



CITY OF MANSFIELD

1200 East. Broad St.
Mansfield, TX 76063
mansfieldtexas.gov

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, June 15, 2017

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:04 p.m.

Absent 2 - Dee Davey and Neal Shaw

Present 5 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee and Bob Kowalski

2. APPROVAL OF MINUTES

Approved.

[17-2332](#)

Approval of Minutes - Regular Meeting - May 18, 2017

A motion was made by Bob Kowalski, seconded by Wendy Collini that tis matter be Approved. The motion CARRIED by the following vote:

Aye: 5 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee and Bob Kowalski

Nay: 0

Absent: 2 - Dee Davey and Neal Shaw

Abstain: 0

3. CASH FLOW STATEMENT

Absent 1 - Neal Shaw

Present 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

[17-2333](#)

Cash Flow Statement - May 31, 2017

Cash Flow was distributed to Board members at the meeting with revised numbers (copy on file in the Parks and Recreation Director's office). A month-to-month sales tax comparison throguh May was also provided.

Matt Young, Parks and Recreation Director, informed the Board that there is a 7.7% sales tax increase over last year for this month and a 3.6% increase for the year-to-date. Matt also informed the Board that he has been working with Finance to obtain final figures for Fieldhouse in order to present a more accurate projection for the new budget. Matt also stated that we are currently above budget in revenue and below budget on expenditures. Additional project expenditures are expected in the

coming months as we near the end of the fiscal year.

4. CITIZENS COMMENTS

Roger Greenwood, Mansfield Area Tennis Association Advisory Board Member, requests reconsideration of a Full-time or Part-time staff member for the Legacy High School Tennis Courts. Mr. Greenwood also requests access to the Legacy Tennis Courts after school closes in order to provide more after school programs for area children. Mr. Greenwood stated that he would be willing to monitor and lock up the courts after use on after school program days.

5. DEPARTMENT UPDATES

DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)

[16-2066](#)

Monthly Calendar Updates on City Council Agenda Items, City Meetings & Activities

1) Matt Young, Parks and Recreation Director, provided the Board with a monthly update. A corresponding staff report was also provided for Board members with updated project schedules.

2) Matt informed the Board that there will be a special City Council meeting on June 20th to canvas the returns of the runoff election. Matt also informed the Board that during the June 26th City Council regular meeting, there will be an update on our Rockin' 4th of July event. A proclamation naming July Parks and Recreation month will also be made at this meeting. Matt encouraged any available Board members to attend. A reminder email will be sent prior to June 26th.

3) Matt introduced, Ryan Ley, our new Parks and Recreation intern.

4) Matt provided the Board with an update on the Memorial Plaza stating that the project is currently underway and landscape has been removed. The Memorial Plaza project is scheduled for completion in August.

5) Matt informed the Board of a recent incident in Rose Park including the update of park signage in order to be consistent with recent firearm law changes.

PARKS SUPERINTENDENT'S REPORT ON LISTED ITEMS (TOBY FOJTIK)

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) Sports Complex: Staff helped host the USSSA state tournament last weekend that was rescheduled because of a rainout the weekend before. We will host the second portion of this tournament this coming weekend. Staff still needs to do some offseason goal mouth improvements to the soccer fields and apply herbicide to the common areas at soccer and baseball.

2) McKnight East: Staff has contacted Sports Field Solutions to repair the remaining 2 foul ball nets at the softball fields. Staff has also ordered new football goal posts for the Chandler football fields.

3) Rose/Town/Magnolia: Staff continues the establishment of screened topsoil and

fescue seed along the trail edges. Also the new swings are being installed in Rose and Barg Parks. Staff is also working on repainting some additional signs and pavilions.

4) Oliver Nature Park: Staff spent considerable time fixing washout areas on the trail after the storm. Staff also removed the white rock in the parking lot and in front of the ATV shop and replaced it with decomposed granite over the top. Then the material was rolled and packed with a vibratory roller. Staff continues to mow the Jay property.

5) Overall: The annual Juneteenth Celebration will be this Saturday at McClendon West. Staff and contractors will be re-sodding some turf areas at City Hall with Zeon Zoysia. Plant removal has begun in preparation for the memorial plaza.

