



Mansfield Park Facilities Development Corporation - Regular Meeting

August 21, 2025 - 6:00 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. CITIZEN COMMENTS

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Board as they are not able to do so. In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a comment card located at the entry to the city council chambers and present it to the Parks & Recreation Administrative Assistant prior to the start of the meeting.

3. 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. Consultation with City Attorney to Seek Advice About Pending or Contemplated Litigation, a Settlement Offer, or on a Matter in Which the Duty of the City Attorney to the City's Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with Chapter 551 of the Texas Government Code Pursuant to 551.071

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

i. Park Project #08-22-01

ii. Park Project #04-23-01

4. 6:00 P.M. OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION - RECONVENE INTO REGULAR BUSINESS SESSION

5. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

6. APPROVAL OF MINUTES

25-1162 Approval of Regular Meeting Minutes - July 8, 2025

Attachments:

1. 07-08-2025

7. CASH FLOW STATEMENT

25-1163 Cash Flow Statement July 31, 2025

Attachments:

1. Cash Flow Report - August 2025

2. MPFDC Sales Tax - August 2025

8. STAFF COMMENTS

A. A. Executive Director or Authorized Representative

- i. Current/Future Agenda Items
- ii. Executive Director Updates
- iii. Departmental Updates

25-1180 Monthly Report - August 2025

Attachments:

- 1. MPFDC Monthly Report - August 2025

9. PUBLIC HEARING

Mansfield Park Facilities Development Corporation Proposed FY2025-2026 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects

Attachments:

- 1. MPFDC Proposed FY26 Budget - Public Hearing

10. NEW BUSINESS

25-1135 Mansfield Park Facilities Development Corporation Proposed FY2025-2026 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects

25-1136 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving Changes to the Athletic Field Use and Allocation Policy; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date.

Presenters: Brian Coatney, Assistant Director of Parks and Recreation

Attachments:

- 1. Resolution
- 2. Exhibit A

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

12. INFORMATIONAL ITEMS

13. ADJOURN

CERTIFICATION

I, the undersigned authority do hereby certify that the above agenda was posted on the bulletin board next to the main entrance of the City Hall, 1200 East Broad Street, of the City of Mansfield, Texas, in a place convenient and readily accessible to the general public at all times and said Agenda was posted on the following date and time: Friday, August 15, 2025, by 5:00 p.m., and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Sarah Speer, Administrative Assistant II
Parks and Recreation

This building is wheelchair accessible. Disabled parking spaces are available. Request for sign interpreter services must be made 48 hours ahead of meeting to make arrangements. Call 817 473-0211 or TDD 1-800-RELAY TX, 1-800-735-2989.



**Mansfield Park Facilities Development Corporation - Regular Meeting Minutes
July 8, 2025 - 6:00 PM
Final**

Multipurpose Room
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Scot Bowman, President, called the meeting to order at 6:02 PM.

Present: Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Bob Kowalski, Raul Najera, Jessica Ng-Hinojosa

Absent: Malinda Knappenberger

2. CITIZEN COMMENTS

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Board as they are not able to do so. In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a comment card located at the entry to the city council chambers and present it to the Parks & Recreation Administrative Assistant prior to the start of the meeting.

The following citizens addressed the board regarding the plans to build a Miracle Field at Fields at Station 63. The citizens expressed their support of the Miracle Field and appreciation of the City for bringing this amenity to Mansfield residents.

Dezarae Roberts of 2612 Dylan Lane
Kohen Hinojosa of 1910 Cancun Drive
Andrea Curtis of 3144 N Camino Lagos
Katie and Lilly Mejia of 9303 Corbin Court

3. APPROVAL OF MINUTES

25-917 Approval of Regular Meeting Minutes - June 19, 2025
Presenters:
Attachments:
1. 6-19-2025

A motion was made by Board Member Najera to approve the item. Seconded by Board Member Kowalski. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Bob Kowalski, Raul Najera, Jessica Ng-Hinojosa
Nay: 0 None

Abstain: 0 None

4. STAFF COMMENTS

A. Executive Director or Authorized Representative

- i. Current/Future Agenda Items
- ii. Executive Director Updates
- iii. Departmental Updates

Matt Young, Executive Director of Community Services, informed the board on what to expect on the upcoming MPFDC and City Council agendas. He also updated the board on Geyer Commons and the Parks and Recreation Month calendar.

5. PUBLIC HEARING

25-919 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving the Sale of Approximately 2.24 Acres of Parkland; Authorizing the Board President to Execute any Documents Necessary to Implement This Resolution; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date.

Presenters: Matt Young, Executive Director of Community Services

Attachments:

- 1. Resolution
- 2. Exhibit A

A motion was made by Board Member Ng-Hinojosa to approve the item. Seconded by Board Member Najera. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Bob Kowalski, Raul Najera, Jessica Ng-Hinojosa

Nay: 0 None

Abstain: 0 None

6. NEW BUSINESS

25-920 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving Amendment Number One to Agreement of Lease Between the City of Mansfield, Texas, the Mansfield Park Facilities Development Corporation, and CF Mansfield National Arcis, LLC; Consenting to a Sublease Between CF Mansfield National Arcis, LLC and KJ Choi Foundation; Authorizing the Board President to Execute any Documents Necessary to Implement This Resolution; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date.

Presenters: Matt Young, Executive Director of Community Services

Attachments:

- 1. Resolution

2. Exhibit - MNGC - First Amendment

A motion was made by Board Member Kowalski to approve the resolution. Seconded by MPFDC Vice President Cadenhead. The motion PASSED by the following vote:

Aye: 7 Scot Bowman, Lindsay Cadenhead, Lance Hood, Shelley Isbell, Bob Kowalski, Raul Najera, Jessica Ng-Hinojosa
Nay: 0 None
Abstain: 0 None

Resolution Number:

7. WORK SESSION

FY2025-2026 Budget Update

Matt Young, Executive Director of Community Services, presented the board with information regarding the following areas of the proposed FY2025-2026 MPFDC Budget:

Proposed Revenue
Proposed Expenditures
Proposed Capital Equipment
Public-Private Partner Leases
Proposed Fee Schedule
Park Land Dedication and Development Fees
10-Year Strategic Plan

8. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

Raul Najera said he would be out for the MPFDC August meeting.

Lindsay Caddenhead appreciates the fiscal responsibility and the work staff puts in on projects.

Scot Bowman thanked the residents who came out for citizens comments. Scot said he would like to go through the Chapter 96 ordinances as they pertain to Mansfield parks once we're through the budget adoption.

9. INFORMATIONAL ITEMS

Matt Young announced the schedule for the next year of board appointments.

10. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Board 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.

Scot Bowman, President, recessed into Executive Session at 7:45 PM.

A. Consultation with City Attorney to Seek Advice About Pending or Contemplated Litigation, a Settlement Offer, or on a Matter in Which the Duty of the City Attorney to the City's Governmental Body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts with Chapter 551 of the Texas Government Code Pursuant to 551.071

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

- i. Park Project #01-21-01
- ii. Park Project #08-22-01
- iii. Park Project #04-23-01
- iv. LA #25-04

11. RECONVENE INTO REGULAR SESSION

Reconvened into Regular Session at 8:16 p.m.

12. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None

13. ADJOURN

The meeting adjourned at 8:17 p.m.

Scot Bowman, President

ATTEST:

Sarah Speer, Administrative Assistant II

MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION
CASH FLOW REPORT
FY2024-2025

August 2025

REVENUES	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Projected	September Projected	Year-End Projection	FY24-25 Budget	Variance
Sales Tax	-	937,743	832,391	850,863	1,237,240	759,014	692,355	1,028,733	838,965	876,569	1,026,956	1,788,028	10,868,858	10,284,224	584,634
Debt Service	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(233,410)	(2,800,917)	(2,800,917)	0
Utility Sales Tax	2,208	1,920	2,445	2,384	1,931	2,477	1,894	2,179	2,370	-	4,000	2,000	25,808	16,000	9,808
Interest	26,401	25,313	24,726	24,202	22,395	22,841	23,282	27,609	23,971	23,540	25,000	25,000	294,280	250,000	44,280
Fees - Mansfield Activities Center	48,529	39,429	32,459	30,068	33,407	38,990	38,032	55,544	86,669	83,059	39,660	37,893	563,740	531,300	32,440
Fees - Outdoor Recreation	4,564	4,325	2,289	1,484	2,747	5,648	6,734	1,354	7,519	8,618	6,000	5,000	56,281	60,000	(3,719)
Fees - Athletic Fields	13,805	25,262	59,356	5,487	3,103	9,785	12,932	17,104	57,381	26,757	6,300	6,500	243,773	210,000	33,773
Fees - Pavilions	7,670	3,760	1,280	215	505	4,045	8,290	10,090	8,865	6,890	5,500	7,940	65,050	60,000	5,050
Fees - Cell Tower, Memorial Program, Other	2,475	8,439	0	8,482	5,069	0	4,163	7,497	13,164	29,536	8,325	4,162	91,312	54,384	36,928
Lease Payments - Gas Royalty Proceeds	-	2,865	2,944	5,189	3,763	-	18,026	4,510	11,138	9,195	6,989	10,101	74,722	60,000	14,722
Lease Payments - Mansfield National Golf Club	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	100,000	100,000	(0)
Lease Payments - Mansfield Sports Park	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Lease Payments - Hawaiian Falls Waterpark	-	-	-	-	-	-	-	-	190,071	20,774	-	-	210,845	325,000	(114,155)
Lease Payments - StarCenter	35,000	70,000	35,000	-	70,000	-	35,000	70,000	35,000	35,000	35,000	80,000	500,000	500,000	-
Lease Payments - FieldhouseUSA	-	-	-	350,000	-	-	-	-	250,000	-	-	-	600,000	600,000	-
Transfers to/from Other Funds		292,085		4,005,645	-							309,975	4,607,705	309,975	4,297,730
Certificates of Obligation / Bond Proceeds					-	2,625,000							2,625,000		2,625,000
Total Revenues	(84,425)	1,186,064	767,815	5,058,944	1,155,083	3,242,724	615,630	999,544	1,300,038	894,862	938,654	2,051,523	18,126,456	10,559,966	7,566,490

OPERATING EXPENDITURES	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Projected	September Projected	Year-End Projection	FY24-25 Budget	Variance
Administration	86,436	152,249	160,441	185,658	127,285	141,888	154,575	129,126	115,196	126,238	177,678	143,289	1,700,060	1,759,206	(59,145)
Field Maintenance Operations	36,433	51,045	58,306	75,330	51,305	62,932	62,045	77,737	58,943	64,434	169,670	105,960	874,139	955,357	(81,218)
Community Park Operations	65,652	91,697	75,943	87,189	67,682	80,139	81,291	84,307	79,460	94,191	127,342	135,308	1,070,201	1,184,178	(113,977)
Neighborhood Park Operations	43,526	68,659	60,075	74,943	63,279	71,716	55,516	68,000	69,252	59,794	98,094	86,977	819,833	879,886	(60,053)
Nature Education Programs	9,019	13,236	12,980	15,961	13,125	12,982	17,722	14,165	12,720	19,009	27,091	19,244	187,254	230,434	(43,179)
MAC Programs & Operations	62,950	67,324	71,726	98,232	82,618	83,802	80,628	83,149	122,202	113,832	165,128	98,181	1,129,774	1,238,115	(108,341)
Mansfield Sports Park	5,854	997	28,268	11,837	18,930	47	47	97,130	-	-	7,917	97,083	268,111	0	268,111
Non-Departmental	5,237	5,237	5,237	12,337	5,461	83,375	5,279	8,138	8,138	5,270	5,237	317,187	466,132	397,567	68,566
Capital Maintenance / Equipment	-	4,739	25,343	29,170	96,185	122,865	15,492	21,462	8,460	34,331	109,500	258,678	726,225	767,000	(40,775)
Total Operating Expenditures	315,106	455,183	498,320	590,657	525,870	659,747	472,596	583,216	474,372	517,100	887,656	1,261,908	7,241,730	7,411,743	(170,013)

