

Bryan Moyers, Councilmember
David Brundage, Councilmember
Holly Gray-Moore, Mayor Pro-Tem



Carl E. Gierisch, Jr., Mayor

Brian Darby, Councilmember
Hogan Page, Councilmember
David Thompson, Councilmember

ROANOKE CITY COUNCIL AGENDA REGULAR MEETING

**MAY 24, 2022
7:00 PM
500 S. OAK STREET
ROANOKE, TX 76262-6732**

A. CALL CITY COUNCIL TO ORDER

Invocation and Pledge of Allegiance

B. ANNOUNCEMENTS

C. PUBLIC INPUT

This item is available for citizens to address the City Council on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality cable broadcast, all speakers need to speak at the podium.

D. CONSENT AGENDA

All items listed below are considered routine and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember or citizen so requests, in which event the item will be removed and considered separately.

1. Consider approval of the minutes from the Special City Council meeting held on May 17, 2022.
2. Consider approval of a Professional Services Agreement between the City of Roanoke and Birkhoff Hendricks and Carter LLP to update the Water Master Plan.



**AGENDA FOR THE
REGULAR MEETING
OF THE ROANOKE CITY COUNCIL**

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3. Consider approval of a Professional Services Agreement between the City of Roanoke and Quiddity (formerly known as Jones Carter) for street analysis.
4. Consider approval of a Service Contract for 5 year Strategic Plan Facilitator.
5. Consider approval of Resolution No. 2022-108R suspending the June 17, 2022 effective date of Oncor Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates.

E. OLD BUSINESS

1. Consideration and action on approval of Resolution No. 2022-107R - A, appointing City Council as the Board of Directors of the City of Roanoke Crime Control and Prevention District.
2. Discuss appointment of Board members to the City of Roanoke Crime Control and Prevention District; draw lots for the term of said Board members; consideration and action on approval of Resolution No. 2022-107R - B, appointing citizens as members to the Board of Directors of the City of Roanoke Crime Control and Prevention District.

F. NEW BUSINESS

1. Consideration and action on approval of a Service Agreement between the City of Roanoke and 720 Design for Owner Representative/Project Manager Services for Proposed Police Department and Municipal Court Facility.
2. Consideration and action on approval of Ordinance No. 2022-115, amending the Fiscal Year 2021-2022 Budget.

G. EXECUTIVE SESSION

The City Council will hold a closed Executive Session meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:

Section 551.087

To deliberate commercial or financial information the City has received



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from a business prospect, and to deliberate the offer of a financial or other incentive to a business prospect.

RECONVENE INTO REGULAR SESSION

The City Council will reconvene into Regular Session, pursuant to the provisions of Chapter 551 of the Texas Government Code, to take any action necessary regarding:

Section 551.087

To deliberate commercial or financial information the City has received from a business prospect, and to deliberate the offer of a financial or other incentive to a business prospect.

The City Council reserves the right to adjourn into Executive Session during the course of this meeting to discuss any item on the posted agenda as authorized by Chapter 551 of the Texas Government Code.

H. ADJOURNMENT

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Friday, May 20, 2022, by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

April S. Hill, City Secretary

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRAILLE IS NOT AVAILABLE.**

📶 A public wireless network is now available in the Council Chambers for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: City Hall Guests



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: 05/17/2022 - CC Minutes - Special Meeting

MEETING DATE: May 24, 2022

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consider approval of the minutes from the Special City Council meeting held on May 17, 2022.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. CCMin 05-17-2022 - Special Mtg

Bryan Moyers, Council Member
David Brundage, Council Member
Holly Gray-Moore, Mayor Pro-Tem



Carl E. Gierisch, Jr., Mayor

Brian Darby, Council Member
Hogan Page, Council Member
David Thompson, Council Member

**MINUTES
ROANOKE CITY COUNCIL
SPECIAL MEETING
MAY 17, 2022
CITY HALL COUNCIL CHAMBERS
500 S. OAK STREET
7:15 P.M.**

PRESENT: Mayor Carl E. "Scooter" Gierisch, Jr.; Council Members: Brian Darby, David Brundage, Bryan Moyers, Hogan Page, and David Thompson; City Manager Scott Campbell, and City Secretary April S. Hill.

DEPT. STAFF: Chief of Police Jeriahme Miller.

ABSENT: Mayor Pro Tem Holly Gray-Moore.

A. CALL CITY COUNCIL TO ORDER

City Council called to order at 7:15 p.m.
Invocation and Pledge of Allegiance given by Mayor Gierisch.

B. ANNOUNCEMENTS

There were no announcements.

C. PUBLIC INPUT

No one wished to speak.

D. CONSENT AGENDA

All items listed below are considered routine and will be enacted with one motion. There will be no separate discussion of items unless a Councilmember or citizen so requests, in which event the item will be removed and considered separately.

1. Consider approval of the minutes from the regular City Council meeting held on May 10, 2022.

Motion made by David Thompson second by Hogan Page to approve Consent Agenda Item 1.

Motion carried unanimously.

E. NEW BUSINESS



**MINUTES FOR THE SPECIAL MEETING
OF THE ROANOKE CITY COUNCIL**

**May 17, 2022
Page 2 of 2**

1. Motion made by Bryan Moyers second by David Thompson to approve Ordinance No. 2022-114 canvassing and certifying the election returns, including the returns of early voting ballots cast in connection with the Special Election held on Saturday, May 7, 2022, for the purpose of submitting to the qualified voters of the city certain Home-Rule Charter Amendments to the City's Home-Rule Charter and a ballot proposition to repeal the Type B Economic Development Sales Tax, at the rate of one-half of one percent contingent upon the eligible voters of the City of Roanoke Crime Control and Prevention District which comprises the City of Roanoke, Texas, approving a ballot proposition to adopt a sales and use tax for the proposed district at the rate of one-half of one percent dedicated to crime control and prevention programs; entering an order finding the charter amendment propositions approved by a majority vote of the voters of the City of Roanoke, Texas, are hereby adopted.

Motion carried unanimously.

2. Motion made by Brian Darby second by David Brundage to table until the May 24, 2022 City Council meeting, Resolution No. 2022-107R, appointing members to the Board of Directors of the City of Roanoke Crime Control and Prevention District.

Motion carried 3-2-0. Mayor Gierisch and Brian Darby were opposed.

F. ADJOURNMENT

Motion made by David Thompson second by Brian Darby to adjourn the meeting at 7:37 p.m.

Motion carried unanimously.

Carl E. "Scooter" Gierisch, Jr., Mayor

April S. Hill, City Secretary



AGENDA ITEM

TO: City Manager

SUBJECT: Professional Service Agreement with Birkhoff Hendricks and Carter LLP .

MEETING DATE: May 24, 2022

DEPARTMENT: Public Works

ITEM SUMMARY:

Consider approval of a Professional Services Agreement between the City of Roanoke and Birkhoff Hendricks and Carter LLP to update the Water Master Plan.

INFORMATION:

The professional service agreement between the City of Roanoke and Birkhoff, Hendricks & Carter, LLP includes the system wide analysis of the water distribution system, to update the current water distribution master plan. Update includes hydraulic model, potential waterlines and facilities upgrades and mapping.

STAFF RECOMMENDATION:

Staff Recommends Approval

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

The total financial impact is Fifty Eight Thousand Six Hundred Eighty Dollars and No/100 Cents (\$58,680.00). Current budget includes \$60,000 for this effort.

ATTACHMENTS:

1. Birkhoff Hendricks Carter PSA Water Master Plan Update

PROFESSIONAL ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered into by and between the **City of Roanoke, Texas**, hereinafter referred to as "City", and **Birkhoff, Hendricks & Carter, L.L.P.**, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

The City desires to engage the services of the Engineer to complete engineering analysis and a report for the **2022 Water Distribution System Master Plan Update** , hereinafter referred to as the "Project"; and the Engineer desires to render such engineering services for the City under the terms and conditions provided herein. That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

I. Employment of the Engineer

The City hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and condition of this Agreement.

II. Scope of Services

The parties agree that Engineer shall perform such services as expressly set forth and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. The parties understand and agree that deviations or modifications, in the form of written changes may be authorized from time to time by the City. Engineer shall have no further obligations or responsibilities for the project except as agreed to in writing. Engineer's services and work product are intended for the sole use and benefit of Client and are non-intended to create any third party rights or benefits, or for any use by any other entity or person for any other purpose.

Engineer shall perform his or her professional engineering services with the professional skill and care ordinarily provided by competent engineers practicing in North Central Texas and under the same or similar circumstances and professional license. Professional services shall be performed as expeditiously as is prudent, considering the ordinary professional skill and care of a competent engineer.

