



MEMORANDUM

To: Galveston County Commissioners' Court
From: Betsy Thomas, Grants Administration Manager
Court Date: July 21, 2025
RE: Parks and Cultural Services
Texas Parks and Wildlife Department – Local Park Grant Application

BACKGROUND

The Local Park Grant Program typically consists of 5 individual programs that assist local units of government with the acquisition and/or development of public recreation areas and facilities throughout the State of Texas. The Program provides 50% matching grants on a reimbursement basis to eligible applicants. All grant assisted sites must be dedicated as parkland in perpetuity, properly maintained and open to the public.

SUMMARY

The Parks and Cultural Development Department is seeking funds to enhance the Jack Brooks Park Archery Range with the purchase of new target equipment and electrical upgrades as well as adding amenities including an ADA-compliant restroom, outdoor learning pavilion, security systems.

FINANCIAL SUMMARY

Grant Request	\$200,000.00
County Match (50%)	<u>\$200,000.00</u>
TOTAL	\$400,000.00

RECOMMENDATIONS

Professional Services asks the Court to consider approval to submit the FY 2026 Local Parks grant application to the Texas Parks and Wildlife Department and authorize the County Judge to sign required documents.

ATTACHMENTS FOR WET SIGNATURE

- Supporting Resolution
- Certifications and Assurances

Project Overview:

This project seeks to renovate and modernize an existing community archery range to improve accessibility, safety, education, and overall user experience. The proposed improvements include the installation of new, durable targets; construction of a public restroom facility; development of an outdoor learning pavilion; installation of a security camera system; and updated electrical infrastructure to support future programming and lighting needs. Together, these enhancements will transform the facility into a more functional, inclusive, and welcoming destination for archers of all ages and skill levels.

Purpose and Need:

The current archery range serves local schools, youth programs, and recreational users but lacks essential amenities that limit its use and safety. Existing targets are outdated and worn, and the absence of on-site restrooms deters long visits, particularly for youth groups and families. Additionally, the range lacks shelter for instruction or inclement weather, and poor lighting and security infrastructure have limited the facility's operational hours and community engagement.

Project Components:

1. **New Targets** – Weather-resistant, professionally rated archery targets will be installed to improve safety, accuracy training, and tournament readiness.
2. **Restroom Facility** – A fully accessible, ADA-compliant restroom will be constructed to support all-day use and accommodate school groups, clubs, and events.
3. **Outdoor Learning Pavilion** – A shaded structure with seating will support educational programs, safety briefings, and workshops, promoting outdoor learning and engagement.
4. **Security Camera System** – Modern surveillance will deter vandalism, increase user safety, and protect public investment in the site.
5. **New Electrical Infrastructure** – Electrical upgrades will support lighting, restroom operation, and future additions such as scoreboards or event sound systems.

Project Impact:

By addressing critical infrastructure gaps, this project will significantly enhance the range's usability, safety, and educational value. It will allow for expanded programming such as summer camps, after-school instruction, and competitive events. The addition of security and restroom facilities will improve comfort and safety, encouraging greater participation from families, youth, and new archers. The project aligns with broader goals of promoting outdoor recreation, environmental education, and healthy lifestyle choices in the community.

Sustainability and Long-Term Goals:

The proposed improvements are designed with durability and long-term community benefit in mind. Partnerships with local schools, scouting organizations, and outdoor clubs will ensure the facility is actively used and maintained. The upgraded infrastructure also positions the range to host larger regional events, supporting tourism and economic activity.

Goal 1: Expand Community Recreation Opportunities

Objective 1.1:

Construct a fully operational archery range with 12-16 permanent targets for traditional bows and crossbows by **December 2027**

Measurable Outcomes:

- Archery range completed and open to the public with regular targets and 3D targets
- Community workdays held quarterly.
- Partner with TPWD or other entities to assist with outdoor education training.
- At least 3 public archery programs or events offered in the first year.
- Minimum of 150 community members use the archery range within the first year.

Goal 2: Foster Outdoor Education and Community Programs

Objective 2.1:

Build an outdoor classroom space with seating and shelter to accommodate at least 25 participants by **December 2027**

Measurable Outcomes:

- Outdoor classroom used for at least 10 park-led or partner-led programs within the first 12 months.
- At least 2 local schools or youth 4H groups utilize the space annually.
- Partner with Texas A&M Agrilife Extension for classes and training
- One Galveston County Employee certified to teach archery.

Goal 3: Enhance Public Safety and Facility Security

Objective 3.1:

Install a minimum of 2- 4 high-resolution security cameras covering the archery range, classroom, and restroom areas by **December 2027**.

Objective 3.2

Install hours and rule signs at the entrance of the archery range and located throughout the range property.

Objective 3.3

Complete perimeter fencing to secure the area.

