



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

PARKS & RECREATION BOARD

October 21, 2024

6:00 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to four (4) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email dwilson@trophyclub.org

ANNOUNCEMENTS AND REPORTS

1. Welcome and introduction of new Parks & Recreation Board members. (C. Ellis)
2. Board Training (Brandon Wright, Town Manager, and Tammy Dixon, Town Secretary)
 1. Introduction
 2. General overview of the Parks and Recreation Board's Roles and Responsibilities
3. Department Update (C. Ellis)
 - a) End of the year InfoGraphic: 2024 FY Wrap-Up
 - b) Comprehensive Parks and Recreation Master Plan RFQ
 - c) Aquatic Schematic Design Update

REGULAR ITEMS

4. Discuss and consider approval of the Parks & Recreation Board Meeting minutes dated September 16, 2024. (D. Wilson)
5. Discuss and consider the appointment of a Parks & Recreation Board Vice Chairperson. (D. Wilson)

FUTURE AGENDA ITEMS

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

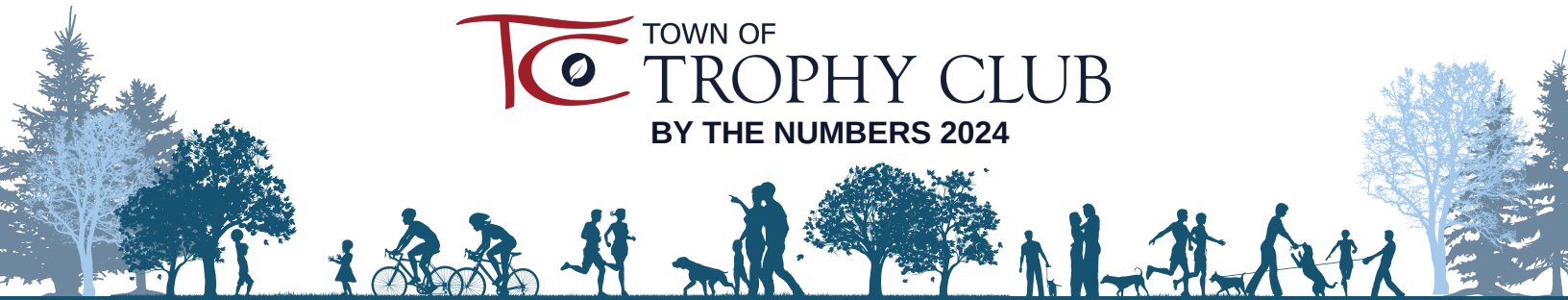
CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: October 18, 2024, at 9:30 AM, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Daniel Wilson
Senior Administrative Assistant

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.

TOWN OF TROPHY CLUB BY THE NUMBERS 2024



771 MEMBERSHIPS
\$41,675
in revenue

21 FACILITY RENTALS
\$7,020
in revenue

188 SWIM LESSONS
\$12,745
in revenue

155 SWIM TEAM
PARTICIPANTS
\$28,450
in revenue

12,331
OVERALL SWIM
ATTENDANCE

350 HOSTED
SWIMMERS
TAAF
TEXAS AMATEUR ATHLETIC
FEDERATION CIRCUIT MEET

50 PARTICIPANTS
First year offering
a track program.
\$6,365 in Revenue



CAMPER KIDDOS
Summer Adventure
Camp. \$96,950 in
Revenue

15 PARTICIPANTS
Two Bocce Ball
seasons. \$55,000
in Revenue



1,009
PARTICIPANTS
\$16,720
in revenue



3,170
PARTICIPANTS
\$24,360
in revenue



1,000
ATTENDEES



140
ATTENDEES



600
ATTENDEES



1,200
ATTENDEES



1,000
ATTENDEES



500
ATTENDEES



5,000
ATTENDEES
65 floats/100 walkers



8,000
ATTENDEES



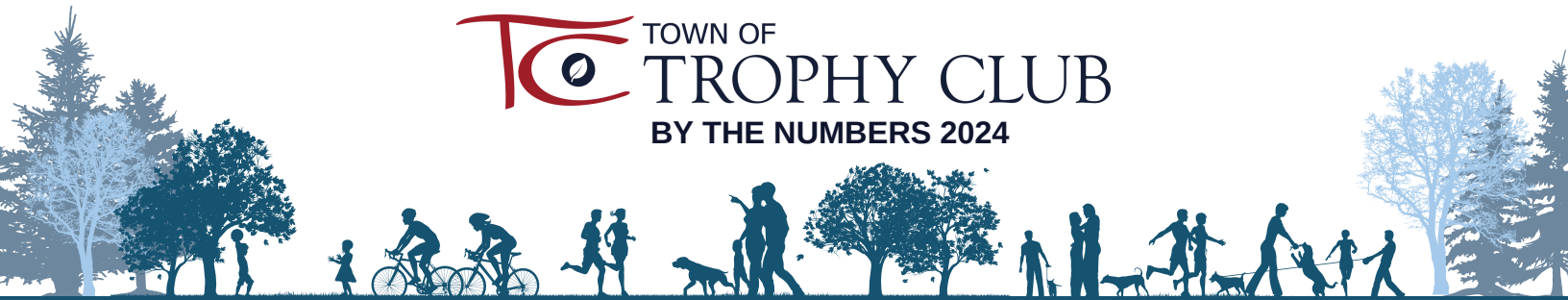
1,500
ATTENDEES



650
ATTENDEES

TOWN OF TROPHY CLUB

BY THE NUMBERS 2024



TROPHY CLUB PARKS & REC FACEBOOK

7K audience
160 published posts
206K impressions
12K engagements
5.7% engagement rate



TROPHY CLUB PARK FACEBOOK

10K audience
92 published posts
213K impressions
14K engagements
6.5% engagement rate



TROPHY CLUB TRITONS FACEBOOK

913 audience
16 published posts
17K impressions
1.4K engagements
8.5% engagement rate

Sprout Social: 10/01/23 - 9/27/24

TROPHY CLUB PARKS & REC WEBPAGE

6,574 views

3,294 active users

42s average engagement time on site



TROPHY CLUB PARK WEBPAGE

24,249 views

15,543 active users

24s average engagement time on site



TROPHY CLUB POOL WEBPAGE

8,633 views

5,460 active users

48s average engagement time on site



Google Analytics: 10/01/23 - 9/27/24



5 COMMUNITY ENGAGEMENT EVENTS
pickleball & aquatics

1

1 NEW COMMUNITY KIOSK
at trophy club park





Parkhill



Town of Trophy Club

Parks and Recreation
Comprehensive Master Plan

RFQ #PR202 4-03 | August 30, 2024

August 30, 2024

Town of Trophy Club
April Duvall | Director of Finance
1 Trophy Wood Drive
Trophy Club, TX 76262

RE: RFQ# PR2024-03 | Parks and Recreation Comprehensive Master Plan

Dear Mrs. Duvall,

We are pleased to transmit this statement of qualifications for your Town of Trophy Club Parks and Recreation Comprehensive Master Plan.

This is an incredible time for the Town to come together, learn about themselves, their neighbors, and the collective impact that park and recreation spaces and services have on the quality of life in Trophy Club. The outlined scope of work and desire to set new goals and aspirations for the delivery of Parks and Recreation services for the Town of Trophy Club are setting the stage for what can be a truly transformative effort and plan moving forward. Parkhill would sincerely love to collaborate with the Town of Trophy Club in this effort as a trusted resource and partner.

Parkhill, founded in 1945, has over 500 employees across Texas, New Mexico, and Oklahoma. As a multidisciplinary firm, Parkhill offers architectural and engineering design services for government, commercial, and institutional projects. Our team includes planners, architects, engineers, interior designers, landscape architects, and construction management professionals. We specialize in park, recreation, and streetscape planning and design, with numerous award-winning projects.

Trophy Club's Parks and Recreation Comprehensive Master Plan is complex and will be unique. We have assembled a team that will develop a living comprehensive master plan that remains relevant, adaptable, and actionable to ensure the long-term health and vitality of Trophy Club's parks and recreation system.

- | Engaging the community, Town officials and stakeholders are crucial to this plan's success. Parkhill is partnering with **CivicBrand**, a civic engagement leader with 16 years of experience, to lead public and stakeholder engagement, ensuring a uniquely Trophy Club approach.
- | The plan must be financially and politically feasible to implement. Aligning projects with the Town's fiscal realities and political landscape is crucial. Parkhill has partnered with **110%, Inc.**, experts in financial sustainability and recreation analysis. Since 2010, they have supported hundreds of park organizations across North America. They will lead the development of a Recreation Programming Plan, including program inventory, gap analysis, services analysis, partnership analysis, and financial sustainability strategy.
- | Trophy Club Park, spanning over 800 acres along Grapevine Lake, is a standout feature of Trophy Club's parks and recreation system. This plan aims to enhance the park's potential as a premier destination. To achieve this, Parkhill has partnered with Lee Petty from DHM Design, renowned for their work with the US National Park Service. This collaboration brings experience in large-scale park planning, exploring unique activities and fee opportunities beyond typical municipal offerings.

We want to partner with you to deliver a plan that is unlike any other in the metroplex. We have assembled an amazing team of professionals. This is truly a hallmark opportunity for us all to tailor a comprehensive master plan that can excite and galvanize the community with a shared vision. One that will guide community leaders for the next ten plus years as they continue to make Trophy Club a great place to explore.

Thank you,



Chad Davis, RLA
Principal-in-Charge
806.473.3517
cdavis@parkhill.com



TABLE OF CONTENTS

LETTER OF TRANSMITTAL	02
TABLE OF CONTENTS	04
PROJECT TEAM EXPERIENCE	05
AVAILABLE RESOURCES AND CONSULTANT LOCATION	13
ISSUES FACING THE TOWN OF TROPHY CLUB	15
METHODOLOGY AND APPROACH	0
TIMELINE	23
WORK SAMPLES AND REFERENCES	25
SUPPORTING INFORMATION	27

PROJECT TEAM EXPERIENCE

Parkhill provides customized planning services designed to meet the specific needs of each project and client, ensuring efficient and cost-effective solutions that foster lasting partnerships. Our dedication to quality and client satisfaction is reflected in the fact that approximately 85% of our active work comes from repeat clients.

