



AGENDA

Parks and Open Space Board Meeting

May 23, 2023 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday May 23, 2023 at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

If you would like to watch the meeting live, and not participate via Zoom, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the Assistant City Manager prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Assistant City Manager Kent Souriyasak at kent@lucastexas.us by no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

Regular Agenda

1. Provide an update on the 2023 Lucas Farmers Market season. (**Chairman Bill Esposito**)
2. Discuss recommendations for the proposed Parks Budget for fiscal year 2023/24 and provide guidance to staff. (**Assistant City Manager Kent Souriyasak**)
3. Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program. (**CIP Manager Patrick Hubbard and Assistant City Manager Kent Souriyasak**)

4. Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program. **(CIP Manager Patrick Hubbard and Assistant City Manager Kent Souriyasak)**
5. Provide an update on the graduate intern project for developing the process to conduct a parks survey. **(Graduate Intern Jonathan Lawrence, CIP Manager Patrick Hubbard and Assistant City Manager Kent Souriyasak)**
6. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead. **(Parks and Open Space Board)**
7. Consider approval of the minutes of the March 28, 2023 Parks and Open Space Board meeting. **(Parks and Open Space Board)**
8. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on May 19, 2023.

Kent Souriyasak, Assistant City Manager

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Assistant City Manager Kent Souriyasak at 972-912-1213 or by email at kent@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requestor: Chairman Bill Esposito

Agenda Item Request

Provide an update on the 2023 Lucas Farmers Market season.

Background Information

The 2023 Lucas Farmers Market season kicked off on April 22, 2023. The first market featured the “Spring Starts Sale” and helpful tips on “Mushroom Foraging and Growing.” There were over 500 vehicles that attended the first market, which was a success. The second market was held on May 13, 2023, and the special event featured “Backyard Chickens.” The weather forecast for the second market showed anticipated rain and staff developed a modified vendor layout under the pavilion and along City Hall. Despite the weather forecast, there were 301 vehicles in attendance as determined by the automatic traffic counter.

This year, the Lucas Farmers Market is offering liquid agriculture where the market will host several local North Texas wineries and craft beer vendors to sell products. Consumption is only limited to tastings. On February 16, 2023, the City Council approved adopting Ordinance 2023-02-00969 to allow the possession, sale, and consumption of alcohol in parks by permit or as otherwise authorized by the City, specifically for the Lucas Farmers Market. On March 28, 2023, the Parks and Open Space Board approved the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture.

The Lucas Farmers Market is also a certified Go Texan Partner recognized by the Texas Department of Agriculture’s Go Texan Program. The program allows the Lucas Farmers Market to utilize the Go Texan logo to help shoppers identify local products, access to promotional opportunities, events, and other benefits.

Special Events Schedule for 2023 Lucas Farmers Market Season

Special Event	Date
Spring Starts Sale / Mushroom Foraging & Growing Part 1	April 22, 2023
Backyard Chickens	May 13, 2023
Memorial Day Picnic	May 27, 2023
Ice Cream Crank Off	June 10, 2023
Fall Garden Prep	June 24, 2023
Raptor Display / How to Build a Birdhouse	July 8, 2023
Chef Demonstration	July 22, 2023
Back to School Event	August 12, 2023
Texas Parks & Wildlife / Lucas Historical Presentation	August 26, 2023
Lucas Fire-Rescue 9/11 Ceremony	September 9, 2023
Robotics Competition	September 23, 2023
Pumpkin Decorations / Mushroom Foraging & Growing Part 2	October 14, 2023
Bee Demonstration / Sidewalk Art Contest	October 28, 2023



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Attachments/Supporting Documentation

NA

Budget/Financial Impact

The Lucas Farmers Market is budgeted at \$5,000 in account 11-6211-448 (Park Events) for fiscal year 2023/24.

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: Assistant City Manager Kent Souriyasak

Agenda Item Request

Discuss recommendations for the proposed Parks Budget for fiscal year 2023/24 and provide guidance to staff.

Background Information

Staff has prepared the proposed Parks Budget for fiscal year 2023/24. On March 28, 2023, the Parks and Open Space Board discussed potential marketing needs for the 2024 Lucas Farmers Market season. Staff have incorporated additional funds for marketing to be included for the Lucas Farmers Market. In previous budget years, the Lucas Farmers Market has been funded in account 11-6211-448 (Park Events). For fiscal year 2023/24, the Lucas Farmers Market will be budgeted under its own account 11-6211-449 in the Parks Budget. This will help with tracking expenses for the Lucas Farmers Market.

Chapter 1, Article 1.09, Section 1.09.035 (d) of the Code of Ordinances states:

The board should review fees relating the use of parks on an annual basis, making recommendations to the city manager or designee for consideration during the budget process. The board shall study budget proposals on an annual basis and recommend inclusion or exclusion of budget items to the city manager or designee.

The City Council will be holding the Budget Workshop for fiscal year 2023/24 on July 20, 2023.

Attachments/Supporting Documentation

1. Proposed Parks Budget and Detail Sheets for Fiscal Year 2023/24

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2021-2022 FISCAL YEAR ACTUAL	2022-2023 ORIGINAL BUDGET	2022-2023 AMENDED BUDGET	2023-2024 FISCAL YEAR BUDGET	DESCRIPTION
<u>PERSONNEL SERVICES</u>						
6211-103	SALARIES - NON-EXMPT TEMP	11,817	-	-	-	
6211-112	WORKERS COMP	400	-	-	-	
6211-127	MEDICARE	171	-	-	-	
TOTAL PERSONNEL SERVICES		12,388	-	-	-	
<u>MAINTENANCE & REPAIR</u>						
6211-231	FACILITIES MAINTENANCE	4,672	4,500	4,500	4,500	See Detail Listing
6211-233	EQUIPMENT MAINTENANCE	3,969	4,500	4,500	4,500	Small Landscaping Equipment
TOTAL MAINTENANCE & REPAIR		8,641	9,000	9,000	9,000	
<u>PURCHASED SERVICES</u>						
6211-322	CONTRACTS	68,140	82,000	82,000	100,500	See Detail Listing
6211-331	UTILITIES, ELECTRIC	1,561	2,000	2,000	2,000	
6211-333	UTILITIES, WATER	11,112	10,000	10,000	10,000	
TOTAL PURCHASED SERVICES		80,813	94,000	94,000	112,500	
<u>SPECIAL EVENTS</u>						
6211-444	FOUNDERS DAY	22,887	30,000	30,000	30,000	
6211-445	SERVICE TREE PROGRAM	6,162	7,000	7,000	7,000	
6211-446	KEEP LUCAS BEAUTIFUL	4,497	5,000	5,000	5,000	See Detail Listing
6211-447	COUNTRY CHRISTMAS	10,252	10,000	10,000	10,000	
6211-448	PARK EVENTS	15,142	15,000	15,000	10,000	See Detail Listing
6211-449	LUCAS FARMERS MARKET	-	-	-	8,500	See Detail Listing
TOTAL SPECIAL EVENTS		58,940	67,000	67,000	70,500	
<u>NON-CAPITAL OUTLAY</u>						
6211-417	PARK IMPROVEMENTS	22,400	30,000	30,000	30,000	Community Center and Pavilion Exterior
6211-418	PARK IMPROVEMENTS - USACE	-	-	-	-	
TOTAL NON- CAPITAL OUTLAY		22,400	30,000	30,000	30,000	
<u>CAPITAL OUTLAY</u>						
8211-417	PARK IMPROVEMENTS	-	30,000	30,000	-	
TOTAL CAPITAL OUTLAY		-	30,000	30,000	-	
TOTAL PARKS		183,182	230,000	230,000	222,000	

CITY OF LUCAS
FISCAL YEAR 2023-2024
EXPENSE DETAIL

ACCOUNT NAME

Facilities Maintenance

ACCOUNT NUMBER

6211-231

DEPARTMENT

Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION OF SERVICE	PURPOSE OF SERVICE	TYPE OF SERVICE	COST
Various	TBD	Annual Maintenance		Facilities	\$4,500
TOTAL BUDGET NEEDED					\$4,500

**CITY OF LUCAS
FISCAL YEAR 2023-2024
EXPENSE DETAIL**

ACCOUNT NAME

Contracts

ACCOUNT NUMBER

11-6211-322

DEPARTMENT

Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Will go out for bid	On-going	Contract for landscaping/mowing	Maintain the grass at various locations	Mowing	\$ 50,000.00
McMahan Turf and Agronomics LLC	On-going	Weed and fertilization control	Maintain nice sodded areas	Fertilization	\$ 28,000.00
The Maid Quarters LLC	On-going	Cleaning of various restrooms	Maintain cleanliness of park restrooms	Cleaning	\$ 15,000.00
Soil Express	On-going	Blown-in mulch for park playgrounds	Playground safety and cleanliness	Safety	\$ 7,500.00
TOTAL BUDGET					\$ 100,500.00

CITY OF LUCAS
FISCAL YEAR 2023-2024
EXPENSE DETAIL

ACCOUNT NAME

Keep Lucas Beautiful

ACCOUNT NUMBER

6211-446

DEPARTMENT

Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
		Cleanup Events & Programs	Supplies, Food, Marketing		\$ 3,000.00
		Keep Texas Beautiful Conference	Annual Conference		\$ 1,500.00
		Affiliate Membership Annual Fee			\$ 250.00
		Webinars, Meetings			\$ 250.00
					\$ 5,000.00

*Note: \$6.5K Supplies and Equipment for two cleanups events are budgeted in account 11-6212-452 Storm Water Management

ACCOUNT NAME	Parks Events
ACCOUNT NUMBER	6211-448
DEPARTMENT	Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
	TBD	Lucas Car Show	Supplies and Resources		\$ 5,000.00
	TBD	Various Special Events (Art in Public Places, Movie in the Park, etc.)	Supplies and Resources		\$ 5,000.00
TOTAL BUDGET					\$ 10,000.00

ACCOUNT NAME	Lucas Farmers Market
ACCOUNT NUMBER	6211-449
DEPARTMENT	Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Signs Ready and Fastsigns	TBD	Banners, Signs, and Print Materials	Marketing		\$ 3,000.00
Minuteman Press	TBD	Business Cards	Marketing		\$ 200.00
Texas Department of Agriculture	TBD	Go Texan Level 2 Certification	Program Certification		\$ 500.00
TBD	TBD	Promotional Items	Marketing		\$ 800.00
Customink	TBD	Shirts	Supplies		\$ 1,500.00
TBD	TBD	Social Media	Marketing		\$ 1,000.00
Various	TBD	Supplies for Markets/Special Events	Supplies and Resources		\$ 1,500.00
TOTAL BUDGET					\$ 8,500.00



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: CIP Manager Patrick Hubbard
Assistant City Manager Kent Souriyasak

Agenda Item Request

Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program.

