



AGENDA MEMO

Business of the City Council
City of West University Place, Texas

Meeting Date	06/22/2020	Agenda Item	9
Approved by City Manager	Yes	Presenter(s)	D. Beach, City Manager J. Veld, Administrative Manager
Reviewed by City Attorney	Yes	Department	Parks & Recreation
Subject	Colonial Park East Improvements		
Attachments	1. Budget Amendment Ordinance 2. May 2020 Friends Board Meeting Minutes 3. Colonial Park East Improvement Presentation		
Financial Information	Expenditure Required:	\$398,850.88	
	Amount Budgeted:	\$263,000.00	
	Account Number:	203-7000-85002	
	Additional Appropriation Required:	\$135,850.88	
	Additional Account Number:	203-0000-43303 (Friends Funds)	

Executive Summary

The 2020 Budget appropriated funds for improvements to the east end of Colonial Park and more specifically the playground area. Over the last eight (8) months, staff worked with the Parks and Recreation Board and a citizen user group to explore potential park updates. Based on input from both groups, the Parks and Recreation Board recommended the following changes:

- Re-purposing the sand volleyball area into an age appropriate obstacle course,
- Removal and replacement of the old wooden play structures with updated wooden play structures,
- Sand play for toddler age children,
- Installing solar lighting in the playground area and bollard lights around the walking path,
- Repainting the pavilion, playground structures, and fencing,
- Replacing older equipment and slides on the structures with new apparatus(slides, climbers and play panels),
- Relocating three trees on site, and
- Installing new plastic border timbers to contain and delineate the wood chip area.

During the improvements process, there were changes to the features that were above the original budget. These changes/enhancements include:

- Change zip line to youth obstacle course,
- Improved toddler area elements to include sand play,
- Powder coating the fencing instead of painting, and
- Additional climbers and slide changes to the existing equipment.

Funding:

The Friends of West U Parks Fund, Inc. approved funding for the enhanced project at their May 13, 2020 meeting up to \$398,850.88 (\$379,857.98 + \$18,992.90 for contingency). The City will incur the expenses and be reimbursed upon completion.

Project estimates as follows:

Colonial Park East Budget Estimate	
Demo sand volleyball court, install obstacle course elements and turf	\$180,331.46
Install toddler play area	\$60,201.52
Install - new play panels, slides , climbers	\$68,010.00
Repaint existing playground, pavilion and powder coat existing fence	\$27,780.00
Install new borders and top off Engineered Wood Fiber	\$14,285.00
Relocate trees, install dog fountain	\$10,000.00
Solar Lighting - Both Phases	\$19,250.00
Sub-total	\$379,857.98
Contingency (5%)	\$18,992.90
Total	\$398,850.88

As required by Ordinance, a 2020 budget amendment is being requested to increase both revenues and appropriations by \$135,850.88 to fund this project out of the Friends of West U Parks Special Revenue Fund. This project will not exceed \$398,850.88 per the “up to” amount approved by the Friends of West U Parks Fund, Inc.

Schedule:

Construction of improvements will begin after Labor Day 2020 and is expected to be completed by the end of November 2020. Portions of the work will require approval by City Council and those items will be brought forward as required.

Lamppost Deviations to the Zoning Ordinance:

To provide proper lighting to the playground the following deviations from the zoning ordinance (WUPC 7-6 Note 10) will be needed:

1. Lamppost Height:
 - a. Current requirement is maximum height of eight (8) feet.
 - b. Deviation Requested: Colonial Park East Playground
 - i. Allow 12 foot poles to allow appropriate lighting to the playground, while minimizing the visibility to the neighboring properties.

WUPC Section 6-101 states:

It is an affirmative defense in any proceedings to enforce this ordinance that any of the following sets of circumstances is applicable:

(3) The condition or activity in question is:

- (i) controlled by the City itself or its officers, agents, employees or contractors, in the course of their duties of the City, and*
- (ii) approved by the City Council.*

City Council’s acceptance of this plan with known deviations will allow staff to complete this project as presented in a timely manner.

Recommended Action

Staff recommends City Council take the following action:

- Approve the Friends of West U Parks Fund, Inc., expenditure in an amount not to exceed \$398,850.88;
- Adopt an ordinance approving and adopting an amendment to the 2020 Budget;
- Accept the Colonial Park East Playground lampposts project as presented with known deviations to the City's Zoning Code;
- Authorize the City Manager to execute necessary agreements to complete the specified Colonial Park East Improvements in an amount not to exceed \$398,850.88.

City of West University Place
Harris County Texas

ORDINANCE No. XXXX

AN ORDINANCE AMENDING THE BUDGET OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020; CONTAINING FINDINGS AND PROVISIONS RELATING TO THE SUBJECT; AND DECLARING AN EMERGENCY

WHEREAS, it is found and determined that changes in the current budget are necessary for municipal purposes and that amendments are necessary for emergencies of the kind contemplated by state law, and it is formally found, determined and declared that such emergencies exist;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST UNIVERSITY PLACE, TEXAS:

Section 1. That the budget of the City of West University Place for the 12 month period beginning January 1, 2020, and ending December 31, 2020 as heretofore adopted be, and it is hereby, amended as shown in Exhibit A attached.

Section 2. The City Council approves, adopts and ratifies the findings set out in the preamble hereof and directs that the City Secretary file a copy of this ordinance with the county clerk, in the same manner as original budgets are required to be filed.

