



Lavon Parks & Recreation Board Regular Meeting

P.O. Box 340 ~ 120 School Rd.
Lavon, TX 75166
Ph. (972) 843-4220 ~ Fax (972) 843-0397

**COUNCIL ROOM
LAVON CITY HALL
120 SCHOOL RD.**

May 2, 2016

7:00 PM

NOTICE OF ATTENDANCE

NOTICE is hereby given that members of the Lavon City Council, Economic Development Corporation, Lavon Planning and Zoning Commission, Tax Increment Financing Zone # 1, and The Infrastructure and Facilities Commission Board may be in attendance at this meeting held at the Lavon City Hall.

I. PRESIDING OFFICER TO CALL THE PARKS AND RECREATION BOARD MEETING TO ORDER AND ANNOUNCE THAT A QUORUM IS PRESENT

II. PLEDGE OF ALLEGIANCE

Presiding Officer to lead the Parks and Recreation Board Members and Visitors in the Pledge of Allegiance.

III. INVOCATION

IV. ITEMS OF INTEREST/BOARD COMMUNICATIONS

Members of the Park and Recreation Board have the opportunity to notify others of community events, functions, and other activities.

V. CITIZENS COMMENTS

Citizens, who wish to address the Board, may discuss matters not on the agenda and who have not previously expressed to the Board or City Hall a desire to discuss such matters. The only response from the Board can be to request these items be placed on a future agenda for action.

VI. CONSIDERATION AND ACTION

- A.** Parks and Recreation Board to Consider and Act on revisions and cost reduction to Sports Complex proposal. (Teske)
- B.** Parks and Recreation Board to Consider and Act on the Collin County Open Space Grant proposal. (Teske)

VII. DISCUSSION

- A.** Parks and Recreation Board to discuss park opportunity for Grand Heritage West with Alan Bain. (Teske)
- B.** Parks and Recreation Board to discuss future projects. (Teske)



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VIII. BOARD TO SET FUTURE MEETINGS AND AGENDAS

Board Members and staff may request items be placed on a future agenda or request a special meeting be called. Each request that passes by a majority vote will be placed on the schedule by the Secretary.

IX. PRESIDING OFFICER TO ADJOURN PARK & RECREATION BOARD MEETING

Notes to the Agenda:

1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a board member asks for separate discussion.
2. The Board may vote and/or act upon each of the items listed in this Agenda except for discussion items.
3. The Board reserves the right to retire into executive session under Sections 551.071 – of the Texas Open Meetings Act concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.
4. Persons with disabilities who plan to attend this meeting and who may need assistance should contact the Secretary at 972-843-4220 two working days prior to the meeting so that appropriate arrangements can be made.