CAPITAL EXPENDITURES	October Actual	November Actual	December Actual	January Actual	February Actual	March Actual	April Actual	May Actual	June Actual	July Actual	August Projected	September Projected	Year-End Projection	FY24-25 Budget	Variance
Land Acquisition												500,000	500,000	500,000	-
Playground Improvements											453,494	(203,494)	250,000	250,000	0
Athletic Complex Improvements	1,650	859	14,763	17,926	39,378	90,824	10,010	-	28,649	84,986	-	96,704	385,749	500,000	(114,252)
Oliver Nature Park Improvements	-	-	-	8,251	3,101	-	-	69,892	34,648	19,049	89,554	80,000	304,496	300,000	4,496
Walnut Creek Linear Park - Phase 2A													0	1,000,000	(1,000,000)
Walnut Creek Linear Park-Phase 3B	100	2,042	100	10,482	-	3,600	12,750	2,600	238,903	-	1,019,925	1,443,866	2,734,369	3,000,000	(265,631)
Walnut Creek Linear Park-Phase 4	7,541	3,930	6,239	1,486	5,942	-	1,300	-	-	-	-	-	26,438	500,000	(473,563)
Linear Trails - Barg to Chandler, Forest Brook to Dove Chase	-	-	-	-	-	-	-	-	-	-	-	55,100	55,100	250,000	(194,900)
Katherine Rose Memorial Park / Hardy Allmon	-	107,305	-	-	-	321,983	119,376	215,166	414,285	-	1,342,635	626,470	3,147,219	2,000,000	1,147,219
Mans Best Field Dog Park - Phase 2	-	-	100	1,477	-	-	2,891	-	8,335	97,707	285,293	585,185	980,988	400,000	580,988
McClendon Park Nature Trail and Playground	-	-	3,124	5,209	-	1,000	-	102,662	55,961	27,837	209,000	227,003	631,795	600,000	31,795
James McKnight Park West	-	23,650	-	3,324	-	22,800	5,700	9,463	23,388	-	110,000	160,725	359,049	1,400,000	(1,040,951)
Replatting Services	-	-	34,750	-	12,250	-	35,800	-	-	-	11,700	(94,500)	0	0	-
Total Capital Expenditures	9,290	137,786	59,076	48,155	60,672	440,207	187,826	399,783	804,169	229,578	3,521,601	3,477,059	9,375,202	10,700,000	(1,324,798)

FY2024-2025 NET	(408,822)	593,095	210,420	4,420,132	568,542	2,142,770	(44,792)	16,545	21,498	148,184	(3,470,604)	(2,687,444)	1,509,523	(7,551,777)	
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	Beginning Balance												Ending Balance		
FUNDS AVAILABLE	11,976,423	11,567,601	12,160,696	12,371,116	16,791,247	17,359,789	19,502,559	19,457,767	19,474,312	19,495,810	19,643,994	16,173,390	13,485,946	13,485,946	

MANSFIELD PARKS FACILITIES DEVELOPMENT CORP.
YEAR TO DATE SALES TAX COMPARISON
OCTOBER 2024
TO SEPTEMBER 2025

MONTH	FY24	FY25	DOLLAR VALUE INCREASE (DECREASE) FY 2024/2025	PERCENTAGE INCREASE (DECREASE) FY 2024/2025
OCTOBER	778,872.57	833,159.34	54,286.77	6.97%
NOVEMBER	884,066.99	937,742.74	53,675.75	6.07%
DECEMBER	767,250.06	832,390.94	65,140.88	8.49%
JANUARY	788,624.44	850,863.02	62,238.58	7.89%
FEBRUARY	940,225.34	1,237,240.39	297,015.05	31.59%
MARCH	756,005.23	759,014.43	3,009.20	0.40%
APRIL	706,313.43	692,355.03	(13,958.41)	-1.98%
MAY	937,418.19	1,028,732.59	91,314.40	9.74%
JUNE	751,414.01	838,965.20	87,551.19	11.65%
JULY	801,514.60	876,569.23	75,054.63	9.36%
AUGUST	1,017,501.75	1,026,956.18	9,454.43	0.93%
SEPTEMBER				
YTD TOTAL	9,129,206.61	9,913,989.08	784,782.47	8.60%

MANSFIELD PARKS & RECREATION

AUGUST 2025

OUR VISION

to inspire Mansfield to
gather, grow, preserve & play
through welcoming spaces
& remarkable
experiences

OUR MISSION

to create community by
exceeding expectations
in design, maintenance, operations
and programming with a commitment
to **lead as a team**
with uncompromising integrity

OUR GOALS



Increase Access to
Parks and Programs



Develop, Maintain
and Innovate



Improve Health
and Wellness



Preserve
Natural Spaces



Cultivate
Community Pride



MANSFIELD
PARKS & RECREATION

mansfieldparks.com

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THIS MONTH IN MANSFIELD

School is back in session, but our team spent the entire summer teaching Mansfield families new ways to gather, grow, preserve and play together!

The 100 Hours of PLAY program finished its best year yet, with over 56,000 hours of play logged and 3,400 people in attendance at the weekly playdates, a nearly 100% increase over 2024. Once again, we were joined by departments across the city to bring families unique new experiences. As one participant raved, "Thank you for all the amazing effort and experience provided, my kids and I are so grateful for y'all's dedication and love to make this possible!"

The summer fun was amplified this year during National Parks and Recreation Month. Rather than one large event, the department hosted 18 programs throughout July, ranging from educational seminars to ice cream-themed fun runs and more, showcasing all the ways we can serve the community, no matter the age or interest. In total, over 2,600 participants attended Parks & Rec month events, with rave reviews all around. Of course, the celebration extended beyond programs, with the operations staff decking out the parks and medians in patriotic decor, giving residents even new reasons to love their hometown!

In August, the department hosted two open house events to discuss Geyer Commons with potential vendors. Nearly 100 people attended and the response thus far has been overwhelmingly positive, with applications open now through Aug. 28; more information is at geyercommons.com.

Looking ahead to fall, there are many more reasons to celebrate, especially in Parks and Recreation. Save the date for these events:

- Fields at Station 63 Grand Opening: Saturday, Sept. 6 at 9 a.m.
- Splash & Dash Puppy Tri, Saturday, Sept. 20 at 9 a.m.
- MAC Member Appreciation Day: Friday, Oct. 3 at 6 p.m.
- Founder's Day: Saturday, Oct. 4 at 10 a.m.
- Punt, Pass, Kick Competition: Friday, Oct. 10 at 10 a.m.
- Haunt the Block: Thursday, Oct. 16 at 5 p.m.
- Super Kids Boo Bash: Thursday, Oct. 24 at 6 p.m.
- Boo Bash: Friday, Oct. 25 at 6 p.m.
- Peek-a-Boo Trick or Treat: Tuesday, Oct. 28 at 10 a.m.

Also this fall, we're anticipating opening many of the current major park projects; look for more detailed information as each nears completion and these events can be finalized.

DIVISION UPDATES

RECREATION

MAC VISITORS	18,017
RECREATION PARTICIPANTS	814
SENIOR MEALS SERVED	585
SENIOR DAILY VISITS	1,063
MAC MEMBERSHIPS SOLD	167
NATURE EDUCATION PARTICIPANTS	103
FIELD TRIP PARTICIPANTS	420

OPERATIONS

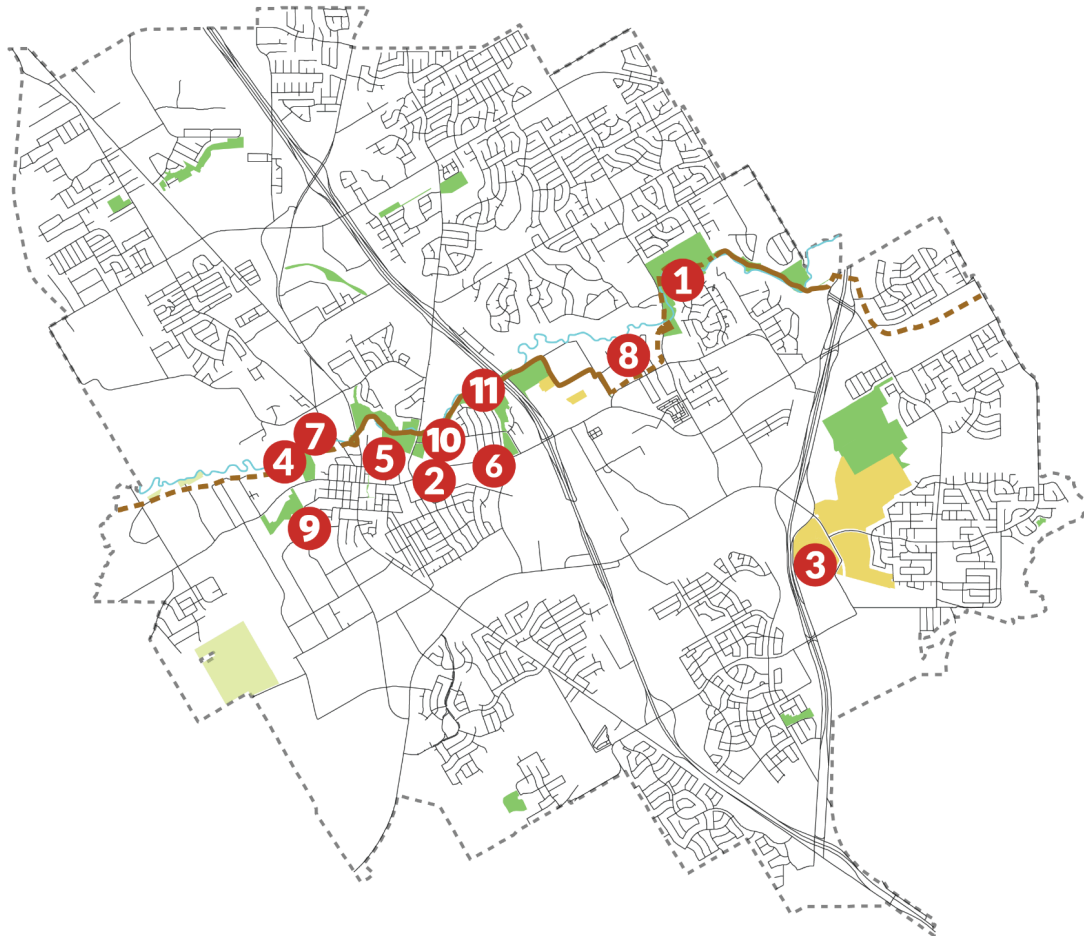
PLAYGROUND INSPECTIONS	16
PAVILION RENTALS	52
FIELD AND COURT RENTALS	50
SPLASH PAD WATER TESTS	294

MARKETING

FACEBOOK FOLLOWERS	17,538
FACEBOOK VIEWS	774,760
INSTAGRAM FOLLOWERS	4,948
INSTAGRAM VIEWS	47,735
EMAIL SUBSCRIBERS	7,153
EMAIL OPEN RATE	32%
WEBSITE VISITORS	7,569



PARK PROJECT UPDATES



	PROJECT	ADDRESS	DETAILS	STATUS
1	Oliver Nature Park	1650 Matlock Rd.	Replace treehouse, boardwalk decking	Complete
2	Geyer Commons	599 E. Broad St.	Historic plaza with retail and park amenities	Construction
3	Fields at Station 63	500 Heritage Pkwy S.	Renovation and rebranding of entire complex	Construction
4	Mans Best Field Dog Park	610 W. Broad St.	Water feature, pavilion, lighting, trail connection	Construction
5	Katherine Rose Memorial Park	303 N. Walnut Creek Dr.	Parking expansion, new playground & restroom	Construction
6	Julian Feild Park	1531 E. Broad St.	Veterans memorial, restrooms and pond	Construction
7	Mansfield Log Cabin	604 W. Broad St.	Relocating/reconstructing historic log cabin	Design
8	Walnut Creek Linear Trail	Cannon/Carlin to ONP	Phase 3B on-street side path trail	Construction
9	McClendon Park East	740 W. Kimball St.	New playground and nature trail	Construction
10	Hardy Allmon Soccer Complex	310 N Walnut Creek Dr.	Relocate soccer fields, add sport courts & fitness	Design
11	McKnight Park West	302 N. Wisteria Dr.	Playground, park amenities and disc golf course	Design

Mansfield Parks and Recreation uses department goals and City Council priorities to develop both long and short-term projects and plans. All projects include icons indicating which of the priorities are being addressed.

