



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

PARKS & RECREATION BOARD/TREE BOARD

December 16, 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. Department Update (Chase Ellis, Director of Parks & Recreation)
 - a. Recent Events & Programs
 - b. Parks & Recreation Master Plan

REGULAR ITEMS

2. Consider approval of the October 21, 2024, Parks & Recreation Board meeting minutes. (Daniel Wilson, Senior Administrative Assistant)
3. Discuss and consider recommending changes to the Taste of Trophy Club event, including the name and location. (Chase Ellis, Director of Parks & Recreation)
4. Discuss and consider a recommendation to the Town Council to approve the 2025 Youth Program Standards of Care Ordinance. (Chase Ellis, Director of Parks & Recreation)
5. Discuss and consider a recommendation of the proposed options for the Community Pool Renovation Design and Construction Management project from Parkhill. (Madison Seil, Recreation Superintendent)

6. Parks and Recreation Board acting as the Tree Board to consider recommending acceptance of the 2025 Park Maintenance Plan that outlines Tree Care within the Town. (Chase Ellis, Director of Parks & Recreation)

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: December 13, 2024, at 2:30 PM, 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.



November 25th, 2024

Town of Trophy Club

Parks and Recreation Master Plan

Kickoff Meeting

1. Team Introductions
2. Scope Review and Coordination
3. Schedule Review and Coordination
4. Critical Dates
5. City Data for Team

Scope and Schedule Per RFQ

Task Name	Task (By Scope in RFQ)	Task Identifier	Duration	Start	Finish
Master Plan Timeline		MP	297 days	11/4/2024	12/23/2025
	Notice to Proceed	MPNTP	1 day	11/4/2024	11/4/2024
	Meeting Coordination and Kickoff	MPKO	32 days	11/4/2024	12/17/2024
Engagement		E	65 days	12/2/2024	2/28/2025
	Public Outreach and Citizen Participation	E1	45 days	12/2/2024	1/31/2025
	Demand-Based Assessment	E2	20 days	2/3/2025	2/28/2025
	Statistically Valid Research and Engagement	E3	40 days	1/6/2025	2/28/2025
	Town Boards and Commissions	E4	20 days	1/6/2025	1/31/2025
Presentations		P	263 days	12/20/2024	12/23/2025
	Updates and Quarterly Reports	P1	261 days	12/20/2024	12/19/2025
	Park Board Introduction	P2	0 days	11/11/2024	11/11/2024
	Park Board Conclusion	P3	0 days	12/15/2025	12/15/2025
	Town Council Introduction	P4	0 days	11/19/2024	11/19/2024
	Town Council Conclusion	P5	0 days	12/23/2025	12/23/2025

Outcomes		O	195 days	3/3/2025	11/28/2025
	Recommendations	O1	85 days	3/3/2025	6/27/2025
	Trails Master Plan and ADA Analysis	O2	85 days	3/3/2025	6/27/2025
	Community Scaled Park Survey Plan By Park	O3	85 days	3/3/2025	6/27/2025
	Programming Recommendations from Wants and Feasibility	O4	85 days	3/3/2025	6/27/2025
	Programming Plan with design guidelines, cost recovery, evaluation standards	O5	64 days	5/5/2025	7/31/2025
	Parks and Recreation Master Plan Document	O6	65 days	8/4/2025	10/31/2025
	Financial Data Report and Recommendations	O7	42 days	8/4/2025	9/30/2025
	Community Profile and Needs Assessment (Standards Based, Accessibility)	O8	85 days	3/3/2025	6/27/2025
	Marketing Materials	O9	65 days	9/1/2025	11/28/2025
	Evaluation of Existing Space	O10	85 days	3/3/2025	6/27/2025
	Median Guidelines	O11	66 days	7/1/2025	9/30/2025
	Master Plan Graphic Designs	O12	86 days	7/7/2025	11/3/2025
	Park Condition Assessment and Recommendations	O13	85 days	3/3/2025	6/27/2025
	Town Park Style Guide	O14	85 days	7/7/2025	10/31/2025

Scope and Schedule Chronologically

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Responsibility Matrix

	Engagement					Outcomes																	
	1	2	3	4	5	1	2	3	4	5	6	7	8	9	10	11	12	13					
Parkhill Texas Parks and Wildlife City-Wide Park and Recreation Master Plan Fee (All Parks but Trophy Club Park on Lake Grapevine)	✓		✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Parkhill Trail Master Plan and ADA Analysis of Trails Only							✓							✓									
110% Financial Analysis and Resiliency Planning									✓	✓		✓											
Civic Brands Engagement and Marketing Services	✓	✓	✓	✓										✓									
Peak Design Trophy Club Park Large Scale Park Design						✓	✓		✓	✓				✓	✓	✓	✓						
Parkhill Town Park Style Guide																		✓					



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: December 16, 2024

FROM: Daniel Wilson, Admin Assistant

AGENDA ITEM: Consider approval of the October 21, 2024, Parks & Recreation Board meeting minutes. (Daniel Wilson, Senior Administrative Assistant)

BACKGROUND/SUMMARY: The Park Board held a meeting on October 21, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 2024.10.21 Parks Board Meeting Minutes

ACTIONS/OPTIONS:

Move to approve the October 21, 2024, Parks & Recreation Board meeting minutes.

**TOWN OF TROPHY CLUB
PARKS AND RECREATION BOARD MINUTES
MONDAY, OCTOBER 21, 2024; 6:00 P.M.**

The Trophy Club Parks and Recreation Board met in a Regular Session on Monday, October 21, 2024. The meeting was held at Town Hall, 1 Trophy Wood Drive in the Council Chambers.

BOARD MEMBERS PRESENT:

Jennifer Kashner	Chairperson
Bob Ferguson	Board Member
Gary Packan	Board Member
Jeffrey Eason	Board Member
Steve Ford	Board Member
Dana Kizer	Board Member

BOARD MEMBERS ABSENT:

Patrick Schrein	Secretary
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STAFF PRESENT:

Brandon Wright	Town Manager
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 Kashner called the meeting to order at 6:00 p.m. and noted a quorum.

PUBLIC COMMENTS

No Public Comments were made.

REGULAR SESSION

1. Welcome and introduction of the new Parks & Recreation Board members.

Director Ellis welcomed Mr. Packan and Mr. Ford to the Parks and Recreation Board. Board Member Ford has lived in Trophy Club for 23 years, raised his kids in Town, and is heavily involved in sports and athletics. Board Member Packan has lived in Trophy Club for roughly six years and has an extensive career in municipal Parks & Recreation.

2. Board Training.

Town Manager Wright provided the board with purpose, overview, and authority of the Parks & Recreation Board. Town Manager Wright covered topics including the responsibility of each board member, the rules and best practices pertaining to serving on the board, and how the board may interact with Town staff, the Town Council, and the residents of the community.

Director Ellis touched on the specifics of the Parks & Recreation, commenting on the board's advisory role in shaping the Parks & Recreation programs, events, facilities, and projects, as well as the board's ability to engage with the citizen of the community to advocate for new potential programs and activities.

3. Department Update.

Director Ellis provided the following updates to the board:

- a. The End of the year Infographic: 2024 FY Wrap-Up was published by the Communications and Marketing department and recounts the statistics of the Parks & Recreation Department. Notable items included the attendance at the major community events, participants in youth athletics, and admissions to the community pool.
- b. Town Council recently approved the creation of a Parks & Recreation Master Plan with Parkhill. This plan will encompass a Recreation Program Plan (RPP), and ADA analysis of current parks and facilities, extensive public engagement and surveying, as well as financial stability plans.
- c. The Dedicated Pickleball Courts at Harmony Park project is waiting on a report from a geo-tech consultant. Once received, construction documents will go out to bid.

Superintendent Seil provided the board with the following updates:

- d. Parkhill has provided Staff and the board preliminary designs for the Community Pool Renovation project. Finalized concepts will be available at the next Parks Board meeting.
- e. Pet Fest occurred on October 5th at Freedom Dog Park. Approximately 30 vendors served attendees with various treats and crafts. Feedback on the event was collect at the event via a QR code.

4. Discuss and consider approval of the Parks & Recreation Meeting minutes dates September 16, 2024.

Board Member Ferguson motioned to approve the Parks & Recreation Board Meeting minutes dated September 16, 2024. Board Member Kizer seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 6-0.

5. Discuss and consider the appointment of a Parks & Recreation Board Vice Chairperson.

Board Member Ferguson motioned to appoint Board Member Eason as Vice Chairperson. Board Member Kizer seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 6-0.

ADJOURN

Board Member Packan motioned to adjourn. Vice Chairperson Eason seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 6-0. Adjourned at 7:21 PM.

Jennifer Kashner, Chairperson
Parks and Recreation Board
Town of Trophy Club, TX

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



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: December 16, 2024

FROM: Chase Ellis, Director of Parks & Recreation

AGENDA ITEM: Discuss and consider recommending changes to the Taste of Trophy Club event, including the name and location. (Chase Ellis, Director of Parks & Recreation)

BACKGROUND/SUMMARY: The Taste of Trophy Club is an annual signature event hosted by the Town of Trophy Club, Texas. This community-focused gathering highlights diverse culinary offerings, featuring a variety of food vendors, live entertainment, and family-friendly activities. The event serves as a celebration of community spirit, fostering civic pride and providing an engaging opportunity for residents and visitors to come together while supporting local businesses.

Challenges

While the event is branded as "The Taste of Trophy Club," participation from Trophy Club-based restaurants has been limited over the past two years, with only one local vendor consistently taking part. Many local establishments lack the resources, such as mobile food trucks or trailers, needed to participate in this type of event. As a result, the majority of food vendors are sourced from across the DFW area, making the event less representative of Trophy Club's culinary identity.

Next Steps

- Considering a rebranding or expanded theme to better align the event name with vendor participation while maintaining its appeal to the broader community.

These steps aim to strengthen the connection between the event and the Trophy Club community, ensuring its continued success and alignment with resident expectations.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

None

ACTIONS/OPTIONS:

Staff recommends that the Parks & Recreation Board discussion and consider recommending changes to the Taste of Trophy Club event, including the name and location.



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: December 16, 2024

FROM: Chase Ellis, Director of Parks & Recreation

AGENDA ITEM: Discuss and consider a recommendation to the Town Council to approve the 2025 Youth Program Standards of Care Ordinance. (Chase Ellis, Director of Parks & Recreation)

BACKGROUND/SUMMARY: The Texas Department of Family and Protective Services oversees state regulations and licensing procedures for all child-care facilities. Municipalities are exempt from these licensing requirements for programs serving elementary-aged youth if the Town Council annually adopts local standards of care by ordinance following a public hearing.

To qualify for this exemption, the Town must meet the following requirements:

- Provide the adopted standards of care to parents of all program participants.
- Include specific elements in the ordinance, such as staffing ratios, staff qualifications, facility standards, health and safety guidelines, and mechanisms for monitoring and enforcing the standards.
- Notify parents that the program is not licensed or advertised as a daycare.

This exemption is critical as the Town currently offers a variety of day camps and programs throughout the year for elementary-aged youth (ages 5 to 13).

Summary of Updates for the 2025 Standards of Care Ordinance

For the 2025 ordinance, minor revisions have been made to enhance clarity and align with current operations. The recommended updates include:

1) Formatting and title changes of supervisory positions to match our current department structure.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: There is no financial impact associated with this agenda item.

LEGAL REVIEW: Town Attorney, Dean Roggia, has reviewed the ordinance as to form and legality.

ATTACHMENTS:

1. Draft Ordinance 2025 Youth Programs Standards of Care

ACTIONS/OPTIONS:

Staff recommends that the Parks & Recreation Board discuss and consider a recommendation to the Town Council to approve the 2025 Youth Program Standards of Care Ordinance.

