

**Notice of Meeting for the  
Parks and Recreation Advisory Board  
of the City of Georgetown  
January 9, 2020 at 6:00 PM  
at 1101 N. College Street, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

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### **Regular Session**

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to order - Jim Hougnon, Parks and Recreation Advisory Board Chair
- B Roll Call - Jim Hougnon, Parks and Recreation Advisory Board Chair
- C Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director
- D Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Boardmember
- E Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation

### **Legislative Regular Agenda**

- F Consideration and possible action to recommend approval of a Task Order with Halff Associates, Inc. of Austin, TX, for professional services related to the South San Gabriel River Trail design at Wolf Crossing in the amount of \$128,800.00– Eric Nuner, Assistant Parks and Recreation Director
- G Consideration and possible action to approve minutes from the November 21, 2019 meeting - Jill Kellum, Administrative Supervisor

### **Adjournment**

Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair

### **Certificate of Posting**

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.



City of Georgetown, Texas  
Parks and Rec Advisory Board  
January 9, 2020

**SUBJECT:**

Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

N/A

**SUBMITTED BY:**

Eric Nuner, Assistant Director of Parks and Recreation

**ATTACHMENTS:**

Description	Type
☐ Project updates January 2020	Backup Material

## Parks and Recreation

### Capital Improvement Projects –January 2020

**San Gabriel Park Phase II**– Final items on the punch list are still being completed. The project is substantially complete and expected to close out in January.

**Katy Crossing Trail** – All water crossing are complete and trail has been poured. Prime Construction is in process of completing the overlook wall and seating, fencing and handrails. Backfilling along trail is in process and revegetation will begin once backfill is complete.



Trail corridor



Overlook seating area

**ADA Trail Reconstruction** – Staff is restructuring the bid documents and reworking plans to have the project bid. Target dates for bidding are March/April of 2020.

**Golden Bear Park** –Parks will act as the general contractor for the Golden Bear Park project with several parts being installed by staff. Parks has taken delivery of the playground units. Engineering services have been secured. Park design and layout is being completed with engineering firm and park staff. TCEQ approval of WPAP exemption is complete. Staff is coordinating with Planning Department to finalize permitting process.

**Kelly Park** – Renovations through the Capital Repair and Replacement Fund. Project is on hold.

**Booty's Road Park Pavilion Renovations** – Complete (SRF Project).

**Heritage Gardens (Community Garden)** – Staff is in process of restructuring process and procedure for management of the Heritage Gardens and meeting with stakeholders. Engineering contract is in process for design of the park. Staff is working to reduce scope and work within budget.



**Wolf Ranch Trail** – Complete and turned over to the City.



**Wolf Ranch Trail Complete**

**Grace Heritage Plaza** –Pave stone has been installed. Next steps are planter box, landscape and lighting installation.



**Show Barn Demolition** – Project is under contract and is scheduled to be complete by the end of January.

**Tennis Center Pool Demo** – Project is on hold.

**Wolf Crossing Trail** – Task Order for Wolf Crossing Trail design is to be presented to Parks Board on January 9, 2020. If approved, the Task Order will be forwarded to City Council on January 28, 2020.

City of Georgetown, Texas  
Parks and Rec Advisory Board  
January 9, 2020

**SUBJECT:**

Consideration and possible action to recommend approval of a Task Order with Halff Associates, Inc. of Austin, TX, for professional services related to the South San Gabriel River Trail design at Wolf Crossing in the amount of \$128,800.00– Eric Nuner, Assistant Parks and Recreation Director

**ITEM SUMMARY:**

Funding was provided in the FY2020 Capital Improvement Budget to continue trail development along the South San Gabriel River. The portion identified is near Wolf Crossing and will provide a link to the current City trail system on the South San Gabriel River at Scenic Drive to the new trail constructed at Wolf Ranch. Wolf Crossing will construct a trail head within their development for trail access and has provided the City with a pedestrian access easement for trail construction. The trail is programmed to be a 10 foot wide concrete trail approximately three-quarter mile in length.

Trails were a high priority in the 2008 Parks Master Plan and continue to be one of the most requested amenities from residents. The city's trail system along the San Gabriel River provides a variety of benefits including recreation, transportation and a key alternative to get to the City's key tourist and shopping destinations.

Halff Associates has successfully completed several City park and trail projects with Garey Park being the most recent. Staff recommends approval of the task order with Halff Associates to complete design of the South San Gabriel River Trail at Wolf Crossing.

Timeline

Final Construction Documents May 2020

Permitting August 2020

Bidding October 2020

Completed Construction June 2021

**FINANCIAL IMPACT:**

Funds are budgeted in account 120-9-0280-90-009 from general obligation bonds that were part of the November 2008 Parks Bond.

**SUBMITTED BY:**

Eric Nuner, Assistant Parks and Recreation Director

**ATTACHMENTS:**

Description	Type
□ Halff Task Order HAI-20-001-LA (2020-01-09)	Backup Material

## TASK ORDER

Task Order No. HAI-20-001-LA,  
consisting of \_\_\_\_\_ pages.

### **Task Order**

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In accordance with paragraph 1.01 of the Master Services Agreement between Owner and Halff Associates, Inc. ("Landscape Architect") for Professional Services – Task Order Edition, dated August 14, 2018 ("Agreement"), Owner and Landscape Architect agree as follows:

#### **1. Specific Project Data**

- A. Title: South San Gabriel River Trail at Wolf Crossing
- B. Description: 10 ft. wide max. concrete trail, structural walls and regulatory signage for approximately 0.75 mile trail on the South San Gabriel River beginning east of IH-35 on Hwy. 29 and heading west ending at the existing Wolf Ranch Regional Trail.
- C. City of Georgetown Project Number: \_\_\_\_\_
- D. City of Georgetown General Ledger Account No.: \_\_\_\_\_
- E. City of Georgetown Purchase Order No.: \_\_\_\_\_
- F. Master Services Agreement, Contract Number: 18-0049-MSA

#### **2. Services of Landscape Architect**

See attached Exhibit "A" Scope of Professional Services.

#### **3. Owner's Responsibilities**

Owner shall have those responsibilities set forth in the Agreement subject to the following:

See attached Exhibit "A" Scope of Professional Services, Services to be Performed by the City.

#### **4. Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
Construction Documents	Estimated May 2020
Regulatory Permitting	Estimated August 2020
Bidding Assistance	Estimated October 2020
Construction Phase Services	Estimated June 2021

## TASK ORDER

### 5. **Payments to Landscape Architect**

A. Owner shall pay Landscape Architect for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum or Not to Exceed Amount of Compensation for Services</i>
<i>Basic Services</i>	<i>A. Lump Sum (not including reimbursable expenses.</i>	<i>\$106,200.00</i>
	<i>B. Lump Sum As Needed (Design Survey)</i>	<i>\$ 15,000.00</i>
	<i>C. Reimbursable Allowance (NTE)</i>	<i>\$ 7,600.00</i>

B. The terms of payment are set forth in Article 4 of the Agreement unless modified in this Task Order.

6. Subcontractors: N/A

7. **Other Modifications to Agreement:** N/A

### 8. **Attachments:**

Exhibit "A" Scope of Services

Exhibit "B" Fee Schedule

Exhibit "C" Tentative Schedule

9. **Documents Incorporated By Reference:** The Agreement effective N/A

## TASK ORDER

Terms and Conditions: Execution of this Task Order by Owner and Landscape Architect shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Landscape Architect is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_, 2020.