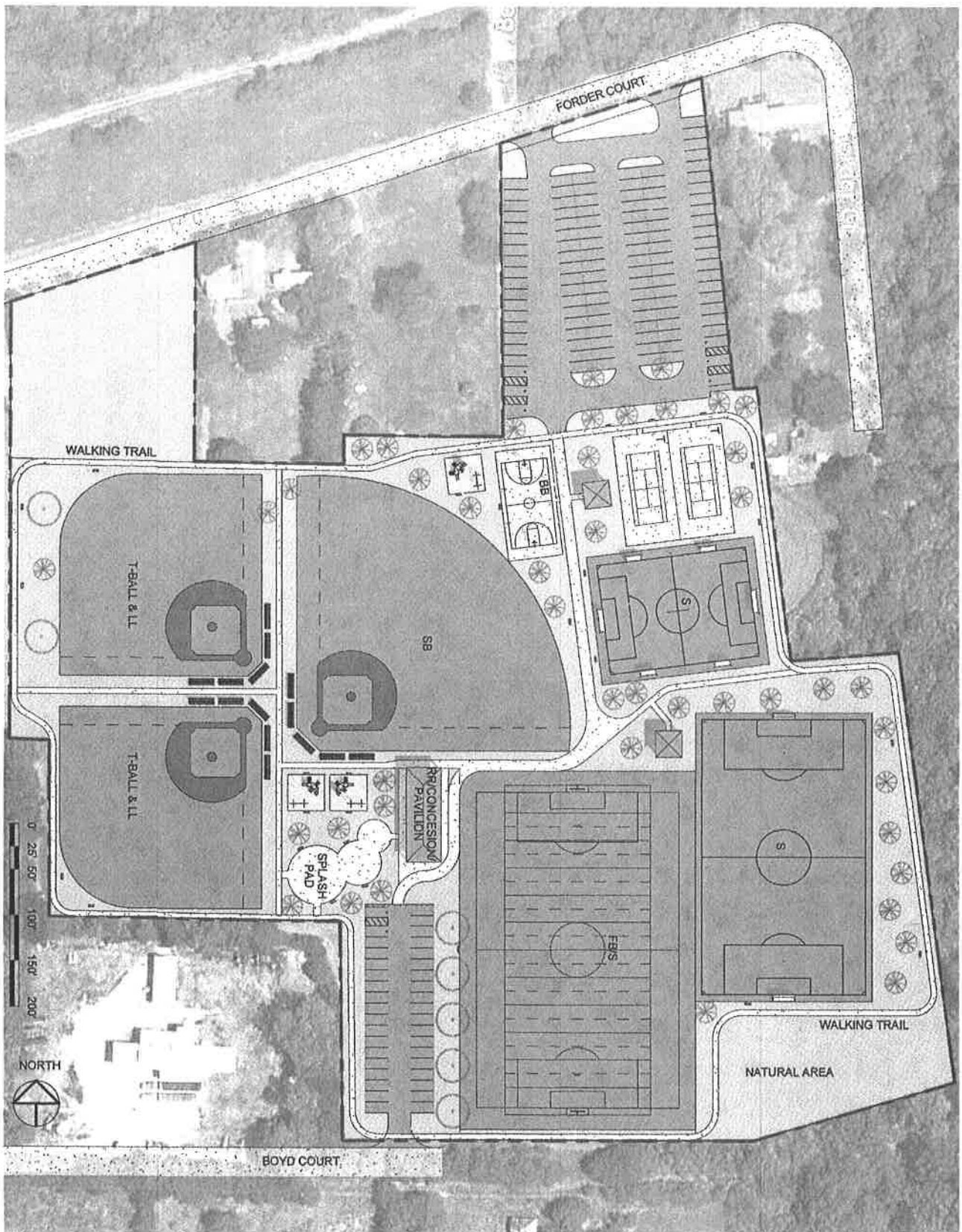
This is to certify that I, Susan K. Johnson, Acting City Secretary, posted this Agenda on the glass of the front door of the City Hall, facing the outside, on the City's website at www.cityoflavon.com and on the City Hall bulletin board, on or before 6:00 April 30, 2016.

LeAnn McClendon, Acting City Secretary

REMOVED FROM POSTING THIS ____ DAY OF _____, 2016 AT ____ A.M/P.M.