III. Schedule of Work

The Engineer agrees to commence services immediately upon execution of this Agreement, and to proceed diligently with said service, except for delays beyond the reasonable control of Engineer, to completion, as described in the Completion Schedule attached hereto as Exhibit “B” and thereby made a part of this Agreement.

IV. Compensation and Method of Payment

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit “C” and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit “C”. City agrees to pay invoices upon receipt. Statement for services shall include a line for previous payments, contract amount, and amount due current invoice.

V. Information To Be Provided By The City

The City agrees to furnish, prior to commencement of work, all information requested by Engineer that is available to the City.

VI. Insurance

Engineer agrees to procure and maintain for the duration of the contract Professional Liability Insurance (\$3,000,000), Worker's Compensation, General Liability and Automobile Insurance.

VII. Assignment and Subletting

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the City. The Engineer further agrees that the assignment or subletting of any portion or feature of the work or materials required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the City as provided by this Agreement.

VIII. Contract Termination

The parties agree that City or the Engineer shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to the other. In the event of such termination without cause, Engineer shall deliver to City all finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other items prepared by Engineer in connection with this Agreement. Engineer shall be entitled to compensation for any and all services completed to the satisfaction of City in accordance with the provisions of this Agreement prior to termination.

IX. Engineer's Opinion of Cost

The parties recognize and agree that any and all opinions of cost prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer does not guarantee that bids solicited or received in connection with the Project will not vary from the opinion by the Engineer.

X. Construction

On projects that include construction, the Owner recognizes that the Contractor and Subcontractors will be solely in control of the Project site and exclusively responsible for construction means, methods, scheduling, sequencing, jobsite safety, safety programs, and compliance with all construction documents and directions from Owner or Building Officials. Construction contracts are between the Client and the Construction Contractor. Consultant shall not be responsible for construction related damages, losses, costs, or claims; except only to the extent caused by Consultant's sole negligence.

XI. Ownership of Documents

Original drawings, specifications and reports are the property of the Engineer; however, the Project is the property of the City. City shall be furnished with such reproductions of drawings, specifications and reports. All deliverables shall be furnished, as an additional service, at any other time requested by the City when such deliverables are available in the Engineer's record keeping system.

XII. Complete Contract

This Agreement, including the exhibits hereto numbered "A" through "C" constitutes the entire agreement by and between the parties regarding the subject matter hereof, and supersedes all prior or

contemporaneous written or oral understanding. This agreement may only be amended, supplemented, modified or canceled by a duly executed written agreement.

XIII. *Mailing of Notices

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to City permitted or required under this Agreement shall be addressed to City staff below via email or mail to the following address:

Mr. Shawn Wilkinson
Director of Public Works
City of Roanoke
265 Marshall Creek Road
Roanoke, Texas 76262
Phone: (817)-491-6099

City agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer below via email or mail to the following address:

Andrew Mata Jr., P.E.
Birkhoff, Hendricks & Carter, L.L.P.
11910 Greenville Ave., #600
Dallas, Texas 75243
Phone: (214) 361-7900

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the addressee on the date the sending party posts such notice or communication.

XIV. Texas Board of Professional Engineers & Land Surveying Contact Information

Recipients of professional land surveying services under this agreement may direct complaints regarding such services to the Texas Board of Professional Engineers & Land Surveyors, 1917 South Interstate 35, Austin, Texas 78741, Phone (512) 440-7723.

XV. Contract Amendments

This Agreement may be amended only by the mutual agreement of the parties expressed in writing.

XVI. Indemnification Clause

CONSULTANT AGREES TO INDEMNIFY, AND HOLD HARMLESS THE CITY, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL LIABILITY, CAUSES OF ACTION, CITATIONS, CLAIMS, COSTS, DAMAGES, DEMANDS, EXPENSES, FINES, JUDGMENTS, LOSSES, PENALTIES OR SUITS, WHICH IN ANY WAY ARISE OUT OF, RELATE TO, OR RESULT FROM CONSULTANT'S PERFORMANCE UNDER THIS CONTRACT WHICH ARE CAUSED BY THE INTENTIONAL WRONGFUL ACTS OR NEGLIGENT ACTS OR OMISSIONS OF CONSULTANT, SUBJECT TO THE LIMITATIONS IN TEXAS LOCAL GOVERNMENT CODE § 271.904 (A) AND TEXAS CIVIL PRACTICE AND REMEDIES CODE, § 130.002 (B).

XVII. Effective Date

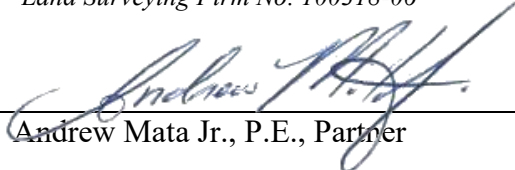
This Agreement shall be effective from and after execution by both parties hereto, with originals in the hand of both parties.

WITNESS OUR HANDS AND SEALS on the date indicated below.

CITY OF ROANOKE, TEXAS
A Texas Home-Rule Municipal Corporation

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
A Texas Limited Liability Partnership
Texas Board of Professional Engineers & Land Surveys
Engineering Firm No. 526
Land Surveying Firm No. 100318-06

By: _____

By: _____
Andrew Mata Jr., P.E., Partner

Date: _____

Date: May 9, 2022

ATTEST

By: _____

EXHIBIT “A”

ENGINEERING SERVICES

2022 Water Distribution System Master Plan Update

Part A: Water Demand Study

Complete a system wide demand study to evaluate the maximum daily demands and maximum hourly demands. The study includes the following:

1. Obtain SCADA data provided by the City. Data will consist of hourly elevated storage tanks levels, and hourly discharge flow meter readings at the high service pump station. SCADA data will be provided in Excel format for the months of January 2021, and July through December 2021.
2. Obtain monthly billing records, including residential, City, and any non-residential for volume information to determine average uses. Demands will be calculated for the Service Area.
3. SCADA data will be compiled by hour to calculate the residential peaking factor, the maximum daily demand, and the hour of maximum usage.
4. Plot demand peaking factor curve over a three-day period and one week period of time during the period of peak usage.
5. Review non-residential usage rates (in gallons per acre per day) from the billing records.
6. Calculate the residential maximum daily and maximum hourly demand rates (in gallons per capita per day) for the Service Area.
7. Present findings to the City and determine the design demand rates to be utilized in the hydraulic model for the water distribution master plan update.

Part B: Water Distribution System Master Plan Update

1. Utilize the current Water Distribution System Master Plan hydraulic model based in H2ONET (CAD-based) and setup the 2021 and buildout models in the current release of InfoWater (GIS-based) water modeling software. Planning Boundary set prior to modeling shall be the existing City limits.
2. Update the water distribution master plan system model data to the City’s latest future Planning/CCN Boundary. This includes updating pumps, water lines, elevated storage, ground storage, surface water source, and demand nodes.
3. Include waterlines and facilities in model to reflect existing distribution system.
4. Update the demand and population spreadsheets, based on existing and projected land use assumptions as provided by the City.

5. Update and model the existing pump station utilizing actual pump flow data and pump curves from record files. Schematically develop the station in the model.
6. Add existing water lines to the model at the City's direction and as required to evaluate the system.
7. Verify and update the existing pumps in the models, as needed, utilizing actual pump flow data or pump curves
8. Model the existing hydraulic water model and buildout hydraulic water model in an extended period simulation of 72 hours during the time of peak demand. The EPS will include the day of maximum usage and a day prior and a day after.
9. Analyze model results to check facilities, lines, and determine if an additional ground storage and elevated storage tank will be required in the future.
10. Complete a fire flow analysis for existing model and buildout model. Results will be based on nodal results and will be shown on exhibits in the final master plan report.
11. Update the master plan map. The master plan map will include the electronic street, parcel and flood plain files provided by the City as the base.
12. Evaluate and make recommendations for system improvements for both the existing system, and the buildout master plan system.
13. Update and prepare written report of the study.
14. Prepare a Water Distribution Master Plan map showing the water system elements contained in the hydraulic model including:
 - i. Line sizes and numbers of modeled lines
 - ii. Junction nodes and numbers
 - iii. Existing and recommend elevated tanks and ground storage reservoirs
 - iv. Existing and recommended pump station layouts
 - v. CCN overlay

Part C: Deliverables

Printing of reports, and maps for review by the City and for final use by the City.

1. Deliver two (2) copies of the Preliminary Water Master Plan Update Report for City review.
2. Deliver two (2) copies of the Final Water Master Plan Update Report for the City's use.
3. Deliver one wall map mounted on gator board for the Water Distribution System Master Plan.
4. Deliver electronic files of the report material in .PDF format in a USB Drive.