OWNER:

LANDSCAPE  
ARCHITECT :

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Dale Ross

Name: James Hemenes, PLA, ASLA, CPRE  
Half Associates, Inc.

Title: Mayor, City of Georgetown

Title: Director of Landscape Architecture

Landscape Architect License or  
Firm's Certificate No. BR1085

State of: Texas

Date: \_\_\_\_\_

Date: 12/19/19

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

TASK ORDER

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name: Dave Melaas

Name: Brian Binkowski, PLA

Title: Project Manager

Title: Senior Landscape Architect/PM  
Halff Associates, Inc.

Address: 300-1 Industrial Ave.  
Georgetown, TX 78626

Address: 9500 Amberglen Blvd., Building F,  
Suite 125,  
Austin, Texas 78729

E-Mail  
Address: Dave.melaas@georgetown.org

E-Mail  
Address: bbinkowski@halff.com

Phone: 512-930-3540

Phone: 512-777-4592

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_



# EXHIBIT "A"

## Scope of Professional Services

### South San Gabriel River Trail at Wolf Crossing

#### CITY of Georgetown

## SCOPE OF WORK TO BE PERFORMED BY CONSULTANT

### Project Understanding and Location

The purpose of the services proposed herein is to provide professional design consulting services consisting of landscape architecture, civil engineering, structural engineering, and design survey necessary for the development of the **South San Gabriel River Trail at Wolf Crossing** (the project). The project site is entirely within CITY owned property, dedicated parkland and TxDOT right-of-way generally located at the southeast corner of Interstate Highway 35 and State Highway 29. The trail will be programmed to be a approximately three-quarter mile in length, 10 foot wide concrete trail beginning at the recently completed Wolf Ranch Regional Trail just west of IH-35 through dedicated parkland/easement within the Wolf Crossing Development, currently under construction, and ending at State Highway 29 right-of-way on the north side of the South San Gabriel River. The design may include but not be limited to the trail, structural retaining walls, drainage appurtenances, water quality measure and regulatory signage. The trail development is programmed and budgeted through the 2008 Parks Bond Election. The development budget for the trail including soft costs for professional consulting and support services (defined herein) and the City's construction contingency is established at \$1.2 million.

South San Gabriel River Trail



## **SERVICES TO BE PERFORMED BY CITY**

### **Design Studies, Data, Criteria**

- Available as-built plans for existing facilities completed within the park property and adjacent to the site.
- Construction and as-built plans of existing facilities completed within the park property and adjacent to site.
- Existing geotechnical reports and data for existing facilities recently completed within the park property and adjacent to the site, if available, for reference only.
- Provide design topographic and design survey in AutoCAD format for site from site developer.
- Utility information (plans, maps, etc.) both current and archived within the CITY of Georgetown, if available.
- All available current CITY of Georgetown GIS, infrared and aerial photography, and available survey information to date.
- Provide available information and studies on existing drainage areas on and off-site.
- Current FEMA Flood Plain data of entire project area.
- As-built topographic survey of Wolf Crossing property.
- Provide hydraulic design criteria for project design.
- Provide standard details and specifications as necessary to assist design CONSULTANT.

### **Agreements, ROW, Utilities**

- Provide available copies of all licensing agreements, utility agreements, survey documents for right-of-way and easements, and other legal instruments related to the project.
- Prepare and coordinate any required Licensing and/or Utility Agreements.
- Acquire right-of-entry on any property not owned by the CITY should it be determined necessary to complete the scope of work identified within this agreement including survey and design team access.
- It is the CITY's responsibility to facilitate and coordinate with private property owners, if deemed necessary.
- Provide ROW acquisition if required.
- Utility coordination for relocations of existing electric and communications services.

### **Design Coordination, Miscellaneous**

- Provide direction necessary for aesthetic treatment of proposed trail, signage and amenities.
- Provide a CITY project manager experienced in public site development design and construction projects.
- Provide a CITY team consisting of Parks, Engineering, Development Services, Public Works, and other internal department members to provide consistent and thorough review throughout the design and permitting process for project.
- Construction inspection of improvements.
- Pay/waive all CITY filing, permit review, application and inspection fees.
- Pay for all regulatory permit application and review fees.
- Provide any other pertinent information to assist design CONSULTANT.



## **BASIC SERVICES**

The proposed basic services, which are outlined below, shall include the following professional design services: project management and coordination, construction documents (60%, 90%, Final), regulatory permitting, bidding, and construction phase services. Design support basic services shall include project design survey only. Geotechnical investigation and recommendations from adjacent Wolf Crossing Development (provided by CITY), shall be utilized in the design of the trail.

### **01: PROJECT MANAGEMENT (Project Duration)**

This phase will include the following:

- Coordinate a kick-off meeting with the design team and CITY to identify project goals, schedules and projected milestones.
- Provide overall project management services including budget control, schedule control, project coordination, resource allocation, subconsultant management and coordination and preparation & processing of invoices.
- Ensure timely delivery of all deliverables including electronic files, and hard copies of all pertinent information.
- Document and distribute minutes of all meetings with CITY staff.
- Perform Quality Control | Quality Assurance reviews.
- Attend Preliminary site visit/meeting and pre-development meeting (1 meeting same day).
- Coordinate and manage design team 60%, 90% and final construction document submittals, attend review meetings and coordinate comment responses and approvals (2 meetings).
- Assist CITY in filing the appropriate plans, documents and reports with jurisdictional and regulatory agencies. Submittal may include but not be limited to: CITY Planning Department TDLR, and TCEQ as required.
- Review all modifications and comments requested by jurisdictional and regulatory agencies with the CITY.
- Coordinate and oversee revisions to drawings and assist CITY in submitting final documents to the appropriate agency(s) for final processing, approvals and permits.
- Provide bidding assistance and construction phase services.

### **02: CONSTRUCTION DOCUMENTS (3 months)**

The CONSULTANT will develop working/construction drawings and technical specifications necessary to construct the work. Construction drawings may include, but not be limited to the following information: general construction and project specific notes, grading, drainage, dimension control/layout, erosion/sedimentation/tree protection, site construction details, structural wall plans/profiles/details. CONSULTANT shall compliment drawings with Contract Documents and Technical Specifications including quantity take-offs, which describe materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the work. Plans will be used for approval and permitting with regulatory entities, bidding and implementation of the project. This phase will include the following:

- Coordinate construction drawings with other team members.
- Prepare sixty percent (60%) construction drawings and OPCC including appropriate escalation factors and contingencies. Prepare preliminary drainage report and water quality

design in accordance with TCEQ requirements for mitigation of total suspended solids (TSS). Submit to CITY for review and comments. (4 weeks)

- Review 60% construction drawings and OPCC with CITY (1 meeting).
- Upon CITY's approval of 60% design, preliminary drainage report and water quality design, prepare ninety percent (90%) construction drawings, specifications/project manual and independently performed OPCC including appropriate escalation factors and contingencies, and final reports. Submit to CITY for preliminary review and comments. (2 weeks)
- Review 90% construction drawings, specifications/project manual, OPCC, drainage and water quality reports with CITY (1 meeting).
- Prepare final construction drawings, specifications, reports, permit applications, and other documents required for permitting; update OPCC including appropriate escalation factors and contingencies. Submit to CITY Planning Department, TDLR and TCEQ for Regulatory Permitting (2 weeks).