Parkhill will lead the development of the Parks and Recreation Comprehensive Master Plan for the Town of Trophy Club, from the initial environmental review to implementation, coordinating with local government agencies and stakeholders.



CHAD DAVIS, RLA

PRINCIPAL-IN-CHARGE

Chad is a Principal and the Director of Landscape Architecture. Chad advises the Landscape Architectural group and fills key roles in unique project development and delivery for atypical projects. Chad is renowned for his extensive experience in project management, facilitation, planning, public/private partnerships, site master planning, and design. He will leverage his nearly three decades of experience completing over 300 projects successfully for the Town of Trophy Club on this project. Chad will be involved in all phases of work for the Project.



NOTABLE PROJECT EXPERIENCE

- | Laredo Sports Complex Venue Master Plan
- | Alcon Labs Fort Worth Master Plan
- | Midland College Bond Irrigation Master Plan
- | Laredo Parks Master Plan
- | Alcon Landscape Detail Master Plan
- | Vinton Parks and Open Space Master Plan
- | Lubbock ISD Master Plan
- | Lubbock Municipal Master Plan
- | Floydada ISD Facility Assessment Master-Bond Plan
- | Brownfield Streetscape Master Plan
- | City of San Angelo Park Master Plan
- | Southlake 2035 Master Plans
- | Borger Johnson Park Pool Master Planning
- | Kingdom Prep Academy-Master Plan

REGISTRATIONS

Registered Landscape Architect
Texas No. 1964

EDUCATION

Texas Tech University
Bachelor of Landscape Architecture

EXPERIENCE

22 Years with Parkhill
29 Years in Industry

MICHAEL HOWARD, AIA, RLA, AICP

PROJECT MANAGER

Michael is a Principal who leads Parkhill's Planning Studio. Michael also serves as Location Leader for Parkhill's Frisco Office. Michael has worked extensively with school districts and municipalities on long-range facility master planning projects including facility needs assessments, community master plans, and capital improvement planning. Michael has led master planning and design projects for some of the largest and fastest-growing cities and school districts in Texas including City of Frisco and Frisco ISD.



NOTABLE PROJECT EXPERIENCE

- | Tarrant County Space Plan and Building Assessment
- | Comal County Facility Assessment and Feasibility Study
- | Rockwall County Facility Needs Assessment
- | Rockwall County Courthouse Annex Fort Worth ISD Facility Needs Assessment
- | Lewisville Office Allocation and Land Utilization Study
- | Frisco City Hall Renovation Feasibility Study
- | Frisco Public Safety Facility Needs Assessment
- | Plano Public Works Facility Master Plan

REGISTRATIONS

Registered Architect
Texas No. 28821

EDUCATION

Texas Tech University
Master of Landscape Architecture
Bachelor of Science | Architecture

EXPERIENCE

13 Years with Parkhill
16 Years in Industry

PROJECT TEAM EXPERIENCE

CHRIS TRIBBLE

SENIOR ADVISOR

Chris has served in a Director role for several different municipalities across the state including nearly 17 years as the Director of Community Services for the City of Southlake. He possesses a diverse range of proven experience, including executive leadership, strategic planning, organizational development, park planning, recreation facility planning, development and operations, as well as excellent communication skills with City Councils, Boards and Commissions, and community stakeholders. Chris will serve as a Senior Advisor to the design team and provide the Owner with the resources and experience of leading municipal staff.



NOTABLE PROJECT EXPERIENCE

- | Southlake 2035 Parks, Recreation & Open Space Master Plan
- | Southlake 2035 Public Arts Master Plan
- | Southlake 2030 Parks, Recreation, Open Space & Community Facilities Master Plans
- | Southlake 2035 Wellness Plan
- | Southlake 2030 Mobility Plan
- | Bicentennial Park Master Plan
- | DPS North Training Facility
- | Streetscape/Beautification - FM 1709, FM 1938 & SH 11
- | Bob Jones Nature Center & Preserve
- | The Marq Southlake Champions Club

EDUCATION

University of North Texas
Bachelor of Science - Kinesiology/Biology

EXPERIENCE

1 Years with Parkhill
23 Years in Industry

JAMES WILLIAMS, RLA

LANDSCAPE ARCHITECT

James Williams is a Senior Associate and the Design Excellence Champion for the Landscape Architecture Sector. He reviews all the designs from schematics through construction documents. His work was recognized by the American Society of Landscape Architects for excellence in design, and he has works published in national publications that speak to his creative, sustainable, and technical approach to project delivery. James will be involved in all phases of work for the Project.



NOTABLE PROJECT EXPERIENCE

- | Fort Worth Dream Park
- | Frisco Northeast Community Park
- | Grand Prairie Fish Creek Trail Linear Park
- | Grand Prairie Tyre Park
- | Keller Sports Park Master Plan
- | Keller Sports Park Renovations
- | Southlake Bicentennial Park Forney Three Park Master Plans - SRA5400
- | Southlake 2035 Master Plans
- | Forney Parks Master Plan 2023
- | Laredo Sports Complex Venue Master Plan
- | Forney Northside Park Master Plan
- | City of Fate Downtown Master Plan

REGISTRATIONS

Registered Landscape Architect
Texas No. 2372

EDUCATION

Texas A&M University
Bachelor of Landscape Architecture

EXPERIENCE

6 Years with Parkhill
21 Years in Industry

KYLE LAFERNEY

CAPRA ACCREDITATION COORDINATOR

Kyle LaFerney is an Associate for Parkhill. He has over 15 years of experience partnering with public clients and assisting in managing and implementing their capital programs. He was formerly the Parks Superintendent at the City of Frisco and was responsible for the parkland acquisition, park design, and maintenance. While in this role, Kyle assisted with the City's successful CAPRA Accreditation.

His background in municipal planning, landscape architecture, and site design gives him unique insight into the entitlement and permitting process and bolsters his ability to collaborate with public entities, designers, and contractors to provide seamless project delivery.

NOTABLE PROJECT EXPERIENCE

- | McKinney Municipal Complex
- | McKinney Gabe Nesbitt Tennis Center
- | Arlington Active Adult Center
- | Parker County Annex
- | Denton County Employee Health Clinic
- | The Overlook Amenity Center
- | Fate Parks Master Plan
- | Forney Parks Bond Planning
- | Frisco Commons Park Master Plan

LARRY STONE, PE, RPLS

CIVIL ENGINEER

Larry Stone leads Site Development and Planning in the DFW area. Early in his nearly 50-year career, his primary focus was municipal engineering and residential development. Today, he continues to provide input on municipal park facilities as well as much of our athletic and site work. Larry has learned what works and what doesn't. His technical and regulatory experience has led to many successful park projects throughout the DFW metroplex. Larry will be involved in all phases of work for the Project.

NOTABLE PROJECT EXPERIENCE

- | Southlake Pickleball Complex
- | Allen Molsen Farm
- | Amarillo Thompson Park Pool
- | Arlington Active Adult Center
- | Grand Prairie Tyre Park
- | Keller Sports Park Renovations
- | Kerrville H-E-B Tennis Center
- | Leander San Gabriel Sports Complex Master Plan
- | McKinney City Hall
- | McKinney Gabe Nesbitt Park Indoor Tennis Center
- | McKinney Gabe Nesbitt Park Tennis Center Expansion
- | Round Rock Heritage Trail East Park



EDUCATION

Louisiana State University
Bachelor of Landscape Architecture

EXPERIENCE

5 Years with Parkhill
19 Years in Industry



REGISTRATIONS

Licensed Professional Engineer
Texas No. 42252
Registered Professional Land Surveyor
Texas No. 2925

EDUCATION

Texas A&M University
Bachelor of Science, Civil Engineering

EXPERIENCE

6 Years with Parkhill
49 Years in Industry

JULIO CARRILLO, AICP, LEED AP ND

SENIOR PLANNER

Julio is a Senior Planner and Manager with Parkhill’s Planning and Interiors Sector. With nearly 20 years of experience, he has managed and directed projects ranging from architecture and green building consulting to urban design and community planning. The focuses of his practice are equity, resiliency and sustainability. Through his diverse knowledge of residential, multifamily, corporate office, educational, institutional, municipal, and neighborhood design, Julio builds communities, not only projects.



NOTABLE PROJECT EXPERIENCE

- | Parks Bell Ranch Odessa Master Planning
- | City of Fate Parks Master Plan
- | McKinney Municipal Complex
- | Rockwall County Facility Needs Assessment
- | City of Lubbock Health Dept Needs Assessment
- | Williamson County Parks Department Expo Center
- | Mesalands CC Campus Master Plan
- | City of Arlington - River Legacy Trail Realignment
- | Eastern New Mexico University Campus Master Plan
- | Horseshoe Bay Nature Preserve Outlook

REGISTRATIONS

AICP Certified Planner
Texas No. 31564
LEED Accredited Professional

EDUCATION

University of Texas at Austin
Master of Science
Community and Regional Planning

EXPERIENCE

4 Years with Parkhill
19 Years in Industry

XIE TRACZ, RLA

PLANNER

Xie’s work focuses on providing a wholistic, systems approach to design and planning. Xie draws on her dual degrees in both landscape architecture and planning, life experience and exposure to different types of communities to provide a comprehensive balance of economic, sustainable, unique-to-each-place plans. Overall, Xie’s work reflects her belief that wholistic and strategic planning can enhance the built environment, strengthen communities and create a more sustainable future.



NOTABLE PROJECT EXPERIENCE

- | Abilene Zoo - Master Plan
- | Forney Parks and TrailsMaster Plan
- | Fate Parks and Trails Master Plan
- | Grand Prairie Tyre Park Master Plan
- | Fate Southside Community Park Phase 1
- | McKinney Old Settler’s Park Master Plan
- | Midlothian Community Park Phase 2
- | Southlake Bicentennial Park - Phase 3
- | McKinney Gabe Nesbitt Tennis Center Expansion
- | Pflugerville 1849 Park - Phase I
- | Fort Worth Dream Park
- | Fate Downtown Master Plan
- | Richland Hills - 4 Parks Master Plan

REGISTRATIONS

Registered Landscape Architect
Texas No. 3542

EDUCATION

University of Texas at Arlington
Master of Landscape Architecture
Master of City and Regional Planning

EXPERIENCE

5 Years with Parkhill
8 Years in Industry

THOMAS CAFFAREL, PE, CFM

HYDROLOGY

Thomas leads the Engineering Services Branch at Cardinal Strategies, with over 19 years of experience in floodplain management, primarily in the Dallas-Fort Worth area. For over 16 years, he has managed master drainage studies, channel and detention designs, erosion control projects, and closed pipe system designs. He is skilled in H&H software like HEC-Suite, XP-SWMM, and InfoWorks. Recent projects include flood studies for various developments across Texas, erosion control, trail designs for Parks and Recreation Departments, and FEMA-related work, including CLOMRs and LOMRs.