Part D: Terms and Conditions For Electronic File Transfers

Electronic files are transmitted on the terms and conditions below:

By opening, accessing, copying or otherwise using the transmitted electronic files, the user accepts these terms and conditions.

- A. The electronic files are compatible with the following software packages operating on a PC using Windows operating systems:
 - Autocad Civil 3D 2021 , Civil 3D 2017
 - Innovyze InfoWater Pro 3.0 with ESRI Arc Pro 2.7
 - Innovyze InfoSewer Pro 7.6 with ESRI Arc Map 10.5
 - MS Office 365
 - Bluebeam Revu (PDF) Ver 10 - Ver 2020
- B. Birkhoff, Hendricks & Carter, L.L.P. does not make any warranty as to the compatibility of these files beyond the specified release of the above stated software.
- C. Because data stored on electronic media can deteriorate undetected or be modified, Birkhoff, Hendricks & Carter, L.L.P. will not be held liable for completeness or correctness of electronic media.
- D. The electronic files are instruments of our service. Where there is a conflict between the hard copy drawings and the electronic files, Birkhoff, Hendricks & Carter, L.L.P.'s hard copy file will govern in all cases.
- E. Electronic files may only be modified in accordance with the Texas Engineering Practice Act for modifying another Engineer's design.

Part E: Information to be provided by the City, if available

The following information is to be provided by the City, if available

1. Existing and Buildout residential population
2. Current Comprehensive Plan showing residential and non-residential Land Use Assumptions by Planning Areas / Traffic Survey Zones.
3. Current street right-of-way maps
4. Current parcels maps
5. Current water and wastewater system maps
6. Current 2-foot contours (from NCTCOG files)
7. Current aerial photographs of planning area (from NCTCOG files)
8. Current City limits, future land use plan and current zoning maps
9. Existing, 10-year and Buildout residential population and non-residential land use assumptions by Planning Areas / Traffic Survey Zones.
10. Hourly flow meter and elevated storage tank level records (SCADA in Excel) year 2020. This information is to be utilized in the Water Demand Analysis.
11. Monthly billing records for year 2021 identifying residential vs non-residential billings.

Part F: Exclusions

The intent of this scope of services is to include only the services specifically listed herein and no others. Services specifically excluded from this scope of services include, but are not necessarily limited to the following:

- A. Land Use Assumptions
- B. Certification that work is in accordance with plans and specifications.
- C. Consulting services by others not included in Scope of Services..
- D. Environmental impact statements and assessments.
- E. Impact Fees Update.
- F. Fiduciary responsibility to the Client.
- G. Preliminary engineering report.
- H. Property searches and Title searches.

EXHIBIT “B”
COMPLETION SCHEDULE

2022 Water Distribution System Master Plan Update

Notice to Proceed (NTP).....	To be Determined
Perform Demand Study.....	2 Months after Data is Available
Update Water Master Plan.....	6 Months after NTP

EXHIBIT “C”

PAYMENT SCHEDULE

2022 Water Distribution System Master Plan Update

Compensation for Engineering Services under Exhibit A, Part A through C, shall be on a lump sum basis. with expenses at invoice cost times 1.15 and model software license fee at \$160 per week, or \$450.00 per month. The tabulation below establishes the not to exceed amount for each category of contract service:

<u>Contract Part</u>	<u>Amount</u>
Part A – Water Demand Study	\$13,820
Part B – Water Distribution Master Plan Update	<u>\$44,860</u>
Total Engineering Services:	\$58,680

Invoices will be posted monthly based upon percent of work completed for Engineering Services Parts A through C. Payment is due within 30 calendar days of invoice.

The maximum overall fee established herein shall not be exceeded without written authorization from the City, based on increased scope of services.



AGENDA ITEM

TO: City Manager

SUBJECT: Professional Service Agreement with Quiddity (formally Jones & Carter INC.).

MEETING DATE: May 24, 2022

DEPARTMENT: Public Works

ITEM SUMMARY:

Consider approval of a Professional Services Agreement between the City of Roanoke and Quiddity (formerly known as Jones Carter) for street analysis.

INFORMATION:

The professional service agreement between the City of Roanoke and Quiddity (formally Jones & Carter, Inc.) includes the collection and evaluation of available data, assessment of the existing condition of City streets and the creating of a plan to address the immediate and long-term capital improvement needs, prioritizing projects with updated construction cost opinions.

STAFF RECOMMENDATION:

Staff Recommends Approval

SPECIAL CONSIDERATION:

None

FINANCIAL CONSIDERATION:

The total financial impact is Thirty Five Thousand and No/100 Cents (\$35,000.00). Current budget includes \$40,000 for this effort.

ATTACHMENTS:

1. Jones Carter PSA Street Analysis



Parkway Centre II
2805 Dallas Parkway, Suite 600
Plano, Texas 75093
Tel: 972.488.3880
Fax: 972.488.3882
www.jonescarter.com

April 18, 2022

Mr. Shawn Wilkinson
Public Works Director
City of Roanoke
265 Marshall Creek Rd.
Roanoke, Texas 76262

Re: Professional Engineering Services for
Development of a 5-year Roadway Capital Improvement Plan
City of Roanoke, Texas.

Dear Mr. Wilkinson:

We appreciate the opportunity to present this proposal for the civil engineering services for the above-referenced project by Jones & Carter, Inc.

Project Understanding

JC understands that the City of Roanoke desires to have a Roadway Capital Improvement Plan developed, which includes the evaluation of available data, assessment of the condition of City streets and create a constructable and affordable plan that addresses immediate and long-term capital improvement needs. The final roadway capital improvement plan will prioritize projects for a 5-year period and identify projects beyond this period as future needs. JC has prepared the following scope of services and fee proposal for your consideration based on our understanding of your project and the City's needs.

Scope of Basic Services

Our approach to identifying your capital improvement needs includes data collection and review, identification of recommended projects, development of construction cost opinions and recommended project prioritizations.

Data Collection and Review:

1. JC will prepare a visual pavement condition survey template to document observed areas of pavement distress, as well as potential input from stakeholders regarding specific observations of problematic conditions.
2. At the kickoff meeting, JC will coordinate with City representatives to identify known challenges of the existing transportation network. These known challenges can include the age of infrastructure, areas of mobility congestion or need of turn-lanes, pavement design and width of the street, historical safety concerns, and areas where street parking is needed.
3. JC will review provided information regarding the existing roads' length, width, surface material, and base material thicknesses.
4. JC will analyze the existing conditions and make recommendations based on the functional roadway classification, age of infrastructure, and localized flooding concerns if any.
5. JC will review all available information provided by the City regarding existing infrastructure conditions, potentially including record drawings, right-of-way mapping, infrastructure inspections, utility mapping,

traffic studies/data, existing flood studies, and open-source information.

Capital Planning Services

1. JC will make a visual inspection of all City streets to determine their existing condition in terms of surface distress & ride quality and formulate recommended repairs. JC will spend up to one day in the field completing the condition assessment and will rank the road as either good, average, or poor. JC will utilize this information to develop recommended improvements and to prepare opinions of probable construction costs (OPCC).
2. JC will consider the existing utilities and make recommendations to the City regarding the types and materials of waterlines and sanitary sewer lines that should be replaced prior to significant paving improvements. This feedback will be given at an interim review meeting with the Client.
3. JC will compile a record of the information provided and survey findings for discussion with the City.
4. JC will propose a project ranking criterion for City review that will leverage existing data, such as staff experience, repair history, system performance, previous studies, or engineering reports to determine each project's priority. JC will then work with City staff to further define each project scope and develop an OPCC.
5. JC will prepare a visual aid and summary showing and detailing the recommended improvements. The visual aid will include a map of the existing streets with the proposed locations of the future improvements.
6. JC will prepare a report for the Roadway Capital Improvement Plan. This report will outline how the capital improvement plan will alleviate the roadway issues experienced by the community, contain the recommendations for improvements, recommended priorities for the improvements, and the OPCC for each project.

Information to be Provided by the Client

1. Review the proposed ranking criteria and provide feedback in a timely manner.
2. Set individual project expectations and directions on what City standards shall be utilized for the Engineer's OPCC, for example pavement section design for various street types.
3. Review the proposed scope for each project prior to completion of CIP and provide feedback.
4. Coordinate with JC on available funding and overall project schedules timelines.
5. Furnish maintenance records that include the scope of work performed and the associated cost.
6. Provide JC with digital base map at the kickoff meeting.
7. Provide existing record drawings, right-of-way mapping, site observations, existing infrastructure inspections, utility locates, existing traffic impact studies, existing traffic data, existing flood studies, GIS data, and open-source digital information. The information provided by the City shall be provided at the beginning of the project, should indicate the widths and lengths of streets, type of pavement course, age of pavement, and previous capital improvement projects and fees, and the dates of those reconstructions and be in an excel format.