RECREATION SUPERINTENDENT'S REPORT ON LISTED ITEMS (ANDREW BINZ)

[16-2068](#)

Monthly Update on Current Programs & Services

1) Athletics:

- Next All Sports Meeting is July 19th at 6:00 pm at the MAC.

2) Programs and Events:

- MAC Programming Update

- a) Kids Zone is off to a good start. Waitlist every week.
- b) Volleyball League has 11 teams this season.
- c) Mansfield Elite has 39 participants.
- d) Online account creation and registration is going through trial phase.

- Oliver Nature Park

- a) A Kayaking article has been published in the Mansfield News Mirror.
- b) Tiffany Gorrell, Nature Education Specialist, was featured in Mansfield Magazine Summer Issue.
- c) The nature park is receiving good publicity.

- Special Events:

- a) The Kids Triathlon will be held on July 2nd.
- b) The Rock'n 4th of July event will be held on July 3rd.

- General:

- a) All Sports Meeting will be held on July 19th at 6:00 p.m. at the Mansfield Activity Center.

6. OLD BUSINESS

[16-2070](#)

Update; FY2016-2017 Existing Park Improvements

James Fish, Sr. Park Planner, informed the Board that construction has started on the additional swing set bays for Donald Barg Park and Katherine Rose Memorial Park and should be completed at the end of June. Construction has started on the new entryway sign for McKnight Park East and should be completed by the end of June. The electric service for Oliver Nature Park is 50% complete with coordination underway with Oncor for service installation. We are awaiting their schedule for installation. Once payment is made, the timeframe for completion is 4-6 weeks.

James also informed the Board that we are in the process of scheduling a visit to Barg for the young girl who wrote in requesting the swings.

[14-1139](#)

Update; Pond Branch Linear Park

James Fish, Sr. Park Planner, informed the Board that construction is well underway at the Broad street culvert and moving south to Kimball Street. Several of the retaining walls are installed with rockwork and sanitary sewer relocation scheduled to begin the week of the 11th. A significant amount of the Right of Way has been cleared as well. The project is still on target for December 2017 completion.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

James Fish, Sr. Park Planner, informed the Board that the consultant is readying the 100% cd submittal for review. Flood study has been submitted to engineering and USAE for review and approval. Target package date for bidding is fall 2017.

Sandra Hightower asked if any of the construction on Highway 360 will affect our project. James stated that it would not at this phase of the project.

[16-2040](#)

Update; Chandler Park Phase II Construction

Chris Ray, Park Planner, informed the Board that the skate spot construction has finished. The restroom building has been set and is being finished with the façade stone. Focused has shifted to competing the main pavilion and connecting areas. The 3-5yr playground has been installed and the 6-12yr has started. New fencing for the existing tennis courts have been set in place and construction is moving along. Staff continues bi-weekly meetings with the contractor and design consultant to discuss scheduling, construction implementation, and park amenities. Construction is currently ahead of schedule, with anticipated completion in late July 2017-first week August.

[17-2227](#)

Update; StarCenter

7. WORK SESSION

A. Discussion; MPFDC FY2017-2018 Budget

Matt Young, Director of Parks and Recreation, presented the Board with the FY2017-2018 Budget highlights. Matt stated that the budget proposal includes updated unit costs, new organization structures, updated personnel allocation, updated line items, updated Operation and Maintenance figures, program breakdowns, updated salary and benefit information, and revenue projections. Matt informed the Board of the need to create new organization structures in order to better track program expenditures. New organization structures created include Community Parks, which reflects a change from Rose Parks Operations, and Neighborhood Parks, which is a new addition. Likewise, personnel allocations have been adjusted to reflect their service locations. Matt also informed the Board that a new line item for mowing contracts was created in order to separate it from contractual services since it was the largest part of that line item. This change would provide a better picture of the contractual services breakdown and assist in accurately monitoring mowing contract expenditures. Existing Park Improvements is also listed as its own line item as opposed to listing it as a separate project in order to

consolidate funding into a single line item. Matt also stated that new Operation and Maintenance figures include the Parks Administration Building.