NOTABLE PROJECT EXPERIENCE

- | Keller Sports Complex Master Planned Improvements Flood Study
- | EFAL 1B Flood Study for Park Planning
- | Pronghorn Trail Creek Stabilization Maintenance Design
- | White Rock Creek Trail Improvements Flood Study
- | Bob Woodruff Park Trail Improvements Flood Study
- | Oak Point Park Trail Improvements Flood Study
- | Cottonwood Creek Hike and Bike Improvements Flood Study

REGISTRATIONS

Licensed Professional Engineer
Texas No. 103444
Certified Flood Plain Manager
Texas No. 1492-08N

EDUCATION

Texas Tech University
Bachelor of Science, Civil Engineering

EXPERIENCE

7 Years with Cardinal Strategies
19 Years in Industry

RUDI REINECKE

ENVIRONMENTAL SERVICES

Rudi holds over 25 years of experience in environmental consulting with extensive experience in natural resources throughout Texas. His specialties include environmental permitting for transportation infrastructure projects, plant ecology and taxonomy, vegetation sampling and community characterization, waters of the United States (WOUS) delineation, wetland bank mitigation, and Protected Species Habitat Assessment, and has participated in more than 1,200 wetland-related projects in conjunction with governmental regulatory agencies such as Texas Department of Transportation (TxDOT), Texas Park and Wildlife Department (TPWD), and the U.S. Army Corp of Engineers (USACE)



NOTABLE PROJECT EXPERIENCE

- | Keller Sports Complex Master Planned Improvements Flood Study
- | Cotton Palace Park Master Plan Phase
- | Dallas County Open Spaces Master Plan Project
- | Sycamore Park Project Phase II
- | Vitruvian Park NWP 42 Support; Mitigation Planting
- | AT&T Trail Individual Permit
- | Trinity Strand Trail WOUS and Nationwide Permit (NWP) 14
- | Skyline Trail Phase
- | Crawford Memorial Park WOUS Delineation and Mitigation Planning
- | Botanical Gardens Children's Center NWP 42

REGISTRATIONS

Certified Arborist
Texas No. 3922A

EDUCATION

Texas A&M University
Master of Science, Rangeland Ecology and Management
Bachelor of Science, Rangeland Ecology and Management

EXPERIENCE

21 Years with Integrated Environmental Solutions
26 Years in Industry

INSPIRING ETHICAL SUSTAINABILITY OF PARKS AND RECREATION

We are 110%, a parks and recreation consulting firm of former practitioners who advocate for inspiring ethical decision making, strengthening leadership competencies, and ensuring the financial sustainability of parks and recreation.



EDUCATION, PRESENTATIONS, AND TRAININGS

Their educational content, expert presentations, and training programs effectively address important industry issues around the three key areas of ethical decision making, adaptive leadership and financial sustainability. By delivering effective and engaging content which provides tangible and impactful results, they carefully design programs around your specific needs so the experience is impactful and memorable.



FINANCIAL SUSTAINABILITY

The Financial Sustainability Strategy empowers organizations to use data and information to make informed decisions. Whether done as a standalone project or with as part of a planning initiative, their unique process combines sound financial management principles with their one-of-a-kind cost-of-service process to help organizations clearly understand how taxpayer resources are being used.



PLANNING INITIATIVES

Their custom-tailored planning initiatives blend visioning what an organization and community can become with creating a responsible and sustainable future. They strive to leverage their experience and networks to provide your organization with an optimized and practical master or strategic plan.

FARRELL BULLER

FINANCIAL SUSTAINABILITY

Farrell has more than 20 years in progressively responsible leadership roles. She has focused on achieving results for leaders and their teams, successfully leading organizations of 500+ employees, with budgets of up to \$80M, as well as smaller organizations and teams. As a graduate of the University of Northern Colorado in Therapeutic Recreation and as a former Parks and Recreation Director and City Manager, Farrell embraced her passion for serving others.



NOTABLE PROJECT EXPERIENCE

- | Parker, CO - Parks and Recreation Department
- | Oquirrh, UT - Recreation and Park District
- | Glencoe, IL - Park District
- | Commerce City, CO - Parks and Recreation Department
- | Napa, CA - Parks and Recreation Department
- | Redmond, WA - Park District

EDUCATION

University of Northern Colorado
Bachelor of Science, Recreation/Therapeutic

EXPERIENCE

3 Years with 110% Inc.
20 Years in Industry

THE INDUSTRY LEADER IN CIVIC ENGAGEMENT

Founded in 2008, CivicBrand works with cities, universities, developers, and planning firms on public engagement, place branding, placemaking, and destination marketing. They bring together multiple organizations and efforts to create cohesive, vibrant communities.

Effective engagement and place branding go beyond surveys and logos, requiring experience in equitable engagement, local government, economic development, user experience, design, brand strategy, and tourism marketing. While many firms can create logos, communities need more than just a logo or campaign. They require a clear identity and a unifying vision. CivicBrand specializes in guiding communities through this process to create impactful stories for residents, staff, and stakeholders.

Public engagement serves as the cornerstone of every project they undertake. CivicBrand's mission is inspired by activist Jane Jacobs' quote: 'Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody.'

They observed that public engagement in most communities often fell short, reaching only a select segment of the population. Determined to address this issue, a process and approach to equitable public engagement was developed. This method involves identifying the various groups and sub-groups within a community and then employing appropriate engagement tools and tactics to effectively reach each audience on their terms. This ensures a truly equitable approach to public engagement.

CivicBrand



RYAN SHORT

PUBLIC ENGAGEMENT

With a passion for place and how it impacts our lives, Ryan co-founded CivicBrand and has developed a team, process and tools to fully engage a community, foster civic pride, and help communities discover and implement their true identity.

Ryan leads the CivicBrand team and has worked with communities across the country. This includes city and county wide branding projects, district branding, placemaking and activation, as well as a wide range of planning efforts including comprehensive plans, open space and trails master plans, parks and recreation master plans, and downtown master plans.

NOTABLE PROJECT EXPERIENCE

- | Engagement - Massachusetts Institute of Technology, Cambridge, MA
- | Whitman Park Master Plan - Grand Junction, CO
- | Open Space and Trails Master Plan - Breckenridge, CO
- | Elevate Las Cruces, Comprehensive Plan - Las Cruces, NM



CivicBrand

EDUCATION

Pratt Institute
Human Centered Design
University of North Texas
Bachelor of Arts, Marketing

EXPERIENCE

16 Years with CivicBrand
16 Years in Industry

about PARKHILL

For 79 years, our Texas communities have depended on us to provide innovative, collaborative, and relevant solutions for design services.

We have established a tradition of personalized client service, technical experience, architectural design, and innovative engineering. A full range of design services is provided through the firm's offices in Texas, Oklahoma, and New Mexico. Parkhill has a staff of more than 550 and is one of the top 15 firms in the State of Texas according to Architectural Record.

We are a multidisciplinary firm and will provide the Town of Trophy Club the personnel to fill the prime firm position. Our professionals understand the unique challenges and opportunities municipal facilities pose when tasked to innovate the most efficient, maintainable systems. Project Manager Michael Howard will be the main points of contact for Parkhill. We will have our staff available during review meetings to relay information to your internal team members.



PRIMARY OFFICE LOCATION



255 N. Center St., Suite 100
Arlington, Texas 76011
817.649.3216

79
YEARS
IN BUSINESS

550+
PROFESSIONAL
STAFF

1,200+
ANNUAL
PROJECTS

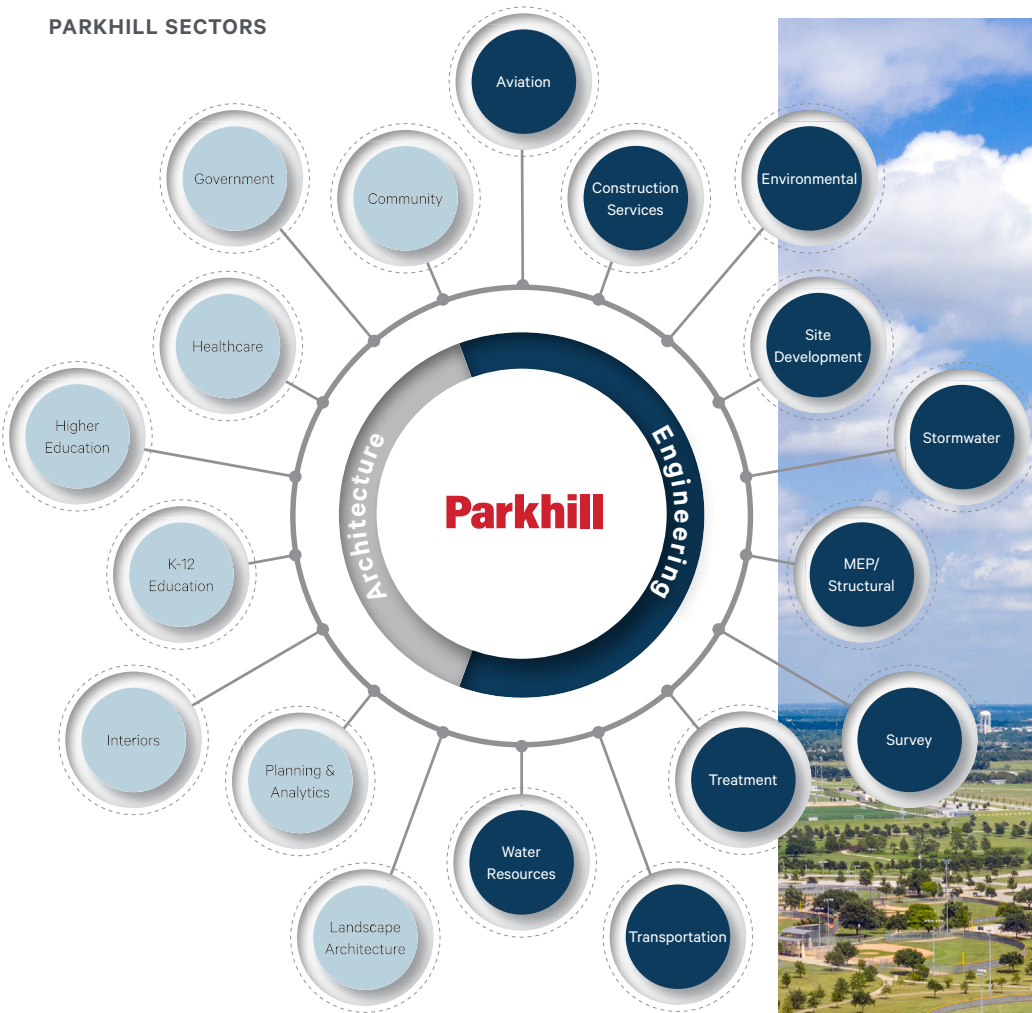
Meet Your Project Manager

Michael Howard brings creativity and relevance to his projects, ensuring that innovative solutions are tailored to the specific context of each community. His projects are marked by their unique design elements that, not only stand out aesthetically, but also serve practical purposes, enhancing the functionality and sustainability of community spaces.

