



**Stephenville City Council
City Council Work Session**

City Hall Training Room, 298 W. Washington (Use Columbia St. entrance)
Tuesday, March 20, 2018 at 5:30 PM

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February 16, 2018

Jeremy Allen
Director of Community Development
298 W. Washington
Stephenville, TX 76401

Dear Mr. Allen,

I am the current President of Erath County Habitat for Humanity and would like to make a request on behalf of the organization. ECHH has been building homes for low income families in Erath County since 1997 in order to improve the quality of life for the partner families who work the required "sweat equity" hours on the build and then pay for their home with an interest free loan, which allows low income families who would not otherwise be able to enjoy home ownership.

The organization recently purchased a lot located at 355 W. Walnut Street, Stephenville, TX and are working to start the next home for the next Habitat partner family. The lot we purchased has a very run down mobile home that we will be removing in order to build the home. We have attempted to donate the mobile home to someone who could remove it from the lot but have been unable to find anyone interested in the offer.

We are asking the city to waive or reduce the city landfill fees that ECHH will incur when the mobile home is removed. Additionally, we are asking the city to waive or reduce the permit costs for the home that we will build on the property. These savings will be passed on to the partner family and allow ECHH to keep their mortgage as low as possible.

We appreciate your consideration of our requests. If you have any questions please let me know.

Sincerely,

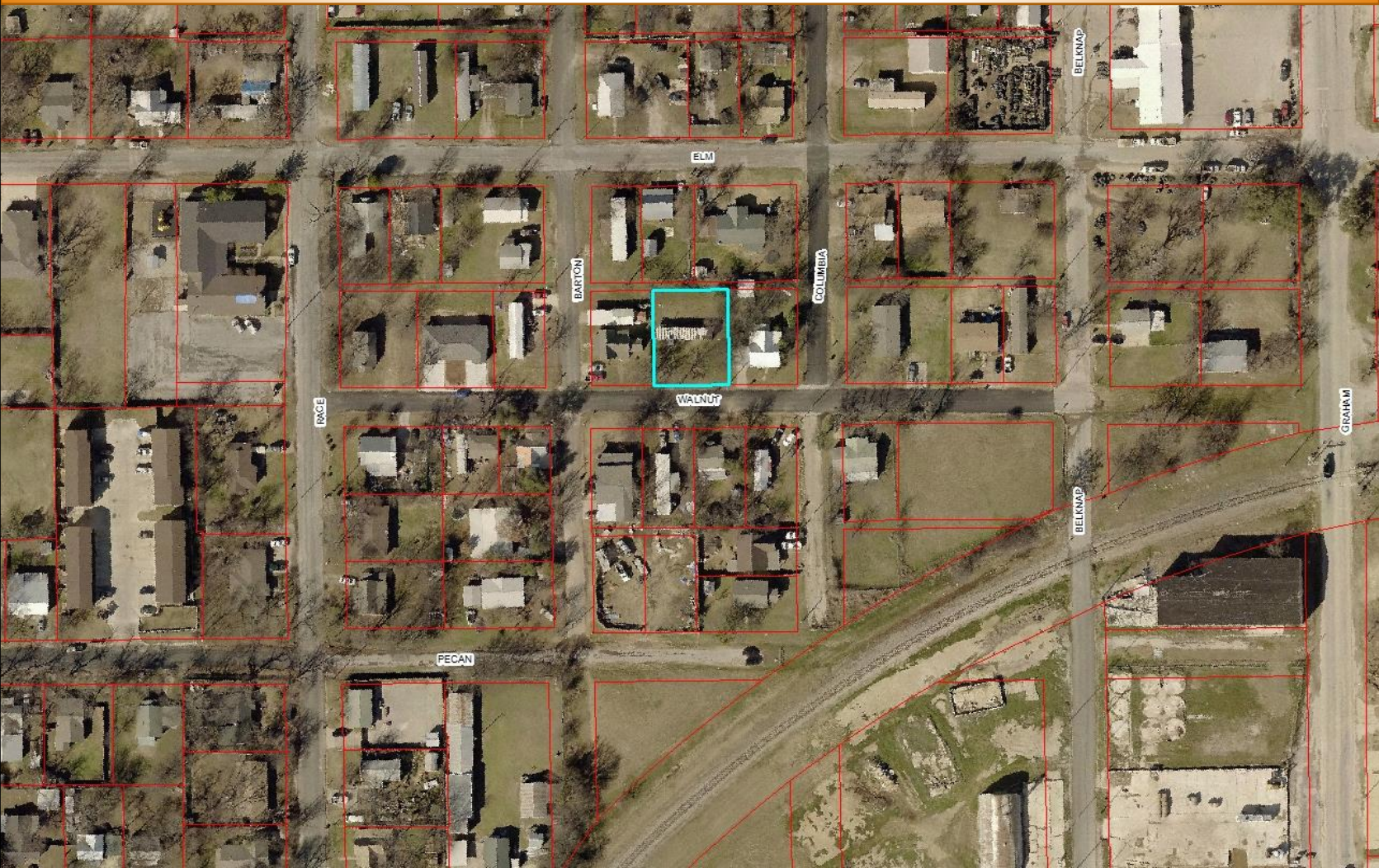
A handwritten signature in blue ink that reads "Lori Hurford".

Lori Hurford
ECHH President

P. O. Box 505 Stephenville, TX 76401 254-592-1079



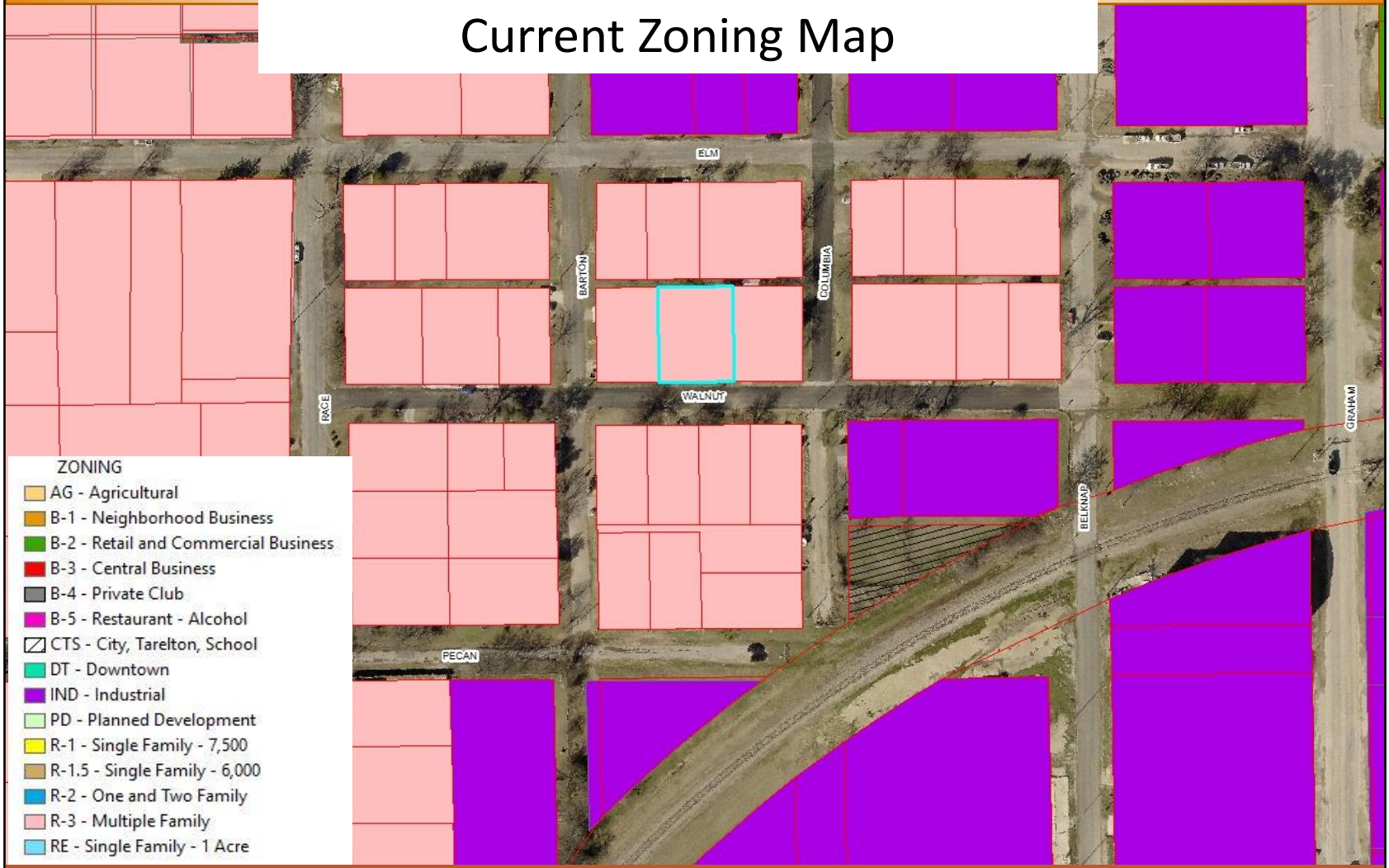
Discussion On Request by Habitat for Humanity to
Waive Fees to build a home for a low income
family at 355 W. Walnut St.







