

Jacqueline Steinbacher, Member
Marcus Gallegos, Member



Amy Shadowens, Member
Rachel Cristiano, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
AUGUST 27, 2024
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247
6:00 PM

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

PUBLIC COMMENT

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the Park and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

DISCUSSION / ACTION ITEMS

1. Discuss, Consider & Take Action on The Facility Use Policy
2. Consider and discuss recommending appointments to the Parks and Recreation Advisory Board place 2 and place 3; and take appropriate action.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Ave, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 19th day of August by 5 p.m., at least 72 hours preceding the scheduled meeting time.

Josh Little

Josh Little, Public Works Director



Parks and Recreation Advisory Board Coversheet
August 27, 2024
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247

Agenda Item: 1. (DISCUSSION / ACTION ITEMS)

Title: Discuss, Consider & Take Action on The Facility Use Policy

Department: Public Works

Contact: Josh Little, Public Works Director

Recommendation:

Staff recommends approval of the Facility Use Policy

Background:

City Attorney Review: Yes

Attachments:

1. City of Justin Facility Use Policy



City of Justin, Texas Facility Utilization Policy

PURPOSE:

The City of Justin has certain facilities that may offer opportunities for public use. This facility use policy is designed to govern the use of City-owned facilities by select persons and organizations that are contracted with the City of Justin through a partnership agreement, in which these policies are incorporated. This athletic facility utilization policy covers the facilities designated herein and all other City-owned facilities which may become available in the future for public use. If there is a conflict between these policies and facility-specific rental use policies, the facility-specific policies shall prevail.

GENERAL INFORMATION:

Facilities of the City of Justin are primarily designed to offer and accommodate year-round programs, activities, and meetings of various local volunteer-managed athletic associations through a partnership with the City of Justin. The City Council determines who the City will lease its athletic facilities to and will make final decisions on the authorization and termination of all partnership agreements/contracts at the City Council's sole discretion. The following guidelines and list of criteria are to assist the City Council in making its determination when considering the eligibility of a potential partnership agreements/contracts.

- The City will authorize only one partnership agreement/contract per sport.
- The program must prioritize Justin residents.
- The program must make recreational level play a priority.
- The program must provide and maintain liability insurance coverage naming the City as additionally insured. The minimum limits for this coverage shall be \$1,000,000.00 per occurrence / \$2,000,000 aggregate for general liability and for property damage.
- The program must have an adequate method for selecting coaches and volunteers. Such methods must include, at a minimum, conducting regular background checks of coaches and volunteers.
- The program's board must have procedures in place for handling program concerns.
- When executing the partnership agreement/contract, the selected program/organization must certify that it meets these qualifications

RESERVATION POLICIES AND PROCEDURES:

- Prior to utilizing any city-owned athletic facility, organizations are required to complete a City of Justin Rental Application.
- Reservation applications will be accepted on a first come first served basis.
- The individual signing the application must be 18 years of age or older.
- Applications for facility reservations must be submitted at least seven calendar days in advance of the rental date. The applicant is not authorized to use the facility until the application is approved and the applicable fees are paid. If the rental date falls on a weekend day, the application must be approved and payment made prior to noon on the Friday before the rental date.

- The applicant is responsible for the event and will be held responsible for all actions, behavior and damage caused by any players, coaches or guests.
- At all times the applicant shall be present at the facility while the facility is being used.
- Non-compliance may result in denial of future requests.
- Due to the size and nature of an event the City may require an Event permit.
- An Event permit may have different requirements and deadlines than a facility rental application. The applicant is responsible for being knowledgeable about all appropriate deadlines.
- The City reserves the right to cancel all reservations without providing any other accommodation in the event the facility is needed for municipal government purposes or if the facility becomes unavailable due to unforeseen maintenance or safety issues.
- Facility reservations are non-transferrable.

PROHIBITED USES:

- Any event where the noise level will interfere with activities in City offices or adjacent properties.
- Any groups where the number of participants is greater than the applicable occupancy limit.
- Any illegal activity.
- Any purposes contrary to federal, state or local law.
- Any other use deemed inappropriate by the City Manager.

GENERAL RULES AND REGULATIONS:

For the facilities to be enjoyed by everyone the following basic rules of good conduct must be observed at all City facilities.

- Park and City facilities close at 10pm
- Alcoholic beverages are prohibited. It shall be unlawful for any person to possess or consume any alcoholic beverage in any City Park or facility.
- Ballfields close at 10pm, at which time the lights will turn off via automatic timer.
- Littering is prohibited in any City facility. Littering shall include leaving trash or other items by persons and not placing trash and other items in appropriate trash receptacles provided at facilities.
- Failure to comply with facility rules and regulations may cause the cancellation of reservations and possible denial of future reservation requests. Additionally, a violation of a rule or regulations that is set forth by the City of Justin Code of Ordinances may result in the conviction of a misdemeanor and imposition of fines.
- The City of Justin reserves the right to limit the use or alter the schedule due to any City related event or condition which poses a conflict with the requested rental period.

EQUIPMENT:

The use, alteration, removal, damage or destruction of any City equipment is strictly prohibited. The applicant will be held responsible for any damages to any City owned property or equipment.

CLOSURES AND CANCELLATIONS:

- It is unlawful for any non-City employee to go on or enter a facility which has been designated as a Closed.
- The City will make every attempt to avoid facility closures during peak sports seasons. However, the City may close facilities due to unforeseen maintenance, safety concerns, inclement weather or any reason that the City feels is in the best interest and safety of the participants.
- If the facility is closed due to inclement weather rescheduling in lieu of a refund is permitted based upon availability of the facility.