**SUMMARY**

This project involves the re-decking of the tree house overlook structure. After many years of replacing the decking boards as necessary due to wear and damage, parks staff realized that it was becoming more and more necessary to do a full re-decking of the structure. After selecting a new composite decking material that was preferred by staff for both its appearance and longevity, the original engineer of the structure was contacted to assess using this new decking material and making any necessary structural changes to accommodate for its use. Upon completion, the tree house overlook will have new decking and handrail material all throughout the structure, along with additional structural lumber and steel supports that were required to support the material.

CURRENT UPDATE

The Tree House Overlook re-decking project was completed in early June, and now the Rocky Ford re-decking and Floodplain Boardwalk have been completed as well. Staff is currently processing the closeout documents and final invoices for PRG and would recommend them for future work.

PROJECT MANAGER

Garett Smith

TARGET COMPLETION

Summer 2025

BUDGET

\$150,000

DESIGN FIRM

Charles Gojer & Associates

CONTRACTOR

Pro Reno Group

SOURCE

MPFDC



2 GEYER COMMONS



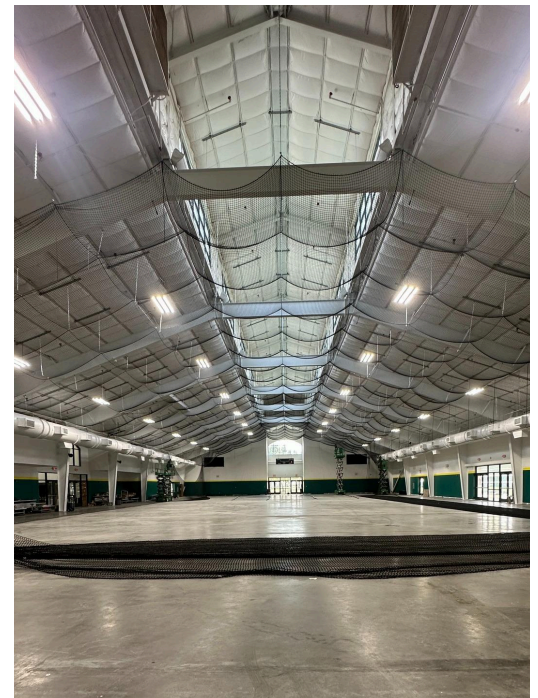
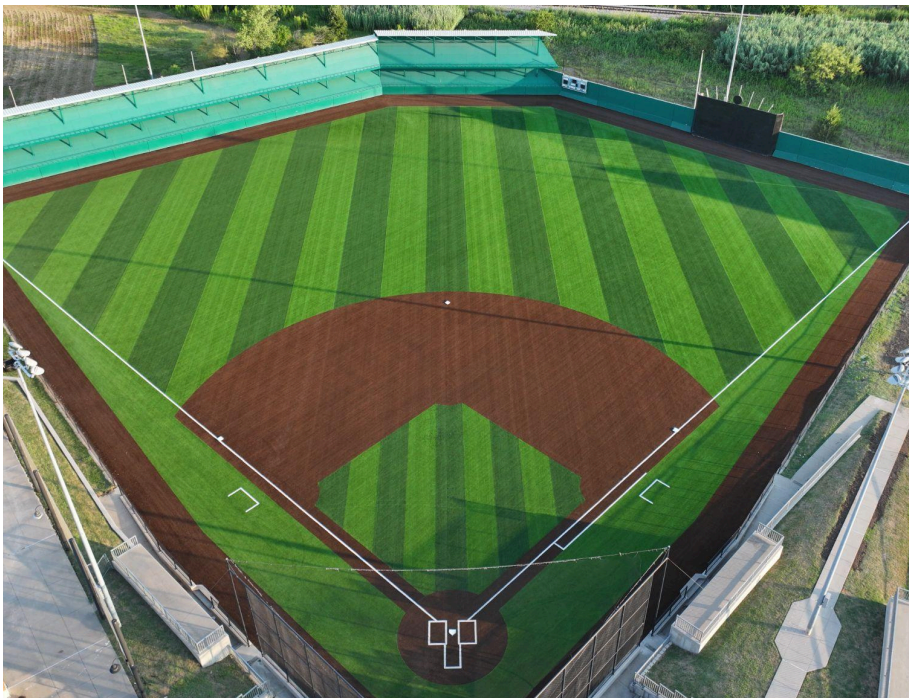
SUMMARY	The Geyer Commons project will redevelop the City's first ballfield into a mixed-use public space. Phase I includes design and construction of an urban plaza with a vendor market, splash pad, restrooms with an incorporated pump room, architectural gateway feature, seating areas, open space improvements, streetscape improvements, trees, landscaping, infrastructure and lighting. Future phases will include construction of the civic lawn, architectural fountain, wiffle ball field, historic home relocation, parking areas, and additional landscaping and infrastructure.				
CURRENT UPDATE	The 12 cottages for the vendor market area were transported and installed on the foundation pads. The foundation work for the pavilion and restroom building is complete. The seat wall installation for the synthetic turf area is complete. Construction of the splash pad and the synthetic turf areas has begun. The vertical construction for the restroom building is partially complete. Substantial completion is anticipated in late Fall.				
PROJECT MANAGER	Mitali Mandlekar	TARGET COMPLETION	Fall 2025	BUDGET	\$5.6 million
DESIGN FIRM	Dunaway Associates	CONTRACTOR	Millis Development & Construction	SOURCE	GF CO's



3 FIELDS AT STATION 63



SUMMARY	Mansfield City Council terminated the operating agreement with Big League Dreams Mansfield, Inc. in late 2023 due to a failure to comply with the agreement and ongoing concerns regarding the facility condition. After a detailed assessment of the park, which includes eight ball fields, an indoor pavilion, two restaurants, batting cages, and a playground, KemperSports and REV Entertainment were selected to serve as the new management team. They are currently overseeing the renovations, rebranding and reimagining of the facility and its programming.				
CURRENT UPDATE	The synthetic turf on all eight ballfields has been completed, with final painting in progress on the outfield walls. Synthetic turf and batting/pitching cages are being installed in the indoor facility. Restaurant renovations are progressing well, and scheduled for completion by the end of August. Kemper is planning the re-opening ceremony for Saturday, September 6. The first major tournament is scheduled for September 13-14.				
PROJECT MANAGER	Matt Young/ KemperSports	TARGET COMPLETION	Fall 2025	BUDGET	\$12M
DESIGN FIRM	LRK (Kemper)	CONTRACTOR	Various	SOURCE	GF, KemperSports



4 MANS BEST FIELD DOG PARK



SUMMARY	This project covers the development of phase II for the dog park, which entails installing a swimming pond/water feature for dog use, a dog wash station/area, a central pavilion, agility equipment, and extending irrigation and lighting further into the paddocks. A paved trail is also being added to provide access to the pond and provide future access to the WCLT 4A/4B expansion.				
CURRENT UPDATE	The contractor has been grading the pond area and the area for the trail connection to it, and will now begin forming the trail in preparation for the concrete work. The contractor has also leveled the area for the new pavilion. The electrical piers for all of the string light poles have been formed and poured, and all electrical lines have been run to support the new lights. The electrical line to the pond area will be completed soon as well, after which all subsurface electrical will be complete. Paddocks #1 and #2 have been closed while a lot of work in those areas has been taking place, with paddock #2 to remain closed longer than the others until the new fencing is installed.				
PROJECT MANAGER	Garett Smith	TARGET COMPLETION	Fall 2025	BUDGET	\$900,000
DESIGN FIRM	Westwood	CONTRACTOR	The Fain Group	SOURCE	MPFDC, Park Fees



5 KATHERINE ROSE MEMORIAL PARK



SUMMARY	Katherine Rose Park and Hardy Allmon Soccer Complex are being reimagined to better fit the needs of a growing community. The project includes a master redevelopment plan of the space, including available nearby properties and parks.				
CURRENT UPDATE	The contractor is working on the restroom roofing, with full completion scheduled for October. The vast majority of the playground equipment has been delivered to the site as of August 13. Site grading and concrete for the playground is underway. Despite the heavy spring rains, the project is still on schedule for completion by the end of the year. The parking lot for the west side soccer fields is being paved and will be complete by the end of August. The installation of the irrigation system and turfgrass is scheduled to be complete in early September.				
PROJECT MANAGER	James Fish & Garrett Smith	TARGET COMPLETION	Winter 2025	BUDGET	\$10 million
DESIGN FIRM	Parkhill	CONTRACTOR	Cole Construction	SOURCE	GF, ARPA, MPFDC



6 JULIAN FEILD PARK



SUMMARY	Phase one of Julian Feild Park redevelopment includes walkways, reflection pond, irrigation and landscaping, restrooms, Serenity Gardens improvements, and a large veterans memorial plaza. Future phases will include trails throughout the rear, wooded portion of the park, and a connection to the Walnut Creek Linear Trail. This project also includes work to address erosion along the west side of the park supported by the drainage fund.				
CURRENT UPDATE	The restroom building is nearing completion. Site electrical work has been ongoing. Pond regrading work is underway with bridge abutments and completed on one side. The upper site work infrastructure is essentially complete, and the steel structure for the park monument has been installed and is being rocked. Project completion is estimated in December.				
PROJECT MANAGER	James Fish	TARGET COMPLETION	Winter 2025	BUDGET	\$5 million
DESIGN FIRM	Kimley-Horn	CONTRACTOR	AUI Partners, LLC	SOURCE	TIRZ #1



7 MANSFIELD LOG CABIN



SUMMARY

Parks and Recreation was tasked with relocating the Cook Cabin that currently sits on Cook property across from City Hall to the Man House property in 2023. Discussions during the previous phases at the Man property resulted in the idea that the cabin would be lifted and moved in-tact from its current location. Given the deterioration of the cabin, however, this method was deemed to be unviable and staff was forced to look into other options. Staff enlisted the services of Architexas, a design firm that specializes in the construction and preservation of historical structures. Architexas first completed a Historical Structures Report on the cabin to assess its current condition and recommend the best steps to move forward with relocating the cabin to the Man House property. It was determined that the best option would involve the log-by-log deconstruction of the cabin, and its subsequent reconstruction at the Man House site so that it may be used primarily as a demonstration cabin, with a specific focus on food preparation methods of that period (late 19th into early 20th century).

CURRENT UPDATE

Staff has continued to work on alternative methods to accomplish the preservation of the cabin while also constructing a period kitchen structure on site at the Man House. Progress has been made here as staff awaits further estimates to be able to accomplish these tasks in a more fiscally responsible way, and staff continues to coordinate with the Historical Society for their assistance with the project as well.