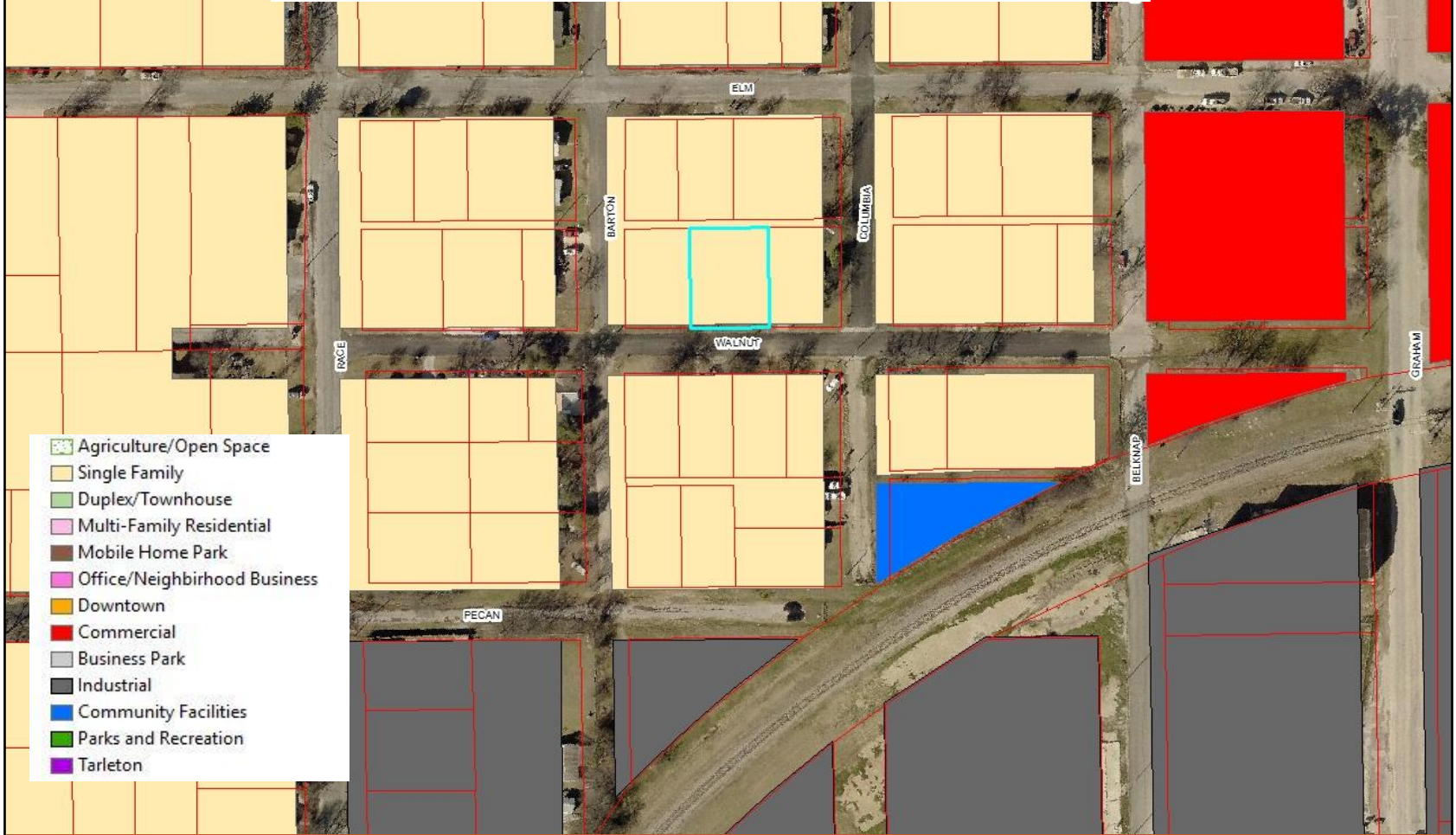
Current Zoning Map



- ZONING**
- AG - Agricultural
 - B-1 - Neighborhood Business
 - B-2 - Retail and Commercial Business
 - B-3 - Central Business
 - B-4 - Private Club
 - B-5 - Restaurant - Alcohol
 - CTS - City, Tareyton, School
 - DT - Downtown
 - IND - Industrial
 - PD - Planned Development
 - R-1 - Single Family - 7,500
 - R-1.5 - Single Family - 6,000
 - R-2 - One and Two Family
 - R-3 - Multiple Family
 - RE - Single Family - 1 Acre



Future Land Use Map



Customer Name: City of Stephenville
 Medical Policy: 00904974
 Renewal Date: May 1, 2018

• The numbers below are on an illustrative basis. Rates are subject to Underwriting approval.

Plan Name	Option 2: Current	Option 3	NEW	Option 1: Current
	AN-DQ (Primary Advantage EPO) Rx Plan: 455	AX-KS (Premier PROformance EPO) Rx Plan: LJ		AG-2R (Premier/Emb/PVY/2016) Rx Plan: LJ
Product	Choice Insurance *	Choice Insurance *		Choice Insurance *
Option	Option 2			Option 1
Plan Offering	Dual Option	Dual Option		Dual Option
Multiple Option with:	Option(s) 1	Option(s) Replaces 1		Option(s) 2
HRA or HSA	No	No		No
Benefits*	Network Single/Family	Network Single/Family		Network Single/Family
Office Copay (PCP/SPC)	PCP \$0, SPC \$100	PCP \$10, SPC \$40/\$80		PCP \$25, SPC \$25/\$50
Hospital Copays	OP N/A, IP N/A	OP N/A, IP N/A		OP N/A, IP N/A
UC/ER/Major Diag Copay	UC \$50, ER \$250+ded+20%, MD N/A	UC \$25, ER \$300+ded+20%, MD \$500		UC \$75, ER \$250+20%, MD N/A
Other	ENRP	\$0 Kid Copay; ENRP		(PCP \$0 if <19); ENRP
Deductible	\$3,000/\$6,000 (Emb)	\$2,000 / \$4,000 (Emb)		\$1500/\$3000 (Emb)
Coinsurance	80%	80%		80%/50%
Out-of-Pocket	\$6,500/\$13,000	\$7,150 / \$14,300		\$5000/\$10000
Pharmacy	\$250/500 ded (Tier 3 & 4 only); \$5/50/100/250; 2.5x M.O.	\$20/35/70; 2.5x for M.O.		\$20/35/70; 2.5x for M.O.
	Out of Network Single/Family	Out of Network Single/Family		Out of Network Single/Family
Deductible	N/A	N/A		N/A
Coinsurance	N/A	N/A		N/A
Out of Pocket	N/A	N/A		N/A
Enrollment				
Employee	108	16		16
Employee + Spouse	1	3		3
Employee + Child(ren)	16	2		2
Employee + Family	4	0		0
Total	129	21		21
	Rates (Billed)	Rates (Billed)		Rates (Billed)
Rates	Current	Proposed	Current	Proposed
Employee	\$623.61	\$604.90		\$642.97
Employee + Spouse	\$1,534.97	\$1,488.92		\$1,582.62
Employee + Child(ren)	\$1,099.74	\$1,066.74		\$1,133.88
Employee + Family	\$2,010.73	\$1,950.40		\$2,073.15
Monthly Cost	\$94,524	\$91,688		\$17,303
Annual Cost	\$1,134,283	\$1,100,251		\$207,638
Change from Current		-3.0%		-10.2%
UBundle Applied				0.0%

*High level benefit summary. Please see your plan summary for more detailed benefit description.

POD = Benefit paid as follows: Per Occurrence Deductible, then plan deductible and coinsurance.

LTD # = the number of services covered at that copay, after the limit plan deductible and coinsurance will apply, note PCP and SPC may be combined (see benefit summary)

Day x# = the max number of days the copay will apply

For markets moving to service fees, current rates (for renewals only) include commission expenses. Proposed rates, for your convenience, include any applicable producer service fees. Producer service fees are not a contingency of obtaining insurance coverage but are fees agreed to between you (client) and your producer/service provider for service rendered on behalf of client.

For markets continuing to pay commissions, both the current (applicable for renewals only) and proposed rates include commissions.

Medical Quote Assumptions

- Rates are guaranteed for the contract period of 5/1/18 through 4/30/19.
- Rates are based on your submitted census. UnitedHealthcare reserves the right to adjust the rates from audit date back to effective date if any of the following changes:
 - Enrollment +/- 10%
 - Area Factor +/- 7.5%
 - Any Material Changes
 - Average Contract Size +/- 10%
 - Age/Sex Factor +/- 10%
 - Cobra enrollees are more than 10% of enrollment
- Employer contributes a minimum of 100% toward the employee only rates and 50% toward the dependent rates.
- Requires a minimum participation level of 75%.
- INS-Choice plans are not available for subscribers in AL, AR, AZ, HI, KS, LA, MN, MS, MT, NC, NM, OK.
- UnitedHealthcare will work exclusively with the broker designated when an agent of record letter is issued by the prospective client.
- Unless otherwise stated, this offer replaces and renders all previous offers null and void.
- UnitedHealthcare reserves the right to re-rate if Underwriting has not received written confirmation of renewal by (enter date here) .
- Premium rates assume a premium payment delay of 60 days. Premium rates have been loaded 1.5% to reflect this premium payment delay for the renewal period 5/01/18 through 4/30/19.

- Quote includes UHC fulfilled Simply Engaged (not available with UHC Motion).

UnitedHealthcare reserves the right to adjust the rates and/or fees (i) in the event of any changes in federal, state or other applicable legislation or regulation; (ii) in the event of any changes in Plan design required by the applicable regulatory authority (i.e. mandated benefits) or by the Plan Sponsor; and (iii) as otherwise permitted in our policy.

- This premium may include state and federal taxes and fees.

(-) Premium rates and/or product forms included herein are subject to approval by regulators. If rates or product forms offered herein are subsequently modified by regulators we will immediately advise you of the change in plan design and retroactively adjust premium in subsequent billings.

- Plan design and corresponding premium rates offered herein represent a coverage option that is consistent with your current group size (based on most recent census or survey information) and closely matches your current coverage. Additional coverage options may be available to you.

- At your request, a service fee to be paid to your producer/service agent of 5.26% has been added as an expense item in sites where service fees apply.

- Agents may receive commissions and other compensation from us and these costs may be reflected in your premium or fee. Separately, you may have contracted with producers ' to provide services directly for your group and have agreed to pay them a 'service fee'. Since 'service fees' are not a contingency of the purchase of health insurance such fees ' are not part of your premium but may be included in your bill under total amount due.

City Council Work Session
STAFF REPORT



SUBJECT: Amendment to the City of Stephenville Code of Ordinance Chapter 35: Municipal Records

MEETING: City Council Work Session - 20 Mar 2018

DEPARTMENT: Administration

STAFF CONTACT: Staci King

BACKGROUND:

In recent years, cities across the state have experienced increases in the number of requests made under the Texas Public Information Act (Texas Government Code Chapter 552); the City of Stephenville is no exception to this trend. The Stephenville Police Department has experienced a 20% increase in public information requests; the City Secretary's office has received three times as many requests this calendar year as it did in 2016. Of the 29 requests received in my office this calendar year, 22 were from a single requestor. Currently, the city is only allowed to charge for requests that result in 50 or more pages of responsive documents. In instances where the city receives multiple requests that result in fewer than 50 pages from the same requestor, large amounts of employee time is used, but the city is unable to recoup the personnel time spent on these requests. Under Section 552.275, the city is allowed to adopt an ordinance that provides an avenue to remedy that situation by setting a time limit for repeat requestors.

Below is an excerpt from the Texas Attorney General's *Public Information Handbook 2018*:

Section 552.275 authorizes a governmental body to establish a reasonable limit, not less than 15 hours for a one month period or 36 hours in a 12 month period, on the amount of time that personnel are required to spend producing public information for inspection or copies to a requestor, without recovering the costs attributable to the personnel time related to that requestor.² If a governmental body chooses to establish a time limit under this section, a requestor will be required to compensate the governmental body for the costs incurred in satisfying subsequent requests once the time limit has been reached.

On establishing the time limit, a governmental body must make it clear to all requestors that the limit applies to all requestors equally. A governmental body that avails itself of section 552.275 must provide a requestor with a statement detailing the time spent in complying with the instant request and the cumulative amount of time the requestor has accrued towards the established limit. If a requestor meets or exceeds the established limit, the governmental body may assess charges for labor, overhead, and material for all subsequent requests.