**TOWN OF TROPHY CLUB, TEXAS
ORDINANCE NO. 2025-XX**

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING SECTION 1.08.001, YOUTH PROGRAMS STANDARDS OF CARE, OF DIVISION 1, GENERALLY, OF ARTICLE 1.08, PARKS AND RECREATION, OF CHAPTER 1, GENERAL PROVISIONS, OF THE TOWN OF TROPHY CLUB CODE OF ORDINANCES TO UPDATE THE STANDARDS OF CARE FOR YOUR RECREATION PROGRAMS; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENT; PROVIDING A SAVINGS AND REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN ENGROSSMENT AND ENROLLMENT CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Charter of the Town, State law, the Town Council of the Town is empowered to adopt ordinances and rules that are for the good government of the Town; and

WHEREAS, the Human Resources Code, Section 42.041(b)(14), establishes requirements for exempting recreational programs operated by municipalities for elementary age (5-13) children from childcare licensing requirements; and

WHEREAS, in order to receive exempt status for a youth recreation program, a municipality must adopt a Youth Programs Standards of Care by Ordinance after a public hearing for the program; and

WHEREAS, a public hearing was conducted and the Town of Trophy Club Youth Programs Standards of Care was originally adopted on April 11, 2017; and

WHEREAS, the Town of Trophy Club Youth Programs Standards of Care provides basic child care regulations for day camp activities operated by the Trophy Club Parks and Recreation Department in accordance with Section 42.041(b)(14) of the Human Resources Code; and

WHEREAS, the Town Council hereby finds that renewing Section 1.08.001, Youth Programs Standards of Care, of Division 1, Generally, of Article 1.08, Parks and Recreation, of Chapter 1, General Provisions, of the Town of Trophy Club Code of Ordinances establishes Youth Programs Standards of Care that serves the best interest of the health, safety, and welfare of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS:

**SECTION 1.
INCORPORATION OF REMISES**

That the above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2.
AMENDMENT**

2.1 Section 1.08.001, Youth Programs Standards of Care, of Division 1, Generally, of Article 1.08, Parks and Recreation, of Chapter 1, General Provisions, of the Town of Trophy Club Code of Ordinances is hereby amended to establish Youth Programs Standards of Care to read in its entirety as follows:

Chapter 1 General Provisions

Article 1.08 Parks and Recreation

Division 1. Generally

“Section 1.08.001 Youth Programs Standards of Care

(a) Purpose. The following Standards of Care are intended to be minimum standards by which the Town Parks and Recreation Department will operate the Town's Youth Programs. These programs operated by the Town are recreational in nature and are not licensed by the State of Texas nor operated as day care programs. Adoption of these Standards of Care will allow the Town to qualify as being exempt from the requirements of the Texas Human Resources Code, section 42.041(b) (14).

(b) Definitions. For the purpose of this division, the following terms, phrases, words and their derivation shall have the meaning given herein:

Department. Parks and Recreation Department.

Director. Town of Trophy Club Parks and Recreation Director or designee.

Employee, Recreation Lead, Recreation Aide. Someone who has been hired to work for the Town of Trophy Club and has been assigned responsibility for managing, administering, or implementing some portion of the Town of Trophy Club's Youth Programs.

Parent(s). A parent or guardian who has legal custody and authority to enroll a child in the Town of Trophy Club's summer programs.

Parent Handbook. Booklet of camp policies, procedures, required forms, organizational, and programming materials relevant to the summer programs.

Participant. A youth whose parent(s) have completed all required registration procedures and who has been determined to be eligible for the Town of Trophy Club's summer programs.

Program Sites.

- The Trophy Club Activity Center (TAC) located at 100 Municipal Drive, Trophy Club, TX 76262.
- Trophy Club Community Pool located at 500 Parkview Drive, Trophy Club, 76262
- Field Trip sites as detailed in Parent Handbook

Recreation Superintendent. Oversees Recreation Coordinator and Recreation programs.

Recreation Coordinator. Town of Trophy Club's full-time programmer who has been assigned administrative responsibility for the Town of Trophy Club's summer program or designee.

Summer Adventure Camp. Town of Trophy Club youth camp program during the summer.

Town. Town of Trophy Club.

Town Council. Town Council of the Town of Trophy Club.

Youth Program or Program. A town-sponsored recreational program for youth that may be offered by the park and recreation department after school, during the summer, during holidays, or during inter session. The term does not include any program or activity to which attendees are free to come and go at will without regard to the presence of a parent or other responsible adult to care for them.

(c) General Information/Administration

- (1) The governing body of the Town of Trophy Club Youth Programs is the Town of Trophy Club Town Council.
- (2) Implementation of the Standards of Care for Youth Programs is the responsibility of the Parks and Recreation Director and Parks and Recreation Department employees.
- (3) The Standards of Care apply to all Youth Programs operated by the Department including but not limited to: Summer Adventure Camp Programs.
- (4) Town Hall will have available for public review a current copy of the Standards of Care.
- (5) Parents of participants will be provided access to a current copy of the Standards of Care through the Town's web site.

- (6) Criminal background checks will be conducted on prospective Youth Program employees, when applicable. If results of that criminal check indicate that an applicant has been convicted of any of the following offenses, he or she will not be considered for employment:
- (A) A felony or misdemeanor classified as an offense against a person or family;
 - (B) A felony or misdemeanor classified as public indecency;
 - (C) A felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance;
 - (D) Any offense involving moral turpitude;
 - (E) Any offense that is deemed to potentially put the Town of Trophy Club or Youth Program participants at risk.
- (7) Standards of Care Review: Standards will be reviewed annually and approved by the Town Council after a public hearing is held to pass an ordinance regarding section 42.041(b) (14) of the Human Resources Code.

(d) Inspection/Monitoring/Enforcement

Standards of care established by the Town of Trophy Club will be monitored and enforced by Town Departments responsible for their respective areas as identified.

- (1) Health and safety standards will be monitored and enforced by the Town's Police, Fire and Code Enforcement Departments as required.
- (2) The Recreation Coordinator will make twice weekly visual inspections of the program.
- (3) Complaints regarding enforcement of the Standards of Care shall be directed to the Recreation Lead. The Recreation Coordinator will be responsible to take the necessary steps to address the complaint and resolve the problem, if any. Complaints regarding enforcement of the Standards of Care and resolution of complaints arising under the Standards of Care shall be recorded by the Recreation Coordinator. All complaints regarding enforcement of the Standards of Care where a deficiency is noted will be forwarded to the Director of Parks and Recreation with the complaint and the resolution noted.

(e) Enrollment. Before a child may become a participant, a parent/guardian must complete and sign registration forms that contain information pertaining to the participant and their parent(s). The following information must be provided:

- (1) Name, address, home telephone number
- (2) Parent/Guardian's name, address and telephone numbers during program hours
- (3) Emergency contacts including names and phone number during program hours
- (4) Names and driver's license numbers of people to whom the child may be released
- (5) A statement of the child's special problems, needs or medical conditions
- (6) Emergency medical authorization
- (7) Permission for field trips
- (8) Liability Waiver

(f) Suspected Abuse.

- (1) Program employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In the case where a Town employee is involved in an incident with a child that could be construed as child abuse, the incident must be reported immediately to the Recreation Coordinator of Sports. The Recreation Coordinator will immediately notify the Police Department and any other agency as may be appropriate.
- (2) Texas state law requires the staff of these youth programs to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fine up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

(g) Staffing - Responsibilities and Training

- (1) Recreation Coordinator:
 - (A) Recreation Coordinator is a full-time, professional employee of the Town of Trophy Club Parks and Recreation Department and will be required to have all the same qualifications as outlined in Subsection (g)(2).
 - (B) Recreation Coordinator must meet the minimum education/experience requirements for employment with the Town of Trophy Club to plan and implement recreation activities.
 - (C) Recreation Coordinator must be able to pass a background investigation including a test for illegal substances.

- (D) Recreation Coordinator must have a current certification in First Aid, Cardiopulmonary Resuscitation (CPR) and AED. All certifications must be current during the camp operation.
 - (E) Recreation Coordinator is responsible for administering the programs' daily operations in compliance with the adopted Standards of Care.
 - (F) Recreation Coordinator is responsible for hiring, supervising, and evaluating the Recreation Leads and Recreation Aides.
 - (G) Recreation Coordinator is responsible for planning, implementing and evaluating programs.
- (2) Youth Program Staff:
- (A) Program employees include Recreation Leads and Recreation Aides.
 - (B) Program employees may be full-time, part-time, or seasonal employees of the Parks and Recreation Department.
 - (C) Program employees shall be age 16 or older. However, each site will have at least one employee age 21 or older on site at all times.
 - (D) Program employees should consistently exhibit competency, good judgment, and self-control when working with participants.
 - (E) Program employees must relate to participants with courtesy, respect, tolerance, and patience.
 - (F) Program employees must have a current certification in First Aid, Cardiopulmonary Resuscitation (CPR), and AED. All certifications must be current during the camp operation.
 - (G) Program employees must pass a background investigation when applicable, including testing for illegal substances.
 - (H) Program employees will be responsible for providing participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers.
 - (I) Program employees will be responsible to know and adhere to all Town, Departmental, and youth program standards as well as policies and procedures that apply to the youth programs.
 - (J) Program employees must ensure that participants are only released to a parent or authorized person, designated by the parent or guardian. If a parent wishes

their child to sign himself in or out the parent must provide specific, written authorization.

(3) Training and Orientation

- (A) The department is responsible for providing training and orientation to program employees in working with children and for specific job responsibilities.
- (B) Program employees will be provided with a staff manual.
- (C) Program employees must be familiar with the Standards of Care for Youth Programs as adopted by the Town Council.
- (D) Program employees must be familiar with the program policies including discipline, guidance, and release of participants as outlined in the staff manual.
- (E) Program employees will be trained with appropriate procedures to handle emergencies.
- (F) Program employees will be trained in areas including Town departmental program policies, procedures, leading activities, and safety issues.
- (G) Program employees will be required to sign an acknowledgement that they have received the required training.

(h) Operations

(1) Staff to Participant Ratio

- (A) The standard ratio of participants to staff is 1:15 based on average daily attendance. In the event a program employee is unable to report to the program site, the Recreation Coordinator will assign a replacement.
- (B) Program employees are responsible for being aware of the participants' habits, interests, and special needs as identified by the participant's' parent/guardian during the registration process.

(2) Discipline

- (A) Program employees will implement discipline and guidance in a consistent manner based on the best interest of program participants.
- (B) There will be no cruel treatment or harsh punishment.
- (C) Program employees may use brief, supervised separation from the group if necessary.
- (D) As necessary, program employees will initiate behavior reports to the parents of participants. Parents will be asked to sign the behavior reports to indicate they

have been advised about specific problems or incidents.

(E) A sufficient number and/or severe nature of a discipline report(s) as indicated in the program manual may result in a participant being suspended from the program.

(F) In instances where there is a danger to other participants or staff, offending participants will be removed from the program site as soon as possible.

(3) Programming

(A) Program employees will attempt to provide activities for each group according to participants' age, interests, and abilities. The activities will be appropriate to participants' health, safety, and well-being. The activities must be flexible and promote the participants emotional, social, and mental growth.

(B) Program employees will attempt to provide indoor and outdoor time periods to include:

- (i) Alternating active and passive activities;
- (ii) Opportunity for individual, small and large group activities, and
- (iii) Outdoor time each day as weather permits.

(C) Program employees will be attentive and considerate of the participants' safety on field trips and during any transportation provided by the program.

- (i) During trips, program employees must have access to emergency medical forms and emergency contact information for each participant;
- (ii) Program employees must have a written list of participants in the group and must check the roll frequently, specifically before departure to and from location; and
- (iii) Program employees must have first aid supplies and emergency care available on field trips.

(4) Communication

(A) Each program site will have access to a telephone for use in contacting Department staff or making emergency calls.

(B) The Recreation Coordinator will make available the following telephone numbers to all employees at each site:

- (i) Emergency services
- (ii) Trophy Club Police Department dispatch
- (iii) Parks and Recreation Department

- (iv) Poison Control
- (v) Numbers at which parents/guardians may be reached
- (vi) Recreation Coordinator
- (vii) Recreation Superintendent
- (viii) Telephone and address for the program site itself
- (ix) Field trip destinations

(5) Transportation

- (A) Before a participant can be transported to and from Town-sponsored activities, the field trip release statement must be marked by the parent/guardian on the registration form.
- (B) First aid supplies will be available in all program vehicles that transport children.
- (C) All program vehicles used for transporting participants must have available a portable fire extinguisher and must be accessible to the adult occupants.
- (D) Seatbelts must be worn when provided.