Susan K. Johnson, Acting City Secretary

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CITY OF LAVON RECREATIONAL SPORTS COMPLEX MASTER PLAN

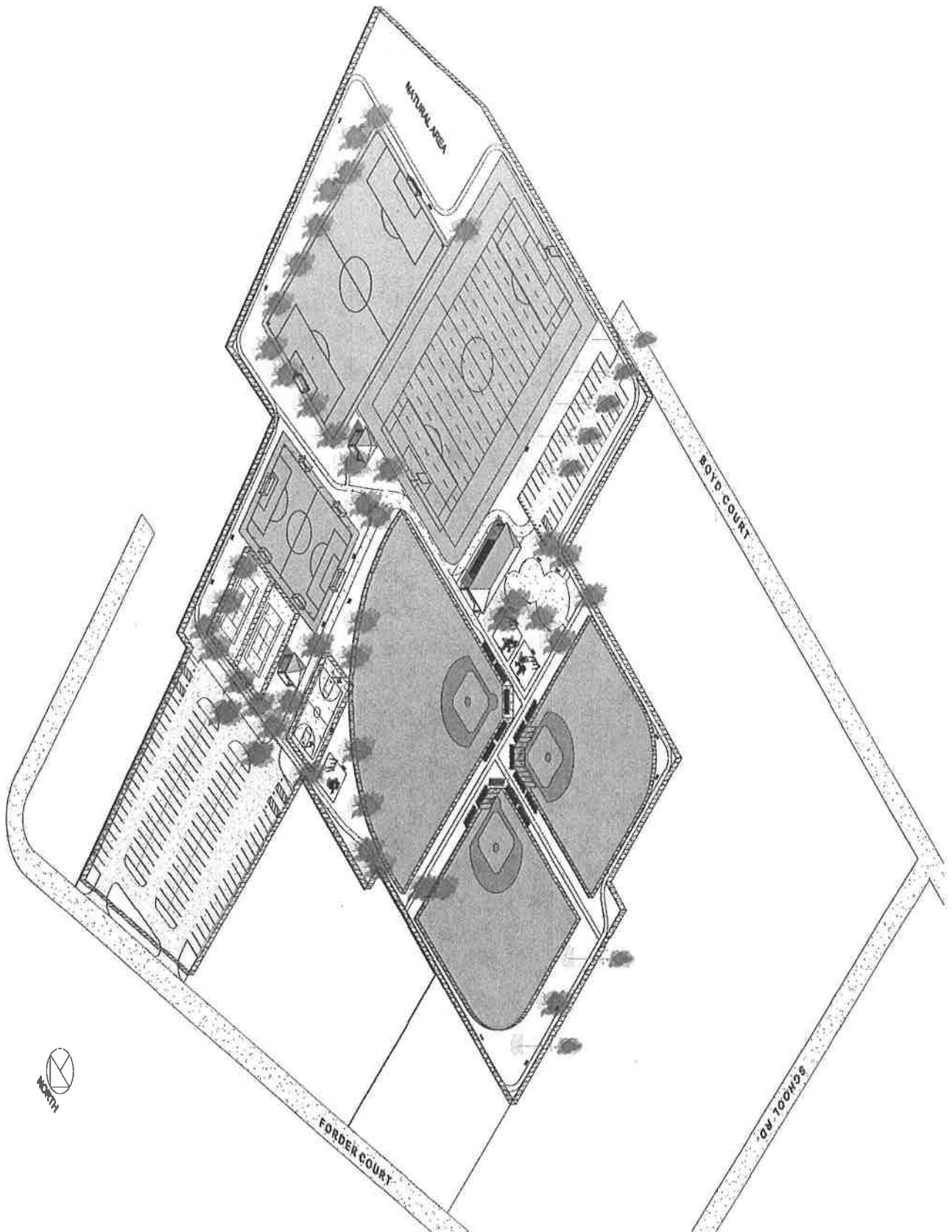
OCTOBER 2015

Prepared by:

MUNDO ASSOCIATES INC.

Economic Development, Planning, and Civil Engineering

www.mundoassociates.com



CITY OF LAVON RECREATIONAL SPORTS COMPLEX 3D VIEW

OCTOBER 2015

Prepared by:

MUNDO ASSOCIATES INC.

Economic Development, Planning, and Civil Engineering

www.mundoassociates.com

LAVON RECREATIONAL SPORTS COMPLEX MASTER PLAN
PROGRAM-LEVEL COST ESTIMATE AND IMPLEMENTATION PHASING PLAN

ELEMENTS	TOTAL COST - \$	ALTERNATES	PHASE A - \$	PHASE B - \$	PHASE C - \$
1 - All-Age Softball and Temp. T-Ball and LL Field	\$ 898,818		\$ 898,818		
2 - T-Ball and LL Field	\$ 625,203			\$ 625,203	
3 - T-Ball and LL Field	\$ 625,203			\$ 625,203	
4 - Soccer Field Under -10	\$ 129,705			\$ 129,705	
5 - Soccer Field Under -14	\$ 298,758		\$ 298,758		
6 - Soccer / Football Field	\$ 610,965		\$ 610,965		
7 - Tennis Courts (2)	\$ 229,658			\$ 229,658	
8 - Basketball Court	\$ 94,812			\$ 94,812	
9 - Forder Court- North Parking Lot - 7" Reinf. Concrete	\$ 1,111,866	6" Asphalt @ \$ 576, 921 (See Note A)	\$ 576,921		
10- Boyd Court - South Parking Lot - 7" Reinf. Concrete	\$ 284,749	6" Asphalt @ \$ 127, 368 (See Note A)	\$ 127,368		
11- Shade / Picnic Pavillions (4)	\$ 242,682		1 @ \$ 60,670	1 @ \$ 60,670	2 @ \$ 121,342
12- Play Ground Areas (3)	\$ 271,062		1 @ \$ 90,354	1 @ \$ 90,354	1 @ \$ 90,354
13-Domestic Water	\$ 88,935		\$ 88,935		
14- Perimeter Trail - Reinf Concrete @ 6' w	\$ 299,994			\$ 299,994	
15- Interior Access Ways - Reinf Conc @ 6' w	\$ 117,179		1/2 @ \$ 60,000	1/2 @ \$ 57,179	
16- Inter. Central Access Way - Reinf Conc @ 12'w	\$ 114,631		\$ 114,631		
17- Fire Line	\$ 117,004				\$ 117,004
18- Septic System	\$ 245,806				\$ 245,806
19- Concession / RR's / Grounds Maint. & Storage	\$ 520,145				\$ 520,145
20- Splash Park Area	\$ 350,000	\$ 200,000			\$ 200,000
21- Landscape Plantings & Site Furniture	\$ 157,204			\$ 157,204	
22- Field PA Systems (6)	\$ 170,650			\$ 170,650	
23- Surveillance/Security	\$ 136,520			\$ 136,520	