Mr. Shawn Wilkinson

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April 18, 2022

Proposed Fee

For the services described above, JC shall be paid on an hourly basis in accordance with the attached Schedule of Hourly Rates. The maximum fee for these services shall not exceed \$35,000.00 without the written authorization of the City.

Project Schedule

JC will endeavor to complete the scope of services defined herein according to the following simplified schedule. Note that durations are in calendar days, commencing with a signed proposal. City reviews and utility coordination is not shown.

Project Setup and Kick-off	10 working days
Review Documentation from City, Perform Visual Pavement Assessment and Record Findings	20 working days
Prepare and Facilitate Meeting to Discuss Findings, Ranking Criteria, and Draft of Overall Priorities	10 working day
Prepare OPCC, and Draft Prioritizations	15 working days
Prepare and Facilitate Meeting to Review Draft OPCC and Prioritizations	5 working day
Incorporate City Comments and Finalize Roadway 5-Year CIP	15 working days

Special Considerations

This proposal is based on the following special considerations:

1. JC shall coordinate planning efforts on the project through our Plano office and work closely with the Client's staff to produce a report suitable for the City's needs.
2. The Client shall pay any review or permit fees associated with the project, or if paid by JC, shall be considered as a reimbursable expense not included in any lump sum or not-to-exceed fees proposed.
3. Hourly Services shall be provided per the enclosed Schedule of Hourly Rates.
4. Reimbursable expenses, including outside services not performed by JC personnel, shall be provided following the enclosed Schedule of Reimbursable Expenses.
5. This proposal does not include Hydraulic or Hydrology reviews, Geotechnical Engineering, Water, Storm, Sanitary Sewer design, or Traffic Studies.
6. Environmental evaluations and permitting are not included in the scope of services.
7. Geotechnical testing and pavement section design is not included. City standards will be utilized.
8. This proposal shall be subject to the enclosed General Conditions of Agreement.
9. The proposed fees shall be considered in their entirety for the scope of services. Should The City wish to contract with us for only a portion of the work, we reserve the right to negotiate individual scope items on their own merits.
10. This proposal shall be valid for sixty (60) days from this date and may be extended upon approval by this office.



Mr. Shawn Wilkinson

Page 4

April 18, 2022

We propose to accomplish the Services described herein in accordance with the enclosed General Conditions of Agreement (GCA). Our current Schedule of Hourly Rates and Reimbursable Expenses are enclosed

We thank you for the opportunity to submit this proposal. An executed copy of this proposal will serve as our notice to proceed, and please return one copy to our office.

Sincerely,

Jones and Carter, Inc.

Mark J. Holliday, PE
Vice President

_____, PE
Attest, David Leslie, PE

APPROVED BY:

City of Roanoke, Texas

Signature

Date

Name and Title (Printed)



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Service Agreement for Strategic Planning Process

MEETING DATE: May 24, 2022

DEPARTMENT: City Manager

ITEM SUMMARY:

INFORMATION:

Per the update provided to Council on 4/29, this item is to consider a service contract with Strategic Community Solutions and Karen Walz to facilitate a strategic planning process (included in this year's budget). Ms. Walz helped us with our last effort, which resulted in a very solid plan that has guided us for the last five years. This proposal includes a structure for three workshops with the City Council and key staff as follows:

Session 1: Strategic Assessment. This session will be structured to focus discussion on the results of the City's last strategic plan, other accomplishments since that plan was approved, and the strategic issues and opportunities facing Roanoke over the next five years. It will result in agreement on a statement of strategic principles to guide the City's strategic plan priorities.

Session 2: Strategic Capital Investment Priorities. This session will focus on capital investments that the City might choose to make. It will be structured to evaluate these investments against the strategic principles developed in the first session. Expected costs, potential funding partnerships and other factors will be considered in weighing the benefit of these projects. The session will result in a preliminary list of strategic capital investments for the next 5 years.

Session 3: Strategic Program and Partnership Priorities. This session will focus on the City's priorities for the use of its operating budget and staff resources. In addition, it will address the opportunities to achieve City goals through partnerships with other public entities, the private sector, non-profit groups, educational institutions and other community organizations. The session will result in a preliminary list of strategic program and partnership activities for the next 5 years.



AGENDA ITEM

If approved, staff will create a proposed schedule for this process, and distribute it to the Council and City Staff.

STAFF RECOMMENDATION:

Recommend approval of service agreement

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

Fixed fee of \$14,000. Current budget includes \$25,000 for this effort.

ATTACHMENTS:

1. Strategic Plan Facilitator Agreement



**STRATEGIC
COMMUNITY
SOLUTIONS**

May 12, 2022

Mr. Scott Campbell
City Manager
City of Roanoke
108 S. Oak Street
Roanoke TX 76262

Dear Scott:

It was great to catch up with you! I'm delighted your last Strategic Plan has been so useful and effective, and I appreciate the opportunity to work with you and the City of Roanoke again on its update. I have drafted this proposal for strategic planning assistance based on the previous project and our recent discussion.

Services to be Provided – City Council Strategic Planning Sessions

Strategic Community Solutions LLC (the consultant) will prepare for, design and conduct a set of sessions with the Roanoke City Council. The retreat sessions are intended to:

1. Provide an opportunity to focus on selected issues, internal & external, that may not receive thorough discussion during regular meetings.
2. Evaluate the results of the City's last strategic plan and identify its accomplishments and outcomes.
3. Discuss strategic issues facing Roanoke today and in the near future.
4. Discuss and reach agreement on a set of goals and priorities for action by the City during the next five years.
5. Discuss and reach agreement on a capital improvements program to implement those goals and policies.
6. Based on these discussions, draft a brief Strategic Plan document that the City can use to communicate priorities, maintain focus and monitor progress.

The City Council and a small number of key City staff are expected to participate in these retreat sessions. This proposal assumes that there would be three sessions, as described below, and that each would be approximately 4 hours long. The retreat



**STRATEGIC
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sessions will be held at City Hall or at another location to be determined by City staff. City staff will be responsible for any arrangements for rooms and refreshments.

The City Council will be asked to provide input and insights to help structure the retreat sessions. A brief online survey will be used to gain a sense of Council priorities on a set of potential priority issues and actions. Interviews will be conducted with each Council member, and these interviews will be structured so they pursue issues noted from the online survey results.

The three workshop sessions will be designed so each session builds on the discussion and decisions of the previous session. The expected focus of each session is summarized below; these topics may be refined or modified as the process takes place.

Session 1: Strategic Assessment. This session will be structured to focus discussion on the results of the City's last strategic plan, other accomplishments since that plan was approved, and the strategic issues and opportunities facing Roanoke over the next five years. It will result in agreement on a statement of strategic principles to guide the City's strategic plan priorities.

Session 2: Strategic Capital Investment Priorities. This session will focus on capital investments that the City might choose to make. It will be structured to evaluate these investments against the strategic principles developed in the first session. Expected costs, potential funding partnerships and other factors will be considered in weighing the benefit of these projects. The session will result in a preliminary list of strategic capital investments for the next 5 years.

Session 3: Strategic Program and Partnership Priorities. This session will focus on the City's priorities for the use of its operating budget and staff resources. In addition, it will address the opportunities to achieve City goals through partnerships with other public entities, the private sector, non-profit groups, educational institutions and other community organizations. The session will result in a preliminary list of strategic program and partnership activities for the next 5 years.

For each session, I assume the City will provide background material related to past and current projects, budgets, funding sources and other information that will serve as the basis for discussion.



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Work Products

Input obtained through the online survey and interviews will be provided to the City Manager in a bulleted summary form.

For each retreat session, the consultant will prepare a brief retreat agenda and will design and produce all written materials and presentations that will be used before and during the session. After each session, the consultant will provide a results report – a short, bullet-list summary of the conclusions reached and decisions made.

After the final session, the consultant will draft a brief Strategic Plan Priorities document that communicates the principles and priorities established by City Council during these sessions. This document will be provided to the City for adoption by City Council.

Drafts of all work products (survey results, interview summary, retreat session agenda, results report, presentations and strategic plan) will be provided to staff in digital (pdf) format. I assume that the City staff will make and distribute copies of the documents to participants as necessary.