Note: Deliverables to be submitted to the CITY in digital PDF format throughout this phase to expedite the design/decision making process. Hard copies are available at City's request and will be billed as reimbursable expenses. Hard copies provided for permit submittal only as required.

### **03: REGULATORY PERMITTING (3 months)**

Upon CITY's approval of the Construction Documents and OPCC, the CONSULTANT will assist with regulatory submittals and permitting. This phase will include the following activities:

#### **A. TEXAS DEPARTMENT OF LICENSING AND REGULATIONS: TEXAS ACCESSIBILITY STANDARDS (TAS) COMPLIANCE**

CONSULTANT shall register the project with the TDLR, submit plans and address any comments as required for conditional plan approval to secure compliance with the Texas Accessibility Standards and American with Disabilities Act. TDLR inspection for compliance with TAS will be required upon completion of project construction.

\*All filing, permit review, application and inspection fees to be paid by CONSULTANT and reimbursed by the CITY.

#### **B. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY: WATER POLLUTION ABATEMENT PLAN (WPAP)**

CONSULTANT shall provide the following services:

- a. Prepare a formal TCEQ WPAP application for the proposed trail improvements.
- b. It is assumed that TCEQ will require a formal application and that a contributing zone application exemption will not be approved.
- c. Review and incorporate Geological Assessment / Karst Survey provided by CITY within application.
- d. Meet with TCEQ to review application and address any comments required for approval/permitting (2 meetings).
- e. It is assumed the City preferred method of water quality treatment for the improvements at this time are to consist of natural vegetated filter strips. Design of sedimentation/filtration ponds, batch retention, rain gardens, or other water quality measures outside of natural or engineered vegetated filter strips is excluded from this scope.

\*All filing, permit review, and application fees to be paid by the CONSULTANT and reimbursed by the CITY.

\*Deliverable quantities for permitting to be determined by CITY and/or regulatory entities; plans, specification, reports, etc. to be billed as reimbursable expenses.

### **C. CITY OF GEORGETOWN: SITE DEVELOPMENT PERMIT AND FLOODPLAIN DEVELOPMENT PERMIT**

CONSULTANT shall follow all required development permit processes within the CITY of Georgetown, Texas. CONSULTANT attend a pre-development meeting, set up by the CITY, and provide all documents necessary to secure approvals and permitting. CONSULTANT shall provide the following services:

- Attend a pre-development meeting, established by the CITY.
- Prepare all necessary plans, documents and application(s) necessary to secure approvals and permitting for site development.
- Prepare all necessary plans, documents, calculations and application(s) for the proposed trail work within the designated FEMA floodplain.
- Review and address any comments required for approval and permitting.

\*It is assumed all required fees for review and processing will be waived. However, any fees that may be associated with filing permit review, application and inspection fees to be paid by the CITY.

### **04: BIDDING ASSISTANCE (2 months)**

Upon CITY's approval and permitting of Construction Documents, CONSULTANT shall assist CITY during the bidding process for trail improvements. This phase will include the following services:

- Prepare and organize bid solicitation and proposal forms consistent with the CITY's requirements.
- Attend and assist the CITY with a pre-bid conference (1 meeting).
- Address contractor RFI's, prepare and issue addenda as required.
- Attend and assist the CITY with bid opening, review/evaluate bids including alternates (1 meeting).
- Provide written recommendation to CITY. Contingent upon project construction delivery method.

### **05: CONSTRUCTION PHASE SERVICES (8 months)**

CONSULTANT shall assist CITY during the construction process for trail improvements. CONSULTANT shall endeavor to secure compliance by the contractor to the plans and specifications. CONSULTANT shall not be responsible for construction means, methods, techniques, sequences or procedures in connection with the work and CONSULTANT shall not be responsible for the contractor's errors or omissions or failure to carry out the work in accordance with the contract documents. CITY will provide and pay for construction inspection and materials testing services. This phase will include the following:

- Attend and assist the CITY in conducting and overseeing a pre-construction meeting (1 meeting).

- Constructions observation – preparation and processing of Requests for Information (clarifications to plans/specifications), Change Proposals, Change Orders, Change Directives, Field Orders, review/approval of shop drawings, submittals, samples and mock-ups (as required).
- Conduct and oversee bi-monthly progress meetings. Estimate construction time 6 months (12 meetings); 8 months with final completion and possible construction change order extensions. Consultant will be responsible for recording and keeping minutes of all meetings with City staff and distributing to the construction team.
- Review and approve contractor's monthly Application and Certification for Payment.
- Attend and assist CITY with substantial completion inspection(s) and walk-thru including concurrent TAS inspection; issue punch list for incomplete items including time for completion and issuing letter of substantial completion (1 meeting).
- Attend and assist CITY with final inspection for acceptance of project and issue letter of concurrence (1 meeting).
- Assist CITY in acquiring final close-out documents, warranties, accurate as-built drawings and other documents from contractor required to close-out project.
- Review and approve contractor's final Application and Certification for Payment including retainage.

## **06: DESIGN SURVEY ALLOWANCE (As Needed)**

The CONSULTANT intends to use the existing design and tree survey provide by the CITY (from Wolf Crossing surveyor Diamond Surveying for Wolf Crossing developer), permit plans and as-built information provided by the developer and/consultants of the Wolf Crossing project for the design of this trail. Additional survey areas and verification survey of as-built conditions may be required to complete the design of the trail. This phase will include the following tasks for additional survey and verification of existing conditions as needed and directed by the project manager.

### **1. Survey Control**

- The surveyor intends to utilize existing survey control points from the Wolf Crossing project, assuming they survive through construction. If control needs to be established, surveyor will coordinate with Diamond Survey to re-establish such.
- All data will be on the current Texas State Plane coordinate system.

### **2. Design Survey—Field**

- Contact Texas One Call to have utilities in the project area marked on the ground.
- Locate the following street/ROW features: edge of pavements, end of existing trails and walkways, and elevations at IH-35 and Hwy. 29 ROW (if applicable).
- Locate the following storm water and drainage features: high banks, flow lines, break lines, swales, manholes (rim elevation), manhole invert/flow lines, inlet and outlet structures, pond and outfall structures (if applicable).
- Locate the following waterline features: valves, valve nut elevations, meters, manholes, hydrants, and sprinklers (if applicable).
- Locate the following wastewater features: manholes, manhole rim elevations, manhole invert details, pump structure details, cleanouts, and cleanout inverts (if applicable).
- Locate the following additional features: signs, utility poles, guy anchors, overhead power lines, electric facilities, traffic control facilities, telecom facilities, telecom

markers, gas valves, gas line markers, gas line vents, bore holes, and one-call markings (if applicable).

- Obtain break lines and spot elevations sufficient for 1-foot contour intervals.
- Process field collected data for field survey.
- Perform quality control for survey requirements.