Michael has a strong emphasis on building long-term relationships with clients, colleagues, and community members. These relationships are a testament to his commitment to keeping people at the center of all his work, ensuring the projects he undertakes continue to serve the community well into the future.



PARKHILL SECTORS



We are deeply rooted in Texas, having embarked on our mission of **“Building Community”** 79 years ago. We offer a comprehensive array of services ranging from architecture, landscape architecture and planning to full scale engineering capabilities. What sets Parkhill apart is our ability to harness national sustainable placemaking abilities in tandem with intimate local knowledge. This unique formula empowers us to execute projects that are financially sound, environmentally responsible, delivered on schedule, and poised for a prosperous future.

In 79 years of continuous professional practice, Parkhill has assembled an impressive portfolio. Each project and client is unique, so we customize our design services to meet these individual needs. We provide the on-time and in-budget services that keep our clients coming back. Our commitment to quality and to meeting our clients’ needs for professional design services is shown by the high percentage of our practice provided by “repeat” clients. Approximately 85% of our active projects are with repeat clients.



Parkhill understands the unique issues and challenges the Town of Trophy Club faces over the next ten plus years.

Trophy Club is close to build out. Its residents, staff and community leaders have elevated expectations. There are a multitude of stakeholders with diverse needs and opinions who want what they want now. Beautification throughout the Town is a priority. There is a desire to continue to develop the parks and recreation system, making it an explorable destination. There are long-term fiscal realities related to funding the development and ongoing operations of its desired parks and recreation system.

Creating a living comprehensive plan document that remains relevant, adaptable, and actionable requires foresight and flexibility. Our approach will assist your team to ask and answer the tough questions and find solutions to ensure the long-term health and vitality of your parks and recreation system.

The plan will clearly identify the vision and guide community leaders for the next 10 plus years as they continue to make Trophy Club a wonderful place to explore for its residents and destination seekers.



PUBLIC AND STAKEHOLDER ENGAGEMENT

Engaging the community, Town officials, and other stakeholders will be foundational to the success of this plan.

Parkhill has partnered with **CivicBrand**, the industry leader in civic engagement to lead the Public & Stakeholder Engagement aspects of the plan.

Effective engagement goes beyond surveys. Our approach will involve reaching people where they are, understanding their narrative of the Trophy Club community and developing a shared vision that unites and inspires. This demands deep experience in equitable engagement, local government, economic development, user experience, design leadership, brand strategy, and tourism and destination marketing.

With 16 years of experience, specifically collaborating with municipal clients, CivicBrand observed that public engagement in most communities often fell short, reaching only a select segment of the

population. Determined to address this issue, they developed a process and approach to equitable public engagement. This method involves identifying the various groups and sub-groups within a community and then employing appropriate engagement tools and tactics to effectively reach each audience on their terms. This ensures a truly equitable approach to public engagement. CivicBrand specializes in guiding communities through this process, enabling them to tell stories that deliver real impact for residents, staff, stakeholders, and destination seekers.



PARKS AND RECREATION SERVICE PROVIDERS INVENTORY AND NETWORK

Parkhill has partnered with **110%**, Inc., the industry leader in financial sustainability and recreation programs and services analysis.

Given today's competitive landscape in the park and recreation and leisure services market, a thoughtfully constructed and managed partnership can be a fantastic strategy to efficiently utilize resources leading to cost effective service delivery.

Led by 110% in an effort to set the stage for the future of partnerships intended to support the leisure services industry in the town and region, a Parks and Recreation Providers Network gathering will be hosted and developed with the primary purpose of introducing the idea of a collaborative of park and recreation service providers, and to begin relationship building and work around identifying the types of services currently provided, and by which organizations they are being offered. This gathering with focus on:

- | The types and number of service providers representing each sector (public, non-profit/NGO, private, social enterprise).
- | Analysis of the competitive landscape and identifying organizations which compete for like or similar markets to those of Trophy Club.
- | Identification of opportunities to pursue collaborative efforts through partnerships that lead to efficient and effective use of resources.



RECREATION PROGRAMMING PLAN

A major component of the Master Plan process is the development of the Recreation Programming Plan. Given the Department's interest in a comprehensive analysis of its internal programming accompanied with sound

recommendations and processes, project partners 110% will lead the Recreation Programming Plan.

110% has worked with hundreds of park and recreation organizations across North America since 2010 and their partnership is integral to ensuring the success of this plan. The plan must be financially and politically feasible to implement. Prioritizing projects and programs,

and ensuring they align with the Town's fiscal realities and political landscape is essential.

110% believes, thinking about what the citizens of 2024 may want, or need is important but understanding that the citizens of 2050 will be left to take care of it is critical to how they approach projects and help organizations develop plans and strategies. The Recreation Programming Plan will consist of the following subtasks:

Program Inventory And Gap Analysis

Inventory of the Department's internal and partner programs will be collected and evaluated. This will then be followed by a gap analysis which will be conducted to determine where the Department is or is not meeting the community's needs.

Recreation Services Analysis

This task will begin with an evaluation of the Department's mission, goals, and philosophy on providing recreation services. By doing so, the Department will create a firm foundation from which to build the Recreation Programming Plan. Then, an analysis of the Department's recreation services will be conducted. This review will include type of service, pricing, delivery method(s), consideration of market and competition, alignment of program and community need and/or demand. Partner programs and additional opportunities to pursue collaborative efforts and future programming needs that will lead to greater efficiencies and impact will be recommended. We will recommend the utilization of adapted principles from the McMillan Matrix as an evaluation tool for the Department's continuous use for new and existing potential recreation services.

Partnership Analysis

The Department's current partnerships will be reviewed and evaluated. Comprised of both document review and discovery sessions with staff, these pieces will be analyzed through the lens of productivity, reciprocity, efficiency, and customer experience. Recommendations and opportunities to revise, enhance, and/or pursue collaborative efforts will be made so that the Department's services can lead to greater efficiencies and effective use of resources.

Financial Sustainability Strategy

To most effectively support the Department's operation of current and future recreational activities, 110% will provide a comprehensive Financial Sustainability Strategy to be included in the Programming Plan.

Included in this process are educational staff workshops, a cost-of-service analysis that will reveal the cost recovery and subsidy levels for Department services, the development of new Department service categories that reflect the Department's entire service menu, and the creation of a Financial Sustainability Strategy built upon who are the beneficiaries of services provided as it connects the dots between those services that should receive the greatest subsidy (common good

services) in contrast to those that may receive little to no subsidy (individualized services). The results of the Financial Sustainability Strategy will provide recommendations that will be quantitatively and qualitatively justified based on alignment of the Master Plan's goals and objectives, identified need to the Trophy Club community, the Department's ability to provide, and overall sustainability of their services.

Financial Sustainability Strategy Focus Area #1 - Education & Training

Financial Sustainability 101 – Staff, Advisory Groups & Policy Maker Workshops

Virtual training offers a comprehensive overview of the Financial Sustainability Strategy Process, an explanation about why your organization would choose to engage in this effort, and how the outcomes will positively affect service delivery and quality. An introduction to financial management and cost recovery, the merits of revenue generation, how to think differently about spending/investing taxpayer dollars, and the importance of a sound financial sustainability strategy are among the topics covered. A total of three workshops will be provided.

Service Category Development Workshop

Your pre-determined Service Category Development Team will work alongside our consulting team to develop service categories which represent all organizational services. A workshop will be led offering information and insights about service category development, the differences between services, service areas, and service categories as well as resources to support the development of categories will be provided to the team to assist in the development of categories and definitions. This is a critically crucial step in the development of a financial sustainability strategy that has a heightened opportunity for effectiveness.

Beneficiary of Service – Staff, Advisory Groups & Policy Maker Work Sessions

These interactive virtual work sessions allow staff, advisory groups, and policy makers an opportunity to rank your organization's service categories starting from those determined to align most with the "common good" to services which are more "exclusive." By ranking all service categories from "common good services" in contrast to those providing the "exclusive benefit," your organization will begin to connect the dots between those services that should receive the greatest subsidy (common good services) in contrast to those that may receive little to no subsidy (exclusive services). A total of three work sessions shops will be provided.

Financial Sustainability Strategy Focus Area #2 – Financial Conditions Analysis

The financial conditions analysis is a comprehensive and uniquely customized approach designed to provide invaluable insights and data-driven recommendations. The analysis includes three components and a useful tool, enabling your agency to make informed financial decisions, establish cost recovery/subsidy investment goals, and optimize operational efficiencies.

Cost-of-Service Analysis - Operating

The cost-of-service analysis includes a thorough review of revenues and expenses (both direct and indirect), as well as participation and use data. The primary objective is to determine the total cost of doing business, with revenues and expenses attributed appropriately to each service area and service category to account for the uniqueness of each service offered by your agency. Insights garnered from the analysis will serve as a foundation for determining cost recovery/subsidy investment goals and will inform fees and charges decisions. Additionally, it serves as a guide for your organization to make well-informed financial decisions, ensuring



sustainable fiscal health. A pre-determined data gathering team from your organization will assist and inform this analysis.

