



City Council - Regular Meeting

May 26, 2026 - 3:00 PM

Council Chambers

1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

2. PROCLAMATION

Building Safety Month

3. RECOGNITION

Mansfield Youth Council

Spring 2026 City Interns

4. WORK SESSION

2024 I-Codes Adoption Update

Discussion Regarding the May 26, 2026 Consent Agenda Items

5. 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

i. Seek Advice of the City Attorney Regarding Contract Negotiations

ii. Seek Advice of City Attorney Regarding Legal Issues Pertaining to Economic Development Projects Listed in Section 4.E of the Agenda

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

i. Land Acquisition for Future Development

C. Personnel Matters Pursuant to Section 551.074

D. Deliberations Regarding Security Devices or Security Audits Pursuant to Section 551.076

i. Deliberations to Discuss Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices at City Hall and Other City-Related Events

E. Deliberation Regarding Commercial or Financial Information Received From or the Offer of a Financial

or Other Incentive Made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is Conducting Economic Development Negotiations Pursuant to Section 551.087

- i. Economic Development Project #21-33
- ii. Economic Development Project #22-24
- iii. Economic Development Project #23-08
- iv. Economic Development Project #23-09
- v. Economic Development Project #23-13
- vi. Economic Development Project #24-06
- vii. Economic Development Project #25-07
- viii. Economic Development Project #26-02

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

7. INVOCATION

8. PLEDGE OF ALLEGIANCE

9. TEXAS PLEDGE

10. ACKNOWLEDGEMENT OF SERVICE

Larry Broseh

11. CEREMONIAL OATH OF OFFICE

Todd Tonore
Jim Vaszauskas

12. ELECTION OF MAYOR PRO TEM

13. CITIZEN COMMENTS

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

In order to be recognized during Citizen Comments, please complete a comment card located at the entrance of the Council Chambers. Please present the card to the Deputy City Secretary by 5:50 p.m., ten minutes before the start of the 6:00 p.m. regular business session.

14. COUNCIL COMMENTS

15. STAFF COMMENTS

A. City Manager or Authorized Representative

- i. Current/Future Agenda Items

ii. City Manager Updates

iii. Departmental Updates

16. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

17. CONSENT AGENDA

26-2238: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving Professional Services Contracts between the City of Mansfield, Texas and LJA Engineering, Inc. for Design Services and Brittain & Crawford, LLC for Surveying Services, and Approving Funding in an Amount Not to Exceed \$1,140,100.00 for Design of the 20-inch SH 360 Water Line; Finding That the Meeting at Which This Resolution Is Passed Is Open to the Public as Required by Law; And Declaring an Effective Date (Utility Fund)

Presenters: Raymond Coffman, Director of Engineering Services

Attachments:

1. Resolution
2. Exhibit A
3. Exhibit B
4. Project Exhibit

26-2240: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract between the City of Mansfield, Texas, and BGE, Inc., and Survey Services with Brittain and Crawford, LLC, in an amount not to exceed \$665,478 for the Design of Elm Street and Brown Street (from Smith Street to E. Broad Street); Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (Street Bond Fund)

Presenters: Raymond Coffman, Director of Engineering Services

Attachments:

1. Resolution
2. Exhibit A
3. Exhibit B
4. Project Exhibit

26-2241: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving a Cost Reimbursement Agreement For Water Improvements Between the City of Mansfield, Texas and Ashton Holdings, Inc. in an Amount Not to Exceed \$131,681.90; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required By Law; And Declaring an Effective Date (Utility Fund)

Presenters: Raymond Coffman, Director of Engineering Services

Attachments:

1. Resolution
2. Reimbursement Agreement
3. Exhibit A - Location Map and Plan
4. Exhibit B - Cost Breakdown

26-2243: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving the Purchase of Concrete in an Amount not to Exceed \$190,000.00 from Cornerstone Concrete; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (General Fund-Street Maintenance Budget)

Presenters: James Rogge, Assistant Director of Public Works - Streets & Traffic

Attachments:

1. Resolution

26-2244: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract With Brittain & Crawford, LLC in an Amount Not to Exceed \$142,900 for Topographic Survey and Design Detail for Future Hike and Bike Trails at Michael L. Skinner Sports Complex and Forest Brook Linear Trail; Finding That the Meeting at Which This Resolution is Passed is

Open to the Public as Required by Law; And Declaring an Effective Date (MPFDC Fund, Park Development Fees)

Presenters: Matt Young, Executive Director of Community Services

Attachments:

1. Resolution
2. Exhibit A
3. Exhibit B

26-2249: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving Funding for Right-of-Way and Easement Acquisition in an Amount Not to Exceed \$165,000 for the Heritage Parkway Road Project and an Amount Not to Exceed \$170,500 for the Heritage and South Main Intersection Improvement Project; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (General Fund)

Presenters: Casey Lewis, Executive Project Manager

Attachments:

1. Resolution

26-2239: Minutes - Approval of the May 11, 2026 Regular City Council Meeting Minutes

Presenters: Susana Marin, City Secretary

Attachments:

1. 5-11-26 Draft Minutes

18. NEW BUSINESS

26-2251: Resolution - A Resolution of the City Of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as are Necessary to Acquire Real Property and Easements, Being Located Within Pb George Survey Abstract 299, Tract 7a Pt, 8 (3100 Chambers Street), All Located Within Venus, Johnson County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for Use by the City for the Construction of Permanent Utility Improvements, and Related Facilities and Fixtures to Serve Existing And New Development and for Other Public Purposes Permitted by Law; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (Utility Fund)

Presenters: Casey Lewis, Executive Project Manager

Attachments:

1. Resolution
2. Exhibit A

26-2252: Resolution - A Resolution of the City Of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as are Necessary to Acquire Real Property and Easements, Being Located Within Pb George Survey Abstract 299, Tract 17 (3100 Chambers Street), All Located Within Venus, Johnson County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for Use by the City for the Construction of Permanent Utility Improvements, and Related Facilities and Fixtures to Serve Existing And New Development and for Other Public Purposes Permitted by Law; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (Utility Fund)

Presenters: Casey Lewis, Executive Project Manager

Attachments:

1. Resolution
2. Exhibit A

26-2217: Resolution - A Resolution of the City of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as Are Necessary to Acquire Real Property, Being Various Lots Provided Herein Located Within Block 5, Arbors of Creekwood, an Addition to the City of Mansfield, Tarrant County, Texas, According to the Plats Recorded in Cabinet A, Slide 1833, and Cabinet A, Slide 2558, Plat Records, Tarrant County, Texas, by Donation, Purchase, or Exercise of the Power of Eminent Domain for Use by the City for Construction, Installation, Operation, and Maintenance of a Park and Trail System and Related Fixtures

to Serve Existing and New Development and Other Public Purposes Permitted by Law; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (MPFDC Fund)

Presenters: Victor Flores, City Attorney

Attachments:

1. Resolution
2. Exhibit A

26-2268: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as Are Necessary to Acquire Real Property and Easements, Being Located Within Thomas J Hanks Survey Abstract 644 Tract 13A01 (Also Known as 700 W. Broad Street), Tract 13A01A (Also Known as 720 W. Broad Street), and Tract 13A (also known as 760 W. Broad Street), all Located Within Mansfield, Tarrant County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for use by the City for the Construction of Sanitary Sewer Line Improvements, Park and Trail System and Public Roadway, and Related Facilities and Fixtures to Serve Existing and New Development and for Other Public Purposes Permitted by Law; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (MPFDC Fund, Utility Fund, and Bond Fund)

Presenters: Victor Flores, City Attorney

Attachments:

1. Resolution
2. Exhibit A

26-2267: Resolution - A Resolution of the City of Mansfield, Texas, Amending the Procedural Rules of Council by Which the City Council of Mansfield Conducts its Meetings; 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: Victor Flores, City Attorney

Attachments:

1. Resolution
2. Exhibit A

19. ADJOURN

CERTIFICATION

THIS IS TO CERTIFY THAT A COPY OF THE NOTICE OF the May 26, 2026 Regular City Council Meeting Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, mansfieldtexas.gov, on May 19, 2026 prior to 5:00 p.m., in compliance with Chapter 551, Texas Government Code.



Susana Marin, City Secretary

This facility is ADA compliant. If you plan to attend this public meeting and have a disability that requires special arrangements, please call (817) 276-4207 at least three (3) business days in advance. Reasonable accommodation will be made to assist your needs.

WHEREAS, Mansfield is committed to recognizing that our growth and strength depend on the safety and essential role our homes, buildings, and infrastructure play, both in everyday life and when disasters strike; and

WHEREAS, this safety is made possible through the dedicated efforts of building safety and fire prevention professionals to uphold standards to protect our community; and

WHEREAS, “Built to Last!” the theme for Building Safety Month 2026, encourages the public to get involved and raise awareness about building safety on a personal, local, and global scale; and

WHEREAS, each year, in observance of Building Safety Month, we recognize the hard work of our Building and Fire safety staff and their ongoing efforts to ensure our homes and places of work are safe, well-constructed, and maintained,

NOW, THEREFORE, I, Michael A. Evans Sr., Mayor of the City of Mansfield, Texas, join with members of the City Council to hereby proclaim May 2026,

BUILDING SAFETY MONTH

in Mansfield, call upon the citizens to recognize the dedicated staff in their efforts to uphold building codes and support Mansfield’s True NORTH.

IN WITNESS WHEREOF, I do hereby set my hand and cause the official seal of the City of Mansfield to be affixed this 26th day of May 2026.



**City of Mansfield
Staff Report**

Item ID: 26-2238

Agenda Date: May 26, 2026

Title

26-2238: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving Professional Services Contracts between the City of Mansfield, Texas and LJA Engineering, Inc. for Design Services and Brittain & Crawford, LLC for Surveying Services, and Approving Funding in an Amount Not to Exceed \$1,140,100.00 for Design of the 20-inch SH 360 Water Line; Finding That the Meeting at Which This Resolution Is Passed Is Open to the Public as Required by Law; And Declaring an Effective Date (Utility Fund)

Description/History

This project includes the installation of a 20-inch water line beginning at the intersection of East Broad Street and North Holland Road and will be routed south along the SH 360 Northbound Frontage Road. This water line will cross SH 360 to the west and connect with an existing 12-inch water line.

This improvement will enhance transmission capacity, improve system reliability, and support future growth and development in the area. This is Project H-1, as identified in the 2024 Water Master Plan.

The requested funds are for design and right-of-way acquisition services with LJA Engineering, Inc. in the amount of \$776,600.00 which includes a 10% contingency (\$70,600.00) for potential design scope changes, survey services with Brittain & Crawford in the amount of \$94,400.00 includes a 10% contingency (\$8,650.00) for potential design scope changes, and purchase of right-of-way, easements and other miscellaneous services in the amount of \$269,100.00. To prepare the project for public bidding and construction, the total budget for the project is \$1,140,000.00. Professional Services Contracts are attached. The estimated construction cost is \$6,041,750.00.

Strategic Initiative

Provide a Safe Community
Focus on the Future

Recommendation

The Engineering Staff recommends the authorization of funding in an amount not to exceed \$1,140,100.00 and approval of contracts, including design and right-of-way acquisition services with LJA Engineering, Inc. and survey services with Brittain & Crawford, LLC to prepare the 20-inch SH 360 Water Line for public bidding and construction.

Funding Source

The funding source will be from the Utility Construction Fund.

Prepared By

Aimee Sullivan, Project Engineer - (817) 276-4223

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING PROFESSIONAL SERVICES CONTRACTS BETWEEN THE CITY OF MANSFIELD, TEXAS AND LJA ENGINEERING, INC. FOR DESIGN SERVICES AND BRITTAIN & CRAWFORD, LLC FOR SURVEYING SERVICES, AND APPROVING FUNDING IN AN AMOUNT NOT TO EXCEED \$1,140,100.00 FOR THE DESIGN OF THE 20-INCH SH 360 WATER LINE; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (UTILITY FUND)

WHEREAS, The City of Mansfield (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City Council recognizes the need to proceed forward with design of the 20-inch SH 360 Water Line project for the benefit of the citizens of the City of Mansfield; and,

WHEREAS, LJA Engineering, Inc. has provided a proposal for the design and ROW acquisition services of the 20-inch SH 360 Water Line project in an amount not to exceed Seven Hundred Seventy-Six Thousand Six Hundred and no/100 dollars (\$776,600.00); and,

WHEREAS, Brittain & Crawford, LLC has provided a proposal for survey services for the 20-inch SH 360 Water Line project in an amount not to exceed Ninety-Four Thousand Four Hundred and no/100 dollars (\$94,400.00); and,

WHEREAS, after review of the proposal City staff recommends approving a professional services contract with LJA Engineering, Inc. and Brittain & Crawford, LLC; and,

WHEREAS, funding for this contract is available from the Utility Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

A Professional Services Contract with LJA Engineering, Inc. in an amount not to exceed Seven Hundred Seventy-Six Thousand Six Hundred and no/100 dollars (\$776,600.00) for the design of the 20-inch SH 360 Water Line, in substantially the same form as the attached Exhibit "A", is hereby approved.

SECTION 3.

A Professional Services Contract with Brittain & Crawford, LLC in an amount not to exceed Ninety-Four Thousand Four Hundred and no/100 dollars (\$94,400.00) for survey services of the 20-inch SH 360 Water Line project, in substantially the same form as the attached Exhibit “B”, is hereby approved.

SECTION 4.

Additional funding in the amount not to exceed Two Hundred Sixty-Nine Thousand One Hundred and no/100 dollars (\$269,100.00) for the purchase of right-of-way, easements and other miscellaneous services is hereby approved.

SECTION 5.

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 6.

This Resolution shall be effective from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD THIS 26TH DAY OF MAY, 2026.

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary



EXHIBIT A

SCOPE OF SERVICES AND COMPENSATION

PROJECT IDENTIFICATION

Utilities Capital Improvements Project Broad to SH-360
City of Mansfield, Tarrant County, Texas
LJA Job No. NTP645-TBD
LJA Proposal No. 26-12245

PROJECT DESCRIPTION

Scope and fee herein anticipate general consultation to include design Services to construct approximately 7,220 LF of 20-inch water line to provide transmission capacity along the existing 12-inch water line corridor. The alignment begins at the intersection of East Broad Street and North Holland Road proposing an interconnect with the City of Grand Prairie and extends along State Highway 360, connecting to the existing 12-inch water line by crossing SH-360 from the Northbound Frontage Road to the Southbound Frontage Road (See Exhibit A-1).

SCOPE OF SERVICES

BASIC SERVICES

100. PROJECT MANAGEMENT & COORDINATION

Provide project management and coordination services as required to execute the project.

1. **Monthly Status Reports:** Provide detailed status reports on the progress of the project, including updates on milestones, schedule, and any issues or concerns. These reports will be submitted monthly to keep all stakeholders informed.
2. **Coordination/Communication:** Maintain consistent communication and coordination with all relevant parties, including the City and any other key stakeholders or agencies involved throughout the duration of the design study. Validate project objectives and timely resolve any issues.
3. **Internal Coordination:** Coordinate project tasks internally within the project team to ensure that deliverables are completed on time and to the required standards. This includes managing timelines, resources, and ensuring that all aspects of the project are progressing as planned.
4. **City Meetings:** Attend and participate in up to five meetings with key stakeholders during the project to discuss progress, address concerns, and provide updates on the project. These meetings will be scheduled on a biweekly basis to ensure City satisfaction and alignment with project goals.

415. CONCEPTUAL DESIGN PHASE (30%)

Prepare conceptual design drawings at a scale of 1"=20' or 1"=40' on 22" x 34" sheets. Utilities will be depicted on the plans based on field information and topographic surveys, as well as existing "Record Drawings" provided by the City. Other utilities will also be shown on the plans, utilizing field data, surveys, utility locates, and any "Record Drawings" obtained from other utility providers.

1. Coordinate with the City, public utilities, private utilities, and relevant government agencies to identify the proposed location of the City of Mansfield and City of Grand Prairie interconnect also identify aboveground and underground utilities and other facilities (both existing and planned) that may impact the project, utilizing Level B SUE information. Evaluate and develop a tie-in strategy for the connection of the proposed 20-inch water line to the existing 12-inch water line. City facilities will be designed to avoid or minimize conflicts with existing utilities and, where feasible, consider potential future utilities in the design.
2. Upon completion of the Conceptual Design Phase, advise the City regarding any subsurface utility engineering (SUE) investigations, at Levels A, or any special surveys that may be necessary for the successful execution of the project. Assist the City in coordinating these investigations.
3. Prior to the conceptual design review meeting with the City, schedule and attend a project site visit with the City's Project Manager to review the project on-site. Document the City's comments during the site visit and submit a summary in writing to the City.

Deliverables to the City:

- 30% Submittal: Includes cover sheet, project layout, benchmark map, and proposed utility main plan view
- Virtual meeting: Conduct a virtual meeting with the City to review proposed water plans and discuss 30% submittal comments
- Opinion of Probable Cost Estimate
- Provide .kmz file containing only the proposed 20-inch water line horizontal alignment
- Provide a schedule update

420. PRELIMINARY DESIGN PHASE (60%)

Address review comments on the Conceptual Design submittal and prepare a preliminary set of plans. These plans shall include general notes, project layout, benchmarks plan, geotechnical boring location plan, the proposed water main plan and profile, traffic control plan, erosion control plan, demolition plan (if needed), standard construction details and proposed interconnect location and construction details.

Develop detailed cost estimates based on current unit prices for authorized construction. The estimate shall include summaries of bid items and quantities, utilizing a unit price system of bidding wherever practical.

Deliverables to the City:

- 60% Submittal: Includes cover sheet, legend and index, general notes, project layout, benchmark map, boring location map, easement line, proposed utility plan and profile view, and construction detail standards

- Provide a potholing exhibit/map for Level A SUE
- OPCC: Provide detailed Opinion on Probable Cost of Construction (OPCC)
- Virtual meeting: Conduct a virtual meeting with the City to review proposed water plans and discuss 60% submittal comments
- Provide .kmz file containing only the proposed 20-inch water line horizontal alignment

425. CONSTRUCTION PLANS (90% and 100%)

Prepare final engineering review drawings and technical specifications that address all comments from the 60% review, and Level A potholing information, ensuring the plans meet project requirements and align with City standards.

1. Finalize detailed cost estimates based on current unit prices from authorized construction proposals. These estimates will include summaries of bid items and quantities, utilizing the unit price system of bidding wherever practical.
2. Finalize all required miscellaneous plan sheets, including the cover sheet, index, general notes, project control, and applicable City standard details.
3. Upon completion of the final design review, provide the City with a PDF version of the construction drawings. These materials will be forwarded to utility companies as necessary.
4. Where required, provide the City with engineering data, construction plans, completed forms, and reports necessary for routine permit applications to TxDOT and NTTA and other local, state and federal authorities. This excludes detailed applications and supporting documents for government grants-in-aid or planning advances, which are not included within this scope of work.

Deliverables to the City:

- 90% and 100% plan review set including cover sheet, legend and index, general notes, project layout, benchmark map, boring location, map, easement map proposed utility plan and profile view, erosion control plan, traffic control plan, and construction details
- 90% and 100% milestones Opinion of Probable Cost Estimate
- Provide a .kmz file containing only the proposed 20-inch water line horizontal alignment at 100% milestone
- Provide schedule updates at 90% and 100% milestones
- Specification review set at 100% milestone
- Signed and sealed bid plans and specifications
- Plans and specifications conformed for construction
- Virtual meeting: Conduct a virtual meeting with the City to review final construction plans

470. DESIGN COORDINATION

Attend meetings and coordinate with County review agencies, franchise utility providers, environmental consultant, geotechnical engineer, and others, including sharing of files and coordination meetings, as requested by City. City shall initiate conflict coordination with franchise utilities after 60% submittal, including, but not limited to, Atmos, AT&T, Spectrum, and Oncor; excluding gas transmission pipelines.

City shall provide Consultant with plan sheet updates as provided by the franchise utilities. Any conflicts requiring the franchise utility to relocate infrastructure will be coordinated by and contracted separately by the City with the franchise utility. Consultant shall provide direction or parameters to the franchise utility for relocations to ensure conflict is properly resolved. Consultant shall be required to initiate and complete conflict coordination with gas distribution pipelines, including, but not limited to, DFW Midstream and Williams MLP.

545. CONSTRUCTION ADMINISTRATION

It is assumed the duration of construction will be twelve (12) months for this project. Effort is based on this duration.

Collect, open, and tabulate bids in accordance with the bid documents and prepare a written summary of the bid tabulation.

Prepare Conformed Document Submittal: Update the Bid Documents (plans and Project Manual) to incorporate bid addenda items. City may only send CAD files to third-parties with permission of the Consultant. Package and submit CAD base files upon request.

Prepare up to four (4) addenda as necessary to interpret, clarify, or expand upon the Bid Documents.

Attend Pre-Construction Meeting(s) prior to the commencement of work at the site.

Conduct up to three site visits and 3 construction progress meetings to observe the progress of construction activity and to determine, in general, if the work is proceeding in accordance with the information given and the design concept expressed in the Contract Documents. This review should not be in lieu of work performed by City Inspectors but will be more general in nature. LJA has no responsibilities for project's safety, construction means and methods or construction quality, cost or schedule.

Address and respond to up to ten (10) Requests for Information (RFIs) during the construction phase to clarify or provide additional information as needed.

Recommend up to three (3) change orders to the City, as appropriate. Review and provide recommendations for change orders submitted or proposed by the Contractor, including preparing plan sheet revisions when required.

Review up to ten (10) and approve, or take other appropriate actions, for shop drawings, samples, submittals, substitute or "or-equal" materials and appurtenances, and other data submitted by the Contractor. Such review is limited to verifying conformance with the Contract Documents and compatibility with the design intent of the Project. This review does not extend to construction means, methods, techniques, sequences, schedules, equipment usage, or safety precautions and programs.

Participate in final construction inspection (walk-through) assisting with punch list and project close out documents/final payment application. Prepare construction Record Documents based on information received from the Contractor within 30 days of final completion, as outlined in the Agreement. Provide one full-size set and one PDF file of the Record Documents.

SPECIAL SERVICES

1168. WETLAND DELINEATION & PHASE 1 ENVIRONMENTAL SITE ASSESSMENT

The objective of the delineation is to evaluate and document any portion of the site to be classified as a "Jurisdictional Water of the United States" as defined in 33 CFR 328 and subject to U.S. Army Corps of Engineers (USACE) jurisdiction. The delineation will be conducted according to the 2010 Regional Supplemental to the Corps of Engineers (USACE) Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Regional (v.2). The recent guidance and supplemental criteria have altered the primary determining factors for identifying waters of the United States. However, compliance with these criteria requires a significant increase in the documentation and scientific evaluation.

Delineation work will consist of the following tasks:

Task 1: Review of NRCS Soil Surveys: Task 1 will include a review of previously published soil data published by the U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS), to determine the types of surface soils expected to be confirmed by on-site soil analysis.

Task 2: Review of Aerial Photographs: Task 2 will include a review of historical aerial color and black/white photographic enlargements for selected years. Infrared color photographs will be analyzed for the presence of wetland signature color distortions. Information for all photographic interpretation will be compared to locate recurring sites where wetland signatures are present.

Task 3: Site Reconnaissance for WOTUS Indicators: Task 3 will include inspecting the property under the field procedures outlined in the Corps of Engineers Wetland Delineation Manual – Technical Report Y-87-1 by the USACE.

Transects are required for tracts greater than 5 acres in size, unless negotiated with the USACE to forego transects based on the homogeneous landscape and habitat type. If necessary, transects will be performed across the property, perpendicular to the nearest watercourse. Samples of vegetation, soils, and hydrology indicators will be taken at each change in topography or vegetation. Vegetation samples will be evaluated and recorded at each sample area. Upland vegetation will be verified, for it is as significant as wetland vegetation in the determination process. Inspection of the property for evidence or lack of wetland hydrology will be performed at each sample area. Soil samples will be evaluated at each test site for their hydric and non-hydric characteristics. Non-hydric soils verify upland status and are as significant as hydric soils in the determination process.

Task 4: Demarcation of WOTUS Areas: Task 4 will include the marking of the jurisdictional wetland areas and/or the ordinary high-water mark for location Global Positioning System (GPS). Location of the areas of GPS survey using the USACE- Galveston District April 2016 Standard Operating Procedures for Jurisdictional Delineations using GPS and Geographic Information Systems (GIS) Tool and Technologies.

Task 5: Preparation of a Map Representing WOTUS Areas: The boundaries of all Section 10 and 404 waters/wetland limits within the property boundaries will be plotted on a scaled map. Each Jurisdictional area will be depicted with the following information: (1) size and shape; (2) surface area calculation (acres); and (3) combined total wetland and Jurisdictional Water area calculations for the entire subject tract. The final report submitted to the City from LJAES will reflect the surveyed data from the GPS survey showing the location of the wetlands.

Task 6: Report Preparation: Task 6 will include the preparation of a final report. Upon completion of the site reconnaissance, data translation, and map preparation, a report will be completed, two copies of which will be given to the City. The report will include a discussion of methodology used to delineate the tract, site findings, copies of all historical information reviewed, such as U.S. Geological Survey topographical maps, NRCS soil survey maps, aerial photographs, site photographs, USACE routine data sheets, and a WOTUS Delineation map.

The Phase I Environmental Site Assessment (ESA) will be performed in accordance with ASTM Standard Practice E1527-21, Environmental Site Assessments: Phase I Environmental Site Assessments.

This practice is intended to permit you to satisfy one of the requirements to qualify for the innocent landowner defense to CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) liability: that is, the practices that constitute "all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice" as defined in 42 USC '9601§(35)(B).