Key Tasks

Key tasks related to Council input are:

1. Input Design
 - a. Develop a draft online survey and a draft set of interview questions.
 - b. Review these drafts with the City Manager.
2. Online Survey
 - a. Conduct an online survey of Council members using SurveyMonkey.
 - b. Analyze the survey results and summarize them prior to Council interviews.
3. City Council Interviews
 - a. Conduct hour-long interviews with the Mayor and 6 City Council members.
 - b. Review the input obtained through these interviews and prepare a summary of comments.
 - c. Discuss these results with the City Manager and use them to structure retreat sessions.



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For each of the three retreat sessions, the consultant's work will include the following key tasks.

4. Session Design
 - a. Develop a draft agenda.
 - b. Review the draft with the City Manager and revise it as necessary to create a detailed agenda for the retreat session.
5. Retreat Session Materials
 - a. Design, produce and/or assemble all materials needed for the retreat session. These materials may include Powerpoint presentations, worksheets or other materials to make the session effective.
6. Conduct Retreat Session
 - a. Manage and facilitate the retreat session itself.
7. Produce Results Report
 - a. Draft a bulleted list report summarizing retreat decisions and direction.
 - b. Discuss draft report with the City Manager.
 - c. Revise the draft report as necessary to prepare for the next session.

Proposed Budget

The budget I propose includes two parts as described below.

- 1) Consultant fees. This item includes my estimate of the time it will take to prepare for, conduct and report on the sessions described above. I propose to provide these services for the fixed fee of \$14,000.00. Should additional sessions be requested related to these strategic plan discussions, those sessions will be provided at a fixed fee of \$1,800.00 per session.
- 2) Expenses. Expenses include, but are not limited to, postage, Federal Express or other overnight delivery services, mileage, parking, photocopies and graphic production. Mileage will be charged at the current IRS rate. Other expenses will be billed at actual costs. To the extent feasible, the City of Roanoke's facilities and resources will be used to minimize these out-of-pocket expenses. My proposed not-to-exceed amount for expenses is \$250.00.



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Strategic Community Solutions LLC will invoice the City of Roanoke on a monthly (or bi-monthly) basis for assistance provided since the previous invoice. Invoices should be paid within thirty (30) days of receipt.

Project Schedule

The work described in this letter agreement is expected to begin during FY 2021-2022 and to be completed early in the following fiscal year.

Adjustments or Changes

Please review this proposal for the City Council Strategic Planning Sessions. If it is acceptable to you, please sign the agreement and return a copy to me via email or mail. If you would like to make changes to the proposal, please let me know. I'm happy to discuss these and modify the proposal accordingly.

Thank you again for this opportunity. I look forward to working with you again!

Sincerely,

Karen S. Walz FAICP
Principal
Strategic Community Solutions LLC

I agree with this proposed agreement for services to be provided to the City of Roanoke by Strategic Community Solutions LLC.

Mr. Scott Campbell
City Manager
City of Roanoke

Date:



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: RES NO 2022-108R Oncor Suspension Resolution

MEETING DATE: May 24, 2022

DEPARTMENT: City Manager

ITEM SUMMARY:

Consider approval of Resolution No. 2022-108R suspending the June 17, 2022 effective date of Oncor Electric Delivery Company's requested rate change to permit the City time to study the request and to establish reasonable rates.

INFORMATION:

PURPOSE

Oncor Electric Delivery Company ("Oncor" or "the Company") filed an application on or about May 13, 2022 with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$251 million or approximately 4.5% over present revenues. The Company asks the City to approve an 11.2% increase in residential rates and a 1.6% increase in street lighting rates. If approved, a residential customer using 1,300 kWh per month would see a bill increase of about \$6.02 per month.

The resolution suspends the June 17, 2022 effective date of the Company's rate increase for the maximum period permitted by law to allow the City, working in conjunction with the Steering Committee of Cities Served by Oncor, to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. **If the City fails to take some action regarding the filing before the effective date, Oncor's rate request is deemed administratively approved.**

DISCUSSION

The City of Roanoke, Texas is a member of a 169-city coalition known as the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in



CITY COUNCIL AGENDA ITEM

the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by *per capita* assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

Although Oncor has increased rates many times over the past few years, this is the first comprehensive base rate case for the Company since March 2017.

Explanation of "Be It Resolved" Paragraphs:

Section 1. The City is authorized to suspend the rate change for 90 days after the date that the rate change would otherwise be effective for any legitimate purpose. Time to study and investigate the application is always a legitimate purpose. Please note that the resolution refers to the suspension period as "the maximum period allowed by law" rather than ending by a specific date. This is because the Company controls the effective date and can extend the deadline for final city action to increase the time that the City retains jurisdiction if necessary to reach settlement on the case. If the suspension period is not otherwise extended by the Company, the City must take final action on Oncor's request to raise rates by June 17, 2022.

Section 2. This provision authorizes the Steering Committee, consistent with the City's resolution approving membership in the Steering Committee, to act on behalf of the City at the local level in settlement discussions, in preparation of a rate ordinance, on appeal of the rate ordinance to the PUC, and on appeal to the Courts. Negotiating clout and efficiency are enhanced by the City cooperating with the Steering Committee in a common review and common purpose. Additionally, rate case expenses are minimized when the Steering Committee hires one set of attorneys and experts who work under the guidance and control of the Executive Committee of the Steering Committee.

Section 3. The Company will reimburse the Steering Committee for its reasonable rate case expenses. Legal counsel and consultants approved by the Executive Committee of the Steering Committee will submit monthly invoices that will be forwarded to Oncor for reimbursement. No individual city incurs liability for payment of rate case expenses by adopting a suspension resolution.

Section 4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

Section 5. This section provides that both Oncor and Steering Committee



CITY COUNCIL AGENDA ITEM

counsel will be notified of the City's action by sending a copy of the approved and signed resolution to certain designated individuals.

STAFF RECOMMENDATION:

Approve Resolution No. 2022-108R

SPECIAL CONSIDERATION:

Action must be taken to suspend the effective date on or before JUNE 17, 2022

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. Memorandum to Cities re Oncor's Statement of Intent to Increase Rates Suspension Packet
2. RES NO 2022-108R - 2022 Oncor RC Suspension Resolution_JLM
3. Ex. 2-Cities that have Ceded Original Jurisdiction

Mr. Brocato's Direct Line: (512) 322-5857
Email: tbrocato@lglawfirm.com

MEMORANDUM

TO: Steering Committee of Cities Served by Oncor Members

FROM: Thomas Brocato *YTB*
Jamie Mauldin
Roslyn Dubberstein

DATE: May 16, 2022

RE: Oncor Electric Delivery Company's Statement of Intent to Increase Rates Suspension Packet

ACTION REQUIRED TO SUSPEND THE EFFECTIVE DATE BY JUNE 17, 2022

On Friday, May 13, 2022, Oncor filed a Statement of Intent to Increase Rates with all cities in its service area that retain original jurisdiction. The Company is seeking to increase rates by approximately \$251 million over rates currently in place, or approximately 4.5% over present revenues. Residential customers would see an 11.2% increase in rates. If approved, a residential customer using 1,300 kWh per month would see a bill increase of about \$6.02 per month. Additionally, the Company proposes to increase street lighting rates by 1.6%.

The rate increase requested by Oncor will become effective on June 17, 2022, unless the city takes action to suspend the effective date. By statute, cities are permitted to extend the effective date by up to 90 days in order to study the filing. **The city must take action to suspend the effective date by June 17, 2022.** If your city does not have a regular council meeting scheduled before June 17th or is otherwise unable to take action on the suspension resolution June 17th, please contact us as soon as possible.

Attached to this memo is a model suspension resolution and staff report. In the past, Oncor local managers have provided cities with a model denial resolution and may recommend that the city immediately deny the rate request. If this occurs, we do not recommend that you deny the request at this time. Suspending the effective date allows cities more time to review the application and decide on the final action, including settlement or denial of Oncor's requested rate increase.

The Steering Committee of Cities Served by Oncor will discuss Oncor's rate request at the quarterly meeting on June 2, 2022. During the call there will also be an opportunity for Steering Committee members to discuss strategy with Steering Committee consultants and attorneys.