Section 3. All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 4. If any word, phrase, clause, sentence, paragraph, section or other part of this ordinance or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, neither the remainder of this ordinance, nor the application of such word, phrase, clause, sentence, paragraph, section, or other part of this ordinance to any other persons or circumstances, shall be affected thereby.

Section 5. The City Council officially finds, determines and declares that a sufficient written notice of the date, hour, place and subject of each meeting at which this ordinance was discussed, considered, or acted upon was given in the manner required by the Open Meetings Act, Chapter 551, Texas Local Government Code, as amended, and that each such meeting has been open to the public as required by law at all times during such discussion, consideration and action. The City Council ratifies, approves and confirms such notices and the contents and posting thereof.

Section 6. The public importance of this measure and the requirement of the law create an emergency and an urgent public necessity requiring that this ordinance be passed and take effect as an emergency measure, and a state of emergency is hereby declared. This ordinance is accordingly passed as an emergency measure and shall take effect immediately upon adoption and signature.

Section 7. This ordinance shall become effective upon adoption and signature.

PASSED, APPROVED AND ADOPTED ON FIRST AND FINAL READING on the _____ day of _____, 2020.

(Seal)

Attest: _____
City Secretary Thelma Gilliam

Signed: _____
Mayor Bob Higley

Recommended by:

City Manager David Beach

Approved as to legal form:

City Attorney Alan Petrov

Exhitit "A"

City of West University Place, Texas Budget Amendment

	2020 Budget	Amendment June 22, 2020	2020 Amended Budget
Friends of West U Parks Special Revenue Fund			
Revenue			
Friends of West U Parks	\$263,000.00	\$135,850.88	\$398,850.88
APPOPRIATION			
Construction Costs	\$263,000.00	\$135,850.88	\$398,850.88

**Friends of West University Parks Fund
Board Meeting Minutes
Wednesday, May 13, 2020**

Friends of West University Parks Fund (“Friends”) Board met on Wednesday, May 13 at 11:30 AM via JoinMe conference call due to COVID-19.

The following were in attendance:

Board Members

Sami Morrison
Judy Cheng
Mary Frances DuMay
Kim Eads
Grace Ebaugh
Dan Fertig
Katie Hill
Kelly Beth Hapgood
Michelle Huth
Stephen Jacobson
Sarah Knysh
Stephen Olson
Christine Parker
Mark Prescott

Mitra Woody
Christi Young

Executive Director

Donna LaMond

Mayor Pro Tem

Kevin Trautner

Advisory Board

Joni Fichter

Staff

Susan White
Brooks Smith
Jeremy Veld

Call to Order

I. The meeting was called to order at 11:34 am.

II. Welcome, Opening Remarks and Approval of minutes – Sami Morrison

Approval of Minutes - Motion to approve the February 2020 minutes was made by Katie Hill and seconded by Christine Parker.

Mary Frances DuMay and Kim Eads were officially appointed to Friends Board by the City Council on March 13.

Fathers & Flashlights is scheduled for November 7 – 8. The plan is on hold due to the uncertainty with current COVID-19 situation.

Thank you to Susan White and Brooks Smith for their diligent work on the Colonial Park improvement project.

III. Treasurer’s Report – Christine Parker

P&L and Balance Sheet were distributed via email prior to the meeting. Friends has about \$1.5 million in cash.

IV. Parks and Recreation Department – Susan White & Brooks Smith

- Colonial Park East Project

Susan White presented the recommended plan and layout for the Colonial East project.

- Repurpose sand Volleyball court into youth challenge course with artificial turf
- Remove existing wooden play structures and replace with updated sand play area – imaginative play. Shade structure over the play area would be massive and is not recommended
- Refresh existing large play structures and add ADA enhancements
- Refresh pavilion and playground fencing
- Lighting improvements - solar lightings around the walking trails and playground
- The above layout and recommendations have been approved by the Parks Board.
- The total estimated project cost is at \$398,850.88.
- After funding is approved by Friends, the plan will go to City Council for approval.

Susan addressed the shade structure question from Kelly Beth Hapgood - Shade structures are not recommended over both the play area and the challenge course after looking at the current shade provided by the tree canopy and shade structure options.

Susan answered Kim Eads questions on upcoming projects - Huffington is the next project as determined by Parks Board and current estimate is around \$250,000. Judson will have minimum update in 2022.

Sami Morrison moved to approve Friends funding of the Colonial Park East project up to \$398,850.88. Christine Parker seconded the motion. All in favor and none opposed. The motion passed.

V. Mayor Pro Tem – Kevin Trautner

- City Council has approved A/V system update to comply with Texas Open Meeting Act
- Council proclamation to recognize Public Works for their essential roles during COVID-19 - May 17-23, 2020 will be recognized as Public Works Week.
- Buffalo Speedway project is at 95% completion.
- 2 cameras will be installed this month for the Virtual Gate project. The rest of the cameras will be installed this fall.
- Thank you to Susan White and David Beach for their hard work.

VI. Parks and Rec Re-opening – Susan White

- Friends Park and Hughes Park are open. High touch surfaces, benches and playground equipment, are still off limits.
- Green space will be open, and fences will be installed around playground to keep people out of the closed areas.
- No contact sports are allowed currently
- Rec Center will be open with modified capacity on June 1.
- Parks and Rec is to follow the Training and Health guidelines. There is no officially published perimeters on programs and youth camp from the state yet.
- Colonial Park Pool is a miniature water park. Splash pad is still off the limit at this time.