Financial Assessment

A financial assessment will be conducted to include, at minimum, review of the capital and operational budgets, budgeting processes and procedures, Department revenue sources, expenditures, current debt load and source, current pricing strategies and fee structures, and alternative funding sources. This assessment will help crystalize the Department's current financial management practices and assist in determining performance, stability, and sustainability. Additionally, 110% will analyze new and potential redesigns to current facilities that will assist the Department in prioritizing future capital improvements projects.

Historical Financial Trends Analysis

Historical analysis provides important context for current data by examining financial trends spanning the past three to five years. This comprehensive review, encompassing both operational and capital investments, contributes to a holistic understanding of your organization's fiscal landscape. These historical insights play a pivotal role in forecasting future performance and capital investment requirements, guiding strategy and policy development, and elevating your decision-making processes.

Performance Metrics

To further enhance operational efficiency and data-driven decision-making, we will develop a set of performance metrics tailored to your organization's specific needs. These metrics, paired with relevant data and insights from other assessment areas offer a deeper understanding of your organization's operational efficiency and financial performance (e.g., cost per acre, cost per square foot, resident vs. non-resident usage). These performance metrics may encompass a range of key indicators, dependent on the availability and quality of data.

Financial Sustainability Strategy Focus Area #3 – Strategies & Recommendations

Cost Recovery/Subsidy Goal Setting

Once the financial analyses work is complete, your organization will determine cost recovery/subsidy investment goals based upon current performance, analysis insights, and budget projections. This is the point at which the Financial Sustainability Strategy begins to take shape.

Financial Sustainability Strategy & Alternatives

Your organization's financial sustainability strategy is the foundation from which the organization builds its commitment to financial discipline. Strategy alternatives are valuable when performance deficiencies or alternative revenue generating opportunities exist. Options might include strategies designed for specific service areas like enterprise or business operations such as a golf course or water park. Alternatively, strategies

might be based upon short term (2-3 years) performance expectations in contrast to a longer-term timeframe (3-5 years or beyond).

Financial Insights Snapshot

By consolidating and organizing the collection of data and information gathered and analyzed throughout the process into insightful and telling illustrations for educational and informational purposes, these financial insights snapshots will assist your organization in telling its story and will serve as helpful resources to inspire, take action, and implement the new financial sustainability strategy.

Insights Into Action Work Session

A project team work session will offer methods and strategies for turning insights into action, providing guidance and suggested ways to use the data and information resulting from the overall process. Financial insights will assist staff in taking the steps needed for implementation such as a pricing tutorial, cost reduction options, exploration of partnership opportunities, capital investment considerations, opportunities for continuing education for staff, advisory and policy making bodies, and other actions that may lead to greater community impacts and increased revenues.

Continuous Improvement Recommendations

Your organization's financial wellbeing is the principal interest of this process. As such, a series of recommendations resulting from what was learned, observed, and heard throughout the process will be provided to your organization at the conclusion of the process. Recommendations for improvement may include incremental changes intended to improve performance over a period of time as well as breakthrough changes that are expected to create immediate and profound improvement in a more abbreviated timeframe.





ENVIRONMENTAL AND AESTHETIC CONSIDERATIONS

Crucial to the establishment of design standards for streetscape, parks, and town-wide beautification initiatives, is the requirement to balance beautification

with practical, sustainable design solutions. Enhancing natural areas and green spaces to meet community expectations, while ensuring environmental sustainability, may present challenges, especially if there are constraints related to land use, existing conditions, or ecological concerns.



FINANCIAL AND POLITICAL FEASIBILITY

The plan must be financially and politically feasible to implement. Prioritizing projects and programs, and ensuring they align with the Town's fiscal realities and political landscape is essential.

Parkhill has also teamed up with **110%, Inc.**, the industry leader in financial sustainability and recreation services analysis.

110% believes, thinking about what the citizens of 2024 may want, or need is important but understanding that the citizens of 2050 will be left to take care of it is critical to how they approach projects and help organizations develop plans and strategies.

110% has worked with hundreds of park and recreation organizations across North America since 2010 and their partnership is integral to ensuring the success of this plan. They will develop a Recreation Programming Plan including a Program Inventory and Gap Analysis, Recreation Services Analysis, Partnership Analysis, and the development

of a Financial Sustainability Strategy which will include three specific focus areas: Education & Training, Financial Conditions Analysis, as well as Strategies & Recommendations.



NEED FOR SPORTS FACILITIES

Parkhill and its partners are prepared to assist the Town with exploring the feasibility of building a sports facility in Trophy Club, with the stated desire that it would be an economic driver and have a strong return on investment.

A high-level feasibility analysis of a potential sport facility built on fiscally sound and responsible recommendations that for the Town may be explored if desired. With direction from the Project Team, this exercise will identify topline economic, operational, and design considerations for the City's edification as they continue to explore building such a facility in the community. We will work directly with Project staff to identify key facility assumptions and considerations which will provide the foundation of this feasibility analysis.



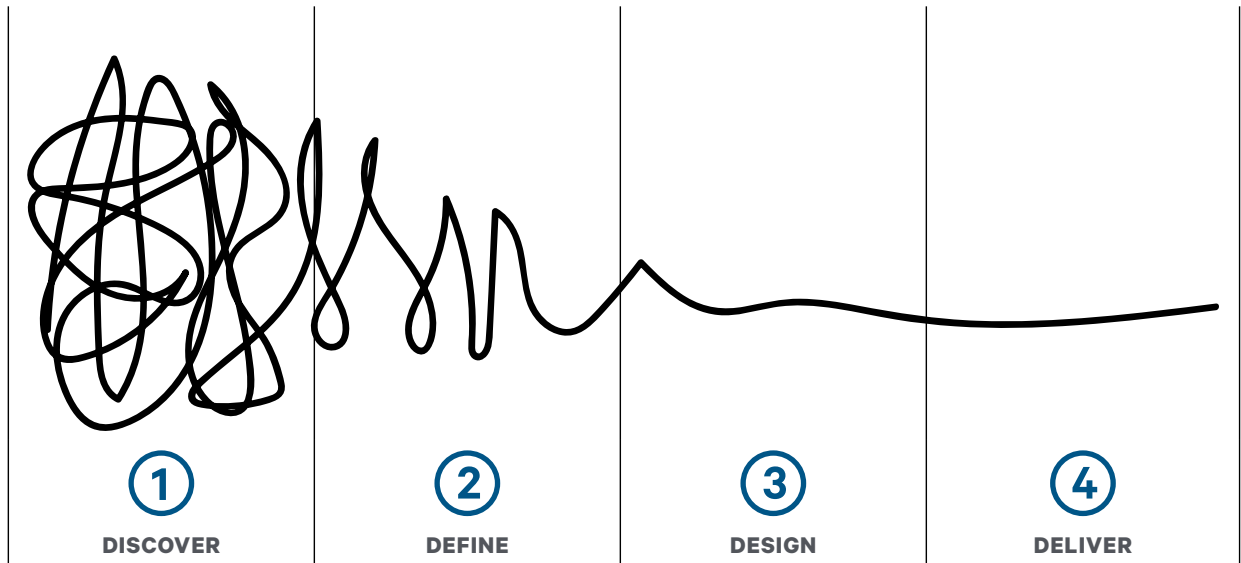
OPTIONAL STRATEGIC PLAN AND POLICY DEVELOPMENT

To ensure that this plan does not just sit on a shelf, the Town may want to consider an addition to the scope identified within the RFQ. Parkhill/110% can also offer

the development of a Strategic Plan and a Financial Sustainability, Equity, or Capital Infrastructure policy for adoption by the Town Council should that be desired.



Parkhill prides itself in being selective with the projects we pursue and the staff we propose for each project. Our philosophy is “It takes many years to build a solid reputation of performance and excellence that can be lost in weeks. We have to partner with our clients to succeed and stay on point each step of the way.” Success for the Town of Trophy Club is our commitment first and foremost starting with this Statement of Qualifications and our interest in your Project.



Parkhill will create a parks master plan that maximizes community recreation benefits while remaining manageable for implementation. The plan will balance community needs and desires with financial and political feasibility.

Our Project Team will include planners, designers and engineers who have experience producing park master plans both as private sector consultants and as public employees within a city park department. The general approach to the planning process will be guided by these overriding principles:

- | Realistic, citizen-driven goals with major emphasis on public engagement
- | Encouraging an open dialogue and a collaborative spirit throughout the planning process from all stakeholders
- | Pragmatic and viable recommendations for the approval and implementation of a sustainable parks master plan
- | Delivering a dynamic and innovative parks master plan on time and within budget

Our typical project approach to projects for Parks and Recreation projects has been developed over many years and many projects. However, it is constantly changing and evolving to adapt it to a changing scope, priorities, and requirements. Some of the procedures that we employ that may set us apart from other firms are as follows:

1 DISCOVER (PROJECT START-UP AND VISIONING)

The Discover phase will initiate the project and establish stakeholder directions to identify issues and opportunities for the parks and recreation system master plan to address. A Discovery Workshop will be facilitated with the Plan Advisory Committee to engage stakeholders early in steering the project.

Kickoff Meeting

The Parkhill Team will conduct an in-person conference with the Town's Project

Management Team to initiate the project.

The purpose of this meeting is to identify the desired project outcomes, confirm the workplan and schedule with milestones, request available background materials, and discuss communication protocols, engagement strategies and schedule. Following the meeting, Parkhill will provide a refined project schedule that defines timing, milestones and responsibilities for key tasks, along with a Project management and communication plan.

Data Collection

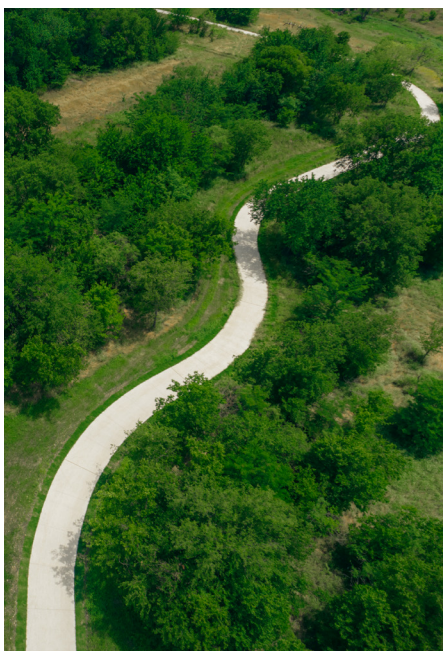
The Parkhill Team will provide an information request letter, collect, and review other relevant plans and data, including but not limited to, GIS data, existing inventories, policies and standards, relevant site plans, town and regional plans, town budget and capital improvement plan, park and program use/participation data, and recreation program guides. We will be sensitive to aligning the plan within the framework of the Comprehensive Plan.