As the Records Management Officer, I respectfully recommend that council amend Chapter 35 *Records Management* to adopt a monthly and yearly time limit at 15 and 36 hours, respectively.

ATTACHMENTS:

[Police Department Records Requests](#)
[2018-O-XX Repeat Open Records Requestors](#)
[Texas Government Code Sec. 552.275](#)

Total Records Requests - Police Department

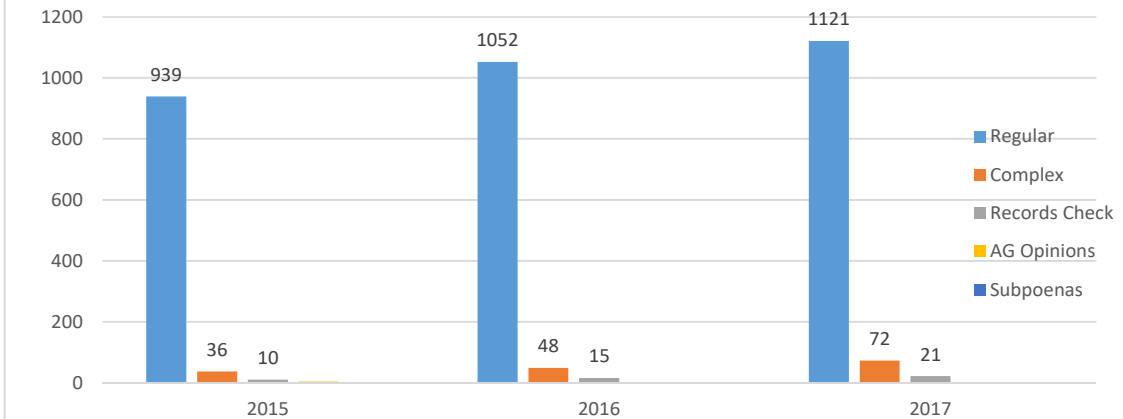
	Records						
	Regular	Complex	Check	AG Opinions	Subpoenas		Total
2015	939	36	10	3	2		990
2016	1052	48	15	1	2		1118
2017	1121	72	21	1	2		1217

Avg Time on Each (Min)	Regular	Complex	Check	AG Opinions	Subpoenas
	10	60	20	300	180

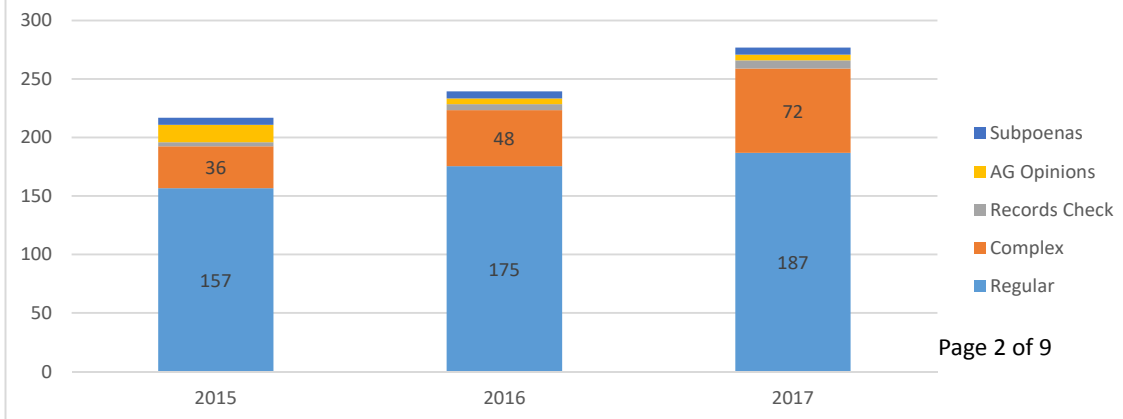
Time on Requests (Hours)

	Records						
	Regular	Complex	Check	AG Opinions	Subpoenas		Total
2015	157	36	3	15	6		217
2016	175	48	5	5	6		239
2017	187	72	7	5	6		277

Total Record Requests



Time on Requests (Hours)



ORDINANCE NO. 2018-O-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS AMENDING THE CODE OF ORDINANCES CHAPTER 35 "MUNICIPAL RECORDS" BY ADDING SECTION 35.12 REPEAT OPEN RECORD REQUESTORS ESTABLISHING MONTHLY AND ANNUAL TIME LIMITS ON TIME SPENT BY CITY PERSONNEL ON RESPONDING TO A REQUESTOR OF PUBLIC INFORMATION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, during the 85th Regular Session of the Texas Legislature, the Texas Legislature passed H.B. 3107 amending the Public Information Act (Chapter 552 of the Texas Government Code) to allow government entities to establish reasonable monthly and yearly limits on the amount of time that personnel of the governmental entity is required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time; and

WHEREAS, harassing, repetitive, and/or redundant public information requests asking for a large amount of information (known as "vexatious requests") can impose great financial and time burdens on the City, as vexatious requests typically require City personnel to divert their time spent on normal tasks to locate, compile, and reproduce the requested information; and

WHEREAS, the City Council of the City of Stephenville finds it to be in the best public interest to amend Chapter 35 "Municipal Records" to establish reasonable monthly and yearly limits on the amount of time that City personnel is required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering the City's costs attributable to that personnel time.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, THAT:

Section 1

Chapter 35 "Municipal Records" of the City of Stephenville Code of Ordinances is hereby amended by adding section 32.12 "Repeat Open Record Requestors" to read as follows:

Chapter 35.12 REPEAT OPEN RECORD REQUESTORS

35.121 Time Limits

A. In accordance with Texas Local Government Code Section 552.275, the City Council establishes a limit of 15 hours as the amount of time that employees are required to devote without charge to produce public information for inspection or duplication, or providing copies of public information to or on behalf of any one requestor in any given monthly period commencing on the 1st date of each month, without recovering the city's costs attributable to that personnel time.

B. In accordance with Texas Local Government Code Section 552.275, the City Council establishes a limit of 36 hours as the amount of time that employees are required to devote without charge to produce public information for inspection or duplication, or providing copies of public

information to or on behalf of any one requestor in any given twelve-month period commencing on October 1, without recovering the city's costs attributable to that personnel time.

Section 32.122 Written estimate of personnel time spent on requests

A. The City Secretary or the City Secretary's designee shall provide the requestor with a written statement of the amount of personnel time spent complying with each request and the cumulative amount of time spent complying with requests from that requestor during the applicable twelve month period. The time spent preparing the written statement of total time spent may not be included.

B. When the time spent on responding to a particular requestor's requests equals or exceeds the time limit imposed by Section 35.121, the City Secretary or the City Secretary's designee shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses necessary to comply with the request. The estimate must be provided on or before the tenth (10th) day after the date on which the public information was requested. The amount of the cost shall be established by rules prescribed by the attorney general.

C. If the City Secretary or the City Secretary's designee determines that additional time is required to prepare the written estimate of costs required by Section 1.3802(B) and provides the requestor with a written statement of that determination, the City Secretary or the City Secretary's designee must provide the written estimate of costs required by Section 1.3802(B) as soon as practicable, but on or before the 10th day after the date the City provides the written statement that additional time is required.

Section 32.133 Requestor response to estimate of costs

A. After the City Secretary or the City Secretary's designee has provided the requestor with the written estimate of costs under Section 1.3802, the requestor must respond within ten (10) days of receiving the estimate by submitting a written statement in which the requestor commits to pay the lesser of:

1. the actual costs incurred in complying with the requestor's request, including the cost of materials and personnel time and overhead; or
2. the amount stated in the written statement provided.

B. If the requestor fails or refuses to submit the written statement of commitment to pay, the requestor shall be considered to have withdrawn the requestor's pending request for public information.

Section 32.134 - Requests in the name of a minor

Any time spent complying with a request in the name of a minor is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian or other person establishes that another person submitted that request in the name of the minor.

Section 32.135 - Exemptions

A. This ordinance does not apply if the requestor is an individual who, for a substantial portion of the individual's livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:

1. A radio or television broadcast station that holds a license issued by the Federal Communications Commission; or
2. A newspaper that is qualified under section 2051.044 of the Texas Government Code to publish legal notices or is a free newspaper of general circulation and that is published at least once a week and available and of interest to the general public in connection with the dissemination of news; or
3. A newspaper of general circulation that is published on the Internet by a news medium engaged in the business of disseminating news or general information to the general public; or
4. A magazine that is published at least once a week or on the Internet by a news medium engaged in the business of disseminating news or information to the general public.

B. This ordinance does not apply if the requestor is a representative of a publicly funded legal services organization that is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as amended, by being listed as an exempt entity under Section 501(c)(3) of that code.

C. This ordinance does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state.

Section 2

Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

Section 3

This Ordinance shall become effective upon its adoption.

PASSED AND APPROVED this the ___ day of _____, 2018.

Jerry K. Weldon, II, Mayor

ATTEST:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Administrator

Randy Thomas, City Attorney
Approved as to form and legality

Sec. 552.275. REQUESTS THAT REQUIRE LARGE AMOUNTS OF EMPLOYEE OR PERSONNEL TIME. (a) A governmental body may establish reasonable monthly and yearly limits on the amount of time that personnel of the governmental body are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time.

(a-1) For purposes of this section, all county officials who have designated the same officer for public information may calculate the amount of time that personnel are required to spend collectively for purposes of the monthly or yearly limit.

(b) A yearly time limit established under Subsection (a) may not be less than 36 hours for a requestor during the 12-month period that corresponds to the fiscal year of the governmental body. A monthly time limit established under Subsection (a) may not be less than 15 hours for a requestor for a one-month period.

(c) In determining whether a time limit established under Subsection (a) applies, any time spent complying with a request for public information submitted in the name of a minor, as defined by Section [101.003\(a\)](#), Family Code, is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian, or other person establishes that another person submitted that request in the name of the minor.

(d) If a governmental body establishes a time limit under Subsection (a), each time the governmental body complies with a request for public information, the governmental body shall provide the requestor with a written statement of the amount of personnel time spent complying with that request and the cumulative amount of time spent complying with requests for public information from that requestor during the applicable monthly or yearly period. The amount of time spent preparing the written statement may not be included in the amount of time included in the statement provided to the requestor under this subsection.

(e) Subject to Subsection (e-1), if in connection with a request for public information, the cumulative amount of personnel time spent complying with requests for public information from the same requestor equals or exceeds the limit established by the governmental body under Subsection (a), the governmental body shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses, necessary to comply with the request. The written estimate must be provided to the requestor on or before the 10th day after the date on which the public information was requested. The amount of this charge relating to the cost of locating, compiling, and producing the public information shall be established by rules prescribed by the attorney general under Sections [552.262\(a\)](#) and (b).