If you have any questions, please feel free to contact us:

Thomas – tbrocato@lglawfirm.com / 512-322-5857
Jamie – jmauldin@lglawfirm.com / 512-322-5890
Roslyn – rdubberstein@lglawfirm.com / 512-322-5802

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RESOLUTION NO. 2022-108R

**RESOLUTION OF THE CITY OF ROANOKE, TEXAS
SUSPENDING THE JUNE 17, 2022 EFFECTIVE DATE OF
ONCOR ELECTRIC DELIVERY COMPANY'S
REQUESTED RATE CHANGE TO PERMIT THE CITY
TIME TO STUDY THE REQUEST AND TO ESTABLISH
REASONABLE RATES; APPROVING COOPERATION
WITH THE STEERING COMMITTEE OF CITIES SERVED
BY ONCOR TO HIRE LEGAL AND CONSULTING
SERVICES AND TO NEGOTIATE WITH THE COMPANY
AND DIRECT ANY NECESSARY LITIGATION AND
APPEALS; FINDING THAT THE MEETING AT WHICH
THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC
AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS
RESOLUTION TO THE COMPANY AND LEGAL
COUNSEL FOR THE STEERING COMMITTEE**

WHEREAS, on or about May 13, 2022, Oncor Electric Delivery Company (Oncor), pursuant to PURA §§ 33.001 and 36.001 filed with the City of Roanoke, Texas a Statement of Intent to increase electric transmission and distribution rates in all municipalities exercising original jurisdiction within its service area effective June 17, 2022; and

WHEREAS, the City of Roanoke, Texas is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee") and will cooperate with the 169 similarly situated city members and other city participants in conducting a review of the Company's application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company prior to getting reasonable rates and direct any necessary litigation; and

WHEREAS, PURA § 36.108 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days after the date the rate change would otherwise be effective; and

WHEREAS, PURA § 33.023 provides that costs incurred by Cities in ratemaking proceedings are to be reimbursed by the regulated utility.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS:

1. That the June 17, 2022 effective date of the rate request submitted by Oncor on or about May 13, 2022, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

2. As indicated in the City's resolution approving membership in the Steering Committee, the Executive Committee of Steering Committee is authorized to hire and direct legal counsel and consultants, negotiate with the Company, make recommendations regarding reasonable rates, and to intervene and direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Public Utility Commission.

3. That the City's reasonable rate case expenses shall be reimbursed by Oncor.

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

5. A copy of this Resolution shall be sent to Oncor, Care of Howard V. Fisher, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202 and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, Texas 78767-1725.

PASSED AND APPROVED this the 24th day of May, 2022.

Carl E. Gierisch, Jr., Mayor, City of Roanoke, Texas

ATTEST:

April S. Hill, City Secretary

CITIES THAT HAVE CEDED ORIGINAL JURISDICTION

Abbott	Crockett	Itasca
Alma	Crowley	Jewett
Alvarado	Cumby	Jolly
Alvord	Cushing	Josephine
Angus	Dawson	Joshua
Anna	Dean	Justin
Annetta North	Dorchester	Kaufman
Annetta South	Dublin	Keene
Annona	Ector	Kemp
Appleby	Edgecliff Village	Kerens
Argyle	Edgewood	Knollwood
Athens	Edom	Krum
Aurora	Elgin	Ladonia
Bangs	Elkhart	Lake Bridgeport
Barry	Emhouse	Lake Dallas
Bartlett	Enchanted Oaks	Lakeside City
Bellevue	Eureka	Latexo
Blanket	Eustace	Lavon
Blooming Grove	Everman	Leona
Boyd	Forney	Leroy
Brownsboro	Frost	Lindsay
Buckholts	Garrett	Lipan
Buffalo	Gholson	Lorena
Burke	Godley	Lovelady
Bynum	Golinda	Lowry Crossing
Caddo Mills	Goodlow	Lucas
Cameron	Gorman	Mabank
Campbell	Grandfalls	Malakoff
Caney City	Grandview	Malone
Canton	Granger	Marquez
Carbon	Grapeland	McGregor
Celeste	Gun Barrel City	Melissa
Centerville	Gunter	Melvin
Chico	Hebron	Mertens
Chireno	Hewitt	Milano
Clarksville	Hickory Creek	Mildred
Cockrell Hill	Hideaway	Milford
Collinsville	Holland	Millsap
Comanche	Honey Grove	Mobile City
Como	Hubbard	Moody
Cool	Hudson	Morgan's Point Resort
Corinth	Huntington	Mount Calm
Corsicana	Hutto	Murchison
Crandall	Italy	Mustang

CITIES THAT HAVE CEDED ORIGINAL JURISDICTION

Nacogdoches	Springtown
Navarro	St. Paul
Nevada	Streetman
New Chapel Hill	Taylor
New Fairview	Terrell
Newark	Thorndale
Neylandville	Thorntonville
Northlake	Thrall
Oak Grove	Tira
Oak Leaf	Tool
Oak Valley	Trinidad
Oakwood	Valley View
Oglesby	Van Alstyne
Ovilla	Venus
Payne Springs	Weir
Pecan Gap	Wells
Pecan Hill	West
Penelope	Westbrook
Pflugerville	Wickett
Pleasant Valley	Wills Point
Ponder	Windom
Post Oak Bend	Wolfe City
Powell	Yantis
Poynor	Zavalla
Princeton	
Pyote	
Quinlan	
Ranger	
Reno - Lamar County	
Reno - Parker County	
Retreat	
Rhome	
Rice	
Richland	
Rockdale	
Rogers	
Rosser	
Roxton	
Royse City	
Runaway Bay	
Sadler	
Savoy	
Shady Shores	
Southmayd	



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: RES NO 2022-107 - A: Appoint CCPD Permanent Board - City Council

MEETING DATE: May 24, 2022

DEPARTMENT: City Manager

ITEM SUMMARY:

Consideration and action on approval of Resolution No. 2022-107R - A, appointing City Council as the Board of Directors of the City of Roanoke Crime Control and Prevention District.

INFORMATION:

Texas Local Government Code - Sec. 363.1015. ALTERNATE FORMS OF APPOINTMENT: BOARD OF DIRECTORS. (a) The governing body of a municipality or county by resolution may appoint the governing body's membership as the board of directors of the district.(b) In a district for which the board is not appointed under Subsection (a), the governing body of the municipality or county may create a board by having each member of the governing body appoint one director to the board, subject to confirmation by the governing body.(c) A director appointed under Subsection (b) serves:(1) at the pleasure of the governing body of the municipality or county; and(2) for a term concurrent with the term of the appointing member.

Based on Council direction at its May 17 Special Meeting, this item has been included as one of two possible options for CCPD Board appointments. This resolution would appoint the City Council as the permanent CCPD Board, meaning no action would be taken on the next item.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

This item is effective only if the following agenda item (Resolution No. 2022-107R - B) is not approved.



AGENDA ITEM

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. RES NO 2022-107R - A - Appointing Directors to Crime Control District - jlm draft - 051122

RESOLUTION No. 2022-107R - A

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS,
APPOINTING MEMBERS TO THE BOARD OF DIRECTORS OF THE CITY OF
ROANOKE CRIME CONTROL AND PREVENTION DISTRICT; AND
PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

WHEREAS, on May 7, 2022, the eligible voters of the City of Roanoke, Texas, approved the adoption of a Crime Control and Prevention District sales and use tax at the rate of one-half of one-percent, authorized pursuant to Chapter 363 of the Texas Local Government Code; and

WHEREAS, Section 363.1015(a) of the Texas Local Government Code provides the authority for the City Council to appoint its members to serve as the Board of Directors for the Crime Control and Prevention District; and

WHEREAS, pursuant to Section 363.1015 of the Texas Local Government Code, the terms of the individual City Councilmembers shall be concurrent with the terms of the members of the Board of Directors; and

WHEREAS, the City Council of the City of Roanoke, Texas, finds and determines that it is in the best interests of the City to provide for the appointment of the City Council as the members of the Board of Directors of the Crime Control and Prevention District.

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

Section 1. That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Roanoke, Texas, and are fully incorporated into the body of this Resolution.

Section 2. The City Council of the City of Roanoke, Texas, does hereby appoint the City Council of the City of Roanoke, Texas, to serve as the members of the Board of Directors of the City of Roanoke Crime Control and Prevention District, with their terms of office as Board members to be concurrent with their City Council terms of office.

Section 3. This Resolution shall become effective from and after its passage.

DULY RESOLVED by the City Council of the City of Roanoke, Texas, on this the 17th day of May, 2022.

APPROVED:

Carl E. Gierisch, Jr., Mayor

ATTEST:

April S. Hill, City Secretary

APPROVED AS TO FORM:

Jeff Moore, City Attorney



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: RES NO 2022-107R - B: Appointment of CCPD Permanent Board - Citizens

MEETING DATE: May 24, 2022

DEPARTMENT: City Manager

ITEM SUMMARY:

Discuss appointment of Board members to the City of Roanoke Crime Control and Prevention District; draw lots for the term of said Board members; consideration and action on approval of Resolution No. 2022-107R - B, appointing citizens as members to the Board of Directors of the City of Roanoke Crime Control and Prevention District.