Inventory and Base Map Preparation

The Parkhill Team will check inventory data provided by the Town against Town GIS park data to review acreage and the Town's existing park and open space classification system. Using GIS data provided by the Town, we will produce a base map showing existing parks, open lands, major recreation facilities and trails in and near the Town of Trophy Club on an overlay of information including Town planning areas, water bodies, roadways, schools, etc.

Site Tours

Accompanied by Town staff, we will spend a day touring representative parks, recreation facilities, trails, and open space areas. The tour will provide an opportunity to discuss strengths and challenges of the park system at representative sites, changes since the last plan was adopted, and operational issues, maintenance needs, site, opportunities, and planned partnerships, development or improvements. Following the tour, Parkhill will review the Town's existing park assessment data and evaluate sites for deferred maintenance, anticipated lifecycle repairs/replacement, and site capacity for enhancement, etc.



Brief: Key Issues and Opportunities

At the end of Phase One, we will summarize key findings in a short, attractive, easy-to-read brief that identifies issues and opportunities the Master Plan should address. Intended as an internal memo, the Brief will summarize key questions and directions that will help guide Phase Two outreach and the Needs Assessment.

2

DEFINE: (NEEDS ASSESSMENT AND ANALYSIS)

The Define phase establishes a level of service standard for the parks and recreation system and determines deficiencies or gaps in service that are present today. Additionally, future needs will be determined with consideration for growth and development within the community.

Demographics Community Profile

A demographic profile will establish a baseline community profile considering socio-economic and other market conditions that inform park usage and demand for recreational programming. Population growth and community development trends will be quantified to determine the needs today and into the future.

Parks, Open Space and Trails Inventory and Site Analysis

Needs are determined with consideration for the physical condition of existing assets, the functional suitability of those assets to meet modern recreational standards, and to match the capacity of the park system with utilization and demand. We will conduct on-site observation of existing parks with staff to evaluate the existing conditions and inventory park assets.

Park System Assessment

A critical part of the needs assessment is

evaluating the types and distribution of parks, trails, and open space across the Town. Using Town GIS data and publicly available data (e.g., TPL's ParkServe™), we will map park and facility service areas to identify gaps in close-to-home park and recreation needs within a 10-minute walk. ArcGIS Network Analyst™ will allow us to take into account off-street trails, sidewalks, actual paths of travel and barriers to access, mapping underserved areas and potential opportunities to address those needs. This will be used to define level of service standards by classification to make sure the Town has the right amount/types of park land.

Benchmarking and Trends Analysis

To see where Trophy Club is above or below the norm, the Parkhill Team will compare the Town to two similar Texas communities, plus use NRPA Park Metrics data to compare Trophy Club to cities of the same size across the nation. This benchmarking will consider numbers and acreage for parks, facilities, and trails, along with metrics that measure park maintenance, operations, and funding. In addition to the benchmarks, we'll use Texas Outdoor Recreation Plan and additional trends data to show how park and recreation needs are evolving.

Recreation Facilities and Programs Analysis

Major facilities that require operations receive special attention because of their programming and funding/cost recovery implications. We will evaluate indoor and outdoor major recreation facility needs, including programs and services, to identify projected needs and service gaps. It will incorporate existing participation data (where available) in comparison to recreation trends to document evolving needs. Data will also be summarized in a facilities, programs, and services matrix that notes the types of programs and events provided, which facilities support these activities, what target demographics and markets are served, and where there are gaps in service and/or program and facility needs.

Needs Assessment Summary Report

Parkhill will produce an attractive summary report of Phase One and Two findings, outlining existing service levels, needs, opportunities, and issues tailored to the Town’s unique demographics and character. The report will propose standards and service levels, highlighting their implications for parks, facilities, and programs. We’ll provide a draft for Town staff review and revise it based on consolidated feedback.

Baseline Operations and Funding Analysis

The Parkhill Team will deliver a baseline summary of the Town’s resources for parks, recreation, open space, and trails, identifying maintenance, operations, and funding needs. Using Town budget data, we’ll review past funding for capital projects and operations and calculate key metrics like cost recovery rates, funding per capita, and maintenance costs. This analysis will inform the financial and operational strategies recommended in Phase Three.

3

DESIGN: (PLAN DEVELOPMENT AND PROJECT SCOPING)

The Design Phase integrates the Discover and Define phases to craft strategies and improvements for the parks and recreation system. Through an iterative process with the Plan Advisory Committee, we’ll develop a framework for future park development based on community-wide consensus.

Preliminary Planning Framework (Vision, Values, Goals, Objectives)

To meet TPWD master plan and grant requirements, we will review the Department and Town’s vision, values, goals, and policies, refining these to identify the master plan framework and long-range vision and goals for the park and recreation system.

Systemwide Recommendations

Our team will prepare policy recommendations applicable to the entire park system in Trophy Club, defining ways to meet needs, promote connectivity, maximize and steward assets and achieve cost efficiencies. Specific policies may address Maintenance and Operations, Recreation Programming, Asset Management, Resource Protection (Historical/Natural/Cultural), Funding and Management, and even Partnerships and Communications.

4

DELIVER: (IMPLEMENTATION STRATEGY AND PLAN ADOPTION)

Actionable Implementation Plan

A plan’s value lies in its implementation. We prioritize creating an actionable plan with clear tasks, timelines, budgets, and accountability. We’ll also explore partnerships with neighboring cities, agencies, and other stakeholders. The result is a 10-year, prioritized action plan with detailed budgets and timelines.

Park Maintenance and Asset Management

For each capital project, it will be important to understand the maintenance and operations impacts as well. The action plan will also

provide phased guidance on increasing recreation and maintenance staffing and implementing new operational and management policies.

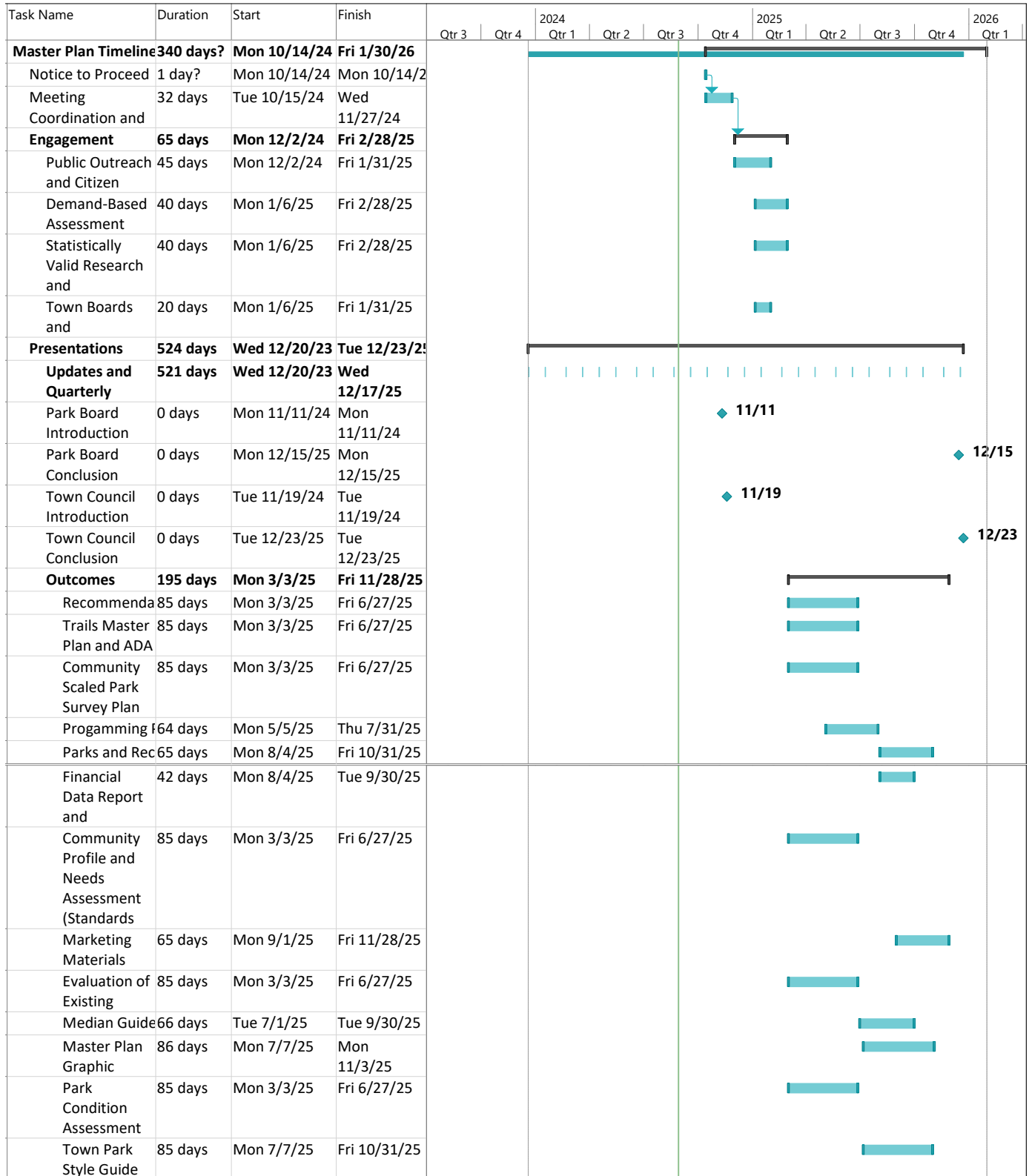
Final Deliverables and Plan Adoption

We view master plans as solution-oriented tools that guide funding decisions, grant applications, capital project planning, and budgeting. Our team will produce an easy-to-read Administrative Draft Master Plan, complete with graphics, maps, and photos, for internal review. After incorporating feedback from Town staff, we’ll create a Draft Master Plan for public and advisory group review, refining it into the final version for adoption based on their input.