(i) Facility Standards

(1) Safety

- (A) Program employees will inspect the program site daily to detect sanitation and safety concerns that might affect the health and safety of the participants. A weekly inspection report will be completed by the program employees and kept on file by the Recreation Coordinator.
- (B) Buildings, grounds, and equipment on the program site will be inspected, cleaned, repaired, and maintained to protect the health of the participants.
- (C) Program equipment and supplies should be safe for the participants' use.
- (D) Program must have first aid supplies readily available at each site, during transportation to an off-site activity, and for the duration of the off-site activity.
- (E) Air conditioners, electric fans, and heaters must be mounted out of participants reach or have safeguards that keep participants from being injured.

(2) Fire

- (A) In case of fire, danger, explosion or other emergency, program employees' first priority is to evacuate the participants to a designated safe area.
- (B) Each program site must have at least one fire extinguisher approved by the fire marshal readily available to all program employees.
- (C) All program employees will be trained in proper use of fire extinguishers as well as locations of fire extinguishers through the program site.

(3) Illness or Injury

- (A) A participant who is considered to be a health or safety concern to other participants or employees will not be admitted to the program.
- (B) Illnesses or injuries will be handled in a manner to protect the health of all participants and employees.
- (C) Program employees will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.
- (D) Program employees will follow the recommendation of the Texas Department of State Health Services concerning the admission or readmission of any participant after a communicable disease.

(4) Medication

- (A) Parent/guardian must complete and sign a medication release that provides authorization for program staff to dispense medication with details as to times and dosages. The release will include a hold harmless clause to protect the Town.
- (B) Prescription medications must be in the original containers labeled with the participants' name, a date, directions, and the physician's name. The prescribing physician must provide written guidelines. Program employees will administer medication only as stated on the label. Program employees will not administer medication after the expiration date.
- (C) Non-prescription medications are labeled with the participant's name and the date the medication was brought to the youth program. Non-prescription medication must be in the original container. The program employees will administer medication only according to the label directions and with written parental permission.
- (D) Medications dispensed will be limited to those not requiring special knowledge or skills on the part of the program employees.

- (E) Program employees will ensure medications are inaccessible to participants. If necessary, medication will be kept in the refrigerator.

(5) Special Needs

- (A) Every reasonable accommodation will be made to address special needs participants.
- (B) For health and safety reasons, special needs participants must provide a personal attendant for assistance in feeding, changing of clothes, and using the restroom if needed.

(6) Toilet Facilities

- (A) The program site will have toilets located inside and equipped so participants can use them independently and program employees can monitor as needed.
- (B) There must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants, but must not exceed 50% of the total number of toilets.
- (C) An appropriate and adequate number of lavatories will be provided.

(7) Sanitation

- (A) Program sites must have adequate light, ventilation, air conditioning, and heat.
- (B) The program must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied in a safe and sanitary matter.
- (C) Employees must see that garbage is removed from buildings daily.

**SECTION 3.
SAVINGS AND REPEALER**

This Ordinance shall be cumulative of all other ordinances of the Town affecting setting Fee Schedules and shall not repeal any of the provisions of such ordinances except in those instances where provisions of those ordinances are in direct conflict with the provisions of this Ordinance; whether such ordinances are codified or uncoded, and all other provisions of the Ordinances of the Town of Trophy Club, codified or uncoded, not in conflict with the provisions of this Ordinance, shall remain in full force and effect. Notwithstanding the foregoing, any complaint, action, cause of action or claim which prior to the effective date of this Ordinance has been initiated or has arisen under or pursuant to such repealed Ordinance(s) shall continue to be governed by the provisions of that Ordinance and for that purpose the Ordinance shall be deemed to remain and continue in full force and effect.

SECTION 4.

SEVERABILITY

The sections, paragraphs, sentences, phrases, clauses and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Town Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 5.
ENGROSSMENT AND ENROLLMENT**

The Town Secretary of the Town of Trophy Club is hereby directed to publish the Caption, Penalty and Effective Date of this Ordinance as required by Section 3.16 of the Town's Charter.

**SECTION 6.
EFFECTIVE DATE**

This Ordinance shall become effective from and after its date of adoption and publication as provided by law, and it is so ordained.

PASSED AND APPROVED by the Town Council of the Town of Trophy Club, Texas this 13th day of January 2025.

Jeannette Tiffany, Mayor

ATTEST:

Tammy Dixon, Town Secretary

APPROVED AS TO FORM:

Dean Roggia, Town Attorney



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: December 16, 2024

FROM: Madison Seil, Recreation Superintendent

AGENDA ITEM: Discuss and consider a recommendation of the proposed options for the Community Pool Renovation Design and Construction Management project from Parkhill. (Madison Seil, Recreation Superintendent)

BACKGROUND/SUMMARY: On November 8, 2022, the City Council approved a renovation project for the community pool facility, structured into a two-phase build-out. The approved motion stated, "to approve the agreement with Halff & Associates for the Community Pool Capital Improvement Project not to exceed four (4) million dollars." The motion passed unanimously.

Phase 1 Completion

Phase 1, completed following the 2023 swim season, involved substantial upgrades to the facility. These improvements included:

- Replacement of filtration systems and pump room equipment.
- Restroom renovations.
- Enhancements to the concession and office areas.
- Painting of splash pad amenities.

Reevaluation of Project Approach

After Phase 1, the Parks & Recreation Director and Town Manager conducted a review of the current contract and the work completed. It was determined that terminating the agreement with Halff & Associates and initiating a new request for qualifications (RFQ) process would better serve the Town. This decision aimed to prioritize transparency, ensure comprehensive project design, and incorporate extensive community input for the additional amenities planned in Phase 2.

Transition to Parkhill and Community Engagement

Following the RFQ process, Parkhill was selected and presented to the Council to lead the engagement and preliminary design for Phase 2. In August, Parkhill conducted a series of public engagement events at the community pool to gather input from residents regarding desired future amenities. Additionally, an online survey was distributed for those unable to attend in person, generating over 100 community responses.

Progress and Preliminary Designs

Using the feedback collected from public engagement and the survey, Parkhill collaborated

with Town staff to develop three schematic design options with preliminary cost estimates. These designs are under review and will guide the planning and construction of additional amenities for the community pool, ensuring alignment with community preferences and budget considerations.

Next Steps

The next steps include finalizing the design selection, refining cost estimates, and presenting a comprehensive proposal to the Town Council for approval before Phase 2 construction begins. The focus remains on delivering a modernized and community-driven pool facility that meets the Town's recreational needs.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: The current allocation for phase 2 is \$2.4 million through the Town's Capital Improvement Projects Fund.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Pool Concept Plan Options
2. Pool Opinion of Probable Construction Costs

ACTIONS/OPTIONS:

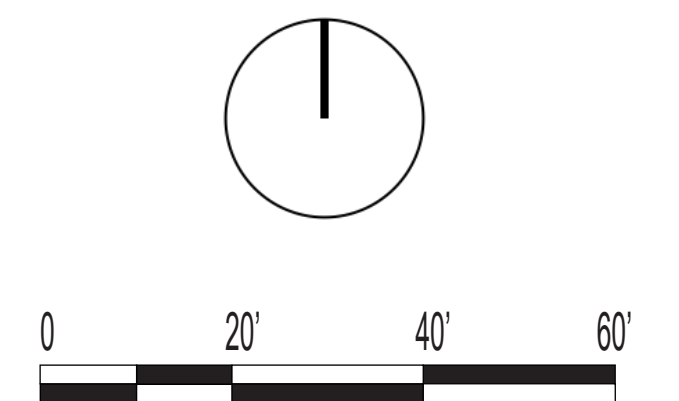
Staff recommends that the Parks & Recreation Board Park Board discuss and consider a recommendation of the proposed options for the Community Pool Renovation Design and Construction Management project from Parkhill.

TROPHY CLUB CONCEPT PLAN OPTIONS

Trophy Club Community Pool Conceptual Plan Option 'A'

KEY NOTES

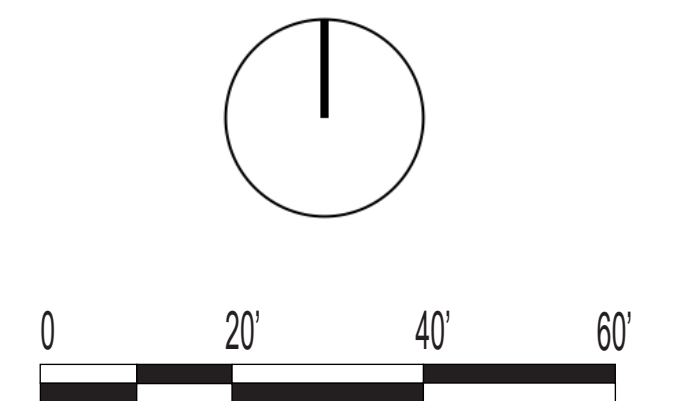
- 01** - EX. POOL HOUSE
- 02** - EX. PUMP HOUSE
- 03** - EX. PUMP HOUSE W/ NEW ROOF
- 04** - EX. FABRIC SHADE STRUCTURE
- 05** - EX. COMPETITION POOL
- 06** - 20' X 20' GROUP SHADE AREA
- 07** - 12' X 12' CABANA
- 08** - LOUNGE AREA / SUNDECK
- 09** - BODY SLIDE - SINGLE
- 10** - PLAY STRUCTURE
- 11** - BENCH SEATING
- 12** - FABRIC SHADE STRUCTURE
- 13** - ZERO-DEPTH POOL ENTRY
- 14** - OPEN LAWN
- 15** - RAISED PLANTER
- 16** - XERIC PLANTER BEDS



Trophy Club Community Pool Conceptual Plan Option 'B'

KEY NOTES

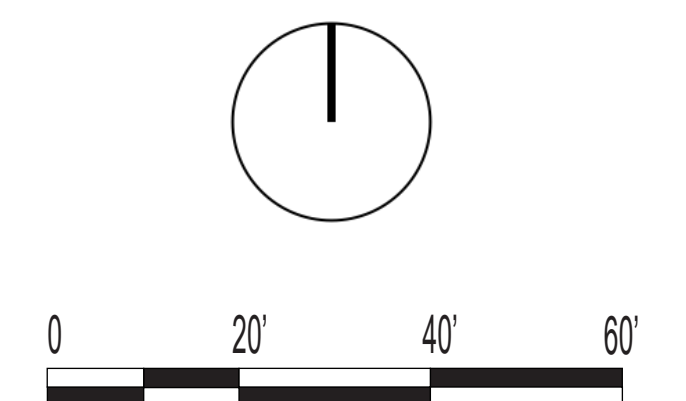
- 01** - EX. POOL HOUSE
- 02** - EX. PUMP HOUSE
- 03** - EX. PUMP HOUSE W/ NEW ROOF
- 04** - EX. FABRIC SHADE STRUCTURE
- 05** - EX. COMPETITION POOL
- 06** - EX. UMBRELLA SHADE STRUCTURE
- 07** - 12' X 12' CABANA
- 08** - LOUNGE AREA / SUNDECK
- 09** - BODY SLIDE - DOUBLE
- 10** - PLAY STRUCTURE
- 11** - BENCH SEATING
- 12** - TABLE & CHAIRS W/ UMBRELLA
- 13** - FABRIC SHADE STRUCTURE
- 14** - ZERO-DEPTH POOL ENTRY
- 15** - OPEN LAWN
- 16** - XERIC PLANTER BEDS



Trophy Club Community Pool Conceptual Plan Option 'C'

KEY NOTES

- 01** - EX. POOL HOUSE
- 02** - EX. PUMP HOUSE
- 03** - EX. PUMP HOUSE W/ NEW ROOF
- 04** - EX. COMPETITION POOL
- 05** - EX. UMBRELLA SHADE STRUCTURE
- 06** - 25' X 25' GROUP SHADE AREAS
- 07** - 12' X 12' CABANA
- 08** - LOUNGE AREA / SUNDECK
- 09** - BODY SLIDE - SINGLE
- 10** - PLAY STRUCTURE
- 11** - BENCH SEATING
- 12** - TABLE & CHAIRS W/ UMBRELLA
- 13** - FABRIC SHADE STRUCTURE
- 14** - BASKETBALL / VOLLEYBALL POOL
- 15** - ZERO DEPTH POOL ENTRY
- 16** - OPEN LAWN
- 17** - XERIC PLANTER BEDS