- Good Neighbors Team continues to serve approximately 80 seniors with regularly phone calls and deliveries. Senior Services has been providing virtual programming to senior citizens 65 years-old and older.
- Survey is delayed until fall
- HISD fields and batting cages are still closed

VII. Other Reports and Announcements - Donna LaMond

- After some deliberation, we decided to cancel the June Party on the Patio concert series. We did not have a sponsor and were able to cancel the bands in time to avoid any expenses.
- Today's meeting is typically our annual Star Citizen Awards meeting and luncheon. We have obviously postponed this special event and will let you all know when we can reschedule. Our star citizen recipients are our PLB 2020 co-chairs Kim and John Carr Eads and Mary Frances and David DuMay.
- During the Stay Home Work Safe period, Friends remains busy with a variety of projects:
 - PLB Chair Notebook is well underway. Kim Eads, Mary Frances DuMay are working with me on this project.
 - Friends Agreement of Formation and Bylaws – Crosby Scofield and his team at Vinson & Elkins did prepare edits for Matt Foytlin and I to review. We did an initial review and found some items that needed to be addressed and we expect to hear back from V & E soon with the edited version.
 - Friends 2019 Tax Return is underway.
 - Researching virtual fundraising including some very useful webinars.
- PLB 2021 – February 6, 2021. New venue Hotel ZaZa. Thank you to Sami Morrison and Stephen Jacobson for helping me review the contract. I plan to execute the contract today and email it to the ZaZa and then mail a deposit. I am hopeful that we can proceed with this event. I do not have event chairs secured yet, working on that. I also have the mobile bidding company, Qtogo, and the AV company secured.
- The date for the next Friends board meeting will most likely be in August or September. However, that may change. We may have another virtual meeting.
- Please continue to refer to the weekly reports that you receive via email for ongoing updates on Friends activities as well as all Parks and Rec activities. This concludes my report.

VIII. Meeting was adjourned at 12:36 pm.

Respectfully submitted,
Judy Cheng
Secretary

FY 2020

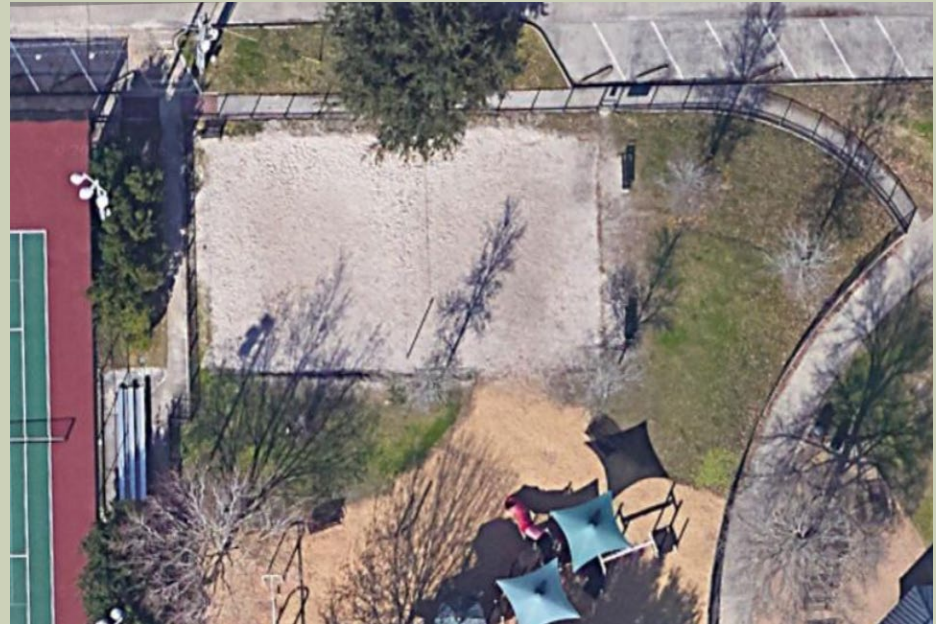
**COLONIAL PARK
RECOMMENDED
IMPROVEMENTS**



PROJECT OVERVIEW

- Repurpose sand volleyball court into youth challenge course
- Remove existing wooden play structures and replace with updated sand play area – imaginative play
- Refresh existing large play structures (2-5 years & 5-12 years) and add ADA enhancements and misc. playground improvements.
- Refresh pavilion and playground fencing
- Lighting improvements
- Install Dog Drinking Fountain