Background Information

The Collin County Parks Foundation Advisory Board administers the Project Funding Assistance Program and grant funds are awarded according to the priorities set forth in the Collin County Parks and Open Space Strategic Plan, being:

1. Land Acquisition for Parks and Open Space
2. Regional Trail Connector or Trail Project
3. Facilities (Capital) Improvements for Parks and Open Space.

The Project Funding Assistance Program is a reimbursement program and requires a 50% match. The Program also requires a resolution from the City Council approving submittal of the application. The application deadline to be considered for funding is July 10, 2023.

Staff is proposing to submit a northern trail project identified as Phase 1 of the Trinity Trail Connect in the City of Lucas Trails Master Plan. The proposed trail is focused on a section connecting the East Winningkoff Trailhead to the Trinity Trail, utilizing existing trail easements along East Winningkoff Road and Welborn Lane. The proposed trail would be constructed of crushed granite materials. Staff is working on identifying details for the proposed trail such as the width and total cost for construction. In addition, staff has submitted surveys to the North Texas Municipal Water District (NTMWD) to utilize the equestrian trail easement for a northern trail loop connection which is currently awaiting approval.

Attachments/Supporting Documentation

1. Trinity Trail Connect Depiction
2. City of Lucas Trails Master Plan
3. Application Requirements for Collin County Parks and Open Space Project Funding Assistance Program

Budget/Financial Impact

The total cost for the proposed northern trail project is undetermined at this time. Staff is working on estimating costs for construction. Most of the recent trail projects that were awarded to other cities under the funding program have been for \$250,000.



City of Lucas

Parks and Open Space Board Request

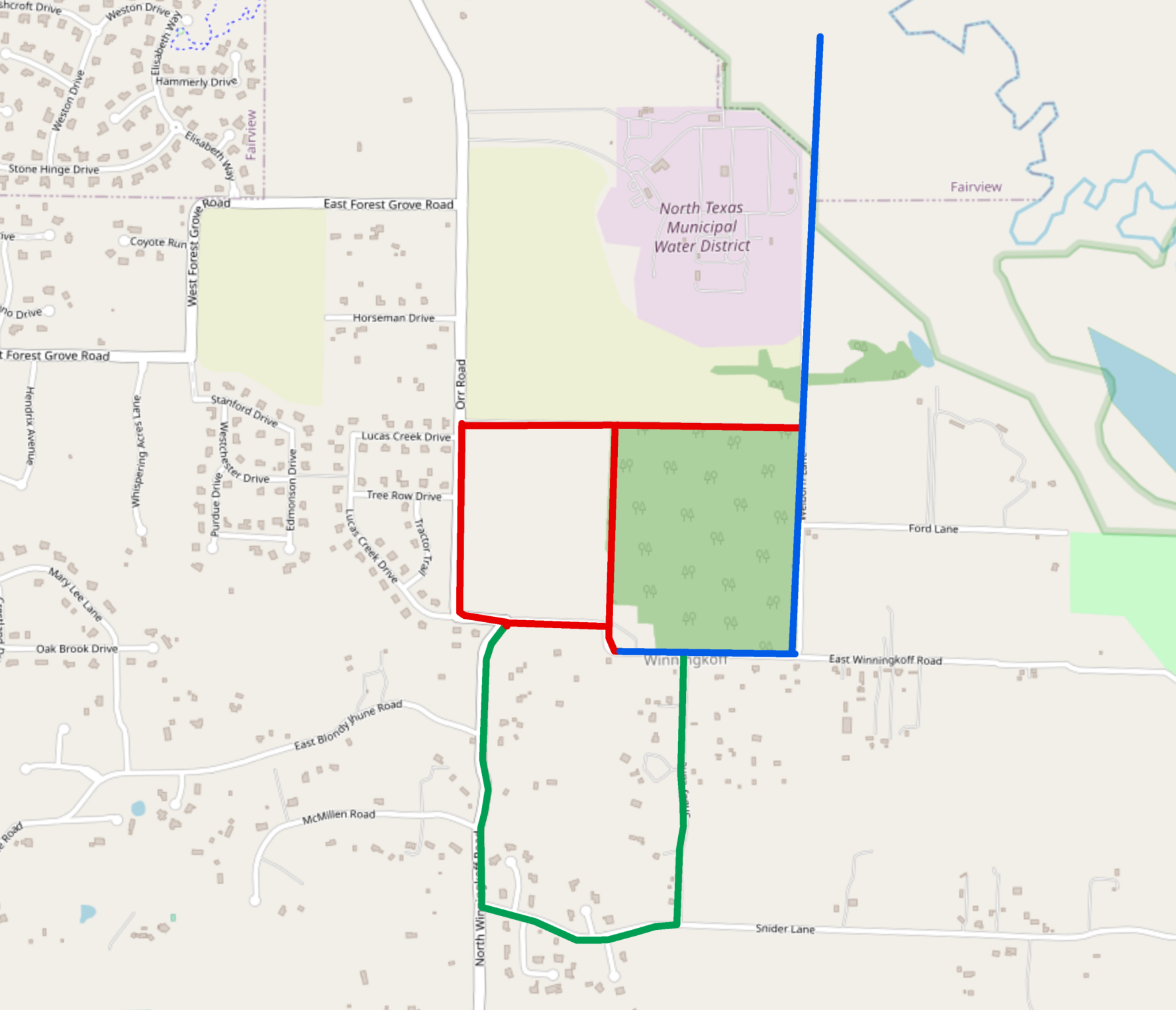
May 23, 2023

Recommendation

Staff recommends that the Parks and Open Space Board support and recommend a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program.

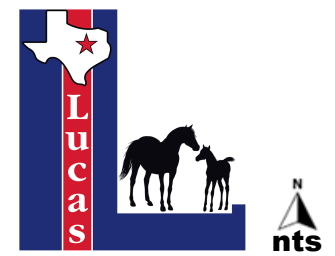
Motion

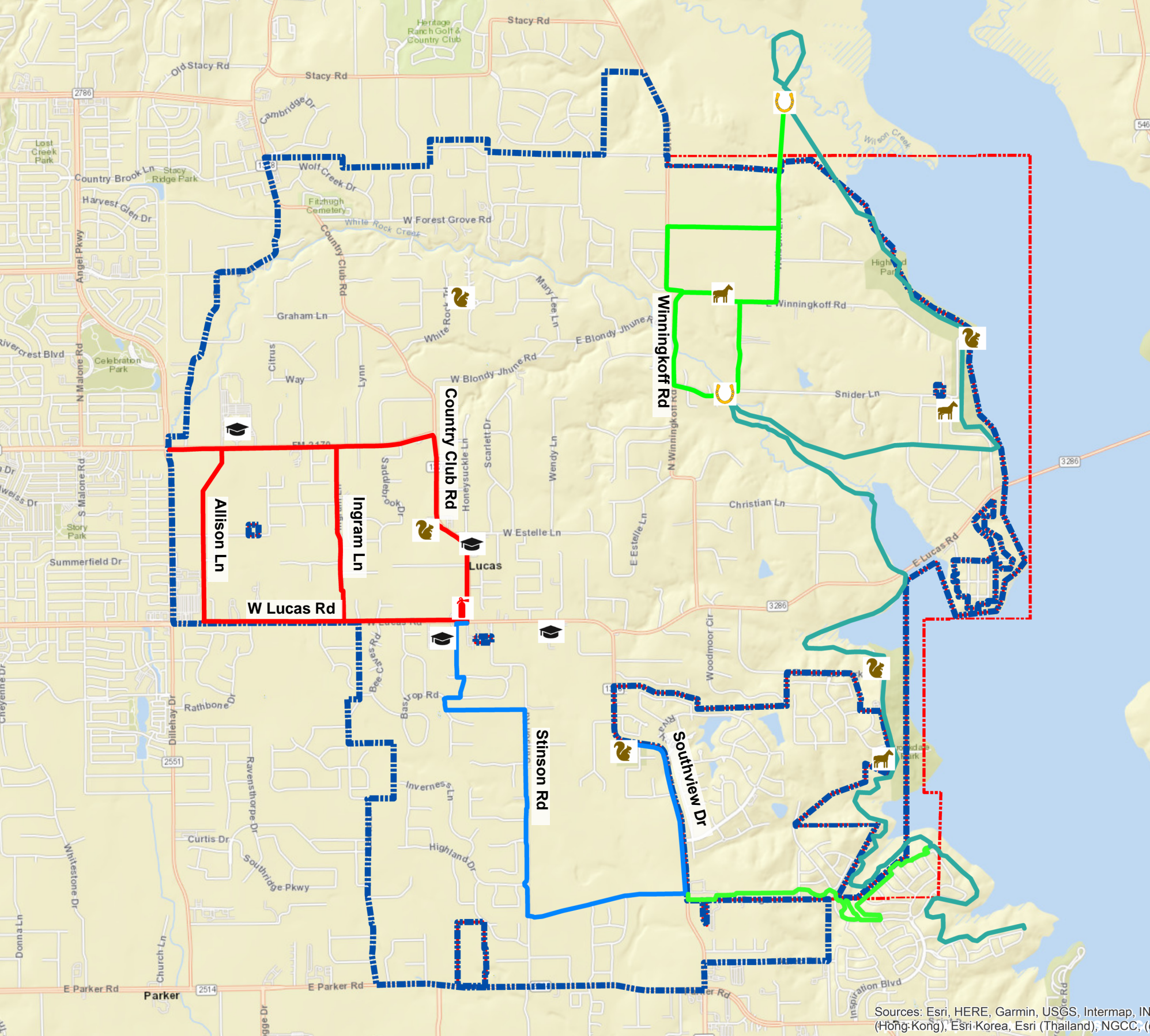
I make a motion to support and recommend a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program.



- Phase 1 (8,000 LF)**
- Phase 2 (9,250 LF)**
- Phase 3 (8,000 LF)**

Trinity Trail Connect City of Lucas





LEGEND

LOCATIONS

-  FIRE STATION
-  SCHOOL
-  PARK
-  TRAILHEAD
-  TRAIL ACCESS

TRAIL SEGMENTS

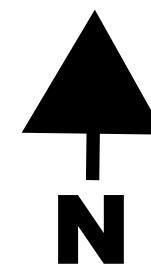
-  CENTRAL LOOP
-  WSMS TO SOUTHVIEW
-  TRINITY TRAIL CONNECT
-  TRINITY TRAIL

BOUNDARIES

-  CITY LIMITS
-  ETJ LIMITS

Trails Master Plan City of Lucas 2022

Revised: July 6, 2022
Adopted: January 19, 2023





Collin County > Parks & Open Space > Project Funding Assistance Program

Project Funding Assistance Program

The Collin County Parks Foundation Advisory Board administers the Project Funding Assistance Program and grant funds are awarded according to the priorities set forth in the Collin County Parks and Open Space Strategic Plan (Strategic Plan), being:

1-Land Acquisition for Parks and Open Space

2-Regional Trail Connector or Trail Project

3-Facilities (Capital) Improvements for Parks and Open Space.