No.	Item	Quantity	Unit	Unit Price	Amount
A.	General Items				
	Clearing /Grubbing/Demo	1.0	LS	\$ 50,000.00	\$ 50,000.00
	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
	Tree Protection	-	LS	\$ -	\$ -
	Subtotal				\$ 65,000.00
B.	Earthwork				
	Earthwork	1	LS	\$ 50,000.00	\$ 50,000.00
	Strip, Stockpile & Replace Topsoil	-	CY	\$ 25.00	\$ -
	Unclassified Cut	-	CY	\$ 12.50	\$ -
	Unclassified Fill	-	CY	\$ 12.50	\$ -
	Import	-	CY	\$ 45.00	\$ -
	Subtotal				\$ 50,000.00
C.	Site Paving				
	5" Thk. Concrete Pedestrian Paving on Compacted Subgrade	4,500	SF	\$ 12.50	\$ 56,250.00
	Decomposed Granite Surfacing		SF	\$ 5.00	\$ -
	Concrete Mow Edge	25	LF	\$ 25.00	\$ 625.00
	Accessible Ramps		EA	\$ 1,000.00	\$ -
	Subtotal				\$ 56,875.00
D.	Pool Renovations				
	Pool Expansion	603	SF	\$ 900.00	\$ 542,700.00
	Slide	1	LS	\$ 312,000.00	\$ 312,000.00
	Slide Foundation	1	LS	\$ 46,800.00	\$ 46,800.00
	Slide Suction Outlet	2	EA	\$ 20,000.00	\$ 40,000.00
	Slide Buried Piping	230	LF	\$ 250.00	\$ 57,500.00
	Slide Exposed Piping	60	LF	\$ 65.00	\$ 3,900.00
	Play Structure	1	LS	\$ 204,000.00	\$ 204,000.00
	Reuse Existing Feature Pump	-	-	\$ -	\$ -
	Cover Existing North Pump House	1	LS	\$ 200,000.00	\$ 200,000.00
	Enclose Tank at Existing North Pump House	1	LS	\$ 100,000.00	\$ 100,000.00
	Refinish Pool	2,130	SF	\$ 40.00	\$ 85,200.00
	Subtotal				\$ 1,592,100.00
E.	General Site Amenities				
	12'x12' Fabric Shade Structure	10	EA	\$ 15,000.00	\$ 150,000.00
	20'x20' Fabric Shade Structure	3	EA	\$ 40,000.00	\$ 120,000.00
	Landscape Planter Wall	400	SFF	\$ 50.00	\$ 20,000.00
	Poolside Lounge Chair	17	EA	\$ 5,000.00	\$ 85,000.00
	Subtotal				\$ 375,000.00
F.	General Landscape				
	Shade Trees (4-inch caliper)	6	EA	\$ 1,000.00	\$ 6,000.00
	Ornamental Trees	10	EA	\$ 650.00	\$ 6,500.00
	Planter Bed	6,745	SF	\$ 15.00	\$ 101,175.00
	Turfgrass - Solid Sod	4,000	SF	\$ 0.75	\$ 3,000.00
	Irrigation System Allowance	14,600	SF	\$ 2.00	\$ 29,200.00
	Subtotal				\$ 145,875.00
				Subtotal	\$ 2,284,850.00
				9% Inflation (6 mo)	\$ 205,637.00
				20% Contingency	\$ 456,970.00
				Total	\$ 2,947,457.00

No.	Item	Quantity	Unit	Unit Price	Amount
A.	General Items				
	Clearing /Grubbing/Demo	1.0	LS	\$ 50,000.00	\$ 50,000.00
	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
	Tree Protection	-	LS	\$ -	\$ -
	Subtotal				\$ 65,000.00
B.	Earthwork				
	Earthwork	1	LS	\$ 50,000.00	\$ 50,000.00
	Strip, Stockpile & Replace Topsoil	-	CY	\$ 25.00	\$ -
	Unclassified Cut	-	CY	\$ 12.50	\$ -
	Unclassified Fill	-	CY	\$ 12.50	\$ -
	Import	-	CY	\$ 45.00	\$ -
	Subtotal				\$ 50,000.00
C.	Site Paving				
	5" Thk. Concrete Pedestrian Paving on Compacted Subgrade	5,800	SF	\$ 12.50	\$ 72,500.00
	Decomposed Granite Surfacing		SF	\$ 5.00	\$ -
	Concrete Mow Edge	20	LF	\$ 25.00	\$ 500.00
	Accessible Ramps		EA	\$ 1,000.00	\$ -
	Subtotal				\$ 73,000.00
D.	Pool Renovations				
	Pool Expansion	287	SF	\$ 900.00	\$ 258,300.00
	Slide	1	LS	\$ 524,500.00	\$ 524,500.00
	Slide Foundation	1	LS	\$ 104,900.00	\$ 104,900.00
	Slide Suction Outlet	1	EA	\$ 20,000.00	\$ 20,000.00
	Slide Buried Piping	60	LF	\$ 250.00	\$ 15,000.00
	Slide Exposed Piping	30	LF	\$ 65.00	\$ 1,950.00
	Timing System	1	LS	\$ 90,000.00	\$ 90,000.00
	Play Structure	1	LS	\$ 136,000.00	\$ 136,000.00
	Reuse Existing Feature Pump	-	EA	\$ -	\$ -
	Refurbish Feature Pump #2	1	EA	\$ 3,000.00	\$ 3,000.00
	Cover Existing North Pump House	1	LS	\$ 200,000.00	\$ 200,000.00
	Enclose Tank at Existing North Pump House	1	LS	\$ 100,000.00	\$ 100,000.00
	Refinish Pool	1,814	SF	\$ 40.00	\$ 72,560.00
	Subtotal				\$ 1,526,210.00
E.	General Site Amenities				
	12'x12' Shade Structure	6	EA	\$ 15,000.00	\$ 90,000.00
	20' Diameter Shade Structure Relocation	3	EA	\$ 7,500.00	\$ 22,500.00
	Landscape Planter Wall	-	SFF	\$ 50.00	\$ -
	Picnic Tables with Shade	8	EA	\$ 10,000.00	\$ 80,000.00
	Poolside Lounge Chair	16	EA	\$ 5,000.00	\$ 80,000.00
	Subtotal				\$ 272,500.00
F.	General Landscape				
	Shade Trees (4-inch caliper)	5	EA	\$ 1,000.00	\$ 5,000.00
	Ornamental Trees	10	EA	\$ 650.00	\$ 6,500.00
	Planter Bed	4,970	SF	\$ 15.00	\$ 74,550.00
	Turfgrass - Solid Sod	5,420	SF	\$ 0.75	\$ 4,065.00
	Irrigation System Allowance	16,500	SF	\$ 2.00	\$ 33,000.00
	Subtotal				\$ 123,115.00
				Subtotal	\$ 2,109,825.00
				9% Inflation (6 mo)	\$ 189,885.00
				20% Contingency	\$ 421,965.00
				Total	\$ 2,721,675.00

No.	Item	Quantity	Unit	Unit Price	Amount
A.	General Items				
	Clearing /Grubbing/Demo	1.0	LS	\$ 50,000.00	\$ 50,000.00
	Erosion Control	1	LS	\$ 15,000.00	\$ 15,000.00
	Tree Protection	-	LS	\$ -	\$ -
	Subtotal				\$ 65,000.00
B.	Earthwork				
	Earthwork	1	LS	\$ 50,000.00	\$ 50,000.00
	Strip, Stockpile & Replace Topsoil	-	CY	\$ 25.00	\$ -
	Unclassified Cut	-	CY	\$ 12.50	\$ -
	Unclassified Fill	-	CY	\$ 12.50	\$ -
	Import	-	CY	\$ 45.00	\$ -
	Subtotal				\$ 50,000.00
C.	Site Paving				
	5" Thk. Concrete Pedestrian Paving on Compacted Subgrade	3,540	SF	\$ 12.50	\$ 44,250.00
	Decomposed Granite Surfacing	-	SF	\$ 5.00	\$ -
	Concrete Mow Edge	-	LF	\$ 25.00	\$ -
	Accessible Ramps	-	EA	\$ 1,000.00	\$ -
	Subtotal				\$ 44,250.00
D.	Pool Renovations				
	New Pool	1,732	SF	\$ 600.00	\$ 1,039,200.00
	Slide	1	EA	\$ 420,000.00	\$ 420,000.00
	Slide Foundation	1	EA	\$ 84,000.00	\$ 84,000.00
	Slide Pump	1	EA	\$ 20,000.00	\$ 20,000.00
	Slide Suction Outlet	1	EA	\$ 20,000.00	\$ 20,000.00
	Slide Buried Piping	60	LF	\$ 250.00	\$ 15,000.00
	Slide Exposed Piping	30	LF	\$ 65.00	\$ 1,950.00
	Play Struture	1	EA	\$ 136,000.00	\$ 136,000.00
	Water Table	1	EA	\$ 33,000.00	\$ 33,000.00
	Spray Features	2	EA	\$ 18,700.00	\$ 37,400.00
	Refurbish Feature Pump	1	EA	\$ 3,000.00	\$ 3,000.00
	Feature Pump Piping	130	LF	\$ 250.00	\$ 32,500.00
	Reuse Existing Feature Pump	-	EA	\$ -	\$ -
	Cover Existing North Pump House	1	LS	\$ 200,000.00	\$ 200,000.00
	Enclose Tank at Existing North Pump House	1	LS	\$ 100,000.00	\$ 100,000.00
	Refinish Pool	1,527	SF	\$ 40.00	\$ 61,080.00
	Subtotal				\$ 2,203,130.00
E.	General Site Amenities				
	12'x12' Shade Structure	4	EA	\$ 15,000.00	\$ 60,000.00
	25'x25' Shade Structure	2	EA	\$ 50,000.00	\$ 100,000.00
	20' Diameter Shade Structure Relocation	3	EA	\$ 7,500.00	\$ 22,500.00
	Landscape Planter Wall	-	SFF	\$ 50.00	\$ -
	Picnic Tables with Shade	5	EA	\$ 10,000.00	\$ 50,000.00
	Poolside Lounge Chair	21	EA	\$ 5,000.00	\$ 105,000.00
	Subtotal				\$ 337,500.00
F.	General Landscape				
	Shade Trees (4-inch caliper)	8	EA	\$ 1,000.00	\$ 8,000.00
	Ornamental Trees	10	EA	\$ 650.00	\$ 6,500.00
	Planter Bed	7,505	SF	\$ 15.00	\$ 112,575.00
	Turfgrass - Solid Sod	1,545	SF	\$ 0.75	\$ 1,158.75
	Irrigation System Allowance	13,700	SF	\$ 2.00	\$ 27,400.00
	Subtotal				\$ 155,633.75
				Subtotal	\$ 2,855,513.75
				9% Inflation (6 mo)	\$ 256,997.00
				20% Contingency	\$ 571,103.00
				Total	\$ 3,683,613.75



PARKS & RECREATION BOARD/TREE BOARD COMMUNICATION

MEETING DATE: December 16, 2024

FROM: Chase Ellis, Director of Parks & Recreation

AGENDA ITEM: Parks and Recreation Board acting as the Tree Board to consider recommending acceptance of the 2025 Park Maintenance Plan that outlines Tree Care within the Town. (Chase Ellis, Director of Parks & Recreation)

BACKGROUND/SUMMARY: As a proud Tree City USA member for the past 25 years, the Town remains committed to the care and management of our community's trees. Each year, the Parks Board convenes to review, discuss, and plan for the maintenance and enhancement of the Town's urban forest. This meeting aligns with the standards set forth by the Arbor Day Foundation to maintain our Tree City USA designation.

Tree City USA Standards

To retain membership in the Tree City USA program, the Town meets the following four core standards:

1. A Tree Board or Department

- The Town has an established Parks Board responsible for advising and overseeing tree-related policies and initiatives.

2. A Tree Care Ordinance

- The Town enforces local regulations designed to protect and manage trees on public property effectively.

3. A Community Forestry Program With an Annual Budget

- The Town allocates resources annually to ensure proper tree care, planting, and maintenance.

4. An Arbor Day Observance and Proclamation

- The Town hosts an annual Arbor Day event, reaffirming our commitment to urban forestry and engaging the community in tree planting and awareness activities.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: \$10,000 has been allocated within the Parks & Recreation Department Budget for the care, planting, and removal of dead or diseased trees.