CURRENT SAND VOLLEYBALL AREA

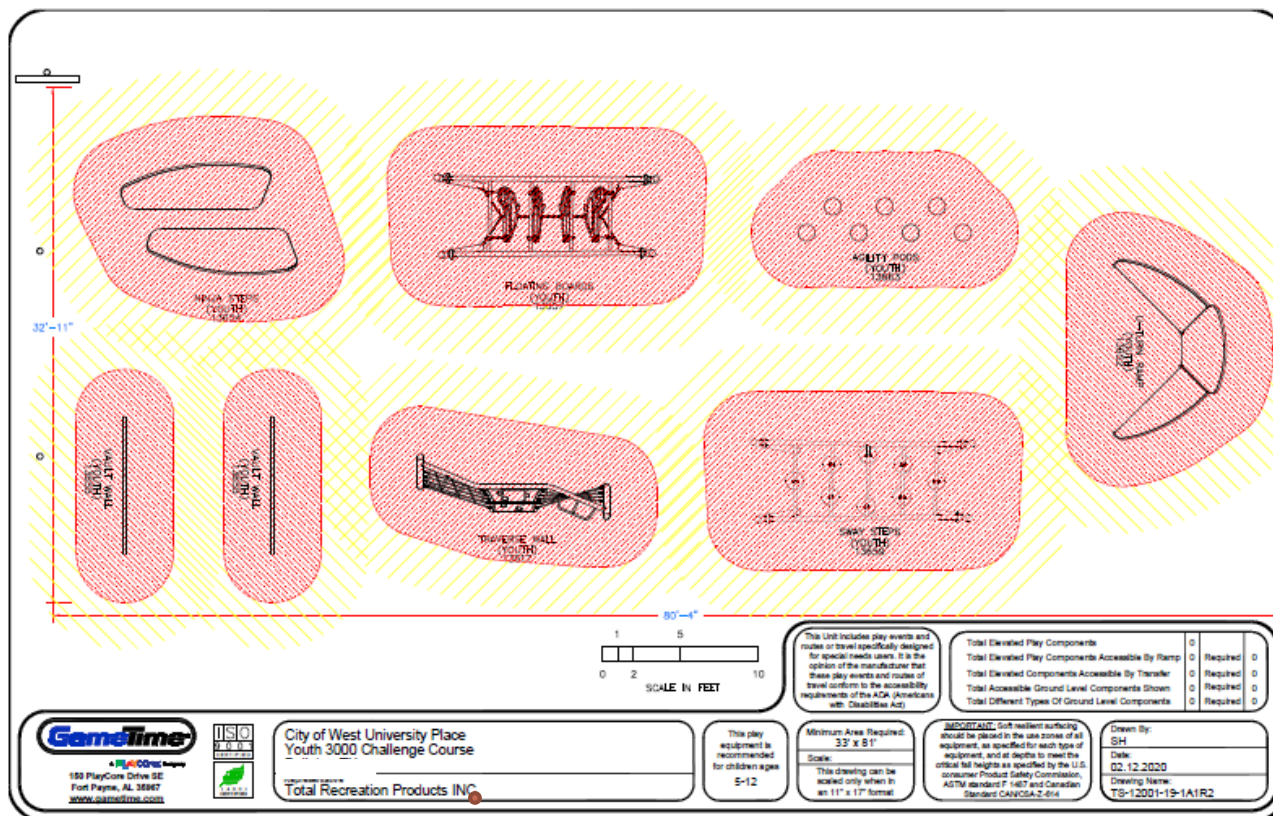


NEW CHALLENGE COURSE



Intellectual property of GameTime, a PlayCore Company. The site shown in rendering is an interpretation and may not reflect exact site conditions.