The Program has been in place since 1999 when Collin County citizens approved a \$5.75 million bond proposition for Parks and Open Space. In 2001, those funds were used to create the Strategic Plan and assisted with the advancement of 33 projects for 25 different entities over a 3-year period.

In 2003, the citizens approved an \$11 million bond proposition for Parks and Open Space that allowed an already successful program to expand. These funds supported the development of 45 projects for 29 different entities over a 5-year period.

In 2007, the citizens approved a \$17 million bond proposition for Parks and Open Space of which these funds assisted with 95 projects for 28 different entities over a 7-year period.

In 2012, the Collin County Commissioners Court adopted the county's first Regional Trail Master Plan (RTMP). The RTMP is intended to provide coordination and connectivity of trails between cities and towns for the development of a countywide system of trails. Many of Collin County's cities and towns have since adopted their own Trail Plans and some can be viewed below.

City of Allen	City of Garland	City of Princeton
City of Anna	City of Lavon	Town of Prosper
City of Carrollton	City of Lucas	City of Richardson
City of Celina	City of McKinney	City of Sachse
Town of Fairview	City of Melissa	City of Van Alstyne
City of Farmersville	City of Parker	City of Wylie
City of Frisco	City of Plano	

In 2018, Collin County Citizens approved a \$10 million bond proposition for Parks and Open Space. Over a 5-year (2019-2023) period, Collin County will make these funds accessible to eligible applicants within the county through an application process. You can view a list of 2019-2022 funded projects [here](#). You can also select a completed project below to see photos.

City of Allen Land Acquisition of Molsen Farm	City of Celina Land Acquisition of Bonfire Properties	City of Josephine City Park
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City Of Josephine Splash Pad	City of Melissa Throckmorton Road Trail Connection	Myers Park Fence
Town of New Hope Pat Fowler Park	City of Plano Legacy Trail (Means Dr.-Penelope Ln)	City of Plano Preston Ridge Trail Connector
City of Princeton Crossroads Park Phase 1B	Town of Prosper Whitley Place Powerline Easement Trail	City of Richardson Breckinridge Park Trail Connections
City of Wylie Twin Lakes Park Trail		

The Project Funding Assistance Program is a reimbursement program. All applications must show dollar for dollar match in funds comprised of either direct cash contribution, match based on value of land to be improved, donated labor, material or in-kind services for the project to be considered. *(Under special circumstances, at the recommendation of the Parks Foundation Advisory Board, and approval by the Commissioners Court, a direct payment may be made in lieu of reimbursement.)*

Eligible applicants must be a 501(C) (3) tax exempt organization, nonpolitical group, or any unit of local government including municipalities and school districts. Faith based organizations are eligible to apply as long as the improvement is open to the public and only used as a park and/or open space.

Proposed project goals must be similar to and support or advance the mission published in the Strategic Plan. The executive summary of that plan is available to help guide applicants. If needed, the entire Strategic Plan document can be provided upon request by emailing openspace@collincountytx.gov.

Timeline for 2023 Funding Program

Monday, April 3, 2023: Seek Commissioners Court approval of timeline

Week of April 10, 2023: Dissemination of a Press Release

Week of April 10, 2023: Electronic Distribution of Application Packet

Monday, July 10, 2023: Application Submittal Deadline by 4 p.m. and must be emailed to openspace@collincountytx.gov

August-September 2023: Review by Parks Foundation Advisory Board

October 2023: Submit Funding Recommendation to Commissioners Court

October-December 2023: Entities enter into Interlocal or Funding Agreements with Collin County

Submitting Application

2023 Applications, and all supporting documents, should be submitted by email to openspace@collincountytx.gov no later than 4 p.m. on July 10, 2023.

Applications received after the submittal deadline, established by Commissioners Court, will not be considered by the Parks Foundation Advisory Board.

Below is a list of required items to be submitted with the Project Funding Assistance Program Application. Many of the requirements listed have examples available to use as a guide.

1. **Application:** The application is a three page fillable document.

- **Applicant and Project Information:** Please ensure that the person listed as the Authorized Project Representative is the individual that will be in contact with the County Staff and the Board for the duration of the application review through project completion, if awarded.
- **Project Costs and Elements:** Include backup indicating how the project costs and match were determined. Provide proposals, contracts, appraisals for land acquisitions, etc. An Excel Spreadsheet can be substituted for this form.
- **Authorized Signature:** Please ensure that the individual signing on page 3 has contract signing authority for your entity.

The Authorized Project Representative and the Authorized Signatory do not have to be the same person, and most cases will not be.

2. **Resolution:** A signed copy of an approved resolution by the governing body for the entity presenting the application must be submitted.
3. **Project Narrative:** The narrative should include all of the following points and be clear and concise.
 - **Project Description:** Describe how your project addresses recommendations made in the Strategic Plan. Describe the elements for which assistance is requested. If land is to be acquired, explain how it will be acquired (by purchase, donation, condemnation, dedication by plat, or any combination of methods) and include the acreage of the land. If funding for capital improvements is requested, specify what facilities are to be built, renovated, demolished or removed. Describe if you intend to construct the improvements by contract, through force account, in-kind services, with assistance of other governmental entities, through volunteer efforts or any combination of these methods. Describe any plans to make this an on-going program.
 - **Objectives and Need for Project:** Briefly describe the recreational needs that are trying to be met and why they are needed. Give a brief history of the project and describe who will benefit. Explain how the project relates to current and future needs within the project service area. Please acknowledge that upon completion of the project, the park or proposed improvements will be accessible to all Collin County residents and meet ADA compliance. Address how the project will impact the conservation of natural resources, i.e., natural areas, wetlands, open space and view sheds, areas vulnerable to development, greenbelts and linkages, and environmental impact. Be sure to address any unique or innovative features, special land uses, planning, or community involvement.
 - **Funding Mechanisms:** Explain the method(s) for financing the project, include all matching funds (in-kind, donations, grants, city bonds) and relationships. Describe any relationship between the proposed project and the other work planned, anticipated or underway or previous governmental grants or assistance related to the proposed project. Describe any non-traditional funding methods. It is preferred that dollar for dollar matching funds be available at the time application is made. If not, there must be reasonable expectation of matching funds within six months from the time Commissioners Court approves funding for the project. *It is important to indicate if the project within this application will move forward regardless if the Board awards funds towards it or not.*
 - **Project Schedule:** Provide a detailed project action plan for completion of the proposed project. For planning purposes, the project should commence within six months of the executed ILA or Funding Agreement. *If funded, an updated progress report will be required to be submitted by the end of each quarter. (March, June, Sept, Dec.)*
 - **Implementation and Maintenance:** Describe who will oversee the project and who will be responsible for maintaining the completed project area, include level of expertise and how the project will be operated and maintained.
4. **Location Maps, Site Photos, Project Sketches, etc.:** Applicant must show accurate location of proposed project by including either the address or the Property ID information from Collin County Central Appraisal District. Please provide detailed visuals pertinent to the project including zoomed out aerials to show where the parcel(s) are located and zoomed in to the specific parcel(s) with north arrow included. Indicate clear connections of how it will tie into the RTMP and your own Trail Plan if one has been adopted. If proposed project is not on the RTMP, please indicate this. Make it easy for anyone looking at the information to understand exactly what it is you are proposing to do and where.
5. **Letters of Commitment:** Provide letters of commitment for all services, cash, labor, equipment, and materials that will be used as a match for the project. If this is a land acquisition, a Letter of Commitment or a Contract must be in place between the applicant and the landowner at the time the application is submitted. A copy of such agreement is required to be included in your application packet.
6. **Evidence of Non-Profit Status:** Applicants, other than public agencies, must provide evidence of their non-profit status.

Approval Process

The Parks Foundation Advisory Board will review applications that are submitted prior to the approved deadline. The decision to recommend or not recommend an application for funding will be determined by how well the project meets the application criteria in the opinions of the members of the Parks Foundation Advisory Board and the amount of funds available to award.

If a two-thirds (2/3) majority of the Parks Foundation Advisory Board accepts the proposal as complete, finds that it satisfies the review criteria and determines that adequate funds are available, they will submit the proposals along with their recommendations to Commissioners Court for consideration. The final decision to approve or reject the recommendation will be at the discretion of Commissioners Court. If Commissioners Court approves the recommendation, funds will be awarded. Prior to commencement of the Project, an Interlocal or Funding Agreement must be executed between all involved parties.

Interlocal Agreement (ILA) or Funding Agreement

Upon the Commissioners Court's approval of the Board's recommendations of funding awards, Collin County will initiate an Interlocal or Funding Agreement with each awarded entity. This agreement will need to be approved and signed by the entity and then returned to Collin County for final execution by Commissioners Court. Once fully executed, a copy will be returned to the respective entities and project funding can begin at that time.

Payment of Funds

Funds will be made available as reimbursement for approved project expenses. Expenses incurred prior to full execution of the Interlocal or Funding Agreement are not eligible for reimbursement.

Reimbursement requests can be submitted any time after the ILA or Funding Agreement has been executed and funds have been spent. The project does not need to be complete to request reimbursement and multiple reimbursements can be made until completion of project.

To submit for reimbursement, please email the following items to openspace@collincountytx.gov

- Invoice from entity to Collin County with indication of what money was spent on, how much was spent, and how much of that is being requested as reimbursement.
- Itemized list of expenditures.
- Proof of payment from entity to Vendor.

Examples of reimbursement requests can be found [here](#).

Right to Reallocate Funds

It is the responsibility of the Parks Foundation Advisory Board to actively monitor the progress of approved projects. If the Parks Foundation Advisory Board determines that an approved project is not likely to come to fruition within a responsible length of time or the scope of project has changed considerably, the project applicant may be given an opportunity to submit a revised proposal for consideration. Based on the merits of the revised proposal, the Parks Foundation Advisory Board may vote to request the Commissioners Court reallocate the funds for use of the revised project. If Commissioners Court approves the reallocation of funds, a new Interlocal or Funding Agreement must be executed between all involved parties prior to commencement of the revised project.

For general questions, or to be added to the distribution list for future funding information, send an email to openspace@collincountytx.gov with name, entity, address, phone number and email address.



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: CIP Manager Patrick Hubbard
Assistant City Manager Kent Souriyasak

Agenda Item Request

Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program.

Background Information

The Texas Parks and Wildlife Department (TPWD) provides annual funding to local governments through the Local Park Grant Program. This provides State and Federal passthrough funds to local governments for eligible projects including acquisition of land, new construction, renovation and professional services projects.

Requirements for the grant include 50% matching funds, dedication as parkland in perpetuity, properly maintained and open to the public, and a four-year timeline for project completion. The City qualifies in the small community (population of 20,000 or less) program of the grant. The award ceiling is \$150,000 and the grant application deadline is August 1, 2023.

In 2021, the City submitted a grant application for new playground equipment at Forest Creek Park; however, the City was not selected for the grant. The total cost for new playground equipment including sunshades was approximately \$263,000 at the time.

This year, staff will be submitting a grant application to replace the current playground equipment at Forest Creek Park, which is approximately 20 years old and in poor condition. Staff will be seeking quotes to obtain updated costs for new playground equipment.