(e-1) This subsection applies only to a request made by a requestor who has made a previous request to a governmental body that has not been withdrawn, for which the governmental body has

located and compiled documents in response, and for which the governmental body has issued a statement under Subsection (e) that remains unpaid on the date the requestor submits the new request. A governmental body is not required to locate, compile, produce, or provide copies of documents or prepare a statement under Subsection (e) in response to a new request described by this subsection until the date the requestor pays each unpaid statement issued under Subsection (e) in connection with a previous request or withdraws the previous request to which the statement applies.

(f) If the governmental body determines that additional time is required to prepare the written estimate under Subsection (e) and provides the requestor with a written statement of that determination, the governmental body must provide the written statement under that subsection as soon as practicable, but on or before the 10th day after the date the governmental body provided the statement under this subsection.

(g) If a governmental body provides a requestor with the written statement under Subsection (e) and the time limits prescribed by Subsection (a) regarding the requestor have been exceeded, the governmental body is not required to produce public information for inspection or duplication or to provide copies of public information in response to the requestor's request unless on or before the 10th day after the date the governmental body provided the written statement under that subsection, the requestor submits payment of the amount stated in the written statement provided under Subsection (e).

(h) If the requestor fails or refuses to submit payment under Subsection (g), the requestor is considered to have withdrawn the requestor's pending request for public information.

(i) This section does not prohibit a governmental body from providing a copy of public information without charge or at a reduced rate under Section [552.267](#) or from waiving a charge for providing a copy of public information under that section.

(j) This section does not apply if the requestor is an individual who, for a substantial portion of the individual's livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:

(1) dissemination by a news medium or communication service provider, including:

(A) an individual who supervises or assists in gathering, preparing, and disseminating the news or information; or

(B) an individual who is or was a journalist, scholar, or researcher employed by an institution of higher education at the time the person made the request for information; or

(2) creation or maintenance of an abstract plant as described by Section [2501.004](#), Insurance Code.

(k) This section does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state.

(l) This section does not apply if the requestor is a representative of a publicly funded legal services organization that is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as amended, by being listed as an exempt entity under Section 501(c)(3) of that code.

(m) In this section:

(1) "Communication service provider" has the meaning assigned by Section [22.021](#), Civil Practice and Remedies Code.

(2) "News medium" means a newspaper, magazine or periodical, a book publisher, a news agency, a wire service, an FCC-licensed radio or television station or a network of such stations, a cable, satellite, or other transmission system or carrier or channel, or a channel or programming service for a station, network, system, or carrier, or an audio or audiovisual production company or Internet company or provider, or the parent, subsidiary, division, or affiliate of that entity, that disseminates news or information to the public by any means, including:

- (A) print;
- (B) television;
- (C) radio;
- (D) photographic;
- (E) mechanical;
- (F) electronic; and
- (G) other means, known or unknown, that are accessible to the public.

Added by Acts 2007, 80th Leg., R.S., Ch. 1398 (H.B. [2564](#)), Sec. 1, eff. June 15, 2007.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1383 (S.B. [1629](#)), Sec. 1, eff. September 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 894 (H.B. [3107](#)), Sec. 3, eff. September 1, 2017.

City Council Work Session
STAFF REPORT



SUBJECT: Proposed Ordinance for Game Rooms and Amusement Redemption Machines
MEETING: City Council Work Session - 20 Mar 2018
DEPARTMENT: Administration
STAFF CONTACT: Jeremy Allen

BACKGROUND:

Staff is asking for consideration of an ordinance for game rooms and amusement redemption machines.

The attached draft ordinance establishes rules and regulations for the operation of a game room and amusement redemption machines which will provide definitions and establish authority to enforce by providing for a penalty clause.

The ordinance establishes an annual license fee that may be permitted through Planning and Building Services. Each machine will be required to submit to an independent gaming compliance and testing laboratory approved in advance by the city to determine whether the game room or the operational amusement redemption machine complies with state law and the City of Stephenville Code of Ordinances.

The ordinance regulates the hours of operations, ingress and egress, and allows for unrestricted access by the building official for inspection.

ATTACHMENTS:

- [2018-O-XX Game Rooms](#)
- [Game Room Application](#)

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS, CHAPTER 118: GAME ROOMS AND AMUSEMENT REDEMPTION MACHINES, PROVIDING FOR THE REGULATION OF CENTERS AND BUSINESS ESTABLISHMENTS WITH RECREATION AND AMUSEMENT MACHINES WITHIN THE CORPORATE LIMITS OF THE CITY OF STEPHENVILLE, TEXAS; PROVIDING DEFINITIONS; ESTABLISHING AUTHORITY TO ENFORCE; PROVIDING FOR A PENALTY CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS, “amusement redemption machines”, defined herein, are becoming a popular method of entertainment and amusement; and

WHEREAS, many “amusement redemption machines: purport to be games of skill or chance even though the machines use a reflexive percentage arrangement to ensure predetermined outcomes that cheat the players; and

WHEREAS, there is potential for abuse in that persons operating establishments with “amusement redemption machines” can exceed the limitations set forth in the Texas Penal Code and become gambling establishments; and

WHEREAS, the proliferation of these “amusement redemption machines” in the City will necessitate increased police regulation and review to ensure that such machines and arcades are operated within lawful parameters; and

WHEREAS, the City Council of the City of Stephenville, Texas is of the opinion that procedures for licensing, permitting, and regulating the location and operation of “amusement redemption machines” is in the best interest of the citizens of Stephenville;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

SECTION 1. That the Code of Ordinances of the City of Stephenville is hereby amended to include the following:

CHAPTER 118: GAME ROOMS AND AMUSEMENT REDEMPTION MACHINES

118.01 Definitions.

Amusement redemption machine. Any electronic, electromechanical, or mechanical contrivance that for a consideration affords the player an opportunity to obtain anything of value, the award of which is determined solely or partially by chance, even though accompanied by some skill, whether or not the prize is automatically paid by the contrivance, including but not limited to, gambling device versions of bingo, keno, blackjack, lottery, sweepstakes, roulette, video poker, tic-tac-toe, eight liner or similar electronic, electromechanical, or mechanical games, or facsimiles thereof, that operate by chance or partially so.

City official. A code enforcement officer or building official of the City of Gonzales or any peace officer of the State of Texas.

Game room. A building, facility or other place that is open to the public and that contains one or more operational amusement redemption machines.

Game room owner. A person who has any ownership interest in a game room or an owner, director, or officer of a business entity that has any ownership interest in a game room.

Operational machine. A machine that is ready to be played and accessible to the public.

118.02 Licensing

(1) *Payment of fee and issuance of license:* An owner, operator, or lessee of an amusement redemption machine game room shall be required to secure a license annually. An amusement redemption machine game room shall be required to secure a license by paying to the City an annual inspection and amusement redemption machine game room license fee of \$250.00\ . Application shall not be approved until a completed application has been submitted and found to meet all application requirements.

(2) *Application:* An applicant for a license or permit shall file with the City Secretary a written application on a form provided for that purpose, which shall be signed by the applicant, who shall be the owner, operator, or lessee of the amusement redemption machine game room. Should an applicant maintain an amusement redemption machine game room at more than one location, a separate application must be filed for each location. The following information is required in the application:

- (a) Location, by address, of the proposed operation.
- (b) A copy of the certificate of formation if the business is registered with the secretary of state, or the applicant’s d/b/a, if applicable;
- (c) Name, address, telephone number and driver’s license number of the following persons, if applicable:
 - 1. applicant if a natural person;
 - 2. all persons who own 25 percent or more interest in the amusement redemption machine game room;
 - 3. all corporate officers, if any, of the business;
 - 4. if a partnership, each of the general and limited partners;
 - 5. the property owner; and
 - 6. the manager of the property and/or business.
- (d) The previous occupation(s) of the applicant and, if applicable, all corporate officers and partners of the applicant within the preceding five years;
- (e) Whether a previous license or permit of applicant, or, if applicable, corporate or partner of applicant, has been revoked within two years of filing of the application;
- (f) Number of amusement redemption machines in the amusement redemption machine game room;

(g) An authorization to conduct a background check for all individuals included in 4.351(b)(3). The license will be denied if any individual has any convictions, guilty pleas, or deferred adjudications related to gambling or organized crime or any.

(h) A sworn statement that:

- 1. That all the facts contained in the application are true and correct;
 - 2. The location and operation of the amusement redemption machine game room will not violate any applicable deed restrictions; and
 - 3. The amusement redemption machine game room will be operated in accordance with all laws and City ordinances, including Chapter 47 of the Texas Penal Code;
- and
- 4. Name, address and telephone number of an emergency contact person who can be reached after hours.

(3) Expiration and renewal:

(a) *Expiration.* An annual amusement redemption machine game room license issued by the City shall automatically expire on the thirty-first day of December following its issuance, except as otherwise stated herein. Such license shall automatically expire if the licensee sells the property or the business, transfers equity to accomplish same, or otherwise disposes of such devices. An amusement redemption machine game room license is not assignable or transferable. The City shall not refund any portion of a license after the license is issued, nor shall it prorate or reduce in amount any fee due to the City.

(b) *Late Penalty.* Upon the expiration of a license, the licensee shall obtain a renewal if the licensee wishes to continue operating an amusement redemption machine game room. Failure to obtain the renewal within 30 days after expiration will require such person to pay an additional late fee in an amount equal to 20 percent of the fee actually due or 20 percent of the previous year’s fee, whichever is greater, in order to obtain reinstatement of his license. Nothing herein authorizes the licensee to operate after the expiration of a license and before a renewal is effective.

(4) *Posting of license:* The license shall be conspicuously posted inside the building.

(5) *Restrictions, regulations, controls, and limitations:* The following restrictions, regulations, controls, and limitations shall apply to all amusement redemption machine game rooms:

- (a) Condition of premises. All building and fire code standards must be met. A certificate of occupancy shall be requested before license is issued. Game room must be located in an area zoned for that activity.
- (b) Methods of conduction of business. Amusement redemption machines are not allowed outdoors.
- (c) Hours of operation. May only be operated between the hours of 10:00 a.m. and 12:00 a.m.
- (d) Parking requirements. One space for each two machines, plus one space per employee per shift.

- (e) Alcoholic beverages. No amusement redemption machine game room may be located on premises where alcoholic beverages are sold or served, with the exception of any Congressionally chartered, non-profit organization.
- (f) The owner, operator, or manager of the premises must be present to supervise the operation of the machines. The machines shall not be left unattended.
- (g) Machines must be situated within the premises as to be in full and open public view, which entails being visible to all patrons of the establishment.
- (h) A game room operator must be a person who is at least 18 years of age.
- (i) Total number of machines in one establishment shall be limited to 50.
- (j) All machines must be permitted according to the permitting requirements of Section 4.352 of these regulations.