The objective of the Phase I is to identify, to the extent feasible under the processes prescribed in ASTM Standard Practice E1527-21, the potential for recognized environmental conditions (RECs); that is, the presence or likely presence of any hazardous substances or petroleum products on the property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into the soil, groundwater, or surface water of the property. The Phase I ESA will have four main components, described as follows:

1. Records Review: Obtain and review updated regulatory database search, obtain and review updated 50- year title search (if reasonably ascertainable) and/or review title commitment provided by the City.
2. Interviews and Inquiries: a) Interview owners and occupants, or their designated representatives, to obtain information regarding current and historical uses of the property that may be related to environmental conditions. b) Conduct inquiries of local agency (e.g. fire department, health department) officials or staff members that may have knowledge or records of environmental conditions or incidents related to the property or the surrounding area. Interviews may be in the form of personal contact, telephone contact, or written correspondence.
3. Evaluation and Report Preparation: The information gathered from the previous tasks will be evaluated, and the findings will be presented in a Phase I ESA report that describes, at minimum, site and vicinity descriptions, current and past uses of the property and adjoining properties, information from records reviews, information from site reconnaissance and interviews, conclusions and opinions of impacts, if any, of RECs. The Phase I ESA report will also describe the methodologies used and will include appropriate documentation and exhibits of information used to conduct the assessment. Recommendations for further assessment, if any, will be provided in a separate document.
4. Site Reconnaissance: Visually and physically inspect the property and adjoining properties, to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles, for evidence of hazardous substances or petroleum products.

INVESTIGATIVE WORK

Phase I investigative work includes, but may not be limited to, four basic tasks which are each comprised of several components. The details of these tasks are set forth below, listing the standard components of each. ASTM Standard Practice E1527-21 prescribes a review of reasonably ascertainable information; that is, information that is publicly available, obtainable from its source within reasonable time and cost restraints, and practically reviewable. The availability of information will vary based on the location of a given site. LJAES will attempt to review as much of the following information as is reasonably ascertainable for this project.

Task 1: Records Review

Standard Environmental Record Sources

Review documented environmental site listings from Federal and State regulatory agency database sources, including the following:

Sources	Minimum Search Distance
1. Federal NPL Facilities/Sites Lists	1.0 Mile Radius
2. Federal NPL-Delisted Sites List	0.5 Mile Radius
3. Federal CERCLIS List	0.5 Mile Radius
4. Federal NFRAP List	0.5 Mile Radius
5. Federal RCRA Corractions List	1.0 Mile Radius
6. Federal RCRA TSD List	0.5 Mile Radius
7. Federal RCRA Generator List	Adjoining
8. Federal Finds List	0.5 Mile Radius
9. Federal ERNS List	Site Specific
10. State Priority List	1 Mile Radius
11. State IOP List	0.5 Mile Radius
12. State SWLF/CLI List	0.5 Mile Radius
13. State CLI List	0.5 Mile Radius
14. State LPST List	0.5 Mile Radius
15. State Registered UST/AST List	Adjoining
16. State PST List	0.5 Mile Radius
17. State TCEQ VCP List	0.5 Mile Radius
18. State Brownfield List	0.5 Mile Radius
19. Dry Cleaner List	0.5 Mile Radius
20. IHW List	Adjoining
21. Local Hazmat Spills	Site Specific

Documented regulatory agency sites located within the ASTM prescribed minimum search distance will be identified and plotted on a composite site map.

Physical Setting Sources

USGS Topographic Map(s) will be reviewed to determine site topography and surface drainage patterns of the site and the surrounding area. Current and past structures, roads, well installations, and other improvements will be evaluated, as well as other pertinent physical features such as streams or water bodies. Federal Emergency Management Agency floodplain map(s) will be evaluated to

determine if the subject property lies within a known floodplain. The appropriate Soil Survey from the USDA Natural Resource Conservation Service will be reviewed to determine the site's soil conditions and general surface geology of the area. General descriptions will be made of the subsurface hydrogeology based on information from USGS Groundwater Maps or other sources.

Historical Use Information

Historical Aerial Photographs will be obtained from aerial photography firms having inventory of the subject area. The photographs will be reviewed to evaluate previous land use characteristics for the property and adjacent parcels. The photographs will also be checked for possible oil and gas exploration activities, surficial anomalies associated with waste ponds or dumps, and previous commercial and/or industrial activities. Under ASTM Standard Practice E1527-21, review of title and judicial records for AULs falls under "user's responsibilities" and may include Preliminary Title Reports, Title Commitments, Condition of Title, and Title Abstracts. If such information is not provided, LJAES may obtain a Chain-of-Title from the appropriate county clerk's records to identify site ownership for 50 years or more from the assessment date. To perform the title search, LJAES must be provided with a legal description of the property, and the costs and level of effort to obtain the information must meet the criteria for "reasonably ascertainable" information. The records will be reviewed to evaluate the potential for industrial or environmentally significant land use activities onsite, based on the identities of previous owners, and environmental liens or other AULs. This task will be subcontracted to a title search company.

Local City Directories and Sanborn Fire Insurance Maps, if available, will be reviewed for listings of the types of past structures or business operations that may have existed on the property. In addition, Railroad Commission of Texas (RRC) Records will be reviewed to determine if oil and/or gas exploration or production has occurred on the site. This information will be obtained from a Regional Oil and Gas Survey Map prepared by Tobin Research, Inc.

Task 2: Owner/Occupant and User Inquiries

Inquiries will be made of person(s) who may have knowledge of current or historical conditions associated with the subject property. One or more of the following individuals may be contacted for an interview: 1) Current Owner, 2) Owner's Representative, 3) Occupants or Tenants, 4) Adjacent Property Owners/Occupants, and 5) User. Interviews may be conducted in person, by telephone, or by written correspondence in the form of an Owner/Occupant Questionnaire and/or User Questionnaire.

Task 3: Additional Records Sources

In the event that site-specific conditions or standard information sources indicate a potential environmental condition(s) associated with the property, other selective files or records may be reviewed for additional information regarding such conditions. This information will be obtained at the discretion of LJAES based on the findings of the investigation. Other typical sources include specific files from the RRC, the Texas Commission on Environmental Quality, and the United States Environmental Protection Agency.

Task 4: Site Reconnaissance

General Site Setting

Site reconnaissance will be conducted to physically and visually inspect the property for indications of environmental conditions. Observations will be made of the Current Site Usage, Adjacent Site Usage, Topography and Landscape, Structures, Roads, Improvements, and to the extent practicable Potable Water Supply, Sewage Disposal System, and other Utility Installations.

Interior and Exterior Observations

The property and any buildings or structures will be inspected for visual or physical evidence of hazardous substances or petroleum products. Exterior observations include but are not limited to: pits, ponds, lagoons, stained soil or pavement, pools of liquid, strong odors, stressed vegetation, solid waste, wastewater and associated discharge(s), above or below ground storage tanks, drums or containers, unidentified substances, wells, or septic systems. If interior inspection is required, observations will include those listed above, if applicable, as well as heating/cooling sources and fuels, stains or corrosion, drains and sumps, storage or treatment areas, and construction materials. Any listed or non-listed indicator(s) of hazardous substances or petroleum products will be identified in the findings of the Phase I ESA report.

1861. TXDOT UTILITY PERMIT

Prepare and submit Form 1082 Utility Installation Request/RULIS application in order to secure utility installation within the State Highway 360 right-of-way.

1900. SUBSURFACE UTILITY ENGINEERING

Provide Subsurface Utility Engineering (SUE) Level “B” services to identify and locate all parallel and crossing franchise utilities, including but not limited to oil and gas pipeline, and underground powerline, along the proposed water main alignment. QL “B” SUE will be performed within 50’ of each side of the provided alignment. This process will include utilizing geophysical methods, such as electromagnetic or ground-penetrating radar, to detect underground utilities and mapping their horizontal positions with survey-grade accuracy. The information obtained will be integrated into the design documents to minimize conflicts, ensure proper utility coordination, and support efficient construction planning. QL “A” SUE test hole locations will be determined by LJA and Yellow Rose Mapping once the QL “B” SUE deliverable has been reviewed. For budgetary purposes ten (10) QL “A” test holes have been included.

1901. GEOTECHNICAL INVESTIGATION

Provide a geotechnical investigation consisting of six (6) soil borings 20 feet deep and two (2) soil borings 30 feet deep, or to the top of the bedrock, whichever is encountered first. The investigation will include laboratory testing of soil samples to assess subsurface conditions, including soil classification, strength, and other relevant geotechnical properties. The collected data will be used to evaluate the required pipeline bedding and embankment design to ensure adequate support and protection for the proposed water line. This analysis will focus on minimizing potential settlement, mitigating risk to the pipeline, and maximizing the design life of the pipe by providing a stable and durable foundation. Include pavement recommendations as required for new/replacement pavement sections.

Deliverables to City:

- Geotechnical report sealed by a Texas Professional Engineer providing backfill/compaction recommendations.

1902. RIGHT OF WAY ACQUISITION

LJA will make efforts to acquire up to fifteen (15) parcels from eleven (11) separate landowners and will perform the following services:

Obtain title abstract to identify ownership and encumbrances for each parcel. The cost of all curative work necessary to provide clear title to City is the responsibility of LJA and is included in the negotiated fee schedule for this service. Any recording fees paid by LJA are reimbursable as a miscellaneous expense in the following fee estimate.

Make efforts to acquire right of entry for survey and other due diligence, analyze easement valuation reports, provide notice of intent to acquire letter and Texas Landowner's Bill of Rights, prepare initial offer letter, prepare a negotiator contact report for each parcel, and prepare and mail final offer letter.

Coordinate with landowners/lenders to obtain release of liens, and coordinate landowner signed instrument of conveyance, request check for easement acquisition from City, and record all conveyance documents and title curative documents at the County Clerk's Office.

Deliverables:

- Provide title abstract to identify ownership and encumbrances for each parcel.
- Provide property owners with a Notice of Intent to Acquire letter and the Texas Landowner's Bill of Rights, send to the address for the owner indicated by County Tax Office.
- Separate negotiator contact report for each parcel.
- Transmit to City any written counteroffer from property owners including supporting documentation, and LJA recommendation with regards to counteroffer.
- All conveyance documents and required title curative documents are recorded with the County Clerk's office.
- Deliver to City at completion of the project the final parcel files in electronic format.

City will provide the following:

- Appraisal or easement valuation for each parcel as well as any appraisal obtained by City in the last 10 years related to the whole property impacted by the taking.
- Provide or approve templates for any documents to be used in the performance of the services to be signed by landowners to include the deed, easement, other applicable conveyance instruments, and the purchase contract/agreement. LJA shall prepare Notice of Intent to Acquire, Initial Offer Letter, and Final Offer Letter prior to submittal to the landowner.
- Notification to LJA in writing of any changes in the project design, policies, procedures, processes or documents approved for use that would impact ongoing negotiations or closings of parcels.
- A summary of prior communications with impacted landowners had by City, including communications not directly related to the Project.
- Payment any processing/application fees associated with obtaining Subordinations/Consent of Lienholder documents.

***LJA may employ attorneys or other consultants in performance of the services; however, such services do not, and are not intended to, constitute legal advice. Any additional services that may be needed or requested by the Client are subject to the preparation of a Supplemental, to include additional scope items and/or funding.

GENERAL CONDITIONS

This Scope is based on the following General Conditions:

- Project will be developed in accordance with City of Mansfield design criteria.

EXCLUSIONS

Excluded from scope:

- Topographic Survey contracted by the City of Mansfield
 - Digital design survey drawing formatted in AutoCAD (.dwg) showing visible surface features located, an ASCII point file, and a copy of field notes and field sketches (if available)
- Pre-Construction Notification to the USACE
- Bidding Services
- Construction Services
 - Construction Inspections by City of Mansfield
 - Monthly pay application review/approval by the City of Mansfield
 - Storm Water Pollution Prevention Plan (SWPPP) by the Construction Contractor
 - Construction materials testing contracted by the City of Mansfield
- Easement Appraisals to be contracted by the City of Mansfield
- Boundary survey and easement legal descriptions.
- Condemnation (as necessary) by the City of Mansfield

COMPENSATION SCHEDULE

(H1) 20-INCH WATER LINE

BASIC SERVICES

100	Project Management & Coordination	Hourly (NTE)	\$60,000
415	Conceptual Design Phase (30%)	Hourly (NTE)	\$75,000
420	Preliminary Design Phase (60%)	Hourly (NTE)	\$105,000
425	Construction Plans (90% & 100%)	Hourly (NTE)	\$102,000
470	Design Coordination	Hourly (NTE)	\$14,000
545	Construction Administration	Hourly (NTE)	\$52,000

SPECIAL SERVICES

1168	Wetland Delineation & Phase 1 ESA	Hourly (NTE)	\$16,000
1861	TxDOT Utility Permit	Hourly (NTE)	\$5,000
1900	Subsurface Utility Engineering	Lump Sum	\$77,000
1901	Geotechnical Investigation	Lump Sum	\$65,000
1902	Right of Way Acquisition	Hourly (NTE)	\$115,000
Z99	Reimbursable Expenses	Estimated	\$20,000
TOTAL			\$706,000

ADDITIONAL SERVICES

Compensation for Additional Services not listed herein or services required due to change in municipal ordinances and/or State legislation will be billed on a time and materials basis in accordance with LJA Standard Rate Schedule below or on a lump sum basis agreed upon at the time the work is authorized.

BILLING RATES

LABOR CATEGORY	Lowest	Highest
Department Head (VP, Division Manager)	\$245.00	\$295.00
Senior Consultant	\$230.00	\$295.00
Director	\$215.00	\$295.00
Group/Design Manager	\$200.00	\$295.00
Sr. Project Manager	\$200.00	\$295.00
Project Manager	\$150.00	\$290.00
Sr. Project Engineer	\$150.00	\$290.00
Professional Engineer (Project Engineer, APM)	\$120.00	\$220.00
Graduate/Design Engineer	\$100.00	\$175.00
Sr. Civil Designer	\$120.00	\$200.00
Civil Designer	\$ 85.00	\$170.00
Sr. Planner	\$130.00	\$240.00
Planner	\$ 85.00	\$175.00
Sr. Landscape Architect (Studio Lead)	\$165.00	\$280.00
Landscape Architect	\$105.00	\$195.00
Landscape Designer	\$ 95.00	\$150.00
Sr. Construction Manager	\$130.00	\$240.00
Construction Manager	\$105.00	\$185.00
Resident Project Representative	\$100.00	\$195.00
Construction Engineer	\$100.00	\$195.00
Construction Inspector	\$ 85.00	\$170.00
GIS Developer	\$100.00	\$210.00
GIS Analyst	\$ 70.00	\$140.00
Survey Project Manager	\$130.00	\$265.00
Project Surveyor	\$110.00	\$220.00

Survey Technician	\$ 70.00	\$175.00
Clerical (Admin. Assistant)	\$ 60.00	\$130.00
Intern	\$ 50.00	\$ 95.00

REIMBURSABLE EXPENSES

In performance of the Scope of Services attached to the Project specific Proposal, the following types of expenses are not contemplated in the Total Proposal Fee. These are considered Reimbursable Expenses and LJA will be compensated for in accordance with the following:

1. Reproduction, out-of-town travel expenses, employee travel and mileage, and other non-labor charges directly related to the Project will be billed at cost plus ten percent.
2. Filing fees, permit fees, and other special charges which are advanced on behalf of the City will be billed at cost plus ten percent.
3. Subcontracted services and other services by outside consultants will be billed at cost plus ten percent.
4. Vehicle mileage will be charged at the current IRS mileage rate per mile for all travel.
5. Title reports (15 parcels), postage, courier, recording fees and Texas Secretary of State corporate research fees, courthouse Direct copy fees, costs to obtain certified copies, and courier services.

Contact for all Correspondence



Andrew Kubiak, PE
Group Manager
817.288.1940
akubiak@lja.com



Brian Haynes, PE, CFM
Vice President
469.614.7009
bhaynes@lja.com

BRITTAIN & CRAWFORD, LLC
LAND SURVEYING & TOPOGRAPHIC MAPPING

Celebrating 50 years of providing quality professional land surveys

March 24, 2026

City of Mansfield
1200 E Broad Street
Mansfield, Texas 76063
(817) 276-4223, Cell (817) 980-2525
Aimee.sullivan@mansfieldtexas.gov

Attention: Ms. Aimee Sullivan, P.E.

Re: **BROAD TO SH-360**
20" WATER LINE PROJECT
Mansfield, Texas

Dear Ms. Sullivan,

Pursuant to your request and our review of the project site, we hereby submit our proposal to provide survey services. Our understanding of the desired scope of services is as follows:

Item No. 1

Survey and prepare a detailed design/topographic survey (approximately 7,220 linear foot) along the East side of SH-360 and South side of E. Broad Street for the proposed 20" water line alignment route as shown on your request for proposal. The topographic survey will indicate all surface features, spot elevations, one-foot contours, right-of-way lines, approximate lot lines, driveways, fences, trees 6" in caliper and larger, visible utilities and utilities marked by Texas811 and will be delivered to you electronic AutoCAD format based upon the Texas Coordinate System NAD83 and NAVD88 vertical control.

Item No. 2

Survey and prepare up to 12 permanent Easement documents.

Item No. 3

Survey and prepare up to 12 temporary construction easement documents.

Item No. 4

Stake for construction with offsets and grade as needed based upon the following hourly rates:

AutoCAD Technician	\$180.00 per hour
Supervisor	\$120.00 per hour
2-Man Survey Crew	\$200.00 per hour
3-Man Survey Crew	\$300.00 per hour
GPS Survey Crew	\$350.00 per hour

The foregoing **Item No. 1** will be accomplished for a fee of **\$42,250.00**, **Item No. 2** will be accomplished for a fee of **\$1,250.00** per document, for a total permanent document fee of **\$15,000.00**, **Item No. 3** will be accomplished for a fee of **\$1,000.00** per document, for a total temporary document fee of **\$12,000.00** and **Item No. 4** will be accomplished for a fee not to exceed **\$16,500.00**, and a combined total proposed fee of **\$85,750.00**.

We sincerely appreciate being considered for this project and look forward to working with you.

Firm Certification #10019000

Complaints or Questions should be addressed to the Texas Board of Professional Engineers & Land Surveyors: 1917 S. Interstate 35, Austin, Texas 78741, (512) 440-7723, <http://pels.texas.gov>

Respectfully submitted,


Stuart F. Smith, R.P.L.S.

James L. Brittain, R.P.L.S., Stuart F. Smith, R.P.L.S., Chris L. Blevins, R.P.L.S.
Jack M. Crawford, R.P.L.S. (1949-2006)
P.O. Box 11374 * 3908 South Freeway * Fort Worth, Texas 76110 * (817) 926-0211
Email – admin@brittain-crawford.com



**City of Mansfield
Staff Report**

Item ID: 26-2240

Agenda Date: May 26, 2026

Title

26-2240: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract between the City of Mansfield, Texas, and BGE, Inc., and Survey Services with Brittain and Crawford, LLC, in an amount not to exceed \$665,478 for the Design of Elm Street and Brown Street (from Smith Street to E. Broad Street); Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (Street Bond Fund)

Description/History

Elm Street and Brown Street have been identified as important local corridors supporting ongoing and future redevelopment within the downtown area. Elm Street extends from Smith Street to Brown Street, while Brown Street extends from Broad Street to its current northern terminus. With ongoing redevelopment in the surrounding area, including the recently completed Geyer Commons development and the City's administrative campus (former MISD facility), improvements to these corridors are increasingly important to support access, mobility, and long-term connectivity.

The proposed project includes the design of roadway, drainage, utility, and streetscape improvements along Elm Street and Brown Street as part of the Downtown Master Plan and the City's long-term downtown connectivity strategy. The project is intended to strengthen the downtown street network by improving mobility, accessibility, infrastructure, and connectivity between key destinations and redevelopment areas. *See Project Exhibit.*

The improvements will enhance connections between Geyer Commons, the Historic Mansfield High School, the downtown core, future mixed-use redevelopment opportunities, and public parking areas. The project supports increased pedestrian activity, improved circulation throughout downtown, and continued investment in a more connected, walkable, and economically vibrant Historic Downtown district.

As part of the project, Brown Street will be extended beyond its current terminus to support future connectivity and public use of the Historic Mansfield High School property. This extension will establish critical long-term street network connectivity while also supporting enhanced public access, future activation opportunities, and continued adaptive reuse of the Historic High School campus and surrounding downtown amenities.

This project aligns with the City's goals for improved mobility and is included in the 2026 Roadway Capital Plan. The conceptual opinion of probable construction cost is estimated at \$5.3 million.

The requested funds are for design services with BGE, Inc. in the amount of \$647,933, which includes a 10% design contingency for potential scope adjustments, and survey services with Brittain & Crawford in the amount of \$17,545, which includes a 10% survey contingency, for a total budget not to exceed \$665,478.

Strategic Initiative

Improve City Wide Mobility

Recommendation

The Engineering Staff recommends the approval of professional services contracts between the City of Mansfield, Texas, and BGE, Inc., in an amount not to exceed \$647,933 for design services, and Brittain & Crawford, LLC, in an amount not to exceed \$17,545 for survey services, for a combined total amount not to exceed \$665,478, for the design of Elm Street and Brown Street improvements (from Smith Street to East Broad Street).

Funding Source

Street Bond Fund

Prepared By

Bryan Ahumada, Capital Projects Supervisor - (817) 276-4208

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS APPROVING A PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF MANSFIELD, TX AND BGE, INC., AND SURVEY SERVICES WITH BRITTAIN AND CRAWFORD, LLC. IN AN AMOUNT NOT TO EXCEED \$665,478 FOR THE DESIGN OF ELM STREET AND BROWN STREET (FROM SMITH STREET TO E BROAD STREET); FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (STREET BOND FUND)

WHEREAS, The City of Mansfield (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City Council recognizes the need to proceed forward with the design of Elm Street and Brown Street (From Smith Street to E Broad Street); and,

WHEREAS, BGE, Inc. has provided a proposal for the design in an amount not to exceed Six hundred forty-seven thousand nine hundred thirty-three and no/100 dollars (\$647,933.00); and,

WHEREAS, Brittain and Crawford, LLC has provided a proposal for the survey in an amount not to exceed Seventeen thousand five hundred forty-five and no/100 dollars (\$17,545.00); and,

WHEREAS, after review of the proposal City staff recommends approving a professional services contract with BGE, Inc. and Brittain and Crawford, LLC.; and,

WHEREAS, funding for this contract is available from the Street Bond Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

A Professional Services Contract with BGE, Inc. in an amount not to exceed Six hundred forty-seven thousand nine hundred thirty-three and no/100 dollars (\$647,933.00) for the design of Elm Street and Brown Street (From Smith Street to E Broad Street), in substantially the same form as the attached Exhibit "A", is hereby approved.

SECTION 3.

A Professional Services Contract with Brittain and Crawford, LLC., in the amount not to exceed Seventeen thousand five hundred forty-five and no/100 dollars (\$17,545.00); for the survey of the Elm Street and Brown Street (From Smith Street to E Broad Street), in substantially the same form as the attached Exhibit "B", is hereby approved.

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 CITY COUNCIL OF THE CITY OF
MANSFIELD, TEXAS, THIS 26TH DAY OF MAY 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

EXHIBIT "A"
SCOPE OF SERVICES

TO BE PROVIDED BY **BGE, Inc.**

TO

CITY OF Mansfield

FOR

Elm Street: From Smith Street to Brown Street
Brown Street: From Broad Street to the northern terminus

A. PROJECT DESCRIPTION

The purpose of this project is to develop construction plans for roadway reconstruction, improve drainage conveyance and capacity, and coordinate utility adjustments within the project limits to enhance safety, mobility, and infrastructure reliability.

Elm Street

The CITY proposes to reconstruct **Elm Street from Smith Street to Brown Street**, which consists of approximately **1,400** linear feet of 29-foot back-to-back concrete pavement section with approximately **1,100** linear feet of water main replacement and **700** linear feet of sanitary sewer line replacement, and **1,200** linear feet of storm sewer. Services by the PROFESSIONAL shall include all aspects of the work set forth in the following scope of services.

Brown Street

The CITY proposes to construct **Brown Street from Broad Street to the northern terminus** which consists of approximately **900** linear feet of concrete pavement section (500 linear feet 39-foot back-to-back and 400 linear foot 29-foot back-to-back) with approximately 900 linear feet of water main replacement, and **290** linear feet of storm sewer. Services by the PROFESSIONAL shall include all aspects of the work set forth in the following scope of services.

The parameters for design of the improvements shall include the following:

1. Construct and/or replace streets with concrete paving section as determined by the CITY, including driveway approaches to the ROW line
 - Minimum public right-of-way width: 50 feet
 - Minimum pavement width: 29 feet (back of curb to back of curb)
 - Maximum pavement width: 39 feet (back of curb to back of curb)
 - Planter width: minimum 4 feet
 - Streetscape design including tree planting at 40 feet on center (average) within planters and consistent with Brown Street
 - 8' (min 6') shared trail to connect existing trail
2. Develop cross sections for roadways and driveways (as needed) with existing & proposed ROW lines, drainage & slope easement lines, cross slopes, elevations, profile grade line, stations, ditch lines, retaining walls, etc. properly labeled.
3. Construct and/or replace sidewalks and barrier free ramps as determined by the CITY.

4. Construct and/or replace the storm sewer system to carry the CITY design storm runoff.
5. Construct and/or replace water lines to the size determined by the CITY, including services and meter boxes.
6. Construct and/or replace sanitary sewer lines to the size determined by the CITY, including manholes and services to the ROW line.
7. Station and offset callouts on the plans for fire hydrants, water valve boxes, sanitary sewer manholes / inline cleanouts, storm sewer manholes / inlets / outfalls, culvert headwalls, etc.
8. Hardscape and Landscape plans shall be developed.
9. Work zone traffic control and construction sequencing shall be provided.
10. Construction Erosion Control Plans shall be provided.
11. Post-Construction erosion control (sodding) shall be provided.
12. Preparation of right-of-way and/or easement documents where necessary shall be provided.
13. Scale of full size (22" X 34") plans is to be: 1"=20' Horizontal; 1"=4' Vertical.
14. Special details that are not included as a standard by the CITY shall be included in the plans.