Measurable Outcomes:

- 100% of facility access points and key areas monitored by security cameras and signage.
- Reduction in vandalism or unauthorized access incidents by 75% within 12 months.

- Improved visitor perception of safety, as measured by park feedback forms.
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Goal 4: Improve Park Accessibility and Visitor Experience

Objective 4.1:

Construct a fully ADA-compliant restroom facility to serve visitors in the archery and outdoor classroom area by **December 2027**.

Measurable Outcomes:

- Restroom open and operational during all park hours.
 - 90% of visitors surveyed indicate improved comfort and ability to stay longer.
 - Facility meets all state/local public health and accessibility standards.
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Goal 5: Promote Community Wellness and Youth Engagement

Objective 5.1:

Launch a seasonal youth archery program and one adult introductory course within 12 months of project completion.

Measurable Outcomes:

- At least 30 youth and 10 adults enrolled in archery programs in the first year.
 - 80% of participants show increased confidence and interest in outdoor recreation (based on pre/post surveys).
 - Participant retention rate of 70% or higher for multi-session programs.
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Goal 6: Increase Park Use Through Multi-Purpose Infrastructure

Objective 6.1:

Host at least 6 community events, workshops, or partner programs in the new facilities during the first full year.

Measurable Outcomes:

- Overall park attendance increases by 20% in the first year following completion.
- 90% of event attendees express interest in future programs.
- Partnerships formed with at least 3 local organizations or schools.

Project Timeline and Cost

Timeline:

Upon award of the funding from TPWD, we anticipate the project to be completed by December 2027.

- RFQ for Engineer – 8 weeks
- Engineer design and specifications – 8 weeks
- RFP for construction – 8 weeks
- Award, Execute Construction Contract – 3 weeks
- Pre-Construction Meeting thru Substantial Completion – 48 weeks (11 months)

The idea is to hire a general contractor to coordinate the project and construct all the elements – waterless restroom, outdoor pavilion classroom, run electrical to the site and install the security cameras.

Additional targets, picnic tables, bows and arrows will be purchased by the Parks department directly. These will be ordered as soon as the grant award is approved.

All signage will be made by the County and will be considered in-kind services.

Lead times

- Targets - 2 weeks
- Picnic Tables – 8 weeks
- Bows and arrows – 4 weeks

Costs: -\$400,000

Engineering Services -\$40,000

Construction Services - \$350,000

- Waterless Restroom - \$150,000
- Outdoor Learning Classroom Pavilion 40' x 20' - \$75,000
- Concrete Pad for pavilion - \$30,000
- Security Cameras (equipment, air card, license) - \$15,000
- Electrical -\$40,000

Targets – Five 3' x 3' Bulldog Targets - \$323.19 each, plus shipping – total cost \$2,000

Six 3D targets - \$3,391.19

Picnic Tables – Four 6’ Recycled Plastic Rectangle - \$1,175, plus shipping – total cost \$6,000

Bows and Arrows – Assortment of bows and arrows - \$5,000

Site Design – See attached pictures.

Organizational Capacity

Galveston County has a Grants Department that handles all County grants from start to finish with lots of assistance from the director of the department applying for the grant. In this case that would be the Parks Director, Julie Walker. Julie has experience with TPWD grant and Texas General Land Office grants and all associated reports required during and after the grant.

Upon award of this grant, at least one County staff will get an archery instruction certification. We will also utilize other archery professionals for instruction.

As far as maintenance, Galveston County currently has a dedicated parks crew that only works in Jack Brooks Park and will be able to keep up with the maintenance of the area. Galveston County also has a dedicated Parks Facility Maintenance Crew that handles all repairs and ensures current amenities are in good, safe working condition.

Past Performance

Galveston County is currently active and a fulltime applicant

Galveston County just adopted a new comprehensive Parks, Recreation, and Open Space Master Plan in June 2025. It can be provided.

Community Need

In the last 8 months, multiple constituents and groups have approached the parks department about getting new targets and amenities at the archery range. Recently, the Texas Agrilife Extension group contacted the Parks department about creating a safe place for the 4-H group to practice and possibly hold events.

These groups have also volunteered to help with upkeep and become a “Friends of Jack Brooks Park” group to ensure the area stays safe and enjoyable place for all individuals. Community members assisted with a potential layout for the targets, helped design the new target structures, and provided guidance on bows.

The closest archery range to Jack Brooks Park is in Texas City. They recently installed some targets and people can go for a fee. Other than that, there is not any other archery range places in Galveston County. Our archery range would be free to the public.

Geographic Distribution

This project helps fill the void of places for local youth and adults to practice their bow skills and learn a new skill.

The area can also serve as a location for different hunter safety courses throughout the year.