PROJECT MANAGER	Garett Smith	TARGET COMPLETION	Winter 2025	BUDGET	\$425,000
DESIGN FIRM	Architexas	CONTRACTOR	TBD	SOURCE	GF CO's



8

WALNUT CREEK LINEAR TRAIL 3B



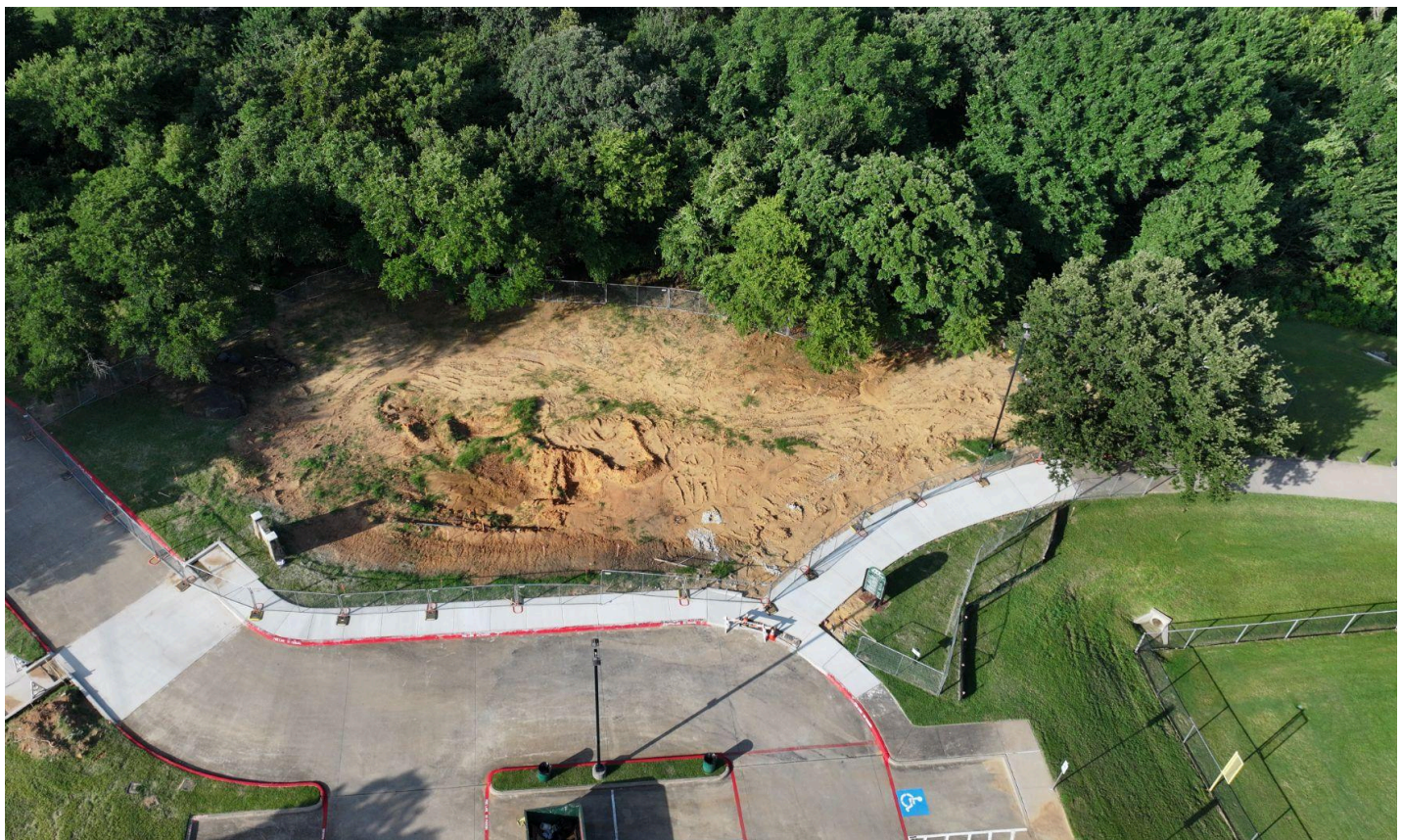
SUMMARY	This segment will extend from the recently completed trail at Cannon and Carlin Roads and create a connection to the entrance of Oliver Nature Park with a combination of added trails and expanded sidewalks along Matlock Road.				
CURRENT UPDATE	Construction of the sidepath on the west side of Matlock and Cannon has been completed. The bridge work on Matlock has begun and will continue until the project is complete in December.				
PROJECT MANAGER	James Fish	TARGET COMPLETION	Winter 2025	BUDGET	\$3 million
DESIGN FIRM	Kimley Horn & Associates	CONTRACTOR	Humphrey & Morton Construction Company, Inc.	SOURCE	MPFDC/GF Bonds



9 MCCLENDON PARK EAST



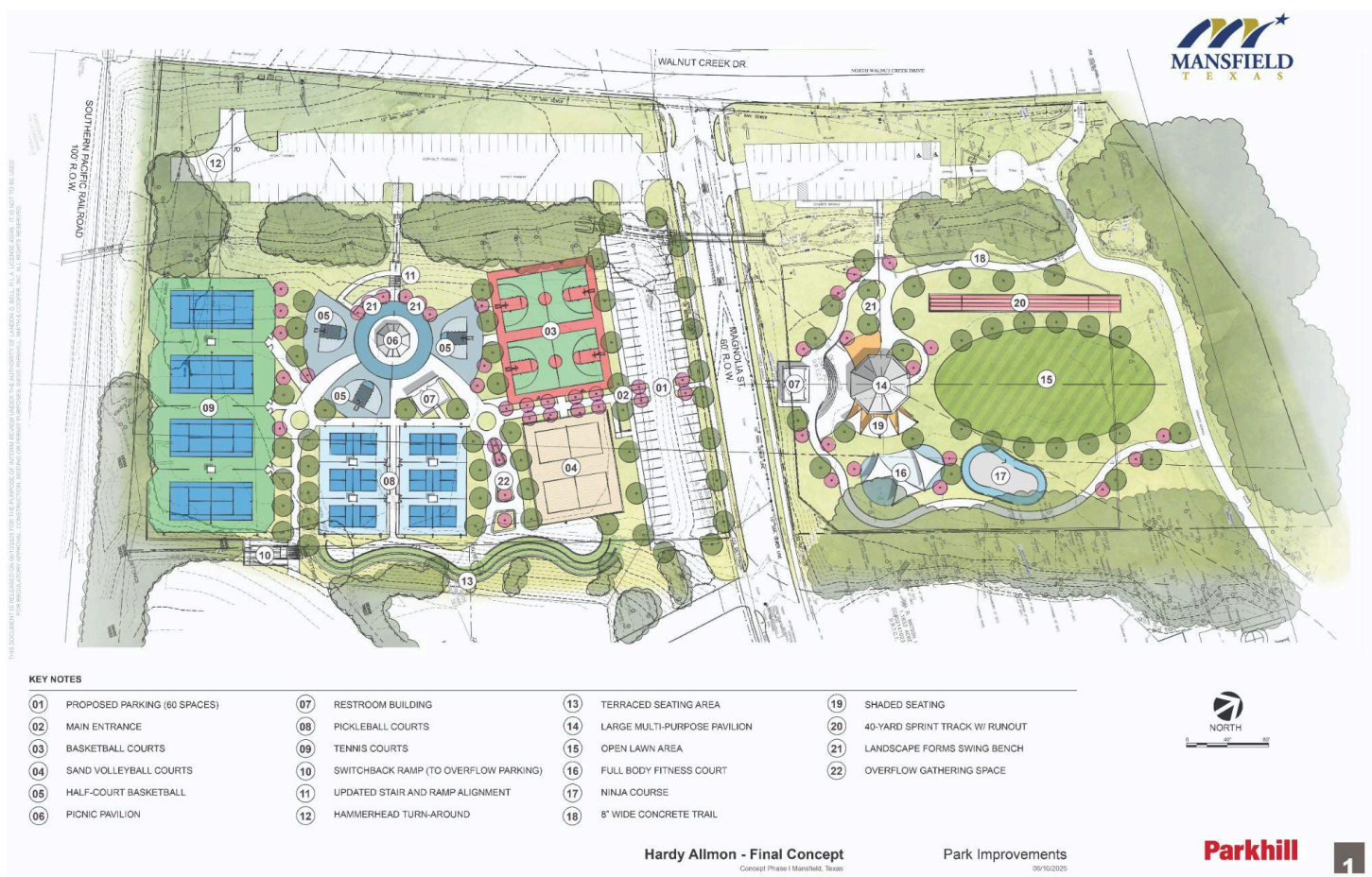
SUMMARY	This project includes the renovation and expansion of the playground area, as well as reworking and enhancing the nature trail connection between this park and McClendon Park West				
CURRENT UPDATE	Oncor has begun work on relocating the electrical line at the park, which is expected to move fast and finally allow DL Meacham to continue work on the new playground area. Some minor site work has taken place in the meantime, with site cleanup and renovations to the existing pavilion in progress. Once Oncor has relocated the electrical line, the contractor will move quickly to finish grading the area and complete all necessary flatwork so that the installation of the playground can begin as soon as possible.				
PROJECT MANAGER	Garett Smith	TARGET COMPLETION	Fall 2025	BUDGET	\$800,000
DESIGN FIRM	Westwood	CONTRACTOR	D.L. Meacham	SOURCE	MPFDC



10 HARDY ALLMON SOCCER COMPLEX



SUMMARY	Katherine Rose Park and Hardy Allmon Soccer Complex are being reimaged to better fit the needs of a growing community. This phase will include adding tennis, pickleball, basketball and sand volleyball courts on the south side of Magnolia. The north side will include fitness amenities.				
CURRENT UPDATE	The design consultant and the architectural consultant have completed the design development task and will begun the construction document development and engineering tasks with target completion by the ned of the calendar year.				
PROJECT MANAGER	Mitali Mandlekar	TARGET COMPLETION	Fall 2026	BUDGET	\$9 million
DESIGN FIRM	Parkhill	CONTRACTOR	TBD	SOURCE	MPFDC



11 JAMES MCKNIGHT PARK WEST



SUMMARY	Mansfield Parks and Recreation was awarded a \$750,000 non-urban outdoor recreation grant for James McKnight Park West from the Texas Parks and Wildlife Commission (TPWC) in January 2023 to add much-needed amenities to the 35-year-old park. The concept includes a playground, walking trail with fitness stations and the city's first disc golf course.				
CURRENT UPDATE	Site visits with the prime consultant and disc golf consultant were completed this month. Conceptual routing design of the proposed disc golf course is now complete. The disc golf designer has begun the fairway design work. Prime consultant will work closely with the City to begin development of the detailed park and trail design. 60% detailed design completion is anticipated by the end of September.				
PROJECT MANAGER	Mitali Mandlekar	TARGET COMPLETION	Summer 2026	BUDGET	\$2.3 million
DESIGN FIRM	Freese and Nichols, Inc. / Houck Design	CONTRACTOR	TBD	SOURCE	TPWD Grant, MPFDC



PUBLIC HEARING
MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION
August 21, 2025
PROPOSED FY 2025-2026 BUDGET

PROJECTED BEGINNING BALANCE	\$13,485,946
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REVENUES:

Sales Tax	\$11,275,594	
Utility Sales Tax	\$16,000	
Interest	250,000	
Mineral Lease	60,000	
PARD Programs		
Mansfield Activities Center Fees	555,800	
Outdoor Recreation Program Fees	60,000	
Athletic Field Fees	280,000	
Pavilion Rental Fees	60,000	
Lease Revenue		
Other Fees (cell tower lease)	50,000	
Mansfield National Golf Club	100,000	
Hawaiian Falls Waterpark	350,000	
Fields at Station 63	100,000	
StarCenter	500,000	
FieldhouseUSA Mansfield	600,000	
Fieldhouse (transfer from General Fund)	338,038	
Bond Proceeds		
Walnut Creek Linear Park Trail System	2,625,000	GF Bonds
Rose Park Redevelopment-Hardy Allmon	10,000,000	MPFDC Bonds
Total Revenues	27,220,432	

OPERATING EXPENDITURES:

Administration	1,898,618	
Field Maintenance Operations	981,798	
Fields at Station 63 Operations	425,000	
Community Park Operations	1,212,831	
Neighborhood Park Operations	903,242	
Nature Education Programs	223,686	
Mansfield Activities Center Operations	1,265,529	
Non-Departmental	637,869	
Capital Maintenance/Equipment	792,800	
Debt Service	2,815,849	
Total Operating Expenditures	11,157,223	

PROJECTS:

Land Acquisition	500,000	
Playground Improvements	1,150,000	
Linear Trail Network Projects	3,550,000	
Julian Feild Phase - Phase 2 Improvements	750,000	
Robert & Ann Smith Park Improvements	1,550,000	
McClendon Nature Trail	600,000	
Mansfield Activities Center Backyard	800,000	
Southwest Community Park - Phase 1	1,000,000	
Cathy Anderson Park	150,000	
Walnut Creek Linear Park - Phase 4	1,000,000	GF Bonds
Rose Park Redevelopment-Hardy Allmon	10,000,000	MPFDC Bonds
Total Projects	21,050,000	

PROJECTED ENDING BALANCE	\$8,499,155
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Agenda Date: August 21, 2025

Title

Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Approving Changes to the Athletic Field Use and Allocation Policy; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date.