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Parks Maintenance Plan

ACTIONS/OPTIONS:

Staff recommends the Parks and Recreation Board acting as the Tree Board move to recommend acceptance of the 2025 Park Maintenance Plan that outlines Tree Care within the Town.

Parks Maintenance Plan 2025



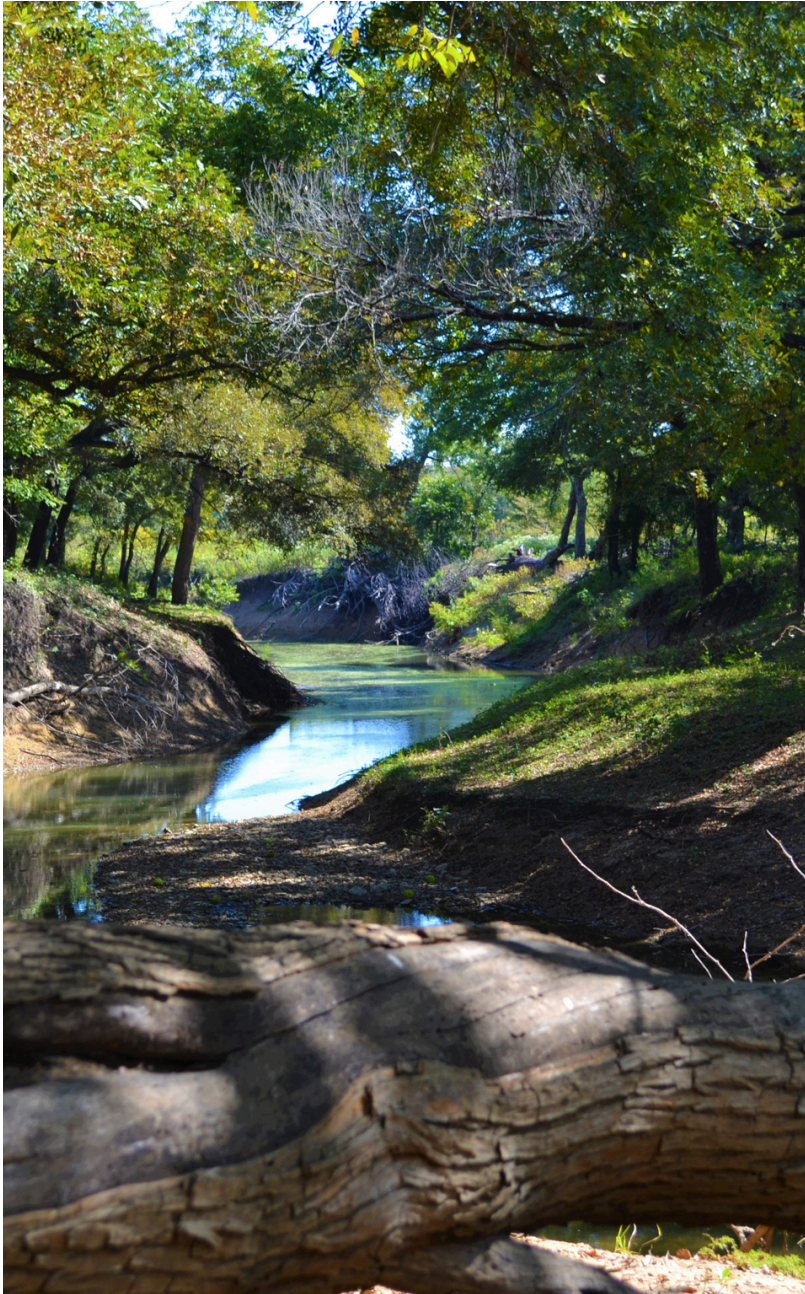


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26 **Field Closure Maintenance**

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ACKNOWLEDGMENTS

Brandon Wright
Town Manager

Chase Ellis
Director of Parks & Recreation

Jorge Guzman
Parks Superintendent



**Town of Trophy Club
Parks & Recreation**
Administrative Offices
Town Hall
1 Trophy Wood Drive
Trophy Club, TX 76262



INTRODUCTION

In 2012, city parks and recreation staff recognized that there was a need to better understand the current park/facility maintenance operations. This understanding was necessary in order to better plan for future growth and improvement of the park and open-space system. Routine-recurring maintenance is an essential piece in achieving the Town's goals. This document should be used to not only better understand the status- quo but also used as a tool to improve maintenance standards and work efficiencies and to plan for the future growth of Trophy Clubs park and recreation system.

A secondary objective that this document achieves is the establishment of a reference for maintenance field personnel to use when needed. It is important that field personnel who perform maintenance tasks can easily and clearly interpret the plan. This interpretation can directly result in budget and workforce efficiencies. Staff may be able to more easily plan for replacement expenses as well as capital expenses. In order to clearly document the current annual maintenance activities, a table format was chosen. This format is explained further in the "Method" and "How to Use This Document" sections. The table format provides readily accessible information in column form which can be used to determine the following:

- New or improved maintenance standards
- Tasks necessary to achieve the standards
- Personnel requirements to carry out the plan
- Supply and material requirement
- Equipment requirements
- Maintenance task frequencies and time estimates for maintenance scheduling purposes
- Appropriateness of maintenance work to be done "in-house" or by contract
- A basis for maintenance budget requests



General Thoughts on Maintenance

In many public park surveys across the country, maintenance is often an element of the park systems that is overlooked when adequate maintenance is provided; however, when routine maintenance tasks are neglected, maintenance can quickly become a priority issue for park users. For this reason an adequate maintenance program can become inadequate without warning and result in safety issues or complaints before it is addressed. The trick for municipal governments is to allocate necessary support and resources to their maintenance program before that critical point of inadequacy. Many municipalities put in place a system that provides routine park/facility inspections and evaluates maintenance standards. These reports can be completed on an annual basis or in anticipation of capital expenditures that incur additional maintenance costs.

Although regular inspections are effective in evaluating park/facility conditions, they often cannot ensure that issues are recognized in a timely fashion. The early detection of a safety hazard like faulty playground equipment or offensive graffiti on a park bench may go unnoticed for weeks or months. This time gap could create a liability for municipalities. Many municipalities are beginning to close this time gap and reduce liability through the use of technology and crowd-sourcing techniques.

Maintenance Budgets

Municipal Maintenance Budgets are often difficult to estimate. This fact is primarily due to the intangible nature of maintenance tasks and the difficulty in estimating annual equipment failure, natural disasters, vandalism, etc. Although some municipalities have insurance or emergency funds allocated for these types of equipment failures, others solely rely on maintenance budgets to fund emergency occurrences. The result is often an over-worked maintenance staff and a compromised standard of care.

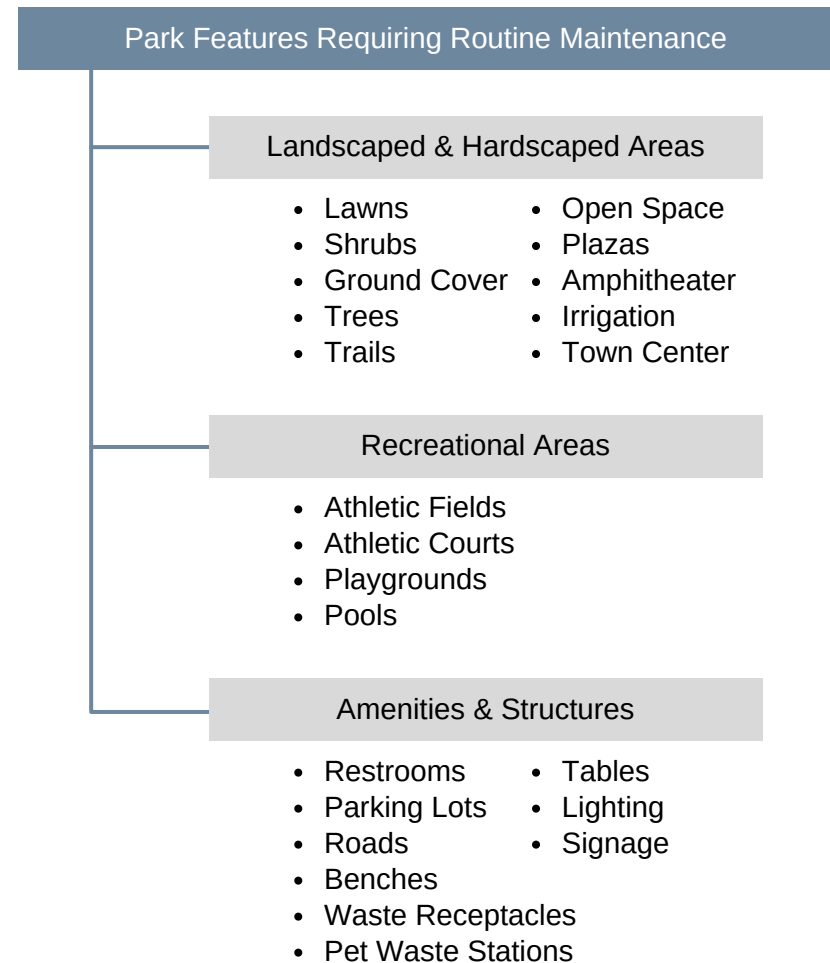
The primary method of determining the maintenance budget for most municipalities is to rely on the overall effectiveness of the previous year's budget. This method is typically adequate; however, it is vulnerable to unnecessary reductions if the party responsible for determining the budget is not adequately informed. This information includes the crucial role that maintenance plays in the city's parks and recreation facilities. The facilities provide a healthy and safe environment for a dynamic recreational experience for all citizens and patrons.

Organizational Structure

The Town of Trophy Club Parks and Recreation Department has several maintenance groups that work in teams and individually. The current work flow is shown in the organizational flow chart below. This staff oversees and manages all routine maintenance tasks and unplanned maintenance needs that arise on a daily basis. The routine maintenance tasks are well documented for each facility; however, the unplanned maintenance tasks have not been documented. It is important that the effort and employee-hours associated with those maintenance tasks are documented in the future to correctly and efficiently increase resource allocation.

Maintenance Staff Areas of Responsibility

The following flow chart illustrates the basic responsibilities for which the Town of Trophy Clubs Park and Recreation maintenance groups are responsible.



METHOD

A good understanding of the current city maintenance staff organizational structure and workflow was needed in order to determine the best format in which all routine maintenance tasks could be clearly and efficiently documented.

Research was conducted on a number of other successful maintenance plans and maintenance standards within Texas and the US. Internal evaluations were done on each of these maintenance plans. Successful maintenance plan techniques and practices were noted and conceptually applied to the needs of the Town of Trophy Club.

A specific maintenance plan format was chosen. The Town of Trophy Club Parks and Recreation Department has chosen a “table” maintenance plan format based on its ease of use and cost of development compared to other maintenance plan formats. The table format is short and simple and provides the necessary guidance for competent maintenance personnel to do the routine-recurring work necessary to minimize deterioration. The table format also allows for simple and frequent updates as the maintenance plan changes and/or grows.

The tables were created for each park and left blank. The blank tables were taken by each of the maintenance teams, and annual maintenance standards were filled in for each park based on past experience and current tasks.

The summary section of this document offers some evaluation of the overall current maintenance system and provides some things to consider as future maintenance planning continues but does comment on current standards, evaluate task efficiencies, or measure current performance in any way. This data in this document is based on detailed past and current maintenance staff records.



HOW TO USE THIS DOCUMENT

The maintenance plan is divided into maintenance standards by facility. Each facility currently maintained by the Town of Trophy Club is addressed separately. There are two pages dedicated to each facility. On the left-hand page, the facility name, location, aerial map, and list of amenities will be shown. On the right-hand page, there is a detailed tabulation of each facility's maintenance activities and standards listed in the example format shown below. The table is read from left to right and begins with the first column, "Maintenance Standards." See table below for a brief description of each column.