### **3. Prepare Digital Terrain Model (DTM)**

- Extract spot elevations and break lines into DTM.
- Extract and prepare triangulated irregular network into DTM.
- Load 1-foot contour information.
- Create Triangulated Irregular Network (TIN)  
(NOTE: DTM may be merged with survey provided by Owner.)

## **EXCLUSIONS | ADDITIONAL SERVICES**

The following services are not included within the scope of basic services unless previously discussed above. Should CONSULTANT be required to provide services in obtaining or coordinating compilation of this information, such services shall be performed as Additional Services. Additional Services shall only be provided if previously authorized by the CITY and may include but not be limited to, the following:

- Public stakeholder meetings and/or other presentations/facilitation beyond those described in scope of services.
- Increase in construction documentation, regulatory entitlement, construction proposal assistance and construction phase services resulting from increase in development budget of more than 10% beyond 60% construction document phase.
- Revisions to drawings previously approved by the CITY and regulatory entities due to changes in: Project scope, budget, schedule, unforeseen subsurface construction conditions or when such revisions are inconsistent with written approvals or instructions previously given; enactment or revision codes, laws, or regulations subsequent to the preparation of such documents.
- Preparation of phased bid package(s) with reduced scope of items defined herein, including construction drawings and specifications.
- Preparation of re-bid documents due to unsuccessful bid and value engineering beyond CITY and CONSULTANTS control.
- Any design work that will require work in the ROW or impact traffic entering and exiting the public and private ROW not accounted for in basic scope of services.
- Detailed cost estimating services or independent cost estimating by a third party beyond those described in this scope of services.
- Reviewing and evaluating alternate designs proposed by contractor during construction.
- Construction Staking.
- Construction materials testing.
- Construction phase services beyond eight months.
- Preparation of Record Drawings from contractors As-built documents.
- Storm Water Pollution Prevention Plan (SWPPP), to be provided by contractor.
- Services required after final acceptance of constructed work.

- Utility coordination for relocations.
- FEMA CLOMR and/or LOMR preparation or submittal.
- Detailed Flood Plain Analysis.
- Geotechnical investigation and design recommendations.
- Engineers certificates. The Engineer shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the judgment of the Engineer, increase the Engineer's risk or the availability or cost of his professional or general liability insurance.
- "No-Rise" certification for the site.
- Hazardous Site Assessments.
- EPA permitting.
- TPWD environmental and aquatic permitting.
- Endangered Species Habitat Assessment.
- US Fish and Wildlife permitting.
- Waters of the US Delineation.
- USACE 404 Permitting.
- Cultural Resources Survey.
- Geological assessment.
- Bridge design (other than pre-engineered structures).
- Detailed hydrologic or hydraulic analysis for South San Gabriel River including but not limited to the placement of compensatory cut.
- Environmental services beyond those described in scope of services.
- Easement acquisition or vacation including preparation of easement documents unless defined within scope of services.
- Property Title Research.
- Coordination with individual property owners.
- Legal Lot Determinations unless defined within scope of services.
- Preparation of multi-use agreement(s) and memorandum(s) of understanding and exhibits.
- Survey documents for right-of-way and easements.
- Preparation and processing of Waivers, Variances or Exceptions.
- Any services related to ROW and Land Acquisition.
- ROW mapping exhibits and meets and bounds documentation required for ROW acquisition.
- Assistance or representation in litigation concerning the property of proposed project.
- Conflict Resolution.
- Grant preparation and management services.
- Preparation of presentation materials for marketing or purposes other than in-progress approvals.
- Public or other presentations beyond those described in scope of services.
- Provide consultation, drawings, reports and other work products related to permits, approvals and ordinances not described in scope of services.
- Providing services other than those outlined in scope of services.

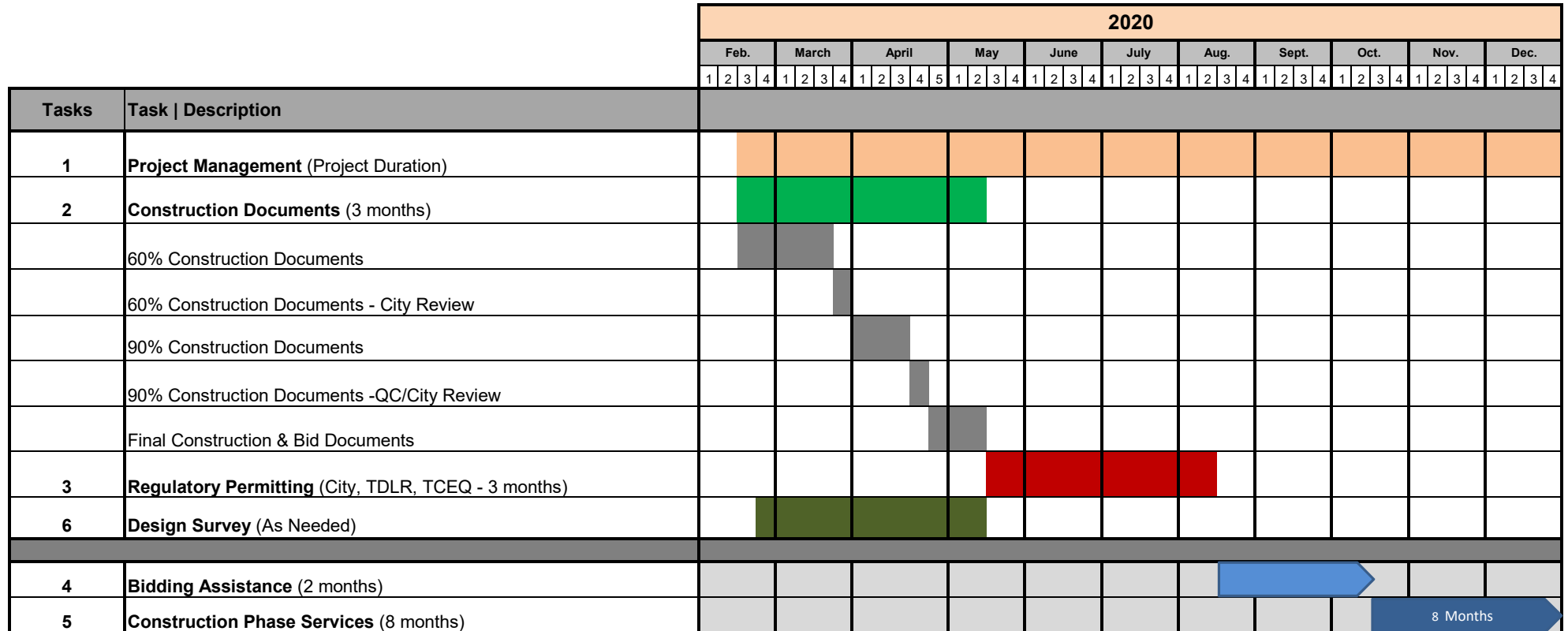
**Exhibit "B"**  
**Fee Schedule**  
**South San Gabriel River Trail at Wolf Crossing**

Tasks		TOTALS
1	Project Management	\$ 8,400.00
2	Construction Documents	\$ 44,480.00
3	Regulatory Permitting	\$ 9,880.00
4	Bidding Assistance	\$ 6,840.00
5	Construction Phase Services	\$ 36,600.00
6	Design Survey Allowance	\$ 15,000.00
RE01	Reimbursable Expenses	\$ 7,600.00
<b>TOTAL</b>		<b>\$ 128,800.00</b>

Reimbursable Expenses: Out of pocket expenses related to printing, and graphic reproduction shall be reimbursed at cost plus 10 percent to the CITY. Mileage shall be at the IRS standard rate for 2020. Permit fee's are estimated as follows:

City of Georgetown	\$	waived
TDLR (Texas Accessibility/ADA Filing, Review and Inspection Fees)	\$	1,100.00
TCEQ (Water Pollution Abatement Plan Review Fee)	\$	5,000.00

**Exhibit C**  
**Schedule**  
**South San Gabriel River Trail at Wolf Crossing**  
**CITY of Georgetown**



Note: This schedule is tentative and general design and review time may adjust overall project timeline.



