



# CITY OF MANSFIELD

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

## Meeting Agenda

### City Council

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Monday, June 14, 2021

5:00 PM

Council Chambers

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#### REGULAR MEETING AMENDED AGENDA

**THIS MEETING MAY BE ACCESSED BY VIDEO CONFERENCING. To participate, please register at**

**[https://mansfieldtexas.zoom.us/webinar/register/WN\\_7tYnmUYKTmi8YKqfx8II5g](https://mansfieldtexas.zoom.us/webinar/register/WN_7tYnmUYKTmi8YKqfx8II5g) by 5:00 p.m. on Monday, June 14, 2021 or join by telephone at 1-888-788-0099 (Toll Free). If joining by phone, please provide the Webinar ID number and password below:**

**Webinar ID: 961-6082-2524**

**Passcode: 1234567**

**Citizen comments may also be submitted through the city's website**

**[www.mansfieldtexas.gov](http://www.mansfieldtexas.gov) or by sending an email to [susana.marin@mansfieldtexas.gov](mailto:susana.marin@mansfieldtexas.gov).**

**All comments must be submitted by 5:00 p.m. on Monday, June 14, 2021. Comments received will be read into the record by the Mayor.**

**1. 5:00 P.M. - CALL MEETING TO ORDER**

**2. RECESS INTO EXECUTIVE SESSION**

*Pursuant to Section 551.071, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.*

**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

Seek Advice of City Attorney Regarding Pending Litigation - Cause No. DC-20-16161

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

Land Acquisition for Future Development

- C. **Personnel Matters Pursuant to Section 551.074**
- D. **Deliberation Regarding Commercial or Financial Information Received From or the Offer of a Financial or Other Incentive Made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is Conducting Economic Development Negotiations Pursuant to Section 551.087**

Economic Development Project #21-20

- 3. **6:50 P.M. – COUNCIL BREAK PRIOR TO REGULAR BUSINESS SESSION**
- 4. **7:00 PM OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION - RECONVENE INTO REGULAR BUSINESS SESSION**
- 5. **INVOCATION**
- 6. **PLEDGE OF ALLEGIANCE**
- 7. **TEXAS PLEDGE**

"Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State Under God; One and Indivisible"

- 8. **PRESENTATION**

Chisholm Trail 100 Club's Life Saver Award to Mansfield PD

- 9. **CITIZEN COMMENTS**

*Citizens wishing to address the Council on non-public hearing agenda items and items not on the agenda may do so at this time. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Council as they are not able to do so. THIS WILL BE YOUR ONLY OPPORTUNITY TO SPEAK. All comments are limited to five (5) minutes.*

*In order to be recognized during the "Citizen Comments", please complete a blue card located at the entrance of the Council Chambers. Please present the card to the Assistant City Secretary prior to the start of the meeting.*

- 10. **COUNCIL ANNOUNCEMENTS**
- 11. **SUB-COMMITTEE REPORTS**

[21-4106](#)

Minutes - Approval of the May 26, 2021 Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee Meeting Minutes (vote will be only by

members of the sub-committee) (Short, Evans, and Lewis)

**Presenters:** Susana Marin

**Attachments:** [5-26-21 DRAFT Meeting Minutes](#)

[21-4107](#)

Minutes - Approval of the May 26, 2021 Election Integrity Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Evans, Short, and Broseh)

**Presenters:** Susana Marin

**Attachments:** [5-26-21 DRAFT Meeting Minutes](#)

[21-4108](#)

Minutes - Approval of the June 1, 2021 Election Integrity Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Evans, Short, and Broseh)

**Presenters:** Susana Marin

**Attachments:** [6-1-21 DRAFT Meeting Minutes](#)

## **12. STAFF COMMENTS**

*In addition to matters specifically listed below, Staff comments may include updates on ongoing or proposed projects and address of posted agenda items.*

### **A. City Manager Report or Authorized Representative**

Current/Future Agenda Items

Historic Downtown Coordinator and Downtown Mansfield, Inc. Update - Nicolette Allen

Juneteenth Event Update - Theresa Cohagen

Preliminary Budget Update - Troy Lestina

## **13. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION**

## **14. CONSENT AGENDA**

*All matters listed under consent agenda have been previously discussed, require little or no deliberation, or are considered to be routine by the council. If discussion is desired, then an item will be removed from the consent agenda and considered separately. Otherwise, approval of the consent agenda authorizes the City Manager to implement each item in accordance with staff's recommendation.*

### **ITEMS TO BE REMOVED FROM THE CONSENT AGENDA**

[21-4102](#)

Resolution - A Resolution Authorizing a Contract with the PALL Corporation to Migrate the VT SCADA Platform to the Microfiltration System at the Bud Ervin Water Treatment Plant for the Amount of \$46,739.90

**Presenters:** Alex Whiteway

**Attachments:** [Resolution](#)

[21-4117](#)

Resolution - A Resolution Authorizing an Engineering Services Agreement with Plummer Associates, Inc. to Identify Possible Sites for a Future Water Treatment Plant

**Presenters:** Alex Whiteway

**Attachments:** [Resolution](#)

[Mansfield Future Water Treatment Plant Site Selection Plummer Agreement](#)

[21-4122](#)

Resolution - A Resolution Authorizing the City Manager to Enter into an Agreement with The Texas Department of Transportation - Fort Worth District for a Partial Waiver of the Local Match Funds Requirement for the Off-System Bridge Program (Walnut Creek Drive Bridge Replacement)

**Presenters:** Bart VanAmburgh

**Attachments:** [Resolution](#)

[21-4123](#)

Resolution - A Resolution Authorizing a Change Order and Providing Additional Funds for Mansfield International Business Park Drainage, Water, Sanitary Sewer and Road Improvements with Jackson Construction, Ltd.

**Presenters:** Bart VanAmburgh

**Attachments:** [Resolution](#)

[21-4124](#)

Resolution - A Resolution Authorizing an Engineering Services Agreement with Freese and Nichols, Inc. for the Water and Wastewater Regional Planning Assistance for an Amount not to Exceed \$123,000.00

**Presenters:** Jeff Price

**Attachments:** [Resolution](#)

[Scope of Services](#)

[21-4132](#)

Resolution - A Resolution Authorizing an Interlocal Agreement Between the City of Mansfield and the North Central Texas Council of Governments for the Purpose of Making State Solid Waste Grants Funds Available to the City for the Purchase of an Environmental Education Vehicle

**Presenters:** Howard Redfearn

**Attachments:** [Resolution](#)

[21-4137](#)

Resolution - A Resolution Authorizing the City Manager to Initiate the Process of Placing a Municipal Setting Designation on the Properties of 1101 W. Broad St. and 204 S 6th Ave.

**Presenters:** Jeff Price

**Attachments:** [Resolution](#)

[21-4126](#)

Request For Special Event Permit: Pickle Cornhole Tournament

**Presenters:** Jason Alexander



**Attachments:** [Pickle Cornhole Tournament](#)

[21-4127](#) Request For Special Event Permit: King of the Corn

**Presenters:** Jason Alexander

**Attachments:** [King of the Corn](#)

[Updated King of the Corn Site Plan](#)

[21-4128](#) Request For Special Event Permit: Mansfield Swaperdays

**Presenters:** Jason Alexander

**Attachments:** [Mansfield Swaperdays](#)

[21-4129](#) Request For Special Event Permit: The Downtown Foodie Trail

**Presenters:** Jason Alexander

**Attachments:** [The Downtown Foodie Trail](#)

[The Downtown Foodie Trail Revised Site Plan](#)

[21-4130](#) Request For Special Event Permit: Juneteenth Celebration

**Presenters:** Jason Alexander

**Attachments:** [Juneteenth Celebration](#)

[21-4131](#) Request For Special Event Permit: The Benefit Event

**Presenters:** Jason Alexander

**Attachments:** [The Benefit Event](#)

[21-4109](#) Minutes - Approval of the May 24, 2021 Regular City Council Meeting  
Minutes

**Presenters:** Susana Marin

**Attachments:** [5-24-21 DRAFT Meeting Minutes](#)

**END OF CONSENT AGENDA**

**15. NEW BUSINESS**

[21-4125](#) Discussion and Possible Action Considering the Approval of a Community  
Activation Grant Application by the Pickled Mansfield Society

**Presenters:** Nicolette Allen

**Attachments:** [Community Activation Grant Application Pickled Mansfield Society](#)

[Pickled Mansfield Society Projected Tournament Attendance](#)

[Pickled Mansfield Society Tournament Budget](#)

**16. ADJOURN**

**CERTIFICATION**

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the June 14, 2021 Regular City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, mansfieldtexas.gov, on Thursday, June 10, 2021 prior to 5:00 p.m. The Amended Agenda was posted on Friday, June 11, 2021 prior to 5:00 p.m. in compliance with Chapter 551, Texas Government Code.

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Susana Marin, City Secretary

Approved as to form:

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City Attorney

DATE OF POSTING: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

DATE TAKEN DOWN: \_\_\_\_\_ TIME: \_\_\_\_\_ am/pm

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call (817) 473-0211 at least 48 hours in advance. Reasonable accommodation will be made to assist your needs. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.



# CITY OF MANSFIELD

1200 E. Broad St.  
Mansfield, TX 76063  
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## STAFF REPORT

File Number: 21-4106

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Approval of Minutes

**In Control:** City Council

**File Type:** Meeting Minutes

### Title

Minutes - Approval of the May 26, 2021 Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Short, Evans, and Lewis)

### Requested Action

Action to be taken by the Council to approve the minutes.

### Recommendation

Approval of the minutes by the Council.

### Description/History

The minutes of the May 26, 2021 Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee Meeting are in DRAFT form and will not become effective until approved by the Council at this meeting.

### Justification

Permanent Record

### Funding Source

N/A

### Prepared By

Susana Marin, TRMC, City Secretary  
817-276-4203



# CITY OF MANSFIELD

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

## Meeting Minutes

### City Council - Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee

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Wednesday, May 26, 2021

10:00 AM

City Hall

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#### CALL TO ORDER

*Chair Short called the meeting to order at 10:03 a.m.*

*Staff Present: Deputy City Manager, Shelly Lanners; Director of Finance, Troy Lestina; Assistant Director of Finance, Bryan Rebel; Director of Community Engagement, Theresa Cohagen; Director of Communications and Outreach, Bernadette McCranie; Communications Manager, Andrew Clark; City Secretary, Susana Marin; Assistant City Secretary, Keera Seiger*

**Present** 3 - Julie Short; Casey Lewis and Michael Evans

#### CITIZEN COMMENTS

*There were no citizen comments.*

#### DISCUSSION ITEMS

Discussion Regarding Hotel/Motel Occupancy Tax Fund Allocation Process

*There was discussion regarding the need to improve the mandatory pre-application meeting to give applicants the best information and experience with this process as possible.*

Discussion Regarding Guidelines and Possible Changes

*The sub-committee reviewed the changes to the guidelines as discussed at the May 12, 2021 meeting. There was discussion regarding the types of events these funds can be used for, how the City can support events with in-kind services such as police presence and staff assistance with marketing and promotional materials.*

Discussion Regarding the Topics of Discussion During the Mandatory Training

*Chair Short invited Lori Williams, President/CEO of the Mansfield Area Chamber of Commerce to advise the sub-committee how to best communicate with Mansfield businesses that this opportunity is available to them. Lori spoke regarding ways to best communicate with businesses and answered sub-committee and staff questions. There was discussion regarding events, sponsorships, business plans, and resources. Chair Short reviewed the draft agenda for the mandatory pre-application training to be held June 8, 2021 at 10:00 a.m.*

**ADJOURNMENT**

*Chair Short adjourned the meeting at 10:48 a.m.*

\_\_\_\_\_  
ATTEST: Julie Short, Chair

\_\_\_\_\_  
Susana Marin, City Secretary



# CITY OF MANSFIELD

1200 E. Broad St.  
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## STAFF REPORT

File Number: 21-4107

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Approval of Minutes

**In Control:** City Council

**File Type:** Meeting Minutes

### Title

Minutes - Approval of the May 26, 2021 Election Integrity Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Evans, Short, and Broseh)

### Requested Action

Action to be taken by the Council to approve the minutes.

### Recommendation

Approval of the minutes by the Council.

### Description/History

The minutes of the May 26, 2021 Election Integrity Sub-Committee Meeting are in DRAFT form and will not become effective until approved by the Council at this meeting.

### Justification

Permanent Record

### Funding Source

N/A

### Prepared By

Susana Marin, TRMC, City Secretary  
817-276-4203



# CITY OF MANSFIELD

1200 E. Broad St.  
Mansfield, TX 76063  
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## Meeting Minutes

### City Council - Election Integrity Sub-Committee

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Wednesday, May 26, 2021

8:30 AM

City Hall

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#### CALL TO ORDER

*Chair Evans called the meeting to order at 8:31 a.m.*

*Staff present: City Manager, Joe Smolinski; Deputy City Manager, Shelly Lanners; Assistant City Manager, Matt Jones; City Secretary, Susana Marin; Assistant City Secretary, Keera Seiger*

*Staff present via teleconference: City Attorney, Allen Taylor*

**Present** 3 - Julie Short; Larry Broseh and Michael Evans

#### CITIZEN COMMENTS

*There were no citizen comments.*

#### DISCUSSION ITEMS

Clarification Language Regarding a Potential City Council Candidate's Residency and Eligibility Criteria

*City Attorney Allen Taylor provided wording and a draft template for additions to the City of Mansfield City Council Candidate Application for the sub-committee and staff to review. There was discussion regarding candidate qualifications and additional questions for applicants to answer as part of their application. Allen and City Secretary Susana Marin answered sub-committee and staff questions.*

#### ADJOURNMENT

*Chair Evans adjourned the meeting at 9:08 a.m.*

\_\_\_\_\_  
ATTEST: Michael Evans, Chair

\_\_\_\_\_  
Susana Marin, City Secretary



# CITY OF MANSFIELD

1200 E. Broad St.  
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mansfieldtexas.gov

## STAFF REPORT

File Number: 21-4108

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Approval of Minutes

**In Control:** City Council

**File Type:** Meeting Minutes

**Agenda Number:**

**Title**

Minutes - Approval of the June 1, 2021 Election Integrity Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Evans, Short, and Broseh)

**Requested Action**

Action to be taken by the Council to approve the minutes.

**Recommendation**

Approval of the minutes by the Council.

**Description/History**

The minutes of the June 1, 2021 Election Integrity Sub-Committee Meeting are in DRAFT form and will not become effective until approved by the Council at this meeting.

**Justification**

Permanent Record

**Funding Source**

N/A

**Prepared By**

Susana Marin, TRMC, City Secretary  
817-276-4203





# CITY OF MANSFIELD

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

## Meeting Minutes

### City Council - Election Integrity Sub-Committee

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Tuesday, June 1, 2021

8:30 AM

City Hall

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#### CALL TO ORDER

*Chair Evans called the meeting to order at 8:30 a.m.*

*Staff present: Deputy City Manager, Shelly Lanners; Assistant City Manager, Matt Jones; City Secretary, Susana Marin; Assistant City Secretary, Keera Seiger*

*Staff present via teleconference: City Attorney, Allen Taylor*

**Present** 3 - Julie Short; Larry Broseh and Michael Evans

#### CITIZEN COMMENTS

*There were no citizen comments.*

#### DISCUSSION ITEMS

Follow-Up Discussion on Clarification Language Regarding a Potential City Council Candidate's Residency and Eligibility Criteria

*The sub-committee reviewed the supplemental information sheet and made additional suggestions to the revised candidate qualification questions provided by City Attorney Allen Taylor. Allen and City Secretary Susana Marin answered sub-committee and staff questions.*

#### ADJOURNMENT

*Chair Evans adjourned the meeting at 8:38 a.m.*

\_\_\_\_\_  
ATTEST: Michael Evans, Chair

\_\_\_\_\_  
Susana Marin, City Secretary



# CITY OF MANSFIELD

1200 E. Broad St.  
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mansfieldtexas.gov

## STAFF REPORT

File Number: 21-4102

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing a Contract with the PALL Corporation to Migrate the VT SCADA Platform to the Microfiltration System at the Bud Ervin Water Treatment Plant for the Amount of \$46,739.90

**Requested Action**

The authorization of funds in the amount of forty-six thousand seven hundred thirty-nine dollars and ninety cents (\$46,739.90) and approval of a contract with the PALL Corporation for the migration of the VT SCADA platform to the Microfiltration system at the Bud Ervin Water Treatment Plant.

**Recommendation**

Staff recommends approval.

**Description/History**

The control system replacement project is currently taking place at the Bud Ervin Water Treatment Plant (Resolution # RE-3715-20). With the current software platform being obsolete, the upgrade of several programmable logic controls through the PALL Corporation are needed. Several licenses must be developed and the data storage modules need to be replaced.

**Justification**

The migration of VT SCADA to the microfiltration system is needed to effectively operate the Bud Ervin Water Treatment Plan. Building the VT SCADA platform is critical for the operation of the Bud Ervin Water Treatment Plant and needed to meet TCEQ monitoring requirements.

**Funding Source**

Utility Operations Fund

**Prepared By**

Alex Whiteway, Assistant Director, Water Utilities  
817-728-3615

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, AUTHORIZING A CONTRACT WITH THE PALL CORPORATION TO MIGRATE THE VT SCADA PLATFORM TO THE MICROFILTRATION SYSTEM AT THE BUD ERVIN WATER TREATMENT PLANT**

**WHEREAS**, the City is conducting existing upgrades at the Bud Ervin Water Treatment Plant for the control system replacement project; and

**WHEREAS**, the microfiltration system at the Bud Ervin Water Treatment Plant needs upgrades which the PALL Corporation is the sole proprietor of the software platform; and,

**WHEREAS**, it is recognized that it is in the best interest of the citizens of the City of Mansfield to enter into a contract with the PALL Corporation for the migration of the VT SCADA platform to the microfiltration system at the Bud Ervin Water Treatment Plant.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The City Manager or his designee is hereby authorized and directed to execute a contract with the PALL Corporation to migrate VT SCADA to the microfiltration system at the Bud Ervin Water Treatment Plant for an amount no to exceed Forty-Six Thousand Seven Hundred Thirty-Nine Dollars and Ninety Cents (\$46,739.90).

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4117

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing an Engineering Services Agreement with Plummer Associates, Inc. to Identify Possible Sites for a Future Water Treatment Plant

**Requested Action**

The authorization of funds in the amount of sixty-five thousand nine hundred eighteen dollars (\$65,918.00) and approval of a contract with Plummer Associates, Inc. to identify sites for a future water treatment plant.

**Recommendation**

Staff recommends approval.

**Description/History**

The Bud Ervin Water Treatment Plant has a max capacity of 45 million gallons per day (MGD). A final expansion will increase production to 60 MGD. The Water Utilities Department is preparing for the future demand based on the current and projected population growth for the City. Priorities to accomplish this expansion include the acquisition of land which will be the site of the future water treatment plant, as well as the potential for wholesale water supply opportunities. The 2019 Water and Wastewater Master Plan as adopted by the Council has identified the southern portion of Mansfield as the most viable area of town in which to locate the new water treatment plant, as this region is closer to the Integrated Pipeline (IPL) and wholesale customers.