TIMELINE

Our first task upon project startup will be to work with your staff to develop a detailed work plan and schedule to bring the project to a successful completion within the allowable budget and timeline. As a preliminary draft, the project schedule below provides a schematic overview of our approach and expected length of delivery. Typically, a parks master plan can be completed within 6-8 months.





WORK SAMPLES AND REFERENCES

Forney Parks and Trails Master Plan | Forney, TX

The Forney Parks, Trails, and Recreation Master Plan Update replaces the 2014 plan to meet the city's growing needs. It guides decision-making on park location, type, and quality, ensuring they enhance residents' quality of life, promote public health, drive economic growth, and preserve natural access. Key goals include: Addressing evolving park and trail needs, engaging community and stakeholders, providing clear action plans, offering grant and funding information, aligning with the "future forney" plan for sustainable development. The update began in May 2023 with facility assessments and community engagement, completing in June 2024, adhering to Texas Parks and Wildlife guidelines.

Fate Master Plan | Fate, TX

The Fate Parks, Trails, and Recreation Master Plan Update replaces the 2006 plan to address current and future community needs for parks, trails, and recreation. It guides policy and decision-making on park availability, location, and quality to meet the needs of residents and visitors. The plan aligns with the "Forward Fate" Comprehensive Plan, incorporating community input through surveys and meetings, and providing updated information on grants and funding opportunities. Initiated in June 2022, the plan is a collaborative effort overseen by the Department of Community Services and Building Safety.

Round Rock Heritage Trail East Master Plan | Round Rock, TX

The City of Round Rock hired Parkhill to develop a Master Plan and construction drawings for Heritage Trail East, which will follow scenic Brushy Creek through the heart of Round Rock. The trail will highlight key historical events with interpretive signage, seating, art, lighting, and shade. A "Millennial Bridge" crossing will feature seating, lighting, paving enhancements, and a medallion marking the year 2000. Parkhill was also tasked with creating a common design element for use by other consultants working on the trail.

Westlake FM 1938 Streetscape | Westlake, TX

The FM 1938 Streetscape Master Plan is a 2.1-mile TxDOT-funded project in Westlake, enhancing roadways and pedestrian areas. Design elements reflect the Town's rural character and establish a visual identity for commerce and pedestrian-friendly development. Features include decorative paving, landscaping, dark skies-compliant lighting, wayfinding signage, trails, shaded rest areas, benches, and a trailhead plaza with parking. The corridor logo later inspired the Town's logo.

Socorro Parks Master Plan | Socorro, TX

The City of Socorro, a small community near El Paso with 32,000 residents, needed to plan for park land to meet future needs on a tight budget. Parkhill developed a 10-year master plan to enhance existing parks and prioritize future land acquisition, focusing on sustainability and minimizing maintenance burdens. Extensive community engagement ensured the plan's financial viability. It was presented to the City Council in early 2018 and adopted by resolution.

Molsen Farm Master Plan | Allen, TX

In 2021, the City of Allen hired Parkhill to master plan Molsen Farm as a regional destination. The plan aims to connect to the Rowlett Creek Trail System, preserve Pecan groves, riparian forests, the tree-lined entry, and ponds. It also includes an educational facility, a tree farm, community gardens, event spaces, farmers markets, and scout day camps. Four treelined pastures will serve as outdoor "rooms" for flexible use. Phase 1, currently under construction, features the main entry, parking, and a trailhead through restored prairie and Pecan groves. The City's enthusiasm has led to acquiring an additional 16-acre parcel for potential farm-to-table dining and a City party barn.

Bicentennial Park Master Plan | Southlake, TX

Parkhill reimaged and developed the City of Southlake's Bicentennial Park Master Plan, adopted in 2007 and implemented over 10+ years. This 82-acre, award-winning community park includes 11 baseball fields, the Texas Rangers Miracle League Field, two concession/restroom buildings, the Southlake Tennis Center, Liberty Gardens, a multipurpose synthetic turf field, an award-winning playground with a splash pad, extensive trails, public art, open spaces, a roundabout unifying three entrances, wayfinding signage, Southlake's Park Maintenance Facility, The Marq Southlake, and the state-of-the-art Southlake Pickleball Complex.

Full Master Plans are attached on the USB drive accompanying the proposal.*



Forney Parks Master Plan



Fate Master Plan



Westlake FM Streetscape



Round Rock Heritage Trail East



Allen Molsen Farm Master Plan



Bicentennial Park Master Plan



**PURCHASING AND CONTRACTING DEPARTMENT
REQUEST FOR QUALIFICATIONS (RFQ)**

For

Town of Trophy Club Parks and Recreation Comprehensive Master Plan

RFQ No. PR2024-03

Issue Date: August 1, 2024

BID SUBMISSION DEADLINE:

August 30, 2024 @ 4:00 PM

NO LATE BIDS SHALL BE ACCEPTED

<u>RESPONSES SHALL BE DELIVERED TO:</u> Town of Trophy Club 1 Trophy Wood Drive Trophy Club, TX 76262	<u>RESPONSES SHALL BE MAILED TO:</u> Town of Trophy Club Finance Department 1 Trophy Wood Drive Trophy Club, TX 76262
Public RFQ Opening will be held: August 30, 2024 at 4:05 PM CST Meeting will be at Town Hall at 1 Trophy Wood Drive, Trophy Club, TX 76262 ***** FOR ADDITIONAL INFORMATION REGARDING THIS RFQ PLEASE CONTACT: April Duvall Director of Finance aduvall@trophyclub.org ***** BIDDERS MUST RETURN THIS COMPLETED COVER SHEET ALONG WITH THE BIDDER'S RESPONSE: April Duvall Director of Finance aduvall@trophyclub.org 1 Trophy Wood Drive Trophy Club, TX 76262	NAME AND ADDRESS OF COMPANY SUBMITTING BID: <u>Parkhill</u> <u>255 N Center St # 100</u> <u>Arlington, TX 76011</u> Contact Person: <u>Chad Davis, RLA</u> Title: <u>Principal-in-Charge</u> Phone: (806) <u>473.3517</u> Fax: (806) <u>473.3799</u> Email: <u>cdavis@Parkhill.com</u> Signature: <u></u> Printed Name: <u>Chad Davis</u>
Shall contract be available for Cooperative Contract use? (See Section 25, page 9) Yes ☒ No ☐ Acknowledgment of Addenda: #1 <u> </u> #2 <u> </u> #3 <u> </u> #4 <u> </u> #5 <u> </u>	

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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.

N/A - To the best of my knowledge, there is no conflict of interest between Parkhill principals or associates and any officials of the Town of Trophy Club.

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 in this section is being disclosed.

N/A

Name of Officer

This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section 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 named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire employed by 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?

☐

Yes

☐

No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4



Signature of vendor doing business with the governmental entity

August 30, 2024

Date



ATTACHMENT B
BUSINESS INFORMATION FORM

Complete Legal Name of Business

Parkhill, Smith and Cooper, Inc. dba Parkhill

(Address) 255 N Center St # 100,

(City/State/ZIP)

Arlington, TX 76011

Form of Business Entity (check one)

- (☒) Texas corporation () Texas non-profit corporation
 () Out-of-State corporation () Texas professional corporation

_____ state of incorporation
 (check one) _____ profit _____ non-profit

- () Texas general partnership () Texas limited partnership
 () Out-of-State partnership

_____ state where partnership is legally registered

- () Individual doing business as _____
 () Texas limited liability company
 () Other (describe) _____

List the full name of each Officer of the Company:

PRESIDENT: Jay Edwards, PE
 VICE PRESIDENT: Dan Hart, FAIA, PE
 SECRETARY: John T. Hamilton, PE
 TREASURER: Mark Haberer, PE

Who is legally authorized to sign and execute contracts? Chad Davis, RLA

Who, if anyone, is required to witness contract signatures? Chad Davis, RLA

ATTACHMENT C
Town of Trophy Club
INSURANCE REQUIREMENT AFFIDAVIT

To Be Completed By Insurance Agent/Broker and Responder

I, the undersigned Agent/Broker, reviewed the insurance requirement contained in this bid document. If the Bidder shown below is awarded this contract by the Town of Trophy Club, I will be able to, within fifteen (15) days of notification of such award, furnish a valid insurance certificate to the Town of Trophy Club meeting all of the insurance requirements in this bid.

Insurance Coverage Reviewed: Workers' Comp, Commercial General Liability, Business Auto

Agent's Name: Diannah Tatum

Agency Name: Heritage Risk Management dba Sanford & Tatum

Address: 5241 98th Street

City/State/ZIP: Lubbock, TX 79424

Telephone No: (806) 792-5564 Fax No: (806) 792-9344

Bidder's Name and Company: Parkhill, Smith & Cooper, Inc.

Project/Bid No. and Title: RFQ #PR202 4-03 Parks and Recreation Comprehensive Master Plan

Insurance Agent/Broker Signature: Diannah Tatum Date: 8/26/24

By submitting a bid and signing below I affirm the following: I am aware of all costs to provide the required insurance, will do so pending contract award, and will provide a valid insurance certificate meeting all requirements within fifteen days of notification of award.

If the above fifteen day requirement is not met, the Town of Trophy Club has the right to reject this bid and award the contract to the next lowest bidder meeting specifications. If you have any questions concerning these requirements, please contact the Finance Director at (682)237-2914.

Bidder's Signature: Michael Chad Davis Date: August 30, 2024
 Chad Davis, RLA

ATTACHMENT D
HB 89 Form

Effective September 1, 2017, House Bill 89 Prohibition on Contracts with Companies Boycotting Israel states that a state agency and a political subdivision (which includes a city) may not enter a contract with a company for goods or services unless the contract contains a **written verification** from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

“Boycott Israel” is defined to mean refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

“Company” is defined to mean a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

To Be Completed By Vendor:

"I, Chad Davis, RLA (Name of certifying official), the Principal-in-Charge (title or position of certifying official) of Parkhill (name of company), does hereby verify on behalf of said company to the City that said company does not Boycott Israel and will not Boycott Israel (as that term is defined in Texas Government Code Section 808.001) during the term of this contract.