City of Georgetown, Texas  
Parks and Rec Advisory Board  
January 9, 2020

**SUBJECT:**

Consideration and possible action to approve minutes from the November 21, 2019 meeting - Jill Kellum, Administrative Supervisor

**ITEM SUMMARY:**

**FINANCIAL IMPACT:**

N/A

**SUBMITTED BY:**

Jill Kellum, Administrative Supervisor

**ATTACHMENTS:**

Description	Type
□ November 21, 2019 minutes	Backup Material

**Minutes of the Meeting of the  
Parks and Recreation Advisory Board  
City of Georgetown, Texas  
November 21, 2019**

**Regular Session**

**(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)**

**A Call to order - Jim Hougnon, Parks and Recreation Advisory Board Chair**

The meeting was called to order by Jim Hougnon at 6:00 pm.

**B Roll Call - Jim Hougnon, Parks and Recreation Advisory Board Chair**

Board Present: Jim Hougnon, Scott Macmurdo, Danelle Houck, Larry Gambone, Wayne Beyer, Michael Simpson

Board Absent: Katherine Kainer

Staff Present: Kimberly Garrett, Eric Nuner, Jill Kellum, J.J. Lillibridge

**C Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director**

Kimberly Garrett introduced J.J. Lillibridge, Recreation Coordinator, for the City of Georgetown who is over athletics and fitness. J.J. Lillibridge stated he has been here almost a year. He came from the City of Round Rock's Parks and Recreation Department and was there for almost 5 years and was over fitness and wellness. He said what he does here is oversees, supervises and coordinates all sporting events and athletic tournaments at all fields. He supervises the athletic coordinator and they run all the youth and adult athletic programs. This includes contracted athletic programs. He also supervises the fitness specialist who works 50% at the front desk at the recreation and 50% over fitness related programs such as the group exercise classes, personal trainers and over the instructors and contracted payroll. Jim Hougnon asked how J.J. got into the recreation and fitness business. J.J. Lillibridge stated he is originally from Iowa and he came up through the parks and recreation programs growing up. He got into it after the parks and recreation director in his home town offered him a job when he was 14 as soon as he graduated from all the programs that he could participate in. He stated he coached anything from canoeing to tennis to everything. He stated it was a town of 8,000 people. He then moved to Iowa City, where the University of Iowa is and worked for Coralville Parks and Recreation where he was the before and after school and summer camp coordinator. He stated he was working on his masters at the University of Iowa in Recreation, Sport and Tourism and was applying for jobs all over the country and took the job in Round Rock. Scott Macmurdo asked if there are enough volunteers for the youth athletic programs. J.J. Lillibridge stated it can be a challenge and soccer is the largest challenge as there are over 550 kids and that is 60 – 70 coaches every time. He is using different resources to empower the coaches to want to volunteer. Wayne Beyer asked where the referees come from. J.J. Lillibridge stated for soccer

they are all contract based. For the 9 and under age groups those are high school aged referees and for the 10 and up they are all adult certified officials. They have been trying to streamline all the officiating services and there is now a head official that helps recruit officials for soccer and then there is an assigner for basketball and volleyball. Scott Macmurdo asked what the biggest challenge that he faces and something that the board could help out with resource wise. J.J. Lillibridge stated we are all aware of the growth that is taking place; so more manpower to facilitate. He said he meets with his supervisor regularly and asks if we are offering programs for a town of 35,000 – 40,000 people or are we offering programs for 60,000 – 70,000 people. He said they are trying to be as resourceful as they can and stay competitive in the market as we are surrounded by so many different cities and there are small businesses and entrepreneurs offering the same types of things we are. It is important that we continue to be resourceful. Jim Houghnson asked how the facilities are keeping up with the growth. J.J. Lillibridge stated as far as the athletic fields, he stated he had a meeting with the softball leagues and they asked if Georgetown has a plan to get more softball fields. J.J. Lillibridge stated it is something that needs to be looked at; since softball is on the decline is that something that is still going to be in existence in 5 or 10 years from now. He stated maybe we need different types of fields as things are changing so much, but more fields are needed. Michael Simpson asked with the future soccer teams in Austin do we anticipate an increase in soccer. J.J. Lillibridge stated soccer is definitely growing even adult leagues. Also, LaCrosse is something that is navigating from the northeast this way. Kimberly Garrett stated when we go through the parks masterplan that is when we will get updated information on what the demands are and what the community wants. We will take an inventory and the masterplan will give us a lot more information and help guide us the next 5 – 10 years.

**D Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Boardmember**

Danelle Houck stated the Friends had a successful Daddy Daughter dance and there were around 122 people that attended the dance on October 26<sup>th</sup>. Assistanceships have been steady. The Friends will benefit from the Turkey Trot from the Georgetown Running Club.

**E Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation**

Eric Nuner stated on the San Gabriel Park Phase II they are finalizing some punch list items. The trail is making progress even though they are a little behind schedule. The Wolf Ranch trail is complete and they are working on handrails and revegetation. Scott Macmurdo asked if this is the piece where some concrete had to be repoured due to concrete test fail. Eric Nuner stated there were a few pieces that failed as there were some testing issues and when it was retested they had to redo some but not as much as they first thought. With Golden Bear Park, staff had a meeting with planning working through getting the permitting. Staff has the playground equipment and are ready to install. Booty's Road pavilion is done and staff will install the new picnic tables. At Grace Heritage the concrete is poured for the base for pavestone pavers and will be installed within 2 weeks. Eric Nuner stated at the next meeting staff will give an update

on some of the 2020 projects; the Wolf Crossing and San Gabriel Park Phase 3 will be part of that.

**F Discussion on December 2019 Parks and Recreation Advisory Board meeting. - Kimberly Garrett, Parks and Recreation Director**

Kimberly Garrett asked the board if they would like to have a holiday dinner in lieu of the December 12<sup>th</sup> regular meeting. It was decided to have a dinner and staff will plan that for December 12<sup>th</sup>.