Description/History

The Parks and Recreation Department has worked closely with volunteer youth sports associations for decades by allocating and maintaining athletic fields for practices, games and tournaments. The department executes a facility use agreement with each association for spring and fall seasons. While this process has worked well, a comprehensive policy that addresses new and existing organizations and their requests for field space was adopted in 2021.

The policy was developed to provide an efficient and transparent process for allocating athletic field space to sports organizations. This document establishes eligibility for sports organizations, field allocation criteria, seasonal definitions, reservation timelines, associated use fees, tournament processes, and other responsibilities which will guide field use for diamond and rectangular sports. This policy creates a level of equity among sports organizations to ensure that some organizations do not unreasonably receive more time or higher quality fields than another organization.

As staff and volunteers with the associations have changed over the years, there has been a need to further clarify some of the original language in the comprehensive policy. The primary changes proposed address these clarifications such as providing complete practice and game schedules in a timely manner, better defining recreational play and what falls under the allocation policy, and clarifying internal vs invitational tournaments and associated pricing. After completing a benchmarking study in 2024, a new pricing model will go into effect January 1, 2026 and the language in the allocation policy has been updated to reflect the new model and clearly outlines billing expectations that were previously in practice but not explicitly listed in the policy. Additionally, language and policy was added to address long term rentals, which fall in between recognized associations and everyday field rentals.

The changes to the pricing model were provided to all youth sports associations and discussed at the All Sports Associations meeting on May 7th and July 16th. The proposed policy changes were provided for their review and were discussed at the All Sports Associations meeting on July 16th.

Strategic Initiative

Building Strong Neighborhoods
Provide a Safe Community
Focus on the Future

Recommendation

Approve Resolution

Funding Source**Prepared By**

Brian Coatney, Assistant Director of Parks and Recreation - (817) 728-3391

RESOLUTION NO. _____

A RESOLUTION OF THE MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION OF THE CITY OF MANSFIELD, TEXAS, APPROVING CHANGES TO THE ATHLETIC FIELD USE AND ALLOCATION POLICY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Mansfield Park Facilities Development Corporation (“MPFDC”) is a Texas non-profit corporation operating as a Type B Economic Development Corporation under the Development Corporation Act, codified in Subtitle C1 of Title 12 of the Texas Local Government Code, Chapters 501 through 505 (the “Act”), the Texas Non-Profit Corporation Act, as amended, and other applicable laws; and

WHEREAS, on May 19, 2021, the MPFDC adopted the Athletic Field Use and Allocation Policy (Policy) to provide an efficient and transparent process for allocating athletic field space to sports organizations; and

WHEREAS, this Policy establishes eligibility for sports organizations, field allocation criteria, reservation timelines, user fees, tournament processes and other responsibilities with the goal of creating a level of equity among sports organizations; and

WHEREAS, the MPFDC desires to provide all Mansfield residents the opportunity to utilize City-owned sports fields and facilities; and

WHEREAS, staff has identified a need to further clarify some of the Policy language regarding practice and game schedules, the definition of recreational play and invitational tournaments, and implementing a new rate structure; and

WHEREAS, all constitutional and statutory prerequisites for the approval of this resolution have been met, including but not limited to the Open Meetings Act; and

WHEREAS, the MPFDC deems the adoption of this resolution to be in the best interest of the public, advisable and not in conflict with the Act.

NOW, THEREFORE, BE IT RESOLVED BY THE MANSFIELD PARK FACILITIES DEVELOPMENT CORPORATION OF THE CITY OF MANSFIELD, TEXAS, THAT:

SECTION 1.

The findings and recitations set out in the preamble are found to be true and correct and are hereby adopted by the MPFDC and made a part hereof for all purposes.

SECTION 2.

Changes to the Athletic Field Use and Allocation Policy as defined in Exhibit “A” attached is hereby approved.

SECTION 3.

The Board President is authorized to execute any and all documents necessary and take such actions as are necessary to carry out the intent of this Resolution.

SECTION 4.

It is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 5.

This Resolution shall be effective from and after its passage.

**PASSED AND APPROVED BY THE MANSFIELD PARK FACILITIES
DEVELOPMENT CORPORATION THIS 21ST DAY OF AUGUST 2025.**

Scot Bowman, President

ATTEST:

Sarah Speer, Administrative Assistant II

MANSFIELD PARKS AND RECREATION
DRAFT ATHLETIC FIELD USE AND ALLOCATION POLICY
Adopted DATE

- I. Definitions**
- II. Purpose**
- III. Scope**
- IV. Policy Administration**
- V. Sports Seasons**
- VI. Field Allocation Process**
- VII. Organizational Requirements**
- VIII. Facility Use Requirements and Rogue Play**
- IX. Facility Maintenance**
- X. Field Lighting Usage**
- XI. Facility Closure**
- XII. Scheduling**
- XIII. Tournaments/Meets**
- XIV. Concession Stands and Vendors**
- XV. League Management**
- XVI. Insurance**
- XVII. Admission Fees**
- XVIII. Fundraising**
- XIX. Advertising, Signage and Fence Screens**
- XX. All Sports Association Meetings**
- XXI. Additional Information**
- XXII. Penalty**

Appendix A: Sponsored Organizations

Appendix B: Sports Season Definitions

Appendix C: Fee Schedule

Appendix D: Field Closure Procedures

Appendix E: City-Owned Field Maintenance Agreement

Appendix F: Practice and Game Field Permit

Appendix G: Concession Stand Responsibilities

Appendix H: End-of-Season Information Sheet

I. Definitions

"City" means the City of Mansfield, Texas.

"City Council" means the City Council of Mansfield, Texas.

"Department" means the City Department of Parks and Recreation.

"Director" means the Director of Mansfield Parks and Recreation or his or her authorized representative.

"Facility Use Agreement" means the official agreement between the City and an organization which is designed to ensure that facilities owned and/or operated by the City are utilized efficiently and safely. The purpose of this agreement shall be to provide the terms and conditions under which an organization can use facilities for authorized activities, define operational and maintenance responsibilities, identify responsibility for costs, and to identify a process to provide improvements and upgrades to facilities and services.

"Game facility" is defined as lighted and unlighted athletic fields maintained and programmed to accommodate competitive and recreational sporting events such as league play, tournaments, practices, camps, and clinics. These fields receive a higher level of maintenance than general park open space. Game facilities are designated by the Department, and are subject to usage fees.

"MISD" means the Mansfield Independent School District.

"MPFDC" means the Mansfield Park Facilities Development Corporation. The MPFDC also serves as the official Parks and Recreation Board.

"Nonresident" means any person who does not live within and whose dwelling house and home is not located within the corporate city limits of Mansfield, Texas.

"Organization" means any organization or group of persons contracting with the City to use park and recreational facilities.

"Park" means any land selected, obtained, or acquired by the City for use as a public park, or recreation or playground area, and any building or facility thereon, owned and maintained by the City as a public park, or recreation or playground area, whether or not such areas have been formally dedicated to such purpose.

"Parking Area" means any designated portion of any park, park road or drive that is set aside for the parking of vehicles.

"Permit" means written permission from the MPFDC or Director to carry out a given activity in a park.

"Person" means any person, firm, partnership, association, corporation, company, or organization of any kind.

"Resident" means any person who lives within and whose dwelling house and home is located within the corporate city limits of Mansfield, Texas.

"Season" means a recurrent period of time characterized by league practices and games associated with registration fees for a particular sport as agreed upon by the designated representative from both parties.

"Sponsored Organization" means any organized group that has entered into a Facility Use Agreement with the City utilizing the City-owned or leased facilities, and in some way providing a service, program, or revenue benefiting the City.

"Vehicle" includes any wheeled device of conveyance, propelled by motor or engine. The term shall include any trailer of any kind, size, or description. Exception is made for vehicles in the service of the City and for motorized wheelchairs and scooters utilized for assisting disabled persons.

II. Purpose

The City of Mansfield developed this policy to allocate field space to sports organizations through an efficient and transparent process. This document establishes the sports Organization eligibility, field time allocation criteria, seasonal definitions, reservation timelines, associated use fees, tournament processes, and other responsibilities which will guide field use for diamond and rectangular sports. This policy creates a level of equity among sports Organizations to ensure some Organizations do not unreasonably receive more time or higher quality fields than another Organization.

Additionally, given the high demand for athletic field space inventory in Mansfield, the Department must ensure the fields are used in a manner that allows them to maintain appropriate quality and safety levels. The Department will monitor field use and adjust scheduled time on fields to ensure that fields are not damaged by overuse.

III. Scope

This policy refers to athletic fields and open grass spaces where sport Organizations practice and play games. The guidelines are not intended for non-sport activities, special events, community unscheduled use, or individual reservations. Organizations receiving space through this policy will do so after programs associated with the City of Mansfield, MISD, and space allocated per agreements with external partners has been scheduled through the Department.

IV. Policy Administration

The administration of this athletic field use and allocation policy shall be the responsibility of the Mansfield Parks and Recreation Department. The Department shall prepare, implement, and enforce such specific rules and regulations for the use of all City-owned or leased parks and athletic facilities as it deems necessary. The Department shall report regularly to the MPFDC on the effectiveness of administering this policy. Exceptions to this policy may be permitted with the prior approval of the Department Director or designee.

V. Sports Seasons

Specific sports seasons will be established for the equitable use and allocation of game facilities by the Department (Appendix B). The primary sport within each season shall be given first priority with regard to field or facility allocation and scheduling. Secondary sports facilities will be allocated on a space available basis. The Director or designee shall determine the eligibility for classification within primary and secondary sports designations.

Sports other than primary or secondary will be addressed as the need arises and subject to facility availability, allocated maintenance funds and capacity game fields or facilities to withstand additional use.

VI. Field Allocation Process

The Department and the Organization agree that allocated fields are owned by the City and provided for the benefit of all citizens of Mansfield. The Department shall maintain final approval over the use of these fields at all times. The Department reserves the right to use any field for other events or programs. The Department reserves the right to change field or concession assignments. See Appendix F Practice and Game Field Permit.

A. Facility Requests

All Organizations shall submit an electronic request to the Department for the use of facilities by June 1st for spring season sports and January 1st for fall season sports. In the event that two or more Organizations request the use of the same facility, the Department reserves the right to review and

adjust scheduling to ensure that all facilities are being fully utilized in the best interest of the City. Priority will be given to programs accommodated during the previous year. Every effort will be made to accommodate new programs according to facility availability.