118.03 Amusement redemption machine permitting.

Permit Application: An owner, operator, or lessee of an amusement redemption machine game room shall be required to obtain a permit for each amusement redemption machine. As part of the application, the owner, operator, or lessee must submit, at their own expense, each amusement redemption machine, including hardware and software source code, to an independent gaming compliance and testing laboratory approved in advance by the City to ensure that the machine does not generate the resultant outcome independent of the skillful actions of the player. Any game that is determined to be beyond the ability of a player to predict or control the outcome will not be permitted or allowed to operate within the incorporated limits of the City of Stephenville.

Permit: Following approval by the independent gaming compliance and testing laboratory, the City shall issue a permit that will be permanently affixed to the approved machine. The permit shall include the name of the machine and the machine's serial number.

Sealing or Seizure: A person commits an offense if he or she owns an operational machine without a permit or with a tampered permit. In addition to other criminal or civil remedies outlined in this ordinance, the City shall have the authority to seal or seize any coin-operated machine located in any amusement redemption machine for which a permit is not displayed. If any amusement redemption machine is found with evidence of permit tampering of any kind, including a permit issued to a different machine or a change in the game's hardware or software after the date of the permit issuance, the City shall have the authority to seal or seize all amusement redemption machines in the game room for retesting at the owner's expense and/or to revoke the owner's license to operate a game room.

Nuisance Declared. Because of such businesses in the City are a potential for being an attractive nuisance to minors and the questioned legality of such activities, the City Council hereby finds such businesses constitutes a nuisance to the health, safety and welfare of the City of Stephenville. Accordingly, subsequent to the passage of this ordinance, no license will be issued for any such establishment within a 500 feet radius of a church, residence, school, daycare, hospital or another business entity operating under a license issued under this ordinance. Any businesses existing as of the time of the passage of this ordinance shall be permitted to continue, however, if they should cease operations, or violate any of the provisions of this ordinance or any other applicable City, state or

federal law, their license shall be subject to revocation and such may not be renewed unless they meet all provisions of any applicable law including the above spacing requirements.

118.04 Unrestricted access by City official.

An owner, manager or employee of a game room or other person exercising control over a game room, a portion of a game room or an operational amusement redemption machine, shall provide a City official with immediate unrestricted access during business hours to all areas of the game room and to all operational amusement redemption machines located in the game room.

118.05 Inspection by City officials.

(1) A city official may inspect a game room or an operational amusement redemption machine located within the City of Stephenville, Texas' incorporated City limits to determine whether the game room or the operational amusement redemption machine complies with the City of Stephenville Code of Ordinances and state law.

(2) An owner, manager or employee of a game room or other person who does not allow a City official to inspect a game room or operational amusement redemption machine commits an offense.

118.06 Transparent, uncovered windows required.

(1) Every game room shall have transparent unobstructed windows or open space on at least one (1) side so that the area is open to view by the general public passing by on a public street or using a corridor, lobby or other room to which the public has access and is admitted without charge. The owner, manager or employee of a game room shall not permit any obstruction of such public view by the use of drawn shades, blinds, partitions, tinting or other structures or obstructions.

(2) The requirements of subsection (1) above may be waived or modified by the Building Official if the game room owner can demonstrate:

(a) The game room is located in a structure deemed a historic landmark, or the structure is within a historic district, and deemed to have architectural or historic significance; and

(b) Compliance with the unobstructed view requirement shall require alterations to the structure that will have a substantially detrimental effect on its historic or architectural features.

118.07 Hours of operations, ingress and egress

- (1) All game rooms shall have their hours of operation clearly marked on every entrance.
- (2) All game rooms shall have doors providing ingress and egress from the game room unlocked during the hours of operation.
- (3) It shall be unlawful for any person to keep, conduct or operate any game room for profit or to allow or permit any game room to remain open for business or open to the public before the hour of 10:00 a.m. or after the hour of 12:00 a.m.

118.08 Offense; Penalty.

Any person who shall violate any of the provisions of this chapter or fail to comply therewith shall be deemed guilty of a Class C misdemeanor and, upon conviction, shall be fined not to exceed the maximum amount allowable by law. This offense is hereby declared to be a strict liability offense and the culpable mental state required by Chapter 6.02 of the Texas Penal Code is hereby specifically negated and clearly dispensed with. Each day that the violation occurs shall constitute a distinct and separate offense.

SECTION 2. All ordinances or parts of ordinance inconsistent or in conflict herewith are, to the extent of such inconsistency or conflict, hereby repealed.

SECTION 3. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Stephenville, declared that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether be one or more parts.



PLANNING AND BUILDING

GAME ROOM LICENSE APPLICATION

Business Name: _____

Business Address: _____

Attach true and correct copy of the registration of the applicant's assumed name filed in the office of the county clerk, bearing the file mark or stamp that evidences its filing.

Number of Amusement Redemption Machines to be licensed? _____

Amusement Machine Serial Numbers:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach floor plan of the game room interior, depicting the layout of the amusement redemption machine game room interior specifically including, but not limited to, the location of all amusement redemption machines, coin-operated machines or devices, the manager's station, restroom facilities, kitchen and bar facilities, if any, and all areas to which patrons will not be permitted.

Attach site plan showing required parking.

Date

Legal Description of Property: _____

Lot: _____ Block: _____ Subdivision: _____

Zoning: _____ Date of City Council Approval: _____

Is the business a corporation? Yes/ No Partnership? Yes/ No

Name Registered with Texas Secretary of State: _____

Include name of corporate officers or general and limited partners below.

Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Driver's License Number: _____ State: _____

Has the applicant had a game room license revoked within the last two years? Yes No

Employment for the past five years:

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Has the applicant been convicted of any crime related to a game room?

Date: _____ Location: _____

Nature of Offense: _____ Penalty: _____

Other Parties with an Ownership Interest in the Game Room:

Name: _____ Partner/ Corporate Officer

Address: _____

City: _____ State: _____ Zip Code: _____

Date

Phone Number: _____

Driver's License Number: _____ State: _____

Has this person had a previously held game room license revoked within the last two years?
Yes No

Employment for the past five years:

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Has this person been convicted of any crime related to a game room?

Date: _____ Location: _____

Nature of Offense: _____ Penalty: _____

Name: _____ Partner/ Corporate Officer

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Driver's License Number: _____ State: _____

Has this person had a previously held game room license revoked within the last two years?
Yes No

Employment for the past five years:

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Has this person been convicted of any crime related to a game room?

Date: _____ Location: _____

Nature of Offense: _____ Penalty: _____

Date

Add additional sheets if necessary to provide information for all parties with an ownership interest.

Property Owner

Same as Applicant?

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Driver's License Number: _____ State: _____

Business Operator

Same as Applicant?

Name: _____ Partner/ Corporate Officer

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Driver's License Number: _____ State: _____

Has this person had a previously held game room license revoked within the last two years?

Yes No

Employment for the past five years:

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Employer Name _____ Address _____ Dates of Employment _____

Has this person been convicted of any crime related to a game room?

Date: _____ Location: _____

Nature of Offense: _____ Penalty: _____

Date

Emergency Contact Available After Hours

Same as Applicant?

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

All persons with an ownership interest in the business and the business operator sign and have notarized the statement below:

I attest that all of the facts contained in the application are true and correct; that the amusement redemption machines are not and will not be used as gambling devices; that the location and operation of the game room will not violate any applicable deed restrictions; and that the game room will be operated in accordance with all laws. By signing this application, I hereby authorize the City of Stephenville Chief of Police, or his designated staff, to request a criminal background check regarding myself from the Texas Department of Public Safety and any appropriate federal agency for the release to the City of Stephenville for the purpose of this application and hereby release the City from any claims as a result of this request.

Signature

Date

Before me, undersigned authority, on this day personally appeared _____, known to me to be the person who signed this foregoing application and, duly sworn by me, stated under oath that he/she has read the said application and all of the facts therein set forth are true and correct.

Sworn to before me, this the _____ day of _____, 20__

Notary Public in and for Erath County, Texas

Date

Signature Date

Before me, undersigned authority, on this day personally appeared _____, known to me to be the person who signed this foregoing application and, duly sworn by me, stated under oath that he/she has read the said application and all of the facts therein set forth are true and correct.

Sworn to before me, this the _____ day of _____, 20__

Notary Public in and for Erath County, Texas

Signature Date

Before me, undersigned authority, on this day personally appeared _____, known to me to be the person who signed this foregoing application and, duly sworn by me, stated under oath that he/she has read the said application and all of the facts therein set forth are true and correct.

Sworn to before me, this the _____ day of _____, 20__

Notary Public in and for Erath County, Texas

Signature Date

Before me, undersigned authority, on this day personally appeared _____, known to me to be the person who signed this foregoing application and, duly sworn by me, stated under oath that he/she has read the said application and all of the facts therein set forth are true and correct.

Sworn to before me, this the _____ day of _____, 20__

Notary Public in and for Erath County, Texas

Date

City Council Work Session
STAFF REPORT



SUBJECT: Texstar Ford Summer Concert Series
MEETING: City Council Work Session - 20 Mar 2018
DEPARTMENT: Administration
STAFF CONTACT: Jeremy Allen

BACKGROUND:

For many years the City of Stephenville has been utilizing Hotel Occupancy Tax (HOT) funds to partner with TexStar Ford for the annual concert series in the park.

HOT funds may be spent in the following categories.

1. **Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of TVB center facilities or visitor information centers, or both;
2. **Registration of tourism and visitor’s bureau delegates:** the furnishing of facilities, personnel, and materials for the registration of TVB delegates or registrants;
3. **Advertising, and conducting solicitations and promotional programs to attract tourists and visitor’s delegates:** advertising and conducting solicitants and promotional programs to attract tourists and visitor’s delegates or registrants to the municipality or its vicinity;
4. **Promotion of the arts:** the encouragement, promotion, improvement and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
5. **Historical restoration and preservation projects or activities:** historical restoration and preservation objects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor’s delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of Tourism and Visitor’s Bureau facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitor delegates;
6. **Sporting event expenses related to sporting events which substantially increase economic activity at hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.
7. **Signage:** Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.

8. Transportation systems for tourists: Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

Stephenville has been utilizing the funds for Promotion of the Arts: the encouragement, promotion, improvement and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;

The maximum allowed in this category is 15% of the total HOT funds collected. Stephenville has utilized approximately 15% for the concert series. The Fine Arts council has also been allocated nearly 15%. Staff has checked with Brian Sullivan with Texas Hotel and Lodging association to see if we could utilize another category and he suggested that the concert series should remain in the category to promote the arts.

STAFF REPORT



SUBJECT: Budget Amendments for fiscal year ending 9/30/18
MEETING:
DEPARTMENT:
STAFF CONTACT:

RECOMMENDATION:

Staff requests the committee to recommend Ordinance 2018-O-XX, amending the budget for fiscal year ending September 30, 2018, to council for approval on April 3, 2018.