The PROFESSIONAL shall perform the necessary engineering and related technical services for the Design, Bidding, and Construction Phase Services according to the following sections of this Contract.

B. TASK DESCRIPTIONS – SCOPE OF SERVICES

I. Preliminary Engineering

- A. Data Collection – Obtain pertinent utility plans, street plans, contour maps, and other features within and pertaining to the Project area from the CITY. The **PROFESSIONAL** will also coordinate with franchise utilities in the area and obtain record information where available. Existing Project conditions shall also be documented using digital photography and/or video. Perform site visit to obtain necessary information/confirm information obtained from other sources.

Plats, right-of-way maps, and existing easement information to be provided by the City.

- B. Pre-Design Conference – Meet with CITY staff to review Project requirements, design criteria, communication procedures, Project scheduling, personnel, and other pertinent matters that may impact the Project. Additional meetings will be scheduled throughout the length of the Project.
- C. Preliminary Engineering Design – Utilizing information obtained from the data collection and the field survey provided by the City, the PROFESSIONAL will prepare roll plots for a thirty percent (30%) design workshop and preliminary

engineering plans with submittal at sixty percent (60%) completion. The preliminary engineering design phase will include the following:

1. Locations of existing utilities, infrastructure, buildings, property lines, landscaping, and other pertinent information (30% roll plots and 60% plans).
2. Establish preliminary horizontal (30% roll plots and 60% plans) and vertical (60% plans) alignments for paving improvements.
3. Delineate drainage areas and make evaluations to the extent of drainage facilities required for the project (30% drainage technical memorandum), including:
 - a. Evaluate existing drainage conditions and develop proposed storm drainage system improvements
 - b. Hydraulic and hydrological analysis as required
 - c. Storm sewer design, inlet sizing, and outfall evaluation
 - d. Coordinate drainage with roadway improvements to reduce flooding and ponding
4. Establish locations for drainage, water, and sewer lines (30% roll plots and 60% plans).
5. Develop illumination/lighting design, including coordination with ONCOR.
6. Develop Traffic Control Narrative and phasing.
7. Prepare landscape and hardscape design, including (30% roll plots and 60% plans):
 - a. Coordination of tree planting
 - b. Coordination with Parks Department for maintenance requirements
 - c. Coordination on decorative lighting and fixture selection (availability and alternatives as needed)
 - d. Streetscape and parking lot configuration adjacent buildings (Heritage Baptist Church – 210 E. Broad and Anchora Notary Network - 400 Elm St.)
 - e. Landscape Plans
 - a. This task will develop detailed landscape planting plans, notes, and standard details based on the City's Code of Ordinance and direction provided by the Client.
 - b. The plans provided in this task will include all required landscaping material for the sections of Elm Street and Brown Street referenced in this proposal. It is our

specifications with submittals at ninety percent (90%) and one-hundred percent (100%) completion. The final engineering design phase will include the following:

1. Revise and complete previously prepared drawings.
 2. Incorporate standard details into the plans and prepare additional details as required.
 3. Prepare updated estimated construction quantities and opinion of probable construction costs.
- B. Project Manual – Prepare project manual based on CITY template, including bidding requirements, proposal, bid schedule, special conditions, and technical specifications.
- C. Final Engineering Submittals – Plan submittals will occur at ninety percent (90%) and one hundred percent (100%) completion stages. Submit PDFs of all plans and documents.

III. Bid Phase Services

- A. Final Printing – Coordinate final printing of construction plans and project manual for distribution to proposed bidders. The PROFESSIONAL will recoup cost of bid sets by non-refundable fee from proposed bidders. All plans, project manuals, and other related bidding documents will be distributed from the office of the PROFESSIONAL.
- B. Bidding Process – Assist the CITY with the bidding process as follows:
1. Provide PDF plans and project manuals to the City for use during the bid process.
 2. Attend pre-bid conference if required by the CITY.
 3. Address questions from the proposed bidders during the bidding process and issue addenda as necessary, in coordination with the CITY.
 4. Attend the bid opening and assist the CITY in tabulating and analyzing bids received.
 5. Prepare final bid tabulations based upon the bids received and furnish electronic bid tabulation sheet along with recommendations on the award of the contract to the lowest qualified bidder. Recommendations will be based upon the following criteria:
 - a. Past work history.
 - b. Financial resources.

- c. Physical resources to complete the Project.
- C. Contract Award – Prepare three (3) sets of the conformed project manual for execution between the contractor and the CITY.

IV. Construction Administration

- A. Construction Plans – Furnish twelve (12) full size (22" X 34") sets, two (2) half size (11" X 17") sets of the final plans for construction for use by the CITY and the contractor, along with a CD/DVD/USB containing PDFs of all plans.
- B. Pre-Construction Conference – Meet with the CITY, the contractor, and other interested parties to discuss the construction of the Project, including Project requirements, communication procedures, Project scheduling, personnel, laboratory testing requirements, field inspection, construction staking, pay requests, and other pertinent matters that may impact the Project.
- C. Reviews – Review and either approve or reject all shop drawings for the Project. Provide written responses to requests for information or clarification to CITY or contractor.
- D. Project Site Visits – Periodically attend on-site meetings to review construction progress.
- E. Final Walk-Through – Upon substantial completion of construction, the PROFESSIONAL will participate in a final walk-through with the CITY and the contractor and will contribute items to the CITY for inclusion in a punch list.
- F. Record Drawings – Prepare record drawings utilizing CITY and contractor as-built information in PDF format.

V. Special Services

- A. Surveying for Engineering Design – Process Survey provided by the City to conform to BGE Digital Delivery Standards.
 - 1. Topographic services provided by the City include:
 - a. Survey boundaries and control
 - b. Digital design survey drawing formatted in AutoCAD (.dwg) showing visible surface features located, an ASCII point file, and a copy of field notes and field sketches (if available).
- B. Right-of-Way / Easement Documents – Prepare boundaries and create CAD files for easement/ROW limits.

Other Right-of-Way services provided by the City include:

- a. Prepare legal descriptions and exhibits
- b. coordination, negotiation, and communication with landowners

- C. Geotechnical Investigation – Provide geotechnical investigation through sub-contract services with a qualified geotechnical engineering firm on an as-needed basis.
- D. Subsurface Utility Engineering – Provide Subsurface Utility Engineering (SUE) to Quality Level B, as described below. The SUE shall be performed in accordance with CI/ASCE 38-02.
 - 1. Quality Level D
 - a. Conduct appropriate investigations (e.g., owner records, County/CITY records, personal interviews, visual inspections, etc.), to help identify utility owners that may have facilities within the project limits or that may be affected by the project.
 - b. Collect applicable records (e.g., utility owner base maps, “as built” or record drawings, permit records, field notes, geographic information system data, oral histories, etc.) on the existence and approximate location of existing involved utilities.
 - c. Review records for: evidence or indication of additional available records; duplicate or conflicting information; need for clarification.
 - 2. Quality Level C (includes tasks as described for Quality Level D)
 - a. Includes tasks as described for Quality Level D.
 - b. Identify from survey visible above-ground features of subsurface utilities such as valves, hydrants, meters, manhole covers and others.
 - 3. Level B (includes tasks as described for Quality Level C)
 - a. Quality Level B, also known as designating, provides the horizontal position of subsurface utilities within approximately one foot.
 - b. Obtain two-dimensional (x,y) information through the application and interpretation of non-destructive surface geophysical methods.
 - c. In addition to the Level C and B, provide Subsurface Utility Engineering (SUE) to Quality Level A as described below for up to 10 locations.
 - 4. Level A (includes tasks as described for Quality Level B)
 - a. Quality Level A, also known as locating, provides precise horizontal and vertical positioning of utilities..
 - 5. DELIVERABLES
 - a. Utility conflict identification and mitigation
 - b. Utility Conflict Matrix
 - c. Three Level A Test Holes

E. Environmental Investigation –

- 1. Environmental Baseline Study

PROFESSIONAL will perform an environmental baseline study for the proposed Project in Mansfield, Tarrant County, Texas. The purpose of the study is to identify and generally characterize various environmental-related features that exist, or have the potential to exist, within the project limits. The various features and associated activities that will be addressed include the following:

- a. Waters of the U.S., including wetlands, that could be subject to the U.S. Army Corps of Engineers' jurisdiction under Section 404 of the Clean Water Act (Section 404);
- b. Federally listed threatened and endangered species subject to the Endangered Species Act;
- c. Migratory birds;
- d. Prime or unique farmlands;
- e. Section 303(d) impaired waters;
- f. 100-year floodplains (as per Federal Emergency Management Agency Flood Insurance Rate Maps);
- g. Vegetation assemblages;
- h. Historical and archeological properties listed on the National Register of Historic Places, as well as archeological sites that are recorded by the Texas Archeological Research Laboratory (TARL);
- i. Coordination with the Texas Historical Commission (THC) in accordance with the Antiquities Code of Texas (ACT); and,
- j. Actual/Potential environmentally contaminated (hazardous materials) areas located within and immediately adjacent to the project limits.

2. Coordination with Texas Historical Commission

Coordinate with the Texas Historical Commission in accordance with Antiquities Code of Texas on behalf of the City of Mansfield. Prepare documentation if cultural or archaeological resources are encountered or if required for regulatory compliance. Services shall be performed on an as-needed basis upon direction of the City.

3. Environmental Baseline Study Report

Prepare a brief letter report (not to exceed five pages of text) presenting the results of the environmental baseline study for the project. The report will include a description of the study methodology and results, and will include information addressing Section 404 permitting requirements as the requirements relate to Section 404 jurisdictional areas that may exist within the project limits including streams, ponds and wetlands, as well as the results in evaluating the other identified natural and cultural resource features. Related figures within the report will include a project location map, environmental constraints map and representative site photographs. The draft report

will be provided to the City for review and comment. Upon receipt of review comments, the PROFESSIONAL will prepare the final report. Two copies each of the draft and final reports will be provided to the City.

4. Deliverables

- a. Copy of the coordination letter for TARL and the TARL response letter
- b. Two copies each of the draft and final coordination letters for the THC
- c. Two copies each of the draft and final Environmental Baseline Study report

F. TDLR Permitting – Coordinate the project submittals with TDLR.



BGE, INC.
2026 BILLING RATES

<u>Employee Title Category</u>	<u>Billing Rate Range</u>
Engineer I, II	\$123 - \$168
Engineer III, IV	\$134 - \$200
Engineer V, VI	\$221 - \$273
Project Manager I, II	\$136 - \$250
Sr. Project Manager I, II	\$200 - \$300
Director I	\$248 - \$400
Director II, III, IV, Principal	\$280 - \$442
Intern	\$63 - \$96
CAD Technician I, II, III	\$67 - \$158
Designer I, II, III	\$101 - \$250
Inspector I, II, III	\$90 - \$232
Environmental Field Services	\$83 - \$163
Environmental Services Management	\$128 - \$371
Survey Technician I, II, Senior	\$88 - \$173
Project Surveyor I, II, Chief of Parties	\$136 - \$194
Surveying Manager, Director	\$127 - \$380
Admin Asst I, II, III, Project Coordinator	\$80 - \$150
Landscape Architect	\$100 - \$275
Landscape Designer	\$85 - \$250

¹Survey Crew is billed at an hourly 'Unit' rate.

The unit rate includes imputed costs for survey equipment, GPS, vehicles, and materials such as stakes, flagging and iron rods and personnel.

Level of Effort Spreadsheet
TASK/HOUR BREAKDOWN
Engineering Design Services for
Capital Improvements Project
Elm Street and Brown Street

Task No.	Task Description	Principal	Sr. Project Manager	Sr. Engineer	Project Engineer	Designer/ EIT	RPLS	Survey Tech	Total Labor Cost	Subconsultant/ Special Services	Total Expense Cost	Task Sub Total
		Rate	\$355	\$255	\$195	\$170	\$150	\$300	\$140			
I.	Preliminary Engineering	3	117	302	593	770	2	0	\$306,700.00	\$0	\$0	\$ 306,700.00
A.	Data Collection											
	Review Data Provided by City			2	6	6			\$2,700.00		\$0	\$ 2,700.00
B.	Pre-Design Conference	1	2		4				\$1,545.00		\$0	\$ 1,545.00
C.	Preliminary Engineering Design (30% & 60%)											
	30% Submittal											
	Paving/Drainage Roll Plots Elm Street & Brown Street (2 sheets)		8	8	36	54			\$17,820.00		\$0	\$ 17,820.00
	Utility Roll Plot Elm Street & Brown Street (2 sheets)		8	8	36	54			\$17,820.00		\$0	\$ 17,820.00
	Street Scape Roll Plot Elm Street & Brown Street (2 sheets)		8	8	36	54			\$17,820.00		\$0	\$ 17,820.00
	Hydrologic & Hydraulic Analysis/Tech Memo		8	36	36	40			\$21,180.00		\$0	\$ 21,180.00
	OPCC			4	16				\$3,500.00		\$0	\$ 3,500.00
	QA/QC	2	8	8					\$4,310.00		\$0	\$ 4,310.00
	60% Submittal											
	Cover Sheet (1 sheet)				1	1			\$320.00		\$0	\$ 320.00
	Sheet Index (1 sheet)				1	1			\$320.00		\$0	\$ 320.00
	General Notes/Project Specific Notes (2 sheets)		1	2	8				\$2,005.00		\$0	\$ 2,005.00
	Project Control Sheet (2 sheets)			2	2	4			\$1,330.00		\$0	\$ 1,330.00
	ROW Strip Map (2 sheets)				2	8	2		\$2,140.00		\$0	\$ 2,140.00
	Test Hole Summary (1 sheet)			1	1	4			\$965.00		\$0	\$ 965.00
	Existing Typical Section (2 sheets)			1	2	4			\$1,135.00		\$0	\$ 1,135.00
	Proposed Typical Section (2 sheets)		1	2	2	6			\$1,885.00		\$0	\$ 1,885.00
	Removal Plans (4 sheets)			4	8	32			\$6,940.00		\$0	\$ 6,940.00
	Pavement Plan & Profile Sheets (7 sheet)		8	24	32	64			\$21,760.00		\$0	\$ 21,760.00
	Driveway Plans (4 sheets)			4	6	24			\$5,400.00		\$0	\$ 5,400.00
	Cross-Sections (13 sheets)		2	8	14	28			\$8,650.00		\$0	\$ 8,650.00
	Existing Drainage Area Map (1 sheet)		2	4	8				\$2,650.00		\$0	\$ 2,650.00
	Proposed Drainage Area Map (1 sheet)		2	4	8				\$2,650.00		\$0	\$ 2,650.00
	Inlet Calculations (1 sheet)		2	4	20	4			\$5,290.00		\$0	\$ 5,290.00
	Hydraulic Calculations (2 sheets)		4	6	20	20			\$8,590.00		\$0	\$ 8,590.00
	Storm Plan & Profile Sheets (7 sheets)		8	16	32	62			\$19,900.00		\$0	\$ 19,900.00
	Storm Lateral Sheets (2 sheets)		2	4	8	16			\$5,050.00		\$0	\$ 5,050.00
	Water Plan & Profile Sheets (6 sheets)		4	16	32	56			\$17,980.00		\$0	\$ 17,980.00
	Sewer Plan & Profile Sheets (2 sheets)		2	8	20	24			\$9,070.00		\$0	\$ 9,070.00
	Lighting Sheets (4 sheets)		4	16	18	42			\$13,500.00		\$0	\$ 13,500.00
	Traffic Control Plans/Details (11 sheets)		8		24	44			\$12,720.00		\$0	\$ 12,720.00
	Landscape / Hardscape Sheets (10 sheets)		2	32	24	44			\$17,430.00		\$0	\$ 17,430.00
	Tree Preservation Plans (2 sheets)		2	8	6	12			\$4,890.00		\$0	\$ 4,890.00
	Erosion Control Plan (4 sheets)		2	4	8	36			\$8,050.00		\$0	\$ 8,050.00
	City Details (20 details)		1	2	4	16			\$3,725.00		\$0	\$ 3,725.00
	Special Details		4	8	16	16			\$7,700.00		\$0	\$ 7,700.00
	Determine ROW/Easement needs			4	8				\$2,140.00		\$0	\$ 2,140.00
	Develop Conflict Matrix			8	16				\$4,280.00		\$0	\$ 4,280.00
	OPCC			4	16				\$3,500.00		\$0	\$ 3,500.00
	QA/QC		8	8	16				\$6,320.00		\$0	\$ 6,320.00
D.	Third Party Coordination			12	24				\$6,420.00		\$0	\$ 6,420.00
E.	Public Involvement		4	8	16				\$5,300.00		\$0	\$ 5,300.00
II.	Final Engineering	12	104	202	340	508	0	0	\$204,170.00	\$0	\$0	\$ 204,170.00
A.	Final Engineering Design										\$0	\$ -
	90% Submittal - Plans		36	110	200	360			\$118,630.00		\$0	\$ 118,630.00
	90% Submittal - OPCC		4		16				\$3,740.00		\$0	\$ 3,740.00
	100% Submittal - Plans		18	32	60	120			\$39,030.00		\$0	\$ 39,030.00
	100% Submittal - OPCC		4	4		12			\$3,600.00		\$0	\$ 3,600.00
	QA/QC	4	16	16					\$8,620.00		\$0	\$ 8,620.00
B.	Project Manual											
	90% Submittal - Project Manual	2	4	16	32				\$10,290.00		\$0	\$ 10,290.00
	100% Submittal - Project Manual	2	4	8	16				\$6,010.00		\$0	\$ 6,010.00
	QA/QC	4	16	16					\$8,620.00		\$0	\$ 8,620.00
C.	Final Submittal		2		16	16			\$5,630.00		\$0	\$ 5,630.00
III.	Bid Phase Services	2	11	12	16	38	0	0	\$14,275.00	\$0	\$0	\$ 14,275.00
A.	Final Printing				6	26			\$4,920.00		\$0	\$ 4,920.00
B.	Bid Process	2	9	8	4	12			\$7,045.00		\$0	\$ 7,045.00
C.	Contract Recommendation/Award		2	4	6				\$2,310.00		\$0	\$ 2,310.00
IV.	Construction Administration	0	22	23	8	60	0	0	\$20,455.00	\$0	\$0	\$ 20,455.00
A.	Construction Plans				8	8			\$2,560.00		\$0	\$ 2,560.00
B.	Pre-Construction Conference		2	2		2			\$1,200.00		\$0	\$ 1,200.00
C.	Review Shop Drawings/Submittals		4	6		16			\$4,590.00		\$0	\$ 4,590.00
D.	Project Site Visits		12	12		12			\$7,200.00		\$0	\$ 7,200.00
E.	Final Walk-Through		3	3		6			\$2,250.00		\$0	\$ 2,250.00
F.	Record Drawings (Electronic)		1			16			\$2,655.00		\$0	\$ 2,655.00
V.	Special Services	0	6	18	24	14	4	8	\$13,540.00	\$28,900	\$29,890	\$ 43,430.00
A.	Surveying for Engineering Design											
	Process Survey Data					6	4	8	\$3,220.00		\$0	\$ 3,220.00
B.	Right-of-Way / Easement Documents		2	2	2	4			\$1,840.00		\$0	\$ 1,840.00
C.	Geotechnical Investigation				2	4			\$1,070.00	\$8,000	\$8,000	\$ 9,070.00
D.	Subsurface Utility Engineering			4	8				\$2,140.00		\$	\$ 2,140.00
	Quality Level B (Elm Street gas lines)								\$0.00	\$4,400	\$4,840	\$ 4,840.00
	Quality Level A (3 locates / locate up to 8' deep)								\$0.00	\$5,500	\$6,050	\$ 6,050.00
	Utility Coordination		2	8	8				\$3,430.00		\$0	\$ 3,430.00
E.	Environmental Investigation								\$0.00	\$11,000	\$11,000	\$ 11,000.00
F.	TDLR Permitting		2	2	2	4			\$1,840.00		\$0	\$ 1,840.00
	Totals	17	260	557	981	1390	6	8	\$559,140.00	\$28,900.00	\$29,890	\$ 589,030.00

Exhibit B

BRITTAIN & CRAWFORD, LLC LAND SURVEYING & TOPOGRAPHIC MAPPING

Celebrating 50 years of providing quality professional land surveys

May 7, 2026

City of Mansfield
1200 East Broad Street
Mansfield, Texas 76063-1896
(817) 276-4208
bryan.ahumada@mansfieldtexas.gov

Attention: Mr. Bryan Ahumada, P.E.
Capital Projects Supervisor

Re: **ELM STREET AND BROWN STREET
RECONSTRUCTION**
Mansfield, Texas

Dear Mr. Ahumada,

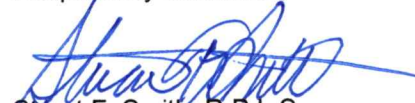
Pursuant to your request and our review of the project site, we hereby submit our proposal to provide survey services. Our understanding of the desired scope of services is as follows:

Survey and prepare a detailed design/topographic survey right-of-way to right-of-way along Elm Street from Smith Street to Brown Street (approximately 1,350 linear feet) and Brown Street from Broad Street to the end of Brown Street (approximately 750 linear feet) as shown on your request for proposal. The survey will indicate all surface features, spot elevations, one-foot contours, right-of-way lines, boundary lines, platted easements, curb lines, manholes, water valves, fire hydrants, drainage structures, sidewalks, driveways, trees 6 inches in caliper and larger, visible utilities and utilities marked by Texas 811, and will be sent to you in electronic AutoCAD format based upon the Texas Coordinate System NAD83 and NAVD88 vertical control.

The foregoing will be accomplished for a fee not to exceed **\$15,950.00**.

We sincerely appreciate being considered for this project and look forward to working with you again.

Respectfully submitted,

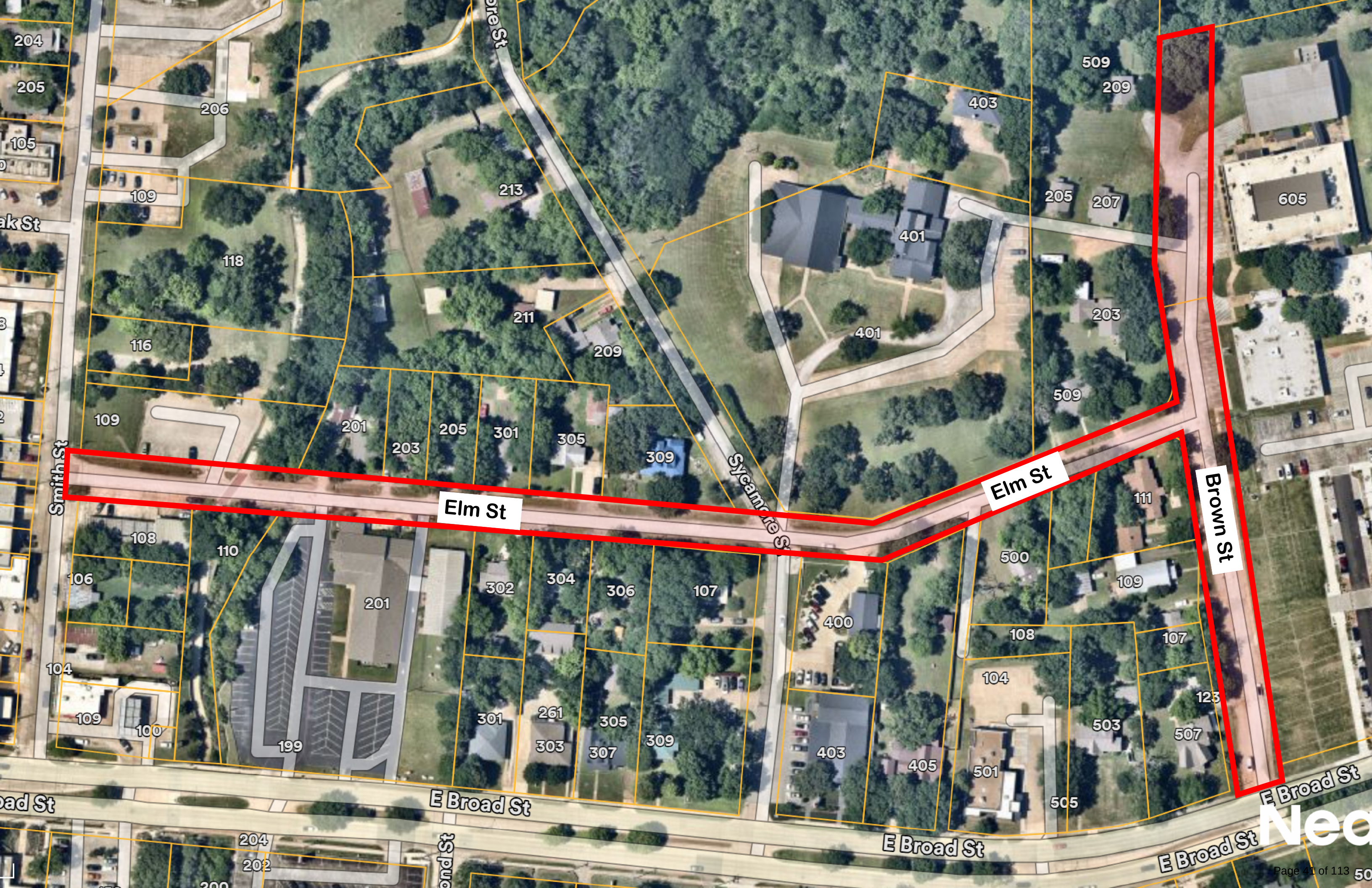

Stuart F. Smith, R.P.L.S.