Matt provided a breakdown of the Revenue portion of the proposed budget. Matt discussed the expansion of Kids Zone which will see additional expenditures but also provides an opportunity for additional revenue. The new pavilions at Chandler Park will also provide an increase in revenue. Special Events will also continue its effort to grow its sponsorship program. The Board was also informed that the Salary and Benefits line item includes a 3% increase and that benefit figures have been updated to reflect lower costs than previously projected. Matt also discussed revenue projections with Sales Tax projected to increase about 6%. Matt also stated that the Mansfield Activity Center will see an increase in program growth in the coming fiscal year while Athletic Field Fees remains flat. Oliver Nature Park programs have shown growth prompting an increase in the budget based on program performance. The Hawaiian Falls budget has been decreased due to lower than expected lease payments and the Big League Dreams budget will remain the same. The overall MPFDC proposed revenue for FY2017-2018 is \$7.5 million dollars. The proposed budget does not include any impact from Shops at Broad for the coming fiscal year.

Harold Bell, President, asked where grounds maintenance was located. Matt stated that Field Maintenance is an organization name which tracks our sports facilities and fields and grounds maintenance is a line item within an organization.

Sandra Hightower asked if this is a conservative budget projection. Matt stated that Sales Tax is a step up from conservative since the projection is usually a 3% increase but after discussing the figures with Finance, 6% was proposed which mirrors what the General Fund is projecting. The remaining budget projections are conservative. Peter Phillis, Deputy City Manager, stated that the sales tax projection is realistic for the upcoming fiscal year.

Matt provided a breakdown of the Expenditure portion of the proposed budget. Administration shows a decrease due to the shifting of employees to the appropriate work centers including the shift of our Deputy City Manager to the General Fund. The decrease also includes a Parks Maintenance Supervisor position previously funded from this group that has been shifted to the new Field Maintenance group. The Administration budget proposal also includes an increase in anticipated legal fees. Legal fee expenditures are expected to be higher in FY2017-2018 than in the following year. Overall, there is a decrease in the Administration appropriation primarily due to the shifting of employees. An increase is reflected in the Sports Complex (Field Maintenance in FY 2017-2018) and Rose/Town Parks (Community Parks in FY2017-2018) groups due to the shifting of employees based on their appropriate work centers as well as the corresponding maintenance costs. The maintenance costs for Oliver Nature Parks and its employees has also been shifted to the Rose/Town group which contributes to the decrease reflected in the Oliver Nature Park allocation for the coming fiscal year. The Oliver Nature Park allocation will now become the Nature Education Program allocation in anticipation of the future growth and opportunities of the nature program. The new Community Parks increase also includes Operation and Management costs for Pond Branch and Chandler Park in addition to the Oliver Nature Park costs. The Mansfield Activity Center is relatively flat showing a small decrease even after a 3% increase in staffing costs and Kids Zone expansion. Neighborhood Parks will reflect an increase over last fiscal year due to this being a new appropriation to reflect neighborhood park operation and maintenance costs. Non-departmental now includes post-employment benefits and retiree costs which accounts for the increase in this appropriation. Debt service increase includes the first year of StarCenter debt service which accounts for the

increase in this allocation. The overall MPFDC proposed expenditures for FY2017-2018 is \$7.2 million dollars. Matt also provided a breakdown slide with specific costs to account for increases in expenditure allocations.

The Board was provided copies of FY2017-2018 proposed budget and supporting documentation for review.

Harold Bell, President, asked if the Mansfield Parks Facilities Development Corporation is solely responsible for the Heritage Baptist Church agreement. Matt stated that this is a 50-50 split with the Mansfield Economic Development Corporation and the amount reflected is our portion.

Sandra Hightower asked if they would continue to receive a breakdown of expenses similar to the Cash Flow Statement for the next fiscal year. Matt responded that the Cash Flow Statement will remain the same with breakdowns by organizational units and projects.