CHALLENGE COURSE



CHALLENGE COURSE

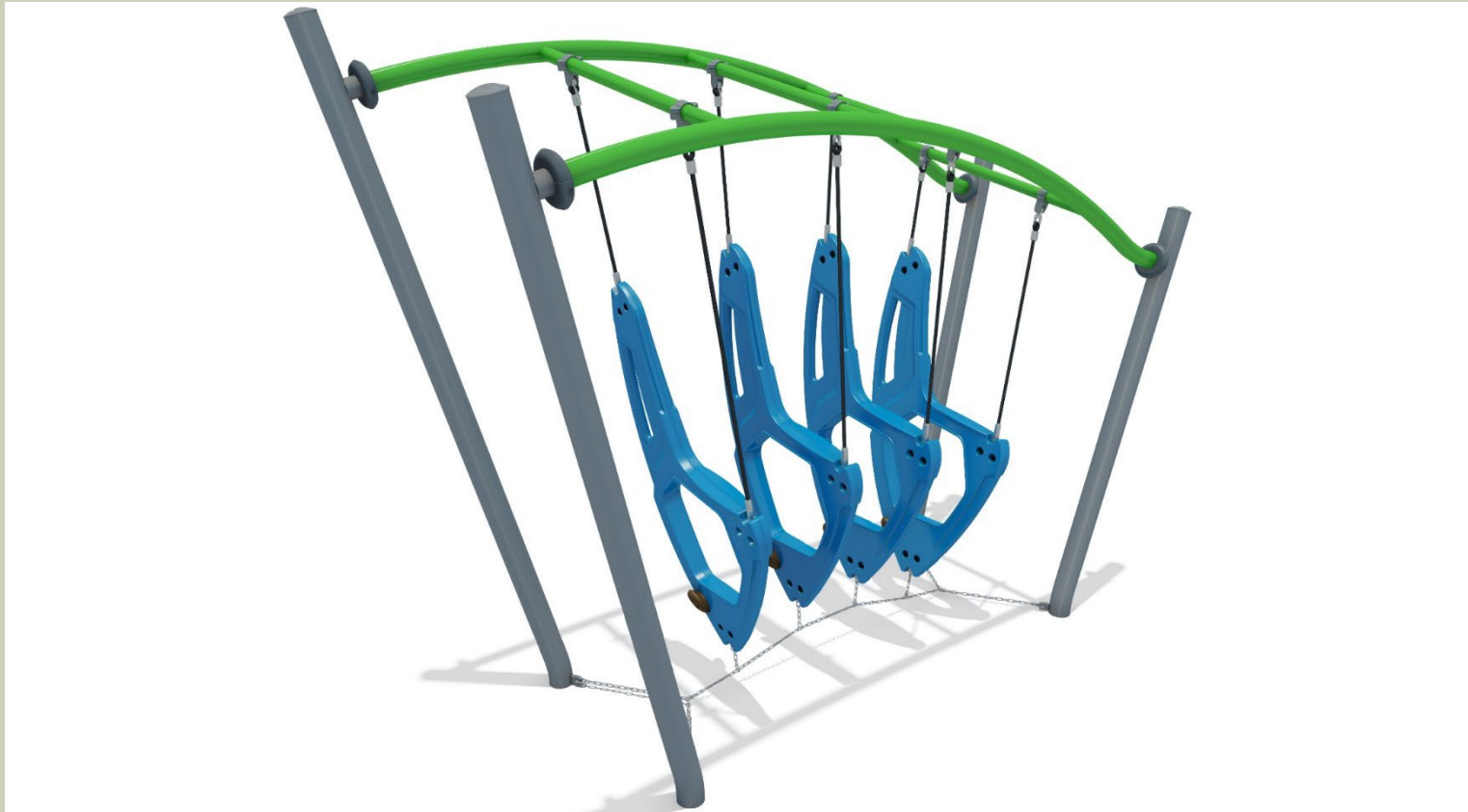
Ninja Steps



Ninja Steps are a fun, exciting running and climbing activity that are the perfect starting platform a Challenge Course. The steps feature HDPE plastic panels in three different colors, denoting the various levels of challenge (Blue: Beginner, Yellow: Intermediate, Red: Expert) and are covered with textured punched steel panels for added traction. ⁶

CHALLENGE COURSE

Floating Boards



Challenge Course Floating Boards elevate a user's **balance**, **flexibility** and **muscle fitness** as they climb from one end to the other. Hand and footholds, as well as a wide center opening, give Floating Boards three distinct routes of travel: over, through or along the side.

CHALLENGE COURSE

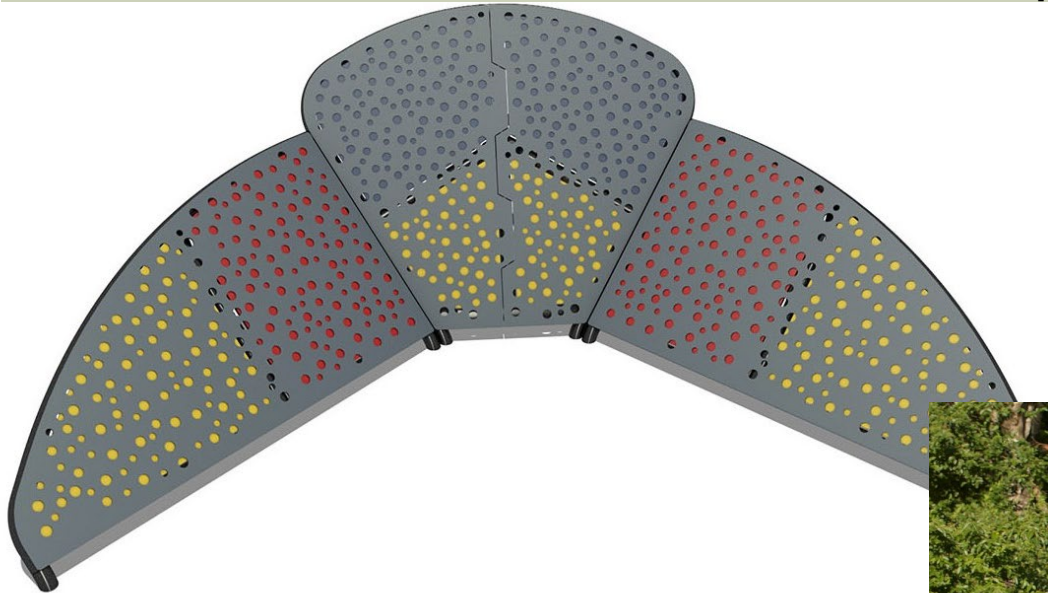
Agility Pods



Agility pods are the perfect addition to your outdoor obstacle course! Not only are they low-impact, they are a simple way for people to improve balance and coordination on your Challenge Course.

CHALLENGE COURSE

U-Turn Ramp



The curved design of the U-Turn Ramp promotes balance and agility as users run along the curved ramp at full speed! Ramp features plastic panels in three different colors, denoting the various levels of challenge (Blue: Beginner, Yellow: Intermediate, Red: Expert) and are covered with textured punched steel panels for added traction.



CHALLENGE COURSE

Sway Steps



Elevate your balance, flexibility and muscle fitness by stepping along the pods from one end to the other. Place both feet on a pod, grip the cable, and use your upper body and core muscles to advance to the next pod.

