

PROPOSAL: ATHLETIC FACILITIES

FROM

**Western Hills Girls Softball Program, Inc.
and Western Hills Little League, Inc.**

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November 21, 2019

To the Park Commission and the City Council
City of Rollingwood
Rollingwood, TX

Thank you for the opportunity to submit a proposal to lease, operate, maintain, and improve the designated athletic facilities within Hatley Park from the City of Rollingwood. Western Hills Girls Softball Program, Inc. (WHGS) and Western Hills Little League, Inc. (WHLL) are interested in being long-term partners with the City of Rollingwood to provide youth sports activities within Hatley Park and continue to make overall improvements to the Park for the benefit of the Rollingwood community.

The enclosed proposal outlines the following:

- Profiles of Western Hills Girls Softball Program, Inc. and Western Hills Little League, Inc.
- Scope of Services
- Fee Estimate

We believe WHGS and WHLL are well qualified to perform the services requested by City of Rollingwood in the operation and maintenance of the lease of the Athletic Facilities within Hatley Park and we look forward to the opportunity to continue our long-standing relationship with the City of Rollingwood, improve the designated athletic facilities and the entire park, and continue our missions of providing youth sports to kids primarily within the Eanes School District.

If you have any questions about this proposal or our qualifications, please feel free to call Steve Franke or Chad Smith and they would be happy to answer them.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Franke".

Steve Franke
WHGS Board President

A handwritten signature in black ink, appearing to read "Chad Smith".

Chad Smith
WHLL Board Member

**PROFILES OF WESTERN HILLS GIRLS SOFTBALL PROGRAM, INC. AND
WESTERN HILLS LITTLE LEAGUE, INC.**

Western Hills Girls Softball Program, Inc. (WHGS) is a Texas nonprofit corporation that was incorporated in 2002 and is a tax-exempt organization under Internal Revenue Code 501(c)(3). The mission of WHGS is to run a youth softball league for girls ranging from 4 years old to 14 years old (sometimes 15 year olds are eligible depending on birthday cut-off), who primarily reside from the Eanes Independent School District. The league usually entails a main Spring season and a smaller scale Fall season and participation ranges from 60-125 girls per season. Prior to the formation of WHGS, the league had been run by Western Hills Optimist and has been in existence since the late 1960's. Hatley Park has been the one and only home to WHGS for its entire history.

Western Hills Little League, Inc. (WHLL) is a Texas nonprofit corporation that was incorporated in 1969 and is a tax-exempt organization under Internal Revenue Code 501(c)(3). The mission of WHLL is to run a youth baseball league for girls and boys ranging from 4 years old to 16 years old, who primarily come from the Eanes Independent School District and West Austin. The league usually entails a main Spring season and a smaller scale Fall season and participation ranges from 800-1,000 youth per season. Prior to the formation of WHLL, the league had been run by Western Hills Optimist and has been in existence since the 1960's. Hatley Park has been one of the main homes for WHLL for its entire history. Hatley Park is used by the league for youth ranging from 4 to 8 years old and participation ranges from 300-500 youth per season.

Both WHGS and WHLL are extremely important for the development of both softball and baseball within Eanes ISD and to ultimately feed the Westlake High School teams.

SCOPE OF SERVICES

WHGS and WHLL would like to operate, maintain, and lease the designated Athletic Facilities owned by the City of Rollingwood. WHLL would be the main leaseholder with WHGS operating under a sublease agreement with WHLL. At least for the initial transition of the new lease, Steve Franke will continue as the liaison with the City's Park Commission. In addition, WHGS and WHLL are planning to evaluate the possibility of merging and operating under the same umbrella within the next 12 months.

The services performed would include the following:

Scheduling: WHGS and WHLL would run practices and games over two seasons (Spring and Fall). The two seasons would run from beginning of February through end of May (Spring season) and beginning of September through mid-November (Fall Season). In addition, both leagues use the fields in a much smaller capacity for the month of June for any of our All Star/All City teams.