Capital expenditure list was submitted by Finance in February. A copy of the capital expenditure request list with corresponding descriptions and condition was provided to the Board. Matt proposed the use of savings for this fiscal year to purchase the top eight priorities on the list. A truck and two utility vehicles which are tied to Pond Branch and Chandler Park in order to assist the staff maintaining these facilities are included. The replacement of a 2000 Ford Ranger used by ONP staff with a Sports Utility Vehicle, tractor, sand groomer, and debris blower are also included. A 15-passenger van is a new item requested for Kids Zone program expansion support which would transport participants to Erma Nash Elementary. An Asset Management system has also been requested in order to be able to track all of the Parks and Recreation assets. There is currently not an asset management system in place for Parks and Recreation forcing us to rely on manual management through the use of spreadsheets. This new system would allow our department to keep accurate inventory and condition information for all Parks and Recreation items making it a more effective way of determining product useful life and replacement needs including cost estimates. A work order management system can be built into this which could be accessed from a mobile phone or tablet in the field for real-time asset updates and repair/maintenance requests. Additional information or demo can be provided.

Harold Bell, President, asked where the capital expenditure figure can be found. Matt responded that it is reflected in our existing budget appropriation. Harold also asked if there are no additional capital expenditures for next fiscal year. Matt stated that capital replacements are a necessity every year. We need to anticipate replacing equipment every year and would like to build that into the 10-Year Strategic Plan so that we are aware and are continually having the discussion of how we would like to handle them; whether with savings or a dedicated allocation. The Asset Management System previously discussed would go a long way in projecting future replacements as well as inventory life cycles.

Wendy Collini asked where the rest of the project expenditures are located. Matt stated that they are reflected in the 10-Year Strategic Plan.

Wendy Collini asked if capital expenditures will be out of current year funds and if approval would be needed. Matt stated that expenditures would be and would need Board approval.

Sandra Hightower asked what our anticipated savings are. Matt stated estimated about \$500,000 due to project adjustments. Sandra asked if we are comfortable with

the capital expenditure amount of \$208,000. Matt stated that we are comfortable with that figure.

Wendy Collini asked why the passenger van is needed now if it will not be used until next summer? Matt stated that since the Kids Zone expansion would take effect by this time next year, the van would need to be purchased prior to that time. As we get into our capital program, we may have to move this item. We will discuss this item with our Finance program to see what our best option will be.

Harold Bell, President, asked if we will need to purchase these items before FY2017-2018. Matt replied that purchase would take place before the end of September. He also stated that delivery depends on market traffic. Harold also asked if waiting would result in having to re-bid the items since the quotes are for FY2017 prices. Matt replied that we would have to re-bid. Harold would like to take a look at how to incorporate it into the FY2018 budget.

Wayne Lee asked if there was any anticipation of bringing the restroom to the Sports Complex in the next fiscal year. Matt replied there is no anticipation of doing so at this time.

B. Discussion; MPFDC 10-Year Strategic Business Plan

Matt Young, Director of Parks and Recreation, presented the Board with an overview of the proposed 10-Year Strategic Business Plan. Matt also stated the need to schedule a follow up Budget Workshop before the next Regular Meeting in order to focus on projects. At this workshop Matt will be able to provide information on Beginning Cash Balance as well as cash available for projects in order to begin to prioritize projects with a goal of a budget adoption meeting in July. Early to mid-July would be the timeframe for scheduling a Special Meeting.

8. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 7:15 p.m.

A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

Seek Advice of City Attorney Regarding Pending Litigation - Cause No. 348-270155-14

B. Discussion Regarding Possible Purchase, Exchange, Lease or Value of Real Property Pursuant to Section 551.072

1. Possible Linear Park Expansion
Property #12-15-01
Property #03-14-05
2. Future Park Use
Property #11-16-05

9. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 9:11 p.m.

10. **TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION**

None.

11. **BOARD ANNOUNCEMENTS**

-Sandra Hightower commented how beautiful it looks outside of City Hall.

-Wayne Lee stated he is looking forward to the Rockin' 4th of July event.

-Bob Kowalski reminded the Board of the Juneteenth event scheduled for this Saturday, June 17th from 11:00 a.m. to 5:00 p.m. at McClendon West

-Special Meeting to be held on Monday, July 17th at 6:00 p.m. in the Multipurpose Room at City Hall.

12. **INFORMATIONAL ITEMS**

None.

13. **ADJOURNMENT**

Harold Bell, President, adjourned the Regular Meeting at 9:13 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation