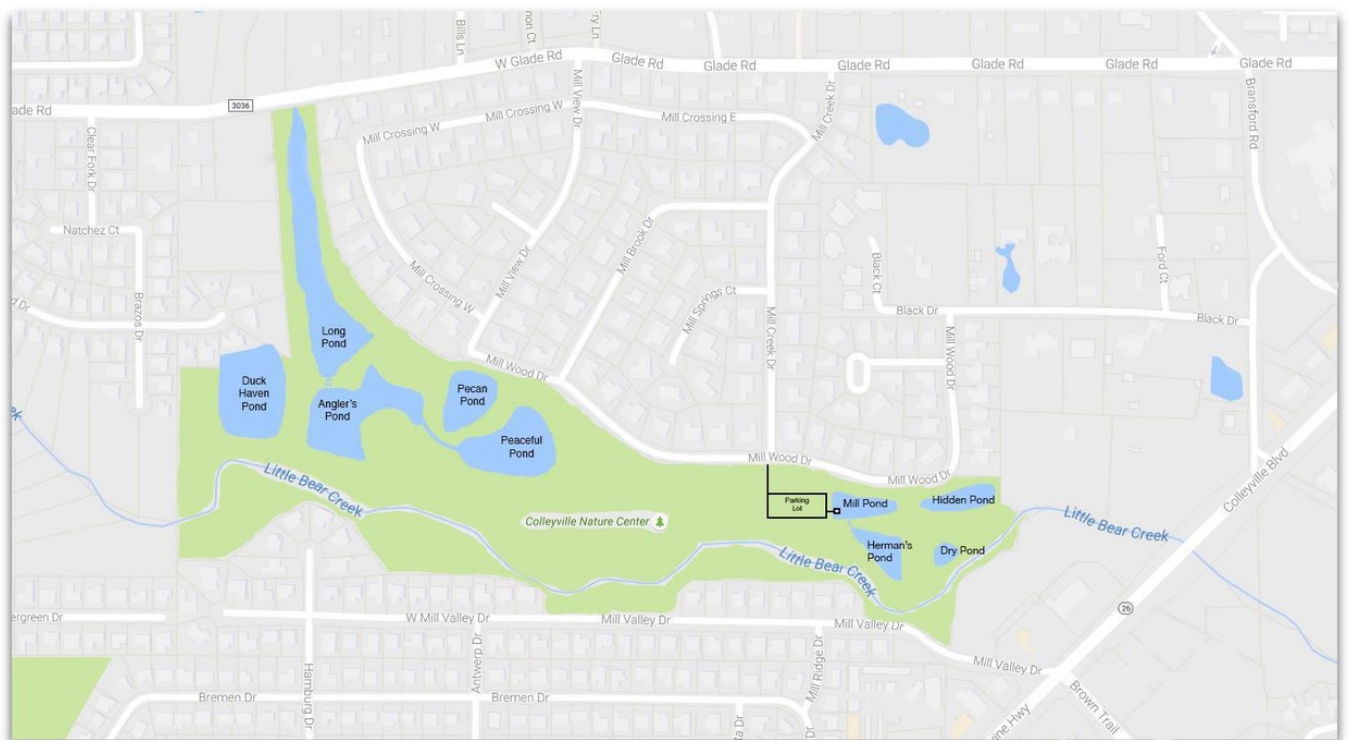
Duck Haven pond (#2) is the evening gathering place for many of the ducks and geese who call the Colleyville Nature Center their home. They can be seen taking flight each morning to other areas after resting here overnight. Commonly found here are Mallards, American Wigeons, woodpeckers and Mississippi Kites. A Belted Kingfisher pair live on the west side. See Guidelines, C5

Anglers Pond (#3) is downstream from Long Pond. It was the site of the Junior Fishing Rodeo in 2016 and is stocked annually by the City of Colleyville. Anglers of all ages visit and catch sizable catfish in this pond! A nesting pair of Red-shouldered hawks can be found here right now! See Guidelines, C2

Pecan Pond (#4) located on the corner of Mill View and Mill Wood was named due to the significant number of Pecan trees surrounding this small pond. Turtles sun on the banks of Pecan Pond and last year a Green Heron nest was spotted on the south side. A local photographer won a contest with her image of an immature Little Blue Heron on Pecan Pond. See Guidelines, C5

Peaceful Pond (#5) was named due to it's secluded location and peaceful setting where a small waterfall can be seen after a good rain. This pond has a reflection bench and is a quiet and peaceful place to sit and enjoy the sights and sounds of nature. See Guidelines, C5.

See map below for the 4 east side ponds (right side).



Mill Pond (#6) is located near the CNC playground and parking lot on Mill Wood Drive. This is one of the most visited ponds and was named for it's location adjacent to the Mill Creek neighborhood. Beautiful sunrise landscapes have been captured here! See Guidelines, C6 and C7.

Herman's Pond (#7) was named for the CNC's benefactor, Herman Smith. Mill Pond overflows into Herman's Pond. A Black-chinned Hummingbird was seen here during the summer of 2016. See Guidelines, C1.

Hidden Pond (#8) is truly hidden behind a stand of trees and many of the more skiddish varieties of birds will visit this pond including the beautiful Wood Ducks. A bobcat family has been seen here too! See Guidelines, C5.

Dry Pond (#9), the smallest pond, is named appropriately as many times during the year this pond is dry and without water during times of low rainfall. Many a dragonfly has been photographed on this pond! See Guidelines, C5.

We hope you agree this is a worthwhile pond-naming project!

Judy Keown, FB page founder

John Ferris, admin

Janet Hix, admin

Richard Hix, admin



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 04/10/2017	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 04/10/2017

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Parks Report

Explanation

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

Attachments