**Justification**

Plummer will consult the City through a scoring of each site based on the following criteria: elevation of property, distance to raw water piping, water distribution connections, sanitary sewer connections, flood plains, soil, and Geotech information. They will also evaluate if a dual power feed will be available.

**Funding Source**

Utility Operations Fund

**Prepared By**

Alex Whiteway, Assistant Director, Water Utilities

817-728-3615

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS AUTHORIZING A CONTRACT WITH PLUMMER AND ASSOCIATES, INC. TO IDENTIFY SITES FOR A FUTURE WATER TREATMENT PLANT**

**WHEREAS**, the City is preparing for future demand based on the current and projected population growth; and,

**WHEREAS**, the 2019 Water and Wastewater Master Plan as adopted by the Council has identified the southern portion of Mansfield as the most viable area of town in which to locate the new water treatment plant; and,

**WHEREAS**, it is recognized that it is in the best interest of the citizens of the City of Mansfield to enter into a contract with the Plummer and Associates, Inc. to identify sites for a future water treatment plant.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The City Manager or his designee is hereby authorized and directed to execute a contract with Plummer and Associates, Inc. to identify sites for a future water treatment plant for an amount not to exceed Sixty-Five Thousand Nine Hundred Eighteen Dollars and no cents (\$65,918.00).

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**

ENGINEERING SERVICES AGREEMENT  
FOR THE  
CITY OF MANSFIELD

STATE OF TEXAS                   §

COUNTY OF TARRANT           §

THIS AGREEMENT is made and entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CITY OF MANSFIELD, with its principal office at 1200 East Broad Street, Mansfield, Texas 76063 (hereinafter called "CITY") and PLUMMER ASSOCIATES, INC., with its principal office at 1320 South University Drive, Suite 300, Fort Worth, Texas 76107 (hereinafter called "ENGINEER").

WITNESSETH

WHEREAS, the CITY owns and operates the Bud Ervin Water Treatment Plant (hereinafter called "BEWTP"), which supplies water to the CITY's customers; and

WHEREAS, the CITY intends to identify possible sites for a future water treatment plant (WTP); and

WHEREAS, the CITY desires to obtain engineering services in connection with the Future WTP Site Selection (PROJECT); and

WHEREAS, the ENGINEER represents that it is qualified and capable of performing the engineering services proposed herein, is acceptable to the CITY, and is willing to enter into an AGREEMENT with the CITY to perform such services.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the CITY and the ENGINEER agree as follows:

ARTICLE I – RETAINER

The CITY agrees to retain the ENGINEER and the ENGINEER agrees to perform engineering services in connection with the PROJECT. The CITY agrees to pay and the ENGINEER agrees to accept fees as specified hereinafter as full and final compensation for the services authorized and accomplished.

ENGINEER (1) shall render services under the AGREEMENT in accordance with the professional standards prevailing in the Dallas-Fort Worth metroplex area; and (2) will reimburse the CITY for all damages caused by any defective designs the ENGINEER prepares.

## ARTICLE II – PROFESSIONAL QUALITY

The ENGINEER shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all designs, drawings, documents, estimates, specifications, reports, studies, and other material (all items collectively hereinafter called “PROJECT DOCUMENTS”) and services furnished by the ENGINEER under this AGREEMENT.

Approval by the CITY of PROJECT DOCUMENTS, services, and incidental engineering services shall not in any way relieve the ENGINEER of responsibility for the technical accuracy of the engineering services performed.

## ARTICLE III – PROFESSIONAL LIABILITY

The CITY’s review, approval or acceptance of, or payment for any of the services shall not be construed to operate as a waiver of any rights under this AGREEMENT or of any cause of action arising out of the performance of this AGREEMENT, and the ENGINEER shall be and remain liable in accordance with applicable law for all damages to the CITY caused by ENGINEER’s omissions or negligent performance of any of the services furnished under this AGREEMENT.

## ARTICLE IV – BASIC ENGINEERING SERVICES

The ENGINEER agrees to perform BASIC ENGINEERING SERVICES in connection with the PROJECT as hereinafter stated, in accordance with the stipulations within this AGREEMENT. The ENGINEER shall perform BASIC ENGINEERING SERVICES as described herein.

### A. SITE SELECTION EVALUATION

1. Identify up to six potential sites for the future WTP location with an area of greater than 15 acres out of the floodplain to include in screening analysis. The sites shall be generally located in the southern portion of the CITY and may include sites in the CITY’s extraterritorial jurisdiction (ETJ). Prepare figure showing potential sites. Identify acreage needed for ultimate plant capacity using prior process evaluation/selection information.
  - a. Identify Tarrant Regional Water District (TRWD) connection locations for potential alignments.
  - b. Obtain pipeline distances for raw water pipes from the Integrated Pipeline (IPL) alignment and the original alignment for each site. Estimate hydraulic grade line (HGL) for connection location.
  - c. Identify potential distribution system connection locations and pipeline distance to connections.
  - d. Identify potential sanitary sewer connection locations and pipeline distances to a minimum 12-inch diameter gravity sewer line for discharge of future WTP residuals. Determine if a pump station is required.
  - e. Determine geotechnical information for screening criteria for WTP sites.
    - i. Review soil reports and drilling logs in vicinity to determine information. No field drilling or soil testing is including in evaluation.

- ii. Prepare summary of geotechnical screening analysis.
  - f. Review existing easements, natural gas leases, nearby well sites, and adjacent land use for the six sites.
2. Prepare Level 1 screening criteria and obtain input from CITY's staff to select and rank screening criteria. Level 1 screen criteria include the following: site access, elevation, shape, slope, area, appraised value, site drainage, existing utilities and easements, existing natural gas leases or wells, flood plain proximity, raw water pipeline distances to TRWD and IPL connections, finished water pipeline distances to connection points, sanitary sewer access, soil/geotechnical characteristics, and adjacent land use.

In conjunction with CITY staff, using the Level 1 screening criteria, select the top three sites with the highest scores for the detailed evaluation. Prepare a technical summary table of screening analysis leading to top three alternative sites.

3. Prepare Level 2 screening criteria and obtain input from CITY's staff to select and rank screening criteria. Level 2 screening criteria include the following: properties impacted by potential pipeline alignments (raw, finished, and sanitary sewer pipelines), availability of potential pipeline corridors, electrical delivery options, reliability of electrical service, availability of dual power feed versus on-site power generation for backup purposes, environmental, archeological, and historical considerations (as further discussed in Task B), potential for site to feed wholesale customers, potential for co-locating other CITY facilities at the site, and total opinion of construction costs, and whether site is for sale. Prepare a figure showing the local power provider facilities, and the facilities needed for the local provider(s) to provide the power.
- a. Determine opinion of probable construction costs for each site.
  - b. Conduct second level screening and analysis for the three sites.
  - c. Conduct site visits of potential sites and document.
  - d. Prepare a brief technical memorandum for the site evaluation with the costs and screening process scoring.

In conjunction with CITY staff, use the Level 2 screening criteria to evaluate the three sites. Prepare a Technical Memorandum discussing the Level 2 screening analysis of the three sites.

4. Deliverables
- a. Submit aerial photo figure showing the screening sites.
  - b. Submit electronic copy of the site selection screening analysis technical summary to the CITY for review.
  - c. Submit electronic copy of the Technical Memorandum Evaluation of the Future WTP Site Selection to the CITY for review. Include aerial photos of sites, with property lines, pipeline routes, raw water connections.



B. ENVIRONMENTAL INFORMATION (3 SITES – LEVEL 2 SCREENING)

1. Determine information needed for environmental screening criteria for evaluation of water treatment plant sites and offsite pipelines. Note this is not a full environmental assessment.
  - a. Develop environmental screening information for three sites.
  - b. Develop environmental screening information for three sites and pipeline routes.
  - c. Prepare summary of environmental screening analysis for the three sites and pipeline routes.
2. Archeological and historical screening evaluation of the selected site and offsite pipelines may be done as a special service.

C. IMPLEMENTATION PLAN

1. Assist the CITY in the selection of a single recommended site, around which an implantation plan is to be developed.
2. Prepare an implementation plan with schedule and estimated costs for the recommended site. A description of the driving factors behind the recommended site will be included.
3. Based on prior process evaluation, develop site plan with buildings, treatments units, access, roadways, clearwells, high service pump station and raw water and finished water pipelines. Show offsite pipeline corridors on aerial photo. Integrate phasing of multiple process units/clearwells based on Master Plan.
4. If authorized as a special service, perform Environmental, Historical and Archeological Assessment.

D. Meetings and Workshops (meetings to be conducted in combination with larger projects or via video conference)

1. Conduct a kickoff meeting to discuss initial six sites for evaluation. Discuss screening criteria and rank for relative weight.
2. Attend Workshop No. 1 with City to review information and screening of six sites to top three sites. Discuss second level screening criteria and rank for relative weight. Meeting is assumed to occur in conjunction with a Membrane Pilot Study meeting.
3. Attend Workshop No. 2 with City to review the three sites, preliminary cost analysis and second level screening evaluation. Develop recommendation for selected site. Meeting is assumed to occur in conjunction with a Membrane Pilot Study meeting, or Membrane Design meeting.
4. Attend review meeting with City to review and discuss selected scenario and draft Implementation Plan. Incorporate comments and provide CITY with electronic final copy and three final hard copies. Meeting is assumed to occur in conjunction with a Membrane Pilot Study meeting, or Membrane Design meeting.

#### ARTICLE V – SPECIAL SERVICES

Various SPECIAL SERVICES incidental to the PROJECT, but not within the scope of the BASIC ENGINEERING SERVICES covered by ARTICLE IV preceding, which may be performed or arranged for separately by the CITY, or may be added to the ENGINEER's responsibilities by mutual agreement and written authorization.

1. Environmental, Historical and Archeological Assessment of Selected Site
  - a. Make a site visit to the site and document environmental issues, endangered species, etc.
  - b. Obtain historical and archeological information document for site.

#### ARTICLE VI – ADDITIONAL SERVICES

ADDITIONAL SERVICES are those services not included in BASIC ENGINEERING SERVICES that may be required for the Project but cannot be defined sufficiently at this time to establish a Scope of Work. These include, but are not necessarily limited to the following:

1. On-site geotechnical investigations, field drilling, and collection and analysis of soil samples.
2. Prepare to serve or serve as an expert witness on behalf of the CITY in connection with any public hearing or legal proceedings;
3. Provide services relating to project financing and loan application.
4. Perform subsurface excavation in the event such excavation is required to locate existing facilities beyond those specified in the BASIC ENGINEERING SERVICES;
5. Provide archeological or environmental services beyond those specified in the BASIC OR SPECIAL ENGINEERING SERVICES;
6. Provide site surveying beyond those specified in the BASIC ENGINEERING SERVICES;
7. Attend additional meetings with CITY or other agencies beyond those specified in the BASIC ENGINEERING SERVICES;
8. Provide any other services otherwise excluded in this AGREEMENT but customarily furnished in accordance with generally accepted engineering practices.

#### ARTICLE VIII – SERVICES BY THE CITY

The CITY and its representatives will render services inclusive of the follow:

1. Provide available criteria and full information as to the CITY's requirements for the PROJECT;
2. Provide platting information, easements, and utility information for the PROJECT as recommended by the ENGINEER;
3. Assist the ENGINEER by placing at his/her disposable all available written data pertinent to the PROJECT. ENGINEER shall be entitled to reasonably rely upon the accuracy of the data and information provided by the CITY without independent review, evaluation, or verification. ENGINEER shall not be liable for any claims for injury or loss arising from errors, omissions, or inaccuracies in documents, data, and other information provided by the CITY, unless such error,

omission, or inaccuracy was known or should have been known to ENGINEER with the exercise of reasonable diligence.

4. Examine PROJECT DOCUMENTS submitted by the ENGINEER and render a decision pertaining thereto promptly, to avoid unreasonable delay in the progress of the ENGINEER's services;
5. Furnish information required as expeditiously as possible for the orderly progress of the work, including surveying and geotechnical work;
6. The City Manager of the CITY or his designated representative shall appoint, in writing, a representative that the ENGINEER shall be entitled to rely upon regarding decisions made by the CITY. All subsequent communication to the CITY shall be deemed made when conveyed in writing to the representative at the location specified in ARTICLE XVII, NOTICES; and
7. The services, information, and reports required by the ARTICLE, inclusive, shall be furnished at the CITY's expense, and the CITY will use its best efforts to apprise the ENGINEER of any inaccuracies, or inconsistencies in the information provided.

#### ARTICLE IX – COMPENSATION

##### A. Basic Engineering Services

For and in consideration of the BASIC ENGINEERING SERVICES (ARTICLE IV) to be rendered by the ENGINEER, the CITY shall pay, and the ENGINEER shall receive compensation as hereinafter set forth. All remittance by the CITY for such compensation shall either be mailed or delivered to the ENGINEER's office as identified in ARTICLE XVII, NOTICES.

Compensation for BASIC ENGINEERING SERVICES, ARTICLE IV, shall be a lump sum amount of **\$54,368.00**.

All direct non-labor expenses, including, but not limited to mileage, travel, meals and lodging expenses, and subcontract expenses applied to the BASIC ENGINEERING SERVICES, shall be paid at invoice or internal office cost plus a ten percent (10-percent) service charge.

##### B. Special Services Allowance \$11,550

For and in consideration of the SPECIAL SERVICES set forth in ARTICLE V, herein, the CITY shall pay and the ENGINEER shall receive compensation based on actual hours and costs in accordance with Attachment A. All direct expenses, including mileage, travel and lodging expenses, but excluding subcontract expenses, applied to the Additional Services of Engineer, shall be paid at invoice or internal office cost plus a ten percent (10%) service charge. Subcontract expenses shall be paid at direct cost plus a ten percent (10%) service charge. All sales, use, value added, business transfer, gross receipts, or other similar taxes will be added to Engineer's compensation when invoicing Owner.

##### C. Method of Billing

For services performed by ENGINEER for CITY under the terms of this AGREEMENT, ENGINEER shall submit statements monthly or less frequently reflecting ENGINEER's required compensation for that portion of the BASIC ENGINEERING SERVICES or SPECIAL SERVICES completed by the ENGINEER. Along with each separate request for payment of these services, ENGINEER shall submit to the CITY

## Engineering Service Agreement City of Mansfield – Future WTP Site Selection

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documentation showing percent complete for lump sum portions of the project. For SPECIAL SERVICES, ENGINEER shall submit to the CITY documentation substantiating all of the actual costs for which ENGINEER has requested compensation, including but not limited to the following:

1. The number of hours and the associated job classification for the period of time identified with any billing invoice; and
2. A copy of any invoices paid directly by the ENGINEER for any outside services or product that relates to the PROJECT, and that are requested by the ENGINEER to be reimbursed by the CITY.

All records pertaining to services for which payment has been made based upon ENGINEER's billable rates shall be subject to audit by the CITY in accordance with ARTICLE IX. ENGINEER may be required to furnish additional records and/or data in addition to the above, as a response to the CITY's auditing process specified in ARTICLE IX.

### D. Time of Payment of Compensation

The ENGINEER shall submit a request for partial payments for services on a monthly basis submitted by the ENGINEER to the CITY. Final payment for services authorized shall be due upon completion of these services.

Should the CITY fail to make payment to the ENGINEER for services properly performed, the sum named in any partial or final statement, and when payment is past due for more than thirty (30) days, then the CITY shall pay to the ENGINEER, in addition to the sum shown as due by such statement, interest thereon at a rate of eight percent (8 %) per annum from the date due, as provided herein until fully paid, which shall fully compensate the ENGINEER for any injury arising from such delay in payment.

However, in the event that the sum shown as due to the ENGINEER by such statement shall be disputed, questioned, or objected to by the CITY, then said rate of eight percent (8 %) per annum from the date due shall only apply to that portion or amount of payment which is finally and mutually agreed upon by CITY and ENGINEER to be rightfully due and owing to the ENGINEER.

### ARTICLE X – AUDIT OF RECORDS

All records of the ENGINEER of a financial or timekeeping basis which have been used to determine the fees earned by the ENGINEER shall be open to inspection and subject to audit and/or reproduction by CITY's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of cost for the services at the conclusion of the scope of all services to be performed under this AGREEMENT. The actual billable rates have been identified on Attachment A and are not subject to an audit or a redetermination of any kind. In addition, this ARTICLE shall apply to subcontractors and direct purchases only to the extent of invoices received by ENGINEER and evidence of payment for such invoices in the possession of the ENGINEER. In its audits, the CITY may require inspection and copying from time to time and at reasonable times and places of any and all information, materials, and data of every kind and character that may in CITY's judgment have any bearing on or pertain to the payments subject to this audit. The CITY or its designee shall be afforded access to all of the ENGINEER's records pursuant to the provisions of this ARTICLE at the conclusion of the term of this AGREEMENT and for a period of three (3) years after final payment.

ARTICLE XI – WRITTEN AUTHORIZATION

It is understood and agreed that no professional services of any nature shall be undertaken under this AGREEMENT by the ENGINEER until ENGINEER is instructed in writing by the CITY's City Manager or his/her designated representative to commence with the work.

ARTICLE XII – INSURANCE AND INDEMNIFICATION

During the term of the AGREEMENT, ENGINEER shall maintain, and shall require its subcontractors to maintain:

1. Adequate public liability insurance for bodily injury and property damage in amounts and with carriers satisfactory to the CITY;
2. Worker's compensation coverage on all of ENGINEER's or its subcontractors' employees working on the PROJECT; and
3. \$2,000,000 of professional liability insurance.

ENGINEER also agrees to furnish to the CITY certificates reflecting ENGINEER's and its subcontractors' workers' compensation coverage, public liability insurance coverage for bodily injury and property damage, and professional liability insurance coverage.

ENGINEER agrees to indemnify and hold the CITY harmless from and against any and all claims, demands, or causes of action of whatever nature resulting from or arising out of ENGINEER's failure to maintain adequate public liability insurance, workers' compensation coverage, or professional liability insurance coverage as required by this AGREEMENT or by law.

ENGINEER will notify the CITY within thirty (30) days of any changes in insurance coverages.

ENGINEER agrees to indemnify, hold harmless, and defend the CITY, at ENGINEER's cost, its officers, agents, and employees from the against any and all claims or suits for injuries damages, loss, or liability of whatever kind or character, arising out of or in connection with the performance by the ENGINEER of those services contemplated by this AGREEMENT, based upon negligent acts or omissions of the ENGINEER, its officers, agents, employees, consultants, and subcontractors.

ARTICLE XIII – ASSIGNMENT

This AGREEMENT shall not be assigned in whole or in part without the written consent of the CITY. The CITY and ENGINEER each binds itself and its successors and assigns to the other party with respect to all covenants of this AGREEMENT.