Cc: Ms. Suchita Potta, P.E.
Suchita.potta@mansfieldtexas.gov

Firm Certification #10019000

Complaints or Questions should be addressed to the Texas Board of Professional Engineers & Land Surveyors: 1917 S. Interstate 35, Austin, Texas 78741, (512) 440-7723, <http://pels.texas.gov>

James L. Brittain, R.P.L.S., Stuart F. Smith, R.P.L.S., Chris L. Blevins, R.P.L.S.
Jack M. Crawford, R.P.L.S. (1949-2006)
P.O. Box 11374 * 3908 South Freeway * Fort Worth, Texas 76110 * (817) 926-0211
Email – admin@brittain-crawford.com





City of Mansfield Staff Report

Item ID: 26-2241

Agenda Date: May 26, 2026

Title

26-2241: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving a Cost Reimbursement Agreement For Water Improvements Between the City of Mansfield, Texas and Ashton Holdings, Inc. in an Amount Not to Exceed \$131,681.90; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required By Law; And Declaring an Effective Date (Utility Fund)

Description/History

The Oaks Preserve Phase 2A, located along Retta Road, south of West Broad Street in Mansfield, Texas, involves the construction of a new residential subdivision. To comply with applicable fire code requirements, the developer is required to extend an 8-inch waterline to adequately serve the site's fire protection needs.

The location of the proposed waterline is also identified in the City's Water Master Plan as part of a future 16-inch waterline extension. After further evaluation and discussion with the developer, staff determined that upsizing the proposed 8-inch waterline to a 16-inch line would better support the City's long-term water system objectives. Accordingly, the City and the developer have agreed to share the cost associated with the upsizing of the waterline, with City reimbursement not to exceed \$131,681.90. This approach allows the project to satisfy immediate development and fire protection requirements while also advancing planned system improvements in a cost-effective manner that supports future development.

The requested funds are for the difference in construction costs of a new 16" waterline. The waterline design is included in the subdivision design and is not part of the reimbursement.

Strategic Initiative

Focus on the Future

Recommendation

Staff believe that installation of the 16" water line now is beneficial to the city and recommends approval of the attached Cost Reimbursement Agreement reimbursing costs for the oversizing of new 16" waterline along Retta Road in compliance with the City's Water Master Plan.

The Director of Engineering Services will be in attendance at the meeting to answer Council's questions regarding the proposed funding and contracts.

Funding Source

Funding will be from the Utility Fund.

Prepared By

Parviz Pourazizian, Assistant Director of Engineering Services - Development - (817) 276-4247

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING A COST REIMBURSEMENT AGREEMENT FOR WATER IMPROVEMENTS BETWEEN THE CITY OF MANSFIELD, TX AND ASHTON HOLDINGS, INC. IN AN AMOUNT NOT TO EXCEED \$131,681.90; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (UTILITY FUND)

WHEREAS, The City of Mansfield (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, Oaks Preserve Phase 2A is a new residential subdivision on the west side of Retta Road, south of West Broad Street; Mansfield, Ellis County, Texas and,

WHEREAS, the proposed waterline extension to serve Phase 2A of Oaks Preserve Subdivision and future developments is in compliance with the City of Mansfield Master Water Plan; and,

WHEREAS, in accordance with rough proportionality requirements, if constructed, the Developer is entitled to reimbursement for the oversized line;

WHEREAS, the City Council believes that approving a Cost Reimbursement Agreement with the Developer for the oversizing of the new 8" to 16" waterline along Retta Road is in the best interest of the City;

WHEREAS, funding for this contract is available from the Utility Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

The City Council hereby approves the Cost Reimbursement Agreement between the City of Mansfield, Texas, and Ashton Holdings, Inc., for water improvements in an amount not to exceed One Hundred Thirty-One Thousand Six Hundred Eighty-One and 90/100 Dollars (\$131,681.90).

SECTION 3.

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 4.

This Resolution shall be effective from and after its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY, 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

THE STATE OF TEXAS §
COUNTY OF TARRANT §

**COST REIMBURSEMENT AGREEMENT
FOR 16” WATERLINE EXTENSION**

THIS AGREEMENT is made this ____ day of _____, 2026, by and between the City of Mansfield, a Texas home-rule municipal corporation (hereinafter referred to as “CITY”) and Ashton Holdings, Inc. , (hereinafter referred to as “DEVELOPER”).

WHEREAS, DEVELOPER proposes to construct a 16” water extension to serve Oaks Preserve Phase 2A Subdivision, Mansfield Texas (herein referred to as “Project) and to develop certain property, more fully shown in Exhibit “A,” attached hereto and made a part thereof; and

WHEREAS, the 16” waterline extension will serve not only the Oaks Preserve Subdivision but also existing and future developments in the surrounding area, thereby benefiting the general public and warranting City participation in this public infrastructure improvementand

WHEREAS, the Parties desire to set forth the manner in which DEVELOPER may obtain reimbursement from the CITY for a portion of the project costs, more fully shown in Exhibit “B”;

NOW, THEREFORE, for and in consideration of the terms, conditions, covenants and promises contained herein, CITY and DEVELOPER agree as follows:

**ARTICLE I
PROJECT**

DEVELOPER agrees to design and construct on the property the Project approved as Oaks Preserve Phase 2A, 16-inch Public Waterline along Retta Road, Mansfield Texas, pursuant to the terms and conditions set forth herein:

- 1.1 DEVELOPER shall provide all necessary surveying, engineering administration, accounting, free and clear of any encumbrances, and any necessary utility adjustments.
- 1.2 DEVELOPER shall construct the Project approved as Oaks Preserve Phase 2A, 16-inch Public Waterline along Retta Road, Mansfield Texas in compliance with all City of Mansfield specifications and regulations for utilities, including obtaining any necessary permit and inspection requirements.
- 1.3 The Agreement becomes effective upon execution of this Agreement by all parties.
- 1.4 For the purpose of this Agreement, the Project shall be completed when the construction of the infrastructure has been completed, inspected, and accepted by all necessary City and governmental state agencies, and all expenses have been paid.

ARTICLE II

REIMBURSEMENT

The reimbursement for the Project shall be provided pursuant to the following terms:

- 2.1 The total estimated cost of the Project, based on the Cost Estimate prepared by Jackson Construction LTD dated April 21, 2026, is Two Hundred Forty-Six Thousand Six Hundred Ninety-Five and 30/100 Dollars (\$246,695.30), as shown on Exhibit 'B' attached hereto and incorporated herein by reference for all legal purposes.
- 2.2 CITY agrees to reimburse DEVELOPER in an amount not to exceed One Hundred Thirty-One Thousand Six Hundred Eighty-One and 90/100 Dollars (\$131,681.90) for a portion of the Project costs for the actual construction cost of upsizing the infrastructure as follows: Waterline improvements as shown on Exhibit 'B'.
- 2.3 DEVELOPER agrees to take bids for the Project and award the contract(s) to the lowest bidder(s) that meet all of the specified bid requirements as approved by the City. No changes shall be made by the DEVELOPER without the prior written consent of the City Engineer, which consent shall not be unreasonably conditioned, withheld or delayed.
- 2.4 DEVELOPER agrees that it shall require the DEVELOPER'S contractor to post with the City faithful performance, payment, and maintenance bonds for construction of the Project. The bond(s) must be executed by a corporate surety in accordance with Chapter 2253, Texas Government Code. The DEVELOPER covenants to warrant the Project for a period of two (2) years following acceptance by the CITY of the same. A maintenance bond shall be provided in the amount of _100_% of the cost of the Project for such period.
- 2.5 Prior to any payment by CITY, DEVELOPER shall deliver the following documents: (1) request for reimbursement; (2) an executed copy of this Agreement; (3) any required insurance certificate, bond, endorsement, recorded final plat, or policy; and (4) invoices or other comparable documentation to indicate that Project has been completed, inspected, and accepted by all necessary City and governmental state agencies, and all expenses have been paid.
- 2.6 DEVELOPER agrees that the CITY shall not contribute or pay for any costs incurred by the DEVELOPER which were not approved by the City prior to it being incurred. DEVELOPER shall maintain an accounting of the Project for a period of two years from the date of acceptance by the CITY, and the CITY may inspect the DEVELOPER'S books and records related to the Project at any time with reasonable notice.
- 2.7 CITY shall pay reimbursement, pursuant to Section 2.2, to DEVELOPER within thirty (30) days of receiving all documents as required pursuant to Section 2.5.
- 2.8 CITY shall reserve funds for the Project after execution of the Agreement by all of the Parties.
- 2.9 DEVELOPER shall work closely with the Director of Engineering Services, or his designee, to perform any and all related tasks necessary to fulfill the purpose of this Agreement.

ARTICLE III

GENERAL CONDITIONS

The following general conditions shall apply:

- 3.1 **Termination:** This Agreement may be terminated by mutual agreement of the parties or by either party, upon the failure of the other party to fulfill an obligation as set forth herein if the default is not cured within thirty (30) days after written notice from the other party. The termination of this Agreement shall extinguish all rights, duties, obligations and liabilities of CITY and DEVELOPER under this Agreement, except all rights, duties, liabilities, and obligations accrued prior to such termination shall survive termination.
- 3.2 **Entire Agreement:** This Agreement embodies the complete agreement of the Parties hereto, superseding all oral or written, previous and contemporary agreements between the parties relating to matters in this Agreement, and except as otherwise provided herein, cannot be modified without written agreement of the parties. Any attachments, exhibits, schedules, and annexes attached to this Agreement are incorporated herein and shall be considered a part of this Agreement. **In the event of conflicting provisions between this Agreement and the attachments, this Agreement shall be controlling.**
- 3.3 **Independent Contractor.** In performing services under this Agreement, the relationship between CITY and DEVELOPER is that of an independent contractor, and CITY and DEVELOPER by the execution of this Agreement do not change the independent status of DEVELOPER. No term or provision of this Agreement or act of DEVELOPER in the performance of this Agreement shall be construed as making DEVELOPER, its employees or contractors, the agent, servant, or employee of CITY. This project is not a joint enterprise and no action by either party to this Agreement shall cause this project to be considered a joint enterprise.
- 3.4 **Venue:** The obligations of the parties to this Agreement are performable in Tarrant County, Texas, and if legal action is necessary to enforce same, exclusive venue shall lie in Tarrant County, Texas.
- 3.5 **Legal Construction:** In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement. This Agreement constitutes the only Agreement of the parties hereto and supersedes any prior understanding or oral or written agreements between the parties regarding the subject of this Agreement.
- 3.6 **Representation:** DEVELOPER represents that no City officer, employee, or agent, has been compensated in any way with respect to this Agreement and its consideration. In no event will DEVELOPER pay a fee to or in any other manner compensate any City officer employee, or agent, in connection with the approval of this Agreement. A breach under this Article shall result in automatic termination under this Agreement by CITY.

- 3.7 **Assignment:** This Agreement shall be binding upon the parties hereto and their successors and assigns; and, it may not be assigned by any party without the prior written consent of the other.
- 3.8 **No Third-Party Rights:** Nothing within this Agreement shall be deemed to waive, modify, or alter any legal or equitable defense available to any Party, or to create any legal or equitable right or claim on behalf of any third party.
- 3.9 **Notices:** All notices, communications, and reports required or permitted under this Agreement shall be personally delivered or mailed to the respective parties by depositing same in the United States mail, postage prepaid, at the addresses shown below. Mailed notices shall be deemed communicated as of five days after mailing.

If intended for CITY: City of Mansfield
Attn: Director of Engineering Services
1200 E. Broad St.
Mansfield, Texas 76063

With a copy to: City of Mansfield
Attn: City Attorney's Office
1200 E. Broad St.
Mansfield, Texas 76063

If intended for DEVELOPER: Ashton Holdings Inc.
Attn: Adlai Pennington
1375 Gilman Road
Fort Worth, TX 76140

- 3.10 **Indemnity:** *To the extent permitted by law, DEVELOPER agrees to indemnify and hold harmless the City of Mansfield, its officers, agents, contractors, and employees from and against all claims, judgments, damages, costs, and expenses attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, or deprivation of any constitutional or civil right, including all attorney fees, cost and expenses necessary to defend against such allegations, and arising because of the condition or operation of DEVELOPER'S premises or facilities or because of the acts of commission or omission by DEVELOPER, its employees, agents, lessees, or contractors while performing the services to be performed by DEVELOPER. This provision shall not be construed to create any third party liability and City preserve all rights of governmental and individual immunity as to any third parties.*
- 3.11 **Insurance:** DEVELOPER shall maintain, at no expense to CITY, a professional liability (errors and omissions) insurance policy placed with a company, authorized to do business in Texas, in an amount not less Two Million Dollars (\$2,000,000). DEVELOPER shall also provide adequate public liability insurance for bodily injury and property damage and shall name the CITY as additional insured and waive any rights of subrogation against the

CITY. DEVELOPER shall require the giving of written notice to CITY at least thirty (30) days prior to cancellation, non-renewal or material modification of any such policies, evidenced by return receipt of United States Certified Mail. DEVELOPER shall furnish CITY with copies of said policies or certificates evidencing such coverage prior to commencing the work. In lieu of providing the aforementioned insurance, DEVELOPER may obtain the services of another individual or company meeting said insurance requirements; provided that all structural work (as determined by the appropriate City officials) required under Attachment "B" is covered. Regardless of whether said insurance is provided by DEVELOPER or another, all other portions of this section must be met. DEVELOPER shall maintain workers compensation coverage on all of DEVELOPER'S employees working on this project.

- 3.12 **Force Majeure.** No party will be responsible to the other for damages, loss, injury, or delay caused by conditions that are beyond the reasonable control, and without the misconduct or negligence, of that party. Such conditions, each a "Force Majeure" include, but are not limited to: acts of God; acts of government agencies; strikes; labor disputes; fire; explosions or other casualties; vandalism; riots of war; acts of terrorism.
- i. **Notification Obligations:** In the event a Party claims a Force Majeure Event hereunder, such Party shall promptly, but in no event more than thirty (30) days after it knows or should have known of the occurrence of the Force Majeure Event, give the other Party written notice describing the details of the occurrence and the anticipated length of delay due to the Force Majeure Event.
 - ii. **Duty to Mitigate:** The Parties shall use their reasonable efforts to mitigate the effects of such Force Majeure Event and to cooperate to develop and implement a plan of remedial and reasonable alternative measures to remove the Force Majeure Event; provided, further, that the Party not claiming a Force Majeure Event shall not be required to expend any amount of money in connection with such Force Majeure Event.
 - iii. **Delay Caused by Force Majeure Event:** To the extent provided in this section, neither Party shall be responsible or liable for or deemed in breach of this Agreement because of any failure or delay in complying with its obligations under or pursuant to this Agreement to the extent such failure has been caused, or contributed to, by one or more Force Majeure Events or its effects or by any combination thereof.
 - iv. **Performance Not Excused:** The consideration shall not be excused because of a Force Majeure Event. In addition, a Party shall not be excused under this Article from timely performance of its obligations hereunder to the extent that the claimed Force Majeure Event was caused by any intentional acts, errors, omissions, or for any breach or default of this Agreement by such Party. Furthermore, no suspension of performance or extension of time shall relieve the Party benefiting therefrom from any liability for any breach of the obligations that were suspended or failure to comply with the time period that was extended to the extent such breach or failure occurred prior to the occurrence of the applicable Force Majeure Event.

Signature page to follow

APPROVED AND SIGNED this the ____ day of _____, 2026.

“DEVELOPER”
Ashton Holdings, Inc.

By: _____
Adlai Pennington

“CITY”
City of Mansfield

By: _____
Raymond Coffman, Director of Engineering
Services

ATTEST:

Susana Marin, City Secretary

APPROVED AS TO FORM:

Victor A. Flores, City Attorney

(CITY)

STATE OF TEXAS §
COUNTY OF TARRANT §

This instrument was acknowledged before me on the _____ day of _____,
2026, by Raymond Coffman, Director of Engineering Services of the City of Mansfield.

Notary Public in and for the State of Texas

(DEVELOPER)

STATE OF TEXAS §
COUNTY OF TARRANT §

This instrument was acknowledged before me on the _____ day of _____,
2026, Adlai Pennington, Ashton Holdings, Inc.