INFORMATION:

Texas Local Government Code - Sec. 363.101. BOARD OF DIRECTORS. (a) A district is governed by a board of seven directors appointed in the same manner as provided for the selection of temporary directors under Section 363.052(a).(b) Board members serve staggered two-year terms that expire September 1, except that the initial appointees under this section shall draw lots to determine:(1) the three directors to serve terms that expire on September 1 of the first year following creation of the district; and(2) the four directors to serve terms that expire on September 1 of the second year following creation of the district.

Based on Council direction at its May 17 Special Meeting, this item has been included as one of two possible options for CCPD Board appointments. This resolution would appoint seven citizens as the permanent CCPD Board, meaning no action would be taken on the previous item. As previously reported, Council will need to draw lots for their individual appointments to determine the initial terms as described above.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

This item is effective only if the previous item (Resolution No. 2022-107R - A) is not approved.

FINANCIAL CONSIDERATION:

NA



CITY COUNCIL AGENDA ITEM

ATTACHMENTS:

1. RES NO 2022-107R - B - Appointing Board of Directors - Crime Control District - staggered 2 year terms - jlm draft - 040422

RESOLUTION NO. 2022-107R - B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS, APPOINTING BOARD OF DIRECTORS TO THE ROANOKE CRIME CONTROL AND PREVENTION DISTRICT TO SERVE STAGGERED TWO (2) YEAR TERMS CONSISTENT WITH SECTION 363.101 OF THE TEXAS LOCAL GOVERNMENT CODE; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.

WHEREAS, on or about Saturday, May 7, 2022, the eligible voters of the City of Roanoke, Texas, approved a ballot proposition authorizing the creation of the Roanoke Crime Control and Prevention District pursuant to Chapter 363 of the Texas Local Government Code; and

WHEREAS, Section 363.101 of the Texas Local Government Code provides the authority for the City Council of the City of Roanoke, Texas, to appoint a seven (7) member board of directors to serve staggered two (2) year terms of office on the Roanoke Crime Control and Prevention District; and

WHEREAS, City Council of the City of Roanoke, Texas, finds and determines that it is in the best interest of the City to provide for the appointment of the Board of Directors of the Roanoke Crime Control and Prevention District.

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

Section 1. That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Roanoke, Texas, and are fully incorporated into the body of this Resolution.

Section 2. The City Council of the City of Roanoke, Texas, does hereby appoint the following members to serve as the Board of Directors of the City of Roanoke Crime Control and Prevention District:

1. _____, serve through September 30, 2024;
2. _____, serve through September 30, 2023;
3. _____, serve through September 30, 2024;
4. _____, serve through September 30, 2023;
5. _____, serve through September 30, 2024;
6. _____, serve through September 30, 2023; and
7. _____, serve through September 30, 2024.

Section 3. This Resolution shall become effective from and after its passage.

DULY RESOLVED by the City Council of the City of Roanoke, Texas, on this the 24th day of May, 2022.

APPROVED:

Carl E. Gierisch, Jr., Mayor

ATTEST:

April S. Hill, City Secretary

APPROVED AS TO FORM:

Jeff Moore, City Attorney



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Service Agreement with 720 Design - Owner's Rep and Project Management Services (PD and Court Facility)

MEETING DATE: May 24, 2022

DEPARTMENT: City Manager

ITEM SUMMARY:

This agreement would engage 720 Design to serve as Owner's (City) Representative and Project Manager for the new Police/Courts Facility.

INFORMATION:

As previously discussed, due to the complexities and scope of the design and construction of a new Police and Courts facility, staff recommends engaging third-party professional services to assist as the City's representative and project manager for this effort. 720 Design conducted the feasibility study for the project, and has significant experience in this role for many cities to include North Richland Hills, Dallas, Killeen, Richardson, Prosper, Weatherford, Euless, Mansfield, Midlothian, Allen, McKinney, Royce City, Lewisville, Coppel, Denton, and Garland.

This service agreement is structured for 'preconstruction' and 'construction' phases as follows:

- *"Preconstruction Services"* in the amount of \$184,000 – which would accommodate the process all the way through the execution of the Guaranteed Maximum Price (GMP) with the Construction Manager (the following agenda item is for consideration of a budget amendment to the current year's budget for this amount). This amount would be reimbursed to the City through a future bond sale for construction of the facility.
- *"Construction Services"* in the amount of \$236,000 would require additional Council approval at the onset of actual construction, and again would likely be paid for out of bond proceeds.



AGENDA ITEM

On Tuesday night, staff will provide an update regarding the overall process for moving forward with the PD/Court facility project, to include the process for design team selection.

STAFF RECOMMENDATION:

Recommend approval of service agreement with 720 Design as presented.

SPECIAL CONSIDERATION:

NA

FINANCIAL CONSIDERATION:

Described above

ATTACHMENTS:

1. Roanoke Police-Court Owner's Rep Proposal 04.24.22



Scott Campbell
City Manager
City of Roanoke
500 South Oak Street
Roanoke, TX 76262

**RE: STANDARD LETTER OF AGREEMENT
Owner's Rep / Project Manager
New Police & Court Project**

Mr. Campbell,

Thank you for the opportunity to present this proposal to work with City of Roanoke in the role of Owner's Rep / Project Manager for the new Police & Courts project.

The following represents the scope for involvement of 720 design as a subject-matter-expert acting as a liaison representing the City, Police Department and Municipal Court in the project implementation with the City, the Design Team and the Construction Manager.

720 design's role will be to represent and champion the interest and needs of the Police Department and Court, as an advisor – engaged for the entire duration of the project. It is our understanding that 720 design will collaborate with City Staff, and act as a resource during the design and implementation phases of this project.

The Architect and Construction Manager at Risk will be responsible for ownership of the budget, schedule oversight, and management of the project – with 720 design only providing review input and participation from the perspective and experience of Police and Courts projects.

Involvement in the implementation of the project as defined below for 720 design on the Police & Courts:

1. Police & Courts Design and Implementation:

- Time Duration: estimated 32 months
- Approximate size: 56,000 SF

- Total Project Budget: approx. \$45,000,000
- Construction Budget: approx. \$38,000,000

Pre-construction / Design Phase Services:

- Estimated time frame 12 months
- Participate in the selection process for the Architect / Design Team and the Construction Manager at Risk, and provide input on the contract for each entity that the City Attorney and City Manager will be responsible for
- Participate in Program Validation from previous Needs Assessment document to confirm any updates or revisions
- Participate in preliminary “blocking” session(s) with Staff / Users to validate assumptions in the original program, align current and new information into a very preliminary “flow” and “adjacency” layout(s)
- Participate in a “project visioning” and “critical success factors” work session
- Provide input towards the development of Project Budget, Cost Model, and Schedule that the Architect and CMAR will develop
- Develop with the design team program candidates for “Add Alternate” and/or “compression” and/or “shell spaces” – as a risk-management strategy for construction market escalation and instability
- Provide input to the Design Team and CMAR on Quality Management framework and protocols for the project – in particular for the durability and life-cycle demands for the wear-and-tear in a Police facility under the critical success factors for delivery of a 50-year building
- Identify and confirm City procurement protocols, and identify project procurement packages that the City / Police / Court may want to pursue outside the project CMAR GMP
- Input on the establishment of security protocols for the site and building(s)
- Participate in Design Team Conceptual Work Sessions – factoring in current Police “trends” and “best practices” working towards development and refinement of a conceptual site plan, floor plans, massing, adjacencies, circulation, stacking, process-flow, etc.
- Participate in the Schematic Design and Design Development phases work sessions
- Collaborate with Design Team, Construction Manager, and Staff in work sessions for “Phasing Strategies” and a development of a “Move Management Plan” that strives for uninterrupted services being delivered by Police and Court
- Participate in Construction Documents Phase Work Sessions with the Design Team – providing input on “Best Practices” related to operational, functional, durability, and security protocols