#### ARTICLE XIV – TERMINATION

In connection with all of the engineering services outlined or contemplated above, it is agreed that the CITY or the ENGINEER may cancel or terminate this AGREEMENT upon thirty (30) days written noticed to the other, with the provision and understanding that immediately upon receipt of notice of such cancellation from either party to the other, all work and labor being performed under this AGREEMENT shall immediately cease, pending final cancellation at the end of such thirty (30) day period, and further provided that the ENGINEER shall be compensated in accordance with the terms of this AGREEMENT for all work accomplished prior to the receipt of notice of such termination. All completed or partially completed PROJECT DOCUMENTS prepared under this AGREEMENT shall then be delivered to the CITY, which it may use without restraint. All rights, duties, liabilities, and obligations accrued prior to such termination shall survive termination. ENGINEER shall be liable for any damages suffered by the CITY as a result of the ENGINEER's termination of this AGREEMENT.

#### ARTICLE XV – DOCUMENTS

All PROJECT DOCUMENTS are and shall become the property of the CITY, which it may use without restraint. The CITY shall indemnify and hold the ENGINEER harmless for use of the documents for any purpose other than for this PROJECT. The ENGINEER may retain a set of reproducible record copies of drawings and other documents; however, ENGINEER shall not provide to, or use this work product on behalf of any person or entity without the express written consent of the CITY.

#### ARTICLE XVI – PRIVATE LAND ENTRY

The ENGINEER shall not enter any property owned by others on the CITY's behalf to survey, to perform soil tests, or for other reasons related to the performance of services under this AGREEMENT until the ENGINEER has secured the landowner's permission to so enter and perform such activities. The ENGINEER agrees to indemnify and hold the CITY harmless from any and all claims, demands, or causes of action of whatever nature resulting from activities on land owned by others.

#### ARTICLE XVII – EMPLOYMENT PRACTICES

The ENGINEER agrees not to discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, or national origin. ENGINEER agrees to comply with the Immigration Reform and Control Act of 1986 and the Americans with Disabilities Act of 1990, and ENGINEER will indemnify and hold the CITY harmless for any failure to so comply and any discrimination for which ENGINEER may be charged.

ARTICLE XVIII – NOTICES

All notices and communications under this AGREEMENT to be delivered to the CITY shall be sent to the address of the CITY as follows, unless and until the ENGINEER is otherwise notified:

City of Mansfield  
1200 East Broad Street  
Mansfield, Texas 76063

Attention: Mr. Jeff Price  
Director of Utilities

All notices and communications under this AGREEMENT to be delivered to the ENGINEER shall be sent to the address of the ENGINEER as follows, unless and until the CITY is otherwise notified:

Plummer Associates, Inc.  
1320 South University Drive, Suite 300  
Fort Worth, Texas 76107

Attention: Mr. David A. Gudal, PE  
Principal

ARTICLE XIX – INDEPENDENT CONTRACTOR

The services performed hereunder by the ENGINEER shall be subject to the CITY's inspection and approval, but the detailed manner and method of doing same shall be under the control of the ENGINEER. In the performance of services hereunder, the ENGINEER shall be deemed an independent contractor, and any of its employees performing services required hereunder shall be deemed solely employees of the ENGINEER or its contractor(s), and not employees of the CITY.

ARTICLE XX – SUBCONTRACTORS

In fulfilling its duties pursuant to this AGREEMENT, it is anticipated that the ENGINEER may subcontract to individuals, corporations, organizations, governments or government subdivisions or agencies, partnerships, associations, or other legal entities. Such subcontracts may be entered into only with the written approval from the CITY.

ARTICLE XXI – PRIOR AGREEMENTS SUPERSEDED

This AGREEMENT constitutes the sole and only AGREEMENT of the parties hereto and supersedes any prior understanding or oral or written agreements between the parties regarding the subject matter of this AGREEMENT.

ARTICLE XXII – LEGAL CONSTRUCTION

In any case any one or more of the provisions contained in this AGREEMENT shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or

## Engineering Service Agreement City of Mansfield – Future WTP Site Selection

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unenforceability shall not affect any other provision hereof and this AGREEMENT shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

### ARTICLE XXIII – GOVERNING LAW

The validity of this AGREEMENT and any of its terms or provisions, as well as the rights and duties hereunder, shall be governed by the laws of the State of Texas.

### ARTICLE XXIV – PLACE OF PERFORMANCE

All amounts due under this AGREEMENT, including damages for its breach, shall be paid in Tarrant County, Texas said Tarrant County, Texas, being the place of performance as agreed to by the parties of this AGREEMENT. In the event that any legal proceeding is brought to enforce this AGREEMENT or any provision hereof, the same shall be brought in Tarrant County, Texas.

### ARTICLE XXV – REPRESENTATION

ENGINEER represents that no CITY official, employee, or agent has been compensated in any way with respect to this AGREEMENT and its consideration by the CITY. In no event will ENGINEER pay a fee to, or in any other manner compensate any CITY officials, employees, or agents in connection with the approval or performance of this AGREEMENT. A breach under this ARTICLE shall result in automatic termination under this AGREEMENT. Upon such termination, the CITY may use all PROJECT DOCUMENTS prepared under this AGREEMENT and provide in ARTICLE XIII, TERMINATION, and ENGINEER shall be liable for all damages to the CITY occasioned by a termination under this ARTICLE.

### ARTICLE XXVI – AGREEMENT

This AGREEMENT shall be effective upon the date hereof and shall continue in full force and effect until completion of the PROJECT, but upon CITY's determination, may be extended by written agreement. All payments and liabilities accrued prior to termination shall survive the termination.

### ARTICLE XXVII – LAWS AND ORDINANCES

ENGINEER shall at all times observe and comply with all federal, state, and local laws, ordinances, rules, regulations, and orders of any public CITY, which in any manner affect this AGREEMENT or the PROJECT.

In witness whereof, the parties acting under CITY of their respective governing bodies have caused this AGREEMENT to be executed in several counterparts, each of which is deemed to be an original and as of the day and date first written above.



Engineering Service Agreement  
City of Mansfield – Future WTP Site Selection

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CITY OF MANSFIELD

By: \_\_\_\_\_  
JOE SMOLINSKI, City Manager

ATTEST:

\_\_\_\_\_  
SUSANA MARIN, City Secretary  
  
(Seal)

PLUMMER ASSOCIATES, INC.

By: \_\_\_\_\_  
DAVID A. GUDAL, PE, Principal

ATTEST:

\_\_\_\_\_  
TAMMY KILHULLEN, Controller  
  
(Seal)

**ATTACHMENT A  
PLUMMER ASSOCIATES, INC.  
HOURLY FEE SCHEDULE  
2021**

<b>Staff Description</b>	<b>Staff Code</b>	<b>2020 Rate</b>
Admin Staff	A1 – A2	\$ 90.00
Admin Staff III	A3	\$ 95.00
Senior Admin Staff	A4	\$120.00
Designer/Technician	C1-C2	\$ 90.00
Designer/Technician III	C3	\$ 115.00
Senior Designer/Technician	C4	\$ 135.00
Engineer/Scientist Intern	ES0	\$ 60.00
Engineer-in-Training/Scientist-in-Training	ES1	\$ 115.00
Engineer-in-Training/Scientist-in-Training II	ES2	\$ 120.00
Engineer-in-Training/Scientist-in-Training III	ES3	\$ 130.00
Project Engineer/Scientist	ES4	\$ 145.00
Senior Project Engineer/Scientist	ES5	\$ 175.00
Project Manager	ES6	\$ 215.00
Senior Project Manager	ES7	\$ 240.00
Principal I	ES8	\$ 305.00
Principal II	ES9	\$ 320.00
Electrical Engineer in Training I	EE1	\$ 95.00
Electrical Engineer in Training II	EE2	\$ 120.00
Electrical Engineer in Training III	EE3	\$ 125.00
Electrical Specialist	EE4	\$ 145.00
Programmer	EE5	\$ 150.00
Programmer II	EE6	\$ 155.00
Senior Electrical Engineer	EE7	\$ 280.00

Billing rates may be adjusted by up to 4 percent annually (at the beginning of each calendar year) during the term of this agreement.

A multiplier of 1.10 will be applied to all direct expenses

A technology charge will be billed at \$5 per labor hour.



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4122

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing the City Manager to Enter into an Agreement with The Texas Department of Transportation - Fort Worth District for a Partial Waiver of the Local Match Funds Requirement for the Off-System Bridge Program (Walnut Creek Drive Bridge Replacement)

**Requested Action**

Approval by the City Council authorizing the City Manager to enter into an agreement with the Texas Department of Transportation - Fort Worth District for a partial waiver of the local match funds requirement for the Off-System Bridge Program Project (Walnut Creek Drive Bridge Replacement).

**Recommendation**

The Public Works Department recommends approval of the resolution.

**Description/History**

The Off-System Bridge Program is a federal-aid program that provides funding to enable states to improve the condition of bridges through replacement, rehabilitation and systematic preventive maintenance. The Walnut Creek Drive Bridge has been identified by TxDOT as a bridge that is deficient and is scheduled for replacement in 2023. The funding for the Off-System Bridge Program is comprised of 80% Federal, 10% State and 10% Local Government.

The Texas Administrative Code provides that under specific conditions the 10% Local Government match participation requirement may be waived with an agreement by the Local Government to perform an equivalent dollar amount of structural improvement work on other deficient bridges within its jurisdiction. The estimated 10% local match for the Walnut Creek Drive Bridge Replacement is \$375,760.00. The City is requesting TxDOT waive a portion of the 10% cash match in return for the City performing structural maintenance work on twelve structures identified in the TxDOT Bridge Inventory, Inspection and Appraisal Program (BRINSAP) report. The estimated cost of the maintenance work is \$202,780.00 which will be paid from the Street Operations budget. The remaining \$172,980.00 will be a cash payment to TxDOT.

**Justification**

The proposed partial waiver of the 10% cash match will allow the City to use funds to address

deficiencies at 12 bridge locations while the dollar amount of these improvements will be applied to the local match for the Walnut Creek Drive Replacement.

The Public Works Director will be in attendance at the meeting to answer Council's questions regarding this item.

**Funding Source**

N/A

**Prepared By**

David Boski, P.E.,  
Asst. Director Public Works/Transportation  
817-276-4208

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION – FORT WORTH DISTRICT FOR A PARTIAL WAIVER OF THE LOCAL MATCH FUNDS REQUIREMENT FOR THE OFF-SYSTEM BRIDGE PROGRAM (WALNUT CREEK DRIVE BRIDGE REPLACEMENT)**

**WHEREAS**, the federal off-system bridge program is administered by the Texas Department of Transportation (the State) to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state highway system; and,

**WHEREAS**, the City of Mansfield, hereinafter referred to as the “Local Government”, owns bridges located at Walnut Creek Drive North Bound & South Bound Over Walnut Creek, National Bridge Inventory (NBI) Structure Number 02-220-0-M006-65-002, and National Bridge Inventory (NBI) Structure Number 02-220-0-M006-65-003 State Control-Section-Job (CSJ) Number 0902-90-125; and,

**WHEREAS**, a project to remedy the bridge is included in the currently approved program of projects as authorized by Texas Transportation Commission Minute Order Number 115814. Dated, August 27, 2020; and,

**WHEREAS**, the usual fund participation ratio for projects on such program is 80 percent federal, 10 percent state, and 10 percent Local Government; and,

**WHEREAS**, Texas Administrative Code, Title 43, Section 15.55(d)(43 TAC Section 15.55(d)) provides that under specified conditions the 10 percent Local Government match fund participation requirement may be waived with agreement by the Local Government to perform, or cause to be performed, an equivalent dollar amount of structural improvement work on other deficient bridges or deficient mainlane cross-drainage structures within its jurisdiction, such a project of structural improvement work being referred to as an “equivalent-match project”; and,

**WHEREAS**, the estimated local match fund participation requirement on the approved federal off-system bridge project is \$375,760 (dollars), hereinafter referred to as the “participation-waived” project, such participation requirement the Local Government proposes be waived and in return perform or cause to be performed equivalent-match project structural improvement work and contribute the remaining required amount from Local Government funds; and,

**WHEREAS**, the estimated local match fund participation requirement will be paid with \$172,980 (dollars) of Local Government funds and \$202,780 (dollars) in equivalent match project structural improvement work.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The Local Government perform or cause to be performed the following equivalent-match project(s) in return for waiver of the local match fund participation requirement on the approved federal off-system bridge program (participation-waived) project not yet awarded:

<b>Location (and Structure identification number, if applicable)</b>	<b>On School Bus Route? (Yes/No)</b>	<b>Historic Bridge? (Yes/No)</b>	<b>Description of Structural Safety Improvement Work</b>	<b>Estimated Cost</b>
Country Club Drive @ Hogpen Branch (02-220-M001-40-001) - 32.584046, - 97.129128	Yes	No	Remove Debris/Sediment, Epoxy Seal Cracks, Install Type R Stone Riprap	\$17,250.00
Debbie Lane @ Hogpen Branch (02-220-M001-70-001) - 32.596496, - 97.1366	Yes	No	Remove Debris/Sediment, Place Backfill, Spall Repair, Seal Joints	\$15,400.00
Elm Street @ Trib. Of Walnut Creek (02-220-M001-95-001) - 32.564401, - 97.140519	Yes	No	Clean Channel, Remove Debris/Sediment, HMAC, Epoxy Seal Riprap and Joints	\$15,025.00
Holland Rd. @ Lowe Branch (02-220-M002-70-002) - 32.5667, - 97.066026	Yes	No	Remove Debris/Sediment, Epoxy Seal Cracks, Install Type R Stone Riprap, Install Guardrail and HMAC	\$34,850.00

S. Mitchell Rd. @ Lowe Branch <b>(02-220-M004-20-001)</b> – 32.552972, - 97.104722	Yes	No	Remove Debris from Channel and Culvert, Place HMAC	\$7,000.00
Newt Patterson Rd. @ Trib. Of Walnut Creek <b>(02-220-M004-45-001)</b> – 32.570869, - 97.149898	Yes	No	Remove Debris/Sediment, Spall Repair, Install Type R Stone Riprap	\$15,125.00

Matlock Rd. SB @ Walnut Creek <b>(02-220-M005-40-001)</b> – 32.58092307, - 97.10211561	Yes	No	Remove Vegetation, Install Type R Stone Riprap and Replace MBGF	\$7,612.50
Matlock Rd. NB @ Walnut Creek <b>(02-220-M005-40-003)</b> - 32.58081504, - 97.10198524	Yes	No	Remove Vegetation, Install Type R Stone Riprap and Replace MBGF	\$7,612.50
Retta-Mansfield Rd. @ Walnut Creek <b>(02-220-M005-45-001)</b> - 32.563561, - 97.172155	Yes	No	Remove Debris from Channel and Culvert, Remove Concrete Apron, Install Type R Stone Riprap	\$31,375.00
Retta-Mansfield Rd. @ Trib. Of Walnut Creek <b>(02-220-M005-45-002)</b> – 32.555465, - 97.166601	Yes	No	Remove Debris from Channel and Culvert, Remove Vegetation, Spall Repair, Install Type R Stone Riprap (Grouted)	\$9,400.00
Stonebridge Lane @ Trib. Of	Yes	No	Remove Vegetation from	\$13,200.00

Walnut Creek (02-220-M006- 23-001) – 32.591681, - 97.099319			Channel and Culvert, Epoxy Seal Joints	
Walnut Creek Drive @ Hogpen Branch (02-220- M006- 65-001) – 32.585636, - 97.131735	Yes	No	Remove Tree Debris, Install Flowable Fill, Spall Repair to Rail, Place Gabion Mattress and Baskets	\$28,930.00

Total				\$202,780.00
EMP work credited to this PWP*				\$202,780.00
Balance of EMP work available to associated PWPs			N/A	
Associated PWPs CSJs			Amount to be credited to Associated PWPs	
N/A			N/A	

## SECTION 2.

In receiving this waiver, the Local Government acknowledges its obligation to conform with all conditions of 43 TAC Section 15.55(d); such conditions that include but are not restricted to the following:

1. The Local Government must be currently in compliance with load posting and closure regulations as defined in National Bridge Inspection Standards under US Code of Federal Regulations, Title 23, Section 650.303.
2. The equivalent-match project work increases the load capacity of the existing bridge or other mainlane cross-drainage structure, or upgrades the structure to its original load capacity with a minimum upgrade to safely carry school bus loading if located on a school bus route.
3. In performing, or causing to be performed, the equivalent-match project(s), the Local Government assumes all responsibilities for engineering and construction, and complying with all applicable state and federal environmental regulations and permitting requirements for the structures being improved.
4. The work on the proposed equivalent-match project(s) has not begun and will not begin until the local match fund participation waiver approval process has been completed.
5. The Local Government will be allowed three years after the contract award of the participation-waived project to complete the structural improvement work on the equivalent-match project(s).
6. Should this waiver request be approved, the Local Government approves the execution of an Advance Funding Agreement with the State for the participation-waived project or amendment



to a previous Advance Funding Agreement executed between the State and Local Government. The Director of Public Works (person authorized) is authorized to execute the agreement on behalf of the Local Government.

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Micheal Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4123

**Agenda Date:** 6/14/2021

**Version:** 2

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing a Change Order and Providing Additional Funds for Mansfield International Business Park Drainage, Water, Sanitary Sewer and Road Improvements with Jackson Construction, Ltd.

**Requested Action**

Consider the Resolution authorizing a Change Order to the contract of Jackson Construction, Ltd. for Mansfield International Business Park Drainage, Water, Sanitary Sewer and Road Improvements.

**Recommendation**

The Engineering Staff recommends approval of the Resolution.

**Description/History**

The Mansfield International Business Park project was awarded to Jackson Construction, Ltd. on December 9, 2019 for an amount of \$6,764,514.86. At that time, the project was approved with a total budget in the amount of \$7,162,417.36 with \$5,255,594.94 from the MEDC Fund and \$1,906,822.42 from the Utility Fund.

Additional funds are being requested from council to complete the project.

**Justification**

The contract award amount was exceeded due to additional scope being added to the project. A TxDOT turn lane from FM 917 as well as a turn lane to serve the northern portion of the property owned by the MEDC (totaling \$326,933.00) were major additions to the project that impacted the overall project budget. There were additional improvements including the installation of a gravel access drive to serve Oncor, infrastructure to serve United Coop Services, sidewalk ramp modifications, asphalt shoulder work, and other minor quantity changes in the amount of \$207,166.83 that were necessary to complete the project. All of the additional improvements total \$534,099.83, which is 8.3% over the original contract amount with Jackson Construction. A 5% contingency had been previously authorized, so approval of an additional \$211,980.07 to Jackson Construction is necessary.

The additional improvements exceed the total approved budget amount by \$78,152.53, which is 1.1% of the original total amount approved by council. Less has been spent from the materials testing, construction staking, and utilities than what was originally authorized. This additional

funding is needed from the MEDC fund.

On June 1, 2021, the MEDC Board approved additional funding in an amount not to exceed \$100,000.00 for the completion of this project.

The Director of Public Works will be in attendance at the meeting to answer Council's questions regarding the proposed contract modification and funding. A resolution is attached for Council's consideration.

### **Funding Source**

The funding source will be from the MEDC fund.