Notary Public in and for the State of Texas

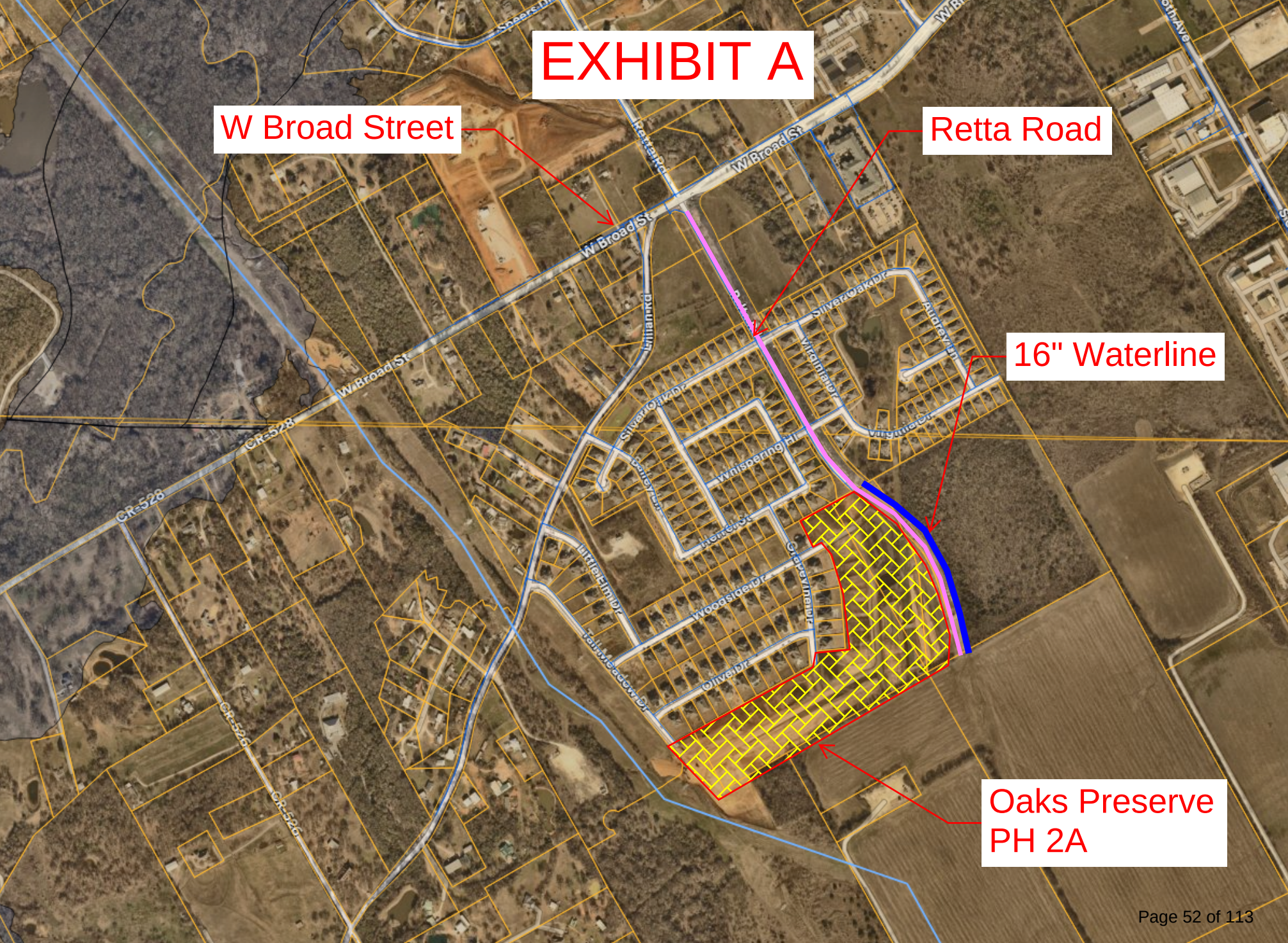
EXHIBIT A

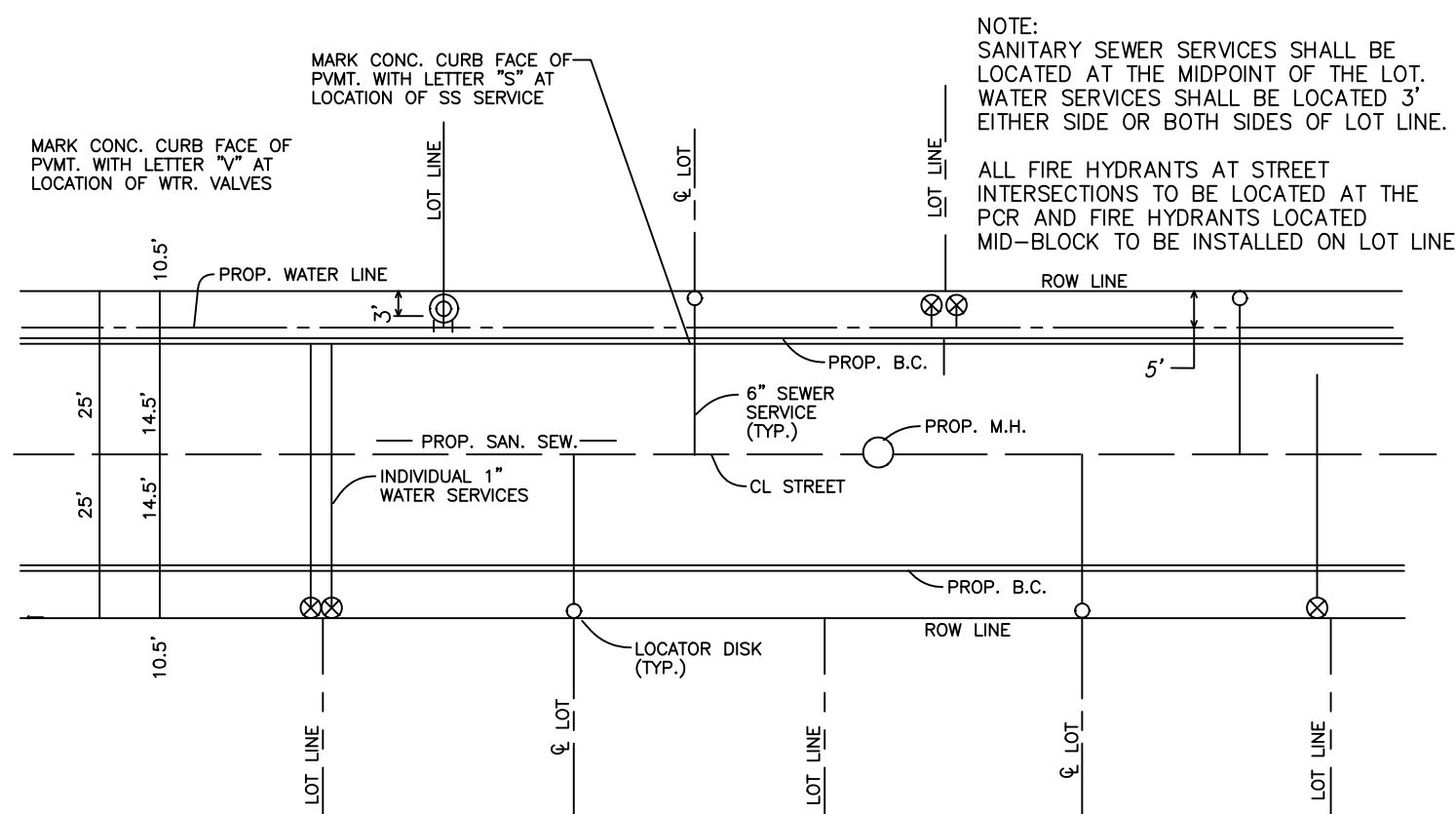
W Broad Street

Retta Road

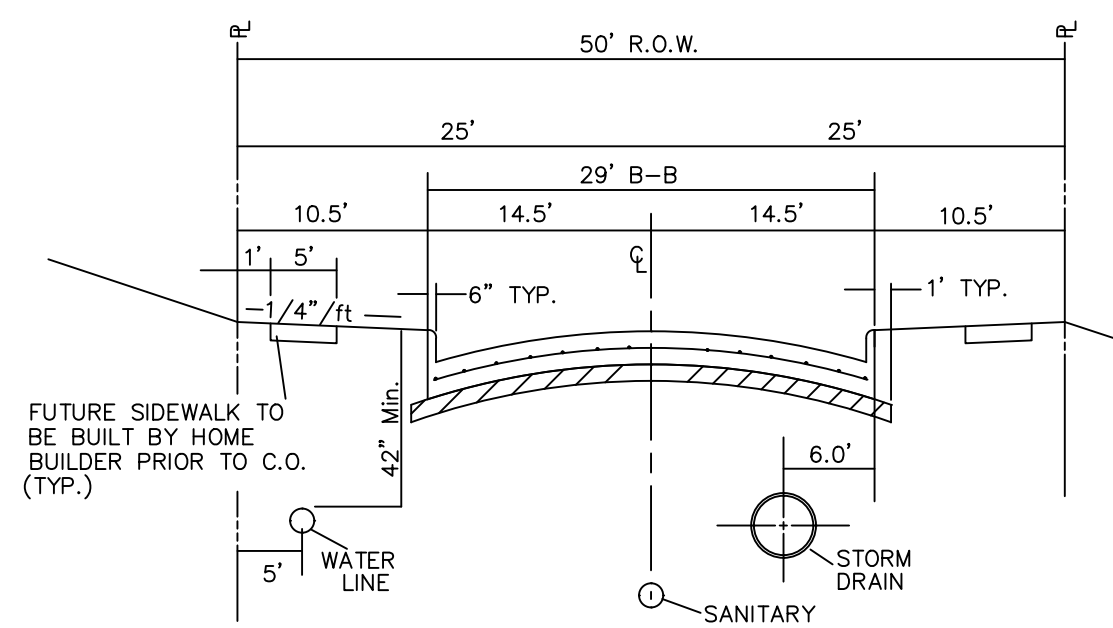
16" Waterline

Oaks Preserve
PH 2A



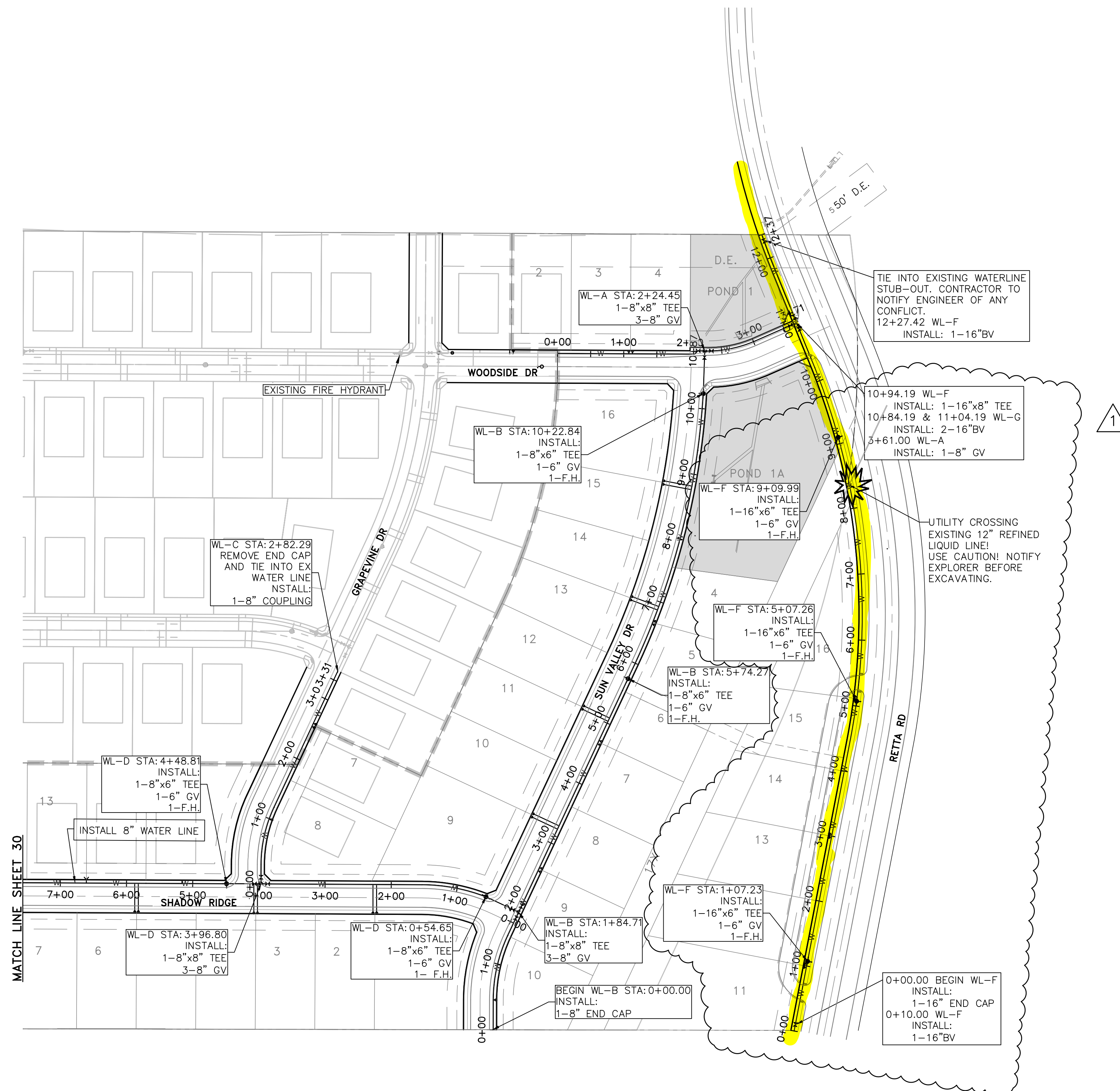


TYPICAL LOCATIONS OF MAINS AND SERVICES
N.T.S.



SEWER
UTILITY LOCATIONS FOR
CURB & GUTTER RESIDENTIAL STREET SECTION
(NTS)

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. THE CONTRACTOR AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



	PROPERTY LINE
	PROPOSED FIRE HYDRANT
	PROPOSED GATE VALVE
	PROPOSED BEND
	EXISTING WATERLINE
	PROPOSED WATERLINE
	PROPOSED WATER SERVICE LINE
	POND AREA



5112 SUN VALLEY DRIVE
FORT WORTH, TX 76119
TEL: 817-572-3303
FAX: 817-478-0443

EXHIBIT B

PROPOSAL

4/21/2026

BID ITEM	BID DESCRIPTION	BID QUANTITY	UNIT BID	TOTAL BID
1	16" PVC WATER MAIN	1,228.00	\$89.00	\$109,292.00
2	16" BUTTERFLY VALVE & BOX	4.00	\$10,453.00	\$41,812.00
3	FIRE HYDRANT ASSEMBLY	3.00	\$7,793.00	\$23,379.00
4	DUCTILE IRON FITTINGS	3.05	\$16,326.00	\$49,794.30
5	1" SINGLE DOMESTIC SERVICE (SHORT)	6.00	\$2,196.00	\$13,176.00
6	CONNECT TO EXISTING 16" MAIN	1.00	\$2,891.00	\$2,891.00
7	PRESSURE TEST/STERILIZATION	1,228.00	\$2.00	\$2,456.00
8	EXPLORATORY EXCAVATION	1.00	\$1,439.00	\$1,439.00
9	TRENCH SAFETY	1,228.00	\$2.00	\$2,456.00

TOTAL AMOUNT

\$246,695.30

1	8" PVC WATER MAIN	1,228.00	\$32.00	\$39,296.00
2	8" GATE VALVE & BOX	4.00	\$2,345.00	\$9,380.00
3	FIRE HYDRANT ASSEMBLY	3.00	\$5,682.00	\$17,046.00
4	DUCTILE IRON FITTINGS	1.90	\$16,326.00	\$31,019.40
5	1" SINGLE DOMESTIC SERVICE (SHORT)	6.00	\$1,505.00	\$9,030.00
6	CONNECT TO EXISTING 8" MAIN	1.00	\$2,891.00	\$2,891.00
7	PRESSURE TEST/STERILIZATION	1,228.00	\$2.00	\$2,456.00
8	EXPLORATORY EXCAVATION	1.00	\$1,439.00	\$1,439.00
9	TRENCH SAFETY	1,228.00	\$2.00	\$2,456.00

TOTAL AMOUNT

\$115,013.40

BY:

STEVE HABERSTROH

Jackson Construction, LTD

Cost of 16" WL: \$246,695.30

Cost of 8" WL: \$115,013.40

Difference/Reimbursement:

\$131,681.90



**City of Mansfield
Staff Report**

Item ID: 26-2243

Agenda Date: May 26, 2026

Title

26-2243: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving the Purchase of Concrete in an Amount not to Exceed \$190,000.00 from Cornerstone Concrete; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (General Fund-Street Maintenance Budget)

Description/History

The City advertised for an Annual Contract for Supply of Small Batch Mix On-Site Concrete with bid no. 2023-41-04-06. Cornerstone was the low bid, and we have been renewing this contract yearly. We did not anticipate exceeding the \$100,000 threshold requiring City Council action, and it was not included in the annual purchase that was brought to City Council last October. Recent improvements to processes and construction methods have led to accomplishing more roadway repairs, which will require additional materials.

Strategic Initiative

Building Strong Neighborhoods

Recommendation

The Public Works Staff recommends approval of the Resolution.

Funding Source

General Fund - Street Maintenance Budget

Prepared By

James Rogge, Assistant Director of Public Works - Streets & Traffic - (817) 276-4233

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING THE PURCHASE OF CONCRETE IN AN AMOUNT NOT TO EXCEED \$190,000.00 FROM CORNERSTONE ON-SITE CONCRETE LLC; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (GENERAL FUND-STREET MAINTENANCE BUDGET)

WHEREAS, the City of Mansfield (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City Council of the City formally adopted the Fiscal Year 26 Budget on September 8, 2025, via Ordinance Number: OR-2421-25; and,

WHEREAS, as a part of the Fiscal Year 26 budget staff identified an expenditure of \$250,000.00 for the purchase of concrete materials; and,

WHEREAS, the expenditure of the funds stated herein will be secured from the City of Mansfield General Fund (Street Operations Maintenance Budget); and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

A contract with Cornerstone On-Site Concrete LLC. in an amount not to exceed One Hundred Ninety Thousand and 00/100 Dollars, (\$190,000.00) for the asphalt overlay of East Broad Street (Cannon Drive to Matlock Road).

SECTION 3.

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 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 CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY, 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary



**City of Mansfield
Staff Report**

Item ID: 26-2244

Agenda Date: May 26, 2026

Title

26-2244: Resolution – A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract With Brittain & Crawford, LLC in an Amount Not to Exceed \$142,900 for Topographic Survey and Design Detail for Future Hike and Bike Trails at Michael L. Skinner Sports Complex and Forest Brook Linear Trail; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (MPFDC Fund, Park Development Fees)

Description/History

Staff is currently working on master plan and trail alignment for projects at the Michael L. Skinner Sports Complex and the future Forest Brook Linear Trail. Both projects involve approximately 10,500 linear feet of trail corridors and need to be surveyed to indicate all surface features, spot elevations, contours, property lines, roads, driveways, fences, visible utilities and trees 6 inches in caliper and larger.

The attached professional services proposals from Brittain & Crawford, LLC will provide topographic survey and design detail services for two projects. Funding for the Skinner project is available in the park land dedication and development fee fund. Funding for the Forest Brook project is available in the MPFDC fund and approved in the FY2025-2026 MPFDC budget. The MPFDC Board of Directors approved this contract at their May 14, 2026 regular meeting.

Strategic Initiative

Focus on the Future
Improve City Wide Mobility
Provide a Safe Community
Building Strong Neighborhoods

Recommendation

Approve Resolution

Funding Source

MPFDC Fund, Park Development Fees

Prepared By

Matt Young, Executive Director of Community Services - (817) 728-3397

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING A PROFESSIONAL SERVICES CONTRACT WITH BRITTAIN & CRAWFORD, LLC IN AN AMOUNT NOT TO EXCEED \$142,900 FOR TOPOGRAPHIC SURVEY AND DESIGN DETAIL FOR FUTURE HIKE AND BIKE TRAILS AT MICHAEL L. SKINNER SPORTS COMPLEX AND FOREST BROOK LINEAR TRAIL; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (MPFDC FUND, PARK DEVELOPMENT FEES)

WHEREAS, the City of Mansfield (City) is a home rule municipality operating under and governed by the laws and Constitution of the State of Texas; and,

WHEREAS, the City Council and Mansfield Parks Facilities Development Corporation (MPFDC) approved the Parks, Recreation, Open Space & Trails Master Plan in October 2020; and,

WHEREAS, the City Council and MPFDC have determined that constructing the proposed trail system improvements at Michael L. Skinner Sports Complex and Forest Brook Linear Trail will fulfill priority projects as indicated in the Master Plan; and,

WHEREAS, City staff has reviewed and considered proposals from Brittain & Crawford, LLC and recommends approval of a professional services contract for said services; and,

WHEREAS, funding for this project is available in the FY2025-2026 MPFDC Operating Budget; 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 City Council deems the adoption of this resolution to be in the best interest of public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

A professional services contract with Brittain & Crawford, LLC in an amount not to exceed One Hundred Forty-Two Thousand Nine Hundred and no/100 dollars (\$142,900) for professional

design services for Phase 4 of the Walnut Creek Linear Trail System in substantially the same form as Exhibit A, attached, is hereby approved.

SECTION 3.

The City Manager, or his designee, is authorized to execute any documents necessary and take such actions as are necessary to implement 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 CITY COUNCIL OF THE CITY OF MANSFIELD THIS 26TH DAY OF MAY 2026.

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

Celebrating 50 years of providing quality professional land surveys

April 17, 2026

City of Mansfield
Parks and Recreation
1164 Matlock Rd.
Mansfield, Texas 76063
(817) 728-3394
James.fish@mansfieldtexas.gov

REVISED PROPOSAL

Attention: Mr. James Fish, PLA #1879, ASLA
Parks Planning Manager

Re: **SKINNER PARK LINEAR HIKE AND
BIKE TRAIL**
Mansfield, Texas

Dear Mr. Fish,

Pursuant to your request and our review of the project requirements, we hereby submit our proposal to provide survey services. Our understanding of the desired scope of services is as follows:

Survey and prepare a detail design/topographic survey 60 foot wide corridor along the proposed Hike and Bike Trail at Skinner Park (approximately 10,500 linear feet) as shown on your request for proposal. The survey will indicate all surface features, spot elevations, one-foot contours, property lines, roads, driveways, fences, trees 6 inches in caliper and larger and visible utilities and will be delivered to you in electronic AutoCAD format based upon the Texas Coordinate System NAD83 and NAVD88 vertical control.

The foregoing will be accomplished for a fee not to exceed **\$69,400.00**.

We sincerely appreciate being considered for this project and look forward to working with you again.

Respectfully Submitted,


Stuart F. Smith, R.P.L.S.

Firm Certification #10019000

Complaints or Questions should be addressed to the Texas Board of Professional Engineers & Land Surveyors: 1917 S. Interstate 35, Austin, Texas 78741, (512) 440-7723, <http://pels.texas.gov>

Cc: Mr. Garrett Smith
Garrett.smith@mansfieldtexas.gov

BRITTAIN & CRAWFORD, LLC
LAND SURVEYING & TOPOGRAPHIC MAPPING

Celebrating 50 years of providing quality professional land surveys

April 28, 2026

City of Mansfield
Parks and Recreation
1164 Matlock Rd.
Mansfield, Texas 76063
(817) 728-3393
Garett.smith@mansfieldtexas.gov

Attention: Mr. Garrett Smith, Park Project Manager I

Re: **FOREST BROOK TRAIL**
Mansfield, Texas

Dear Mr. Smith,

Pursuant to your request and our review of the project requirements, we hereby submit our proposal to provide survey services. Our understanding of the desired scope of services is as follows:

Survey and prepare a detail design/topographic survey 60 foot wide corridor along the proposed Hike and Bike Trail at Forest Brook (approximately 10,500 linear feet) as shown on your request for proposal. The survey will indicate all surface features, spot elevations, one-foot contours, property lines, roads, driveways, fences, trees 6 inches in caliper and larger and visible utilities and will be delivered to you in electronic AutoCAD format based upon the Texas Coordinate System NAD83 and NAVD88 vertical control.

The foregoing will be accomplished for a fee not to exceed **\$73,500.00**.

We sincerely appreciate being considered for this project and look forward to working with you again.

Respectfully Submitted,



Stuart F. Smith, R.P.L.S.

Firm Certification #10019000

Complaints or Questions should be addressed to the Texas Board of Professional Engineers & Land Surveyors: 1917 S. Interstate 35, Austin, Texas 78741, (512) 440-7723, <http://pels.texas.gov>

Cc: Mr. James Fish
James.fish@mansfieldtexas.gov

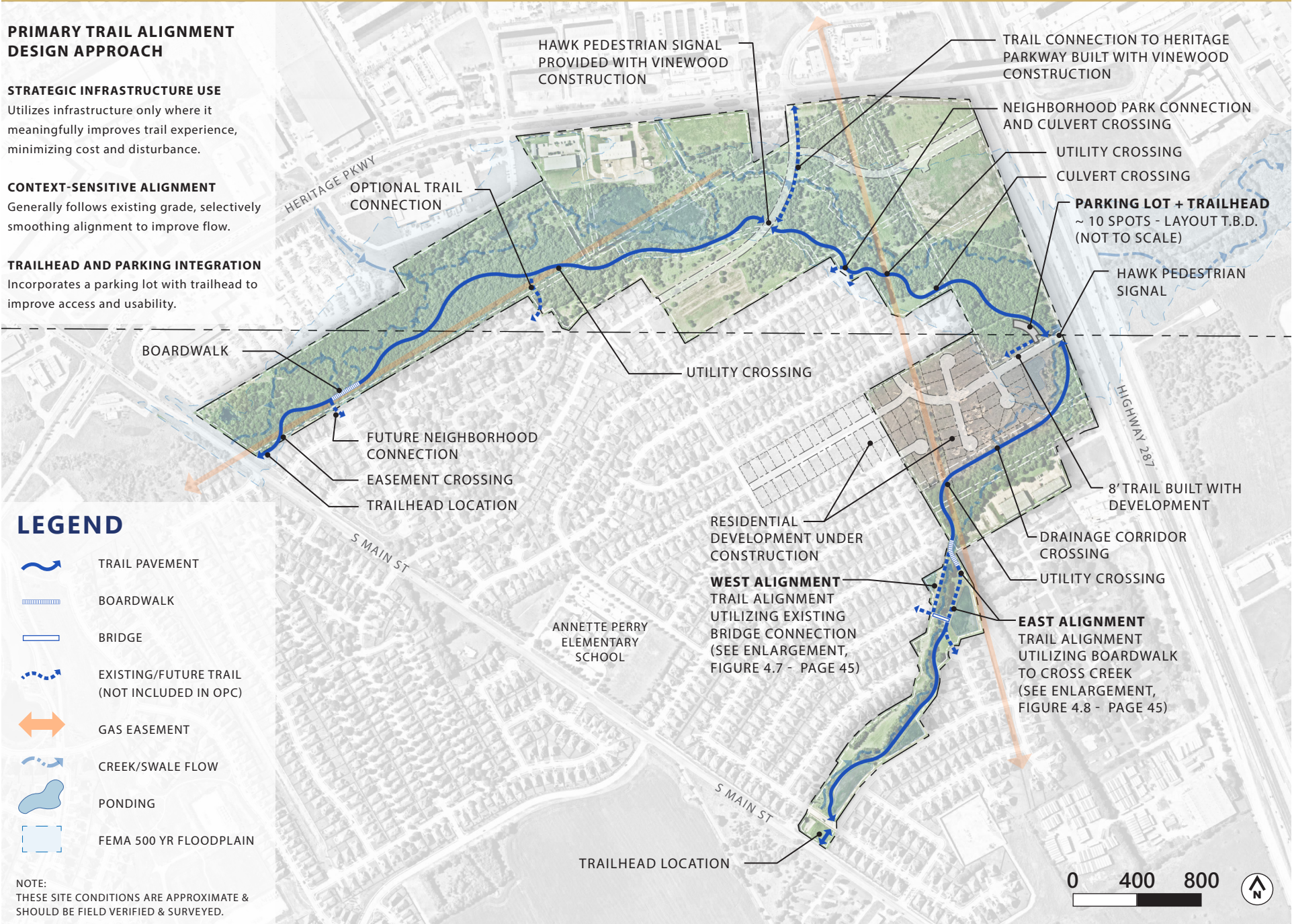
Figure | 3.5 Primary Trail Corridor Concept

PRIMARY TRAIL ALIGNMENT
DESIGN APPROACH

STRATEGIC INFRASTRUCTURE USE
Utilizes infrastructure only where it meaningfully improves trail experience, minimizing cost and disturbance.

CONTEXT-SENSITIVE ALIGNMENT
Generally follows existing grade, selectively smoothing alignment to improve flow.

TRAILHEAD AND PARKING INTEGRATION
Incorporates a parking lot with trailhead to improve access and usability.





**City of Mansfield
Staff Report**

Item ID: 26-2249

Agenda Date: May 26, 2026

Title

26-2249: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving Funding for Right-of-Way and Easement Acquisition in an Amount Not to Exceed \$165,000 for the Heritage Parkway Road Project and an Amount Not to Exceed \$170,500 for the Heritage and South Main Intersection Improvement Project; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (General Fund)

Description/History

The Heritage Parkway and South Main intersection improvement project is at 100% design. The project includes lengthening of turn lanes and providing dedicated turn lanes to facilitate additional traffic volume. The Heritage Parkway East Bound lanes project is currently in construction to expand the roadway to 3 lanes in the east-bound direction. This project also adds sidewalks and improves drainage infrastructure. To complete construction on both of these projects, Right-of-Way, sidewalk easements, drainage easements, and temporary construction easements must be acquired from the adjacent properties.

Strategic Initiative

Improve City Wide Mobility

Recommendation

Approve Resolution

Funding Source

Street Bond Fund

Prepared By

Casey Lewis, Executive Project Manager - (817) 276-4201

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, APPROVING FUNDING FOR RIGHT-OF-WAY AND EASEMENT ACQUISITION IN AN AMOUNT NOT TO EXCEED \$165,000 FOR THE HERITAGE PARKWAY ROAD PROJECT AND AN AMOUNT NOT TO EXCEED \$170,500 FOR THE HERITAGE AND SOUTH MAIN INTERSECTION IMPROVEMENT PROJECT; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (GENERAL FUND)

WHEREAS, the City of Mansfield, Texas (the “City”) is a home rule municipality of the State of Texas operating under and governed by the laws and Constitution of the State of Texas, including the Texas Local Government Code; and,

WHEREAS, the design of Heritage Parkway East Bound lanes includes new sidewalks and drainage improvements; and,

WHEREAS, the design of the Heritage Parkway and South Main intersection improvement project includes the extension of turn lanes and installation of dedicated turn lanes; and,

WHEREAS, additional Right-of-Way, drainage, sidewalk, and temporary construction easements are necessary to complete these projects for the benefit of the citizens of the City of Mansfield.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

Funding is hereby authorized in an amount not to exceed one hundred sixty five thousand and 00/100 Dollars (\$165,000) for the Heritage Parkway East Bound Lanes project and in an amount not to exceed one hundred seventy thousand five hundred and 00/100 Dollars (\$170,500) and the City Manager or his designee is hereby authorized and directed to take actions necessary to carry out such activities to support the acquisition of necessary easements and right-of-way for the Heritage Parkway and Heritage and South Main road projects.

SECTION 3.

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 4.

This Resolution shall be effective from and after its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary



**City of Mansfield
Staff Report**

Item ID: 26-2239

Agenda Date: May 26, 2026

Title

26-2239: Minutes - Approval of the May 11, 2026 Regular City Council Meeting Minutes

Description/History

The minutes of the May 11, 2026 Regular City Council Meeting are in DRAFT form and will not become effective until approved by the Council at this meeting.

Strategic Initiative

N/A

Recommendation

Approval of the minutes by the Council.

Funding Source

N/A

Prepared By

Susana Marin, City Secretary - (817) 276-4203



**City Council - Regular Meeting Minutes
May 11, 2026 - 2:00 PM
Draft**

Council Chambers
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Mayor Evans called the meeting to order at 2:00 p.m.

Present: Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Juan Fresquez, Todd Simmons

Absent: Brent Newsom

2. PROCLAMATION

National Public Works Week

Mayor Evans read and presented the Proclamation.

3. WORK SESSION

Discussion Regarding the 2026 Safe Streets and Roads for All Federal Grant Application

Raymond Coffman, Director of Engineering Services, presented the item. He spoke on the Grant, corridor prioritization, and the proposed Safe Streets for All Project Package for Debbie Lane and Cannon Drive, including all Active Transportation and Safety Plan recommendations. Raymond answered Council questions and Joe Smolinski, City Manager, made comments. The Council directed staff to move forward with both projects.

Discussion Regarding Possible Bond Election and Issuance

Troy Lestina, Deputy City Manager/Chief Financial Officer, presented the item. He made clarifying remarks regarding issuing debt, spoke on the timeline for the process of issuing debt, and answered Council questions. Troy then introduced the issuances being proposed, the first being Certificates of Obligation in the amount of \$12,000,000 to be used for street improvements, the second being General Obligation Bonds in the amount of \$2,625,000 to be used for completing the trail network, and the third being \$10,000,000 in Sales Tax Revenue Bonds to be used for the Hardy Allmon side of the Katherine Rose Park improvements. Matt Young, Executive Director of Community Services, spoke on a new community/recreation/multigeneration center as a bond proposition, including the history of the project, benchmark needs assessments, benchmark comparisons, the 2022 concept overview, the updated conceptual design to include senior spaces, the feasibility study update, and next steps, and answered Council questions. Finally, Troy touched on property tax assessed evaluations, property tax supported debt, and answered Council questions. Joe Smolinski made comments.

Discussion Regarding the May 11, 2026 Consent Agenda Items

Howard Redfearn, Assistant Director of Public Works - Environmental Services, presented and answered Council questions on agenda item 26-2171. Rosalie Gilbert, Manager of Arts and Event Services, presented and answered Council questions on agenda item 26-2195. Casey Lewis, Executive Project Manager, presented and answered Council questions on agenda item 26-2219.

4. 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.

In accordance with Texas Government Code, Chapter 551, Mayor Evans recessed the meeting into executive session at 3:12 p.m. Mayor Evans called the executive session to order in the Council Conference Room at 3:18 p.m. Mayor Evans recessed the executive session at 6:07 p.m.

Council Member Newsom arrived to the meeting at 3:34 p.m.