**LAVON RECREATIONAL SPORTS COMPLEX MASTER PLAN
PROGRAM-LEVEL COST ESTIMATE AND IMPLEMENTATION PHASING PLAN**

24- Site Perimeter Fencing	\$ 212,864			\$ 212,864	
25- Site Lighting - LED	\$ 61,434			\$ 61,434	
26- Field Lighting - HID	\$ 1,694,145		\$ 1,017,000	\$ 677,145	
TOTALS	\$ 9,709,992	\$ 8,867,666	\$ 3,944,420	\$ 3,628,595	\$ 1,294,651
Note A: City of Lavon Ordinance 2006-06-01 requires all new parking lots to be constructed of Concrete. To impenet the Asphalt paved parking lots, the City will need to exempt themselves from this Ordinance.					

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COLLIN COUNTY

Special Projects
4690 Community Avenue
Suite 200
McKinney, Texas 75071
972-548-3744
www.collincountytx.gov

March 18, 2016

RE: Collin County – Project Funding Assistance Program

Enclosed are the Application, and the Guidelines and Instructions to apply for County Park & Open Space 2007 bond funds for the 7th Series of the Project Funding Assistance Program. A total of \$2.3 million is planned to be made available for this series.

Collin County is accepting applications for the development, expansion or improvement of parks in Collin County. Availability of funds is based on a dollar for dollar match. Matching funds can either be cash, materials, or in-kind services.

Please carefully read the enclosed Guidelines and Instructions, and Application.

County staff is available to assist in answering any questions to aid in a successful application submission, therefore should you have any concerns about your project or the application please call Teresa Nelson (972) 548-3744 or Jeff Durham (972) 548-3723.

Submit an **original** and **12 photocopies** of your application to Collin County, Special Projects, 4690 Community Avenue, Ste. 200, McKinney, Texas 75071.

The original and 12 photocopies should be stapled in upper left corner.
Please no cover letters or report covers.

Application deadline is Monday, July 11, 2016, no later than 4:00 p.m.



**Collin County
Parks & Open Space
Project Funding Assistance Program
Application Guidelines and Instructions**

The Project Funding Assistance Program has been in place since 1999 when the citizens approved a \$5.75 million bond proposition for Parks and Open Space. Those funds were used to create Collin County's *Parks and Open Space Strategic Plan* and assisted with the advancement of 33 projects for twenty-five different entities over a 3-year period. In 2003, the citizens approved an \$11 million bond proposition that allowed us to expand an already successful program. The 2003 funds supported the development of 45 projects for twenty-nine different entities over a 5-year period.

In November 2007, the citizens of Collin County approved a \$17 million bond proposition for Parks and Open Space. Over the next six years (2009-2016) Collin County will make these funds accessible to cities and non-profit organizations within the County.

The Project Funding Assistance Program allows qualified organizations to apply for Parks and Open Space bond funds. These funds will be allocated on a competitive application basis to assist organizations in implementation of Parks and Open Space Projects which are consistent with the *Collin County Parks and Open Space Strategic Plan* (October 2001).

Submission of this application to the Collin County Parks Foundation Advisory Board is an offer to contract with Collin County based on the terms, conditions, and specifications contained in the Application and Instructions.