### **Prepared By**

Trace Hilton, PE, Project Engineer  
817-276-4247

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING A CHANGE ORDER AND PROVIDING ADDITIONAL FUNDS FOR MANSFIELD INTERNATIONAL BUSINESS PARK DRAINAGE, WATER, SANITARY SEWER AND ROAD IMPROVEMENTS WITH JACKSON CONSTRUCTION, LTD.**

**WHEREAS**, the City of Mansfield has awarded a contract for Mansfield International Business Park Drainage, Water, Sanitary Sewer and Road Improvements to Jackson Construction, LTD. per Resolution No. 3619-19; and,

**WHEREAS**, it is necessary to add other needed improvements; and,

**WHEREAS**, the funding for the additional improvements stated herein will be secured from MEDC approved funds; and,

**WHEREAS**, after careful study of all facts, the City Council of Mansfield recognizes that it is in the best interest of the citizens of the City of Mansfield that the construction of the additional improvements and additional quantities provided herein is justified and be started at the earliest possible date to ensure necessary service and delivery.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The City Manager or his designee is hereby authorized and directed to execute a Change Order with Jackson Construction, Ltd. for the Mansfield International Business Park Drainage, Water, Sanitary Sewer and Road Improvements for an amount not to exceed Two Hundred Eleven Thousand Nine Hundred Eighty and 07/100 Dollars (\$211,980.07).

**SECTION 2.**

Additional funding is hereby authorized in the amount of Seventy-Eight Thousand One Hundred Fifty-Two and 53/100 Dollars (\$78,152.53) to complete the construction of this project from the MEDC Fund.

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans**, Mayor

**ATTEST:**

\_\_\_\_\_  
**Susana Marin**, City Secretary



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4124

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing an Engineering Services Agreement with Freese and Nichols, Inc. for the Water and Wastewater Regional Planning Assistance for an Amount not to Exceed \$123,000.00

**Requested Action**

Consider the Resolution authorizing an engineering services agreement with Freese and Nichols, Inc.

**Recommendation**

Utility Staff recommends approval of the Resolution.

**Description/History**

The City of Mansfield (CITY) is experiencing rapid growth in the southern portion of its service area, potentially triggering the need for water and wastewater improvements identified in its Master Plan update. Mansfield has also been contacted by existing and proposed wholesale customers requesting increases in water supply. The City is requesting Freese and Nichols, Inc. (FNI) to help develop a comprehensive strategy for providing water service to its retail and wholesale customers and wastewater service to retail growth.

**Water Strategic Planning Deliverables**

- Updated Retail Water Demands for Mansfield (2022, 2025, 2030, 2035, 2050)
- Updated Wholesale Water Supply Projections for Mansfield (2022, 2025, 2030, 2035, 2050)
- Total Projected Avg Day and Max Day Water Supply Needs for Mansfield (Series of Ranges Depending on the Number of Wholesale Customers Contracted)
- (2022, 2025, 2030, 2035, 2050)
- Updated Retail Service Area Map for Mansfield
- Updated Wholesale Service Area Map for Mansfield
- Updated Total Service Area Map for Mansfield
- Updated Water Treatment Capacity Needs (Series of Ranges Depending on the Number of Wholesale Customers Contracted)
- Strategic Regional Planning Report

**Wastewater Strategic Planning Deliverables**

- Updated Retail Wastewater Flows for Mansfield By Basin (2022, 2025, 2030,

- 2050)
- Updated Retail Service Area Map for Mansfield (Series of Alternatives Looking at
- Flows to TRA Central vs Flow to TRA Mountain Creek)
- Updated Wastewater Capacity Needs for Mansfield By Basin to Each TRA
- Wholesale System
- Strategic Regional Planning Report

#### **Justification**

FNI is the consultant the City utilizes to update the Water and Wastewater Master Plan and run the water and sewer models. FNI is involved in the regional planning efforts undertaken by the Region C planning group for the State Water Plan. Staff is confident FNI's experience and expertise in these areas will correlate to the successful delivery of this project.

#### **Funding Source**

Utility Capital Funds

#### **Prepared By**

Jeff Price, Director of Utilities  
817-728-3602

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING AN ENGINEERING SERVICE AGREEMENT WITH FREESE AND NICHOLS INC FOR WATER AND WASTEWATER STRATEGIC REGIONAL PLANNING ASSISTANCE FOR AN AMOUNT NOT TO EXCEED \$123,000.00**

**WHEREAS**, the City Council of the City of Mansfield, Texas, has determined that it would be in the best interest of the citizens of the City of Mansfield to contract for the engineering services related to Water and Wastewater Regional Planning; and,

**WHEREAS**, the expenditure of the funds stated herein has been incorporated into the Utility Capital Fund; and,

**WHEREAS**, after review and consideration of the services being offered, it is the determination of City Council that an engineering services agreement be executed.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The City Manager or his designee is hereby authorized and directed to execute contractual documents with Freese and Nichols, Inc., for engineering services necessary to complete the Water and Wastewater Regional Planning Assistance for the City of Mansfield, Texas at a cost plus not to exceed One Hundred Twenty Three Thousand and No Cents (\$123,000.00).

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**



## **ATTACHMENT SC:**

### **SCOPE OF SERVICES**

**Project Understanding:** The City of Mansfield (CITY) is experiencing rapid growth in its southern portion of its service area, potentially triggering the need for water and wastewater improvements identified in its Master Plan update. Mansfield has also been contacted by existing and proposed wholesale customers requesting increases in water supply. The City is requesting Freese and Nichols, Inc. (FNI) to help develop a comprehensive strategy for providing water service to its retail and wholesale customers and wastewater service to retail growth.

#### **Task A. Future Water Demands, Wastewater Flows, and Service Areas**

- A1. **Project Kickoff Meeting:** FNI will meet with the CITY to review scope and schedule of the project and critical project milestones and future service area. FNI will present a memorandum outlining data needed for the project. FNI will review the data request memorandum with the CITY to determine what data and data format is available from the CITY.
- A2. **Document Control:** FNI has established Document Control procedures to enable proper recordkeeping and retrieval. The Document Control procedures use a standardized electronic and paper file index, set up at the outset of the project. Protocols are observed for electronic and paper records, confidentiality and security, and proper distribution and retention. Documents will be assigned unique names and the filename and path included in the footer of each document.
- A3. **Administration and Monthly Progress Reports:** FNI will perform general administration duties with the project, including progress meeting scheduling, general correspondence, office administration, and monthly invoicing. FNI will also prepare a Monthly Status Report to be submitted, summarizing progress against specific tasks and scheduled tasks to be accomplished in the upcoming month; outlining upcoming key decisions which will require input from, or discussion with, City staff; and listing any problems or unresolved issues.
- A4. **Data Collection:** FNI will compile information from the City including updated GIS files, as-builts since the Master Plan Update, and preliminary design drawings for developments currently under design. FNI will review the data request memorandum with the City to determine what data and data format is available from the City.
- A5. **Data Collection with Wholesale Customers Including Online Survey:** FNI will coordinate with the CITY to request wholesale customer data regarding future water needs. FNI will send online surveys to wholesale customers on projected water demands, timing of demand increases, and verifying any changes in information relative their water service areas.

- A6. Wholesale Customer Stakeholder Meeting on Projections and Service Areas: FNI will coordinate with existing and prospective wholesale customers to solicit input and feedback on desired wholesale customer water demands and service areas. FNI will utilize the data collected and input to determine the future modeling scenarios to be evaluated. FNI will conduct up to three (3) meetings as follows:
- Grand Prairie, Midlothian
  - Johnson County Special Utility District (SUD)
  - Mountain Peak SUD, Sardis Water Supply Corp, Johnson County Fresh Water District (FWD), Ellis County FWD #1
- A7. Develop Updated Water Demand Projections: FNI will use the information from the data collection to develop water demands for updated retail and wholesale needs. FNI will develop the water demands utilizing per-capita, peaking factors, historical CITY data, all in accordance with TCEQ regulatory guidelines. FNI will prepare mapping showing the wholesale customer boundaries and their respective demands requested.
- A8. Develop Updated Wastewater Flow Projections: FNI will use the information from the data collection to develop wastewater flows for updated developer requests in the southern portion of the collection system. FNI will utilize historical billing information from TRA and design criteria in the Master Plan Update to calculate the updated flows. FNI will prepare mapping showing the proposed development, its land uses, and projected wastewater flow produced.
- A9. Update Future Water and Wastewater Service Areas: FNI will utilize information from the data collection tasks to review and update the future service area boundaries and discuss any changes necessary based on developer and wholesale customer changes. FNI will prepare mapping for the future service areas for water and wastewater and submit to the CITY for review and comment.
- A10. Meet with the CITY to Review Updated Projections, Future Service Areas, and Timing of Growth Expansion: FNI will prepare for and conduct a meeting with CITY staff to review the updated water and wastewater projections. FNI will also review the future service areas and FNI will address comments from the CITY to submit updated service area maps.

## **Task B. Analysis of Water and Wastewater Service Area Alternatives**

- B1. Develop Design Criteria: FNI will collaborate with CITY staff to establish system boundary conditions and design criteria for the evaluation to help inform and drive modeling decisions and future recommendations.

- B2. Update Water Model in InfoWater: FNI will update the existing water model in the InfoWater software and utilize GIS data to add new water infrastructure to the model and update attribute data. FNI will verify model results are in-line with older models but will not conduct a new model calibration.
- B3. Perform Extended Period Modeling and Analysis of the Water System with Added Wholesale Supply Demand: FNI will utilize the updated water model to perform an extended period simulation of the water system under maximum day and peak hour water demands. FNI will conduct EPS modeling of the water system for maximum day operating conditions to evaluate the following:
- Tank Cycling
  - System Pressures (retail and wholesale delivery point)
  - Existing System Deficiencies
  - Water Treatment Plant Capacity
  - Trigger Points for 2<sup>nd</sup> Water Treatment Plant
- B4. Develop Water System Improvement Alternatives for Future Conditions: FNI will utilize the hydraulic model to identify water infrastructure needs to serve the increase in wholesale customer demand. FNI will simulate a number of system improvement alternatives to meet future needs and maintain the current level of service to its existing customers. Water system facilities and lines will be sized to meet retail + wholesale maximum day demands, retail peak hour demands and to provide retail fire flows of at least 1,500 gpm under maximum day demand conditions for recommended infrastructure improvements.
- B5. Update Wastewater Model in InfoSewer: FNI will update the existing wastewater model in the InfoSewer software and utilize GIS data to add new wastewater infrastructure to the model and update attribute data to include 10-inch and larger wastewater lines and other critical 6-inch and 8-inch wastewater lines and lift stations in the modeling software. FNI will verify model results are in-line with older models but will not conduct a new model calibration.
- B6. Perform Steady-State Modeling of the Wastewater System: FNI will run the updated wastewater model with design storm(s) and identify existing surcharging and overflow locations and other capacity/restriction issues with added development flows. This task will establish projects that will be included in the short-term recommendations:
- Trigger for WWMP Project #6
  - Low Branch Basin options downstream of the Best Maid Lift Station
  - Additional Reece Branch wastewater needs triggered by new development
- FNI will prepare mapping and model results showing all surcharging and overflow locations, if applicable.

- B7. Develop Wastewater System Improvement Alternatives to Address Capacity Issues: Using the results of the wastewater system modeling, FNI will develop improvements to eliminate excessive surcharging and overflows in the collection system resulting from increased wastewater flow from projected future growth and development. FNI will develop improvements alternatives for gravity lines, lift stations, force mains, and special structures. Improvements needed to correct existing deficiencies will also be included. FNI will utilize model results to develop improvements to serve areas that are currently not developed or served by the City. FNI will develop mapping showing improvements required to provide wastewater service.
- B8. Meet with the CITY to Discuss Future Modeling and Recommended Improvements Results: FNI will meet with the CITY to discuss the future water and wastewater system analysis results. FNI will also present recommended improvements based on the projected needs of retail and wholesale customers.

### **Task C. Develop Long Term Service Area Plan and Implementation Strategy**

- C1. Develop Regional Water and Wastewater Capital Improvement Plan (CIP) Costs, Phasing Plan & Mapping: FNI will develop costs for each recommended improvement, draft CIP timing of projects based upon water and wastewater system modeling requirements and reliability needs, and mapping showing project locations. Costs will be in current year dollars and will include engineering and contingencies.
- C2. Meet with the CITY to Discuss Future Water and Wastewater Improvements: FNI will meet with the CITY to discuss future water and wastewater system improvements based on developer and wholesale customer needs.
- C3. Revise Regional CIP and Prepare Draft Water and Wastewater System Regional Planning CIP Report: FNI will revise the CIP based upon the CITY's comments and modifications and prepare a CIP report discussing service areas, projections, assumptions, and recommended capital improvement plans including schedule and costs of improvements. The report will include colored maps showing proposed system improvements as well as GIS digital copies.
- C4. Finalize Strategic Regional Planning Report and Deliver to the CITY: FNI will revise the Strategic Planning Report based on CITY comments and finalize. FNI will provide the CITY with five (5) copies of the final report. FNI will deliver to the City all electronic GIS Mapping files and a PDF copy of the final report.

- C5. Coordination Meetings: FNI will prepare for and attend meetings with various stakeholders to review and discuss the results and recommendations of the Strategic Regional Planning Report. FNI will attend up to four (4) additional meetings, with a combination of potential stakeholders including:
- Trinity River Authority
  - Grand Prairie, Midlothian
  - Johnson County Special Utility District (SUD)
  - Mountain Peak SUD, Sardis Water Supply Corp, Johnson County Fresh Water District (FWD), Ellis County FWD #1

### **Water Strategic Planning Deliverables**

- Updated Retail Water Demands for Mansfield (2022, 2025, 2030, 2035, 2050)
- Updated Wholesale Water Supply Projections for Mansfield (2022, 2025, 2030, 2035, 2050)
- Total Projected Avg Day and Max Day Water Supply Needs for Mansfield (Series of Ranges Depending on the Number of Wholesale Customers Contracted) (2022, 2025, 2030, 2035, 2050)
- Updated Retail Service Area Map for Mansfield
- Updated Wholesale Service Area Map for Mansfield
- Updated Total Service Area Map for Mansfield
- Updated Water Treatment Capacity Needs (Series of Ranges Depending on the Number of Wholesale Customers Contracted)
- Strategic Regional Planning Report

### **Wastewater Strategic Planning Deliverables**

- Updated Retail Wastewater Flows for Mansfield By Basin (2022, 2025, 2030, 2050)
- Updated Retail Service Area Map for Mansfield (Series of Alternatives Looking at Flows to TRA Central vs Flow to TRA Mountain Creek)
- Updated Wastewater Capacity Needs for Mansfield By Basin to Each TRA Wholesale System
- Strategic Regional Planning Report

## Contract for the City of Mansfield Water and Wastewater Strategic Regional Planning Assistance

### COMPENSATION

Compensation to FNI for Basic Services in Attachment SC shall be computed on the basis of the following Schedule of Charges, but shall not exceed One Hundred Twenty Three Thousand Dollars (\$123,000).

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify CITY for CITY'S approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

<b>Position</b>	<b>Hourly Rate</b>	
	<b>Min</b>	<b>Max</b>
Professional 1	85	159
Professional 2	107	168
Professional 3	131	244
Professional 4	163	262
Professional 5	199	375
Professional 6	211	427
Construction Manager 1	95	189
Construction Manager 2	116	204
Construction Manager 3	179	240
Construction Manager 4	219	310
CAD Technician/Designer 1	77	158
CAD Technician/Designer 2	112	169
CAD Technician/Designer 3	143	223
Corporate Project Support 1	56	135
Corporate Project Support 2	78	188
Corporate Project Support 3	112	285
Intern / Coop	45	115
Senior Advisor	175	175

### Rates for In-House Services and Equipment

<b>Mileage</b>	<b>Bulk Printing and Reproduction</b>		<b>Equipment</b>	
Standard IRS Rates		<u>B&amp;W</u>	<u>Color</u>	
	Small Format (per copy)	\$0.10	\$0.25	Valve Crew Vehicle (hour) \$75
	Large Format (per sq. ft.)			Pressure Data Logger (each) \$100
<b>Tech Charges</b>	Bond	\$0.25	\$0.75	Water Quality Meter (per day) \$100
8.50 per hour	Glossy / Mylar	\$0.75	\$1.25	Microscope (each) \$150
	Vinyl / Adhesive	\$1.50	\$2.00	Pressure Recorder (per day) \$200
				Ultrasonic Thickness Gauge (per day) \$275
				Coating Inspection Kit (per day) \$275
	Mounting (per sq. ft.)	\$2.00		Flushing / Cfactor (each) \$500
	Binding (per binding)	\$0.25		Backpack Electrofisher (each) \$1,000
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

### OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.05. For Resident Representative services performed by non-FNI employees and CAD services performed In-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

**These ranges and/or rates will be adjusted annually in February. Last updated February 2021.**

375022021



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4132

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing an Interlocal Agreement Between the City of Mansfield and the North Central Texas Council of Governments for the Purpose of Making State Solid Waste Grants Funds Available to the City for the Purchase of an Environmental Education Vehicle

**Requested Action**

Approve the resolution.

**Description/History**

The North Central Texas Council of Governments receives funds from the Texas Commission on Environmental Quality to make available to local communities for solid waste related projects within the region in compliance with the Regional Materials Management Plan.

The Environmental and Utilities department are proposing to seek funds to assist in the purchase of a vehicle to be used to transport educational materials. This vehicle would also be wrapped with environmental messaging, include a mounted television, and have other customizations to make it fit for this purpose.

The proposal is to split the funds for the vehicle purchase and customization in thirds between the different sources (Drainage Utility Fund, Utility Fund, and grant funds).

The grant application has been submitted for \$19,251.00, but needs to be supported by a resolution from Council.

**Justification**

The vehicle would be used at different events as a mobile booth with video and audio to increase engagement. It would also be used to transport educational materials to different locations where the Environmental Education Specialist has been requested to conduct activities.

Currently, there is no vehicle in the fleet fit for the purpose.

**Funding Source**

The funding source will be from the State's Solid Waste Grant Funds as administered through the North Central Texas Council of Governments for FY22. Two thirds of the cost of the vehicle and customization will be from the approved Drainage Utility Fund and Utility Fund, and the other third from the solid waste grant program.

**Prepared By**

Howard Redfearn  
Environmental Manager  
howard.redfearn@mansfieldtexas.gov  
817-276-4240



**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF MANSFIELD AND THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF MAKING STATE SOLID WASTE GRANTS FUNDS AVAILABLE TO THE CITY FOR THE PURCHASE OF AN ENVIRONMENTAL EDUCATION VEHICLE**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is directed by the Texas Commission on Environmental Quality to administer solid waste project funds for the implementation of NCTCOG's adopted regional solid waste management plan; and,

**WHEREAS**, the City of Mansfield seeks to apply for grant funds in the amount of \$19,251.00 (Nineteen Thousand Two Hundred Fifty One) to use for the purchase of an environmental education vehicle; and,

**WHEREAS**, it is recognized that it is in the best interest of the citizens of the City of Mansfield that these services be made available at the earliest possible date; and,

**WHEREAS**, it is the recommendation and determination of staff that the pursuit of grants funds is the most expedient way to provide these services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

1. That the City manager is authorized to request project funding under the North Central Texas Council of Governments' Request for Project Applications of the Regional Solid Waste Local Project Funding Program and act on behalf of the City of Mansfield in all matters related to the project application and any subsequent project contract that may result.
2. That if the project is funded, the City of Mansfield will comply with the requirements of the North Central Texas Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
3. The project funds and any project-funded equipment will be used only for the purposes for which they are intended under the project.
4. That activities will comply with and support the adopted regional (and local) solid waste management plans adopted for the geographical area in which the activities are performed.