Attachments/Supporting Documentation

1. Texas Parks and Wildlife Local Park Grant Presentation

Budget/Financial Impact

The total cost for new playground equipment is undetermined at this time.

Recommendation

Staff recommends that the Parks and Open Space Board support and recommend a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program.



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Motion

I make a motion to support and recommend a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program.



Local Park Grant Program

TEXAS
PARKS &
WILDLIFE

Today's Agenda

Overview of the Local Park Grant
Program

Recreation Grants Online (RGO)
Business System

Adopted Scoring Criteria
& Application Tips

TORP Survey

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PARKS &
WILDLIFE

Team Introductions



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Audience Introductions

- Name
- Organization
- Small Community/Non-Urban/Urban
- Previous experience with Local Park grants?

Other TPWD Staff



Upcoming Deadlines

- May 1, 2023 Applications Open
- August 1, 2023 Deadline (5:00 PM CST):
 - Small Community Program
 - Non-Urban Outdoor
 - Urban Outdoor
- January 2024 TPW Commission Approval





Local Park Grant Program Overview

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Local Parks – The Basics

- Acquisition and/or development of public parks and recreation facilities
- 50% matching grants/competitive application process
- Dedicated as parkland in perpetuity, properly maintained and open to the public (we do check)
- Four-year timeline for grant completion



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Local Park Grant Programs

Program	Population	Annual Deadline	Award Ceiling
Small Community	20,000 or less	August 1	\$150,000
Non-Urban Outdoor	500,000 or less	August 1	\$750,000
Non-Urban Indoor	500,000 or less	TBD	\$1 Million
Urban Outdoor	500,000+	August 1	\$1.5 Million
Urban Indoor	500,000+	TBD	\$1.5 Million



Eligible Applicants

Who Can Apply?

- Local Units of Government in Texas who are legally responsible for providing public recreation services to their citizens:
 - Cities
 - Counties
 - River Authorities
 - Municipal Utility Districts, etc.

Who *Cannot* Apply?

- School Districts
- Non-Profits
- Local Units of Government with Major Grant Compliance Issues
- Private, Commercial, or Non-Public Entities
- HOAs



Eligible Costs

- Acquisition of Land
- New Construction
- Renovation
- Professional Services (max. 12% Total Construction Cost)



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Eligible Outdoor Facilities

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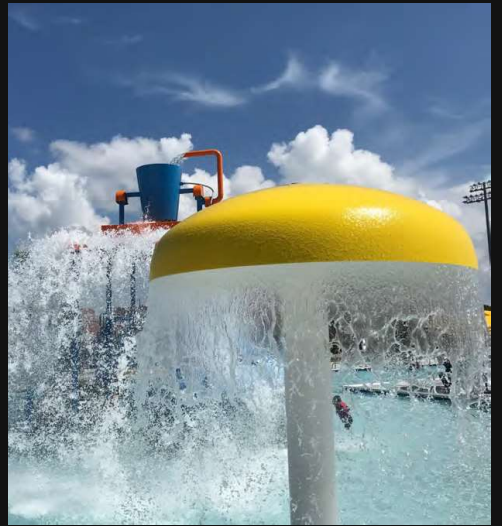
Eligible Outdoor Facilities

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Eligible Outdoor Facilities

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Eligible Outdoor Facilities

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Eligible Indoor Facilities



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Ineligible Costs

- Non-native plants
- Restoration of historic structures
- Pro- & semi-pro facilities
- Amusement parks
- Residences & furnishings
- Lodges, hotels, & luxury cabins
- Monuments & landmarks
- Public art
- Support facilities for ineligible facilities

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FUNDING \$OURCE\$

2023-2024





State Funding

- Sporting Good Sales Tax
- Dedicated in 2019 through a constitutional amendment
- Texas Recreation and Parks Account
- Texas Large County & Municipality Recreation and Parks Account

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Federal Funding

- **Land and Water Conservation Fund**
 - Signed into law in 1964
 - Reauthorized by Congress in 2020 (GAOA)
 - Offshore oil and gas royalties
- Outdoor Recreation Legacy Partnership Program (ORLP)



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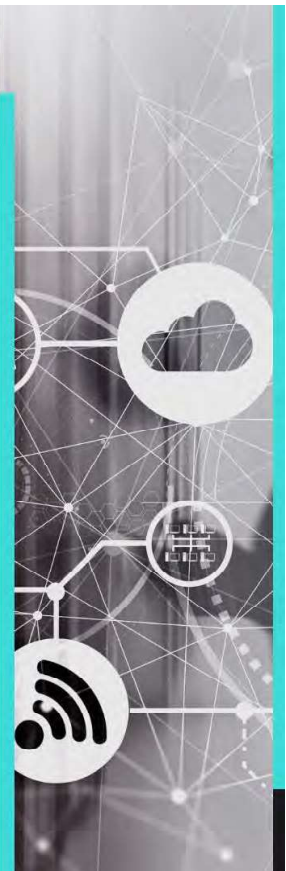
Funding Sources

- Urban & Non-Urban Grants – Should anticipate federal funding (LWCF) for awarded projects.
 - Types of projects NOT ALLOWED under LWCF:
 - publicly-owned non-parkland
 - projects on land leased from any entity other than the federal government
- Small Community Grants – State Sporting Good Sales Tax funding likely for all projects.



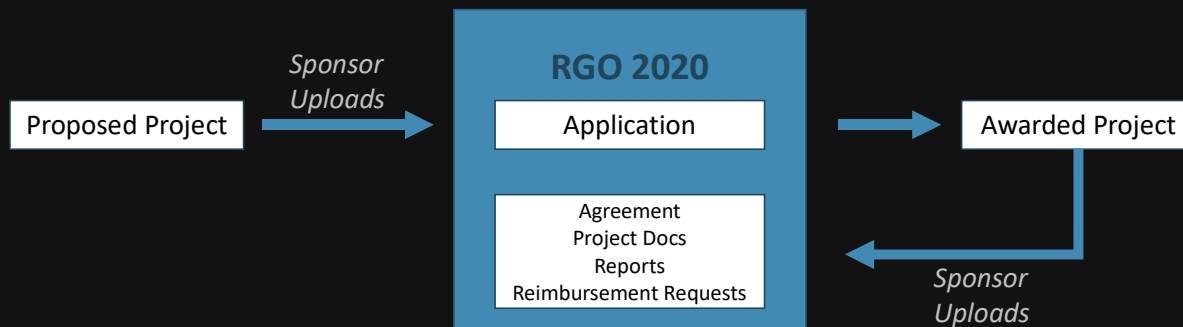
RECREATION GRANT ONLINE

RG0 2020



RGO is the digital portal we use to:

- Accept/review/score grant applications
- Manage awarded projects throughout the grant lifecycle.



Creating an Account in RGO 2020



Select person to be organization
Administrator:

Create their user account.
Create the organization account.



Once the organization account is
approved:

Other users create user accounts and request to join the organization.
Requests approved by our Staff.



Organization Administrator can:

Initiate a new application.
Assign/remove members to their organization.
Edit and save documents within the application.



Application Administrator can:

Edit and save documents within the application.
Assign/remove members from applications.
SUBMIT the application.

User Account Types in RGO 2020

ORGANIZATION/ACCOUNT USERS

- People affiliated with the local unit of government that receives grant funding. These may include: city managers, mayors, county staff, parks department staff, etc.

APPLICATION USERS

- People responsible for completing applications, as selected by the appropriate account user. Can be an account user or from an outside organization.

Three Roles for both Account Users and Application Administrator:

- Administrator
- Staff
- Viewer



Creating an Account - Consultant

No account is needed to view public resources.

To work on an organization's application, the Consultant will:

- Create a user account & request to join the "Grant Consultants" organization.
- Our Staff will review and approve request.

The organization Administrator will:

- Initiate a new application.
- Add the desired Consultant to the application in a security role specific to that application.



Applying for New Grant Opportunities Managing Existing Projects

Next steps...

Sponsors can access RGO 2020 by visiting our TPWD/Rec Grants website and choosing the 'Apply/Manage' link

If you already have an account for your Sponsor Organization/User role, you can login with that account and view/apply for currently available grant opportunities

If you don't have an account for your sponsor Organization, you'll need to request one



Resources > Local Park Grants Program

- Programmatic guidance
- Sample documents
- Technical assistance

Quick Start Guides

- How to access login page
- How to request access to org
- How to add users
- How to view grant opportunities

The screenshot shows the RGO 2020 login page. At the top, there is a navigation bar with 'System Login' and 'Resources' tabs. Below this, a 'Welcome to the RGO 2020 login page!' message is displayed. The page is divided into three main sections: 'APPLY', 'MANAGE', and 'GET STARTED'. The 'GET STARTED' section contains two steps. Step 1) 'Review the Resources' section of the website for programmatic guidance. A red box highlights the word 'Resources' in this step, and a red arrow points from this box to the 'Resources' tab in the navigation bar. Step 2) 'Familiarize yourself with the RGO 2020 Quick Start Guide for an overview of the RGO 2020 system.' A red box highlights the text 'RGO 2020 Quick Start Guide' in this step. On the right side of the page, there is a 'Site Information' section with a list of links. A red box highlights the link '3. Local Parks Grants Program - Resources' in this list.

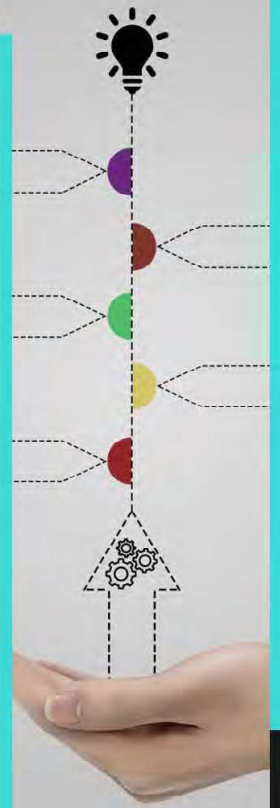
Don't Wait Until the Last Minute!