Present: Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons

- 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
 - i. Seek Advice of City Attorney Regarding Citizen Comment Format and Procedures
 - ii. Seek Advice of City Attorney Regarding Legal Issues Pertaining to Economic Development Projects Listed in Section 4.E of the Agenda
- B.** Discussion Regarding Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072
 - i. Land Acquisition for Future Development
 - ii. Land Acquisition Project #25-09
- C.** Personnel Matters Pursuant to Section 551.074
- D.** Deliberations Regarding Security Devices or Security Audits Pursuant to Section 551.076
 - i. Deliberations to Discuss the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices at City Hall and Other City-Related Events
- E.** Deliberation Regarding Commercial or Financial Information Received From or the Offer of a Financial or Other Incentive Made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is Conducting Economic Development Negotiations Pursuant to Section 551.087

- i. Economic Development Project #21-33
- ii. Economic Development Project #23-13
- iii. Economic Development Project #24-08
- iv. Economic Development Project #25-05
- v. Economic Development Project #25-07
- vi. Economic Development Project #26-02

5. 6:00 P.M. OR IMMEDIATELY FOLLOWING EXECUTIVE SESSION - RECONVENE INTO REGULAR BUSINESS SESSION

Mayor Evans reconvened the meeting into regular business session at 6:25 p.m.

6. INVOCATION

Reverend Christopher Jones gave the Invocation.

7. PLEDGE OF ALLEGIANCE

Council Member Simmons led the Pledge of Allegiance.

8. TEXAS PLEDGE

Council Member Bounds led the Texas Pledge.

9. CITIZEN COMMENTS

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

In order to be recognized during Citizen Comments, please complete a comment card located at the entrance of the Council Chambers. Please present the card to the Deputy City Secretary by 5:50 p.m., ten minutes before the start of the 6:00 p.m. regular business session.

Stacia Miller, 78 Regency Parkway - Ms. Miller spoke on her service with the Mansfield Mission Center, introduced Sara Stubblefield, who will be stepping into the Director of Development position, and thanked the City Council for their collaboration with the Mission Center to serve Mansfield citizens and MISD students and families. Sara stated her excitement for her new role at the Mansfield Mission Center and that she is looking forward to working with the City Council.

10. COUNCIL COMMENTS

Council Member Simmons spoke on the Monarch Butterfly Bench unveiling at the Oliver Nature Park.

Mayor Evans spoke on the passing of Faye Rydell, a longtime Mansfield resident and community servant, and held a moment of silence for her. He also congratulated Vanessa Marrero, Assistant City Manager/Deputy City Attorney, and her husband on the birth of their daughter, Isabella.

11. STAFF COMMENTS

A. City Manager or Authorized Representative

- i. Current/Future Agenda Items
- ii. City Manager Updates

Joe Smolinski congratulated Vanessa Marrero and her husband on the birth of their daughter.

- iii. Departmental Updates

Review of the Monthly Financial Report for the Period Ending March 31, 2026

Presenters: Darcy Lupton, Director of Financial Services

Attachments:

- 1. March FY26 Council Report

Staff was available for questions.

12. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

No action was taken.

13. APPROVAL OF SUB-COMMITTEE MINUTES

26-2200: Minutes - Approval of the April 27, 2026 Revitalization of Historic Downtown Mansfield Sub-Committee Meeting Minutes (vote will only be taken by members of the sub-committee: Bounds (Chair), Evans, and Tonore)

Presenters: Susana Marin, City Secretary

Attachments:

- 1. 4-27-26 Draft Minutes

A motion was made by Council Member Bounds to approve the minutes of the April 27, 2026 Revitalization of Historic Downtown Mansfield Sub-Committee Meeting as presented. Seconded by Mayor Pro Tem Tonore. The motion PASSED by the following vote:

Aye: 3 Michael Evans, Todd Tonore, Tamera Bounds

Nay: 0 None

Abstain: 0 None

26-2201: Minutes - Approval of the April 27, 2026 Local Transportation Issues Sub-Committee Meeting Minutes (vote will only be taken by members of the sub-committee: Tonore (Chair), Bounds, and Fresquez)

Presenters: Susana Marin, City Secretary

Attachments:

- 1. 4-27-26 Draft Minutes

A motion was made by Mayor Pro Tem Tonore to approve the minutes of the April 27, 2026 Local Transportation Issues Sub-Committee Meeting as presented. Seconded by Council Member Fresquez. The motion PASSED by the following vote:

Aye: 3 Todd Tonore, Tamera Bounds, Juan Fresquez

Nay: 0 None

Abstain: 0 None

14. CONSENT AGENDA

26-2171: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract Between the City of Mansfield, Texas and Adopt A Highway Maintenance Corporation in an Amount not to Exceed \$150,000.00 for Annual Right of Way Litter Management; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date (Drainage Utility Fund)

Presenters: Howard Redfearn, Assistant Director of Public Works - Environmental Services

Attachments:

1. Resolution
2. Contract
3. Map

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING A PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF MANSFIELD, TX AND ADOPT A HIGHWAY MAINTENANCE CORPORATION IN AN AMOUNT NOT TO EXCEED \$150,000.00 FOR ANNUAL RIGHT OF WAY LITTER MANAGEMENT; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (DRAINAGE UTILITY FUND)

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

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

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons

Nay: 0 None

Abstain: 0 None

Resolution Number: RE-4542-26

26-2195: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving a Professional Services Contract Between the City of Mansfield, Texas and Premier Lighting Enterprises, LLC in the Amount of \$149,970.00 for Holiday Decor and Light Display Services; Finding that the Meeting at Which this Resolution is Passed is Open to the Public as Required By Law; And Declaring an Effective Date (General Fund)

Presenters: Rosalie Gilbert, Manager of Arts & Event Services

Attachments:

1. Resolution
2. Exhibit A

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING A PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF MANSFIELD, TEXAS AND PREMIER LIGHTING ENTERPRISES, LLC IN THE AMOUNT OF \$149,970.00 FOR HOLIDAY DÉCOR AND LIGHT DISPLAY SERVICES; FINDING THAT

THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (GENERAL FUND)

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

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

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons
Nay: 0 None
Abstain: 0 None

Resolution Number: RE-4543-26

26-2219: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Approving an Amendment to the Contract Between the City of Mansfield, Texas and Spiars Engineering, Inc. in an Amount not to Exceed \$118,850 for the Design of Street L; 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: Casey Lewis, Executive Project Manager

Attachments:

1. Resolution
2. Exhibit A

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, APPROVING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF MANSFIELD, TX AND SPIARS ENGINEERING, INC. IN AN AMOUNT NOT TO EXCEED \$118,850 FOR THE DESIGN OF STREET L; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; AND DECLARING AN EFFECTIVE DATE (STREET BOND FUND, TIRZ #4)

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

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

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons
Nay: 0 None
Abstain: 0 None

Resolution Number: RE-4544-26

26-2199: Minutes - Approval of the April 27, 2026 Regular City Council Meeting Minutes

Presenters: Susana Marin, City Secretary

Attachments:

1. 4-27-26 Draft Minutes

A motion was made by Council Member Bounds to approve the minutes of the April 27, 2026 Regular City Council Meeting as presented. Seconded by Council Member Broseh. The motion PASSED by the following vote:

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons

Nay: 0 None

Abstain: 0 None

15. NEW BUSINESS

26-2198: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Authorizing Publication of Notice of Intention to Issue Certificates of Obligation; Approving the Preparation of a Preliminary Official Statement and a Notice of Sale; And Providing for the Effective Date Thereof

Presenters: Troy Lestina, Deputy City Manager/Chief Financial Officer

Attachments:

1. Resolution
2. Exhibit A

Troy Lestina presented the item. Nick Bulaich, the City's financial advisor with Hilltop Securities, spoke and answered Council questions.

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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANSFIELD, TEXAS, AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION; APPROVING THE PREPARATION OF A PRELIMINARY OFFICIAL STATEMENT AND A NOTICE OF SALE; AND PROVIDING FOR THE EFFECTIVE DATE THEREOF

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

Seconded by Council Member Simmons. The motion PASSED by the following vote:

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons

Nay: 0 None

Abstain: 0 None

Resolution Number: RE-4545-26

26-2216: Board Appointments: Capital Improvements Advisory Committee

Presenters: Susana Marin, City Secretary

Attachments: None

Susana Marin, City Secretary, presented the item.

A motion was made by Council Member Newsom to appoint Osvaldo Villanueva to serve a two-year term ending September 20, 2028. Seconded by Mayor Pro Tem Tonore. The motion PASSED by the following vote:

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom, Juan Fresquez, Todd Simmons

Nay: 0 None

Abstain: 0 None

16. ADJOURN

**A motion was made by Council Member Newsom to adjourn the meeting at 6:48 p.m.
Seconded by Council Member Simmons. The motion PASSED by the following vote:**

Aye: 7 Michael Evans, Todd Tonore, Larry Broseh, Tamera Bounds, Brent Newsom,
Juan Fresquez, Todd Simmons

Nay: 0 None

Abstain: 0 None

_____ Michael Evans, Mayor

ATTEST:

_____ Susana Marin, City Secretary



**City of Mansfield
Staff Report**

Item ID: 26-2251

Agenda Date: May 26, 2026

Title

26-2251: Resolution - A Resolution of the City Of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as are Necessary to Acquire Real Property and Easements, Being Located Within Pb George Survey Abstract 299, Tract 7a Pt, 8 (3100 Chambers Street), All Located Within Venus, Johnson County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for Use by the City for the Construction of Permanent Utility Improvements, and Related Facilities and Fixtures to Serve Existing And New Development and for Other Public Purposes Permitted by Law; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (Utility Fund)

Description/History

The City has determined that a public necessity exists to acquire permanent utility easements to move forward with the Mountain Creek Sewer Interceptor project (the "Project") by donation, purchase, or, if necessary, exercise of the power of eminent domain as authorized under the Texas Local Government Code. The sewer project is fully designed, with available funding in the Utility Fund, and construction documents are ready to move forward. When completed, this additional wastewater capacity will support existing and new development within the City of Mansfield.

Specifically, the necessary real property and easements required for the Project are located within Pb George Survey Abstract 299, Tract 7a Pt, 8 (3100 Chambers Street), all located within Venus, Johnson County, Texas (the "Tract").

In the event the necessary property interests cannot be acquired voluntarily, this Resolution directs and delegates authority to the City Attorney (or his designee) to cause condemnation proceedings to be initiated to acquire the necessary property interests through the City's power of eminent domain from owners of the Tract, and any other interest holders.

Strategic Initiative

Focus on the Future
Provide a Safe Community
Building Strong Neighborhoods
Develop Strong Economy

Recommendation

Approve Resolution

Funding Source

(Utility Fund)

Prepared By

Casey Lewis, Executive Project Manager - (817) 276-4201

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, DECLARING THE EXISTENCE OF A PUBLIC NECESSITY AND AUTHORIZING THE CITY ATTORNEY, OR HIS DESIGNEE, AND OTHER CITY OFFICIALS TO TAKE SUCH ACTIONS AS ARE NECESSARY TO ACQUIRE REAL PROPERTY AND EASEMENTS, BEING LOCATED WITHIN PB GEORGE SURVEY ABSTRACT 299, TRACT 7A PT, 8 (3100 CHAMBERS STREET), ALL LOCATED WITHIN VENUS, JOHNSON COUNTY, TEXAS, BY DONATION, PURCHASE, OR EXERCISE OF EMINENT DOMAIN FOR USE BY THE CITY FOR THE CONSTRUCTION OF PERMANENT UTILITY IMPROVEMENTS, AND RELATED FACILITIES AND FIXTURES TO SERVE EXISTING AND NEW DEVELOPMENT AND FOR OTHER PUBLIC PURPOSES PERMITTED BY LAW; 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 City of Mansfield, Texas (the “City”) is a home rule municipality of the State of Texas operating under and governed by the laws and Constitution of the State of Texas, including the Texas Local Government Code; and,

WHEREAS, the City is authorized by (without limitation) Tex. Loc. Gov’t Code § 251.001 to, by gift, devise, purchase, or eminent domain proceeding, acquire land and buildings, improve land for public infrastructure including sanitary sewer lines; and,

WHEREAS, the City of Mansfield’s City Council (the “Council”) has determined that, in order to accomplish the public purposes that the City of Mansfield is authorized to carry out, it is necessary for the City to construct, install, operate and maintain sanitary sewer line and related facilities and fixtures to serve existing and new development and for other purposes permitted by law (the “Project”) within and upon the tracts of land more particularly described in **Exhibit A** (the “Tracts”) attached hereto and incorporated herein by this reference; and,

WHEREAS, the Council has determined that there is a public necessity to acquire related easement interests of real property identified in **Exhibit A** (the “Necessary Property Interests”) for the Project by purchase, or, if necessary, exercise of the power of eminent domain (as specifically authorized by the Texas Local Government Code), from the owner(s) of the Tracts.

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

**SECTION 1.
FINDINGS AND DETERMINATIONS**

The declarations, definitions, determinations, and findings declared, made, and found in the preamble and recitals of this Resolution are hereby adopted, restated, and made a part of the operative provisions hereof.

**SECTION 2.
PUBLIC PURPOSE AND NECESSITY**

The City Council hereby finds and determines that a public necessity exists for, and the public interest will be served by, the development of the Project, which will be devoted to the public use of a permanent utility easement to include, but not limited to a sanitary sewer line, and related facilities and fixtures to serve existing and new development within the City of Mansfield, Texas.

**SECTION 3.
ACQUISITION OF THE NECESSARY PROPERTY INTERESTS**

- A. There exists a public necessity for, and it is in the public interest of, the City to acquire the Necessary Property Interests in and to the Tracts by donation, purchase, or, if necessary, exercise of the power of eminent domain, so that the City may proceed with construction of the Project.
- B. In the event the Necessary Property Interests cannot be acquired voluntarily, the City Attorney for the City of Mansfield is hereby directed and delegated the authority to cause to be initiated condemnation proceedings to acquire the Necessary Property Interests through the exercise of its power of eminent domain from the owner(s) of the Tracts.

**SECTION 4.
DELEGATION OF AUTHORITY**

The Council hereby authorizes and directs the City's consultants and attorneys under the supervision, direction, and instruction of the City Attorney, to take the following actions with respect to the design and development of the Project and the acquisition of the Necessary Property Interests:

- A. Negotiate, or delegate the authority to negotiate to such other individuals or entities as the City Attorney may deem appropriate, with the owner(s) of the Tracts regarding the acquisition of the Necessary Property Interests;
- B. Obtain surveys and appraisals of and initiate condemnation proceedings and other legal proceedings required to acquire the Necessary Property Interests in and to the Tracts as necessary or appropriate to effectuate and carry out the purposes of this Resolution;
- C. Do and perform all such other acts and functions, and to enter into, execute and deliver all such certificates, agreements, acknowledgments, instruments and other documents that, in the judgment of the City Attorney, are necessary or appropriate to effectuate and carry out the purposes of this Resolution; and
- D. Retain appropriate experts and consultants necessary to acquire the Necessary Property Interests in and to the Tracts to effectuate and carry out the purposes of this Resolution

**SECTION 5.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption and remain in effect until amended or rescinded by the Council.

SECTION 6.

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.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY, 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

EXHIBIT "A"
VARIABLE WIDTH PERMANENT ACCESS AND UTILITY EASEMENT

BEING THE CENTERLINE OF A VARIABLE WIDTH EASEMENT SITUATED IN THE P.B. GEORGE SURVEY, ABSTRACT NO. 299, CITY OF MANSFIELD, JOHNSON COUNTY, TEXAS, AND BEING A PORTION OF A TRACT OF LAND DESCRIBED TO ROBERT F. DUNLAP, SR BY DEED RECORDED IN VOLUME 3971, PAGE 973, OFFICIAL PUBLIC RECORDS, JOHNSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHWEST LINE OF SAID ROBERT F. DUNLAP, SR TRACT, FROM WHICH THE NORTH CORNER OF SAME TRACT BEARS NORTH 59°32'22" EAST, A DISTANCE OF 1,185.40 FEET AND FROM WHICH A FENCE POST BEARS NORTH 31°22'16" EAST, A DISTANCE OF 3.48 FEET;

THENCE OVER AND ACROSS SAID ROBERT F. DUNLAP, SR TRACT, THE FOLLOWING COURSES AND DISTANCES:

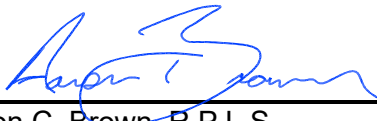
SOUTH 68°09'02" EAST, A DISTANCE OF 752.15 FEET;

SOUTH 24°46'04" EAST, A DISTANCE OF 92.70 FEET;

SOUTH 79°43'47" EAST, A DISTANCE OF 895.81 FEET;

SOUTH 30°36'55" EAST, A DISTANCE OF 107.42 FEET TO THE **POINT OF TERMINATION** ON THE SOUTH LINE OF SAID ROBERT F. DUNLAP, SR TRACT, FROM WHICH A FENCE POST FOUND FOR THE EAST COMMON CORNER OF SAME TRACT AND A TRACT OF LAND DESCRIBED TO ROBERT F. DUNLAP, JR. REVOCABLE TRUST BY DEED RECORDED IN COUNTY CLERK FILE No. 2841-38 OF SAID OFFICIAL PUBLIC RECORDS BEARS NORTH 85°00'44" EAST, A DISTANCE OF 65.21 FEET, SAID VARIABLE WIDTH EASEMENT DESCRIBED HEREIN CONTAINING A CALCULATED AREA OF 0.873 ACRES (38,036 SQ. FEET) OF LAND.

TOGETHER WITH A 30-FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT BEING SOUTH OF AND PARALLEL TO THE ABOVE DESCRIBED EASEMENT AS SHOWN ON PAGE 2 OF THIS EXHIBIT HAVING A CALCULATED AREA OF 1.345 ACRES (58,589 SQ. FEET) OF LAND.



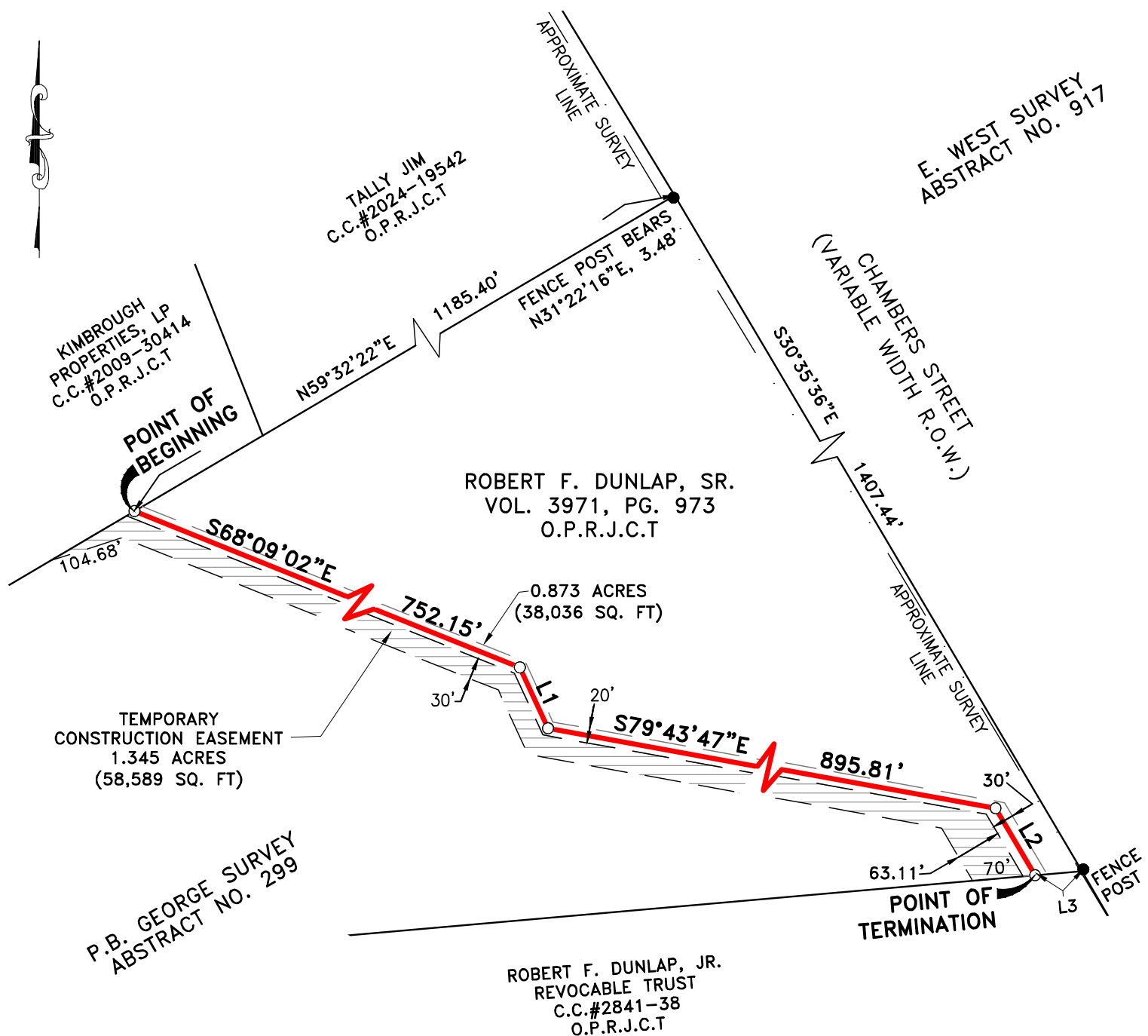
Aaron C. Brown, R.P.L.S.
Registered Professional Land Surveyor
Texas Registration No. 6702
LJA Surveying, Inc.
3017 West 7th Street, Suite 300
Fort Worth, Texas 76107
817-288-1900
TBPELS Firm No. 10194382

(Revised March 18, 2025)

March 26, 2024



S:\NTX-LAND\0013\200 SURVEY\MCT SS ROUTE\280 Easements\0013MCT-EX06.dwg 3/18/2025

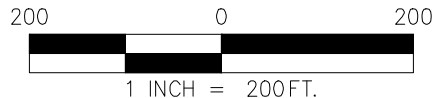


LINE	BEARING	DISTANCE
L1	S24°46'04"E	92.70'
L2	S30°36'55"E	107.42'
L3	N85°00'44"E	65.21'

LEGEND

O.P.R.J.C.T. OFFICIAL PUBLIC RECORDS,
JOHNSON COUNTY, TEXAS
C.C.# COUNTY CLERK'S FILE NO.

HORIZONTAL DATUM:
THE BEARING BASIS IS GRID NORTH, TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE, NAD83
(NAD83 (2011) EPOCH 2010), AS DETERMINED BY GPS OBSERVATIONS. ALL DISTANCES AND AREAS SHOWN
HEREON ARE THE RESULT OF THE APPLICATION OF A SCALE ADJUSTMENT FACTOR OF 1.00012.



(REVISED 03/18/2025)

PAGE 2
OF 2

DATE: 03/26/2024
DRWN BY: KRB
CHKD BY: ACB
PROJ NO. 0013-MCT

EXHIBIT "A"
VARIABLE WIDTH PERMANENT ACCESS
AND UTILITY EASEMENT
SITUATED IN THE P.B. GEORGE SURVEY, ABSTRACT No. 299
CITY OF MANSFIELD, JOHNSON COUNTY, TEXAS

LJA Surveying, Inc.

3017 West 7th Street
Suite 300
Fort Worth, Texas 76107

Phone 817.288.1900

T.B.P.E.L.S. Firm No. 10194382



**City of Mansfield
Staff Report**

Item ID: 26-2252

Agenda Date: May 26, 2026

Title

26-2252: Resolution - A Resolution of the City Of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as are Necessary to Acquire Real Property and Easements, Being Located Within Pb George Survey Abstract 299, Tract 17 (3100 Chambers Street), All Located Within Venus, Johnson County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for Use by the City for the Construction of Permanent Utility Improvements, and Related Facilities and Fixtures to Serve Existing And New Development and for Other Public Purposes Permitted by Law; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (Utility Fund)

Description/History

The City has determined that a public necessity exists to acquire permanent utility easements to move forward with the Mountain Creek Sewer Interceptor project (the "Project") by donation, purchase, or, if necessary, exercise of the power of eminent domain as authorized under the Texas Local Government Code. The sewer project is fully designed, with available funding in the Utility Fund, and construction documents are ready to move forward. When completed, this additional wastewater capacity will support existing and new development within the City of Mansfield.

Please note this item is a separate property as Agenda item 26-2251, although both are for the same project.

Specifically, the necessary real property and easements required for the Project are located within Pb George Survey Abstract 299, Tract 17 (3100 Chambers Street), all located within Venus, Johnson County, Texas (the "Tract").

In the event the necessary property interests cannot be acquired voluntarily, this Resolution directs and delegates authority to the City Attorney (or his designee) to cause condemnation proceedings to be initiated to acquire the necessary property interests through the City's power of eminent domain from owners of the Tract, and any other interest holders.