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4137

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Resolution

**Agenda Number:**

**Title**

Resolution - A Resolution Authorizing the City Manager to Initiate the Process of Placing a Municipal Setting Designation on the Properties of 1101 W. Broad St. and 204 S 6th Ave.

**Requested Action**

Consider the Resolution

**Recommendation**

Staff recommends approval of the Resolution.

**Description/History**

1101 W. Broad St. is impacted by groundwater contaminated from an Industrial user who was located at 204 S 6th Ave. and has now relocated from Mansfield. The property at 1101 W. Broad St. is ripe for development and has had several opportunities over the past few years, and has been hindered due to the groundwater remediation required.

The Municipal Setting Designation (MSD) was established in 2003 by the 78th Texas Legislature. The MSD provides for an alternative to addressing the groundwater contamination at this property. An MSD can be approved through the adoption of an ordinance by the City prohibiting groundwater for potable use on this property and an application with approval through the Texas Commission on Environmental Quality (TCEQ).

**Justification**

One of TCEQ's major requirements for approval of an MSD is that a Retail Public Utility (RPU) is available to serve potable water needs for the property. In this case, the City is the owner of the RPU that will supply this property's potable water needs.

**Funding Source**

N/A

**Prepared By**

Jeff Price, Director of Utilities  
817-728-3602

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING THE CITY MANAGER TO INITIATE THE PROCESS OF PLACING A MUNICIPAL SETTING DESIGNATION ON 1101 W BROAD ST. AND 204 S 6<sup>TH</sup> AVE. IN MANSFIELD, TEXAS**

**WHEREAS**, 1101 W. Broad St. or HANKS, THOMAS J SURVEY Abstract 644 Tract 7 BALANCE IN JOHNSON COUNTY and 204 S 6<sup>th</sup> AVE or CMS PLAT MANSFIELD IND PARK Block 1 Lot 1 (“Properties”) are impacted by groundwater contamination; and,

**WHEREAS**, the City of Mansfield is authorized under Sec. 361.803 of the Texas Health and Safety Code to make an application for a Municipal Setting Designation (“MSD”) to the Executive Director of the Texas Commission on Environmental Quality (“TCEQ”); and,

**WHEREAS**, the City of Mansfield is the owner and operator of the Public Water System with the ability to serve the future potable water needs of the Properties; and,

**WHEREAS**, it is recognized by the Council that it is in the best interest of the citizens of the City of Mansfield to place an MSD on the Properties to prevent potable use of the groundwater.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, THAT:**

**SECTION 1.**

The City Manager or his designee is hereby authorized to initiate the process of applying for an MSD on the Properties, including drafting an Ordinance and other required documents for Council consideration, public notification as required, and making an application to the TCEQ.

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF JUNE, 2021.**

\_\_\_\_\_  
**Michael Evans, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Susana Marin, City Secretary**



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4126

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

**Agenda Number:**

Title

Request For Special Event Permit: Pickle Cornhole Tournament

Requested Action

Approval of the Special Event Permit for the Pickle Cornhole Tournament

Recommendation

Staff has reviewed the application and recommends approval with the following comment:

Police Department:

The applicant has paid to have four off-duty officers at the event for security. If they expect more than 250 attendees an additional officer will be required.

Description/History

They are requesting a Special Event permit to hold a corn hole tournament on Saturday June 26, 2021 from 10:00 am until 5:00 pm. It will be located at 210 Smith Street (a portion of Smith Street between Oak and Depot will be closed for the event).

Justification

N/A

Funding Source

N/A

Prepared By

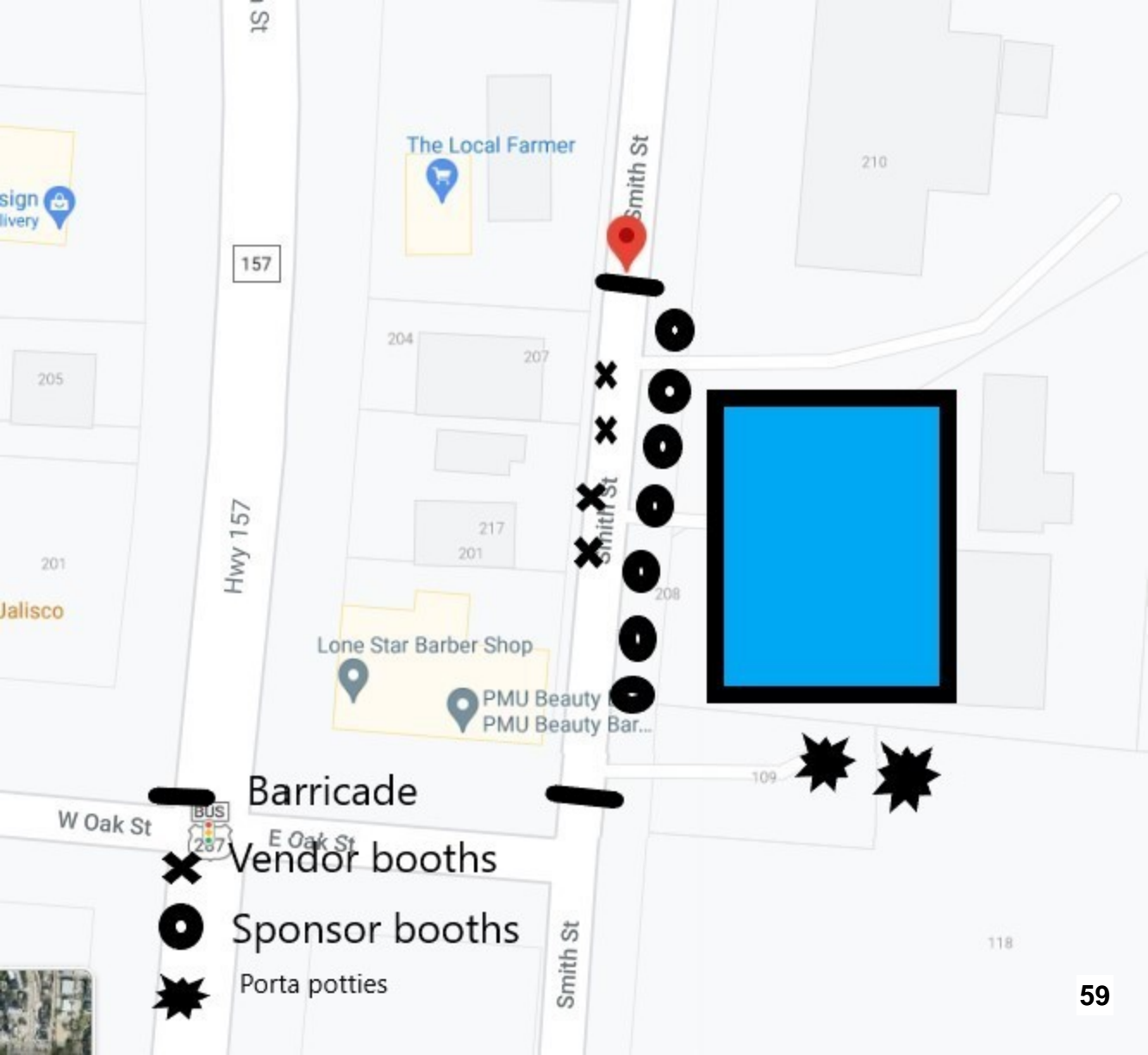
Shirley Emerson, Planner

Planning Department

817-276-4259

### Special Event Application

Organization/Group: <b>Pickled Mansfield Society</b>	Date: <b>5/4/21</b>
Applicant: <b>Amanda Kowalski</b>	
Applicant's Address: <b>4 River Crest Court, Mansfield 76063</b>	Phone No. <b>817-733-4171</b>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: <b>kowboys@flash.net</b>
Address of Event: <b>Block of 200 Smith Street</b>	
Description & Activities: <b>Cornhole tournament with food and beer vendors, retail vendors</b>	
Date of Event: <b>June 26, 2021</b>	Hours of Event: <b>10 am - 5 pm</b>
Public Invited or Private Party? <b>Public</b>	Estimated Number of Attendees <b>250</b>
Is the event in a Mansfield Park? <b>No</b> <span style="float: right;">*If yes, Insurance is required</span>	
Do you plan to Temporarily Close a Public Street? <b>Yes</b> <span style="float: right;">*If yes, Insurance is required</span>	
Is the event on Private Property other than your own? <b>Yes</b> <span style="float: right;">*If yes, signed permission is required</span>	
Will there be any new or temporary electric lines installed? <b>No</b> <small>*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.</small>	
Will you be using generators? <b>No</b> <span style="float: right;">*If yes, show location on the site plan</span>	
Do you plan to have any Tents? <b>No</b> <span style="float: right;">*If yes, a separate permit is required.</span>	
Do you plan to have any pop-up canopies? <b>Yes</b>	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <span style="float: right;">*If yes, a separate permit is required</span>	
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <b>Yes</b>	<span style="float: right;">*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.</span>
Police/Traffic Control/Security? <b>Yes</b>	<span style="float: right;">*If yes, attach an explanation and the name of the person you are working with</span>
<p align="center"><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. <b>You need to show where all items will be located on the site plan.</b></li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>
<b>Amanda Kowalski</b>	<b>Amanda Kowalski</b>



Barricade

x Vendor booths

o Sponsor booths

\* Porta potties

## AGREEMENT TO ASSIST AT SPECIAL EVENT

**Special Event Name and Date:** Pickle Cornhole Tournament

**Name of Group Assisting:**

☒ Mansfield Police

☐ MISD Police

☐ Constable Office

☐ Other \_\_\_\_\_

**Please check all that apply:**

☐ We have an agreement to be Traffic Officers for this Special Event.

☐ We have an agreement to be Security Officers for this Special Event.

☒ Other: Michael Midkiff

\_\_\_\_\_  
Signature of the Mansfield Police Department, MISD Police Department, and/or Constables Office

Capt. Michael Midkiff, Mansfield Police

Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

817-804-5701

Contact Phone Number

/ \_\_\_\_\_  
E-mail





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/29/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Kaliff Insurance 2009 NW Military Hwy  San Antonio TX 78213	<b>CONTACT NAME:</b> Rolanda Malkowski <b>PHONE (A/C, No, Ext):</b> (210) 829-7634 <b>E-MAIL ADDRESS:</b> rolanda@kaliff.com <b>FAX (A/C, No):</b> (210) 829-7636 <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> T.H.E. Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Pickled Mansfield Society 900 N. Walnut Creek Dr Suite 100 PMB 270 Mansfield TX 76063	<b>NAIC #</b>

**COVERAGES****CERTIFICATE NUMBER:** 20/21 Master**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			CPP9197574-00	08/23/2020	08/23/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> DED RETENTION \$ N/A			ELP0013290-00	08/23/2020	08/23/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED AS RESPECTS TO INSURED'S OPERATIONS AS CONTRACTUALLY OBLIGATED: City of Mansfield

Event: Cornhole Tournament  
Event Date: June 26, 2021**CERTIFICATE HOLDER****CANCELLATION**City of Mansfield  
1200 E. Broad Street

Mansfield

TX 76063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4127

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

**Agenda Number:**

Title

Request For Special Event Permit: King of the Corn

Requested Action

Approval of the Special Event Permit for King of the Corn

Recommendation

Staff has reviewed the application and recommends approval with the following adjustments:

1. That the applicant acquire insurance for the event.
2. That the applicant follow the updated site plan, providing for the closure of Walnut Street and removal of vendors from the Walnut Street Parking Lot.
3. That the applicant communicate with the surrounding businesses the dates and times of the event in regards to the road closure of Walnut Street.

Description/History

This event will be a monthly corn hole tournament held on the third Saturday of every month starting on June 19 and ending on September 18, 2021 during the hours of 1:00 until 9:00 pm. The tournament will be held on a portion of Walnut Street with vendors being in the public parking lot located at 105 Walnut Street. The dates of the event will be June 19, July 17, August 21, and September 18.

Justification

The applicant has agreed to the adjustments recommended by Staff.

Funding Source

N/A

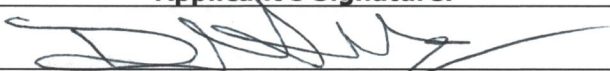
Prepared By

Shirley Emerson, Planner

Planning Department

817-276-4259

**Special Event Application**

Organization/Group: <b>Dirty Job Brewing</b>		Date: <b>5/20/21</b>
Applicant: <b>Derek Hubenak - Owner, Dirty Job Brewing</b>		
Applicant's Address: <b>113 Walnut St - 119 Walnut Street</b>		Phone No. <b>817-689-2617</b>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up		Email: <b>dirtyjobbrewing@gmail.com</b>
Address of Event: <b>113 Walnut St - 119 Walnut Street</b>		
Description & Activities: <small>Monthly cornhole tournament with vendors. Closing one lane of Walnut St between stated addresses and 7 parking spaces in parking lot for vendors.</small>		
Date of Event: <b>6/19/21 - 9/18/21</b>		Hours of Event: <b>1pm - 9pm</b>
Public Invited or Private Party? <b>Public Open</b>		Estimated Number of Attendees <b>75</b>
Is the event in a Mansfield Park? <b>No</b>		*If yes, Insurance is required <b>Unsure</b>
Do you plan to Temporarily Close a Public Street? <b>No</b>		*If yes, Insurance is required <b>1 lane</b>
Is the event on Private Property other than your own? <b>No</b>		*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <b>No</b>		
<small>*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.</small>		
Will you be using generators? <b>No</b>		*If yes, show location on the site plan
Do you plan to have any Tents? <b>No</b>		*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <b>YES</b>		
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <b>No</b>		*If yes, a separate permit is required
City of Mansfield Assistance Requested: <b>No</b>		
Barricades/ Street Closure? <b>Traffic Cones for 1 lane.</b>		*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? <b>No</b>		*If yes, attach an explanation and the name of the person you are working with
<p style="text-align: center;"><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. <b>You need to show where all items will be located on the site plan.</b></li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>		
<b>Applicant's Printed Name:</b>		<b>Applicant's Signature:</b>
<b>Derek Hubenak</b>		



To whom:

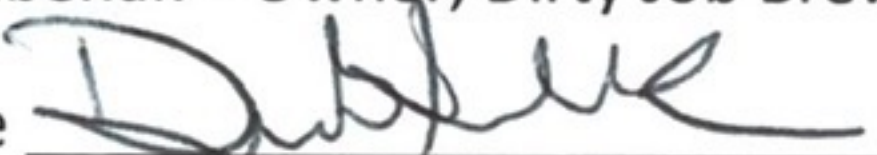
We would like to host a series of events that we feel will draw much needed business to our Historic Downtown district. One of these events is an open to the public cornhole tournament that would take place between 113 Walnut St and 119 Walnut St. The intent is to block out 1 lane of the street between these addresses with traffic cones and set up cornhole boards between them. As well, we would like to request the 7 parking spaces (shown on site plan) to host local vendors. The vendors would be accessed by the sidewalk and not on the street.

You will find the businesses who are included in this stretch are willing participants and approve by their signatures below.


We thank you for the opportunity to find unique ways to grow attention and business in our Historic Downtown and appreciate any consideration.

Regards,

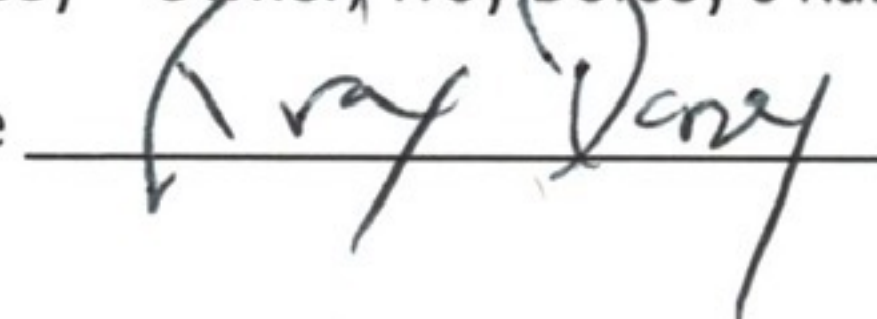
Derek Hubenak – Owner, Dirty Job Brewing – 117 N. Main St.

Signature  Phone 817-689-2617

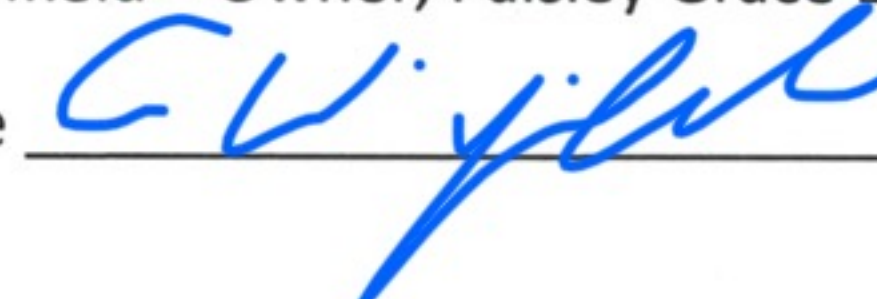
Myra Castles – Owner, Aria Grace – 119 N Main St.

Signature  Phone 817-455-1866

Troy Dorsey – Owner, Troy Dorsey's Karate and ~~Fitness~~ Kickboxing – 115 N. Main St.

Signature  Phone 477-5523

Gene Winfield – Owner, Paisley Grace Boutique – 113 N. Main St.