Electronic requests should include the following:

1. History of the Organization
2. Names, titles, and background of all Board Members and Officers
3. Terms of Board Members and Officers
4. Current bylaws (website can be listed if available online)
5. Description of the program to be offered including ages and skill levels
6. Description of the Organization's policies, processes, and procedures for conducting criminal background checks
7. Description of the Organization's coaches training programs
8. Outline of annual budget including fee schedule
9. Field use estimate (i.e. number of teams and fields, field sizes and types, expected practice and games schedule including days of the week, times)

B. Approval Guidelines

The Department shall consider all requests and will allocate facilities in the best interest of the City. Guidelines that will be considered may include, but are not limited to, the items listed below. The Director or his/her designee may also consider any other alternatives in implementing the field or facility allocation for the various users, or make such variations or exceptions as the Director deems in the best interest of the City, giving due consideration to the number of teams and/or participants, facility requirements, nature of the activity, innovation of the program and other relevant factors. **Field allocation decisions will be made by September 1st for spring season sports and April 1st for fall season sports.**

1. Organizations should have a community presence over an extended period of time and have maintained a positive working relationship with the City.
2. Organizations are commonly recognized as the pioneering providers of youth sports opportunities in Mansfield.
3. Organizations should have a good reputation in the community.
4. Organizations should have seasonal participation that includes multiple teams and multiple age groups and may have basic skill levels for recreational play. Recreational play is defined as a "no cut/no tryout" league that has a guaranteed play rule. The Organization may offer multi-tiered levels of competition, with the higher tiers allowing for tryouts and no guaranteed play rule, however they must be 100% operated by the association and be offered at the same rate as traditional recreational play and use the same registration platform. Advanced competitive skill levels/groupings such as select, club, elite, pro, and the like will not be allowed for the Organization's contracted season. Advanced competitive skill levels/groupings is defined as a league that has a higher registration fee and includes payment to coaches or other personnel. Such groupings may be offered by the Organization or other entities under the regular field rental policy, but will not be considered under the Sponsored Organization agreement.
5. Organizations should have a desire to provide a well-rounded sports opportunity for the City of Mansfield community with emphasis on open participation.
6. The priority of these Organizations should be to serve the residents of Mansfield. Field allocation priority will be given to Organizations that consistently show a higher rate of resident participation.
7. Organizations should show a commitment to the community through the continued development of well-rounded sport opportunities that would indicate growth and maturity of the Organization which would suggest the likely sustainability of the Organization into the future.

8. Organizations must remain in good standing with the City and should it fall short, do so with the understanding that Department approval may be adjusted or revoked.
- C. Any existing Organization wishing to initiate a new athletic program or league must meet with the Department at least ninety (90) days prior to the proposed season starting date to discuss the availability of game facilities. A new program or league is defined as any activity that is not currently offered by the requesting Organization. The Department will attempt to accommodate new programs according to facility availability and participant registration.
- D. The Department may place more than one Organization on a given facility for the same sport or book fields to public renters during days and times not needed by the associations. Primary sports will be accommodated prior to secondary sports.

VII. Organizational Requirements

This policy identifies that certain sponsored sports Organizations coordinate and administer, on a volunteer basis, activities that otherwise would require the efforts of the City administration. These sponsored sports Organizations are organized, directed and supervised by a citizen board of directors/executive board and are not directly organized and/or supervised by the Department. All Organizations desirous of establishing leagues and utilizing game facilities owned, leased, or controlled by the City for competitive or recreational league play must comply with the following requirements:

- A. Be a certified 501(c)3 non-profit Organization
- B. Enter into a binding Facility Use Agreement at the beginning of each season
- C. Provide and keep in force a general liability insurance policy as outlined in Section XVI
- D. Have a standing board that administers the leagues and communicates with the Department as issues arrive, prior to each season for scheduling purposes, and each post season to discuss outcomes
- E. Have adopted and published rules of play
- F. Have a policy that permits individuals to file for exemption from registration fees
- G. Have a non-discrimination policy in which programs operated by the Organization are open to all residents of Mansfield regardless of race, age, socio-economic level, color, sex, national origin, religion, handicap status or geographic residency
- H. Have policies that support the safety of its participants, spectators, volunteers, officials, referees and umpires in the performance of their assigned duties
- I. Upon request, present an update to the MPFDC Board during the annual field allocation process

VIII. Facility Use Requirements and Rogue Play

- A. The Organization must enter into a written Facility Use Agreement with the Department that allows use of designated game fields or facilities outside of the official sports season under special circumstances deemed appropriate by the Director. Additional time and/or field usage may be permitted as mutually agreed upon by the Department and the Organization.
- B. Sponsored Organizations shall not assign this lease nor shall it sublease or rent out any property of the City, nor allow non-organization use of any property of the City, whether or not any compensation is received for such use, without prior written consent of the Department in the form of a permit. This provision includes any practices, camps, scrimmages, tryouts, and/or tournaments. Teams, whether recreational or select, must be a registered member of the Organization to receive game and practice privileges. Teams not registered with the Organization should not be given practice or game privileges as this would be considered subletting the fields. Partner or affiliated organizations will not be recognized as

part of the Organization.

- C. Due to the necessity of inter-league play in order to complete some leagues, Organizations shall assure that only home games are played at City facilities. The Department reserves the right to require all schedules and rosters for non-Mansfield residents and interlocking teams.
- D. The Department reserves the right to utilize facilities when league games are not scheduled. An estimated practice and game schedule is due with the field allocation application. A final season schedule is due by March 15 for the Spring season and September 15 for the Fall season. If facilities are abandoned, the agreement is terminated. All final decisions concerning scheduling will be made by the Department.
- E. The Department will have the final say on field playability, in its sole discretion. In certain situations, an Organization representative will be called and a joint decision will be made on site. (see Appendix D - Field Closure Procedures)
- F. The Organization shall not perform any construction, maintenance, repair or alteration to facilities (unless permitted or required by the signed Facility Use Agreement), without the prior written consent of the Department. Any and all capital and/or permanent improvements made to the facility shall become property of the City.
- G. Driving a vehicle inside the athletic facilities and beyond designated roadways and parking lots is not allowed unless Organization representatives are loading or unloading supplies. During these situations:
 - 1. Vehicles must remain on paved areas while in the facility unless prior written consent has been granted by the Department.
 - 2. Vehicles must immediately return to designated parking areas when finished.
 - 3. Organization activities such as practices and games may not be taking place.
- H. The Organization will adhere to all City and Department rules, ordinances, and policies. Organization board members, commissioners, and staff are expected to enforce the City's policy regarding playing on fields without a permit. If rogue play is seen, the violators should be asked to leave and told they are not able to use the fields without a permit. If violators refuse to leave, please call the Parks On-Call number at (682) 478-8495.
- I. The Organization shall not engage in any business at facilities or do anything in connection therewith which shall be in violation of any existing State or Federal law or municipal ordinances, or use the same in such manner as to constitute a nuisance.
- J. Any Organization using Mansfield Independent School District facilities as part of the Field Allocation Agreement will abide by the Mansfield Independent School District policies and procedures.

IX. Facility Maintenance

To ensure the best possible conditions, the Department will work with Organizations to maintain and improve field conditions. Subject to the conditions and provisions set out in this policy, maintenance of various facilities owned and/or leased by the City shall be subject to the following:

- A. Maintenance of all facilities owned, operated or leased by the City will be performed only by the Department unless Organizations enter into a written maintenance agreement with the Department. No modifications, alterations, additions, or deletions (temporary or otherwise), may be made to any facility scheduled by the City unless written approval is obtained from the Department in accordance with the policy for construction/maintenance approval process for Organizations. The City will take select fields

offline for needed maintenance and repairs or rest as determined by City staff.

- B. Certain athletic sites or fields as determined by the Director or his/her designee, may receive enhanced maintenance in cooperation with specific Organizations. These fields shall be used only on a scheduled basis and shall be identifiable by special signage. These fields or sites may be gated or fenced with controlled access to protect the benefits of enhanced maintenance from unauthorized activity, practices and vandalism.
- C. Organizations will be responsible to:
 - 1. Report any maintenance issues to the Department immediately or within 24 hours of discovery.
 - 2. Place all trash, including dugouts and spectator areas, in the appropriate bins at the facility.
 - 3. Complete the tasks listed in field maintenance agreement (Appendix E).

X. Field Lighting Usage

Subject to the conditions and provisions set out in this policy, the use of lights at various athletic game facilities used in activities covered by this article shall be subject to the following:

- A. All use of lights, whether for practice or games, shall cease and lights shall be turned off at 11:00pm.
- B. Only with the approval of the Department, and only under certain conditions and/or for certain special uses, will the light usage time be extended beyond 11:00pm.
- C. Light usage will be billed after the conclusion of each month and due within 30 days of receipt of invoice.

XI. Facility Closure

Departmental staff may close a facility/field at any time due to safety concerns, weather and/or poor field conditions. Gated facilities are considered closed when the gates to the facility are not open. Non-gated facilities will be posted with signage at individual fields. (see Appendix D for Field Closure Procedures)

- A. The Department may cancel a game, event, tournament, or meet at any time in the interest of ensuring the quality and safety of the facilities.
- B. The decision to cancel the game, event, tournament, or meet shall be made by authorized members from the Department. Authorized representatives from the Organization may be contacted for their input in making the decision.
- C. Whenever possible, games, events, tournaments, or the meet will first be delayed or postponed. If the fields/facility were originally closed by the Department, the decision to resume play or the meet will rest with the Department.
- D. Failure to comply with this policy will result in the denial of future use of the facilities for games, events, tournaments or meets.

XII. Scheduling

A. League Scheduling

The Department reserves the right to change desired scheduling and facility requests by that Organization, as stated in their Facility Use Agreement, if deemed necessary:

- 1. To complete season play by the established sport season date;
- 2. To accommodate Organization requests that exceed available playing space at available facilities;
- 3. If the Organization fails to maintain "recognized status" by violating provisions in the Facility Use

Agreement;

4. If scheduling and maintenance efficiency can be enhanced by field dimension compromise; or
5. By excessive weather conditions that might affect playing surfaces.

B. Casual Scheduling

Casual scheduling is the use of game facilities by residents, clubs, or organizations on an organized basis who are not participants in locally sponsored leagues or activities, and by Sponsored Organizations during any dates outside of their contracted seasons. Any group or resident may request the use of an athletic field facility through the Department when available. Such requests will be considered on a space available basis. The applicable public reservation and light usage fees will apply.

1. Residents, clubs, or organizations wishing to use the fields farther in advance or more frequently than established in the public field rental policy, can make application on July 1 for fall seasons and January 1 for spring seasons.
2. Residents, clubs, or organizations can be allocated up to 2 fields no more than 2 days per week, and reservations can be made for the duration of each season (approximately 16 weeks).
3. Residents, clubs, or organizations approved for their request must provide proof of insurance (as outlined in Section XVI of this policy) to the City.
4. Residents, clubs, or organizations approved for their request must pay a damage deposit of \$350, refundable at the conclusion of reservation time as long as there is no damage to any used facilities and there is no outstanding balance on account.
5. Payment for reservations will be due at the beginning of each month for the entirety of that month's reservations and set up on an automatic payment plan.
6. All other use falls under the established public field rental policy.

C. Practice Sessions

1. *Sponsored Sports Organization practices.* Game facilities for sports such as baseball, softball, soccer and football, unless they have been designated for scheduled use only, may be used for practice with approval of the Department. Sponsored Sports Organizations will be charged a reduced rate over public pricing for all hours fields are allocated for their contracted seasons, whether for games, practices, or internal tournaments.
 - a. Each Organization will schedule their teams on their designated fields for their allotted time frames and not otherwise.
 - b. There shall be no practices upon City designated game facilities, or any other area where games and practices have been canceled due to field conditions.
 - c. Each Organization shall require in its by-laws, rule book, or policies that any team under its jurisdiction, after receiving one (1) warning for violating any part of this section, shall forfeit one (1) league game. Penalties may also be assessed as authorized by section XXII.
2. *General public practices.* All reservations for practices by the general public are subject to the following conditions:
 - a. Reservation requests must be made through the Department in advance of the intended reservation;
 - b. The applicable reservation and light usage fees must be paid at the time the reservation is made; The scheduled turning on and turning off of lights shall be the responsibility of the Department or as established by written agreement;
 - c. An approved facility permit must be obtained from the Department when the fee is paid; and
 - d. No refunds will be made unless the reservation is canceled by the Department or in case of inclement weather as determined by the Department.