Strategic Initiative

Develop Strong Economy
Building Strong Neighborhoods
Provide a Safe Community
Focus on the Future

Recommendation

Approve Resolution

Funding Source

Utility Fund

Prepared By

Casey Lewis, Executive Project Manager - (817) 276-4201

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, DECLARING THE EXISTENCE OF A PUBLIC NECESSITY AND AUTHORIZING THE CITY ATTORNEY, OR HIS DESIGNEE, AND OTHER CITY OFFICIALS TO TAKE SUCH ACTIONS AS ARE NECESSARY TO ACQUIRE REAL PROPERTY AND EASEMENTS, BEING LOCATED WITHIN PB GEORGE SURVEY ABSTRACT 299, TRACT 17 (3100 CHAMBERS STREET), ALL LOCATED WITHIN VENUS, JOHNSON COUNTY, TEXAS, BY DONATION, PURCHASE, OR EXERCISE OF EMINENT DOMAIN FOR USE BY THE CITY FOR THE CONSTRUCTION OF PERMANENT UTILITY IMPROVEMENTS, AND RELATED FACILITIES AND FIXTURES TO SERVE EXISTING AND NEW DEVELOPMENT AND FOR OTHER PUBLIC PURPOSES PERMITTED BY LAW; 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 City of Mansfield, Texas (the “City”) is a home rule municipality of the State of Texas operating under and governed by the laws and Constitution of the State of Texas, including the Texas Local Government Code; and,

WHEREAS, the City is authorized by (without limitation) Tex. Loc. Gov’t Code § 251.001 to, by gift, devise, purchase, or eminent domain proceeding, acquire land and buildings, improve land for public infrastructure including sanitary sewer lines; and,

WHEREAS, the City of Mansfield’s City Council (the “Council”) has determined that, in order to accomplish the public purposes that the City of Mansfield is authorized to carry out, it is necessary for the City to construct, install, operate and maintain sanitary sewer line and related facilities and fixtures to serve existing and new development and for other purposes permitted by law (the “Project”) within and upon the tracts of land more particularly described in **Exhibit A** (the “Tracts”) attached hereto and incorporated herein by this reference; and,

WHEREAS, the Council has determined that there is a public necessity to acquire related easement interests of real property identified in **Exhibit A** (the “Necessary Property Interests”) for the Project by purchase, or, if necessary, exercise of the power of eminent domain (as specifically authorized by the Texas Local Government Code), from the owner(s) of the Tracts.

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

**SECTION 1.
FINDINGS AND DETERMINATIONS**

The declarations, definitions, determinations, and findings declared, made, and found in the preamble and recitals of this Resolution are hereby adopted, restated, and made a part of the operative provisions hereof.

**SECTION 2.
PUBLIC PURPOSE AND NECESSITY**

The City Council hereby finds and determines that a public necessity exists for, and the public interest will be served by, the development of the Project, which will be devoted to the public use of a permanent utility easement to include, but not limited to a sanitary sewer line, and related facilities and fixtures to serve existing and new development within the City of Mansfield, Texas.

**SECTION 3.
ACQUISITION OF THE NECESSARY PROPERTY INTERESTS**

- A. There exists a public necessity for, and it is in the public interest of, the City to acquire the Necessary Property Interests in and to the Tracts by donation, purchase, or, if necessary, exercise of the power of eminent domain, so that the City may proceed with construction of the Project.
- B. In the event the Necessary Property Interests cannot be acquired voluntarily, the City Attorney for the City of Mansfield is hereby directed and delegated the authority to cause to be initiated condemnation proceedings to acquire the Necessary Property Interests through the exercise of its power of eminent domain from the owner(s) of the Tracts.

**SECTION 4.
DELEGATION OF AUTHORITY**

The Council hereby authorizes and directs the City's consultants and attorneys under the supervision, direction, and instruction of the City Attorney, to take the following actions with respect to the design and development of the Project and the acquisition of the Necessary Property Interests:

- A. Negotiate, or delegate the authority to negotiate to such other individuals or entities as the City Attorney may deem appropriate, with the owner(s) of the Tracts regarding the acquisition of the Necessary Property Interests;
- B. Obtain surveys and appraisals of and initiate condemnation proceedings and other legal proceedings required to acquire the Necessary Property Interests in and to the Tracts as necessary or appropriate to effectuate and carry out the purposes of this Resolution;
- C. Do and perform all such other acts and functions, and to enter into, execute and deliver all such certificates, agreements, acknowledgments, instruments and other documents that, in the judgment of the City Attorney, are necessary or appropriate to effectuate and carry out the purposes of this Resolution; and
- D. Retain appropriate experts and consultants necessary to acquire the Necessary Property Interests in and to the Tracts to effectuate and carry out the purposes of this Resolution

**SECTION 5.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption and remain in effect until amended or rescinded by the Council.

SECTION 6.

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.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

EXHIBIT "A"
30' PERMANENT ACCESS AND UTILITY EASEMENT

BEING THE CENTERLINE OF A 30-FOOT WIDE EASEMENT SITUATED IN THE P.B. GEORGE SURVEY, ABSTRACT NO. 299, CITY OF MANSFIELD, JOHNSON COUNTY, TEXAS, AND BEING A PORTION OF A TRACT OF LAND DESCRIBED TO ROBERT F. DUNLAP, JR. REVOCABLE TRUST BY DEED RECORDED IN COUNTY CLERK FILE No. 2841-38, OFFICIAL PUBLIC RECORDS, JOHNSON COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTH LINE OF SAID ROBERT F. DUNLAP, JR. REVOCABLE TRUST TRACT, FROM WHICH A FENCE POST FOUND FOR THE EAST COMMON CORNER OF SAME TRACT AND A TRACT OF LAND DESCRIBED TO ROBERT F. DUNLAP, SR. BY DEED RECORDED IN VOLUME 3971, PAGE 973 OF SAID OFFICIAL PUBLIC RECORDS BEARS NORTH 85°00'44" EAST, A DISTANCE OF 65.21 FEET;

THENCE SOUTH 30°36'55" EAST, OVER AND ACROSS SAID ROBERT F. DUNLAP, JR. REVOCABLE TRUST TRACT, A DISTANCE OF 1,221.53 FEET TO THE **POINT OF TERMINATION** ON THE SOUTH LINE OF SAME TRACT, FROM WHICH A 1/4-INCH IRON ROD FOUND FOR THE SOUTHEAST CORNER OF SAME TRACT BEARS NORTH 60°32'49" EAST, A DISTANCE OF 54.00 FEET, SAID 30-FOOT WIDE EASEMENT DESCRIBED HEREIN CONTAINING A CALCULATED AREA OF 0.841 ACRES (36,646 SQ. FEET) OF LAND.

TOGETHER WITH A 30-FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT BEING WEST OF AND PARALLEL TO THE ABOVE DESCRIBED EASEMENT AS SHOWN ON PAGE 2 OF THIS EXHIBIT HAVING A CALCULATED AREA OF 0.817 ACRES (35,580 SQ. FEET) OF LAND.



(Revised March 18, 2025)

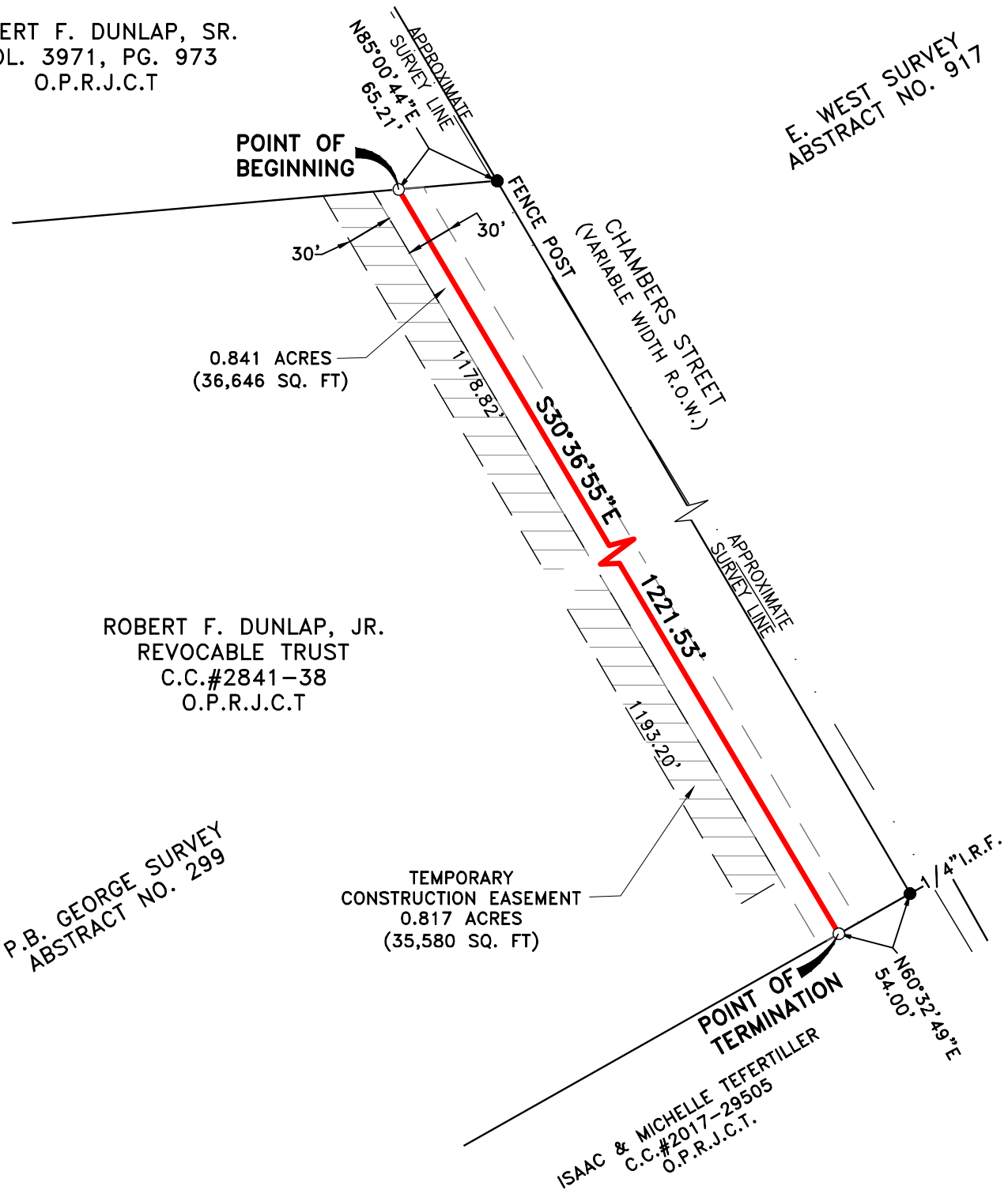
Aaron C. Brown, R.P.L.S.
Registered Professional Land Surveyor
Texas Registration No. 6702
LJA Surveying, Inc.
3017 West 7th Street, Suite 300
Fort Worth, Texas 76107
817-288-1900
TBPELS Firm No. 10194382

March 26, 2024



ROBERT F. DUNLAP, SR.
VOL. 3971, PG. 973
O.P.R.J.C.T

E. WEST SURVEY
ABSTRACT NO. 917



ROBERT F. DUNLAP, JR.
REVOCABLE TRUST
C.C.#2841-38
O.P.R.J.C.T

P.B. GEORGE SURVEY
ABSTRACT NO. 299

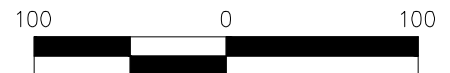
TEMPORARY
CONSTRUCTION EASEMENT
0.817 ACRES
(35,580 SQ. FT)

POINT OF
TERMINATION
ISAAC & MICHELLE TEFERTILLER
C.C.#2017-29505
O.P.R.J.C.T.

LEGEND

I.R.F. IRON ROD FOUND
O.P.R.J.C.T. OFFICIAL PUBLIC RECORDS,
JOHNSON COUNTY, TEXAS
P.R.J.C.T. PLAT RECORDS,
JOHNSON COUNTY, TEXAS
C.C.# COUNTY CLERK'S FILE NO.

HORIZONTAL DATUM:
THE BEARING BASIS IS GRID NORTH, TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE, NAD83
(NAD83 (2011) EPOCH 2010), AS DETERMINED BY GPS OBSERVATIONS. ALL DISTANCES AND AREAS SHOWN
HEREON ARE THE RESULT OF THE APPLICATION OF A SCALE ADJUSTMENT FACTOR OF 1.00012.



1 INCH = 100 FT.

(REVISED 03/18/2025)

EXHIBIT "A"

30' PERMANENT ACCESS AND UTILITY EASEMENT

SITUATED IN THE P.B. GEORGE SURVEY, ABSTRACT No. 299
CITY OF MANSFIELD, JOHNSON COUNTY, TEXAS

LJA Surveying, Inc.

3017 West 7th Street
Suite 300
Fort Worth, Texas 76107

Phone 817.288.1900

T.B.P.E.L.S. Firm No. 10194382

PAGE 2
OF 2

DATE: 03/26/2024
DRWN BY: KRB
CHKD BY: ACB
PROJ NO. 0013-MCT



City of Mansfield Staff Report

Item ID: 26-2217

Agenda Date: May 26, 2026

Title

26-2217: Resolution - A Resolution of the City of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as Are Necessary to Acquire Real Property, Being Various Lots Provided Herein Located Within Block 5, Arbors of Creekwood, an Addition to the City of Mansfield, Tarrant County, Texas, According to the Plats Recorded in Cabinet A, Slide 1833, and Cabinet A, Slide 2558, Plat Records, Tarrant County, Texas, by Donation, Purchase, or Exercise of the Power of Eminent Domain for Use by the City for Construction, Installation, Operation, and Maintenance of a Park and Trail System and Related Fixtures to Serve Existing and New Development and Other Public Purposes Permitted by Law; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (MPFDC Fund)

Description/History

The City acknowledges that there is ongoing litigation regarding Lots 52-R2, 53-R2, 54-R2, 57-R2, 58-R2, 59-R2, 60-R2, 61-R2, 62-R2, 63-R2, 64-R2, 65-R2, 66-R2, 67-R2, 68-R2, 69-R2, 70-R2, and 71-R2, Block 5, Arbors of Creekwood, an addition to the City of Mansfield, Tarrant County, Texas, (the "Tracts") and the County Court at Law No. 2 of Tarrant County, Texas, entered a Judgment in Absence of Objections granting the City fee simple ownership of the Tracts pursuant to an eminent domain proceeding regarding the same. However, the City also acknowledges that the Judgment is in the process of being set aside per the agreement of the parties involved in the litigation regarding the Tracts, which, once fully effectuated, will divest the City of any property interest it has in the Tracts arising from the Judgment.

In either case, the City has determined that a public necessity remains to acquire fee simple property to construct, install, operate, and maintain a park and trail system and related fixtures to serve existing and new development (the "Project") by donation, purchase, or, if necessary, exercise of the power of eminent domain as authorized under the Texas Local Government Code.

In the event the necessary property interests cannot be acquired voluntarily, this Resolution directs and delegates authority to the City Attorney (or his designee) to cause condemnation proceedings to be initiated to acquire the necessary property interests through the City's power of eminent domain from owners of the Tracts.

Strategic Initiative

Building Strong Neighborhoods
Provide a Safe Community
Improve City Wide Mobility
Focus on the Future
Develop Strong Economy

Recommendation

Approval of the Resolution.

Funding Source

MPFDC Fund

Prepared By

Victor Flores, City Attorney -

RESOLUTION NO. _____

RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, DECLARING THE EXISTENCE OF A PUBLIC NECESSITY AND AUTHORIZING THE CITY ATTORNEY, OR HIS DESIGNEE, AND OTHER CITY OFFICIALS TO TAKE SUCH ACTIONS AS ARE NECESSARY TO ACQUIRE REAL PROPERTY, BEING VARIOUS LOTS PROVIDED HEREIN LOCATED WITHIN BLOCK 5, ARBORS OF CREEKWOOD, AN ADDITION TO THE CITY OF MANSFIELD, TARRANT COUNTY, TEXAS, ACCORDING TO THE PLATS RECORDED IN CABINET A, SLIDE 1833, AND CABINET A, SLIDE 2558, PLAT RECORDS, TARRANT COUNTY, TEXAS, BY DONATION, PURCHASE, OR EXERCISE OF THE POWER OF EMINENT DOMAIN FOR USE BY THE CITY FOR CONSTRUCTION, INSTALLATION, OPERATION, AND MAINTENANCE OF A PARK AND TRAIL SYSTEM AND RELATED FIXTURES TO SERVE EXISTING AND NEW DEVELOPMENT AND OTHER PUBLIC PURPOSES PERMITTED BY LAW; 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 City of Mansfield, Texas (the “City”) is a home rule municipality of the State of Texas operating under and governed by the laws and Constitution of the State of Texas, including the Texas Local Government Code; and,

WHEREAS, the City is authorized by (without limitation) Tex. Loc. Gov’t Code § 331.001 and Tex. Loc. Gov’t Code § 251.001 to, by gift, devise, purchase, or eminent domain proceeding, acquire land and buildings, improve land for park purposes, operate and maintain parks, and lay out and pave walkways; and,

WHEREAS, the City of Mansfield’s City Council (the “Council”) has determined that, in order to accomplish the public purposes that the City of Mansfield is authorized to carry out, it is necessary for the City to construct, install, operate and maintain a park and trail system and related fixtures to serve existing and new development and for other purposes permitted by law (the “Project”) within and upon the tracts of land more particularly described in **Exhibit A** (the “Tracts”) attached hereto and incorporated herein by this reference; and,

WHEREAS, the Council acknowledges that there is ongoing litigation regarding the Tracts, and that the County Court at Law No. 2 of Tarrant County, Texas entered a Judgment in Absence of Objections granting the City ownership of the Tracts pursuant to an eminent domain proceeding regarding the Tracts; and,

WHEREAS, the Council further acknowledges that that Judgment is in the process of being set aside per the agreement of parties involved in the litigation regarding the Tracts, which, once fully effectuated, will divest the City of any property interest it has in the Tracts arising from the Judgment; and,

WHEREAS, the Council has determined that there is a public necessity to acquire in fee simple the property identified in **Exhibit A** (the “Necessary Property Interests”) for the Project by

donation, purchase, or, if necessary, exercise of the power of eminent domain (as specifically authorized by the Texas Local Government Code), from the owner(s) of the Tracts.

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

**SECTION 1.
FINDINGS AND DETERMINATIONS**

The declarations, definitions, determinations, and findings declared, made, and found in the preamble and recitals of this Resolution are hereby adopted, restated, and made a part of the operative provisions hereof.

**SECTION 2.
PUBLIC PURPOSE AND NECESSITY**

The City Council hereby finds and determines that a public necessity exists for, and the public interest will be served by, the development of the Project, which will be devoted to the public use of a park and trail system and related fixtures to serve existing and new development and for other purposes permitted by law, within the City of Mansfield, Texas.

**SECTION 3.
ACQUISITION OF THE NECESSARY PROPERTY INTERESTS**

- A. There exists a public necessity for, and it is in the public interest of, the City to acquire the Necessary Property Interests in and to the Tracts by donation, purchase, or, if necessary, exercise of the power of eminent domain, so that the City may proceed with construction of the Project.
- B. In the event the Necessary Property Interests cannot be acquired voluntarily, the City Attorney for the City of Mansfield is hereby directed and delegated the authority to cause to be initiated condemnation proceedings to acquire the Necessary Property Interests through the exercise of its power of eminent domain from the owner(s) of the Tracts.

**SECTION 4.
DELEGATION OF AUTHORITY**

The Council hereby authorizes and directs the City's consultants and attorneys under the supervision, direction, and instruction of the City Attorney, to take the following actions with respect to the design and development of the Project and the acquisition of the Necessary Property Interests:

- A. Negotiate, or delegate the authority to negotiate to such other individuals or entities as the City Attorney may deem appropriate, with the owner(s) of the Tracts regarding the acquisition of the Necessary Property Interests;

- B. Obtain surveys and appraisals of and initiate condemnation proceedings and other legal proceedings required to acquire the Necessary Property Interests in and to the Tracts as necessary or appropriate to effectuate and carry out the purposes of this Resolution;
- C. Do and perform all such other acts and functions, and to enter into, execute and deliver all such certificates, agreements, acknowledgments, instruments and other documents that, in the judgment of the City Attorney, are necessary or appropriate to effectuate and carry out the purposes of this Resolution; and
- D. Retain appropriate experts and consultants necessary to acquire the Necessary Property Interests in and to the Tracts to effectuate and carry out the purposes of this Resolution.

**SECTION 5.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption and remain in effect until amended or rescinded by the Council.

SECTION 6.

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.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY, 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

EXHIBIT A:

Lots 52-R2, 53-R2, 54-R2, 57-R2, 58-R2, 59-R2, 60-R2, 61-R2, 62-R2, 63-R2, 64-R2, 65-R2, 66-R2, 67-R2, 68-R2, 69-R2, 70-R2, and 71-R2, Block 5, Arbors of Creekwood, an addition to the City of Mansfield, Tarrant County, Texas, according to the Plats recorded in Cabinet A, Slide 1833, and Cabinet A, Slide 2558, Plat Records, Tarrant County, Texas.



City of Mansfield Staff Report

Item ID: 26-2268

Agenda Date: May 26, 2026

Title

26-2268: Resolution - A Resolution of the City Council of the City of Mansfield, Texas, Declaring the Existence of a Public Necessity and Authorizing the City Attorney, or His Designee, and Other City Officials to Take Such Actions as Are Necessary to Acquire Real Property and Easements, Being Located Within Thomas J Hanks Survey Abstract 644 Tract 13A01 (Also Known as 700 W. Broad Street), Tract 13A01A (Also Known as 720 W. Broad Street), and Tract 13A (also known as 760 W. Broad Street), all Located Within Mansfield, Tarrant County, Texas, by Donation, Purchase, or Exercise of Eminent Domain for use by the City for the Construction of Sanitary Sewer Line Improvements, Park and Trail System and Public Roadway, and Related Facilities and Fixtures to Serve Existing and New Development and for Other Public Purposes Permitted by Law; Finding that the Meeting at which this Resolution is Passed is Open to the Public as Required by Law; and Declaring an Effective Date (MPFDC Fund, Utility Fund, and Bond Fund)

Description/History

The City has determined that a public necessity exists to acquire fee simple and easement interests for the construction of sanitary sewer line improvements, park and trail system and public roadway, and related facilities and fixtures to serve existing and new development and for other public purposes permitted by law (the "Project") by donation, purchase, or, if necessary, exercise of the power of eminent domain as authorized under the Texas Local Government Code.

Specifically, the necessary real property and easements required for the Project are located within Thomas J Hanks Survey Abstract 644 Tract 13A01 (also known as 700 W. Broad Street), Tract 13A01A (also known as 720 W. Broad Street), and Tract 13A (also known as 760 W. Broad Street), all located within Mansfield, Tarrant County, Texas (the "Tracts").

In the event the necessary property interests cannot be acquired voluntarily, this Resolution directs and delegates authority to the City Attorney (or his designee) to cause condemnation proceedings to be initiated to acquire the necessary property interests through the City's power of eminent domain from owners of the Tracts, Ragan, LLC, and any other recorded interest holders.

Strategic Initiative

Building Strong Neighborhoods
Provide a Safe Community
Improve City Wide Mobility
Focus on the Future
Develop Strong Economy

Recommendation

Approve Resolution.

Funding Source

(MPFDC Fund, Utility Fund, and Bond Fund)

Prepared By

Victor Flores, City Attorney -

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, DECLARING THE EXISTENCE OF A PUBLIC NECESSITY AND AUTHORIZING THE CITY ATTORNEY, OR HIS DESIGNEE, AND OTHER CITY OFFICIALS TO TAKE SUCH ACTIONS AS ARE NECESSARY TO ACQUIRE REAL PROPERTY AND EASEMENTS, BEING LOCATED WITHIN THOMAS J HANKS SURVEY ABSTRACT 644 TRACT 13A01 (ALSO KNOWN AS 700 W. BROAD STREET), TRACT 13A01A (ALSO KNOWN AS 720 W. BROAD STREET), AND TRACT 13A (ALSO KNOWN AS 760 W. BROAD STREET), ALL LOCATED WITHIN MANSFIELD, TARRANT COUNTY, TEXAS, BY DONATION, PURCHASE, OR EXERCISE OF EMINENT DOMAIN FOR USE BY THE CITY FOR THE CONSTRUCTION OF SANITARY SEWER LINE IMPROVEMENTS, PARK AND TRAIL SYSTEM AND PUBLIC ROADWAY, AND RELATED FACILITIES AND FIXTURES TO SERVE EXISTING AND NEW DEVELOPMENT AND FOR OTHER PUBLIC PURPOSES PERMITTED BY LAW; 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 City of Mansfield, Texas (the “City”) is a home rule municipality of the State of Texas operating under and governed by the laws and Constitution of the State of Texas, including the Texas Local Government Code; and,

WHEREAS, the City is authorized by (without limitation) Tex. Loc. Gov’t Code § 331.001 and Tex. Loc. Gov’t Code § 251.001 to, by gift, devise, purchase, or eminent domain proceeding, acquire land and buildings, improve land for public infrastructure and for park purposes, operate and maintain parks, and lay out and pave walkways; and,

WHEREAS, the City of Mansfield’s City Council (the “Council”) has determined that, in order to accomplish the public purposes that the City of Mansfield is authorized to carry out, it is necessary for the City to construct, install, operate and maintain sanitary sewer line, park and trail system and roadway improvements, and related facilities and fixtures to serve existing and new development and for other purposes permitted by law (the “Project”) within and upon the tracts of land more particularly described in **Exhibit A** (the “Tracts”) attached hereto and incorporated herein by this reference; and,

WHEREAS, the Council has determined that there is a public necessity to acquire in fee simple and related easement interests of real property identified in **Exhibit A** (the “Necessary Property Interests”) for the Project by purchase, or, if necessary, exercise of the power of eminent domain (as specifically authorized by the Texas Local Government Code), from the owner(s) of the Tracts.

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

**SECTION 1.
FINDINGS AND DETERMINATIONS**

The declarations, definitions, determinations, and findings declared, made, and found in the preamble and recitals of this Resolution are hereby adopted, restated, and made a part of the operative provisions hereof.

**SECTION 2.
PUBLIC PURPOSE AND NECESSITY**

The City Council hereby finds and determines that a public necessity exists for, and the public interest will be served by, the development of the Project, which will be devoted to the public use of sanitary sewer line improvements, park and trail system, and public roadway, and related facilities and fixtures to serve existing and new development within the City of Mansfield, Texas.