Signature  Phone 817 845 4170





Main St. Tacos  
Takeout Delivery

Good Guys  
Design Shop

Lone Star Boot  
& Shoe Repair

Walnut St

117 N Main St,  
Mansfield, TX 7  
May 22 10:00am

Troy Dorsey's Karate  
& Fitness - Kickboxing

Farr Best Theater

Flowers, Etc  
Delivery

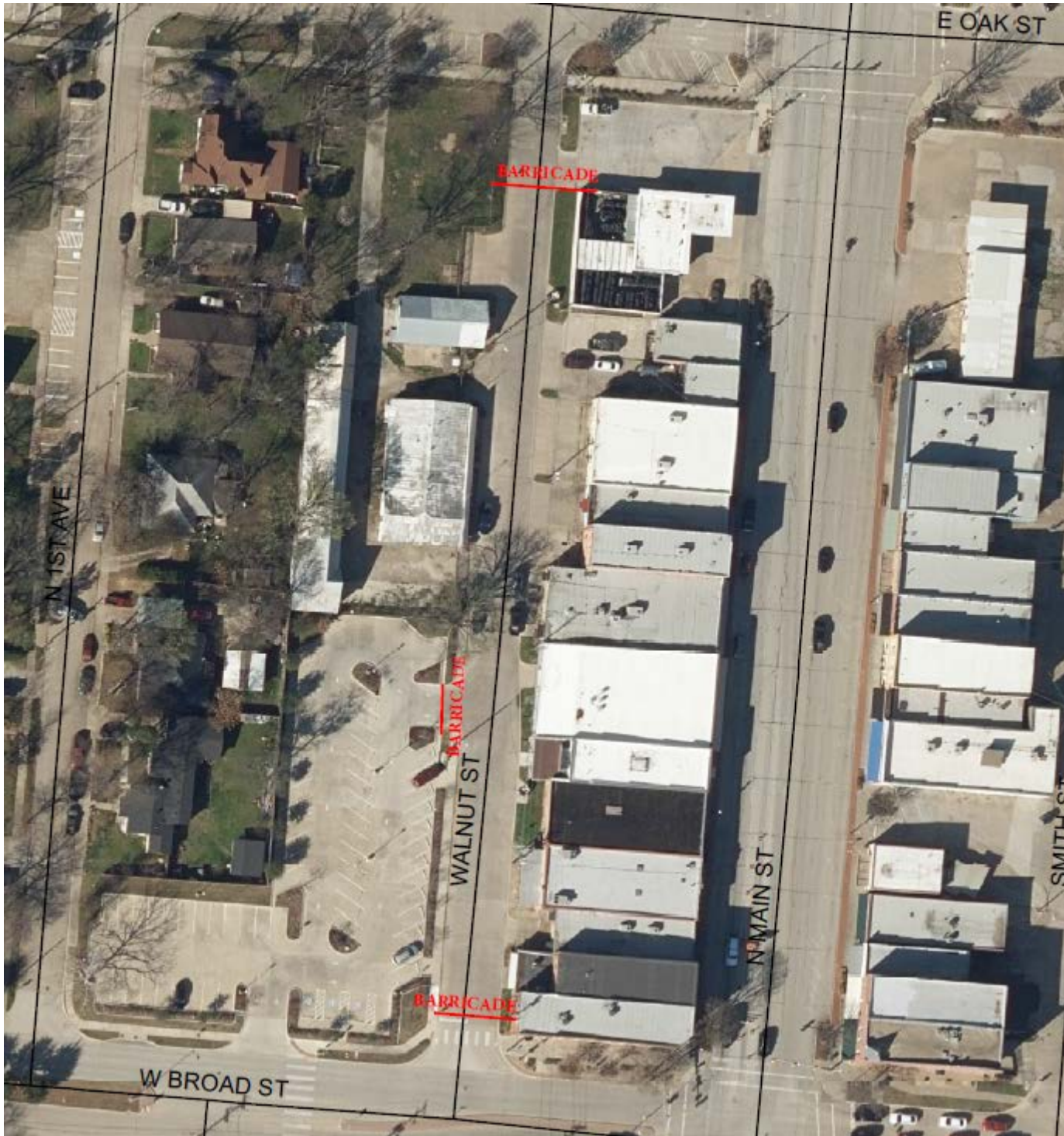
Brick and Mortar  
Salon and Barber C

W Broad St

W Broad St

VENDORS  
CORNHOLE







# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4128

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

### Title

Request For Special Event Permit: Mansfield Swaperdays

### Requested Action

Approval of the Special Event Permit for Mansfield Swaperdays

### Recommendation

Staff has reviewed the application and recommends approval with the following adjustments:

1. That the applicant acquire insurance for the event.
2. That the applicant change the dates of the event to the 4th Saturday of every month, resulting in the event being hosted on July 24, August 28, and September 25.

### Description/History

This event will be a monthly swap meet/mini flea market held on the first Saturday of every month starting on July 3 and ending on September 4, 2021. It will be open from 2:00 until 7:00 pm and be located at 108 W. Broad Street which is the parking lot on the corner of W. Broad Street and Walnut Street.

### Justification

Applicant has agreed to make the adjustments recommended by staff.

### Funding Source


N/A

### Prepared By

Shirley Emerson, Planner  
Planning Department  
817-276-4259



**Special Event Application**

Organization/Group: <b>Dirty Job Brewing</b>		Date: <b>5/20/21</b>
Applicant: <b>Derek Hubenak - Owner, Dirty Job Brewing</b>		
Applicant's Address: <b>117 N main St - Parking Lot (Back)</b>		Phone No. <b>817-689-2617</b>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up		Email: <b>dirtyjobbrewing@gmail.com</b>
Address of Event: <b>117 N main St - Parking Lot (Back)</b>		
Description & Activities: <b>Monthly swap meet/ mini flea market</b>		
Date of Event: <b>6/5/21 - 9/4/21</b>		Hours of Event: <b>2pm - 7pm</b>
Public Invited or Private Party? <b>Public Open</b>		Estimated Number of Attendees <b>75</b>
Is the event in a Mansfield Park? <b>No</b>		*If yes, Insurance is required <b>Unsure</b>
Do you plan to Temporarily Close a Public Street? <b>No</b>		*If yes, Insurance is required <b><del>1 lane</del></b>
Is the event on Private Property other than your own?		*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <b>No</b>		
<small>*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.</small>		
Will you be using generators? <b>No</b>		*If yes, show location on the site plan
Do you plan to have any Tents? <b>No</b>		*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <b>Yes</b>		
Do you plan to have any Promotional Signs? (banners, streamers, balloons)		*If yes, a separate permit is required
City of Mansfield Assistance Requested: <b>No</b>		
Barricades/ Street Closure? <b>No</b>		*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? <b>No</b>		*If yes, attach an explanation and the name of the person you are working with
<p style="text-align: center;"><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. <b>You need to show where all items will be located on the site plan.</b></li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>		
<b>Applicant's Printed Name:</b>		<b>Applicant's Signature:</b>
<b>Derek Hubenak</b>		







# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4129

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

### Title

Request For Special Event Permit: The Downtown Foodie Trail

### Requested Action

Approval of the Special Event Permit for the The Downtown Foodie Trail

### Recommendation

Staff has reviewed the application and recommends approval with the following comment:

#### Police Department:

Some type of physical barrier is needed between the food trucks, such as caution tape or barricades. As these larger vehicles take up a lot of room in the parallel parking areas, there is limited visibility for north and southbound traffic and a physical barrier between trucks would force pedestrians to the crosswalks and not going between the trucks and into the roadway with limited reaction time for drivers. This should not affect any working areas for the trucks, but keep pedestrians and motorists safer.

The applicant has agreed to have barriers between the trucks, as well as adjusting their site plan to an updated version provided by Staff. The updated site plan removes food trucks from the western parallel parking spaces on Main Street. The food trucks will be parked in the parallel parking spaces on the eastern side of Main Street and in the private parking spaces as approved by the property owner(s).

#### Fire Department:

All food truck are required to be inspected by the Mansfield Fire Marshal's office and the Tarrant County Health Department.

#### Environmental Department:

- 1) Adequate waste receptacles must be present to contain litter and food waste.
- 2) The event area shall be policed immediately after the event to collect any errant litter.
- 3) No surfaces discharges are permitted from the food vendors, to include hot bath water.

### Description/History

The Local Farmer is hosting a food truck event on Saturday June 19, 2021 from 12:00 p.m. until 5:00 pm. The food trucks will be parked in the parallel parking spaces along N. Main Street between Oak Street and Broad Street handing out samples. There will also be fun activities including a bounce house and face painting for the kids at their store located at 206 N Main Street.

Justification

N/A

Funding Source

N/A

Prepared By

Shirley Emerson, Planner

Planning Department

817-276-4259





1200 East Broad Street, Mansfield, TX 76063  
www.mansfieldtexas.gov Email: Shirley.emerson@mansfieldtexas.gov

### Special Event Application

Organization/Group: <b>The Local Farmer</b>	Date: <b>5/19/21</b>
Applicant: <b>Kayla Back</b>	
Applicant's Address: <b>206 N Main St</b>	Phone No. <b>817-894-1515</b>
Name of the Event: <b>The Downtown Foodie Trail</b>	Email: <b>TheLocalFarmerTX@gmail.com</b>
Address of Event: <b>Downtown Mansfield</b>	
Description & Activities: <b>Food trucks parked in parallel parking, handing samples, Fun events for kids (bounce house, face painting, etc.) and vendors.</b>	
Date of Event: <b>June 19th 2021</b>	Hours of Event: <b>12-5</b>
Public Invited or Private Party? <b>Public</b>	Estimated Number of Attendees <b>300</b>
Is the event in a Mansfield Park? <b>NO</b>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <b>NO</b>	*If yes, Insurance is required
Is the event on Private Property other than your own?	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <b>NO</b>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <b>yes F+ Food Truck on map</b>	*If yes, show location on the site plan
<b>some trucks use them / some don't</b>	
Do you plan to have any Tents? <b>NO</b>	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <b>NO</b>	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <b>NO</b>	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <b>NO</b>	*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? <b>NO</b>	*If yes, attach an explanation and the name of the person you are working with
<b>Please Read and Include the Following Information With This Application</b> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. You need to show where all items will be located on the site plan.</li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
Applicant's Printed Name:	Applicant's Signature:
<b>Kayla Back</b>	<b>Kayla Back</b>

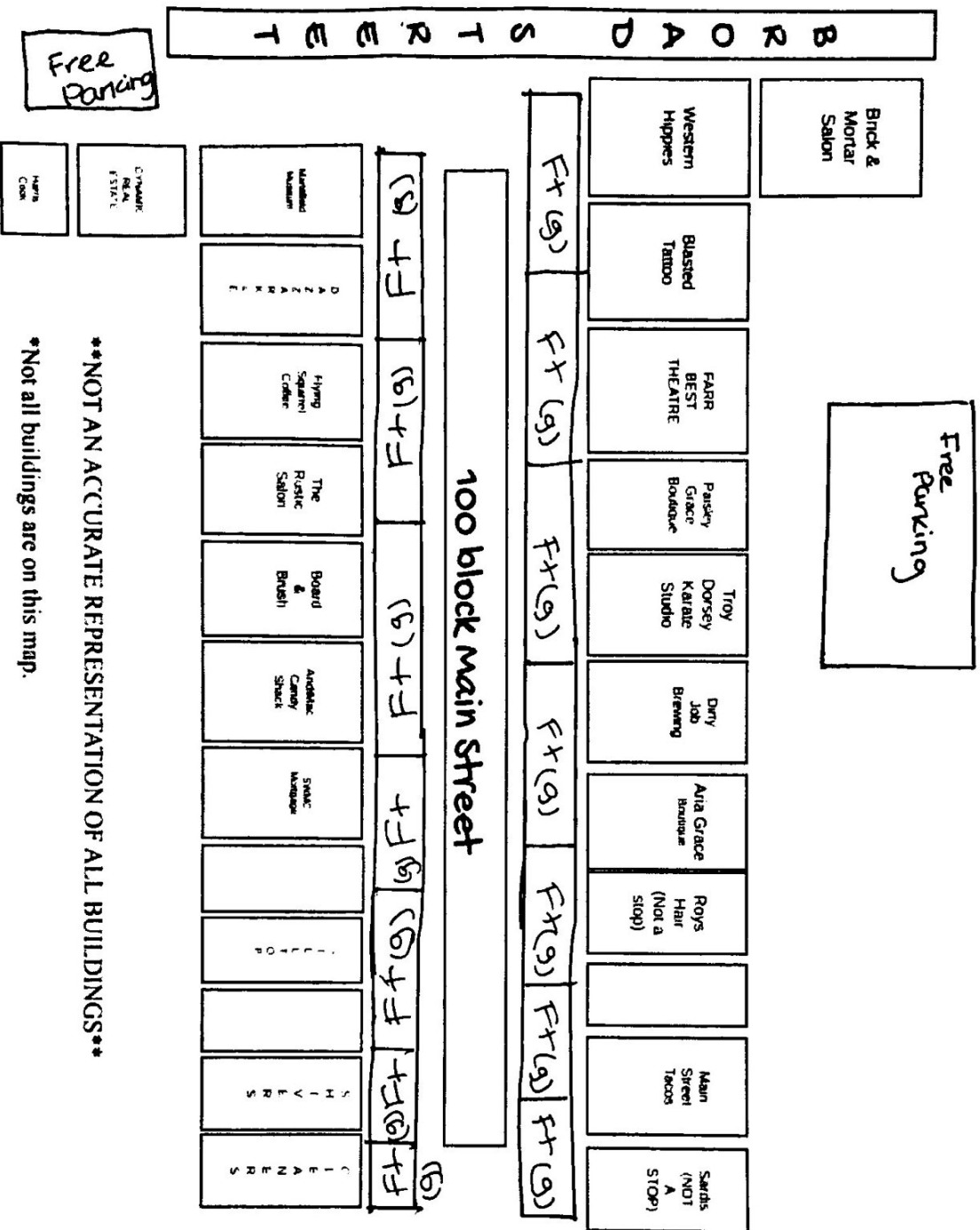
Ft = Food Truck

G1 = generator

Restrooms Available in stores

# Foodie Trail Map

Food Trucks will use ALL parallel Parking located in downtown.



\*\*NOT AN ACCURATE REPRESENTATION OF ALL BUILDINGS\*\*

\*Not all buildings are on this map.





Food Truck, Vendors,  
and Kids Activities  
(on our site)

Food Trucks and  
Vendors





# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4130

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

### Title

Request For Special Event Permit: Juneteenth Celebration

### Requested Action

Approval of the Special Event Permit for Juneteenth Celebration

### Recommendation

Staff has reviewed the application and recommends approval.

### Description/History

Mansfield Community Engagement is hosting a Juneteenth Celebration including live music, food, art vendors, and fun activities for the kids located at the Performing Arts Center, 1110 W. Debbie Lane. The event will take place on Friday, June 19, 2021 from 10:00 a.m. until 4:30 p.m.

### Justification

N/A

### Funding Source

N/A

### Prepared By

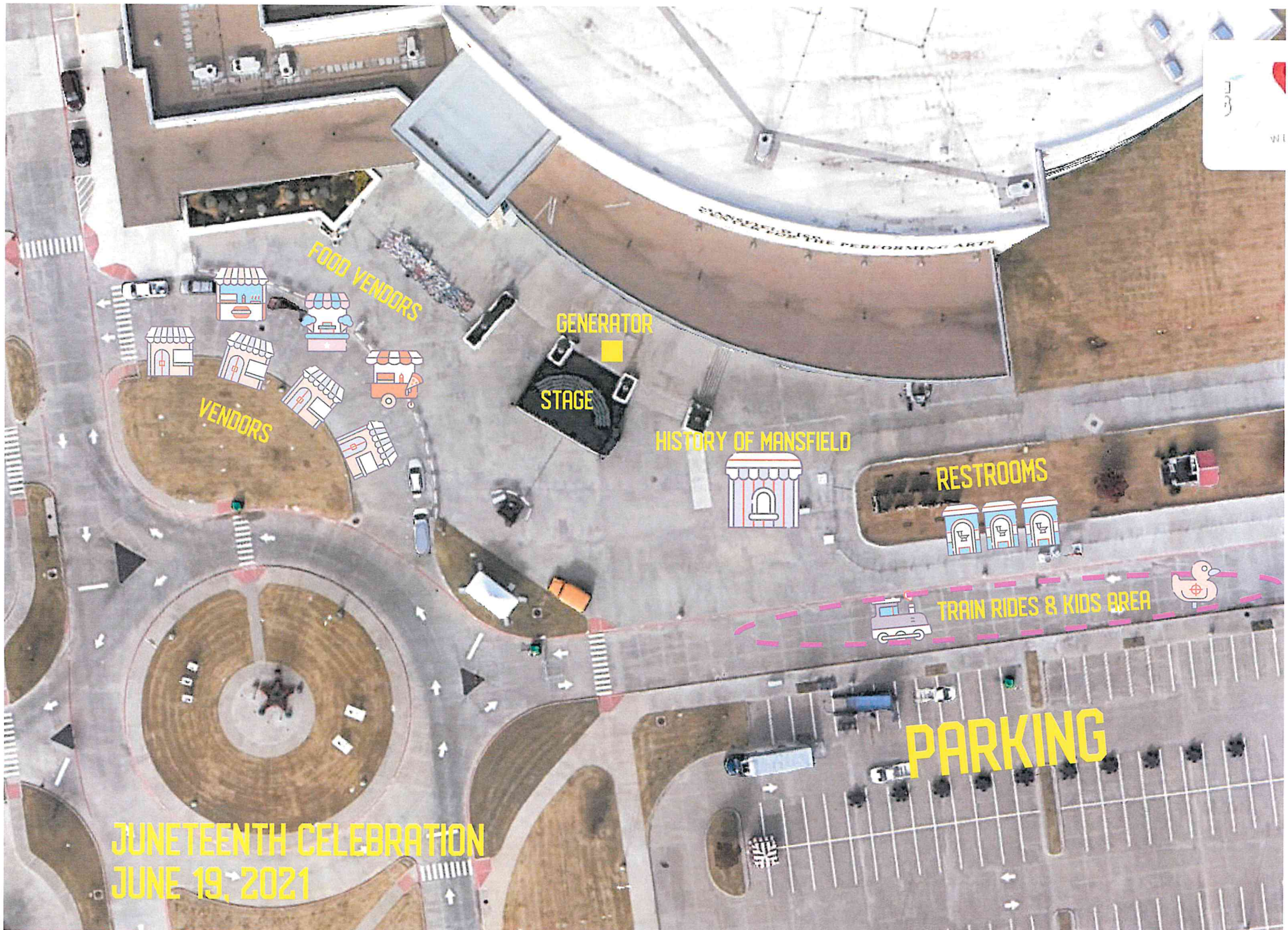
Shirley Emerson, Planner  
Planning Department  
817-276-4259



### Special Event Application

Organization/Group: Mansfield Community Engagement	Date: May 26, 2021
Applicant: Angie Henley/ Special Events	
Applicant's Address: 1164 Matlock Rd	Phone No. 817-728-3386
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: angie.henley@mansfieldtexas.gov
Address of Event: 1110 W Debbie Lane	
Description & Activities: Live music, food and art vendors, activities for kids	
Date of Event: June 18, 2021	Hours of Event: 10:00am-6:00pm <sup>4:30pm</sup>
Public Invited or Private Party? Yes	Estimated Number of Attendees 300
Is the event in a Mansfield Park? No	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? NO	*If yes, Insurance is required
Is the event on Private Property other than your own? yes	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? No	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? Yes	*If yes, show location on the site plan
Do you plan to have any Tents?	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? yes	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) yes	*If yes, a separate permit is required
City of Mansfield Assistance Requested: yes	
Barricades/ Street Closure?	*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? Police	*If yes, attach an explanation and the name of the person you are working with
<p><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. <b>You need to show where all items will be located on the site plan.</b></li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>
Angie Henley/ Special Events	<i>Angie Henley</i>





## PERMISSION TO USE PRIVATE PROPERTY FOR SPECIAL EVENT

(Required if this is not your property or business location)

I, the undersigned, being the property owner or property management representative of the owner for the property described herein below, do grant

MISD \_\_\_\_\_ permission to have their special event on said property.  
(Person, group or business name)

Property address: 1110 W Debbie Lance

**Please check all that apply:**

☒ Entire Special Event, including all activities listed, are approved be held at this location.