ATTACHMENTS:

[Requested Budget Adjustments](#)

City of Stephenville
Summary of Revenues

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)
	Approved 2017-18	Proposed 2017-18	
Taxes	13,421,774	13,421,774	0
Licenses and permits	211,120	211,120	0
Fines and forfeitures	177,700	177,700	0
Intergovernmental grants	1,753,395	587,597	(1,165,798)
Service charges	9,534,790	9,534,790	0
Interest on investments	75,000	75,000	0
Other Income	127,168	137,055	9,887
Total Revenue	25,300,947	24,145,036	(1,155,911)
General Funds			
Taxes			
Property Taxes	5,254,270	5,254,270	
Sales Tax	5,300,000	5,300,000	
Other taxes	1,493,688	1,493,688	
Licenses and permits	211,120	211,120	
Fines and forfeitures	170,200	170,200	
Intergovernmental	142,600	263,582	120,982
Service charges	969,150	969,150	
Interest on investments	37,500	37,500	
Other Income	75,025	84,912	9,887
Total General Fund	13,653,553	13,784,422	130,869
Utility Fund			
Water sales	4,294,200	4,294,200	
Wastewater charges	2,800,000	2,800,000	
Service and delinquent charges	232,000	232,000	
Interest on investments	27,500	27,500	
Intergovernmental	0	17,761	17,761
Other Income	48,243	48,243	
Total Utility Fund	7,401,943	7,419,704	17,761
Landfill Fund			
Gate fees	500,000	500,000	
Interest on investments	5,000	5,000	
Other Income	3,900	3,900	
Total Landfill Fund	508,900	508,900	0
Airport Fund			
Hangar rental	100,000	100,000	
Service and delinquent charges	1,440	1,440	
Intergovernmental Grants	1,607,095	302,554	(1,304,541)
Gasoline Sales	3,000	3,000	
Other Income	0	0	
Total Airport Fund	1,711,535	406,994	(1,304,541)
Storm Water Drainage Fund			
Storm water drainage fee	635,000	635,000	
Interest on investments	2,500	2,500	
Total Stormwater Fund	637,500	637,500	0
Special Revenue Funds			
Hotel/Motel Tax	400,000	400,000	
Child Safety	3,500	3,500	
Municipal Court Technology	4,000	4,000	
Public Safety	3,700	3,700	
	411,200	411,200	0
Other Funds			
Capital Projects Fund			
Interest	1,000	1,000	
Debt Service Fund			
Property Taxes	491,993	491,993	
Interest	500	500	
Stephenville Economic Dev Authority			
Sales Tax 4B	481,823	481,823	
Interest	1,000	1,000	
Total Other Funds	976,316	976,316	0
Total Funds	25,300,947	24,145,036	(1,155,911)

City of Stephenville
Summary of Transfers

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)
	Approved 2017-18	Proposed 2017-18	
Transfers In			
General Fund	437,947	437,947	
Utility Fund	18,213	18,213	
Airport Fund	0	0	
Hotel Occupancy Tax Fund	0	216	216
Capital Projects Fund	875,000	915,000	40,000
Total Transfers In	<u>1,331,160</u>	<u>1,371,376</u>	<u>40,216</u>
Transfers Out			
General Fund	(875,000)	(915,216)	(40,216)
Utility Fund	(359,225)	(359,225)	
Landfill Fund	(52,182)	(52,182)	
Storm Water Drainage Fund	(44,753)	(44,753)	
Total Transfers Out	<u>(1,331,160)</u>	<u>(1,371,376)</u>	<u>(40,216)</u>

**City of Stephenville
Summary of Expenditures**

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)
	Approved 2017-18	Proposed 2017-18	
General Government:			
City council	68,918	68,918	
City administrator	247,618	253,318	5,700
City secretary	111,815	111,815	
Total General Government	428,351	434,051	5,700
Finance and Administration:			
Emergency management	20,576	20,576	
Municipal buildings	254,784	260,584	5,800
Financial administration and accounting	427,502	433,807	6,305
Purchasing	74,476	74,476	
Information Technology	195,743	195,743	
Tax	155,926	155,926	
Legal counsel	132,097	132,097	
Municipal court	166,000	166,000	
Human resources	108,714	116,714	8,000
Total Finance and Administration	1,535,818	1,555,923	20,105
Community Services:			
Community Svc Administration	153,988	153,988	
Recreation administration	549,310	549,310	
Park maintenance	729,076	835,422	106,346
Cemeteries	166,940	166,940	
Library	243,526	247,798	4,272
Senior citizens center	128,138	132,237	4,099
Aquatic Center	275,430	288,223	12,793
Total Community Services	2,246,408	2,373,918	127,510
Public Works:			
Street maintenance	986,531	986,531	
Fire Department:			
Fire and ambulance administration	333,957	333,957	
Fire prevention and investigation	203,741	203,741	
Fire suppression	1,356,945	1,356,945	
Emergency medical services	1,275,058	1,275,058	0
Volunteer fire	20,338	20,338	
Total Fire Department	3,190,039	3,190,039	0
Police Department:			
Police administration	470,372	470,372	
Police patrol	2,027,335	2,027,335	
Police communications	729,139	729,139	
Police support services	84,571	84,571	
Criminal investigation	571,712	659,101	87,389
Professional Standards	274,622	274,622	
Animal control	138,846	138,846	
Special Crimes	472,358	472,358	
Public Safety Building	155,539	155,539	
Total Police Department	4,924,494	5,011,883	87,389
Planning & Building Services			
Planning	144,357	207,051	62,694
Inspection	262,562	262,562	
Code enforcement	68,834	68,834	
GIS	76,387	76,387	
Total Planning & Building Services	552,140	614,834	62,694
Total General Fund	13,863,781	14,167,179	303,398
Utility Fund			
Utilities administration	586,290	800,421	214,131
Water production	843,439	843,439	
Water distribution	1,291,754	1,119,402	(172,352)
Water customer service	229,895	229,895	
Wastewater collection	904,778	915,028	10,250
Wastewater treatment	1,282,442	1,294,140	11,698
Billing and collections	287,651	287,651	
Non-Departmental	2,350,607	2,350,607	
Total Utility Fund	7,776,856	7,840,583	63,727

City of Stephenville
Summary of Expenditures

Source of Funds	Budgeted Amounts		Recommended Budget Changes Positive (Negative)
	Approved 2017-18	Proposed 2017-18	
Landfill Fund			
Total Landfill Fund	1,147,180	1,147,180	
Airport Fund			
Total Airport Fund	1,725,790	429,146	(1,296,644)
Storm Water Drainage Fund			
Operations	125,200	125,200	
Debt Service	500,534	500,534	
Total Storm Water Drainage Fund	625,734	625,734	0
Special Revenue Fund			
Hotel/Motel	460,000	460,000	0
Child Safety	0	0	
Court Technology	0	8,000	8,000
Public Safety	3,700	7,299	3,599
Total Special Revenue Fund	463,700	475,299	11,599
Debt Service Fund			
Total Debt Service Fund	494,193	494,193	
Capital Projects Fund			
Streets	1,296,627	1,296,627	
BRT Phase II	0	40,000	40,000
Total Capital Project Fund	1,296,627	1,336,627	40,000
Stephenville Economic Dev Authority	481,422	481,422	
Total Expenditures	27,875,283	26,997,363	(877,920)

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
General Fund					
City Administrator					
01-5102-215	Education & Training	Increase to attend performance measurement training	16,575	5,700	22,275
Municipal Building					
01-4520	Insurance Proceeds	Insurance Proceeds for April 2015 Hail Damage to Council Chamber roof.	-	7,411	7,411
01-5105-421	Building Maintenance	Repair April 2015 Hail Damage to Council Chamber roof.	-	5,800	5,800
Financial Admin					
01-5201-516	Computer Equipment	Carryover Fixed Asset Module from FY 16-17	-	6,305	6,305
Human Resources					
01-5401-256	Performance Awards	STARS program approved by Council 2/13/18	-	5,000	5,000
01-5401-333	Computer Supplies	Identification Card System	200	3,000	3,200
Park Maintenance					
01-4350	Grants	FEMA grant for 2016 Flood repairs	-	41,395	41,395
01-5502-425	Bosque River Trail Maintenance	2016 Flood repairs	2,500	38,556	41,056
01-5502-427	Park Maintenance	2016 Flood repairs	71,900	17,790	89,690
01-5502-527.0325	Parkland Dedication Improvement	City match for Keep Stephenville improvement to Bill Johnson Park - Council approved 2/6/18	30,000	50,000	80,000
Library					
01-4544.001	Book Donations	Donations received FY 2017-18	-	2,476	2,476
01-5504-313.0001	Books & Educational Material	Carryover of Book Donations not spent in FY 16-17.	-	1,796	1,796
01-5504-313.0001	Books & Educational Material	Donations received FY 2017-18	1,796	2,476	4,272
Senior Citizens					
01-5506-253.0001	Senior Citizen Dance	Carryover of Senior Center Dance Donations from FY 16-17	10,000	2,160	12,160
01-5506-254	Special Services	Carryover of Senior Center Donations/Memorials from FY 16-17	300	164	464
01-5506-313	Recreation Supplies	Carryover of Senior Center Donations/Memorials from FY 16-17	2,000	225	2,225
01-5506-332	Operating Supplies	Carryover of Senior Center Donations/Memorials from FY 16-17	4,000	5	4,005
01-5506-421	Building Maintenance	Carryover of Senior Center Donations/Memorials from FY 16-17	2,500	1,545	4,045

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
Aquatic Center					
01-5507-425	Swimming Pool Maintenace	Additional funds for pool re-plaster bid approved by Council 3/6/18	82,500	12,793	95,293
Emergency Medical Service					
01-5604-111	Salaries	Firefighter certification for new hire.	666,891	(4,007)	662,884
01-5604-215	Training & Education	Firefighter certification for new hire.	11,000	4,007	15,007
Criminal Investigation					
01-4350	Grants	JAG Grant for purchase of forensic/accident laser reconstruction tech.	41,395	79,587	120,982
01-5705-514	Other Equipment	JAG Grant for purchase of forensic/accident laser reconstruction tech.	-	79,587	79,587
01-5705-750	Lease-Enterprise Vehicles	4 months of lease payments needed before new vehicles received	-	7,802	7,802
Planning/Development Admin					
01-5801-215	Training & Education	Increase to attend Dave Ramsey & performance measurement training	4,000	13,700	17,700
01-5801-253	Outside Professionals	Carryover Thoroughfare Plan & Subdivision Ordinance from FY 16-17	3,000	41,294	44,294
01-5801-254	Special Services	Carryover services from FY 16-17	5,000	7,700	12,700
Non-Departmental					
01-5901-810	Transfer out to Capital Projects	Transfer out for engineering services for BRT Phase II.	-	40,000	40,000
01-5901-807	Transfer out to HOT Fund	Reimburse HOT Fund for electricity bill for Welcome Sign for FY 16-17	-	216	216
Total General Fund - Revenues			41,395	130,869	172,264
Total General Fund - Transfers			-	(40,216)	(40,216)
Total General Fund - Expenditures			914,162	303,398	1,217,560
Net				(212,745)	