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual-Man Hours
"Standards" must clearly and accurately describe conditions that should exist following maintenance work.	Use terms such as the following to describe "tasks". Clean, lubricate, ad- just, paint, remove litter, remove trash, plant, fertilize, water, mow, etc.	"Procedures" are descriptions of HOW TO DO the maintenance "tasks" and should cover things such as: Soil and turf improvement, care of lawns, trees, shrubs, Indoor and outdoor recreation surfaces, floors, walls, windows, roofs. Housekeeping tasks.	Daily, Biannual, Annually, Cyclical Periods exceeding one year, etc.	J	F	M	A	M	J	J	A	S	O	N	D	Optimum (minimum) personnel required to do the job, with indication of technical skills required i.e., grounds person, carpenter, electrician, plumber, or specialist crew. Information from labor estimating guide. Preferably developed from in-house historical records.	Fertilizer and seed quantity. Cleaning agent and supplies, lubricants, paint=type, etc.	Trim mower, housekeeping equipment, blower, vacuum, motorized equipment, type and size.	Time for completion based upon in-house historical records, workload, cost tracking data, job sampling, or time estimating guides developed elsewhere. Total task-time hours recorded in this column.	A man hour represents one hour of work by one person. This column represents the man hours for the particular task (Personnel) X (Task-Time).	This column represents the total hrs required for each task each year. (Task-Time) X (Frequency of Task).	This column represents the total annual man hours for each individual task. (Man-Hours) X (Frequency of Task) OR (Annual Task Time Hours) X (Personnel).
EXAMPLE: Baseball Complex																						
Fields, outfields, dugouts, and spectator areas free of debris and trash.	Remove debris and trash.	Remove debris and trash by systematically walking the area. Empty all trash receptacles.	Daily				X	X	X	X	X					2		2 stick punches, 2 shoulder bags	1	2	108	216
Infield smooth with 15" slope from mound to outfield grass at start of each season.	Truck in soil and grade.	Dump soil at pitcher's mound and drag/spread toward base lines. Anchor pitcher's rubber at proper height.	Annually		x						x					2	Approx. 10 yds 60%-40% sand/ soil mix. Turf	Dump truck, tractor w/ box blade, drag mat, rake, hoe, shovel	24	48	24	48
Infield surface free of holes including batter's box.	Fill holes.	Add extra soil, rake, and tamp firm.	Daily before games		x	x	x	x	x	x	x	x	x			1	Extra soil	Tractor w/ box blade, drag mat, rake, shovel, tamper	0.5	0.5	54	54
Infield smooth and surface consistent.		Drag infield by circling pitcher's mound and rotating in from base lines.	Daily before games		x	x	x	x	x	x	x					1		Tractor w/ drag mat	0.5	0.5	65	65
Infield free of blowing dust.	Drag infield.		Daily before games		x	x	x	x	x	x	x					1		Tractor w/ drag mat	0.5	0.5	54	54
Wet infield to minimize dust and loss of soil due to wind.	Wet infield.	Dampen infield surface with hose spray or broadcast calcium chloride.	Daily before games			x	x	x	x	x						1	Calcium chloride	Hose w/ nozzle, broadcast spreader	0.5	0.5	54	54

EQUIPMENT & AMENITY MAINTENANCE

Investing in quality maintenance standards add years to the life of equipment and save thousands of public capital dollars. When only considering the initial construction costs of new equipment, operation and maintenance budgets often suffer from the risk of unanticipated and unplanned maintenance, demolition, and disposal costs.

A growing trend among recreation professionals is using some variety of “life-cycle cost” estimation before a new piece of equipment is added or a new facility/park is constructed. Life-cycle costing is estimating the actual cost of owning and operating a given facility from initial design until it is no longer cost-effective to maintain. (Once these costs are estimated, facility managers or maintenance managers allocate funding before construction begins to manage the long-term costs of facility ownership.



Playground Equipment Maintenance

Playgrounds can be a significant portion of the initial construction costs of a new or renovated facility/park. Understanding the life-cycle costs of each playground in the Town of Trophy Club is important in estimating current operation and maintenance budgets as well as anticipating future capital improvement costs when the equipment is ready to be replaced. It is important to first estimate the design lifespan of a playground to understand how many years the city will be maintaining a piece of equipment and understand when it will require capital funds to replace it. The design lifespan can be difficult to predict due to many variables, such as manufacture quality, material type, installation techniques, amount and intensity of sun and rain exposure, intensity of use, and frequency of maintenance and repair. With that understanding it may be important to evaluate each playground and its individual equipment frequently to determine a more accurate equipment lifespan estimate. Typical playground equipment is generally estimated to have a lifespan of 10-15 years (Eager, 2007).

One simple method of estimating life-cycle maintenance costs is to calculate the annual maintenance costs for one existing playground in the park system and then add an additional percentage for the different equipment and surfacing needs of the playground. Take the estimated cost plus the percentage and then multiply it by the number of years that facility is supposed to last.

FORMULA: [estimated cost of one year's maintenance for an existing playground(x)] + [percentage increase for expense of materials (.25x)]X [life expectancy of playground in years] = [life-cycle maintenance cost]

Another maintenance cost estimate option is to allocate 2% to 4% of the current replacement value (what it would cost in current dollars to completely replace that facility).

Life-Cycle Cost

The table below illustrates two models of life-cycle costing:

The first model allocate a fund amount (an endowment) expected to cover the cost of maintenance for the expected life of the project. At the end of that period, all funds will be depleted.

The second model sets aside a calculated fund amount (an endowment) – where the earned interest from the fund is adequate to cover annual maintenance. A portion of the earned income is retained and reinvested to address projected annual increases (Cost of Living Adjustment – COLA/Consumer Price Index – CPI) in costs associated with maintenance. With the second model, at the end of the expected life cycle, the original endowment fund is preserved.

The preserved fund balance could be used to secure additional funding for the total replacement of the structures with partial bankroll from the original endowment.



LIFE-CYCLE COST METHOD	LIFE-CYCLE COST METHOD #1	LIFE-CYCLE COST METHOD #2
INITIAL COST OF NEW PLAYGROUND	\$50,000	\$50,000
LIFE-CYCLE COST FACTORS	One year's maintenance cost for similar playground (\$2,000 in labor and materials) multiplied by 30% cost increase for accessible playground features (.30) + initial yearly maintenance cost estimate multiplied by # years life expectancy of playground (15/years projected)	If the annual maintenance cost is \$2,000, then how much money must be in the bank to earn more than that annually in interest?
THE FORMULAS	$\$2,000 * 1.30 = \$2,600 * 15/\text{yrs} = \$39,000$. Traditional annual cost increases for maintenance labor and materials are NOT factored in this equation. This fund is fixed in the year in which the funds were raised, and it only increases based on how it is invested and with the entity controlling and dispersing the funds.	\$67,500 invested @ 4% annual interest yields \$2,700 in total yearly inter- est. Using only 75% of the earned interest to allow for expected yearly CPI/ COLA increases provides 2,025 ($\$2,700 * .75 = \$2,025$) to pay for annual maintenance costs of the new playground.
LIFE-CYCLE COST TO BE ADDED TO INITIAL CONSTRUCTION COST	\$39,000 (life cycle cost) + \$50,000 (the initial cost of the playground) = \$89,000	\$67,500 (life cycle cost) + \$50,000 (the initial cost of playground) = \$117,500
TOTAL COST OF PLAYGROUND (construction + life-cycle maintenance costs)	\$89,000-\$50,000 for the initial construction of the playground + \$39,000 invested as the set-aside to pay for maintenance over the next 15 years.	\$117,500-\$50,000 for the initial construction of the playground + \$67,500 invested as the set aside to pay for maintenance over the next 15 years.

Playground Equipment Replacement Chart

The following chart is to be used as a suggested guide only. Although some experts cite the life of a playground between 10-15 years, this rule is not final. There are many factors that contribute to the life of playground equipment as mentioned previously. The only way to ensure that equipment is appropriately replaced is by conducting regular inspections by a certified inspector and communicating with manufacture representatives if any questions or issues with equipment arise.

Park/Facility	Playground Equipment Intended Use Age	Vendor - Order Number	Date Installed	Suggested Date to Inspect and Consider Replacement
Harmony Park	5 to 12 Years	Playword Systems	02/2016	Daily inspection
Harmony Park	2 to 12 Years	Gametime	2019	Daily inspection
Freedom Dog Park	2 to 12 years	Playword	08/2013	Daily inspection
Independence West Park	2 to 12 years	Total recreation	11/2021	Daily inspection



Scoreboard Replacement Chart

Investments in the Town of Trophy Clubs organized athletic facilities have consistently shown to be advantageous to the overall economy of the city. (Legible and functioning scoreboards are an important amenity that allows for proficient/competitive play and attracts recreational organizations from across the metroplex and state for recreational organizations across the metroplex, the state, and nationally. The following chartlists all facilities with scoreboards and the replacement schedule for each.

Park/Facility	Number of Scoreboards	Date Installed	Suggested Date to Inspect and Consider Replacement
Independence West	4	2012	2 times / Annually
Independence East	3	2010	2 times/ Annually

Shade Structure Replacement Chart

In Texas, shade is an essential part of any safe and enjoyable outdoor public space. A municipality's investment in shade can mean the difference in a well-liked/well-used park and an empty/unpopular park. The following chart lists all parks/facilities with a shade structure and the replacement schedule for each shade structure. The chart assumes a 10-15 year replacement schedule.

Park/Facility	Vendor	Date Installed	Suggested Date to Inspect and Consider Replacement
Harmony Park	Cunningham Associates	2023	10 to 15 years
Trophy Club Park	Cunningham Associates	2023	10 to 15 years
Freedom Dog Park	Playword	2013	10 to 15 years
Independence West Park	Total Recreation	2019	10 to 15 years



INDEPENDENCE PARK

500 Parkview Drive
Trophy Club, TX 76262

Inventory

- 7 Baseball Fields
- 3 T-Ball / Practice Fields
- Restrooms Facility
- Community Pool
- Tennis Courts
- Basketball Court
- Multipurpose Court
- Picnic Tables
- Concessions Building



INDEPENDENCE PARK

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	INDEPENDENCE PARK												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Trash Removal	Trash Removal	Removing all trash and emptying the receptacles.	Daily	X	X	X	X	X	X	X	X	X	X	X	X	1	Trash Bags	Litter Gitter	1	1	365	365
Mowing	Mowing all the baseball fields and multipurpose fields	Safety inspection on equipment; mow the fields with tractors.	2 times / 45 Weeks	X	X	X	X	X	X	X	X	X	X	X	X	2	Fuel	Two Tractors	8	16	720	1440
Clean Restrooms	/	Sweep out restrooms; mop floors; refill hand soap and tissues.	Daily	X	X	X	X	X	X	X	X	X	X	X	X	3rd Party Contractor	Disinfectant, Hand Soap, Bleach	Broom, Mop, & Mop Bucket	/	/	/	/
Mow Common Areas	Mowing all the common areas	Safety inspection on equipment. Mow, Edge, Weed eater, blow	Weekly			X	X	X	X	X	X	X	X	X		4	Fuel	Landscaping equipment	8	32	144	576
Playground Inspection	Inspect playground for safety issues. Remove all loose debris and rake Fibark into fall zones.	Walking and inspecting playground equipment.	Weekly	X	X	X	X	X	X	X	X	X	X	X	X	1	/	Rake & Playground Tools	0.5	0.5	25	25
Aeration Baseball Fields	Pass the aerator through all the fields.	Mark sprinkler Heads, watering the fields.	4 / Annually			X			X			X			X	1	Fuel	Tractor	6	6	24	24
Chemical Application on Baseball Fields	Spray fields.	Inspect spray equipment for safety. Put water in tank. Put chemicals in tank. Spray fields.	3 / Annually		X				X			X				2	Chemical	Spray Rig & Tractor	6	12	18	36
Top Dress	Spread sand uniform in the designated area.	Equipment safety check, Delivery sand the close access to the fields	2 / Annually					X					X			2	Sand & Soil	Top Dresser & Tractor	16	32	16	64
Irrigation	Check all station.	Turn on the station long enough to be able to check each sprinkler head.	10 / Annually			X	X	X	X	X	X	X	X	X	X	1	Irrigations Supplies	Irrigation Equipment	24	24	240	240
Tree Maintenance	Trimming Trees	Inspect all equipment for safety. Trim trees and remove dead trees. Blow and clean area.	Annually	X											X	3	Fuel	Pole Saws & Chainsaws	40	120	40	240
Fertilize and Pre-emergent All Baseball Fields	Fertilizer spreader	Inspect equipment and use recommended PPE.	4 / Annually			X					X					2	Fertilizer	Spreader	8	16	32	64
Perennial Ryegrass Over-Seeding (Per Field)																						
Over-Seeding Perennial Ryegrass	Scalping grass and removal Fertilizing, Irrigation,	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0 & a grassy weed herbicide.	Annually											X		2	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0- & a grassy weed herbicide.	Gator & Spreader	8	16	8	16
Fertilization	Fertilizer Spreader	safety Inspection all the equipment and follow the recommendations for better results.	Annually	X									X			2	Chemical	Gator & Spreader	8	16	16	32
Apply Herbicide to Remove	Post-emergente aplication	Spray revolver to help remove winter ryegrass and broadleaf.	Annually			X										2	Revolver, surfactant	Boom sprayer	5	2	16	16
Irrigation	Water 2 times per day, 7 days per 2 weeks	Irrigate through establishment.	Daily for 2 Weeks			X							X	X	X	1	Water	/	/	/	/	/
Over seeding Tif bermuda	Mowing, Application and irrigation	Inspect the equipment for safety.				X										2	Tif Bermuda Seed	mowers and Spreader	8	16	8	16