☐ Approved for overflow parking and/or shuttle area to be held at this location.

☐ Approved to place promotional signage at this location, if the required permit is obtained. (I am aware this will use up one of the three (3) times a calendar year maximum for this location)

☒ Approved to place a Tent(s) and/or canopy for the event. (Note: a Tent requires a permit)

☒ Approved to place Bounce Houses, Petting Zoo, Children's Games and/or Kid's activities

☐ Misc. Approved: \_\_\_\_\_

Please attached facilitron reservation

Signature

Printed Name/ Job Title

Mailing Address

Contact Phone Number

Email Address



# FACILITY USE PERMIT

May 26, 2021

**Permit Number:**  
WTTX9AYJH2H8

**Approved By:**  
\*Tammy Lusinger

**Approved Date:**  
05/24/2021

By using this permit you agree to the terms and conditions of [Mansfield ISD Center for the Performing Arts](https://www.facilitron.com/terms/cpa76063) (view at <https://www.facilitron.com/terms/cpa76063>) and [Facilitron, Inc.](https://www.facilitron.com/terms) (view at: <https://www.facilitron.com/terms>).



If you need assistance, please contact MISD 24 Hour Emergency # 817-299-6000

## THIS PERMIT AUTHORIZES USE OF FACILITIES AS FOLLOWS

<b>Permit Holder:</b>	City of Mansfield
<b>Contact Name:</b>	Angie Henley
<b>Contact Email:</b>	angie.henley@mansfieldtexas.gov
<b>Contact Phone:</b>	8179383934
<b>Event Name:</b>	Juneteenth Celebration
<b>Maximum Daily Attendance:</b>	200
<b>Location:</b> <a href="#">View Map</a>	Mansfield ISD Center for the Performing Arts 1110 W Debbie Ln Mansfield TX 76063
<b>Activity:</b>	Vendor Market

---

**Saturday 06/19/2021**

**Services:**

**Equipment:**

Custodial Staff Hrs: 10;

8:00AM - 6:00PM PAC Parking Lot  
(Other)

## AGREEMENT TO ASSIST AT SPECIAL EVENT

**Special Event Name and Date:** Juneteenth Celebration

**Name of Group Assisting:**

☒ Mansfield Police

☐ MISD Police

☐ Constable Office

☐ Other \_\_\_\_\_

**Please check all that apply:**

☐ We have an agreement to be Traffic Officers for this Special Event.

☐ We have an agreement to be Security Officers for this Special Event.

☐ Other:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Phone Number / E-mail



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4131

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Consent

**In Control:** City Council

**File Type:** Special Event

**Agenda Number:**

Title

Request For Special Event Permit: The Benefit Event

Requested Action

Approval of the Special Event Permit for The Benefit Event

Recommendation

Staff has reviewed the application and recommends approval with the following comment:

Fire Department:

The food truck will need to be inspected by the Mansfield Fire Marshal's office and the Tarrant County Health Department prior to the event.

Environmental Department:

- 1) Adequate waste receptacles must be present to contain litter and food waste.
- 2) The event area shall be policed immediately after the event to collect any errant litter.
- 3) No surfaces discharges are permitted from the food vendors, to include hot bath water.

Description/History

This event is to raise money to help two families, 100% of the proceeds will be donated. The event will include live music and a food truck on Saturday, June 26, 2021 from 7:00 p.m. until 11:00 p.m. at 109 S. Main Street.

Justification

N/A

Funding Source

N/A

Prepared By

Shirley Emerson, Planner

Planning Department

817-276-4259



1200 East Broad Street, Mansfield, TX 76063  
www.mansfieldtexas.gov Fax: 817-477-1416

### Special Event Application

Organization/Group: <u>Rendon Realty, LLC</u>	Date: <u>6-1-21</u>
Applicant: <u>Noel Rendon</u>	
Applicant's Address: <u>607 W. Broad St Mansfield, TX</u>	Phone No. <u>817-343-4342</u>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: <u>noelrendon607@gmail.com</u>
Address of Event: <u>109 S. main St</u>	
Description & Activities: <u>Benefit Event/Proceeds will all go toward 2 families.</u>	
Date of Event: <u>6-26-21</u>	Hours of Event: <u>7p-11p</u>
Public Invited or Private Party? <u>Public</u>	Estimated Number of Attendees <u>100</u>
Is the event in a Mansfield Park? <u>No</u>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <u>No</u>	*If yes, Insurance is required
Is the event on Private Property other than your own? <u>Yes</u>	*If yes, signed permission is required <input checked="" type="checkbox"/>
Will there be any new or temporary electric lines installed? <u>No</u>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <u>No</u>	*If yes, show location on the site plan
Do you plan to have any Tents? <u>No</u>	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <u>No</u>	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <u>No</u>	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <u>No</u>	*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? <u>No</u>	*If yes, attach an explanation and the name of the person you are working with
<p><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. You need to show where <u>all items</u> will be located on the site plan.</li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
Applicant's Printed Name:	Applicant's Signature:
<u>Noel Rendon</u>	



*A: Stage*

*B: Hynotic  
Emporium*

*C: Food  
Truck*



*Pedestrians Only Beyond Orange Boundary*



# PERMISSION TO USE PRIVATE PROPERTY FOR SPECIAL EVENT

(Required if this is not your property or business location)

I, the undersigned, being the property owner or property management representative of the owner for the property described herein below, do grant

Rendon Realty, LLC permission to have their special event on said property.  
(Person, group or business name)

Property address: 109 S. main St Mansfield, TX 76063

**Please check all that apply:**

☒ Entire Special Event, including all activities listed, are approved be held at this location.

☐ Approved for overflow parking and/or shuttle area to be held at this location.

☐ Approved to place promotional signage at this location, if the required permit is obtained. (I am aware this will use up one of the three (3) times a calendar year maximum for this location)

☐ Approved to place a Tent(s) and/or canopy for the event. (Note: a Tent requires a permit)

☐ Approved to place Bounce Houses, Petting Zoo, Children's Games and/or Kid's activities

☐ Misc. Approved: \_\_\_\_\_

  
Signature of Property Owner or Property Management Company

William Dell  
Printed Name/ Job Title

109 S Main St Suite 400  
Mailing Address

817-714-0703  
Contact Phone Number

hypnoticquestions@gmail.com  
Email Address



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4109

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** Approval of Minutes

**In Control:** City Council

**File Type:** Meeting Minutes

**Agenda Number:**

**Title**

Minutes - Approval of the May 24, 2021 Regular City Council Meeting Minutes

**Requested Action**

Action to be taken by the Council to approve the minutes.

**Recommendation**

Approval of the minutes by the Council.

**Description/History**

The minutes of the May 24, 2021 Regular City Council Meeting are in DRAFT form and will not become effective until approved by the Council at this meeting.

**Justification**

Permanent Record

**Funding Source**

N/A

**Prepared By**

Susana Marin, TRMC, City Secretary  
817-276-4203



# CITY OF MANSFIELD

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

## Meeting Minutes

### City Council

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Monday, May 24, 2021

4:00 PM

Council Chambers

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#### REGULAR MEETING AMENDED AGENDA

#### 4:00 P.M. - CALL MEETING TO ORDER

*Mayor Evans called the meeting to order at 4:00 p.m.*

*Mayor Evans advised the public they could participate during the meeting by registering through the link provided on the posted agenda or by phone. He also advised the public could address the Council by submitting an online speaker card through the city's website or by direct email to City Secretary Susana Marin.*

**Present** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

#### RECESS INTO EXECUTIVE SESSION

*In accordance with Texas Government Code, Chapter 551, Mayor Evans recessed the meeting into executive session at 4:02 p.m. Mayor Evans called the meeting to order in the Council Conference Room at 4:06 p.m. Mayor Evans adjourned the executive session at 7:06 p.m.*

#### **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

Seek Advice of City Attorney Regarding Pending Litigation - Cause No. DC-20-16161

Seek Advice of City Attorney Regarding Pending Litigation - Cause No. DC-C202100171

Seek Advice of City Attorney Regarding Preliminary Legislative Legal Update and Possible Impacts

Seek Advice of City Attorney Regarding the American Rescue Plan

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

Land Acquisition for Future Development

**Personnel Matters Pursuant to Section 551.074**

**Deliberation Regarding Commercial or Financial Information Received From or the Offer of a Financial or Other Incentive Made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is Conducting Economic Development Negotiations Pursuant to Section 551.087**

Economic Development Project #19-02

Economic Development Project #21-18

**6:50 P.M. – COUNCIL BREAK PRIOR TO REGULAR BUSINESS SESSION****7:00 PM OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION - RECONVENE INTO REGULAR BUSINESS SESSION**

*Mayor Evans reconvened into regular business session at 7:18 p.m.*

**INVOCATION**

*Texas Health Mansfield Chaplain Desmond Hayes gave the Invocation.*

**PLEDGE OF ALLEGIANCE**

*Council Member Bounds led the Pledge of Allegiance.*

**TEXAS PLEDGE**

"Honor the Texas Flag; I Pledge Allegiance to Thee, Texas, One State Under God; One and Indivisible"

*Council Member Lewis led the Texas Pledge.*

**RECOGNITION**

Recognition of Harvesting in Mansfield Center

*Director of Communications and Outreach Bernadette McCranie gave a brief background and history of Harvesting in Mansfield Center. Council presented the owners with plaques of recognition for 2019 and 2020. The owners made brief comments. The Mansfield Citizen Police Academy Alumni Association presented Harvesting in Mansfield Center with a donation of \$10,000.00.*

**OATH OF OFFICE**

Mike Leyman

*Mayor Evans administered the oath of office to Mike Leyman.*

Casey Lewis

*Mayor Evans administered the oath of office to Casey Lewis.*

Julie Short

*Mayor Evans administered the oath of office to Julie Short.*

### **ELECTION OF MAYOR PRO TEM**

*Susana Marin provided the Council with ballots to elect a new Mayor Pro Tem. Mayor Evans announced the new Mayor Pro Tem elected was Todd Tonore.*

### **CITIZEN COMMENTS**

*William Bunce, 1501 Brighton Dr. - Mr. Bunce spoke regarding COVID-19 vaccines.*

### **COUNCIL ANNOUNCEMENTS**

*Council Member Leyman had no announcements.*

*Council Member Short had no announcements.*

*Council Member Lewis thanked the community for electing him to serve another term on Council and stated it was telling that all seven members of the City Council have all been on a ballot and elected within the last seven months and this is the team the community has picked to lead the city.*

*Mayor Pro Tem Tonore announced that he is honored to serve as Mayor Pro Tem.*

*Council Member Bounds had no announcements.*

*Council Member Broseh had no announcements.*

*Mayor Evans thanked the third graders at Alice Ponder Elementary School, along with Ms. Fisher, for giving him the opportunity to speak to them and answer questions. He also thanked Destiny Okonkwo, the student body president at Lake Ridge High School, for inviting him to be a part of their civic engagement discussion.*

### **SUB-COMMITTEE REPORTS**

[21-4088](#)

Minutes - Approval of the May 10, 2021 Revitalization of Historic Downtown Mansfield Meeting Minutes (vote will be only by members of the sub-committee) (Lewis, Tonore, and Bounds)

**A motion was made by Mayor Pro Tem Tonore to approve the minutes of the May 10, 2021 Revitalization of Historic Downtown Mansfield Sub-Committee**

meeting as presented. Seconded by Council Member Lewis. The motion CARRIED by the following vote:

**Aye:** 3 - Casey Lewis; Todd Tonore and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 4 - Larry Broseh; Julie Short; Mike Leyman and Michael Evans

[21-4089](#)

Minutes - Approval of the May 12, 2021 Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Short, Evans, and Lewis)

*Council Member Short stated the mandatory pre-application training will be held on June 8, 2021 at 10:00 a.m. located in the Council Chambers and those who wish to submit an application to receive HOT funds need to attend.*

**A motion was made by Council Member Short to approve the minutes of the Hotel/Motel Occupancy Tax Funds Policy and Allocation Sub-Committee meeting as presented. Seconded by Council Member Lewis. The motion CARRIED by the following vote:**

**Aye:** 3 - Julie Short; Casey Lewis and Michael Evans

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 4 - Larry Broseh; Mike Leyman; Todd Tonore and Tamera Bounds

[21-4090](#)

Minutes - Approval of the May 17, 2021 Public Memorials Sub-Committee Meeting Minutes (vote will be only by members of the sub-committee) (Leyman, Broseh, and Tonore)

**A motion was made by Council Member Leyman to approve the minutes of the May 17, 2021 Public Memorials Sub-Committee meeting as presented. Seconded by Council Member Broseh. The motion CARRIED by the following vote:**

**Aye:** 3 - Larry Broseh; Mike Leyman and Michael Evans

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 4 - Julie Short; Casey Lewis; Todd Tonore and Tamera Bounds

[21-4101](#)

Minutes - Approval of the May 21, 2021 Revitalization of Historic Downtown Mansfield Meeting Minutes (vote will be only by members of the sub-committee) (Lewis, Tonore, and Bounds) (Addendum to Agenda)

*Mayor Pro Tem Tonore stated he is excited about many developments regarding the downtown area and he thinks the public will be very pleased with the progress being made.*

**A motion was made by Mayor Pro Tem Tonore to approve the minutes of the May 21, 2021 Revitalization of Historic Downtown Mansfield Sub-Committee**

meeting as presented. Seconded by Council Member Bounds. The motion  
CARRIED by the following vote:

**Aye:** 3 - Casey Lewis; Todd Tonore and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 4 - Larry Brose; Julie Short; Mike Leyman and Michael Evans

## **STAFF COMMENTS**

### **City Manager Report or Authorized Representative**

Current/Future Agenda Items

Introduction of New Employees

*Assistant City Manager Matt Jones introduced the new Director of Planning, Jason Alexander, as well as the new Assistant Director of Planning, Arty Wheaton-Rodriguez. Jason and Arty made brief comments and Jason gave a brief presentation regarding downtown zoning districts.*

Annual Realtors' Breakfast Update - Bernadette McCranie

*Bernadette McCranie gave a brief update regarding the annual realtors' breakfast.*

Mansfield Volunteer Program Appreciation Event Update - Bernadette McCranie

*Bernadette McCranie gave a brief update regarding the Mansfield Volunteer Program Appreciation Event.*

Community Services Project Update - Matt Young

*Director of Community Services Matt Young provided an update regarding various community services capital projects and answered Council questions. There was discussion regarding McClendon Park West and East and the location of a new splash pad.*

MISD Proposal to Route Asa Low Busses to Clover Hill Driveway Update - Bart VanAmburgh

*Director of Public Works and Transportation Bart VanAmburgh provided an update regarding MISD's proposal to route school busses coming out of Asa Low Elementary School to Clover Hill Driveway and answered questions. MISD representatives answered questions.*

Union Pacific Railroad Construction Project at North Street Update - Bart VanAmburgh

*Bart VanAmburgh provided an update regarding the Union Pacific Railroad construction project and answered questions.*

**Business Services Department Report**[21-4093](#)

Presentation of the Monthly Financial Report for the Period Ending April 30, 2021

*Director of Finance Troy Lestina was available for questions.*

**TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION**

**A motion was made by Council Member Lewis to move forward with the development of the TIRZ and the Economic Development Agreement as discussed in executive session. Seconded by Council Member Short. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**A motion was made by Council Member Bounds to direct the City Manager to pursue real estate negotiations on the properties as discussed in executive session. Seconded by Council Member Tonore. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**A motion was made by Council Member Short to revise the Economic Development agreement for Project #19-02 as discussed in executive session and authorize the City Manager and/or his designee to sign said agreement. Seconded by Council Member Bounds. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**CONSENT AGENDA**[21-4092](#)

Resolution - A Resolution Authorizing Funding for an Amount Not to Exceed



\$278,523.60 and Awarding a Contract for the Construction of the FY 2020 Community Development Block Grant Project for Lake Street Paving, Drainage and Utility Improvements (Pond Street to Tarrant Street) to McClendon Construction Company, Inc. (Street Bond Fund, Utility Fund, and the 2020 Community Development Block Grant)

**A motion was made by Council Member Broseh to approve the following resolution:**

**A RESOLUTION AWARDING A CONTRACT FOR THE CONSTRUCTION OF THE FY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT FOR LAKE STREET PAVING, DRAINAGE AND UTILITY IMPROVEMENTS (POND STREET TO TARRANT STREET) TO MCCLENDON CONSTRUCTION COMPANY, INC.; APPROPRIATING FUNDS; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE CONTRACT DOCUMENTS**

(Resolution in its entirety located in the City Secretary's Office)

**Seconded by Council Member Bounds. The motion CARRIED by the following vote.**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

Enactment No: RE-3752-21

#### 21-4087

Minutes - Approval of the May 10, 2021 Regular City Council Meeting Minutes

**A motion was made by Council Member Broseh to approve the minutes of the May 10, 2021 Regular City Council Meeting as presented. Seconded by Council Member Bounds. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

### END OF CONSENT AGENDA

### PUBLIC HEARING CONTINUATION AND SECOND AND FINAL READING

#### 21-4056

Ordinance - Public Hearing Continuation and Second and Final Reading on an Ordinance Amending Section 155.099(B)(9)(b) of the Code of Ordinances, "Zoning," Related to the Setback for a Swimming Pool from a Rear Property Line (OA#21-003)

*Jason Alexander gave a brief presentation.*

*Mayor Evans continued the public hearing at 8:57 p.m. With no one wishing to speak, Mayor Evans closed the public hearing at 8:57 p.m.*

**A motion was made by Council Member Lewis to approve the second and final reading of the following ordinance:**

**AN ORDINANCE OF THE CITY OF MANSFIELD, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF MANSFIELD, TEXAS AS HERETOFORE AMENDED BY AMENDING SECTION 155.099(B)(9)(b) OF SAID ORDINANCE REGARDING THE SETBACK OF A SWIMMING POOL FROM A REAR PROPERTY LINE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE**

**(Ordinance in its entirety located in the City Secretary's Office)**

**Seconded by Council Member Broseh. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

Enactment No: OR-2208-21

## **NEW BUSINESS**

### **21-4054**

Resolution - A Resolution of the City Council of the City of Mansfield, Texas Expressing Support For or Opposition to Proposed Bills During the 87th Legislative Session; Authorizing the City Manager to Communicate to Members of the Legislature About Such Bills; and Providing an Effective Date

*There was no action taken on this item.*

### **21-4086**

Resolution - A Resolution of the City of Mansfield, Texas Amending Section 1.08, "Creation of Committees, Boards and Commissions and Election of Mayor Pro Tem" of the Procedural Rules of Council by Which the City Council of Mansfield Conducts its Meetings

*City Attorney Allen Taylor answered Council questions.*

**A motion was made by Council Member Short to approve the following resolution:**

**A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, AMENDING SECTION 1.08, "CREATION OF COMMITTEES, BOARDS AND COMMISSIONS AND ELECTION OF MAYOR PRO TEM", OF THE PROCEDURAL RULES OF COUNCIL BY WHICH THE CITY COUNCIL OF MANSFIELD CONDUCTS ITS MEETINGS**

**(Resolution in its entirety located in the City Secretary's Office)**

**Seconded by Council Member Lewis. The motion CARRIED by the following**

vote.