- Provide commentary – 720 design's review and collation of User and other City department comments – on the Design Team packages at milestone reviews on Bluebeam format and/or Bluebeam Studio
- Assist in the development of "review" and "sign-off" protocols for Police, Court, and City Departments and Users at critical design milestones
- Provide input for specialty storage solutions for gear, equipment, assets, etc. as well as the various locker solutions (duty bag, personal, evidence/property, asset management) – and participate in work sessions with prospective Vendors for initial concepts and pricing
- Provide input and commentary on Court's security processing station, court setting, protection, etc.
- Participate in defining site CPTED strategies, building hardening, ballistic protection measures, etc.
- Provide input on interview setting protocols
- Involvement in scope and budget alignments at milestone construction estimates
- Coordinate with City IT department and Police / Court for project budget needs
- Participation in reviewing the GMP for scope, exclusions, City packages, etc.
- Provide weekly updates to Police and Court Staff
- Participate in City Council project updates and presentations – if requested (up to four meetings)
- Provide input on preliminary furniture layouts
- Conduct multi-discipline reviews at milestone packages and coordinate City Staff comments / input
- Participate in Security, Technology, and AV work sessions
- Develop "test fit" and infrastructure coordination for Communications / Dispatch consoles with prospective Vendor(s)
- Participation / input into the Storm Shelter and EOC (Emergency Operations Center) – imparting "lessons learned" and coordination issues
- Input on the unique "exhausting" and "safety protocols" requirements in the Evidence/Property setting and the Crime Scene / Crime Lab setting
- Participation in development of the unique "training" settings – academic, tactical, sim-munitions, virtual reality, fitness, etc.
- Participate in Trade Contractor packages "scope validation" sessions run by the CMAR as it relates to "lessons learned" with "police/court" projects – in an effort to fine tune the final packages to eliminate scope overlaps and/or scope gaps

Construction Services:

Scope Included in this Proposal as identified below:

- Estimated time frame 20 months

- Attend select Owner-Architect-Contractor (OAC) Meetings during Construction Phase – anticipate weekly for a total of forty (80) – documenting site observations, concerns, deficiencies, etc. as it relates to “Police/Court Specialties” which supplements the efforts of the Design Team
- Review and monitoring of project milestones, budgets, and progress – with updates to Police and Court Staff
- Participate in the Quality Management framework and protocols for the project as it relates to Police and Courts settings
- Coordinate engagement of City Departments in the progress of construction, and coordinate any Owner-directed changes
- Input on Police “specialties” Submittals – which typically include: millwork, specialty lockers, crime scene/lab equipment, evidence/property equipment, specialty storage package, AV package, security package, ballistic/hardening measures, RFI-Shielded enclosure, and doors/frames/hardware)
- Participate in development of the Furniture package with the Design Team and Vendor(s)
- Lead the Dispatch Console Procurement process – including tours, coordination with Vendor package, coordination with IT department for technology integration, assistance through City procurement, punchlist, and final acceptance
- Coordinate Owner specialty procurement packages (outside the GMP) for Police / Courts – furniture/fixtures/equipment (FFE), Specialty Vendors, Audio/Visual, Storage solutions, Technology, Fitness Equipment, Training, etc.
- Coordinate with Police logistics and move management process for temporary measures, staging, and sequencing
- Provide City Council updates as if requested (up to six meetings)
- Participate in identifying Owner-initiated changes (funded from out of project contingencies within the GMP)
- Review and provide input on Proposal Request pricing from the CMAR / Trade Contractors
- Participate in Project Closeout, Punchlists, and Final Acceptance
- Participate in Punchlists with the Design Team for the building(s)
- Coordinate delivery and perform Punchlists and Final Acceptance on Owner-procured packages
- Expanded Move-Management involvement and efforts
- Participation in the development of the “Go-Live” scenario for the new Communications / Dispatch setting, including detailed scheduling / sequencing activities, coordination efforts with IT, Vendors, Trade Contractors, CMAR, etc.
- Participate in a one-year Warranty walk-thru

720 design will also be leveraging a “Project Cost Controls” resource as part of our contract – Peak Performance Value (PPV), Chris Squadra. 720 design has worked with Mr. Squadra on several Public

Safety projects over the past five (5) years – in challenging market conditions as well as unique project conditions. PPV's forte is Project Controls – and more specifically involvement on the following aspects of a project:

- Development and validation of an “all-in” project cost framework
- Validation Cost Estimates in the critical early phases of a project – Schematic Design and Design Development – for comparison and confirmation of the CMAR estimates (up to 2 estimates)
- Input and review of the CMAR's costs and GMP
- Risk Management strategies for the project duration – in particular development and allocation of appropriate contingencies

720 design is including a “Contingency Fee” line amount in the Fee Schedule to allow the City to protect and allocate the necessary funds for our services in the event of the following:

- The Construction Schedule lengthens due to unanticipated events – weather, supply chain, market conditions, labor shortage, etc. [based on an additional three (3) months]
- Additional Council Meeting attendance [assumes an additional eight (8) Council meetings]
- City Staffing constraints lead the City to request 720 design take on some additional coordination, oversight of vendor packages, etc. [assumes an additional 40 hours of efforts]
- Additional involvement of PPV for Project Cost Controls [assumes an additional 40 hours of efforts]
- Additional efforts associated with a decision to include the Shooting Range [assumes an additional 60 hours efforts]

These additional funds will at the discretion and authorization of the City.

This document will serve as the 720 design inc. agreement with the city, and identifies the framework for our interaction and scope.

Compensation:

The contract is be structured on an “lump sum” basis, with monthly invoicing based on “percentage complete” status on the project progress.



If additional involvement and efforts beyond the hours listed below are requested by the City, it will be at an hourly rate of \$210.

Don Wertzberger – 720 design Public Safety Architect / Principal – will serve as the City and Police & Court liaison providing the services outlined above.

Key Personnel	Title			Total
720 design - Don Wertzberger				
	Owners Representative			
	Preconstruction / Design Phase			\$146,000
	Construction Phase			\$236,000
Peak Performance Value (PPV) – Chris Squadra	Project Controls Consultant– Cost Estimate Validation + CMAR Contract / GMP			\$38,000
Contingency Fee				\$76,000
TOTAL				\$496,000
Annual increase starting in 2024		0.00		

If this meets with your approval, please sign and return one (1) copy of this letter to us. Thank you for this opportunity to be of service.

Regards,

Proposal Accepted:

Scott Campbell – City Manager

Date

April 25, 2022

Maureen Arndt

Date



*Proposal to City of Roanoke
Roanoke Police / Court Project
Owner's Rep Proposal
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720 design, inc.

Attachments: General Conditions



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Budget Amendment

MEETING DATE: May 24, 2022

DEPARTMENT: Finance

ITEM SUMMARY:

Budget Amendment

INFORMATION:

Per the previous agenda item, this Ordinance amends the current year's budget to add funds of \$184K for preconstruction services pursuant to the agreement with 720 Design for Owner Representative/Project Manager Services related to a new Police and Municipal Court facility project.

STAFF RECOMMENDATION:

Recommend Approval of Ordinance No. 2022-115 amending budget as presented.

SPECIAL CONSIDERATION:

NA

FINANCIAL CONSIDERATION:

Funds of \$184,000 would likely be reimbursed to the City's general fund as a reimbursement from bond proceeds at the time of the debt sale for construction.

ATTACHMENTS:

1. ORD NO. 2022-115 - Budget amendment 22-03

ORDINANCE 2022-115

AN ORDINANCE OF THE CITY OF ROANOKE, TEXAS, AMENDING THE FISCAL YEAR 2021-2022 BUDGET; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Roanoke citizens passed a half cent sales tax for Crime Control and Prevention; and

WHEREAS, the City of Roanoke has completed a needs assessment for a new Police and Courts facility; and

WHEREAS, the Roanoke City Council approved a contract with 720 Design for Owner's Representative/Project Management Services related to design and construction of a new police and courts facility; and

WHEREAS, the City Staff recommends amendment to the Fiscal Year 2021-2022 budget in the amount of \$184,000 for preconstruction services prior to September 30, 2022; and

WHEREAS, the Roanoke City Council must approve all budget amendments proposed;

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

Section 1:

That the budget, as shown in words and figures is hereby amended in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022.

Section 2:

That the following expenditure line items shall be amended as indicated for the 2021-2022 Fiscal Year.

#	Fund	Account	Account Description	Current Budget	Amended Budget	Diff
22-03	010	610-801	Transfer to Facility CIP	100,000	184,000	284,000

Section 3: SAVINGS CLAUSE

All rights and remedies of the City of Roanoke, Texas are expressly saved as to any and all violations of the provisions of the Ordinance or any other ordinance which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 4: CUMULATIVE CLAUSE

This ordinance shall be cumulative of all provisions of State or Federal law and other ordinances of the City of Roanoke, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

Section 5: SEVERABILITY CLAUSE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 6: REPEALER CLAUSE

Any provision of any prior ordinance of the City whether codified or uncoded, which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncoded, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 7: EFFECTIVE DATE

This Ordinance shall become effective immediately upon its passage and publication as required by law.

PASSED AND APPROVED by the City Council of the City of Roanoke, Texas, on this the 24th day of May 2022.

APPROVED:

ATTEST:

Carl E. Gierisch Jr., Mayor

April S. Hill, City Secretary

APPROVE AS TO FORM:

Jeff Moore, City Attorney