**Legislative Regular Agenda**

**G Consideration and possible recommendation to approve the City of Georgetown's Bicycle Master Plan - Ray Miller, Acting Director of Public Works**

***Summary:** In 2018, the City of Georgetown began updating its 2030 Comprehensive Plan. A component of this update is the Bicycle Master Plan (the Plan), a joint effort between City staff and a project team from the University of Texas at Austin (UT Austin). An initial study of bicycling conditions in Georgetown was conducted in fall 2016 by the UT project team. This study provided a baseline for the formal planning process that began in fall 2018. To inform the plan-making, the project team engaged with the Georgetown community extensively through public workshops, online surveys, and neighborhood intercept surveys; led stakeholder meetings with City and County staff and representatives of regional and state agencies; and administered site visits across the city. In addition, the project team assembled 12 case studies of best practices from around the country and completed 11 topical reports on technical components of bicycle planning, including but not limited to crash analyses, cost estimates, and design considerations.*

*Beginning in September, representatives from the University of Texas and City Staff have been presenting the plan to various City boards and commissions, several community groups and to the public to introduce them to the plan and to obtain their comments regarding the draft Bicycle Master Plan. Below is a summary of the meetings and groups that the plan has been presented to:*

- September 24, 2019 - City Council Workshop*
- September 25, 2019 - Plan goes live on the Web*
- October 1, 2019 - Presentation to the Youth Advisory Council (6 were in attendance)*
- October 10, 2019 - Presentation to the Parks & Rec Board*
- October 11, 2019 - Presentation to the GTAB*
- October 15, 2019 - Presentation to the Planning & Zoning Commission*
- October 18, 2019 - Presentation to Sun City Cyclists (56 members were in attendance)*
- October 21, 2019 - Presentation to the Commission on Aging (10 were in attendance)*
- October 23, 2019 - Public Open House at Georgetown Public Library (20 persons signed in)*

*Stories on the Draft Bicycle Master Plan were aired on the Following Austin News Stations: KXAN - NBC News, KVUE - ABC News, and Fox 7 - Fox News. The Bicycle Master Plan was also on the City's Web site and staff received about 50 comments on-line.*

Ray Miller, Acting Director of Public Works gave a presentation of the plan. The purpose behind the bicycle masterplan is part of Georgetown comprehensive masterplan. Another

subset to the comprehensive plan is the overall transportation plan which calls for the study and the implementation of a bicycle masterplan. This process began in 2016 as a data collection interest finding task partnering with the University of Texas. In 2018 the city formalized an agreement with UT to work on developing this masterplan. There was a team of graduate students that went through the city, logged numerous hours of biking throughout the city, used mobile apps to trace paths, 1,300 surveys were obtained online as well as doing 600 intercept surveys throughout the city in different neighborhoods and talked to cycling groups. All that data lead to the presented plan. The plan was run through the planning commission and this is similar criteria that they look at when recommending something forward based on the Unified Development Code which takes into account all of our development codes, the comprehensive plan, and everything that feeds into the development process.

Currently, most of our bicycle facility exists with Parks and Recreation's off street trail system with approximately 36 miles. The vision statement was to create a safe, well connected, bicycle network that was accessible for all ages, abilities, for avid or recreation cyclist; trying to take that all into account as well as spur it around the community so that everyone has access to the bicycle network. He stated they are proposing an additional 51 miles of bicycle infrastructure for a total just under 90. He presented the different types of bicycle infrastructure. Mike Simpson asked about the street parking that is existing in the downtown area. Ray Miller stated that will all be taken into account as they look at implementing this process and as they develop each project they will look at parking and how that fits into the plan and how they remedy that situation. In the downtown area, they also have to take into account the downtown masterplan; it calls for angled parking and only on one side of the road and they will look at blending those types of facilities together. The downtown will also be a good area to implement the sharrows as proposed in front of the library. A sharrow is pavement marking and signage that shows you are sharing that lane with a cyclist as well as a motor vehicle. He showed a breakdown of what the plan proposes as far as bike lanes; buffered, protected, off street paths and the initial total of 51 additional miles. The plan also touches on phasing and priorities. The highest priorities also lend into what the plan recommends as the top 10 projects for the city. A lot of the reasons for those are to promote some of the connections in the downtown area landing on some of the existing facilities, being the San Gabriel River Trail as well as some of the other trail systems, that are in the area and leading off of some areas where they can do some easy bicycle facilities such as Northwest Boulevard. The plan ultimately creates 3 different loops; a northern outer loop, an inner loop and a southwestern loop. The plan touches on tiered projects; tier 1 being the easy wins, tier 2 would be the bigger projects that they would have to put in their CIP – Capital Improvements Program which would be the Austin Avenue bridges and Holly Street crossings. He showed the location of the top 10 projects; Northwest Boulevard extension, Austin Avenue bridges and some of the others. He stated the plan lists out those projects and cost ranges. Scott Macmurdo asked if any of these plans, in the residential areas, would you put a physically protected bike lane and would that be carved out of the existing road. Ray Miller stated potentially it could be and it could shift depending on the road and where it exists. Scott Macmurdo stated this plan is not set in stone. Ray Miller confirmed that it is not and is only a recommendation and as they tackle each individual project they will have to see what will fit in

that right of way or if they need to go out and get an easement for additional right of way to put in that facility as well. Ray Miller stated the main thing about the plan is to show connectivity and how they would promote that connectivity. Ray Miller stated the plan shows the different types of infrastructure and are showing a potential cost of the whole build out of a net worth of 15 million dollars. He suspects that to be somewhat lower as they work some of the projects into maintenance projects and bigger projects where it becomes a bid item in that project and get a cost savings by going through that process. Mike Simpson states the spreadsheet shows the cost as a minimum. Ray Miller stated that it is not taking into account the implementation of the project. The existing plan also touches on policy recommendations a lot of that ties into the development ordinance if it is adopted by council. Some of the policy recommendations are increased education in both the riders and drivers of vehicles as well as the police department and educating them on bicycle safety.

Ray Miller went through the time line of presentations and public open house. The first reading of the ordinance to adopt on November 26<sup>th</sup> to City Council and then followed by a second reading on December 10<sup>th</sup>. During that October process, the comments that they have obtained, a lot of it was based on additional connectivity. Williams Drive was not shown on the initial plan and in speaking with the Georgetown Village PID and the Sun City area, a lot of them currently use Williams Drive as a bicycle path so they asked for that to be included on the plan. He showed it coming over at Lakeway and mainly because of the right of way difference. As you go out north on Williams Drive the right of way expands out to a 10 foot shoulder. Jim Hougnon stated that from experience that from Serenada north you see bicycles along there but between Serenada and Lakeway, you have a shoulder but it narrows down. Ray Miller states they show the connection through Serenada and they have had comments from small local streets and the feedback is "how can you do this in our neighborhood" and he stated it is to show that connectivity. The other parts were the southeast inner loop connecting the southwest by-pass and going up DB Woods and Shell Road to make that connection to the San Gabriel River trail and Lake Georgetown trail as well as adding Patriot's Way into that. So there is the existing mileage and proposing now 64 additional miles for a total of 100 miles of bicycle network or infrastructure. The cost with the additional lane miles they are adding is 17 million dollars to complete the entire network. Through the process a lot of the comments have been about connectivity, implementation, when is it going to happen and is it going to happen. Something else that is being added to the plan is a memorial proclamation for Tommy Ketterhagen who was tragically killed on Patriot Way in 2017. Ray Miller also recommended on the 2<sup>nd</sup> reading to read a proclamation to the Ketterhagen family to honor Tommy. Ray Miller stated the implementation is initially going to take into account the maintenance program. Projects will be entered in the CIP process after the first of the year and look at the 2021 budget, the bicycle masterplan will be taken into account and how to get that implemented and move forward with it. Jim Hougnon stated some of the pieces are along arterial roadways that don't exist right now. He asked, with the Northwest Bridge project is the bicycle plan already in the design. Ray Miller stated yes it is. He stated on the sharrow or parallel routes, that was the initial point of the plan was to use Northwest Boulevard based on the conversation with Sun City mainly and that was the reason for adding the Williams Drive aspect. Mike