- Create your organization account and associated user accounts ASAP, even if you aren't ready to complete your entire application.
- Account for extra time needed to address "error checks"
 - Required fields must be completed within system parameters. Ex: budget
 - Extra time might be needed to clear error messages
 - With sufficient time, we can provide technical support when needed



TIMELINE & PROCESSES

LOCAL PARK GRANT LIFE CYCLE



Local Park Grant Life Cycle



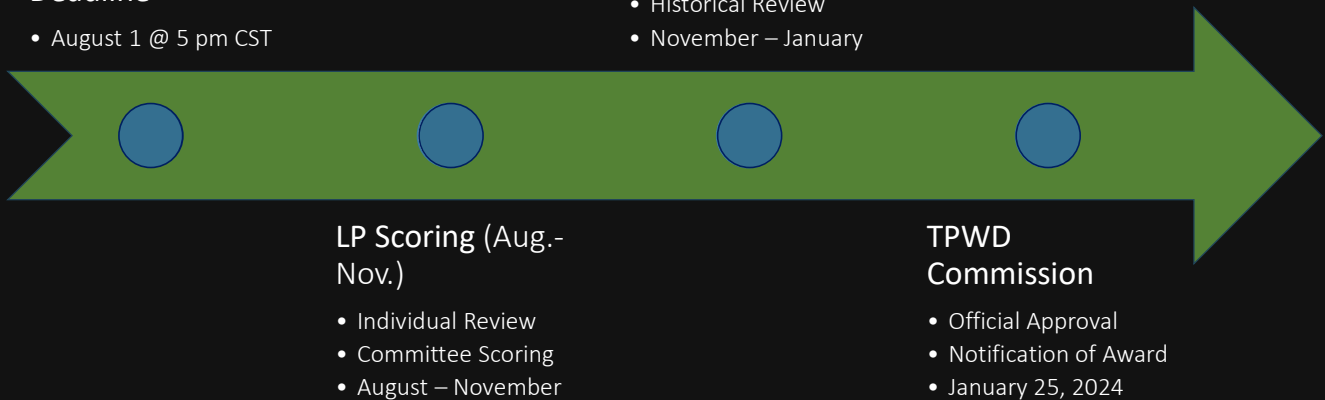
Scoring Process

Application Deadline

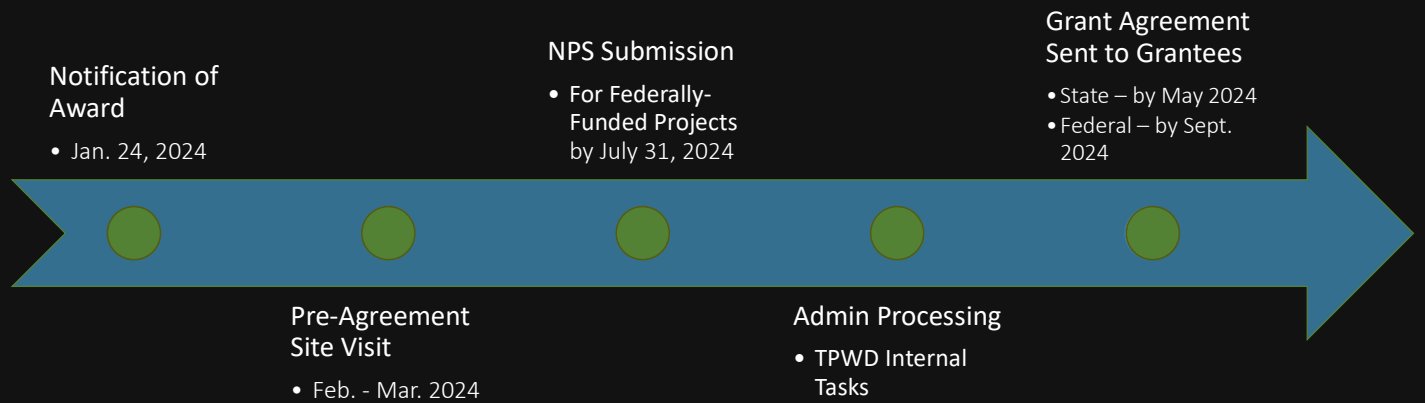
- August 1 @ 5 pm CST

Partner Review

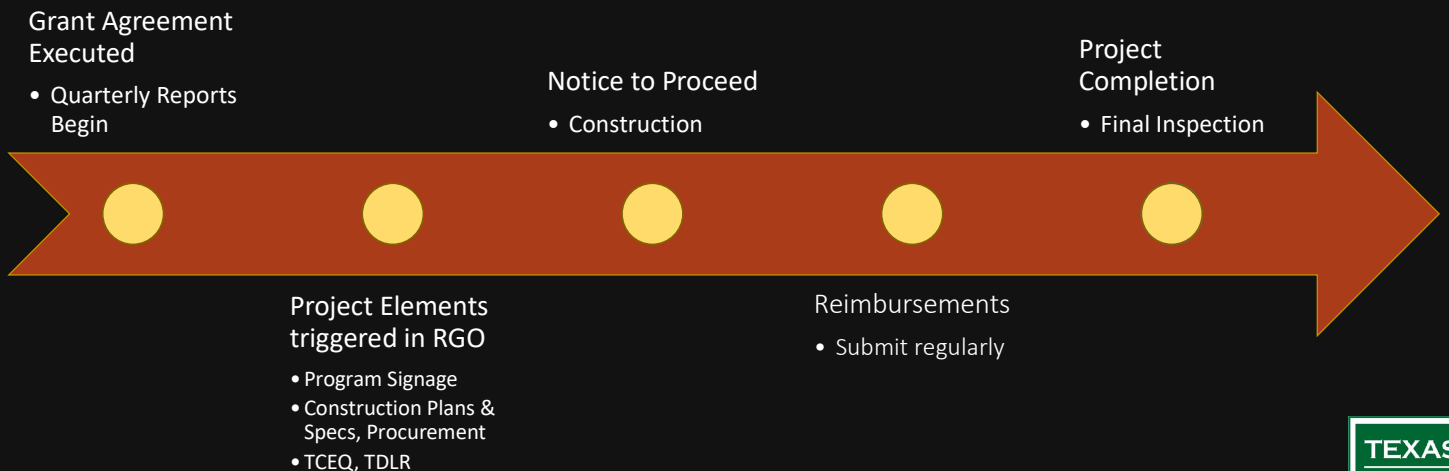
- TPWD Natural Resource
- Historical Review
- November – January



Pre-Award Process



Active Grant Process

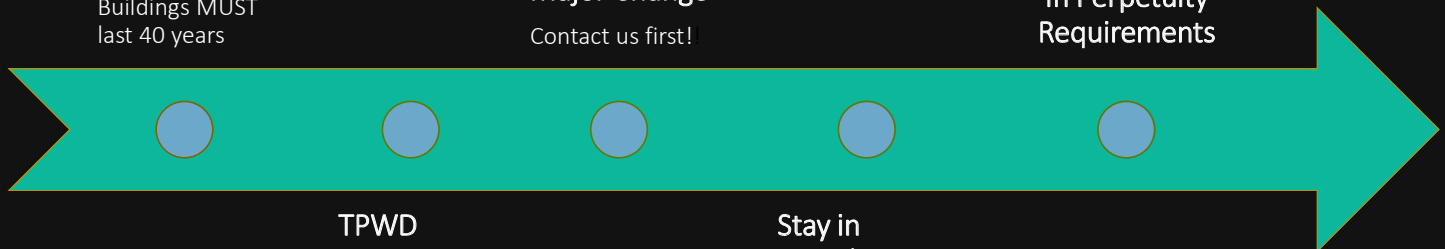


Post-Completion Expectations

- All grant-funded park elements MUST last 25 years
- Grant-funded Pools and Recreation Buildings MUST last 40 years

Planning a
Major Change
Contact us first!!

"In Perpetuity"
Requirements



TPWD
Inspections

- Every 5 years

Stay in
compliance to
maintain
eligibility for
grants

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BREAK TIME
15 Minutes

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ADOPTED SCORING CRITERIA

PROJECT PRIORITY SCORING SYSTEM



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TPWD Mission Statement

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations.

TPWD CORE VALUES

Project Priority Scoring System



EXCELLENCE
25 POINTS



INTEGRITY
15 POINTS



SERVICE
30 POINTS



STEWARDSHIP
20 POINTS



TEAMWORK
10 POINTS



EXCELLENCE
25 PTS

Goals & Objectives
Timeline & Cost
Site Design

EXCELLENCE: Goals & Objectives

- Statement of Work is clear, relevant, and eligible - [great example linked in the application](#)
- Project goals are SMART
- Connects to the Land and Water Plan and Texas Outdoor Recreation Plan
 - Be clear and direct in your language
- Connections to your local master plan or community-identified needs
- Short and long-term project benefits



TPWD GOALS

The Land and Water Plan



PRACTICE, ENCOURAGE, &
ENABLE SCIENCE-BASED
STEWARDSHIP OF NATURAL
AND CULTURAL RESOURCES



INCREASE ACCESS TO &
PARTICIPATION IN THE
OUTDOORS



EDUCATE, INFORM, &
ENGAGE TEXAS CITIZENS IN
SUPPORT OF CONSERVATION
& RECREATION



EMPLOY EFFICIENT,
SUSTAINABLE & SOUND
BUSINESS PRACTICES

Texas Outdoor Recreation Plan (TORP)

- Purpose of the TORP:
 - Measure Supply
 - Measure Demand
 - Create strategic goals to address the gap between supply and demand
- Please complete the community needs survey!
 - Results help update scoring criteria
 - Fund projects that Texans want



2018 TORP: Identified Needs

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2018 Most Common Responses to Lacking Outdoor Activities by Region		
Region	Most Common Response	Second Most Common Response
Region 1	Parks/Park Capacity	Children's Activities
Region 2	Trails	Campgrounds
Region 3	Trails	Parks/Park Capacity
Region 4	Trails	Parks/Park Capacity
Region 5	Trails	Fishing
Region 6	Trails	Swimming Pools



EXCELLENCE: Timeline & Budget (5 pts)

- Easy to understand what is being built?
- The project proposal should include a detailed timeline and budget that are feasible and credible in terms of land acquisition and/or construction
- Timeline TIPS:
 - Consider TPWD requirements, (i.e., Commission Approval, Quarterly Status Reports, Reimbursements)
 - Acknowledge LWCF constraints (NPS submission)
 - Build in sufficient time for permitting



EXCELLENCE: Timeline Examples



Example A

- Professional services – 6 months
- Construction – 9 months
- Project close-out



Example B: Federal Funding

- January 2024 – TPWD Commission Approval
- March 2024 – Pre-Agreement Site Visit
- July 2024 – Pre-Agreement Compliance
 - Permits/Coordination: USACE, NEPA, SHPO
- September 2024 - Grant Agreement Execution
- Active Period of Performance – 3 years
 - Construction Plans and Specs
 - TCEQ, TDLR, Temp/Permanent Signage
 - Quarterly Reporting
- Project Closeout/Post Completion
 - Reimbursements
 - Final Inspection



EXCELLENCE: Budget Example

- Let's look at the application!
- Budget Summary breakdown
- Budget Narrative describes how line-item costs were developed;
- Where did the costs come from?
- Verify and document the Match!
- Consistency! What is in the budget should also be in the statement of work and the site plan!