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
Water & Wastewater Fund					
Utilities Administration					
02-5000-111	Salaries	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	216,850	113,082	329,932
02-5000-112	Overtime	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	-	4,752	4,752
02-5000-114	On-Call Pay	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	-	1,300	1,300
02-5000-115	Incentive	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	-	2,160	2,160
02-5000-121	Retirement	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	19,734	10,773	30,507
02-5000-122	Social Security	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	17,048	9,306	26,354
02-5000-123	Worker's Compensation	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	979	6,163	7,142
02-5000-125	Group Insurance	Transfer positions from Water Dist. for Const. Supervisor & Tech positions	27,014	24,816	51,830
02-5000-215	Training & Education	Additional funds needed for CPM course	10,100	304	10,404
02-4352	TXDOT CDBG Grant	Carryover CDBG Oak/Elm grant balance from FY 16-17	-	17,761	17,761
02-5000-527	Water Line Improvements	Carryover CDBG Oak/Elm project balance from FY 16-17	-	41,475	41,475
Water Distribution					
02-5002-111	Salaries	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	247,798	(113,082)	134,716
02-5002-112	Overtime	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	7,808	(4,752)	3,056
02-5002-114	On-Call Pay	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	2,600	(1,300)	1,300
02-5002-115	Incentive	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	4,320	(2,160)	2,160
02-5002-121	Retirement	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	23,248	(10,773)	12,475
02-5002-122	Social Security	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	20,083	(9,306)	10,777
02-5002-123	Worker's Compensation	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	13,299	(6,163)	7,136
02-5002-125	Group Insurance	Transfer positions to Utility Admin. For Const. Supervisor & Tech positions	52,978	(24,816)	28,162
WW Collections					
02-5101-527	Water/Sewer Line Replacement	Adj carryover for Eastside Sewer Engineering from FY 16-17	367,250	10,250	377,500
WW Treatment					
02-5102-424	Sewer Facility Maintenance	Carryover maintenance encumbered but not paid for FY 16-17	75,000	11,698	86,698

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
	Total Water Fund - Revenues		-	17,761	17,761
	Total Water Fund - Transfers		-	-	-
	Total Water Fund - Expenditures		1,106,109	63,727	1,169,836
		Net		(45,966)	
Airport Fund					
04-4592	Capital Contributions	Carryover grant revenue not received from FY 16-17	174,375	6,514	180,889
04-5001-523	Airport Improvements	Carryover grant expenditures not spent from FY 16-17	197,504	3,484	200,988
04-5001-523.0001	Airport Improvements	Carryover grant expenditures not spent from FY 16-17	74,200	6,600	80,800
04-4592.0002	Capital Contributions	Adjust grant revenue carried over from FY 16-17	1,350,000	(1,311,055)	38,945
04-5001-523.0002	Airport Improvements	Adjust grant expenditures carried over from FY 16-17	1,350,000	(1,306,728)	43,272
	Total Airport Fund - Revenues		1,524,375	(1,304,541)	219,834
	Total Airport Fund - Transfers		-	-	-
	Total Airport Fund - Expenditures		1,621,704	(1,296,644)	325,060
		Net		(7,897)	

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
Hotel Occupancy Tax Fund					
07-5901-111	Salaries	Tourism Director position.	-	26,250	26,250
07-5901-121	Retirement	Tourism Director position.	-	1,832	1,832
07-5901-122	Social Security	Tourism Director position.	-	2,008	2,008
07-5901-125	Group Insurance	Tourism Director position.	-	7,847	7,847
07-5901-126	Car Allowance	Tourism Director position.	-	1,800	1,800
07-5901-127	Cell-Phone Allowance	Tourism Director position.	-	300	300
07-5901-212	Communications	Telephone for Tourism Director position.	-	628	628
07-5901-214.0001	Advertising	Advertising	-	495	495
07-5901-215	Education & Training	TVB conference	-	1,922	1,922
07-5901-252	Dues & Subscriptions	Membership dues	-	5,358	5,358
07-5901-333	Computer Supplies	Computer for Tourism Director position.	-	1,371	1,371
07-5901-332	Operating Supplies	Office furniture for Tourism Director position.	-	894	894
07-5901-254.3001	Tarleton FFA	HOT grant-Tarleton FFA	-	5,000	5,000
07-5901-254.3002	Spooktacular	HOT grant-Spooktacular	-	500	500
07-5901-254.3003	Tarleton Rodeo	HOT grant-Tarleton Rodeo	-	7,500	7,500
07-5901-254.3004	Bacon Bash Texas	HOT grant-Bacon Bash Texas	-	1,000	1,000
07-5901-254.3005	ABBI Spring Fling	HOT grant-ABBI Spring Fling	-	6,500	6,500
07-5901-254.3006	Stephenville Sox	HOT grant-Stephenville Sox	-	1,800	1,800
07-5901-253	H/M Tax-Visitor Center	Adjust final payment to Chamber due to higher receipts in 1st Qtr.	57,143	3,819	60,962
07-5901-527	Park Improvements	Remove tournament playing field-ineligible expenditure	60,000	(60,000)	-
07-5901-258	Undesignated Grant Funds	To designate funds for Tourism Director position and related cost as well as expenditures and grants to date	285,714	(16,824)	268,890
07-4591	Transfer in from General Fund	Reimburse HOT Fund for electricity bill for Welcome Sign for FY 16-17	-	216	216
Total Hotel Occupancy Tax Fund - Revenues			-	-	-
Total Hotel Occupancy Tax Fund - Transfers			-	216	216
Total Hotel Occupancy Tax Fund - Expenditures			402,857	-	402,857
Net				216	

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
Capital Projects Fund					
10-5502-253	Outside Professionals	Carryover engineering services for BRT Phase II from FY 15-16.	-	40,000	40,000
10-4590	Transfer In from General Fund	Transfer in for engineering services for BRT Phase II.	875,000	40,000	915,000
Total Capital Projects Fund - Revenues			<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Projects Fund - Transfers			<u>875,000</u>	<u>40,000</u>	<u>915,000</u>
Total Capital Projects Fund - Expenditures			<u>-</u>	<u>40,000</u>	<u>40,000</u>
Net				<u>-</u>	
Court Technology Fund					
12-5120-514	Other Equipment	Carryover purchase of Eticket Writer program from FY 16-17	-	8,000	8,000
Total Court Technology Fund - Revenues			<u>-</u>	<u>-</u>	<u>-</u>
Total Court Technology Fund - Transfers			<u>-</u>	<u>-</u>	<u>-</u>
Total Court Technology Fund - Expenditures			<u>-</u>	<u>8,000</u>	<u>8,000</u>
Net				<u>(8,000)</u>	
Public Safety Fund					
13-5130-617	Leose-PD Training	Carryover Leose fund received in FY 16-17 not spent.	3,700	3,599	7,299
Total Public Safety Fund - Revenues			<u>-</u>	<u>-</u>	<u>-</u>
Total Public Safety Fund - Transfers			<u>-</u>	<u>-</u>	<u>-</u>
Total Public Safety Fund - Expenditures			<u>3,700</u>	<u>3,599</u>	<u>7,299</u>
Net				<u>(3,599)</u>	

City of Stephenville
Mid-year Budget Adjustments
FY 2017-18

Account Number	Account Name	Revenue/Expenditure Description	Budget	Increase (Decrease)	Amended Budget
Total	All Funds - Revenues		<u>1,565,770</u>	<u>(1,155,911)</u>	<u>409,859</u>
Total	All Funds - Transfers		<u>875,000</u>	<u>-</u>	<u>875,000</u>
Total	All Funds - Expenditures		<u>4,048,532</u>	<u>(877,920)</u>	<u>3,170,612</u>
	Net			<u>(269,991)</u>	

City of Stephenville
Statement of Projected Cash Flows All Funds
FY 2017-2018

3/16/18 10:50

	General Fund	Water Sewer Fund	Landfill Fund	Airport Fund	Storm Water Fund	Hotel Occupancy Tax Fund	Debt Service Fund	Capital Project Fund	Non--Major Special Revenue Funds	SEDA	Total
Cash Balance 10/01	7,580,479	4,341,809	924,539	46,311	1,086,593	175,912	156,167	420,834	66,570	419,134	15,218,348
Revenues	13,784,422	7,419,704	508,900	406,994	637,500	400,000	492,493	1,000	11,200	482,823	24,145,036
Transfers In	437,947	18,213	-	-	-	216	-	915,000	-	-	1,371,376
Transfers Out	(915,216)	(359,225)	(52,182)	-	(44,753)	-	-	-	-	-	(1,371,376)
Expenditures											
Personnel Costs	10,105,143	1,468,682	200,198	2,325	-	40,037	-	-	-	155,347	11,971,732
Operating Expenditures	3,495,307	2,888,007	94,000	76,460	125,200	419,963	-	-	7,299	326,075	7,432,311
Capital Expenditures	407,469	1,424,975	7,000	325,580	-	-	-	1,336,627	8,000	-	3,509,651
Debt Service	159,260	2,058,919	845,982	24,781	500,534	-	494,193	-	-	-	4,083,669
Total Expenditures	14,167,179	7,840,583	1,147,180	429,146	625,734	460,000	494,193	1,336,627	15,299	481,422	26,997,363
Net Revenues over(under) Expenditures	(860,026)	(761,891)	(690,462)	(22,152)	(32,987)	(59,784)	(1,700)	(420,627)	(4,099)	1,401	(2,852,327)
Change in Receivables											-
Change in other assets											-
Change in Liabilities											-
Estimated Cash Balance 09/30	6,720,453	3,579,918	234,077	24,159	1,053,606	116,128	154,467	207	62,471	420,535	12,366,021
Restricted:											
Operational Reserve	3,400,113	1,089,172	73,550	19,696	31,300	-	-	-	-	-	4,613,831
Debt Service	211,160	2,077,754	-	-	500,558	-	154,467	-	-	-	2,943,939
Special Revenue Purpose						116,128			62,471	420,535	599,134
Airport Improvement	800,609			-	-						800,609
Grant Match	150,000			-	-						150,000
Estimated Unrestricted Cash Balance 9/30	2,158,571	412,992	160,527	4,463	521,748	-	-	207	-	-	3,258,508

ORDINANCE NO. 2018-O-XX

AN ORDINANCE PROVIDING BUDGET AMENDMENT FOR THE REMAINDER OF THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018.

WHEREAS, it is necessary to amend the 2017-18 fiscal year budget to adjust revenues and expenditures as reflected on the attached pages, and incorporated herein by reference.

The attached budget amendment for the fiscal year beginning October 1, 2017 and ending September 30, 2018, was duly presented to the City Council by the City Administrator and a public notice was posted in the Stephenville City Hall.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STEPHENVILLE, TEXAS:

SECTION 1. That the amended appropriations and anticipated revenues for the fiscal year beginning October 1, 2017 and ending September 30, 2018 for the support of the general government of the City of Stephenville, Texas, be amended and fixed for the remainder of the fiscal year ending September 30, 2018, with the revenues and expenditures shown.