XIII. Tournaments/Meets

- A. The Department recognizes that tournaments and meets provide a benefit to Mansfield both in the opportunity for players to compete against regional, state, or national competition and for the Organization to benefit from potential revenue. Regular league play will take priority over tournaments, but the Department will work with Organizations to try to accommodate requests. Youth tournaments will take priority over adult tournaments.
- B. Tournament field allocation is dependent upon available resources and may be modified if necessary. Factors to consider when requesting to host a tournament should include impact to regularly scheduled play, available parking, facility capacity, and inclement weather plans. If there are two competing tournament requests, the Department will consider the requests' timeliness (e.g.: which Organization submitted the request first), impact to other Organizations (e.g.: does an event displace other Organizations), and benefit to Mansfield players in the approval process (e.g.: does one event cater to a majority of Mansfield players or provide Mansfield players a unique opportunity).
- C. The Department recognizes two types of tournaments; regular season tournaments and invitational tournaments. Regular season tournaments are recreational tournaments that are considered an extension of the Organizations' regular season. Meaning, the teams playing in the tournament do so towards or at the end of the regular season because of automatic entry or advancement from the regular season or as a pre-season evaluation tournament. The Organization does not use these tournaments for fundraising, does not invite teams from other jurisdictions or leagues, and does not charge a team fee. Outside teams may be included only if they are part of the regular season play and advance to the tournament such as a district, regional, or state event. These tournaments will be billed at association hourly rates.
- D. Invitational tournaments are those events where teams are invited to participate from outside jurisdictions or leagues, pay a fee to the Organization to participate, and could be used as fundraising opportunities. Invitational tournaments will be charged the non-sponsored tournament rates.
- E. Any request for tournament play or meets must be made in writing by the sponsoring Organization no less than thirty (30) days prior to the scheduled tournament or meet. Existing tournaments or meets will receive first consideration. Approval of tournament play or meets does not guarantee facility condition or availability of Department personnel or equipment.
- F. Security - Should an Organization need or require the presence of police/security due to the nature or size of the event (as determined by the City), the Organization is responsible for obtaining and paying for police/security services.
- G. Additional Services - Organizations may be responsible for paying for additional items. The Department will invoice the Organization after the event for any of these expenses or for any damage caused by the event beyond normal wear and tear. Additional items may include:
 - Additional trash collection or winter trash collection.
 - Portable toilets or opening on-site restrooms when they would otherwise be closed; portable toilets will be required if the facility does not have enough accommodations for the tournament.
 - Field lining or additional field preparation or maintenance by on site Athletic Field Maintenance staff charged at the overtime rate.

XIV. Concession Stands and Vendors

The Department shall control concession rights for all parks and recreational facilities. No concession may be sold in any park or facility by any individual, group, or organization except with the written approval of the Director or his/her designee.

- A. The Organization may operate concession stands under the following guidelines:
 - 1. If permanent City concession stands are available on the premises, they will be available to the Organization that have games scheduled at the location.
 - 2. The Organization is only permitted to run a concession stand if it has a current signed Agreement in place with the Department.
 - 3. Non-compliance with concession and litter collection may result in forfeiture of concession privileges by the Organization.
 - 4. Per City Ordinance #96.20.F, alcohol shall be prohibited in any park without written permission by the Director.
 - 5. The Organization may subcontract this operation. However, the Department must be given written notice 30 days in advance indicating the desire for the Organization to have a third party operate the concession stand and must also be provided with the details of the agreement between the Organization and third party concessionaire. The Department must review any proposed agreement between the Organization and the third party concessionaire and provide written approval of the agreement to both parties. The third party concessionaire must provide proof of insurance (as outlined in Section XVI of this policy) to the City and must assume all liability for vandalism, theft, etc.
- B. If vendors sell at or on City facilities, the following guidelines must be met:
 - 1. The Department must be notified at least two business days in advance if any vendors will be selling items at or on City facilities. Organizations must give the dates, times, and location of where the vendor will be on the premises, as well as what goods are being sold.
 - 2. The Department has the right to deny any vendor access to the facility.
- C. It is the responsibility of the Organization to make sure all vendors comply with all City, County, and State Health Department requirements.

XV. League Management

A. Organizational Data

Organizations participating in this policy and receiving regular field allocations are expected to provide organizational data to ensure that they are both meeting the requirements set forth in this policy and help the Department manage field demand, customer service, and trend information. The Organization shall submit or have available online:

- 1. Full game schedules one week prior to the first league game
- 2. Complete practice schedule, including start and end dates
- 3. A copy of their most recent bylaws
- 4. Names, position title, best contact phone number, and email address of all officers and board members within two weeks after election or appointment
- 5. End of season participation statistics, including but not limited to number of resident and non-resident participants, number of games played, number of teams, and concession revenues

B. Financial Responsibility

- 1. The Department reserves the right to request financial statements from any Sponsored Sports Organization using City facilities for leagues, tournaments, camps, clinics or concessions. The purpose of requiring financial records is to allow participants the opportunity to effectively monitor use of their money and to ensure that public facilities are not being used as a profit generator for any individual, group, or organization. It is intended that all funds raised by the individual, group, or

organization be used directly for the athletic program that is the subject of the Facility Use Agreement. In that manner, the City expects that Organizations shall employ financial management systems that reasonably safeguard its financial resources. Financial records should be developed and maintained in a way that is accessible and understandable to program participants.

2. To ensure fiscal control, Organizations must:
 - a. Keep all financial records in accordance with IRS regulation for 501C(3).
 - b. Submit documentation that verifies valid nonprofit or 501C(3) status. If an Organization loses their nonprofit status from the IRS or State of Texas, the Department must be immediately notified in writing. The Organization must get reinstated no later than one month prior to the start of the upcoming season, or the Agreement will be terminated.
 - c. Agree to provide budget and financial documentation upon the City's request at any time and will be due to the Department within three business days of the request.
 - d. At Organization's expense, submit an bi-annual, independent financial audit conducted in accordance with U.S. generally accepted auditing standards and accounting principles.
3. If the Organization's accounting practices are found to be fraudulent or mismanaged, the City reserves the right to suspend or cancel the Agreement.
4. Upon receipt of the season practice and game schedule, the Sponsored Organization will be billed for 50% of expected field use fees.
5. At the conclusion of the season, the Sponsored Organization will submit an End of Season Information Sheet within 14 days of the final date of this agreement with required information (see XV.E).
 - a. Any rainout dates will be removed from the expected bill and the final balance will be due along with concession fees.
 - b. Concessions will be billed as set forth in the fee schedule.
6. Refunds will not be issued for changes initiated by the Sponsored Sports Organization after March 15 or September 15 except:
 - a. All documented rainouts will be removed from the end of season billing.
 - b. Department initiated rainouts will automatically be removed.
 - c. If fields remain open by the department, field closures due to rainouts or weather conditions after 3:30 pm will only be removed if communicated through the Field Status Line text thread within 24 hours of closure by the Sponsored Organization.
 - d. Games may be removed with 3 days advanced notice.
7. Light use invoices will be sent monthly during each season.
8. The Sponsored Organization must submit payment for all invoices within 30 days of receipt.

C. Coaches Training

In an attempt to ensure a positive experience for the community's youth, it is strongly recommended that Organizations shall implement training programs to help prepare volunteers as coaches and mentors. These programs should be designed to provide a foundation in coaching principles, sports first aid, sport-specific techniques, and communication.

D. Criminal Background Checks

One of the Department's primary goals is to continually ensure the safety and welfare of its youth during their participation in all sports and athletic activities that occur on or in City athletic facilities. Organizations shall adopt and publish a criminal background check policy to be used for determining an individual's eligibility to volunteer.

1. The Organization shall conduct criminal background checks on all persons acting as head coaches, assistant coaches, managers, board members, umpires, referees, employees, and any other person acting in an official capacity of the Organization prior to assuming their responsibilities and shall remain valid for the calendar year.
2. The Organization shall employ a reputable company licensed by the State of Texas to conduct such checks, and will be responsible for paying for the expense of all checks.
3. In the event that the Organization determines it is necessary to disqualify a prospective volunteer or to disqualify a volunteer previously certified to the City as meeting the requirements of the policy, the Organization must notify the person in writing (basic facts about the disqualification shall be given to the volunteer, but detailed facts shall not be required). The written notification must also advise the disqualified person of the right to appeal.

E. End-of-Season Information

End-of-Season Information (ESI) sheets (Appendix H) will be sent to each Organization at the completion of each agreement. ESI sheets are to be filled out by each Organization and returned to the Department within one month of receiving the ESI. Once ESI sheets have been received by the Department, end of season invoices will be sent to each Organization. A new agreement cannot be signed until the previous season is paid for and the Organization is in good standing with the City.

XVI. Insurance

The Organization shall be required to carry commercial general liability insurance with bodily injury limits of not less than \$1,000,000 for each occurrence, and not less than \$1,000,000 in the aggregate, and with property damage limits of not less than \$250,000 for each occurrence, and not less than \$500,000 in the aggregate. It is also recommended that the Organization purchase an accident policy with \$5,000 coverage to assist participants with minor medical bills.

During the performance of the Facility Use Agreement, the Organization shall maintain the above insurance with an insurance company licensed to do business in the State of Texas and must have an AM Best rating of at least A:VII. The Organization shall provide the Department with a copy of its policy naming the City as additionally insured at least one week prior to any scheduled activities at City facilities.

XVII. Admission Fees

Per City Ordinance #96.20.G, it shall be unlawful for any person or Organization to charge an admission fee to enter any city park or park facility except by executed agreement or permit issued by the Director or designees.

XVIII. Fundraising

In order to conduct fundraising activities in public spaces, Organizations must submit a request in writing no less than thirty (30) days prior to the intended activity. If requesting fundraising as part of an event or

tournament, the Organization must identify that as part of the special event application noted in the Section XIII above. If part of a regular season or pre-season event, the Organization must work with the Department to receive permission to conduct fundraising.

If donations are received and/or fundraising occurs in public places:

- Organizations will be required to show proof of nonprofit status by providing proper IRS 501(c) (3) documentation.
- Organizations must be incorporated in the State of Texas.
- Organizations must provide insurance certificate showing liability coverage for the attendees and the facilities being used (see Section XVI).
- All fundraising must be made solely on behalf of the affiliated Organization and cannot be made on behalf of or for the benefit of any other organization or third party.
- All advertisements must identify who the proceeds from the activities are benefiting.

XIX. Advertising, Signage and Fence Screens

Organizations with a current Facility Use Agreement on file with the Department will be provided the opportunity to post signage in City parks with advance approval from the Department. This signage is limited to specific parks and within specific seasons.

- A. The Department will review proposed sign content and have final approval prior to the production of the sign.
- B. Sign content must reflect only individuals, groups, or businesses that are donating funds or other means of direct sponsorship support to the Organization. Product promotion is not allowed.
- C. Signs must adhere to all City codes, including the Sign Ordinance (130.20 and 98.03).
- D. Signs must be professionally lettered and of neat and attractive nature.
- E. Sign material must be appropriately vented to allow for air flow/wind.
- F. Signs shall not contain any electronic messages, internal or external lighting, or moving parts of any kind.
- G. All sign installation methods and locations must be approved by the Department and will be performed by the Organization.
- H. The Organization shall regularly inspect all signs for necessary repairs.
- I. The Department shall have the right to immediately remove any sign determined to pose an imminent risk of injury to a person, damage to property, or is deemed inappropriate.