				For TPWD use only	
	Grant Elements	Overmatch	Grant + Overmatch Total	Approved Grant Elements	Approved Grant + Overmatch Total
A. PROFESSIONAL SERVICES					
Grant Administration	\$3,500		\$3,500	\$3,500	\$3,500
Professional Services	\$28,000		\$28,000	\$28,000	\$28,000
TOTAL PROFESSIONAL SERVICES COST	\$31,500	\$0	\$31,500	\$31,500	\$31,500

				For TPWD use only	
	Grant Elements	Overmatch	Grant + Overmatch Total	Approved Grant Elements	Approved Grant + Overmatch Total
B. LAND ACQUISITION					
TOTAL LAND ACQUISITION COST	\$0	\$0	\$0	\$0	\$0

				For TPWD use only	
	Grant Elements	Overmatch	Grant + Overmatch Total	Approved Grant Elements	Approved Grant + Overmatch Total
C. CONSTRUCTION					
Pedestrian Trail with Solar Lighting	\$66,600		\$66,600	\$66,600	\$66,600
Sitework	\$35,000		\$35,000	\$35,000	\$35,000
Exercise Stations	\$30,000		\$30,000	\$30,000	\$30,000



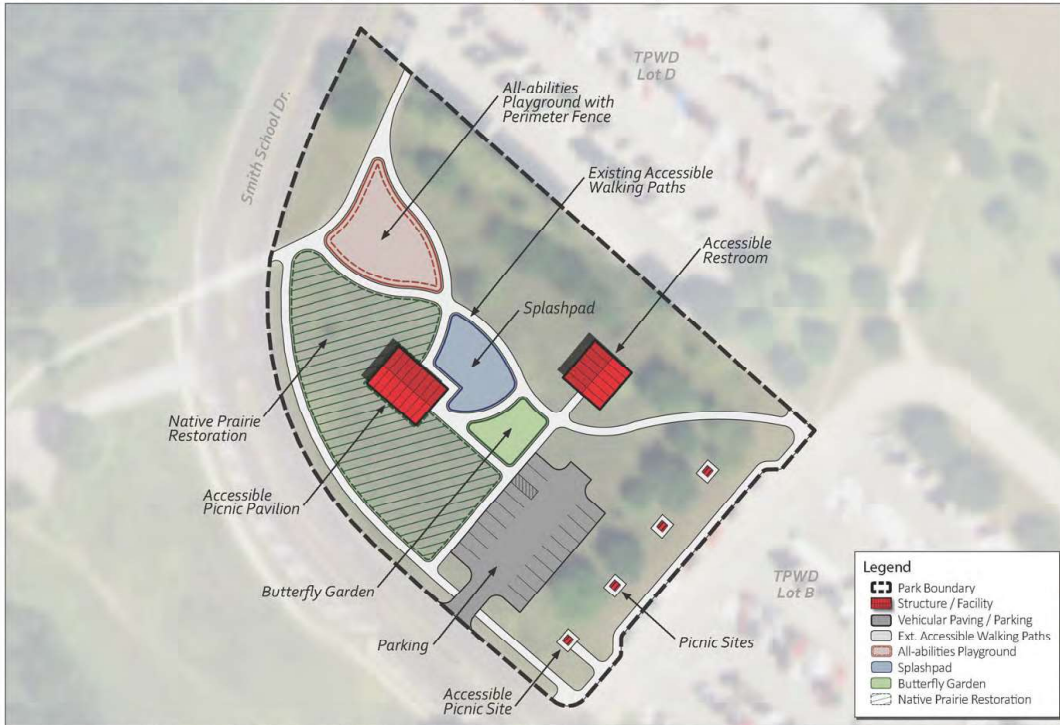
EXCELLENCE: Site Plan (10 pts)

- Clear and easy to read and corresponds with the Narrative and the Budget
- Includes the park boundary, street names, true north arrow, scale bar, and legend.
- Identifies utilities, easements, and proposed grant elements (if multi-phase site plan - clearly identify which elements are proposed to be funded for this year.)
- Support elements are eligible, but majority of grant-funded items should be directly used for recreation.



Site Plan - Arlen Headquarters Park (EXAMPLE)

100 Feet



The information shown in this site plan is for purposes of example only. It is intended for use by TPWD's Recreation Grants Local Park applicants.

September 1, 2019

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ARLEN HEADQUARTERS PARK SITE PLAN



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Example Application



Do these documents support each other?

Narrative: The City of Arlen is developing an existing park, Arlen Headquarters Park, with an all-abilities playground, solar lighting, a large pavilion, ADA-accessible picnic sites, a splashpad, restroom renovations, and a new sidewalk to connect these features to the parking lot.

Budget:

- Playground.....\$300,000.00
- Pavilion.....\$100,000.00
- Lighting.....\$150,000.00
- Electrical Connections.....\$50,000.00
- Restrooms.....\$300,000.00
- Landscaping.....\$1,000.00
- Two picnic sites.....\$500.00



Site Plan Tips

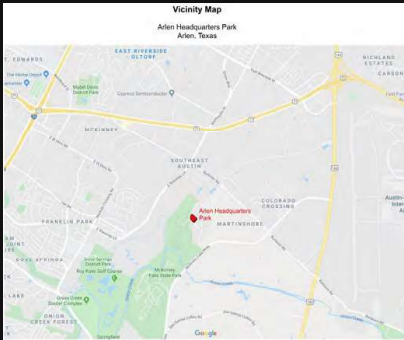
Ask yourself, “Can someone who is not from our area read this and understand:”

- Where is the park location and boundary?
- What is happening at the park that will be paid by this grant?
- And vice versa – is there anything proposed or existing that is not related to the grant?
- How does the proposed site plan connect to the budget and narrative?



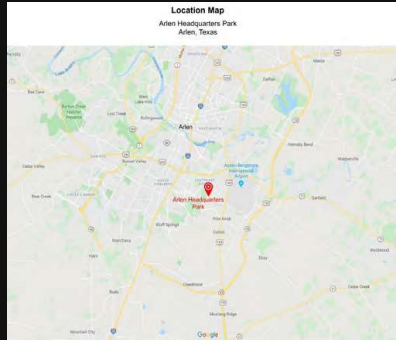
Site Plan Tips

Also required for context:



Vicinity Map

Zoom out enough to still see the labeled park, but also see labeled roads leading to it.



Location Map

Zoom out even further to see park location in relation to major highways and closest identified City or Town.



Site Photos

Multiple photos, even *better*, if they have captions, such as "The view at the corner of Arlen Dr, looking North into the park." Or "View of the mowed field that is proposed for a pavilion."



integrity

INTEGRITY

15 PTS

Organizational Capacity
Past Performance

INTEGRITY: Organizational Capacity (5 pts)

- Is sufficient staff involved in the project?
- Looking for who will be managing the grant and their past experiences managing grant funds
- Maintenance plan that is specific to project scope
- Describe the staff and funding resources in place to operate and maintain grant supported facilities for 25 years (outdoor recreation); 40 years (pools)



INTEGRITY: Past Performance (10 pts)

- First-time applicant (10 pts); or
- Full compliance on previously-funded or active projects awarded by TPWD
- Applicants not in compliance with the conditions of previously funded and active TPWD Recreation Grants but provide a credible and feasible action plan and the timeline for achieving compliance
- **Common Past Performance Issues:**
 - Previous inspection showed missing park equipment less than 25 years after installation.
 - Part of park is no longer available as public, outdoor recreation due to land sale, lease, utility installation, etc.
 - If your municipality was awarded but the municipality canceled the project. That money cannot be used again and the State of Texas loses it. The municipality has to wait three years before applying again.



COMPLIANCE

OR WHAT HAPPENS AFTER THE MONEY IS SPENT?



Compliance...

Or what happens after the construction is finished?

TPWD inspects the park every 5 years.

All grant elements must be available for 25 years and pools/recreation centers for 40 years.

Park stays as public, outdoor recreation in perpetuity.

What happens if you need the park for something else?

There is a way to take the grant encumbrance off a park, but it takes a lot of resources and is considered a last resort.

IMPORTANT to make sure the grant application is for a park that has no plans for development or immediate changes.

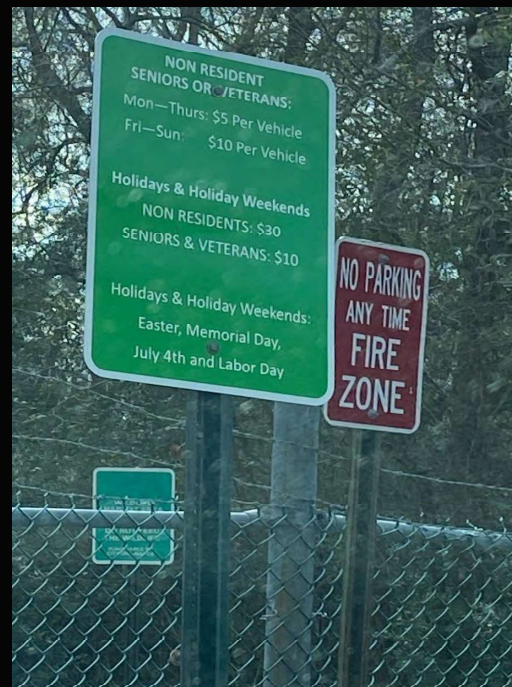


Can the park be just for residents?

Parks need to be available for all residents and visitors to Texas.

Fees can be charged for certain park amenities, but they are required:

- To be consistent with fees at other similar parks in the area
- Not charge one group of people more than twice the fees of another group of people.
 - For example, if it costs residents \$5 to use the pool, it can't cost more than \$10 for non-residents.



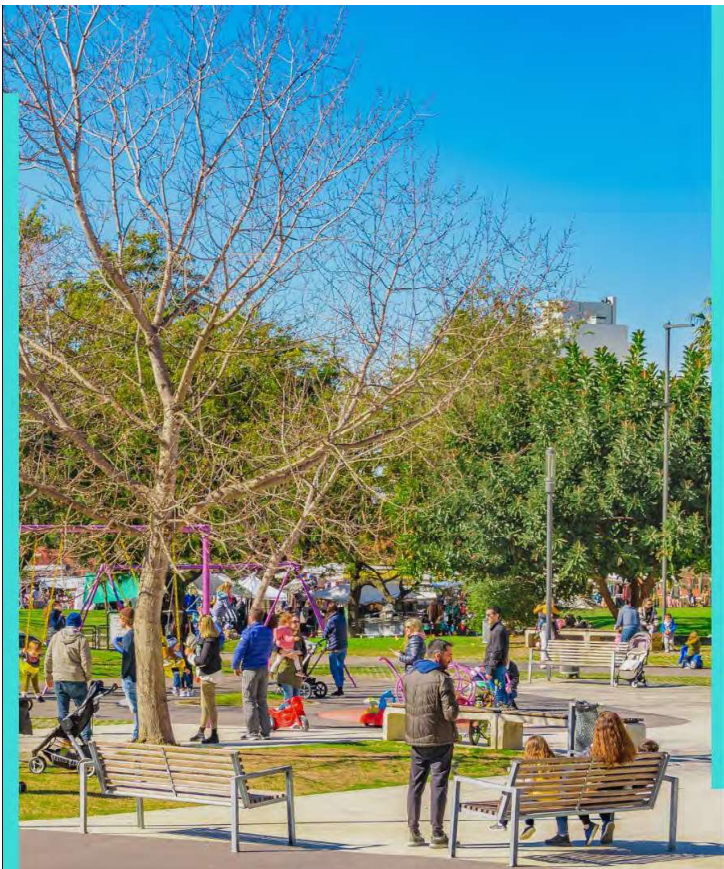
Example of park fees that are discriminatory

Compliance

Our inspections look for the same things most cities and counties want to see at their parks:

Are they open and welcoming for public, outdoor recreation?