SECTION 2. That the amended budget is hereby approved in all respects and adopted as the City's budget for the remainder of the fiscal year ending September 30, 2018.

PASSED and APPROVED this the 3rd day of April, 2018.

Jerry K. Weldon II, Mayor

ATTEST:

Staci L. King, City Secretary

Reviewed by Allen L. Barnes,
City Administrator

Randy Thomas, City Attorney
Approved as to form and legality

City Council Work Session
STAFF REPORT



SUBJECT: Requests For Qualifications Rankings
 Various Stormwater Improvement Projects – Spring Bouquet Neighborhood; Utility and Pavement Improvement Projects

MEETING: City Council Work Session - 20 Mar 2018

DEPARTMENT: Public Works

STAFF CONTACT: Nick Williams

RECOMMENDATION:

Direct staff to negotiate and provide master professional service agreements with the top three (3) ranked firms in both categories identified in the twenty-four (24) total responses received following Requests for Qualifications (RFQs) for Various Stormwater Improvement Projects and Utility and Pavement Improvement Projects.

BACKGROUND:

Staff was contacted by multiple residents in the Spring Bouquet neighborhood following the heavy summer rains of 2017. Residents reported flooding of the street as well as homes along Spring Bouquet Street near Midnight Shadow. Staff investigated the surface drainage complaints as well as met on-site and corresponded with neighborhood residents. It remains clear from the discussions and site visits with residents of Spring Bouquet that residential properties were flooded during 2017 summer storm events.

The issue was discussed at a Public Works Committee meeting on October 26, 2017 and a formal professional services proposal was presented to perform basic hydraulic modeling of the area in order to identify a right-sized stormwater solutions project to address the problem in the most cost effective manner.

Group discussion inquired if local engineering firms had been given an opportunity to bid on the project. It was noted that, under the Professional Services Procurement Act, a governmental entity may not select a provider of professional services or award a contract for the services on the basis of competitive bids, but must make the selection and award based on the basis of demonstrated competence and qualifications. Following discussion, staff was directed to contact other engineering firms, including local firms, to solicit proposals to perform the work.

RESULTS:

Request For Qualifications documents were prepared, advertised, posted on the city’s website and sent to multiple firms, to which a large response was received by fourteen (14) separate, individual engineering firms requesting to perform, not only work for the Spring Bouquet project, but for various stormwater improvement projects for the City of Stephenville.

Additional responses were received by ten (10) separate, individual engineering firms requesting to be the firm of choice for utility and pavement projects for the City of Stephenville.

Some firms responded to only one RFQ, while some responded to both to make up the total twenty-four (24) responses.

The responses were reviewed and ranked based on consistent criteria identified in the RFQ. The review committee ranked each proposal separately and averaged the results to compile impartial rankings. A copy of the rating sheet summary is attached to this report.

DISCUSSION:

The recommendation to negotiate and provide master professional service agreements with the top three (3) ranked firms for various stormwater improvement projects and for utility and pavement improvement projects is intended to provide the flexibility to work with pre-qualified engineering firms on projects which will reduce the time necessary to identify qualified engineering firms, solicit proposals and negotiate agreement terms for individual projects.

FISCAL IMPACT SUMMARY:

None.

Master professional service agreements and by extension, any individual, project specific agreements and any related dollar amounts must be approved by council action prior to performing any work in accordance with the city's existing procurement policies.

ALTERNATIVES:

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not recommend master service agreements with multiple firms as presented;
2. Select a single firm to provide services; or
3. Recommend different firms.

ADVANTAGES:

Directing staff to negotiate and provide master professional service agreements provides time savings, options and additional flexibility while not obligating the council to use any particular firm for any particular project. A service agreement must be approved by council action prior to performing any work.

DISADVANTAGES:

There are no known disadvantages to directing staff to negotiate master professional service agreements with the highest ranked firms for review by the committee and council. A service agreement must be approved by council action prior to performing any work.

ATTACHMENTS:

[Various Stormwater Projects - Rating Sheet](#)

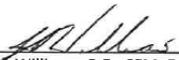
RATING SHEET SUMMARY


CITY OF STEPHENVILLE


Date: 3/14/2018

RFQ RESPONSE RANKINGS - VARIOUS STORMWATER IMPROVEMENT PROJECTS									
Firm Name	Office Location	Past Experience (25%)	Qualifications (25%)	Project Approach (25%)	Past Project Record w/City (10%)	Responsiveness of Qualifications (5%)	QA/QC Procedures (10%)	Ranking Total	No. Rank
HDR	Fort Worth	25	25	23	9	5	8	95	1
Freese & Nichols	Fort Worth	25	25	24	9	5	8	95	2
Pacheco Koch	Fort Worth	25	25	22	7	5	8	92	3
SRA	Arlington	23	23	21	10	5	7	89	4
Kimley Horn	Fort Worth	23	24	21	2	5	8	83	5
TNP	F.W./Allen	25	25	21	2	5	6	82	6
Half	Fort Worth	20	25	20	2	5	8	79	7
RLG Consulting	Dallas	22	22	23	2	3	6	78	8
KSA	San Angelo	17	17	18	6	2	7	67	9
Hayden	Dallas	17	20	14	2	3	5	62	10
CEC	Allen	15	18	15	1	2	6	58	11
Urban Engineers	Dallas	15	13	16	2	3	7	56	12
CEE	Stephenville	17	15	10	7	4	4	57	13
Acon Engineering	McKinney	2	5	0	0	0	0	7	14

Evaluators Name, Title and Signature


 Nick Williams, P.E., CFM, Director of Public Works


 Sara Tankersley, Executive Assistant


 Eugene Calvert, P.E., PTOE, City Engineer


 Alan Nix, Place 6, Public Works Committee Chair

RATING SHEET SUMMARY

CITY OF STEPHENVILLE

Date: 3/14/2018

RFQ RESPONSE RANKINGS - UTILITY AND PAVEMENT IMPROVEMENT PROJECTS									
Firm Name	Office Location	Past Experience (25%)	Qualifications (25%)	Project Approach (25%)	Past Project w/City (10%)	Responsiveness of Qualifications (5%)	QA/QC Procedures (10%)	Ranking Total	No. Rank
Freese & Nichols	Fort Worth	25	25	23	8	3	7	91	1
Pacheco Koch	Fort Worth	24	25	23	5	3	5	84	2
SRA	Arlington	23	25	18	8	3	6	83	3
Kimley Horn	Fort Worth	23	25	21	0	3	6	77	4
TNP	F.W./Allen	24	25	20	0	3	4	77	5
KSA	San Angelo	19	18	21	4	3	7	72	6
E/Hibbs & Todd	Granbury	22	23	19	0	4	4	72	7
Birkhoff, Hendricks &	Dallas	20	18	17	0	2	5	62	8
Urban Engineers	Dallas	15	15	15	0	4	4	54	9
TGB Group	Spring	8	8	7	0	0	1	25	10

Evaluators Name, Title and Signature


 Nick Williams, P.E., CFM, Director of Public Works


 Sara Tankersley, Executive Assistant


 Eugene Calvert, P.E., PTOE, City Engineer


 Alan Nix, Place 6, Public Works Committee Chair

City Council Work Session
STAFF REPORT



SUBJECT: Requests for Qualifications Rankings - 750,000 Gallon Garfield Ground Storage Tank Rehabilitation Project
MEETING: City Council Work Session - 20 Mar 2018
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Direct staff to negotiate a professional services proposal with Tank Industry Consultants, Inc. based on the rankings of the four (4) total responses received following an RFQ for the 750,000 Gallon Garfield Ground Storage Tank Rehabilitation Project.

BACKGROUND:

In February of 2015, Tank Industry Consultants, Inc. (TIC) performed a thorough examination of the interior, exterior, and foundation of the 750,000 Gallon Garfield Ground Storage Tank.

Based upon the findings in the evaluation report, posted on the city’s website, rehabilitation of the Garfield Ground Storage Tank has been recommended each budget cycle since 2015.

RESULTS:

Request For Qualifications documents were prepared and advertised to which four (4) separate, individual engineering firms requesting to perform the tank rehabilitation work for the City of Stephenville. Tank Industry Consultants was the highest ranked firm largely due to the firm’s practice being based solely on storage tanks, the number of tank projects competed each year (500-600 annually), the in-house expertise as well experience with projects requiring lead abatement as will be necessary for the Garfield Ground Storage Rehabilitation project. The firm also performed satisfactorily on the Garfield Elevated Tower Rehabilitation Project in 2015. A copy of the rating sheet summary is attached to this report.

FISCAL IMPACT SUMMARY:

Fiscal Year Budget 2017-2018 allocated \$300,000 of the estimated \$590,000 anticipated to be necessary for the rehabilitation of the Garfield Ground Storage Tank with the intent to spread the cost over two fiscal years and fund the remaining portion during the FY 2018-2019 budget year.

Recommending entering into an agreement with Tank Industry Consultants, Inc. will prompt staff to negotiate a proposal which will be brought back to the Public Works Committee for review and direction to execute the work identified in the FY 2017-2018 approved budget.

If, for any reason, an agreement cannot be reached with the highest ranked, most qualified firm, negotiations would cease and would begin with the next most qualified firm.

Any proposal will be discussed with the committee prior to presentation to council to consider approval.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not recommend negotiating a proposal with the highest ranked firm as presented; or
2. Recommend a different firm.

ADVANTAGES:

Directing staff to negotiate a proposal with the highest ranked firm provides the best probability for a project design to be completed within budget and time constraints while not obligating the city to enter into an agreement. A service agreement must be approved by council action prior to performing any work.

DISADVANTAGES:

There are no known disadvantages to directing staff to negotiate a proposal with the highest ranked firm for review by the committee and council.

ATTACHMENTS:

[Garfield Ground Storage Rehabilitation - Rating Sheet](#)

RATING SHEET SUMMARY

CITY OF STEPHENVILLE


Date: 3/15/2018

RFQ RESPONSE RANKINGS - 750,000 GALLON GROUND STORAGE TANK REHABILITATION PROJECT							
Firm Name	Office Location	Project Understanding (25%)	Work Plan (25%)	Experience (35%)	Quality of Response (15%)	Ranking Total	No. Rank
Tank Industry Consultants	Houston	25	23	35	12	94	1
Parkhill, Smith & Cooper	Frisco	23	23	32	13	91	2
KSA	San Angelo	23	21	27	12	82	3
Kasberg, Patrick & Associates	Temple	20	21	28	8	77	4

Evaluators Name, Title and Signature


 Nick Williams, P.E., CFM, Director of Public Works


 Sara Tankersley, Executive Assistant


 Eugene Calvert, P.E., PTOE, City Engineer


 Alan Nix, Place 6, Public Works Committee Chair