Please review this application carefully, sign it where signatures are required, fill in the requested information (this is a fillable document in Microsoft Word), be concise with a sufficient level of detail to explain your proposal, and insert all required documents. The original application and 12 photocopies should be completed using Arial Font size 11, stapled upper left corner and pages numbered. Please no cover pages. Questions can be addressed by phoning (972) 548-3744.

Submit an original and 12 photocopies:

Collin County
Special Projects
4690 Community Avenue, Suite 200
McKinney, Texas 75071

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

SECTION 1: Applicant and Project Information

- 1. Project Applicant Information:** This section requests general information about the Applicant. In order to be considered for funding assistance, an Applicant must be a 501(c)(3) tax-exempt organization, non-political group, or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas. Faith-based organizations are eligible to apply as long as inherently religious activities, such as worship and religious instruction are not conducted.

2. **Project Title:** Provide a Project Title.
3. **Brief Description of Purpose of Project:** Provide a brief, concise description of the purpose of your project (No more than 50 words).
4. **General Project Information:**
 - a. Please check one. **The categories are listed in priority order for funding consideration.**
 - b. **Amount of Funding Requested:** This is the amount of funding requested from the Project Funding Assistance Program for this round of funding.
 - c. **Total Project Cost:** This is the total cost of the proposed project. The applicant is required to match at minimum one dollar for every one dollar of County funds requested. For example, if \$25,000 is listed in Amount of Funding Requested (4b), the Total Project Cost (4c) must be at least \$50,000.
 - d. **Start Date of Project:** This is the start date of the project. If this is a multi-phase project this is the start date for the portion of the project that will be funded by this application. (Note: For planning purposes the project should commence within six months of the award notification, which is typically announced in October.)
 - e. **End Date of Project:** The date you plan on completing the project (i.e. submission of an itemized final accounting of expenditures to the county). Projects should be completed in a timely manner based on the scope of the project.
5. **Authorized Signature:** This section requires the signature of the Applicant. The signatory must have contract signing authority for the Applicant. By signing this document, the Applicant is certifying that the certifications, assurances, and deliverables included in this Application have been reviewed, that to the best of the Applicant's knowledge all certifications are true and correct, and that all required deliverables are included in the Application.

SECTION 2: Authorized Representative

This form allows the Applicant to designate a project representative who will be authorized to receive direction from the Collin County Parks Foundation Advisory Board and Collin County. This person will manage the work being performed, ensure that quarterly reports are submitted in a timely manner, and act on behalf of the Applicant.

SECTION 3: Certifications and Assurances

This section contains certifications and assurances the Applicant must review prior to submitting the Application materials. Certifications are required to assist Collin County in ensuring that the Applicant and the project are eligible for funding. Assurances are summaries of pertinent Interlocal or Funding Agreement requirements and ensure that the Applicant understands that there are certain obligations associated with accepting the funds. If awarded, applicants will be asked to enter into an Interlocal or Funding Agreement with Collin County which will outline provisions required for the project.

SECTION 4: Project Costs and Elements

This form allows the applicant to depict costs and elements of the proposed project. The items listed in "Requested Amount" should total the amount of funding requested in Section 1.4.b. The items listed in "Match Amount" should equal or exceed the total "Requested Amount".

Matching funds may either be direct cash, value of land to be improved, donated labor, material or in-kind services. In order to maximize cost benefits, applicants are strongly encouraged to seek matching funds from at least one other funding organization

The value of in-kind specialized services will be determined by Collin County based on the usual and customary rates and values for services proposed. For in-kind, non-specialized services Collin County will use the calculations updated annually by Independent Sector, Inc.* as a guideline to determine the value of non-specialized volunteer time. This value is calculated from the average hourly earnings of all non-agricultural workers as determined by the U.S. Bureau of Labor Statistics and is updated annually. http://www.independentsector.org/programs/research/volunteer_time.html

SECTION 5: Resolution

A resolution must be approved by the governing body of the entity presenting this Application. A photocopy of the signed resolution must be included with the Application. This provision is applicable to all applicants.

SECTION 6: Project Narrative Instructions

The project narrative is very important. Please be clear and concise in your narrative. All information is necessary to properly review your project. As a guide, the project narrative should be no longer than five (5) pages, single-spaced, using Arial Font size 11.