We are here to help! Both with funding and with future park protection.



SERVICE 30 PTS

Community Need
Geographic Distribution
Underserved Populations
Accessibility

SERVICE: Community Need (10 pts)

- Current TPWD-approved Parks, Recreation, and Open Space Master Plan (5 pts)
- Was public input gathered specifically for the proposed project?
 - Specify HOW public input was gathered
- Tell us your story - how will this project impact your community and what priorities and community needs does this project address
 - Document when possible



SERVICE: Geographic Distribution (5 pts)

- First public park in the service area (5 pts); or
- Explain how the project fills a critical park and recreation gap identified through community engagement (3 pts)
- Are they new elements in your park system?
 - If not, how do they improve access/ why are they needed?
- Is the project safely accessible by multiple methods of transportation and demonstrate with documentation? (i.e., walk, bike, public transit, 10-minute walk to parks) (2 pts)



SERVICE: Underserved Populations (10 pts)

- Do data demonstrate the project's impact on opportunities for low-income and ethnic minority residents?
- Based on economic and demographic data for the service area from the most recent federal census data
 - Percent of the population qualifying as low income 5 (5 pts)
 - See link on RGO to calculate
 - Percent of population not answering "White Alone" (5 pts)
 - See link on RGO to calculate

<https://data.census.gov/>

<https://www.youtube.com/watch?v=BCGSWQg0pBY>



SERVICE: Accessibility (5 pts)

1. **Required:** Explain how the project will meet ADA and ABA standards
2. If the element is listed in the narrative, it needs to be in the **narrative AND budget AND site plan.**
3. **Advanced:** Look for ways to incorporate park features that exceed state and federal ADA requirements.
 - Meet with an accessibility consultant and incorporate their recommendations.
 - Does your project focus an intent to provide **unique opportunities to people with disabilities?**
 - If you're including special amenities, include a specification of it to demonstrate what it is and that the cost is appropriate.
 - **Examples:** wide trails, zero entry pools, all-abilities playground elements, adult-changing stations in restrooms, etc.





STEWARDSHIP 20 PTS

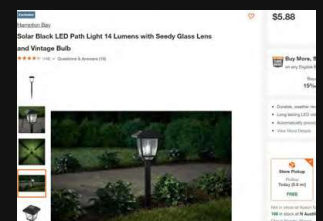
Conservation Sustainable Design

What is Sustainability?

Focusing on environment impact and reducing the amount of resources a site uses.

Examples of easy sustainability features to incorporate:

- Solar Lighting – the commercial kind, not the kind someone can easily remove.
- Choose appropriate plants for your climate. “Xeriscaping” in East Texas does not mean you need gravel and cactus.
- Use recycled material in benches, trash cans, etc. Include a spec sheet.
- Providing shade over play and rest structures. This supports people being outside and helps mitigate the weathering effects of the sun on the materials and they can **last longer**.
- Drip irrigation for landscaping to use less water.
- Are there places to **use a renewable resource**, like wood or mulch, **instead of a nonrenewable resource**, like plastic or metal?
- If there is something existing on site that provides shade or stormwater treatment on site and you’re keeping it instead of taking it out and putting in something new, that is sustainability.



STEWARDSHIP: Sustainable Design (10 pts)

- Successfully demonstrate the integration of sustainable design features and practices
- Elements in the **scope AND budget AND site plan** that reduce energy use, water use, and emissions.
- Include **spec sheets** and appropriate prices for special items.
- Explain **how your agency is equipped** to care for grant elements throughout their useful life.



What is Conservation?

Protecting or improving the plant and animal resources at a site.

Examples of easy conservation features to incorporate:

- **Identify and protect sensitive and unique features** (endangered species habitat, karst zones, wetlands, creeks, natural ponds, etc.). This can be done via a fence, a sign, strategically placed boulders, a path that stays away from the creek bank, etc.
- If there is a **creek or wetland** that has been impacted by development, work with TPWD biologists before you apply to identify the best plant species to **revegetate** it.
- Incorporate **"Grow Zones"** along creeks to encourage wildlife habitat, plant nurseries, and protection of creek banks prone to erosion.
- If landscaping is part of the design, include plants that **provide food for animals**.
- If you have a splashpad, a lot of water comes out of it during the cleanout process at the end of each day. Where does that water go? Can it be directed into a **raingarden or a swale** instead of the storm drain or a creek?
- Identify and protect floodplains on your site plan. Floodplains are recharge areas and installing a large concrete skatepark is not good for the creek or the skaters. Floodplains also can carry away items like benches, kiosks, playground mulch, etc.



STEWARDSHIP: Conservation (10 pts)

- Does the project scope include clear conservation efforts that actively protect or restore critical ecosystems?
- Does it add elements (signage and resting points) that **create awareness** of natural and cultural resources?
- Are conservation efforts included in the **scope AND budget AND site plan**?
- Floodplain and environmental impact table
- Example for environment impact table (looking for positive impacts too)



STEWARDSHIP: Conservation (10 pts)

In addition to design proposals, the application includes an Environmental Impacts table.

Necessary to fill out each one, honestly, negative OR positive.

If negative, describe how it will be addressed through site design or permitting.

ENVIRONMENTAL IMPACTS

Please provide an accurate assessment of how the proposed park development will impact the existing natural resources and surrounding community. Most projects are expected to have multiple impacts. Describe how those impacts are positive or negative in the Description column. If negative impacts, describe how this project will address or mitigate them.

ENVIRONMENTAL RESOURCES Indicate potential for Positive and/or Negative impacts	IMPACTS	DESCRIPTION If minor impacts or more, please explain the nature of the impacts. For negative impacts, indicate how those will be addressed/mitigated.
1. Air Quality	No/Negligible Impacts	No air quality impacts
2. Circulation and transportation	Impacts Exceed Minor	The park will provide a new path that connects Main Street with Jones Street. This is a positive impact, improving pedestrian and bicycle circulation through the City.
3. Climate	Minor Impacts	The proposed skatepark will create a more tree and shaded area in this part of the park and the proposed trees planting around the perimeter are meant to alleviate those impacts to the park and surrounding areas.
4. Contamination or hazardous materials even if remediated	Not Applicable	There is no contamination or hazardous material at the park.
5. Endangered species: (listed or proposed threatened)		





TEAMWORK 10 PTS

Coordination with SMEs Partnerships

TEAMWORK: Coordination with SMEs (5 pts)

SME = Subject Matter Expert

- Seek expert input about design, construction, and planning.
 - Consultant, Engineer, Landscape Architect, TPWD Staff, Playscape Representative, etc.
- Has the sponsor identified **relevant permits**?
 - National Historic Preservation Act (Section 106) - Texas Historical Commission (THC) Concurrence
 - National Environmental Protection Act (NEPA)
 - US Army Corps of Engineers Coordination
- **Documentation** – provide email correspondences, letters, price quotes and specs, and/or notes from your meeting, etc.

TEAMWORK: Partnerships (5 pts)

- Clear evidence of **organized community support** – fundraisers, volunteer days, residents presenting or requesting for this park at city meetings, etc.
- Verified overmatch – **are there funds going towards this project that are beyond what the grant will match?** If so, provide documents or official letters committing those funds to the project.
 - **For example** – The grant is providing \$150,000 and the City is matching it with \$150,000 AND the Elks Club is donating an extra \$50,000. This \$50,000 is **overmatch** and it can be **verified** with a letter from the Elks Club committing it to this specific project.
- Letters of support – **Who wants this park?**
 - Local residents and leaders, school principals, school children, athletic organizations, etc.



TORP SURVEY



Please take time to complete the community needs survey!

- The results help to update Grant Scoring Criteria
- Helps to ensure we are funding the types of projects Texans want
- Paper copies available
- Link will also be sent out with slides
- THANK YOU!





QUESTIONS?

TEXAS
PARKS &
WILDLIFE



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: Graduate Intern Jonathan Lawrence
Assistant City Manager Kent Souriyasak
CIP Manager Patrick Hubbard

Agenda Item Request

Provide an update on the graduate intern project for developing the process to conduct a parks survey.

Background Information

At the Parks and Open Space Board meeting on March 28, 2023, the Parks and Open Space Board supported having the City's Graduate Intern Jonathan Lawrence develop a process for conducting a parks survey. Jonathan has started researching processes from benchmark cities on how they conduct parks surveys and will develop a process for the Parks and Open Space Board to review. Jonathan will be giving a presentation on this project at the Parks and Open Space Board meeting on July 25, 2023.

Below is a general timeline and steps for creating and administering a survey based on initial research:

1. Identify target audience and set goal:
 - a. This is the beginning of the survey process. Identifying needs is a necessary step in order to make the questions applicable to the target. This also helps establish the necessity for a valid survey. Make an end goal and mission statement to help respondents understand the surveys' purpose. (1-2 weeks)
2. Develop sample survey questions:
 - a. This is initially a general composition of questions that encompass all needs identified. (1-2 weeks)
3. Conduct small focus groups to test survey questions:
 - a. This is the testing group of the sample questions from the prior step. This step is optional (but encouraged), and some smaller surveys do not have this. It is more applicable to larger more scientific surveys. This step is to weed out any questions that are either repetitive, unnecessary, or leading. (Time frame depends on number of focus groups and date.)
4. Adjust questions if needed:
 - a. Collect feedback from the focus groups and make the necessary adjustments to the questions. Rarely, if no adjustments from the previous step are necessary, this step can be skipped. (1-2 weeks)



City of Lucas

Parks and Open Space Board Request

May 23, 2023

5. Conduct/distribute survey to community:
 - a. This is the section where the survey is administered. There are multiple different ways for this to happen and a varied time frame. Newsletters, QR codes, and in-person are the most common ways to administer a survey. The average duration for a small-medium city is 2-3 weeks but depending on the distribution method and the age demographic of the city, a longer availability might be necessary.
6. Gather results and analyze data to provide to the Parks and Open Space Board:
 - a. Once the survey is completed, the results will be in multiple different formats unless only one administration process is used. This step includes transferring all the results into a single format and organizing them based on a specific criterion. Depending on how scientific the survey is, a quantitative method software like SPSS (Statistical Packages for the Social Sciences) can be used to find confidences intervals, margin of error, and create graphs. Depending on how many people complete the survey, this step can take days or weeks. (1-3 weeks)

Attachments/Supporting Documentation

NA

Budget/Financial Impact

The total cost for conducting a parks survey has not yet been identified.