Simpson asked to what extent the people on Williams Drive were talked too and didn't feel like the word had gotten out. He stated there are 2 schools that don't have proper sidewalks in place and kids are walking in the streets and in the dirt to get back and forth from school. He stated we should not be addressing bicycle access on Williams Drive until the safety for the kids in the schools. He stated he knew they were two different departments and that was a problem. He stated public safety for the City of Georgetown needs to be a priority. He stated they keep coming back to Williams Drive and he stated they haven't taken a serious look at it because the impact is significant. They already talk about adding more traffic at the intersection of Williams Drive and Lakeway. Ray Miller stated they are working on a project that starts next year to add turn lanes into that intersection. Mike Simpson stated that won't help because they are adding more traffic. He stated they are communicating with people that live a long way out and the amount of actual participation in Sun City is about 200 riders and he stated that is a disproportion of addressing of an issue. Mike Simpson asked Ray Miller to take a look and do a survey on the sidewalks. Ray Miller stated we do have a sidewalk plan. Mike Simpson stated the issue on the sidewalks came up 20 years ago and he was in those meetings and went to the public meetings. He stated he doesn't remember a public meeting about the bike trails on Williams Drive. Jim Hougnon asked Mike Simpson if there is specific part he was concerned about. Mike Simpson stated from IH 35 going west and with additional apartments and such there is additional traffic and he asked, are there sidewalks? When do you first get sidewalks from IH35 going west on Williams Drive? He stated in front of one set of apartments all the way to Lakeway; there are none only one section and only on one side. He stated a lot of it is new construction and why haven't they been putting in sidewalks? He stated if you continue on beyond that there are no sidewalks in Serenada either. Ray Miller stated that sidewalks will be added as development occurs and there will be a path across IH 35 and as the sidewalk masterplan is implemented they are filling in gaps of sidewalks everywhere. They have concentrated the priority of projects in the downtown area and that is what is going on right now. There is a shift of priority 2's and there is a map online and how those projects are categorized. As redevelopment occurs those will have sidewalks; it's a timing issue. As the south side of Williams Drive redevelops, there are a lot of single family homes and it will be filled in with sidewalks. There are talks about a parallel path from Dairy Queen that provides more connection through there as well. Scott Macmurdo asked what the overlap with parks is; do we need to amend our codes, do we need to think about bike lanes when we do future development. Ray Miller states as we do new projects it will become part of the development code and the main part with Parks is the connectivity. Kimberly Garrett stated as we work on the masterplan plan this will integrate with the trails masterplan. This will help to integrate our role and how you can connect and utilize the trail and get off of the street and be on a recreation trail and potentially pick back up on the street in a safe manner. Ray Miller stated there has been a lot of work that has gone into this since 2016 and once the plan is adopted they will look at the codes and how to amend them. The planning department is working on their comprehensive plan and there will be some tweaks and changes. He explained that any masterplan is a living, breathing document so as situations change and there is a need to change the plan we can go ahead and change it. Kimberly Garrett stated this plan originally came to the parks board 4 year ago as the Parks being the lead and then it was looked at as it not being a

Parks and Recreation lead because these bike lanes are on the streets. It was more appropriate for the Transportation department to take the lead and see how the Parks and Recreation department could be supportive and integrate our recreation trails into the bike path. Kimberly Garrett stated that staff supports what they are trying to do. Jim Hougnon stated when he first saw the numbers there were high side and low side numbers. Ray Miller stated the overall plan put it in different ranges of construction. He stated depending on the economy you could look at different spectrums as far as cost. Jim Hougnon asked Ray Miller, you are not looking for someone to write a check for this as a lot of this will be incorporated into other upcoming projects. Ray Miller stated that was correct. Ray Miller stated that was a stand alone cost if you were going to implement it today. Jim Hougnon asked about the thought process for time period of the build out. Ray Miller stated there is not one lined out in the plan. It will be at council's discretion moving forward and stated it will be a reoccurring item that is talked about each year at the budget. He stated it is more of a 10 – 15 year build out. Scott Macmurdo stated Main Street and south of University is mostly a residential area and they have it as a physically protected barrier and he stated they might want to consider what that would do to the neighborhood. Ray Miller stated that with the physically protected barrier there are different ways to do that. On the roadway he stated you can do traffic buttons or other alternatives. He stated it will have to be massaged to the different areas. Larry Gambone asked with the UT survey results, that there will be bicycle traffic on all these interconnecting roads. Ray Miller stated potentially. Larry Gambone stated why build bicycles lanes on the roads that no bicycles will go on. He asked how did they determined that these routes are the routes bicyclist are going to ride on. Ray Miller stated information from the cycling community, stake holder meetings, 2 public meetings before the plan was drafted, and numerous intercept surveys in different neighborhoods all throughout the city determined the routes. Ray Miller stated there had been about 2,000 comments on the development on the plan.

**Motion made by Danelle Houck second by Scott Macmurdo to recommend to approve the City of Georgetown's Bicycle Master Plan.**

Mike Simpson stated he understands there was a lot of effort to collect information about the plan and mostly from the bicycle community. But, all good processes go through a pro and a con evaluation and the impact on the neighborhoods for example, instead of Williams Drive use Airport Boulevard. If you take a look at the map, the impact would be minimal there to the residential areas and it adds a little more distance and it would have zero impact on a significant part of the population. He stated they have not talked to the stakeholders who are the people parking on the streets or trying to navigate through traffic and schools or stop lights. He stated they have not addressed the entire population and all the stakeholders; they have only addressed those that are interested in the program. Jim Hougnon asked if they planned to do community outreach as the projects get underway. Ray Miller stated definitely. Mike Simpson stated that all sounds good but the fact is once it is approved everybody thinks everything is great and then the explanation of when someone wants changes, but we've already approved the masterplan. The fact that there might be some small tweaks available is



true, but significant tweaks, no. Once we vote on this it is set in concrete. Ray Miller stated it is not. Mike Simpson stated he agreed to disagree.