Ground Maintenance: In the past, non-routine maintenance of the fields and a watering schedule has been performed when it is needed. Going forward, WHGS and WHLL are planning to implement a much more in-depth and routine maintenance program to hopefully take the park grounds from natural turf to grass turf (Bermuda and Rye grass as much as possible). This ground maintenance plan would entail the following:

❖ Spring season:

- Turf preparation (late January/early February)
 - Mow the turf at lowest level to allow 3 weeks of growth
 - Core aerate the turf
 - Measure all grass dirt interfaces to spec and edge
 - Top dress w/16 yards of armadillo dirt
 - Over seed with Bermuda grass seed
 - Drag the seeds and top dressing
 - Fertilize w/10-12 bags of 4-1-2 ratio (or City approved) fertilizer
 - Irrigate all turf
 - Spot seed as needed or add new Bermuda grass sod to areas as necessary
- Dirt maintenance
 - Rebuild home plate, batter's box, pitcher's mound, pitcher's circle, bullpens and base anchors as necessary
 - Lip removal
 - Add 12 bags of field conditioner
 - Nail drag or roto till skinned areas
 - Level the infield dirt

❖ Fall season:

- Turf preparation (early September)
 - Mow the turf at lowest level to allow 3 weeks of growth
 - Core aerate the turf
 - Measure all grass dirt interfaces to spec and edge
 - Top dress w/16 yards of armadillo dirt

SCOPE OF SERVICES (continued)

- Over seed with annual Rye grass seed
- Drag the seeds and top dressing
- Fertilize w/8-10 bags of even ratio (or City approved) fertilizer
- Irrigate all turf
- Spot seed as needed
- Dirt maintenance
 - Lip removal
 - Add field conditioner
 - Nail drag or roto till skinned areas
 - Level the infield dirt
- ❖ Monthly maintenance
 - Lip prevention
 - Touchup all clay at home, pitcher's circle, and around base anchors
 - Edge all dirt/grass interfaces
 - Nail drag and mat drag Fields #1 and #2
 - Rake Fields #3, #4, and #5
 - Fill in any holes dug by dogs
 - Spot fertilize
- ❖ End of Year Shutdown Process (after Fall Season)
 - Fertilize with Winter fertilizer (City approved)

As part of instituting this ground maintenance plan, we would request the City's support to help close the park twice each year for approximately two weeks during the seeding process.

Financial Plan: WHGS and WHLL expect the following estimated annual operating costs to cover the new ground maintenance plan for the designated Athletic Facilities:

Field maintenance & repairs	\$ 15,000
Water	8,000
Mowing	7,500
Janitorial services	6,000
Insurance	5,000
Utilities	3,200
Equipment & supplies	1,300
Other repairs & maintenance	<u>1,000</u>
Total annually	<u>47,000</u>

Capital Improvements: In the next 12-36 months, WHGS and WHLL plans to make the following capital improvements to the Athletic Facilities: (1) Repair/improve the WHLL batting cage with new artificial turf and netting (approximately \$2,000-3,000); (2) Install a wind/sunscreen on fenced backstop of Field 2 to help cut sun glare for safety of players (approximately \$1,500); (3) Install a padded backstop on Fields #1 and #2 and have City of Rollingwood branding (approximately \$3,000-4,000); and (4) Install shade structures over spectator seating areas, as needed (approximately \$4,000-5,000).

SCOPE OF SERVICES (continued)

Insurance Requirements: WHGS and WHLL will acquire the minimum insurance coverages as mandated by the City of Rollingwood, which will include: (1) general liability insurance with limits of coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, to include coverage for sexual abuse with the same minimum limits of coverage; (2) sports excess accident insurance with a limit of coverage of not less than \$100,000 per incident; (3) directors' and officers' insurance coverage with a limit of not less than \$1,000,000 per occurrence; and (4) crime coverage with a limit of not less than \$35,000 per occurrence. These coverages will cover the leased premises and use thereof and the City shall be included as an additional insured in each such policy of insurance.

FEE ESTIMATE

WHGS and WHLL propose the following lease fees for a 15 year lease term:

- (1) WHGS and WHLL will commit to paying \$42,000 annually to cover operation, maintenance, and improvement costs for the Athletic Facilities (that amount has averaged \$30,000-32,000 under the previous lease).
- (2) In addition, WHGS and WHLL will make a \$30,000 contribution for field improvements upon the execution of the new 15 year lease. This money will be spent in the next 12 months for field improvements that will be discussed and approved by the City, WHGS, and WHLL.