Under-Served Population

By having these amenities readily available to the public, Galveston County can reach more youth from the area. We can work with local summer camps to offer a new activity in the summer. We can work with local 4-H groups to help with their practice and potential events.

Accessibility:

We will ensure the area is ADA compliant by providing accessible routes, ensuring stable and level ground at shoot positions, offering adaptive equipment, and accommodating wheelchairs.

Conservation

By utilizing a waterless restroom, we are able to provide toilet services without a major impact to the natural parkland. By keeping the area more natural with native trees, we will be able to offer identifiers of trees, plants, and local wildlife by having a kiosk available with that information.

Sustainable Park Design

The waterless restroom is very sustainable in this park design, along with target housing that is covered and will last longer. We are also using recycled plastic picnic tables for longer life.

Coordination of Subject Matter Experts

We have talked and met with several local archery instructors about the design and will be utilizing them during the construction process as well.

Outside Partnerships

We have support from Texas Agrilife Extension, Texas Parks and Wildlife, local archery enthusiasts.



County of Galveston Resolution

WHEREAS, Galveston County hereby certifies that they are eligible to receive assistance under the Program, and that notice of the application has been posted according to local public hearing requirements, and

WHEREAS, the Galveston County Commissioners Court hereby certifies that the matching share for this application is readily available at this time, and

WHEREAS, the Galveston County Commissioners Court hereby authorizes and directs Julie Walker to act for the Applicant in dealing with the Texas Parks and Wildlife Department for the purposes of the program, and that Julie Walker is hereby officially designated as the representative in this regard, and

WHEREAS, the Galveston County Commissioners Court hereby specifically authorizes County Judge, Mark Henry to make application to the Texas Park and Wildlife Department concerning the site to be known as the **Jack Brooks Archery Range Renovation and Enhancement Project** in Galveston County, Texas for use as a park site and is hereby dedicated for public park and recreation purposes in perpetuity.

NOW THEREFORE, BE IT RESOLVED that the Galveston County Commissioners Court approves submission of the grant application for the **Galveston County Jack Brooks Archery Range Renovation and Enhancement Project** for submission to the Texas Park and Wildlife Department.

Passed and approved this 21st day of July, 2025.


Mark Henry, Galveston County Judge

Dwight D. Sullivan, Galveston County Clerk

By:  Deputy
Melissa A. Childs



Local Park Grant Program Applicant's Certification & Program Assurances

As the duly authorized representative of the sponsor designated in the Resolution Section 3, ***I certify that the Applicant:***

1. Has complied with all pertinent local and state laws, and Local Parks Grants Program requirements regarding public hearings, including floodplain development, if appropriate.
2. Has the required proportionate share of funds available and sufficient for the project as required by Section 13.309 of the Parks and Wildlife Code.
3. Will maintain and operate areas acquired or developed with program assistance at sponsor expense as required by Section 13.309 of the Parks & Wildlife Code.
4. Will permanently dedicate for public park and recreation use all project area(s) which receive program assistance, as required by Chapter 640.1.2 of the *Local Park Grant Program Manual*.
5. Has the legal authority to apply for program assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of the project described in this application.
6. Will give the State of Texas, hereafter referred to as "State," through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
7. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the Texas Parks & Wildlife Department, and will record any federal interest in the title of real property in accordance with U. S. Department of Interior directives.
8. Will dedicate and permanently maintain any property designated as a natural area, wetland, or open space to meet program guidelines.
9. Will comply with all provisions of the "Summary of Guidelines for Administration of Local Park Grant Acquisition & Development Projects."
10. Will comply with the requirements of the Department with regard to the drafting, review and approval of construction plans and specifications.
11. Will obtain all required state and/or federal permits related to project development.
12. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the completed work conforms to the approved plans and specifications.
13. Will furnish quarterly progress reports and such other information as may be required by the Department.
14. Will initiate and complete the work within the applicable time frame after receipt of approval from the Department.
15. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

Applicant's Certification & Program Assurances - Continued

16. Will comply with all State and Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) any other non-discrimination provisions in the specific statute(s) under which application for program assistance is being made, and (f) the requirements of any other non-discrimination statute(s) which may apply to the application.
17. Will comply with the flood insurance purchase requirements of Section 4012(a) of the Flood Disaster Protection Act of 1973 which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in an amount at least equal to its development or project cost.
18. Will comply with environmental standards which may be prescribed to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplain in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
19. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
20. Will assist the Department in assuring compliance with the Texas Antiquities Code.
21. Will cause to be performed the required financial and compliance audits in accordance with the state or federal Single Audit requirements.
22. Will comply with all applicable requirements of all other State and Federal laws, regulations and policies governing this program.

Galveston County

Sponsor/ Project Name


Signature of Official Authorized in Resolution

County Judge, Mark Henry

Print Name and Title of Official

July 21, 2025

Date