 Signature of Certifying Official

Title: Principal-in-Charge

Date: August 30, 2024

ATTACHMENT E
DRUG-FREE WORKPLACE CERTIFICATION

The Parkhill (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premise of the Parkhill (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subArchitect's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subArchitect's policy statement;

Notifying the employees in the subArchitect's policy statement that as a condition of employment under this subcontract, employees shall abide by the terms of the policy statement and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the City within ten (10) days of the subArchitect's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Architect(s):

Parkhill

Signature of Authorized Representative:



Date: August 30, 2024

ATTACHMENT F
QUALIFICATIONS & REFERENCE SHEET

Please Complete and Return This Form with the bid

The Architect shall furnish, with the RFQ, the following information, for at least three (3) recent references to whom products and/or services have been provided that are similar to those required by this RFQ.

1. Company's Name City of Forney
Name of Contact Jody Eastep
Title of Contact Parks and Recreation Director
Present Address 101 East Main Street
City, State, Zip Code Forney, TX 75126
Telephone Number (214) 324.5087 Fax Number (972) 564.7349

2. Company's Name City of Fate
Name of Contact Justin Weiss
Title of Contact City Manager
Present Address 1900 CD Boren Parkway
City, State, Zip Code Fate, TX 75087
Telephone Number (972) 771.4601 ext. 100 Fax Number (972) 772.7994

3. Company's Name City of Round Rock
Name of Contact Katie Baker
Title of Contact Park Development Manager
Present Address 221 East Main Street, Suite 221
City, State, Zip Code Round Rock, TX 78664
Telephone Number (512) 341.3355 Fax Number (214) 324.5087

ATTACHMENT G

**OFFICIAL PROPOSAL FORM and CERTIFICATION
FOR TOWN OF TROPHY CLUB, TEXAS**

This certification must be submitted with the proposal.

Honorable Mayor and Town Council Members:

The undersigned hereby proposes to furnish and deliver FOB destination point as listed on individual Purchase Orders:

The line items listed in accordance with the Net Prices and other conditions shown herein, and in accordance with the Town's Specifications and General Terms and Condition Specifications. When issued, Letters of Clarification shall automatically become part of this Proposal document and shall supersede any previous specifications or provisions in conflict with the Letters of Clarification. It is the responsibility of the Proposer to ensure that it has obtained such letters. By submitting a Proposal on this project, Proposer shall be deemed to have received all Letters of Clarification and to have incorporated them into its Proposal. THE MANUFACTURER'S NAME, PRODUCT NAME AND PRODUCT NUMBER SHOULD BE DESIGNATED IN OFFERER'S NOTES, EVEN IF PROPOSALDING AS SPECIFIED.

The Town may accept this Proposal offer by issuance of a Notice of Award Letter and/or a Purchase Order covering award of said Proposal to this Proposer at any time on or before the 120th day following the day this Official Proposal Form is opened by the Town. This offer shall be irrevocable for 120 days after Proposal opening, or for 90 days after Town Council awards the Proposal, whichever comes last, but this period may be extended by written agreement of the parties.

THIS PROPOSER IS AND REPRESENTS THAT IT IS AN EQUAL OPPORTUNITY EMPLOYER

The undersigned hereby offers to furnish and deliver the goods and/or services as specified at the prices and terms herein stated and in accordance with the Invitation to Proposal, Clarification Letters, and General Terms and Condition Specifications, all of which are made a part of this offer.

All pages of Town of Trophy Club's form, including but not limited to the General Terms and Conditions, Specifications and page one of this Proposal invitation are incorporated by reference into this Proposal for all purposes.

**NOTICE TO ALL NEW ARCHITECTS WHO HAVE NOT
CONDUCTED BUSINESS WITH THE TOWN OF TROPHY CLUB
FEDERAL FORM W9 REQUIREMENT:**

The "Request for Taxpayer Identification Number and Certification" Federal Form W-9 should be filled out and returned with your proposal. This form is available from any Federal Office or from The Town of Trophy Club's Finance Office and has not been included as part of this Proposal package. The form should be mailed to The Town of Trophy Club, Finance Department, 1 Trophy Wood Drive, Trophy Club, Tx 76262

This form is **REQUIRED** to be on file **BEFORE** we can conduct any business with any Architect. Submitting this form will assist us in setting your company up as a certified Architect of The Town of Trophy Club.

PROPOSERS CERTIFICATION:

I, the undersigned, by signing the following statement agree that I have read and understand all of the terms and conditions, specifications, and requirements contained on each page of this Invitation to Proposal. I also understand that if this proposal is accepted by The Town of Trophy Club that all of the terms and conditions, specifications, and requirements submitted in my proposal and any additions, changes, or deletions made during negotiations will be made a part of this proposal under a binding contract between my company and The Town of Trophy Club, Texas. I also certify that this proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation making a proposal for the same materials, and is in all fair and without collusion or fraud:

OUR company is a (Check One):

Corporation ☒ (The Proposal MUST be signed by an Officer of the company)
 Partnership ☐ (The Proposal MUST be signed by a General Partner)
 Joint Venture ☐ (The Proposal MUST be signed by an Officer of the company)
 Sole Proprietor ☐ (The Proposal MUST be signed by the Owner)

Is the company a small, minority, or woman-owned business enterprise?

MBE ☐ WBE ☐ SBE ☐

Has the company been certified as a SMWBE by any governmental agency?

Yes ☐ No ☒

If yes, specify the governmental agency: _____

Date of certification: _____

ADDENDUMS:

The Proposer acknowledges receipt of the following Addenda: (If you have not received any Addenda then write NONE across the blanks). If you have received Addenda then write beside the appropriate Addenda number the date received. ALL ADDENDA RECEIVED SHOULD BE ATTACHED TO THE PROPOSAL.

ADDENDUM # 1 None

ADDENDUM # 2 None

ADDENDUM # 3 None

COMPANY NAME: Parkhill

COMPANY ADDRESS: 255 N Center St # 100

CITY/STATE/ZIP: Arlington, TX 76011

COMPANY REPRESENTATIVE

NAME: Chad Davis, RLA

TELEPHONE #: 806.473.3517 FAX# 806.473.3799

EMAIL: cdavis@Parkhill.com

SIGNATURE: 

DATE: August 30, 2024

Form
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

W-9

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Parkhill, Smith & Cooper, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4222 85th Street

6 City, state, and ZIP code
Lubbock, Texas 79423

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

or
Employer identification number

7	5		-	1	1	5	6	9	3	6
---	---	--	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here
Signature of U.S. person ►

Date ► **January 1, 2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.
Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.
• Form 1099-DIV (dividends, including those from stocks or mutual funds)
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
• Form 1099-S (proceeds from real estate transactions)
• Form 1099-K (merchant card and third party network transactions)
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
• Form 1099-C (canceled debt)
• Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Parkhill

**TOWN OF TROPHY CLUB
PARKS AND RECREATION BOARD MINUTES
MONDAY, SEPTEMBER 16, 2024; 6:00 P.M.**

The Trophy Club Parks and Recreation Board met in a Regular Session on Monday, September 16, 2024. The meeting was held at Town Hall, 1 Trophy Wood Drive in the Council Chambers.

BOARD MEMBERS PRESENT:

Dean Murray	Chairperson
Robert Ferguson	Vice Chairperson
Patrick Schrein	Secretary
Dana Kizer	Board Member
Jennifer Kashner	Board Member

BOARD MEMBERS ABSENT:

Stephanie Presley	Board Member
Chuck Hall	Board Member
Jeffrey Eason	Board Member

STAFF PRESENT:

Chase Ellis	Director of Parks and Recreation
Madison Seil	Recreation Superintendent
Daniel Wilson	Senior Administrative Assistant for Parks and Recreation

CALL TO ORDER AND ANNOUNCE A QUORUM

Chairperson Murray called the meeting to order at 6:03 p.m. and noted a quorum.

PUBLIC COMMENTS

No Public Comments were made.

REGULAR SESSION

1. Department Updates.

Recreation Superintendent Seil provided the board with the following updates:

- a. A review of the Taste of Trophy Club event that took place on September 7th, 2024, at Independence Park East. The event was attended by an estimated 1,500 individuals. Discussion was held to encourage additional Trophy Club-based businesses to participate in the event, in which Recreation Superintendent Seil and Director Ellis commented that while several efforts were made, many local businesses do not have the capacity to operate at the event. The Department will look to rename the event in the future.
- b. The Trophy Club Activity Center, formerly the Municipal Utility Building #1 Annex, is being adapted for several Fall programs, including youth and adult activities.
- c. Parkhill has provided the Town with the results of their Community Engagement for the Community Pool Project. Items to note included the resulting top 5 enhancements community members sought, including a body slide, group shade, lounge area/sun deck, public cabanas, and a play structure. Design concepts will be presented to the board in October. Additional discussion

was held in regard to the pool's annual reporting and the renovation project's budget. Director Ellis provided the board with additional updates, including:

- d. The Parks & Recreation Master Plan RFQ has closed, and qualifying firms have been scheduled for interviews with select staff and community members. A total of eight firms responded to the RFQ. Director Ellis listed McAdams, Parkhill, Kimberly Horn, and TNP as finalists for the award. Staff will negotiate pricing with the winning firms and present an agreement to the Town Council on October 14, 2024. The project is expected to be finished before the FY26 Budget approval.

2. Discuss and consider approval of the Parks & Recreation Board Meeting minutes dated August 19, 2024.

Vice Chairperson Ferguson motioned to approve the Parks & Recreation Meeting minutes dated August 19, 2024, as presented. Board member Kashner seconded the motion. No discussion was held. Chairperson Murray called for a vote. The motion passed unanimously (5-0).

3. Pickleball 50% Construction Document Review.

Director Ellis presented the preliminary construction documents McAdams has provided the Town with to the board. Director Ellis explained the McAdams firm has worked hand-in-hand with the Town to expedite the completion of the construction documents. The RFQ for general contractors to complete the project is expected to be published and the construction documents are to be presented to the Town Council on October 14, 2024. Director Ellis requested the board email any suggested changes to the document to him by Wednesday.

Discussion was held regarding the project's timeline. Director Ellis commented that it is hard to estimate from the current stage in development, but projects of similar caliber last roughly 9 months.

4. Future Agenda Items

No future agenda items were presented by the board.

ADJOURN

Vice Chairperson Ferguson motioned to adjourn. Board member Kashner seconded the motion. Chairperson Murray adjourned the meeting at 6:55 PM.

Patrick Schrein, Secretary
Parks and Recreation Board
Town of Trophy Club, TX

Daniel Wilson, Senior Administrative Assistant
Parks and Recreation Department
Town of Trophy Club, TX