**Approved: 5 – 1 – 1**

**H Consideration and possible action to recommend approval of the parkland dedication proposal for the Bridgehaven single family development. -- Kimberly Garrett, Parks and Recreation Director**

***Summary:** Bridgehaven is a single family residential development at the intersection of Maple and Westinghouse. They are proposing 254 single family homes which equates to 3.175 acres of parkland. In addition, this development is subject to the development fee of \$1,000 per lot. The developer has indicated they would like to propose developing the park in lieu of paying the fee. In addition, the HOA will enter into a maintenance agreement with the City to maintain the park and open space.*

*The developer is proposing to dedicate 14.43 acres of open space, lot 24 being 1.3 acres with several heritage trees and lot 23 being 13.13 acres. A large majority of parkland lot 23 has drainage, but creates a nice open space area that is usable most of the time and can be accessed by trails. The FEMA floodplain shown on the map is only proposed, it has not been adopted. In addition, there is ample street frontage along Sunniberg Loop.*

*This development is going to become part of Westhaven HOA and their residents will have access to their amenity center as well. This development is also in close proximity to Pinnacle Park as well as undeveloped parkland in Westhaven.*

*Staff is recommending approval of the proposed parkland dedication.*

Kimberly Garrett introduced Dustin Goss with Pape Dawson, and Scott Rempe with Packsaddle Partners with the Bridgehaven project. She stated this is the first project based on the new development code that was approved in July. It not only has the land dedication but also the development side of it. She showed the location map and it is in the southeast quadrant of Georgetown. She stated it is a challenging area with some drainage in that area. It is also surrounded by other parks and other recreation opportunities in that area. There is Pinnacle Park, parkland in Fairhaven, and Westhaven which has public parkland in the subdivision but has not been developed and is with prior code. Westhaven does have an HOA with an amenity center, splashpad and playground. Bridgehaven is looking at opting into the HOA at Westhaven so the residents have those amenities. Kimberly Garrett reviewed the parkland requirements with the board. Bridgehaven is taking into account the floodplain that has not been adopted yet. Kimberly Garrett stated she was concerned about the large amount of space and the possible drainage and she stated staff only agreed to accept it if the HOA would be willing to maintain it and that was part of the agreement. She stated that she felt it would be well maintained and kept up because it is a gateway into their subdivision. She showed the area where the heritage trees are and it would be an opportunity for a playground

and trails and they would have to put in the amenities since they would like to do the development instead of paying the fee.

Dustin Goss and Scott Rempe showed and explained the plan. They stated they do include some trail aspects showed the different phases of the project. They are focusing on the heritage tree area and making that their primary park focus as there is good frontage on Westinghouse that is visible has the best trees on the property. They have a widened concrete trail that shows connectivity between the different phases of the project. The floodplain area is relatively flat and are useable grounds and will serve as a run and play area for the whole neighborhood. They stated there is also a little commercial section on the plan in phase one. They stated they are also in the childcare development business so this section will potentially become a childcare center there. Kimberly Garrett showed that the area is trisected by the green space and there are 3 separate areas and they are trying to bring those 3 areas together to a central green space.

Scott Macmurdo stated, looking at this, a lot of this is in the floodplain. Kimberly Garrett interjected, proposed floodplain. Scott Macmurdo asked how much of the land in the green is acceptable under the normal parkland requirement. They stated about 4 acres is not in the flood plain. Kimberly Garrett stated it is an opportunity for trail and something that compliments what they don't have at Westhaven. She stated trails are always number one and it is a large piece of property to get a loop trail there. Scott Macmurdo asked what amenities could be built other than trails. Kimberly Garrett stated you could be playgrounds and pavilions. The developer stated currently there is a 3,000 square foot house there which will be gone. There is a lot of area that is out of the floodplain that could suffice for those types of amenities. Scott Macmurdo asked since their requirement is 3.1 and there are 4 acres that would fit the standard, why do we need to have a separate vote or variation on this, couldn't they donate the 4 plus the extra? Kimberly Garrett stated it wasn't contiguous so she brought it to the board to review and it is a larger piece than what we need and has some drainage. They are not asking for a variance. Kimberly Garrett stated the area is not contiguous and there is an opportunity for additional amenities around the perimeter. It is also an opportunity for the board to see how the new process plays out. Larry Gambone asked about the flood area. Kimberly Garrett stated they have done studies that show the floodplain. In 2017 they have gone and mapped it but no one has adopted it. She stated she spoke to the city's development engineer and they thought generally this property is usable and when it is not raining it is an open space. Kimberly Garrett stated her biggest thing was that she wanted to insure that the HOA was going to maintain it because it is a large tract of land. Kimberly Garrett stated they have to layout the parkland early so they can design the rest of the subdivision because it all hinges on where the parkland is.

**Motion made by Michael Simpson second by Wayne Beyer to recommend approval of the parkland dedication proposal for the Bridgehaven single family development.**

**Approved: 6 – 0 – 1**

**I Consideration and possible action to recommend approval of a Task Order with RVi of Austin, TX, for professional services related to San Gabriel Park Phase III improvements in the amount of \$592,775.00– Eric Nuner, Assistant Parks and Recreation Director**

*Summary: A master plan for San Gabriel Park was completed in June 2015. The master plan proposed the renovations to the park be completed in phases. Phase I construction started in March 2017 and was completed 2018. Phase 2 construction began in August 2018 and will be complete December 2019. This task order with RVi will complete the design for phase III of San Gabriel Park. RVI has completed the design for the previous phases of construction.*

*Design of phase III will include one large multi-use performance pavilion, splash pad plaza, entry monuments, roadway and parking improvements, three shade shelters, one new restroom building, one lighted skate park, directional and interpretive signage, open spaces and landscaping, and a low water crossing across the San Gabriel River.*

*Timeline:*

*Schematic Design April 2020*

*Design Development July 2020*

*Construction Documents November 2020*

*Construction of Phase III is expected to begin in spring 2021.*

Eric Nuner explained the task order with RVi and that they are planning the design piece now and then going into the construction phase in 2021. He stated the plan also includes some stakeholder meetings and will include the low water pedestrian crossing as well as the other items. Kimberly Garrett stated this year's budget was approved for \$600,000. Eric Nuner stated he anticipated the showbarn to be down by summer and will be gone by the time construction begins. Wayne Beyer asked about the skate park. Eric Nuner stated the existing skate park would be demoed and turned back into green space. The skate park piece would probably move somewhere closer behind the recreation center detention pond. This is all conceptual and from the phasing masterplan that is the general idea where that would go. Jim Hougnon asked about additional parking. Eric Nuner stated there is green space in front of the recreation center that might be used for additional parking. Scott Macmurdo asked if the showbarn is still being used. Eric Nuner stated it is not. Larry Gambone asked about the task order and the cost. Eric Nuner stated if staff comes back and wanted RVI to do additional services they would give a proposal to do the additional services based off of their rates. There are different principals and that is the range. Eric Nuner stated that is not something that has been done in the past and have never had to engage that but it is part of the master service agreement that they have to include hourly rates for additional professional services.

With the board's approval this item would go to council on December 10<sup>th</sup> so design could start after the first of the year. Jim Hougnon asked about the sunken gardens. Eric Nuner stated there are some drainage issues there and that will be addressed.

**Motion made by Danelle Houck second by Scott Macmurdo to recommend approval of a Task Order with RVi of Austin, TX, for professional services related to San Gabriel Park Phase III improvements in the amount of \$592,775.00.**

**Approved: 6 – 0 – 1**

**J        Consideration and possible action to approve minutes from the October 10, 2019 meeting - Jill Kellum, Administrative Supervisor**

**Motion made by Scott Macmurdo second by Larry Gambone to approve minutes from the October 10, 2019 meeting.**

**Approved: 6 – 0 – 1**

**Adjournment**

**Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair**

**Motion made by Larry Gambone second by Wayne Beyer to adjourn the meeting.**

**Approved: 6 – 0 – 1**

**The meeting adjourned at 7:47 pm.**

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James Hougnon, Board Chair

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Katherine Kainer, Secretary

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Jill Kellum, Board Liaison