INDEPENDENCE PARK

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Fields, outfields, dugouts, and spectator areas free of debris and trash.	Remove debris and trash.	Remove debris and trash by systematically walking the area. Empty all trash receptacles.	Daily for 40 weeks		X	X	X	X	X		X	X	X	X		1	Trash Bags	Litter Gitter	2	2	560	560
Infield smooth with 15" 10" 8"slope from mound to outfield grass at start of each season.	Truck in soil and grade.	Dump soil at pitcher's mound and drag/spread toward base lines. Anchor pitcher's rubber at proper height.	2 / Annually	X						X						2	Clay, Bricks, Red infield Conditioner	Leveling kit, rake, mule and tractor	60	120	120	240
Infield surface free of holes including batter's box.	Fill holes.	Add extra soil, rake, and tamp firm.	Daily before games		X	X	X	X	X		X	X	X	X		1	Fuel	Tractor w/ box blade, drag mat, rake, shovel, tamper	6	6	24	24
Conditioner and Clay	Add conditioner and clay.	Dump clay on infield low spots and then mix, after is level the conditioner is added.	Annually	X												2	Clay & Red Conditioner	Tractor, rake, mule & tractor.	60	120	60	120
Lips maintenance	Remove Debris from field edge	Remove clay and conditioner from field edge for smooth transition between clay and grass	1 / weekly		X	X	X	X	X		X	X	X	X		2	Fuel	Blower, rake	3	6	120	240
Edges	Cut edges and remove weeds.	Measuring the lines, infield cutting excess grass around the infield, lines, pitching mound and remove weeds from clay areas.	8 /Annually		X	X	X	X	X		X	X	X	X		2	Edge blade, fuel	Edger, blower, Shovel, String	40	80	320	640
Wet infield to minimize dust and loss of soil due to wind.	Wet Infield	Water infield surface with hose and sprinkler system.	Daily before games		X	X	X	X	X		X	X	X	X		1	Water	Hose w/ nozzle, sprinklers.	1	1	40	40
Games	Prep. Fields	Level the infield surface, home plate, lines, paint foul lines,	40 / weeks		X	X	X	X	X		X	X	X	X		2	Clay, Conditioner, Water, Paint	Tractor, mat, string, rake, tamper	16	32	640	1280

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HARMONY PARK

699 Indian Creek Drive
Trophy Club, TX 76262

Inventory

- 2-5 Age Playground
- 5-12 Age Playground
- 10 Soccer Fields
- 2 Tennis Courts / Pickleball Courts
- 3 Bocce Ball Courts
- Basketball Court
- 1.8 Mile Shared Use Pathway
- Exercise Stations
- Pavilion
- Charcoal Grills
- Picnic Tables



HARMONY PARK

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Park Inspection	Inspect the entire park.	Trash removal, check Restrooms, playground, Bocce Ball, Tennis, Basketball Courts and Soccer Fields	Daily	X	X	X	X	X	X	X	X	X	X	X	X	1	Trash bags	Litter Gitter, Blower and Mule.	2	2	700	700
Top Dress	Add sand on all sport fields	Inspect equipment for safety.	2 / Annually					X					X			2	Sand & Soil	Top Dresser & Tractor	16	32	32	64
Mowing Fields	Mowing 10 Soccer Fields	Inspect equipment for safety.	2/ weekly	X	X	X	X	X	X	X	X	X	X	X	X	2	Fuel	Tractor	5	10	520	1040
Fields Paint	Paint all fields	Check equipment for safety. Mix paint enough for all fields.	30 / Annually	X	X	X	X	X				X	X	X		2	Paint	Painting machine and	4	8	120	240
Chemical Application on Soccer Fields	Spray fields.	Inspect equipment for safety. Put water in tank. Put chemical in tank. Spray fields.	2 / Annually						X				X			2	Chemicals	Spray Rig & Tractor	5	10	10	20
Fertilization		Inspect the equipment for safety.	4 / Annually			X			X			X	X			4	Fertilizer	Spreader	4	16	16	64
Insecticide	Fields and around playground	Inspect equipment for safety, read labels, spray all soccer fields and around playground for control ants, fleas and ticks.	1 /Annually			X										4	Chemicals	Sprayer & spreader	3	12	3	12
Aeration		Inspect equipment for safety. install aerator on tractor and mark sprinkler heads	4 / Annually			X			X			X	X			1	Fuel	Tractor & Aerator	6	6	24	24
Landscape Maintenance	Trim Shrubs, Mulch.	Inspect equipment for safety. Upload trailer with mulch, shoves, trimmer and wheelbarrows.	3/ Annually			X			X				X			3	Mulch	Trimmers,wheelbarrows.	8	24	32	72
Mow Common Areas	Mow Common Areas.	Inspect equipment for safety. Upload the equipment to the trailer and head out to the park.	36 /Annually			X	X	X	X	X	X	X	X	X	X	3	Fuel	Lanscaping equipment	5	15	180	540
Tree Trimming	Tree Trimming	Inspect equipment for safety. remove all the low and dead branches.	Annually	X								X				3		Pole chainsaw, rakes	40	120	40	120
Chemical Application on common areas	Common areas	Inspect equipment for safety. Put water in tank. Put chemical in tank. spray common areas.	2 / Annually						X				X			2	Chemicals	Spray Rig & Tractor	4	8	8	16
Lights	Check Security Lights, Fields Lights and Timmers	Turn on the Lighths	6 / Annually	X		X		X		X		X	X	X		1	/	/	2	2	12	12
Irrigation	Check all station.	Turn on all the station long enough to be able to check each sprinkler head.	10/ Annually			X	X	X	X	X	X	X	X	X	X	1	Irrigation supplies	Irrigation equipment	8	8	80	80
Perennial Ryegrass Over-Seeding (Per Field)																						
Over-Seeding with Perennial Ryegrass	Mowing, Fertilizing, Irrigation, & Removal.	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0 & a grassy weed herbicide.	Annually											X		4	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0- & a grassy weed herbicide.	Gator & Spreader	16	64	16	64
Irrigation	Water 4 times per day, 7 days per week, for 2 weeks.	Irrigate through establishment.	Daily for 2 Weeks										X			1	water	/	/	/	/	/
Apply Herbicide to Remove	Spray all the soccer fields.	Inspect equipment for safety and use necessary PPE. spray revolver to help remove winter ryegrass.	Annually			X										2	Chemical	Spray Rig & Tractor	4	8	4	8

FREEDOM DOG PARK

2675 Trophy Park Drive
Trophy Club, TX 76262

Inventory

- Large Dog Area
- Small Dog Area
- Dog Water Fountains
- Wash-Out Areas
- 2 Shaded Pavilions
- Covered Picnic Tables
- Playground
- Sandbox



FREEDOM DOG PARK

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Trash Removal	Remove Trash	Walking the park, removing trash, emptying receptacles and playground check.	Daily	X	X	X	X	X	X	X	X	X	X	X	X	2	Trash Bags	Litter Gitter	2	4	730	1460
Clean Restrooms	/	/	Daily	X	X	X	X	X	X	X	X	X	X	X	X	3er party Contractor	/	/	/	/	/	/
Mowing	Mow Inside and Outside Areas	Safety check on equipment. Mow with the tractors; then trim with edger, weed-eater, and blow.	Weekly		X	X	X	X	X	X	X	X	X	X		4	Fuel	2 Tractors, Weed-Eater, Blower & Edger	6	24	216	864
Tree Maintenance	Trimming Trees	Check all equipment for safety. Trim trees & cut down dead trees. Blow and clean area after coompletion.	Annually											X		4		Pole Saws, Chainsaws, & Blowers	20	80	20	80
Check Irrigation	Grass areas	Inspect irrigation by turning on each station and checking for any broken or damaged spray heads. Replace broken or damaged heads.	9 / Annually		X	X	X	X	X	X	X	X	X	X		1	water	Irrigation equipment and parts	4	4	36	36
Fertilizer	Grass areas	Check equipment for safety and necessary PPE. Water after application	Annually	X							X					3	Pre-emergent	Spreader	3	9	18	36
Insecticide	Grass areas and around playground	Check equipment for safety and necessary PPE. water after application	Annually		X											3	Chemical	Spreader	3	9	3	9
Herbicide	Grass areas	Check equipment for safety and necessary PPE. Measure chemical area to be sprayed, then calculate amount of chemical needed; mix chemical and water into sprayer, them drive to locations and apply to unwanted vegetation (document chemicals used and areas sprayed in log book).	3 / Annually		X			X				X				2	Broadleaf and grass weeds herbicide	Boom sprayer.	4	8	12	24

LAKEVIEW PARK

100 Village Trail
Trophy Club, TX 76262

Inventory

- Large, fenced athletic field
- Hunter IMMS



Lakeview Park

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Trash Removal	Remove Trash	Walking the park, removing trash, emptying receptacles and playground check.	Daily	X	X	X	X	X	X	X	X	X	X	X	X	1	Trash Bags	Litter Gitter	.5	.5	182.5	182.5
Clean Restrooms	/	/	Daily	X	X	X	X	X	X	X	X	X	X	X	X	3er party Contractor	/	/	/	/	/	/
Mowing	Mow Inside and Outside Areas	Safety check on equipment. Mow with the tractors; then trim with edger, weed-eater, and blow.	48 / Weekly	X	X	X	X	X	X	X	X	X	X	X	X	4	Fuel	2 Tractors, Weed-Eater, Blower & Edger	3	9	192	768
Check Irrigation	Grass areas	Inspect irrigation by turning on each station and checking for any broken or damaged spray heads. Replace broken or damaged heads.	Montly			X	X	X	X	X	X	X	X	X	X	1	water	Irrigation equipment and parts	4	4	40	40
Fertilizer	Grass areas	Check equipment for safety and necessary PPE. Watering after application	Annually		X											3	Pre-emergent	Spreader	3	9	9	9
Insecticide	Grass areas	Check equipment for safety and necessary PPE. watering after application	Annually			X										2	Chemical	Spreader	2	4	2	6
Herbicide	Grass areas	Check equipment for safety and necessary PPE. Measure chemical area to be sprayed, then calculate amount of chemical needed; mix chemical and water into sprayer, them drive to locations and apply to unwanted vegetation (document chemicals used and areas sprayed in log book).	3 / Annually				X						X			2	Broadleaf and grass weeds herbicide	Boom sprayer.	2	4	6	12
Over-Seeding with Perennial Ryegrass	Mowing, Fertilizing, Irrigation, & Removal.	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0 & a grassy weed herbicide.	Annually										X			2	A 3 blend of perennial ryegrass varieties, starter fertilizer, nitrogen application of 21-0-0- & a grassy weed herbicide.	Lanscaping Equipment	16	32	16	32

TROPHY CLUB PARK

2885 Trophy Park Drive
Trophy Club, TX 76262

Inventory

- Boat Ramp
- Restroom Facilities
- Hiking Trails
- Picnic Tables
- Bike Trail
- Horse Trails
- Pavilions
- ATV & Motocross Tracks
- Disk Golf Course



TROPHY CLUB PARK

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
Trash removal	Remove Trash	Removing trash, emptying receptacles.		X	X	X	X	X	X	X	X	X	X	X	X	1	Trash bags	Mule	3	3	312	312
ATV and Motocross Tracks and Trails	Fix tracks and Trails	Check equipment for safety. Working on jumps and smooth the ground.		X	X	X	X	X	X	X	X	X	X	X	X	2	Fuel	Tractor, Mule, Shovels and Rakes	8	16	416	832
Mow	/	Mowing Disc Golf Course, Entrance, Road side and Big Areas.	10 /Annually		X	X	X	X	X	X	X	X	X	X		3er Party contractor	/	/	/	/	/	/
Trails	Inspect Trails	Inspect Bike, Hiking and Horse Trails.	12/ Annually	X	X	X	X	X	X	X	X	X	X	X	X	4	/	Bike and four wheeler.	2	8	24	96

RIGHT-OF-WAY & MEDIAN MAINTAINENCE

The maintenance of Right-of-Ways and Medians within the Town of Trophy Club are the responsibility of our Park Maintenance Team. The following charts outline the responsibilities and maintenance tasks for the Trash Pick-up/ Median/Right-of-Way team. The task times and employee-hours associated with these tasks do not contribute to the totals and full time employee estimates that are found in the summary of this document.