XX. All Sports Association

The Mansfield All Sports Association is a combination of representatives from each approved Organization with a Facility Use Agreement in place with the City. The Organization and Department staff will meet quarterly at a location to be announced by the Department. At least one representative from each Organization must be present at each scheduled meeting. Any Organization missing more than one meeting within a calendar year may be subject to dismissal, and have their agreement with the City terminated.

XXI. Additional Information

The Organization shall cooperate fully with any investigation conducted by or on behalf of the City and/or Department. Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Department, may result in revocation or suspension of any organizational privileges.

XXII. Penalty

Any sponsoring individual, group, or organization violating any provision of the rules and regulations contained in this policy may be penalized in the following manner:

- A. Any individual, group, or organization may be notified of the violation in a written notice by the Department.
- B. Any individual, group, or organization, upon written notification may be provided an opportunity to resolve the violation determined by the Director or his/her designee.
- C. Any individual, group, or organization violating any of the rules and regulations contained in this policy may be refused the scheduled usage of athletic facilities if such action is deemed necessary by the Director upon the review and disposition of the violation.

Appendix A – Sponsored Organizations

The following Sponsored Sports Organizations are approved by the Mansfield Park Facilities Development Corporation (MPFDC) and Mansfield Parks and Recreation, to utilize the City of Mansfield facilities:

- Mansfield Youth Baseball Association
- Mansfield Girls Softball Association
- Mansfield Soccer Association
- Mansfield Youth Football and Cheer Association

Appendix B – Sports Season Definitions

Spring Season will be defined as the period of time during the months of February through May, inclusive, during which teams are practicing or playing scheduled games, which period shall begin no earlier than one month from the date of the first scheduled game and no earlier than February 1st, and end no later than May 31st during the term of the Facility Use Agreement.

Fall Season will be defined as the period of time during the months of August through November, inclusive, during which teams are practicing or playing scheduled games, which period shall begin no earlier than one month from the date of the first scheduled game and no earlier than August 1st, and end no later than November 30th during the term of the Facility Use Agreement. Dates are adjusted to July 15th through November 30th for football. The City reserves the right to adjust seasons periodically as needed for maintenance with advanced notice.

Additional time and/or field usage may be permitted as mutually agreed upon by the City and the Organization.

Appendix C – Fee Schedule

Athletic Field Use Fees – FY2025-2026

Athletic Field Fees	Sponsored Associations	Non-Sponsored
Field Use Fees Resident (76063 zip code) Non-Resident	\$7/hour	*Cricket field rental requires 2 field rentals. \$25/hour \$40/hour
Light Use Fees Resident Non-Resident	\$30/hour	\$35/hour \$50/hour
Concession/Vending Fees Resident Non-Resident	5% of net sales or \$100, whichever is greater	\$100/day \$150/day
Field Maintenance Fees <u>Field Marking</u> Sponsored – Baseball/Softball Sponsored – Soccer/Football Non-Sponsored - Baseball/Softball Non-Sponsored - Soccer/Football <u>Field Dragging</u> – Tournaments only – Two week notice required – Light use fees may apply	Included in hourly fee for sponsored associations during contracted season \$300/occurrence (regardless of the # of fields)	 \$125/field \$175/field \$300/occurrence (regardless of the # of fields)
Tournaments, Camps, Clinic Fees Tournaments	\$7/hour/field if 100% association teams + Light use fees \$30/hour \$25/hour/field if any non-association teams + Light use fees \$35/hour	● \$350 deposit ● \$300/field/day (resident) ● \$450/field/day (non-resident) ● Applicable light fees
Camps and Clinics	\$25/hour/field	

Appendix D – Field Closure Procedures

Weekdays:

1. Department staff will monitor field conditions and weather conditions throughout the day. If a decision on field status is made before 3:00 pm, Department staff will text appropriate Organization representatives and Department staff with that decision.
2. If Organization representatives disagree with the Department's decision, they are to contact the Parks On-Call number as soon as possible to meet on site and discuss.
3. Field status decision is based upon field condition and/or current/expected weather conditions.
4. The final decision on field status for the evening is to be made by the Department staff by 3:00 pm and put on the Field Status Phone Line and sent via text thread.
5. After 3:00 pm, it is the responsibility of the Organization to close the fields due to field conditions and/or weather conditions.
6. It is the responsibility of each Organization to notify its participants.

Weekends:

1. Department staff will inspect the athletic fields by 7:00am on Saturday and Sunday and make a decision based upon field and/or current/expected weather conditions. Department staff will text appropriate Organization representatives and Department staff with that decision.
2. If Organization representatives disagree with the Department's decision, they are to contact the Parks On-Call number as soon as possible to meet on site and discuss.
3. The final decision on field status for the day is to be made by the Department staff as soon as possible and put on the Field Status Phone Line and sent via text thread.
4. The decision on the field status by the Department staff is final. The Department reserves the right to change the field status throughout the day based upon current field condition and/or weather conditions.
5. It is the responsibility of each Organization to notify its participants.

Appendix E – City-Owned Field Maintenance Agreement

The Department shall maintain and be responsible for the following:

- All turf areas to include mowing, weed eating, fertilizing, herbicide applications, and watering according to the standard athletic field maintenance schedule.
- All fences and gates, bleachers, and dugouts.
- *Playing field lighting systems:* Staff will check all field lighting systems to make sure lights are in working order at the beginning of each season. If lights need replacing during the season, the Organization will need to notify the staff.
- *Restrooms:* Staff will clean restrooms each day during the season including Saturday and Sunday. Staff will take care of minor building maintenance including clogged toilets and sinks.
- *Bagged garbage:* Staff will remove all bagged garbage from the receptacle to the large dumpster. Staff will be responsible for having the large dumpster emptied on a regular basis.
- *Infield drying materials:* Will only be used at the discretion of city staff.
- *Infield dragging and preparation:* Cut outs and base paths will be raked and/or dragged on game days or when deemed necessary by staff.
- *Pitching rubbers and home plates:* Department will purchase pitching rubbers and home plates as needed.
- *Base hardware:* The Department will prepare all base hardware, including base indicators/whiskers prior to the beginning of the agreed upon dates of the Facility Use Agreement. Staff will also make any repairs, adjustments, or replacements as needed.
- *Pitcher Mounds:* The Department will prepare and add clay as needed prior to the beginning of the agreed upon dates of the Facility Use Agreement.
- *Scoreboards:* Staff will check all scoreboards and controllers for proper working conditions at the beginning of each season. If the lights need to be replaced during the season, the Organization will need to notify the staff.
- Staff will be available for a “workday” with the Organization if needed. Dates and times will be coordinated between the staff and the Organization.
- Staff will meet with the Organization 3-4 weeks prior to each season and two weeks after each season completion to discuss any problems, questions, or suggestions.

The Organization shall maintain and be responsible for the following:

- *Marking field lines:* Before each game or as needed.
- *Litter Control:* The Organization will patrol and maintain all litter and garbage on fields, dugouts, concession stands, and grounds. All litter and garbage will be bagged up and taken to the trash receptacles at the end of each day's use. If litter and trash have not been properly bagged the Department will notify the Organization and they will have 24 hours to correct the problem or the Department will hire contract laborers and will charge the expense back to the Organization.
- *Concession stand area:* The Organization will clean the concession stand, make sure the equipment is properly turned off, and the doors are locked at the end of each day's use.
- Purchasing and storing of all bases.
- *Hand raking cutouts and base paths:* The Organization will hand rake two days a week or as needed based on schedules, maintenance, and weather. The Organization will make sure that raking will be done towards the base and not away from the base into the grass to help prevent the build-up of “lips”.
- *Base Hardware:* The Organization will be responsible for base indicators during the agreed upon dates of the Facility Use Agreement.
- *Pitchers mounds:* The Organization will work, rake, water, and maintain all pitchers mounds at the end of each day's use or as needed.
- *End of the Facility Use Agreement:* The Organization will return the playing fields to the City at the end of the agreed upon dates of the Facility Use Agreement in similar condition as received at the beginning date of the Facility Use Agreement.

SPRING 2025 AGREEMENT
February 1, 2025 – May 31, 2025

PRACTICE AND GAME FIELD ALLOCATION PERMIT

CITY OF MANSFIELD <i>C. Garcia</i> PARKS AND RECREATION DEPARTMENT	MANSFIELD I.S.D. <i>Dawn Mailloux-Smith</i> ATHLETICS DEPARTMENT
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Mansfield Girls Softball Association	Mansfield Youth Baseball Association	Mansfield Soccer Association	Mansfield Youth Football & Cheer Association
<u>City Fields:</u> Sun-Sat James McKnight Park East	<u>City Fields:</u> Sun-Sat Skinner Sports Complex – Baseball McClendon Park East Mon-Sat Chandler Park – #2 (Lower)	<u>City Fields:</u> Sun-Sat Skinner Sports Complex – Soccer Philip Thompson (Tue & Thu*) *Feb 18th-May 29th	<u>City Fields:</u> Sundays only* Chandler Park - #1 (Upper) Chandler Park - #2 (Lower) *March 2nd-June 1st
<u>MISD Fields after 6 pm:</u> Sun-Fri 8-14U Imogene Gideon ES Kenneth Davis ES Tarver Rendon ES Tarver Rendon Annex Mary Orr IS Danny Jones MS Rogene Worley MS T.A. Howard MS	<u>MISD Fields after 6 pm:</u> Mon-Thurs 5-12U Alice Ponder ES Anna May Daulton ES Annette Perry ES (East) Charlotte Anderson ES Cora Spencer ES D.P. Morris ES Glen Harmon ES Janet Brockett ES Martha Reid ES Mary Jo Sheppard ES Thelma Jones ES Willie Brown ES Alma Martinez IS Asa E. Low IS Cross Timbers IS Donna Shepard IS Mary Lillard IS Charlene McKinzey MS	<u>MISD Fields after 6 pm:</u> Mon-Fri 8-14U Alice Ponder ES Erma Nash ES J.L. Boren ES Donna Shepard IS Mary Lillard IS	<u>MISD Fields after 6 pm:</u> Mon-Thurs Roberta Tipps ES

MISD Field Stipulations:

- MISD activities take precedence over Association activities.
- MISD game fields within the track and field tracks at all Middle Schools are not to be used for practices.
- MISD fields are not available until 6:00 pm daily.

Appendix G – Concession Stand Responsibilities

The Department shall be responsible for:

1. Off-season winterizing of plumbing fixtures and cutting off all water and electricity inside the concession stand following the end of the fall season, or when freezing temperatures are prevalent.
2. Installation, maintenance, and service of telephones and alarm systems, if applicable.
3. Maintenance and repairs to the electrical and plumbing inside the building.
4. Maintenance and repairs to the outside of the building.
5. Adequate trash receptacles shall be furnished by the Department.

The Organization shall be responsible for:

1. Policing the area of all trash, garbage, paper, boxes, cartons, cans, containers, litter, etc., generated by the concession stand. Organization will be responsible for placing any “excess” litter generated by the concession stand in the on-site dumpster.
2. Inside the building to include fixtures, appliances and all equipment necessary for storage, preparation, and serving food to comply with City, County and State Health Department requirements.
3. Security of the building by setting alarm systems, if applicable.
4. Contents of the building and to secure insurance for all contents owned by the Organization.
5. Keeping on only the essential appliances during the season’s non-use times. Only refrigerators and freezers (and not air conditioners) may be left on at all times. Ice machines shall be unplugged and water lines unhooked during the off season.

Appendix H – End-of-Season Information Sheet



Season Information Sheet

Association	
Season	
Number of Teams	
Number of Games Played	

Participant Registration:

Zip Code	# of Participants
76063	
Non-Resident	
Total	

Concession Revenue:

Gross Revenue:	\$
Expenses:	\$
Net Revenue:	\$