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

Background Information

On January 24, 2023, the Parks and Open Space Board agreed to place a standing agenda item at each meeting to provide updates on city-maintained parks and recreational facilities instead of the monthly monitoring program. The Parks and Open Space Board indicated that members should provide updates to staff on areas they see that need improvements at the parks and recreational facilities. CIP Manager Patrick Hubbard will note any updates in an activity log for future maintenance and improvements provided by the Parks and Open Space Board during each meeting.

The activity log will include updates on associated repairs or improvements. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
 - Acute issues that staff can either immediately address or are routine park maintenance. The Parks Liaison can immediately refer these tasks to Public Works field staff. For instances such as trash and debris, the Liaison can refer maintenance staff to areas identified by the Board for closer attention.
2. Programmed (funded) Activity
 - Activities that are programmed and funded but are not set to be immediately completed, or activities that have been identified by the Parks Board and likely fit within the scope of current programs but will require further coordination. Some of these are seasonal items such as mulching. The Parks Liaison will seek to provide as accurate of an estimate for their completion as possible.
3. Proposed or Planned (unfunded) Activity
 - Require some further action or a combination of further actions such as research, the development of a design or work proposal, formal Council/Board action, or budgeting.

Attachments/Supporting Documentation

1. Adopt-a-Park Activity Log



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1-Routine/Recurring				[Placeholder]			
2-Programmed	Staff	Community Park	3/11/2023	Install new outdoor lighting at community park parking lot.	Complete	Staff have installed solar power outdoor light fixtures to illuminate the gravel parking lot.	5/18/2023
2-Programmed	Staff	Community Park	3/11/2023	Concrete Sidewalk Added from Community Center to access parking lot.	Complete		5/18/2023
2-Programmed	Staff	Community Park	3/11/2023	Install Dog Water Fountain	Under Construction		
2-Programmed	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Foundation Repair Complete with Follow-up Items Pending	Repair of foundation is complete pending the repair of masonry.	
3 - Proposed	Bill Esposito	Community Park	1/25/2022	Maintenance to Ceiling of Pavillion (repair of lap boards)	Incomplete	Public Works has evaluated the ceiling and it appears to be in overall working condition. Future refinishing or repair could be completed.	
3 - Proposed	Laura Howard	Forest Creek Park	1/7/2022	Replace Playground Equipment	Requires Funding	Project to be proposed again with new grant cycle this year.	
3 - Proposed	Kenneth Patterson; Bill Esposito	Kenneth R. Lewis Park	10/7/2021	Upgrades/Expansion of ball field	Requires Funding	Dicussion items include: Material of infield, height of pitchers mound, sun and foul ball protection for bleachers, scoreboard, height of dugouts, decomposed granite for infield	
Complete	Standard	All	3/22/2023	Seasonal mulching of all beds and play areas	Complete		5/18/2023
Complete	GovQA	Community Park	3/15/2023	Inspection of All Electrical Outlets and Path Lights	Complete		5/18/2023
Complete	Standard	All	3/22/2023	Seasonal maintenance in prepration for spring and special events	Complete		5/18/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Restock Toiletries	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Reset Socker Net	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Assess fire damage to picnic table	Complete		3/14/2023
Complete	Christel Parish	Forest Creek Park	7/15/2022	Weed Control in Play Area	Weed control complete		7/19/2022
Complete	Christel Parish	Forest Creek Park	7/15/2022	Soccer Net has Fallen Loose	Soccer net fixed		7/19/2022
Complete	Laura Howard	Forest Creek Park	1/7/2022	Repair Picnic Table Grafitti	Picnic tables have been removed where necessary	Picnic tables will be inventoried and replaced as needed in the Spring, based on condition	5/5/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair deterioration of picnic table boards	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish picnic tables	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	Not Recorded

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Mulching	Mulching has been delivered and will be spread when the ground dries	Public Works will order and distribute a large quantity of mulch in early Spring	4/28/2022
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Unlocking bathrooms during certain hours	Bathrooms will remain unlocked at all times		3/29/2022
Complete	David Rhoads; Bill Esposito	Community Park	11/6/2021	Mulching	Staff spread mulch	Public Works will order and distribute a large quantity of mulch in early Spring	3/25/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair protection cage for sprinkler on gravel parking lot	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Clean and reposition grill on West end	Grills maintained	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Lavatory dripping in womens' restroom	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Pavillion light switch is missing rainproof cover	Cover added	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Address broken pipe between pavilion and rail fence	Pipe repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish park benches	Benches were rebuilt	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard	Forest Creek Park	1/7/2022	Replace/Repair Soccer Nets	Net repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Repair tiles on Sports Court	Tile reset	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Forest Creek Park	12/13/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Weeding around Playground	Lawncare Completed	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Kenneth R. Lewis Park	3/3/2022	Repair damaged portion of chain link fence along ball field	Fence repaired	Public Works repaired the fence during the week of 3/11/2022 and reported the repair to Ms. Parish	3/11/2022
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Cleanup of Trash on Fenceline	Park Cleaned	I will follow-up with PW staff to make sure that debris is cleaned up.	Not Recorded
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Beer bottles in trash	Park Cleaned	The trash is emptied regularly by PW Staff. Any unlawful consumption of alcohol at the park could be partially monitored/addressed through improved security systems.	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Inspect/Repair Irrigation	Leaks Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Address water pooling in the infield	Field Graded	Added Retroactively (document created February 2022)	Not Recorded

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Weeds: General	Lawn care Completed	Weeds have been pulled	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Trash: General	Park Cleaned	Trash has been picked up and bags replaced	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Parking Block is damaged	Block Replaced	Damaged parking block removed	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Tree limbs block the parking lot	Tree Trimming Complete	Trees Trimmed	Not Recorded



City of Lucas

Parks and Open Space Board Request

May 23, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of the March 28, 2023 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. March 28, 2023 Parks and Open Space Board Meeting Minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as presented.

Motion

I make a motion to approve the minutes of the March 28, 2023 Parks and Open Space Board meeting.



MINUTES

Parks and Open Space Board Meeting

March 28, 2023 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:30 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

Chairman Bill Esposito
Vice-Chairman John Elliott
Member Kenneth Patterson
Member Pam Poteete
Alternate Member Joan Phillips

Staff Present:

City Manager Joni Clarke
Assistant City Manager Kent Souriyasak
CIP Manager Patrick Hubbard

City Council Liaison Present:

Councilmember Tim Baney

Parks Board Members Absent:

Member Christel Parish
Member Laura Giles

Lucas Farmers Market Committee Members**Present:**

Kathrin Esposito
Tammy Duke

Regular Agenda

1. **Consider approving the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture and provide an update on the 2023 Lucas Farmers Market season.**

The Board discussed various liquid agriculture products to be considered for the Lucas Farmers Market. Chairman Esposito reviewed the rules and regulations and advised he would send out an updated copy to the Board with recommended changes.

MOTION: A motion was made by Vice-Chairman Elliott, seconded by Member Patterson to approve the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture. The motion passed unanimously by a 5 to 0 vote.

2. **Discuss budget recommendations in preparation of the Fiscal Year 2023/24 Parks Budget.**

Chairman Esposito gave a presentation regarding the upcoming fiscal year budget with recommendations of future budget requests and marketing needs for the Lucas Farmers Market.

City Manager Joni Clarke indicated that the budget would need to be completed well in advance of the Budget Workshop occurring in July and advised that the City Council is wanting an after action report for each special event moving forward.

There was no action taken on this item.

Upon request, Chairman Esposito returned to Agenda Item 1 to discuss special events for the Lucas Farmers Market.

1. Consider approving the updated 2023 Lucas Farmers Market Rules and Regulations including requirements for liquid agriculture and provide an update on the 2023 Lucas Farmers Market season.

Lucas Farmers Market Vendor Coordinator Kathrin Esposito discussed with the Board several upcoming events including Backyard Chickens, Mushroom Foraging, Memorial Day Picnic, Fall Garden Prep, Ice Cream Crank-Off, Raptor Center, Back to School Event, Lucas Car Show promotion, and other special events for the market.

There was no action taken on this item.

3. Discuss recommendations for parks and trails capital projects to be included in the City of Lucas Capital Improvement Plan.

CIP Manager Patrick Hubbard gave a presentation on the proposed parks and trails projects to be included in the Capital Improvement Plan.

Chairman Esposito advised that he would like to see the Trails Master Plan Map blown up to be displayed at the Lucas Farmers Market. City Manager Joni Clarke advised there is one in the process of being made.

Tammy Duke, 11 Glenbrook Circle, spoke advising she is in favor of improving walking trails because she feels current conditions are dangerous.

4. Discuss the Trinity Trail at Lake Lavon.

Councilmember Tim Baney discussed the demographics of Lucas, specifically properties with horses and riders in relation to the Trinity Trail. Councilmember Baney advised the cost of land has affected local horse owners and the use of the trail. Members of Trinity Trail Preservation Association (TTPA) have aged out and riders have gotten fewer, and there are also challenges to keeping the trail open. Councilmember Baney advised that the trail eastward of Brockdale Park is shut down because of destruction to that portion caused by the residents in the area. Councilmember Baney suggested that the Parks Board could assist in promoting the trail as an asset to the city for walkers and riders.

Chairman Esposito asked if the TTPA is doing fundraisers to do maintenance on the trail. Councilmember Baney indicated that grants were done for maintenance but are subsiding.

There was no action taken on this item.

5. Discuss the possibility of conducting a future parks survey and provide guidance to staff.

CIP Manager Patrick Hubbard discussed the details and costs associated with conducting a parks survey with the University of North Texas. The Board indicated that the cost was too high and suggested exploring different ways to conduct a parks survey.

City Manager Joni Clarke suggested that the Board think about topics and recommend the parks survey as a project for the City's graduate intern. The Parks Board supported this graduate intern project and will be placed as an agenda item for the next meeting.

There was no action taken on this item.

6. Provide updates on upcoming special events including:

- A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023**
- B. Founders Day Country Fair on April 8, 2023**
- C. Lucas Car Show on May 20, 2023**

Assistant City Manager Kent Souriyasak gave a presentation and provided details for the Keep Lucas Beautiful Spring Cleanup, Founders Day Country Fair, and Lucas Car Show.

There was no action taken on this item.

7. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

CIP Manager Patrick Hubbard gave an update on maintenance and improvements related to city-maintained parks and recreational facilities.

City Manager Joni Clarke indicated the foundation repairs at Kenneth R. Lewis Park have been completed and the Community Center is currently being done.

There was no action taken on this item.

8. Consider approval of the minutes of the January 24, 2023 Parks and Open Space Board meeting.

MOTION: A motion was made by Member Poteete, seconded by Member Patterson to approve the minutes of the January 24, 2023 Parks and Open Space Board meeting as presented. The motion passed unanimously by a 5 to 0 vote.

9. Adjournment.

MOTION: A motion was made by Alternate Member Phillips, seconded by Vice-Chairman Elliott to adjourn the meeting at 7:53pm. The motion passed unanimously by a 5 to 0 vote.

Adjournment

APPROVE:

ATTEST:

Bill Esposito, Chairman

Kent Souriyasak, Assistant City Manager