Enactment No: RE-3753-21

[21-4091](#)

Consideration of an Ordinance Requesting the Abandonment of a Portion of a Drainage Easement Relating to the South Holland Road Phase Two Improvements to Hott Family Limited Partnership

*Bart VanAmburgh gave a brief presentation.*

**A motion was made by Council Member Short to approve the following ordinance:**

**AN ORDINANCE VACATING AND ABANDONING A 0.059 ACRE VARIABLE WIDTH DRAINAGE EASEMENT IN THE SAMUEL C. NEILL SURVEY, ABSTRACT NO 1159, TRACT 6A, CITY OF MANSFIELD, TARRANT COUNTY, TEXAS, DECLARING THAT SUCH PROPERTY IS UNNECESSARY FOR USE BY THE PUBLIC; AUTHORIZING THE MAYOR OF THE CITY OF MANSFIELD, TEXAS, TO EXECUTE A QUITCLAIM DEED RELEASING PUBLIC OWNERSHIP INTEREST OR CONTROL OF SAID DRAINAGE EASEMENTS; AND PROVIDING FOR AN EFFECTIVE DATE**

**(Ordinance in its entirety located in the City Secretary's Office)**

**Seconded by Council Member Broseh. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

Enactment No: OR-2209-21

[21-4096](#)

Discussion and Possible Action by the City of Mansfield, Texas, Establishing an Economic Development Program for Community Activation Grants and Temporary Retail Vendor Recruitment in the Historic Mansfield Reinvestment Zone Pursuant to Chapter 380 of the Texas Local Government Code to Promote Economic Development and Stimulate Business and Commercial Activity in the City

*Historic Downtown Coordinator Nicolette Allen gave a brief presentation and answered Council questions. Troy Lestina answered Council questions.*

**A motion was made by Council Member Lewis to approve the Economic Development Programs with the changes as discussed for pop-up businesses in that the same pop-up can apply for a grant more than once, giving staff the ability to utilize up to \$5,000.00 of discretionary incentive funding for Community Activation Grants and lowering the minimum time applications must be submitted prior to the event from 45 to 30 days. Seconded by Council Member Bounds. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

**ADJOURN**

**A motion was made by Council Member Broseh to adjourn the meeting at 10:02 p.m. Seconded by Council Member Short. The motion CARRIED by the following vote:**

**Aye:** 7 - Larry Broseh; Julie Short; Mike Leyman; Casey Lewis; Todd Tonore; Michael Evans and Tamera Bounds

**Nay:** 0

**Abstain:** 0

\_\_\_\_\_  
ATTEST: Michael Evans, Mayor

\_\_\_\_\_  
Susana Marin, City Secretary



# CITY OF MANSFIELD

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

## STAFF REPORT

File Number: 21-4125

**Agenda Date:** 6/14/2021

**Version:** 1

**Status:** New Business

**In Control:** City Council

**File Type:** Discussion Item

### Title

Discussion and Possible Action Considering the Approval of a Community Activation Grant Application by the Pickled Mansfield Society

### Requested Action

Staff is requesting the consideration of approval of the Community Activation Grant Application by the Pickled Mansfield Society.

### Recommendation

Staff is recommending the approval of some or all of the applicant's grant request of \$1,570.00.

### Description/History

On May 24, 2021 the City of Mansfield passed a resolution creating the Community Activation Grant Program designed to subsidize the fees associated with producing special events, live entertainment production, promotion of local artists, and other community activation efforts.

### Justification

The applicant meets all of the requirements and/or preclusions to apply for the grant program. Their event is expected to have an attendance of 200-250 people. Additionally, they are partnering with the local charity group Cornhole4Community to bring a tournament and outdoor sports event to Historic Downtown Mansfield. The applicant is requesting reimbursement for hard costs associated with the production of the event, being the cumulative total of the budgeted amounts for police security, traffic barricades, and restroom/sanitization stations, equaling \$1,570.00.

### Funding Source

General Fund

### Prepared By

Nicolette Allen  
Historic Downtown Mansfield Coordinator  
817-276-4264



# HISTORIC DOWNTOWN MANSFIELD COMMUNITY ACTIVATION GRANT

Approved May 24, 2021

## Program Purpose

To subsidize the fees associated with producing special events, live entertainment production through AV/sound equipment upgrades, programs that promote local artists, and other community activation efforts within the Historic Downtown Mansfield area.

Assistance from the City of Mansfield on any event, fundraiser, or community function is intended and expected to help create more walkability and to encourage unique visitors to the downtown area. Funded events are expected to provide unique opportunities for business promotion and experiences for visitors and residents to support the community as a whole.

This program provides grant assistance for organizations, individuals, and/or businesses to incentivize successful events within the Historic Downtown Mansfield area by (1) establishing mutually beneficial partnerships between the City and the community; (2) equitably controlling how the City provides event contributions to eligible organizations; (3) creating visibility for downtown through event publicity and promotion during event activities; and (4) supporting the Downtown Development Strategies adopted by the Mansfield City Council on July 27, 2020.

Grant awards are available to a wide variety of community activation events including sporting, tourism, arts and cultural, general, health and human services, and major community events. Only events/activities hosted within the Historic Downtown Mansfield area may participate in this program.

## How will projects be chosen?

Applications can also be accepted on a rolling basis throughout the year within the identified timeframe that is appropriate to the date of the event.

City Staff will determine eligibility based on information provided in the application package, comments from other City departments, and in accordance with the Community Activation Grant Program expectations.

Each applicant may apply for grant funding for the same project no more than three (3) years total. A project is 1) a single event, performance, and/or activity; or 2) a series of events, performances, or activities that are related. All grant monies must go directly to the activities associated with the project.

## Community Activation Grant Requirements

In the case of the Community Activation Grant, recipients must meet the following requirements:

- ❑ Agree to create visibility for the Historic Downtown Mansfield area through prominent acknowledgement of its support and assistance, using event publicity at the event itself (will utilize City-provided logos in all marketing materials). Promotional opportunities will be provided as detailed in the application and require approval from City Staff.
- ❑ Applications must be submitted at least **thirty (30) days prior** to the event, but **no more than one hundred and eighty (180) days prior**.
- ❑ Applicants are required to submit an event summary (proposed event activities, needs, and expected outcomes such as financial goals and estimated attendance), a budget from the prior year's event (if applicable), and a proposed event budget for the current event.
- ❑ All recipients receiving grant awards are required to complete an Event Recap Report within 30 days of the event's end. Any organization which does not comply with this will be ineligible for future requests.
  - ❑ The Event Recap Report is a full written Financial Accounting and Evaluation Report. The Report will describe the project and will include copies of programs, brochures, flyers, original press releases, news clippings, photos of events, and related documents. The report will also include a final itemized budget of costs incurred and description of foot traffic/customers served. If after 30 days recipients fail to submit the Event Recap Report, any remaining funds will be automatically forfeited.
  - ❑ If extenuating circumstances occur, it is the responsibility of the organization to contact the City of Mansfield to request a 30-day grace extension.
- ❑ Recipients for community events/activities are required to offer in-kind event participation and other contributions of goods, services, or programs that will benefit Historic Downtown Mansfield and support its mission to provide for unique opportunities for businesses and experiences for visitors and residents.
  - ❑ Examples of such contributions may include: vendor booth/table space at the event, VIP seating, event tickets, etc.
- ❑ Must be open to the public.
- ❑ Provide an economic benefit to the Historic Downtown Mansfield area.
- ❑ May recur annually.
- ❑ For businesses/property owners in the Historic Downtown area, recipients are eligible to use grant funding to reimburse the purchase of site-specific, installed equipment which provides them the opportunity to provide live entertainment (ex: professional quality audio-entertainment systems).
- ❑ For art grants, artists may apply to receive project-based funding, and will be required to include City-provided logos on their website sponsor page, onsite (sponsor signage), and any collateral associated with the grant award.

## Eligible Community Activation Grant Projects List

The following is a list of eligible expenditures for reimbursement, including but not limited to:

- Equipment rental (AV, stage, traffic control, etc)
- Expendable supplies/materials (for example: paint supplies for an art exhibition)
- Marketing, Printing, Publications (which promote the event to the City and surrounding areas)
- Public Safety/Policing

The Community Activation Grant program supports community events, such as, \*but not limited to:

<ul style="list-style-type: none"> <li>• Music festivals</li> <li>• Concerts</li> <li>• Parades</li> <li>• Expos</li> <li>• Art shows or events</li> </ul>	<ul style="list-style-type: none"> <li>• Food festivals and events</li> <li>• Holiday events</li> <li>• Community education events</li> <li>• Rodeos</li> <li>• Car Shows</li> </ul>
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\*An applicant may apply for grant funding for an event other than those listed above. The eligibility of the event for program funds will be determined by City Council.

## Ineligible Community Activation Projects

- ☐ Private functions that are not open to the public
- ☐ Lobbying, legislative efforts, political action committees, causes, campaigns or candidates or projects/programs promoting a political agenda
- ☐ Programs, projects, or events promoting a religious doctrine
- ☐ Organizations that discriminate based on race, ethnicity, color, sex, religion, age, national origin, ancestry, citizenship, sexual orientation, gender identity and/or expression, disability, marital status, genetic information, veteran status, or other legally protected factors
- ☐ Multi-year commitments
- ☐ Events that are completed or conducted before the date of the application
- ☐ Projects or organizations that have not satisfactorily fulfilled their obligations to the City
- ☐ Permit fees, media services (for private purposes), and liquor license fees do not qualify for grant reimbursement



## **Helpful questions to consider when applying for the Community Activation Grant:**

1. Is the event located in Historic Downtown Mansfield?
2. Does the event meet or support the Downtown Development Strategies?
3. Will the event provide a unique experience and be a benefit to the visitors and residents of the City?
4. Is the event open to the public?
5. Will the event proceeds, if any, benefit the community as a whole?
6. If successful, will the event have a meaningful economic impact?
7. Is this the best possible use of the program's limited resources?
8. Has the applicant been awarded an incentive payment in the previous twelve (12) months?

## **GRANT FUNDS**

Determination on the funding amount and matching requirement (if any) will be determined upon approval of the application by the Mansfield City Council. Awards will be reimbursed upon receipt of proof of expenditures. Awards are intended for the eligible costs/activities outlined in the Eligible Community Activation Grant Projects list.

Organizations are allowed to request the award in advance of the event when funds are to be used for marketing and promotional purposes. In this instance, an invoice for payment must be submitted to the City of Mansfield, who may make the payment to the payee/vendor on behalf of the organization.



## HISTORIC DOWNTOWN MANSFIELD COMMUNITY ACTIVATION GRANT APPLICATION

The Historic Downtown Mansfield Community Activation Grant Program is designed to help subsidize the fees associated with producing special events, live entertainment production through AV/sound equipment upgrades, programs that promote local artists, and other community activation efforts within the Historic Downtown Mansfield area. The applications are submitted to the Historic Downtown Coordinator, and upon qualification of eligibility requirements applications will go to City Council for approval. Please contact staff if you have any questions about eligibility or documentation.

Submit Applications to:

Mansfield City Hall  
Attn: Nicolette Allen  
1200 East Broad St.  
Mansfield, Texas 76063

Office: 817-276-4264

Email: [historicdowntown@mansfieldtexas.gov](mailto:historicdowntown@mansfieldtexas.gov)

Date of Application	
Business/Organization Name	
Applicant's Name	
Address	
Phone Number	
Email	
Website	
Tell us about your event (use a separate page if additional space is needed.)	
What specific event or activity is being promoted or marketed?	

How will your event help promote community activation in Historic Downtown Mansfield?	
Total amount of funds requested to promote this event or activity	
Date(s), Time, Location of Event	
Total Number of Days of the Event	<p>_____ day(s)</p> <p>Consecutive?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
Has the Organization/Applicant applied for fund for this event before?	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
Is this a one time only event or a recurring event?	<p><input type="checkbox"/> Singular      <input type="checkbox"/> Recurring</p>
Is one of the goals of this event to raise funds for charity/scholarship?	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If so, what percentage of funds raised will be donated or given away?</p> <p>_____</p>
Choose the category(ies) that applies to your event or activity:	<p><input type="checkbox"/> Music festivals</p> <p><input type="checkbox"/> Concerts</p> <p><input type="checkbox"/> Parades</p> <p><input type="checkbox"/> Expos</p> <p><input type="checkbox"/> Art shows or events</p> <p><input type="checkbox"/> Food festivals and events</p>

	<input type="checkbox"/> Holiday events <input type="checkbox"/> Community education events <input type="checkbox"/> Rodeos <input type="checkbox"/> Car Shows <input type="checkbox"/> Other: _____												
Projected Attendance													
Previous Year's Attendance <i>(put N/A if not applicable)</i>													
Describe your attendance goals for this event and identify steps used to achieve these goals.	<i>(use a separate page if additional space is needed)</i>												
Registration/Entrance fee per visitor (if any)													
<b>FUNDING AND MARKETING</b> The organization applying for the grant is expected to make every effort to develop a viable budget and an effective marketing plan that is designed to promote your event to residents and visitors.													
Describe your <b>budget</b> . Please provide a budget list that includes any current expenditures as well as all projected event costs (rentals, entertainment, traffic control, safety, marketing, etc.).													
<table border="1"> <thead> <tr> <th>Item/Description</th><th>\$ Amount</th></tr> </thead> <tbody> <tr> <td><i>I.e. Promotions (brochures, social media ad boosting, posters)</i></td><td><i>\$3,000</i></td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		Item/Description	\$ Amount	<i>I.e. Promotions (brochures, social media ad boosting, posters)</i>	<i>\$3,000</i>								
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<i>I.e. Promotions (brochures, social media ad boosting, posters)</i>	<i>\$3,000</i>												
<i>(use a separate page if additional space is needed)</i> Do you have the prior year's event budget attached to the application? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable													
Applicants are expected to obtain at least 50% of the expected costs.													

Total costs for period of use	\$
Funding requested from Council	\$
Confirmed funds from other sources	\$

Describe your **marketing plan**. Please provide a detailed list of the media used, amount spent, type of product used (brochure, website, print ads, etc). Be prepared to identify the promotional opportunities which will create publicity for the Historic Downtown Mansfield area.

Media/Product Type	Site/Location	Target Audience	\$ Amount	Will the Downtown Program be included in this promo?
<i>I.e. 3,000 brochures</i>	<i>Bicycle shops in DFW</i>	<i>Cycling pros</i>	<i>\$2,000</i>	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

*(use a separate page if additional space is needed)*

Total advertising/promotion budget for the specific activity/event for which you are applying:

What is your organization's direct contribution to the activity/event budget?

What other sources of funding are being used for this activity/event?

Describe your **financial goals** for this event and identify steps used to achieve these goals:

What impact will funds from the Community Activation Grant Program have on the viability of this event:

Recipients for community events/activities are required to offer in-kind event participation and other contributions of goods, services, or programs that will benefit the Historic Downtown Program and support its mission to provide for unique opportunities for business promotion and experiences for visitors and residents to support the community as a whole. Examples of such contributions may include: free vendor booth/table space at the event, VIP seating, event tickets, etc.

Describe the **in-kind event participation opportunity** you will provide.

Item	Quantity	Cost Equivalent
<i>I.e. 10x10 booth space at event</i>	<i>1</i>	<i>\$50</i>

SPECIAL NOTE: Grants from the Historic Downtown Mansfield Community Activation Grant Program must be used only for applicable reimbursements related to community activities. Expenditure of funds for unauthorized reimbursements will impact funding decisions and an applicant's future funding eligibility.

Applicants agree that they are responsible for ensuring that they comply with all licenses, health and safety considerations, planning regulations, insurance, rents, rates, and other operational requirements. If the applicant will be hosting vendors or selling merchandise on-site, they agree to utilize a Sales Tax I.D. Certificate within the City of Mansfield Zip Code 76063 sales boundary.

Applicants agree to indemnify and hold harmless the City of Mansfield/Historic Downtown Mansfield staff, volunteers, its employees and its agents, and City Council, in connection with any action, claim, lawsuit, charge, or proceeding, including but not limited to any civil action, based upon and/or arising out of the recipient's use of the funds provided by the City of Mansfield pursuant to this contract.

If approved, an offer will be made to the applicant in writing. Funding will be subject to a formal agreement to be signed by both parties. This will include the requirement for robust account-keeping

and monitoring of the impact on the business. Applicants should retain evidence of costs/expenses incurred in the form of receipts.

Failure to comply with these requirements may result in forfeiture of final payments, required reimbursements and/or disqualification from consideration of future applications. If you have any questions regarding any aspect of the Historic Downtown Mansfield Community Activation Grant Program, call 817-276-4264.

**APPLICANT**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

### Application Attachments

In addition to this completed and signed application, include the following attachments when you submit your grant request:

- ☐ Itemized budget for proposed project
- ☐ Letter from the property owner providing approval for the proposed project
- ☐ Any other information deemed necessary by City of Mansfield staff in order to fully understand the project

Please note, any modifications or alterations to the proposed project(s) must be submitted in writing to the City of Mansfield, and is subject to approval by the Mansfield City Council.

### Helpful Guidance

Regarding the **marketing plan**, if your project is selected, Historic Downtown Mansfield may require to be listed as an EVENT SPONSOR of your event or activity. Organizations shall comply with the following request for acknowledgement of sponsorship:

1. Include the line "This project was made possible, in part, by a grant from Historic Downtown Mansfield" in press releases and other literature.
2. All use of official logos shall be submitted in writing to Historic Downtown Mansfield.
3. Promotional pieces submitted to media outlets should be submitted simultaneously to Historic Downtown Mansfield. Historic Downtown Mansfield may be reached at 817-276-4264.
4. Each promotional piece must have a telephone number that can be called for more information.
5. Provide a website address for those seeking information.
6. Follow other/additional requirements as put forth in the award notification letter.



We expect 50 to 60 two-person teams to compete in single and doubles tournaments. There will be two tournaments in the morning and two in the afternoon.

We will have a couple of food trucks, a couple of vendor tents, music tent, beer tent and a raffle.

Total expected attendance is 200-250 people.



**PICKLED MANSFIELD SOCIETY**  
**BUDGET: Corn Hole Tournament**  
event date 6/26/2021

**Ordinary Income/Expense**

**Income**

Sponsorships	2,000.00
Entry fees	1,410.00
Vendor Booth fees	150.00
Beer Sales	2,000.00
Merchandise Sales	200.00
<b>Total Event Income</b>	<b>5,760.00</b>

**Gross Profit** 5,760.00

**Expense**

Cornhole 4 Community	500.00
Trophies/Awards	1,300.00
Advertising	170.00
Police	1,050.00
Barricades	150.00
Porta Potties/Sanitizers	370.00
Texas Alcohol Beverage Commission	235.00
Beer	600.00
Ice	40.00
Event Insurance	750.00

**Total Expense** -5,165.00

**Net Ordinary Income** 595.00

**Net Income** 595.00