CHALLENGE COURSE

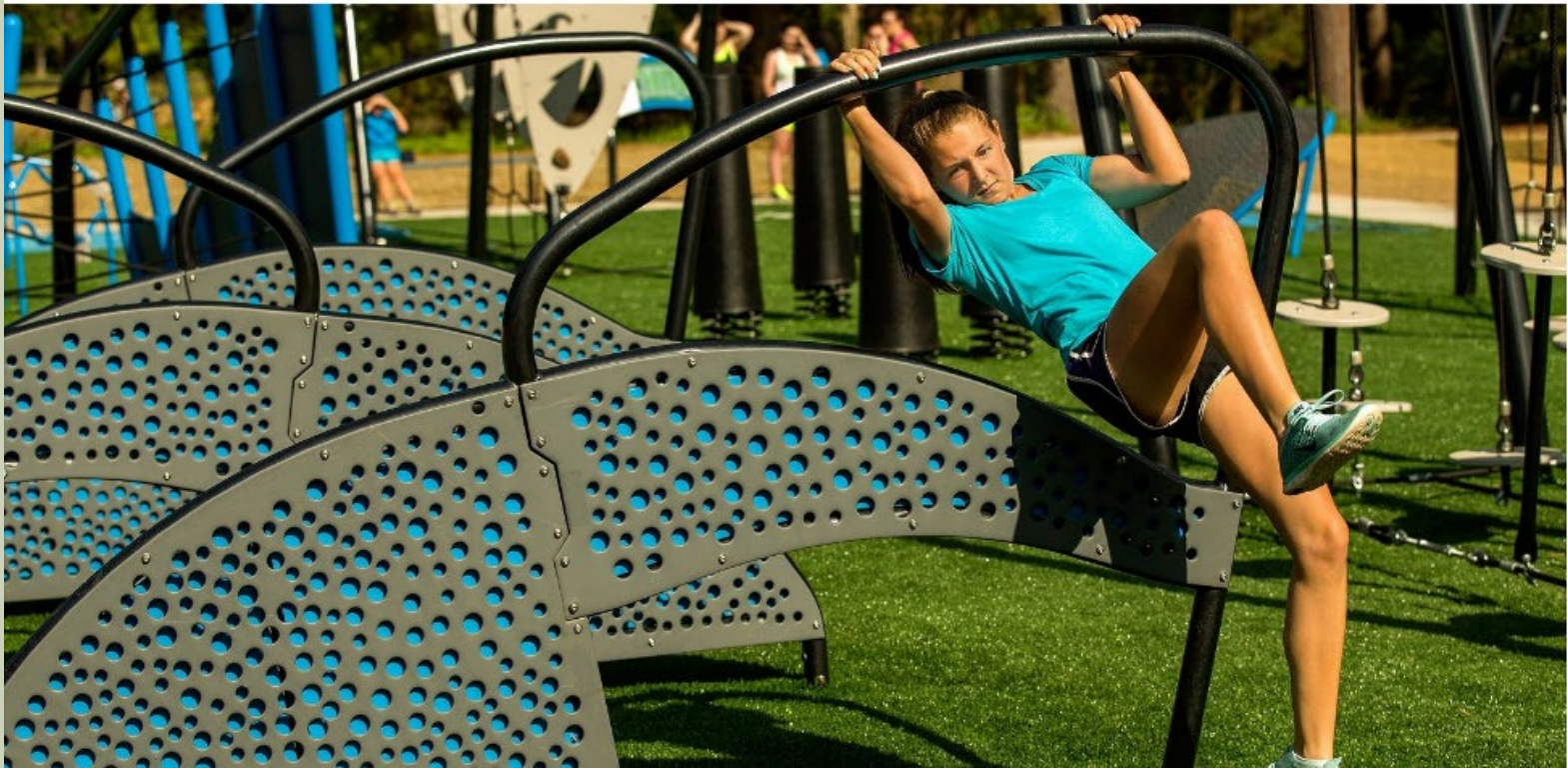
Traverse Wall



The Traverse Wall provides a wide range of developmental, physical and cognitive benefits in a single challenge event. The combination of ropes, rock climbing wall, and elevated grip rails provide users a varied course of transit as they traverse the wall. ¹¹

CHALLENGE COURSE

Vault Walls



Design allows users to choose three different ways to maneuver the walls (over, under, or through). These are positioned at the end of the course as a final physical and mental challenge to enhance decision-making skills and improve speed/agility. West U Layout has 2 walls, not 3 as pictured.

BALES INTERMEDIATE (FRIENDSWOOD) 5- 12 YEARS COMPARABLE LAYOUT & EQUIPMENT SIZE



CHALLENGE COURSE TIMING SYSTEM



Professional-Grade Timing Systems - Make your mark on the leaderboard

Optional timing system for Challenge Course things get really interesting! Same systems used by athletic organizations to provide accurate timing. Users press and hold the button before they begin. The scoreboard signals when to start with a sequence of LED lights. When you complete the course, press the button at the finish line to display your time on the board.

CHALLENGE COURSE SIGNAGE



PLAYGROUND IMPROVEMENTS

Proposed 2-5 Year Old Play Structure Updates – South Side



PLAYGROUND IMPROVEMENTS

Proposed 2-5 Year Old Play Structure – North Side



WOODEN STRUCTURES TO BE REMOVED

■ Current 2-5 Year Old Play Structures – North Side



NEW SAND PLAY FEATURES (2-5 YEARS)