RIGHT-OF-WAY & MEDIAN MAINTENANCE

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)	Man-Hours	Annual Task- Time Hours	Annual- Man Hours
				J	F	M	A	M	J	J	A	S	O	N	D							
ROW and Medians on All Major Thoroughfares and Assigned Side Streets Should Be Free From All Visible Debris	Remove litter and debris and discard in roll-off containers located in local city facilities.	Drive to assigned locations and/or walk littered areas, put on all PPE and safety vests, use litter pickup tools to remove debris, bag debris and continue this procedure until area is free of debris; then drive to next location and restart previous debris removal process.	Daily	X	X	X	X	X	X	X	X	X	X	X	X	1	PPE (Gloves, Safety Vests, Safety Glasses), Litter Pickup Tool, Plastic Bags	Pickup Trucks	1	1	365	365
Tree Trimming in Medians and Common Areas	Prune and trim trees, shrubs, and remove debris from plant beds.	Use proper pruning or cutting tools/equipment and prune or trim based on plant guidelines; pickup debris (document in log book).	Annually	X												3	PPE (Gloves, Safety Vests, Safety Glasses, Chainsaw Apparel, Hardhat with Mesh Screen Visor), Litter Pickup Tool, Plastic Bags	PPE, Pole Saw, Chainsaw,	80	270	80	270
Maintain Vibrant & Healthy Pant Material	Fertilize plant materials and remove debris from plant beds.	Apply fertilizers based on product guidelines (document in log book)	3/ Annually			X			X				X			3	PPE, Fertilizer, & Trash Bags	Hose & Nozzle, Broadcast Spreader	40	120	120	360
Avoid Undesirable Vegetation and Unwanted Pests on Plant Material	Apply herbicide or pesticide as required, trim decayed plant foliage and remove debris.	Measure chemical area to be sprayed, then calculate amount of chemical needed; mix chemical and water into sprayer, then drive to locations and apply to unwanted vegetation (document chemicals used and areas sprayed in log book).	4 / Annually			X		X		X		X				3	Chemicals, & Trash Bags	PPE & Sprayer	40	120	120	360
Maintain Weed Free Plant Beds	De-weed plant beds and remove debris.	Pull weeds at base of root with shovel (document in log book).	6 / Annually		X		X		X		X		X			3	Trash Bags	Shovel & Rake	40	120	200	600
Irrigation	Inspect irrigation system and winterize system normally in min-December; remove debris.	Run irrigation station timer (document in log book).	4 / Annually		X			X			X		X			1	Irrigation Spray Heads, Rotors, Nozzles, & Trash Bags	Screw Driver & Channel Lock Pliers	80	80	320	320
Seasonal Color	Add compost and remove debris, plant seasonal flowers.	Design plant layout and plant foliage, till in compost and add mulch as needed; take picture and document in log book.	2 / Annually		X							X				7	Compost, Plants, & Trash Bags	Hand Shovel, Rakes, & Tiller	40	280	80	560
Follow State Guidelines for all Cross Connection (Backflow Devices) and Remove Debris	Inspect cross connection (backflow devices) and file state reports, and remove debris.	Turn on water valve and install backflow tester and record reading on state approved documents (document in log book).	Annually (52 devices)									X				1	Water Key, Screw Driver, & Pliers	Backflow Tester, Channel Lock Pliers, & Screw Drivers	40	40	40	40
Mowing	Mow all medians and Common Areas.	Safety check on equipment. Mow with the tractors; then trim with edger, weed-eater, and blow.	36 / Weekly	X	X	X	X	X	X	X	X	X	X	X	X	4	Fuel	2 Mowers, Weed-Eater, Blower & Edger	24	96	864	3456
Fertilizer	Fertilizer medians and common areas	Check equipment for safety and necessary PPE. Water after application	3 / Annually	X				X				X				3	Fertilizer	Spreader	32	96	96	288
Shrubs	Trim the bushes.	Check equipment for safety and necessary PPE.	3/ Annually	X				X				X				3	Fuel, Trash bags	Trimmer, blower, rake.	32	96	96	288
Mulch	Add mulch, remove debris	Check equipment for safety.	1	X												4	Mulch	Rakes, shovels, trailer, tractor	66	264	66	264

CONTRACTOR GROUND MAINTAINENCE

The following charts outline the current tasks carried out under the current 3rd-party maintenance contract. The tasks below are subject to change and may not be accurate. Specific details of the contract should be verified with the Trophy Club Parks and Recreation Staff. The below is to be used as a general illustration of the current contract.

Maintenance Standards	Routine Maintenance Tasks	Procedures For Maintenance	Frequency	Calendar												Personnel	Materials and Consumable Supplies	Equipment	Task-Time Estimate (hrs)
				J	F	M	A	M	J	J	A	S	O	N	D				
Irrigated Common Areas Mow, Edge, & Trim Turf Areas, & Remove Debris on Specific Common Areas with Irrigation System.	Mow, edge, trim, Weed Eating & remove debris.	Inspect vehicle, towing system, safety devices on all equipment, fluids, mower blades, grass guards, and log any issues.	Cyclical Periods (36 / Annually)				X	X	X	X	X	X	X	X	X	Optimum (minimum) personnel required to do the job, Site Supervisor, & Grounds Personnel	Fuel for Mowers, Blowers, Edger's, Nylon Trim for Weed-Eaters, Edger Blades for Mechanical Edger's, & Trash Bags for debris	PPE, Traffic Safety Signs, Mowers, Blowers, Edger's, & Weed-Eaters	Mowing, edging and trimming turf areas are maintained 36 times per year; on common areas with irrigation. 18 times per year on Non-Irrigated areas and 12 times per year on Brush hog areas. The contractor assigns (1) Site Supervisor and (3) grounds workers to perform the assigned tasks. The approximate size of the acres involved in the activities is (60 acres).
NON-Irrigated Common Areas Mow, Edging, Weed Eating, Blowing and Remove Debris.	Mow, Trim, Edge, Weed eating and remove debris.	Inspect vehicle, towing system, safety devices on all equipment, fluids, and log any issues.	Cyclical Periods (18 / Annually)				X	X	X	X	X	X	X	X	X		Fuel for Mowers Blowers, Edger's, Edger Blades for Mechanical Edger's, Nylon Trim for Weed Eaters, Trash Bags for debris.	PPE, Traffic Safety Signs, Mowes, Edger's& Weed Eaters.	
Brush Hug Mowing Mowing, Weed Eating and removed Debris.	Mow, Trim & Remove Debris	Inspect vehicle, towing system, safety devices on all equipment, fluids, and log any issues.	Cyclical Periods (12 / Annually)				X	X	X	X	X	X	X	X	X		Fuel for Mowers, Weed Eater, Nylon Trim for Weed Eater, Trash Bags for Debris.	PPE, Traffic Safety Signs, Mowers, Weed Eaters	
Trophy Club Park	Mow, Weed Eating Entrance, Disc Golf Course, Open Space and Small Tracks.	Inspect Vehicle, Towing System, Safety Devices on all equipment, Fluids and Log any Issues.	Cyclical Periods (10 / Annually)				X	X	X	X	X	X	X	X	X		Fuel for Mowers, Blowers, Edger's, Nylon Trim for Weed- Eaters, Edger Blades for Mechanical Edger's & Trash Bags for Debris.	PPE, Traffic Safety Signs, Mowers, Weed Eaters.	

FIELD CLOSURE FOR MAINTENANCE

Perennial Ryegrass Over-Seeding

In an effort to expand the playability of the Towns athletic fields a perennial ryegrass over-seeding regiment has been introduced to the field maintenance schedule. There are both PROS and CONS associated with perennial ryegrass over-seeding. Some of the PROS include a more attractive green color and use-ability in the winter months. Ryegrass grows fast and is relatively inexpensive. Ryegrass will die off with warmer temperatures, making way for the return of warm weather grasses like Bermuda grass. Some CONS include competition for nutrients between cool and warm weather grasses in the spring, field closures as fields are over-seeded and the ryegrass is established and field closures as the ryegrass dies off and the bermudagrass grows in during the spring months.

The regiment for over-seeding with perennial ryegrass is as follows:

1. Blend of 3 varieties of perennial ryegrass
2. Starter fertilizer for germination
3. 21-0-0 Ammonium Sulfate for winter fertilization
4. Celsus/Certainty herbicide for spring transition back to bermudagrass



To accommodate perennial ryegrass over-seeding a field closure program should be developed. Athletic fields will need to be closed systematically to allow for over-seeding in the fall and transitioning back to bermudagrass in the spring. Field users should be notified well in advance of the closures to alleviate scheduling conflicts.

Over-Seeding Facts

- Over-seeding usually occurs when daytime temps are in the low 80's
- For athletic fields a rate of 10 lbs/1,000sq. ft. is recommended
- A 3 blend of perennial ryegrass varieties is recommended. The 3 different varieties help prevent disease, strengthen cold tolerance and transition.
- Germination usually takes 7-10 days. During this time, the soil needs to be moist. Irrigation will vary depending on temperatures and soil types. Typically 1-2 times a day, every day for a period of 2 weeks.
- A starter fertilizer application at seeding is ideal. 18-24-12 fertilizer at a rate of 4.16 lbs/1,000 sq. ft. is recommended.
- Typically, once a month during the winter months (November - January) a nitrogen application of 21-0-0 is recommended for deep greencolor.
- An application of a grassy weed herbicide (Revolver or Certainty) is recommended to transition the ryegrass out in the spring. This will allow the rye to die and the bermudagrass to green up.
- The herbicide application for transition is generally done around mid-April.

SUMMARY

This document may not be the only tool needed for Park and Recreation staff and city officials to make informed maintenance resource allocation decisions. There are some things that can be done in the future to build upon the resources of this document. (Note: The following are suggestions for future action if improvements to the current maintenance system are deemed necessary. It is not this report's assessment that the following actions are vital to continue the current level of maintenance service.)

Begin tracking and recording unanticipated and non-routine maintenance tasks:

- As more data is gathered for these tasks, the more accurate annual task-time estimates for these tasks will become. This accuracy will allow for more efficient annual resource allocations.
- Tracking these non-routine and "maintenance ticket" requests can be an extra burden on management and staff. This burden may be reduced or eliminated if the responsibility of tracking these tasks is put in the hands of the person's fulfilling a maintenance ticket.

Continue to track and record the task times for all recurring and routine maintenance tasks:

- As Trophy Club's park, recreation & open-space system becomes more mature, routine maintenance tasks may become more labor intensive, or, conversely, as maintenance technologies, equipment and techniques improve, maintenance tasks may become less labor intensive.
- Again, as more data is gathered for these tasks, the more accurate annual task time estimates for these tasks will become, allowing for more efficient annual resource allocations.

Review and improve current maintenance standards:

- As Trophy Club's park, recreation & open-space system becomes more mature, routine maintenance tasks may become more labor intensive, or, conversely, as maintenance technologies, equipment and techniques improve, maintenance tasks may become less labor intensive.
- Again, as more data is gathered for these tasks, more accurate annual task-time estimates for these tasks will become available, allowing for more efficient annual resource allocations.

Set up consistent and systematic park/facility evaluations:

- These evaluations can be based on a number of performance measures that may indicate how well a park is serving its patrons. These measures may include visual appearance, service demand, infrastructure health, equipment safety, economic efficiency, etc. Quantifying the performance of each park or facility on a regular basis may help staff determine where resources are best used.