**SECTION 3.
ACQUISITION OF THE NECESSARY PROPERTY INTERESTS**

- A. There exists a public necessity for, and it is in the public interest of, the City to acquire the Necessary Property Interests in and to the Tracts by donation, purchase, or, if necessary, exercise of the power of eminent domain, so that the City may proceed with construction of the Project.
- B. In the event the Necessary Property Interests cannot be acquired voluntarily, the City Attorney for the City of Mansfield is hereby directed and delegated the authority to cause to be initiated condemnation proceedings to acquire the Necessary Property Interests through the exercise of its power of eminent domain from the owner(s) of the Tracts.

**SECTION 4.
DELEGATION OF AUTHORITY**

The Council hereby authorizes and directs the City's consultants and attorneys under the supervision, direction, and instruction of the City Attorney, to take the following actions with respect to the design and development of the Project and the acquisition of the Necessary Property Interests:

- A. Negotiate, or delegate the authority to negotiate to such other individuals or entities as the City Attorney may deem appropriate, with the owner(s) of the Tracts regarding the acquisition of the Necessary Property Interests;
- B. Obtain surveys and appraisals of and initiate condemnation proceedings and other legal proceedings required to acquire the Necessary Property Interests in and to the Tracts as necessary or appropriate to effectuate and carry out the purposes of this Resolution;
- C. Do and perform all such other acts and functions, and to enter into, execute and deliver all such certificates, agreements, acknowledgments, instruments and other documents that, in the judgment of the City Attorney, are necessary or appropriate to effectuate and carry out the purposes of this Resolution; and

- D. Retain appropriate experts and consultants necessary to acquire the Necessary Property Interests in and to the Tracts to effectuate and carry out the purposes of this Resolution

**SECTION 5.
EFFECTIVE DATE**

This Resolution shall be effective upon its adoption and remain in effect until amended or rescinded by the Council.

SECTION 6.

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.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
MANSFIELD THIS 26TH DAY OF MAY, 2026.**

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

EXHIBIT A:

Thomas J Hanks Survey Abstract 644, and Rockerfellow Survey, Abstract No. 1267; specifically, Tract 13A01 (also known as 700 W. Broad Street), Tract 13A01A (also known as 720 W. Broad Street), and Tract 13A (also known as 760 W. Broad Street), all located within Mansfield, Tarrant County, Texas, according to Plats recorded in the Official Public Records of Tarrant County, Texas.



**City of Mansfield
Staff Report**

Item ID: 26-2267

Agenda Date: May 26, 2026

Title

26-2267: Resolution - A Resolution of the City of Mansfield, Texas, Amending the Procedural Rules of Council by Which the City Council of Mansfield Conducts its Meetings; 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

Article III of the Mansfield City Charter provides that the City Council shall determine its own rules and order of business in accordance with state law. On January 23, 1989, the City Council of the City of Mansfield, Texas, adopted Resolution No. 477, establishing its rules and order of business (Rules of Council). Since then, the City Council has adopted various resolutions amending the Rules of Council, including the most recent being Resolution No. RE-4056-23, adopted on August 14, 2023. This item provides a review of any further revisions needed to ensure consistency, predictability, and efficiency in the conduct of City business. Upon review and deliberation of the Rules of Council, the City Council may amend the Rules of Council as presented at the May 26, 2026, City Council Meeting.

Strategic Initiative

Focus on the Future

Recommendation

Approve Resolution.

Funding Source

N/A

Prepared By

Victor Flores, City Attorney -

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MANSFIELD, TEXAS, AMENDING THE PROCEDURAL RULES OF COUNCIL BY WHICH THE CITY COUNCIL OF MANSFIELD CONDUCTS ITS MEETINGS; 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 City of Mansfield (City) is a home rule municipality operating under and governed by City Charter and the laws and Constitution of the State of Texas; and,

WHEREAS, Article III of the Mansfield City Charter provides that the City Council shall determine its own rules and order of business in accordance with state law; and,

WHEREAS, the City Council of the City of Mansfield, Texas, adopted Resolution No. 477 on the 23rd day of January, 1989, establishing its rules and order of business (Rules of Council); and,

WHEREAS, since then, the City Council has adopted various resolutions amending the Rules of Council, the most recent being Resolution No. RE-4056-23 on the 14th day of August, 2023; and,

WHEREAS, the City Council has requested a review of any further revisions that would be necessary to ensure consistency, predictability, and efficiency in the conduct of City business; and,

WHEREAS, after review and deliberation of proposed revisions to the Rules of Council, the City Council considers that it is in the best interest of the public health, safety, and welfare that the City amend the Rules of Council as presented at the May 26, 2026, City Council Meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL 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 City Council and made a part hereof for all purposes.

SECTION 2.

The City Council hereby adopts the amendments to the Procedural Rules of Council as approved at the May 26, 2026, City Council Meeting. All other provisions of the Rules of Council, not amended, shall be restated as detailed in Exhibit "A," attached hereto and incorporated herein for all purposes.

SECTION 3.

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 time, place, and purpose of said meeting was given as required.

SECTION 4.

This Resolution shall take effect immediately from and after its passage in accordance with the Charter of the City of Mansfield, and it is accordingly so resolved.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANSFIELD THIS 26TH DAY OF MAY, 2026.

Michael Evans, Mayor

ATTEST:

Susana Marin, City Secretary

CITY OF MANSFIELD

PROCEDURAL RULES OF CITY COUNCIL

Section 1.01 Authority

Pursuant to Article III, Section 3.09 of the Charter of the City of Mansfield, the following rules shall be in effect until such time as they are amended or new rules are adopted in the manner provided by these rules.

Section 1.02 General Rules

- A. Meetings to the Public: Every regular, special or called meeting of the City Council shall be opened to the public provided that meetings need not be open to the public under the exceptions prescribed in Chapter 551, Texas Government Code.
- B. Quorum; Required Vote on Matters: Four (4) members of the City Council shall constitute a quorum, and the affirmative vote of at least four (4) of those attending any meeting at which a quorum is present shall be required to conduct any business of the city or adopt any ordinance or resolution. In zoning cases wherein a written protest against a change in zoning is signed by twenty (20) percent or more of the property owners either in the area of the lots or land included in such proposed zoning change or of the lots or land immediately adjoining same and extending two hundred (200) feet there from, such zoning change shall not become effective except by the favorable vote of three-fourths (6 members) of all the members of the City Council in accordance with Sec. 211.006 of the Tex. Loc. Govt. Code, as amended. *(Amended 8/10/20) (Amended 8/14/23)*
- C. Compelling Attendance: The City Council may compel the attendance of absent members. If the Mayor or any City Council Member shall be absent without valid excuse from three (3) consecutive regularly scheduled meetings, or shall fail to maintain an eighty (80) percent attendance record for each elected year without valid excuse, the City Council must declare a vacancy at its next regular meeting and shall fill the vacancy as set forth in the City Charter. (Article III, Section 3.02)
- D. Minutes: Accurate minutes of all proceedings of the City Council shall be kept by the City Secretary in books to be provided for that purpose. Both citizen's and City Council member's comments are to be summarized in the minutes.
- E. Right of Floor: Any City Council Member wishing to speak shall be recognized by the Mayor, and shall confine remarks generally to the subject under consideration. No City Council Member shall be allowed to speak more than once on any one subject until every City Council Member wishing to speak has done so.
- F. City Manager: The City Manager, or other appointed person acting in the City Manager's behalf, shall attend all meetings of the City Council unless excused. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions of the City Council, but shall have no vote.

In order to establish and maintain an effective City Council and City Manager relationship the City Council has established a periodic quarterly and annual review process to evaluate the performance of the City Manager and to ensure effective communication and goal orientation.

The annual evaluation will occur under the process set forth in Attachment A to these rules. The attachment may be periodically modified, amended or updated by City Council action. *(Added 8/10/20) (Amended 8/14/23)*

- G. City Attorney: The City Attorney shall attend all meetings of the City Council unless excused, by the City Manager and shall advise the City Council on questions of law and procedures. The City Manager is required to ensure an attorney is present at all City Council meetings.
- H. City Secretary: The City Secretary (or in City Secretary's absence the Assistant City Secretary) shall attend all meetings of the City Council unless excused, by the City Manager who will ensure a person is appointed to take minutes and administer the role of the City Secretary and shall keep the official minutes.
- I. Rules of Order: Unless in conflict with these rules, the latest version, Robert's Rules of Order Revised shall govern the proceedings of the City Council in all cases.
- J. Suspension of Rules: Any provision of these rules not governed by the City Charter or State law may be temporarily suspended by a majority vote (four) of all members of the City Council. The vote on any such suspension shall be taken and entered upon the records. If there is an objection to suspending the rules, a vote is required to proceed.
- K. Amendments to Rules:
 - 1. These rules may be permanently amended, or new rules may be adopted by a majority vote (four) of all members of the City Council. Any such amendments, except those described in K.2., shall be adopted and recorded by resolution.
 - 2. Amendments necessary for these Procedural rules to comply with state law shall be made by the City Secretary. *(Amended 8/14/23)*

Section 1.03 Meetings

- A. All meetings shall be open to the public, unless specifically permitted by law, and public notice shall be given in compliance with Chapter 551, Texas Government Code, as amended. *(Amended 8/14/23)*
- B. Regular Meetings: The City Council shall meet regularly on the second and fourth Monday of each month. The regular meetings of the City Council shall be held in the Council Chambers of the City Hall unless otherwise established by City Council. During the months of March, November and December, the City Council may hold two (2) consecutive meetings in one day. *(Amended 06-09-08) (Amended 8/14/23)*
- C. Special Meetings: Special meetings may be held on the call of the Mayor or four (4) City Council Members. Emergency meetings may be called by the Mayor or Mayor Pro Tem in the Mayor's absence, or four (4) members. *(Amended 8/14/23)*
- D. Recessed Meetings: Any meeting of the City Council may be recessed to a later time, provided that no recess shall be for a longer period than until the next regular scheduled meeting.
- E. Work Sessions: Work sessions may be held on the call of the Mayor or four (4) City Council Members. The purpose is to research, analyze, and review any matter which requires special information and study. Such meetings shall be open to the public and notice thereof shall be given in compliance with Chapter 551, Texas Government Code, as amended. *(Amended 8/14/23)*

- F. Executive Sessions: Participants to open and close executive sessions are limited strictly to City Council Members, the City Manager, Deputy City Manager, Assistant City Managers, City Secretary, and the City Attorneys. No other staff members, attorneys, board/committee members or individuals are allowed. At the request of City Council, City Manager or City Attorney, individual(s) may be requested to attend to address or receive instruction for a specific executive session agenda item. That individual(s) shall be dismissed from executive session after the agenda item for which they are needed is completed and prior to addressing the next agenda item. *(Amended 8/14/23)*
- G. Orientation Meeting: The City Manager shall schedule an orientation workshop during the month of July each year. The purpose of the meeting is to provide an overview presentation of information to assist new City Council Members in serving as members of a local legislative body. New City Council Members orientation form entitled “New City Council Member Orientation Form” attached hereto shall be utilized and completed as part and parcel of the new City Council Members orientation. *(Added 8/10/20)*
- H. City Council Team Building: The City Council shall schedule an annual team building event to be held in a workshop format. The meeting will occur in the winter or spring of each year and shall provide the City Council the opportunity to participate in Team Building Activities, Exercises and Programs designed to improve communication and problem solving skills. *(Added 8/10/20) (Amended 8/14/23)*

Section 1.04 Duties of Mayor

- A. Chairman and Duties: The Mayor, if present, shall preside as chairman at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall preside. In the absence of both the Mayor and the Mayor Pro Tem, the City Secretary shall call the City Council to order, whereupon a temporary chairman shall be elected by the members of the City Council present. Upon the arrival of the Mayor, or of the Mayor Pro Tem if the Mayor does not then arrive, the temporary chairman or the Mayor Pro Tem, as the case may be, shall immediately relinquish the chair upon the conclusion of the business immediately before the City Council.
- B. Call to Order: The meetings of the City Council shall be called to order by the Mayor/Chairman.
- C. Preservation of Order: The Mayor/Chairman shall preserve order and decorum, prevent personalities or the impugning of City Council Members’ motives, and restrict City Council Members in debate to the question under discussion.
- D. Points of Order: The Mayor/Chairman shall determine all points of order, subject to the right of any City Council Members to appeal to the City Council. If any appeal is taken, the question shall be "Shall the decision of the Mayor/Chairman be sustained?"
- E. Questions to be Stated: Immediately prior to voting, the Mayor/Chairman shall state “Is there any City Council Member requesting the floor on this item?” If the answer is “yes”, then Mayor/Chairman will relinquish the floor to said City Council Member for discussions. If the answer is “no”, then state, “Seeing no one requesting the floor, please vote on the (state the question being submitted). After voting, the Mayor/Chairman shall announce the result. A roll call vote shall be taken upon request of any member.
- F. Vote Change: In the event of a vote change, an immediate roll call vote shall be taken.

Section 1.05 Order of Business

- A. Agenda: The order of business of each regular meeting shall be as contained in the agenda prepared by the City Manager with final approval by the Mayor. The City Manager shall be responsible for the placement of agenda items that he or she believes are of importance or routine in nature for City Council discussion and/or action. Other than those items placed on the agenda by the City Manager, any matter that requires official action by the City Council shall not be placed on the agenda unless:

1. The requirements of Section 1.05B. Agenda Requests by City Council Members have been met;
2. A formal motion from a Council Committee is approved requesting placement on a future City Council agenda for action; or
3. The item has first been discussed at a properly noticed work session and City Council provides direction to the City Manager at the conclusion of said discussion for placement on a future City Council agenda for action.

The agenda for any regularly scheduled meeting shall be a listing by topic of subjects to be considered by the City Council and shall endeavor to be delivered to members of the City Council no later than Thursday before a regularly scheduled Monday meeting to which it pertains. The agenda for all special meetings and work sessions shall be posted in accordance with Chapter 551, Texas Government Code, delivered to City Council Members (3) business days before such meeting. All agendas are made available at the meeting and on the city's website. *(Amended 8/10/20) (Amended 8/14/23)*

- B. Agenda Requests by City Council Members: Providing policy for City Council placement of certain items on the City Council meeting agenda: *(Added 8/10/20)*

1. Any member of City Council may request that an item be placed on a City Council meeting agenda.
2. That request will be submitted to the City Secretary on the form previously designated by the City Secretary.
3. The City Secretary will send out to all members of City Council by email a copy of the request upon her receipt and will advise the other members of City Council that the request has been made and that the item will be placed on the next available agenda only if two other members of City Council, acting independently, submit a written request to the City Secretary's office of their interest in having the item placed on the agenda for discussion.
4. In order to be compliant with the Open Meetings Law, there is to be no discussion between members of City Council regarding any item that is requested until the item is scheduled and discussed on the City Council agenda.
5. The City Secretary will place an item that receives three (3) written requests on the agenda and will list as "sponsors" of the proposed discussion issue the names of those City Council Members who wish to sponsor the discussion.

- C. City Council Member Project Requests: Any request by a City Council Member for a particular project, to have city staff conduct research or to compile information outside of normal reporting procedures must be made through the City Manager's office and must have support of three (3) City Council Members. *(Added 8/10/20)*

- D. Agenda Deadline: Any person desiring to present a subject for the City Council's consideration shall advise the City Secretary's Office of that fact not later than 12:00 noon on the first or third Tuesday preceding the meeting at which the subject is requested to be considered; provided, however that the City Manager may grant exceptions to said deadline. The City Manager shall

have the authority to limit the agenda to a reasonable number of items which can be considered as part of the order of business of any regular meeting. In such cases, any request to appear on the agenda shall be communicated to members of City Council during the City Council work session and if desired by City Council, scheduled at the next regular meeting of City Council for action on the request. *(Amended 8/14/23)*

- E. Communication to Mayor and City Council Members: The City Manager shall provide the City Council Members with written analysis of items to be acted upon by the City Council at its meeting.
- F. Reading of Minutes: Unless a reading of the minutes of a City Council meeting is requested by a City Council Member and passed by a majority vote of the City Council, such minutes may be approved without reading if the City Secretary has previously furnished each City Council Member with a copy thereof.
- G. Public Hearings: A public hearing may be held as part of any regular meeting or may in itself constitute a special meeting and shall be called to order and governed by all other provisions relating thereto to regular meetings and special meetings. Once a public hearing has been closed, the discussion by City Council of any item on the agenda shall not be re-opened to public discussion, except by City Council, with approval of two-thirds (5 City Council Members) of all members of City Council. Such motion shall be considered as a motion to limit or extend limits of debate.
- H. Petition Deadlines: Any person desiring to present a petition before City Council shall present the petition made by the petitioners to the City Secretary no later than one week after the public hearing and/or the first reading. A petition to be presented regarding a zoning change request or any issue that is scheduled for public hearing by City Council, not otherwise prescribed by the Texas Statutes or the City Charter, shall be presented as provided in Section 1.09 of these Procedural Rules.

Section 1.06 Consideration of Ordinances, Resolutions and Motions

- A. Form: All ordinances and resolutions shall be presented to the City Council only in printed or typewritten form and ordinances shall be approved as to form and legality by the City Attorney.
- B. Ordinances: All ordinances shall be passed in accordance with the provisions of the City Charter.
- C. Recording of Votes: Voting shall be by tally vote and shall be recorded in the minutes. Every City Council Member, present at a meeting, and the Mayor must vote (in favor, against, or abstain) on all issues unless there is a declared and recorded conflict of interest. *(Amended 8/14/23)*
- D. Majority Vote Required: Unless specifically provided otherwise, approval of every ordinance, resolution, or motion shall require the affirmative vote of a majority four (4) of all members of the City Council. In case of a 3-2 vote with only five (5) City Council Members present, an item will automatically be scheduled for reconsideration at the next regular City Council meeting.
- E. Tie Vote: In the event of a tie in votes on any motion, the issue will be carried over for reconsideration for the next official City Council meeting. No action by the City Council can

be passed or failed unless four (4) of the City Council Members at the meeting vote for its passage or failure.

- F. Order of Precedence of Motions: The following motions shall have priority in the order indicated:

M O T I O N

UNDEBATABLE

1. To adjourn ^{2, 3} (cannot be amended)
2. To recess¹
3. To raise a question of privilege (cannot be amended)
4. To lay on the table (cannot be amended)
5. To remove the previous question, majority vote four (4) required (cannot be amended)
6. To limit or extend limits of debate, majority vote four (4) required

DEBATABLE

7. To postpone to a certain time
8. To commit or refer
9. To amend³
10. To postpone indefinitely (cannot be amended)
11. A main motion

Footnotes:

1. The first two motions are not always privileged. To adjourn shall lose its privileged character and is a main motion if in any way qualified. To take a recess shall be privileged only when other business is pending.
2. A motion to adjourn is not in order: (a) when repeated without intervening business or discussion; (b) when made as an interruption of a member while speaking, or (c) while a vote is being taken.
3. A motion to amend shall be undebatable when the question to be amended is undebatable.
- G. Reconsideration: A motion to reconsider any action of the City Council can be made not later than the next succeeding regular meeting of the City Council. Such a motion can only be made by a member who voted with the majority. It can be seconded by any member. No question shall be twice reconsidered, except by unanimous consent of City Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.
- H. The Previous Question (Close Debate): When a member moves the previous question (to close debate), it shall be put as follows:

"Shall we vote on the question?"

There shall then be no further debate but pending amendments shall be put in their order before the main question. Unless otherwise stated, this motion is confined to the immediately preceding question. An affirmative vote of a majority (4 members) of the City Council is required to move the previous question. If the motion is lost, the main question remains before the City Council for further debate.

If there is no objection, an informal request to close debate or call the question shall be honored
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by the Chairman without a vote.

- I. Withdrawal of Motions: A motion may be withdrawn or modified by its mover without asking permission until the motion has been stated by the Chairman. If the mover modifies their motion, the seconder may withdraw their second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the City Council.
- J. Amendments to Motions: No motion or proposition of a subject different from that under consideration shall be admitted under color of amendment. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.

(Amended 8/10/20 – K removed)

Section 1.07 Votes Required

Approval of every ordinance, resolution, or motion shall require the affirmative vote of a majority of the entire City Council (4), except when the Charter, State statutes, or these rules impose other voting requirements. Questions on which the voting requirements are varied by the Charter, State statute or these rules are listed below.

A. Charter and State Statutory Requirements: *(Amended 8/10/20 – A.6 removed)*

1. Charter Amendment: Ordinance submitting proposed Charter Amendments must be adopted by a majority (4 members) vote of the City Council.
2. Levying Taxes: Ordinances providing for the assessment and collection of taxes require the approval of a majority (4 members) of the City Council.
3. Changing Paving Assessment: Changes in plans for paving assessment requires a majority (4 City Council Members) of the City Council.
4. Amending Zoning Ordinance: Provided that changes in zoning classifications, where a hearing is held by the City Council and such change is protested by owners of twenty percent (20%) or more of the area within two hundred (200) feet of the affected property must have the approval of three-fourths (6 members) of all members of the City Council.
5. Declaring Emergency - Unanimous Vote: In order for an emergency to be declared it shall be necessary that such measure be approved by the affirmative vote of all the members of the City Council present and voting.

B. City Council Rules Requirements:

1. Suspending Rules: City Council rules may be suspended by an affirmative vote of 2/3 (5 members) of all members of the City Council.

Section 1.08 Creation of Committees, Boards and Commissions & Election of Mayor Pro-Tem

- A. City Council Committees: The City Council may, as the need arises, authorize the appointment of "ad hoc" City Council committees. Any committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by a majority vote of the City Council. The Mayor shall appoint the members of committees created under this rule. Any appointment made by the Mayor can be changed by a majority vote of the City Council. All members of the City Council have the right to attend any committee

meeting of a subcommittee of the City Council that has been posted under the Open Meetings Act. Non Committee City Council members shall speak and participate as citizens and will not participate in the committee discussion or vote after citizen comment periods have closed unless recognized by the Chairman of such committee. Should the members of any subcommittee recess into executive session only members of that subcommittee shall be allowed to attend the executive session. *(Amended 8/10/20) (Amended 5/24/2021)*

- B. Citizen Boards, Commissions, and Committees: The City Council may create other Committees, Boards and Commissions to assist in the conduct of the operation of the City government with such duties as the City Council may specify that are not inconsistent with the City Charter or Code. Memberships and selections of member shall be as provided by the City Council unless specified by the City Charter or Code. Any such Committee, Board, or Commission shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the City Council, unless otherwise provided in the Code. No committee so appointed shall have powers other than advisory to the City Council or to the City Manager, except as otherwise specified by the Charter Code or State law. The City Manager and his/her designee shall serve as a non-voting ex-officio member of all Boards, Commissions, and Committees. *(Amended 8/14/23)*
- C. Selecting Members for All City of Mansfield Boards and Commissions : *(Amended 8/14/23)*
1. All board members will be appointed by the City Council.
 2. Term of office for all members is (2) two years.
 3. Members shall be limited to serving no more than three (3) terms of office (six (6) years total) on any given board or commission unless this limitation would cause an excess of twenty-five percent (25%) of the board or commission to turn over, upon which time the most senior member in time would terminate, or other extenuating circumstances exist.
 4. A member who has reached a term limit on any given board or commission can reapply to said board or commission after a break from that board or commission that is equal to at least twelve (12) months.
 5. Appointments are effective October 1 and terminate on September 30.
 6. City Council interviews applicants for decision making boards prior to appointment.
 7. All decision making boards, acting through their designated staff representative shall forward three (3) qualified candidates, if available, to the City Council for their consideration and appointment. Upon request of a City Council Member, all candidates submitting interest to serve on a board/commission in the last twelve (12) months will be furnished by the City Secretary to the City Council Members.
 8. The designated staff representative shall forward current board members that request reappointment to the City Council for their consideration and appointment.
 9. The city staff representative assigned to the advisory or decision making board will be responsible for the timely scheduling of candidate interviews for the board and City Council.
 10. City Council interviews applicants and with a majority (4) votes appoints a board member.
 11. City Council, at will, may release any or all board members from service without cause.
- D. Election of Mayor Pro-Tem: At its first regular meeting, following the municipal election and any required runoffs, the City Council shall elect from among its members, a Mayor Pro Tem who shall serve for a term of one (1) year or until his successor is qualified. He shall perform all duties of the Mayor in the absences or disability of the Mayor. All City Council Members interested in the Mayor Pro-Tem position shall give notice during this agenda item at such meeting. The selection of Mayor Pro-Tem occurs through paper ballot listing all Council Members that are interested in serving as Mayor Pro Tem. Each City Council Member and Mayor present at the meeting must vote. The results are tabulated by the City Secretary and

announced by the Mayor. *(Amended 8/10/20)*

Section 1.09 Filing Petitions Before City Council (Adopted per minutes 8-22-88)

A petition to be presented regarding a zoning change request or on any issue that is scheduled for public hearing by City Council, not otherwise prescribed by the Texas Statutes or the City Charter, shall be presented in the following manner:

- A. Presenting Petition to City Secretary's Office: The petition shall be made by the petitioners and presented to the City Secretary no later than one week after the public hearing and/or first reading.
- B. Requirements on the Signature Page: The signatures on the petition need not be appended to one paper, but each signer shall personally sign their name thereto in ink or indelible pencil and shall print after the signature: 1) their name; 2) their place of residence, giving name of street and number; 3) their telephone number, and 4) the day, the month and year their signature was affixed.
- C. Property Owner's Name/Address as Shown on Last Approved Tax Roll: A person signing as a property owner shall note thereon opposite their name the name shown as the property owner and the property address as shown on the last approved official tax roll of the City.
- D. Description of Property: The petition shall contain a description of property involved in the public hearing.