- 1. Project Description:** Describe how your project addresses recommendations made in the *Collin County Parks and Open Space Strategic Plan* (October 2001). Describe the elements for which assistance is requested. If land is to be acquired, state that fact, give acreage and how it is to be acquired (by purchase, donation, condemnation, dedication, or any combination of methods). 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.
- 2. 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, environmental impact. Be sure to address any unique or innovative features, special land uses, planning, or community involvement.
- 3. 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.
- 4. Project Action Plan:** Provide a detailed project action plan for completion of the proposed project. For planning purposes the project should commence within six months of the award notification, which is typically announced in October. If funded an updated action plan/project timeline will be required with the submission of each quarterly progress report.

- 5. Implementation and Maintenance:** Describe who will oversee the project and who will manage the completed project area; include level of expertise and how the project will be operated and maintained. If arrangements exist (or are anticipated) for others to perform the operation, programming or maintenance describe those arrangements. Provide assurance from each contributor. Discuss operation and maintenance budget considerations.

SECTION 7: Location Maps, Site Photos, Project Sketches, etc.

The Applicant should provide any maps, drawings, site photos, project sketches, etc, which may be pertinent to the project.

SECTION 8: Letters of Commitment

The Applicant should provide letters of commitment for all services, cash, labor, equipment, materials which will be used as a match for the project.

SECTION 9: Evidence of Non-Profit Status

Applicants other than public agencies must provide evidence of their non-profit status with their application. Any of the following is acceptable evidence.

1. A copy of the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organization described in section 501(c) (3) of the IRS Code; or
2. A copy of a current valid IRS tax exemption certificate.

REVIEW CRITERIA

Applications will be reviewed against the following criteria:

1. Availability of Parks and Open Space Program bond funds or other funds.
2. Elements of the proposed project that support or advance the objectives of the *Collin County Parks and Open Space Strategic Plan* (October 2001).
3. Adequacy of funds and level of commitment from other sources to cover the matching portion of funding. At **minimum** the matching ratio must be dollar for dollar. Dependent on the project proposed, a higher matching ratio may be required based on the recommendations of the Parks Foundation Advisory Board and approval by the Commissioners' Court.
4. Perception of need and benefit to the citizens of Collin County.

APPROVAL PROCESS

The Parks Foundation Advisory Board will review applications submitted prior to the announced funding selection deadline. The decision to recommend or not recommend an application for funding will be determined solely by how well the project meets the application criteria in the opinions of the members of the Parks Foundation Advisory Board.

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.

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. Direct payments may be made under special circumstances for large expenditures or for smaller communities or organizations on the recommendation of the Parks Foundation Advisory Board and approval by the Commissioners' Court.

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 reallocating 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.



**Collin County
Parks and Open Space
Project Funding Assistance Program
Application**

Please use Arial Font size 11 and submit a signed original Application and 12 photocopies stapled and pages numbered. Please no cover pages, this should be Page 1.

SECTION 1: APPLICANT AND PROJECT INFORMATION

1. Project Applicant Information	
Applicant – (Legal Name): _____	Project Contact Name/Title: _____
Complete Mailing Address: _____ _____ _____	Telephone Number: _____
Fax Number: _____	E-mail Address: _____
Federal Tax Identification Number: _____	Date Resolution Signed: _____
2. Project Title: _____ _____	
3. Brief Description of Purpose of Project: _____ _____ _____	
4. General Project Information:	
a. Please check the one category this application addresses: <input type="radio"/> Land Acquisition for Parks and Open Space <input type="radio"/> Regional Trail Connector or Trail Project <input type="radio"/> Facilities (Capital) Improvements for Parks and Open Space	
b. Amount of Funding Requested: \$ _____	c. Total Project Costs: \$ _____
d. Start Date of Project: _____	e. End Date of Project: _____
5. Authorized Signature (signatory must have contract signing authority):	
Signature: _____	Title: _____
Print Name: _____	Date: _____

SECTION 2: AUTHORIZED REPRESENTATIVE

The Applicant hereby designates the individual named below as the person authorized to act on behalf of the Applicant.

Authorized Project Representative: The following person is authorized to receive direction, manage work performed, sign required reports, and other acts on behalf of the Applicant.