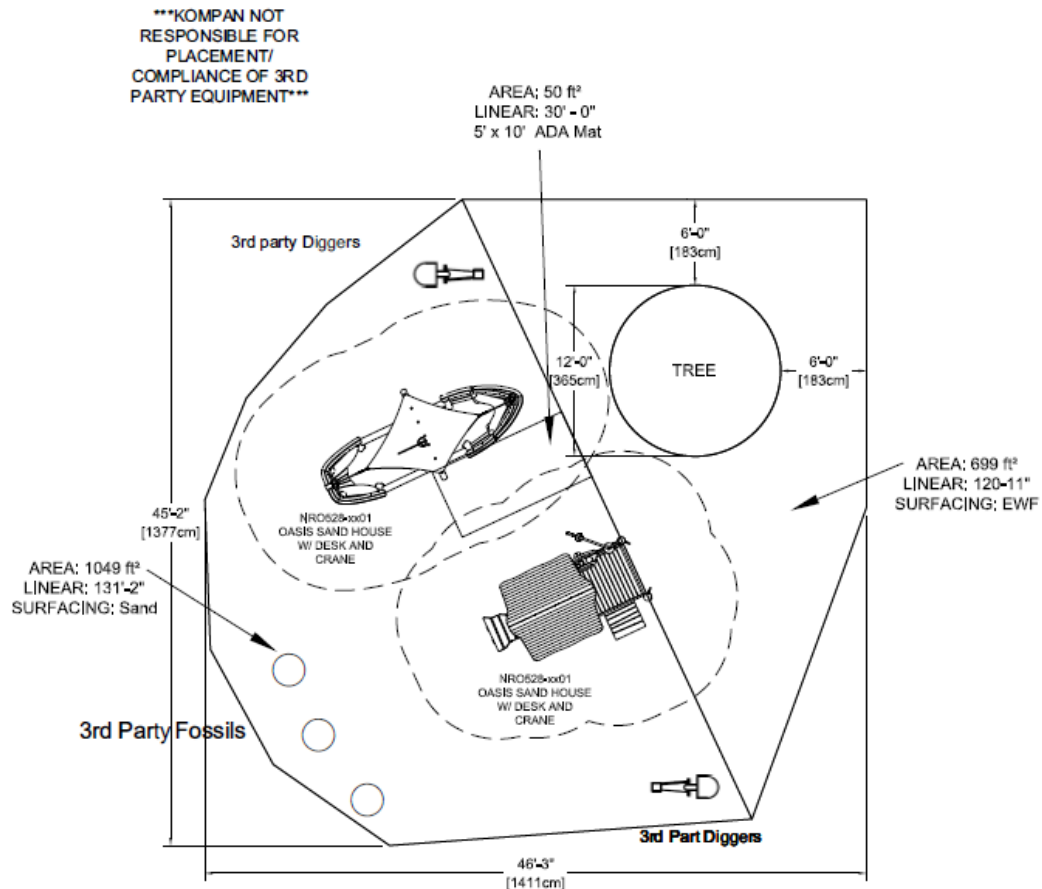


SAND PLAY ELEMENTS AND BORDER

Imaginative Play Area to Replace Wood Features

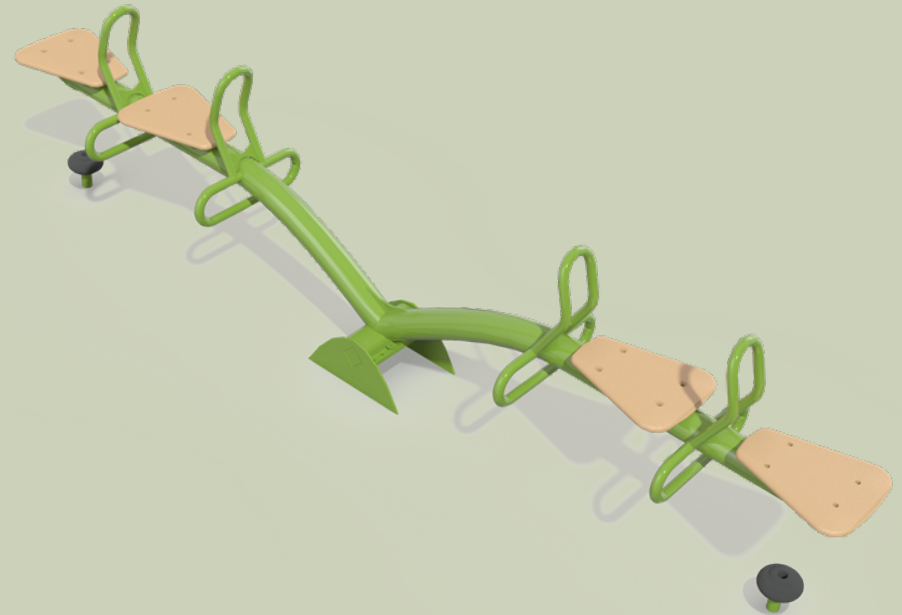


PROPOSED SAND AREA (2-5 YEARS)