TOURNAMENTS:

The City of Justin realizes the importance of athletic tournaments. These events have a major impact on the local economy as well as provide a revenue source for the City and the City's approved athletic association programs. All tournament requests must be submitted through a Facility Rental Application to the City. Tournament approvals are based on field availability.

CONCESSIONS:

All food or beverage related concession operations are provided either by the approved athletic association program or by the City.

FACILITY ACCESS:

The applicant will receive access instructions/information upon application approval and payment via phone call or email. In the event of an unforeseeable emergency the applicant may contact the Public Works Department at 940-648-2541 during the hours of 7am to 3:30pm Monday – Friday or after hours at 817-876-7956. All lights must be turned off and facility doors or gates must be secured at the conclusion of the reservation.

INSURANCE REQUIREMENTS:

Proof of insurance that lists the City of Justin as an additional insured entity is required for all organized programs of athletic competitions. The minimum limits for this coverage shall be \$1,000,000.00 per occurrence / \$2,000,000 aggregate for general liability and for property damage. The insurance requirement may be waived by the City Manager after consultation with the City Attorney.

DISCLAIMER:

Use of City facilities does not constitute City endorsement of the viewpoints, beliefs, ideas or policies expressed by organizations or individuals using the space. Furthermore, no organization or individual using a city facility may advertise or imply that the City endorses the viewpoints, beliefs, ideas, or policies expressed by such organization or individual.

RELEASE OF LIABILITY:

The City assumes no responsibility for personal injury or injury to or loss of property brought or placed in the facility in connection with the use of the facility. Users are responsible for their guest's adherence to the policies described herein.

USE OF CITY NAME OR LOGO:

The use of the City of Justin name and logo is strictly prohibited by any organization or person for any purpose in connection with the use of the city facilities for publicity or otherwise except to identify the location of the event. Unapproved use of the City of Justin name or logo may be grounds for termination of the use agreement and may be subjected to other legal actions.

DEPOSITS:

Deposits are refundable under the following conditions:

- Provided that no damage has occurred to the facility or fixtures.
- The renter must have followed all facility use guidelines and policies and City Ordinances during the reservation time.

CANCELLATIONS AND REFUNDS:

- In order to receive a full refund of all fees and deposits the reservation must be canceled at least 14 days prior to the reservation date.
- If the cancellation occurs after the 14 day period the City of Justin reserves the right to assess a \$100 administrative fee to cover staffing costs.
- No refunds will be given for cancellations within two (2) days of the reservation date or for a cancellation notice after the rental date.
- If the facility is closed due to inclement weather rescheduling in lieu of a refund is permitted based upon availability of the facility. In order to be considered for approval the reservation must be rescheduled no later than five (5) days after the original reservation date.
- Failure to submit a refund request or to reschedule in the time frame noted forfeits the opportunity for a refund or rescheduling in lieu of a refund.

RESERVATION FEES:

See the [City of Justin Master Fee Schedule](#)

EXHIBIT A:**AVAILABLE FACILITIES**

Indoor Gym at City Hall

Community Park Baseball fields

Community Park Soccer fields



Parks and Recreation Advisory Board Coversheet
August 27, 2024
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247

Agenda Item: 2. (DISCUSSION / ACTION ITEMS)

Title: Consider and discuss recommending appointments to the Parks and Recreation Advisory Board place 2 and place 3; and take appropriate action.

Department: Administration

Contact:

Recommendation:

Background:

City Attorney Review:

Attachments:

1. Mark Allen Board Application
2. Mark Montanari Board Application

Board, Commission & Committee Application

First Name	Mark
Last Name	Allen
Address	Kettlewood Dr
City	JUSTIN
State	TX
Zip Code	76247
Mailing Address (If different)	Kettlewood Dr
City	JUSTIN
State	TX
Zip Code	76247
Phone Number	
Email Address	
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	Yes
Current Occupation/Employer	self employed Sales Construction
Education, Licenses, or Certifications	Bachelors degree
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	Yes
If yes, please specify	P & Z, Parks, EDC
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Planning and Zoning Commission

If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.

Type A Economic Development Board

What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?

Previously elected to city council 3 times.
Enid, Ok. Runaway Bay, Tx.

List any additional information which you believe would be of value for the City Council to know about you.

Police, Fire and EMS experience.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?

No

By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.

Mark Daniel Allen

Date of Submission

1/27/2024

Board, Commission & Committee Application

First Name	Mark
Last Name	Montanari
Address	Misty Ridge Dr
City	Justin
State	TX
Zip Code	76247
Mailing Address (If different)	<i>Field not completed.</i>
City	Justin
State	TX
Zip Code	76247
Phone Number	
Email Address	
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	No
Current Occupation/Employer	Retired
Education, Licenses, or Certifications	Bachelor of Science from Rochester Institute of Technology. 2003.

Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	No
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	Justin Community Library Board
What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	I have a desire to participate in Justin's growth. My family moved her because we were told this is a growing area, and with growth comes opportunity and challenges. Therefore be part of solutions rather complain.
List any additional information which you believe would be of value for the City Council to know about you.	I applied for the open position on City Council, And was interviewed for the position, I was not chosen, but was encouraged to pursue other opportunities within the city of Justin govt.
Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?	No
By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Mark Joseph Montanari
Date of Submission	8/14/2024