Signature:	Title:
Printed Name:	Phone Number:
Address:	E-mail Address:

Has Collin County previously provided funding for this Project?

☐ Yes ☐ No

<i>For Collin County Parks Foundation Advisory Board Use Only</i>	
<i>Does the proposed project advance the mission of the County Parks /Open Space Strategic Plan?</i> ____ yes ____ no	
<i>Is the application administratively complete?</i> ____ Yes ____ No	
<i>Did the applicant receive funding for this project in previous years?</i> ____ yes ____ no (If yes, were they successful in the timely completion of the project? ____ yes ____ no)	

SECTION 3: CERTIFICATIONS AND ASSURANCES

1. Certifications

In order to receive funding under this program, the proposed project goals must be similar to and support or advance the mission published in the *Collin County Parks and Open Space Strategic Plan* (October 2001). By signing this Application, the person acting on behalf of the Applicant makes the certifications below.

a. Authority to Sign Application

The person signing this Application hereby certifies that he/she is the official contact regarding this Application and has authority from the Applicant to sign the Application and that such authority will bind the Applicant in subsequent agreements.

b. Application Contains No False Statements

The Applicant certifies that this Application has no false statements and that the Applicant understands that signing this Application with a false statement is a material breach of contract and shall void the submitted Application and any resulting contracts.

c. This is a Reimbursement Program

Applicants must have a minimum dollar for dollar in matching funds, comprised of direct cash, value of land to be improved, donated labor, material or in-kind services for the project being proposed. Under special circumstances at the recommendation of the Parks Foundation Advisory Board and approval by the Commissioners' Court, a direct payment may be considered.

d. Eligible Applicants

The Applicant must be a 501(c)(3) tax exempt organization, non-political group or any unit of local government, including municipalities, school districts, or county located in Collin County, Texas. Faith-based organizations are eligible to apply as long as inherently religious activities, such as worship and religious instructions are not conducted.

e. Technical Feasibility

The Applicant certifies that he/she has carefully reviewed the Project Narrative and Action Plan. To the best of their knowledge all activities are technically feasible and can be satisfactorily completed within the time frame proposed.

f. Costs Reasonable and Necessary

The Applicant certifies to the best of their knowledge that the proposed activities and the expenses outlined in the Budget are reasonable and necessary to accomplish the project objectives, and the proposed expenses are consistent with the costs of comparable goods and services.

2. Assurances

a. Compliance with Progress and Result Reporting

Applicant provides assurances that, if funded, the Applicant will comply with the requirements for reporting: reporting on the progress of the project activities and deliverables on a quarterly basis; providing before, during and after photos; and promptly notifying the Parks Foundation Advisory Board of any changes in plans.

b. Financial Management

Applicant provides assurances that, if funded, the Applicant will comply with contractual provisions and requirements necessary to ensure that expenses are reasonable and necessary, and to adhere to financial administration and reimbursement procedures and provide financial reports on a schedule established by Collin County.

c. Accessibility

Applicant provides assurances that, if funded, the park or proposed improvements will be accessible to **all** County residents.

d. Compliance with Americans with Disabilities Act

Applicant provides assurances that, if funded, the Applicant will comply with all applicable requirements of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101-12213 (Pamphlet 1995).

SECTION 4: PROJECT COSTS AND ELEMENTS

Name of Applicant:

Project Name:

Either use this form or create an Excel spreadsheet using this format

Item No.	Description	U/M	Quantity	Unit Cost	Total	Requested Amount	Match Amount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
	Project Total						

Prepared By:	Title:
Address:	Phone Number:
E-mail Address:	Date Prepared:

SECTION 5: RESOLUTION

The sponsoring entity (governing board) must approve a resolution authorizing the project application submittal and designation of project official/representative. A copy of the resolution must be included in this application. **Insert photocopy of signed resolution.**

SECTION 6: PROJECT NARRATIVE

(No more than 5 pages, single spaced, Arial 11 font)

SECTION 7: LOCATION MAPS, SITE PHOTOS, PROJECT SKETCHES, etc.

SECTION 8: LETTERS OF COMMITMENT **(Provide photocopy)**

SECTION 9: EVIDENCE OF NON-PROFIT STATUS **(Photocopy of Current Valid IRS Tax Exemption Certificate if non-governmental agency)**