DIGGER AND SEE-SAWS

Imaginative Play Area to Replace Wood Features



FOSSILS

SEA SHELLS, DINO EGGS, T-REX BONES



PLAYGROUND IMPROVEMENTS

Proposed 5-12 Year Old Play Structure – North Side



PLAYGROUND IMPROVEMENTS

Proposed 5-12 Year Old Play Structure – South Side



FENCE AND PAVILION PAINTING

- Pavilion

- All steel posts
- Roof
- Steel support structure

- Fence

- Playground perimeter fence panels and posts

FENCE AND PAVILION PAINTING

Current Playground Fence



Current Playground Fence



FENCE AND PAVILION PAINTING

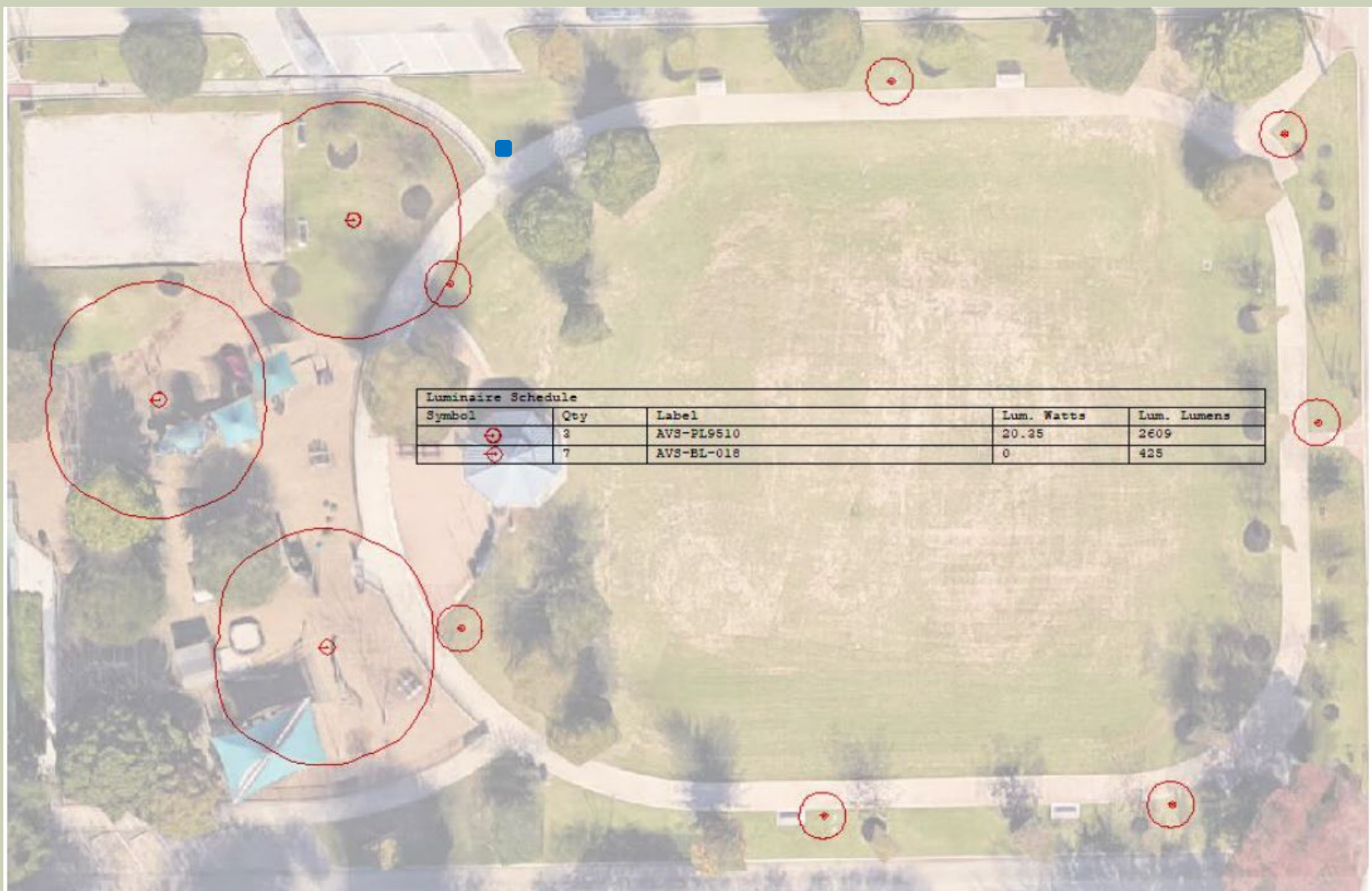
Current Pavilion



Current Pavilion



PLAYGROUND AND PATHWAY SOLAR LIGHTING & DOG DRINKING FOUNTAIN



■
Estimated
location
for dog
drinking
fountain

PLAYGROUND AND PATHWAY SOLAR LIGHTING

- Playground lighting to be on 12' poles to minimize visibility by neighbors but still provide lighting to the playground. Council variance.
- Pathway lighting to be low bollards to act as way points around the sidewalk. Pathway lighting to be installed outside the pathway to insure the field remains free and clear of obstacles.
- All lighting will be programmable.
- Provides a sense of animation in the park and increased visibility/sense of security without being glary or a nuisance to neighbors.

PLAYGROUND AND PATHWAY LIGHTING

Install Bollards Around the Walking Trail



PLAYGROUND AND PATHWAY LIGHTING

Install Solar Lighting in Playground



COLONIAL PARK EAST BUDGET ESTIMATES - MAY 2020

Colonial Park East Budget Estimates - May 2020				
Items	No Shade Included			Total
GameTime - Demo sand volleyball court, install Youth 3000 Challenge elements, timer system and stop/start in turf.				178,331.46
Electrical not included for timer connections				2,000.00
Kompan - Install sand box, play house, boat, borders and ada mats				60,201.52
Landscape Structures (LSI) - Provide and install - Change pipe wall barriers to play panels, replace slides, replace chimney, add fossils, two diggers and 4 person see saw - demo of existing wood structures				66,140.00
Play Range Age Signage Updates				1,870.00
Repainting of existing playground elements and decks				9,000.00
Repainting of pavilion				3,780.00
new installed playground borders on northern edge of playground				2,785.00
Relocate 2 trees in Challenge Course area with 90"spade				4,000.00
Impact Attenuation Testing				1,500.00
Top off of Engineered Wood Fiber				10,000.00
Relocate Backflow Estimate				2,000.00
Doggie Drinking Fountain				4,000.00
Solar Lighting - Both Phases				19,250.00
Powder coat existing playground fence				15,000.00
Sub-total				379,857.98
Contingency	5% for any unforeseen expenses			18,992.90
Total				398,850.88